

School Administration — 96 tools

All tools · at-a-glance descriptions · Generated 14 Oct 2026

This is the full list of AiSevak tools in this industry, each with a short description of what it produces. Open any tool on aisevak.in to run it.

School Setup & Establishment

School Setup Guide

Produces a setup plan to start a school in India — trust/society formation, land and building norms, the essentiality certificate and recognition path, phased class rollout and a launch checklist. Use it when starting a school. For the funding plan use the School Business Plan.

School Business Plan

Builds a structured plan for a school project — demand and positioning, phased enrolment, fee and revenue model, capital and operating budget, and milestones — for trustees, a loan or investors (as a non-profit surplus model). Use it for planning and funding. For unit economics use the School Financial Model.

School Feasibility Study

Analyses whether a school project is viable — catchment demand and demographics, competition and fee capacity, land/board fit, enrolment ramp realism and break-even — with a go/no-go. Use it before committing capital. For the full plan use the School Business Plan.

Vision, Mission & Philosophy Builder

Crafts a school vision, mission, core values and educational philosophy — aligned to your positioning and NEP-2020 ideals — so your identity, prospectus and culture flow from a clear purpose. Use it to anchor the school. For positioning use the School Brand Positioning tool.

Infrastructure & Facilities Plan

Builds an infrastructure and facilities plan — classrooms, labs, library, playground, sanitation and safety features to board/RTE norms — phased to budget and enrolment, so you build what is required and what parents value. Use it to plan facilities. For safety compliance use the School Safety & Security Plan.

School Organisation Structure

Designs a school organisation structure — management/principal, academic coordinators/HODs, teachers, administration, and support — with roles, reporting and ratios (including pupil-teacher ratio), so governance and academics run well as the school grows. Use it to structure the school. For hiring use the Teacher & Staff Recruitment Kit.

Pre-School / Play-School Setup

Produces a setup plan specific to a pre-school/play-school — safe child-friendly space, curriculum/pedagogy (play-based), staff and caregiver norms, safety and hygiene, own-brand vs franchise, and licensing — since pre-schools sit outside formal affiliation but need care and safety. Use it for early-years setup. For a formal school use the School Setup Guide.

Affiliation & Recognition

Board Affiliation Guide

Guides the board-affiliation journey — prerequisites (society/trust, land, recognition, infrastructure, staff), the stage-wise affiliation process and timeline, and common rejection reasons — so you plan affiliation realistically. Use it to understand the path. For the papers use the Affiliation Documentation Checklist.

Affiliation Documentation Checklist

Produces the complete documentation checklist for a board-affiliation application — society/trust papers, land documents, recognition and NOC, safety certificates, staff and infrastructure records — so your application is complete and not returned for gaps. Use it before applying. For the process use the Board Affiliation Guide.

Recognition & NOC Process Guide

Guides obtaining state education-department recognition and the No-Objection Certificate needed before board affiliation — eligibility, documents, inspection and the process — so you complete the state-level step correctly. Use it before applying to a board. For affiliation itself use the Board Affiliation Guide.

Safety & Mandatory Certificates Guide

Guides obtaining the mandatory safety and health certificates a school needs — fire safety NOC, building stability/safety certificate, water potability and sanitation/health certificate — with the process for each, since these gate recognition and affiliation. Use it to plan certification. For the safety plan use the School Safety & Security Plan.

Affiliation Self-Assessment Audit

Runs a self-assessment audit against affiliation/recognition norms — infrastructure, safety, staff qualifications and ratios, documentation and academic readiness — scoring each and flagging gaps to fix before the board inspection. Use it before applying or an inspection. For documents use the Affiliation Documentation Checklist.

Affiliation Upgradation / Extension Guide

Guides upgrading/extending affiliation — from secondary to senior secondary, adding streams/subjects, or middle to secondary — with the additional norms, documents and process, so you grow the school through the grades smoothly. Use it to extend affiliation. For initial affiliation use the Board Affiliation Guide.

Mandatory Public Disclosure Builder

Builds the mandatory public-disclosure content a board requires on the school website and portal — general info, documents/certificates, staff, infrastructure, results and fee — so you meet transparency norms (e.g. CBSE Mandatory Public Disclosure). Use it to prepare disclosures. For compliance overall use the School Compliance Calendar.

Admissions & Enrollment

Admission Process & SOP

Writes an admission process SOP — enquiry, school tour, application, age-appropriate interaction, document verification, offer and fee, and enrolment — that is fair, compliant (no capitation/screening beyond norms) and converts well. Use it to run admissions. For conversion tactics use the Enquiry-to-Admission Conversion tool.

Admission Policy Builder

Drafts an admission policy — eligibility and age criteria, seat matrix including RTE 25%, sibling/staff/other preferences, selection basis, fee and refund, and transparency — so admissions are fair, defensible and compliant. Use it to publish an admission policy. For RTE specifics use the RTE 25% Admission Management tool.

RTE 25% Admission Management

Guides managing the RTE 25% EWS/disadvantaged-group admissions — eligibility and documents, the state online lottery process, seat reporting, non-discrimination in class, and fee-reimbursement claims — so you meet a legal obligation correctly and claim reimbursement. Use it for RTE compliance. For the overall policy use the Admission Policy Builder.

Admissions Marketing Campaign

Builds an admissions-marketing campaign — season timing, channels (digital, local, referrals, hoardings), messaging by parent segment, open-house events and lead capture — so you generate quality admission enquiries. Use it before admission season. For conversion use the Enquiry-to-Admission Conversion tool.

Enquiry-to-Admission Conversion

Builds a playbook to convert admission enquiries into enrolments — fast response, a compelling campus visit/counselling, addressing parent concerns, follow-up cadence and closing — so you fill seats from the enquiries you already get. Use it to raise conversion. For generating enquiries use the Admissions Marketing Campaign tool.

Prospectus & Admission Kit Builder

Builds a school prospectus and admission-kit content — vision, academics, facilities, safety, faculty, activities, results and admission process/fee — so parents get a professional, trust-building overview. Use it to create your prospectus. For the policy content use the Admission Policy Builder.

Open House / School Tour Plan

Plans an open house / school-tour experience — flow and stations (academics, labs, safety, activities, interaction with teachers/principal), presentation, and follow-up — so visiting parents leave impressed and ready to enrol. Use it to design admission events. For conversion follow-through use the Enquiry-to-Admission Conversion tool.

Academic Administration

Curriculum & Academic Plan

Builds a curriculum and academic plan — subject scheme by stage, board syllabus mapping, NEP-2020 alignment (foundational literacy/numeracy, competency/experiential), integration of activities, and assessment linkage — so academics are coherent and outcome-focused. Use it to plan academics. For lesson-level use the Lesson Planning & Pedagogy System tool.

Academic Calendar & Timetable Planner

Builds an academic calendar and timetabling approach — terms, holidays, exams, events and activities across the year, plus daily/weekly timetable principles (periods, PTR, teacher load, labs/sports) — so the year runs smoothly and load is balanced. Use it to plan the year. For assessment use the Assessment & Examination System tool.

Lesson Planning & Pedagogy System

Designs a lesson-planning and pedagogy system — a practical lesson-plan format (objectives, activities, differentiation, assessment), pedagogy standards (activity-based, questioning, engagement), and a review/support routine — so teaching is planned and consistent without drowning teachers in paperwork. Use it to raise teaching quality. For curriculum use the Curriculum & Academic Plan tool.

Assessment & Examination System

Designs an assessment and examination system — formative and summative balance, periodic tests and term exams, board-pattern alignment (competency-based questions), grading/reporting, and exam administration and integrity — so assessment supports learning and meets board norms. Use it to run assessments. For results use the Result Analysis & Improvement tool.

Result Analysis & Improvement

Analyses exam/board results to drive improvement — class/subject/teacher-wise performance, weak areas and students, and a targeted action plan (remediation, teaching changes, focus) — so results improve deliberately. Use it after exams/board results. For support use the Remedial & Learning-Support Plan tool.

Academic Quality Audit

Runs an academic quality audit — curriculum coverage, teaching quality (via observation), assessment practice, learning outcomes, and student engagement — scoring each and giving an improvement plan, so academic standards are monitored, not assumed. Use it for a periodic academic review. For results use the Result Analysis & Improvement tool.

Co-Curricular & Activities Plan

Builds a co-curricular and activities plan — sports, arts, music, clubs, houses, events and life-skills — mapped across the year and stages, so students develop holistically (NEP intent) and the school differentiates. Use it to plan the activity program. For the calendar use the Academic Calendar & Timetable Planner.

Student Welfare & Safety

Child Protection & POCSO Policy

Drafts a child-protection and POCSO policy — staff background checks, code of conduct, reporting and response to any abuse (POCSO mandatory reporting), the child-protection committee, and awareness — so children are safe and the school meets its legal duty. Use it as a core safety policy. For anti-bullying use the Anti-Bullying & Behaviour Policy tool.

School Safety & Security Plan

Builds a comprehensive school safety and security plan — access control and visitor management, CCTV, fire and disaster preparedness, campus hazards, emergency drills, and incident response — aligned to board safety guidelines, so the campus is genuinely safe. Use it as your safety backbone. For child protection use the Child Protection & POCSO Policy tool.

Attendance & Discipline System

Designs an attendance and discipline system — attendance capture and parent alerts for absentees, a positive-discipline framework, graded consequences (no corporal punishment — it is banned), and records — so attendance is monitored and behaviour managed lawfully and fairly. Use it to run day-to-day discipline. For bullying use the Anti-Bullying & Behaviour Policy tool.

Student Counselling & Wellbeing Program

Builds a student counselling and wellbeing program — counsellor role, identifying and supporting students in distress, life-skills and mental-health awareness, referral pathways, and exam-stress support — so student wellbeing is proactively cared for. Use it to set up student support. For special needs use the Inclusive Education & Special-Needs Support tool.

Anti-Bullying & Behaviour Policy

Drafts an anti-bullying and behaviour policy — definitions (including cyber-bullying and ragging), reporting channels, investigation and response, support for victims, and consequences — so bullying is prevented and handled seriously. Use it to protect students. For discipline generally use the Attendance & Discipline System tool.

School Health & Medical Plan

Builds a school health and medical plan — health records and check-ups, first-aid and medical room, emergency response and hospital tie-up, managing chronic conditions/allergies, hygiene and disease control, and medication protocol — so student health is cared for and emergencies handled. Use it to set up health services. For safety use the School Safety & Security Plan tool.

School Transport Safety Plan

Builds a school transport safety plan aligned to Indian school-bus norms — vehicle fitments and marking, driver/attendant rules and verification, GPS, boarding/deboarding and pickup verification, and emergency preparedness — so children travel safely. Use it for transport safety. For the transport service side see the Transport vertical.

Staff & Teacher Management

Teacher & Staff Recruitment Kit

Produces a teacher/staff recruitment kit — role and qualification requirements (B.Ed/TET/NCTE norms), a demo-lesson and interview process, background/POCSO verification, and reference checks — so you hire qualified, effective and safe staff. Use it to recruit. For the contract use the Staff Employment Agreement.

Teacher Training & Development Program

Designs a teacher training and professional-development program — induction, pedagogy and NEP/competency-based methods, subject and assessment training, technology, child-protection and inclusion, and ongoing coaching — so teaching quality rises continuously. Use it to build capability. For appraisal use the Teacher Appraisal & Performance Management tool.

Teacher Appraisal & Performance Management

Builds a teacher appraisal and performance-management framework — multi-source evidence (classroom observation, student outcomes, planning, contribution, feedback), a fair rating scale, development linkage, and handling under-performance — so appraisal drives growth, not fear. Use it for teacher reviews. For training use the Teacher Training & Development Program tool.

Workload & Substitution Management

Designs a workload and substitution management approach — fair period allocation and non-teaching duties, PTR compliance, a substitution system for absent teachers, and avoiding burnout — so teaching load is balanced and classes are never unsupervised. Use it to manage load. For the timetable use the Academic Calendar & Timetable Planner.

Staff Induction & Onboarding

Builds a staff induction and onboarding program — school vision/culture, academic systems and expectations, mandatory child-protection/safety training, policies and processes, and mentoring — so new teachers and staff start effective and aligned. Use it to onboard staff. For recruitment use the Teacher & Staff Recruitment Kit.

Teacher Retention & Motivation

Builds a teacher retention and motivation plan — diagnosing why good teachers leave and fixing it via fair pay, respect, growth, workload, recognition and culture — because teacher churn hurts learning and reputation. Use it when attrition is high. For appraisal use the Teacher Appraisal & Performance Management tool.

Teacher Code of Conduct & Standards

Drafts a teacher/staff code of conduct and professional standards — child-safety and boundaries, no corporal punishment, professionalism and punctuality, communication and confidentiality, private-tuition and conflict rules, and social-media conduct — so expectations are unambiguous. Use it as the staff conduct rulebook. For the contract use the Staff Employment Agreement.

Fee & Financial Management

Fee Structure Design

Designs a school fee structure — components (tuition, admission, activity, transport, etc.), stage-wise fees, payment schedule, and alignment to costs and fee-regulation rules — so fees are transparent, sustainable and compliant. Use it to set or revise fees. For regulation specifics use the Fee Regulation Compliance tool.

Fee Collection & Reminder System

Builds a fee-collection and reminder system — payment channels (online/UPI/app), due-date reminders, receipts and reconciliation, and a respectful follow-up cadence — so fees come in on time with minimal friction and disputes. Use it to run collections. For non-payers use the Fee Defaulter Management tool.

Fee Concession & Scholarship Policy

Drafts a fee-concession and scholarship policy — merit and need-based categories, eligibility and evidence, the sanction process and budget cap, and transparency/fairness — so support is given deserving students without ad hoc favouritism or unsustainable leakage. Use it to formalise concessions. For fee structure use the Fee Structure Design tool.

Fee Regulation Compliance Guide

Explains fee-regulation compliance — state Fee Regulation Acts/committees (FRC), rules on fee fixation and hikes, prohibited charges (capitation), the process/documentation to justify fees, and parent-body/PTA consultation where required — so your fees and hikes are lawful and defensible. Use it before setting or hiking fees. For the structure use the Fee Structure Design tool.

Fee Defaulter Management

Builds a fair, lawful approach to fee defaulters — a graded reminder and engagement process, distinguishing genuine hardship from wilful default, lawful recovery steps, and strict avoidance of harming or humiliating the child — so you recover dues without legal or ethical breach. Use it for persistent non-payers. For the collection system use the Fee Collection & Reminder System tool.

School Financial Model

Models the school annual finances from discrete lines — fee and other income, salaries, facilities, transport, admin and other costs — to surplus/deficit and per-student economics. Use it to understand sustainability. For the budget process use the Annual Budget Planning tool.

Annual Budget Planning

Builds an annual budgeting approach from discrete inputs — projected income (enrolment x fee + other), department/cost-head budgets, capex, and a contingency/reserve — so the school plans and controls spending. Use it for annual budgeting. For the economics use the School Financial Model tool.

Financial Sustainability Plan

Builds a financial sustainability plan — enrolment and fill-rate as the master lever, cost efficiency, additional income streams (transport, activities, facilities use), reserves, and managing the fee-regulation constraint — so the school stays financially healthy and can invest. Use it for long-term financial health. For the model use the School Financial Model tool.

Compliance & Regulatory

School Compliance Calendar

Builds a school compliance calendar — board/affiliation filings, safety-certificate renewals, RTE and mandatory-disclosure obligations, labour/tax filings, committee meetings and audits — with frequencies and reminders, so nothing statutory lapses. Use it to stay compliant. For what applies use the RTE Act Compliance Overview tool.

RTE Act Compliance Overview

Explains RTE Act compliance for a school — 25% EWS/DG admission, infrastructure and pupil-teacher-ratio norms, no capitation/screening, School Management Committee, ban on corporal punishment/detention rules, and teacher qualifications — so you meet a core legal framework. Use it to understand RTE duties. For 25% admissions use the RTE 25% Admission Management tool.

School Labour & Statutory Compliance

Explains labour and statutory compliance for a school employer — PF, ESI, gratuity, professional tax, minimum wages, POSH, and proper appointment/service conditions for teaching and non-teaching staff — so you are a compliant employer. Use it to set up HR compliance. For POSH detail use the Grievance Redressal Mechanism tool.

Student Data Privacy (DPDP) Guide

Explains data-privacy obligations (DPDP Act) for a school handling student and parent personal data — consent (parental, given children are minors), purpose limitation, security, sharing with vendors/apps, CCTV footage, and photos/social-media — so sensitive student data is handled lawfully. Use it to set data practices. For compliance overall use the School Compliance Calendar tool.

Board Bye-Laws & Inspection Readiness

Builds board bye-laws compliance and inspection-readiness — the recurring obligations under affiliation bye-laws (infrastructure, safety, staff, records, disclosures) and a pre-inspection checklist and mock audit — so an affiliation/renewal inspection goes smoothly. Use it before an inspection. For the self-assessment at affiliation stage use the Affiliation Self-Assessment Audit tool.

Grievance Redressal Mechanism

Builds the grievance-redressal mechanism a school needs — the required committees (POSH Internal Committee, child-protection, anti-ragging, grievance committee), complaint channels for parents/students/staff, timelines and fair process, and records — so grievances are handled fairly and statutory duties are met. Use it to set up redressal. For the calendar use the School Compliance Calendar tool.

School Legal & Compliance Risk Audit

Runs a legal and compliance risk audit across the school — affiliation, safety, child-protection/POCSO, RTE, fee regulation, labour, data privacy and committees — scoring each and flagging the highest-risk gaps with a fix plan, so you find and close exposures proactively. Use it for a periodic compliance review. For the calendar use the School Compliance Calendar tool.

Parent Engagement & Communication

Parent Communication System

Designs a parent-communication system — channels (app/SMS/WhatsApp/circulars), what and when to communicate (academics, events, attendance, fees, safety), tone and response norms — so parents are informed and trust the school. Use it to set communication standards. For meetings use the Parent-Teacher Meeting System tool.

Parent-Teacher Meeting System

Designs a parent-teacher meeting system — frequency and format, structured sharing of academic and holistic progress, an action-oriented conversation, and follow-up — so PTMs are meaningful, not just report-card handovers. Use it to improve PTMs. For ongoing communication use the Parent Communication System tool.

Parent Grievance Handling

Builds a parent grievance-handling process — channels and logging, a fair investigation and response with timelines, escalation, and using complaints to improve — so parent issues are resolved before they escalate to authorities or social media. Use it to handle complaints. For statutory committees use the Grievance Redressal Mechanism tool.

Parent App / School ERP Selection

Guides selecting a school ERP / parent app — must-have modules (admissions, fees, attendance, communication, academics/report cards, transport), data-privacy diligence, cost and adoption — so you digitise operations and parent communication without overbuying. Use it before choosing software. For digitization broadly use the Digital Transformation Roadmap tool.

Newsletter & School Updates Builder

Builds a school newsletter/updates program — content pillars (achievements, events, learning highlights, tips for parents, notices), cadence and format, so you keep parents engaged, proud and informed and strengthen the brand. Use it to plan communications content. For social media use the Social Media Plan tool.

Parent Community & Volunteer Engagement

Builds a parent-community and volunteer engagement plan — a parent forum/PTA, volunteering and expertise-sharing, events, and channelling parent energy constructively — so parents become partners and advocates rather than critics. Use it to build community. For grievances use the Parent Grievance Handling tool.

Infrastructure & Operations

Facilities Management SOP

Writes a facilities-management SOP — daily operations, cleaning and sanitation, utilities, safety checks, repairs and complaint handling across the campus — so the school runs smoothly and safely every day. Use it to run facilities. For maintenance planning use the Preventive Maintenance & AMC Plan tool.

Lab & Library Management

Builds a lab and library management plan — lab safety and equipment/chemical management, usage and record-keeping, library cataloguing/issuing and reading promotion, and utilisation — so these facilities are safe, maintained and actually used for learning. Use it to run labs and library. For academics use the Curriculum & Academic Plan tool.

Canteen & Food Safety Management

Builds a canteen and food-safety management plan — FSSAI compliance and hygiene, healthy-menu norms (and junk-food restrictions near schools), vendor management, allergen and safety controls, and pricing — so children get safe, healthy food. Use it to run or contract the canteen. For vendor contracts use the Vendor Agreement tool.

Transport Operations Management

Builds a transport operations plan — routing and scheduling, fleet/vendor management, driver and attendant rostering, tracking and parent communication, and cost management — so transport is efficient and reliable (complementing the safety plan). Use it to run transport operations. For safety specifically use the School Transport Safety Plan tool.

Housekeeping & Sanitation SOP

Writes a housekeeping and sanitation SOP — cleaning schedules and standards by area, toilet hygiene, waste segregation and disposal, pest control, drinking-water safety, and supervision/checklists — so the campus is consistently clean and hygienic. Use it to run housekeeping. For overall facilities use the Facilities Management SOP.

Procurement & Vendor Management

Builds a procurement and vendor-management system — needs approval and budgeting, transparent vendor selection (quotes/comparisons), rate contracts for recurring items, quality and delivery checks, and payment controls — so the school buys well and transparently. Use it to run procurement. For contracts use the Vendor Agreement tool.

Green Campus & Sustainability Plan

Builds a green-campus and sustainability plan — energy and water saving, waste management and composting, greenery, and student eco-education (eco-clubs) — that cuts costs and teaches values, differentiating the school. Use it to green the campus. For facilities use the Facilities Management SOP.

Marketing & Brand

School Brand Positioning

Crafts school brand positioning — the ideal-fit family, your genuine differentiators (academics, values, safety, holistic, care, affordability), messaging pillars and a tagline — so admissions and communication convey a clear, honest, compelling identity. Use it to sharpen the brand. For the vision use the Vision, Mission & Philosophy Builder tool.

Website & Digital Presence

Builds a website and digital-presence plan — site structure (about, academics, facilities, safety, admissions, disclosures), local SEO, and Google Business Profile — so prospective parents find a credible, informative online presence. Use it to build or improve the website. For social use the Social Media Plan tool.

School Social Media Plan

Builds a social-media plan — content pillars (school life, achievements, learning, events, values, tips), platform choice, cadence, and strict student-privacy/consent rules — so you build brand and community online without compromising child safety. Use it for school social media. For newsletters use the Newsletter & School Updates Builder tool.

Reputation & Review Management

Builds a reputation and review-management plan — generating genuine Google/other reviews from happy parents, responding to criticism professionally, and managing online reputation and any crisis — so the school reputation reflects reality and criticism is handled well. Use it to manage reputation. For crisis comms use the Crisis & Sensitive-Issue Communication tool.

Community Outreach & Events

Builds a community-outreach and events plan — public events, competitions, workshops for the community, tie-ups with pre-schools/localities, and social initiatives — so the school builds local goodwill, visibility and admissions interest. Use it to engage the community. For admissions events use the Open House / School Tour Plan tool.

Alumni Relations & Network

Builds an alumni-relations program — maintaining an alumni database, engagement and events, showcasing alumni success as proof, mentoring current students, and support/giving-back — so alumni become advocates, role models and a reputation asset. Use it to build an alumni network. For reputation use the Reputation & Review Management tool.

Contracts & Legal

Teacher / Staff Employment Agreement

Drafts a teacher/staff employment agreement with each term separate — role and duties, salary and increments, probation and confirmation, child-safety and conduct obligations, confidentiality, leave, and notice/termination — so terms are clear and child-safety duties are binding. Use it for staff hires. For the code use the Teacher Code of Conduct & Standards tool.

Vendor / Service Agreement

Drafts a vendor/service agreement (uniforms, books, IT, maintenance, security, housekeeping) with each term separate — scope, rates, quality/SLA, staff-verification for on-campus vendors, liability and term — so vendor services are reliable and child-safe. Use it to engage vendors. For canteen use the Canteen / Cafeteria Concession Agreement tool.

Transport Service Contract

Drafts a school transport service contract (with a transport contractor) with each term separate — vehicles and routes, rates, safety compliance (fitments, verified drivers, mandatory attendants), liability, and term — so contracted transport is safe and accountable. Use it to contract transport. For the safety plan use the School Transport Safety Plan tool.

Canteen / Cafeteria Concession Agreement

Drafts a canteen concession agreement with each term separate — space and rent/revenue share, menu and pricing norms, FSSAI and hygiene obligations, staff verification, and term — so the canteen serves safe, healthy food on fair terms. Use it to contract a canteen. For food-safety operations use the Canteen & Food Safety Management tool.

Land / Building Lease Agreement

Drafts a land/building lease agreement for school premises with each term separate — premises, rent and deposit, long tenure and escalation, permitted educational use and alterations, and maintenance/renewal — so a school lease is secure and affiliation-suitable (affiliation often needs long-term tenure). Use it to lease premises. For the setup use the School Setup Guide.

Parent-School Enrollment Terms

Drafts parent-school enrollment terms with each term separate — admission and fee terms, withdrawal and refund, code of conduct, communication and consent (photos/data/medical), and dispute handling — so the parent-school relationship starts on clear, fair, lawful terms. Use it as your enrollment T&C. For the admission policy use the Admission Policy Builder tool.

School Franchise / Management MOU

Drafts a school franchise/management MOU with each term separate — brand and curriculum licence, fees/royalty, roles and control, quality and brand standards, and term/exit — so a franchise or management arrangement (running a branded school) is clear and the brand is protected. Use it for a franchise/chain tie-up. For the business plan use the School Business Plan tool.

Staff HR & Wellbeing

School HR Policy Handbook

Writes an HR policy handbook for a school — appointment and service conditions, leave, salary/increment, conduct and child-safety, POSH, professional development, and exit — so rules are clear and consistent for teaching and non-teaching staff. Use it to set HR ground rules. For the conduct code use the Teacher Code of Conduct & Standards tool.

Salary Structure & Increment Framework

Designs a salary structure and increment framework from discrete inputs — pay bands by role (PRT/TGT/PGT/support), components (basic/DA/allowances), increment and appraisal linkage, and benchmarking within fee-regulation reality — so pay is fair, competitive and sustainable. Use it to structure pay. For appraisal use the Teacher Appraisal & Performance Management tool.

Staff Leave & Attendance Policy

Drafts a staff leave and attendance policy — leave types and entitlements, application and approval, vacation rules for teachers, attendance and punctuality, and ensuring class coverage — so leave is fair and classes are never disrupted or unsupervised. Use it to manage leave. For substitution use the Workload & Substitution Management tool.

Staff Wellbeing & Motivation

Builds a staff wellbeing and motivation program — workload and stress management, recognition and voice, support and benefits, and a positive culture — because motivated, well-supported teachers teach better and stay. Use it to lift morale. For retention specifics use the Teacher Retention & Motivation tool.

Leadership & Succession Development

Builds a leadership and succession-development plan — identifying and growing coordinators/HODs/vice-principals, distributed leadership, and succession for key roles (including principal) — so the school does not depend on one or two people and can grow. Use it to build leadership depth. For org design use the School Organisation Structure tool.

School Culture & Team Building

Builds a plan to shape a positive school culture — shared values in practice, collaboration and professional learning communities, communication and trust, and team-building — so staff work together well and the culture is felt by students and parents. Use it to strengthen culture. For wellbeing use the Staff Wellbeing & Motivation tool.

Quality, NEP & Digital

NEP 2020 Implementation Roadmap

Builds a practical NEP-2020 implementation roadmap — the 5+3+3+4 structure, foundational literacy and numeracy, competency and experiential learning, holistic report cards, multilingualism and vocational exposure — sequenced realistically for your school. Use it to implement NEP. For curriculum use the Curriculum & Academic Plan tool.

Quality Accreditation & Ranking Prep

Guides preparing for school quality accreditation and rankings — understanding frameworks and criteria (academics, safety, infrastructure, holistic development, governance), self-assessment, evidence and improvement — so the school can earn recognition that builds credibility. Use it to pursue accreditation/rankings. For an academic audit use the Academic Quality Audit tool.

Digital Transformation Roadmap

Builds a phased digital-transformation roadmap — ERP for admin/fees/attendance, communication, teaching-learning technology, data/MIS, and change management — sequenced by impact and adoption, so the school modernises without disruption or wasted spend. Use it to plan digitisation. For ERP choice use the Parent App / School ERP Selection tool.

Smart Classroom & EdTech Integration

Builds a plan to integrate smart classrooms and edtech meaningfully — device/content strategy, teacher capability, pedagogy-first use (not passive screens), digital-citizenship and screen-time balance, and evaluation — so technology genuinely improves learning, not just impresses parents. Use it to integrate edtech. For the roadmap use the Digital Transformation Roadmap tool.

Learning Outcomes & Data System

Designs a learning-outcomes and data system — defining outcomes/competencies by grade, assessing and tracking learning (including foundational literacy/numeracy), analysing gaps, and driving intervention — so the school manages learning by evidence, not assumption. Use it to build a learning-data culture. For result analysis use the Result Analysis & Improvement tool.

Innovation, STEM & 21st-Century Skills

Builds innovation and future-skills programs — STEM/tinkering (Atal Tinkering Lab style), coding and computational thinking, entrepreneurship, critical thinking and communication, and project-based learning — so students build 21st-century skills and the school differentiates. Use it to design skills programs. For co-curricular use the Co-Curricular & Activities Plan tool.

School Improvement Plan / SWOT

Builds a school improvement plan — a SWOT across academics, safety, staff, infrastructure, admissions, finance and reputation, prioritised goals, and an action plan with owners and timelines — so improvement is deliberate and tracked. Use it for annual strategic review. For finance use the Financial Sustainability Plan tool.

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.