

Document Management System

A scalable and modular DMS was implemented for the following clients based on specific requirements. This intranet/internet portal application provides enterprise-wide access to shared documents and other electronic information used by the client's various departments.

UGC Case Study:

The **UGC** as a statutory body of the Government of India. **The University Grants Commission (UGC)** is a Union government body that provides funds for government-recognized universities and colleges in India.

Situation:

- "**Solution Frameworks**" worked closely with the UGC, Hyderabad to help and implement **DMS** solution that specifically deals with information which needs to be kept highly secure and it is critical that all of the grouped records stay intact as a unit while going through extensive review and revision processes.
- Moreover, these documents have to be preserved for years while making them easily accessible to various departments.
- Each document would be passed between departments and team members who would make **view the documents** for further reference.

Challenges:

- Develop a custom Web-enabled solution to handle large files and documents.
- Depending upon the department wise, documents should configure to user roles to access the documents.
- To convert the documents in to PDF and word files.
- Centralized storage.
- Department wide access.
- Attachment to other documents.
- Document comments.
- Easy retrieval.
- Secured access.
- Access to multiple revisions simultaneously.

Solution:

- The proposed solution is based on "Solution Frameworks" Document Management System (DMS), which provides the easy solution to maintain the huge data with respective of different departments along with the user login and privileges to access the data. It provides the advanced search options for easy retrieval of documents.
- "Solution Framework" thoroughly analyzed solutions to bridge the gap between paper and digital processes and following a competitive evaluation process, selected **DMS** by Application Frameworks.

- With this solution, **UGC** can quickly and easily capture and convert paper-based into digital data in order to significantly improve its internal processes and provide efficient, and process to manage huge image files, timely service.
- The Multi-File Format viewer allows the users to view all types of document formats on **UGC** system. Supporting the scanned images and can upload directly in to the system from any remote login.
- The solution provided by the Application Frameworks, centralized the document storage at one location and to support tif files and their conversion to image files.
- Based on departmental requirements, access to folders and documents are either enabled or restricted. The documents could also be linked with similar or reference documents.
- Document searches are powered with attribute and full text based searches. These features enable easy search, retrieval and view different type of documents.
- Three levels of security were designed during implementing at the **UGC** In addition to authentication during login, appropriate rights and privileges are granted to the users using roles and access control lists.
- With the implementation of "Solution Frameworks" and Document Management System, **UGC** has a secured central storage for their files and documents. These have been linked and grouped for easy search and retrieval.

Benefits:

- Department wise and Roles wise security.
- Converting the documents into PDF and Word formats.
- Generating the hard copy with the help of print option from the existing legacy ERP application.

University Grants Commission
ensuring quality higher education for all

Search by:

Scheme: CDC

File No: c

Subject: enter text

Description: enter text

Created Date: enter a date

Author: select one

Approve:

#	File No	Subject	Description	Scheme	Approve
1	dscf	sfasf	fasfa	CDC	<input checked="" type="checkbox"/>
2	SCASC	CSCAS	CASCAS	CDC	<input checked="" type="checkbox"/>
3	cdsc	dscdsc	dscscs	CDC	<input checked="" type="checkbox"/>
4	cbvv	vxcvxcvxcvxc	v xvxc	CDC	<input checked="" type="checkbox"/>
5	cdc	cdc5426542435`13242346`652	its a software work	CDC	<input checked="" type="checkbox"/>
6					

Viewing 1 to 5 results out of 5.

Document Entry (Select a line from the grid above to see its details here.)

Folder: DMS, Created by mod1 on 20-Aug-2009 17:09:37, Last Modifid by mod1 on 20-Aug-2009 20:39:37

Details

File No:	dscf	Scheme:	CDC
Subject:	sfasf	Description:	fasfa
Created Date:	20-Aug-2009	Author:	mod1
Approve:	yes	:	-

Document Entry Screen

Welcome **moderator**
Sign Out

Home Document Entry

New Open Delete Find Now Export to Excel Refresh UI Keys (F2 - Start Edit , Esc - Cancel Edit , Enter - Save , Tab - Next

#	File No	Subject	Description	Scheme	Approve
1	001	sewage water development		CONSTRUCTION	<input type="checkbox"/>
2	001	sewage water process		CONSTRUCTION	<input checked="" type="checkbox"/>
3					

Viewing 1 to 2 results out of 2.

Document Entry - (Select a line from the grid above to see its details here.) [Click here to view child objects](#)

Folder: DMS, Created by mod1 on 19-Feb-2009 10:17:31, Last Modified by mod1 on 19-Feb-2009 10:17:50

Details

File No:	001	Scheme:	
Subject:	sewage water process	Description:	
Created Date:	19-Feb-2009	Author:	
Approve:	yes	:	

C7672.jpg C7673.jpg C7674.jpg C7675.jpg C7676.jpg C7677.jpg C7678.jpg C7679.jpg C7680.jpg C7681.jpg C7682.jpg C7683.jpg C7684.jpg DMS Images.zip N7601.jpg N7602.jpg N7603.jpg N7604.jpg N7605.jpg N7606.jpg N7607.jpg N7608.jpg N7609.jpg N7610.jpg N7611.jpg N7612.jpg N7613.jpg N7615.jpg N7616.jpg N7617.jpg N7618.jpg Thumbs.db

Home Document Entry Image Viewer

Explorer View Search Images Single Image View

All Entries
 C
 D
 N
 T

The image shows a handwritten document on aged paper. At the top center, it says "- 3 -". The main text reads: "F. 4-46/S2CAJ from prev. page teachers indicating their dates of appointment and confirmation in the first instance." There are several signatures and dates: "10.7.06" with a signature, "11.8.06" with a signature, and "6-1-07" with a signature. At the bottom, there are two lines of text: "SW 0 2-30J P117166" and "SW 04-5CFR/AB". At the very bottom, it says "A time has already been taken".

All tasks

Home Document Entry x Im...

Explorer View Search Images Single

Find Now ExporttoPDF

File Type
jpg

File Name
N

Pages

Options

1

2

3

4

ANNEXURE:II

UNIVERSITY GRANTS COMMISSION

Proposal for BASIC GRANTS to colleges during the SEVENTH PLAN PERIOD
(1985 - 1990)

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I. General Information

(a) Name of the College and correct postal address

Arts & Science College
Sardar Patel Road
Secunderabad - 500 003 (AP)

(b) Date of establishment and affiliation as a degree college and the University to which affiliated

University of 1947
1947

(c) Nature of affiliation : if temporary, date upto which it is valid

Permanent / Temporary
Permanent

(d) Is the College included in the list of colleges under Section 2(f) UGC Act ? Yes / No

Yes

In case the college was established on or after 17th June 1972 has it been declared fit under Section 12 (B) or UGC Act, to receive central assistance ?

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(e) Is the college included in the Grant-in-Aid list of the State Government? If so, from which date ?

Osmania University
Constituent College

(f) Management of the College: Government / Educational Society / Private / University

Osmania University

II. Information relating to the Eligibility of the College

Singareni Collories Customer Profile:

The Singareni Collieries Company Limited (SCCL) Hyderabad is a USD 1 Billion turnover, coal mining company jointly owned by the Government of AndhraPradesh and Government of India.

Situation:

- Paper System was a very slow and tedious way to prepare and send client notification.
- Employees have different level of authorization to departments.
- Difficult to process and enforce in a paper environment.
- Time consuming to share paper documents.

SCO had facing difficulty finding documents resulting in lost revenue; Rapidly growing volume of all types of documents, including applications, leases, and agreements, according to the each department, that were often misfiled, sometimes took hours to retrieve, and cost a lot of money to store off-site.

Customer support unable to locate and retrieve documents from shared file servers. Scanning paper to electronic repositories that automatically index the documents for fast search and retrieval.

SCO has planned to maintain the centralized system has to be in place to consolidate and maintain the huge data of different documents.

SCO needed a comprehensive document management system that was also easy for staff to use—and one that it could afford.”

Too much time spent searching for records; and a difficulty sharing documents with clients.

Difficulty sharing documents securely with the contractors and project managers with out negatively impacting project time constrains.

The SCO needed a more efficient way to store documents. Needed a flexible, cost effective, and highly usable way to store documents online, Because SCO didn't want to go through the process of identifying and adopting a solution again a few years later, it needed a solution that was highly scalable and full featured, to accommodate SCO changing needs over time.

Solution

- "Framework offered a customized Document Management System (DMS) application to store huge all types of documents and easy retrievable process.
- The proposed solution is our "Solution Framework" Document Management System (DMS) provides the easy solution to maintain the huge data with respective of different departments along with the user login and privileges to access the data. It provides the advanced search options for easy retrieval of documents.
- "Framework" built a system that runs smoothly, helping users to work with documents effectively. It's also easy for the SCO.

- The comments and notes to this document were linked with reference numbers i.e. Previous Reference and Forward Reference. Retrieving a documents' previous or future reference was another tedious job as numerous versions might have been referenced in the process.
- An electronic document management system with scanning makes retrieval of records fast and easy. Access to files is secure, and records can be retrieved on-demand from all department locations. There's less risk of misplaced or lost documents, and more usable office space with fewer filing cabinets.

Benefits:

- Department wise and Roles wise security.
- Converting the documents into PDF and Word formats.
- Generating the hard copy with the help of print option from the existing legacy ERP application.
- Saved time by not having to interrupt supervisors to give employee access to documents.
- Insures that employees have the right level of access to do job.
- Reduced document access time.
- Document management software from Application Frameworks is supported by time-tested implementation, validation, and product training methods for faster ROI than other document management system.
- Advanced tracking
- Analytics and reporting



