**25.1 ENTERPRISE RESOURCE PLANNING (ERP)**

**Software required for management**

* It is the most important software for smooth management of school. Every single activity that has been described in detail (will be available on line 24X7 through cloud technology, if intended so), is for a better management. Many agencies provide the readymade software. This ready-made software can also be modified as per the requirement.
* Students Profile, with complete data.
* Parents’ Profile.
* Teachers’ Profile.
* Students’ Performance and data management.
* Counseling records.
* Reception Management.
* Fee Management.
* Inventory Management.
* Library management with bar code features and use of bar-code reader.
* CCE based Exam Management system and Report-card generation.
* Attendance Management with e- board for daily presence, daily class-wise total attendance in the School with SMS facility to the parents at the time of entry and exit from the School respectively.
* Home-work management.
* Prep-book (lesson plan and coordination notebook).
* Record Maintenance of all activities and functions beside academics, sports and co-curricular activities.
* Health maintenance and health record.
* Recoding of comments of every student given at the time of PTM.
* SIS on line (Students Information System) Home work and other necessary information.

It is web-based application software designed to introduce a conducive and structured information exchange environment for Integrating students, parents and administration.

This software system and many of its improved versions enables to supervise student related activities such as keeping records of tests or examinations conducted, attendance, appraisal on performance including details of marks scored, particulars of every day school attendance and all other institution related activities. In short a complete students’ record system is provided. Such a software is designed with diverse application potentials ranging from simple management of students’ records at school to management of all student related functions as well as administrative functions of a university or a chain of educational establishments.

**Pay roll and staff profile**

* It is the total of the compensation an institution pays to its employees. In the accounting world, it is also a term used for calculating and processing paybacks.
* They include employee salaries, employer’s payment for health insurance or similar benefits. Pay roll taxes paid by the employer, bonus, commissions and similar expenses.
* It is a process that ensures the correct payments of different kinds to the employees and correctly deducting miscellaneous items.
* Pay roll software helps in storing the employee information separately.
* It helps to be accurate at the points of dispute, be it leaves, absences, expanses, adjustments. Collective labour benefits and other wage-related items.
* Payroll software keeps calculations mistake-free.
* There are a lot of benefits of this software which include, errorless disbursal of employees’ salaries, calculate leaves, attendances, LWPs, , avoid financial leakages, provide automatic updates on tax laws, always comply and follow latest govt. rules for payroll calculations, make accurate PF/ESI deductions, save time, money and efforts.
* It is required to maintain complete profile, the data and other information about students, their parents and the teachers. Examination data and relevant details. Comparative study of students’ academic and other performances, any other specific information regarding individual student. Data about teachers. Health maintenance status of students, teaching and non-teaching staff, etc.

1. **student information management**

* Maintains students’ life cycle right from their admission till placement of every individual student.
* Data storage and Management.
* Complete academic tour.
* Co-curricular activities.
* Students’ report and projection report.

1. **Attendance Management**

* Student-wise summary
* Habitual late comers.
* Last leave taken.
* Absent in a month and in a year.
* Data lecture-wise.
* Monthly report
* Subject-wise data.
* Complete academic attendance.
* Top regular and top irregular students.

1. **ID card Management**

* Generation with printing
* Can be integrated with Bio-metric system.

1. **Timetable Management**

* Master timetable
* Students’ timetable.
* Teachers’ timetable.
* Class-wise timetable
* Sports timetable.
* Co-curricular activities timetable.
* Vacant period timetable.
* Exam timetable.
* Academic calendar.SMS integration.

1. **Fees Management**
2. **Course Management**

* Syllabus Management according to Institutes working days.
* Different syllabus segments for class tests.
* Syllabus planning for short periods, e.g. a day or a week or a month.
* E-learning resource centre for students
* Notes, files, documents and videos etc can be shared.
* Automated work load generation on daily basis.
* 24x7 access
* Systematic planning and execution.

1. **Exam Management**

* Class test
* Group/subject test.
* Internal assessment via preliminary/terminal exam.
* Assessment of activities and interpersonal skills. Weightage based assessment.
* Final assessment for progress card.
* Notifying parents about results (SMS, e-mail and letter).

1. **Result processing**

* Incorporating ordinance for result.
* Upload/enter subject marks.
* With-held cases management.
* Ranker analysis (class/subject).
* Managing unfair means cases.
* Reassessment Management.
* Mark-sheet Bulletined Printing
* On-line provisional marks sheet
* Certificate Management.

1. **Employees Management**

* Recruitment and selection
* Unique ID system for staff members.
* Service and other human-resource inventory.
* Attendance and leave record.
* Activities and task Management.
* Event and holidays Management.
* Academic timetable.
* ID card Management.
* Personal schedule and its Management.
* Address Book.
* Statistical report and performance assessment.
* Performance appraisal.
* Retirement and disposal activities.
* Department-wise login.

1. **Leave Management.**

* Leave structure preparation.
* Defined leave application format.
* Track record of leaves taken and its maintenance.
* Attendance report generation.

1. **Parents communication**

* Summary of students’ grade
* Assessments
* Project submission.
* Involvement in co-curricular activities.
* Involvement in sports activities. Current academic progress.