

School Administration Software

some features

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Introduction

This is a multi-user GUI based complete system software for any size of school to manage their day-to-day operations. The software has 4 main modules –

- a. Administration Module
- b. Library Module
- c. Employees Payroll Module
- d. Financial Accounting Module.

Administration module has Canteen & Laboratory related sub-modules besides all administration related information.

Introduction To Administrative Module

Definition Of Class:

Classes of a school is defined here. Class hierarchy according to which the process of promotion of students will be done are defined here. Class promoted to will be defined here and also which class is a out going class will be defined here. The number of periods for a particular class is also getting determined here.

A class is again divided in to parts and sub-parts:

- a. Subjects
 - a. Allotting Language Subjects (first, second, third) to a particular section.
 - b. Allotting Extracurricular Activities to a particular section.
 - c. Optional subject definition
 - d. Subject wise paper definition
 - e. Subject wise maximum period allocation.
- b. Sections
 - a. Teacher
 - b. Student
 - c. Attendance
- c. Examination
 - a. Marks Structure
- d. Fees structure

Definition Of House:

There may be different houses in a school. Students are divided into different houses for various purposes.

Definition Of Subject Group:

Subjects are mainly defined in various groups. Subjects will be defined under those groups.

Subjects:

Various subjects are created here under different "Subject Groups".

Definition Of Extracurricular Activities:

Various extracurricular activities defined here.

Definition Of Examinations:

Examination name and the type of examination (either term or as unit test) is defined here.

Definition Of Grades:

Through this interface the range of marks for individual grades are getting defined.

Definition Of Virtues:

Through this interface the Parameter for measuring the conduct of staffs and students getting defined.

Definition Of Regular Fee Heads:

This interface defines various fee heads along with there types like addition and concession.

Definition Of Transportation Fees Heads:

The structure of the various transportation fees and there types are defined here.

Definition Refundable Deposit Fees Heads:

Various refundable fees heads are getting defined here.

Weekly Holidays:

Through this interface the weekly holiday (s) getting fixed here. It may be Sunday or may be some other day, depending on the school.

Calendar Holidays:

The calendar holidays of a particular session is defined here. The duration, which is from "From Date" to "To Date", is to be fixed respectively under the proper column heads.

Student wise Opening fees advance:

Registering Advances paid by students section wise.

Students' Attendance section wise:

Registering Attendance of students section wise.

Setup Fee structure Class wise:

Registering the Broad Head of Fees to be collected for the whole session.

Fees Transaction:

This module deals with the transactions related to the various types of fees like Receive, Return or Refund. And for the smooth conduction, it is divided further into three sub modules as follows.

Fees Receipt:

To register the collection of fees from students.

Return of Advance Fees:

To register the return of advances.

Refundable Fees Return:

To register the return of refundable fees to students.

School Transport:

To register the vehicle-numbers of the vehicles of the school

Student wise Section and Roll Number Allotment:

As the name suggests, through this section roll numbers and sections are allotted to students, by evaluating their performance in a predefined way

Examination Marks Entry:

To register the marks scored in a particular exam on a particular paper of a particular subject, by the students belonging to particular section of a particular class.

Student wise Report card Generation:

To generate report cards (print outs) for a student.

Promotion of Students:

To register the promotion / failure of students.

Change of Student Status:

This interface is mainly used to change the status of a student (i.e. Current -> EX, Ex -> Current etc.)

Creation of Routine:

Routine for individual sections of different classes is generated (either by manually or automatically) according to the user's choice.

Online Communication:

1. Communication with Students/Staffs/Valuable Associates
2. Sending Student's Academic Information to the Parents
3. Sending Student's Attendance Reports to Parents
4. Sending Fees Status To parents

Activity Remainder:

To populate messages to the different users (using different modules separately) about various activities to be conducted during the year on different times and each user will get the message on the occurrence of their fixed dates. This is an excellent substitute to any kinds of Chat software/system.

Mail Merge:

Through this interface we can send letters, about a particular issue, to a particular group (Individual Members of the group, but we don't have to prepare the same letter repeatedly)

Certificate Template Creation:

Using this interface, a user can design a certificate that can be issued to a student (i.e. promotion, T.C. etc.)

Birthday List:

This interface is kept for gathering information on the birth day of the students & teachers. This can also be used to wish them on that particular day.

Student's Identity Card Generation:

A photo ID card of a student can be generated & printed using this interface.

Feed back/Suggestion:

This is mainly used to analyze the feedback of students & teachers.

Address Book:

Through this interface we can keep the address details of the important persons.

Introduction To Laboratory Module

Laboratory Master:

Defining the names of the various Laboratories.

Laboratory wise Item wise Opening Stock:

Opening stock of laboratory items of the individual laboratories are entered here.

Lab Item Category:

To categories the various laboratory items.

Lab Item Master:

Items to be used by the students in the laboratories are defined here

Lab Item Purchase:

To register the details of items purchased for the laboratory

Lab Item Usage:

To register the usage of each laboratory item. Noting down the date of issue, the name of laboratory where it is to be used, the amount of issued item and the purpose does this.

Lab Item Damages:

Here the user is required to enter the damage details laboratory wise.

Lab Item Stock Register:

The basic purpose of this interface is to generate stock status report of each individual Laboratory.

Introduction To Canteen Module

Definition of Canteen

Canteens of a school are defined here.

Canteen Item Category:

To register categories of items the canteen is supposed to sale.

Canteen Item Master:

To register details of items to be sold by the canteen.

Canteen Item Purchase:

To register the purchase details of an item.

Canteen Item Sale:

To register the sale transactions of an item.

Canteen Coupons Issue To Students:

Canteen coupons are issued from here, so that the students & staffs can avail the canteen and can pay later.

Administration Reports

Student Register:

This report helps in showing the details related with students according to some search criteria.

To use the tools present in this interface please refer Interface Tools. To establish the search criteria please select the required heads from "Selection Criteria". Now to see the particular details of the selected students select the display heads from within the "Select display Heads" box.

Periodic Attendance Report:

This report shows the "Attendance Status" that is the total number of days present and absent of individual students, belonging to a particular section of a particular class for a certain time gape ("From Date" to "To Date").

Extra Curricular Activity Report:

This report shows the extracurricular activities allotted to the student(s) belonging to a particular section of a particular class.

House wise Student wise Report:

This report shows the student(s) representing the different houses, belonging to a particular section of a particular class.

Student wise subject wise Allotment Report:

Through this report we can know the Language Subjects and the Optional Subjects allotted to each students belonging to a particular section of a particular class.

Student wise Performance Analysis:

This report shows the percentage of marks obtained by a student within certain span of sessions. The presentation style is graphical in nature to support quick judgment.

Student wise marks Analysis:

This report shows the list of absent students, failed students; pass students, students obtained highest marks subject wise, but only one at a time. The student(s) can be from any of the classes and belonging to a section(s). The report is based on paper(s) of subject(s) under particular subject group in a particular exam.

Class wise Student Strength:

This report shows the number of students present in each section of each class.

Class wise Performance Analysis:

This report gives a comparative view between the different sections of a class regarding the performance of students. It shows a comparison between the, average of the percentage of, marks obtained by students belonging to different sections in a particular session.

Student Promotion Report:

This report shows list of the students failed, promoted and also them whose results are incomplete, belonging to a particular class and section(s).

Overall Class Performance:

This report gives a comparative view between the different sections of a class regarding the performance of students. It shows a comparison between the, average of the percentage of, marks obtained by students belonging to different sections in a specific span of session.

Teacher's Feedback on Students' Virtues:

This report gives a comparative graphical analysis of the performance of Students against virtues (predefined). The parameter of the virtues will be the points collected from the feedbacks supplied by the Teachers against the virtues.

Defaulters' List:

This list shows the details of those students belonging to section(s) of class(s) who have not paid the complete fees till a certain date.

Periodic Fees Collection Register:

This report shows the fees collected from the students (including the students' information) during a specific period of time.

Periodic Collection Status:

This report shows the details of the fees collected from student(s) belonging to different sections of different classes within a specified period of time.

Periodic Collection Analysis:

This report gives the fee amounts collected from the different sections of a class within a specific period of time.

Student wise Collection Report:

This report shows the fee paid by each student(s), belonging to particular class(s) and section(s) during a specific period of time.

Class wise Collection report:

This report shows amount of fees collected from the different sections of a class within a specific period of time.

Annual Statement:

This report shows the amounts of fees collected from each student (code wise) of the school in each month during a session.

Teachers Register:

This report shows the personal information of the teachers of the school.

Teacher wise Performance Analysis:

This report gives a comparative graphical analysis of the performance of teachers against virtues (predefined). The parameter of the virtues will be the points collected from the feedbacks supplied by the students against the virtues.

Teacher wise Class Allocation Report:

This report shows the teachers and the subjects taught by them in different sections of different classes.

Introduction To Library Management Module

Definition of Library Member Category:

Member categories are defined here.

Definition of Member Category wise Late fine Slab:

To fix the late fine slabs according to different categories of members.

Generate Book Unique Code:

To give a unique book code to each book present in the Library.

Definition of Members:

The purpose of this section is to enrol the members of the school (Students, Teachers and staffs) as the member of the library.

Definition of Authors:

To register the details of the authors' whose books are present in the library.

Definition of Publishers:

To register the details of the publishers' whose books are present in the library.

Definition of Vendors:

To register the details of the vendors' from whom books are generally purchased by the library.

Definition of Library Subjects:

To enlist the various subjects on which the books will be kept in the library.

Definition of Frames:

To keep the details of the frames containing books, those are present in the library.

Definition of Shelf under Frames:

To keep the details of the Racks containing books, those are present in the library.

Definition of Books:

The basic purpose of this section is to keep the details of a book that is either previously present in the library or newly purchased.

Issuing Books:

This interface is used to issue books to the Library Members.

Return of Books:

The basic purpose of this section is to trap the details of the book returned by a member (which was previously issued to him)

Renewal of Books:

Through this interface we can re-issue a book (which was previously issued) to a member if he likes to take it again instead of returning to the library.

Collection of late fine:

To collect the late fine from the library members (who haven't return the books within due date).

Book Purchase:

Whenever a book is purchased, user can register the purchase details of that particular book from here.

Purchase Return of Books:

Through this interface user can accomplish the task of returning (Rejected or not-required books) the books to the vender from whom the books are purchased.

Books Issued for Repairing:

Through this interface we can register the entire process of issuing of damaged books for the purpose of repairing.

Books Returned After Repairing:

The basic purpose is to register the information of the books those are returned after repairing.

Damage/Loss of books by Students:

The purpose of this interface is to keep track of the books damaged by the members and collecting the penalties accordingly.

Damage/Loss of books by School:

This interface is mainly for keeping the track of the books damaged by Library authority of Schools authority

Book Search:

Objective of this interface is to generate a summarized view of the current status (esp. about the physical stock) of certain book(s) in the library, based on some predefined search criteria.

Library Management Reports

Library Members Register:

This report shows the details of the members of the library regarding their membership validation periods (start date, end date, renewal date etc.)

Library Books Register:

This report shows details related with the books present in the library, like the code, the name of the book, the author and the publisher, ISBN number, volume number and the subject.

Book Stock Register:

This report shows the details of the books present in the library regarding issues like the total numbers, the numbers of damaged, the numbers of repaired, the numbers of Issued, the numbers of available and the stock quantity.

Register of Damaged Books:

This report shows the "Book Details" of all the (or about some Specific) books that were damaged or lost.

Register of Books Issued:

This report shows the book details of all the books that were issued during a certain period of time including the details about the issue it self (issue date, issue document number, Expected return date)

Register of Books Issued for Repairing:

This report shows the details of the books that were issued for repairing within a certain span of time, including the details of the repairer

Register of Books Returned After Repairing:

This report shows the details of the books that were returned after repairing within a certain span of time, also including data about the vendors.

Book wise Issue Details:

With the help of this report we can trace out the issue details of Book(s) within a certain span of time, including the dates related with issue and return and also the name and code of the member(s). Here the presentation is book centric.

Member wise Book Issue Details:

This report gives a view of the member(s) who are issued books within a certain span of time, including the details of the books issued to them. Here the presentation is member centric.

Books Not Yet Returned (Overdue):

Through this report we can trace out the books that were issued to members and not returned up to a certain date, also the members to whom the issue were done.

List Of Defaulters (As on Date):

This report shows the members who have not returned the books issued to them within the expected return date, also includes the fine amount and the amount paid by the member till date.

Periodic Fine Collection Report:

This report shows the late fine paid by members with their names, codes and the Books for which they are paying, within a certain span of time.

Introduction To Payroll Module

Creation of Employee Category

The purpose of this section is to create the various categories of employee according to the administrative practice. Many of the administrative activities like staff loan limit, salary scale etc. depends directly or indirectly on the category of the staff.

Creation of Designation

The purpose of this section is to create the various designations of employee according to the.

Creation of Salary Heads

According to the organizational practice the various salary heads are getting defined here. Whether a particular head will be added or deducted from the salary structure and it's mode, whether it is in amount or in percentage is also getting fixed here.

Creation of Salary Head Dependent Calculation

According to the organizational practice the dependencies between the various salary heads are getting defined here. For example if the organization decides to fix the DA on the basis of the Basic pay, then DA should be selected from the "Dependent Head Name" popup (refer section 2) and below inside the grid the "Select" field need to be checked against "Basic Salary".

Category wise Salary Structure Definition

To define the amount of various salary heads (constituting the salary structure as a whole) for a particular category of employee.

Category wise Salary Scale Definition

The basic purpose of this section is to define the salary scale of each category of employee.

Creation of Leave Heads

The basic purpose of this section is to define the various leave types for the employees, according to the organizational practice. The duration of leave and it's shifting status that is whether the remaining days can be added to the days of that particular type of leave on the next year is also getting defined here. Whether the live is en-cashable or not, that is also decided here.

Employee Category wise leaves Allotment

To define the number of days of leave allowed against the various leave types for a particular category employee.

Definition of Loan Head

According to the organizational practice, various types of loan for the employees are getting defined here.

Employee Category wise Loan Limit Definition

Maximum loan limit is defined here for a particular employee category, against the allowed loan heads.

Professional Tax Slab

Slab of Professional Tax will be entered here. In future, while generating pay slip Professional Tax amount will be taken from here automatically.

Preparation of Pay slip

This form is used to generate pay slips for the employees of the organization.

Computation of Income Tax

Through this interface computation of income tax is done for an accounting year of a particular employee.

Retirement of Staff

This interface is mainly used to define the retirement of a staff.

Increment of Salary for Staff

There are some logics behind increment of salary of staffs. Increment in salary is mainly defined here.

Definition of Annual Holiday for Staff

Annual holiday for the staffs are decided here through this interface.

Non Teaching Staff Master

The purpose of this interface is to collect the personal data of a non-teaching staff along with the professional (administrative and financial data, which the organization owes to the employee and vice versa) data.

Attendance

To register the daily attendance of Staffs (Teaching & Non-Teaching both)

Leave Sanctioned

If a staff wants to take leave, he/she needs to apply. Those applications are sanctioned here.

Leave Encashment

If a staff want to en-cash his/her leaves. That can be tackled from here.

Salary Advance Issue

Advance against salary will be issued using this interface.

Institutional Loan Issue

Loan issued to a staff is entered here.

Payroll Management Reports

Staffs Register:

Through this report we can get a quick access to the personal information of staffs belonging to different categories.

Staff wise Advance Status:

This report shows the staff(s), taken advances and the advance details within a specific period of time. This report shows details like the issue date, issue document number, the name of the staff, the amount of advance issued, repayment start time, repaid till date and the repayment status.

Staff wise Loan Status:

This report shows the status of the loan(s) taken by staff(s) within a particular span of time. This report includes the type of loan, the loan amount, the interest and installment structure, the duration of repayment and last but not the least the amounts repaid.

Staff wise Leave Balance Status:

This report traces out the leave balance status of staff(s). This includes name of staff(s), the leaves allowed, the opening leave, the current leave, leaves availed, leaves encashed and the remaining number of days of each leave.

Staff wise Salary Statement:

This report shows the salary structure of staff(s) for a particular month. This report includes the amounts to be added or deducted, under various salary heads, constituting the salary structure

Staff wise PF Accumulation Report:

This report shows the name of the staff(s), opening balance, current deductions, and closing balance of the provident fund deductions of the employees.

Staff wise EPS Accumulation Report:

This report shows the staff wise Employee Pension Scheme Deposit accumulations, includes name of the staff(s), the opening balance, Current deductions and the closing balance.

Staff wise Salary Addition Heads wise Register (monthly):

This report shows the Amounts paid (additions) under different salary head(s) to the different employees on the basis of month(s).

Staff wise Salary Addition Heads Register (Till date):

This report shows the amounts paid to staff(s), under different salary heads, on different months till date.

Staff wise Salary Deduction Heads wise Register (Monthly):

This report shows the Amounts deducted from the salary, under different salary head(s) of the staff(s) on the basis of month(s).

Staff wise Salary Deduction Register (Till Date):

This report shows the amounts deducted from the salary of staff(s), under different salary heads, on different months till date.

Introduction To Financial Management Module

General Ledger Group Creation

This interface is used for defining the broad accounting groups under which rest of the ledgers will fall.

General Ledger Account Creation

This interface is used for defining the ledger accounts.

Budget and Last Year's Balances

To define budget for various Account heads, which come under the Account Group of 'Purchase accounts' and 'Expenditure accounts'.

Setup Of Fixed Account Linking

To automate the account posting from several interfaces it is important to define the internal linkings.

Received Voucher (Debit)

This form is used for entering all the receipt details.

Payment Voucher (Credit)

Is used for entering all the payment details.

Contra Voucher

This interface is used for entering the accounting transactions involving only cash and bank accounts.

Journal Voucher

This interface is used for entering the accounting transactions not involving cash and bank.

Debit Note

This interface is used for entering all the debit notes' details.

Credit Note

This interface is used for entering all the credit notes' details

Financial Management Reports

Cash & Bank Book Reports:

Reports are available under this heading:

Detailed Cash/Bank Books

Summarized Cash/Bank Books

Day Books:

Reports available under this heading are :

Receipt Register

Payment Register

Journal Register

Contra Register

Debit Note Register

Credit Note Register

Debtor's Summary (Account Receivables):

Through this report the user can see the net amount receivable from and payable to different debtors/clients.

Creditor's Summary (Accounts Payables):

Through this report the user can see the net amount payable to and receivable from different Creditors / suppliers.

Account Balances (Interactive):

This report will show the balances of all the accounts/ledgers till the current date at one glance.

This is an interactive report i.e. the user can go into further details about a particular ledger by pressing the 'Enter' key and come back to previous level by pressing the 'Esc' key.

Account Group Balance (Interactive):

This is an interactive report. This reports helps the user to get the overall picture of accounts as well as enable him/her to delve into the details if he/she so desires.

General Ledger Books:

Here the user can choose one of the six options.

- Individual Detailed Ledger
- Individual Concise Ledger
- Group Detailed Ledger
- Group Concise Ledger
- All Account Detailed Ledger
- All Account Concise Ledger

Trial Balance:

The user can see the Trial balance on a particular date. Option is given to the user for viewing the opening trial or the entire trial balance, which includes opening as well as transaction balances.

Trial Balance Six Columns:

The user can see the Trial Balance with Six Columns. From this report the user can see the opening Debit and Credit Balance, Debit Balance and Credit Balance of the transactions during the year and also Closing Debit and Credit Balance.

Income and Expenditure Statement:

The user can see the Income & Expenditure Statement on a particular Date.

Trading A/c:

To view the trading account for a particular period the user must first map/link 'Closing Stock Account' field of Setup of Company and Accounts Information with an appropriate account.

Profit & Loss A/c:

To view the Profit & Loss A/c for a particular period the user must first map/link 'Closing Stock Account' field of Setup of Company and Accounts Information with an appropriate account.

Balance Sheet:

Balance Sheet Using Income and Expenditure Statement

Balance Sheet Using Profit and Loss A/c

The user can print two types of balance sheets

- Without Schedule
- With Schedule

Budget Analysis:

In this report, the user can see the budget set by him through Budget and Last Year Balances form. Also for each of the account the actual expenditure incurred are shown.

Bank Re-Conciliation Statement:

This is used to enable the user to reconcile the differences between the bank balance as per his computer-generated bankbooks and the bank balance as per bank statement.

Account Ledgers At A Glance:

This is an interactive report. Here the user can view the Account Groups, Account Sub Groups, individual Accounts and Ledgers in form of a tree with an Account Groups being the root / topmost branch / parent node, of the tree and Account Sub Groups and Ledgers being the child branches.