

# HirotoIND: College Management Software

**The only software need to run your College Management.**

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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/coaching institute.

## System Requirements

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To installing **College Management Software**, Your web server must be running **PHP 5.4 or higher** and **Mysql 5.1 or higher**. We have tested it with Windows, Mac and Linux but for optimum performance we will recommend to use **Linux with Apache webserver**. Below are 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\_GROUP\_BY
- mod\_rewrite Apache
- MBString Extension
- MySQLi Extension
- fileinfo Extension
- Zip Extension
- CURL Extension (recommended)
- PHP max\_execution\_time should be atleast 60 seconds for smoother installation

\* In most hosting accounts, these extensions are enabled by default. But you should check with your hosting provider.

After installation **College Management Software** to work properly, you must make few directories/files writeable. Below are a list of directories/files you should ensure that 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/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>

# Using College Management Software

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## College Management Software - General Overview

Before start using College Management Software consider a general scenario of typical school of class 1 to 12th, each classes have sections like Section A, Section B. There will various subjects for different classes like some subjects are theory and some are practical. Exams are created using these subjects and classes.

Students enter in classes by new admission or promoted by their previous class after successful passing of previous class. During course of student we will charge fees to students and collecting them at monthly or one time basis. We like to record attendance of our students. Our school may be providing transport facility to student. Our school have library for students have to maintain books inventory. Our school have hostels and providing hostel facility to our students. Obviously our school has teachers to teach and manage students. We like to communicate our teachers, students and parents. We like to record all the expenses done in our school like miscellaneous bills, salary payments etc. After everything we like to analyze various reports based on our school.

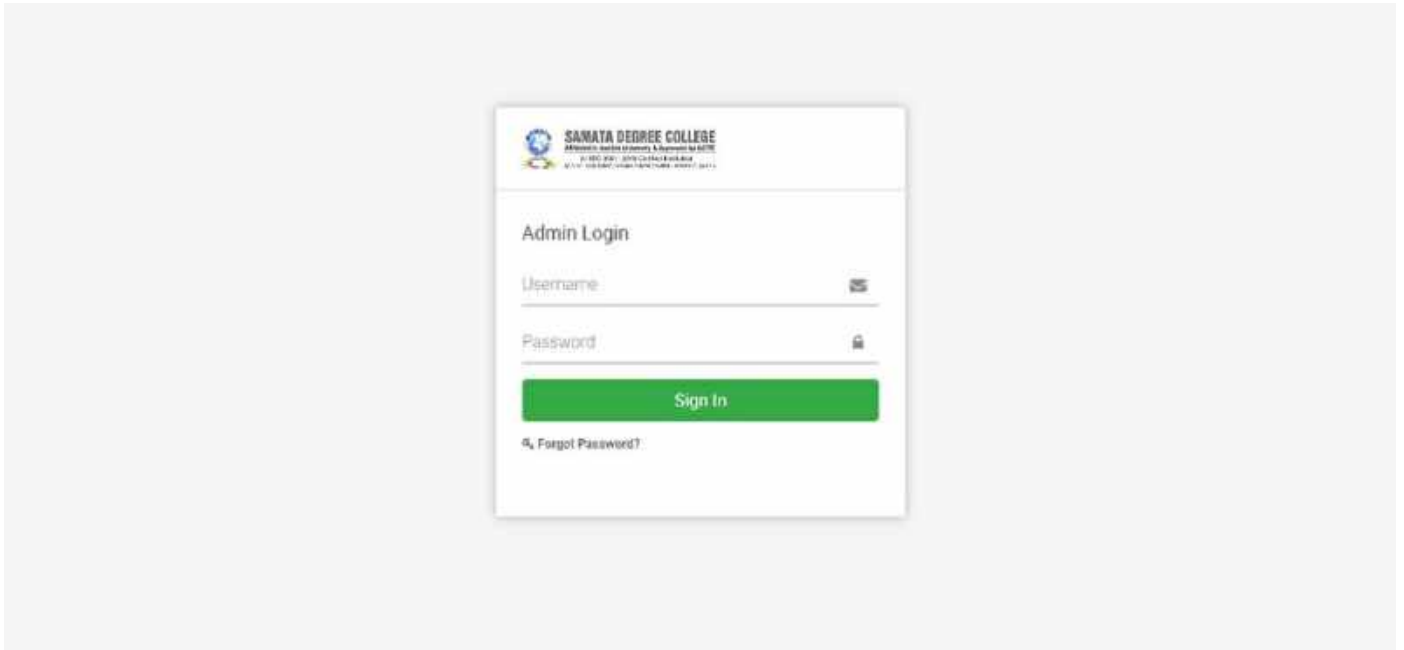
If you are using College Management Software for a training centre then may be you like to admit students in two classes, since version 5 we have introduce multi class feature where you can admit a single student in two classes simultaneously.

Apart from above we also like to provide access to our College Management Software to other users like Teachers, Accountants, Librarians, Students and their Parent. For these College Management Software have 8 inbuilt user's roles- **SuperAdmin**, **Admin**, **Teacher**, **Accountant**, **Librarian**, **Receptionist**, **Student** and **Parent**. Virtually you can create unlimited number of user roles for staff members.

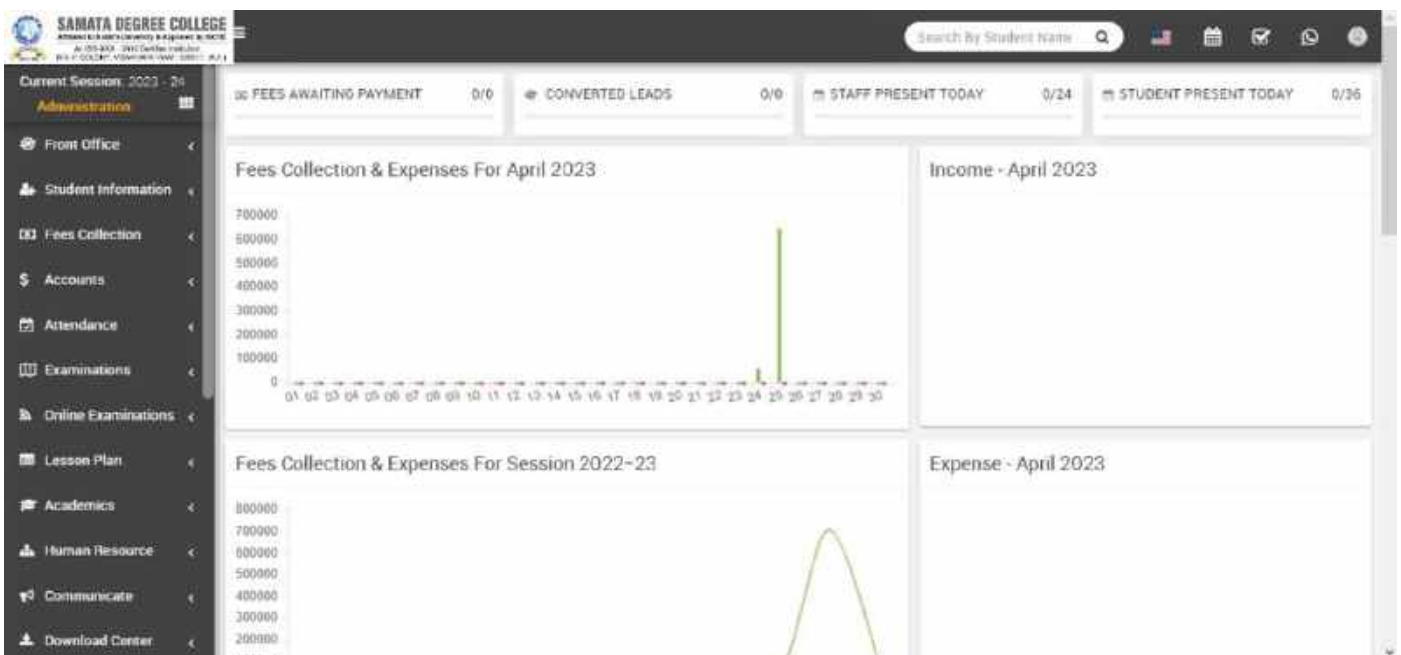
## Admin Panel

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Login to Admin Panel through URL - <http://www.hirotoid.com/nsakcet/ersite/site/login>



After successful login you will reach to Admin Dashboard. Below you can find navigational overview of user screen.



## Admin Panel consist 27 modules listed below -

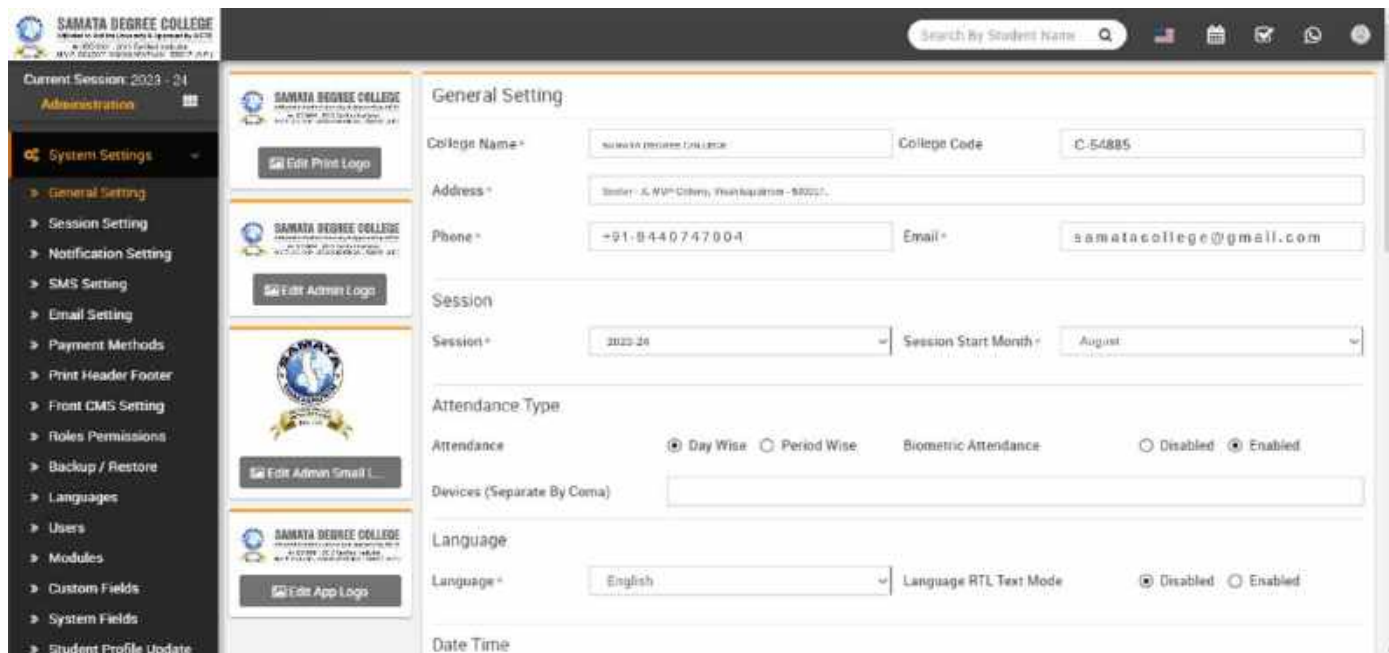
1. **Front Office** - for all reception/front office related activities like enquiries, calls, visitors, postal receive/dispatch
2. **Student Information** - for all the information related to student like student search, profile, student admission, student history
3. **Fees Collection** - for all the details related to student fees collection, fees master creation, fees dues, fees reports
4. **Income** - for all the income other than fees collection can be manage here like add income, search income, income head
5. **Expenses** - for all the expenses related to school can be manage here like add expenses, search expenses, expense head

6. **Attendance** - for managing student attendance and attendance report
7. **Examinations** - for managing all the exams conducted by school like create exam, schedule exam, exam marks entry, marks grade
8. **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
9. **Human Resource** - for all the information related to staff members can be manage here like staff search, profile, attendance, payroll, leaves
10. **Communicate** - it works like a notice board basically a messaging system for communication to students, parents and teachers
11. **Download Center** - for managing downloadable documents like assignments, study material, syllabus and other documents need to distribute students and teachers
12. **Zoom Live Classes** - for students zoom live classes and for staff live meetings. Its addon extension and should be purchased separately
13. **Homework** - teachers can give homework here and further evaluate them
14. **Library** - all the books in your library can be manage here
15. **Inventory** - manage all the assets of your school with stocks and store under inventory module
16. **Transport** - for managing transportation service like routes and their fares
17. **Hostel** - for managing hostels, hostel rooms and their fares
18. **Certificate** - design and generate student certificate and ID Card here
19. **Front CMS** - manage front public site of College Management Software here by creating pages, menus, events, gallery, news
20. **Alumni** - for managing all pass out students or alumni records and events
21. **Reports** - all the various reports related to different modules can be found here
22. **System Settings** - configure College Management Software here for different settings like school, sessions, admin password, SMS, Paypal, backup / restore, languages
23. **Calendar & ToDo List** - track and manage all daily/monthly activities and create your task in todo list
24. **Chat** - chat for two way messaging staff and students
25. **One Click Updater** - to install new in system

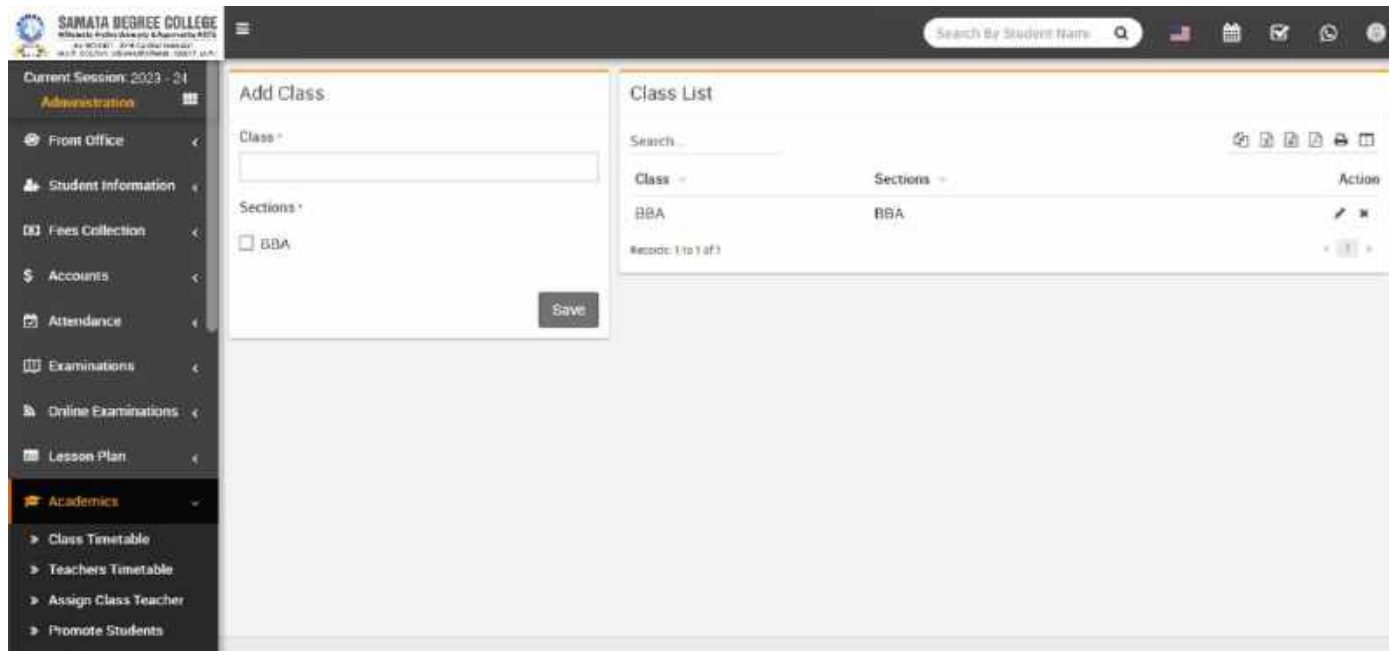
**To understand how College Management Software works first we need to configure and setup it for our school. In this whole documentation we will consider our sample school which is Mount Carmel School.**

## **Steps to setup your school -**

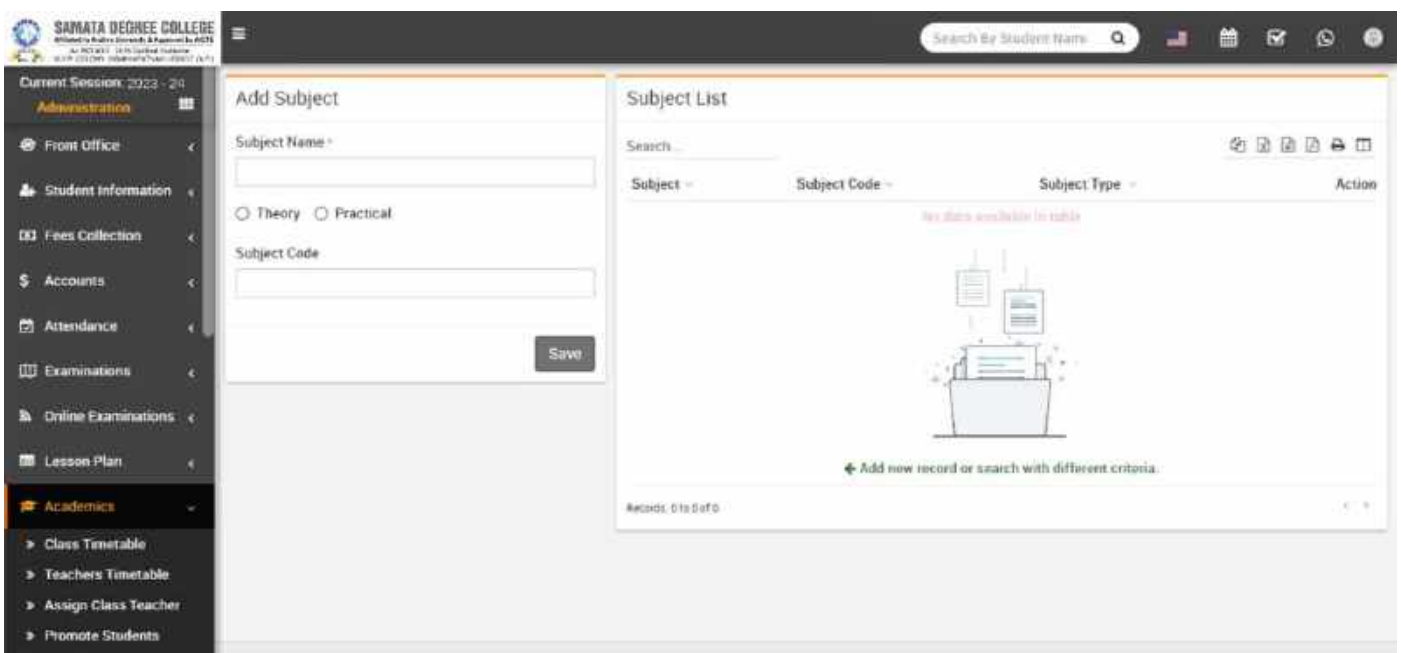
1. In the Admin panel go to **System Settings > General Setting** in upper right side click on **Edit** button to update your school data.



2. Update your **School Name, School Code** (School Code is your school affiliation / accreditation no), **Address, Phone, Email** (for remaining settings please check System Settings section) now click on **Save** button to update record.
3. For updating your school print logo (used in fees receipt and payslip print) go to **System Settings > General Setting** in lower left side click on **Edit Print Logo** button (it is recommended for logo to use .png image with 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 logo for admin panel. **Edit App Logo** to set logo for mobile app.
4. For automated SMS messaging add any one of available SMS Gateway with the required details from **System Settings > SMS Setting**.
5. To enabling online payment in **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 you payment gateway account details then click on save button and enable it from right side box.
6. At this point we have completed basic setup of our school. Now we will add our academics in College Management Software like Classes, Sections, Subjects, Teachers.
7. For adding classes go to **Academics > Classes**, before adding classes first add Sections from **Academics > Sections**. Select Sections comes under a Class when you adding a Class. Classes can be add from left side **Add Class** form and added classes can be see right side **Class List**. Add all classes running in your school here.



8. For adding sections go to **Academics > Sections**, Sections can be add from left side **Add Section** form and added section can be see right side **Section List**. Add all section name used in your school here e.g. Class 1 has 3 sections A, B, C and Class 2 has only A, B sections then we will add 3 sections A, B, C here. After adding sections, select section comes in a Class when you adding Classes.
9. For adding Teachers go to **Human Resource > Staff Directory**, Teachers can be add from top right corner **Add Staff** button. At this page you can add any staff by selecting its role. If we are creating teacher then we should select Teacher as role and designation as role.
10. For adding subjects go to **Academics > Subjects**, Subjects can be add from left side **Add Subject** form and added subjects can be see right side **Subject List**. Add all subjects including theory and practical in your school here. Subjects can be assign through Subject Groups to their classes in 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 group now click on **Save**.



12. Great! you have completed your **College Management Software** setup. Now further we will understand

working of all the modules 1 by 1 in detail.

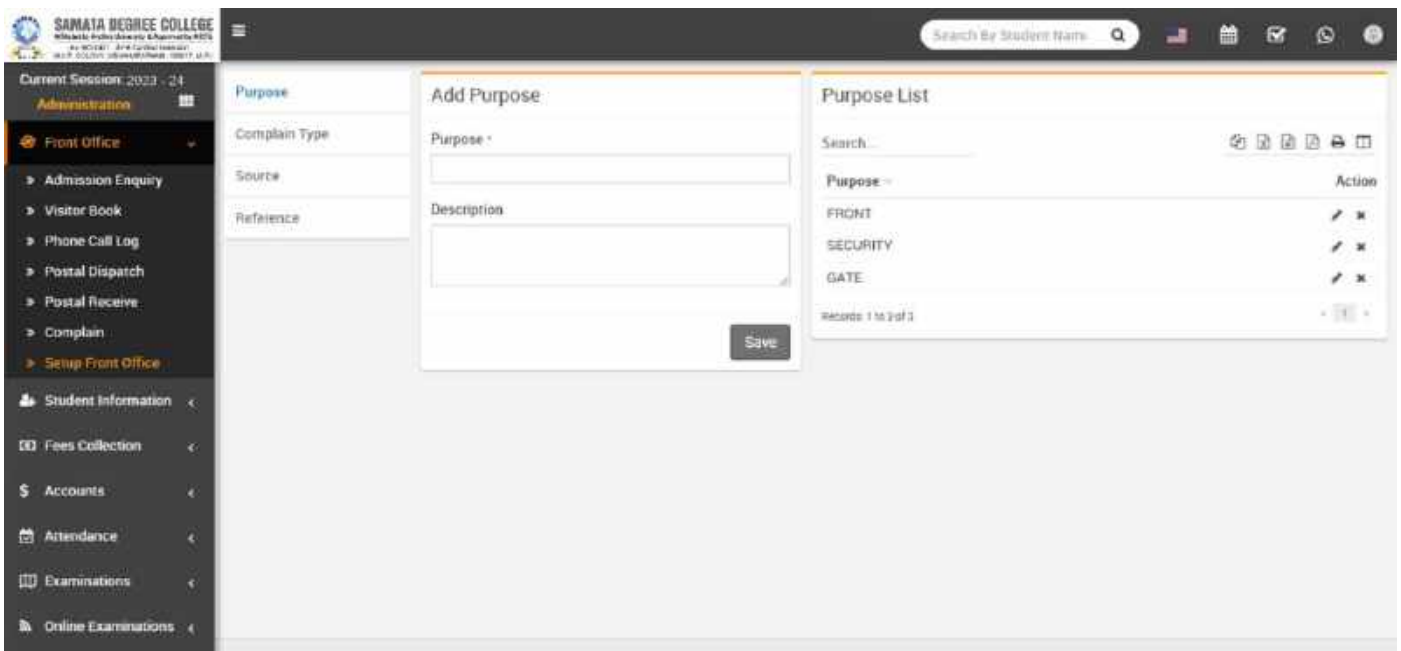
# Front Office

This module has 7 sections -

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

First we will **Setup Front Office** then we will manage student **Admission Enquiry**, daily **Visitors Book**, **Phone Calls**, **Postal** and **Complain**.

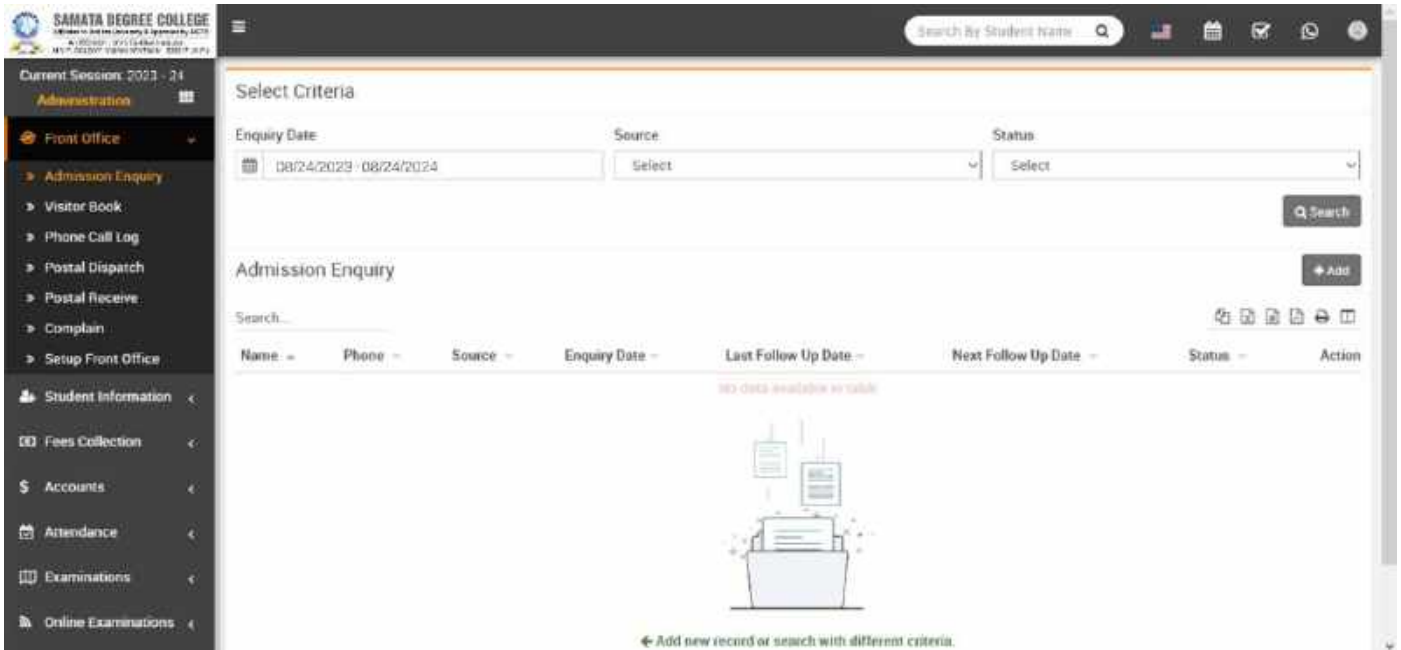
- **Setup Front Office**- Go to **Front Office > Setup Front Office** here you will add **Purpose**, **Complain Type**, **Source**, **Reference** data which will be use in different sections of Front Office. Enter **Purpose** then **Description** and click on **Save** button. All Purpose can be see right side of this page.



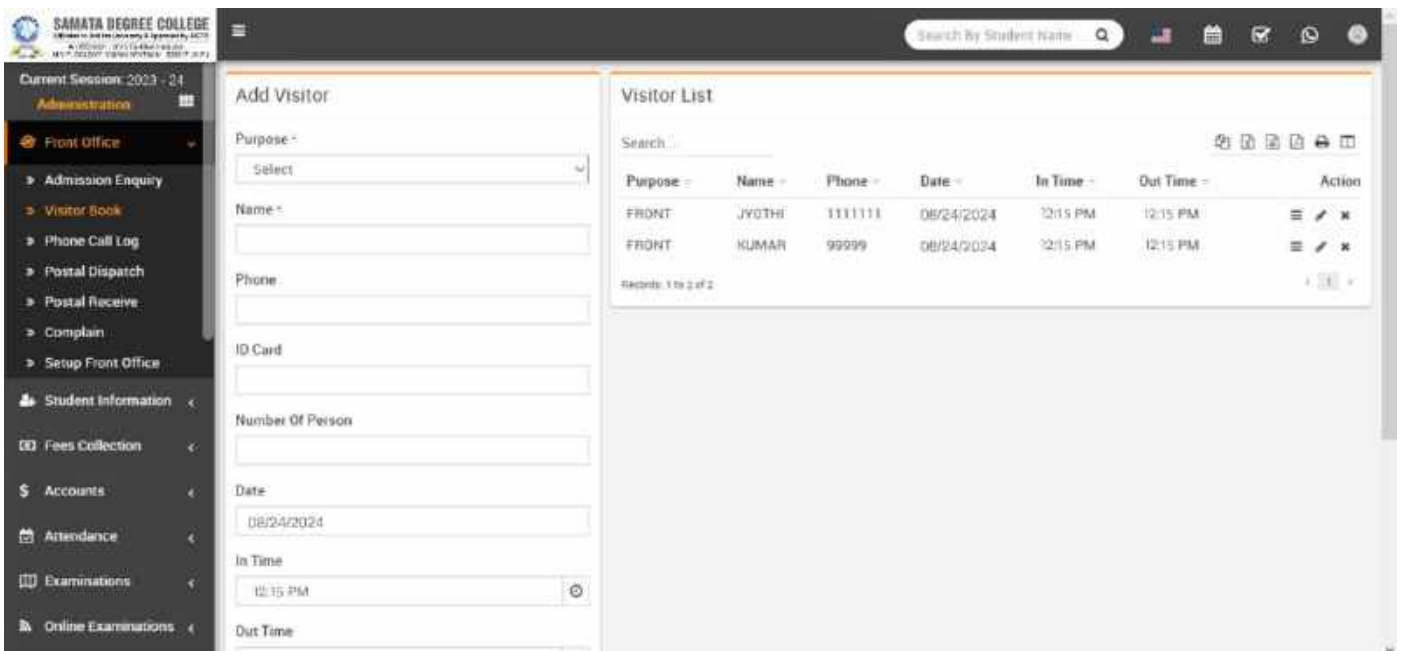
Follow same procedure to make entries for **Complain Type**, **Source** and **Reference**.

- **Admission Enquiry**- Admission Enquiry feature is dedicated for managing all student admission related leads and enquiries. Its basically a lead management for student admissions. Go to **Front Office > Admission Enquiry** Here you can see all active Admission Enquiry. Admission Enquiries that have passed their next follow up dates is marked as red. You can also search/filter Admission Enquiry by Enquiry Date, Source or Enquiry Status. To add New Enquiry click on + **Add** button. Here enter **Name**, **Phone**, **Email**, **Address**, **Description**, **Note**, **Date**, **Next Follow Up Date**, **Assigned**, **Reference**, **Source**, **Class** and **Number Of Child** then click on **Save** button. To edit or delete enquiry simply click on **Edit/Delete** button from **Action** column. To follow existing enquiries click on **Follow Up** button from Action column. Here you can

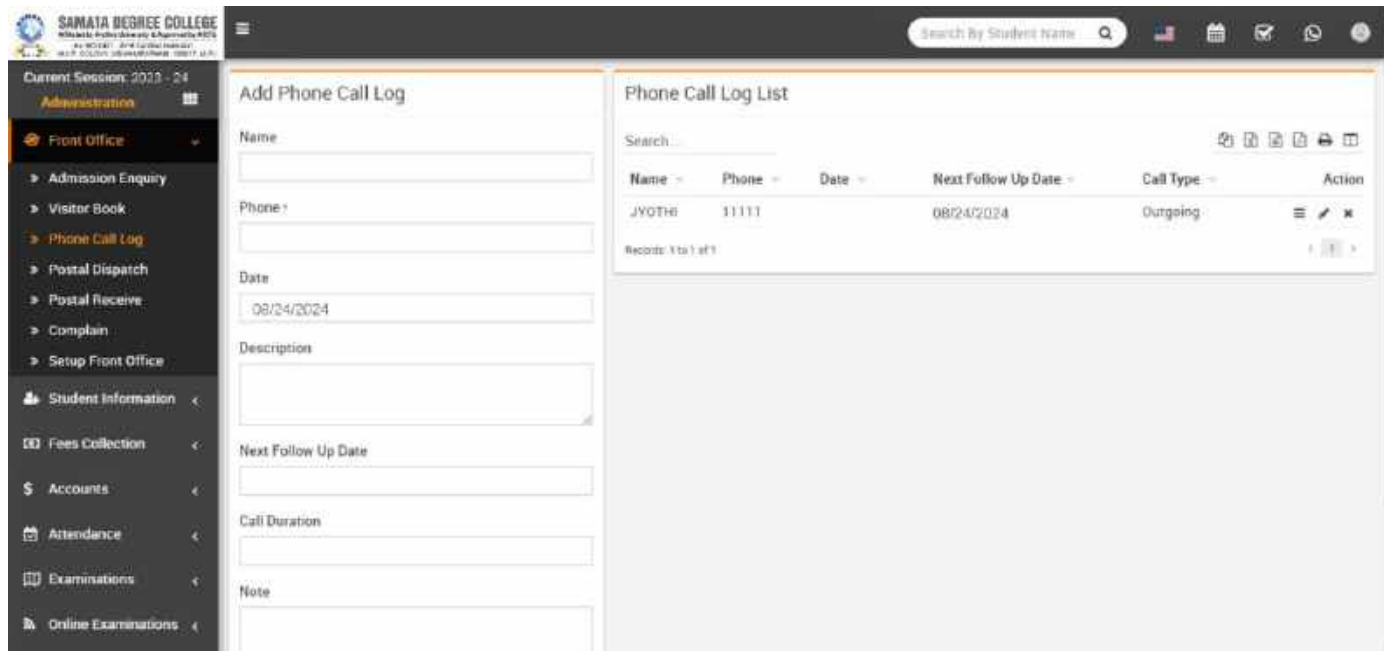
enter **Follow Up Date**, **Next Follow Up Date** then person **Response** and your any **Note**. From right panel of this window you can check **Summary** of this enquiry. You can also change status of this enquiry from **Status** dropdown.



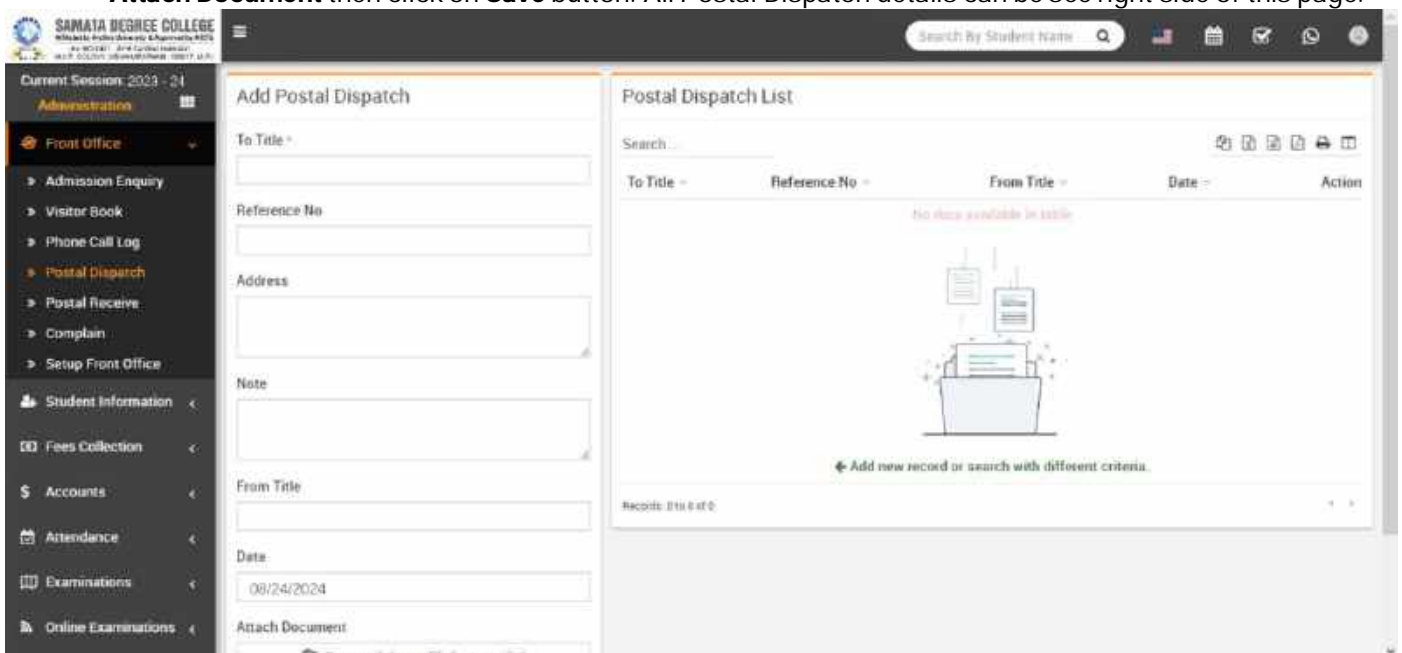
- Visitor Book**- In Visitor Book we will keep records of all persons coming in school reception for any purpose, e.g. student mother has come to meet their child, a book company executive comes for general enquiry etc. Go to **Front Office > Visitor Book** enter **Purpose, Name, Phone, ID Card, Number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



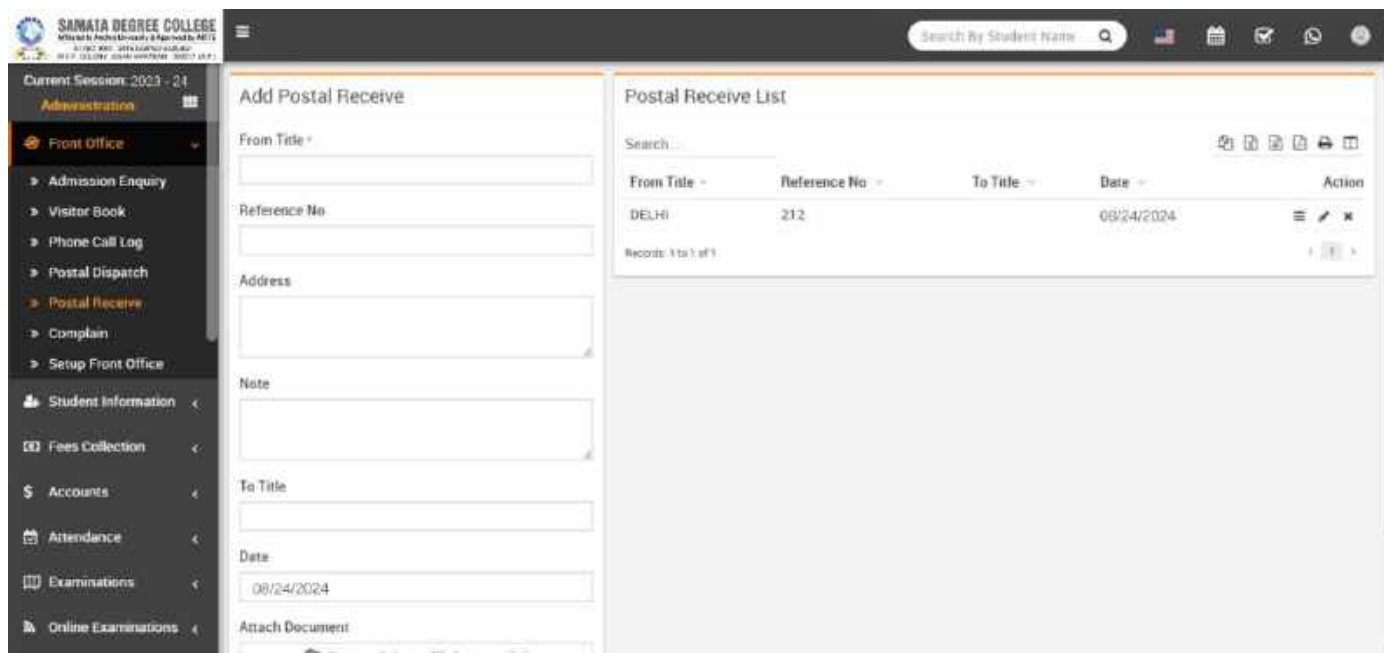
- Phone Call Log**- Here we will keep all records for Incoming/Outgoing Phone calls from reception. Go to **Front Office > Phone Call Log** enter **Name, Phone, Date, Description, Next Follow Up Date, Call Duration, Note** and **Call Type** then click on **Save** button. All Phone Call Log details can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



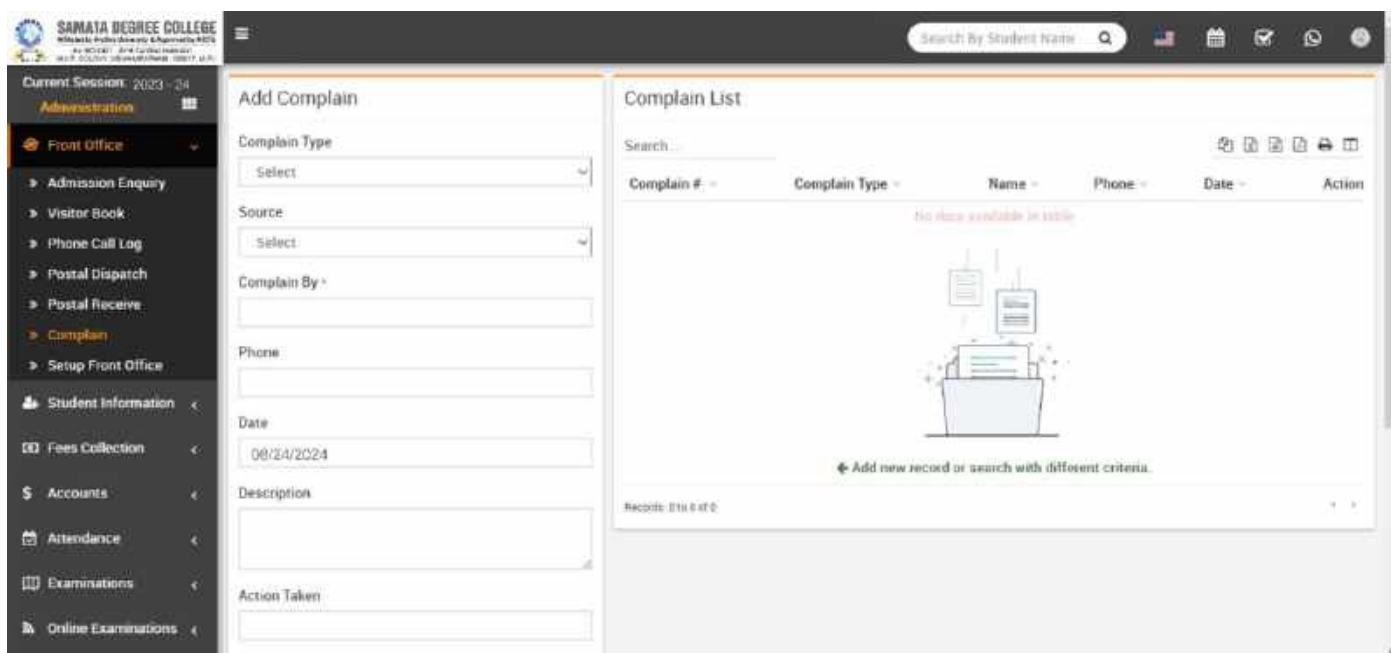
- **Postal Dispatch**- Here we will keep all records for all Postal items dispatched from school to outside. Go to **Front Office > Postal Dispatch** enter **To Title, Reference No, Address, Note, From Title, Date** and **Attach Document** then click on **Save** button. All Postal Dispatch details can be see right side of this page.



- **Postal Receive**- Here we will keep all records for all Postal items 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 **Save** button. All Postal receive details can be see right side of this page.



- Complain**- Here we will keep all Complain records coming to reception or from online front site complain page. Go to **Front Office > Complain** enter **Complain Type**, **Source**, **Complain By**, **Phone**, **Date**, **Description**, **Action Taken**, **Assigned**, **Note** and **Attach Document** then click on **Save** button. All Complain details can be see right side of this page.



## Student Information

This module has 9 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 take **Student Admission** then **Online Admission**, **Students Details**. If you want to add additional fields in student admission form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Student. If you also don't want any default fields in student admission then you can disable it 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 Consling.

Roll Number	Student Name	Class	Father Name	Gender	Category	Action
Y21MPH140001	ALLA NADA LAKSHMI	BBA	ALLA RAMA KOTIREDDY	FEMALE	Counseling	[Edit] [Delete]
Y21MPH140002	GANDRETI MANA LAKSHMI MANASA	MBA	GANDRETI THIRUPATHI RAO	FEMALE	Spot	[Edit] [Delete]
Y21MPH140003	SURE SAI KISHORU	BCA	SURE C L NAGESWARA RAO	MALE	Mgt	[Edit] [Delete]
Y21MPH140004	HAFSHI KASULA	B.COM	K MURALI MOHAN RAO	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140005	KRISHNA DEEPIKA CHAMUNOLI	B.SC	CH KRISHNA KISHORE	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140006	MOHAMMAD ABDUL SABREENA AFRIZ	M.Sc. in Cit	MOHAMMED ABDUL LATHEEF	FEMALE	Counseling	[Edit] [Delete]
Y21MPH140007	NEKKALAPUDI SARALA	BBA	NEKKALAPUDI VEERAVAH	FEMALE	Mgt	[Edit] [Delete]
Y21MPH140008	PALLEPOGU ALERKA	MBA	PALLEPOGU BABU RAO	FEMALE	Mgt	[Edit] [Delete]

- **Student House**- Go to **Student Information > Student House** Add all student house here. Student house is also another type of grouping of students.

- Current Session: 2023 - 24
- Administration
  - From Office
  - Student Information
    - Student Details
    - Student Admission
    - Online Admission
    - Disabled Students
    - Multi Class Student
    - Bulk Delete
    - Student Categories
    - Student House
    - Disable Reason
- Fees Collection
- Accounts
- Attendance
- Examinations



MOHAMMAD ABDUL  
SABEENA AFROZ

Admission No	00016302173200
Roll Number	Y21MPA140003
Class	B.COM
Section	NA
RTE	NO
Gender	FEMALE

Profile Fees Documents Timeline

Admission Date	08/24/2024
Date of Birth	09-06-1999
Category	Counseling
Mobile Number	
Caste	OC
Religion	
Email	

Address

Current Address	
Permanent Address	

Parent / Guardian Details

Father Name	MOHAMMED ABDUL LATHEEF
Father Phone	

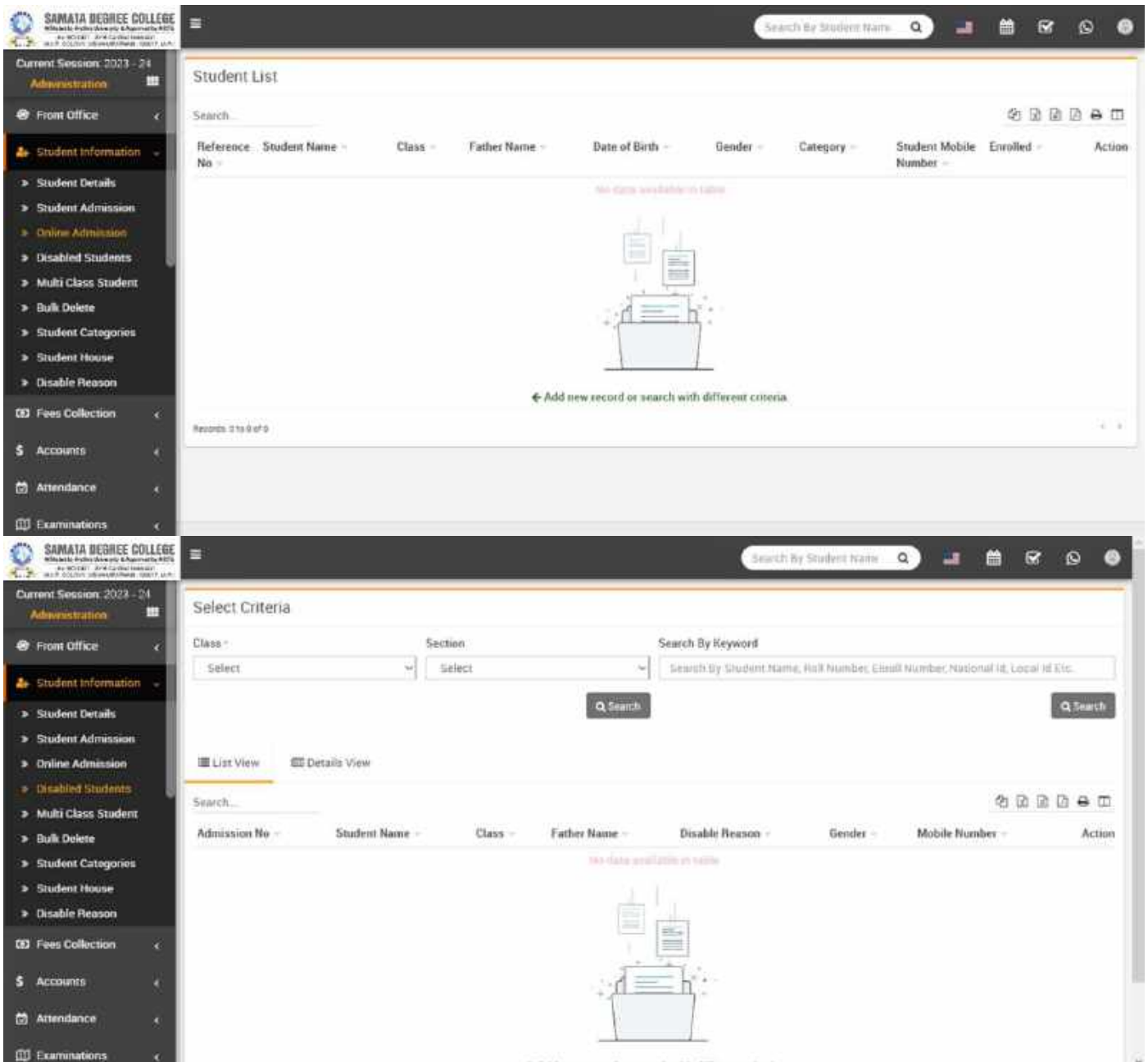


- **Student Admission-** Go to **Student Information > Student Admission** add student basic details **Admission No** (if you want to use auto generation of student admission number then enable it from System Setting > General Setting), **Roll No** (this roll number is just for reference purpose, when you will generate student admit card from examination module then a roll number will be auto generate for corresponding exam), select **Class** and **Section**, **First Name**, **Last Name**, **Gender**, **Date Of Birth**, **Category**, **Religion**, **Caste**, Student **Mobile Number**, **Email**, **Admission Date**, **Student Photo**, **Blood Group**, **Student House**, **Height**, **Weight**, **As on Date**, if this student has sibling and already study in this school then click on **Add Sibling** button and select sibling (note that if student has more than one sibling study in school then you do not have to select all the siblings just select any one sibling and system automatic detects other siblings), add student **Father**, **Mother** and **Guardian** details. Now click on **Save** button to complete student admission, if you want to add more details of 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 student get free education and government pay fees for these students) and **Upload Documents** then click on **Add More Detail** button. Student admission, admit students in by default in current selected session.

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

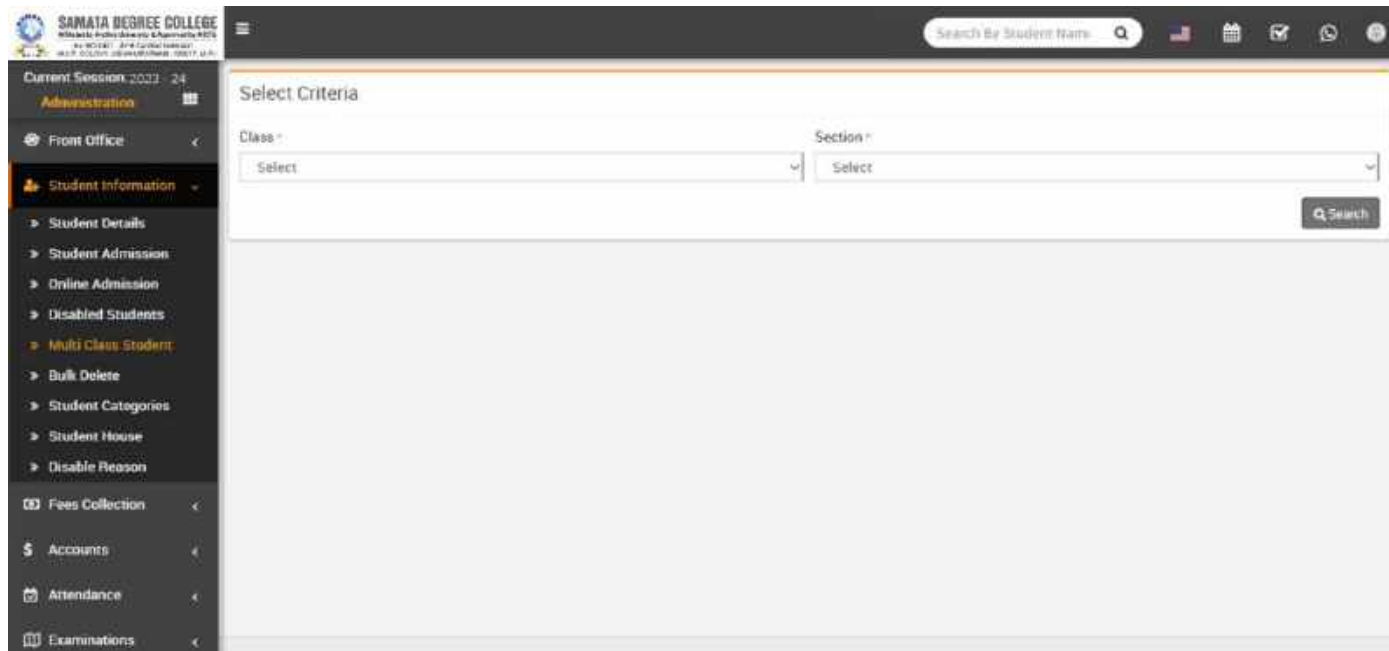
- **Student Details-** Go to **Student Information > Student Details** select **Class** and **Section** and click on **Search** button to get student list under this class-section. You can also search student by keyword in **Search Input Box** and click on **Search** button. After search you will get student list below. There are two views here one is **List View** and **Details View**. Every row has three buttons in right side **Show** (to see

student profile), **Edit** (to edit student profile) and **Add Fee** (to add student fees). Click on **Show** button to open student profile. Student profile page provides **360\* View** of student, consist student basic details, address details, parent / guardian details, miscellaneous details, fees details, exam details, documents and timeline related to student. You can check student and their guardian login credentials by clicking on **Login Details** link. If any student get admitted by mistake and we need to **Disable** student then you can click on red color hands down icon button. After clicking it an window will appear and ask you to select for disable reason for this student, just select disable reason. To send student/parent password click on 3 dot icon button.

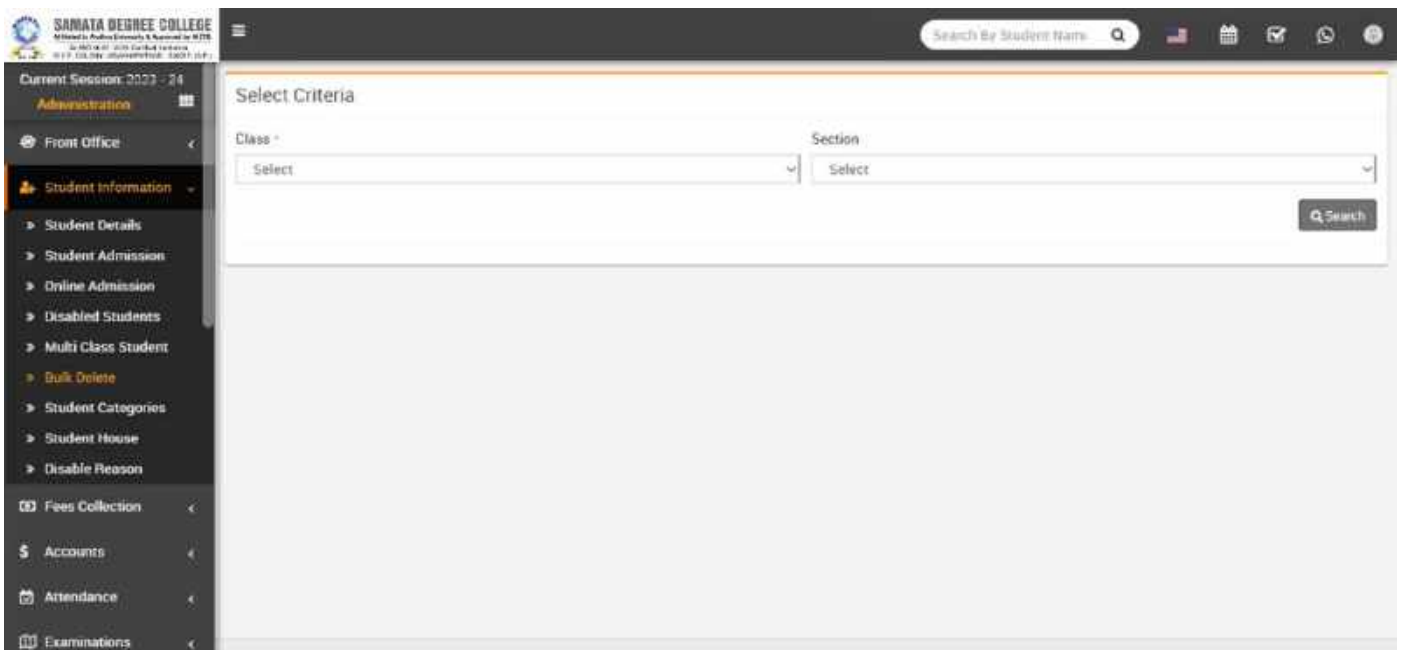


- Online Admission-** Go to **Student Information > Online Admission** Through online admission students can register themselves from front site. To use online admission first it should be enabled from System Settings > General Setting. Online admission form can be access directly from url [http://yoursite.com/online\\_admission](http://yoursite.com/online_admission) . To use it in fronsite you must add this url in any menu from front

cms.

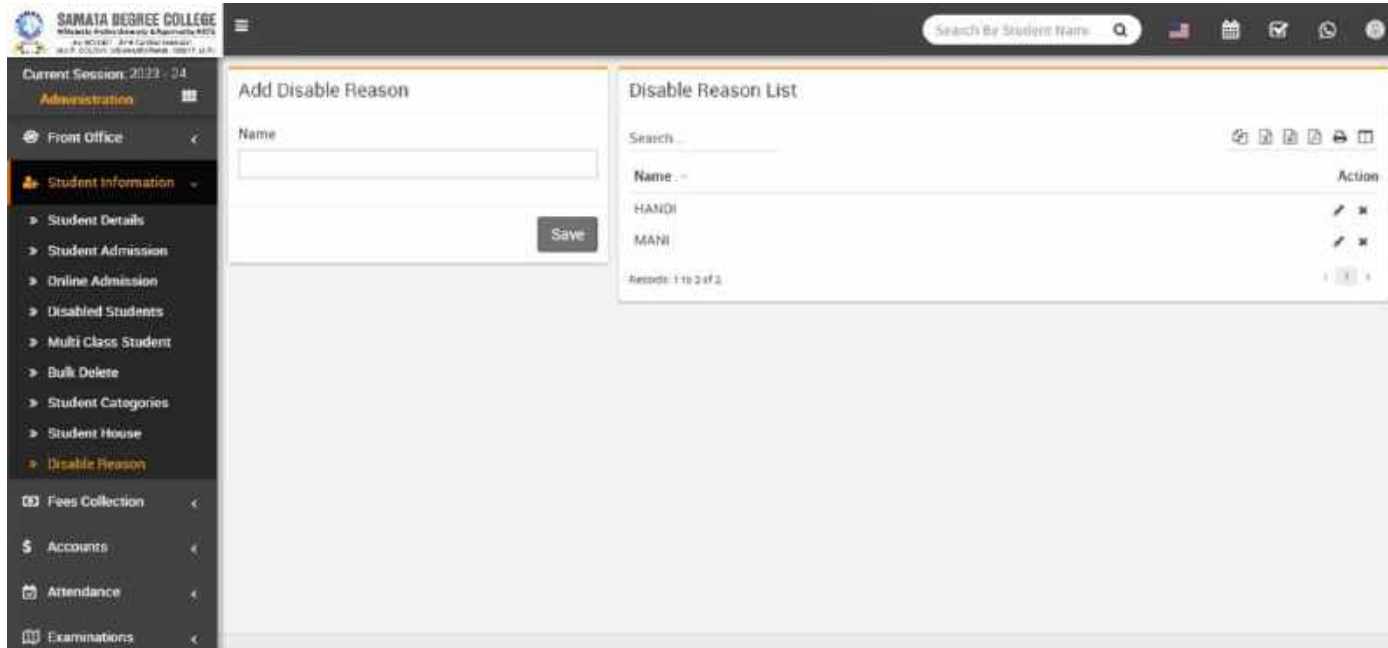


After student record submission from front site it will be display in Student Information > Online Admission page.

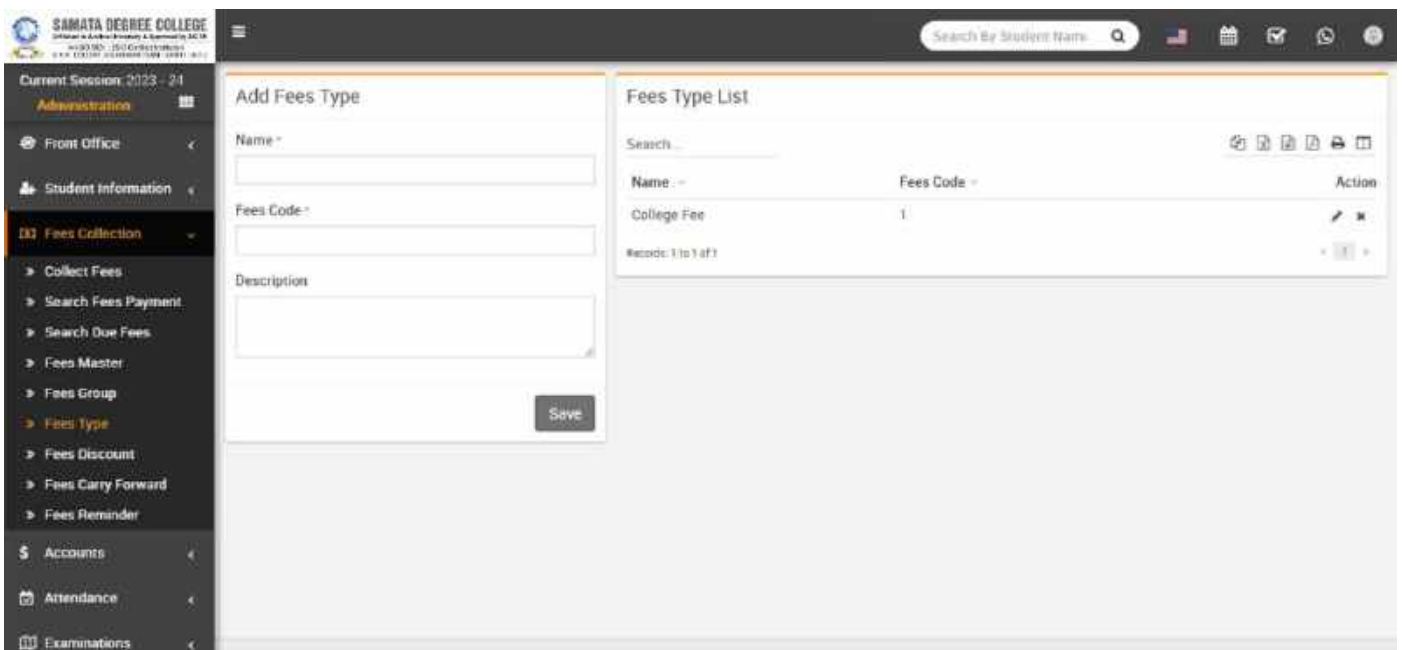


To admit / enrol this student just edit this student by clicking Edit button from Action column. At studentedit page enter required details of student then click on Save if you just want to save student submitted record but to admit / enrol student you must click on Save And Enroll button. After this student will be admit and can be view in Student Admission > Student Details. If you want to delete online submitted details of student then just click on Delete button from Action column.

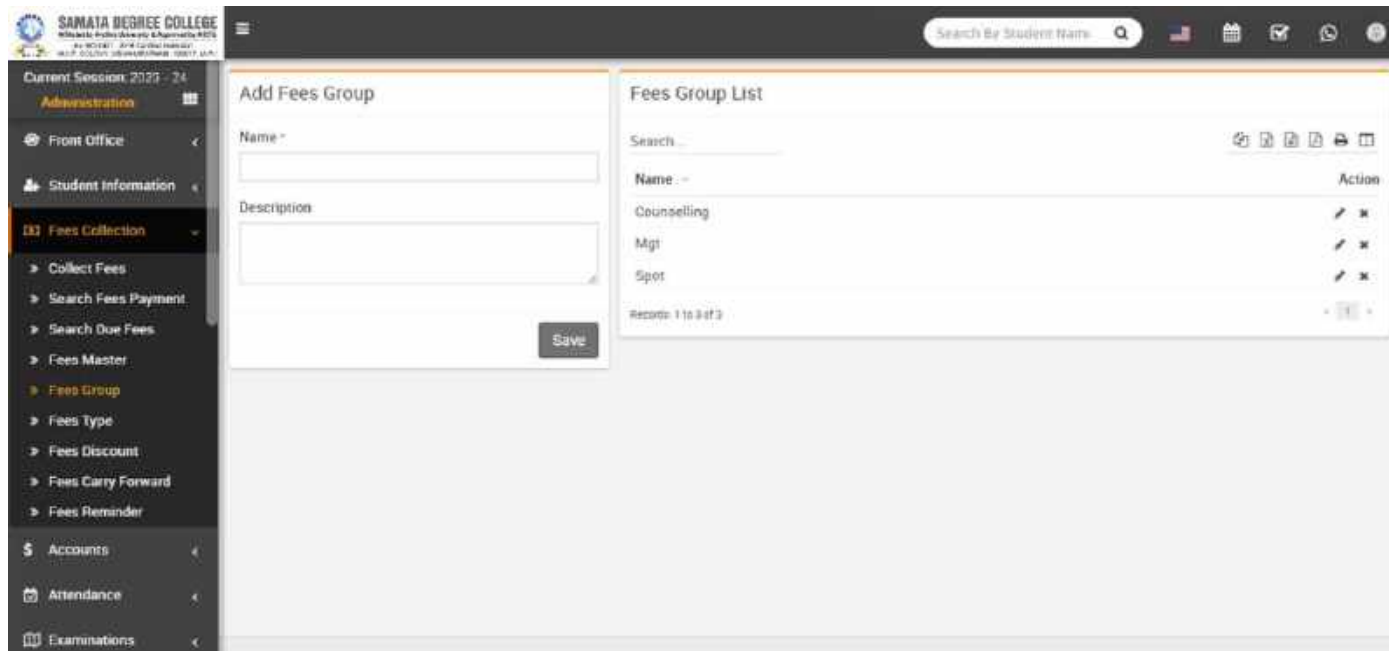
- **Disabled Student-** Go to **Student Information > Disabled Student** here you can view all Disabled Students.



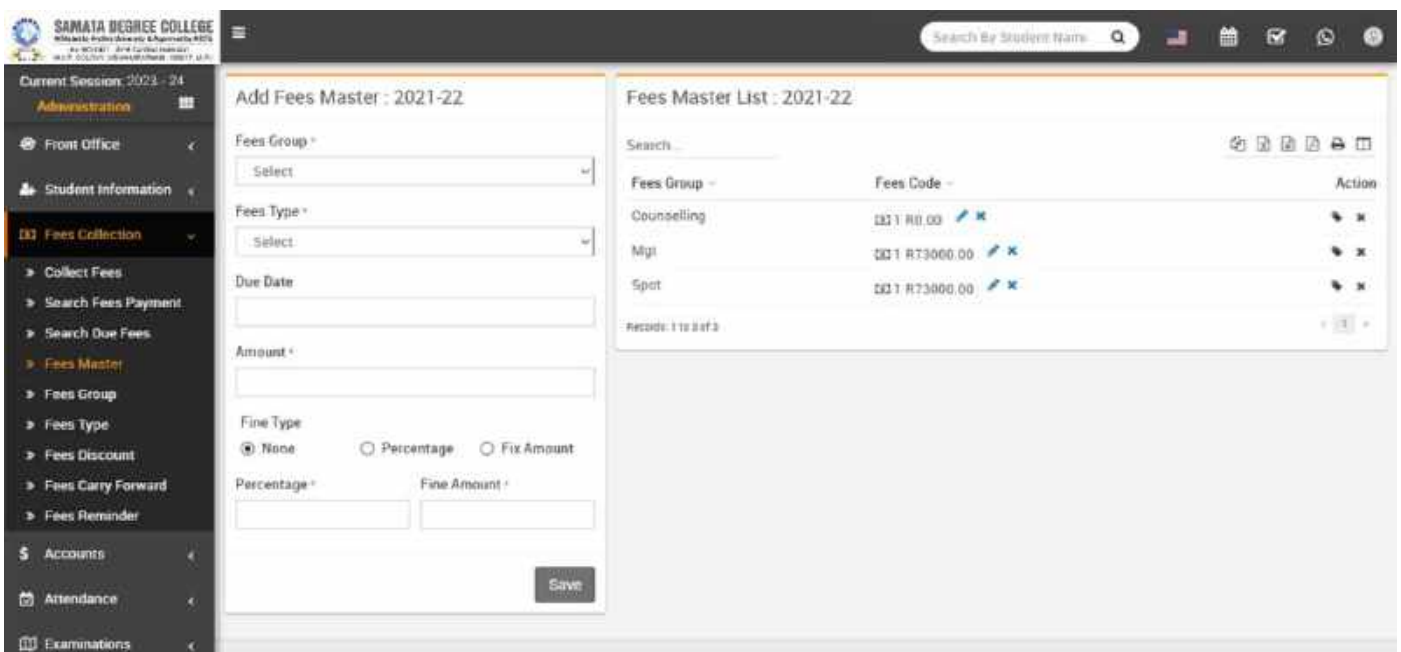
- Multi Class Student-** Go to **Student Information > Multi Class Student** here you can add a student in another class-section. Basically this feature is for training or coaching centres where a student can be admit in singing class and dancing class simultaneously. Multi class feature is not for schools or colleges. Multi class feature is still in experimental stage and we recommend to not use multi class feature with multi session. Multi class feature is online available for admin and student panel.



- 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.



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



## 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

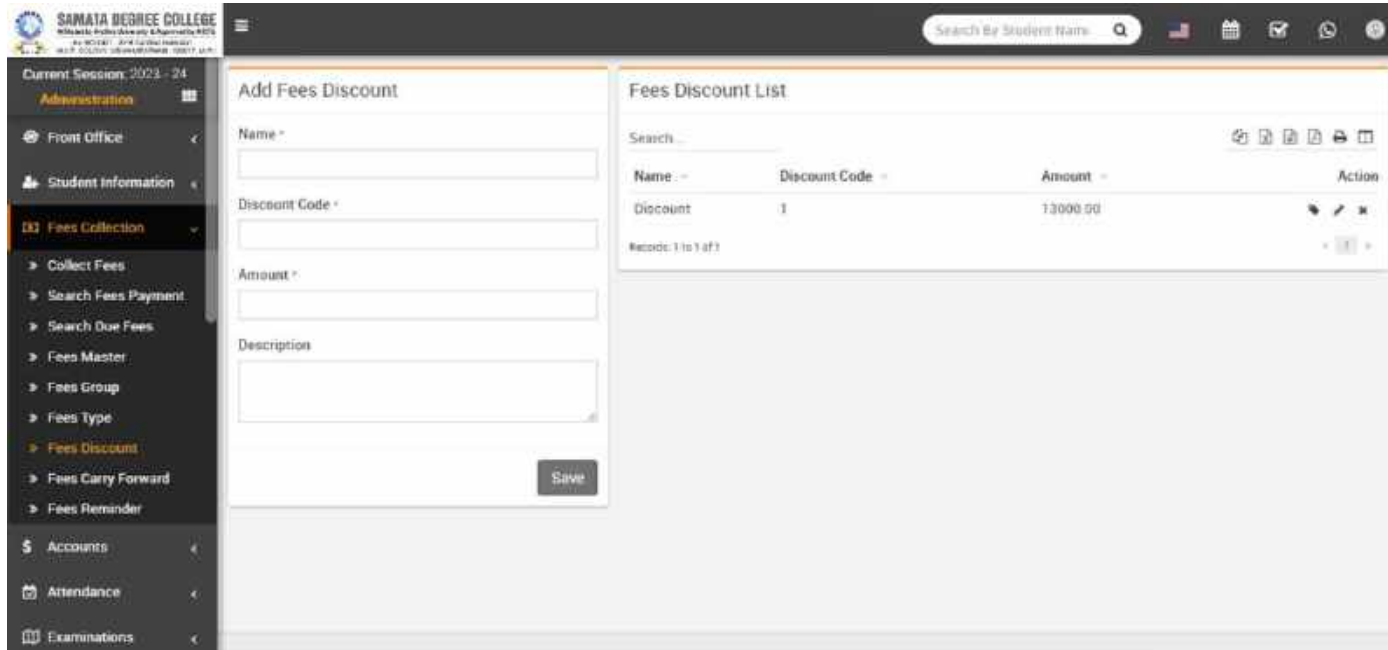
First we will prepare our **Fees Structure** for Current Session by configuring **Fees Type, Fees Group, Fees Master** and **Fees Reminder** then we will **Collect Fees** of students then we will understand and review various fees reports by using **Search Fees Payment, Search Due Fees**.

Lets understand how we will create fees structure in College Management Software by using **Fees Type, Fees Group & Fees Master**. **Fees Type** means different types of fees can be collect by 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, Picnic Fees etc. **Fees Group** Fees Group is use to make grouping of different Fees Type Then you can assign/allocate this Fees Group to whole class-section or a particular student. When you assign/allocate a Fees Group on a class-section or a particular student all Fees Type under this group with their Fees Master amount will be applied directly. You can assign/allocate multiple Fees Groups on a class-section or a particular student. Suppose we have created a Fees Group with the name Class 6 (2 Instalments) and added Fees Types Admission Fees (\$1000), 1st Instalment (\$5000), 2nd Instalment (\$5000) then assign/allocate this Fees Group Class 6 (2 Instalments) on those students only who want to pay fees in 2 Instalments. You can create another Fees Group with the name Class 6 (1 Instalments) and add Fees Type Admission Fees (\$1000), Full Instalment (\$9500). You can also create another fees group with the name Class 6 Transport Fees and add Transport Fees as Fees Type and assign/allocate on those students who use transport facility. **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.**

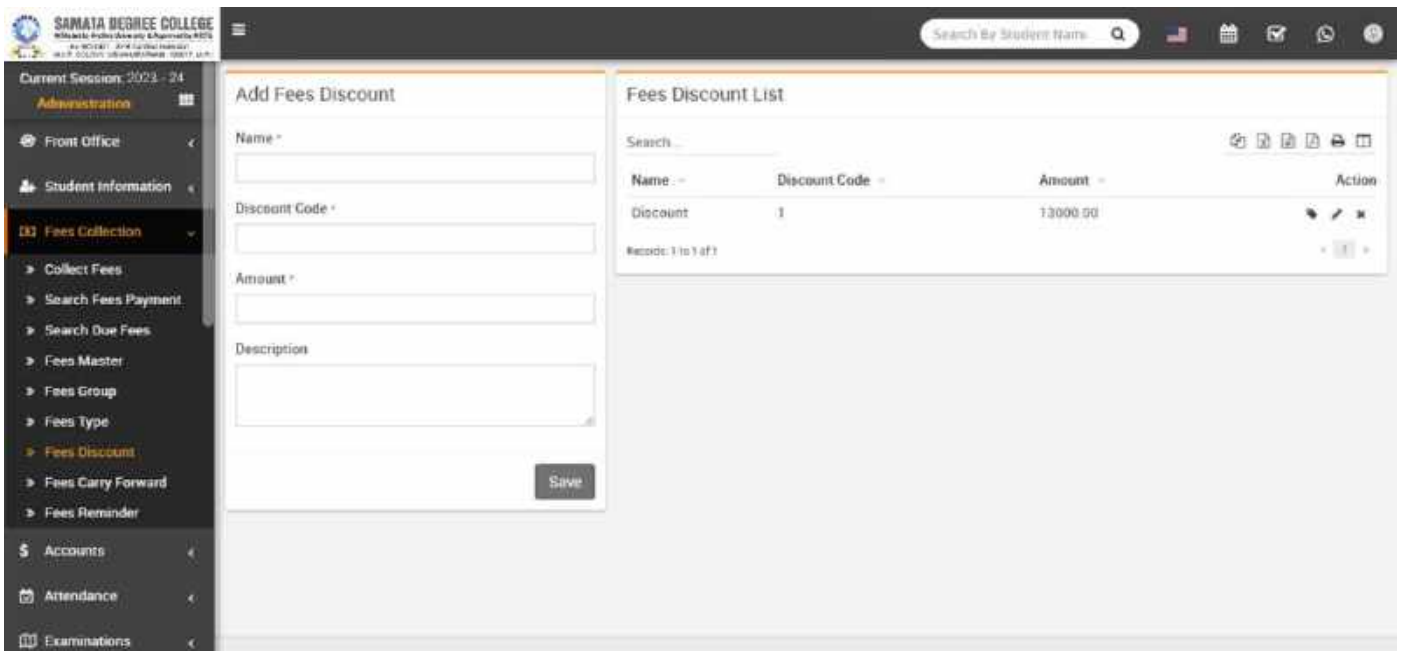
- **Fees Type-** Go to **Fees Collection > Fees Type** add all your Fees Type here with Fees Code. All **Fees Type** can be see at right side of this page.

Mgt	Roll Number	Student Name	Class	Father Name	Category	Gender
<input type="checkbox"/>	Y21BPH140001	BATTULA SAMANWITHA	BBA	B. SRINIVASA REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140002	DEVANABOYINA DEEPIKA	BBA	D. POTHU RAJU	Spot	FEMALE
<input type="checkbox"/>	Y21BPH140003	GADDIPATI INORA VARMA	B.COM	G. RAMA KRISHNA	Mgt	FEMALE
<input type="checkbox"/>	Y21BPH140004	KANNI VAMSI	BBA	KANKI YESURATNAM	Counselling	MALE
<input type="checkbox"/>	Y21BPH140005	KORADA AKHILA	BCA	KORADA GOVINDA RAO	Mgt	MALE
<input type="checkbox"/>	Y21BPH140006	LODAGALA DEEPAK SAI	M.BE.I.CE	L. MURALI KRISHNA	Mgt	MALE
<input type="checkbox"/>	Y21BPH140007	MANDA SASI	B.COM	M. RAMI REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140008	MOHAMMAD IMRAN	BBA	MOHAMMAD USMAN	Mgt	MALE
<input type="checkbox"/>	Y21BPH140009	PALLE MARY SARALA	BCA	PALLE RAMU	Mgt	FEMALE

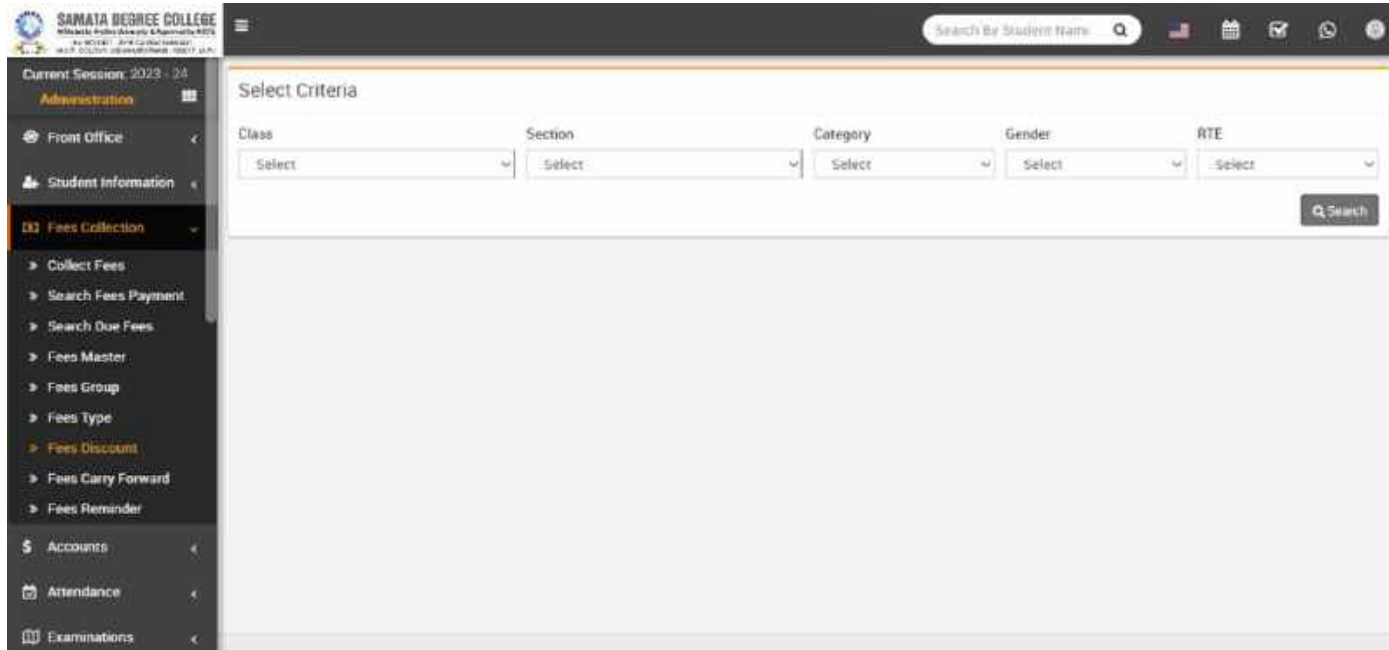
- **Fees Group-** Go to **Fees Collection > Fees Group** add all your Fees Group here. All **Fees Group** can be see at right side of this page.



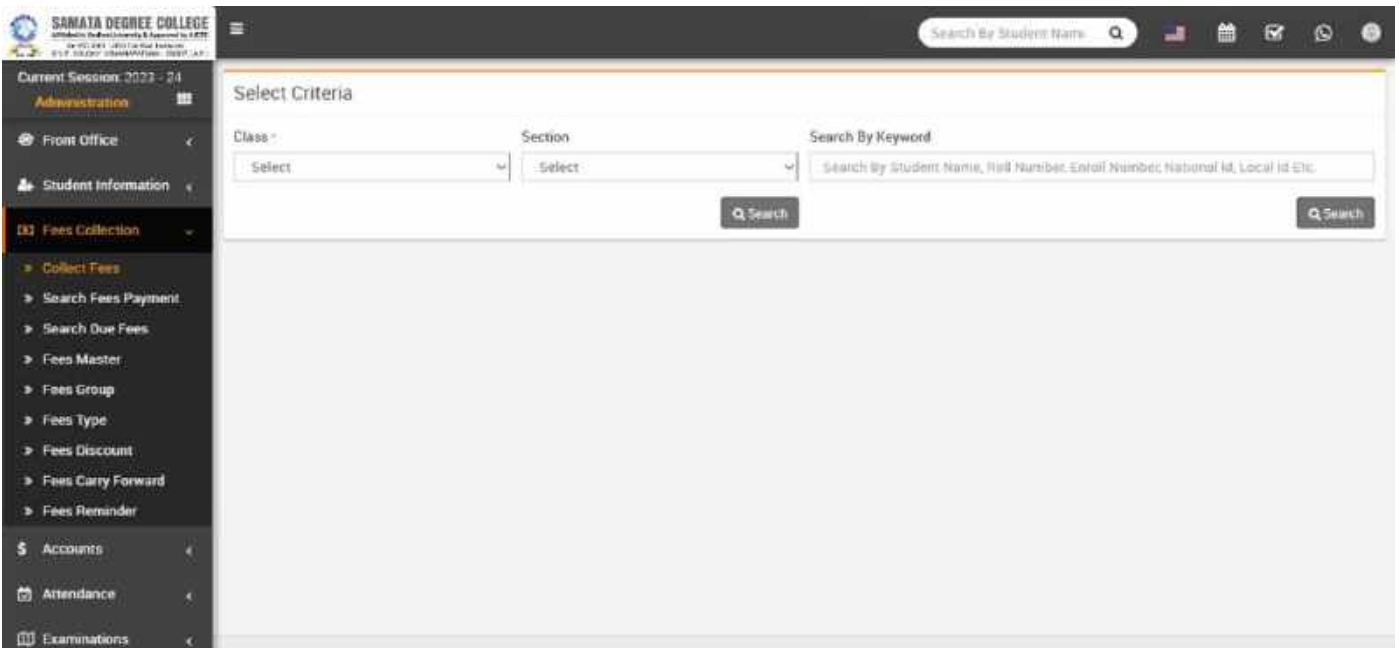
- Fees Master**- Go to **Fees Collection > Fees Master** add all your fees amount for current selected session here. Select **Fees Group** then **Fees Type** then **Due Date** then enter **Amount** means fees amount for selected session then select Fine Type like percentage or fix amount now click **Save**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



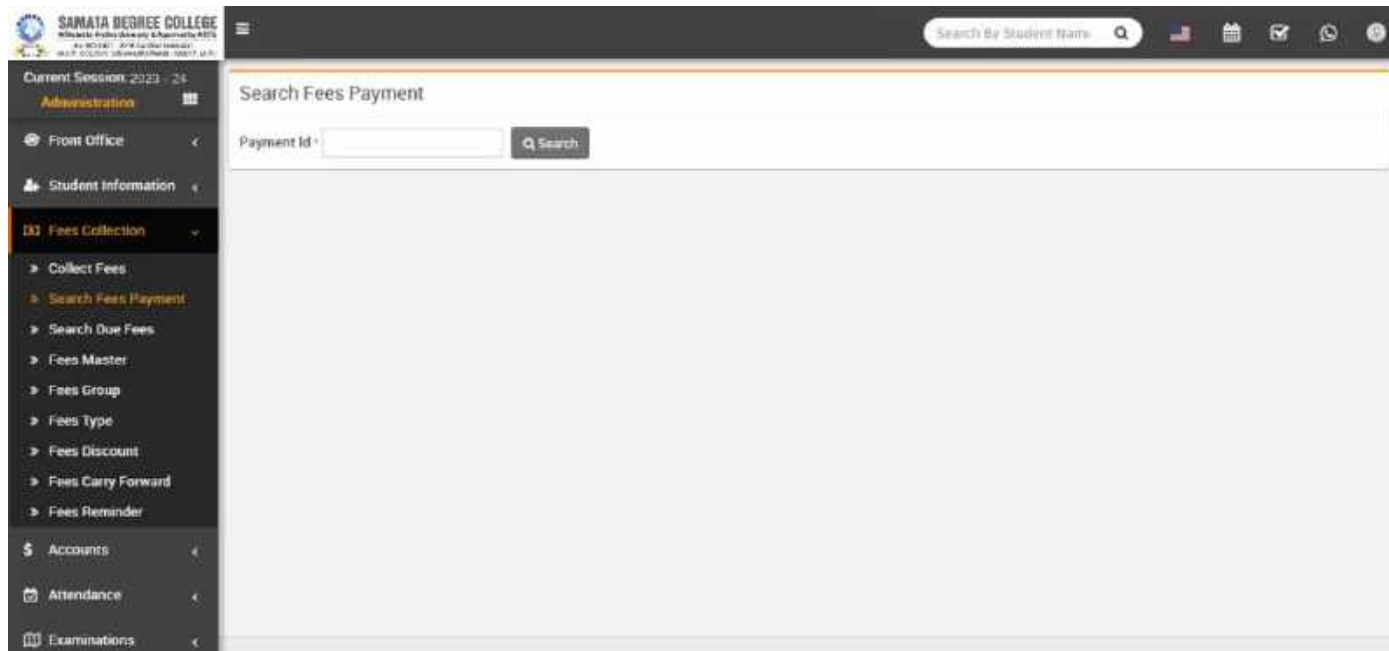
To assign/allocate Fees Group click on Assign/View button from Action column. Now at next page select Class then Section and click on Search button. Now select the students on which you want to assign/allocate this Fees Group then click on Save button.



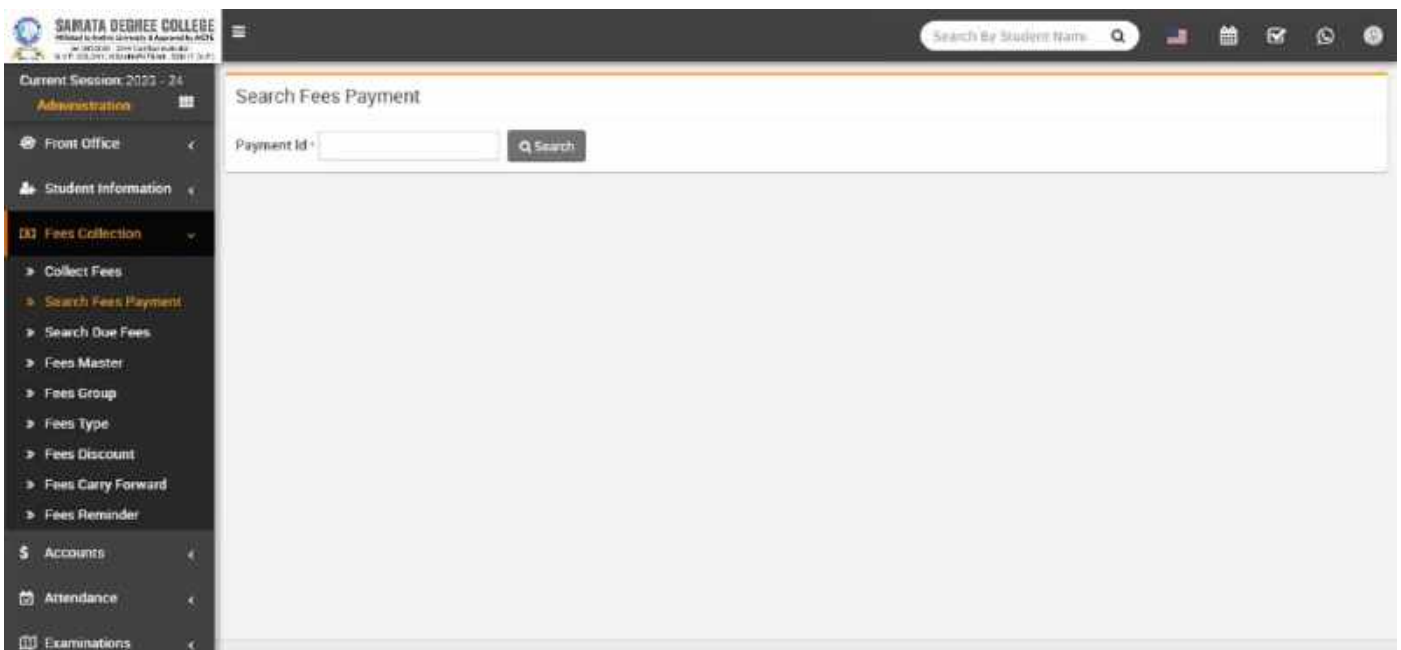
- **Fees Discount-** Go to **Fees Collection > Fees Discount** add all your Fees Discount here with Discount Name, Discount Code, Amount and Description. All **Fees Discount** can be see at right side of this page. To assign/allocate discount click on Assign/View button from Action column.



On Next page select Class and Section then click on Search button. After Search select students on which this discount have to be applied then click on Save button.

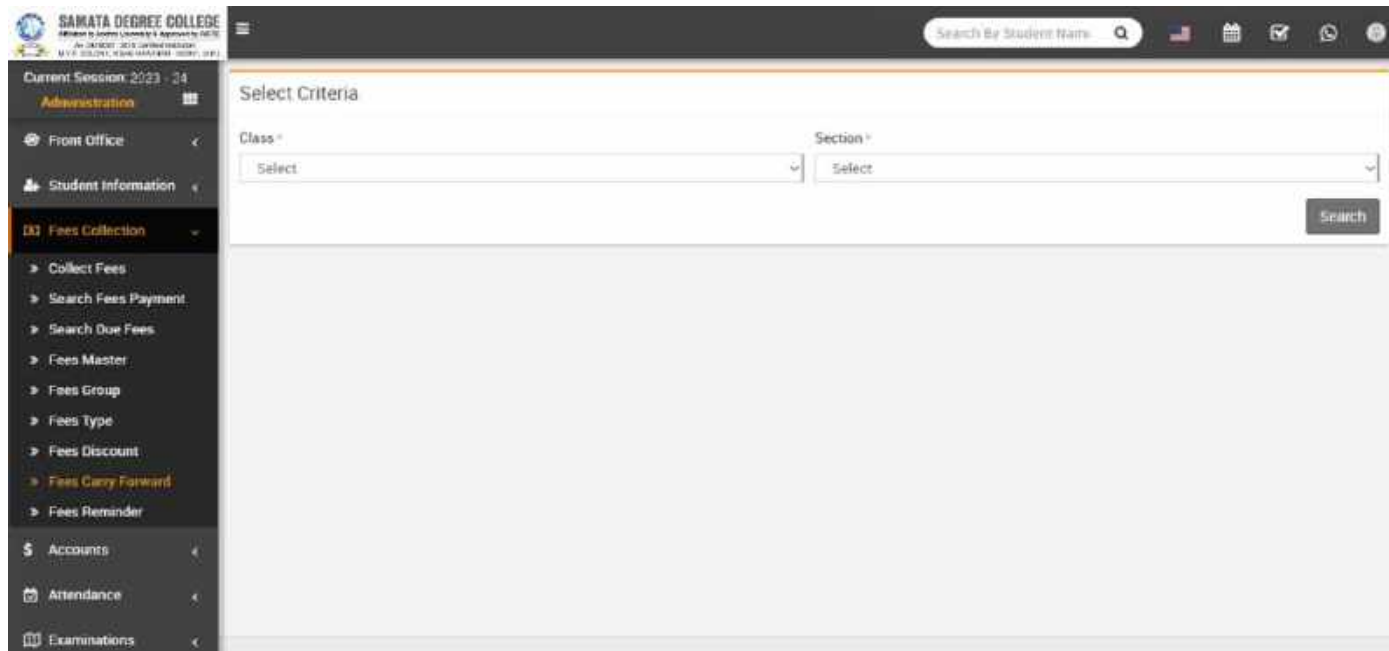


- Collect Fees-** Go to **Fees Collection > Collect Fees** select **Class & Section** & click in **Search** button to get student list under this class-section. You can also search student by keyword in Search Input Box and click on **Search** button. After search you will get student list below. Click 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 fees has been collected & **Revert** button visible for reverting this fees. For printing **Fees Receipt** click on **Print** button from Action column.

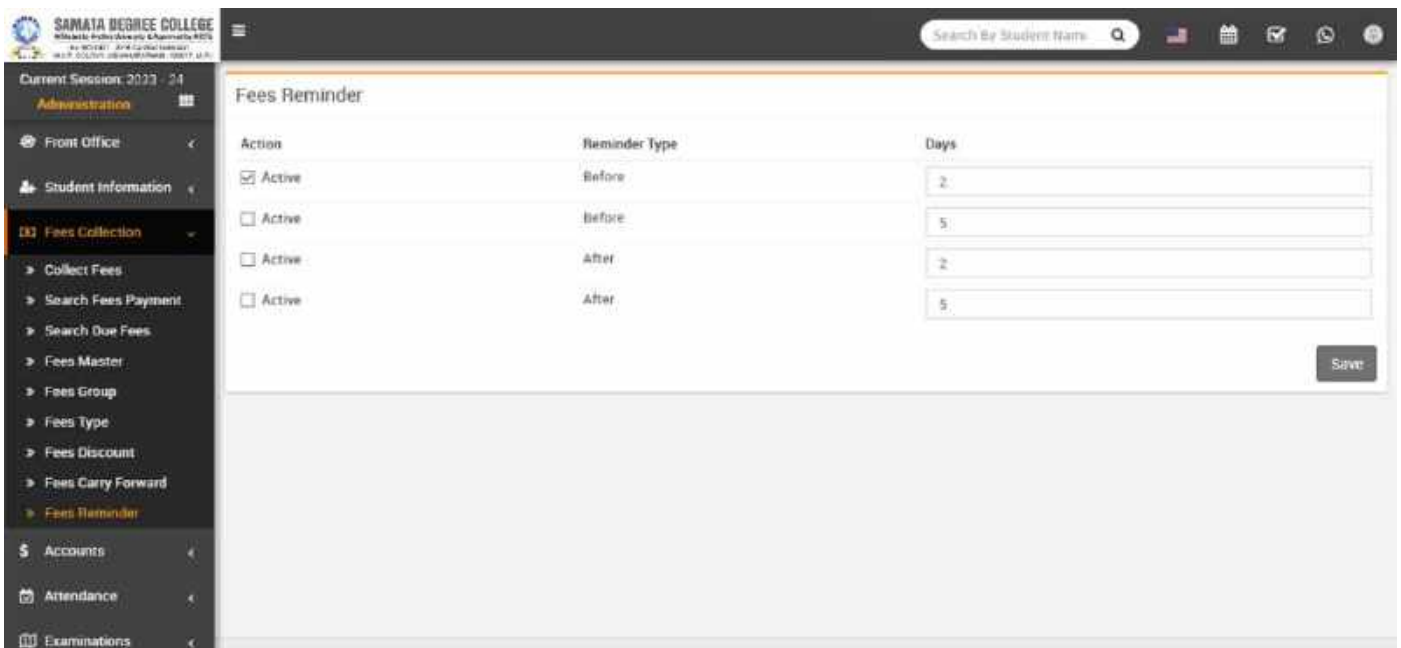


- Search Fees Payment-** Go to **Fees Collection > Search Fees Payment** for searching any fees payment details through **Payment ID** enter **Payment Id** & click search button you will get the details for this

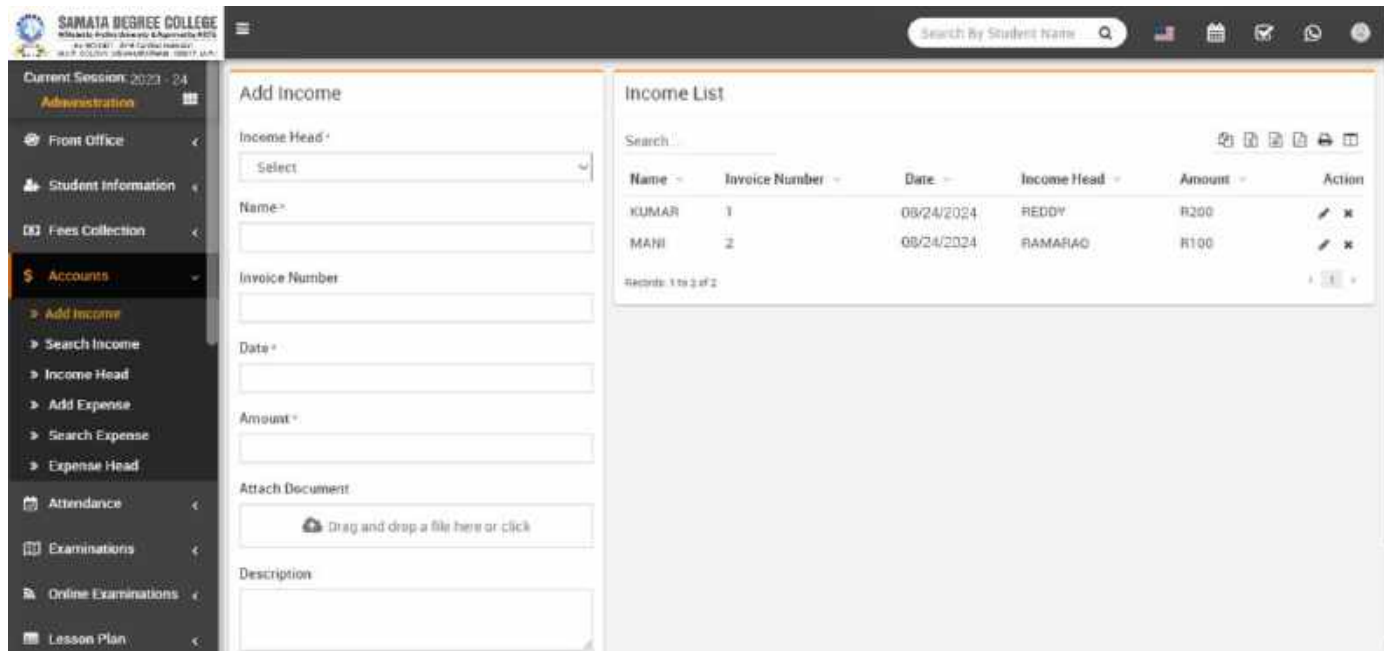
payment id.



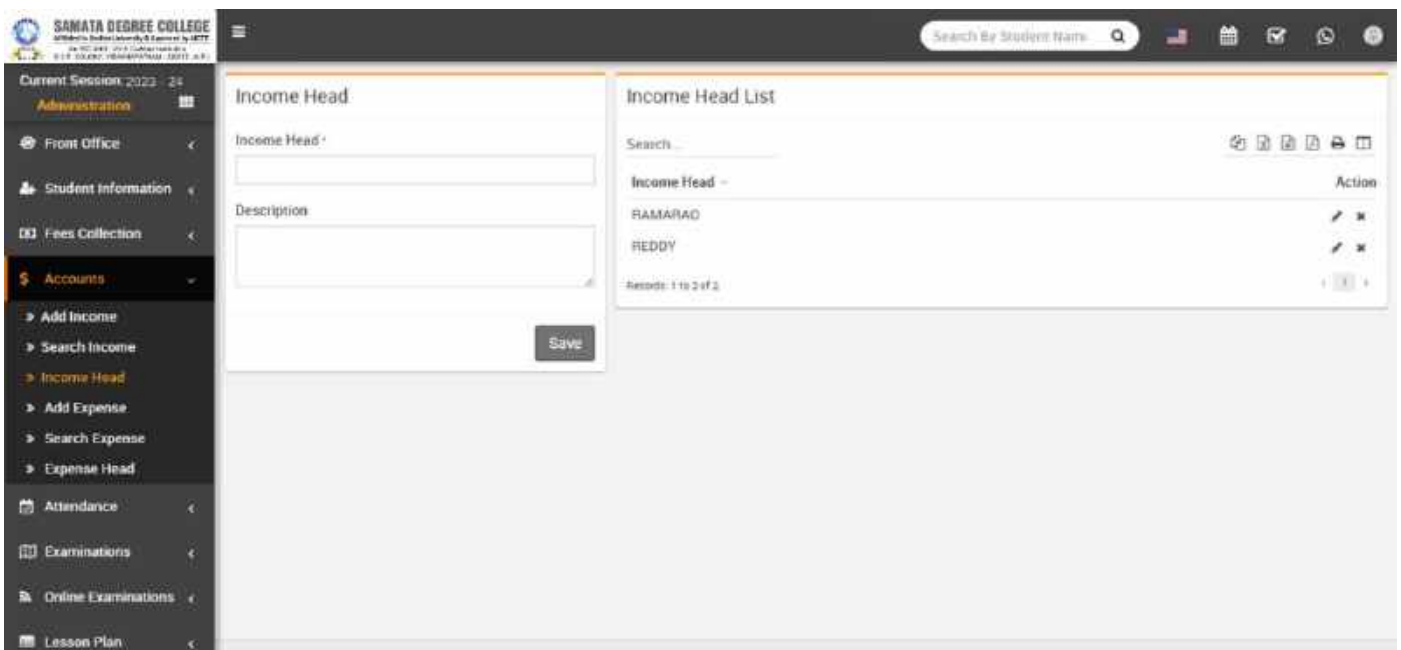
- **Search Due Fees-** Go to **Fees Collection** > **Search Due Fees** for searching those students who have not done payment for a particular fees type then select **Fees Category** then **Fees Type** then **Class** then **Section** & click **Search** button, you will get all the students list for due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



- **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 set in **System Settings** > **General Setting** > **Fees Due Days**. This balance fees carry forward can be see 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 use it just active 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 cron job.



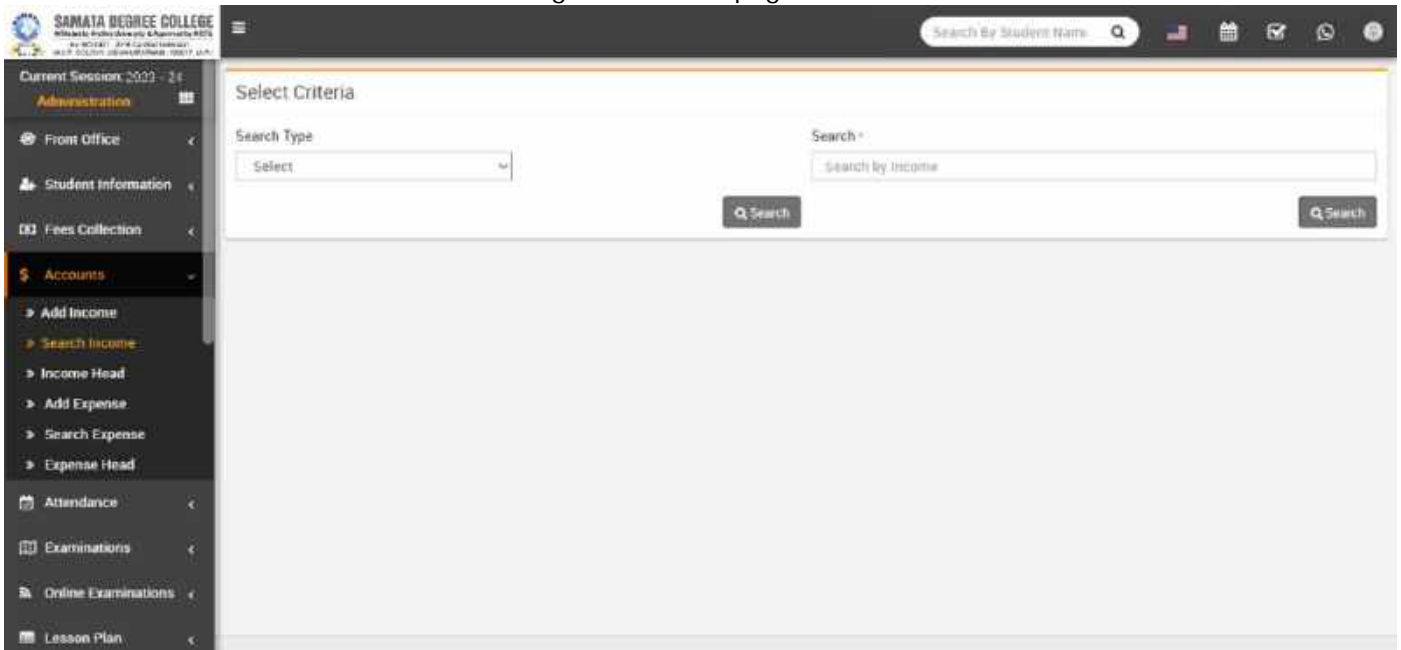
## Income

This module has 3 sections -

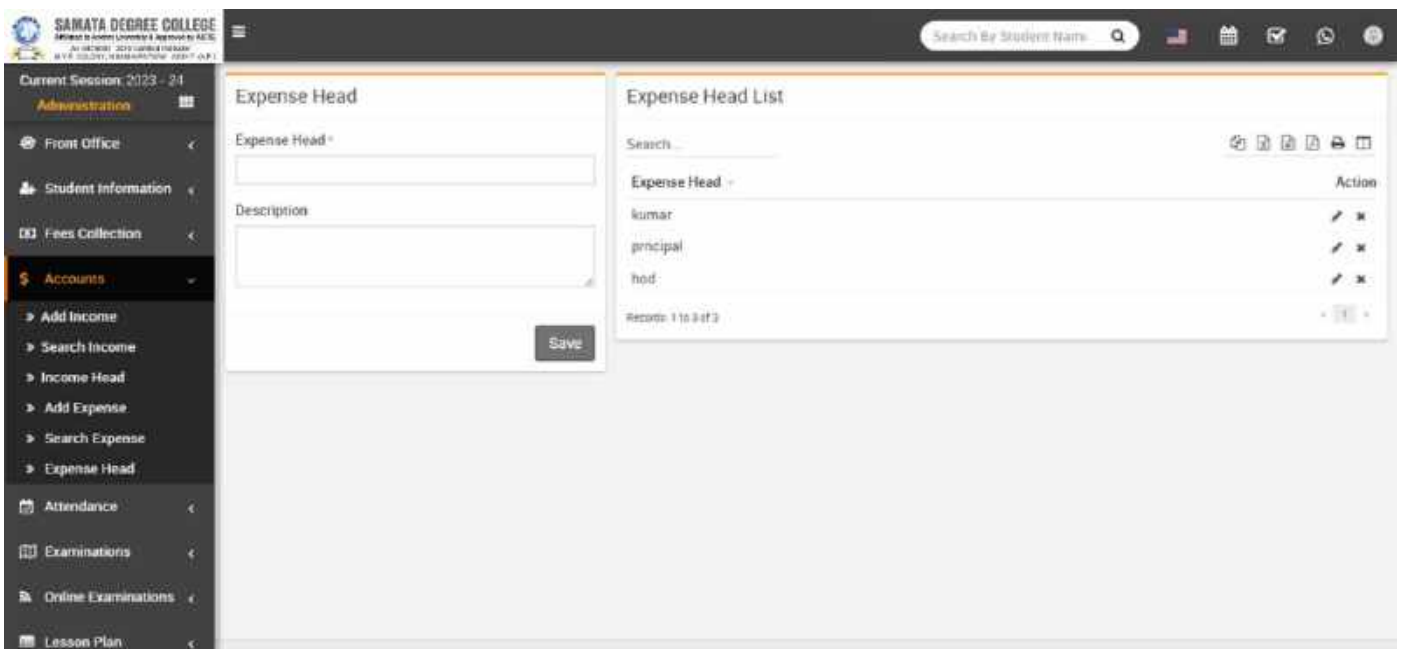
1. Add Income
2. Search Income
3. Income Head

First we will create our **Income Head** then we will **Add** our daily/monthly **Incomes** then we will **Search** our **Income**.

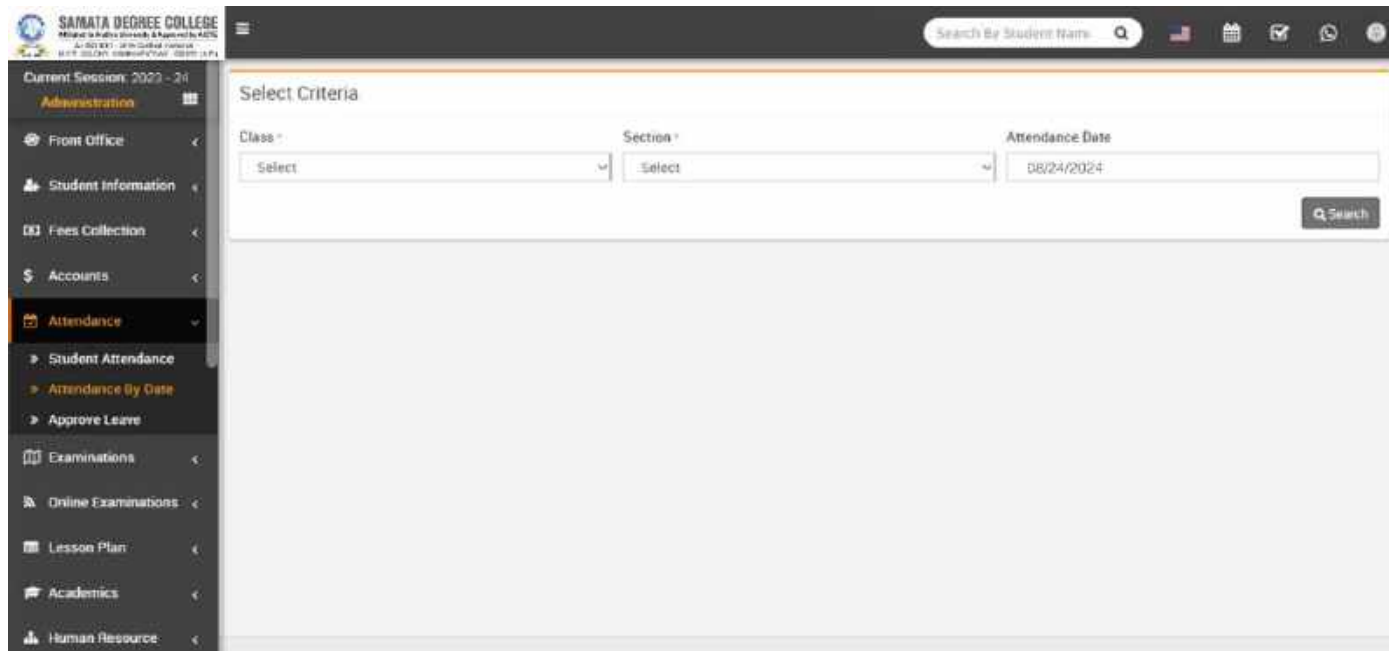
- **Income Head**- Go to **Income > Income Head** enter **Income Head** and its **Description** then click on **Save** button. All Income head can be see right side of this page.



- **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.



- **Search Income**- Go to **Income > Search Income** to search Incomes 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 Incomes related to your search criteria.



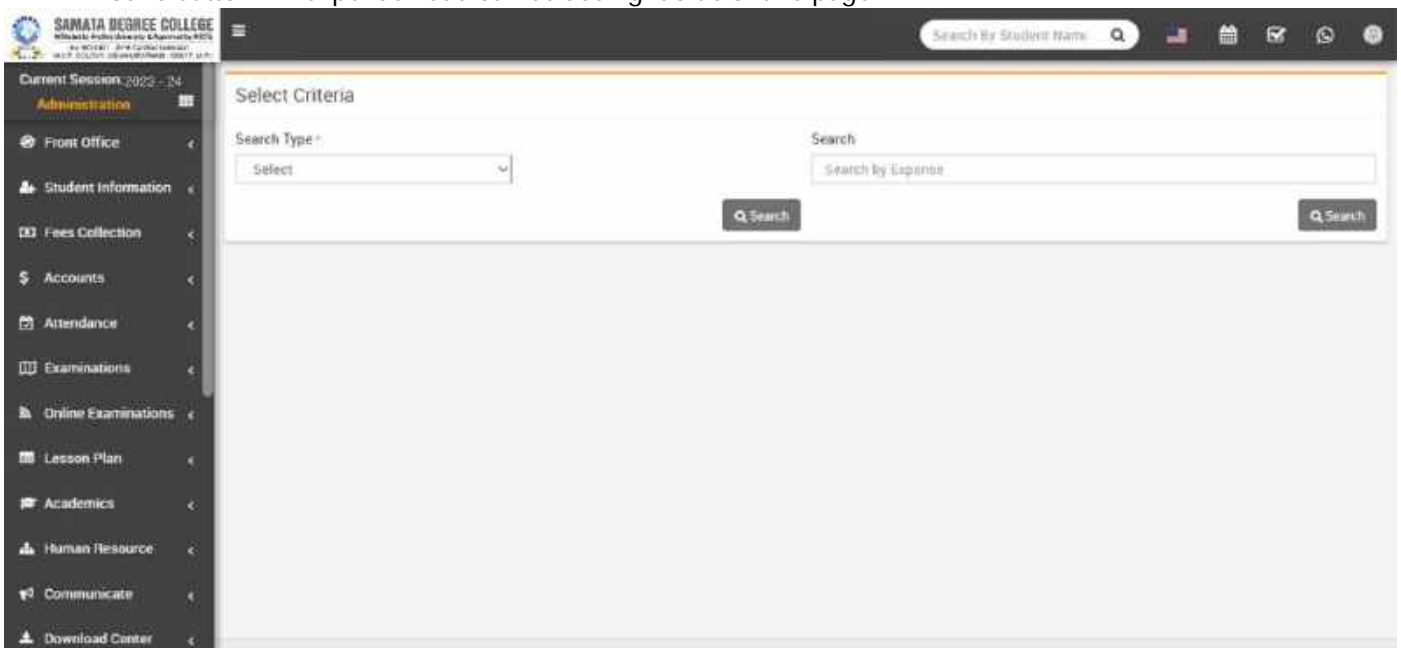
## Expenses

This module has 3 sections -

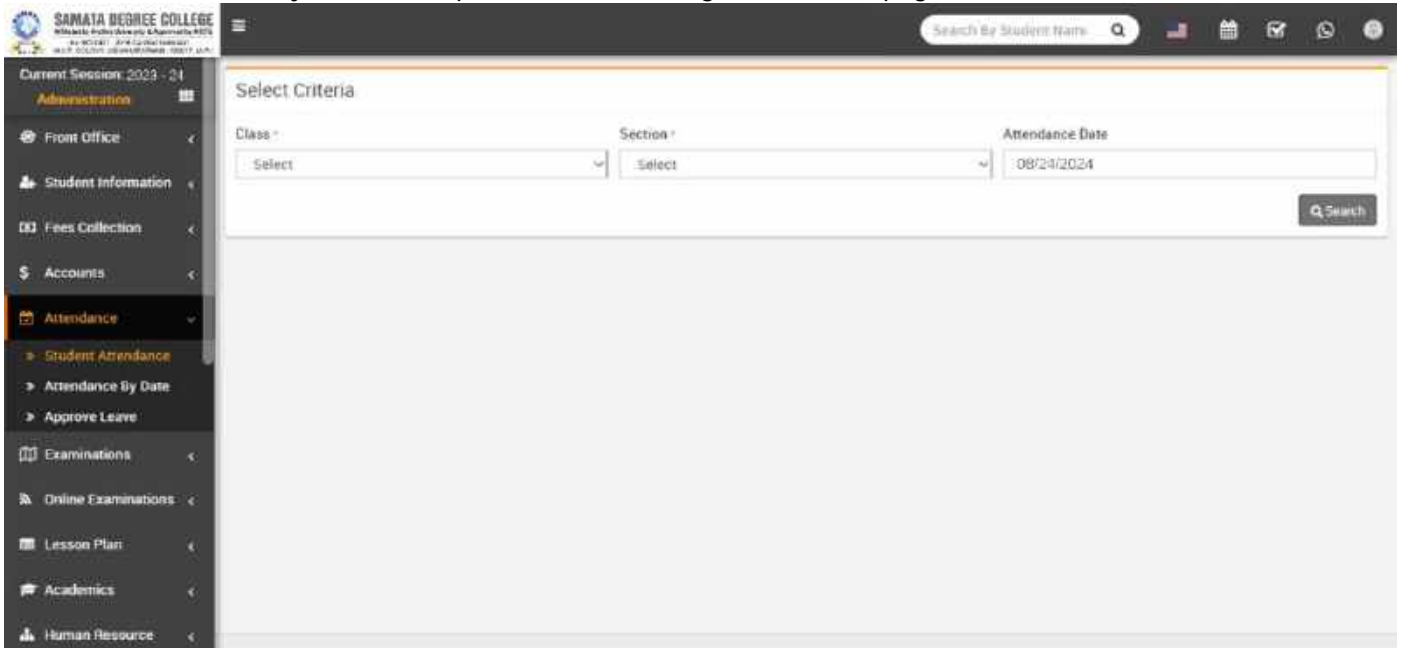
1. Add Expense
2. Search Expense
3. Expense Head

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

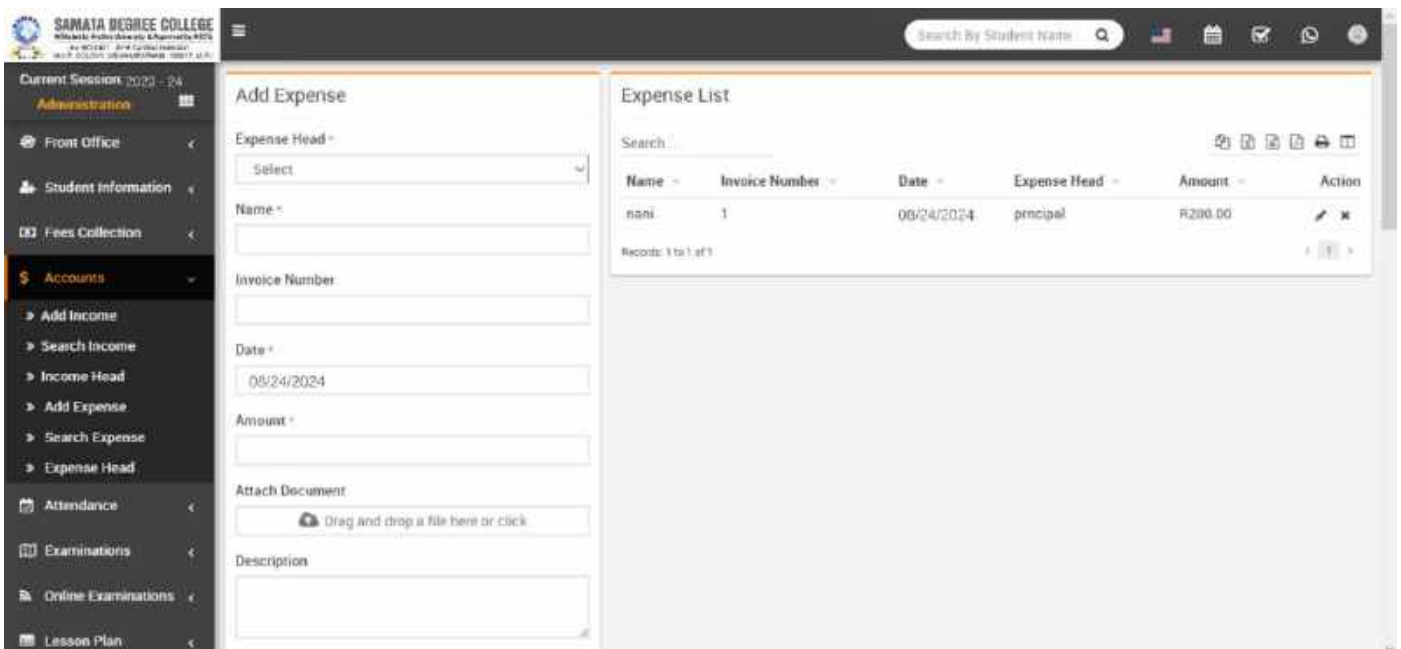
- **Expense Head**- Go to **Expenses > Expense Head** enter **Expense Head** and its **Description** then click on **Save** button. All expense head can be see right side of this page.



- **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.



- **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.



## Attendance

This module has 3 sections -

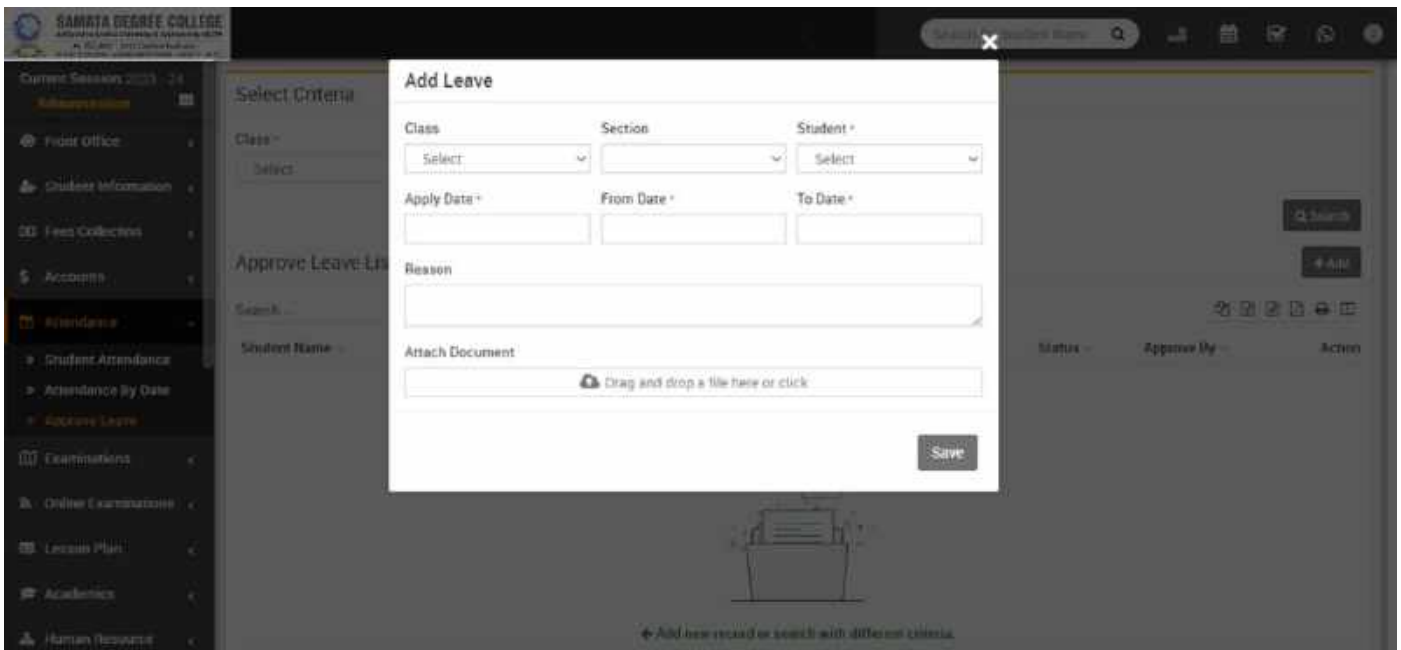
1. Student Attendance

2. Attendance By Date
3. Approve Leave

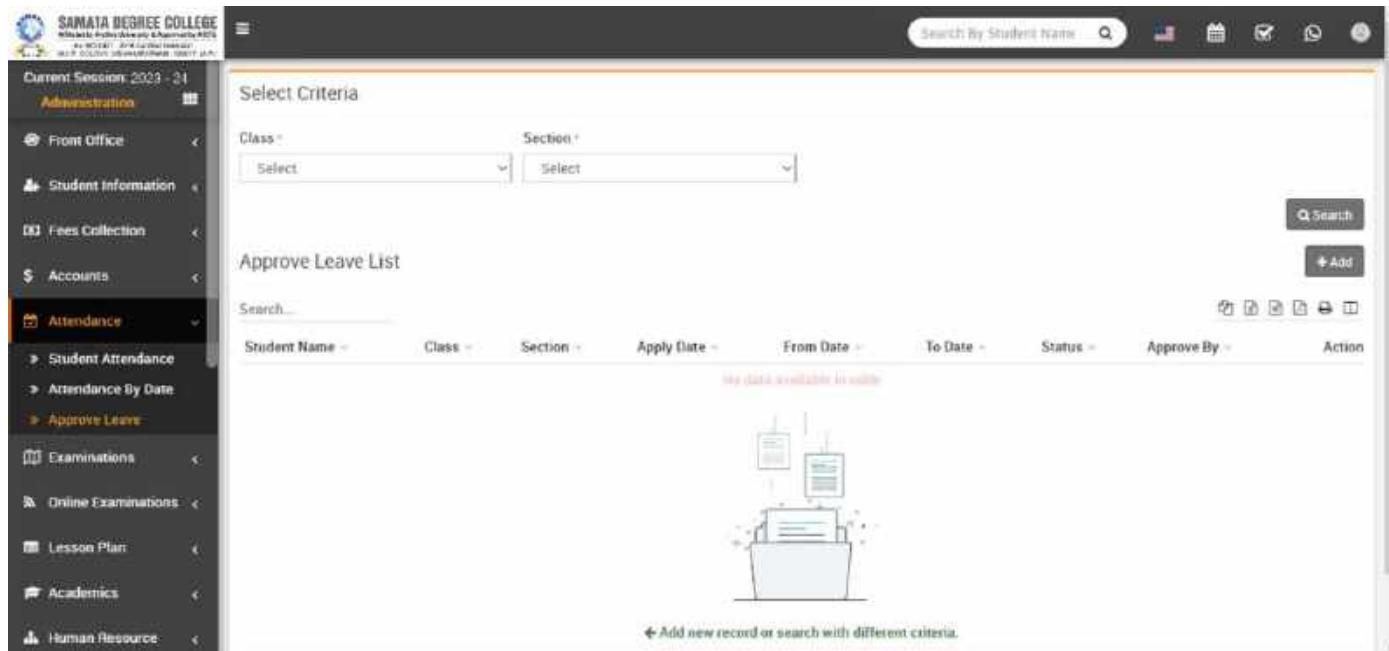
College Management Software supports two types of attendance **Day Wise and Period Wise**. You can run any type at once at a time and attendance type can be select from **System Settings > General Settings**. Now College Management Software also supports biometric attendance devices (currently only for day wise attendance) for automated attendance submission. You can enable biometric device feature from **System Settings > General Settings**. To utilise biometric device feature you should have **College Management Software Biometric Desktop Plugin Software**. Its desktop based application which fetch attendance data from biometric device and sends to College Management Software web application.

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

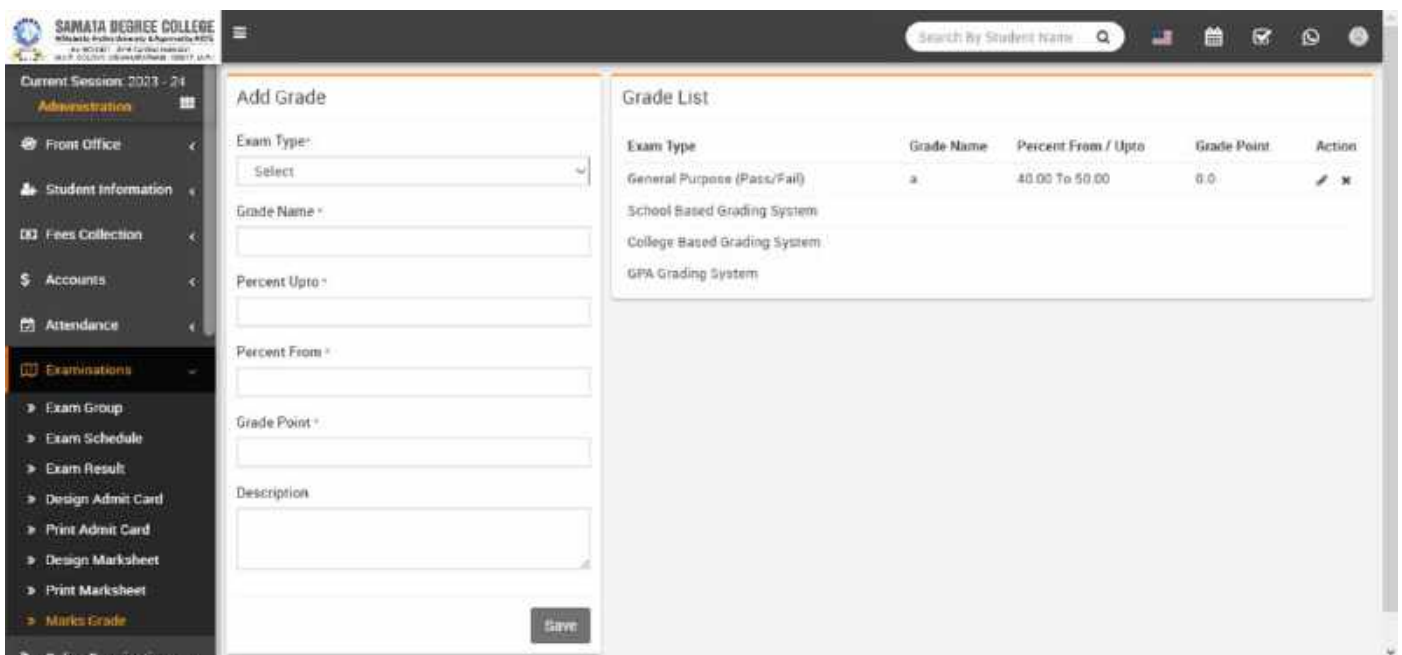
- **Student Attendance**- Go to **Attendance > Student Attendance** select **Class** then **Section** then **Attendance Date** then click **Search** button. Now below you can see list of students & attendance options like **Present, Late, Absent** etc. Select the attendance for students then click on **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.

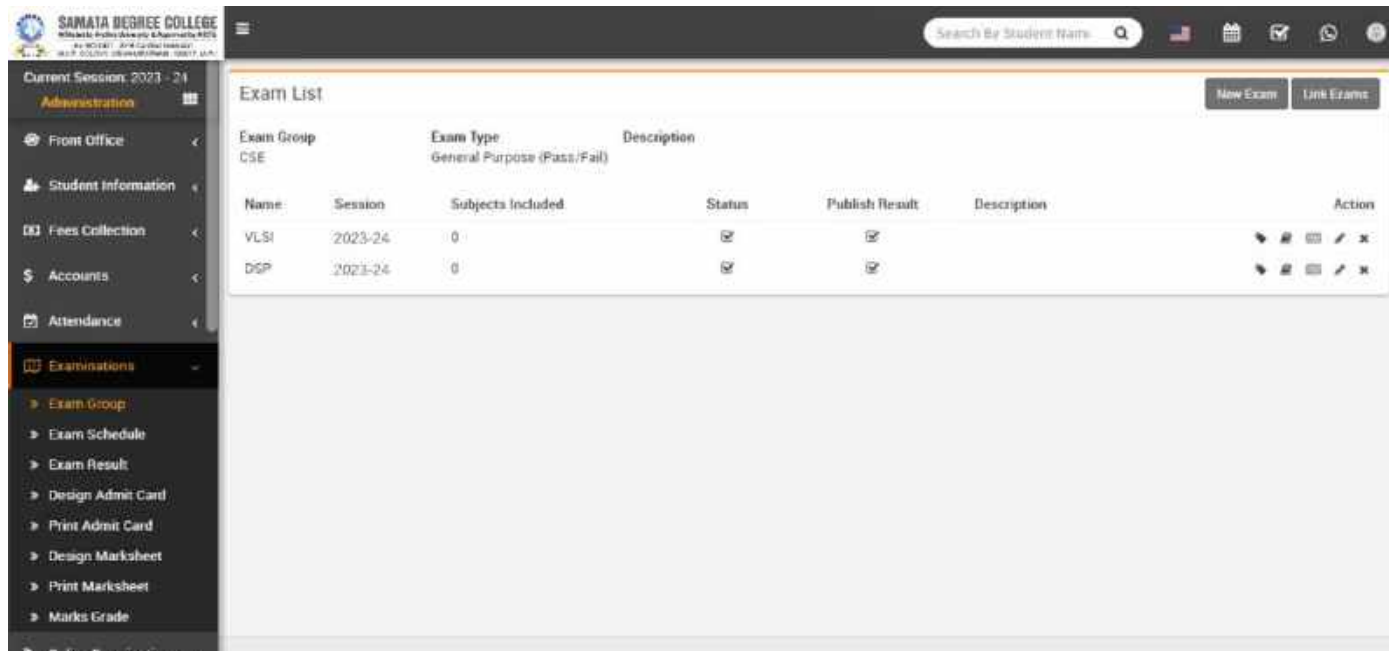


- **Attendance By Date**- Go to **Attendance > Attendance By Date** to check attendance for a particular date select **Class** then **Section** then **Date** then click on **Search** button.



- **Approve Leave**- Go to **Attendance > Approve Leave** here you can see leave request submitted by student to approve or add leaves for students.





## Examinations

This module has 7 sections -

1. Exam Group
2. Exam Exam Result
3. Design Admit Card
4. Print Admit Card
5. Design Marksheet Card
6. Print Marksheet 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.

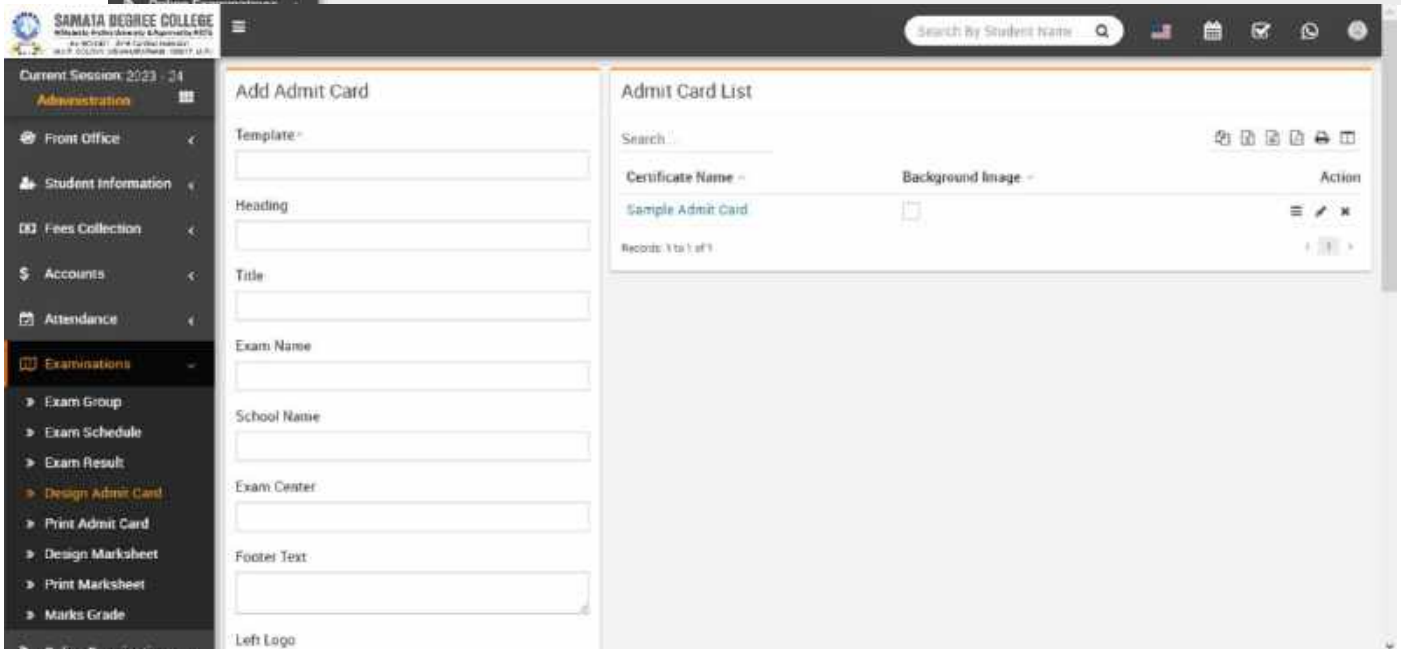
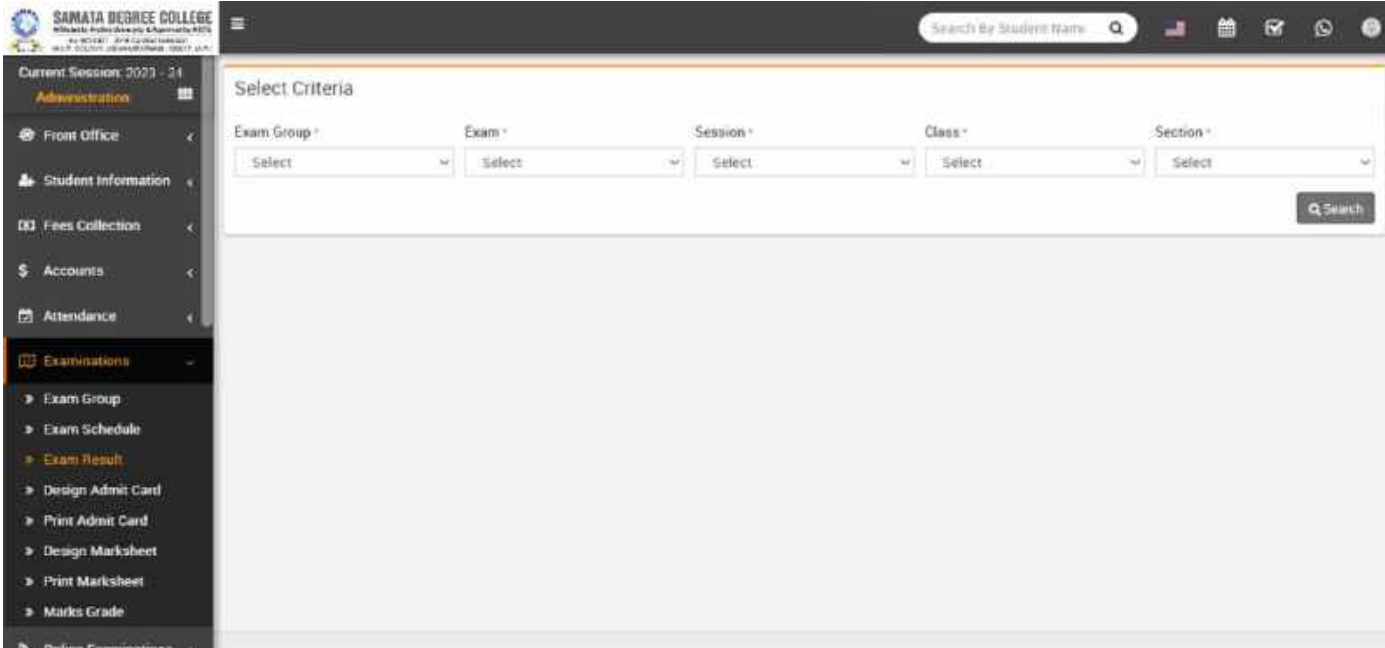
**GPA Grading System** - is GPA grading exam type based on credit hours and grade points.

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.

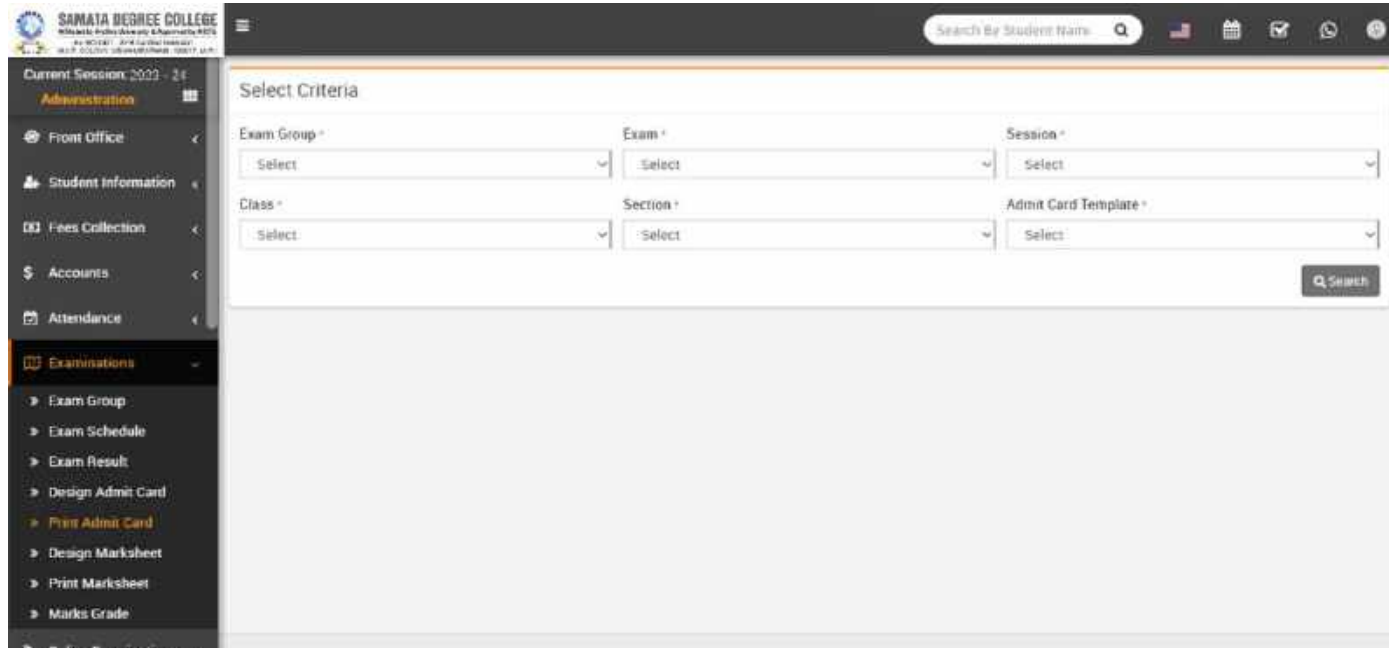
- **Marks Grade-** Go to **Examination > Marks Grade** select **Exam Type**, enter **Grade Name**, **Percent From**, **Percent Upto**, **Grade Point**, **Description** & click on **Save** button. All the grades can be see at right side of this page.

- **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.

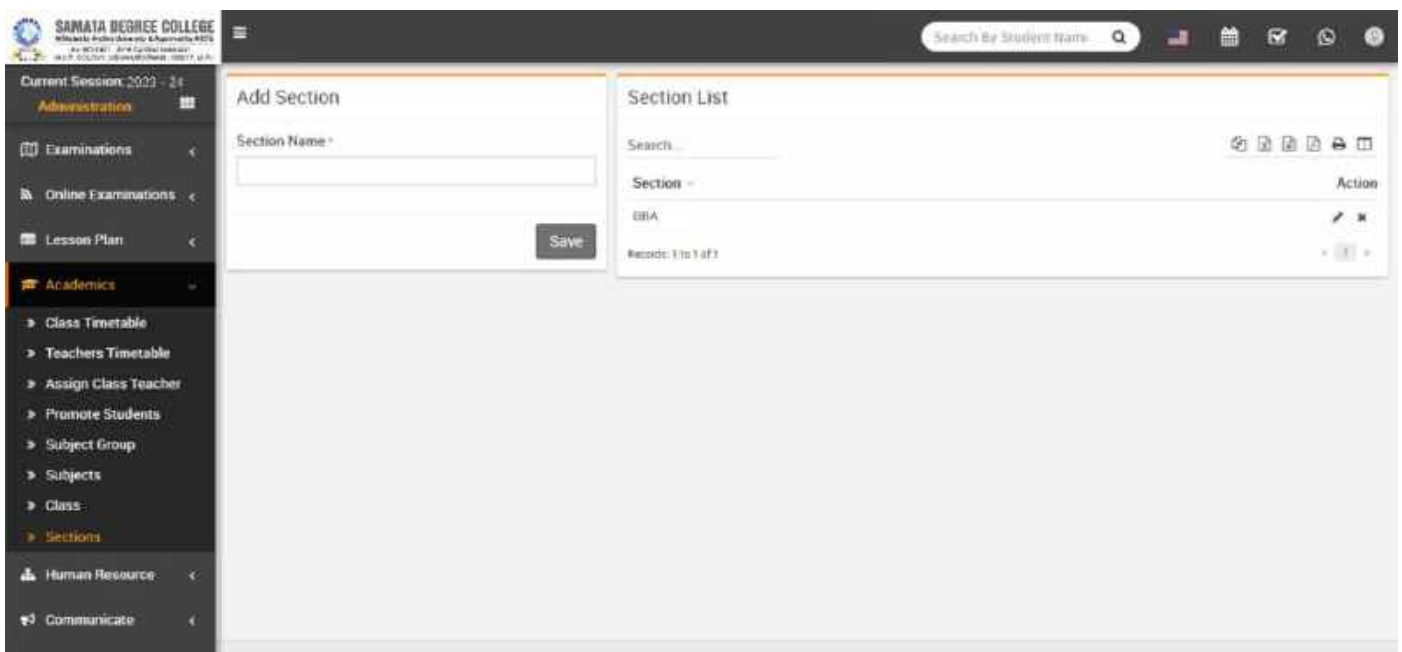
- **Adding New Exam-** Go to **Examination > Exam Group** here at exam group list action column click on + icon button to reach Exam List page. Here click on New Exam button then enter Exam name, select Session, select Publish (to publish exam) and Description then click **Save** button.



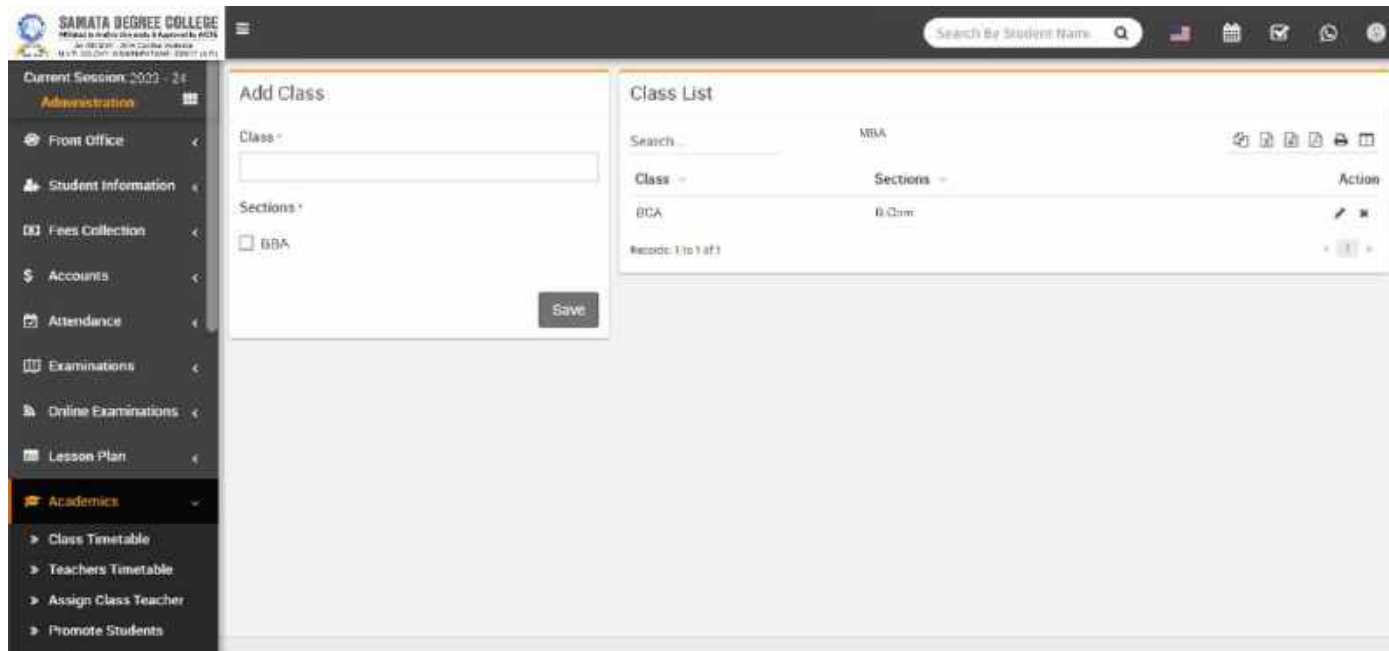
- **Exam Result**- Go to **Examination > Exam Result** here select all criteria to get exam result of that Class-Section.



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



- **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.



## Academics

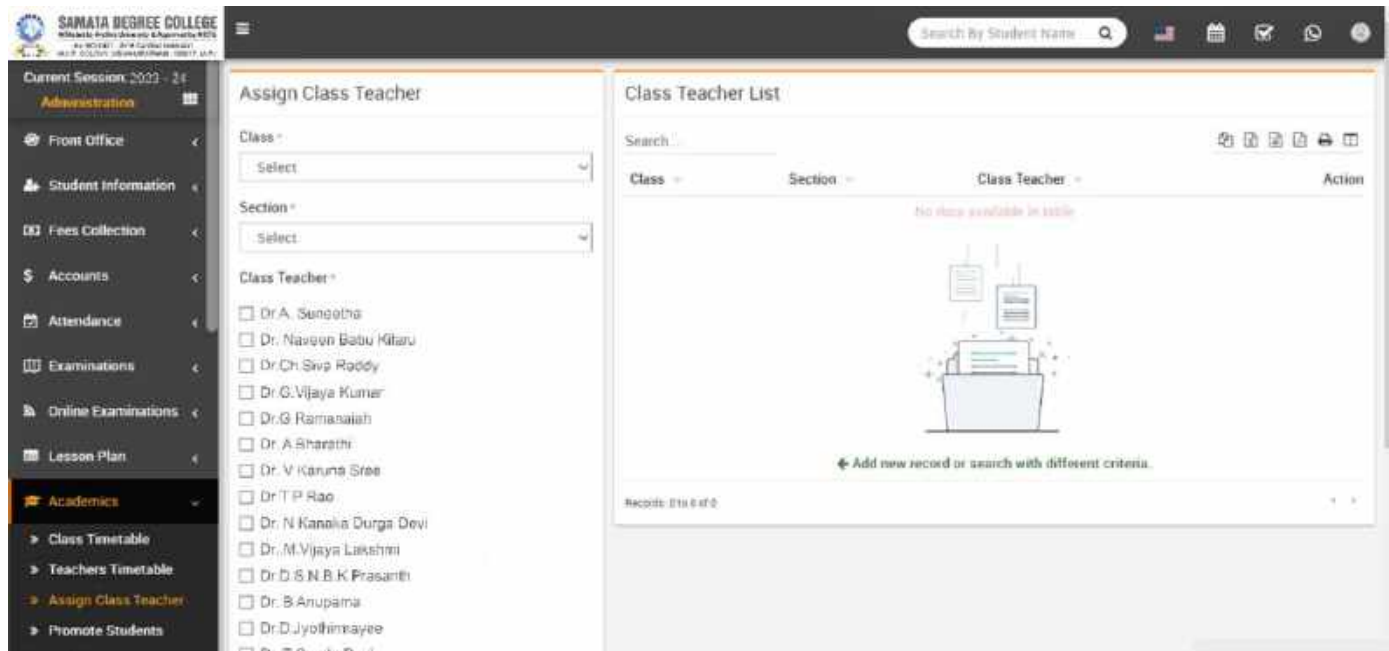
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This module has 8 sections -

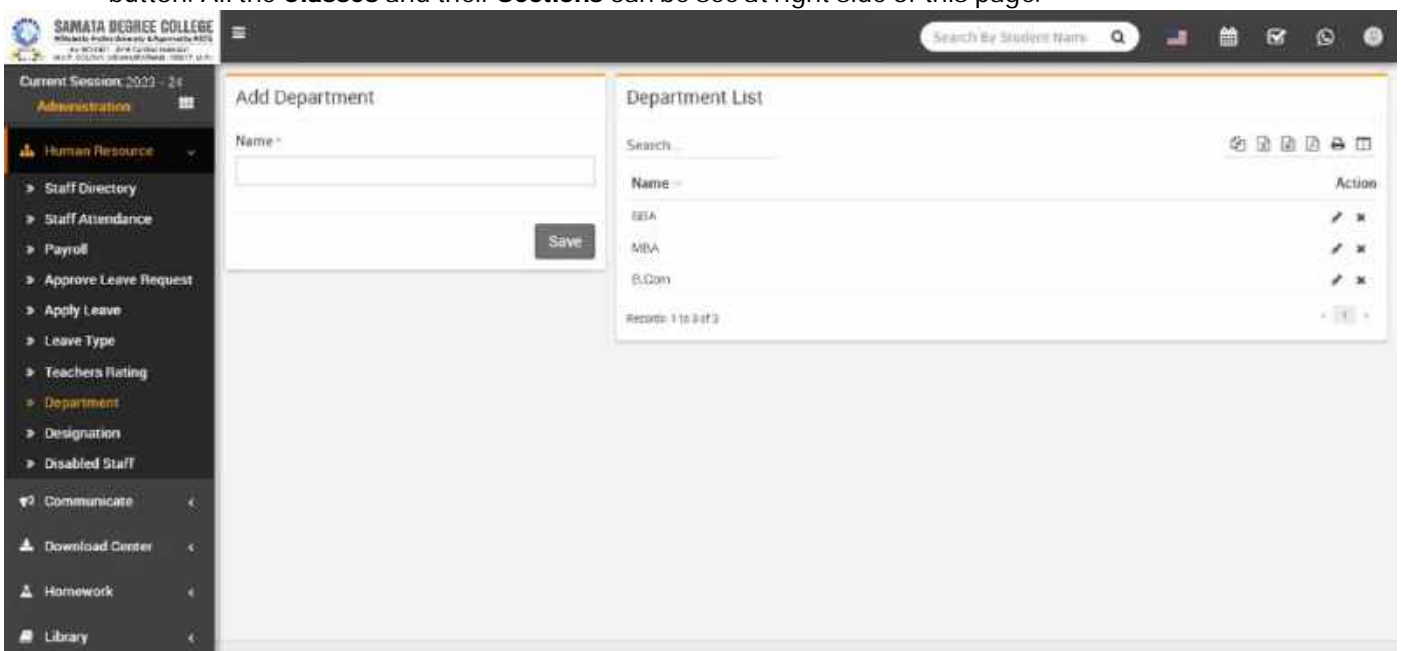
1. Class Timetable
2. Teachers Timetable
3. Assign Class Teacher
4. Promote Students
5. Subject Group
6. Subjects
7. Class
8. Sections

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**.

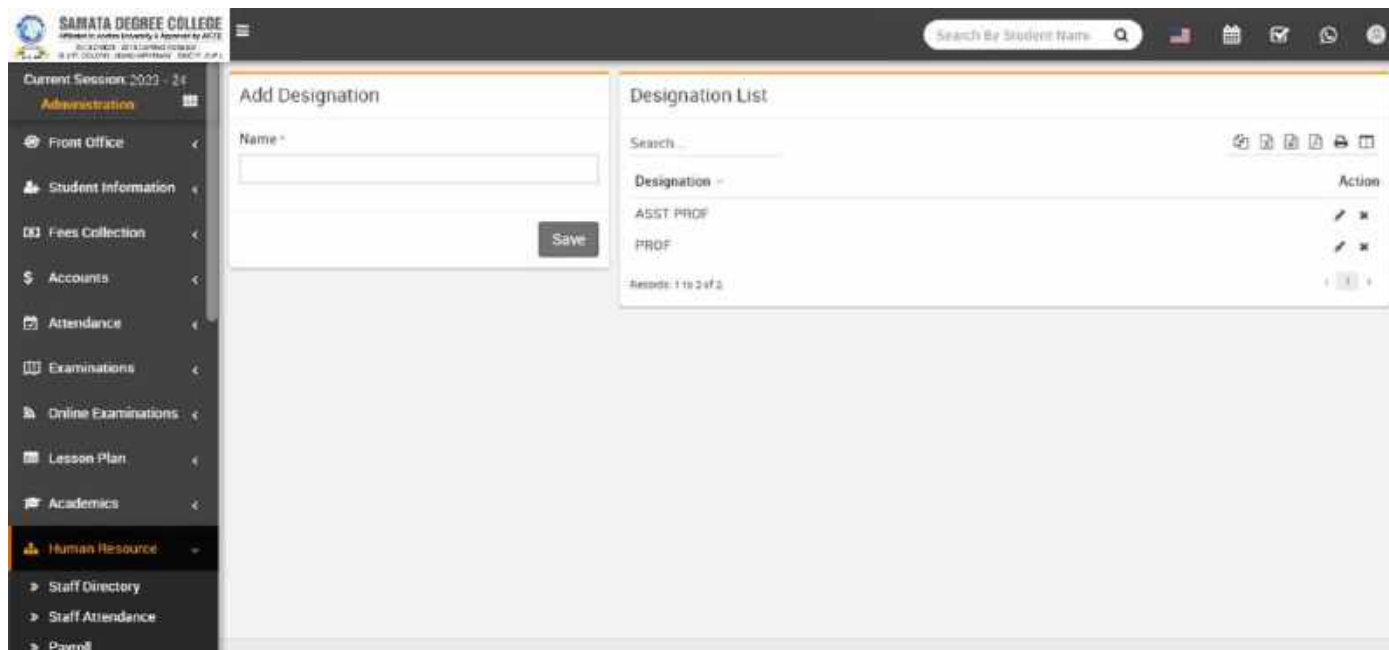
- **Sections-** Go to **Academics > Sections** enter **Section Name** & click **Save** button. All the sections can be see right side on this page.



- 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 see at right side of this page.



- 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 see at right side of this page.



## 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. Designation
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.

Staff email is their login username, password is generated automatically and send to staff email. Superadmin can change staff password on their staff profile page

**Basic Information** + Import Staff

Role \*  Designation  Department

First Name \*  Last Name  Father Name  Mother Name

Email (Login Username) \*  Gender \*  Date of Birth \*  Date Of Joining

Phone  Emergency Contact Number  Marital Status  Photo

Current Address  Permanent Address

Qualification  Work Experience  Note

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

**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	978-81-219-2600-9	S.CHAND	Dubey	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	B21 AL	1	1	R680.00	08/25/2024	<input type="checkbox"/> <input type="checkbox"/>
Waste water treatment	17658	978-81-204-1712-0	OXFORD & IBH 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	17668	007-134476-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	Object Oriented Programming	ME-13B	5	5	R400.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>
Fundamentals of data structures in c++	17680	978-81-7371-6058	LINIVERSITIES PRESS	Horowitz	Machine Learning	CS-9A	10	10	R625.00	08/24/2024	<input type="checkbox"/> <input type="checkbox"/>

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**, **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 BranchName**, **Facebook URL**, **Twitter URL**, **LinkedIn URL**, **Instagram URL**, **Upload Resume**, **Joining Letter** and **Other Documents** then click on **Save** button.

The screenshot shows a web application interface for a college. At the top left is the logo for SAMATA DEGREE COLLEGE. Below it is a navigation menu with items like 'From Office', 'Student Information', 'Fees Collection', 'Accounts', 'Attendance', 'Examinations', 'Online Examinations', 'Lesson Plan', 'Academics', 'Human Resource', 'Communicate', and 'Download Center'. The main content area is titled 'Add Book' and contains several input fields: 'Book Title', 'Book Number', 'ISBN Number', 'Publisher', 'Author', 'Subject', 'Rack Number', 'Qty', 'Book Price', 'Post Date' (with a date picker showing 08/24/2024), and a 'Description' text area. There are 'Import Book' and 'Save' buttons.

# 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.