LINGAYA'S VIDYAPEETH, FARIDABAD

NATIONAL ASSESSMENT ACCREDITATION COUNCIL
SSR (2nd CYCLE)

INDEX

Key Indicator – 2.5 Evaluation Process and Reforms

Metric	Particular	
2.5.3	Status of automation of Examination division along with approved Examination Manual/ordinance. A. 100% automation of entire division & implementation of Examination Management System (EMS) B. Only student registration, Hall ticket issue & Result Processing C. Only student registration and result processing D. Only result processing E. Only manual methodology	
S.No	**Relevant Document**	**Page No**
1	Copies of the purchase order and bills/AMC of the software.	3-16

Agreement

Schoofi Implementation

At

Lingayas Group of Institutions

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Scope

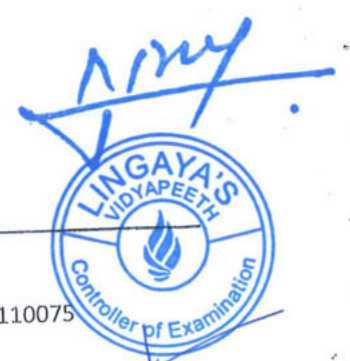Implementation of Schoofi for Lingaya's Group of Institutions

Agreement Term

1-July-2019 to 30-June-2022

Key Modules & Timelines

1. Attendance Management
2. Leave Management
   a. Student Leaves
   b. Employee Leaves
3. Fee Management
4. Examination
5. Announcements & Notices
6. Homework, Assignments & Circulars
7. Bus Tracking
8. Event Management
9. Yearly Planner
10. Polls & Surveys
11. Feedback
12. Visitor Management
13. Hostel Management
14. Library Management
15. Placement Management : End September 2019
16. Alumni Management : End August 2019
17. Inventory Management – To be delivered by Mid August 2019
18. Admission Management – To be delivered by end December 2019
19. Analysis Dashboards

Details list of functions and features are attached in Appendix A.

Schoofi
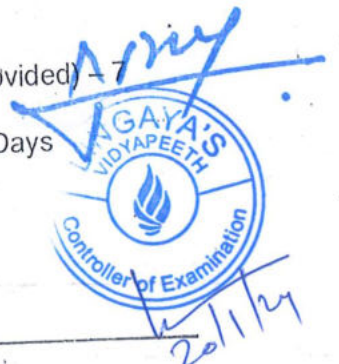Always Connected

Mobile App Interface

Responsibility Matrix

Activity	School	Schoofi Team
Provide Data Templates for various modules		Responsible
Data preparation as per the defined templates	Responsible	
Verification of Data	Integrity and Authenticity of data	Completion and Formats Responsible
Data Upload		Responsible
Final Verification of Data	Responsible	
Training and Orientation for school staff	Organize Trainings	Impart Trainings
Communication to Parents and Students	Responsible	

Timelines

1. Provide Templates for Data – 3 Days
2. Prepare and Provide Data to Schoofi team (in the templates provided) – 7 Days
3. Verify Data and Update any other mandatory information – 10 Days
4. Upload Data and Final Verification – 15 Days
5. Upload Legacy data – 15 days
6. Implementation of Schoofi

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Commercials

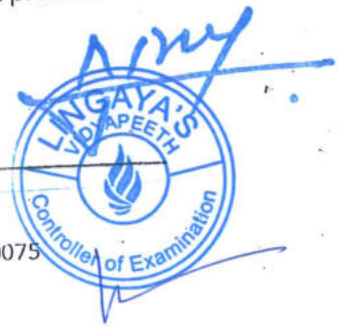| Description	Rate Per Unit	Amount
Annual Subscription Charges (includes Software Application Costs, In-App Notifications / alerts, server, backend maintenance) *75 SMS free / student / year	Rs 160 / Student	* No. of Students
SMS Pack	As per prevailing rate at the time of purchase	
GPS device for buses (Optional)	7,500 (first time) 2,500 (2nd year onwards)	* No. of Buses

General Terms and Conditions:

- Schoofi will only be responsible for the service stated above.
- Schoofi will not be responsible for any delay of delivery of SMS on account of Mobile Phones being switched off / Out of coverage / Not functional and also if any issue on the Mobile Operator end.
- Maintaining the data and ensuring all the information is current is the responsibility of school.
- Above price doesn't include the price of any hardware / external device / component, not mentioned above (Like GPS for vehicles, Cameras etc). Any such component would be billed separately.
- The first-time data setup / upload would be done by Schoofi and all future data uploads etc would have to be done by the School
- Any additional enhancements / changes to the standard product in future will be evaluated and discussed with Lingaya's management. Efforts would be agreed and charged as per mutually agreed charges.
- This Agreement itself can be terminated by either party by giving one month notice in writing.
- In case, Schoofi terminates the contract then, they will facilitate report generation for till date entered databases for every implemented module in MS-excel. The access to ERP system will not be disabled till relevant reports are generated by respective institutions.
- In case Lingayas terminates this contract for any reason other than proper services by vendor, all payments due on prorate basis shall be released to vendor after downloading all backup reports and database.
- Lingayas will be in a position to hold payments if Schoofi does not provide sufficient time for report and database download.
- All taxes would be charged extra on actuals.

Schoofi Software Solutions Private Limited
(CIN: U72900DL2015PTC285074)
234, Nuovo Engineers, Plot No – 25, Sector - 10, Dwarka, New Delhi – 110075

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Payment Terms

- Every institution of Lingaya's group will pay Rs.160/- per student per academic year. Taxes will be paid extra. The following terms and conditions and special terms are applicable to this contract.
- The payments will be released Quarterly, at the beginning of every quarter.

Support

- Training would be provided to Lingaya staff as part of the implementation.
- Online support would be provided at no extra cost.
- Auto releases will be provided to Lingayas at the time of implementation/ within AMC charges. New features/ modules provided will not be chargeable.
- All system bugs would be fixed within a reasonable time period:
  - Show Stoppers – 8 hours
  - Critical Issues – 24 hours
  - Normal Issues – 7 Days
- Auto Backups of the Schoofi system are done every day, every week, every month and backups are maintained for a reasonable amount of time. Currently the data will be saved on cloud server. However, functioning of cloud server will be evaluated during the peak time. If the accessibility is found slow, mirror image backups will be maintained on Lingaya's server for accessing the system through LAN.

In the event of any dispute or differences arising between the parties hereto as to the rights and obligations under this agreement or as to any claim monetary or otherwise. of any one party against the other or as to the interpretation and effect of any terms and conditions of this Agreement, the jurisdiction of dispute shall lie in Faridabad Courts only.

THE PARTIES HERETO. ACKNOWLEDGE THAT THEY HAVE READ THIS STATEMENT OF WORK UNDERSTAND IT, AND AGREE TO BE BOUND BY THE TERMS AND CONDITIONS STATED. THEREIN

Accepted By:
Schoofi Software Solutions Pvt. Ltd.

By _____

Name: AMIT KAUL

Title: CEO

Date: 29/6/2019

Accepted By:
Lingaya's Group of Institutions

By _____

Name: PREM SADWANI

Title: ADDITIONAL REGISTRAR

Date: 27/6/2019

Schoofi Software Solutions Private Limited
(CIN: U72900DL2015PTC285074)
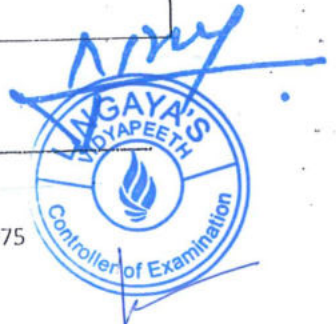234, Nuovo Engineers, Plot No – 25, Sector - 10, Dwarka, New Delhi – 110075

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APPENDIX A

SNo	Module	Details	External HW Requirement
1	Attendance Management	Attendance recording of the students by teachers. Attendance tracking by parents and school management. Notifications (Realtime) to Parents about students attendance. Admit card generation	Optional - RFID Cards, Readers
2	Assignments & Homework/ Circular	Teacher can upload Assignments, Homework, Classwork and Circulars for the students	None
3	Announcements / Notices	Announcements and Notices can be sent to all / specific groups of students. Multiple types of documents can be sent like PDF, Word, Excel, Audio, Video etc. Auto notifications and SMS to parents	None
4	Leave Management	Leave management system for Students & Employees. Apply for leaves, check leave balance, approved leaves, holiday list, etc. Multiple rules as per institute requirements. Flexible Leave approval matrix by department	None
5	Online Fee Management with Fee Payment	Ability to create Fee structures by Session, Course, Class. Online Collection of Fees. Real-Time analysis and visibility of Fee Collection by Day, Week, Any Period by mode of collection. Generate Fee Challans for pending / due fees. Automatic generation of Fee Invoices. Visibility of Paid Fees / Pending Fees to Parents. Tuition Fee certificate generation	None
6	Yearly Planner	Ability to define yearly calander for the school. Ability to define holidays. Daily Events by class-section	None
7	Feedback Management	Parents / Students can give feedback / Suggestions etc for improvement of school services and academics etc	None

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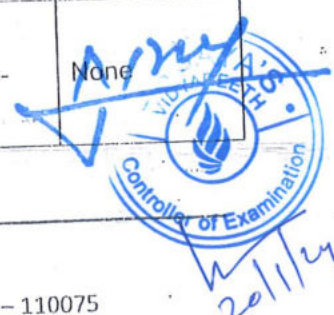
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SNo	Module	Details	External HW Requirement
8	Online Diary	Real-Time communication with Parents by Class / Subject Teachers Ability to assign one note to muliple students Ability to upload images etc also for any celebrations etc in the class Ability to give star ratings, etc to students Real-Time notifications to parents	None
9	Event Management	Ability to create school events Ability to upload event albums and images and share with parents and on social media Ability to register students for the event and pay event fees online Ability to enrol faculty incharges for events and use this data in HR module.	None
10	Student Health Report	Student Health Records like Vaccination, Medical Records, Health Check-ups etc Real-Time availability of Medical history for each student Detailed Health Report	None
11	Examination Schedule/ Results	Ability to create multiple Exams and submit marks Ability to publish marks to parents which can be accessed on phone Ability to use multiple algorithms for evaluation and ways of calculating final marks Ability to declare result for individual students. Ability to print grade cards and Degree certificates. Detailed reports as per institutional standards Details Examination, Scholastic and Co-Scholastic reports	None
12	Student Information Management	Detailed information about students, history, transport, personal details, academic details etc online Detailed analysis on various student attributes	None
13	Employee Information Management	Detailed information about all employees Ability to define employees and staff by type of employment - Contract, Full-Time, Subcontracted etc Ability to define shifts and employee working by shifts Employee profile with regard to personal, educational, research, conferences, books, events etc.	None
14	Flexible Grouping	Ability to create student groups by class, class section, group of students across classes, class-sections	None

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SNo	Module	Details	External HW Requirement
15	Polls & Surveys	Create surveys and polls for different target groups to assess responses	None
16	Bus Attendance	Ability to record bus attendance by route number and shift	Optional - RFID Cards, Readers
17	Bus Tracking	Real-Time tracking of all buses on google maps Trip history with journey maps	GPS Devices for Buses
18	Visitor Management	Visitor Entry and History and Analysis Zone based access control to only notified areas	None
19	Birthday Notifications to Students / Teachers	Personalised Birthday Greetings to Students/Teachers	None
20	Library Management	Define and Create books in the system Define location and price for each book Define quantities and codes for each book Issue and Return of books to students, employees etc Auto calculation of fine based on the algorithm defined - each school can define its own algorithm Charging of Fine in the student fees module	None
21	Stock Management	Define all the stock items in the institution Define the location of stock items Raise Purchase orders and Invoices Manage quantities flexibly	None
22	Hostel Management	Ability to define multiple hostels Ability to define multiple rooms within the hostel Ability to define issuable items in each hostel room Ability to parents to reserve / confirm hostel rooms online Ability to pay hostel fee in student fee module	None
23	Placement Management	Ability to enrol the placement company contact details and sending e-mails and sms to them. Ability to shortlist student profiles. Ability to assign students and send them messages Ability to record selection information and joining date.	None

SNo	Module	Details	External HW Requirement
24	Alumni Management	Ability to migrate the passing out students to this module and retain their profile information saved. Ability to link this database with website for online updation by respective alumni w.r.t. new experience. Ability to upload pics etc. for various alumni events	
25	Admission Management	Ability to upload enquiry database. Ability to saving the followup remarks and next follow up date and notes. Ability to save the enquiry status. Ability to confirm the enquiry and progression to academics/fee module. Ability to remove database on duplicate mobile numbers	

PROFORMA INVOICE

Schoofi Software Solution Pvt Ltd. 234 Nuovo Engineers Appartments Plot No.25 Sector 10, Dwarka New Delhi-110075 GSTIN/UIN: 07AAWCS2601L1ZY State Name : Delhi, Code : 07 CIN: U72900DL2015PTC285074 Contact : 9810302326	**Invoice No.** 2020-21/PI/13	**Dated** 14-Jul-2020
		Mode/Terms of Payment **100% Advance**
	Supplier's Ref. 2020-21/PI/13	Other Reference(s)
Buyer **Lingayas Vidyapeeth Faridabad** Nachauli, Jasana Road, Old Faridabad, Faridabad PAN/IT No : State Name : Haryana, Code : 06 Place of Supply : Haryana	**Buyer's Order No.**	Dated
	Terms of Delivery	

Sl No.	Particulars	HSN/SAC	GST Rate	Amount
1	**Subscription Charges-Schoofi** *For Period July 20 - Sep 2020*	999799	18 %	70,400.00
2	IGST @ 18%			12,672.00
	Total			**₹ 83,072.00**

E. & O.E

Amount Chargeable (in words)

INR Eighty Three Thousand Seventy Two Only

HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
999799	70,400.00	18%	12,672.00	12,672.00
Total	70,400.00		12,672.00	12,672.00

Tax Amount (in words) : INR Twelve Thousand Six Hundred Seventy Two Only

Remarks:
Being PI raised for 1760 Students @ Rs.40/- For Period July 20 - Sep 2020

Company's PAN   : AAWCS2601L

Company's Bank Details
Bank Name   : HDFC Bank Ltd.-50200015861382
A/c No.   : 50200015861382
Branch & IFS Code: Dwarka Sector-10 & HDFC0004364

for Schoofi Software Solution Pvt Ltd.

Authorised Signatory

SUBJECT TO DELHI JURISDICTION

This is a Computer Generated Invoice

PROFORMA INVOICE

Schoofi Software Solution Pvt Ltd. 234 Nuovo Engineers Appartments Plot No.25 Sector 10, Dwarka New Delhi-110075 Delhi - 110075, India GSTIN/UIN: 07AAWCS2601L1ZY State Name : Delhi, Code : 07 CIN: U72900DL2015PTC285074 Contact : 9810302326	Invoice No. 2020-21/PI/16	Dated 5-Oct-2020
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Lingayas Vidyapeeth Faridabad** Nachauli, Jasana Road, Old Faridabad, Faridabad, Haryana - 121002, India PAN/IT No : State Name : Haryana, Code : 06 Place of Supply : Haryana	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

SI No.	Particulars	HSN/SAC	GST Rate	Amount
1	**Subscription Charges-Schoofi** *Fees for the - Oct 2010-Dec-2020*	999799	18 %	52,720.00
2	Less : **Discount Allowed**			(-)14,640.00
3	IGST @ 18%			6,854.40
4	Less : **Round Off**			(-)0.40
	Total			**₹ 44,934.00**

E. & O.E

Amount Chargeable (in words)

INR Forty Four Thousand Nine Hundred Thirty Four Only

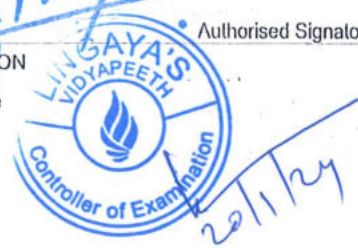| HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
999799	52,720.00	18%	6,854.40	6,854.40
Total	52,720.00		6,854.40	6,854.40

Tax Amount (in words) : **INR Six Thousand Eight Hundred Fifty Four and Forty paise Only**

Remarks:
Being PI for 1318 student @ 40/- for the period from
Oct 20 to Dec-2020. Discount given Rs. 14640/- in value.

Company's PAN : AAWCS2601L

Company's Bank Details
Bank Name : HDFC Bank Ltd.-50200015861382
A/c No. : 50200015861382
Branch & IFS Code: Dwarka Sector-10 & HDFC0004364

for Schoofi Software Solution Pvt Ltd.

Authorised Signatory

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PROFORMA INVOICE

Schoofi Software Solution Pvt Ltd. 234 Nuovo Engineers Appartments Plot No.25 Sector 10, Dwarka New Delhi-110075 Delhi - 110075, India GSTIN/UIN: 07AAWCS2601L1ZY State Name : Delhi, Code : 07 CIN: U72900DL2015PTC285074 Contact : 9810302326	Invoice No. **2020-21/PI/027**	Dated **11-Jan-2021**
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Lingayas Vidyapeeth Faridabad** Nachauli, Jasana Road, Old Faridabad, Faridabad, Haryana - 121002, India PAN/IT No : State Name : Haryana, Code : 06 Place of Supply : Haryana	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

SI No.	Particulars	HSN/SAC	GST Rate	Amount
1	**Subscription Charges-Schoofi** Fees for the - Jan 2021-Mar-2021	999799	18 %	81,480.00
2	IGST @ 18%			14,666.40
3	Less : **Round Off**			(-)0.40
	Total			**₹ 96,146.00**

E. & O.E

Amount Chargeable (in words)

INR Ninety Six Thousand One Hundred Forty Six Only

HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
999799	81,480.00	18%	14,666.40	14,666.40
Total	81,480.00		14,666.40	14,666.40

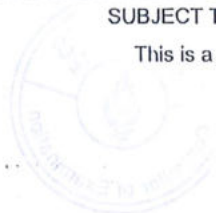Tax Amount (in words) : **INR Fourteen Thousand Six Hundred Sixty Six and Forty paise Only**

Remarks:
Being PI for 2037 student @ 40/- for the period from Jan 21 to Mar-2021.

Company's PAN : AAWCS2601L

Company's Bank Details
Bank Name : HDFC Bank Ltd.-50200015861382
A/c No. : 50200015861382
Branch & IFS Code: Dwarka Sector-10 & HDFC0004364

for Schoofi Software Solution Pvt Ltd.

Authorised Signatory

SUBJECT TO NEW DELHI JURISDICTION

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Tax Invoice

Schoofi Software Solution Pvt Ltd. 234 Nuovo Engineers Appartments Plot No.25 Sector 10, Dwarka New Delhi-110075 Pincode:110075 GSTIN/UIN: 07AAWCS2601L1ZY State Name : Delhi, Code : 07 CIN: U72900DL2015PTC285074	Invoice No. 2020-21/PI/028	Dated 10-Apr-2021
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref.	Other Reference(s)
Buyer **Lingayas Vidyapeeth Faridabad** Nachauli, Jasana Road, Old Faridabad, Faridabad Haryana - 121002, India State Name : Haryana, Code : 06	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1 2	*Subscription Charges-Schoofi* *IGST @ 18%*	999799		18 %			72,800.00 13,104.00
	April-2021 to June-2021						
	Total						**₹ 85,904.00**

E. & O.E

Amount Chargeable (in words)

INR Eighty Five Thousand Nine Hundred Four Only

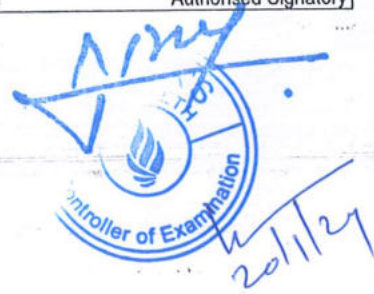| HSN/SAC	Taxable Value	Integrated Tax		Total Tax Amount
		Rate	Amount	
999799	72,800.00	18%	13,104.00	13,104.00
Total	72,800.00		13,104.00	13,104.00

Tax Amount (in words) : **INR Thirteen Thousand One Hundred Four Only**

Company's PAN : **AAWCS2601L**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Schoofi Software Solution Pvt Ltd.

Authorised Signatory

This is a Computer Generated Invoice