

Application Name: School Prashasan.

Languages: Marathi, Hindi, English.

Version: 3.4.90

Input Tool: Google Marathi Input Tool.

Welcome to **School Prashasan**.

School Prashasan is a comprehensive School Management Software that enables you to manage your school's administrative and office operations efficiently, accurately, and systematically while saving valuable time.

The software allows you to organize and manage all school-related information for each academic year with ease. It also enables you to instantly generate accurate statistical data and a wide range of reports for every academic year in printed format. These reports can be prepared within moments and utilized efficiently for submission to the concerned authorities, administrative offices, and various day-to-day school administrative activities.

Modules Included in the Software:

Sr. No.	Table of Contents	Page No.
1	Administration	1-4
2	Student Admission	4-5
3	Student Attendance	6-6
4	Teacher Information	6-7
5	Examination	8-9
6	Registers	9-11
7	Government Schemes	11-12
8	Cash Book	12-13
9	Survey (Census)	14-14

10	Mid-Day Meal	14-15
11	Help	15-15
12	Services	15-16
13	Exit	16-16

1. Administration

1.1: Class & Division Management

The software enables you to manage classes and divisions efficiently. This allows you to organize each student's admission records according to their respective class and divisions, making it easy to instantly retrieve various class-wise and division-wise information whenever required.

1.2: Class-wise Subject Management

The software provides a simple and convenient way to manage subjects for each class. This helps in easily assigning subject teachers and scheduling teaching periods efficiently.

1.3: Category, Religion & Caste Management

While registering a student's admission, it is mandatory to record the student's category, religion, and caste information. The software provides comprehensive management of this information, enabling you to generate accurate academic year-wise reports, including:

- Overall category-wise, religion-wise, and caste-wise student statistics.
- Category-wise, religion-wise, and caste-wise student lists.
- Class-wise and division-wise category, religion, and caste-wise student lists.

These reports can be generated quickly and accurately whenever required.

1.4: Automatic Mid-Day Meal Class Selection

The software allows you to configure settings for the automatic recording of Mid-Day Meal entries. Once student attendance is recorded, the corresponding Mid-Day Meal records are generated automatically (Auto Mode).

1.5: School Information

It is mandatory to maintain complete information about the school in the software.

Based on this information, every report automatically displays details such as:

- School Name
- Institution Name
- School/Institution Establishment Date
- School/Institution Motto
- Other relevant school information

This ensures that all reports are generated with complete and consistent institutional details.

1.6: User Information

This option allows you to modify the login details of the currently logged-in user. You can update user account information such as the **User Name**, **Password**, and other user account details whenever required.

1.7: Database Management

The software provides a secure database management facility to ensure the safety of all stored information. Using this feature, you can create a backup of your database at any time on any storage device, such as a **Hard Disk, External Drive, Pen Drive**, or other storage media. Each backup is created with the current date and time, helping you maintain a well-organized and secure database.

1.8: Academic Year Promotion (Carry Forward)

This option allows you to promote (Carry Forward) all students admitted in the current academic year to the new (next) academic year with a single click.

2. Student Admission:

2.1: Student Admission Registration (Student Record Management)

The Admission Form enables you to register new students, modify the information of existing students, and delete student records whenever required.

2.2: Restore / Remove Student from the Catalogue

This option allows you to modify a student's catalogue record for the selected academic year.

In other words, you can **restore** a student's name to the current catalogue or **remove** a student's name from the current catalogue (school register) for the respective class in the current academic year.

2.3: Academic Year Correction

This option allows you to correct a student's academic year if it has been recorded incorrectly.

Example:

Suppose the original academic year of student "Radhika Patil" is 2010–2011, but due to an error, the record was entered under the academic year 2012–2013. Using this feature, you can correct the student's academic year and update the record accurately within a few moments.

2.4: Reports

The following reports can be generated through the software:

1. General Register
2. Bonafide Certificate
3. School Leaving Certificate
4. Transfer Certificate Extract
5. Category-wise Report
6. Gender-wise Report
7. **Enrollment Report** (Total number of boys and girls for the current academic year, class-wise and division-wise)
8. Category-wise and Class-wise Report
9. Admission Form Report

3. Student Attendance

3.1: Catalogue Preparation

The software enables you to prepare class-wise and division-wise catalogues with ease. It also provides the facility to generate catalogues based on various criteria, such as **Boys, Girls**, or other available options.

3.2: Student Attendance

The software allows you to record daily student attendance class-wise and division-wise. Once the attendance is recorded, the corresponding **Mid-Day Meal** entries are generated automatically through **Auto Mode**

3.3: Reports

The following reports can be generated through the software:

1. Student List
 2. Attendance Register (*A blank Attendance Register is also available.*)
-

4. Teacher Information:

4.1: Teacher Information

The software enables you to maintain comprehensive information about the teachers of the school. It allows you to store details such as:

- Personal Information
- Educational Qualifications

- Professional Qualifications
 - Provident Fund (PF) Details
 - Date of Joining
 - Current District and Taluka Posting Details
 - Teaching Experience
 - Salary Information
 - Designation
 - Other relevant teacher information
-

4.2: Teacher Attendance

The software provides a facility to record the daily attendance of teachers quickly and efficiently.

4.3: Teacher Management

The software allows you to manage **subject teachers** as well as **class teachers** for each class and division.

4.4: Reports

The following reports can be generated through the software:

1. Teacher Attendance Report
2. Teacher-wise Personal Information Report

5. Examination Management:

5.1: Examination Type & Examination Name

The software provides a facility to define **Examination Types** and **Examination Names** as per the school's examination system. This enables you to easily evaluate the **total marks** and **grades** for each subject based on the selected examination type and examination name.

5.2: Grade Information

The software allows you to configure grade criteria based on subject-wise marks. This helps in automatically assigning grades in subject-wise reports, progress report cards, and other examination-related reports.

5.3: Subject Marks

The software enables you to accurately record the total marks obtained for each subject. These marks are directly used while preparing the student's subject-wise progress report.

5.4: Progress Report

The software allows you to record the total marks obtained by each student for every subject. Based on this information, various examination-related reports can be generated quickly and efficiently.

5.5: Reports

The following reports can be generated through the software:

1. Assessment Register Report
2. Class-wise Examination Report
3. Subject-wise Examination Report

4. Annual Progress Report

5.6: Competitive Examination Management

The software enables you to maintain statistical records of various competitive examinations for the current academic year.

5.7: Reports

The following report can be generated through the software:

1. Competitive Examination & Academic Year-wise Report
-

6. Registers:

6.1: Inward Register

The software enables you to maintain an **Inward Register** for recording assets received by the school/institution, such as **purchases, donations, and other inward entries**, financial year-wise.

6.2: Outward Register

The software enables you to maintain an **Outward Register** for recording assets issued or disposed of by the school/institution, such as **sales, donations, gifts, and other outward transactions**, financial year-wise.

6.3: Stock Register

The software enables you to maintain a **Stock Register** for recording stock-related transactions, including **purchases, sales, depreciation, and other inventory movements**, financial year-wise.

6.4: Reports

The following reports can be generated through the software:

1. Inward Register Report
 2. Outward Register Report
 3. Dead Stock Register Report
 4. Stock Register Report
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6.5: Money Order / Cheque / Bank Draft Receipt Register

The software enables you to maintain a register of funds received by the school/institution through **Money Orders, Cheques, and Bank Drafts**, financial year-wise.

6.6: Reports

The following report can be generated through the software:

1. Money Order / Cheque / Bank Draft Receipt Register Report
-

6.7: Casual Leave Register

The software provides a simple and convenient facility to maintain teachers' **Casual Leave** records. The recorded leave information is automatically reflected in the **Teacher Attendance** records.

6.8: Reports

The following report can be generated through the software:

1. Casual Leave Register Report
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6.9: Movement Register

The software enables you to maintain the **Teacher Movement Register** easily and efficiently.

6.10: Reports

The following report can be generated through the software:

1. Teacher Movement Register Report
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6.11: Upload Image Files

The software allows you to upload and securely store important **documents and image files** related to the **School, Institution, and Government**. These files can be searched, retrieved, and accessed instantly whenever required.

7. Government Schemes:

7.1: Free Textbook Distribution Register

The software enables you to maintain a **Free Textbook Distribution Register** for recording the distribution of educational materials such as **textbooks, notebooks, stationery**, and other items.

Reports

The following report can be generated through the software:

1. Free Textbook Distribution Register Report
-

7.2: Material Distribution Register

The software enables you to maintain a **Material Distribution Register** for recording the distribution of materials such as **rulers, school uniforms**, and other educational supplies.

Reports

The following report can be generated through the software:

1. Material Distribution Register Report

7.3: Scholarship Scheme Register

The software enables you to maintain records of various **Government Scholarship Schemes**, including:

- Savitribai Phule Scholarship Scheme
- Rajmata Jijau Adoption Scheme
- Ahilyadevi Holkar Scholarship Scheme
- Other Government Scholarship Schemes

Reports

The following report can be generated through the software:

1. Government Scholarship Scheme Register Report

8. Cash Book:

8.1: Cash Book (Account) Information

The software enables you to create and maintain a master list of Account Names, Ledger Heads, and Ledger Sub-Heads required for recording transactions in the Cash

Book.

8.2: Opening Balance (Financial Year-wise)

It is mandatory to record the **opening balance** of each account, including **Cash** and **Bank Balances**, carried forward from the previous financial year. The software provides a facility to maintain the opening balance for each account on a financial year-wise basis.

8.3: Daily Transactions

The software provides a simple and convenient facility to record all day-to-day financial transactions in the Cash Book.

8.4: Reports

The following reports can be generated through the software:

1. Ledger Report
2. Ledger Account Book Report
3. Main Cash Book Report
4. Cash Book Report
5. Receipt & Payment Statement Report
6. Cheque / Demand Draft Issue Register Report

9. Survey (Census):

9.1: Religion / Category-wise Caste Information

The software enables you to maintain caste information based on **Religion** and **Category** for survey and census purposes.

9.2: Head of Family Information

The software enables you to maintain complete information about the **Head of the Family**.

9.3: Family Member Information

The software enables you to maintain complete information about all **Family Members**.

9.4: Reports

The following survey reports can be generated through the software:

1. Religion / Category-wise Caste Report
 2. Head of Family Report
 3. Family Member Report
-

10. Mid-Day Meal:

10.1: Class-wise Mid-Day Meal Rate Chart

The software enables you to maintain the **Mid-Day Meal Rate Chart** for each class.

10.2: Mid-Day Meal Closing Stock

The software enables you to maintain the **Closing Stock** of Mid-Day Meal items.

10.3: Daily Mid-Day Meal Records

The software enables you to maintain daily records of the Mid-Day Meal.

10.4: Monthly Mid-Day Meal Records

The software enables you to maintain monthly records of the Mid-Day Meal.

10.5: Monthly Mid-Day Meal Reports

The software generates various **Monthly Mid-Day Meal Reports**.

10.6: Monthly Mid-Day Meal Utilization Reports

The software generates **Monthly Mid-Day Meal Utilization Reports** to help monitor and manage the consumption and utilization of Mid-Day Meal resources.

11. Help:

12. Services:

12.1: Email Services:

12.2: SMS Services:

12.1: Connect via Live Support:

1. via Teamviewer Remote Version:

2. via Anydesk:

13. Exit:



***** Thank you *****