NESATHKA ACADEMY

CENTER FOR ADVANCED ACADEMIC EXCELLENCE

Curriculum, Timetable & Batch Scheduling Handbook

Assigned Role:	**Academic Coordinator**
Target User Group:	Academic Coordinators & Scheduling Managers
Core Functional Scope:	Admissions Review, Batch Schedules, Assessment Titles & Multi-Subject PTM

ROLE MISSION & TIMETABLE GOALS

Academic Coordinators organize the academy's master schedule. You manage course batches, verify incoming student admissions, manage assessment titles and schedules, and lead multi-subject parent consultations.

STEP 1: MANAGING COURSE BATCHES & TIMETABLES (BATCHES.PHP)

* **Creating New Batches:** Click '+ Add New Batch' -> enter Course Name, Subject Tutor, and Assistant.
* **Timetable & Venue:** Configure days and times (e.g. 'Saturdays 08:00 AM - 12:30 PM | Hall A').
* **Monthly Fees:** Define standard monthly fee structure per batch.

STEP 2: ADMISSIONS QUEUE & ONLINE REGISTRATIONS (ADMISSIONS.PHP)

* **Reviewing Submissions:** Check incoming self-registrations under Admissions -> Pending tab.
* **Batch Allocation:** Verify applicant school and ensure enrollment in the correct academic stream.
* **Approve & Enroll:** Approve applications to auto-generate student IDs, barcodes, and portal logins.

STEP 3: ASSESSMENT TITLES & EXAMINATION COORDINATION

* **Assessment Title Control:** Coordinators and the Owner have full access to create, rename, and update Assessment Titles.
* **Exam Scheduling:** Coordinate monthly assessment dates with subject tutors to prevent scheduling conflicts.

STEP 4: COMPREHENSIVE MULTI-SUBJECT PTM PRESENTATION

* **Holistic Review:** Access full multi-subject performance data when meeting with parents.
* **Performance Trajectory:** Use interactive visual charts to discuss student progress across all enrolled subjects.
* **Confidential Notes:** Log private coordinator notes for institutional tracking.

Official Institutional Authorization:

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