CHAITANYA BHARATHI
INSTITUTE OF TECHNOLOGY
An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbit.ac.in

COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

45 years

6.2.3 Implementation of e-governance in areas of operation:

1. Administration

2. Finance and Accounts

3. Student Admission and Support

4. Examination

S NO	Description	Page NO
1	E-Governance policy	2-3
2	Procurement of ERP	4-13

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Gandipet, Hyderabad-500 075.

CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

E-Governance Policy Document

The institute's E-governance system is characterized by participation, transparency and accountability. This is used for planning, implementation, and monitoring of all the activities of the institute. Subsequently, this helps in deliver cost - effective and easy - to - access services, and improve processing of various information between the employees and the Institute & between the government and regulatory bodies.

The functions of this E-governance system includes management of various processes such as student registrations, admissions, student information, teaching learning process, attendance, library, examinations, student performance, grade sheets in examination, employee database, salary disbursements etc. The overall education system at the institute is enhanced while ensuring focus on (i) Long term impact on Institute goals (ii) Improve education system (iii) Empower Staff and students encouragement for their participation in governance.

The broad objectives of this E-Governance Policy Document are as enumerated below:

Objectives:
1. To have ease of access to the information to all the stake holders of the institution
2. To implement E-governance system as a platform in different functions of the institution.
3. To accomplish effectiveness in functioning of the institution.
4. To promote transparency, utility and accountability of the E-Governance system.
5. To enhance and encourage stakeholders participations leading to effective Decentralization.

Institute implements E-governance systems in the following domains:

Administration: The system of institute encourages cost effective technology combined with the flexibility in learning and administrative activities are essential to enhance efficiency. Technology is extensively used at our administration. (i) General Administration (ii) Pay Roll (iii) Accounting (iv) Administration of Student Data (v) Library System (vi) Assessment Practices. The constant support from the Management, functional autonomy, adequate training and motivation for the staff and students, budgetary support and infrastructural facilities are some of the important factors in determining success of e-governance in the institute.

Finance and Accounts: The Finance Accounts department of the institute is governed with an aim to digitalise for minimization of manual intervention in maintaining books of accounts student fee ledgers. The institute uses the Student Master for maintaining student fee ledgers Tally ERP 9.0 for maintaining books of accounts for transparency in the functioning of Accounts department. The software is used to generate various reports like consolidated Day Book, Cash Books, Journal Register in tally while the Student Master generates student wise daily fee Collection report for Tuition fees, Examinations fees, Miscellaneous Fees respectively.

Student Admission and Support: A separate web portal is made available for the enthusiastic candidate willing to get admitted into institute through B-Category. The web page contains all information about the admissions. The Notification for the admission of the candidates through

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2

B Category will be posted in the said website. Candidates can apply online and shortlisted as per merit will be displayed on the same website.

Academics and Examinations: The Academic and Examination Cell (AEC) has procured Bees Examination Tool (BET) software to integrate all the activities of exam cell. The pre and post examinations activities are integrated through this software tool. Payment gateway is also available for the payment of exam fees online by the students to make the registrations online for various related services. The BET is enabling the student to download the hall tickets and results online through the student info system. Provisional Certificate, Consolidated Marks Memorandum, Bonafide Certificate, Custodian and Course completion certificates are also generated using this software.

Learning Management System (LMS): The institute has a customized LMS with an access to all the faculty and students. This platform is used to upload lecture videos, course material, assignments and to conduct online proctored examinations. Pedagogies play an important role in delivering of content. Faculty prepares a detailed course plan, assignments questions, quiz questions etc. for a particular course. Course hand-outs, materials are prepared and uploaded on the LMS. Faculty use ICT-enabled tools including online resources for effective teaching and learning: Citing real world examples for application-based courses. Power Point Presentation PPTs Digital texts enable real time learning, monitoring, comprehension and online assessment LMS (Moodle) for Quiz, Assignment, Notes, etc.
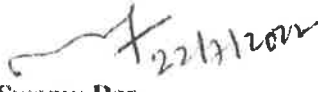
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3

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(AUTONOMOUS), HYDERABAD-75

<u>Information to the President, CBIT</u>

Date: 22-07-2022

All the terms and conditions stipulated by the President, CBIT, during the ERP presentation sessions and in the negotiation meeting held on 10-04-2022 are included in the "ERP Software License Agreement". We are responsible and accountable for any lapse in the same.

22/7/2022

Prof. M. Swamy Das,
Joint Director-Academics (Informatics)

Dr. P. Ravinder Reddy
Principal

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4

తెలంగాణ తेलंगाना **TELANGANA**

Sr. No. 19868 Date. 11.07.2018 Value: 100/-
Purchaser : **U. MAR REDDY**
S/o : U.C. Reddy R/o. Hyd
For Whom : **PRINCIPAL, MGIT , HYDERABAD**

K. NAGARAJAMANI
Licenced Stamp Vendor
LIC:16-11-46/99, Ren.No. 16-11-16/2017
59/A, Kushal Towers, Khairatabad
Hyderabad (South) District.
Mobil No. 9885096145 /9848299475

SOFTWARE LICENSE AGREEMENT

This Software License Agreement ("Agreement") is entered into on this **22nd July, 2022.**

BETWEEN

Octoze Technologies Private Limited (PAN No. - AABCO9177A, GST - 33AABCO9177A1ZM) a First Party incorporated and existing under the laws of India with its registered office at S. No. 56/3A, Fayola Towers, S Floor, 200 Feet Radial Rd, Pallikaranai, Chennai - 600100, Tamil Nadu (hereinafter referred toas the **Licensor "First Party"** which term shall, unless repugnant to the context, mean and include its successors, executors, administrators and assigns).

Hereinafter referred to as Octoze (Licensor) as a FIRST PARTYAND

Chaitanya Bharathi Institute of Technology (CBIT) (AICTE PID: 1-47-35791), an Educational Institution organized under the laws of the India and having its registered office at Gandipet, Hyderabad, PIN 500075(hereinafter referred to as the "**Licensee**" which term shall, unless repugnant to the context, mean and include its successors, executors, administrators and permitted assigns) of the **OTHER PART.**

Principal
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5 (Autonomous)
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1 1

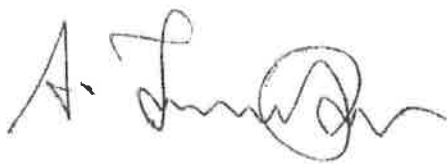Hereinafter referred to as 4CBIT (Licensee) as SECOND PARTY

WHEREAS

1. The First Party has represented warranted and covenanted that it is engaged in the Business of Software product development and has developed a software by the name "CAMU, shown on website: https://camudigitalcampus.com/" to this Agreement ("Software");

2. CAMU, the software in consideration in this agreement is a Campus Management Solution for educational organizations which will enhance the delivery of education. CAMU offers the services to run educational organization with the functions defined in the Scope and Specification later in this document.

3. CAMU is offering both, **mobile application** running on phones and tablets and also **web application** that can be used on desktop computers, enables seamless collaboration between the staff, parents and students. Mobile app can be used by parents so as to keep them updated in the education of their wards.

4. The Second Party is an Educational Institution which is desirous to automate & strengthen its functions and processes for learning, examination, student services, resources and administration.

5. The Second Party desires to obtain a Software License from the First Party to use the Software for the internal purposes as specified under this Agreement;

6. The First Party is agreeable to grant the Second Party the license rights to the Software as a service on a limited, revocable, non-assignable, non-sub- licensable and non- exclusive basis.

7. Accordingly, the Parties have agreed to enter into this Agreement subject to the terms and conditions set forth hereinafter.

NOW, THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. PURPOSE OF THE AGREEMENT

a) This is a License Agreement ("Agreement") between LICENSOR First Party, and LICENSEE Second Party.

b) First Party hereby grants the Second Party a non-exclusive, non- transferable license to use the CAMU as Services on a subscription model. (Software with features as mentioned in Scope and Specifications for educational purpose).

c) This AGREEMENT does not give the second party any ownership of copyright or other intellectual property rights in any part of the CAMU. The Second Party is only entitled to use the CAMU as a service in accordance with the terms and conditions set forth in this AGREEMENT.

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6

2 |

Scope and Specification

Following modules will be provided in this CAMU Campus Management Software

Student Information System (SIS)

Admissions	• Schedule and issue Applications • Online applications and collection of application fees • Workflow for Applications from Submission to Admission • Online Document Collection and Storage • Allocation to Hostel and or Bus Transportation
Student Record	• 360 Student view • Student Document Generation – Bonafide Certificates; Transfers/Termination • Automatically updated academic records
Staff Record	• Staff record maintenance • Publications, Research & Co-curricular activities • Printing of statutory staff reports, Resignations
Fee Management	• Automatic generation of bills using billing policies • Receipts, Credit Notes & Cancellations • Outstanding bills and cash collection tracking • Student Accounts View • Online Payments with a Camu authorised payment gateway
Internal Examinations	• Define and Conduct Internal Examinations • Results entry, Academic Performance Reports • Download Master data for University Submission • Upload University Results
Communication	• Mass communication to students and staff through 1. Email, 2. SMS 3. App Messages • Announcements • Chat facility for students and staff registered in a course

Learning Management (LMS)

Attendance	• Attendance on Mobile Apps and by students scanning a QR code • Attendance dashboard on Mobile Apps • Attendance reports
Academic Planning	• Allocation of Staff to subjects • Timetable creation • Personal Lecture Schedule for Staff • Students can view the Lecture Schedule • Substitutions • Day order method and regular weekday method • Reallocation of staff
Teaching Plan	• Creation and Maintenance of Teaching Plans • Auto generation of teaching plans • Print teaching plans • Progress tracking of teaching plans

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7

2. LICENSE, SOFTWARE SUPPORT FEES & PAYMENT METHOD

a) The Licensee gives permission to use the Licensee name in their customer list.

b) 30 days grace period will be provided for the payment from the date of Invoice (according to the quarterly schedules).

c) Sufficient training shall be provided to CBIT staff along with relevant training material.

d) Up to 2 lakh free SMS/year will be provided by the Licensensor.

e) There shall be no hidden charges except the License cost mentioned in Table A.

TABLE – A: Contract period and Payment Schedule

Sno	Item Description		GST (Rs.)	Total Amount (Rs.)
1	Agreement period	5 years		
2	Software Cost	Rs. 92,00,000	16,56,000	1,08,56,000
3	Advance amount to be paid	Rs. 10,00,000	1,80,000	11,80,000
4	Quarterly payment(end of every quarter subject to the satisfaction of the service)	Rs. 4,10,000	73,800	4,83,800

*If the student count exceeds the commitment (5,500+20%), it will be charged Rs. 320 per student accordingly.

3. TERMS AND CONDITIONS (specific to license fee payments and implementation)

a) The type of License is a Subscription model (SaaS) and the contract period is for 5 years.

b) The Software Installation and customization shall be done by Octoze at CBIT. A minimum of one technical person from M/s Octoze must be available in the campus during working hours and if required, they must be available even beyond working hours during 6 months of implementation period from the data is submitted. Seamless support will be given thereafter.

c) The complete ERP Software is to be configured and should make operational as per the requirements of CBIT time to time by M/s Octoze at CBIT.

d) As per Purchase Order released, an amount Rs. 10, 00,000 + GST shall be made as advance and the remaining balance of Rs. 82,00,000/- + GST shall be payable in equal installments quarterly and payable at the end of every Quarter.

e) Quarterly payments shall be released as per the completion of the modules and satisfaction of the services. If any module is not functioning or even the staff is not using, then the payment will not be released for those modules.

f) Full and satisfactory training shall be provided to all the staff and IT team for the proper use of ERP software by M/s Octoz at CBIT.

g) The notice period for not continuing the service is 90 days/3Months.

h) The ownership of the data lies with the CBIT only. The Security and Privacy of data shall be as per the Indian IT Act, and Indian Personal Data Protection Bill-2021.

i) The other terms and conditions are as per the Software License Agreement (SLA). For any dispute resolution, the court jurisdiction is at Hyderabad.

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(Autonomous)
Gandipet, Hyderabad-500 075.

Assignments	• Schedule assignments • Student can submit assignments online • Record and rate Assignment Submissions • Transmit the Assignment rating to the student's Online submission of assignments
Assessments	• Online Assessments based on MCQ • Automatic scoring of Assessments • Scheduling of Assessments
Question Bank	• Create and manage Question Banks • Question banks with question linked to learning outcomes, bloom's taxonomy and rubrics; Generate Question Papers
Feedback	• Record feedback on students; • Record feedback on staff; Record feedback of Alumni, Employer, Parents • Control on who can view the feedback
Video Conferencing	• Video conferencing with MS Teams, Zoom, BigBlueButton or any other • Automatic Recording of Student Attendance • Dashboards on Online classes

Outcome-Based Education (OBE)	
Outcome Based Education	• Define PEO's, PO's and CO's • Bloom's Taxonomy based Assessments. • Question Bank with Mapping to Course Outcomes • Indirect Assessments through Feedback • Dynamic Gap Analysis and Articulation matrix

Controller of Examination (CoE)	
CoE	• Hall Tickets; Exam Scheduling; Mark Scanning • Moderation; Re-evaluation; Results Publishing Reports

Library (LIB)	
Basic	• Migration of Member data and book data • Online training for 3 days (Basic (Advanced) • One log in for Librarian will be provided

HR & Payroll (HR)	
HR	• Talent Acquisition; Grievance; Awards; Performance
Payroll	• Define Salary Structures and policies. Leave Management • Generate Pay slips; Salary Register

Video Conferencing will be offered either MS Teams, BigBlueButton, Webex. The Licensee will purchase the Key and provide to the company for implementation. The Online Gateway will be offered through Paytm or institute provided gateway.

Site of the Licensee: CBIT, Hyderabad.

4. IT INFRASTRUCTURE SPECIFICATIONS

The Second Party will ensure following below mentioned IT infrastructure which is required to run CAMU software on the computer / (s).

Table B: Hardware and Software requirements for using the ERP Services

S.N	Workstation	Name/ Description	Specification Recommendations	Remarks
1	Hardware	Intel Core 2 or above	Intel i3, 4GB RAM	To be Provided by the 2nd
2	OS System	Operating System	Windows 10/ Linux	
4	Browser	Browser	Firefox/ Google Chrome	To be Provided by the 2nd
5	Mobile Devices	Tablet/Mobile running iOS or Android 4.3+	Wi Fi, 16 GB, 4GB RAM	To be Provided by the 2nd To be Provided by the 2nd
6	SMS	Bulk SMS will be sent through the authorized service provider of the First Party		
7	WiFi & internet connectivity		4 Mbps recommended	To be Provided by the Second Party

5. SOFTWARE DELIVERY AND IMPLEMENTATION

a)   The Second Party agrees to provide Hardware and software mentioned in Table B to meet the infrastructure and hardware required by First Party.

b)   Site means, the location where the Institution is presently located and also its office/s present or future. If there is any additional site for which the software has to be implemented, the charges will be mutually agreed upon before proceeding with the implementation.

c)   The First Party agrees to integrate third party software's like MS Teams, Tally, video-conferencing tools & KOHA (open source for Library management or any other software) If required by Second Party after mutually agreement.

d)   First party will provide one on-site resource person during 6 months of implementation period from the data is submitted. Seamless support will be given thereafter.
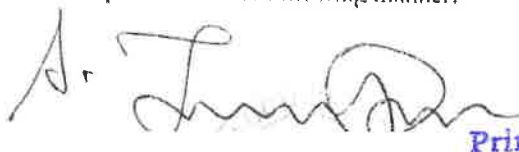
6. UPGRADES AND CUSTOMIZATION OF SOFTWARE

Regular updated versions of the Subscribed CAMU Services that may be developed and released from time to time shall be offered at no additional cost. However, there is no obligation for the first party to provide any upgrades. The product will be implemented as per the standard processes supported by CAMU and the requirements of the second party.

7. SUPPORT AND RESPONSE

In the event the Licensee requires the support of the Company with respect to any issues with the Software, the Licensee shall contact the Company via telephone, email or web portal (where available) during the Support Hours (8.00 AM to 7.00 PM). The Licensee may also contact the Company after office Hours on the occurrence of the Severity 1 Fault.

7.1 Responses and Service Level Agreement (SLA)

Upon receipt of service request that is placed by the Licensee at the Service Desk in accordance with the terms of this SLA, the Service Desk shall perform an initial assessment of the service request as set forth in this agreement and provide support via (a) telephone/email; and/or (b) remote access to the Licensee's computer environment using appropriate support tools (where available). Depending on the type of the service request, the Licensee and/or the Company will be responsible in the following manner:

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10

Level	Description	
Level 1	• This is the first level of onsite support offered to the Licensee. The Licensee's IT team will respond to the following issues. • In the event it is not within the Institute's scope of responsibilities (e.g. relates to a network issue, configuration issue or training issue), it shall be handled by the Licensee • In the event it falls within the Institute's scope of responsibilities as set forth in Appendix A of this SLA, it will be forwarded to Level 2.	Ownership Licensee
Level 2	• These are issues pertaining to the Software which requires resolution from the Service Desk. • The Service Desk will handle these issues and respond in accordance with the agreed process and Service Levels. • The Licensee shall provide the requisite corporation to the Service Desk to respond in accordance with the agreed process and service levels	First Party Service Desk
Level 3	• These are issues which require the involvement of the Institute's development team. The Service Desk will continue to track the issues through the resolution or completion.	1st Party's Development team in coordination with the Service Desk.

7.2 Response Time

The Company shall attempt to respond to faults with the Software in accordance with the following time frames:

Severity Level	Description	Response Time
Level 1	Critical business impact: one or more key business functions cannot be completed. For example, Production server down, Application Database (DB) down, a whole critical Module itself cannot be launched. No work around in any form exists. Without this resolved, business cannot continue. If needed, technical team should stop all other development work and address this issue.	Immediate
Level 2	High business impact: key business functions can still be completed but require process or performance compromise. For example, it is a showstopper but a work around exists or any important business process cannot be performed. Business can continue with the work around or tolerable until resolved.	1 Day
Level 3	Medium business impact: significant defects impact key business functions but do not prevent function being completed, or a manual workaround exists. For example, the fix will be worked on with priority basis along with other high priority items.	Build cycle (weekly/fortnightly)
Level 4	Low business impact: minor application error(s) or cosmetic issues. Key business functions can still be completed. For example, there are bugs/observations such as GUI issues or issues arise in very rare scenarios. It follows the normal release cycle.	Release will be as per the mutual agreement

The Licensee acknowledges and agrees that the Response Time refers to the response provided by the Company to the issue with a diagnosis, further steps and delivery timescale where possible and does not guarantee a resolution.

The Company shall allocate a Severity Level to each fault logged by the Service Desk. The Company may need to downgrade the Severity Level if the Licensee does not provide the assistance required by the Company to enable the Company to resolve the fault.

Principal
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Gandipet, Hyderabad-500 075.

7 |

11

8. OWNERSHIP OF DATA OR INFORMATION SHARED

All data or information including Confidential Information that is entered into the CAMU software solution by the Second Party, its authorized persons or any of its students or faculty including such of this data or information that is stored on CAMU's cloud ("Data") shall remain the property of Second Party and/or its students or faculty, as the case may be. All Data collected through CAMU shall be the property of the Second Party. It is the responsibility of the First Party to ensure the data is not leaked, shared with others or lost at any point in time once saved in the CAMU system.

9. INTELLECTUAL PROPERTY

The Second Party acknowledges and agrees that all the rights, title and interest in the Software and Documentation as well as any customization, updates and upgrades to the Software and all the Intellectual Property rights therein are solely and absolutely owned by the First Party and shall continue to vest with the First Party during and after the Term of this Agreement.
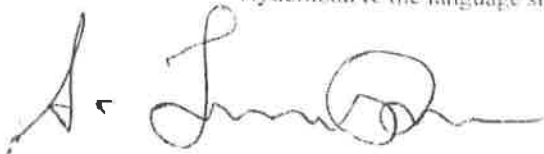
10. TERMS AND TERMINATION

a) This Agreement shall be effective for a period of 5 (five) years ("Term").

b) Payment shall be made quarterly at the end of every quarter subject to the satisfaction of the service offered by the second party.

c) The second party will apply for renewal of software license along with license after completion of the contract period.

d) The Second Party may choose not to continue with the agreement with a minimum of 90 days (3 months) notice to the Company. The notice of termination can be served only after settlement of all outstanding dues.

e) The first Party can only terminate if the agreed payment is not made by Second Party even after 30 days of the default.

11. LIMITATION OF LIABILITY

Under no circumstances shall either Party be liable to the other for any consequential, indirect, special, punitive or incidental damages, whether foreseeable or unforeseeable, based on claims of the other Party or suppliers (including, but not limited to, claims for loss of goodwill, loss of profits, loss of revenue, interruption in use or availability of data, stoppage of other work, computer failure or malfunction or impairment of other assets), arising out of breach or failure of express or implied warranty, breach of contract, misrepresentation, negligence, strict liability in tort or otherwise

12. GOVERNING LAW AND JURISDICTION

a) This Agreement shall be governed by and construed in accordance with laws of India.

b) In Case of any dispute, the Parties agree to resolve amicably, if need be, referred to the sole arbitrator mutually decided. The Venue of arbitrator will be Hyderabad & the language shall be English.

13. FORCE MAJEURE

a) If the performance by either Party hereto, of any of its obligations hereunder is prevented, restricted or interfered with by reason of fire, or other causality or accident; strike or labour disputes; war or other violence; any law, or regulation of any government; or anyact or condition whatsoever beyond the reasonable control of such Party (each such occurrence being hereinafter referred to as a "Force Majeure"), then such Party shall be excused from such performance to the extent of such prevention, restriction or interference; provided, however, that such Party shall give prompt notice within a period of 24 hours from the date of Force Majeure occurrence and providing a description to the other Party of such Force Majeure in such notice, including a description, in reasonable specificity, of the cause of the Force Majeure; and provided further that such Party shall use reasonable efforts to avoid/remove such.

14. MISCELLANEOUS

The parties hereto confirm that it is their wish that these Conditions as well as other documents relating here to have been and shall be drawn up in English only. This English version shall be valid and enforceable between the parties and both of them understand entirely any and all of its clauses.
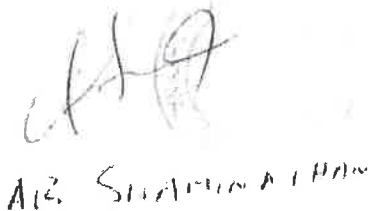
IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be signed by its duly authorized representatives:

AGREED TO AND ACCEPTED BY:

For and on behalf of
Octoze Technologies Pvt. Ltd.

Name: Mr. Jaya Prakash A

Designation: Vice President

Date: 22-07-2022

Witness:

For and on behalf of
Chaitanya Bharathi Institute of
Technology(Autonomous)
Gandipet, Hyderabad-75

Name: Dr. P Ravinder Reddy

Designation: Principal

Date: 22-07-2022

Witness:

Prof. M. Swamy Ds
Joint Director- Academics
(Information)

9|

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