Institution Digital Transformation Chec

For schools, coaching centers and madrashas — 19 steps from paper to digital

1. Admissions & student data

- [ ] Bring every student's name, class, roll and guardian phone into one sheet
- [ ] Maintain a master Excel/CSV file
- [ ] Keep siblings and batches in separate columns
- [ ] Validate data and purge duplicates once a year

2. Attendance

- [ ] Fix a daily attendance time
- [ ] Turn on automatic absentee SMS
- [ ] Send the monthly attendance report to the committee

3. Fees & accounting

- [ ] Define fee structures in writing (type, amount, frequency)
- [ ] Enable bKash/Nagad link payments
- [ ] Bulk invoices at month start, dues report at month end
- [ ] Issue a digital receipt for every payment

4. Exams & results

- [ ] Agree the grading scale up front
- [ ] Keep all subjects in one bulk-entry table
- [ ] Prepare the report-card PDF template

5. Communication & guardians

- [ ] Verify guardian phone numbers in the database
- [ ] Choose your notification channels (SMS/push/WhatsApp)
- [ ] Keep a monthly newsletter/notice routine

6. Security & continuity

- [ ] Ensure regular encrypted backups