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SCHOOL MANAGEMENT SYSTEM

1. INTRODUCTION

School Management is intended to automate every aspect of operations and day to day activities of the Institution. By covering aspects means - every aspects, it includes day to day transactions occurs in a front office, all admission processes of students etc .In short By using this software means securing the routine activities of the School . School management system is a simple yet powerful one integrated platform that connects all the departments of an institution namely office, fees counter, library, hostel, Academic ,events etc

2. What We Offer

- User –Friendly Environment
- Effective staff Management System
- It is flexible and customizable to suit individual schools
- Effective School record Management : From student Registration to till the time of student leaving the school
- Academic performance evaluation for students after exams
- Complete Accounting and asset management module
- Effective Timetable scheduling
- Track records easily with suitable search Criteria's

Main Sections we include here are

- ❖ FRONT OFFICE
- ❖ ADMISSION
- ❖ STUDENT MANAGEMENT
- ❖ CLASS MANAGEMENT
- ❖ TIME TABLE MANAGEMENT
- ❖ CLUBS
- ❖ FEES MANAGEMENT
- ❖ EXAM MANAGEMENT
- ❖ PAYROLL
- ❖ VEHICLE MANAGEMENT
- ❖ ASSET MANAGEMENT
- ❖ HOSTEL MANAGEMENT

- ❖ **EVENT MANAGEMENT**
- ❖ **LIBRARY MANAGEMENT**
- ❖ **ACCOUNTS**
- ❖ **ALUMNI**
- ❖ **USER MANAGEMENT**

3. Front Office

- The front-office module features maintenance activities for appointments, schedules etc
- Generation of permission slip for students, gate-pass for suppliers, parents and visitors, dispatches/inward, acknowledgments,
- logging of complaints, and issue of transfer/character certificates.

4. Admission

- The pre-admission module is a convenient and a time saving way to handle and track student registrations, and results for entrance exams tests,
- Issue of Prospectus regarding admission .
- Keep Separate student list for merit admission and admission under management quota. And for management quota it keeps the details of donations received from students

5. Student Management

- It have an efficient student record management system : It details about each and every record of student from the time of registration till leaving from that school .
- In student Registration: Keeps all the personal and academics details of each student. Issue of Prospectus regarding admission
- Unique Registration Number for each student.
- Keeps details of students leaving from school, in case of suspension /dismissal keep separate record for that.
- Details of student participation for events
- Keeps record of students in each club
- Keep separate record for current, dropouts and transferred students.
- Transportation details

6. Class Management

- Division allotment to each classes based on minimum number of students in each class
- Allotment of assets to each student (like chair, table etc)
- Issue of Class Diary
- Timetable allotment to each class
- Remainder about class tests, exam details and all important informations in class
- Attendance marking for each student.
- Remainder about fees dues before Exams
- Results of each class tests
- Details of Special classes for students ,keep separate record for attendance for this special classes
- Keeps records of absentees of exams
- Details of promotion and depromotion
- Progress Report
- Details of parents meeting
- At the time of leaving the class, details of returning items which given at the time of entry to classes, in case of any damages details of damaged items

7. Time table management

The timetable module has been designed to simplify the most time consuming task in a school, the creation of a timetable. The timetable module features generation of class/teacher timetables

- Time table generation of class timetables and provisions for a teacher substitution list for absent teachers
- TimeTable for teachers based on class timetable.

8. Clubs

- Details of all type of clubs in school
- Keeps separate record for student list in each each club ,details of staff and student in charge
- Details of activites conducted by each club
- Details of club meetings

9. Fees management

The fee management enables you to maintain registers of fee receipts and outstanding amounts on a student/class basis. The fee module has a structure for fines, exam dues etc . This module also covers for scholarship management, fee waivers and optional fees etc .

- Details of all types of fees for student at the time registration till leaving from school
- Details of fines due to damages, loss of books, ID card.
- Donation details

10. Exam management

The examination management covers all details regarding exams. It enables you to evaluate progresses at different levels for various combinations of subjects, examinations and year's for single/all students as well as class/school level performance.

- Details of commencement of exams
- Time table for Exams
- Class Arrangement for exam details
- Details of Exam invigilators (in case of external examiners)
- Details of assigned internal staffs.

11. HR and PayRoll

This covers notifications for recruitments, advertisements, sales of applications, registrations, and generation of interview/call letters.

In payroll we includes

- Staff Vacancy
- Staff interview
- Staff Selection
- Staff management
- Staff Scheduling
- Staff Termination / Resignation
- Attendance
- Holiday
- Leave Request
- Leave Approval
- Salary Advance

- Salary Process
- Loan details

11.1 Staff Vacancy

- Details of vacancy notification (start date, end date, job code, details etc)

11.2 Staff Interview

- Details of application received after vacancy notification
- Details after interview(i.e. short listed or not)

11.3 Staff Selection

- Details of Staff Selection after short listing the candidates

11.4 Staff Management

- Designation wise entry for all staffs (like teaching staffs, Non-teaching staffs , administrative staffs.. etc), All personal and professional details like teacher's specialization etc of staffs
- Keep Separate salary details for each employee
- Detailed report of current staffs, terminated staff, retired staff etc
- Will get list of teachers teaching a particular subject for a class/all classes, and a list of all class teachers.

11.5 Staff Scheduling

- Timetable allotment to teachers based on class Timetable
- Keeps Separate record for class Teachers
- Keeps scheduling details of all staffs like drivers, etc
- Assignment of club in-charge to staffs
- Scheduling of teachers as invigilators for exams

11.6 Staff Termination/Resignation

- Details of terminated / resigned employees
- Keeps Proper Reason for termination / resignation

11.7 Holiday Calender

- For marking holidays for institution
- Separate option for marking Holidays and Events

11.8 Attendance

- Keeps daily attendance details of all staffs.
- Option for entering half day / full day
- Holidays displayed there automatically

11.9 Leave Request

- Details of Requested leaves of employees
- Details like from – to date, type of leave (we have option for pre define leave types there) like loss of pay leave or not

11.10 Leave Approval

- Details of leave granted or not.

11.11 Salary Advance

- Details of salary advance taken by employees , like employee name, advance amount, date etc

11.11 Salary Process

- Month wise Details of salary processing
- Details of employee wise salary ,salary will calculate based on basic salary calculation method
- For Salary process, all deductions and additions will consider there like PF, ESI, loan etc.

11.12 Loan Details

- Loan details will details here.
- Here it details about loan details like employee name, loan amount, monthly installment, total installment, remaining installment etc.

- After salary process, remaining installment will decrease based on payment

12 Event Management

- This covers the organization's extracurricular activities for students
- Details of Rules for each events
- This helps, by allocating houses to students/staff, defining events, short listing participants, entering results, engaging judges and generation of club & house position based on activity performance.
- Keeps records of student's participation in events
- Tour programs conducted by the school
- Team wise details of events (like for sports cricket team etc)
- Details of students and staffs in-charge

13 Library Management

- The Library module addresses all library needs and procedures.
- An effective book management system
- Keeps separate records of books under different category like text books journals etc
- An effective system to track the exact location of books.
- Keeps details of no. of copies of same books.
- Entry to library only with student register number
- Issue and returns of books from students as well as staff, barcode, managing reservation for books, dues, maximum/minimum issued books, generate and maintain book catalogues.
- Separate details for issue books and reference books .
- Details of book renewal(no. of days and no. of times of renewal)
- Details of Xerox taken
- Details of fines due to delay in books return

14 Vehicle Management

- The transport module is to ensure complete control over the school's buses.
- Each bus is identified by a unique number
- Route scheduling for each bus.
- This module features bus stop & route allocation to student/staff, number of students on each stop/route, number of stops on each route .
- maintenance of vehicle log book, vehicle tax & insurance information

- Details of Vehicle purchase, EMI details etc
- Vehicle maintenance schedule.

15 Hostel Management

The hostel management covers to handle, and manage all activities related to a hostel. This facilitates reservation and allocation of rooms, managing room facilities, maintaining outing and discipline, visitors' records, house keeping and mess management etc

- Transportation fees is applicable to all hostlers
- Each room is identified by a room id
- Keep Separate records for room types, assets in rooms will vary based on this room type
- In mess separate record for students based on category of food
- At the time of vacating from hostel ,details about asset damage ,Fines etc
- Monthly payment
- Request of Assets to management and confirmation of item receipt
- Separate Account maintenance for hostel

16 Accounts

- The accounts module is a complete accounting package.
- This module features options for general ledger, schedule balances, trial balance, income/expense statements and balance sheet accounts.

16.1 Main Group

Main Group is the master form used for creating Sub Account heads. Initially the main group contains some Built-in Account heads that cannot be deleted. The main Heads under the main Group are

- Bank,
- Cash,
- Assets
- Liabilities,
- Trading Expenses,
- Trading Income,

- P&L expenses
- P&L Income.

The User can add some more Sub groups under this Main Group.

16.2 Ledger group

The Ledger Group is the sub group of Main group. Ledger Group is used to create different sub groups under Main Group the Ledger Head name is the head that are displayed in the Reports like Trading Account, Profit& Loss A/c and Balance Sheet. The User also has the facility to add Opening stock values by the help of ledger Group.

16.3 Ledger Heads

The Ledger head is the Subgroup of Ledger Group.

16.4 Receipts and payments

- Receipts & Payments is used to Pay or Collect the Cash transactions arising in the institution.
- The Receipts & Payments allows partly paying facility.
- It has an additional feature to record the transactions as Cash or Cheque.

16.5 Journal Entry

To Debit/Credit any Account Using Journal Entries. Here all the Account entries will display under the master Journal. The user has the option to Debit/Credit any Ledger groups by the help of Journal. Narration about each entry is compulsory for a journal entry.

- All accounts will post to journal through ledger

16.6 Cheque Book

It details about all the cheque book details in the institution .For each cheque book it saved issuing bank, receive date ,count and beginning no. of cheque

16.7 Ledger Book

It details about day by day debit/credit details arising in the institution

16.8 Cheque Register

Cheque Register is for entering day to day cheque transaction .Here when we select a cheque book it displayed its balance count there

16. 9 Trading Account

- To display the Direct Expenses and Direct Incomes and the Balance as a report.
- The Trading Account consists of all the Direct Expenses and Direct incomes that are arising in institution. Example of Direct Expense is Purchase
- It shows the Gross Profit or Gross Loss without effecting the indirect Expenses and Indirect Incomes. Normally this Report is processed within a specified date Range.

16. 10 Profit and Loss Account

- To display the Indirect Expenses and indirect Incomes and the Balance as a report.
- Like the Trading Account, Profit& Loss A/c displays the Indirect Expenses and Indirect incomes in an institution.
- It also displays the Balance Profit or losses that are arising from the Trading account. The Final Difference is treated as Net Profit or Net Loss.

16. 11 Balance Sheet

- The Balance sheet is the statement of assets and liabilities of an institution for the current financial year.
- All Assets and liabilities arising in the institution are displayed in Balance Sheet.

17. Asset Management

Store Management is the professional management for material issue and purchase sections of the Institution.

17.1 Purchase Request

- Here Employee who is responsible for the Stock can place a request for purchase of various items that are required in stock.
- Can make purchase request at any time
- Can keep list of items and quantity of item

17.2 Purchase Order

- This Section can be used by Administrator of the institution to issue Purchase order for corresponding Purchase Requests.

- Here the Employee who is responsible for the confirming the purchase requests can make Purchase Orders from corresponding purchase request
- Keep Record of each purchase order separately
- Can make updation in request coming from various section

17.3 Purchase

- Used by Purchase division of the institution to Purchase items with respect to corresponding Purchase order .
- Can make updations in purchase order
- Automated Calculation of tax and Discount and overall Total .
- Option for entering Various expenses like freight charges and round off amount
- Paid amount can be entered and balance amount is updated to journal.
- Automatic stock updation after Purchase

17.4 Purchase Return

- This Section can be used to return Purchased items to Suppliers due to Defects
- Amount to be paid is calculated and balance amount updated in journal .
- Stock Updation after Purchase Return

17.5 Stock Adjustment

- This Section is used to add or remove items directly to stock . For E.g. If some the Item gets damaged, that item can be removed directly from stock .

17.6 Material Issue

- Used to issue Various Sections of the institution according to issue requests made by them .
- Stock updation after issue

17.7 Material Return Confirmation

- Confirmation after material return .
- Automatic stock updation after material return

18. ALUMNI

- Keeps records of all students in the institution for future reference

- Keeps records of students achievements
- Details of alumini meeting conducted every year

19. USER MANAGEMENT

- The User management module is one of the most important modules in a school management system.
- This module is used by the administrator to prevent unauthorized access to the system.
- Any user logging into the system can access only those functions for which he/she has been granted rights for.
- Each user will get a username and password for accessing the system .
- Rights Can set for each staff individually (like read only, write only, Read-write etc)