

Welcome to Foqas academy school management software

Human Resource part's user Manual

- Clicking on the menu **Human Resource** from the Menu's (below **students**) will show this page.

First the list of teachers will show here

If you want to download this list of all teachers, you have to click here

Current Session : 2022

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Human Resource / Teachers

Teachers Staff Committee Member Management Designation

Show 25 entries Search:

#	Code	Teacher Name	Email	Courses	Gender	Phone	Status	Status	Education
1	371324418	ANIQAH NAOWAR SHONDHI	aniquahns@gmail.com	All Courses	Female	+65 8101 5903	Active	Active	Education
2	21157714	APARAJITA GHATAK	aparajita_ghatak@yahoo.in	All Courses	Female	+65 9185 6649	Active	Active	Education
3	21157715	ATASI GHOSAL	atasighosal@yahoo.co.in	All Courses	Female	90226751	Active	Active	Education
4	21157699	BEGUM SHAHNEWAZ	bshahnewaz@yahoo.com	All Courses	Female	65036048	Active	Active	Education
5	21157700	DEEPIKA RANI BISWAS	deepikabiswas972@hotmail.com	All Courses	Female	66391038	Active	Active	Education
6	21157701	FALGUNI SEN GUPTA	steps_ge@yahoo.co.in	All Courses	Female	+66389585	Active	Active	Education
7	21157730	FARHANA SARKER	fsarker709@gmail.com	All Courses	Female	93753955	Active	Active	Education
8	21157716	JAKIA JASMIN	jasmin,jakia@yahoo.com	All Courses	Female	90559475	Active	Active	Education

- Click here to add teachers one by one.

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Human Resource / Teachers / Add

Teachers Staff Committee Member Management Designation [Upload Excel](#)

Full Name *	Phone Number *	E-Mail Address *
		mgsabur@gmail.com
Password *	Confirm Password *	Department *
.....		Bangla
Class Teacher	Nationality *	Gender *
Not Class Teacher	Singaporean	Choose
Blood Group *	Upload Profile Picture	Upload CV
Choose	Choose Picture	Choose File

[Save](#) [Save & Email](#) [Cancel](#)

After correctly inputting all the information, if you click on the **save** button at the bottom, the teacher will be added to the teachers list.

- If you want to add more than one teacher through excel sheet, click here.



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Human Resource / Teachers / Add

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Full Name *	Phone Number *	E-Mail Address *
		mgsabur@gmail.com
Password *	Confirm Password *	Department *
.....		Bangla
Class Teacher	Nationality *	Gender *
Not Class Teacher	Singaporean	Choose
Blood Group *	Upload Profile Picture	Upload CV
Choose	Choose Picture	Choose File

[Save](#) [Save & Email](#) [Cancel](#)

[Demo Excel file](#)

Mass upload Excel Teacher

Choose the file and click on the **upload** button

Click here to download the demo excel file, open the file, input the necessary information and save. Next you need to upload that file.

