

Kerala State Higher Education Council
Minutes of the 8th Executive Body meeting held on 04.09.2024

The 8th Executive Body Meeting of the fourth KSHEC was held on 04.09.2024 at 10.30 am. in the Board Room of the Kerala State Higher Education Council. Prof. Rajan Gurukkal P.M., Vice Chairman presided.

The following members attended the meeting.

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|------------------------------|---|---|
| 1. Prof. Rajan Gurukkal P.M. | : | Vice Chairman, KSHEC. |
| 2. Dr. Saji Gopinath | : | Vice Chancellor, Kerala University of Digital Sciences, Innovation & Technology |
| 3. Dr. Sabu Thomas | : | Former Vice Chancellor, Mahatma Gandhi University |
| 4. Dr. K.K. Damodaran | : | Member, Executive Body, KSHEC |
| 5. Dr. M.S. Rajasree | : | Member, Executive Body, KSHEC |
| 6. Sri. Paul V. Karanthanam | : | Member, Executive Body, KSHEC |
| 7. Dr. P.P. Ajayakumar | : | Member, Executive Body, KSHEC |
| 8. Dr. Rajan Varughese | : | Member Secretary, KSHEC |

The following agenda was transacted and decisions taken.

Item No. 1 - K -Reap – Draft MoU with ASAP

1. As directed by the Government vide letter No. B1/118/2024-HEDN 09-08-2024, it was resolved to entrust the implementation of K -REAP project to ASAP Kerala and approved the K-REAP MoU between ASAP and KSHEC as given below.

MEMORANDUM OF UNDERSTANDING

This **Memorandum of Understanding** (hereinafter referred to as the “MoU”) is made at Thiruvananthapuram on this the day of September, 2024...BETWEEN the Kerala State Higher Education Council, PMG, Vikas Bhavan P.O., Thiruvananthapuram- 695033 represented by its Registrar (hereinafter referred to as the “**KSHEC** which expression shall, unless repugnant to the context or meaning thereof, mean and include its successors in office and permitted assigns) of the **ONE PART**.

AND

the **Additional Skill Acquisition Programme Kerala**, a State Public Sector Undertaking fully owned by the Government of Kerala under the Higher Education Department, and registered under section 8 of the Companies Act, 2013, having its registered office at KINFRA Film & Video Park, Sainik School PO, Chanthavila, Thiruvananthapuram-695585, Kerala represented by Smt Preethy Leonold, Head Procurement (hereinafter referred to as “**ASAP Kerala**” which

expression shall, unless repugnant to the context or meaning thereof, include its administrators, successors and permitted assigns) of the **OTHER PART**.

WHEREAS:

- a.** KSHEC is an apex-level statutory body constituted under the Kerala State Higher Education Council Act, 2007 as amended by the Kerala State Higher Education Council (Amendment) Act, 2018;
- b.** ASAP Kerala has the mandate of improving the employability of students and the public, and has established different interventions to provide industry-relevant, higher-order skills to different target groups through online and offline modes whose effectiveness is recognised in CII-India Skills Report 2022 and 2024;
- c.** The Four Year Under Graduate Programme (FYUGP) framework is being implemented in the Universities/ Colleges in Kerala from 2024-25 academic year onwards;
- d.** KSHEC has submitted a proposal before the Government for implementing the project K-REAP (Kerala Resource for Educational Administration and Planning), a web based end-to-end ERP system, in the State Universities to meet their various requirements, functions and processes, enabling full utilisation of FYUP features, including student transfer and credit transfer, by students and Universities;
- e.** Government has accorded Administrative Sanction for implementation of the Project K-REAP for the State Universities vide G.O.(Rt)No.191/2024/HEDN dated 08.02.2024, and KSHEC has been designated as the implementation agency of K-REAP;
- f.** ASAP Kerala along with their technology partner presented their solution before the Technical Committee constituted for evaluation of solutions for K-REAP on 07.05.2024;
- g.** Based on the recommendation of the Technical Committee, the 5th Executive Body Meeting of the KSHEC held on 23.05.2024 recommended to the Government to adopt the solution provided by ASAP Kerala for the implementation of K-REAP project.
- h.** As per letter No B1/118/2023-HEDN dated 09-08-2024, Government of Kerala directed KSHEC to implement K-REAP through ASAP Kerala.
- i.** The Parties mutually agree to enter into this MoU to record the terms and understanding between them and the manner in which they intend to combine their efforts, and collaborate with each other in developing a software solution for the implementation of K-REAP project.

NOW, THEREFORE, the Parties hereby mutually agree and record the terms of their understanding as follows:

1. AREAS OF COOPERATION

Both Parties mutually engage to,

1.1 Implement the Campus Live Software Framework with appropriate configuration as necessary, from the academic year 2024-25 onward by the name of K-REAP Software Framework.

1.2 The K-REAP Software Framework shall be implemented, starting with the 2024-25 FYUG programme of various Universities under the higher education department

1.3. The K-REAP Software Framework shall be implemented, if requested, in other programmes in other universities / colleges in the state.

1.4. The users of a University will include all the students of the University and its affiliated colleges.

1.5 Coordinate the implementation of the K-REAP project across Universities in the State of Kerala.

1.6 Conduct necessary workshops and training.

2. ROLES AND RESPONSIBILITIES

2.1 KSHEC shall, observe, undertake, and comply with the following roles and responsibilities, namely: -

- i. Formulate of necessary policies and regulations.
- ii Constitute a project management unit (PMU) to co ordinate the implementation of the K-REAP project in universities
- ii. Liaise with the Government for the issuance of circulars and necessary guidelines for the implementation of K-REAP;
- iii. Facilitate training of the University K-REAP teams by ASAP Kerala.

- iv. Interface with the University for the standardization of policies, regulations, and formats, and shall ensure their alignment for project implementation.
- v. Provide ASAP Kerala the details of the Universities that have agreed to implement K-REAP, with priority;
- vi. Facilitate that necessary infrastructure (both IT & Non-IT) and manpower support from universities are provided to ASAP Kerala for successful implementation of the project.
- vii. Ensure that the Universities provide the required data in standardized formats with accuracy;
- viii. Intervene and ensure the accurate submission of data by the Universities upon request from ASAP Kerala;
- ix. Monitor and evaluate the impact of the K-REAP implementation of and suggest corrective measures, if necessary;

2.2 ASAP Kerala independently or along with its technology partner shall, at its own cost and expense, observe, undertake, and comply with the following roles and responsibilities, namely:-

- i. Host and provide access to the K-REAP Software Framework to Universities, / Colleges, and students as per the scope outlined in the **Annexure1** hereto, which shall form part of this MOU and shall be construed accordingly;
- ii) Ensure and maintain the key performance parameters mentioned in the financial agreement
- ii. Constitute a Project Development Unit (PDU) that is competent in configuration, integration, quality assurance, testing, deployment, and training for the implementation of the K-REAP Project in Universities, which shall outline the project stages, identify the deliverables, timeframes, and resources;
- iii. Maintain the K-REAP Software Framework, including data storage, and security, on an ongoing basis;
- iv. Provide necessary training to the Universities for operational activities as part of the implementation of the K-REAP Software Framework;

- v. Prepare and provide the necessary formats for data collection from the Universities;
- vi. Manage all performance issues, resolve bugs, and fine-tuning data flows. and perform technology upgrades on request;
- vii. Be responsible for Data backups and disaster recovery services to eliminate the risk of catastrophic data loss due to hardware or software failure, or a natural disaster;
- viii Provide the upgrades, additional features, and deployment of the latest version of the software from their solution partner's the campus live software of for the K-REAP, as and when launched, without any additional cost;
- ix Develop new modules for the K-REAP software that are not available with their solution partners, and to ensure the proper integration of the existing modules as and when required based on a mutual agreement;
- x. Deploy the K-REAP platform to the production environment and migrate corporate information from legacy systems, third-party software, and other data sources to the K-REAP database.
- xi Ensure holistic data security by providing 24/7 system monitoring, end-to-end data encryption, dynamic data masking, multi-factor authentication, controlled physical access to the equipment, and regular system vulnerability assessment.

2.3: Joint Responsibilities:

- i. KSHEC and ASAP Kerala shall jointly prepare the K-REAP Implementation Calendar covering for the Universities and the affiliated colleges each year;
- ii. KSHEC and ASAP Kerala shall jointly conduct webinars and hands-on training sessions, including on boarding the training materials and support documentation for enhancing user acceptance and for improving overall productivity.
- iii. KSHEC and ASAP Kerala shall be jointly responsible for checking the customized K-REAP solution for bugs, inefficiencies, malfunctions, and data quality issues by conducting functional, performance, usability, and compatibility quality assurance activities.

3. COMMERCIAL TERMS

3.1 ASAP Kerala will be entitled to a fixed user fee per semester per user for the use of the K-REAP software. This fee will cover software upgrades, maintenance, and security, and this amount will be agreed and paid by KSHEC or by Universities to ASAP Kerala after the successful deployment of the agreed modules in Annexure 1.

3.2 The K-REAP Software Framework user fee may be revised, subject to mutually agreed terms in writing and KSHEC may obtain prior approval of the Government, if necessary for such rate revisions.

3.3 In the case any University desires to integrate a Payment Gateway other than those already integrated into the K-REAP Software Framework, KSHEC and ASAP Kerala shall mutually agree on the additional service charges to be paid to ASAP Kerala or to the Payment Gateway aggregator by the University.

4. DEFINITE AGREEMENT/ ADDENDUM

The Parties shall enter into definitive agreements or addenda, coterminous with this MoU, incorporating any additional terms and conditions as mutually agreed.

5. TERM

5.1 This MoU shall be effective from the date of signing and shall remain valid for a period of five (5) years from the date of signing, with the option for the parties to extend the services provided in this MOU for any additional number of years, as mutually agreed upon between the parties.

5.2 This MOU may be renewed further, provided that notice of renewal is given by either party to the other two months before the end of the current Term, unless either party gives written notice to the other not later than ninety (90) days prior to the end of the then-current term, stating that it does not intend to renew.

5.3 KSHEC may terminate this agreement after giving 60 days' notice if it is found, based on the report of the universities or otherwise, that the services provided under this MOU become grossly insufficient or unsatisfactory.

5.4 Either party may terminate this MoU by giving the other party written notice of ninety (90) days, or terminate immediately with mutual agreement.

5.5 In the event of termination, the second party is entitled to proportional payment only for the period up to the date of termination.

6. OTHER COVENANTS

6.1 *Representation:*

Each Party represents and warrants to the other Party that:

- i. It has full power and authority to execute, deliver, and perform this Collaboration.
- ii. It possesses the necessary experience, expertise, and ability to undertake and fulfil its obligations under all phases involved in the performance of its obligations under the MoU.
- iii. It has taken all necessary action to authorise the execution, delivery and performance of this Collaboration; and
- iv. Neither Party shall represent the other Party in any manner, and this MoU does not give authority to either Party to represent or exercise opinion or decision, on behalf
of the other Party.

6.2 *Ownership of Materials/Property:*

- i. The K-REAP Software Framework and/or its versions have been exclusively developed for rendering the services required by Universities. The designs, algorithms, software code, whether compiled or un-compiled, in printed or electronic format, with software design logic, Graphical User Interfaces (GUI), and their design, look and feel, shall be the under the exclusive ownership of the developer (technology partner) of ASAP Kerala only.
- ii. The data uploaded by the University including the prospectus, study material, instructions to the users or stakeholders, and student details (by having been created by the University/Affiliated Colleges/students) shall be under the exclusive ownership of the University.
- iii. Each Party acknowledges and agrees that the other Party owns the intellectual property rights that it owned or controlled prior to or created separately during but unrelated to this MoU, including any modifications thereto. No jointly owned intellectual property is intended to be created by the Parties under this Arrangement.

6.3 ***Force Majeure:*** If the performance of any obligations by any Party as specified in this MoU is prevented, restricted, delayed or interfered by reason of force majeure then notwithstanding anything contained hereinabove, the Party affected shall be excused from its performance to the extent of such performance related to such prevention, restriction, delay or

interference and provided the Party so affected uses its best efforts to remove such cause of non-performance and when removed the Party shall continue performance with utmost urgency. For the purpose of this article “Force Majeure” means and includes fire, explosion, cyclone, floods, earthquakes, other natural calamities, war, revolution, blockage, pandemic or embargo, any law, order, demands or requirements of any Government or statutory authority, strikes, which are not instigated for the purpose of avoiding obligations herein or any other circumstances beyond the control of the Party affected.

6.4 Confidentiality. - Subject to the exceptions provided in this clause hereinafter, Parties agree that they will keep all information under this MoU confidential and shall not disclose to any third Person any Confidential Information with respect to the MoU hereunder.

Exceptions. -Party may disclose Information, -

- i. to the extent to which it is required to be disclosed pursuant to Applicable Law;
- ii. to the extent to which it is specifically permitted by the other Party in writing;
- iii. to the extent that the Confidential Information is publicly available (other than as the result of a breach by such Party of its confidentiality obligation; and
- iv. to its employees and professional advisors, but only to the extent necessary and subject to such employees and professional advisors accepting an equivalent confidentiality obligation to that set out in this Clause Confidentiality.

6.5 Neither Party shall do, or cause to be done, any act that would adversely affect the reputation and goodwill of the other Party in any manner whatsoever.

6.6 Waiver: Failure by parties to enforce at any time or any period any one or more of the terms or conditions of this MoU shall not be a waiver of them or of the right at any time subsequently to enforce any and / or all terms and conditions of this MoU.

6.7 Amendments: This MoU may only be varied by mutual agreement of the Parties in writing.

6.8 Notices.-All notices given pursuant to this Agreement shall be in writing and shall be delivered to the party to whom such notice is directed at the address specified below or to the electronic mail address designated by such party by notice given hereunder.

If to ASAP Kerala cmd@asapkerala.gov.in

If to KSHEC msheckerala@gmail.com

6.9 **Disputes:** Any difference or dispute between the Parties arising out of or in connection with this MOU, or concerning the interpretation, implementation, or application of any provision of this MOU shall be settled amicably through mutual consultation and negotiation between the Parties, without reference to any third party. All disputes, differences or questions arising out of this MoU, including the interpretation of the terms herein or in regard to the obligations, failure or breach of any terms thereof by the Party under this MoU or of any matter whatsoever arising under this MoU which have not been mutually settled, shall be settled as per the provisions in GO(Ms)No.21/2021/P&ARD dated 15.09.2021 for the settlement of disputes between various Governments Departments/PSUs/Corporations /Boards/Autonomous Bodies.

6.10 **Governing law and Jurisdiction:** This MoU and any matter relating to this MoU shall be governed by and construed in accordance with the laws of India and shall be subject to exclusive jurisdiction of the courts at Thiruvananthapuram, Kerala.

6.11 **Counterparts:** This MoU may be executed in counterparts, each of which shall be deemed to be the original and all counterparts shall collectively constitute a single instrument.

IN WITNESS WHEREOF, the Parties have caused their duly authorised representatives to sign this MoU on the date first above written.

For **Kerala State Higher
Education Council**

For **Additional Skill Acquisition
Programme Kerala**

Smt. Vanaja P S

Registrar

Date:

Witness:

Name and Signature:

Smt Preethy Leonold

Head Procurement

Date:

Witness:

Name and Signature:

Annexure 1

Software Provisioning

A. Pre-Admission

1. Online Application Functionalities for Admission

- a. Information about Courses, Colleges
- b. Information about Admission Procedure, Eligibility Criteria, etc.
- c. Single Online Application for Admission to all Courses and for all Campuses
- d. Uploading Required Documents
- e. Verification of Required Documents
- f. Academic score-based Merit list generation
- g. Allocation

2. Online College Fee Collection for Admission

- a. Information about Fees of Courses and Colleges
- b. Information about Fees Payment Modes and Procedure
- c. Online Payment Gateway Integration
- d. Program-wise Student Category-wise Fee Configuration
- e. Fee Instalment Configuration
- f. Fee Receipt Generation

3. Informative Functionalities for Students about University and College (General and Personalized)

1. About University
2. About University Management and Administration
3. About Faculties and Programs
4. About Courses and Syllabi
5. About College or Department
6. About Application and Admission
7. About Eligibility and Enrolment
8. About Fees and Scholarships Various Alerts in Student login
9. About Examination and Certification
10. About Convocation and Migration
11. About Awards and Prizes
12. About Placements and Alumni
13. About Student Support and Student Facilitation
14. News, Calendar, and Events

B. Admission and Post Admission Student Administration

- 1. Eligibility and Registration Management Functionalities**
 - a. 16-digit unique Student PRN Generation and Management
 - b. SMS / Email / Login / Notification Communications Management
 - c. Student Profile Management

- 2. Interactive Functionalities for Students (Personalized)**
 - a. Student Login
 - b. Student Mobile App
 - c. Online Application from Mobile App
 - d. Online exam form submission and payment by the student
 - e. Various Notifications in Student Mobile App
 - f. Student Profile in Login and App
 - g. Grievances and Redressal

- 3. Administrative and Facilitation Functionalities for Students (Personalized)**
 - a. Unique Permanent Registration Number (PRN)
 - b. Various SMS / Email Alerts to Students throughout the academic year
 - c. Various Alerts to Students in their login throughout the academic year
 - d. Various Notifications to Students in their Mobile App throughout the academic year
 - e. ID card
 - f. Bona-fide Certificate
 - g. No Objection Certificate
 - h. Character Certificate
 - i. Transfer Certificate
 - j. Online Pre-Filled Eligibility Forms
 - k. Student Profile Correction Request
 - l. Student Profile Update Request
 - m. Personalized Timetable download
 - n. Personalized Hall Ticket download
 - o. Personalized Pre-Filled Exam Form download
 - p. Online Application for Photocopy of Answer-Books
 - q. Online Application for Re-evaluation
 - r. Online application for Re-verification
 - s. Online Application for Migration
 - t. Online Application for Transcript

- 4. Other Utilities for Administration**
 - a. No objection Certificate Generation
 - b. Character Certificate Generation

- c. Bona-fide Certificate Generation
- d. ID card Generation
- e. Transfer Certificate Generation

C. Administration (University / College Admin Section)

1. Employee and Institute Profile Management Functionality for College and University Administration

- a. Provision to capture details about staff and institute to generate various reports required by NAAC, NIRF, UGC, and creation of alumni databases, progression tracker
- b. Employee login to maintain profile.
- c. Login for tracking, data compilation and monitoring of staff profile and institute profile
- d. Subject/Paper-wise teacher list

2. Web Portal Management Functionalities

- a. Dynamic Menu and Multilingual Content Management
- b. Organization Structure Management
- c. Calendar Management
- d. Publishing RTI Compliance
- e. Suggestions
- f. Photo Gallery Management

3. Fee Management and Revenue Reconciliation Functionalities

D. Academic Management (Program and Course Life Cycle Management)

- a. Program Structure Definition
- b. Course Definition
- c. Credit and Syllabus Definition
- d. Evaluation and Assessment Structure Definition

E. Examination Management

1. Pre-Examination Management

- a. Examination Scheduling and Time-Table Management
- b. Exam Forms and their Inward
- c. Exam Fee, Centre / Venue Management
- d. Hall Ticket and Seat Number Management
- e. MIS to support conduction of Examinations
- f. Question Paper Packer Reports
- g. Block-wise Junior Supervisor and Attendance Sheet
- h. Bar Code Functionality with system generated barcodes for Answer sheets

2. Online Assessment Data Entry Functionalities

- a. Facilitating online centralized / distributed data entry of assessment data
- b. Blank Mark-lists
- c. Marks modification report
- d. Statistical monitoring report
- e. Moderation List
- f. Absent Student Report
- g. Pending Code Entry Report
- h. Unfair Means Report
- i. Course Wise Data-Entry Statistics
- j. Correction List
- k. Performance Ledger
- l. User Data Entry Statistic report

F. Result Processing

1. Result Processing and Certification Functionalities

- a. Data verification and validation
- b. Result processing and ordinance application
- c. Generation of statement of marks/Grade
- d. Result register / ledger
- e. Passing Certificates / Provisional Certificates
- f. Result statistics and reports

G. Technical Support

- a. Login for Logging technical errors / bugs
- b. Ticket tracking workflow
- c. Ticket Categories and Tagging
- d. Workflow Automation
- e. Ticket history and reports

H. Dashboards and Reports (University and Colleges)

1. Admission Related Reports

- a. Registered Students' List
- b. Photo and Signature List
- c. Birth Date and Age Report
- d. Native Place List
- e. Guardian's Occupation List
- f. Mailing Labels
- g. Students' PRN List
- h. Student Wise Papers List
- i. Roll-No Wise Students' List

- j. General Register
- k. Transferred Students' List
- l. Eligibility Status Report
- m. Program Part — Term-wise Discrepancy Report
- n. Dynamic Report generation tool for College to generate customized reports.
- o. Critical Decision-Making Dashboards
- p. Critical Exam monitoring dashboard

2. Admission Related Other Reports

- a. Faculty-wise, Category-wise Admissions
- b. Course Partwise, Category-wise Admissions
- c. Gender-wise Blood Group
- d. Course Part-wise Student Strength
- e. PRN Generated Status
- f. Gender-wise Caste-wise List
- g. Course Part-wise Email List
- h. Birth Month-wise Student List
- i. Term-wise Admission Fee Collection Report
- j. Course Partwise Not-inward List
- k. Student-wise Document List
- l. Faculty-wise Admission Fee Collection Report
- m. Course Part-wise Physical Disability List
- n. Religion-wise Cast Statistics
- o. State-wise Student List
- p. Course Part-wise Marital Status List
- q. Guardian Occupation Summary
- r. Gender-wise Social Reservation List
- s. Qualification Summary
- t. Division-wise Student Strength
- u. Paper-wise Student Strength
- v. Paper-wise Division-wise Student Strength

3. Eligibility and Enrolment Related Reports

- a. Eligible Candidate List
- b. Provisional Eligible Candidate List
- c. Not Eligible Candidate List
- d. District-wise statistics
- e. Course statistics

4. Fee Collection Related Reports

- a. Course-wise Total Fee Reports
- b. Collected Fee Register Reports
- c. Course-wise Receipts Reports
- d. Course-wise Student Fee
- e. Cancelled Receipts Reports

- f. Student Receipt Reports

5. Examination Related Reports

- a. Inward Examination Form Statistics
- b. Student Summary List
- c. Exam Form Statistics
- d. Examination Form Submission List
- e. Blank Mark List
- f. Paper-wise Name List
- g. Physically Challenged Student List
- h. Student List by Venue
- i. Reports for Venue
- j. Hall Ticket Download List
- k. Daily Paper Report
- l. Paper-wise Student Name List
- m. Physically Challenged Student List
- n. Paper-wise Attendance Sheet and Junior Supervisor Report
- o. Venue wise paper download report in Secured Remote Paper Delivery(SRPD).

6. Dashboards and Infographics

- a. Admission Statistics
- b. Eligibility Statistics
- c. Transfer Statistics
- d. Fee Collection Statistics
- e. Status of e-Wallet
- f. Examination Statistics
- g. Results Statistics
- h. Course Statistics

I. State Level Dashboards

1. Apex Dashboards for State Level Monitoring

- a. Enrolments (University / College / Program wise)
- b. University – Faculty – Program
- c. Pre-examination
- d. Result Declaration
- e. Data Analytics

J. Learning Management

1. Student Login

- a) Personalized login

An indispensable tool for blended learning, personalized learning and every learner will get personalized login for learning.

b) Time table

The timetable feature allows students to know the exact time and duration of each class period.

c) Access to Live classes through WebEx / Google Meet / Microsoft Team

The live online classroom is a natural part of your Learning Management System. Teachers and trainers can schedule live online meetings and classes as part of their courses using different platforms like WebEx / Google Meet / Microsoft Team and many more.

d) Digital Interactivity in the classroom:

The student can answer different types of questions asked in the classroom by the teacher and the student will be able to see the basic statistics of that question.

e) Personalized learning paths

The Personalized Learning Pathway helps students navigate their path to academic and career success.

f) Access to learning material

Students can access materials anytime, from everywhere, teachers can modify the content, and students can see the updated material.

g) Access and submit homework

Homework is an add-on feature to help students to access and submit their homework.

h) Assignment submission and tracking

Assignments submission and tracking feature allow students to submit work to their teacher for grading. The work may be text typed online or uploaded files of any type the teacher's device can read. Grading may be by simple percentages or custom scales, or more complex rubrics may be used. Students may submit as individuals or in groups.

i) Continuous comprehensive assessments

As the name suggests continuous comprehensive assessments will help for continuous and frequent analysis of the student learning performance.

j) Online attendance & offline and receive real-time notification

Attendance report is a functionality that allows students to mark their attendance daily for the virtual classroom sessions

k) Share academics moments & memories

Students can share their academics moments and memories with their friends and family

l) Stay up to date with real-time timetable and updates

Real time timetable and update to students on a day-to-day basis.

m) Stay connected with latest news, circular and updates

Stay connected with latest news, circular and share moments & memories

n) Exam calendar and result alerts

Timely exam calendar and result alerts for students

o) View result details with indicative graphs

Students' results will be shown with indicative graphs for better understanding of a student's performance.

p) Lesson plan: Know your teacher's learning plan

Lesson plan section will show teachers' learning plan for that particular class or subject.

q) Access syllabus and study materials right from login

Students can access study materials anytime, from everywhere, teachers can modify the content, and students can see the updated material.

r) Notifications

Custom push notification enhances the administration of courses by allowing admins to do everything from chasing up tardy learners to informing them of new courses and new prizes. Notifications can be send either to all users or to targeted groups that course administrators have defined

s) Dashboard

The dashboard has neat features that let you see how a student is progressing down a learning path. The dashboard makes this ideal for students to monitor their learning paths

t) Access to enrichment content

Students can access enrichment content from their login itself.

u) Awards / Badges / Certificates

Gamification badge system is a fun and creative way to increase participation in your e-learning programs. This section will give extra encouragement for students

2. **Teacher / Faculty / Evaluator Login**

a) Learning Management

Teachers can design and manage courses to meet various requirements. Classes can be instructor-led, self-paced, blended or entirely online.

b) Learning Content Management

- Creating Table of Content
- Creating and uploading Content
- Content Delivery

Class Management

c) Attendance for classroom and beyond

Digital attendance platform allows teachers to automate daily attendance. Additionally, it helps to maintain accurate records and generate summarized student attendance reports.

d) Manage time-table and schedule

Calendar tool helps you keep track of your academic or company calendar, course deadlines, group meetings, and other personal events.

e) Learning Assistant

Learning assistant tool for teachers to search the most relevant and contextual content videos in the form of an interactive mind map from the most popular eLearning portals like Khan Academy, YouTube, Nptl, Wikipedia, Quora, etc. The learning assistant supports smart search based on the context, rating, and viewing index so as to give the best and most curated results.

f) Assessment Creation

Teachers are able to create assessment-based content. These contents can be put in the content slides to enhance classroom interactivity among students and teachers. It helps to do the continuous Comprehensive Evaluation of students. The different types of questions will be available for teachers to choose from like MCQ single/Multiple, Fill in the blanks, True/False, Sequencing, classification, and open-ended questions.

g) Live Statistics

The teacher can check the present students' status and also live statistics on screen about the answers given by the students as well as he can see the summary of the whole session after the end of the session.

h) Assignment Management

The Assignment Management supports and helps teachers to create online assignments for students. It has seamless integration with the Gradebook configuration built for the Institute department. Teachers can create assignments that may be applicable to more than one class. This application also supports discussion boards for teachers, students, and teachers for an assignment.

i) Variable Time Fixed Result: The framework of Variable Time Fixed Result (VTFR) is a unique framework designed to provide an innovative method for question and answer sessions, with a focus on achieving a specific learning outcome within a variable time frame. Learners are given time to respond to these questions. Their responses are then assessed to determine their understanding. This is flexible in terms of time, allowing different learners to take the time they need to formulate their answers and if the options are wrong, learning content is provided and new questions on the same concept are served. This framework ensures a fixed result in a variable time-frame.

j) Project Management

The Project Management supports and helps Institute to accept semester wise / year wise project reports as well as internship reports including the synopsis with entire workflow comprising of submission by student, scrutiny by teacher with detailed suggestions for improvement at synopsis level, acceptance or rejection of synopsis, re-submission by teacher, timed onscreen evaluation by evaluators, award of marks, remarks, grades along with definition of evaluation rubric.

k) Homework Management

The Homework Management supports and helps teachers to create and post subject-wise homework for students.

l) Elegant Assessment Management System

Assessments are a key part of any course. It is easy to create and manage these assessments, both system evaluated and tutor evaluated. You can get a result in a single click for all students.

m) Reach everyone at once – Push Notification

Handling all course communications and notifications to concerned users with Push Notification feature.

n) Easier access to the curriculum

One click access to the entire curriculum available in the system.

o) Create and design e-learning content

Integrated content creation and design tools will help teachers to create very engaging elearning content.

p) Teacher-Parent Communication

When enabled, Parents can receive automatic alerts on new assignments and deadlines, forum posts and send private messages to one another.

q) To do list – stays ahead of time

This feature allows teachers to create to-do lists, record your thoughts and organize them the way you want. It also helps you remember your important deadlines and build habits with recurring due dates and reminders.

r) Apply/reject/manage student leaves

Teachers can apply / reject and manage student's leaves.

s) Gradebook

Customized gradebook for each teacher. The online gradebook feature enables teachers to enter grade frequently

t) Track Progress

Teachers and learners can track progress and completion with an array of options for tracking individual activities or resources and at course level.

u) Reports

Various reports will be generated from the questions asked in the classroom which will give Student wise and also class-wise overall reports to the teacher. E.g. Progress report, certainty analysis, subject performance etc.

3. **Administration and Management Login**

a) Institute Profile

Institute profile page will show the overview of the Institute including student and teacher count and Institute name and personalized logo.

b) Data management – Student, Teacher, Courses / Subjects

User management and course management. User enrolment, tagging, course administration, order management, pre-registration and assigning courses can be done semi-automatically.

c) Manage time-table and schedule

Effective, complete overall control of the administration and communication with users, teachers, and trainers, and of course content management along with the timetable and schedule.

d) Communication Facilities (Voice Messaging, E-mail, Chats, etc.)

All course communications and notifications to concerned users.

e) Attendance & Timetable Management

Track daily attendance of students and teachers by date, period or subject with a very easy to use interface to check.

f) Report Cards Management

Report cards are fully customizable – admin can get to have their own grading criteria.

Grading flow, report card format. Admin can also print beautiful report cards and transcripts

g) Role definition

Admin can create and define different roles as per their needs and address security concerns by defining roles to specify and manage user access.

h) Dashboards

Dashboards can help admin with creating comprehensive student and teacher reports. The reports are based on the class and test performances, attendance and behaviour of the teacher and student. By analyzing reports, the admin can find out the problem areas of every teacher or student.

i) Teacher performance

Track your teacher's particulars, residential addresses, other data, and your teachers schedule anytime.

j) Student performance

Get easy access to student particulars, their grades, schedules, address, parents' info, disciplinary records, extra-curricular activities and any reports anytime

k) Administration

Admin can manage all the enquiries to the Institute all in one place. Move enquiries to applications stage seamlessly right through the time to successfully enroll the student into the right class.

l) Academic calendar

Admin can generate the academic calendar easily. They can view schedules by students, teachers or class. They can also view and print a PDF version of the Academic Calendar.

m) Reporting

A wide variety of reports, including student progress, score, student engagement, etc. The data can be utilized to gain valuable insight into the effectiveness of the course content.

n) Master Report

Create, personalize and download detailed reports outlining the progress of learners, groups, completion of work, time taken, etc. This allows for easy evaluation of their progress either as a group or individually.

K. Final Examination Management

1. Question Bank Management

- a) Selection of question types from 15 types of questions such as MCQs, Subjective, Comprehension, Match the column, True or False, Multimedia, Long Answers, Scrambled Sentences and Word Cloud among others
- b) Question bank (item bank) configuration
- c) Entry of item bank name, item bank description and item bank code for creation of an
- d) Item Bank hierarchy
- e) Creation of test paper wise item bank either by importing from Excel or by fresh entry
- f) Create/Read/Update/Delete (CRUD) operations of question bank
- g) Question bank item quality assurance
- h) Question bank import/export
- i) Question repository upgradation
- j) Statistical analysis of candidate responses to each question appearing in question papers based on Item Response Theory (IRT)
- k) Advice based on the IRT for remedial actions in question bank for future use

2. Question Paper Management

- a) Question paper blueprint / template creation for Online as well as Offline Examination
- b) Question paper(s) generation as per paper pattern, weightages to difficulty levels, etc.
- c) Question paper version control for future use

3. Test Venue Management

- a) Test Venue - Data Creation
- b) Test Venue - Candidate Allocation
- c) Test Venue - Capacity Management
- d) Test Venue - Supervisor Allocation

4. Online Test Administration and Test Event Management

- a) Downloading and installation of Secured Browser ensuring restricted navigation
 - b) Test configuration as per Institute's requirements
 - c) Test scheduling as per Institute's time-table
 - d) Candidate Attendance
 - e) Display of test guidelines to the candidates
 - f) Secured and evidence-based online testing
 - g) Candidates' visual and onscreen evidence capturing
 - h) Artificial Intelligence (AI) enabled, real-time, continuous and comprehensive auto-proctoring of every candidate taking test on laptop (but not on pad, tablet or smartphone)
 - i) Exception handling as per Institute's policies
 - j) Candidates' item/question-wise response data, result data and proctoring evidence data uploading on the central portal
 - k) Data Encryption
 - l) Display of result to the candidate - optional
5. Onscreen Evaluation (without scanning)

6. Reports

- a. Publishing various standard reports
- b. Continuously updating Institute's Dashboard for monitoring test event

Item No. 2 - Higher Education Conclave.

Reported the details related to the conduct of Higher Education Conclave. The new date proposed for the Higher Education Conclave is on 19th and 20th of December 2024 at Cochin. An organizing committee meeting of the Global Conclave on Higher Education Transformation Initiative has been scheduled on 06.09.2024 (Friday) at 2.30 pm in the Conference Hall, Department of Polymer Science, Cochin University of Science and Technology (CUSAT), Kochi. Dr. R. Bindu, Hon'ble Minister for Higher Education has consented to chair the meeting.

Item No. 3 - Teaching of Library and Information Science Course in FYUGP.

After discussion it was resolved to recommend to the government to permit UGC qualified librarians to engage courses related to Library and Information Science included in the Course basket of the Universities implementing the FYUGP without financial liability and without affecting the existing/ assigned work of the librarians.

Item No. 4- Payment of CMNPF (Mode – I) by universities.

Resolved to recommend to the government to direct the universities to pay the CMNP Fellowship and Contingency (Mode I and Mode II) to the researchers working under research centres in the universities for ensuring uninterrupted payment and quality

research work. The amount so paid will be reimbursed by the KSHEC to universities on receipt of the above funds from the government.

OA

OA.1 - World Bank Team Visit to KSHEC

Reported the proposed visit of the World Bank delegation to KSHEC, Thiruvananthapuram on the 9th and 10th of September 2024. The delegation includes:

- Ms. Nina Arnhold, Lead Education Specialist, World Bank
- Mr. Denis Nikolaev, Senior Education Specialist, World Bank
- Mr. Ambarish Ambuj, Consultant, World Bank

It was also decided to submit a detailed report on the outcomes of the World Bank Team visit and Follow up Actions required for availing a world Bank Assistance for the development of Kerala Higher Education Sector.

The Minutes were read and confirmed

The Meeting which started at 10.30 am concluded by 12.00 Noon.



Member Secretary



Vice Chairman