

Priyadarshini Institute of Technology & Science

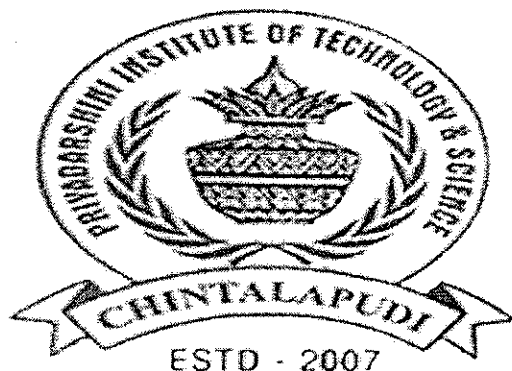
Chintalapudi, Near TenaliGuntur-522 306.

Under Management of INDIRA EDUCATIONAL Society, Hyderabad.

College Code: X2, Recognized by Govt of A.P.

Approved by AICTE, New Delhi & Affiliated to JNTU Kakinada

NAAC SSR



6: Governance, Leadership and Management

6.2 Strategy Development and Deployment	6.2.2 The functioning of the institutional bodies
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6.2.2(4) ERP Document



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ERP DOCUMENT

Hiroto IND: Collage Management Software

The only software that needs to run your College Management

We would like to thank you for purchasing College Management Software. We are very pleased you have chosen College Management Software for your institution; you will not be disappointed! Before you get started, please be sure to always check out these documentation files. We outline all kinds of good information, and provide you with all the details you need to use college management software. College Management Software can be used with any school, college, university, training, or coaching institute

System Requirements

To installing College Management Software, your web server must be running PHP 5.4 or higher and MySQL or higher. We have tested it with Windows, Mac and Linux, but for optimum performance, we will recommend using Linux with an Apache web server. Below is a list of items you should ensure your host can comply with.

- .PHP 5.6+
- .MYSQL 5.1+
- .MySQL SQL_MODE must not contain
- .ONLY_FULL_GROUPS mod_rewrite Apache
- MB String Extension
- .file info Extension
- .Extension
- .CURLY Extension (recommended)
- .PHP max_execution_time should be almost 60 seconds for a smoother installation

In almost all hosting accounts, these extensions are enabled by default. But you should check with your hosting provider. After installing college management software to work properly, you must make a few directories/files writable. Below is a list of directories/files you should ensure have write permissions.

- Installation_dir/application/config/config.php
- Installation_dir/application/config/database.php
- Installation_dir/application/config/autoload.php
- Installation_dir/application/config/config/license.php installation_dir/temp
- Installation_dir/backup installation_dir/backup/database_backup
- Installation_dir/backup/temp_uploaded
- Installation_dir/uploads
- Installation_dir/uploads/<all_its_sub_directories>



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Using Collage Management Software

Collage Management Software: A General Overview

Before starting to use college management software, consider the general scenario of a typical school from grades 1 to 12. Each class has sections like Section A and Section B. There will be various subjects for different classes; like some are theory and some are practical. Exams are created using these subjects and classes.

Students enter classes as new admissions or are promoted by their previous class after successfully passing the previous class. During the course of the course, we will charge fees to students and collect them on a monthly or one-time basis. We like to record the attendance of our students.

Our school will provide transportation facilities for students. Our school has hostels and provides hostel facilities to our students. Obviously, our school has teachers to teach and manage students. We like to communicate with our teachers, students and parents. We like to record all the expenses done at our school, like miscellaneous bills, salary payments, etc. After everything, we like to analyze various reports based on our school.

If you are using College Management Software for a training-center, then maybe you would like to admit students in two classes. Since version 5, we have introduced a multi-class feature where you can admit a single student in two classes simultaneously.

Apart from the above, we also like to provide access to our College Management Software to other users, like teachers, Accountants, Librarians, Students and their Parent. These pieces of college management software have eight built-in user roles-Superadmin, Admin, Teacher, Accountant, Librarian, Receptionist, Student and Parent Virtually you can create unlimited number of user roles for staff members.

Admin Panel

Login to the Admin Panel through URL-<https://pitt.ac.in/>



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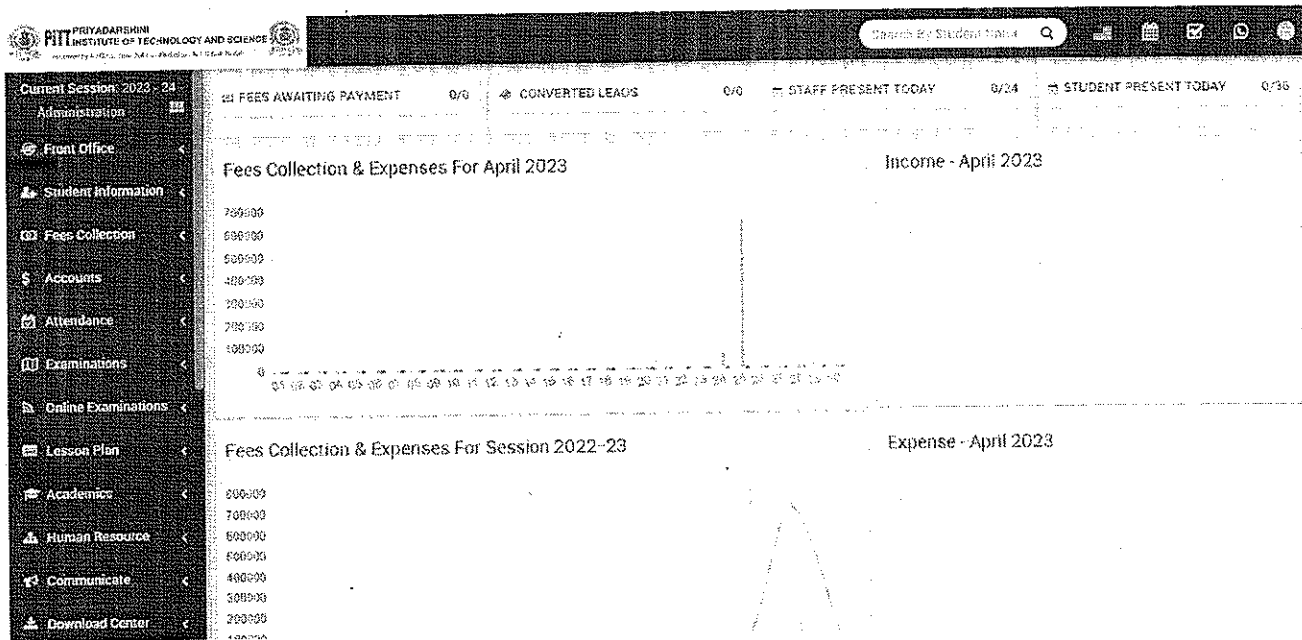
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After a successful login, you will reach the Admin Dashboard. Below, you can find a navigation overview of the user screen.



The admin panel consists of 27 modules, listed below-

1. Front Once-for all reception/front office-related activities like inquiries, calls, and visitors. Postal receive/dispatch



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2. Student Information for all the information related to students, like student search, profile, student admission, and student history
3. Fees Collection for all the details related to student fees collection, fees master creation, fee dues, and fees report.
4. Income for all the income other than fees collection can be managed here, like adding income.
5. Search income, income head
6. Expenses - for all the expenses related to school can be managed here, like adding expenses. Search expenses, expense head
7. Attendance for managing student attendance and the attendance report.
8. Examinations for managing all the exams conducted by the school, like create exam, schedule exam, exam marks entry, marks grade
9. Academics for managing all the parameters/master data required to run school like classes, sections subjects, assign teachers, class timetable, promote student to upper class
10. Human Resources for all the information related to staff members can be managed here, like staff searches profiles, attendance, payroll, and leaves
11. Communicate-it works like a notice board, basically a messaging system for communication with students, parents and teachers
12. Download Center-for managing downloadable documents like assignments, study material, syllabuses, and other documents that need to be distributed to students and teachers
13. Zoom Live Classes - for students, Zoom Live Classes, and for staff live meetings. It is an add-on extension and should be purchased separately
14. Homework-teachers can give homework here and further evaluate them
15. Library all the books in your library can be manage here
16. Inventory manages all the assets of your school with stocks and store under inventory module
17. Transport-for managing transportation service like routes and their fares
18. Hostel-for managing hostels, hostel rooms and their fares



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19. Certificate-design and generate student certificate and ID-Card here
20. Front CMS-manage the front public site of College Management Software here by creating pages, menus, events, galleries, and news.
21. Alumni-for managing all pass out students or alumni records and events
22. Reports all the various reports related to different modules can be found here
23. System Settings-configure College Management Software here for different settings like School sessions, admin password, SMS, PayPal, backup/restore, languages
24. Calendar and To-Do List-track and manage all daily/monthly activities, and create your task in the to-do list
25. Chat-chat for two-way messaging staff and students
26. One Click Updater-to install new in system

To understand how College Management Software works, we first need to configure and set it up for our school. In this whole documentation, we will consider our sample school, which is Mount Carmel School.

Steps to set up your school –

The screenshot displays the 'General Setting' page of the CMS. The left sidebar lists various settings categories. The main content area includes the following fields and options:

- College Name:** Priyadarshini Institute of Technology & Science
- College Code:** PITS
- Address:** Priyadarshini Institute of Technology & Science, Chintalapudi, Guntur-522 306, A.P.
- Phone:** +91-9133999725,726
- Email:** principalx2@gmail.com
- Session:** 2023-24
- Session Start Month:** August
- Attendance Type:** Day Wise (selected), Period Wise, Biometric Attendance, Disabled, Enabled
- Language:** English
- Language RTL Text Mode:** Disabled (selected), Enabled
- Date Time:** (empty field)



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1. In the Admin panel, go to System Settings > General Settings. On the upper right side, click on the Edit button to update your school data.
2. Update your School Name, and school code (the school code is your school affiliation / accreditation number). Address, Phone, and Email (for remaining settings, please check the System Settings section). Now click on the Save button to update the record.
3. For updating your school print logo (used in fees receipts and pay slip prints), go to System Settings >> General Setting in the lower left side and click on the Edit Print Logo button (it is recommended for logos to use a.png image with a transparent or white background and around 200px x 200px in size). Now drag and drop or select your logo file. By clicking on Edit Admin Logo and Edit Admin Small Logo, you can set the logo for the admin panel. Edit the app logo to set the logo for the mobile app
4. For automated SMS messaging, add any one of the available SMS Gateway with the required details from System Settings > SMS Setting
5. To enable online payment in the Parent Panel and Student Panel, update your payment gateway account details. For this, go to System Settings > Payment Methods, select your appropriate payment gateway, and add your payment gateway account details, then click on the save button and enable it from the right side box.
6. At this point, we have completed the basic setup of our school. Now we will add our academics to the college management software, like Classes, Sections, Subjects, and teachers.
7. For adding classes, go to Academics > Classes. Before adding classes, first add Sections from Academic > Sections. Select Sections comes under a Class when you are adding a Class. Classes can be added from the left-side Add Class form, and added classes can be seen on the right-side Class List. Add all classes running in your school here

Class	Sections	Action
MBA	MBA	✎ ✕



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8. To add sections, go to Academics > Sections. Sections can be added from the left-side Add Section form, and added sections can be seen on the right-side Section List. Add all section names used in your school here, e.g., if Class 1 has 3 sections (A, B, and C) and Class 2 has only A and B sections, then we will add 3 sections A, B, and C here. After adding sections, select sections that come in a Class when you are adding classes.

9. To add Teachers, go to the Human Resource Staff Directory. Teachers can be added from top right corner Add Staff button. On this page, you can add any staff member by selecting their role. If we are creating a teacher, then we should select Teacher as a role and designation as a role.

10. To add subjects, go to Academics > Subjects. Subjects can be added from the left-side Add Subject form, and added subjects can be seen on the right-side Subject List. Add all subjects, including theory and practical, to your school here. Subjects can be assigned through Subject Groups to their classes in the next step.

11. For assigning subjects to their classes, go to Academics > Subject Group, enter Subject Group, then select Class and Section, then select all subjects you want to include in this class and section as a group. Now click on Save.

12. Great! You have completed your College Management Software setup. Further, we will understand the workings of all the modules one by one in detail.

The screenshot displays the software interface for adding subjects. On the left is a navigation menu with categories like Administration, Front Office, Student Information, Fees Collection, Accounts, Attendance, Examinations, Online Examinations, Lesson Plan, and Academics. The 'Academics' section is expanded to show 'Class Timetable', 'Teachers Timetable', 'Assign Class Teacher', and 'Promote Students'. The main area is split into two panels. The left panel, titled 'Add Subject', contains a form with fields for 'Subject Name', 'Subject Code', and radio buttons for 'Theory' and 'Practical'. The right panel, titled 'Subject List', shows a table with columns for 'Subject', 'Subject Code', 'Subject Type', and 'Action'. Below the table is a search bar and a button to 'Add new record or search with different criteria'.

13. Great! You have completed your College Management Software setup. Now further we will understand working of all the modules 1 by 1 in detail.



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Front Office

This module has 7 sections

1. Admission Inquiry
2. Visitor Book
3. Phone call Log
4. Postal Dispatch
5. Postal Receive
6. Complain
7. Setup Front Office

First, we will set up a front office, and then we will manage student Admission inquiries, the daily Visitor's Book, Phone Calls, Postal and complaints.

Setup Front Office: Go to Front 07ce > Setup Front 07ce. Here you will add purpose, complaint Type, Source, and reference data, which will be used in different sections of the front office. Enter Purpose, then Description and click on the Save button. All Purpose can be seen on the right side of this page.

Purpose	Action
FRONT	✎ ✕
SECURITY	✎ ✕
GATE	✎ ✕



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Follow the same procedure to make entries for complaint Type, Source and Reference.

The Admission Inquiry feature is dedicated to managing all student admission-related leads and inquiries. It is basically a lead-management system for student admissions. Go to Front Office >

Admission Inquiry: Here you can see all active Admission inquiries. Admission Inquiries that have passed their next follow-up dates are marked as red. You can also search/filter Admission inquiries by Inquiry Date, Source or Inquiry Status. To add a new inquiry, click on the Add button. Here, enter Name, Phone, Email, Address, Description, Note, Date, Next Follow-Up Date, Assigned, Reference, and Source. Classes and number of children, then click on the Save button. To edit or delete an inquiry, simply click on the Edit/Delete button in the Action column. To follow up on existing inquiries, click on the Follow-Up button in the Action column. Here you can enter a follow-up date, Next Follow-Up Date, then person Response and your any hate. On the right panel of this window, you can check Summary of this inquiry. You can also change the status of this entry in the Status dropdown

Visitor Book-In the Visitor Book, we will keep records of all persons coming to school reception for any purpose, e.g., a student mother has come to meet their child, a book company executive comes for a general inquiry, etc. Go to Front Office> Visitor Book, enter Purpose, Name, Phone, ID Card, Number Of Person, Date, In Time, Out Time, Note and Attach Document, then click on the Save button. All visitor details can be seen on the right side of this page.



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Purpose	Name	Phone	Date	In Time	Out Time	Action
FRONT	JYOTHI	1111111	08/24/2024	12:15 PM	12:15 PM	[Edit] [Delete]
FRONT	KUMAR	99999	08/24/2024	12:15 PM	12:15 PM	[Edit] [Delete]

Phone Call Log-Here, we will keep all records for incoming, outgoing, and outgoing phone calls from reception. Go to Front Office > Phone Call Log, enter Name, Phone, Date, Description, Next Follow-Up Date, Call Duration, Note and Call Type, then click on the Save button. All Phone Call Log details can be seen on the right side of this page.

Name	Phone	Date	Next Follow Up Date	Call Type	Action
JYOTHI	11111	08/24/2024		Outgoing	[Edit] [Delete]

Postal Dispatch: Here we will keep all records for all Postal items dispatched from school to outside. Go to Front Office > Postal Dispatch, enter The Title, reference number, Address, Note, title, Date and Attach Document then click the Save button. All Postal Dispatch details can be seen on the right side of this page.



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Add Postal Dispatch

To Title *

Reference No

Address

Note

From Title

Date
08/24/2024

Attach Document

Postal Dispatch List

To Title	Reference No	From Title	Date	Action
Records: 0/10 of 0				

Postal Receive-Here we will keep all records for all Postal interns received in school from outside. Go to Front Office > Postal Receive, enter From Title, Reference No., Address, Note, To Title, Date and Attach Document, then click on the Save button. All Postal receipt details can be seen on the right side of this page.

Add Postal Receive

From Title *

Reference No

Address

Note

To Title

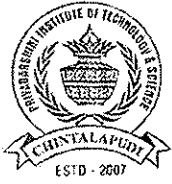
Date
08/24/2024

Attach Document

Postal Receive List

From Title	Reference No	To Title	Date	Action
DELHI	212		08/24/2024	
Records: 1/1 of 1				

Complain-Here we will keep all complaint records coming to reception or from online front site complain page. Goto Front Office > Complain enter Complain Type, Source, Complain By, Phone, Date, Description,



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Action Taken, Assigned, Note and Attach Document then click on Save button. All complain details can be seen right side of this page.

Student Information

This module has nine sections-

1. Student Details
2. Student Admission
3. Online Admission
4. Disabled Students
5. Multi Class Student
6. Bulk Delete
7. Student Categories
8. Student House
9. Disable Reason

First, we will add Student Categories. School House, then student admission, then Online Admission details. If you want to add additional fields to the student admission form, then you can use the Custom Fields feature by going to System Settings > Custom Fields and adding your desired fields in Student. If you also don't want any default fields in student admission, then you can disable them from System Settings > System Fields and disable student system fields.

- Student Categories-Go to Student Information > Student Categories. Add all student categories here. Student categories can be Spot, Management or Consoling.

The screenshot shows the web application interface. On the left is a navigation menu with 'Student Information' selected. The main content area is split into two panels: 'Create Category' and 'Category List'. The 'Create Category' panel has a 'Category' input field and a 'Save' button. The 'Category List' panel shows a table with the following data:

Category	Category Id	Action
Counselling	5	✎ ✕
Spot	6	✎ ✕
Mgt	7	✎ ✕

At the bottom of the table, it says 'Records: 1 to 3 of 3'.

- Student House-Go to Student Information > Student House. Add all the student houses here. Student housing is also another type of grouping of students.



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Student Admission-Go to Student Information > Student Admission and add student basic details Admission No (if you want to use auto-generation of student admission number, then enable it from System Setting > General Setting), Roll No (this roll number is just for reference purposes; when you generate a student admit card from the examination module, a roll number will be auto-generated for the corresponding exam), select Class and Section, First Name, Last Name, Gender, Date Of Birth, Category Religion, Caste, Student Mobile Number, and Email Admission Date. Student Photo, Blood Group. Student

House, Height, Weight, As of Date: If this student has a sibling and already studies in this school, then click on the Add Sibling button and select sibling (note that if the student has more than one sibling studying in school, then you do not have to select all the siblings; just select any one sibling, and the system automatically detects other siblings). Add the student, Father. Mother and Guardian details. Now click on the Save button to complete student admission. If you want to add more details about the student, like student address details, Transport Route Details, Hostel Details, Miscellaneous Details, RTE (Right To Education) (in some countries there is a government-funded scheme under which students get free education and the government pays fees for these students), and Upload Documents then click on the Add More Detail button. Student admission: admit students by default in the current selected session.

To importing bulk students for admission, click on upper right side Import Student button. Now select class and browse.csv, and click on the Import Students Data file to import student data. Using student import, you should enter a unique student admission number because even if you have enabled auto-generation of student admission numbers, You can download a sample.csv file by clicking the upper right Download Sample Import File button. Note that by importing bulk students, you have to update the student record for proper admission record.



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Student Admission

Roll Number	Class	Section		
	Select	Select		
First Name	Last Name	Gender	Date of Birth	
		Select		
Category	Religion	Caste	Mobile Number	Email
Select				
Admission Date	Student Photo	Blood Group	Student House	
08/23/2024	Drag and drop a file here or click	Select	Select	
Height	Weight	Age at Date	+ Add Stating	
		08/23/2024		
Parent Guardian Detail				
Father Name	Father Phone	Father Occupation	Father Photo	
			Drag and drop a file here or click	
Mother Name	Mother Phone	Mother Occupation	Mother Photo	
			Drag and drop a file here or click	

Student Details-Go to Student Information > Student Details, select Class and Section, and click on the Search button to get a student list under this class section. You can also search for students by keyword in the Search Input Box and click on the Search button.

After searching, you will get the student list below. There are two views here: List View and Details View. Every row has three buttons on the right side: Show (to see a student profile). Edit (to edit a student profile) and Add Fee (to add student fees). Click on the Show button to open a student profile.

The student profile page provides a 360° View of the student and includes basic student details, address details, parent/guardian details, miscellaneous details, fees details, exam details, documents, and a timeline related to the student.

You can check the student's and their guardian's login credentials by clicking on the Login Details link. If any student gets admitted by mistake, and we need to disable the student, then you can click on the red-colored hands-down icon button.

After clicking it, a window will appear and ask you to select a disabled reason for this student. Just select disable reason. To send a student/parent password, click on the 3-dot icon button.



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Select Criteria

Class: B.TECH Section: MBA Search By Keyword: [Search]

View: List View Details View

Roll Number	Student Name	Class	Father Name	Gender	Category	Action
Y21MPH140001	ALLA NAGA LAKSHMI	DIPLOMA	ALLA RAMA KOTIREDDY	FEMALE	Counselling	[Edit] [Delete]
Y21MPH140002	GANDRETI MAHA LAKSHMI MANASA	MBA	GANDRETI TRIPURBAH RAO	FEMALE	Spot	[Edit] [Delete]
Y21MPH140003	SURE SAI KRISHNA	B.TECH	SURE GUNASEKHARA RAO	MALE	Mgt	[Edit] [Delete]
Y21MPH140004	KARSHINI KASULA	M.TECH	K. MURALI MOHAN RAO	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140005	KRISHNA DEEPIKA CHANDRASEKHAR	B.TECH	CH. KRISHNA KISHORE	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140006	MOHAMMAD ABDUL SABEENA AFROZ	DIPLOMA	MOHAMMED ABDUL LATHEEF	FEMALE	Counselling	[Edit] [Delete]
Y21MPH140007	NEENALAPUDI SARALA	M.TECH	NEENALAPUDI VEENATAH	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140008	PALLEPOGU ALBINA	MBA	PALLEPOGU BABU RAO	FEMALE	Mgt	[Edit] [Delete]

MOHAMMAD ABDUL SABEENA AFROZ

Admission No: 02115160173000

Roll Number: Y21MPH140006

Class: M.TECH Section: MBA

RTE: No Gender: FEMALE

Profile Fees Documents Timeline

Admission Date: 09/24/2024

Date of Birth: 09-06-1989

Category: Counselling

Mobile Number: [Redacted]

Case: 00

Religion: [Redacted]

Email: [Redacted]

Address

Current Address: [Redacted]

Permanent Address: [Redacted]

Parent / Guardian Details

Father Name: MOHAMMED ABDUL LATHEEF

Father Phone: [Redacted]

Online Admission-Go to Student Information > Online Admission. Through online admission, students can register themselves on the front site. To use online admission, first it should be enabled from System Settings > General Settings. Online admission forms can be accessed directly from a URL http://yoursite.com/online_admission. To use

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It is onsite; you must add this URL to any menu from the front oms.

After student record submission from the front site, it will be displayed in the Student Information > Online Admission page.

To admit/enroll this student; just edit this student by clicking the Edit button in the Action column. On the student edit page, enter the required details of the student, then click on Save if you just want to save the student submitted record, but to admit/enroll the student, you must click on the Save And Enroll button.

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After this, students will be admitted, which can be viewed in Student Admission Student Details. If you want to delete online submitted student details, then just click on Delete button from Action column.

Disabled Student-Go to Student Information, Disabled Student. Here, you can view all Disabled Students.

Multi Class Student-Go to Student Information > Multi-Class Student. Here, you can add a student to another class section. Basically, this feature is for training or coaching centers where a student can be in a singing class and a dancing class simultaneously. The multi-class feature is not for schools or colleges. The multi-class feature is still in the experimental stage, and we recommend not using the multi-class feature with multi-sessions. A multi-class feature is available online for the admin and student panels.

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INSTITUTE OF TECHNOLOGY & SCIENCE
NEAR TENALI, CHINTALAPUDI,
GUNTUR-522 306, A.P.



Priyadarshini Institute of Technology & Science

Chintalapudi, Near Tenali, Guntur-522 306.

Under Management of INDIRA EDUCATIONAL Society, Hyderabad.

Code: X2, Recognized by Govt of A.P.

Approved by AICTE, New Delhi & Affiliation to JNTU Kakinada.

Bulk Delete-Go to Student Information > Bulk Delete here you can delete single or multiple students. Note that after deleting students from here will delete from system and further student will not be rollback.

The screenshot shows the 'Bulk Delete' page. On the left is a navigation menu with 'Student Information' expanded to show 'Bulk Delete'. The main area is titled 'Select Criteria' and contains two dropdown menus: 'Class' and 'Section', both currently set to 'Select'. A 'Search' button is located at the bottom right of the criteria section.

Disable Reason-Go to Student Information > Disable Reason. Here, you can enter master entries for reasons for disabling students.

The screenshot shows the 'Add Disable Reason' and 'Disable Reason List' pages. The 'Add Disable Reason' form has a 'Name' input field and a 'Save' button. The 'Disable Reason List' table contains the following data:

Name	Action
HANDI	✕
MANI	✕

Below the table, it indicates 'Records: 1 to 2 of 2'.



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Fees Collection: This module has 9 sections -

1. Collect Fees
2. Search Fees Payment
3. Search Due Fees
4. Fees Master
5. Fees Group
6. Fees Type
7. Fees Discount
8. Fees Carry Forward
9. Fees Reminder

First, we will prepare our fee Structure for the current session by configuring Fees Type, Fees Group, Fees Master and Fees Reminder. Next, we will Collect the fees of students, and then we will understand and review various fees reports by using Search Fees Payment and Search Due Fees

Let's understand how we will create a fee structure in College Management Software by using the fee type. Fees Group & Fees Master. Fees Type means different types of fees can be collected by the school, e.g., Admission Fees, April Month Fees, May Month Fees, June Month Fees, Exam Fees, Dress/Uniform Fees, Library Fees, Sports Fees, Transportation Bus Fees, and Picnic Fees etc.

Fees Group is used to group different fee types. Then you can assign/allocate this fee to a whole class section or a particular student.

When you assign/allocate a fee Group to a class section or a particular student, all fee types under this group and their fee Master amount will be applied directly. You can assign/allocate multiple fee Groups to a class, section, or particular student.

Suppose we have created a Fees Group with the name Class 6 (2 Installments) and added Fees Types Admission Fees (\$1000), 1st Installment (\$5000), 2nd Installment (\$5000), then assign/allocate this Fees Group Class 6 (2 Installments) to those students only who want to pay fees in 2 Installments.

You can create another Fees Group with the name Class 6 (1 Installments) and add Fees Type: Admission Fees (\$1000), Full Installment (\$9500). You can also create another fees group with the name Class 6 Transport Fees, add Transport Fees as a Fees Type, and assign/ allocate it to those students who use transport facilities.

Note: Fees Type and Fees Group are not dependent on Academic Session, but Fees Master is created session-wise, so you need to enter Fees Master data for every session.

Fees Type-Go to Fees Collection > Fees Type and add all your Fees Types here with the Fees Code. All fee Type can be seen on the right side of this page.



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Current Session: 2023 - 24
Administration
Front Office
Student Information
Fees Collection
Collect Fees
Search Fees Payment
Search Due Fees
Fees Master
Fees Group
Fees Type
Fees Discount
Fees Carry Forward
Fees Reminder
Accounts
Attendance
Examinations

Add Fees Type

Name *
Fees Code *
Description
Save

Fees Type List

Name	Fees Code	Action
College Fee	1	✎ ✕

Records: 1 to 1 of 1

Fees Group- Go to Fees Collection > Fees Group add all your Fees Group here. All Fees Group can be seen at right side of this page.

Current Session: 2023 - 24
Administration
Front Office
Student Information
Fees Collection
Collect Fees
Search Fees Payment
Search Due Fees
Fees Master
Fees Group
Fees Type
Fees Discount
Fees Carry Forward
Fees Reminder
Accounts
Attendance
Examinations

Add Fees Group

Name *
Description
Save

Fees Group List

Name	Action
Counselling	✎ ✕
Mgt	✎ ✕
Spot	✎ ✕

Records: 1 to 3 of 3

Fees Master- Go to Fees Collection Fees Master add all your fees amount for current selected session here. Select Fees Group then Fees Type then Due Date then enter Amount means fees amount for selected session then select Fine Type like percentage or fix amount now click Save button, All Fees Master with Fees Group and Fees Code with amount can be seen at right side of this page for current selected session.

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Add Fees Master : 2021-22

Current Session: 2023-24

Administration

Front Office

Student Information

Fees Collection

- Collect Fees
- Search Fees Payment
- Search Due Fees
- Fees Master
- Fees Group
- Fees Type
- Fees Discount
- Fees Carry Forward
- Fees Reminder

Accounts

Attendance

Examinations

Search By Student Name

Search

Fees Group: Select

Fees Type: Select

Due Date: []

Amount: []

Fine Type: None Percentage Fix Amount

Percentage: [] Fine Amount: []

Save

Fees Master List : 2021-22

Fees Group	Fees Code	Action
Counselling	031 R9.00	✕
Mgt	031 R73000.00	✕
Spot	031 R73000.00	✕

Records 1 to 3 of 3

To assign/allocate Fees Group click on Assign/View button from Action column. Now at next page select Class then Section and click on Search button. Now select the students on which you want to assign/allocate this Fees Group then click on Shot button.

Assign Fees Group

Current Session: 2023-24

Administration

Front Office

Student Information

Fees Collection

- Collect Fees
- Search Fees Payment
- Search Due Fees
- Fees Master
- Fees Group
- Fees Type
- Fees Discount
- Fees Carry Forward
- Fees Reminder

Accounts

Attendance

Examinations

Search By Student Name

Search

Class: B TECH

Section: M TECH

Category: Select

Gender: Select

RTE: Select

Mgt

1 R73000.00

Roll Number	Student Name	Class	Father Name	Category	Gender
Y21BPH140001	BATTULA SAMANVITHA	MBA	B. SRINIVASA REDDY	Counselling	FEMALE
Y21BPH140002	DEVANABOYINA DEEPIKA	M.TECH	D.POTHU RAJU	Spot	FEMALE
Y21BPH140003	GADDIPATI INDRA VARMA	B.TECH	G. RAMA KRISHNA	Mgt	FEMALE
Y21BPH140004	KANKI VANSHI	MBA	KANKI YESURATNAM	Counselling	MALE
Y21BPH140005	KORADA ARHILA	DIPLOMA	KORADA GOVINDA RAO	Mgt	MALE
Y21BPH140006	LODAGALA DEEPAK SAI	B.TECH	L. MURALI KRISHNA	Mgt	MALE
Y21BPH140007	MANDA SASI	B.TECH	M. RAMI REDDY	Counselling	FEMALE
Y21BPH140008	MOHAMMAD IMRAN	M.TECH	MOHAMMAD USMAN	Mgt	MALE
Y21BPH140009	PALLE MARY SNEHALA	DIPLOMA	PALLE RAMU	Mgt	FEMALE



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Fees Discount- Go to Fees Collection > Fees Discount add all your Fees Discount here with Discount Name, Discount Code, Amount and Description. All Fees Discount can be seen at right side of this page to assign/allocate discount click on Assign/View button from Action column.

Name	Discount Code	Amount	Action
Discount	1	13000.00	Assign View

On Next page select Class and Section then click on Search button. After Search select students on which these discounts have to be applied then click on save button.

Select Criteria

Class: [Select] Section: [Select] Category: [Select] Gender: [Select] RTE: [Select]

[Search]

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Collect Fees- Go to Fees Collection Collect Fees select Class & Section & click in Search button to get student list under this class-section.

You can also search student by keyword in Search Input Box and click on Search button. After search you will get student list below. Click on Collect Fees button to go to collect fees page. Here you can see student details including student picture then next you can see all assign/allocate fees details.

Collecting fees is very simple just click the button from Action column a modal window will appear, here select Date then Amount will be auto fetch by balance for this Fees Invoice.

You can enter any amount for Partial Fees payment, then select Discount Group or enter Discount (if any) then enter Fine (if any) then Payment Mode then Note then click on Collect Fees button. Now a fee has been collected & Revert button visible for reverting these fees. For printing Fees Receipt click on Print button from Action column

Search Fees Payment- Go to Fees Collection > Search Fees Payment for searching any fees payment details through Payment ID enter Payment id & click search button you will get the details for this payment id.



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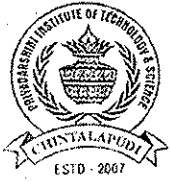
Current Session: 2023 - 24
Administration
Front Office
Student Information
Fees Collection
Accounts
Attendance
Examinations

Search Fees Payment
Payment Id: Search

Search Due Fees- Go to Fees Collection > Search Due Fees for searching those students who have not done payment for particular fees type then select Fees Category then Fees Type then Class then Section & click Search button, you will get all the students list for due fees.

Current Session: 2023 - 24
Administration
Front Office
Student Information
Fees Collection
Accounts
Attendance
Examinations

Search Fees Payment
Payment Id: Search



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Fees Carry Forward-Go to Fees Collection > Fees Carry Forward if any student has balance fees in previous session, then you can forward this balance fees to current session. Select Class, Section then click Search button. Students with balance fees will be display below.

If you want, you can edit balance fees amount to be forward. In Top right corner you can see Due Date for all these fees forward. This Due Date will be number of days ahead which is seen in System Settings > General Setting > Fees Due Days. This balance fees carry forward can be seen in collect fees page as Balance Master (Fees Group) and Previous Session Balance (Fees Code)

Fees Reminder- Go to Fees Collection > Fees Reminder Fees reminder is for sending fees reminder notifications to guardians. Here two before and two after reminder has been given, reminder acts respect to your fees due days.

To use it, just activate the reminder and set your days. Suppose a before reminder is set for 5 days then a fees reminder notification will be send 5 days before fees due date. To use this feature you should add <http://yoursite.com/cron> URL in your hosting corn job.



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Action	Reminder Type	Days
<input checked="" type="checkbox"/> Active	Before	2
<input type="checkbox"/> Active	Before	5
<input type="checkbox"/> Active	After	2
<input type="checkbox"/> Active	After	5


Income

This module has 3 sections-

1. Add Income
2. Search Income
3. Income Head

First we will create our Income Head then we will add our daily/monthly Incomes then we will Search our Income

Income Head-Go to Income > Income Head enter Income Head and its Description then click on Save button. All Income head can be see right side of this page.


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Income Head	Action
RAMARAO	✎ ✕
REDDY	✎ ✕

Add Income-Go to Income > Add Income select income Head then enter Income Name then Invoice Number, Date of Income then Amount then Attach Document then Description & click on Save button Recently added 10 Incomes can be see right side of this page

Name	Invoice Number	Date	Income Head	Amount	Action
KUMAR	1	09/24/2024	REDDY	₹200	✎ ✕
MANI	2	08/24/2024	RAMARAO	₹100	✎ ✕

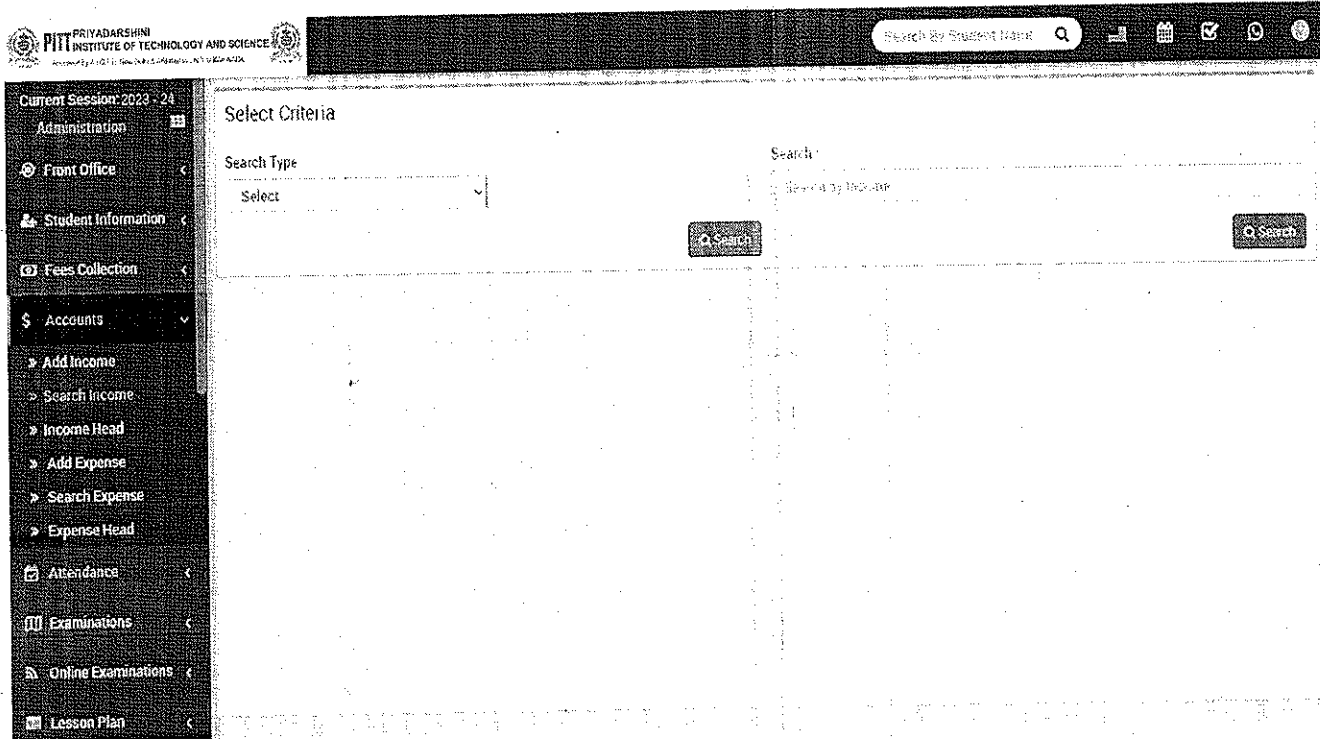


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Search Income- Go to Income Search Income to search Incomes between two dates or by a key word select Date From & Date To or enter keyword then click on Search button, you will get the list of all Incomes related to your search criteria.



Expenses

This module has 3 sections-

1. Add Expense
2. Search Expense
3. Expense Head

First we will create our Expense Head then we will Add our daily/monthly Expenses then we will Search our Expense.

Expense Head- Go to Expenses > Expense Head enter Expense Head and its Description then click on Save button. All expense head can be see right side of this page.



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Expense Head	Description	Action
Kumar		✓ ✕
principal		✓ ✕
hod		✓ ✕

Add Expense- Go to Expenses > Add Expense select Expense Head then enter expense Name then Invoice Number, Date of expense then Amount then Attach Document then Description & click on Save button. Recently added 10 expenses can be see right side of this page.

Name	Invoice Number	Date	Expense Head	Amount	Action
nani	1	08/24/2024	principal	₹200.00	✓ ✕

Search Expense- Go to Expenses > Search Expense to search expenses between two dates or by a keyword select Date From & Date To or enter keyword then click on Search button, you will get the list of all expenses related to your search criteria



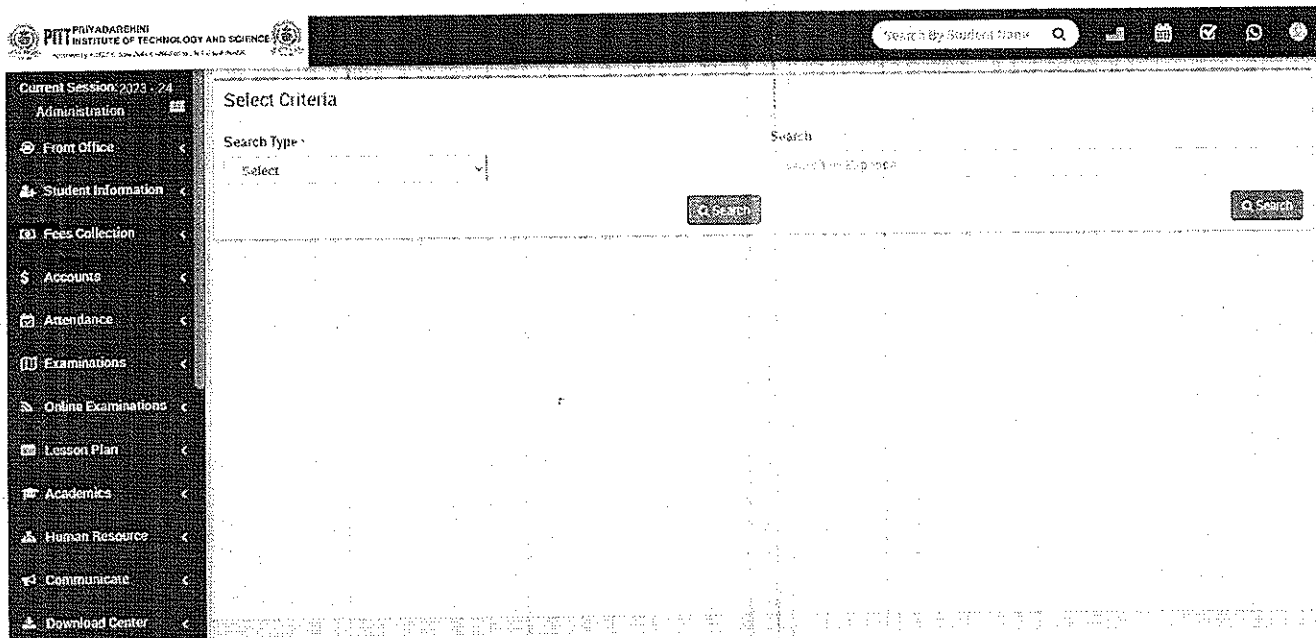
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Attendance

This module has 3 sections-

1. Student Attendance
2. Attendance by Date
3. Approve Leave

College Management Software supports two types of attendance Day Wise and Period Wise. You can run any type at once at a time and attendance type can be select from System Settings > General Settings. Now College Management Software also supports biometric attendance devices (currently only for day wise attendance) for automated attendance submission. You can enable biometric device feature from System Settings > General Settings. To utilize biometric device feature you should have College Management Software Biometric Desktop Plug-in Software. It is a desktop-based application that fetches attendance data from a biometric device and sends it to the College Management Software web application.

First we will enter Student Attendance then we will search student attendance for a particular date.

Student Attendance-Go to Attendance > Student Attendance select Class then Section then Attendance Date then click Search button. Now below you can see list of students & attendance options like Present, Late, Absent etc. Select the attendance for students then click on Submit Attendance button to enter National Holiday or Sunday select Mark as holiday button then Submit Attendance button. Note that is attendance is already submitted for a date then you can only edit attendance.



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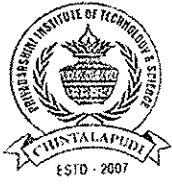
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The screenshot shows the web portal interface. On the left is a navigation menu with categories like Administration, Front Office, Student Information, Fees Collection, Accounts, Attendance, Examinations, Lesson Plan, Academics, and Human Resource. The 'Attendance' section is expanded to show 'Student Attendance', 'Attendance By Date', and 'Approve Leave'. The main content area is titled 'Select Criteria' and contains three dropdown menus: 'Class' (with 'Select' as the current value), 'Section' (with 'Select' as the current value), and 'Attendance Date' (with '09/24/2024' as the current value). A 'Search' button is located at the bottom right of the form.

Attendance By Date-Go to Attendance > Attendance By Date to check attendance for a particular date. Select Class, Section, and date, and then click on the Search button.

The screenshot shows the web portal interface, similar to the previous one. The navigation menu is on the left, and the 'Attendance' section is expanded to show 'Approve Leave'. The main content area is titled 'Select Criteria' and contains three dropdown menus: 'Class' (with 'Select' as the current value), 'Section' (with 'Select' as the current value), and 'Attendance Date' (with '09/24/2024' as the current value). A 'Search' button is located at the bottom right of the form.

Approve Leave-Go to Attendance > Approve Leave. Here you can see leave requests submitted by students to approve or add leaves for students.



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The screenshot shows the 'Approve Leave List' page. On the left is a sidebar menu with categories like Administration, Front Office, Student Information, Fees Collection, Accounts, Attendance (expanded), Examinations, Online Examinations, Lesson Plan, Academics, and Human Resource. The main content area has a 'Select Criteria' section with dropdowns for 'Class' and 'Section'. Below this is a table with columns: Student Name, Class, Section, Apply Date, From Date, To Date, Status, Approve By, and Action. A search bar is located at the top right of the table area. At the bottom, there is a message: '← Add new record or search with different criteria.'

The screenshot shows the 'Add Leave' form. It includes dropdowns for 'Class' and 'Section', and a 'Student' dropdown. There are input fields for 'Apply Date', 'From Date', and 'To Date'. A 'Reason' text area is provided for the user to enter the cause for the leave. Below the reason is an 'Attach Document' section with a file upload icon and the text 'Drag and drop a file here or click to upload'. A 'Save' button is at the bottom right of the form. The background shows the same sidebar menu as the previous screenshot.



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Examinations

This module has 7 sections-

1. Exam Group
- 2 Exam Result
3. Design Admit Card
4. Print Admit Card
5. Design Mark sheet Card
6. Print Mark sheet Card
7. Marks Grade

College Management Software supports 4 types of exam types General Purpose (Pass/Fail), School Based Grading System, College Based Grading System and GPA Grading System.

General Purpose (Pass/Fail) is general purpose non grading exam type used in majority of schools/institutions.

School Based Grading System is grading exam type, in this you can merge two or more exams of same session to get consolidated result with final exam. For merging exams subjects should be same for all exams.

College Based Grading System-is grading exam type, in this you can merge two or more exams of different session to get consolidated result with final exam.

GPA Grading System-is GPA grading exam type based on credit hours and grade points.

First we will prepare Marks Grade then create exam in Exam Group then enter Exam Schedule then enter marks in Marks Register. Note that there is no need to prepare Marks Grade if your institution is not following Grading System in exams. Just leave Marks Grade & don't make any entry in it.

Mark "A" Grade. Go to Examination > Marks Grade select Exam Type, enter Grade Name, Percent From PercentUpto, GradePoint, Description & click on Save button. All the grades can be seen at right side of this page.



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The screenshot shows the 'Add Grade' form with the following fields:

- Exam Type:** A dropdown menu with 'Select' as the current value.
- Grade Name:** A text input field.
- Percent Upto:** A text input field.
- Percent From:** A text input field.
- Grade Point:** A text input field.
- Description:** A larger text area for notes.
- Save:** A button at the bottom right of the form.

To the right, the 'Grade List' table is visible:

Exam Type	Grade Name	Percent From / Upto	Grade Point	Action
General Purpose (Pass/Fail)	a	40.00 To 50.00	0.0	[Edit] [Delete]
School Based Grading System				
College Based Grading System				
GPA Grading System				

Exam Group-Go to Examination Exam Group enter Exam Name, select Exam Type. Description and click Save button. Exam Group is basically grouping of exams

The screenshot shows the 'Add Exam Group' form with the following fields:

- Name:** A text input field.
- Exam Type:** A dropdown menu with 'Select' as the current value.
- Description:** A larger text area for notes.
- Save:** A button at the bottom right of the form.

To the right, the 'Exam Group List' table is visible:

Name	No Of Exams	Exam Type	Action
B.TECH	2	General Purpose (Pass/Fail)	[Edit] [Delete]
M.TECH	0	General Purpose (Pass/Fail)	[Edit] [Delete]
MBA	0	General Purpose (Pass/Fail)	[Edit] [Delete]
DIPLOMA	0	College Based Grading System	[Edit] [Delete]



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Adding New Exam- Go to Examination > Exam Group here at exam group list action column click on icon button to reach Exam List page. Here click on New Exam button then enter Exam name, select Session, select Publish (to publish rem) ggf Description then click Save button.

Name	No Of Exams	Exam Type	Action
B.TECH	2	General Purpose (Pass/Fail)	+ / x
M.TECH	3	General Purpose (Pass/Fail)	+ / x
MBA	3	General Purpose (Pass/Fail)	+ / x
DIPLOMA	3	College Based Grading System	+ / x

Exam Name: _____ Session: 2023-24

Publish Publish Result

Description: _____

Save



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Exam Group	Exam Type	Description
CSE	General Purpose (Pass/Fail)	

Name	Session	Subjects Included	Status	Publish Result	Description	Action
VLSI	2023-24	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DSP	2023-24	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Exam Result- Go to Examination > Exam Result here select all criteria to get exam result of that Class-Section.

Select Criteria

Exam Group: Select | Exam: Select | Session: Select | Class: Select | Section: Select

Search

Design Admit Card-Go to Examination > Design Admit Card here enter details for admit card template design and enable/disable variables on admit card.



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Print Admit Card- Go to Examination > Print Admit Card here select all criteria to get student list for printing admit card. Now select all student for which you want to generate admit card then click on Generate button. It is highly recommended to don't print admit card directly here instead of it use Save As PDF feature of Chrome browser and save PDF file then print admit cards using this PDF file.



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Academics

This module has 8 sections.

1. Class Timetable
2. Teachers Timetable
3. Assign Class Teacher
4. Promote Students
5. Subject Group
6. Subjects
7. Class
8. Sections

We have already described few section of Academics Module during Steps to Setup your school, but now we will understand completely Academics module sections. First we will create Sections then Classes then Subject Group then Assign Class Teacher on class-sections then create Class Timetable.

Sections- Go to Academics > Sections enter Section Name & click Save button. All the sections can be seen right side on this page.

Class-Go to Academics > Class enter Class Name then select Sections under this Class then click Save button. All the Classes and their Sections can be seen at right side of this page.



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Class	Sections	Action
MBA	M.TECH	

Assign Class Teacher- Go to Academics > Assign class Teacher select Class then select Section then select Class Teachers for this Class Section then click Save button. All the Class-Section and their Class Teachers can be seen at right side of this page.

Class	Section	Class Teacher	Action



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Human Resource

This module has 11 sections-

1. Staff Directory
2. Staff Attendance
3. Staff Attendance Report
4. Payroll
5. Approve Leave Request
6. Apply Leave
7. Leave Type
8. Teachers Rating
9. Department
- 10 Designations
11. Disabled Staff

In Human Resource we will manage all activities of school staff (not student or parent or guardian) from Principal to Owner to Peon or any School member even he/she using or not using College Management Software application. First we will add Department, Designation, Leave Types then we will add Staff Member from Staff Directory then we will manage day by day Staff Attendance then manage Payroll/Salary of staff then Apply or Approve Leave Request.

If you want to add additional fields in staff form then you can use Custom Fields feature for this go to System Settings > Custom Fields and add your desired fields in Staff, if you also don't want any default fields in staff then you can disable it from System Settings > System Fields and disable staff system fields.

Department- Go to Human Resource Department enter Department Name then click Save button. All existing Departments can be see right side of this page.



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The screenshot shows the HR Management System interface. On the left is a navigation menu with 'Human Resource' expanded to show 'Designation'. The main area is split into two panels: 'Add Department' and 'Department List'. The 'Add Department' panel has a 'Name' input field and a 'Save' button. The 'Department List' panel shows a table with columns for 'Name' and 'Action'. The table contains three entries: B.TECH, MBA, and M.TECH, each with edit and delete icons.

Name	Action
B.TECH	✎ ✕
MBA	✎ ✕
M.TECH	✎ ✕

Designation-Go to Human Resource > Designation enter Designation Name then click Save button. All existing Designation can be see right side of this page

The screenshot shows the HR Management System interface. On the left is a navigation menu with 'Human Resource' expanded to show 'Designation'. The main area is split into two panels: 'Add Designation' and 'Designation List'. The 'Add Designation' panel has a 'Name' input field and a 'Save' button. The 'Designation List' panel shows a table with columns for 'Designation' and 'Action'. The table contains two entries: ASST PROF and PROF, each with edit and delete icons.

Designation	Action
ASST PROF	✎ ✕
PROF	✎ ✕

To add new staff member click on Add Staff button from top right corner of this page. Enter Staff ID (if you want to use auto generation of staff id number then enable it from System Setting> General Setting). Select Role (roles can be manage from System Settings > Roles Permission), Designation, Department, First Name Last Name, Father Name, Mother Name, Gender, Marital Status, Date Of Birth, Date Of Joining. Phone, Emergency Contact Number, Email, Photo, Current Address, Permanent Address,



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Qualification, Work Experience, Note, EPF No (Employee Provident Fund Number), Basic Salary, Contract Type, Work Shift

Location, Number Of Leaves, Bank Account Title, Bank Account Number, Bank Name, IFSC Code, Bank Branch Name, Facebook URL, Twitter URL, LinkedIn URL, Instagram URL, Upload Resume, Joining Letter and Other Documents then click on Save button.

Library

This module has 4 sections-

1. Book list
2. Issue Return
3. Add Student
4. Add Staff Member

First we will Add Books in library then view & search books in Book List.

Book List- Go to Library Book List all the books in library can be view and search at this page. To add book click on Add Book button then at next page enter Book Title, Book No, ISBN No, Publisher, Author, Subject, Rack No, QTY, Book Price, Inward Date Description & click Save button.



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Search By Student Name

Current Session: 2023 - 24

Administration

- Library
- Book List
- Issue Return
- Add Student
- Add Staff Member
- Inventory
- Transport
- Hostel
- Certificate
- Front CMS
- Alumni
- Reports
- System Settings

Book List + Add Book

Search...

Book Title	Book Number	ISBN Number	Publisher	Author	Subject	Rack Number	Qty	Available	Book Price	Post Date	Action
A textbook of biotechnology Sed	17656	978-81-219-2009-3	S CHAND	Oubey	General Management	ECE-11	1	1	R599.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Elements of discrete mathematics	17657	978-1-25-900639-5	MC GRAW HILL	D.P.MAHAPATRA	Essentials and Principles of Management	S21 AL	1	1	R680.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Waste water treatment	17659	978-81-204-1712-0	OXFORD & I&H PUB.	M.N.RAO	Human Resource Management	CE-5A	10	10	R495.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Database system concepts	17669	907-124476-X	MC GRAW HILL	Silberschatz	Business Economics	CS-6A	7	7	R1025.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Industrial engineering & management including production management	17675	978-81-933284-6-0	KHANNA PUB	Banga	Obj. Oriented Programming	ME-13B	5	5	R499.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Fundamentals of data structures in C++	17680	978-81-7371-6058	UNIVERSITIES PRESS	Horowitz	Machins Learning	CS-9A	10	10	R625.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>

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Search By Student Name

Current Session: 2023 - 24

Administration

- Front Office
- Student Information
- Fees Collection
- Accounts
- Attendance
- Examinations
- Online Examinations
- Lesson Plan
- Academics
- Human Resource
- Communicate
- Download Center

Add Book + Import Book

Book Title	Book Number
ISBN Number	Publisher
Author	Subject
Rack Number	Qty
Book Price	Post Date
Description	

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