

A comprehensive user manual
For
Student Analysis System (SAS)



STUDENT ANALYSIS
your Power to know

A Product of Inception Software Private Limited

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SAS a brief introduction

The name of this very software is **SAS**; the acronym for **Student Analysis System**. SAS is capable to provide the system which automatically analyses the students' performance as well as provide the system for recording complete information of the students required by the academic institution. This service is targeted to all the academic institutions which may be schools, 10+2, Bachelor, and Masters in any program. SAS is specially targeted to automate the existing system by replacing mechanical effort with the aid of technology.

Most of the academic institutions face difficulty in keeping the records of students who are involved in the institution and who have completed the course from the institution and if they have kept record then also to sort out the details of the students is time consuming. Automating these systems will definitely reduce the time and effort complexity.

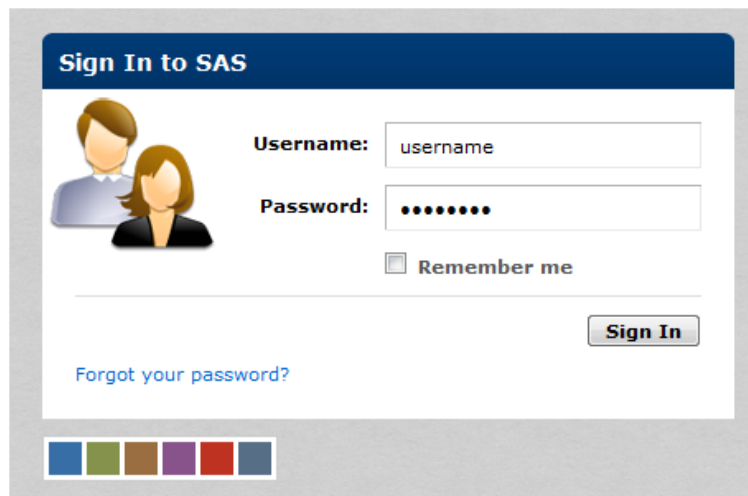
It is not that only academic institution will be benefited from the system but it is also extremely useful for the guardians. It is found that students cheat to their guardians regarding their results and fee. For example it is found that some students ask for fee more than required or as per required and they spend it going to disco, drinking alcohol and so on. Similarly some students say that he/she has stood first or second in the examination and request to them to provide money to buy motorbike or other expenses but the reality is different they have become failed to those guardians who are outside the country or valley. The system is designed in such a way that it can fulfill these gaps. So this system benefits to guardian as well in a sense that they can see the result, fee status and attendance of their children via internet or SMS.

It may be a matter of interest to know whether student will be in loss or benefit by incorporating this system. In fact when students will grow in an environment where they cannot cheat or lie they will grow in a fair and transparent environment which will definitely better off in their attitudes and it is attitude which makes people 100%. There is a chance for the people to succeed in their respective sectors with a good attitude.

People may think that this system is something new and hesitate to use it but it is not. This system does not do any extra things than what is being done in the institution. Most of the task such as attendance, marks entry, result publication, analysis of student, disseminate information to guardian, routine management, fee entry are done manually. The main essence of this system is to make the task that is being done easier and simpler by reducing the time; effort and cost to perform the task by automating the manual task that you are performing. We assure you that people who know how to use excel, word and simply use the internet can use the system. For the sake of simplicity you are provided this user manual so that whenever you will have difficulty in using the system you can take its help or you can directly call us at +977-01-4270434 or sent us a mail at info@inception-software.com. For any kind of problem regarding the system we stand ready to assist.

Log into Student Analysis System:

To log on to your institutions - example if your institution is Super international college you log on to super.sasnepal.net



The image shows a login form titled "Sign In to SAS". It features a header with the title in white text on a dark blue background. Below the header, there is an illustration of a man and a woman. To the right of the illustration, there are two input fields: "Username:" with the text "username" and "Password:" with a masked password "••••••". Below the password field is a checkbox labeled "Remember me". A "Sign In" button is located at the bottom right of the form. A link "Forgot your password?" is positioned below the "Sign In" button. At the bottom of the form, there is a row of six colored squares: blue, green, brown, purple, red, and grey.

Figure 1: Sign in to SAS

After you enter correct username and password you will enter into the front page which looks as below:

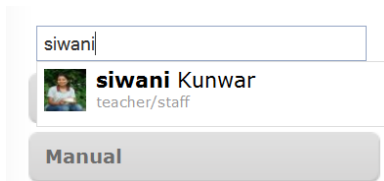


The image is a screenshot of the "Student Analysis System" front page. At the top left is the "INCEPT ON" logo with the tagline "concept to creation". The main title "Student Analysis System" is centered at the top. On the right side, there is a user greeting "Welcome, Sas" and a "Logout" link. Below the title is a navigation menu with buttons for "Admission", "Profile", "Admin", "Exam", "Attendance", "Fee", "Report", and "Library". On the left side, there is a sidebar with a search box, a "Message (0)" button, and buttons for "Manual", "Settings", and "SAS Team". Below these is a calendar for "September 2011" with a grid showing days from Sunday to Saturday. The main content area features a "+ Add New" button and a notice titled "Guest lecture by canadian professor" with a small image of students in uniform. A vertical toolbar with colored squares is visible on the right edge of the page.

Figure 2: Notice board of SAS

Search

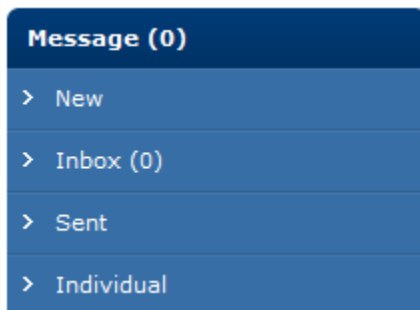
You see the search section in figure 2 so you can search those people whom you want to but whom can you search or not depends on you which level of authority you have. Let us try ones. Go to search section and type siwani.



Now after clicking to Siwani Kunwar you will go to her page.

Message

SAS has also accommodated corporate email facility to academic institution. So anyone involved in the institution can send and receive the message which reduces the enquiry cost. There are four tabs under message section



Suppose you are trying to send message to others in the institution then click on the *New* tab and you will obtain the following page.

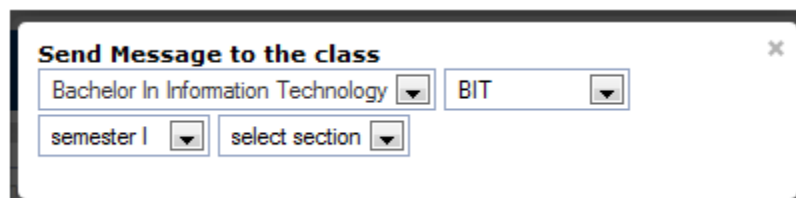


Figure 24: send message to class

For instance let us take section A for example. After you select section A you will obtain the following page

Send Message to the class

Bachelor In Information Technology | BIT | semester I | A

Message

Select All | Select None

	Name		Name		Name
<input checked="" type="checkbox"/>	Amrit K.C	<input checked="" type="checkbox"/>	Satish Prasad Shah	<input checked="" type="checkbox"/>	Shiva Khanal
<input checked="" type="checkbox"/>	Ritesh Shrestha	<input checked="" type="checkbox"/>	Yugal B.C	<input checked="" type="checkbox"/>	Top Bahadur Tamang
<input checked="" type="checkbox"/>	Shree Krishna Pun	<input checked="" type="checkbox"/>	Laxman Pratap Singh	<input checked="" type="checkbox"/>	Shalu Basnet
<input checked="" type="checkbox"/>	Nitina Gotame	<input checked="" type="checkbox"/>	Neha Bhatt	<input checked="" type="checkbox"/>	Rajesh Thapam
<input checked="" type="checkbox"/>	Bhusan Krishna Shre:	<input checked="" type="checkbox"/>	Bipin Aeri	<input checked="" type="checkbox"/>	Biswaka Baniya
<input checked="" type="checkbox"/>	Mannor Shrestha	<input checked="" type="checkbox"/>	Ojesh Prakash G.C	<input checked="" type="checkbox"/>	Sanjay Singh Chaudh
<input checked="" type="checkbox"/>	Safal Joshi				

Subject:

Your Message for the class:semester I

Figure 25: BIT semester I Section A name list

The name list of the class appears on the screen and by default all the students are selected, if you do not want to send message to any one of them you can just click once on the selected name. Now you can type the message

Subject:

Dear students,
the first unit test of subject abc will
be held on 25th August 2011.

Best of luck for you exam










Figure 26: Compose mail

You can then click on the send message button so that the message gets in boxed in the selected student's entire message box.

Inbox means you can view the received message.

Sent section will have the list of messages that you have send.

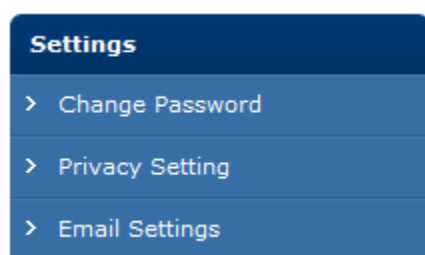
If you want to send message to individual then you have to click on **individual** and you will obtain the following page.

Message		
	Name	
	Yugal B.C	Send Message
	Umesh Kumar Singh	Send Message
	Umesh Kumar Singh	Send Message
	Ujwal Sharma	Send Message
	Top Bahadur Tamang	Send Message
	Til Maya Tamang	Send Message
	Tika Kumari Pun	Send Message
	Tika Kumari Pun	Send Message
	Thakur Pd. Pokhrel	Send Message

So now you can send message to individual people in the institution.

Setting

Clicking on the setting tab you will obtain the following page



In this section you have privilege to Change password, set the privacy setting and Email settings

Academic Calendar

Now let us move to calendar section. Here you can view the events organized by the institution. Gray color in the calendar denotes *Normal events*, Green color denotes *Special events* and Red color denotes *Holiday*

September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Let us see what is there in 8th September, 15th September and 29th September so clicking on the respective date we will get the following information.

Event(s) On 2011-9-8 ×

- SAS DEMO

Event(s) On 2011-9-15 ×

- Teej
- Ggg
- Thames visit

Event(s) On 2011-9-29 ×

- National college visit

Now we will describe about what the users can do in detail

SAS is a system which can be viewed from four perspectives:

- 1) Administration
- 2) Teacher
- 3) Student
- 4) Guardian

Administrative perspective

Now let us see how to operate SAS from administrative perspective. What options are there in SAS for SAS system administrators? The front page of SAS looks as shown in figure 2.

Managing Notice board

The first page will be similar who ever may log into the system, so that it is regarded as a notice board. The one who has authority to manage this page can edit or redesign this page for instance let us consider that administrator has this authority. In the front page we see **Add New** button after clicking on the **Add New** button we will obtain the following page.

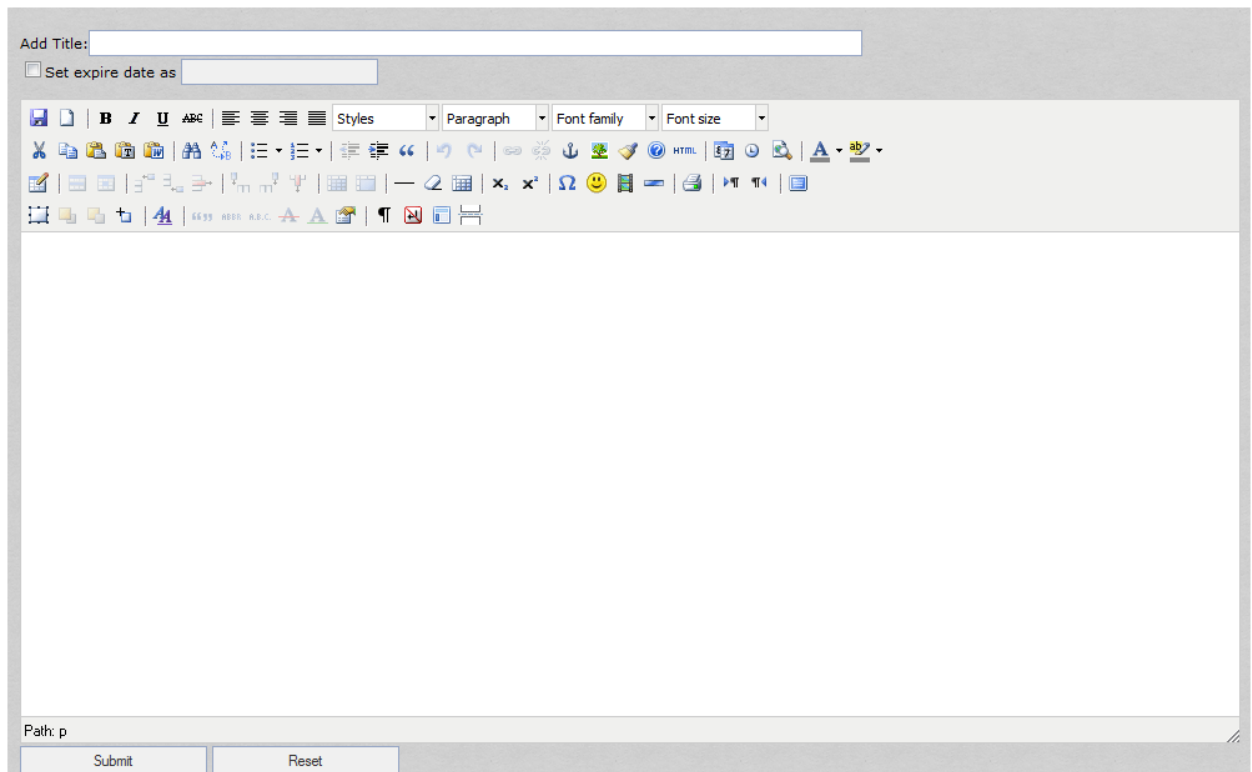


Figure 3: Customizing panel of notice board

Now you can manage the front page as your requirement because it is as simple as you use Microsoft word.

So there are several tabs which are the areas where the person assigned as administrator can access. Let us begin with the admission as this is the first process for any student of any institutions to enroll in the college.

Click on the admission tab the page looks like

Online Admission Form

The screenshot shows a web-based admission form with a blue header bar containing four tabs: 'Admission', 'Form Submission', 'View Admission Details', and 'View Admission Report'. The 'Admission' tab is selected. Below the header, the form is organized into several sections:

- Program:** A dropdown menu with 'Select Program' as the placeholder.
- Title:** A dropdown menu with 'Mr' selected.
- First Name:** A text input field.
- Middle Name:** A text input field.
- Last Name:** A text input field.
- Gender:** A dropdown menu with 'Male' selected.
- DOB (AD):** A text input field.
- DOB (BS):** A text input field.
- Photo:** A text input field with a 'Browse...' button.
- Zone:** A text input field.
- District:** A text input field.
- MPC VDC:** A text input field.
- Ward No:** A text input field.
- House No:** A text input field.
- PO Box:** A text input field.
- Email:** A text input field.
- Phone (Res):** A text input field.
- Phone (mobile):** A text input field.
- Address1:** A text input field.
- Address2:** A text input field.
- Father Name:** A text input field.
- Occupation:** A text input field.
- Complete Mail Address:** A text input field with a small icon on the right.
- Phone (Res):** A text input field.
- Phone (Mobile):** A text input field.
- Email:** A text input field.
- Photo:** A text input field with a 'Browse...' button.

Figure 4: Admission form

We see there are further 3 tabs

- 1) Form submission
- 2) View admission details
- 3) View admission report

After filling the form shown in figure 4 there appears a tab to submit the form which looks as shown in figure 4

The form is divided into two main sections for personal and guardian information, followed by a table for academic details.

Personal Information:

- Mother Name:
- Occupation:
- Complete Mail Address:
- Phone (Res):
- Phone (Mobile):
- Email:
- Photo:

Guardian Information:

- Guardian Name:
- Occupation:
- Complete Mail Address:
- Phone (Res):
- Phone (Mobile):
- Email:
- Photo:

Previous Academic Details Table:

Institute Name	Institute Board	Percentage	Institute Roll	remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 5: Submit form

Similarly the process and report can be seen.

Now after completing the admission let us move to profile tab after clicking on the **profile** tab we can see the page as shown as in figure 6

Profile

The profile page features a navigation bar with tabs: Profile, Contact, Education, Attendance, Documents, and Routine. The 'Profile' tab is active.

Profile Information

Mr. Rajan K Rauniyar [Edit](#)

Gender: Male
 DOB (AD): 1910-01-01
 DOB (BS): 1910-01-01
 Barcode: 13114414037453 [View](#)
 Username: sas
 Entry Date: 2011-08-22 03:36:43

Figure 6: Profile of administrator of SAS

You can view the contact, education and attendance and manage it if the administrator is assigned to do such jobs. How to assign the authority for administrator will be discussed in the upcoming sessions.

Now there is admin panel so let us click on the admin panel and you will see the page as shown in figure 7

Admin Panel

Admin						
Setting						
Batch						
Program						
Faculty						
Class						
Subject						
View Batch List						
Batch Upload						
Attendance						
Manage Access Create New User Edit User Upload Photo View Profile Change Password						
S.N.	Name	Type	Username	Email	Mobile	
	Yugal B.C	Student	yugal.b.c	cob1mfmg@yahoo.com	9803887152,4893880	
	Umesh Kumar Singh	Guardian	umesh.singh1	sebdskgj@gmail.com	9841444959,5554443	
	Umesh Kumar Singh	Guardian	umesh.singh		,9849403222 / 046-520151	
	Ujwal Sharma	Student	ujwal.sharma		9841059233	
	Top Bahadur Tamang	Student	top.tamang	7fngjc7u@yahoo.com	9851497965,6450927	
	Til Maya Tamang	Guardian	til.tamang		,9842840998 / 035-420379	
	Tika Kumari Pun	Guardian	tika.pun1	0ekunjggn@yahoo.com	9851695963,6683973	
	Tika Kumari Pun	Guardian	tika.pun		,88620077	

Figure 7: Admin panel

Now we will describe each tab present on the admin panel, so let's start from setting tab. When we click on setting tab there are further more tabs manage access, create new user, edit user, upload photo, view profile and change password.

Create New User

You can create a new user by filling the following attributes:

Title:

 First Name:

 Middle Name:

 Last Name:

 Gender:

 DOB (AD): Year: Month: Day:

 DOB (BS): Year: Month: Day:

 Barcode:

 User Type:

 UserName:

 Password:

 Retype Password:

Figure 8: Create new user

Access Management

You can manage the access for any user and it depends upon which access is given. Clicking on the manage access tab we get the following page:

Filter by :

Access Control Panel							
Access @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Admission Detail View	<input type="checkbox"/> Change Password	<input type="checkbox"/> Create New User	<input type="checkbox"/> Edit User	<input type="checkbox"/> Profile Setting	<input type="checkbox"/> Upload Photo
Batch @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Batch	<input type="checkbox"/> Delete Batch	<input type="checkbox"/> Edit Batch	<input type="checkbox"/> See / View Batch	<input type="checkbox"/> Upload Batch Data	<input type="checkbox"/> View Batch List
Class @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Class	<input type="checkbox"/> Delete Class	<input type="checkbox"/> Edit Class	<input type="checkbox"/> View Class		
Faculty @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Faculty	<input type="checkbox"/> Delete Faculty	<input type="checkbox"/> Edit Faculty	<input type="checkbox"/> View Faculty		
Program @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Program	<input type="checkbox"/> Delete Program	<input type="checkbox"/> Edit Program	<input type="checkbox"/> View Program		
Subject @ Admin	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Subject	<input type="checkbox"/> Delete Subject	<input type="checkbox"/> Edit Subject	<input type="checkbox"/> View Subject		
Article @ Article	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add New Article	<input type="checkbox"/> Delete Article	<input type="checkbox"/> Edit Article	<input type="checkbox"/> Move Article		
Manage @ Attendance	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Attendance	<input type="checkbox"/> Delete Attendance	<input type="checkbox"/> Edit Attendance	<input type="checkbox"/> Manage Routine		
Event @ Event	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add New Event	<input type="checkbox"/> Delete Event	<input type="checkbox"/> Edit Event			
Exam @ Exam	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Exam	<input type="checkbox"/> Assign Exam Subject	<input type="checkbox"/> Delete Exam	<input type="checkbox"/> Edit Exam	<input type="checkbox"/> Exam Marks Entry	<input type="checkbox"/> View Exam Results
Fee @ Fee	<input type="checkbox"/> Select/Deselect All	<input type="checkbox"/> Add Fee	<input type="checkbox"/> Assign By Class	<input type="checkbox"/> Assign By Individual	<input type="checkbox"/> Delete Fee	<input type="checkbox"/> Edit Fee	<input type="checkbox"/> Take Fee <input type="checkbox"/> View Assigned Class

Figure 9: Manage access

The person who is provided to manage access may be regarded as a Super user, who may be any person assigned by the college.

Editing the user, uploading photo, viewing the profile and changing the password are normal tasks.

Batch Management

Now let us move to batch tab. After clicking on the batch tab we obtain the following page.

S. No.	Batch
1	2067
2	2068

Figure 10: Batch panel

You can add, edit and delete the batch.

Program Management

Clicking on the program tab we obtain the following page

S. No.	Program	Short Name	Max Term
1	Bachelor in Information Technology	BIT	8
2	Bachelors In Engineering	BE	8

Figure 11: Program panel

You can add, edit and delete the program if required

Faculty Management

Clicking on the faculty you will obtain the following page

S. No.	Faculty	Program
1	BIT	Bachelor in Information Technology
2	Civil	Bachelors In Engineering
3	computer	Bachelors In Engineering
4	electrical	Bachelors In Engineering
5	electronics	Bachelors In Engineering

Figure 12: Faculty panel

You can add, edit and delete the faculty if required.

Class Management

Clicking on the class tab you will obtain the following page

S. No.	Class	Short Name	Faculty
1	Semester 2	Sem 2	Civil
2	Semester I	Sem1	BIT
3	Semester I	Sem1	Civil

Figure 13: Class panel

You can add, edit and delete the class if required.

Subject Management

Clicking on the subject you will obtain the following page





Admin							
Setting	Batch	Program	Faculty	Class	Subject	View Batch List	Batch Upload
Subject							
 Add  Edit  Delete							
S. No.	Code	Subject	Type	Class	Faculty	Program	
1	CP-101	Computer Programming	Theory	Semester I	BIT	Bachelor In Information Technology	
2	CP-101	Computer Programming Lab	Practical	Semester I	BIT	Bachelor In Information Technology	
3	SP111	DSP	Theory	Semester I	Civil	Bachelors In Engineering	
4	I-101	Instrumentation	Theory	Semester I	BIT	Bachelor In Information Technology	
5	I-101	Instrumentation Lab	Practical	Semester I	BIT	Bachelor In Information Technology	
6	MAT-101	Mathematics	Theory	Semester I	BIT	Bachelor In Information Technology	
7	P-101	Project	Practical	Semester I	BIT	Bachelor In Information Technology	
8	SUB1	Subject1	Theory	Semester I	Civil	Bachelors In Engineering	
10 <input type="text" value="Page 1"/> of 1  Displaying 1 to 8 of 8 items							

Figure 14: Subject panel

You can add, edit and delete the Subjects as required. These are the overall subjects offered by the academic institution for all the programs offered by the institution.

Batch List

Clicking on the view batch list you will obtain the following page










Photo	Roll	Name	gender	username
	068/BIT/001	Amrit K.C	male	amrit.k.c
	068/BIT/0010	Satish Prasad Shah	male	satish.shah
	068/BIT/0011	Shiva Khanal	male	shiva.khanal
	068/BIT/0012	Ritesh Shrestha	male	ritesh.shrestha
	068/BIT/0013	Yugal B.C	male	yugal.b.c
	068/BIT/0014	Top Bahadur Tamang	male	top.tamang
	068/BIT/0015	Shree Krishna Pun	male	shree.pun
	068/BIT/0016	Laxman Pratap Singh	male	laxman.singh
	068/BIT/0017	Shalu Basnet	female	shalu.basnet

Figure 15: View Batch list

Batch Upload

You can view the batch list of particular batch, program, faculty and class on this tab.

Clicking on the batch upload you will obtain the following page

Admin	Setting	Batch	Program	Faculty	Class	Subject	View Batch List	Batch Upload
<p>Select Batch Academic Details</p> <p>Batch : <input type="text" value="2067"/> Select Program <input type="text" value="Select Program"/> Section : <input type="text"/></p> <p>Download Template</p> <p>Copy-Paste Excel Data Here <input type="text"/></p> <p>View Full Screen</p> <p><input type="button" value="Submit"/></p>								

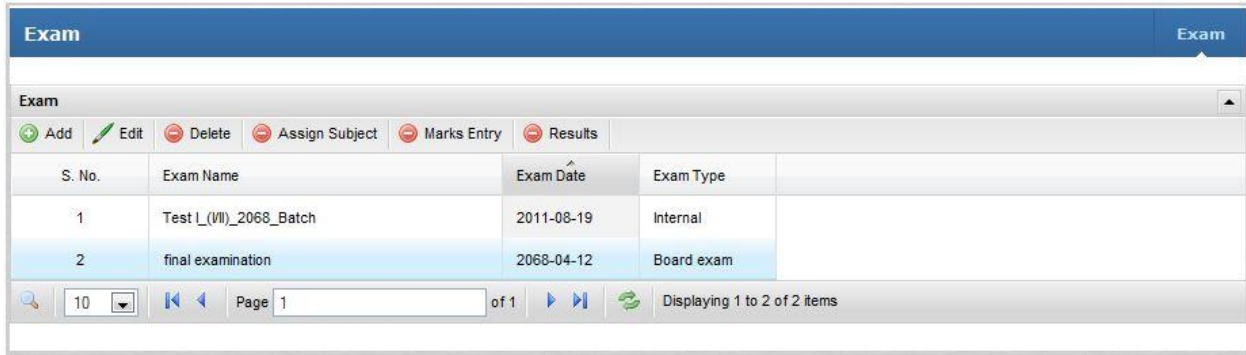
Figure 16: Batch upload

You can download the excel sheet template and fill it and copy-paste the excel data and submit it so that respective profile of the students of that institutions will be created automatically

We have completed the admin panel now let us move to the exam panel.

Exam Management

Clicking on the exam panel you will obtain the following page



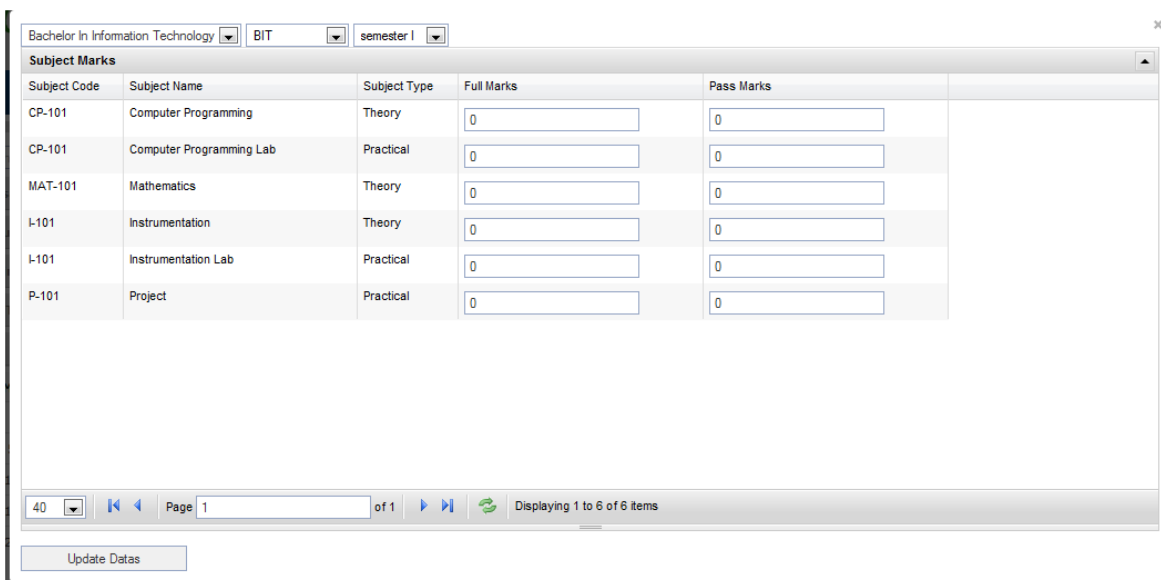
S. No.	Exam Name	Exam Date	Exam Type
1	Test I_(VII)_2068_Batch	2011-08-19	Internal
2	final examination	2068-04-12	Board exam

Navigation: 10 | Page 1 of 1 | Displaying 1 to 2 of 2 items

Figure 17: Exam panel

Assign Subject Marks

There are add, edit, delete, assign subject marks for the exam, marks entry and result tabs. Adding, editing and deleting the exam are needless to explain because it is obvious. After clicking on the exam name once and again clicking on the assign subject marks (full marks and pass marks) tab you obtain the following page where you have to fill up the box where the marks are 0.



Bachelor In Information Technology | BIT | semester I

Subject Code	Subject Name	Subject Type	Full Marks	Pass Marks
CP-101	Computer Programming	Theory	<input type="text" value="0"/>	<input type="text" value="0"/>
CP-101	Computer Programming Lab	Practical	<input type="text" value="0"/>	<input type="text" value="0"/>
MAT-101	Mathematics	Theory	<input type="text" value="0"/>	<input type="text" value="0"/>
I-101	Instrumentation	Theory	<input type="text" value="0"/>	<input type="text" value="0"/>
I-101	Instrumentation Lab	Practical	<input type="text" value="0"/>	<input type="text" value="0"/>
P-101	Project	Practical	<input type="text" value="0"/>	<input type="text" value="0"/>

Navigation: 40 | Page 1 of 1 | Displaying 1 to 6 of 6 items

Update Dates

Figure 18: Assign Subject marks

Marks Entry

After entering the full marks and pass marks you move to enter the marks i.e. marks entry tab. You have to select the exam name first and the clicking on the marks entry tab you will obtain the following page

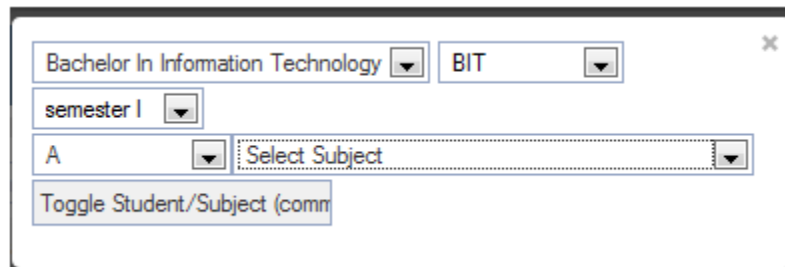
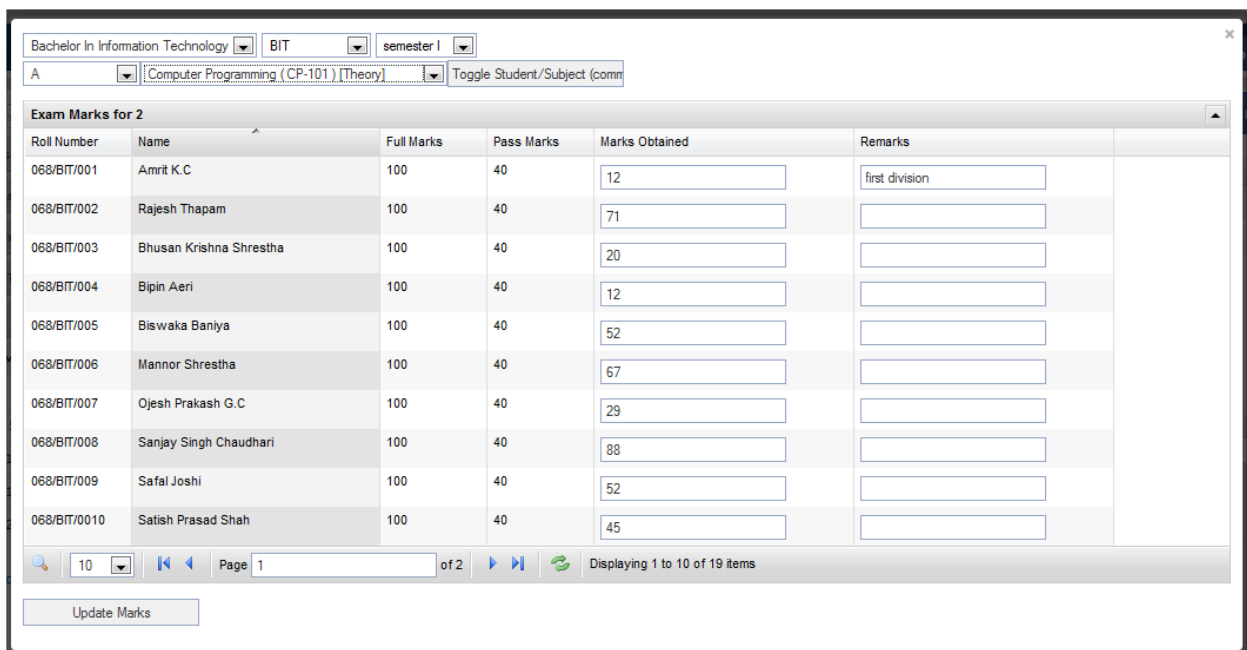


Figure 19: Marks entry 1

So you have to select the subject to enter the marks. For instance let us select a subject Computer programming. And then you will obtain the following page



Roll Number	Name	Full Marks	Pass Marks	Marks Obtained	Remarks
068/BIT/001	Amrit K.C	100	40	12	first division
068/BIT/002	Rajesh Thapam	100	40	71	
068/BIT/003	Bhusan Krishna Shrestha	100	40	20	
068/BIT/004	Bipin Aeri	100	40	12	
068/BIT/005	Biswaka Baniya	100	40	52	
068/BIT/006	Mannor Shrestha	100	40	67	
068/BIT/007	Ojesh Prakash G.C	100	40	29	
068/BIT/008	Sanjay Singh Chaudhari	100	40	88	
068/BIT/009	Safal Joshi	100	40	52	
068/BIT/0010	Satish Prasad Shah	100	40	45	

Figure 20: Marks entry 2

After clicking update marks, the marks will be updated.

We will discuss about the attendance in the teachers section.

Fee Management

Let us move to the fee section. This is a simple system to inform about the fee status of the students. We can take the fee individually by clicking on the take fee tab

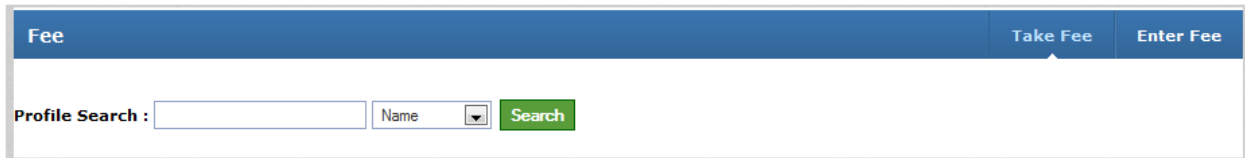
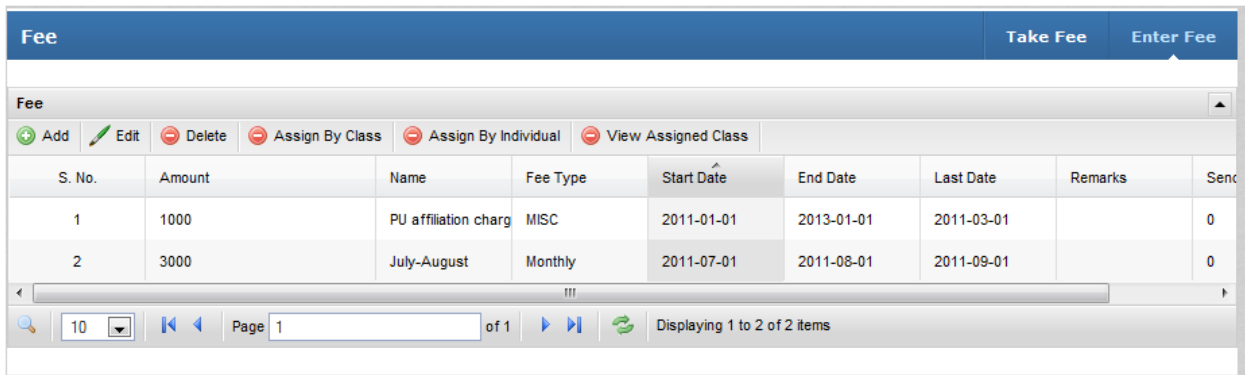


Figure 21: Fee panel (Take fee)

Type the name of the student on the profile search area and take the fee. This action automatically updates the fee status of the student.

You can also enter fee which may be for example bus fee, late fine, monthly fee, miscellaneous and so on. Clicking on the enter fee tab we obtain the following page



S. No.	Amount	Name	Fee Type	Start Date	End Date	Last Date	Remarks	Send
1	1000	PU affiliation charg	MISC	2011-01-01	2013-01-01	2011-03-01		0
2	3000	July-August	Monthly	2011-07-01	2011-08-01	2011-09-01		0

Figure 22: Fee panel (Enter fee)

You can add, edit and delete the fee and you can also assign it by class or an individual.

Teacher's perspective

We will explain about how teacher of particular institution will be facilitated from SAS and what jobs should he/she should perform to save his time.

Login

Let us login from the teacher's id. We have added Mr. Ganesh Gautam as teacher of that institution. So his username by default will be ganesh.gautam and password will be ganesh12345. The password can be changed by ganesh gautam . After entering valid username and password you will obtain the following page

Figure 23: After logging as a teacher

Messaging

Let us begin from the message. Suppose Ganesh Gautam who is assigned as a teacher of the class wants to inform semester I of BIT faculty that the first unit of subject ..abc... is going to be held on 23th August 2011. So this job can be simply done. Click to the message section and again click to new now you will obtain the following page and you have to set the entities.

Figure 24: send message to class

For instance let us take section A for example. After you select section A you will obtain the following page

Send Message to the class

Bachelor In Information Technology BIT semester I A

Message

Select All Select None

	Name		Name		Name
<input checked="" type="checkbox"/>	Amrit K.C	<input checked="" type="checkbox"/>	Satish Prasad Shah	<input checked="" type="checkbox"/>	Shiva Khanal
<input checked="" type="checkbox"/>	Ritesh Shrestha	<input checked="" type="checkbox"/>	Yugal B.C	<input checked="" type="checkbox"/>	Top Bahadur Tamang
<input checked="" type="checkbox"/>	Shree Krishna Pun	<input checked="" type="checkbox"/>	Laxman Pratap Singh	<input checked="" type="checkbox"/>	Shalu Basnet
<input checked="" type="checkbox"/>	Nitina Gotame	<input checked="" type="checkbox"/>	Neha Bhatt	<input checked="" type="checkbox"/>	Rajesh Thapam
<input checked="" type="checkbox"/>	Bhusan Krishna Shre:	<input checked="" type="checkbox"/>	Bipin Aeri	<input checked="" type="checkbox"/>	Biswaka Baniya
<input checked="" type="checkbox"/>	Mannor Shrestha	<input checked="" type="checkbox"/>	Ojesh Prakash G.C	<input checked="" type="checkbox"/>	Sanjay Singh Chaudh
<input checked="" type="checkbox"/>	Safal Joshi				

Subject:

Your Message for the class:semester I

Send Message

Figure 25: BIT semester I Section A name list

The name list of the class appears on the screen and by default all the students are selected, if you do not want to send message to any one of them you can just click once on the selected name. Now you can type the message

Subject:

Dear students,
the first unit test of subject abc will
be held on 25th August 2011.

Best of luck for you exam

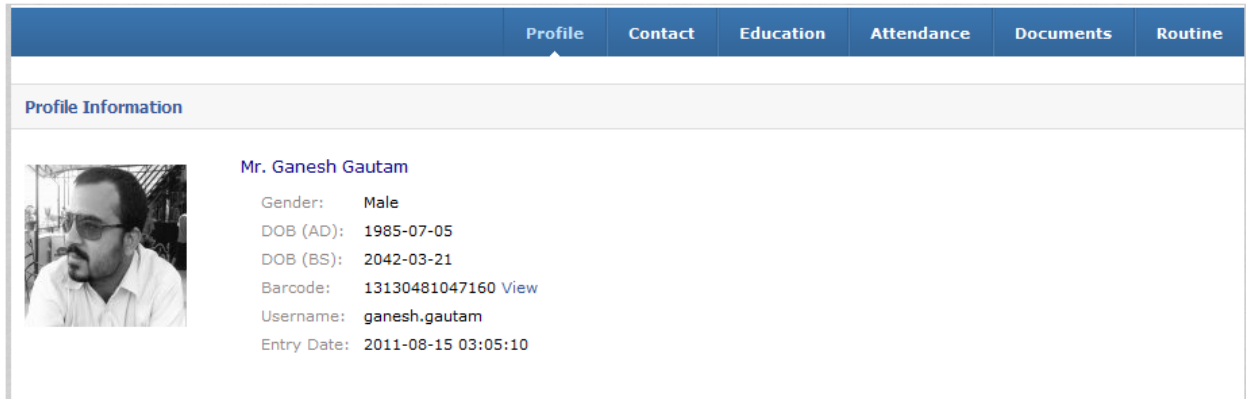
Send Message

Figure 26: Compose mail

You can then click on the send message button so that the message gets in boxed in the selected student's entire message box.

Profile

Lets us move to the profile button of the teacher. Clicking on the profile button you will obtain the following page




Profile Information	
	<p>Mr. Ganesh Gautam</p> <p>Gender: Male</p> <p>DOB (AD): 1985-07-05</p> <p>DOB (BS): 2042-03-21</p> <p>Barcode: 13130481047160 View</p> <p>Username: ganesh.gautam</p> <p>Entry Date: 2011-08-15 03:05:10</p>

Figure 27: Profile of the teacher

Clicking on the contact button you can view his contact details. Clicking on the education button you can view his educational status. When you click on the documents you can view the document that has been stored by the institution for certain purposes. There are two more buttons attendance and routine. Let us first describe the routine first which is very important from teacher's point of view. So clicking on the routine tab you can view your today's routine where to take the class from what time the class starts and at what time does the class ends

View today's routine

Let us consider today is Thursday. So let us click to routine button.

Profile							Contact	Education	Attendance	Documents	Routine
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
Thursday											
Take Attendance											
Subject	Time	Periods	Room	Class	Effective From	Remarks					
Computer Programming	07:15:00-08:55:00	2	205	BIT semester I (A)	2011-08-11						
Computer Programming Lab	11:25:00-13:55:00	3	computer lab	BIT semester I (A)	2011-08-11						

Figure 27: Today's routine of the teacher

Any teacher involved in the institution can view his daily routine if it is dynamic or even if it is static. The time to go to the respective department or the cost to call the coordinator is reduced.

Attendance

Now we will move to attendance section. After clicking on the attendance button we will obtain the following page

First of all you have to select you class.

Profile						Contact	Education	Attendance	Documents	Routine
<input type="text" value="BIT semester I (2068)"/> <input type="button" value="Show Subjects"/>										

Figure 28: Attendance panel 1

After selecting the class you have to click on show subjects. So after clicking on the show subjects button you will get the list of the subjects you are teaching in the institution.

Profile						Contact	Education	Attendance	Documents	Routine
<input type="text" value="BIT semester I (2068)"/> <input type="button" value="Show Subjects"/>										
<input type="button" value="Computer Programming"/> <input type="button" value="Computer Programming Lab"/> <input type="button" value="Project"/>										

Figure 29: Admission panel 2

Now you have to select the subject. For instance let us select Computer Programming.

Date(AD)	Date(BS)	Time	Periods	Room	Attendance	Delete
2011-09-06	2068/05/20	08:55:00-10:35:00	2	203	Attendance X	Delete
2011-08-14	2068/04/29	07:15:00-08:55:00	2	208	Attendance ok	Delete

Figure 30: Admission panel 3

You see **Attendance ok** and **Attendance X**. **Ok** means you already have taken the attendance. You can also download the report regarding the attendance by clicking on the Download Report button. You are supposed to take the attendance where there is **X**. so let us click to this button to take the attendance.

Figure 31: Take attendance

For the security purpose you have to re enter the password. After clicking on the take attendance button you will obtain the following list

Attendance					
Roll	First Name	Middle Name	Last Name	Attendance	Required
068/BIT/0	Amrit		K.C	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Satish	Prasad	Shah	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Shiva		Khanal	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Ritesh		Shrestha	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Yugal		B.C	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Top	Bahadur	Tamang	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Shree	Krishna	Pun	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Laxman	Pratap	Singh	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Shalu		Basnet	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Nitina		Gotame	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Neha		Bhatt	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Rajesh		Thapam	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Bhusan	Krishna	Shrestha	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Bipin		Aeri	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Biswaka		Baniya	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Mannor		Shrestha	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Ojesh	Prakash	G.C	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Sanjay	Singh	Chaudhari	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required
068/BIT/0	Safal		Joshi	<input checked="" type="checkbox"/> Present	<input checked="" type="checkbox"/> Required

100 Page 1 of 1 Displaying 1 to 19 of 19 items

[Update Attendance](#)

Figure 32: Update attendance

You can unselect those students who are absent in the class because by default all the student in the class are present. The importance of the required button is that sometimes half of the class members are in lab or some of them have taken different elective and some of their specialization may be different so in that case required button plays a vital role. The teacher can unselect the required button of those students who are not the member of that class. Finally after taking the attendance you should click on update attendance to complete attendance taking task.

Academic Calendar

Teacher can also view the calendar and view the event. Let's have a snap at calendar

September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Figure 33: Calendar

The red area indicates the holiday, green area indicated that it is special event and blue area indicates that it is normal event. Lets us click on 23rd September, to view what special event is on that day

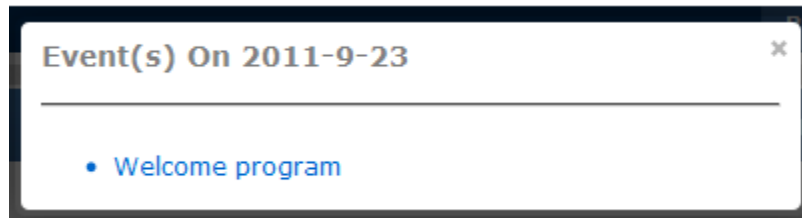


Figure 34: event

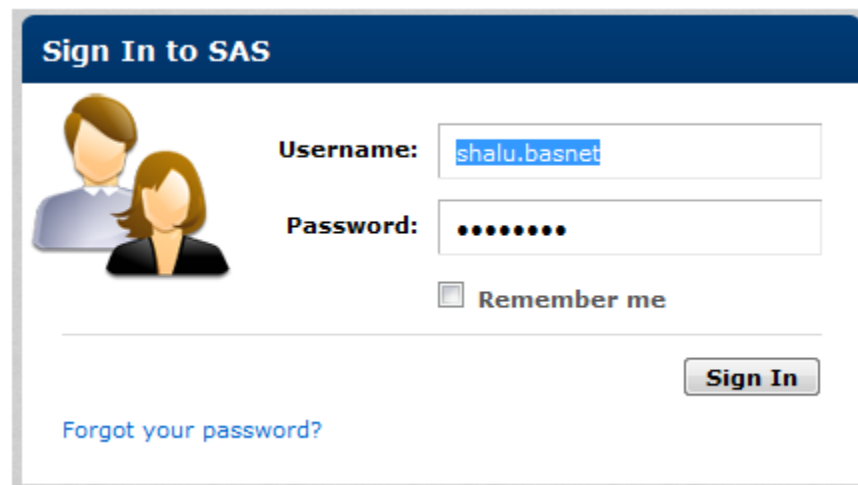
Similarly holiday and normal event can also be viewed and this is common to all of the members of the academic institution and who manages it would be a curiosity to all of us. In fact that person who is given access to manage it will design the calendar.

Student's Perspective

In fact every task performed by the teacher and administrative staffs in this system are to facilitate the student and their guardian as far as possible. The fact of this system is to give an access to view his academic status only.

Login to SAS

Let us login from the student's id. For instance let us take Shalu Basnet as a student under BIT faculty with username of shalu.basnet and password: shalu12345 so let us login



Sign In to SAS

Username: shalu.basnet

Password: ●●●●●●●●●●

Remember me

Sign In

[Forgot your password?](#)

Figure 35: Login as Student

The first page appears if she enters valid username and password

Figure 36: Notice board 3

Messaging

Let us first have a glance at message box; we see that there is message(1) in the message box so let us click on that and read the message. There is Inbox (1) so let us view the message. When you click on the inbox (1) we will obtain the following page.

Message (1)						
>	New					
>	Inbox (1)					
>	Sent					
>	Individual					
Manual						
Settings						
SAS Team						
September 2011						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Figure 37: message panel

Message				Inbox	Sent	Individual
Inbox						
Delete						
S. No.	From	Subject	Date Time			
1	Ganesh Gautam	About Unit Test Of Subject	2011-09-06 19:24:24			
2	Ganesh Gautam	Ishwar	2011-09-07 12:48:45			
3	Rajan K Rauniyar	Assignment I	2011-09-08 16:25:16			
4	Rajan K Rauniyar	Abt Exam	2011-09-05 16:27:37			
5	Ganesh Gautam	Guest Lcecture	2011-08-21 23:37:16			
6	Shalu Basnet	Trip	2011-08-21 21:12:16			
7	Ganesh Gautam	Sports Week	2011-08-17 04:41:15			
8	Rajan K Rauniyar	Regarding Holiday	2011-08-16 22:46:45			
9	Rajan K Rauniyar	Holiday	2011-08-17 03:40:37			

10 Page 1 of 1 Displaying 1 to 9 of 9 items

Figure 38: Message inbox of Ms Shalu Basnet

So let us click to the latest message sent by the teacher of the class Ganesh Gautam.

About Unit Test Of Subject

Ganesh Gautam writes Date: 2011-09-06 19:24:24

Dear students, the first unit test of subject abc will be held on 25th August 2011. Best of luck for you exam

Delete | Reply

Figure 39: Message sent by Ganesh Gautam

This is about the message. One student can send message to another student of the class. And it is similar as how the teacher has sent the message.

The student can also view the notice board as well as event calendar as all the members of the academic institutions have access to view it.

Profile

Now let us move to the profile button of Shalu Basnet and click it.

Profile Information

Ms Shalu Basnet

Gender: Female
 DOB (AD): 0000-00-00
 DOB (BS): 2045-12-21
 Barcode: 13130288676728 [View](#)
 Username: shalu.basnet
 Entry Date: 2011-08-10 20:33:49

Parents/Guardian

Nabraj Basnet **Ful K Basnet** **Dharma Thapa**

Figure 40: profile of student Ms. Shalu Basnet

Wow! The page seems so attractive. In the parents/ Guardian section we can see father mother and local guardian. Let us click to photo of father of Ms. Shalu Basnet.

Ms Shalu Basnet

Gender: Female
 DOB (AD): 0000-00-00
 DOB (BS): 2045-12-21
 Barcode: 13130288676728 [View](#)
 Username: shalu.basnet
 Entry Date: 2011-08-10 20:33:49

Parents/Guardian Information

Mr Nabraj Basnet

Gender: Male
 DOB (AD): 0000-00-00
 DOB (BS): 0000-00-00
 Barcode: (blank)
 Username: nabraj.basnet1
 Entry Date: 2011-08-10 20:56:31

Contact

Mobile: 9841523654 Country: (blank)
 Phone: 4501573 Zone: (blank)
 Email: aonsg0cd_@gmail.com District: (blank)
 P.O.Box: (blank) MPC/VDC: (blank)
 Website: (blank) City: (blank)
 Address1: (blank)
 Address2: (blank)
 Ward Number: (blank)

Figure 41: contact details of father of student Ms. Shalu Basnet

From the management perspective you can view the contact of any guardian immediately.

Under the profile of Ms. Shalu Basnet you can see the following buttons

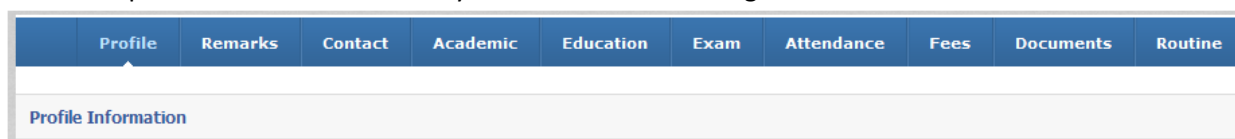


Figure 42: Details under student's profile

Remarks

Ms Shalu Basnet can view the remarks which may be positive or negative. These remarks are added by the person who is given the authority to perform it. Let us click to the remarks button

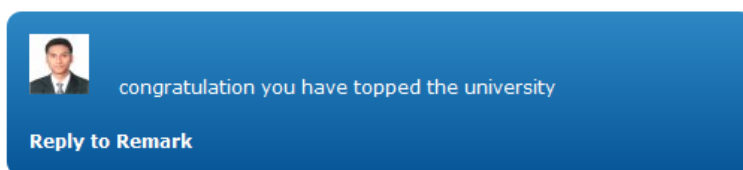


Figure 43: Remarks

It is important to the management because while making her character certificate it may play a vital role.

Contact

Clicking on the contact button you can see the contact information of Shalu Basnet and this access is given to the administrator of the system or anyone whom the governing body of the academic institution likes to give access so that no conflict may arise in the future.

Academic

Now clicking on the academic button you will obtain the following page

Profile	Remarks	Contact	Academic	Education	Exam	Attendance	Fees	Documents	Routine
Profile Class Information									
Add Edit Delete Make Selected Class Active									
S. No.	Class Name	Short Name	Roll	Section	Active Class				
1	Semester I	Sem1	068/BIT/0017	A	1				
10 Page 1 of 1 Displaying 1 to 1 of 1 items									
Academic Enrollment Information									
Batch: 2068									
Faculty: BIT									
Program: Bachelor In Information Technology									

Figure 44: Academic details

The page shows that she is currently enrolled on BIT Batch of 2068, her roll number and section can also be viewed in this section

Education

Clicking on the education button you will obtain the following page.

Profile	Remarks	Contact	Academic	Education	Exam	Attendance	Fees	Documents	Routine
Educational Information									
Add Edit Delete									
S. No.	Institute Name	Institute Board	Percentage	Institute Roll	Remarks				
1	Galaxy Publica School	SLC	89	8618909d	Distinction				
2	Himalayan White House Intl College	HSEB	99	8106553o	Distinction				
10 Page 1 of 1 Displaying 1 to 2 of 2 items									

Figure 45: Education details

You can see Ms Shalu Basnet's previous academic records. It is important to teacher because he/she can know what was her academic performance before enrolling to this institution and decide how much effort should he/she put on to make the academic performance of Ms Shalu better.

Exam

Clicking on the exam button you will obtain the following page

S. No.	Name	Date	Type
1	Final Examination	2068-04-12	Board Exam
2	Ioe Exam	2011-09-06	Board

Figure 46: Exam details

You can view the series of exam you have appeared in. so if you are interested to view the marks that you have obtained in final exam the select the final exam and click on to the view button

Code	Subject	Type	Full Mark	Pass Mark	Marks Obtained	Highest Mark	Lowest Mark	Remarks	Marks Entered By
CP-101	Computer Programming	Theory	100	40	89	89	12	first division	R K Rauniyar
CP-101	Computer Programming Lab	Practical	50	20	50	50	8	first division	R K Rauniyar
I-101	Instrumentation	Theory	100	40	94	94	12	first division	R K Rauniyar
I-101	Instrumentation Lab	Practical	25	10	25	25	20	first division	R K Rauniyar
MAT-101	Mathematics	Theory	100	40	99	99	0	first division	R K Rauniyar
P-101	Project	Practical	100	40	99	99	77	first division	R K Rauniyar

Figure 47: Mark sheet of Ms Shalu Basnet

You can view you Mark sheet and compare it with the highest and lowest marks of the class.

Attendance

Let us move on to attendance button and let's click on it

Figure 48: Attendance panel of Shalu Basnet

You can view your attendance depending upon the subjects that you select. Let us select Computer Programming for instance and view her attendance status.

Profile	Remarks	Contact	Academic	Education	Exam	Attendance	Fees	Documents	Routine
Computer Programming									
Computer Programming Lab									
Mathematics									
Instrumentation									
Instrumentation Lab									
Project									
Rajan K Rauniyar									
Download As Excel									
ID	Date(AD)	Date(BS)	Start Time	End Time	Number of Periods	Attendance			
1	2011-09-08	2068/05/22	00:00:00	00:00:00	2	present			
Total Number of Period					2				
Total Present Period					2	100.000 %			
Ganesh Gautam									
Download As Excel									
ID	Date(AD)	Date(BS)	Start Time	End Time	Number of Periods	Attendance			
1	2011-09-06	2068/05/20	08:55:00	10:35:00	2	Not Available			
2	2011-08-14	2068/04/29	07:15:00	08:55:00	2	present			
Total Number of Period					4				
Total Present Period					2	50.000 %			

Figure 49: Attendance status of Computer programming of Ms Shalu Basnet

You can also download the attendance as Excel Sheet by clicking on the **Download As Excel** button. Similarly the attendance status of other subjects can be viewed in similar manner.

Fees

Let us now move to **Fees** section. Clicking on the Fees button you will obtain the following page.

Profile	Remarks	Contact	Academic	Education	Exam	Attendance	Fees	Documents	Routine	
Fee										
S. No.	Fee Name	Fee Type	Amount	Date Paid	Amount Received	Due Amount	Start Date	End Date	Last Date	Checked By
1	July-August	Monthly	3000	2011-08-15 02:13:36	3000	0	2011-07-01	2011-08-01	2011-09-01	rajan rauniyar
2	PU affiliation cha	MISC	1000	2011-08-15 02:13:51	1000	0	2011-01-01	2013-01-01	2011-03-01	rajan rauniyar
Total			4000		4000	0				
10 Page 1 of 1 Displaying 1 to 2 of 2 items										

Figure 50: Fee panel of Ms Shalu Basnet

You can view your Fee status what are the fees charged to you and what you have paid. You see that shalu has been charged July-August Monthly fee of 3000/- and she has paid the amount since we see that her due amount is 0. Similarly she has been charged an amount of 1000/- as PU affiliation charge and she has paid it since we see due amount is 0. In this way Ms Shalu and her parents can view her fee status.

Documents

Let us now move to documents section. You can have a glance at the important documents that the academic institution has felt it as important. Let's click on the documents button and see what documents of Ms Shalu has been uploaded.

Profile				Contact	Education	Attendance	Documents	Routine
Documents								
Delete								
S.No	Document Name	Date						
1	Penguins	2011-08-18						
2	College_logo	2011-09-02						

Figure 51: Documents of Ms Shalu Basnet

These are the documents that have been uploaded by authorized person of the college under the profile of Ms Shalu Basnet

Routine

Clicking on the **Routine** button you will obtain the following information

Profile		Remarks	Contact	Academic	Education	Exam	Attendance	Fees	Documents	Routine
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Wednesday										
Edit Delete										
Subject	Teacher	Time	Periods	Room	Effective From	Remarks				
Project	Sarbagya Shakya Rajan K Rauniyar Ganesh Gautam	07:15:00-09:45:00	3	project lab	2011-08-11	practical				
Mathematics	Siwani Kunwar	09:45:00-10:35:00	1	204	2011-08-11	Theory				
Instrumentation	Abhishek Nepal	11:25:00-13:55:00	3	204	2011-11-08	Theory				

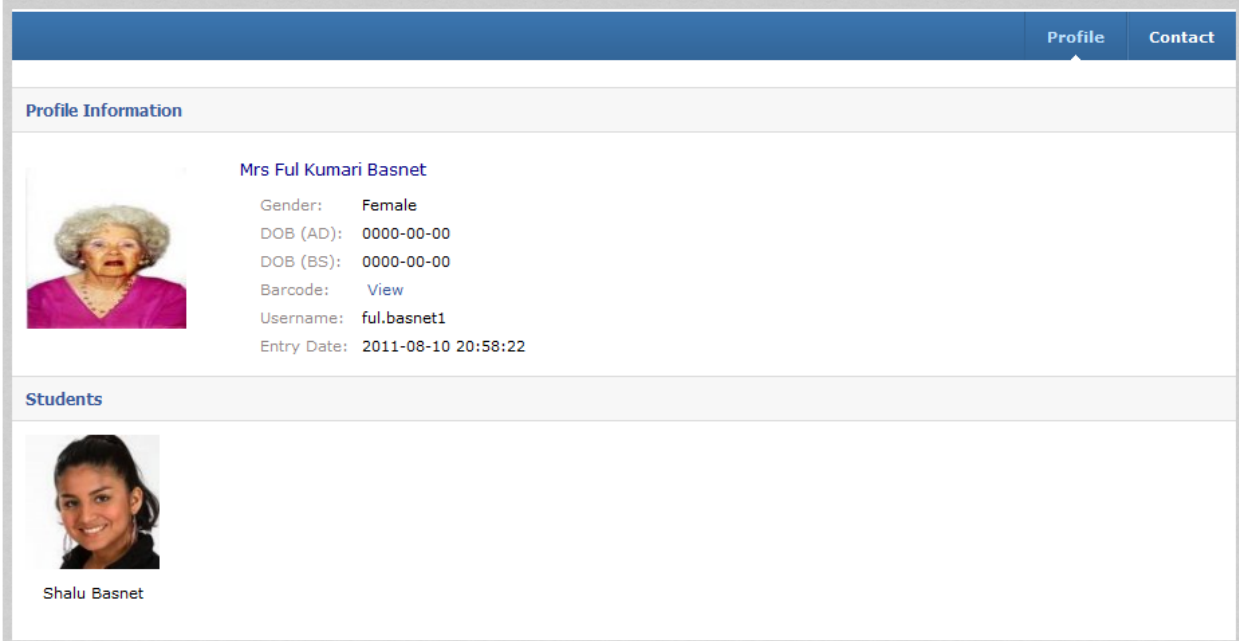
Figure 52: Class routine of BIT semester I

You can view your daily routine regarding the class. It also benefits the guardian because they can know at which time the class of their children ends and predict the time of her children to arrive home.

Guardians Perspective

Login to SAS

Guardians have all the access as that of students but the login id for the guardian is different. Let us login from guardian id. For instance let us take Mrs Ful K Basnet mother of Ms Shalu Basnet with a username of ful.basnet1 and password of ful12345



The screenshot shows a user interface for a guardian's profile. At the top right, there are two tabs: "Profile" (selected) and "Contact". Below the tabs is a section titled "Profile Information". On the left of this section is a photo of an elderly woman with white hair, wearing a purple top. To the right of the photo, the name "Mrs Ful Kumari Basnet" is displayed in blue. Below the name, several fields are listed: "Gender: Female", "DOB (AD): 0000-00-00", "DOB (BS): 0000-00-00", "Barcode: View", "Username: ful.basnet1", and "Entry Date: 2011-08-10 20:58:22". Below the "Profile Information" section is a section titled "Students". Under this section, there is a photo of a young woman with dark hair, wearing a black top. Below the photo, the name "Shalu Basnet" is displayed.

Figure 53: logged in from guardian id

Now to view her children's academic status Mrs Ful Kumari Basnet has to click on Ms Shalu Basnet's photo. So let us click on the photo of Ms Shalu Basnet

The screenshot displays a web interface for viewing a student's profile. At the top, there is a navigation menu with tabs: Profile, Remarks, Contact, Academic, Education, Exam, Attendance, Fees, Documents, and Routine. The 'Profile' tab is selected.

Profile Information

Ms Shalu Basnet [Send Message](#)

Gender: Female
DOB (AD): 0000-00-00
DOB (BS): 2045-12-21
Barcode: 13130288676728 [View](#)
Username: shalu.basnet
Entry Date: 2011-08-10 20:33:49

Parents/Guardian




 Nabraj Basnet  Ful K Basnet  Dharma Thapa

Figure 54: viewing Shalu Basnet's profile by her parents

Other processes are similar to that from the student's perspective