**School Management System for Muslim English Language Institute**

**We required a student portal and Teacher portal app for mobile devices.**

**Note: In the student app portal student should be able to check their overall performance by making charts.**

**Student Registration**

1. **Student should have flexibility to apply online or should come to office for their registration**

**Student Fees:**

1. **Once the registration is done students should submit fees physically or through online.**

**Student Attendance:**

1. **While admission student should have option at what time they are available to take class.**

* **To be noted once the timing is selected there should be following procedure of attendance:**
* **We need to show real time classes going on smart TV with teacher name and photo of a teacher and class timing.**
* **In the class room again on smart TV there should be teacher name and students name with picture.**
* **When student do biometric then in the smart TV it should show attendance of students beside their photo.**

**Student fees and due:**

1. **Here student should get notification in their app.**

**Student Transfer:**

1. **Student should be able to make transfer request. Once approved by Academic Director student can shift from campuses.**

**Student award and comments/ note:**

1. **In this system maintains student’s different awards, comment, notes when he/she got during course time.**

**Student Examination:**

1. **We have two types of exams:**
2. **Written**
3. **Verbal**

**Note: we need both the exam to be online.**

**Student Result:**

1. **Once the exam is done then it should show marks of the student**
2. **After that it should hit the certificate**
3. **There we need digital signature of an examiner.**

**Note: if a student fails for few marks then it should show that they can sit for the repeat examine /or if a student miss to sit for exam then notification should go for the next schedule only after the student give reason for not able to come. Once approved can sit for the exam.**

**Note: here in the exam we need biometric to verify students and should show real time attendance of a student for sitting in exam.**

**Admission withdrawal Letter:**

1. **Student should be able to apply for admission withdrawal.**

**Classes:**

1. **In this system maintains the information** **about the class.**

**Class Subjects:**

1. **In this system maintains the information of subjects of particular class.**

**Class Fees**

1. **In this system maintain different type of fees of classes.**

**Teacher:**

1. I**n this we need to provide a portal to teacher where they get notification about their class**
2. **They should also have class assignment record**
3. **Leave request**
4. **Comment box**
5. **Graph/chart of their performance**

**Academic Director:**

1. **In this system allows adding new time table, updating time table and viewing time table of all the classes.**

**Event calendar:**

1. **In this system maintains different type of upcoming events date and time**

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| **ERP for Muslim English Language Institute**  **We required a staff portal app for mobile devices**  **Human Resources Management ERP – Reports Covered** |
| **Recruitment**  **Biodata**   1. **Personal Information** 2. **Salary define by steps and grades** 3. **Tax** 4. **Security** 5. **Status of Employee** 6. **Active** 7. **Deactivate**  * **Resignation** * **Terminate** * **Blacklist** * **Layoff**  1. **Performance Appraisal** 2. **Performance Appraisal Period wise** 3. **Increment /Promotion** 4. **Employee with “X” performance rating** 5. **Appraisal not receive** 6. **Performance Position Summary** 7. **Confirmation Due** 8. **First Increment Due** 9. **Transfer of Employee** 10. **Teachers** 11. **Staff**   **Note: Below Field should be for both Employees**   * **Current Location** * **Location Send** * **Note: Privileges should be mention examples:** * **Accommodation** * **Travel Expenses**  1. **Manpower Planning** 2. **Skills** 3. **Separation List** 4. **Job function wise Analysis** 5. **Grade wise Separation** 6. **Employee Eligibility for gratuity** 7. **Experience Status** 8. **Background** 9. **Employee growth Report** 10. **Promotion and Increments** 11. **Branch wise Assessment** 12. **Employee Stagnation Report** 13. **Increment and promotion Trend** 14. **List of Promoters** 15. **Job function wise Increment** 16. **Grade wise Assessment Summary** 17. **Payroll** 18. **Attendance** 19. **Payroll Summary** 20. **Meal Charges** 21. **Payroll Employee Slip wise**  * **Note: tax and Security +Meal should be deducted from Employee Salary.**      1. **Recruitments** 2. **Recruitments Requisition Form** 3. **Applicants List**  * **Note: in the Applicant list there should be option for Pending, Selected, Rejected**  1. **Standard Letters such as interview letter and Rejected Letters.**   **Finance Accounting ERP Software – Features  Accounting**   1. **Implement and adapt predefined chart-of-accounts templates** 2. **Manage accounting transactions such as journal entries, journal vouchers, recurring postings, and posting templates** 3. **Manage multiple currencies for accounts payable and accounts receivable** 4. **Create balance sheet, profit and loss, and other financial reports**   **Controlling (or Cost Accounting)**   * **Define and manage budgets** * **Handle payment terms, customer reminders, and cash collections** * **Manage direct and indirect expenses and revenues for multiple cost centers** * **Maintain distribution rules for automated revenue and expense allocation.**   **Banking and Reconciliation**   * **Manage incoming and outgoing payments with cash, checks, electronic bank transfers, and credit cards** * **Process bank statements and perform automatic reconciliation of your ledgers** * **Clear multiple accounts receivable and payable invoices automatically in batches** * **Print check batches and generate check and payment reports**   **Finance Accounting ERP Software – Benefits Controlling (or Cost Accounting)**   * **Manage costs and improve profitability** * **Forecast cash-flow accurately**   **Accounting**   * **Streamline accounting operations** * **Expedite month-end closes**   **Banking and Reconciliation**   * **Automate reconciliation** * **Minimize payment roadblocks**   **Default GL Configuration - Automate posting by mapping default GLs for different documents**  **Bill wise payment/ outstanding**   * **Cash Receipt, Cash Payment - Handles Cash and Petty cash transactions** * **Bank Receipt, Bank Payment - Cheques received and deposited, cheques issued** * **Cheque Return - Complete track on cheque Return** * **Bank Reconciliation - Automated Bank reconciliation** * **Sales, Purchase Journals - Input all sales and purchase transactions other than core business documents**   **Sales Purchase DN/CN Journal**   * **Reversal Journal - Automated rectifications for wrong transactions passed** * **Adjustment Journal - Financial Journals** * **Recurring Journal - Automate Periodic Expenses Vouchers** * **Primary/Secondary Books of Accounts - Ledgers, Cash Book, Bank Books, Journals** * **Financial Statements - Cash Flow, Fund Flow, Balance Sheet, P&L, Trial Balance, Bank Reconciliation** * **Attribute Analyses - Cost Centers, Project, Employee**   **Asset Management**   * **Asset Register - Asset Register with options for automatic depreciation (straight line and reducing balance)**   **Finance Accounting ERP Software – Reports**   * **Balance Sheet (General/ Comparative)** * **Income Statement** * **Cash Flow Statement** * **Trial Balance** * **Group Wise** * **Control Account wise** * **Subsidiary Account wise** * **Sub-subsidiary Account wise** * **Cost Center Wise Group** * **Cost Center Wise Control Account** * **Cost Center Wise Subsidiary Account** * **Function wise Group** * **Function wise Control Account** * **Function wise Subsidiary Account** * **Function wise Sub-Subsidiary Account** * **Function wise Control Account Summary** * **Function wise Subsidiary Account Summary** * **Group wise summary** * **Control Account wise summary** * **Subsidiary Account wise summary** * **Sub-subsidiary Account wise summary** * **Voucher Reports (Posted)** * **Voucher Reports (Un-posted)** * **Cost Center wise** * **Ledger summary** * **Daily Transaction Summary** * **Account Receivable/Payable Report** * **Account Receivable All within a date range** * **Account Receivable Cost Center wise** * **Account Payable All within a date range** * **Account Payable Cost Center wise)** * **Particular Check Payment** * **Bank Reconciliation**   **Sales Tax Reports**   * **Sales Tax Declaration Forms (Receivables / Issuable)** * **Sales Tax Summary** * **Sales Tax Forms Reminder Letters** * **Sales Tax Account Register (Local / Central / Combine)** * **State wise VAT Returns**   **ERP Software For Project Management - Features**   * **Flexibly assign resources at the project level** * **View the entire project plan with an easy-to-read chart view** * **Identify and view task assignments in an intuitive chart format** * **Record project issues down to the task level, and track them with descriptions** * **Generate pricing estimates for pre-sale projects from underlying project plan and staffing model** * **Track changes to the project plan over time using baseline functionality** * **Manually override user cost at the project level** * **View pipeline reports, gaining visibility into future enterprise revenue and profit opportunities** * **create project-level and date-based budgets** * **budget categories to identify different budget items within the total budget amount**   **Inventory ERP**   |  | | --- | | **Inventory Management ERP Software – Feature**   * **Separate categories** * **Create and manage multiple stores per employee** * **Edit inventory** * **Regular updates on out of stock products** * **Informative dashboard to get all inventory info at a click of a button** * **Map stores by importing valid areas, sections, shelves, categories, etc.** * **Update inventory package as data is received from the customer** * **Basic and advanced report generating feature to give up to date info on the inventory status** * **Feature to export reports on to Excel, PDF and other external file formats** * **File barcode can be mapped against each ‘SKU’ and many more…** | |  | | **Inventory Management ERP Software**   * **Item classification into divisions, sections, departments.** * **Item detail with multiple attribute and categories.** * **View reports with images** * **Sample management** * **Dead on arrival** * **Real time view of inventory levels with in depth inventory analysis** * **Track floor stock, warehouse stock** * **Track goods movement through various stages at barcode and package level** * **Inventory valuation on FIFO, LIFO, Average and Last purchase.** * **Inventory movement (opening, purchase, sales, consumption, closing) at quantity and value** * **Road permit tracking for all inwards and outward movement of goods** * **Inter-stock point transfer and reconciliation entries** * **Negative stock alert on each inventory movement: instead it should be freeze** |   **ERP Request FORM**    **Leave Request**  **Increment Salary Request**  **Over time Request**  **Promotion /Demotion Request**  **Vacancy Request**  **Resignation request**  **Transfer Request**  **Taxi form**  **Request form**  **Purchase Request Form**  **Item request Form**  **Request for Daily wages**  **Employee Complain Request**  **Student Complain Request**  **Request for Fuel**  **Request for transfer for staff /students**  **Request for IT ticketing**  **Maintenances Request**  **Note: If a staff need to visit other office for security check that he/she has visited that office we need biometric to recognized that he/she has gone there.**  **Student’s data (Personal information) should be secure and accessible to only specific users.** |
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