System Features & Functional Analysis of Probaha Coaching Center.

This document outlines the technical analysis and key features proposed for the development of a comprehensive Coaching Management System for Probaha Coaching Center.

The analysis includes detailed descriptions of functional modules such as Admin module, Teachers module, student admission, result management, fee collection, attendance tracking, exam creation, communication tools, and more. Each feature is tailored to meet the operational needs of Probaha Coaching Center, ensuring efficiency, transparency, and ease of use for administrators, teachers, students.

This system aims to digitize core activities, reduce manual workload, and enhance academic performance monitoring and communication flow within the coaching center.

MODULES AND SUB-MODULES:

Module Name	Submodules Name
1. **ADMIN**	1. Dashboard 2. User & Role Management 3. Approve System
2. **TEACHERS**	1. User creation 2. Class entry 3. Invitation
3. **OFFICE / ADMISSION MANAGEMENT**	1. Batch and ID creation 2. Payment & Collection 3. Student Data Integration 4. Installment & Due Reminder 5. Promotion and Batch Transfer 6. ID card generate
4. **INTEGRATED ACCOUNTS SYSTEM**	1. Income-Expense detailed entry and approval system. 2. Chart of Accounts 3. Journal Voucher 4. Cash Receipt Voucher 5. Cash Payment Voucher 6. Cheque Receipt Voucher 7. Cheque Payment Voucher 8. Transaction List 9. Detail Ledger 10. Cash Book 11. Bank Book 12. Receive & Payment Statement 13. Detail Trial Balance 14. Summary Trial Balance 15. Fixed Asset Schedule 16. Income & Expenditure 17. Retained Earnings

	18. Statement of Financial Position 19. Notes to Financial Statements
5. FIXED ASSET	1. Fixed Asset Register 2. Asset Card 3. Fixed Asset Schedule Summary 4. Fixed Asset Schedule Details 5. Item Entry 6. Supplier Entry 7. Item-wise Asset Ledger
7. PUBLICATION	1. Question, Sheet, Routine Management 2. Result Entry and OMR Evaluation 3. Attendance report
7. COURSE COORDINATOR	1. Notice and SMS 2. Report 3. Material Upload 4. Result Entry and OMR Evaluation 5. Invitation
8. STUDENT PORTAL	1. Student Login 2. Payment and notification 3. Report for student 4. Live Class and Resources Access
9. RESULT MANAGEMENT	1. Admission Data 2. Result Entry 3. Exam Create 4. Report 5. Result Notification

MODULES, SUB-MODULES AND FEATURES:

ADMIN PANEL	FEATURES
➢ **Dashboard**	➢ Real-time summary of total students, batches, dues, income/expense, exams, and notifications ➢ Quick links to key modules (admissions, reports, alerts, etc.)
➢ **User & Role Management**	➢ Create/edit/delete user accounts (Director, Teachers, Coordinators, Students, Accounts) ➢ Role-based access control and permissions
➢ **Approve System**	➢ Admin can approve or reject new account creation requests. ➢ Admin can approve or reject the number of class entries submitted by teachers or course coordinators.
TEACHERS	FEATURES
➢ **User creation**	➢ Teachers can create accounts with their details; admin approval is required.
➢ **Class entry**	➢ Teachers can submit the number of classes conducted.

➢ **Invitation**	➢ Coordinators can set class reminders, and teachers confirm by accepting requests. Similarly, teachers can send invitations to other teachers.
OFFICE / ADMISSION MANAGEMENT	**FEATURES**
➢ **Batch and ID creation**	➢ Unique batch codes like Alpha-1, Alpha-2 with defined roll ranges. Class and subject-wise roll distribution with separate ranges
➢ **Payment & Collection**	➢ Cash, bKash, Nagad, Rocket, Selfin, SSLCommerz, Bank, etc. ➢ For cash payment must Record with amount, receiver name/ID. ➢ Student ID/Batch offer-based discount entry system ➢ Auto cash memo generation with search and history show. ➢ Auto SMS on successful admission/payment.
➢ **Student Data Integration**	➢ Real-time syncing of admission with attendance, OMR, results.
➢ **Installment & Due Reminder**	➢ Multy installment/One time installment system ➢ Automatic SMS alerts to guardians for due payments on specified dates ➢ Restrictions on accessing results or attendance records for students with unpaid specific dues. ➢ Popup alert for dues displayed on the student dashboard.
➢ **Promotion and Batch Transfer**	➢ Manual Student Promotion with History Tracking ➢ Transfer to another batch with full info migration.
➢ **ID card generate**	➢ Automatically generates the student's ID card once full fees are paid, along with the generation of relevant information and a fee payment receipt.

INTEGRATED ACCOUNTS SYSTEM

- ➢ **Income-Expense detailed entry and approval system.**
- ➢ Chart of Accounts
- ➢ Journal Voucher
- ➢ Cash Receipt Voucher
- ➢ Cash Payment Voucher
- ➢ Cheque Receipt Voucher
- ➢ Cheque Payment Voucher
- ➢ Transaction List
- ➢ Detail Ledger
- ➢ Cash Book
- ➢ Bank Book
- ➢ Receive & Payment Statement
- ➢ Detail Trial Balance
- ➢ Summary Trial Balance
- ➢ Fixed Asset Schedule

- ➤ Income & Expenditure
- ➤ Retained Earnings
- ➤ Statement of Financial Position
- ➤ Notes to Financial Statements

FIXED ASSET	
➤ Fixed Asset Register ➤ Asset Card ➤ Fixed Asset Schedule Summary ➤ Fixed Asset Schedule Details ➤ Item Entry ➤ Supplier Entry ➤ Item-wise Asset Ledger	

PUBLICATION	FEATURES
➤ **Question, Sheet, Routine Management**	➤ Question, Sheet, and Routine Creation with Archiving & Upload Facility
➤ **Result Entry and OMR Evaluation**	➤ Manual/OMR-based result entry. ➤ Integrated scanner-based OMR checking.
➤ **Attendance report**	➤ Present & Absent List Download/Print Facility

COURSE COORDINATOR PANEL	FEATURES
➤ **Notice and SMS**	➤ Share Notices for Own Courses ➤ Send SMS Related to Own Course
➤ **Report**	➤ View attendance report. ➤ View student dues. ➤ View Teacher List with Communication Options
➤ **Material Upload**	➤ Teachers can upload routine, Question, Practice Sheet, Lecture Sheet & Class Record ➤ Archive system for previous session content ➤ Students can access materials from their dashboard
➤ **Result Entry and OMR Evaluation**	➤ Manual/OMR-based result entry. ➤ Integrated scanner-based OMR checking.
➤ **Invitation**	➤ Course coordinators can select teachers from a dropdown, send class invitations with instructions, and set the class schedule.

STUDENT PORTAL	FEATURES
➤ **Student Login**	➤ Secure access with unique credentials. ➤ Update Personal Information (Name and Mobile number are locked for editing).
➤ **Payment and notification**	➤ Online payment system. ➤ Result & Attendance Lock for Unpaid Dues with Dashboard Notification
➤ **Report for student**	➤ View attendance report, dues, routine, result sheet, notice etc.

➢ **Live Class and Resources Access**	➢ Online Live Class (Zoom/ Google meet) ➢ Online support system ➢ Students have the ability to communicate individually with the Course Director and Course Coordinator. ➢ The Course Director can access and review the conversation between the student and the Course Coordinator if required, ensuring better coordination and oversight
RESULT MANAGEMENT	**FEATURES**
➢ Admission Data	➢ Automatic Update of Student Information in Result Sheet Post-Admission
➢ Result Entry	➢ MCQ Marks: Automatically fetched and updated in the system from OMR sheet data. ➢ Written Marks: Entered manually by authorized teachers or examiners through a secure input interface. ➢ Final result combines both MCQ and written scores for a complete evaluation
➢ Exam Create	Create and manage exams for any class, batch, or subject Key features include: ➢ Define exam ➢ Set exam date, time, and duration ➢ Assign subject and examiners ➢ Set negative marks, total marks and pass marks
➢ Report	➢ View and print merit list reports and attendance summaries for all students in a specific class. ➢ Reports are automatically generated and sorted based on total marks, GPA. ➢ Generate and download result sheets for a particular class based on: All batches, Selected batch, Selected subject in Excel and PDF formats. ➢ All student academic records are securely archived by session and batch wise also print facility for administrative use or guardian request. ➢ Generate detailed marksheets and transcripts using a student's unique ID number, includes subject-wise marks, grades, GPA.
➢ Result Notification	➢ Students' total marks and result status can be sent directly to guardian's WhatsApp number ➢ Option available for manual sending to ensure guardians are promptly informed