

BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR

SCOPE OF WORK

A. Enrolment / Admission of Students

To develop MIS for first time enrolment /registration and admission of regular and private students of Grade-V/VIII/SSC/HSSC)

1. Portals
 - a. Provincial Management Dashboard
 - b. Each BISE Dashboard
 - c. DEOs Dashboard
 - d. Invigilation Staff Dashboard/ TA/DA Billing
 - e. Each BISE Department will have separate dashboard
 - f. School/Colleges/Institutions/Exam Centers and Laboratories
 - g. Students(Regular and Private)
 - h. Complaint registration / Redressal System
 - i. Enrolment / Registration of regular students through institutions (Grade-V/VIII/SSC/HSSC)
 - j. Enrolment Entry (All particulars including picture etc)
 - k. Enrolment Reports for Printing
 - l. Correction module
 - m. Fees module integrated with Bank(s)/online payment gateways.
2. Admission of private students (Grade-V/VIII/SSC/HSSC)
 - a. Entry of All particulars including picture etc (for the first time)
 - b. Admission module for old / reappear students
 - c. Admission Form Reports for Printing
 - d. Fees module integrated with Bank(s)
3. Admission of regular students (Grade-V/VIII/SSC/HSSC)
 - a. Selection of students from enrolment/registration
 - b. Reports of students to be admitted
 - c. Fees module integrated with Bank(s)
4. Exam centers Creation (both Theory and Practical)
 - a. Informing institutions for online applications (in case of new institutions)
 - b. Assessment and evaluation of Exam Centers.
 - c. Creation of exam centers based on the online applications
 - d. Informing institutions after centers creation
 - e. Allotment of schools / institutes to the created centers (per zone, geography proximity, urban/rural).
 - f. Laboratory Creation for practical subjects in different centers/institutes
5. Allotment of Roll Numbers
6. Informing institutes / students about the allotted roll numbers, centers and laboratories
7. Provision of online roll number slips for regular and private students
 - a. Roll Number slips shall contain center name and laboratory name etc.
8. Preparation of center documents and other reports
 - a. Seating Plan (randomly changed for each day)
 - b. Attendance Sheets for the students according to seating plan
9. Centre change applications
10. Amanuenses cases (Disability, accidental)

B. Preparation of Result

1. Allotment of factitious numbers (bar code after stripping roll number)
2. Receiving of answer book packets from centers
3. Creation of answer book packets for marking
4. Issuance of answer book packets to head examiners
5. Receiving of marked packets from head examiners
6. Preparation of Award List reports (for subjective/manual marking)
 - a. OMR based award list reports
7. Data Entry / Scanning of award lists (Subjective / manual marked papers)
 - a. Subject wise data entry
 - b. Question wise data entry
8. OMR based marking of Objective / MCQs (separate modules)
9. Integration of OMR based marks in the result module
10. Award List Reports
11. Correction in marks
12. Ensuring auditing, logs and security of the data(encryption of roll numbers)
13. Registration of UFM cases on the request of supdt/inspector etc
14. Informing students about UFM cases (SMS/Online etc)
15. Data entry of UFM decisions by the committee
16. Data entry of the cases related to remaining dues/docs/others
17. Result Sheets reports
18. DMCs reports
19. Gazette Reports
20. Result Analysis Reports
21. Preparation of Result USBs for distribution
22. Declaration of Result
23. Informing students online and through SMS alerts
24. Preparation of marking bills for the head/sub examiners, checkers and scrutineers

C. Students' Online Services(on student portal as well as all relevant portals)

Online enrolment and admission already mentioned in the separate module.

1. Retotalling of marks along with intimation to students
2. Apply for Grace Marks
3. UFM Jury appeals along with intimation to students
4. Cancellation of Papers / Exam along with intimation to students
5. Clearance of Result Late cases (Dues, Docs or others) along with intimation to students
6. Designing of centralized portal for all BISEs regarding online students' services
7. Verification of documents (APIs for financial)
 - a. Individual students (student portal)
 - b. Departmental (departmental portal)
 - c. Soft verification or hard copy needed
8. Migration Certificates
 - a. Migration from one institute to other institute
 - b. Migration to other BISEs of KP / Pakistan
 - c. Board to University Migration
9. Correction cases (name, dob, father name, picture, group change/subject etc.)
10. Application for Duplicate/Triplicate DMCs
11. Application for Duplicate/Triplicate Original Certificates
12. Application for Attempt Certificate
13. Application for Refund of Fees
14. Application & fees submission for obtaining Gazette

D. Staff Module regarding Supervision of Theory & Practical Exam, Marking and Scrutiny

1. Integration of EMIS (E&SE Deptt) Data with BISEs servers for supervisory draw(through APIs from existing EMIS(E&SE Deptt))
2. Collection of data from Schools, DEOs and AEOs
3. Allotment of zones and groups to the data
4. Computerized draw
5. Issuance of duty letters
6. SMS alerts to appointed staff
7. Acceptance / Refusal of the staff
8. Appointment from reserve pool staff
9. Draw for practical examination
10. Transfer of draw data for billing / audit / accounts

E. Human Resource Management (HRM) System

1. Appointment of Employee
2. Hiring of daily wage staff
3. Profiling of employees
4. Attendance Record (Biometric)
5. Transfers, Posting and Promotion
6. Salaries & Allowances
7. Leave Management
8. Retirement records
9. Pension Funds
10. Loans
11. Advances
12. Health(medical bills, entitlement certificates)
13. Payment to staff regarding in-service death
14. Payments from welfare funds
15. Payrolls
16. Service Books Record Archiving
17. Seniority Management
18. Tax Records (Income etc)
19. BOG & Finance Meetings Archiving Management
20. File Tracking System
21. ACR/ Performance Evaluation
22. Staff member Inquiry/ Disciplinary Action Management System
23. Training Console/ Record/Qualification Advancement

F. Billing, Auditing & Accounts (3 Sections)

Billing: MIS shall be developed for processing of all types of bills. Tracing of Bills in three sections. Dashboards/Reports to Chairman, Secretary and general.

1. TA/DA Bills
 - a. Supervisory staff and Practical Duty
 - b. Inspections
 - c. Marking bills
 - d. BISE Employees bills
 - e. General Bills
2. Preparation of approval lists
3. Contingency & Lab attendant bills
4. Resident Inspector bills
5. Center Advances (for invigilation staff)
6. Flow of data from Bill section to audit section (tracking mechanism and alerts)

Audit

1. Auditing of bills received from bill section (as mentioned above)
2. Observation of internal audit/alerts/actions
3. Payment and audit of bills regarding Purchases
4. Payment and audit of bills regarding Services
5. Audit payment received through auction/asset disposal
6. Auditing of salaries, loans, pensions and advances as mentioned in HRM System
7. Tax Calculations according to the rules dynamically
8. External Audit(limited access)
9. Audit paras tracking
10. Audit of utility bills and other recurring cost

Accounts

1. Budget Allocation
2. Head - Wise Expenditure and Income
3. Preparation on Budget Copy
4. Preparation of scrolls
5. Preparation of Cheques
6. Issuance of Cheques
7. Online payment to all concerned
8. Payment SMS alerts to all concerned
9. Payment of refund cases (integration with online refund module)
10. Reconciliation with banks/online payment gateways
11. Fees Receipts from banks and cashier
12. TDR handling and maintaining record
13. Preparation of General Cash Book
14. Preparation of Income & Expenditure Ledgers
15. Preparation of tax deduction certificates
16. Balance sheets
17. Dash Boards to authorities
18. Payment of taxes to FBR
 - a. Salaries at the end of month
 - b. Other than salaries