

PROJECT REPORT

ACADEMY MANAGEMENT SYSTEM

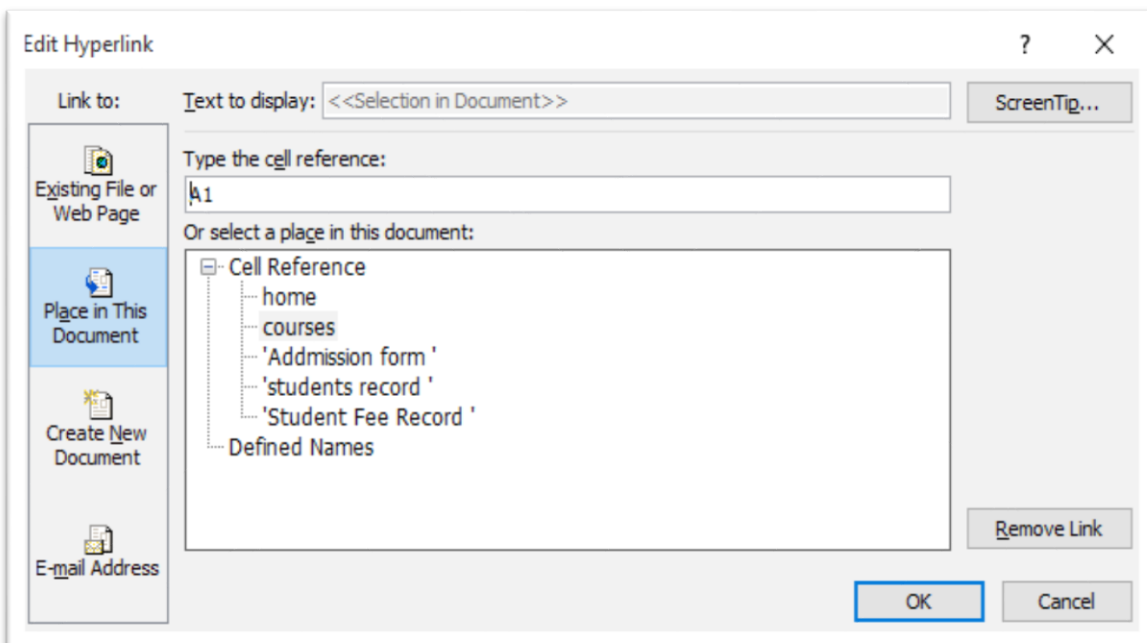
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Introduction:

Management system is set of processes and policies designed to achieve objectives of any institution. This management system focuses on **different features of excel** which we can use to make something progressive and useful. In this system we use different formulas to calculate fees of different students with different courses. In courses detail we declare all the courses and their fees and duration simply. Then there comes admission form in which new student must fill his data including name, father name, course detail and many more. **Serial numbers** are also created automatically by using the plus sign as moving below the column. There is also student fee record in which there is whole information about student whole fees with installments.

Working:

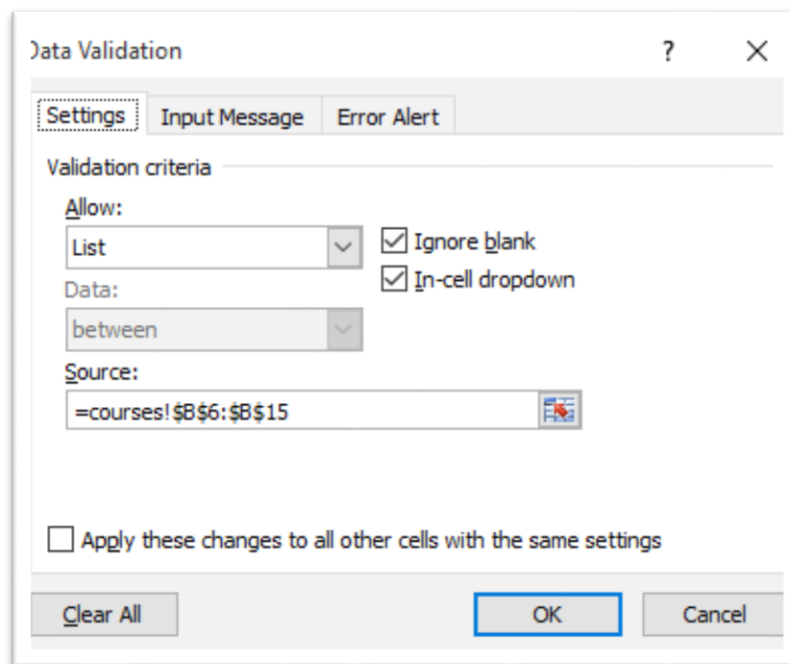
There is a **home page** which shows different options like Courses, Admission form, student fee record and student record. By clicking on any of this button we go in further details and options. These sheets are connected to each other by **hyperlink**.



The procedure of creating hyperlink is that left click on the cell you want to connect to the certain page.

The 2nd sheet of excel shows the page on which **courses** names are available along with their duration and course fee. There are 10 different courses shown in addition with their duration of that course and respective fee.

After that here comes **admission form**, this option give students a form in which they fills their information like CNIC no. , Father name, City, Date of birth, Course name etc. Then there is a section for office use in which account department of institution fill the course fee, discount and total fees. After filling whole form simply fill the student information in student record. In this excel sheet we further use **data validation** in course fee, course name and duration of course so that it becomes easy for the student and office management department to choose from the given options. A **formula** is also used to total the fee automatically whenever anyone enters the course fee or discount.



There is **student record** which gives the institute whole detail about the student date of admission, course detail, total fee, and discount allotted and contact number. In this excel sheet, data validation is used along with some formulas.

Next excel sheet is about **student fee record** in which there is whole summary about student fee installment, how much money has paid and how much

installment is left. First installment is half of the total of registration and course fee and second installment is another half. After filling the option of paid installment, it will automatically tell how much payment is left.

Conclusion:

This system is very useful in keeping record about different courses of different students in schools, colleges, universities or just like this in academies. This system makes work of accountant staff easy to keep data about students like how many students are studying in that institution and which courses they are studying along with their fees dues. This system also gives date of their admission which helps staff to find out when they appear in their classes and for how long. Through receipt number of their fees it is easy for any institution to find their fee details. So, in short it is very useful in keeping information regarding courses and fee detail.
