



SCHOOL MANAGEMENT SOFTWARE SOP & ACCESS CONTROL DOCUMENT

This document outlines module-wise access control, responsibilities, and system capabilities for each user role within our School Management Software.

BASIC PACKAGE

ADMIN: FULL CONTROL



USER & SCHOOL MANAGEMENT

Create/update teacher & transporter accounts. Manage school profiles, branches, and organizational settings.



ACADEMIC & EXAM SETUP

Define classes, subjects, assign teachers, manage timetables. Set up exams, grading, and result formats.



MONITORING & REPORTING

Monitor attendance, access/modify marks, generate reports, post announcements, send notifications.



BASIC PACKAGE

TEACHER: ACADEMIC & STUDENT MANAGEMENT



PERSONAL DASHBOARD

Access class/subject overview, manage student lists, and view detailed student profiles.



ATTENDANCE & MARKS

Mark daily attendance, view reports, enter/update student marks in registers.



HOME WORK & COMMUNICATION

Create, assign, and track homework. Communicate via notice board and email.

BASIC PACKAGE

STUDENT: LIMITED SELF-SERVICE



- Access personal academic dashboard.
- View fee structure, payment status, and track paid/pending fees.
- Access class timetable, exam schedules, and download results.
- Monitor personal attendance percentage and records.
- View school announcements and access assigned homework.
- Submit homework online and track teacher feedback.
- Manage personal profile and credentials.



BASIC PACKAGE

PARENT: MONITORING ROLE



CHILD PERFORMANCE

Overview of academic progress, subjects, and timetable.



EXAMS & ATTENDANCE

Access exam schedules, results, and monitor attendance records.



SCHOOL COMMUNICATION

Track announcements, homework status, and school events calendar.

BASIC PACKAGE

ACCOUNTANT: FINANCIAL MANAGEMENT

KEY RESPONSIBILITIES

- Access financial dashboard.
- Manage student fee records and transactions.
- Track fee collections and pending dues.
- Generate daily/monthly financial reports.
- Maintain payment logs and receipts.
- Assist in financial reconciliation.
- Manage profile and account settings.



PREMIUM PACKAGE

VISITOR MANAGEMENT

Enhance school security and tracking with dedicated visitor management features.

VISITOR RECORDS

Add and maintain comprehensive visitor details, including name, purpose, and contact information.

PASSES & TRACKING

Issue visitor passes/entry cards and track entry/exit timestamps for accurate logs.

SECURITY & AUDIT

Maintain detailed visitor logs for enhanced security protocols and audit purposes.



PREMIUM PACKAGE

TRANSPORT MANAGEMENT

Efficiently manage school transportation with integrated tools for fleet, drivers, and routes.



FLEET & DRIVERS

View and manage vehicle fleet details, capacity, and driver information. Assign drivers to vehicles.



SCHEDULES & ROUTES

Monitor transport schedules, routes, and vehicle assignments to students/classes.



FEE & PAYMENTS

Manage transport fee/payment records, monitor payment status, and generate reports.