

STATEMENT OF WORK (SOW)

Student Portal

These features improve student experience, learning, and engagement.

1. Dashboard

- Personalized timetable
- Upcoming assignments & deadlines
- Attendance summary
- Fee status & notifications
- AI academic progress insights

2. Classes & Learning Material

- Access to class notes, books, and uploaded documents
- Video lectures
- Homework/assignments with submission option
- Downloadable study materials

3. Attendance & Performance

- Daily/weekly/monthly attendance records
- Attendance notifications
- Result history
- GPA calculators
- AI alerts for performance decline

4. Exams & Assessments

- Exam schedule
- Online quizzes/tests
- Past papers
- Marks & evaluation feedback

5. Communication

- Direct messaging with teachers (controlled)
- Announcements
- Parent notifications (if under 18)
- Support ticket/helpdesk

6. Fee & Finance

- Fee invoices
- Online payment link
- Payment history
- Due date reminders

7. Other Powerful Features

- Course registration
- Event calendar
- Certificates & transcripts download
- Transport info (if school offers it)
- Hostel info (if applicable)

Teacher Portal

This portal should make teaching easier and automate their responsibilities.

1. Teacher Dashboard

- Daily class schedule
- Quick attendance marking
- Pending assignments to check
- AI class performance insights

2. Student Management

- View student profiles
- Track student attendance & performance
- Identify weak students via AI
- Behaviour/discipline remarks

3. Attendance System

- Quick attendance (manual/QR/RFID)
- Auto-sync with payroll

4. Academic Content Management

- Upload notes, assignments, study materials
- Create quizzes/tests
- Upload results and grading

5. Communication

- Send announcements to class
- Message students/parents (with monitoring)
- Contact administration

6. Leave & HR Functions

- Leave request submission
- Leave history
- Payroll linked salary details
- Performance review log

7. Admin Features for Teachers (Optional)

- Class-wise report generation
- Course planning & lesson plans
- Seat plans for exams

Admin Portal

1. Super Admin Dashboard

- Overall student strength
- Admissions overview
- Fee collection summary
- AI predictive analytics (admissions, drop-outs, performance)
- Branch-wise comparison (if multi-branch)

2. User Management

- Create/manage student accounts
- Create/manage teacher accounts
- Create/manage sub-admins
- Role-based access control

3. Academic Management

- Class/section creation
- Subject allocation
- Exam schedules
- Timetable generator
- Promotions & graduations

4. Finance & Accounting

- Fee structure creation
- Invoice generation
- Online fee tracking
- Scholarship & discount management
- Expense tracking (optional)

5. Admission Management

- Online admission forms
- Application review workflow
- Student enrollment approval
- ID generation

6. Communication & Notifications

- Send SMS/email/app notifications
- Announcement board
- Auto-notifications (fees due, attendance, results)

7. Report Generation

- Student reports
- Teacher performance reports
- Fee reports
- Attendance reports

- Customizable PDF/Excel exports

8. Branch Management (if multi-location)

- Add/edit branches
- Branch admins
- Consolidated analytics
- Branch comparison dashboards

9. System Settings

- Logo, name, branding
- Academic year settings
- Database backups
- Security controls

AI Tools

- Predict student dropout risk
- Predict fee default
- Suggest teacher training
- Identify high-performing students
- Automated timetable optimization

Mobile App Integration

- Student app
- Teacher app
- Parent app