

SCOPE OF WORK

1. Implementation of School ERP catering the academic/administrative needs of all schools under AEES individually and group and its central office, on subscription mode, training and support services.

2. Mandatory Features required for the School ERP solution:
 - Define school organizational structure with various physical and logical groupings through departments.
 - Create school setup with classes and sections being offered for an academic year.
 - Setting up class teachers.
 - Define the subjects being taught as part of a class-section.
 - Setting up of a Course/Academic Program for all individual classes.
 - Setting up Calendar at school level/class level and individual teacher level.
 - Establish Class-Subject Teacher mapping.
 - Creation of House, mapping students to be part of different groups/houses and calculation of scores for awarding the winning house at the end of academic year.
 - Facility for parents to interact with school/teachers.
 - Promotions of students across different academic years.
 - User Management module with in-built security model that controls the access to an operation based on the roles assigned. User management module shall support creation of roles and assigning privileges to users, individually and as a group and login credentials creation for students and parents

3. The offered solution shall handle following school activities:

1. Admissions

ERP shall streamline and automates the entire admission process of students. Software shall manage the registration forms, application forms, student admission and enrolment process.

Features to be covered:

- Online and offline admission Process for accepting the initial registration forms. Offline option will enable the data entry

operator to upload the data manually to database, from physical application forms.

- Workflow for the admission process initiating from application submission level to final admission level.
- Greater visibility and transparency into admission processes
- Streamlining the admission process suiting to individual class
- Integration with student module
- Effectively reducing the process time by involving different stakeholders of the process in an easier way
- Student Registration Dashboard to depict the application status to the parent and integration with SMS and Mail gateways.
- Payment Gateway Integration.

2. Fees Management

Fee Management module shall support the schools to manage all of their front-end financial processes involving parents and school. It shall help in handling the day to day financial tasks efficiently. It shall alert parents for fee submission.

Features to be covered:

- Flexible definition of Fee Period and Fee structure suiting to the school
- Online fee payment facility for parents through all RBI approved collection mode.
- Customised integration with various fees heads
- Facilitates the different fees collection from various group of students based on their categories
- Supports fee relaxation option for individual/group of students
- Supports addition of any new dynamic rules for grouping of students for the purpose of fees collection

- Facilitates posting of fees collections to different heads (PUVVN & Revenue A/c)
- Fees refund configuration at fee head level
- Late Fee charge collection against fees
- Automatically alert parents and admin staff well in advance when the student is due for fee payment
- Automatic generation of fee invoices to parent/admin staff after collection
- Facilitates the manual fee collection through invoices and receipts, by the office.
- Custom invoice number support (with Class, Section, School)
- Support and reconcile the Electronic Cash Management System (eCMS) payments
- Payment of Board Examination fee for Class X & XII of CBSE and Class XII of Maharashtra board

3. *Library Management*

Library management module shall automate various functions of libraries from books purchase, issues and writing off. It shall manage the details including books, journals, reference materials and any non-book resources for easy retrieval, search, issue, receipt, reservation and write-off. It shall also manage the accession number generation for the items and helps to define different item circulation rules for the patrons based on the school specific need.

Features to be covered:

- Define item Circulation rules among patrons
- Manage library deposit (Refundable), library fee, charges for damage/loss of books etc.
- Managing Purchases, Issue, Receipt, Reservation and write-off of books.

- Support for various libraries in school
- Support for books, journals, reference materials, DVDs and any other resources in library
- Alerting patrons for due-date lapse
- Auto generation of accession numbers
- Integration with fee collection module
- Easy management of library processes for the librarian
- Optimization of resources in terms of time and manpower in maintaining the library inventory

4. *Examination Management*

This module shall enable the educational institutions to plan, execute and monitor all the different functions pertaining to examinations from begin to end. It shall provide an efficient way to assess and track the students' progress in scholastic and co-scholastic assessments and facilitate in conducting summative as well as formative assessments.

Features required:

- Automation of standard examination patterns
- Automatic grade conversion based on marks
- Generation of Report cards
- Automating term and final evaluations
- Examination consoles depicting various parameters of a student's performance like students progression over time, Performance compared to his colleagues
- Class room scheduling for exams
- Intimation to parents about the exam schedule through SMS/email.

- Greater visibility for teachers and parents into examination processes
- Integration with student module
- Facility for the parents to view the academic growth of the children
- Intimation to parents about exams, results etc through SMS or email.

5. Collaboration

This module shall facilitate in establishing a strong collaborative platform between various stakeholders of the school i.e., administration departments, faculty, students and parents, central office. It shall enable the communication among different stakeholders either through application, email and SMS.

Features required:

- Sending single/bulk SMS to different stakeholders of the application i.e., students, parents and staff members
- Publishing News, Events, Polls and FAQs on Student/Parent/Faculty/Staff dashboards
- Allows student to be part of different groups/houses and calculation of scores for awarding the house winners at the end of the academic year
- Unified interface to send the SMS/Mails

6. Front Office Desk

Front Office Desk module shall enable the front-office staff to interact with parents and ensures all the day-to-day needs are met with complete automation. It covers issue of various certificates

i.e., Bonafide/study/fee certificate, Transcript, Duplicate Transfer Certificate in addition and exit passes.

Features required:

- Generating Entry/Exit Passes
- Issue of different certificates such as Bonafide Certificate, Study, Transfer and Fee with work flow as applicable
- Automates front office tasks
- Keeps track of visitors

7. PTA

PTA Module shall facilitate communicating the activities of Parent Teacher Association between school and parents effectively and notifies the status updates of the meetings. It shall cover the unique aspect of parents communicating directly with relevant stakeholders of the school regarding the kids behavioural and performance aspects and bridge the gap at a faster pace.

Features required:

- Parents to contact faculty members about the kid's behavioural and performance aspects
- Automation and digitization of Parent-Teacher meetings
- Provision to keep track of each meeting held between parents and teacher
- Facility to request for meeting from parent / faculty side

8. *Timetable*

The Timetable module shall enable to prepare and display the time tables of various sections and display them at the faculty, student and parent dashboards with proper approval workflow.

Features required:

- Proper workflow for approval
- Correlate Time Table with availability of faculty members
- Provision to import a timetable created outside the system
- Display Time table information on student/parent/faculty dashboard
- Generation of various Reports/interim Reports/final Reports

9. *Student Information Management*

This module shall provide facility to maintain students data in all dimensions. It shall enable the school to ease out the resource intensive and time consuming activities by automating in total. This module shall have student level data like contact details, parent information, communication information and aspects related to health information.

Features required:

- Manage Student Information reflecting in all dimensions (in school level and central office level)
- Powerful Search capabilities from Student Repository
- General and customised report generation
- Export and import Student data from Excel sheets
- Facilitates the configured workflow approvals for student information changes

- Management of homework assignments and submission of completed homework to faculty
- Facilitating the parents to notify the faculty about the student absence through application/SMS/email
- Design and generate Student ID Cards specific to schools by central office.
- Facility to have a 360 degree view of student progress
- Issuance of CCA Certificate
- Provision to capture the arts and sports achievements of students and track them as part of their overall progress
- Provision of e-Diary at the individual Student Level
- Issue various certificates to students based on their performance in sports, non-academic competitions and other categories.
- Issue of badges with validity, to students based on their performance in sports, non-academic competitions and other categories.
- Enable access of PDF versions of the documents for all the classes subjects
- Student Emergency Information shall be at finger tips
- Tracking authorized and unauthorised absence of a student
- Records and manages student attendance
- Push attendance information into report cards
- Make attendance information availability at the parent dashboard

10. Staff Management (academic and non-academic staff)

This module shall provide facility to manage the staff handling in an efficient and error free manner with the help of intelligent scheduler.

Features required:

- Managing Employee Information in all dimensions (school wise and central office wise)

- Generation of various general reports and customised reports
- Staff Repository search capabilities
- Importing Staff data from Excel sheets and legacy systems
- Handling staff management.
- Support for different leave policies in a school/Central Office
- Allow staff to handle various applications submitted online
- Support paperless office
- Customizable and configurable workflows suiting to the school
- Support the activities through a staff portal
- Manage attendance data of all staff.

11. Asset and Inventory Management

This module shall take care of all Moveable and Immovable assets purchased by the school (School/Central Office). The module shall help in establishing a computerized system for tracking and recording all fixed assets and generates statutory, business and control related standard and dynamic reports and thereby better accounting practices, maintenance and upkeep of the assets. The Inventory monitoring module shall tracks stock, generates receipts including complete warehouse and location management with a tight integration with purchase and finance modules. The module also shall assist in tasks such as material movements and disposal.

Feature required:

- Facilitates asset creation
- Generate asset id.

- Associating asset with different asset type and Location
- Asset Movement from one location to other
- Disposal of asset at the end of the life cycle
- Complete depreciation history of assets
- Flexible depreciation calculations support
- Receipt and storages of inventory items in different schools and locations, material issue, returns, inter school and intra-school location movements and BOM Item.
- Efficiently control Inventory stock-outs based on minimum, maximum, recorder stock level definition. And regulates storage of item through location control and also ensures accuracy of inventory data based on physical inventory and cycle counting process

10. Security Features demanded

Following minimum security features shall be made available in the application:

- Authentication of users- User ID and Password
- Strong Password policy
- Software updates/patches during subscription period.
- Proper users training to update users about security requirements and features.
- Create and build out an Incident Response Plan
- All logging details shall be recorded

11. Testing of ERP before implementation

1. ERP shall be tested thoroughly by following all standard testing patterns, before implementing the applications/modules/patches.

2. Successful Bidder shall carry out frequent and thorough monitoring of the system for any abnormal activities by application level as well as by user level, during the subscription period.
3. **Recording of logs shall be ensured.** If a security breach occurs in an application, log record shall assist in determining who gained access to the data and how they did so, when and where. Application log files shall keep track of which parts of the application have been accessed and by whom and when and where.

12. User Trainings

1. Users Training- Offline Trainers training program shall be arranged at Mumbai for around 50 participants. They will be trained thoroughly so that other staff will be trained through the Trainers.

All other AEES staff shall be trained through online training sessions.

2. Offline training shall cover Administrative/Super user module training.
3. All required training materials shall be provided.

13. Backup Solution

1. It is the responsibility of the contractor to ensure the proper backup of the entire system. Backup shall in a suitable format to handle the unexpected breakdown of the system.
2. Backup data should be shared with AEES on demand.