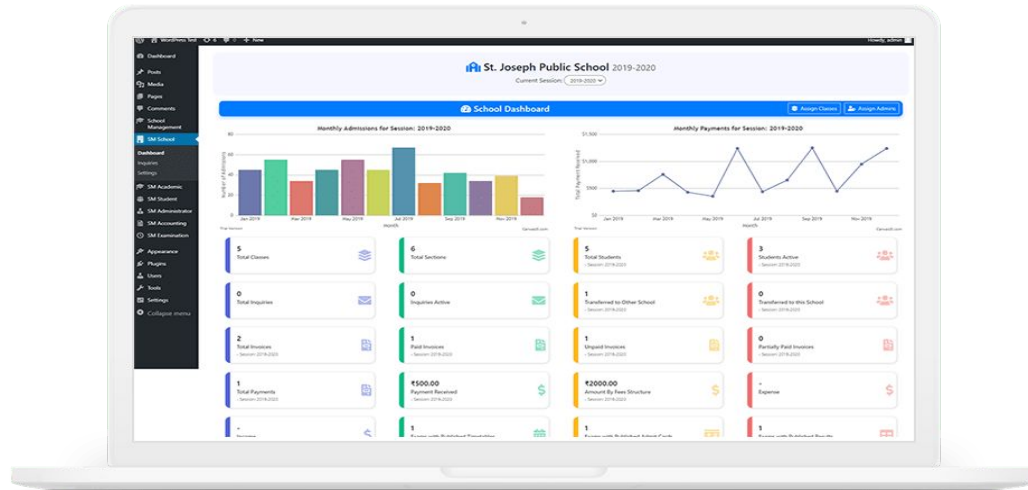


# School ERP- Overview

# What Is School Management System?



**School Management System** is a web-based system designed to manage all the administrative work of schools and institutions. It has many modules that help teachers and staff to maintain student activities like daily attendance, timetable management, manage academic records, fees management, library management, etc.



# Why Do We Need It?

In the offline system, it is an overhead to keep the records related to faculty, student, parents, and other school staff on the papers. Everything related to their progress in the system is marked manually. E.g. A report of a student's attendance is generated monthly is shown to his/her parents. Now, a regular student, going to school every day, is marked absent for a day by mistake.

It is a burden to take out the register and view the records. As you can see, it is a very time-consuming process and it costs much. So, We thought why we should not help these young guns of the nations to help them to have a bright future and to make an online centralized platform that can be accessed from anywhere in the world.

Our other aim is to minimize the paperwork as minimum as we can so that there is no need to cut more and more trees. Indirectly, We will be helping Mother Nature.

# Objectives Of School Management System

- **Computerization** – All the details regarding school, whether it is small or big, will be computerized.
- **No Redundant Data** – As this management system will be centralized, the chances of duplicate data in the system are close to nil.
- **Automation** – The automation feature of this management system will mitigate the task of writing the papers. E.g., there is no need to write the report card of the students on paper with a pen. It is simply can be done online on the system, and can be forwarded to the students and their parents.
- **Easy Interaction** – In today's rush hour of life, it is difficult for a parent to go to the school of his / her child every time a teacher call. With this management system, it will easier for a parent and a teacher to be in touch every day. As a matter of fact, it will be easier for each individual person who is associated with the system to be in touch as needed.

# Benefits Of School Management System

- Empower teachers & students through the E-learning platform
- Keep parents & students in the connectivity loop at all times, through SMS, email & mobile apps
- Go paperless, digitize administrative & non-administrative tasks
- Generate 100% accurate reports with a click of a button
- Reduce the monotonous task of your administrative department
- Track student en route, to and from home in real-time
- Elegant website presence, to showcase your school's vision and mission for education
- School library management system to manage your library's cataloguing, accessioning & circulation effortlessly
- Online admission system for driving better efficiency & student enrollment
- Online fee collection & payment portal integration for hasslefree school payments

# School Management System Description

There are mainly eight types of users that will be involved in the school management system:

- **Admin**
- **Teacher**
- **Student**
- **Parent**
- **Librarian**
- **Accountant**
- **Transporter**
- **Receptionist**

**Note :** Can be customized as per school's need.

## 1. Admin :

**Admin is the one who controls the whole school management system, its staff, and every other person or thing that is associated with the school. In other term, the admin is the most powerful entity of the system.**

**There will be one admin in the system:**

- **He or she has the power to create, update or delete any record of the system.**
- **He or she will be able to view the profile of any other user in the system.**
- **The admin will be able to see all the details whether it is related to staff or examination.**
- **Assigning the timetable to teachers and the students will be the admin's responsibility.**
- **The admin will grant the designation to the staff of the school such as who will be the teacher, who will be the Accountant, Librarian, etc.**

- **The admin will approve the leave application of the teachers and students.**
- **Add dynamic class, section and group.**
- **Admin can select student capacity in a class and section.**
- **Admin can view, edit and delete class's information, section and group.**
- **Add new student in this software as student admission.**
- **Admin can view student's details and parents information.**
- **Edit and delete student information.**
- **Admin can view the full school students attendance percentage.**
- **Students attendance percentage have two type a) Daily or running attendance percentage. b) Total or yearly attendance percentage.**
- **Add class routine for individual class.**
- **Add new teacher in this system.**
- **Can edit and delete any teacher's information.**



- **Add dynamic subjects for every class.**
- **Can delete from any class also edit class subject information.**
- **Admin can declared notice for all user in this software.**
- **Admin can make parents profile for this software.**
- **Admin can delete parents profile.**
- **Add exam and exam routine by different class.**
- **Admin can view all examination routine by class title and exam title.**
- **If admin want can edit and delete exam and examination Datesheet.**
- **Admin can view the result of examination attendance.**
- **Admin can publish the result in the school for all class.**
- **Admin can view any student's mark sheet.**
- **Admin can view, edit and delete books and book's category from the library.**
- **Add new transport, route and vehicles for the school's students, teachers and employee.**
- **Admin have full access to the accounting section. He can manage the fees details of every students**

## 2. Teacher :

The teacher is one of the important entities for a school. The teachers are there to teach the students. The following are the features that will be available to the teachers.

- **Mark the Attendance:**

The teacher can take the attendance of the students. He/she just has to enter the class and section name into the portal and the whole list of the registered students of the section will be displayed to him/her. The teacher can mark the present and absent accordingly and at last, can save the record. This data will be reflected immediately.

- **Assign and Check the Homework:**

A teacher will be able to assign homework to the whole class or to some particular students accordingly. And this homework will be reflected in the student portal. Thus, a student cannot make the excuse that he/she could not hear the teachers or something else. The next day the teacher can check whether the student has done their homework or not as the submission mode will be online.

- **View Student Profile :**  
The teacher can be able to access any student's profile and acquire the information related to it.
- **View Student's Marks :**  
It is also another add-on in a teacher's account. He/she can view the performance of the student in class components, mid-term or end-term examination. Thus he/she can give guidance to the weak students accordingly.
- **Apply for leave :**  
Teacher can Apply for leave for a single or multiple days. The admin will approve the leave application of the teachers and students.

### 3. Student :

The student is also one of the main parts of the system. The students can log in to the student account anytime they want.

- **View and Upload the Homework :**

The student will be able to view look into the details of the assignments he/she has been given such as the topic of the time assignment, questions, last submission dates, how many marks it is off, etc. After finishing the homework, the student can upload that work onto the portal which will be reflected in the teacher's account too.

- **Timetable :**

Without a timetable, nothing falls into its right place. The student can access the schedule of the class he or she has to attend and some information such as class number, time of the class, which teacher will take that class, etc.

- **Fee Payment :**  
This is one of the beautiful features of the system. The student will be able to know whether any due is pending against him/her or not. It can be a library fine, semester fee, sports fee, or any other fee. If it is so, he/she can pay the amount via net banking or other methods.
- **Examination Seating Plan and Examination Result :**  
At the time of exams, the students need to identify their seating plan for the exams. It can be viewed easily and their examination result or class assessments can also access by them. Students can Download their Admit Cards From Their Portal.
- **Apply For Leave :**  
Students can apply for leave for single or multiple days directly from their Dashboard . Class Teacher will approve the leave application of students.

## 4. Parents :

It is important for the parents to be familiar with the status of their child how they are performing in the academy. To make this hassle-free, there is also an option available for the parents.

They can monitor the daily activity of their child in the school. They will be able to:

- **View the Report Card of the child**
- **View the Attendance**
- **View the Marks**
- **View the timetable**

## 5. Librarian :

The librarian will keep a record of the information about the books. He/she will have the authority to issue any book to the students. He will have the information about which books are available in the system, which is not so that those can be arranged at the right time.

- **Manage Books**
- **Issue Library Cards**
- **Issue Books**
- **Keep Track of books Issued and books Returned**

## 6. Accountant :

The accountant is the person who will deal with the financial deals of the school such as getting the fee from the students, paying the teachers' salary, how much money is spent in school ceremonies, or over school renovation.

- **Generate Fee Invoices**
- **Collect Fees (both online and offline)**
- **Manage Expenses**
- **Manage Income**



## 7. Transporter :

The transporter can view all the vehicles for transport. They can add new vehicles and specify vehicle number, model, driver name, driver phone. They can view all the transport routes and also "Add New Routes" and specify route name, route fare and select vehicles available in this route. They can assign transport vehicle and route to students at the time of admission or by editing the student record.

- **Manage Vehicles**
- **Manage Routes**
- **Assign Vehicles To Routes**
- **Assign Driver to Vehicles**

## 8. Receptionist :

**As a school receptionist, your responsibilities involve ensuring effective communication between school administrators, parents, students, and community members. You answer phone calls and emails, welcome visitors, and support teaching and administrative staff by providing information to students and parents**

- **Student Admission**
- **Provide Basic Details to Parents**
- **Manage Inquiries**

# School Management System Features



- **Multi-School Management :-** Add multiple schools, assign admins and classes to each school to manage individual school.
- **Session Management :-** Create new session and keep all the records of previous sessions.
- **Manage Classes and Sections :-** Administrators can create classes and assign them to schools. With each class, there can be multiple class sections.
- **Student Management :-** School admins and staff with necessary permissions can new admissions to school by assigning them admission number, class, section and roll number. Also, for each student record in a session, a new enrollment number is generated automatically.
- **Inquiries Management :-** Display inquiry form for a school in a page using shortcode.
- **Student Promotion :-** Promote students to a new class for a new session. This creates a new enrollment of a student for the next session.

# School Management System Features



- **Student Transfer :-** Transfer student from one school to another. This also keep track of students transferred to and transferred from the school.
- **Student Attendance :-** Take the daily attendance of students. Print the attendance sheet of a class. Also, students can view their attendance report in dashboard.
- **Student Dashboard :-** In the student dashboard, students can view noticeboard, print their ID cards, view pending fee invoices, make payments and view their payment history. Also, they can download study materials, exam time table, admit cards and much more.
- **Roles and Permissions :-** Create custom roles like teacher, accountant and assign them necessary permissions as per the role so they are restricted to the management of school entities assigned to them.
- **Assign School Admins and Staff :-** Multi-School admins assign an administrator to a school. The school administrator can create any number of staff with roles to manage the school.
- **Noticeboard Widget :-** It has a noticeboard widget that displays notices to the widget section of your website. Here, you can change the number of notices, widget height, and width to incorporate the design of your website.

# School Management System Features



- **Distribute Study Materials :-** School staff with the necessary permission can add study materials of classes. These study materials will show up on the student dashboard section, allowing them to download and view the study materials.
- **Students Home Works :-** School staff and teachers with the necessary permission can add Home Works of classes. These Home Work will show up on the student dashboard section.
- **Exams Management :-** Create exam, add exam papers, exam center, timings, date and room number for single class or multiple classes.
- **Publish Exam Time Table :-** Option to publish exam time table which will show up on student dashboard or you can use the shortcode to display exam time table on a particular page of your website.
- **Generate Admit Cards :-** For each exam, generate admit cards for students. Also, publish the admit cards which students can download from student dashboard section.
- **Library Management :-** Manage library books, generate and print student library cards, issue books to students and keep track of books issued and books return.

# School Management System Features



- **Publish Results :-** You can publish the result and admit card Separately without any logging of students, they can get the result using student details and also from dashboard too.
- **Accounting Management :-** This include fee invoice generation, fee payment collection, income management and expense management.
- **Generate Fee Invoices :-** Select students from classes and generate fees invoices in bulk or for a single student. This also supports partial payment collection or one-time payment collection.
- **Fees Collection Form :-** Display fees collection form on a page using a shortcode which allows students to search their names and view pending fee invoices. Students can pay their fees by using a payment method.
- **Payments via Stripe, Razorpay :-** Fee payment can be done by using Stripe, Razorpay, Paytm, etc.
- **Print Fees Invoice and Payment Receipt :-** After adding a fee invoice, it supports the printing of fee invoices. Also, after making a payment, students or staff can print the payment receipt.
- **Manage Expense and Income :-** Add expense categories and income categories. Add expense and income date wise for a school.

# Data Flow in School ERP

**1. Admission Management**

**2. Fee Management**

**3. Print ID Cards**

**4. Managing Staff Attendance**

**5. Library Management**

**6. Student Attendance**

**7. Study Material and Homework**

**8. Notice Board**

**9. Events**

**10. Certificates**

**11. Examination Management**

# 1. Admission Management :

1. Student Admission :Student Admission of new Student will be done by Receptionist (Admin Dept)
  - Receptionist has to fill all basic details of the student .Upload photo and id proof photo of student. Create an email id of the student. Create login id and password as per format for student's Dashboard and Parent's Dashboard. Define fee structure(admission fee, monthly fee, And transport fare if opted for transport facility)
  
2. Fee Submission: Admission Fees Submission Will Be Done By Accountant
  - Accountant has to enter class, section and student name in Add a single invoice according fee type From his Dashboard.
  - He will Automatically get the fee structure of that student defined at the time of Admission .Then, He has to generate an invoice of that student . Total amount will be automatically calculated.
  - Then he can collect payment and generate payment Receipt .
  
3. Admission Successful.(Login Id and Password will be provided to student by receptionist after admission)



## 2. Fee Management :

1. Admission Fee Submission: Admission Fees Submission Will Be Done By Accountant
  - Accountant has to enter class, section and student name in Add a single invoice according fee type From his Dashboard.
  - He will Automatically get the fee structure of that student defined at the time of Admission .Then, He has to generate an invoice of that student . Total amount will be automatically calculated.
  - Then he can collect payment and generate payment Receipt .
  
2. Monthly fee Submission: Accountant can generate invoices in Bulk.
  - Accountant has to select class and section in Create Bulk invoice and Enter the Invoice details for that month and then Invoices for that class will be generated.
  - Whenever the student pay monthly fee, Accountant has to search for his name in Fee Invoices and Collect Payment.

## 2. Fee Management :

3. Transport fee Submission: There are two ways to generate transport invoices

- Whenever the student came to pay monthly fee, Accountant has to select single invoice, and enter student details . He will get Fee structure and also see the previous payment details of that student. Accountant has to enter invoice(transport) details as per the fee structure of that student and generate invoice. After successful generation of Transport fee Invoice Accountant has to collect payment for that invoice and give the receipt to Student .
- Accountant can generate Transport invoices Studentwise (as students in a class have different Fare) at the time when he is generating the Monthly Fee invoices. This is Preferred method because Whenever student or parent come school to pay the fee, Accountant has not to generate transport invoice at that time so this it will take less time for fee submission.

Note: If Student Pay fee from card or cheque or any other option . Accountant can save the cheque details in the Notes option Along with Payment details.

### 3. Print ID Cards :

Anyone who has permission(eg. Assistant Manager (Rashmi Mishra) ) Can print ID aof any class and section after Admission Process.

### 4. Staff Attendance :

- Anyone who has permission can take staff attendance(eg-Rashmi Mishra can manage staff attendance) from her Dashboard.
- He/She can also Approve or unapprove Staff Leave sent from Staff's Dashboard.
- Admin And anyone who has permission can see the Staff attendance.

## 5. Library Management :

- Whenever a student wants to issue a book , Librarian has to Issue library card for that student First Time.
- After issuing a library card , the Librarian will issue books to that student.
- When a student returns the book, Librarian has to change the status of the book to Returned.
- If that student again comes to issue a book, the Librarian need not to issue a library card again, He has to issue books directly.

## 6. Student Attendance :

- Class Incharge can take the attendance of his/her class from their Dashboard.
- Admin's and Faculty with Permissions can manage or view the Attendance of any class.
- As teacher upload the attendance of their class, Students can see their attendance instantly from their dashboard.
- Student have to send a leave request from their Dashboard for leave.
- That leave request will be sent to class incharge and concerned Authority.
- Class incharge or Concerned authority can approve or unapprove the leave request.
- Student can see the Status of leave request from his Dashboard (approved or unapproved).

## 7. Study Material And Homework :

- Teachers and concerned Authority can add study material by specifying the class section and subject.
- Any type of file(eg. PDFs,Images,etc) , URL , Text , books(eg. NCERT Books PDF) etc can be Uploaded as Study Material.
- Students can see the study material in their dashboard.
- Students can visit the link directly from their dashboard, download the PDFs, etc.
- Teachers or concerned Authorities can assign homework to particular section.
- They can upload Homework in PDF formats also.
- Homework will be sent to Student's dashboard.
- Students Can Submit their Homework From Their Dashboard in Pdf,Doc, etc.
- Teacher can view the homework submitted by students from their dashboard.

## 8. NoticeBoard :

- Admins and Concerned authorities can upload notice on noticeboard from their dashboard.
- They can send notice to particular classes, sections and even students
- They can insert any file, URL link, etc with notice .
- Students can see the notice in their Dashboard and download if there is any attachment.

## 9. Events :

- Admins and Concerned authorities can Add Event from their dashboard.
- They can specify the event Date and Add Poster for that Event.
- That event will be visible to all the Students in School in their Dashboard.
- Students Can join the event from their Dashboard so that admin can know how many students are participating in that event
- Admin can see the detail of students who are participating in the event.

## 10. Certificates :

- Teachers or concerned Authorities can add the certificate details
- They can choose an Image of Certificate and insert the details(eg. Student name. Reg no., etc) .
- They have to upload only one image and distribute to students . Our Software will Automatically Change Student name and Class and other details according to Format specified by teacher.
- Students can see and Print Their certificates from Their Dashboard.



## 11. Examination Management :

1. Examination Dept. will Publish Exam Timetable(Datesheet):
  - Concerned Authorities(eg. Examination Dept.- Rampal) has to Add a new exam and enter the basic details of exam.
  - He has to specify the class for which exam is conducted . Our system will automatically Display all the Subjects and Subj. Codes.
  - He has to Define the timetable for Subjects i.e. Date , Timing , Room No. Max Marks for that Subject.
  - After Defining the details for all classes , He has to publish the Timetable.
  - Students Will be able to view Examination Timetable of their class from their dashboard

## 11. Examination Management :

### 2. Generate Admit Cards:

- Concerned Authorities have to generate Admit Cards for The Exams he has Created.
- They have to select the exam and then select the students for whom they want to generate admit cards(eg. Some students haven't paid the fees. Accountant department will send the list of those students to exam department . Then, Exam department has option to not generate admit cards for those selected students.) They have to repeat the same process for all classes.
- After generating Admit cards , Exam Department has to Publish the Admit Cards.
- Students will be able to view and print the Admit Cards from their Dashboard.
- Exam Dept. Can also print the Admit Cards in Bulk For students.

## 11. Examination Management :

3. Uploading Exam Results: This can be done in two ways

- First method: All Subject teachers have to give their respective subject result to class incharge. Then class incharge Has to import csv file(from Bulk Import result) of that exam which contains admitcard no. And student names. Then he has to add marks in front of the student names of all subjects and upload it on the Website. Same process continues for every class . Then, Examination department will review the marks and public the Exam results.
- Second Method: Subject teachers can upload marks for every student of their own subject in SM Exam results. Other teacher has to edit the student result and upload marks of his subject. Same process repeats for all subjects . When marks of all subjects has been uploaded for all students. Examination department will check if there is any error or missing marks and contact respective teacher for any query . After all of this process for all classes, examination department will Publish the exam results.

4. Students will be able to view their marks from their Dashboard.

5. Admins, teachers and other faculty can see the student result from result assessment section by selecting class and section.

# School ERP Subscription Details

# Subscription Details

There will be a service agreement or contract for 1 year(from 1st April to 31st March) which contains all the [policies, terms and conditions](#), Package inclusions and Pricing Details. However, we will give you Free trial for first three months from January to March.

## **Free Trial Includes:**

In the term of free trial we will set up the complete ERP for your school with all modules activated and guide you and your staff regarding every module's working flow. So that by the end of March your staff will be properly Trained before starting of a new session.

# Annual Package Includes:

- [Ready to use School ERP](#) for your School with all modules activated
- Daily Data backups will be sent to you on email
- Data entry of Student and staff details will be done by us
- 3 Training Sessions for every user role
- Technical support
- Security maintenance
- Regular updates
- Email accounts on your domain for every staff.
- Firewalls on Database Server
- [Kaspersky's Internet Security](#) For Admin's and accountant's Workstations
- [Password manager Tool.](#)
- Invoice Printing.
- Printing ID Cards and Admit Cards Module.
- Payment Integration for Fee module

## Pricing Details :

- Your Subscription cost will depend on Subscription term, Billing Cycle and number of students.
- Payment will be done in three installments.
- First payment will be the 40% amount of total cost and shall be done by 10th of First Month of Subscription.
- Second Payment will be the 30% amount of total Cost and shall be done by 10th of 4th Month of Subscription Date.
- Third Payment will be the 30% amount of total Cost and shall be done by 10th of 8th Month of Subscription Date.

# Further Add-ons

## 1. **Online Classes:**

Multiple Zoom Live Classes :- Multiple teachers can create a live class or schedule for a specific date at the same time. School Admin Can also provide the Zoom Id to Teachers using Zoom Api.

## 2. **Email and SMS Notification:**

Send SMS and email notifications to students at the time of new admissions, fee invoice generation, payment receipts generation etc. SMS providers include Nexmo, Twilio, MsgClub, SMS Striker, Textlocal and more. Staff/Teacher can send the homework SMS on student/ parents mobile number and much more

## 3. **Android Mobile School management App :**

It allows students and parents login and manage the student related activities like Home work, Study Material, Book issue, Class Time-table, Attendance , Student profile details , Exam result, admit card, Notification, Events, Fee Invoice, Payment

## 4. **Multi School Campuses:**

It allows Super Admin to Control Multi branches of his school from a single Dashboard.



Questions?

**Thank You**