

SCOPE OF WORK – Admissions Management

THE BELOW SCOPE OF WORK SHALL COVER THE ROLE OF THE ADMISSIONS IN-CHARGE VIA THE ERP SOFTWARE SYSTEM:

- (I) **PRE-ADMISSION REGISTRATION PROCESS AND POST REGISTRATION PROCESS - UNTIL THE ADMISSION IS COMPLETED.**
- (II) **UPDATING OF NEW STUDENTS' RECORDS AFTER THE ADMISSIONS PROCESS.**
- (III) **THE APPLICATION SHALL *INTEGRATE* WITH THE PROCESSES FOLLOWED BY OTHER DEPARTMENTS OF THE SCHOOL (i.e Attendance, Boarding, Library, Hospital, Accounts, Catering etc.,)**

PRE-ADMISSION REGISTRATION PROCESS

- (i) The Applicant will access the Online Registration System
- (ii) The System will keep a track of online visitors. In case an online registration is abandoned midway, the System will send a reminder if an email / phone number was registered to prompt the Applicant to complete the process.
- (iii) It will be **MANDATORY FOR ALL FIELDS TO BE COMPLETED IN CAPITAL LETTERS** FAILING WHICH A POP UP MESSAGE TO NOTIFY AND BLOCK THE APPLICANT FROM PROCEEDING FURTHER.
- (iv) The use of special characters will be disabled
- (v) The **DATE OF BIRTH SHOULD ALIGN WITH THE SCHOOL'S REQUIREMENT FOR EACH CLASS**. IN CASE THE AGE CRITERIA IS NOT MET, THE SOFTWARE SYSTEM SHOULD BLOCK THE APPLICANT FROM PROCEEDING FURTHER.
- (vi) The ONLINE APPLICATION WILL BE THE **ADMISSION APPLICATION FORM** IN AN ELECTRONIC FORMAT AND **WILL REPLACE THE EXISTING REGISTRATION FORM.**

DOCUMENTS

The online software system should include the uploading of the following documents:

- (a) Birth Certificate
- (b) Aadhar Card of the Candidate OR National ID /OCI Certificate
- (c) Aadhar Card of the Parents OR National ID / OCI Certificate
- (d) Passport Copy of the Parents in case of overseas Residence Visa status only
- (e) PAN Card of the Parent (if required)
- (f) Service Certificate – in case of serving Military Personnel (to be eligible for the future Fee discount, if the candidate is admitted). (Eg:- if a person registers under DEFENCE CATEGORY, it should be mandatory that a pop-up notification informs them to upload the Service Certificate)
- (g) Previous 2 years' Marksheets
- (h) Bonafide Certificate

- (i) Vaccination Card / Past Medical Records (this option to also be accessible by the RMO once the process is complete at the final stage after the INTERACTION.
- (j) Passport size photographs of the Candidate and Parents. The photographs specifications should be within standard specifications.
- (k) Once documents are uploaded the Applicants should be directed via a link to the Fee Payment Gateway System. The payment mode is described below.

REGISTRATION OF MARKS ONLINE – APTITUDE ANALYSIS AND INTERACTION

- (i) The marks of the Aptitude Analysis will be entered by the Admissions In-Charge
- (ii) The Marks after the Interaction will be assigned in a similar manner as above.
- (iii) Deviation approvals, if any will be entirely at the sole discretion of the higher Management.
- (iv) The Final result following the Medical Clearance will determine the admission of the candidate

POST ADMISSION PROCESS

- (i) In the Post-Admission Process, a notification will be sent to inform successful candidates of their result.
- (ii) A notification will also be sent to inform candidates who are not selected.
- (iii) The Software System should provide an AUTOMATIC VACANCY STATUS REPORT to allocate CLASS, SECTION AND BOARDING spaces to students.

FEE PAYMENT

The Fee Management module shall support the School to manage all of their front-end financial processes involving the parents and the school. It shall alert the parents for Fee submission once the online registration is completed successfully and after the Admission is granted.

FEATURES TO BE COVERED

- (a) **Online payment gateway through all RBI approved collection modes are to be enabled.**
- (b) **Customised integration with various Fee Heads.** For example:- The REGISTRATION FEE should be under a separate Head (and will include the **Registration Fee, Examination Fee**).
- (c) The Admission Fee, One Time Fee for new Candidates, Optional Fees etc., will be classified under respective Heads
- (d) Automatic generation of Fee Invoices to Parent / Accounts Staff
- (e) **Fee refund** configuration at respective Fee Head level.
- (f) **Custom Invoice Number** support (with Class, Section, School i.e Prep School, Girls School, Junior School and Senior School).
- (g) Other Departments of the School to also ensure an **End-Of-Day processing of all expenses incurred by the students so that at any given point of time the Management can view the payment status of the students right from Registration to enrolment.**

ADVANTAGES OF THE SOFTWARE SYSTEM WHICH INTEGRATES WITH OTHER DEPARTMENTS

ONLINE GENERATION OF TRANSFER CERTIFICATES AND BONAFIDE CERTIFICATES

- (a) Student payment information shall be at finger tips which facilitates the MIS Reporting
- (b) Tracking authorized and unauthorized absence of a student.
- (c) Records and manages the student attendance which is required for processing the **Bonafide Certificate and Transfer Certificate**.
- (d) Automatically pushes attendance into the Report Cards and this data is further incorporated into the Transfer Certificate
- (e) Makes attendance details available to Parents via the dashboard.
- (f) The above will facilitate the online processing of the TRANSFER CERTIFICATE ON IMMEDIATE BASIS based on No Dues Certification if other Departments update the accounts on daily basis.

OTHER COLLABORATION FEATURES REQUIRED VIA THE APP INCLUDING PARENT'S ACCESS TO THE APP

- (a) Sending single / bulk SMS to different stakeholders of the software application i.e. students, parents and staff members.
- (b) Publishing Circulars, News, Events, Polls and FAQ's on Student / Parent / Staff dashboards.
- (c) Intimation to parents about change in Calendar, Examination Schedules, School Re-opening, Emergencies, Travel related matters etc., through SMS and EMAIL.
- (d) The App will enable easy interaction between the Parents and the School. Parent's will be able to know their Application Status, Fee payment status and attendance status in real-time.
- (e) They should also be given the option to update their contact details.
- (f) It will facilitate mass communication of circulars and notifications from the School with access to a 'READ RECEIPT'

REPORTS

- (i) The Software System should enable to downloading of various Reports in an EXCEL format / PDF Format for review by the Higher Management / Admissions In-Charge at any point of time.
- (ii) The Software System should be able to generate Reports pertaining to number of Students, classification as per Gender, Age, Meal Preference, Siblings, OL, General Category, NRI, Defence, Community / Place of Origin / State / Country – to facilitate travel arrangements in case of emergency or otherwise

TRAINING MATERIALS

All training materials should be provided online and offline.

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The service provider has to prepare the final Scope of Work document after the gap analyses.

Scope of work - Student Management

Student Profile Management with Following Fields in static Database

Student ID	Father Mobile	Blood Group
Student Name	Father Email	Differently Able
Admission No.	Father Date of Birth	Health Issues
Date of Birth	Mother Name	Identification Marks
Place of Birth	Mother Qualification	Year of Admission
Gender	Mother Occupation	Date of Admission
Caste	Mother Income	Emis ID
Category	Mother Income	Ration Card No.
Religion	Mother Mobile	AAadhar Card No.
Nationality	Mother Email	Latitude
Father Name	Mother Date of Birth	Longitude
Father Qualification	Present Address	Smart Card No.
Father Occupation	Permanent Address	Remarks
Father Income	Guardian Address	+ Additional Fields

Student Profile with Batch Wise Information

Batch	Student Type
School	Stage
Standard	RTE
Section	Promotion
Student Id	Photo
Roll No.	House

Activity

1. Add Students
2. Import Profile
3. Assign Roll No.
4. Shuffle Students
5. Upload Photos
6. Upload Documents
7. Print ID Cards
8. Issue Transfer Certificate
9. Quit & Restore Students
10. Assign House

Reports

1. Student List
2. Customized Student List
3. Quit Student list
4. Vehicle Route Wise Student List
5. Vehicle Stage Wise Student List
6. Promotion Register

Annexure – 1.2

7. Admission Register
8. RTE Register
9. House Wise Student List
10. Statistics

a. Messaging Center

Activity

1. SMS to Parents
2. SMS to Staff
3. EMAIL to Parents
4. EMAIL to Staff
5. Alerts to Parents via Parent Portal
6. Alerts to Staff through Portal

b. Parent Portal Application

Activity

1. Add News
2. Add Events
3. Upload Gallery Images
4. Upload Documents
5. Upload Newsletter
6. Alerts & Notifications
7. Student Profile
8. Health History

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SCOPE OF WORK - FEE MANAGEMENT

The requirement given by the fee clerk for auto-debit facility (class-wise & category-wise fees) is detailed below:

1. Class-Wise & Category wise Fee Structure Management:

- **Class-Based Fee & Category-Based Structures:** Set specific fee structure based on different classes (e.g., Class 5 & 6, Class 7 & 8, Class 9 - 12) and the categories of civilian, defence & NRI based on the fees applicable to them.
- **Automated Class Promotion Adjustments:** When students are promoted to a new class, the system should automatically adjust their fee structure according to the new class requirements.

2. Fees Debit to student's account :

- **Automated Fee Debit:** The system should support an automatic fee debit on 1-April for 1st term fees and 1-July for 2nd term fees specified for each student based on their class and category (e.g., Civilian, Defence, NRI and School Fees, Learning Resource Fees, etc.).
- **Special Categories or Discounts:** Provision needed to make entries for students eligible for certain discounts or subsidies (e.g. Students sponsored by Central Govt Scheme or offered Bursary Scholarship).

4. Customizable Fees ie waivers / discounts :

- **Conditional Waivers:** Include conditions for waiving or reducing certain fees for eligible students, including bursary scholarship recipients or those receiving financial aid from Old Lawrencians or Central Government.

5. Payment Tracking, Notifications and Penalties :

- **Automated Notifications / Reminders:** Send SMS notifications & email reminders to parents/guardians about upcoming fees payments / schedule and periodic reminders for pending fees to minimize payment delays.
- **Fee Collection Reports:** Generate reports showing amounts collected, pending, or overdue fees by class, category, or individual student for effective tracking.
- **Late Payment Penalties:** Define in the system, the penalties for delayed payments with automated reminders by tracking of overdue amounts.

7. Integration with Financial Systems:

- **Bank Integration:** The system should be compatible with bank or financial service providers to facilitate the automated fee payment recording.
- **Accounting and Budgeting Integration:** Ensure that fee collection records are linked with accounting modules in the ERP system to simplify financial reporting.

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STUDENTS PERSONAL ACCOUNT RECOVERY

Elaboration and Automation Suggestions for Personal Account Recovery Profile in ERP System

To enhance efficiency and accuracy in handling students' personal expenses, the ERP system should integrate automation and batch processing features. Below is an elaboration of the requirements along with automation suggestions.

1. Streamlined Personal Account Recovery Entries

- **Automation for Individual Recovery Accounts:**
 - Provide a dedicated module to record student-wise expense recoveries.
 - Enable real-time tracking and reconciliation of recoveries.
 - Generate reports showing pending recoveries, transaction history, and balance status.
- **Batch Processing for Class-Wise / House-Wise / Category-Wise Transactions:**
 - Implement a **bulk transaction feature** where expenses such as uniform charges, pocket money, OBL expenses or special events expenses can be applied to multiple students simultaneously.
 - Instead of entering data for each student separately, allow selection of multiple students from a list and apply a common charge.
 - Example: If **863 students** need to be charged ₹28 each, a single consolidated entry should be made, reducing manual work.
 - Provide an option to **split charges equally** or **apply variable amounts** based on predefined criteria (e.g., different charges for different houses or categories).
- **Transaction Automation & Notifications:**
 - Send **automated notifications** (email/SMS/ERP dashboard) to students/parents regarding recoveries made from personal accounts.
 - Generate **auto-updated balance statements** after each transaction.

2. Dry Cleaning Entries Management

- **Simplified Entry System:**
 - Create a dedicated section in the ERP for **dry cleaning expenses**, linked to student accounts.
- **Bulk Processing for House-Wise or Class-Wise Dry-Cleaning Entries:**
 - Instead of manual entries for each student, enable batch posting of dry-cleaning charges.
 - Example: If all students in a dormitory use dry cleaning service, allow a **single-click entry** for the entire group.

3. Sale Entries Automation

- **Simplified Bulk Sale Entry System:**
 - Introduce a **point-of-sale style entry module** for recording purchases made by students at the school tuck shop/canteen.
 - **Consolidated Transaction Processing:**
 - Instead of multiple individual entries for the same item, allow **batch entries for common purchases**.
 - Example: If 200 students purchase an item at ₹150 each, the ERP should allow a **single consolidated transaction** instead of 200 separate entries.
 - **Automated additional charges Calculation & Deductions:**
 - Implement a **fixed or percentage-based administrative charges calculator** (e.g., 5% surcharge on purchases).
 - Example: If a student purchases an item for ₹500 and a 5% admin charge applies, the system should automatically calculate and include the total charge as ₹525.
 - Display **itemized deductions** in student account statements.
 - **Real-Time Account Updates & Reports:**
 - Update **student personal account balances instantly** upon transaction entry.
 - Provide **daily, weekly, and monthly reports** for tracking expenses per student/class/house.
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4. Support Staff Canteen Recovery Process

- **Current Process Challenges:**
 - The support staff signs a manual attendance sheet when availing canteen services.
 - The contractor submits an invoice every 15 days along with the signed list.
 - The recovery clerk manually verifies each signature and matches the count with the invoice.
 - This process is **time-consuming, prone to human errors, and difficult to track digitally.**
- **Suggested Automation for Simplification:**
 - Install **biometric attendance devices** in the support staff canteen or issue **RFID card (Staff ID Card)** to all the support staff
 - Each staff member must scan their fingerprint or use the RFID card before availing meals.
 - The system automatically logs the meal consumption, eliminating the need for manual signatures.

Automated Data Capture & Invoice Generation:

- The canteen contractor should have real-time access to meal count data and prepare the invoice based on the report.
- The recovery clerk only needs to verify the system-generated report, **saving significant time and effort.**

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SCOPE OF WORK – HR MANAGEMENT

Suggestion for the staff selection process ERP

1. Staff Selection Workflow

1.1 Staff Requirement/Vacancy from the Respective Department

- **Current Process:** Departments submit their staff requirements or vacancy details to HM / DHM which is intimated to the HR clerk for further action.
- **Suggestions:**
 - Use an **online requisition form** within the ERP for departments to submit their requirements.
 - Include fields for job description, required qualifications, and urgency level.
 - Automate **approval workflows** for requisitions, ensuring the process is documented and tracked.

1.2 Advertisement / EOI in Website & Newspaper

- **Current Process:** Job advertisements or Expressions of Interest (EOI) are posted on websites or newspapers.
- **Suggestions:**
 - No Changes need to be made.

1.3 Interview Evaluation

- **Current Process:** Candidates are evaluated based on predefined criteria.
- **Suggestions:**
 - Use a **digital scoring system** in the ERP where interviewers can input evaluation scores and feedback.
 - Candidates to be ranked based on scores and match them with job requirements.

1.4 Interviews by Interview Panel

- **Current Process:** Interviews are conducted by a panel.
- **Suggestions:**
 - No changes required to the current process.

1.5 Selection Noting Approval

- **Current Process:** Final selection requires approval from higher authorities.

- **Suggestions:**
 - Implement an approval workflow within the ERP, ensuring all stakeholders can review and sign off digitally.
 - Include a tracking feature to monitor the status of approvals.

1.6 Issuing of Letter of Intent

- **Current Process:** A Letter of Intent (LOI) is issued to the selected candidate.
- **Suggestions:**
 - No changes required

1.7 Reference Check

- **Current Process:** Candidate references are checked manually.
- **Suggestions:**
 - Current process to continue.
 - Store reference feedback in the candidate's digital profile for compliance and verification.

1.8 Letter of Appointment

- **Current Process:** An appointment letter is issued to confirmed candidates.
- **Suggestions:**
 - Current process to continue.
 - Maintain a digital record of appointment letters in the ERP system for future reference.

1.9 Documentation

- **Current Process:** Collect and verify candidate documents.
- **Suggestions:**
 - Enable a document upload portal for candidates to submit required documents securely.

1.10 Annual Performance Appraisal - Timeline

- **Current Process:** Performance appraisals are conducted periodically.
- **Suggestions:**
 - Use a performance management module to track the appraisal timelines.
 - Automate reminders for appraisals and provide self-assessment features for employees.

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2. Creation of Staff Details in Master Data

Current Process: Staff details are recorded manually.

Suggestions:

- **Digital Staff Profile:** Maintain a digital profile for each employee in the ERP system, ensuring all information is stored in one place.
- **Authorisation signature and Alerts:** Use automated authorisation for mandatory fields (e.g., Aadhaar, PAN) and alerts for missing information.
- **Role-Based Access:** Restrict access to sensitive information (e.g., salary, personal details) based on roles and permissions.

Suggested Features for Better Automation and Data Management

1. Centralized Dashboard:

- Display real-time updates on recruitment status, approvals, document submission, and appraisal timelines.

2. Integration with Payroll:

- Automatically sync staff details (e.g., pay scale, PF contributions) with the payroll module for salary processing.

3. Role-Based Permissions:

- Grant each department access to the payroll portal for entering recovery details of each employee.
- Once the recovery entry is made, the system integrates it into the payroll calculation for the specified month(s).
- Reflect the deduction under a "Recoveries" section on the employee's payslip.

4. Mobile-Friendly Interface:

- Allow staff and HR to access and update details on the mobile app.

5. Compliance Tracking:

- Include tools to ensure compliance with labour laws, such as PF, ESI, and tax regulations.

6. Exit Management Module:

- Automate clearance certificate generation and final benefit settlements during resignations or retirements.

ERP Automation Features required for Monthly Salary Processing

1. Payroll Dashboard:

- Display each employee's payroll components in a summary view, showing basic pay, allowances, deductions, and net pay.

2. Allowances and Deductions Customization:

- Allow HR to configure allowances and deductions for specific groups or individuals, adjusting rates and amounts as needed.

3. Attendance and Leave Integration:

- Link the payroll system with attendance and leave records for real-time LOP adjustments and accurate daily wage calculations.

4. Tax and Statutory Deductions:

- Automate deductions for Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT), and income tax. Ensure compliance with statutory limits.

5. Monthly Payroll Reports:

- Generate detailed payroll reports showing each component for auditing and reconciliation, with a breakdown of allowances, deductions, and net pay.

6. Direct Bank Transfer Integration:

- A mail containing the salary payment data containing staff SB account number and the amount to be mailed to the bank on completion of salary payment process.

7. Payslip Generation and Distribution:

- Auto-generate payslips with all salary components, allowing employees to access their payslips through the ERP portal.

SCOPE OF WORK - PAYROLL MANAGEMENT**Clearly defined project scope****Workflow**

1. Staff Requirement/Vacancy from the Respective Department.
2. Advertisement / EOI in website & Newspaper
3. Interview Evaluation.
4. Interviews by Interview Panel.
5. Selection Noting Approval
6. Issuing of Letter of Intent.
7. Reference Check.
8. Letter of Appointment.
9. Documentation
10. Annual performance Appraisal - Timeline

Creation of Staff Details in Master Data

1. Name of the Staff (as per TC/Aadhar)
2. Gender – Male/Female
3. Date of Birth – (as per TC/Aadhar/Birth certificate)
4. Designation
5. Date of Joining (as Casual/Temporary/Permanent/Contract)
6. Aadhar Number
7. PAN
8. Emp Number
9. PF UAN
10. Previous Experience Details with No.of years service
11. Qualification
12. Category – Vacation/Non Vacation
13. Term of appointment (Contract/Regular)
14. Starting Pay – (Actual pay)
15. Present Pay - Pay after LOP of a particular month)
16. Rate of Employee Pf Contribution
17. Rate of Employers PF Contribution
18. Rate of DA Contribution
19. Rate of HRA contribution
20. Department
21. Type of Staff
22. Date of discharge - Retirement/Resignation
23. Clearance certificate from all the departments for recovery
24. Declaration for Nominees to settle the final benefits with ratio
25. Quarters Allotment
26. Spouse and Children details with Aadhar/PAN – Mobile Nos
27. Contact Details – Mobile Nos.

28. Permanent/Present Address

29. Bank Details – Bank name/branch/Account No.

Monthly Salary Preparation.

1. Date of Payment
2. No of days present/LOP
3. Basic Pay
4. Dearness Allowance
5. Special Pay
6. Arrears
7. House Masters Allowance
8. HRA
9. Special Allowance
10. Other Allowance as and when applied
11. Leave Travel Allowance
12. Entertainment Allowance
13. Washing Allowance
14. Other Allowance Extra Column3 to 4 Columns Required

Recoveries:

15. Income Tax Recovery
16. SBF Loan & Interest
17. Electricity
18. Catering
19. Vehicle
20. Telephone
21. Medical Insurance
22. School Medical
23. Salary Advance
24. Personal Expense
25. Newspaper
26. Club Subscription
27. LIC
28. Prof Tax
29. School Fee
30. Festival Advance
31. ESIC with contribution percentage
32. Miscellaneous 3 to 5 Column

Other Payments with Taxable/Non Taxable Option

1. Earned Leave
2. Bonus
3. Medical Reimbursement
4. Festival Advance
5. Other Payment

Reports

1. Pay Bill
2. Recovery List

3. Pay Bill Summary
4. PF Recovery List
5. Bank Statement
6. Loan Statement Individual & Yearly Statement
7. Employee Details In Excel Format
8. Pay slip In Preprinted Format & Mailing Options.
9. PF Data for Online uploading in the Prescribed format as per PF Website
10. Income Tax Payable (Provisional Statement)
11. Income Quarterly Return In Prescribed Format
12. Income Tax Annual Return in Prescribed Format.
13. Staff Medical Reimbursement Bills Processing
14. MHIS Summary
15. Medicine Issued to Staffs from Hospital
16. ID Card Printing
17. Bonus
18. Earned Leave Encashment
19. Relocation Allowance
20. Other Payments as and when required
21. Bank Payments Hard copy & Mail Option

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The Lawrence School, Lovedale. **Scope of Work - LEAVE / ATTENDANCE MANAGEMENT**

The requirement provided by the leave clerk can be elaborated as below:

1. Daily Attendance Marking:

- A feature should be built for employees to mark their daily attendance.
- The attendance should be allowed to be marked within the radius of 50 meters of the work area of the concerned staff.
- The system could include options like "Check-In" and "Check-Out" to log entry and exit times.
- Attendance records should automatically update in real-time, and data should be stored for payroll, leave calculations, and performance evaluation.

2. Online Leave Application:

- **Leave Selection and Application:** Employees should be able to apply for leave online by choosing from available leave types (e.g., Casual Leave, Earned Leave, Bonus Leave etc).
- **Leave Balances:** The system should display the leave balance for each type of leave before submission, showing available leave days
- **Approval Workflow:** Once an employee applies for leave, the system should route the application through an approval hierarchy (e.g., HOD, Bursar, Deputy Headmaster, HM).
- **Leave History and Tracking:** Employees should have access to their leave history, showing past leave applications, statuses (approved, pending, rejected), and balance details.

3. Notifications and Alerts:

- Automatic notifications for employees when their leave application is submitted, approved, or rejected.
- Alerts for supervisors to review and respond to leave requests.
- Optional reminders for employees who have not marked attendance by a specified time.

4. Integration with Payroll and Reporting:

- Integration with payroll to ensure that any leave taken is appropriately accounted for in salary processing.
- Comprehensive reporting tools to generate attendance and leave reports for individual employees and departments, which can assist in workforce management.

5. Self-Service Accessibility:

- The Leave module of the ERP system should be accessible from desktop, laptop and mobile platforms.

Annexure – 1.6

- A user-friendly dashboard for employees to manage their attendance, apply for leave, view balances, and track application statuses.

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SCOPE OF WORK FINANCE AND ACCOUNTS

Clearly defined project scope

Introduction

This section should provide an overview of the module, including the purpose of implementing the software, key objectives, and background information.

Scope of Work

Define the scope of the work by outlining the specific functionalities and features to be included in the School Management Software Module. This may include a detailed step-by-step work process, day to day activities, etc.

- 1) Receipt of Material requisition by the end user through Quarter Master – providing for the reason / justification of the requirement. (compulsory field)
- 2) Budget to be filled and forwarded for approval from all dignitaries.
- 3) Quotation to be collected if necessary or to process with the empaneled vendor.
- 4) Purchase order is generated and after obtaining authorized signature, purchase order is forwarded to supplier.
- 5) On receipt of the goods, Goods Receipt Note (GRN) is generated by Quarter Master along with bill and forwarded to accounts department for bill processing.
- 6) Material requisition, Comparison, Purchase order, GRN with bill submitted for making payment voucher.
- 7) Payment voucher is processed for approval from authorized signatories.
- 8) Payment made through Bank transaction – NEFT / RTGS.

There will be provision to link all the activities so that the content of the MRN once typed can be pulled to the next document : MRN – Quotation - PO – Purchase entry.

Detailed note supporting the scope of work of the Purchase department.

1. Material Requisition Submission

- **Current Workflow:** End users submit material requisitions to the Quarter Master, who reviews and forwards them.
- **Suggested Automation:**
 - **Requisition Portal:** Create an online requisition portal where end users can fill out and submit requisitions directly to the Quarter Master. The person requesting material should provide proper justification / reason for the requirement. (compulsory field)
 - **Approval Workflow Trigger:** The ERP can automatically notify the Quarter Master upon submission and provide a quick review and forward option.
 - **Tracking and Status Updates:** Automated status updates can inform the end user and Quarter Master about the progress of the requisition.

2. Budget Check and Approval

- **Current Workflow:** The purchase clerk checks for budget availability, fills in budget details, and forwards them for approvals. Once the budget amount is reached, further MRN clearance should be prevented.
- **Suggested Automation:**
 - **Automated Budget Verification:** The ERP system can cross-reference the requisition against available budget allocations automatically, flagging any shortfalls.
 - **Digital Approval Routing:** Once verified, the system routes the requisition to all relevant approvers based on pre-defined workflows (AM-Bursar-HM) and provides the alerts of the receipts of requisition needing approvals and gives automated reminders if approvals are pending for more than specified period.
 - **Digital Signatures:** Integrate e-signatures to reduce delays in obtaining manual approvals.

3. Quotation Collection and Vendor Selection

- **Current Workflow:** Quotations are gathered manually if needed, or the process continues with an empanelled vendor.
- **Suggested Automation:**
 - **Automated Quotation Requests:** The ERP can send automated RFQs (Request for Quotation) to empanelled vendors or selected suppliers based on the requisition.
 - The Purchase Clerk will make a comparison statement manually with the quotations received.
 - *(Optional to the above) - Comparison Tool: A built-in quotation comparison tool that can automatically evaluate quotes based on price, delivery terms, and vendor ratings.*

4. Purchase Order (PO) Generation and Forwarding

- **Current Workflow:** The PO is drafted, authorized, and forwarded to the supplier.
- **Suggested Automation:**
 - **Automated PO Generation:** The system can auto-generate the PO based on requisition details, approved budget, and selected vendor, with option to manual input also.
 - **PO Approval Workflow:** An approval workflow with digital signatures can be set up within the ERP, with automatic forwarding to authorized personnel.
 - **Automated Dispatch to Supplier:** Once approved, the ERP can send the PO directly to the supplier via email or supplier portal.

5. Goods Receipt and Goods Receipt Note (GRN) Creation

- **Current Workflow:** Upon receiving goods, the Quarter Master generates a GRN along with the supplier's bill.
- **Suggested Automation:**
 - **Digital GRN Creation:** On entering the received goods details, the ERP automatically generates a GRN, capturing essential data such as delivery date, items, and quantities.
 - **Bill Verification Automation:** Integrate a matching feature to automatically compare the GRN, PO, and supplier bill, highlighting any discrepancies for further review.
 - **Forwarding of Bills and GRN:** The QM forwards the GRN and bill to accounts for payment processing.

6. Document Compilation for Payment Processing

- **Current Workflow:** The purchase clerk or accounts department gathers requisition, quotations, PO, GRN, and bill for payment.
- **Suggested Automation:**
 - **Automated Document Checklist:** The ERP can maintain a checklist to confirm all required documents are compiled and verified, reducing manual tracking.

7. Approval of Payment Voucher

- **Current Workflow:** Payment vouchers are created and approved by authorized personnel.
- **Suggested Automation:**
 - **Auto-Generated Payment Vouchers:** After document verification, the ERP can automatically create payment vouchers, reducing data entry time.
 - **Automated Approval Routing:** Payment vouchers can be routed to authorized signatories electronically, with alerts for vouchers received for approvals and reminders for pending approvals. (same as in MRN)

SCOPE OF WORK – PAYMENTS AND GST

The requirement given by the fee clerk for auto-debit facility (class-wise & category-wise fees) is detailed below:

1. Class-Wise & Category wise Fee Structure Management:

- **Class-Based Fee & Category-Based Structures:** Set specific fee structure based on different classes (e.g., Class 5 & 6, Class 7 & 8, Class 9 - 12) and the categories of civilian, defence & NRI based on the fees applicable to them.
- **Automated Class Promotion Adjustments:** When students are promoted to a new class, the system should automatically adjust their fee structure according to the new class requirements.

2. Fees Debit to student's account :

- **Automated Fee Debit:** The system should support an automatic fee debit on 1-April for 1st term fees and 1-July for 2nd term fees specified for each student based on their class and category (e.g., Civilian, Defence, NRI and School Fees, Learning Resource Fees, etc.).
- **Special Categories or Discounts:** Provision needed to make entries for students eligible for certain discounts or subsidies (e.g. Students sponsored by Central Govt Scheme or offered Bursary Scholarship).

4. Customizable Fees ie waivers / discounts :

- **Conditional Waivers:** Include conditions for waiving or reducing certain fees for eligible students, including bursary scholarship recipients or those receiving financial aid from Old Lawrencians or Central Government.

5. Payment Tracking, Notifications and Penalties :

- **Automated Notifications / Reminders:** Send SMS notifications & email reminders to parents/guardians about upcoming fees payments / schedule and periodic reminders for pending fees to minimize payment delays.
- **Fee Collection Reports:** Generate reports showing amounts collected, pending, or overdue fees by class, category, or individual student for effective tracking.
- **Late Payment Penalties:** Define in the system, the penalties for delayed payments with automated reminders by tracking of overdue amounts.

7. Integration with Financial Systems:

- **Bank Integration:** The system should be compatible with bank or financial service providers to facilitate the automated fee payment recording.
- **Accounting and Budgeting Integration:** Ensure that fee collection records are linked with accounting modules in the ERP system to simplify financial reporting.

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SCOPE OF WORK - INVENTORY MANAGEMENT

1. Inventory Management

- **Stock Management:** Track stock levels, monitor stock movement, set re-order points, and manage stock transfers between locations.
- **Batch & Lot Tracking:** Track products by batch or lot numbers, ensuring better traceability.
- **Expiry & Shelf Life Management:** Automatically flag items nearing their expiration dates.

2. Procurement Management

- **Material Requisition:** The system should automatically route requisition requests to the relevant approvers, reducing manual oversight.
- **Purchase Orders:** Create and manage purchase orders, integrate with suppliers, and track orders.
- **Supplier Management:** Manage vendor information, supplier performance, and contract terms.
- **Goods Receipt Notes (GRN):** Log incoming goods to match with purchase orders and ensure accuracy.
- **Return & Replacements:** Manage returns to vendors for damaged or unsatisfactory products and tracking of reasons for returns.
- **Invoice Management:** Handle supplier invoices, compare with POs and actual deliveries.

4. Student/Staff Integration

- **Student Profiles:** Link purchases to student accounts.
- **Staff Purchases:** Track staff purchases, and allow deductions from salaries if needed.

5. Reporting & Analytics

- **Stock Reports:** Generate real-time reports on stock levels, low stock alerts, fast-moving items, slow-moving items and stock valuation.
- **Location-Specific Inventory:** Track inventory separately for each store location while providing a consolidated view when needed.
- **Transfer Visibility:** Monitor stock transfers between locations to ensure timely updates and accuracy.

7. Security and Data Management

- **Data Backup:** Automatic daily backups with easy restoration options.
- **Audit Trail:** Record every transaction or data change for compliance and auditing purposes.

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THE LAWRENCE SCHOOL, LOVEDALE

The Lawrence School, Lovedale, has a strong equestrian tradition, with horse riding being a popular sport among students. The school boasts 28 horses and students who actively participate in equestrian activities. It has state-of-the-art stables and a riding ground, show jumping ground, dressage ground, along with a cross-country stretch.

The school's Equestrian Club is affiliated with the Equestrian Federation of India (EFI). Students compete at a professional level in various equestrian disciplines, including Dressage, Show Jumping, Eventing, Tent-Pegging, and Vaulting.

Equestrian sports at Lovedale emphasize skill, discipline, and the unique bond between rider and horse, making it one of the few sports where men and women compete equally. The school's commitment to equestrian excellence has made it one of the oldest institutions in India affiliated with the EFI.

Scope of Work (SOW) Horse Stables Management

Project Overview

This Scope of Work outlines the services to be provided for the daily management and maintenance of horse stables. The goal is to ensure the health, safety, and well-being of all horses housed in the facility, as well as maintaining the stables in a clean, organized, and operational condition.

Objectives

- **Ensure Proper Ventilation and Hygiene:** Maintain good air circulation and clean stable areas regularly to prevent respiratory issues and infections.
- **Implement Regular Health Checks:** Schedule routine vet visits and monitor horses daily for any signs of illness or injury.
- **Provide Appropriate Bedding and Shelter:** Use comfortable and absorbent bedding to promote rest and minimize risk of hoof problems.
- **Train and Socialize Horses:** Introduce training routines and social interactions to keep horses mentally stimulated and well-behaved.
- **Maintain Pastures and Exercise Areas:** Ensure outdoor spaces are safe, well-fenced, and provide ample grazing opportunities.
- **Monitor Nutrition and Hydration:** Provide balanced diets and clean water sources tailored to each horse's specific needs.
- **Establish Emergency Preparedness Plans:** Have protocols in place for medical emergencies, extreme weather conditions, and fire safety.
- **Manage Waste Disposal Effectively:** Implement eco-friendly methods to handle manure and stable waste.
- **Supervised Riding Sessions:** Students must always ride under the guidance of trained instructors to ensure safety. Proper gear, like helmets and boots, is essential for protection during equestrian activities.

Scope of Services

A. Daily Horse Care

- **Nutrition & Hydration:** Horses need a balanced diet tailored to their age, workload, and health conditions. Clean, fresh water should always be available.
- **Health Monitoring:** Observing horses for any signs of illness, injury, or behavioral changes helps in early diagnosis and treatment.
- **Stable Maintenance:** Regular cleaning of stalls prevents infections and keeps the living space comfortable. Mucking out and fresh bedding are essential.
- **Grooming & Hoof Care:** Brushing and cleaning hooves daily keep horses free from dirt, prevent skin issues, and maintain hoof strength.
- **Medical Attention:** Administering medications or supplements under a vet's guidance ensures overall well-being.
- **Hygiene Measures:** Disinfecting surfaces and sweeping stable aisles minimizes bacteria and dust buildup, creating a healthier environment.

B. Exercise and Training

- **Daily Turnout and Riding** – Ensuring horses get regular outdoor time to stretch, socialize, and maintain mental well-being. Riding routines should be tailored to individual fitness levels and training goals.
- **Lunging, Hand-Walking, or Pasture Rotation** – These alternative exercises help improve flexibility, strengthen muscles, and reduce boredom, especially for horses unable to be ridden daily.
- **Record Keeping of Training and Exercise Logs** – Maintaining detailed logs of workouts, progress, and any physical concerns ensures structured development and helps in assessing overall health and performance.
- **Expert Training & Competitive Excellence:** The school provides specialized coaching in equestrian disciplines like Show Jumping, Dressage, Tent Pegging, and Vaulting. Students receive professional guidance, honing their skills for regional equestrian leagues and national competitions while mastering techniques tailored to each event.

C. Stable Maintenance

- **Cleaning Stalls, Aisles, Tack Rooms, and Wash Areas** – Daily removal of manure and old bedding ensures hygiene and prevents health issues. Regular sweeping, disinfecting, and organizing tack rooms maintain efficiency and cleanliness.
- **Ensuring Adequate Ventilation and Cleanliness** – Proper airflow reduces the risk of respiratory problems and keeps the environment fresh. Using dust-free bedding and keeping windows open when possible helps maintain air quality.
- **Maintenance of Fencing, Gates, and Paddocks** – Checking for damage, loose boards, or broken latches prevents escapes and injuries. Regular inspections and repairs ensure a safe and secure space for the horses.
- **Storage and Inventory Management of Feed, Bedding, and Supplies** – Keeping feed dry and pest-free, maintaining a system for tracking supplies, and ensuring bedding is readily available helps prevent shortages and waste.
- **Equipment & Tool Care** – Bridle, Saddle and other tools are cleaned, stored properly, and maintained for efficiency.
- **Flooring & Surface Maintenance** – Keeping stable floors and walkways in good condition prevents slips and injuries for both horses and handlers.
- **Seasonal Maintenance Tasks** – Preparing stables for different weather conditions, such as insulating in winter and preventing excess heat in summer.

D. Health Management

- **Routine Health Checks and Vaccinations** – Regular examinations by trained professionals help detect early signs of illness. Vaccination schedules should be maintained to prevent contagious diseases and ensure long-term health.
 - **Scheduling and Assisting with Veterinary and Farrier Visits** – Coordinating timely check-ups for hoof care and dental exams ensures horses remain comfortable and physically sound. Keeping detailed medical records aids in tracking their health history.
 - **Isolation Protocols for Sick or Injured Horses** – Establishing separate quarantine areas minimizes disease spread and provides injured horses a quiet space for recovery. Clear procedures for monitoring and treating isolated horses are crucial.
 - **Equine Dental Care** – Regular dental check-ups help prevent issues like sharp enamel points, gum infections, and difficulty chewing. Floating (filing down sharp edges) ensures proper bite alignment and reduces discomfort, improving overall health and performance.
 - **Farrier Visits** – Regular appointments with a skilled farrier ensure proper hoof trimming, shoeing, and overall hoof health. Well-maintained hooves prevent lameness, improve comfort, and enhance performance, making farrier care essential to stable management.
-

Deliverables

- **Monthly Stable Maintenance Reports** – Detailed records of cleaning schedules, repairs, and overall stable conditions ensure accountability and help plan future maintenance.
 - **Individual Horse Care and Health Logs** – Tracking each horse's diet, exercise, medical treatments, and behavioral changes allows for personalized care and early detection of health issues.
 - **Incident and Emergency Reports** – Documenting accidents, injuries, escapes, or health emergencies provides valuable insights for preventing similar occurrences in the future.
 - **Inventory Usage and Reorder Schedules** – Monitoring the consumption of feed, bedding, medical supplies, and equipment ensures timely restocking and prevents shortages.
-

Timeline

Stable management is an ongoing operation. Services are to be performed **7 days a week**, with routine tasks completed **daily**, and maintenance or admin tasks on a **weekly or monthly basis**.

The following is the daily schedule of the stable.

Morning :

- 5:30 am– Stable Cleaning
- 6:00 am– All Horses in the ground grounds
- 6:00 am – 7:30 am : Students ridings (All syce in ground)
- 7:30 am– 8:00 am: Rolling for Sick Horses
- 8:00 am– 9:00 am: Breakfast Break
- 9:00 am–11:30 am: Grooming, Dressing Horses, Stable & Ground Maintenance
- (Tea break in between for 15 minutes)
- 11:30 am– 1:30 pm: Lunch Break - During Lunch break 1 groom and 1 stable helper present at the stables for taking care of Horses.

Afternoon:

- 1:30 pm : Saddling the horses
- 2:00 pm : All the horses in the ground for Students horse riding till 4:30 pm
- 4:30 pm – 5:30 pm: Grooming and Feeding the Horses
- 5:30 pm: Break

Night Duty:

- Night Duty starts at 5:30 pm till the next morning 7:15 am.
 - 5:30 pm : Keeps Hot water for and Check the Horses at regular intervals.
 - 8:00 pm – 8:30 : Dinner
 - 8:30 pm : Checking horses and gives the report of Horses at 10:00 pm to HOD Riding.
 - 10:30 pm – 5:00 am: Check the horse in between at regular intervals and whether there is some noise of the horses.
 - 5:00 am : Report to Stable manager along with Feeding the horses and Cleaning
 - 6:00 am : Going to the ground with the horses
 - 7:15 am : Rest for the Night duty staff and comes to work at 1:30 pm
-

Personnel Requirements

- HOD Riding
 - Stable Manager
 - Veterinary Technician
 - Stable Grooms
 - Groundskeeper/Maintenance Worker
-

Roles and Responsibilities

HOD Riding

- The HOD Riding reports to Bursar and DOA for activity related tasks.
- Organizing, leading and motivating the Riding team.
- The safety regulations of riding students are strictly followed.
- Monitoring the quality of the riding classes.
- Keeping financial and administrative records.
- Motivating the staff members for better delivery and maintaining the standards of riding.
- The main duties of riding instructor (HOD Riding) involves helping students learn and master specialized riding skills.
- Improving the student's riding ability and performance.

Stable Manager

- Supervising stables employees.
- Maintaining equipments.
- Repairing or replacing broken equipment and fencing.
- Takes students riding classes.
- Provides training to new employees on proper & safety procedures.
- Maintains the horses feed registers.

Veterinary Technician

- There is no appointed doctor in the school. NA vet takes care of the medicines of the horses.
- Always present for the health of horses & hygiene maintenance as horses can get sick anytime.
- Vet observes every horse & assists the treatment to be given for them.
- Pre-performance examination is done to determine whether the horses are healthy enough for the activities & assists with any emergency care that arises during the classes.
- Ordering supplies including horse feed and medicine.

Grooms

- Responsible for daily care, feeding, and grooming of horses to ensure their well-being and cleanliness.
 - Monitors horses for any signs of illness, injury, or discomfort and reports concerns to the stable manager or veterinary technician.
 - Cleans stalls, paddocks, and stable areas to maintain a hygienic and safe environment.
 - Assists with tacking up horses, cleaning and maintaining saddles, bridles, and other equipment.
 - Helps in handling horses during veterinary and farrier visits to ensure smooth procedures.
 - Ensures horses are properly exercised, lunged, or hand-walked when needed to maintain fitness.
 - Supports horses during competitions, training sessions, and other events by keeping them calm and prepared.
 - Maintains records of feeding schedules, turnout routines, and special care instructions for each horse.
-

SCOPE OF WORK - ASSET MANAGEMENT

1. Asset Registration and Categorization

- **Asset Types:** Ability to define various categories of assets (e.g., furniture, equipment, vehicles).
- **Unique Identification:** Assign unique identification numbers or codes to each asset for tracking purposes.
- **Detailed Information:** Capture essential details such as purchase date, cost, location, vendor details, photograph of asset and warranty information.

2. Asset Tracking

- **Location Tracking:** Track the physical location of assets within the school premises.
- **Movement Tracking:** Record any movement of assets between different locations or departments.
- **Asset Valuation & Depreciation:** Tracking the purchase value of assets, depreciation over time, and maintenance costs.
- **Maintenance Schedules:** Set up preventive maintenance schedules for assets like vehicles, electrical systems, and buildings
- **RFID tags:** Integration RFID tags for easy physical inventory management

3. Depreciation Management

- **Depreciation Methods:** Support various depreciation
- **Automatic Calculations:** Automate the calculation of depreciation over time based on predefined schedules.

4. Asset Maintenance

- **Maintenance Scheduling:** Schedule regular maintenance and inspections for assets.
- **Maintenance History:** Maintain a log of all maintenance activities performed on each asset.

5. Reporting and Analytics

- **Asset Lifecycle Reports:** Reports on the lifecycle of assets from acquisition to disposal.
- **Maintenance and Repair Reports:** Track the frequency and costs of repairs.

Annexure – 1.10

- **Depreciation Reports:** Automated generation of depreciation schedules.
- **Utilization Reports:** Insights into how often certain assets are used or underutilized.

6. Asset Disposal

- **Disposal Procedures:** Define processes for the disposal or retirement of assets, including documenting reasons for disposal and compliance with environmental regulations.
- **Valuation at Disposal:** Calculate and report the value of assets at the time of disposal for financial reporting.

7. Compliance and Regulations

- **Documentation Management:** Store and manage documents related to asset acquisition, warranties, and compliance.

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Scope of Work - Lesson Planning and Time table.

Clearly defined project scope

Scope of Work

1. Time Table:

Standardised time table which accommodates for all the three schools each half kilometer apart, considering the walking distance.

2. Lesson Plan:

Lesson plan should include the following components:

- (a) Learning outcome
- (b) Lesson procedure(content in details)
- (c) Instructional Strategies (Teaching aid, effective teaching method etc)
- (d) Assessments(Assignments, work sheets etc)
- (e) Review

3. Class Substitution in case of any teacher on leave:

- (a) It should reflect the teacher on leave and notification to the substitution teacher
- (b) Consolidated substitution register

4. Pre Examination:

- (a) To enable Syllabus (portion for the various assessments) for all classes for the whole year
- (b) Seating plan for the various assessments (customization is required)

5. CBSE Registration(LOC for the classes 9, 10, 11 and 12 for CBSE):

The following details are required.

- (a) Admission Number
- (b) Admission date
- (c) Name of the candidate
- (d) Name of the Mother
- (e) Name of the Father
- (f) Subjects allotted to the student
- (g) Annual income of the parents
- (h) Adhaar number of the students

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Scope of Work - Report Card software

Clearly defined project scope

Introduction

The scope of work involves developing a comprehensive report card software solution that will streamline the process of generating, managing, and distributing student report cards for educational institutions. The software should aim to enhance efficiency, accuracy, and transparency in the reporting process while providing a user-friendly interface for teachers, administrators, and parents.

Objectives:

Design and develop a user-friendly report card software that meets the specific requirements of our institutions. Implement features for entering and calculating grades, generating report cards, and sharing them with students and parents. Ensure data security, privacy, and compliance with school regulations and standards. It should provide customization options to adapt the technology to the unique grading systems and reporting formats. The support and training for users to effectively utilize the software and maximize its benefits.

Key Features:

User authentication and role-based access control for teachers, administrators, and parents.
Grade input and calculation tools for various subjects, assessments, and grading scales.
Templates for designing customizable report card formats based on school requirements.
Automated report card generation and distribution via print or digital formats.
Student data management, including attendance records, behavior reports, and academic performance history.

Communication tools for sending alerts, notifications, and feedback to parents and students.
Reporting and analytics capabilities for tracking student performance trends and generating insights for improvement.

Development Phases:

Requirement gathering and analysis to understand the needs and preferences of school.
Designing the user interface and report card templates based on feedback and customization requests. Development of core features and functionalities, including data entry, calculation algorithms, and reporting tools.
Testing and quality assurance to ensure the software operates accurately, securely, and efficiently.
Deployment and implementation of the software in the school environment, along with user training and support services.
Continuous maintenance and updates to address bugs, enhance features, and adapt to changing educational requirements.

Types of Reports Required

1. Report cards as per the CBSE formats
2. School-wise result analysis
3. Class-wise result analysis

Annexure – 1.12

4. Section-wise result analysis
5. Student-wise result analysis
6. Subject-wise result analysis
7. House-wise result analysis
8. Overall academic performance
9. Year-wise school performance
10. Year-wise student performance
11. Co-curricular reports

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Scope of Work (Activities)

1. Attendance Registers
 - (a) Hobby -1
 - (b) Hobby-2
2. Hobby wise name list
3. Stock Register in each department
4. Club activities and attendance register
5. Founders awards
6. Student council
7. NCC attendance
8. MUN Attendance and Activities
9. Round Square, Model United Nation & AFS Activities and attendance
10. School curricular Activities (Debate, Quiz etc)
11. Various Co-curricular competition
12. Various Level Sports Competitions.
13. Inter House Sports Competitions.
14. Assembly Schedule
15. Morning Activity Schedule.
16. Riding Schedule
17. Founders Schedule.

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Scope of Work - Library Management System

Clearly defined project scope

Introduction

The Library management system module of the ERP software is pertaining to library automation. It covers traditional library operations acquisition, accessioning, cataloguing, circulation, inventories, serial control, and stock verification etc., It helps us not only to handle these operations more effectively than manual system but also helps us to maintain easy and accurate data handling, which is a vital for meeting the objectives that is promotion of reading habits among the clientele.

Workflow (For Books)

Book Suggestion
 Book Selection
 Book Purchase approval & P.O
 Good Received Note (GRN) & Bill Passing
 Classification & Cataloguing
 Accessioning (Manual)
 Computerization (Feeding data in the software)
 New Arrival List
 Circulation
 Overdue List
 Books Recovery List & Clearance
 Stock Verification & Withdrawal
 Binding etc.,

Workflow (For Periodicals)

Magazines approval
 DD request to accounts for magazines subscription
 Magazines/Journals order
 Reminders
 Magazines Entry
 Newspapers recovery

Workflow (For Book Binding)

Identification of binding books
 Binding approval with Bursar

Finding Binder with accounts

Giving books for binding and follow up

Day to day Activity

Book Issue, Return, Renewal & Reservation

Binding and its related works

Bar code labelling

Accessioning, Classification & Cataloguing etc., (Technical Processing)

Overdue reminders, New Arrival List

Book Selection and Purchase Order work

Library books recovery, Staff & Students clearance

Periodical subscription and its related works

Stock verification and Books withdrawal etc.

Reports

Books Information Reports

- a) Accession Register Report
- b) Location-wise books Report
- c) Status-wise Books Report
- d) Media-wise Books Report
- e) Date-wise Book Purchase Report
- f) Consolidated summary with value
- g) Reference Books / Ordinary Books Report
- h) Language wise Books Report

Circulation Logs Reports

- a) Circulation List (All Circulation)
- b) Students-wise/Staff-wise Circulation List
- c) Overdue Circulation List
- d) Date-wise Circulation List
- e) Class-wise Circulation List
- f) Recovery List Date-wise
- g) Circulation History (All Books date-wise, Accession Number-wise, Students-wise etc.,

Catalogue Reports

- a) Call Number-wise report
- b) Author-wise report
- c) Title-wise report

Binding List

- a) Current Binding List
- b) Binding-list date-wise list

Members List

- a) Staff List
- b) Students List

Other Reports

- 1) Stock verification report etc., (Available Books & Missing Books)
- 2) Donated books report Date-wise

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SCOPE OF WORK - HOSPITAL MODULE

Clearly defined project scope

Introduction

This section should provide an overview of the module, including the purpose of implementing the software, key objectives, and background information.

SCOPE OF WORK**Hospital Module:**

1. Daily student admission entry
2. Detained for observation and consultation
3. Health camp: Height, weight, eye, dental checkup.
4. Manage vaccination like, Tdap, T.T etc.,
5. Send mail to the Management
6. Online new admission medical form.
7. Manage and make correction.
8. Login to be done by individual staff names so that there is no error.
9. The report to be accessible via parent portal at the end of the term.
10. Medical reports should have facility to attach certain documents / save the documents.

TYPE OF REPORTS REQUIRED:

1. Medical form (for new admission).
2. Medical report (end of the term)
3. Student wise register
4. Health camp register for each year
5. Vaccination register student wise
6. MIS (Management information system report)
7. Asthmatic and allergic list.
8. Parent's letter format having details of any surgery/injury/ updated vaccination (during vacation).

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Scope of Work Visitor Management Software

Clearly defined project scope

Process

1. Visitors In/Out Register
2. Students In/Out Register
3. Staff In/Out Register
4. Vendors In/Out Register
5. School Items In/Out Register
6. School Vehicle In/Out Register
7. Ambulance In/Out Register
8. Parents In/Out Register
9. Supply of Materials In/Out Register
10. OL In/Out Register
11. Staff Guest In/Out Register
12. Staff permission 2 hrs
13. Key in out Register
14. Staff Vehicle In/Out Register

Features

1. Most Effective and efficient way of Managing / Monitoring Visitors.
2. Better control over Un-wanted Visitors.
3. Improving the Efficiency of Check-In and Check-Out Process.
4. Electronic Approval of Visitor by the staff.
5. Online request of Appointment.
6. Pre-Approved Visitors.
7. Quick and detailed Visitor Verification.
8. Tracking of One-time and frequent Visitors.
9. Storage of Photo and Bio-metric information.
10. Visitor Badge Printing.
11. Staff Guest online application and approval.

Reports:

1. Visitors Report (Daily/Periodic)
2. Parents Report (Daily/Periodic)

3. Students Report (Daily/Periodic / Student-wise)
4. Staff Report (Daily/Periodic / Staff-wise)
5. Old Lawrencian Report (Daily/Periodic)
6. School items Report (Daily/Periodic)
7. Vehicles Report (Daily/Periodic)
8. Ambulance Report (Daily/Periodic)
9. Vehicles (Outside) Report (Daily/Periodic)
10. Vendors Report (Daily/Periodic)
11. Material Supply Report (Daily/Periodic)
12. Staff Guest Report (Daily/Periodic/Staff-wise)

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Scope of Work - Transport Management Software

Clearly defined project scope

Process

1. All Vehicle Register
2. Maintenance Register (Service, Repair/Replace, Fitness Certificate, Insurance, Pollution, Mileage Reading, Logbook maintenance)
3. Fuel Register
4. Trip Sheet Register
5. Driver's Duty Roaster
6. Vehicle recovery Register
7. Vehicle indent

Reports:

1. All Vehicle Report (Daily/Periodic/Vehicle-wise)
2. Maintenance Reports (Service History, Dues, other reports)
3. Fuel summary (Day/Periodic/Vehicle-wise)
4. Trip Sheet summary Report (Day/Periodic/Vehicle-wise)
5. Duty Roaster Report
6. Vehicle Recovery Report
7. Vehicle Indent Report (Day/Periodic/Vehicle-wise/Staff/Student/Official/Private use)

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Scope of Work - ESTATE MANAGEMENT

1. Complaint Management:

- Complaints to be raised directly by the individual staff members through their login id.
- list of school, location, sub location, standard complaints, etc., should be predefined in the drop down window
- Job card in printable format to be generated automatically
- Hard copy of the job card will be issued to the respective Technician
- After first inspection, the Technician will raise digital indent for the material required
- If the required material is available in the QM store, the same shall be digitally approved by the HOD & Bursar
- Then the QM store will issue the material to the Technician based on the digitally approved indent.
- The technician completes the work, take signature from the user in the hard copy of the job card and update the complaint digitally.

- In case if the required material is not available in the QM store, the technician put the complaint on hold mode and raise digital Material request for the required material. The same to be digitally approved by the HOD, Purchase, QM, AM, Bursar & HM. Then the purchase department will execute the purchase after due process.
- Category wise / location wise Weekly / monthly / half yearly / yearly reports should be generated
- We should be able to generate report of time taken to complete each complaint.
- Also we should be able to capture the cost of the material used to complete each complaint and the same to be listed in the weekly / monthly / half yearly / yearly reports.

2. Laundry Operation:

- The Technician at the Laundry department should be able to feed/enter the daily data in the software
- Diesel / chemical taken from QM store for Laundry department to be directly reflected in the Laundry department ERP page along with the unit cost of the item.
- Daily consumption of Diesel & chemicals to be entered/recorded by the Technician.
- Daily details of school wise/item wise student clothes/staff cloths sent for washing/ironing to be entered both on kgs and pieces.
- Daily delivery of cloths to respective schools to be recorded along with time & name of the person.
- Machinery/Boiler on-off timing, Boiler/solar temperature to be recorded.
- Machinery breakdown history card to be recorded
- Daily power consumption / water consumption pertaining to Laundry to be recorded
- Weekly / monthly / half yearly / yearly reports should be generated
- Laundry operational cost per Kg / Laundry cost of each school cloths should be generated on monthly basis.

3. Power House Operation:

- Daily reading / consumption of electricity at various electrical panels across the campus to be recorded.
- Diesel Generator operation / running hours / diesel consumption / diesel stock / KWH units generation to be recorded
- Solar power KWH units generation to be recorded
- Staff / support staff quarters electricity units consumed to be recorded on monthly basis and consumption report to be generated and send to Accounts department for electricity charges recovery from the monthly salary.
- TNEB power cuts / power restoration time to be recorded
- Maintenance carried out in the diesel generator along with its cost to be recorded
- Weekly / monthly / half yearly / yearly reports should be generated
- Monthly electricity consumption along with its cost per unit to be captured in the report.
- Based on the daily diesel consumption, daily diesel stock in the power house to be monitored and trigger mail should be generated when it the diesel stock goes below minimum stock level.

4. Water Management / Boiler operation / Swimming pool Operation:

- Need separate window for each category – Water management, Boiler operation and swimming pool operation.
- Switching on-off timing of water pump / filter pump / boiler to recorded
- Electricity / diesel consumption to recorded
- Daily water meter readings across the campus to be recorded
- Water temperature attained through solar panels, heat pumps and remaining temperature reached though diesel fire boiler to be recorded
- Chemical/chlorine added to water to be recorded on daily basis
- Minimum stock of diesel to be maintained and trigger mail for low stock to be generated
- Weekly / monthly / half yearly / yearly reports should be generated
- Monthly cost per head for water management, boiler operation & swimming pool operation to be generated

5. Preventive Maintenance / Equipment History / AMC service

- Weekly, monthly, half-yearly, yearly Preventive maintenance chart to be generated.
- Check list for the Preventive maintenance to be generated in printable format for equipment's, machineries, electrical fittings, plumbing fixtures, hot water / steam boilers, etc.,
- The Technician will carry out the Preventive maintenance and enter the values in the system.
- During preventive maintenance, if any material required, the technician to raise digital indent directly.
- Breakdown / AMC service by the service provider & in-house team to be recorded.
- Weekly / monthly / half yearly / yearly reports should be generated.

6. Sanitation / Compost

- School wise sanitation chemical usage to be recorded
- Monthly report of sanitation cost of each school / location to be generated
- Aerobic compost - daily operation / mixing of waste / generation of compost to be recorded
- Compost sale issue to school garden (or) sale to be recorded
- Daily / Weekly / monthly / half yearly / yearly reports of compost generation, its cost to be generated.

7. Fixed Assets

- RFID fixed asset coding
- All fixed asset purchase should to be recorded along with its photo, cost, supplier detail, etc.,
- Transfer of assets to be generated digitally and approved.
- Asset tracking required

8. Contractual Works

- Preparation of digital noting, project approval form, work order, etc.,
- Generation of digital work done statement along with site measurement sheet.
- Digital invoice processing based on the invoice received from the contractor.
- Generation of digital work completion certificate along with photos.
- All renovation / construction works to be recorded along with its photos, category, cost, contractor details, etc.,

9. Inventory

- Preparation of digital Material request and digital approval
- Minimum balance quantity trigger mail to be generated

10. Statutory Certificates

- Statutory certificates, its validity and photo of the certificates to be recorded
- Trigger mail to be generated for renewal

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The service provider has to prepare the final Scope of Work document after the gap analyses.

Scope of Work - Catering Department

1. User-Friendly Interface

- Intuitive design for easy navigation by staff.

2. Menu Management

- Ability to create and update menus for all meal times.
- Customization options for dietary restrictions (vegetarian, vegan, allergies).

3. Consumption Tracking

- Automated logging of meals served and ingredients used.
- Daily reporting of consumption metrics for analysis.

4. Inventory Management

- Real-time tracking of inventory levels.
- Alerts for low stock items to ensure timely ordering.
- Waste tracking to identify areas for improvement.

5. Supplier Management

- Database for suppliers with contact details and pricing.
- Ordering system to streamline procurement processes.

6. Birthday Management

- Online submission of birthday slips by Matrons.
- Online submission of bakery products required by the staff members
- Automated reminders for special celebrations.

7. Cost Management

- Budget tracking for catering expenses.
- Cost analysis for different meals and ingredients.

8. Reporting and Analytics

- Customizable reports on consumption, costs, and trends.
- Dashboard for quick insights into key metrics.

9. User Access Levels

- Role-based access to ensure data security (e.g., kitchen staff, management).

10. Mobile Compatibility

- Mobile-friendly interface for on-the-go access to information.

11. Integration Capabilities

- Ability to integrate with our school systems (Tally).

12. Feedback Mechanism

- Feature for collecting feedback from students and staff on meals.

13. Training and Support

- Access to training materials and customer support for troubleshooting.

Additional Considerations

- **Scalability:** Ensure the software can grow with the department's needs.
- **Customization:** Ability to tailor specific features based on departmental requirements

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Scope of Work - Hostel Management

Clearly defined project scope

Introduction

This section should provide an overview of the module, including the purpose of implementing the software, key objectives, and background information.

Scope of Work

Define the scope of the work by outlining the specific functionalities and features to be included in the School Management Software Module. This may include a detailed step-by-step work process, day to day activities, etc.

MIC GIRLS SCHOOL:

1. MOD Register - daily
2. Pastoral care Meeting Register- fortnightly
3. GS Staff Leave Record– as and when required
4. GS Staff attendance Register- daily
5. GS Matrons attendance Register- daily
6. Prep Attendance Register for students- daily

GIRLS SCHOOL HOUSEMISTRESS/ AHSM/ATTACHED TEACHERS

1. House Attendance Register- daily
2. House Meeting Register- once a week
3. House Achievement Record by AhsmS- fortnightly
4. Anecdotal Register – as and when required
5. Reflection Letter Register- as and when required
6. Record of Admission details of all Students with Communication Address from the Admission department- once a year.

GIRLS SCHOOL MATRONS:

1. Kit Register- twice a year
2. Hospital record and Hospital Admission (2 notebooks)- daily
3. Undergarment checking Note Book- daily
4. Hair checking Note Book- once a week
5. Akkas/Bearers/GS security attendance register

Junior School

MIC Junior SCHOOL:

1. MOD Register - daily
2. Pastoral Care Meeting Register- As and when called
3. JS Staff Leave Record – as and when required
4. PS Staff attendance Register- daily
5. PS Matrons attendance Register- daily
6. Prep Attendance Register for students- including Sundays
7. Class Substitution Record- as and when required
8. Examination Cell Records
9. Classroom Furniture Repairs/Replacement Records
10. JS Indoor Games Facility – Timings & Schedules/Damages/Replacements

JUNIOR SCHOOL HOUSEMASTER/ AHSMs:

1. House Attendance Register- daily
2. House Meeting Register- once a week
3. House Students' Letter Writing by AHSM- fortnightly
4. Anecdotal Register – as and when required
5. Reflection Letter Register- as and when required
6. Record of Admission details of New Students with Communication Address from the Admission department- once a year
7. Warning Letters/HSM Cards/Corrective Measures/
8. Parcels/Consignments Received by Post & Courier Services

JUNIOR SCHOOL MATRONS:

1. Kit Register- twice a year
2. First Aid Notebook- daily
3. Hospital Record and Hospital Admission (2 notebooks)- daily
4. Undergarment checking Note Book- Daily
5. Hair checking Note Book- once a week
6. JS Attached Support Staff Leave / Duty Roster
7. Laundry – Outgoing / Incoming Entries

Prep School

MIC PREP SCHOOL:

1. MOD Register - daily
2. Pastoral care Meeting Register- fortnightly
3. PS Staff Leave Record – as and when required
4. PS Staff attendance Register- daily
5. PS Matrons attendance Register- daily
6. Prep Attendance Register for students- daily except Sundays
7. Class Substitution Record- as and when required

PREP SCHOOL HOUSEMASTER/ HOUSEMISTRESS/ AHSMs:

1. House Attendance Register- daily
2. House Meeting Register- once a week
3. House Students Letter writing and Achievement Record by Ahsm- fortnightly
4. Anecdotal Register – as and when required
5. Reflection Letter Register- as and when required
6. Record of Admission details of New Students with Communication Address from the Admission department- once a year

PREP SCHOOL MATRONS:

1. Kit Register- twice a year
2. First Aid Notebook- daily
3. Hospital record and Hospital Admission (2 notebooks)- daily
4. Undergarment checking Note Book- daily
5. Hair checking Note Book- once a week

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Scope of Work - Travels/ Ticket Booking

Clearly defined project scope

Introduction

We focus on Ticket booking and Vehicle arrangement for students and all event requirements.
Scope of Work

1. Vacation inward and onward ticket booking
 - Details need to be fetched automatically
 - Student Name, Class, House, Ad.No, DOB, Father Name, Mother Name, Email ID, Parent Phone No.
- Details Need to be updated by Parents
 - Travel details, Date, File attachment.
2. Link need to be created for parents for uploading the ticket and travel information by providing the Student Admission No and DOB.
3. Intimation should be sent to the parents after the submission.

Event Requirement

1. Private Vehicle arrangements should be received from Transport In-charge
2. Vehicle indent should be received from the Transport In-Charge and Approval from the management.

Details Need to be updated for outside vehicle Booking

Vehicle requested by

Date of requirement/Type of Vehicle/No of passenger / No of Vehicle/ Chargeable/Non Chargeable/Amount/Attachment.

Student Chargeable

1. Student Chargeable should be automatically fetched with accounts department.

Reports

1. Download ticket booking/ Vehicle booking history
2. Message to mobile numbers for intimating details of the Travel arrangements

Types of Reports Required

Example I have mentioned Library module reports below for your reference.

- 1) Books Register
- 2) Pending Books List
- 3) Movement Logs (Book Wise, Staff Wise & Student Wise)
- 4) Search Books

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Scope of Work

Name of the Module: Alumni Management

Clearly defined project scope

Introduction

The alumni management software should be capable of storing a dedicated database of the alumni - including industries and companies with which they are working and the subsequent positions. The database gets updated automatically with respective changes in the career of an alumnus. With this database, school can publish up-to-date and vital statistics of the alumni. It helps in improving credibility. It also allows organizations to be in constant touch with the alumni.

Scope of Work

1. Alumni profile
 - a. Name
 - b. Batch
 - c. House
 - d. Gender
 - e. Classes studied
 - f. Email
 - g. Number
 - h. Image
 - i. Profession
 - j. Currently Connected to
 - k. Jobs (Company, Job Title, etc.)
 - l. Achievements
 - m. Short description
 - n. State
 - o. Country
2. Login portal for alumni registration online
3. Gallery

Reports

1. Overall Alumni list
2. Batch-wise
3. House-wise
4. Profession-wise
5. State-wise
6. Country-wise

Any other customization required as part of the whole system is automatically considered as part of the job and does not warrant any extra commitment and provision of funds. Such requirements are considered as part of the design, development and implementation of the whole software.

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