



WEST GODAVARI INSTITUTE OF SCIENCE AND ENGINEERING

(Approved by AICTE –New Delhi and Affiliated to JNTU – Kakinada)

An ISO 9001 – 2008 Certified College

AVAPADU, PRAKASARAOPALEM – 534112, Nallajerla Mandal, W.G.Dist. (A.P)

Cell: 9951277789, E-mail: principal.wise@gmail.com, website : www.wise.ac.in

ERP DOCUMENT

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 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

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- installation_dir/uploads
- installation_dir/uploads/<all_its_sub_directories>

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 likesome subjects aretheory 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 onetime 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 analyzevarious 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

Login to Admin Panel through URL - <http://www.wise.ac.in/wp-admin>

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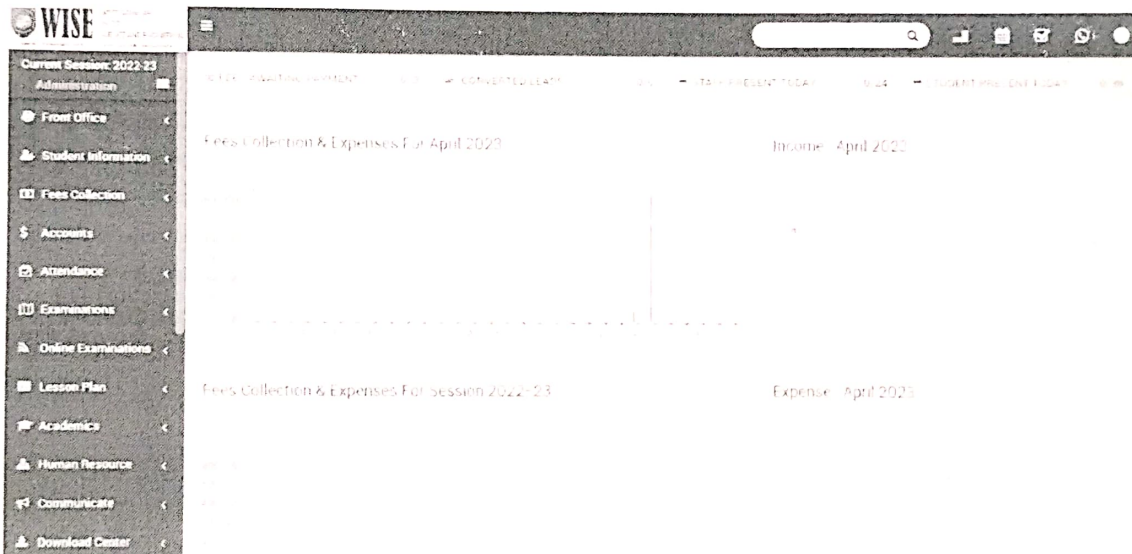


Admin Login

Sign In

& Forgot Password?

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



Admin Panel consist 27 modules listed below -

1. Front Office - for all reception/front office related activities like enquiries, calls, visitors, postalreceive/dispatch
2. Student Information - for all the information related to student like student search, profile, studentadmission, student history
3. Fees Collection - for all the details related to student fees collection, fees master creation, fees dues, feesreports
4. Income - for all the income other than fees collection can be manage here like add income,
5. searchincome,income head
6. Expenses - for all the expenses related to school can be manage here like add expenses, searchexpenses,expense head

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7. Attendance - for managing student attendance and attendance report
8. Examinations - for managing all the exams conducted by school like create exam, schedule exam, exammarksentry, marks grade
9. 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
10. Human Resource - for all the information related to staff members can be manage here like staff search, profile, attendance, payroll, leaves
11. Communicate - it works like a notice board basically a messaging system for communication to students, parents and teachers
12. Download Center - for managing downloadable documents like assignments, study material, syllabus and other documents need to distribute students and teachers
13. Zoom Live Classes - for students zoom live classes and for staff live meetings. Its add-on extension and should be purchased separately
14. Homework - teachers can give homework here and further evaluate them
15. Library - all the books in your library can be manage here
16. Inventory - manage all the assets of your school with stocks and store under inventory module
17. Transport - for managing transportation service like routes and their fares
18. Hostel - for managing hostels, hostel rooms and their fares
19. Certificate - design and generate student certificate and ID Card here
20. Front CMS - manage front public site of College Management Software here by creating pages, menus, events, gallery, news
21. Alumni - for managing all pass out students or alumni records and events
22. Reports - all the various reports related to different modules can be found here
23. System Settings - configure College Management Software here for different settings like school, sessions, admin password, SMS, Paypal, backup / restore, languages
24. Calendar & ToDo List - track and manage all daily/monthly activities and create your task in todo list
25. Chat - chat for two way messaging staff and students
26. 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.

Steps to setup your school -

1. In the Admin panel go to System Settings > General Setting in upper right side click on Edit button to update your school data.


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2. Update your School Name, School Code (School Code is your school affiliation / accreditation no), Address, Phone, Email (for remaining settings please check System Settings section) now click on Save button to update record.
3. For updating your school print logo (used in fees receipt and payslip print) go to System Settings > General Setting in lower left side click on Edit Print Logo button (it is recommended for logo to use .png image with transparent or white background and around 200px x 200px in size). Now drag and drop or select your logo file. By clicking on Edit Admin Logo and Edit Admin Small Logo you can set logo for admin panel. Edit App Logo to set logo for mobile app.
4. For automated SMS messaging add any one of available SMS Gateway with the required details from System Settings > SMS Setting.
5. To enabling online payment in Parent Panel and Student Panel update your payment gateway account details for this, go to System Settings > Payment Methods select your appropriate payment gateway and add your payment gateway account details then click on save button and enable it from right side box.
6. At this point we have completed basic setup of our school. Now we will add our academics in College Management Software like Classes, Sections, Subjects, Teachers.
7. For adding classes go to Academics > Classes, before adding classes first add Sections from Academics > Sections. Select Sections comes under a Class when you adding a Class. Classes can be added from left side Add Class form and added classes can be seen right side Class List. Add all classes running in your school here.

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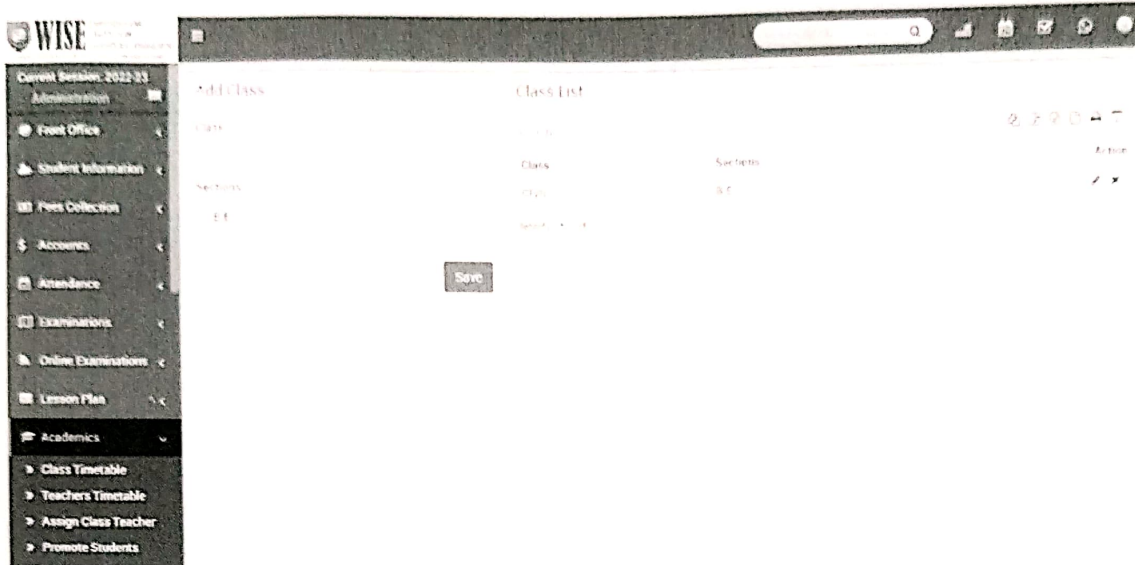
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8. For adding sections go to Academics > Sections, Sections can be add from left side Add Section form and added section can be see right side Section List. Add all section name used in your school here e.g. Class 1 has 3 sections A, B, C and Class 2 has only A, B sections then we will add 3 sections A, B, C here. After adding sections, select section comes in a Class when you adding Classes.
9. For adding Teachers go to Human Resource > Staff Directory, Teachers can be add from top right corner Add Staff button. At this page you can add any staff by selecting its role. If we are creating teacher then we should select Teacher as role and designation as role.
10. For adding subjects go to Academics > Subjects, Subjects can be add from left side Add Subject form and added subjects can be see right side Subject List. Add all subjects including theory and practical in your school here. Subjects can be assign through Subject Groups to their classes in next step.
11. For assigning subjects to their classes go to Academics > Subject Group enter Subject Group then select Class and Section then select all subjects you want to include in this class and section as group now click on Save.

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12. Great! you have completed your College Management Software setup. Now further we will understand working of all the modules 1 by 1 in detail.

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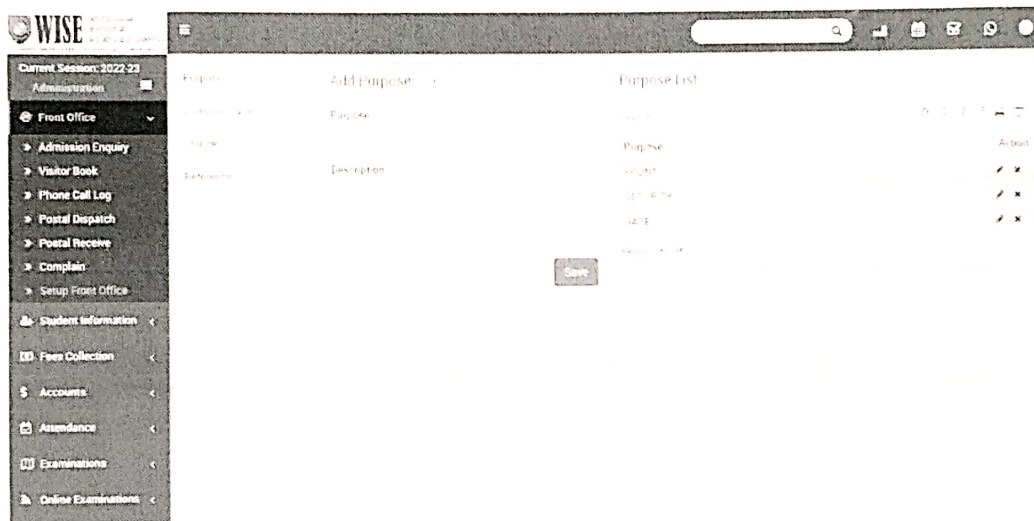
Front Office

This module has 7 sections -

1. Admission Enquiry
2. Visitor Book
3. Phone call Log
4. Postal Dispatch
5. Postal Receive
6. Complain
7. Setup Front Office

First we will Setup Front Office then we will manage student Admission Enquiry, daily Visitors Book, PhoneCalls, Postal and Complain.

- Setup Front Office- Go to Front Office > Setup Front Office here you will add Purpose, Complain Type, Source, Reference data which will be use in different sections of Front Office. Enter Purpose then Description and click on Save button. All Purpose can be see right side of this page.



Follow same procedure to make entries for Complain Type, Source and Reference.

- Admission Enquiry- Admission Enquiry feature is dedicated for managing all student admission related leads and enquiries. Its basically a lead management for student admissions. Go to Front Office > Admission Enquiry Here you can see all active Admission Enquiry. Admission Enquiries that have passed their next follow up dates is marked as red. You can also search/filter Admission Enquiry by Enquiry Date, Source or Enquiry Status. To add New Enquiry click on + Add button. Here enter Name, Phone, Email, Address, Description, Note, Date, Next Follow Up Date, Assigned, Reference, Source, Class and NumberOf Child then click on Save button. To edit or delete enquiry simply click on Edit/Delete button from Action column. To follow existing enquiries click on Follow Up button from Action column. Here you can

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enter Follow Up Date, Next Follow Up Date then person Response and your any Note. From right panel of this window you can check Summary of this enquiry. You can also change status of this enquiry from Status dropdown.

WISE

Current Session: 2022-23

Administration

Front Office

- Admission Enquiry
- Visitor Book
- Phone Call Log
- Postal Dispatch
- Postal Receive
- Complain
- Setup Front Office

Student Information

Fee Collection

Accounts

Attendance

Examinations

Online Examinations

Admission Enquiry

Name

Phone

Source

Enquiry Date

Last Follow Up Date

Next Follow Up Date

Status

Action

Search

Add

- Visitor Book- In Visitor Book we will keep records of all persons coming in school reception for any purpose, e.g. student mother has come to meet their child, a book company executive comes for general enquiry etc. Go to Front Office > Visitor Book enter Purpose, Name, Phone, ID Card, Number Of Person, Date, In Time, Out Time, Note and Attach Document then click on Save button. All Visitors details can be seen right side of this page.

WISE

Current Session: 2022-23

Administration

Front Office

- Admission Enquiry
- Visitor Book
- Phone Call Log
- Postal Dispatch
- Postal Receive
- Complain
- Setup Front Office

Student Information

Fee Collection

Accounts

Attendance

Examinations

Online Examinations

Add Visitor

Visitor List

Purpose

Name

Phone

Date

In Time

Out Time

Action

- Phone Call Log- Here we will keep all records for Incoming/Outgoing Phone calls from reception. Go to Front Office > Phone Call Log enter Name, Phone, Date, Description, Next Follow Up Date, Call Duration, Note and Call Type then click on Save button. All Phone Call Log details can be seen right side of this page.

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Current Session: 2022-23
Administration

Front Office

- Admission Enquiry
- Visitor Book
- Phone Call Log
- Postal Dispatch
- Postal Receive
- Complain
- Setup Front Office

Student Information

- Fees Collection
- Accounts
- Attendance
- Examinations
- Online Examinations

Add Phone Call Log

Phone Call Log List

Name	Phone	Date	Next Follow Up Date	Call Type	Action

- Postal Dispatch- Here we will keep all records for all Postal items dispatched from school to outside. Goto Front Office > Postal Dispatch enter To Title, Reference No, Address, Note, From Title, Date and Attach Document then click on Save button. All Postal Dispatch details can be see right side of this page.

Current Session: 2022-23
Administration

Front Office

- Admission Enquiry
- Visitor Book
- Phone Call Log
- Postal Dispatch
- Postal Receive
- Complain
- Setup Front Office

Student Information

- Fees Collection
- Accounts
- Attendance
- Examinations
- Online Examinations

Add Postal Dispatch

Postal Dispatch List

To Title	Reference No	From Title	Date	Action

- Postal Receive- Here we will keep all records for all Postal items received in school from outside. Go to Front Office > Postal Receive enter From Title, Reference No, Address, Note, To Title, Date and Attach Document then click on Save button. All Postal receive details can be see right side of this page.

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From Title	Reference No	To Title	Date	Action
Student	232		12/04/2022	

Complain- Here we will keep all Complain records coming to reception or from online front site complain page. Goto Front Office > Complain enter Complain Type, Source, Complain By, Phone, Date, Description, Action Taken, Assigned, Note and Attach Document then click on Save button. All Complain details can be see right side of this page.

Complain Type	Source	Complain By	Phone	Date	Action
Student	Student				

Student Information

This module has 9 sections -

1. Student Details
2. Student Admission
3. Online Admission
4. Disabled Students
5. Multi Class Student

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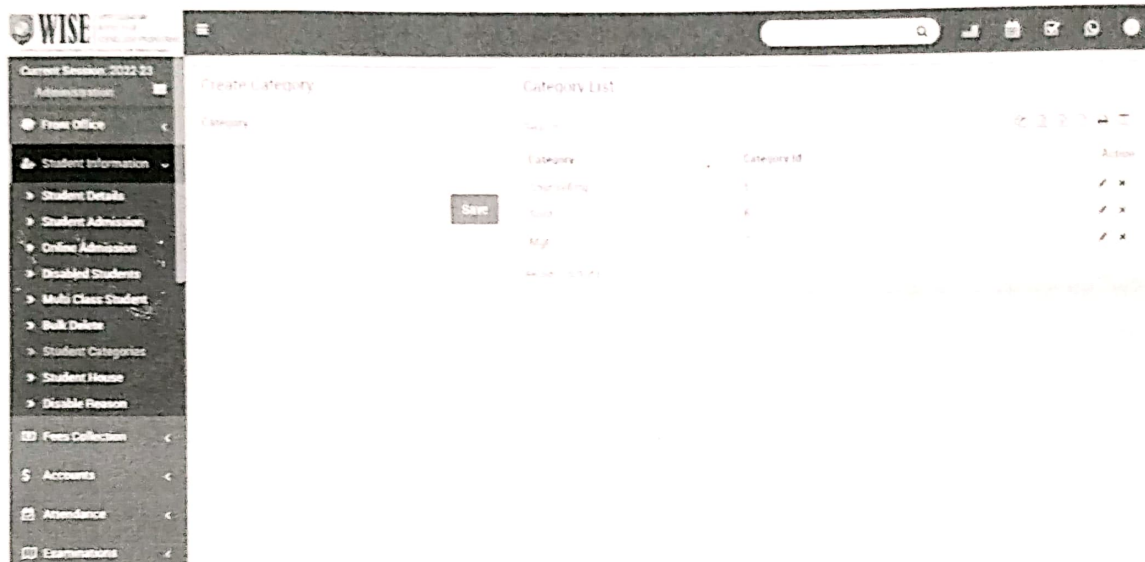
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6. Bulk Delete
7. Student Categories
8. Student House
9. Disable Reason

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 goto 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.



- Student House- Go to Student Information > Student House Add all student house here. Student house is also another type of grouping of students.

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The screenshot shows the WISE web application interface. On the left is a sidebar menu with options like 'Current Session: 2022-23', 'Administration', 'Front Office', 'Student Information', 'Student Details', 'Student Admission', 'Online Admission', 'Disabled Students', 'Multi Class Student', 'Bulk Delete', 'Student Categories', 'Student House', 'Disable Reason', 'Fees Collection', 'Accounts', 'Attendance', and 'Examinations'. The main area is divided into two sections: 'Add Student House' and 'Student House List'. The 'Add Student House' section has fields for 'Name' and 'Description', and a 'Save' button. The 'Student House List' section contains a table with columns 'Name', 'Description', 'Student House Id', and 'Action'.

Name	Description	Student House Id	Action
HOSTEL		2	/ x
RESIDENTIAL		1	/ x

Student Admission- Go to Student Information > Student Admission add student basic details

Admission No(if you want to use auto generation of student admission number then enable it from System Setting > General Setting), Roll No (this roll number is just for reference purpose, when you will generate student admit card from examination module then a roll number will be auto generate for corresponding exam), select Class and Section, First Name, Last Name, Gender, Date Of Birth, Category, Religion, Caste, Student Mobile Number, Email, Admission Date, Student Photo, Blood Group, Student

House, Height, Weight, As on Date, if this student has sibling and already study in this school then click on Add Sibling button and select sibling (note that if student has more than one sibling study in school then you do not have to select all the siblings just select any one sibling and system automatic detects other siblings), add student Father, Mother and Guardian details. Now click on Save button to complete student admission, if you want to add more details of student like Student Address Details, Transport Route Details, Hostel Details, Miscellaneous Details, RTE (Right To Education - in some countries there is a government funded scheme under which student get free education and government pay fees for these students) and Upload Documents then click on Add More Detail button. Student admission, admit students in by default in current selected session

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To importing bulk students for admission click on upper right side Import Student button. Now select class and section and browse .csv and click on Import Students Data file to import student data. Using student import you should enter unique student admission number because even if you have enabled auto generation of student admission number. You can download sample .csv file by clicking upper right Download Sample Import File button. Note that by importing bulk student you have to update student record for proper admission record.

- Student Details- Go to Student Information > Student Details select Class and Section and click on Search button to get student list under this class-section. You can also search student by keyword in Search Input Box and click on Search button. After search you will get student list below. There are two views here one is List View and Details View. Every row has three buttons in right side Show (to see

student profile), Edit (to edit student profile) and Add Fee (to add student fees). Click on Show button to open student profile. Student profile page provides 360° View of student, consist student basic details, address details, parent / guardian details, miscellaneous details, fees details, exam details, documents and timeline related to student. You can check student and their guardian login credentials by clicking on Login Details link. If any student get admitted by mistake and we need to Disable student then you can click on red color hands down icon button. After clicking it a window will appear and ask you to select for disable reason for this student, just select disable reason. To send student/parent password click on 3dot icon button.

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Roll Number	Student Name	Class	Father Name	Gender	Category	Action
N21MPT14001	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14002	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14003	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14004	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14005	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14006	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14007	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14008	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14009	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]
N21MPT14010	ABDUL KADIR	M.PHARMACY	ABDUL KADIR KOTREDDI	FEMALE	Counseling	[Edit] [Delete]

MOHAMMAD ABDUL SABEENA AFROZ

Admission Date: 09-04-2023
Date of Birth: 09-09-1993
Category: Counseling
Roll Number: [Redacted]
Class: [Redacted]
Section: [Redacted]
Address: [Redacted]
Parent / Guardian Details: [Redacted]

- Online Admission- Go to Student Information > Online Admission Through online admission students can register themselves from front site. To use online admission first it should be enabled from System Settings > General Setting. Online admission form can be access directly from url http://yoursite.com/online_admission . To use

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it in fronsite you must add this url in any menu from frontcms.

After student record submission from front site it will be display in Student Information > Online Admission page.

Reference No.	Student Name	Class	Father Name	Date of Birth	Gender	Category	Student Mobile Number	Enrolled	Action
No records found.									

To admit / enrol this student just edit this student by clicking Edit button from Action column. At studentedit page enterrequired details of student then click on Save if you just want to save student submitted record but to admit / enrol student you must click on Save And Enroll button. After this student will be admit and can be view in Student Admission > Student Details. If you want to delete online submitted details of student then just click on Delete buttonfrom Action column.

- Disabled Student- Go to Student Information > Disabled Student here you can view all Disabled Students.

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- Multi Class Student- Go to Student Information > Multi Class Student here you can add a student in another class-section. Basically this feature is for training or coaching centres where a student can be admitted in singing class and dancing class simultaneously. Multi class feature is not for schools or colleges. Multi class feature is still in experimental stage and we recommend to not use multi class feature with multi session. Multiclass feature is online available for admin and student panel.



- Bulk Delete- Go to Student Information > Bulk Delete here you can delete single or multiple students. Note that after deleting students from here will delete from system and further student will not be rollback.

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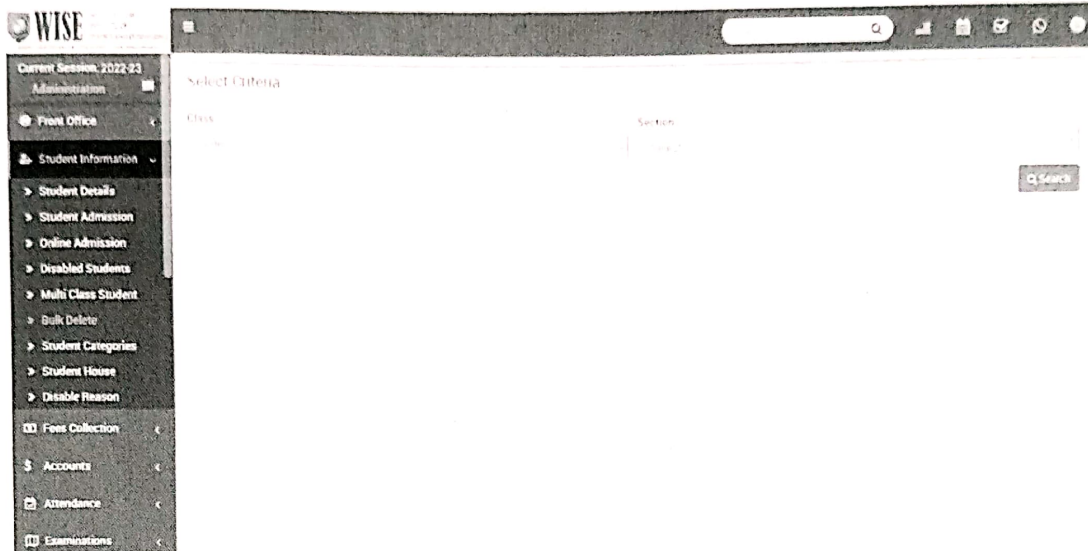
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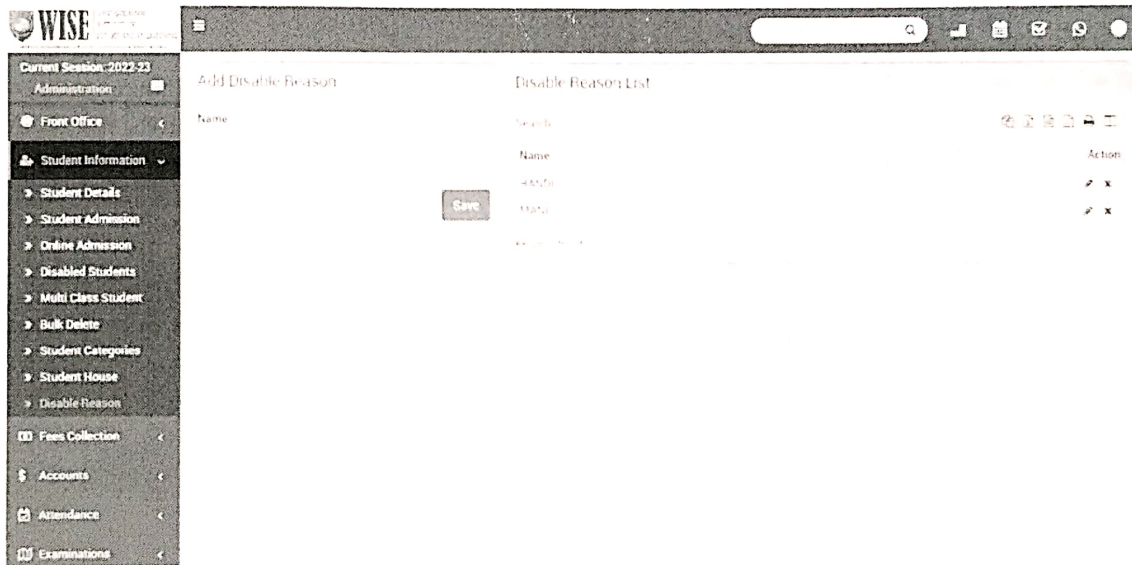
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- Disable Reason- Go to Student Information > Disable Reason here you can enter master entries for reasons for disabling students.



Fees Collection

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


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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.

Name	Fees Code	Action

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

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Current Session: 2022-23
Administration

Front Office
Student Information
Fees Collection
Accounts
Attendance
Examinations

Add Fees Group

Name
Percentage
Amount

Save

Fees Group List

Name	Amount	Action

Fees Master- Go to Fees Collection > Fees Master add all your fees amount for current selected session here. Select Fees Group then Fees Type then Due Date then enter Amount means fees amount for selected session then select Fine Type like percentage or fix amount now click Save button. All Fees Master with Fees Group and Fees Code with amount can be see at right side of this page for current selected session.

Current Session: 2022-23
Administration

Front Office
Student Information
Fees Collection
Accounts
Attendance
Examinations

Add Fees Master - 2021-22

Fees Group
Fees Type
Due Date
Amount
Fine Type
Percentage
Fix Amount

Save

Fees Master List - 2021-22

Fees Group	Fees Code	Amount	Action

To assign/allocate Fees Group click on Assign/View button from Action column. Now at next page select Class then Section and click on Search button. Now select the students on which you want to assign/allocate this Fees Group then click on Save button.

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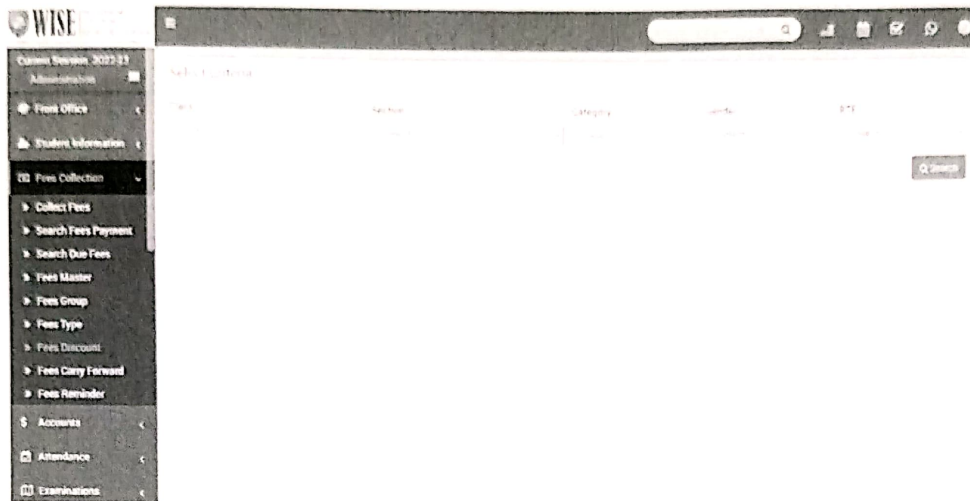
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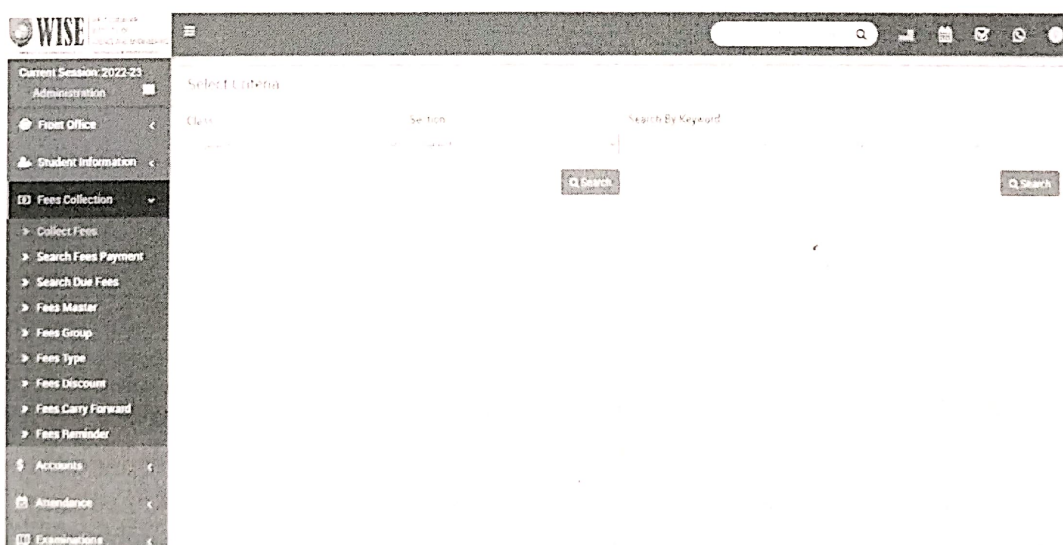
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- **Collect Fees-** Go to Fees Collection > Collect Fees select Class & Section & click in Search button to get studentlist under this class-section. You can also search student by keyword in Search Input Box and click on Search button. After search you will get student list below. Click on Collect Fees button to go to collect fees page. Here you can see student details including student picture then next you can see all assign/allocate fees details. Collectingfees is very simple just click the + button from Action column a modal window will appear, here select Date then Amount will be auto fetch by balance for this Fees Invoice. You can enter any amount for Partial Fees payment, then select Discount Group or enter Discount (if any) then enter Fine (if any) then Payment Mode then Note then click on Collect Fees button. Now fees has been collected & Revert button visible for reverting this fees. For printing Fees Receipt clickon Print button from Action column.



- **Search Fees Payment-** Go to Fees Collection > Search Fees Payment for searching any fees paymentdetails through Payment ID enter Payment Id & click search button you will get the details for this payment id.

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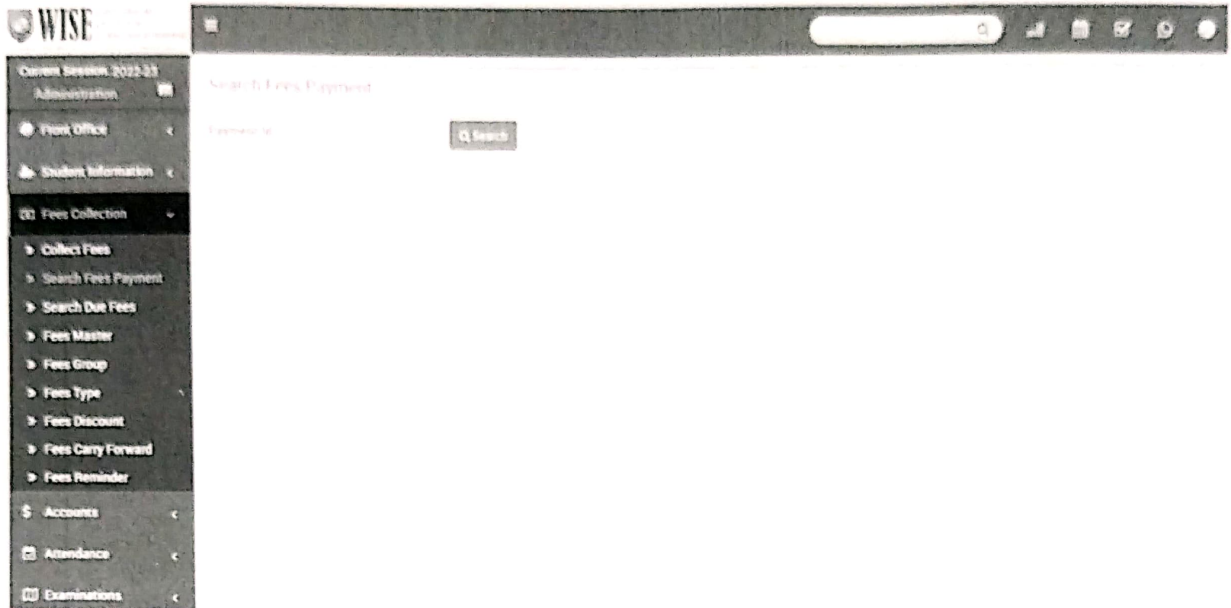
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- Search Due Fees- Go to Fees Collection > Search Due Fees for searching those students who have not done payment for a particular fees type then select Fees Category then Fees Type then Class then Section & click Search button, you will get all the students list for due fees.



- Fees Carry Forward- Go to Fees Collection > Fees Carry Forward if any student has balance fees in previous session then you can forward this balance fees to current session. Select Class, Section then click Search button. Students with balance fees will be display below. If you want you can edit balance fees amount to be forward. In Topright corner you can see Due Date for all these fees forward. This DueDate will be number of days ahead which is set in System Settings > General Setting > Fees Due Days. This balance fees carry forward can be see in collect fees page as Balance Master (Fees Group) and Previous Session Balance (Fees Code).

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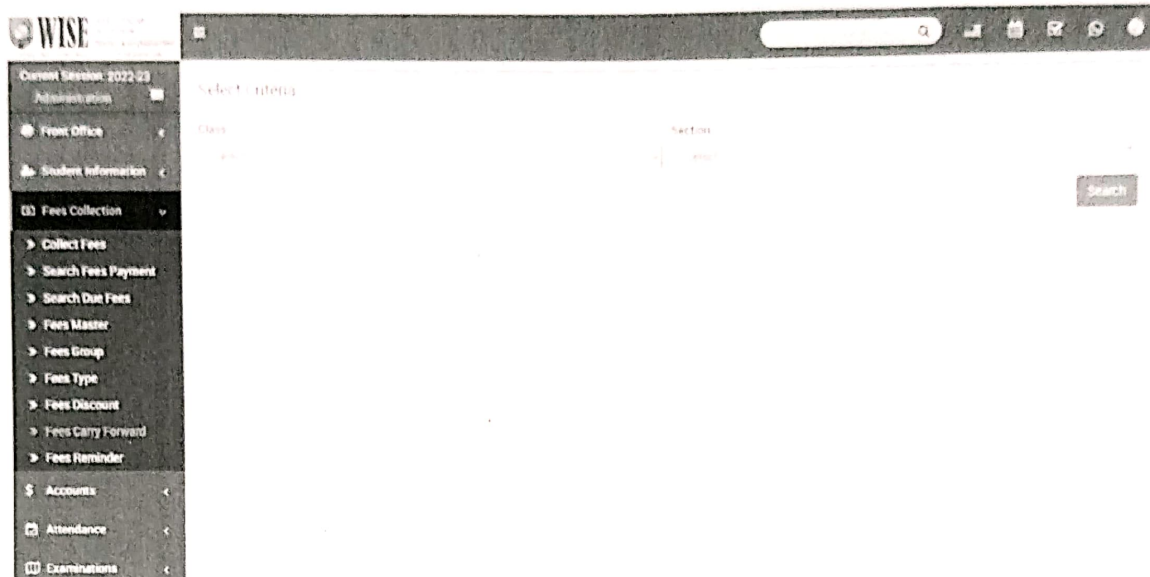
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- Fees Reminder- Go to Fees Collection > Fees Reminder Fees reminder is for sending fees reminder notificationsto guardians. Here two before and two after reminder has been given, reminder acts respectto your fees due days. Touse use it just active reminder and set your days. Suppose a before reminder is set for 5 days then a fees reminder notification will be send 5 days before fees due date. To use this feature you should add <http://yoursite.com/cron> urlin your hosting cron job.



Income

This module has 3 sections -

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

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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.

- Add Income- Go to Income > Add Income select Income Head then enter Income Name then Invoice Number, Date of Income then Amount then Attach Document then Description & click on Save button. Recently added 10 Incomes can be see right side of this page.

- Search Income- Go to Income > Search Income to search Incomes between two dates or by a keyword select Date From & Date To or enter keyword then click on Search button, you will get the list of all Incomes related to your search criteria.

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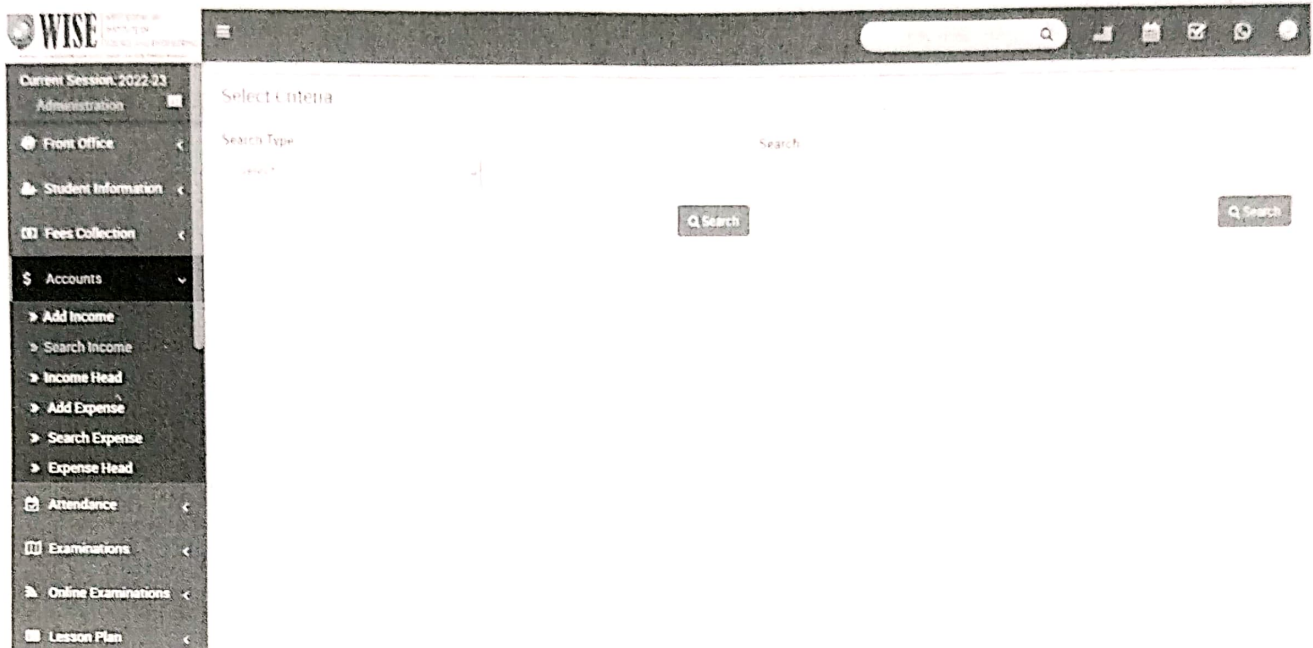
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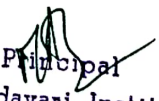
Expenses

This module has 3 sections -

1. Add Expense
2. Search Expense
3. Expense Head

First we will create our Expense Head then we will Add our daily/monthly Expenses then we will Search our Expense.

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


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- Add Expense- Go to Expenses > Add Expense select Expense Head then enter expense Name then Invoice Number, Date of expense then Amount then Attach Document then Description & click on Savebutton. Recently added 10 expenses can be see right side of this page.

- Search Expense- Go to Expenses > Search Expense to search expenses between two dates or by a keyword select Date From & Date To or enter keyword then click on Search button, you will get the list of all expenses related to your search criteria.

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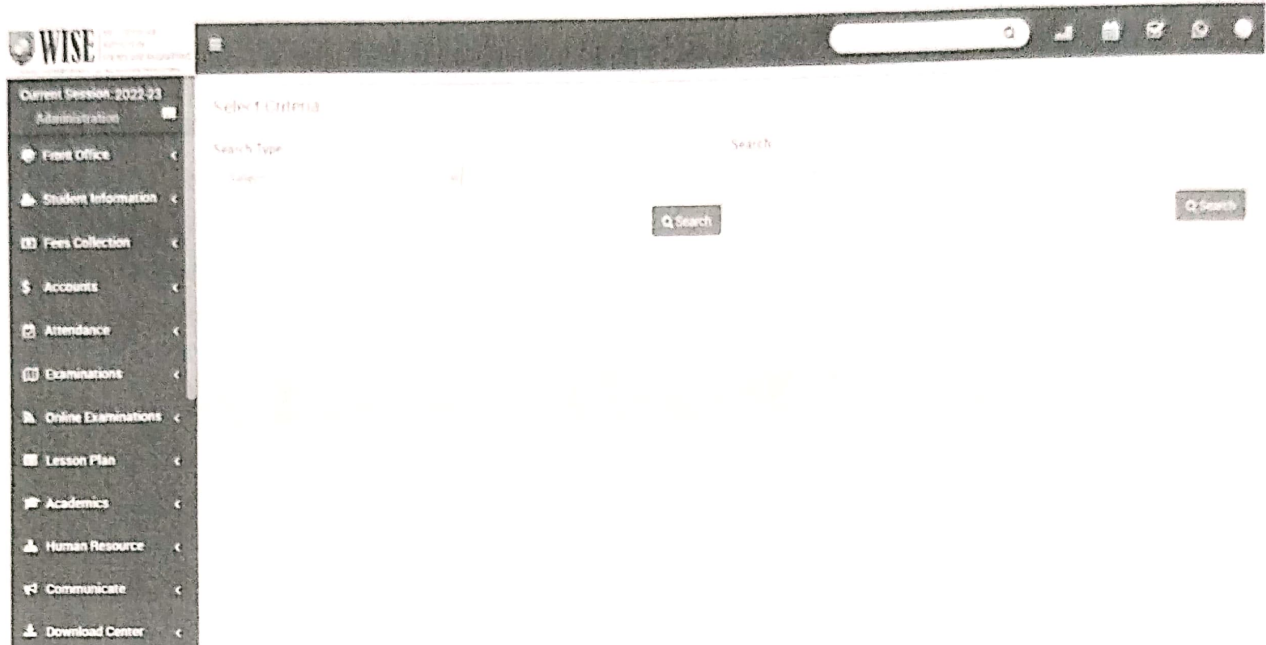
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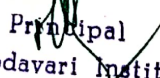


Attendance

This module has 3 sections -

1. Student Attendance
2. Attendance By Date
3. Approve Leave

College Management Software supports two types of attendance Day Wise and Period Wise. You can run any type at once at a time and attendance type can be select from System Settings > General Settings. Now College Management Software also supports biometric attendance devices (currently only for day wise attendance) for automated attendancesubmission. You can enable biometric device feature from System Settings > General Settings. To utilise biometric device feature you should have College Management Software Biometric Desktop Plugin Software. Its desktop based application which fetch attendance data from biometric device and sends to College Management Software web application.


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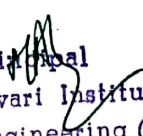
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First we will enter Student Attendance then we will search student attendance for a particular date.

- Student Attendance- Go to Attendance > Student Attendance select Class then Section then Attendance Date then click Search button. Now below you can see list of students & attendance options like Present, Late, Absent etc. Select the attendance for students then click on Submit Attendance button. To enter National Holiday or Sunday select Mark as holiday button then Submit Attendance button. Note that is attendance is already submitted for a date then you can only edit attendance.

- Attendance By Date- Go to Attendance > Attendance By Date to check attendance for a particular date select Class then Section then Date then click on Search button.


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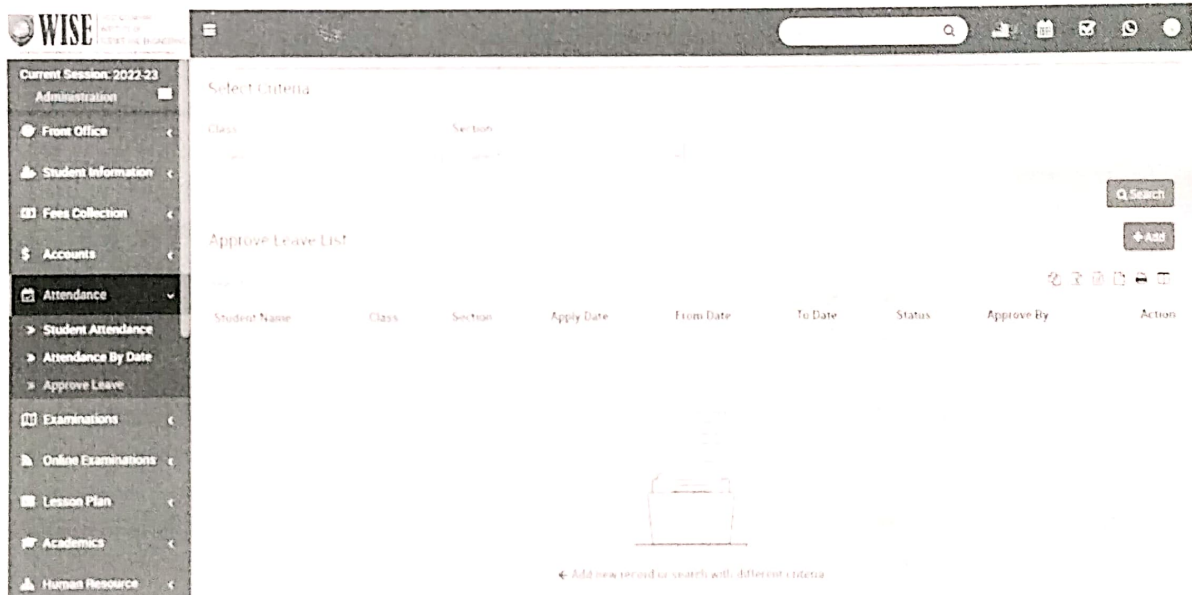
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- Approve Leave- Go to Attendance > Approve Leave here you can see leave request submitted by student to approve or add leaves for students.



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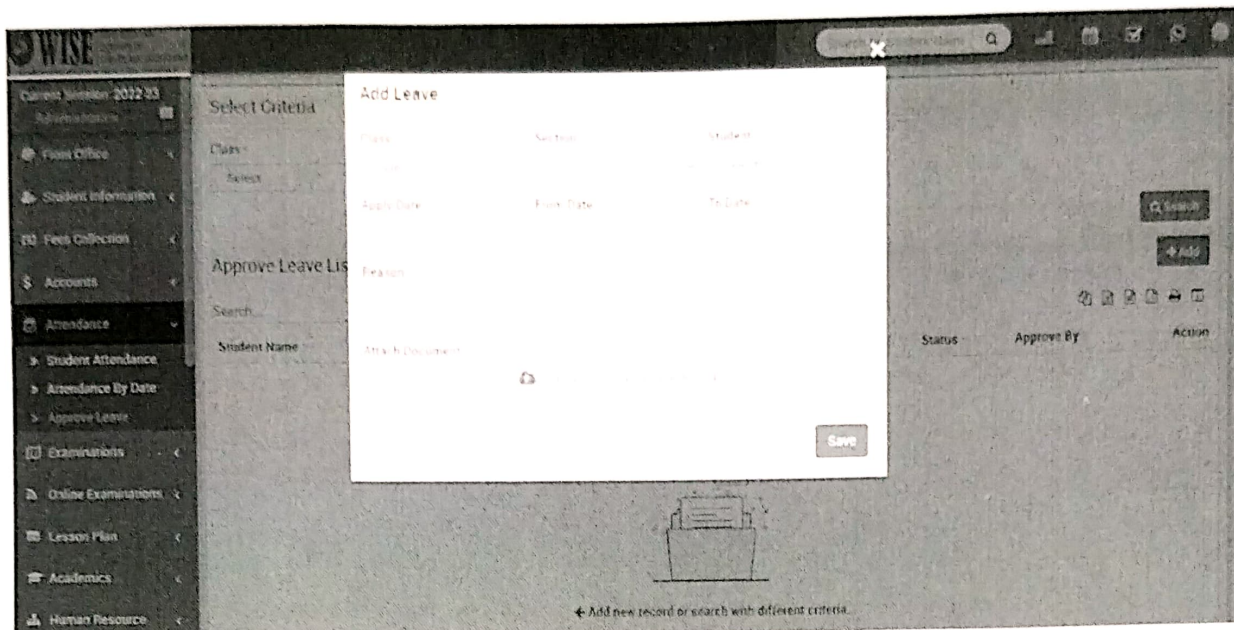
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Examinations

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.

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- 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.

The screenshot shows the 'Add Grade' form in the WISE system. The left sidebar contains a menu with 'Examinations' expanded, showing options like 'Exam Group', 'Exam Schedule', 'Exam Result', 'Design Admit Card', 'Print Admit Card', 'Design Marksheet', 'Print Marksheet', and 'Marks Grade'. The main form area has two columns: 'Add Grade' and 'Grade List'. The 'Add Grade' column contains fields for 'Exam Type', 'Grade Name', 'Percent Upto', 'Percent From', 'Grade Point', and 'Description'. The 'Grade List' column shows a table with columns 'Exam Type', 'Grade Name', 'Percent From / Upto', 'Grade Point', and 'Action'. A 'Save' button is located at the bottom of the 'Add Grade' column.

Exam Type	Grade Name	Percent From / Upto	Grade Point	Action
General Purpose (Pass/Fail)	School Based Grading System	40 to 100	0.0	✎ ✕
General Purpose (Pass/Fail)	College Based Grading System			
General Purpose (Pass/Fail)	GPA Grading System			

- Exam Group- Go to Examination > Exam Group enter Exam Name, select Exam Type, Description and click Save button. Exam Group is basically grouping of exams.

The screenshot shows the 'Add Exam Group' form in the WISE system. The left sidebar contains a menu with 'Examinations' expanded, showing options like 'Exam Group', 'Exam Schedule', 'Exam Result', 'Design Admit Card', 'Print Admit Card', 'Design Marksheet', 'Print Marksheet', and 'Marks Grade'. The main form area has two columns: 'Add Exam Group' and 'Exam Group List'. The 'Add Exam Group' column contains fields for 'Name', 'Exam Type', and 'Description'. The 'Exam Group List' column shows a table with columns 'Name', 'No. Of Exams', 'Exam Type', and 'Action'. A 'Save' button is located at the bottom of the 'Add Exam Group' column.

Name	No. Of Exams	Exam Type	Action
CSE	0	General Purpose (Pass/Fail)	+ ✎ ✕
EEE	0	General Purpose (Pass/Fail)	+ ✎ ✕
ECE	0	General Purpose (Pass/Fail)	+ ✎ ✕
IT	0	College Based Grading System	+ ✎ ✕

- Adding New Exam- Go to Examination > Exam Group here at exam group list action column click on + icon button to reach Exam List page. Here click on New Exam button then enter Exam name, select Session, select Publish (to publish exam) and Description then click Save button.



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Exam Group	Exam Type	Description
Engg	General Purpose (Pass/Fail)	
Name	Session	Subjects Included
Status	Publish Result	Description

Exam Result- Go to Examination > Exam Result here select all criteria to get exam result of that Class-Section.

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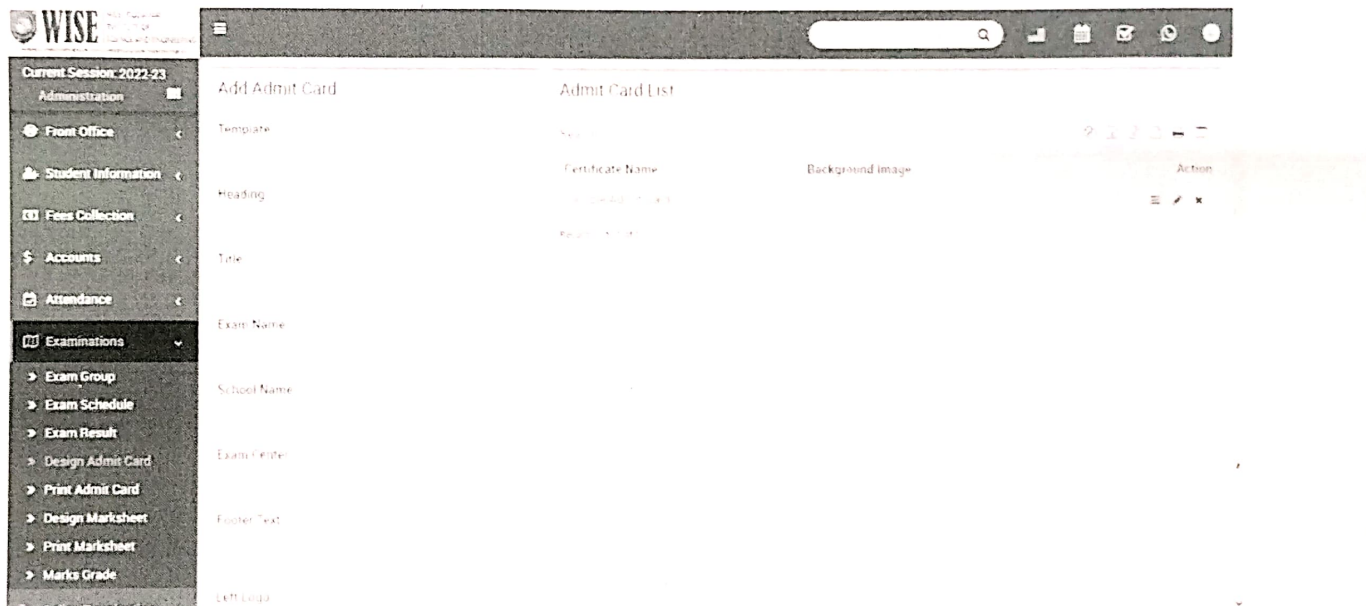
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- Design Admit Card- Go to Examination > Design Admit Card here enter details for admit card templatedesign and enable/disable variables on admit card.



- Print Admit Card- Go to Examination > Print Admit Card here select all criteria to get student list for printingadmit card. Now select all student for which you want to generate admit card then click on Generate button. It is highly recommended to don't print admit card directly here instead of it use Save AsPDF feature of Chrome browserand save PDF file then print admit cards using this PDF file.

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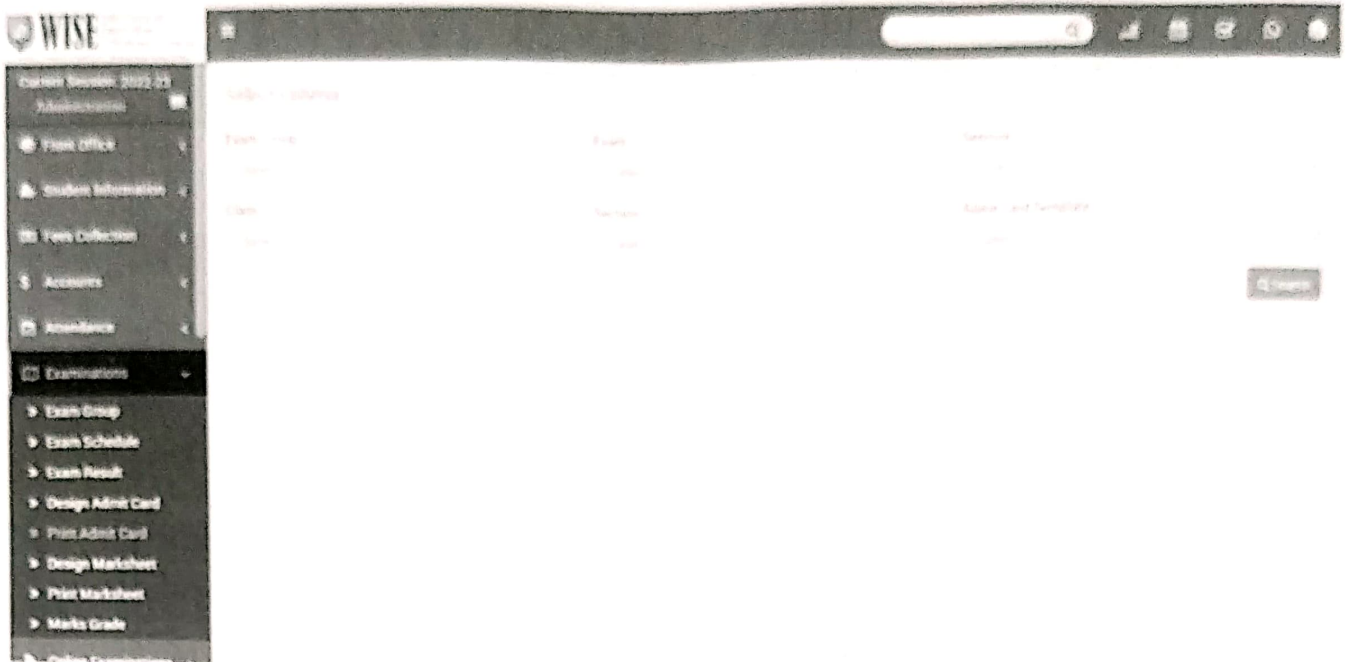
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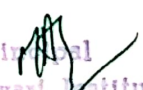
Academics

This module has 8 sections -

1. Class Timetable
2. Teachers Timetable
3. Assign Class Teacher
4. Promote Students
5. Subject Group
6. Subjects
7. Class
8. Sections

We have already described few section of Academics Module during Steps to Setup your school, but now we will understand completely Academics module sections. First we will create Sections then Classes then Subject Group then Assign Class Teacher on class-sections then create Class Timetable.

- Sections- Go to Academics > Sections enter Section Name & click Save button. All the sections can be seen rightside on this page.


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- Class- Go to Academics > Class enter Class Name then select Sections under this Class then click Save button. All the Classes and their Sections can be see at right side of this page.

- Assign Class Teacher- Go to Academics > Assign class Teacher select Class then select Section then select Class Teachers for this Class Section then click Save button. All the Class-Section and their ClassTeachers canbe see at right side of this page.


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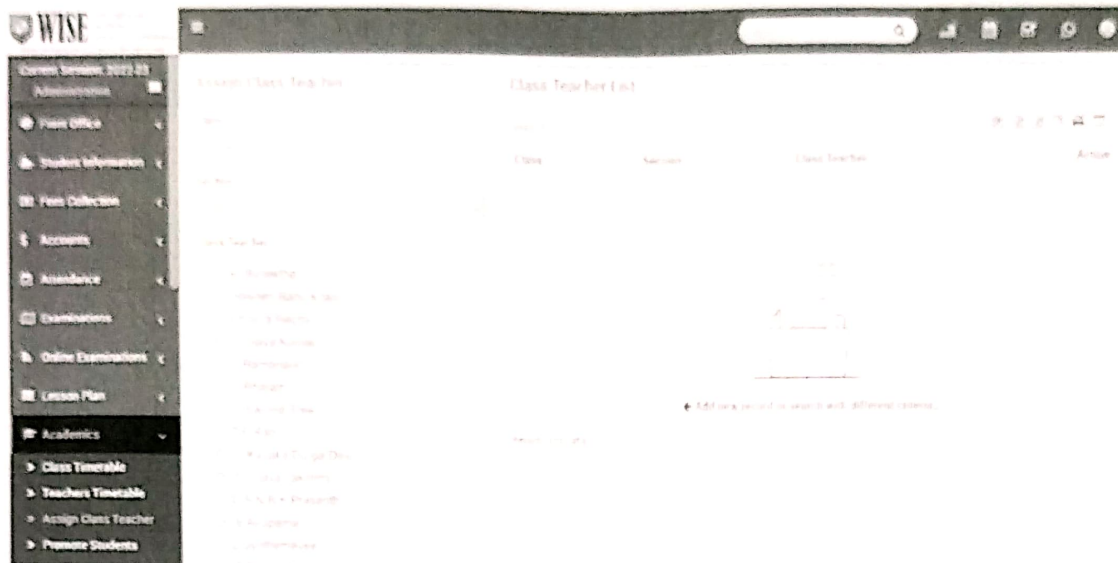
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Human Resource

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 seen right side of this page.

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

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), selectRole (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, Bank BranchName, Facebook URL, Twitter URL, LinkedIn URL, Instagram URL, Upload Resume, Joining Letter and Other Documents then click on Save button.

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The screenshot shows the WISE web application interface. On the left is a sidebar menu with options like 'Home', 'Student Information', 'Fee Collection', 'Accounts', 'Attendance', 'Examinations', 'Online Examinations', 'Lesson Plan', 'Academics', 'Human Resource', 'Staff Directory', 'Staff Attendance', and 'Payroll'. The main area displays the 'Add Staff' form. The form has a 'Basic Information' section with fields for Role, Designation, Department, First Name, Last Name, Father Name, Mother Name, Email/Sign. Id, Gender, Date of Birth, Date Of Joining, Phone, Emergency Contact Number, Marital Status, Photo, Current Address, Permanent Address, Qualification, Work Experience, and Note. There is an 'Add Staff' button at the top right of the form.

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.

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WISE

WISDOM IN EDUCATION

Current Session: 2022-23

Administration

Library

Book List

Issue Return

Add Student

Add Staff Member

Inventory

Transport

Hostel

Certificate

Front CMS

Alumni

Reports

System Settings

Book List

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WISE	
Current Session: 2022-23	
Administration	
Front Office	
Student Information	
Fees Collection	
Accounts	
Attendance	
Examinations	
Online Examinations	
Lesson Plan	
Academics	
Human Resource	
Communicate	
Download Center	

Add Book

Import Book

Book Title	Book Number
ISBN Number	Publisher
Author	Subject
Back Number	Qty
Book Price	Post Date
Description	Post Date

Save

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