Criterion - VI

Governance, Leadership and Management

6.2: Strategy Development and Deployment

6.2.2.

E-governance: ERP Document

ERP DOCUMENT

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

1. Embase Pro-suit (ERP)

<u>EMBASE Cloud Pro-Suit - Campus Management Software Service Agreement</u>

This Software as a Service Agreement (the "Agreement")
is made and entered into as of this

29th day of June 2022 (The "Effective Date")

By and Between

1. EMBASE PRO SUIT PRIVATE LIMITED, existing and organised under the Laws of Indian Companies Act, whose address is AR NAGAR, MALAPPURAM 676305, KERALA, INDIA. Hereafter Called "Service Provider".

2. Kuriakose Elias College, Mannanam P.O, Kottayam, Mannanam, Kerala 686561. Hereafter Called "Consumer".

<u>Terms and Conditions</u>

1. Agreement: Prepare this agreement by the **Service Provider**, handover to the **Consumer**. The **Consumer** signs this agreement, sends it to the Service Provider by post or by email. The **Service Provider** also signs the agreement and sends the copy to the **Consumer** by post or by email.

2. Plan and Pricing: EMBASE software is categorized into four different Plans. Each Plan varies with its modules, features and price.
   Selected Plan   : as per the quotation/sale order (attached)
   Cost of the Plan   : as per the quotation/sale order (attached)
   Modules   : Refer Why EMBASE Booklet (attached)
   Add on Modules   : Refer Why EMBASE Booklet (attached), which is chargeable.

3. Invoice and payments: the **Service Provider** should prepare the invoice and share it to the **Consumer**. Transfer the agreed payment to the **Service Provider** by the **Consumer** as per the payment term.

4. Payment term: The **Consumer** must pay the amount to the **Service Provider** in advance up on the agreement.

5. Documents: The **Consumer** should hand over the profile of the institution, contact details, high resolution logo and Data of the Students, staff, library books in excel sheet to the **Service Provider**. Options are available to create accounts by the teachers and by the students.

6. Training of the application: The **Service Provider** should conduct training to the **Consumer** mentioned in the next clause. Further training will be charged to the **Consumer** by the **Service Provider**.

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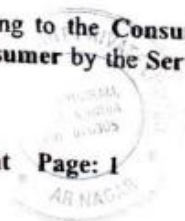
7. Timeline for the implementation of the application and Training sessions

SL	Stages of the Implementation	Description
1	Signing of the Agreement	Both parties have to sign the agreement
2	Transfer the Payment	The payment is to be transferred by the **Consumer** to the **Service Provider**
3	Domain Creation	Next working day after transferring the Payment. Domain details will be transferred to the **Consumer**.
4	Data Migration Process	**Service Provider/Application** provides the data templates for collecting the data. **Consumer** returns/import the data of student, library and fee outstanding and will process by the **Service Provider/Application**
5	Training of EMBASE Pro Suit	Training of the application to the **Consumer**
6	Number of training sessions	Four free online sessions and Two free offline sessions.

8. Customer Support: If any type of bugs or issues can be forwarded to the customer support through designated ERP. The **Service Provider** prioritizes the issue and rectifies, updating on ERP which is accessible to the **Consumer**. FAQ is available to access by the users of EMBSE Pro Suit.

9. Terms: This Agreement shall take effect on the Effective Date and shall continue in force for Three (3) years (the "Initial Term"). Thereafter it will be renewed for one (1) year renewal terms unless terminated by either party with Sixty (60) days notice prior to the end of the initial or any renewal term.

10. Termination: This agreement will be terminated by the provisions of the 'Terms', or by a thirty (30) days prior termination notice from any of the parties. In the event that the **Consumer** does not remit funds to the **Service Provider** in the timeframes set out then the **Service Provider** reserve the right to; 1) suspend their activities with regard to the **Consumer** and with no liability to the **Consumer** for any delays on services and 2) terminate this agreement with the **Consumer** within fifteen (15) days notice. Upon termination the data related to the Consumer will be shared through excel file by **Service Provider**.

11. Confidentiality: The parties agree that any Confidential Information provided under this Agreement shall be held and maintained in strict confidence. Each party agrees to protect the confidentiality of such information in a manner consistent with the way a reasonable person would protect similar Confidential Information. "Confidential Information" means the information and materials noticed or marked by the Service Provider or the Consumer as confidential and proprietary, or which should reasonably be understood as confidential and proprietary given the nature of the information or materials. "Confidential Information" does not include information that (i) is already known to the receiving party at the time it is disclosed and has not been obtained wrongfully, (ii) becomes publicly known without fault of the receiving

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CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

party, (iii) is independently developed by the receiving party, (iv) is approved for release in writing by the disclosing party, (v) is disclosed without restriction by the disclosing party to a third party, or (vi) is disclosed pursuant to legal obligations beyond the control of the disclosing and receiving parties.

12. Legal Action: At the **Service Provider**'s request, the **Consumer** shall cooperate fully with the **Service Provider** in any and all legal actions taken by the **Service Provider** to protect its rights in the **Service Provider's** Application (EMBASE Pro Suit) and in the **Service Provider's** Confidential Information.

13. Any additional customization will be charged to the **Consumer**

14. Taxes: will be changed according to the Indian Tax law and will be responsible to pay by the **Consumer**

15. This agreement shall be the most recent version distributed by the **Service Provider** in the English language in the form of document files and one (1) set in hardcopy. The **Consumer** acknowledges that the Documentation is protected by copyright and may be reproduced or translated only as permitted in this Agreement. Any translations of Documentation are derivative works and are owned by the **Service Provider**.

16. Amendment: This Agreement shall not be deemed or construed to be modified, amended, rescinded, cancelled or waived, in whole or in part, except by written amendment signed by the parties hereto.

17. No Third Party Beneficiaries: No entities not a party to this Agreement shall be deemed third party beneficiaries, hereunder.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date first above written.

EMBASE PRO SUIT PRIVATE LIMITED

Signature (For the **Service Provider**)

Date: 29/06/2022

By: Firoz K A

Title: CEO

[The Consumer]

Signature (For the **Consumer**)

Date:

By: Prof. (Dr.) Ison V. Vanchipurackal
Principal
Kuriakose Elias College, Mannanam
Mannanam P.O., Kottayam - 686 561

Title:

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CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

EMBASE Pro Suit Private Limited
Room Number.10/572
MGU Innovation Foundation, Priyadarshini Hills
Kottayam 686562
Kerala KL
India

186 - Kuriakose Elias College
Mannanam P.O,
Mannanam
Kottayam 686561
Kerala KL
India

Place of supply: Kerala

INV/2024/03/0021

Invoice Date:	Due Date:	Source:
01/03/2024	01/03/2024	S00862

Description	HSN/SAC	Quantity	Unit Price	Taxes	Total Price
OBE Module		2,000.00 Units	28.52	9%, 9%	₹ 67,307.20

The amount of ₹57,040+GSTIN, valid until 19/06/2024, This rate applicable only for this invoice. The OBE Module renewal amount for 360 days is calculated as the total number of students multiplied by ₹84.75, plus GSTIN (18%)

Subtotal	₹ 57,040.00
Taxes on ₹ 57,040.00	₹ 10,267.20
Total	₹ 67,307.20
Paid on 21/03/2024	₹ 57,000.00
Amount Due	₹ 10,307.20

Please use the following communication for your payment : **INV/2024/03/0021**

Payment terms: Immediate Payment

Total (In Words): Sixty-Seven Thousand, Three Hundred And Seven Rupees and Twenty Paise

Account Name: EMBASE PRO SUIT PRIVATE LIMITED
Bank : HDFC Bank
Branch : Kondotty
A/C No: 502 000 630 600 44
IFSC : HDFC0004306
UPI: embase@ibl

8593888902   mail@embase.in   https://egov.embase.in/   GSTIN: 32AAGCE7026B1Z7

EMBASE Pro Suit Private Limited
Room Number.10/572
MGU Innovation Foundation, Priyadarshini Hills
Kottayam 686562
Kerala KL
India

Kuriakose Elias College
Mannanam P.O,
Mannanam
Kottayam 686561
Kerala KL
India

Place of supply: Kerala

Draft Invoices /

Source:
S00318

Description	HSN/SAC	Quantity	Unit Price	Taxes	Total Price
Embase Pro Suit Enterprise	997331	1.00 Units	317,796.62	GST 18%	₹ 375,000.02
Yearly Subscription Due Date: 29 June 2023					
Round Off		1.00 Units	-0.02		₹ -0.02

Subtotal	₹ 317,796.60
SGST on ₹ 317,796.62	₹ 28,601.70
CGST on ₹ 317,796.62	₹ 28,601.70
Total	₹ 375,000.00

Total (In Words): Three Hundred And Seventy-Five Thousand Rupees

Account Name:: EMBASE PRO SUIT PRIVATE LIMITED
Bank : HDFC Bank
Branch : Kondotty
A/C No: 502 000 630 600 44
IFSC : HDFC0004306

UPI: embase@ibl

8593888902   mail@embase.in   https://egov.embase.in/   GSTIN: 32AAGCE7026B1Z7

EMBASE Pro Suit Private Limited
Room Number.10/572
MGU Innovation Foundation, Priyadarshini Hills
Kottayam 686562
Kerala KL
India

186 - Kuriakose Elias College
Mannanam P.O,
Mannanam
Kottayam 686561
Kerala KL
India

Place of supply: Kerala

Draft Invoices /

Source:
S00318

Description	HSN/SAC	Quantity	Unit Price	Taxes	Total Price
Embase Pro Suit Enterprise	997331	2,200.00 Units	144.46	GST 18%	₹ 375,018.16
OBE Module		2,200.00 Units	84.75	GST 18%	₹ 220,011.00
Round Off		1.00 Units	-29.16		₹ -29.16

Yearly Subscription Due Date: 19 June 2024

Subtotal	₹ 504,232.84
SGST on ₹ 504,262.00	₹ 45,383.58
CGST on ₹ 504,262.00	₹ 45,383.58
Total	₹ 595,000.00

Total (In Words): Five Hundred And Ninety-Five Thousand Rupees

Account Name:: EMBASE PRO SUIT PRIVATE LIMITED
Bank : HDFC Bank
Branch : Kondotty
A/C No: 502 000 630 600 44
IFSC : HDFC0004306

UPI: embase@ibl

EMBASE PRO SUIT

Transforming Higher Education Logistics

an ISO/IEC 27001: 2013 Certified Company

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

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CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

1.   **About Us**

EMBASE Pro Suit, the flagship product of Emdot Mincetech, is an acronym for Brilliance Application Software for Education. Launched in 2019, it is currently being used by over 100 colleges. In fact, EMBASE Pro Suit is the pioneer product of the company, which was born out of Firoz's enthusiasm and passion for technology-enabled education.

As an Assistant Professor, Firoz was once asked to prepare ID cards for students and teachers, which typically took several months to complete. However, he was able to finish the task in just three days by developing a simple software solution. This unexpected success and recognition from management and his colleagues inspired Firoz to create EMBASE, which streamlines administration and academic logistics such as attendance, admission, accounts, mark entry, transfer certificates, and more.

Hurdles and Inspiration.

The idea of complete software for higher-education institutions was shared among his friends. Although received a much appealing response, the limitation of capital stood as the hurdle, but he never lost his focus on it and moreover was committed to overcoming the issue by burying his face in his Laptop on every break spilled from his day and night. Still, it was not enough for him or his software. Mr. Firoz moved abroad for better bread and continued his work on the same but that was not enough.

   The continuous support of Mr. Nasar, Principal of CM College Wayanad helped him to understand the requirements in the administration of colleges. Mr. Nasar, who later turned out to be the Director of the company. Later he made his college turf, ready to make the debut of EMBASE Pro Suit. We hired one employee and

rented a single seater at Wayanad, and started working for our dream. CM College of Arts and Science, Nadavayal, Wayanad was the pilot institution where we rectified and brought up complete error-free software in 2019.

When the company took a turn from Firoz KA to a team and understood the commercial viability, like all we too planned to move to either Calicut or Cochin but a milestone meeting with Dr. Saji Gopinath CEO of Kerala StartUp Mission changed our perspective about the business and company and decided to stay back in Wayanad. Four years later EMBASE Pro Suit moved to MG university Innovation foundation incubation, Kottayam, and Emdot Mincetech moved to KINFRA Techno Industrial Park, Kakkanchery, Malappuram.

Team Treasure and Technology

It was not easy for a 26-year-old Firoz to dream of a company that could offer software services to higher education institutions affiliated with any Indian university. As usual, financial constraints could have made him give up on his dream, but his ambition kept him sleepless. He made use of his free time to work on his dream, but soon realized it was not enough.

Firoz started with a small office and two team members, but his ambition for perfection and demand from institutions led to hiring more people. He adopted outgoing students by providing food, flats, and stipends, and now his company has grown to over 30 team members. Despite challenges, Firoz's passion and family/friends' investments helped the business generate steady revenue. Support from Kerala Startup Mission, including a $5000 AWS credit, inspired confidence for the future. 2022 marks a steady revenue for the business

As we added more clients, we had to switch to an independent cloud setup. Our friend Mr. Navas, an experienced cloud management engineer, became the

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

director of the company. Mr. Mathew Scaria joined as Director of Sales with 20 years of corporate experience, and Mr. Sebastian Cyriac joined as Operation Manager with 12 years of ERP management experience. Technology was initially a challenge, but with their expertise, we were able to meet our customers' requirements effectively. Overall, our team's experience and skills have helped us achieve our big dream. So, we are grateful to have them on board. Lastly, we are thrilled about the progress we have made and look forward to continued success with our new team members

Future

EMBASE Pro Suit is a digital tool aimed at providing equitable access to high-quality education regardless of social or economic background. It offers personalized instruction, streamlines assessment processes, and aligns with Outcome-Based Education (OBE) and the National Education Policy (NEP) 2020 in India. It promotes student creativity and increases learning opportunities, contributing to a learner-centric approach to education. With a projected market share of 30% by 2040, EMBASE Pro Suit is set to play a pivotal role in implementing e-governance in higher education, transforming the landscape of education in India.

EMBASE Pro Suit fulfills the requirements of universities, standalone institutions, and colleges in India. The market size is about 5 crores (50 million) of users every year. India has 1,113 universities, 43,796 colleges, 11,296 standalone institutions, 4.14 crore (41.4 million) students, and 15.5 lakh (1.5 million) teachers as per AISHE 2020-21.

All of a higher education institution's functions must be met, starting at their roots and working outward. The roles that colleges play are well-defined, and all administrative and academic tasks require a single, integrated location. To best

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

serve its stakeholders, EMBASE Pro Suit uses technologies as an all-in-one solution. For all parties involved in the education sector, the EMBASE Pro Suit creates a complete scorecard.

It is essential for students' educational activities to be aware of their strengths and shortcomings, as well as their cognitive level and course outcomes. Due to this, EMBASE Pro Suit assesses and supports teachers and students at every stage of their campus experience to develop a fresh report card for their students.

Customers who have used our technology in the last three years have widely praised and acknowledged EMBASE Pro Suit. Each customer is eager to acquire our new product addition and is very satisfied. Every customer is an ambassador of the product; thus, we anticipate the higher education sector will undergo a major digital transition thanks to EMBASE Pro Suit.

2. **Team members**

Firoz Kattumadatil Ali, an MCA graduate from CUSAT, is the Managing Director of EMBASE Pro Suit Private Limited. He started his career as an Assistant Professor at CM College of Arts and Science, Nadavayal, Wayanad. Later, he founded an ERP solution for higher education institutions with his principal and has ten years of software development and team management experience. He is also the founder of EMBASE Pro Suit and Emdot Mincetech Private Limited.

Nasar Perambra, a Mathematics postgraduate from Bharathidasan University, is the Chief Operating Officer of EMBASE Pro Suit Private Limited. He started his career as an Assistant Professor at the Ministry of Education, Republic of Maldives and acquired four years of experience in the banking industry from

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

Bahrain Financing Company, Kingdom of Bahrain. He then worked as a Principal at CM College of Arts and Science, Nadavayal, Wayanad. He joined as co-founder at EMBASE Pro Suit Private Limited and its parent company, Emdot Mincetech Private Limited.

Sebastian Cyriac, an MCA graduate from Mahatma Gandhi University, Kottayam, is the Operation Manager of EMBASE Pro Suit Private Limited. He has two years of experience in software development and twelve years in teaching ERP, cloud computing, and related subjects. He has experienced the development configuration, implementation, and administration of various educational products in his career. He has ten plus years of experience in the field of placement, training, and recruitment.

Mathew Scaria, known as Mats, is the Director of Sales. With 20 years of experience in the BFSI sector, he has worked in business consulting for retail banking, insurance, legal process, and mortgages across locations for IT majors in India, including HCL Technologies and Accenture. Mats has a core strength in financial service analytics, enterprise optimization, and risk & credit analysis. His expertise in designing BPM solutions, process documentation, process mining, and data analytics has helped organizations achieve operational efficiency.

Departments

Department of Production

Department of Operations

Department of Finance

Department of HR

Department of Sales and Marketing

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

3. **E-Governance In Higher Education Institutions**

E-governance can be defined as giving students, parents, non teaching and teaching staff and administration team the choice of when they access the institutions information and services as e-governance is a process of reforms in the way the institutions administration and academic works, sharing information and delivering services to external and internal clients for benefit of both institution and stakeholders and service that they serve.

Traditional governance versus e-governance

Under traditional governance if stakeholders have access to some information he/she is supposed to go to the particular department to seek that information.

On the other side in e-governance now the scenario has been changed as departments are part of centralized databases and have come one step behind and information systems are there so the stakeholders can now use web service, web portals, Mobile Applications or other media to get the information.

Pillars of e-governance

#	Pillars
1	Process
2	People
3	Technology
4	Resources

Objective of e-governance

- To provide accessible and efficient services to students and stakeholders through digital means.
- To increase transparency and accountability in the administration process.
- To empower students and teachers through the provision of accurate and timely information.
- To improve the efficiency and effectiveness of government services.
- To enhance the interface and engagement between the government and stakeholders.

Areas of Higher Education Institutions for e-governance project

- Library management and digitization of resources.
- Online learning and distance education.
- Campus safety and security.
- Facilities and asset management.
- Alumni engagement and networking.
- Collaboration and partnerships with other institutions and industries.
- Feedback and grievance redressal mechanism for students and faculty.
- Performance evaluation, monitoring of academic programs & departments.

In which each higher education is evaluated on 5 board parameter

These five board parameters are commonly known as the "TROPM" framework:

Teaching: This parameter evaluates the quality of teaching and learning at the institution, including the qualifications and expertise of the faculty, the curriculum, and the pedagogical approaches used to impart knowledge and skills to students.

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

Research: This parameter assesses the institution's research output and the impact of its research activities on the academic and broader communities.

Graduation Outcomes: This parameter focuses on the employability and success of graduates in securing employment, further education, or other opportunities after completing their programs.

Outreach and Inclusive Nature: This parameter evaluates the institution's engagement with the broader community, including its efforts to promote social inclusion, diversity, and equity, and to address social issues through research and outreach.

Public Perception: This parameter considers the institution's reputation and visibility in the public domain, including its brand image, marketing and communication strategies, and overall perception among the public and key stakeholders.

Role of e-governance in Higher education institution

E-governance can also bring transparency and accountability in the administration of higher education institutions. It can help in streamlining and automating various administrative processes such as admissions, enrollment, examination, and placements. This can reduce the workload of administrative staff and allow them to focus on more important tasks.

Through e-governance, higher education institutions can also improve the management of financial resources and ensure better utilization of funds. The integration of finance and accounts can help in effective budgeting and financial planning.

Moreover, e-governance can facilitate research and development activities in higher education institutions by providing access to digital libraries, research databases, and other online resources. This can help students and faculty members to stay updated with the latest research trends and develop innovative ideas.

Overall, e-governance can play a crucial role in transforming higher education institutions into centers of excellence, where students can acquire knowledge and skills to meet the demands of the ever-evolving job market.

Why e-governance?

In addition to the above, e-governance can also help in improving transparency, accountability, and efficiency in the education system. It can facilitate the automation of administrative processes, such as student enrollment, examination, certification, and financial management. This can help in reducing the workload of administrative staff and allow them to focus more on value-added activities. E-governance can also help in reducing the digital divide by making education more accessible and affordable to all, irrespective of their location and socioeconomic background. Overall, e-governance has the potential to transform the education system and make it more effective, efficient, and inclusive.

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

4. **Why EMBASE Pro Suit Application?**

Feature/Benefit	Description
Consultation	Our team takes a consultative approach, understanding your unique needs and requirements. We actively listen to your concerns and ask targeted questions to identify pain points that our ERP system can effectively address. This approach is particularly effective for higher education institutions due to their complex needs and processes.
Value-based and High Return	We focus on the value our HEI ERP system brings to your institution, including financial benefits by implementing ERP, boosting education quality, and streamlining operations within the organization. Our system also helps in obtaining higher marks from accreditation agencies and enhanced student success.
Social Proof	We provide case studies and testimonials from satisfied customers to build trust and credibility. You can learn from your peers and understand how other institutions have successfully implemented our ERP system.
Free Trials and Demos	We offer free trials and demonstrations of our HEI ERP system, allowing you to see firsthand how it can improve your processes and workflows.
Personalization	We understand that each higher education institution is unique, with its own set of challenges and needs. That's why we personalize our approach and offer customized solutions that cater to your institution's specific requirements.

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

Secure & Reliable	We Ensures data security and reliability using a highly secured environment and is ISO/IEC 27001:2013 information security management certified.
Time Efficient	We Develop projects within the pre-mentioned time frame.
Customer Friendly & Prototyping	We provide excellent customer service and encourage customer participation in the development process. Offers a draft of the product for review before delivering the final result, increasing the scope of continuous improvisation.
Cost Efficient	Develops projects within the customer's chosen budget with flexible payment options.
Cloud Server and Zero Down Time	Utilizes cloud servers to avoid downtime.
Automated Backup	Offers automated backup facilities and plans for best-level data replication.
Best Follow Up	Provides customer support after deployment of the software for quick query resolution.

EMBASE Pro Suit is the ultimate solution for your educational institution's productivity needs. Our software is designed to optimize your processes, increase profitability, and enhance professionalism, providing you with an all-in-one solution to streamline your operations. We are committed to providing you with the latest technology and software tools to improve your institution's performance.

We offer excellent customer service, customized solutions, and flexible payment options. We believe that our software can help you achieve higher education quality, streamline your operations, and obtain higher marks from accreditation agencies.

5. **Problems faced by the Higher Education Institutions**

Here are the problems faced by Higher Education Institutions explained in more detail:

	Issue	Description
1	Poor e-governance	Many institutions lack a well-functioning e-governance system, which leads to inefficiencies in administration, poor data management, and a lack of transparency and accountability. This issue can cause delays and errors in decision-making, hamper communication between departments and stakeholders, and impact the overall quality of education.
2	Lack of Central Database	Many institutions struggle with the lack of a central database to store and manage student and institutional data. This makes it difficult to access and analyze data, and can result in data duplication and errors. This issue can impact the ability of institutions to make informed decisions, track student progress, and ensure compliance with regulatory requirements.
3	Outcome-Based Education Implementation	Many institutions struggle with implementing Outcome-Based Education, which requires a significant change in the teaching and learning process. This issue can affect the quality of education and student outcomes, as institutions may not be able to effectively align learning outcomes with program objectives and industry demands.

4	High Cost	The cost of delivering services to students is very high, which puts a strain on the resources of the institutions. This includes costs related to infrastructure, staffing, and technology. This issue can impact the financial sustainability of institutions, limit their ability to provide quality education, and make higher education less accessible to students from marginalized backgrounds.
5	Digital Transformation	The process of digital transformation of day-to-day activities is often slow and inadequate, which results in inefficient operations, poor communication, and a lack of collaboration between departments. This issue can hinder the adoption of new technologies and innovative practices, limit institutional agility and responsiveness, and impact the overall quality of education.
6	Managing Staff Duties and Responsibilities	Managing staff duties and responsibilities can be a challenging task, especially if there is a high turnover rate of teachers. This issue can impact the continuity and quality of education, lead to role confusion and burnout among staff, and affect the overall functioning of institutions.
7	Authority Monitoring	Ensuring that authorities and staff members carry out their duties effectively and efficiently is a challenge for many institutions. This issue can impact the quality of education, lead to breaches in ethics and standards, and damage the reputation of institutions.
		Issuing certificates such as Transfer Certificates (TC), Bonafide Certificates, Course Completion Certificates,

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

8	Certificate Issuing (TC, Bonafide, Course, Conduct)	and Conduct Certificates can be a time-consuming process that requires a lot of administrative work. This issue can impact the efficiency and effectiveness of institutions, lead to delays in student services, and result in errors and inaccuracies in certificates.
9	Data Entry at the Time of Admission	Data entry at the time of admission can be a time-consuming and error-prone process, especially if there is a large number of applicants. This issue can lead to delays in processing applications, cause errors and discrepancies in student data, and affect the overall quality of education.
10	Fee Collection/DCB Preparation	Managing fee collection and preparing detailed fee reports, such as the Demand Collection Balance (DCB), can be a complex and time-consuming process. This issue can impact the financial sustainability of institutions, lead to

6. **Problems Solved by EMBASE Pro Suit**

Administrative Solutions	Technological Solutions	Academic Solutions
Affordable cost	Admission Management	Outcome Based Education
Administrative structure	Student Information System	Curriculum Management
Role-based control	Self-assessment reports	Examination Management

Real-time attendance (Class, Engage, Event, Lett-off)	Real-time Communication	Assessment and Evaluation
Instant issue of certificates	System-driven institution	Academic Bank of Credits
Time table, Day order	Till-based fee collection, locking	
Time Slot Management (Time table, Day order)	Bulk ID card generation (Students and Staff)	
Verification of entries	Integrated accounts, DCBs	
Fusion-based data collection	Golive classroom, Recordings	
Learning management system	Integrated library, Gate entries	
Centre for Online Education	Blockchain using certificate issuing	
	Controller of Examination (Notification to Certificate issuing)	

EMBASE Pro Suit addresses various challenges faced by higher education institutions and provides solutions that cater to their needs. It offers affordable administrative and technological solutions to manage academic operations and provides academic solutions like curriculum management, examination management, assessment and evaluation, and academic bank of credits. By implementing EMBASE Pro Suit, HEI stakeholders can streamline their processes, enhance their efficiency, and focus on providing quality education to their students.

7. **EMBASE Pro Suit Plans**

SL	MODULES	BASIC	BASIC +	ADVANCED	ULTIMATE
1	ADMIN WEB APPLICATION	✓	✓	✓	✓
2	MENTOR APP: (ANDROID/IOS)	✓	✓	✓	✓
3	STUDENT/PARENT APPLICATION	✓	✓	✓	✓
4	USER MANAGEMENT	✓	✓	✓	✓
5	STUDENT MANAGEMENT	✓	✓	✓	✓
6	STAFF MANAGEMENT	✓	✓	✓	✓
7	NOC, STUDENT PROFILE	✓	✓	✓	✓
8	DEPARTMENTS	✓	✓	✓	✓
9	PROGRAMMES, BATCH MGT	✓	✓	✓	✓
10	COURSE STRUCTURE	✓	✓	✓	✓
11	STUDENT ATTENDANCE	✓	✓	✓	✓
12	ATTENDANCE ALERTS	✓	✓	✓	✓
13	INTERNAL ASSESSMENTS	✓	✓	✓	✓
14	BULK NOTIFICATION DASHBOARD	✓	✓	✓	✓
15	FEE COLLECT, REPORTS	✓	✓	✓	✓
16	ADVANCE COLLECT & REFUND	✓	✓	✓	✓
17	TRANSFER CERTIFICATE	✓	✓	✓	✓
18	COURSE/BONAFIDE CERTIFICATE	✓	✓	✓	✓
19	STUDENT/FACULTY TRANSFER	✓	✓	✓	✓
20	TUTOR MANAGEMENT	✓	✓	✓	✓
21	ROLE MANAGEMENT (USERS)	✓	✓	✓	✓

SL	MODULES	BASIC	BASIC +	ADVANCED	ULTIMATE
22	BULK SMS TEMPLATES	✓	✓	✓	✓
23	STAFF LEAVE		✓	✓	✓
24	ONLINE ADMISSION PORTAL		✓	✓	✓
25	INTEGRATED LIBRARY (EMCIAL)		✓	✓	✓
26	ID CARD – STUDENT		✓	✓	✓
27	APC / SAR / CCA / HAR REPORTS		✓	✓	✓
28	OLD QUESTION BANK		✓	✓	✓
29	CONSOLIDATED DCB REPORTS		✓	✓	✓
SL	MODULES	BASIC	BASIC +	ADVANCED	ULTIMATE
30	OPAC PORTAL			✓	✓
31	CLUB MANAGEMENT			✓	✓
32	HEALTH MANAGEMENT			✓	✓
33	AC. CALENDAR			✓	✓
34	DIGI LOCKER			✓	✓
35	EXTERNAL MARKS			✓	✓
36	TIME TABLE			✓	✓
37	DROP OUT RISKS			✓	✓
38	STUDENT SERVICES			✓	✓
39	MENTOR-MENTEE			✓	✓
40	LIBRARY GATE (IN/OUT)			✓	✓
41	FEEDBACKS			✓	✓
42	OBE BASIC ON ASSESSMENTS			✓	✓
43	SCHOLARSHIPS				✓
44	ADMISSION RANK LISTS				✓
45	CERTIFICATE COURSES				✓
46	CHOICE BASED CREDITS (CBCS)				✓

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

SL	MODULES	BASIC	BASIC+	ADVANCED	ULTIMATE
47	LEARNING MANAGEMENT SYSTEM				✓
48	MONITOR VIEW				✓
49	FACULTY MENTOR				✓
50	OBE ADVANCED				✓
51	FINANCE MANAGEMENT				✓
52	GRIEVANCE MANAGEMENT				✓
53	MULTI CAMPUS MANAGEMENT				✓
54	PAYMENT GATEWAY				✓
55	TRANSPORTATION MANAGEMENT				✓
56	ASSESSMENT ANALYSIS				✓
57	PLACEMENTS WEB APPLICATION				✓
58	PUBLIC APIs				✓

8. **EMBASE Pro Suit: Modules and its Features**

EMBASE Pro Suit Basic: Modules and its Features	
MODULES	**FEATURES**
1. **Admin Application**	✓ Admin application dashboard ✓ Available in web platforms
2. **Mentor Application**	✓ Available in android and iOS platforms ✓ Available in web platform
3. **Student Application**	✓ Available in android and iOS platforms ✓ Available in web platform
4. **User Management**	✓ Automatic user creation, link sharing to email ✓ Role based login (super admin/office/tutor/etc.) ✓ Reset of user details using registered mobile/email ✓ User suspend option (individual/bulk)
5. **Student Management**	✓ Student signup and Approval by the teachers ✓ Batch transfer facility of students ✓ Suspend option (roll out/ discontinued / resume) ✓ Export to excel (with required fields) ✓ Student reports and own template settings ✓ Student summary based on gender, caste, quota. ✓ Permission to the students on editing their data ✓ Student profile (a complete details of a student) ✓ Role based student data access to the teachers
Batch Management	✓ Bulk creation of batches based on admission year ✓ Batch: Programme with its admission year ✓ Semester or Year Wise batches ✓ Maximum term control

6.	**Staff Management**	✓ Staff signup and approval ✓ Faculty login and user dashboard ✓ Export to excel (with required fields) ✓ Self-assessment report for staff ✓ Faculty transfer facility (roles and courses) ✓ Department wise - tutor list ✓ Qualification and experience history ✓ Paper presentation records ✓ Seminar attendance and presentation records ✓ Record of book and journal publications
7.	**NOC, Student Profile**	✓ Student liability check ✓ Single screen profile of a student includes personal, admission, guardian info, each term exam results, attendance, conduct records, club memberships, library info, fee details
8.	**Departments**	✓ Department creation ✓ Head of the departments and their periods ✓ List of principals in order, active with duration
9.	**Programmes**	✓ Programs, graduations, sectors, specializations ✓ Sectors: Aided, Unaided Programmes ✓ Activate second language, displays
10.	**Course structure**	✓ Syllabus wise course updates & control ✓ Students internal/external mark registry ✓ Second language and student allocation ✓ Core, complementary, elective, open courses ✓ Open and Elective course selection by students ✓ Auto allocation of the student with specializations

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

		✓ Replication of courses
11.	**Student Attendance**	✓ Hourly attendance entry (real time attendance)
		✓ Open, core, common, language, elective attendance
		✓ Class, event, engage, let-off attendance
		✓ Group (combine), intra-group attendance
		✓ Copy option of attendance and roll number cards
		✓ Individual attendance entry on selected students
	Attendance Reports	✓ Hourly / daily / monthly / term attendance reports
		✓ Laddu report with present, late and absent report
12.	**Attendance Alerts**	✓ Consolidated hourly attendance reports
		✓ Absentee SMS template
		✓ Class and attendance suspend option
		✓ Attendance notification to parents (templates)
		✓ Course wise attendance with present-absent %
13.	**Internal Assessment**	✓ Mark entry and its control (enable/disable entry)
		✓ Grading and marks system with multi point scales
		✓ Option for selecting better marks out of more mark
		✓ Mark conversion and calculation with restriction
		✓ Direct mark entry and finalization
		✓ Direct prints for publication
14.	**Bulk Notification dashboard** (Limited service)	✓ Student bulk notification
		✓ Staff bulk notification
		✓ Individual, group general notification
		✓ Notification history
		✓ Fee due, attendance, lesson notification

15. **Fee Collect**	✓ Individual demand over the ledgers ✓ Fee Collect from student/ applicant and others ✓ Bulk and individual invoicing and its authorization ✓ Programme fee templates and its reports ✓ Customized receipts (2 Nos) ✓ Mode of collection: cash / bank / scholarship ✓ Verify/ un verify by the accountant and history ✓ Demand flows from various income sources
Fee Collect Reports	✓ Till based collection for the cashiers and its reports ✓ Daily, monthly and yearly collection reports ✓ Ledger wise, campus wise collection report
16. **Advance Collect & Refund**	✓ Collection from the students and applicants ✓ Advance transfer over the Collection (BETA) ✓ Advance collect, refund report and its history
17. **Transfer Certificates**	✓ Bulk transfer certificate (auto-fill) with QR code ✓ Multiple templates available ✓ TC register ✓ TC master for dynamic header, and footer controls ✓ Customization on templates with premium charges
18. **Course/Bonafide Certificates**	✓ Bulk course certificate (auto-fill) with QRC ✓ Multiple templates available ✓ Customizable with additional fee register ✓ Bona fide certificate (auto-fill) QRC, templates ✓ Bulk conduct certificates, header & footer controls

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

		✓ Customization on templates with premium charges
19.	**Student/Faculty Transfer**	✓ Batch transfer facility is available for students ✓ Fee correction and course allocations ✓ Course allocation of transferring faculties ✓ Role transfer of transferring faculties
20.	**Tutor Management**	✓ Tutorship for all terms under a batch ✓ Student accessibility based on tutorships ✓ Provisions to cancel the classes (Let-off attendance) ✓ Role-based control over the batchwise reports
21.	**Role Management**	✓ System access according to the role ✓ Multiple roles can be added to the users ✓ Access permissions can be added to the roles ✓ Role history by the users, Roles suspend option
22.	**SMS** **(as per TRAI rule)**	✓ Integrated admin panel and SMS purchase ✓ Auto-generated SMS for the fee due notification ✓ Fee collects SMS notification (BETA) ✓ General templated SMS notification (BETA)

EMBASE Pro Suit Basic Plus: Modules and its Features	
MODULES	**FEATURES**
23. **Staff Leave**	✓ Staff leave application from mobile application ✓ Approval by the reporting staff ✓ Email communications on leave transactions ✓ Validation of approved leaves by the authority ✓ Leave allocation of staff members ✓ Leave reports based on the validations ✓ Staff leave type and its control
24. **Application Portal**	✓ Apply online through college admission portal ✓ Upload marks and attachments ✓ Printout of the application with QR code ✓ Online application fee payments
Admission	✓ Section based controls for applications ✓ Verification by the authorities ✓ Fee demand over the fee template ✓ Online and offline fee payment
25. **Library**	✓ Book Adding as single and through copying ✓ QRC/barcode reading ✓ Quick transactions using barcode/QRC/RFID ✓ Single entry on book issue/ return/ renewal

		✓ Batch wise / department / individual history
		✓ Issue / return transaction history
		✓ Book statistics with subject and category
		✓ Library fine and its settlement
		✓ Dynamic control over book limits
		✓ DDC (Dewey Decimal Classification)
		✓ Periodicals records
26.	**Student ID Cards**	✓ ID Card templates upload
		✓ Download the student ID cards
		✓ ID card verification by student (BETA)
		✓ ID card printout as jpeg/pdf file (4 templates)
		✓ Customization on templates with premium charges
27.	**APC/SAR/CCA**	✓ Term attendance report printout with % cut off
		✓ Drat APC for publication to the notice board
		✓ APC printout and Export
		✓ Self-Assessment Report of teachers
		✓ Self-Assessment Report of students
		✓ Course-wise Consolidated Attendance (CCA)
28.	**OLD Question Bank**	✓ Previous year question papers
		✓ Upload and download options
		✓ Student access on mobile application
29.	**DCB Reports**	✓ Detailed/consolidated DCB report
		✓ Batch wise due sheet (ledger wise)

EMBASE Pro Suit Advanced: Modules and its Features	
MODULES	FEATURES
30. **LIBRARY OPAC**	✓ OPAC Search for library books ✓ Library naming ✓ Refined searches on books
31. **CLUB Management**	✓ Clubs and coordinator (by Admin) ✓ Student and staff members with designation ✓ Event creations under clubs ✓ Feedbacks and report of the events ✓ Printout of each program with its feedback
32. **Health Management**	✓ Vaccination settings ✓ Batchwise vaccinated students list ✓ Vaccination entry by a student, with attachment ✓ Vaccination Reports (DAV), with attachments
33. **Academic Calendar**	✓ Events on calendar, holiday marks ✓ Calendar view for all users
34. **Digi Locker**	✓ Certificate storage, Verified certificates ✓ Any time xeroxing of certificates ✓ Future references of certificates ✓ Certificates approval at the time of admission
35. **Result Analysis** (External marks)	✓ External Mark entry & control (enable/disable entry) ✓ Grading and marks system ✓ Basic result analysis ✓ Report on arrear students

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

		✓ External marks of the exams
		✓ Batch wise result analysis, arrears reports
		✓ Regular/improvement/supplementary reports
		✓ Gender wise, Category wise result analysis
		✓ Percentage range wise analysis
36.	**Time table**	✓ Static time table setting, Slot and day order settings ✓ Auto templated day order settings ✓ Batch wise time table (via drag & drop method) ✓ One Click template creation as per attendance practice ✓ Teacher and Student time table view ✓ Substitution request and acceptance action ✓ Halwa Report based on class attendance
37.	**Dropout Risks**	✓ Update dropout risk record ✓ Maintain the reasons of drop out ✓ Record the remedies against the dropout reason
38.	**Student Services**	✓ Mark the student learner level (10 points) ✓ Mark the student disciplinary level (10 points) ✓ Mark the graduate generation of student (1st/2nd) ✓ Differently abled student records
39.	**Mentor - Mentee**	✓ Mentor – mentee allocation ✓ Communications with mentee ✓ Record the data of mentees, starring ✓ Record achievements/goals/strength/weakness

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CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

		✓ Problems and ATR (Action Taken Reports) (BETA) ✓ Mentee report file and exports (BETA) ✓ Complete profile, assessments, attendance of mentees
40.	**Library Gate**	✓ Library gates with RFID/BARCODE ✓ Library in-out (visits) reports
41.	**Feedback Management**	✓ Add departmental and course feedbacks ✓ Feedback questionnaire and score settings ✓ Control on feedback evaluation ✓ Report on feedbacks with calculations
42.	**OBE Basic On Assessments**	✓ Programme Objectives (PO) settings ✓ PSO, PEO Mapping ✓ Course Objectives (CO) settings ✓ Setting up of competence threshold and benchmarks ✓ CO-PO Mapping and mapping correlations ✓ Question paper settings only for tabulation ✓ Mark entry and its tabulation ✓ Calculation of course attainments

EMBASE Pro Suit Ultimate: Modules and its Features	
MODULES	**FEATURES**
43. **Scholarship Management**	✓ Scholarship master ✓ Companies and organizations as scholarship providers

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

	✓ Scholarship information of students, summary
44. **Admission Rank Lists**	✓ Admission control over the intake (BETA)
	✓ Application report and statistics
	✓ Rank list based on qualifying exam marks
45. **Certificate Courses**	✓ Certificate courses and strengths
	✓ Fee collections
	✓ Attendance on courses
	✓ Course reports
46. **CBCSS**	✓ Courses based on course mode
	✓ Open/elective courses selection by the students
	✓ Course selection approval by the teachers
	✓ Course credits of each course
	✓ Grading system and auto scaling
	✓ Calculation of terminal marks based on course credits
47. **Integrated Learning (LMS)**	✓ Creation, control and edit weekly lesson executions
	✓ Add lessons under weeks, lesson attendance
	✓ Create and conduct online exams / assignments
	✓ Exam and assignment marks entry
	✓ Add externals video source link
	✓ Add pre-recorded pdf, ppt and videos
	✓ Enable / disable student's view option
	✓ Audio and text chat one every lesson
	✓ Teacher activity report: based on class activities

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Go Live **(Virtual Classroom)** Add on Module	✓ Multipurpose permanent online classroom ✓ Create schedules and live classes ✓ Recorded streaming view for students ✓ Own Classroom purchase for the institution ✓ Attendance through online class ✓ File sharing on go live classroom ✓ White board features and multi slides ✓ Permitted presentation for students ✓ Public and private chats, polls
48. **Monitor View** **(Weekly/Monthly/Yearly)**	✓ Monitoring the major functionalities ✓ Fee collection, Application, Admission, Library, etc.
49. **Faculty mentor**	✓ Assign faculty mentor ✓ Create mentoring reports ✓ Prepare the mentoring notes ✓ Mentoring report: at Admin application
50. **Outcome Based** **Education Advanced**	✓ Lesson and question: cognitive level & CO setting ✓ Understanding of OBE by students ✓ Simple analysis based on OBE ✓ Students individual performance ✓ Student's course attainment level ✓ Awareness and analysis of OBE
51. **Finance** **Management** **(Double entry system)**	✓ Payment/receipt/contra/journal, opening entries ✓ Copy journal option and Journal reports ✓ Bank reconciliation and bank statements ✓ Day book, cash register and bank statement

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

		✓ Ledger reports, journal reports, balance sheet
		✓ Trial balance (2, 6 cols), detailed, consolidated,
		✓ Date wise Trial balance report
		✓ Receipt & payment Report with custom duration
		✓ Profit & loss report, cash flow report
		✓ Account finalization (BETA)
		✓ Manual and automatic voucher number
		✓ Financial year settings and switching option
		✓ Easy posting of remittance and advance journals
		✓ Application of campus cost centers
		✓ Multiple accounts management
52.	**Grievance Management**	✓ Create grievance by the stakeholders ✓ Forward to the respective members ✓ Track the grievances ✓ Tracking Reports
53.	**Multi Campus Management**	✓ Create and manage various institutions in campus ✓ Campus based reports ✓ Campus user management ✓ Multi campus users, campus access
54.	**Payment Gateway**	✓ Customized multiple payment gateway integration ✓ ATOM/HDFC/SIB/PNB/Paytm/PayU Money, etc. ✓ Application fee collection by the applicant ✓ Fee collection through student/parent app
55.	**Transport Management**	✓ Student transport, add trips and its routes ✓ Allocation of vehicles

56. **Assessment Analysis**	✓ Rank rules settings
	✓ Rank generation based on assessment results
	✓ Rank publication to the students
	✓ Analysis based on the internal assessments
57. **Placement Portal**	✓ Separate portal available for placements
	✓ Job applicant's registrations
	✓ Company registration
	✓ Vacancy posting
58. **Public APIs**	✓ Public APIs are available for integrating platforms
	✓ College website can develop using the API's data
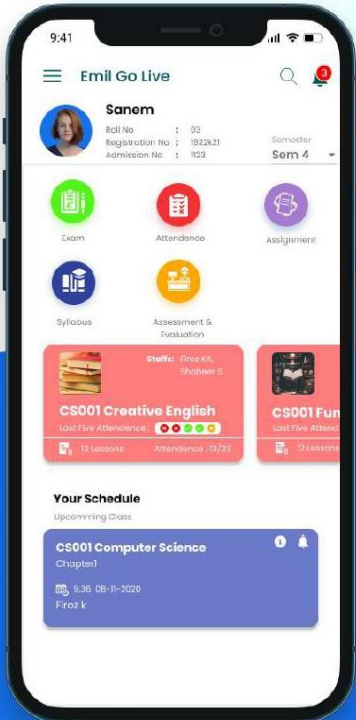
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	✓ Add the student to trip with installment option
	✓ Fee demands to selected duration
	✓ Transportation report by trip

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

9. Mobile Applications

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

10. **EMBASE Pro Suit Student (✓)/ Parent (⬤) Plans**

SL	MODULES	BASIC	BASIC PLUS	ADVANCED	ULTIMATE
1	MY ACCOUNT	✓	✓	✓	✓⬤
2	DEPARTMENT	✓	✓	✓⬤	✓⬤
3	COURSES	✓	✓	✓	✓
4	FEE PAYMENT AND DUES	✓⬤	✓⬤	✓⬤	✓⬤
5	NOTIFICATIONS & SMS	✓⬤	✓⬤	✓⬤	✓⬤
6	ATTENDANCE REPORTS	✓⬤	✓⬤	✓⬤	✓⬤
7	INTERNAL ASSESSMENTS	✓⬤	✓⬤	✓⬤	✓⬤
8	QUESTION BANK		✓	✓	✓
9	DIGI-LOCKER (DOCUMENTS)		✓	✓	✓
10	CCA / NOC		✓⬤	✓⬤	✓⬤
11	VIRTUAL ID CARDS		✓⬤	✓⬤	✓⬤
12	EXTERNAL MARKS			✓⬤	✓⬤
13	ACADEMIC CALENDAR			✓⬤	✓⬤
14	LIBRARY GO			✓	✓
15	FEEDBACKS & OBE (BASIC)			✓	✓⬤
16	OBE STRUCTURE (BASICS)			✓	✓
17	SCHOLARSHIPS			✓⬤	✓⬤
18	TUTORIAL REPORTS			✓⬤	✓⬤
19	MENTOR MENTEE			✓⬤	✓⬤
20	TIME TABLE & DAY ORDERS			✓	✓
21	GRIEVANCE MANAGEMENT				✓⬤
22	LEARNING MGT SYSTEM				✓
23	CERTIFICATE COURSE				✓
24	OBE (ADVANCED)				✓
25	ASSESSMENT ANALYSIS				✓⬤

11. **EMBASE Pro Suit Support Services**

SL	SERVICES	BASIC	BASIC PLUS	ADVANCED	ULTIMATE
1	IMPLEMENTATION SUPPORT	✓	✓	✓	✓
2	INCUBATION SUPPORT	✓	✓	✓	✓
3	TOLL FREE CONTACTS	✓	✓	✓	✓
4	FAQ & CHAT BOT SUPPORT	✓	✓	✓	✓
5	FREE ONLINE TRAINING	✓	✓	✓	✓
6	TUTORIALS	✓	✓	✓	✓
7	OFFLINE TRAINING		✓	✓	✓
8	ONSITE SUPPORT			✓	✓
7	QUERY MANAGEMENT SYSTEM			✓	✓
8	INDIVIDUALISED SUPPORT				✓

12. **Our technologies**

Angular	Flutter	Laravel	MariaDB	MongoDB	Web RTC	AWS

Angular is a platform and framework for building single-page client applications using HTML and TypeScript. Angular is written in TypeScript. It implements core

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

and optional functionality as a set of TypeScript libraries that you import into your applications.

Flutter is an open-source UI software development kit created by Google. It is used to develop cross-platform applications for Android, iOS, Linux, macOS, Windows, Google Fuchsia, and the web from a single codebase.

Laravel Passport is an easy way to set up an authentication system for your API. As a Laravel package, it uses an OAuth2 server to perform authentication, creating tokens for user applications that request to interface with the API it protects, and only granting them access if their tokens are validated.

EC2 and AMI: The EC2 is used for creating the virtual server instance. The AMI is the EC2 virtual machine image. ECS provides container services such as docker and the AWS lambda is used to run the code without a server.

Amazon Simple Notification Service is a notification service provided as part of Amazon Web Services since 2010. It provides a low-cost infrastructure for mass delivery of messages, predominantly to mobile users.

AWS Route 53 DNS service connects user requests to ELB load balancers, Amazon EC2 instances, Amazon S3 buckets, and other infrastructure running on AWS.

Amazon EFS -Amazon Elastic File System Accelerate data science. Easier to use and scale, Amazon EFS offers the performance and consistency needed for machine learning (ML) and big data analytics

Amazon CloudFront is a content delivery network operated by Amazon Web Services. Content delivery networks provide a globally-distributed network of proxy servers that cache content, such as web videos or other bulky media, more locally to consumers, thus improving access speed for downloading the content.

Amazon Athena helps to analyze unstructured, semi-structured, and structured data stored in Amazon S3. Examples include CSV, JSON, or columnar data formats such as Apache Parquet and Apache ORC. You can use Athena to run ad-hoc queries using ANSI SQL, without the need to aggregate or load the data into Athena.

CloudWatch enables you to monitor your complete stack (applications, infrastructure, network, and services) and use alarms, logs, and events data to take automated actions and reduce mean time to resolution (MTTR). This frees up important resources and allows you to focus on building applications and business value.

13. **Add ON Modules and its Features**

MODULES	FEATURES
1. **Library GO (Advanced Library Module)**	✓ Self-issue/transfer through mobile app ✓ Upgrade on NFC/RFID (rated as per market price) ✓ Library automation (with QRC) ✓ Theft gate on NFC/RFID (rated as per market price) ✓ Library users in/out register ✓ Users Barcode settings (Bulk)

2.	**Lab Management**	✓ Inventory management ✓ Stock management ✓ Usage of equipment and reports ✓ Student breakage report and settlement
3.	**Hostel Management**	✓ Add hostels and beds, student allocations ✓ Fee templates ✓ Admission and transfer ✓ Locker and securities ✓ Hostel in/out register
4.	**Canteen Management**	✓ Sell/allocate lunch coupons ✓ Print coupons using barcoded ID card ✓ Thermal printing platform ✓ Reports: daily and period wise
5.	**Exam Scheduler**	✓ Add Exam notifications ✓ Prepare exam time tables for internal/external ✓ Assign exam rooms and numbering ✓ View and settings of each seat with row, column number ✓ Assign invigilators with their rotation cycle ✓ Allocate the students to seating positions ✓ Jump allocation method over rows and columns

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

6.	**Accreditation** **(NAAC)**	✓ AQAR report entry by selecting each academic year ✓ Mass data collection to AQAR report ✓ IQAC verification and data correction ✓ Auto collective data system ✓ AQAR pdf reports and Print
7.	**Library iO Book** **(In Out Register)**	✓ Check in and Out using QR/ Barcode ✓ Entry can be done using QR/Barcode reader ✓ Recent check in and out can see on the dashboard ✓ Statistics of the check in and out ✓ Report can be exported during a selected period
8.	**Placement Portal**	✓ Create placement drive and open for registrations ✓ Candidates can register through the designated portal ✓ Companies are able to post their details of vacancies ✓ Approval of the companies registered ✓ Report on candidates and companies registered
9.	**Smart Payroll**	✓ E-pushing to Embase Pro Suit from FP device ✓ Staff in/out register, Leave management ✓ Contract of the employees ✓ Salary calculation and sheet preparation ✓ Pay slip generation on payslip batches

Multi-Purpose Permanent Virtual Class Room

MPPVCR is used to conduct the online audio, video, and whiteboard facilities. MPPVCR can be used for taking classes' batch-wise, group-wise and conducting staff meetings.

The College can be used for unlimited and can be allocated to the batches at any time.

Term	Max Class Strength	Price (USD) / Month
Min 3 Months	60	40.00

14. **Developing Modules and Features**

MODULES	FEATURES
Smart XR Labs	✓ Augmented Reality (AR) contents ✓ Study materials using AR technology ✓ Facility to implement VR Labs
Account Management	✓ Financial auditing and audit locking ✓ Budgeting, procurement, asset management ✓ Manager report for yearly comparison
Question Pool	✓ Create questions to each course ✓ Set the easy/ difficult / average questions ✓ Set cognitive level and CO (Course Objective) ✓ Set part wise questions and in various methods ✓ Create question papers with question code

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

	✓ Download, print the questions
DDFS (Digital Document Filing System)	✓ Create inwards, follow up ✓ Numbering and forwarding ✓ Add comments and attachments ✓ Approval and filing, follow up, notes ✓ History of each in wards ✓ Monitoring and call backs of in wards
Asset Register	✓ Purchase request, purchase order, numbering ✓ Purchase entry, stock movement, stock report

CoE Modules - Plans

SL	CoE - MODULES	STARTER	ADVANCED	ULTIMATE
C	COE ADMIN WEB APPLICATION	✓	✓	✓
E	COE TEACHERS APP: (EMBASE)	✓	✓	✓
S	COE STUDENTS APP: (EMBASE)	✓	✓	✓
1	COE USER MANAGEMENT	✓	✓	✓
2	COE SECURITIES	✓	✓	✓
3	SMS COMMUNICATIONS	✓	✓	✓
4	CIRCULAR MANAGEMENT		✓	✓
5	GRIEVANCE MANAGEMENT			✓
6	EMAIL COMMUNICATIONS			✓
7	MEETING MINUTES & RECORDS			✓
8	EXAM ACCOUNTS MANAGEMENT			✓
PRE EXAMINATIONS				
9	PROGRAMME MANAGEMENT	✓	✓	✓
10	COURSE MANAGEMENT	✓	✓	✓
11	ASSESSMENTS (MARKS)	✓	✓	✓
12	STUDENT REGISTRATION	✓	✓	✓
13	COURSE REGISTRATION	✓	✓	✓
14	EXAM NOTIFICATIONS	✓	✓	✓
15	EXAM APPLICATIONS	✓	✓	✓
15	EXAM FEE TEMPLATES	✓	✓	✓
16	HALL TICKET DOWNLOADS	✓	✓	✓
17	APC SUBMISSION	✓	✓	✓
18	APPLICATION REJECTION	✓	✓	✓
19	TIME TABLE MANAGEMENT	✓	✓	✓

20	INTERNAL MARK TRANSFER	✓	✓	✓
21	CBCS		✓	✓
22	CURRICULUM FRAMEWORKS			✓
23	COURSE DESIGNING			✓
EXAMINATIONS				
24	ROOM & SEAT RESERVATIONS	✓	✓	✓
25	BUNDLING MANAGEMENT	✓	✓	✓
26	INVIGILATION MANAGEMENT	✓	✓	✓
27	EXAM ATTENDANCE	✓	✓	✓
POST EXAMINATIONS				
28	VALUATION MANAGEMENT	✓	✓	✓
29	POST VALUATIONS	✓	✓	✓
30	RE-VALUATIONS	✓	✓	✓
31	MODERATIONS	✓	✓	✓
32	RESULT PUBLICATION	✓	✓	✓
33	RULE MANAGEMENT		✓	✓
34	TEACHERS FEEDBACKS			✓
RESULT ANALYSIS AND OBE				
35	BASIC ANALYSIS	✓	✓	✓
36	DETAILED ANALYSIS		✓	✓
37	FINAL RESULT WISE OBE			✓
38	OBJECTIVE COURSE WISE OBE			✓
TEACHERS APPLICATION				
1	NOTIFICATIONS	✓	✓	✓
2	TIME TABLE	✓	✓	✓
3	INVIGILATIONS	✓	✓	✓
4	STUDENT ATTENDANCE	✓	✓	✓

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

5	VALUATION NOTIFICATIONS		✓	✓
6	INTERNAL MARK TRANSFER			✓
STUDENT APPLICATIONS				
1	REGISTRATION	✓	✓	✓
2	COURSES	✓	✓	✓
3	NOTIFICATIONS	✓	✓	✓
4	EXAM APPLICATION	✓	✓	✓
5	ONLINE FEE PAYMENT	✓	✓	✓
6	TIME TABLE	✓	✓	✓
7	HALL TICKET DOWNLOAD	✓	✓	✓
8	SEAT POSITION	✓	✓	✓
9	EXAM ATTENDANCE	✓	✓	✓
10	MARK LIST	✓	✓	✓
11	REVALUATION APPLICATION		✓	✓
12	XEROXING APPLICATION		✓	✓
13	RESULTS		✓	✓
14	COURSE ATTAINMENT (OBE)			✓
15	RANK INFO			✓
16	GRACE MARK APPLICATION			✓
17	CERTIFICATE APPLICATION			✓
18	CONVOCATION APPLICATION			✓
19	EXAM FEEDBACKS			✓
20	ONLINE CERTIFICATE VERIFICATION			✓
21	CREDIT TRANSFER			✓

15. **CoE. (Controller of Examinations) Modules & Features**

MODULES	FEATURES
CoE. Securities	✓ Separate dashboard and control panel ✓ Triple lock system on data entries ✓ Locking of the data entered. ✓ Staff management (internal and external) ✓ Users and role management
Course Structure CoE. Pre-Examination	✓ Departments and programmes ✓ Course structure and designs ✓ Open Course selection ✓ Credit semester system
CoE. Examinations CoE. Pre-Examination	✓ Registration notifications ✓ Registration using EMBASE connect ✓ Student course wise data corrections (EMBASE) ✓ Auto and manual course allocations ✓ Eligibility cross checks and rejections ✓ Open course approval
Application portal CoE. Pre-Examination	✓ Portal for exam registration and applications ✓ Fee template master for examinations ✓ Payment gateway for remitting the fees ✓ Issue of hall tickets ✓ APC submission ✓ Pure list of candidates (after removal of ineligible)

Seat reservations CoE. Examinations	✓ Examination time schedules ✓ Invigilators pool and allocations ✓ Seat management and seating model ✓ Room reservations (manual and auto mode) ✓ Seat reservations (manual and auto mode) ✓ Seating arrangement verification or locking ✓ Seat position SMS communication
CoE. Examinations Bundling	✓ Auto bundling with QR codes and PIN ✓ Foil cards and attendance sheets
CoE. Examinations Invigilation	✓ Invigilation ✓ Attendance marking by the invigilators
CoE. Post Examinations Tabulation	✓ Time table for valuations ✓ Valuer's pools and allocations (first and second) ✓ Tabulations and reports ✓ Tabulation locking ✓ Multiple valuation entries based on criteria ✓ Internal marks mapping ✓ Moderation entries (automated on templates)
CoE. Post Examinations Results	✓ Result analysis ✓ Result publications ✓ Application for duplicate answer sheets ✓ Revaluation settings and reports, corrections ✓ Republishing based on revaluations ✓ Mark/grade card printing ✓ Marks card distributions

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

Credit transfer	✓ Credit transfer single window
CoE. Examinations	✓ Application for credit transfer
	✓ Approval of credits and mapping of credits
NEP 2020	✓ MoU with constituent or cluster institutions
With Nation's Vision	✓ Exchanging of faculties and tools
	✓ Modifications based on NEP
	✓ Automation of CoE with its QMS
	✓ Multidisciplinary education system

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

16. **OBE Implementation Steps**

Here are the eight steps for tracking and measuring course attainment in OBE.

Step	Description
1	Define the learning outcomes for the course.
2	Develop assessments that align with the learning outcomes.
3	Administer assessments to students to measure their attainment of the learning outcomes.
4	Collect and analyze assessment data to determine student attainment of the learning outcomes.
5	Compare the assessment data to established benchmarks or standards.
6	Identify areas where students are not meeting the desired learning outcomes.
7	Implement changes to instruction and assessment to improve student attainment of the learning outcomes.
8	Repeat the assessment process regularly to ensure ongoing improvement in student attainment of the learning outcomes.

It's important to note that the assessment data collected in step 4 can be used to inform the instructional design and delivery process in step 7. The OBE approach is designed to be iterative and continuous, with ongoing feedback and improvement at each step of the process.

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

To Download OBE Related Materials
Scan QR Code

DCBC101

Reg. No.

I Semester B.Com./LSCM/A&F/TTM/IAS/DA.

Degree Examination, May/June - 2022

COMMERCE

Financial Accounting

(NEP CBCS Semester Scheme 2021-2022 Regular)

Time : 2½ Hours   Maximum Marks : 60

Instructions to Candidates:

Answers should be written completely in English only.

SECTION - A

Answer any **Five** sub questions. Each sub question carries **Two** marks.   (5×2=10)

1.   a.   What are Accounting standards?
      b.   What is cash basis of Accounting?
      c.   Give the meaning of sole proprietor.
      d.   What is Del - credere commission?
      e.   What is Royalty?
      f.   What is Environmental Accounting?   **CO1**
      g.   What is Digital Transformation of Accounting?   **Understanding**

Sample Question paper model with learning objectives and cognitive outcome:

Here are the steps for implementing rubrics in Outcome-based education (OBE) for higher education in a table format:

58

Step	Description
1	Define the learning outcomes for the program or course.
2	Develop rubrics that align with the learning outcomes and assessments.
3	Provide students with the rubrics at the beginning of the course or assignment.
4	Use the rubrics to assess student work and provide feedback
5	Collect and analyze assessment data to determine student attainment of the learning outcomes.
6	Compare the assessment data to established benchmarks or standards.
7	Identify areas where students are not meeting the desired learning outcomes.
8	Implement changes to instruction and assessment to improve student attainment of the learning outcomes.
9	Repeat the assessment process regularly to ensure ongoing improvement in student attainment of the learning outcomes.

It's important to note that the use of rubrics provides a clear and objective way to assess student work and provide feedback to students. Rubrics can also be used to guide instruction and ensure that students are meeting the desired learning outcomes. The OBE approach is designed to be iterative and continuous, with ongoing feedback and improvement at each step of the process.

17. **How to start EMBASE PRO SUIT in your institute?**

Five Steps to Implement EMBASE PRO SUIT

1. Handover the institution address, contact person, email.

2. Sign the agreement: Scan and send to EMBASE. Transfer the payment as per the sale order.

3. EMBASE PRO SUIT sends the domain for signing up the institution admin, credentials will be received through email.

4. Update the institute profile, add the department and programme

5. Staff and students sign ups. Add the syllabus and assign the students to each programme, mark the attendance.

How long to migrate the Data into EMBASE PRO SUIT?

Staff: Create an account through the domain provided and get approval from Admin; Staff will receive an email with credentials.

Student: Create account through the domain provided and get approval from Tutor/HOD/Admin; Student will be received an email with credential.

Roll Number: It can be assigned for each student of a particular batch in a single click by any of the defined order.

Teacher: create courses (students will be assigned while creating courses).

LMS: start classes on EMIL as live and start to upload the pre-recorded lesson like video, powerpoint slides, pdf files.

Attendance: mark the attendance by the respective teachers.

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

18.   **Pricing**

EMBASE Pro Suit Application: Rates (INR)

Plan / Pricing	Basic (In INR)	Basic Plus (In INR)	Advanced (In INR)	Ultimate (In INR)
360 days	180.00	300.00	360.00	696.00
30 days	18.00	30.00	36.00	70.00

Min: 90 days	300 users	300 users	300 users	300 users

@ Tax Included Price

Model: Subscriptions

Scan & calculate your price
       (Price Calculator)

embase.in

EMBASE CoE Application: Rates (INR)

Plan / Pricing	Starter (In INR)	Advanced (In INR)	Ultimate (In INR)
360 days	120.00	210.00	300.00

Min: 360 days	500 users	500 users	500 users

@ Tax Included Price

Model: Subscriptions

---

19. Purchase Order

EMBASE Pro Suit Pvt. Ltd
#201 Digital Square
Building, Kannamangalam
PO, Near Airport, Malappuram, Kerala
676305
Toll Free: 1800 123 8700

PURCHASE ORDER

DATE	
PO #	

CUSTOMER ADDRESS

Name   :
Address :

Pin Code:
Ph.No.   :

DELIVERY TO

Address:

SL	Item Name & Description	QTY	Unit Price	Total
1	EMBASE Pro Suit Ultimate version	___Users	696.00	
2	EMBASE Pro Suit Advanced version	___Users	360.00	
3	EMBASE Pro Suit Basic Plus version	___Users	300.00	
4	EMBASE Pro Suit Basic version	___Users	180.00	
	Minimum number of Staff/Student users Refer EMBASE Pro Suit Prices			
	n-number of students without login access			

Comments or Special Instructions

Total

Seal & Signature: (Share, Scan image of this sheet).
SPLO/2022/M500

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20. Our Clients

List
Continues

A Complete e-Governance Guide

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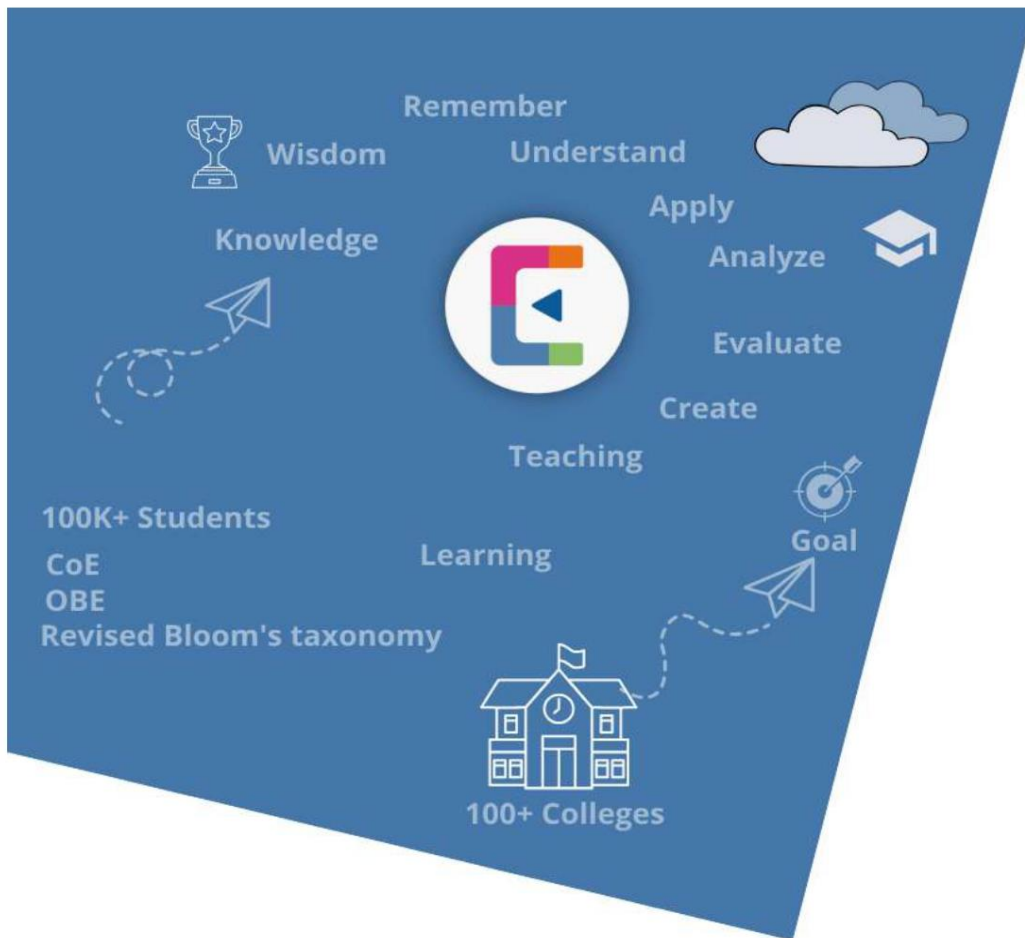
EMBASE Pro Suit Private Limited

📍 #Room No. 10/572, MGU Innovation Foundation
Priyadarshini Hills , Kottayam, Kerala, India, PIN: 686562
CIN: U72900KL2021PTC071582 | GSTIN: 32AAGCE7026B1Z7 Mobile:
8593888901,902,903,904

| Malappuram | Kottayam | Chennai |

Toll Free: 1800 123 8700

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

An ISO/IEC 27001: 2013 Certified Company

EMBASE

Emdot   Mincetech's   Brilliance   Application   Software   Education

PRO SUIT

Professional   Productive   Profitable

A Complete

E-GOVERNANCE
guide for arts and science colleges

100+

COLLEGES

egov.embase.in

E-Governance | College Administration & Academics Management

Dr. Ison V. Vanchipurackal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-686 561

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

2.Internet Leased Line Documents

Enterprise Business Division
O/o Principal General Manager
BSNL Bhavan, Pulimood Junction
Kottayam- 686001

भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

Ltr No -KTM /EB /2024-25 / Gen/4   dated at Kottayam the 14.08.2024

To whomsoever it may concern

This is to certify that Kuriakose Elias College, Mannanam is availing one Internet

Leased Line over GPON with bandwidth 100 Mbps(1:1) from BSNL. This certificate is

issued as per the request from the customer.

Yours Sincerely,

Surjith D Sasi
उप मंडल इंजीनियर (इ.बी)
Sub Divisional Engineer (EB)
बी.एस.एन.एल., कोट्टयम
B.S.N.L., Kottayam

Regd. & Corporate Office: Bharat Sanchar Bhavan, H. C. Mathur Lane, Janpath, New Delhi-110001
Corporate Identity Number (CIN): U74899DL2000GOI107739
www.bsnl.co.in

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

भारत संचार निगम लिमिट्ड

(भारत सरकार का उद्यम)

प्रधान महाप्रबंधक -दूरसंचार का कार्यालय

कोट्टयम - 686001

ഭാരത് സഞ്ചാർ നിഗം ലിമിറ്റഡ്

(ഒരു ഭാരത സർക്കാർ സ്ഥാപനം)

ടെലികോം ജില്ലാ പ്രിൻസിപ്പൽ ജനറൽ

മാനേജരുടെ കാര്യാലയം, കോട്ടയം-686001

Connecting India

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Office of the Principal General Manager, Telecom, Kottayam - 686 001

(Supplier's Address: BSNL Kerala Circle Office, Pmg Junction, Vikas Bhavan Post, Thiruvananthapuram-695033, Kerala)

LEASED CIRCUIT INVOICE

NAME & COMMUNICATION ADDRESS OF THE CUSTOMER

THE PRINCIPAL KURIAKOSE ELIAS COLLEGE

MANNANAM P O

KOTTAYAM 686561

Billing Account No.	**7000301472**
Customer ID	7000301471
Circuit ID	1000238823

DEMAND NOTE SUMMARY

Invoice No.	NDCKL2300115037
Invoice Date	18-04-2023
Bill period	11.11.2022– 30.06.2023
Pay By Date	10.05.2023
SUMMARY OF CHARGES	
RENT Rs.	1,70,566
GST (18%) Rs.	30,702
TOTAL CHARGES Rs.	2,01,268/- (Two Lakh One Thousand Two Hundred and Sixty Eight Only)

BSNL GST REGISTRATION NUMBER - 32AABCB5576G5ZQ
BSNL PAN NUMBER - AABCB5576G
BSNL CIN - U74899DL2000GOI107739

KOTTAYAM

18.04.2023

Accounts Officer (VAS),
O/o PGMT, BSNL,
BSNL Bhavan, Kottayam - 686001
0481-2560800

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

भारत संचार निगम लिमिट्ड

(भारत सरकार का उद्यम)

प्रधान महाप्रबंधक -दूरसंचार का कार्यालय

कोट्टयम - 686001

ഭാരത് സഞ്ചാർ നിഗം ലിമിറ്റഡ്

(ഒരു ഭാരത സർക്കാർ സ്ഥാപനം)

ടെലികോം ജില്ലാ പ്രിൻസിപ്പൽ ജനറൽ

മാനേജരുടെ കാര്യാലയം, കോട്ടയം-686001

Connecting India

BHARAT SANCHAR NIGAM LIMITED

(A Govt. of India Enterprise)

Office of the Principal General Manager, Telecom, Kottayam - 686 001

(Supplier's Address: BSNL Kerala Circle Office, Pmg Junction, Vikas Bhavan Post, Thiruvananthapuram-695033, Kerala)

LEASED CIRCUIT INVOICE

NAME & COMMUNICATION ADDRESS OF THE CUSTOMER

THE PRINCIPAL KURIAKOSE ELIAS COLLEGE

MANNANAM P O

KOTTAYAM 686561

Billing Account No.	7000301472
Customer ID	7000301471
Circuit ID	1000238823

DEMAND NOTE SUMMARY

Invoice No.	NDCKL2300115037
Invoice Date	03-06-2023
Bill period	01.07.2023– 30.09.2023
Pay By Date	26.06.2023
SUMMARY OF CHARGES	
RENT Rs.	80000
GST (18%) Rs.	14400
TOTAL CHARGES Rs.	94400/- (Ninty Four Thousand Four Hundred Only)

BSNL GST REGISTRATION NUMBER - 32AABCB5576G5ZQ

BSNL PAN NUMBER - AABCB5576G

BSNL CIN - U74899DL2000GOI107739

KOTTAYAM

03.06.2023

Accounts Officer (VAS),

O/o PGMT, BSNL,

BSNL Bhavan, Kottayam - 686001

0481-2560800

Dr. Ison V. Vanchipurackal

PRINCIPAL

KURIAKOSE ELIAS COLLEGE

MANNANAM, KERALA-686 561

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

3.Website of the College

ipsr solutions ltd
redefining excellence

Agreement

The parties **M/s. KE College, Mannanam** & **ipsr Solutions ltd, Kottayam** hereby acknowledge that they have read this entire agreement and agreed to the bound by the terms and conditions contained therein. Agreement based on the proposal number **IPSR19032020**.

In witness whereof, the parties here to have caused this agreement to be executed from the date of advance payment.

M/s. Kuriakose Elias College , Mannanam P.O,Mannanam, Kottayam 686 561	Ipsr solutions ltd Merchant Association Building M L Road, Kottayam. Pin-686 001
Name : Dr. BRIGIT PAUL	Name : Sunish Kumar
Signature :	Signature :
Designation : PRINCIPAL	Designation : Sr.Manager Technical Services
Date : 22nd June 2020	Date : 22nd June 2020

Witnesses

1. Name : Fr. DR. XAVIER C S Signature :	2. Name : Akhilkumar Signature :

Contact Details of M/s. Kuriakose Elias College
Land Phone No : 04812597074
Mobile No : 9446201256
E-mail id : kecollegemnm@gmail.com

Payment Details:

Grand Total : INR 97,500.00 (Inclusive of Tax 18%)
(Indian Rupees Ninety seven Thousand Five Hundred Only)

Advance amount(50%) : 48,750 INR
Balance Amount(50%) : 48,750 INR

Merchants' Association Bldg , M.L. Road, Kottayam. Tel. 0481-2301085, 2561410/20
II Floor, Vyapar Bhavan, Bank Road, Kozhikode. Tel 0495-2761776, 2768129
Illom lane, Palliam Road, Kochi, Tel 0484-2366258
IPSR IT Finishing School, Gilgal IT Park, Edappally, Kochi, Tel.0484-2344560
Brindavan Building, Thampanoor, Thiruvananthapuram. Tel 0471-2330008
E-mail: contact@ipsrsolutions.com   Website www.ipsr.edu.in   www.ipsrsolutions.com
CIN: U72200KL2000PLC014239

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

Ipsr solutions limited

Merchant's Association Building, ML Road, Kottayam - CIN No: U72200KL2000PLC014239

Phone No.:04812301085,2561410,2561420, Email :sales@ipsrsolutions.com
GSTIN : 32AAACI8464M1ZA ,STATECODE : 32 - KERALA

TAX INVOICE

Invoice No :BOW-054/2020-21

Date : 23/June/2020

To
The Principal,
Kuriakose Elias College,
Mannanam P.O,Kottayam, Kerala, 686561.

SI No	Description of Service	AMOUNT
1	Website Revamp - (Phase I)	40,966.39
	GST @ 18%	7,373.95
	Flood Cess @1%	409.66
	Grand Total	48,750.00

In Words : Forty eight thousand seven hundred and fifty Only

E&OE

For: ipsr solutions limited

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

M Gmail

Greetings from IPSR Team | Bank Account Details
1 message

Sales ipsr solutions ltd <sales@ipsrsolutions.com>
To: keciqac@gmail.com

Mon, Jun 22, 2020 at 12:00 PM

Dear Father,

Greetings from IPSR Team,

Thank you for the valuable time and your interest in our products and services.

Please see the account details below:

Account Details
=======================================
SYNDICATE BANK KOTTAYAM BRANCH
Account Name IPSR Solutions Ltd
Account Number 43501250000801
IFSC CODE SYNB0004350
=======================================

Regards,
Megha Sudheer.
Sales & Support wing ipsr Group
+91820712047, +91 481-2561410 / 20
ML Road, Kottayam,Kerala,India.
www.ipsr.edu.in, www.ipsrsolutions.com
INDIA: Trivandrum|Kottayam|Kochi|Calicut|Bangalore|CyberPark.
UK: London

We create IT Products & Professionals for

Universities   Corporates   Colleges   Entrepreneurs

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

ipsr solutions ltd
redefining excellence

Revised Project Proposal of Website Revamp

for

K E College , Mannanam

Prepared by

Ref.No : IPSR19032020

ipsr solutions ltd
ML Road, Kottayam
Kerala, India - 686 001
Mob: +91-9207114447
E-mail: sales@ipsrsolutions.com

Version Number	Date	Description
1.0	19th March 2020	Initial Proposal Submitted
1.1	02nd June 2020	Revised Proposal Submittal
1.2	06th June 2020	Revised Proposal Submittal

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

ipsr solutions ltd
redefining excellence

1. Introduction

ipsr solutions ltd, Merchants Association Building, ML Road, Kottayam - 686 001, Kerala, India hereby submits the proposal for design and development of a website for **M/s. K E College , Mannanam.**

About IPSR

Incorporated in the year 2000, ipsr solutions, has a spectrum of diversified activities in the field of Information Technology. We are operating from India and are focused on Quality Delivery in all our service sectors. We have also established a 100% subsidiary in the United Kingdom. Our top management consists of business experts who mobilize immense real-time experience and insightful business intelligence partnered with focused project management skills and concrete business values into cutting edge solutions.

2. Development Process

- Finalize the links for the site.
- Generate content for the links.
- Agree on a few reference sites for the design layout.
- Layout Design.
- Layout Design approval by the Client.
- Set up the Content Management System package on a Test Server
- Implement the Design, Content and other dynamic links into the Content
- A management system package which includes programming and required
- Configurations.
- Testing & Bug Fixing.
- Acceptance Review by the Client.
- Implement Change Requests.
- Move the developed site to the hosting server.

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3. Technology Proposal

Technology	Word press
User Interface	Browser based, Implemented using HTML,CSS,Ajax, JavaScript and XML
Business logic and Workflow Management	Wordpress PHP
Data Management	My SQL
Platform	Linux

4. Project Overview

The Features of Website

Revised Features					
https://kecollege.ac.in/					
Elegant and Responsive Design					
Menu/Page	Sub Menu	Element	Functions	Content Management facility	Remarks
Home	NA	Search	Search the whole site	NA	External links and buttons also Conside in same menu line
		Menus	Two-level Menu		
		Header	Logo & College Name		And affiliation details also
		Banner	Slider Image full Width with text. have provision for 360 degree photos/videos		
		Flash News	1.Scrolling type 2.On clicking any announcement, it directs to the correspondent pages 3.It can be closed by clicking the close (X) button.		
		Welcome Note	Brief Note and an Image with "Read More" button.		
		Announcemen			

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

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ts		
Kuriakose Elias Chavara		
Principals Desk		
Research	Brief note on research programs and read more option with an image. On clicking read more option it re directs to the research programs page	
Campus life	Brief note on campus life and read more option. with an image	
Admission	Brief note and read more option with an image. On clicking read more it re directs to the "apply online " page.	
Visitors/Students/Faculty/Research/Programmes/Library Booksetc Count	Visualize the total counts under each heading	
Placement	Brief Note and Image with "Read More" button /On clicking readmore or Placement, It will redirect to placement page	
Alumni	Scrolling of prominent Alumni's infos and having a "Read more" button. On clicking the Read More , it will redirect to the Page.	
Courses	Images of various courses, with the "view more" option.	
Academic Calendar	Academic calendar , on clicking it redirects to academic calendar page.	
Gallery	Category wise Images and link to inner page and youtube videos	
Footer	Social Media Integration	
	Useful links	

CRITERION 6.2.2 – IMPLEMENTATION OF E-GOVERNANCE IN INSTITUTIONAL AREAS OF OPERATION

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			Quick Links		
			Map		
			Contact Info		
			News letter		
			Single Template Based Common Inner Page		
Inner Pages	Applica ble	About Us	Can add sub menus like - About KE, Vision and Mission , History ,Core values ,Code of Conduct ,Governing Body, Formar Principals , Staff Council , RTI Declaration etc	We can manage content as paragraph, accordion, Tab Menu, Table, Column Content Supportable.	
	Applica ble	Academics	Departments (Can add again submenus like - Englsh, Botony etc) Programmes (UG,PG) Academic Calendar Learning Outcomes Add on Course etc	Image and texts content management option. Also with the menu structure management.	In Department pages we can add - History overview,courses, Faculty (With Profile),Facility , Activities, Syllabus, Journels et Same we can add additional submenus each menus
	Applica ble	Student Support	Can add - Capability enhancement programmes, College Union, Cells, Scholarships,Placement Cell, NSS,NCC etc	Can manage the texts , image and menu structure. Also report managing.	
	Applica ble	Campus Life	Can add facilities like infra ,same as existing website.		
	Applica ble	IQAC	Can add - Profile, Objectives,strategic plan, Compositions , Annual Reports, IQAC Initiatives , Policies, Audits, Minutes, Activities, NAAC, Best practices, Feedback etc		NAAC is an sub men under IQAC
	NA	NIRF	Can add Reports		
	NA	AISHE			
	NA	Virtual tour	360* view of the college (Photo)	Can manage the images	
	Applica ble	Academic Calendar	Academic calendar for marking academic events and listing of event dates.	Can manage event markings & text.	

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Applicable	Research	Can add department wise activities, Journal details, Guides profile,etc	Can manage the texts , image and menu structure.	
NA	Contact Us	Contact info with map and Query and Enquiry form	Can manage the texts , image	
Secondary level menus				
NA	Alumni	Alumni details , Photos, Alumni association details,	NA	
Applicable	Feedbacks	Have provision for add google forms for feedback collection.And have a page for action taken, activity plans etc		
Applicable	Gallery	Category wise image listing		
NA	E - Library	Have provision for link adding		
NA	Grievances	Have provision for Google form for adding complaints		
NA	Logins	Can add different buttons for logins		
NA	Apply Online	Have provision for add link for online transaction		

Additional Features (Optional)

In additional to the existing features, we have two additional features for Alumni and Grievance Cell

- **Alumni Plugin Features**

    Hope below mentioned are the features we considered for the New Alumni Plugin:

Front end:

1. Registration

Name, email Address (will be used as username), Phone Number, Address, Course Studied, Year of Course (From and To) - Multiple, Password, Upload photo

2. Login

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EmailAddress / Password

3. **Profile Page** - Show all details from Registration

4. **Edit Profile** - Edit option for all details (excluding email address & password)

5. **Search Alumni**

6. **Change Password** - Will prompt for Old Password and new Password twice

7. **Forgot password** - Will ask for Email address, password reset link should go in email.

Back-end:

1. View all alumni

2. Edit Alumni details

3. Course management

4. General Settings - Admin Mail address, Maximum number of Course a user can select

- **Grievance Feature**

Grievance and Redressal cell for collecting grievances through forms as shown below,

Name(Mandatory Text Field):
Class No:
Department (Mandatory Selection with Drop Down Menu):
Programme(Radio Button Selection):
Caste Category(Drop Down):
Your Email (Mandatory Text Field) :
Enter Your Grevidence(Mandatory Text Field):
Note: Email Only Considered no DB Storing.

4.1 Server Plan

SERVER TYPE	Shared
Plan	VPS
Storage	2.5 GB
Bandwidth	150 GB
SSL Certificate	Free Certificate
Security	Medium

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Backup		Monthly
Server Monitoring		NIL
Cost		₹7000/Yr

*Server plan cost included for one year in this commercial proposal.

5. Time Schedule

The estimated time span to complete the entire project shall be 18 working days after placing work order and obtaining the required data.

6. Commercial Proposal

Dynamic Website Development and Responsive Design	-	₹ 73,000.00
Hosting Charge	-	₹ 7,000.00
TOTAL -		₹ 80,000.00
Alumni Feature	-	₹ 10,000.00
Grievance Feature	-	₹ 7,500.00
GRAND TOTAL -		₹ 97,500.00

(Ninety Seven Thousand Five Hundred Rupees only * Inclusive of TAX and Flood CESS.)

6.1 Additional Expense

The additional cost will be charged for the following services:

a. Incorporation of additional features, which are beyond the scope of this proposal. rates based on the requirement

b. Changes in already approved design.

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6.2 Recurring Expenses (Every year)

This will include

- Renewal of Server (₹7,000/yr)
- Renewal of Domain (₹1,000/yr) *if with IPSR
- AMC - if opted for, AMC shall be 15% of the total project cost (exclusive of taxes)

7. Terms and Conditions

7.1 Validity and Terms

- This offer is valid for 30 days from the quotation date.

7.2 Payment Terms

50% down payment should be made at the time of execution of this agreement and balance 50% of the payment to be made after the final acceptance of the completed website by the client, but before the hosting.

7.3 Warranty

IPSR warrant that the Program shall conform to the Requirements List agreed upon and will be fully operational at the time of Acceptance by the Customer.

If the Customer demonstrates that the Website suffers from any Defect during the period of 90 days following the date of Acceptance, IPSR will, for no additional charge, carry out any work necessary in order to remedy the Defect.

Customer may also avail 2 hours of support within 2 weeks after the Go Live, to make minor changes in the website

If new features need to be added or the programming code has to be substantially altered beyond the Requirements, those changes shall not be considered minor and will not be covered by this

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contract. Substantial changes are defined as adding/deleting of programming logic, structure of the database, variables or any other customization/programming elements.

Any major/ minor changes which are paid or unpaid shall be decided after an 'Impact Analysis for Change Request' which evaluates the effect due to a change and the effort to make that change.

This foregoing warranty does not apply to any finished version that has been subject to misuse, unauthorised modification, neglect, improper installation or attempts to repair/modifications done by teams other than IPSR, accident, flood, fire, radiation or any other hazard.

7.3.1 Support

Support Requests: Customer may raise requests for support, to the designated email id, from their authorised mail id specified in this Agreement. Such requests will be classified as below and responded. Resolution time will depend on the effort required.

Type	Description	Response time
Critical	Any issues that may stop the website from proper functioning	In the next 4 working hours
High Priority	Prioritised by customer or by ipsr based on the nature of the requirement	In the next 8 working hours
Low priority	Prioritised by customer or by ipsr based on the nature of the requirement	In the next 20 working hours

7.3.2 Unlawful use or content

The Customer must ensure that the use of the website and the contents therein, will not infringe any person's Intellectual Property Rights [or other legal rights] and will be in accordance with the relevant laws.

The Customer hereby indemnifies and undertakes to keep indemnified IPSR against any and all damages, liabilities, cost, losses and expenses (including legal expenses) suffered or incurred by IPSR and arising out of any breach by the Customer of the above Clause.

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Nothing in the Agreement shall restrict IPSR from making any disclosure of Confidential Information that is:

a. Required by law; or

b. Required by a governmental authority, stock exchange or regulatory body, provided that IPSR must where permitted by law give to the Customer prompt written notice of the disclosure requirement.

7.3.3 Intellectual Property Rights

From the date of acceptance of the Website by the Customer, IPSR hereby assigns to the Customer with full title guarantee all Intellectual Property Rights of the Source Code of the website with the following exceptions.

While using Open Source technologies like WordPress and relevant plugins, built-in functionalities are readily available for customisation and both the parties of this agreement cannot claim the ownership of such functionalities.

In certain cases generic custom code may be developed by Developer to achieve a generic functionality. Developer can use such code for other projects as well.

The intellectual property right is exclusively with Customer for the website for features and designs uniquely developed for the Customer and Developer is committed to renounce from developing similar products/modules for others which could be essentially an imitation.

These rights are assigned for the whole term of such rights together with all reversions, revivals, extensions and renewals, and this assignment includes the right to bring proceedings for past infringement of the assigned Intellectual Property Rights.

7.3.4 Source code

Based on a formal request, IPSR sha. provide the Customer with full access to the Source code of the website.

7.3.5 Jurisdiction

This Agreement will be governed by and construed in accordance with the laws of India; and the courts of Kottayam will have exclusive jurisdiction to adjudicate any dispute arising under or in connection with this Agreement.

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7.4 Design

- Number of initial design 2 under this proposal
- Number of modification/rework for initial design 2 times beyond the modification will be chargeable.

8. Requirements from Client

- All materials regarding branding and corporate identity shall be provided in digital format. This includes logos, trademarks, official color schemes, promotional literature etc.
- All required information for development of the site have to be provided.
- All the images and videos required for the website have to be provided.
- Any kind of clarifications required for the progress of the project shall be provided, in due time.
- Domain and server credential must be shared at the time of live the website.
- If there is any mail services under this domain share the details and credentials for configure the mail service.

9. Queries/Support

For any Queries/Support requests contact us at sales@ipsrsolutions.com or 9207114447.

Dr. Ison V. Vanchipurackal

PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-686 561

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