

## **Edulite – College Administration Software**

Easylib Software Pvt. Ltd is pleased to bring you Edulite Software to manage your educational Institute administrative activities. Features of the platform are

### **1. Admissions**

#### *a. Admission Announcements*

This feature helps institute in announcing any admission, its start date, end date etc. Institute provides details of what course they are going to offer, the duration, fee etc.

#### *b. Admission Form Entry:*

The admission forms received in paper are entered onto the system. They can also be imported from online admission form entry.

Fee payment is done either by cash, Cheque and online. Institutes can view the forms that are submitted by students and update the status of one particular by approving/disapproving and promoting his/her admission in the college. Admin has the access to

- Admit students
- Check Fee Status and Update
- Promote the Students
- Customize fields

#### *c. Admission Listing and Reports:*

Administrator can see a list of students who have applied by academic year wise and Grade wise. This list view can be taken in the form of Excel Report by selecting column fields and Print it as well.

#### *d. Receipts List:*

Receipts list keeps you track of students' payments and can list multiple students at once and help you track the status. You can take various reports based on the sort criteria and take a printout of it.

#### *e. Admission Reports:*

Institutes can generate admission reports on various categories. Some of the listed reports that can be generated are

- Grade, gender and category wise Admission statistics
- Region wise admission statistics
- Family Income wise Admission Statistics
- Grade wise Enclosures Report
- Admission summary Categorywise
- Admission status
- Eligibility Proforma
- Merit scholarship students list

Once a student is admitted, automatically student records are created.

## 2. Student Module:

### *a. Student Information*

Institutes can view the student's information. Student complete information along with necessary documents will be stored in database. Can check each one of information by giving student ID.

### *b. Students Information List:*

This gives ability to see list of students by various criteria. Selection criteria here will make it easy to get a list of students you would like to display. You can export data onto excel sheet or print reports directly.

### *c. Students Reports:*

Institute can generate student reports along with the details. Customized reports are also a part, where one can customize fields and see a list. Some more reports that can be formed are

- Income wise Parent Address List
- Course wise Student Statistics
- Grade, Sex, Category Wise Student Statistics
- Region wise Student Statistics
- Family Income wise Student Statistics

## 3. Staff Module

### *a. Staff Information:*

Here entire staff information including the date of joining, skills acquired, salary details, classes being taken, Experience details of that particular staff, What position the staff has been assigned are stored. You can take various

reports like current staff occupancy, staff load factor and other related reports.

*b. Other Details of Staff:*

Experienced staff details can be stored over here, which includes employee Id, Joining Date and leaving date. Institutes can even assign minimum and maximum number of class to a one particular staff. One can display list of staffs present in one specific position and you can take various reports.

## **4. Attendance:**

*a. Attendance Tracking*

You can track attendance of staff and students on a daily, weekly, monthly basis using this subsystem. Enroll students and staff by different category.

- Grade wise Enrollment
- Class wise Enrollment

Track attendance by

- Attendance by Grade
- Attendance by Class

Institute can maintain a log of work days for a grade, section and class, a monthly attendance summary to check attendance performance for a particular grade.

*b. Attendance Reports:*

Keep a track of attendance reports on a daily, weekly and monthly basis. You can generate various reports; generate reminders and other related reports. This can be linked with automated attendance register using swap cards.

- Absentees by Date and Grade
- Presentees by Date and Grade
- Present-Absent by Date and Grade
- Current Absentees by Grade
- Absentees by Date and Class
- Presentees by Date and Class
- Present-Absent by Date and Class
- Current Absentees by Class
- Grade Summary by Month

- Class Summary by Month

## 5. Timetable:

### *a. Time table parameter set up*

Here you set up timetable parameters. These include setting parameters related to which teacher can take what class, rooms that can be assigned, practical or theory etc.

### *b. Automatic Generation of time table*

Once you set all parameters, you can automatically generate timetables. The software considers all different parameters set and allocates most optimum timetable. In case of any conflict, it gives a show stopper or a warning message based on severity of the issue. It assigns staff to the classes, each subject, ensures conditions of maximum classes per week and per day are met as well as other conditions are met.

### *c. Manual Update of time table*

Once the time table is electronically generated, one can further modify the timetable and do updates for substitute teachers etc.

## 6. Fee Collection:

### *a. Fee parameter set up*

Here you can set up various fees for admission and continuation of education. Fees can be set up for different heads (admission fee, examination fee, building fee etc.), sub heads (sub heads within the admission fee, examination fee, building fee etc.). Each fee is also set up by various categories like General Merit, SC/ST, OBC, and Payment Seat etc.

### *b. Fee collection*

Once you set all parameters, you would be able to collect the fees. You can collect fees, print receipts, track non-payments and so on. The data can be exported onto college accounting system where you can maintain the college accounts. Future versions of Easylib shall also include complete accounting software.

### *c. Generate Reports*

Generate Reports on

- Fee Summary Reports
- Course Category Wise Fee structure
- Student Fee Payment List

Generate Finance Reports on

- Category Wise Fee Payment List
- Fee Due List
- Grade Wise Fee Due List
- Item Fee Payment List
- Fee Payment List
- Fee Receipts

## **7. Examination Subsystem:**

Edulite provides complete examination management features. The features are as below.

### *a. Examination Set Up*

You can set up various examinations for your all of the grades. The examinations can be of type theory, practical and combined. They can be compulsory, elective etc. You would be able to set up date time, duration

Once you set up examinations, you would be able to group them under qualifying examination for getting a degree.

### *b. Enrollment of students to examinations / examination groups*

Here you can enroll students by exam group and / or examinations. You would get easy reports of who have not enrolled for exams.

### *c. Conducting Exams*

You would be able to build complete date and time wise examination calendar. You can assign staff, rooms etc. Software then helps you mark the attendance records for the attendees.

### *d. Tabulating Marks and generating reports*

Here you input the marks of students scored in examination, tabulate examination results summary. Once you input marks, you can generate marks cards.

Generate Exam Reports on

- Summary Passing Report by Exam Group
- Summary Passing Report by Exam Code
- Exam Group Summary

## **8. Event Management:**

This subsystem helps institutes in conducting various events like extracurricular activities, sports etc. A table helps you set up event name that is going to be organized in the college provided start date and location, Assign Team Members to the events, Maintain data as per team participants, and a individual participants data. One can display a list of Events, Sub events, Team Participants, Individual participants and Students Participants in Teams.

## **9. Placement Management:**

Institute can keep track of company that is going to visit the college, Can see the list of companies visited, Schedule a company visit, After Test is the screen where you can see the list of parties for the selected ledger. It helps you to track status of students enrolled in particular company. You can take report of companies that has visited, and can be able to see total visits by individual company.

## **10. Communication Register:**

Edulite automates the same and provides an electronic media for storing the info on all communication received and sent by any media, namely letter mail, fax, e-mail, in person or courier. Provides easy search and follow up mechanism.

Syllabus:

## **11. Syllabus**

The staff can enter syllabus details by Grade and Subject. The staff has access to add, modify and delete the details of each syllabus line item. Extensive reports on syllabus can be taken which in turn can be published onto your website as well as put on notice board of your organization.

## 12. Integrated Software: Vidyanidhi-Scholarship Management Software

Vidyanidhi is a platform to help your institute students who need financial assistance with ones who can assist and build a sustainable culture of financial assistance generation after generation.

### *a. Design Scholarships:*

Vidyanidhi aids creating scholarships with own criteria and requirements. Eligibility criteria, questions and terms and conditions etc. all can be customized for the scholarship. Entire form is fully customizable for your needs.

### *b. Announce Scholarships:*

Software provides ability to manage multiple scholarships with different criteria. Parameters like Start date, End date, custom URL and many others are available for management of each scholarship.

### *c. Take Applications:*

Once the Scholarship is active, students are able to apply either online or through colleges. Partner institutes will be able to fill applications on their students' behalf, especially when students do not have access to computers.

### *d. Application Verification:*

System does automatic verification of the applications as well as provides ability for local verification by partners of your choice. For large-scale distribution of scholarships, you can set up your own verification network.

### *e. Evaluation & Selection:*

Once the applications for scholarship are gathered in Vidyanidhi, the trust can assign the evaluators and have them evaluate based on a fixed set of questions. A weighted average and ranking is provided for final selection.

### *f. Student to Donor Matching:*

Vidyanidhi gives ability for the trusts to forward shortlisted student profile and applications to donors for potential funding, as per preferences set by donors.

The donors get to see the list of students forwarded, see details, choose a few to sponsor, make fund commitments or do online payments.

*g. Donor Information Management:*

Provides ability to manage donor profile, donor interest areas, pledges, history of payments etc.

*h. Student Progress Monitoring:*

Vidyanidhi provides an ability to monitor the student progress by giving the students ability to upload the progress reports. The trusts as well as the sponsoring donors would be able to see the student progress regularly.

*i. Student Becoming Patrons:*

The scholarship cycle completes when students themselves become donors in future. Vidyanidhi provides an ability to build a lifetime relationship with students for greater social impact

### **13. Integrated Software: Power Alumni for management of alumni relations**

It is important for any college to maintain a continuous touch with its alumni. Relationship with alumni helps in placement of current students, get funds for continuous upgrade initiatives, grant scholarships to current students and many more. In addition, it helps colleges to get better accreditation ratings. To help you manage your complete alumni network and relationship, we are bringing you PowerAlumni. The features are:

*a. Dashboard and Homepage Alumni Association*

Admin gets full overview of the association work. It provides a rich home page with self-registration for alumni to join and login social media integration. Displays member details, events, projects and scholarship announced. The software also allows you to constantly keep changing the photos that you would like to display on your homepage.

*b. Association member list*

Provides ability to enter ones alumni association members details along with photographs. The data from existing Easylib and Edulite software is easily transported to Power Alumni system.



### *c. Create and Add Members to the Group*

Once you have registered alumni, you can group them by year of passing, Department wise, Sports, music, City wise etc. You can also send group communications and also have more people act as group administrators.

### *d. Event Creation Template and Listing*

The software allows alumni admin to create alumni events with complete details. One can see events list along with registered people for the particular event.

### *e. Commitments by alumni*

The software allows alumni to record alumni commitments for any funds they wish to grant to the college for further development of the institution. The software also allows alumni to record commitments fulfillments for committed amount and new commitment.

### *f. Commitments and Receipts Dashboard By Year wise*

Complete dashboard of batch wise commitments, actual receipts, expected receipts by each quarter and so on.

## **14. Integrated Software: ProsperAid for Project Planning, Fund raising and Management**

This module helps you write project proposals for your organization, forward to various CSR wings of companies and raise funds.

The project planning follows international standard PMP methodology and covers key thing related to work breakdown, key risks, stake holder management etc. It is most suited for taking up projects aligned to UNDP (United Nations Development Program)'s SDGs (Sustainable Development Goals).

## **15. Electronic Repository Management**

Software provides ability to track and manage all your electronic repositories and govern the access by security restrictions. Your entire digital content can be archived and preserved using this module.

## 16. Inventory Management

This module is for tracking your asset and inventory levels. It provides the following features.

### *a. Asset tracking*

Provides ability for your organization to track all the assets at your organization. You can track them as a group or along with a serial number or a barcode. It is also integrated with RFID technology.

### *b. Reorder and Replenish*

As your inventor goes below, you can reorder more items to replenish the same.

## 17. Integrated Software - Easylib for Library Automation

The Edulite software is integrated with Easylib – Entire Automation System for Libraries, leading software in the area of library automation that has over 500 clients in Karnataka.

The software provides complete features of

- Requisition,
- Acquisition,
- Cataloguing,
- Membership management,
- Digital library,
- Circulation,
- Web OPAC,
- Serial control,
- Publication management,
- Kiosk management and many more features.

It is fully compatible with AACR2, MARC21 as well as RDA standards of library automation. Easylib Web also has features of providing a single online public access catalogue for your entire University / group of institutions. Please see the attached brochure for extensive features of Easylib software.