



# **NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA**

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**FIRST CYCLE NAAC ACCREDITATION 2023**

## **CRITERION 6**



### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.2.2 Implementation of e-governance in areas of operation**

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Submitted to



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# **NIRMALA COLLEGE OF PHARMACY**

**Muvattupuzha, Kerala**

## **User Manual - Campus 7**



## I. Finance Module

Finance Module is the important task to perform for any school/ institution/ college. It helps to an efficient and effective solution as it helps in managing the various day to day expenses and manages all data regarding the bank transactions as well as student fee collection or any expenses.

The first thing to do in the finance Module is to set the fee category and fee name of that institution. Do the following step by step.

1. First step to create the fee category, for example; Course fee, Refund Deposit, Other fee etc...

Finance >> Fee >> Fee category

Fee categories

Home > Fee Category

**Fee Category**

Institute: Ixian Higher Secondary School

View

**Add Fee category**

Institute: Ixian Institute of Information Technology

Fee Category Name:

Description:

☐ Transportation ☐ Hostel

Add

**Fee categories**

Show 10 rows Copy Excel CSV PDF

Search:

Sl.No	Category name	Description
1	Miscellaneous Fee	

2. Then create the fee name. for example; Tuition fee, Admission fee, Special fee etc... Create each fee name in the respective fee category.

Finance >> Fee >> Fees

Fees

Home > Fees

**Fee**

Institute: Ixian Institute of Information Technology

Fee category: All Category

View

**Create Fee**

Institute: Ixian Higher Secondary School

Fee category: Tuition Fee

Fee Name:

Fee Order:

Create



3. Then create the day book head;

Before uploading fee payments, a bank or cash must be created as a sub-head of a daybook.

Finance >> Day book >> Day book Head (Bank/cash)

#### Day Book Head

Home > Finance > Day Book > Create Head

Day Book Heads

Institute

Ixian Higher Secondary School

Type

Bank

View

Day Book Heads

Show 10 rows

Copy

Excel

CSV

PDF

Search:

Sl.no	Head Name	
1	Federal Bank	<div><div></div><div></div></div>
2	Fee Payments	<div><div></div><div></div></div>

Showing 1 to 2 of 2 entries

Previous

1

Next

Create Day Book Head

Institute

Ixian Higher Secondary School

Type

Select Type

Head Name

Alias

Company Id

Voucher Group

Set opening balance

☐

Create

4. Then set the batch fee/Student fee/Batch group fee. There is an option to set fee in three ways.

1. Batch fee- The batch fee is used to set fee for all students in a batch.

2. Student fee- Student fee is used to set fees for one or two students in a single batch.

3. Batch group fee- It can be used to set fees for a particular group of students, such as NRI in a batch.

Each batch fee can be uploaded as bulk and set individually. The bulk batch fee should be uploaded according to the template format.

For bulk uploading,

Finance >> Imports >> Import batch fee/Import student fee/Import batch group fee.

For Individual Creation,

Finance >> Fee >> Batch fee >> Create Batch fee



Finance >> Fee >> Student Fee >> Create

Finance>> Fee>> Batch Fee group >> Create fee

Before uploading a batch fee group, the group name must first be created if the batch is divided into groups such as NRI and e-grants.

Finance>> Fee >> Fee group >> create

5 After setting the batch fee, each student's fee payments must be added to it. It can also be added as bulk and individual.

For Bulk uploading,

Finance >>Imports >> Imports Students fee payments

The bulk batch fee should be uploaded according to the template format

For Individual creation,

Finance >> Fee Receipts

Enter the first three letters of the student name or admission number. Then you can see that the student's fees are set.

Fee Receipt

Home > Finance > Fee Receipt

**Student**

Institute  
Ixian Institute of Information Technology

Student Name / Adm No  
Adithiya Sugathan P - BBA18 01

View

**Student Details**

Student Name	Adithiya Sugathan P
Course Name	Bachelor of Business Administration
Batch Code	BBA 2018-2021
Fee Type	Student Fee
Fee Amount	230500
Concession Amount	0
Amount	230500
Paid	230500
Balance	0

Set Student Fee Edit Fee Group Set Hostel Fee

Sl.no	Fee Name	Fee Year	Due Date	Fee	Fee Paid	Fine	Fine Paid	Balance	Fee Amount	Fine Amount
1	Tuition Fees	1	31/12/2018	18000	18000	0 Waive off	0	0		
2	Utility Charges	1	31/12/2018	7200	7200	0 Waive off	0	0		
3	Hostel Fee (Double)	1	31/12/2018	31500	31500	0 Waive off	0	0		
4	Caution Deposit-College	1	31/12/2018	5000	5000	0 Waive off	0	0		

**Pay Fees**

Date 06/04/2020

Fee Receipt Number is auto generated.  
Set manual.

Amount

Account Head Main Cash

Payment Mode Cash



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To pay the fees, First to enter the fee amount then add the date of payment, Account head and payment mode then click the create button.

The next major part of the finance module is the Day Book. All revenues and expenses associated with establishments should be shown in the day book .Before creating day book, create the head of the day book. For example, Salary, Printing and stationery, etc..

Finance >> Day book >> Day book head

Then add all the expenses and revenues of the institute. The DayBook transaction can be bulk and individually added to the software.

For Bulk uploading,

Finance >> Imports>> Import day book

For Individual Creation,

Finance >> Day book >> Income/Expense

## **II. Academics Module**

This module includes the overall management of the academics. This includes Students Management, Syllabus Management, Time table Management, Examination Management and Attendance Management.

1.The first step of the academic module is to create the **subject**. Subjects must be created in each batch for each course.

### **a. Create Subject**

Academic >> Subject >> Create subject.



## Create Subject

Home > Academics > Subjects

### Create Subject

Institute  
Ixian Institute of Information Technology

Admission Year: 2019 Course: B A Visual Arts (Interior Batch: BAVA 2019-2022

Sem/Year: 2 View: Main Subjects

Go

### Import Subjects

Admission Year: All Admission Year Course: Select Course

Batch: Select Batch Sem/Year: Select Semester

View

### Subjects

Subject Code	Subject	Elective	Specialization	No Exam	Practical	Credit	
EN2CC03	Issues that Matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
VA2CRT05	History of Art & Architecture II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
VA2CRP06	Engineering Graphics & Architectural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

b. Then Subject **Employee Association** means assigning faculty to each subject.

Each employee must be assigned to the course they teach before the Subject Employees Association can do so.

To do that, take each employee from the list of employees in the HR module and assign them to the course.

Hr >> Employee list >> Edit employee >> Assign course

Employee List

Show 10 rows Copy Excel CSV PDF

Search:

Sl no.	Employee Name	Employee Code	User Name	Category Name	User Group	Mobile	Gender	
1	Jibin T Abraham	EM0341	E0114	Driver	Driver	9946397796	Male	<input type="checkbox"/>
2	Dr. Deepthi Sankar	EM0084	EM0084	Associate Professor	Associate Professor	9495632821		<input type="checkbox"/>
3	Dr. Joby Jose	EM0259	joby@campus7.in	Associate Professor	Associate Professor	9961602402		<input type="checkbox"/>
4	Dr. Jyothi Vijayan	EM0199	jyothi	Assistant Professor	Assistant Professor	8281891395		<input type="checkbox"/>
5	Dr. Kuppachi Sreenivas	EM0107	sree@campus7.in		Professor	9745604095	Male	<input type="checkbox"/>

View Profile Edit Profile Assign Courses Delete





Then , Academic >> Subject >> Subject Employee association

#### Subject Employee Association

Home > Academics > Subject > Subject Employee Association

#### Subject Employee Association

Institute  
Ixian Institute of Information Technology

Admission Year  
2019

Course  
B A Visual Arts (Interior I

Batch  
BAVA 2019-2022

Sem/Year  
2

Subject  
History of Art & Architecture II

Go

#### Employees

History of Art & Architecture II

☒ Nimmy Nix ☒ Gisny George Kuria ☒ Ria Miriam John ☒ Rajkumar J ☐ Titty Annamma Abraham ☐ Baiju Kumar S ☐ Jyothi Vijayan ☐ Merin Nikitha Anil ☐ Geethika Susan Jacob ☐ Yamuna VM ☐ Regina C George ☐ Princy Vijay K ☐ Uma Maheshwara Rao J V ☐ Sulfikar PH ☐ Ambeesh Kumar ☐ Sijo George ☐ Alen JebaDhas

update

#### Assign Students - Optional

Sl.No	Employee	
1	Nimmy Nixon	
2	Gisny George Kurian	
3	Ria Miriam John	
4	Rajkumar J	

#### c. Assign Elective subject to students/Assign Specialization subject to students.

This option is used to assign students who have taken an elective or specialization.

Academics >> Subject >> Assign Elective subject to students/Assign Specialization subject to students.

#### d. Subject plan

The college university provides a subject plan for each course. That subject plan is to be added here.

Academics >> Subject >> Subject Plan >> Modules and Topics

First create the module name and then add the subject description, objectives, hour, date, mode of instruction and teaching pedagogy. According to your convenience, you can add data by individual module and bulk upload topic.

For Bulk uploading,

Academics >> Subject >> Subject plan>> Import subject plan





Under the subject plan, you can view the proposed plan, Mark the topic coverage, and view the topic coverage summary.

## 2. Next part is **My subject**

My subject access is usually used by faculty. My subject contains all of the faculty-related factors. When faculty open my subject the entire subject that the faculty takes are viewable. Below are the things to do within each subject. Click on a topic first.

My Subjects

Home > Academics > My Subjects

<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2019-2024 Sem <b>1</b> Sub : Padardha Vigyan Adm Year : <b>2019</b>	<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2019-2024 Sem <b>1</b> Sub : Ashtanga Hrudaya Adm Year : <b>2019</b>	<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2018-2023 Sem <b>2</b> Sub : Charakam Purvandha Adm Year : <b>2018</b>	<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2017-2022 Sem <b>3</b> Sub : Charakam Utharandha Adm Year : <b>2017</b>
<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2017-2022 Sem <b>3</b> Sub : Charakam Utharandha Clinical Adm Year : <b>2017</b>	<b>Ayurvedacharya (B.A.M.S.) Degree Course</b> Batch : 2016-2021 Sem <b>4</b> Sub : Research Methodology and Statistics Adm Year : <b>2016</b>		

### BAMS - 2019-2024 - S1 Padardha Vigyan

Home > Academics > My subject > BAMS - 2019-2024 - S1 Padardha Vigyan

Exams Attendance Subject Proposed Plan Subject Actual Coverage Assignments Final Internals Learning Materials

The first component to be included in my subject is ***Exam.***

#### **A.Create exam group first.**

The exam group should be created in accordance with the examinations conducted for each course.















After creating the exam group, create exam. The faculty, the exam is created under the selected subjects. Create an exam as shown in the table.

#### Exams - BAMS - 2019-2020 - S1 Padardha Vigyan

Select the exam group, enter the Max Score, Pass Score and exam date and then click the Create button.



Exams						
<div> Show 10 rows Copy Excel CSV PDF </div> <div>Search: <input type="text"/></div>						
Sl.No	Exam Group Name	Exam Group Category	Max Score	Pass Score	Date	Action
1	Mid Term	Term Exam	80	35	11/07/2019	<div>     </div>
2	Post Mid Term	Term Exam	80	35	23/10/2019	<div>     </div>
3	PRE MID TERM EXAM	Term Exam	80	35	07/08/2019	<div>     </div>
Showing 1 to 3 of 3 entries						<div> Previous 1 Next </div>

After creating the exam, assign students to the exam. Assign students to the exam by clicking the Assign Students button. Then click the exam result button and enter all the student marks.

There is another way to create an exam. However, not all faculties are allowed access to this option. This access is only provided to HOD or other responsible persons in the organization.

Academics >> Exam >> Create Exam

It enables you to create and view exams, and create exams group for any subject.

Similarly the features that we can see through the report option are as follows;

Academics>> Exam >> Reports

1.Exam result

2.Student exam Report

3.Exam covered by employee

4.Arrears list

5.Exam toppers

6.Ranking.

B .The next component of my subject is attendance.

Attendance marking depends on your time table, so create a time table first.



To create time table,

Academics >> Time table >> Create time table

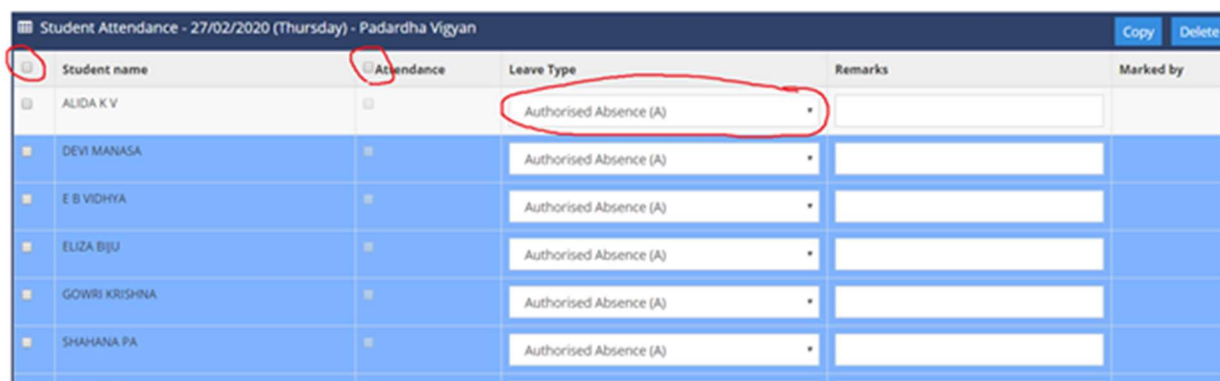
Use the time table type specified in the institution. You can set the time table in 3 ways

*Date, Period and default.* Select the appropriate time table type and set the time table.

*Then Mark the attendance on period basis*

It can be used for making attendance of students with full automation. Students absent report can be sent to parents by sms/Email. You can generate customized reports of absence/Present of particular students Monthly wise, Term wise, etc...

Click the attendance and select the date and period then comes the list of the students in the class. Mark the student's attendance.



Student name	Attendance	Leave Type	Remarks	Marked by
ALIDA K V	<input type="checkbox"/>	Authorised Absence (A)		
DEVI MANASA	<input checked="" type="checkbox"/>	Authorised Absence (A)		
E B VIDHYA	<input checked="" type="checkbox"/>	Authorised Absence (A)		
ELIZA BIJU	<input checked="" type="checkbox"/>	Authorised Absence (A)		
GOWRI KRISHNA	<input checked="" type="checkbox"/>	Authorised Absence (A)		
SHAHANA PA	<input checked="" type="checkbox"/>	Authorised Absence (A)		

First to tick the student name then attendance and then if they absent un-tick the attendance and select the leave type of authorized and unauthorized if you need marks remarks also.

There is another way to mark attendance. My subject option describes how a faculty can mark attendance under a particular subject. But using this attendance option can mark attendance for any subject at any period. Access to its provided by HOD or the institute special responsible person.

Academics >> Attendance >> Attendance



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Other features included in the attendance option are shown below,

1. Time table based attendance

2. Subject based attendance

3. Attendance report.

2. Student attendance report.

3. Attendance time report.

4. Students absent report.

5. Monthly attendance report

6. Attendance section

7. Possible to mark student leave- HOD has access to it.

8. Attendance monitoring

9. Attendance MarkMonitor

10. Students Medical Leave



### C. Next element is subject plan.

The college university provides a subject plan for each course. That subject plan is to be added here.

First create the module name and then add the subject description, objectives, hour, date, mode of instruction and teaching pedagogy. According to your convenience, you can add data by individual module and bulk upload topic.

For Individual Creation,

Topics								
Session .No	Module	Topic	Objectives	Description	Hour	Date	Mode of Instruction	Teaching Pedagogy
✕ 1	Sele			1		Select Some Opt	Select Some Options	

[Add More](#)

For Bulk uploading,

### Import Subject Proposed Plan

CSV File

Choose File

No file chosen

Import

Bulk upload

#### D. Subject actual coverage.

This is used to know the status of each topic. This will determine whether the topics are completed or not, according to a proposal from the university.

First to click the subject actual plan and then click the add actual plan

Exams

Attendance

Subject Proposed Plan

Subject Actual Coverage

Assignments

Final Internals

Learning Materials

Add Actual Plan



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Add Actual Plan

×

Module

Select Module

▼

Topic

Select Some Options

Date

Hour

Status

Select Status

▼

Description

Add

Then select the module, topics, date, hours and status to be completely covered, not covered, and partially covered

E. Then the next component of my subject is Assignment.

Create Assignment Name by clicking on assignments.

Create Assignment - Medical Surgical Nursing Including Geriatric Nursing II

×

Submit Type

Direct

▼

Assignment Group

Select Group

▼

Assignment Topic

Description

Maximum Score

Deadline


Create

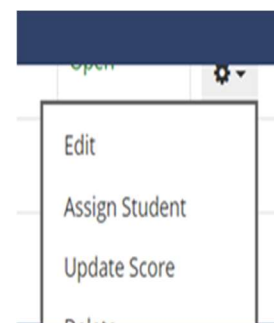




Select Submission Type Direct / Online, and then add Subject, Description Maximum Score and dead Line. After creating the assignment name, assign students to the action button and update the score.

Create Assignment

Assignments								
Sl.No	Assignment Group	Topic	Added Date	Maximum Score	Deadline	Type	Status	Action
1	Assignment II	topic 2	20/02/2020		19/02/2020	direct	Open	



#### F. Next component of my subject is Final Internal Score

Similarly, before creating the final internal score, set the rule first. As the rule sets, it is possible to see the final internal score mark.

Academics >> Exam >> Final Internal Marks >> Generate Final Internal Rule



Generate Final Internal Rule

Assignment

Sl.No	Assignment Group	Max Score	Convert To	
1	Select			+
Total				

Internal Exam

Sl.No	Exam Group	Max Score	Convert To	
1	Select			+
Total				

Attendance

Max score

Sl.No	Percentage From	Percentage To	Score	
1				+

Extra Parameters

Sl.No	Parameter Name	Max Score	Convert To	
1				+
Total				

Add More

Save Rule

G. Then the next component of my subject is Learning Materials.

The Learning Material option is used to upload and save files or tags related to modules and topics. Click the add learning material button to upload the Learning material. After setting the module name, topic, and title in the opening dialog box, you can upload the required file or link.



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Exams Attendance Subject Proposed Plan Subject Actual Coverage Assignments Final Internals Learning Materials

Add Learning Material

Learning Materials

Add Learning Material

Module

Select Module

Module Topic (optional)

Select Topic

Category

Select Category

Title

Type

File

File

Choose File No file chosen

Tags (Comma Separated)

Description

Close

Save

### 3.Upload Leaf Proof

This option is used only for students to upload their leaves.

Academics >> Upload Leave Proof

After submitting the 'from date' and 'to date', upload the leave proof.



## Upload Student Leave Proof

Home > Academic > Upload student leave proof

### Student Leave Upload


Institute  
Ixian Higher Secondary School

Admission Year  
2019-2020

Student Name / Adm.No  
ABHIJITH S THAMPY - 3618

View

### Student Details

 **Abhijith S Thampy**  
3618  
Ixian Higher Secondary School  
Eighth - Section A  
9048619399 | abhijith@campuz7.in

### Upload Leave Proof

From Date  
To Date

Leave Proof  
Choose File | No file chosen

Upload

## 4.Staff Rating

This option is used to rate staff for each students . To rate ,you need to set the criterion first

Academics >> Staff rating >> Criterion

### Rating Criterion

Institute  
Ixian Institute of Information Technology

View

### Create Rating Criteria

Institute  
Ixian Institute of Information Technology

Criteria

Criteria Type  
Objective

Go

Type criteria ,give criteria type objective or descriptive and go.Then set the rating time

Academics >> Staff rating >> Rating time



## Staff Rating Time

Home > Academics > Rating Time

### Create Rating Time

Institute  
brian Institute of Information Technology

Admission Year  
2019

Batch  
BAVA 2019-2022

Course  
B A Visual Arts (Interior Design)

Sem/Year  
1

Go

### Add Rating Time

Name

From Date  
30/03/2020

To Date  
30/03/2020

Add

Add a rating name to it. For example, If the rating is monthly the name is January rating, February Rating, etc.. 'From date' and 'to date' shows the period for rating the students. After entering the date and add rating time. Then you can view the result.

### 5.Term Internal score/Co-scholastic grading

Usually this option is required only at the school level. The internal marks are divided into different heads according to the directions from the Examination Board. This option is used to display its score or grade.



## Certificates Module

Using the Certificate Module helps students maintain and manage their previous certificates. It allows you to automate generation of all kinds of certificate needed by the school. You can generate all kinds of certificate which are 100% customizable for students like bona fide certificates, Transfer certificate etc. This module also helps you save as certificate files.

## 1. Batch Certificate

Certificate list should be prepared first.

Certificates >> Batch certificates >> Certificate List

Thereafter, Certificates are to be assigned to each batch.

Certificate >> Batch certificates >> Batch certificates

**Batch Certificates**

Institute

Ixian Institute of Information Technology

Admission Year

All Admission Year

Course

All Course

Batch

Select Batch

Go

**Certificates**

Certificates	
10th Certificate	<input checked="" type="checkbox"/>
Degree Mark List	<input checked="" type="checkbox"/>
Consolidated Mark List	<input checked="" type="checkbox"/>
Transfer Certificate	<input checked="" type="checkbox"/>
PG Certificate	<input checked="" type="checkbox"/>
Conduct Certificate	<input checked="" type="checkbox"/>
Qualifying Certificate	<input checked="" type="checkbox"/>
Provisional Certificate	<input type="checkbox"/>
PG Mark List	<input type="checkbox"/>

update



## 2. Certificate submission

Then mark the certificate status of each student, for that select certificate >> Certificate submission

Certificate	Date	Copies Required	Submitted	Copy Submitted Count	Certificate No	Upload Certificate	Remarks	Received by	
<input checked="" type="checkbox"/> 10th Certificate	<input type="text"/>	<input type="text" value="1"/>	<div><div></div><input checked="" type="checkbox"/></div>	<input type="text" value="1"/>	<input type="text"/>	10th Certificate <input type="text" value="Select file"/> <input type="button" value="upload"/>	<input type="text"/>	<input type="text" value="Select One"/>	<input type="button" value="Return"/>
<input checked="" type="checkbox"/> Degree Mark List	<input type="text"/>	<input type="text" value="1"/>	<div><div></div><input checked="" type="checkbox"/></div>	<input type="text" value="1"/>	<input type="text"/>	Degree Mark List <input type="text" value="Select file"/> <input type="button" value="upload"/>	<input type="text"/>	<input type="text" value="Select One"/>	<input type="button" value="Return"/>
<input checked="" type="checkbox"/> Consolidated Mark List	<input type="text"/>	<input type="text" value="1"/>	<div><div></div><input type="checkbox"/></div>	<input type="text"/>	<input type="text"/>	Consolidated Mark List <input type="text" value="Select file"/> <input type="button" value="upload"/>	<input type="text"/>	<input type="text" value="Select One"/>	
<input checked="" type="checkbox"/> Transfer Certificate	<input type="text"/>	<input type="text" value="1"/>	<div><div></div><input checked="" type="checkbox"/></div>	<input type="text" value="1"/>	<input type="text"/>	Transfer Certificate <input type="text" value="Select file"/> <input type="button" value="upload"/>	<input type="text"/>	<input type="text" value="Select One"/>	<input type="button" value="Return"/>
<input checked="" type="checkbox"/> PG Certificate	<input type="text"/>	<input type="text" value="1"/>	<div><div></div><input type="checkbox"/></div>	<input type="text"/>	<input type="text"/>	PG Certificate <input type="text" value="Select file"/> <input type="button" value="upload"/>	<input type="text"/>	<input type="text" value="Select One"/>	

Tick the submitted certificates column and also enters the certificate number and Remarks after that save the data. It is also possible to upload the certificate copy.

## 3. Certificate Bins

## 4. Generate Certificates

This function is used to generate and view transfer certificate and Conduct certificate. This way you can easily generate the certificate and print it to the students.

Certificate >> Generate certificate>> Transfer certificate/Course and conduct certificate.

## 5. Courier Tracking

## 6. Reports





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It helps to view a different type of customized report like certificate report, Pending Report and due reports.

## **Students Module**

Students Module allows you to carry out registration and admission of new and old students easily. Student Module allows you to make a list of students studying the school throughout the year and add and edit their details. It allows you to search for students of a particular course, batch, class etc...

### **1. Admission**

Admission is the first function in the student's module. All basic information must be filled in on this admission form when a student is admitted.

Students >> Admission

If the students data is added Individually You must first create the Religion, cast and community.

Students>> Settings >> Religion/castes/ communities

Student's data can be uploaded in bulk.

Students>> Settings>> Import students

Download the template first then fill in the template and upload it.

### **2. Student List**



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Details of all admitted students can be viewed through the student's list. Student's details can be listed and printed as we need.

Students >> Students list

If you ever want to make changes to the student details, use the Edit option in the student list .Similarly many functions can be done directly with this action button.

### 3. Student Profile

This function is used to individually view the profile of each student.

Students >> Students profile

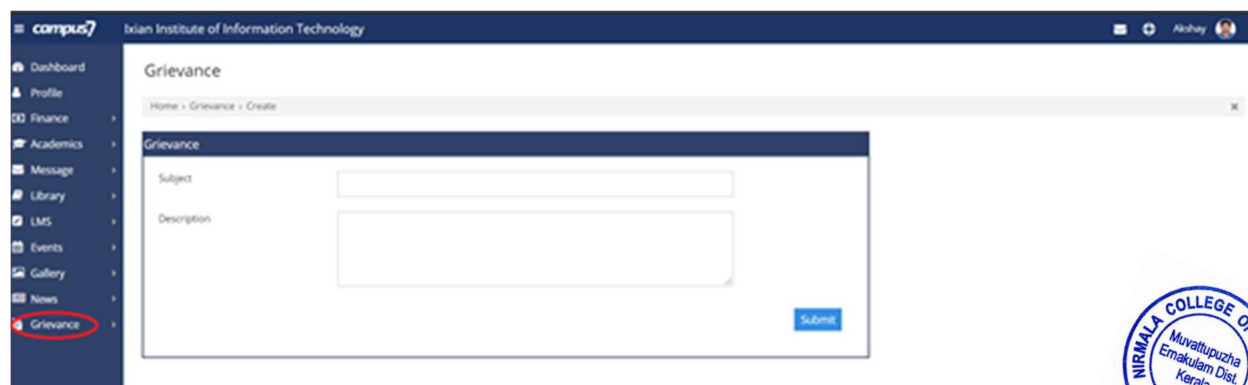
### 4. Student Report card

This function allows us to view and print the report card. We can generate the report card as we want. The report card can be created as individual and batch. Marks must be assigned to each term / session before creating a report card. It can create the report card design we need. Before creating a report card, you will need to create exam and enter the marks. The academic module describes how to give marks.

Students >> Students Report card

### 5.Student grievance

This function is used to view student's complaints.



The screenshot shows a web application interface for a student grievance system. The header includes the 'campus7' logo and the text 'Brian Institute of Information Technology'. A user profile 'Anshay' is visible in the top right. A left sidebar contains a menu with items like Dashboard, Profile, Finance, Academics, Message, Library, LMS, Events, Gallery, News, and Grievance (which is highlighted with a red circle). The main content area is titled 'Grievance' and shows a breadcrumb trail 'Home > Grievance > Create'. Below this is a form with two input fields: 'Subject' and 'Description'. A blue 'Submit' button is located at the bottom right of the form. In the bottom right corner of the page, there is a circular blue stamp that reads 'NIRMALA COLLEGE OF PHARMACY, Muvattupuzha, Ernakulam Dist., Kerala'.

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Students are given an option called grievance in their profile. It can submit complaints.

## **6.Student ID Card**

It provides automatic generation of ID Cards with a single click. It can generate id cards of the students as per your school needs and design. You can customize the school ID card design for you school. Using these facility there would be no need of manually entering students and staff details for all the ID card.

First, design and upload the front and back of the ID card.

Students >> Settings >>> ID Card template

The id card can be generated and printed only after the id card has been set.

Students>> Student ID card

Now ID card print can be taken as an Individual or group.

## **7. Student House/Student club**

Student's house and students clubs are usually needed at the school level. It enables the students to create a house name and club name and assign it to the students.

Students >> Students house /Students Club

First create the student's house name and the student's club name, then assign the club name and house name to the student.

Students >> Bulk Edit

## **8.Bulk Edit**

Bulk edit is used to edit the data of a group of students or a batch of students.



---

Students >> Bulk edit >> Students Bulk edit/Bulk batch edit

## **9.Student Transfer**

This function is used to transfer a student or group of students from one batch to another batch.

To transfer the Individual student

Students>> Student Transfer >>Student transfer

To transfer a batch of students or group of students

Students>> Students Transfer >> Students Bulk transfer

The transfer list function allows you to transfer and view the student list.

## **10.Leave**

Students can apply for leave online.

## **11.Reports**

This function helps to take the demography report and sibling's report of a batch wise or class wise student.

For taking students demography list

Reports >> Student demography

For taking siblings Report

Reports >> Siblings



---

## **Transport Module**

### Vehicles

First to create the vehicle name and add all the details about each vehicle.

Transport >> Vehicle >> Create Vehicle



## Create Vehicles

Home > Transport > Vehicles > Create Vehicles

### Add New Vehicle

Institute Ixiian Institute of Information Technology		
Vehicle Type Select Type	Vehicle Ownership Select Type	Driver Select Driver
Vehicle Model	Registration Number	Capacity
Permit Due Date	Tax Due Date	Insurance Due Date
Pollution Due Date	Fitness Due Date	Service Due Date
Vehicle Number	IMEI	Status Active <input checked="" type="radio"/> Inactive <input type="radio"/>
<input type="button" value="Add"/>		

Enter all the Information and click the add button. In order to enter the driver name selection box, First you need to create the driver name in the HR module.

HR >> Employee >> Create Employee

Then take the list of categories of employees and tick the category of drivers.

HR>> Employee >> Employee category



## Employee Categories

Home > HR > Employee > Employee Categories

**Employee Category**  
Institute: Ixian Higher Secondary School  
[View](#)

**Create Category**  
Institute: Ixian Higher Secondary School  
Employee Category Name: Driver  
☐ Guest Faculty ☐ Counselor ☒ Driver  
[Add](#)

**Employee Categories**  
Show 10 rows | Copy | Excel | CSV | PDF | Search: 

Sl.No	Employee Category	
1	Administrative Officer	<a href="#">✖</a> <a href="#">✔</a>
2	Driver	<a href="#">✖</a> <a href="#">✔</a>
3	office in charge	<a href="#">✖</a> <a href="#">✔</a>
4	Principal	<a href="#">✖</a> <a href="#">✔</a>
5	Teacher	<a href="#">✖</a> <a href="#">✔</a>

Showing 1 to 5 of 5 entries | [Previous](#) | [Next](#)

After you have added all the vehicles, take view vehicles to see the total details.

Transport >> Vehicle >> View Vehicle

Similarly ,all vehicle related expenses can be add to it

Transport >> Vehicle >> Vehicle Expenses

## Add Vehicle Expenses

Home > Transport > Vehicles > Add Vehicle Expenses

**Add Vehicle Expense**  
Institute: Ixian Institute of Information Technology  
Vehicle Type: Select Type | Vehicle: Select Vehicle | Expense Type: Select Type  
Date:  | Kilometres:   
Amount:  | Payment Account: Select One | Category: Select Head  
Remark:   
[Add](#)

After creating the vehicle, follow the steps below and add the rest of the information.





1. Create the area where each vehicle is going.

Transport >>Setting >> Create area

#### Route Area

Home > Transport > Settings > Create Area

**Areas**  
Institute: Ixian Higher Secondary School  
View

**Add New Area**  
Institute: Ixian Higher Secondary School  
**Area Name**  
  
Add

**Route Areas**  
Show 10 rows Copy Excel CSV PDF Search:  

Sl no.	Area Name	
1	ALLVA	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	ANGAMALY	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	EDAPPALLY	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	KALAMASSERY	<input checked="" type="checkbox"/> <input type="checkbox"/>
5	PALARIVATTOM	<input checked="" type="checkbox"/> <input type="checkbox"/>

  
Showing 1 to 5 of 5 entries Previous 1 Next

2. Next to create the Route.

Transport >>Setting >> Route >> creates Route

#### Route

Home > Transport > Settings > Create Routes

**Routes**  
Institute: Ixian Higher Secondary School  
Route Area: All  
View

**Add New Route**  
Institute: Ixian Higher Secondary School  
Route Area: Select Area  
**Route Name**  
  
Distance:   
Route Number:   
Add

**Routes**  

Sl no.	Route Name	Distance	Route Number	
1	Palarivattom	32 Both sides	1	<input checked="" type="checkbox"/> <input type="checkbox"/>
2	Pathadipalam	40	2	<input checked="" type="checkbox"/> <input type="checkbox"/>
3	HMT	27	3	<input checked="" type="checkbox"/> <input type="checkbox"/>
4	Avanatikod	26	4	<input checked="" type="checkbox"/> <input type="checkbox"/>
5	Angamaly	20	5	<input checked="" type="checkbox"/> <input type="checkbox"/>
6	Mekkad	28	6	<input checked="" type="checkbox"/> <input type="checkbox"/>

Select the route area then creates the route name, distance and route number.



3. Then create pickup points. Create a pickup point under route and also add distance.

Transport >> Settings >> pickup points.

Pickup Points

Home > Transport > Settings > Create Pickup Points

**Pickup Points**

Institute: Brian Higher Secondary School

[View](#)

**Pickup Points**

Show 10 rows Copy Excel CSV PDF Search:

no.	Point Name	Route	Distance	Fee Amount	
	AVANAMCODE	Pathadipalam		8500	<a href="#">✓</a> <a href="#">✗</a> <a href="#">✕</a> <a href="#">+</a>
	ELLUTHODE	Mekkad		7500	<a href="#">✓</a> <a href="#">✗</a> <a href="#">✕</a> <a href="#">+</a>
	KANJIRAKKAD	Palarivattom		10000	<a href="#">✓</a> <a href="#">✗</a> <a href="#">✕</a> <a href="#">+</a>
	KODANAD	Palarivattom, Pathadipalam		8000	<a href="#">✓</a> <a href="#">✗</a> <a href="#">✕</a> <a href="#">+</a>

**Add New Pickup Point**

Institute: Brian Higher Secondary School

Route: Select Some Options

**Pickup Point Name**

Distance

[Add](#)

4. Then assign each vehicle to pick up points.

Transport >> settings >> Route >> Assign Vehicle

Select each route and assign each vehicle to that route

5. You should also mark whether students are using the transportation when uploading student data. If no data is provided, use Bulk Edit and mark students using batch-wise transport.

Students >> Bulk edit >> Students Bulk edit.

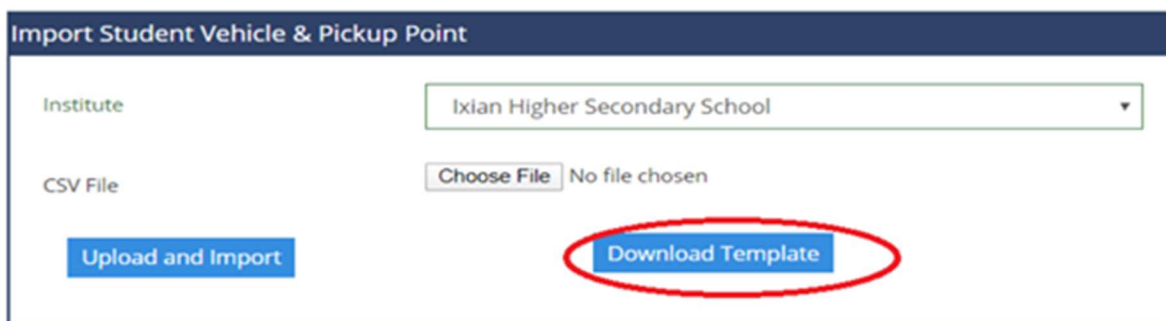
6. Import student vehicle and pickup point

Transport >> Student Import student Vehicle and Pickup points



## Import Student Vehicle & Pickup Point

Home > Transport > Student > Import Student Vehicle & Pickup Point



After downloading the template, upload student's details and pickup points.

7. Assure each student that the vehicle and pickup points are uploaded exactly as per the template then set the transport fee.

In the finance Module, Set the fee category and create fee name and upload batch fees and students fee payments.

a. Create fee category (Transport fee)

Finance >> Fee >> Fee category

b. Create Fee name under fee category (ex: Installment 1, Installment 2, etc..)

Finance >> Fee >> Fees

After creating the fee category and the fee name, the students' fees must be set. Fees can be set for both bulk and individual.

For bulk uploading,

c. Import batch fee

Finance >> Imports >> Import batch fee



d. Import student fee payments.

Finance>> Imports>> Students Fee payments

For Individual Creation,

Transport >> Student >> Transport Fee

#### Transportation Fee

Home > Transport > Student > Transportation Fee

Student	Vehicle Assigned Details										
<p>Institute Ixian Higher Secondary School</p> <p>Admission Year 2019-2020</p> <p>Student Name / Adm.No ABHJITH S THAMPY - 3618</p> <p>Go</p>	<table><tr><td>Area Name</td><td>PALARIVATTOM</td></tr><tr><td>Route Name</td><td>Palarivattom</td></tr><tr><td>Pickup Point</td><td>KANJIRAKKAD</td></tr><tr><td>Fee Amount</td><td>10000</td></tr><tr><td>Vehicle No.</td><td>1</td></tr></table>	Area Name	PALARIVATTOM	Route Name	Palarivattom	Pickup Point	KANJIRAKKAD	Fee Amount	10000	Vehicle No.	1
Area Name	PALARIVATTOM										
Route Name	Palarivattom										
Pickup Point	KANJIRAKKAD										
Fee Amount	10000										
Vehicle No.	1										

Add New Student Fee

Fee Select fee	Amount 	
Fee Start Date 	Fee Due Date 	Fine Category Select Fine
Create Fee		

You can set the fee by adding the fee category, fee name and fee amount.

#### Students List

It allows you to see the list of students by route name or vehicle number.

Transport>> Student List

#### Vehicle Tracking

It helps to know how far our vehicle has traveled and how many kilometers it has travelled and where is the vehicle is now .

#### Live Location



---

### **LMS(Learning Management System) Module**

This module helps you conduct tests and Assignments online for students. To start off you create and organize question banks consisting of questions relating to different subjects and topics.

Faculties post the assignments online with necessary documents and files and guide the students for the Assignments. Students can view the Assignments assigned to them along with the necessary documents submitted by the teachers from their desk..

#### **1.Assignments**

Create Assignment Name by clicking on assignments.

LMS>>Assignments



### Assignment

Institute  
Sree Sarada Vidyalaya Senior Secondary School

Batch year  
2020 - 2021

Course  
SIXTH

Batch  
SECTION A

Sem/Year  
1

Subject  
Maths

Go

### Create Assignment

Submission Type  
Direct

Assignment Group  
Select Group

Assignment Topic

File  
Choose File No file chosen

Description

Maximum Score

Schedule Date

Schedule Time  
--:-- --

Deadline Date

Deadline Time  
--:-- --

☐ Allow late submission

Create

You must first select the course batch and subject. It is after that the assignment must be created.

Select Submission Type Direct / Online, and then set Assignment group ,topic, Description Maximum Score,scheduled date,scheduled time, deadline date and deadline time.If you allow late submission, tick the box below then create the assignment.

Create Assignment

Sl.No	Assignment Group	Topic	Added Date	Maximum Score	Deadline	Type	Status	Action
1	Assignment II	topic 2	20/02/2020		19/02/2020	direct	Open	

Open

Edit

Assign Student

Update Score

Delete



## 2.Learning Materials

The Learning Material option is used to upload and save files or tags related to modules and topics.

First to create the Assignment category

LMS >> Learning Material >> Categories.

Categories

Home > LMS > Learning Materials > Categories

**Categories**

Institute:

[View](#)

**Create Category**

Institute:

Category Name

[Create](#)

**Categories**

Show 10 rows Copy Excel CSV PDF Search:

Sl no.	Category Name	Actions
1	Module - 6	<a href="#">✓</a> <a href="#">✗</a>
2	Module-1	<a href="#">✓</a> <a href="#">✗</a>
3	Module-2	<a href="#">✓</a> <a href="#">✗</a>
4	Module-3	<a href="#">✓</a> <a href="#">✗</a>
5	Module-4	<a href="#">✓</a> <a href="#">✗</a>
6	Module-5	<a href="#">✓</a> <a href="#">✗</a>

Showing 1 to 6 of 6 entries Previous 1 Next

Then create and upload the learning Materials





## Learning Materials

Home > LMS > Learning Materials > Create

**Create Learning Materials**

Institute

Ixian Institute of Information Technology

Type

File

Title

Categories

Select category

Tags ( Comma Separated )

File

Choose File

No file chosen

Description

Assign To

Course

Select Course

Batch

Select Batch

Semester

Select Semester

Add

Create

LMS >> Learning Material >> Create

First, select the material type file or tag. Enter the title name and category in the opening dialog box, and then upload the required file or link. Then created the material assigned to the required course and batch.



## Learning Materials

Home > LMS > Learning Materials > Create

**Create Learning Materials**

Institute

Indian Institute of Information Technology

Type

File

Title

Categories

Select category

Tags ( Comma Separated )

File

Choose File No file chosen

Description

Assign To

Course

Select Course

Batch

Select Batch

Semester

Select Semester

Add

Create

### 3.Online Exam

## Message Module

This Module allows you to send a lot of Email/sms/Notifications is just one click to Institution ,Course , Batch, Individual Staff, Individual Student, Parent , and Custom Number .

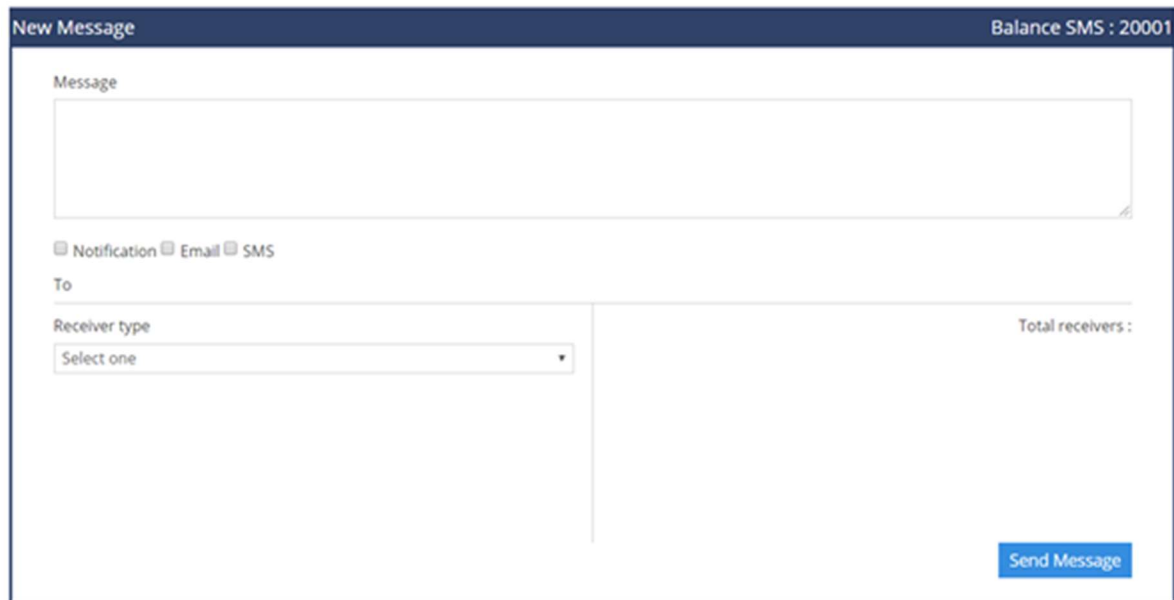
Automated Emails/Sms can be sent to parents regarding complaints against his wards exam result, absence of their wards or any misbehavior etc..



---

## 1.Compose

Message >> Compose



The screenshot shows a 'New Message' window with a dark blue header bar. The header contains the text 'New Message' on the left and 'Balance SMS : 20001' on the right. Below the header is a large text area labeled 'Message'. Underneath the text area are three checkboxes: 'Notification', 'Email', and 'SMS'. Below these is a 'To' section with a 'Receiver type' dropdown menu showing 'Select one' and a 'Total receivers :' label. A blue 'Send Message' button is located at the bottom right of the form.

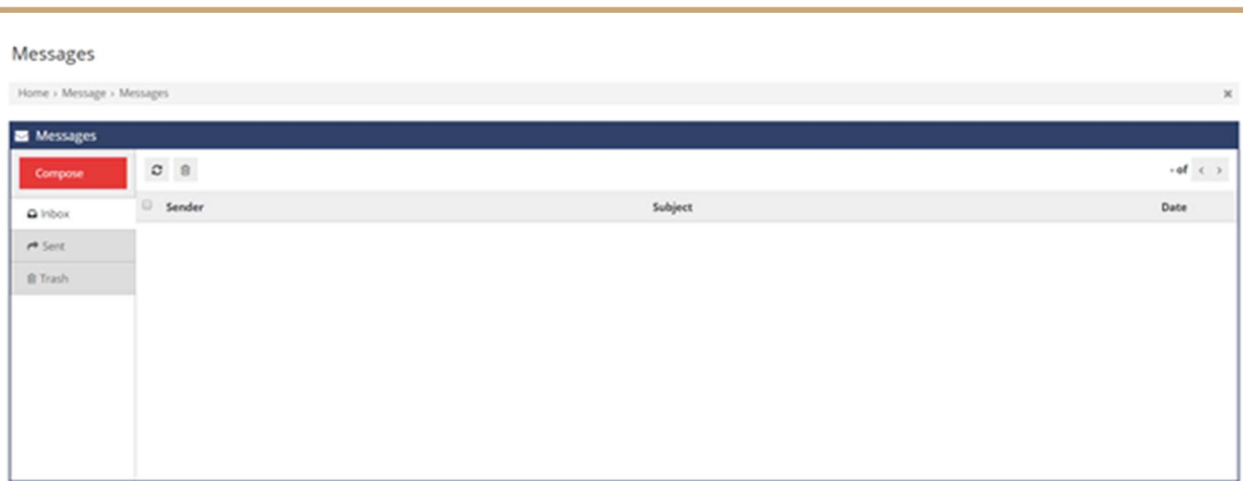
First, Type the content in the message box. To send the content as SMS, tick the SMS or send it to email or notification and click on it. Then select the receiver type and send a message.

## 2.Inbox

This function allows you to view the list of total messages received and sent. Similarly you can create message by sending compose in the inbox.

Message >> Inbox





### 3.Sent Message

The SMS details we sent are known through the sent message. From this you can easily find the total number of messages sent and to which number the messages were sent.

### 4.SMS Template

SMS template is used to set up the message we want to send.

#### Message Template

Home > Message > Message Template

Message Template

Institute

Ixian Higher Secondary School

View

Message

Show 10 rows Copy Excel CSV PDF Search:

Sl.No	Template Name	Message
1	Initial	Dear candidate, Welcome from IxIAN. Thanks for your enquiry. Our admission coordinator shall contact you soon

Showing 1 to 1 of 1 entries Previous 1 Next

Add Message

Institute

Select Institute

Template Name

Message Content

Add

#### Message >> SMS Template

Enter the template name first, type the content and click the add button.

### 5.Message Group



---

## Leads

Students Leads is an online marketplace for Students Database Generation and Education Lead Management. Student lead is the identification of student. This step represents the first stage of an education sales process.

### 1. Create Lead

The first step for this module is to create leads. This should include all student enquirers who come in contact with the course at the institution.

Create the source, stage, life cycle, and response in the settings before creating the lead.

Lead >> Setting >> Source/Stage/Life cycle/Response

Leads >> Create Leads



Create Student Lead

Institute

Ixian Higher Secondary School

Course Category

Select Category

University/Board

Select One

Course

Select Course

Admission Year

2020

Name

Mobile Number

Land Phone Number

Email ID

Address Line1

Address Line2

City

Pincode

Parent Name

Parent Mobile Number

Create Date

21/04/2020

Next Follow up Date

23/04/2020

Date of Birth

Gender

☒ Male
 ☐ Female

Tags (Comma Separated)

Data Source

Select Data Source

+

Stage

Select Stage

+

Life Cycle

Select Life Cycle

+

☒ Exam Appeared
 ☐ Not Appeared

Exams

Select One

score

Composite

Percentile Below

Lead Owner

Select Counselor

Remarks

Add

Datas can be upload in Bulk

Download the template first then fill in the template and upload it.

Import Student Lead

Institute

Select Institute

Excel File

Choose File

No file chosen

Upload and import student

Download Template




## 2.View Leads

Details of all students' leads can be viewed through the students list.

Leads >> View Leads



If you ever want to make changes to the leads details, use the Edit option in the leads list .Similarly many functions can be done directly with this action button.

Leads						
Show 10 rows	Copy	Excel	CSV	PDF	Search: <input type="text"/>	
Sl.No	Date	Name	Mobile No.	Current Stage	Life Cycle	Lead Owner
1	01/04/2020	Amrutha K M	9544341216	INITIAL	Interested	
2	01/04/2020	Goury P K	9565473215	INITIAL		
3	01/04/2020	Karthik Raju	9945121415	INITIAL		
4	01/04/2020	Gayathri Arun	9747454545	Initial		
5	01/04/2020	Aswathy Krishna	9997858687	Initial		
6	01/04/2020	Ameliya PS	9544341455	Initial		

- View Lead Profile
- Admission
- Walk in
- Edit
- Delete

You can view the lead profile and convert the lead into admission or walk-in using the action button on the View Lead.

### 3.Walk in

With this function, the lead can be added to the direct walk in

Leads >> Walk in >> Create

### 4.Message

### 5.Reports

