

1.WHAT DO YOU UNDERSTAND BY MANAGE SUBJECT?

Management includes the activities of setting the strategy of an organization and coordinating the efforts and planning all though themselves. we have to plan everything and make sure that we are able to manage all subjects.

The study of management will provide you with the tools and skills needed to land leadership positions, head up your own company, as well as manage teams, individuals, and organizations effectively. Studying management will al

so position you for outstanding earning potential.

2.KEY FEATURES

a.Planning

Planning is the function of management that involves setting objectives and determining a course of action for achieving those objectives.

Planning requires that managers be aware of environmental conditions facing their organization and forecast future conditions. It also requires that managers be good decision makers.

b. Organizing

Organizing is the function of management that involves developing an organizationa structure and allocating human resources to ensure the accomplishment of objectives.

The structure of the organization is the framework within which effort is coordinated.

The structure is usually represented by an organization chart, which provides a graphic representation of the chain of command within an organization.

3.HABITS OF HIGHLY EFFECTIVE SUBJECT MANANGEMENT

-> Initiate a proper schedule.

-> Put time management first.

-> Recognize your weak points.

-> Get ready with your study notes.

-> Teach the lessons to someone else.

-> Solve Sample Papers and Attempt Mock.

Identify scoring sections. ...

Revision helps retain concepts.

4. HOW TO HANDLE WEEK SUBJECTS

Image result for how to manage subject

To sum up, here are important things to remember

Acceptance of current situation and future challenges makes life and weak subjects easier.

Stop Complaining about your weak subjects.

Grow Stronger than your Weak Subjects.

Set clear goals in order to achieve the target. ...

Do not give up on your weak subjects.

5. CONCLUSION

Management courses educate students how to make better decisions how to make decisions the right way. You also have a good understanding of what defines a good decision.

Basically, managing all subjects is not quite hard As a university student, I learn a lot of things. Except learning the courses in university, I learn playing the guitar and the piano, MMA, table tennis and programming. I think the key issue is that we should keep highly efficient in learning process.

VIEW ATTENDANCE REPORT

1. WHAT IS AN ATTENDANCE REPORT?

An attendance report is **a record of the attendance of the students or employees in a class or institution which will double as a comprehensive description of their performance.** It will include details such as the name of the student or employee, the days they have attended, the timeslots in which they were absent, class name, and the current attendance status of the student or teacher among other things. So, an attendance report is essentially an extension of the attendance sheet which can give all the stakeholders involved in the education system a deep insight into their performance as a result of this.

2. IMPORTANCE OF VIEW ATTENDANCE REPORT,

Attendance report are used to track student process and identify patterns of absenteeism they help teachers and administration identify students who may need assistance or intervention. Parents or guardians use to attendance report to monitor their child's progress and ensure they are attending school regularly.

2. HOW TO GENERATE AN ATTENDANCE REPORT?

Assuming you would like a step-by- step guide on how to generate an attendance report.

- a. Log into your account on the attendance software.
- b. Select the data range for which you want the report
- c. Choose what type of report you want the report.
- d. Select which fields you want to be include in the report - name employee ID, job title.
- e. Run the report and export it to a PDF or Excel file.

4.CONCLUSION ...

In the attendance management the outcome of hard work done for attendance report. it Is a software that helps the user to work with the

attendance fee update course update and message, etc. This software the reduce the amount of manual data entry and gives greater efficiency.

This attendance report is a solution of all problem related to the message, fee status, courses taken by the teachers and the student, etc.

Grade Management will apply assessment item weightings when calculating the grade.

If you have assessment results in an Excel spreadsheet (for example an Exam Scanning spreadsheet), you may need to use the External Marks Toolbar to transfer those marks into the Mark Centre, where they can be drawn into PeopleSoft.

The primary purpose of the grading system is to clearly, accurately, consistently, and fairly communicate learning progress and achievement to students, families, postsecondary institutions, and prospective employers

Grading in education is the process of applying standardized measurements for varying levels of achievements in a course. Grades can be assigned as letters (usually A through F), as a range (for example, 1 to 6), as a percentage, or as a number out of a possible total (often out of 100)

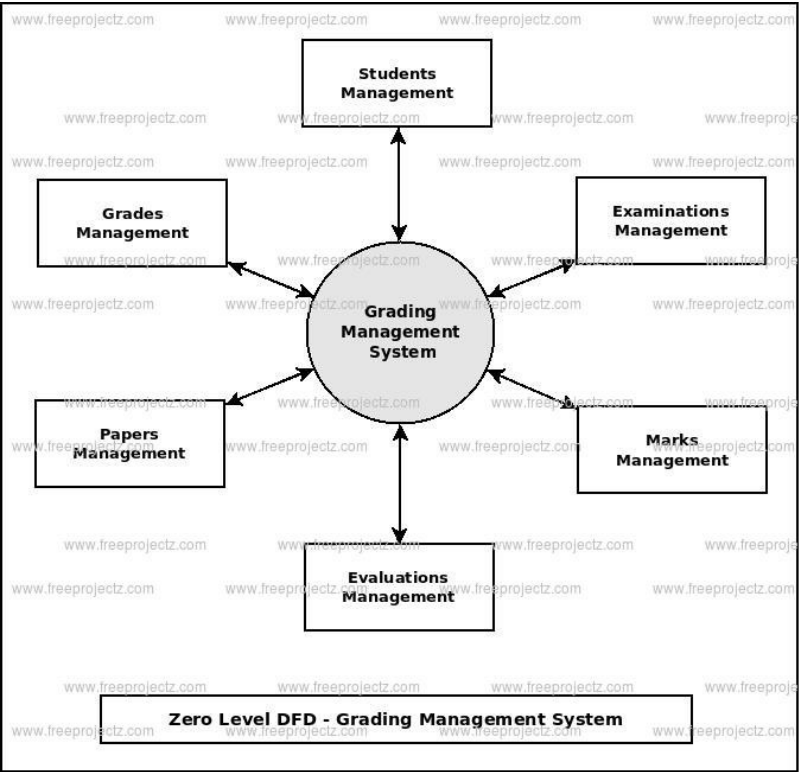
The threshold for a good mark depends on the school and the study grade, but on most occasions, 75 or higher is considered a good one.

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School Grading System.

Grade	Scale	Description
90–100	A	Excellent
75 – 89.99	B	Very good
60 – 74.99.	C	Good

40 – 59.99	D	Acceptable
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Online chat

Online chat refers to the use of internet-based chat applications to communicate with others in real-time. Online chat can take many forms, including one-on-one chats, group chats, and chat rooms. Chat applications can be accessed through web browsers, mobile apps or desktop clients.

Online chat has become a popular mode of communication for a wide range of purposes, including socializing, networking and collaboration. It offers advantages such as convenience, immediacy, and the ability to connect with people across distances and time zones.

Chat applications typically include features such as text messaging, emojis, file sharing and sometimes audio or video calling. Many chat applications also offer end-to-end encryption for added security and privacy.

While online chat can be a useful tool for communication and collaboration, it is important to be aware of potential risks such as cyberbullying, online harassment, and data breaches.

To mitigate these risks, users should take steps to protect their privacy and security and report any inappropriate behaviour to the appropriate authorities.

Online chat has become increasingly popular in recent years, with the rise of social media and messaging apps. Online chat offers a number of benefits, such as allowing people to connect with each other, facilitating group communication, and providing a convenient and low-pressure way to communicate with others. It can be used for customer service and support, as well as for educational or professional purposes.

However, online chat also has potential drawbacks, such as the potential for miscommunication due to the lack of nonverbal cues, the risk of privacy and security breaches and the potential for addiction or overuse.

Online chat has become a ubiquitous form of communication in the modern digital age, and its benefits and drawbacks continue to be studied and debated by researchers and users alike.

Marksheet Management

Marksheet management refers to the process of collecting, recording, and managing academic grades or marks of students in a school, college or university. This process involves creating, storing and retrieving student records as well as calculating and analyzing performance metrics for individual students, classes and the entire academic institutions.

Effective mark sheet management involves using appropriate tools and technologies to streamline the process, minimize errors and improve accuracy and efficiency. Some common tools used for mark sheet management include student information system, gradebook software, spreadsheets, and database management systems.

In addition to collecting and managing grades, mark sheet management also involves generating reports and transcripts for students. These reports typically include information such as student grades, attendance records and academic progress over time.

Effective mark sheet management is critical for ensuring accurate and timely reporting of student performance and for facilitating effective communication between students, teachers and academic institutions.

It is a critical process for schools, colleges, and universities as it enables them to keep track of student progress, evaluate academic performances and generate reports for students, teachers and parents.

There are several software solutions available that can assist in mark sheet management such as student information systems (SIS) and learning systems (LMS). These tools provide a centralized platform for recording and managing student data including data including marks, grades, attendance and other academic information.

Key features of mark sheet management software include:

1. AUTOMATED GRADING AND CALCULATIONS

The software can automatically calculate and grade the marks based on predefined rules, saving time for teachers and reducing errors.

2. REAL-TIME DATA ACCESS

Teachers students and parents can access the marks and grades in real time, allowing them to track progress and identify areas for improvement.

3 .Customizable reporting

The software can generate custom reports based on various parameters such as class,subject,student or time frame making it easier to analyze data and track progress.

4 .DATA SECURITY

The software can ensure the security of student data by providing role based access control and encryption,ensuring that only authorized users can access the data.

Overall, mark sheet management software can streamline the academic management process,improve data accuracy and security and enhance communication between teachers students and parents.

Notification management

A key component of a India Development school is notification management, which enables officials to quickly and effectively share vital details with teachers, parents, and students. The system's notification management system might have the following features:

1. Notifications that are able to be customised: The system should enable schools to deliver notifications that are customized to students, parents, or teachers.
2. Delivery options: Notifications can be delivered via SMS, email, push notification, or other communication channels.
3. Personalized alerts: The system should allow students, parents, and teachers to set up personalized alerts for specific events or activities, such as upcoming exams or school events.
4. Notifications and reminders: The system would have to send notifications and reminders for important dates like due dates for assignments, test dates, and school-related occasions.

5.Delivery scheduling: The platform should enable schools to schedule the delivery of notifications for a specific date and time.

6. Automated messages: Schools should be able to set up automatic notifications for routine contact, such as attendance and grade reports, through the system.

7. Insights: The system should provide information to schools in order to keep track of notification delivery and response rates, enabling schools to improve communication with partners.

8. Support for multiple languages: The system should support different languages so that every participant can understand and respond to notifications.

ATTENDANCE MANAGEMENT

WHAT IS THE MEANING OF ATTENDECNCE MANAGEMENT?

Attendance Management keeps track of your employee hours. It is the system you use to document the time your employees work and the time they take off. Attendance Management can be done by recording employee hours on paper, using spreadsheets, punching time cards, or using online attendance software for your company.

*ATTENDENCE –

The number of people who are present at an even or in a place such as school or church.

TRADITIONAL ATTENDANCE TRACKING METHODS AND TOOLS.

- Manual Recording. this is the most commonly used of maintaining the attendance record of employees.
- Excel spreadsheets.
- Biometric attendance devices.
- Attendance management software.
- Time Doctor.
- Time clock plus.
- Tsheets.

IMPORTANCE OF ATTENDANCE MANANAGEMENT

1. Tracking Employee performance.

One of the reasons why the attendance management system is important is because it help employers to check the overall performance of the employee.

2. Easy to process payroll.

In many large organizations, inaccurate records of attendance can result in spending more on overtime payments.

3.Help in calculating the rate of absenteeism.

Absenteeism rate calculation is important in sector where people work shifts. An employee attendance monitoring system helps in knowing the employee rate of absence.

CONCLUSION

The use of technology with cloud-based features enabled organizations to keep a complete track of employees' attendance. Once you understand the importance of the employee attendance management system.

GENERATE CURRENT BUDGET

1. WHAT IS CURRENT BUDGET?

Current budget means the annual operating and capital budget approved by council for the current fiscal year at which time purchases of goods and services are considered and approved.

2. WHAT IS BUDGET?

A budget is a plan you write down to decide how you will spend your money month. A budget helps you make sure you will have enough money every month. Without a budget, you might run out of money before your next paycheck. A budget shows you how much money you make.

3. HOW TO CREATE A BUDGET.

a. Calculate your net income

The foundation of an effective budget is your net income. That's your take-home pay total wages or salary minus deduction for taxes and employer-provided programs such as retirement plans and health insurance.

b. Track your spending

Once you know how much money you have coming in, the next step is to figure out where it's going. Tracking and categorizing your expenses can help you determine what

you are spending the most money on and where it might be easiest to save.

c. Set realistic goal

Before you sifting through the information you have tracked make a list of your short-and long-term financial goals.

d. Make a plan

This is where everything comes together: what you're actually spending vs. what you want to spend use the variable and fixed expenses you compiled to get a sense of what you will spend in coming months.

4. IMPORTANCE OF CURRENT BUDGET

It ensures proper handling of inflation and deflation, thus bringing about economic stability. During inflation, surplus budget policies are implemented, while deficit budget policies are devised during deflation.

5. Conclusion of current budget

A budget should be based on norms and standards. The budget should be coordinated. Integrated, systematic, clear and comprehensive to accomplish optimal results.

SUBJECT MANAGEMENT :-

- > Subject are the category names associated with specific learning objects to help users find learning.
- > It examine management functions of planning, organising, leading and controlling and its impact on organisation.
- > There are many subjects,which required in all the activities of organisations : budgeting, designing, selling, creating, financing, accounting and artistic presentation.

Fee Management Software / Fee Management System:

Fee collection and management are crucial tasks for all educational institutions. In the earlier days, school office staff used to collect the fees manually from the students and parents, providing printed receipts to each of the students after fee collection. It was tedious and hectic work for the administrators to collect and manage fees. But in today's world, educational institutions started implementing cloud and mobile-based school management software that made the process, smoother and much easier.

A fee management software is a task management system that automates fee collection and receipt generation. It also automates entries into the school accounts that help in reducing errors and eliminating duplicate data entries. The system supports both private and public schools of all sizes. The school management system software that includes fee management and accounts management modules can assist the school authorities in automating and performing various finance-related tasks. Such tasks include fee collection, customizing fee structure, setting discounts, tracking fraudulent transactions, adding fees, improving the cash management process and much more. Using this software, you can easily keep a real-time track of fee payments and other financial records. If you prefer to use a cloud system, you can transfer student details and fees details to the cloud by a single click.

It is not a difficult task for a user to integrate the fee management module with other modules of a school management software. Integrating fee management with other modules provides a wider engagement for students and parents with the institution and improved productivity for the school.

Features & Advantages of Student Fees Management System:

Besides fee collection and receipt generation, the fee management system can assist the educational institution in various ways. Here are the key benefits and features that a fee management system offer:

Features:

1) Report generation:

The advanced analytics and report generation facility offers fee receipts, fee payment reports etc. and assists in tracking the details of students who have not paid the fees.

2) User-friendly:

The applications are easy to use and easy to implement. They offer a user-friendly interface that assists a user to smoothly navigate through the options provided in the software.

3) Customize fee structure:

The school ERP software helps in customizing and setting up a fee structure according to your needs.

4) Revenue generation:

With the fee management system, you can collect online donations from alumni and other contributors. You can also easily manage your account activities, reports and records.

5) Data Backup:

Cloud-based fee management systems provide fast and automatic online or offline data backup facilities.

6) Transparency and safety:

With the help of a fee management system, you can track fraudulent transactions. The application also offers specific and controlled access to the other users who are not a part of the financial management team.

7) Security:

Financial and accounts records are safe and secure within the cloud-enabled systems. You can easily sync fee management systems with payment gateways for a secure transaction.

8) Notifications:

Fee management applications provide real-time notification in the form of SMS, email, push notifications etc. which keep the parents and students informed about fee dues and financial transactions.

Advantages:

1) Data can be accessed remotely:

You can easily access the data from anywhere at any time using your device. Various departments can transfer and import student data from devices located at multiple locations. Automated reporting increases the revenue and productivity of an institution. It also helps in eliminating errors that occur during the manual calculation.

2) Avoiding processing fees :

Some banks provide corporate banking solutions for schools and other institutions that help to avoid processing fees and other similar charges for online transactions. In such a way, schools can save money by eliminating card payment processing charges. If an institution is a non-profit organization, then that institution gets even better options to save such charges.

3) A simple and safe fee payment system for parents :

Online payment methods for collecting fees helps parents to easily make payment through a single click and track the payments whenever they like. Parents can deposit fees through secure payment gateways, using their mobile app as well as from a PC or any other device. In this way, they can keep real-time tracking of their ward's fee payment details.

Key Functionalities:

1)Daily Fee Collection:

Whether it is tuition fees, exam fees, a penalty of money or the bus fare, a fee management software can facilitate daily collection of fees and keep the record of the same. You can easily generate and view detailed and short records of fees that include, dues, paid amount and outstanding reports of daily fee collection.

2) Fee Report :

Report generation is another essential function of fee management software. The software provides assistance to the administrators by generating fee reports for various sections of payment such as bus fees, tuition fees, admission fees etc. The application provides financial reports such as daily, monthly and yearly collection registers, student wise reports, records of paid and dues, receipts of fees collected, admission related financial reports etc.

3) Pending Fee Report:

Manual calculation of fee paid and dues can lead to chaos and errors. You can now solve this issue with the help of a fee management system. The software not only provides details on the fee paid but also generates pending fee reports that can assist you in finding the students who have not paid the dues.

4) Fee Receipts Generated:

A user can easily automate fee collection and generate receipts using a fee management

system. Most of the applications provide easy invoice management which allows you to generate and print receipts for all of the transactions. Cloud-based software facilitates synchronizing real-time data and sending notifications to the parents through e-receipts or any other means.

5) Summary Report

The fee management system is capable of managing every data related to student payment and providing short or detailed summary reports on that. Admins are able to maintain fee details and generate summary reports for each student which they can download/ export into different formats like pdfs and excel doc.

6) Program/Course Summary Report

The software helps to generate reports on fee details of various programs/ courses. In addition to tuition fees, some courses have non-tuition fees and such fees may vary by program or course. Generating reports on those fees along with the academic course fees is beneficial for the students and parents in tracking the payment.

7) Fee register

A register is essential for each institution to store the fee payment details of all students. School fee management applications offer options to keep a record of all fee payment details of each student. Thus you can eliminate the effort of manual record keeping and eliminate duplicate data entry.