

# **JADAVPUR UNIVERSITY**

Ref No.: JU/E-Gov./01/2014

Date: 21/07/2014

## **Notice inviting Expression of Interest**

Jadavpur University is a reputed University in India. Expression of Interest (EOI) is invited from reputed and experienced Software Development Companies for design, implementation, training and maintenance of University Management System for Jadavpur University.

The project involves design, implementation, training and maintenance of the following functionalities in a phased manner:

### **1. Student Life Cycle Management**

#### **1. UG / PG degree/diploma / certificate student**

- Prospecting and Online Application system
- Online Admission system
- Student Tracking System
  - Student Monitoring System
  - Student Migration System
  - Student Progression System
  - Optional Study Management
  - Alumni Tracking

#### **2. PhD Thesis and Scholar Tracking System**

- Prospecting and Online Application system
- Online Admission and Registration system
- Student Tracking System
  - Student Monitoring System
  - Student Migration System
  - Student Progression System
  - PhD Coursework Management
  - Alumni Tracking
- Supervisor Information System
- Examiner Information System
- Thesis Tracking System

## **2. Course and Curriculum Management**

- Syllabus and curriculum Management
  - Teaching Schedule
  - Subject Allotment
- Compliance Management
  - State Dept of Higher Education
  - MHRD
  - UGC
  - NAAC
  - NBA
  - Architecture Council
  - Pharmacy Council
  - DBT
  - AICTE
  - NCTE

## **3. Examination Management System**

Paper Setting and Examiner Allotment

- Question collection & Printing
- Examination Scheduling
  - Exam fees
  - Notice
  - Admit card
- Seat Allocation and Invigilator Duty Allotment
- Result Management and archiving(Marks entry to Grade Card/Result Publication)

## **4. Convocation Management**

- Certificate Preparation to Convocation Function

## **5. Transcript Management**

Note: Item Nos. 1-5 may need different modules to be developed based on the requirements of the different faculty councils, departments, schools and centres.

## **6. Student's Welfare Management**

- Hostel Management
- Free-ship Management
- Anti-ragging Events and Incident Management
- POSH Events and Incident Management
- Club and NSS activities management
- Sports Activities and other events management

## **7. Health Center Management**

## **8. Industrial and Foreign Collaboration tracking and management**

## **9. Finance**

- Account s Management – Interfacing with the existing accounting system
- Financial Management
  - Budget and Controls
  - Bills/Claims Process flow
  - Fund Management:: Inflows and Outflows
- Stores and Purchase
  - General Purchase
  - Foreign Purchase
  - Order issue and monitoring:: utilization of funds in time
  - Stores Management
  - Centralized Goods receiving Office
  - AMC/Repair related processing
- Payments Management System (Vendor)
- Payments Management System (Employees)
- Payments Management System (Students/Scholars)
- Payments Management System (Foreign Currency)
- Daily closure of cash and merging to main account
- Employee Welfare Management
- Finance management for Students and Scholars
  - Fee Collections
  - Management of free-ships
  - Hostel dues and collections
  - Foreign Currency Collections
  - Other collections
  - Scholarship Disbursement
- University Sales Counter Management
- PAY ROLL and Retirement Benefits disbursement
- Accounting:: University Budget
- Project accounting
- Plan Fund monitoring and time-bound completion
- Monitoring of Advances
- Budget preparation:: Data transmission
- Final Accounts
- Audit reports and compliances
- MIS/Reporting:: Compliances of Govt.\_ Status of UC
- Data dissemination

## **10. HR and Establishment**

- Application Management
- Recruitment
- Selection
- Appointment
- Attendance/Performance
- PAY/PF/Taxation/Loan Recovery:: Entitlement
- Leave
- Promotion/CAS
- Achievements
- Discipline
- Retirement:: Entitlement
  - Retirement Benefit
  - Family Pension

## **11. Information Management System**

- Website and portal Management
- Display boards
- Information Kiosks
- Events Information tracking and management

12. **File Tracking System**
13. **Meetings Management System**
14. **Lawsuit and RTI Tracking and Management**
15. **Records and Dispatch**
16. **Assets (Movable Properties) Management System**
17. **Foreign Students Management System**
18. **Project Tracking System**
19. **Scholarships and Fellowship Management System**
20. **Provident Fund Management System**
21. **Guest House and Canteen Management**
22. **IIPC, Patents and Copyrights Management**
23. **JU Press and Publication Management System**
24. **Auditorium Management System**
25. **Security Office management**
  
26. **Library Administration System**
  - Central Library
  - Departmental Library
  - Digital Library
  - Old , Rare books and manuscripts
  - Books and Periodicals Selection and Purchase
  - Integration with Libsys and DSPACE
  
27. **Estate management**
  - Properties and Taxes
  - Maintenance Management
    - Civil

- Electrical
- Plumbing
- Telephone
- Networking
- Gardening and Beautification

**28. Planning and Development**

- Concept
- DPR
- Fund allocation
- Tendering/E-tendering
- Project Management

**29. Elections Management System**

- Students' Election
- Faculty, Court and Council Elections

**30. Equal Opportunity and Grievance Redressal System**

**31. Quality Management System**

**32. Advice on setting up of Data Centre and Disaster Centre**

## **PRE-QUALIFICATION REQUIREMENT**

Reputed and competent Software Development Companies wishing to carry out the above project may submit the following documents along with the expression of interest:

- a) Evidence of membership of NASSCOM for at least last five years.
- b) Copy of trade license for last two years as evidence of having local office in Kolkata.
- c) Copies of Balance Sheet and Income Tax Returns for the last three years (upto 2012-'13).
- d) Comprehensive company profile along with copies of purchase orders of similar projects.
- e) Proposed Management team, Organisational Chart, with CVs' of key personnel to be deployed on the Project.
- f) Evidence of successfully executing a single project in a university within the last five years, similar in scope & complexity. (Copies of letters of award & successful completion certificates and supporting reference letters should be attached)
- g) Proposed Solution outline and Data Management Plan along with timeline for the execution of the project.
- h) Quality Assurance Policy (Evidence of ISO and CMMI Certifications will be an advantage).
- i) Company's registered address, functional contact email address, phone number(s) and Fax number(s), etc.
- j) Sub-contracting of the project or any part of it will not be allowed.
- k) Detailed specifications for Hardware and Networking items required for the implementation of the project must be mentioned.
- l) Supporting software, if any, required for the implementation of the project must be mentioned along with version and approximate licensing price.

## **SUBMISSION**

Application for Expression of Interest, along with the above listed documents (hard copy and electronic copy on CD) should be submitted in sealed envelope boldly marked at the top left corner:

“Expression of Interest for the Design, Implementation, Training and Maintenance of University Management System at Jadavpur University” through registered post/courier or in person and addressed to:

The Registrar

Jadavpur University

Raja S. C. Mullick Road, Kolkata - 700032

Phone and Fax: +91-2414-6414

E-mail: registrar@admin.jdvu.ac.in

CLOSING DATE

**All submissions must be received, with all supporting documents and credentials at the above Office within 11/08/2014.**

## **IMPORTANT NOTICE**

- i) This is not an invitation to tender. QCBS based tendering procedure will be applied to the eligible vendors qualified and found capable of executing the project, based on EoI evaluation.
- ii) Only Successful Software Development Companies will be contacted for the tender process.
- iii) Nothing in the advertisement shall be construed to be a commitment on the part of Jadavpur University, where JU reserves the right of selection or rejection.

Sd/-

Registrar

Date: 21.7.2014