



Document Management with EDUMAAT

SMARTER STUDENT LIFECYCLE—SIMPLIFIED AND CENTRALIZED



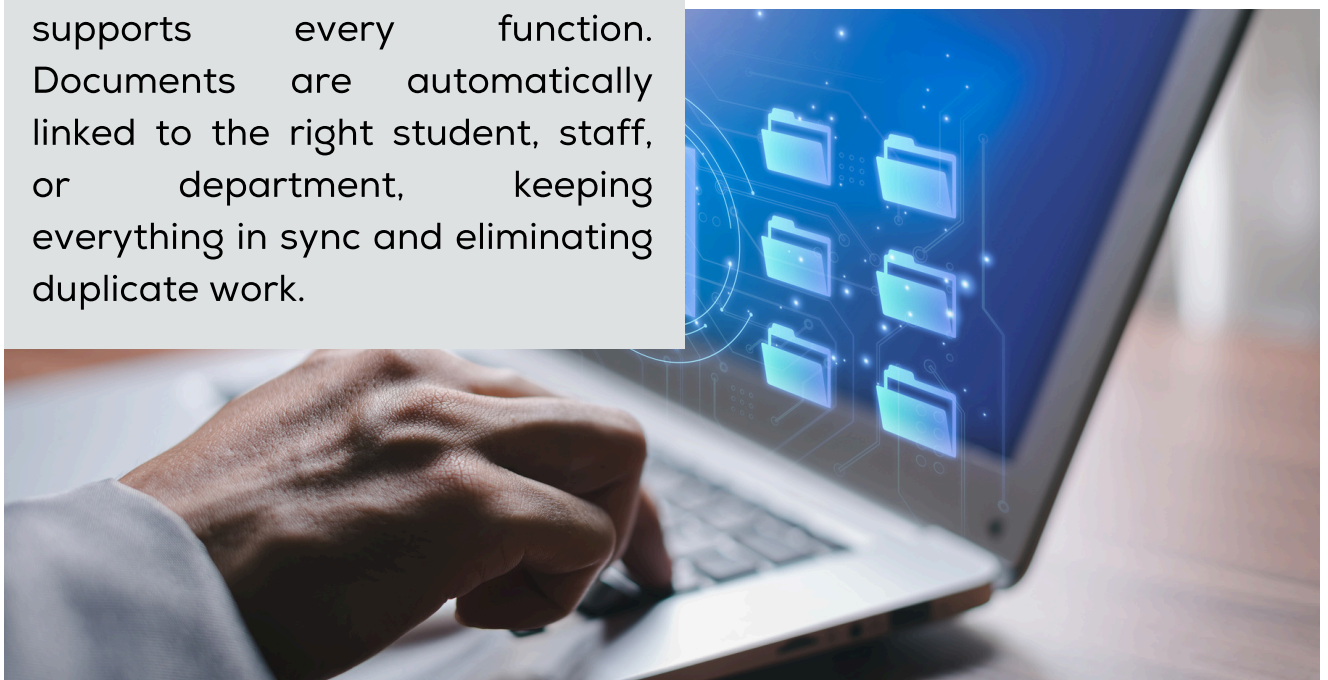
Effortless Document Management with EDUMAAT

Educational institutions manage a wide variety of documents daily—from student admission forms and ID proofs to staff contracts, exam reports, fee receipts, and more. Traditionally, these are scattered across paper files, spreadsheets, or local folders, making access difficult and storage unreliable.

With EDUMAAT's Document Management Module, all your files come together in one secure, digital space—organized, searchable, and always available when you need them.

One System for All Departments

Whether it's the admission team uploading application forms, the HR department storing staff profiles, or the finance team saving receipts—EDUMAAT supports every function. Documents are automatically linked to the right student, staff, or department, keeping everything in sync and eliminating duplicate work.



Instant Access, Total Control – Anytime, Anywhere

In a fast-moving academic environment, waiting hours—or even minutes—for important documents is no longer acceptable. With EDUMAAT's Document Management Module, institutions gain instant access to all records, whether it's a student's mark sheet from last year or a staff member's contract from five years ago.

Key Benefits:

- **Smart Search Functionality:** Users can search by student ID, staff ID, document name, file type, upload date, or custom tags. The system filters results instantly, helping staff find the exact file they need within seconds.
- **Advanced Categorization:** Documents are stored under structured folders such as "Student Certificates," "ID Proofs," "Exam Results," "Receipts," "Staff Contracts," etc., keeping everything neat and easy to browse.
- **Role-Based Permissions:** Access to documents is securely managed. Each user—whether it's an admin, teacher, finance staff, or department head—sees only what they are authorized to. This prevents accidental changes or leaks of confidential records.
- **Version Control:** If a document is updated or replaced, previous versions are archived. This ensures accountability and allows administrators to track changes over time.
- **Audit Trails:** Every document upload, download, or edit is logged with user name, time stamp, and action type. This provides full transparency and can be used during audits or internal reviews.



Whether it's verifying a scholarship form, printing a fee receipt, or responding to an inspection team, EDUMAAT ensures the document is ready when needed—never lost, never delayed.

Safe, Compliant, and Always Backed Up

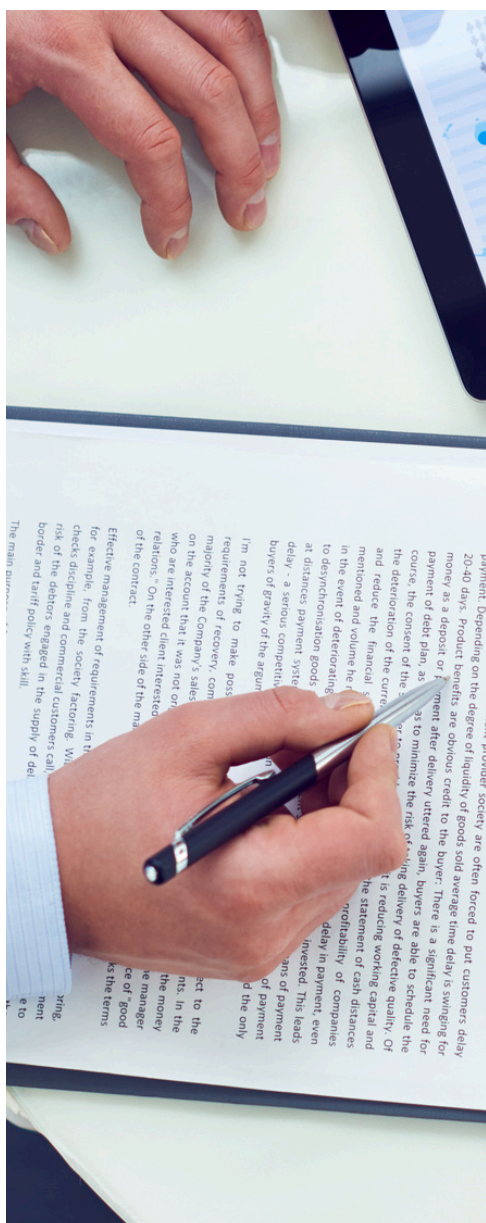
Institutions can't afford to lose important documents. Physical files can be lost due to misplacement, fire, water damage, or human error.

The EDUMAAT protects your documents through digital storage, data encryption, and automated backup systems, ensuring safety and compliance at every level.

Security and Data Protection Highlights:

- **Multi-Layered Data Encryption:** All uploaded documents are encrypted, both at rest and in transit. This means files are safe even if unauthorized access is attempted.
- **Regular Automated Backups:** The system creates backups on a defined schedule (daily/weekly), either on secure cloud servers or on-site storage, based on the institution's setup. In the case of accidental deletion or system failure, data can be quickly restored.
- **Compliance with Institutional Policies:** EDUMAAT aligns with education board requirements, privacy laws, and internal retention policies, helping institutions meet legal obligations without additional effort.
- **User Access Logs:** EDUMAAT maintains detailed records of who accessed or modified which document. This supports security audits and helps in investigations when needed.
- **Document Expiry and Retention Settings:** Institutions can set custom timelines for document retention. For example, academic records may be retained for 10 years, while certain admin documents can auto-archive after 2 years.

With EDUMAAT, institutions can confidently store and protect records while staying fully compliant with academic, legal, and IT security standards.



Built to Work Seamlessly Across the EDUMAAT Ecosystem
What makes EDUMAAT's Document Management Module truly powerful is its integration with other key modules.

The Documents don't exist in isolation—they're part of every process, from admissions and academics to HR and finance.

Seamless Interconnections Include:

- **Admission Module:** When students upload documents during the admission process (like birth certificates, mark sheets, and photos), they are automatically stored in the document repository and linked to the student's profile.
- **Fees Module:** Payment receipts, invoices, and financial declarations are stored against the relevant student or transaction, reducing confusion during audits or follow-ups.
- **Examination Module:** Hall tickets, exam schedules, and mark sheets are saved as part of each student's academic record.
- **HR and Payroll Modules:** Employee offer letters, experience certificates, salary slips, and appraisal forms are stored under each staff member's digital file.
- **Transport and Hostel Modules:** Consent forms, ID proofs, and allotment letters are stored and easily retrievable whenever required.

EDUMAAT saves time, avoids duplication, and ensures data consistency throughout the ERP system.



EDUMAAT

One Solution, Endless Possibilities