

User Roles & Permissions

Each role gets specific module access and action permissions. Here's a recommended matrix:

ROLE	VIEW	CREATE/ UPLOAD	EDIT	APPROVE	ADMIN ACCESS
Student	Own data (assignments, results, timetables of classes, transport schedule, exams etc..)	Assignment submissions, messages	Profile settings	-	-
Parent	Child's data	Messages, complaints, Leave application	Update contact info	-	-
Teacher	Own class data, student progress	Assignments, attendance, resources, lesson plan submission to HOD for approval	Grades, feedback	-	-
HOD	Department wide view	Review/Upload lesson plans and forward to VP for approval	Edit teacher entries	Approve academic changes	-
Vice Principal	School wide academics	Exams, timetable	Edit curriculum plans	Approve HOD inputs	Partial
Principal	Full school overview	Announcements, policies	All data	All approvals	Yes
Admin staff	Fee records, transport, inventory	Add/ update student records	Edit admin data	-	Partial
IT Admin	System logs, user roles	Create accounts	Reset passwords	System updates	Full
Counsellor	Access to flagged students	Add notes/ reports	Confidential updates	-	No

2. Data Flow Structure

A visual-style breakdown of how data flows across the platform:

Student-Centric Data Flow

Teacher → Student: Assignments, grades, feedback

Student → Teacher: Submissions, queries
System → Student: Timetables, exam results, alerts
Parent → System/Teacher: Leave requests, feedback, fee payments
System → Parent: Attendance, progress reports, fee status

Admin & Academic Flow

Admin → Principal/Vice Principal: Reports, logs
Teachers → HODs → Vice Principal: Lesson plans, assessments
Principal → All: Circulars, announcements
Counselor → Teachers/Parents: Action plans (private)

3. Permissions Logic Suggestions

Use role-based access control (RBAC) in your backend
Allow granular permissions (e.g., a math teacher can't access English class data)
Include audit logs (who accessed or edited what and when)
Add multi-level approval workflows (e.g., grade changes approved by HOD)

INVENTORIES BY ADMIN STAFF

1. Stationery Inventory

Exercise books, pens, pencils, files, sheets, registers, etc.
Issue to teachers, students (if applicable), or offices
Reorder when stock is low
Maintain issue/return records

2. Classroom Supplies

Chalk, whiteboard markers, duster, projector accessories, etc.
Regular distribution to classrooms
Maintenance and damage tracking

3. Lab Equipment

Science lab apparatus (test tubes, beakers, chemicals)
Computer lab items (mouse, keyboard, headphones, cables)
Issue to lab in-charge and track usage
Safety stock levels and reordering

4. Furniture Inventory

Benches, desks, chairs, tables, cupboards
Allocation to classrooms and offices
Track damage, repair, or replacement

5. Electronic Assets

Computers, projectors, printers, CCTV, biometric devices
Assign to departments or rooms
Maintenance logs
Warranty and service details

6. Library Assets (if not managed by librarian)

Computers, barcode scanners, furniture
System updates on borrowed/damaged inventory

7. Sports & Co-curricular Equipment

Sports gear: balls, cones, nets, racquets
Art & craft materials
Music instruments
Record issue and return, especially before events

8. Medical Supplies

First-aid kits, thermometers, emergency medicine stock
Refill alerts and health kit audit

9. Cleaning & Maintenance Stock

Brooms, mops, cleaning chemicals, dustbins
Restocking cycles
Supply to housekeeping team

10. Uniform or School Store Inventory (if school has a store)

Track stock and sales of uniforms, badges, ID cards
Manage student purchases and receipts

Admin Inventory Responsibilities Summary

Stock Entry (new item entry)

Stock Issue & Return (who took what and when)

Low Stock Alerts

Damage/Loss Reporting

Purchase Requests & Vendor Logs

Asset Depreciation Tracking (optional)

S.No	Item Name	Item Code	Issuing/receiving quantity	Issued To	Received From	Etc...

Explanation of Columns: (STATIONERY AND OTHER INVENTORY AREAS)

S.No: Serial number for reference.

Item Name: The name of the stationery item (e.g., notebooks, pens).

Item Code: Unique identifier (e.g., STAT001).

Category: Always "Stationery" (can be used to filter later).

Unit: Measurement unit (pieces, box, pack).

Opening Stock: Stock available at the start.

Received Qty: Quantity added.

Issued Qty: Quantity distributed.

Balance Stock: Auto-calculated: Opening + Received - Issued

Issued To: Who received the item (department, person).

Received From: Vendor or source.

Issued Date / Received Date: Date logs.

Status: In Stock, Low Stock, Out of Stock, etc.

Remarks/Notes: Comments (damaged, reorder needed, etc.)

Finance Inventory Excel Format – Columns & Structure

Explanation of Columns

Transaction Type: Income or Expense

Transaction ID: Unique identifier (can be auto-generated)

Date: Date of transaction

Category: Type of income/expense (Fees, Maintenance, Salary, Events, etc.)

Description: Short detail of the transaction

Received From / Paid To: Name of the person/vendor/organization involved

Mode of Payment: Cash, Cheque, Bank Transfer, UPI, etc.

Amount: Amount in INR

Status: Received, Paid, Pending

Approved By: Designated authority

Remarks/Notes: Optional comments or notes

Responsibilities of each staff in a school

1. Principal / Head of School

Strategic Leadership

Develop school vision, mission, and long-term goals.

Set academic and operational KPIs.

Lead accreditation, inspections, and compliance processes.

Governance & Policy

Draft and enforce school policies.

Ensure legal and regulatory compliance.

Liaise with the school board and education authorities.

Management

Oversee recruitment, training, and performance appraisal of staff.

Manage crisis, discipline, and public relations.

Supervise budgets, finances, and resource allocation.

2. Vice Principal / Academic Dean

Academic Oversight

Coordinate curriculum development and subject mapping.

Monitor teaching quality and academic performance.

Plan assessments, internal audits, and lesson reviews.

Operational Support

Develop academic calendars and class schedules.
Supervise academic events (fairs, competitions, seminars).
Handle teacher coordination and substitution planning.

3. Heads of Departments (HODs)

Curriculum & Instruction

Customize syllabus plans to align with board and school goals.
Mentor teachers on pedagogy and subject matter expertise.
Approve lesson plans and learning objectives.

Performance Management

Conduct classroom observations.
Analyze subject-level performance data.
Recommend teaching resources and interventions.

4. Teachers

Instructional Design & Delivery

Create lesson plans and instructional materials (including digital).
Deliver differentiated instruction for varied learning needs.
Use blended learning methods (LMS, smart boards, etc.).

Assessment & Reporting

Design formative and summative assessments.
Track learning outcomes and behavioral records.
Prepare report cards and individualized education plans (IEPs).

Engagement & Development

Conduct parent-teacher meetings.
Promote class participation and co-curricular activities.
Identify and refer students needing support (academic, emotional).

5. Class Coordinators

Manage classroom logistics and behavior issues.
Track attendance, punctuality, and uniform compliance.
Act as liaison between students, parents, and subject teachers.

6. Admin Staff / Office Manager

Admissions & Enrollment

Manage application forms, entry tests, and orientation.
Process student data entry and ID issuance.

Finance & Compliance

Handle fee invoicing, receipts, and payment tracking.
Maintain school financial reports and audits.

Facility & Inventory

Coordinate maintenance, safety checks, and supplies.
Manage contracts with vendors and service providers.

7. IT Administrator / EdTech Coordinator

Administer school management systems (ERP, LMS, portals).

Manage user accounts, access rights, and digital content.

Ensure cybersecurity and data protection compliance (GDPR/FERPA).

Train staff and students on educational technology.

8. Librarian / Media Specialist

Maintain physical and digital cataloging system (OPAC).

Support curriculum with curated resources.

Host reading programs, book clubs, and citation training.

9. Counselor / Well-being Officer

Offer one-on-one and group counseling (academic, social, mental).

Coordinate with teachers for early detection of issues.

Maintain confidential student records and referral plans.

10. Examination Controller / Academic Registrar

Design exam timetable, invigilation schedule, and room allotment.

Secure exam content, grading, and moderation.

Generate mark sheets, transcripts, and data analytics.

11. Co-curricular Coordinators

Plan events, clubs, competitions, and cultural programs.
Maintain participation records and skill development logs.

12. Support Staff (Security, Janitors, Transport)

Ensure campus cleanliness, safety, and logistics.
Manage transport schedules, fuel usage, and driver conduct.
Monitor visitor entry and student safety protocols.

STUDENT DASHBOARD

A student dashboard in a school management and learning tool should be clean, intuitive, and provide access to essential academic and administrative information. Here's a complete list of features and access permissions students should ideally have:

1. Personal Information

View personal profile (name, photo, contact, ID, class)
View parents/guardian contact info
Option to request profile updates

2. Academic Dashboard

Time Table: Daily/weekly class schedule
Subjects & Teachers: Subject list and assigned teachers
Assignments:
View assignments with deadlines
Submit assignments (file upload or online text)
View teacher feedback and grades

3. Attendance

View attendance records (daily/monthly)
Check absences and reasons (if any)
Submit leave requests

4. Exams & Results

View upcoming exams schedule
Download admit card (if applicable)
View past exam scores
Download report cards

5. Fees & Payments

View fee structure (tuition, transport, library, etc.)
Check paid and pending amounts
Download payment receipts
Online fee payment gateway access

6. Study Materials / E-Content

Download lecture notes, PPTs, videos
Access e-books and recommended resources

7. Communication

Notice Board: Latest school announcements
Messages: Direct messages from teachers/admin
Chat/Discussion Forums (optional and moderated)

8. Homework Tracker

List of daily/weekly homework
Submission deadlines
Submission status (pending/submitted/graded)

9. Transport Details

View assigned bus route
Track bus (if GPS enabled)
Transport in-charge contact info

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10. Calendar & Events

View academic calendar
Upcoming holidays and events

Exam and PTM dates

11. Support / Helpdesk

Raise complaints or issues (IT, admin, etc.)

Track support ticket status

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12. Certificates & Documents

Download bonafide certificates, ID cards (if permitted)

Request transcripts or TC (Transfer Certificate)

TEACHER DASHBOARD

A teacher dashboard in your school management and student learning tool should provide access to all academic, attendance, communication, and evaluation functions in one organized space. Here's a comprehensive list of access and features teachers should have:

1. Personal Profile

View and edit own profile (basic info, contact, qualifications)

View assigned subjects and classes

Upload/update professional documents (if required)

2. Class & Subject Management

View list of assigned subjects and corresponding student lists

Access to class-wise student profiles

Assign subject-specific tasks and notes

3. Timetable & Calendar

View daily/weekly class schedule

Upcoming events, holidays, meetings

Substitute class management (apply or assign)

4. Attendance Management

Mark daily attendance (present, absent, late, leave)

Apply for own leave (and view approval status)
View class-wise attendance reports
Generate and download attendance summaries

5. Assignment & Homework Module

Create, assign, and edit homework/assignments
Set submission deadlines
Grade student submissions
Add comments/feedback
Track who submitted and when

6. Exam & Evaluation

Access exam schedules
Create question papers or upload them
Enter marks and grades
View student performance reports
Generate class performance summaries

7. Study Materials / E-Learning

Upload subject notes, videos, PPTs, PDFs
Upload lesson plans for approval of HOD
Share reference links or e-books
Tag resources by class/subject/chapter

8. Communication Tools

Send messages to students, parents, or admin
Participate in group/class discussions
Share announcements
Access notice board updates

9. Student Performance & Analytics

Track academic progress of students
View behavior logs or teacher remarks
Identify weak students for remedial actions
Add student-specific notes (confidential if needed)

10. Class Activities & Projects

- Create and manage group projects
- Assign roles/tasks to students
- Monitor submission and participation

11. Parent-Teacher Interaction

- View scheduled PTMs
- Message or call parents directly (if permitted)
- Log parent meeting notes or concerns

12. Feedback & Suggestions

- Submit feedback about school operations
- Request materials or permissions (e.g., for events)
- Suggest improvements for teaching tools

13. Library & Inventory (Optional)

- Request books or teaching resources
- Check issued/returned items
- Raise requisition for supplies

HOD DASHBOARD

A Head of Department (HOD) has both teaching and administrative roles, so their dashboard should combine teacher features with leadership tools. Here's a complete list of access HODs should have on their dashboard in your school management system:

1. Personal & Department Profile

- View/update personal profile
- View department profile (subject group, assigned teachers)
- Access all academic and administrative tools for their department

2. Teacher Oversight

- View list of teachers under the department
- View teacher schedules, attendance, performance
- Approve/reject Lesson plans submitted by teachers

Approve teacher leave requests
Assign/reassign subjects or classes (with admin-level rights)
Monitor lesson progress across teachers

3. Class & Subject Monitoring

View department's subjects and corresponding classes
Track syllabus coverage per subject and teacher
Monitor student performance subject-wise
View class attendance reports

4. Timetable & Planning

View and help coordinate class/teacher timetables
Approve special classes or substitute arrangements
View and edit academic calendars (if permitted)

5. Attendance Supervision

View attendance summaries for classes under department
Detect irregular attendance patterns
Take corrective action or notify parents via communication module

6. Assignment & Assessment Oversight

Monitor assignments given by department teachers
Check assignment submissions and feedback quality
Oversee exam paper setting and mark entries
Analyze result trends across subjects

7. Communication & Coordination

Send announcements to department teachers and students
Communicate with Principal/Admin
Participate in or manage department meetings
Message parents (in case of academic issues)

8. Study Material Repository

Upload shared department notes/resources
Monitor quality of uploaded study content

Approve or suggest content for school-wide use

9. Performance Analytics

View department performance reports

Analyze subject-wise pass/fail rates

Recommend students for remedial or advanced programs

10. Leave & Approval Workflow

View and act on leave requests from teachers

Approve department requests (stationery, books, lab material, etc.)

Submit departmental budget requirements to Admin/Principal

11. Event & Activity Management

Plan and oversee departmental events (seminars, exhibitions, etc.)

Assign roles to teachers and students

Track activity completion

12. Reports & Documentation

Generate department reports (academic, administrative)

Upload meeting minutes

View and download teacher performance or inspection records

13. Library & Inventory Requests

Approve book or lab material requests

Track usage of department resources

Raise requisitions to Admin

VICE PRINCIPAL DASHBOARD

The Vice Principal plays a key administrative role, bridging the gap between the Principal, staff, students, and parents. Their dashboard should offer high-level oversight, coordination tools, and access across multiple departments.

Here's a complete list of Vice Principal Dashboard Access:

1. School Overview

Dashboard showing overall school status:

Attendance summary (students & staff)

Academic progress highlights

Upcoming events or issues flagged

Department-wise performance snapshots

2. Staff Management

View full staff list: teaching, non-teaching, and support staff

Approve/review teacher attendance, leaves, and schedules

Assign or reassign teachers to classes (with permission)

Monitor and approve lesson plans and teaching progress

3. Class & Academic Oversight

Monitor all classes (from KG to XII) and their assigned teachers

Track class-wise attendance and performance

Access subject-wise progress reports

Review and approve academic calendars

4. Examination Management

Coordinate exam schedules across departments

Approve question papers and marks entry

Monitor timely report card generation

Review exam performance analytics (per class/department)

5. Communication & Notifications

Send school-wide announcements to staff, students, or parents

Review parent messages or complaints

Moderate internal teacher discussions or queries

Access event reports and meeting minutes

6. Student Affairs

View detailed student records across all grades

Monitor behavioral logs, disciplinary actions

Approve student transfers, TC issuance, or scholarships

Oversee attendance irregularities or dropouts

7. Parent-Teacher Interaction

Schedule and oversee PTMs

Review feedback or complaints from parents

Assign mentors or class coordinators for support follow-ups

8. Leave & Approval Authority

Approve/review leave requests from staff

Manage duty allocation in case of absentees

Approve resource requests from HODs or coordinators

9. Event & Activity Coordination

Plan and supervise co-curricular and extracurricular activities

Assign activity in-charges

Track event budgets, logistics, and student participation

10. Inventory & Facilities Oversight

Approve department requisitions (stationery, lab, sports, etc.)

View inventory usage reports

Coordinate with admin team for repairs, upgrades, or new purchases

11. Transport & Security

Monitor student transport allocations

Check route, driver, and safety details

Coordinate security personnel and routines

12. Reports & Insights

Generate reports on:

Staff performance

Student academic/behavioral trends

Attendance summaries

PRINCIPAL DASHBOARD

The Principal is the highest authority within the school and needs full access and oversight across all areas of the school management system. Their dashboard should be a central command center, showing real-time summaries and allowing administrative control over every module.

Here's a comprehensive list of Principal Dashboard Access:

1. School-Wide Overview (Main Dashboard)

Live stats:

Total students, teachers, staff

Today's attendance (students/staff)

Current events, alerts, and notices

Pending approvals (leave, fee waivers, requisitions)

Quick links to key areas: academic, finance, HR, discipline

2. Staff Management

Full access to:

Teacher and staff profiles

Leave requests (approve/reject)

Performance reports and attendance

Role assignments, promotions, and transfers

Approve recruitment or relieve requests

3. Student Management

Access to all student records

Academic and behavioral history

Attendance reports and trends

Approve admissions, TC, scholarships

View class performance and subject-wise scores

4. Academic Monitoring

Oversee all classes and departments
Monitor subject completion, lesson plans, and curriculum mapping
Approve exam schedules, results, and report cards
Intervene in low-performance areas or department issues

5. Communication

School-wide announcement system
View messages between students, teachers, parents
Moderate discussions (if needed)
Direct chat with HODs, Vice Principal, Admin, and parents

6. Fees & Finance

Access fee collection status
Approve fee concessions or waivers
View income vs expense reports
Monitor budget usage by departments
Approve large purchases or external vendor payments

7. Event & Activity Oversight

View or approve school event proposals
Assign coordinators or teams
Track budgets, guest management, and event reports

8. Inventory & Infrastructure

Access to all inventory categories (stationery, lab, sports, IT, etc.)
Approve procurement requests
View usage logs and maintenance reports
Monitor transport, hostel, and campus facilities

9. Reports & Insights

Generate dynamic reports on:
Attendance
Academic performance
Budget & expenses
Staff activity logs
Transport and safety

Export data to Excel, PDF, or email

10. Permissions & Security

Manage access control and permissions for all users
Approve/assign user roles
Monitor login activities and data security compliance

11. Approvals & Compliance

Final authority on:
Staff leave approvals
Fee structure changes
Policy documents
Circulars and communications
Upload and sign official documents and circulars

12. External Relations

Access alumni, donor, and trustee modules
View CSR activities or collaborations
Share school performance reports with education boards

ADMIN STAFF DASHBOARD

The Admin Staff plays a crucial behind-the-scenes role in school operations. Their dashboard should focus on non-academic management, logistics, and support operations—ensuring smooth day-to-day functioning.

Here's a detailed list of what Admin Staff should have access to in your school management tool:

1. Staff & Student Records Management

Add/update student admission and withdrawal records
Maintain teacher and staff data (joining, ID proofs, contact info)
Upload and manage documents (certificates, photos, etc.)
Issue ID cards, bonafide certificates, and TC documents

2. Attendance Management

Monitor daily staff and student attendance

Generate monthly/yearly attendance reports
Handle manual attendance corrections (with permission)
Send absentee SMS/alerts to parents

3. Fee & Payment Management

View student fee structures
Record cash/cheque/online payments
Print receipts and generate fee reports
Handle fee concessions (as per principal approval)
Follow up on defaulters and dues

4. Inventory & Asset Management

Maintain and update:
Stationery
Uniforms
Books
Classroom materials
Lab/sports equipment
Record items received, issued, and current stock
Issue items to staff or departments
Raise purchase requisitions

5. Transportation Management

Assign transport routes and buses to students
View driver and vehicle records
Handle transport fee entries
Coordinate with transport contractors

6. Visitor & Security Management

Log daily visitors with purpose and time
Approve or deny visitor passes
Coordinate with gate/security team

7. Event & Exam Logistics

Assist in setting up rooms, notices, and materials for exams/events
Coordinate hall arrangements and logistics
Print exam materials (papers, seating, admit cards)

8. Communication & Notices

Create/send general notices (SMS/email/posters)
Share circulars and announcements to staff and parents
Coordinate inter-departmental communication

9. Document Printing & ID Generation

Generate printouts for:
Report cards
Certificates (bonafide, character, TC, etc.)
Exam admit cards
ID cards and labels

10. Helpdesk / Complaint Handling

Log complaints from students, parents, or staff
Assign complaints to relevant departments (IT, transport, hostel, etc.)
Track complaint status and resolution time

11. Hostel & Facility Coordination (if applicable)

Manage hostel room allocations and records
Maintain mess attendance or food tracking
Handle laundry or maintenance requests

12. Leave & Payroll Support (Optional)

Assist HR in collecting leave applications
Forward payroll data (attendance summary, overtime, etc.)
Track contract staff and vendor records

13. Reports Generation

Generate and export:
Student & staff data lists
Fee collection summaries
Inventory usage
Transport and hostel occupancy
Communication logs