

School Name: _____

School Address: _____

Website: _____

REQUIREMENT GATHERING DETAILS	
GATHERED ON:	GATHERED BY :
REQUIREMENT GIVEN BY:	

GENERAL QUESTIONS ABOUT FEE MANAGER

1. Is School already using any software for fees collection?

- Yes
- No

If Yes then please specify about the features for fees which are in use

2. School Affiliation (Need for TC formats):

- CBSE
- ICSE
- STATE BOARD
- ANY Other

- Is supportive documents attached.
 - Yes
 - No

3) Academic Year starts from (Date) _____ to _____

4). No of Installments in which School accepts fees.

- ☐ Monthly(per month)
 - ☐ Bimonthly
 - ☐ Quarterly(per 3 months)
 - ☐ Yearly
- -----

5). No of Heads in which School takes fees with their amount?

(Submit complete documents related to fees structure)

6). How Fees is collected by the school

- ☐ At School Counter
- ☐ In Bank
- ☐ Both

If Fees is collected at school's counter then please specify certain points:

a) Does Receipt print out is given?

Yes/ No (if yes please attach one format)

b) Does extra/less amount is taken instead of defined fee structure ?

Yes / No

if yes (how it is managed)

c) Dues limit for all the classes is same or different for different classes?

Yes/No

Collect the details of the dues limit in both the cases and specify it below.

d) Dates during which fees is collected?

13) Does the school have any late fee rule for the defaulters?

Yes / NO

If yes then specify it below.

10) Does the sample of Admission Form, TC, Bona fide Certificate, and Character Certificate etc. have been provided by the school?

Yes/No

If No then collect the sample from the school.

General questionnaire related to Transport if being used by school:

1) Does the school have its own transport facility?

Yes/No

If yes collect the vehicle details from the school. If No then collect the Vehicle Agency Details as well as Vehicle details of that agency being used at the school.

2) What are the routes which are assigned to the vehicles? Collect the Route - Stop relation document from the school along with stoppage pickup and drop-off timings. Also specify the route in-charge name and contact details of all the routes.

3) Collect the vehicle route relation (details of the route assigned to a vehicle) from the school.

4) How does the school collect transport charges? Collect the full details related to the transport fee like how transport charges are calculated. If there is no calculation for it then collect the transport fee details for different stops from the school.

Authorized Signature
(On Behalf of School Authority)
Designation:
Date:

Authorized Signature
(Software Implementer)
Date: