Proposal

For

E-GOVERNANCE TOOL FOR ADMINISTRATIVE, FINANCE AND ACCOUNTS, STUDENT SUPPORT, EXAMINATION

with

GLOBAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

Proposal for:

Academic Management System, LMS and Outcome Based Education Software

Proposal Number: Edmatix/2019-20/151 Date: 3rd Aug, 2019

To:

Global Institute of Engineering and Technology
Chevella Road, Chilkur, Moinabad,
Hyderabad, Telangana 501504

From:

Edmatix Information System Private Ltd.

+1800 200 3022
info@mazikglobal.com
6-3-249/5/1, 3rd Floor, ANR Center,
Road No 1, Banjara Hills – 500 034,
Hyderabad, Telangana, India.

Sr. No.	Content	Page No.
01.	Preface	**3**
02.	About	**3**
03.	Why	**5**
04.	Scope of services	**7**
05.	Modules provided by edmatix	**8**
06.	Roles and Responsibilities	**20**
07.	Conflict Resolution	**20**
08.	Period of Validity	**20**
09.	edmatix Platform Implementation	**21**
10.	Payment Terms	**23**
11.	Savings to Organization	**25**
12.	Training	**26**
13.	Project Team Support	**26**
14.	Agreement	**27**

1) Preface

We thank you for inquiring about edmatix Software for your esteemed institution. We take this opportunity to express our sincere thanks, on behalf of edmatix, for the kind courtesies that were showed and the patient hearing that have been given to us during our interactions. As per the identified requirements of Global Institute of Engineering &Technology, Hyderabad we are giving you details enumerating the project scope, project approach & plan and commercials. Further to the discussion on your needs, here is the proposal we promised you.

2) About edmatix

Mazik Global, a Quisitive company, is an independent software vendor (ISV) with more than 18 years of experience in co-development of Dynamics 365. Our industry expertise, in healthcare, manufacturing, public sector, and education, combined with our technological expertise will transform your organization to drive efficiency and growth.

We are proud to share that we are----

- **Dynamics 365 Development Partner**
- **Premier Implementation Partner**

3) Why edmatix?

- Make smarter decisions
- Share data securely across multiple platforms
- Increase savings through a smaller, more consolidated IT footprint
- More effectively serve their customers, from patients to citizens and students

a) *Common platform to meet requirements for all the institutes, departments, and locations*

The architecture of edmatix is designed in such a way that it meets the unique and varying needs of multi center organizations on a single platform itself. The product was conceptualized to work with large, growing organizations with distributed operations.

b) *Involvement of all stakeholders in a single platform*

edmatix has separate dedicated portal for students, admin staff, academic staff, parents, applicants, and external users. This allows all the stakeholders to perform and transact data assigned to them using their respective portal. This ensures information access for all stakeholders, anytime, anywhere.

c) *Security with multiple level checks and user authentication - data security, encryption of required information, HTTPS, URL encryption*

edmatix has a strong and robust architecture built on the latest technology which allows the data to be highly encrypted and secured in the solution. It has multiple level checks present in the solution along with user authentication which enable only authentic user to access the solution. edmatix has user and role management feature which empower the user to access only those roles which they are assigned in the

d) *Built in intelligence & analytics with interactive dash boards*

edmatix has built-in intelligence and analytics tools that make it the No. 1 choice for institutions looking for an education management solution. edmatix provides the stakeholders with dashboards and reports in various modes such as pie chart, bar chart etc. which helps the management to quickly analyze the data.

e) *Built in Disaster recovery*

Daily automated backups, ability to upload backups on the cloud. Disaster Recovery is a primary solution for increasing database availability and zero data loss requirements in an ERP. Since edmatix portal contains critical data and can have hundred thousand of records, it is vital to back-up the operating system and database to restore edmatix if the server crashes or other errors cause the disruption of data storage and cause data integrity concerns.

- Since your Application & data is on cloud, your data is 100% secured.
- Data export facility.
- No need to have expensive licenses & Minimum IT infrastructure is required. Lower Initial Costs: SaaS applications are subscription based. No license fees mean lower initial costs.
- **Lower deployment Costs:** Having the SaaS provider manage the IT infrastructure means lower. IT costs for hardware, software, and the people needed to manage it all.
- **Redistribute IT Budget:** By outsourcing software functionality to a provider, the enterprise realizes a cost savings in infrastructure requirements and IT personnel knowledge requirements. This allows the enterprise to focus on core competencies. It also means that the cost savings from using SaaS applications can be flat out saved or reallocated to boost productivity through other services.
- **Shorter deployment time:** Potentially minutes as opposed to a phased implementation that could take months.
- **Constant Upgrades:** Because the SaaS provider manages all updates and upgrades, there are no patches for customers to download or install. The SaaS provider also manages availability, so there is no need for customers to add hardware, software, or bandwidth as the user base grows.
- **24/7 server uptime:** Stay connected with your institution 24/7.

4) **edmatix® will**

a. Provide a common platform to meet the unique and varying needs of faculty, management, students, and parents of multi center organizations on a single platform at any location through a web based and a mobile application.

b. Provide data security with multiple level checks and user authentication - data security, encryption of required information, HTTPS, URL encryption.

c. Provide built in disaster recovery through daily automated backups and ability to upload backups on the cloud so that there are zero data loss requirements in software, enabling 100% data security.

d. Provide constant upgrades

e. Provide hosting for all applications & data hosted on company servers.

f. Institute will be able to download the information from edmatix® Software regarding various modules as on when required from their login credentials.

g. Institute data will be maintained confidential. Company will never use the institute's web and app for demonstration purposes.

h. Online Live Classes will be conducted through official integrations of Zoom and Google Meet Platform. All terms and conditions will be as per standard functionalities provided by Google (Alphabet Inc) and Zoom.

5) Modules to be provided by edmatix®

The identified modules to be implemented along with their detailed features in scope are mentioned below:

.

edmatix® Modules	Details in brief
Stakeholders Access	• Management • Director • Principal • IQAC • HOD's • Faculty- Teaching and Non-teaching • Students • Alumni • Employer • Parents
Outcome	**Outcome Parameters:** • Program Outcome (PO) • Program Specific Outcome (PSO) • Competencies Level (CL) • Performance Indicators (PI)
Academic Planning- Admin Dashboard	• Course Management • Syllabus Management • Timetable Integrations

Academic Planning – Course Dashboard	**Course Dashboard**
	• **Units**
	  ◦ Addition of Topics and Subtopics
	  ◦ Mapping of syllabus with CO's and UO's
	  ◦ Addition of Unit wise/ Topics wise Hours
	  ◦ Auto-generation of Teaching Plan

	• **Course Outcomes**
	  • Addition of CO's
	  • Tagging of CO's with
	  (a) PO's/PSO's
	  (b) Cognitive Levels
	  (c) Knowledge categories
	  (d) Classroom Sessions
	
	• **Target Level Attainment of PO's and PSO's**
	  • CO-PO matrices of courses
	  • Program level Course-PO matrix of all courses Including first year courses

Academic Planning -
Classroom Sessions
	• **Virtual Classroom**
	  • Online Live Classes with integrations
	  • Auto Attendance
	  • No manual link sharing
	  • Enabled Security
	
	• **Teaching Plan**
	  • Proposed Teaching Plan
	  • Actual Completion
	  • Content Beyond Syllabus
	  • Mapping of classroom sessions with CO's and UO's
	  • Teaching Methodologies
	  • Attendance of the students
	  • Update Regular Sessions, Tutorials and Revision Sessions

Online Examinations/
Online Assignments
	• **Features**
	  • Secure and seamless online exam
	  • Configuration of Online Exams
	  • Create Multiple Sets

	• **Question Types** **(a) Objective** (i) Single Choice (ii) Multiple Choice (iii) One Word (iv) True/ False **(b) Descriptive** (i) Short Answers (ii) Long Answers • **Quality of Question Paper** (a) Assigning of Bloom's Levels (b) Assigning of CO's, PO's and PSO's (c) Question wise analysis (d) Calculation of Outcome Attainment (CO, PO, PSO) (e) Involve Competencies and Performance Indicators • Automatic Grading • Take Exam anywhere and anytime • Real Time Analysis • Application of negative marking • Strict mode facility • Scalable
Learning Management System (LMS)	• **How It Works?** • Create Modules • Share within organization • Experience Creativity • Self-Analysis with Assessment • Perform in real time • Excel in the organization • **Instructor Dashboard**

	• Learners • Assign Role • Assign Course • Track Progress • Share Notifications with all • **Create Your Own Courses** • PDF Documents • Word File • Text File • Images • Video • Presentations • **Unique Feature** • Connecting Global Education Community • Learning Management System for the administration, documentation, tracking, reporting and delivery of educational courses or training programs • ICT supported learning and QR Code Scanning • Innovations by the Faculty in Teaching and Learning • Relevance to PO's and PSO's • Self-Learning • Assesses the learning levels of the students, special programmes for Advanced learners and Slow learners • Create, Assign and Analyze the online courses • Facility for conducting Online Diploma Certification Courses
Examinations	• **Examination- Admin Dashboard** • Exam Schedule

- **Designing of Question Paper**
  - **Question Types**

i) Objective
   (1) Single Choice
   (2) Multiple Choice
   (3) One Word
   (4) True/ False

ii) Descriptive
   (1) Short Answers
   (2) Long Answers

- **Quality of Question Paper**
  (a) Assign Bloom's Levels
  (b) Assign CO's, PO's and PSO's
  (c) Question wise analysis
  (d) Calculation of Outcome Attainment – CO, PO, PSO
  (e) Integrate Competencies and Performance Indicators

- **Reports Available**
  - Question Paper
  - Quality of question paper based on
    (a) Linked CO's
    (b) Linked Bloom's Levels
    (c) Involved PI's

- **Evaluation and Analysis**
  - Question wise Analysis
  - Question wise CO Attainment
  - Student wise CO Attainment
  - Apply and customise Threshold values
  - Import/ Export Student Marks
  - Analysis based on total performance
  - Total CO Attainment

	• Assign weightage for In-semester and End Semester examinations

Online Feedback and Surveys
 	
(NAAC/ NBA/ NIRF)
 	
(Built in analysis, visualization, and response monitoring)
	• **Multiple Users Access**
	  • Students
	  • Faculty
	  a. Teaching
	  b. Non-Teaching
	  • Alumni
	  • Parents
	  • Employer
	• **Feedback Process**
	  • Feedback Categories
	  • Feedback Questionnaire
	  • Link PO's and PSO's
	  • Assign to various stakeholders
	  • Auto Survey Response Analysis
	  • Question wise Analysis
	  • Graphical Presentation
	  • Actions Taken
	  • Gaps Identified
	  • Indirect Attainment of PO's and PSO's

OBE Aspects	• **Curriculum Attainment:** • Effective curriculum delivery through a well-planned and documented process involving all the aspects • Defining Unit Outcomes, Course Outcomes, Gap analysis, Bloom's taxonomy • **Course Outcome and Program Outcome Attainment:** • Identify extent of compliance of university curriculum for attaining PO's & PSO's • Internal semester question paper setting, question wise analysis, evaluation, and its compliance • Question paper validation to ensure desired standard from

	outcome attainment perspective as well as learning levels perspective ● Mapping of questions with the Course outcomes ● Attainment of PO, PSO's, CO's ● Surveys and feedback mapping **Mapping of Competencies and Performance Indicators** ● Defining Competency levels as per Examination reforms ● Defining performance indicators for each competency level ● Mapping of PI's with questions and analysis
Rubrics	● Criteria / performance Indicator: The aspects of performance that will be assessed ● Descriptors: Characteristics that are associated with each dimension ● Scale/level of performance: A rating scale that defines student's level of mastery within each criterion **Application of Rubrics** ● Course projects ● Open-ended experiments in laboratories ● Project-based learning modules ● MOOCS ● Co-Curricular experiences ● Mini / Minor projects ● Final year projects ● Internship experiences ● E-portfolios of student work
IQAC Reports	● Outcome Attainment ● Academic Planning ● Result Analysis ● Online Examinations ● Assignments ● Mentoring
Mentoring	● Configure Rules ● Configure Guideline

	• Assign mentee • Mentoring counseling details • Add Questions • Manage Template • Details of the counseling • Records and Reports
Faculty Profile and Contributions	• Qualifications • Certification Program • Professional Experience • Core Competency Areas • Achievements / Awards • Publications • Seminars / Workshops / Conferences / Presentation / Poster Presentation • Books / Monographs Published • Patents Granted / Filed • Consultancy Provided • Professional Affiliations • Grants received • Extension Activities
Alumni Portal	• Instant and Targeted Communication • Manage Chapter, Batch & Special Interest Groups • Help alumni share opportunities & leverage the network • Build & Maintain an Updated Alumni Database • Plan & Organize Successful Reunions / Alumni Meets
Online Grievance Redressal System	• Cloud based platform using AWS cloud with SSD block storage • Capable to serve more than one million requests at a time • Banking level security • Instant Integration with website • edmatix provide facility/portal to register complaints confidentially by *Students * Teaching Staff * Non-Teaching Staff * Parents * Employer * Alumni • A meticulously built user interface for both the complaint

	and the authority, complete with an elaborate admin panel. • Proper verification through email and OTP to ensure the authenticity of complaints. • Generating insights from the system in terms of the total complaints filed during a period, the resolved and pending numbers. • Option of sending replies and/or forwarding a complaint, archiving or closing it. • Provision of categorizing complaints and resolving them accordingly. • Option to download a complaint/report in Word and PDF formats for further reference.
Messaging	• Track notifications made on selection, admissions, examinations, events, placements, holidays, rescheduling of any of these etc • Send as online notifications/alerts, email or SMS • Delivered messages as SMS, email, notifications, news, printed or in multiple modes
Student Portal	• Student Details • Parent / stakeholder like guardian details and access etc. • Work Experience • Other Details • Extracurricular activities • Notifications of extracurricular activities • Services opted for • Feedback • Enrollment • Participation • Notifications
Committee and Meetings Management	• Committee Creation • Provision to add Committee coordinator at the time of committee creation • Committee members report • Individual Meeting Summary

	• Records of Minutes of Meeting (MOM) • Website Integration
Android Application	• Android application which is lifeline for many of the organizations
Green Campus Certification	• Green Campus Certification with registration id
Leave Management	• Define your organization leave policy • Leave tracking and complete leave accounting i) Grant leaves automatically ii) Let employees and managers handle leave requests iii) Access leave reports • Holiday lists i) Create regional or location-based lists ii) Add Restricted Holidays iii) Publish company's holiday list
Fees Management System	Add New Fee Structure | Setup Fee Structure | Add New Students | Collect fees | Print Fee Receipts | Class wise Report | Department Report | Institute Report | Category wise Class Report | Category wise Department Report | Category wise Institute Report | Pending Fees Report | Manage Students | Manage Institute Profile | Day wise Collection | Daily User wise Collection | Date wise Fee Receipts | Refunded Fee Receipt Report | Add Multi Faculty Account with limited Access | Student Report | Deduction Report | Cumulative Report | Department Cumulative Report | Setup Institute Header | Collection Settings | SMS Notifications | Live Fee Status In Students/ Principal/ President Mobile App
Integrated Library Management System	• Add Books | Issue Book | Return Book | Book History Report

(ILMS)	• Accession Register Copy • Student History Report • Multiple Fields wise Book Search | Clearance | Books Volume Report • Lost Books Report | Automatic Fine Calculation | Search Books From • Online Library System | BAR Code Based Library System
Training and Placement Portal	• Add Company | Create Drive | Set Criteria | Create Schedule | • Student Registration Report | Eligible Student Report | • Forward Selected Students to Next Round | • Round wise Drive Result and Status; Approval from TPO | Restrict Students Access | • Manage Schedule | Academic Year wise Placed Students Report | • Comparative Report | Graphical Report
Inventory and Stores Management System	• Manage Assets • Manage Indents • Manage Stocks • General Purchase • Purchase Requests • Daily Consumption • Manage maintenance • Manage breakage • Inventory Reports
Event Management	• Post Event • Manage Event • Generate Newsletter • Manage Event Categories • Add event attendees
e- Notice Board	• Manage Notice • Manage Notice Categories • Assigning to various stakeholders
	• Customize the Certificate designs

Certificates	• Add the requirements as desired • Bonafied Certificates • Digital Approvals • Ease of access
Payroll	• Salary Details • Payslips • Employees • Payrun • Approvals • Reports
Inward - Outward Documentation	• Addition of Inward and Outward Communications • Assigning to various committee members • Maintain the documents at central place • Various reports
Forms	• Design form(s) as per your requirement. You can use it for enquiry management, admission form, polls etc. • Add custom questions like single correct, multiple correct, date, short answer, section etc. • You can directly link the learner profile fields like name, local address, permanent address, educational details, birth location etc. • After form submission, you will get all response details in the same dashboard. Analyze the responses and if required you can easily export it in .CSV file.
Website Integration	This section provides web links to integrate edmatix platform modules to your Institute/College Website. • Grievance Redressal Portal • Learning Management System (LMS) • Alumni Portal • News and Events • Faculty Profile • Committee and Meetings
Hostel Management System	• Manage detailed student profile with hostel life cycle • Manage inventory purchase records, stocks with

	allocation details • Hostel Management Software with mess and hostel attendance • Easy room allocations as per availability • Fees collection and records keeping
Transport Management System	• Driver: Add driver's information (Name, Add., Adhar no. license Details, etc) • Stops: (Stop Name, Address & Amount) • Vehicle: Vehicle Details like Type of vehicle (Van, minibus, bus), Ownership (Rental, on the contract or own) image attach option. • Route: Route Name & number addition option. • Trips: Where we have to add Route, Vehicle details & Driver name. • Smart Dashboard: Where you will find all these options.

6) Roles and Responsibilities

Roles and Responsibilities of Global Institute of Engineering &Technology, Hyderabad:

- Extending all the support for satisfactory implementation of all the modules and allow using the existing facilities for the activities related to Institute only.
- Ensuring timely communication between Institute Coordinator and edmatix® Executive for implementation
- Ensuring key personnel are available during Demonstrations & Training.

7) Conflict Resolution

In case of any conflicts, the concerned authorities of both Edmatix Team and Global Institute of Engineering & Technology, Hyderabad must discuss and come up with a solution without affecting student's routine academics and ongoing activities through Edmatix. The parties to the Agreement shall settle any dispute arising regarding any aspect of this Agreement through mutual consultations and agreements. All the legal matter are subjected to Pune jurisdiction only.

8) Period of Validity

This contract is valid for the academic year 2019-20. This contract will be valid for one year from the date of signing of contract or the date of initiation of the services whichever is earlier.

9) Edmatix Platform Implementation

Step 1 -

Following details will be required from the organization.

- College Logo (jpg or png format file).
- College name as registered with regulatory boards (It will be reflected everywhere in the reports).
- College official email id.
- Program/Streams/Branch to be added (For example: Computer engineering, mechanical engineering, etc..).
- Admin/ Coordinator Person Full name, admin may be one or more (To be registered in the software).
- Admin Mobile number (Valid contact number for further communication).

- Admin Email address (Valid Email address for further communication).

Step 2 -

- Once received above details, Institute id will be generated within 1-2 working days.

Training Process:

The training of the software will be divided into two parts: Academic Modules and Office ERP modules.

Once the id of institute is generated by edmatix, online training to admin will be given for registration of students and faculty members (within 3 to 5 working days after generation of institute id in the system).

Online training to academic in charge/ departmental in charge/ HOD will be given for adding the courses and assigning the courses to the faculty (within 6 to 8 working days after generation of institute id in the system).

Online training of the software to all faculty members (as mentioned in the proposal will be given) (Dates will be mutually decided).

10) Payment Terms:

Installment	Amount To be paid	Date and duration
First Installment	75% of the total payment	To be paid on or before initiation of the project
Second Installment	Remaining amount	To be paid on or before within 30 days from the date of initiation of the project

- Payments once made are non-refundable.
- The pricing details are as per the invoice number 1797 dated 3rd Oct., 2021.
- Provided discount is considering current pandemic situations and company's extended support towards society. Rates mentioned are inclusive of all taxes. Amount is subjected to actual number of students.
- Regarding, SMS integration with institute service provider, we request you for providing the API documentation to enable the integration. If institute is not having the facility of SMS provider, edmatix will share the list of various Bulk SMS Providers, institute may select the best possible vendor. Bulk SMS charges will be applicable as per selected vendor. We are associated with IMImobile technologies charging from 17.0 paisa to 29.0 paisa depending on the quantity.
- In case where income tax is to be deducted at source, a Tax Deduction Certificate in the prescribed form should be issued to edmatix within 30 days from the date of deduction.
- After proper training, it is sole responsibility of Institute to use the edmatix software. We shall extend necessary service support, and this should not hamper payment terms.
- We appreciate your enthusiasm for implementing edmatix to the fullest potential for the organization. In this process of user enhancements, we are not charging anything extra for any of the customization. We are charging for the products and services which are currently available but not for the upcoming features. Henceforth, edmatix Pvt Ltd is not responsible for any of the commitments for any of the additional customizations in the software. So because of this, we expect that suggestions and its implementation should not disturb the payment schedule. We request you to give suggestions, in addition to this we also request you to cooperate

for the fulfillment of financial terms

- Fulfillment of payment terms is necessary to avail smooth continuation of the services. The services will get discontinued in case of payment failure.
- The company is not responsible for extension in the validity for the services because of any of the situations like lock down, pandemic, natural calamities or any other things.
- The faculty training and all the queries will be handled in the online mode.

11) Savings to organization:

Organizations saving money by implementation of Edmatix Software every year:

Particulars	Save Minimum Cost	Save Maximum Cost
Dedicated computers for installed server- e.g., In case of Installed ERPs, Moodle	~~40000/-~~	~~70000/-~~
ERP maintenance and involved parallel cost for various resources	~~150000/-~~	~~300000/-~~
Lack of advanced features of Accreditation, might be need of hiring consultant, faculty training	~~100000/-~~	~~200000/-~~
edmatix is providing guarantee of saving around 150000 pages in one year through different mechanisms (500 pages costing for around INR 200/-)	~~30000/-~~	~~60000/-~~
edmatix is integrated software, no need to invest on other modules like Integrated Library Management System, Online Grievance Redressal Portal, SMS Portals, Website integrations, Alumni Portal, etc.	~~50000/-~~	~~100000/-~~
Cloud Computing Services • Low cost and poor support service providers cost around 24000/- • Standard Portals Costing in $ per hour, involved costing will be Around 1 to 1.5 Lakh per anum	~~24000/-~~	~~150000/-~~
Minimum Expenses you can save for every year	394000/-	
Maximum Expenses you can save for every year		880000/-

12) Training Charges:

(Online Training Charges are included in the pricing. Any of the extra visit/ training will be charged as mentioned here.)

Packages	Duration		Cost	Validity
Onsite Training	8 Hrs (1 Day)		12000/- inclusive of taxes	30 days from the date of purchase order
Online Training	8 Hrs (1 Day)		3000/- inclusive of taxes	30 days from the date of purchase order
Online Live Training (Most Popular and Recommended)	10 Hrs	10 Days (1 Hr on daily basis)	10000/- inclusive of taxes	One Year from the date of issuance of Purchase Order

*Travelling and living expenses shall be borne / reimbursed by Institution at actual, whenever travel is required by edmatix team members to the location of the Institution.

13) Customer Support:

(Included in the pricing and company will not be charging anything extra for this, support will be provided to only faculty members and not to the students)

- Telephonic Support – Available from Monday to Saturday – 9.00 am to 6.00 pm
- E-mail Support – Available from Monday to Saturday – 9.00 am to 6.00 pm
- Remote Assistance- Available from Monday to Saturday – 9.00 am to 6.00 pm

14) Agreement Letter

This letter of agreement is approved and accepted by:

On behalf of **Edmatix Information Systems Private Limited**	**On behalf of the** Global Institute of Engineering & Technology, Hyderabad
Date: 03/08/2019	Date:03/08/2019
Name: SHOIAB	Name: G AHMED ZEESHAN
Title: Technical Lead	Title: IQAC COORDINATOR
Address: 6-3-249/5/1, 3rd Floor, ANR Center, Road No 1, Banjara Hills – 500 034, Hyderabad, Telangana, India.	Address: GLOBAL INSTITUTE OF ENGINEERING AND TECHNOLOGY
Phone: +91- 8919984872	Phone: +91 9959250205
E-mail: Shoaib.Mohammed@mazikglobal.com	E-mail: ahmedzeeshan.engg@gmail.com