

# BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

A NCTE and NAAC accredited (B<sup>++</sup>) College

5/3, MAHATMA GANDHI ROAD, HOWRAH – 711 101.

Ref. No .....

Date .....

**REQUIREMENT FOR OFFICE MANAGEMENT SYSTEM (MULTI USER)**  
**(TALLY – COLLEGE SOFTWARE 2019 WITH FOLLOWING FEATURES)**

- **Student Management System**  
*Admission form, Admission cancel form, Automate Student Admission No., Student information with academic session, Class promotion, Backlog details*  
*Reports – Semester wise strength details, Various student reports, Admission cancel details, Student profile with images*
- **Fees Management**  
*Semester wise fee structure, Concession management, Auto admission fee due & receipt, Advance/ late fee management, fee, Fee receipt with triple copy in single print, Student & class wise fee billing print, Fee reminder letter*  
*Reports – Daily Journal, Fees collection/ outstanding- daily/monthly, Fees concession, fine settlement, excess fee report*
- **Certificate Management**  
*All type of certificates*
- **Document Management**
- **SMS facility**  
*As and when required*
- **Payroll**  
*Employee creation, Income Tax for Employee, Advance payment to Employee, Maintain EPF, ESIC, Professional Tax, Generation pay sheet/ pay slip, Issuing Income Tax Return (ITR – 1)*
- **Audit & Security**  
*Local & Statutory*
- **Complete Accounting**
- **Statutory & Taxation**  
*VAT, CST, Service Tax, TDS*

So.  
5/3/19