TutelMinds
Tecnoconsultants Pvt. Ltd.

ERP DOCUMENT

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1. **ACADEMIC MANAGEMENT MODULE**

   In Academic Management all academic related information is stored, accessed as well as we can update this info. Which consist of all course related info, Student Marks info, their document related information etc.
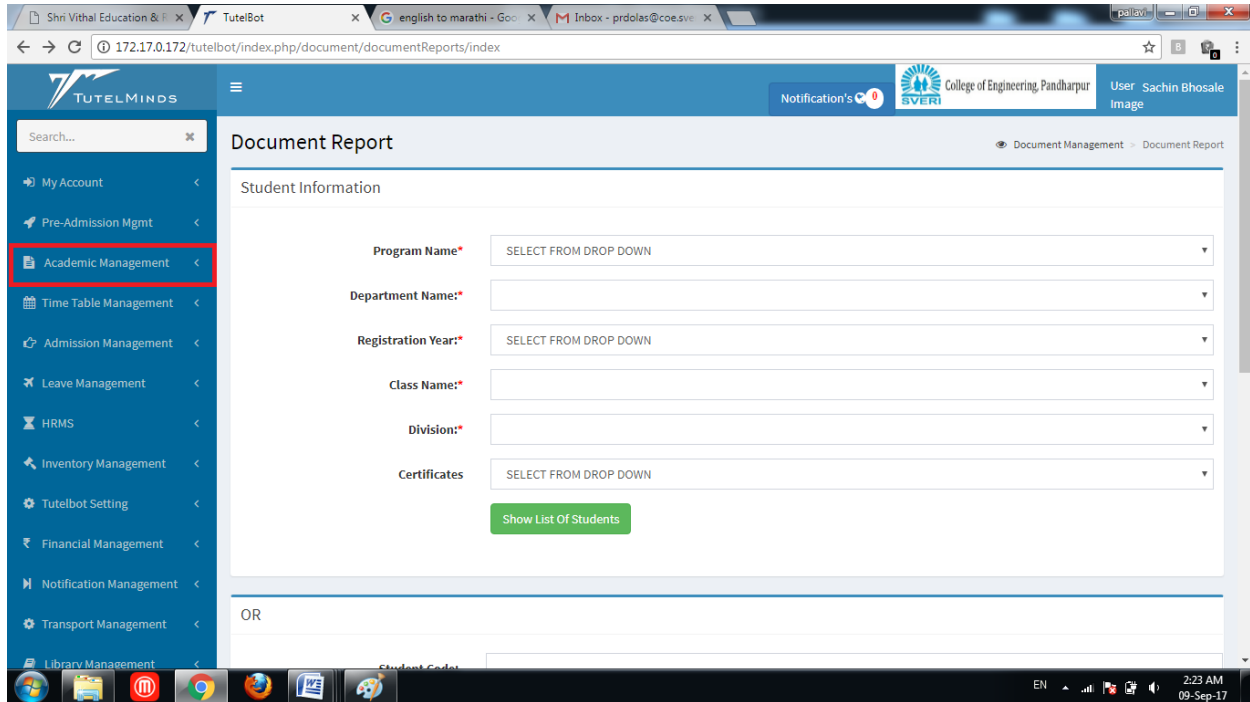
The Academic Management module which consists of following sub modules.

1) Degree Management
2) Course Management
3) Mark sheet Management
4) Document Management
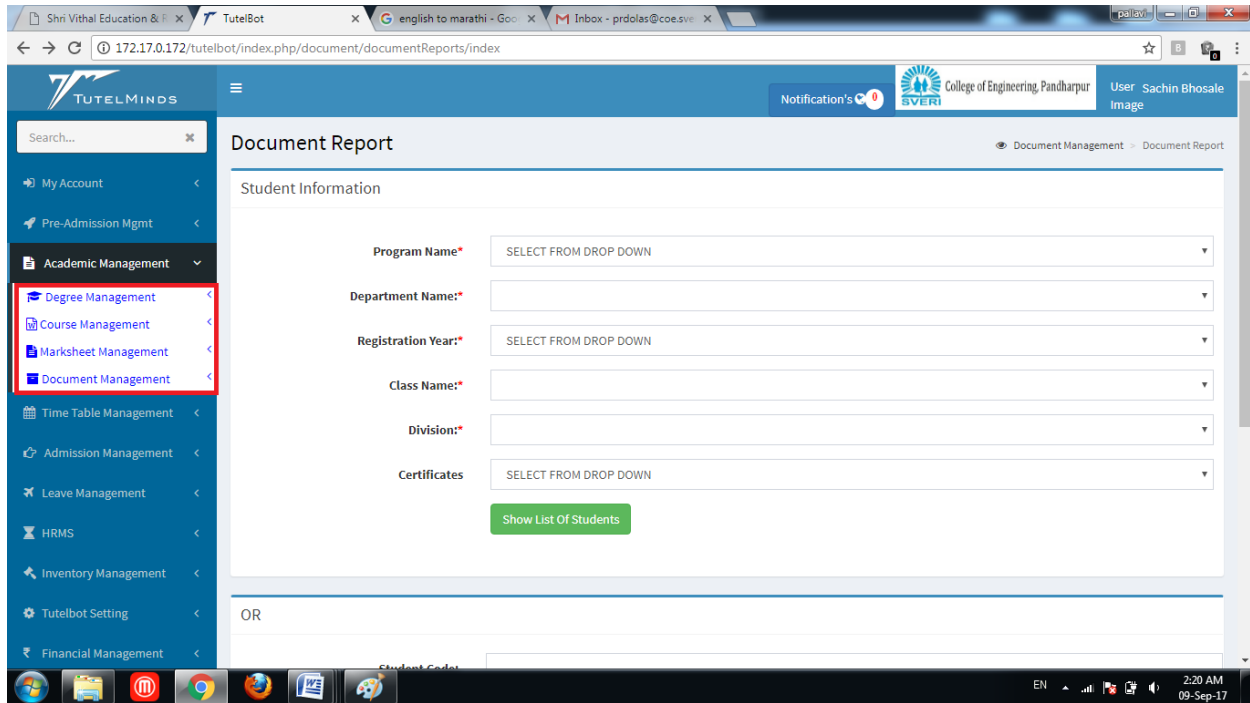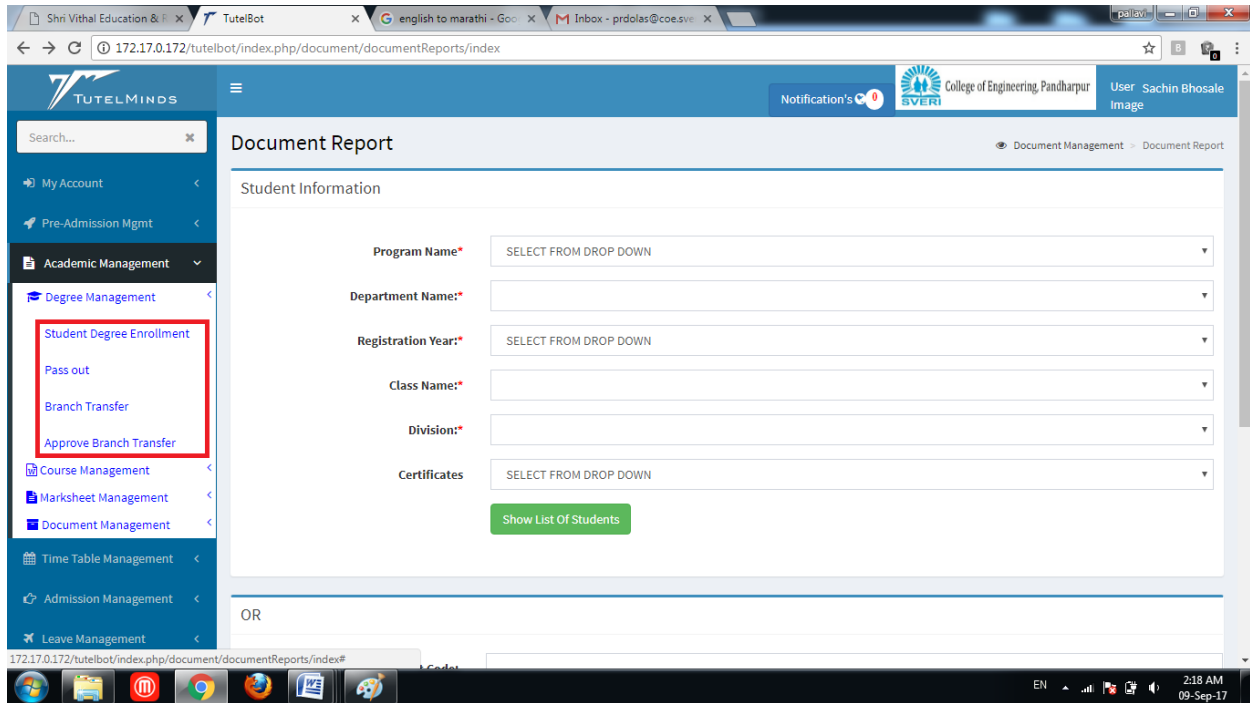
The Details of the above sub modules are as follows.

 a. Degree Management Module

  This Module comes under the Academic Management. Degree Management
  Module which consist of following sub modules:Student Degree Enrollment

 b. Pass out

 c. Branch transfer

 d. Approve Branch transfer

1. Course Management

   Course Management Module which is used for Managing the Courses, Adding the New courses, allocating the students for that course, & also displaying the attendance of students for that selected course.

   The Manage course Module which is divided into following sub modules.

   a. Manage Courses
   b. Add Courses in Class
   c. Student Course Enrollment
   d. Course Attendance
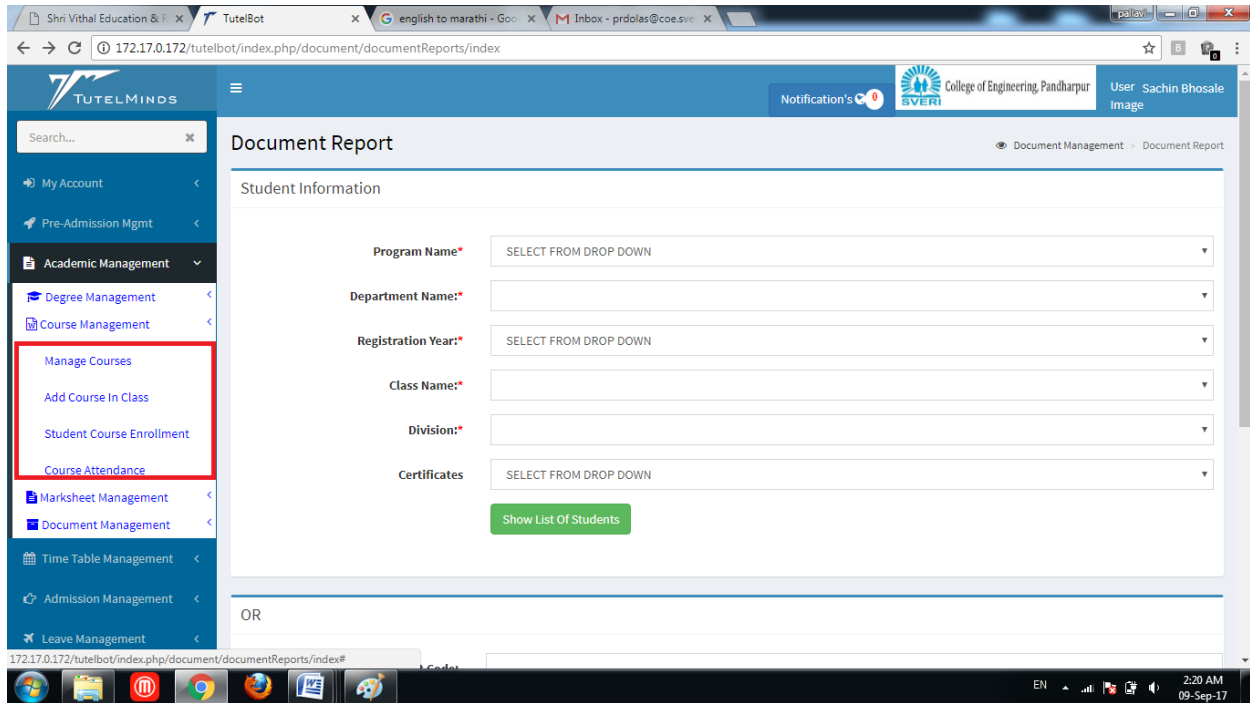
2. Mark sheet Management

In Mark sheet Management Module all students Marks will be filled according to their Assessments. Each & every student marks will be displayed via this Module. This Module consists of six Sub Modules. These are as follows.

a. Manage Assessment Heads.

b. Class Assessment Scheme

c. Course Making Scheme

d. Assign Marks

e. Students Marks

f. Release Result
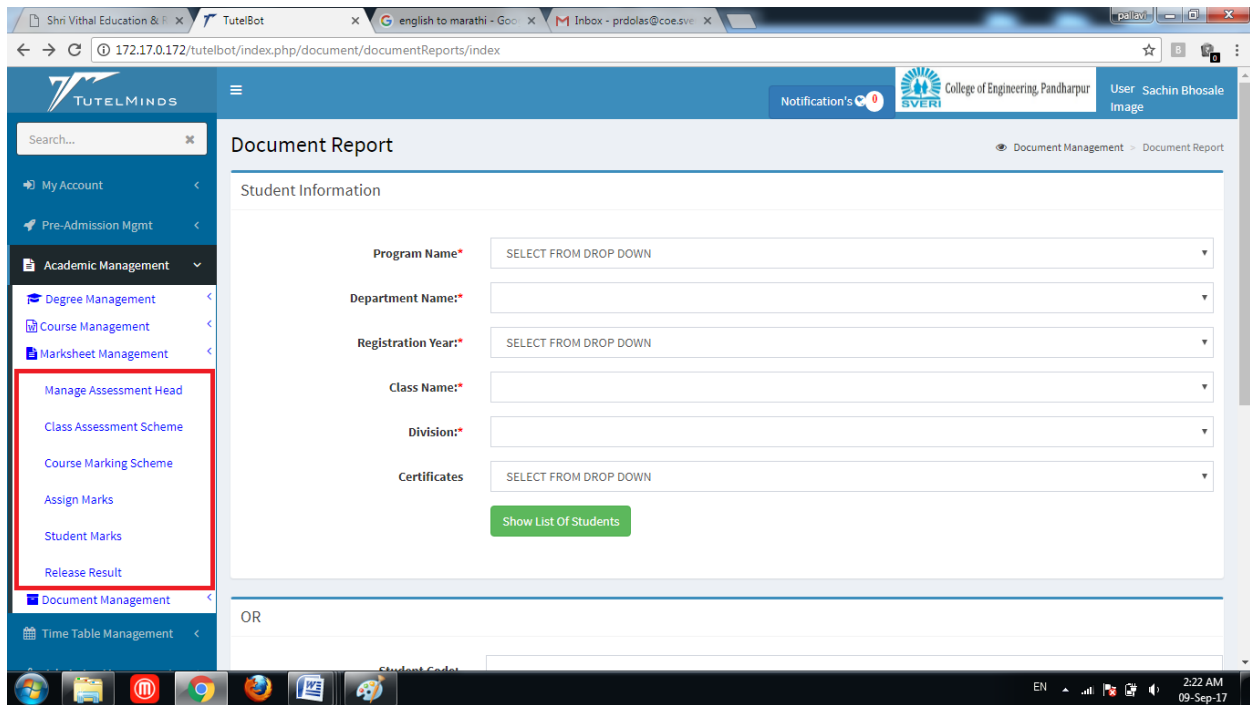
3. Document Management

Here the All student documents can managed. This includes the adding document, generating the report of particular document, updating document etc.

In Document Management following are the sub modules.

    a. Insert Document
    b. Add Document
    c. Document Reports
    d. Certificate Request
    e. Generate Report
    f. Generate Date wise Report
    g. Update Submitted Document
    h. Document Class Mapping
    i. Manage Report Format

DEGREE MANAGEMENT MODULE

Degree Management Module comes under the Academic Management. Degree Management Module which consist of following sub modules:

1. Student Degree Enrollment
2. Passout
3. Branch transfer
4. Approve Branch transfer

Here we can discuss those sub modules one by one.

Student Degree Enrollment: In this sub module all students from each class will be enrolled. if already enrolled students then that will also be shown with this module.

Following are the all steps to complete the "Student Degree Enrollment".

Here we can take the example of "BE Student Enrollment".

Step1: select the path as follows:

Academic Management-⊗Degree Management-⊗Student Course Management

Then following Window will open.

Please add the details as you know but add the academic year as 2014-15 & class Name as TE. After filling all info click on update Degree class button. Then next window will open.

Step2: Click on "Assign Class and division to Student" select the student from that list & select current year, current class i.e. BE & other info. etc. Finaly click on "update class / Academic Year".

Fig.No.02

Fig.No.03

Step 3: Enrollment step: To enroll the students go to back in "Student Course Management" select the student info. as current yea , class etc.& press the "Enroll student" Button.
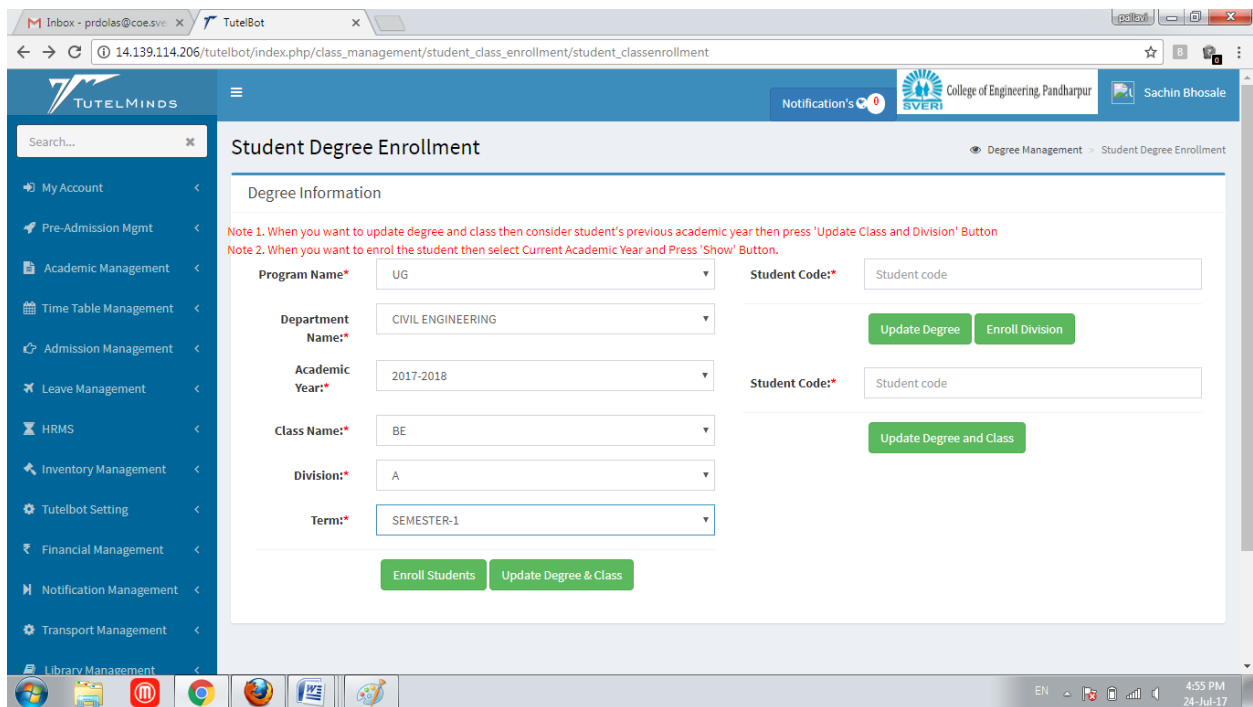
Fig.No.04

Step 4: Click on "Assign Division to student" & then click on "Un-Enrolled Student List". Select the student from this list & fill up all the info in above form as in Fig. No 2. & finally click on "Enroll Student". So that Students from "Un-Enrolled Student List" are shifted to "Enrolled Student List".

Step 5: check whether the student has enrolled. Go to the tutelbot login page click on "Pay fee online"
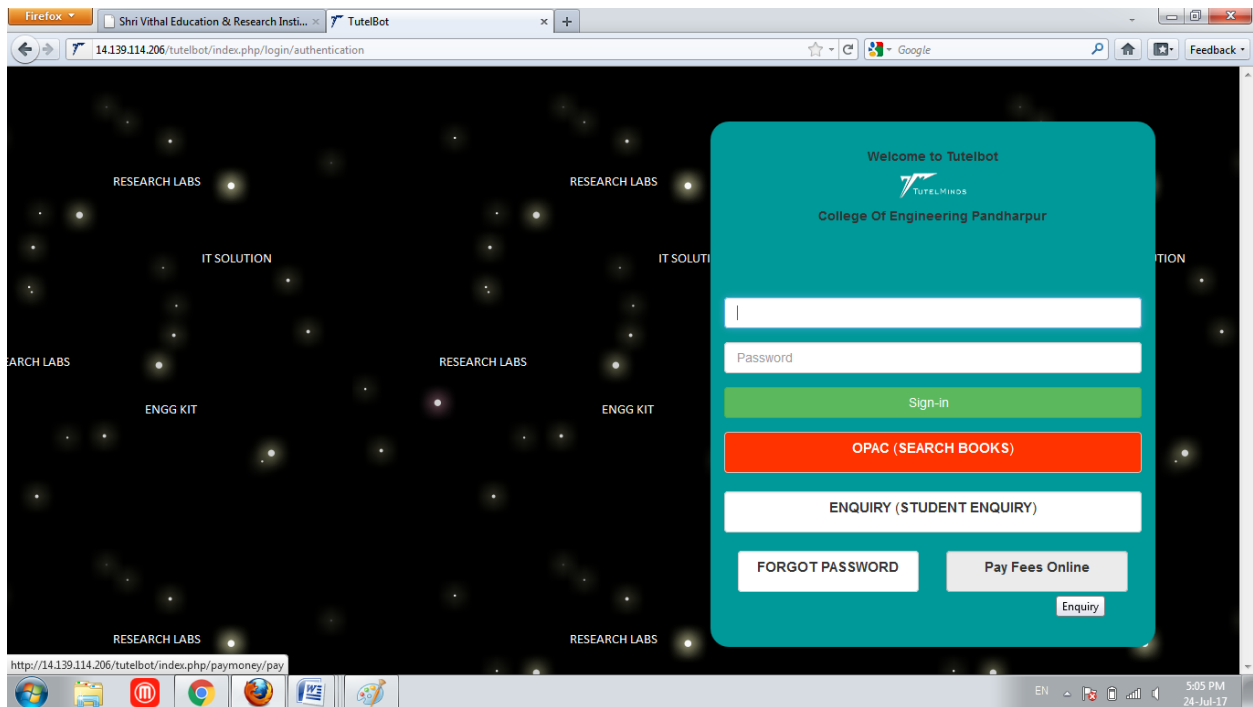
Fig.No.05

Step 5: Enter the "scholar number "of Student & click on next
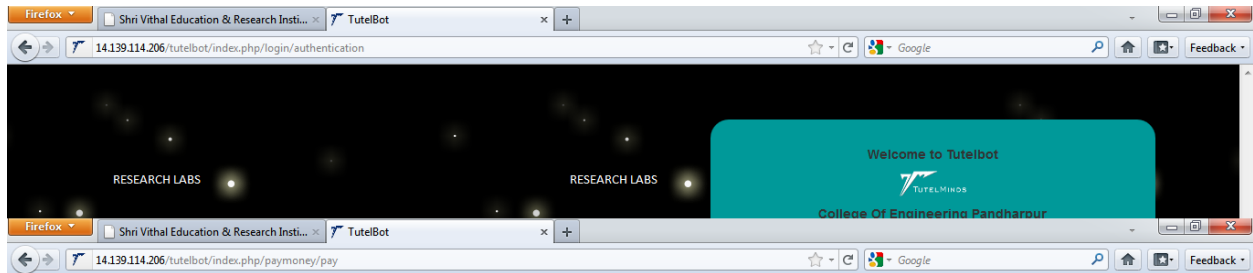
Fig.No.06

Step 6: Select the current year of student & click on next.
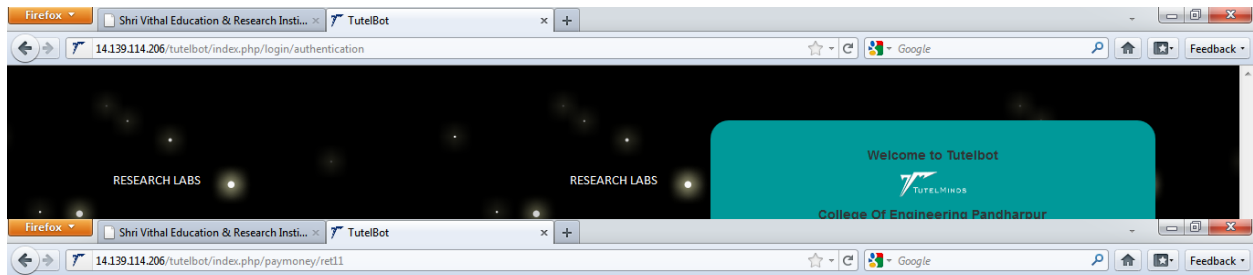
Fig.No.07

Step 7: This window will show the total fee of student. Then we can confirm that Student of Class BE has Enrolled Successfully.
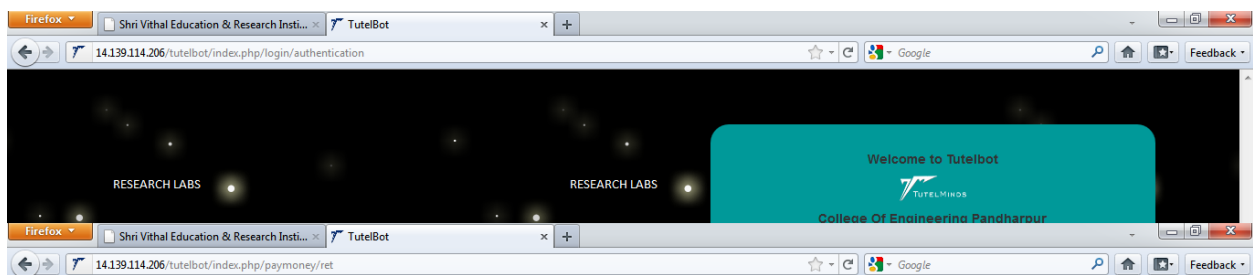
Fig.No.08

Passout: As passout student module is attached to Alumini portal which has been developed by Developer Mr.dayavan.

Branch Transfer & Approve Branch Transfer: Whatever the Branch transfer cases are here we have already added successfully. As no case for testing, so it will be available for testing on next semester. If any case appears for the same i will include that testing in this sub module.

COURSE MANAGEMENT

Course Management Module which is used for Managing the Courses, Adding the New courses, allocating the students for that course, & also displaying the attendance of students for that selected course.

The Manage course Module which is divided into following sub modules.

1. Manage Courses

2. Add Courses in Class

3. Student Course Enrollment

4. Course Attendance

These Submodules are explained as bellows.

1. Manage Courses

In this Submodule new courses can be added. Whatever the already added courses are that can updated or we can delete the already added courses.

Step No-01-Click on Academic Management☺Course Management☺Manage Courses
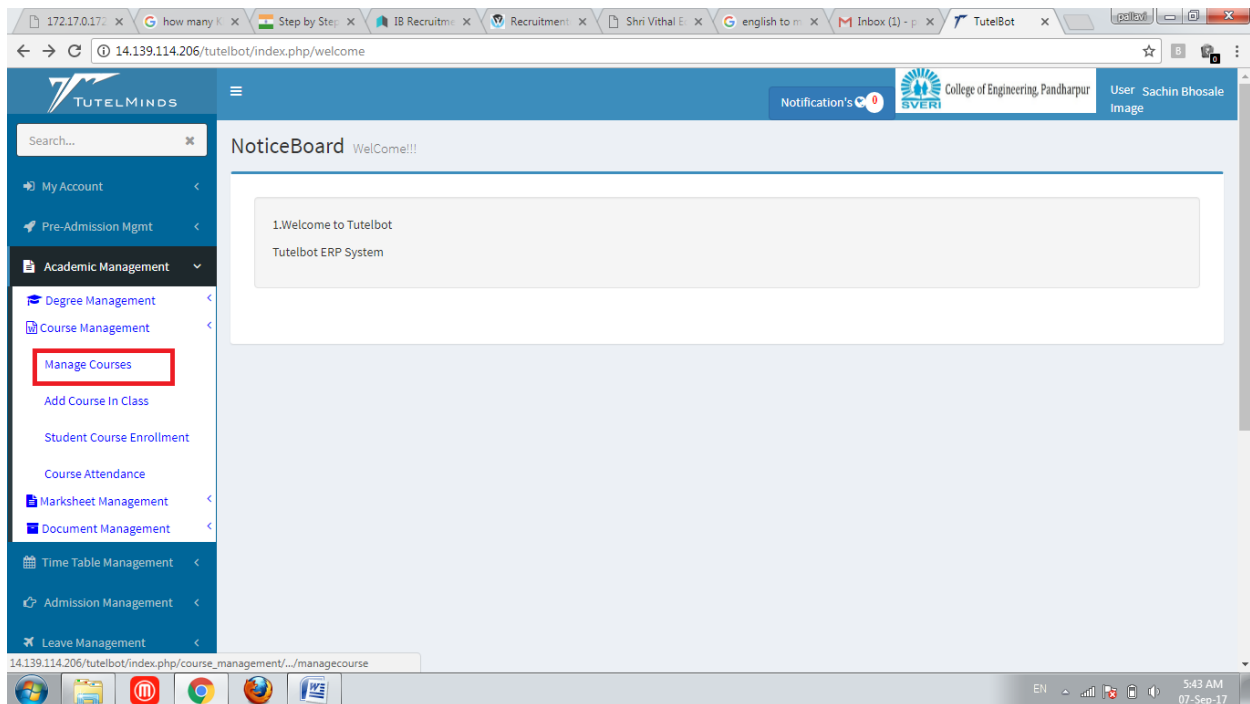
Step No-02-After Clicking on "Manage Courses" the following window will open.Here whatever the already added courses are that is displayed on this window.We can update that courses by clicking on "Action" Button. Or we can search the particular course among the all courses.

Step No.03-Here we can add the courses by clicking on the "Add Courses" Button. Please see bellow fig.
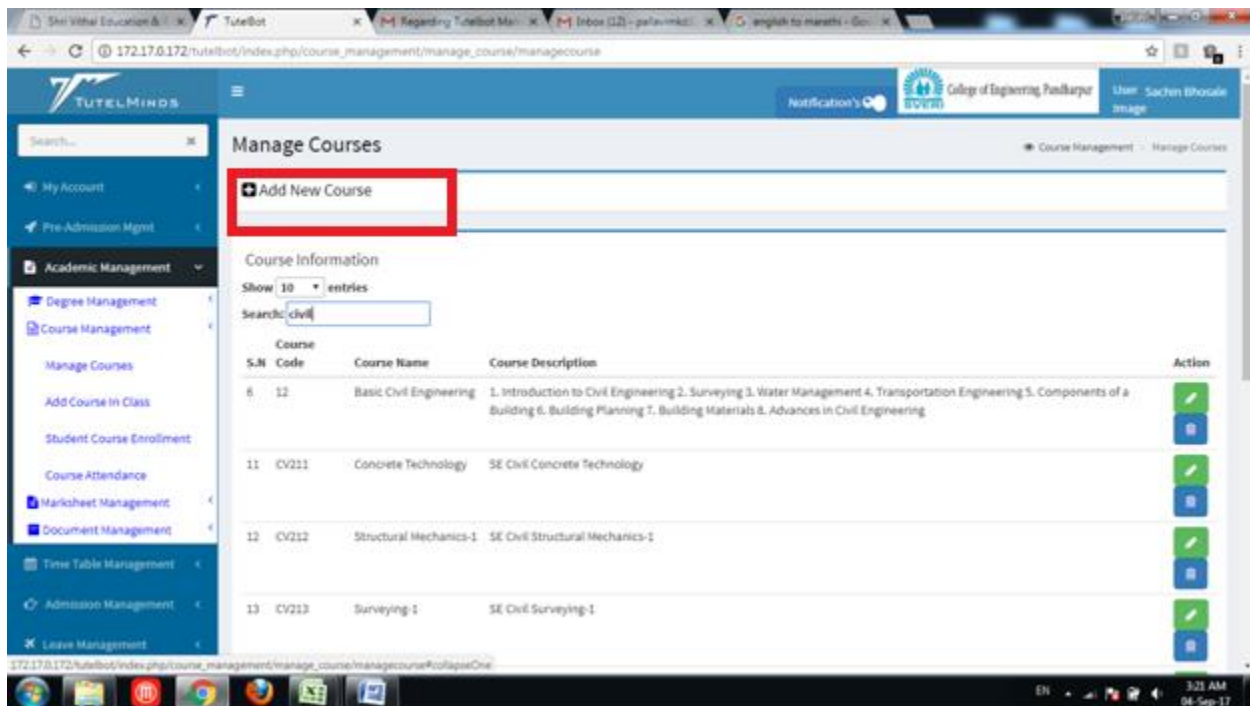
Step No.4- After clicking on "Add Courses" button the next window will open. Here you can add the details of your courses as given in that text box. & finally click on "Submit" button.

Step No.5- After clicking on "Submit" button the following window will open showing the message that "Information has been added successfully". Please see bellow fig.

2. Add Courses in Class

In this submodule whatever the courses we have added on above submodule that can be enrolled to a specific class.

Step No-01-Click on Academic Management☉Course Management☉Add Courses in Class
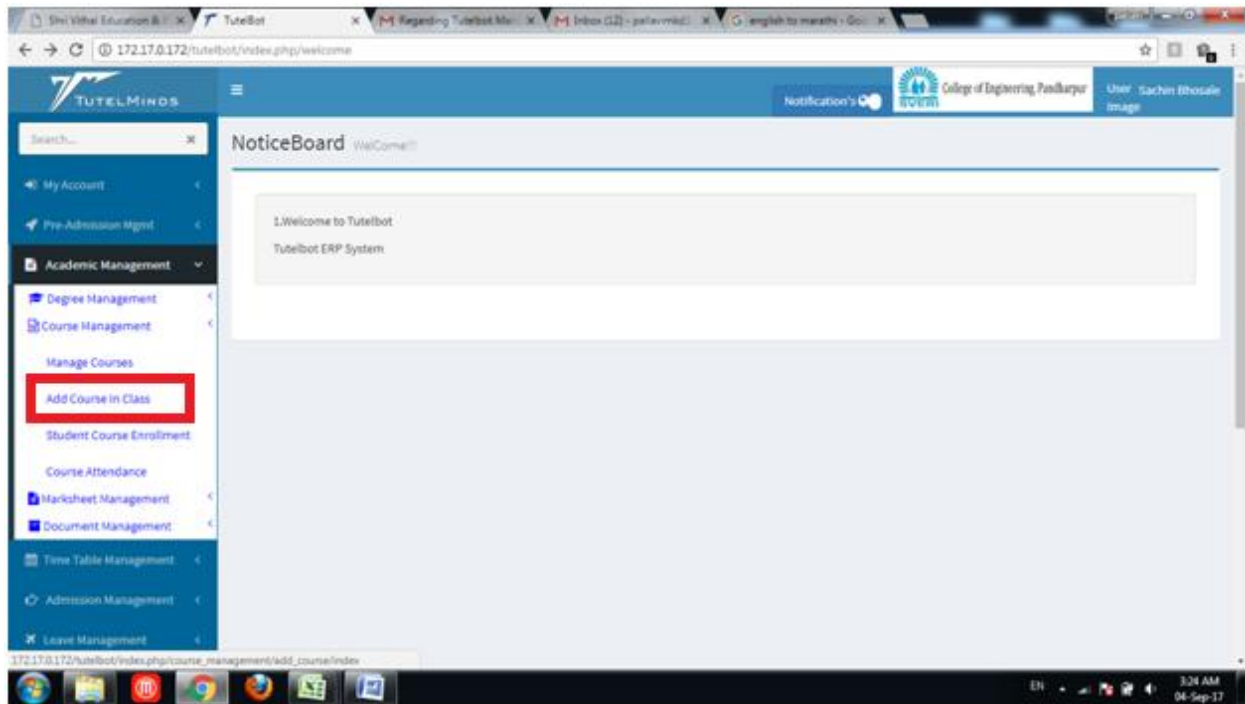
Step No.02-After clicking on "Add Courses in Class" submodule the following window will open.
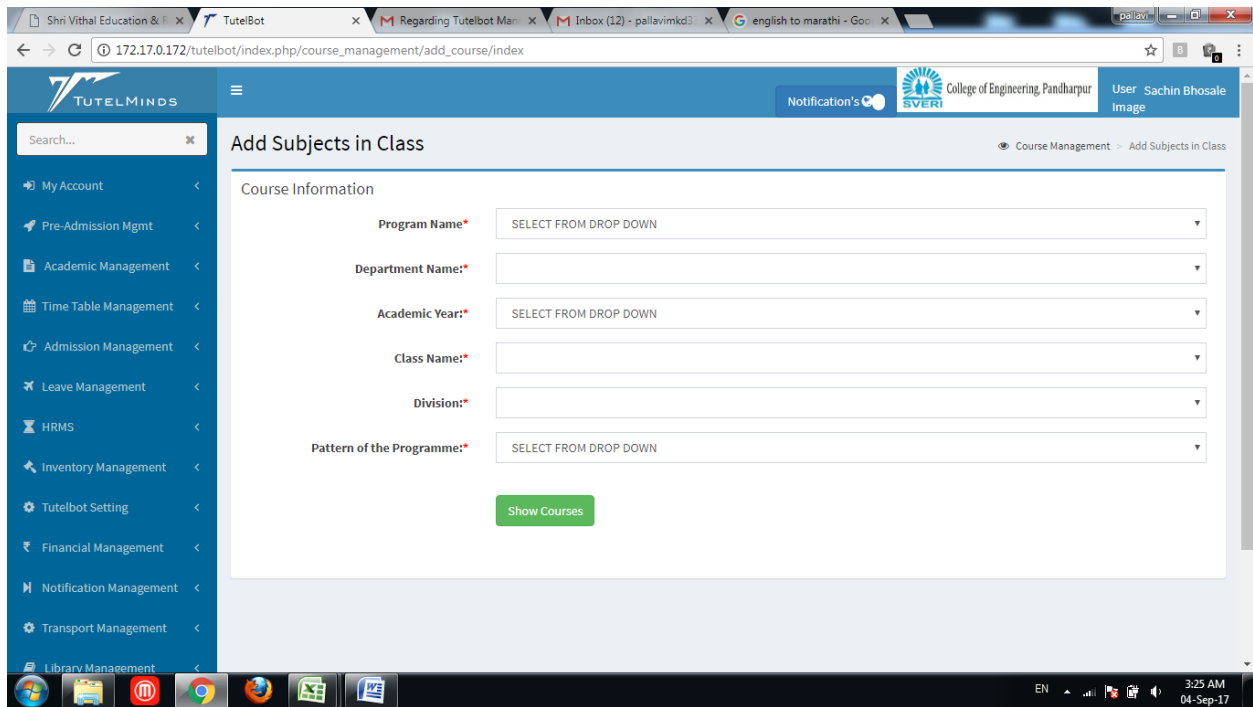
Step No.03-Please insert the all required information on given text box. & click on
"Show Courses" button.
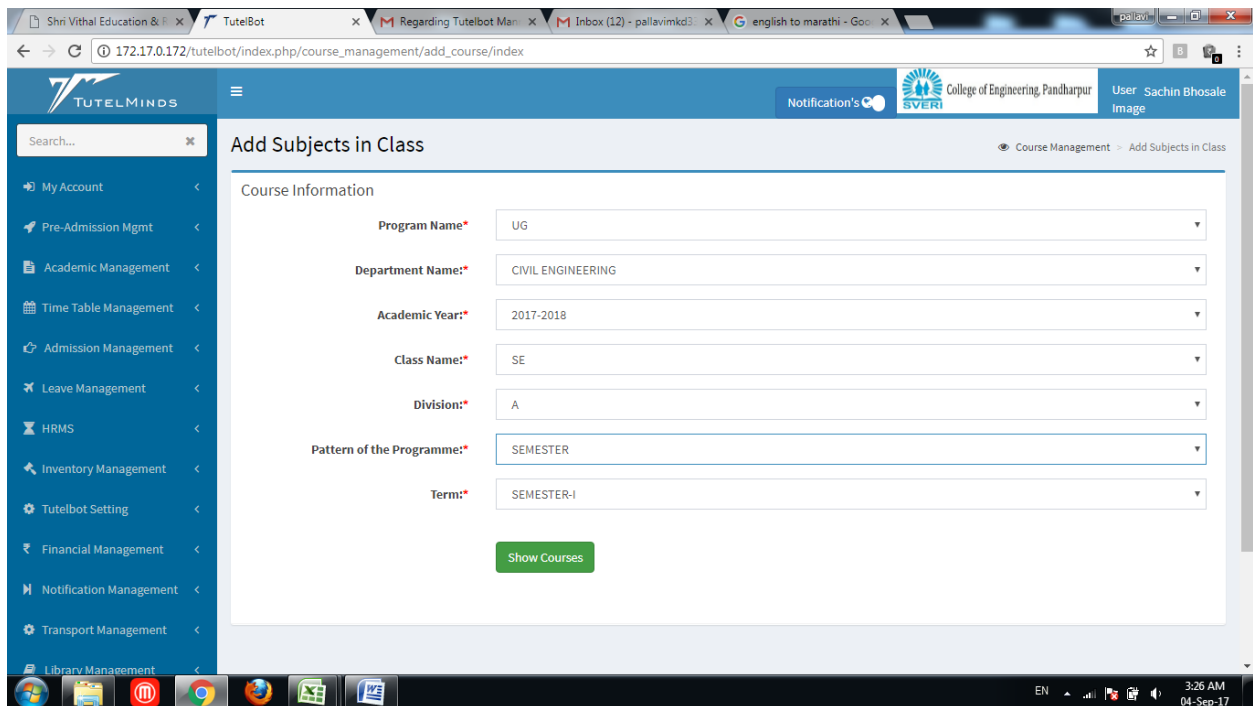
Step No.04-After clicking on "Show Courses" button the course information can be displayed on top of this page. Here bellow the course info. the two course lists are shown.i.e Enrolled & UnEnrolled Course List. Please click on "Enrolled List" & select the courses that you want to unenroll already enrolled courses. & finally click on "UnEnroll Courses" button. So that the selected courses will be unenrolled successfully.

Step No.05-Please click on "UnEnrolled List" & select the courses that you have added newly. & finally click on "Enroll Courses" button.

Step No.06-Whatever the Courses we have added newly that all are enrolled here to the particular class. Please see the enrolled list in bellow fig.

3. Student Course Enrollment

Here the students can be assigned to those class courses. So that it is easy to insert the Attendance on "insert Attendance" submodule of "Timetable Management" Module.

Step No.01-Click on Academic Management⊛Course Management⊛Student Course Enrollment
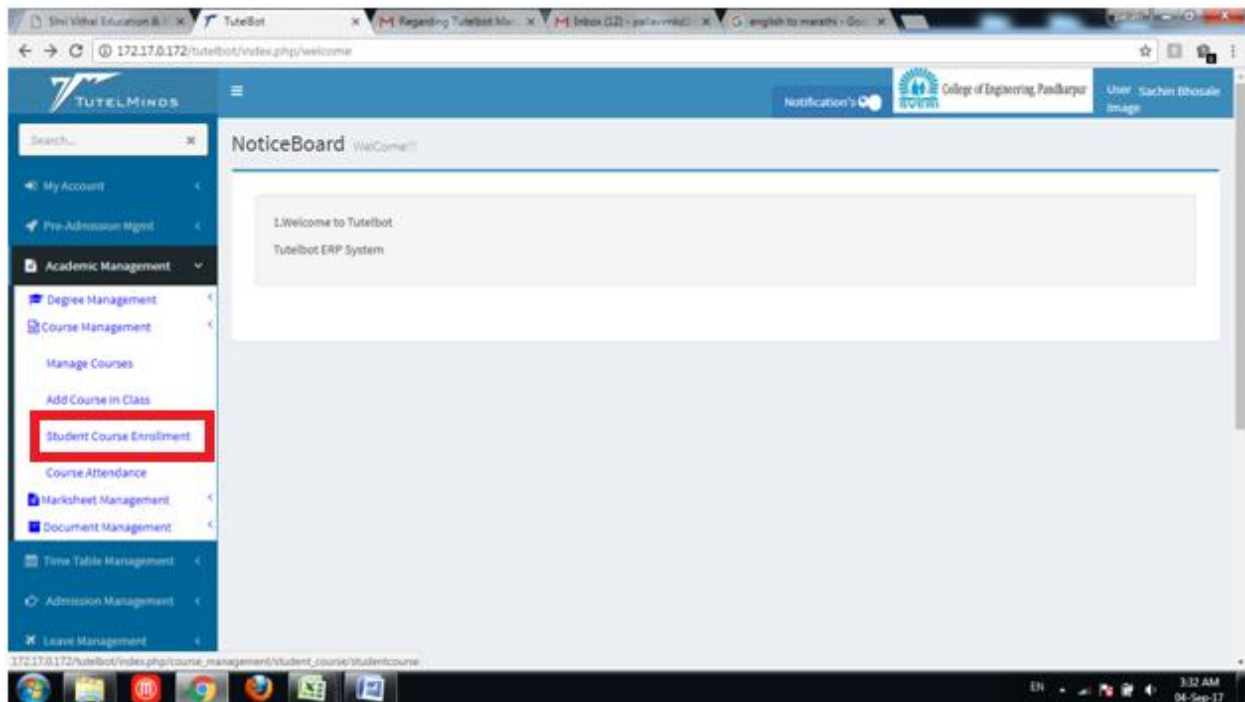
Step No.02-After clicking on "Student Course Enrollment "the following window will open.
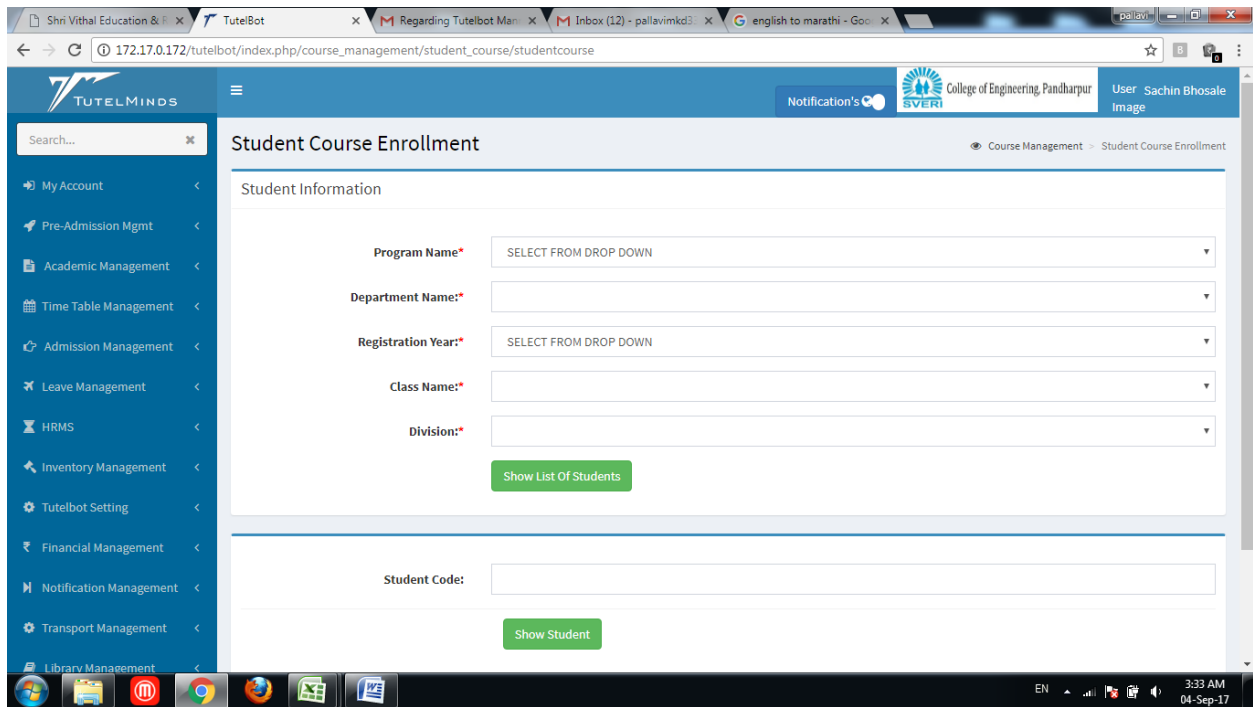
Step No.03-Please Fill the required information & click on "Show List of Students" button.
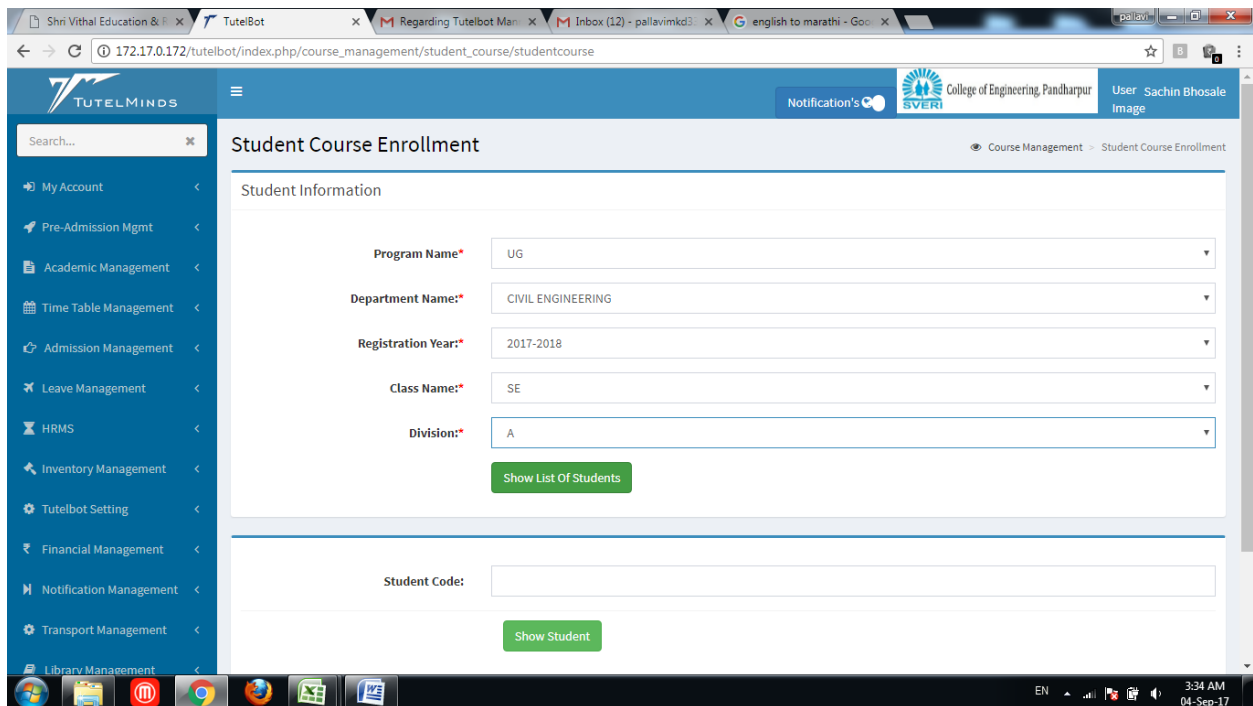
Step No.04- After clicking on "Show List of Students" button the list of students will be displayed here.i.e those students are assigned to the courses of selected class.

Course Attendance

Step No.01-Click on Academic Management☉Course Management☉Course Attendance
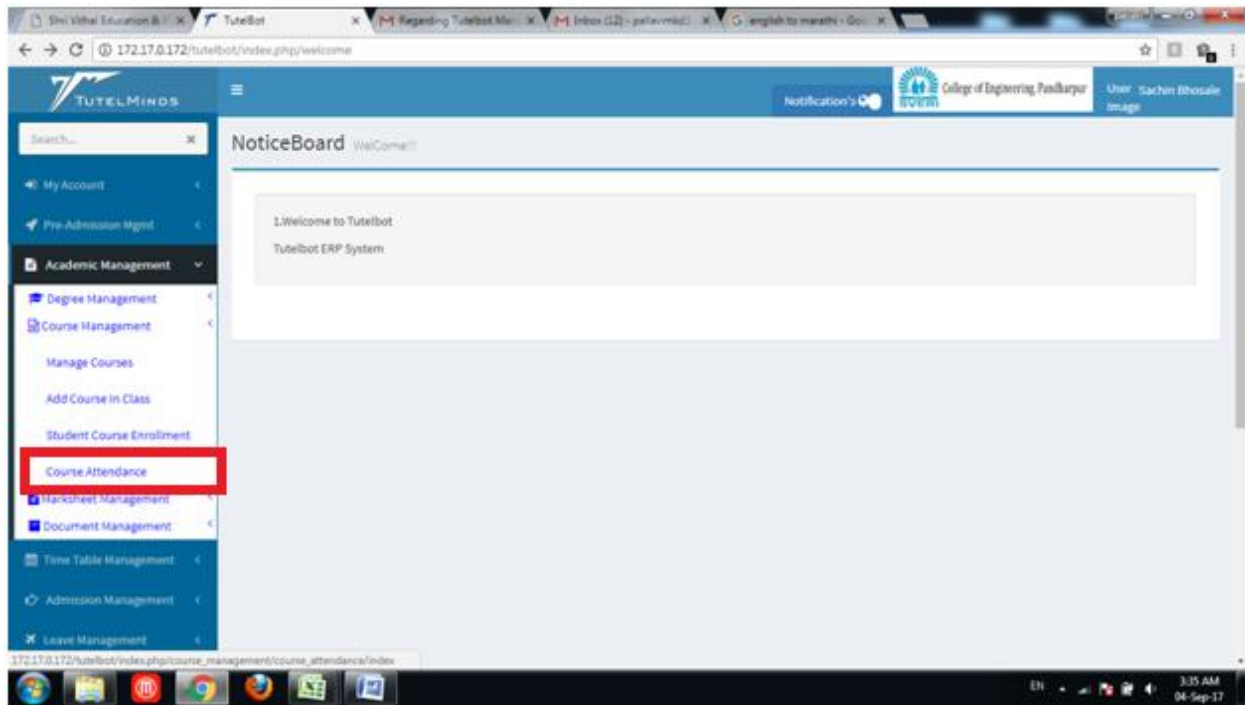
Step No.02-After Clicking on "Course Attendance" the follo.window will open. Please select the required information & click on "Show Attendance" button.
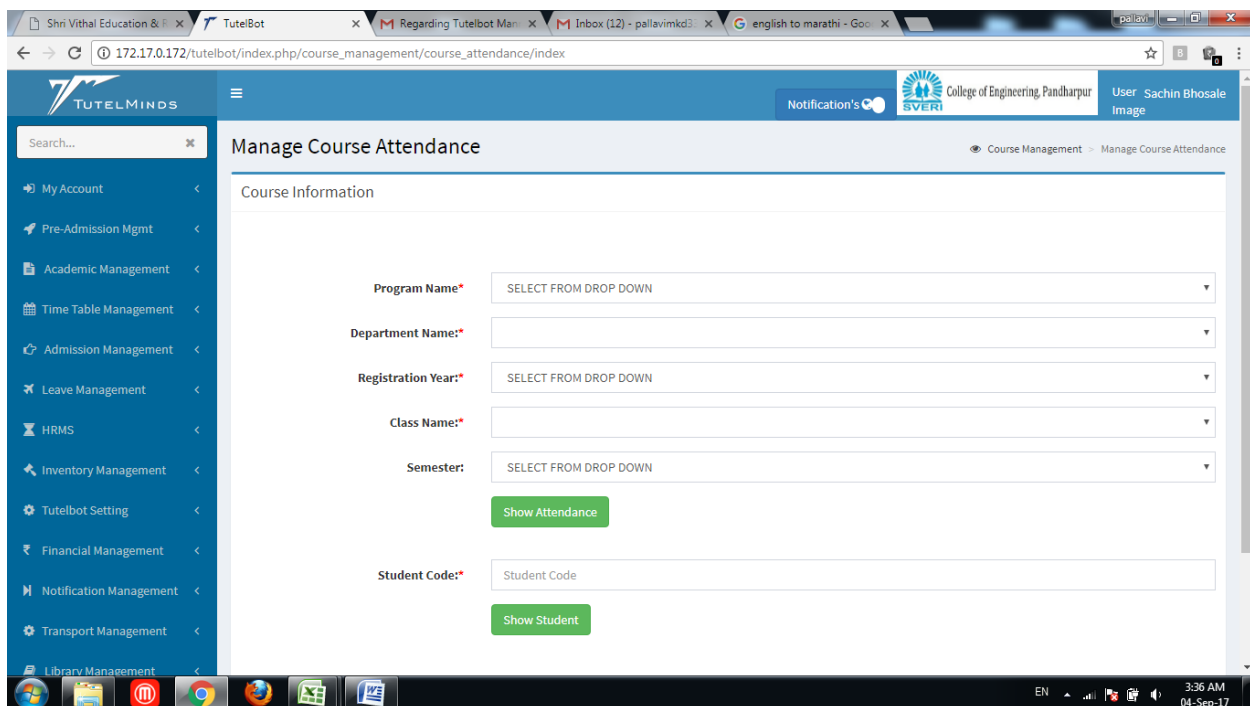
Step No.03- After Clicking on "Show Attendance" button the following window will open.It will show the Attendance report of particular course by clicking on "Attendance Report" button.

Step No.19-

A Database Error Occurred

Error Number: 1054

Unknown column 'student_attendance.total_classes_attended' in 'field list'

select student_course.user_id,user_profile.first_name,user_profile.last_name,student_info.degree_id,student_info.scholar_number,college_degree.degree_name ,student_attendance.total_classes_attended, student_attendance.total_classes_held from student_course left join student_attendance on (student_attendance.course_id = student_course.course_id and student_attendance.student_id = student_course.user_id and student_attendance.academic_year_id=student_course.academic_year_id and student_attendance.term = student_course.term) ,user_profile,student_info ,college_degree where student_info.user_id=user_profile.id and user_profile.id=student_course.user_id and user_profile.is_available =1 and student_info.degree_id=college_degree.degree_id and student_course.academic_year_id='93' and student_course.term='1' and student_course.course_id='646' and student_info.degree_id='11' and student_course.user_id in (select student_enrollement.user_id from student_enrollement where student_enrollement.academic_year_id ='93' and student_enrollement.term ='1' and student_enrollement.class_name = 0)

Filename: /san/d/home/tims/tutelbot/models/course_management/course_attendance_model.php

Line Number: 12

MARKSHEET MANAGEMENT MODULE

In Marksheet Management Module all students Marks will be filled according to their Assessments. Each & every student marks will be displayed via this Module.

This Module Consists of six SubModules.These are as follows.

1. Manage Assessment Heads.

2. Class Assessment Scheme

3. Course Making Scheme

4. Assign Marks

5. Students Marks

6. Release Result

Here all sub modules are explained one by one.
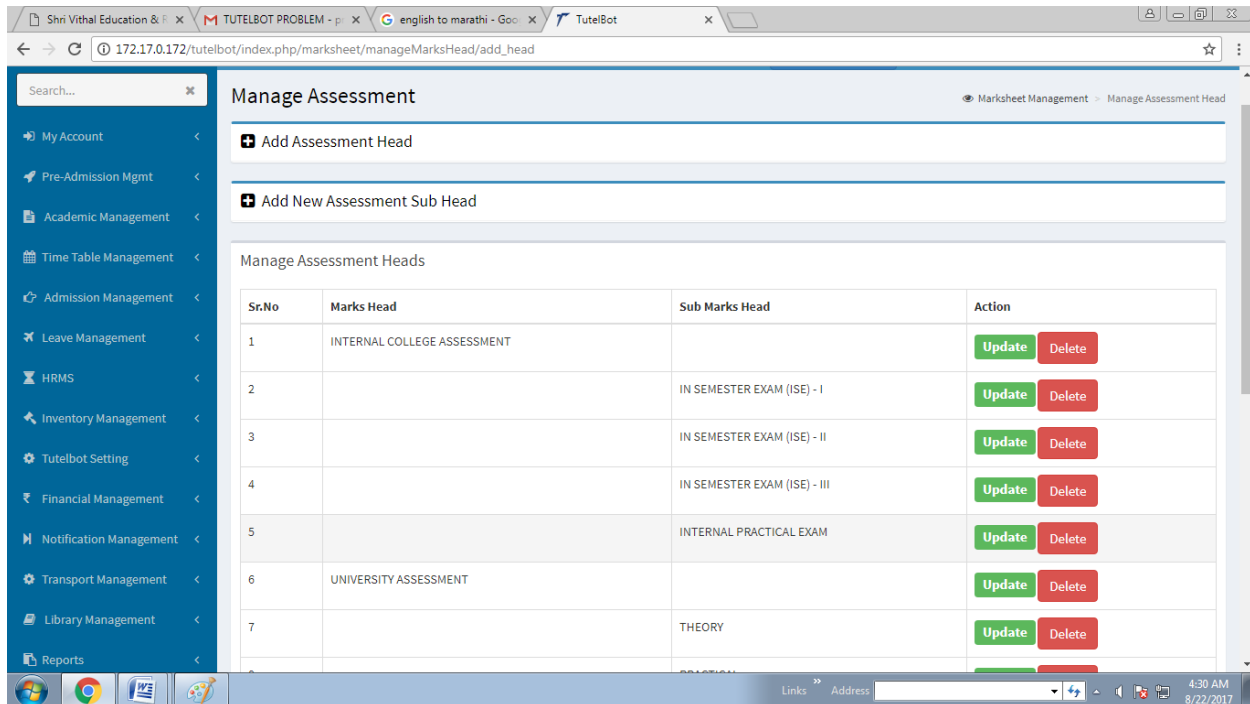
1. Manage Assessment heads

Step 01-Click on Academic Management⊕Marksheet Management⊕Manage Assessment Heads.
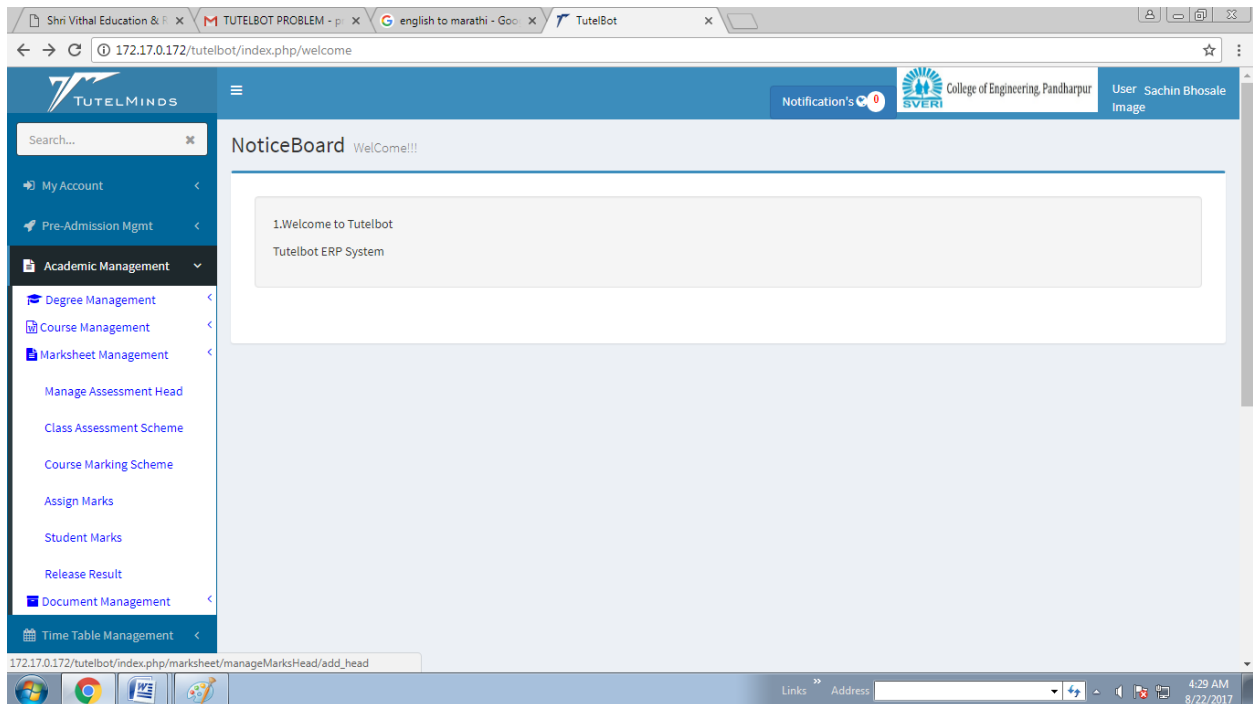
Step 2-After clicking on "Manage Assessment Heads" the following window will open. It will show the already added Assessment heads. Here two option buttons are provided to update & delete the Assessment Heads.

a. If You have to delete the Assessments the you can delete by directly.

b. If you want to update the Assessments then Click on "Update" Button. The following window will open. Here you can write the Name of updating Assessment & Click on "Update" Button.
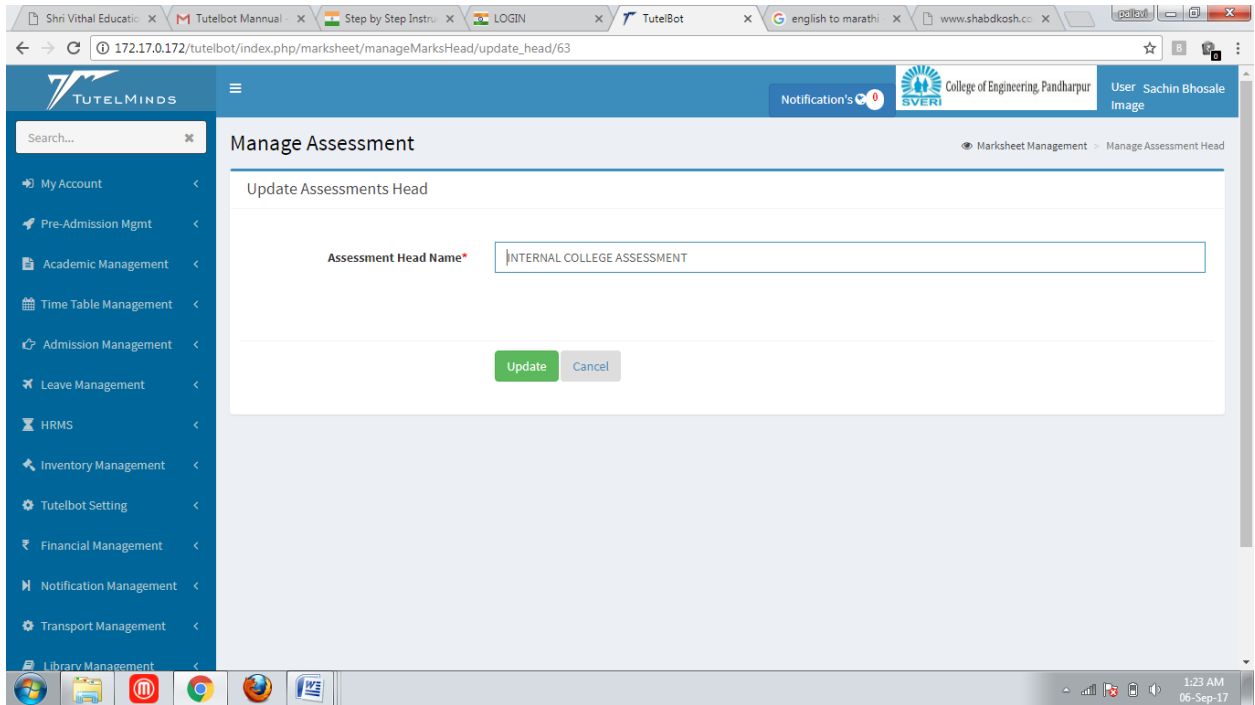
Step 3-To add the assessment Heads click on "Add assessment Heads". After clicking the following window will open. Please type the assessment name & click on "Add" button to add assessment.
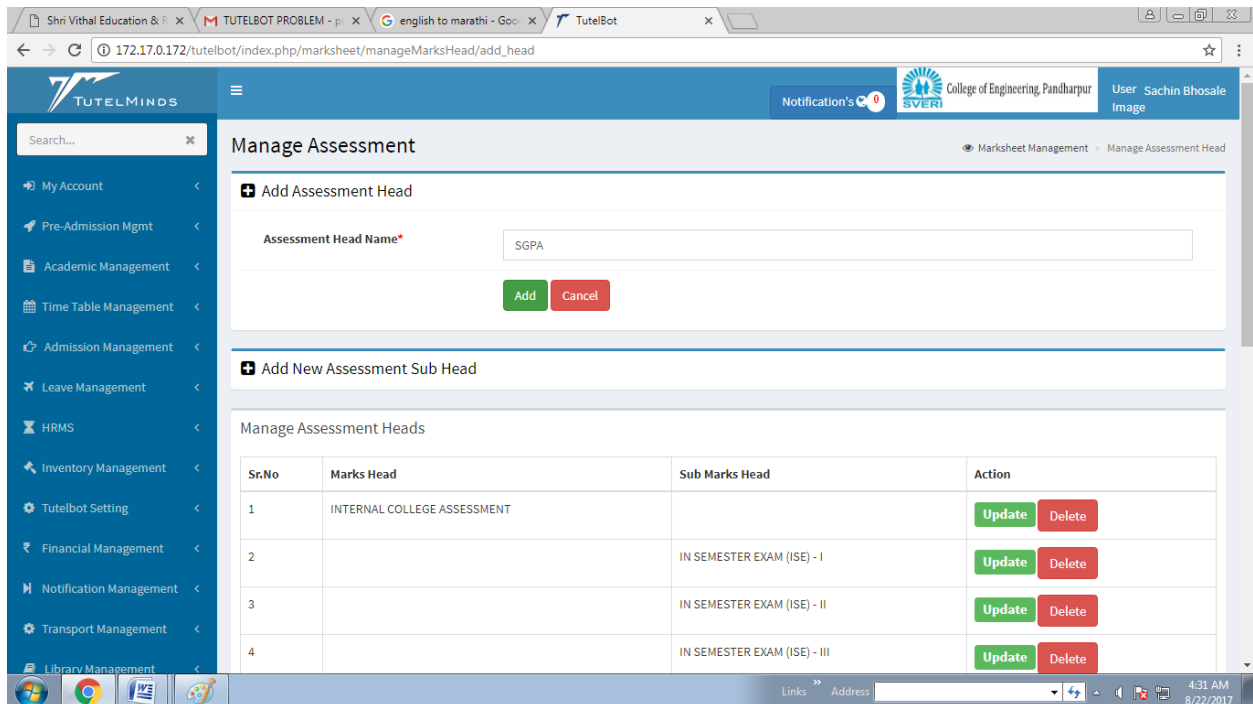
Step 4-Once you have created the Assessment head then it will be displayed like bellow fig.Please see the e.g of SGPA.Which I have added currently.

Step 5-Here you can add the Sub Assessment Heads. For that click on" Add new Assessment sub head". Then follow. Window will open. Please type the sub head name & select head name under which you want to add that sub head Assessment. & finally click on "Add" button.

Step 6-After adding Sub head Assessment it will display like below fig. As Assessment head is SGPA & Sub Assessment Head as SGPA1.

9	CLASS TESTS		Update Delete
10		CLASS TEST-I	Update Delete
11		CLASS TEST-II	Update Delete
12		CLASS TEST-III	Update Delete
13	TERM WORK		Update Delete
14	CGPA		Update Delete
15		ISE	Update Delete
16		ESE	Update Delete
17		ICAA	Update Delete
18	SGPA		Update Delete
19		SGPA1	Update Delete

TutelBot

2. Class Assessment Scheme-In Class Assessment Scheme submodule Max & min Marks can be added. So that the status of students Marks can be known here.

The Class Assessment Scheme submodule is explained in detail as follows.

Step 01- Click on Academic Management✲Marksheet Management✲Class Assessment Scheme
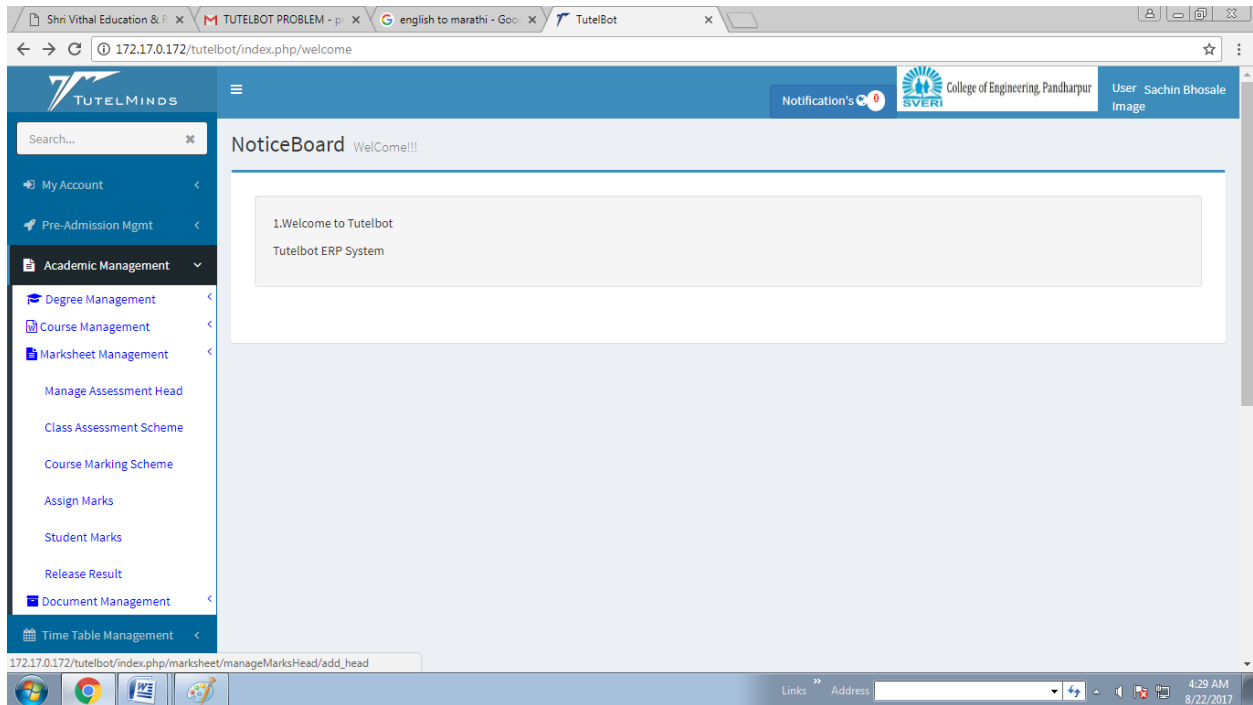
Step 02-After Clicking on "Class Assessment Scheme" the follow. Window will open.

Step 03- Please fill the required Information to get the Assessment Heads. & click on "Get Assessment Heads" button.

Step No.04-After Clicking on "Get Assessment Heads" button. The follow. Window will open. Here the Max & Min Marks can be filled according Assessments.

Step No.05-After filling of Marks Please Click on "Submit" button to submit the Marks.

Step No.06- After Clicking on "Submit" the following window will open by showing the Message as "Information has been added successfully."

3. Course Making Scheme-In Course Making Scheme submodule we have to select the subjects to which we can add the Marks of students.

Step No.01- Click on Academic Management&Mark sheet Management&Course Making Scheme
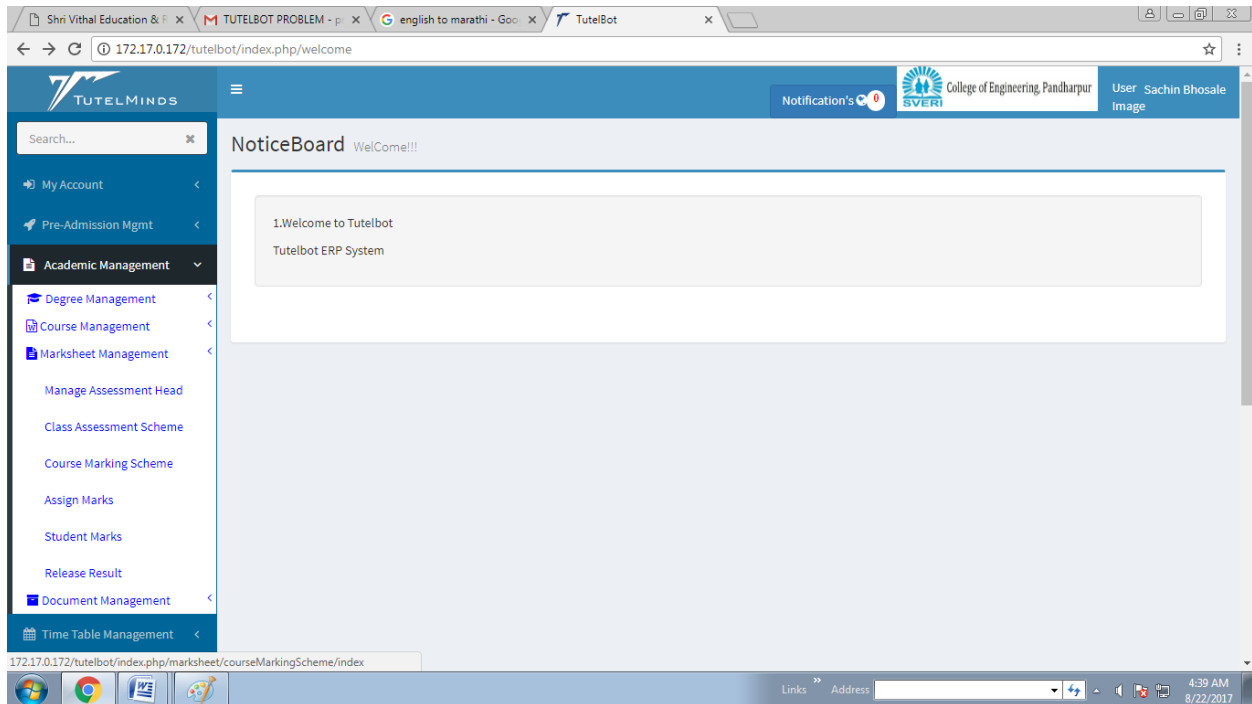
Step No.02-After Clicking on "Course Making Scheme" the following window will open .Select the required information & click on "Show Courses" button.
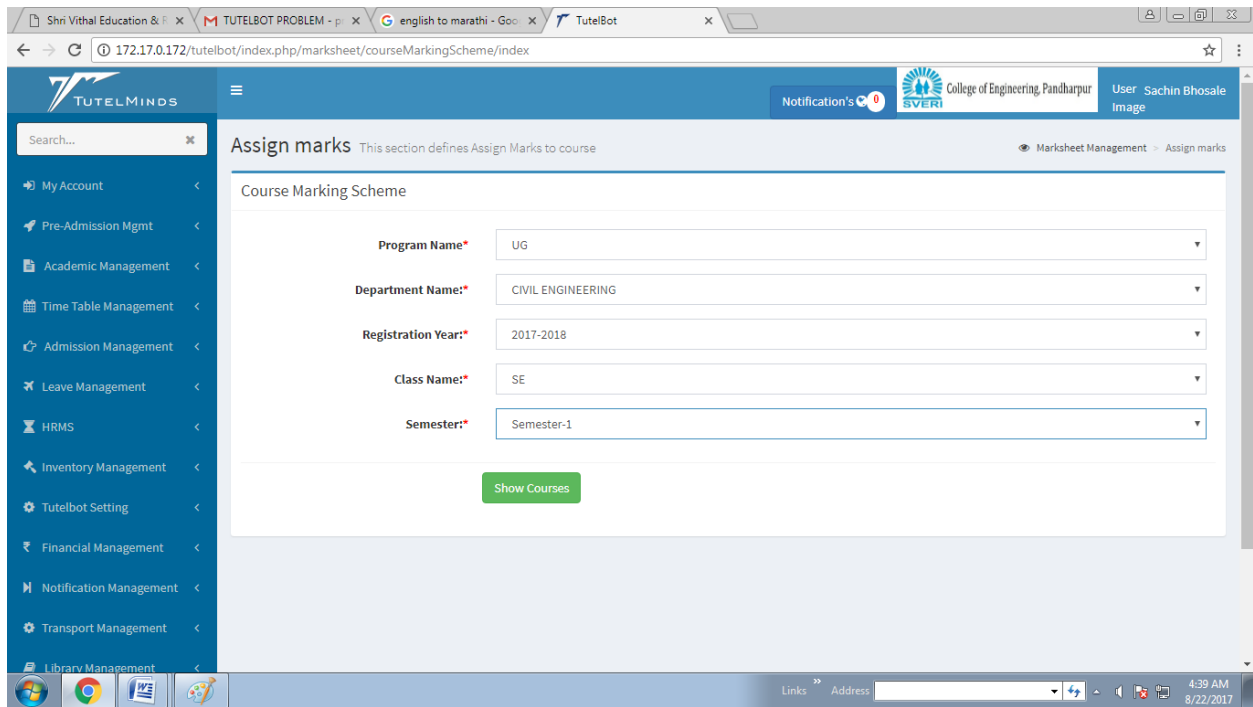
Step No.03-After clicking on "Show Courses" button the following window will open.
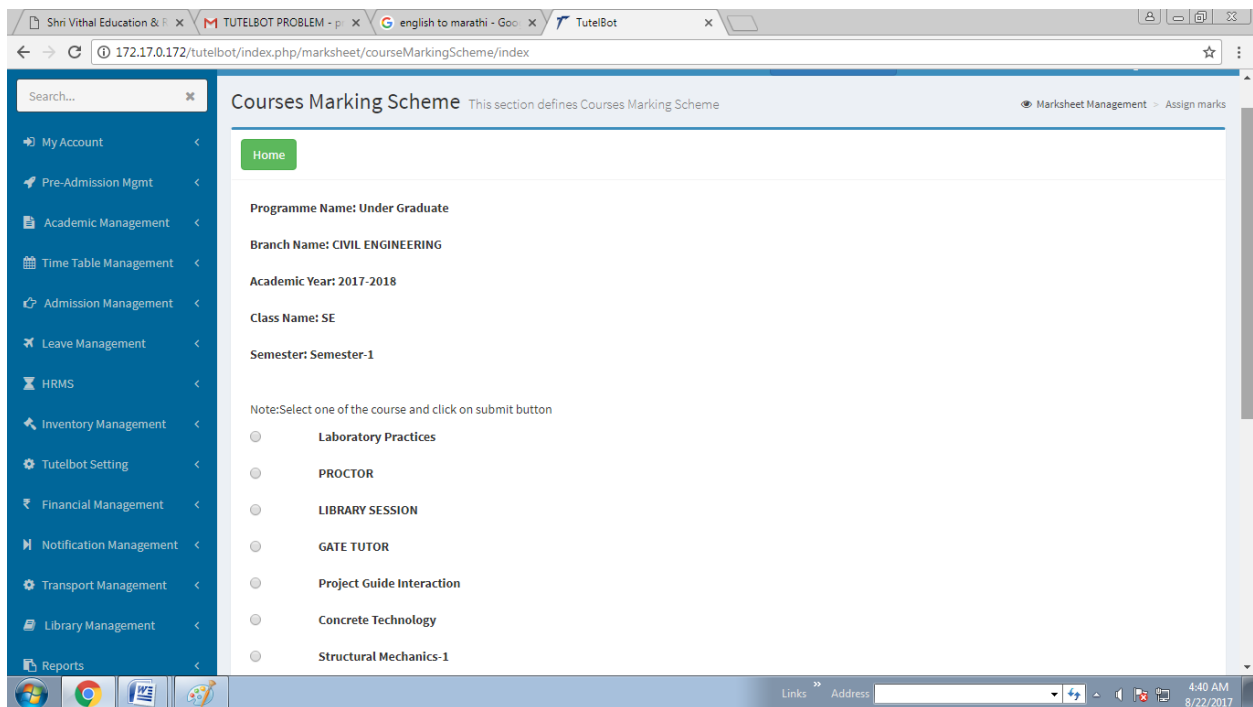
Step No.04-Please select the subjects that you want to add the Marks.
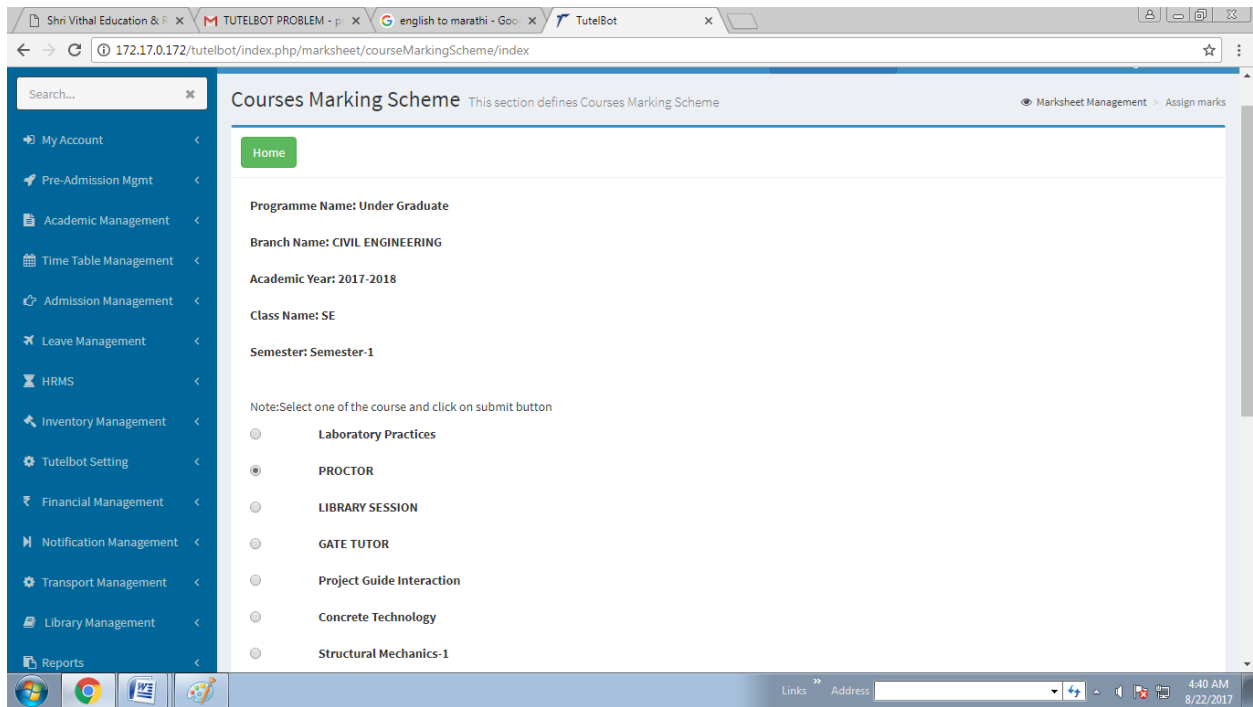
Step No.05-After selecting subjects click on "Submit" button.
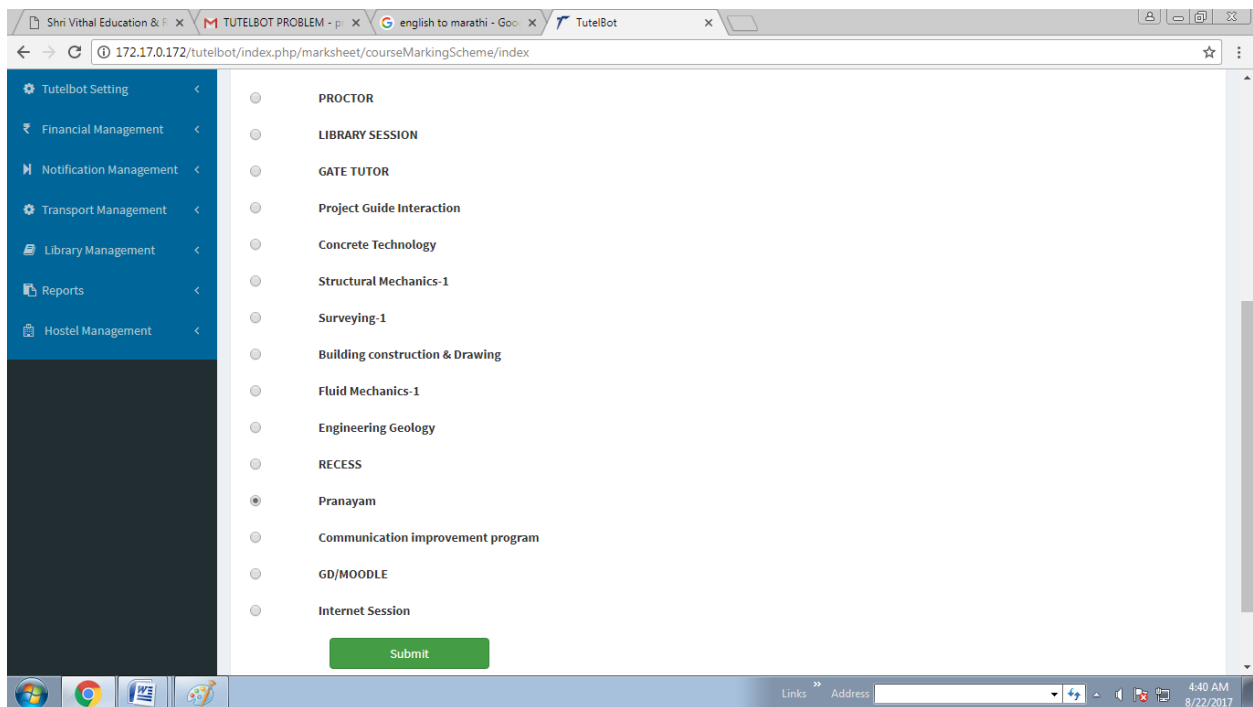
Step No.06-After submitting the subject names please assign the marks to the selected Subjects.

Step No.07-After assigning Min & Max marks click on "Submit" button. The following window will show that Course Making Scheme added successfully.
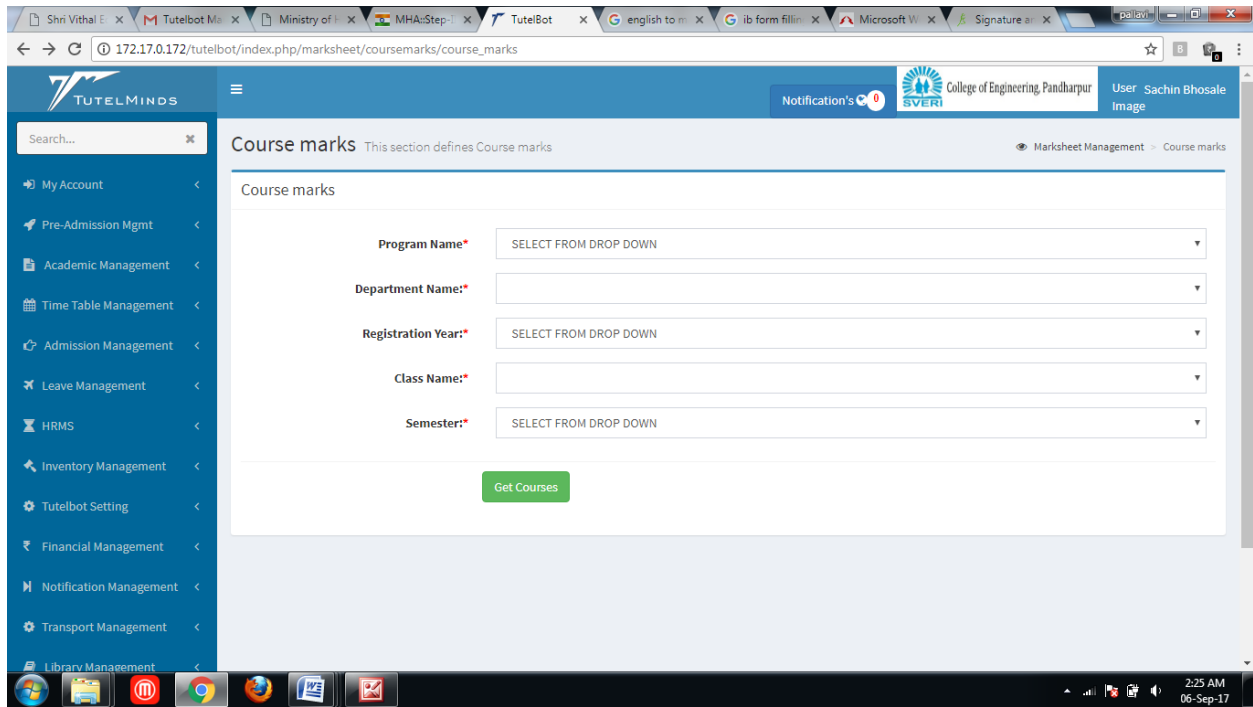
4. Assign Marks-In this submodule marks can be assigned to every student here.

The detailed procedure can explained as follow.

Step No.01-After Clicking on "Assign Marks" button the follow. Window will open.

Step No.02-Please selects the details as required according class. & click on "get courses" button.
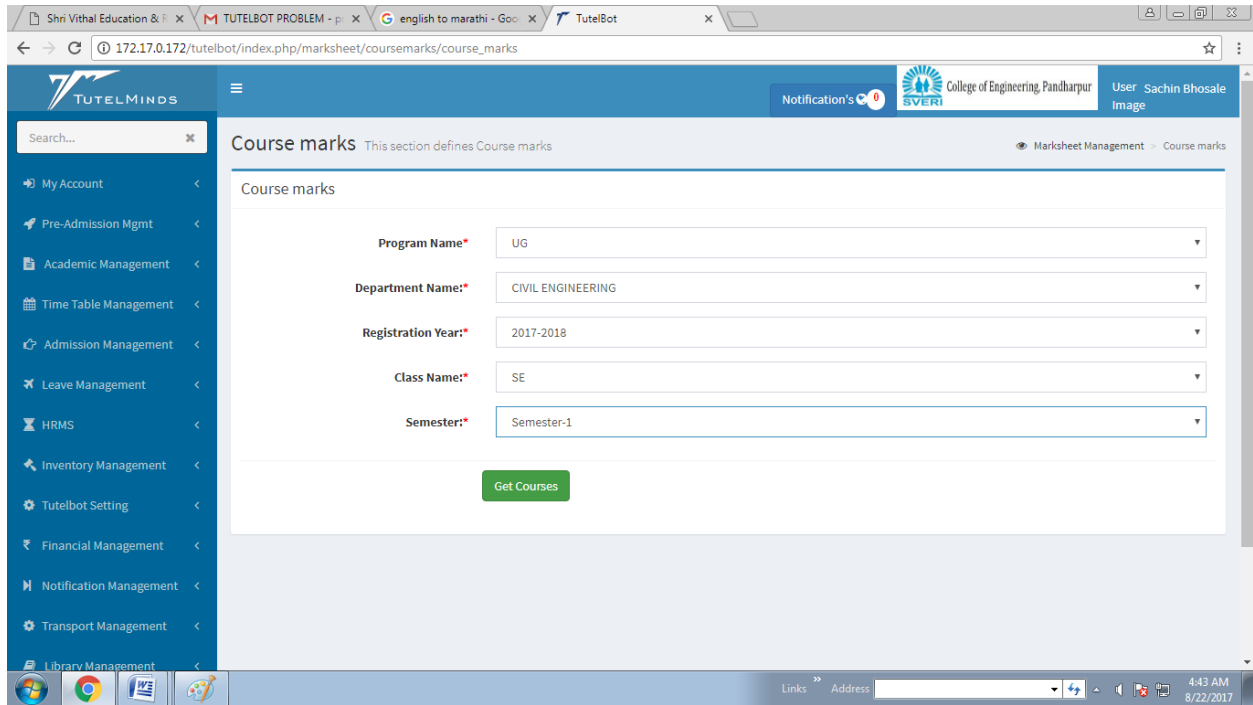
Step No.03-after clicking on get courses the following window will open. On this all subjects assigned to that class are displayed. To insert the marks click on" Insert Mark" button & to show the marks report click on" Marks Report" button.
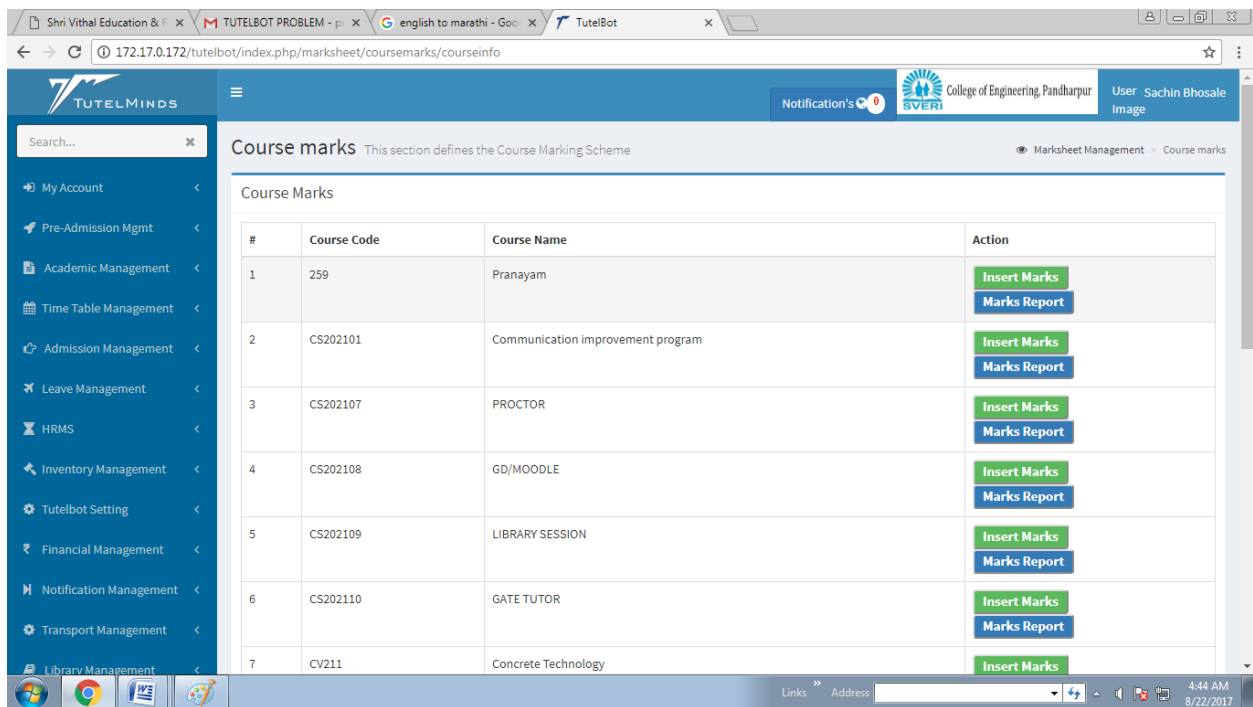
Step No.04-After clicking on "Insert Marks" button following window will open. Please insert the marks of students. Here on this page student name as well as student code will display. After inserting students marks click on "Submit Marks" Button.

Step No.05-Whatever the marks you have submitted that will be displayed by clicking on "Marks Report"button.

Student Name: SNEHA DESHMUKH
Student Code: 2016FECE074

Internal College Assessment

In Semester Exam (ISE) - I	Max :50	Min :20	Obtained :
In Semester Exam (ISE) - II	Max :50	Min :20	Obtained :
In Semester Exam (ISE) - III	Max :50	Min :20	Obtained :
INTERNAL PRACTICAL EXAM	Max :50	Min :20	Obtained :

University Assessment

| Theory | Max :0 | Min :0 | Obtained : |
| Practical | Max :0 | Min :0 | Obtained : |

Class Tests

CLASS TEST-I	Max :0	Min :0	Obtained :
CLASS TEST-II	Max :0	Min :0	Obtained :
CLASS TEST-III	Max :0	Min :0	Obtained :

Term Work

CGPA

5. Student Marks-This submodule is used to show the student Marks. Whatever the students got the Marks for each & Every Test or university Exam or it may be according to Assessment Heads have been added. All the Marks will be shown here.

The Detailed Explanation of this Submodule is given as Follows.

Step No.01- Click on Academic Management☺Marksheet Management☺Students Marks
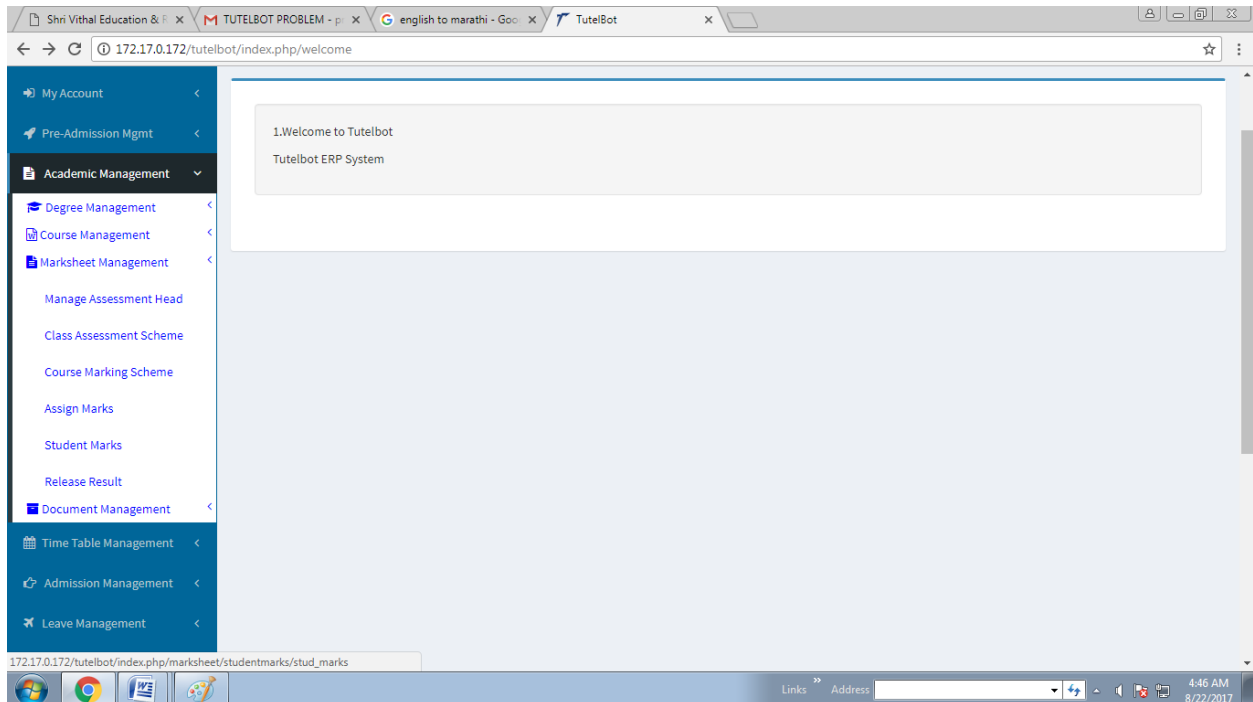
Step No.02-After clicking on "Students Marks" the following window will open.

Step No.03- Fill all the required information & click on "Show list of Students" button.

Step No.04-All the students from selected class will be shown on below window. To Show the students marks click on "Show Marks" button.

Step No.05-After clicking on "Show Marks" the following window will open. It will show the each & every students marks with the format as min, max & obtained Marks.

Step No.06-Here I have not inserted Marks that's why this window is not showing an obtained Marks.

6. Release Result-Whatever the results we have added that can be released by this submodule.

The Details are as follows.

StepNo.01- Release Result
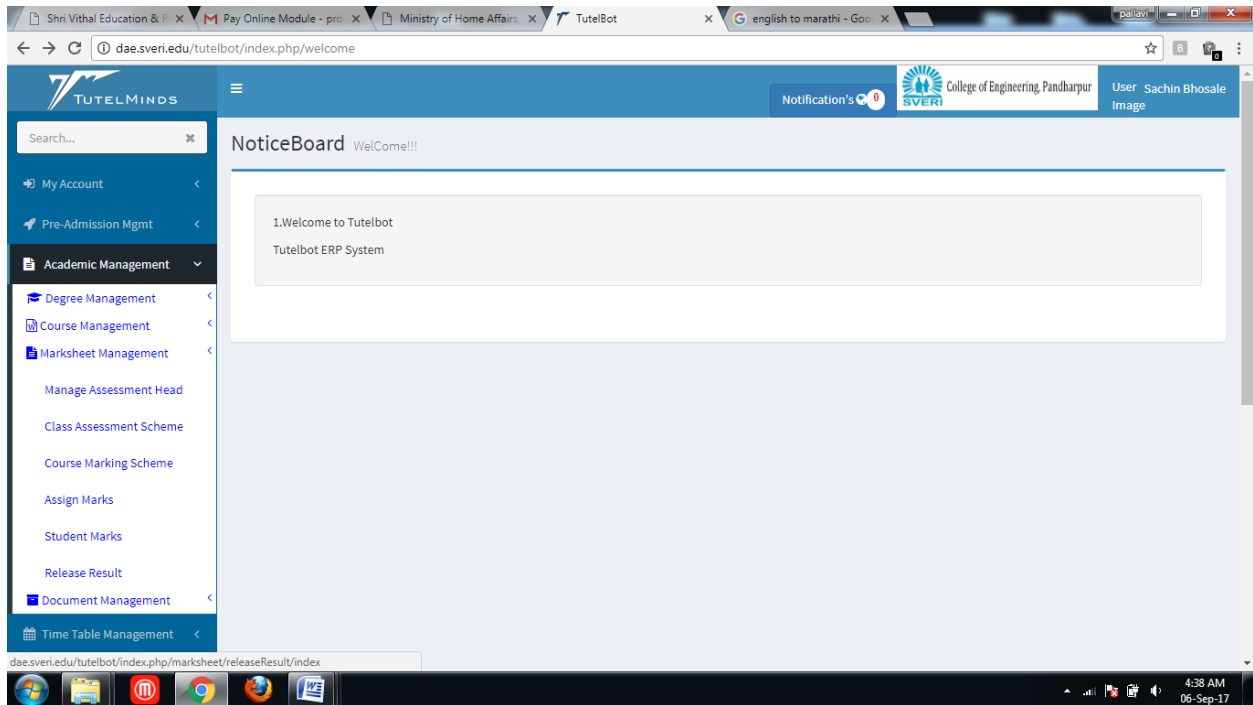
Step No.02-After Clicking on "Release Result" button the following window will open. Please insert the details required & Click on **"**Release Result**"** button.
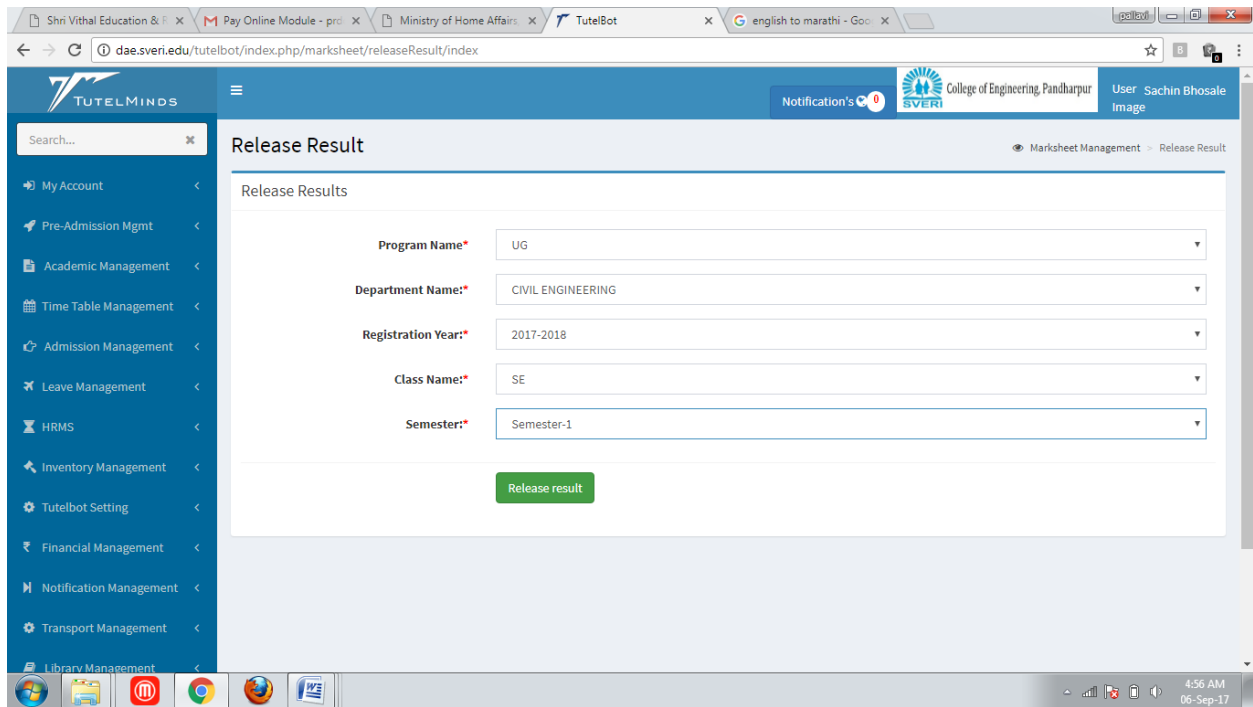
Step No.03-After Clicking on "Release Result" Button. The Following window will open saying Message that "Result Released Successfully".
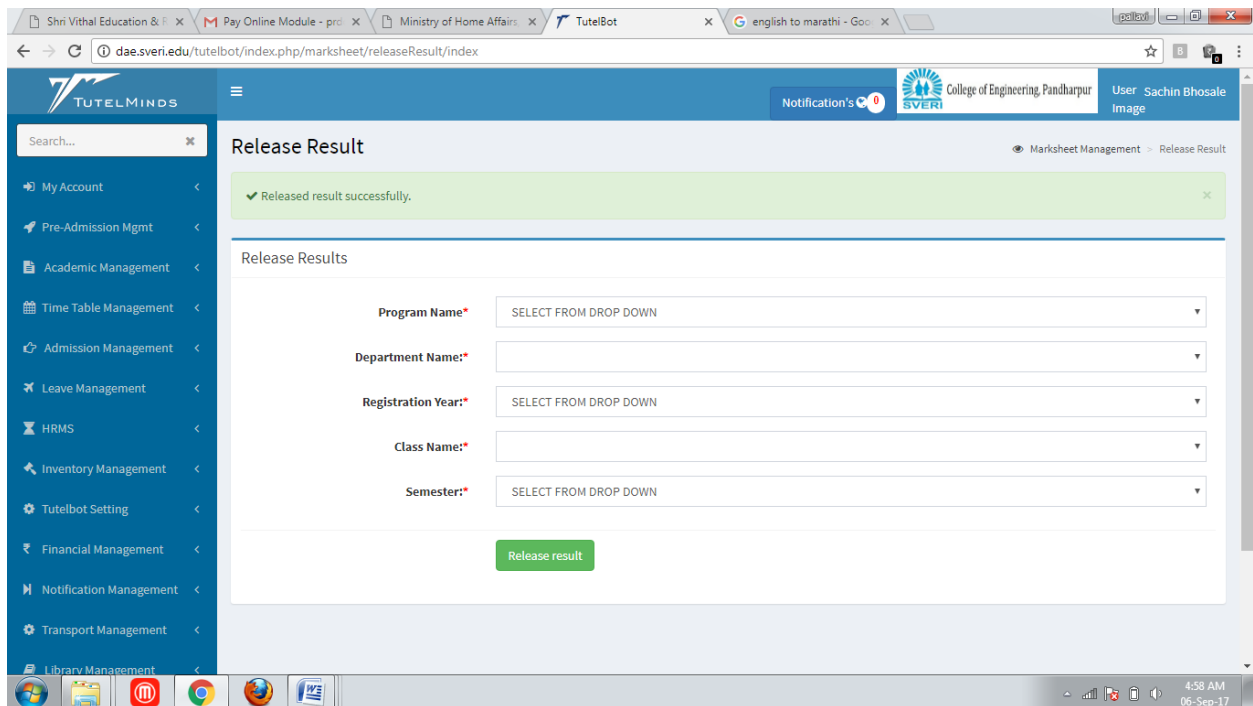
ADMISSION MANAGEMENT

Here Admission related data of all students will be stored, accessed & managed. In Admission Management module the following are the sub modules.

1. Student Snapshot

2. Student Reports

3. Create user students

4. Maintain Student Profile

5. Document Submitted/Handover Report

6. College/ Branch Transfer notice

1. Student Snapshot

Step No.01-Click on Admission Management ☯ Student Snapshot

Step No.02-After clicking on "Student Snapshot" submodule the follow. Window will open.Please fill the required information & click on "Show student" button.
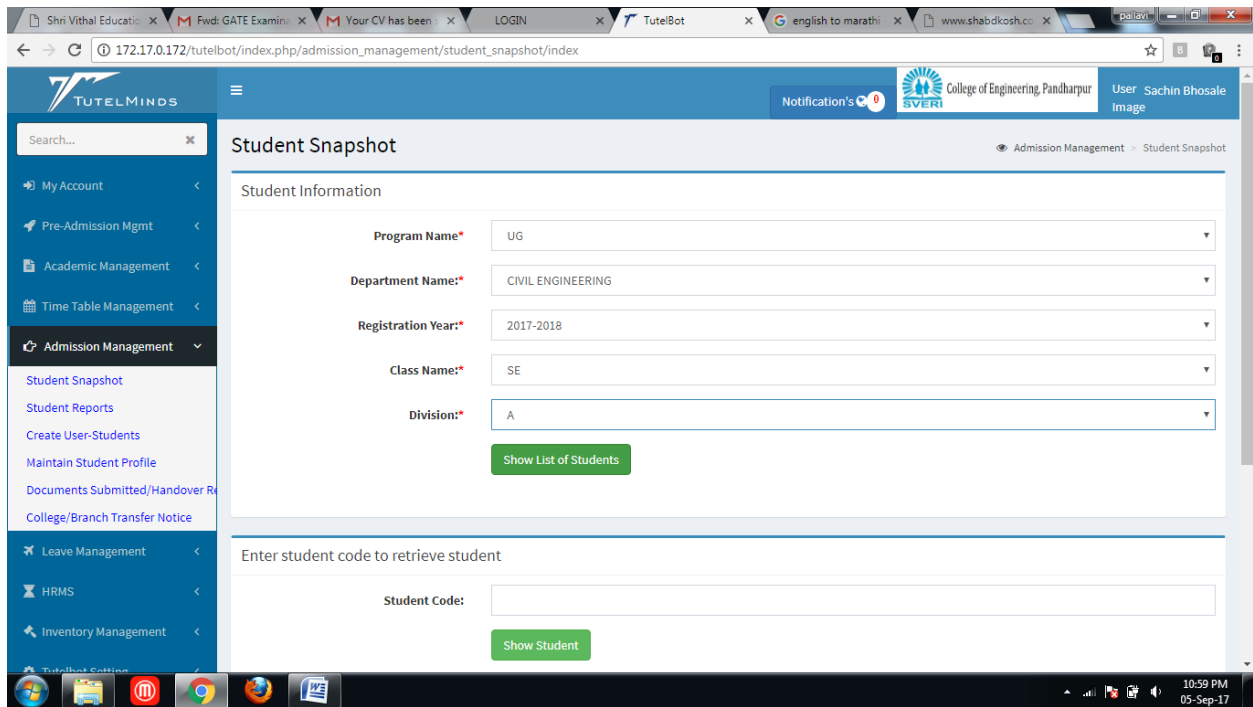
Step No.03-After clicking on "Show student" button the follow. Window will open.Here the information of selected class student will be displayed. Please see in follow fog.
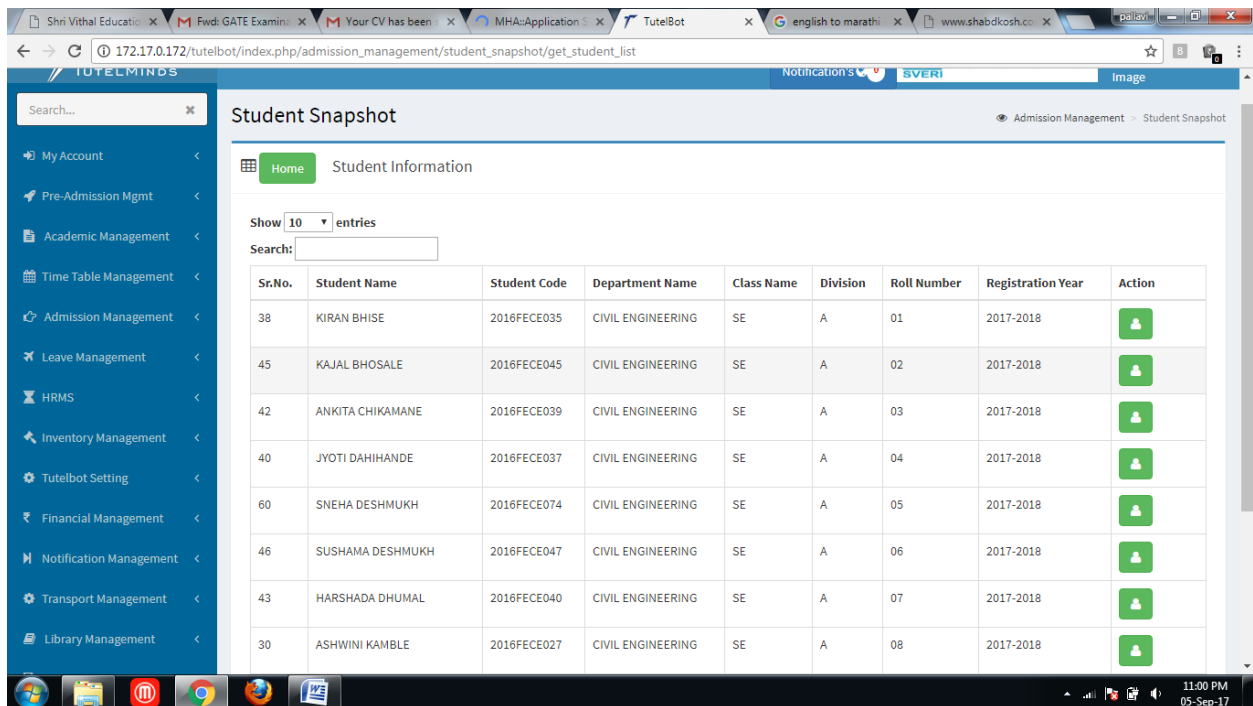
Step No.04-To go back click on "Home" button.

Step No.05-Then you will be on home page.here you can also search the information by typing the student code. Please see follow fig.

Step No.06-After clicking on "Show student" button the follow. Window will display according to that student code.

2. Student Report

Step No.01-Click on Admission Management◑Student Reports

Step No.02-After clicking on " Student Reports" sub module the following window will open.
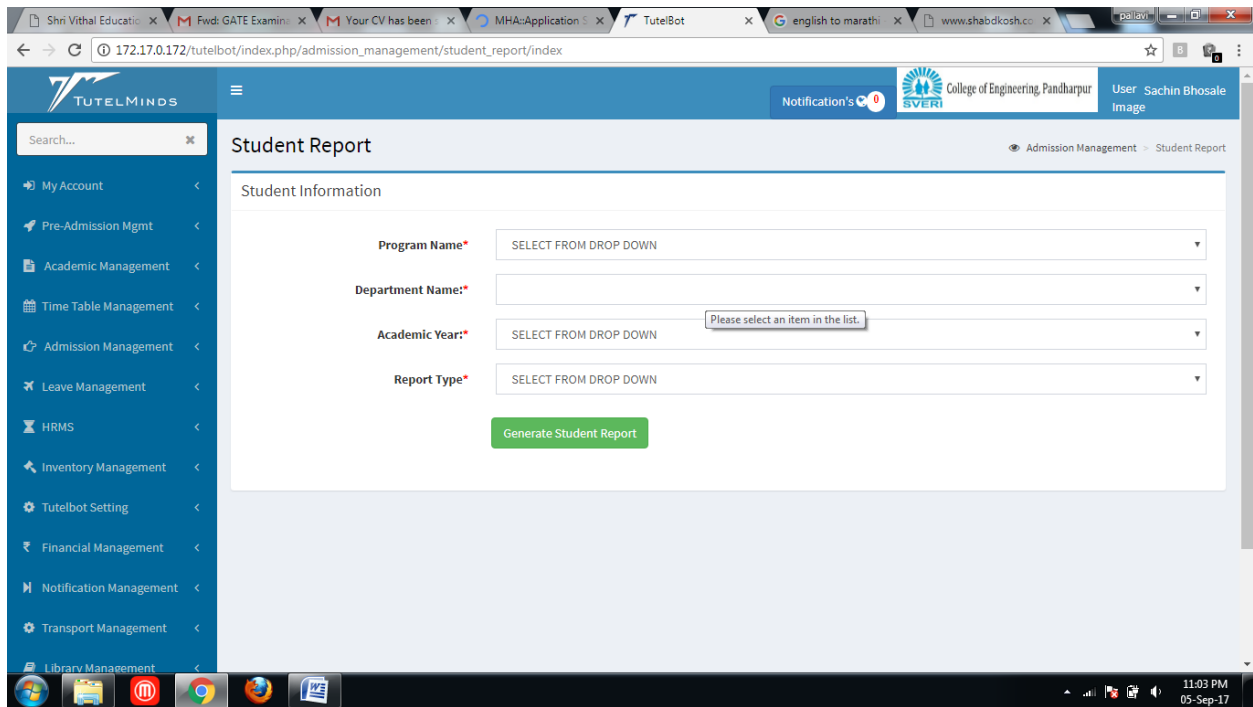
Step No.03-Please fill all required information.
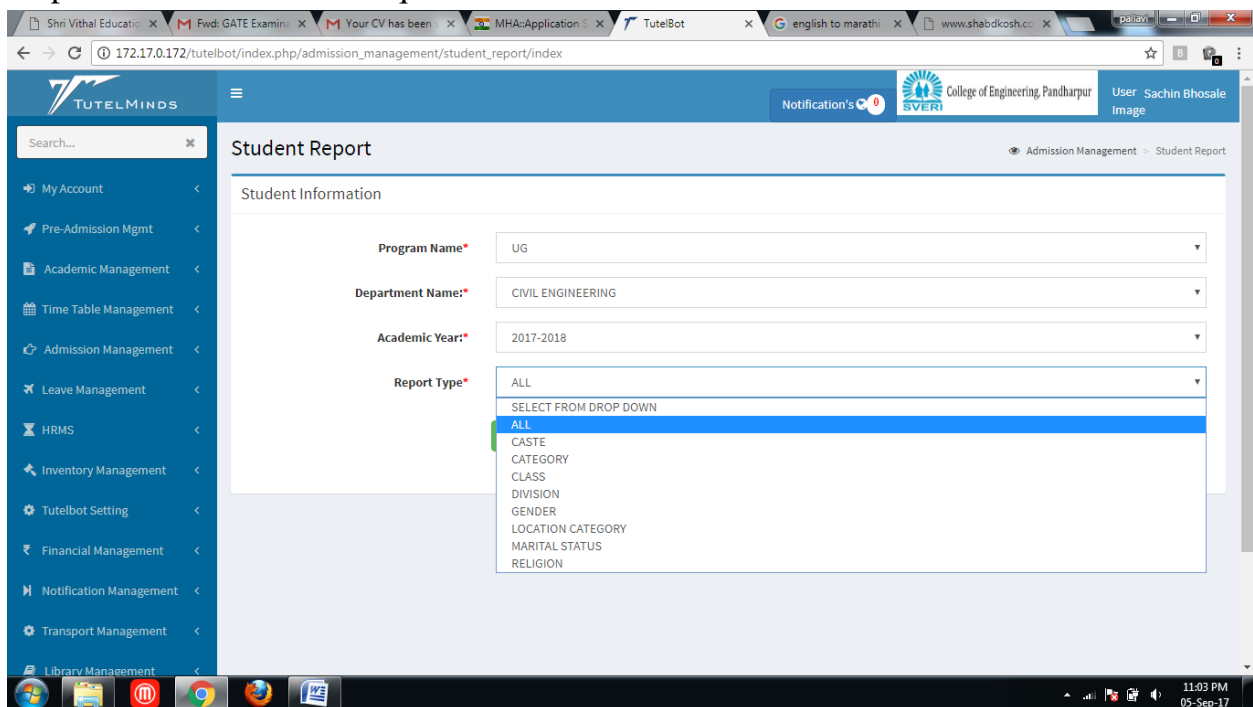
Step No.04-& click on "Generate Student Report" button. The the excel file will be generated as shown in fig.
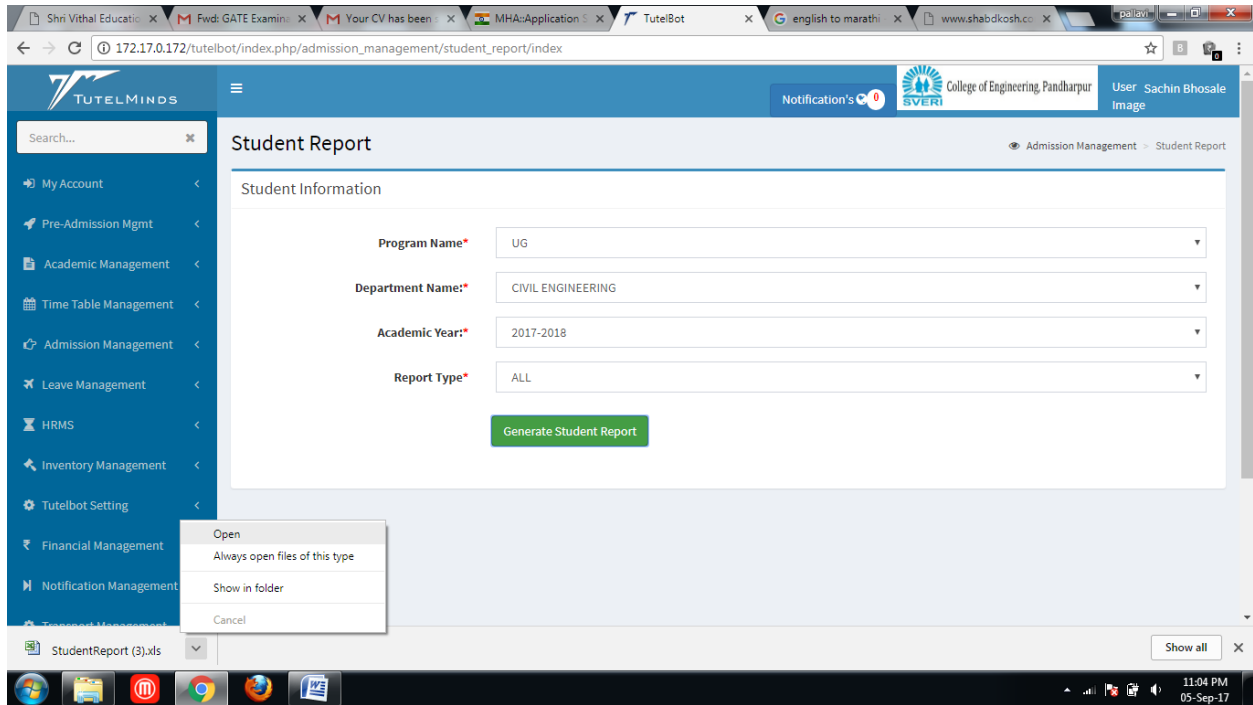
3.Create User Student

Here the new student can be registered by filling the all details of that student.

Step No.01-Click on Admission Management⌗Create User Student

Step No.02-After clicking on "Create User Student" sub module the following window will open. Please fill all the required information & click on "Submit" button.

Step No.03-After clicking on "Submit" button the unique student id will be generated for that student. Please see in bellow fig.

Step no.04-Please copy that student code.& save on notepad. so that it will easy to assign the Roll No & Division to that Student.
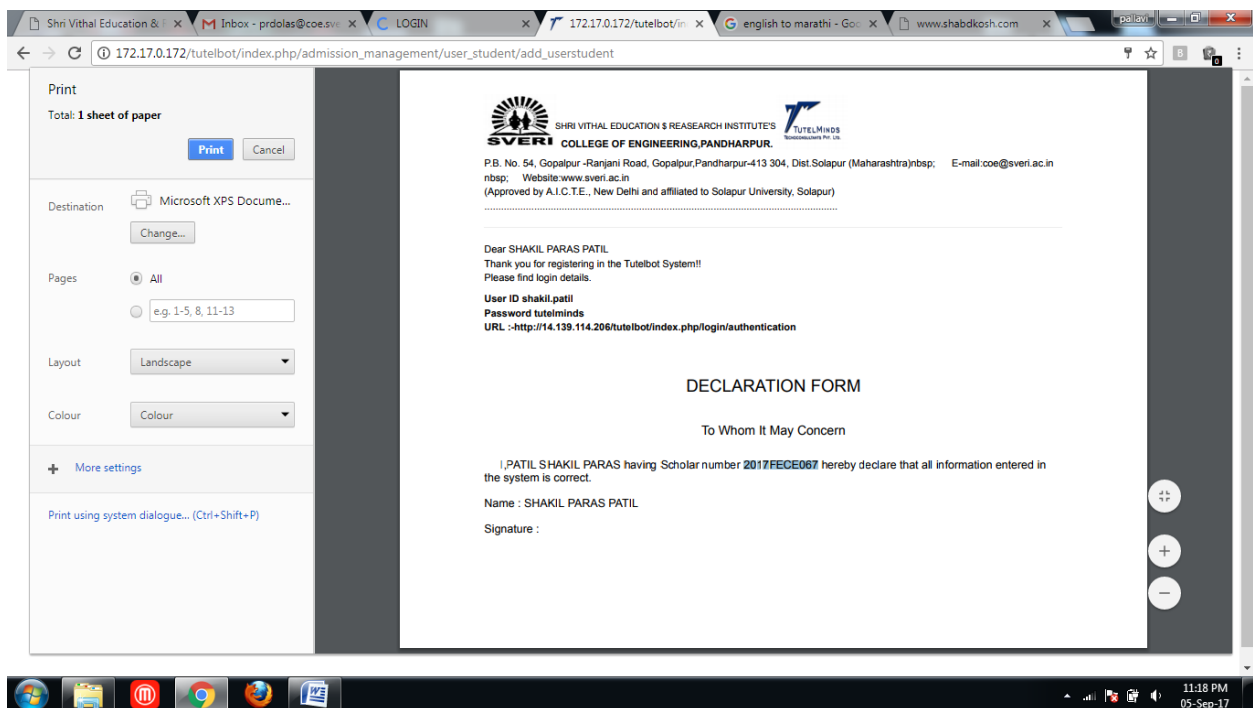
Step No.05-Once the student is registered the following message will be displayed as "Student has been added successfully".
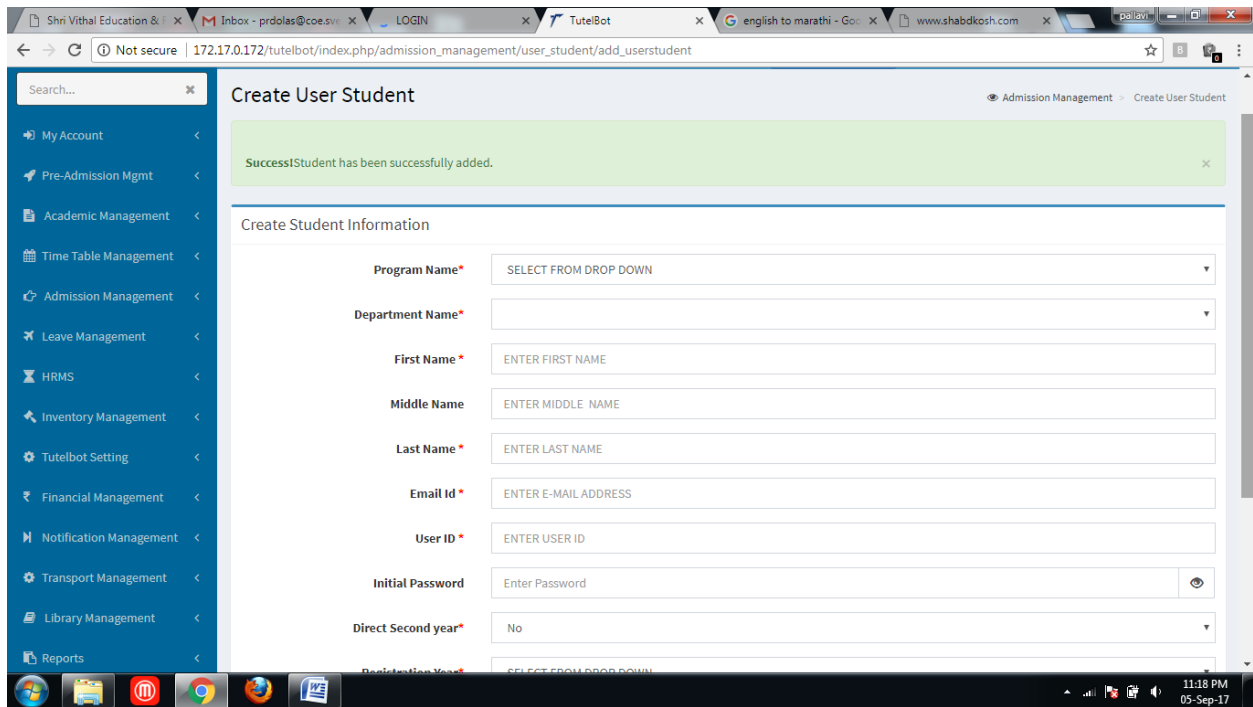
4. Maintain Student Profile

Here the Student of respective class can be searched as well as we can update the student information & also we can add all academic details, bank details, mobile no & photo in this sub module.

Step No.01-Click on Admission Management⊕Maintain Student Profile
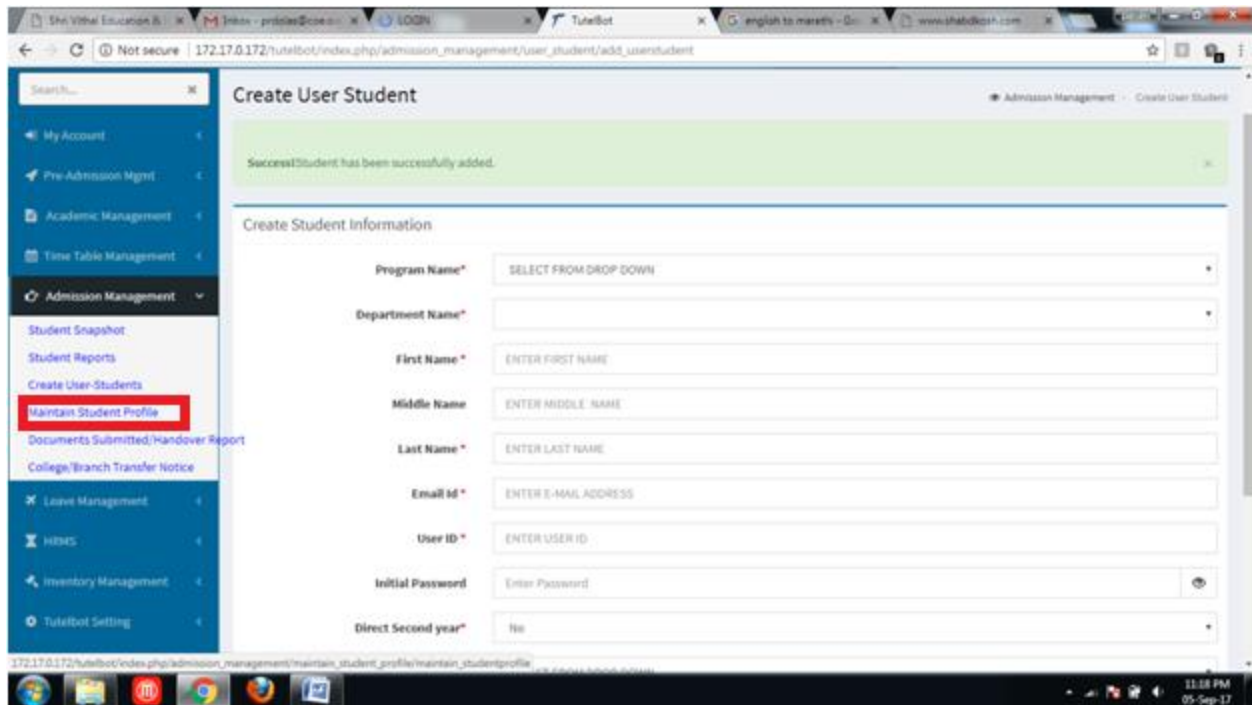
Step No.02-After clicking on "Maintain Student Profile" sub module the following window will open. Here you can type the student code which we have pasted on notepad & click on "Show student" button.
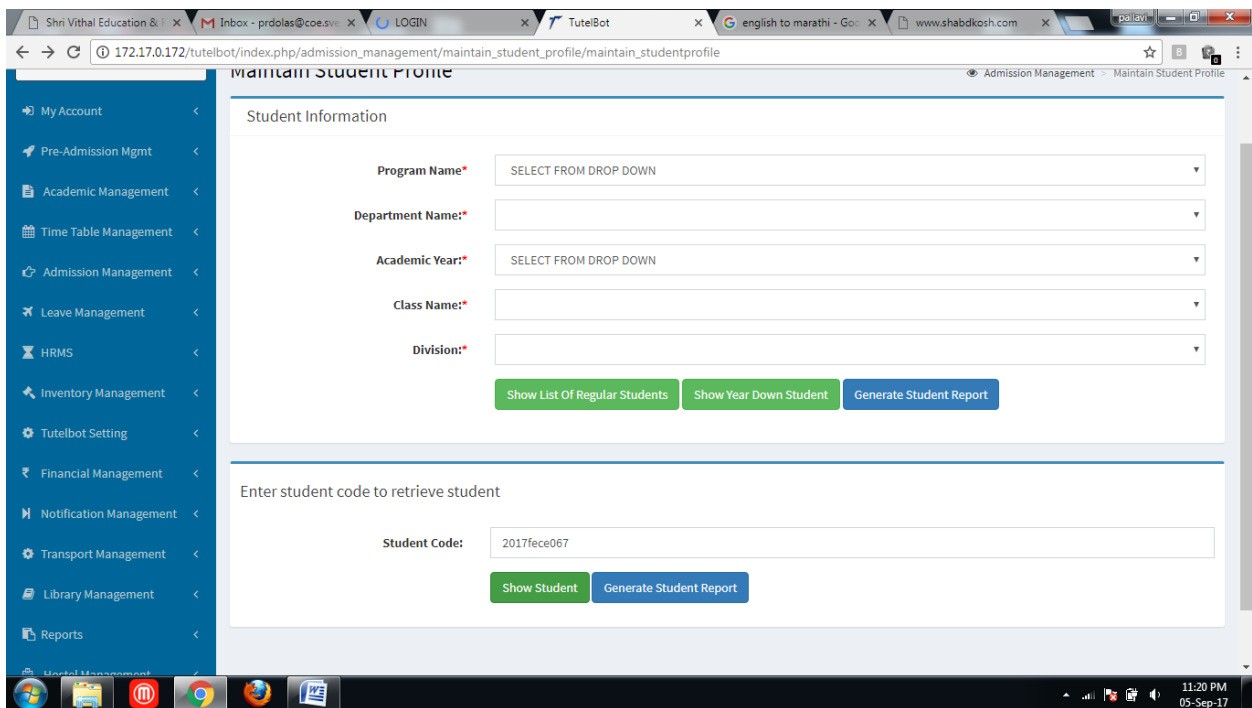
Step No.03-After clicking on "Show Student" button the following window will open. This will show the student details.

Step No.04- To add the roll no & div or to fill all other information Click on "Action" button.

Step No.05-After clicking on "Action" button the following window will open.

Step No.06- Here you can fill all personal details including class name, roll no & Div.

Step No.07-Here you can fill all Educational details.

Step No.08-Address related information can be filled here.

Step No.09-Here you can upload your photo & signature of particular student.
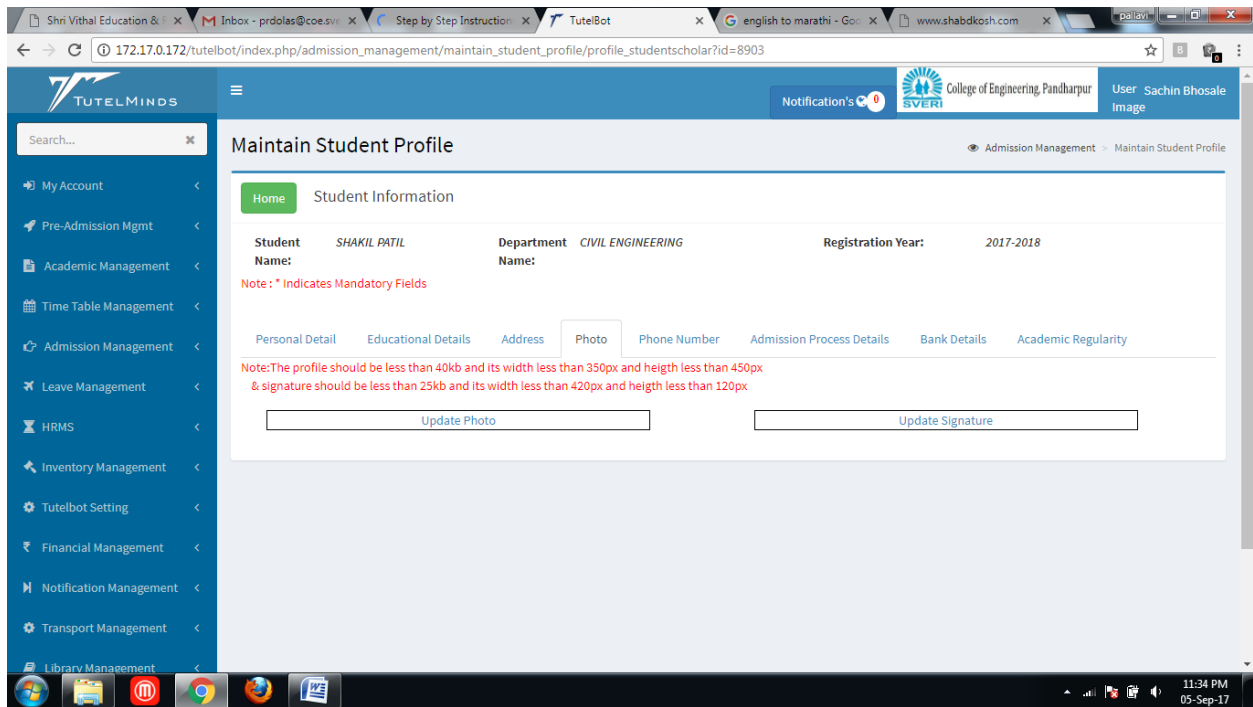
Step No.10- Here you can add the phone number
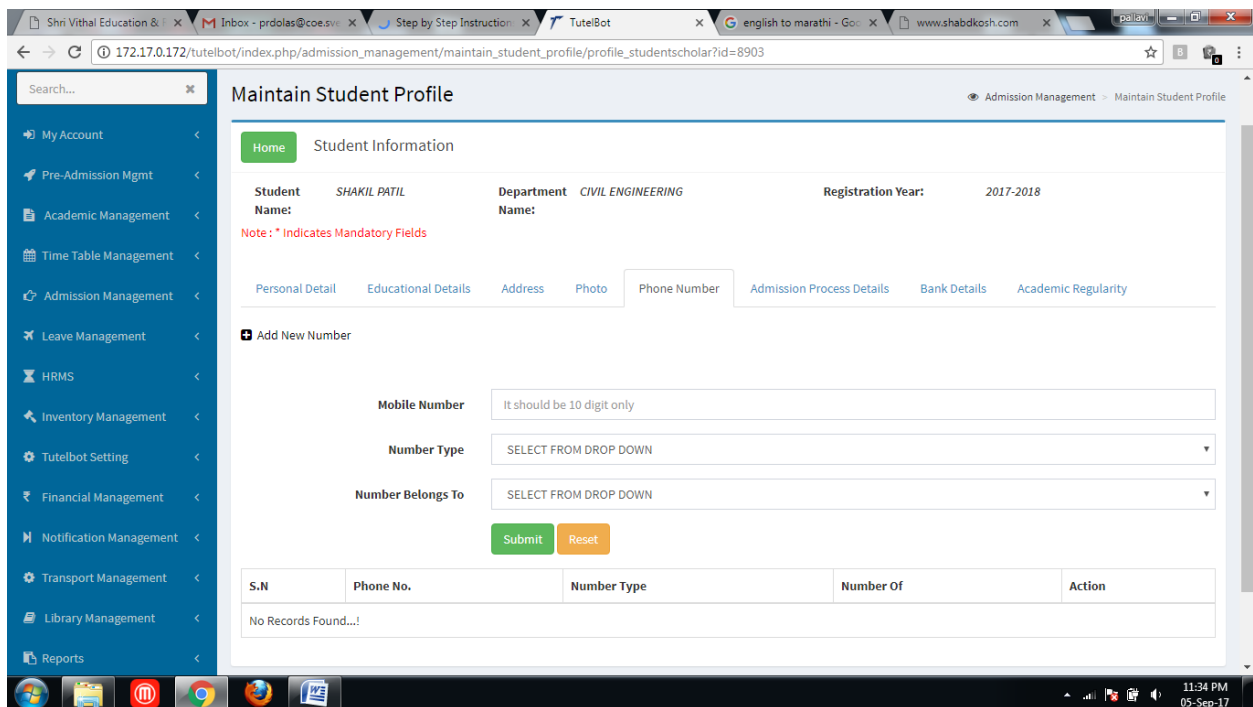
Step No.11-Admission Process details can be added here.

Step No.12-Bank details can be added here.

Step No.13-Here Academic regularity i.e whether that student is YD or Regular that info. is added here.
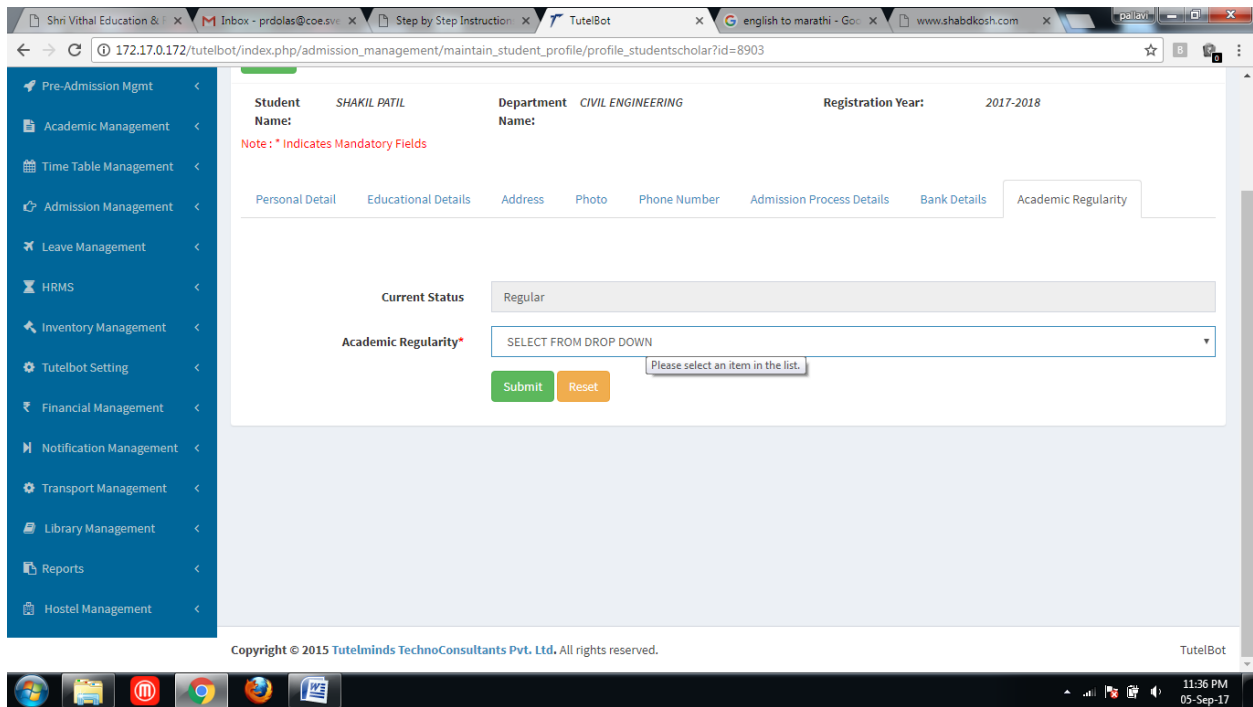
Step No.14-After clicking on "submit" button the following window will be displayed by showing the message as "Student has been added successfully".
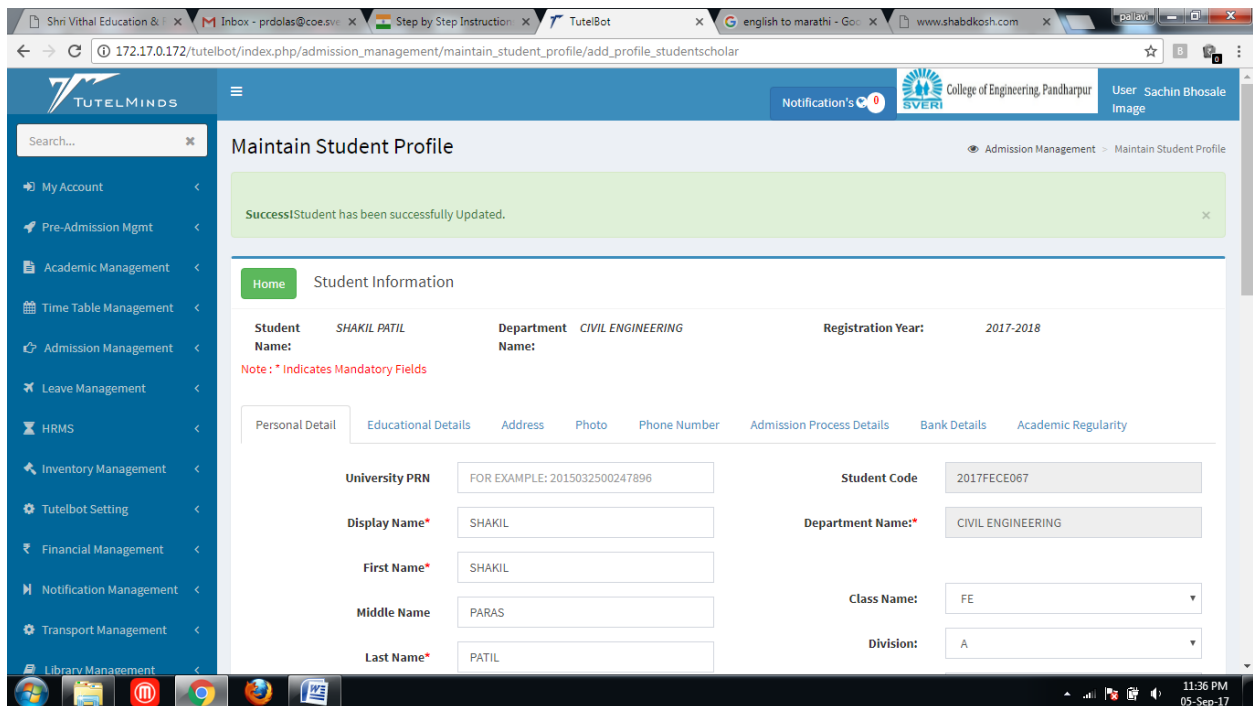
Step No.15-To go back please click on "Home" button.

Step No.16-If you want to update the single student details then you can type that student code here& click on "Show student" button.

Step No.17-Then the following window will open. Please do the same procedure are we have already done.

Step No.18-If you want to search the student of FE in A.Y 2017-18, and then select the required info. & click on "Show list of regular Students" button.

Step No.19-After clicking on "Show list of regular Students" button following window will open. here you can search for that particular student.

5. Document Submitted/ Handover Report

Step No.01- Step No.01-Click on Admission Management⊕Document Submitted/ Handover Report
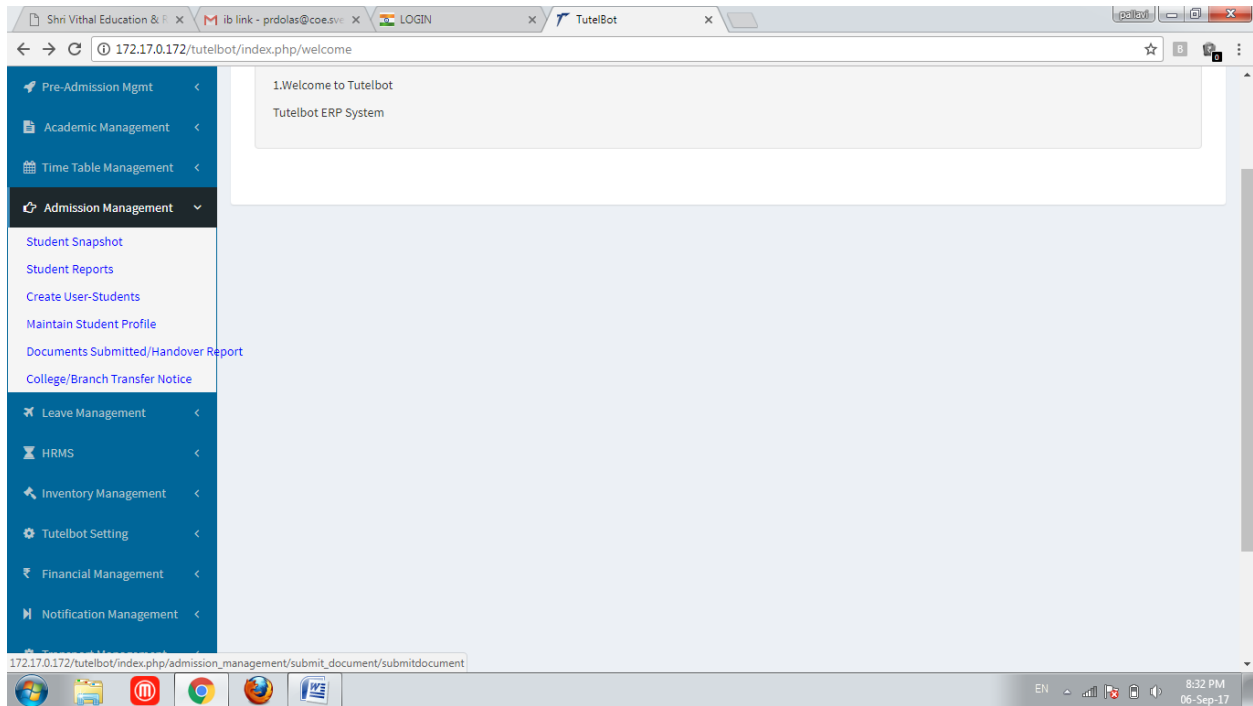
Step No.02-After clicking on "Document Submitted/ Handover Report" sub module the following window will open.

Step No.03-Please fill up the all required information & click on "Show student List" button.

Step No.04-Then following window will open.

Step No.05-If the student want to submit the document they will click on "Submit" button.

Step No.06-Then follow. Window will open .Click on submitted documents it will show that nothing is submitted already.
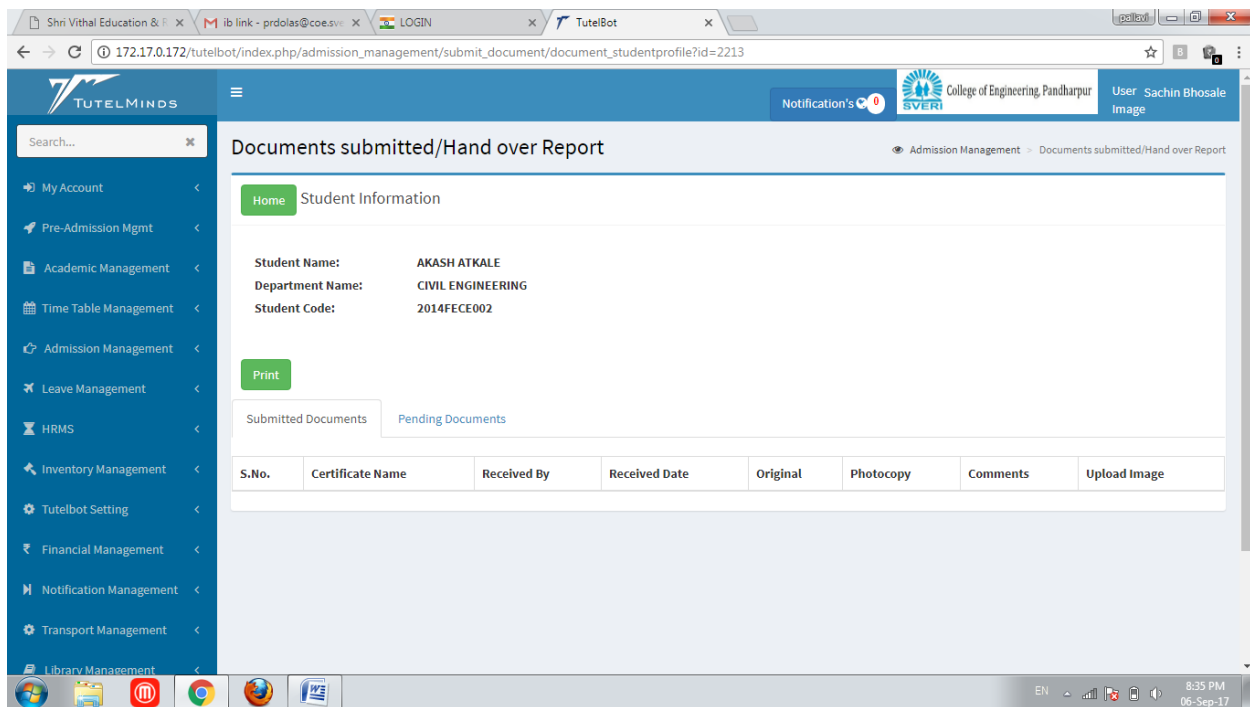
Step No.07-When we click on "Pending documents" button that will show the pending documents.
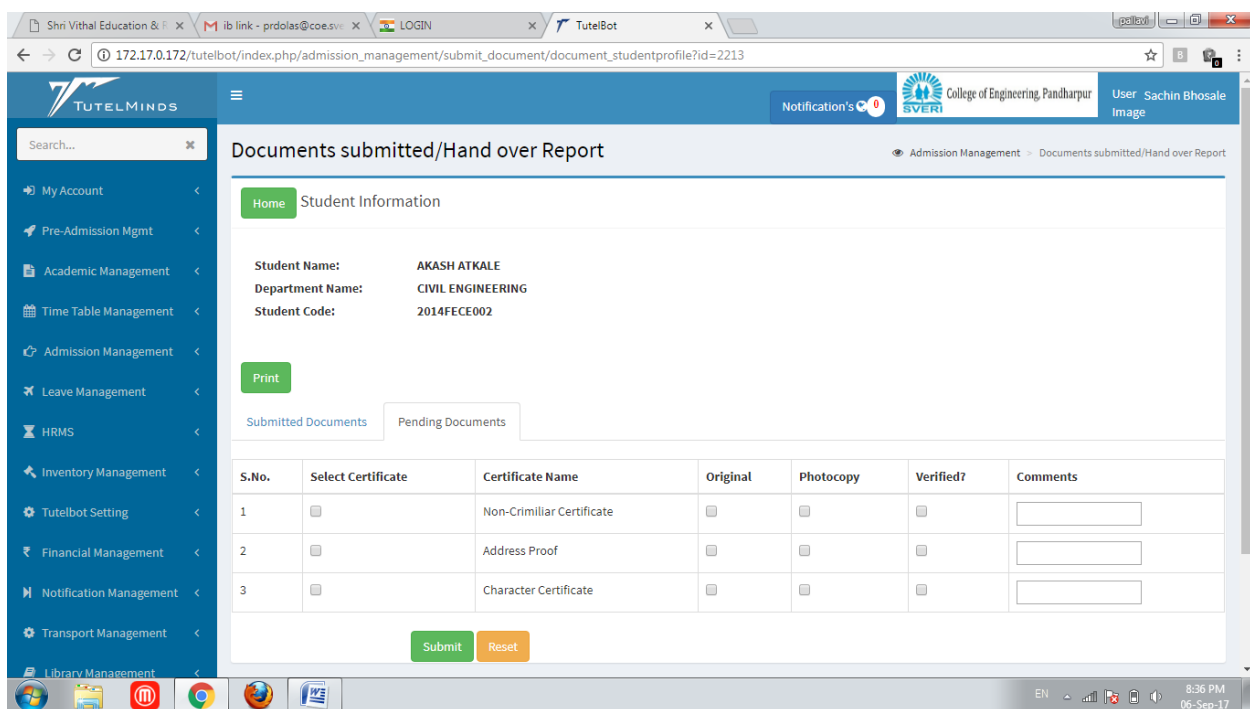
Step No.08- here you can select the document that you have to submit & click on "Submit" button.
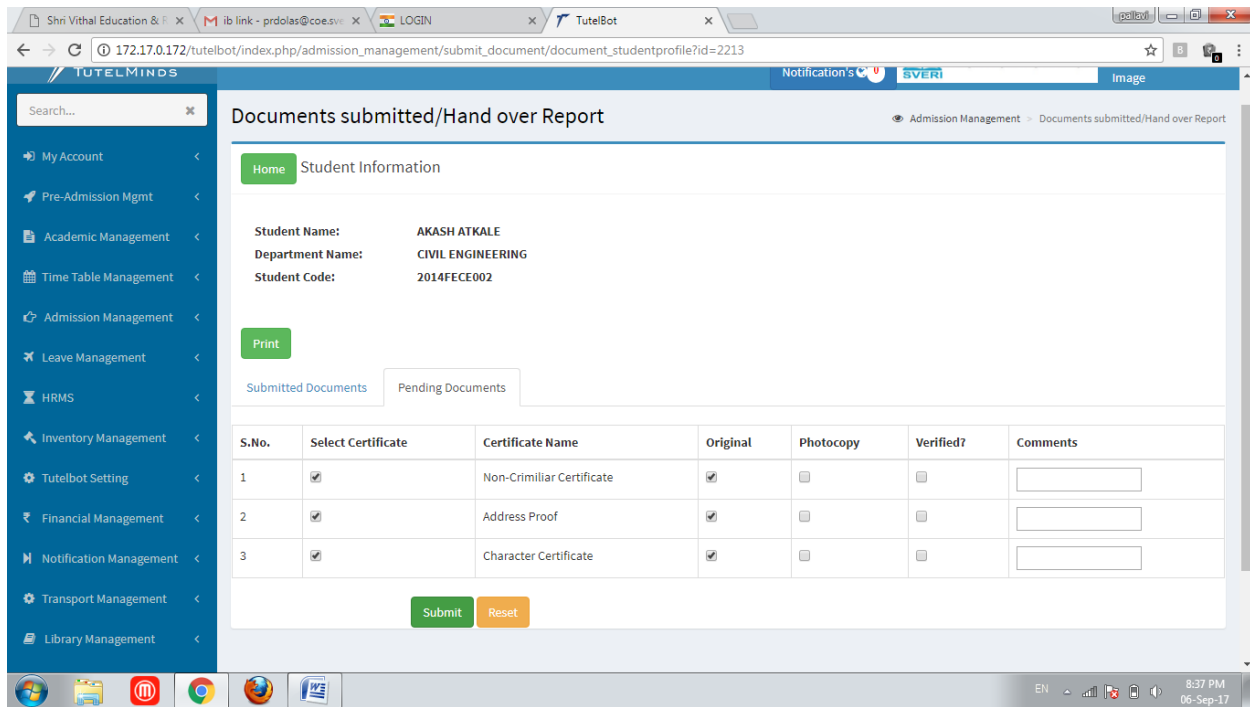
Step No.09-to print the document details click on "Print" button.
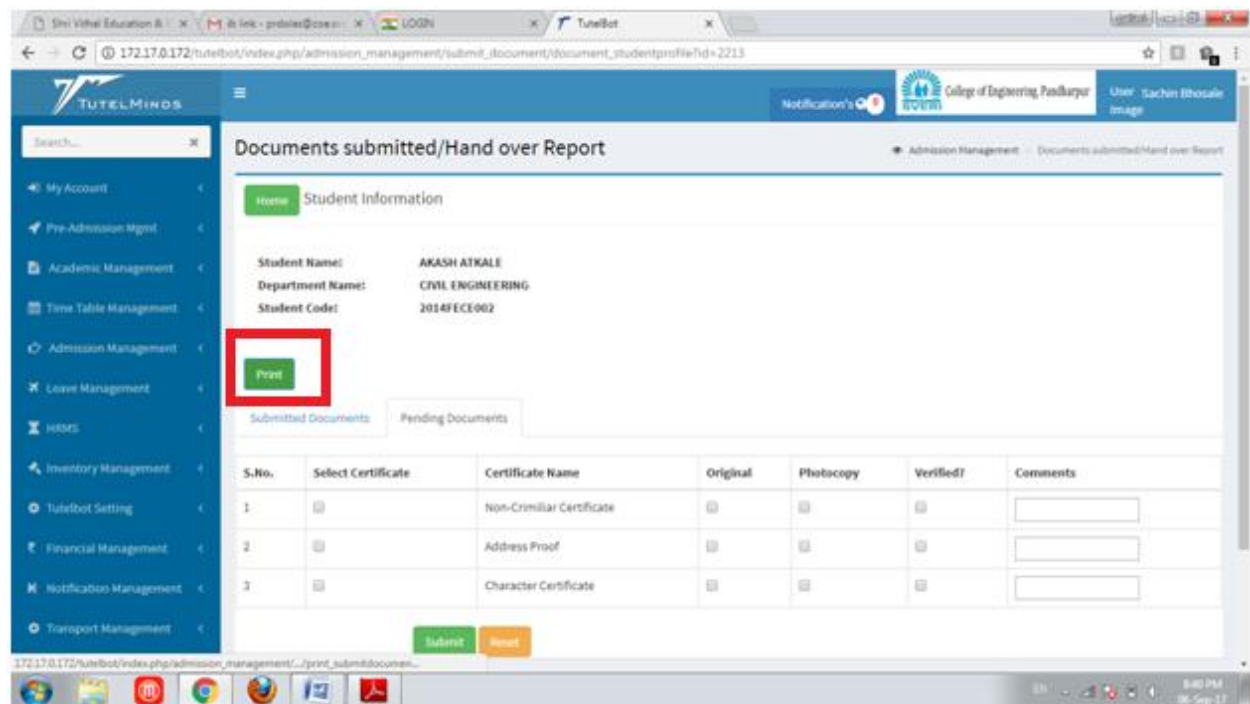
Step No.10-Then following pdf will be generated.
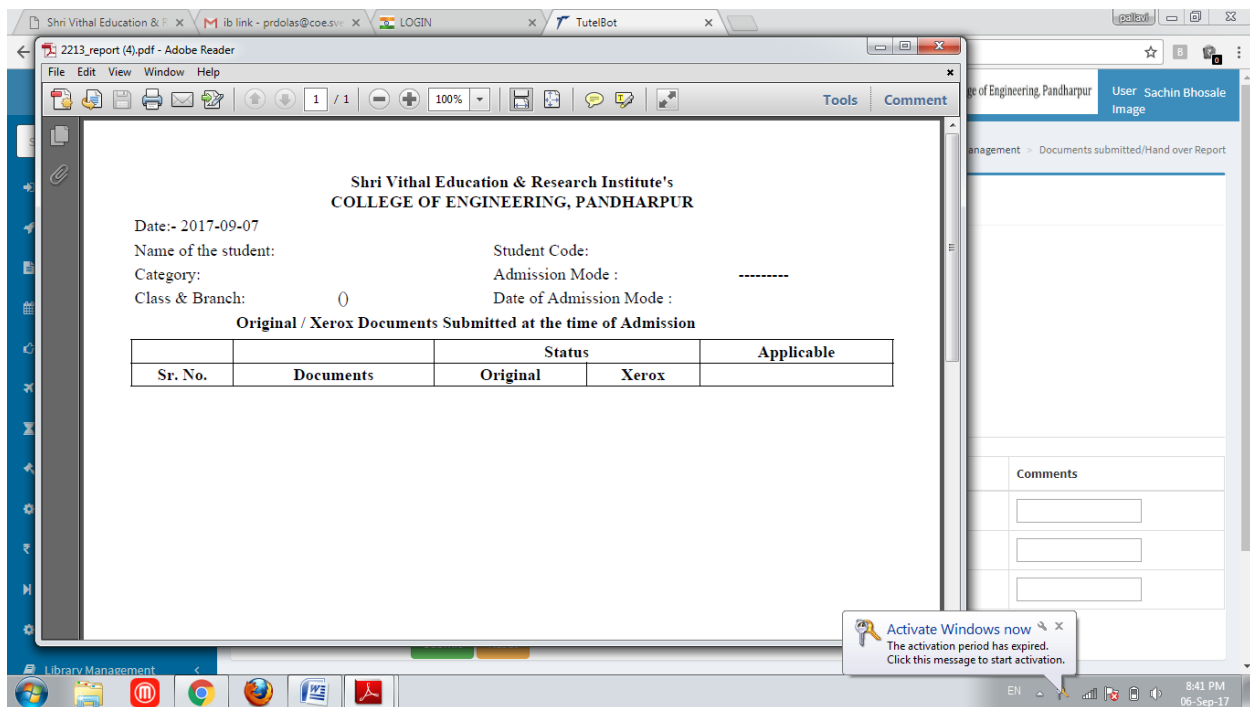
Step No.11-To handover the document Click on "Handover" button.

Step No.12-

Step No.13-It will show the all handovered document.

Step No.14-here pending documents will be shown. here no records are displaying because we have already submitted that pending documents.

Step No.15-Here you can also do the same procedure by using the student code.

6. College Branch Transfer Notice

Step No.01-Click on Admission Management⟳College Branch Transfer Notice
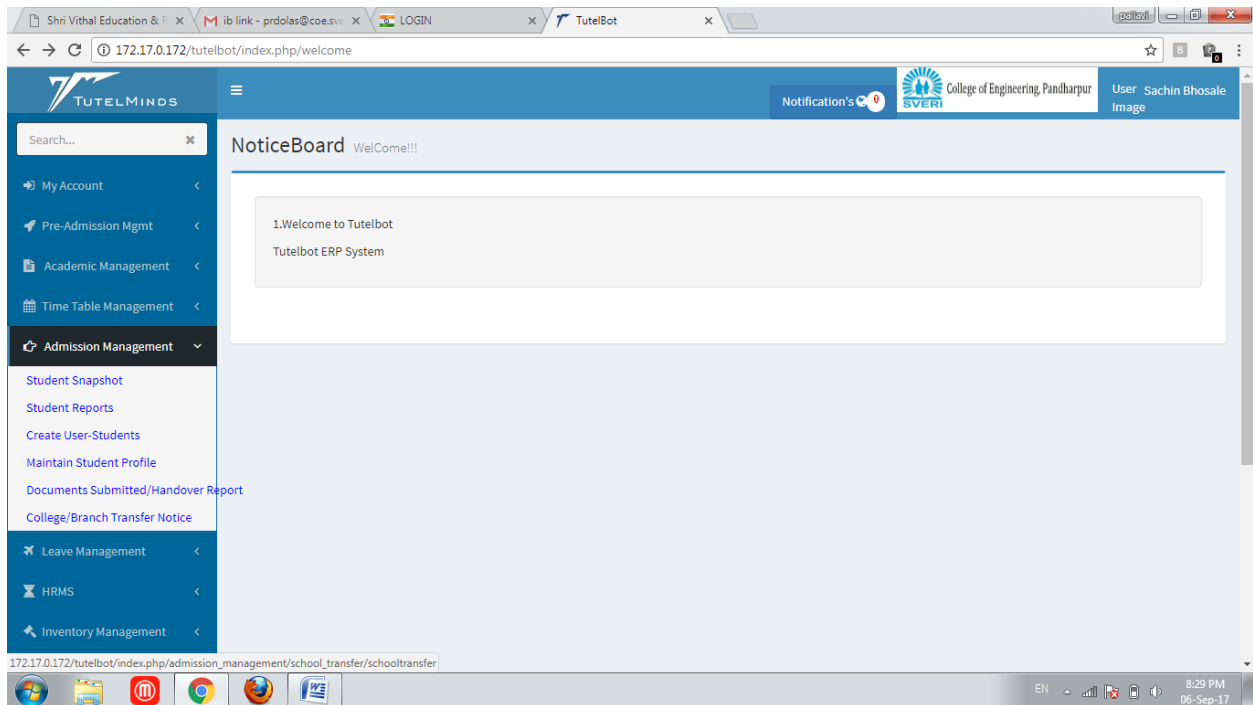
Step No.02- After clicking on "College Branch Transfer Notice" button the following window will open.
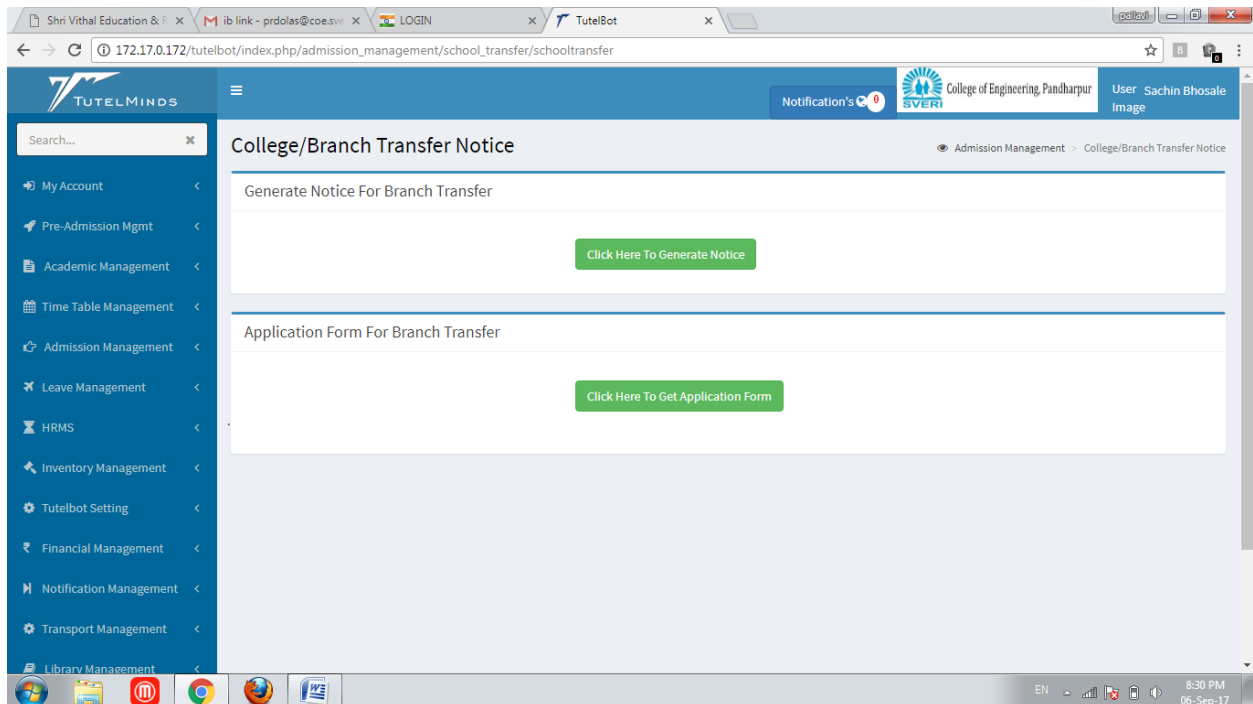
Step No.03- After clicking on "Generate Notice" button the notice will be displayed as bellow fig.
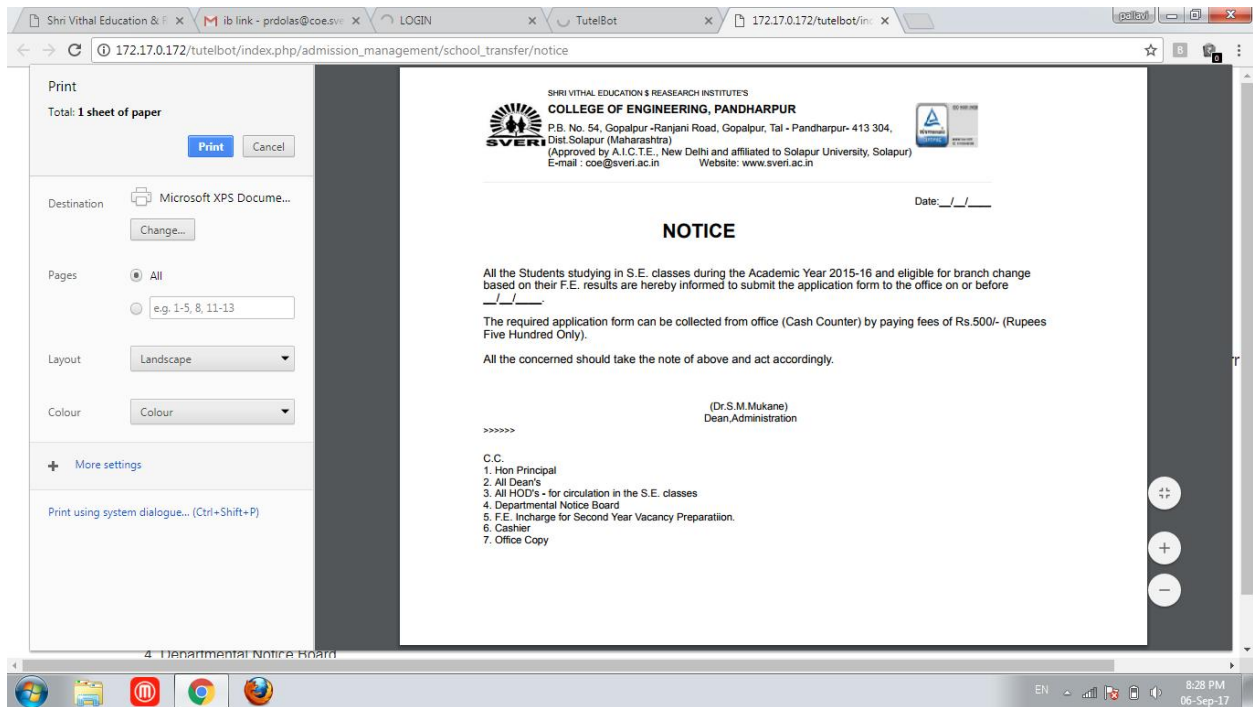
FEE MANAGEMENT

All types of Fee can be managed here in this module. It consists of following sub modules.

1. Document Print

2. Manage Fee Head

3. Class Fees Head Association

4. Increment Fees

5. Certificate Fee Association

6. Collect Fees for Certificate

7. Issue Certificate

8. Fee Collection

9. Fee Collection report

10. Outstanding Fee Collection Report

11. Report

1. **Document Print-**

    Whatever the document student have requested that will be printed via this module by writing the Remark then only document can be printed.

Step No.01-Click on Financial Management➔Fee Management➔Document Print
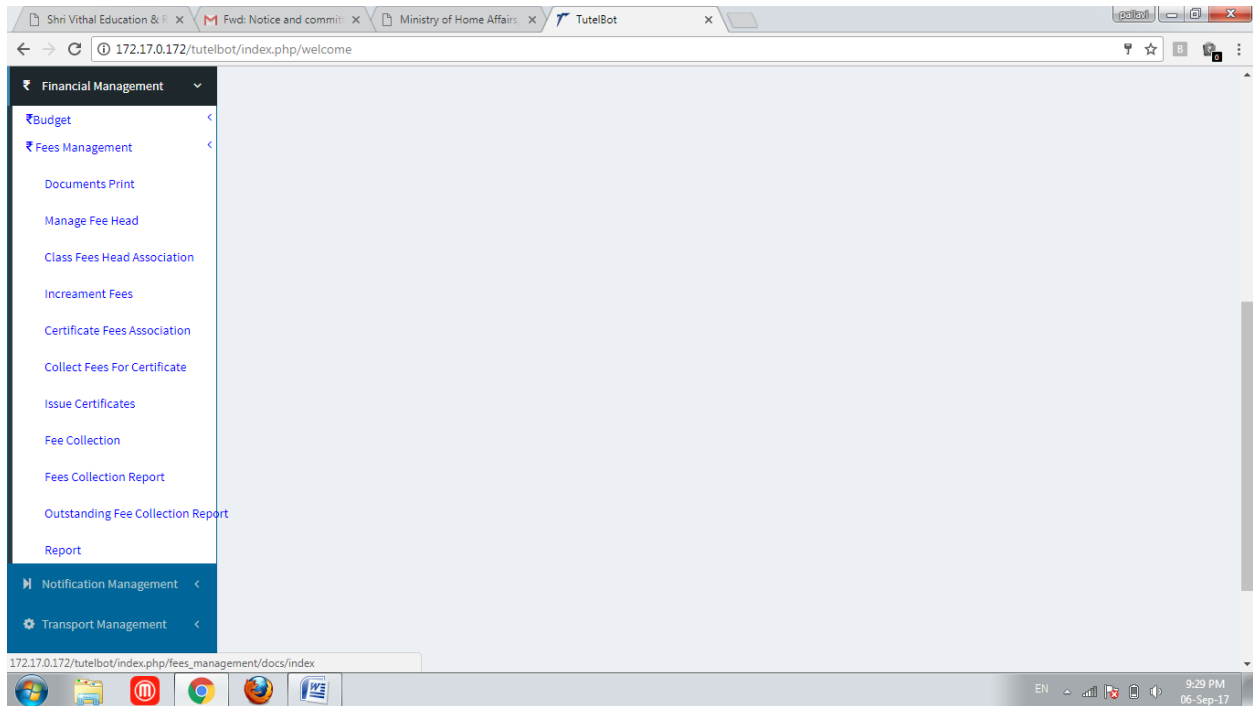
Step No.02-After Clicking on "Document Print" sub module the following window will open. Showing the title as Document Request as on top of this page.i.e whatever the documents have requested by student that all are displayed here.
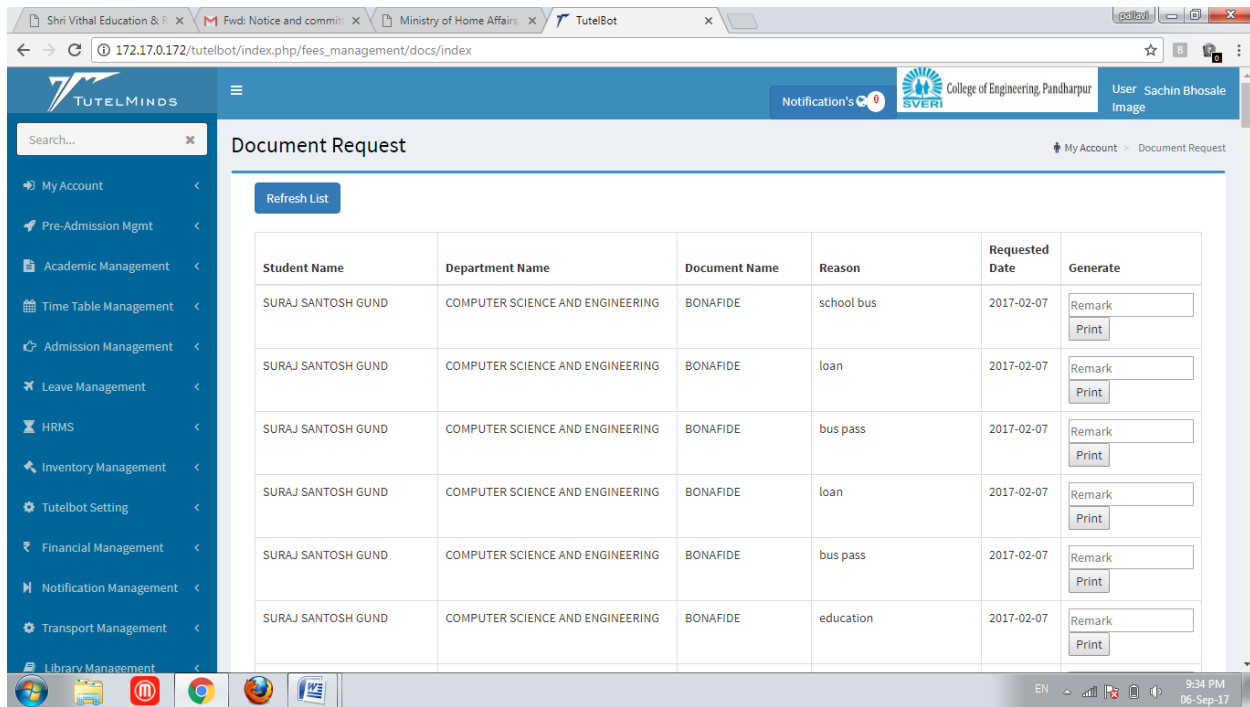
Step No.03-Here you can write the remark to print that document.wthout the Remark it will not print the requested document. Then click on "Print" button.
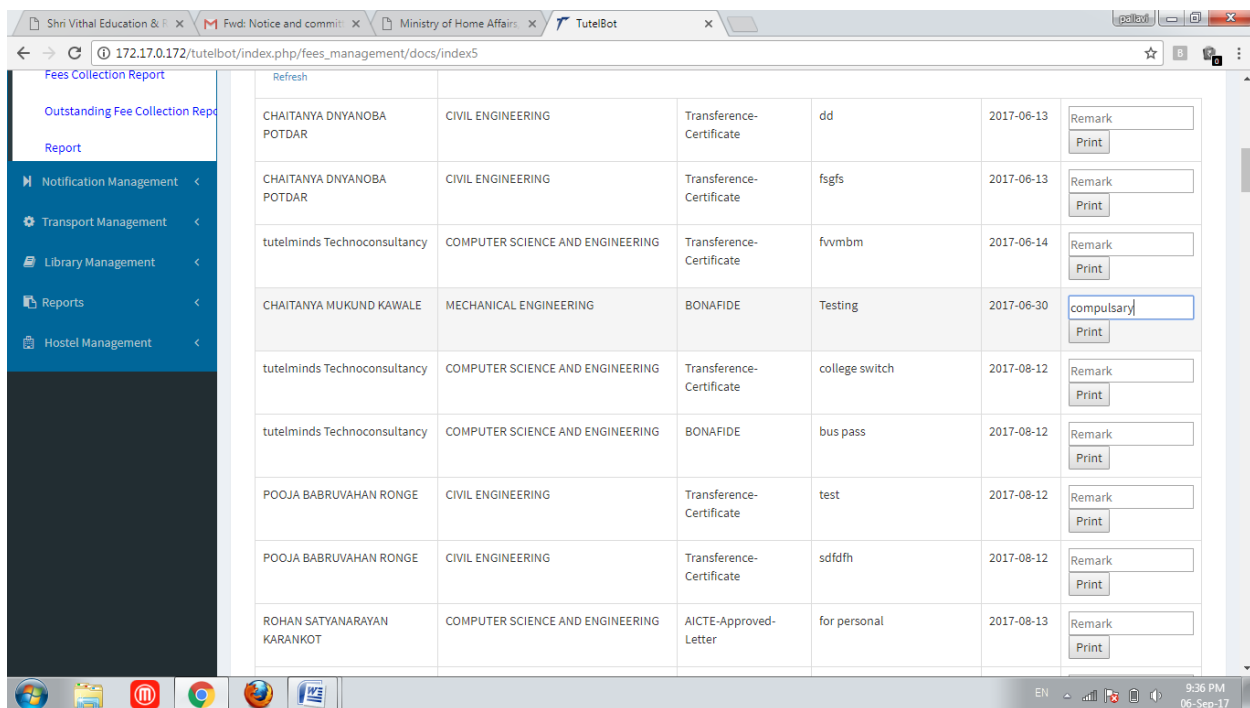
Step No.04-After clicking on "Print" button the certificate will be printed as bellow fig.
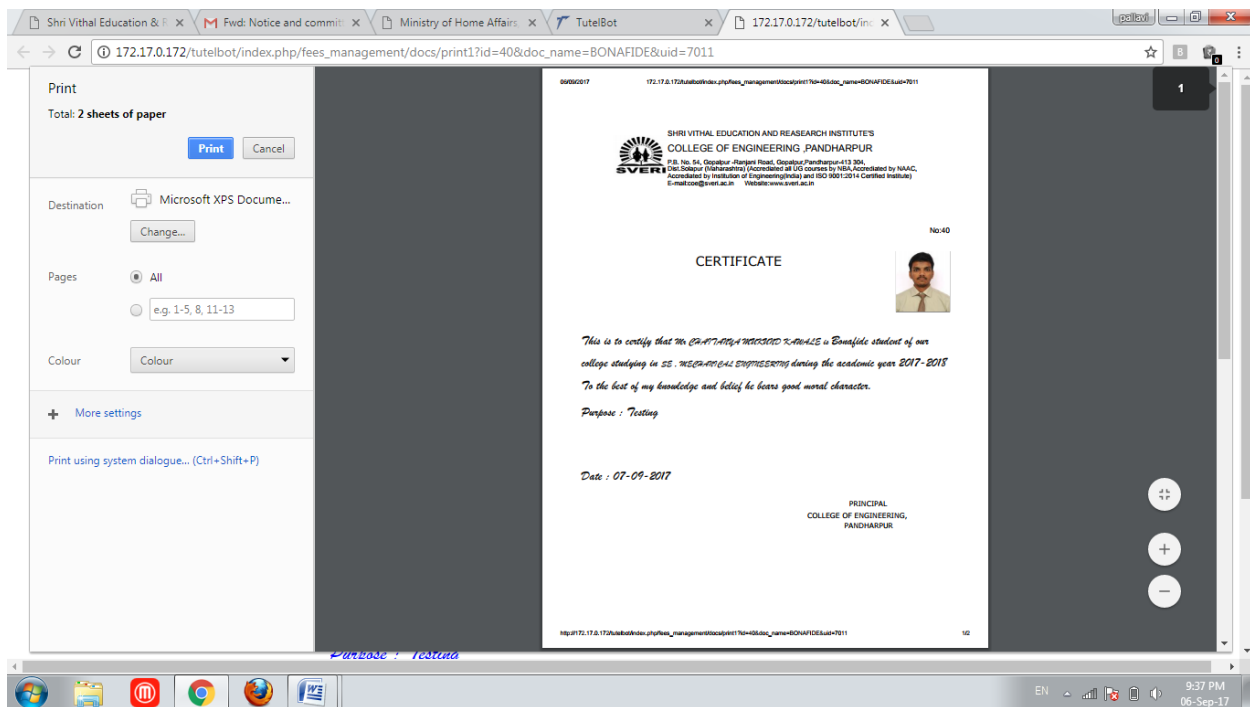
Step No.05-To Refresh the students click on "Refresh List" button the student list will be refreshed.
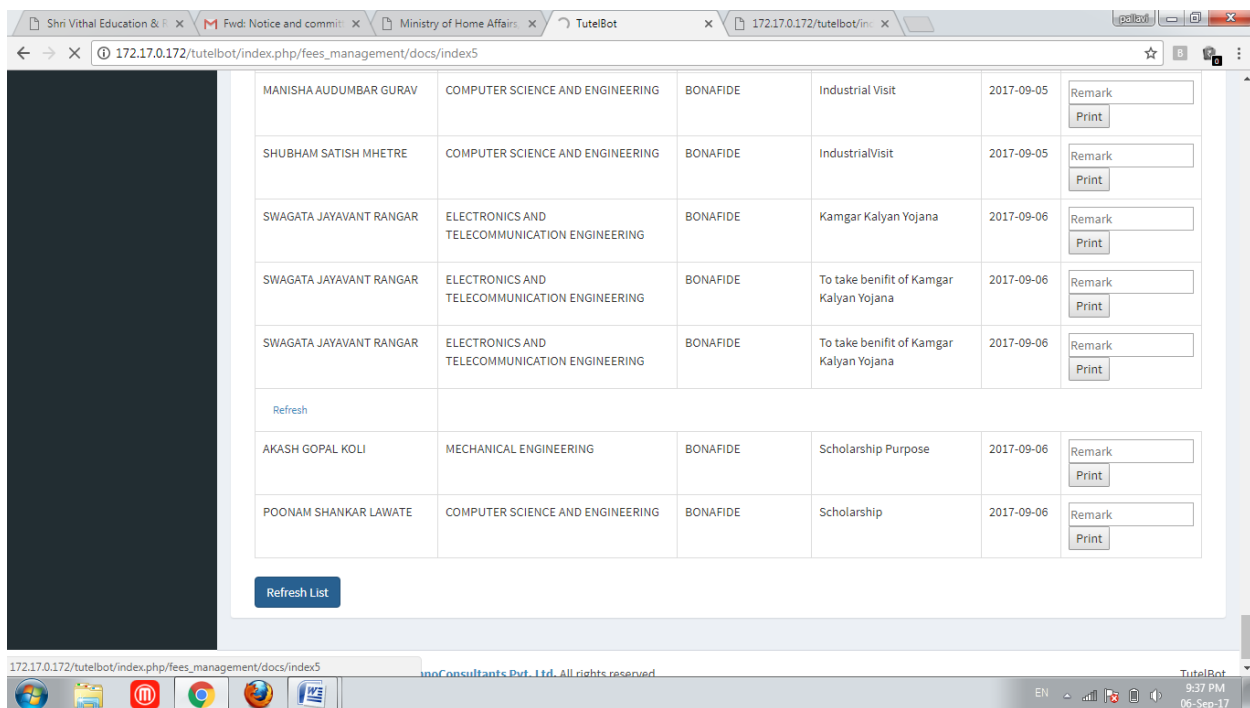
Steps no.06-please see the bellow message as "Refreshed Successfully"

2. Manage Fee Head

Here the New Fee heads can be added, updated or it may be deleted.

Step No.01- Click on Financial Management❖Fee Management❖Manage Fee Heads
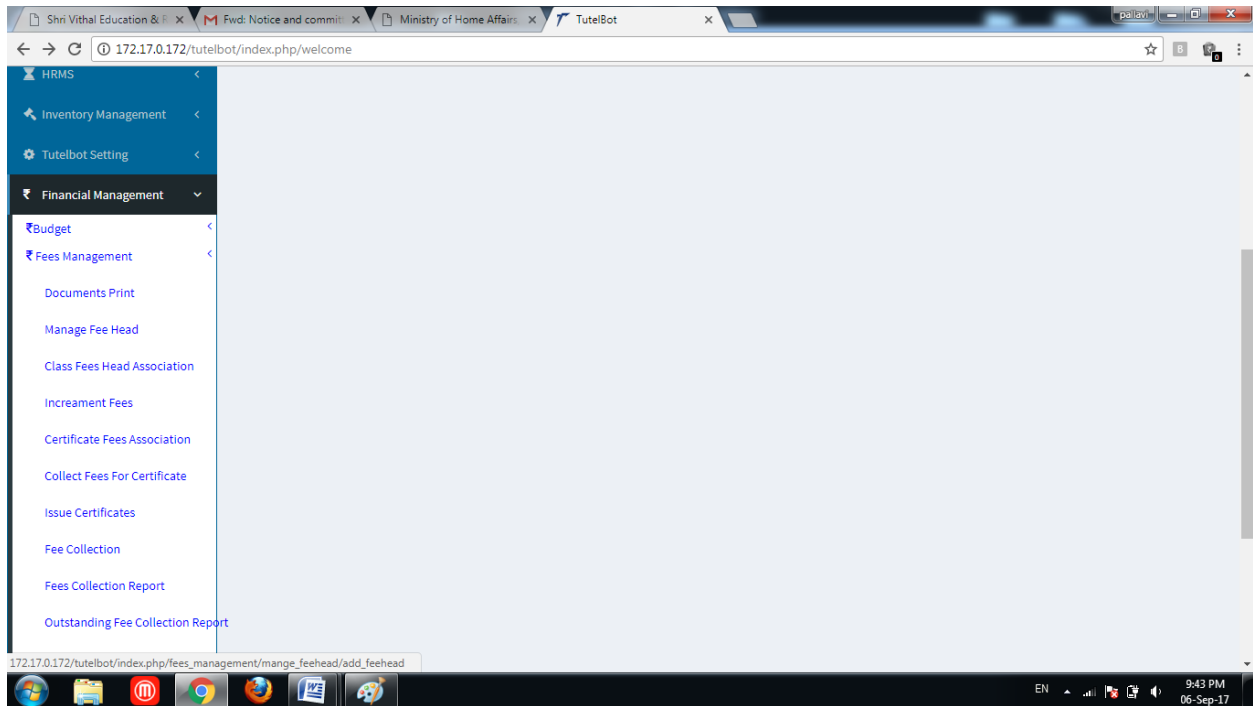
Step No.02-After clicking on "Manage Fee Heads" the following window will open. Here the already added fee heads will be displayed.
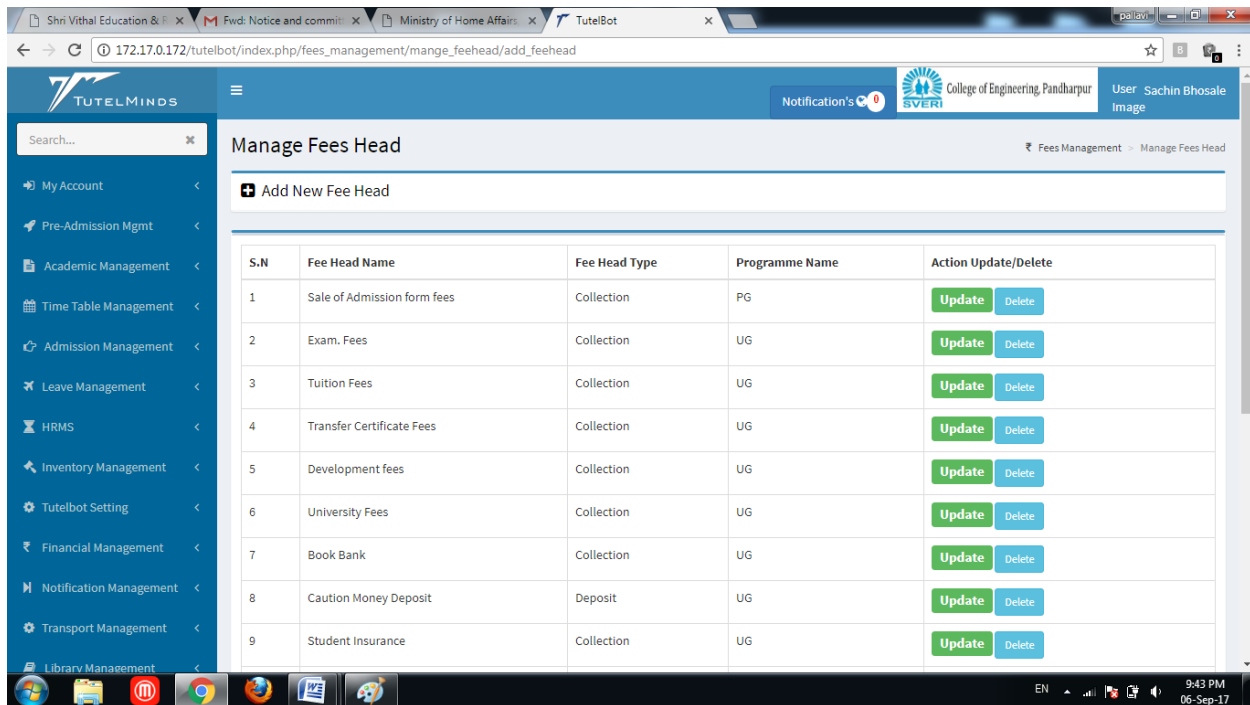
Step no.03-By clicking on "Add New Fee Head" option you can add the new fee head. Please see in bellow fig.
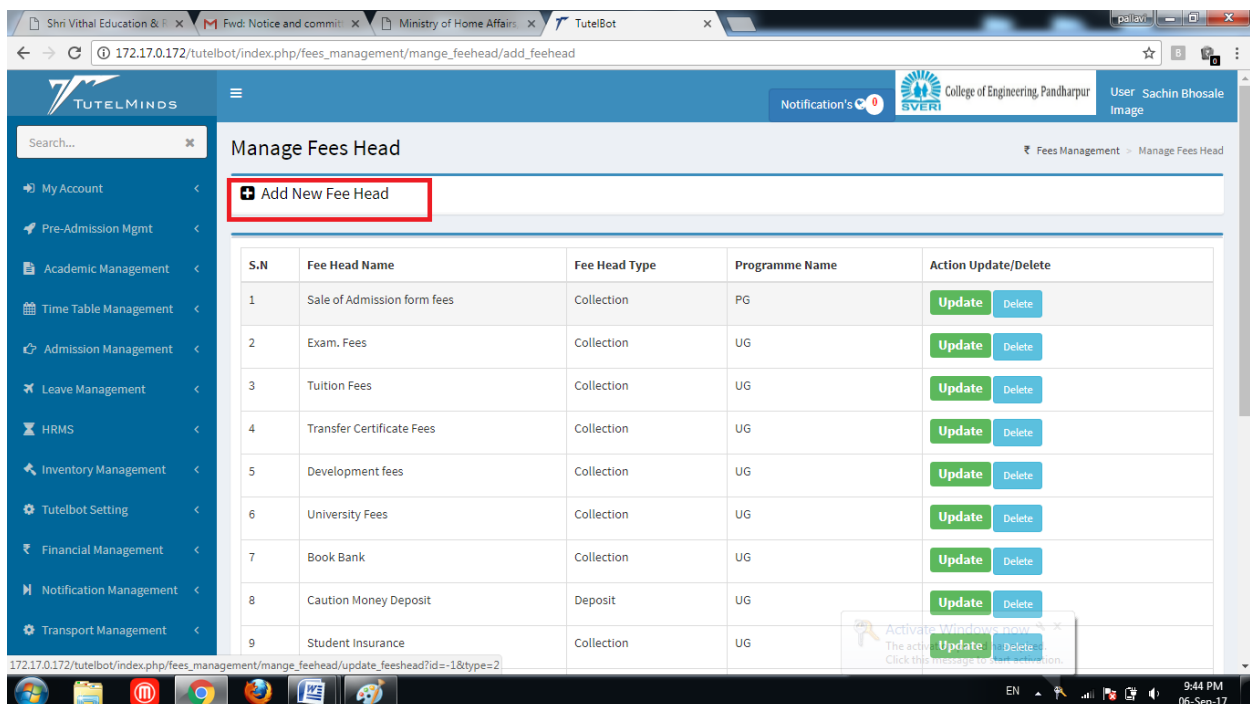
Step No.04- After Clicking on "Add New Fee Head" the following window will open. Please insert the required information & click on "Submit Fee Head "button.
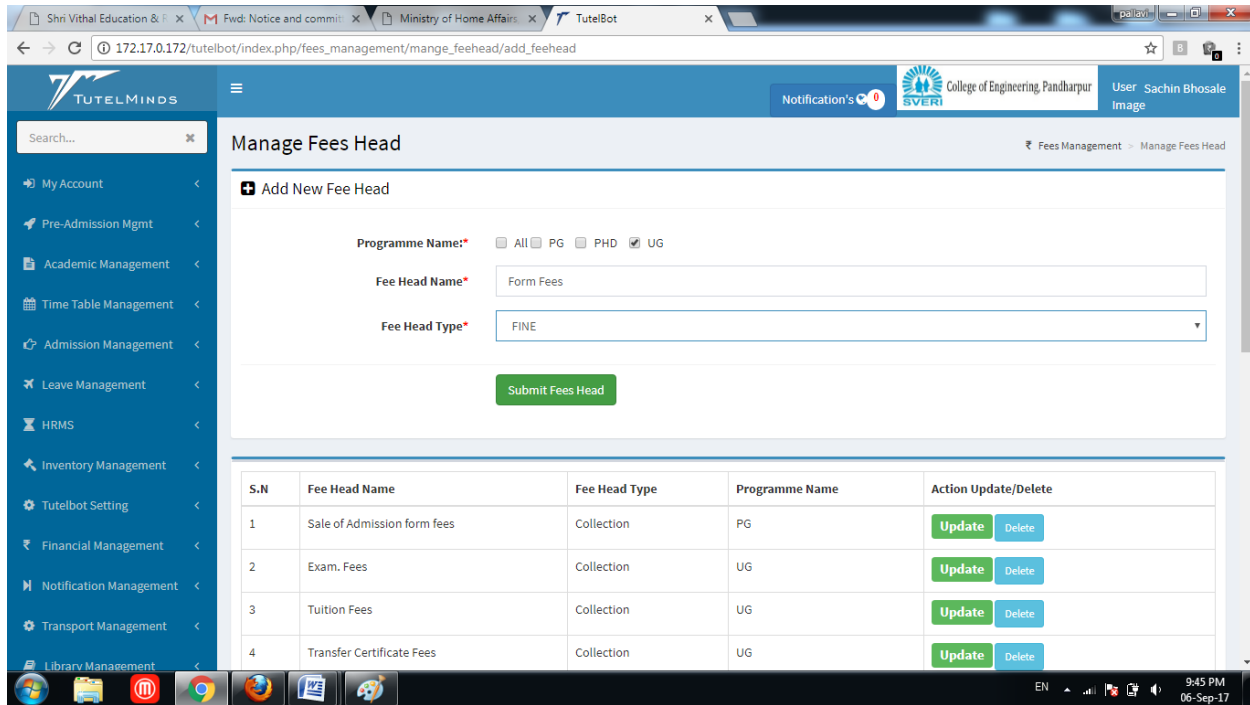
Step No.05- After submitting the new fee head the following message will be displayed as "Information has been added successfully".
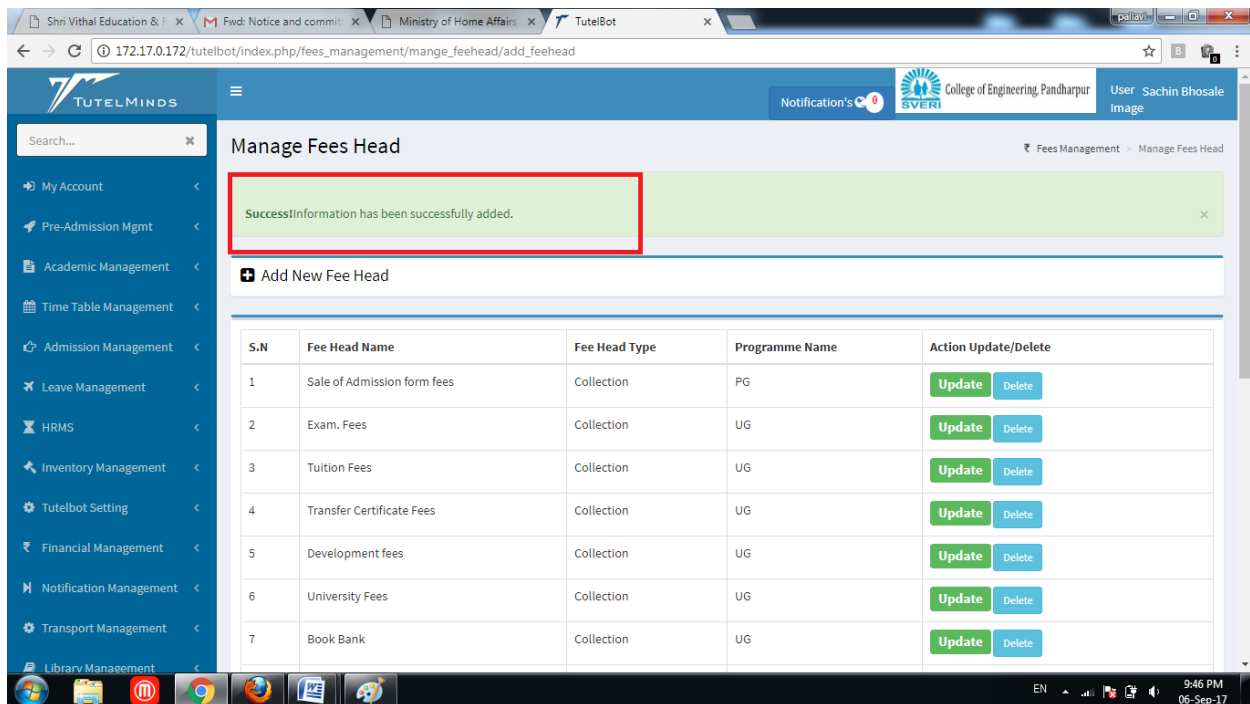
Step No.06-Then you can search here whether you added fee head is displayed or not. Here we have added the fee head as "Form fee" .Please see in bellow fig.
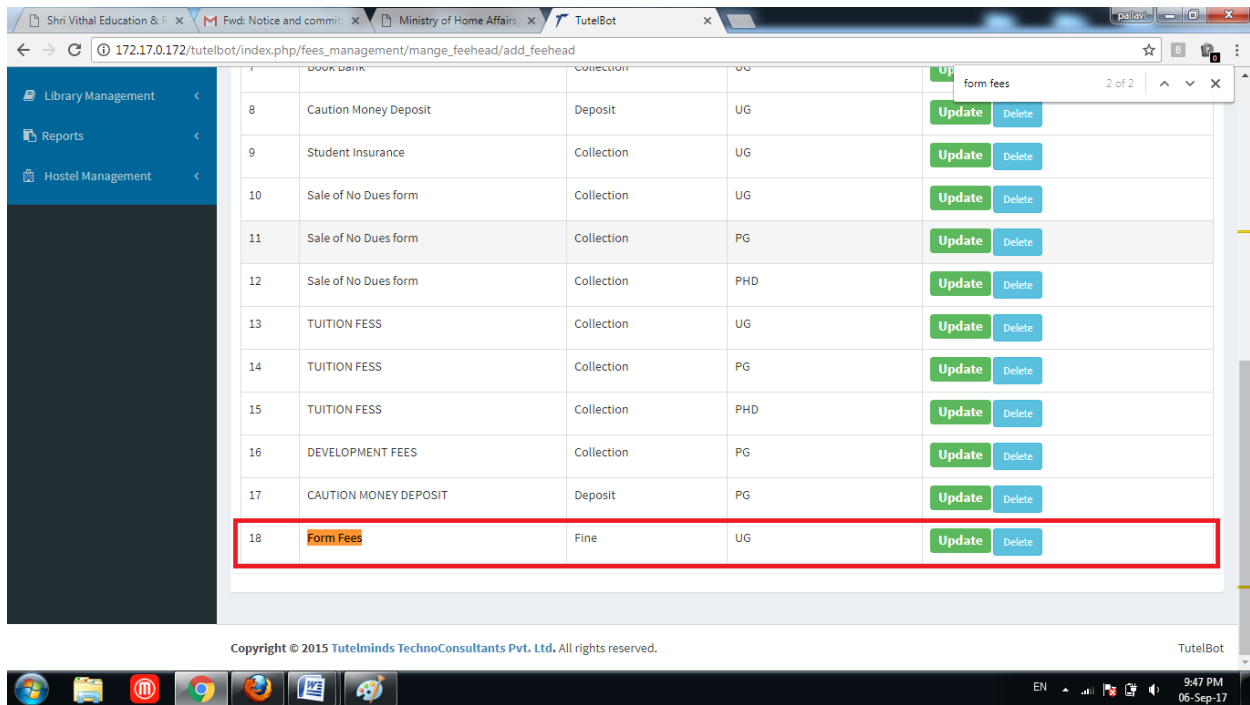
Step No.07-You can update the fee head by clicking on "Update" button.
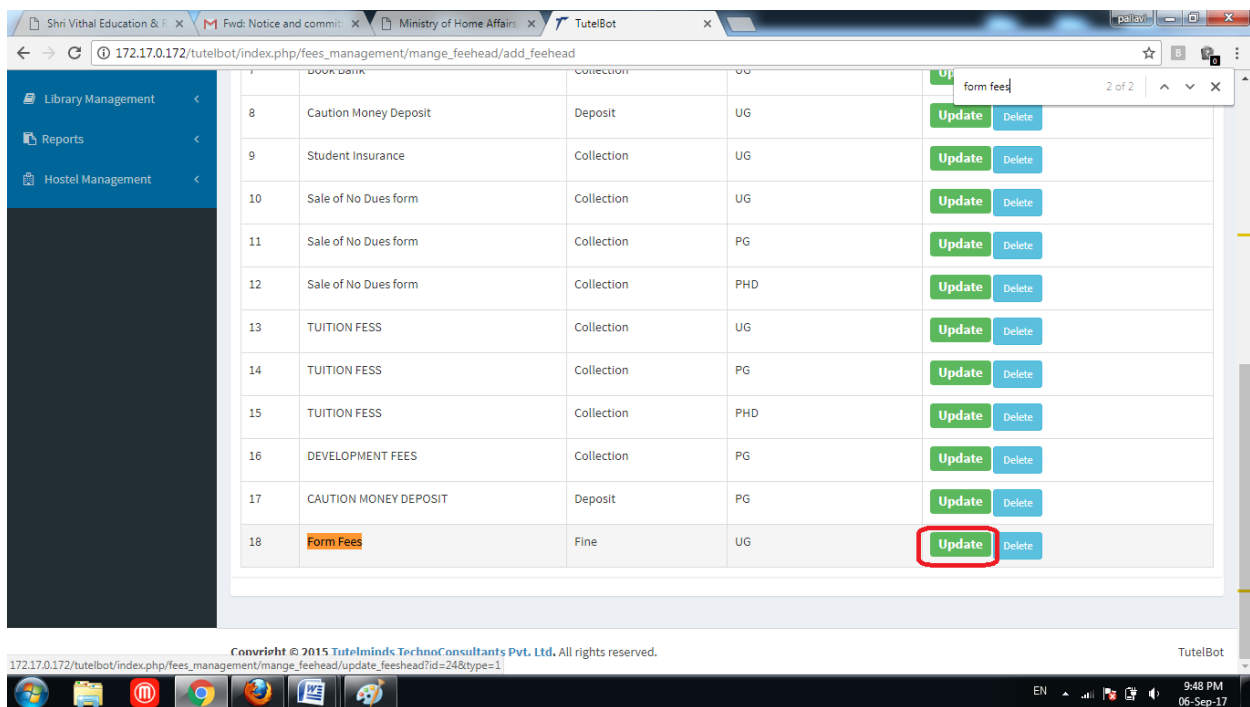
Step No.08-After clicking on "Update" button the following window will open.here insert the required information.
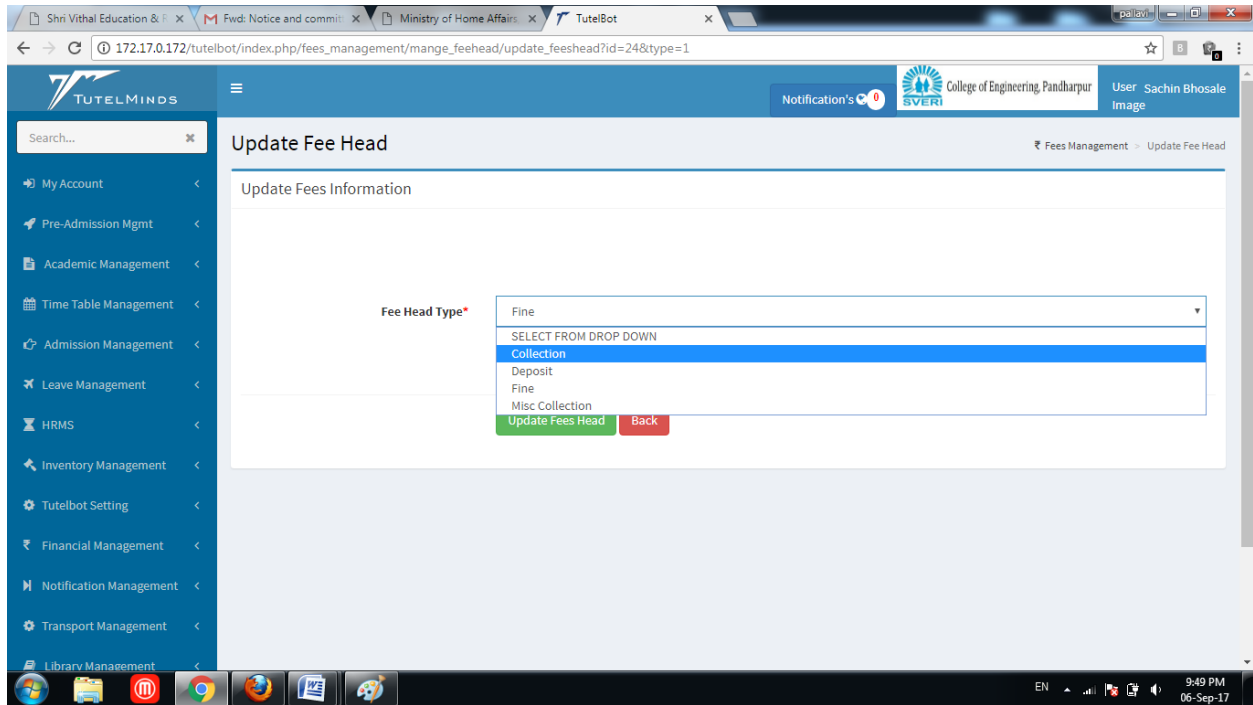
Step No.09-After inserting info. Click on "Update Fees Head" button.
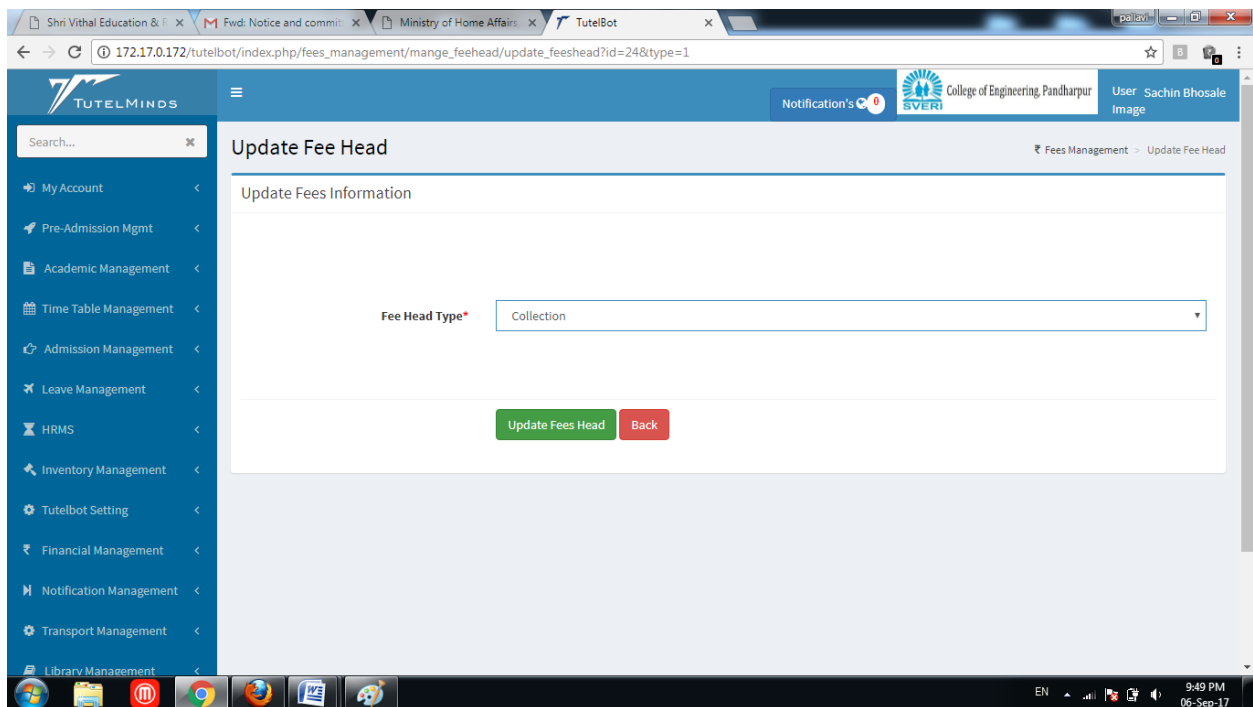
Step No.10-After updating fee head you can check here whether the fee head is updated or not. Here Fee head Fine is updated to Collection. Please see in bellow fig.
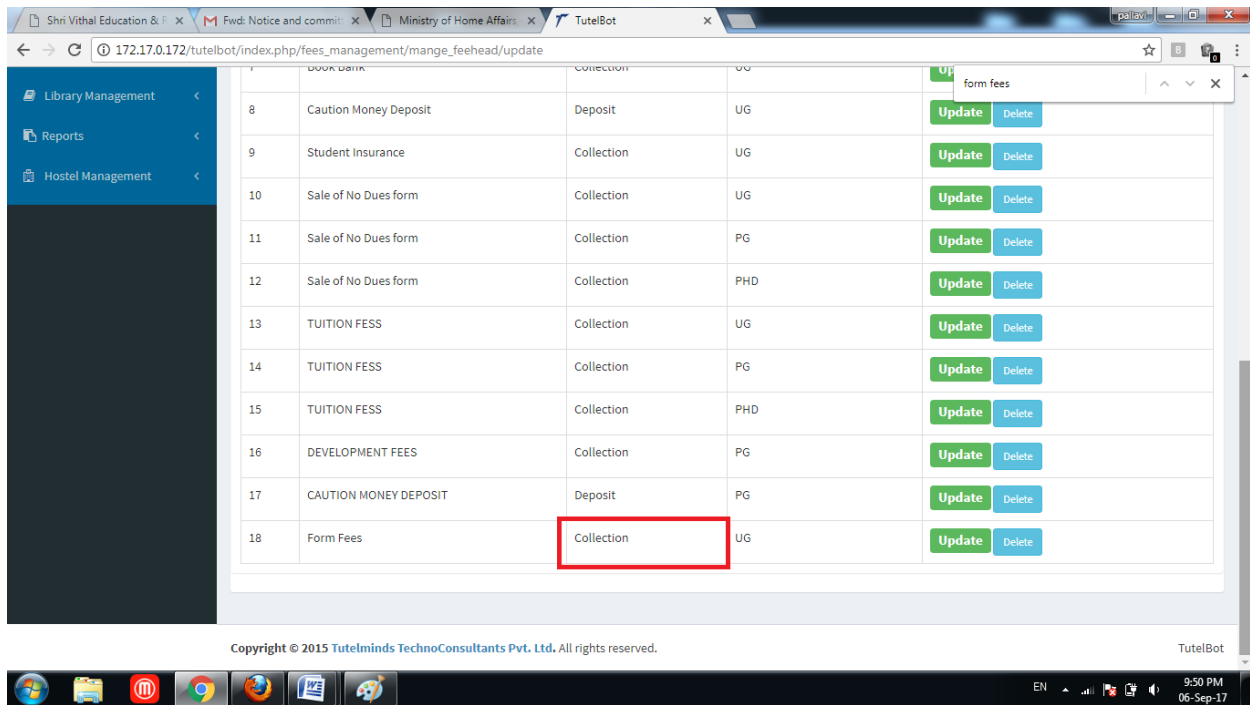
Step No.11-Here you can delete the Fee head by clicking on "Delete" button.
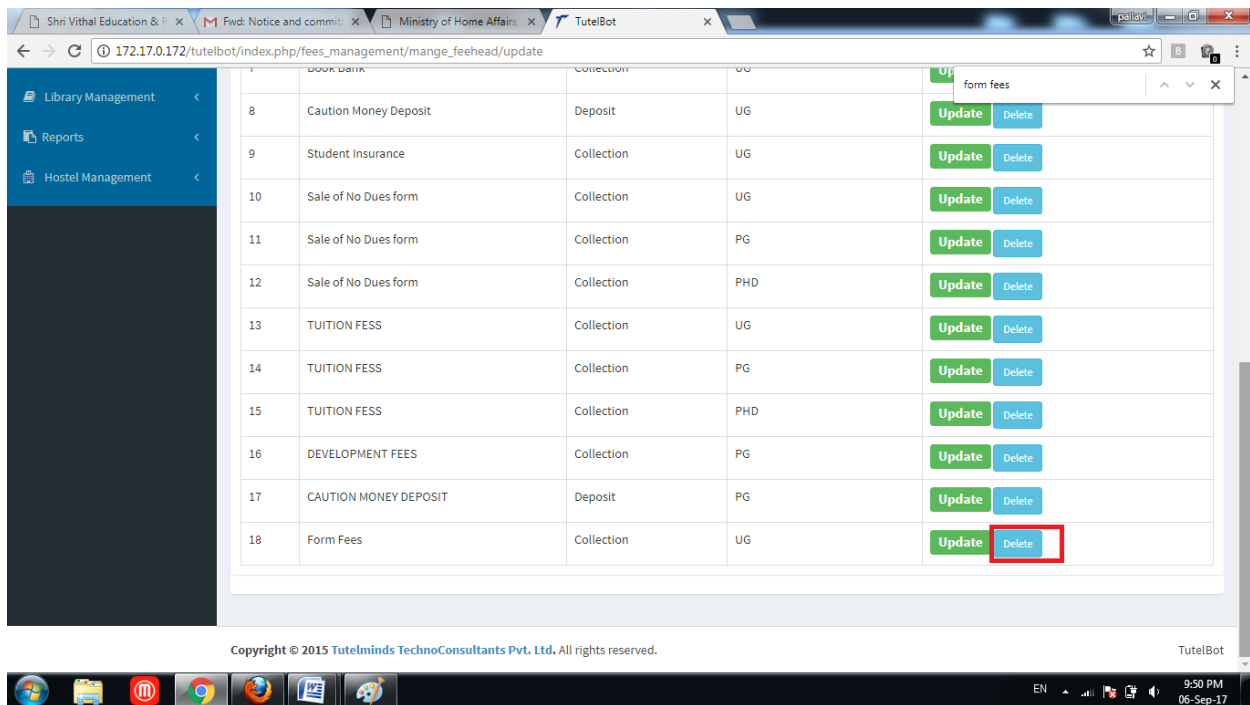
Step No.12-After clicking on "Delete" button it will show the confirmation of fee head to be deleted. please see bellow fig.
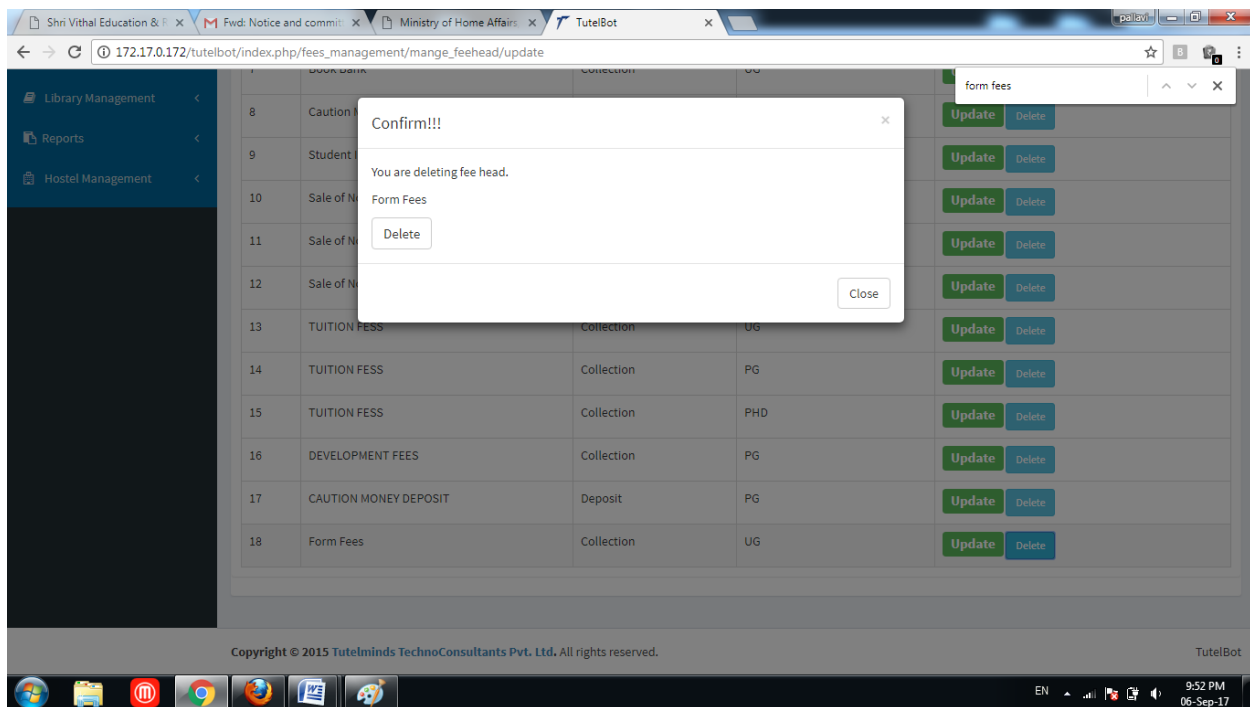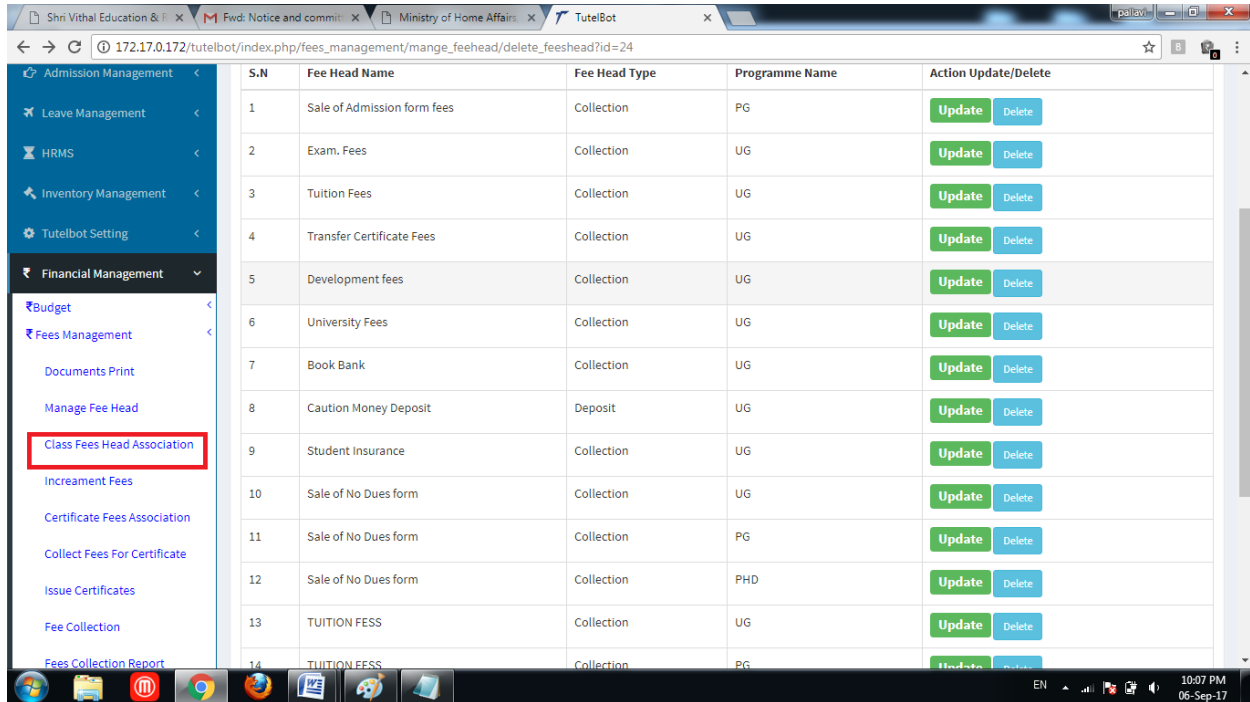
Step No.13-After deleting fee head the following message will be displayed as "Successfully Fee Information has been deleted".
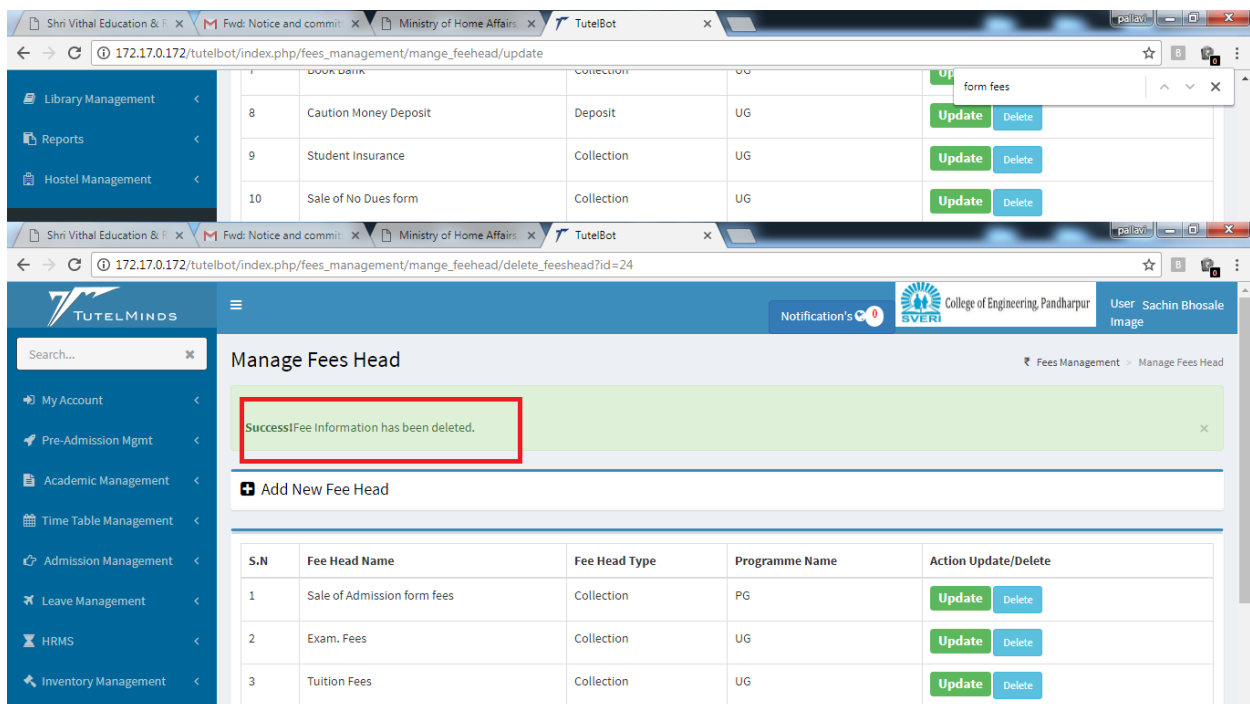
3. Class Fees Head Association

Here all type of fee can be assigned to students according to their category.

Step No.01- Click on Financial Management⮞Fee Management⮞Class Fee Head Association

Step No.02-After clicking on "Class Fee Head Association" the following window will open.
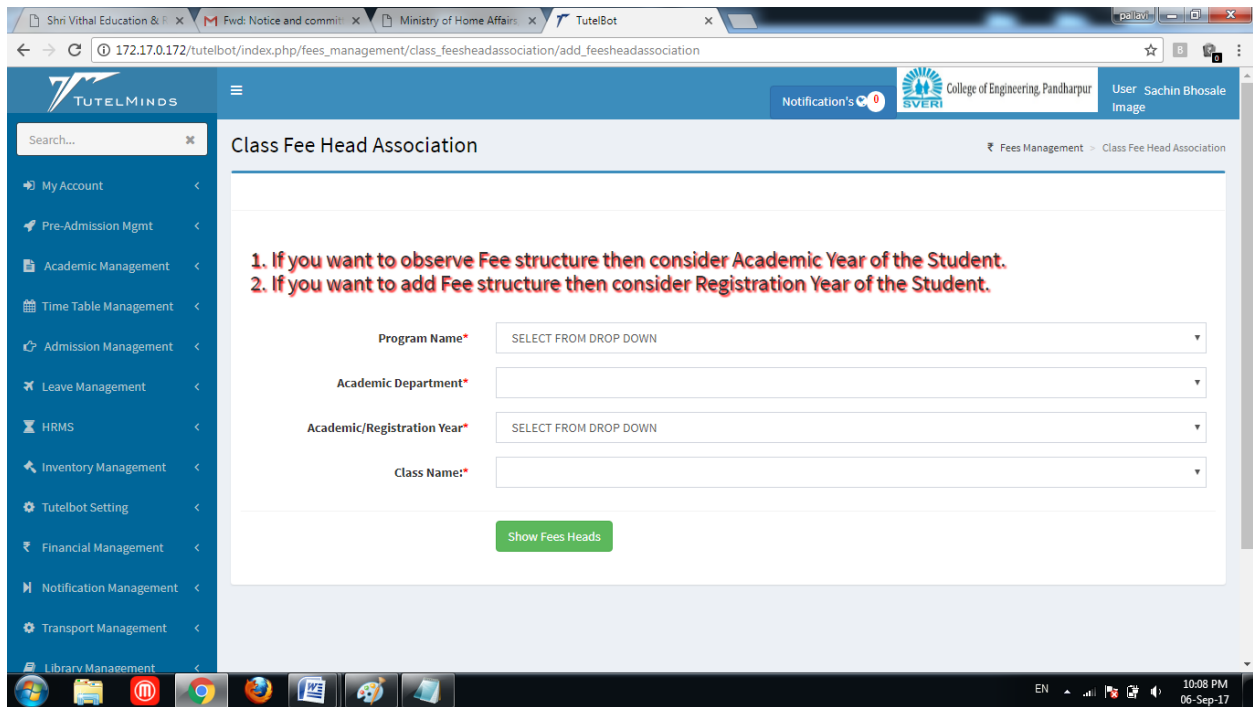
Step No.03-Please fill the required information and click on "Show fees Heads" button.
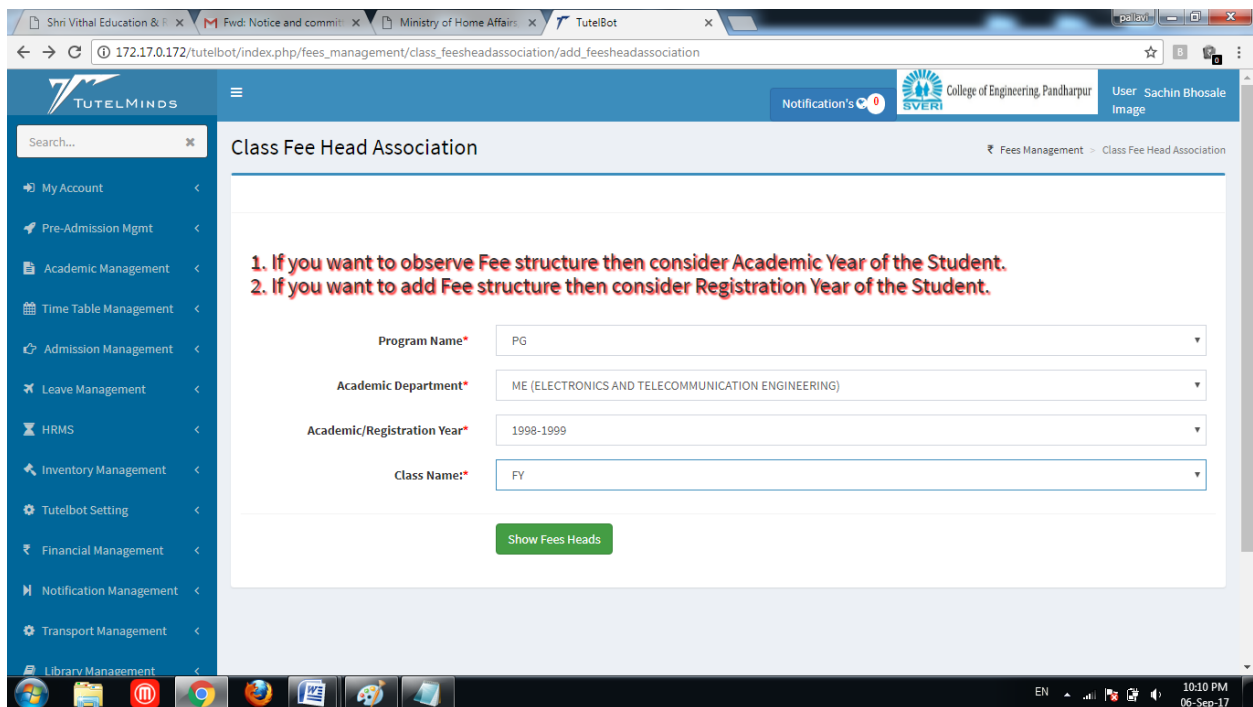
Step No.04-Then following window will open.
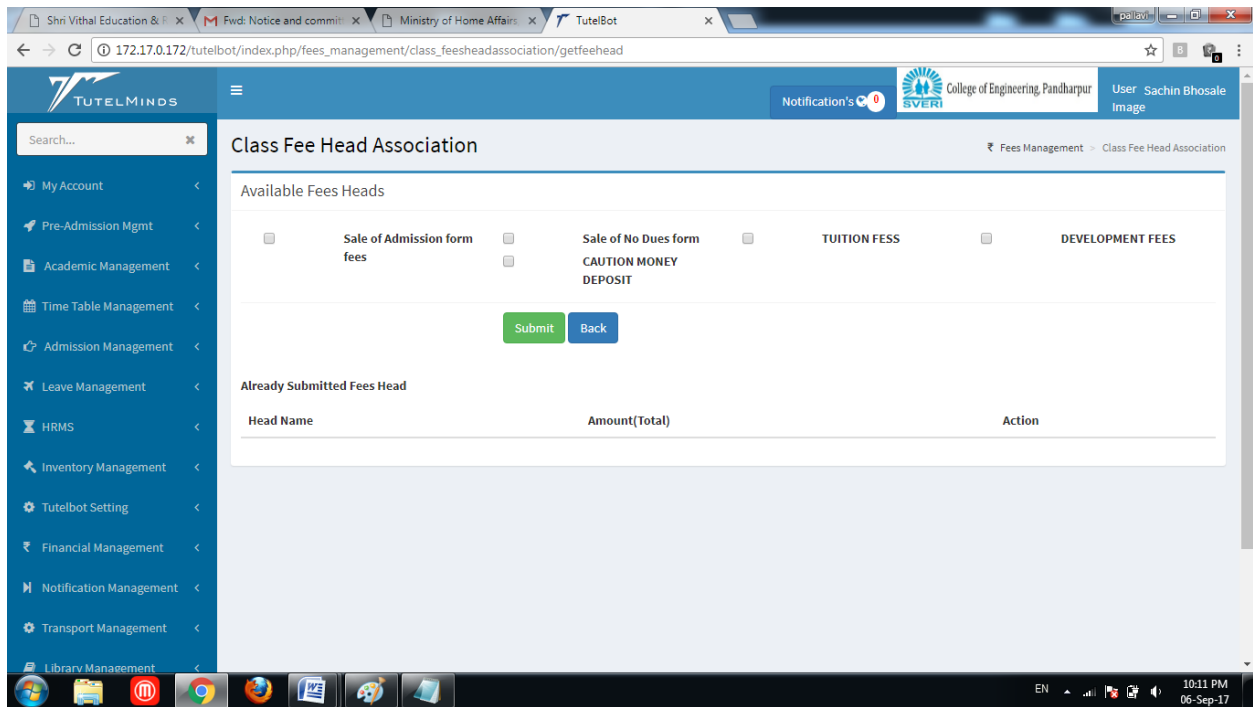
Step No.05-Here you can select the fee heads that you want add & click on "Submit" button.

Step No.06-After Clicking on "Submit" button the following window will open.

Step No.07-Please add required fee Structure here & click on "Submit" button.

Step No.08-After submitting Fee Structure the message will be displayed as "Fee has been added successfully". Please see in bellow fig.
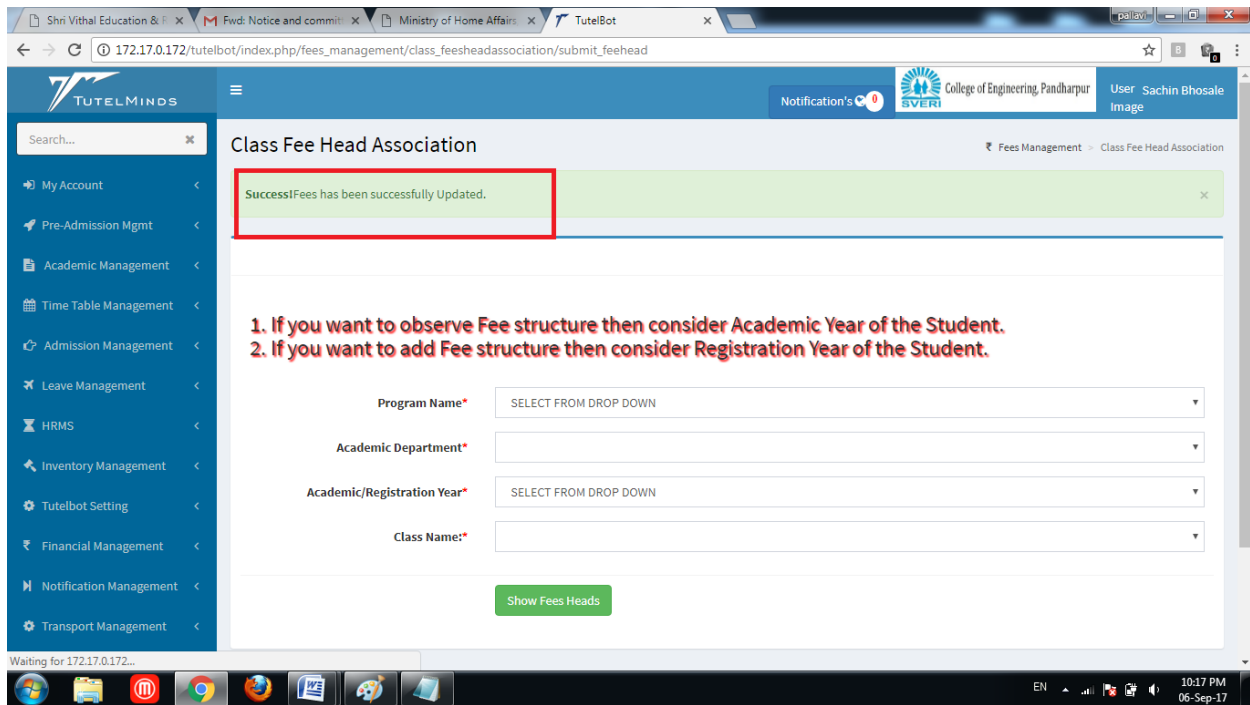
Step No.09-Here you can check whether the fee has been added or not.
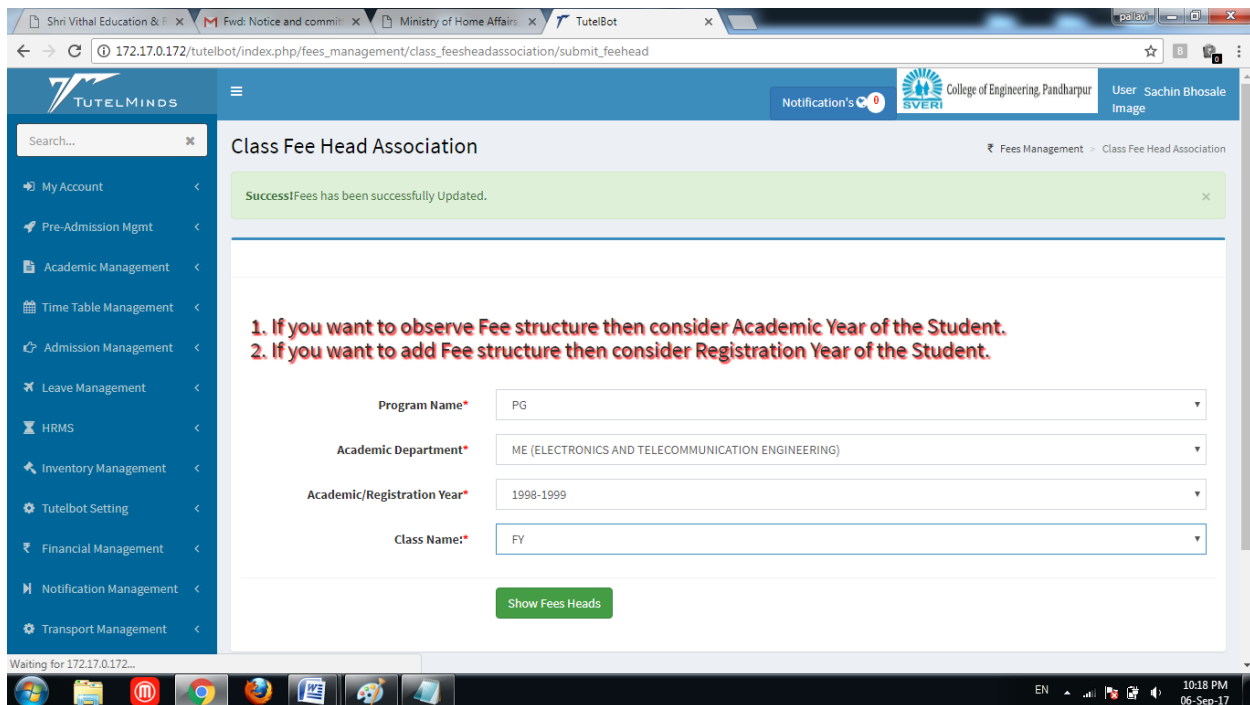
Step No.10-After clicking on "Show fees Heads" button the all type of fee will be displayed here. Please refer to follow. Fig. here you can update that fee structure also. By clicking on "Update" button.

4. Increment Fees

Here you can increment the Fees or you can also assign the fee to new class.

Step No.01- Click on Financial Management→Fee Management→Increment Fees
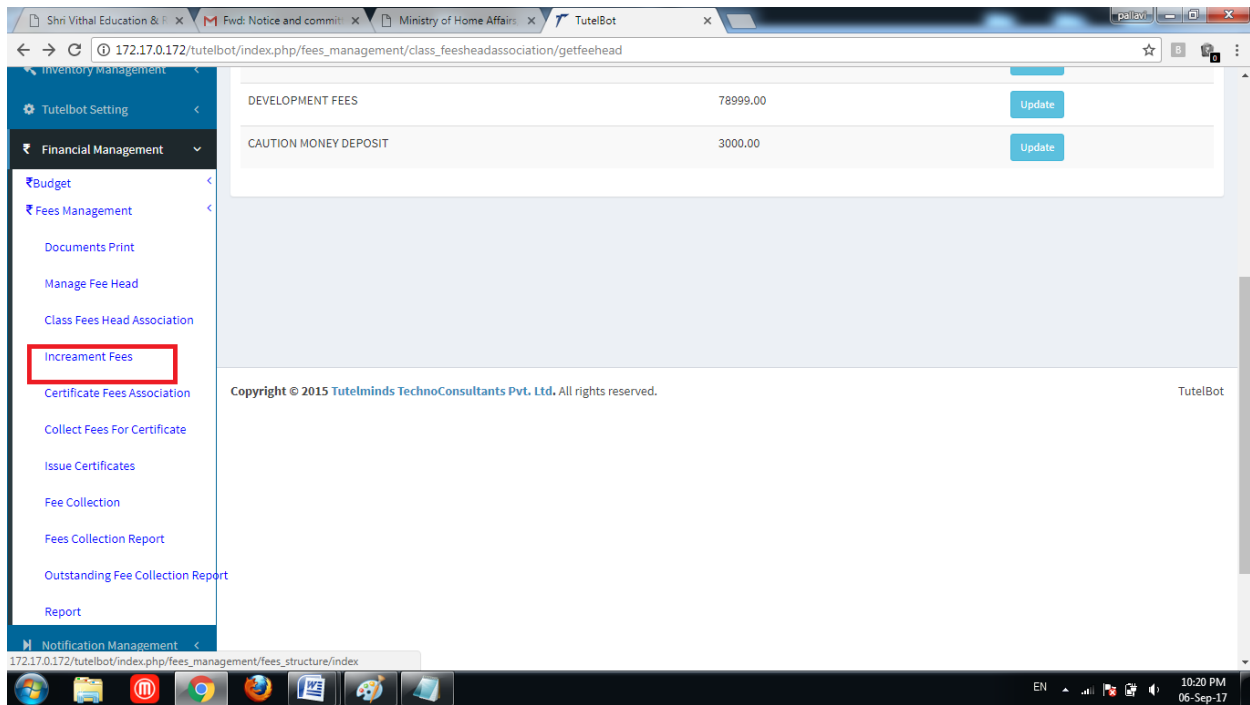
Step No.02-After clicking on" Increment Fees" submodule the following window will open.
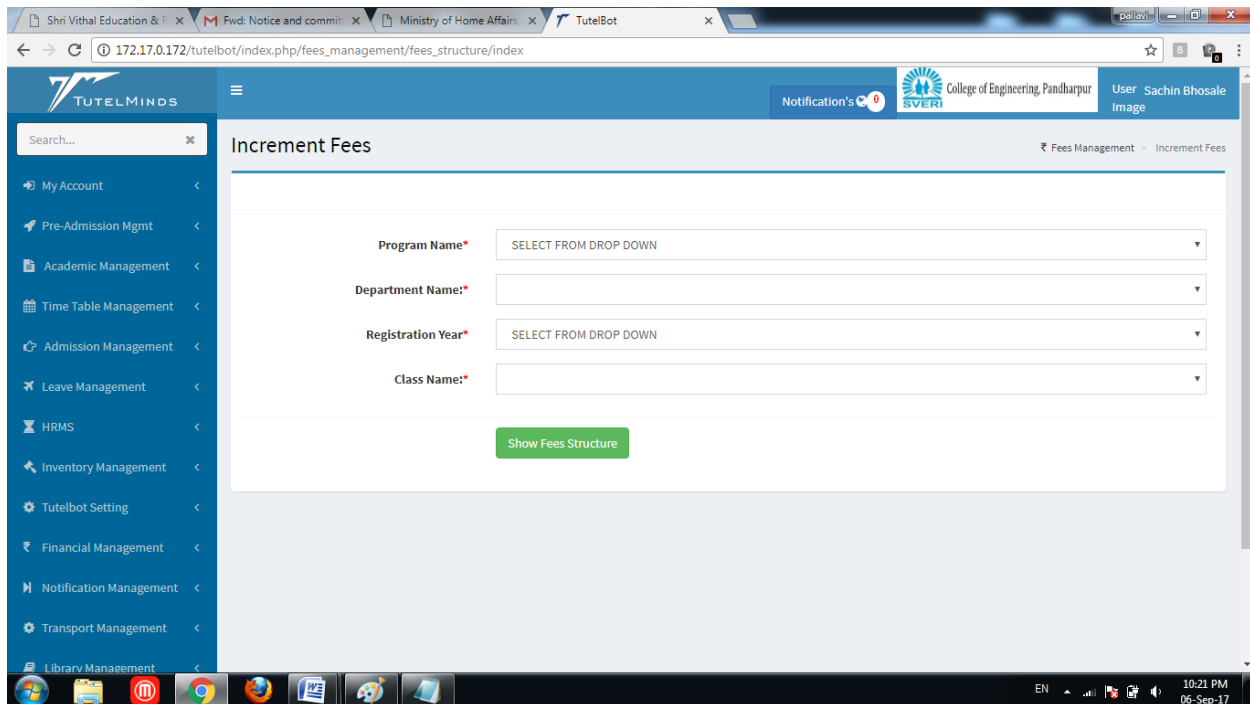
Step No.03-Please select the required information & Click on "show fee Structure" button.

Step No.04- After Clicking on "show fee Structure" button the following window will open. To add the fee structure to new class here you can select the class name as "SY" instead of "FY" & select the Academic Year of that class.

Step No.05- Please add the fee structure to "SY" class & click on "Submit" button.

Step No.06-After clicking on "Submit" button the follow. Window will open showing the message that "fee has been updated successfully".

Step No.07-Here you can check whether the fee structure of "SY" has been added or not. Please see in bellow fig.

Step No.08-Please see the "SY" fee structure as bellow fig. & you can update it also from here.

5. Certificate Fee Association

Step No.01- Click on Financial Management⮕Fee Management⮕Certificate Fee Association
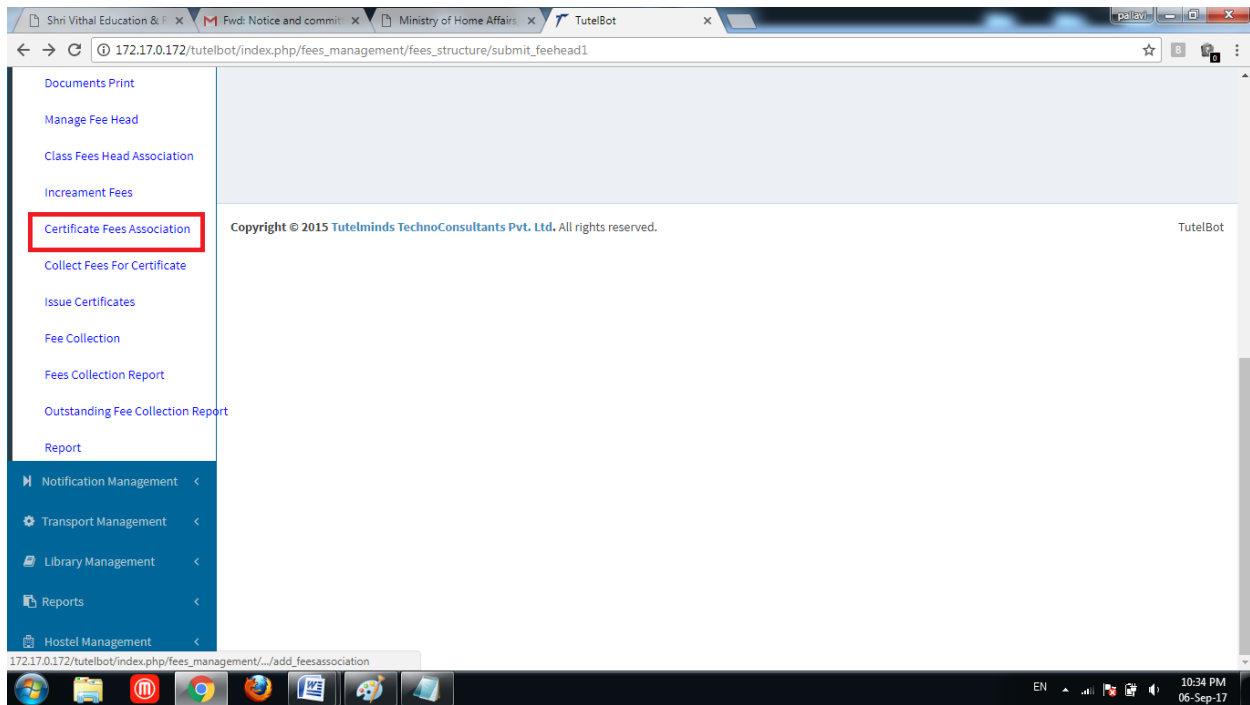
Step No.02-After Clicking on "Certificate Fee Association" sub module the follow. Window will open.
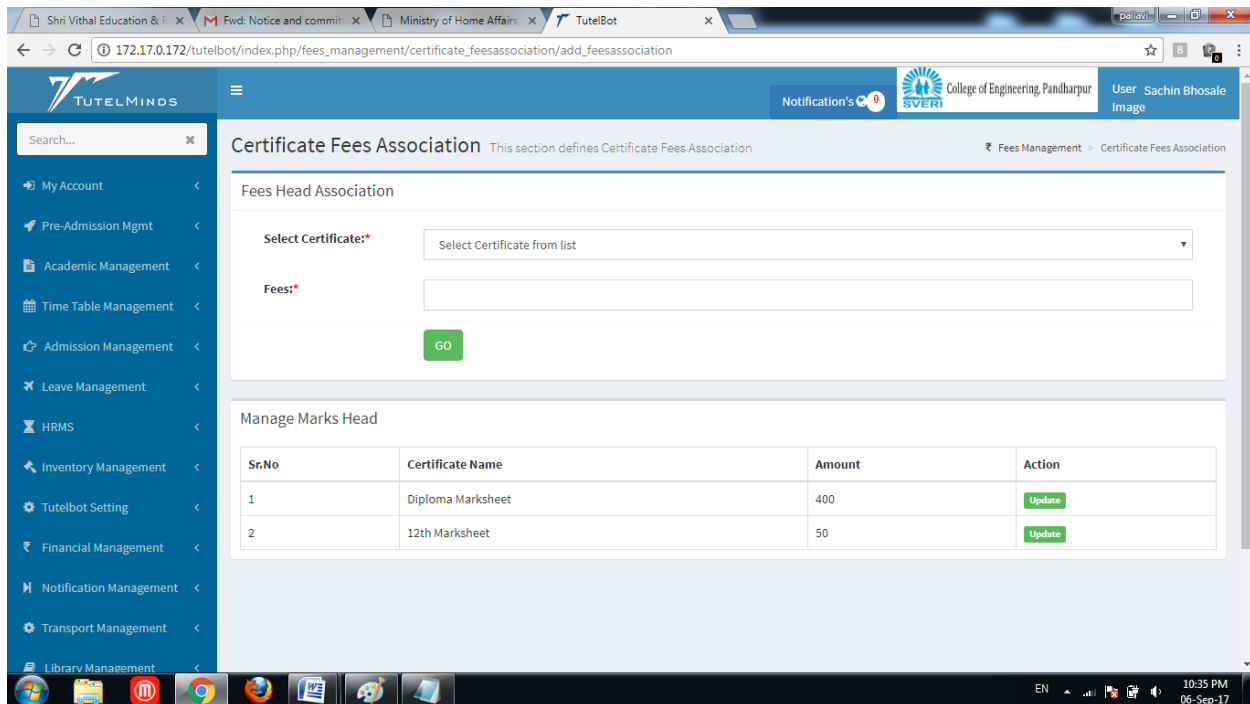
Step No.03-Please fill the required information & click on "Go" button.
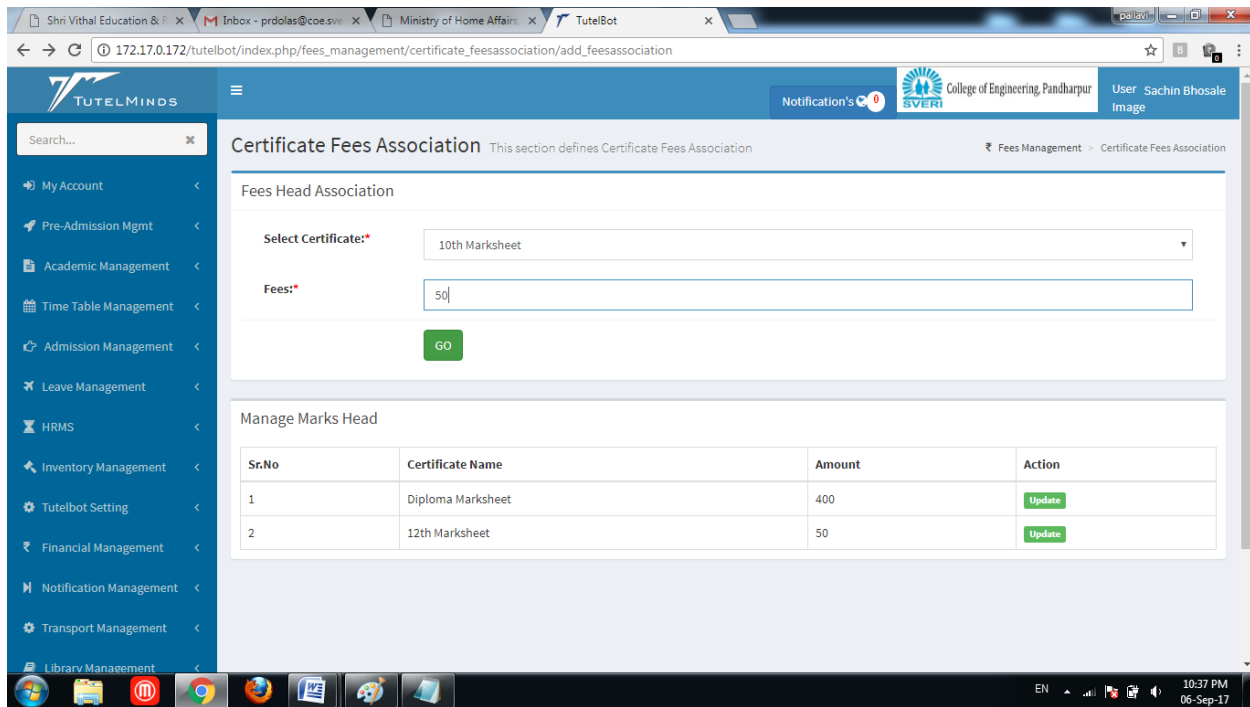
Step No.04-Then follow. Message will be displayed as "Certificate fee Mapping done successfully".
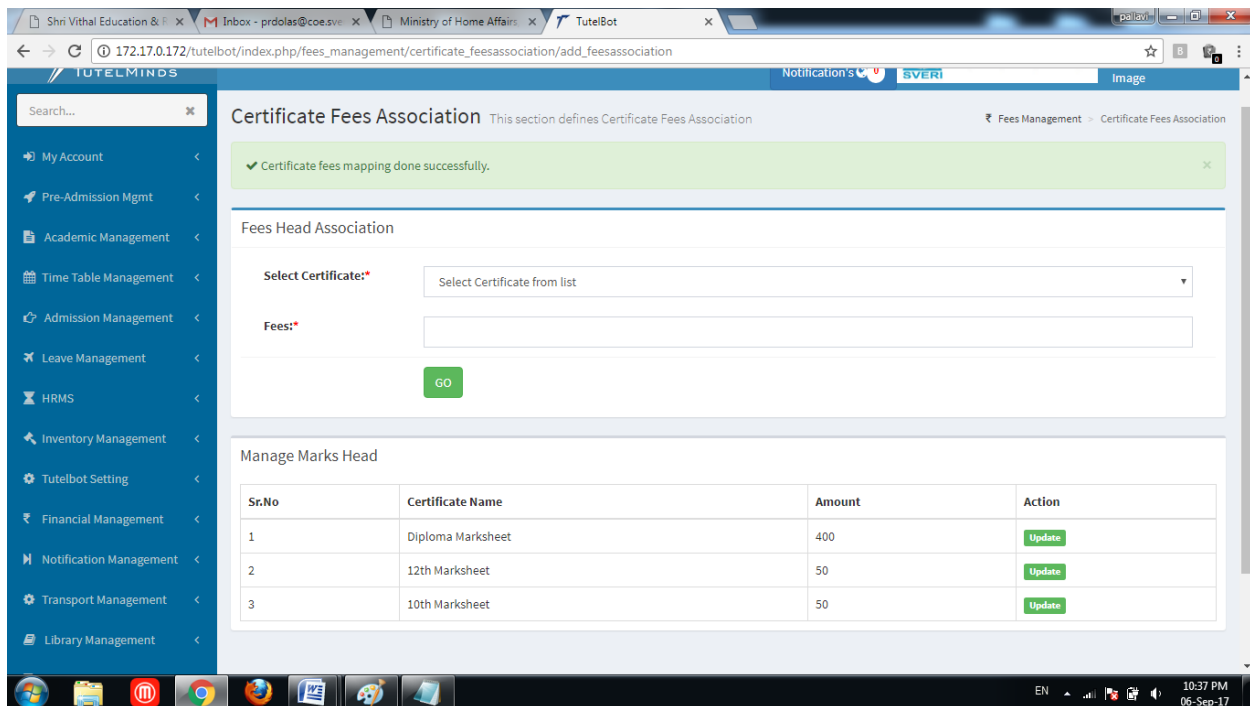
Step No.05-Here you can update Certificate fees by clicking on "Update" button. Please see in bellow fig.
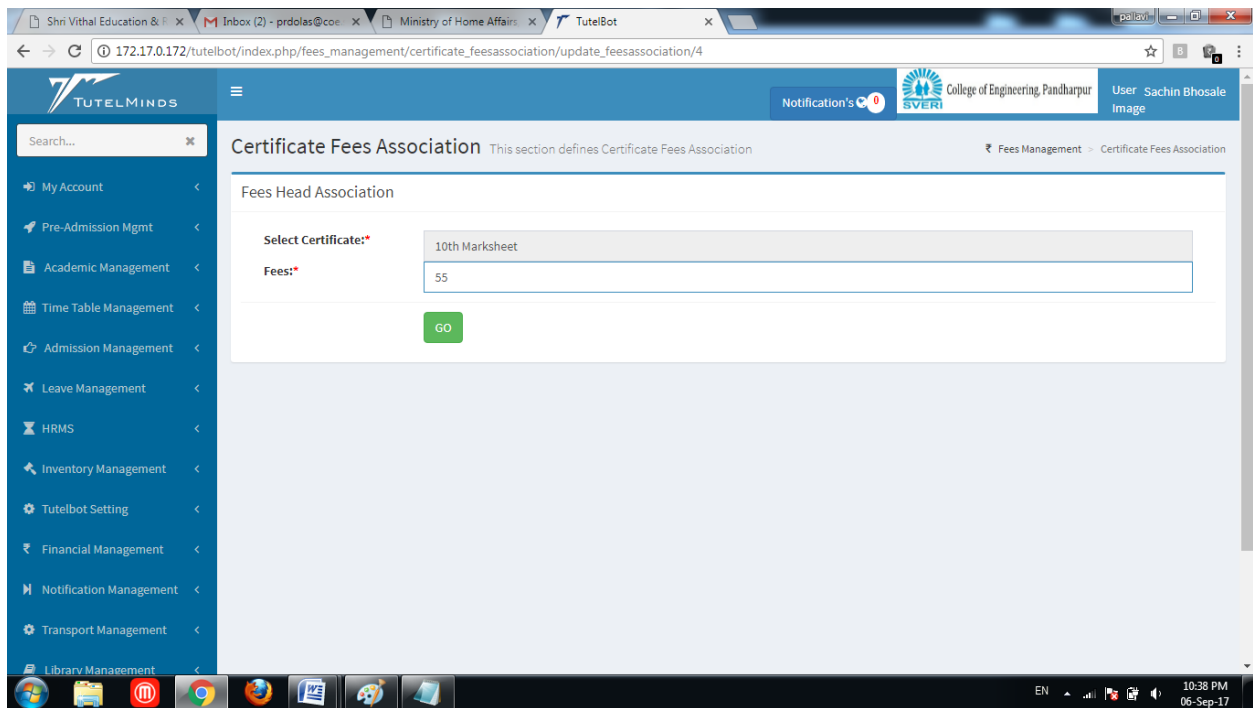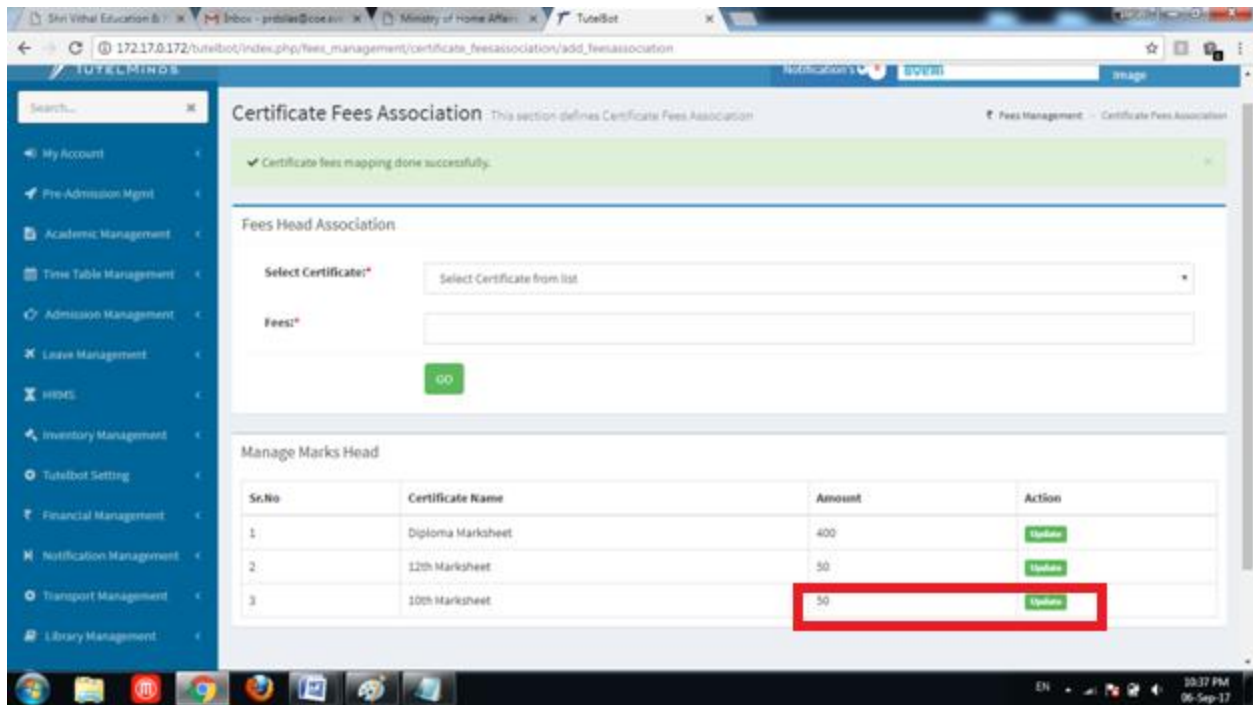
Step No.06-Please see the updated certificate amount.

6. Collect Fees for Certificate

Step No.01- Click on Financial Management→Fee Management→Collect Fee s for Certificate

Step No.02-After clicking on "Collect Fee s for Certificate" sub module the follow. Window will open.
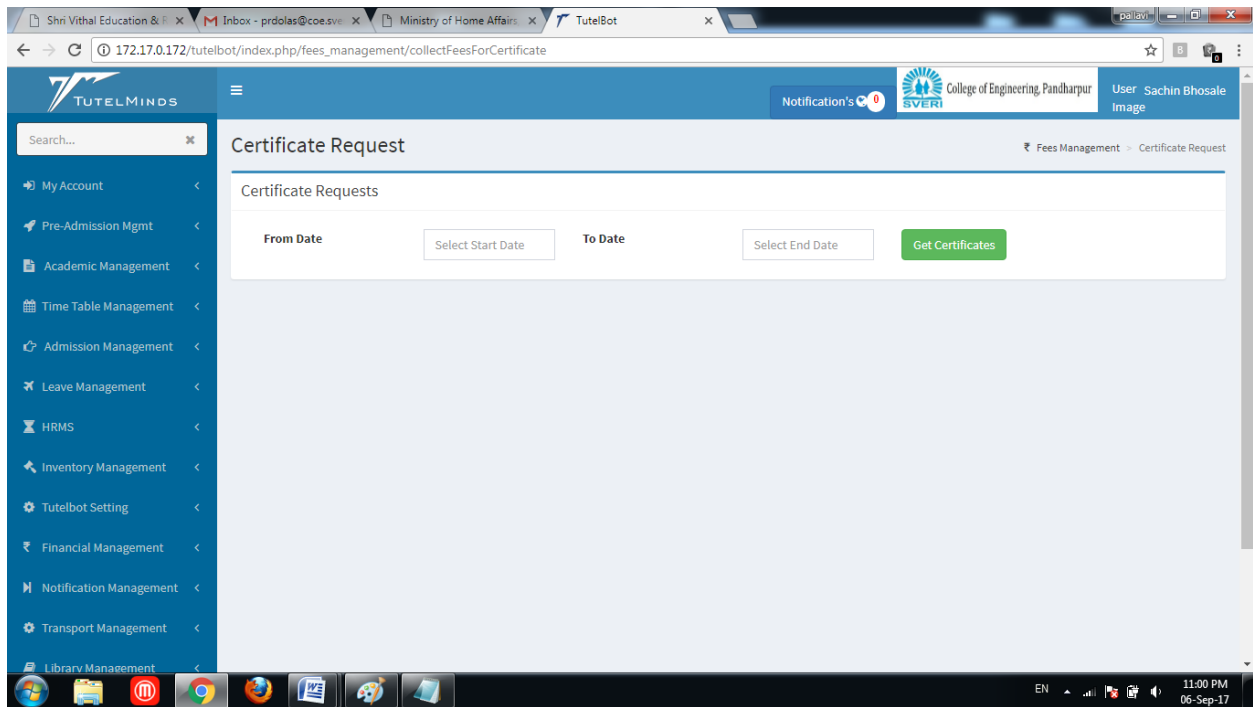
Step No.03-Please select the fro date & to date to get the certificate & click on "Get Certificate" button.
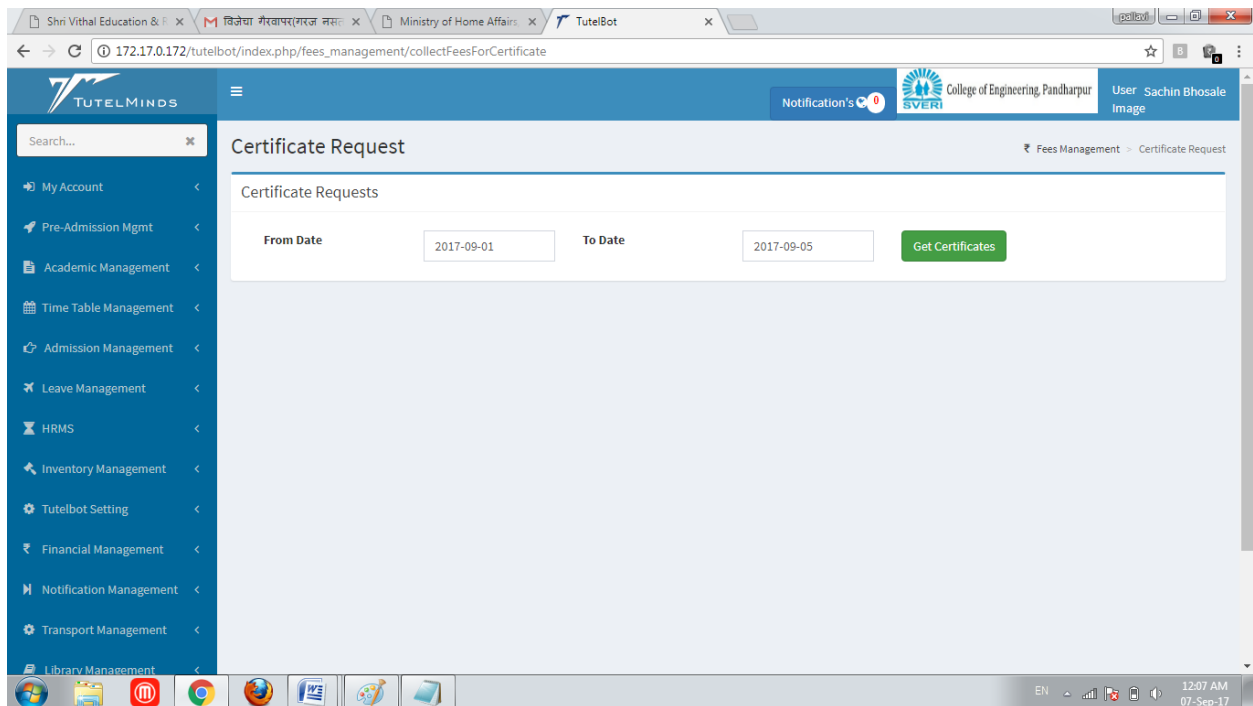
7. Issue Certificate

Step No.01- Click on Financial Management⬦Fee Management⬦Issue Certificates
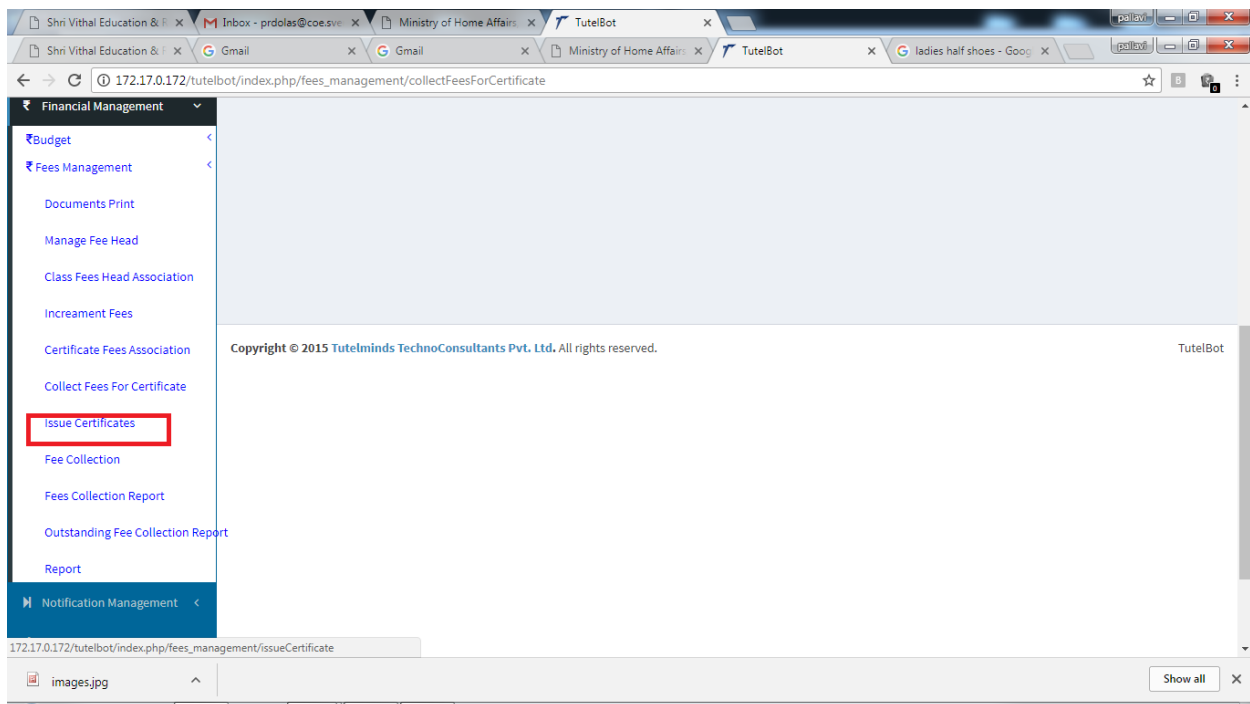
Step No.02-After Clicking on "Issue Certificates" sub module the follow. Window will open.
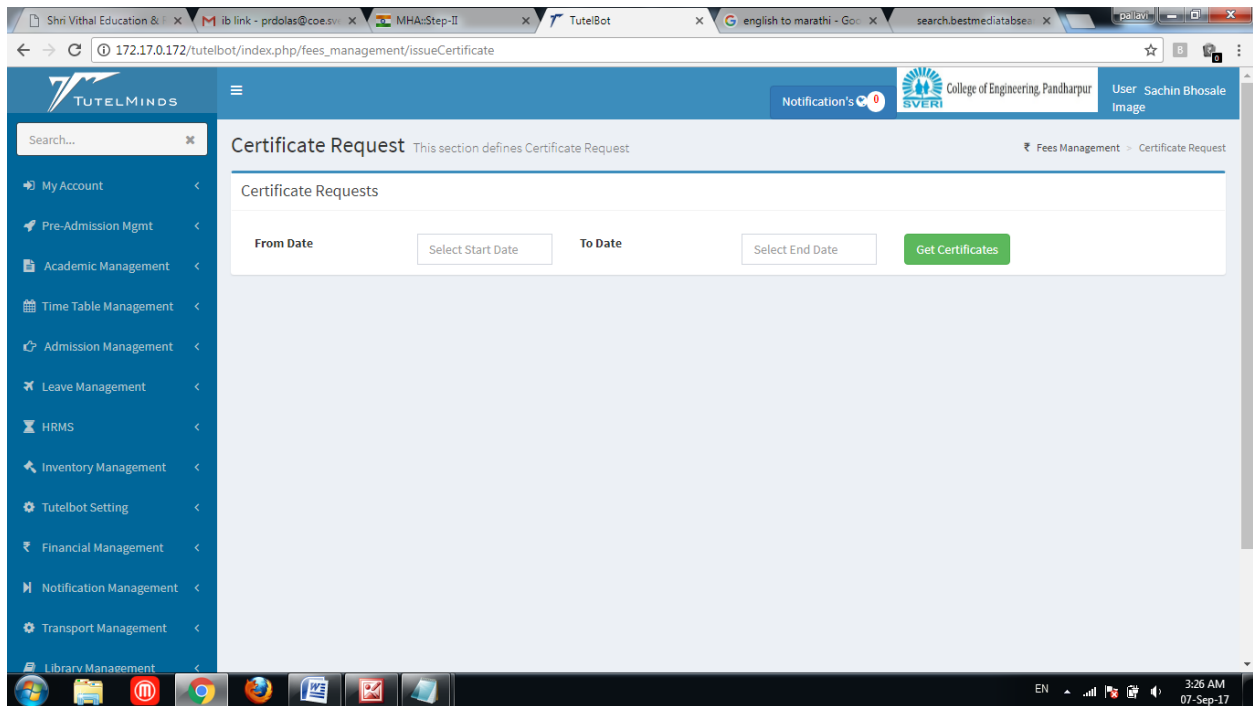
Step No.03-Please select the dates from & upto you want that certificate & click on "Get Certificate" button.
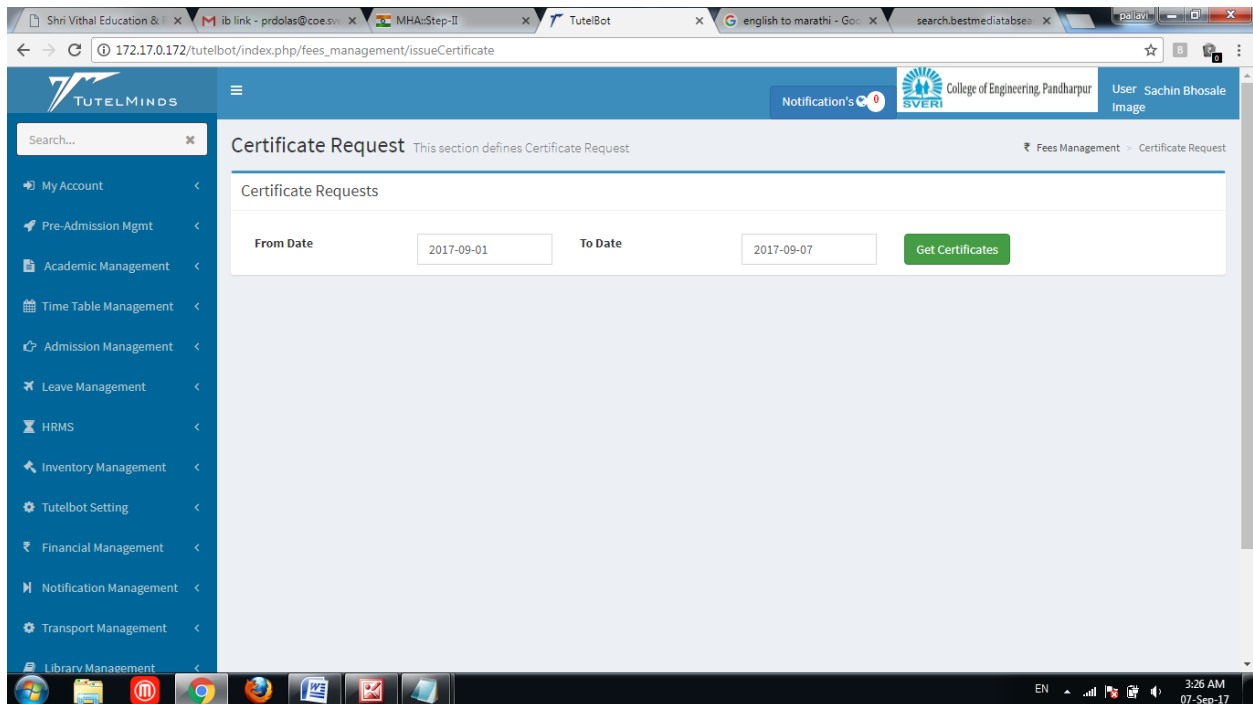
8. Fee Collection

Step No.01- Click on Financial Management⮞Fee Management⮞Fee Collection
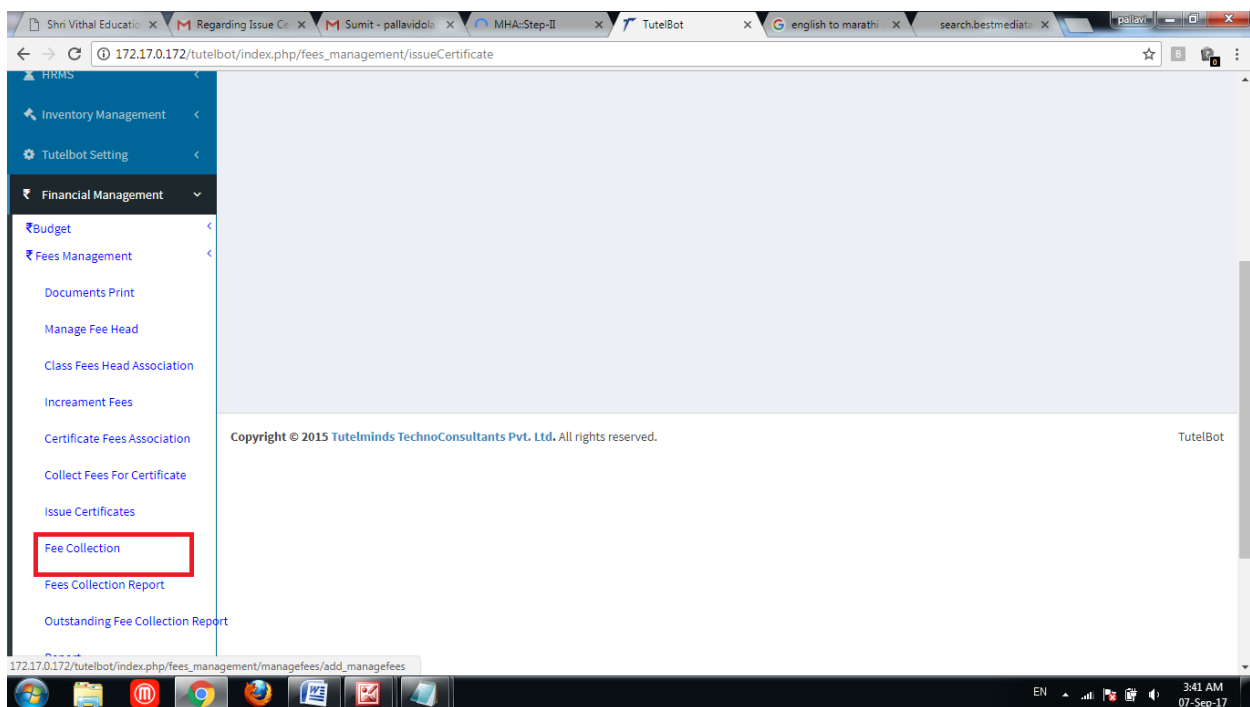
Step No.02-After clicking on "Fee Collection" Sub module the following window will open.

Step No.03-Here you can collect the fees in 3 ways.i.e by student code, by typing Student name, & also by selecting their class name & academic year. Here I have taken the student code, click on "show student" button.

Step No.04-Here the student info. & year wise fee structure can be displayed.

Step No.05-When you click on "Pay Fees" button then follow. Window will open.

Step No.06-Here you can add the fees details as given follow window. & click on "submit" button. To print the receipt you can click on "Print All" button.

Step No.07-After clicking on "Print All" button the receipt will be printed as follow. Fig.

Step No.08-Click on From Student ☺Pay Fees
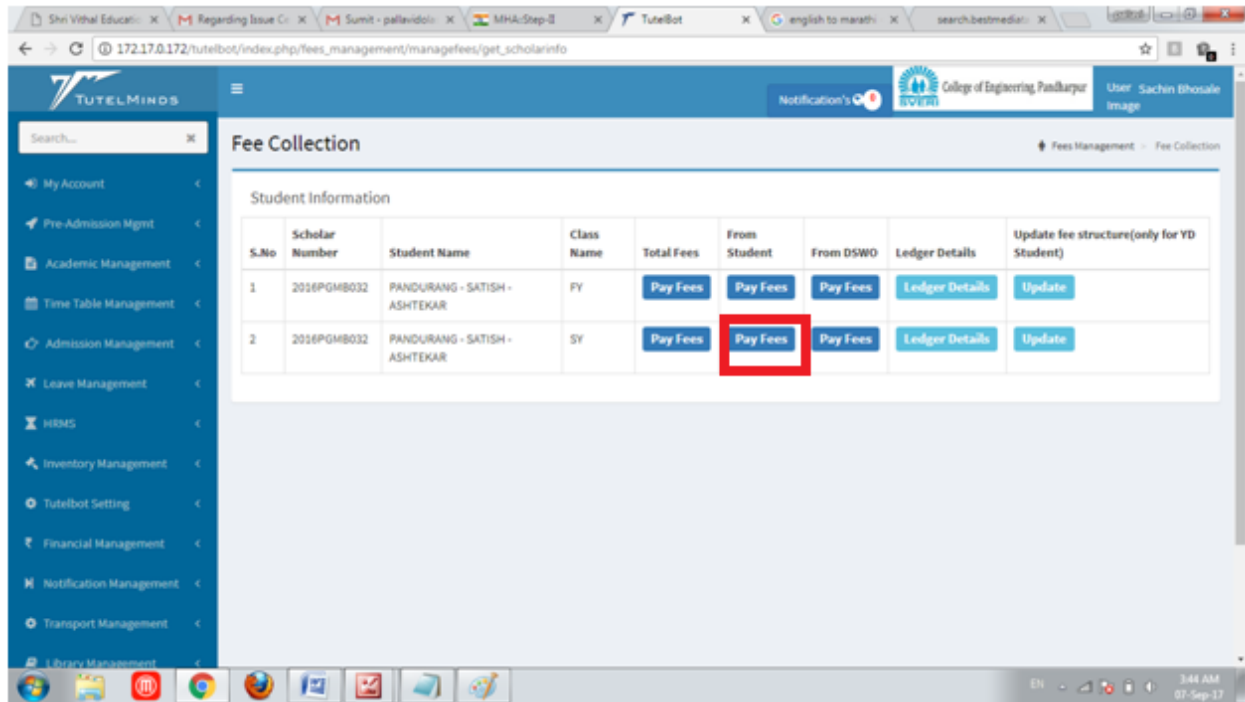
Step No.09- When you click on "Pay Fees" button then follow. Window will open.

Step No.10- Here you can add the fees details as given follow window. & click on "submit" button. To print the receipt you can click on "Print All" button

Step No.11- Step No.07-After clicking on "Print All" button the receipt will be printed as follow. Fig.

Step No.12- Click on From DSWO⊙Pay Fees

Here you can add the fees details as given follow window. & click on "submit" button.
To print the receipt you can click on "Print All" button

Step No.07-After clicking on "Print All" button the receipt will be printed as follow. Fig.

Step No.13- When you click on "Pay Fees" button then follow. Window will open.

Step No.14- Here you can add the fees details as given follow window. & click on "submit" button. To print the receipt you can click on "Print All" button

Step No.15-After clicking on "Print All" button the receipt will be printed as follow. Fig.
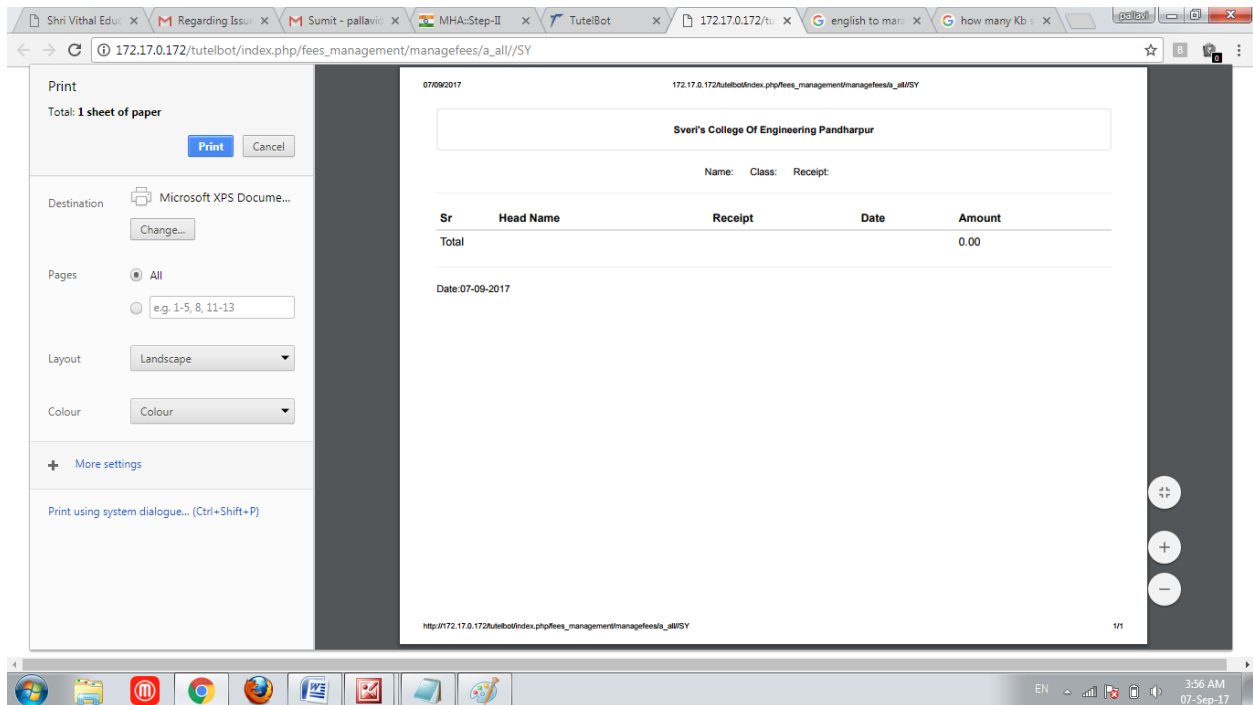
Step No.16- Click on Ledger Details⊙Ledger Details
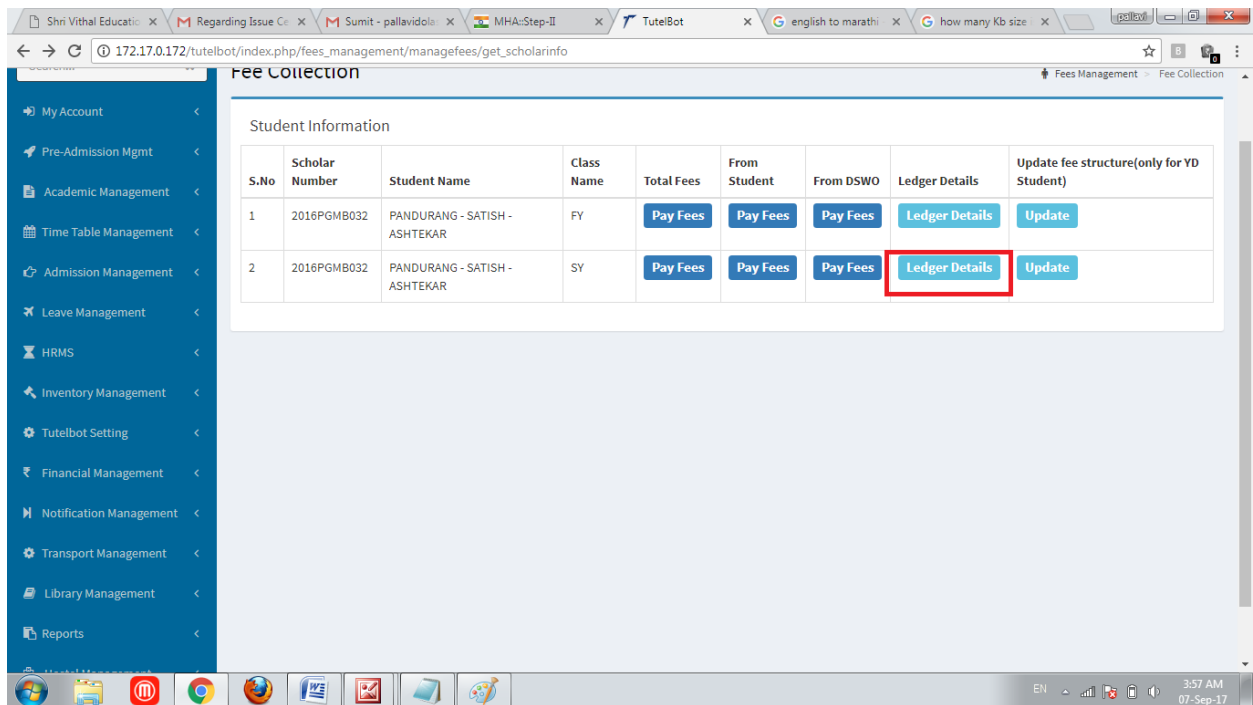
Step No.17-Then the follow window will open. Please fill the required information & click on "Show students Ledger Details" button.

Step No.18-The ledger details of that student will be displayed as bellows fig.

Step No.19- If you want to update the fee structure for YD Students the you can click on "Update" button.

Step No.20-On next window you can update the fees.Please see in follow. Fig.

Step No.21-Here you can apply the same procedure by selecting the student name. Please see in bellow fig.

Step No.22- The last way is by selecting the class & Academic Year.

Step No.23-Fill the required information & click on "Show Students" button.
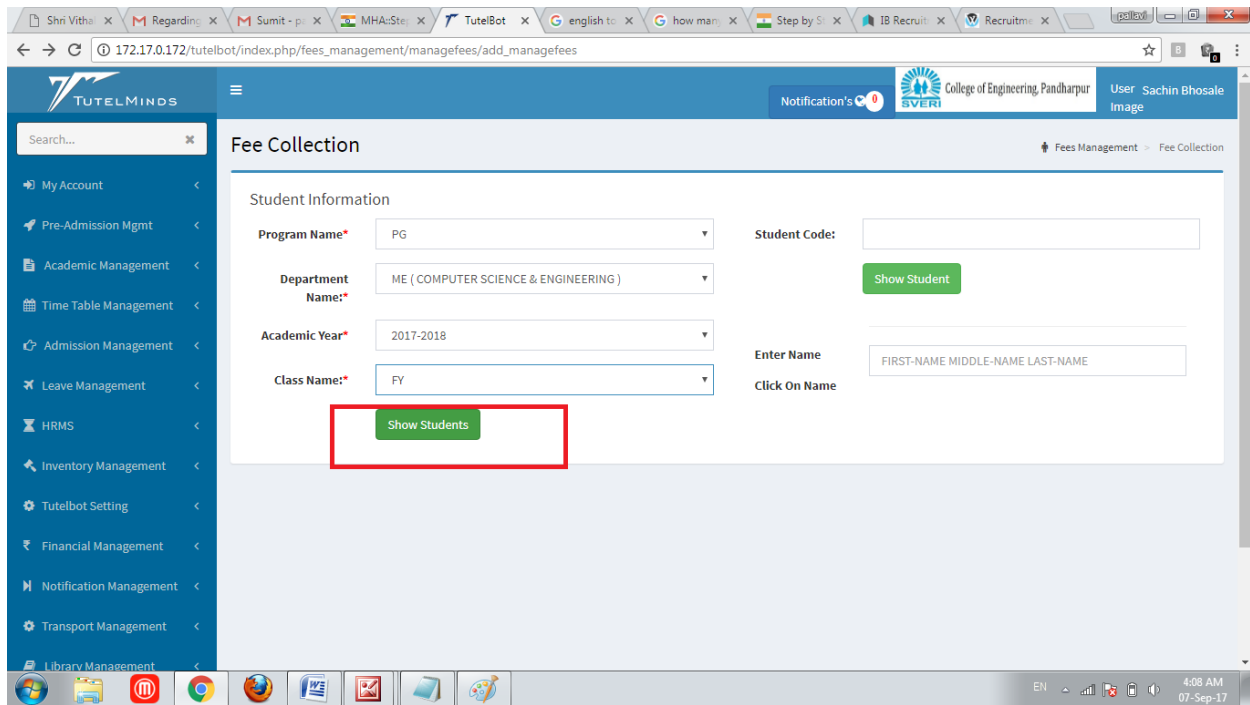
Step No.24-Here all class student fees structure will be displayed.please see in bellow fig.
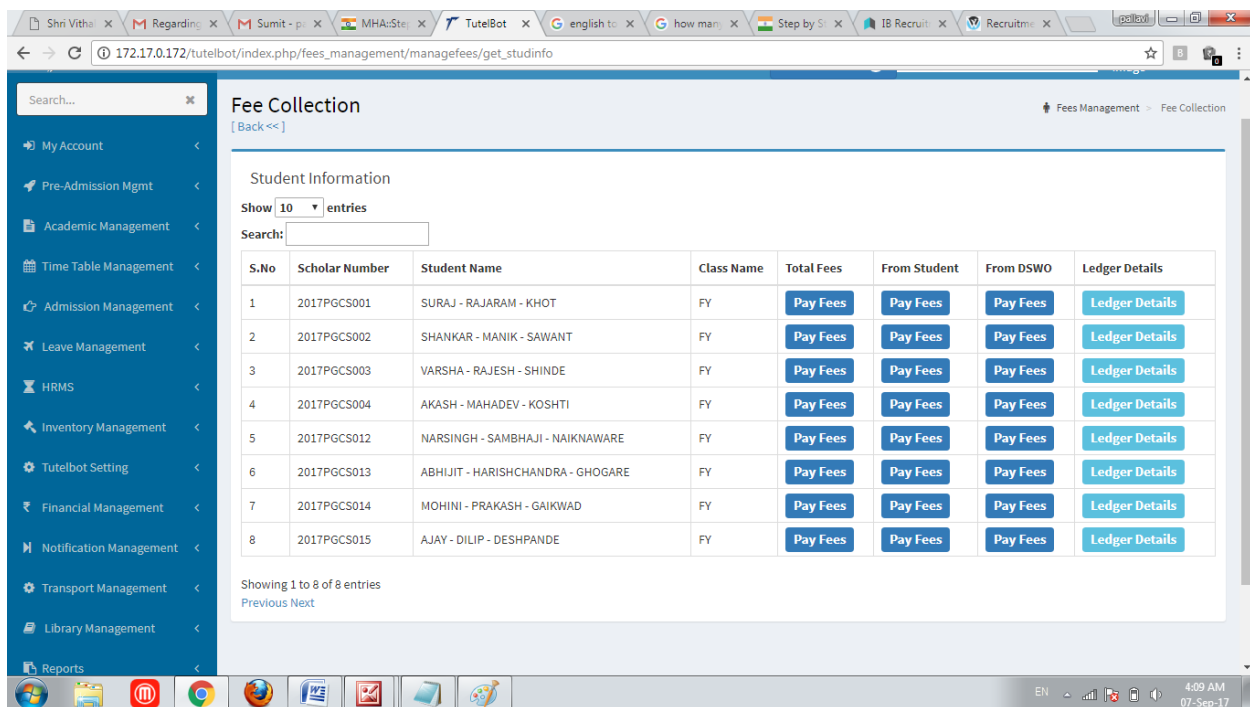
9. Fee Collection report

Here all type of fees report will be generated in pdf, excel & on the same page format with date wise, month wise or year wise etc.

Step No.01- Click on Financial Management Fee Management Fee Collection Report
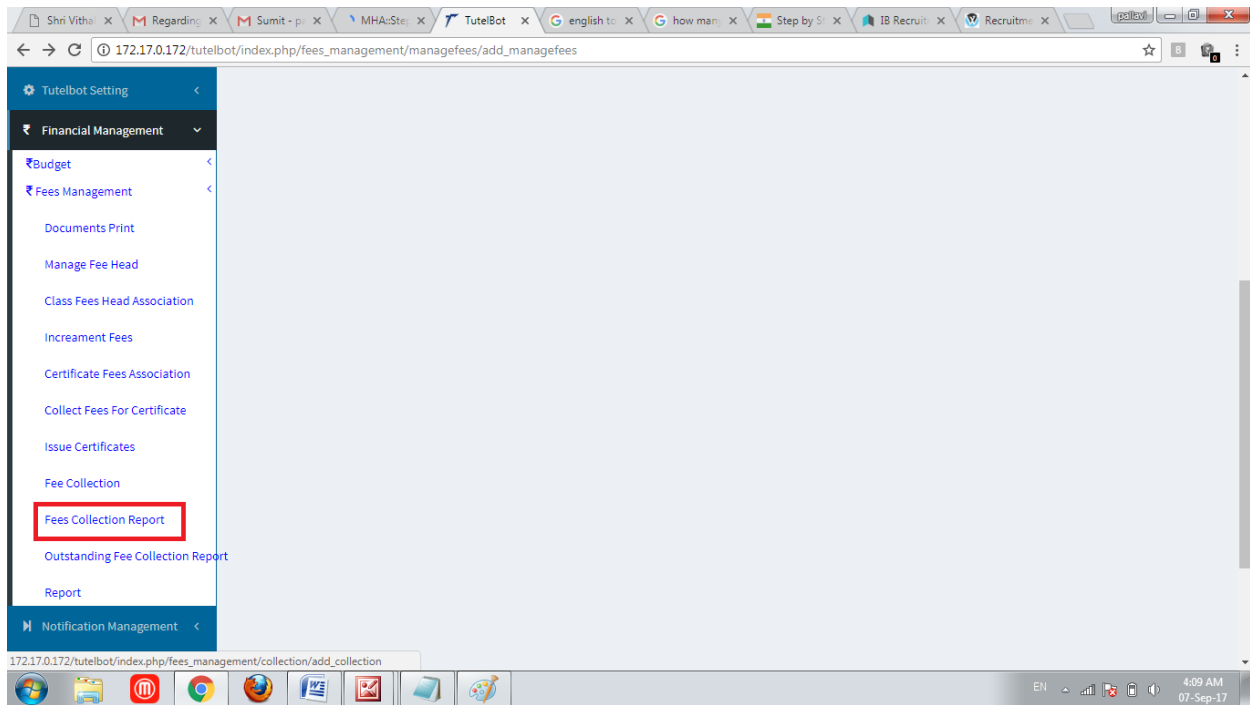
Step No.02-After clicking on "Fee Collection Report" submodule the following window will open. Here you can collect the fee data or report by datewise.Please see in Following fig.

Step No.03-Fill all the required info. & click on "View" button.

Step No.04-After clicking on "View" button the following window will open that will show the date wise fee collection report on the same window.

Step No.05- Fill all the required info. & click on "PDF" button.

Step no.06- After clicking on "PDF" button the following window will open that will show the date wise fee collection report in the form of pdf file.

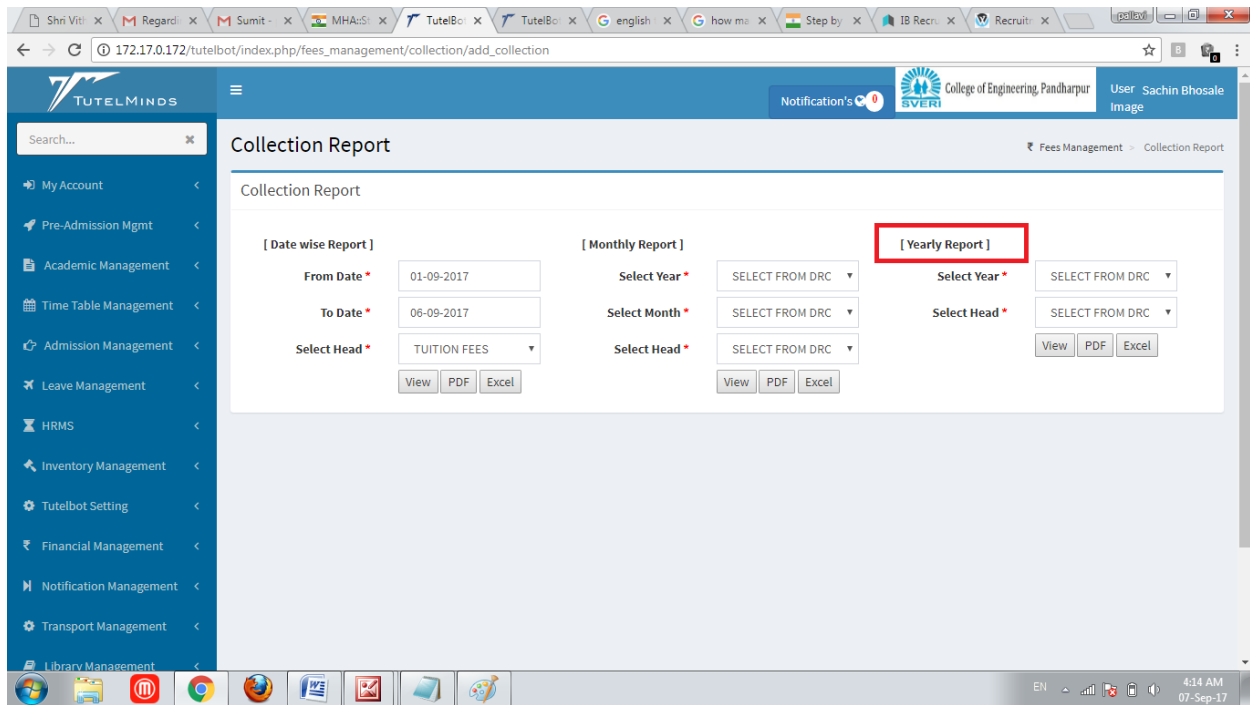Step No.07- Fill all the required info. & click on "Excel" button.

Step No.08- After clicking on "Excel" button the following window. Here the excel file will be downloaded. Then we can open to get the report.
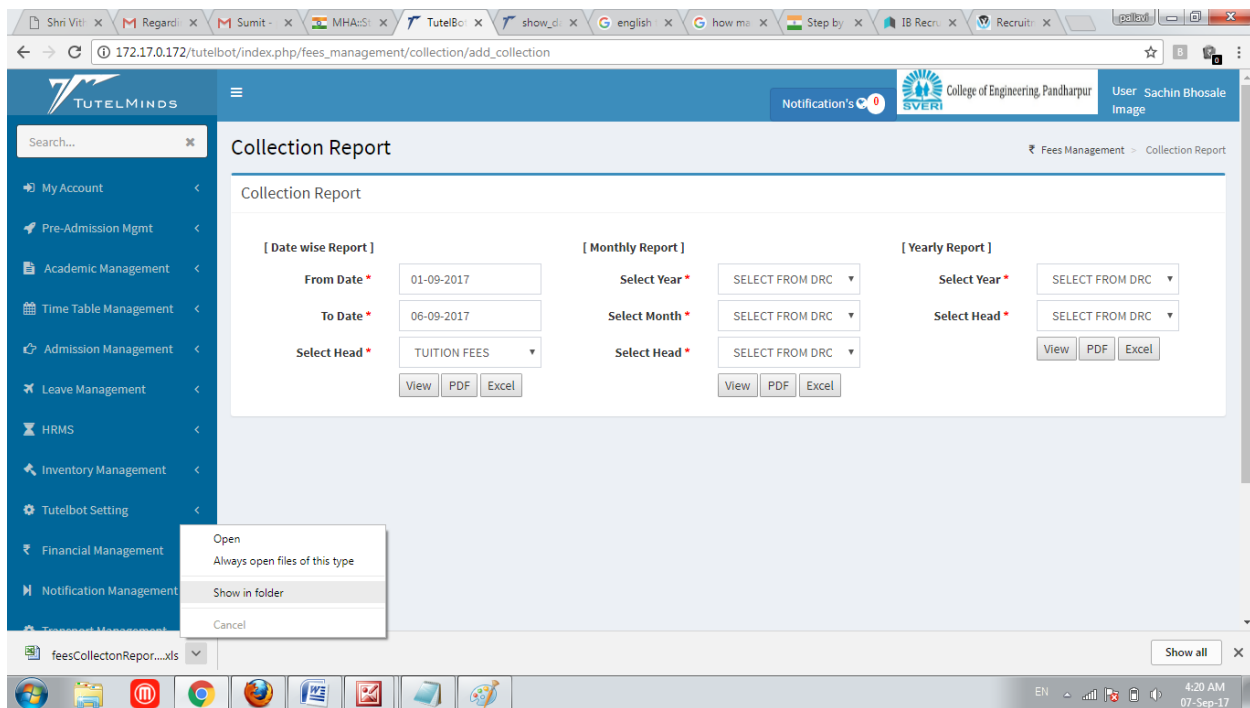
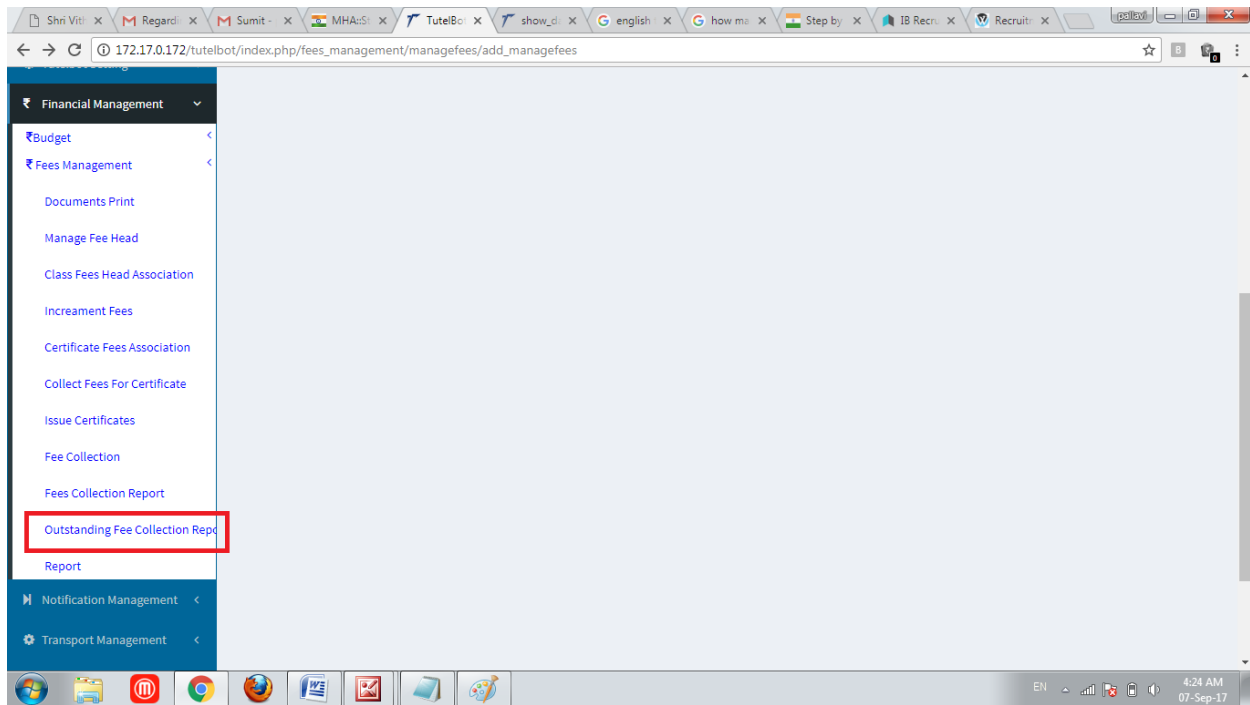Step No.09- Here apply the same procedure to get the "Monthly Report" as above.
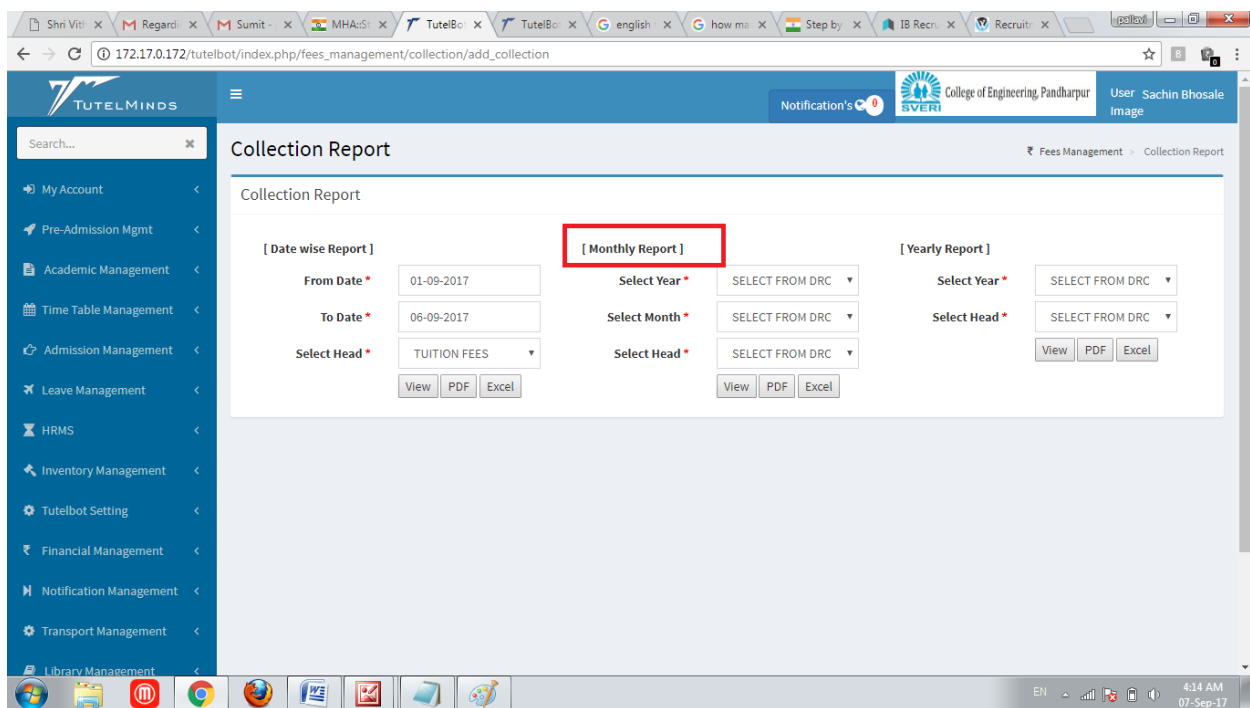
Step No.10-Here apply the same procedure to get the "Yearly Report" as above.

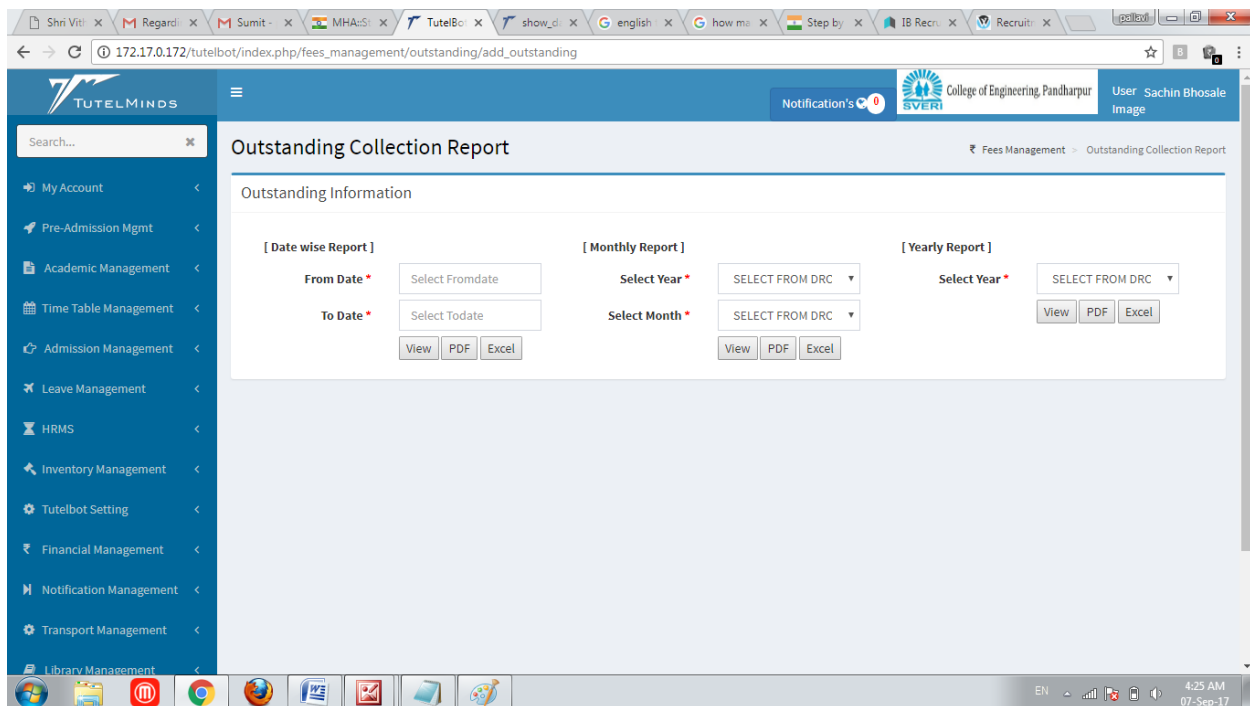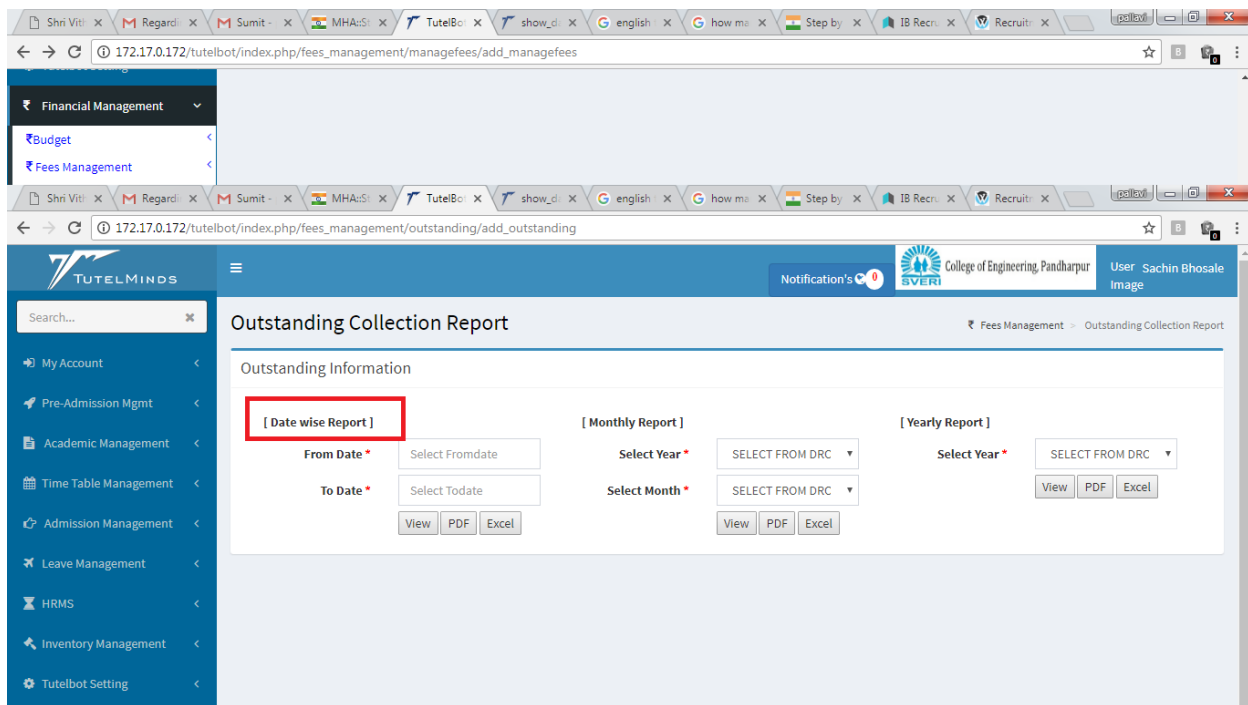## 10. Outstanding Fee Collection Report

Step No.01- Click on Financial Management⮕Fee Management⮕Outstanding Fee Collection Report

Step No.02-After clicking on "Outstanding Fee Collection Report" sub module the following window will open.

Step No.03-Here you can collect the fee data or report by date wise. Please see in following fig.

Step No.04- Fill all the required info. & click on "View" button

Step No.05- After clicking on "View" button the following window will open that will show the date wise fee collection report on the same window.

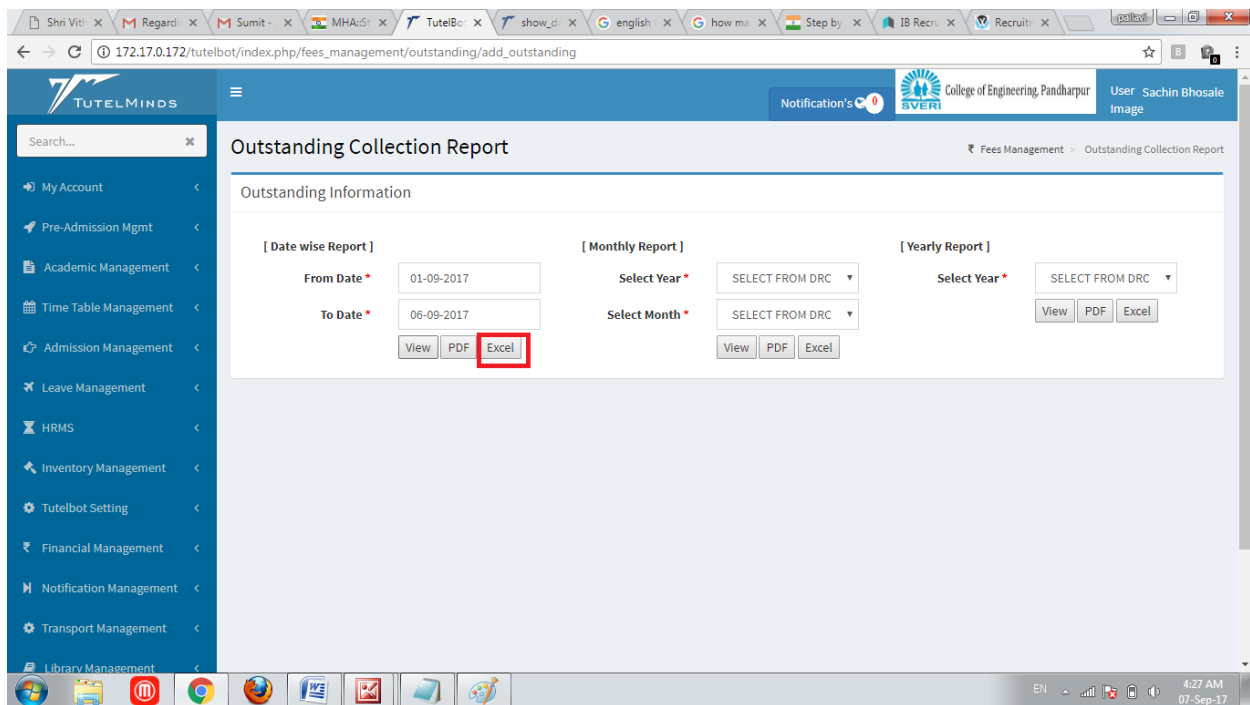Step No.06-Fill all the required info. & click on "PDF" button.

Step No.07- After clicking on "PDF" button the following window will open that will show the date wise fee collection report in the form of pdf file.
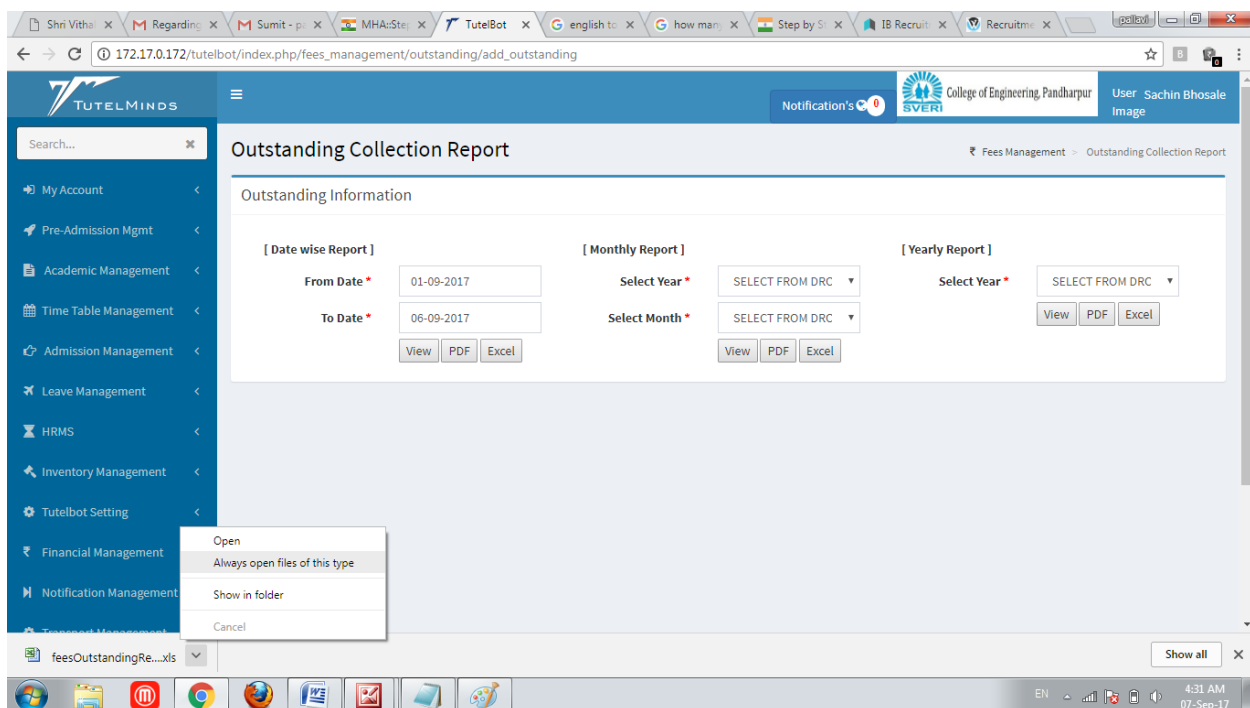

Step No.08- Fill all the required info. & click on "Excel" button.

Step No.09- After clicking on "Excel" button the following window. Here the excel file will be downloaded. Then we can open to get the report.

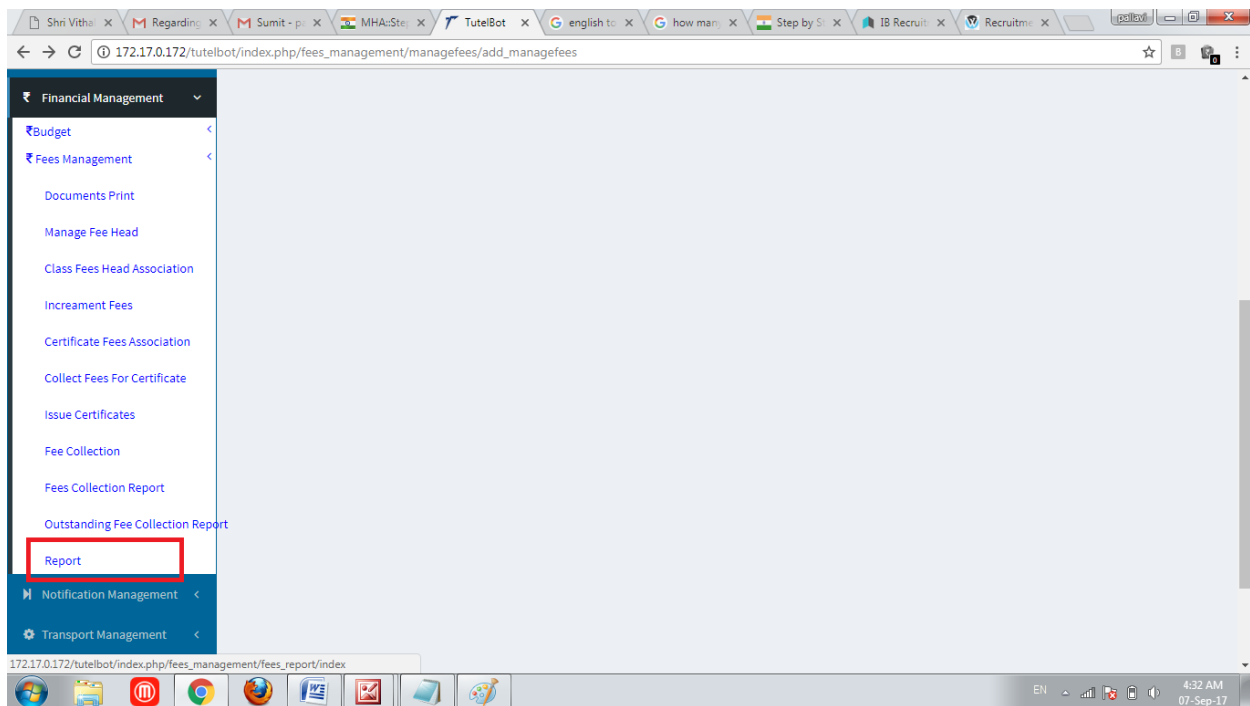Step No.10- Here apply the same procedure to get the "Monthly Report" as above.

Step No.11-Here apply the same procedure to get the "Yearly Report" as above.

11. Report

Step No.01- Click on Financial Management➔Fee Management➔Report

Step No.02-After clicking on "Report" sub module the following window will open. You can select the required information & click on "Generate Fees Report" button.

Step No.03- After clicking on "Generate Fees Report" button fees report will be generated as given in follow. Fig.