NESATHKA ACADEMY

CENTER FOR ADVANCED ACADEMIC EXCELLENCE

Executive Director & Biology Lead Operations Handbook

Assigned Role:	**Institute Owner**
Target User Group:	Mr. Ravindra Wijerathna (B.Sc - University of Ruhuna)
Core Functional Scope:	Executive Oversight, Admissions Approval, Biology Tutoring & Multi-Subject PTM

EXECUTIVE OVERVIEW & AUTHORITY

As Institute Owner, you have complete authority over Nesathka Academy. You supervise student admissions, course batches, examination gradebooks, fee collections, staff permissions, and multi-subject parent-teacher conferences (PTM), while leading the Advanced Level Biology division.

STEP 1: ACCESSING YOUR ACCOUNT & PORTAL SECURITY

Log in via https://ebio.academy/login.php with Username: 'owner' and your password.

* **Live Security Mode:** Direct demo bypass buttons are locked down on production.
* **Dual Executive & Tutor Scope:** Your account grants full access to both Director oversight and Biology teaching tools.

STEP 2: ADMISSIONS REVIEW & APPROVAL QUEUE (ADMISSIONS.PHP)

Prospective students submit online applications via /register.php. Review incoming admissions:

* **Application Review:** Inspect applicant photos, schools, contact details, and uploaded payment receipts.
* **1-Click Provisioning:** Click 'Review & Approve' -> system auto-assigns next Reg No (STU-2026-xxx), Barcode, and Student Portal login.
* **Collision-Free Safety:** The provisioning engine actively checks both students and users tables to guarantee zero duplicate IDs.

STEP 3: PARENTS' MEETING (PTM) FULL-SPECTRUM PRESENTATION

* **Multi-Subject Overview:** In student profiles, click 'Present to Parents (PTM Mode)' to review Biology, Physics, Chemistry & Maths.
* **Visual Trajectory Charts:** Display the student's progress trend graph compared against batch averages.
* **Confidential Meeting Notes:** Save private consultation notes per student for internal faculty record.

STEP 4: ASSESSMENT TITLES & GRADEBOOK CONTROL (MARKS.PHP)

* **Managing Test Titles:** Owner and Academic Coordinator have full authority to edit/rename Assessment Titles and target batches.
* **Dynamic Gradebook:** Type marks (0-100) -> system assigns grades (A+, A, B, C, S, F) in real time with batch rank.
* **Student Portal Sync:** Saved marks instantly update the interactive performance graph in the student's portal.

STEP 5: TUITION FEES & FINANCIAL TRACKING (FEES.PHP)

* **Payment Status:** Track monthly fee payments by batch: Paid, Pending, or Overdue.
* **Official Receipts & SMS:** Print thermal/A4 slips and dispatch automated SMS payment confirmations.

STEP 6: STAFF MANAGEMENT & DATABASE SAFETY (USERS.PHP)

* **Staff Accounts:** Add and manage Tutors, Assistants, and Coordinators. Reset passwords instantly.
* **10-Second SQLite Backup:** Copy 'database/tuition.sqlite' weekly for complete disaster recovery.

Official Institutional Authorization:

Mr. Ravindra Wijerathna | B.Sc - University of Ruhuna

Managing Director & Biology Lead Tutor * Nesathka Academy