My School ITALY – School Management Software (SMS)

As per the discussions, we will implement the SMS in the My School ITALY chain of schools in phased manner. The phases will mean the integration / activation of the modules proposed at different stages.

Phase – 1 of the SMS will consist of the below modules

1. Front Office
2. Student Info
3. Fee Collection
4. Attendance
5. Employee Info
6. Inventory
7. Report
8. Systems Settings

Below are the module-wise functionalities we are seeking.

1. Front Office
    a. Admission Enquiry – <mark>Form Attached</mark>
        i. Active Enquiry Tab
            1. Should have the option, available to Centre Head, Front Office & Admission Counselor, to update the follow-up history after enquiry. When the Centre Head clicks on a particular enquiry name, the complete history of follow-up should be available on a single page.
            2. Every Individual enquiry should have 2 options, (1) Closed, which should be accompanied by the reason / remark box, mandatorily. (2) Admission, which should take the concerned person, Front Office, Admission Counselor, or the Centre Head to the Admission Form, in the Student Info Module.
    b. Gate Pass – <mark>Will share the format</mark>.
        i. This is to be generated every time an enrolled child leaves before scheduled departure or leaves the campus in between for a specific time before coming back.

<mark>*The Tabs presently planned in the Front Office Module are required in the current phase.*</mark>

2. Student Info: This is basically the admission form (<mark>attached for your reference</mark>)
    a. There should a tab, where the Admission Counselor / Centre Head can see the complete details of a particular student, including their fees, payment, attendance, performance, etc. on a single page. This can be search based tab. This is Student Report.
    b. Admission Number should be self-generating.
    c. We will have multiple programs operating in the school; hence the auto-numbering will be different for all programs.
        Example: For Preschool, For Daycare, For Parent – Toddler, For other After School Activities, etc.

d. Fees will be decided too at this stage itself. The data will be pre-defined in the Fees Modules, along with the concessions/discounts allowed.

3. Fees
    a. Fees Master: Here we will define the fees for different grades / programs being operated / offered in the school.
    b. Concession / Discount Policy: These will be pre-defined and will be available as drop down in the Student Info>Admission Form.
    c. Receipt Generation: At the time of enrollment, a Total Fees Report for the student will be generated, based on their fee's payment mode and frequency, say kind of an Invoice, which will have all the details of the payments to be made to the school.
    d. Fees Collection: Every time the parent pays the fees, a receipt will be generated for that student which will have the details of the total Fees, Total Fees Paid and Total Fees Balance.
    e. Reports:
        i. Total Fees Collectible (Day, Month & Year)
        ii. Total Fees Collected (Day, Month & Year)
        iii. Total Fees Due (Day, Month & Year)
        iv. Total Fees Over Due (Day, Month & Year)

4. Attendance:
    a. Student Attendance – with provision for Importing / integrating Biometric / RFID based data / attendance devices.
    b. Staff Attendance - with provision for Importing / integrating Biometric / RFID based data / attendance devices.

5. Employee Info:
    a. Centre Head – Admin User, with rights to add / edit / delete all the information in that centre, except for deleting student data, editing / deleting fees data without approval from the HO / Super Admin
    b. Admission Counselor – Rights to Add Students, See Admission Enquiry Data, Update Follow Up History
    c. Front Office – Rights to Add Admission Enquiry, See Admission Enquiry Data, Update Follow Up History, Rights to Add Students
    d. Teachers – Only Right to update attendance of the students assigned to them.

6. Inventory: Primarily Student Kits issued by Head Office
    a. Purchase Student Kit: The Centre can place an order for Student Kits, Complete Set as well as individual items, from this module. There will be pre-defined price for all the items, fixed by Super-Admin. Only the Admin of the Centre can place the order for the same.
    b. Issue Student Kit: Once the Admin of the centre places the order with HO for the student kit, the no. of kits ordered will show as pending in the Inventory. Once the Material is physically received at the centre, the admin at clicks of the button confirms and the same will show Stock in Hand. The admin can issue individual items / student kits to the students individually. Every Student kit must be assigned to a student.

7. Academics: The Module only needs 2 features at this stage:
    a. Create a Class/Batch with time and Teacher Allocation.

b. These Classes/Batches should be visible in the Student Info>Admission stage to assign a class/batch to the student.

8. Reports:
    a. Attendance Report
        i. Student
        ii. Staff
    b. Fees Report
        i. Total Collection (Day, Month, Year)
        ii. Total Dues (Day, Month, Year)
        iii. Total Discounts (Day, Month, Year)
        iv. Admission Enquiry Report (Day, Month, Year, Source, Area)
9. System Settings:
    a. General Setting
    b. Roles & Permissions
    c. Back/Restore
    d. Users
    e. Modules