

MS HIFZ ACADEMY ERP - Student Administration Module

Student Administration Module

This document covers the complete workflow for managing students in the MS Hifz Academy ERP -" from enrolling a new student to promoting, demoting, deactivating, and managing student documents.

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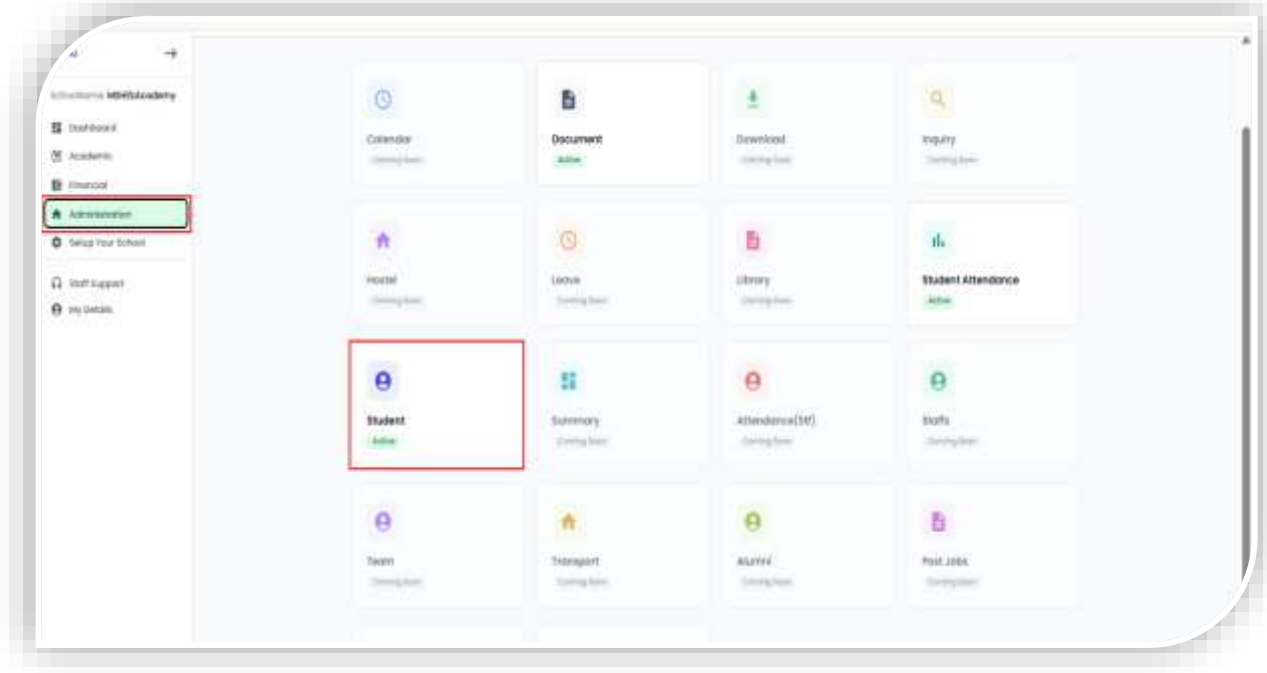
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Navigate to Administration

1. Log in to the MS Hifz Academy ERP portal.
2. From the top header, select the required **Branch** and **Academic Year**.
3. In the left sidebar, click on **Administration**.
4. The Administration module will open with the student management options.



Student Administration -" Main interface for managing student records.

Step 1 -" Enroll a New Student

To add a new student to the system:

1. In the Administration module, click on **Create Student**.
2. The **New Student Enrollment** form will open. Fill in all sections:

Section A -" Basic Information

- **Student Name** -" Enter the full name of the student.
- **Date of Birth** -" Select DOB from the calendar picker.
- **Gender** -" Select Male / Female.
- **Blood Group** -" Select from dropdown (optional).
- **Nationality** -" Enter nationality.
- **Religion** -" Enter religion.
- **Aadhaar Number** -" Enter the student's Aadhaar number (optional).

Section B -" Parent / Guardian Information

- **Father's Name** -" Full name of the father.
- **Father's Occupation** -" Father's profession.
- **Father's Phone** -" Primary contact number.
- **Mother's Name** -" Full name of the mother.
- **Guardian Name** -" If different from parents, enter guardian name.
- **Guardian Relation** -" Relationship to student.
- **Emergency Contact** -" Alternate contact number.
- **Address** -" Residential address.

Section C -" Academic Assignment

- **Class** -" Select the class to enroll the student in.
- **Section** -" Select the section (A, B, C, etc.).
- **Roll Number** -" Optionally set a roll number; auto-assigned if left blank.
- **Admission Date** -" Date of admission.
- **Previous School** -" Name of the previous school (optional).
- **Student Type** -" Hifz / Academic / Both.

Section D -" Photo Upload

- Click **Upload Photo** to upload a student photograph.
- Supported formats: JPG, PNG. Recommended size: passport size (150—200 px or larger).
- After filling all required fields, click **Save Student**.
- The system will auto-generate a unique **Admission Number** (e.g., *HACM0005123*).
- The student is now enrolled and will appear in the student list for the selected branch and academic year.

The student's fee structure is automatically assigned based on their class after enrollment. Go to the Fee Module to customize or apply concessions.

Students
Create Student
Search
Class Summary
Report
Certificates
Inactive
Upgrade
De-promote

Create New Student

Class *
-- Select --

Section *
-- Select --

Admission No

Admission Date *
04/08/2026

Roll Number

Admission Category *
-- Select --

Admission Class *

Location
Hyderabad

Branch *
Vijay Nagar Colony

Academic Year
2025-2027

Personal Details
Collapse

First Name *

Last Name *

Gender *
-- Select --

Date of Birth *
mm/dd/yyyy

Blood Group

Aadhar Card No *

Religion

Mother Tongue

Caste

Category

Student Type

House

Height (cm)

Weight (kg)

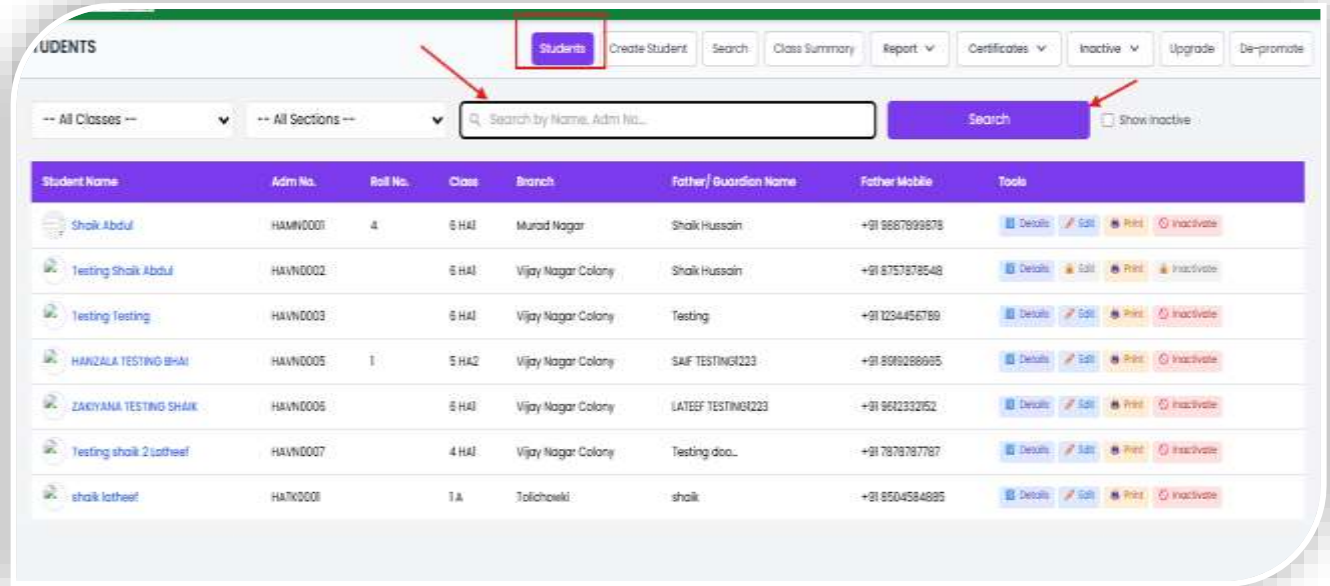
Samagra ID

Child ID

Create Student -" Fill in the required fields to enroll a new student.

Step 2 -" Search & View Students

1. In the Administration module, click on **Search Student**.
2. Use the search filters to find a student:
 - o **Search by Name** -" Type the student's name.
 - o **Search by Admission No.** -" Enter the admission number.
 - o **Filter by Class / Section** -" Select a class and section from the dropdowns.
 - o **Filter by Status** -" Active / Inactive / All.
3. The matching student records will display in a table showing: S.No, Name, Roll No, Admission No, Class, Section, Father's Name, Status.
4. Click on any student row to view their **complete profile**.

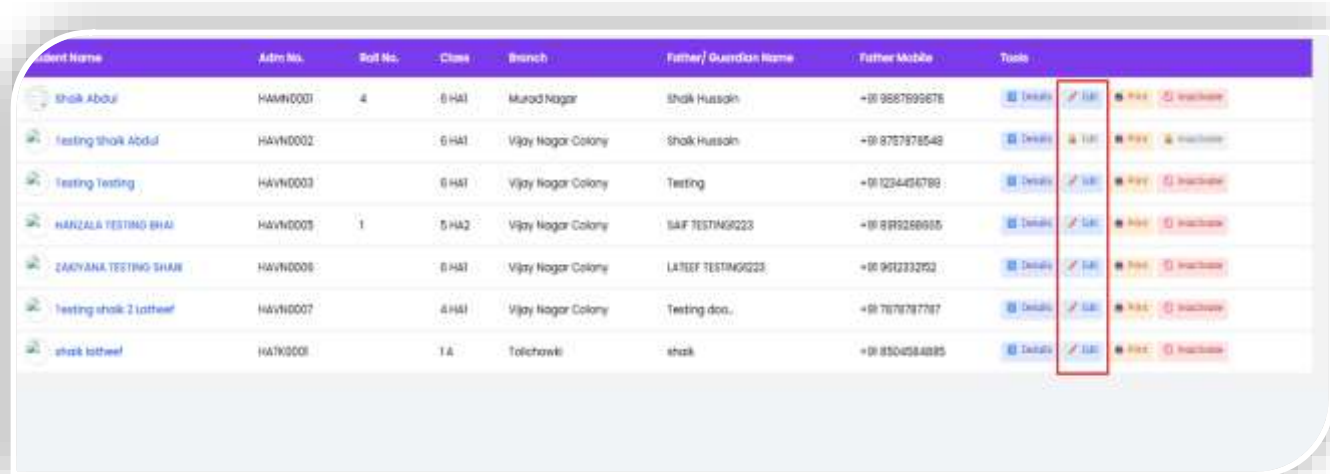


View Student -" Complete profile of the selected student.

Step 3 -" Edit Student Details

1. Search for and open the student profile (Step 2).
2. Click the **Edit** button on the student profile page.
3. Modify any required fields -" personal information, contact details, class/section, photo, etc.
4. Click **Save** to apply changes.
5. Changes are logged in the audit trail with the user who made the change and the timestamp.

The Admission Number cannot be changed once assigned. Contact the system Admin if a correction is needed.



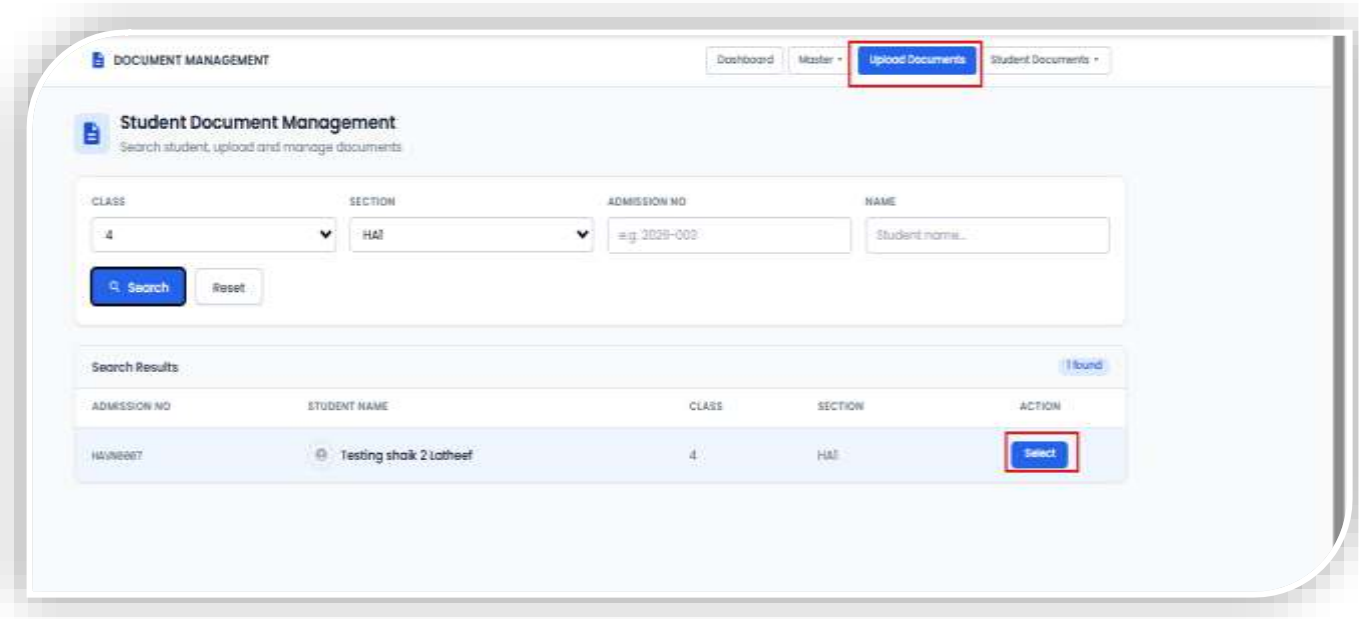
Edit Student -" Modify the selected student's details.

Step 4 -" Manage Student Documents

Upload and manage important student documents (Aadhaar card, Transfer Certificate, Caste Certificate, etc.).

- Open the Administration module and click on the **Documents** tab.
 - Click **Upload Document**.
 - Select the Student by Admission Number | Name or Filter by class and section for which student to upload the document.
 - Select the **Document Type** from the dropdown (configured in Setup Your School â†’ Document Types).
 - Click **Choose File** and select the document file (PDF, JPG, or PNG).
 - Click **Upload**. The document will be attached to the student record.
 - All uploaded documents are visible in the Documents tab with their type, upload date, and a download/view link.

Document Types are configured under **Setup Your School â†’ Document Types**. Create relevant types (Aadhaar, TC, Caste Certificate, Birth Certificate) before uploading.



Step 5 -" Promote Students

At the end of each academic year, promote students to the next class.

1. In Administration, click on **Promote Students**.
2. Select the **Current Academic Year** and **Branch**.
3. Select the **Current Class** (e.g., Class 6) and **Promote To Class** (e.g., Class 7).
4. The list of students in the selected class will display.
5. Check the checkboxes for the students you want to promote. Use **Select All** to promote the entire class.
6. Select the **Target Academic Year** (the new year, e.g., 2026-2027).
7. Select the **Target Section** for the promoted students.
8. Click **Promote**.
9. Confirm the action in the confirmation dialog.
10. The selected students are promoted -" a new academic record is created for them in the next class and academic year.

Once promoted, students retain all their historical academic and fee records from the previous year. Promotion does NOT delete old data.

Students not selected during promotion remain in the current class for the new academic year.

Bulk Student Upgrade

Source (Current State)

2026-2027 | S | All Sec

Search Source Students...

1 Students Found

Adm No	Name	Class	Total Due
HAVH0005	HANZALA TESTING BHAI	S HAZ	0

Target (Promote To)

2027-2028 | 6 | All Sec

1 Students Already in Target

Adm No	Name	Status
HAVH0005	Testing!	Promoted

Upgrade >>

1 Selected

Promote Students -" Select students to promote and specify the target class and academic year.

Step 6 -" Demote Students

If a student needs to be moved back to a previous class (e.g., failed exam, re-admission):

1. In Administration, click on **Demote Students**.
2. Select the **Academic Year**, **Branch**, and **Current Class**.
3. The student list for that class will appear.
4. Select the student(s) to demote.
5. Select the **Demote To Class** and target **Section**.
6. Click **Demote** and confirm the action.
7. The student's academic record is updated to the previous class. The demotion event is logged in the audit trail.

Important: Demotion is a significant action and is logged permanently. The system enforces a demotion locking mechanism -" once demoted in a session, the action cannot be undone without Admin intervention. Use with care.

Demote Students -" Select students to demote and specify the target class and academic year.

Step 7 -" Make Student Inactive

When a student leaves the school (Transfer Certificate, withdrawal, etc.):

1. In Administration, click on **Make Student Inactive**.
2. Search for the student by name or admission number.
3. Select the student from the results.
4. Select the **Reason for Inactivation**:
 - Transfer Certificate Issued
 - Withdrawn
 - Completed Course
 - Other
5. Enter a **Remarks** or note (optional but recommended).
6. Click **Make Inactive** and confirm the action.
7. The student's status changes to **Inactive**. They will no longer appear in active student lists.
8. All historical data (fee records, marks, attendance) is preserved and accessible via the Search Student screen using the *Status: All or Inactive* filter.

Inactive students do not receive new fee assignments or attendance records. Their historical data remains available for report generation.

STUDENTS

Students Create Student Search Class Summary Report Certificates **Inactive** Upgrade Do-promote

Make Student Inactive [Get Help](#)

Search adm. number: 5 Search student name: HANZALA TESTING BHAI Go

04/12/2025 testing **Make Inactive**

Please enter an inactivation date.

Fee [Add New Fee Structure](#)

Sl.	Title	Details
1	Tuition Fee	Payable = 0

Student Detail

Student Name: HANZALA TESTING BHAI Admission no.: HAVN0005

Roll No.: 1 Class: SHA2

Father name: SAIF TESTING1223 Mother Name: WASIYA TESTING

Father Mobile: +91 8919289555 Mother Mobile: +91 9632547878

Inactive Student -" View and manage details of inactive students.

Step 8 -" Import Students in Bulk

To enroll multiple students at once using an Excel file:

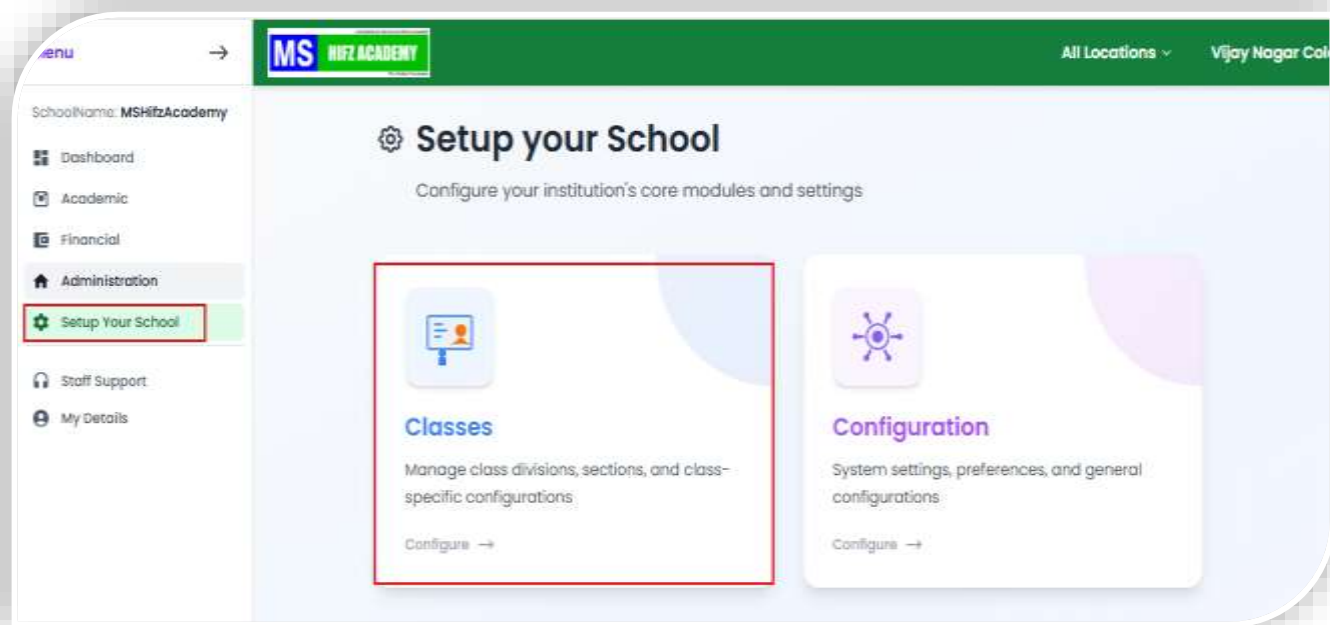
1. In Administration, click on **Import Students**.
2. Click **Download Template** to get the standard Excel template.
3. Open the template and fill in the student data:
 - o Columns: Student Name, Date of Birth, Gender, Father's Name, Father's Phone, Mother's Name, Class, Section, Admission Date, etc.
 - o Do not modify column headers in the template.
 - o Maximum 100 records per import.
4. Save the completed Excel file.
5. On the Import Students screen, click **Choose File** and select the filled template.
6. Click **Upload**.
7. The system will validate the data and display a preview of records to be imported.
8. If there are errors, they will be highlighted -" correct them in the Excel file and re-upload.
9. If validation passes, click **Confirm Import**.
10. All students are enrolled and Admission Numbers are auto-generated.

Ensure that the Class and Section values in the Excel file exactly match the names configured in the Classes Management screen.

Step 9 -" Classes & Sections Management

Before enrolling students, classes and sections must be set up.

1. In Administration, click on **Classes Management**.
2. The Classes Management screen shows all classes and their sections for the selected branch and academic year.
3. To create a new class:
 - Click **Add Class**.
 - Enter the **Class Name** (e.g., Class 6, Grade 1, Hifz Junior).
 - Enter the **Sections** (e.g., A, B -" one per line or comma-separated).
 - Set the **Display Order**.
 - Click **Save**.
4. To copy class structure to another branch or another academic year, click **Copy Structure**:
 - Select the **Source Branch** and **Source Academic Year**.
 - Select the **Target Branch** and **Target Academic Year**.
 - Click **Copy**. All classes and sections from the source are duplicated to the target.
5. The **Class Summary** screen (accessible from Classes Management) shows how many students are in each class/section.



**Classes** [Get Help](#)[Assign Class Teachers](#)[Assign Display Order](#)[+ Add/Edit Class](#)

Class Selection

All classes

Section Selection

Class Group



Class Name

Class Teacher

Class Monitor

Total Students

Action



No classes found

Get started by adding a new class.

CREATE CLASS AND SECTION / [Back](#)**Class Summary**[Copy Structure](#)

Class

Section

Actions

No classes found for this branch/year.

Create Class

Class*

4

Section +

Section Name

Student Strength

Action

HJ1

20



HJ2

20



Assign to the Branch*

Murad Nagar

[Reset](#)[Save](#)

Student Field Reference

Field	Required	Description
Student Name	Yes	Full legal name of the student
Date of Birth	Yes	DD/MM/YYYY format
Gender	Yes	Male / Female
Father's Name	Yes	Used in report cards and documents
Father's Phone	Yes	Primary contact number
Mother's Name	No	Optional but recommended
Class	Yes	Must match a configured class
Section	Yes	Must match a configured section
Admission Date	Yes	Date of joining the school
Admission Number	Auto	System-generated unique ID
Roll Number	No	Auto-assigned if blank
Student Type	Yes	Hifz / Academic / Both
Photo	No	Appears on report cards and ID cards
Aadhaar Number	No	12-digit government ID number
Address	No	Residential address
Blood Group	No	A+, B+, O+, etc.
Previous School	No	Last attended institution