e-Campus

-: User Manual:-



A Trust Management Software By Step InfoTech



Clerical Module

Introduction (All About eCampus Platform)

eCampus is a comprehensive educational management software designed to streamline operations within educational institutions. It serves as a total management solution for educational trusts, enabling efficient handling of various administrative tasks. The platform integrates multiple modules that cater to the diverse needs of students, staff, and management, fostering an organized environment conducive to learning and administration.

This user manual aims to provide a thorough understanding of the eCampus software, guiding users through its features and functionalities. Whether you are an administrator, teacher, or staff member, this manual will assist you in utilizing the system effectively to enhance your operational efficiency.

Scope

The eCampus software encompasses a wide range of functionalities essential for managing educational institutions. The scope of this manual includes:

- Student Management: Processes related to admissions, account management, attendance, and performance tracking.
- Staff Management: Features for payroll, attendance, and performance evaluations.
- Resource Management: Modules for managing inventory, transport, hostel accommodations, and mess services.
- Academic Management: Tools for examination scheduling, library management, and sports activities.
- Financial Management: Facilities for fee management, accounting, and reporting. The manual is structured to cover each module in detail, providing step-by-step instructions, forms, reports, and best practices to ensure a smooth operational workflow.

eCampus Software Overview

eCampus is designed to facilitate educational institutions in managing their day-to-day operations effectively. The software includes the following key modules:

Student Admission Section

This module manages the entire admission process. It records student details such as personal information, previous education, and documentation. The system generates a unique ID for each student, ensuring easy tracking and retrieval of records. It also allows users to add, update, or delete entries, including backdated information. Documents related to admissions, such as registration forms and medical history, can be uploaded and tracked.

Student Account/Fees Section

After admission, this module facilitates the management of student accounts. It transfers fees based on the unique ID generated during admission and allows for comprehensive financial tracking. Users can generate various financial reports, handle refunds, and manage collections. It integrates with other modules to pull necessary information for accurate fee processing, including bills from the store, laundry, and library.

Student Package

This module receives and organizes student information for school and hostel purposes. It enables the creation of a material master for hostel allocations, defines quantities for items issued, and manages pocket money accounts. Expenses for both school and hostel activities can be tracked and reported efficiently.

Payroll/Personal Section

This module focuses on staff management, including recording personal information, leave management, and payroll processing. It generates payment sheets based on salary structures, allowances, and attendance. Reports for professional tax (PT), provident fund (PF), and employee appraisals are also generated, ensuring compliance and transparency.

Store/Stock Department

This module manages inventory by recording material information and facilitating dispatch according to demand. It generates stock reports on a daily, monthly, and yearly basis, allowing users to track materials effectively. Purchase orders can be created and submitted for approval, while alerts for stock shortages or expirations ensure timely action.

Transport Section

This module organizes student transport logistics by recording vehicle details, driver information, and maintenance schedules. It allocates buses and routes to students, generating reports on bus stop and route-wise student details. Users can maintain logs for vehicle services and fuel consumption, enhancing operational efficiency.

Mess Department

This module manages dining services within the institution, recording daily menus and tracking attendance for students, staff, and guests. It generates consumption and wastage reports, providing insights into food management. Billing details are sent to the accounts department for processing.

Attendance Management

This module records student attendance, utilizing biometric devices or manual entry methods. It generates weekly, monthly, and yearly attendance reports and calculates detention lists for students. Automated attendance letters can be sent to parents through various communication channels.

Exam Department

This module oversees all aspects of examination management, from student allocation to exam scheduling. It generates seating arrangements, invigilation charts, and progress cards. It also allows for the recording of marks and generates reports summarizing performance across different assessments.

Library Department

This module manages library operations, including the recording of books and the generation of barcodes for tracking. It issues library cards to students, manages book loans,

and tracks overdue items. Reports on library usage, including daily, monthly, and yearly statistics, are generated to aid in resource management.

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Hostel Department

This module manages all aspects of hostel life, including room assignments, pocket money management, and material allocation. It tracks attendance for hostel residents and manages interactions with other departments such as laundry and infirmary services.

Maintenance Department

This module records all maintenance-related activities for institutional facilities and equipment. It generates alerts for service requirements and tracks the usage of resources, ensuring optimal functioning of all machines and equipment.

Infirmary/Medical Section

This module manages student health records, including medical history and treatments received. It generates reports on health check-ups and ensures that medical supplies are adequately tracked and maintained.

Laundry Section

This module tracks laundry services for both students and staff. It maintains records of inwards and outwards laundry, generates daily expense reports, and provides insights into material usage and costs.

Sports Section

This module organizes sports activities, tracks student participation, and manages sportsrelated events. It records achievements and helps in the allocation of resources for various sports activities.

Advertisement Section

This module manages institutional advertisements and announcements. It ensures that relevant information is communicated effectively and generates reports on advertisement engagements.

Inward/Outward Section

This module tracks the movement of materials, ensuring proper documentation for all inward and outward transactions. It generates reports to summarize material flow and provides visibility into inventory levels.

Public Relations (PRO) Section

This module manages communications and relationships between various departments. It generates reports and schedules to keep track of public relations activities and engagements.

Teacher Portal

This module provides a platform for teachers to manage their classes, attendance, and assignments. It allows for the generation of class and teacher timetables, ensuring effective management of teaching schedules.

Student Performance Section

This module tracks student performance across various parameters, including attendance, exam results, sports, and assignments. It provides a comprehensive overview of a student's academic journey, aiding in performance analysis and reporting.

Account Linking to Tally

This module integrates financial data with Tally accounting software, ensuring seamless financial management and reporting. It helps maintain accurate financial records and simplifies the accounting process.

Tipni Management

This module handles administrative workflows, including the approval of new work requests, quotation uploads, and billing for various services. It generates management information system (MIS) reports for oversight and planning.

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1. Login Form

The login form is the gateway to accessing the eCampus system. Users must authenticate themselves using their credentials to ensure secure access to school data.

• Educational Year:

 Use the dropdown to select the academic year (e.g., 2024 - 2025). It's important to choose the correct year to ensure that the data accessed is relevant to the current academic activities and records.

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School:

From the dropdown menu, select the school you are affiliated with. This
selection is crucial if the ERP system manages multiple schools within the
educational trust, ensuring that users access the correct institution's data.

Section:

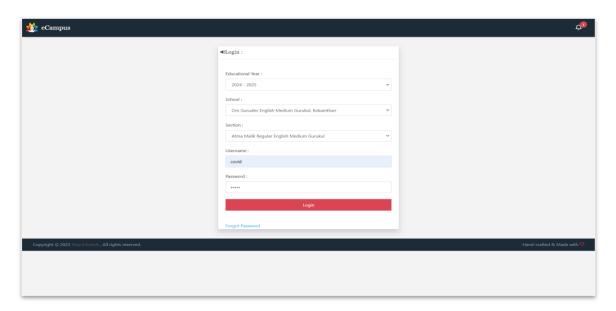
 Select the specific section within the chosen school (e.g., Primary, Secondary). This helps narrow down the data, as the eCampus system may have section-specific information relevant to classes, attendance, and reports.

• Username and Password:

 Enter the login details assigned by the IT department. If you forget your password, use the "Forgot Password" link, which typically initiates a password recovery process via email.

• Login Button:

 Clicking this button validates your credentials. Upon successful authentication, users are redirected to the system's main dashboard, where they can access various functionalities. Ensure all fields are filled correctly to avoid login errors.



2. Dashboard

The dashboard is the central hub for users after logging into the eCampus system. It provides an overview of important metrics and notifications relevant to the user's role.

• Navigation Menu:

o The dashboard typically features a vertical or horizontal navigation menu allowing users to quickly access different modules such as Student Admission, Fee Management, Attendance, and more.

Module: Clerical

• Key Metrics Display:

 The dashboard presents key performance indicators (KPIs), such as the number of students enrolled, total fees collected, attendance rates, and upcoming events. This information is often visualized through charts and graphs for easy comprehension.

• Alerts and Notifications:

o Important alerts, reminders, or notifications regarding school events, deadlines, or pending tasks are prominently displayed. This ensures users stay informed about critical activities and can act promptly.

• Quick Access Widgets:

The dashboard may include customizable widgets that provide quick access to frequently used features, recent reports, or critical data points, enhancing user productivity.

• User Profile Section:

 A section displaying the user's profile information, including the name, role, and a button to update personal details or change passwords, promoting user accountability and security.



3. Enquiry Form

The inquiry form allows prospective students or parents to submit questions or requests for information.

• Fields for Information:

 Users can fill out their contact information, including name, email address, phone number, and the nature of their inquiry (e.g., admission questions, course information). This ensures that the inquiry is routed to the correct department.

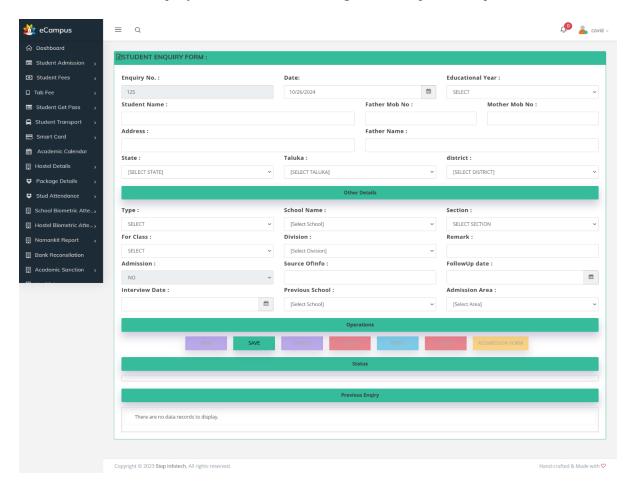
Module: Clerical

• Submission Process:

 Upon clicking the "Submit" button, the inquiry is directed to the appropriate department, such as admissions or student services, ensuring timely communication and follow-up.

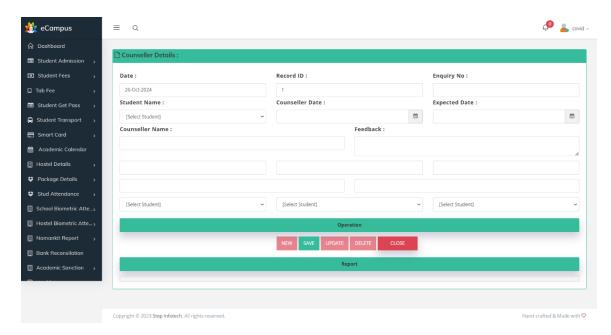
• Confirmation Message:

• After submission, users may receive a confirmation message indicating that their inquiry has been received, along with an expected response timeframe.

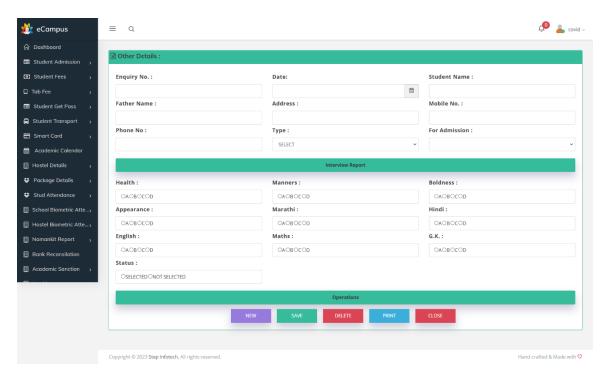


Module: Clerical

Counselor Details:



Student Interview:



4. Student Admission

This screen is used for processing student admissions into the institution.

• Data Entry Fields:

 Administrators can enter student details, including personal information (name, date of birth, address), guardian details, previous education, and any special requirements.

Module: Clerical

• Document Uploads:

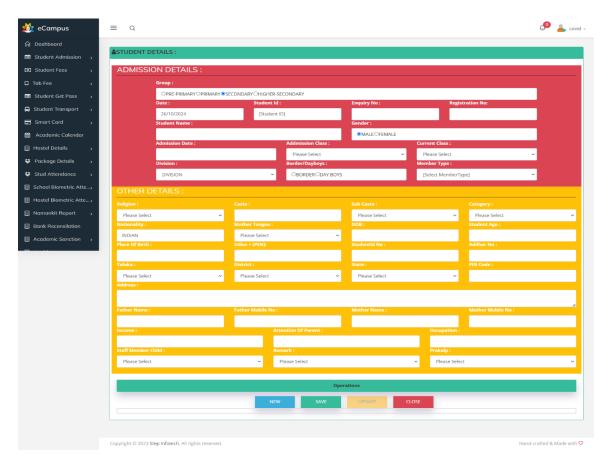
 Users can upload required documents such as birth certificates, transfer certificates, and medical records directly into the system for streamlined processing.

• Unique Student ID Generation:

The system generates a unique student ID upon successful admission, which
is crucial for tracking the student's records throughout their academic
journey.

Application Status Tracking:

 This screen may also provide status updates on the admission process, helping users keep track of submitted applications and their approval stages.



5. Student ID Card Excel List

This feature displays a list of students for whom ID cards need to be generated.

• Overview of Students:

 The list includes essential information such as student names, classes, and ID statuses. Administrators can view, edit, and update this list as needed.

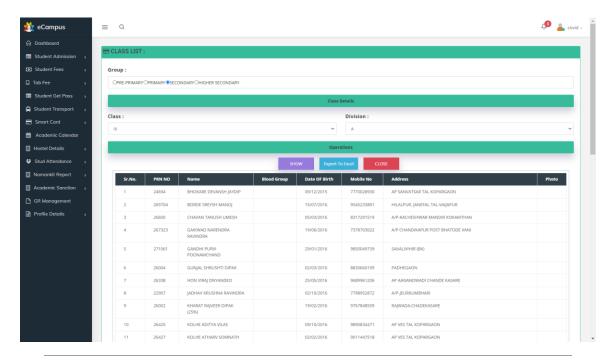
Module: Clerical

• ID Card Generation Process:

 Users can select multiple students to generate ID cards in bulk, streamlining the administrative process. The option to export this list in Excel format is provided for offline processing or printing.

• Ease of Access:

 The Excel list allows for easy filtering and sorting, enabling administrators to manage large numbers of student records effectively.



6. Student Other Details

Module: Clerical

This screen captures additional details about the student beyond basic admission information.

• Comprehensive Data Entry:

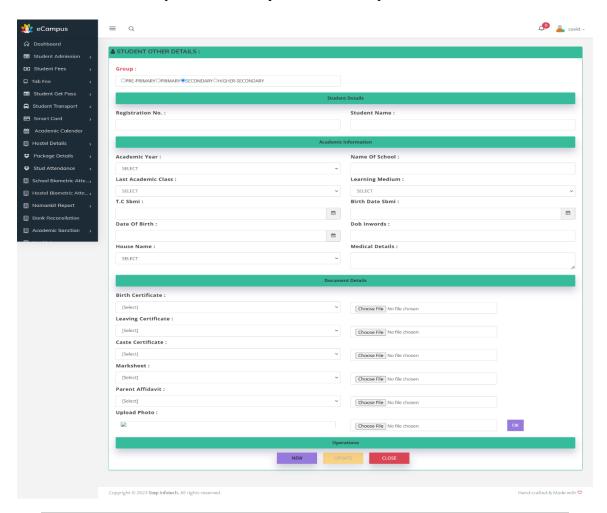
• Users can input information such as emergency contacts, medical history, extracurricular interests, and any specific notes about the student's needs.

• Enhanced Student Profiles:

• This additional information provides a holistic view of each student, aiding teachers and staff in providing personalized support and engagement.

• Data Management Features:

• Administrators can easily update or modify entries, ensuring that the student profiles are always accurate and up-to-date.



7. Promote Class

This interface allows the promotion of students to the next class or grade level.

• Selection Process:

o Administrators can select students for promotion based on their academic performance, ensuring that only eligible students advance to the next grade.

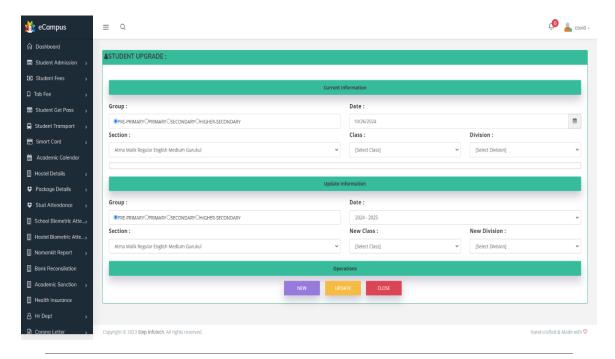
Module: Clerical

• Bulk Promotion Options:

o This feature facilitates efficient processing of class promotions at the end of the academic year, allowing for bulk selection and promotion.

• Reports Generation:

 After promotions are confirmed, the system generates reports detailing which students were promoted, along with their previous and new class assignments.



8. Promote Student Class

Similar to the "Promote Class" section, this focuses on individual student promotions.

• Detailed Student Review:

 Users can review performance metrics, attendance records, and feedback for each student before confirming their promotion to the next class.

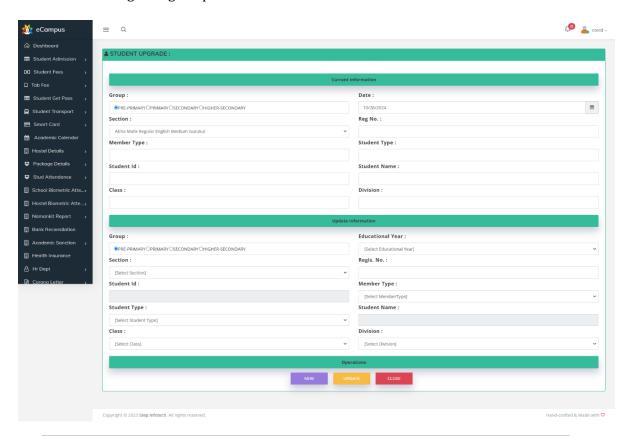
Module: Clerical

• Performance Metrics:

 This section provides access to academic records, including grades and teacher comments, ensuring informed decision-making.

• Notification Features:

 After confirmation, notifications can be sent to parents or guardians regarding the promotion status of their child.



9. Update Student Registration

This screen enables users to make changes to existing student registration details.

Editable Fields:

o Administrators can update personal information, class enrollment, and contact details, allowing for accurate and timely data management.

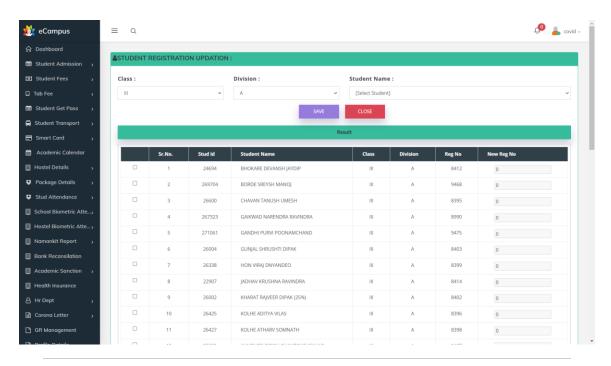
Module: Clerical

• Record Keeping:

 \circ $\,$ All updates are logged in the system for auditing purposes, ensuring that changes are traceable.

• User-Friendly Interface:

• The design allows for easy navigation and quick updates, enhancing the administrative workflow.



10. Update Division

This function allows for the modification of a student's division or class assignment.

• Reassignment Process:

 Users can reassign students based on changing requirements or preferences, which may include curricular needs or special education considerations.

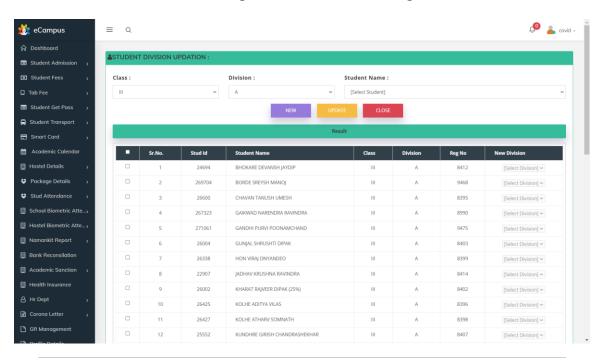
Module: Clerical

• Tracking Changes:

The system tracks all changes made to student divisions, providing a history of reassignment for future reference.

• Notification System:

o Once updates are made, the system can notify relevant staff, such as class teachers, about changes in student division assignments.



11. Generate Bonafide

This feature allows users to generate a bonafide certificate for students.

• Certificate Customization:

 The bonafide certificate can be customized with student details and purpose (e.g., for applying to another school, scholarship applications), ensuring it meets the requirements.

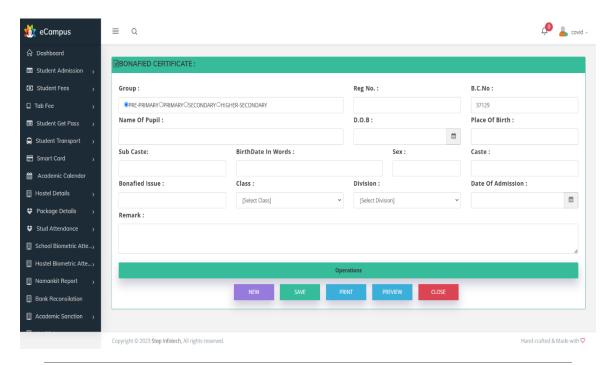
Module: Clerical

• Streamlined Process:

• The system simplifies the certificate generation process, reducing the administrative burden and enhancing efficiency.

• Printing and Export Options:

 After generation, users can print the certificate directly or save it as a PDF for electronic distribution.



12. LC Demand (Leaving Certificate Demand)

Manages requests for leaving certificates from students who are exiting the institution.

• Request Processing:

 Users can view, approve, or deny requests for leaving certificates. The system maintains a record of all requests for compliance and auditing purposes.

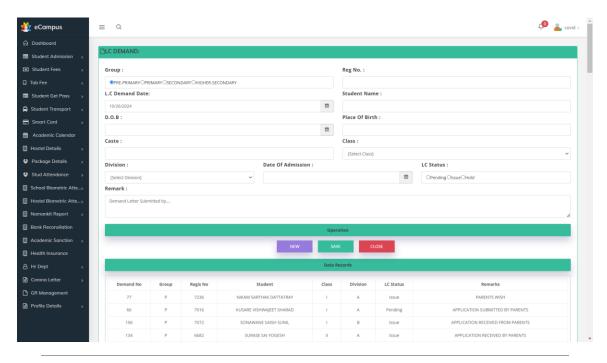
Module: Clerical

• Communication Tools:

 Notifications can be sent to students and parents regarding the status of their LC requests, ensuring transparent communication.

• Document Uploads:

 Students may need to upload relevant documents for LC processing, which can be managed through this feature.



13. English Medium LC

Specifically manages leaving certificate requests for students in the English medium.

• Filtered Processing:

o Focuses on the unique requirements and processes related to English medium students, ensuring adherence to institutional policies.

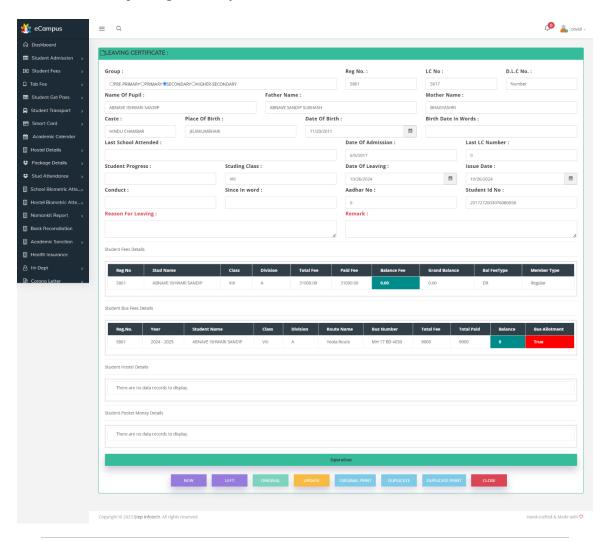
Module: Clerical

• Compliance Management:

 Ensures that requests are processed according to specific guidelines set for English medium students.

Data Tracking:

 Facilitates better tracking of requests from English medium students for reporting and analysis.



14. Marathi Medium LC

Manages leaving certificate requests for students in the Marathi medium.

• Tailored Processing:

o Similar to the English Medium LC section but focuses on the Marathi medium, ensuring compliance with medium-specific guidelines.

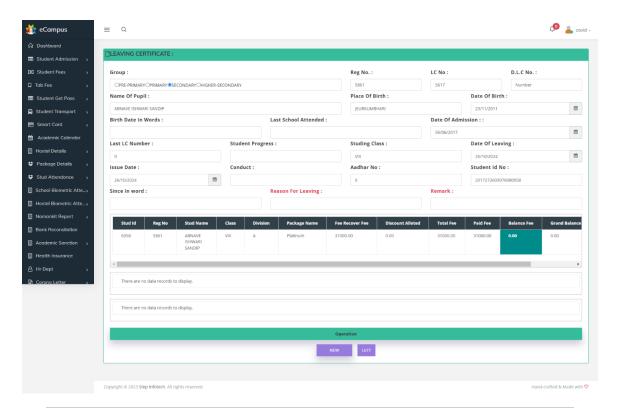
Module: Clerical

• Efficiency Tracking:

Facilitates efficient management of requests, helping staff monitor progress and status.

• Reporting Features:

 Provides reports on LC requests processed for Marathi medium students for administrative review.



15. CBSE LC Details

Specifically handles requests for leaving certificates for students following the CBSE curriculum.

• Custom Processing:

o Ensures compliance with CBSE guidelines for certificate issuance, streamlining the approval process.

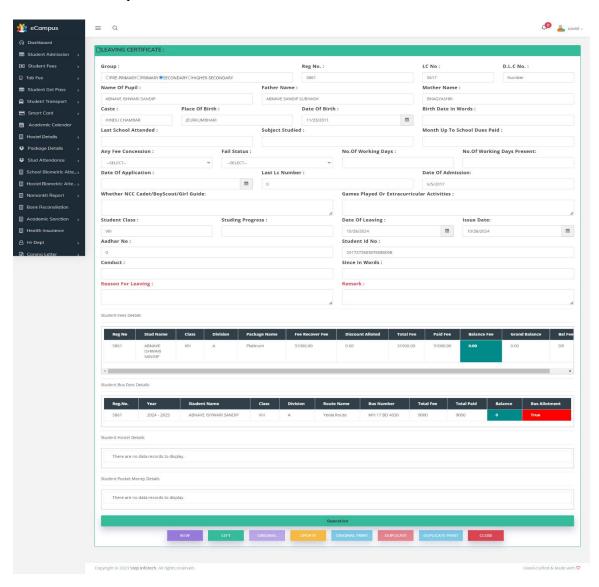
Module: Clerical

• Comprehensive Tracking:

 Facilitates better tracking of requests from CBSE students, providing insights into trends and needs.

• Communication Features:

 \circ $\,$ Sends notifications to students and parents regarding the status of their requests.



16. Class List Report

Provides a report of students organized by class.

• Comprehensive Overview:

• Useful for administrators to get an overview of class sizes and student distributions, aiding in resource allocation.

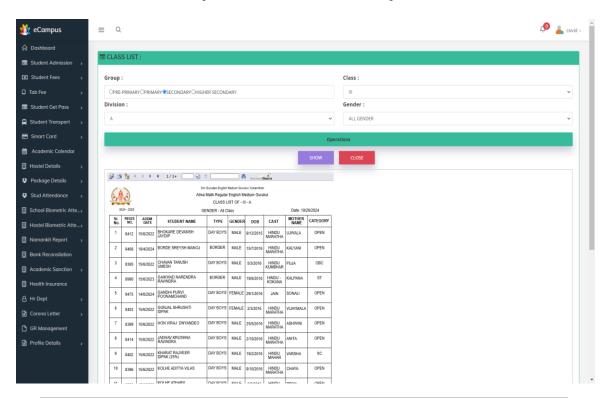
Module: Clerical

• Data Management:

The report can be exported for offline use, allowing for further analysis and record-keeping.

• Sorting and Filtering:

o Administrators can sort and filter the list based on various criteria, such as attendance or performance, to tailor their reports.



17. Drop Box List

Displays a list of items submitted via a drop box feature, likely for document submissions.

• Tracking Submissions:

 Users can track submissions, ensuring that all documents are accounted for and processed.

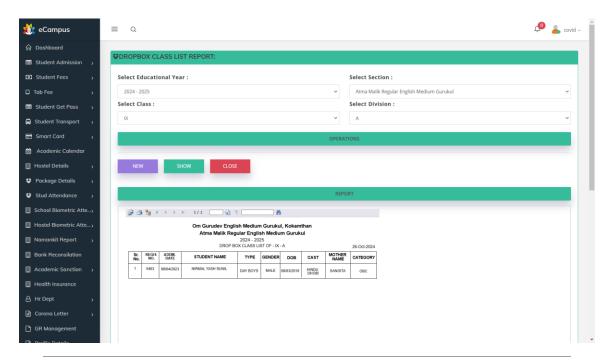
Module: Clerical

• User-Friendly Management:

o Administrators can easily follow up on submissions, maintaining an organized record for efficient handling.

• Document Retrieval:

 Facilitates quick retrieval of submitted documents when needed for processing or reference.



18. Class Wise Aadhar No.

Manages and displays Aadhar numbers for students categorized by class.

• Identification Management:

This feature aids in maintaining accurate records for identification purposes, essential for compliance with government regulations.

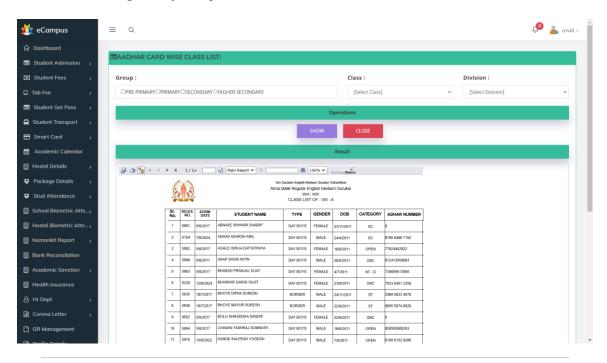
Module: Clerical

• Data Accuracy:

 \circ $\,$ Ensures that all student identification information is up-to-date and accessible to authorized personnel.

• Reporting Capabilities:

• Enables easy reporting of Aadhar details for administrative needs, ensuring regulatory compliance.



19. Category Wise Strength Report

Generates reports on student distribution based on various categories (e.g., grade, gender).

• Analytics:

o Provides insights into student demographics, helping administrators make informed decisions regarding resource allocation and policy-making.

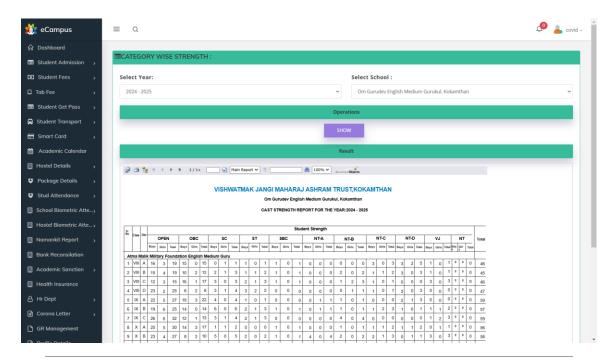
Module: Clerical

• Trend Analysis:

 Useful for identifying trends in student admissions and distributions over time.

• Visual Representation:

o Often presented in graphical format for easier interpretation, aiding in strategic planning.



20. Class Wise Strength Report

Provides data on the number of students in each class.

• Enrollment Overview:

 Helps in monitoring class sizes, which is critical for effective resource allocation and teacher assignments.

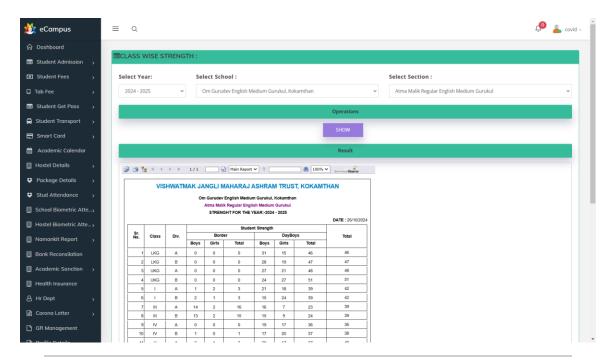
Module: Clerical

• Reporting Features:

• Facilitates reporting for administrative and educational planning, ensuring compliance with class size regulations.

• Historical Data Access:

Allows for historical comparisons, helping to identify trends in enrollment.



21. General Register

Maintains a comprehensive register of all students.

• Data Compilation:

o Administrators can access detailed records for auditing and tracking purposes, ensuring accountability and transparency.

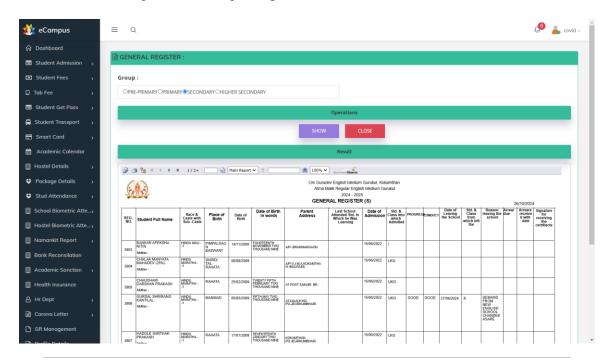
Module: Clerical

• Easy Navigation:

• The interface is designed for easy navigation, allowing quick searches for specific student records.

• Record Integrity:

 Supports maintaining accurate and complete student records, essential for compliance and reporting.



22. LC Register

A dedicated register for tracking leaving certificates issued.

• Request Management:

 Maintains a detailed record of all LC requests processed, ensuring proper documentation.

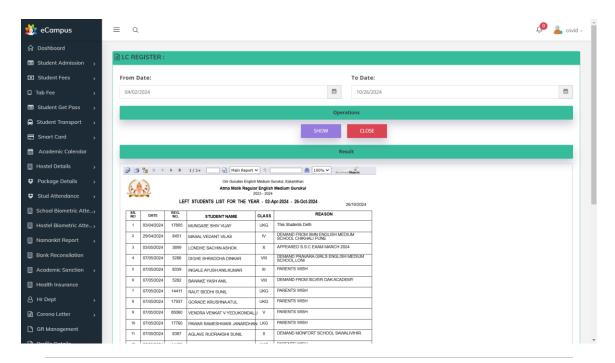
Module: Clerical

• Compliance Tracking:

Facilitates adherence to institutional policies regarding the issuance of leaving certificates.

• Data Retrieval:

 Easy retrieval of records for audits and reporting purposes, ensuring that all LC transactions are documented.



23. New Admission Register

Tracks all new admissions for the academic year.

• Admissions Overview:

 Helps in maintaining organized records for reporting and analysis, making it easy to track trends in student admissions.

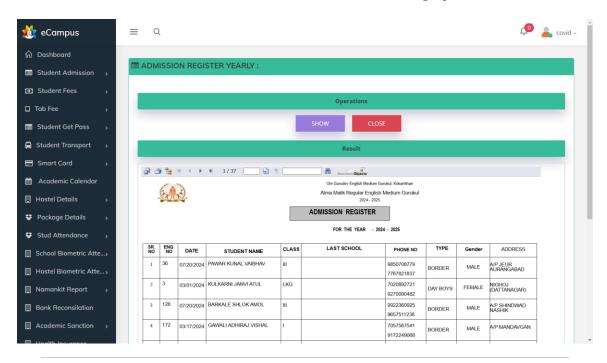
Module: Clerical

• Streamlined Processes:

 Facilitates better management of new student admissions, ensuring a smooth onboarding process.

• Data Management:

o Administrators can filter and sort admission records based on various criteria, such as admission dates or student demographics.



24. Fee Transfer

Manages the transfer of fees between accounts.

• Financial Tracking:

 Enables accurate tracking of financial transactions within the system, supporting efficient financial management.

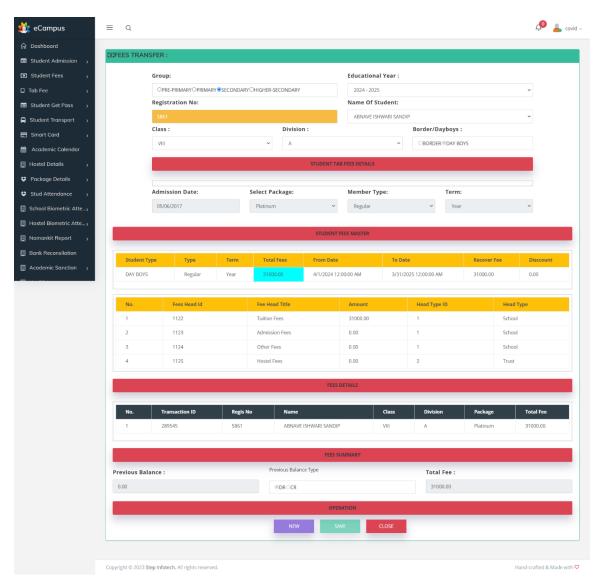
Module: Clerical

• Streamlined Accounting:

Supports reconciliation of accounts efficiently, ensuring that all financial activities are accurately recorded.

Audit Trail:

 The system maintains an audit trail of all transactions, which is essential for compliance and reporting.



25. Student Personal Account

Displays financial details for individual students.

• Account Overview:

o Students can view their fee status, payments made, and outstanding balances, promoting transparency in financial dealings.

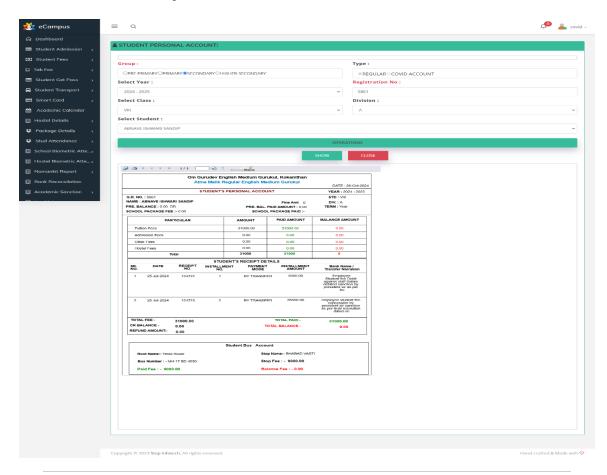
Module: Clerical

• Payment History:

o Includes a detailed history of all transactions, helping students and parents understand their financial obligations.

• Actionable Features:

 May include options for making payments or requesting refunds directly from the personal account interface.



26. Regular Fees Receipt

Generates receipts for regular fee payments.

• Receipt Generation:

 Provides proof of payment for students and parents, which is crucial for recordkeeping and financial audits.

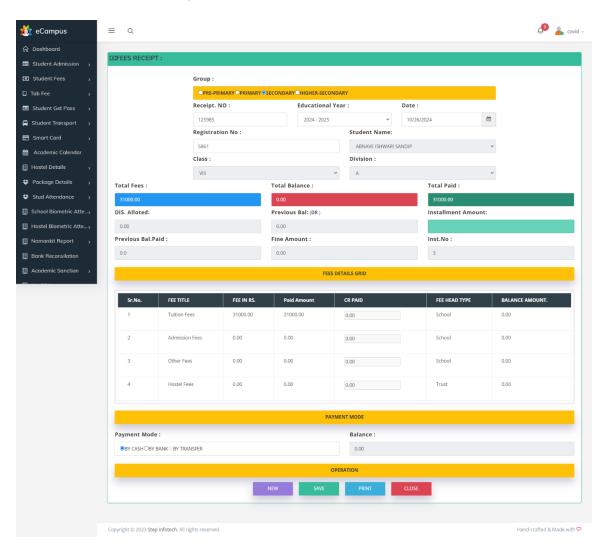
Module: Clerical

Ease of Access:

 Simplifies the process of retrieving receipts for financial records, allowing for quick access when needed.

• Template Customization:

 Receipts may be customizable, allowing institutions to include logos and specific details as required.



27. Fees Receipt Reprint

Allows users to reprint previously generated fee receipts.

• Duplicate Receipt Management:

 Useful for providing duplicates upon request, ensuring that users have access to necessary documents.

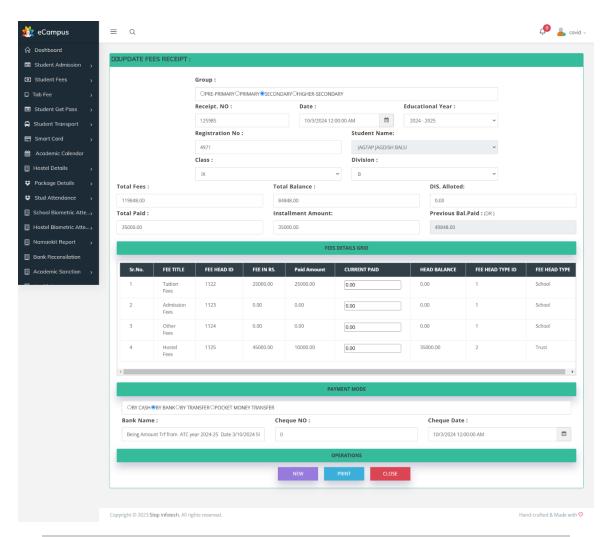
Module: Clerical

• User-Friendly Process:

Typically includes a search feature to locate specific receipts based on date, student name, or transaction ID.

• Record Maintenance:

 Supports maintaining accurate financial records for audits and reconciliations.



28. Previous Balance Fees Collection

Manages and reports on the collection of outstanding balances from previous periods.

• Outstanding Balances:

• Helps in tracking overdue payments, ensuring that collection efforts are efficient and timely.

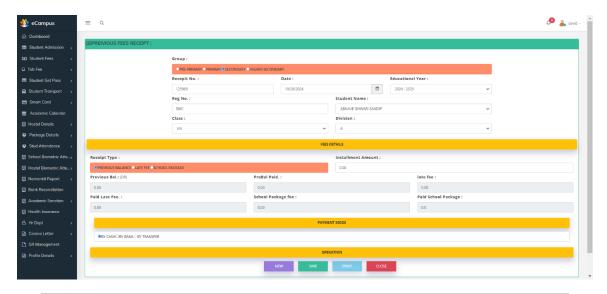
Module: Clerical

• Reporting Features:

 \circ $\;$ Facilitates reporting for financial planning and audits, allowing institutions to assess their collection strategies.

• Communication Tools:

 May include features for sending reminders to students or parents about outstanding balances.



29. Other Fees Collection

Manages fees collected for non-regular services.

• Additional Revenue Tracking:

Provides visibility into additional charges, ensuring that all sources of income are accounted for.

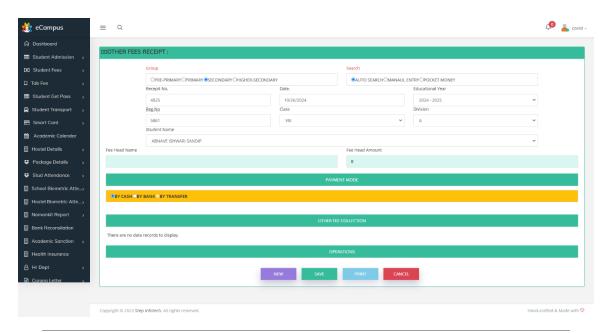
Module: Clerical

• Financial Insights:

o Supports financial analysis and reporting, helping institutions understand their revenue streams better.

• User-Friendly Management:

o Simplifies the tracking and reporting of additional fees, such as extracurricular activities or special events.



30. Fees Dues Summary

Summarizes outstanding fees across all students.

Overview of Dues:

 Useful for financial reporting and collections efforts, allowing institutions to prioritize their collection activities.

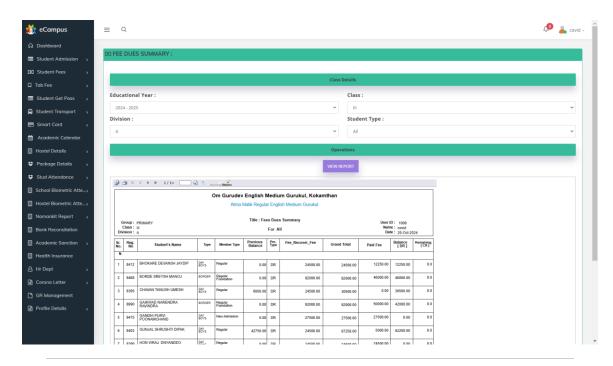
Module: Clerical

• Analytics:

 Aids in identifying trends in fee payments, helping to adjust strategies as needed.

• Data Management:

 Provides the capability to generate reports that can be shared with financial stakeholders.



31. Refund and Discount Summary

Tracks refunds issued and discounts applied to student fees.

• Financial Adjustments:

Ensures transparency in financial dealings, allowing for easy tracking of adjustments made to accounts.

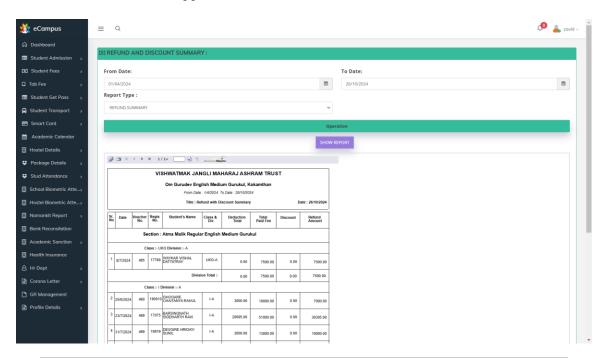
Module: Clerical

• Reporting Capabilities:

 \circ $\;$ Facilitates auditing and financial analysis by providing comprehensive reports on refunds and discounts.

• User Notifications:

 May include alerts to inform relevant parties about issued refunds or discounts applied.



32. Class Division Wise Fees Summary

Summarizes fees collected by class and division.

Detailed Financial Overview:

 Helps in understanding the financial health per division, allowing for better budgeting and resource allocation.

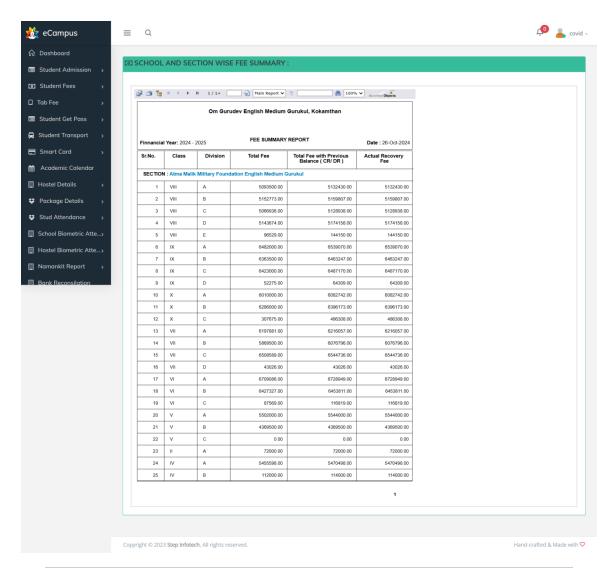
Module: Clerical

• Data Visualization:

 \circ Often presented in charts or graphs for easier interpretation by administrators.

Historical Comparisons:

 Provides insights into how fee collection trends have changed over time across different classes.



33. Headwise Fees Summary

Provides a breakdown of fees collected by different heads (tuition, extracurricular, etc.).

Detailed Insights:

 Useful for financial analysis, allowing institutions to see where their revenue is coming from and identify areas for improvement.

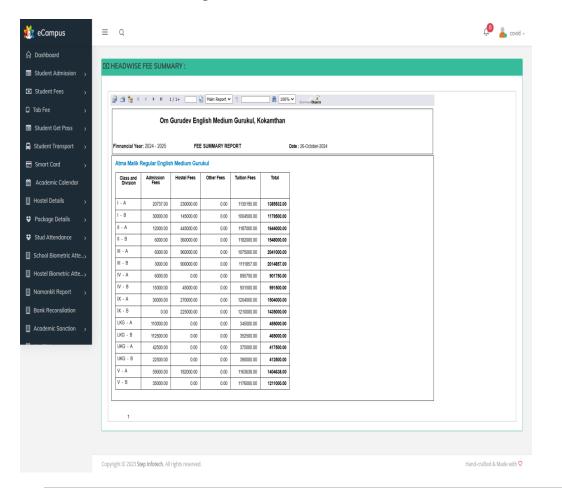
Module: Clerical

Budgeting Support:

 Assists in creating budgets for various departments based on actual income from different fee heads.

• Custom Reports:

 Users can generate custom reports based on specific criteria or time frames for better insights.



34. Consolidated Divisionwise Fees Summary

Offers a comprehensive view of fees collected across all divisions.

• Comprehensive Reporting:

 Supports strategic financial planning by providing a complete overview of income across divisions.

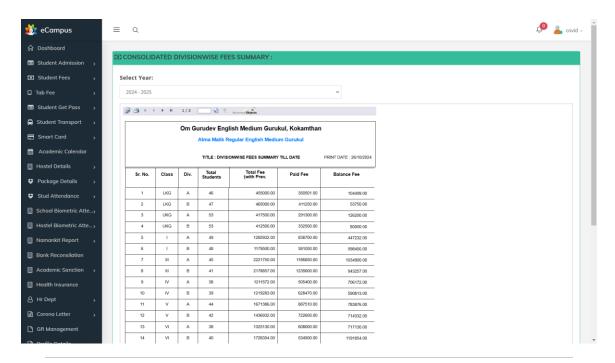
Module: Clerical

• Data Analysis Tools:

 Facilitates deeper insights into overall financial health, helping to inform institutional strategies.

• Ease of Access:

 Users can export this summary for external reporting or presentations as needed.



35. Previous Balance Summary

Summarizes historical outstanding balances.

• Historical Data Analysis:

 Useful for understanding trends in fee payments and identifying persistent issues with collections.

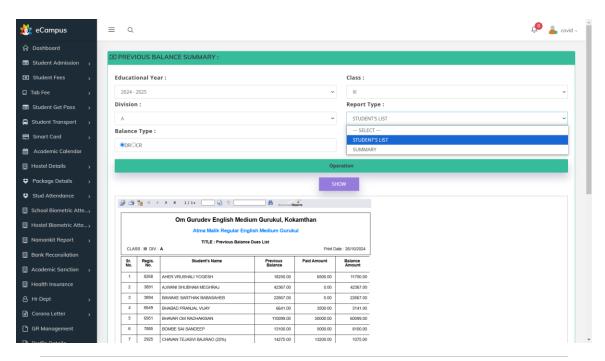
Module: Clerical

• Financial Planning:

• Aids in forecasting future revenue by analyzing past dues data.

• Compliance Support:

o Ensures adherence to institutional policies regarding fee collections.



36. Class and Division Wise Fees Register

Maintains detailed records of fees per class and division.

• Comprehensive Record Keeping:

 Supports auditing and accountability, ensuring that all financial transactions are well-documented.

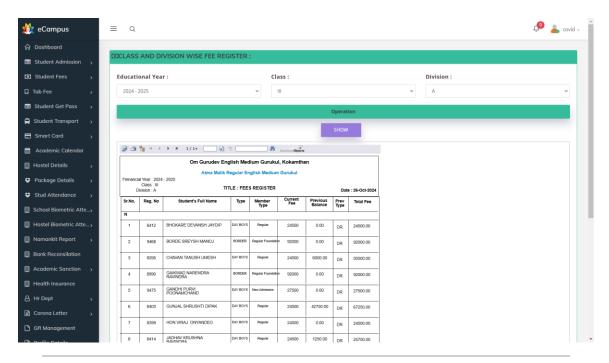
Module: Clerical

• User-Friendly Interface:

 Allows for easy navigation and searching within the register to locate specific student fee records.

• Data Management Features:

o Facilitates bulk operations for updating records or generating reports.



37. Sorted Dues Register

Organizes outstanding dues by various sorting criteria.

• Enhanced Tracking:

 Facilitates easier tracking of overdue payments, helping to prioritize collection efforts.

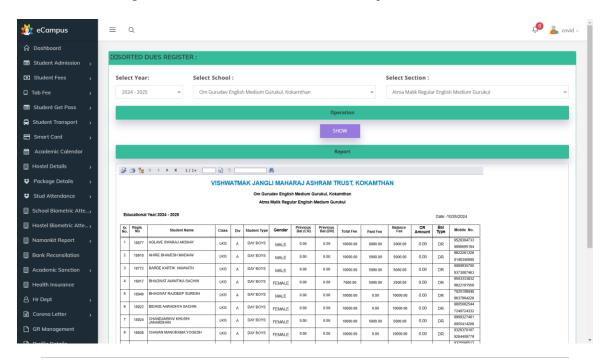
Module: Clerical

• User-Friendly Management:

 The sorting functionality allows users to quickly identify the most critical dues based on different parameters.

• Data Reporting:

 Enables the generation of reports focused on outstanding balances for targeted communication with students or parents.



38. Dues Register

Comprehensive register of all dues owed by students.

• Tracking Outstanding Balances:

 Supports collections efforts by providing a detailed overview of what is owed by each student.

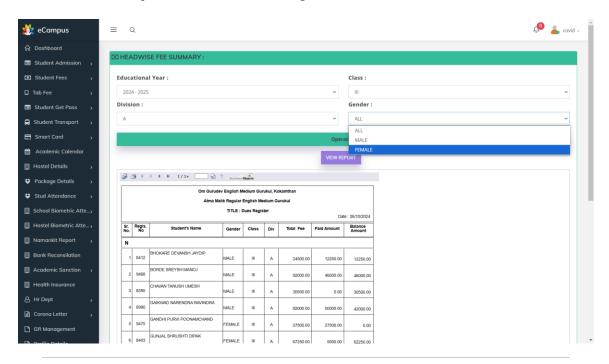
Module: Clerical

• Reporting Capabilities:

 Facilitates detailed financial analysis and helps identify trends in nonpayment.

• Communication Tools:

 May include features for generating reminder letters or emails to students and parents about outstanding dues.



39. Head Wise Dues Register

Tracks dues categorized by fee head.

Detailed Insights:

o Provides a breakdown of outstanding balances by fee type (e.g., tuition, sports, library), enabling targeted collection efforts.

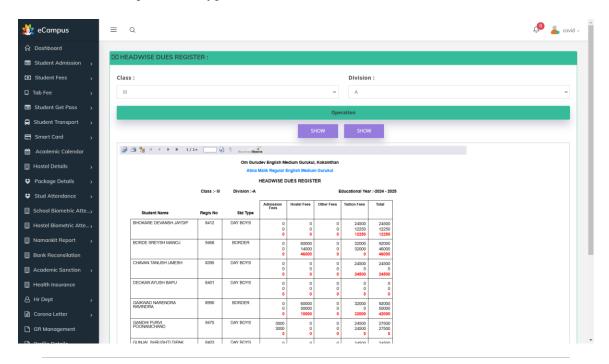
Module: Clerical

• Financial Management:

 Aids in prioritizing collection strategies based on the fee head that has the highest outstanding dues.

• Historical Tracking:

 Facilitates understanding of trends over time in payment behaviors related to specific fee types.



40. Historical Fee Dues

Maintains records of past fee dues for reference.

• Historical Tracking:

 Supports trend analysis and forecasting by keeping a detailed record of all outstanding dues over time.

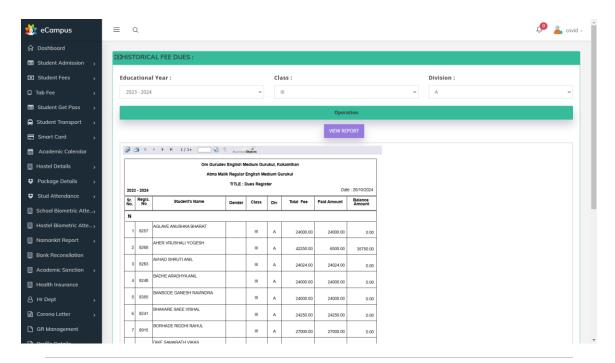
Module: Clerical

• Compliance Support:

 Ensures adherence to institutional policies and helps identify areas for improvement in collection processes.

• Data Accessibility:

 Allows users to easily retrieve historical dues information for audits or financial reviews.



41. Historical Consolidated Fees Summary

Summarizes past fees collected across all categories.

• Comprehensive Overview:

 Useful for historical financial reporting and analysis, providing insights into overall revenue trends.

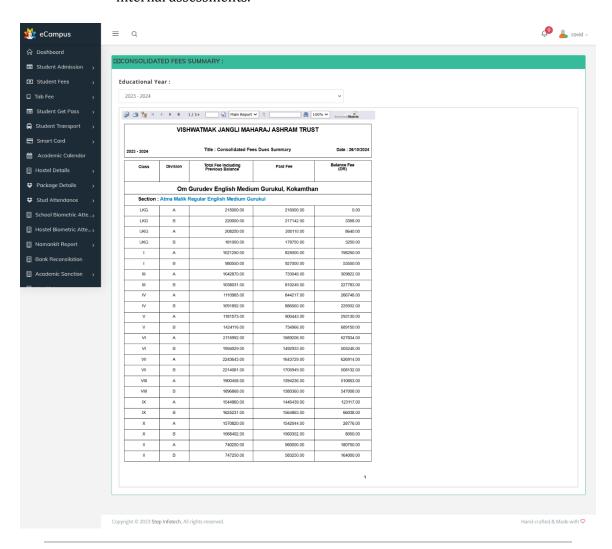
Module: Clerical

• Data Analysis:

o Aids in identifying long-term trends that can inform future budgetary decisions and financial planning.

• Report Generation:

 Users can generate detailed reports to present to stakeholders or for internal assessments.



42. Collection of Other Fees Report

Reports on collections from non-regular fee sources.

Additional Revenue Tracking:

o Provides transparency in additional revenue streams, ensuring that all sources of income are accounted for.

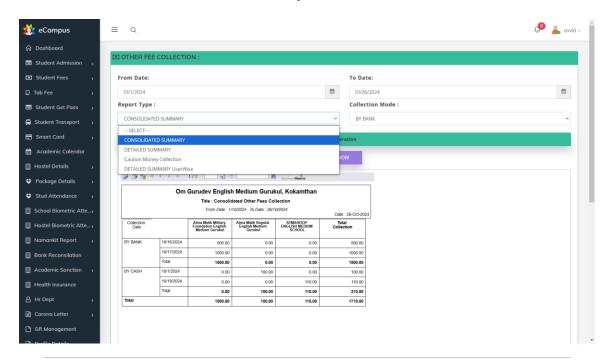
Module: Clerical

• Financial Reporting:

 Supports detailed financial analysis, helping institutions understand their overall financial health.

• User-Friendly Management:

o Simplifies the tracking and reporting of additional fees, such as extracurricular activities or special events.



43. Regular Fees Collection Report

Reports on collections of regular fees.

• Financial Overview:

 Essential for budgeting and planning, providing an accurate picture of current financial standings.

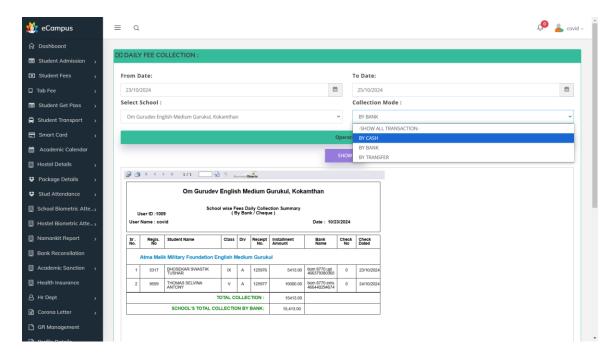
Module: Clerical

• Detailed Reporting:

 Facilitates monitoring of financial health, helping administrators make informed decisions.

• Data Accessibility:

 Users can export reports for further analysis or presentations to stakeholders.



44. Daily Userwise Fees Collection

Tracks daily fees collected by user.

• Monitoring Collections:

 Useful for evaluating the performance of finance staff, ensuring accountability in fee collections.

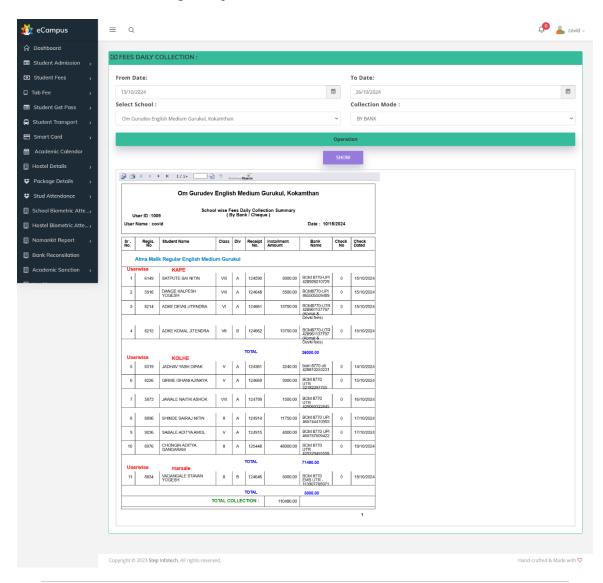
Module: Clerical

Daily Reporting Features:

o Facilitates the generation of daily financial reports to assess collection strategies' effectiveness.

• Performance Metrics:

o Provides insights into individual staff performance, helping identify areas for training or improvement.



45. Daily Headwise Fees Collection

Tracks fees collected daily, categorized by head.

• Detailed Insights:

 Provides visibility into daily collections per fee head, helping administrators understand revenue flows.

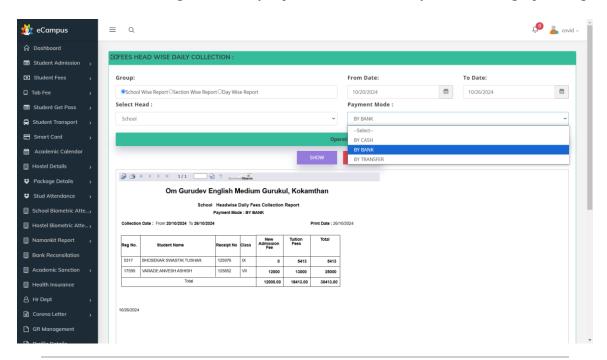
Module: Clerical

• Performance Monitoring:

 \circ $\,$ Aids in evaluating collection strategies, allowing for quick adjustments if targets are not met.

• Report Generation:

o Users can generate daily reports for detailed analysis and strategic planning.



46. Previous Balance Daily Fees Collection

Tracks daily collections of previous outstanding balances.

• Payment Tracking:

 Useful for monitoring efforts to collect overdue payments, helping administrators stay on top of financial obligations.

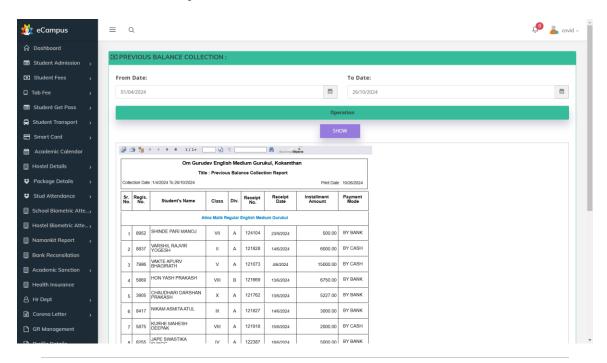
Module: Clerical

• Daily Reporting Features:

 Supports daily financial analysis, allowing institutions to react promptly to collection trends.

• Communication Tools:

 May include features for sending reminders about outstanding balances to students or parents.



47. Class Wise Fine Report

Tracks fines collected from students organized by class.

• Fine Management:

 Helps manage and monitor fines effectively, ensuring that all collected fines are documented.

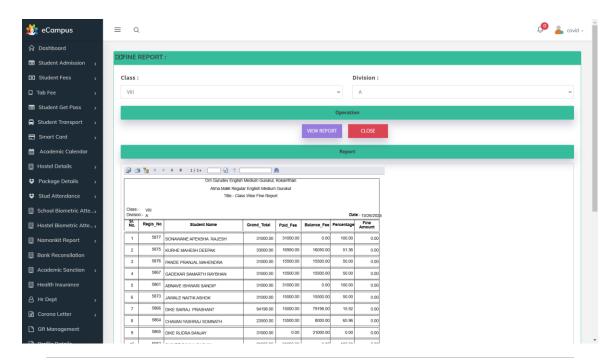
Module: Clerical

• Reporting Capabilities:

o Provides detailed insights into fine collections, helping to ensure fairness and compliance with institutional policies.

• Trends Analysis:

 Facilitates analysis of fine trends over time, enabling adjustments to policies if needed.



48. Student After Diwali Fees Paid Circular Class, Division, Gender Wise

Reports on fees paid by students categorized by class, division, and gender after Diwali.

• Categorical Insights:

 Useful for understanding payment behaviors across demographics, helping tailor collection strategies.

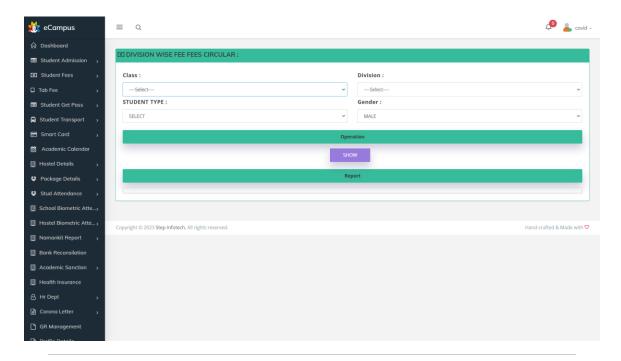
Module: Clerical

• Strategic Planning:

 $\circ\quad$ Assists in planning for future collections based on trends observed in the report.

• Data Visualization:

o Often presented in visual formats for easier interpretation by administrators.



49. Student Bus Fees Personal Account

Displays personal accounts for bus fees associated with each student.

• Account Overview:

 Provides insights into individual student bus fees and payments, helping parents track transportation costs.

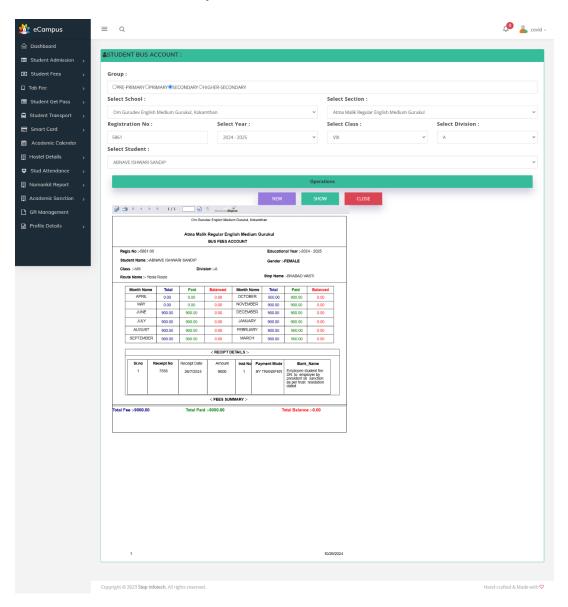
Module: Clerical

• Payment History:

Includes a detailed history of all transactions related to bus fees, promoting transparency.

• Actionable Features:

 May include options for making payments or requesting adjustments to bus services directly from the account interface.



50. Student Bus Fees Deallocation Request

Allows students or parents to request deallocation of bus fees.

• Request Processing:

 Facilitates the submission of deallocation requests, which can be approved or denied by administrators.

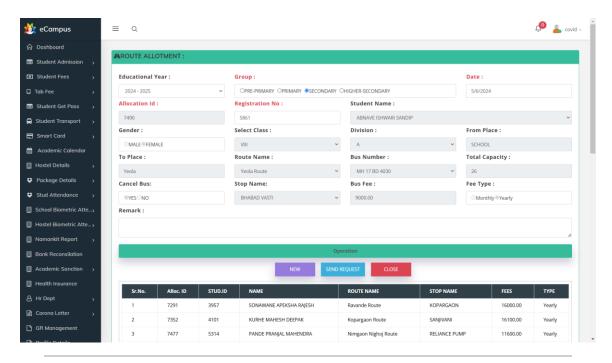
Module: Clerical

• Tracking Requests:

Maintains records of all requests for auditing and compliance purposes, ensuring accountability.

• User Notifications:

o May include notifications to inform users about the status of their requests.



51. Bus Fees Register

Tracks all bus fees collected from students.

• Comprehensive Overview:

o Provides a detailed record of bus fee transactions, aiding in financial transparency.

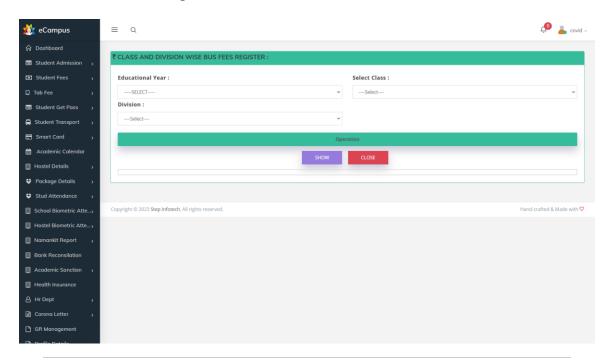
Module: Clerical

• Reporting Features:

o Supports management in monitoring transportation-related finances, ensuring all collections are accounted for.

• Data Management:

 \circ Users can filter and sort records for specific time periods or criteria for better insights.



52. Student Hostel Gatepass

Manages gatepass requests for hostel students.

• Request Management:

• Facilitates the submission and approval of gatepass requests, ensuring that proper protocols are followed.

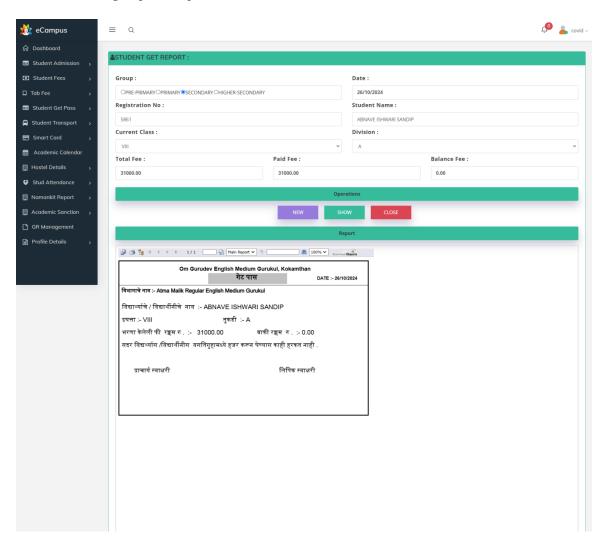
Module: Clerical

Record Keeping:

 Ensures that all gatepass activities are documented for security and compliance.

• Notification Features:

 Sends notifications to students regarding the approval or denial of their gatepass requests.



53. Hostel Deallocation Request

Allows students or parents to request deallocation from the hostel.

Request Processing:

 Enables users to submit deallocation requests, with tracking features to monitor status.

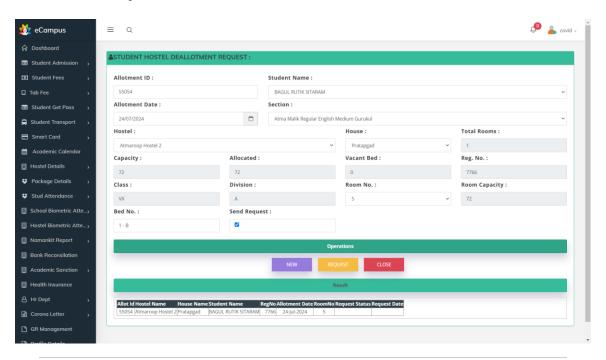
Module: Clerical

• Documentation:

 Keeps a record of all deallocation requests for compliance and future reference.

• Communication Tools:

 \circ Facilitates communication with students regarding the status of their requests.



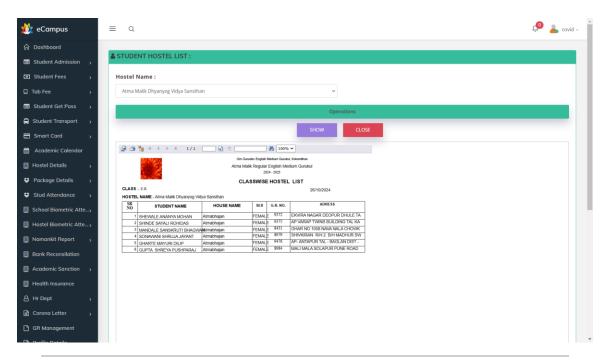
54. Student Hostel Allotment Report

Displays reports on hostel allotments for students.

- Overview of Allotments:
 - o Helps administrators manage and track hostel accommodations efficiently.

Module: Clerical

- Data Management:
 - Facilitates the allocation process by providing a structured report on which students are assigned to which hostel facilities.
- Analysis Capabilities:
 - Supports data analysis for effective planning and resource allocation in hostel management.



55. Namankit All Report

A comprehensive report of various activities or data entries related to students.

• Data Compilation:

o Offers a detailed overview of student activities, including admissions, attendance, and academic performance.

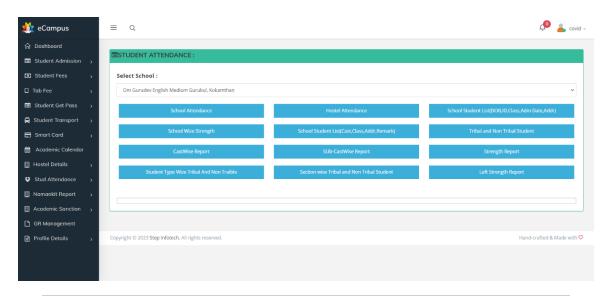
Module: Clerical

• Reporting Features:

 Supports effective management and analysis of student-related data, providing insights for institutional decision-making.

• Customizable Reports:

 Users can customize reports based on specific criteria or data points for deeper analysis.



56. Academic Sanction

Manages academic sanctions and approvals.

• Request Processing:

 Facilitates the submission and review of academic sanction requests, which may include disciplinary actions or academic probation.

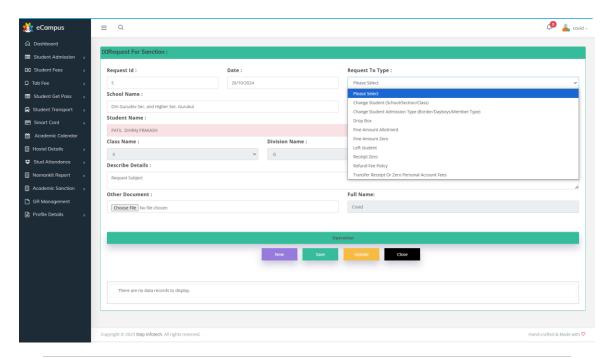
Module: Clerical

• Tracking Sanctions:

 Maintains records of all sanctions for accountability and compliance with institutional policies.

• Reporting Features:

o Provides administrators with the ability to generate reports on academic sanctions issued.



57. View Sanction Request

Displays all sanction requests submitted.

• Request Management:

o Administrators can view, approve, or deny requests, streamlining the sanction process.

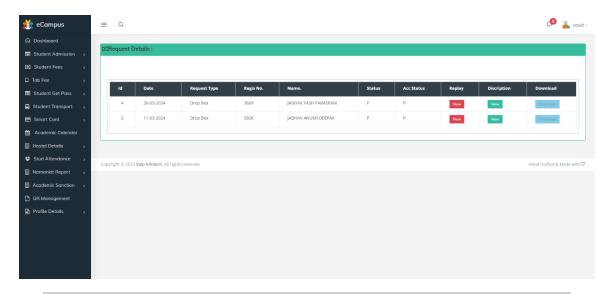
Module: Clerical

• Efficiency:

 Ensures a streamlined process for handling sanctions, allowing for quick decision-making.

• Audit Trail:

o Maintains an audit trail of all sanction requests for future reference.



58. Academic Calendar

Displays the academic calendar for the institution.

• Overview of Important Dates:

o Provides users with key dates related to the academic year, including term start and end dates, examination schedules, and holidays.

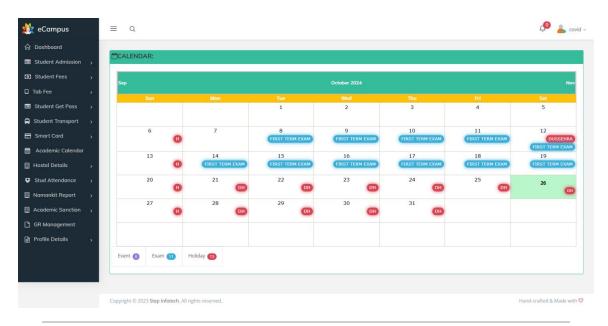
Module: Clerical

Planning Tool:

• Aids in planning and scheduling activities within the institution, ensuring that everyone is aware of critical academic timelines.

• Accessibility:

o Users can easily access the calendar and print it for distribution if necessary.



59. Update Password

Allows users to change their login password.

• Security Feature:

• Ensures account security by enabling users to update their passwords regularly, helping prevent unauthorized access.

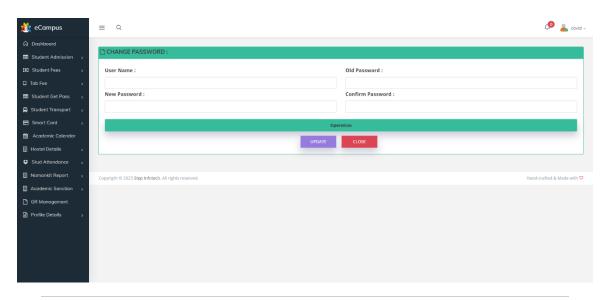
Module: Clerical

• User-Friendly Process:

o Typically includes steps for entering the old password and the new password, along with confirmation.

• Password Recovery:

 Users are informed about the importance of creating strong passwords and how to reset them if forgotten.



60. Update Profile

Allows users to update their personal profile information.

• Profile Management:

• Users can edit details such as contact information, role, and preferences, ensuring their profiles are accurate and up-to-date.

Module: Clerical

• Efficiency:

• The interface allows for easy navigation and quick updates, enhancing the administrative workflow.

• Save Changes Feature:

o A "Save" button ensures that all changes are recorded, and users may receive a confirmation message indicating successful updates.

