Concordia School Management System

Confirmation & Requirements Document

Confirm These Modules

1. Admission Inquiry

- Pre-admission inquiry form (student, father details, program interest, etc.)
- Inquiry tracking and follow-up
- If approved → leads to **Admission**

2. Admission

- Admission forms per program/class
- Merit list generation
- Admission approval and cancellation
- Student ID card generation

3. Attendance

- Subject-wise student and teacher attendance
- Attendance reports

4. Fee Management

- Fee structure by class/program
- Fee challan/slip generation
- Discounts, scholarships, fines
- All challans must be visible in the student profile and summed in total fees
- Fee tracking (paid, due)
- Auto-mark students as defaulters when dues cross the deadline (extendable by admin)

5. Result

- Exam creation and scheduling
- Marks entry
- Grading system
- GPA/Percentage calculations
- Report card / transcript generation

- Position holdings

6. Academics

- Program, class, and section setup
- Subject allocation
- Teacher-subject mapping
- Timetable creation

7. Configuration

- Institute name, logo, and branches setup
- User role management
- Create/update admins

8. HR Management

- Employee profiles
- Salary slip generation (similar to fee slips)
- Deduction from institute profit/revenue
- Leave and attendance tracking
- Designation and department management

9. Department Management

- Department creation and management
- Assign HODs and staff members
- Link departments with programs and assets

12. Finance Management

- Income and expense management
- Manual addition of income, donations, funding, or investment entries

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What I Need Now?

1. What **Grading System** do you follow in Concordia?

2. Does the **student/parent** also need to fill forms for inquiry, or are **admin/management staff** responsible for adding inquiries on behalf of students?

3. Will the app be required to **store images/files** (e.g., Student photo, Form-B, Father's CNIC, academic certificates, etc.)?

4. What are the **required documents for students** in each academic section?

    - Required documents for **BS**
    - Required documents for **FSc**

5. What are the **required documents for teacher enrollment** (e.g., degree copy, experience letter, etc.)?

6. What **Programs** do you offer for **BS** and **FSc**?

    - Provide their **detailed description**, including **subjects for each semester/year**.