Criterion VI

Governance,Leadership and Management

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCES

RAJAGIRI VALLEY P.O, KAKKANAD, KERALA 682039

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam and Approved by AICTE

6.2 **Strategy Development and Deployment**

6.2.2

MoU with Vendor

KRIS INVENTA PVT. LTD.

Technical Sales Proposal

Manage Campus
IntegratedCampus Management System

For

Rajagiri College of Management and Applied Sciences

Submitted Date: March 16th 2021

KrisInventa Private Limited
II Floor, CB Tower
KK Padmanabhan Road, Ernakulam
Tel – +91 484 4019665
Email: info@krisinventa.com
www.krisinventa.com

Table of Contents

Ref: RCMAS/MCampus/2-2021
Dated: 16th March 2021

Rev.Fr. Dr. Mathew Vattathara CMI
Director
Rajagiri College of Management and Applied Sciences
Kakkanad, Kerala, India

Sub: Proposal for MCampus– Integrated Campus Management Software.

Dear Father

We thank you for the kind courtesy extended to us during our visits to your esteemed organization. In continuation to the discussion and demos regarding implementing MCampus at your esteemed College, we are happy to submit our proposal for your kind perusal.

Kindly go through the details submitted and revert to us for any further clarifications.

Looking forward to have an association with your esteemed organization.

Yours sincerely,

For **KrisInventa Private Limited**

Robert M P
Director - Sales & Marketing

KrisInventa Private Limited
II Floor, CB Tower
KK Padmanabhan Road, Ernakulam
Tel – +91 484 4019665
Email: info@krisinventa.com
www.krisinventa.com

Proposed Solution Overview

The objective of this project is to implement an integrated software solution for managing the Registration, Curriculum, Back Office and related Campus activities of the **Rajagiri College of Management and Applied Science, Kakkanad.**

The project would cover implementation of our Manage Campus (MCampus), which inter-alia includes the Registration, Academic activities, back office activities,Online Portaletc

Modules Proposed

Product Description
MCampus – All Front Office, Back Office &Online Portal Modules
Curriculum, Administration, Application, Admission ,Staff Login,Student Login, Fee Module, Attendance & Time Table, Examination & Assessments(Internal Assessment)

Profile of Kris Inventa Private Limited(Kris).

KrisInventa Pvt Ltd has been a software development innovator providing full-cycle high quality services to its Customers globallysince 2008.

Our main objective is to provide focused IT solutions & services to the SME sector companies, Educational institutions, Logistics companies etc. We have persistently learnt from our experience and adapted the spurt in technological upgrades and pursued customer oriented vision in all our project.

We believe in team work and the most valuable resource we possess is our people in the team.The key strength of KrisInventa is the vast knowledge and expertise of the promoter directors who can boast more than two decades of IT consulting, project management and implementation experience. Throughout years of growth, owing to investments into training, scrupulous selection procedures, competitive benefits and appealing career possibilities, we managed to assemble a mosaic of motivated, loyal and highly skilled IT professionals. The effective work of KrisInventa resides on collaboration and teamwork between all its members, each one perfectly doing his own job.

KrisInventa is dedicated to its customers and partners. We believe that the most important factor of our success is the success of our clients and provide them with tools that help their business growth. Our Vision – "To be a Customer centric Global organization in the areas of Business consulting and IT Services, committed to creating value to all its stake holders". KrisInventa, both in idea and realization, is a client-oriented company. By supplying our customers with top resources and skills, we fulfil our main goal of adding value tothe businesses of our clients through Knowledge application of information technologies.

Our Mission is to deliver cost-effective and Quality solutions to our clients in a time bound manner. A special attention to the quality assurance of the products and services provided by the company. Our clients can rely on our products working stably and as designed because our quality assurance.

About the Product-MCampus (Manage Campus)

KrisInventa'sMCampus ERP is a web based, fully Integrated software which is designed and developed to manage the entire functionalities of a college starting from creation of course curriculum, online application form submission to become a student of specific College, automatic generation of rank list, process of admission to the course, online payments of fees, Student class allocation, Attendance handling and Exam management etc. In order to facilitate the above, the different portals such as student portal, management portal etc. are also organized. Various reports are automatically generated from time to time as per requirements of the college including NACC.

Modules Overview

1. **Curriculum**
   - ➤ **Curriculum Master Screens**
     - **Program Type Creation**
     - **Department Creation**
     - **Academic year Creation**
     - **Program Admission Type creation**
     - **Program Code Creation**
     - **Program Creation**
     - **Semester**
     - **Batch Creation**
     - **Course Type creation**
     - **Internal assessment component creation**
     - **Course Mode Creation**
   - ➤ **Curriculum Year wise Setting**
     - **Program Definition(Program Batch Creation)**
     - **Course Master(Subject Creation)**
     - **Subject Assigning Process(Batch wise)**
     - **Curriculum Rule setting for internal Assessment(Individual and Common Rule Setting**
     - **Class Creation**
     - **Batch to class Allocation**
     - **Batch to student Allocation**

- **Elective Allocation**
- **Student Promotion**
- **Additional Credit adding Screen**

➢ **Open Course**

- **Open Course Configuration**
- **Open Course Seat Allocation**
- **Open Course Rank list Generation**
- **Open Course Class Allocation**
- **Open Course Reports**

➢ **Service Learning**

- **Service Creation**
- **Service Allocation**
- **Service Approval**
- **Service Mark Entry**
- **Service Summarize mark Entry**
- **Service Summarize Entry Report**
- **Service Book Punch In/Out**

➢ **Curriculum Reports**

- **Course Syllabus with Credit**
- **Student Course Details**
- **Staff Wise Attendance Detailed Report Principal**
- **Course Wise Syllabus Report**
- **Course Quota Report**

2. **Administration** Administration

➢ **Master Screen**

- **Academic Year**
- **User Role Creation**
- **User Designation**
- **Menu Creation**
- **SMTP Configuration**

➢ **Settings Screens**

- **Staff Creation**

- **Role to menu allocation**
- **User to menu Allocation**
- **User Blocking and Unblocking**
- **Holiday or events Creation**
-

3. Application Administration

- ➢ **Application Masters**
  - **Disability Creation**
  - **Disability Percentage**
  - **Sports And Cultural Level**
  - **Weightage Display Order**
  - **Educational Board/University**
  - **Verification Certificates**
  - **Plus Two Group**
  - **Academic Subjects**
  - **Degree Subjects**
  - **Qualification Course**
  - **Tenth Subject**
  - **Plus Two Course**
  - **Qualification Group**
  - **Position**
  - **Caste**
  - **Caste Category**
  - **Religion**
  - **Annual Income**
  - **Country**
  - **State**
  - **District**
  - **Quota**
  - **Declaration Master**
- ➢ **Application Configuration**
  - **Applicant Grade Conversion Configuration**
  - **Applicant Subject Configuration**
  - **Application Code Creation**

- **Application Number Configuration**
- **Application Date Configuration**
- **Course Preference Settings**

➢ **Application Help Desk**

- **Applicant Enquiry**
- **Applicant Enquiry Report**
- **Applicant Payment Bypass**
- **Students Profile Download**
- **Edit Application**

➢ **Application Report**

- **Payment Mode Report**
- **Application Statistics**
- **Applicant Quota Statistics Report**
- **Quota Wise Seat Statistics**
- **Applicant Details**
- **Applicant Payment Entries Report**
- **Total Applicant Information**
- **Management Quota Report**
- **Payment Details Report**
- **Educational Board wise Applicants Report**
- **Applicant Details With Preference Report**
- **Applied Students Details With % of marks**
- **Applicant Detail With Photo Report**

4. **Admission**

Student Admission and support

➢ **Admission Maters**

- **Program Seat Number Setting**
- **Second Language Seat Settings**
- **Messages (Creation And Sending)**
- **Notification**
- **Activity Master**

➢ **Admission Configuration**

- **Quota Seat Allocation New**
- **Subject Weightage Marks**
- **Seat Distribution**

- **Extra- Curricular Weightage Marks**
- **Second Language Seat Number Settings**
- **Applicant Admission Memo Configuration**

➢ **Admission Help Desk**

- **Add Applicant to interview Screen**
- **Update Transactions**
- **Admission Cancellation**
- **Additional Language Changing Screen**

➢ **Admission Settings**

- **Quota Seat Allocation**
- **Application Registration Through Admin**
- **Admission Memo Configuration**
- **Checklist Master**
- **SMS Configuration**

➢ **Admission Interview**

- **Interview Registration**
- **Allotment Process**
- **Verification Process(Certificate Verification)**
- **Principal Interview**
- **Class Allocation**
- **Admission Number Allocation**
- **Admission Payment**
- **Payment Receipt/ID Card Printing**
- **Admission Memo**

➢ **Admission Reports**

- **HelpDesk Report**
- **Allotment Desk Report**
- **Verification Desk Report**
- **Admission Payment Report**
- **Admission Report**
- **Applicant Mark Report**
- **Quota-Wise Rank Report**
- **Category Wise Admission Report**
- **Cancelled List of Students**

- **Course Wise Admitted Student**

5	**Staff Login**	Administration

- ➢ **Attendance entry**
- ➢ **Students Search**
- ➢ **Attendance entry without Time table**
- ➢ **Exam Mark Entry(Internal)**
- ➢ **Incident Reporting**
- ➢ **Teacher Time Table**
- ➢ **Reports**
  - **Admitted Student Details with Photo**
  - **Subject Wise Attendance Report**
  - **User Wise Attendance Report**
  - **Daily Attendance Report**
  - **Class wise Over All Attendance Old**
  - **Attendance Not Taken**
  - **Student Promotion Report**
  - **Staff Wise Attendance Report**
  - **Student Attendance Shortage**
  - **Co-Curricular Leave Report**
  - **Subject Wise Conducted Hours**
  - **Internal Mark Report**
  - **Class Wise Over All Attendance**
  - **Teacher Wise Faculty Evaluation Report**
  - **Consolidated Internal Mark Report**

6.	**Student Login**	Student Admission and support

- ➢ **Attendance**
  - **Attendance Profile**
  - **Time Table**
- ➢ **Attendance Reports**

  Previous Attendance Report
  -
  - **Absent Report**

- Attendance Not Taken Report
- Co-Curricular Report

➢ **Examination**
- Apply Regular Exam
- Apply Supply/Improvement Exam

➢ **Faculty Evaluation**
➢ **Mark List**
- Internal Mark Report

➢ **Service Learning**
➢ **Receipt Download**
➢ **Fee**
- Course Fee Payment

➢ **Student Profile Edit**

7. Fee Module | Finance and Accounts

➢ **Fee Settings**
- Fee Head
- Fee Head Category
- Other Fee Configuration
- Online Payment integration

➢ **Examination Fee**
➢ **Course Fee**
➢ **Other Fees**
➢

8. Attendance & Timetable | Administration

➢ **Attendance Master**
- Time Table Creation
- Student's Attendance Entry for Admin
- Period

➢ **Attendance Settings**
- Attendance Block Unblock
- Attendance Hour Cancellation
- Co-Curricular Leave Approval
- Attendance Cancellation
- Attendance Update Process

- ➤ **Attendance Report**
  - • **User Wise Attendance Report**
  - • **Staff-Wise Detailed Attendance Report**
  - • **Daily Attendance Report**
  - • **Class wise Over All Attendance Old**
  - • **Class Wise Over All Attendance**
  - • **Subject Wise Attendance Report**
  - • **Attendance Not Taken**
  - • **Subject Wise Conducted Hours**
  - • **Teacher wise Time-Table**
  - • **TeacherWise Subject**
  - • **Staff Wise Attendance Report**
  - • **Staff Details Report**
  - • **UserLog Report**
  - • **Gender wise Students Report**
  - • **Co-Curricular Leave Report**

9. Examination & Assessments (Internal Assessment) **Examination**

- ➤ **Internal Assessment Component master**
- ➤ **Rule Setting (Internal Assessment Components)**
- ➤ **Internal Exam Creation**
- ➤ **Internal Exam Mark Entry Screen**
- ➤ **Internal Mark Update Process**
- ➤ **Internal Mark Report(Individual)**
- ➤ **Internal Mark Report(Consolidated)**

Benefits

- ◈ Fully Integrated system. Avoid using multiple systems to manage campus.
- ◈ Control workflow of activities – System remembers your steps.
- ◈ Free-up precious teaching time of teachers.
- ◈ Improve teacher-student communication.
- ◈ Student academic records are archived and retrieved easily.
- ◈ Principal/HODs can quickly pick up student's records for discussion, without dependence on anyone.
- ◈ Improves student/teacher morale as well as for the better performance.
- ◈ Improve transparency in class tests and exams.
- ◈ Parents keep close contact with student's performance and activities.

Scope of Project

Proposal for implementation of service covers the following:-

- a) Software Installation and Configuration
- b) Training (Application, Tools and Technical)
- c) Business Process Mapping
- d) Prototyping and Testing
- e) Post-Live Support

The proposed service also includes the following project management responsibilities:-

- a) Project planning and organization
- b) Project schedule control, tracking and monitoring
- c) Resource management and allocation
- d) Risk management and mitigation
- e) Issues monitoring, escalation and resolution

f) Project review meetings, minutes and documentations
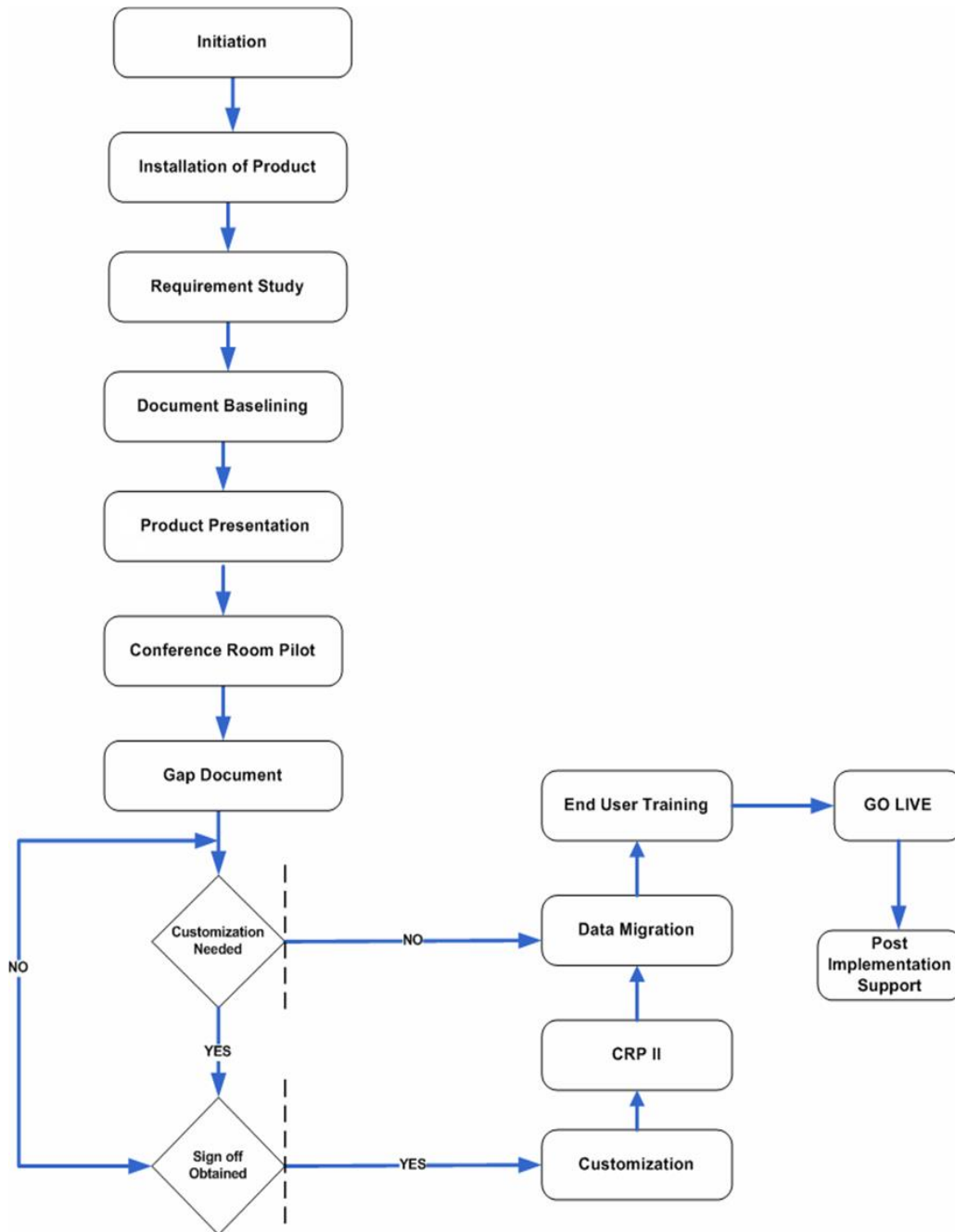
Project Deliverables

The following are the implementation deliverables during each phases:

1. **Define**

   - Detailed User Requirement Specification Document

2. **Training**

   - Application Training for Project Team , User Manuals

3. **Model**

   - Conference Room Pilot (CRP) Sign Off

4. **Configure**

   - End-User Training Manuals

5. **Go Live**

   - End user training

   - Go-Live SignOff

Software Environment

Application Server : **Windows Server Enterprise 2012 or Greater**
Database Server : **MS SQL Server Enterprise 2012 R2 or Greater**
Web Server :**IIS 7 or Greater**
Framework : **Microsoft .Net 4 or Greater**
Client O/S : **Windows 7 and above /Linux/MAC (All latest Browsers are supported)**

ProjectImplementation Plan

Flowchart:

Initiation → Installation of Product → Requirement Study → Document Baselining → Product Presentation → Conference Room Pilot → Gap Document → Customization Needed

Customization Needed — NO → Data Migration
Customization Needed — YES → Sign off Obtained

Sign off Obtained — NO → (back to Customization Needed)
Sign off Obtained — YES → Customization → CRP II → Data Migration

Data Migration → End User Training → GO LIVE → Post Implementation Support

KRIS Project Management Methodology

Rajagiri College of Management and Applied Science, Kakkanad (here in after referred to as "RCMAS") wishes to have the college ERP and approached   Kris Inventa Private Limited (here in after referred to as "KRIS") who in-turn is submitting this proposal.

This section gives details of project management activities that need to be carried out to manage Mcampusproject (Here in after referred to as the "Project"). In addition, KRIS will also undertake other Project Management activities (i.e. provide status reports as per RCMASrequirements in terms of content and periodicity, attend Integrated Programmes for Change review meeting etc), as required by RCMAS.It is recognised that some of the project management activities listed here may not be necessary due to this. Hence, the activities listed here will be reviewed once the details of project management activities for Integrated Programmes for change have been discussed with KRIS.

The objective of Project Management is to provide a framework for project planning and monitoring. The KRIS's Project Manager will primarily direct the efforts of the KRIS 's project team and will analyse with the RCMASnominated Project Manager to synchronise concurrent development schedules and tasks that this project is dependent on. This activity will consist of the following tasks:

- Develop and track project plan

- Communicate project status

- Manage project delivery / issues

- Manage project dependencies

- Conduct Project Review

- Administer Change Management.

Develop and Maintain Project Plan

KRIS will develop a project plan at the start of the project. This project plan will provide a road map for the successful completion of the project and will include detailed tasks to be performed by both KRIS and RCMAS. The project plan will be updated throughout the project to reflect changes. For each task stated in the project plan the following information will be included:

- Resource(s) /organization assigned to the task

- Estimated effort in days to complete the task

- Date(s) the task is expected to be performed

- Dependencies on other tasks

Communicate Project Status

Formal project communication consists of the following:

Write and deliver status reports: KRIS will write and deliver status reports on a fortnightly basis throughout the life of the project. These status reports will contain accomplishments, deviations from plan and significant plan changes. Any issues for escalation will also be included in this report.

Conduct status meetings: KRIS will conduct fortnightly status meetings with the RCMASProject Manager. Team members from both organizations will attend as needed.

Conduct executive status meetings: KRIS will conduct meetings with RCMASsenior management on an agreed upon frequency throughout the life of the project. These meetings are intended to keep senior management informed of project status and to communicate issues that require escalation.

Manage Project Delivery / Issues / Dependencies

Weekly project status communications consist of the following:

Conduct issues meetings: KRIS will conduct meetings, as required, to review progress on outstanding issues and to raise any new issues. All project team members affected by outstanding issues will participate.

Maintain issues log: KRIS will maintain a log of all project issues. In preparation for the bi-weekly status meetings, KRIS will present and discuss issues that require management attention.

Conduct Project Review

The KRIS's Senior Project Manager will have overall responsibility for the successful completion of this project and will serve as the escalation point for any issues requiring higher level KRIS management attention. The KRIS's Senior Project Manager and KRIS Quality Assurance will arrange periodic project reviews with the KRIS's Project Manager during the course of the project. These project reviews will include an assessment of the project plan, estimates, assumptions, dependencies and project risks.

Administer Change Management

Effective change management is essential for ensuring that the project is delivered to requirements and within the timeframe.

KRIS's change management process is the shared responsibility of the KRIS and RCMASProject Managers. The Project Change Control Procedure requires constitution of a Change Control Board to approve written change authorizations signed (or electronically authorized) by both KRIS and RCMAS .Project Managers prior to the implementation of any changes to the statement of work(For short "SOW"). The KRIS's Project Manager will be responsible for working with the RCMASProject Manager to administer the change.

Change Management

Change Management procedure tracks all change requests for individual projects. This includes assigning and prioritizing change request, as well as coordination and review with the client.

The impact analysis acts as an input to risk management. The change management process is independent of any other modules of project management. This is a continuous process throughout the project life cycle and is a crucial factor for successful implementation of the project.

All changes are categorized on the basis of the nature of complexity and criticality of the project. Changes that do not require client intervention are directed to resources for execution. In case client intervention is required, the concerned person is immediately notified and based on the approval/ rejection; the changes are either executed or deferred.

As our standard process, KrisInventaPvt Ltd uses a combination of issue handling tool and version control software for tracking, monitoring, reviewing and successfully executing all change requests.

The Change Control Process has been represented in the diagram below:
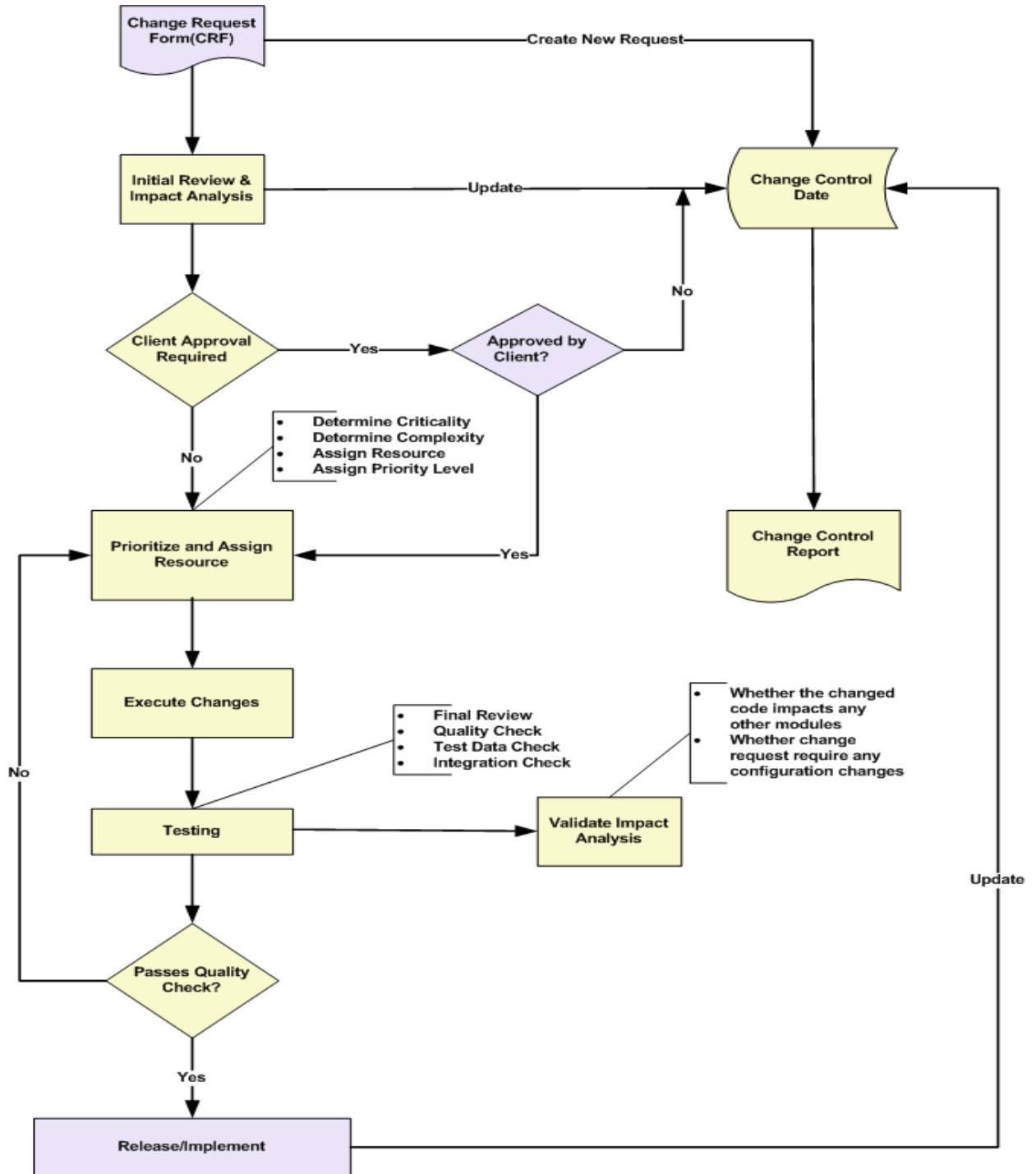
Communication Management
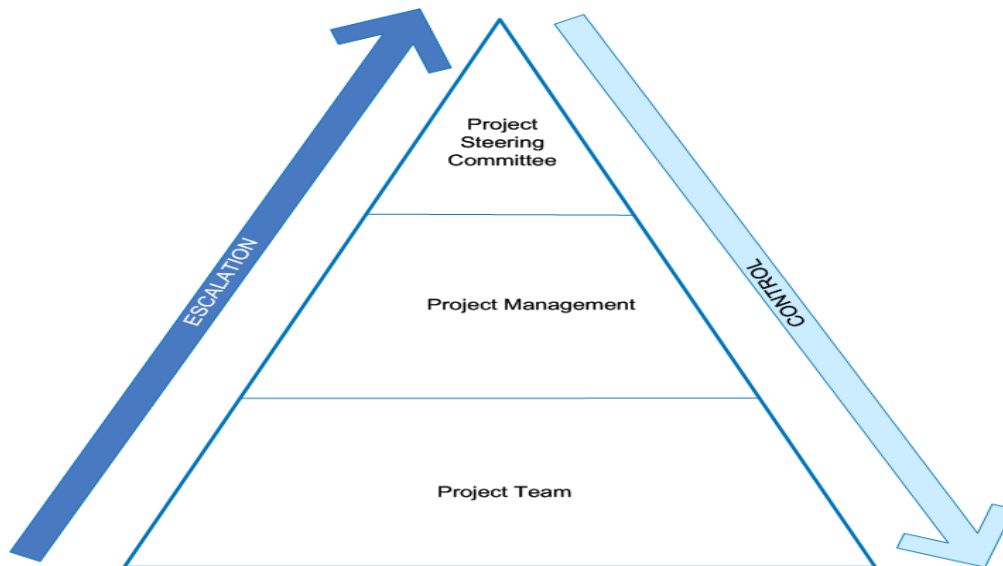
Communication Management describes the process establishing communication protocols and procedures between KrisInventa Pvt Ltd and our clients. As part of our primary focus in project management, communication management is given high priority. The details of the proposed communication plan are as mentioned above under the **communication process.**

Resource Management

The two primary components of this process are Human Resource Management and Material Management.

Human Resource Management

KrisInventa Pvt Ltd has a dedicated team of sourcingspecialistswho specialize in evaluating and recruiting individual resourcesboth from our internal pool of employees as well as best talents in the market.

A sourcing specialist will handle a particular account of a project and he/she will be responsible throughout the duration of the project for all human resource requirements.

The sourcing specialist will act as an HR representative for the project. If there is any dispute with a particular team member, it will be his/her responsibility to resolve the issue, or to provide an alternative resource of equivalent/better capabilities.

The sourcing specialist is given cost guidelines to work with in order to meet our cost goals.

The Project Manager will be responsible for building a cohesive team and a spirit of responsibility and responsiveness to the project goals.

Material Management

KrisInventa understands the need for project completion in time. We use the lead-time before the start of the project to procure and/or assemble all resources required for successful completion of the project.

Scope Management

Scope Management ensures that the project includes all work required to achieve the goals of the client. The said activities are taking place during the initial stages of the project. While planning and definition are the main activities of this management area, scope control is an integral process of the project and takes place throughout the project lifecycle. Change requests that pertain to addition, modification or removal of features will automatically trigger scope control. KrisInventa will guide the client throughout the project to work within the defined parameter of the project scope. However, the control and planning process will take care of any changes to project scope. The Scope Management activities process includes plan, define and control.

Time Management

Time Management is primarily concerned with the process required to ensure timely completion of the project tasks.

The process involves defining tasks and sub-tasks to accomplish a goal. The goal in this case is completion of a deliverable modules within the allotted time and budget from time to time. The tasks are defined in terms of activities, scope and constraints.

All tasks are detailed to provide clarity. The tasks are arranged in accordance with the development methodology. Based on the development model, all tasks are arranged to complete the deliverables according to the level of task. Lower-level tasks are input to the higher level-tasks, which in-turn provides input further up in the hierarchy.

Activity duration is estimated based on the "Function Point Analysis" model of task effort estimation. Based on the above input, a schedule of activities is formed to outline starting and ending days.

KrisInventa uses well-known project management tool for scheduling tasks and monitoring progress. Critical path analysis is done to quantify project lag/slack time. The tool is also used for assigning resources, defining milestones, adding tasks constraints, assigning dependencies, etc.

KrisInventa further uses the tool to monitor and level task assignments, managing over-allocation/under-allocation of tasks to specific resources. The schedule at the design stage is an estimated schedule.

During the course of the life cycle of the project, the Project Manager adjusts the schedule to reflect the actual timeline, manages changes to work plan, and reports on the effect of these changes on the project's schedule. All changes are based on the basic guidelines provided by the contract. In case of any major changes, the client/stakeholders of the project are notified and the Project Manager will obtain written authorization to proceed.

Cost Management

KRIS's cost management procedure ensures that the project is completed within the estimated budget or within the parameters of the approved changes. KrisInventa is continually striving to provide a best-value product to all our customers. All tasks are initially assigned role description based resources, which further define the profile and level of expertise required to accomplish the task. KrisInventa pools resources from our internal employees and available talent in the market. Utilization of KrisInventa offshore resources located at our development centre Cochin, India, gives us a major advantage in providing cost-efficient solutions to the client.

A major part of this process is constant monitoring to control costs. The initial budget is further checked by a mid-term project analysis to identify deviations or potential deviations. Project metrics related to cost and schedules also serve as an input for future projects.

Quality Management

KrisInventa Pvt Ltd considers quality to be a strong focus area in the entire Project Management process. KrisInventaPvt Ltd puts forth a plan and an acceptable checks-and-balances process to assure quality deliverables, subject to client approval. KrisInventa Pvt Ltd quality management process has been optimized to provide effective quality control with the least amount of project overhead. KrisInventa Pvt Ltd internal quality processes are defined by our Software Engineering Process Group (For short "SEPG") as per SEI-CMM standards. These processes are reviewed and checked by our Quality Manager who ensures that all processes adopted for a project have been adhered to.

The three main components of our quality process are

- Quality Control
- Quality Assurance
- Quality Planning

While Quality Control deals with the day to day activities of quality checks, team review, peer review, structured walk-through, etc. its results are reviewed by the Quality Assurance (QA) to verify adherence to project plan, quality plan, and quality audit. The quality assurance manager reviews all QA activities, including peer review comments, design review steps, test plan implementation steps, risk mitigation steps at regular intervals and reports to the senior management. The QA manager will work with the client to establish required control activities, and will recommend required quality analysis. Our processes are flexible enough to accommodate specific client requirements. Some of our preliminary planning includes planning for quality assurance and setup of quality control checks. The scope and project objectives along with internal standards defined by the SEPG form a guiding framework for the quality plan. The quality plan consists of standards definition, metrics guidelines and deliverable checklists. The quality plan identifies all quality control mechanisms and desired results.

Over a period of time, having come across several projects,KrisInventa has implemented various quality standards, some defined by the client, others defined internally in conjunction with industry standards. We have learnt that there is no one perfect model. The control mechanism is thus kept flexible for review and revision. The process provides feedback information on quality trends to help quality managers and project managers review and revisit the quality planning documents, in case any modifications are required to the quality control process.

A diagrammatic representation of our QUALITY PROCESS is shown below:
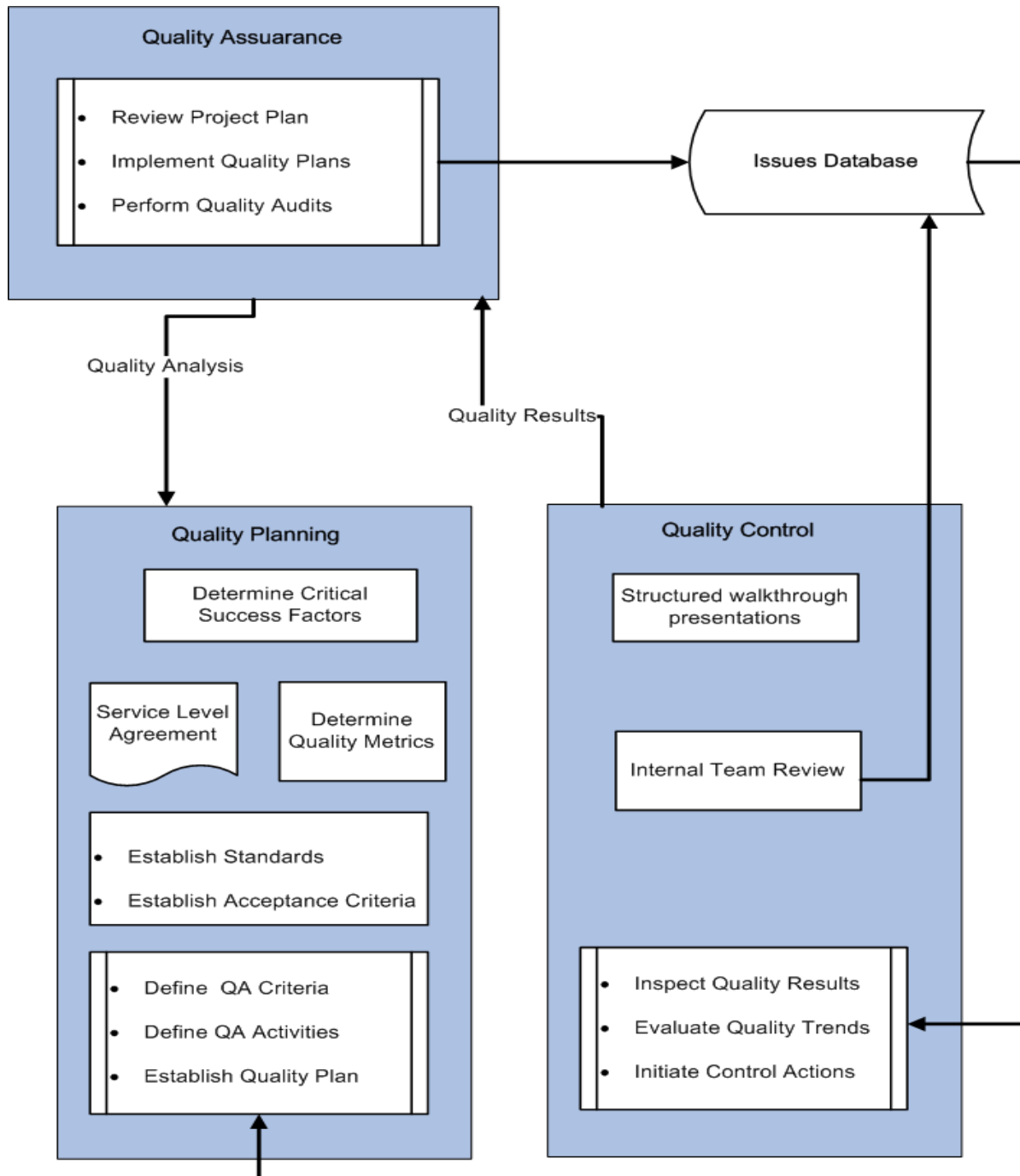
The diagram above reflects the principles mentioned earlier. The quality planning takes into account not only the internal pre-defined quality requirements but also project specific quality requirements that emanate from service level agreements and the critical success factors for the project. The quality metrics, standards and acceptance criteria for various deliverables are defined based on these factors. The quality control steps that are shown ensure that the quality plan is being followed. The quality control process includes peer reviews, team leader/manager reviews, structured walk-through/presentation, quality assurance review and delivery sign-off. Any discrepancies noticed in the quality results will result in corrective actions in the development process as well as the quality control process. The quality control process is explained in detail to individual team members who are each responsible for their own deliverable. At the request of the client, KrisInventaprovides a totally different team to support testing and the quality process, independent of the development team.

Risk Management

Possible risks identified for this project include:

- Scope of Work not being clear to end-users initially.
- Extent of implementation is not fixed.
- Scope of customization is not defined.

Risk management deals with anticipating and planning for potential problems before they can cause damage to the project. While we can never predict the future with certainty, we can apply structured risk management techniques to take a look over the horizon to anticipate the traps that might be looming and take actions to minimize the likelihood or impact of these potential problems. Formal risk management greatly improves the likelihood of successful project completion and reduces the potential negative consequences of those risks that cannot be avoided. It is important that the risk management process serves as an umbrella to each of the eight areas of project management. Special emphasis is laid on qualification (risk level), and quantification (cost of) of risk.

Risk management is a continuous process. The whole cycle of identification, analysis, planning, tracking, and controlling is repeated continuously and simultaneously as known risks are monitored and new risks get identified. Impact analysis from the change management process serves as one of the inputs to Risk Management.

Through years of experience, KrisInventa has qualified that risk management does not necessarily apply only to the technical or functional aspects of the project. It also applies to areas such as

resource management, quality management process, change management process, and others. Thus, KrisInventa provides all generated documentation/results from other areas to risk management to analyse potential risks. Any critical risk factors are immediately communicated to the client to draw-up a plan of action. The internal project management standards at Kris Inventa have helped in developing risk-tracking techniques and identifying potential risk factors from quality control and project performance reports.

As illustrated, the risk management process is one of identifying, analysing, planning, tracking and controlling risk factors of the project. KrisInventa has developed a structured risk management process by identifying potential problem areas, assigning checkpoints and review process, and analysing any and all changes for risk. During the design stage KrisInventa performs a standard risk analysis exercise against proposed solution, actual deployment environment, and real-life test case scenarios.

KrisInventa places special emphasis on protecting its assets and covering the risk against disasters. KrisInventa has a standard Disaster Recovery Policy. This policy incorporates planned and managed redundancies. The policy dictates the required actions that need to be taken by different personnel, including specific project personnel. For this reason the risk of disaster is not handled separately as a project level risk plan but as an organization level risk plan.

Identify

Risks need to be identified before they become problems. The risk identification process is started as early as possible on each project – sometimes at the proposal stage itself, if there are known risks, else at the project planning stage. KrisInventa follows several methods to identify all potential risks. One technique that is used is the brainstorming technique where all the people who have knowledge of similar projects pool in their thoughts to come out with a list of potential risks. The agreed list is then checked against a standard checklist of risks from our issue database to ensure that a potential risk has not been missed out. This checklist is kept constantly updated with data from ongoing projects. To ensure that risk identification process is a continuous task various project reports like the quality control reports, quality plan, scope change management process, change management request forms, incident reports etc are reviewed in detail as they can flag potential risk factors. The project manager and other members of the team may flag risks while preparing or reviewing these reports (considering issues like, is there a problem that has been recurring, is there a problem that has remained unresolved for a while). Although risk identification is initiated at the beginning of the project, it is an ongoing process and continues

throughout the life cycle of the project. Each identified risk is stated as a risk statement specifying the condition under which the risk occurs and the consequence on the project.

Analyze

Risk analysis involves examining how project outcomes might change with modification of risk input variables. Risk characteristics are documented, evaluated, classified and prioritized. This is done by evaluating the probability of occurrence of the risk condition along with an assessment of the impact of that risk factor on the project. Taken together, they provide a measure of the risk exposure due to each risk item. This measure can form a basis for prioritizing the risks.

Plan

Based on the risk characteristics identified above, a risk mitigation plan is drawn up. For each identified risk, a person who is responsible for the mitigation plan is assigned. The risk statement is raised as a Problem/Issue/Query and escalated to the appropriate level for tracking and control.

Track

This includes monitoring of risks through collection of risk information. This process helps Kris Inventa's project management to obtain early signs of potential problems and to take corrective measures. Each risk is tracked through the periodic project status report. The assigned responsible person and the project manager are primarily responsible for tracking each risk. If required special investigation is carried out to collect relevant information to assist in the decision-making process.

Control

By reviewing the risk tracking data periodically, the project manager can adjust the probability and/or impact of each risk as the project evolves. Additionally, based on tracked risk data and corresponding triggers/thresholds specified in the risk mitigation plan, timely and effective decisions can be made on how to proceed with controlling the impact of the risk. It is ensured that required corrective action is taken for any deviations from the risk mitigation plan.

Communicate

Appropriate and timely communication to concerned stakeholders of all information related to project risks is keyto ensuring successful risk management by raising the awareness of conditions that can affect the project. The communication will also ensure that stakeholders are aware of all the risks and the plan to manage them, so that expectations are successfully managed. The risk management plan and the periodic project status reports are the primary means for this communication. KrisInventa have successfully established various processes to strengthen the delivery including:

- Requirements Processes

- Project Management Process

- Technical Solution Process

- Product Integration Process

- Verification Process

- Validation Process

- Decision Analysis and Resolution Process

- Causal Analysis and Resolution Process

- Quality Assurance Process

- Configuration Management Process

- Organizational Training Process

- Measurements and Metrics Process

- Process Management Process

- Supplier Management Process

KrisInventa/Rajagiri College of Management and Applied Sciences,Kakkanad-Roles & Responsibilities

KrisInventa's Responsibilities

KRIS'sresponsibilities for this SOW are listed below.

KrisInventa will nominate a suitably qualified and experienced Project Managers and team members. KRIS recognises the importance of key project personnel being retained on the project and shall make all reasonable effort to retain such personnel on the project. However under certain conditions beyond KRIS's control this may not be possible for e.g. when an employee resigns falls sick for an extended period and other such conditions.

The Project Manager will be responsible for the following:

- Provide the primary contact for RCMASduring execution of the project.
- Develop and maintain project plan and set project standards
- Manage the project in accordance with KRIS's project management methodology.
- Develop detailed plans to micro-manage project tasks.
- Establish and maintain communications with the RCMASProject Manager and establish procedures for access to RCMASfacilities, data and personnel.
- Manage KRIS resources allocation and utilization.
- Provide direction to all assigned personnel including both KRIS personnel and KRIS subcontractor personnel.
- Define and monitor the support resources required for the project to ensure these resources are available as scheduled.
- Review the contract and team responsibilities and resolve deviations, if any, from the contract with the RCMASProject Manager.
- Conduct regular meetings and/or updates with other project members.
- Measure and evaluate progress against the plans and schedules.
- Escalate major project issues and problems to the Project Steering Committee.
- Ensure system is fully tested prior to hand over to RCMASfor Acceptance Testing.
- Change Management.
- Complete the work as per SOW given in this proposal.

RAJAGIRI COLLEGE OF MANAGEMENT AND APPLIED SCIENCE's Responsibilities

Following are the key responsibilities that RCMASneeds to discharge, to enable KRIS to discharge its responsibilities within the cost and schedule constraints of the project. These responsibilities are to be performed by RCMASat no cost to KrisInventa.

- Performing all tasks of RCMASas defined in the mutually agreed project plan. Any deviations or delay shall be processed under the Change Control Procedure, and may result in additional charges and/or changes to schedule. Approve any document within five working days of acknowledged receipt of the same by RCMAS. If no response is received within the period, KRIS shall, through its Project Manager, issue a reminder to the RCMAS, re-seeking such approval.
- Make available resources required to pursue the project and coordinate discussions/demonstrations/reviews/acceptance test/clarifications and training at appropriate times as defined in the project plan. Resources required to pursue the project will include the specified hardware, software and networking environment, other than that supplied by KrisInventa. This also includes the hardware and system software required for the pilot site.
- Make sure that all information requested by KRIS for successful execution of the project is made available in a timely manner.
- Provide KrisInventanecessary hardware, software and test environment at its site, as required for the purpose of meeting its obligations under this proposal.RCMASwill also provide specific documents and data for use during the project, as required.
- Manage and operate the on premises computer systems, Network and Security, as part of this project and those required for the pilot sites.
- Provide verified DATA in pre-formatted excel sheets provided by KrisInventa.

Commercials

KrisInventa carries out software development as per KRIS's Quality Management System (QMS) discipline. We have clearly defined ISO processes in place to ensure delivery of International quality products at competitive rates and within the estimated timelines, from our Software development Centre.

We have provided the commercials for MCampus below.

M Campus Enterprise –

Sl. No.	Description	Qty	Amount (INR)
1	**MCampus:-** **Integrated Campus Management System Enterprise Licence- Perpetual**	For First Campus Unlimited number of users.	400000+Tax (Four Lakhs +Tax Only)
A	**Module wise cost details-Annexure attached**		
B	**One time Implementation charges, includes Data Migration.**	Lumpsum	Included in Licence Cost
2	**ApplicationHosting**	Dedicated Server	Infrastructure provided by RCMAS

Payment Terms

100% Payment in advance.

Above pricing does not include cost for SMS, Email, Domain Name,SSL and other Social Media Apps related expenses.

The licence cost includes onetime customization based on the system studyand end user training. Customization of the system if any after system study sign-off, shall be reviewed by KrisInventa and taken up based on Software Development Life Cycle(For short "SDLC")methodology and charged separately. Changes during the post-support period will be handled as per the terms laid out in the Annual maintenance contract agreement.

Implementation and Support

KrisInventa would implement the project and extend support directly and will not involve any third party man power or services.One time customization for allmodules will be provided by KRIS. One time training will be provided for managing the system to system administrators and end users and designated team members.

All Data to be provided by Campus in pre-formatted Excel Sheets provided by KrisInventa.

Data Migration scope will be limited to migrating the student, staff data and opening balance entries for the back office.

Project Timeframe

Project timeframe is estimate as 6 months (Approximately).

Warranty & Post Warranty Support

The system is under warranty for a period of 6 (Six) months towards installation and usage support. A separate AMC contract is required for on-going support and upgrades from KrisInventa Private Limited. The charge for the same will be 20% of the total project cost.

Post warranty the support will be provided in the following format:

Type (level) of support.
Number of support hours included (by level).
Updates and upgrades that are included (by level).

Support Type (Level)	Response/Resolution Time from the call reported	Includes (Yes/No)		
		Issues	Software Patches	Product Feature Upgrades
Level 1:Email/Chat	1-2 hrs	YES	-	-
Level 2: Telephone Call	1 Hrs	YES	-	-
Level 2:Remote Trouble Shooting	2-4 Hrs	YES	YES	YES
Level 3 : Onsite Visit	4–8Hrs	YES	YES	YES

Proprietary Information

The software produced and delivered to RCMASwill remain the intellectual property of KrisInventaPrivate Limited, Ernakulam. The software provided to RCMAS will however remain with their institutions/corporate office for use within their organisation only. RCMASagree to not reproduce, distribute or sell this software to any party directly or indirectly without the written consent of KRIS INVENTA PRIVATE LIMITED, Ernakulam.

Disclaimer

KrisInventa holds the responsibility to rectify defects pertaining to the scope of the project arising due to developed software. There would be no responsibility on the part of KRIS for defects arising due to usage of third party software, browsers, technology, operating systems, hardware, networks and operational problems and manipulation of database by either by customer or by a third party.

Confidentiality Clause

KrisInventa would respect the confidentiality of the business. The confidentiality will be met with respect to the RCMAS's property, Data and material given to KrisInventa.Similarly, RCMAS is expected to maintain confidentiality in terms of the software and protect the intellectual property of KrisInventa.

Force Majeure Clause

KrisInventa will be unable to execute its responsibilities and will not be held responsible for non-delivery of the software arising due to an act of nature such as an earthquake or other natural disaster or an act of violence or destruction beyond the company's control.

Non Employment Clause (Mutual).

KrisInventa Private Limited, Ernakulamand Rajagiri College of Management and Applied Sciences,Kakkanad, mutually agree not to make any employment offer to any of its employees directly or indirectly through another recruiting company or with any of its sister/group/subsidiary organizations during the implementation of the MCampus and also for 3 (Three) years after the sign off of the first implementation.

Conclusion

KrisInventa welcomes the opportunity to provide its services in the implementation of MCampus,Campus Management System for RCMAS.

KrisInventa understands and appreciates the need for providing a high level of quality service to our client, especially considering the critical nature of the application for enabling Knowledge transformation in today's fast changing world of business. KrisInventa would keenly focus on the project so as to handhold the client in completion of the project. KrisInventa also recognizes the need for offering a holistic approach in the provision of its onsite/offshore solution.

KrisInventa has the necessary resources, skills, infrastructure, experience and most importantly process / methodologies in place that could be advantageously put to use in meeting the client's goals. KrisInventahas consistently and successfully executed Onsite/Offshore Software Development assignments for reputed national and international clients throughout the world.

The contents of this document are confidential to the client and KrisInventa project team involved in this project and shall not be revealed by either party to any external agency or outsider.

KrisInventa upholds and cherishes the values and commitment in all its services to its clients, and looks forward to continue the mutually beneficial and long-lasting relationship with Rajagiri College of Management and Applied Sciences, Kakkanad.

Approvals

For Rajagiri College of Management and Applied Sciences, Kakkanad.

_____   _____

Authorised Signatory.   **Date**

Name :Rev.Fr. Dr. Mathew Vattathara CMI

Title   : Director l

For Kris Inventa Private Limited,Ernakulam

_____   _____

Authorised Signatory.   **Date**

Name :Robert M P

Title   : Director – Sales and Marketing

Approvals

For **Rajagiri College of Management and Applied Sciences, Kakkanad.**

Authorised Signatory.

13-04-2021
Date

Name :Rev.Fr. Dr. Mathew Vattathara CMI

Title   : Director l

For **Kris Inventa Private Limited,Ernakulam**

Authorised Signatory.

13-04-2021
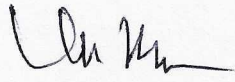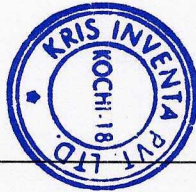Date

Name :Robert M P

Title   : Director - Sales and Marketing