

HirotoIND: College Management Software

The only software need to run your College Management.

We would like to thank you for purchasing **College Management Software**! We are very pleased you have chosen **College Management Software** for your institution, you will not be disappointed! Before you get started, please be sure to always check out these documentation files. We outline all kinds of good information, and provide you with all the details you need to use **College Management Software**. **College Management Software** can be used with any school, college, university, training/coaching institute.

System Requirements

To installing **College Management Software**, Your web server must be running **PHP 5.4 or higher** and **Mysql 5.1 or higher**. We have tested it with Windows, Mac and Linux but for optimum performance we will recommend to use **Linux with Apache webserver**. Below are a list of items you should ensure your host can comply with.

- PHP 5.6+
- MYSQL 5.1+
- MYSQL SQL_MODE must not contain ONLY_FULL_GROUP_BY
- mod_rewrite Apache
- MBString Extension
- MySQLi Extension
- fileinfo Extension
- Zip Extension
- CURL Extension (recommended)
- PHP max_execution_time should be atleast 60 seconds for smoother installation

* In most hosting accounts, these extensions are enabled by default. But you should check with your hosting provider.

After installation **College Management Software** to work properly, you must make few directories/files writeable. Below are a list of directories/files you should ensure that have write permissions.

- installation_dir/application/config/config.php
- installation_dir/application/config/database.php
- installation_dir/application/config/autoload.php
- installation_dir/application/config/license.php
- installation_dir/temp
- installation_dir/backup
- installation_dir/backup/database_backup
- installation_dir/backup/temp_uploaded
- installation_dir/uploads

Using College Management Software

College Management Software - General Overview

Before start using College Management Software consider a general scenario of typical school of class 1 to 12th, each classes have sections like Section A, Section B. There will various subjects for different classes like some subjects are theory and some are practical. Exams are created using these subjects and classes. Students enter in classes by new admission or promoted by their previous class after successful passing of previous class. During course of student we will charge fees to students and collecting them at monthly or one time basis. We like to record attendance of our students. Our school may be providing transport facility to student. Our school have library for students have to maintain books inventory. Our school have hostels and providing hostel facility to our students. Obviously our school has teachers to teach and manage students. We like to communicate our teachers, students and parents. We like to record all the expenses done in our school like miscellaneous bills, salary payments etc. After everything we like to analyze various reports based on our school.

If you are using College Management Software for a training centre then may be you like to admit students in two classes, since version 5 we have introduce multi class feature where you can admit a single student in two classes simultaneously.

Apart from above we also like to provide access to our College Management Software to other users like Teachers, Accountants, Librarians, Students and their Parent. For these College Management Software have 8 inbuilt user's roles- **SuperAdmin, Admin, Teacher, Accountant, Librarian, Receptionist, Student** and **Parent**. Virtually you can create unlimited number of user roles for staff members.

Admin Panel

After successful login you will reach to Admin Dashboard. Below you can find navigational overview of user screen.



1. **Front Office** - for all reception/front office related activities like enquiries, calls, visitors, postal receive/dispatch
2. **Student Information** - for all the information related to student like student search, profile, student admission, student history
3. **Fees Collection** - for all the details related to student fees collection, fees master creation, fees dues, fees reports
4. **Income** - for all the income other than fees collection can be manage here like add income, search income, income head
5. **Expenses** - for all the expenses related to school can be manage here like add expenses, search expenses, expense head
6. **Attendance** - for managing student attendance and attendance report
7. **Examinations** - for managing all the exams conducted by school like create exam, schedule exam, exam marks entry, marks grade
8. **Academics** - for managing all the parameters / master data required to run school like classes, sections, subjects, assign teachers, class timetable, promote student to upper class
9. **Human Resource** - for all the information related to staff members can be manage here like staff search, profile, attendance, payroll, leaves
10. **Communicate** - it works like a notice board basically a messaging system for communication to students, parents and teachers
11. **Download Center** - for managing downloadable documents like assignments, study material, syllabus and other documents need to distribute students and teachers
12. **Zoom Live Classes** - for students zoom live classes and for staff live meetings. Its addon extension and should be purchased separately
13. **Homework** - teachers can give homework here and further evaluate them
14. **Library** - all the books in your library can be manage here
15. **Inventory** - manage all the assets of your school with stocks and store under inventory module
16. **Transport** - for managing transportation service like routes and their fares
17. **Hostel** - for managing hostels, hostel rooms and their fares
18. **Certificate** - design and generate student certificate and ID Card here
19. **Front CMS** - manage front public site of College Management Software here by creating pages, menus, events, gallery, news
20. **Alumni** - for managing all pass out students or alumni records and events
21. **Reports** - all the various reports related to different modules can be found here
22. **System Settings** - configure College Management Software here for different settings like school, sessions, admin password, SMS, Paypal, backup / restore, languages
23. **Calendar & ToDo List** - track and manage all daily/monthly activities and create your task in todo list
24. **Chat** - chat for two way messaging staff and students
25. **One Click Updater** - to install new in system

To understand how College Management Software works first we need to configure and setup it for our school. In this whole documentation we will consider our sample school which is Mount Carmel School.

Student Information

This module has 9 sections -

1. Student Details
2. Student Admission

4. Disabled Students
5. Multi Class Student
6. Bulk Delete
7. Student Categories
8. Student House
9. Disable Reason

First we will add **Student Categories, School House** then take **Student Admission** then **Online Admission, Students Details**. If you want to add additional fields in student admission form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Student. If you also don't want any default fields in student admission then you can disable it from **System Settings > System Fields** and disable student system fields.

- **Student Categories-** Go to **Student Information > Student Categories** Add all student categories here. Student categories can be Spot, Management or Consling.

St. JOHNS Student Admission Form

Fields include: Admission No, Roll Number, Class, Section, First Name, Last Name, Gender, Date of Birth, Category, Religion, Caste, Mobile Number, Email, Admission Date, Student Photo, Blood Group, Student House, Height, Weight, As on Date, Parent Guardian Detail (Father Name, Father Phone, Father Occupation, Father Photo, Mother Name, Mother Phone, Mother Occupation, Mother Photo), and If Guardian Is (Father, Mother, Other).

St. JOHNS Select Criteria

Class: CIVIL, Section: B.E

Search By Keyword: Search By Student Name, Roll Number, Enroll Number, National Id, Local Id Etc.

Roll Number	Student Name	Class	Father Name	Gender	Category	Mobile Number	Action
161021732001	ABDULLA BIN MAHMOOD BAZAHAR	CIVIL(B.E)	MAHMOOD BIN MOHAMMED BAZAHAR	Male	Counselling	9502905985	⋮ / ✎ / R
161021732002	ANAS AHMED KHAN	CIVIL(B.E)	FARUKH AHMED KHAN	Male	Spot		⋮ / ✎ / R
161021732003	ANAS AHMED ZUBAIR	CIVIL(B.E)	ZUBAIR AHMED	Male	Mgt	7396083560	⋮ / ✎ / R
161021732004	FAIZAN ALI KHAN	CIVIL(B.E)	JAFFER ALI KHAN	Male	Mgt	9346828885	⋮ / ✎ / R
161021732005	IMADUDDIN AHMED	CIVIL(B.E)	DR. MOINUDDIN AHMED	Male	Mgt	9247123625	⋮ / ✎ / R
161021732006	KHATEEB MOHAMMED MUHYIT RAZA	CIVIL(B.E)	MOHAMMED NAVEED RAZA	Male	Counselling	9347151937	⋮ / ✎ / R
161021732007	MD ABDUL RAHMAN MUSTANEER	CIVIL(B.E)	MOHAMMED ABDUL SHAKEEL	Male	Mgt	7337464482	⋮ / ✎ / R
161021732008	MD JAWAD ALI	CIVIL(B.E)	MD WAJID ALI	Male	Mgt	9390344937	⋮ / ✎ / R
161021732009	MOHAMMED ABDUL AZIZ FAROOQUI	CIVIL(B.E)	HAFEZ MOHAMMED WAHEED UDDIN	Male	Counselling	7801093406	⋮ / ✎ / R
161021732010	MOHAMMED ABDUL RAFI	CIVIL(B.E)	MOHAMMED ABDUL RAUF	Male	Mgt		⋮ / ✎ / R

This module has 9 sections -

1. Collect Fees
2. Search Fees Payment
3. Search Due Fees
4. Fees Master
5. Fees Group
6. Fees Type
7. Fees Discount
8. Fees Carry Forward
9. Fees Reminder

First we will prepare our **Fees Structure** for Current Session by configuring **Fees Type, Fees Group, Fees Master** and **Fees Reminder** then we will **Collect Fees** of students then we will understand and review various fees reports by using **Search Fees Payment, Search Due Fees**.

Lets understand how we will create fees structure in College Management Software by using **Fees Type, Fees Group & Fees Master**. **Fees Type** means different types of fees can be collect by school e.g. Admission Fees, April Month Fees, May Month Fees, June Month Fees, Exam Fees, Dress/Uniform Fees, Library Fees, Sports Fees, Transportation Bus Fees, Picnic Fees etc. **Fees Group** Fees Group is use to make grouping of different Fees Type Then you can assign/allocate this Fees Group to whole class-section or a particular student. When you assign/allocate a Fees Group on a class-section or a particular student all Fees Type under this group with their Fees Master amount will be applied directly. You can assign/allocate multiple Fees Groups on a class-section or a particular student. Suppose we have created a Fees Group with the name Class 6 (2 Instalments) and added Fees Types Admission Fees (\$1000), 1st Instalment (\$5000), 2nd Instalment (\$5000) then assign/allocate this Fees Group Class 6 (2 Instalments) on those students only who want to pay fees in 2 Instalments. You can create another Fees Group with the name Class 6 (1 Instalments) and add Fees Type Admission Fees (\$1000), Full Instalment (\$9500). You can also create another fees group with the name Class 6 Transport Fees and add Transport Fees as Fees Type and assign/allocate on those students who use transport facility. **Note: Fees Type and Fees Group are not dependent on Academic Session but Fees Master is created session wise so you need to enter Fees Master data for every session.**

- **Fees Type**- Go to **Fees Collection > Fees Type** add all your Fees Type here with Fees Code. All **Fees Type** can be see at right side of this page.

The screenshot shows the 'Fees Collection' section of the St. Johns College of Engineering & Technology administration portal. The left sidebar contains navigation options like 'Administration', 'Fees Collection', 'Accounts', 'Attendance', 'Examinations', 'Online Examinations', 'Lesson Plan', and 'Academics'. The main content area is titled 'Select Criteria' and includes a search bar and a 'Student List' table.

Class	Section	Roll Number	Student Name	Father Name	Phone	Action
CIVIL	B.E	161021732001	ABDULLA BIN MAHMOOD BAZAHAR	MAHMOOD BIN MOHAMMED BAZAHAR	9502905985	[Collect Fees]
CIVIL	B.E	161021732002	ANAS AHMED KHAN	FARUKH AHMED KHAN	7382480171	[Collect Fees]
CIVIL	B.E	161021732003	ANAS AHMED ZUBAIR	ZUBAIR AHMED	7396083560	[Collect Fees]
CIVIL	B.E	161021732004	FAIZAN ALI KHAN	JAFFER ALI KHAN	9346828885	[Collect Fees]
CIVIL	B.E	161021732005	IMADUDDIN AHMED	DR. MOINUDDIN AHMED	9247123625	[Collect Fees]
CIVIL	B.E	161021732006	KHATEEB MOHAMMED MUHYIT RAZA	MOHAMMED NAVEED RAZA	9347151937	[Collect Fees]
CIVIL	B.E	161021732007	MD ABDUL RAHMAN MUSTANEER	MOHAMMED ABDUL SHAKEEL	7337464482	[Collect Fees]
CIVIL	B.E	161021732008	MD JAWAD ALI	MD WAJID ALI	9390344937	[Collect Fees]
CIVIL	B.E	161021732009	MOHAMMED ABDUL AZIZ FAROOQUI	HAFEZ MOHAMMED WAHEED UDDIN	7801093406	[Collect Fees]
CIVIL	B.E	161021732010	MUHAMMAD ADNIH BADI	MUHAMMAD ADNIH BADI	9999999999	[Collect Fees]

Income

This module has 3 sections -

1. Add Income
2. Search Income
3. Income Head

First we will create our **Income Head** then we will **Add** our daily/monthly **Incomes** then we will **Search** our **Income**.

- **Income Head**- Go to **Income > Income Head** enter **Income Head** and its **Description** then click on **Save** button. All Income head can be see right side of this page.

The screenshot shows the 'Income Head' form in the St. Johns College of Engineering & Technology administration portal. The left sidebar contains navigation options like 'Administration', 'Accounts', 'Attendance', 'Examinations', 'Online Examinations', 'Lesson Plan', 'Academics', 'Human Resource', and 'Communicate'. The main content area is titled 'Income Head' and includes a search bar, a table of existing income heads, and a form to add a new one.

Name	Invoice Number	Date	Income Head	Amount	Action
KUMAR	1	02/15/2022	REDDY	R200	[Edit] [Delete]
MANI	2	02/15/2022	RAMARAO	R100	[Edit] [Delete]

Records: 1 to 2 of 2

The form below includes fields for 'Name', 'Invoice Number', 'Date', 'Amount', 'Attach Document', and 'Description', with a 'Save' button at the bottom.

Examinations

This module has 7 sections -

1. Exam Group
2. Exam Exam Result
3. Design Admit Card
4. Print Admit Card
5. Design Marksheet Card
6. Print Marksheet Card
7. Marks Grade

College Management Software supports 4 types of exam types **General Purpose (Pass/Fail)**, **School Based Grading System**, **College Based Grading System** and **GPA Grading System**.

General Purpose (Pass/Fail) - is general purpose non grading exam type used in majority of schools/institutions.

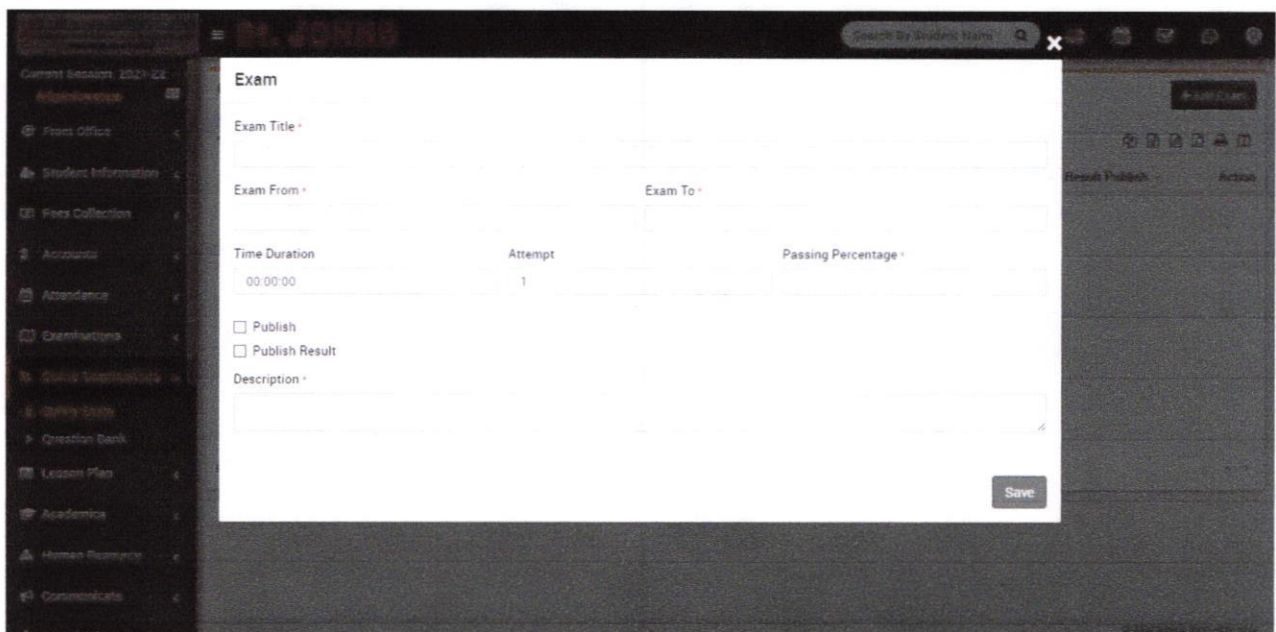
School Based Grading System - is grading exam type, in this you can merge two or more exams of same session to get consolidated result with final exam. For merging exams subjects should be same for all exams.

College Based Grading System - is grading exam type, in this you can merge two or more exams of different session to get consolidated result with final exam.

GPA Grading System - is GPA grading exam type based on credit hours and grade points.

First we will prepare **Marks Grade** then create exam in **Exam Group** then enter **Exam Schedule** then enter marks in **Marks Register**. Note that there is no need to prepare **Marks Grade** if your institution is not following **Grading System** in exams. Just leave **Marks Grade** & don't make any entry in it.

- **Marks Grade**- Go to **Examination > Marks Grade** select **Exam Type**, enter **Grade Name**, **Percent From**, **Percent Upto**, **Grade Point**, **Description** & click on **Save** button. All the grades can be see at right side of this page.



This module has 11 sections -

1. Staff Directory
2. Staff Attendance
3. Staff Attendance Report
4. Payroll
5. Approve Leave Request
6. Apply Leave
7. Leave Type
8. Teachers Rating
9. Department
10. Designation
11. Disabled Staff

In Human Resource we will manage all activities of school staff (not student or parent or guardian) from Principal to Owner to Peon or any School member even he/she using or not using College Management Software application. First we will add Department, Designation, Leave Types then we will add Staff Member from Staff Directory then we will manage day by day Staff Attendance then manage Payroll/Salary of staff then Apply or Approve Leave Request. If you want to add additional fields in staff form then you can use **Custom Fields** feature for this go to **System Settings > Custom Fields** and add your desired fields in Staff. If you also don't want any default fields in staff then you can disable it from **System Settings > System Fields** and disable staff system fields.

- **Department-** Go to **Human Resource > Department** enter **Department Name** then click **Save** button. All existing Departments can be see right side of this page.

The screenshot shows the 'Staff Directory' page in the St. Johns College Management Software. The interface includes a sidebar with navigation options like 'Administration', 'Front Office', 'Student Information', 'Fees Collection', 'Accounts', 'Attendance', 'Examinations', 'Online Examinations', 'Lesson Plan', 'Academics', and 'Human Resource'. The main content area is titled 'Select Criteria' and features a search bar with 'Teacher' entered. Below the search bar, there are 'Card View' and 'List View' options, with 'List View' selected. A table of staff members is displayed with the following columns: Name, Role, Designation, and Action. The table lists 11 staff members, all with the role of 'Teacher' and designation of 'PROF'. The 'Action' column contains icons for edit and delete.

Name	Role	Designation	Action
Dr. Mohammed Ateed Ahmed	Teacher	PROF	[Edit] [Delete]
Dr. Khasim Ali	Teacher	PROF	[Edit] [Delete]
Dr. Mohammed Ishaqudden	Teacher	PROF	[Edit] [Delete]
Dr. Vijay kumar G	Teacher	PROF	[Edit] [Delete]
Dr. G. Sambasiva Rao	Teacher	PROF	[Edit] [Delete]
Dr. Mohammed Sanaulah Qaseem	Teacher	PROF	[Edit] [Delete]
Dr. Noor Alam	Teacher	PROF	[Edit] [Delete]
Dr. Siddiqui Riyazuddin Alimoddin	Teacher	PROF	[Edit] [Delete]
Dr. Syed Abdul Sattar	Teacher	PROF	[Edit] [Delete]
Dr. syed Mujahid Hussaini	Teacher	PROF	[Edit] [Delete]

To add new staff member click on **+ Add Staff** button from top right corner of this page. Enter **Staff ID** (if you want to use auto generation of staff id number then enable it from System Setting > General Setting), select **Role** (roles can be manage from System Settings > Roles Permission), **Designation, Department, First Name, Last Name, Father Name, Mother Name, Gender, Marital Status, Date Of Birth, Date Of Joining, Phone, Emergency Contact Number, Email, Photo, Current Address, Permanent Address, Qualification, Work Experience, Note, EPF No (Employee Provident Fund Number), Basic Salary, Contract Type, Work Shift, Location, Number Of Leaves, Bank Account Title, Bank Account Number, Bank Name, IFSC Code,**

St. JOHNS

Search By Student Name

Staff email is their login username, password is generated automatically and send to staff email. Superadmin can change staff password on their staff profile page.

Basic Information + Import Staff

Role * Designation Department

Select Select Select

First Name * Last Name Father Name Mother Name

Email (Login Username) * Gender * Date of Birth * Date Of Joining

Select Select

Phone Emergency Contact Number Marital Status Photo

Select Drag and drop a file here or click

Current Address Permanent Address

Qualification Work Experience Note

Library

This module has 4 sections -

1. Book list
2. Issue Return
3. Add Student
4. Add Staff Member

First we will **Add Books** in library then view & search books in **Book List**.

- **Book List-** Go to **Library > Book List** all the books in library can be view and search at this page. To add book click on **Add Book** button then at next page enter **Book Title, Book No, ISBN No, Publisher, Author, Subject, Rack No, QTY, Book Price, Inward Date, Description** & click **Save** button.

St. JOHNS

Search By Student Name

Book List + Add Book

Search...

Book Title	Book Number	ISBN Number	Publisher	Author	Subject	Rack Number	Qty	Available	Book Price	Post Date	Action
A textbook of biotechnology 5ed	17656	978-81-219-2608-9	S.CHAND	Dubey	A textbook of biotechnology 5ed	ECE-11	1	1	R599.00	02/17/2021	
Elements of discrete mathematics	17657	978-1-25-900639-5	MC GRAW HILL	D.PMAHAPATRA	Elements of discrete mathematics	B21 AL	1	1	R680.00	02/17/2021	
Waste water treatment	17658	978-81-204-1712-0	OXFORD & IBH PUB.	M.N.RAO	Waste water treatment	CE-5A	10	10	R495.00	02/17/2021	
Database system concepts	17668	007-124476-X	MC GRAW HILL	Silberschatz	Database system concepts	CS-6A	7	7	R1025.00	02/17/2021	
Industrial engineering & management including production management	17675	978-81-933284-6-0	KHANNA PUB	Banga	Industrial engineering & management including production management	ME-13B	5	5	R499.00	02/17/2021	
Fundamentals of data structures in c++	17680	978-81-7371-6058	UNIVERSITIES PRESS	Horowitz	Fundamentals of data structures in c++	CS-9A	10	10	R625.00	02/17/2021	
Non-conventional energy sources	17690	978-81-7409-073-	KHANNA PUB.	Rai	Non-conventional energy sources	ME-12B	10	10	R499.00	02/17/2021	

St. JOHNS COLLEGE OF ENGINEERING & TECHNOLOGY
 YEMMIGANUR (M) KURNOOL (Dt) A.P.
 Yemmiganur-517 302

St. JOHNS

Search By Student Name

Current Session: 2021-22

Administration

Homework

Library

- Book List
- Issue Return
- Add Student
- Add Staff Member

Inventory

Transport

Hostel

Certificate

Front CMS

Alumni

Reports

System Settings

Add Book

+ Import Book

Book Title

Book Number

ISBN Number

Publisher

Author

Subject

Rack Number

Qty

Book Price

Post Date
05/08/2022

Description

Save

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Co-ordinator, IQAC
 St. Johns College of Engineering & Technology
 Yemmiganur, Kurnool (Dist.)


PRINCIPAL
 St. Johns College of Engineering & Technology,
 Yerrakota, YEMMIGANUR (M) Kurnool (Dt) A.P.