Akshar User Manual

30 Oct 2026 · @Teclusion

Akshar is school management software that works without internet: attendance, fees, marks, report cards, payroll and accounts. This guide covers everything, from setting up the school to daily work.

What you need

- An Android phone or a Windows computer for each person who uses Akshar.
- A Google account (Gmail) for each staff member. The school's Drive holds the backup.
- Your class list, fee structure and staff list.

Where to get the app

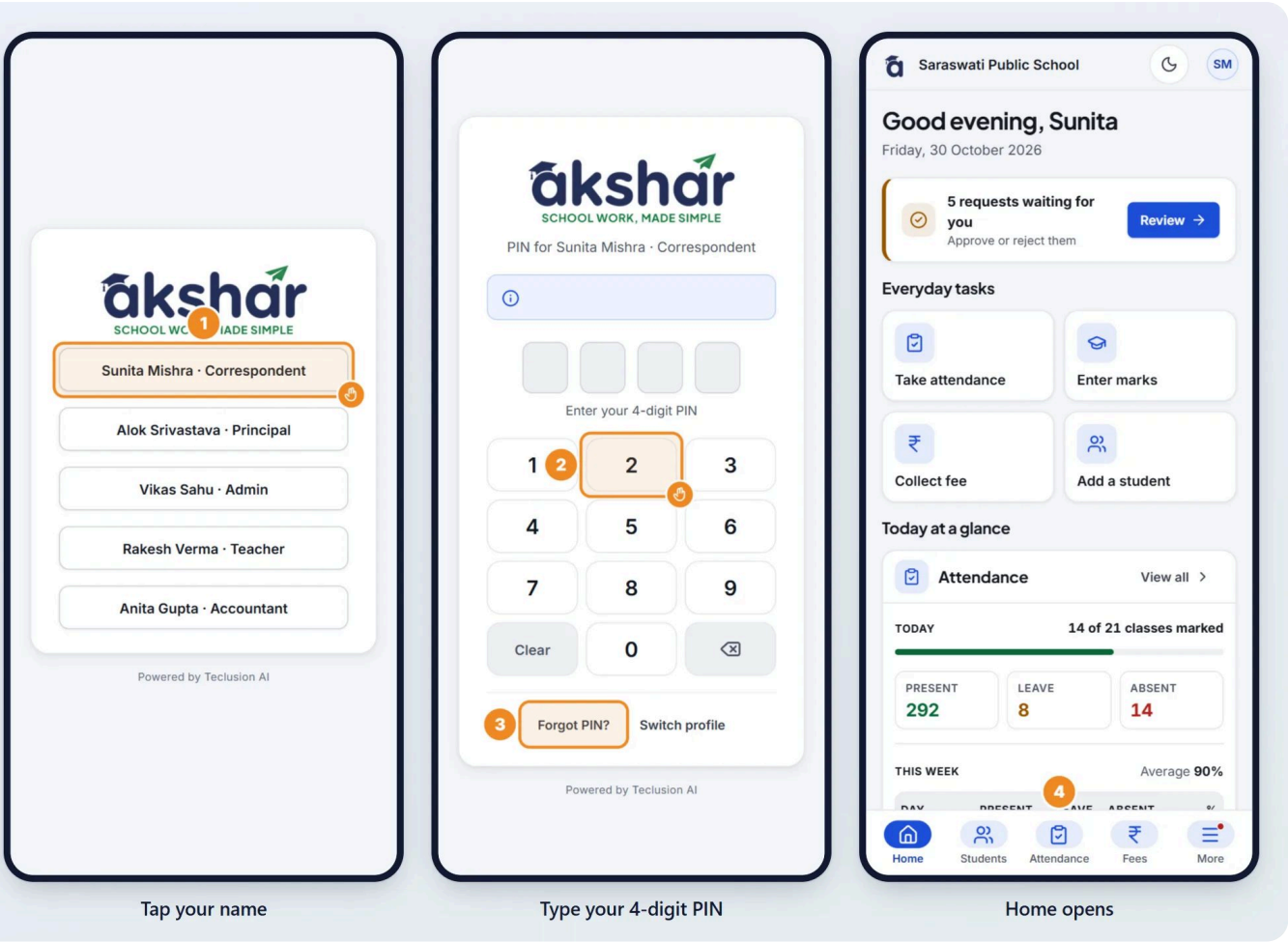
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

How to read this guide

- Each step has a picture of the screen.
- The **orange numbers** on the picture match the numbered instructions below it.
- Tap a picture to zoom in.

Step 1: Open Akshar and sign in

Every person has their own profile and a 4-digit PIN. No internet is needed to open the app.



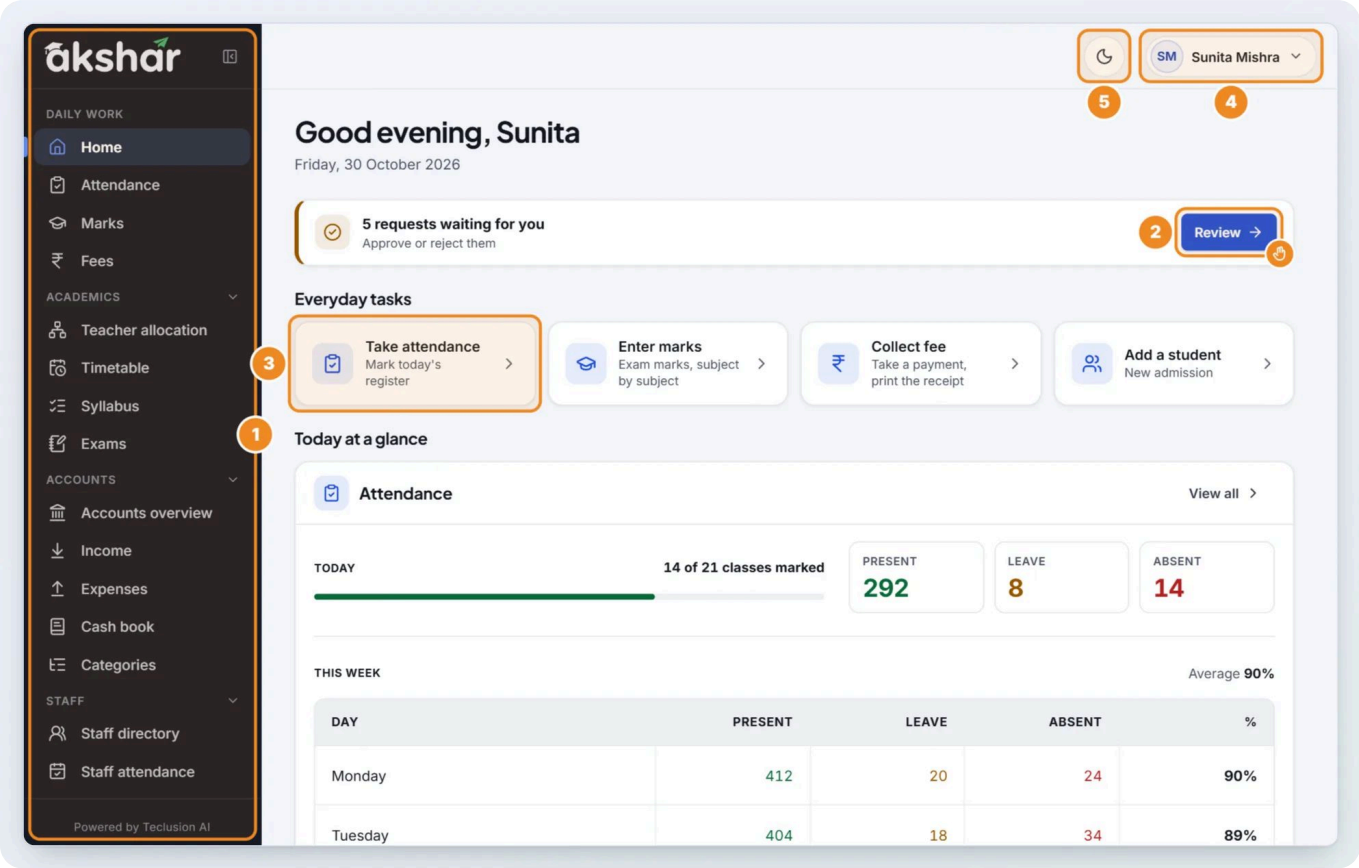
Tap your name | Type your 4-digit PIN | Home opens

1. Open Akshar and tap **your name**.
2. Type your **4-digit PIN** on the keypad. The very first time, Akshar asks you to create a PIN: type it twice and tap **Save and open**.
3. Forgot it? Tap **Forgot PIN?**, sign in with the Google account your profile was set up with, and set a new PIN.
4. **Home** opens. On a phone, the tabs at the bottom take you to your main screens.

Tip: Avoid easy PINs like 1234 or 1111. Akshar will not accept them.

Step 2: Get to know the Home screen

Home shows your school at a glance and the jobs you do every day.



1. The **menu** on the left holds every screen, grouped as Daily work, Academics, Accounts, Staff, Records, School setup and System. You only see the screens your role allows.
2. **Review** opens requests that are waiting for your approval.
3. **Everyday tasks** are one-tap shortcuts: Take attendance, Enter marks, Collect fee, Add a student.
4. Your **name** at the top right: your profile and the option to switch profile.
5. The **moon** button switches between light and dark screens.

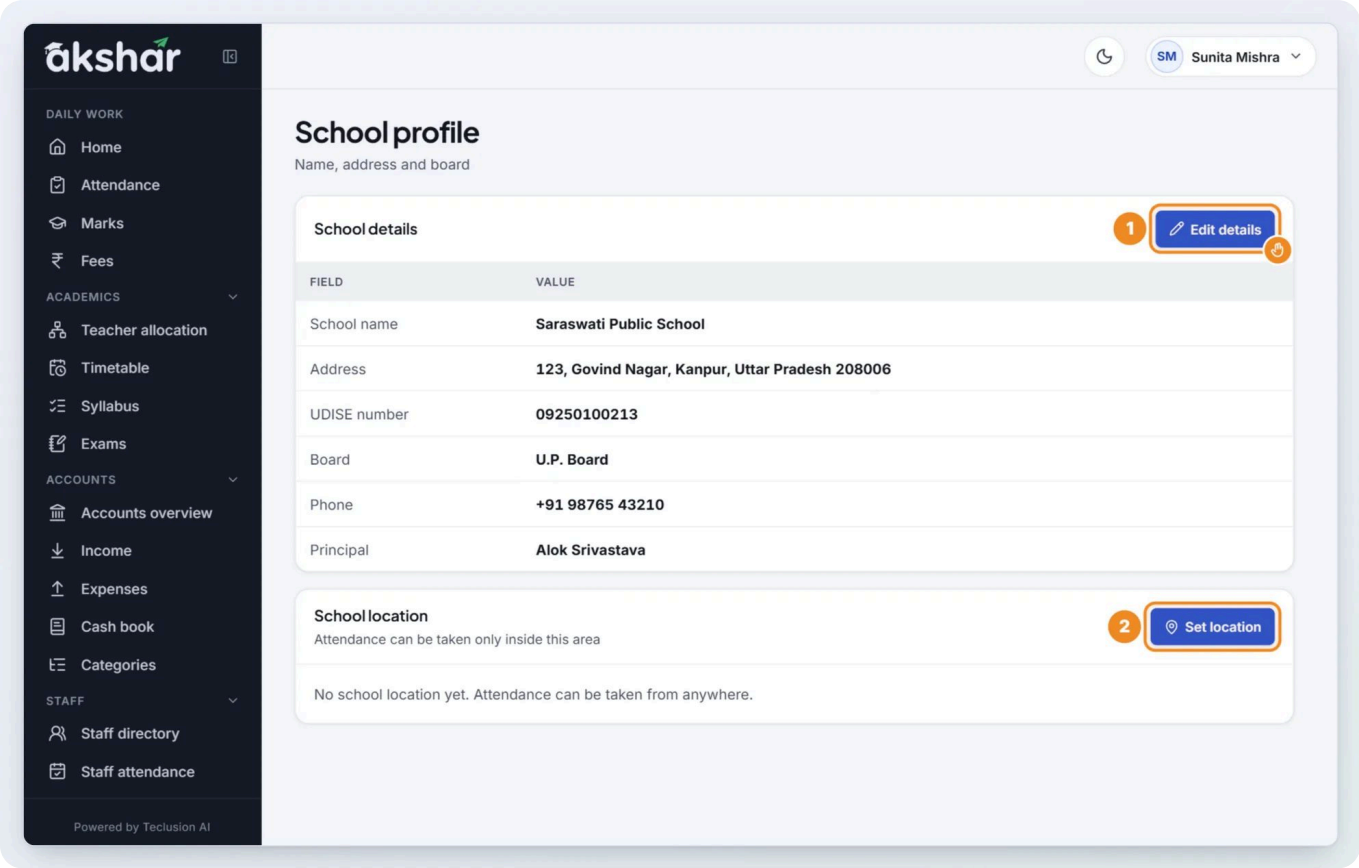
Step 3: Who can do what

Akshar shows each person only the screens their role needs. The Correspondent can switch sections off for a role (see Role access).

Screen	Correspondent	Principal	Admin	Teacher	Accountant
Attendance	✓	✓	✓	Own classes	–
Marks	✓	✓	✓	Own subjects	–
Fees & receipts	✓	✓	✓	–	✓
Students	✓	✓	✓	Own classes	Basic
Reports	✓	✓	✓	Academic	Finance
Announcements	✓	✓	✓	Own classes	✓
Approvals	Decide	Decide	Own requests	–	–
Allocation, exams	✓	✓	–	–	–
Timetable, syllabus	✓	✓	✓	✓	–
Accounts	✓	✓	–	–	✓
Staff attendance	✓	✓	✓	–	–
Payroll	✓	✓	–	–	✓
School & fee setup	✓	✓	–	–	–
Staff accounts, role access	✓	–	–	–	–

Step 4: Fill in the school profile

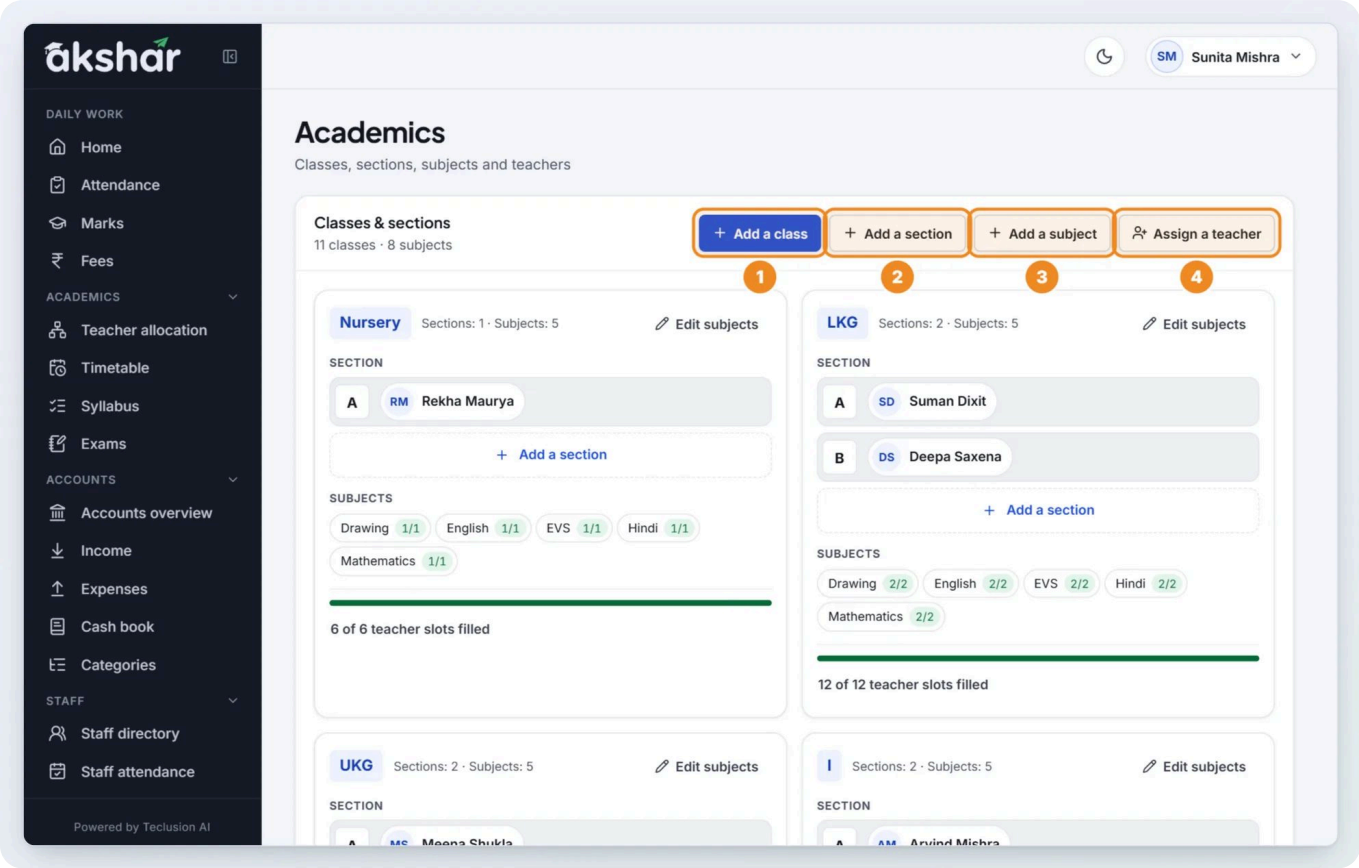
Do this first. The school name and address print on every receipt and report card.



1. Open **School setup** → **School profile** and tap **Edit details**. Fill in the name, address, UDISE number, board, phone and principal.
2. Optional: tap **Set location**. Attendance can then be taken only inside the school area.

Step 5: Add classes, sections and subjects

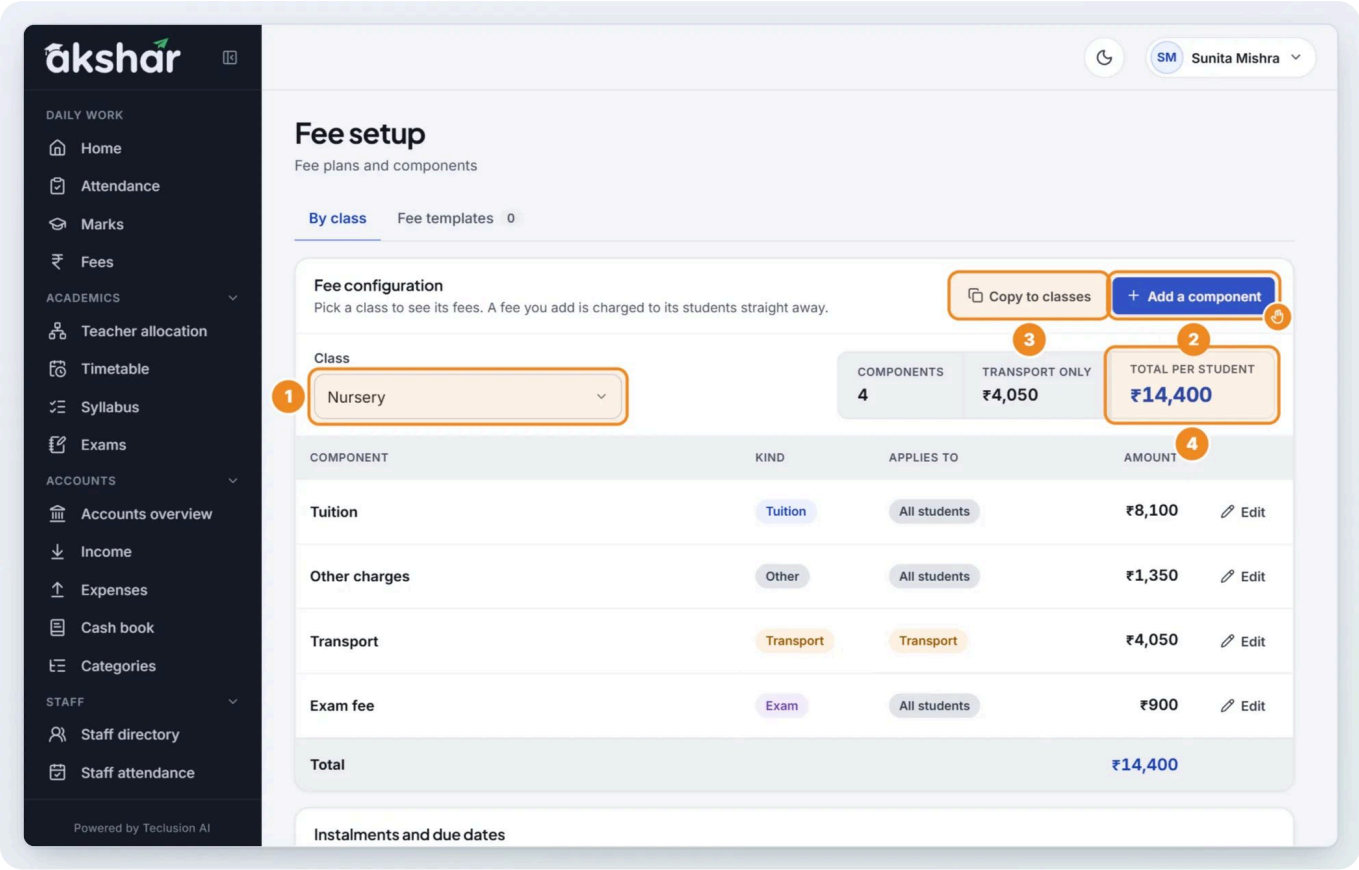
Set up the session once: classes, their sections, the subjects taught, and who teaches what.



1. **Add a class**, for example Nursery, I or X.
2. **Add a section** to a class (A, B, C...). Each section can have its own class teacher.
3. **Add a subject** and tick the classes that study it.
4. **Assign a teacher** to each subject in each section. The green bar fills up as teacher slots are filled.

Step 6: Set the fees for each class

Fees are built from parts (tuition, transport, exam fee...). A part you add is charged to every student in that class straight away.

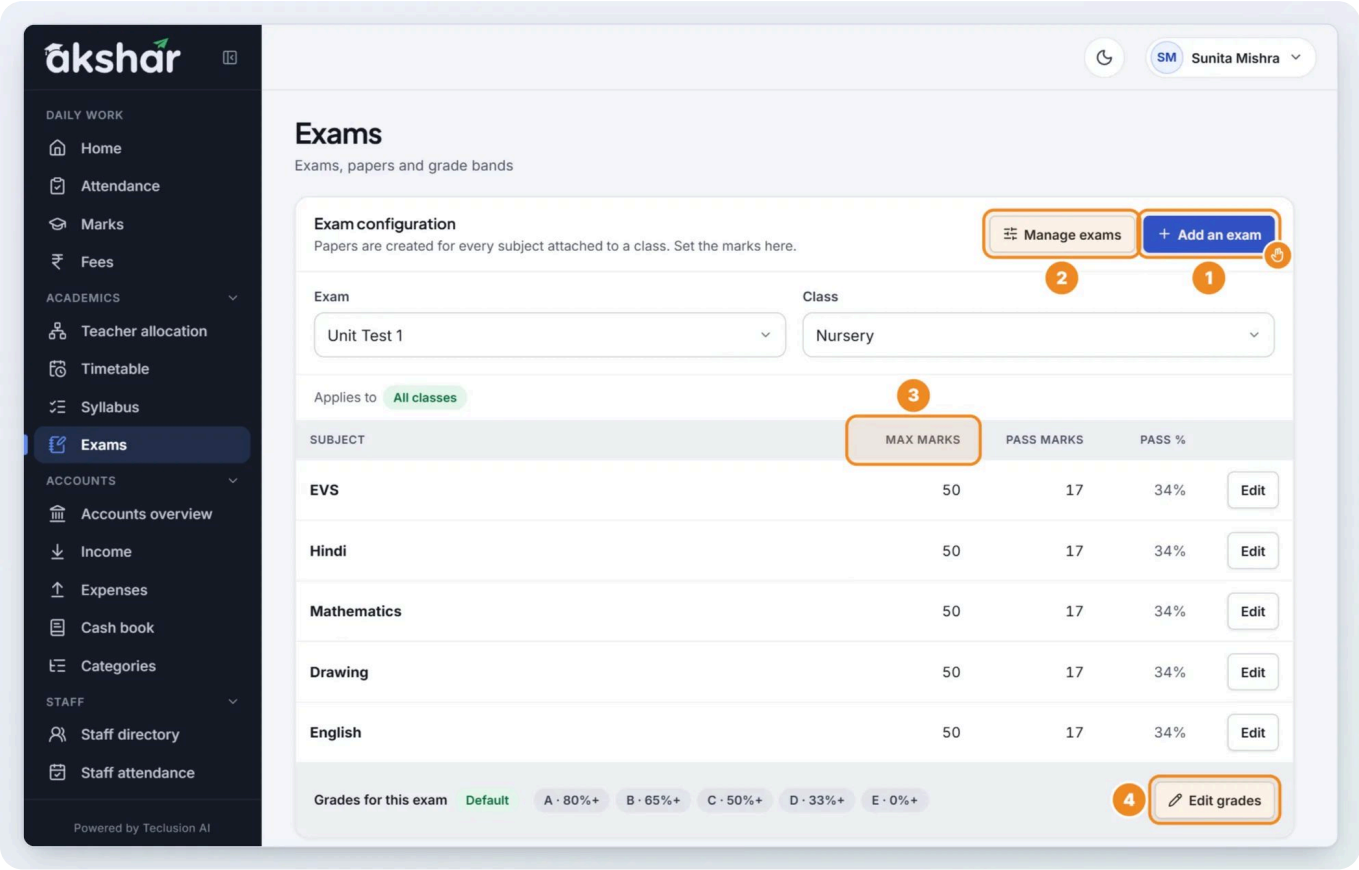


1. Pick the **Class**.
2. Tap **Add a component**: give it a name, an amount and who pays it (all students, or transport users only).
3. **Copy to classes** reuses the same fees for other classes.
4. The **Total per student** updates as you add parts. Scroll down to set instalments and due dates.

Careful: Check the amounts before saving. A new part is added to every student's fee account in that class at once.

Step 7: Create exams and set the marks

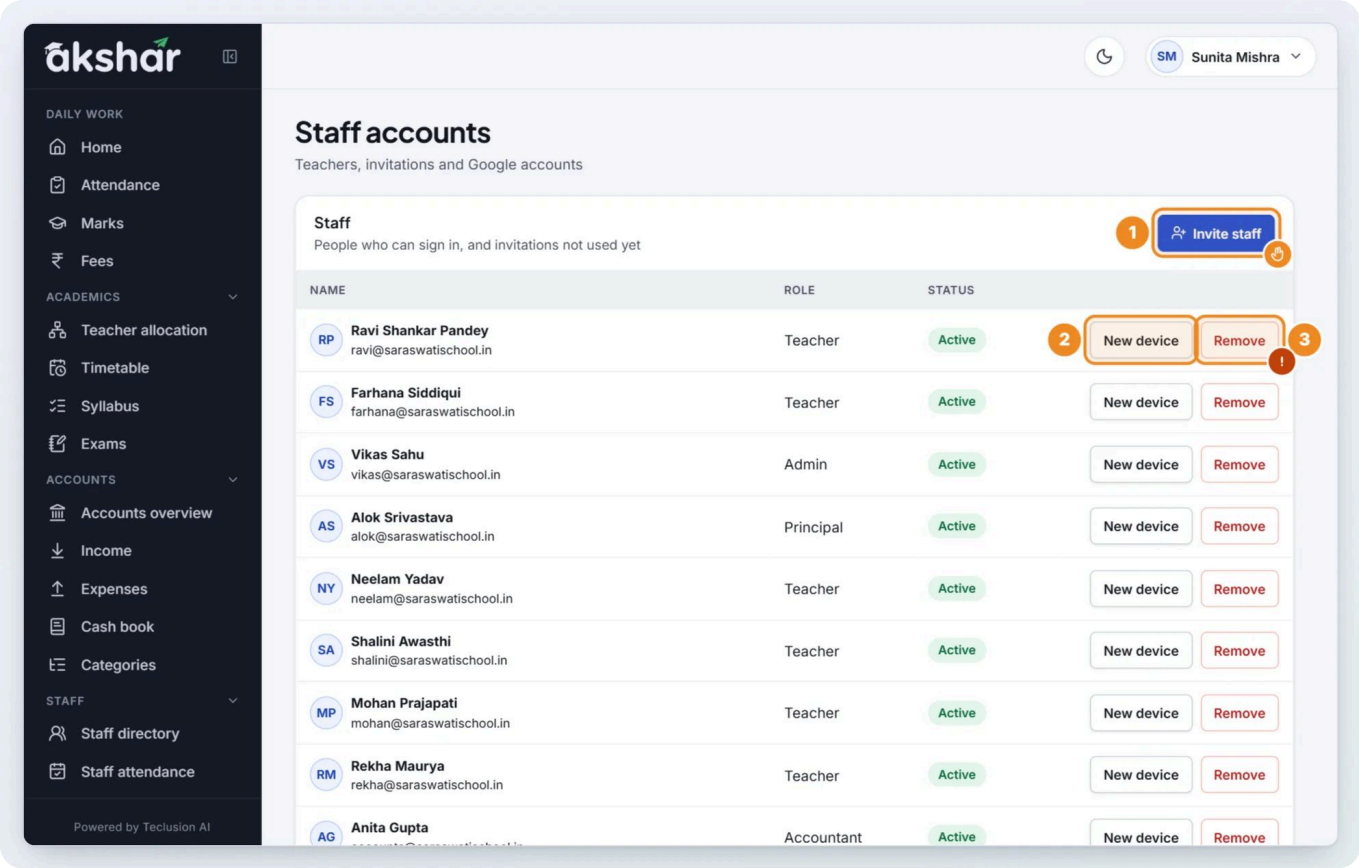
Each exam gets one paper for every subject of a class. Teachers then enter marks against these papers.



1. **Add an exam**: name it (for example Unit Test 1 or Half Yearly) and choose the classes.
2. **Manage exams** to rename, reorder or remove exams.
3. Check **Max marks** and pass marks for each subject. Tap **Edit** on a row to change them.
4. **Edit grades** sets the grade bands (A, B, C...) printed on report cards.

Step 8: Invite your staff

Each teacher, admin and accountant signs in on their own device with their own Google account.

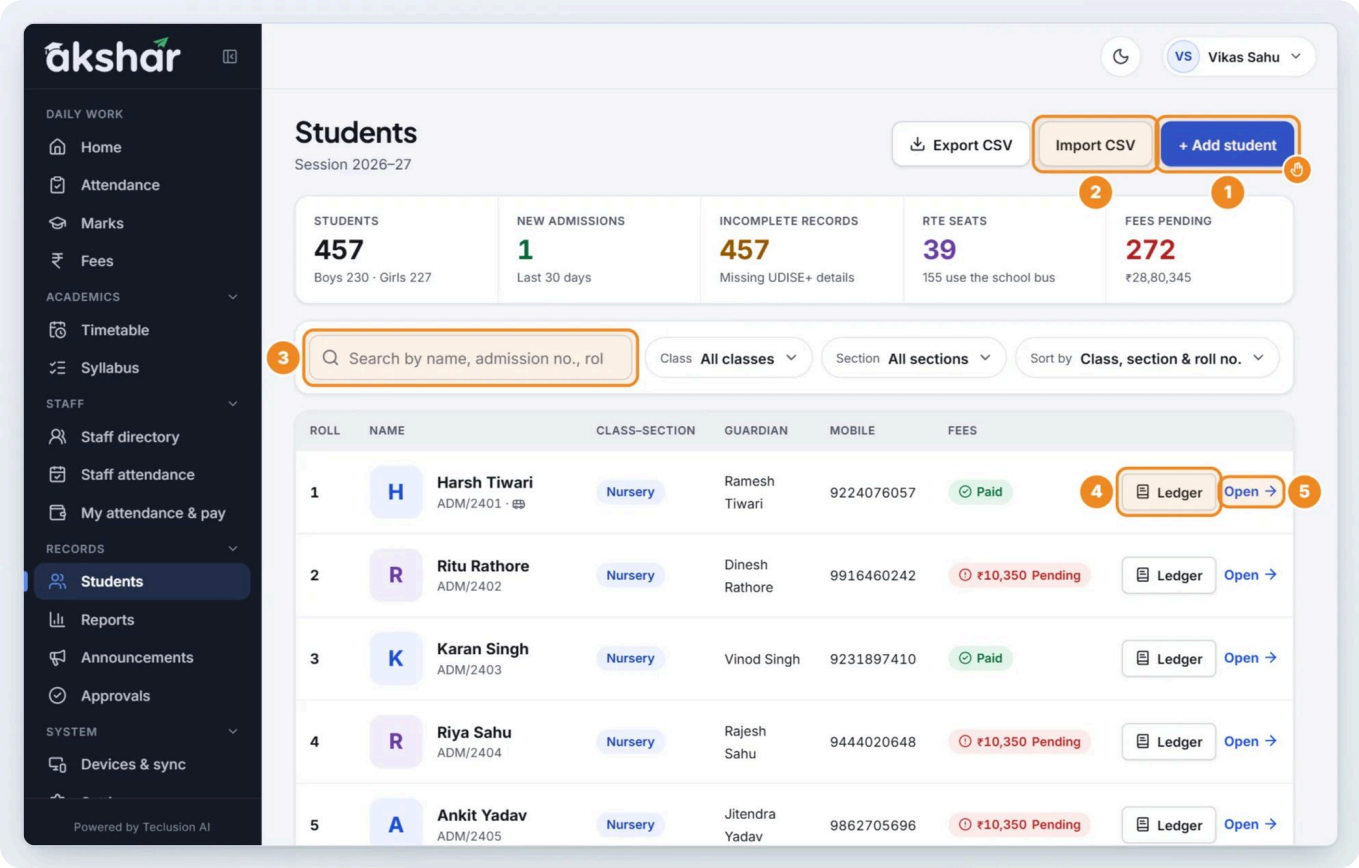


1. Tap **Invite staff**. Enter their name, role (Principal, Admin, Teacher or Accountant) and Google email.
2. **New device**: use it when someone gets a new phone or computer.
3. **Remove** stops a person from signing in. Their past records stay.

Tip: The staff member installs the Staff app, taps **Join a school as staff** and continues with the same Google email. Akshar finds the school for them.

Step 9: Find and manage students

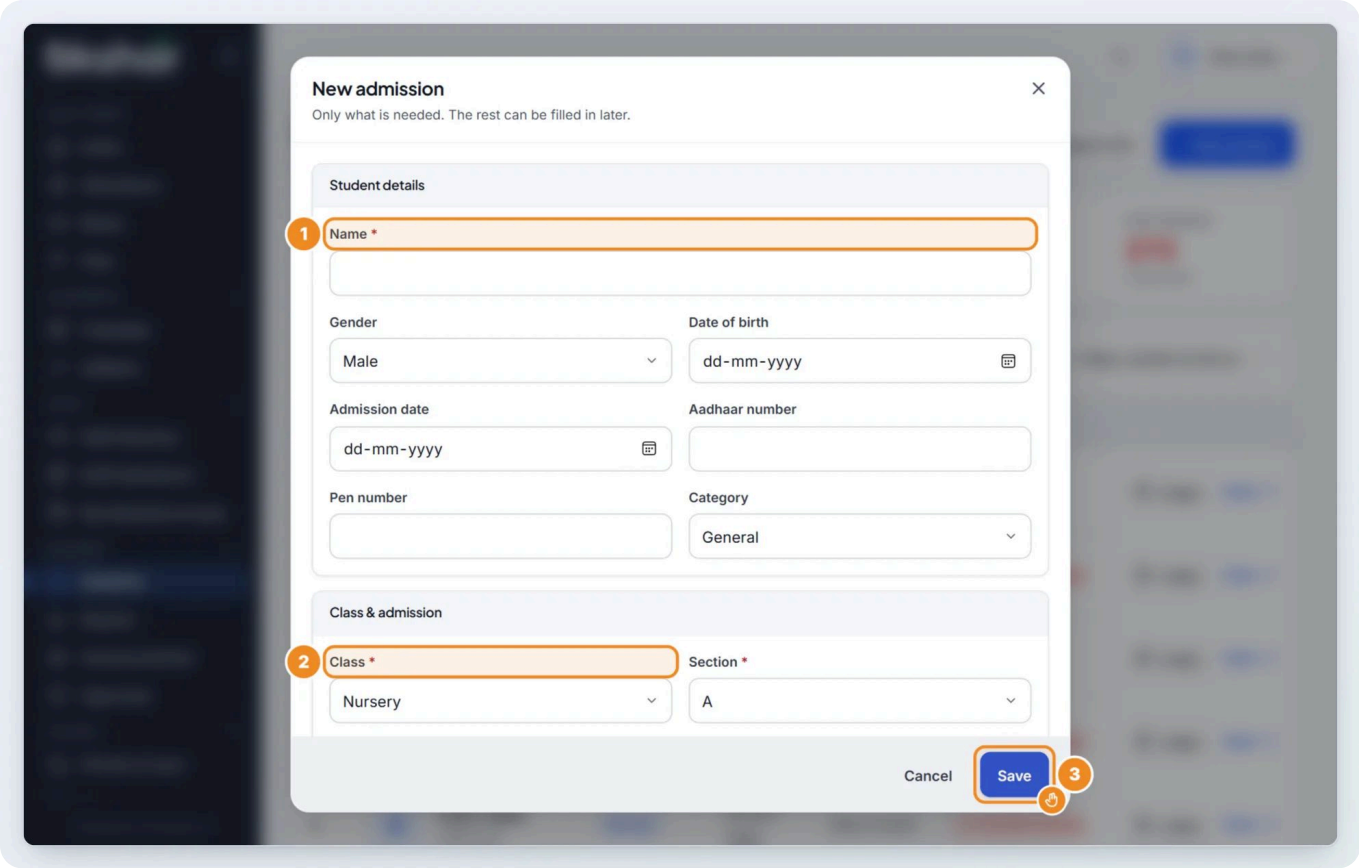
Every student's record, fees and history, one tap away.



1. **+ Add student** for a new admission.
2. **Import CSV** adds many students at once from a spreadsheet.
3. **Search** by name, admission number or roll. Filter by class and section.
4. **Ledger** shows the student's fee history.
5. **Open** shows the full profile: details, parents, attendance and marks.

Step 10: Add a new student

Only what is needed now. The rest can be filled in later.

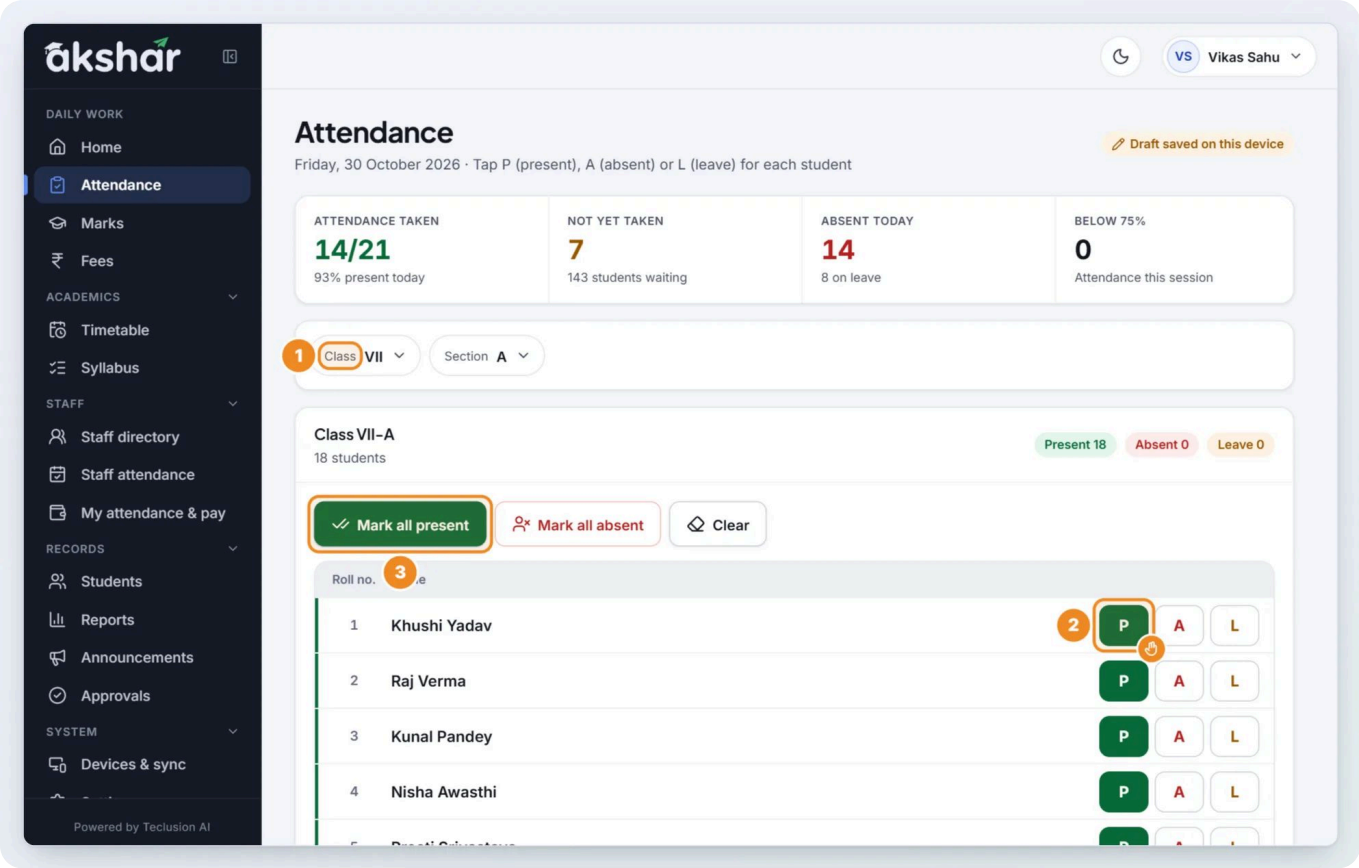


1. Type the student's **Name**. Add gender, date of birth, Aadhaar and category if you have them.
2. Choose the **Class** and section. Leave admission number and roll blank to fill them in automatically.
3. Add the father's name and a phone number, then tap **Save**.

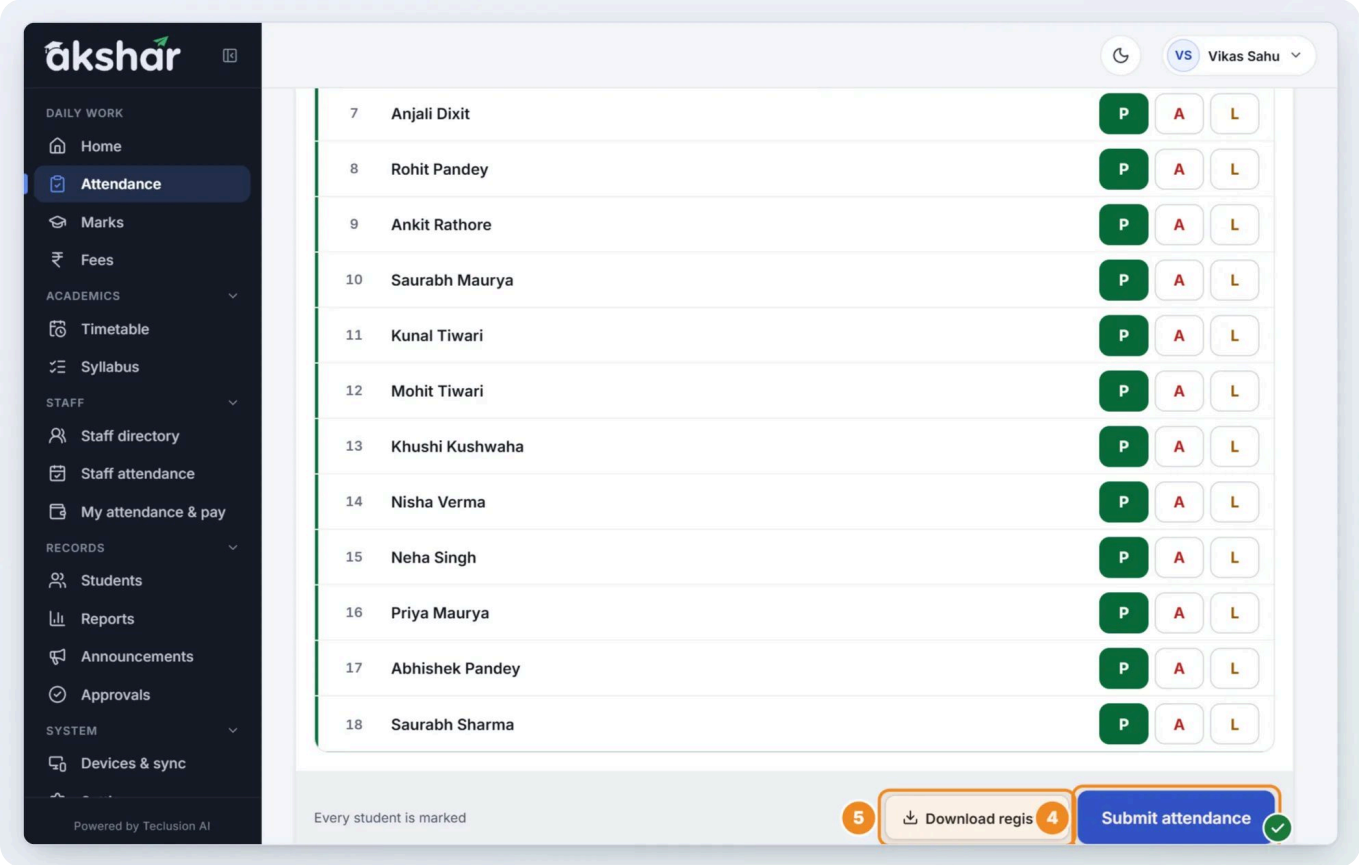
Tip: For Teachers, this is **Propose a student**: the admission goes to the Principal for approval first.

Step 11: Take class attendance

One tap per student. It works without internet.



1. Choose the **Class** and section.
2. Tap **P** (present), **A** (absent) or **L** (leave) for each student.
3. Quicker: tap **Mark all present**, then change only the absent ones.

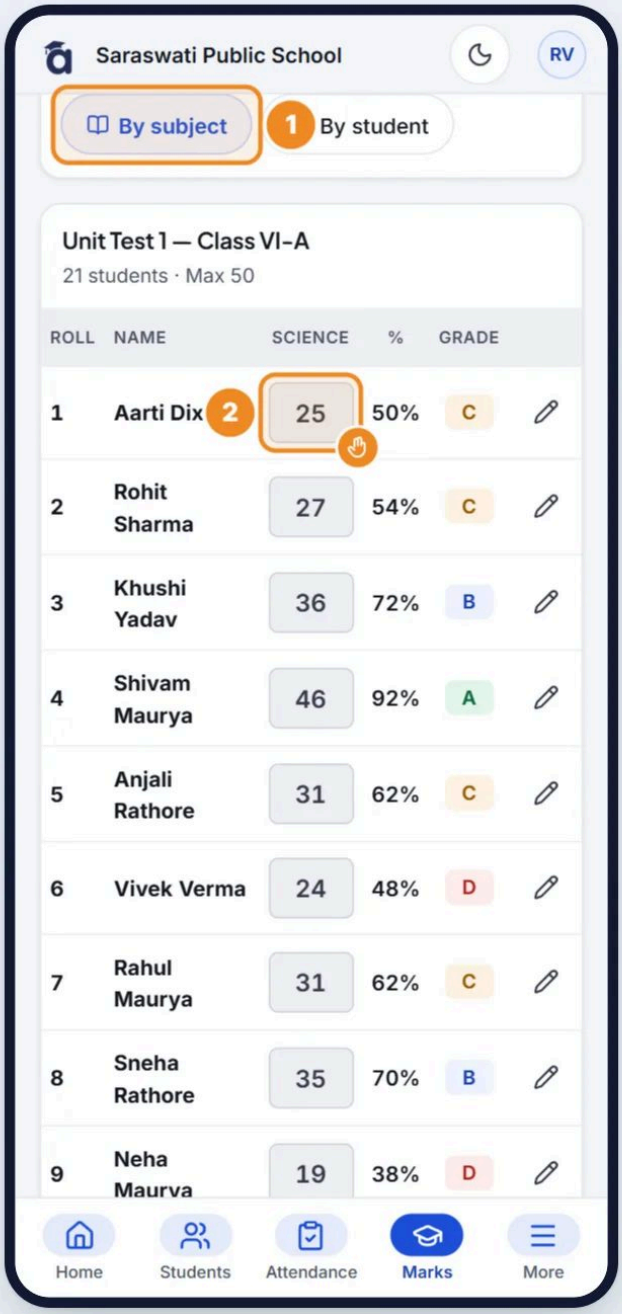


4. Tap **Submit attendance**. The register is now saved and locked.
5. **Download register** saves the month's register as a file.

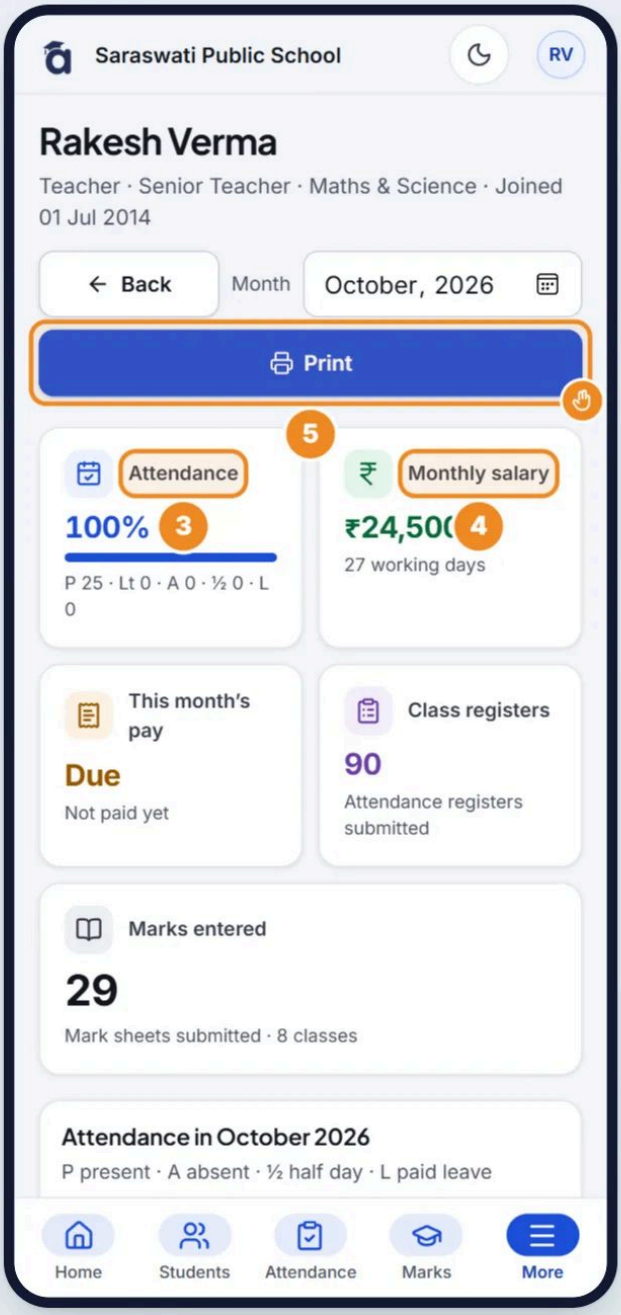
Tip: Made a mistake after submitting? Tap the student to request a correction. The Principal approves it.

Step 12: Enter exam marks

Pick the exam, class and subject, then type each student's marks.



Enter marks



My attendance & pay

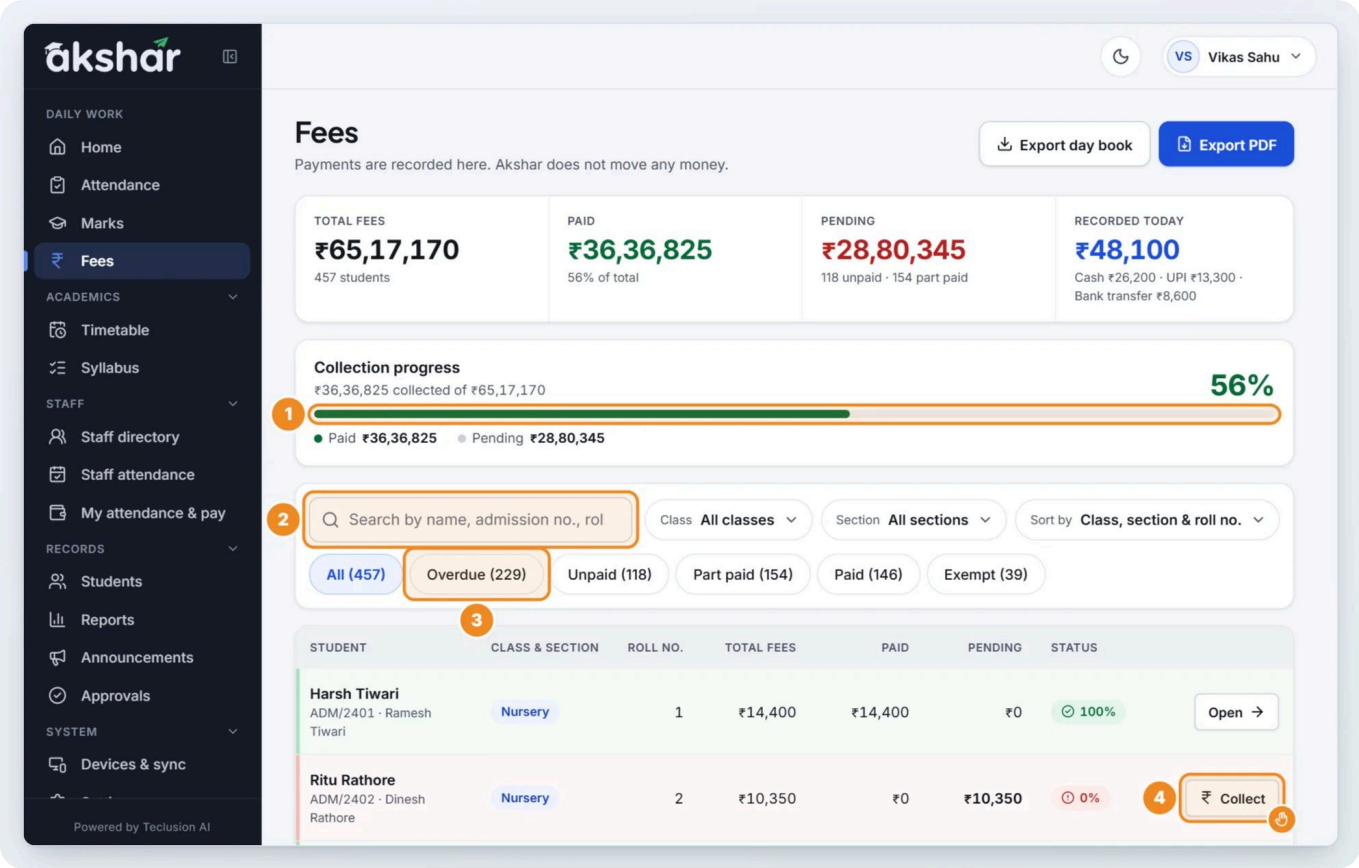
1. Open **Marks**, pick the exam, class and subject at the top, and keep **By subject** to fill one subject for the whole class.
2. Type each student's marks. The percentage and grade fill in by themselves. When the class is done, tap **Submit & lock**.

Tip: Marks save as you type, so you can stop and continue later. A locked subject can be

changed only through a correction request.

Step 13: See who has paid

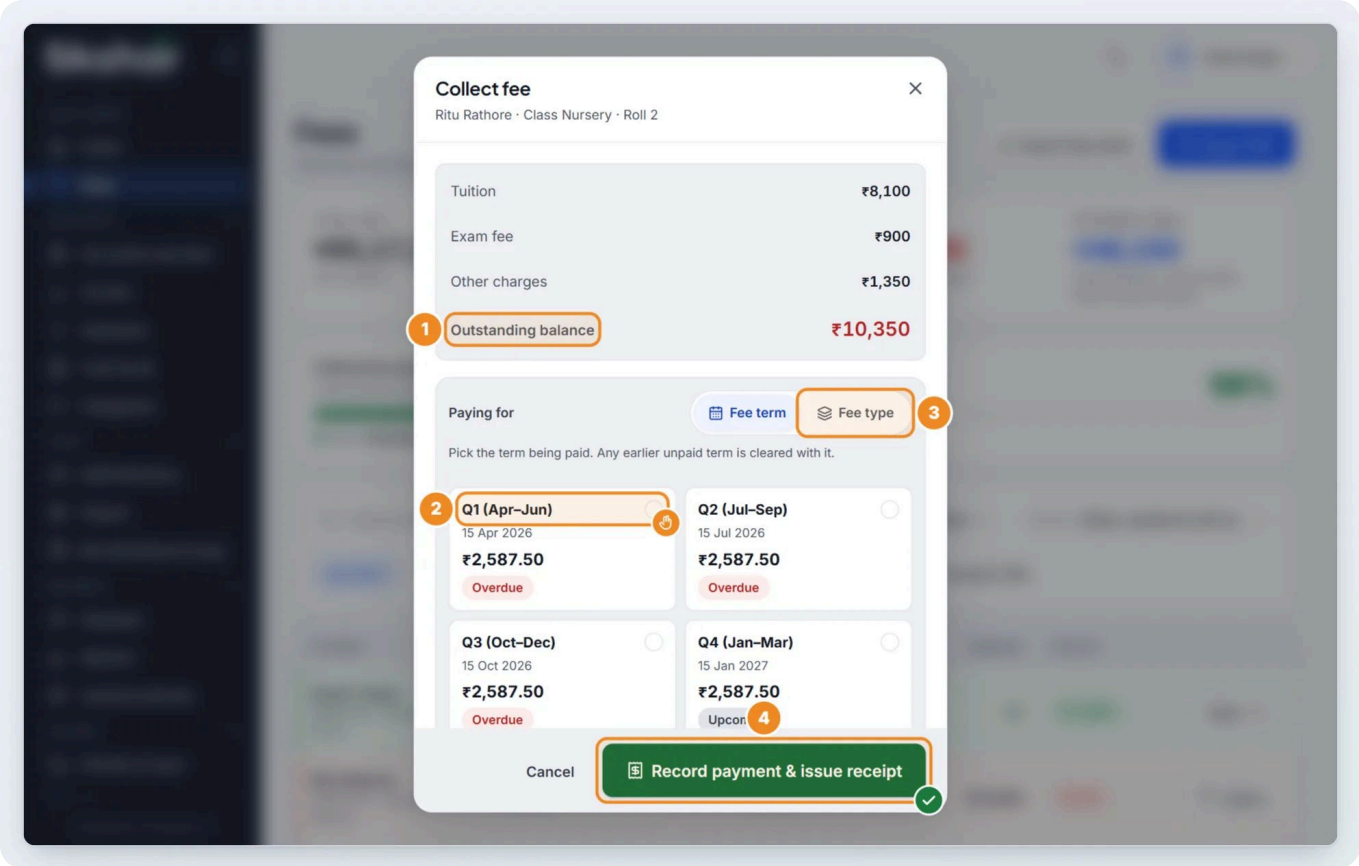
Fees shows collection for the whole school and each student's dues.



1. **Collection progress**: how much of the year's fees is collected.
2. **Search** a student by name, admission number or roll.
3. Filters: **Overdue**, Unpaid, Part paid, Paid, Exempt.
4. Tap **Collect** on a student to take a payment.

Step 14: Collect a fee and give a receipt

Akshar records the payment. It does not move any money.

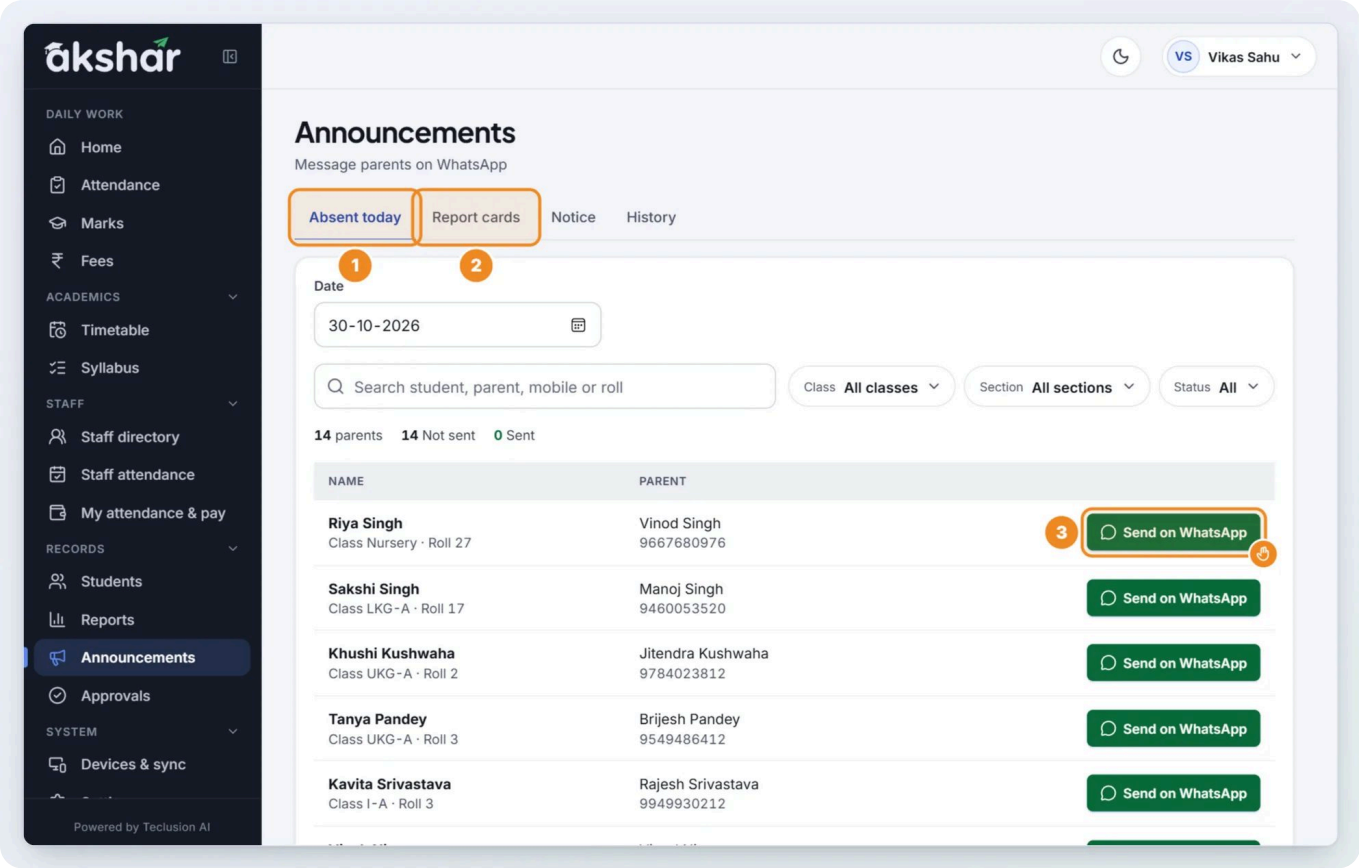


1. Check the **Outstanding balance** and what it is made of.
2. Tap the term being paid, for example **Q1 (Apr–Jun)**. Any earlier unpaid term is cleared with it.
3. To pay one fee only, switch to **Fee type**.
4. Tap **Record payment & issue receipt**. The receipt gets its own number: print it or send it to the parent on WhatsApp.

Careful: A saved receipt cannot be deleted. If it is wrong, ask for a **receipt reversal**; the Principal approves it.

Step 15: Message parents on WhatsApp

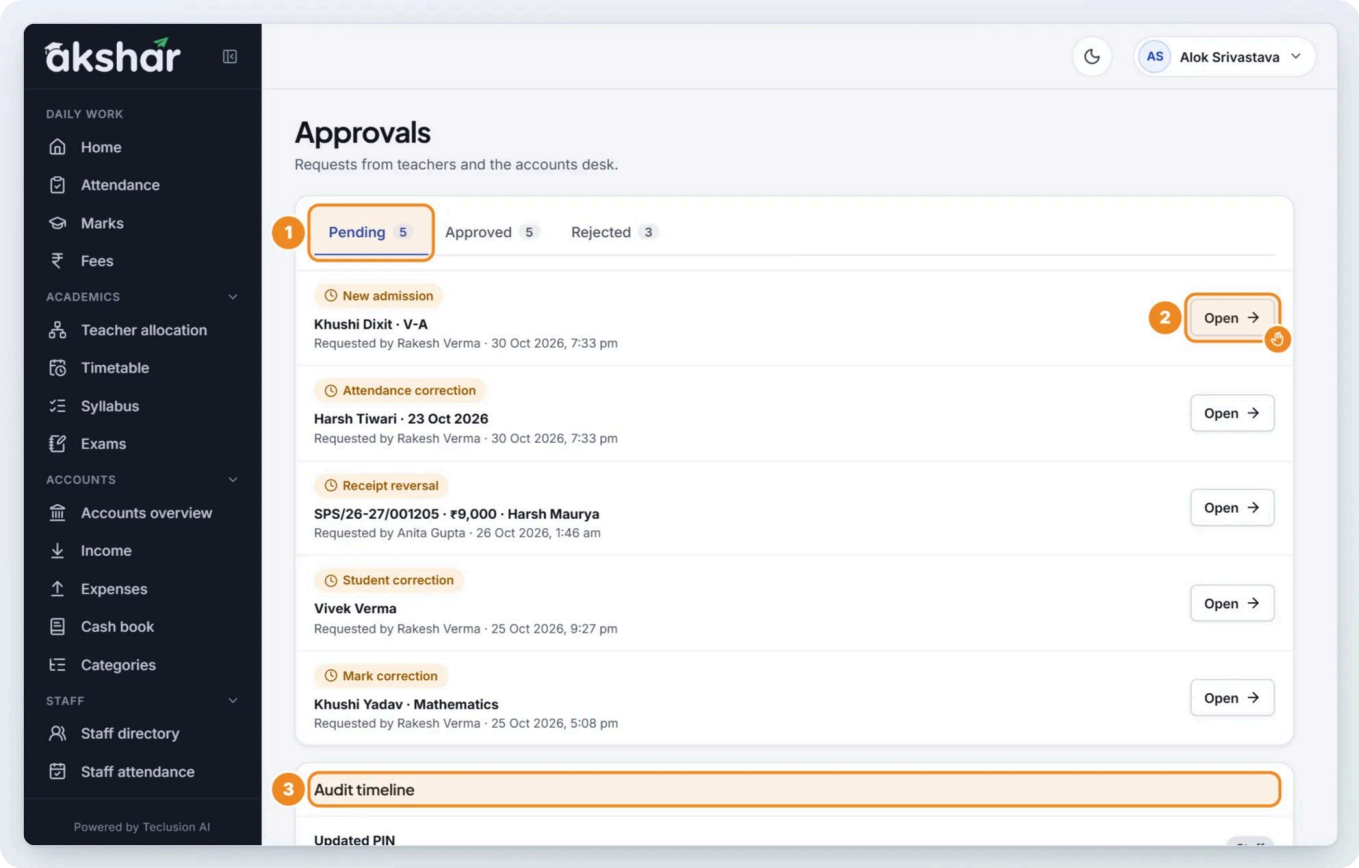
Absence alerts, report cards and notices, ready to send.



1. **Absent today** lists the parents of every absent child.
2. **Report cards** and **Notice** send results and school notices. **History** shows what was sent.
3. Tap **Send on WhatsApp**. WhatsApp opens with the message ready; press Send there.

Step 16: Approve or reject requests

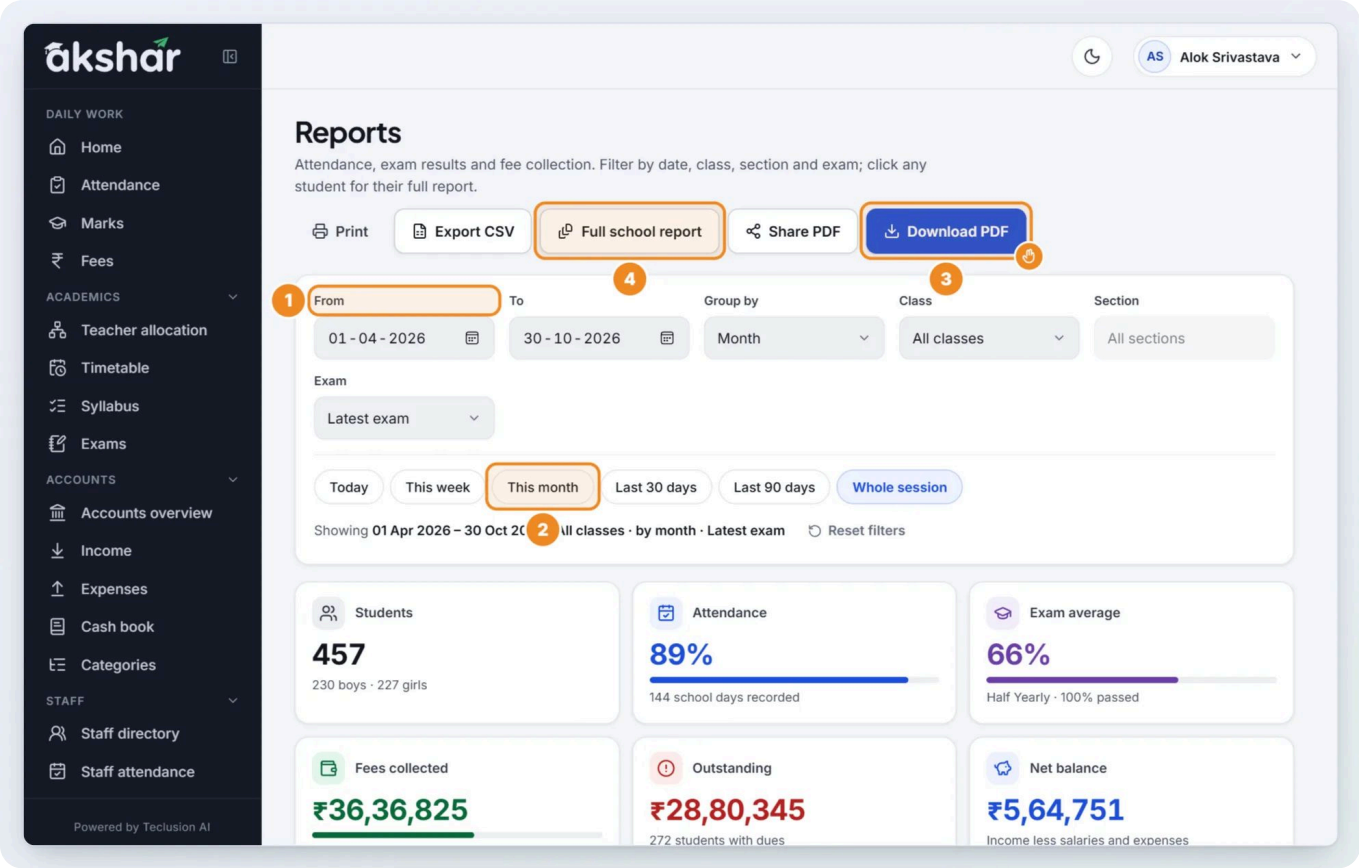
Changes to locked records come to you as requests, so nothing is changed silently.



1. **Pending** lists new admissions, attendance and mark corrections, receipt reversals and student corrections.
2. Tap **Open** to see the details, then approve or reject.
3. The **Audit timeline** records every action: who did what, and when.

Step 17: View, download and share reports

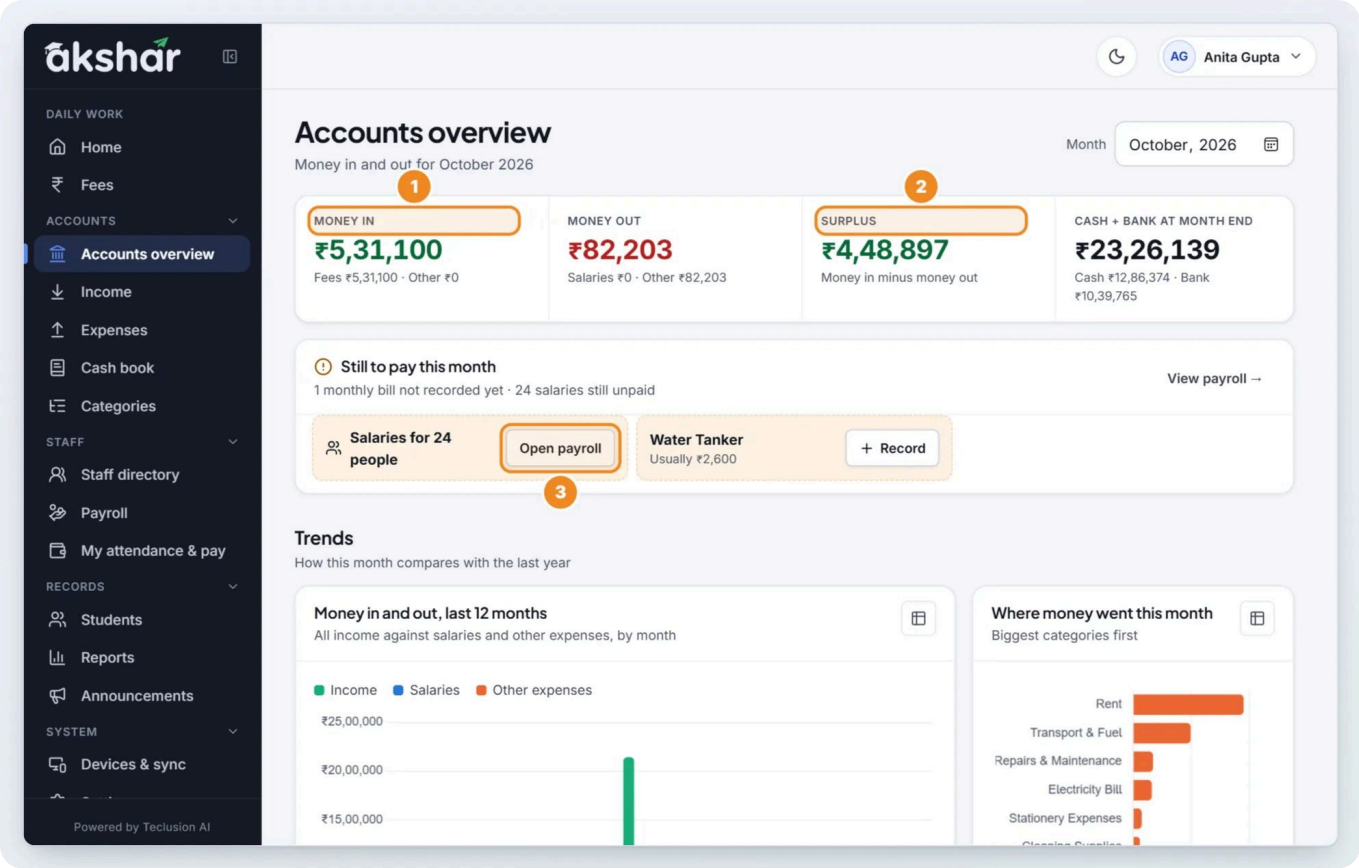
Attendance, exam results and fee collection in one place.



1. Set **From** and **To**, then filter by class, section and exam.
2. Or tap a quick range: Today, This week, **This month**, Whole session.
3. **Download PDF**, Share PDF, Print or Export CSV.
4. **Full school report** puts everything in one document. Tap any student in a report to see their full record.

Step 18: See the month's money

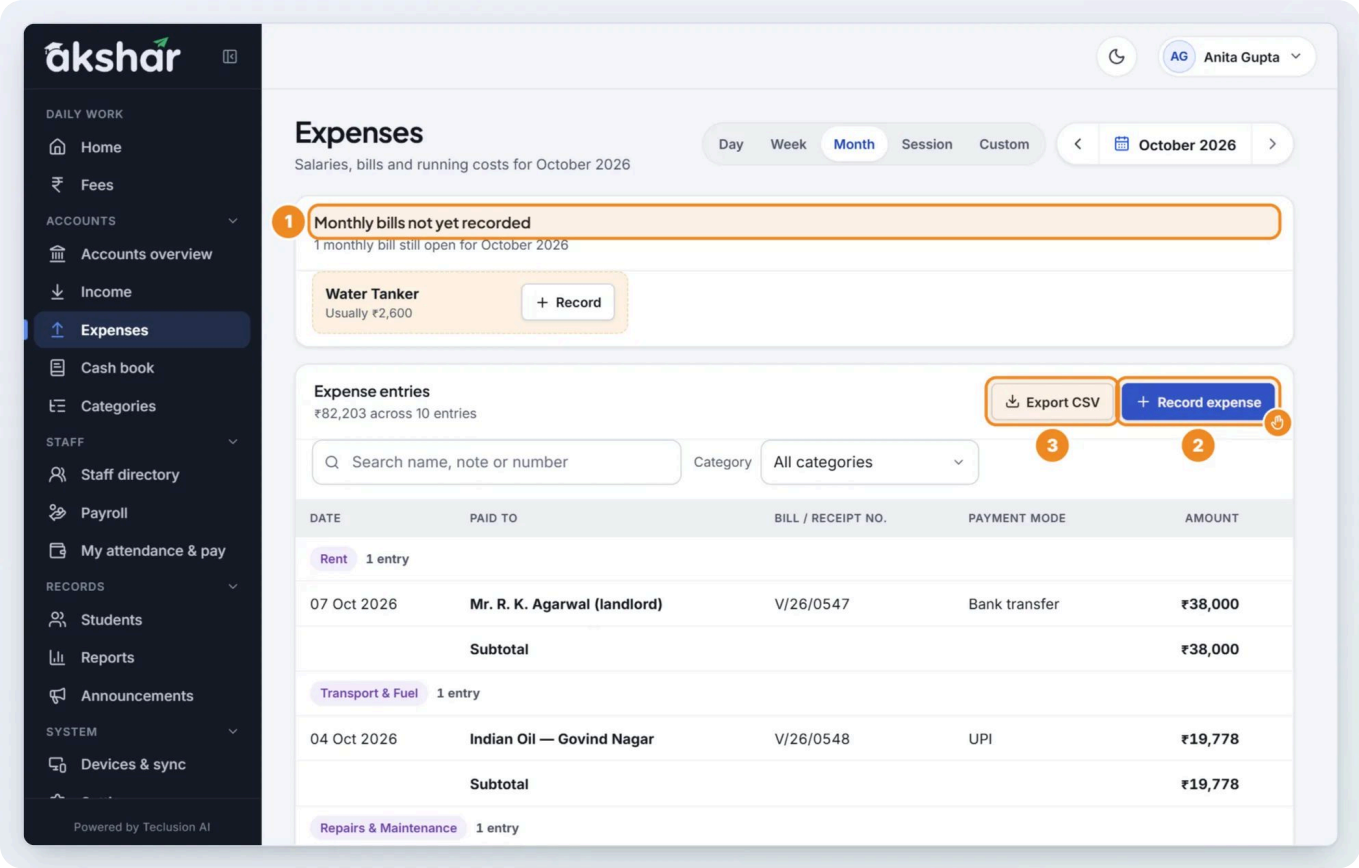
Money in, money out and what is left, month by month.



1. **Money in**: fees and other income this month.
2. **Surplus**: money in minus money out.
3. **Still to pay this month**: salaries and regular bills not yet paid. **Open payroll** to pay them.

Step 19: Record expenses

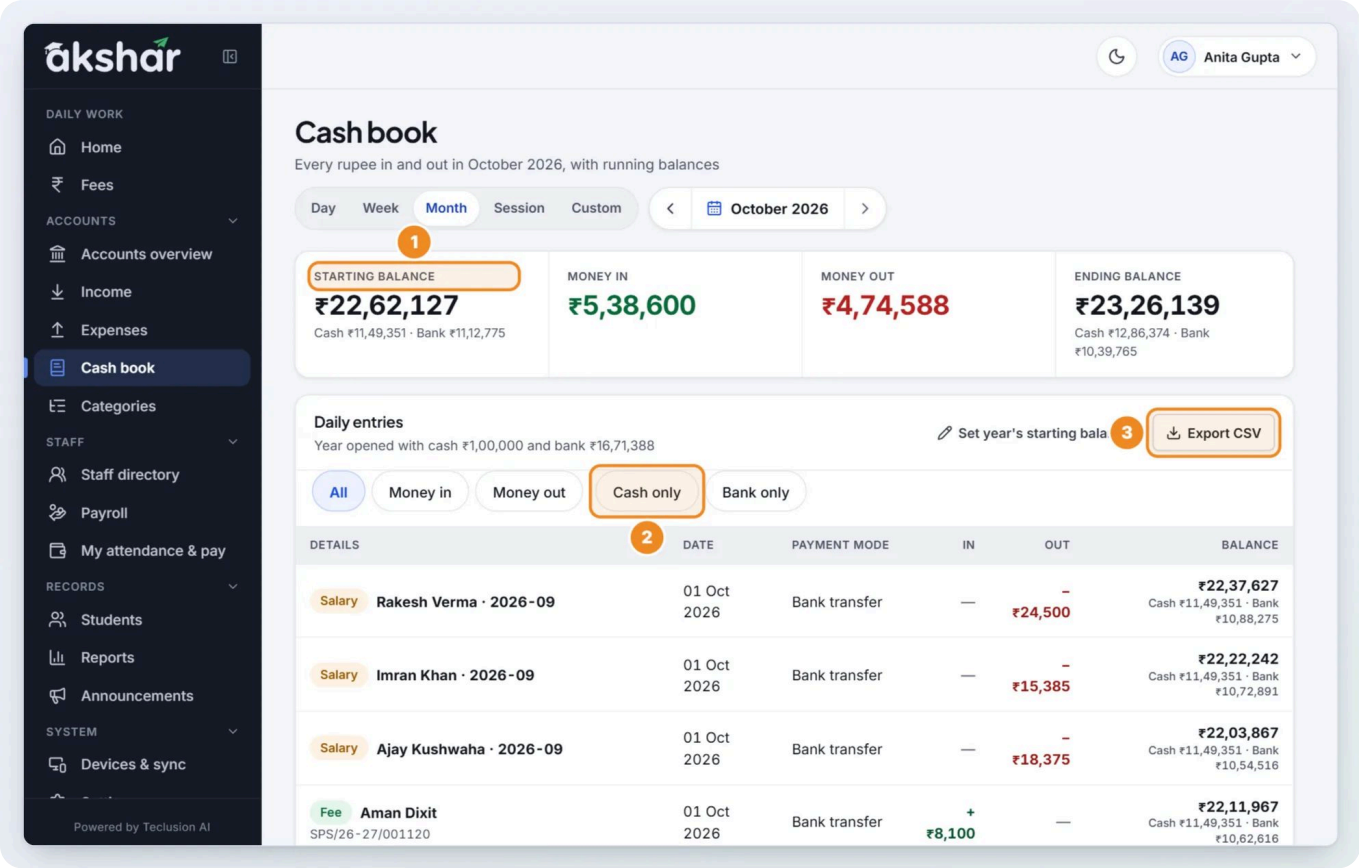
Rent, electricity, transport and every other cost.



1. **Monthly bills not yet recorded** reminds you of regular bills. Tap **Record** on one to enter it.
2. **Record expense**: amount, category, paid to, bill number, date and payment mode.
3. **Export CSV** for your CA. To undo a wrong entry, tap **Cancel entry** on its row; it stays in the history.

Step 20: Check the cash book

Every rupee in and out, with a running balance for cash and bank.

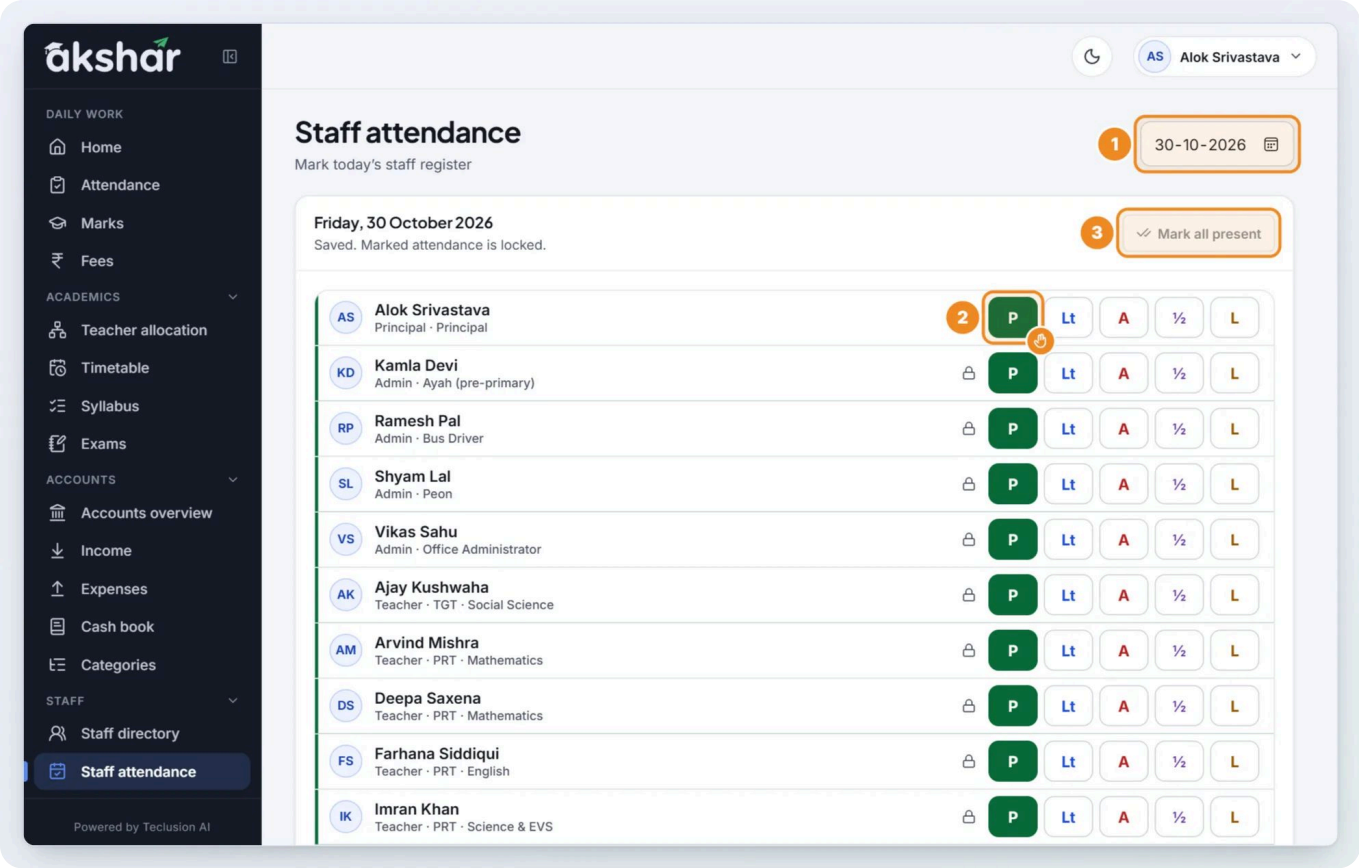


1. **Starting balance**, money in, money out and ending balance, for cash and bank.
2. Filter: All, Money in, Money out, **Cash only**, Bank only.
3. **Export CSV** saves the cash book as a file.

Tip: Match the **cash** ending balance with the cash in the office every evening.

Step 21: Mark staff attendance

The staff register feeds payroll: absent days reduce pay automatically.

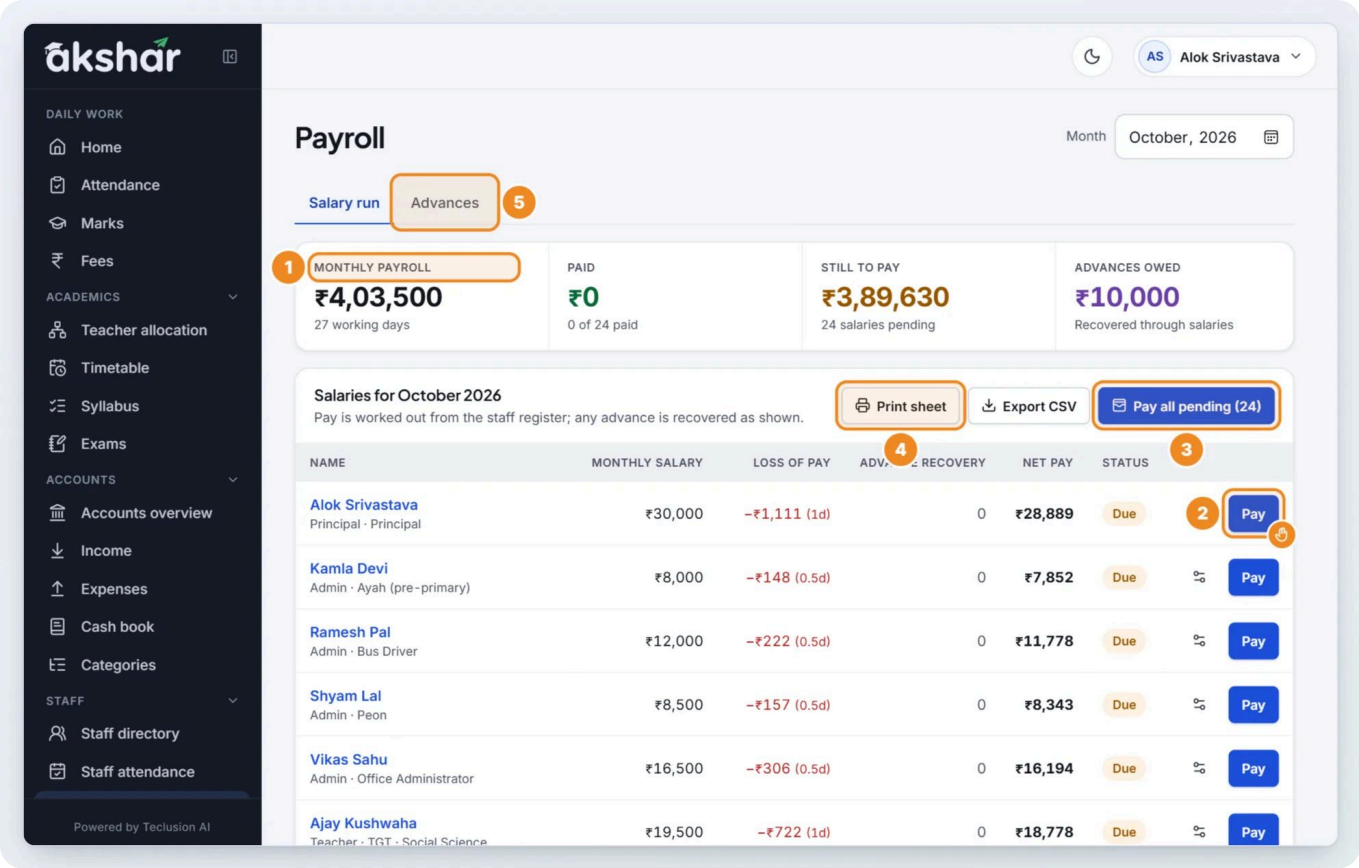


1. Check the **date**.
2. Tap **P** (present), **Lt** (late), **A** (absent), **½** (half day) or **L** (leave) for each person.
3. **Mark all present**, then change only the ones who are not. Save the register.

Tip: Once saved, the day is locked. Blank days count as present for pay.

Step 22: Pay salaries

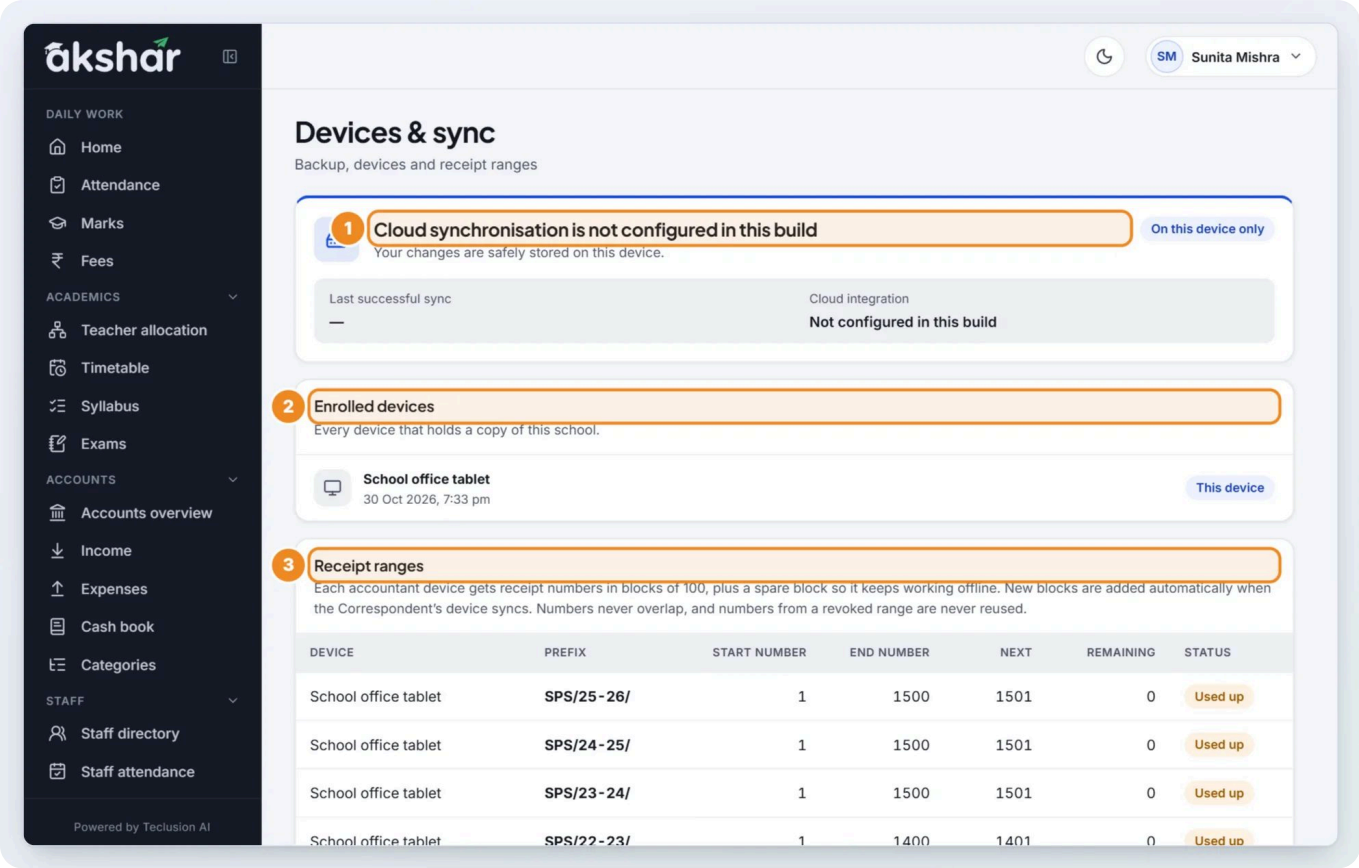
Akshar works out each salary from the staff register and recovers any advance.



1. **Monthly payroll**: total salaries, paid so far, still to pay and advances owed.
2. Tap **Pay** on a row to pay one person. Loss of pay and advance recovery are already worked out.
3. **Pay all pending** pays everyone still due in one go.
4. **Print sheet** prints the salary sheet for signatures.
5. The **Advances** tab records a salary advance and how it is recovered.

Step 23: Backup, devices and receipt numbers

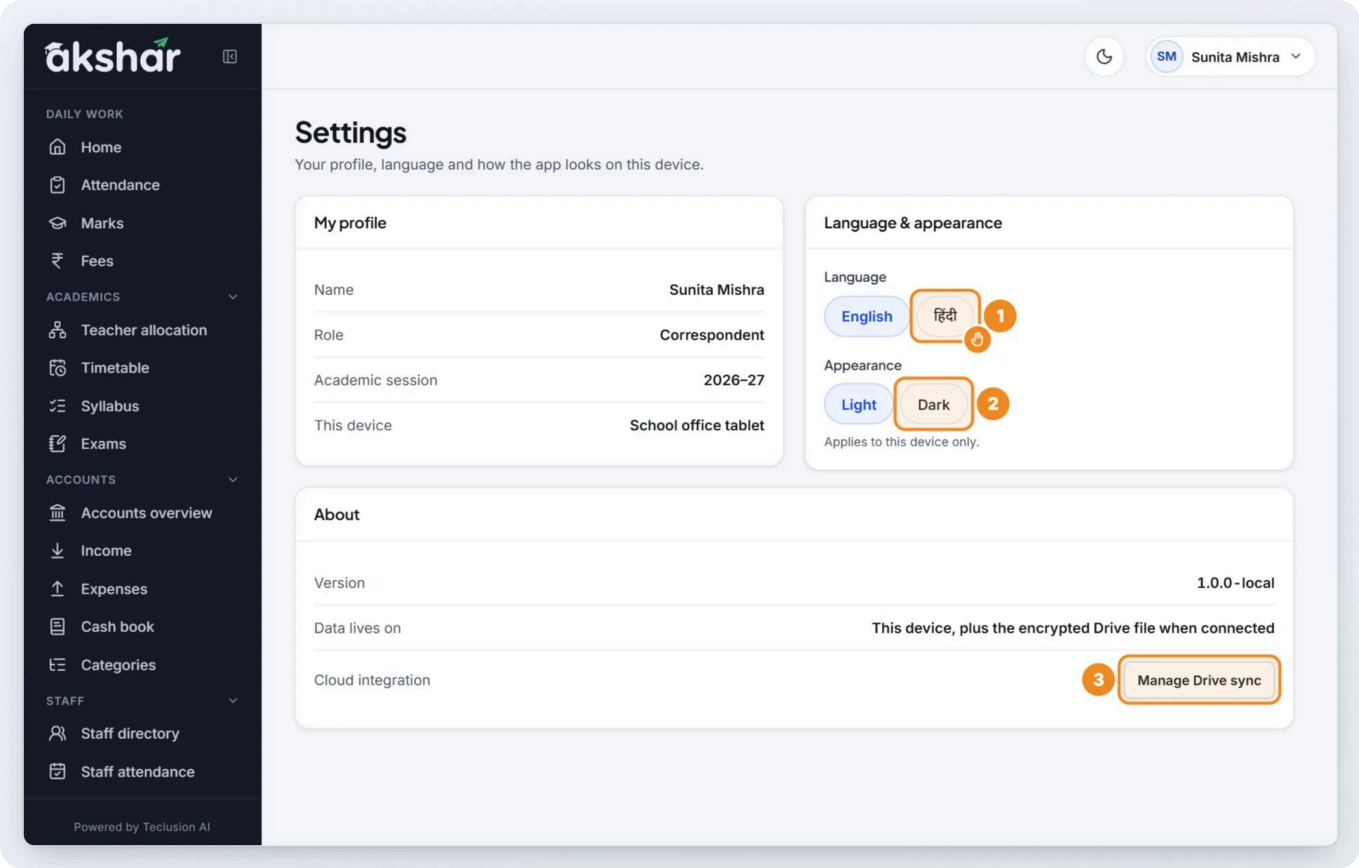
Akshar keeps everything on the device and copies it to your school's own Google Drive.



1. The **sync status**: when this device last synced with Google Drive.
2. **Enrolled devices**: every device that holds a copy of the school.
3. **Receipt ranges**: each fee device gets its own block of receipt numbers, so numbers never clash, even offline.

Step 24: Language, appearance and Drive

Change how Akshar looks on this device.



1. Language: **English** or **हिंदी**. You can switch any time.
2. Appearance: Light or **Dark**. This changes only this device.
3. **Manage Drive sync** connects the school's Google Drive for backup.

Quick tips

- Set up in this order: **School profile** → **Classes & subjects** → **Staff** → **Teacher allocation** → **Students** → **Fees** → **Exams**.
- Take attendance before the first period, every day.
- Give every receipt on the spot: print it or send it on WhatsApp.
- Check the **Cash book** every evening against the cash in the office.
- Keep Google Drive sync connected so every device has the latest records.

Common questions

Do I need internet?	No. Attendance, marks, fees and reports all work offline. Internet is needed only to sync with Google Drive.
Who can see our data?	Only your school. Records stay on your devices and in your school's own Google Drive. Each person sees only what their role allows.
Can I use Akshar in Hindi?	Yes. Open **Settings** → **Language** and choose हिंदी. You can switch back any time.
Can a wrong entry be deleted?	No. Saved receipts, attendance and marks are locked. Ask for a correction or reversal; the Principal or Correspondent approves it, and the history stays clean.
What if a phone is lost?	The records are in your school's Google Drive. Remove the device under **Staff accounts**, then sign in on the new device with the same Google account.

Need help? Email sales@teclusion.ai or visit teclusion.ai/akshar.