**Pre-Requisites for Project Implementation**

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| **Pre-Requisite** | **Details** |
| SPOC and Team Leaders’ Details | Single Point of contact required for project execution. |
| One Team Leader from each department; Academic, Administrative, Finance and Human Resource with whom we can coordinate for further implementation process and approvals on school’s data. |
| Hardware Requirement | Good Internet Connectivity. |
| Users should have computers with required power supply and internet connectivity. |
| One Conference room with projector, VGA/HDMI Cable and internet connectivity for department wise meeting and training sessions. |
| One Android Tablet or Mobile Phone for visitor’s entries at School’s main gate. |
| ID card Printer for Students’ and Employees’ id card printing. |
| Software Integrations | SMS API for SMS Integration with Goenkan’s ERP. |
| School’s official email Ids for Email Integration with Goenkan’s ERP. |
| Payment Gateway details for Online Fee Payment. |
| Website Domain Credentials for ERP integration with school’s website i.e. Student’s Birthday, Circulars/News, Annual Calendar, Image Gallery, Transfer Certificate, Online forms etc. |
| **\*** Google meet, Zoom and Microsoft integrations for online classes. |
| Hardware Integrations | Bio-metric device specification for bio-metric integration for employee attendance. |
| **\*** RFID integrations for Student’s Attendance. |
| **\*** GPS Integration details for Transport Bus tracking. |

**\*** These Integrations are subject to the agreement signed by the school and Goenkan’s Team.

**Module Wise Pre-Requisites**

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| **Module Name** | **Pre-Requisites** |
| Admission Management | Enquiry Data as per excel format. |
| Class wise Admission related documents list. |
| Amount to be charged against Application or Registration form (online/offline). |
| Documentation for online payment gateway integration   * A copy of Trust/Organization Pan Card * KYC of authorized signatory (Aadhar, Pan Card) * Cancelled cheque of bank account in which students fee to be deposited |
| SMS and Email content for enquiry, registration and admission confirmation.   * On online enquiry submission * On online registration form submission * On registration approval * On admission confirmirmation |
| Student Information System | Students Data as per excel format. |
| Student Photographs renamed with admission nos. |
| Father Mother Photographs. |
| Student ID-Card template. |
| School calendar in excel. |
| Communication Management | List of Latest Circulars to be uploaded on mobile app for parents/teacher |
| Latest school event/news for students/teacher. |
| Event/function details with event images. |
| One common message from the principal/Head of the school. |
| School Configuration | Official school's email id for email configuration. |
| 6 Character SMS Sender ID and Credentials of TRAI (DLT Registration) |
| Absentee Auto SMS Content (If Applicable) |
| Employee Information & Payroll | List of Employee's with their Account No., UAN No., EPF No. and bank name where salary account is being maintained, Aadhar, Pan etc. |
| Last month Salary register in excel format (without LWP) |
| Arrear if any |
| Advance/Security Amount details separately if any |
| List of all salary Heads separately |
| Employee opening/closing leave balance |
| Employee Leave rules (CL/EL/ML/SL) etc. |
| Biometric Machine information like (Maker, Offline/Online, Database etc.) |
| Examination Management | Details of Class wise Subjects- Scholastic and Co-Scholastic. |
| Examination Assessment Pattern as per school structure. |
| Class wise Exam Grading structure. |
| Examination Policy if any (Optional) |
| Optional subject mapping. |
| Fee Management | Fee Structure for the current session. |
| Concession/Waiver details with Admission No. |
| Concession Heads |
| Miscellaneous fee details if any (Optional). |
| Inventory Management | Store Items record as per excel format. |
| Library Management | Books data as per excel format. |
| Membership rules for issue/return books to employees. |
| Mobile App | School building image for splash screen of mobile app. |
| School High Resolution logo. |
| Social web links i.e. Instagram, Facebook, YouTube, Twitter. |
| Employee Information | Employee data as per excel format. |
| Employee ID card format. |
| Class Teachers List. |
| Subject Teachers List. |
| Staff Photographs renamed with employee code or employee name. |
| Transport Management | Transport data as per excel file. |
| Vehicle Details i.e. Reg. No, Chassis no, Engine no, Capacity, meeting reading etc. |
| Driver and Conductor details with Driving License No., Aadhar card No., contact No. etc. |