

FOCUS Infotrak

Ideal for :

- Schools
- Colleges
- Universities
- Training Institutes



The Total Solution for Educational Institutions

Infotrak

"The Total Solution for Educational Institutions"



Institution Management made easy ●●●●●

Infotrak has been designed to make Educational Institute Management easier and much quicker by automating and centralizing the administrative, accounting and academic activities, thus covering all necessary requirements of your Institution. It records, manages, sorts and filters large volumes of data fed by the user and makes it available in customizable formats which can be updated as and when desired. **Infotrak** is a comprehensive solution that not only assists the Educational Institute Management but also benefits the stakeholders in the education process, viz., the teachers Faculties/HOD, the students and their parents. It is a powerful software that has been specifically devised to abolish the painstaking process of groping through heaps of records by making information available at fingertips. So whether it is information on the books in your library, your students or staff, the class schedules or your financials, all the information is just a few mouse-clicks away, right there on your desktop. It is what we call...

Student Information System ●●●●●

A flexible and complete database of all students can be maintained with facilities to sort and filter any kind of information using multiple queries. Infotrak extends help at the time of registration / admission of students to study their general aspects through various angles and modes. **Infotrak** allows combined reporting of library book details, performance and outstanding fees details etc., of siblings based on their parental details. Unlimited number of user-definable reports can be generated with the powerful report writer to extract student information depending upon user-defined queries. (It includes Ministry Report / Blue Book and Results Book as per U.A.E., Ministry requirements.)

KEY FEATURES

**Application forms - Student test and Selection - Registration/Admission - Student Profile
- Photo Scanning - Parental Details - Academic Details - Transportation Details - Fee Details**

Teachers / Faculties Information ●●●●●

Infotrak records the personal details of Teachers / Faculties / HOD along with their photographs. It helps in allocation of periods by sorting and filtering the details. Them who are free during a particular day, period and also maintaining their scheduling reports. The performance analysis of students, classwise or subject-wise indirectly helps the management to asses the performance of teachers Faculties/HOD also.

Transportation ●●●●●

Infotrak provides information related to Institutes transportation by keeping track of driver, conductor, route and schedule of a bus. There is also a direct mapping of the route number and the student's pick-up point. The automatic billing of the monthly bus fee takes into account data such as whether the student is travelling by a/c, non a/c bus, route, one-way / two-way, destination, pick-up time, place, fuel consumption per km / day / month etc.

Alumni Management ●●●●●

An Institution alumni represents an important resource pool. The History feature provided in the application maintains information about past students. Besides basic information, the marks and other career development aspects of the ex-students can also be stored with all required reports and mailing labels.

Medical ●●●●●

Infotrak provides a fully integrated reporting and data entry module with complete medical information including past history of illness, medical examination, pre-school immunization and school immunization (Boosters). All reports, such as Students daily log book, Immunization report and etc.

KEY FEATURES

Student Daily Log book - Student Health Examination Report - Notified Communicable Disease - Immunization Report - First-aid Administration - Number of Referrals - Health Education - Supervision of General Hygiene of School

Library Automation ●●●●●

Infotrak provides an advanced and efficient Library Management with a complete and organized database of all books. All reports can be filtered based on user-defined queries such as the Book title, Author, Publication, Subject etc. It keeps track of all the books available, issued, returned, reserve or outstanding and the corresponding fines. It also facilitates separate identity for students, teaching and non-teaching staff and temporary memberships.

KEY FEATURES

Book History - Card History - Defaulters List - Issues and Returns - Books Order/Purchase - Publisher / Supplier Information - Inventory - Label, Card printing etc.

Performance Analysis ●●●●●

Infotrak comes with a powerful report writer which can generate user-defined reports in the format of Charts, Graphs and other statistics. The application enables the user to review and analyze the performance of an individual, class or whole Institution within no time. E-mail integration enables these reports to be mailed to the users and also to parents who could review Graphs and Data of their child's progress over a period of time to alerts the parents as too their child's performance. The provision for printing progress reports in user-definable format is a unique feature which includes deviation of marks, median, highest scores, average scores etc.

KEY FEATURES

Powerful Report Writer - Statistical Analysis - E-Mail Intimation - Progress Report

Attendance ●●●●●

Infotrak monitors student attendance of classes, on a daily basis or subject wise. The reports generated include:

- Detailed Report showing class wise attendance for a selected period, day wise / subject wise, with present, absent, leave, total and percentage.
- Consolidated Report showing class wise attendance for a selected period, subject wise, with percentage in each subject.

Scheduling ●●●●●

Infotrak provides a flexible and efficient Time Table management with minimal data entry. Class schedules and teacher / faculties allocation can be managed with little effort based on various pre-defined constrains. It provides numerable reports, which helps in improving the performance and better utilization of time.

KEY FEATURES

Class Timetable - Teacher Faculties Timetable - Consolidate Timetable - Free Teachers Faculties List - Busy Teachers Faculties List

Certificates and Forms ●●●●

Infotrak provides a facility for printing Student Registration Form, Identity card, Transfer, Bonafide, Conduct and other certificates. These printouts can be configured to user required formats with screen designer.

Fee Collection ●●●●

Fee Structure - User definable fee structure can be made with the facility for discounts, fine and refund. The fee accounts will be updated automatically every Month/Term for all the students. The user can edit the individual fee structure any time and make correction if required.

Student Receipt - Infotrak provides a flexible Students Receipts screen with the facility for online Balance, Ledger and Sibling Balances. The receipt can be cash or a bank receipt and can be designed and printed in user-definable format using Screen Designer. It also includes printing of Students / Parents Invoice and Fee Receipts and various user definable reports like Student Receipt register, Outstanding balances, Students ledger etc.

Financial Accounting ●●●●

Infotrak comes with a real-time and fully online integrated accounting module covering all necessary accounting requirements of an institution. A chart of accounts provided herein helps in user-definable grouping of accounts. Invoicing and Voucher printing can also be done.

KEY FEATURES

Bank Book - Cash Book - Receipts / Payments Register - General Ledgers - Fee Collection Report - Debtors / Creditors Analysis - Ageing Analysis - Due Date Analysis - Sales and Purchase Reports - Cash and Funds Flow - Trial Balance - Balance Sheet

Inventory Control ●●●●

Infotrak offers a complete inventory management system with advanced features such as - multiple go-downs and expiry date of products, multiple product units with user-entered conversion factors, stock statement with user selected stock groups. It offers you a variety of reports for effective inventory management that includes Issues / Receipts, Stock valuation on Weighted Average / FIFO / LIFO, Stock movement report, Ageing analysis, Slow / Fast moving items, Inter-department stock transfer, Stock adjustments and Complete resource management.

Hostel Management ●●●●

Infotrak offers a comprehensive and convenient Hostel management module integrated with all the other functions.

KEY FEATURES

Room allotment report - Tracking of beds sorted by buildings, floors and rooms - Room wise maintenance report - Occupancy report

Infotrak offers a complete personnel management system. It includes employee master, salary details, attendance / leave details, pay slip, salary register and mailing labels, handling of loans, earnings / deductions. It caters passport, visa, labor card, driving licence, medical test expiry / renewals. There is also a provision for increments, grading, transfer to another group and calculation of gratuity is also provided.

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