



Izzy Tech Team

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## Contract Agreement Form

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06-04-2025

Your Name: \_\_\_\_\_

Your Company/Institution: \_\_\_\_\_

Your Address: \_\_\_\_\_

Your NIC No: \_\_\_\_\_

Your Contact: \_\_\_\_\_

### **Subject: Contract Agreement for Development of a Full School Management System – VoTECH**

I am pleased to formalize our agreement for Development of a full online management system for VoTECH. This letter outlines the terms and conditions of our understanding and will serve as a binding contract upon your acceptance as follows:

-The duration for system to be completed is one (1) month, starting on the day of signing of contract.

#### **Cost and Payment**

-This system costs a sum of six hundred (600,000) FCFA excluding domain name and hosting fee.

-Yearly Hosting fee: 100,000 FCFA.

-Payment shall be done as follows: 10% of the amount will be paid upon signing of contract, 90% upon delivery of system.

# SRS Document of the System

## 1. Introduction

### 1.1 Purpose

This SRS defines the requirements for the School Management System (SMS). The goal is to streamline the administration, communication, academic management, and psychosocial tracking in an educational institution.

### 1.2 Scope

The SMS is a web-based application that provides functionalities for various administrative roles (Admin 1–4, Secretary), teaching staff (Teachers, Psychosocial), and non-teaching staff (Discipline). Key modules include: Student Registration, Exam Evaluation, Attendance Tracking, Financial Management, Disciplinary Reports, ID Card Generation, Internal Messaging, Lessons (pdf,ppt,word).

### 1.3 Technologies

- Frontend: React.js
- Backend: Node.js (Express)
- Database: PostgreSQL (preferred) or MySQL
- Authentication: JWT
- File Storage: Cloud storage (e.g., AWS S3 or Firebase)

## 2. System Overview

### 2.1 User Roles and Permissions

User Role	Description
Admin 1	Super Admin – access to all modules and data
Admin 2	Finance Manager – access to fee payment, salary management
Admin 3	IT Technician – manages system configuration and user accounts, print report cards.
Admin 4	Dean of studies (Lessons and lessons plans receiver), supervises marks.
Secretary	Records teacher attendance, communication. Works closely with admin 3).
Teacher	Submits lesson plans, uploads reports, shares only with super admin, upload marks, account settings, messaging
Psychosocialist	Reports student cases, uploads marks, messages admin

Discipline	Refer cases to psychosocial, Takes daily student attendance, views events, messages admin
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All events are communicated through Admin3.

### 3. Functional Requirements

#### 3.1 Student Registration

- Add/edit student records
- Assign student to class
- Upload photo
- Generate student ID

#### 3.2 Exam Evaluation

- Upload student marks by term
- Auto-generate report cards

#### 3.3 Attendance

- Daily student attendance (Discipline)
- Teacher attendance (Secretary)
- Export attendance reports

#### 3.4 Finances

##### 1. Student Class Registration and Fee Management

The system will enable robust tracking of student registrations and associated financial obligations.

- **Class-Based Registration:** Students will be recorded and categorized according to their registered classes and programs within the system. This allows for accurate allocation of tuition fees, levies, and other class-specific charges.
- **Automated Fee Assignment:** The system will automatically assign relevant fees to students based on their registered class, program, and any applicable scholarships or discounts.
- **Payment Tracking:** Detailed records of all payments made by or on behalf of students will be maintained, including payment dates, amounts, and methods.

##### 2. Receipt Generation with Unique Transaction Codes

For every financial transaction involving student payments or other income, the system will generate official receipts.

- **Instant Receipt Generation:** Upon successful payment, a digital receipt will be instantly generated.

- **Unique Transaction Codes:** Each receipt will be assigned a unique, system-generated transaction code to ensure traceability, prevent duplication, and facilitate easy reconciliation.
- **Printable Format:** Receipts will be available in a printable format, suitable for both digital archiving and physical distribution.
- **Detailed Information:** Receipts will include essential details such as student name, class, amount paid, date of payment, payment method, and the purpose of the payment.

### 3. Salaries and Payslip Generation

The system will streamline the payroll process for all staff members.

- **Automated Salary Calculation:** Based on pre-defined salary structures, attendance records, and deductions, the system will automatically calculate net salaries for all employees.
- **Payslip Generation:** Comprehensive payslips will be generated for each employee, detailing gross salary, allowances, deductions (e.g., taxes, loans, provident fund), and net pay.
- **Secure Access:** Employees will have secure access to their payslips, either through a dedicated portal or via email.
- **Payroll Reports:** The system will generate various payroll reports, including summaries, deduction reports, and bank transfer lists.

### 4. Income and Expenditure Tracking

A robust module for recording and managing all institutional income and expenditures will be a core component.

- **Diverse Income Sources:** The system will allow for the recording of income from various sources, including tuition fees, grants, donations, sales of materials, and other revenue streams.
- **Categorized Expenditures:** All expenditures will be recorded and categorized under specific budget heads (e.g., salaries, utilities, maintenance, supplies, capital expenditure) to ensure clear financial oversight and accountability.
- **Budget Allocation and Monitoring:** The system will facilitate the allocation of funds to different budget heads and provide tools to monitor spending against these allocated budgets in real-time.
- **Transaction Details:** Each income and expenditure entry will include details such as date, amount, description, source/vendor, and relevant supporting documentation references.

### 5. School Materials and Departmental Allocation

An integrated inventory and asset management feature will track all school materials.

- **Material Registration:** The system will record details of all purchased school materials, including item name, quantity, unit cost, total cost, and date of purchase.

- **Departmental Allocation:** Materials will be registered and allocated under specific departments (e.g., Science Lab, Library, IT Department, Administration) to track departmental asset responsibility and usage.
- **Inventory Management:** The system will provide an overview of current stock levels, enabling efficient reordering and preventing shortages.
- **Asset Tracking:** For larger assets, the system can track depreciation, maintenance schedules, and disposal information.

## 6. Comprehensive Financial Reporting

The system will empower financial officers with on-demand access to critical financial insights.

- **Customizable Reporting Periods:** Financial officers will have the flexibility to generate reports for specific periods, including end-of-month, quarterly, or end-of-year.
- **Key Report Types:** Available reports will include:
  - Income Statements (Profit & Loss)
  - Balance Sheets
  - Cash Flow Statements
  - Budget vs. Actual Reports
  - Departmental Expenditure Reports
  - Student Fee Arrears Reports
  - Payroll Summaries
  - Material Inventory Valuations
- **Data Visualization:** Reports will incorporate data visualization tools (charts, graphs) to present complex financial data in an easily digestible format.
- **Export Functionality:** Reports will be exportable in various formats (e.g., PDF, Excel) for further analysis or external submission.

This comprehensive financial module aims to provide the VoTech application system with the tools necessary for efficient, transparent, and accountable financial management, supporting the institution's operational and strategic goals.

### 3.5 Reports

- Disciplinary and psychosocial reports
- Exportable in PDF or CSV
- Filter by date, student, category

### 3.6 ID Cards

- Auto-generate student ID cards with photo, name, ID, class etc
- Export to PDF

### 3.7 Messaging

- Internal messaging system
- Admin can message any user
- Staff can message admin

### 3.8 Settings

- Each user can manage their account (profile pic, password, contact info)

## 4. Non-Functional Requirements

- Security: Role-based access control, password encryption, secure APIs
- Performance: Handle 1000+ users concurrently
- Availability: 99.5% uptime
- Scalability: Modular structure for future feature expansion
- Maintainability: Clean code, documentation, logs

## 5. System Architecture Overview

- React.js SPA communicating via REST APIs
- Node.js Express server for API handling
- PostgreSQL for relational data and transactions
- JWT for secure authentication
- Daily and monthly CRON jobs for reports or notifications

### 30-Day Development Timeline

Day	Task
1	Requirement confirmation, DB schema design, project setup
2	Build database models
3	Build database models
4	Auth system (JWT, roles, register/login/logout)
5	Auth system (JWT, roles, register/login/logout)
6	Build admin dashboard UI (React)
7	Setup user role system (Frontend + Backend logic)
8	Student registration module
9	Student registration module
10	Exam evaluation module
11	Exam evaluation module
12	Report card generation (PDF export)
13	Attendance module
14	Attendance module
15	Financial module: Fee payments
16	Financial module: Salary management

17	Messaging system
18	Messaging system
19	Disciplinary & psychosocial reports module
20	Disciplinary & psychosocial reports module
21	ID card generation with export
22	Account settings module for users
23	Event system + role-specific views
24	Testing (unit, integration)
25	Testing (unit, integration)
26	Bug fixing, user access validations
27	Bug fixing, user access validations
28	Deployment prep: Database dump, cloud config
29	Deployment to production server
30	Final testing, walkthrough with stakeholders, delivery

#### ✓ Deliverables

- Complete web application
- Admin and user dashboards
- User manual

Please sign and return this letter to signify your agreement. For any queries or further clarifications, feel free to contact me.

Sincerely,

TAKOH ISRAEL M.

Holder of NIC No.: 100658021



Acknowledged and Agreed:

Your Signature: \_\_\_\_\_

Your Name: \_\_\_\_\_

Date of Signatory: \_\_\_\_\_