

Scope of Work – School Management CRM System

We convert business into brand, we help you to see the big picture, and put your global IT strategy on a practical path towards success.



Core Objective:

Build a unified CRM that handles student data, academics, inventory, staff workflow, communication, and results — making school operations faster, transparent, and fully digital.

1. Student Information Management

- Store student profiles, admission details, attendance, guardian info, fee status.
- Track class-wise, section-wise, and year-wise data with quick search and filters.
- Maintain ID cards, enrollment history

2. Academic Structure & Subject Management

- Manage class–section structure, subject mapping, teacher allocation.
- Upload lesson plans, timetables, and academic calendars (need more clarification)
- Track subject-wise student performance.

3. Assignment & Homework Module

- Teachers can upload assignments, reference materials, PDFs, and due dates.
- Students/parents get instant alerts; submission tracking is included within the portal

- Auto-reminders for pending assignments are included within the portal.

4. Examination & Result Management

- Create test schedules, manage mark entry, attendance, and grading templates.
- Auto-generate report cards with subject-wise breakdown.
- Downloadable results for parents and admin dashboards for analytics.

5. Fee Management

- Handle fee categories, discounts, dues, transport charges, and invoices.
- Automated reminders for dues; payment history tracking.
- Exportable financial reports for admin.

6. Inventory Management (Uniforms, Socks, Books, Stationery)

- Track stock levels, purchase records, and issue history.
- Add item categories (uniform, socks, books, notebooks, lab items).
- Auto-alerts when stock is low + inventory reports.

7. Staff & Labour Module

- Store staff/labour profiles, attendance, payroll, work allocation.
- Assign daily tasks and track completion.

8. Transport Management (optional but recommended)

- Track routes, drivers, vehicles, student pickup/drop details.
- Generate transport fee structures.
- Attendance tracking for bus boarding.

9. Library Management (optional but standard)

- Issue/return tracking, due reminders, membership logs.

10. Event & Activity Tracking

- Manage competitions, cultural events, sports day, certificates.
- Upload photos, winner lists, and achievements.

11. Dashboard & Reporting

- Admin dashboard showing total students, fees collected, dues, attendance, results.
- Class-wise performance reports + inventory analytics.
- Export data as Excel/PDF.

12. User Roles & Permissions

- Role-based access for admin, sub-admin, students.
- Secure login controls and tracking.

Final Confirmation & Quotation Process

Once the scope of work is reviewed, adjusted, and finalized by both sides, we will prepare and share a complete quotation covering module-wise pricing, timelines, and implementation details.

This ensures full clarity on deliverables before development begins.

We proceed to the billing stage only after your final approval of the scope.

Regards

Web infotech Guwahati