SCHOOL ERP USER MANUAL

विद्यालय ईआरपी उपयोगकर्ता पुस्तिका

EduERP.net

Complete School Management System

Developed By

EduERP Development Team

Version 1.0 | 2026 Edition

Student Management • Fee Management

Examination Management •

Attendance • Reports • Certificates • Administration

Prepared For

School Administrators • Principals

Teachers • Accountants

Data Entry Operators • Management Staff

Session: 2025-26

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School ERP User Manual
विद्यालय ईआरपी उपयोगकर्ता पुस्तिका

School ERP User Manual | विद्यालय ईआरपी उपयोगकर्ता पुस्तिका

1.1 Introduction | परिचय

Welcome to the School ERP System, a complete digital platform designed to simplify and manage daily school operations efficiently.

स्कूल ईआरपी सिस्टम एक आधुनिक डिजिटल प्लेटफ़ॉर्म है जो विद्यालय के दैनिक कार्यों को सरल और व्यवस्थित बनाने में सहायता करता है।

The School ERP software provides modules for:

- Authentication Module
- Dashboard and Navigation
- Student Management System
- Fee Management System
- Student Reports
- Examination Management System
- TC & CC Management

यह सॉफ्टवेयर निम्नलिखित मॉड्यूल प्रदान करता है:

- प्रमाणीकरण मॉड्यूल
- डैशबोर्ड एवं नेविगेशन
- छात्र प्रबंधन प्रणाली
- फीस प्रबंधन प्रणाली
- छात्र रिपोर्ट प्रणाली
- परीक्षा प्रबंधन प्रणाली
- स्थानांतरण प्रमाणपत्र (TC) एवं चरित्र प्रमाणपत्र (CC) प्रबंधन

Module 1: Authentication | (प्रमाणीकरण)

Overview | परिचय

English

The School ERP System provides two secure methods for user authentication:

1. **Email & Password Authentication**
2. **Magic Link Authentication**

Users can choose either method based on their convenience and system access permissions.

Hindi | हिंदी

स्कूल ईआरपी सिस्टम उपयोगकर्ताओं को सुरक्षित लॉगिन के लिए दो प्रमाणीकरण विकल्प प्रदान करता है:

1. **ईमेल एवं पासवर्ड प्रमाणीकरण**
2. **मैजिक लिंक प्रमाणीकरण**

उपयोगकर्ता अपनी सुविधा और अनुमति के अनुसार किसी भी विकल्प का उपयोग कर सकते हैं।

Purpose of Authentication Module

- Verify user identity
- Prevent unauthorized access
- Protect sensitive school information

Authentication Module का उद्देश्य

- उपयोगकर्ता की पहचान सत्यापित करना
- अनधिकृत पहुँच को रोकना
- संवेदनशील विद्यालय जानकारी की सुरक्षा

Method 1: Email & Password Login | तरीका 1: ईमेल एवं पासवर्ड लॉगिन

Step-by-Step Process | चरण-दर-चरण प्रक्रिया

Step 1: Open Login Screen

चरण 1: लॉगिन स्क्रीन खोलें

English:
Open the School ERP application in your browser.

Hindi (हिंदी):
अपने ब्राउज़र में स्कूल ईआरपी एप्लिकेशन खोलें।

Example: https://newbharatmatadohel.eduerp.net/login

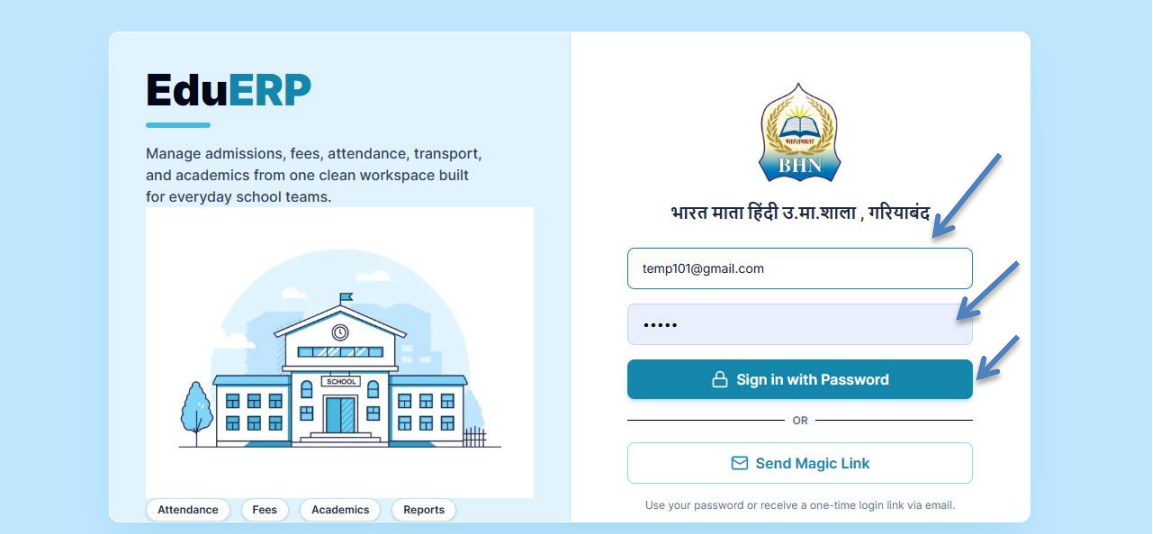


Image 1.1 - Login Page

Step 2: Enter Registered Email

चरण 2: पंजीकृत ईमेल दर्ज करें

English
Enter your official registered email address.

Hindi (हिंदी):
अपना पंजीकृत आधिकारिक ईमेल पता दर्ज करें।

Step 3: Enter Password

चरण 3: पासवर्ड दर्ज करें

English:
Enter your secure account password.

Hindi (हिंदी):
अपना सुरक्षित अकाउंट पासवर्ड दर्ज करें।

Step 4: Click Sign In with Password Button
चरण 4: पासवर्ड के साथ साइन इन बटन पर क्लिक करें

English:
Click the **Sign In with Password** button to access the dashboard.

Hindi (हिंदी):
डैशबोर्ड में प्रवेश करने के लिए पासवर्ड के साथ साइन इन बटन पर क्लिक करें ।

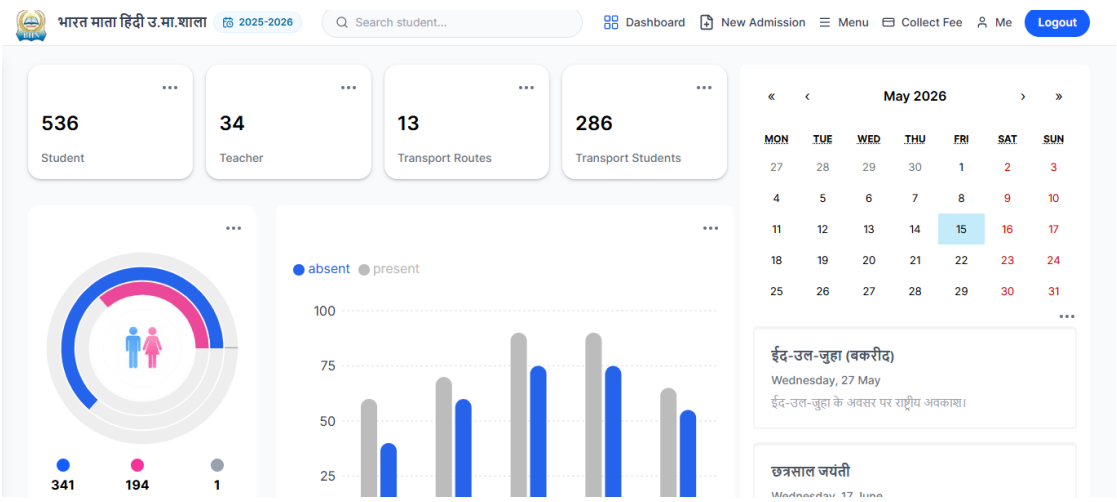


Image 1.2 Dashboard Page

Method 2: Magic Link Login | तरीका 2: मैजिक लिंक लॉगिन

Purpose | उद्देश्य

English

Magic Link Authentication allows users to log in without entering a password. A secure login link is sent to the user's registered email address.

Hindi | हिंदी

मैजिक लिंक प्रमाणीकरण उपयोगकर्ताओं को बिना पासवर्ड दर्ज किए लॉगिन करने की सुविधा प्रदान करता है। उपयोगकर्ता के पंजीकृत ईमेल पर एक सुरक्षित लॉगिन लिंक भेजा जाता है।

Important Note | महत्वपूर्ण सूचना

English

Only users already registered in the School ERP System can use Magic Link Login.

Hindi | हिंदी

केवल वे उपयोगकर्ता जो पहले से स्कूल ईआरपी सिस्टम में पंजीकृत हैं, मैजिक लिंक लॉगिन का उपयोग कर सकते हैं।

Step-by-Step Process | चरण-दर-चरण प्रक्रिया

Step 1: Open Login Screen

चरण 1: लॉगिन स्क्रीन खोलें

English:
Open the ERP Login Page in your browser.

Hindi (हिंदी):
अपने ब्राउज़र में ERP लॉगिन पेज खोलें।

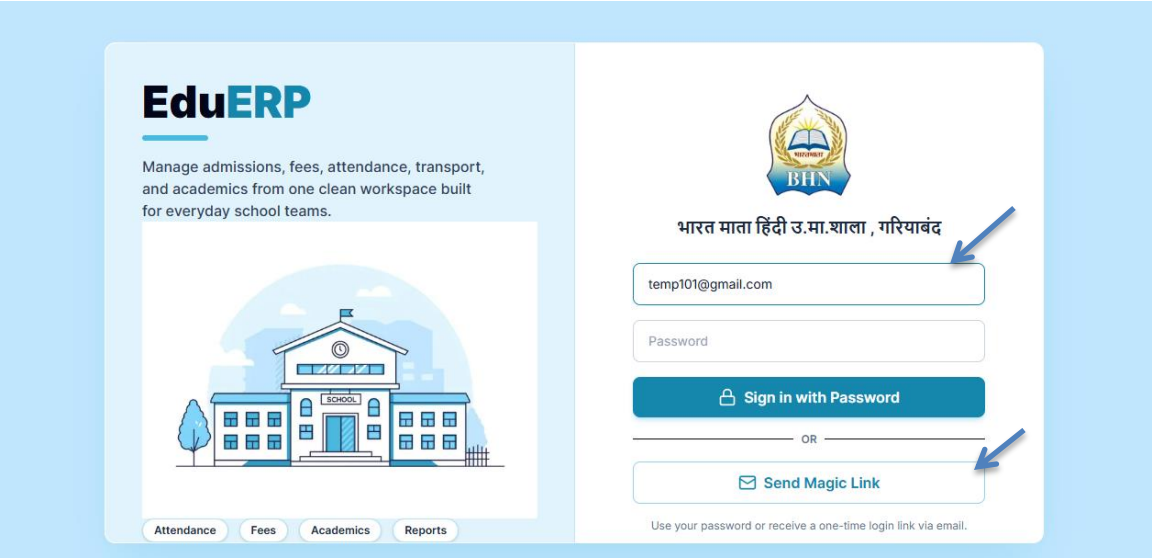


Image 1.3 Authentication using Magic Link

Step 2: Enter Registered Email Address
चरण 2: पंजीकृत ईमेल पता दर्ज करें

English:
Enter your registered email address to receive the Magic Link.

Hindi (हिंदी):
मैजिक लिंक प्राप्त करने के लिए अपना पंजीकृत ईमेल पता दर्ज करें।

Step 3: Click "Send Magic Link"

चरण 3: "Send Magic Link" पर क्लिक करें

English:
Click the **Send Magic Link** button.

Hindi (हिंदी):
Send Magic Link बटन पर क्लिक करें।

Step 4: Check Your Email

चरण 4: अपना ईमेल जांचें

English:
Open your email inbox and locate the login email sent by the ERP System.

Hindi (हिंदी):
अपना ईमेल इनबॉक्स खोलें और ERP सिस्टम द्वारा भेजा गया लॉगिन ईमेल खोजें।

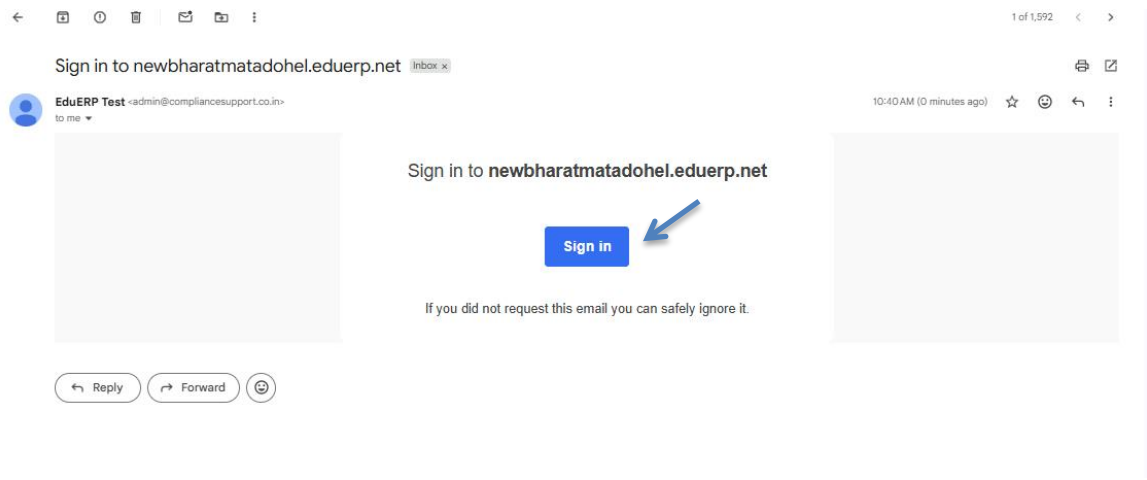


Image 1.4 Magic Link Gmail Box

Step 5: Click the Sign in button

चरण 5: साइन इन बटन पर क्लिक करें।

Step 6: Redirect to Dashboard

चरण 6: डैशबोर्ड पर रीडायरेक्ट

English:
After successful verification, the system redirects the user to the ERP Dashboard.

Hindi (हिंदी):
सफल सत्यापन के बाद सिस्टम उपयोगकर्ता को ERP डैशबोर्ड पर भेज देता है।

1.2 Change Password Process | पासवर्ड बदलने की प्रक्रिया

Purpose | उद्देश्य

English`

The Change Password feature allows users to update their account password securely for better account protection.

Hindi (हिंदी)

पासवर्ड बदलने की सुविधा उपयोगकर्ताओं को अपने अकाउंट की सुरक्षा बढ़ाने के लिए सुरक्षित रूप से नया पासवर्ड सेट करने की अनुमति देती है।

Step-by-Step Process | चरण-दर-चरण प्रक्रिया

Step 1: Open User Profile Menu

चरण 1: उपयोगकर्ता प्रोफ़ाइल मेनू खोलें

English

Click on the Profile / Me option available on the top navigation bar.

Hindi (हिंदी)

ऊपर दिए गए नेविगेशन बार में उपलब्ध Profile / Me विकल्प पर क्लिक करें।

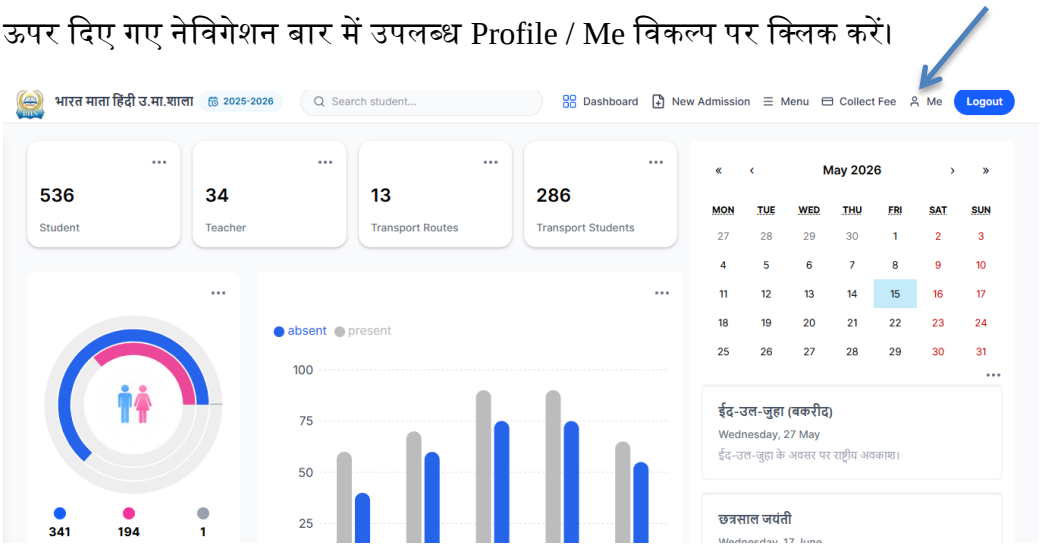


Image 1.5 Changing Account Password

Step 2: Open Password Update Section

चरण 2: पासवर्ड अपडेट सेक्शन खोलें

English

The password update panel will appear on the right side of the screen.

Hindi (हिंदी)

स्क्रीन के दाईं ओर पासवर्ड अपडेट पैनल दिखाई देगा।

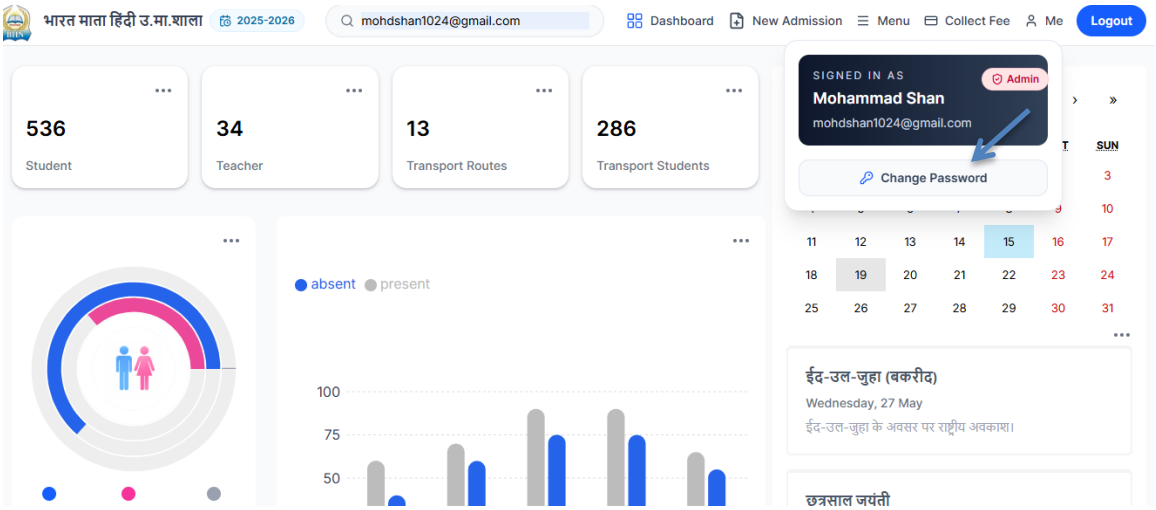


Image 1.6 Change Password Panel

Step 3: Enter New Password

चरण 3: नया पासवर्ड दर्ज करें

English

Enter your new secure password in the first password field.

Hindi (हिंदी)

पहले पासवर्ड फ़ील्ड में अपना नया सुरक्षित पासवर्ड दर्ज करें।

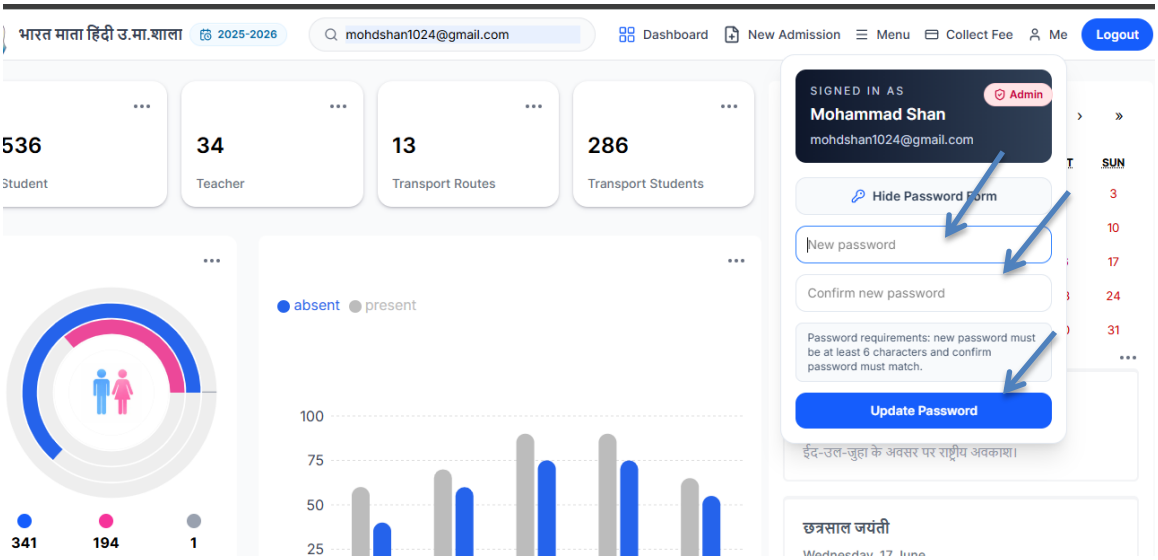


Image 1.7 Update The Password

Step 4: Confirm New Password

चरण 4: नया पासवर्ड पुनः दर्ज करें

English

Enter the same password again in the Confirm New Password field.

Hindi (हिंदी)

Confirm New Password फ़ील्ड में वही पासवर्ड दोबारा दर्ज करें।

Step 5: Verify Password Requirements

चरण 5: पासवर्ड आवश्यकताओं की जाँच करें

English

Ensure that: Password contains at least 6 characters. Both password fields match correctly.

Hindi (हिंदी)

सुनिश्चित करें कि: पासवर्ड कम से कम 6 अक्षरों का हो। दोनों पासवर्ड एक समान हों।

Step 6: Click Update Password

चरण 6: Update Password पर क्लिक करें

English

Click the Update Password button to save the new password.

Hindi (हिंदी)

नया पासवर्ड सुरक्षित करने के लिए Update Password बटन पर क्लिक करें।

Important Security Tips

महत्वपूर्ण सुरक्षा सुझाव

English

- Use a strong and unique password.
- Avoid sharing passwords with others.
- Change passwords periodically for better security.
- Always logout after updating your password.

Hindi (हिंदी)

- मजबूत और यूनिक पासवर्ड का उपयोग करें।
- अपना पासवर्ड किसी अन्य व्यक्ति के साथ साझा न करें।
- बेहतर सुरक्षा के लिए समय-समय पर पासवर्ड बदलते रहें।
- पासवर्ड अपडेट करने के बाद हमेशा लॉगआउट करें।

End of Module 1

Module 2: Dashboard Overview & Navigation

2.1 Introduction | परिचय

English

The Dashboard is the central workspace of the School ERP System. After successful login, users are redirected to the dashboard based on their assigned roles and permissions. The dashboard provides quick access to important modules, real-time statistics, notifications, and commonly used features, helping users perform daily school operations efficiently.

This module explains the layout, navigation options, dashboard components, and important shortcuts available within the ERP system.

Hindi (हिंदी)

डैशबोर्ड स्कूल ईआरपी सिस्टम का मुख्य कार्यक्षेत्र है। सफल लॉगिन के बाद उपयोगकर्ताओं को उनकी भूमिका और अनुमतियों के अनुसार डैशबोर्ड पर भेजा जाता है। डैशबोर्ड महत्वपूर्ण मॉड्यूल, रियल-टाइम आँकड़े, सूचनाएँ तथा अक्सर उपयोग होने वाली सुविधाओं तक त्वरित पहुँच प्रदान करता है, जिससे विद्यालय के दैनिक कार्यों को अधिक प्रभावी ढंग से संचालित किया जा सकता है।

2.2 Dashboard Menu Navigation

2.2 डैशबोर्ड मेनू नेविगेशन

English

The Menu Section provides quick access to all major modules available in the School ERP System. Users can easily navigate between different functionalities such as Admission, Students, Fee Management, Examination, Reports, and Settings from a single centralized menu.

Hindi (हिंदी)

मेनू सेक्शन स्कूल ईआरपी सिस्टम के सभी प्रमुख मॉड्यूल्स तक त्वरित पहुँच प्रदान करता है। उपयोगकर्ता एक ही केंद्रीकृत मेनू से Admission, Students, Fee Management, Examination, Reports Session और Settings जैसी सुविधाओं के बीच आसानी से नेविगेट कर सकते हैं।

Step 1: Open Dashboard Modules Panel

चरण 2: डैशबोर्ड मॉड्यूल पैनल खोलें

English

After clicking the Menu button, a module panel will appear containing shortcuts for all major ERP functionalities.

Hindi (हिंदी)

Menu बटन पर क्लिक करने के बाद एक मॉड्यूल पैनल दिखाई देगा जिसमें ERP की सभी प्रमुख सुविधाओं के शॉर्टकट उपलब्ध होंगे।

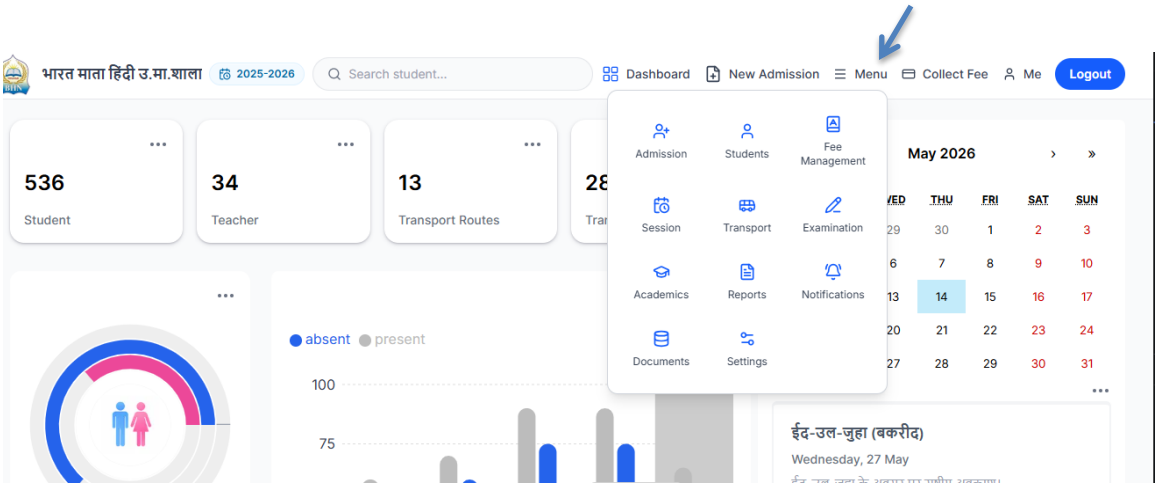


Image 1.8 Dashboard Menu Options

Available Menu Options

उपलब्ध मेनू विकल्प

Menu Option	**Description**
Admission	Manage new student admissions
Students	View and manage student records
Fee Management	Collect and manage student fees

Menu Option	Description
Session	Manage academic sessions
Transport	Manage transport routes and students
Examination	Manage exams and results
Academics	Access academic-related modules
Reports	Generate system reports
Notifications	View alerts and announcements
Documents	Access important ERP documents
Settings	Configure system settings

Best Practice

सर्वोत्तम अभ्यास

English

Use the Menu section regularly to quickly switch between modules instead of manually searching through pages.

Hindi (हिंदी)

पेजों को मैन्युअली खोजने के बजाय विभिन्न मॉड्यूल्स के बीच तेज़ी से जाने के लिए Menu सेक्शन का नियमित उपयोग करें।

2.3 Student Search Bar | छात्र खोज (Search Bar)

Purpose | उद्देश्य

English

The Student Search Bar helps users quickly find and access student records within the School ERP System. Users can search students using their name or admission number. After selecting a student from the dropdown list, the system redirects the user directly to the student's profile page.

Hindi (हिंदी)

Student Search Bar उपयोगकर्ताओं को स्कूल ERP सिस्टम में छात्रों के रिकॉर्ड को जल्दी खोजने और एक्सेस करने की सुविधा प्रदान करता है। उपयोगकर्ता छात्र का नाम या Admission Number दर्ज करके खोज सकते हैं। ड्रॉपडाउन सूची से छात्र का चयन करने के बाद सिस्टम सीधे छात्र की प्रोफ़ाइल पेज पर रीडायरेक्ट कर देता है।

Step 1: Locate the Search Bar

चरण 1: Search Bar खोजें

English

On the top navigation area of the dashboard, locate the Student Search Bar.

Hindi (हिंदी)

डैशबोर्ड के ऊपरी नेविगेशन क्षेत्र में Student Search Bar खोजें।

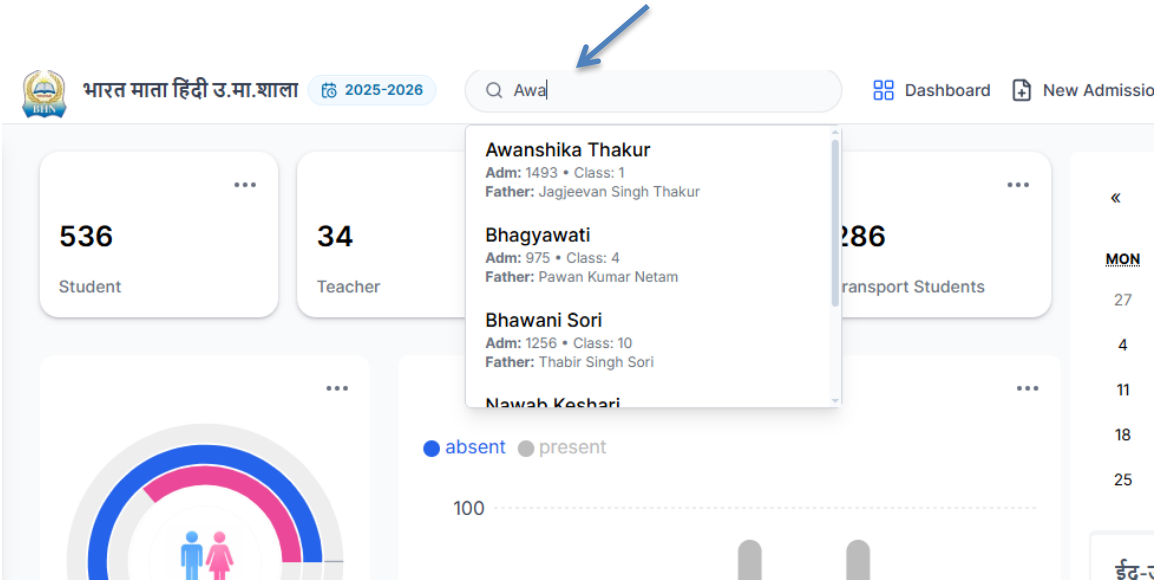


Image 1.9 Student Profile Navigation

Step 2: Enter Student Name or Admission Number

चरण 2: छात्र का नाम या Admission Number दर्ज करें

English

Type the student's name or admission number inside the search field.

Hindi (हिंदी)

सर्च फ़ील्ड में छात्र का नाम या Admission Number दर्ज करें।

Step 3: Redirect to Student Profile

चरण 5: छात्र प्रोफ़ाइल पर रीडायरेक्ट

English

After selecting the student, the system redirects the user to the Student Profile page containing complete student information.

Hindi (हिंदी)

छात्र का चयन करने के बाद सिस्टम उपयोगकर्ता को Student Profile पेज पर भेज देता है जहाँ छात्र की पूरी जानकारी उपलब्ध होती है।

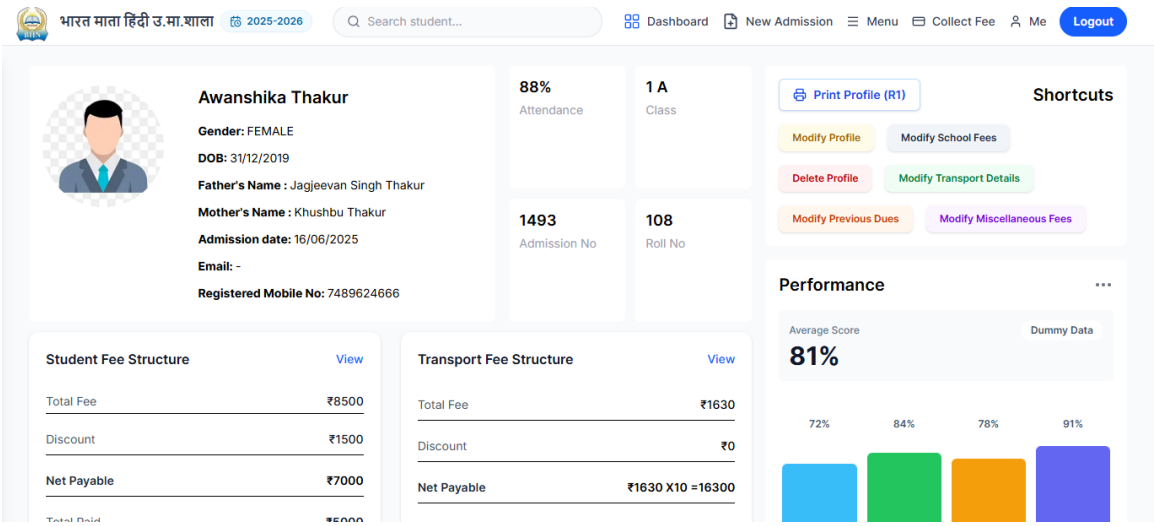


Image 1.10 Student Profile Page

End of Module 2

Module 3: Student Management System
मॉड्यूल 3: छात्र प्रबंधन प्रणाली

3.1 Overview | परिचय

The Student Management System is one of the core modules of the School ERP System. It is designed to manage and maintain complete student-related information in a centralized and organized manner.

This module helps school administrators, teachers, and authorized staff members efficiently handle student records throughout the academic lifecycle, from admission to academic progression and record management.

The Student Management System stores and manages:

- Student admission details
- Academic information
- Personal information
- Parent and guardian details
- Attendance records
- Fee-related information
- Transport details
- Examination records
- Certificates and documents

The module provides quick access to student profiles and enables users to search, update, and manage student records easily.

This system reduces manual paperwork, improves data accuracy, and ensures better student information management across different departments of the school.

Objectives of Student Management System

The Student Management System is used to:

- Register new students
- Manage existing student records
- Maintain academic and personal information
- Store parent and guardian details
- Track student progress and activities
- Access student-related reports and documents
- Improve administrative efficiency
- Ensure centralized student data management

Key Features

The Student Management System includes the following features:

- New Student Admission
- Old Admission Management
- Bulk Admission
- Student Search Functionality
- Student Profile Management
- Academic Information Management
- Parent & Guardian Information
- Address & Contact Details
- Bank Details Management
- Profile & Interests Section
- Student Record Updates
- Role-Based Student Access

3.2 New Admission

Overview | परिचय

The New Admission feature is used to register a new student into the School ERP System. It allows administrators and authorized staff members to enter complete student information including academic details, personal information, parent details, address details, bank information, and profile-related data.

The system automatically generates a unique Admission Number for every student to ensure proper record management and identification.

The New Admission process helps maintain accurate student records in a centralized system and ensures that the information can be used across different ERP modules.

Step 1: Open Admission Module

Navigate to the Dashboard Menu and click on the **Admission** option.

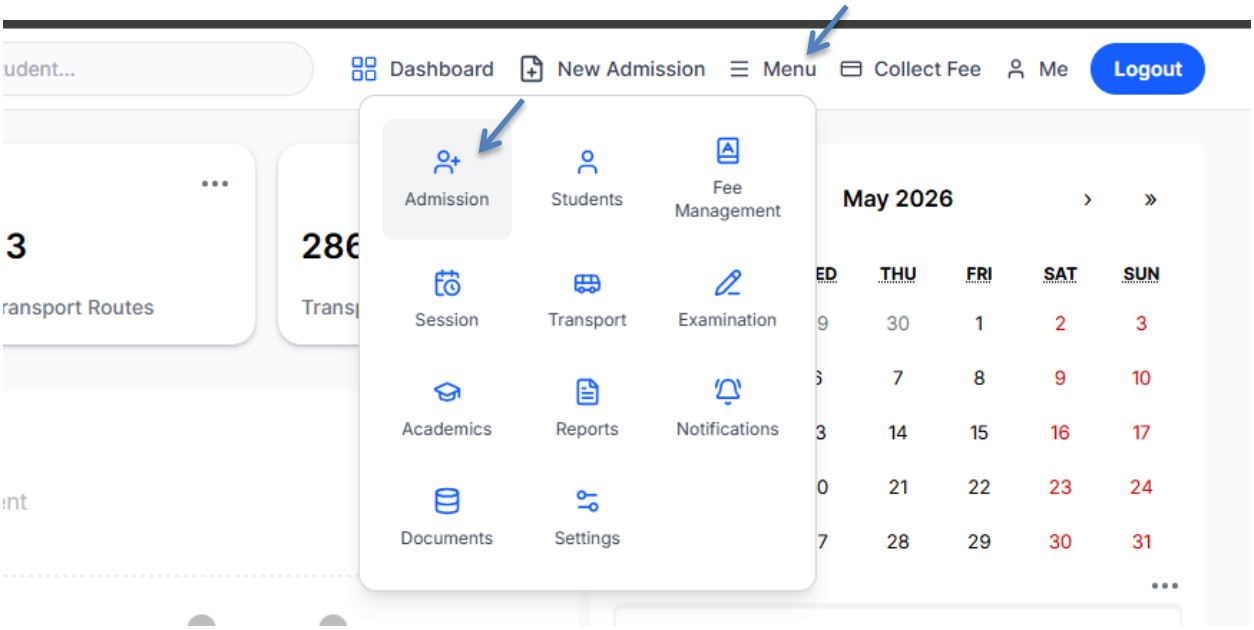


Image 2.1 Admission Navigation

Step 2: Select New Admission

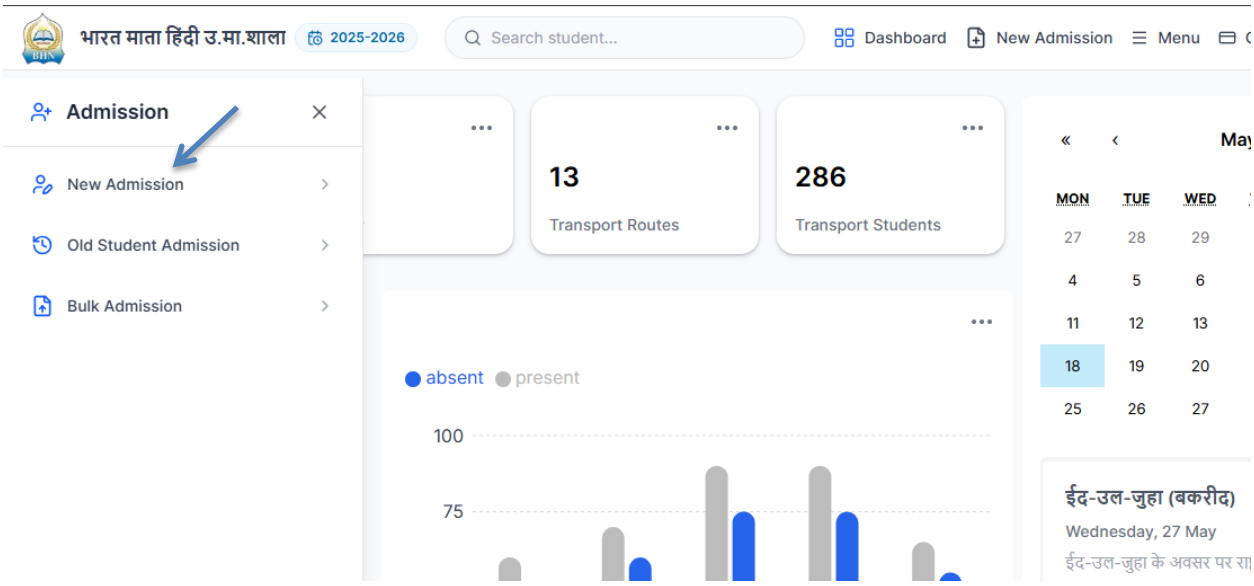


Image 2.2 New Admission Navigation

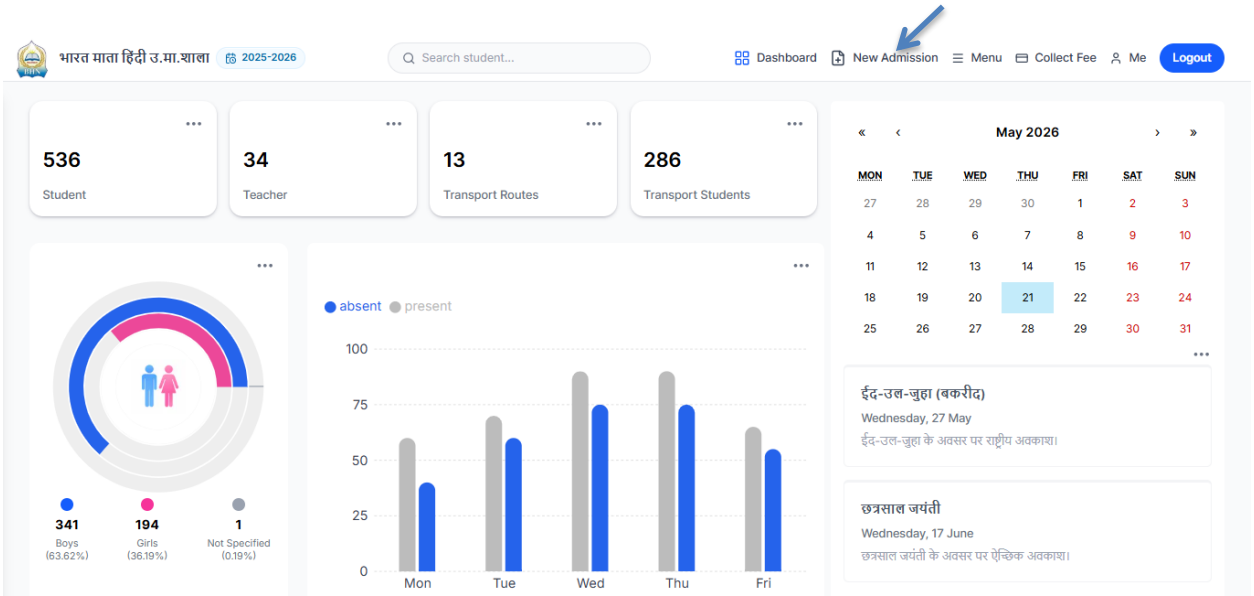


Image 3.2 New Admission Navigation Using Navbar

Sections Available in New Admission Form

SNo.	Section Name	Description
1	Academic Details	Student academic and admission information
2	Personal Details	Student personal and identity information
3	Parent Details	Father and mother information
4	Guardian Details	Guardian contact details
5	Bank Details	Student bank information
6	Address Details	Present and permanent address
7	Profile & Interests	Student profile and hobby details
8	Student Fee Mapping	Fee Type, Total Fee, Discount amount, Payable Fee

3.2.1 Academic Details Section

The Academic Details section stores the student's admission and academic information.

Fields Available:

- Admission Number (Auto Generated)
- Class
- Section
- Roll Number
- Date of Admission
- Admission Class
- Enrollment Number
- Medium
- Status

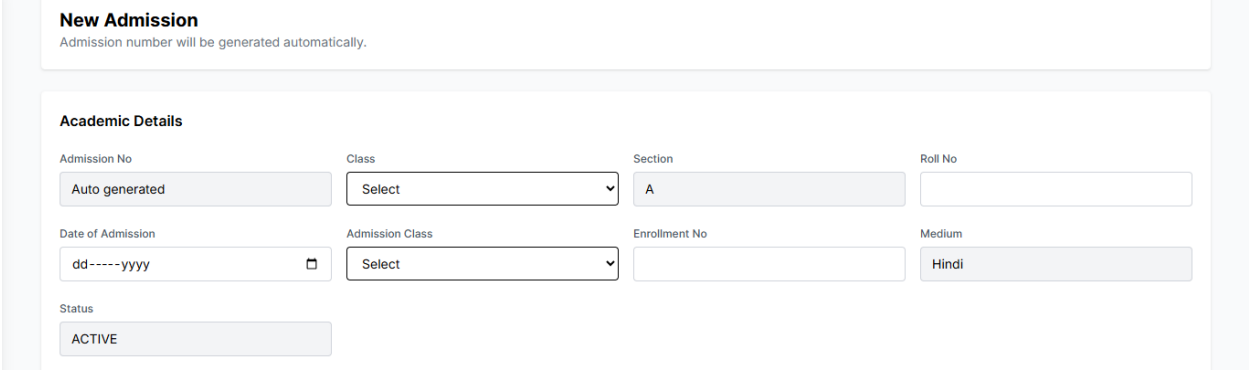


Image 2.3 Academic Details

3.2.2 Personal Details Section

Fields Available:

- Student Name
- Birth Date
- Gender
- Aadhaar Number
- Blood Group
- Caste Category
- Caste
- Religion
- Registered Mobile Number
- Email ID
- Family ID
- Permanent Education Number

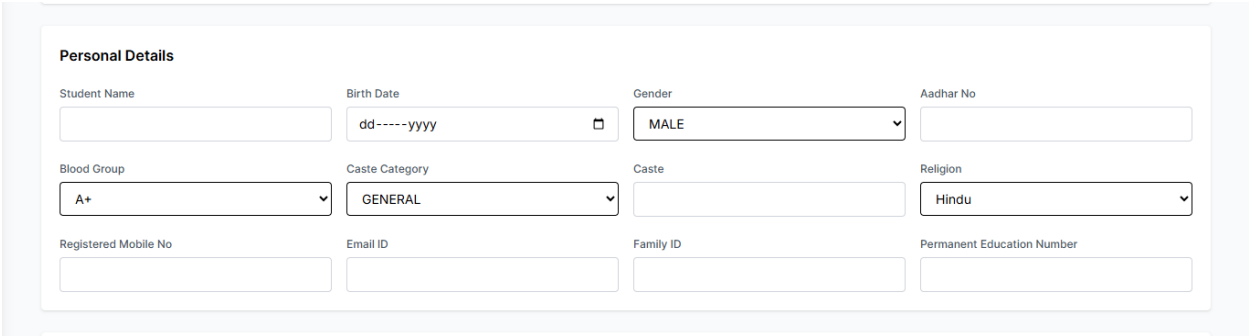


Image 2.4 Personal Details form

3.2.3 Parent Details Section

This section contains information about the student's parents.

Fields Available:

- Father Name
- Father Mobile
- Father Occupation
- Father Annual Income
- Mother Name
- Mother Mobile
- Mother Occupation
- Mother Annual Income

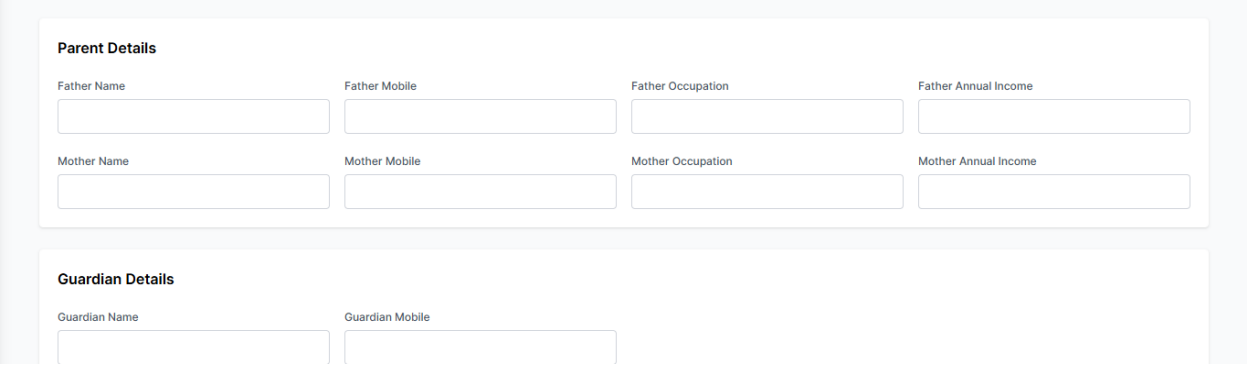


Image 2.5 Parents Details Form

3.2.4 Permanent Address Section

The Permanent Address section is used to store the student's permanent residential address information. Users can manually enter permanent address details or use the Same as Present Address option to automatically copy the current address information.

This feature helps reduce repetitive data entry and ensures address consistency.

- Fields Available:
- Same as Present Address
- Permanent Address
- Permanent City
- Permanent District
- Permanent State
- Permanent Pin code

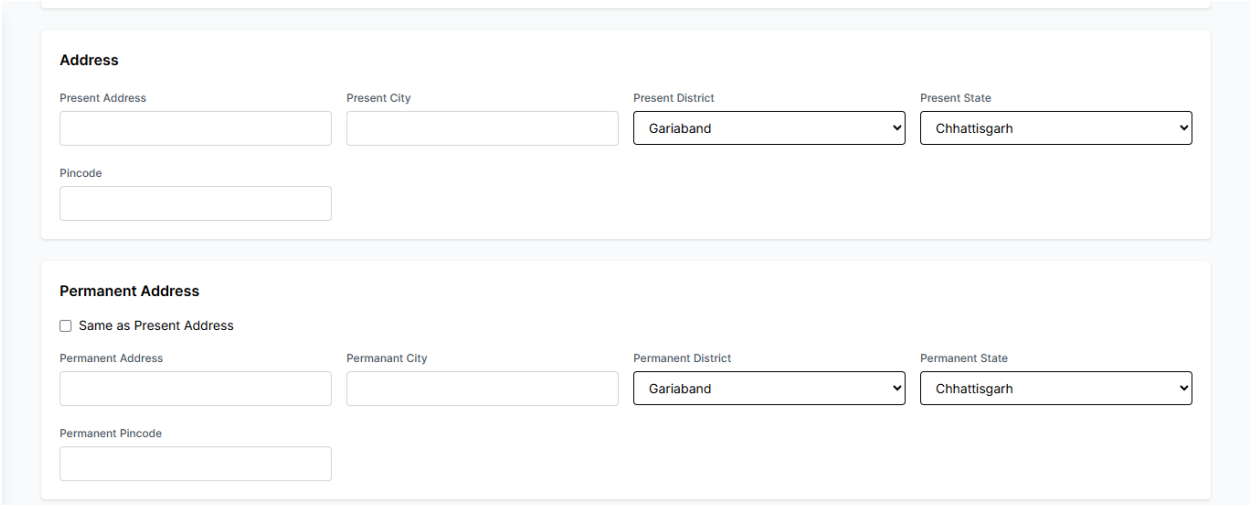


Image 2.6 Permanent Address section form

3.2.5 Profile & Interests Section

The Profile & Interests section stores additional student profile information, physical details, hobbies, and career aspirations. This information helps schools better understand student interests and personal development areas.

Fields Available:

- Height (cm)
- Weight (kg)
- Interests / Hobbies
- What I Want to Become

3.2.6 Student Fee Mapping

The Student Fee Mapping section is used to assign and configure the applicable fee structure for a student during the admission process.

This section helps administrators map the correct fee category, fee amount, discount, and payable fee for the student according to the selected class, academic session, and school fee structure.

The system automatically calculates the payable fee after applying the discount amount.

Information Displayed:

- Fee Type
- Total Fee
- Discount Amount
- Fee Remark
- Payable Fee

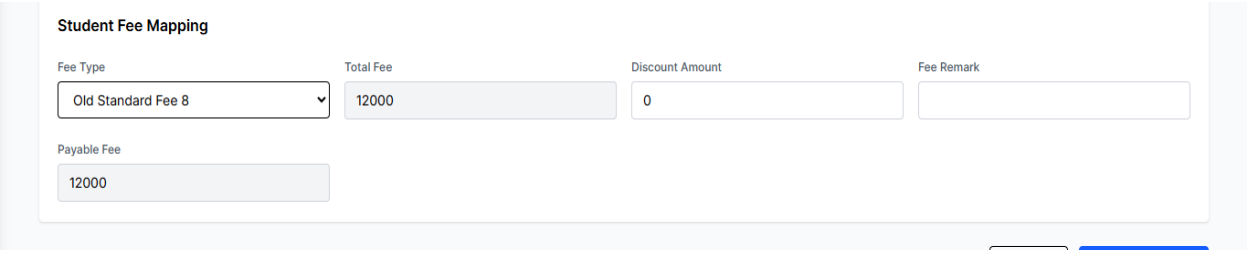


Image 2.7 Student Academic Fee Mapping

Note: The Fee Type in Student Fee Mapping can also be configured as **RTE (Right to Education)** according to school policies and government regulations.

RTE students are eligible for special fee benefits provided under the Right to Education Act. In such cases, the student fee structure may contain:

- Zero payable fee
- Partial fee concession
- Government-supported fee structure

The system allows administrators to assign RTE fee structures during the admission process

.

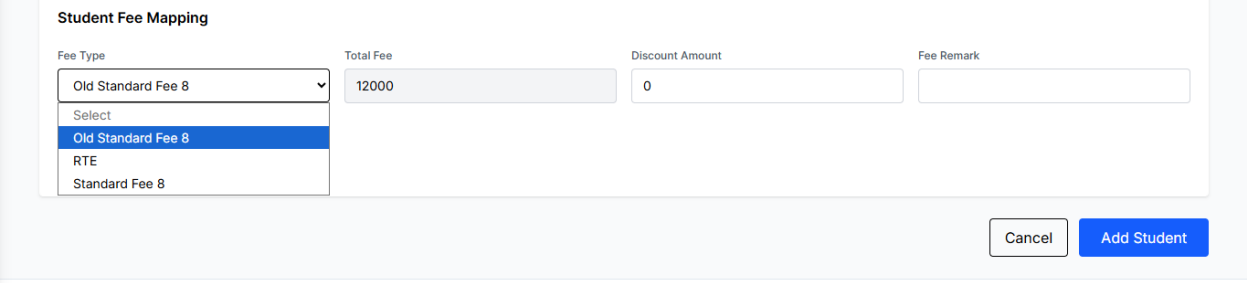


Image 2.8 Fee Types

3.2.7 Final Submission

After entering all required details:

- ✓ Verify the entered information carefully.
- ✓ Ensure mandatory fields are completed.
- ✓ Click the Save Admission button.

The system will successfully register the student and create a student profile within the ERP system.

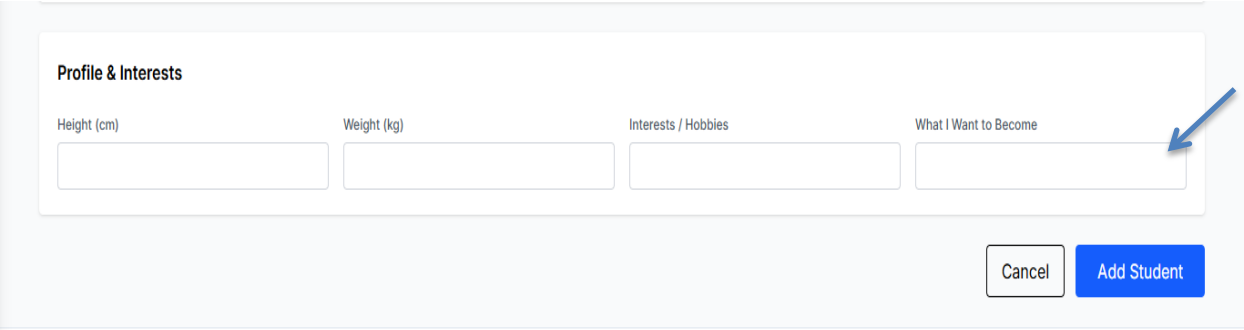


Image 2.9 Add Student Button

3.3 Old Admission

Overview | परिचय

The Old Admission feature is used to register students who already have an existing admission number in the school records. This option helps administrators migrate or re-register previously admitted students into the School ERP System without creating duplicate admission records.

Users only need to enter the student's existing Admission Number to continue the admission process.

This feature is useful for:

- Existing school students
- Migrated student records
- Previous session admissions
- Legacy admission data management

Purpose of Old Admission

- The Old Admission module is used to:
- Manage existing student admission records
- Avoid duplicate admissions
- Re-register previously admitted students
- Maintain continuity of student data
- Simplify migration of old records

Note: The **Old Admission** process is similar to the **New Admission** process. The only difference is that users must enter the student's existing Admission Number before continuing the admission procedure.

After entering the Admission Number, the remaining admission process and student information fields function the same as the New Admission module.

3.4 Bulk Admission

Overview | परिचय

The Bulk Admission feature allows administrators to import multiple student records into the School ERP System at once using an Excel file. This feature helps reduce manual data entry and speeds up the student admission process for large numbers of students.

The system supports:

- Excel file upload
- Data validation
- Preview before import
- Bulk student record creation
- This feature is especially useful during:
- New academic sessions
- Large-scale admissions
- Data migration from old systems
- Session-wise student imports
- Bulk Admission Workflow
- The Bulk Admission process follows these steps:
- Download the official Excel template
- Fill all required student information
- Upload the completed Excel file
- Validate the uploaded data
- Preview student records before import
- Confirm and import student records
- This process helps avoid incorrect entries and ensures accurate data import.

Available Options

Option	Description
Download Template	Download the official admission template
Download Sample	Download sample Excel data
Import Excel	Upload Excel file for student import

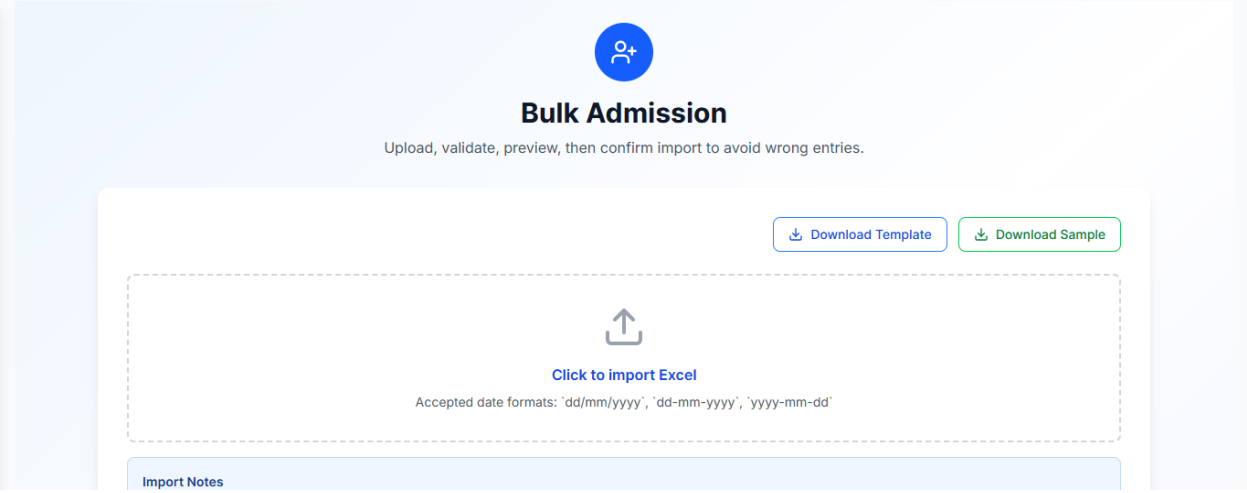


Image 2.10 Bulk Student Upload

3.5 Students

Overview | परिचय

The Students section is an important part of the Student Management System. It helps administrators and authorized staff members manage student records, monitor student information, and access attendance-related functionalities.

This section provides centralized access to student-related operations and allows users to efficiently manage academic and administrative student data.

The Students sidebar contains the following options:

- All Students
- Attendance

These options help users manage student records and attendance activities within the ERP system.

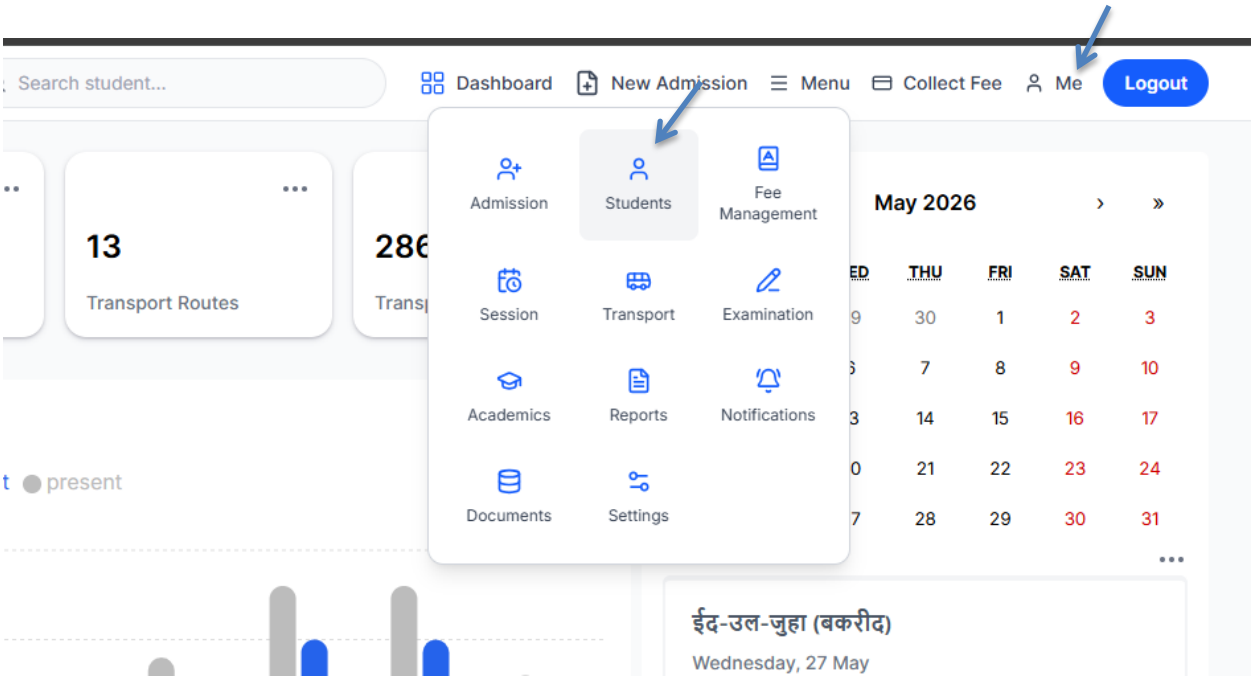


Image 3.1 Students Menu

3.5.1 All Students

Overview | परिचय

The All Students section is used to view, search, filter, and manage the records of all students available in the School ERP System.

This section provides a centralized student list where administrators and authorized staff members can:

- View all student records
- Search students quickly
- Filter students class-wise
- Export student data to Excel
- View student profiles
- Modify student information

The All Students module helps improve student record management and provides quick access to important student information from a single interface.

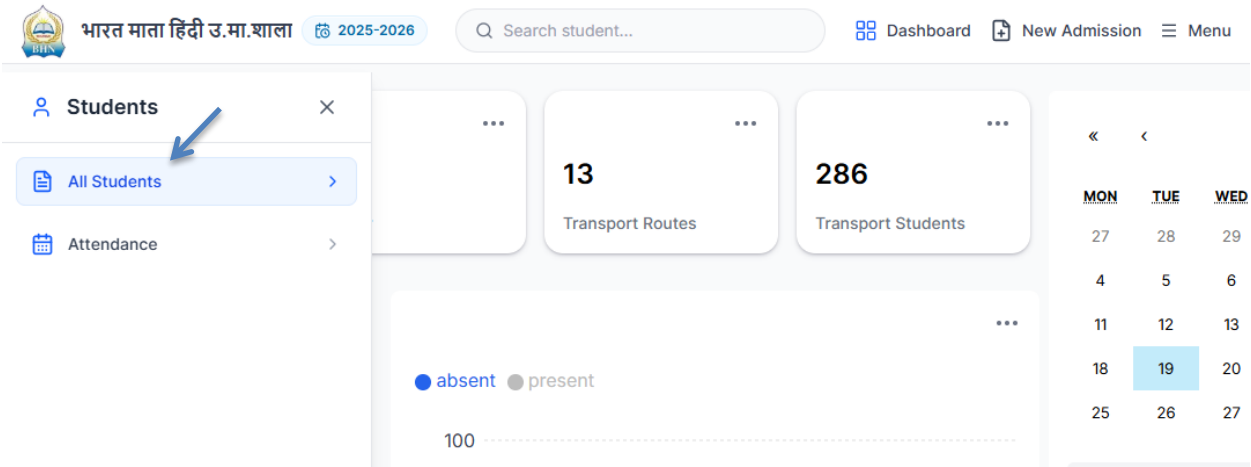
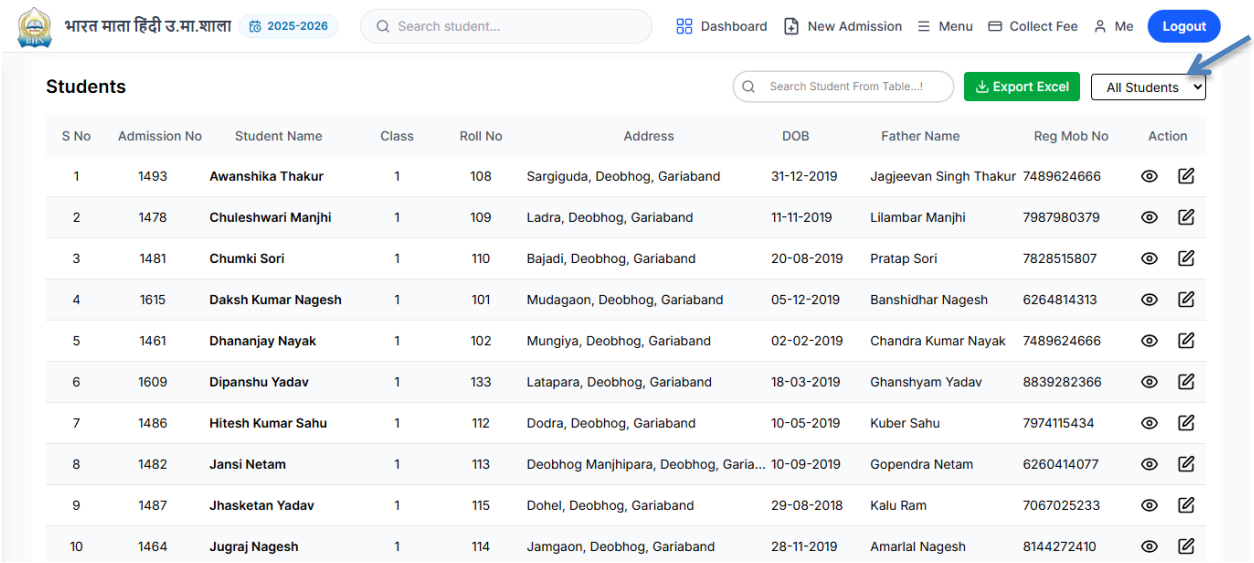


Image 3.2 All Students



S No	Admission No	Student Name	Class	Roll No	Address	DOB	Father Name	Reg Mob No	Action
1	1493	Awanshika Thakur	1	108	Sargiguda, Deobhog, Gariaband	31-12-2019	Jagjeevan Singh Thakur	7489624666	
2	1478	Chuleshwari Manjhi	1	109	Ladra, Deobhog, Gariaband	11-11-2019	Lilambar Manjhi	7987980379	
3	1481	Chumki Sori	1	110	Bajadi, Deobhog, Gariaband	20-08-2019	Pratap Sori	7828515807	
4	1615	Daksh Kumar Nagesh	1	101	Mudagaon, Deobhog, Gariaband	05-12-2019	Banshidhar Nagesh	6264814313	
5	1461	Dhananjay Nayak	1	102	Mungiya, Deobhog, Gariaband	02-02-2019	Chandra Kumar Nayak	7489624666	
6	1609	Dipanshu Yadav	1	133	Latapara, Deobhog, Gariaband	18-03-2019	Ghanshyam Yadav	8839282366	
7	1486	Hitesh Kumar Sahu	1	112	Dodra, Deobhog, Gariaband	10-05-2019	Kuber Sahu	7974115434	
8	1482	Jansi Netam	1	113	Deobhog Manjhipara, Deobhog, Garia...	10-09-2019	Gopendra Netam	6260414077	
9	1487	Jhasketan Yadav	1	115	Dohel, Deobhog, Gariaband	29-08-2018	Kalu Ram	7067025233	
10	1464	Jugraj Nagesh	1	114	Jamgaon, Deobhog, Gariaband	28-11-2019	Amarlal Nagesh	8144272410	

Image 3.3 All Students Listing

Features Available in All Students Section

SNo.	Feature	Description
1	Search Bar	Search students quickly
2	Filter Option	Filter records class-wise
3	Student List Table	Displays all student records
4	Export to Excel	Export student data
5	View Profile	Open student profile
6	Modify Profile	Edit student details

3.5.2 Search Bar Functionality

The Search Bar allows users to search student records quickly using:

Student Name

Admission Number

As users type in the search field, matching student records are displayed instantly.

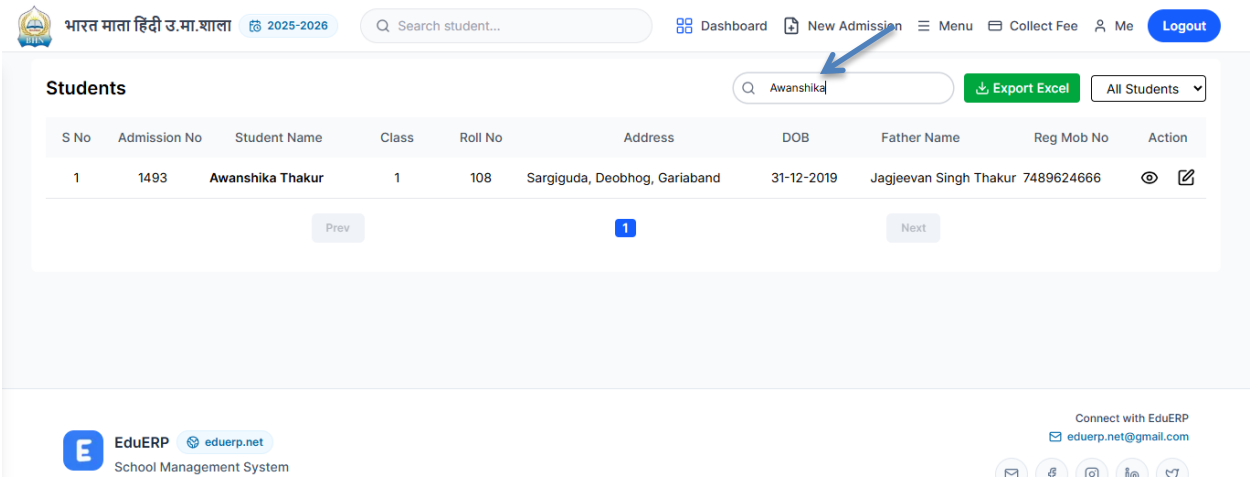


Image 3.4 Student Search

Filter Option

The Filter option helps users display student records according to selected categories.

Available Filter Options:

All Students

Class-wise Students

Users can select a class to view only students belonging to that class

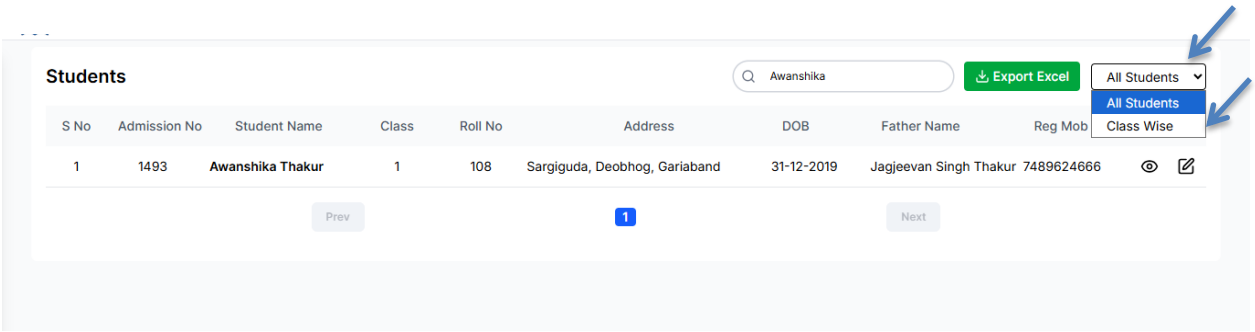


Image 3.5 Filter Students Class wise

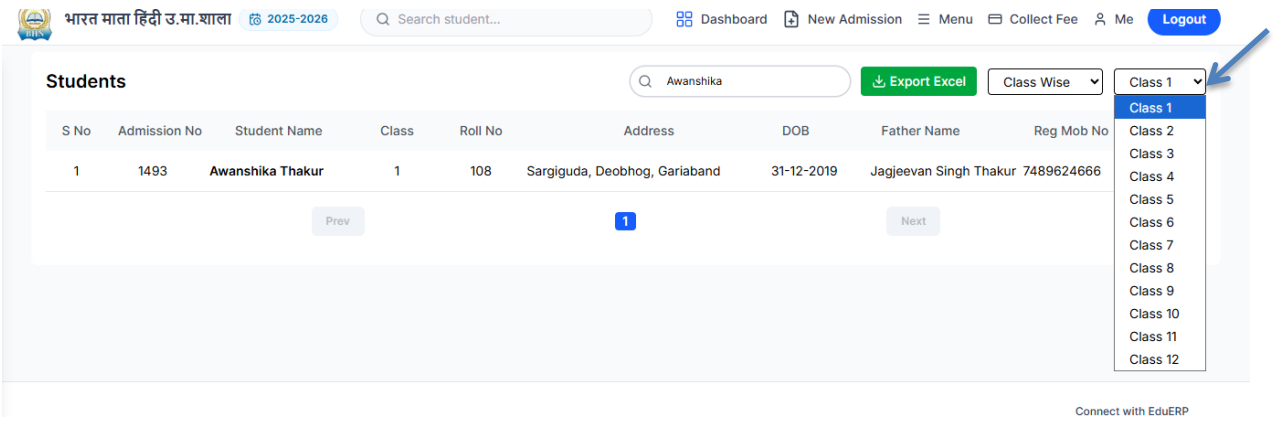


Image 3.6 Selecting a Class

3.5.3 Export to Excel Feature

The Export to Excel button allows users to download student records in Excel format for reporting and administrative purposes.

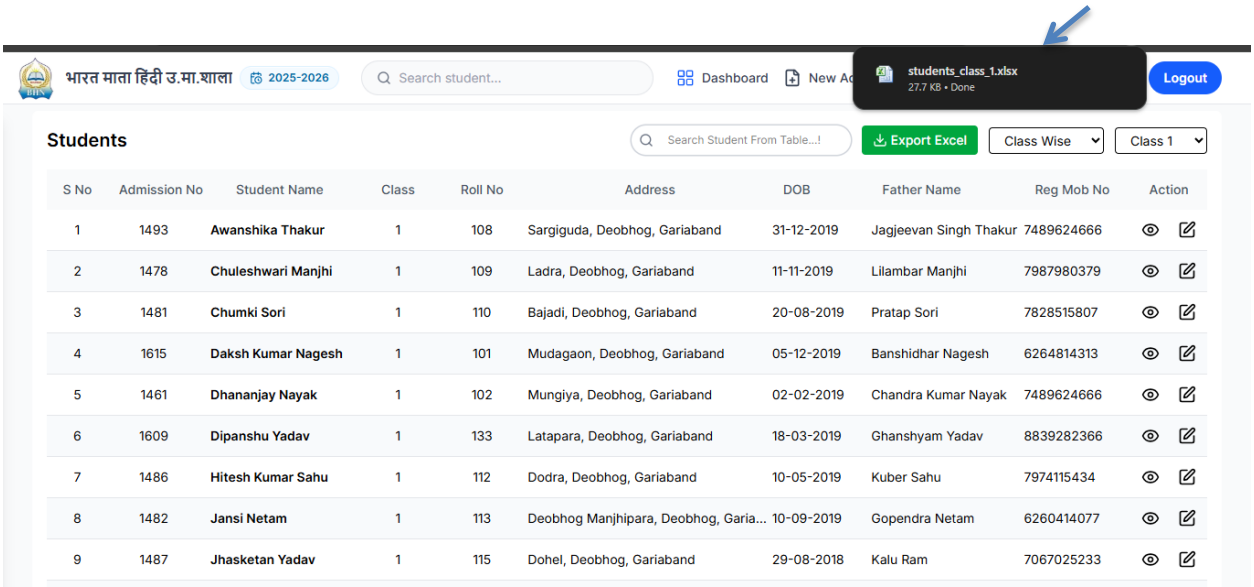
Benefits:

Easy report generation

Offline record management

Data sharing and printing

Administrative documentation



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3	1481	Chumki Sori	1	110	Bajadi, Deobhog, Gariaband	20-08-2019	Pratap Sori	7828515807	
4	1615	Daksh Kumar Nagesh	1	101	Mudagaon, Deobhog, Gariaband	05-12-2019	Banshidhar Nagesh	6264814313	
5	1461	Dhananjay Nayak	1	102	Mungiya, Deobhog, Gariaband	02-02-2019	Chandra Kumar Nayak	7489624666	
6	1609	Dipanshu Yadav	1	133	Latapara, Deobhog, Gariaband	18-03-2019	Ghanshyam Yadav	8839282366	
7	1486	Hitesh Kumar Sahu	1	112	Dodra, Deobhog, Gariaband	10-05-2019	Kuber Sahu	7974115434	
8	1482	Jansi Netam	1	113	Deobhog Manjhipara, Deobhog, Garia...	10-09-2019	Gopendra Netam	6260414077	
9	1487	Jhasketan Yadav	1	115	Dohel, Deobhog, Gariaband	29-08-2018	Kalu Ram	7067025233	

Image 3.7 Exporting Student List as Excel Format

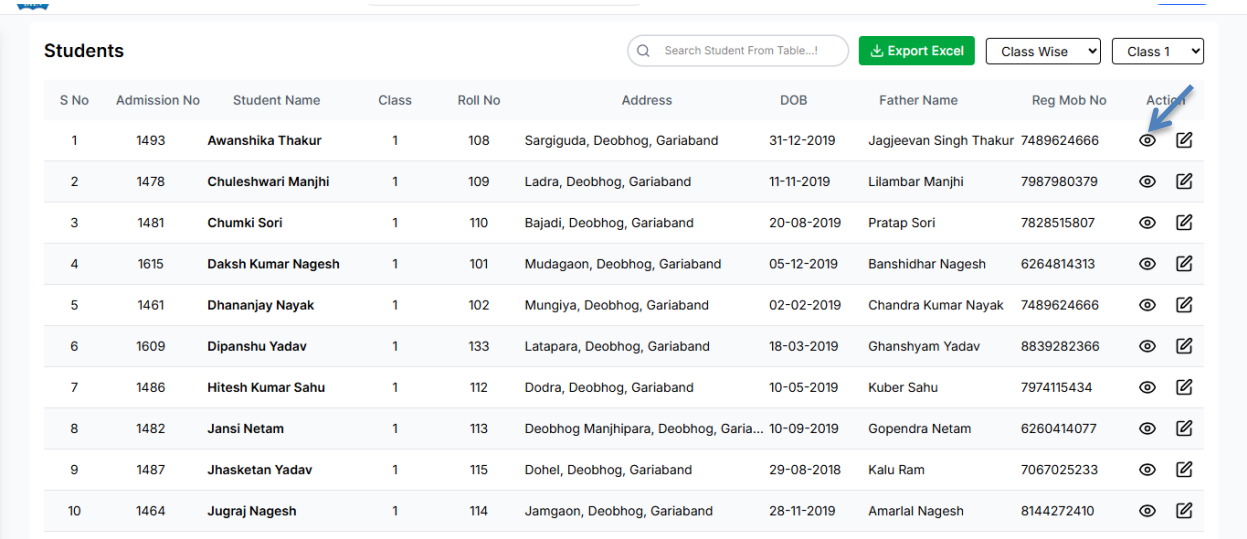
3.5.4 Action Options

The Action column provides options to manage student records.

Available Actions:

View Profile

Modify Profile

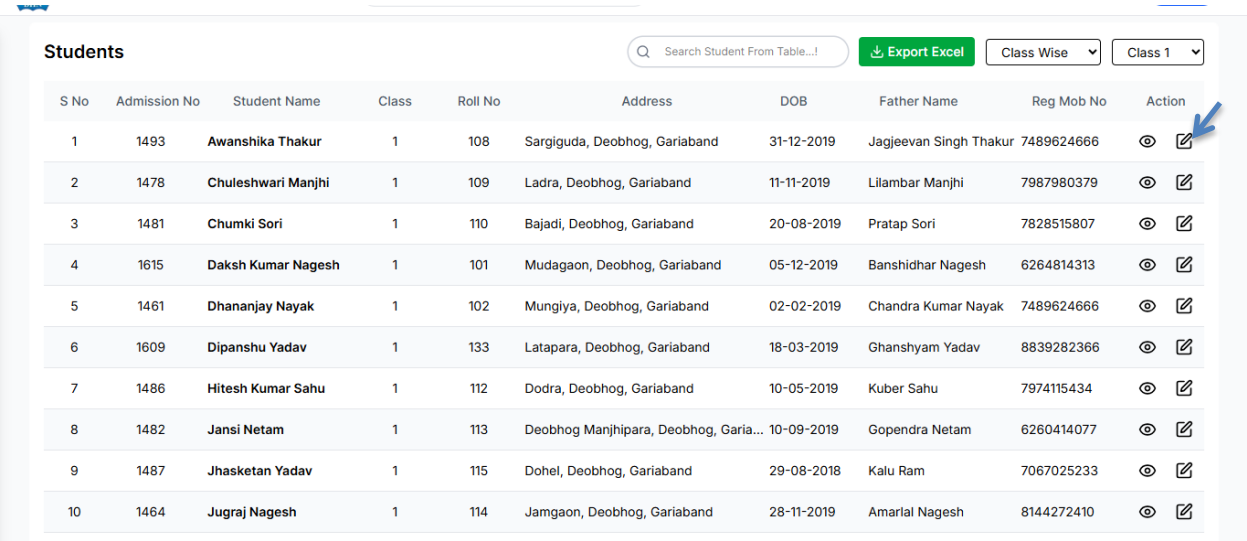


Students

Search Student From Table...! | Export Excel | Class Wise | Class 1

S No	Admission No	Student Name	Class	Roll No	Address	DOB	Father Name	Reg Mob No	Action
1	1493	Awanshika Thakur	1	108	Sargiguda, Deobhog, Gariaband	31-12-2019	Jagjeevan Singh Thakur	7489624666	
2	1478	Chuleshwari Manjhi	1	109	Ladra, Deobhog, Gariaband	11-11-2019	Lilambar Manjhi	7987980379	
3	1481	Chumki Sori	1	110	Bajadi, Deobhog, Gariaband	20-08-2019	Pratap Sori	7828515807	
4	1615	Daksh Kumar Nagesh	1	101	Mudagaon, Deobhog, Gariaband	05-12-2019	Banshidhar Nagesh	6264814313	
5	1461	Dhananjay Nayak	1	102	Mungiya, Deobhog, Gariaband	02-02-2019	Chandra Kumar Nayak	7489624666	
6	1609	Dipanshu Yadav	1	133	Latapara, Deobhog, Gariaband	18-03-2019	Ghanshyam Yadav	8839282366	
7	1486	Hitesh Kumar Sahu	1	112	Dodra, Deobhog, Gariaband	10-05-2019	Kuber Sahu	7974115434	
8	1482	Jansi Netam	1	113	Deobhog Manjhipara, Deobhog, Garia...	10-09-2019	Gopendra Netam	6260414077	
9	1487	Jhasketan Yadav	1	115	Dohel, Deobhog, Gariaband	29-08-2018	Kalu Ram	7067025233	
10	1464	Jugraj Nagesh	1	114	Jamgaon, Deobhog, Gariaband	28-11-2019	Amarlal Nagesh	8144272410	

Image 3.7 Eye icon for Student Profile Navigation



Students

Search Student From Table...! | Export Excel | Class Wise | Class 1

S No	Admission No	Student Name	Class	Roll No	Address	DOB	Father Name	Reg Mob No	Action
1	1493	Awanshika Thakur	1	108	Sargiguda, Deobhog, Gariaband	31-12-2019	Jagjeevan Singh Thakur	7489624666	
2	1478	Chuleshwari Manjhi	1	109	Ladra, Deobhog, Gariaband	11-11-2019	Lilambar Manjhi	7987980379	
3	1481	Chumki Sori	1	110	Bajadi, Deobhog, Gariaband	20-08-2019	Pratap Sori	7828515807	
4	1615	Daksh Kumar Nagesh	1	101	Mudagaon, Deobhog, Gariaband	05-12-2019	Banshidhar Nagesh	6264814313	
5	1461	Dhananjay Nayak	1	102	Mungiya, Deobhog, Gariaband	02-02-2019	Chandra Kumar Nayak	7489624666	
6	1609	Dipanshu Yadav	1	133	Latapara, Deobhog, Gariaband	18-03-2019	Ghanshyam Yadav	8839282366	
7	1486	Hitesh Kumar Sahu	1	112	Dodra, Deobhog, Gariaband	10-05-2019	Kuber Sahu	7974115434	
8	1482	Jansi Netam	1	113	Deobhog Manjhipara, Deobhog, Garia...	10-09-2019	Gopendra Netam	6260414077	
9	1487	Jhasketan Yadav	1	115	Dohel, Deobhog, Gariaband	29-08-2018	Kalu Ram	7067025233	
10	1464	Jugraj Nagesh	1	114	Jamgaon, Deobhog, Gariaband	28-11-2019	Amarlal Nagesh	8144272410	

Image 3.8 Notebook pen icon for Modify Student Profile

3.6 Attendance

Overview | परिचय

The Attendance Management module is used to manage school working days and maintain class-wise student attendance records within the School ERP System.

This module helps schools record the number of working days in each month and track how many days students attended school during that period.

The Attendance Management system provides:

- Monthly working days setup
- Class-wise attendance entry
- Student attendance monitoring
- Attendance record management
- Academic session-wise attendance tracking

This module helps improve attendance accuracy and simplifies attendance management for administrators and teachers.

The Attendance Management module is used to:

- Manage monthly school working days
- Record class-wise student attendance
- Track student attendance performance
- Maintain attendance records centrally
- Support report card and academic reporting
- Improve attendance monitoring efficiency

The Attendance Management process consists of two main steps:

1. Working Days Setup
2. Class Attendance Entry

First, administrators define the total school working days for a specific month. After that, attendance data is entered class-wise for students.

3.6.1 Working Days Setup

Overview | परिचय

The Working Days Setup option is used to define the total number of school working days for each month in the active academic session.

This setup helps the system calculate attendance percentages and academic attendance records accurately.

Step-by-Step Process

Step 1: Open Attendance Module

Navigate to the Sidebar Menu and click on Attendance Management.

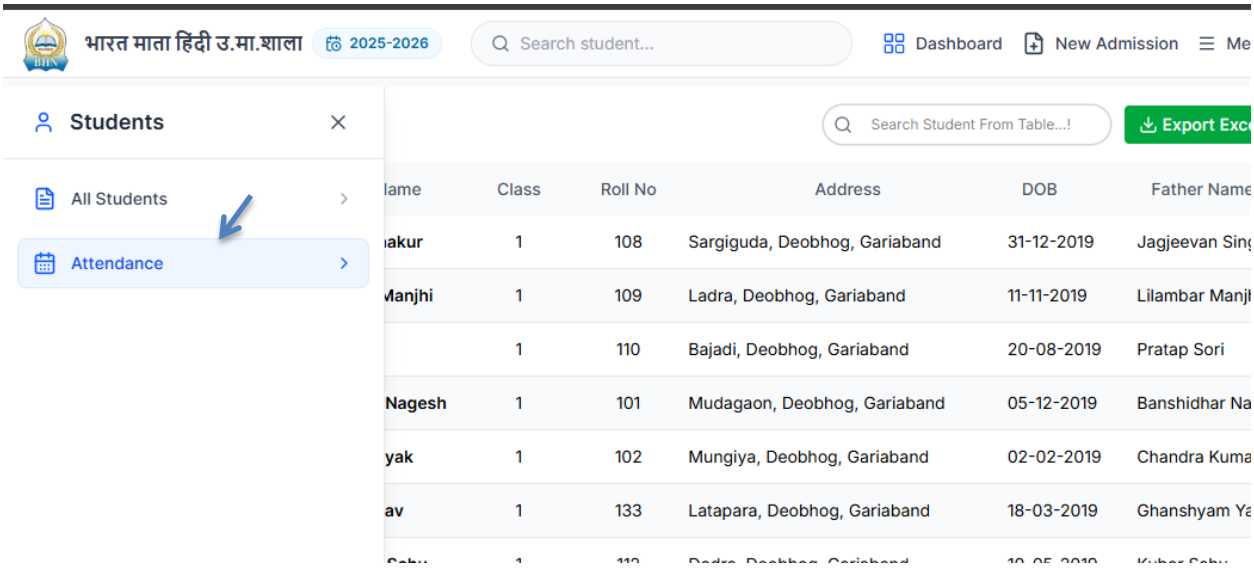


Image 3.9 Navigating Student Attendance Menu

Step 2: Open Working Days Setup

Click on the Working Days Setup option.

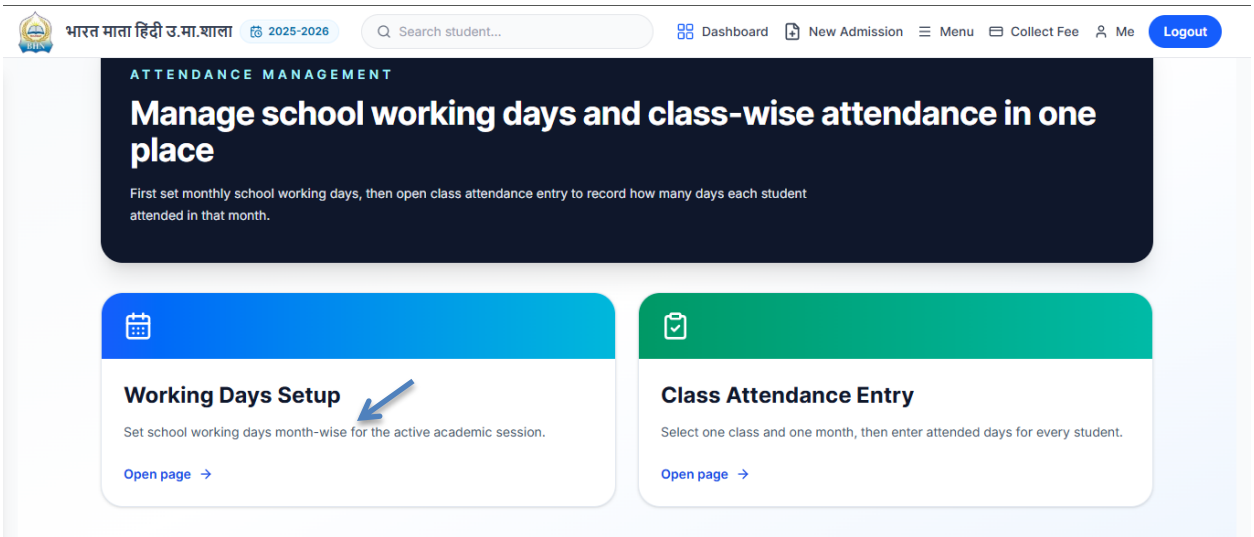


Image 3.10 Working Days Setup Student Attendance

Main Information Displayed

Field	Description
Active Session	Current academic session
Months Configured	Number of configured months
Total Working Days	Total working days in session
Month Status	Indicates whether month setup is completed
Working Days	Total working days for selected month
Note	Optional remarks for that month

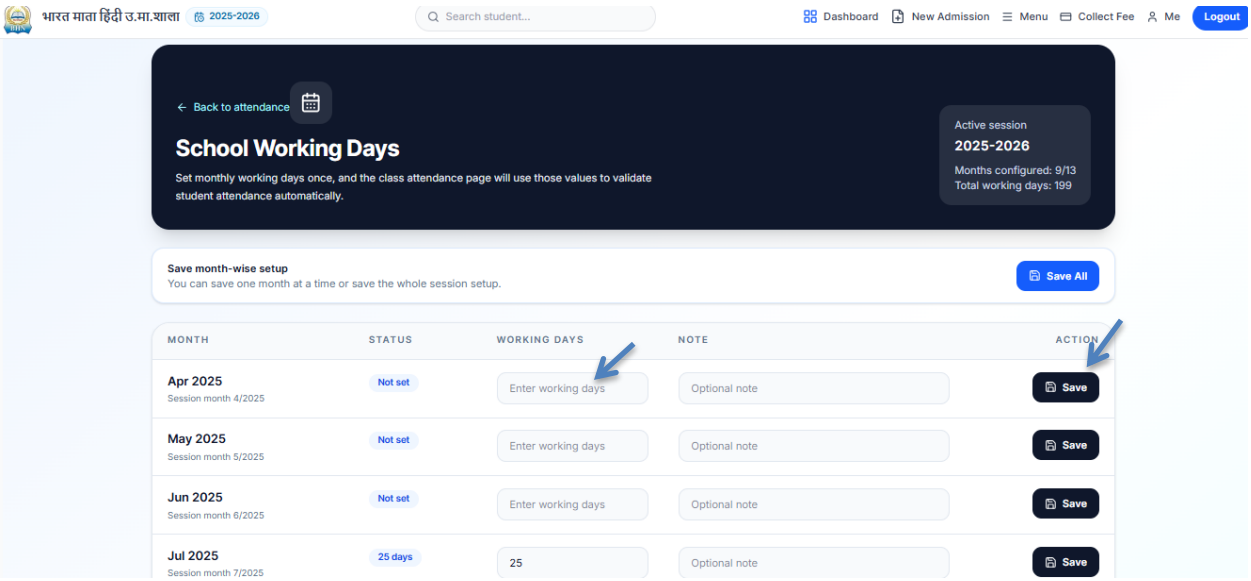


Image 4.1 Month Wise Working Days

Step 4: Enter Monthly Working Days

For each month:

1. Enter the total number of working days.
2. Add an optional note if required.
3. Click the **Save** button.

Note: Month-wise Working Days Table

The system displays month-wise setup information including:

- Month Name
- Session Month
- Status
- Working Days
- Optional Notes
- Save Action

Example:

- Jul 2025 → 25 Working Days
- Aug 2025 → 21 Working Days
- Sept 2025 → 23 Working Days

Step 5: Save Complete Session Setup

Users can:

- Save month-wise setup individually
- Or click **Save All** to save the complete session setup at once

Benefits of Working Days Setup

- Accurate attendance validation
- Centralized monthly attendance configuration
- Easy academic session management
- Improved attendance calculations
- Reduced manual attendance errors

3.6.2 Class Attendance Entry

Overview | परिचय

The Class Attendance Entry feature is used to record monthly attendance for students class-wise within the School ERP System.

Users can select:

- Academic Session
- Class
- Month

After selecting the required class and configured month, the system loads all students belonging to that class. Users can then enter the number of attended days for each student.

The system automatically validates attendance based on the working days configured for that month. Attendance entries cannot exceed the total working days of the selected month.

This module helps maintain accurate attendance records and simplifies monthly attendance management.

Purpose of Class Attendance Entry

This feature is used to:

- Record class-wise student attendance
- Track monthly attendance performance
- Validate attendance using working days setup
- Maintain centralized attendance records
- Support academic reporting

Main Options Available

Option	Description
Academic Session	Select active academic session
Class Selection	Select class for attendance entry
Month Selection	Select configured attendance month
Save Attendance	Save attendance records
Search Student	Search student within attendance register
Fill All with Working Days	Automatically fill attendance with total working days

Step-by-Step Process

Step 1: Open Class Attendance Entry

Navigate to the Attendance Management module and click on Class Attendance Entry.

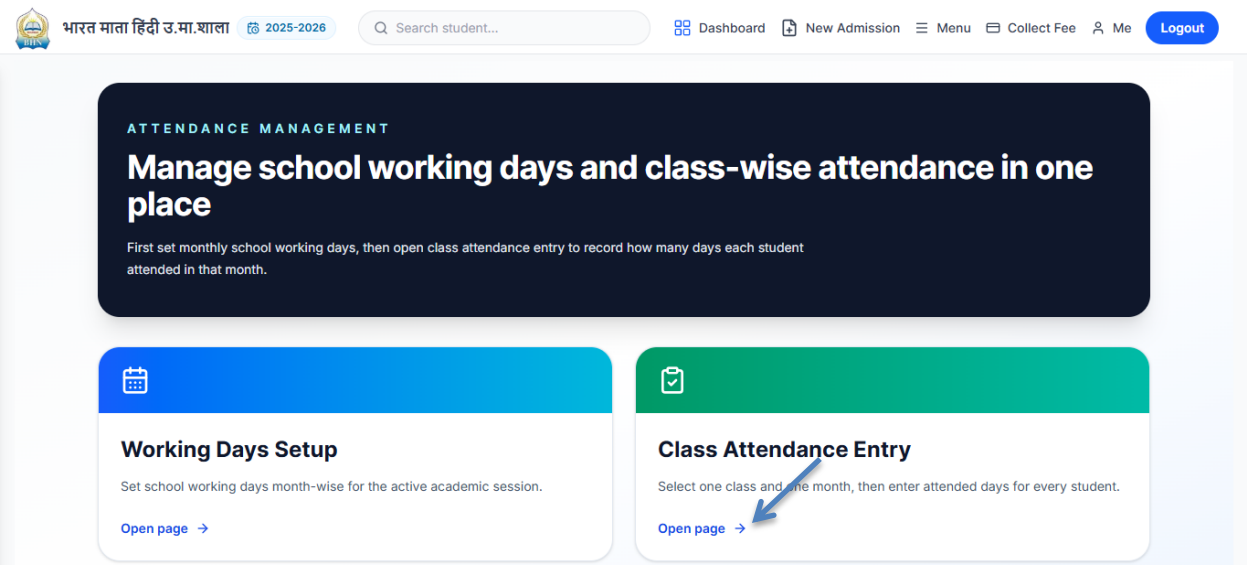


Image 4.2 Class Attendance Entry

Step 2: Select Academic Session

Select the required academic session from the dropdown list.

Example:

2025–2026

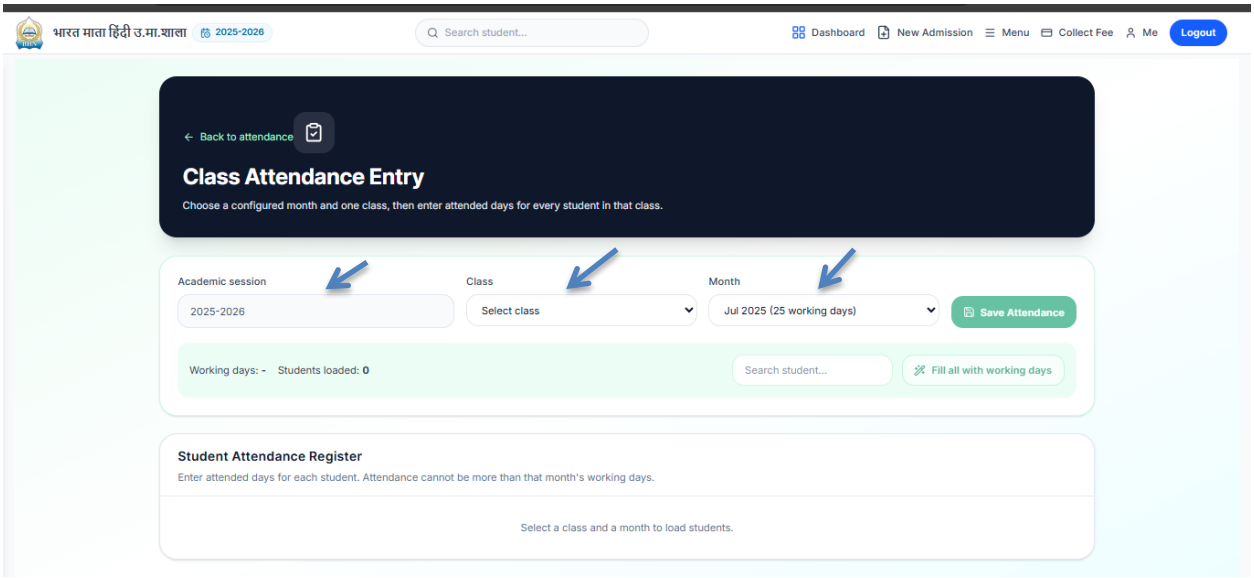


Image 4.3 Class Attendance Entry

Step 3: Select Class

Choose the class for which attendance needs to be entered.

Step 4: Select Month

Select a configured month from the dropdown list.

Example:

Jul 2025 (25 Working Days)

The system automatically displays the working days configured for that month.

Step 5: Load Students

After selecting the class and month, the system loads all students belonging to that class.

The system displays:

Total Working Days

Students Loaded Count

Student Attendance Register

Step 6: Enter Attendance

Click the Save Attendance button to save all attendance records.

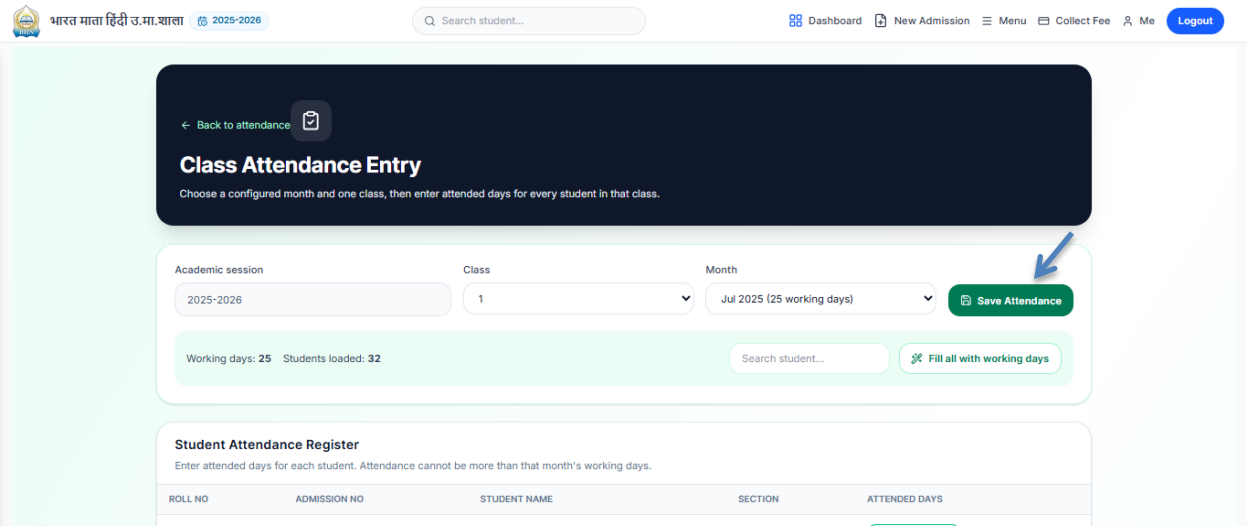


Image 4.4 save Attendance Button

Important Notes

- Attendance can only be entered for configured months.
- Attendance cannot exceed monthly working days.
- Students load only after class and month selection.
- Ensure attendance data is verified before saving.

3.7 Student Profile Management

Overview | परिचय

The Student Profile Management module provides a complete overview of a student's academic, personal, attendance, fee, transport, performance, and transaction-related information within the School ERP System.

This module acts as a centralized student dashboard where administrators and authorized staff members can:

- View complete student information
- Monitor attendance and academic performance
- Manage fee structures and dues
- Access payment history and receipts
- Modify student records
- View announcements and reports

The Student Profile page helps schools maintain complete digital student records in one place.

Student Information Section

The Student Information section displays:

- Student Name
- Gender
- Date of Birth
- Father's Name
- Mother's Name
- Admission Date
- Email Address
- Registered Mobile Number
- Class
- Admission Number
- Roll Number

This section provides quick access to basic student information.

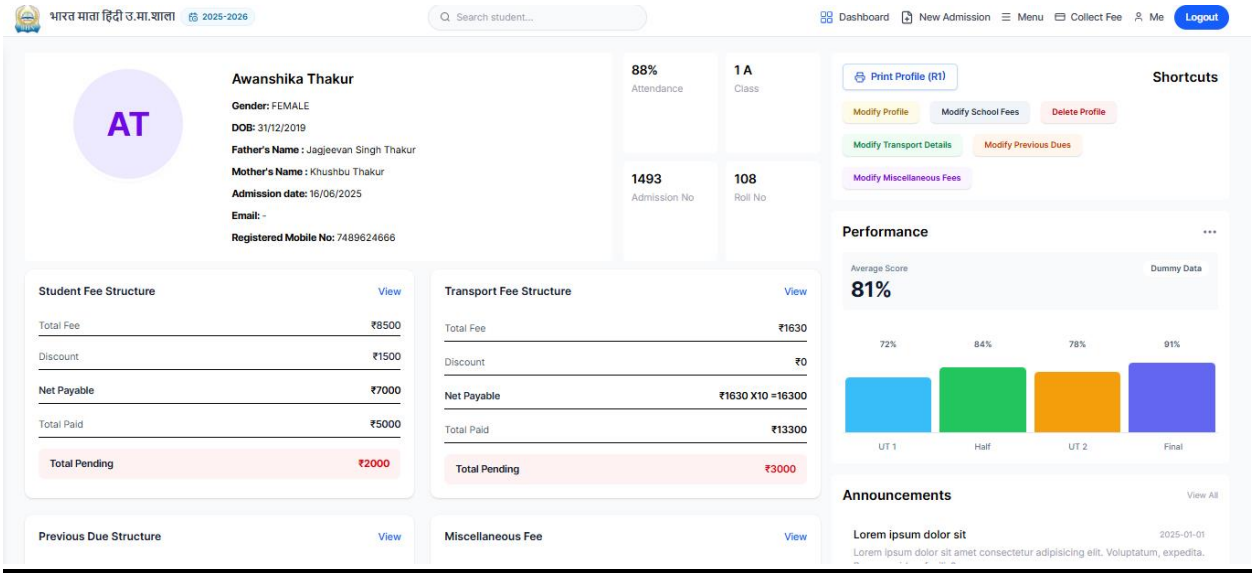


Image 4.5 A Complete Student Profile

Profile Action Shortcuts:

The Student Profile provides quick shortcuts for:

- Print Profile
- Modify Profile
- Modify School Fees
- Delete Profile
- Modify Transport Details
- Modify Previous Dues
- Modify Miscellaneous Fees

These shortcuts help administrators quickly manage student information.

3.7.1 Print Profile (R1)

Overview | परिचय

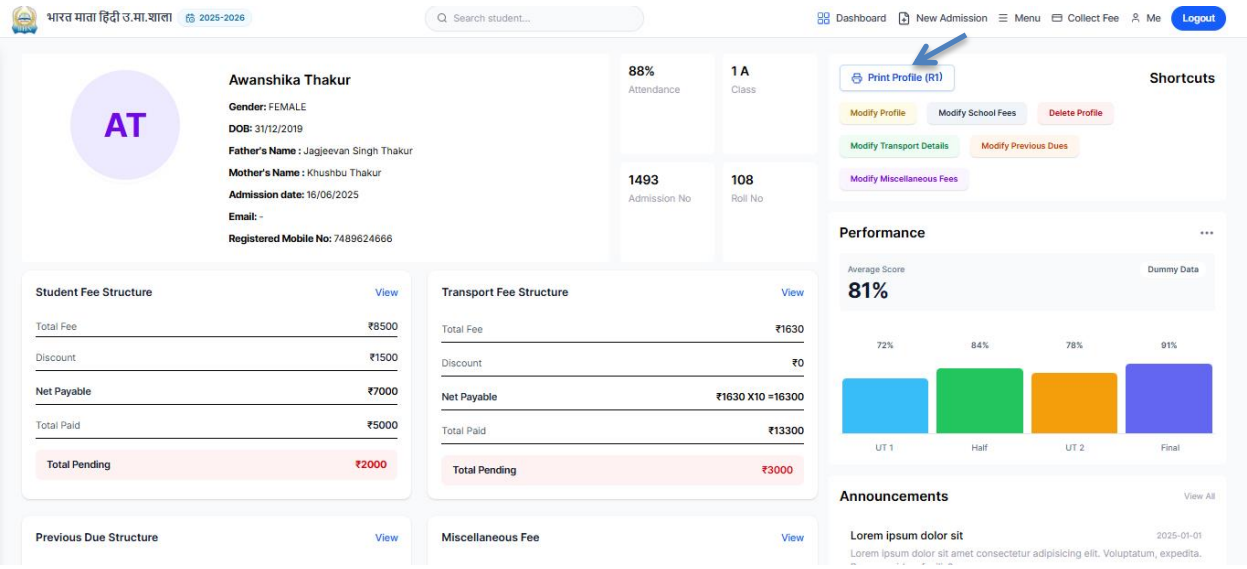


Image 4.6 Print Profile (R1)

The **Print Profile (R1)** feature allows users to generate and print a complete student profile report in a structured printable format.

The generated report includes:

- School Information
- Student Details
- Academic Information
- Parent Information
- Address Details
- Academic Fee Details
- Transport Fee Details
- Fee Payment History

This report is useful for:

- Student documentation
- Office records
- Parent communication
- Fee verification
- Admission verification

- Administrative reporting

The profile is generated in a clean printable layout that can be downloaded or printed directly.

3.7.2 Student Details Section

The Student Details section displays:

- Admission Number
- Student Name
- Class & Section
- Admission Date
- Date of Birth
- Gender
- Father Name
- Mother Name
- Religion
- Roll Number
- Mobile Number
- Caste & Category
- Aadhaar Number
- Address Information

This section provides complete student identity and academic details.

3.7.3 Academic Fee Details

This section displays:

- Total Academic Fee
- Discount
- Net Payable Amount
- Paid Amount
- Remaining Balance

It also displays fee receipt history including:

- Receipt Number
- Paid Date
- Total Amount
- Waived Amount
- Amount Received
- Remarks

3.7.4 Transport Fee Details

The Transport Fee section contains:

- Route Name
- Stoppage
- Transport Fee
- Paid Amount
- Pending Balance

The payment history table displays all transport-related fee transactions.

3.7.5 Print Process

Step 1: Open Student Profile

Open the required student profile from the Students module or Dashboard Search Bar.

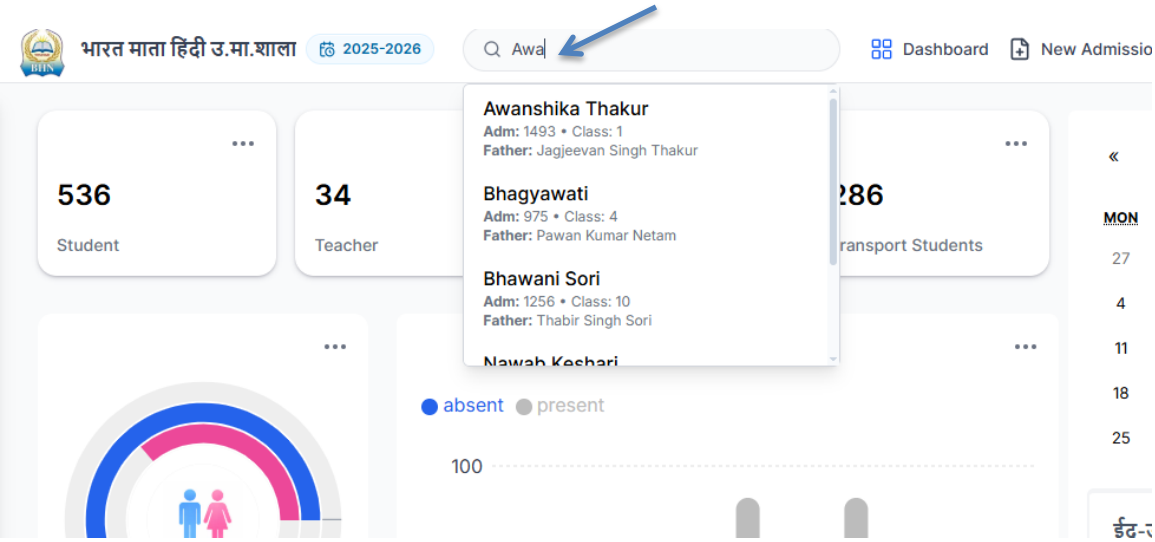


Image 4.7 Student Profile Navigation

Step 2: Click “Print Profile (R1)"

Click the Print Profile (R1) button available in the profile shortcuts section.

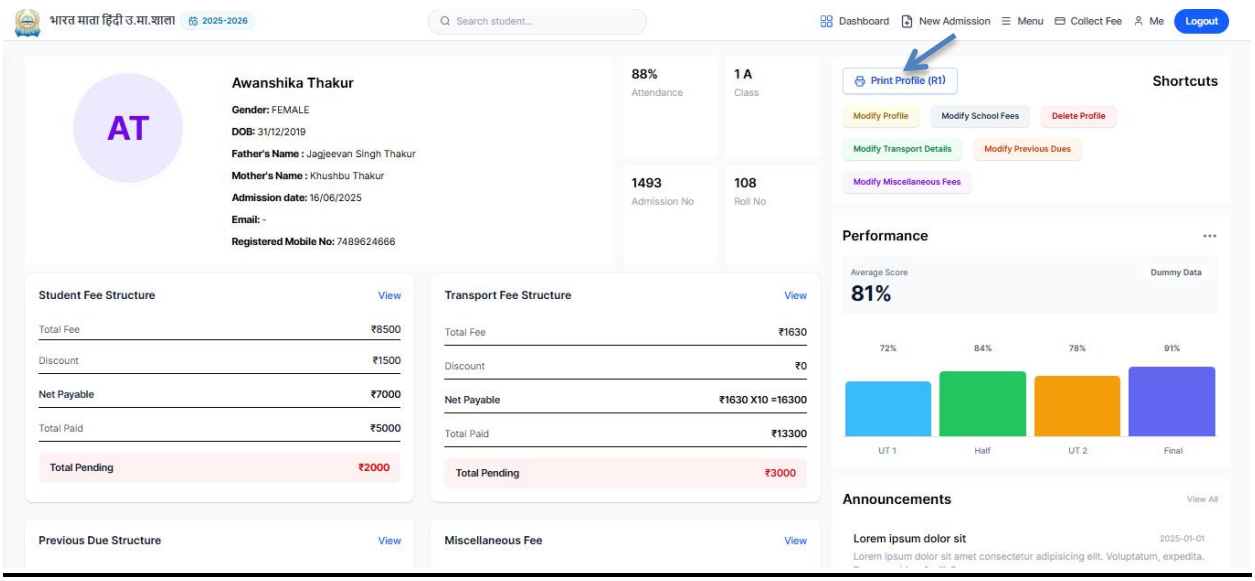


Image 4.8 Print Profile (R1)

Step 3: Generate Printable Report

The system generates a formatted printable student profile report.

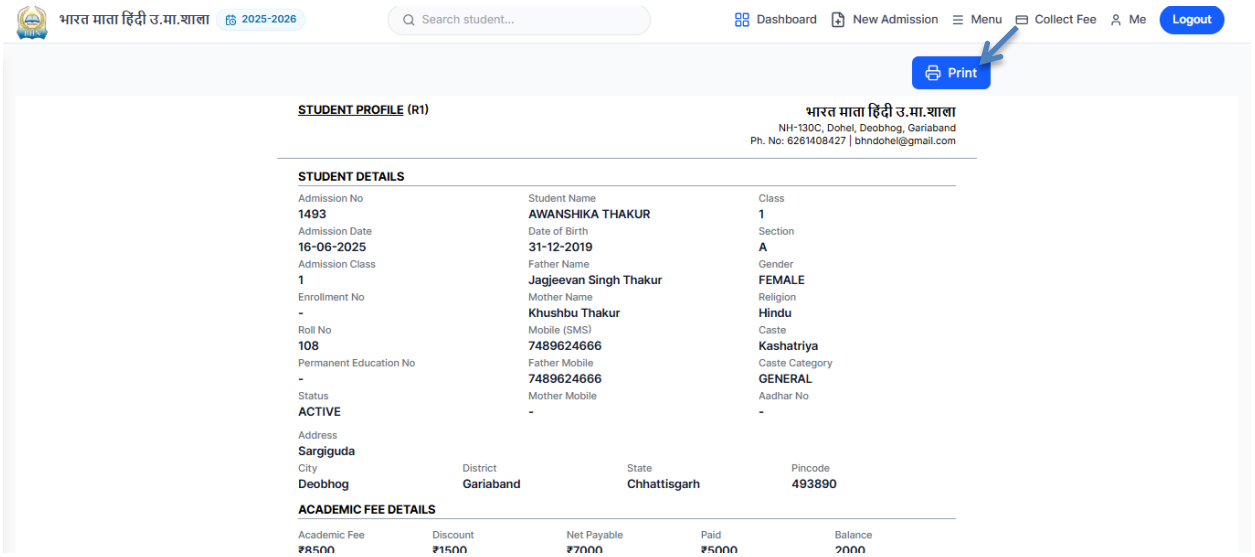


Image 4.9 Print Profile (R1)

Step 4: Print or Download

Users can:

- Print the profile directly
- Save the report as PDF
- Download the generated document

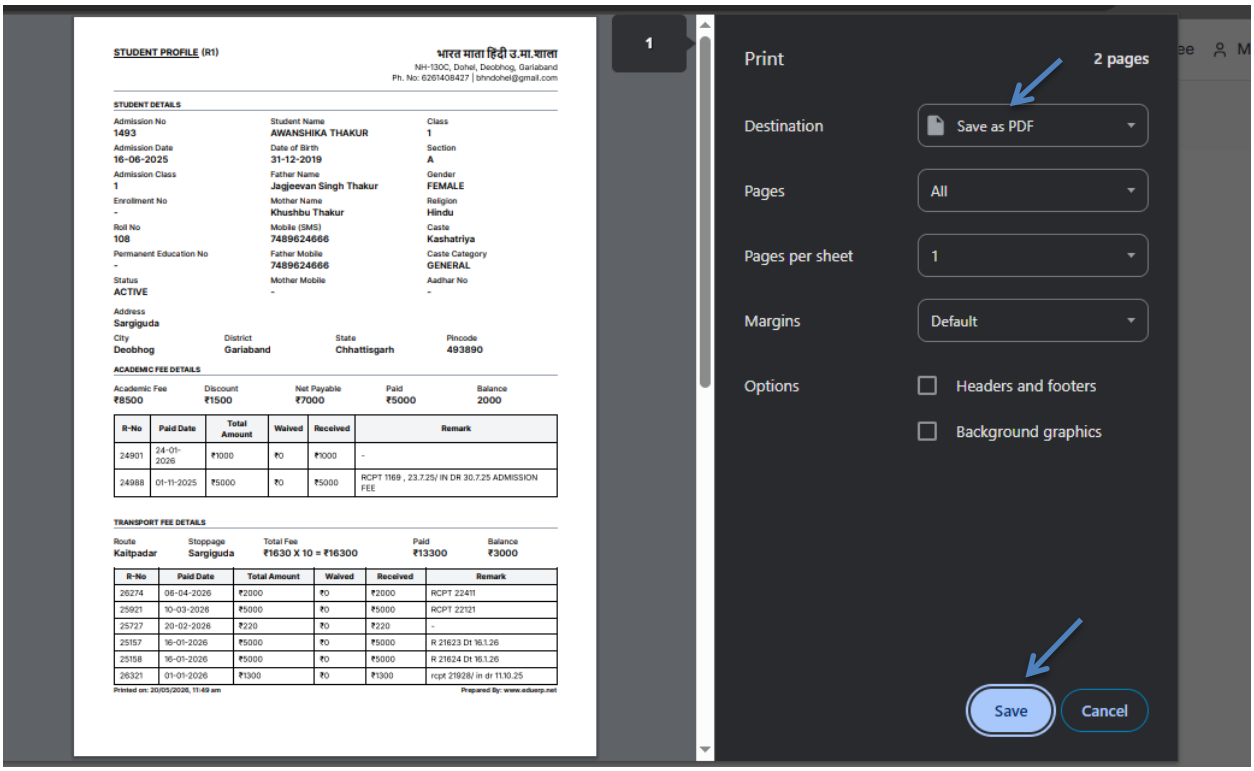


Image 4.10 Print Profile (R1)

End of Module 3

Module 4: Fee Management System
मॉड्यूल 4: फीस प्रबंधन प्रणाली

4.1 Overview | परिचय

The Fee Management System is one of the most important modules of the School ERP System. It is designed to manage student fee collection, fee structures, payment records, pending dues, transport fees, miscellaneous fees, and receipt generation in a centralized and secure manner.

This module helps administrators and authorized staff members efficiently manage all student-related financial activities from a single dashboard.

The Fee Management System provides features such as:

- Student fee collection
- Pending fee tracking
- Academic fee management
- Transport fee management
- Miscellaneous fee management
- Receipt generation
- Payment history tracking
- Due fee monitoring
- Fee modification options

The fee collection process starts from the **Collect Fee** option available in the top navigation bar of the ERP dashboard.

Users can search students using:

- Admission Number
- Student Name
- Father's Name

After selecting a student, the system opens the student's pending fee details and fee collection interface.

4.2 Collect Fee

The Collect Fee feature is used to collect pending student fees directly from the ERP dashboard.

Users can:

- Search students
- Open pending fee details
- Select fee installments
- Collect payments
- Generate receipts

The system provides a quick fee collection interface to simplify daily fee management operations.

Step-by-Step Process

Step 1: Locate Collect Fee Option

On the top navigation bar of the dashboard, click on the Collect Fee option.

Step 2: Open Fee Collection Popup

After clicking Collect Fee, a fee collection popup window opens.

The popup contains:

- Student Search Bar
- Student Selection Interface

Step 3: Search Student

Search students using:

- Admission Number
- Student Name
- Father's Name

Matching student records appear automatically in the dropdown list.

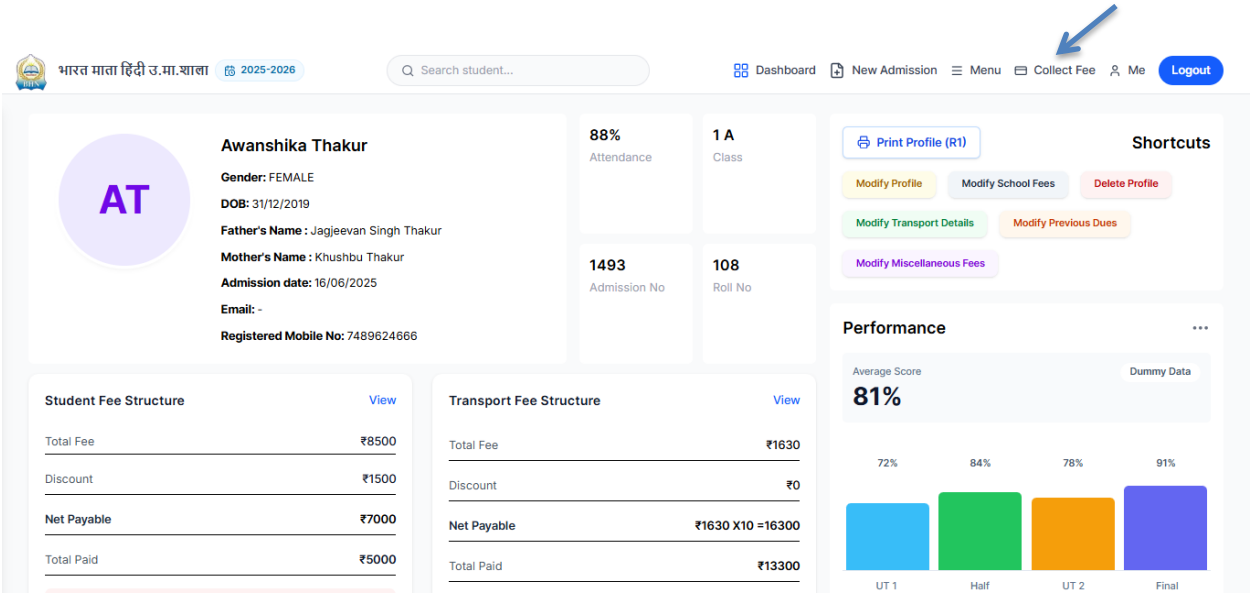


Image 5.1 Collect Fee Navigation

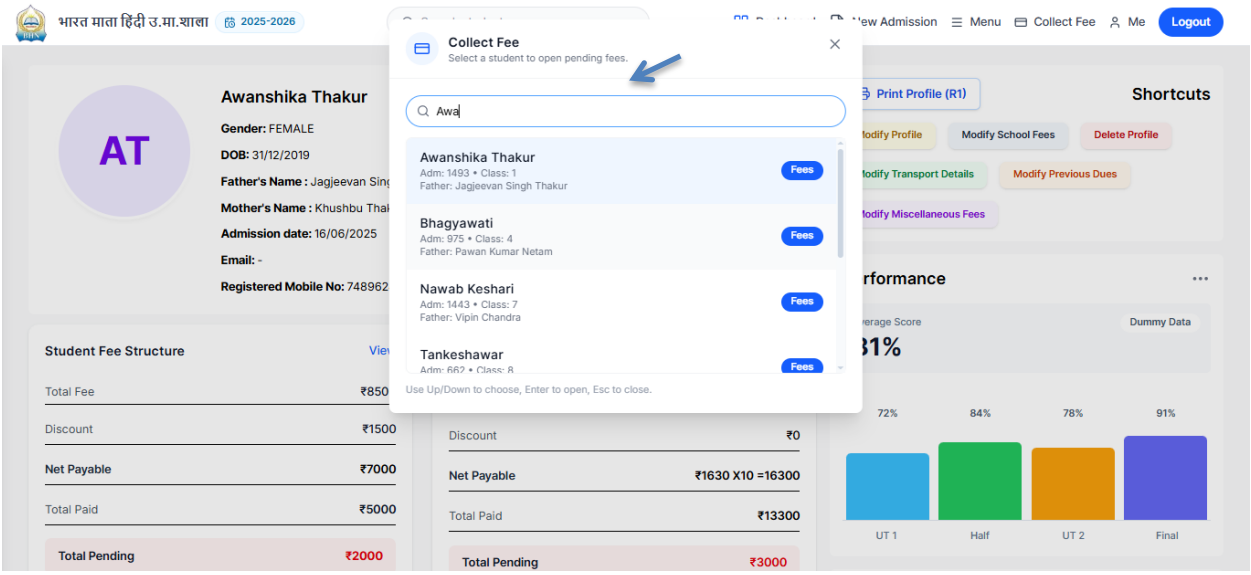


Image 5.2 Student Search

4.2.1 Fee Structure Overview

The Fee Structure section in the Student Profile provides a complete summary of all fee categories assigned to a student. It helps administrators and authorized staff members monitor fee payments, pending dues, discounts, and overall payable amounts from a single interface.

The system separates student fees into different categories for better fee management and tracking.

The main fee categories available are:

- Student Fee Structure
- Transport Fee Structure
- Previous Due Structure
- Miscellaneous Fee Structure

Each section displays:

- Total Fee
- Discount
- Net Payable Amount
- Total Paid Amount
- Pending Amount

This structure helps schools maintain accurate financial records and simplifies fee collection management.

4.2.2 Student Fee Structure

The Student Fee Structure section manages the student's academic or school-related fees.

Information Displayed:

- Total Fee
- Discount
- Net Payable
- Total Paid
- Total Pending

Example:

- Total Fee → ₹8500
- Discount → ₹1500
- Net Payable → ₹7000
- Total Paid → ₹5000
- Total Pending → ₹2000

Explanation:

- **Total Fee** → Original academic fee assigned to the student
- **Discount** → Fee concession or scholarship amount
- **Net Payable** → Final payable fee after discount
- **Total Paid** → Amount already paid by the student
- **Total Pending** → Remaining unpaid fee amount

4.2.3 Transport Fee Structure

The Transport Fee Structure section manages transportation-related charges for students using school transport services.

Information Displayed:

- Total Fee
- Discount
- Net Payable
- Total Paid
- Total Pending

Example:

- Total Fee → ₹1630
- Net Payable → ₹1630 × 10 = ₹16300
- Total Paid → ₹13300
- Total Pending → ₹3000

Explanation:

- Monthly transport fee is multiplied by the total transport months
- Pending dues are tracked separately
- Transport fee payments are managed installment-wise

4.2.4 Previous Due Structure

The Previous Due Structure section displays pending dues carried forward from earlier academic sessions or previous fee records.

Information Displayed:

- Net Payable
- Total Paid
- Total Pending

Example:

- Net Payable → ₹0
- Total Paid → ₹0
- Total Pending → ₹0

This section helps schools maintain continuity of pending fee records.

4.2.5 Miscellaneous Fee Structure

The Miscellaneous Fee section is used to manage additional charges or special fee categories assigned to students.

Examples may include:

- Event Charges
- Activity Fees
- Examination Charges
- Special Service Fees

Information Displayed:

- Net Payable
- Total Paid
- Total Pending

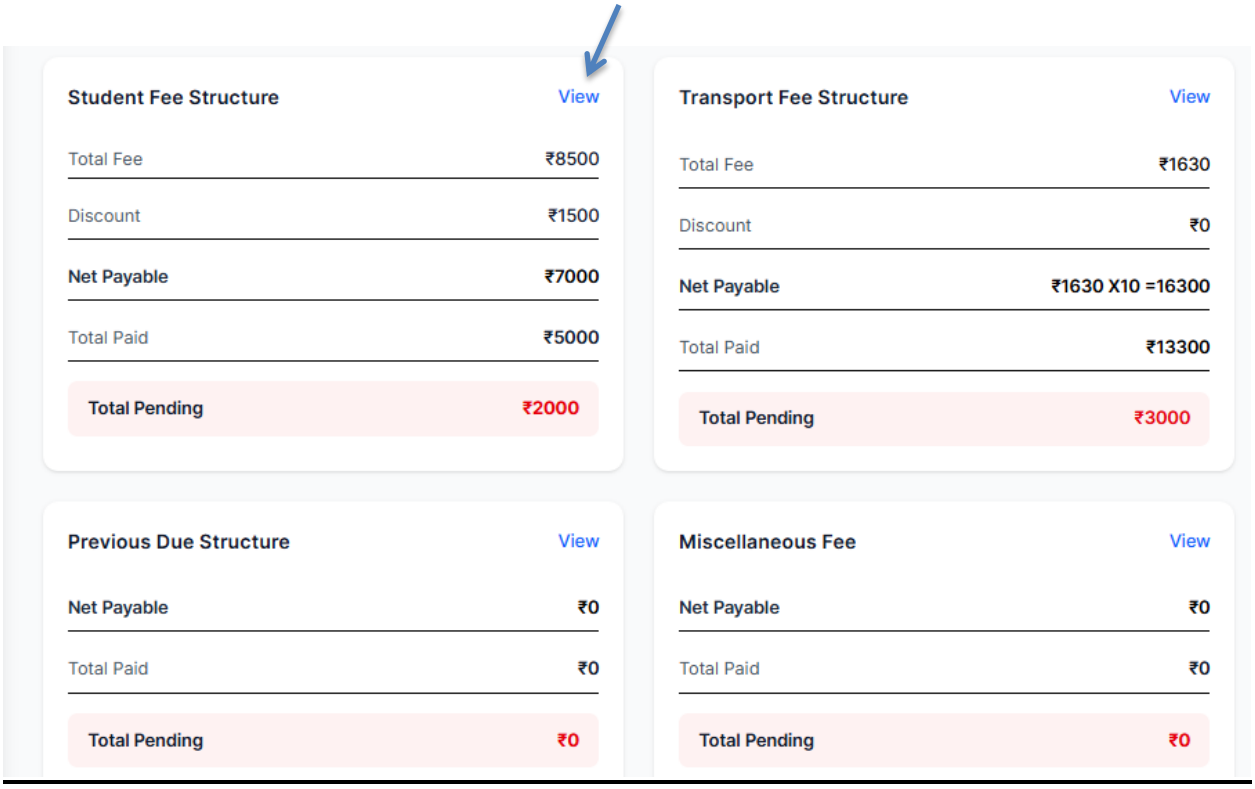


Image 5.3 Student Fee Structures

Note: Each Fee Structure card in the Student Profile contains a **View** button that allows users to access additional detailed information related to that fee category.

When the **View** button is clicked, the card expands or flips to display advanced fee-related details such as:

- Fee Structure Information
- Route & Transport Details
- Remarks
- Service Duration
- Previous Due Details
- Miscellaneous Fee Information

This interactive card view helps administrators quickly access detailed information without opening a separate page.

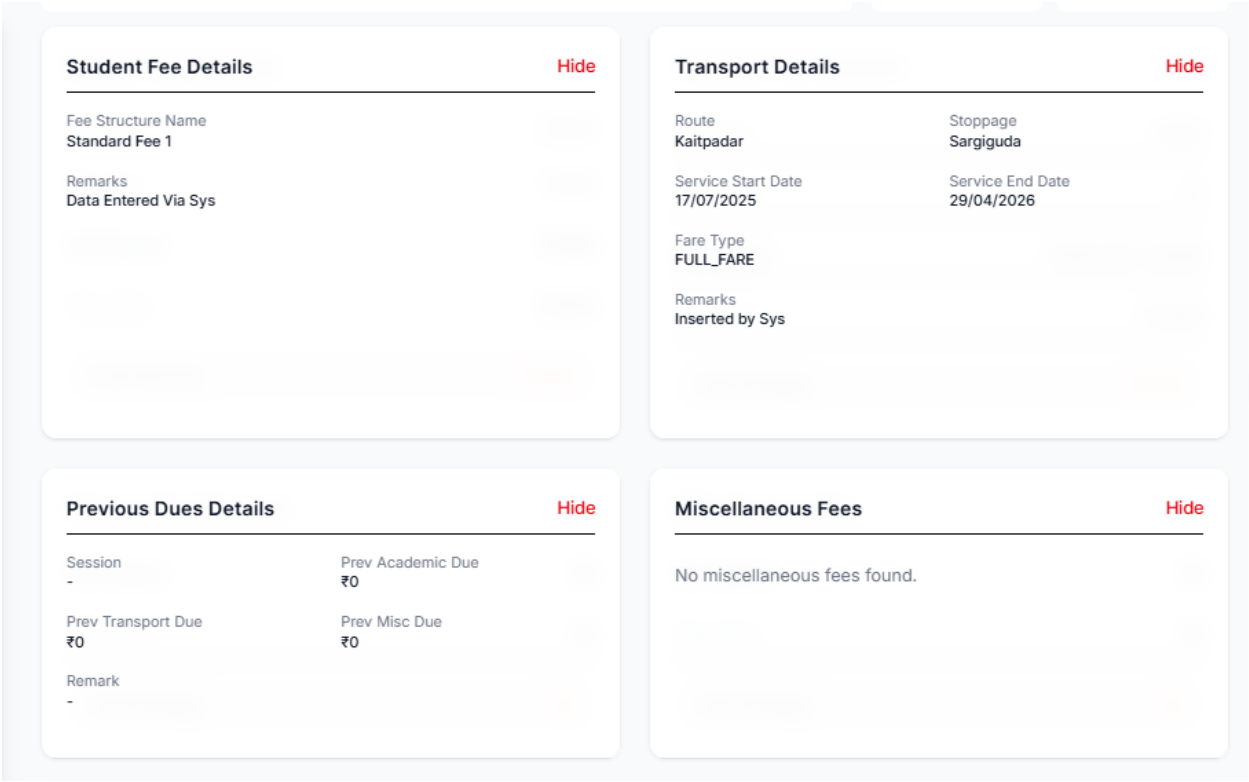


Image 5.4 Fee Structure Description

4.3 Academic Fee Collection from Pending/Due Fees

The **Pending/Due** Fees section is used to collect pending academic fees assigned to a student.

This section displays:

- Pending Installments
- Fee Type
- Due Amount
- Selection Option for Payment

Users can select the pending academic fee installment and proceed with the fee collection process.

Example:

- Installment → Due Academic Fee
- Fee Type → Academic Fee
- Amount → ₹2000

This section helps schools track unpaid academic fees and manage fee collection efficiently.

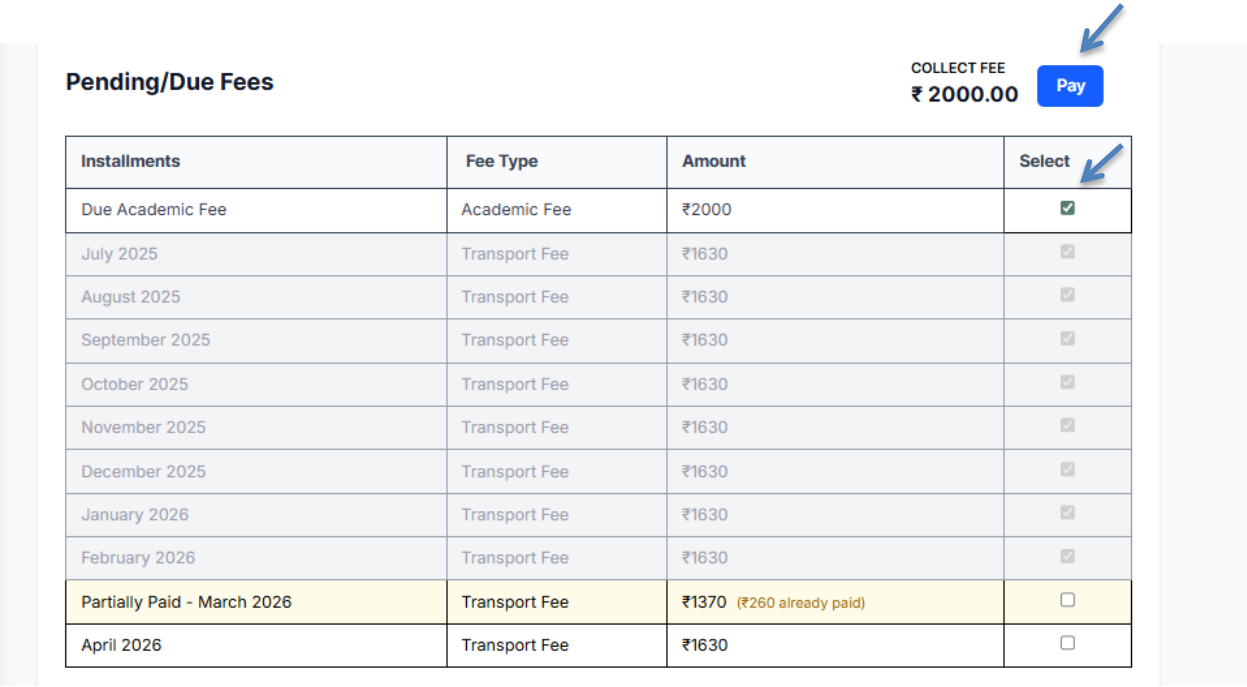


Image 5.5 Student Due Academic Fee

Step-by-Step Fee Collection Process

Step 1: Locate Pending Academic Fee

In the Pending/Due Fees section, locate the pending academic fee installment.

Step 3: Select Pending Fee

Click the checkbox available in the Select column to choose the pending fee installment.

Step 4: Proceed for Payment

After selecting the fee installment, proceed to the payment process.

The system calculates:

- Total payable amount
- Selected fee installments
- Remaining balance

After selecting the pending academic fee, the **Collect Fee Payment** popup window opens.

This window displays complete payment information including:

- Student Name
- Admission Number
- Class & Roll Number
- Father's Name
- Fee Particular
- Amount
- Waived Amount
- Received Amount
- Balance Amount

Users can:

- Enter waiver amount if applicable
- Enter received payment amount
- Select payment mode
- Select payment date
- Add optional payment remarks

The system automatically calculates:

- Total Amount
- Remaining Balance
- Received Amount

After verifying all payment details, click the **Continue Payment** button to complete the fee collection process.

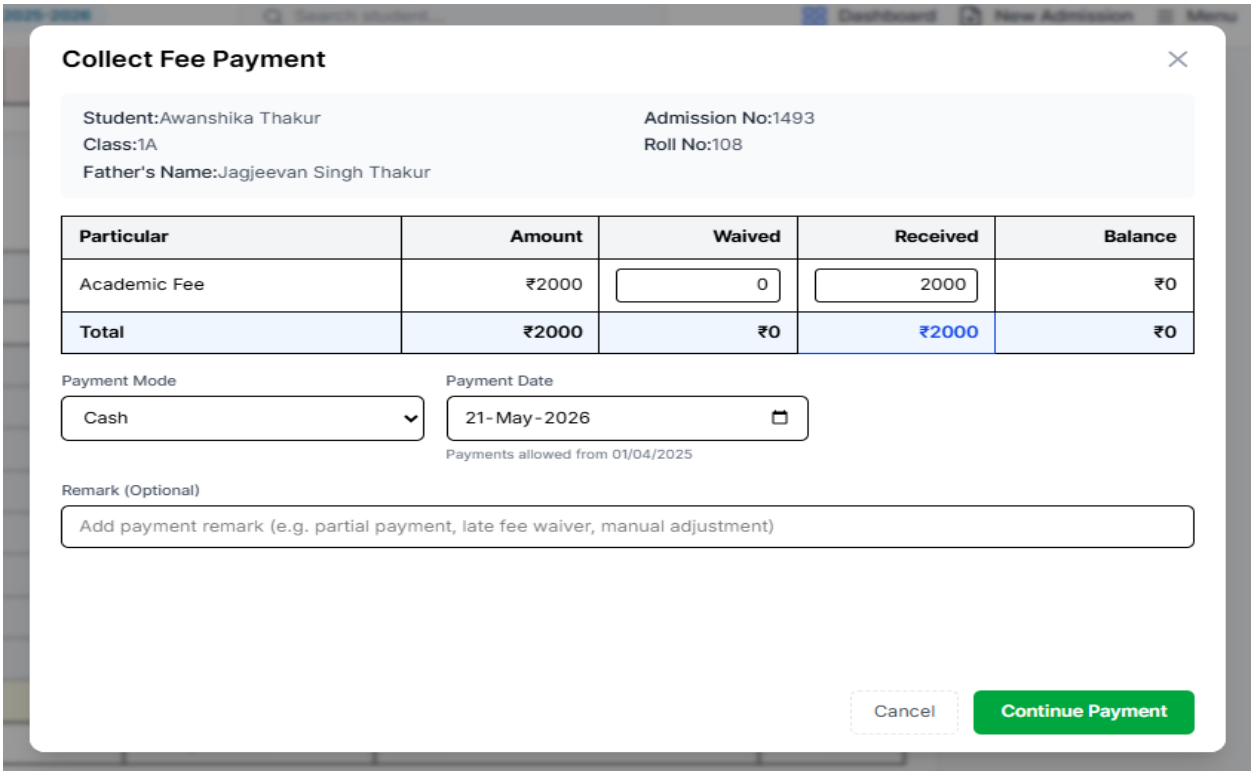


Image 5.6 Collect Fee Payment User Interface

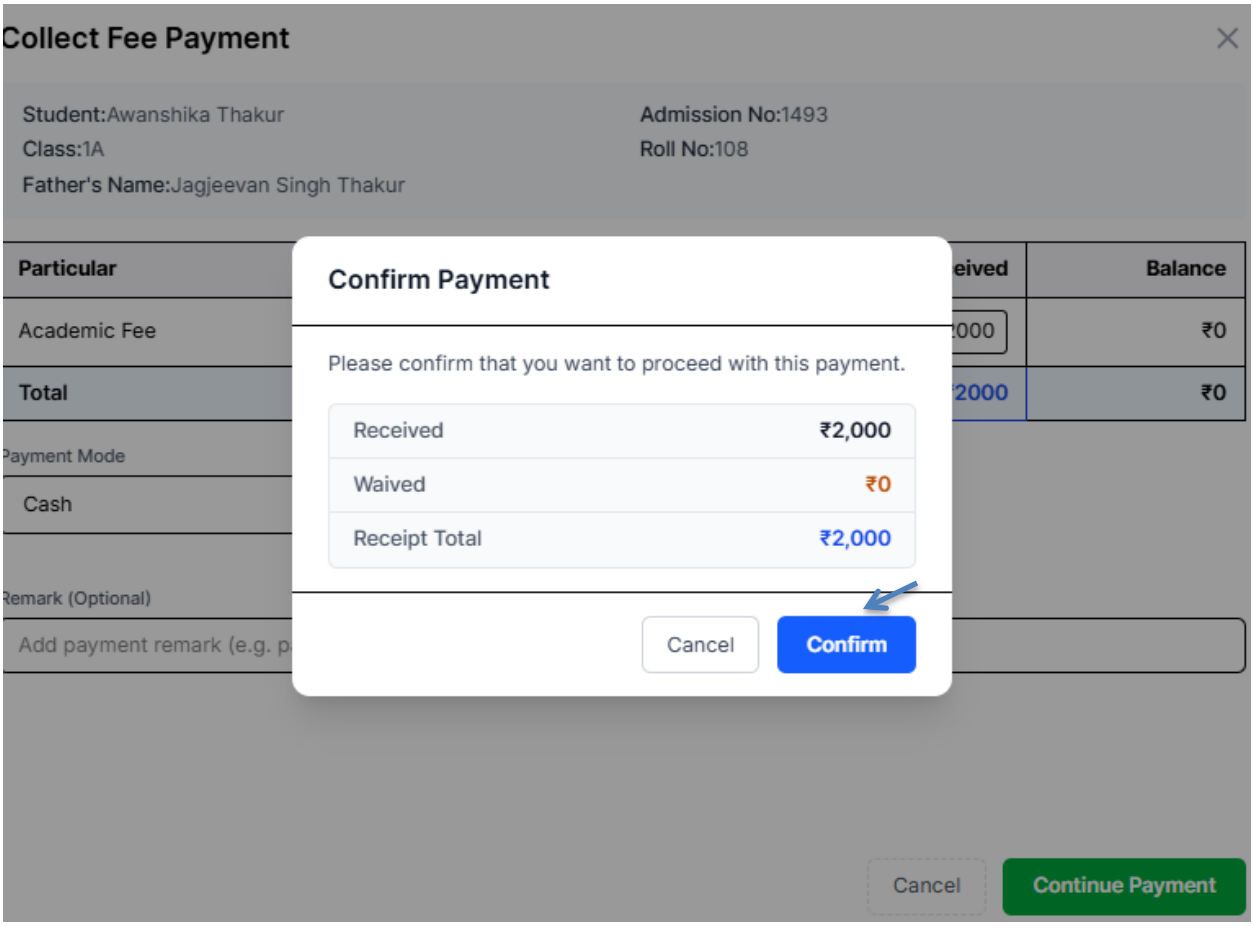


Image 5.7 Confirm Due Academic Payment

4.3.1 Partial Payment Support

The Fee Management System supports **partial fee payment** functionality. Users are allowed to collect any payment amount that is equal to or less than the actual payable amount.

Important Rules:

- The received amount **cannot be greater** than the total payable fee.
- Users can collect:
  - **Full payment**
  - **Partial payment**
- If the received amount is less than the actual payable amount, the remaining balance is automatically carried forward and added to the next pending installment or upcoming month.

Example:

Particular	Amount
Actual Payable Fee	₹2000
Amount Received	₹1000
Remaining Balance	₹1000

In this case:

- ₹1000 is collected successfully
- Remaining ₹1000 becomes pending
- The pending balance is automatically adjusted in the next month's due fees

This feature helps schools:

- Support flexible fee collection
- Handle installment-based payments
- Manage partial fee submissions easily
- Maintain accurate pending balance records

4.3.2 All Fee Paid Details

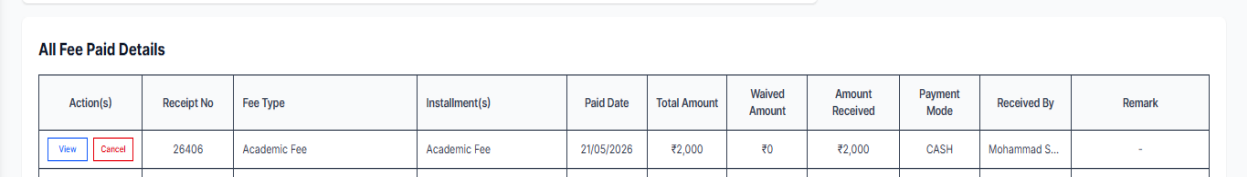
After successful fee payment confirmation, the transaction is automatically recorded in the **All Fee Paid Details** section.

This section stores complete payment history for the student and helps administrators track all successful fee transactions in one place.

The system records:

- Receipt Information
- Fee Type
- Installment Details
- Payment Date
- Payment Amount
- Waived Amount
- Payment Mode
- Receiver Information
- Payment Remarks

This section ensures complete financial transparency and accurate fee record management.



All Fee Paid Details

Action(s)	Receipt No	Fee Type	Installment(s)	Paid Date	Total Amount	Waived Amount	Amount Received	Payment Mode	Received By	Remark
View Cancel	26406	Academic Fee	Academic Fee	21/05/2026	₹2,000	₹0	₹2,000	CASH	Mohammad S...	-

Image 5.8 All Paid Fee Details

4.3.3 Receipt Cancellation Rule

The Fee Management System allows receipt cancellation only on the **same day** the payment was received by the system.

Important Rule:

- If the payment receipt is created on the **current date**, the examiner or authorized user can cancel the receipt.
- If the payment was received on a **previous date**, the receipt cannot be cancelled.

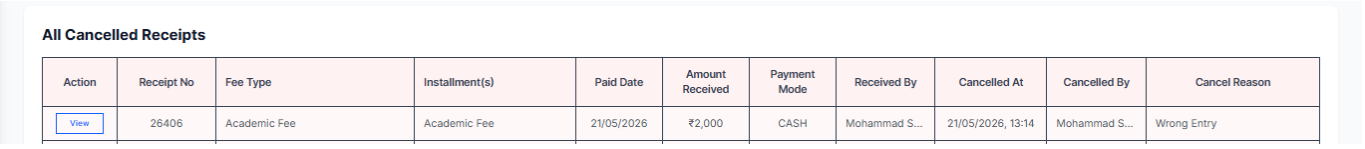
Example:

Current Date	Payment Date	Cancellation Allowed
21 May 2026	21 May 2026	Yes
21 May 2026	20 May 2026	No

This restriction helps maintain financial security and prevents unauthorized modification of older financial records.

After cancellation:

- The payment is moved to the **All Cancelled Receipts** section.
- Pending fees are automatically recalculated.
- Fee records are updated instantly.



All Cancelled Receipts

Action	Receipt No	Fee Type	Installment(s)	Paid Date	Amount Received	Payment Mode	Received By	Cancelled At	Cancelled By	Cancel Reason
View	26406	Academic Fee	Academic Fee	21/05/2026	₹2,000	CASH	Mohammad S...	21/05/2026, 13:14	Mohammad S...	Wrong Entry

Image 5.9 All Cancelled Receipts

4.3.4 Modify Fees Options in Shortcut Menu

The Shortcut Menu available in the Student Profile provides quick access to various student management actions. These shortcut options help administrators and authorized staff members quickly update and manage student-related fee information without navigating through multiple pages.

The fee-related shortcut options include:

- Modify School Fees
- Modify Transport Details
- Modify Previous Dues
- Modify Miscellaneous Fees

These options are used to update student fee structures, pending dues, transport charges, and additional fee information whenever required.

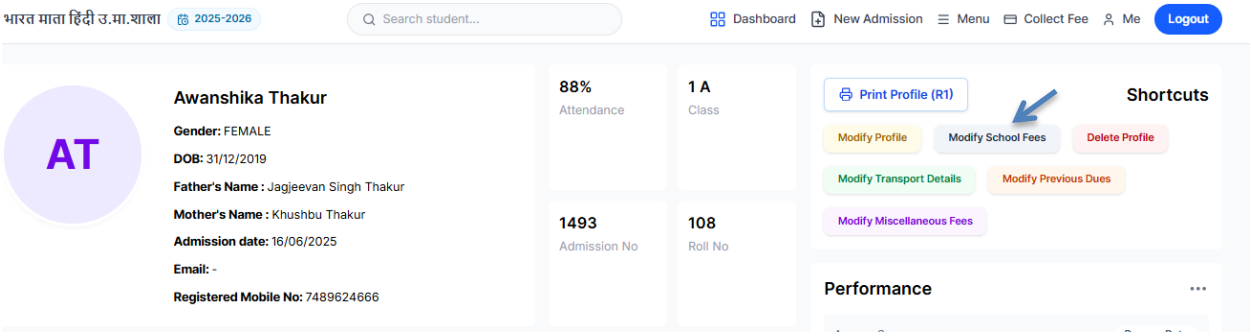


Image 5.10 Modify School Fees Button

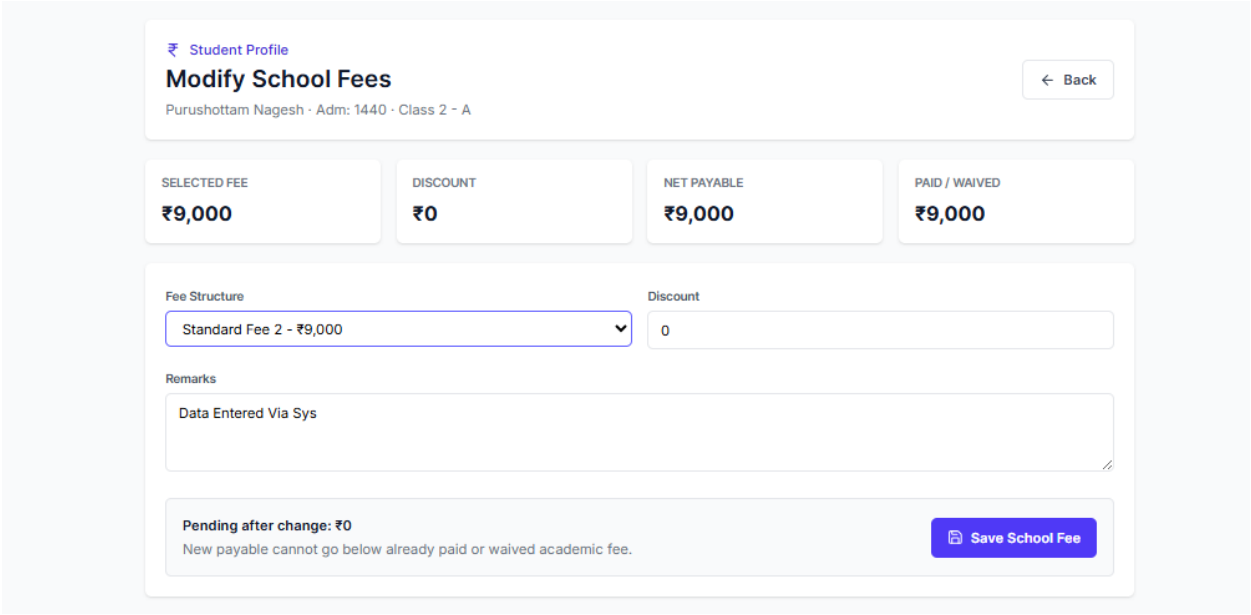


Image 6.1 Modify School Fees Page

4.4 Fee Management Menu

The Fee Management Menu is available inside the main Dashboard Menu of the School ERP System. This module is designed to manage fee-related reports, fee cards, and fee tracking activities in a centralized manner.

When users click on the **Fee Management** option, a sidebar menu opens containing the following options:

- School Fee Card
- Data Entry Tracker

This module helps administrators and authorized staff members monitor fee records, generate fee cards, and track fee data entry activities efficiently.

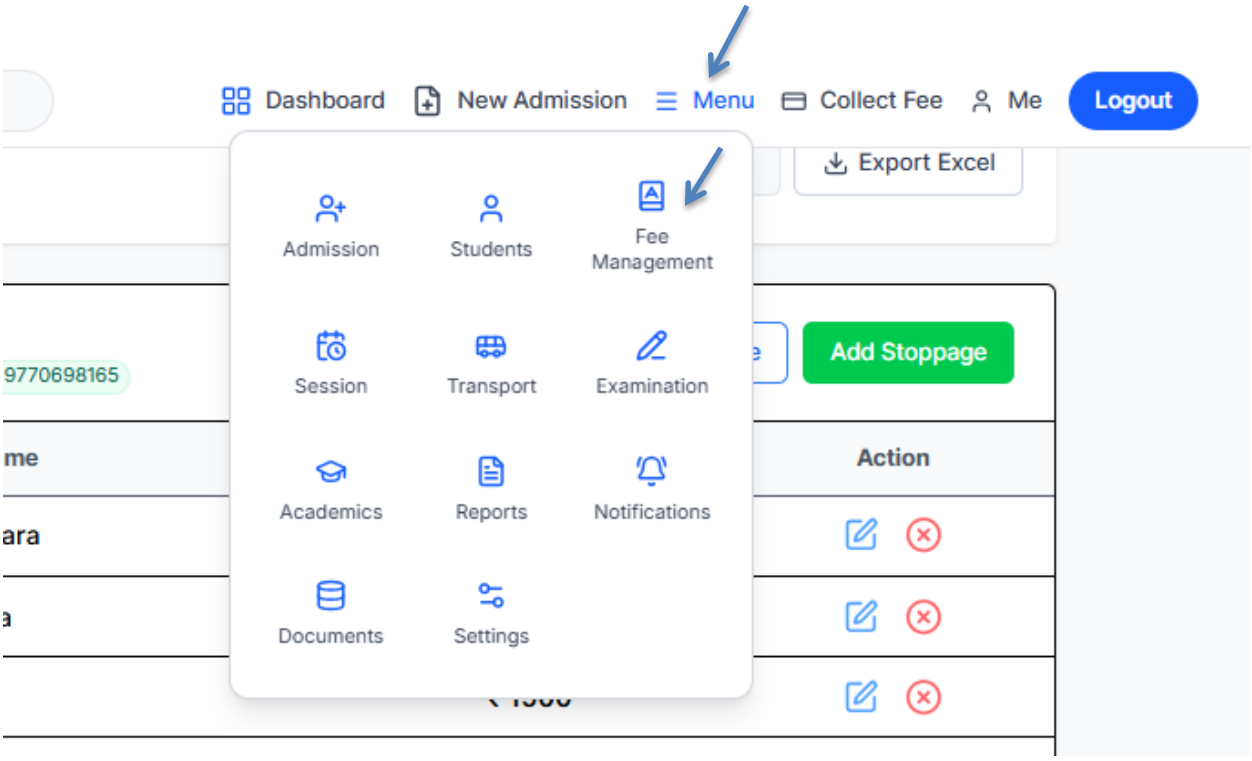


Image 6.2 Fee Management Navigation

4.4.1 School Fee Card

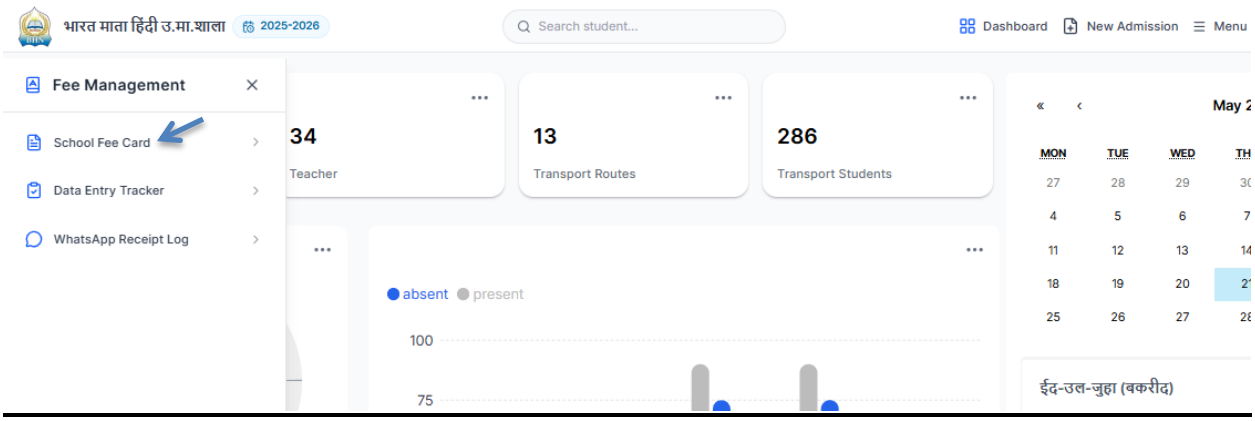


Image 6.3 School Fee Card

The School Fee Card feature is used to generate fee cards directly from ERP fee and receipt data.

This section provides a centralized list of students along with their:

- Admission Information
- Class Details
- School Fee Type
- Old Due Amount
- Monthly Bus Fee
- Fee Card Access

The generated fee cards help schools maintain monthly fee records in a printable format.

Academic Session Selection

Users can select the active academic session for generating fee cards.

Example:

- 2025–2026 (Active)

This ensures fee cards are generated for the correct session.

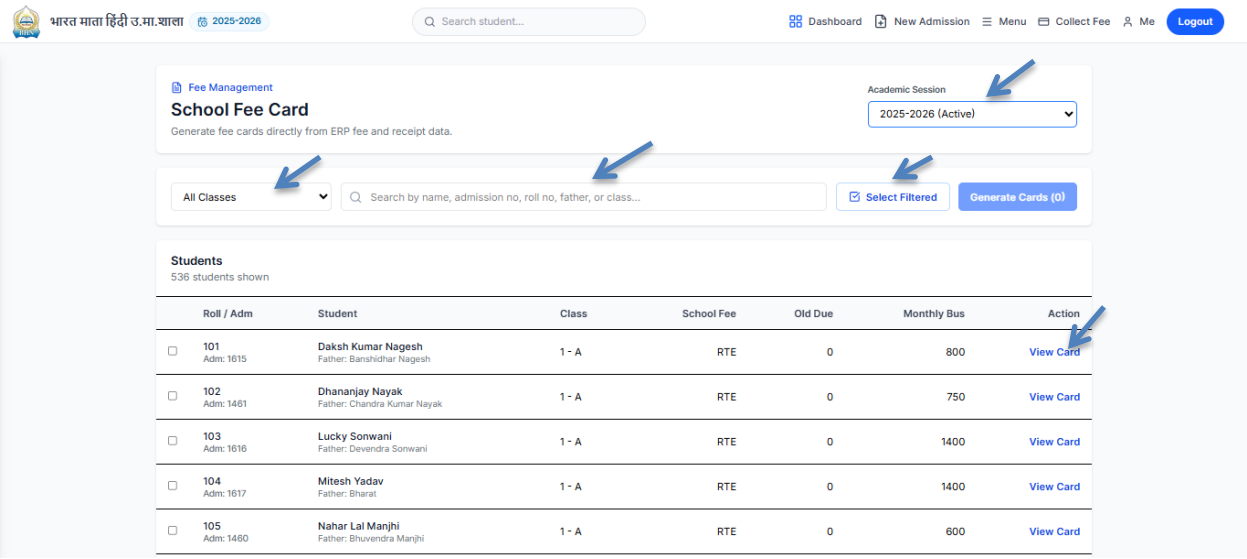


Image 6.4 School Fee Card Page

Student Search & Filters

The system provides a powerful search feature and dropdown to quickly locate students.

Users can search or choose **All Classes** dropdown menu:

- Student Name
- Admission Number
- Roll Number
- Father's Name
- Class

The system automatically filters matching student records.

4.4.2 Student List Table

The Student List table displays all filtered students.

Table Columns:

- Roll / Admission Number
- Student Name
- Father Name
- Class
- School Fee
- Old Due
- Monthly Bus Fee
- Action

Example:

- School Fee → RTE
- Old Due → ₹0
- Monthly Bus Fee → ₹800

Select Filtered & Generate Cards

Users can:

Select filtered students

Generate multiple fee cards together

The Generate Cards button creates printable fee cards for selected students.

This feature simplifies bulk fee card generation.

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NH-130C, Dohel, Deobhog, Gariaband, गरियाबंद, Chhattisgarh, 493890

Serial No: 101 | **Daksh Kumar Nagesh** | **Class: 1 - A** | **Session: 2025-2026**

Old Fee (If any): Rs. 0 | **School Fee: Rs. RTE** | **Monthly Bus Fee: Rs. 800** | **Bus No: 12**

Monthly Fee	Fee Format	School Fee		Bus Fee		Date/Sign
		Amount	Date	Amount	Date	
April 2025	RTE	-	-	-	-	-
May 2025	RTE	-	-	-	-	-
June 2025	RTE	-	-	-	-	-
July 2025	RTE	-	-	-	-	-
August 2025	RTE	-	-	-	-	-
September 2025	RTE	-	-	-	-	-
October 2025	RTE	-	-	-	-	-
November 2025	RTE	-	-	-	-	-
December 2025	RTE	-	-	1500	11/12/2025	-
January 2026	RTE	-	-	1000	01/01/2026	-
February 2026	RTE	-	-	-	-	-
March 2026	RTE	-	-	3000	16/03/2026	-
April 2026	RTE	-	-	-	-	-

* Due date is 10th of each month and a penalty may apply after due date.

Contact No. - 6264814313

Image 6.5 School Fee Card Page

4.4 Transport Management

The Transport Fee Collection module is used to manage student transportation details and transport-related fee collection within the School ERP System.

Transport information is managed through the **Modify Transport Details** option available in the Student Profile Shortcut Menu.

This section allows administrators and authorized staff members to:

- Assign transport routes
- Select stoppages
- Configure fare type
- Set transport service duration
- Calculate monthly transport fees
- Manage transport discounts
- Generate total transport payable amounts

The system automatically calculates total transport fees based on:

- Monthly payable fee
- Number of active months
- Service duration

Step-by-Step Fee Collection Process

Step 1: Locate Modify Transport details

Go the Student Profile Using Dashboard Search Bar type student name or Admission No. Look forward to Shortcuts Menu at right side.

Step 3: Click Modify Transport Details

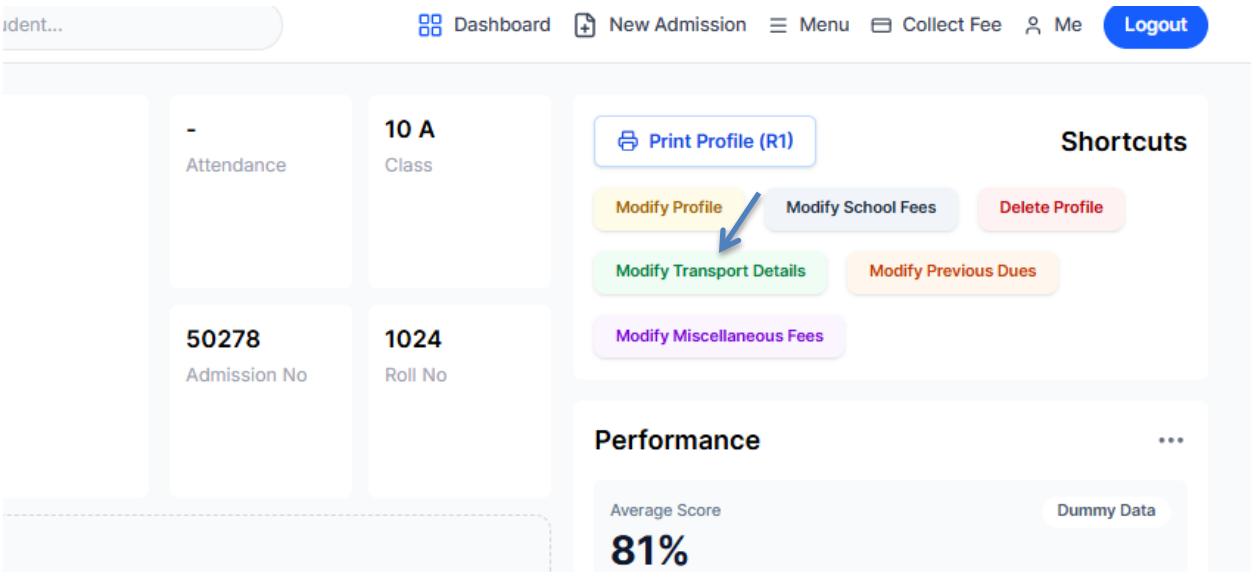


Image 6.6 Modify Transport Details

Transport Information Section

The Transport Information section is used to update and manage student transport-related information.

Main Purpose:

- Configure transport route
- Assign stoppage
- Manage transport fare
- Calculate monthly transport fee
- Define service duration

Route Selection

The Route field is used to assign a transport route to the student.

Users can:

- Select available transport routes
- Manage student transport allocation
- Configure route-based fee calculations

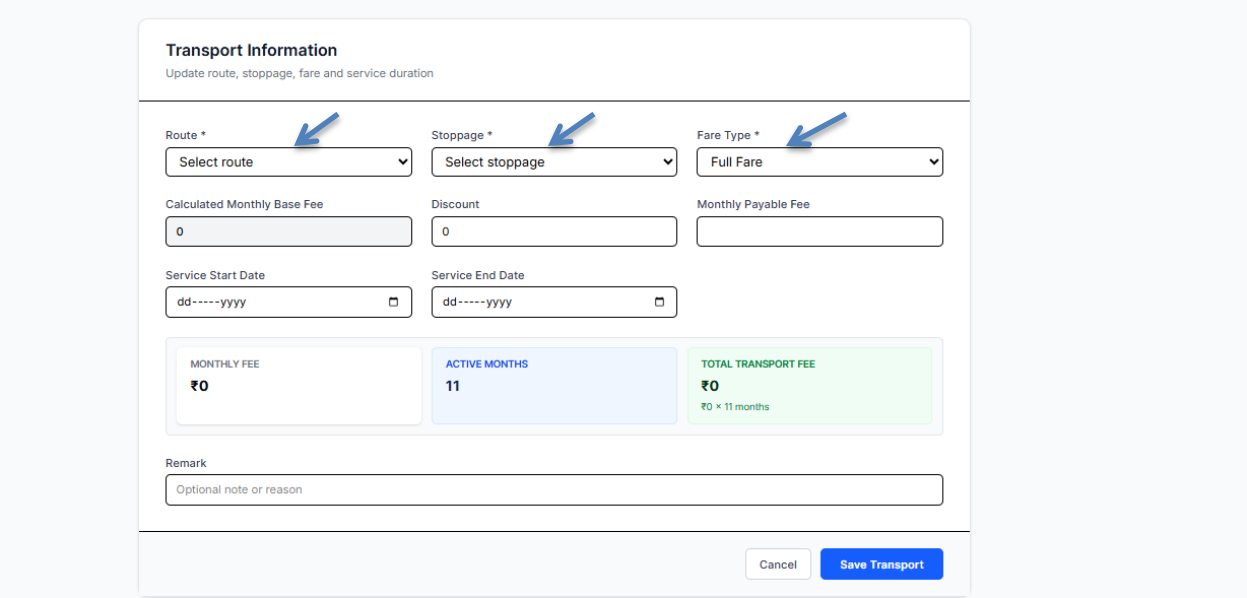


Image 6.7 Modify Transport Details

Stoppage Selection

The Stoppage field is used to select the student pickup/drop location.

The transport fee may vary depending on the selected stoppage.

Fare Type

The Fare Type field defines the type of transport fee applicable to the student.

Example:

- Full Fare
- One Way Fare

This helps manage different transport fee categories.

Monthly Fee Calculation

The system automatically calculates:

- Monthly Base Fee
- Discount Amount
- Monthly Payable Fee
- Formula:
- Monthly Payable Fee = Base Fee – Discount

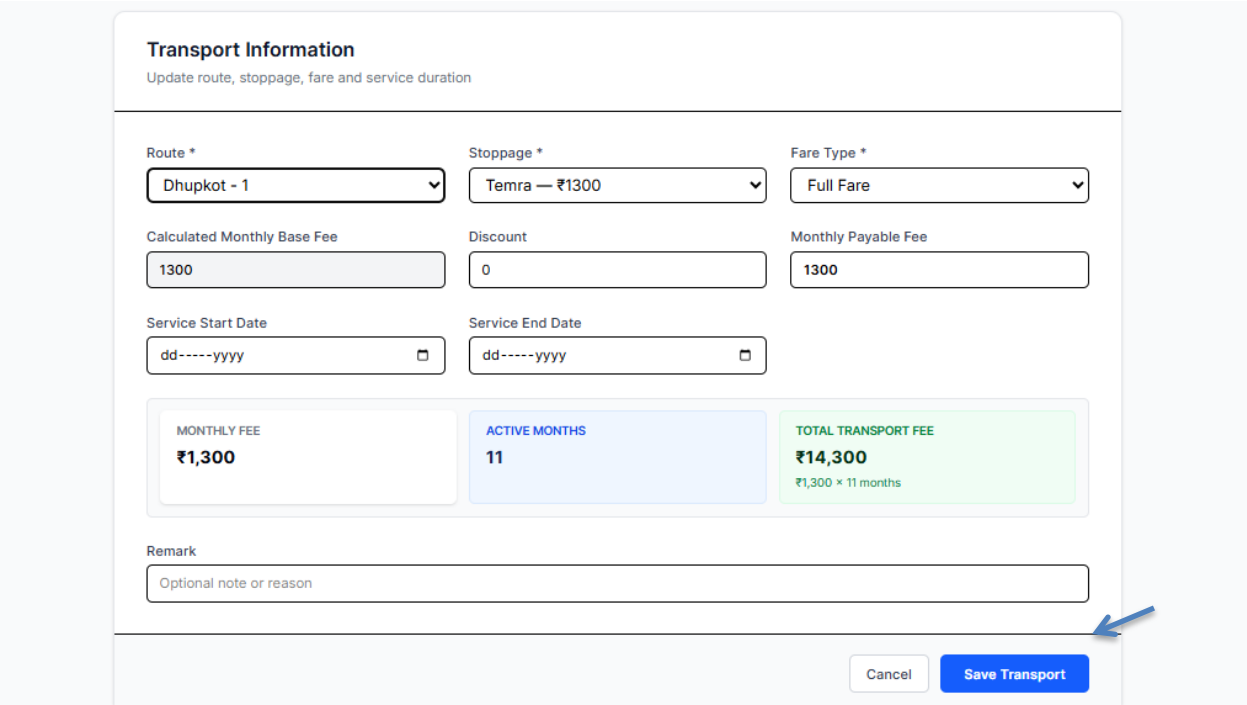
Total Transport Fee Calculation

The system calculates the total transport fee automatically using:

Formula:

Total Transport Fee = Monthly Payable Fee × Active Months

- Example:
- Monthly Payable Fee → ₹1300
- Active Months → 11
- Total Transport Fee → ₹1300 × 11 months = 14300₹
- This ensures accurate transport fee calculations



. *Image 6.8 Save Transport Button*

The **Pending/Due** Fees section is used to collect pending academic fees assigned to a student.

This section displays:

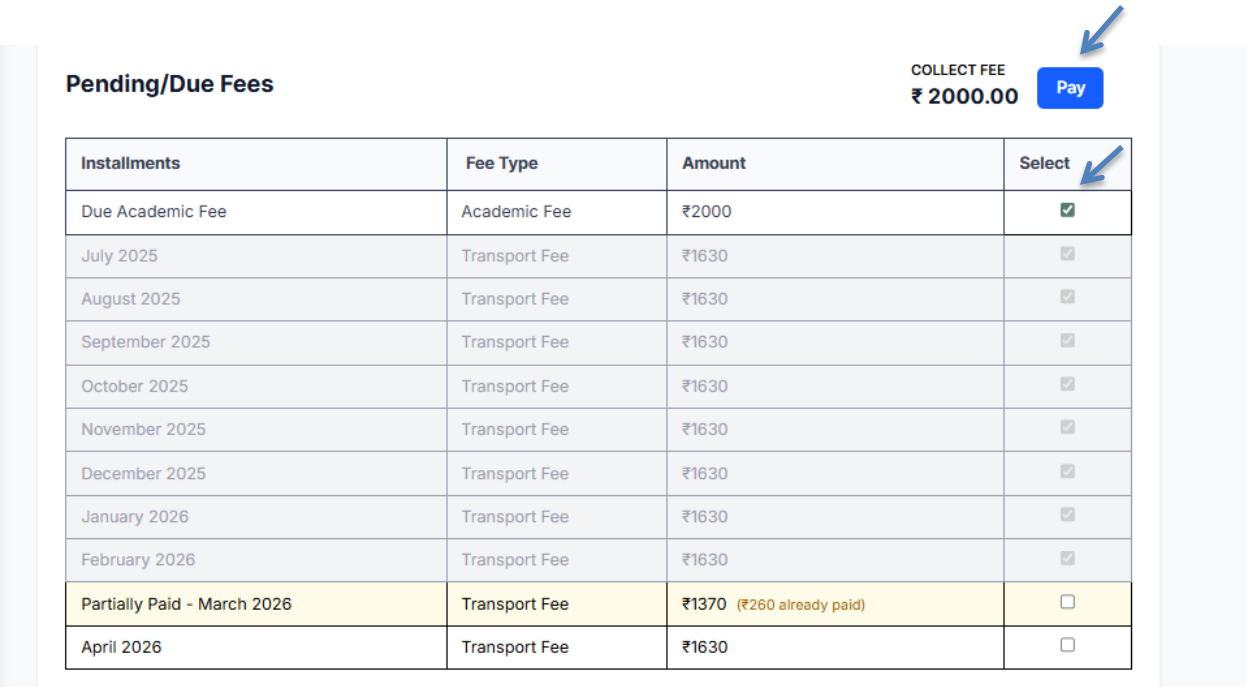
- Pending Installments
- Fee Type
- Due Amount
- Selection Option for Payment

Users can select the pending academic fee installment and proceed with the fee collection process.

Example:

- Installment → Due Academic Fee
- Fee Type → Academic Fee
- Amount → ₹2000

This section helps schools track unpaid academic fees and manage fee collection efficiently.



Pending/Due Fees

COLLECT FEE
₹ 2000.00
Pay

Installments	Fee Type	Amount	Select
Due Academic Fee	Academic Fee	₹2000	☑
July 2025	Transport Fee	₹1630	☑
August 2025	Transport Fee	₹1630	☑
September 2025	Transport Fee	₹1630	☑
October 2025	Transport Fee	₹1630	☑
November 2025	Transport Fee	₹1630	☑
December 2025	Transport Fee	₹1630	☑
January 2026	Transport Fee	₹1630	☑
February 2026	Transport Fee	₹1630	☑
Partially Paid - March 2026	Transport Fee	₹1370 (₹260 already paid)	☐
April 2026	Transport Fee	₹1630	☐

Image 6.9 Student Due Academic Fee

4.5 Transport Fee Collection

The **Pending/Due** Fees section is used to collect pending transport fees assigned to a student.

This section displays:

- Pending Installments
- Fee Type
- Due Amount
- Selection Option for Payment

Users can select the pending academic fee installment and proceed with the fee collection process.

Example:

- Installment → Due Transport Fee
- Fee Type → Transport Fee
- Amount → ₹1300

This section helps schools track unpaid academic fees and manage fee collection efficiently.

Pending/Due Fees

COLLECT FEE
₹ 1300.00
Pay

Installments	Fee Type	Amount	Select
Due Academic Fee	Academic Fee	₹10000	☐
Library Penalty	Miscellaneous Fee	₹150	☐
June 2025	Transport Fee	₹1300	☑
July 2025	Transport Fee	₹1300	☐
August 2025	Transport Fee	₹1300	☐
September 2025	Transport Fee	₹1300	☐
October 2025	Transport Fee	₹1300	☐
November 2025	Transport Fee	₹1300	☐
December 2025	Transport Fee	₹1300	☐
January 2026	Transport Fee	₹1300	☐
February 2026	Transport Fee	₹1300	☐
March 2026	Transport Fee	₹1300	☐
April 2026	Transport Fee	₹1300	☐

Image 6.10 Student Transport Academic Fee

Step-by-Step Fee Collection Process

Step 1: Locate Pending Transport Fee

In the Pending/Due Fees section, locate the **pending/Dues** Fess Table.

Step 3: Select Pending Fee

Click the checkbox available in the Select column to choose the pending fee installment.

Step 4: Proceed for Payment

After selecting the fee installment, proceed to the payment process.

The system calculates:

- Total payable amount
- Selected fee installments
- Remaining balance

After selecting the pending academic fee, the **Collect Fee Payment** popup window opens.

This window displays complete payment information including:

- Student Name
- Admission Number
- Class & Roll Number
- Father's Name
- Fee Particular
- Amount
- Waived Amount
- Received Amount
- Balance Amount

Users can:

- Enter waiver amount if applicable

- Enter received payment amount
- Select payment mode
- Select payment date
- Add optional payment remarks

The system automatically calculates:

- Total Amount
- Remaining Balance
- Received Amount
- After verifying all payment details, click the **Continue Payment** button to complete the fee collection process.

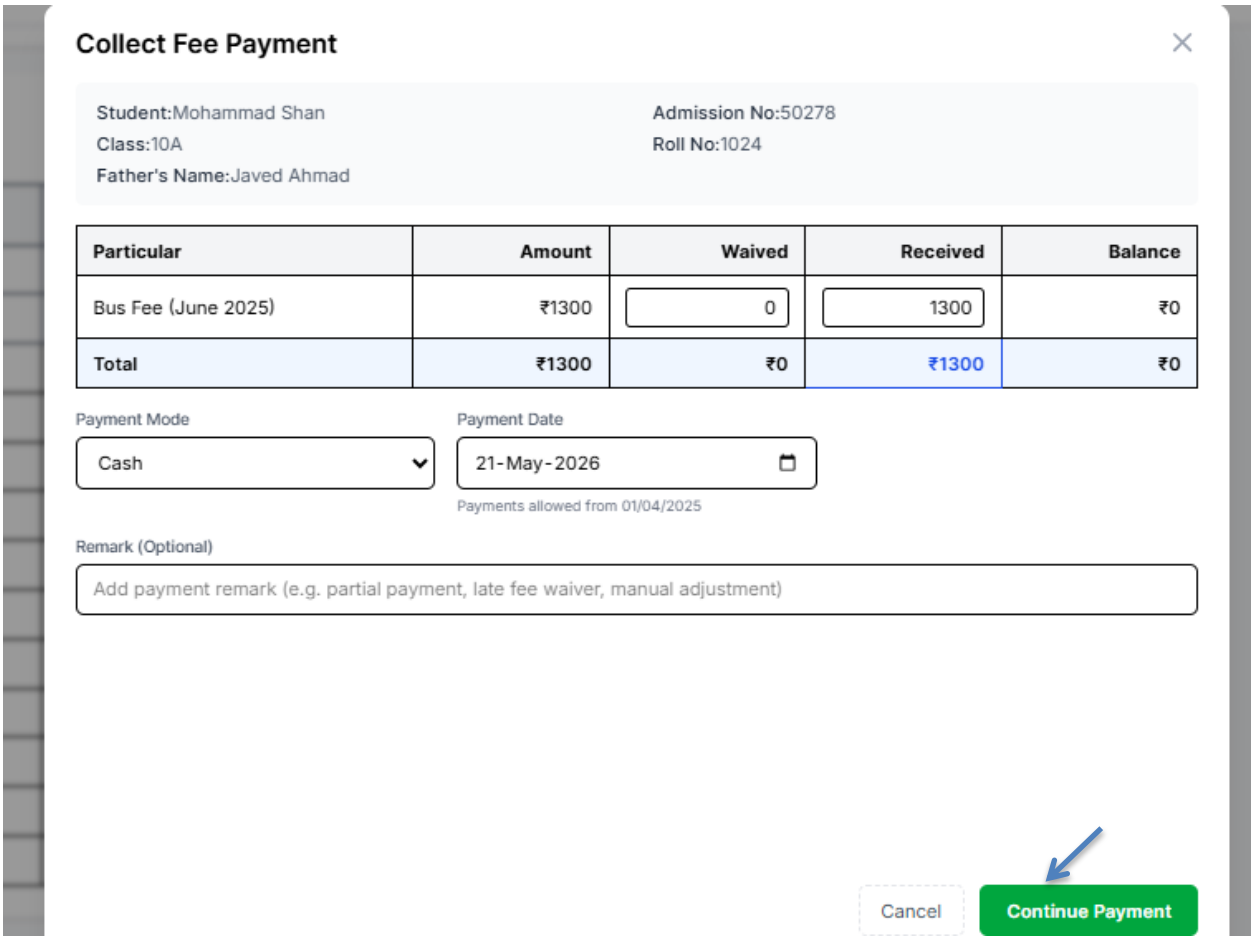


Image 7.1 Collect Fee Payment User Interface

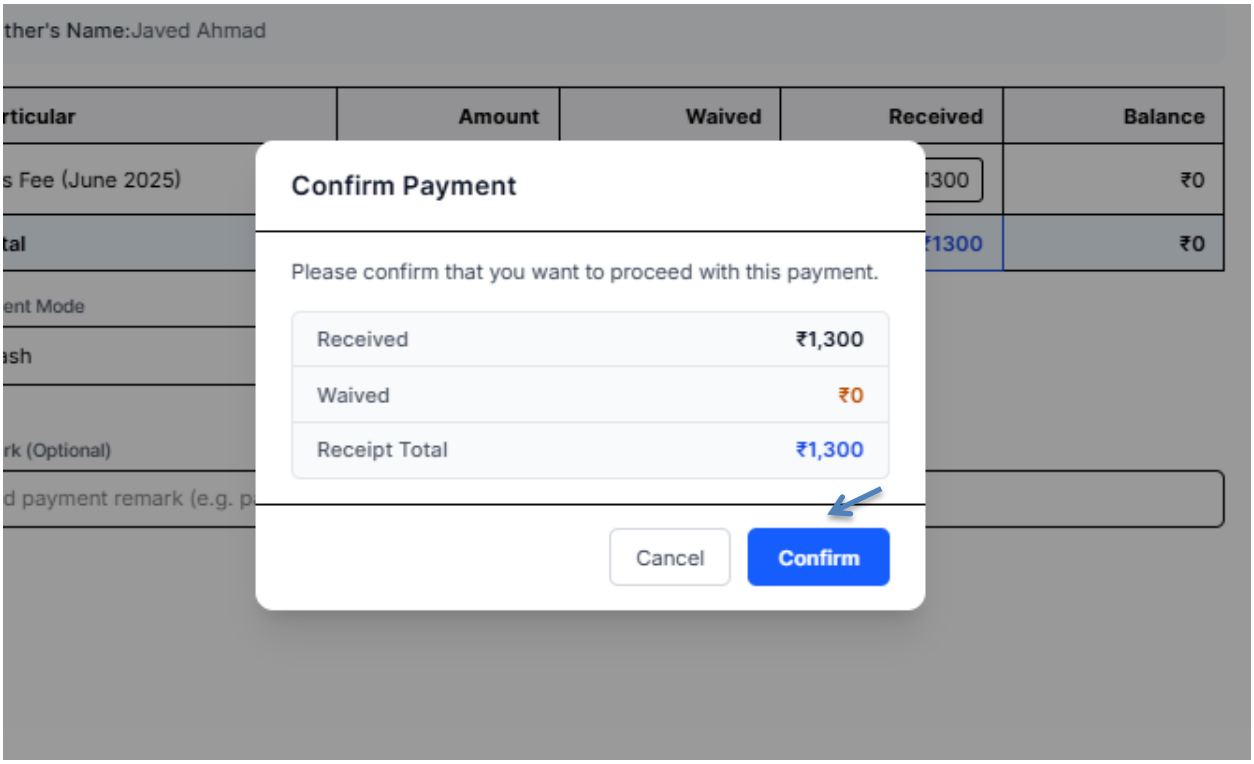


Image 7.2 Confirm Due Transport Fee Payment

4.3.1 Partial Payment Support

The Fee Management System supports **partial fee payment** functionality. Users are allowed to collect any payment amount that is equal to or less than the actual payable amount.

Important Rules:

- The received amount **cannot be greater** than the total payable fee.
- Users can collect:
  - **Full payment**
  - **Partial payment**
- If the received amount is less than the actual payable amount, the remaining balance is automatically carried forward and added to the next pending installment or upcoming month.

Example:

Particular	**Amount**
Actual Payable Fee	₹1300
Amount Received	₹1000
Remaining Balance	₹300

In this case:

- ₹1000 is collected successfully
- Remaining ₹300 becomes pending
- The pending balance is automatically adjusted in the next month's due fees

This feature helps schools:

- Support flexible fee collection
- Handle installment-based payments
- Manage partial fee submissions easily

- Maintain accurate pending balance records

4.3.2 All Fee Paid Details

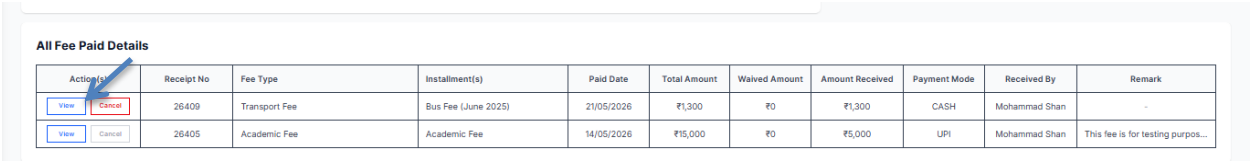
After successful fee payment confirmation, the transaction is automatically recorded in the **All Fee Paid Details** section.

This section stores complete payment history for the student and helps administrators track all successful fee transactions in one place.

The system records:

- Receipt Information
- Fee Type
- Installment Details
- Payment Date
- Payment Amount
- Waived Amount
- Payment Mode
- Receiver Information
- Payment Remarks

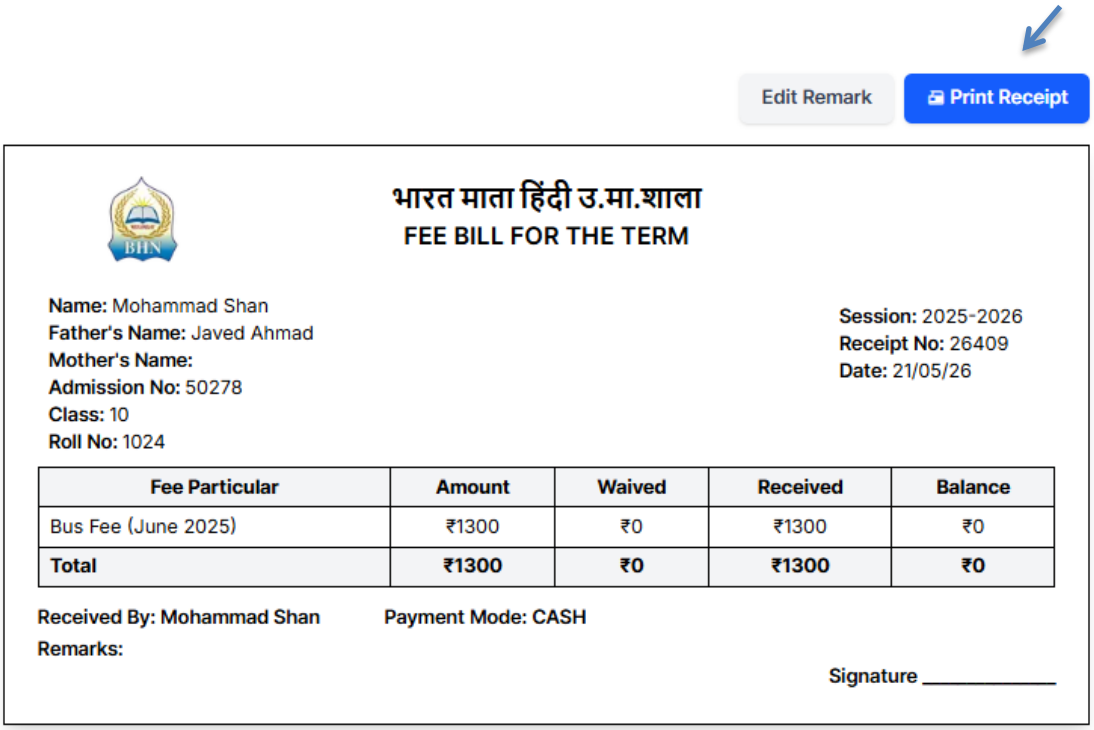
This section ensures complete financial transparency and accurate fee record management.



All Fee Paid Details

Action(s)	Receipt No	Fee Type	Installment(s)	Paid Date	Total Amount	Waived Amount	Amount Received	Payment Mode	Received By	Remark
View Cancel	26409	Transport Fee	Bus Fee (June 2025)	21/05/2026	₹1,300	₹0	₹1,300	CASH	Mohammad Shan	-
View Cancel	26405	Academic Fee	Academic Fee	14/05/2026	₹15,000	₹0	₹5,000	UPI	Mohammad Shan	This fee is for testing purpos...

Image 7.3 All Paid Fee Details



Edit Remark | Print Receipt

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FEE BILL FOR THE TERM

Name: Mohammad Shan
Father's Name: Javed Ahmad
Mother's Name:
Admission No: 50278
Class: 10
Roll No: 1024

Session: 2025-2026
Receipt No: 26409
Date: 21/05/26

Fee Particular	Amount	Waived	Received	Balance
Bus Fee (June 2025)	₹1300	₹0	₹1300	₹0
Total	**₹1300**	**₹0**	**₹1300**	**₹0**

Received By: Mohammad Shan **Payment Mode:** CASH
Remarks:

Signature _____

Image 7.4 Fee Receipt

4.3.3 Receipt Cancellation Rule

The Fee Management System allows receipt cancellation only on the **same day** the payment was received by the system.

Important Rule:

- If the payment receipt is created on the **current date**, the examiner or authorized user can cancel the receipt.
- If the payment was received on a **previous date**, the receipt cannot be cancelled.

Example:

Current Date	Payment Date	Cancellation Allowed
21 May 2026	21 May 2026	Yes
21 May 2026	20 May 2026	No

This restriction helps maintain financial security and prevents unauthorized modification of older financial records.

After cancellation:

- The payment is moved to the **All Cancelled Receipts** section.
- Pending fees are automatically recalculated.
- Fee records are updated instantly.

All Cancelled Receipts

Action	Receipt No	Fee Type	Installment(s)	Paid Date	Amount Received	Payment Mode	Received By	Cancelled At	Cancelled By
View	26409	Transport Fee	Bus Fee (June 2025)	21/05/2026	₹1,300	CASH	Mohammad ...	21/05/2026, 23:05	Mohammad ...

Image 7.5 All Cancelled Receipts

End of Module 4

Module 5: School Reports
मॉड्यूल 5: विद्यालय रिपोर्ट प्रबंधन प्रणाली

5.1 Overview | परिचय

The School Reports module is used to generate, manage, and analyze various academic, fee, student, and transport-related reports within the School ERP System.

This module provides centralized reporting features that help administrators and school staff:

- Monitor fee collection
- Track student records
- Generate transport reports
- Analyze class-wise fee data
- Maintain financial transparency
- Export and print reports

The Reports module is accessible through:

- Dashboard Menu → Reports

When users click on the **Reports** option, a report sidebar opens containing multiple categorized report options.

Available Reports

Report Name	Description
Class wise Fee Summary (A1)	View class-wise fee summary
Class wise Monthly Fee (A2)	View monthly fee collection class-wise
Student Wise School Fee (A3)	Individual student school fee report
Class Wise Student List (A4)	Student list class-wise
Student Wise Total Dues (A5)	Pending dues report student-wise
Daily Receipts (R2)	Daily fee receipt collection report
Duration Wise Collection (R3)	Fee collection between selected dates
Route Wise Bus Fee (T1)	Bus fee report route-wise
Bus Wise Monthly Fee (T2)	Monthly transport fee report
Stoppage Wise Bus Fee (T3)	Bus fee report stoppage-wise

5.2 Accessing the Reports Module

Step 1: Open Dashboard Menu

Click the Menu option available in the top navigation bar.

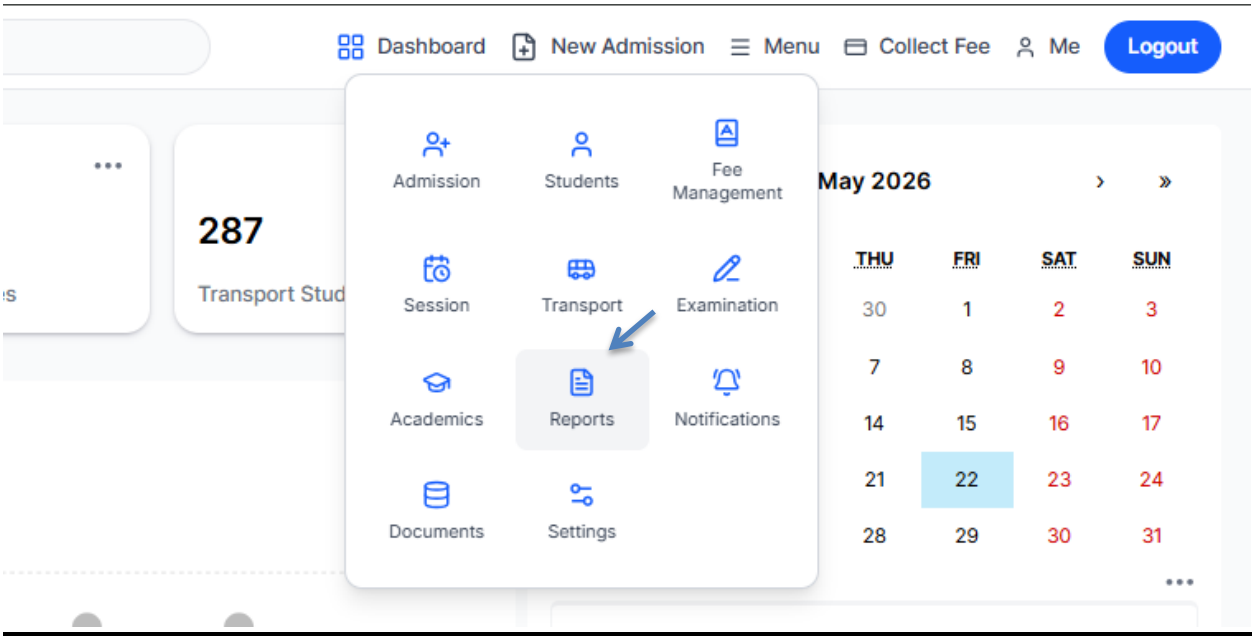

Image 7.6 Reports Menu Navigation

Step 2: Select Reports Option

From the menu popup, click the Reports option.

Step 3: Open Reports Sidebar

The Reports sidebar opens displaying all available report categories.

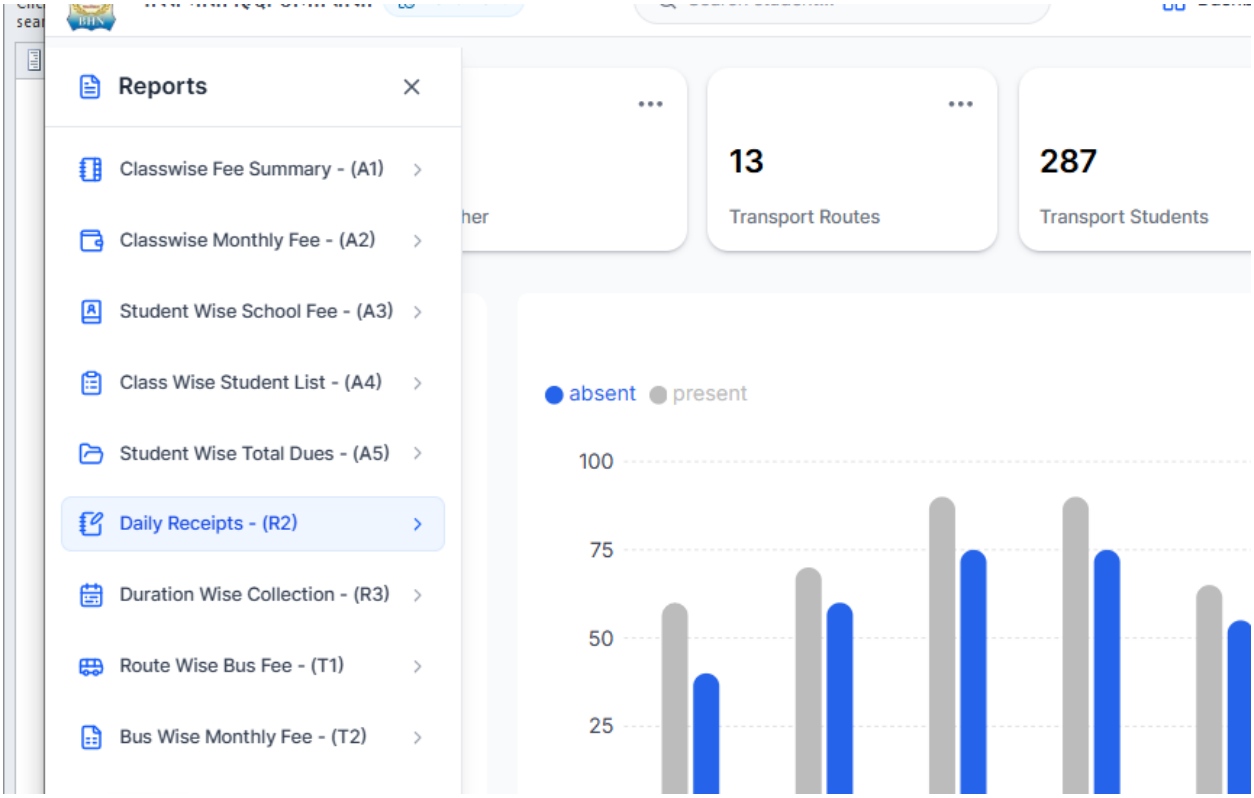

Image 7.7 Reports Sidebar Menu Navigation

Report Categories

The reports are divided into multiple categories:

- Academic Reports
- Fee Collection Reports
- Student Reports
- Transport Reports
- Receipt Reports

This structured categorization helps users quickly access required reports.

5.3 Class-wise Academic Fee Report (A1)

The **Class-wise Academic Fee Report (A1)** is used to generate a summarized academic fee report for all classes in the selected academic session.

This report provides a complete overview of:

- Total students class-wise
- Boys and girls count
- Total notified fee
- Applied discounts
- Total payable amount
- Total paid fee
- Remaining balance

This report helps administrators monitor overall school fee collection performance and pending academic dues.

The report can also be:

- Printed as PDF
- Exported to Excel

5.3.1 Session Selection

The report is generated according to the selected academic session.

Example:

- Session → 2025–2026

This ensures that fee calculations and student records are filtered correctly for the selected session.

Session: 2025-2026 **Class-wise Academic Fee Report - (A1)**

Print PDF Print Excel

Class	Students	Boy	Girl	Notified Fee	Discount	Payable	Paid	Balance
1	32	18	13	₹2,04,000	₹12,000	₹1,92,000	₹1,32,000	₹60,000
2	31	23	8	₹2,79,000	₹1,500	₹2,77,500	₹2,26,600	₹50,900
3	38	25	13	₹2,24,800	₹-3,100	₹2,27,900	₹1,58,550	₹69,350
4	42	26	16	₹2,20,000	₹200	₹2,19,800	₹1,48,100	₹71,700
5	43	25	18	₹3,00,000	₹1,600	₹2,98,400	₹2,36,100	₹62,300
6	48	27	21	₹3,73,000	₹10,500	₹3,62,500	₹2,73,400	₹89,100
7	48	34	14	₹3,95,800	₹1,000	₹3,94,800	₹2,53,220	₹1,41,580
8	60	41	19	₹5,44,000	₹6,000	₹5,38,000	₹4,24,450	₹1,13,550
9	66	41	25	₹8,41,000	₹16,000	₹8,25,000	₹6,83,290	₹1,41,710
10	50	30	20	₹7,50,000	₹5,000	₹7,45,000	₹5,41,300	₹2,03,700
11	38	28	10	₹6,84,000	₹14,760	₹6,69,240	₹5,13,690	₹1,55,550
12	41	24	17	₹7,57,500	₹19,000	₹7,38,500	₹5,75,750	₹1,62,750
Total	**537**	**342**	**194**	**₹55,73,100**	**₹84,460**	**₹54,88,640**	**₹41,66,450**	**₹13,22,190**

*** Balance = Payable Academic Fee – Paid Academic Fee**

Printed on: 22/05/26-11:44:32 AM
Prepared By: www.eduerp.net

Image 7.8 Class wise Academic Fee Report – (A1)

5.4 Class wise Monthly Fee Collection Report (A2)

The **Class wise Monthly Fee Collection Report (A2)** is used to monitor and analyze month-wise academic fee collection for each class in the selected academic session.

This report provides a complete overview of:

- Class-wise payable academic fee
- Monthly fee collection
- Total collected fee
- Overall school fee collection summary

The report helps administrators track monthly financial performance and identify collection trends throughout the academic session.

This report can also be:

- Printed directly
- Used for monthly financial analysis
- Shared with management and accounting departments

Report Header Information

The report header displays:

- School Name
- School Address
- Report Title
- Academic Session
- Example:
- School Name → भारत माता हिंदी उ.मा.शाला
- Session → 2025–2026

This information helps identify the report source and session details.

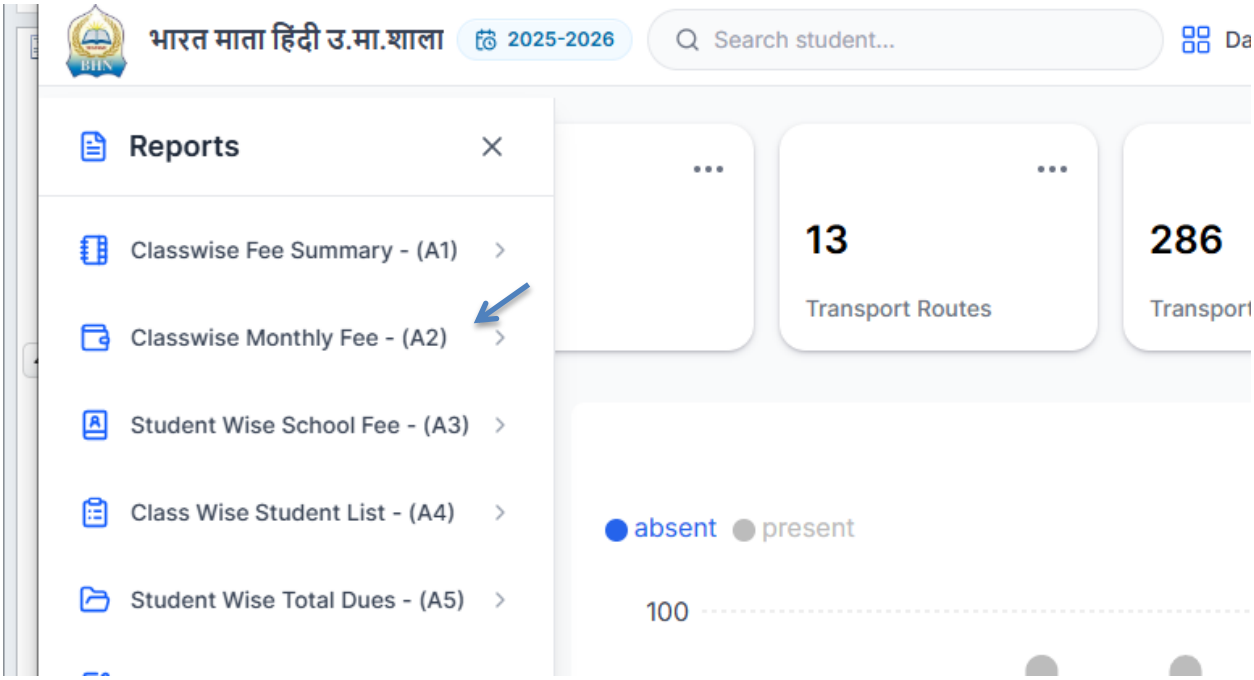

Image 7.9 Class wise Monthly Fee Menu – (A1)

5.4.1 Report Columns

Column	Description
Class	Student class
Stud	Total students in class
Payable	Total payable academic fee
Apr 25 – Apr 26	Month-wise fee collection
Total	Total collected amount

Monthly Fee Collection Tracking

This helps schools:

- Monitor monthly fee collection performance
- Identify low collection months
- Analyze collection trends
- Improve financial planning

Session: 2025-2026

Print

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CLASSWISE MONTHLY FEE COLLECTION (A2)
Session: 2025-2026

Class	Std	Payable	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	Total
1	32	1,92,000	3,000	0	0	3,000	4,700	28,000	2,000	26,000	19,300	0	9,000	37,000	0	**1,32,000**
2	31	2,77,500	1,000	1,000	0	0	16,500	49,400	5,500	8,000	49,050	12,000	7,800	74,050	2,300	**2,26,600**
3	38	2,27,900	1,500	0	0	0	8,000	41,300	2,500	5,000	44,500	0	2,750	52,500	500	**1,58,550**
4	42	2,19,800	0	0	0	4,000	2,650	30,500	2,000	3,000	41,900	14,850	5,500	40,700	3,000	**1,48,100**
5	43	2,98,400	3,500	3,000	0	17,500	3,500	56,300	4,500	8,000	57,850	14,600	5,550	61,800	0	**2,36,100**
6	48	3,62,500	1,000	2,000	0	15,000	9,510	60,100	1,000	31,000	53,140	8,000	9,850	79,300	3,500	**2,73,400**
7	48	3,94,800	0	0	0	0	3,000	83,130	7,500	6,000	53,800	8,900	0	89,290	1,600	**2,53,220**
8	60	5,38,000	0	0	0	0	22,150	95,600	9,500	10,500	1,09,020	14,150	25,850	1,33,680	4,000	**4,24,450**
9	66	8,25,000	3,000	4,000	0	0	44,435	1,85,500	0	49,325	1,54,750	12,300	18,100	2,04,855	6,350	**6,82,615**
10	50	7,45,000	0	0	0	6,000	29,800	1,49,700	12,700	22,000	1,05,430	21,200	1,88,470	0	1,000	**5,36,300**
11	38	6,69,240	0	1,000	0	16,740	56,690	1,21,500	0	27,000	95,080	13,350	10,750	1,59,070	11,750	**5,12,930**
12	41	7,38,500	0	1,500	0	3,000	44,500	1,50,090	3,000	16,500	1,17,750	32,000	1,82,110	0	25,300	**5,75,750**
Total	**537**	**54,88,640**	**13,000**	**12,500**	**0**	**65,240**	**2,45,435**	**10,51,120**	**50,200**	**2,12,325**	**9,01,570**	**1,51,350**	**4,65,730**	**9,32,245**	**59,300**	**41,60,015**

Image 7.10 Class wise Monthly Fee Report – (A2)

5.4.2 Payable Fee Analysis

The Payable column displays the total academic fee payable for each class.

Example:

- Class 1 → ₹1,92,000
- Class 8 → ₹5,38,000
- Class 12 → ₹7,38,500
- This helps administrators compare:
- Expected collection
- Actual collection
- Remaining collection opportunities

5.4.3 Total Collection Summary

The Total row displays combined school-level monthly fee collection data.

Information Included:

- Total students
- Total payable fee
- Month-wise total collection
- Overall collected amount
- Example:
- Total Students → 537
- Total Payable → ₹54,88,640
- Overall Collected → ₹41,60,015

This provides a complete financial overview of the academic session.

5.5 Student Wise School Fee Report (A3)

The **Student Wise School Fee Report (A3)** is used to generate detailed school fee reports for individual students or all students in the selected academic session.

This report provides complete student-wise fee information including:

- Student details
- Class information
- Academic fee records
- Fee payment status
- Pending dues
- Session-wise fee tracking

The report helps administrators monitor fee records at the individual student level and maintain accurate financial tracking.

This report can be generated:

- For all classes
- For a specific class
- For individual students

The report also supports printing for documentation and auditing purposes.

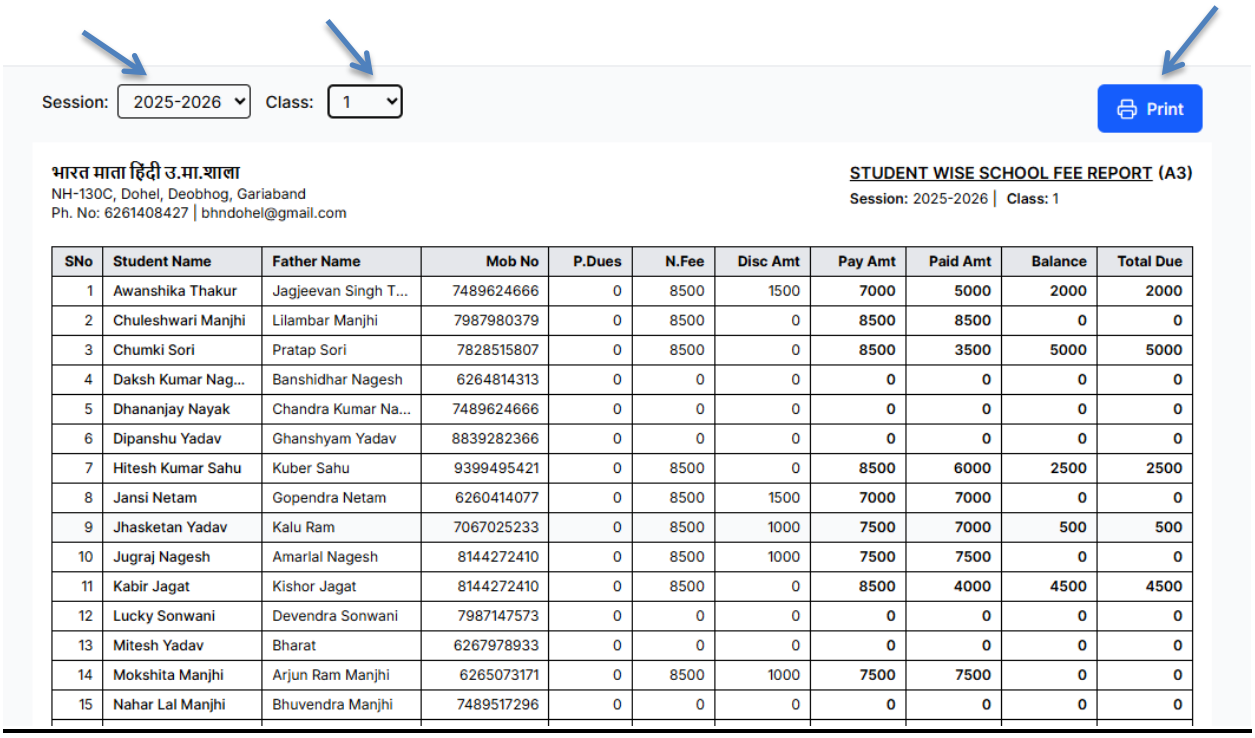
Session Selection

The report is generated according to the selected academic session.

Example:

Session → 2025–2026

This ensures that all fee records are filtered for the selected session only.



Session: 2025-2026 Class: 1 Print

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STUDENT WISE SCHOOL FEE REPORT (A3)
Session: 2025-2026 | Class: 1

SNo	Student Name	Father Name	Mob No	P.Dues	N.Fee	Disc Amt	Pay Amt	Paid Amt	Balance	Total Due
1	Awanshika Thakur	Jagjeevan Singh T...	7489624666	0	8500	1500	7000	5000	2000	2000
2	Chuleshwari Manjhi	Lilambar Manjhi	7987980379	0	8500	0	8500	8500	0	0
3	Chumki Sori	Pratap Sori	7828515807	0	8500	0	8500	3500	5000	5000
4	Daksh Kumar Nag...	Banshidhar Nagesh	6264814313	0	0	0	0	0	0	0
5	Dhananjay Nayak	Chandra Kumar Na...	7489624666	0	0	0	0	0	0	0
6	Dipanshu Yadav	Ghanshyam Yadav	8839282366	0	0	0	0	0	0	0
7	Hitesh Kumar Sahu	Kuber Sahu	9399495421	0	8500	0	8500	6000	2500	2500
8	Jansi Netam	Gopendra Netam	6260414077	0	8500	1500	7000	7000	0	0
9	Jhasketan Yadav	Kalu Ram	7067025233	0	8500	1000	7500	7000	500	500
10	Jugraj Nagesh	Amarlal Nagesh	8144272410	0	8500	1000	7500	7500	0	0
11	Kabir Jagat	Kishor Jagat	8144272410	0	8500	0	8500	4000	4500	4500
12	Lucky Sonwani	Devendra Sonwani	7987147573	0	0	0	0	0	0	0
13	Mitesh Yadav	Bharat	6267978933	0	0	0	0	0	0	0
14	Mokshita Manjhi	Arjun Ram Manjhi	6265073171	0	8500	1000	7500	7500	0	0
15	Nahar Lal Manjhi	Bhuvendra Manjhi	7489517296	0	0	0	0	0	0	0

Image 8.1 Class wise Monthly Fee Report – (A2)

Report Header Information

The report header contains:

- Student Name
- Father Name
- Mobile Number
- Previous Dues
- Notified Fee
- Discount Amount
- Payable Amount
- Paid Amount
- Balance
- Total Dues
- Example:
- School Name → भारत माता हिंदी उ.मा.शाला
- Session → 2025–2026

- Class → ALL

This information helps identify the report source and report scope.

5.5.1 Purpose of Student Wise Fee Report

This report helps schools:

- Track individual student fee records
- Monitor pending dues
- Verify fee payments
- Maintain financial transparency
- Generate audit-ready reports
- Simplify student fee analysis

Print Option

The report includes a Print option to generate a printable copy of the student fee report.

This helps:

- Maintain hard-copy records
- Share reports with management
- Archive student fee reports
- Support auditing processes

5.6 Class wise Student List (A4)

The **Class Wise Student List Report (A4)** is used to generate a complete list of students according to the selected academic session and class.

This report provides organized student information including:

- Roll Number
- Student Name
- Parent Information
- Contact Details
- Address
- Bus Number
- Remarks

The report helps administrators and school staff maintain class-wise student records in a structured and printable format.

This report can be generated:

- For all classes
- For a specific class

The report also supports printing for documentation and administrative purposes.

5.6.1 Session Selection

The report is generated according to the selected academic session.

Example:

Session → 2025–2026

This ensures that only students belonging to the selected session are displayed.

5.6.2 Class Filter

Users can filter the report according to class.

Available options:

- ALL Classes
- Specific Class
- Example:
- Class → ALL
- This helps generate:
- Complete school student list
- Class-specific student records

5.6.3 Student List Table

The report displays student records in a tabular format.

Table Columns:

- SNo
- RNo. (Roll Number)
- Student Name
- Father Name
- Mother Name
- Mobile Number
- Address
- Bus Number
- Remarks

This table provides complete student information for administrative use.

Session: 2025-2026 Class: ALL

Print

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CLASS WISE STUDENT LIST REPORT (A4)
Session: 2025-2026 | **Class:** ALL

SNo	RNo.	Student Name	Father Name	Mother Name	Mob. No.	Address	BNo.	Remarks
1	1033	Radhika Bisi	Vijay Kumar	Shyam Bai	8815080807	Kumhadhaikhurd, De...	13	
2	1101	Aabha Sao	Sampat Sao	Niradkesha Sao	8305711097	Khutgaon, Deobhog		
3	901	Aarti Nagesh	Somabaru	Chandrakanti	7000784635	Mokhaguda, Deobhog	8	
4	902	Aarti Nagesh	Ganpati Nagesh	Lalita Bai	9302088982	Bharuaamuda, Deob...	2	
5	1201	Aashish Baghel	Parmanand Baghel	Khajani Baghel	6261408427	Latapara, Deobhog		
6	501	Abhishek Kumar Bisi	Vijay Kumar Bisi	Hirendri Bisi	9340490919	Madagaon, Deobhog	13	
7	419	Aditya Chakradhari	Hemlal Chakradhari	Sampurna	9302879109	Deobhog, Deobhog		
8	621	Aiman Bano	Safik Mohammad	Parveen Bano	9178099855	Urmal, Mainpur	8	
9	520	Akash	Punit Ram	Jaymani	9340490919	Magaroda, Deobhog	12	
10	1001	Amit Soni	Dashrath Soni	Damyanti Soni	8926114639	Ghumarguda, Deobh...		
11	518	Anil Kumar Pradhan	Kokilram Pradhan	Sarswati pradhan	9343406982	Dodra, Deobhog	7	

Image 8.2 Class Wise Student List Report (A4)

5.7 Student Wise Total Dues Report (A5)

Overview | परिचय

The **Student Wise Total Dues Report (A5)** is used to generate a complete report of pending and unpaid dues for students in the selected academic session.

This report helps administrator's monitor:

- Student-wise pending fees
- Total outstanding dues
- Class-wise due analysis
- Fee recovery status

The report provides a centralized overview of all unpaid student balances and helps schools maintain accurate financial tracking.

This report can be generated:

- For all classes
- For a specific class
- For individual student verification

The report also supports printing for administrative and financial documentation purposes.

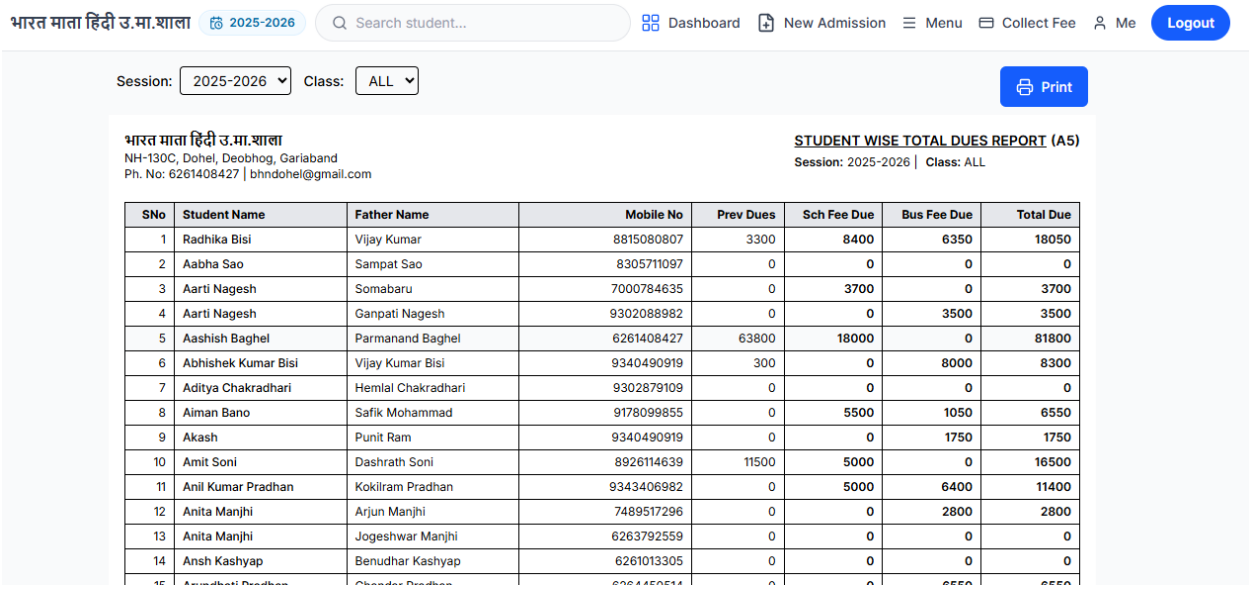
Session Selection

The report is generated according to the selected academic session.

Example:

- Session → 2025–2026

This ensures that only dues belonging to the selected academic session are displayed.



SNo	Student Name	Father Name	Mobile No	Prev Dues	Sch Fee Due	Bus Fee Due	Total Due
1	Radhika Bisi	Vijay Kumar	8815080807	3300	8400	6350	18050
2	Aabha Sao	Sampat Sao	8305711097	0	0	0	0
3	Aarti Nagesh	Somabaru	7000784635	0	3700	0	3700
4	Aarti Nagesh	Ganpati Nagesh	9302088982	0	0	3500	3500
5	Aashish Baghel	Parmanand Baghel	6261408427	63800	18000	0	81800
6	Abhishek Kumar Bisi	Vijay Kumar Bisi	9340490919	300	0	8000	8300
7	Aditya Chakradhari	Hemlal Chakradhari	9302879109	0	0	0	0
8	Aiman Bano	Safik Mohammad	9178099855	0	5500	1050	6550
9	Akash	Punit Ram	9340490919	0	0	1750	1750
10	Amit Soni	Dashrath Soni	8926114639	11500	5000	0	16500
11	Anil Kumar Pradhan	Kokilram Pradhan	9343406982	0	5000	6400	11400
12	Anita Manjhi	Arjun Manjhi	7489517296	0	0	2800	2800
13	Anita Manjhi	Jogeshwar Manjhi	6263792559	0	0	0	0
14	Ansh Kashyap	Benudhar Kashyap	6261013305	0	0	0	0

Image 8.3 Student Wise Total Dues (A5)

5.7.1 Report Table Columns

Column	Description
SNo	Serial number of the student entry
Student Name	Name of the student
Father Name	Student’s father name
Mobile No	Registered mobile number
Prev Dues	Previous session pending dues
Sch Fee Due	Pending school/academic fee
Bus Fee Due	Pending transport fee
Total Due	Total combined pending amount

5.8 Daily Fee Receipts Report (R2)

The **Daily Fee Receipts Report (R2)** is used to generate a day-wise report of all fee payments collected on a selected date.

This report helps administrators and cashiers monitor:

- Daily fee collection
- Student payment entries
- Payment modes
- Cashier activity
- Daily transaction records

The report provides a centralized summary of all fee receipts generated during the selected day.

This report is useful for:

- Daily accounting verification
- Cash collection tracking
- Financial auditing
- Fee transaction monitoring

The report also supports printing for record maintenance and auditing purposes.

5.8.1 Report Header Information

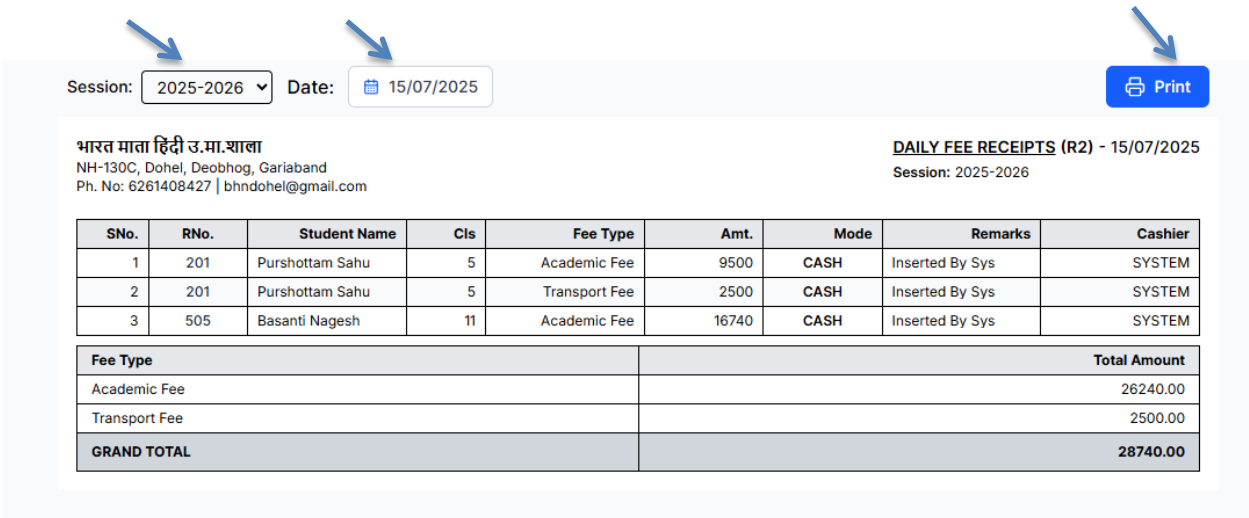
The report header displays:

- School Name
- School Address
- Contact Information
- Report Title
- Session Details
- Selected Date

Example:

- Report → Daily Fee Receipts (R2)
- Date → 23/05/2026

This information helps identify the report source and selected filters.



Session: 2025-2026 Date: 15/07/2025 Print

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DAILY FEE RECEIPTS (R2) - 15/07/2025
Session: 2025-2026

SNo.	RNo.	Student Name	Cls	Fee Type	Amt.	Mode	Remarks	Cashier
1	201	Purshottam Sahu	5	Academic Fee	9500	CASH	Inserted By Sys	SYSTEM
2	201	Purshottam Sahu	5	Transport Fee	2500	CASH	Inserted By Sys	SYSTEM
3	505	Basanti Nagesh	11	Academic Fee	16740	CASH	Inserted By Sys	SYSTEM

Fee Type	Total Amount
Academic Fee	26240.00
Transport Fee	2500.00
GRAND TOTAL	**28740.00**

Image 8.4 Daily Receipts (R2)

5.9 Duration Wise Collection (R3)

The **Duration Wise Collection Report (R3)** is used to generate fee collection reports between selected dates within the academic session.

This report provides a summarized overview of:

- Academic Fee Collection
- Previous Due Collection
- Transport Fee Collection
- Miscellaneous Fee Collection
- Total Collection Amount

The report helps administrators analyze financial transactions for a specific time duration and monitor overall fee collection performance.

This report is useful for:

- Daily financial review
- Weekly collection analysis
- Monthly accounting
- Audit verification
- Financial reporting

The report also supports printing for documentation and financial record maintenance.

5.9.1 Date Duration Selection

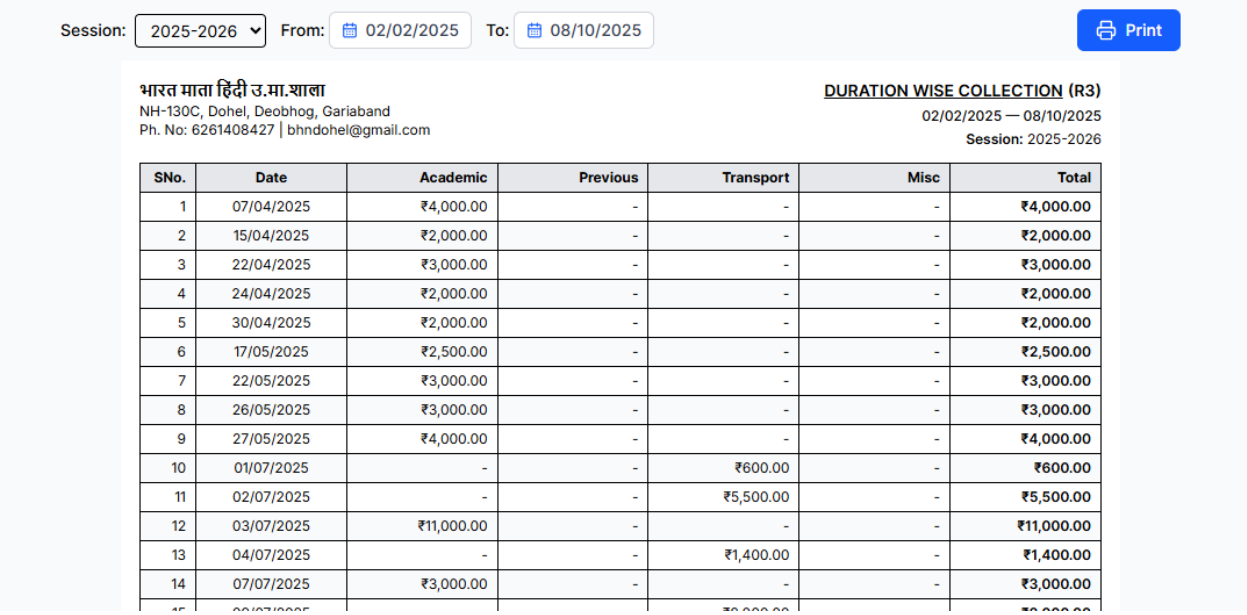
The report is generated according to:

- Start Date
- End Date
- Academic Session

Example:

- Duration → 02/02/2025 — 08/10/2025
- Session → 2025–2026

This ensures that only transactions within the selected duration are displayed.



Session: 2025-2026 From: 02/02/2025 To: 08/10/2025 Print

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DURATION WISE COLLECTION (R3)
02/02/2025 — 08/10/2025
Session: 2025-2026

SNo.	Date	Academic	Previous	Transport	Misc	Total
1	07/04/2025	₹4,000.00	-	-	-	₹4,000.00
2	15/04/2025	₹2,000.00	-	-	-	₹2,000.00
3	22/04/2025	₹3,000.00	-	-	-	₹3,000.00
4	24/04/2025	₹2,000.00	-	-	-	₹2,000.00
5	30/04/2025	₹2,000.00	-	-	-	₹2,000.00
6	17/05/2025	₹2,500.00	-	-	-	₹2,500.00
7	22/05/2025	₹3,000.00	-	-	-	₹3,000.00
8	26/05/2025	₹3,000.00	-	-	-	₹3,000.00
9	27/05/2025	₹4,000.00	-	-	-	₹4,000.00
10	01/07/2025	-	-	₹600.00	-	₹600.00
11	02/07/2025	-	-	₹5,500.00	-	₹5,500.00
12	03/07/2025	₹11,000.00	-	-	-	₹11,000.00
13	04/07/2025	-	-	₹1,400.00	-	₹1,400.00
14	07/07/2025	₹3,000.00	-	-	-	₹3,000.00

Image 8.5 Daily Receipts (R2)

5.9.2 Report Table

The report displays all duration-wise fee collection records in tabular format.

Table Columns:

- SNo.
- Date
- Academic
- Previous
- Transport
- Misc
- Total

This helps maintain categorized financial collection records.

5.9.3 Purpose of Duration Wise Collection Report

This report helps schools:

- Analyze collection trends
- Monitor financial performance
- Track category-wise collections
- Verify transaction summaries
- Maintain audit-ready reports
- Simplify accounting operations

5.9.4 Financial Summary Benefits

Using this report, administrators can:

- Compare fee collection between dates
- Monitor transport and academic collections separately
- Identify high and low collection periods
- Improve financial planning and reporting

5.10 Route Wise Bus Fee Report (T1)

The **Route Wise Bus Fee Report (T1)** is used to generate transport fee reports according to bus routes within the selected academic session.

This report provides a complete overview of:

- Bus routes
- Student transport allocation
- Route-wise transport fees
- Discounts and waived amounts
- Paid and pending transport balances

The report helps administrators monitor transport fee collection route-wise and manage transportation-related financial records efficiently.

This report is useful for:

- Transport fee tracking
- Bus route analysis
- Pending transport fee monitoring
- Transport financial reporting
- Route-wise student management

The report also supports printing for administrative and audit purposes.

5.10.1 Report Table

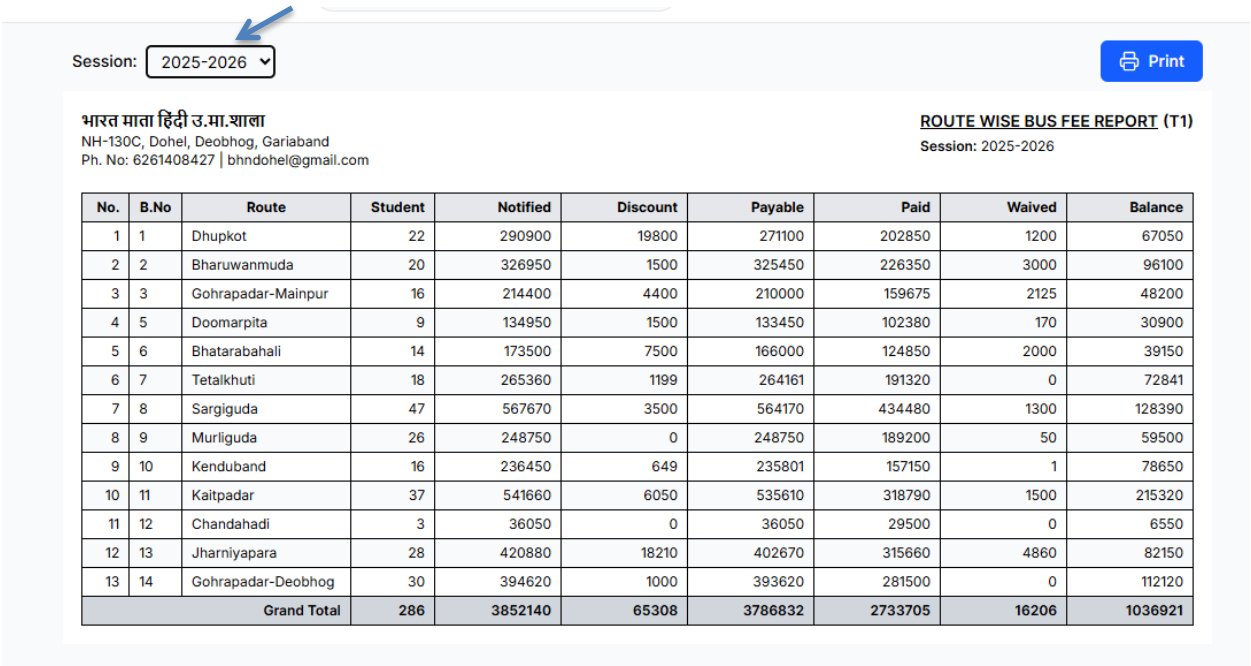
The report displays route-wise transport fee records in tabular format.

Table Columns:

- No.
- B.No
- Route
- Student
- Notified
- Discount

- Payable
- Paid
- Waived
- Balance

This table provides complete route-wise transport fee information.



Session: 2025-2026

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ROUTE WISE BUS FEE REPORT (T1)
Session: 2025-2026

No.	B.No	Route	Student	Notified	Discount	Payable	Paid	Waived	Balance
1	1	Dhupkot	22	290900	19800	271100	202850	1200	67050
2	2	Bharuwanmuda	20	326950	1500	325450	226350	3000	96100
3	3	Gohrapadar-Mainpur	16	214400	4400	210000	159675	2125	48200
4	5	Doomarpita	9	134950	1500	133450	102380	170	30900
5	6	Bhatarabahali	14	173500	7500	166000	124850	2000	39150
6	7	Tetalkhuti	18	265360	1199	264161	191320	0	72841
7	8	Sargiguda	47	567670	3500	564170	434480	1300	128390
8	9	Murliguda	26	248750	0	248750	189200	50	59500
9	10	Kenduband	16	236450	649	235801	157150	1	78650
10	11	Kaitpadar	37	541660	6050	535610	318790	1500	215320
11	12	Chandahadi	3	36050	0	36050	29500	0	6550
12	13	Jharniyapara	28	420880	18210	402670	315660	4860	82150
13	14	Gohrapadar-Deobhog	30	394620	1000	393620	281500	0	112120
		Grand Total	286	3852140	65308	3786832	2733705	16206	1036921

Image 8.6 Daily Receipts (R2)

5.10.2 Purpose of Route Wise Bus Fee Report

This report is used to:

- Track route-wise transport collections
- Monitor transport pending balances
- Verify transport fee records
- Support transport auditing
- Simplify route-level transport management

5.11 Bus Wise Monthly Fee Collection Report (T2)

The **Bus Wise Monthly Fee Collection Report (T2)** is used to generate monthly transport fee collection reports according to bus routes within the selected academic session.

This report provides a complete month-wise summary of:

- Bus routes
- Student transport allocation
- Monthly transport fee collection
- Total transport collection
- Route-wise financial analysis

The report helps administrators monitor transport fee collection performance for each bus route throughout the academic session.

This report is useful for:

- Monthly transport fee tracking
- Route-wise collection analysis
- Transport financial monitoring
- Pending transport collection analysis
- Transport administration management

The report also supports printing for documentation and auditing purposes.

5.11.1 Report Table

Table Columns:

- BNo
- Route
- Std
- M.Fee
- Upto

- Month-wise collection columns
- Total

This table provides complete monthly transport collection information route-wise.

5.11.2 Monthly Collection Tracking

The report displays month-wise transport fee collection for each bus route.

This helps administrators:

- Compare monthly collections
- Monitor transport payment trends
- Identify low collection periods
- Analyze transport financial performance

Example:

- Jul 25 Collection
- Aug 25 Collection
- Sep 25 Collection

Each month column represents transport fee collection for that specific month.

5.11.3 Total Collection Summary

The Total column displays the complete transport fee collected for each route during the academic session.

This helps schools:

- Monitor overall transport revenue
- Compare route performance
- Track collection efficiency
- Maintain transport financial summaries

Session: 2025-2026

Print

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BUS WISE MONTHLY FEE COLLECTION (T2)
Session: 2025-2026

BNo	Route	Std	M.Fee	Upto Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	Total
1	Dhupkot	22	29150	0	0	12200	22500	2300	11100	37400	12650	15200	72200	17300	**202850**
2	Bharuwanmuda	20	32050	0	9500	14450	23500	10200	9000	32600	10500	32800	75700	8100	**226350**
3	Gohrapadar-Mainpur	16	21300	0	0	26600	5500	3300	25175	24900	15400	8400	41000	9400	**159675**
5	Doomarpita	9	13500	0	0	3300	13750	0	2200	21300	6500	4000	50730	600	**102380**
6	Bhatarabahali	14	16650	0	0	8500	20000	2000	5250	28200	5500	13050	42350	0	**124850**
7	Tetalkhuti	18	26901	0	6400	3800	36320	3600	10400	38600	11110	14000	67090	0	**191320**
8	Sargiguda	47	63760	0	0	26700	49650	8000	14000	89520	39350	40150	149110	18000	**434480**
9	Murliguda	26	30300	0	600	15650	19100	4000	6900	25950	11700	27250	68000	10050	**189200**
10	Kenduband	16	24941	0	0	22200	9700	0	10000	32800	13550	17450	46050	5400	**157150**
11	Kaitpadar	37	55770	0	3000	9400	54000	0	14700	61360	42510	28020	80300	25500	**318790**
12	Chandahadi	3	3350	0	0	1600	2000	0	0	5000	2600	0	18300	0	**29500**
13	Jharniyapara	28	40015	0	0	7250	31200	1000	0	70450	23210	0	164400	18350	**315860**
14	Gohrapadar-Deobhog	30	38150	0	0	18580	24280	6000	11510	73430	32330	9200	83430	22740	**281500**
	Grand Total	**286**	**395837**	**0**	**19500**	**170230**	**311500**	**40400**	**120235**	**541510**	**226910**	**209520**	**958660**	**135440**	**2733905**

Image 8.7 Daily Receipts (R2)

5.11.4 Purpose of Bus Wise Monthly Fee Report

This report is used to:

- Track monthly transport collections
- Analyze route-wise financial performance
- Verify transport fee records
- Monitor transport revenue
- Support transport auditing

5.12 Stoppage Wise Bus Fee Report (T3)

The **Stoppage Wise Bus Fee Report (T3)** is used to generate transport fee reports according to student pickup and drop stoppages within the selected academic session.

This report provides a detailed overview of:

- Student transport allocation
- Pickup points
- Monthly transport fee
- Discount details
- Net payable amount
- Received transport fee
- Pending transport balance

The report helps administrators monitor transport fee collection stoppage-wise and manage transportation records efficiently.

This report is useful for:

- Pickup point-wise fee tracking
- Transport balance monitoring
- Student transport analysis
- Route and stoppage verification
- Transport financial management

The report also supports printing for administrative and audit purposes.

5.12.1 Report Table

Table Columns:

- SNo
- Student Name
- Class
- Pickup Point

- Monthly Fee
- Monthly Discount
- Net Payable
- Received
- Balance
- Mobile Number

This table provides detailed student-wise transport fee information according to pickup point

Session: 2025-2026 Route: Dhupkot - 1 Print

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STOPPAGE WISE BUS FEE REPORT (T3)
Session: 2025-2026 | Route: Dhupkot - 1

SNo	Student Name	Class	Pickup Point	M. Fee	M. Discount	N. Payable	Received	Balance	Mob No
1	Pradeep Kashyap	6	Bade Latapara	1300	0	3900	3900	0	6261682394
2	Ritesh	2	Dhupkot	1650	0	16500	13900	2600	9301131668
3	Sekhar Netam	2	Dhupkot	1650	0	18150	8150	10000	6264973460
4	Tiran	2	Dhupkot	1650	0	16500	11000	5500	7067922357
5	Bharati Sahu	6	Latapara	700	600	7700	5400	2300	9098831872
6	Divyanshi Sahu	3	Latapara	1300	0	14300	11700	2600	9779104289
7	Ishika Sahu	9	Latapara	700	600	7700	5400	2300	9098831872
8	Khushi Dhruw	12	Latapara	1300	0	9100	9100	0	6261497977
9	Krish Kumar Sahu	3	Latapara	700	600	7700	4400	3300	9098831872
10	Laxman Kashyap	6	Latapara	1300	0	2600	800	1800	8305924576
11	Manish Kumar	6	Latapara	1300	0	7800	7800	0	6260692014
12	Bebi Padhi	4	Manjhipara	750	0	6000	3500	2500	8688844303
13	Ashtami Kashyap	3	Mungjhar	1350	0	13500	13000	500	6371992367
14	Garima Kashyap	6	Mungjhar	1350	0	13500	4850	8650	7974549479
15	Radhakant Kashyap	5	Mungjhar	1350	0	13500	9250	4250	8770529992
16	Rupendra Yadav	3	Nagaldehi	1500	0	15000	14000	1000	6265432123
17	Dhankesri	6	Peethapara	1550	0	17050	15000	2050	9098885398

Image 8.9 Daily Receipts (R2)

5.12.2 Purpose of Stoppage Wise Bus Fee Report

This report is used to:

- Track stoppage-wise transport collections
- Verify pickup point assignments
- Monitor pending transport balances
- Analyze transport fee records
- Support transport administration

5.12.3 Important Note About Routes & Stoppages

In the Transport Management System, every transport route contains one or multiple stoppages assigned under that route.

Important Understanding:

- A single route can contain multiple pickup/drop stoppages.
- In some cases, the route name itself can also act as a stoppage.

Example:

Route	Available Stoppages
Deobhog Route	Deobhog, Sargiguda, Kaitpadar
Sargiguda Route	Sargiguda

In the second example:

- The Route Name and Stoppage Name are the same.

This flexibility helps schools:

- Manage small transport routes easily
- Handle direct pickup locations

- Simplify transport allocation
- Reduce unnecessary route complexity

The ERP system automatically supports both:

- Multiple stoppages under one route
- Route name as stoppage name

End of Module 5

Module 6: Examination Management System

The Examination Management System is used to manage all examination-related activities within the School ERP System.

This module helps schools:

- Create examinations
- Manage examination timetables
- Generate admit cards
- Allocate marks
- Enter subject-wise and student-wise marks
- Manage supplementary examinations
- Evaluate co-scholastic activities
- Generate report cards

The Examination Module provides a centralized platform for handling the complete student evaluation process efficiently and accurately.

This system helps:

- Reduce manual work
- Improve examination accuracy
- Simplify result generation
- Maintain academic records digitally
- Speed up report card generation

The Examination Module is available through:

- Dashboard Menu → Examination

When users open the Examination menu, the following options are available:

- Create Examination
- Create Timetable
- Create Admit Card
- Marks Allocation

- Marks Entry Subject-wise
- Marks Entry Student-wise
- Supplementary Marks
- Co-Scholastic Module
- Class wise Student Evaluation
- Generate Report Card

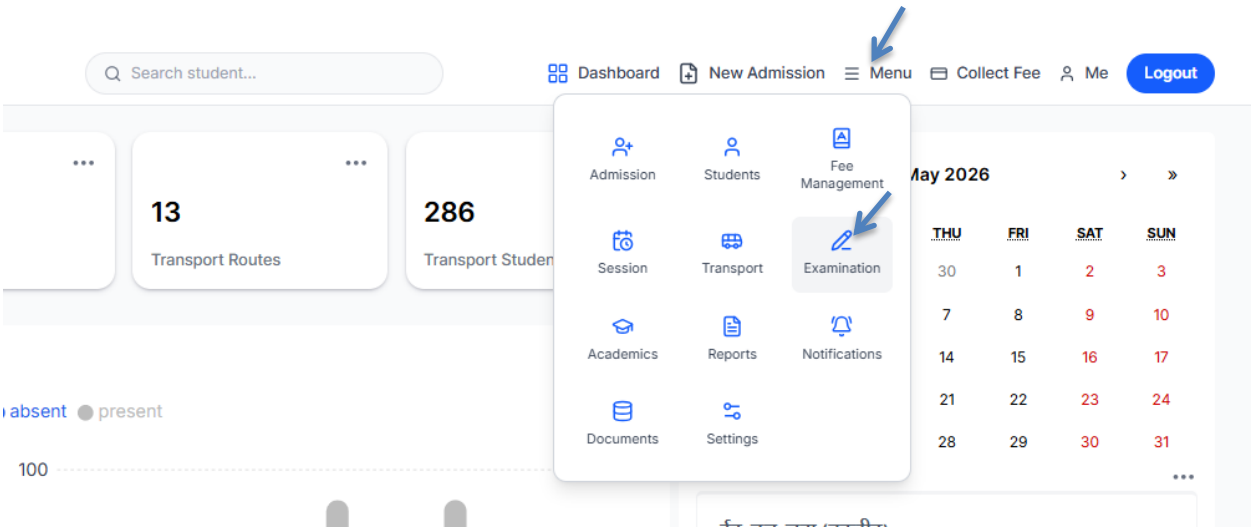

Image 8.10 Examination Menu Navigation

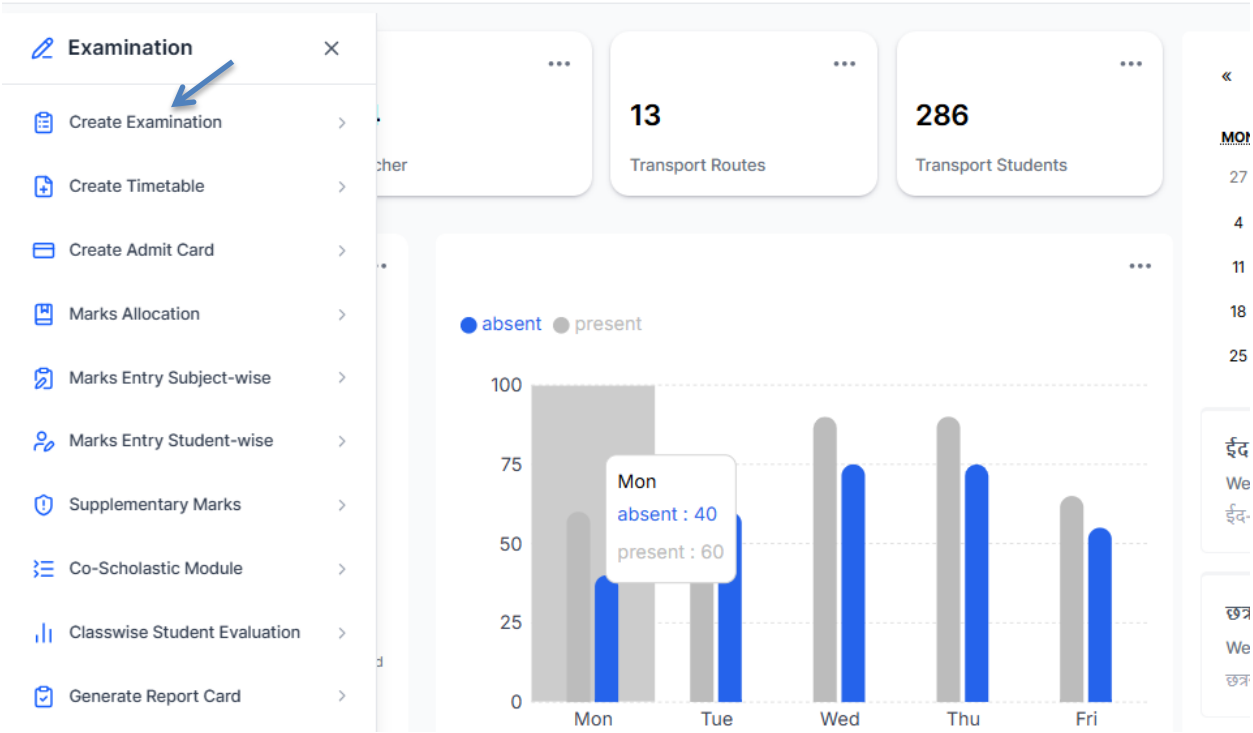

Image 9.1 Examination Menu Sidebar

6.1 Examination Workflow

The examination process generally follows these steps:

1. Create Examination
2. Create Timetable
3. Generate Admit Card
4. Allocate Marks
5. Marks Entry - Student wise | Subject wise
6. Evaluation Report Class wise
7. Generate Report Cards
8. Co-Scholastic Grade Allocation
9. Supplementary Marks Allocation

This structured workflow ensures smooth examination management.

6.2 Create Examination

The **Create Examination** feature is used to create and manage examinations within the School ERP System.

This module allows administrators and authorized staff members to:

- Create new examinations
- Define examination duration
- Set examination start and end dates
- Publish examinations
- Add examination remarks
- Edit existing examinations
- Delete examinations

The created examinations are later used in:

- Timetable Creation
- Admit Card Generation
- Marks Entry
- Report Card Generation

This module acts as the foundation of the entire examination management process.

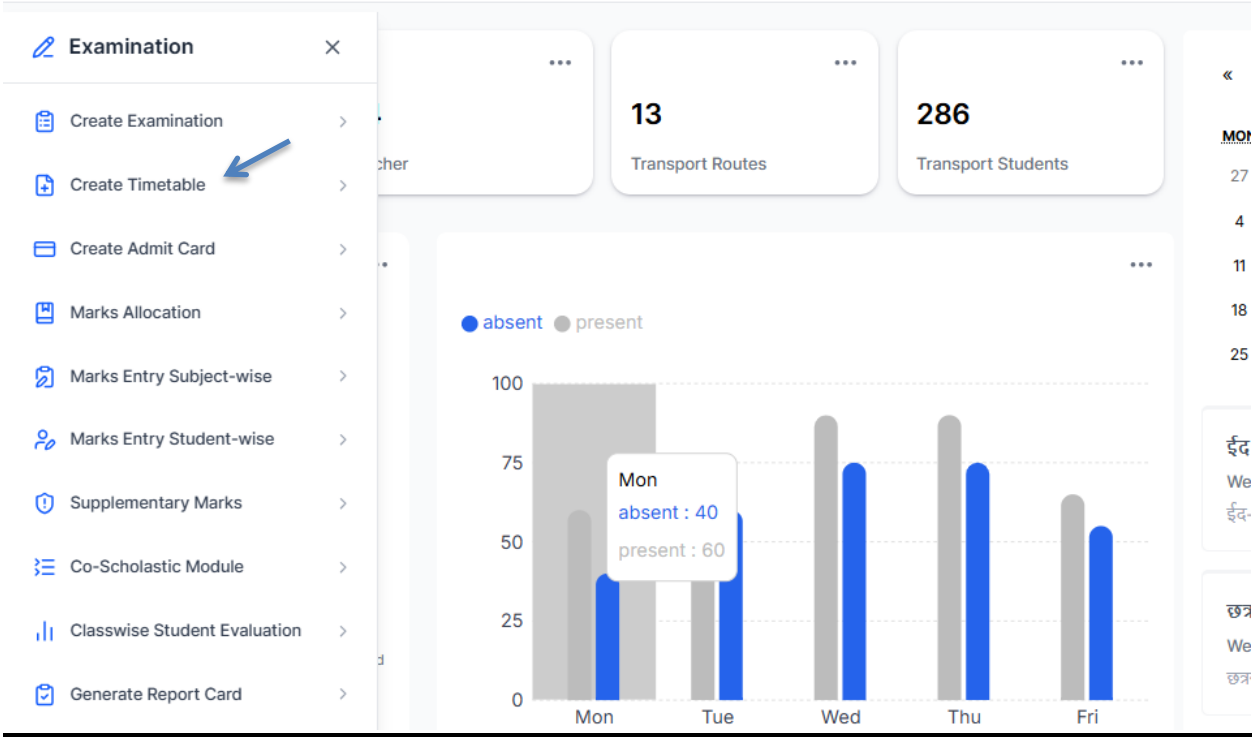

Image 9.2 Examination Menu Navigation

6.3 Step-by-Step Examination Creation Process

Step 1: Enter Examination Name

Enter the examination name in the Examination Name field.

Example:

- UNIT TEST 4 2025-26
- HALF YEARLY EXAM
- ANNUAL EXAMINATION 2025-2026

The examination name should clearly identify the exam.

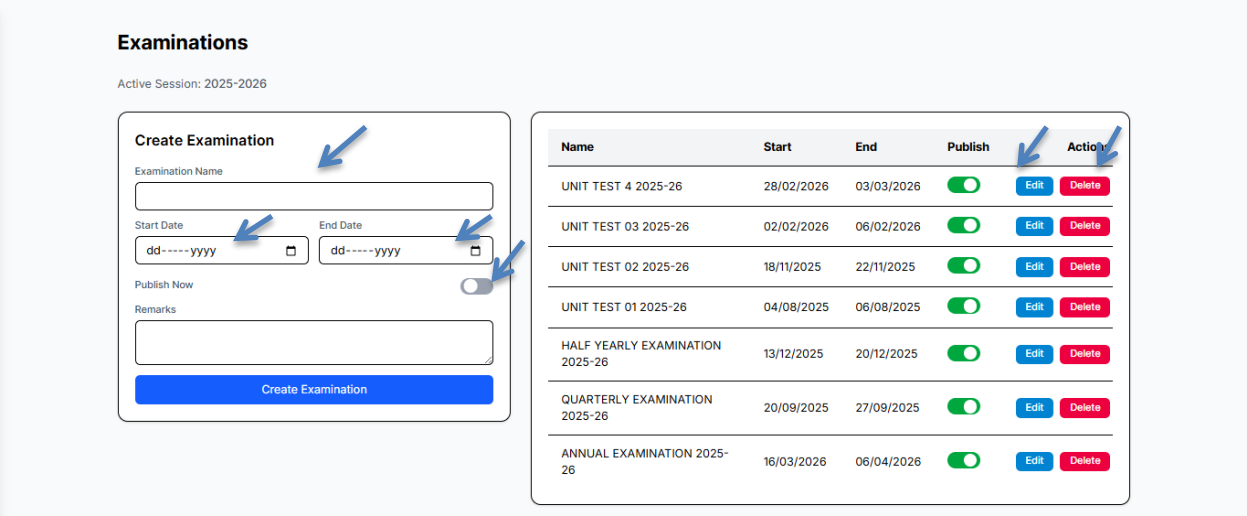

Image 9.3 Create Examination Interface

Step 3: Select Start Date

Select the examination start date.

This date represents the first day of the examination schedule.

Example:

- 28/02/2026

Step 4: Select End Date

Select the examination end date.

This date represents the last day of the examination schedule.

Example:

- 12/03/2026

Step 5: Publish Examination

Enable the **Publish Now** option if the examination should become immediately available in the system.

Published examinations become accessible for:

- Timetable creation
- Admit card generation
- Marks management

Step 6: Add Remarks

Enter optional examination **remarks** if required.

Example:

- Internal Examination
- Practical Included
- Annual Assessment

6.4 Examination List Table

All created examinations are displayed in a table format.

Table Columns:

- Name
- Start
- End
- Publish
- Actions

Example:

- UNIT TEST 4 2025-26
- Start → 28/02/2026
- End → 03/03/2026

6.5 Available Actions

The Actions column provides:

- **Edit** Examination
- **Delete** Examination

These options help administrators manage examination records easily.

6.6 Important Notes

- Examination dates should be entered correctly before publishing.
- Published examinations become available throughout the examination module.
- Deleted examinations may affect timetable and marks records.
- Examination names should remain unique for better identification.

6.3 Create Timetable

The **Create Timetable** feature is used to create and manage examination schedules for different classes within the School ERP System.

This module allows administrators and examination staff to:

- Select examinations
- Configure exam timings
- Select multiple classes
- Assign subjects date-wise
- Manage theory and practical exams
- Add or remove exam dates
- Download timetable in Excel format

The generated timetable is later used for:

- Admit Card Generation
- Examination Scheduling
- Student Examination Management
- Report Card Processing

This module helps schools maintain a centralized and well-structured examination schedule.

6.3.1 Timetable Setup Section

The Setup section is used to configure examination timetable settings.

Available Options:

- Examination Selection
- Class Selection
- Exam Timing Configuration
- Save Timetable
- Download Timetable

Example:

- Examination → ANNUAL EXAMINATION 2025-26

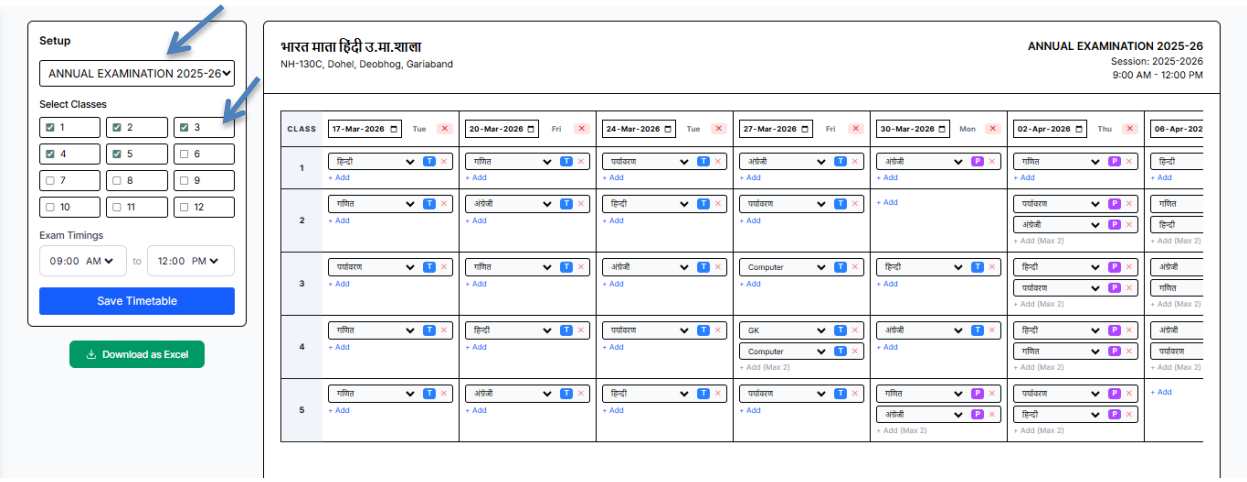

Image 9.4 Time Table Setup

6.3.2 Class Selection

Users can select one or multiple classes for timetable generation.

Available classes:

- Class 1 to Class 12

This helps create class-wise examination schedules simultaneously.

6.3.3 Exam Timings Configuration

The Exam Timings section is used to define examination start and end timings.

Example:

- 9:00 AM to 12:00 PM

These timings apply to the selected examination dates and classes.

6.3.3 Save & Download Options

The system provides:

- Save Timetable
- Download as Excel

Save Timetable

Stores the examination timetable in the ERP system.

Download as Excel

Downloads the timetable in Excel format for printing and sharing.

6.3.4 Timetable Structure

The timetable is displayed in a grid format containing:

- Exam Dates
- Days
- Classes
- Subjects
- Theory/Practical indicators

Example:

- हिन्दी (**T**)
- गणित (**P**)

Where:

- T = Theory Exam
- P = Practical Exam

6.3.5 Adding Subjects

Users can assign subjects to examination dates using the **+ Add** option.

Features:

- Add multiple subjects
- Configure theory/practical subjects
- Remove subjects using ✕ option

The system may limit maximum subjects per date.

Example:

- Add (Max 2)

6.3.6 Date Management

The timetable supports **dynamic** date management.

Users can:

- Add examination dates
- Remove examination dates
- Assign subjects date-wise

Example:

- 17-Mar-2026
- 20-Mar-2026
- 24-Mar-2026

This helps create flexible examination schedules.

6.3.7 Theory & Practical Examination Support

The timetable supports:

- Theory Examinations (T)
- Practical Examinations (P)

This helps schools manage:

- Written exams
- Laboratory exams
- Subject practical's
- Internal assessments

6.3.7 Purpose of Examination Timetable

The timetable module helps schools:

- Organize examinations systematically
- Avoid exam scheduling conflicts
- Maintain centralized exam planning
- Simplify admit card generation
- Improve examination management

6.3.8 Important Notes

- Timetable should be finalized before admit card generation.
- Subjects can be edited before examination begins.
- Theory and practical exams should be configured correctly.
- Downloaded Excel files can be shared with teachers and students.

6.4 Admit Card Generator

The **Admit Card Generator** feature is used to generate examination admit cards for students within the School ERP System.

This module allows administrators and examination staff to:

- Select examinations
- Apply class filters
- Load student lists
- Select individual students
- Generate admit cards
- Generate admit cards for entire classes

The Admit Card Generator simplifies examination preparation by allowing bulk admit card generation from a single page.

Generated admit cards are used by students during examinations and contain important examination information.

6.4.1 Main Features of Admit Card Generator

Feature	Description
Examination Selection	Select examination for admit card generation
Class Filter	Filter students class-wise
Student Selection	Select individual students
Bulk Generation	Generate admit cards for multiple students
Generate All Classes	Generate admit cards for all classes
Student Counter	View total and selected students

6.4.1 Step-by-Step Admit Card Generation Process

Step 1: Open Admit Card Generator

Navigate to:

- **Dashboard Menu → Examination → Create Admit Card**

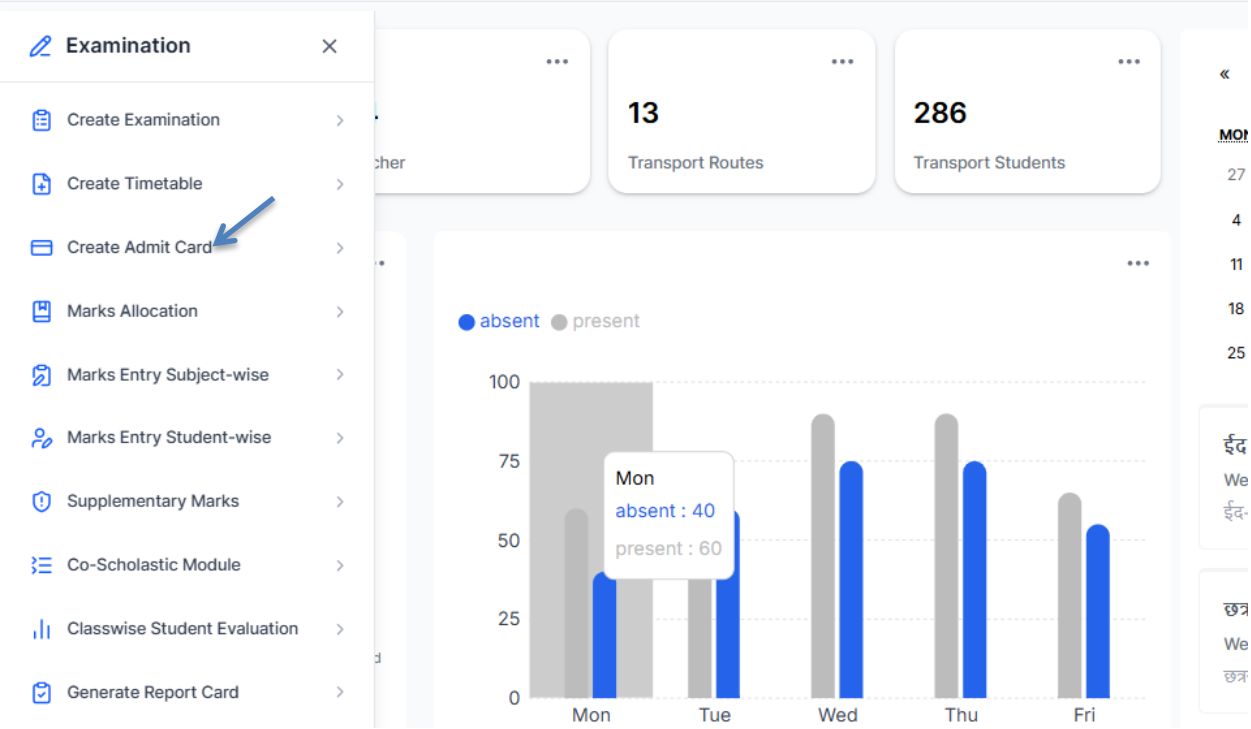

Image 9.5 Create Admit Card Navigation

Step 2: Select Examination

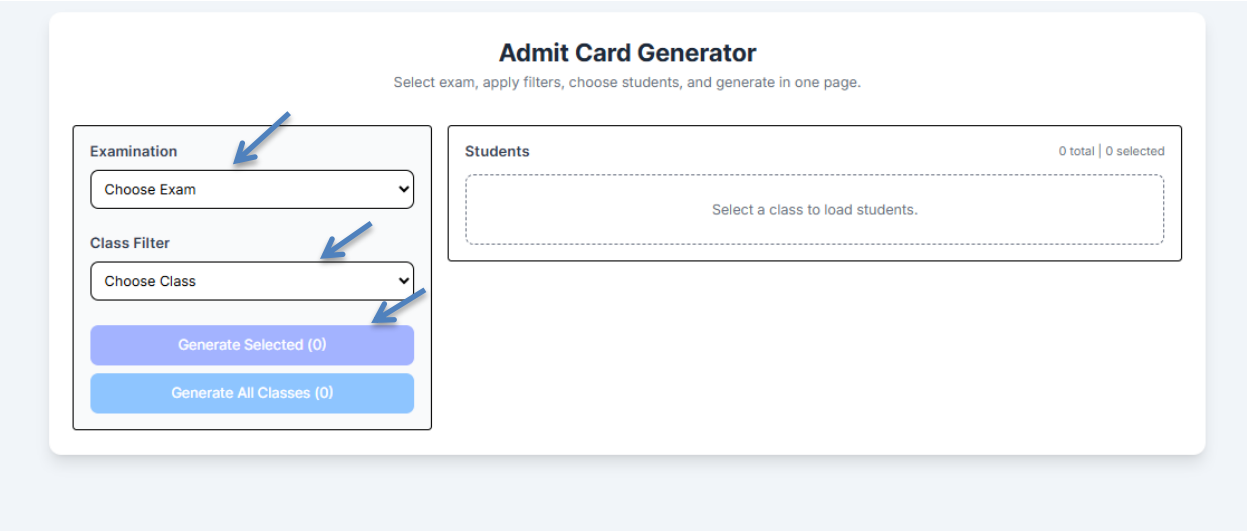

Image 8.4 Admit Card Generator Interface

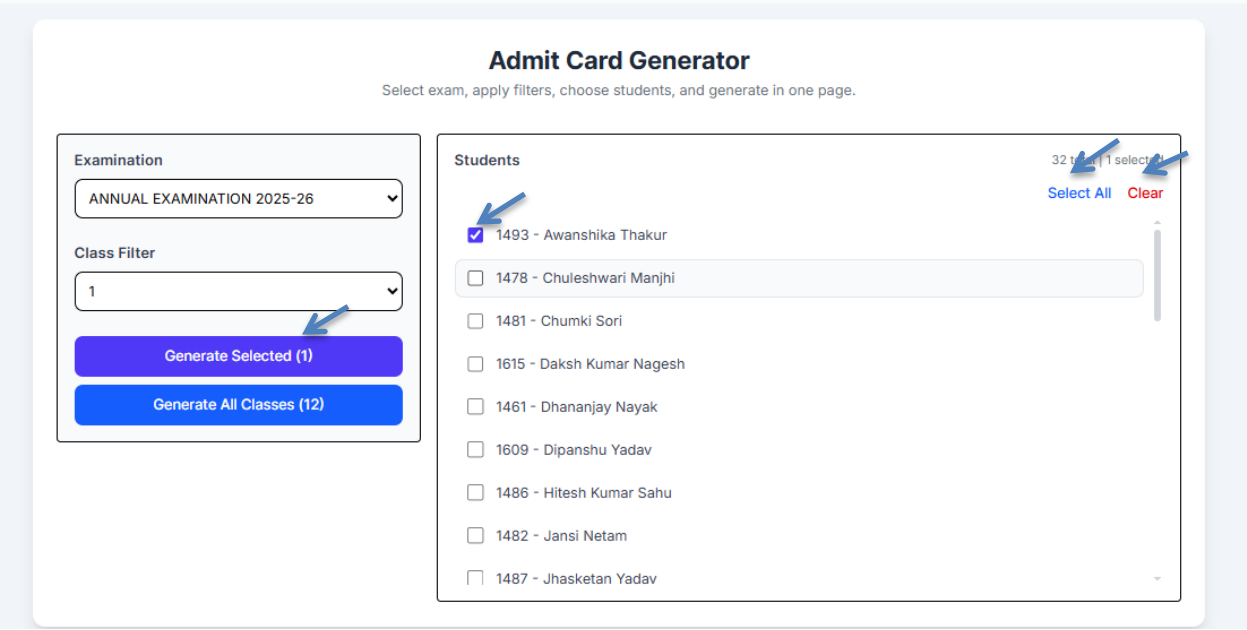

Image 8.4 Admit Card Generator Student Selection

Step 3: Apply Class Filter

Select a class from the Class Filter dropdown.

The system loads students belonging to the selected class.

Example:

- Class 1
- Class 5
- Class 10

Step 5: Select Students

Users can:

- Select individual students
- Select multiple students
- Generate admit cards selectively

The selected student count updates automatically.

Step 6: Generate Admit Cards

The system provides two options:

Generate Selected

Generates admit cards only for selected students.

Generate All Classes

Generates admit cards for all available classes and students.

Example:

- Generate Selected (10)

- Generate All Classes (120)

Purpose of Admit Card Generator

This module helps schools:

- Simplify admit card generation
- Reduce manual work
- Generate bulk admit cards quickly
- Maintain centralized examination records
- Improve examination preparation

Important Notes

- Admit cards can only be generated for created examinations.
- Students load only after class selection.
- Bulk generation saves administrative time.
- Generated admit cards should be verified before printing.

← Back

Print

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NH-130C, Dohel, Deobhog, Gariaband

ANNUAL EXAMINATION 2025-26
Session: 2025-2026
Time: 09:00 am - 12:00 pm

Student Name: AWANSHIKA THAKUR
Class: 1
Roll Number: 108

Father's Name : Jagjeevan Singh Thakur
Mother's Name: Khushbu Thakur

Examination Time Table

Date	Day	Subject
17/03/2026	मंगलवार	हिन्दी
20/03/2026	शुक्रवार	गणित
24/03/2026	मंगलवार	पर्यावरण
27/03/2026	शुक्रवार	अंग्रेजी
30/03/2026	सोमवार	अंग्रेजी (मौखिक)
02/04/2026	गुरुवार	गणित (मौखिक)
06/04/2026	सोमवार	हिन्दी (मौखिक)

Important Instructions / महत्वपूर्ण निर्देश:

Students must carry the admit card to every examination.
विद्यार्थियों को प्रत्येक परीक्षा में प्रवेश पत्र साथ लाना अनिवार्य है।

Students must report 30 minutes prior to the examination time.
परीक्षार्थियों को परीक्षा समय से 30 मिनट पूर्व उपस्थित होना अनिवार्य है।

Principal Signature

Image 9.6 Admit Card

6.5 Mark Allocation

The **Mark Allocation** feature is used to configure maximum marks and passing marks for subjects in a selected examination and class.

This module helps administrators and examination staff:

- Define subject-wise maximum marks
- Set passing marks
- Configure evaluation criteria
- Maintain standardized examination structure
- Prepare marks entry configuration

The configured marks allocation is later used in:

- Marks Entry
- Student Evaluation
- Result Processing
- Report Card Generation

This module ensures accurate and consistent examination evaluation.

6.5.1 Main Purpose of Mark Allocation

The Mark Allocation module is used to:

- Configure examination marks structure
- Standardize subject evaluation
- Define pass/fail criteria
- Prepare subject-wise marking system
- Support automated result generation

6.5.2 Fields Available in Mark Allocation

Field	Description
Exam	Select examination
Class	Select class
Maximum Marks	Define maximum subject marks
Passing Marks	Define minimum passing marks
Save Allocation	Save configured marks

6.5.3 Step-by-Step Mark Allocation Process

Navigate to:

- **Dashboard Menu → Examination → Marks Allocation**

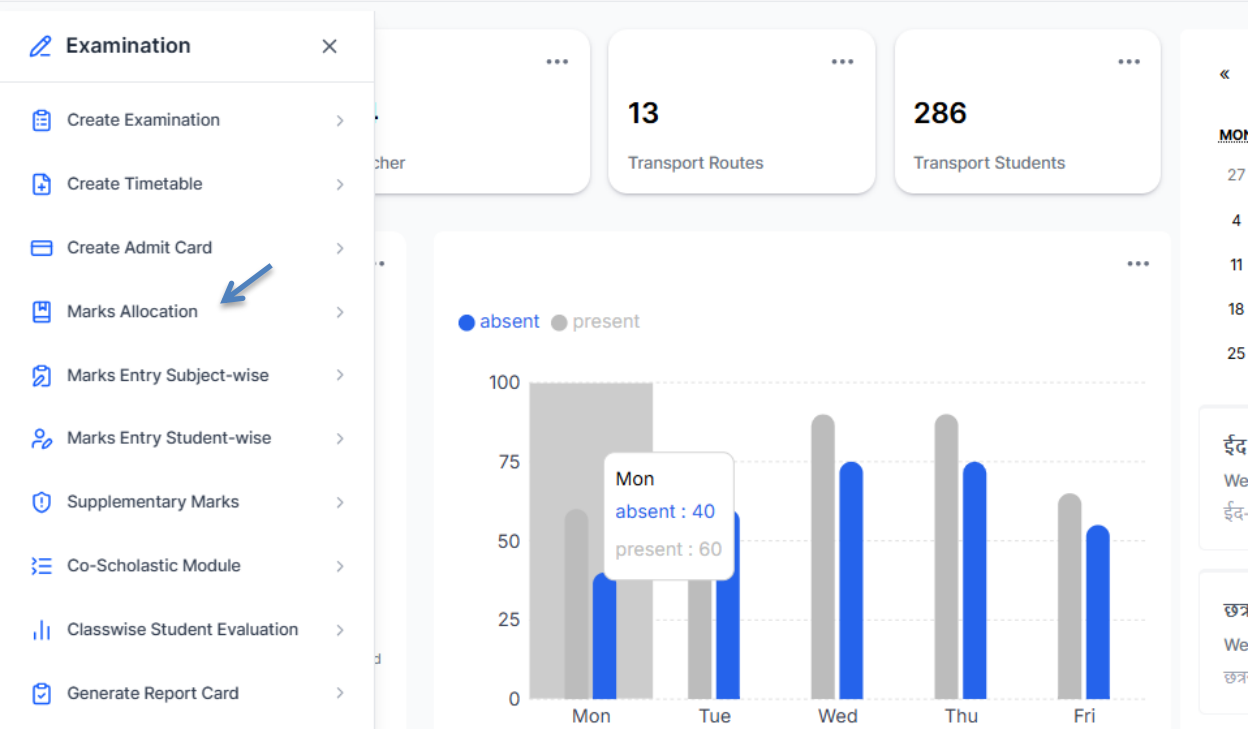


Image 9.7 Marks Allocation Navigation

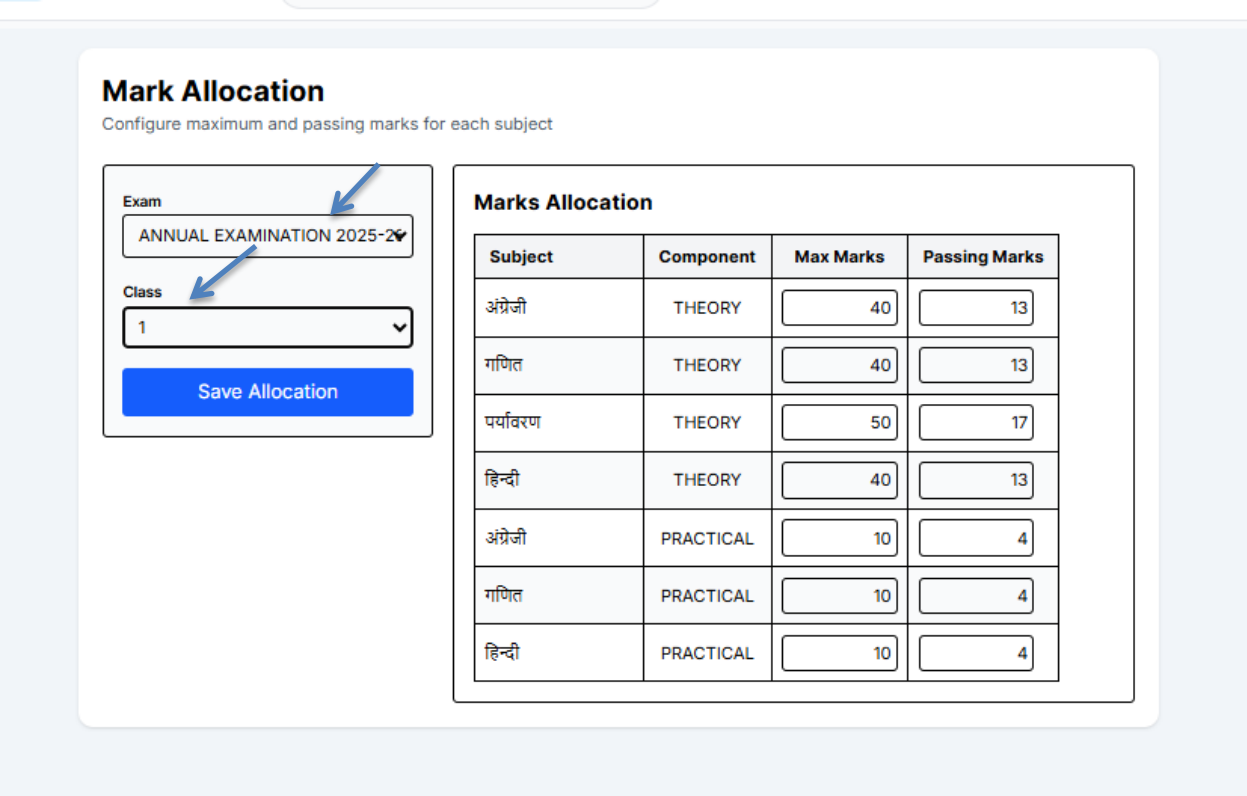


Image 9.8 Marks Allocation

Step 2: Select Examination

Select the examination from the Exam dropdown.

Example:

- UNIT TEST
- HALF YEARLY
- ANNUAL EXAMINATION

Only created examinations are available in this list.

Step 3: Select Class

Select the class for which marks allocation should be configured.

Example:

- Class 1
- Class 8
- Class 12

After selecting the class, subject allocation configuration becomes available.

Step 4: Configure Subject Marks

Configure:

- Maximum Marks
- Passing Marks

for each subject.

Example:

Subject	**Maximum Marks**	**Passing Marks**
Mathematics	100	33
English	100	33

This creates the evaluation structure for the examination.

Step 5: Save Allocation

Click the **Save Allocation** button to save the marks configuration.

After saving:

- Marks structure becomes active
- Marks Entry module uses configured values
- Result processing becomes available

Marks Allocation Table

The Marks Allocation section displays configured subject-wise marks structure.

This includes:

- Subject Name
- Maximum Marks
- Passing Marks
- Allocation Status

This helps maintain a centralized examination evaluation structure.

Important Notes

- ✓ Marks allocation should be **configured before marks entry**.
- ✓ Passing marks should always be less than maximum marks.
- ✓ Subject-wise marks structure directly affects result generation.
- ✓ Saved allocation can be modified later if required.
- ✓ If a new subject is **added later in the class timetable**, marks allocation must also be configured for that subject.
- ✓ By default, the system automatically sets:
- ✓ Maximum Marks → **100**
- ✓ Passing Marks → **33**

6.6 Marks Entry Subject wise | Student wise

The **Marks Entry** module is used to enter and manage student examination marks within the School ERP System.

This module allows teachers and examination staff to:

- Select examinations
- Load subject-wise marks entry forms
- Enter student marks
- Update marks
- Save examination records
- Prepare student results

The Marks Entry process is directly connected with:

- Mark Allocation
- Student Evaluation
- Result Processing
- Report Card Generation

This module helps schools maintain accurate and centralized academic records digitally.

The School ERP System provides two different methods for entering examination marks:

1. Marks Entry Subject-wise

In this method, marks are entered subject by subject for an entire class.

Example:

- Select Examination
- Select Class
- Select Subject
- Enter marks for all students of that subject

This method is useful when:

- Subject teachers enter marks
- One teacher handles one subject
- Bulk marks entry is required

2. Marks Entry Student-wise

In this method, marks for all subjects are entered student by student.

Example:

- Select Examination
- Select Student
- Enter marks for all subjects of that student

This method is useful when:

- Individual student verification is required
- Result checking is needed
- Corrections or updates are performed for a specific student

Both methods are connected to the same examination result system and automatically update report cards and evaluations.

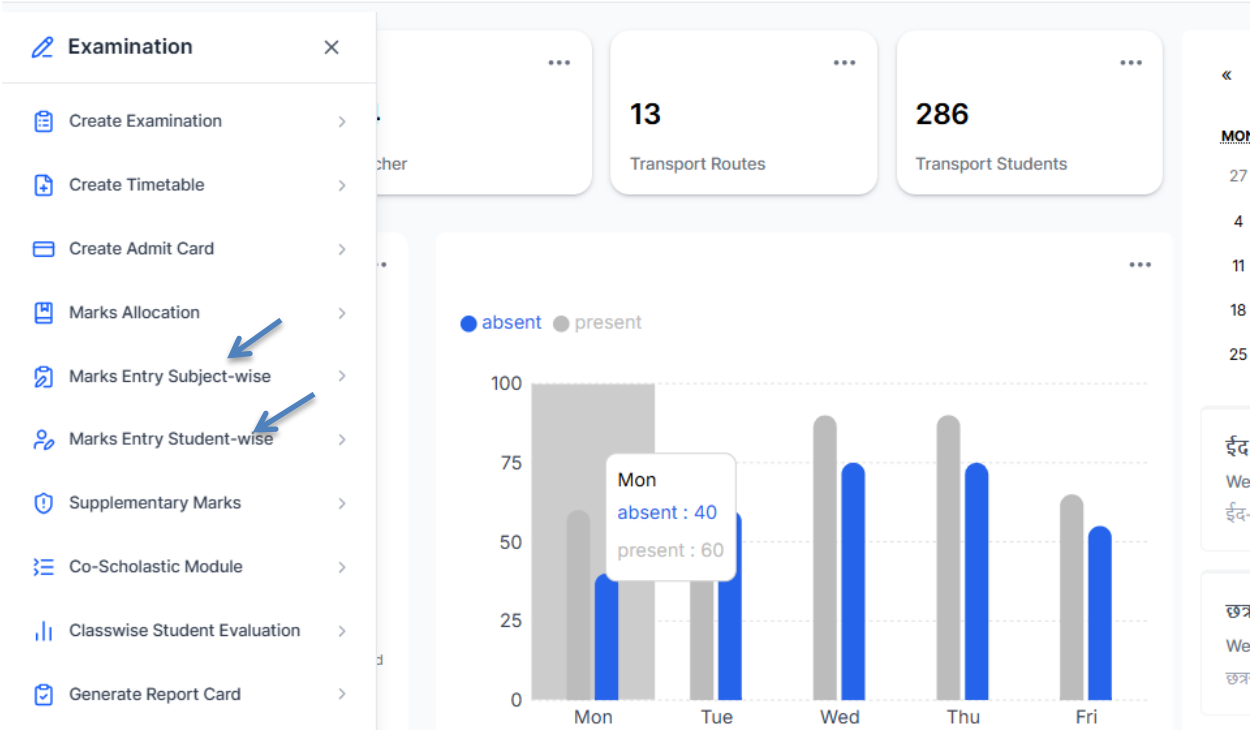


Image 9.9 Marks Entry Navigation Either Subject or Student

6.6.1 Marks Entry Subject-wise

The **Marks Entry Subject-wise** feature is used to enter examination marks subject by subject for an entire class.

In this method:

- One subject is selected at a time
- Marks for all students of that subject are entered together
- Subject teachers can easily manage marks entry

This method is especially useful for:

- Bulk marks entry
- Faster subject evaluation
- Subject teacher-based workflow
- Centralized subject management

The system automatically validates marks according to:

- Maximum Marks
- Passing Marks
- Mark Allocation configuration

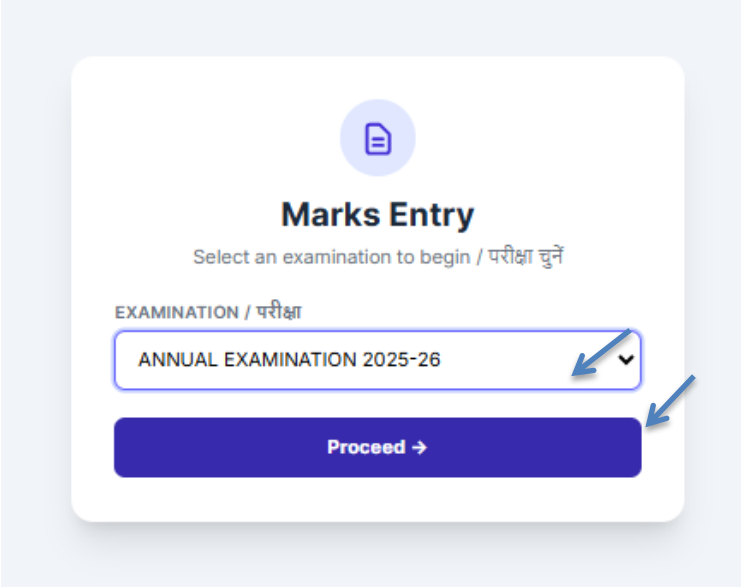


Image 9.10 Marks Entry Subject Wise

6.6.2 Marks Entry Instructions

Please read carefully before proceeding

6.6.1 Examination Information

The selected examination is displayed at the top of the module.

Example:

- **ANNUAL EXAMINATION 2025-26**

This helps users verify the active examination before entering marks.

The **Change Exam** option allows users to switch to another examination if required.

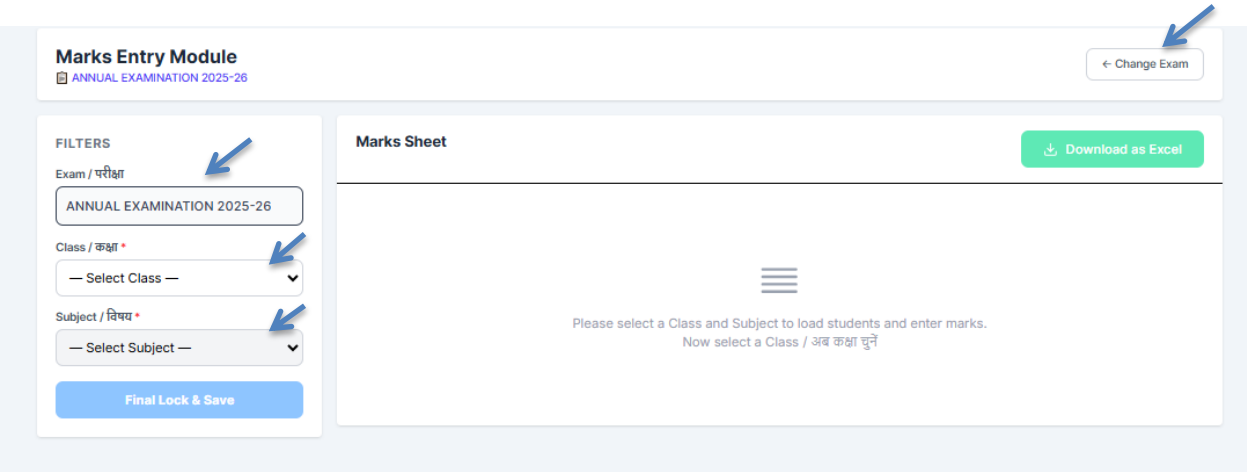


Image 10.1 Marks Entry Subject Wise

6.6.2 Marks Entry Table Structure

The Marks Entry table is used to enter and manage Theory and Practical examination marks for students.

Each row represents one student record and contains:

- Student information
- Maximum marks
- Obtained marks
- Total marks
- Edit options

The system automatically calculates totals and validates marks during entry.

Image 10.2 Marks Entry Subject Wise Table

6.6.3 Edit Option

The Edit option allows users to:

- Modify entered marks
- Correct mistakes
- Update student records before Final Lock

After clicking Edit:

- Marks fields become editable
- Users can update Theory and Practical marks
- Updated marks recalculate Total automatically

6.6.2 Filters Section

The Filters section is used to load the required class and subject for marks entry.

Available Filters:

- Exam
- Class
- Subject

These filters help load:

- Student records
- Subject marks configuration
- Marks entry sheet

6.6.3 Final Lock & Save

The **Final Lock & Save** feature is one of the most important functions in the Examination Management System.

It is used to:

- Finalize student marks
- Secure marks records
- Prevent accidental modifications
- Complete the marks entry process

Once marks are verified and finalized, users must click Final Lock & Save to permanently save the marks for the selected:

- Examination
- Class
- Subject

This ensures that examination records remain accurate and protected from unauthorized or accidental changes.

6.6.3 What Happens After Final Lock

After clicking **Final Lock & Save**:

- All editable rows are saved
- Marks become locked
- Editing is disabled
- Examination records become finalized
- Results and report cards use the locked marks

The system treats these marks as official examination data.

6.6.4 Editing After Final Lock

If marks need correction after Final Lock:

1. **Examiner must reopen Marks Entry**
2. Select the same Exam, Class, and Subject
3. Click Edit on required rows
4. **Modify marks**
5. **Perform Final Lock & Save again**

Only authorized administrators should perform this process.

6.6.2 Marks Entry Student-wise

The **Marks Entry Student-wise** feature allows users to enter examination marks for one student at a time.

Unlike Subject-wise Marks Entry, where marks are entered for an entire class subject by subject, Student-wise Marks Entry displays all subjects of a selected student on a single screen.

This method is useful for:

- Individual student verification
- Marks correction
- Student-specific updates
- Result verification
- Rechecking examination records

It provides a complete academic view of a student for the selected examination.

Purpose of Student-wise Marks Entry

This module is designed to:

- Enter marks for individual students
- Review all subjects at once
- Correct student marks quickly
- Verify examination records
- Support result preparation

It is especially helpful when a student's complete performance needs to be reviewed.

Step-by-Step Process

Step 1: Open Student-wise Marks Entry

Navigate to:

- **Dashboard Menu → Examination → Marks Entry Student-wise**

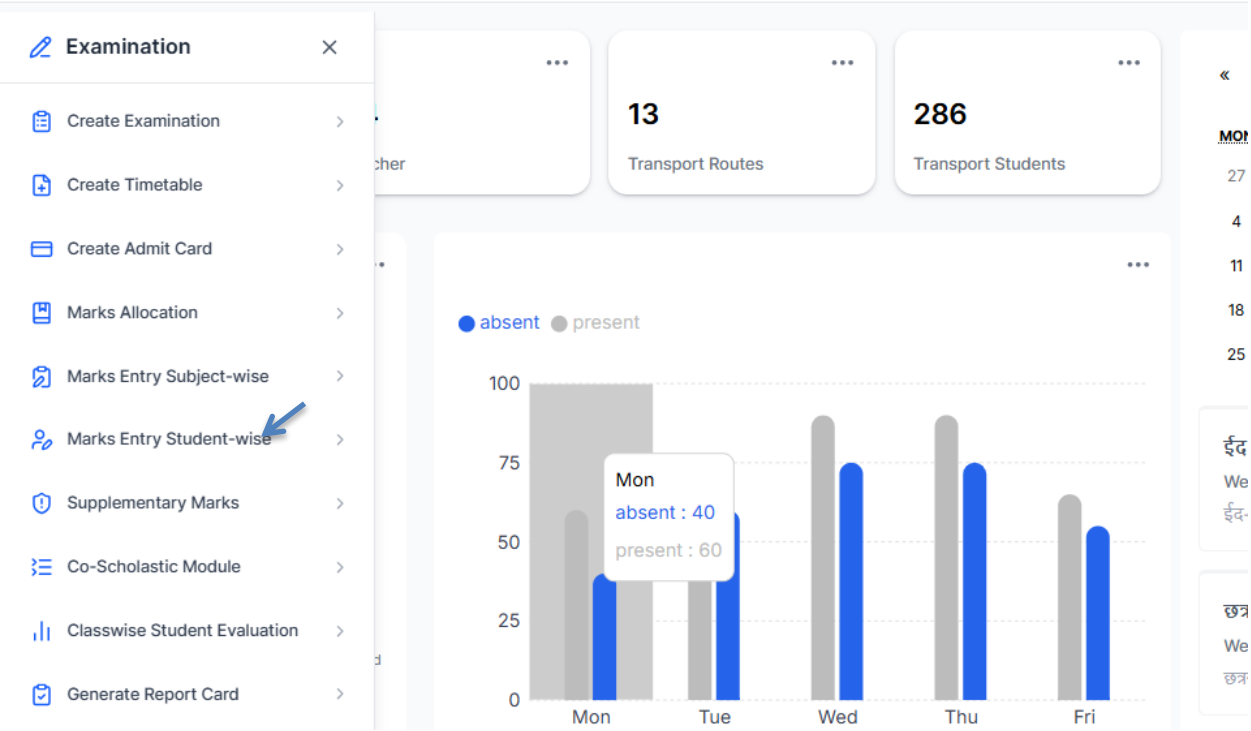


Image 10.3 Marks Entry Student Wise Navigation

Unlike Subject-wise Marks Entry, this module focuses on one student at a time, making it easier to:

- Verify individual student performance
- Correct marks quickly
- Update missing marks
- Review complete examination records
- Process student-specific corrections

Image 10.4 Marks Entry Student Wise Interface

Available Filters

Before entering marks, users must select:

- Exam
- Class
- Student

These filters help the system load the correct student record.

Next Student Option

The **Next Student** button allows users to quickly move to the next student in the selected class without returning to the student selection screen.

Benefits:

- Faster marks entry
- Reduced navigation
- Improved efficiency during bulk entry

This is especially useful when entering marks for an entire class student by student.

Important Notes

- Student-wise Marks Entry and Subject-wise Marks Entry use the same examination database.
- Changes made in one module are reflected automatically in the other.
- Submit Marks saves data for the selected student only.
- Next Student does not automatically save marks; use Submit Marks first.
- Marks should be verified before submission.

6.7 Generate Report Card

The **Report Card Generator** module is used to generate examination report cards for students based on marks entered and finalized in the Examination Management System.

This module allows users to:

- Select an Academic Session
- Filter students class-wise
- Select individual students
- Generate report cards
- Preview report cards before printing
- Generate report cards in bulk

The generated report card contains:

- Student Details
- Subject-wise Marks
- Total Marks
- Percentage
- Grade (if applicable)
- Result Status
- Teacher/Principal Remarks

This module serves as the final stage of the examination process.

6.7.1 Academic Session Selection

The first step is selecting the Academic Session.

Example:

- 2024–2025
- 2025–2026
- 2026–2027

The selected session determines which student and examination records will be loaded.

Class Filter

After selecting the Academic Session, choose the Class.

The Class Filter helps:

- Load class-wise students
- Generate report cards efficiently
- Reduce unnecessary records

Example:

- Class 1
- Class 5
- Class 10

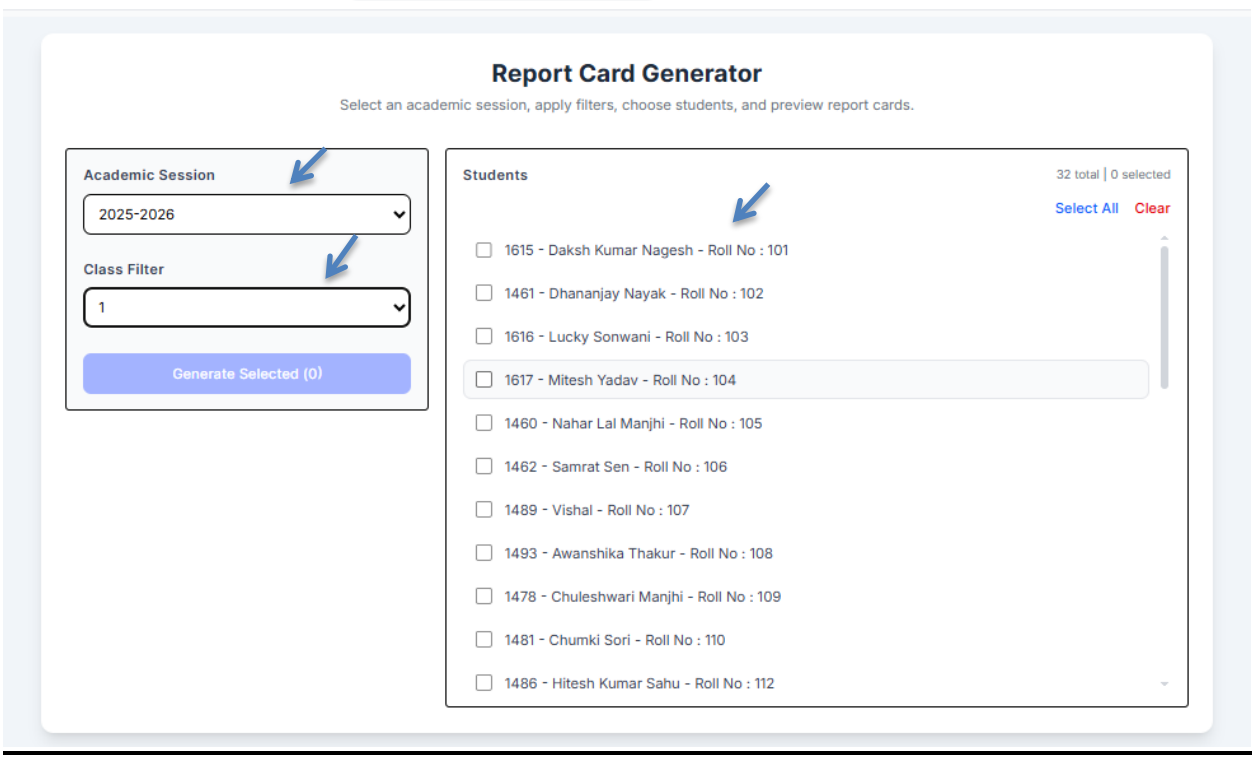


Image 10.5 Generate Report Card Interface

Report Card Preview

Before printing, users can preview the generated report card.

Preview helps verify:

- Student information
- Subject marks
- Total marks
- Percentage
- Result status
- Remarks

This ensures accuracy before final printing.

Report Card Information Included

A generated report card may include:

- Student Name
- Admission Number
- Roll Number
- Class & Section
- Examination Name
- Subject-wise Marks
- Total Marks
- Percentage
- Grade
- Result Status
- Attendance
- Teacher Remarks
- Principal Signature

Student Selection

After selecting the class, the student list loads automatically.

The system displays:

- Total Students
- Selected Students

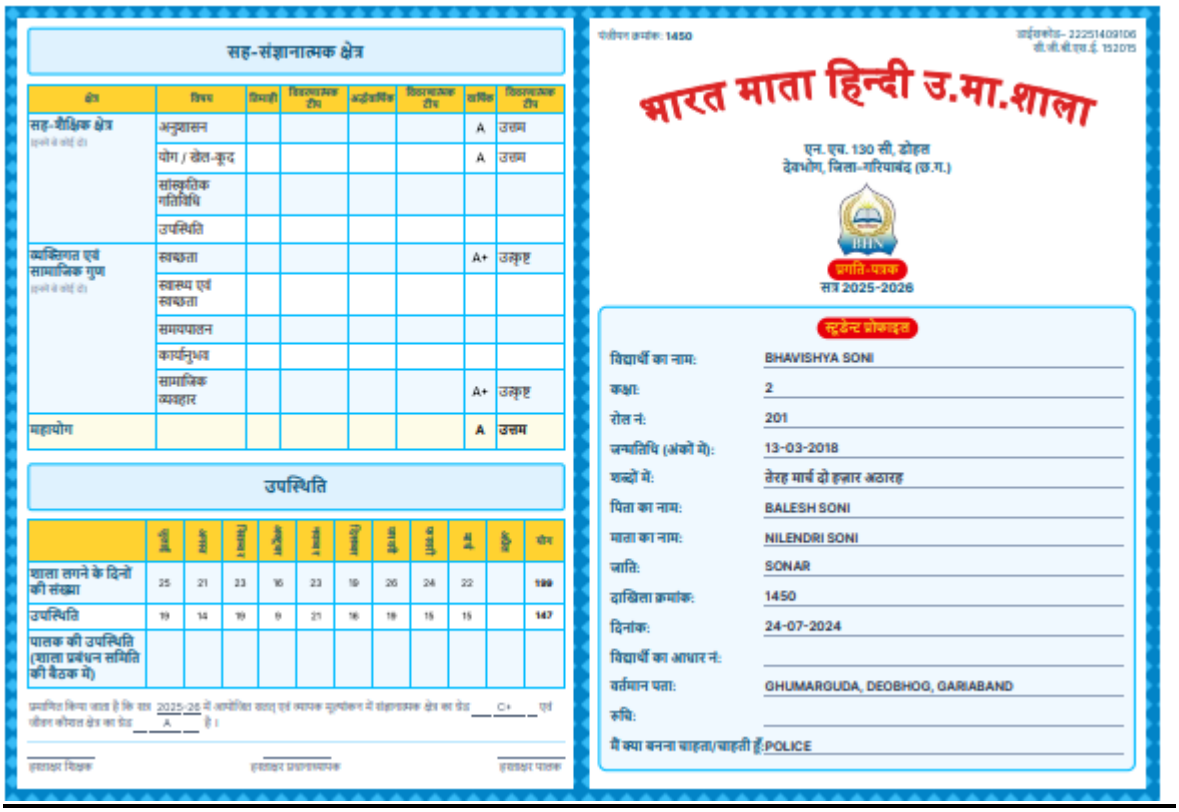
Example:

- 45 Total | 0 Selected

Users can select:

- One student
- Multiple students
- Entire class

Generate Selected Report Cards



सह-संज्ञानात्मक क्षेत्र

क्षेत्र	विषय	टिप्पणी	विकल्पात्मक टीप	अवलोकित	विकल्पात्मक टीप	ग्रेड	विकल्पात्मक टीप
सह-शैक्षिक क्षेत्र (इनमें से कोई दो)	अनुशासन					A	उत्तम
	योग / खेल-कूद					A	उत्तम
	सांस्कृतिक गतिविधि						
	उपस्थिति						
व्यक्तिगत एवं सामाजिक गुण (इनमें से कोई दो)	स्वच्छता					A+	उत्कृष्ट
	स्वास्थ्य एवं स्वच्छता						
	समयपालन						
	कार्यानुभव						
	सामाजिक व्यवहार					A+	उत्कृष्ट
महायोग						A	उत्तम

उपस्थिति

	जुलाई	अगस्त	सितम्बर	अक्टूबर	नवम्बर	दिसम्बर	जनवरी	फरवरी	मार्च	अप्रैल	योग
शाला लगने के दिनों की संख्या	25	21	23	16	23	19	26	24	22		199
उपस्थिति	19	14	19	9	21	16	19	15	15		147
पालक की उपस्थिति (शाला प्रबंधन समिति की बैठक में)											

प्रमाणित किया जाता है कि सत्र 2025-26 में आयोजित सहशै एवं व्यापक मूल्यांकन में संज्ञानात्मक क्षेत्र का ग्रेड C+ एवं जीवन कौशल क्षेत्र का ग्रेड A है।

हस्ताक्षर शिक्षक | हस्ताक्षर प्रधानाध्यापक | हस्ताक्षर पालक

पंजीयन क्रमांक: 1450

डाईसकोड- 22251409106
सी.जी.बी.एस.ई. 152015

भारत माता हिन्दी उ.मा.शाला

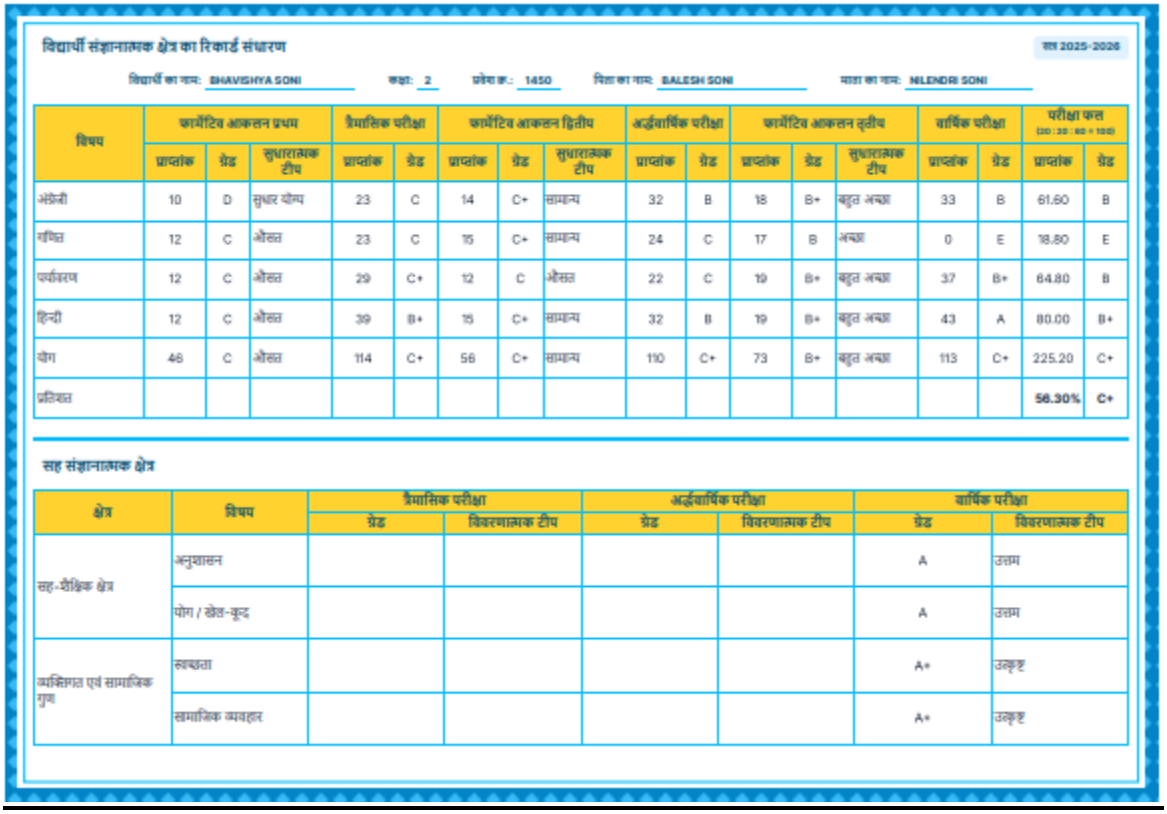
एन. एच. 130 सी, डोहड
देवभोग, जिला-गरियाबंद (छ.ग.)

प्रगति-पत्रक
सत्र 2025-2026

स्टूडेन्ट प्रोफाइल

विद्यार्थी का नाम:	BHAVISHYA SONI
कक्षा:	2
रोल नं:	201
जन्मतिथि (अंकों में):	13-03-2018
शब्दों में:	तेरह मार्च दो हज़ार अठारह
पिता का नाम:	BALESH SONI
माता का नाम:	NILENDRI SONI
जाति:	SONAR
दाखिला क्रमांक:	1450
दिनांक:	24-07-2024
विद्यार्थी का आधार नं:	
वर्तमान पता:	GHUMARGUDA, DEOBHOG, GARIABAND
रुचि:	
मैं क्या बनना चाहता/चाहती हूँ:	POLICE

Image 10.6 Report Card Front side Interface



विद्यार्थी संज्ञानात्मक क्षेत्र का रिकार्ड संधारण

सत्र 2025-2026

विद्यार्थी का नाम: BHAVISHYA SONI कक्षा: 2 प्रवेश क्र.: 1450 पिता का नाम: BALESH SONI माता का नाम: NILENDRI SONI

विषय	फार्मेटिव आकलन प्रथम			त्रैमासिक परीक्षा		फार्मेटिव आकलन द्वितीय			अर्द्धवार्षिक परीक्षा		फार्मेटिव आकलन तृतीय			वार्षिक परीक्षा		परीक्षा फल (20 : 30 : 50 = 100)	
	प्राप्तांक	ग्रेड	सुधारात्मक टीप	प्राप्तांक	ग्रेड	प्राप्तांक	ग्रेड	सुधारात्मक टीप	प्राप्तांक	ग्रेड	प्राप्तांक	ग्रेड	सुधारात्मक टीप	प्राप्तांक	ग्रेड	प्राप्तांक	ग्रेड
अंग्रेजी	10	D	सुधार योग्य	23	C	14	C+	सामान्य	32	B	18	B+	बहुत अच्छा	33	B	61.60	B
गणित	12	C	औसत	23	C	15	C+	सामान्य	24	C	17	B	अच्छा	0	E	18.80	E
पर्यावरण	12	C	औसत	29	C+	12	C	औसत	22	C	19	B+	बहुत अच्छा	37	B+	64.80	B
हिन्दी	12	C	औसत	39	B+	15	C+	सामान्य	32	B	19	B+	बहुत अच्छा	43	A	80.00	B+
योग	46	C	औसत	114	C+	56	C+	सामान्य	110	C+	73	B+	बहुत अच्छा	113	C+	225.20	C+
प्रतिशत																**56.30%**	**C+**

सह संज्ञानात्मक क्षेत्र

क्षेत्र	विषय	त्रैमासिक परीक्षा		अर्द्धवार्षिक परीक्षा		वार्षिक परीक्षा	
		ग्रेड	विवरणात्मक टीप	ग्रेड	विवरणात्मक टीप	ग्रेड	विवरणात्मक टीप
सह-शैक्षिक क्षेत्र	अनुशासन					A	उत्तम
	योग / खेल-कूद					A	उत्तम
व्यक्तिगत एवं सामाजिक गुण	स्वच्छता					A+	उत्कृष्ट
	सामाजिक व्यवहार					A+	उत्कृष्ट

Image 10.7 Report Card Back side Interface

6.7.2 Important Note: Percentage Calculation Method

The School ERP System calculates the final annual percentage using a **weighted percentage method**. The weightage assigned to Half-Yearly and Annual Examination marks varies according to the class.

Classes 1, 2, 3, 4, 6, and 7

For these classes, the final percentage is calculated using:

- Half-Yearly Examination = **20% Weightage**
- Annual Examination = **80% Weightage**

Formula:

Final Percentage = (Half-Yearly Percentage × 20%) + (Annual Percentage × 80%)

This ensures that greater importance is given to the Annual Examination while still considering the student's Half-Yearly performance.

Classes 9 and 11

For these classes, the final percentage is calculated using:

- Half-Yearly Examination = **30% Weightage**
- Annual Examination = **70% Weightage**

Formula:

Final Percentage = (Half-Yearly Percentage × 30%) + (Annual Percentage × 70%)

This weighted calculation provides a balanced assessment of the student's academic performance throughout the session.

Note: The weighted percentage is automatically calculated by the ERP system and is reflected in the student's final result and report card.

The School ERP System supports multiple report card formats based on the class level and medium of instruction.

The Report Card layouts, evaluation structure, grading pattern, and overall presentation may differ for:

- Primary Classes (1, 2, 3, 4, 6, and 7)
- Secondary Classes (9 and 11)
- English Medium Classes
- Hindi Medium Classes

Since the report card structure varies according to academic requirements, examination policies, and curriculum standards, the screenshots and examples used in this User Manual are based on the **Primary Class Report Card Format** for reference purposes only.

Users may notice differences in:

- Report Card layout
- Subject arrangement
- Marks distribution
- Grade presentation
- Scholastic and Co-Scholastic sections
- Result calculation methodology
- Overall report card design

However, the process of generating report cards remains the same across all classes and mediums.

6.8 Supplementary Marks Entry

The **Supplementary Marks Entry** module is used to record marks obtained by students who did not pass one or more subjects in the regular Annual Examination.

This module allows schools to:

- Conduct supplementary examinations
- Enter supplementary marks
- Re-evaluate failed students
- Update examination results
- Generate revised report cards

Only students who have failed in the regular examination are eligible for Supplementary Marks Entry.

6.8.1 Purpose of Supplementary Examination

Supplementary examinations provide students with an additional opportunity to pass subjects in which they were unsuccessful during the regular examination.

This helps:

- Reduce academic loss
- Improve student progression
- Update final examination results
- Maintain academic continuity

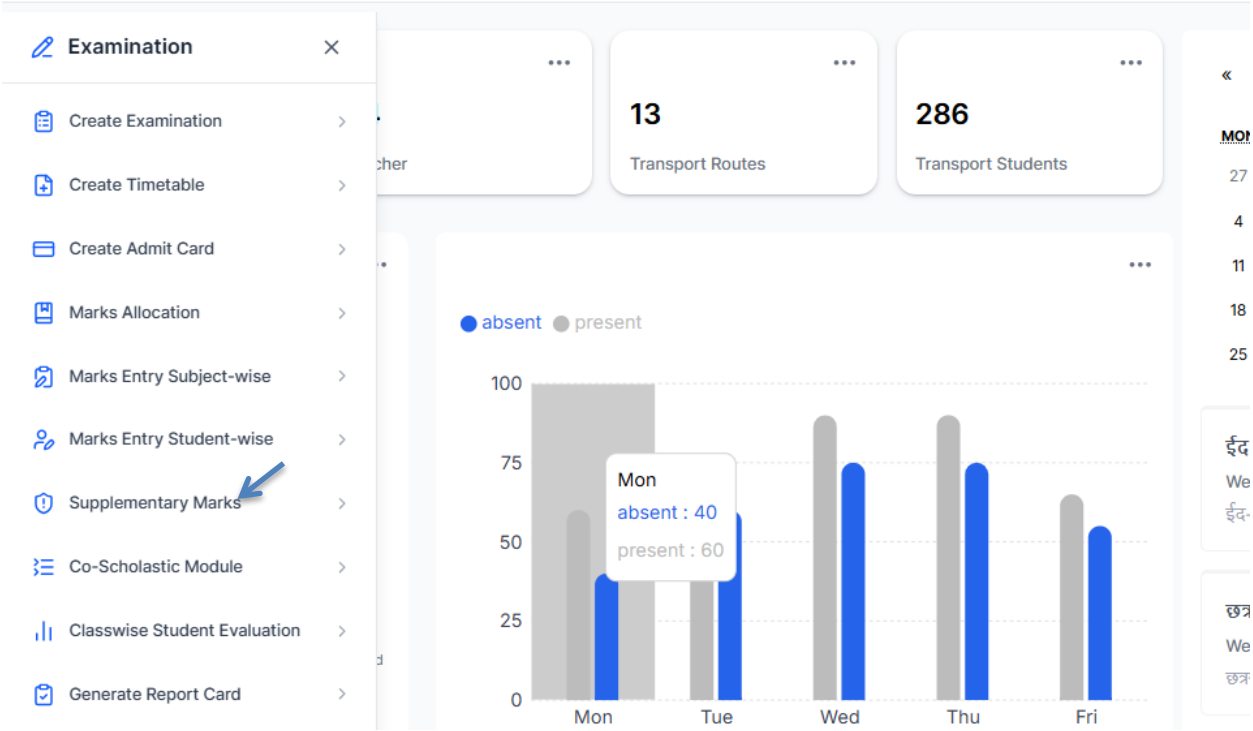


Image 10.8 Supplementary Marks Entry Navigation

6.8.2 Filter Panel

The Filter Panel is used to identify students eligible for supplementary examinations.

Available Filters:

- Annual Examination
- Class
- Failed Students

The system automatically loads students who failed in the selected examination.

Step 1: Select Annual Examination

Select the Annual Examination for which supplementary marks are to be entered.

Example:

- ANNUAL EXAMINATION 2025-26

The examination period is displayed for reference.

Example:

- 16/03/2026 to 06/04/2026

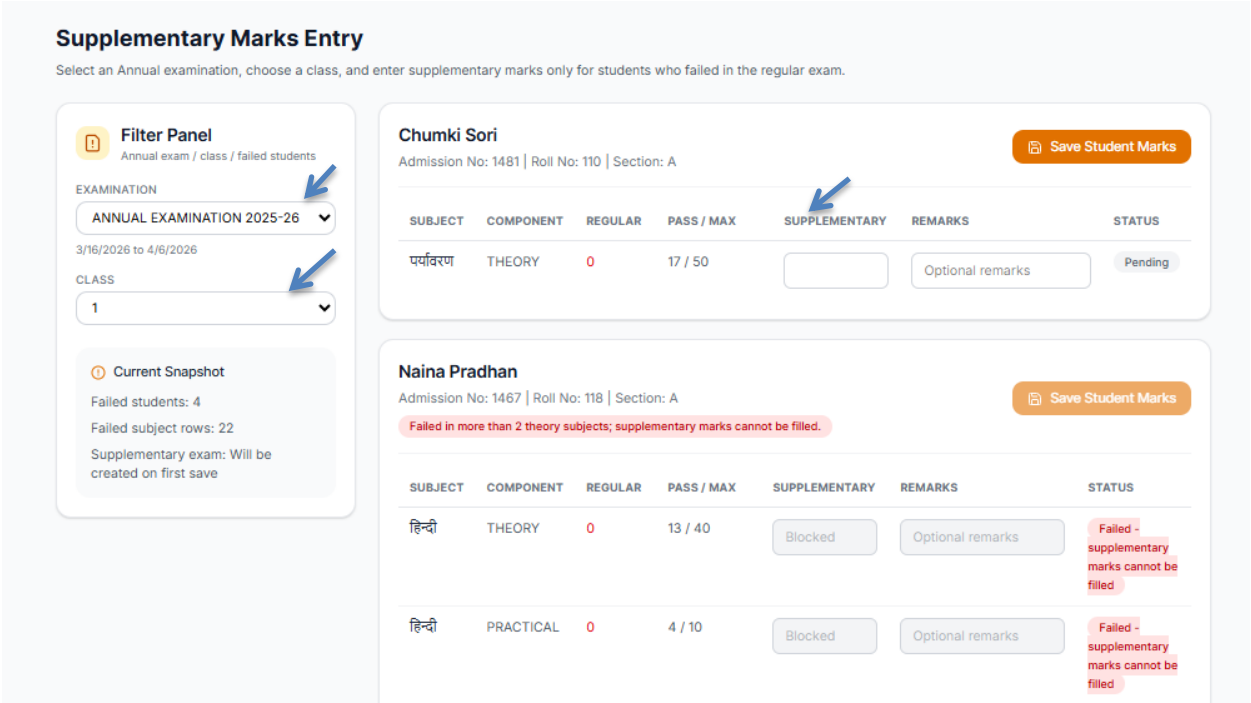


Image 10.9 Supplementary Marks Entry Interface

<u>Step 2: Select Class</u>

Select the class for which supplementary marks are to be entered.

Example:

- Class 1

After selection, the system loads failed students belonging to that class.

6.8.3 Current Snapshot

The Current Snapshot section provides a quick overview of supplementary examination data.

Example:

- Failed Students: 4
- Failed Subject Rows: 22
- Supplementary Exam Status

If no supplementary examination exists, the system displays:

"Supplementary exam will be created on first save."

Important Notes

- Only failed students are eligible for Supplementary Marks Entry.
- Only failed subjects appear in the marks entry table.
- Supplementary Examination is created automatically on the first save.
- Marks entered here may affect the student's final result and report card.
- Verify all supplementary marks before saving.

6.9 Co-Scholastic Module

The **Co-Scholastic Module** is used to evaluate students in non-academic areas that contribute to their overall development.

Unlike academic subjects, Co-Scholastic subjects are generally assessed using grades rather than marks.

This module helps schools evaluate students in areas such as:

- Discipline
- Cleanliness
- Communication Skills
- Sports & Games
- Art & Craft
- Moral Values
- Leadership Skills
- Participation in Activities

The grades entered through this module are reflected in the student's final Report Card.

6.9.1 Filters Section

Before entering grades, users must select:

- Examination
- Class
- Co-Scholastic Subject

These filters help load the correct student records for evaluation.

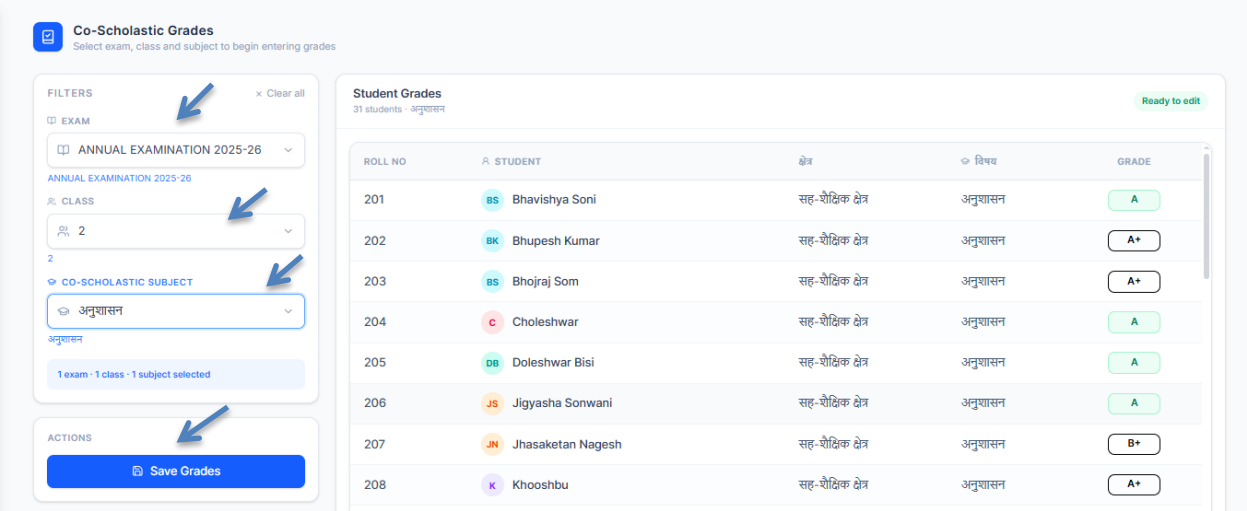


Image 10.10 Co-Scholastic Grade Interfaces

6.9.1 Important Note: Co-Scholastic Subject Categories

The Co-Scholastic Evaluation Module is divided into **two major categories (Areas)**. Each category contains multiple evaluation subjects used for grading student performance.

1. Co-Scholastic Area (सह-शैक्षिक क्षेत्र(

This category evaluates student participation and performance in activities beyond academics, such as:

- Discipline (अनुशासन(
- Yoga / Sports & Games (योग / खेल-कूद(
- Cultural Activities (सांस्कृतिक गतिविधियाँ(
- Attendance (उपस्थिति(

2. Personal and Social Qualities (व्यक्तिगत एवं सामाजिक गुण(

This category evaluates a student's behavior, personality, and social development, such as:

- Cleanliness (स्वच्छता(
- Health & Hygiene (स्वास्थ्य एवं स्वच्छता(
- Punctuality (समयपालन(
- Work Skills (कार्यनिपुणता(
- Social Behavior (सामाजिक व्यवहार(

- **For each evaluation process, users should select** only two subject **from the desired category and assign grades to students accordingly.**

6.10 Class-wise Student Evaluation Report

The **Class-wise Student Evaluation Report** provides a consolidated academic performance summary of students for a selected session, class, and examination. This report helps teachers and administrators analyze student performance, identify rank holders, and monitor overall class progress.

The report displays:

- Student Name
- Roll Number
- Father's Name
- Total Marks
- Obtained Marks
- Percentage
- Rank

This report is useful for academic reviews, performance analysis, parent meetings, and result verification.

6.10.1 Report Filters

Before generating the report, select:

- Academic Session
- Class

Then click **Refresh** to load the report data.

The **Print** option can be used to generate a printable version of the report.

Note: **Student ranking is calculated automatically based on the obtained marks and percentage in the selected examination. Students with higher marks receive higher ranks.**

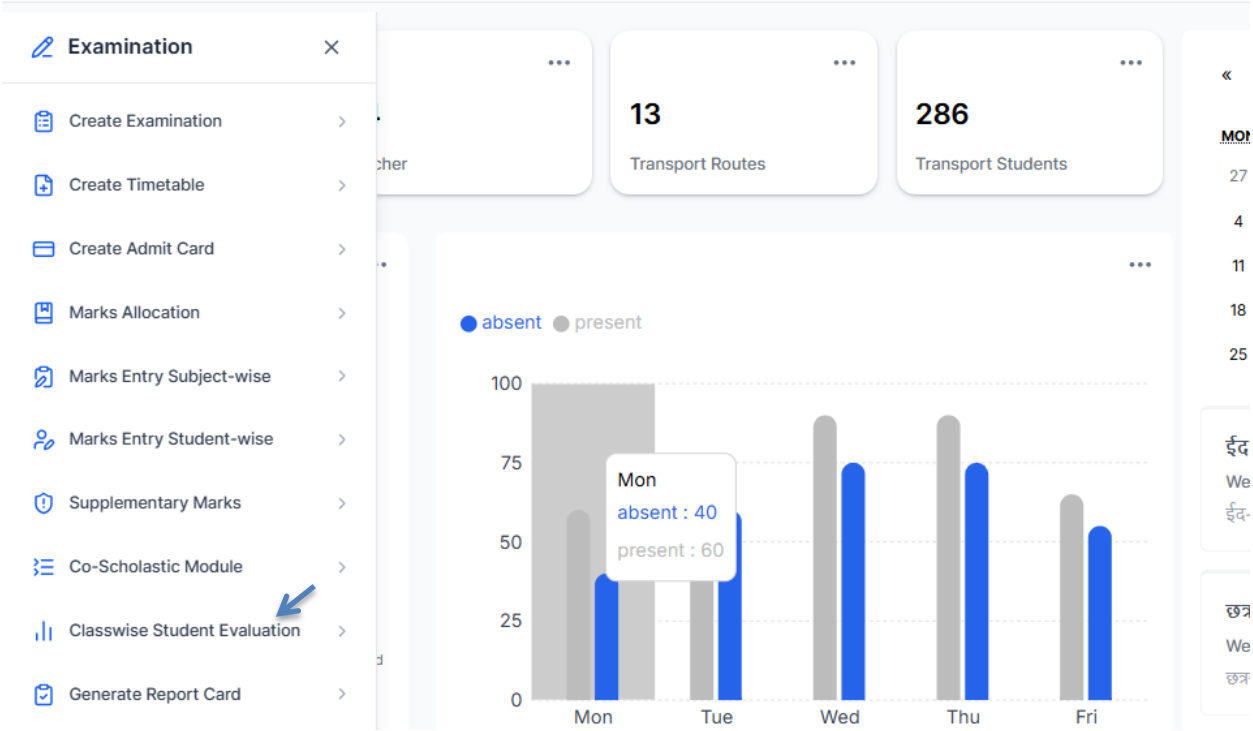


Image 11.1 Class Wise Student Evaluation Navigation

सत्र: 2025-2026 कक्षा: 1

रिफ्रेश प्रिंट

भारत माता हिंदी उ.मा.शाला
NH-130C, Dohel, Deobhog, Gariaband
Ph. No: 6261408427 | bhndohel@gmail.com

कक्षावार विद्यार्थी मूल्यांकन रिपोर्ट
सत्र: 2025-2026 कक्षा: 1
परीक्षा: रिपोर्ट कार्ड अंतिम योग

क्रम सं.	विद्यार्थी का नाम	रोल नं.	पिता का नाम	पूर्णांक	प्राप्तांक	प्रतिशत	रैंक
1	Mitesh Yadav	104	Bharat	400	380.40	95.10%	1
2	Jansi Netam	113	Gopendra Netam	400	373.60	93.40%	2
3	Tijiyana	130	Khuleshwar Markam	400	372	93%	3
4	Preeti Nagesh	119	Tarun Nagesh	400	357.20	89.30%	4
5	Rohita	124	Arjun	400	354	88.50%	5
6	Dhananjay Nayak	102	Chandra Kumar Nayak	400	353.60	88.40%	6
7	Awanshika Thakur	108	Jagjeevan Singh Thakur	400	353.60	88.40%	6
8	Samrat Sen	106	Damaru Sen	400	352.80	88.20%	8
9	Mokshita Manjhi	117	Arjun Ram Manjhi	400	341.60	85.40%	9
10	Samir Nagesh	126	Chavarlal Nagesh	400	332	83%	10
11	Jhasketan Yadav	115	Kalu Ram	400	330	82.50%	11
12	Vishal	107	Hemlal	400	328	82%	12
13	Dipanshu Yadav	133	Ghanshyam Yadav	400	324	81%	13
14	Lucky Sonwani	103	Devendra Sonwani	400	319.60	79.90%	14
15	Nahar Lal Manjhi	105	Bhuvendra Manjhi	400	314.80	78.70%	15
16	Rihan Bag	123	Vikki Bag	400	297.60	74.40%	16
17	Chuleshwari Manjhi	109	Lilambar Manjhi	400	290.80	72.70%	17
18	Hitesh Kumar Sahu	112	Kuber Sahu	400	289.60	72.40%	18

Image 11.2 Class Wise Student Evaluation Report

End of Module 6

Module 7 TC & CC Management

The **TC & CC Management Module** is used to generate, manage, print, and maintain student Transfer Certificates (TC) and Character Certificates (CC) directly from the School ERP System.

This module helps school administrators efficiently process student leaving formalities while maintaining accurate academic and administrative records.

Using this module, users can:

- Generate Transfer Certificates (**TC**)
- Generate Character Certificates (**CC**)
- Search students using Admission Number or Name
- View previously issued certificates
- Print certificates instantly
- Maintain certificate issuance records
- Ensure standardized certificate formatting

The system automatically fetches student details from the ERP database, reducing manual data entry and minimizing errors.

7.1Navigation Path

Navigate to:

Menu → Documents → TC & CC

This will open the Certificate Management Dashboard where users can manage Transfer Certificates and Character Certificates.

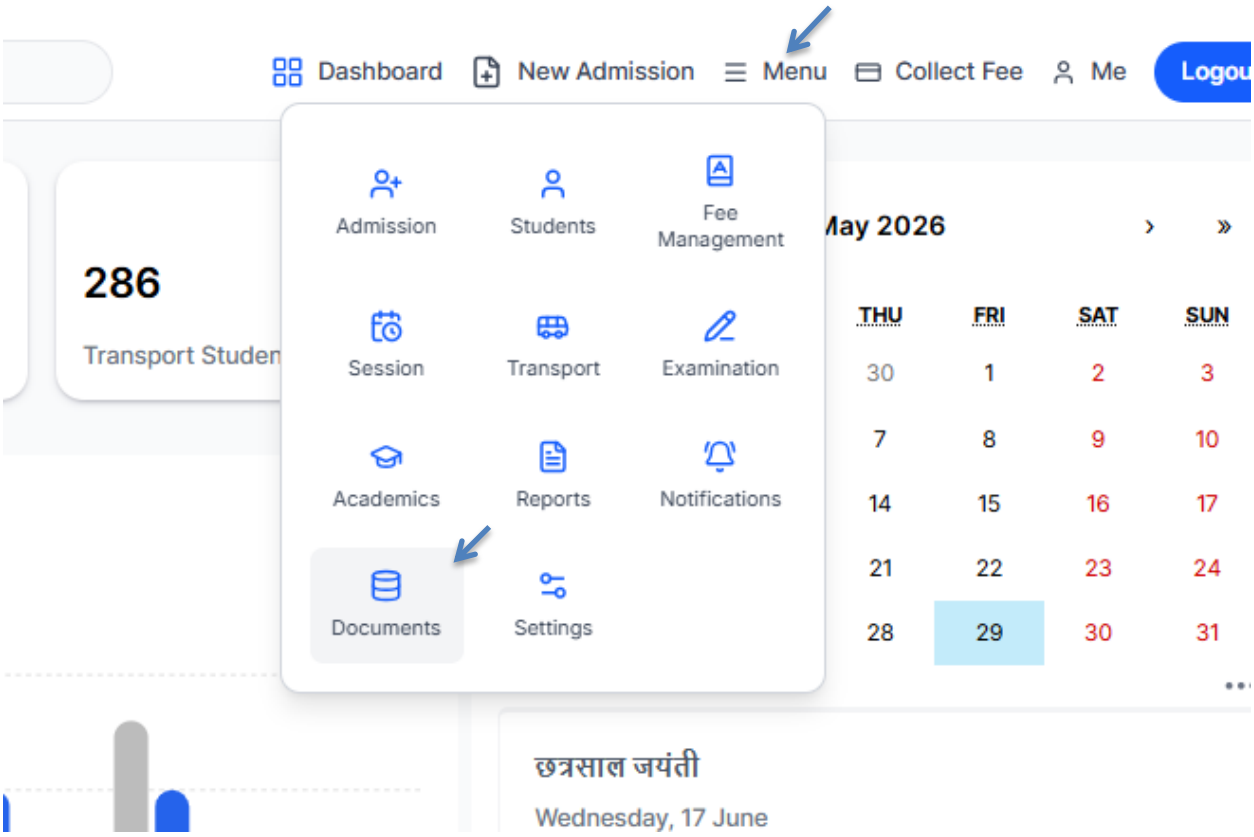


Image 11.2 Document Navigation

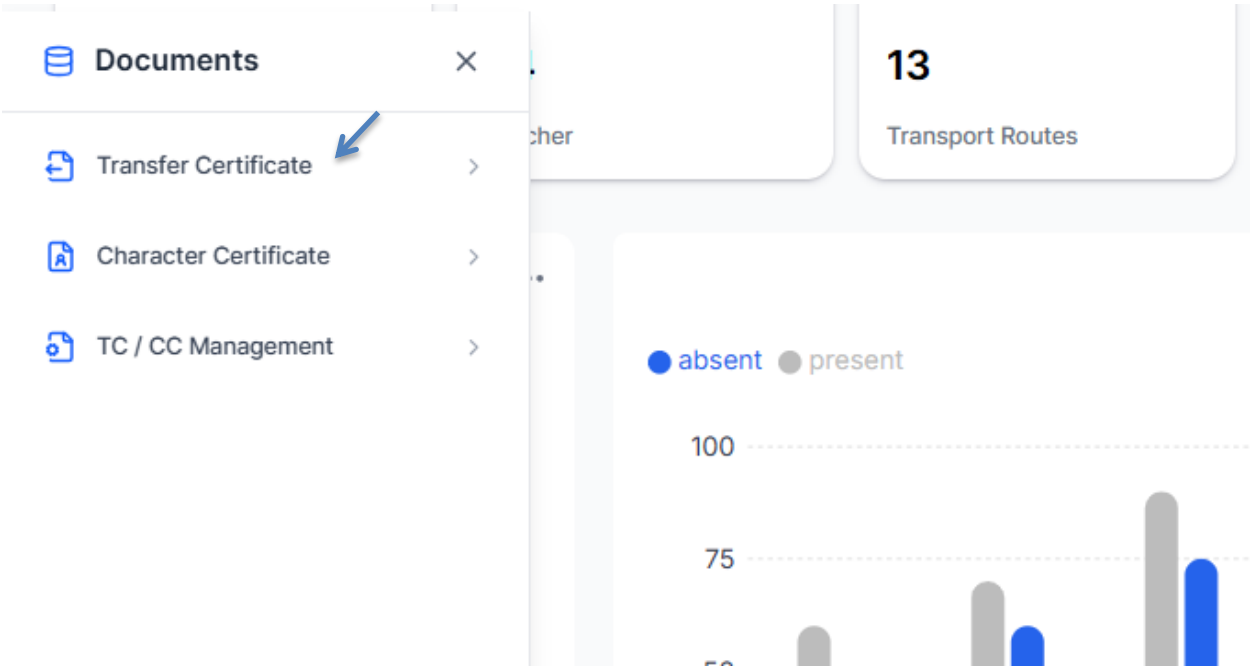


Image 11.3 TC Navigation

<u>Main Functions</u>

English	**हिंदी**
Generate Transfer Certificate	स्थानांतरण प्रमाणपत्र जारी करना
Search Student Records	छात्र रिकॉर्ड खोज करना
Print Certificates	प्रमाणपत्र प्रिंट करना
View Issued Certificates	जारी प्रमाणपत्र देखना
Maintain Certificate History	प्रमाणपत्र इतिहास सुरक्षित रखना

Transfer Certificates (TC) and Character Certificates (CC) are generated using the student's existing records available in the School ERP System. Therefore, all student information, including personal details, academic records, and contact information, should be verified and updated before certificate generation.

Additionally, **TC and CC can only be generated after all outstanding dues have been cleared**, including:

- Academic Fees
- Transport Fees
- Previous Dues
- Miscellaneous Fees
- Any other pending charges

If any fee remains unpaid, the system may restrict certificate generation until all dues are settled and the student's account is marked as cleared.

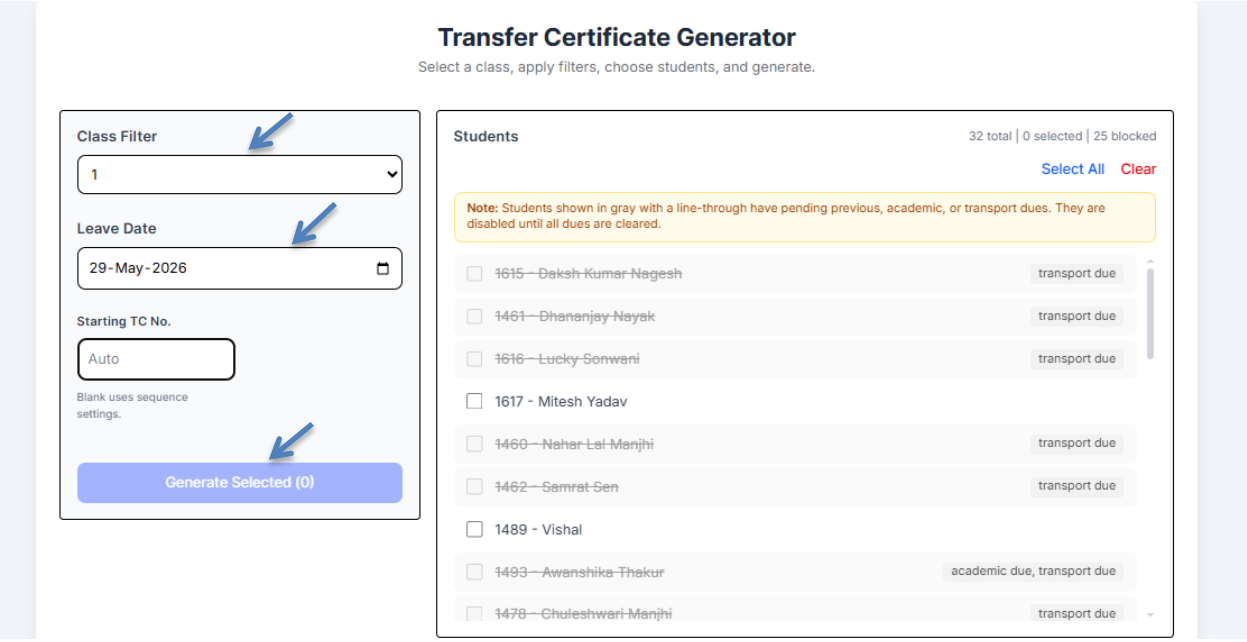


Image 11.3 TC User Interface

7.2 CC (Character Certificate)

The **Character Certificate Generator** module is used to generate official Character Certificates (CC) for students directly from the School ERP System.

The certificate is prepared using the student's academic and personal information already available in the ERP database. Users can generate certificates for one or multiple students and print them instantly.

This module helps schools maintain a standardized certificate issuance process while keeping proper records of issued certificates.

7.2.1 Available Fields

1 .Class Filter

Select the class whose students require Character Certificates.

2. Issue Date

Specify the certificate issue date.

Example:

- 29-May-2026

This date will be printed on the certificate.

3. Starting CC Number

The system can automatically generate Character Certificate numbers.

- **Auto** → System generates the next available CC number.
- **Manual Entry** → User can enter a custom starting CC number if required.

If left blank, the ERP system follows the configured certificate numbering sequence.

4 Character Grade

Select the student's character assessment.

Example:

- **Good / उत्तम**

Depending on school policy, other character remarks may also be available.

This remark will be printed on the Character Certificate.

Certificate Generation Process

1. Select the required Class.
2. Choose the students.
3. Verify the Issue Date.
4. Confirm the Character Grade.
5. Generate Character Certificate.
6. Preview and Print the certificate.

Important Note

- Character Certificates are generated using the student's ERP profile information.
- Student details should be verified before certificate generation.
- Character Certificate numbers are generated according to the configured sequence settings.
- Certificates should only be issued after verification and administrative approval.
- Students with pending dues should complete all fee clearances before certificate issuance.

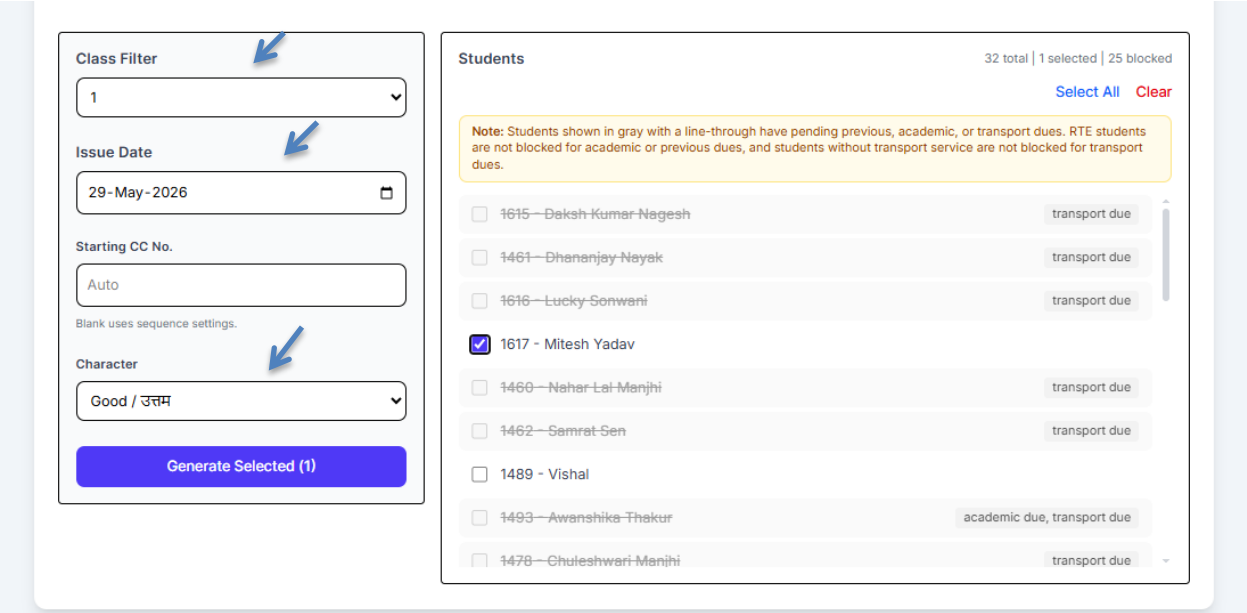
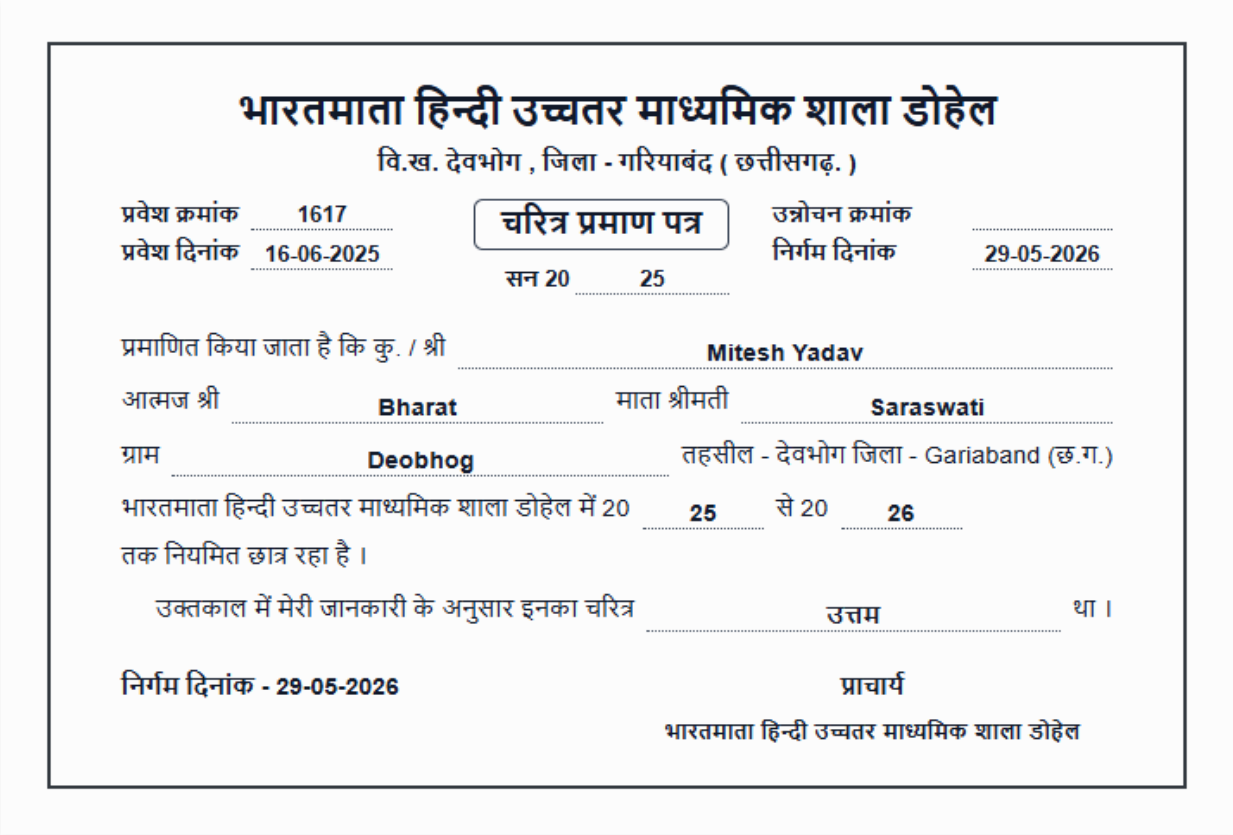


Image 11.5 CC User Interface



भारतमाता हिन्दी उच्चतर माध्यमिक शाला डोहेल

वि.ख. देवभोग , जिला - गरियाबंद (छत्तीसगढ़.)

प्रवेश क्रमांक 1617 | **चरित्र प्रमाण पत्र** | उन्नोचन क्रमांक

प्रवेश दिनांक 16-06-2025 | सन 20 25 | निर्गम दिनांक 29-05-2026

प्रमाणित किया जाता है कि कु. / श्री Mitesh Yadav

आत्मज श्री Bharat माता श्रीमती Saraswati

ग्राम Deobhog तहसील - देवभोग जिला - Gariaband (छ.ग.)

भारतमाता हिन्दी उच्चतर माध्यमिक शाला डोहेल में 20 25 से 20 26

तक नियमित छात्र रहा है ।

उक्तकाल में मेरी जानकारी के अनुसार इनका चरित्र उत्तम था ।

निर्गम दिनांक - 29-05-2026

प्राचार्य

भारतमाता हिन्दी उच्चतर माध्यमिक शाला डोहेल

7.3 TC / CC Management

The **TC / CC Management** module is used to manage already issued Transfer Certificates (TC) and Character Certificates (CC).

This module does **not generate new certificates**. Instead, it helps administrators manage certificate records that have already been issued through the Certificate Preview and Confirmation process.

Users can:

- View issued TC and CC records
- Search certificates
- Verify certificate details
- Correct wrongly assigned certificate numbers
- Clear incorrectly issued certificate records
- Maintain certificate numbering consistency

This module acts as the central repository for all issued certificate records.

7.3.1 Navigation Path | नेविगेशन पथ

Menu → Documents → TC / CC Management

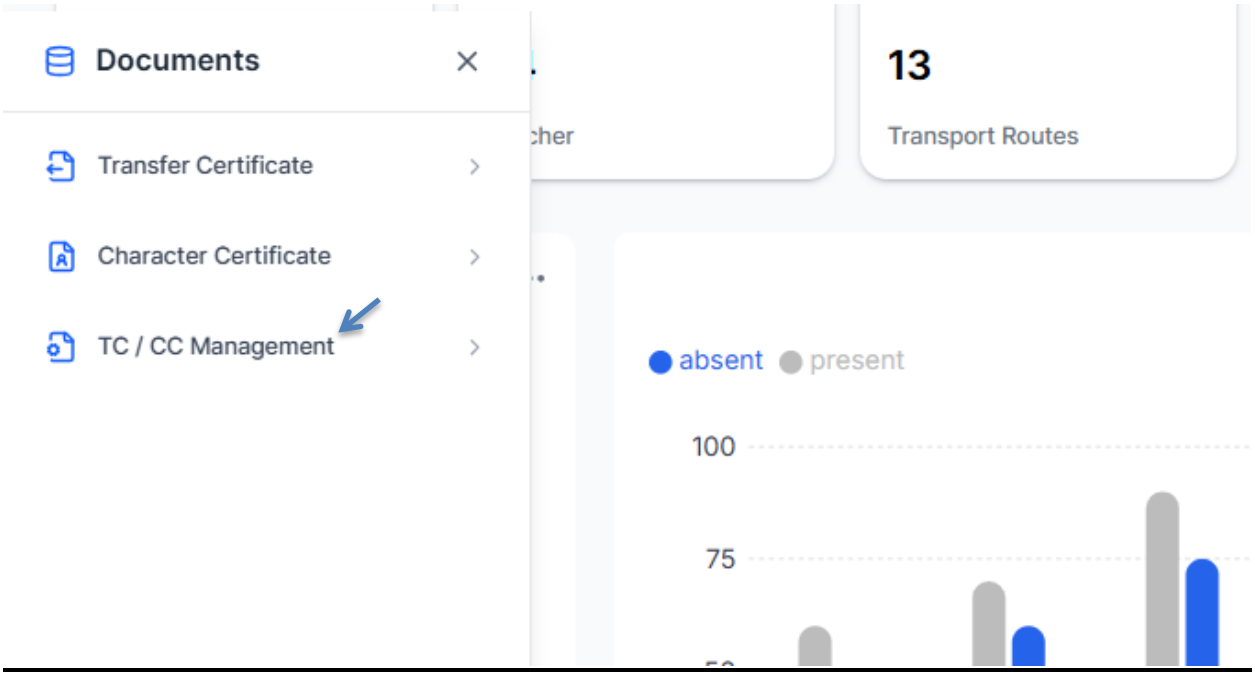


Image 11.6 TC/CC Management Navigation

The dashboard provides a quick overview of issued certificates.

Available counters:

- Total Certificates
- Total TC Issued
- Total CC Issued

These counters help administrators monitor certificate issuance activity.

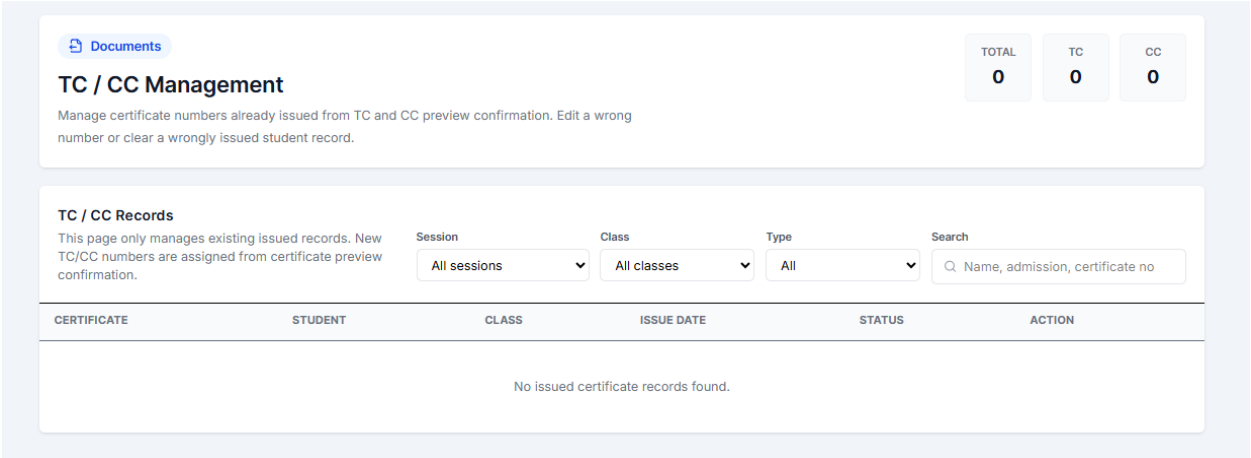


Image 11.7 TC/CC Management Interface

7.3.2 TC / CC Records Section

The **TC / CC Records** section displays all issued certificate records.

Important Information:

This page only manages existing issued records. New TC/CC numbers are assigned during Certificate Preview Confirmation.

Therefore, certificate generation should always be performed through the TC or CC Generator modules.

Important Notes

- This module manages only issued certificate records.
- New TC and CC numbers are generated from Certificate Preview Confirmation.
- Certificate records should be verified before editing.
- Only authorized users should modify certificate numbers.
- Clearing an issued certificate record should be done carefully to avoid record inconsistencies.
- TC and CC should only be issued after all student dues have been fully cleared.