1. Login to \rightarrow <u>https://isquareit.akronsystems.com</u>

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2. Enter Your Username and Password

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3. Introducing Dashboard – Dashboard defined with user role wise, every user roll get different dashboard which assigned by admin.



4. In left panel you will get all the active modules, Active modules also assigned by user roll wise. Every user will get only assigned module menu. Also every admin i.e Systems Admin, Academic Admin and Administration department can get access of all master settings.

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5. Student Menu- Here user can get all rights of student sections. Like New student admission, Student listing, Student Promotion, Student academic status update etc..

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6. Fees Menu - - User can collect all types of Fees, fines and any other dues form this menu.

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ACADEMIC PAID EEES

7. Teaching Module – Here user like HoD or academic coordinator can assign division to student, assign roll no to student, create practical batches as per requirements, subject and batches assign to faculty members. Also user can create teaching and practical plan and take student attendance form the higher class and first year teaching module.

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8. Library – In the library module user can use following features like book circulation, raise fine request, also every user can use OPAC system i.e search and reserve book facilty from there login.

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9. Hostel Module- Here hostel rector can add hostel details, room assets. Alos user can allocates room to the students, employee or visitors. User can maintained the student In/Out and visitor register.

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10. Leave Management – Leave can assign to the faculties as per the organization policy. Also user can apply for the leave, request to substitute. After applying leave and request approved by the substitute HOD can approve / disapprove the leave, if leave is approved then it is forwarded to the principal for the approval. Also user can apply for the gate pass for his personal and official work

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11. Payroll Settings – Here user can generate Pay slip muster, Pay slip register, Pay slips and consolidated salary details.

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12. Reports- Every user can get only assigned reports menu. They can generate various reports from assigned menus. All reports are dynamically designed.

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