



User's Guide For Naino School Manager

Part I

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Why you need a good School Management Software?

Managing a school manually is a challenging task. There are thousands of students and almost double the number of parents. There are a number of teachers and staff members in a school. Managing data of all stakeholders manually can be a complex and time confusing task. To establish a good reputation of your school you need all information regarding your students, their parents, teachers, and staff on your tips. And this is possible only by using a good school software. Technology has simplified the procedure of doing everything and it has eased down the things for schools also.

What are the benefits of **Naino School Manager**?

A good computerize school management system is a big step toward great success of a school. A good management always requires taking quick and efficient decisions. **NAINO SCHOOL MANAGER** will provide all required information to you by click of a mouse and enable you to take quick decisions. For example, during a meeting with parents of a student, you can view all data of student like attendance, fees, performance, exam marks, discipline, time-table and more by a single click, and then you can communicate to parents accordingly and build a satisfaction and trust for your school.

NAINO SCHOOL MANAGER is a tool that is specifically designed to streamline the paperless administration of schools and educational institutions. It helps the campuses to transform themselves into a High-Tech School. The result will be the increase in branding and the decrease in cost, leaving the parents, faculty, students, and school administration in a more satisfactory state. Also, this system helps parents and faculty to increase their accessibility with each other. As a matter of fact, with this system, parents will be able to monitor their ward's progress and security on a single click. It is easily accessible anywhere via web at any point of time.

This software not only improves operations of a school but also the overall output of the school system. Many entrepreneurs such as Bill Gates and Mark Zuckerberg have said that School Management Software is the next game-changing technology. It can be used not only by K-12 schools but also by colleges and universities. In a nutshell, this software improves the education process as it helps schools to ensure increased understanding among student, parents, teachers and administration.

However, the curriculum of schools is updated every decade but there have not been much major change operations of schools. In contrast, there have been some major improvements in the methods of teaching. This change was brought by YouTube and many Edu-Tech startups as they have digitalized the learning process. Now the wind is blowing towards bringing a change in school management system. With much more to develop and digitalize, schools are in a competition to increase their brand image. Therefore, **NAINO SCHOOL MANAGER** is a scientific solution to help the education system evolve and achieve world class quality education for future generations. It is specially designed to connect teachers, students and parents together which facilitates for greater transparency and accountability.

In this way, **NAINO SCHOOL MANAGER** will not only help the schools to achieve their aim but also help to increase the standards of school life. Ultimately, it will help the school managements to run operations smoothly, will help students to analyze their talent, and will help parents to be a part of their child's school life within their hectic schedule.

Is **NAINO SCHOOL MANAGER** very costly?

No. We want a maximum number of schools to benefit from features of our **NAINO SCHOOL MANAGER**. So we are providing the school software at a very fair price. Moreover, as per our experience most of our customers have recovered the total cost of purchasing the software within first six months or a year by best managing their school and thus generating additional revenues. Investing in a suitable school management system is a business prerequisite these days as it will automate every academic process efficiently. It performs indirect School branding, as the parents will have the good impression of school in mind. It saves money for the schools by eliminating the expenses of stationery and human work.

Manage Your School, Easily & Perfectly!!!

NAINO SCHOOL MANAGER is an award-winning, powerful and user-friendly School Management Software and Administration ERP System. It is the only one integrated school software you will ever need to manage and take care of all departments & functions of your whole school. It will improve the productivity of teachers as they don't have to manage the side-tasks anymore.

User can easily recognize key features and experience convenient navigation. Classified sections on each and every feature add more transparency to academic administration. **NAINO SCHOOL MANAGER** is an ideal way to manage complete school operation. It provides various type of portals e.g. ADMIN portal, TEACHER portal, STUDENT portal and PARENTS portal.

Admin Portal

An **Admin** can

- broadcast notices
- set holidays
- create profiles on all portals
- manage profiles and their data
- generate reports- class wise, subject wise, etc.
- create dynamic fee structures, Daily fee collection reports including **Receipt** generation advantage and can be made available to the concerned staff.
- assign class teacher for the batches, he has created.
- maintain the attendance details of staffs in session-wise.
- keep detailed information about staff like photos, qualification, experience, reference, salary, address, contact no., marital status, primary subjects, etc.
- manage the details of the school staff easily.
- access personal information, leave status, attendance, training etc.
- manage teacher adjustment/ substitute teacher allotment in the absence of another teacher.
- manage the teacher's teaching schedule as a previous record/ same day & for further scheduling by default class wise/ subject wise/ section wise & period wise.
- manage Time-table allotment to start the work schedule.

Teacher Portal

The Teacher portal will be set by the admin and the login credentials will be provided by admin or school head. However, in case teachers have official email IDs, login can be amended through the specific domain type.

In this portal a Teacher can

- see **Notifications** of the event, exams, important notice, schedule change, complaints and holidays raised by the admin.
- can edit his/ her own **profile**.
- can filter, edit and add events such as class test, assignments, and activities in the **class calendar**.
- can have the access to **set the course plans** and add the students attending that course plans.
- can have a **personal diary** through which he can add class topic, assignments etc.
- can also respond to the **feedbacks** from Parents and Admin.
- can **store** e-assignments, e-question papers, e-books etc on his/ her portal.
- **Attendance of students** is marked and approved by the teacher.
- access to add and edit **grade marks** of the students.

Student Portal

In this portal a student can

- see his/ her roll number, etc
- can select the particular date and see details of that activity, assignment, exam, holiday, class test, etc.
- can filter course plan, assignment, and class test added by the teacher as per the subject name.
- can check the classroom, subject, teacher's name, and timetable.
- can see all the updates added by the teacher in daily dairy. It is just like the physical diary that children carry in school.
- can check his/ her **attendance**. Student can also add a leave in case he/she has to miss the school. But, parents have to approve the added leave. Once leave is approved all other portals will be updated about the leave date.
- In **grade book**, student can see his/ her marks, both subject wise and term wise. Student can also compare his/her **performance**. Additionally, this comparison is also shown in **graphical form**.
- can see the complaints raised by teachers through **feedback** option. A respond option is also available.

Parent Portal

This portal will be accessed by parents only. Both mother and father can have access to this portal. They would be provided with the login details at the time of admission of their child. Another process can be that they register through the admission number and fill the details of their child and then the admin has to approve it after verification.

In this portal Parents can

- see **Notifications** of the event, exams, important notice, schedule change, complaints and holidays raised by the admin.
- check the **Time Table** added by the teacher.
- Attendance of the child is available to the parents. Parents can also add a leave in case their child has to miss the school. If the leave is added by the student, the parent has to approve it.
- In the subject option, parents can filter course plan, assignment, and class test added by the teacher as per the subject name. The performance of the ward can be analyzed through graphs as well.
- Next, in calendar option, the parent can check the classroom, subject, teacher's name, and timetable.
- In Diary option, the parent can see all the updates added by the teacher. It is just like the physical diary that children carry in school.
- Also, In grade book, parents can see the marks of their child subject wise and term wise. Uniquely, performance in each subject is available in graphical form.
- Parents can track their child's journey to the school. Accordingly, this feature is enabled as bus tracking system which needs a driver application.
- Finally, Parents can see the complaints raised by teachers through feedback option.

Now, we will explain all the modules associated with this project.

1. HOME

After logged in into system HOME page will appear from where **User** can access or link of each page like DashBoard, Master Setup, Transportation, Hostel, Student, HRM, Examinations, Syllabus, Library, Time Table, Calendar, Accounts, Complaints, Events, Holiday Calendar, Reports, etc. We make it **USER** friendly to access all modules from HOME page.

Click this  ICON on upper right corner of the HOME page. **User** can access the following sub-headings:

My Profile

Under profile, **User** can update School's Name, Mobile Number, Country, Pincode/ Zipcode, Email Id, Address, State, upload the Logo image.

Change Password

If **User** wants to change the Password, fill Current Password and enter New Password, again Re-Enter same New Password. Similarly update the Discount Password.

SMS Settings

In this sub-heading, **User** can update Name of the Institute, SMS user name, SMS password, SMS sender, SMS Footer message, is SMS admin.

2. DASHBOARD

Dashboard shows clear cut information of the student/ employee attendance. It also shows how many number of students/ employees are absent/ present. In DASHBOARD page, **User** can see students' attendance, employees' attendance, Balance Sheet (i.e. Rs. received, expenses, loss). Also **User** can access presence of Accountant, Librarian, Teacher, Non-Teaching and Others in graphical form.

3. MASTER SET UP

In Master set up **User** see the following sub-headings:-

a. Course Setup

In this section, **User** can enter the Class/ Course Name.

b. Sections Setup

In this section, **User** can enter the Section Name.

c. Exam Types

In this section, **User** can edit the Name of New Exam with Priority.

d. Fee Types Setup

In this sub-heading, **User** can fill the type of Fee i.e. education fee, exam fee, etc.

e. Year-Fee Setup

Under this module, **User** can enter name of Course (i.e. Class), Section i.e. A, B, C, Batch i.e. 2018-19, 2019-2020, and Student Fee.

f. Subject Setup

Here **User** can define specific Subject for specific Course, Section and Year.

4. TRANSPORTATION

It shows the list of buses available, their routes with maps & bus schedules according to the school timings. There are 5 sub-headings under this module.

a. Add Vehicle

User can add address, number, number of seats, code, maximum seats. Here, **User** can upload the information regarding insurance and road tax of the vehicle. In this way, this module provides us a Vehicle List.

b. Add Driver

It is used to assign drivers to vehicles. It stores the basic information of a driver such as name, address, age, license number and license expiry date. It provides Driver List in one click.

c. Add Route

It is used to define a Route Details which includes type of Vehicle, Destination, Start place and Stop place on each route with Time details. In transport allocation **User** can assign staff or student in each route.

d. Add Bus Fee

It is also integrated into the fee structure and accounts so that the transport charges are automatically charged from the students.

e. View Students

User can access a list of students using campus transport facility. It also provides total information regarding Bus Fee and Balance if any. Student information, including name, contact info and blood group are stored in assorted database so as for transferring to security authorities in any emergency stages.

5. HOSTEL

The student or employee registration in a hostel can be done by using this module. Hostel functionalities can be managed by this section. In this module there are 7 sub-headings are as follows:

a. Hostel Fee Setup

User can set hostel Fee in general. Separate hostel account can be maintained for each student. It will be linked with central account system as well.

b. Add Hostel

User can define the Hostel categories. Add Hostel is used for registering the hostels. Here **User** can add the hostel name and its address.

c. Add / Edit Floors

After selecting the choice of Hostel, **User** can enter the Floor numbers.

d. Add / Edit Rooms

Room List is used to store the room available and its status in each hostel. It maintains different type of room allocation depending on free or occupy. Here **User** can add Room for each student.

e. Add / Edit Beds

Here **User** can define separate Bed for a student.

f. View Hostel Students

After entering all details **User** will have detail reports regarding Student Name, Email ID, Hostel Name, Floor No., Room No., Bed No. In View Profile, **User** can also access the full Profile of a student occupying the Hostel.

g. Hostel Fee Dues

It facilitates details of the Student Hostel Fee structure. **User** can also generate customized reports of hostel details i.e. Name, Class, Section, Batch, Email, Gender, Hostel Fee, Balance if any. **User** can make copy or print Excel as well as PDF format.

6. STUDENT

a. Add Student

In this module Registration and admission of new and old students is very easy. Here **User** can fill Registration No, Joining Date, Course, Section, Year, Gender, Name, Date of Birth, Birth Place, Blood group, Mother Tongue, Nationality, Category, Street, Country, Pin code, Mobile no., Email ID, Biometric ID. **User** can upload Photo also.

Four more options are as follows: Guardian's detail, Transportation, Hostel Details, Fee Details

Guardian's detail

Guardian's details such as **Guardian's** names, Relation, Date of Birth, Mother Name, Education, Occupation, income, Mobile and Email ID can be recorded.

Transportation

User can select the route, vehicle number and starting time to the destination. Here **User** can delete the date or view Transport Fee also.

Hostel Details

User can select Date of Joining, Hostel, Floor No., Room No., Bed No.

Fee Details

More details

In same form, **User** can fill up **More details** also:-

Previous Education Details, Scholarship Info, Fitness Details

Previous Education Details

Institute Name, Date of Passing, Qualification, Hall Ticket No., Medium, Grade.

Scholarship Info

Scholarship Application No., Distance (Km), Ration Card No., Aadhar No., Bank Account No., Bank Branch, Bank Name.

Fitness Details

Height, Weight, Any Illness suffered in past, Any Medications, Any Surgical History.

b. Manage Students

User can manage students profile by selecting course, section and year of study. In this way Student's profile is ready in a one click.

c. Add Attendance

It sends an automatic notification to parents and student on their registered mobile if student is absent. The teacher has to enter the Course, Section, Batch and Date into the portal and the whole list of the registered students of the section will be displayed to him. He can mark the present and absent accordingly and at last can save the record. While taking the attendance, the students leave application is visible if any leave is filed online by the student. **User** can access accurate class attendance percentage or a particular student attendance percentage. This module will provide the complete attendance report for a given period of time which will calculate all the holidays, off-days and presents or absents etc.

d. View Attendance

Students can view their attendance; parents can also watch their children's attendance from home. At the end of every month **User** can access the status of student. With the help this module, **User** can view Student Attendance of Single Day or Multiple Days. In this way **User** can generate Attendance Report of a Single Day or Multiple Days.

e. Edit Attendance

It is same to View Attendance

f. SMS

Student absence report can be sent to parents by SMS/ email. Here **User** can select the Classes to Send the SMS. **User** can send the Bulk SMS in a single Click either to Parents or Students.

g. SMS Report

User can generate SMS Report having SMS History.

h. Upload Students

User can add student's details quickly with Excel upload.

i. Promote Students

User can promote students to next Course by selecting Course, Section and Year.

j. Inactivated Students

With this module **User** can View Student Profile. **User** can also Send SMS/ Email to concerned Parents. **User** can activate such Students.

7. HRM

This module handles human resource related data sources such as payroll of teachers, statutory compliances, and leave management of the staff.

Settings

a. Add and View Designations

User can add Designation and Status of the Employee. By completing this module, **User** will have a Designation's List of the school campus.

b. Departments

Here **User** can add Name and Code of the particular Department.

c. Payroll Settings

In a school, **Payroll** is the sum of all financial records of salaries for an employee, wages, bonuses and deductions. It provides generation of pay slips, provident fund statements, professional tax statements, & salary statements. It allows us to define various types of salary structure for staff members with salary waivers and deductions.

User can generate monthly pay-slips for teachers and other staff members. It can be integrated with **Attendance Management Module**. It allows us to carry out necessary deductions and waivers. In this way automatic salary generation of employee based on attendance allowances assigned. Salary management module manages payroll department of school. It manages all features like Salary Structure, Salary Payment, Generate Payslip, Print Payslip.

Employee

d. Add Employee

Add employee is used to add employee details. Here the School Admin has to enter the details regarding Basic Salary, Select PF, Designation, Department, Name, Job Title, Experience, Qualification, Gender, mobile number, address, type of account some basic personal information. There is an option for Email ID and Password also. The login credentials for the employee is created while the enrolment of the employee.

e. Manage Employees

After adding the employees, **User** will have a Employee List. **User** can see Name, Account Type, Designation, Department, Mobile, Job Title, Qualification. Employee list is used to list all the employees in that institution. And a search bar is used at the top of the page to search employees based on employee code, employee name, qualification and email. It is more effective way to manage teaching or non teaching staff details and view/ edit them quickly when needed.

f. Assign Subjects

User can assign particular subject to the teachers.

g. Send Bulk SMS to Employees

User can send SMS to all employees.

Leave Management

h. Add Leave Types

Various types of leaves are available that may be marked for employees.

i. Set Leaves Count

Staffs Leave details such as Sick Leave, Paid Leave, Casual Leave, Monthly Wise Leave, Earned Leave and Loss of Pay can be recorded.

j. Add Attendance

With this module, **User** will maintain all the records related to attendance of Staff. It is integrated with payroll system so that necessary modifications and deductions can be carried out in the salary. **User** can generate attendance reports (single day/ multiple days views) on single click and share using email or print on paper if needed.

k. View Attendance

An employee can view his attendance.

l. Manage Leaves

User can manage type of leaves, Leaves Dates, No. of Leaves, Description, Apply From, Apply To, Is Half Day?, Status.

8. EXAMINATIONS

It allows us to schedule exams for students of all standards and streams. It gives us the facility of defining of various types of exams like first term, second term, internals, annual etc. for different standards, streams and mediums.

a. Add/ Schedule Exams

In this module User Create Exams for students. User can select Class, Section, Year, Exam Type. Date sheet can be posted on the system so that students/ parents & teachers can view all the list of exams scheduled. Here User can select Course, Section, Year and Exam Type. Enter Total Marks and Pass Marks. Just click Go button, a Date Sheet view is opened.

b. Scheduled Exams

In this module a list of Scheduled Exams is displayed. User can View, Edit or Delete any exam.

c. Hall Tickets

d. Add Marks

After the exams are over and after the teachers have corrected the copies, they can upload each student's marks. It also gives the option to define whether the exam results will be shown as marks or grades. Students, parents and administrative staff can view the marks. User can manage the results of the students throughout the year and keep a track record of the student results. User can manually enter the marks of the exams as per the exams marks and carry out automate generation of report cards and can send the same through email. Students' exam mark details and other information can be spooled to printable format which will lead you to prepare reports. Thus it provides a great relief from the tasks of scheduling exams and maintaining huge results information so easily competently. User can share Students Result card to parents.

e. View Marks

f. Add Grades

g. View Grades

Grade patterns as per standard-school needs can be defined and maximum-minimum marks can also be defined.

h. Manage Marks

i. Class Wise Marks

j. Faculty Wise Marks

k. Failed Students

l. Exam Wise Absentees

m. Send Marks to Parents

User can manage marks class wise, faculty wise. User can access a list of failed students and exam wise absentee students. User can convey result information to parents via SMS/ Email.

9. SYLLABUS

Syllabus, course taught and schedule can be visualized.

a. Add Syllabus

Class, Section, Batch, Subject, Subject Part, Chapter No, Chapter Name, Page No. From, Page No. To, Coverage Schedule, Exam Schedule, Has Sub Topics.

b. View Syllabus

User can access a Syllabus List.

10. LIBRARY

School library management is quite time consuming, labour-intensive and intense record keeping activity. **NAINO SCHOOL MANAGER** makes library management easy, effective, efficient and less time consuming. **Digital Library** is opportunity for the entire student. With this software, **User** can set library management rules.

a. Add Books Categories

Before adding books, **User** has to create the categories. By using this **User** can create category. There is no limit on the number of database or book records. The books can be categorized and searched through various index options.

b. Library Setting

User can also configure books issue related rules such as the type of books to be issued by a certain grade students, the number of books to be issued and the time for which the books are borrowed. **User** can view category, issue period and issue limit in this module.

c. Add Books

To add a new book in library **User** has to add details here. **User** can add/ update/ delete books and book details and description such as Book No, Title, Category, Author, Edition, Publisher, Shelf No, Book Position, Number Of Copies, Book Cost, Purchase Date, ISBN No, Book Type, Reference Book. **User** can catalogue and maintain all types of books, journals, CD's etc. **User** will have the information about which books are available in the system, which are not so that those can be arranged at the right time.

d. Books List

Under this module **User** can view a list of books available in library. **User** can view book copies and can edit book details also.

e. Manage Books

This keeps record of all the books present in library. Here, **User** can manage books by ID, Book No., Book Title, Category, Author, Edition, Publisher, Book Position, Book Cost, Reference Book, Book Status, Bar Code, Purchased On. **User** can Edit/ Delete any book here.

f. Issue Book

Books can be issued and returned from this section. **User** will have the authority to issue any book to the students or the teachers. In this module, **User** can search the book and access Book Category Details in one click such as Book Title, Category, Author, Edition, Publisher, Book Copies, Issued Books, Available Books. **User** can select Student or Faculty to issue the particular book. If **User** doesn't do so, he gets a message i.e. Please Select Issue To: Please Select Student/Faculty. Just selecting the name of a Student or Teacher, **User** can access again book details such as Book Details, Book Number, Book Title, Category, Author, Edition, Publisher, Shelf Number, Book Position, Book Cost, ISBN Number, Book Bar Code, issue Date, Due Date. And in this way **User** can issue the requested books.

g. Due Books/ Return Book

This shows a report of student and staff books issued and returned. **User** can easily catalogue books and maintain records of issued, reissued and overdue books. **User** can create an inventory and specify a book's location within racks. In Due Book List **User** can access book related some information such as Sr. No., Book No., Book Category, Issued To, Reg. No., Name, Issued Date, Due Date. **User** can renew the same book also.

Note:-

User can generate purchase orders and can add new books into stock after delivery. The purchase facility is also available at our website <https://www.naino.com> through OUR BOOKS menu.

In this way **User** can keep the full track of book records, in circulation books, late fine, etc. with an easy search and integrated way. **User** can directly upload the book details in Excel File. Students can issue a book or join the request queue if the book is already issued. They can search and check details and availability of the books in the library. There is provision to request for new titles, journals and magazines. Barcode technology is available for stock checking, circulation and security systems for track an items. It makes borrowing books easy and error free for everyone. **NAINO SCHOOL MANAGER** is integrated with fine management so that fine can be issued in case late return of the book. This software sends automatic notifications for over dues. Library module is capable to manage the functionalities of a library in the following way:-

11. TIME TABLE

Time Table

Time Table management system provides a mapping of a slot with a respective subject, subject teacher chapter, topic. Without time table nothing falls into its right place. **User** can frame school Time Table in a short time without any clashes which results in 100% accuracy. The student can access the schedule of the class he has to attend and some information such as class number, time of the class, which teacher will take that class etc. Only on one-time input of the basic information about the provision of subjects to the teacher, teacher to the classes and number of lessons for each subject to each class & each section, the system intelligently generates the most probable combination of the time table and allocation of the time table for the session.

a. Class Timings

User can set a particular name and save it. **User** can also edit, view or delete the filled class timings. Repeating the same time table is not possible as this application shows a message, " Class Timings already available. Please select another timings."

b. Set Week Days

User can add Working Days. After selecting course, section and year **User** can choose which day is working day. In this way **User** can set weekly working days.

c. Add Time Table

User can add Time Table between dates i.e. from date to date.

d. View Time Table Dates

User can edit Time Table as well as **User** can edit Dates. View all time table behalf of a class. Select view time table option, select class name and date (optional).

e. Manage Time Table

f. Edit Time Table (similar to View Time Table Dates i.e. d

g. Faculty Time Table

In this section **User** can select date and faculty and can access Time Table.

12. CALENDAR

A. Event's Calendar

Event and Activity module can be managed using an Event Calendar. With many events taking place over the school year a dynamic calendar keeps your community informed. Events and holidays calendar is available in a month or week view. Permissions can be managed by administrators so that limited views can be created where required. This interactive calendar software brings administrators, teachers, students, and parents together so that no one is left out of the loop when important assignments, tasks, and major events are all around the corner. As a web-based software, it's available to all users on any internet capable device. It will show a uniform calendar for school staff, parents and students. All can view and save the school events on their smart phones and computers. No excuse to forget important school event(s) of your child now.

It allows you to create and manage events details happening in the school throughout the year. Create events calendar for different activities and competition happening in the school for the month like dance, art, quiz etc. In this section there are four options i.e. events, meetings, special class, slip test.

User can create New Event by clicking the particular date. You have to create this Event Calendar by Writing the Title and its Description, then Select the Date, Start Time, End Time, Colour, Course, Section and Batch. In this way **User** can manage Time and Date. **User** can add a particular colour also. **User** can edit the Calendar Month, Week or Day wise.

13. ACCOUNTS

No need to use separate accounting software, this module provides all the facilities of accounting process at one place. The Account Module is a complete accounting package in itself. This module will help the school admin for collecting fee, paying salaries, maintaining vendors' payments and all type of income or expenditures related to school. You can manage the whole accounts of the school through this module and keep a record of the funds of the school.

Student Fees Management

The Fee Module of **NAINO SCHOOL MANAGER** is one of the most automated fee collection modules available in the market. It is used to collect fee from students. It generates slip for each payment and also has the facility to access the details of paid students. Collect different types of fees like participation fees, activities fees, picnic fees, canteen fees, library fines, late fee etc. and keep a record of all the funds coming and going out with ease and simplicity.

Fees Module is an automated module hence it will calculate and manage term fees, balance fees, exam fees, fees concession, additional fees, fine paid fees and pending fees. Helps to create a dynamic fees structure defining the type of fee to be collected for specific course/class and number of instalments. Efficiently manage many details of your past, future and current fee details.

a. Edu fee Setup

In this section, **User** can create Fee set up for New year. **User** can edit or delete particular details. By clicking New Year button, **User** can add Fee details by selecting course, section and batch. **User** can enter Fee type, amount and due date.

b. Hostel fee Setup

In this section **User** can manage a list of Hostel Fee. **User** can add new hostel fee type. List shows us course, section, year, student fee and payment type. **User** can edit this list.

c. Bus fee Setup

In this section, **User** can manage Transportation Fee Set Up. **User** can add New Bus Fee Type. **User** can access a list of Fee Type. In this way **User** can create a list of course, section, batch and student fee type as well as payment type. **User** can add Bus Fee by selecting route and fee details. **User** can add payment type, amount and due date.

d. Collect All Fees

This section handles all types of student fees structure like Education Fee, Hostel Fee, Bus Fee, Total Fee, and Balance. Here **User** can access three modes i.e. Payment History, Pay Now and Receipt Request. In Payment History, **User** can see Payment Date, Payment Type, Paid and Remarks as well as Receipt No. In New Payment option, **User** can edit Fee Type, Total Amount, Paid Amount, Balance and Discount if any (with Discount Password), Pay and Remarks. Click Receipt Request, **User** can generate Fee Receipt in different styles. i.e. default, style 1, style 2, style 3 and style 4.

e. Expenses setup

User can set up New Expenses.

f. Expenses

User can generate an Expenses List. This list shows Paid Date, Expense Type and Paid Amount.

g. Fee Due SMS

This module is regarding Fee Due Reminders. Under this section, **User** can access Fee Due Students List. **User** can see all type of due fee i.e. Edu Fee, Hostel Fee, Bus Fee. **User** can send SMS to regarding due fee. **User** can view Payment Type, Amount, Discount, Paid Amount, Balance and Due Date of a particular fee. **Fees** due date can be informed to parents.

h. Pay Salaries

In this section, **User** can access details of Pay Employee Salary. By selecting month and department, **User** can access the information of Total Salary, No. of Leaves, any Deductions, Pay, Date and Remarks. In Employee Payment History section, **User** can access Net Salary, Date, Deductions, Paid amount. In Payment History, **User** can see Payment Date, Payment Type and Paid Remarks.

14. COMPLAINT

This module allows teachers and students to file their complaints.

- Take and track action against filed complaint.
- Manage and generate report of filed complaint.

a. Add Complaint

In this section, **User** can add a complaint. It shows complaint, title, date, status, attachment.

b. Edit Complaint

In this section, **User** can edit complaint. **User** can enter description of the complaint and select the date. Compliance can be filled against a particular person by the school members or students to the concern school authority and can also know the status of this complaint filled. **User** can choose a file for attachment. **User** can see action taken regarding the particular complaint i.e. Complained By, Complained On, Action Taken By, Action Taken Date, Action Take, Attachment.

c. Complaint List

In this section, **User** can Add Complaint.

16. HOLIDAY CALENDAR

It allows us to prepare three types of calendar for Public Holidays, Special Holidays and Vacation for the school. It shows the list of holidays for the school. It allows you to assign different holidays to students and teachers. It is integrated with attendance and library module for easy management and better functionality of the school. SMS/ Emails can be sent to students and parents regarding holidays. **User** can Add Holiday by entering Name, Start and End Date with its Description. **User** can also enter Notes/ Remarks. In Holiday List **User** can see the Holidays Name, Description, No. of Days. Dates, Weekday, Note.

17. REPORTS

Total Students	View total Students details (See: 17.a)
Designations	All Designations List (See: 7.a)
Leave Types	All Leave Types List (See: 7.h)
Hostel	Student Hostel Fee (See: 5.g)
Total Fee	Student total fee details
Drivers List	Driver Details (See: 4.b)
Library	Library books details (See: 10.d)
Rooms	Hostel room details (See: 17.g)
Expenditure	Daily, Weekly, Monthly, Yearly Expenditure (See: 17.i)
Syllabus	Syllabus Details (See: 9b)
Inactivated Students	Inactivated Students List (See: 6.j)
Departments	All Departments List (See: 7.b)
Employee Attendance	Date wise Employee Attendance (See: 7.k)

Transport Fee	Transport Fee Details (See: 17.c)
Salary	Employee Salary details (See: 13.h)
Student Marks Details	Student Marks Details (See: 17.d)
Issued Books	Issued library books
Return or Renewal Books	Due Books List (See: 10.g)
View Hostel Students	All Students Staying in Hostel (See: 5.f)
Holiday Calendar	Holidays List (See: 16.a)
SMS	SMS Report (See: 6g)
Student Attendance	View Student Attendance (See: 6.d)
Employees List	All Employees List (See: 7.e)
Education Fee	Student Fee Details (See: 17.b)
Students list	Transport Students list (See: 4.e)
Vehicles List	All Vehicle list (See: 4.a)
Class	Class marks details (See: 17.e)
Hostel Details	Hostel details (See: 17.f)
Income	Daily, Weekly, Monthly, Yearly Income (See: 17.h)
Complaints	Complaints On The Students (See: 14.a)
