



Software Manual

INSTITUTE MANAGEMENT SYSTEM

Design & Developed by



SNYAMTECH
WE BELIEVE IN QUALITY

INTRODUCTION

Institute Management System is a powerful software that simplifies and streamlines the administrative tasks of small educational institutions such as classes, academies, and small institutes. With its comprehensive features, Institute Management System allows you to manage student admissions, track transactions, monitor attendance, generate results, and send notifications to students, parents, and faculty members.

Institute Management System is designed to cater to the needs of various roles within the institution. The Institute role can manage and oversee all aspects of the institution, including student admissions, fee collection, attendance monitoring, and result generation. The Staff role can manage daily administrative tasks, such as taking attendance and updating student records. The Student role can access their academic records, attendance, and exam results, as well as receive important notifications from the institute.

In addition, Institute Management System offers customisable settings, allowing you to tailor the software to your institution's unique needs. You can customise settings such as fee structures, examination patterns, and attendance policies, ensuring that the software is perfectly aligned with your institution's requirements.

Overall, Institute Management System is an essential tool for small educational institutions looking to improve their administrative efficiency and effectiveness. With its powerful features, intuitive interface, and compatibility with multiple roles, Institute Management System is the perfect solution for managing your institution's administrative tasks.

SPECIALITY

Our software is designed to be comfortable for all devices, ensuring that you can access it from your computer, tablet, or mobile phone. It is also compatible with both online and offline modes, giving you the flexibility to use it anytime, anywhere.



We offer free notifications for online users, allowing you to stay updated on important information without any additional cost. Our software also features an attractive design and user-friendly interface, making it easy for you to navigate and perform administrative tasks efficiently.

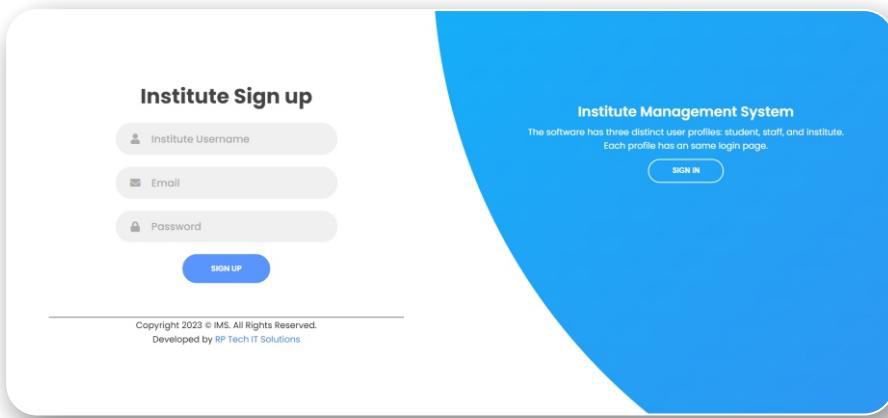
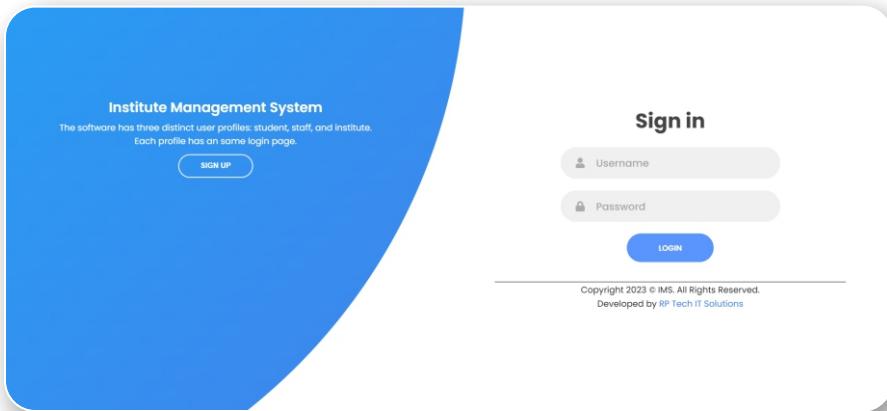
DATA PRIVACY

We take data privacy and security very seriously, and we understand the importance of safeguarding your confidential information. Our software is designed with the latest security measures to protect your data from unauthorized access, theft, or loss.

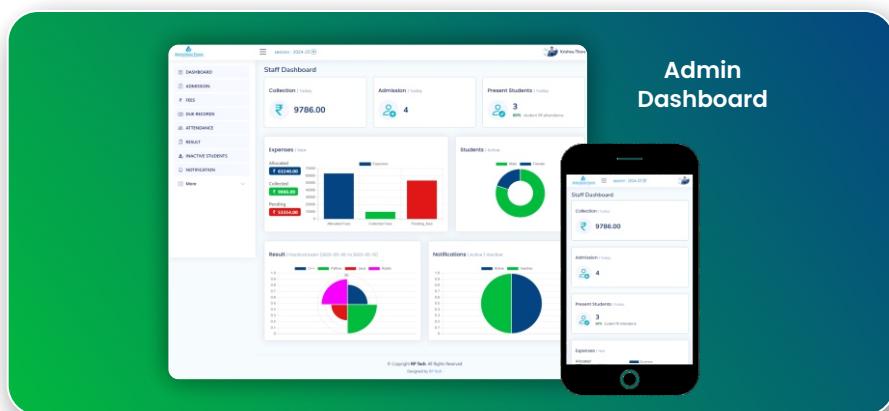
We believe that data privacy and security are fundamental rights, and we are committed to protecting your data with the highest standards of care and responsibility.

» LOGIN & REGISTRATION

To access our software, please click on the provided link and enter your login credentials. If you are a new user, please click on the "Sign Up" button to register and fill in the appropriate information.



After successful registration, you will be able to access the software and view an overview of its features and functionalities.



"Your institute profile is still incomplete. Please fill in the appropriate information and complete your profile."

Institute Name *
Enter Institute Name

Institute Address *
Enter Institute Address

Institute code *
IE-10

Institute Logo *
Choose File No file chosen

Update Profile

Note : institute code is auto generated

if you got alert "institute code already exist then resubmit the form"

Welcome, Deogiri Junior & Senior Collage

Add Staff

Staff List

Note : Currently, all rights have been allocated to staff profile. We kindly request that you create a staff profile and login to efficiently manage your business. X

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Developed by Rameshwar Pawar

Now you will able to see Institute Dashboard
here you can add staff for manage your institute

Username*
RameshwarStaff

Staff name*
Rameshwar Pawar

Email address
prameshwar4378@gmail.com

Staff profile
Choose File My Profile.jpeg

Staff id no*
IE-10-EMP-1

Status*
Active

After staff profile created successfully you will see the staff list in that staff list you can update staff profile, delete staff profile

If you do not want a staff member to be able to login, you do not need to delete their profile. Instead, update their profile as inactive.

The screenshot shows a staff management system interface. On the left, there's a sidebar with 'DASHBOARD', 'Add New Staff', and 'Staff List'. The main area is titled 'Staff' with a breadcrumb 'Home / Staff'. It displays a table with one row:

Sr.No	username	Name	Profile	institute code	Active Status	Action
1	RameshwarStaff	Rameshwar Pawar	Download	IE-10	Active	Edit Delete

At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes copyright and developer information.

Note : Currently, all rights have been allocated to staff profile. We kindly request that you create a staff profile and login to efficiently manage your business.

Heat on Profile Icon then Heat Logout

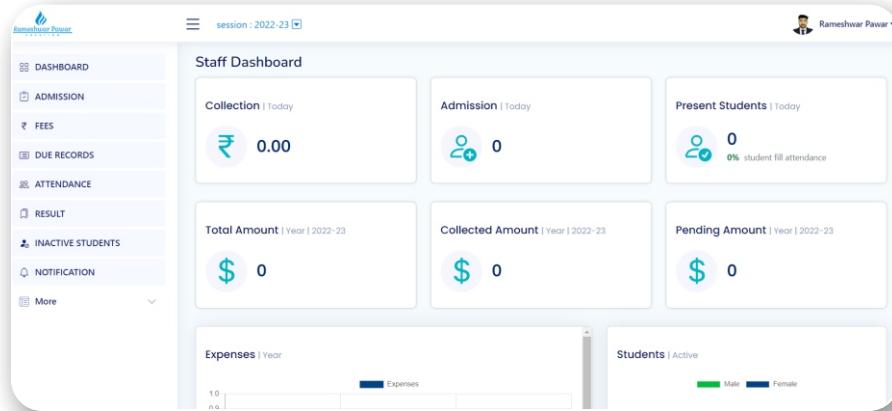
The screenshot shows the 'Institute Dashboard' with a 'Logout' dialog box in the foreground. The dialog asks 'Are you sure to Sign Out "Deogiri Collage"' with 'Yes' and 'No' buttons. In the background, there's a 'Welcome, Deogiri Junior & Senior Collage' message and a 'Staff List' button. A note at the bottom of the screen reads: 'Note : Currently, all rights have been allocated to staff profile. We kindly request that you create a staff profile and login to efficiently manage your business.'

Note : Each Role (Profile) has a same Login Page.

Now Login as a Staff Profile which you was add staff and create credential from Institute Profile.

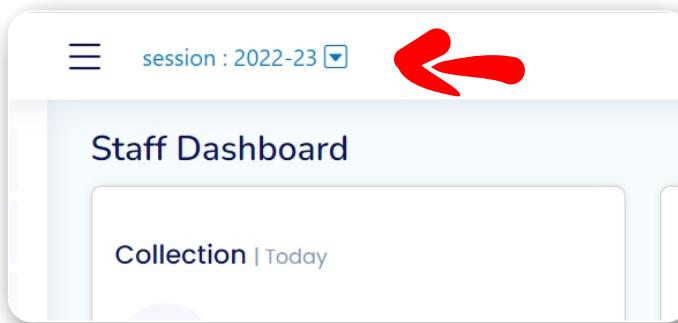
» STAFF PROFILE

After Login Successfully You will able to see Awesome Staff Dashboard

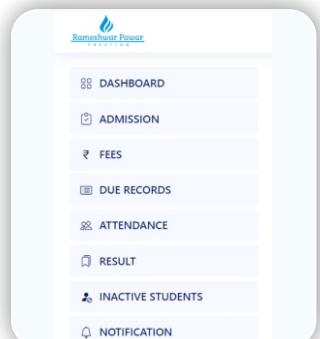


You have not updated or added any data, which is why the dashboard is showing empty data.

This is an academic session, which you can work with either session-wise or individual year-wise data. If you select the session 2022-23, then you will only be able to access and handle data related to that session. You will not be able to see data related to other sessions.



This is the navigation menu where you can change your options according to your work requirements. Options include student admission, managing transactions, results, attendance, dues, and notifications.



» Admission

To initiate the process of admitting a new student and obtaining their credentials, please click on the "Admission" option located in the navigation menu.

» Fees

By clicking on the "Fees" option, you can efficiently manage all the transactions related to students, including admission fees, lab fees, and installment fees.

The screenshot shows the 'Students' section of the application. The left sidebar has options like DASHBOARD, ADMISSION, FEES, DUE RECORDS, ATTENDANCE, RESULT, INACTIVE STUDENTS, NOTIFICATION, and More. The main area shows a table with one entry:

PRN No	Username	Name	Gender	Class	Action
IE-10-2223001	IE-10-2223001	Rameshwar Pawar	Male	2nd Standard	<button>Manage</button>

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are 'Previous' and 'Next' buttons. The footer includes a copyright notice for RP Tech and developer information.

Now Click on manage button to manage transactions.

here you can update student profile print admission form and manage transactions
Fees Dashboard Look like this.

The screenshot shows the 'Student Dashboard' section. The left sidebar is identical to the previous screenshot. The main area has tabs for Update Profile, Print Admission Form, Results, Received Fees, Allocate Fees, and a red Delete button. It displays a student profile picture and details:

PRN No : IE-10-2223001
Name : Rameshwar Pawar
Class : 2nd Standard
Mobile : 7776824564

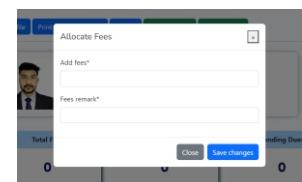
Village : Takali Sagaj
Taluka : Vaijapur
Dist : Sambhajinagar
academic_session : 2022-23

Below this, there are four boxes for fees:

Total Fees	Collected Fees	Pending Dues	Total Pending
0	0	0	0

A section titled 'Collected Fees or Dues Records' is partially visible at the bottom.

Initially you need to allocate fees to student.
click on allocate fees.



For Receiving Fees Click on received fees button.

Now you will able to see a popup form

Feel Details and click save changes.

After Receiving fees record will appear for collect fees table here you can make fees receipt.

Collected Fees or Dues Records						
Student Name	Received Amount	Amount Remark	Payment mode	Due Date	Due Amount	Action
Rameshwar Pawar	2000.00	Admission	Phone Pay	May 2, 2023	1000.00	

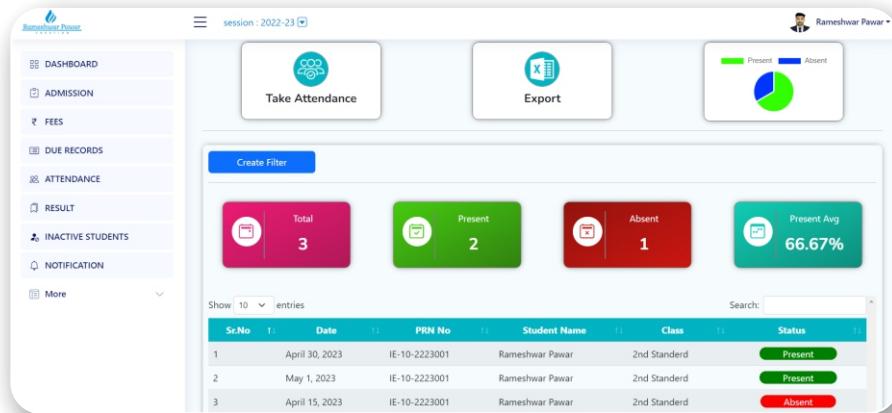
Also here you can update all records, allocated fees or received fees.

➤ Due Records

This platform provides you with the ability to manage all the due records in a centralized location. You can utilize the filtering feature to find specific records and export them in both PDF and Excel formats. Additionally, by clicking on the "Clear" button, you can remove the due records for the appropriate student profile while also automatically adding the due amount.

➤ Attendance

The attendance section of this platform allows users to efficiently manage attendance records by calculating the number of present and absent students. Users can also export attendance records on a student-wise, class-wise, or all-record basis. This feature enables streamlined tracking and management of attendance data for easy reference and analysis.



➤ Results

Within the "Results" option, you can view a list of students, and upon selecting a specific student, you can then click on the "Manage" button to access and manage their individual results. This feature enables efficient and accurate management of student result data.

Upon accessing the result management feature, you will be able to view the result dashboard. This dashboard provides an overview of the students' performance, which allows for easy analysis and tracking of academic progress.

In order to create results, it is necessary to first add subjects or schedule exams. If any exams or subjects have not been added yet, you can click on the provided link in the note to easily add them. This step is essential in ensuring accurate and comprehensive result management.



This figure shows a detailed view of the 'Add Result' dialog box. It includes fields for 'Select Exam *' and 'Select Subject *'. Below these are input fields for 'Minimum Mark *' (min_marks), 'Obtained Mark *' (obtained_marks), 'Out Of Mark *' (out_of_marks), 'Percentage *' (percentage), and 'Result *' (result). At the bottom right are 'Close' and 'Save changes' buttons.

After adding subjects or scheduling exams and adding subject marks, the result dashboard will display the relevant data in both chart and table formats. This enables efficient and comprehensive analysis of the academic performance of the students. The visual representations provided by the charts allow for easy identification of trends and patterns in the data.

The screenshot shows the 'Result Dashboard' for a student named Rameshwar Pawar. It includes a sidebar with navigation links like DASHBOARD, ADMISSION, FEES, DUE RECORDS, ATTENDANCE, RESULT, INACTIVE STUDENTS, NOTIFICATION, and More. The main area displays the student's profile picture and details: Name: Rameshwar Pawar, Class: 2nd Standard, PRN No: IE-10-2223001, Mobile: 7776824564. To the right is a pie chart showing the distribution of marks across English, Computer Science, and DBMS. Below this is a table titled 'Progress Records' with columns: Exam Details, subject_name, min_marks, obtained_marks, out_of_marks, percentage, result, and Action. One row is shown for a 'Practical Exam' from Oct 1, 2022, to May 2, 2023, with English as the subject, minimum marks 35, obtained marks 40, out of marks 100, percentage 40.00%, and result Pass.

Upon creating the result, you can download the report either exam-wise or subject-wise.

The screenshot shows a 'Student Progress Report' for Rameshwar Pawar. It includes the college name 'Deogiri Junior & Senior College' and address 'Station road near Govt. Eng Collage, Sambhajinagar'. The report table lists marks for English, Computer Science, and DBMS. The total marks are 105 out of 300, resulting in a 65.00% percentage and a Pass result. A pie chart at the bottom shows the distribution of marks.

Sr.No	Subject / Topic	Min. Marks	Max. Marks	Obtained Marks	Result
1	English	35	100	40	Pass
2	Computer Science	35	100	70	Pass
3	DBMS	35	100	85	Pass
Total		105	300	195	

A modal dialog box titled 'Generate Progress Report' with a 'Close' button. It has two input fields: 'Select Option' with 'Exam Wise' selected and 'Select Exam' with 'Practical Exam | Oct. 1, 2022 | May 2, 2023' selected. A 'View Result' button is at the bottom right.

if you are generating report exam wise than progress report look like this

if you are generating report subject wise than progress report look like this

Deogiri Junior & Senior College						
Student Name : Rameshwar Pawar		Student Class : 2nd Standard		Student PRN No : IE-10-2223001		
Sr.No	Exam Name	Exam Date	Min Marks	Max Marks	Obtained Marks	Result
1	Practical Exam	Oct. 1, 2022	35	100	70	Pass

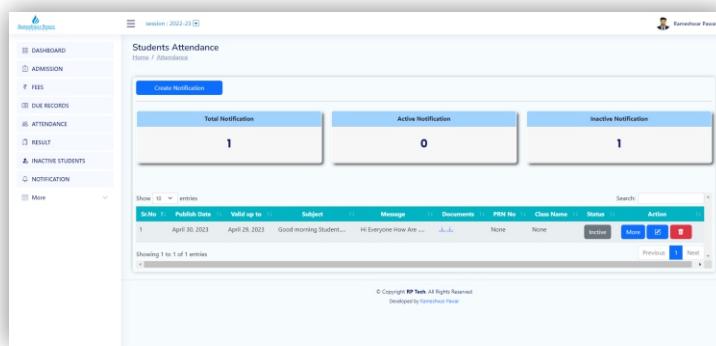
➤ Inactive Students

The platform displays inactive students only, which refers to those students who are no longer associated with the institute or whose login credentials have been revoked. This feature enables efficient management of student data, allowing for streamlined tracking and analysis of student records. You can manage the inactive students within this section of the platform.

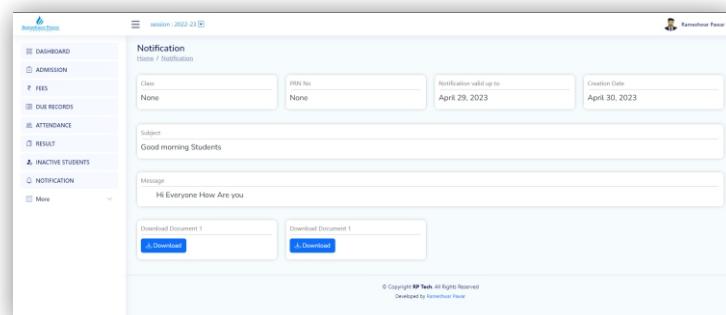
➤ Notifications

The "Notification" section of the platform allows you to create notifications and send them to students. Additionally, you can send attachments such as notes or books, providing a convenient way for students to access relevant material related to their studies. This feature enables efficient communication with students and ensures that they are kept informed of important updates and information.

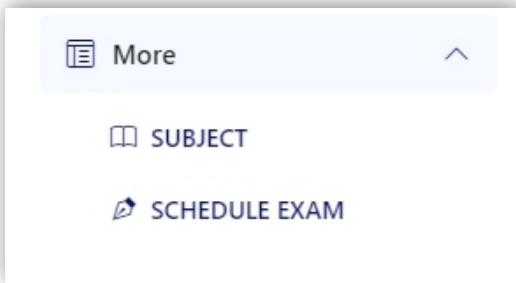
Note : "If you select the class_name or insert the student_prn_no, then notifications will appear only for those students who belong to the same data. However, if you do not select these fields, then the notification will appear for all students."



If the notification message is lengthy, you can click on the "More" button to view the full message. This feature enables students to access complete and detailed information related to their studies and ensures that they are fully informed of any updates or changes.



➤ More



Within the "More" option of the platform, you can schedule exams and manage subjects.

➤ Manage Subject

A screenshot of the "Manage Subjects" page. The left sidebar shows navigation links like DASHBOARD, ADMISSION, FEES, etc. The main area has a "Manage Subjects" header and a form for adding new subjects. Below are two tables for "2nd Standard" showing existing subjects: English, Computer Science, and DBMS.

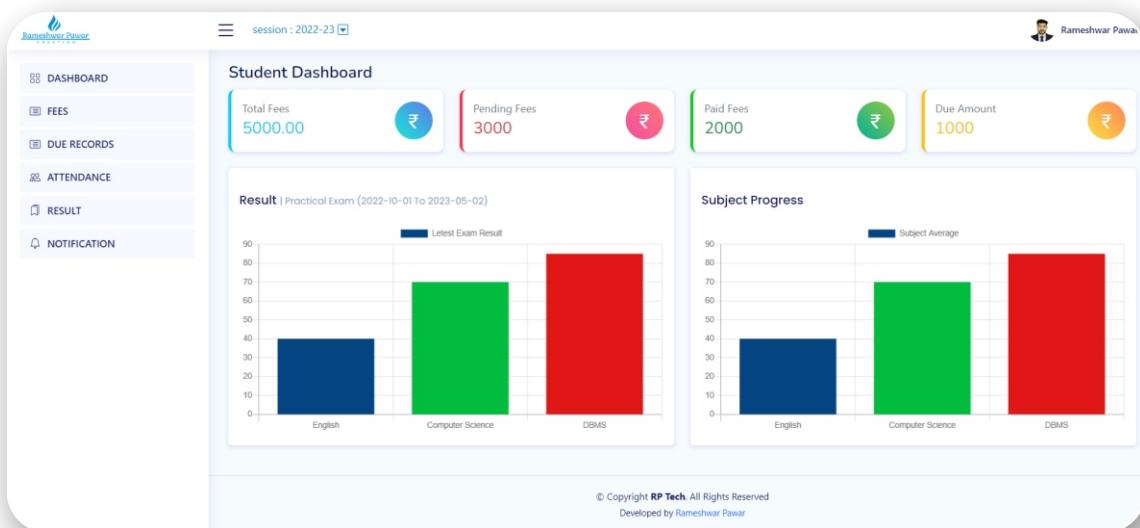
➤ Schedule Exam

A screenshot of the "Schedule Exam" page. The left sidebar is identical to the previous screen. The main area has a "Schedule Exam" header and a form for entering exam details like title and dates. Below is a table of scheduled exams with columns for Se.No, Class Name, Exam Title, Start Date, End Date, and Action.

» STUDENT PROFILE

The student profile on the platform is similar to the staff profile, with the key difference being that students do not have the ability to edit or delete records. This feature ensures that student data is maintained accurately and consistently, while also providing students with access to their academic records and other relevant information. The student profile includes information such as personal details, academic records, and attendance records, allowing for easy tracking and analysis of student performance.

authenticated students will only have access to their own profile data on the platform.



on the dashboard, students can view various information related to their academic progress and financial status. This includes the total amount, paid amount, pending amount, and due amount of their fees, as well as their attendance status (present/absent). Additionally, students can view their academic progress, such as their exam results, in the form of a progress report or chart. This feature provides students with a comprehensive overview of their academic and financial status, enabling them to stay informed and up-to-date on their progress.



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