Akshar Manual for the Principal

30 Oct 2026 · @Teclusion

You run the school day to day: approve requests, plan teachers and timetables, follow results and pay staff.

What you need

- An Android phone or a Windows computer.
- The Google account (Gmail) your Correspondent added for you.
- Your own 4-digit PIN, which you create the first time.

Where to get the app

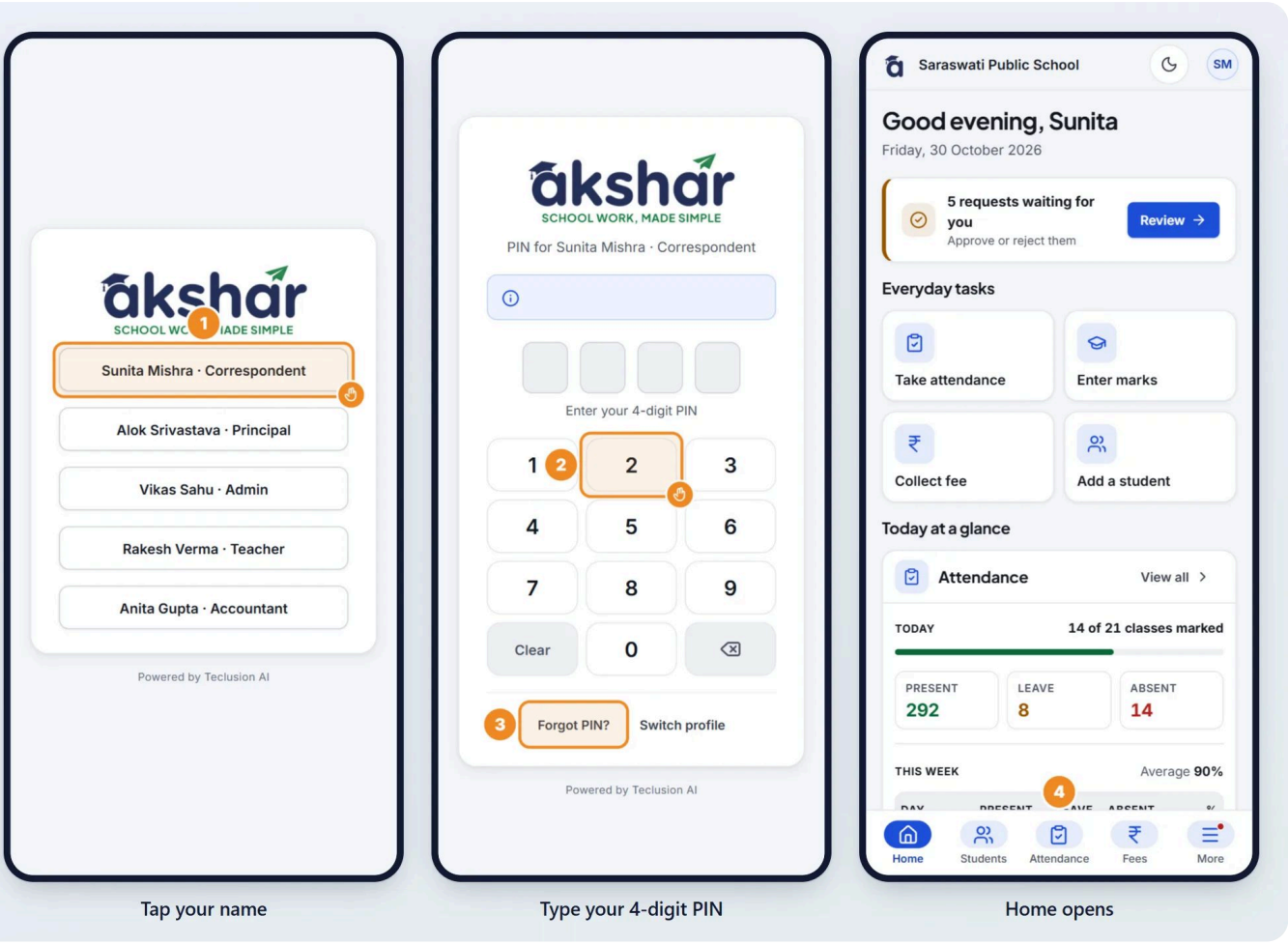
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

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.



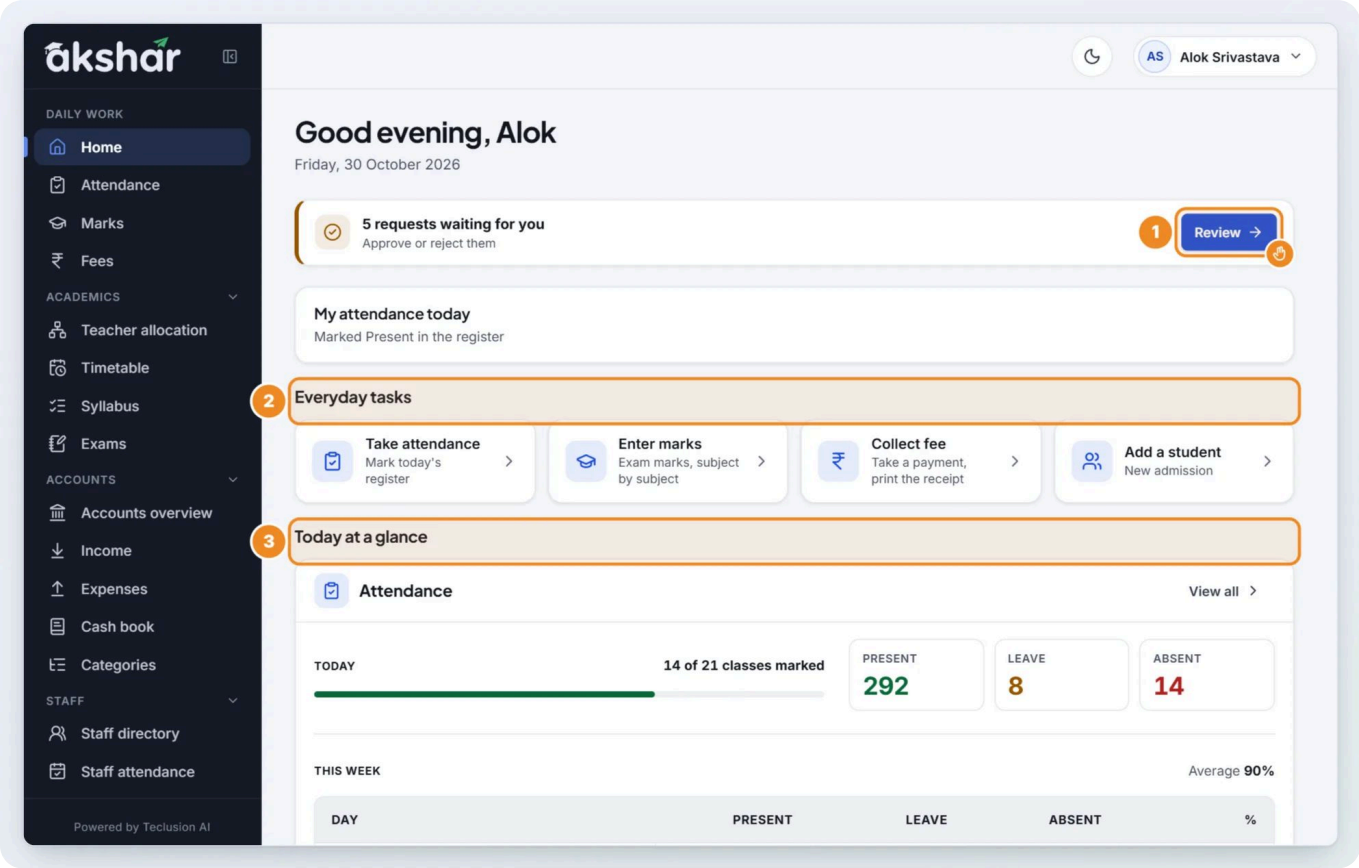
Tap your name | Type your 4-digit PIN | Home opens

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: Start the day from Home

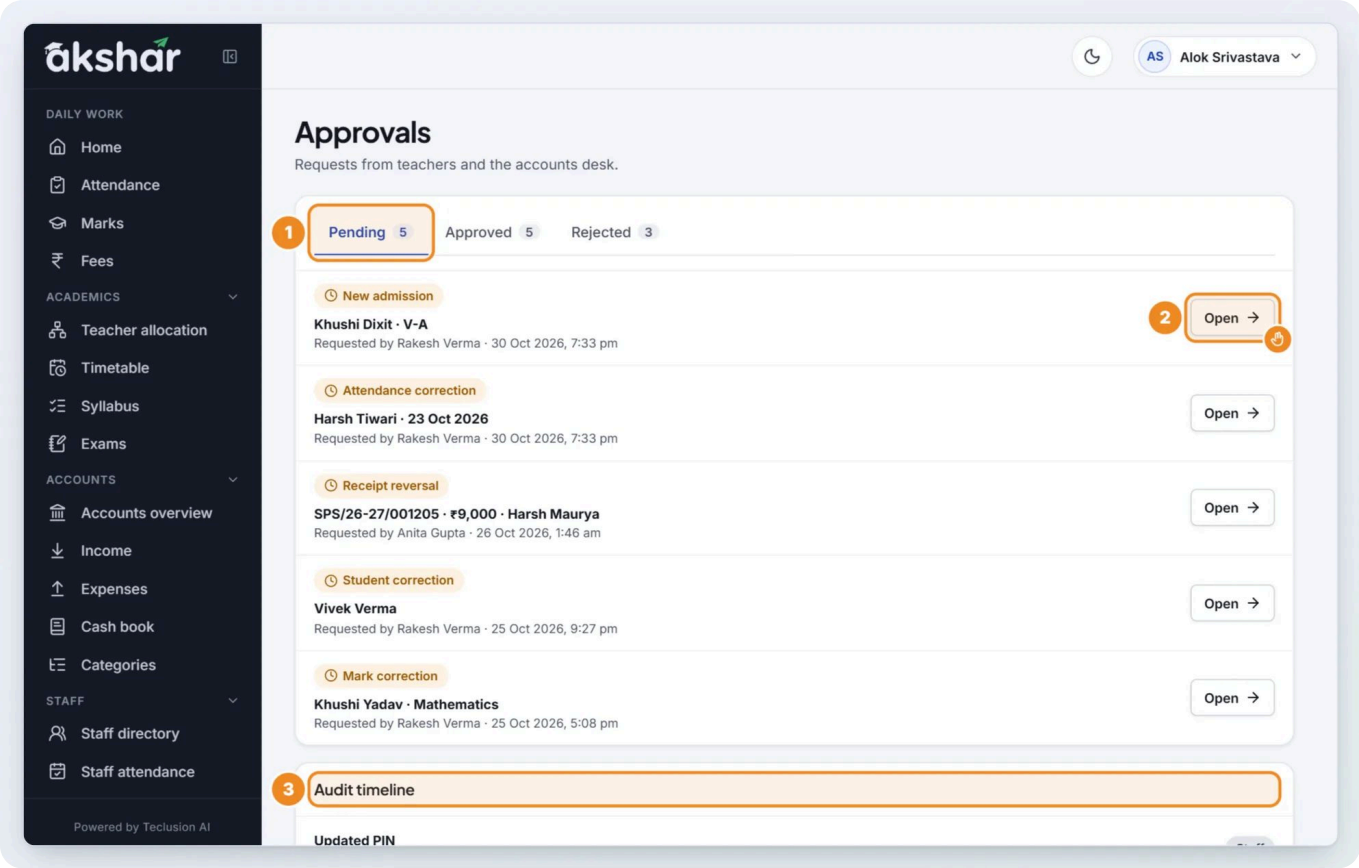
Home tells you what needs you today.



1. **Review** opens the requests waiting for your decision.
2. **Everyday tasks**: Take attendance, Enter marks, Collect fee, Add a student.
3. **Today at a glance**: classes marked today, present, leave and absent, this week's trend, students and fees.

Step 3: Approve or reject requests

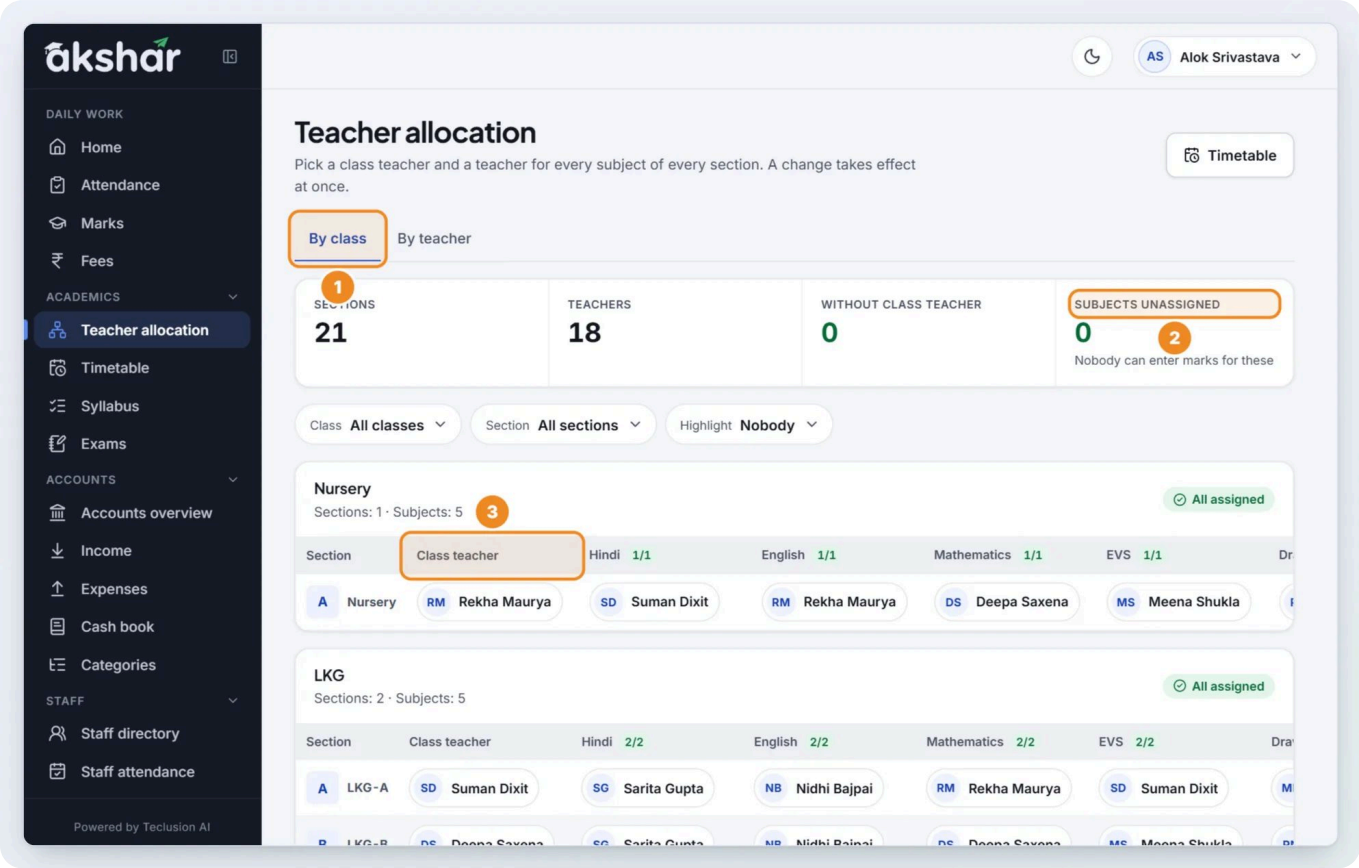
Changes to locked records come to you as requests, so nothing is changed silently.



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 4: Allocate teachers to classes

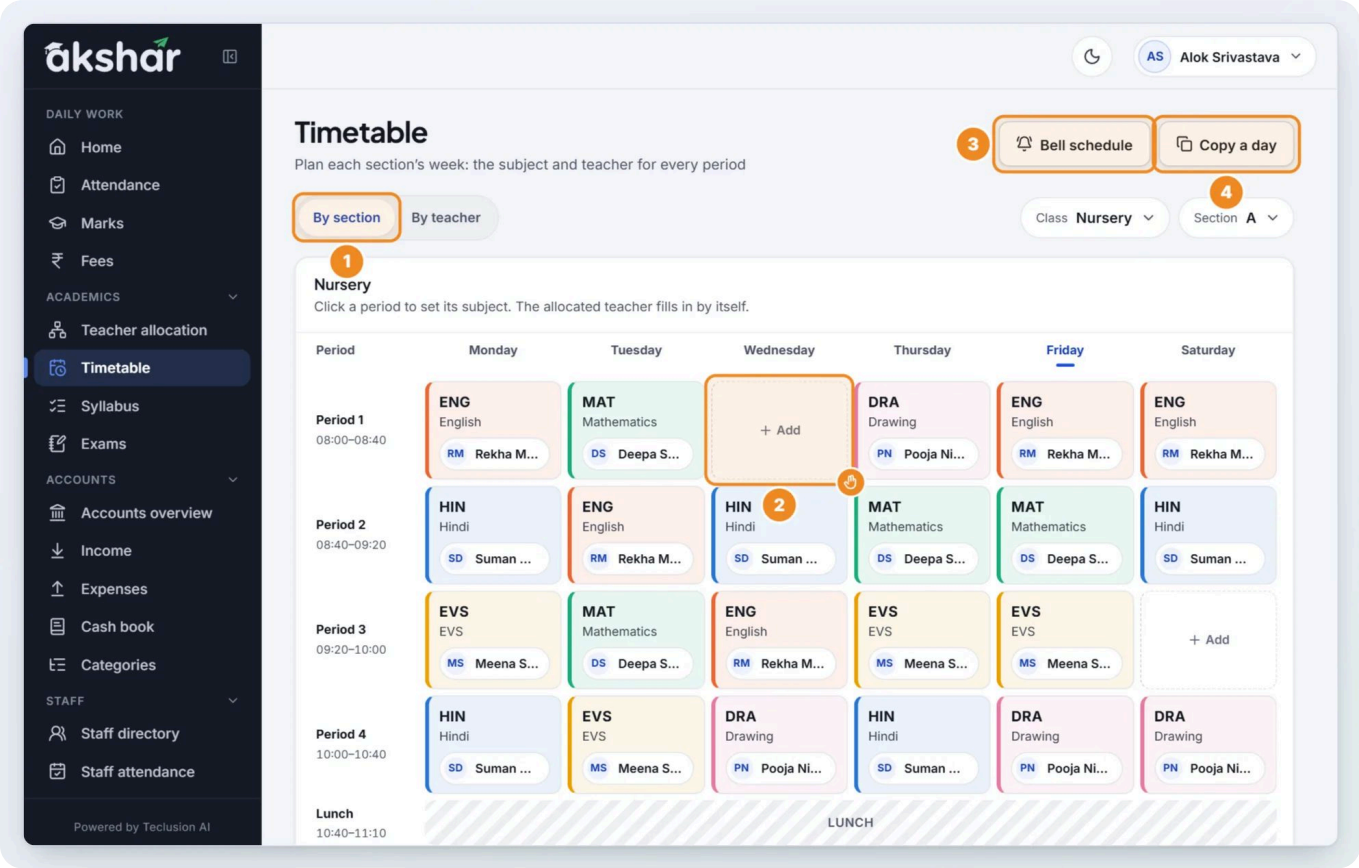
One screen to see who teaches what, and to fill the gaps.



1. Switch between **By class** and **By teacher**.
2. **Subjects unassigned** should be 0. A subject without a teacher cannot get marks.
3. Tap a name under **Class teacher** or a subject to change the teacher. The change takes effect at once.

Step 5: Make the timetable

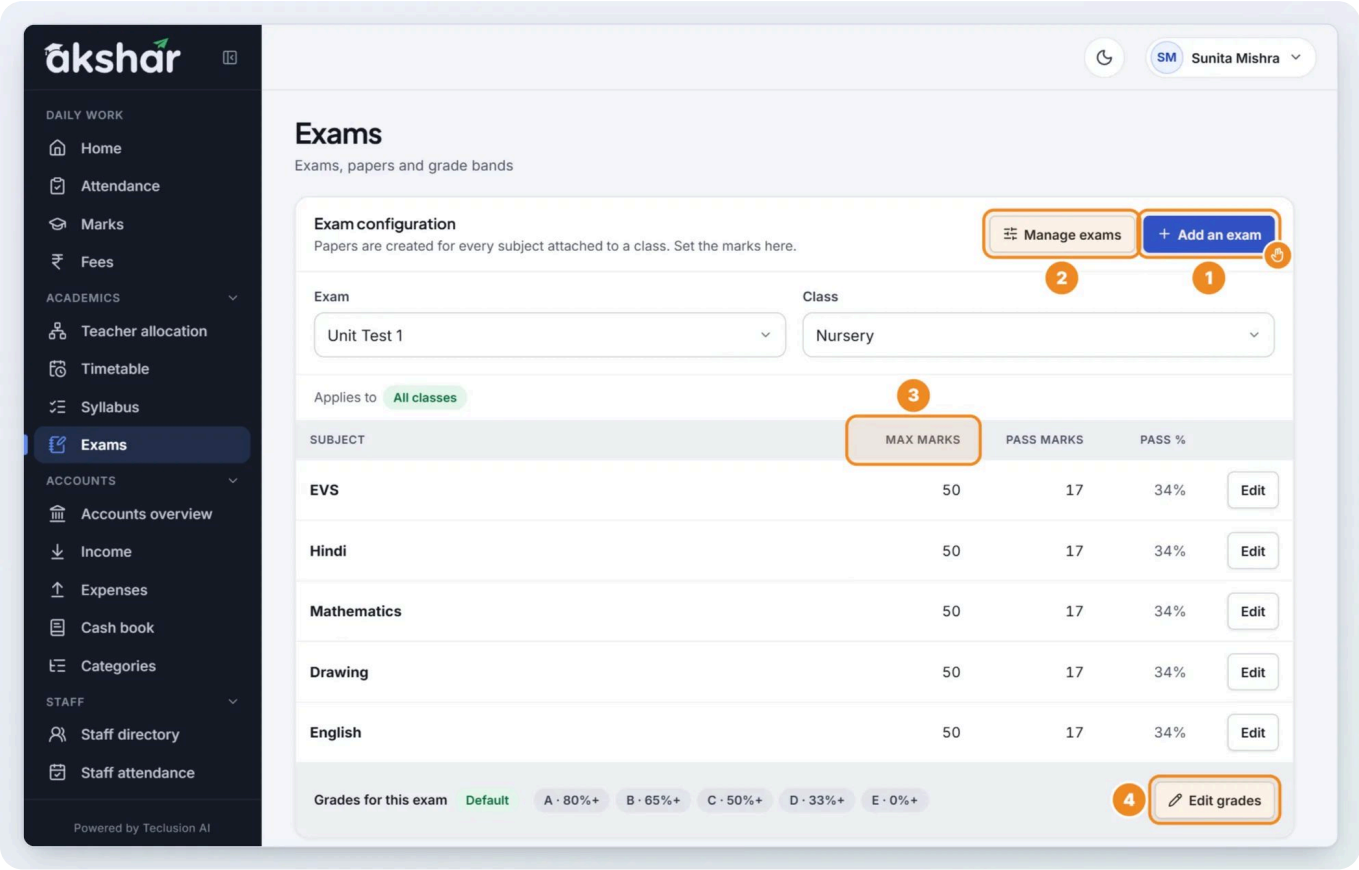
Plan each section's week, period by period.



1. View **By section** or by teacher, and pick the class and section.
2. Tap an empty period (**+ Add**) to set its subject. The allocated teacher fills in by itself.
3. **Bell schedule** sets the period times and breaks.
4. **Copy a day** copies one day's periods to another day.

Step 6: Create exams and set the marks

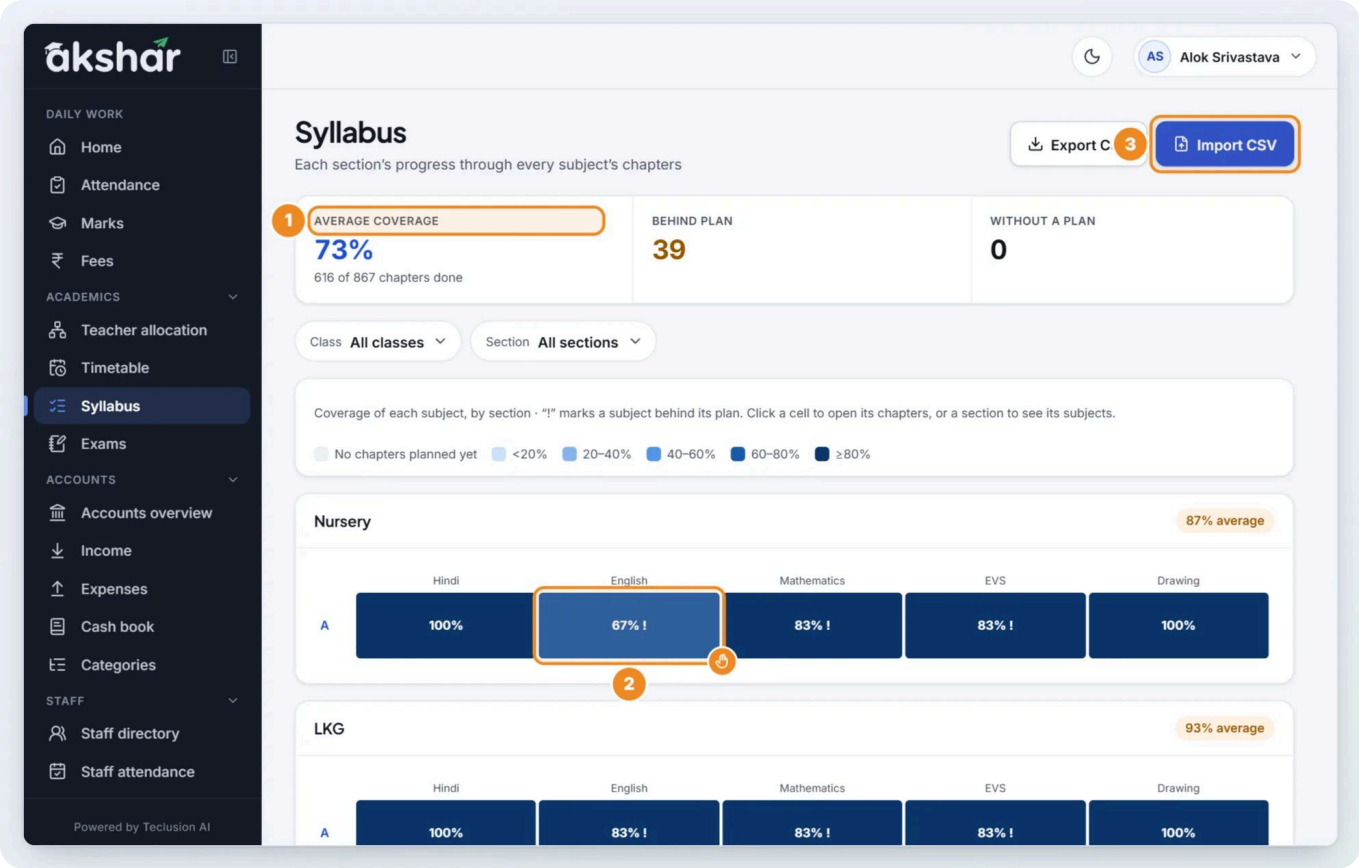
Each exam gets one paper for every subject of a class. Teachers then enter marks against these papers.



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 7: Track the syllabus

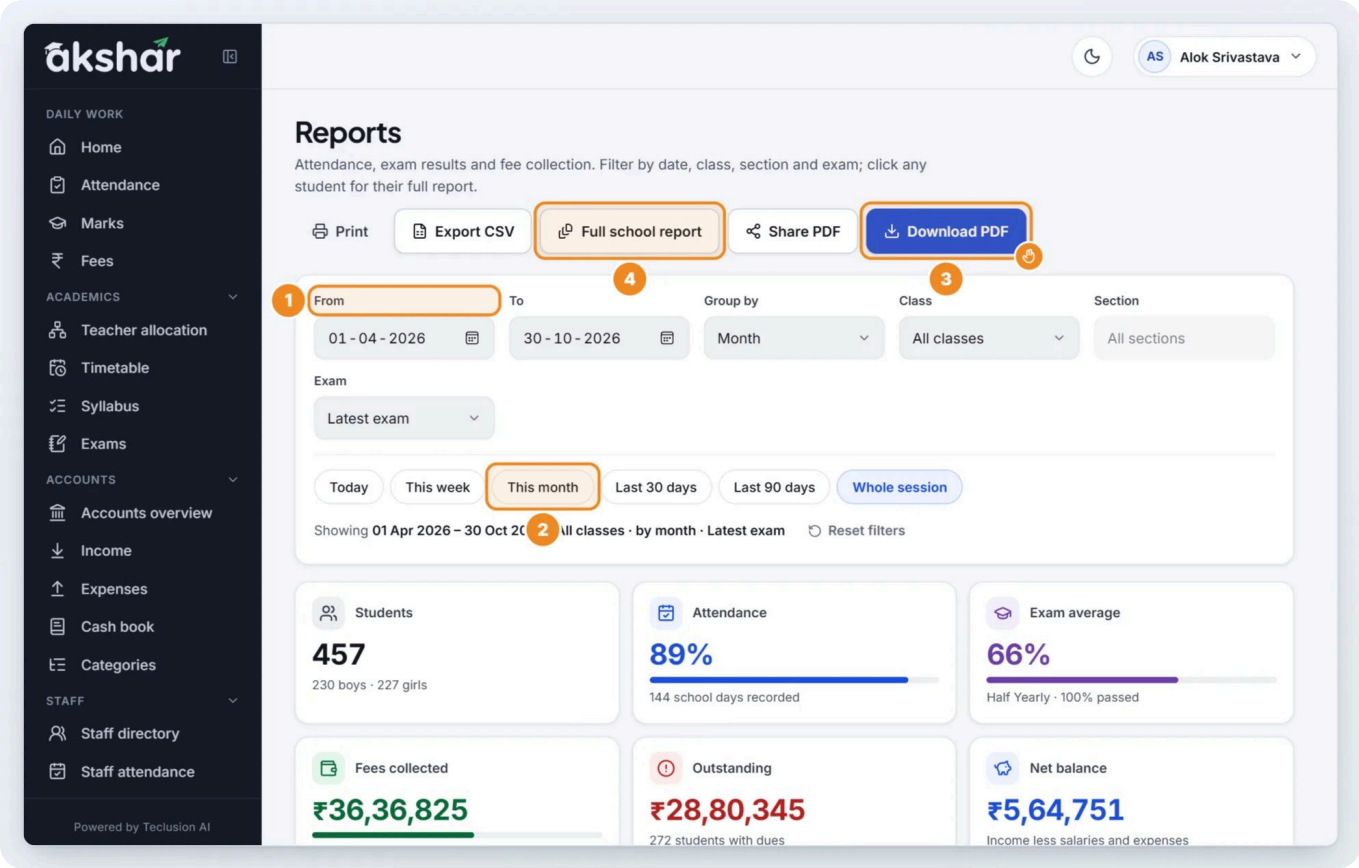
See how far each section has got through each subject.



1. **Average coverage** across the school, and how many sections are behind plan.
2. Darker cells mean more chapters done. A cell marked **!** is behind plan: tap it to open its chapters.
3. **Import CSV** loads a chapter plan from a spreadsheet.

Step 8: View, download and share reports

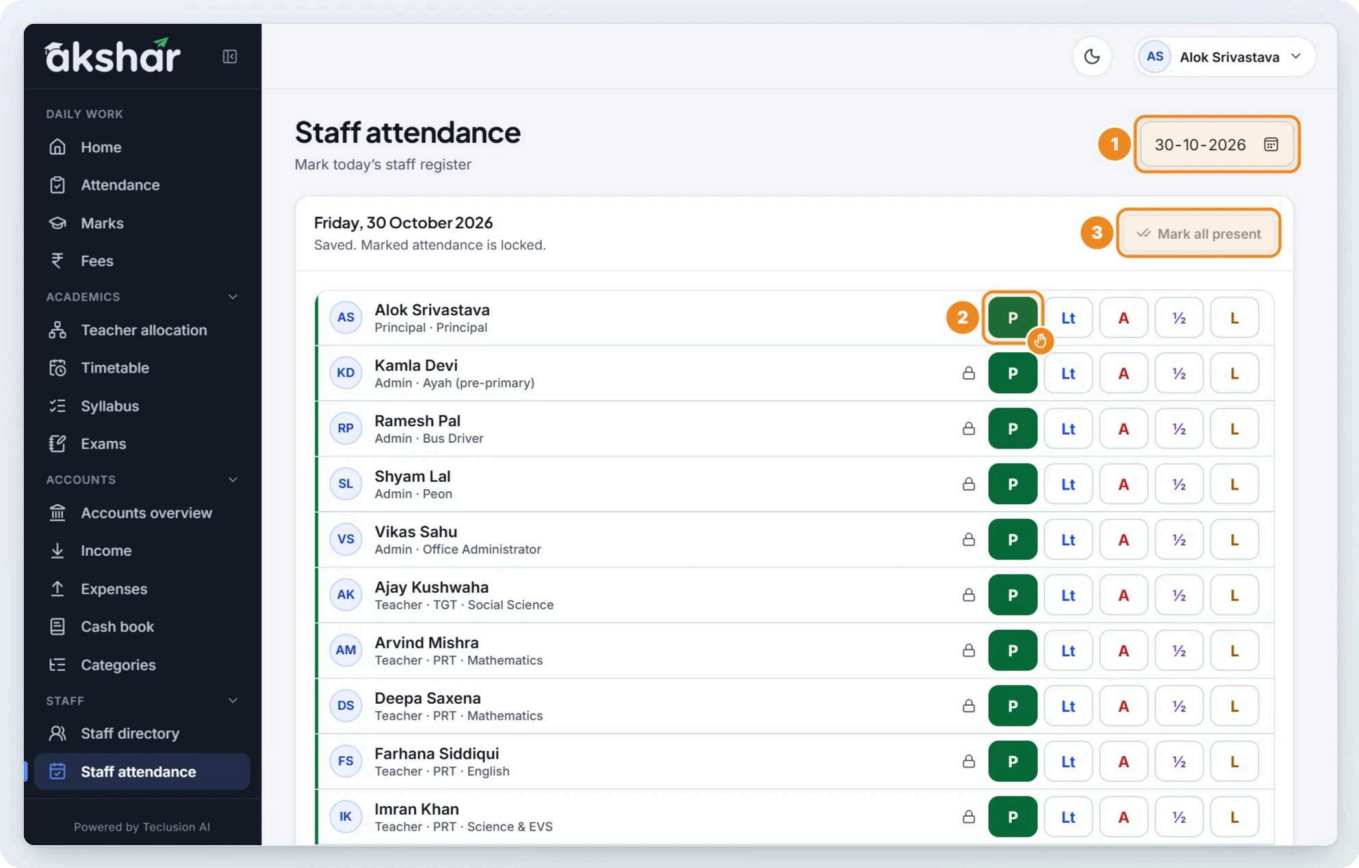
Attendance, exam results and fee collection in one place.



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 9: Mark staff attendance

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

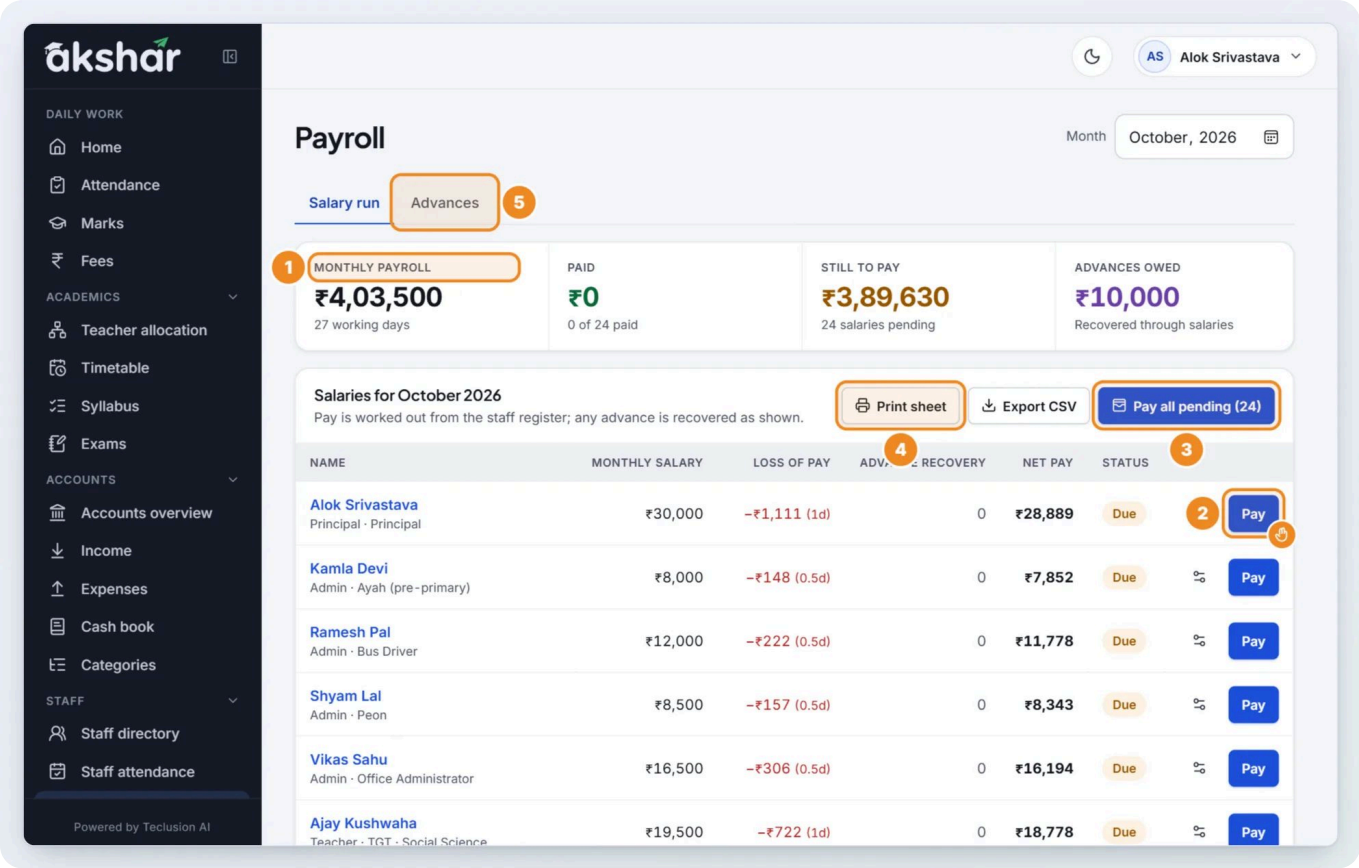


1. Check the **date**.
2. Tap **P** (present), **Lt** (late), **A** (absent), **½** (half day) or **L** (leave) for each person.
3. **Mark all present**, then change only the ones who are not. Save the register.

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

Step 10: 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.

Quick tips

- Clear **Approvals** every morning.
- Keep **Subjects unassigned** at 0 in Teacher allocation.
- Check sections marked **!** in Syllabus each week.
- Save the staff register daily; payroll uses it.

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.
Why can't I see Staff accounts?	Inviting staff and role access belong to the Correspondent.

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