

COMPUTERIZATION AT IICA (INFORMATION SUMMARY REPORT)

As a step towards “computerization” and introduction of IT-ITES enabled technologies/services for enhancement of the day-to-day working of the institute, various IT infrastructure (hard & soft) have been put in place in alignment with the digitization initiative of the government and the need to keep abreast with the latest technologies in the field of Information Technology-Information Communication Technology (IT-ICT) so as to automate the working process of IICA.

A brief overview on the current IT Hardware infrastructure and software infrastructure is furnished below:

A. Software Infrastructure

In House Applications:

The following applications have been designed, developed in-house at no cost and deployed at IICA by its IT Department, in last few years to bring in automation, accountability, transparency, efficiency, optimization of resources and increase productivity:

- a. **Centralized Registry Management System (CRMS):** The CRMS is an intranet based MIS system which was designed and developed to act as a centralized repository of registration of all trainees/participants of various programs being conducted by the Schools and centres of IICA. The system serves to generate unique “Enrollment” and “Certificate” numbers for each training participant, along with recording and archiving the complete details of the trainees.
- b. **Training Venue & Accommodation Reservation System(TVARS):** The TVARS serves to facilitate the booking and reservation of training venues within IICA (Training Rooms, Meeting Room, Board Room etc.) as well as accommodation venues within IICA (Guest House, Hostel Block etc.)
- c. **Daily Reporting System (DRS):** The DRS facilitates the filing of daily action reports by the contractual staff of IICA for their review by their respective Department/School/Centre heads and is a mechanism to track, monitor and review the performance and status of task accomplishment of the IICA contractual staff.
- d. **Performance Management Information System (PMIS):** The PMIS is a web based SaaS application used by the faculties of IICA to file their academic activities in a pre-defined format, for which scores are assigned, which serves as an indicator of their academic performance in a particular FY based on their respective filings. It basically acts to

promote a healthy and spirited competition amongst the faculties by way the “Scoreboard”, which is based on a detailed scoring matrix, unique to IICA and eventually translates in grading of the PAR of the faculties by the competent authorities.

- e. **E-Notice Board:** e-Notice Board of IICA is a one stop digitized repository for publishing of all office orders, office memorandums, circulars, notices etc. issued from time to time, with the feature of auto intimation through mail to all staff and officers whenever an office order is issued. This was put in place to cut down on the use of paper.
- f. **Payslip Management System (PMS):** The PMS is the centralized intranet MIS for uploading, storing and archiving of the monthly pay slips of all rank and file of IICA, with individualized accounts for each staff.
- g. **Cab Booking Management System (CBMS):** The CBMS facilitates to reposit the booking of transport/cabs/vehicles by the officers and faculties of IICA for official purpose.
- h. **Feedback Management System (FMS):** This is a mobile based system used to collect feedback from the trainees of various courses, trainings etc. with the ideas to have a genuine assessment of the training quality and infrastructure/service facilities being provided at IICA.
- i. **Visitor Management System:** This application is being used by the staff manning the reception to regulate, systemize and manage the entry of all visitors to the office of IICA by way of issuing visitor slips after a digital registration of their credentials/details including their picture.

Subscribed Applications:

The following web based SaaS applications are currently being subscribed by the institute to bring in automation with the intent to have eased access to information, efficient discharge of office duties, accountability, and transparency and cut down on expenditure due to procurement of localized infrastructure:

- a. **e-Office Premium Suite (NIC):** This application of NIC is being used for full automation and digitization of the day to day office processes as per e-CSMoP.
- b. **VPN (NIC):** This facility of NIC is being used to facilitate conduct of remote meetings, discussions, talks, seminars, trainings etc. so as to do away with the need for physical travel for such activities and thereby resulting in cost cutting and savings.
- c. **Quick SMS:** This platform of NIC is being used for bulk SMS campaigns as and when required

- d. **E-Sampark:** This platform of NIC is being used for mass mailer campaigns of IICA as and when required
- e. **Central Public Procurement Portal (CPPP):** As required and mandated, this platform of NIC/DoE is being used for end-to-end processing of all NIT, RFP, EOI, RFQ etc. issued by this office, starting from publication to award of contract, as per provisions of GFR, 2017
- f. **Government e-Marketplace (GeM):** As required and mandated, this web based SaaS platform of M/o Commerce is being used for procurement of all goods and services, being offered on the platform as per provisions of GFR, 2017
- g. **Meghraj Cloud (NIC):** The National Cloud Service (NCS) – Meghraj of NIC is being used for hosting of web based applications of IICA like the official website, PMIS etc. This has resulted in cutting down on expenditure on localized infrastructure which is otherwise required for hosting of enterprise level portals, applications, MIS etc.
- h. **PayGov:** This is the payment gateway of M/o E&IT and is being used for receipt of all payments for the Independent Directors' Databank recently launched by the Ministry.
- i. **Blackboard LMS:** This web based SaaS platform of M/s Blackboard International BV is an online Learning Management System and is being subscribed and used by the Schools and Centres for conduct of their courses, training in a fully automated and digitized manner, with the LMS also serving as a one stop consolidated repository of all courses for the trainees.

B. Hardware Infrastructure

The IT/ICT Infrastructure deployed at IICA's 14 acre campus was commissioned keeping in line with the vision and mission of the institute to serve as a cradle of high-end research, advocacy and advisory in the spectrum of Corporate Affairs and its related areas.

The infrastructure primarily caters to the need of the institute to have in place a robust, secure and high performance "Data and Digital Computing Environment" with all associated aids and utilities to further the mandate of IICA.

Towards this target there exists a high caliber "Data & Voice Network" (being centrally managed from a mini Data Centre) comprising of the best of Network equipments like "L3 Core Switches", "Optical Fiber Network"; a state of the art "Unified Threat Management (UTM)" system to secure the computing environment from the malice of both inward and outward threat elements; an

optimal and heavy duty network grid spread across the campus; an internal centralized Domain feature topology for efficient delegation and relay of the data and voice connectivity throughout the network and all other associated and related Network features standard to any organization in today's digital era. This high performance "Data & Voice" Network fitted with all the top of the line equipments of the most reliable make and model, services nonstop the need of the organization for a dedicated, secure and best transmission caliber "Integrated Data Computing Environment" with seamless high bandwidth transmission capability across all nodes and points throughout the campus at all times.

The Institute also boasts of a top edge Wi-Fi infrastructure with Wall-to-wall seamless coverage across the campus, functioning optimally with minimum downtime on a 24*7*365 basis.

This wired and wireless network grid is adequately supplemented by the Internet bandwidth services of NIC Network (NICNET) – 100 Mbps, of GOI providing seamless and continued Internet Connectivity with minimal downtime.

Further, being an academic institution at its core, IICA has adequate number of "Training Rooms", of different seating capacity, each equipped with all the tools, digital teaching aids and technical facilities required for any modern day training environment. These include high resolution Projector with Projection Screen, Podium with Interactive Panel, P.A System (Sound system, MIC, Speaker etc.), Audio - Visual Presentation System & LAN connectivity , "White Interactive Board" etc.

The institute also has one Digital Media Lab housed within the Knowledge Resource Centre, equipped with latest digital equipment and ICT facilities, so as to provide the users and trainees with a comprehensive experience at the knowledge centre. This Lab has 30 high end Computing Systems with modern statistical and data analysis tools and utilities. The "Digital Media Lab is a space designed to have unhindered access to numerous popular online repositories, reputed Knowledge Management Systems and Online Applications. The lab also caters to the need to create digital media—such as videos, podcasts, images, eBooks, websites, etc. The Lab enables the users to browse the e-journals, e-learning materials, digital library collections of this campus and other online journals across the web from the comfort of a centralized feature rich environment and thereby lending to the prospects of high quality research work.

A “Computer Lab” with high end computer systems and other digital teaching aids in the form of projection units, Digital Displays and MCA21 connectivity is also deployed.

Besides, there also is a 294 seater capacity “Auditorium” equipped and fitted with all latest and best in line Audio Visual infrastructure and high definition “Powerhouse Projection” system, Interpreter Facilities, Sensor based recording system etc.

The institute additionally also has a well equipped “Board Room” with a seating capacity of 20, each seat being fitted with all the Audio-Visual fittings, with a central control mechanism and backed up with recording studio/control room.