**Vincito soft**

**System needs and information**

By the system mainly we should provide service and information for two primary categories that are Teachers(Staff) and Students.

**Details of the Teachers (Academic staff)**

Under the details of teachers all necessary information should be provide from a table.

The table should be as following

1. Number

put numbers in order to arrival of the teachers. No1 position goes to the principal of the school. The order of the numbers change annually only if one or more teachers retired, then all remain data of the teachers below the gap should be shift upward until gap fully filled.

1. Name with initials
2. Full name
3. Address
4. Telephone
5. Date of birth
6. Date of retirement

Date of retirement can be shown directly by adding 60 years to the date of the birth.

1. Name of the spouse

Give the name of the husband or wife of the teacher.

1. Work address of the spouse

Give the working address of the spouse if any

1. Grade or rank of the teachers

This rank is provided by government for each teacher by their professional qualification , the amount of the salary increments are determined by this rank.

The ranks can be classified as ( 3-II < 3-I < 2-II < 2-I < I )

1. Wage step system

Salary increments and salary scale are shown under this column, this system data is provided by the government.

1. The date of the appointment

Date of the started working as teacher (on current or pervious school).

1. Date of the admission

The day started work in current school.

1. widows and orphans pension fund number

this number is provided by government according to their status.

1. The date of the salary increment

According to salary scale annually increases the salary, under this column provide date and month that give the salary increment. The years of the date counts according to the date of appointment(date and month same as the date of appointment).

To get the salary increment, each teacher should provide application form for the principal to get approval, only after then the teacher can get his/her salary increment.

**System has to be made that the data on this table could be searched by their name or the ID number**

**Details of the Non academic staff**

For the none academic staff the table should be same as above except there is no grade or rank column (10).

**Attendance of the staff**

The system should keep details of the attendance of each staff member. This details are going to updated by manually for every week.

Attendance marking should be available by on table and by searching their names.

**This information are further needed for leave management system.**

**Managing the leave**

There are three type of leave

1. sick leave - 21 days maximum
2. personal leave- 20 days maximum
3. official leave - unlimited

if the total number of the leave 41 (21+20) exceeded the payment will cutoff.

In order to get personal leave, leave acquiring should inform to the principle at least 3 days before.

The details of the leaves should be contain as following table.

1. registration no
2. leave acquired in current year
3. dates of asking leave
4. leave starting date - ending date
5. reason for the leave

all leave application should approved by the principle.

**By the system the remaining leave, acquired leave and warnings for exceeding limits should be provided and leave information for each teacher should be shown by searching his/her name.**

**The periods covered by the teachers**

Under this section all the periods covered by a teacher over the year should be contain.

The table should be as following

1. Name
2. Date
3. Periods

This period column further divide in to 8 columns according to the periods done in school for a day. The sub columns are filled by the class index.

1. signature(by the system must provide signed or not)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| name | date | period | | | | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

**At the end of the year, completed periods by each teacher should be shown by the system. Also it should provide subject vise classification of the teachers and their qualifications.**

**Covering relief periods**

Under this section details of the teachers who had done extra or relief periods should be provided.

The table should be as following to view data

1. Date
2. Period
3. Name of the teacher
4. Task done on that period
5. Signature of the teacher (by the system must provide signed or not)

**Salary information**

The monthly salary information of each teacher should be provided by the system.

**after end of the month (20th day) overall salary status should be shown corresponding to each teacher.**

The table should contain following

1. name
2. bank
3. account number
4. amount
5. paid installment loan
6. check no

**corresponding to each bank all the names of the teachers should be shown by the system.**

**Salary deduction**

Under this section all the salary information should be updated monthly.

The table should be like following

1. check no
2. paid money
3. deduction

under this deduction column amount of deduction for each bank should be shown

the details under deduction column is following

1. welfare
2. Sabaragamuwa advance
3. Peoples bank
4. National saving bank(NSB)
5. Bank of Ceylon(BOC)
6. Seylan bank
7. Yala country bank
8. Balance in hand( remain that not going in to the bank)

**after end of the month (20th day) overall salary status should be shown corresponding to each teacher.**

**Details of the students**

Under this section all required information should be provided from a table.

The table should be like following

1. Index no
2. Full name
3. Name with initials
4. Address
5. Telephone number
6. Date of birth
7. Gender
8. Nationality
9. Name of the parent or guardian
10. Grade and the class currently studying

**By the system should be able to view the details of students classified under Gender, Nationality, class and grade and by their parent name or address (this information are further needed to collect service charges) .**

School service charge Rs.60 per year utmost from 2 students from same family.

School development society charge Rs.600 per year from every student.

**School progression of the student**

The school progression of the student is divide into the three main categories

1. Monthly examination
2. Term by term examination
3. School based evaluation

**Monthly examination**

Under the monthly evaluation progress only 6 main subjects are considered.

1. Science
2. Mathematics
3. Sinhala
4. Buddhism
5. English
6. History

The table should be as following to hold data

1. Name of the student
2. Year

The year column further divide in to 12 sub columns and each column represent month of the year

* 1. Month

The month column also divide in to 6 sub columns to represent main 6 subjects. Under these column students marks should be provided

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Year | | | | | | | | | | | |
| Name of the student | Month | | | | | | ----------- | | | | | |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 |

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**At the end of the each month a report should be generated from the system by reviewing progress of the students.**

**Term by term examination**

The details of the students of the term by term examination are included in student progression report.

The table for this should be as following

1. Grade and class
2. Student name
3. Subject and subject results
4. Full marks
5. Average
6. Number of student in the class
7. Place or position according to marks

**School based evaluation (classified according to subjects)**

Under the evaluating criteria marks of the main 6 subjects of the each term should be recorded.

Subject evaluations for each term

1. Science 4
2. Mathematics 4
3. Sinhala 4
4. Buddhism 2
5. English 4
6. History 3

Grade 10 has 3 terms

Grade 11 has 2 terms

**After end of the each term a report should be generated by viewing the progress of the students and another report to send zonal education office. The templates are attached to this document.**