HirotoIND: College Management Software The only software need to run your College Management.

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

System Requirements

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

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

Login to Admin Panel through URL - http://www.hirotoind.com/nsakcet/erpsite/site/login

Avido don 2019 Certifica Instruction many Ministry Collowy, VSGRO-SPATIGAN-SOSCI7 (KP)	
Admin Login	
Username	M
Password	۵
Sign In	
Re Forgot Password?	

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

SAMATA DEGREE COLLEE Atliated to Antifre University & Approved by AC AntiSO 9001 2015 Cettiled trait.net AntiSO 9001 2015 Cettiled trait.net		Search By Student Name 🔍 📕 🛗 🗹 🙆
Current Session: 2023 - 24 Administration	20 FEES AWAITING PAYMENT 0/0 @ CONVERTED LEADS 0/0 @ STAFF PRE	SENT TODAY 0/24 😁 STUDENT PRESENT TODAY 0/36
🕏 Front Office	Face Collection & Evenences For April 2022	Income April 2022
👍 Student Information 🧹	Fees Collection & Expenses For April 2023	Income - April 2023
3) Fees Collection <	700000 - 600000 - 500000 -	
Accounts <	400000	
Attendance <	300000 - 200000 -	
🗍 Examinations 🧹	100000 0 0 1 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
Online Examinations <	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
🛢 Lesson Plan 🛛 🖌	Fees Collection & Expenses For Session 2022-23	Expense - April 2023
🕈 Academics 🧹 🤇	800000 - 7000000 - 7000000 - 7000000 - 7000000 - 7000000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000 - 700000000	
h Human Resource 🤇	600000	
🕈 Communicate <	500000 - 400000 - 2000000 - 2000000 - 2000000 - 2000000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 200000 - 20000 - 20000 - 200000000	
L Download Center 🤇	300000 - 200000 - 100000	

Admin Panel consist 27 modules listed below -

- 1. Front O?ce 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.

SAMATA DEGREE COLLEGE Amined to Archive University & Approved by ACTE Are BOSING, 2015 Carlind Institution Are BOSING, 2015 Carlind Institution					Search By Student Na	ame Q	• #	v	0
Current Session: 2023 - 24 Administration	SAMATA DEGREE COLLEGE	General Setting							
og System Settings 🗸 🗸	Edit Print Logo	College Name*	SAMATA DE	EGREE COLLEGE	College Code	C-54885			
» General Setting		Address *	Sector - X.	MVP Colony, Visakhapatnam - 530017.					
 Session Setting Notification Setting 	SAMATA DEGREE COLLEGE	Phone *	+91-94	440747004	Email •	samataco	lege@gm	nail.com	
 SMS Setting Email Setting 	Edit Admin Logo	Session							
 Payment Methods Print Header Footer 		Session *	2023-24	,	Session Start Month •	August			~
Front CMS Setting	Carlos An	Attendance Type							
» Roles Permissions		Attendance		Day Wise O Period Wise	Biometric Attendance	0 0	isabled 💿	Enabled	
 Backup / Restore Languages 	Edit Admin Small L.	Devices (Separate By C	loma)						
» Users » Modules	SAMATA DEGREE COLLEGE	Language							
» Custom Fields	Edit App Logo	Language •	English		 Language RTL Text Mod 	de 💿 🕻	isabled O	Enabled	
» System Fields									
» Student Profile Update		Date Time							

- 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.

SAMATA DEGREE COLLEGE Affatter to Andres University 1 Approved for ANTE AI BO BOTH Cartifice Statilizon MAY & DOLONY, VIEWONDPATHUM - 02007 (6.P.)	Ē		Search By Student Name Q	11 V 0
Current Session: 2023 - 24 Administration	Add Class	Class List		
🗑 Front Office 🤇	Class *	Search		
🚑 Student Information 🧹		Class v	Sections -	Action
Fees Collection <	Sections*	BBA Records: 1 to 1 of 1	BBA	 X X
\$ Accounts <				
🖻 Attendance 🤇	Save			
∰ Examinations <				
a Online Examinations 🗸				
🖬 Lesson Plan 🧹 🤇				
🖻 Academics 🗸 🗸				
» Class Timetable				
» Teachers Timetable				
 Assign Class Teacher Promote Students 				

- 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**.

SAMATA DEGREE COLLEGE	=			Search By Student Name Q	1 V 1	9 8
Current Session: 2023 - 24 Administration	Add Subject	Subject List				
🕏 Front Office <	Subject Name *	Search			4 2 2 4	₽ □
🛃 Student Information 🧹	○ Theory ○ Practical	Subject -	Subject Code -	Subject Type -		Action
Fees Collection c	Subject Code					
\$ Accounts <						
🖻 Attendance 🧹	Save					
DExaminations c						
Online Examinations						
🔲 Lesson Plan 🧳 🤇			← Add net	w record or search with different criteria.		
🖻 Academics 🗸 🗸		Records: 0 to 0 of 0				\sim
» Class Timetable						
 Teachers Timetable Assign Class Teacher 						
 Promote Students 						

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 O?ce then we will manage student Admission Enquiry, daily Visitors Book, Phone Calls, Postal and Complain.

 Setup Front O?ce- Go to Front O?ce > Setup Front O?ce 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.

AMINIATION AND A STATE AND A S	=		Search By Student Name Q	1 🛗 (3 6	•
Current Session: 2023 - 24 Administration	Purpose	Add Purpose	Purpose List			
🗢 Front Office 🗸 🗸	Complain Type	Purpose *	Search	ළු 🗹	23	e 🗆
» Admission Enquiry	Source		Purpose -			Action
» Visitor Book	Reference	Description	FRONT			/ ×
» Phone Call Log			SECURITY			/ ×
» Postal Dispatch			GATE			/ ×
» Postal Receive			Records: 1 to 3 of 3		4	1 >
» Complain			Save			
 Setup Front Office Student Information 						
Sol Fees Collection <						
\$ Accounts <						
🖻 Attendance <						
🛱 Examinations 🤇						
δ Online Examinations <						

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 O?ce > 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.

SAMATA DEGREE COLLEGE Antibiotic University & Approval by ACTE An US Sector University of Approximation Sector MV P. COLDWY, VS/ABU/APATHAN, S25017 (A.P.)	=	Search By Student Name 🔍 📑 🛗 🗹 🛇 🥹
Current Session: 2023 - 24 Administration	Select Criteria	
🗢 Front Office 🗸 🗸	Enquiry Date Source	Status
» Admission Enquiry	Image: 08/24/2023 - 08/24/2024 Select	✓ Select ✓
» Visitor Book		Q Search
» Phone Call Log		
» Postal Dispatch	Admission Enquiry	+ Add
» Postal Receive		
» Complain	Search	
» Setup Front Office	Name * Phone * Source * Enquiry Date * Last Follow Up Date *	Next Follow Up Date - Status - Action
🚑 Student Information 🧹	No data available in table	
(3) Fees Collection <		
\$ Accounts <		
🛱 Attendance 🧹	rí h× ··	
D Examinations <	+-	
Online Examinations	← Add new record or search with diffe	erent criteria.

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 O?ce > 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.

SAMATA DEGREE COLLEGE Antidate to Andres University & Approved by ACT Antidate to Andres University & College Antidate to Andres University Antidate M V.P. COLDHY VIGABILIPATION SIDDIT (A.P.	=					Search By Stud	ent Name Q) 💴 📾	v 0
Current Session: 2023 - 24 Administration	Add Visitor		Visitor List						
😂 Front Office 🗸 🗸	Purpose *		Search					43 6	
» Admission Enquiry	Select	~	Purpose -	Name -	Phone -	Date -	In Time -	Out Time -	Action
Visitor Book	Name *		FRONT	JYOTHI	1111111	08/24/2024	12:15 PM	12:15 PM	≡ / ×
Phone Call Log			FRONT	KUMAR	99999	08/24/2024	12:15 PM	12:15 PM	= / ×
Postal Dispatch	Phone		Records: 1 to 2 of 2						(1)
Postal Receive									
> Complain	ID Card								
Setup Front Office									
Student Information <	Number Of Person								
3 Fees Collection <									
Accounts <	Date								
Attendance <	08/24/2024								
	In Time								
]Examinations <	12:15 PM	0							
Online Examinations	Out Time								
	[

 Phone Call Log- Here we will keep all records for Incoming/Outgoing Phone calls from reception. Go to Front O?ce > 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.

SAMATA DEGREE COLLEGE Affinite to Asthen University A Darrows In A VITE An 80 (800): 2019 Cartilla United An 80 (800): 2019 Cartilla United An 80 (800): 2019 Cartilla United	=		Search By Student Name Q	••	v 0
Current Session: 2023 - 24 Administration	Add Phone Call Log	Phone Call Log List			
🕏 Front Office 🔷 🗸	Name	Search		ළු	
 Admission Enquiry Visitor Book 	Phone *	Name - Phone - Date - JYOTHI 11111	Next Follow Up Date = 08/24/2024	Call Type - Outgoing	Action
 Phone Call Log Postal Dispatch Postal Receive 	Date	Records: 1 to 1 of 1			< <u>1</u> >
 Complain Setup Front Office 	08/24/2024 Description				
A Student Information <					
GD Fees Collection <	Next Follow Up Date				
\$ Accounts <	Call Duration				
D Examinations <	Note				
A Online Examinations <					

Postal Dispatch- Here we will keep all records for all Postal items dispatched from school to outside. Go to Front O?ce > 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.

America Samara Degree College	=			Search By Student Name	۹	2	 	Ø	Ø	0
Current Session: 2023 - 24 Administration	Add Postal Dispatch	Postal Dispatch	List							
Front Office ~	To Title *	Search					ළු		B 🔒	
» Admission Enquiry		To Title -	Reference No -	From Title -		Date	-		Act	tion
» Visitor Book	Reference No			No data available in table						
» Phone Call Log										
Postal Dispatch	Address			É 🕌						
» Postal Receive										
» Complain										
» Setup Front Office	Note			, £l≣bĭ						
Student Information <										
D Fees Collection <			f Add now	record or search with differen	nt criteri:					
\$ Accounts <	From Title	Records: 0 to 0 of 0	4 And liew	record of search with unrelen	in cintene				¢	3
🛱 Attendance 🧹	Date									
🛱 Examinations 🤇	08/24/2024									
ຈັ Online Examinations ເ	Attach Document									

Postal Receive- Here we will keep all records for all Postal items received in school from outside. Go to
Front O?ce > 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.

SAMATA DEGREE COLLEGE Affiate for Audre Liverally A Approved by ARTE AVIEW OCT. STC Control Institution AVIEW COLLEVY, VIEWAI MARTINAL SECOND CAP.	=			Search By Student Name	۹ 🔳	#	ଟ୍ର	0
Current Session: 2023 - 24 Administration	Add Postal Receive	Postal Receive L	ist					
🗢 Front Office 🗸 🗸	From Title *	Search				ළු 🛛		
» Admission Enquiry		From Title -	Reference No 👻	To Title 👻	Date -			Action
» Visitor Book	Reference No	DELHI	212		08/24/2024		= /	×
» Phone Call Log		Records: 1 to 1 of 1						1 >
» Postal Dispatch	Address	HELOIDS. THO FORT						
» Postal Receive								
» Complain								
» Setup Front Office	1							
A Student Information <	Note							
(3) Fees Collection <								
\$ Accounts <	To Title							
🖻 Attendance <	Date							
🗊 Examinations 🗸	08/24/2024							
δ Online Examinations ζ	Attach Document							
	Drag and drop a file here or click							

Complain- Here we will keep all Complain records coming to reception or from online front site complain page. Go to Front O?ce > 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.

SAMATA DEGREE COLLEGE Affiliate/to Andhra University & Approved by ACTE An ISO Stati: 2016 Cartifice trailington MV/P. COLONY, VERMINIPATINAN - 02017 (A/P.)	=			Search By Student Name	٩	2	#	Ø	Ø	0
Current Session: 2023 - 24 Administration	Add Complain	Complain List								
Front Office	Complain Type	Search					20 [00	D
» Admission Enquiry	Select ~	Complain #	Complain Type -	Name -	Phone		Date -		Acti	on
» Visitor Book	Source			No data available in table						
» Phone Call Log	Select ~									
» Postal Dispatch	Complain By *			É L						
» Postal Receive										
» Complain	Phone									
» Setup Front Office				+ ,d == h						
Student Information <	Date									
Fees Collection <	08/24/2024		f. Add now	record or search with differ	ont critoria					
\$ Accounts <	Description	Records: 0 to 0 of 0	₹ Aud new	record of search with differ	en citena				¢	
🖻 Attendance 🧹										_
D Examinations 🤇	Action Taken									
♠ Online Examinations										

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.

SAMATA DEGREE COLLEG Affiliatorio Andria University & Approved by APC An ISO SEGIT: 2015 Conflict Instantion An ISO SEGIT: 2015 Conflict Instantion					Search By Student Na	me Q 🔳	m (s)	Q	0
Current Session: 2023 - 24 Administration	Select Criter	ia							
€ Front Office <	Class *	Section		Search By Keyw	ord				
🐣 Student Information 🗸	BCA	- B.COM		✓ Search By Stu	udent Name, Roll Numbe	r, Enroll Number, Nat	ional Id, Local Id Etc	1	
Student Details				Q Search			C) Sea	rch
Student Admission	· · · · · · · · · · · · · · · · · · ·								
» Online Admission	III List View	I Details View							
» Disabled Students	Search								-
» Multi Class Student	-			5 A M					
» Bulk Delete	Roll Number 🔺	Student Name -	Class -	Father Name -	Gender -	Category -			ction
Student Categories	Y21MPH140001	ALLA NAGA LAKSHMI	BBA	ALLA RAMA KOTIREDDY	FEMALE	Counselling	=	1	R
» Student House	Y21MPH140002	GANDRETI MAHA LAKSHMI MANASA	MBA	GANDRETI TIRUPATHI RAO	FEMALE	Spot	=	1	R
» Disable Reason	Y21MPH140003	SURE SALKRISHNA	BCA	SURE C.L.NAGESWARA RAO	MALE	Mgt	=	1	R
Fees Collection <	Y21MPA140001	HARSHINI KASULA	B.COM	K. MURALI MOHAN RAO	FEMALE	Mgt	=	1	R
	Y21 MPH140002	KRISHNA DEEPIKA CHANUMOLU	B.SC	CH, KRISHNA KISHORE	FEMALE	Mgt	=	1	R
\$ Accounts <	Y21MPA140003	MOHAMMAD ABDUL SABEENA AFROZ	M.Sc.in Cs	MOHAMMED ABDUL LATHEEF	FEMALE	Counselling	=	1	R
Attendance <	Y21MPA140004	NEKKALAPUDI SARALA	BBA	NEKKALAPUDI VEERAIAH	FEMALE	Mgt	=	1	R
Me	Y21MPA140005	PALLEPOGU ALEKYA	MBA	PALLEPOGU BABU RAD	FEMALE	Mgt	=	1	R
D Examinations <	V00 MDU+//000+				CEMALE	Councelling			

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

SAMATA DEGREE COLLEG Affiliate/to Andha University & Agroved by AC An 80 9001 2016 Cartillac Italia.com MV.P. COLONY, VIEWHAPATHAM - 020017 (A	and the second se		Search By Student Name Q	-	v	_
urrent Session: 2023 - 24		Profile Fees Documents Timeline		1	a, 👳	:
Front Office <		Admission Date	08/24/2024			
Student Information		Date of Birth	09-06-1999			
Student Details	MOHAMMAD ABDUL	Category	Counselling			
Student Admission	SABEENA AFROZ	Mobile Number				
Online Admission	Admission No 00016102173200	Caste	OC			
Disabled Students	Roll Number Y21MPA140003	Religion				
Multi Class Student	12 IMPA 140003	Email				
Bulk Delete	Class B.COM					
Student Categories	Section BBA	Address				
Student House	RTE No	Current Address				
Disable Reason		Permanent Address				
Fees Collection <	Gender FEMALE					
Accounts <		Parent / Guardian Details				
		Father Name MOHAN	IMED ABDUL LATHEEF	6		
Attendance <		Father Phone		2	22	
Examinations					IMAGE	

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.

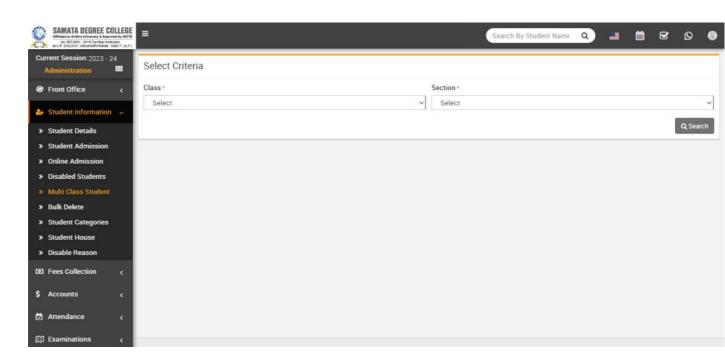
To importing bulk students for admission click on upper right side **Import Student** button. Now select class and section and browse **.csv** and click on **Import Students Data** file to import student data. Using student import you should enter unique student admission number because even if you have 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.

SAMATA DEGREE COLLEGE Antibiotic to Antibio University & Approved by ALCTE AntiBiotic Disconstructure (Antibioteconstructure) MVF COLDINY, VIRIADIANATIANAL SOLOT (AP)	=		Search By Student Name	a) 🖬 🖬 🗹 o 🙆		
Current Session: 2023 - 24 Administration			09/26/2023	+ Add Sibling		
🕏 Front Office <	Parent Guardian Detail					
🚑 Student Information 🗸	Father Name	Father Phone	Father Occupation	Father Photo		
» Student Details				Drag and drop a file here or click		
» Student Admission	Mother Name	Mother Phone	Mother Occupation	Mother Photo		
» Online Admission			Drag and drop a file here or click			
» Disabled Students	If Guardian Is * O Father O Mother (O Other				
» Multi Class Student						
» Bulk Delete	Guardian Name •	Guardian Relation	Guardian Email	Guardian Photo		
Student Categories				Drag and drop a file here or click		
» Student House	Guardian Phone *	Guardian Occupation	Guardian Address			
» Disable Reason						
Fees Collection <	1					
\$ Accounts <	Add More Details			+		
🖻 Attendance 🧹				Save		
Examinations						

 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.

SAMATA DEGREE COLLEGE Affiliate Andrea University & Agrowed by AACTE An BO Official 2016 Carlies Hallings MAR COLONY, VIEWHARMANNA - GOOVY (A.P.)	=	Search By Student Name 🔍 📑 🛗 😪 😒 📀
Current Session: 2023 - 24 Administration	Student List	
🕏 Front Office 🧹	Search	4 2 8 8 8 8 0
🛃 Student Information 🗸	Reference Student Name - Class - Father Name - Date of Bin	th - Gender - Category - Student Mobile Enrolled - Action Number -
» Student Details		railable in table
» Student Admission		
» Online Admission		
» Disabled Students	200	
» Multi Class Student		· · · ·
» Bulk Delete	i de la companya de la	
» Student Categories		
Student House		
» Disable Reason	← Add new record or se	earch with different criteria.
Fees Collection <	Records: 0 to 0 of 0	()
\$ Accounts <		1977 - 61
Attendance <		
Examinations <		
SAMATA DEGREE COLLEGE Affiliated to Andhra University & Approved by ACTE An ISO SID1: 2019 Cartifice Hullington MUAD COLONY, USEAN HUMAIN. COLO71 (0.75)	≡	Search By Student Name 🔍 💷 🛗 🗹 🛇 🥹
Current Session: 2023 - 24	Select Criteria	
Administration 🛄	Select ontena	
Sector Front Office	Class * Section	Search By Keyword
🛃 Student Information 🗸	Select V Select V	Search By Student Name, Roll Number, Enroll Number, National Id, Local Id Etc.
» Student Details	Q Search	Q Search
 Student Admission 		
 Online Admission 	III List View	
» Disabled Students		
» Multi Class Student	Search	
» Bulk Delete	Admission No = Student Name = Class = Father Name =	Disable Reason - Gender - Mobile Number - Action
» Student Categories	No data ava	ilable in table
» Student House	1	
» Disable Reason		
Fees Collection <		
\$ Accounts <		
🖆 Attendance 🧹	+	
🛱 Examinations <		1

 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. To use it in fronsite you must add this url in any menu from front cms.

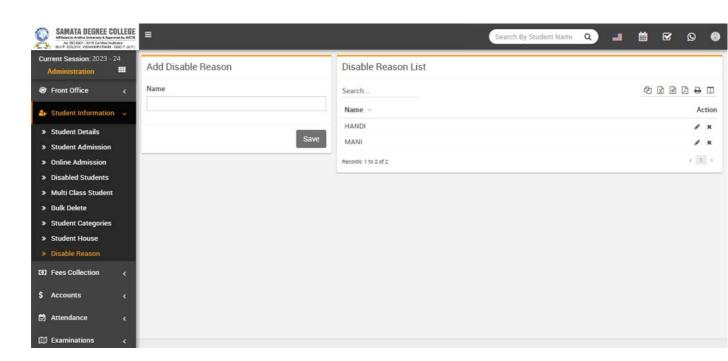


After student record submission from front site it will be display in Student Information > Online Admission page.

Animate in Andrea Deignee College Animate in Andrea Drivensky & Augument of AIC AniBO SETT: 2015 Gardine I visitation AniBO SETT: 2015 Gardine I visitation AniBO SETT: 2015 Gardine I visitation			Search By Student Name	٩	2	ď	Ø	0
Current Session: 2023 - 24 Administration	Select Criteria							
🛛 Front Office 🤇	Class *	Section						_
🛃 Student Information 🗸	Select ~	Select						~
» Student Details							Q Sear	zh
» Student Admission								
» Online Admission								
» Disabled Students								
» Multi Class Student								
» Bulk Delete								
» Student Categories								
Student House								
» Disable Reason								
(B) Fees Collection <								
\$ Accounts <								
🛱 Attendance <								
DExaminations <								

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.

SAMATA DEGREE COLLEGE Anisolate to Author University & Agaroved by ACTE Anisolate (2010) 1251 Cartel collation of the DOLDRY, VEMPHINE UMAR-SOURT (AP)	=	Search By Student Name 🔍 🚢 🛗 🐼 🛇						
Current Session: 2023 - 24 Administration	Add Fees Type	Fees Type List						
😂 Front Office	Name *	Search		4 2 2		٥		
🛃 Student Information 🧹		Name 👻	Fees Code +		Actio			
(3) Fees Collection ~	Fees Code *	College Fee	1		# ×			
Collect Fees	Description	Records: 1 to 1 of 1			¢ 1	*		
Search Fees Payment								
» Search Due Fees								
» Fees Master								
Fees Group	Save							
» Fees Type	Jave							
» Fees Discount								
Fees Carry Forward								
» Fees Reminder								
\$ Accounts <								
🖾 Attendance 🧹								
Examinations <								

 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.

-	SAMATA DEGREE COLLE Affiliated to Andhea University & Approved by 3 Arr 80 Storr, vitaxifued ruthilation MyP COLONY, vitaxifued ruthilation			Search By Student Name	۹ =	•	¥	Ø	0
30	Current Session: 2023 - 24 Administration	Add Fees Group	Fees Group List						
1.	Front Office <	Name •	Search			¢,	2 2 2	00	
13	Area Student Information		Name -					A	ction
	Fees Collection	Description	Counselling						×
	Collect Fees		Mgt						×
	Search Fees Payment		Spot Records: 1 to 3 of 3						×
	Search Due Fees	Save	Hecords: 1 to 3 of 3					2.10	
	 Fees Master Fees Group 								
	 Fees Type 								
	Fees Discount								
	Fees Carry Forward								
	» Fees Reminder								
	\$ Accounts <								
į.	Attendance <								
1	III Examinations								

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

SAMATA DEGREE COLLEGE Affiliate/to Archites University & Asprover by ACTE Art 3Co caltor: 2019 Contribution MINIP Collony, VIEWHAPATHAM - CODIT (XP)	=		Search By Student Name 🔍 📲	🗯 🗹 🔉 🕲
Current Session: 2023 - 24 Administration	Add Fees Master : 2021-22	Fees Master List : 2021-22		
🕏 Front Office	Fees Group *	Search		4 2 2 4 0
🚑 Student Information 🧹	Select ~	Fees Group - F	Fees Code -	Action
	Fees Type *	Counselling	321 R0.00 🖋 🗙	% ×
Fees Collection ~	Select ~		321 R73000.00 🖋 🗙	% ×
> Collect Fees	Due Date	Spot	🖭 1 R73000.00 🖋 🗙	• ×
 Search Fees Payment Search Due Fees 		Records: 1 to 3 of 3		< 1 →
 Search Due Fees Fees Master 	Amount *			
Fees Group				
» Fees Type	Fine Type			
» Fees Discount	None O Percentage O Fix Amount			
» Fees Carry Forward	Percentage • Fine Amount •			
» Fees Reminder				
\$ Accounts <				
🗟 Attendance 🧹	Save			
m contraction				

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 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.

SAMATA DEGREE COLLEGE Aniste to Andrea University & Agerowed by ACTE Aniste DO ROT. 2015 Cattline Nations Any Collegev, University & Agerowed by ACTE Aniste Cattline University of Agerowed by Actes Aniste Cattline University of Agerowed by Actes Aniste Cattline University of Agerowed by Actes Agerowed by Actes Ag	≡	,		Sea	ch By Stude	ent Name 🔍 📕	tin ⊡ (S 🕄
	Class	Section		Category	Gen	ider I	RTE	
Administration 🚥	вва	BCA		~ Select	~ s	Select ~	Select	~
Front Office <								Search
🆀 Student Information 🧹								, Search
Fees Collection	Assign Fees Group							
Collect Fees	Mgt		Roll Number	Student Name	Class	Father Name	Category	Gender
» Search Fees Payment	1 B73000.00		Y21BPH140001	BATTULA SAMANVITHA	MBA	B. SRINIVASA REDDY	Counselling	FEMALE
» Search Due Fees	1 113000.00							
Fees Master			Y21BPH140002	DEVANABOYINA DEEPIKA	BBA	D.POTHU RAJU	Spot	FEMALE
Fees Group			Y21BPH140003	GADDIPATI INDRA VARMA	B.COM	G. RAMA KRISHNA	Mgt	FEMALE
» Fees Type			Y21BPH140004	KANKI VAMSI	MBA	KANKI YESURATNAM	Counselling	MALE
» Fees Discount								
» Fees Carry Forward			Y21BPH140005	KORADA AKHILA	BCA	KORADA GOVINDA RAO	Mgt	MALE
» Fees Reminder			Y21BPH140006	LODAGALA DEEPAK SAJ	M.Sc.in CS	L MURALI KRISHNA	Mgt	MALE
\$ Accounts <			Y21BPH140007	MANDA SASI	B.COM	M. RAMI REDDY	Counselling	FEMALE
🛱 Attendance <			Y21BPH140008	MOHAMMAD IMRAN	BBA	MOHAMMAD USMAN	Mgt	MALE
			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.

SAMATA DEGREE COLLEGE Affiliated to Anthra University & Approved by ACTE An ISO BD11: 2019 Cartillos Italiation Mark ISO BD11: 2019 Cartillos Italiation	=			Search By Student Name Q	1 🛍	B	Ø	•
Current Session: 2023 - 24 Administration	Add Fees Discount	Fees Discount	List					
🕏 Front Office 🧹	Name *	Search			đ	2 2 2		
🚑 Student Information 🧹		Name 👻	Discount Code 🤟	Amount -			A	ction
D Fees Collection ~	Discount Code *	Discount	1	13000.00			*/	
» Collect Fees	Amount *	Records: 1 to 1 of 1					< 1	>
Search Fees Payment								
Search Due Fees Fees Master	Description							
 Fees Master Fees Group 								
» Fees Type								
Fees Discount								
Fees Carry Forward	Save							
» Fees Reminder								
\$ Accounts <								
🖄 Attendance <								
🕅 Examinations 🧹								

 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.

SAMATA DEGREE COLLEGE Affiliate/to Anthra University & Augrovid by AICTE Arr 80 GBD1: 2016 Carline buillable MV/P. COLONY, VEDAVIDAVIDAVIDAVIDAVIDAVIDAVIDAVIDAVIDAVI	=		(Search By Student Name	۹ 🖷	#	Ø	Ø	0
Current Session: 2023 - 24 Administration	Add Fees Discount	Fees Discount L	ist						
🔿 Front Office 🧹	Name *	Search				ළු		20	
A Student Information <	Discount Code +	Name -	Discount Code 👻	Amount					ction
Fees Collection	Discourt code -	Discount	1	13000.00				• /	
» Collect Fees	Amount *	Records: 1 to 1 of 1						< 1	
 Search Fees Payment Search Due Fees 									
 Search Due Fees Fees Master 	Description								
 Fees Group 									
» Fees Type									
» Fees Discount									
» Fees Carry Forward	Save								
» Fees Reminder									
\$ Accounts <									
🖄 Attendance <									
D Examinations <									

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.

SAMATA DEGREE COLLEGE Affiliate k-nthis University & Augrowed by ACTE Auf 305 3001 2015 Earlies Augrowed by ACTE Auf 305 3001 2015 Earlies Augrowed by ACTE	Ē	Search By Student Name Q	· · · ·	© ©
Current Session: 2023 - 24 Administration	Select Criteria			
🕏 Front Office 🧹	Class Section Category	Gender	RTE	
🛃 Student Information 🧹	Select V Select V Select	~ Select	∽ Select	Q Search
E Fees Collection ~				Q Search
> Collect Fees				
» Search Fees Payment				
» Search Due Fees				
» Fees Master				
Fees Group				
» Fees Type				
Fees Discount				
» Fees Carry Forward				
» Fees Reminder				
\$ Accounts <				
🛱 Attendance <				
D Examinations <				

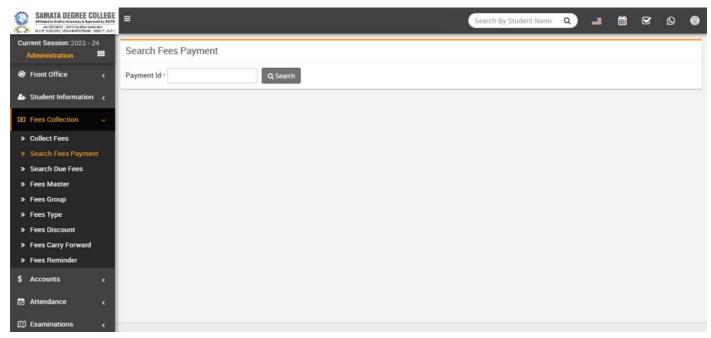
 Fees Discount- Go to Fees Collection > Fees Discount add all your Fees Discount here with Discount Name, Discount Code, Amount and Description. All Fees Discount can be see at right side of this page. To assign/allocate discount click on Assign/View button from Action column.

0	An SC 2001 VIEW MANNER AND SC 2001	Rationia	=				Search By Student Name 🔍 📲 🛗 😿	Ø	0
	rrent Session: 2023 - : Administration	24 #	Select Criteria						_
۲	Front Office	¢	Class *		Section	S	Search By Keyword		
*	Student Information	• K	Select	¥			Search By Student Name, Roll Number, Enroll Number, National Id, Local Id	_	
Ø	Fees Collection	*			Q Search			Q Searc	h
*	Collect Fees								
>	Search Fees Payme	nt							
»	Search Due Fees								
»	Fees Master								
>	Fees Group								
»	Fees Type								
»	Fees Discount								
	Fees Carry Forward								
»	Fees Reminder								
\$	Accounts	٢							
Ø	Attendance	٢							
B	Examinations	۲							

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.

N.	SAMATA DEGREE C AMilitated to Andhra Derionarty & Augu- Anis So Solito - Davis Caralhar ha M.V.P. COLORY, VIEW HAPATHAM	OLLEGE over by ARTE BLEOF CROCHT (A.P.)	=	Search By Student Name	٩	-	m	ď	Ø	0
c	urrent Session: 2023 - Administration	24	Search Fees Payment							_
۲	Front Office	۲	Payment Id * Q Search							
	 Student Information 	۱ K								
3	D Fees Collection	*								
	Collect Fees									
s	Search Fees Payme	nt								
3	Search Due Fees									
3	Fees Master									
3	Fees Group									
3	Fees Type									
>	Fees Discount									
3	Fees Carry Forward									
3	Fees Reminder									
\$	Accounts	ś								
Ē	Attendance	۲								
۵	D Examinations	<								

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.

SAMATA DEGREE Attitutes to Andrea Lawrenty & An ISO SOCI : 2015 Conten- Mark Coloner, Hand Carlor	COLLEGE	≡		Search By Student Name	٩	-	¥	Ø	0
Current Session: 2023 Administration	- 24	Select Criteria							_
Front Office	¢	Class *	Section *						
🚑 Student Informati	ion c	Select ~	Select					_	~
Fees Collection	*						_	Search	
» Collect Fees									
» Search Fees Payn	nent								
Search Due Fees									
» Fees Master									
» Fees Group									
» Fees Type									
» Fees Discount									
» Fees Carry Forward	rd								
» Fees Reminder									
\$ Accounts	٢								
🛱 Attendance	۰								
D Examinations	<								

 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.

SAMATA DEGREE COLLEGE Affiliate to Anthra University & Approved by ACTE An IEO 8001: DOTS Cartifice Instance MAN DEGRES (MAN DEGRES (MAN)	=		Search By Student Name 🛛 🖉 🛗	B Ø
Current Session: 2023 - 24 Administration	Fees Reminder			
Front Office <	Action	Reminder Type	Days	
🛃 Student Information 🦿	☑ Active	Before	2	
(I) Fees Collection ~	Active	Before	5	
» Collect Fees	Active	After	2	
Search Fees Payment	Active	After	5	
» Search Due Fees				_
 Fees Master Fees Group 				Save
 Fees Type 				
» Fees Discount				
» Fees Carry Forward				
» Fees Reminder				
\$ Accounts <				
🛱 Attendance 🧹				
🗇 Examinations 🧹				

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).

SAMATA DEGREE COLLEGE	Ĩ		Course Do Da	udent Name	··· · · · · · · · · · · · · · · · · ·	0	•
Affiliated to Andhra University & Approved by AICTE An IEO SID11, 2015 Cartillad Institution M.V.P. COLONY, VIDAKHUPATNAM, 020017 (K.P.)	~		Search By St	udent Name Q	■ 🛱 🖾	Q	•
Current Session: 2023 - 24 Administration	Add Income	Income List					
Front Office <	Income Head +	Search			4 🗴 🗈		
🎍 Student Information 🤞	Select ~	Name - Invoice Number -	Date -	Income Head 👻	Amount	Act	ion
	Name *	KUMAR 1	08/24/2024	REDDY	R200	1	×
Fees Collection <		MANI 2	08/24/2024	RAMARAO	R100	1	×
\$ Accounts ~	Invoice Number	Records: 1 to 2 of 2				< 1	x
» Add Income							-
» Search Income	Date *						
» Income Head							
» Add Expense	Amount *						
» Search Expense	Parlouit						
» Expense Head							
Attendance <	Attach Document						
	Drag and drop a file here or click						
🕅 Examinations <	Description						
♠ Online Examinations <	Description						
🔲 Lesson Plan 🛛 🗸							

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.

SAMATA DEGREE COLLEGE Antibiote in Andrea Informative A Agenteed by A Article Antibio Activity of Agenteed by Article Antibio Activity of Advanced Activity (Article Antibio Activity), vitabiology Antibiation	≣		Search By Student Name	۹ 🖬	m	¥	Ø	0
Current Session: 2023 - 24 Administration	Income Head	Income Head List						
Se Front Office <	Income Head *	Search			ළ	2	00	
🕹 Student Information 🧹		Income Head					A	ction
D Fees Collection	Description	RAMARAO					1	
		REDDY					1	×
\$ Accounts 🗸		Records: 1 to 2 of 2.					< 1	2
» Add Income								
» Search Income	Save							
» Income Head								
» Add Expense								
» Search Expense								
» Expense Head								
🛱 Attendance 🤇								
🗇 Examinations <								
♣ Online Examinations <								
🔲 Lesson Plan 🛛 🧹								

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.

SAMATA DEGREE COLLEGE Affiliato Andrea University & Agroved by ACTE An 86 official Der Sol Carrier Multitator MUYP COLONY VERSIONATION. 00017 (AR)	E.	Search By Student Name 🔍 📑 🛗 🗹 🛇	0
Current Session: 2023 - 24 Administration	Select Criteria		
🕏 Front Office 🧹	Search Type Select	Search *	
Australia Student Information 🤞	Select Q Search	Search by Income	
3 Fees Collection	d denti		
\$ Accounts ~			
» Add Income			
 » Search Income » Income Head 			
 Add Expense 			
» Search Expense			
» Expense Head			
🛱 Attendance <			
🖽 Examinations 🧹			
♠ Online Examinations <			
🗐 Lesson Plan 🛛 🔾			

 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.

SAMATA DEGREE COLLEGE Amiliated to Audres Envirolity & Agrooved by AICTE Amiliated to Audres Envirolity & Agrooved by AICTE Amilia Oscilla Envirol Amilia Amilia Amilia MV P. COLLOWY, HEAVON PATINAMI CODOL? (AP)	=	Sea	arch By Student Name	۹ ا	- 1	1	1 6	9	0
Current Session: 2023 - 24 Administration	Expense Head	Expense Head List							_
Front Office	Expense Head *	Search Expense Head =				名 🖻		Act	
 Student Information Fees Collection 	Description	kumar prncipal						1	×
\$ Accounts ~ > Add Income		hod Records: 1 to 3 of 3					,	-	
 Search Income Income Head 	Save								
 Add Expense Search Expense Expense Head 									
Attendance <									
Examinations < A Online Examinations <									
🗐 Lesson Plan 🛛 🔾									

 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.

Affiliate to Andrea University & Approved by ACTE Affiliate to Andrea University & Approved by ACTE AniBO 2001: 2015 Gottled Patholics My COLCENT, Valendam X-Mark, ESDIT, AP)	Ē		Search By Student Name Q	1	¥	Ø	0
Current Session: 2023 - 24 Administration	Select Criteria						
	Class *	Section *	Attendance Date				
A Student Information <	Select ~	Select	♥ 08/24/2024			Q , Search	
(3) Fees Collection						Q Search	
\$ Accounts <							
🛱 Attendance 🗸 🗸							
» Student Attendance							
» Attendance By Date							
» Approve Leave							
🛱 Examinations 🧹							
ℜ Online Examinations <							
🖬 Lesson Plan 🛛 🤇							
🕿 Academics 🛛 🔾							
📥 Human Resource 🧹							

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.

SAMATA DEGREE COLLEGE Affiliate/to Andhis University & Agrowed by ACTE An BOSBOT: Drie Cartifice National MVP. COLONY, URDANAMENTADE: CART	≡	Search By Student Name 🔍 📕 🎬	S (0 S
Current Session: 2023 - 24 Administration	Select Criteria		
	Search Type *	Search	
🛃 Student Information 🧹	Select	Search by Expense	
(E) Fees Collection <	Q Search		Q Search
\$ Accounts <			
🛱 Attendance 🧹			
D Examinations <			
♣ Online Examinations <			
🔳 Lesson Plan 🧳 🤇			
🞓 Academics			
📥 Human Resource 🧹			
¶⊄ Communicate <			
🛓 Download Center 🧹			

 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.

SAMATA DEGREE COLLEGE Affiliated to Andhus University & Autorovid by MCTE An IBO BD1: 2019 Cartille statement MAY BOLOW, VIEWARDANTIANA LODO'T (A/A)	=		Search By	Student Nami	٩	2	¥	Ø	0
Current Session: 2023 - 24 Administration	Select Criteria								
🛛 Front Office <	Class *	Section *		Attendance Da	te				
♣ Student Information <	Select ~	Select	~	08/24/2024					
Fees Collection							 _	Q, Sear	ch
\$ Accounts <									
🛱 Attendance 🗸 🗸									
» Student Attendance									
» Attendance By Date									
» Approve Leave									
🗊 Examinations <									
ℜ Online Examinations <									
🖬 Lesson Plan 🧳									
🕿 Academics 🛛 🔾									
📥 Human Resource 🧹									

 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 ofall expenses related to your search criteria.

SAMATA DEGREE COLLEGE Militario Andre University & Approved by ACTE An BOSBOT: 2015 Castillar Statements An BOSBOT: 2015 Castillar Statements	=			Search By S	tudent Name Q	••	S	0	0
Current Session: 2023 - 24 Administration	Add Expense	Expense L	ist						
🕏 Front Office 🧹	Expense Head *	Search				ළු		9 8 0	1
🚑 Student Information 🧹	Select ~	Name -	Invoice Number -	Date -	Expense Head -	Amount	~	Actio	n
	Name *	nani	1	08/24/2024	prncipal	R200.00		/ x	
Fees Collection		Records: 1 to 1 of	1					< 1 >	
\$ Accounts ~	Invoice Number								-
» Add Income									
» Search Income	Date *								
» Income Head	08/24/2024								
» Add Expense	Amount •								
» Search Expense									
» Expense Head	Attach Document								
🛱 Attendance <	Drag and drop a file here or click								
🖽 Examinations 🧹	Description								
A Online Examinations <									
🔳 Lesson Plan 🛛 🧹	10								

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**. 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.

Afficiated to Available university of Approved by ACT Article Control 2015 Control Approved by ACT Article Control 2015 Control Approved by ACT					Search Student Nami	۹ 😐		© 0
Current Session: 2023 - 24 Administration	Select Criteria	Add Leave						
I Front Office <	Class •	Class Select ~	Section ~	Student •	~			
♣ Student Information ¢	Select	Apply Date •	From Date *	To Date *				2 Search
(3) Fees Collection								
\$ Accounts c	Approve Leave Lis	Reason						+Add
😫 Attendance 🗸 🗸	Search				6			1 0 11
» Student Attendance	Student Name -	Attach Document			Status -	Approve B	r =	Action
Attendance By Date		6	Drag and drop a file here or cl	lick				
» Approve Leave								
🗊 Examinations 🦂 🤇					Save			
δ Online Examinations				the second se	1			
🗐 Lesson Plan 🧳			÷4=	<u>h</u> ×.				
🕿 Academics 🧠 c								
🛦 Human Resource 🧹			← Add new record or se	sarch with different crit	eria.			

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.

SAMATA DEGREE COLLEGE AntiBioto Andheu University & Amerioned by AATTE AntiBio Bobbi : 2019 Cartifice Initiation MUXP. COLORY, VIEWARIANA : 2020;17 (A.P.)		Search By Studer	nt Name Q	-	m 🖸	8 0	6
Current Session: 2023 - 24 Administration	Select Criteria						
🛛 Front Office 🤇	Class * Section *						
🕹 Student Information 🔇	Select V Select V						
(3) Fees Collection <						Q Sea	rch
\$ Accounts <	Approve Leave List					+ 4	Add
🖻 Attendance 🗸	Search				20		
» Student Attendance	Student Name - Class - Section - Apply Date - From Date -	To Date 🗵	Status -	Approve B	Ву —	Ad	ction
» Attendance By Date	No data available in table						
» Approve Leave							
🗊 Examinations 🧹							
♠ Online Examinations							
🔳 Lesson Plan 🛛 🗸							
🕿 Academics 🧹 🤇							
📥 Human Resource 🧹	+ Add new record or search with differen	nt criteria.					

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

SAMATA DEGREE COLLEGE Attiliate/to Anthra University & Asproved by ACTE Att 80 Centre University & Asproved by ACTE Att 80 Centre University & Asproved by ACTE Att 80 Centre University & Asproved by ACTE	=		Search By St	udent Name 🔍 📕	₩ 🖌	© ©
Current Session: 2023 - 24 Administration	Add Grade	Grade List				
Front Office <	Exam Type*	Exam Type	Grade Name	Percent From / Upto	Grade Point	Action
🛃 Student Information 🦿	Select ~	General Purpose (Pass/Fail) School Based Grading System	а	40.00 To 50.00	0.0	/ ×
Fees Collection <		College Based Grading System				
\$ Accounts <	Percent Upto •	GPA Grading System				
🛱 Attendance						
🗊 Examinations 🗸 🗸	Percent From *					
 Exam Group Exam Schedule 	Grade Point *					
» Exam Result						
» Design Admit Card	Description					
Print Admit Card						
» Design Marksheet						
» Print Marksheet						
» Marks Grade	Save					
1551 (Solder der 11 - 12 - 13						

SAMATA DEGREE COLLEGE Affiliate to Andhra University & Agrowed by ACTE An ISO 6001 2016 Cartilles bullistee M.V.P. Collorey, vision/Humathiam. 60017 (K.P.)	=						Search By Student Nam	۹.	-	*	€ C	Ø	ľ
rrent Session: 2023 - 24 Administration	Exam List	ú.							[New Exar	n I	uink Exa	ams
Front Office <	Exam Group CSE		Exam Type General Purpose (Pass/Fail)	Description									
Student Information <	Name	Session	Subjects Included		Status	Publish Result	Description					Ad	ctio
Fees Collection <	VLSI	2023-24	0			$\mathbf{\underline{S}}$				•	2		×
Accounts <	DSP	2023-24	0		8	¥				*	8	03 /	×
Attendance <													
Examinations 🗸													
Exam Schedule													
Exam Result													
Design Admit Card													
Print Admit Card													
Design Marksheet													
Print Marksheet Marks Grade													

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.

SAMATA DEGREE COLLEGE Animate in Anthra Divisionaly 5 Approved by ACTE Animate in Anthra Divisionaly 5 Approved by ACTE Animate Constructional Constructions		Search By Student Name 🔍 🗙		9
Current Session: 2023 - 24	Exam		New Exam	nk Exams
Front Office <	Exam *	Session		
🕼 Student Information 🤞		2023-24 ~		
ED Fees Collection c	Publish Publish Result Description		₩ # 0	Action
\$ Accounts c				1 / ×
🖾 Attendance 🧹		- 20		
🖽 Examinations 🗸 🗸		Save		
» Exam Group				
» Exam Schedule				
Exam Result				
 Design Admit Card Print Admit Card 				
 Design Marksheet 				
 Print Marksheet 				
» Marks Grade				
 Online Symposium 				

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

		aeiealij greaping e	ename		
SAMATA DEGREE COLLEGE Affiliate/to Andha University & Agroved by ACTI Ave BOSBOT: Drifs Carther Instance Ave BOSBOT: Drifs Carther Instance Ave BOSBOT: Drifs Carther Instance				Search By Student Name Q	🖬 🗃 🖾 🖸 🤇
Current Session: 2023 - 24					
Administration	Select Criteria				
		-			
Front Office <	Exam Group *	Exam *		Class *	Section *
الله Student Information د	Select ~	Select ~	Select ~	Select ~	Select
(3) Fees Collection					Q Search
\$ Accounts <	4				
	4				
Attendance 🤇					
🗊 Examinations 🗸 🗸	1				
» Exam Group					
» Exam Schedule					
» Exam Result					
» Design Admit Card					
Print Admit Card					
» Design Marksheet					
» Print Marksheet					
» Marks Grade					

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.

				The second s		
Afficiated to Andhea Afficiated to Andhea Afficiated to Andhea Afficiated to Andhea Afficiated to Andhea Afficiated to Andhea	EGREE COLLEGE			Search By Student Name Q	📲 🛗 🗹	D
Current Session						
Administrati	Coloct Critoria					
Front Office	Exam Group * Exa	m •	Session *	Class *	Section *	
		Select ~	Select 🗸			~
🏭 Student Inf	ormation <					_
D Fees Collec	tion <					Q Search
\$ Accounts						
🖻 Attendance	 < 0 					
🗊 Examinatio	ns 🗸					
Exam Group	P					
» Exam Sche	dule					
» Exam Resu	lt.					
» Design Adr	nit Card					
Print Admit	Card					
> Design Mar						
» Print Marks						
» Marks Grad	e					
SAMATA DEGREE COLLEGE					~ ~ ~ ^	
Affiliated to Andhea University & Approved by AICTE An IBO 58011 2015 Cartifice Isatillator M.V.P. DOLONY, VISACHAPATHAM - 020017 (A.P.)			Search By Stude	ent Name 🔍 📕 🎬	V 🔉 🕲	
Current Session: 2023 - 24	Add Admit Cand	Admit Card List				
Administration 🔤						
	Add Admit Card	Admit ourd List				
🕏 Front Office <	Add Admit Card	Search		දු ව		
 Front Office < Student Information 			Background Image		1 문 🏾 🖶 🖽	
A Student Information <		Search	Background Image			
	Template *	Search Certificate Name			Action	
A Student Information <	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
Student Information G3 Fees Collection C	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
Student Information < The student Information	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
Student Information C Fees Collection C Accounts Attendance C Examinations v	Template • Heading Title	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information < Fees Collection < Accounts < Attendance Examinations 	Template • Heading Title	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information Fees Collection Fees Collection Accounts Attendance Examinations Exam Group Exam Schedule 	Template •	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information Fees Collection Accounts Attendance Attendance Exam Group Exam Schedule Exam Result 	Template •	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information < Fees Collection Accounts Attendance Attendance Exam Group Exam Schedule Exam Result Design Admit Card 	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information < Fees Collection Accounts Attendance Attendance Examinations Exam Group Exam Schedule Exam Result Design Admit Card Print Admit Card 	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information Fees Collection Accounts Accounts Attendance Attendance Examinations Exam Group Exam Schedule Exam Result Design Admit Card Print Admit Card Design Marksheet 	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	
 Student Information < Fees Collection Accounts Attendance Attendance Examinations Exam Group Exam Schedule Exam Result Design Admit Card Print Admit Card 	Template *	Search Certificate Name - Sample Admit Card			Action = 🖋 ×	

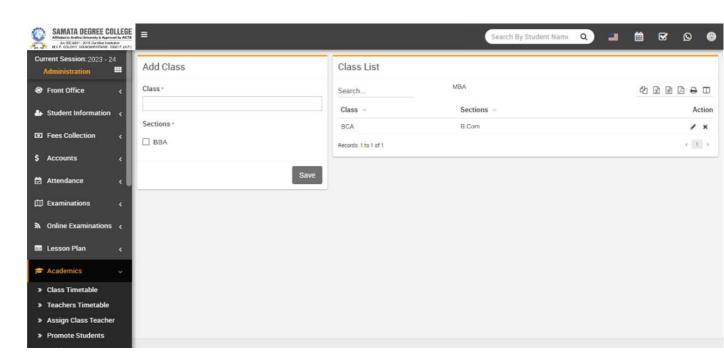
• Exam Result- Go to Examination > Exam Result here select all criteria to get exam result of that Class-Section.

SAMATA DEGREE COLLEGE Affiliated to Anthre University & Approved by ACTE Art IICO Stat. 2015 Cartilice Italiance Mark DEGROT: 2015 Cartilice Itali	=	Search B	ly Student Name Q 📲 🛗 🗹 🛇	0
Current Session: 2023 - 24 Administration	Select Criteria			
Front Office <	Exam Group *	Exam •	Session *	
A Student Information <	Select ~	Select ~	Select	~
	Class •	Section *	Admit Card Template *	
Fees Collection <	Select ~	Select ~	Select	~
\$ Accounts <			Q Sea	irch
🛱 Attendance <				
🗍 Examinations 🗸 🗸				
» Exam Group				
» Exam Schedule				
» Exam Result				
» Design Admit Card				
» Print Admit Card				
» Design Marksheet				
 Print Marksheet Marks Grade 				
A Online Dueminations				

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

SAMATA DEGREE COLLEGE Affiliate/to Articles University & Agerover by ACTE Art (3C Stat)1: 2019 Cartillas Unitation MV P. Collony, VIEW/HIMATHANA - Cabol 7: (A.P.)	=		Search By Student Name	٩	- 1	• •	۵	0
Current Session: 2023 - 24 Administration	Add Section	Section List						
D Examinations c	Section Name *	Search				∞ 🛛 🕄	100	
ຈັ Online Examinations ເ		Section -						Action
🔲 Lesson Plan 🛛 🤇	Save	BBA Records: 1 to 1 of 1						x
🕫 Academics 🗸 🗸								
» Class Timetable								
» Teachers Timetable								
» Assign Class Teacher								
» Promote Students								
» Subject Group								
» Subjects								
» Class								
» Sections								
📥 Human Resource 🤇								
📢 Communicate <								

 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

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**.

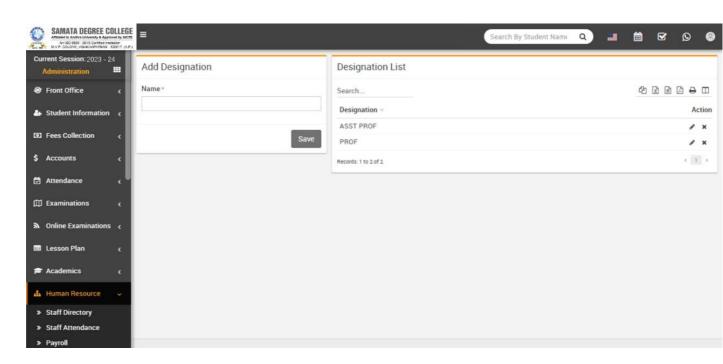
 Sections- Go to Academics > Sections enter Section Name & click Save button. All the sections can be see right side on this page.

SAMATA DEGREE COLLEGE Antiliato Andhe University & Agenored by ACTE AntiBo BODD: 2015 Cartillec Bulliston MXP COLONY, VIEWARDANE ACONT (A.P.)	E.			Search By Student Name Q	- "	S	Ø	0
Current Session: 2023 - 24 Administration	Assign Class Teacher	Class Teacher Lis	st					
🕏 Front Office <	Class *	Search			ć		9 8	
🛃 Student Information 🧹	Select ~	Class -	Section -	Class Teacher			Act	tion
Student mormation (Section *			No data available in table				
Fees Collection <	Select ~							
\$ Accounts <	Class Teacher •							
🖻 Attendance 🧹	Dr.A. Suneetha Dr. Naveen Babu Kilaru							
D Examinations <	Dr.Ch.Siva Reddy			+ d e h:				
A Online Examinations <	Dr.G Ramanaiah							
🖬 Lesson Plan 🛛 🤇	Dr. A Bharathi Dr. V Karuna Sree		← Add new	record or search with different criteri	ia.			
🖻 Academics 🗸 🗸	Dr T P Rao	Records: 0 to 0 of 0					¢	5
» Class Timetable	Dr. N Kanaka Durga Devi							_
» Teachers Timetable	DrM.Vijaya Lakshmi Dr.D.S.N.B.K Prasanth							
Assign Class Teacher	Dr. B.Anupama							
» Promote Students	Dr.D.Jyothirmayee							

 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.

SAMATA DEGREE COLLEGE Affiliate/to Anthe University & Asproved by ACTE An BOBDY: 2016 Carline Instruction MV/P. COLONY, VED/VED/VED/VED/VED/VED/VED/VED/VED/VED/	=		Search By Student Name	۹		ď	Ø	0
Current Session: 2023 - 24 Administration	Add Department	Department List						_
👍 Human Resource 🗸	Name •	Search			4	6 🛛 🖻		
 Staff Directory 		Name -					A	ction
Staff Attendance		ВВА					1	×
» Payroll	Save	MBA					1	×
» Approve Leave Request		B.Com					1	×
» Apply Leave		Records: 1 to 3 of 3					e 1	
» Leave Type		L						-
» Teachers Rating								
» Department								
» Designation								
» Disabled Staff								
¶⊄ Communicate <								
🛓 Download Center <								
▲ Homework <								
🖉 Library 🤇								

 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.

SAMATA DEGREE COLLEGE Affiliate to Advine University & Adaptional by ACTE And SOB 2017 Confect Ministration MIX/F. COLLONY, VIEWHUPATHUM - CODO17 (6,7-1)	=		Search By Student Name	<u>a</u> = = = @
Current Session: 2023 - 24 Administration	Staff email is their login username, passwo	ord is generated automatically and send to s	taff email. Superadmin can change staff pa	ssword on their staff profile page.
 Front Office Student Information 	Basic Information			+ Import Staff
Student mormation Collection Co	Role *	Designation	Department	
\$ Accounts <	Select ~	Select ~	Select ~	Mother Name
🖻 Attendance 🧹				
① Examinations <	Email (Login Username) *	Gender * Select	Date of Birth *	Date Of Joining
Online Examinations	Phone	Emergency Contact Number	Marital Status	Photo
🔲 Lesson Plan 🧳 🤇			Select ~	Drag and drop a file here or click
🖻 Academics 🧹	Current Address		Permanent Address	
📥 Human Resource 🗸		h		h.
 Staff Directory Staff Attendance Payroll 	Qualification	Work Experience	Note	le le

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

SAMATA DEGREE COLL Affiliated to Andhra University & Approved to An 80 5001 - 2016 Cartille Number MVP COLONY, VERMINIPATINAN - 0001	AICTE					Searc	n By Studen	t Name	٩	•	8 0	•
Current Session: 2023 - 24 Administration	Book List										+ Add	Book
Library	Search									ć	2 2 2 .	e 🗉
 » Book List » Issue Return » Add Student 	Book Title -	Book Number	ISBN Number	Publisher 👻	Author -	Subject -	Rack Number	Qty	Available 	Book Price	Post Date	Action
» Add Staff Member	A textbook of biotechnology 5ed	17656	978-81- 219-2608- 9	S.CHAND	Dubey	General Management	ECE-11	1	1	R599.00	08/24/2024	×
Transport	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	08/24/2024	×
	Waste water treatment	17658	978-81- 204-1712- 0		M.N.RAO	Human Resource : Management	CE-5A	10	10	R495.00	08/24/2024	×
	Concepts	17668	007- 124476-X	MC GRAW HILL	Silberschatz	Business Economics	CS-6A	7	7	R1025.00	08/24/2024	×
Alumni	 Industrial engineering & management including production management 	17675	978-81- 933284-6- 0	KHANNA PUB.	Banga	Object Oriented Programming	ME-13B	5	5	R499.00	08/24/2024	×
-	 Fundamentals of data structures in c++ 	17680	978-81- 7371- 6058	UNIVERSITIES PRESS	Horowitz	Machine Learning	CS-9A	10	10	R625.00	08/24/2024	×
	Har annuational second	17600	070.03		Del.	Ctatictics	100	10	10	0.400.00	001010001	

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.

SAMATA DEGREE COLLEGE Anisotra Autor University A Approved by ACTE An ISO BOT: 2015 Cartine Database MAYA COLONY, MERIMANTUNA, SOCI (7.8.1)	=	Search By Student Name 🔍 📑 🎬 🖸	0 Ø
Current Session: 2023 - 24 Administration	Add Book		+ Import Book
Front Office <	Book Title *	Book Number	
🛃 Student Information 🦿	ISBN Number	Publisher	
(9) Fees Collection 🧹			
\$ Accounts <	Author	Subject	
🛱 Attendance 🧹	Rack Number	Qty	
🛱 Examinations 🧹	natk multiper		
A Online Examinations <	Book Price	Post Date	
🔲 Lesson Plan 🛛 🧹		08/24/2024	
🞓 Academics 🤇	Description		
📥 Human Resource 🧹		6	
¶⊄ Communicate <			_
📥 Download Center 🤇			Save

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, OTY, Book Price, Inward Date, Description & click Save button.

Copyright © 2022 HirotoIND Technologies (http://hirotoind.com)