There are four major activities of the system.

**1.Lave management**

It is a very difficult task to do leave management. The principle possesses the major responsibility and she wanted to put extra effect to do leave management.

When principle is asked for a leave by a teacher she first checks that person’s available leaves. If she/he doesn’t available leaves principle asked for a no pay. According to the response of the teacher, principle takes her decision.

If teacher do have available leaves, principle check another teacher for that corresponding subject and if principle could find another one for particular day she acquire the leave. Otherwise discuss with the teacher and come up with a solution.

**2. Progress report generation**

This is another major objective of this system. It is a very complex and time consuming process while it does manually.

When zonal education center request the annual progress report principle gather every information regarding the student progress. Teachers provide the details of student progress subject wise and class wise. Principle checks the accuracy of the details and send it to clerk for create the progress evaluation report. Clerk creates the report and sends it again to the principle for approval. if it get approved report will be sent to the zonal education center.

**3.Annual service charge management**

There are many conflicts and problems occur when SDS goes to collect school fees and school service charges. Therefore our system provide an efficient and convenient way to full fill that task.

Firstly SDS should get approve from the principle before collecting money. If it get approved SDS informed teachers to collect money from the students. but it if there are more than one student from a family ,fees needed to paid by one student only. While collecting money it checks whether one already paid or not. If not teacher should take steps to collect money.

**4.Covering relief periods**.

Covering relief period is another major process and almost 90% of it is done by the principle. she should collect all the atendnce detils of the teachers prior to make a schedule for relief period covering.

In this event principle check for absent teachers and identify their periods. And secondly she looks for teachers who present today eligible for that subject and their availabity.if they are available asked them to continue the lesson if not ask neibor clss teacher to watch over.