

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661
Telephones:0485 2832361, 2836300
e-mail:nirmalacollege@gmail.com, Website: www.nirmalacollege.ac.in

## FOURTH CYCLE NAAC ACCREDITATION 2019

## **CRITERION 6**

# GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.3. Implementation of e-governance in areas of operation

**ERP Documents** 

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



### **AGREEMENT**

Agreement executed on Dec, 2015 between MeshiLogic Software Consultants, Kinfra Techno Industrial Park, Kakkancheri, Calicut University P.O., Kerala (hereinafter referred to as 'MeshiLogic') and The Principal, Nirmala College, Muvattupuzha, Ernakulam, Kerala on behalf of Nirmala College, Muvattupuzha, Ernakulam, Kerala (hereinafter referred to as 'The Client').

Whereas MeshiLogic has quoted for supply, implementation and maintenance of 'Online TCS' ERP Solution for automation of academic and administration management of the Client, a software developed by MeshiLogic, as per Quotation submitted by MeshiLogic to the Client Quotation No QO/TCS/0230 Dated21-11-2014 which shall form part of this agreement as if incorporated herein.

'AND WHEREAS the Principal, Nirmala College, Muvattupuzha has been pleased to accept the offer as per the Purchase Order No 109/15 Dated: 04/02/2015 which shall form part of this agreement as if incorporated herein in respect of the articles mentioned therein'.

NOW THESE PRESENTS WITNESS AS FOLLOWS

#### 1. Authorization

The Client has engaged MeshiLogic for the specific purpose of supply, implementation and maintenance of 'Online TCS' ERP Software for automation of academic and administration management of Nirmala College, Muvattupuzha (hereinafter referred to as 'Software Project') to be installed on the Client's account of the Internet Service



Provider's (ISP) computer (hereinafter referred to as 'Hosting Service"). The Client hereby authorizes MeshiLogic to access this account, and authorizes the Hosting Service to provide MeshiLogic and build with full access to the client's account and any other programs needed for the Software Project that are included as part of the Client's proposal agreement.

# 2. Modules and Features of the Online TCS ERP Software

Meshilogic will install 'Online TCS' software in the clients hosting space with following modules and features :

## ACADEMIC MANAGEMENT

- Institution, Streams, Courses, Class, Batch & Academic Year Settings
- Academic Calendar
- Classes and Semesters settings to set up start date and end date of each programmes or semesters, Attendance blocking facility for individual classes till specified dates
- Setting up admission quota for different categories like General, Management and Community Quota with option to categorise students accordingly..

## **Student Management**

- > Student details entry at the time of admission with option for mandatory fields
- Parent Master along with student details entry
- Upload student photo
- > Search for student details with admn. no, name etc
- > Student Roll No generation with option for different sort orders
- Generate/entry identification nos. like University reg no based on admn.no.
- Promotion of students
- Shifting of students to different courses
- View/change status of students like active, TC issued etc.
- > TC Issue
- Import student data using excel formats
- > ID Card Priniting



#### **Faculty Details**

- Faculty / Staff Grades
- Staff access to concerned classes
- Paper settings for teaching faculty
- HOD & Class Tutors
- > Staff Job Positions

#### **Customized Certificates**

- Transfer certificates, Course & Conduct Certificates
- Other customized certificates upon request

### Reports

- Student details report having option to set columns dynamically
- Nominal Rolls & Categorized Nominal Rolls
- Student wise Record (Profiles)
- Address Slips
- Promotions List
- TC Register
- Teacher/ Staff Profile
- Hours Engaged report
- More than 30 reports with various details in Academics

#### 2 ATTENDANCE

- Various types of attendance entries
- Attendance entry from teacher login for paperwise class attendance entry
- Attendance entry from Admin/HOD/Tutor login for special occasions with option to update paperwise class attendance entry
- Absentees only entry option
- Student wise attendance entry for selected months
- Block attendance entry for a class till specified date
- Attendance calculation based on college calendar working days or calendar days
- Setting regular class on holidays and vice versa
- Duty Leave entry for students involvement in official activities



#### Reports

- > Studentwise daily and monthly reports
- > Studentwise attendance percentage for a given period
- Attendance shortage list/ irregular student list
- Consolidated paperwise attendance register
- Unmarked staff list / Unmarked hours

#### 3 TIME TABLE

- Day and Period Settings
- Semester wise day periods
- Subjects grouping for Time Table
- Manual Time Table Entry
- Holiday Adjustment
- General Time Table
- Work Adjustment for staff on leave with attendance entry option for the adjusted staff in their portals
- Reports

### 4 PORTALS

- Portals for teachers, students and parents
- Add new users and user settings
- Set user privileges

#### Faculty / Staff

- Attendance Entry, Faculty Dashboard
- Internal Exam Mark Entry
- Attendance and other Reports
- Work Adjustment request and acceptance
- Syllabus, Question paper & Assignments upload
- Staff Profile entry with details



	a l'iconiogic
5	EXAMINATION
	> Subjects and Subject components settings
	Grouping of subjects to facilitate common subject for different courses
	Papers taught in a class with grouping facility for timetable arrangements
	> Internal mark components and mark distribution
	> Internal mark calculation for different components
	> Paper assessment settings
	Figure 3 Grades in the examination with setting options
	Examination Conducting and Hall Arrangements
	Examination type & Room type settings
	External and Internal examinations
	Private candidates in external examinations
	> Examination schedules
	Resource room allocation and resource room details
	> Seat allotment for examinations with dynamic options
	> Exam Hall view
	External examination attendance entry
	Reports
	> Student wise Internal Mark list
	Paper wise internal marks
	Consolidated Internal Marks Form A & Form B (MG University)
	Internal and External Examination Attendance
	> Internal Exam Grades



#### PLACEMENT MANAGEMENT

Placement is the most crucial activity of all institutions. This module helps to handle all these activities easily. Placement determines the reputation and ranking of the institution. The institution has tremendous responsibility in terms of good placement for their students. The placement module very efficiently handles everything and reduces the pressure of institutions.

- Data of shortlisted students to excel file based on Search Criteria
- Manage Create Placement Cell and Members
- > Track and Manage Placement process of each Job Posting individually
- Authenticate and activate the student profiles
- Manage Company Profiles (Add/ delete/ modify)
- Manage Job Postings (Add/ publish / delete)
- Send Notifications to students
- Create shortlist of students as per HR Manager(s) Job Request
- Email shortlisted students details with/without resume to HR Manager
- Export student profile (Flexibility to Hide/Unhide students already placed)
- Time & Role Based Secured Access to Students

#### **FEE MANAGEMENT**

- Fee demanding facility by Accrual system
- Fee chart settings, installment handling
- Individual and group fee demanding facilities
- Class wise, student wise and item wise demand register.
- Daily fee collection register
- Class wise, student wise and item wise consolidated collection register.
- DCB Statement (Demand Collection Balance report) Class wise, student wise, and item wise
- Receipt printing Defaulters register,.



	T TESTITOGIC	•
8	STAFF PERFORMANCE EVALUATION	1
	> Evaluation keys	
	> Evaluation item settings	
	> Evaluation attributes under each items	
	> Evaluation details	
	> Evaluation remarks	
	> Reports	
9	FINANCIAL ACCOUNTS (in Double Entry System)	
	Financial Year/Period Specification	
	Ledger keeping and Reporting	
	> Journal Voucher Entry	
	Cash Receipt/Payment Voucher	
	Bank Receipt/Payment Voucher	
	➤ Debit Note/Credit Note /Voucher	
	➤ Bank Reconciliation entry	
	Receivable and Payable Account, Receipt and Payment	
	> Item wise and consolidated register	
	Access Privilege and Security at the highest level	
	Year End Process and Year Close	
	Final Balance, Income & Expenditure	
	> Balance Sheet, Schedule of Balance Sheet	
10	PD ACCOUNT	
	PD Account Cash Receipts and payment	
	► Item wise & Consolidated PD Cash Register	
	> PD Account Management	

### 3. Completion Date

MeshiLogic and the Client agree to work together to complete the Software Project in a timely manner. MeshiLogic agrees to work expeditiously to complete the Software Project on confirmation received from the client through a purchase order.

On receiving the Purchase Order Meshilogic will install the software in the clients web hosting space within one week and the implementation of the software will be completed within 2 months of installation. Training for the concerned staff of the client



will be completed within the implementation period. Meshilogic will not be responsible in delayed implementation of the software due to delay in getting data from the client or client not providing necessary arrangements for training of its staff and/or non availability of its staff for training.

### 4. Data Entry

College has to arrange staff for data entry. If soft copy of data is available, we shall convert the data programmatically into the system avoiding data entry in most cases if data available in Excel File.

## 5. Project Delivery

The final Software will be published on the Client's hosting service after which the final, outstanding payment becomes due. The Client understands that MeshiLogic will provide hosting services as part this Software project which will be free for the first year and can be renewed after one year at prevailing rates. If the client wishes to host the software in its own hosting space, owned or shared, the Client authorizes the hosting service to allow MeshiLogic full access to the Client's account via FTP (File Transfer Protocol). The Client will be solely responsible for any and all domain registration/renewal and hosting service charges.



## 6. Payment Schedule

Payment for services shall be made in accordance with the conditions of MeshiLogic's Package. Price of Rs.2,88,000.00 plus tax @5%. The Client agrees to make an advance payment of 50% of the said amount. Final payment will be due as soon as the software project has been implemented in the client's institution. (i.e on completion of installation, implementation, training to the concerned staff and completion of user acceptance test).

### 7. License Ownership

On completion of the project and full payment the client will get the license to use the software on perpetual basis. The client acquires the ownership of the software excluding the ownership of source code of the software.

## 8. Software Support and AMC

The deployed software will be provided with a 1 year warranty period. Warranty starts next day of the acceptance testing on customized module completed by users in the application. During the warranty period if the deployed software is not performing in accordance with functional requirements it will be rectified without any additional cost. Any major enhancements or changes will not be part of the warranty and will be managed through the change management process. Additional requirements or customization works are subject to charge extra.



On completion of one year free support system can be maintained with (Annual Maintenance Contract) for one year with approximately 18% of the total project cost in which Meshilogic will install updates and minor changes without additional charges.

AMC shall not be applicable if the client opted for subscription based rating.

- Free Support period will start from the date of completion of data upload and training to the concerned staff.
- b) AMC is calculated on a calendar year basis and payable annually. Meshilogic will invoice them on the 1st day of the month of commencement of AMC and should receive payment by 31<sup>st</sup> of that month for the relevant year.
- c) AMC for a part year will be calculated proportionately based on the number of days left in the year.
- d) Charges for hosting space are not part of AMC
- e) Customization requirements are not part of AMC or Free Support
- Repairs due to network and/or problems related to third party softwares (other than 'Online TCS' software provided by Meshilogic) are not part of AMC or Free Maintenance support during first year.
- g) AMC or Free support will not cover any damages due to unauthorized repairs of the software or attempted repair of the software carried out by the client.
- h) Total customization charges for a year is calculated based on the customization invoice raised in the year and also the percentage of completion of each customization work till year end.
- Total customization charges in the previous year will be added to project cost calculation in the succeeding year only providing one-year free support, and thereafter, AMC shall be calculated based on the new project cost.
- j) The maintenance charge (AMC) percentage may be revised annually according to market and currency value.
- k) Service Taxes applicable from time to time will be extra on AMC charges mentioned above



### This Agreement

This agreement constitutes the sole agreement between MeshiLogic and the Client regarding this Web site Project. Any additional work not specified or any other amendment or any modification to this contract must be authorized by a written request signed by both parties.

The undersigned hereby agrees to the terms, conditions and stipulations of this agreement on behalf of the business of the concerned parties.

This Agreement constitutes the entire understanding of the parties. Any changes or modifications thereto must be in writing and signed by both parties.

In witness where of Sri Abdul Razak P, Manager, MeshiLogic Software Consultants, Kinfra Techno Industrial Park, Kakkancheri, Calicut University P.O., on behalf of MeshiLogic and Rev.Dr. Vincent Joseph Principal, Nirmala College, Muvattupuzha, Kerala on behalf of the Client

Signed, sealed and delivered by Sri Abdul Razak P, Manager, MeshiLogic

In the presence of witnesses

1. Jaseen P.P Sy.

2. FProz Khan np But

Signed, sealed and delivered by Rev.Dr. Vincent Joseph, Principal, Nirmala College, Muvattupuzha, Kerala

In the presence of witnesses

1. Saji Freeph associate porfesor Normala College. Jopos.

2. Jose Karipennel Viu primapil Anti-

PRINCIPAL
NIRMALA COLLEGE
MUVATTUPUZHA

## **INSTALLATION CERTIFICATE**

Name Of the Organisation	Nirmala College, Muvattupuzha					
Address	Muvattupuzha, Ernakulam Dist. Kerala 686661					
Telephone Number	0485 283 2361					
E-mail	nirmalacollege@gmail.com					
Software Details	College Office Automation Software (Online TCS)  1. Academic Administration  2. Attendance  3. Time Table  4. Staff ports  5. Examination  6. Placement Management Module  7. Fee Management  8. Staff Performance Evaluation  9. Financial Accounting  10. Portals: Students & Parents  11. PD Account					
Installation done by	Sirajudheen					
Installation Date	16/02/2015					

This is to certify that Meshilogic, KINFRA- Techno Industrial Park, Calicut University (P.O) Kerala -673635 has installed the above mentioned software in our organisation.

Name and Signature of Authority

: Fr. Jose tulperandal, Bursen



Stamp

Comments

## **WORK ORDER**

Ref no: 109/15

Date: 4.2.2015.

From

The Principal Nirmala College Muvattupuzha, Eranakulam Dist.

To M/s Meshilogic Software Consultant KINFRA Techno Industrial park Posts. Calicut University- 673 635

Dear Sir:

This has reference to your quotation No: QO/TCS/0230 Dated 21/11/2014 We are pleased to place the purchase order as detailed below:

Description	Amount (RS
College Office Online Automation (Online TCS)	
Modules:	
1. Academic Administration	83,000.00
2. Attendance	22,000.00
3.Time Table	20,000.00
4. Staff Ports	7,000.00
5. Examination	35,000.00
6.Placement Management Module	15,000.00
7. Fee Management	22,000.00
8. Staff Performance Evaluation	10,000.00
9. Financial Accounting	20,000.00
10. Portals: Student & Parent	14,000.00
11. PD Account	40,000.00
TOTAL (Two lakh eighty eight thousand Rupees only)	288,000.00

Kindly acknowledge receipt of the order and confirm your acceptance.

Principal PRINCIPAL

NIRMALA COLLEGE MUVATTUPUZHA

## MeshiLogic

Kinfra-Techno Industrial Park Kakkanchery, Calicut University-P.O., Kerala-673635

# THE KERALA VALUE ADDED TAX RULES 2005

FORM NO. 8B

(For Customers When Input Tax Credit is not Required )

[ See Rule 58(10)]

(CASH/CREDIT) **RETAIL INVOICE** 

TIN: 32100628004

CST: 32100628004C

SSI Reg. No : SSI No 320513833

To

Nirmala college ,moovattupuzha

Invoice No: 11

Invoice Date: 10/12/2016

Terms of Delivery:

Purchase Order No & Dt.

TIN No:

TCS)

Phone: 0485-2832361-

Mobile : -

Fax:

e-mail

SI No 1	Comm Code 2	Commodity Item 3	Tax Rate 4	Unit Price 5	Qty Nos 5	Gross Value 7	Cash Discount 8	Net Value 9	Tax Amount 10	Cess 11	Grand Total (9+10+11)
1		Supply of College office automation Software (online	5.00	288000.00	1	288000.00	0.00	288000.00	14400.000	D.00	302400.00

Total:

288000.00

0.00

288000.00 14400.000 0.00

302400.00

Grand Total:

302400.00

Grand Total in Words: THREE LAKH TWO THOUSAND FOUR HUNDRED only

E&OE

#### DECLARATION

Certified that all the particulars shown in the above tax invoice are true and correct in all respects and the goods on which the tax charged and collected are in accordance with the provisions of the KVAT Act, 2003 and the rules related there under. It is also certified that my/our registration under KVAT Act, 2003 is not subject to any suspension/cancellation and it is valid as on the date of this Bill.



**Authorised Signatory** 

































































































