



SIR C.R.REDDY COLLEGE OF PHARMACEUTICAL SCIENCES

(An ISO 9001 : 2015 Certified Institution)

(Affiliated to Andhra University, Visakhapatnam; Recognized by Dept.of Technical Education, Govt.of A.P)

(Approved by AICTE & PCI, New Delhi)

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ERP DOCUMENT (COLLEGE MANAGEMENT SOFTWARE)

HirotoIND: College Management Software

The only software need to run your College Management.

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

System Requirements

To installing **College Management Software**, Your web server must be running **PHP 5.4 or higher** and **Mysql 5.1 or higher**. We have tested it with Windows, Mac and Linux but for optimum performance we will recommend to use **Linux with Apache webserver**. Below are a list of items you should ensure your host can comply with.

- PHP 5.6+
- MYSQL 5.1+
- MYSQL SQL_MODE must not contain ONLY_FULL_GROUP_BY
- mod_rewrite Apache
- MBString Extension
- MySQLi Extension
- fileinfo Extension Zip
- Extension
- CURL Extension (recommended)
- PHP max_execution_time should be atleast 60 seconds for smoother installation

* In most hosting accounts, these extensions are enabled by default. But you should check with your hosting provider.

After installation **College Management Software** to work properly, you must make few directories/files writeable. Below are a list of directories/files you should ensure that have write permissions.

- installation_dir/application/config/config.php
- installation_dir/application/config/database.php
- installation_dir/application/config/autoload.php
- installation_dir/application/config/license.php installation_dir/temp
- installation_dir/backup installation_dir/backup/database_backup
- installation_dir/backup/temp_uploaded
-




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- installation_dir/uploads
- installation_dir/uploads/<all_its_sub_directories>

Using College Management Software

College Management Software - General Overview

Before start using College Management Software consider a general scenario of typical school of class 1 to 12th, each classes have sections like Section A, Section B. There will various subjects for different classes likesome subjects are theory and some are practical. Exams are created using these subjects and classes.

Students enter in classes by new admission or promoted by their previous class after successful passing of previous class. During course of student we will charge fees to students and collecting them at monthly or onetime basis. We like to record attendance of our students. Our school may be providing transport facility to student. Our school have library for students have to maintain books inventory. Our school has hostels and providing hostel facility to our students. Obviously our school has teachers to teach and manage students. We like to communicate our teachers, students and parents. We like to record all the expenses done in our school like miscellaneous bills, salary payments etc. After everything we like to analyze various reports based on our school.

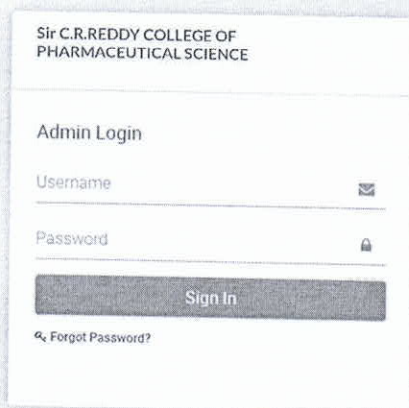
If you are using College Management Software for a training centre then may be you like to admit students in two classes, since version 5 we have introduce multi class feature where you can admit a single student in two classes simultaneously.

Apart from above we also like to provide access to our College Management Software to other users like Teachers, Accountants, Librarians, Students and their Parent. For this College Management Software have 8inbuilt user's roles- **SuperAdmin, Admin, Teacher, Accountant, Librarian, Receptionist, Student and Parent.**

Virtually you can create unlimited number of user roles for staff members.


Admin Panel


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



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Admin Login


Username 

Password 

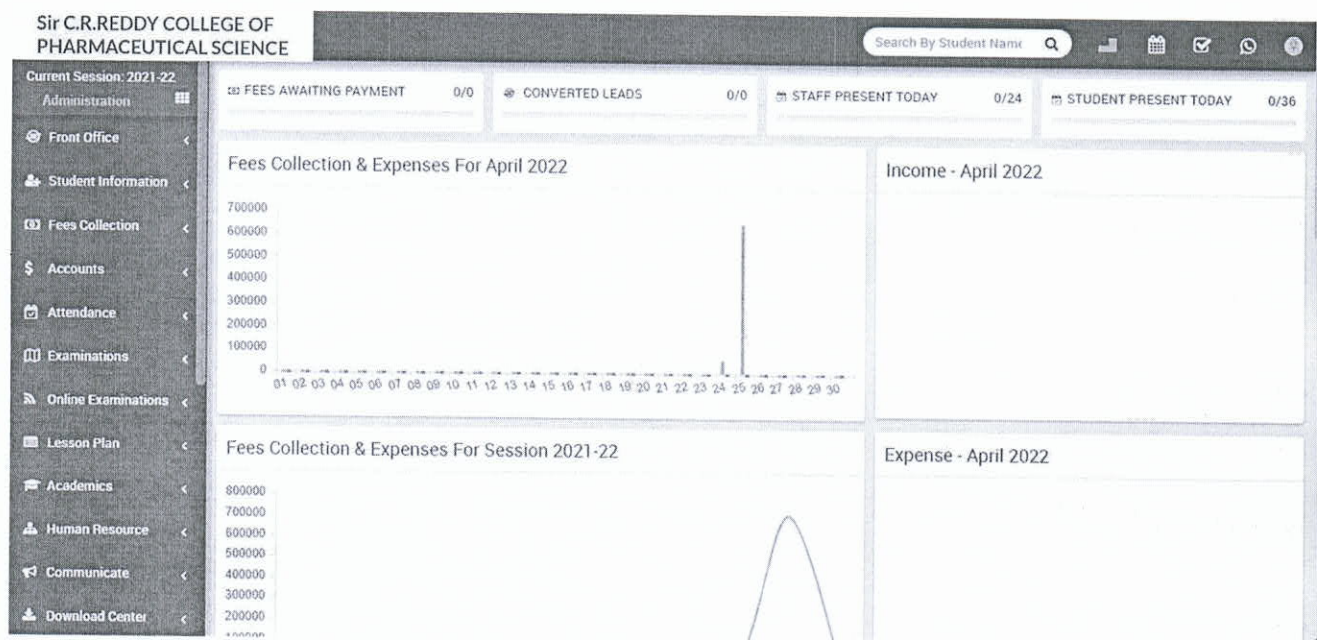
Sign In

[Forgot Password?](#)




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



Admin Panel consist 27 modules listed below -

1. **Front Office** - for all reception/front office related activities like enquiries, calls, visitors, postalreceive/dispatch
2. **Student Information** - for all the information related to student like student search, profile, student admission, student history
3. **Fees Collection** - for all the details related to student fees collection, fees master creation, fees dues, fees reports
4. **Income** - for all the income other than fees collection can be manage here like add income, search income,income head
5. **Expenses** - for all the expenses related to school can be manage here like add expenses, search expenses,expense head
6. **Attendance** - for managing student attendance and attendance report
7. **Examinations** - for managing all the exams conducted by school like create exam, schedule exam, exam marksentry, marks grade
8. **Academics** - for managing all the parameters / master data required to run school like classes, sections, subjects,assign teachers, class timetable, promote student to upper class
9. **Human Resource** - for all the information related to staff members can be manage here like staff search, profile,attendance, payroll, leaves
10. **Communicate** - it works like a notice board basically a messaging system for communication to students, parents andteachers
11. **Download Center** - for managing downloadable documents like assignments, study material, syllabus and otherdocuments need to distribute students and teachers
12. **Zoom Live Classes** - for students zoom live classes and for staff live meetings. Its add on extension and should bepurchased separately




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13. **Homework** - teachers can give homework here and further evaluate them
14. **Library** - all the books in your library can be manage here
15. **Inventory** - manage all the assets of your school with stocks and store under inventory module
16. **Transport** - for managing transportation service like routes and their fares
17. **Hostel** - for managing hostels, hostel rooms and their fares
18. **Certificate** - design and generate student certificate and ID Card here
19. **Front CMS** - manage front public site of College Management Software here by creating pages, menus, events, gallery, news
20. **Alumni** - for managing all pass out students or alumni records and events
21. **Reports** - all the various reports related to different modules can be found here
22. **System Settings** - configure College Management Software here for different settings like school, sessions, admin password, SMS, Paypal, backup / restore, languages
23. **Calendar & To Do List** - track and manage all daily/monthly activities and create your task in to do list
24. **Chat** - chat for two way messaging staff and students
25. **One Click Updater** - to install new in system

To understand how College Management Software works first we need to configure and setup it for our school. In this whole documentation we will consider our sample school which is Mount Carmel School.

Steps to setup your school -

1. In the Admin panel go to **System Settings > General Setting** in upper right side click on **Edit** button to update your school data.

The screenshot shows the 'General Setting' page of the Sir C.R. Reddy College of Pharmaceutical Sciences Admin Panel. The page is divided into a sidebar on the left and a main content area on the right. The sidebar contains a list of modules: Administration, Front Office, Student Information, Fees Collection, Accounts, Attendance, Examinations, Online Examinations, Lesson Plan, Academics, Human Resource, Communicate, Download Center, Homework, Library, and Inventory. The main content area displays the 'General Setting' form, which includes fields for School Name, School Code, Address, Phone, Email, Session, Session Start Month, Attendance Type, Attendance, Biometric Attendance, Disabled, Enabled, Devices (Separate By Coma), Language, Language RTL Text Mode, Date Time, Date Format, Timezone, Currency, and Currency Symbol. The form is currently in 'Edit' mode, as indicated by the 'Edit' button in the top right corner. The school name is 'Sir C. R. REDDY COLLEGE OF PHARMACEUTICAL SCIENCES', the address is 'Santhi Nagar, GNT Road, Eluru, Andhra Pradesh 534007', the phone is '08812-231492', the email is 'sircreddypharmacy@gmail.com', the session is '2022-23', the session start month is 'June', the attendance type is 'Day Wise', the attendance is 'Enabled', the language is 'English', the date format is 'mm/dd/yyyy', the timezone is '(GMT+05:30) Asia, Kolkata', and the currency is 'INR'.



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2. Update your **School Name**, **School Code** (School Code is your school affiliation / accreditation no), **Address**, **Phone**, **Email** (for remaining settings please check System Settings section) now click on **Save** button to updaterecord.
3. For updating your school print logo (used in fees receipt and pay slip print) go to **System Settings > General Setting** in lower left side click on **Edit Print Logo** button (it is recommended for logo to use .png image with transparent or white background and around 200px x 200px in size). Now drag and drop or select your logo file. By clicking on **Edit Admin Logo** and **Edit Admin Small Logo** you can set logo for admin panel. **Edit App Logo** to set logo for mobile app.
4. For automated SMS messaging add any one of available SMS Gateway with the required details from **System Settings > SMS Setting**.
5. To enabling online payment in **Parent Panel** and **Student Panel** update your payment gateway account details for this, go to **System Settings > Payment Methods** select your appropriate payment gateway and add you payment gateway account details then click on save button and enable it from right side box.
6. At this point we have completed basic setup of our school. Now we will add our academics in College Management Software like Classes, Sections, Subjects, Teachers.
7. For adding classes go to **Academics > Classes**, before adding classes first add Sections from **Academics > Sections**. Select Sections comes under a Class when you adding a Class. Classes can be added from left side **Add Class** form and added classes can be see right side **Class List**. Add all classes running in your school here.

Sir C. R. REDDY COLLEGE OF PHARMACEUTICAL SCIENCES

Current Session: 2022-23

Administration

Front Office

Student Information

Fees Collection

Accounts

Attendance

Examinations

Online Examinations

Lesson Plan

Academics

Class Timetable

Teachers Timetable

Assign Class Teacher

Promote Students

Subject Group

Subjects

Class

Sections

Add Class

Class *

Sections *

☐ B. PHARM

☐ PHARM.D

☐ M. PHARM PHARMACEUTICAL TECHNOLOGY

☐ M. PHARM PHARMACEUTICAL ANALYSIS

☐ M. PHARM PHARMACOLOGY

Save

Class List

Search...

Class	Sections	Action
I M. PHARM PHARMACOLOGY	M. PHARM PHARMACOLOGY	✍ ✕
II M. PHARM PHARMACEUTICAL ANALYSIS	M. PHARM PHARMACEUTICAL ANALYSIS	✍ ✕
III M. PHARM PHARMACEUTICAL ANALYSIS	M. PHARM PHARMACEUTICAL ANALYSIS	✍ ✕
IV M. PHARM PHARMACEUTICAL TECHNOLOGY	M. PHARM PHARMACEUTICAL TECHNOLOGY	✍ ✕
V M. PHARM PHARMACEUTICAL TECHNOLOGY	M. PHARM PHARMACEUTICAL TECHNOLOGY	✍ ✕
VI PHARM.D	PHARM.D	✍ ✕
V PHARM.D	PHARM.D	✍ ✕
IV PHARM.D	PHARM.D	✍ ✕
III PHARM.D	PHARM.D	✍ ✕
II PHARM.D	PHARM.D	✍ ✕
I PHARM.D	PHARM.D	✍ ✕
IV B. PHARM	B. PHARM	✍ ✕
III B. PHARM	B. PHARM	✍ ✕
II B. PHARM	B. PHARM	✍ ✕
I B. PHARM	B. PHARM	✍ ✕

Records 1 to 15 of 15



Arts

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8. For adding sections go to **Academics > Sections**, Sections can be add from left side **Add Section** form and added section can be see right side **Section List**. Add all section name used in your school here e.g. Class 1 has 3 sections A, B, C and Class 2 has only A, B sections then we will add 3 sections A, B, C here. After adding sections, select section comes in a Class when you adding Classes.
9. For adding Teachers go to **Human Resource > Staff Directory**, Teachers can be add from top right corner **Add Staff** button. At this page you can add any staff by selecting its role. If we are creating teacher then we should select Teacher as role and designation as role.
10. For adding subjects go to **Academics > Subjects**, Subjects can be add from left side **Add Subject** form and added subjects can be see right side **Subject List**. Add all subjects including theory and practical in your school here. Subjects can be assigned through Subject Groups to their classes in next step.
11. For assigning subjects to their classes go to **Academics > Subject Group** enter Subject Group then select Class and Section then select all subjects you want to include in this class and section as group now click on **Save**.

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Current Session: 2021-22

Administration

Front Office

Student Information

Fees Collection

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Attendance

Examinations

Online Examinations

Lesson Plan

Academics

Class Timetable

Teachers Timetable

Assign Class Teacher

Promote Students

Add Subject

Subject Name

Subject Code

Subject Type

Save

Subject List

Search

Subject

Subject Code

Subject Type

Action

The data recordable in table

Records: 0 to 0 of 0

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12. Great! You have completed your **College Management Software** setup. Now further we will understand working of all the modules 1 by 1 in detail.



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Front Office

This module has 7 sections -

1. Admission Enquiry
2. Visitor Book
3. Phone call Log
4. Postal Dispatch
5. Postal Receive
6. Complain
7. Setup Front Office

First we will **Setup Front Office** then we will manage student **Admission Enquiry**, daily **Visitors Book**, **Phone Calls**, **Postal** and **Complain**.

- **Setup Front Office**- Go to **Front Office > Setup Front Office** here you will add **Purpose**, **Complain Type**, **Source**, **Reference** data which will be used in different sections of Front Office. Enter **Purpose** then **Description** and click on **Save** button. All Purpose can be see right side of this page.

Purpose	Action
FRONT	
SECURITY	
GATE	

Follow same procedure to make entries for **Complain Type**, **Source** and **Reference**.

- **Admission Enquiry**- Admission Enquiry feature is dedicated for managing all student admission related leads and enquiries. It is basically a lead management for student admissions. Go to **Front Office > Admission Enquiry** Here you can see all active Admission Enquiry. Admission Enquiries that have passed their next follow up dates is marked as red. You can also search/filter Admission Enquiry by Enquiry Date, Source or Enquiry Status. To add New Enquiry click on + **Add** button. Here enter **Name**, **Phone**, **Email**, **Address**, **Description**, **Note**, **Date**, **Next FollowUp Date**, **Assigned**, **Reference**, **Source**, **Class** and **Number Of Child** then click on **Save** button. To edit or delete enquiry simply click on **Edit/Delete** button from **Action** column. To follow existing enquiries click on **Follow Up** button from Action column. Here you can enter **Follow Up Date**, **Next Follow Up Date** then person



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Response and your any **Note**. From right panel of this window you can check **Summary** of this enquiry. You can also change status of this enquiry from **Status** dropdown.

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Administration

Front Office

Admission Enquiry

Visitor Book

Phone Call Log

Postal Dispatch

Postal Receive

Complain

Setup Front Office

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Examinations

Online Examinations

Select Criteria

Enquiry Date: 04/26/2022 - 04/29/2022

Source: Select

Status: Select

Search

Add

Admission Enquiry

Search:

Name	Phone	Source	Enquiry Date	Last Follow Up Date	Next Follow Up Date	Status	Action
No data available in table							

Add new record or search with different criteria.

- **Visitor Book**- In Visitor Book we will keep records of all persons coming in school reception for any purpose, e.g. student mother has come to meet their child, a book company executive comes for general enquiry etc. Go to **FrontOffice > Visitor Book** enter **Purpose, Name, Phone, ID Card, Number Of Person, Date, In Time, Out Time, Note** and **Attach Document** then click on **Save** button. All Visitors details can be seen right side of this page.

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Administration

Front Office

Admission Enquiry

Visitor Book

Phone Call Log

Postal Dispatch

Postal Receive

Complain

Setup Front Office

Student Information

Fees Collection

Accounts

Attendance

Examinations

Online Examinations

Add Visitor

Purpose: Select

Name:

Phone:

ID Card:

Number Of Person:

Date: 04/26/2022

In Time: 06:00 PM

Out Time:

Visitor List

Search:

Purpose	Name	Phone	Date	In Time	Out Time	Action
FRONT	JYOTHI	1111111	02/15/2022	08:15 PM	08:15 PM	
FRONT	KUMAR	99999	02/15/2022	09:00 PM	09:00 PM	

Records: 1 to 2 of 2



Principal's Signature
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- **Phone Call Log-** Here we will keep all records for Incoming/Outgoing Phone calls from reception. Go to **Front Office > Phone Call Log** enter **Name, Phone, Date, Description, Next Follow Up Date, Call Duration, Note** and **Call Type** then click on **Save** button. All Phone Call Log details can be see right side of this page.

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Online Examinations

Add Phone Call Log

Name

Phone

Date

04/26/2022

Description

Next Follow Up Date

Call Duration

Note

Phone Call Log List

Search

Name	Phone	Date	Next Follow Up Date	Call Type	Action
JYOTHI	11111	02/15/2022	02/16/2022	Outgoing	

Records: 1 of 1

- **Postal Dispatch-** Here we will keep all records for all Postal items dispatched from school to outside. Go to **Front Office > Postal Dispatch** enter **To Title, Reference No, Address, Note, From Title, Date** and **Attach Document** then click on **Save** button. All Postal Dispatch details can be see right side of this page.

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Visitor Book

Phone Call Log

Postal Dispatch

Postal Receive

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Online Examinations

Add Postal Dispatch

To Title

Reference No

Address

Note

From Title

Date

04/26/2022

Attach Document

Postal Dispatch List

Search

To Title	Reference No	From Title	Date	Action
No records available				

Records: 0 of 0

← Add new record or search with different criteria



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- **Postal Receive-** Here we will keep all records for all Postal items received in school from outside. Go to **Front Office > Postal Receive** enter **From Title, Reference No, Address, Note, To Title, Date** and **Attach Document** then click on **Save** button. All Postal receive details can be see right side of this page.

Sir C.R.REDDY COLLEGE OF PHARMACEUTICAL SCIENCE

Current Session: 2021-22

Administration

- Front Office
 - Admission Enquiry
 - Visitor Book
 - Phone Call Log
 - Postal Dispatch
 - Postal Receive
 - Complain
 - Setup Front Office
- Student Information
- Fees Collection
- Accounts
- Attendance
- Examinations
- Online Examinations

Search By Student Name

Add Postal Receive

From Title

Reference No

Address

Note

To Title

Date

Attach Document

Postal Receive List

Search

From Title	Reference No	To Title	Date	Action
DELHI	212		02/15/2022	

Records 1 to 1 of 1



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- **Complain**- Here we will keep all Complain records coming to reception or from online front site complain page. Go to **Front Office > Complain** enter **Complain Type, Source, Complain By, Phone, Date, Description, Action Taken, Assigned, Note** and **Attach Document** then click on **Save** button. All Complain details can be see right side of this page.

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Admission Enquiry

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Add Complain

Complain Type

Source

Complain By

Phone

Date

Description

Action Taken

Complain List

Search

Complain #

Complain Type

Name

Phone

Date

Action

Records: 0 to 0 of 0

Student Information

This module has 9 sections -

1. Student Details
2. Student Admission
3. Online Admission
4. Disabled Students
5. Multi Class Student
6. Bulk Delete
7. Student Categories
8. Student House
9. Disable Reason

First we will add **Student Categories, School House** then take **Student Admission** then **Online Admission, Students Details**. If you want to add additional fields in student admission form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Student. If you also don't want any default fields in student admission then you can disable it from **System Settings > System Fields** and disable student system fields.



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- **Student Categories-** Go to **Student Information > Student Categories** Add all student categories here. Student categories can be Spot, Management or Counseling.

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Administration

Front Office

Student Information

Student Details

Student Admission

Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

Accounts

Attendance

Examinations

Create Category

Category -

Save

Category List

Search

Category	Category Id	Action
Counseling	5	
Spot	6	
Mgt	7	

Records: 1 to 3 of 3

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

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Administration

Front Office

Student Information

Student Details

Student Admission

Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

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Examinations

Add Student House

Name

Description

Save

Student House List

Search

Name	Description	Student House Id	Action
HOSTEL		2	
RESIDENTIAL		3	

Records: 1 to 2 of 2

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- **Student Admission-** Go to **Student Information > Student Admission** add student basic details **Admission No** (if you want to use auto generation of student admission number then enable it from **System Setting > General Setting**), **Roll No** (this roll number is just for reference purpose, when you will generate student admit card from examination module then a roll number will be auto generate for corresponding exam), select **Class** and **Section**, **First Name**, **Last Name**, **Gender**, **Date Of Birth**, **Category**, **Religion**, **Caste**, **Student Mobile Number**, **Email**, **Admission Date**, **Student Photo**, **Blood Group**, **Student House**, **Height**, **Weight**, **As on Date**, if this student has sibling and already study in this school then click on **Add Sibling** button and select sibling (note that if student has more than one sibling study in school then you do not have to select all the siblings just select any one sibling and system automatic detects other siblings), add student **Father**, **Mother** and **Guardian** details. Now click on **Save** button to complete student admission, if you want to add more details of student like **Student Address Details**, **Transport Route Details**, **Hostel Details**, **Miscellaneous Details**, **RTE** (Right To Education - in some countries there is a government funded scheme under which student get free education and government pay fees for these students) and **Upload Documents** then click on **Add More Detail** button. Student admission, admit students in by default in current selected session.

To importing bulk students for admission click on upper right side **Import Student** button. Now select class and section and browse .csv and click on **Import Students Data** file to import student data. Using student import you should enter unique student admission number because even if you have enabled auto generation of student admission number. You can download sample .csv file by clicking upper right **Download Sample Import File** button. Note that by importing bulk student you have to update student record for proper admission record.

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Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

Accounts

Attendance

Examinations

Search By Student Name

Student Admission

Roll Number

Class

Section

First Name

Last Name

Gender

Date of Birth

Category

Religion

Caste

Mobile Number

Email

Admission Date

Student Photo

Blood Group

Student House

Height

Weight

As on Date

+ Add Sibling

Parent Guardian Detail

Father Name

Father Phone

Father Occupation

Father Photo

Mother Name

Mother Phone

Mother Occupation

Mother Photo

- **Student Details-** Go to **Student Information > Student Details** select **Class** and **Section** and click on **Search** button to get student list under this class-section. You can also search student by keyword in **Search Input Box** and click on **Search** button. After search you will get student list below. There are two views here one is **List View** and **Details View**. Every row has three buttons in right side **Show** (to see



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student profile), **Edit** (to edit student profile) and **Add Fee** (to add student fees). Click on **Show** button to open student profile. Student profile page provides **360° View** of student, consist student basic details, address details, parent / guardian details, miscellaneous details, fees details, exam details, documents and timeline related to student. You can check student and their guardian login credentials by clicking on **Login Details** link. If any student gets admitted by mistake and we need to **Disable** student then you can click on red color hands down icon button. After clicking it, a window will appear and ask you to select for disable reason for this student, just select disable reason. To send student/parent password click on 3dot icon button.

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Administration

Front Office

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Student Admission

Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

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Accounts

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Select Criteria

Class: M PHARMACY

Section: M PHARMACY

Search By Keyword

Search By Student Name, Roll Number, Enroll Number, National Id, Local Id Etc.

Search

Search

List View

Details View

Roll Number	Student Name	Class	Father Name	Gender	Category	Action
Y21MPH140001	ALLA NAGAI LAKSHMI	M PHARMACY	ALLA RAMA KOTIREDDY	FEMALE	Counselling	
Y21MPH140002	GANDRETI MAHA LAKSHMI MANASA	M PHARMACY	GANDRETI TIRUPATHI RAO	FEMALE	Spot	
Y21MPH140003	SURE SAI KRISHNA	M PHARMACY	SURE C L NADESHWARA RAO	MALE	Mgt	
Y21MPH140004	HARSHITH RASULA	M PHARMACY	K MURALI MOHAN RAO	FEMALE	Mgt	
Y21MPH140005	KRISHNA DEEPIKA CHANUBOLU	M PHARMACY	CH. KRISHNA KISHORE	FEMALE	Mgt	
Y21MPH140006	MOHAMMAD ABDUL SABEENA AFROZ	M PHARMACY	MOHAMMED ABDUL LATHEEF	FEMALE	Counselling	
Y21MPH140007	NEKKALAPUDI SARALA	M PHARMACY	NEKKALAPUDI VEERABAH	FEMALE	Mgt	
Y21MPH140008	PALLEPOGU ALEXIA	M PHARMACY	PALLEPOGU BABU RAO	FEMALE	Mgt	
Y21MPH140009	ADITHYAN LUDHAN KIRAN	M PHARMACY	ADITHYAN LUDHAN KIRAN	FEMALE	Counselling	

Sir C.R.REDDY COLLEGE OF PHARMACEUTICAL SCIENCE

Current Session: 2021-22

Administration

Front Office

Student Information

Student Details

Student Admission

Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

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Attendance

Examinations

Profile

MOHAMMAD ABDUL SABEENA AFROZ

Admission No: 08916102173290

Roll Number: Y21MPH140003

Class: M PHARMACY

Section: M PHARMACY

RTE: No

Gender: FEMALE

Profile

Fees

Documents

Timeline

Admission Date: 08/19/2021

Date of Birth: 09-08-1999

Category: Counselling

Mobile Number:

Caste: OC

Religion:

Email:

Address

Current Address:

Permanent Address:

Parent / Guardian Details

Father Name: MOHAMMED ABDUL LATHEEF

Father Phone:

- Online Admission- Go to Student Information > Online Admission Through online admission students can register themselves from front site. To use online admission first it should be enabled from System Settings > General Setting. Online admission form can be access directly from url http://yoursite.com/online_admission . To use



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it in frontsite you must add this url in any menu from front cms.

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Search By Student Name

04/26/2022

+ Add Sibling

Parent Guardian Detail

Father Name

Father Phone

Father Occupation

Father Photo

Mother Name

Mother Phone

Mother Occupation

Mother Photo

If Guardian Is: ☐ Father ☐ Mother ☐ Other

Guardian Name

Guardian Relation

Guardian Email

Guardian Photo

Guardian Phone

Guardian Occupation

Guardian Address

Add More Details

Save

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

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Search By Student Name

Student List

Search

Reference No	Student Name	Class	Father Name	Date of Birth	Gender	Category	Student Mobile Number	Enrolled	Action
No data available at table									

Records: 0 to 0 of 0

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To admit / enrol this student just edit this student by clicking Edit button from Action column. At studentedit page enter required details of student then click on Save if you just want to save student submitted record but to admit / enrol student you must click on Save And Enroll button. After this student will be admit and can be view in Student Admission > Student Details. If you want to delete online submitted details of student then just click on Delete button from Action column.

- **Disabled Student-** Go to **Student Information > Disabled Student** here you can view all Disabled Students.



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Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

Accounts

Attendance

Examinations

Select Criteria

Class: Select

Section: Select

Search By Keyword

Search By Student Name, Roll Number, Email Number, National Id, Local Id Etc.

Q Search

Q Search

List View

Details View

Search

Admission No	Student Name	Class	Father Name	Disable Reason	Gender	Mobile Number	Action
No data available to display.							

ADD NEW STUDENT OR SEARCH WITH DIFFERENT CRITERIA

- Multi Class Student- Go to **Student Information > Multi Class Student** here you can add a student in another class-section. Basically this feature is for training or coaching centres where a student can be admit in singing class and dancing class simultaneously. Multi class feature is not for schools or colleges. Multi class feature is still in experimental stage and we recommend to not use multi class feature with multi session. Multi class feature is online available for admin and student panel.

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Online Admission

Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

Fees Collection

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Attendance

Examinations

Select Criteria

Class: Select

Section: Select

Search By Student Name

Q Search

Q Search

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- Bulk Delete- Go to **Student Information > Bulk Delete** here you can delete single or multiple students. Note that after deleting students from here will delete from system and further student will not be rollback.



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Disabled Students

Multi Class Student

Bulk Delete

Student Categories

Student House

Disable Reason

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Examinations

Select Criteria

Class - Select

Section - Select

Search

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

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Select Criteria

Class - Select

Section - Select

Search

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Fees Collection

This module has 9 sections -

1. Collect Fees
2. Search Fees Payment
3. Search Due Fees
4. Fees Master
5. Fees Group
6. Fees Type
7. Fees Discount



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8. Fees Carry Forward
9. Fees Reminder

First we will prepare our **Fees Structure** for Current Session by configuring **Fees Type, Fees Group, Fees Master** and **Fees Reminder** then we will **Collect Fees** of students then we will understand and review various fees reports by using **Search Fees Payment, Search Due Fees**.

Let's understand how we will create fees structure in College Management Software by using **Fees Type, Fees Group & Fees Master**. **Fees Type** means different types of fees can be collect by school e.g. Admission Fees, April Month Fees, May Month Fees, June Month Fees, Exam Fees, Dress/Uniform Fees, Library Fees, Sports Fees, Transportation Bus Fees, Picnic Fees etc. **Fees Group** Fees Group is use to make grouping of different Fees Type Then you can assign/allocate this Fees Group to whole class-section or a particular student. When you assign/allocate a Fees Group on a class-section or a particular student all Fees Type under this group with their Fees Master amount will be applied directly. You can assign/allocate multiple Fees Groups on a class- section or a particular student. Suppose we have created a Fees Group with the name Class 6 (2 Instalments) and added Fees Types Admission Fees (\$1000), 1st Instalment (\$5000), 2nd Instalment (\$5000) then assign/allocate this Fees Group Class 6 (2 Instalments) on those students only who want to pay fees in 2 Instalments. You can create another Fees Group with the name Class 6 (1 Instalments) and add Fees Type Admission Fees (\$1000), Full Instalment (\$9500). You can also create another fees group with the name Class 6 Transport Fees and add Transport Fees as Fees Type and assign/allocate on those students who use transport facility. **Note: Fees Type and Fees Group are not dependent on Academic Session but Fees Master is created session wise so you need to enter Fees Master data for every session.**

- **Fees Type-** Go to **Fees Collection > Fees Type** add all your Fees Type here with Fees Code. All **Fees Type** can be seen at right side of this page.

- **Fees Group-** Go to **Fees Collection > Fees Group** add all your Fees Group here. All **Fees Group** can be seen at right side of this page.



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Collect Fees

Search Fees Payment

Search Due Fees

Fees Master

Fees Group

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Fees Carry Forward

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Add Fees Type

Name

Fees Code

Description

Save

Fees Type List

Search

Name	Fees Code	Action
College Fee	1	Edit Delete

Records: 1 to 1 of 1

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- **Fees Master-** Go to **Fees Collection > Fees Master** add all your fees amount for current selected session here. Select **Fees Group** then **Fees Type** then **Due Date** then enter **Amount** means fees amount for selected session then select Fine Type like percentage or fix amount now click **Save** button. All Fees Master with Fees Group and Fees Code with amount can be see at right side of this page for current selected session.

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Search Fees Payment

Search Due Fees

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Add Fees Group

Name

Description

Save

Fees Group List

Search

Name	Action
Counselling	Edit Delete
Mgt	Edit Delete
Spot	Edit Delete

Records: 1 to 3 of 3

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To assign/allocate Fees Group click on Assign/View button from Action column. Now at next page select Class then Section and click on Search button. Now select the students on which you want to assign/allocate this Fees Group then click on Save button.



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Add Fees Master - 2021-22

Fees Group: Select

Fees Type: Select

Due Date:

Amount:

Fine Type: ☒ None ☐ Percentage ☐ Fix Amount

Percentage:

Fine Amount:

Save

Fees Master List - 2021-22

Search:

Fees Group	Fees Code	Action
Counselling	021 R0.00	<input checked="" type="checkbox"/>
Mgt	021 R73000.00	<input checked="" type="checkbox"/>
Spot	021 R73000.00	<input checked="" type="checkbox"/>

Records 1 to 3 of 3

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

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Search Fees Payment

Search Due Fees

Fees Master

Fees Group

Fees Type

Fees Discount

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Assign Fees Group

Class: B.PHARMACY

Section: B.PHARMACY

Category: Select

Gender: Select

RTE: Select

Search

Mgt

R73000.00

All	Roll Number	Student Name	Class	Father Name	Category	Gender
<input type="checkbox"/>	Y21BPH140001	BATTULA SAMANVITHA	B.PHARM	B. SRINIVASA REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140002	DEVANAGOYNA DEEPIKA	B.PHARM	D.POTHU RAJU	Spot	FEMALE
<input type="checkbox"/>	Y21BPH140003	GADDIPATI INDRA VARMA	B.PHARM	G. RAMA KRISHNA	Mgt	FEMALE
<input type="checkbox"/>	Y21BPH140004	KANKI VASSI	B.PHARM	KANKI YESURATNAM	Counselling	MALE
<input type="checkbox"/>	Y21BPH140005	KORADA AKHILA	B.PHARM	KORADA GOVINDA RAO	Mgt	MALE
<input type="checkbox"/>	Y21BPH140006	LODAGALA DEEPAK SAI	B.PHARM	L. MURALI KRISHNA	Mgt	MALE
<input type="checkbox"/>	Y21BPH140007	MANDA SASI	B.PHARM	M. RAMI REDDY	Counselling	FEMALE
<input type="checkbox"/>	Y21BPH140008	MOHAMMAD IMRAN	B.PHARM	MOHAMMAD USMAN	Mgt	MALE
<input type="checkbox"/>	Y21BPH140009	PALLE MARY SARALA	B.PHARM	PALLE RAMU	Mgt	FEMALE

On Next page select Class and Section then click on Search button. After Search select students on which this discount have to be applied then click on Save button.



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Add Fees Discount

Name

Discount Code

Amount

Description

Save

Fees Discount List

Search

Name	Discount Code	Amount	Action
Discount	1	13000.00	

Records: 1 to 1 of 1

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- **Collect Fees-** Go to **Fees Collection > Collect Fees** select **Class & Section** & click in **Search** button to get student list under this class-section. You can also search student by keyword in Search Input Box and click on **Search** button. After search you will get student list below. Click on **Collect Fees** button to go to collect fees page. Here you can see student details including student picture then next you can see all assign/allocate fees details. Collecting fees is very simple just click the + button from Action column a modal window will appear, here select **Date** then **Amount** will be auto fetch by balance for this Fees Invoice. You can enter any amount for **Partial Fees** payment, then select **Discount Group** or enter **Discount** (if any) then enter **Fine** (if any) then **Payment Mode** then **Note** then click on **Collect Fees** button. Now fees has been collected & **Revert** button visible for reverting this fees. For printing **Fees Receipt** click on **Print** button from Action column.

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Select Criteria

Class

Section

Category

Gender

RTE

Select

Select

Select

Select

Select

Search

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- **Search Fees Payment-** Go to **Fees Collection > Search Fees Payment** for searching any fees payment details through **Payment ID** enter **Payment Id** & click search button you will get the details for this payment id.



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Select Criteria

Class: Select

Section: Select

Search By Keyword

Search By Student Name, Roll Number, Email Number, National Id, Local Id Etc.

Search

Search

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- **Search Due Fees-** Go to **Fees Collection > Search Due Fees** for searching those students who have not done payment for a particular fees type then select **Fees Category** then **Fees Type** then **Class** then **Section** & click **Search** button, you will get all the students list for due fees.

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Search Fees Payment

Payment Id: Search

Search

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- **Fees Carry Forward-** Go to **Fees Collection > Fees Carry Forward** if any student has balance fees in previous session then you can forward this balance fees to current session. Select **Class**, **Section** then click **Search** button. Students with balance fees will be display below. If you want you can edit balance fees amount to be forward. In Top right corner you can see **Due Date** for all these fees forward. This **Due Date** will be number of days ahead which is set in **System Settings > General Setting > Fees Due Days**. This balance fees carry forward can be seen in collect fees page as Balance Master (Fees Group) and Previous Session Balance (Fees Code).



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Select Criteria

Class - Select

Section - Select

Search

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- **Fees Reminder-** Go to **Fees Collection > Fees Reminder** Fees reminder is for sending fees reminder notifications to guardians. Here two before and two after reminder has been given, reminder acts respect to your fees due days. To use it just active reminder and set your days. Suppose a before reminder is set for 5 days then a fees reminder notification will be send 5 days before fees due date. To use this feature you should add <http://yoursite.com/cron> url in your hosting cron job.

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Fees Reminder

Action	Reminder Type	Days
<input checked="" type="checkbox"/> Active	Before	2
<input type="checkbox"/> Active	Before	5
<input type="checkbox"/> Active	After	2
<input type="checkbox"/> Active	After	5

Save

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Income

This module has 3 sections -

1. Add Income
2. Search Income
3. Income Head

First we will create our **Income Head** then we will **Add** our daily/monthly **Incomes** then we will **Search** our **Income**.

- **Income Head-** Go to **Income > Income Head** enter **Income Head** and its **Description** then click on **Save** button. All Income head can be see right side of this page.

The screenshot displays the software interface for Sir C.R.Reddy College of Pharmaceutical Science. The top header shows the college name and a search bar. The left sidebar contains a menu with options like Administration, Front Office, Student Information, Fees Collection, Accounts, Add Income, Search Income, Income Head, Add Expense, Search Expense, Expense Head, Attendance, Examinations, Online Examinations, and Lesson Plan. The main area is divided into two panels. The left panel, titled 'Income Head', has input fields for 'Income Head' and 'Description', and a 'Save' button. The right panel, titled 'Income Head List', shows a table with columns for 'Income Head' and 'Action'. The table contains two entries: 'RAMARAO' and 'REDDY', each with edit and delete icons. A search bar is also present in the top right of the list panel.

Income Head	Action
RAMARAO	
REDDY	



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- **Add Income-** Go to **Income > Add Income** select **Income Head** then enter **Income Name** then **Invoice Number**, **Date** of Income then **Amount** then **Attach Document** then **Description** & click on **Save** button. Recently added 10 Incomes can be see right side of this page.

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Add Expense

Search Expense

Expense Head

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Add Income

Income Head

Select

Name

Invoice Number

Date

Amount

Attach Document

Drag and drop a file here or click

Description

Income List

Search

Name	Invoice Number	Date	Income Head	Amount	Action
KUMAR	1	02/15/2022	REDDY	8200	
MANE	2	02/15/2022	PAMARAO	8100	

Records: 1 to 2 of 2

- **Search Income-** Go to **Income > Search Income** to search Incomes between two dates or by a keyword select **Date From & Date To** or enter keyword then click on **Search** button, you will get the list of all Incomes related to your search criteria.

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Add Income

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Add Expense

Search Expense

Expense Head

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Select Criteria

Search Type

Select

Search

Search by Income

Search



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Expenses

This module has 3 sections -

1. Add Expense
2. Search Expense
3. Expense Head

First we will create our **Expense Head** then we will **Add** our daily/monthly **Expenses** then we will **Search** our **Expense**.

- **Expense Head-** Go to **Expenses > Expense Head** enter **Expense Head** and its **Description** then click on **Save** button. All expense head can be see right side of this page.

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Add Income

Search Income

Income Head

Add Expense

Search Expense

Expense Head

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Lesson Plan

Search By Student Name

Expense Head

Expense Head *

Description

Save

Expense Head List


Search

Expense Head	Action
kumar	
principal	
hod	

Records: 1 to 3 of 3

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- **Add Expense-** Go to Expenses > Add Expense select Expense Head then enter expense Name then Invoice Number, Date of expense then Amount then Attach Document then Description & click on Save button. Recently added 10 expenses can be see right side of this page.

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Add Expense

Expense Head

Select

Name

Invoice Number

Date

04/27/2022

Amount

Attach Document

Drag and drop a file here or click

Description

Expense List

Search

Name	Invoice Number	Date	Expense Head	Amount	Action
name	1	02/15/2022	principal	R200.00	

Records: 1 to 1 of 1

- **Search Expense-** Go to Expenses > Search Expense to search expenses between two dates or by a keyword select Date From & Date To or enter keyword then click on Search button, you will get the list of all expenses related to your search criteria.

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Academics

Human Resource

Communicate

Download Center

Select Criteria

Search Type

Select

Search

Search by Expense

Q Search

Q Search

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Attendance

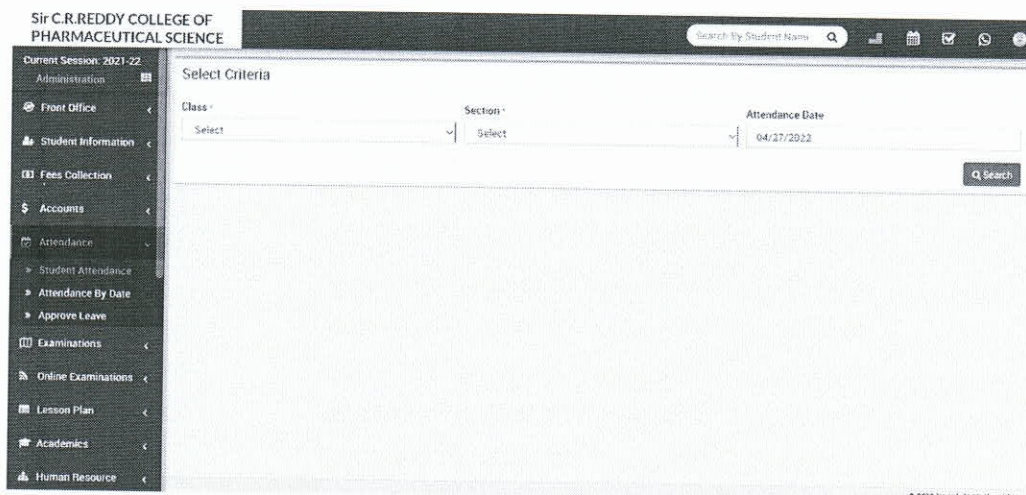
This module has 3 sections -

1. Student Attendance
2. Attendance By Date
3. Approve Leave

College Management Software supports two types of attendance **Day Wise** and **Period Wise**. You can run any type at once at a time and attendance type can be select from **System Settings > General Settings**. Now College Management Software also supports biometric attendance devices (currently only for day wise attendance) for automated attendance submission. You can enable biometric device feature from **System Settings > General Settings**. To utilize biometric device feature you should have **College Management Software Biometric Desktop Plugin Software**. It is desktop based application which fetch attendance data from biometric device and sends to College Management Software web application.

First we will enter **Student Attendance** then we will search student attendance for a particular date.

- **Student Attendance-** Go to **Attendance > Student Attendance** select **Class** then **Section** then **Attendance Date** then click **Search** button. Now below you can see list of students & attendance options like **Present**, **Late**, **Absent** etc. Select the attendance for students then click on **Submit Attendance** button. To enter National Holiday or Sunday select **Mark as holiday** button then **Submit Attendance** button. Note that is attendance is already submitted for a date then you can only edit attendance.



- **Attendance By Date-** Go to **Attendance > Attendance By Date** to check attendance for a particular date select **Class** then **Section** then **Date** then click on **Search** button.




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Search By Student Name

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Attendance By Date

Approve Leave

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Select Criteria

Class: Select

Section: Select

Attendance Date: 04/27/2022

Search

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

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Select Criteria

Class: Select

Section: Select

Search

Approve Leave List

Search

Student Name	Class	Section	Apply Date	From Date	To Date	Status	Approve By	Action
No data available in table								

Hard disk available in table

← Add new record or search with different criteria.



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Examinations

This module has 7 sections -

1. Exam Group
2. Exam Exam Result
3. Design Admit Card
4. Print Admit Card
5. Design Marksheet Card
6. Print Marksheet Card
7. Marks Grade

College Management Software supports 4 types of exam types **General Purpose (Pass/Fail)**, **School Based Grading System**, **College Based Grading System** and **GPA Grading System**.

General Purpose (Pass/Fail) - is general purpose non grading exam type used in majority of schools/institutions.

School Based Grading System - is grading exam type, in this you can merge two or more exams of same session to get consolidated result with final exam. For merging exams subjects should be same for all exams.

College Based Grading System - is grading exam type, in this you can merge two or more exams of different session to get consolidated result with final exam.

GPA Grading System - is GPA grading exam type based on credit hours and grade points.

First we will prepare **Marks Grade** then create exam in **Exam Group** then enter **Exam Schedule** then enter marks in **Marks Register**. Note that there is no need to prepare **Marks Grade** if your institution is not following **Grading System** in exams. Just leave **Marks Grade** & don't make any entry in it.



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- **Marks Grade-** Go to **Examination > Marks Grade** select **Exam Type**, enter **Grade Name**, **Percent From**, **Percent Upto**, **Grade Point**, **Description** & click on **Save** button. All the grades can be seen at right side of this page.

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Exam Schedule

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Print Admit Card

Design Marksheet

Print Marksheet

Marks Grade

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Add Grade

Exam Type: Select

Grade Name:

Percent Upto:

Percent From:

Grade Point:

Description:

Save

Grade List

Exam Type	Grade Name	Percent From / Upto	Grade Point	Action
General Purpose (Pass/Fail)	a	40.00 To 50.00	0.0	✎ ✕
School Based Grading System				
College Based Grading System				
GPA Grading System				

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

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Exam Group

Exam Schedule

Exam Result

Design Admit Card

Print Admit Card

Design Marksheet

Print Marksheet

Marks Grade

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Add Exam Group

Name:

Exam Type: Select

Description:

Save

Exam Group List

Name	No Of Exams	Exam Type	Action
2nd B-pharm 1st semester	1	College Based Grading System	+ ✎ ✕
3rd B-Pharm 1st semester	1	College Based Grading System	+ ✎ ✕
1st B-pharm 1st semester	1	College Based Grading System	+ ✎ ✕
4th B-pharm 1st semester	1	College Based Grading System	+ ✎ ✕
3rd B-Pharm 2nd Semester	1	College Based Grading System	+ ✎ ✕
1 Pharm.D	1	College Based Grading System	+ ✎ ✕

Records: 1 out of 6

- **Adding New Exam-** Go to **Examination > Exam Group** here at exam group list action column click on +icon button to reach Exam List page. Here click on **New Exam** button then enter **Exam name**, select **Session**, select **Publish** (to publish exam) and **Description** then click **Save** button.



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Exam

Exam: Session: 2021-22

☐ Publish ☐ Publish Result

Description:

Save

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

Select Criteria

Exam Group: Exam: Session: Class: Section:

Search



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

- **Print Admit Card-** Go to **Examination > Print Admit Card** here select all criteria to get student list for printing admit card. Now select all student for which you want to generate admit card then click on Generate button. It is highly recommended to don't print admit card directly here instead of it use Save AsPDF feature of Chrome browser and save PDF file then print admit cards using this PDF file.



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Academics

This module has 8 sections -

1. Class Timetable
2. Teachers Timetable
3. Assign Class Teacher
4. Promote Students
5. Subject Group
6. Subjects
7. Class
8. Sections

We have already described few section of **Academics Module** during **Steps to Setup** your school, but now we will understand completely **Academics** module sections. First we will create **Sections** then **Classes** then **Subject Group** then **Assign Class Teacher** on class-sections then create **Class Timetable**.

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

The screenshot shows the 'Add Section' form in the Sir C. R. Reddy College of Pharmaceutical Sciences web application. The form has a 'Section Name' input field and a 'Save' button. To the right, there is a 'Section List' table showing existing sections.

Section	Action
B PHARM	✎ ✕
PHARM D	✎ ✕
M PHARM PHARMACEUTICAL TECHNOLOGY	✎ ✕
M PHARM PHARMACEUTICAL ANALYSIS	✎ ✕
M PHARM PHARMACOLOGY	✎ ✕

- **Class-** Go to **Academics > Class** enter **Class Name** then select **Sections** under this Class then click **Save** button. All the **Classes** and their **Sections** can be seen at right side of this page.



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Class Timetable

Teachers Timetable

Assign Class Teacher

Promote Students

Subject Group

Subjects

Class

Sections

Add Class

Class List

Class

Sections

Action

Records: 1 to 15 of 15

- Assign Class Teacher- Go to Academics > Assign class Teacher select Class then select Section then select Class Teachers for this Class Section then click Save button. All the Class-Section and their Class Teachers can be seen at right side of this page.

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Promote Students

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Assign Class Teacher

Class Teacher List

Class

Section

Class Teacher

Action

Records: 1 to 15 of 15



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Human Resource

This module has 11 sections -

1. Staff Directory
2. Staff Attendance
3. Staff Attendance Report
4. Payroll
5. Approve Leave Request
6. Apply Leave
7. Leave Type
8. Teachers Rating
9. Department
10. Designation
11. Disabled Staff


In Human Resource we will manage all activities of school staff (not student or parent or guardian) from Principal to Owner to Peon or any School member even he/she using or not using College Management Software application. First we will add Department, Designation, Leave Types then we will add Staff Member from Staff Directory then we will manage day by day Staff Attendance then manage Payroll/Salary of staff then Apply or Approve Leave Request. If you want to add additional fields in staff form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Staff. If you also don't want any default fields in staff then you can disable it from **System Settings > System Fields** and disable staff system fields.

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

The screenshot shows the 'Add Department' form on the left and the 'Department List' table on the right. The 'Add Department' form has a 'Name' input field and a 'Save' button. The 'Department List' table shows a list of departments with their names and actions (edit and delete icons).

Name	Action
Pharmaceutics	
Pharmaceutical Analysis	
Pharmacology	
Pharmacy Practice	
Science and Humanities	




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

To add new staff member click on + **Add Staff** button from top right corner of this page. Enter **Staff ID** (if you want to use auto generation of staff id number then enable it from System Setting > General Setting), select **Role** (roles can be managed from System Settings > Roles Permission), **Designation**, **Department**, **First Name**, **Last Name**, **Father Name**, **Mother Name**, **Gender**, **Marital Status**, **Date Of Birth**, **Date Of Joining**, **Phone**, **Emergency Contact Number**, **Email**, **Photo**, **Current Address**, **Permanent Address**, **Qualification**, **Work Experience**, **Note**, **EPF No** (Employee Provident Fund Number), **Basic Salary**, **Contract Type**, **Work Shift**, **Location**, **Number Of Leaves**, **Bank Account Title**, **Bank Account Number**, **Bank Name**, **IFSC Code**, **Bank Branch Name**, **Facebook URL**, **Twitter URL**, **LinkedIn URL**, **Instagram URL**, **Upload Resume**, **Joining Letter** and **Other Documents** then click on **Save** button.



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Library

This module has 4 sections -

1. Book list
2. Issue Return
3. Add Student
4. Add Staff Member

First we will Add Books in library then view & search books in Book List.

- **Book List-** Go to **Library > Book List** all the books in library can be view and search at this page. To add book click on **Add Book** button then at next page enter **Book Title, Book No, ISBN No, Publisher, Author, Subject, Rack No, QTY, Book Price, Inward Date, Description** & click **Save** button.

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Download Center

Search By Student Name

Add Book

Book Title

Book Number

ISBN Number

Publisher

Author

Subject

Rack Number

Qty

Book Price

Post Date

Description

Save

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Issue Return

Add Student

Add Staff Member

Inventory

Transport

Hostel

Certificate

Front CMS

Alumni

Reports

System Settings

Search By Student Name

Book List

Search

Book Title	Book Number	ISBN Number	Publisher	Author	Subject	Rack Number	Qty	Available	Book Price	Post Date	Action
A textbook of biotechnology Sed	17656	978-81-219-2609-9	S. CHAND	Dubey	A textbook of biotechnology Sed	EGE-11	1	1	R569.00	02/17/2021	
Elements of discrete mathematics	17657	978-1-09-990639-5	MC GRAW HILL	D. PMAHAPATRA	Elements of discrete mathematics	B21 AL	1	1	R660.00	02/17/2021	
Waste water treatment	17658	978-81-294-1172-9	OXFORD & IBH PUBL	M. R. RAO	Waste water treatment	CE-5A	10	10	R465.00	02/17/2021	
Database system concepts	17658	607-124470-X	MC GRAW HILL	Bilbechalt	Database system concepts	CS-6A	7	7	R1625.00	02/17/2021	
Industrial engineering & management including production management	17675	978-81-933264-6-0	KHANNA PUBL	Banga	Industrial engineering & management including production management	ME-13B	5	5	R469.00	02/17/2021	
Fundamentals of data structures in c++	17680	978-81-7371-6958	UNIVERSITIES PRESS	Horiowitz	Fundamentals of data structures in c++	CS-6A	10	10	R625.00	02/17/2021	

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