राजीव गांधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY

भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित किया गया
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 BY AN ACT OF PARLIAMENT OF INDIA)

रोनो हिल्स, दोईमुख (ईटानगर)
Rono Hills, Doimukh (Itanagar)
पिन - ७९१११२,
PIN - 791112,
अरुणाचल प्रदेश
Arunachal Pradesh
Ph.: 0360-2277253, Fax: 0360-2277889
E-mail: registrar@rgu.ac.in
Website: rgu.ac.in

No. RGU/VSAT-07/UMS/09-17
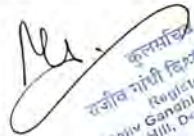
Dated 14th December, 2020

NOTIFICATION

Samarth eGov suite, an initiative of MoE and Delhi University is an Enterprise Resource Planning system. It aims to transform the university operations allowing universities to achieve operational excellence, improve productivity while meeting stakeholder's expectations.

The following members are hereby nominated till further notice for their respective roles in the Samarth project, for its smooth implementation in the university.

I. **Samarth Implementation Committee**

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Monitoring and Signing authority	Dr. Nabam T. Rikam, Registrar	registrar@rgu.ac.in 9436895299
2.	Function Admins	1. Prof. Otem Padung, Finance Officer	otem.padung@rgu.ac.in 9856329021
		2. Dr. Bijay Raji, Controller of Examinations	coe@rgu.ac.in
		3. Prof. Rama. C. Parida, Director, IQAC	rama.parida@rgu.ac.in 9436043129
		4. Dr. Nani T. Jose, Joint Registrar (Exams)	nani.jose@rgu.ac.in 9436897855
		5. Dr. David Pertin, Joint Registrar (Aca & Conf)	david.pertin@rgu.ac.in 9436044836
		6. Mr. Kurian Thomas, Joint Registrar (Finance)	kurian.thomas@rgu.ac.in 9436054753
		7. Mr. Nangram Toglik, Deputy Registrar (Adm & Estt)	nangram.toglik@rgu.ac.in 9436867607
		8. Mr. Basant K. Shah, Executive Engineer	basant.shah@rgu.ac.in 9436068324
		9. Mr. Hage Kojee, Assistant Registrar (Projects)	hage.kojee@rgu.ac.in 9436055774
		10. Mr. Solung Sonam, System Analyst	solung.sonam@rgu.ac.in 8257051120
		11. Mr. Abu Lego, Estate Officer	abu.lego@rgu.ac.in 9863822216
3.	Nodal Officer	Mr. Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177

1

4.	Samarth Rollout Executive/ SPOC*	Details to be provided by the Project Samarth Team.	

The function admins are requested to initiate implementation of Samarth Modules on priority basis. The information related to the above modules has to be provided to Samarth Team to be imported in Samarth ERP. Training on the Samarth modules will be provided by Samarth Team Member. Overall progress of the project will be assessed by Samarth Implementation Committee.

II. Nodal Officer for Project Samarth

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Nodal Officer	Mr. Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177

III. SAMARTH ESCALATION MATRIX

1. University Details

Sl. No.	Samarth Role	University Representative	Contact Details
1.	OU, Organogram, User	Mr. Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177

2. Academics

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Programme	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836
2.	Academics Management	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836
3.	Evaluation & Grading	Dr. Nani T. Jose, Joint Registrar (Exams)	nani.jose@rgu.ac.in 9436897855
4.	Research Management	Mr. Hage Kojee, Assistant Registrar (Projects)	hage.kojee@rgu.ac.in 9436055774
5.	ToT Management	Teaching: Dr. David Pertin, Joint Registrar (Academic) Non-Teaching: Mr. Gomar Basar, Assistant Registrar(Estt)	david.pertin@rgu.ac.in 9436044836 gomar.basar@rgu.ac.in 9436291559

3. Administration

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Content Federation System (CFS)	Mr. Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177
2.	Affiliation Management	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836
3.	Endowment Portal	Mr. Solung Sonam, Nodal Officer, Alumni Cell	solung.sonam@rgu.ac.in 8257051120
4.	Research Project Management System	Mr. Hage Kojee, Assistant Registrar (Projects)	hage.kojee@rgu.ac.in 9436055774
5.	File Management and Tracking System	Mr. Nangram Toglik, Deputy Registrar (Admin)	nangram.toglik@rgu.ac.in 9436867607

4. Human Resource (HR)

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Employee	Mr. Gomar Basar, Assistant Registrar(Estt)	gomar.basar@rgu.ac.in 9436291559
2.	Leave Management	Mr. Gomar Basar, Assistant Registrar(Estt)	gomar.basar@rgu.ac.in 9436291559
3.	Residence Allocation Management	Mr. Abu Lego, Estate Officer	abu.lego@rgu.ac.in 9863822216
4.	CAS	Mr. Gomar Basar, Assistant Registrar(Estt)	gomar.basar@rgu.ac.in 9436291559
5.	Knowledge Management	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836

5. Account & Finance

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Bill Tracking System	Mr. Kurian Thomas, Joint Registrar (Finance)	kurian.thomas@rgu.ac.in 9436054753
2.	Fee Management	Mr. Kurian Thomas, Joint Registrar (Finance)	kurian.thomas@rgu.ac.in 9436054753
3.	Payroll Management	Mr. Kurian Thomas, Joint Registrar (Finance)	kurian.thomas@rgu.ac.in 9436054753
4.	Budget & Accounts	Mr. Kurian Thomas, Joint Registrar (Finance)	kurian.thomas@rgu.ac.in 9436054753
5.	Procurement of Goods	General: Mr. Abu Lego, Estate Officer IT/Scientific Equipment: Mr. Tsering D. Megeji, Jt Director(CC)	abu.lego@rgu.ac.in 9863822216 tdmegeji@rgu.ac.in 9436250177

3

6. Establishment

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Estate Management System	Mr. Abu Lego, Estate Officer	abu.lego@rgu.ac.in 9863822216
2.	Inventory Management System	Mr. Abu Lego, Estate Officer	abu.lego@rgu.ac.in 9863822216

7. Governance

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Minutes Archive & Retrieval System	Dr. David Pertin, Joint Registrar (Academic & Conf.)	david.pertin@rgu.ac.in 9436044836
2.	Central Data Unit	Nodal Officer, Statistical Cell	utpal.bhattacharjee@rgu.ac.in 9435086480
3.	Third-Party University Ranking Systems	Prof. R. C. Parida, Director, IQAC	rama.parida@rgu.ac.in 9436043129
4.	University Web Portal	Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177

8. Student Related Services

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Student Feedback	Prof. R. C. Parida, Director, IQAC	rama.parida@rgu.ac.in 9436043129
2.	Library Integration	Dr. Dhananjay K. Pandey, Assistant Librarian	dhananjay.pandey@rgu.ac.in 9436256514
3.	Grievance Management	Mr. Gomar Basar, Nodal Officer, Public Grievance Cell	gomar.basar@rgu.ac.in 9436291559
4.	Alumni Portal	Mr. Solung Sonam, Nodal Officer, Alumni Cell	solung.sonam@rgu.ac.in 8257051120
5.	Hostel Management	Prof. Sumpam Tangjang, Dean, Students' Welfare	sumpam.tangjang@rgu.ac.in 7005026532
6.	Training & Placement	Dr. Ashok Sharma, Placement Officer	ashok.sharma@rgu.ac.in 9436057475
7.	Student Lifecycle	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836
8.	Admission	Dr. David Pertin, Joint Registrar (Academic)	david.pertin@rgu.ac.in 9436044836

9. Core Modules

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Core Communication System	Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177
2.	IT Service Desk (For Computer Centre)	Tsering D. Megeji, Joint Director (CC)	tdmegeji@rgu.ac.in 9436250177

10. Other Services

Sl. No.	Samarth Role	University Representative	Contact Details
1.	Sports	Dr. Anil Mili, Assistant Director, Physical Education	registrar@rgu.ac.in
2.	Transport	Mr. Nangram Toglik, Deputy Registrar (Admin)	anil.mili@rgu.ac.in 7005712043
3.	Essential Services	Mr. Nangram Toglik, Deputy Registrar (Admin)	nangram.toglik@rgu.ac.in 9436867607
4.	Health Security	Dr. Akin T. Tara, Medical Officer In-charge	akin.tana@rgu.ac.in 9402414209

This is being issued with the approval of the Vice Chancellor.

(Dr. N. T Rikam)
Registrar
कुलसचिव/Registrar
राजीव गांधी विश्वविद्यालय
Rajiv Gandhi University
Rono Hill, Doimukh (A

Copy to:
1. PS to Vice Chancellor for information.
2. PA to Pro-Vice Chancellor for information.
3. PA to Registrar for information and further necessary action.
4. PA to Finance Officer for information and further necessary action.
5. PA to Controller of Examination for information and further necessary action.
6. All concerned for information and further necessary action.
7. Office Copy.

Registrar

Samarth eGov Suite Implementation Guidelines

1. University is requested to ensure that function admin for each module is present at the scheduled time.

2. After the handholding, University is requested to send back the UAT sign off sheet with signature of competent authority.

3. All the training material has been already shared with the university (http://docs.samarth.ac.in:8090/) , it is suggested that the concerned authorities go through it once before the handholding, for smoother implementation.

4. Necessary details should be provided to the rollout support to initiate the hand holding process.

5. Proceeding to the next set is only possible if the requirements from the previous Samarth training process is completed.

6. Samarth committee will be daily updated about the progress of your university

7. All communication to Samarth project will be done through Samarth mailbox (projectsamarth@iic.ac.in)

8. Nodal officer, rollout support and Samarth email address should be copied in all the communication.

9. Any rescheduling should be informed prior to the session.

10. End of set implementation will see a usage review to track the progress and fulfillment of minimum requirements to proceed to the next set.

Samarth Implementation Pack-1, SET-2

Date	Activity Planned	Requirements	Responsible
2-Feb-2021	Demonstration on Programme Management	--	Respective Admin
3-Feb-2021	Demonstration on Admission	--	Respective Admin
4-Feb-2021	Demonstration on Recruitment	--	Respective Admin
5-Feb-2020	Demonstration on File Management Tracking System	--	Respective Admin
8-Feb-2021 to 11-Feb-2021	Training and UAT	Atleast 10 prorgrammes, 10 students, 10 courses, 10 files	Respective Admin
12-Feb-2021	UAT Sign off	Signature of function admin	Respective Admin and Nodal Officer
15-Feb-2021	Usage Start	UAT Sign off	Respective Admin

#	Date	Time Slot	Activity Planned	Requirements	Responsible
Pack-01 Set-3	10-05-2021	02:00 PM to 04:00 PM	Demonstration on Estate Management	--	Mr. Abu Lego, Estate Officer
	11-05-2021	02:00 PM to 04:00 PM	Hand-Holding Session on Estate Management	Atleast 10 Building Added	Mr. Abu Lego, Estate Officer
	12-05-2021	02:00 PM to 04:00 PM	Demonstration on Inventory Management	--	Mr. Abu Lego, Estate Officer
	13-05-2021	02:00 PM to 04:00 PM	Hand-Holding Session on Inventory Management	Atleast 10 Inventory Added	Mr. Abu Lego, Estate Officer
	17-05-2021	02:00 PM to 04:00 PM	Demonstration on Legal Case Management System	--	Ms. Gumpi Nguso, CPIO
	18-05-2021	02:00 PM to 04:00 PM	Hand-Holding Session on Legal Case Management System	Atlest 10 Legal Case Added	Ms. Gumpi Nguso, CPIO
	19-05-2021	02:00 PM to 04:00 PM	UAT Sign off	Signature of Function Admin	Respective Admin and Nodal Officer
	20-05-2021	02:00 PM to 04:00 PM	Review Meeting	UAT Sign off	Respective Admin and Nodal Officer

Project Samarth
Module sign off sheet

University/HEI Name : Rajiv Gandhi University
Module Name : Employee Management
Start Date : 5th January-2021
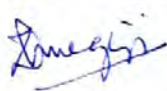**Hand Holding Date :** 7th January-2021
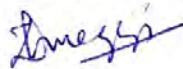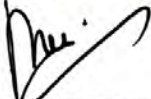**Rollout Support Executive :** Mr. Alok Kumar Patel
Deliverables:

S.No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____

Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	joint_director	*(signature)*

By Signing off this document, I acknowledge that handholding* The Employee Management has been provided by Team Samarth in Rajiv Gandhi University.			
Nodal Officer	Tsering D. Megeji	*(signature)*	25/01/2021
Competent Authority	Nabam T. Rikam	*(signature)*	25/01/2021

By Signing off this document, I acknowledge that Team Samarth has delivered _____ Module Name **Module** to _____ University/HEI Name.		
PI, Project Samarth	Signature with Name	dd/mm/yyyy

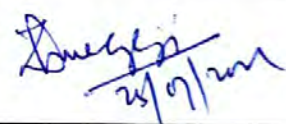*Handholding*: Admin and User Logins Created after demo and training*

Project Samarth
Module sign off sheet

University/HEI Name : Rajiv Gandhi University
Module Name : Organigram
Start Date : 5th January-2021
Hand Holding Date : 6th January-2021
Rollout Support Executive : Mr. Alok Kumar Patel
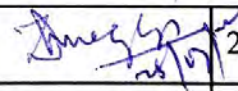**Deliverables:**

S.No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____

Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	joint_director	

By Signing off this document, I acknowledge that handholding* The Organigram has been provided by Team Samarth in Rajiv Gandhi University.			
Nodal Officer	Tsering D. Megeji		25/01/2021
Competent Authority	Nabam T. Rikam		25/01/2021

By Signing off this document, I acknowledge that Team Samarth has delivered _____ Module Name **Module to** _____ University/HEI Name.		
PI, Project Samarth	Signature with Name	dd/mm/yyyy

Handholding: Admin and User Logins Created after demo and training*

Project Samarth
Module sign off sheet

University/HEI Name : Rajiv Gandhi University
Module Name : Organizational Unit
Start Date : 5th January-2021
Hand Holding Date : 6th January-2021
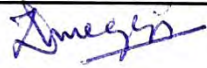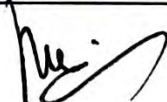**Rollout Support Executive :** Mr. Alok Kumar Patel
Deliverables:

S.No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____

Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	joint_director	

By Signing off this document, I acknowledge that handholding* The Organizational Unit has been provided by Team Samarth in Rajiv Gandhi University.

Nodal Officer	Tsering D. Megeji		25/01/2021
Competent Authority	Nabam T. Rikam		25/01/2021

By Signing off this document, I acknowledge that Team Samarth has delivered _____ Module Name **Module to** _____ University/HEI Name.

PI, Project Samarth	Signature with Name	dd//mm/yyyy

Handholding*: Admin and User Logins Created after demo and training

Project Samarth
Module sign off sheet

University/HEI Name : Rajiv Gandhi University
Module Name : User Management
Start Date : 5th January-2021
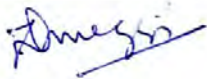**Hand Holding Date :** 7th January-2021
Rollout Support Executive : Mr. Alok Kumar Patel
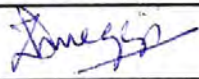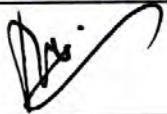**Deliverables:**

S.No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____
Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	joint_director	*(signature)*

By Signing off this document, I acknowledge that handholding* The User Management has been provided by Team Samarth in Rajiv Gandhi University.

Nodal Officer	Tsering D. Megeji	*(signature)*	25/01/2021
Competent Authority	Nabam T. Rikam	*(signature)*	25/01/2021

By Signing off this document, I acknowledge that Team Samarth has delivered
_____ Module Name **Module** to _____ University/HEI
_____.

PI, Project Samarth	Signature with Name	dd-mm-yyyy

Handholding*: Admin and User Logins Created after demo and training

Project Samarth
Module sign off sheet

University/HEI Name: Rajiv Gandhi University

Module Name: File Management Tracking System

Start Date: 18/03/2021
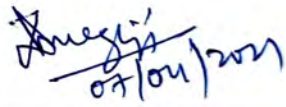
Hand Holding Date: 18/03/2021

Rollout Support Executive: Mr. Alok Kumar Patel

Deliverables:

Sl. No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____

Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	Joint_director	*(signature)* 07/04/2021

By Signing off this document, I acknowledge that handholding* of File Management Tracking System has been provided by Team Samarth in Rajiv Gandhi University		
Nodal Officer	Tsering D. Megeji *(signature)*	07/04/2021
Competent Authority	Nabam T. Rikam *(signature)*	07/04/2021

By Signing off this document, I acknowledge that Team Samarth has delivered File Management Tracking System Module to Rajiv Gandhi University.		
PI, Project Samarth		

Handholding*: Admin and User Logins Created after demo and training

Project Samarth
Module sign off sheet

University/HEI Name: Rajiv Gandhi University

Module Name: Programme Management

Start Date: 03/03/2021

Hand Holding Date: 03/03/2021

Rollout Support Executive: Mr. Alok Kumar Patel

Deliverables:

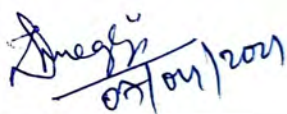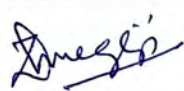| Sl. No.	Deliverables	(Yes/No)
1	Demo provided (through web Conferencing/Face to Face)	Yes
2	Link to User Manual provided	Yes
3	Employee Users Created	Yes
4	Admin access provided	Yes
5	Entries Done/Module in Use	Yes

Comments (If any): _____

Acknowledgement/Document Signatories:

Admin	Admin Username in Samarth	Admin Signature
Name: Tsering D. Megeji Designation: Joint Director (CC) Department: Computer Centre	Joint_director	*[signature]* 07/04/2021

By Signing off this document, I acknowledge that handholding* of File Management Tracking System has been provided by Team Samarth in Rajiv Gandhi University		
Nodal Officer	Tsering D. Megeji *[signature]*	07/04/2021
Competent Authority	Nabam T. Rikam *[signature]*	07/04/2021

By Signing off this document, I acknowledge that Team Samarth has delivered File Management Tracking System Module to Rajiv Gandhi University.		
PI, Project Samarth		

Handholding*: Admin and User Logins Created after demo and training

Samarth

An Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions

Project Under

"National Mission in Education through ICT"

Auomation **Engine**

v1.2
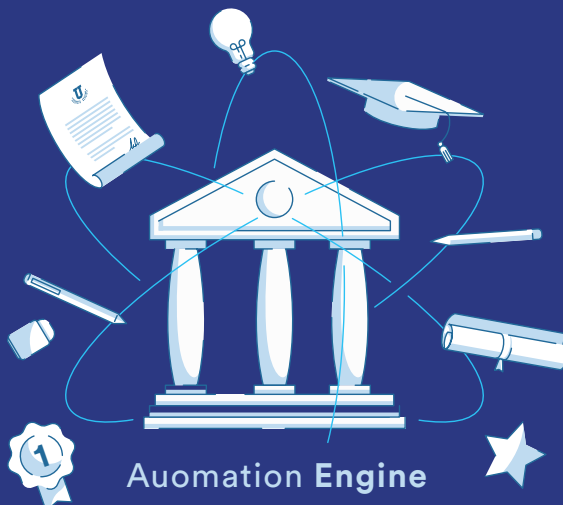
01 Project Overview

1.1 Introduction

"An Open Source, Open Standard enabled Robust, Secure, Scalable and Evolutionary Process Automation Engine for Universities and Higher Education Institutions."

Enterprise resource planning (ERP) systems have been one of the most popular business management systems, providing benefits of real-time capabilities and seamless communication for business processes in large organizations. However, not all ERP efforts have been successful. Since ERP implementation affects the entire organization, its process, people, and culture, there are a number of challenges that an agency/institution may encounter in implementing ERP systems.

A university's most valuable assets are faculty, students, and staff. Each has distinctive interests within the same organization. For faculty, a university is a place to teach, conduct research, and write. For students, it is a place to learn, live, and grow. For staff, it may share many features with corporate work, including management structure, hours, and HR practices. Recently, some universities have begun replacing their legacy systems with ERP systems to improve management and administration. Our Lab reviewed many studies that determine Critical Successful Factors (CSFs) and risk factors to implement ERP in a University and formulated an implementation approach that emphasized upon the organizational dynamics involved in ERP implementation by using Critical Functions and three phases of framework viz. precursor condition, implementation process, and outcomes.

Critical Success Factors (CSFs) are among the important issues that ERP literature focuses on. Approaches and issues of CSFs by case studies were identified, studied, analyzed, proposed and developed. CSFs are defined as a set of activities that need constant attention in order to plan and implement an ERP system. Despite the differences that exist between organizations' environments, the main categories of technical CSFs are a concern of almost all universities. They are categorized as an organizational, technical, vendor, individual, cultural, social, political and national.

The major CSFs include:

- Complexity
- Transparency in Process
- Security
- Flexibility and efficiency of use
- System's response time to users' requests
- Data quality, analysis, and conversion
- Minimum customization
- User-friendliness, help, and documentation

- Visibility of the system's status
- Robustness and error prevention
- Software development (evolution), testing and troubleshooting

1.2 Samarth Modules Snapshot

01 Online Admissions

- UG, PG, PH.D/M.PHIL
- Applicant Dashboard
- Admission Process Automation
- Integrated Helpdesk

02 Student Lifecycle

- LMS & Architecture
- Exam & Certificate
- Training & Placement
- Alumni

03 HR & Payroll

- MHRD/UGC Compliant Recruitment
- Employee Record
- Leave Management
- Casual Leave Information

04 Administration

- Federated Content Management
- Faculty Proforma
- AQAR

05 Accounts & Finance

- Research Project Management
- Grants & Other Charges Management

06 Establishment

- Estate Management
- Inventory Control & Management

07 Governance

- File Management & Tracking
- Legal Case Management
- RTI Management
- Core Communication

08 myUNI

- uniCAN - Computer Access Network
- Email and Web Services
- ICT Services

02 Project Outline

2.1 Key Terms

→ **MHRD**   :   Ministry of Human Resource Development

→ **Project**   :   Project Samarth

→ **DU**   :   University of Delhi

→ **CU**   :   Central University selected for ERP implementation

→ **HEI**   :   Higher Education Institution selected for ERP implementation

→ **Nodal Officer**   :   Single point of contact at CU for Samarth Project

→ **CA**   :   Competent Authority

2.2 Overview

Based on interactions held with MHRD, it emerged that there is a need to provide the developed framework to other Universities & HEIs. In the following chapters, details on the exhaustive "Project" for implementing in Central Universities (CU) have been provided.

2.3 Objectives of the Project

- Develop and maintain consistent data definitions;
- Increase data security, integrity, validity and reliability;
- Assure system-wide security and protection of confidential information;
- Seamless integration between technology and education delivery by providing a single platform based on new technologies and open standards;
- Access control/role-based access to data in real-time (for all its stakeholders) provide accessible, user-friendly administrative and student support services;
- Reduced the need for backup or shadow systems;
- A platform for re-engineering practices and continuous process improvements.

03 Implementation Methodology

3.1 Onboarding

The onboarding process involves provisioning of ERP instance for CU under the SAAS model after selection.

The steps involved are orderly listed below:

- ✔ Project induction to Nodal Officer
- ✔ Formation of CU Project Group
- ✔ Provisioning of Demo ERP instance for CU
- ✔ Feedback about the system configuration from CU Nodal Officer
- ✔ Analysis, Time and effort estimation for carrying out configurations using PERT Method
- ✔ Review and Agree on Criteria for Prioritizing the configuration requirements with Nodal Officer
- ✔ Acceptance of configured ERP Instance by CU (Nodal Officer)

3.2 Roll-out/Deployment

Roll-out/Deployment starts after acceptance of provisioned instance by CU.

Key functions undertaken under this are:

- ✔ Support for initial configuration of ERP modules
- ✔ Training of system and department users
- ✔ On-site support for roll-out period of 2-3 months, extendable to 4-6 months.
- ✔ Ongoing remote support with periodic performance reviews for the project duration.

3.3 Roles and Responsibilities of Nodal Officer

The Nodal officer will champion Samarth ERP implementation in her/his University by participating actively in the project and ensuring smooth coordination for timely onboarding of academic and other units of the university.

The Nodal Officer will be the single point of contact for the following, but not limited to, key activities:

- ✔ Coordination with Samarth Team at University of Delhi
- ✔ To provide basic technical infrastructure and support to departments and other units of the university for using Samarth ERP

- Arrange technical human resources to be engaged with Samarth Team and Samarth ERP Roll Out Staff to be deployed at the university for smooth implementation
- To arrange regular training sessions related to the deployment
- To help in implementing Samarth ERP
- Timely provide all necessary approvals for the project implementation
- Arranging suitable accommodation/guest house for Samarth Team as and when required
- To arrange long term boarding and lodging of Maximum 2 Samarth ERP Roll Out Staff members at or nearby the university
- To setup a web-based video conferencing facility for day to day communication regarding the project
- To provide required information related to the institution's profile and level of existing automation of processes, if any.

3.4 Some Quick Statistics

11
Core Functions

40+
Samarth Modules

60+
Sub-Modules/Features

100%
Automation Engine
for Universities

04 Technical Information

4.1 Samarth Modules

Functions	Modules	Sub-Modules/Features
→ **University Details**	Organisation Structure	**Organisational Map** - Create organisational units and define hierarchies - Capture details of departments, faculty, colleges etc. **Data APIs to display content and OU details on Website**
	Organigram	**Designation Map** - Create Designations across organisational units - Define Hierarchies **Data APIs to display organigram on Website**
	User Management System	**Role based access** - User and System defined roles - Roles and permissions management **Login Administration** - Administrative logins for seat/designation based functions - Employee Logins - Student Logins - Multi Factor Authentication
→ **Student related services/activities**	Student Lifecycle	**Student Portal** - Student Profile (Personal Information) - Gateway for all activities and services available for Students - Login to track attendance, assignments, pay fee, participate in events etc. - Interface to provide Feedback **Academic Records** - Academic Progression - Assessment performance - Linkage with NAD, Aadhar etc. **Library Integration** - Integration with Open Library Management System to track issuance, returns, etc.

Functions	Modules	Sub-Modules/Features
→ **Student related services/activities** (Continued)	Grievance Management	Online portal for filing Grievance
		Admin Portal to Manage Grievances
		- Escalations
		- Redressal meetings and Resolution
	Alumni Portal	Alumni Registration
		- Auto registration for fresh graduates
		Event Notification
		Alumni Feedback
		Alumni Meets/Seminars
		Donation Interface (linked with endowment portal)
	Training and Placementst	Company Portal
		Students Portal
		Admin Portal
		Internship and Job Opportunities
		Online posting and Application
→ **Academics**	Programme Management	Manage Programmes
		- Create and manage Programmes based on UGC specified degrees
		Manage Curriculum
		- Create curricula across multiple term and part combinations
		- Create and Manage CBCS curriculum
		Create Course Structure
		- Approve curriculum/courses
		- Define admission and progression criteria and rules
		Seats and fee configurations
		- Configure category and gender based seats and fee
		- Define Fee rules
	Academic Management	Time Table preparation & Dissemination
		Attendance Management Assignments & Feedback
		Forums and Blogs
		Academics Resources: Notes and - Online Material
	Evaluation and Grading	Examination Management
		- Scheduling of Exams, Exam Fees, Hall Tickets, Seat Allocation
		Result Preparation & Communication
		Mark card, Degree Printing

Functions	Modules	Sub-Modules/Features
→ **Academics** (Continued)	Evaluation and Grading (Continued)	**Transcripts & Certificates** - Online application interface - Fee payment - Request monitoring and administration - Student and administrative logins
→ **Administration**	File Management and Tracking System	**Manage incoming and outgoing files** **Track files** - Department wise - Active and Inactive files - Locked and Unlocked file - Re-opened Files **Report generation** **File history** - Activity Logs
	Research Project Management System (RPMS)	**Research Project Approval** **Accounts** - Sanction Orders - Record Expenditure - Generate Utilization Certificates - Statement of Expenditure **Project Committee Management** - Create and manage Project appointment committee, project purchase committee and other committees - Organise committee meetings
	Affiliation Management	**Affiliation request** - Online portal to submit affiliation requests in line with UGC policies **Administration of affiliations** - Monitor and manage affiliation status
	Content Federation System (CFS)	**Federated content publishing for university web portal** **Role based access to Organisational Units to submit content for approval** **Content moderation and approval mechanism**
	Endowment Portal	**Online portal for endowment from alumni and public** **Payment Gateway Integration** **Issue Tax exemption certificate under Section 80G (2) (a) (iiif) of the IT Act, 1961**

Functions	Modules	Sub-Modules/Features
→ **Establishment**	Estate Management System	Capture and track estate of the university
		- Details of rooms
		- Details of washrooms
		- Details of floor in a building
		- Details of Roads and Footpaths in the campus area
		Employee Housing Records
		House Allocation
	Inventory Management System	Stock Details
		- Inventory Category
		- Purchases through GEM
		- Returnable Items
		- Consumable and Non Consumable Items
		- Depreciation of items
		Metadata based
		Asset Tracking
		- Asset Assignment
		Vendor Management
		Report Generation
→ **HR**	Recruitment System	- UGC rule based Recruitment for Assistant Professors, Associate Professors, Professors
		- Recruitment for non-teaching staff
	Employee Management	Employee Record
		- Service Cadre
		- Nationality
		- Nature of employment
		Employee Dashboard
		Career Advancement Scheme/APAR
	Leave Management	Leave dashboard
		- Employees on leave on the basis of day, week, month
		Leave Application
		- Leave record number
		- Duration of leave
		- Leave record of each employee
		Leave application for approval
		- Recommendation Requests
		- Review Requests
		- Sanction Requests
		Leave Cancellation Requests

Functions	Modules	Sub-Modules/Features
→ **HR** (Continued)	Residence Allocation Management	Allocating residences to university staffs Managing residences Maintenance of residences

→ **Accounts and Finance**	Fee Management	Customised fee rules for various services
		Fee administration
		  - Received and refunded payment
		  - Public Payments
		  - Check Payments
		Event Fees
		Departmental Roles and Access
		Report Generation

	Payroll Management	7th CPC With Salary Customizable salary structures Income Tax Declaration/Deposition Form 16 and Form 24 reporting Tax Deduction Remittances PF Interest Calculation Automated recurring and non-recurring salary generation Multi level approval mechanism Employee Salary Slips
	Budget and Accounts	Formulation & Allocation Expenditure Monitoring Grants-in-Aid (for Sponsored Projects in RPMS) Budget and expenditure Other Charges Records Department Access Dashboards
	Procurement of Goods (linkage and Interfacing)	Integration with GEM and CPPP

	Bill Tracking System	Manage Vendor bill Payments
		  - Purchase orders
		  - Capture Diary No., Date of passing from Finance Dept.
		  - Objections raised
		Activity Logs
		Report Generation

Functions	Modules	Sub-Modules/Features
→ **Knowledge Management**	Research Management	**Research Scholar Profile** - Publications - Experience **Supervisor & Co-Supervisor** **Pre-Ph.D Seminar** **Online Thesis Management** - Online Thesis Submission - Thesis Approval - Thesis Evaluation by Examiners - BRS Meetings - Thesis Result Publishing
	Knowledge Management	**Publications Record** - Records of academic publications like books authored, editor approved chapters, research paper etc. - Data APIs to display information on Website **Patents Record** - Reports of Patents filed and granted - Data APIs to display on Website
	ToT Management	**Online Platform for training of the trainers** **Online quizzes/ evaluation**
→ **Governance**	RTI Management	**RTI Management workflow** **RTI dashboard** - Status of RTI- new, pending, responded - Forward to Departments **Role based access to CPIO and Appellate Authorities** **Report Generation** **Progress tracking** - Reminder to marked department
	Legal Case Management System (LCMS)	**Records of Legal Cases** - Hearing details date,week and month wise - Favour and Against Cases **Notifications** **Case decisions** - Case status
	Central Data Unit	**AQAR-NAAC Reports** **Departmental Access** **University Dashboard**
	University Web Portal	**Data APIs for website** **Integration with CMS**

Functions	Modules	Sub-Modules/Features
→ **Governance** (Continued)	Third-Party University Ranking Systems	QS World The World University Ranking (WUR) IndiaToday University Ranking
	Minutes & Resolutions Archive & Retrieval System	Repository of minutes and files Role based access and retrieval

→ **Other Services**	Sports	Sports Mapping
		 Sports Facilities In Organization
		 Sports/Gym Membership
		   - Register
		   - Optional Fee Payment

	Transport	Fleet Management
		   - Manage Vehicles
		   - Assigning vehicles
		 Daily Tracking of vehicles
		 Expenditure Reports
		   - Miles covered
		   - Fuel Usage

	Health	Health Dashboard
		   - List of Hospitals/Panel
		   - Health Facilities
		 Subscription and memberships
		   - Membership Plans
		   - Membership Records
		   - Fee status and Fee Amount
		   - Payment Integration
		 Health Record

	Security	University Helplines
		   - List multiple types of helpline, Contact authority, Helpline number and email
		   - Track Status of helpline
		   - Data APIs to display information on Website
		 Security Facilities
		   - Security Guidelines
		   - Data APIs to display information on Website
		 Awareness Programs/Workshops
		   - Create programs with Program Type, Duration, Organiser, Feedback/outcome
		   - Data APIs to display information on Website
		 Incident Record
		   - Resolution
		   - Incident type

Functions	Modules	Sub-Modules/Features
→ **Other Services** (Continued)	Essential Services	Incident Management Amenities Subscription - Guest House - Conference hall - Parking
→ **Core Modules**	Core Communication System	Send Bulk/Targeted Emails Send Bulk/Targeted SMS Send Bulk/Targeted Push Notifications
	IT Service Desk (for University Computer Center)	Manage Incidents/Service Requests Manage SLAs Service Request for University IT Services Self Service Portal

4.2 Samarth eGov Suite - Roadmap

Product Rollout Phases	Modules	Total = 44 Modules
→ **Pack 01** (15 Modules)	01 Organisation Structure 02 Organigram 03 User Management System 04 Admissions System 05 Research Project Management System (RPMS) 06 File Management and Tracking System 07 Estate Management System 08 Inventory Management System 09 Recruitment System 10 Employee Management 11 Leave Management 12 Fee Management 13 Bill Tracking System 14 RTI Management 15 Legal Case Management System (LCMS)	
→ **Pack 02** (11 Modules)	01 Hostel Management 02 Training and Placement 03 Programme Management 04 Content Federation System (CFS) 05 Payroll Management 06 Budget & Accounts 07 Knowledge Management System 08 Sports 09 Transport 10 Health 11 Security	

4.3 Salient Features of the System

✓ **Single Sign-On**

Web based Single sign-on with Optional LDAP integration

✓ **Cross-Platform**

"Samarth" is based on open standards, hence gives the flexibility to choose from the various available platforms for the deployment including Linux, UNIX and Windows.

✓ **Interoperability**

Each module exhibits great easy while exchanging information, hence a transaction flow, which requires passing through the multiple components can be easily implemented.

✓ **Modularity and Scalability**

"Samarth" modules can function as independent applications. The modular architecture enables the users to define the functional instance by selecting application modules relevant for the use case. The architecture is SAAS oriented and hence highly scalable.

✓ **Security**

"Samarth" addresses security at multiple layers. The entire framework works on RBAC (Role-Based Access Control) and requires multilevel authentication for business-critical functions. At the data layer, critical user information like passwords is encrypted prior to storage in the database. The web transactions are secured by implementing HTTPSAccess Control) and requires multilevel authentication for business-critical functions. At the data layer, critical user information like passwords is encrypted prior to storage in the database. The web transactions are secured by implementing HTTPS

✓ **Logs**

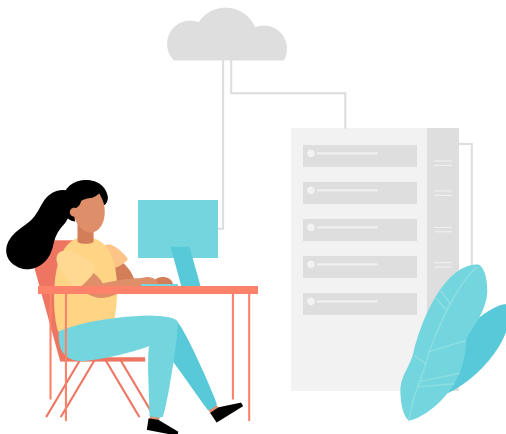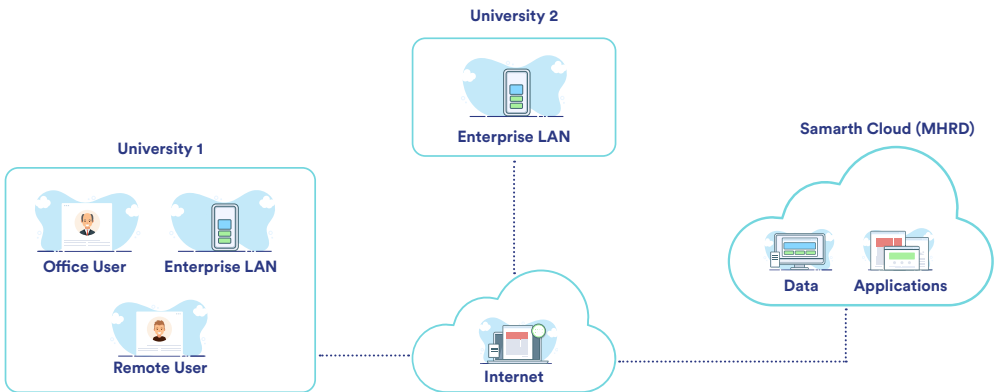"Samarth" maintains a complete audit trail life cycle for each individual transaction.

05 Deployment Architecture

5.1 Software as a Service (SaaS)

Where the system is hosted centrally on cloud and offered to other universities as a Service (SAAS)

→ **Deployment Architecture - SaaS**

- *No Capex*
- *Quick Deployment & Roll Out*

SaaS

Software as a Service Architecture

06 Notes Area

Sketch Area

Project
Samarth

Designed and Developed By

IIC, UDSC

📍 **Institute of Informatics & Communication**
University of Delhi South Campus
Benito Juarez Marg, Delhi - 110021

✉ **projectsamarth@iic.ac.in**

📞 **+91-9354805723**