

School Management System

Over the last few decades life has changed because of Information Technology and its applications. **School Management System** is one such application to get the benefits of IT to your school. It covers all aspects of the day to day working of the school which directly benefits the school and its staff and most importantly the students and their guardians.

- **Network Ready**

SMS is network aware, if there are plans to add more users and computers in the future, there will be no problem. It is compatible with most operating systems and is built to perform efficiently and reliably. Even if a person knows very little about computers, it is unlikely that he will have any difficulty understanding SMS.

- **Can be easily customized**

Every school has different requirements, SMS is self customizable, and can be easily molded to fulfill the need of different schools which have different ways of functioning. For example if in the future, the fee structure changes, then the entire software will not have to be changed. The user will be able to incorporate those changes all by himself.

- **Full Technical Support & Training**

To familiarize an institution's staff with SMS, training programs are also conducted which would explain the working of SMS in detail. In case some queries come up in the minds of the user's, Symphony Technologies provides complete technical support which is aimed to see that the user is able to benefit from the full potential of SMS. **This can also involve customizing SMS to address specific needs of any institution.**

SMS

- *Network Ready*
- *Easy to Customize*
- *Full Technical Support & Training*



Benefits

The management of any institution has several tasks at its disposal which are dedicated towards the smooth functioning of the institution. *The primary objective of the School Management System is to dramatically reduce the workload on the school authorities and also making sure that the school functions very smoothly.*

- **Quality Decision Making:** The SMS has a wide array of reporting features which assist the management in taking important decisions timely and effectively. For this purpose, various MIS (Management Information System) reports give all the necessary information that the school authorities need.

Besides MIS reports, the school can also make customized reports based on specific criteria. The advantage of these reports is that they filter out information that is not very relevant.

- **Performance Monitoring:** With SMS, school authorities will be able to monitor student's performance and also keep a check whether the staff is fulfilling it's duties or not. If any inconsistency is detected the management can easily refer to a student or staff's background and take corrective action.

- **Time and Costs Saving:** SMS strives to minimize costs by avoiding unnecessary expenditure and better utilization of resources. With SMS, the management can exercise greater cost control as they are able to get immediate financial reports on fee collections, outstanding fees etc.

- **Fast Data Entry System:** Graphical User Interface has made computing very simple, but most Data Entry Operators feel that windows based applications lack speed for data entry purposes when compared with console mode. This is because a mouse is also used along with the keyboard. SMS has combined the ease of windows and the speed of console mode (DOS), to give the user the best of both worlds. Most of the data entry forms are capable of taking data without using the mouse. This can save time of almost 30-40% if the number of records to be dealt with is very large. On a daily basis, a lot of time will be saved while entering data.

- **Quick Printing:** It has been observed that users are reluctant to adopt windows based software's because of slow printing speeds. This is because they create quality printouts of a graphical nature which come at the cost of speed. To address this, SMS has the combined ease of windows and the speed of console mode. The software has a quick printing engine which is ten times faster as it generates output through console mode printing. It becomes absolutely necessary when there is long queue at the fee counter and people cannot be kept waiting just because the printing process takes a long time.

Benefits

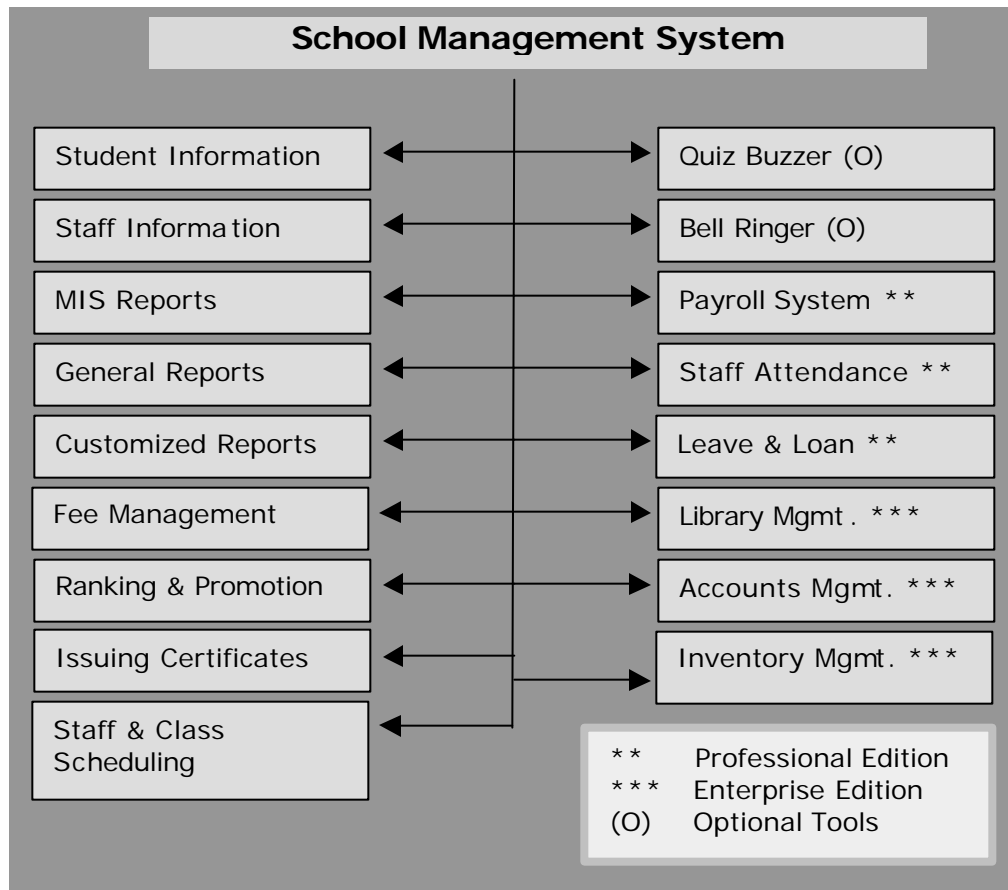
- *Quality Decision Making*
- *Performance Monitoring*
- *Time & Cost Saving*
- *Reduction of workload*
- *Priority for important matters*
- *Improvement in School Environment*

- **Reduction of Workload:** Every school has tasks which have to be performed at regular intervals, making report cards, staff attendance and payroll and several others. SMS takes care of all this work which has to be regularly performed and is time consuming as well.

- **Priority for important matters:** Through SMS not only is the work finished on time but is done accurately. With the reduction in workload, the staff and management can dedicate themselves for matters that are important and need greater attention.

- **Improvement in the overall school environment:** The overall school environment improves because

- Staff feels a reduction in its workload, they get their salaries on time and don't have to worry about tax calculations.
- Students and their guardians get report cards on time, and are able to make better use of the library.
- The school authorities save time and costs and are able to manage the school smoothly. All this becomes a motivating factor and the performance improves on all sides.



Information Management

A school has to maintain records pertaining to Students, Employees and about the School itself. With SMS all the records can be easily added, accessed or edited. Keeping these records is vital in decision making not only at the time of need but also for normal school functions such as admissions and promotions.

- **Student Profile:** Personal, family and school related information including a scanned photograph is kept. This is useful during admissions, and also the information enables the management to analyze a student's background if necessary as it also keeps the students score card. The students blood group is also stored which can be useful in case of an emergency.

- **Employee Profile:** The personal, family and school related information of employees is kept. It contains their attendance, designations, salary details departments etc and is useful for considering increments & promotions.

- **School Information:** Information is stored about which Class is under which House, Name of the person in charge of the House, Room No and Section details which is useful in management of classrooms and during admissions as seats available can be ascertained.

- **Student Categories:** SMS has a facility by which students can be categorized. The advantage of this facility is that it is helpful in calculating fees for different type of students, such as those under scholarships or those belonging to SC/ST's which can be allotted fee concessions.

- **Staff Departments & Designations:** SMS maintains employees departments as well as their designations. The designation of an employee is vital to calculate his/her salary.

Information Management

- *Student Profile*
- *Employee Profile*
- *School Info*
- *Student Categories*
- *Staff Department & Designations*

Library Management System

Almost every school has a library which can have thousands of books and magazines. It's a tough task to manage these books so that they can be accessed easily.

To keep a track of all these books, to whom it is issued, when it is issued, what is due date and after due date giving a reminders to students etc. becomes difficult. So is locating a particular book from a library having thousands of books which may or may not be shelved in the right manner. With the help of Library Management System (LMS), these problems can be taken care of. At all times, the librarian will have full information on what books are available, moreover it will help in getting the right book to the right person.

LMS

- *Books & Library Members*
- *Search Tools*
- *Calculation of fines*

- **Book Types & Catalog:** The library management system classifies books, this is a broad classification with a billing or issue purpose. It can be in the form of Journals, Reference books, Magazines etc. A catalog is subject specific and books can be classified on the basis of subjects and topics covered by them.

- **Books Issues & Returns :** LMS includes all book issue details like the name of the book, when it is issued, to whom it is issued, what is the due date etc. After the due date LMS automatically generates a reminder to the student and calculates fines if any. Similarly it records all book returns.

- **Publisher:** Every book's publishers name and address is stored, this can be useful for locating books of a particular publisher.

- **Book Location:** Every book can be allotted a shelf location. Doing this would help in locating books immediately, especially in case of a large library having a large number of books.

- **Withdrawals:** When a book needs to be discarded, is lost or withdrawn for some reason the same is accounted for by LMS. This way it is known at all times what books are available.

LMS

- *Books & Library Members*
- *Search Tools*
- *Calculation of fines*

- **Book Acquisitions:** LMS keeps full record of new books added to the library. This includes

- **General Information:** The name and author of the book, its publisher, catalog, price, type source of acquisition and the number of copies along with other book details are stored.
- **Topic Information:** This feature makes it possible search for books through keywords, subject and topics.
- **Details of copies:** Details of copies include the accession number, the book number and the Call number. Through these details, the status of every copy of a book in the library can be ascertained.

- **Search Tools:** It becomes a very easy task to know whether a particular book is available or not. A book can be searched for Title, Author, Topic, Call No, Edition or Publisher's Name etc. It also can suggest for a substitute of the book if that particular book is not available. It will also suggest if there is a book by any other author on the same subject.

- **Calculation of Fines:** LMS can calculate fines if a book is not returned in time. So before giving a clearance certificate, the Library fine has to be cleared. By the click of a mouse, the history of any book can be displayed.

- **Library Reports:** With LMS, all necessary reports on book issues, purchases can be immediately prepared. Reports would indicate the total expenditure on books for the given period, this would help in determining the library's budget.

Inventory Management System

Inventory Management System tracks all issues and purchases and ensures that the current stock position is immediately available. Issues can be recorded department wise and every issue has a unique memo number to enable searching of records. At any time it will be known what item is at which place.

- **Item Issues** : Item issues can be categorized and the individual to whom it has been issued and the name of the person who has issued the goods is also mentioned. Other details like manufacturer, quantity, rate concession and prices are also given.

- **Item Purchases**: All purchases are recorded with a unique memo number. The name of the supplier and the category under which the item falls is also given. If there is any bonus, rebate or taxes, they will be shown along with the purchase.

- **Items with Re-order level**: Every item is listed in an item master with it's category and Re-order level, with this the management will be alert whenever the goods need to be replenished.

- **Stock Position**: To make sure that the current stock position is always known a stock master is maintained which will show the items and their batch numbers along with category manufacturer and quantity.

- **Supplier's Details**: SMS maintains a list of suppliers with their addresses and phone numbers who supply items, this helps in making supplier wise purchase reports and to find out the amounts due to them. Each supplier is given a supplier code.

- **Reports**

- List of issues
- Individual/Department wise item consumption report
- Individual/Department wise summary
- Category wise summary
- List of items
- Price List
- Current Stock Position
- Items Below Safety Stock
- Category wise stock value

IMS

- *Item Issues*
- *Item Purchases*
- *Re-order Levels*
- *Stock Position*
- *Supplier Details*
- *Reports*

Reports

Generating Report Cards is an important function for all schools as it is the indicator of a student's performance. With every examination, there is a need to prepare a report on the basis of marks or grades obtained by the student. SMS has provided facilities for making reports not only for the students but for other activities as well like accounting and payroll, fees, item inventories etc.

- **General Reports:** These are general reports and include **Group Reports** to get a broader view of the schools diversity. **Individual Reports** could help check a students or staff's background. **Progress Reports** provide for comparison of performance between students. The students progress report indicates the marks obtained by a student for each subject, total marks and the examination during a year. Mark sheets can be easily prepared and comparison of student's performance over previous years can also be checked. Progress reports are based on -

Reports

- *General*
- *MIS*
- *Custom*

- **Class Wise Subjects:** Classes in a school have different sets subjects, progress reports of students will indicate the total marks and the pass marks of each subject for each class.

- **Class Wise Examination Details:** Examination details include the type of exam and the number of exam each year for every class. There is no limit on the number of exams each class may have.

- **MIS reports:** MIS reports include Accounts related reports which are vital for management to control costs , it includes **Income & Expenses**, **Bank Statements** to ensure that there are adequate funds in the bank. **Salary Reports**, **Inventory Reports** and **Yearly Statements** can also be created to help management with its decision making.

Another important type of MIS reports would be reports on fees to analyze the various sources of fees creating defaulter lists to track defaulters. This is very important as fees are a major source of funds for a school.

- **Custom Reports:** Besides general and MIS reports custom reports can be created depending on the managements need. The idea is to provide the management with all possible information so that it is able to take good decisions.

Management of Funds

Management of Funds

- *Accounts Management System*
- *Bank & Branch Lists*
- *Fee Collections*
- *Misc. Sales*

- Accounts Management System

Accounts Management System takes care of all financial transactions of the school and can be integrated with other SMS components such as Payroll, Inventory & Fee Management. It has all the necessary components of accounting i.e.

- Journal
- Ledger
- Trial Balance
- Income and Expenditure Account
- Balance Sheet.

- Banks & Branches

SMS maintains a Bank and Branch list, which is useful in ascertaining the funds available at a particular bank. In case a cheque is issued it can be verified whether sufficient funds are available to prevent the cheque from bouncing.

- Fee Management

Fee Management takes into consideration:

- Categories of students
- Classes in the school
- Different types of fees.

This helps in creating a fee structure for each and every class and also for calculating fees of students under scholarships or those falling under SC/ST's.

- **Fee Collections:** The Fee Collection module keeps the fee history of the student and whether payments are made by cash or cheque. If they are by cheque then it records the cheque details as well. It helps in

- Creating Defaulter List which shows students who haven't paid their fees &
 - Finding Terms to Pay – the number of terms the fees are due

- **Miscellaneous Sales:** SMS has a facility by which any miscellaneous sales item of the school can be kept track of, this can include receipts from form sales etc.

Staff & Student Services

Staff-Student Services

- *Automatic Promotions*
- *All Salary Calculations*
- *Certificate Generation*

- Ranking & Promotions

SMS keeps a record of Student Rankings. It helps to locate brilliant as well as dull students. This enables management to call Parents/ Guardian meeting to improve a student performance.

Students are automatically promoted to next class if they satisfy the requirements. History of every student is linked with his/her current status and past performance can be immediately displayed. This helps management to decide on the right course of action

- Payroll

The Payroll System saves time on lots of calculations which would have to be done manually. The staff benefits by getting their salaries on time, and helps them to calculate income tax easily. Payroll is based on:

- **Employees Department & Designation** which is key to determine an employee's salary.
- **All Allowances and Deductions** like DA HRA or any other allowance, deductions like PF etc, these calculations save a lot of time.
- **Leave Maintenance** which is crucial for calculating earnings.
- **Loans & Investments** and their related information like interest etc which helps employees calculate income taxes without much effort.
- **Insurance Premiums** can be deducted from salary and be directly paid to insurance companies. This also helps in tax calculations.

- Certificates

In a School certificates have to be issued mainly for student transfers or merits and scholarships. The SMS enables a school to issue different types of Certificates with ease. As per requirement, the relevant certificates can be issued with the click of a mouse.

Schedules & Security

Schedules & Security

- *Time Table Wizard*
- *User Privileges*
- *Creating Backups*

- Time Table

One of the important tasks of a School Management is to design a class schedule. It's really a time taking as well as complicated task because a school has a large number of classes and teachers and care has to be taken to prevent overlapping. The Schedule feature includes

- Teachers & Classes List
- Time Table Wizard
- Teacher's Time Table
- Students Time Table

SMS prepares a time table within minutes using a **Time Table Wizard**, all the user has to do is to answer questions regarding number of periods in a day and a week and the number of working days. Changes to the time table can be made very easily thus providing full flexibility.

- Security of Data

Data security is very important for any institution. SMS ensures data security by

- **Granting user privileges:** Unauthorized users can not Insert / Update / Delete valuable data
 - Users with **Administrator** privileges have rights to do any type of user and data management.
 - Users of the type "**Enquiry**" can only retrieve the data but not update.
 - Users of the type "**Operator**" can enter data and retrieve the data.
- **Creating backups:** For Backing up data, SMS creates a backup file on a periodical basis. This would prevent loss of data from unforeseen events.

Optional Tools

- Automatic Bell Ringer

In any school a bell indicates the end of a period or the start of a new one. SMS can be integrated with a bell which can be set to ring at regular intervals, also the duration on the ring can be varied to indicate lunch time, or the start or end of day.

- Maintaining Staff Attendance

Attendance system will keep attendance records of all staff. This Software is integrated with Hardware devices like an **Attendance Card Reader** and an **Identity Card**. This software keeps a record of the login and logout time of the staff which enables effective monitoring of the staff's performance and accordingly management can decide on promotions and increments.

- Quizzing System

Quizzes are a regular feature of any school today and for effective quizzing, the Quiz System contains a **Buzzer** which can be used to detect the team which first reacted to the question.

Optional Tools

- *Automatic Bell Ringer*
- *Staff Attendance*
- *Quizzing Buzzer*

Conclusion

To conclude the SMS is not just a piece of software, rather it is a solution for the common problems faced by schools and their managements. There is no doubt that deployment of this system would lead to an environment of efficiency and cost-control.

It can be customized at every level depending on how it will best serve the school. It can be implemented on an institution's existing hardware, and software setup, and even if there is need for any additions or up-gradation, then this would require a modest investment.



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