State Academy on Statistical Administration (SASA)

Kaimanam, Pappanamcodu P.O., Thiruvananthapuram

(Established under Department of Economics & Statistics, Kerala)

Request for Proposal for Development of a Web Portal for SASA

This RFP covers the detailed requirements for establishing a responsive and dynamic web portal for State Academy on Statistical Administation (SASA) to administer and mange the activities of the academy and to disseminate the information to the registered users and general public using latest ICT technology.

This RFP is prepared for inviting proposals from interested startups which are registered under Kerala Startup Mission (KSUM) for design and development of web portal for SASA.

Background of SASA

The Government of India, accepting the recommendations of the National Statistical Commission chaired by Dr. C. Rangarajan, launched the India Statistical Strengthening Project (ISSP) with the prime objective of strengthening the statistical system in the country as well as the state statistical systems. Observing the guidelines of Government of India, the state of Kerala prepared the Kerala State Strategic Statistical Plan (KLSSSP) in line with National Strategic Statistical Plan. The plan provided a strategy for reforms and revamping the official statistical system of the state. The

Government of Kerala signed the Letter of Participation on 7th May 2008 and decided to launch the KLSSSP as 100% Centrally Sponsored Scheme.

Government of Kerala launched Kerala State Strategic Statistical Plan (KLSSSP) as per the guidelines of Government of India under the ISSP project. State Academy on Statistical Administration (SASA) is the prominent component of KLSSSP. SASA is designed to function as the centre of excellence for research in official statistics and training to the personnel of Statistics department. It is also intended to function as a hub of research in statistics and economic theories and empirical studies.

SASA aims to promote the development and dissemination of statistical knowledge and to contribute to the development of statistical system in Kerala. The SASA will organize and conduct various training programmes from the basics to the advanced levels on statistical knowledge, theories and skills for the statistical personnel, other researchers and to the officials of local self governments.

The specific functions of SASA would be; to provide intensive training in official statistics, economic theories, data processing and related disciplines for the improvement of official statistics. Promotion of research studies and dissemination of knowledge of statistics, development of statistical theory, methods and their use in research and practical application in official statistics with special reference to problems of planning and development of the state is also intended. It is also proposed to undertake research in various fields of official statistics and social sciences with a view to incorporate the same in the statistical system of the state. Also to extend technical support to the needy institutions or collaborate with research projects of other research agencies.

Infrastructure Facilities in SASA

SASA is currently functioning in its own buidling having 14000 sq ft, located at Kaimanam, Thiruvananthapuram. SASA has training facilities with two tarining halls with a capacity to accommodate 30 persons in each and one Computer lab with a capacity to accommodate 25 persons.

SASA has hostel facility with 10 hostel rooms. Each room has three bedrooms. So, a maximum of 30 persons can be accommodated at a time. Currently the hostel facility has been provided to both SASA trainees and also for Department level programmes arranged for outstation employees.

Traning Programmes conducted by SASA

So far SASA has conducted 44 numbers of training programmes covering various subjects (academic, official and administrative topics). About 1400 statistical personnel in various cadres from Statistical Assistant Grade II (entry

cadre) to Joint Director have been trained so far since the inception of SASA in 2015. In addition to the statistical subjects, trainining on other areas like e-office, PFMS, Malayam computing, etc have been imparted by SASA according to the felt need as and when necessary. SASA has also conducted a National Seminar in earlier period.

Library in SASA

SASA has a library in the new building, but only limited reference books at present. Establishment of a well built library by procurement of sufficient furniture like reading tables, chairs, setting counter, more shelves, purchase of academic books, journals etc to promote reasearch and study in academic cum official statistics is under planning. Hence to establish a digital library to suit the modern world is the requirement.

Requirements for the development of Web Portal

Existing system

SASA has website www.sasa.kerala.gov.in which was developed about eight years ago and is now outdated. This website is a skeleton site with limited number of pages and is not suitable to cater the needs of SASA.

Proposed System

It is proposed to develop a single web portal with fully dynamic pages with content updation and management facility so that to manage and maintain all the activities of SASA at present and proposed in its vision document. All pages of the portal must be fully responsive so that both the end users and admin users can manage the website in any hand held devices like smarptphone, Tablet, etc and all screen width of laptop, desktop, other visual display units like smartboards, multitouch intercative viewboards, TV etc.

The proposed system should have the following modules

1. Dissemination module
2. Digital Library module
3. Training management module
4. Faculty management module
5. Hostel management module
6. Programme management module

1. Dissemination module

The dissemination module is the main module which should be acted as a website of SASA to disseminate all information on trainings, programmes etc conducted by the institute. In addition, the outputs of other modules must be visible to this front end module. So, this module shall be interconnected with all other modules.

This module should have the following functionalities.

- Home page with a dashboad having sufficient statistics on the programmes conducted, persons trained, number of training programmes planned, conducted, quantity of books and references available etc.
- Information about facilities in SASA with pictures (dynamic pages)
- Information about programmes planned- ongoing, conducted, to be conducted
- Information about the academic materials available in SASA with dynamic selection of books and periodicals from digital library module
- About SASA, address, address of officials, location, contact us etc.
- Dynamic seacrh facility to access information on all other modules such as training module, faculty module, hostel accommodation, digital library etc.
- A well beutiful gallery to showcase the photos of training programmes, photos of field visits conducted, other seminars, inaugural ceremonies, workshops etc conducted by SASA. Year wise, event wise, programme wise, month and date wise search facility should be needed.

2. Digital library module

SASA has a library with limited number of reference books at present. It is proposed to establish a well reference library with more academic books, DES publications, reserach study materials, journals, publications and newsletters of other institutions working on official statistics etc. Hence to manage and cateloging the library, a web based digital platform is required. The requirements in this module are:

- Facility enter new books, journals and periodicals
- Admin level configuration facilities for category of books, shelves, year, publisher, department/ organisation, etc.
- Search facility to admin, users and general public on the availability of books

- Facility to export to MS Word, Excel and PDF of list of books, periodicals etc.
- Print facility of the above
- Sorting afcility of books by category, year, publisher, department, shelf etc.
- The books should be shown in list view, grid view, and gallery view with cover images in a more beutiful way with pagination facility.

3. Training management module

One of the principal activities of SASA is conduct of capacity building programmes for the employees of the Department of Economics and Statistics, Kerala. DES has about 2500 statistical personnel in varioous cadre, and these officials must be trained in various subjects according to the cadre and nature of work. So, both academic level and administrative level training programmes are being conducted by SASA. The requiremnents in this module are:

- Input facility using Admin login to enter the training programmes, its subject, duration, subjects/ topics to be covered, dates of conduct, level of officers to be participated, etc.
- Edit facility to update the programmes
- Employee login facility using their PEN to register and submit their nominations on interested programmes
- Facility to SASA admin user to scrutiny and approve the nominations
- Employee notification facility through SMS and e-mail on upcoming programmes, alerting the registered programmes etc.
- Direct email facility from the portal to the participants and faculties
- Send alert by mnotification as SMS and email to the faculties on the planned programmes
- Facility to generate programme schedule, relieve order etc directly from the portal with suitable entries in text boxes
- Print facility of list and programme schedules, relieve order
- Export facility to MS Word, Excel and PDF of the list of participants, conducted programmes, ongoing programmes etc.
- Facility to collect evalution feedbacks from the pareticipants after the completetion of each programme. The feedback form must be repsnsive so that to submit the responses directly from the smartphone.

- The evalution sub-module should have facility to get a quick overview of feedback from all participants like those provided by Google Forms and Google Analytics.
- Facility to find the frequency of visit to SASA by each participants for various training programmes.
- Facility to identify the employee wise all programmes attended by them
- Facility to give them assignments and projects through the portal, and collect their reports through online by submitting the reports by uploading the documents to the portal.
- Facility to find and follow up employees for submission of their assignements, project reports etc.

4. Faculty Management Module

This module covers the details of the faculities who have previousely participated with SASA programmes. The details of faculty which will obtain from other sources may also be included under this list to consider in future programmes of SASA. This module should have the following features:

- Add new faculty from Admin login
- Upadte facility for the existing faculty list
- Configuration facility in admin module on the subject/ topic, main topic, sub topic, academic/ administrative/ IT etc
- Registration facility to new faculties from adm in login and faculty user login
- Search, print and export facility of reports generated online
- Facility to enter, update etc from Mobile platform at anywhere
- Facilty to upload the Resume of the faculty already registered- both by self login and also from Admin login
- Login facility to faculties
- Alert facility to faculties by SMS and email
- Faiclity to see the details both in list view and grid view with photo of the faculties

5. Hostel Management Module

This module provides facility to manage and administer the hostel rooms, inmates etc. This module covers the following facilities:

- Online registration/ booking facility for employees
- Facility to update the bookings by approval/ reject or cancell the bookings already made, edit the dates, time of arrival etc from suitable Admin login
- Facility for updating or editing or cancelling the already booked information from Employee login
- Facility to enter the bookings received from other sources or other media directly from the Admin login
- Generate list of inmates, booked, cancelled, newly booked, etc and export to MS Word, Excel, PDF etc and print facility
- Facility to generate the list of vacant rooms, alloted rooms, etc.
- Employees can book the rooms according to their official requirements directly from the portal using Computer, laptop, smartphone etc.
- SMS and email alert facility to room reserved employees
- Empoloyees can search the availability of rooms in hostel directly from his/ her login.

6. Programme Management Module

In addition to the above, SASA proposed to conduct internship programmes, short term courses, case studies etc in official statistics in the next years. As this academy is unique in its kind in the State, SASA needs to be established in its area by giving some thrust to conduct programmes by mixing academic and official statistics so that to strengthen the statistical system in Kerala. This module is proposed to manage such programmes through online. The following are the facilities required in the portal:

- Input facility to add new programmes from the admin login
- Manage and update programmes at admin level
- Facility to put the upcoming, completed, ongoing programmes in the home page dashboard of the portal
- SMS and email alert facility to registered users on upcominmg and ongoing programmes to disseminate information on the date, time, venue, activities etc.
- Sorting facility, export facility and print facility

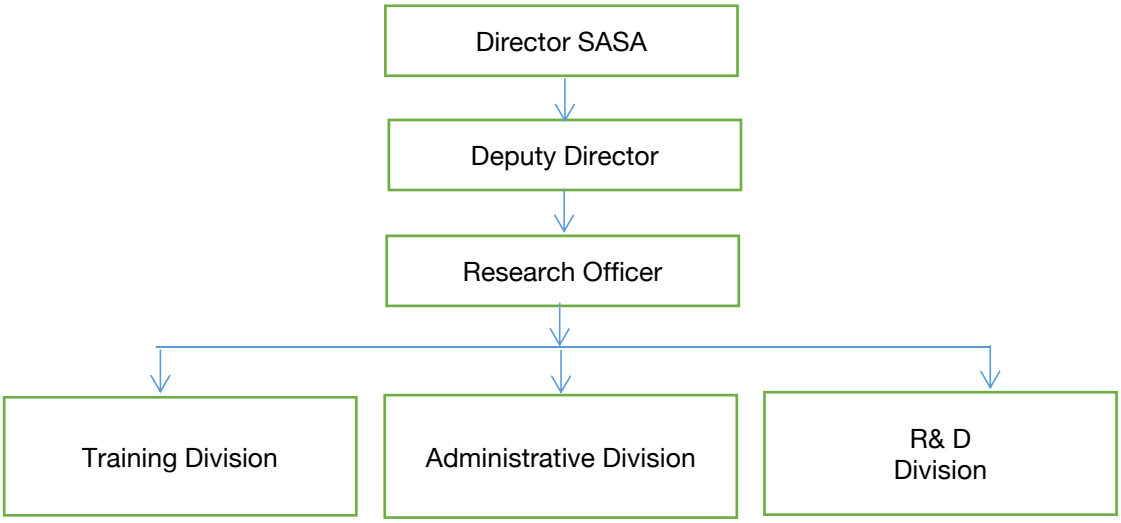
Common requirements in the portal

- Admin pannel for managing the portal

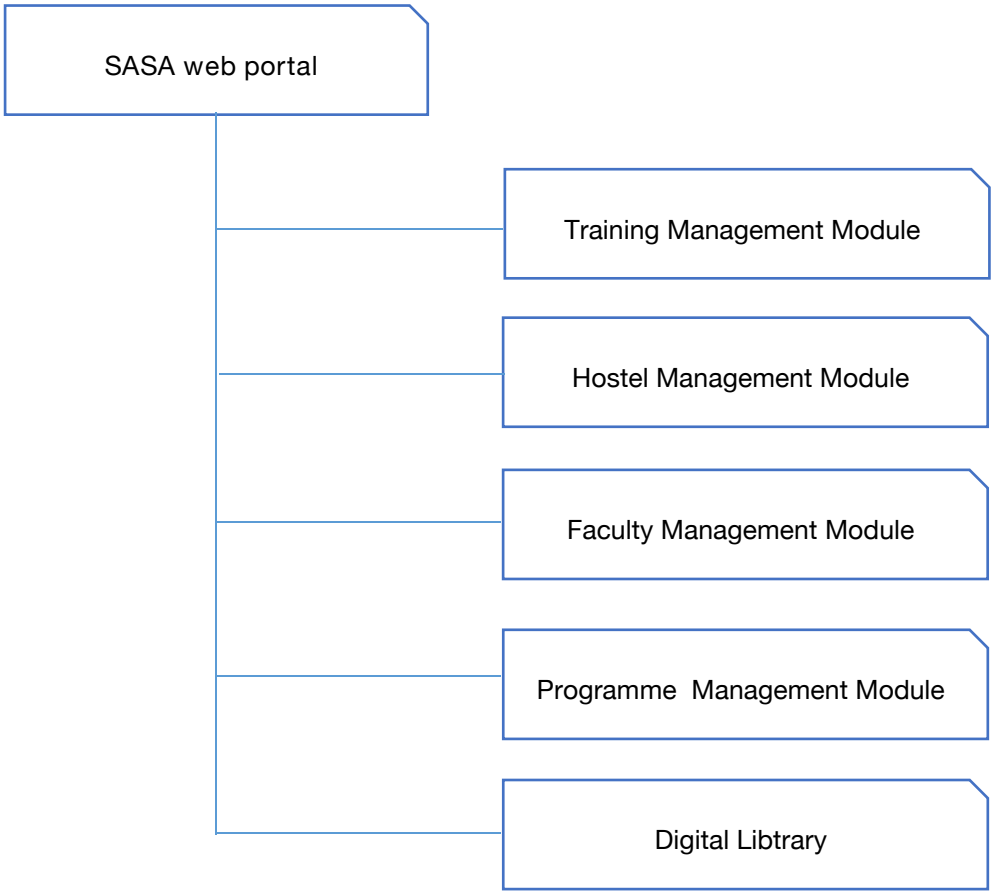
- Facility for Public login and privileged login user
- Facility to employee login using their PEN
- Facilty for registration of new users (external and internal from DES)
- User registration page for public login to access the library facilities in SASA
- User registration for employees using their PEN (Permenant Employee Number) for booking accommodation, training programmes, library usage etc.
- MIS Reports based on all the above modules.
- Facility to Login and user registration from Web based and Mobile based polatforms.
- in Mobile based platforms, the pages and portal as whole must be looked like a Mobile App.

Organisation chart of SASA

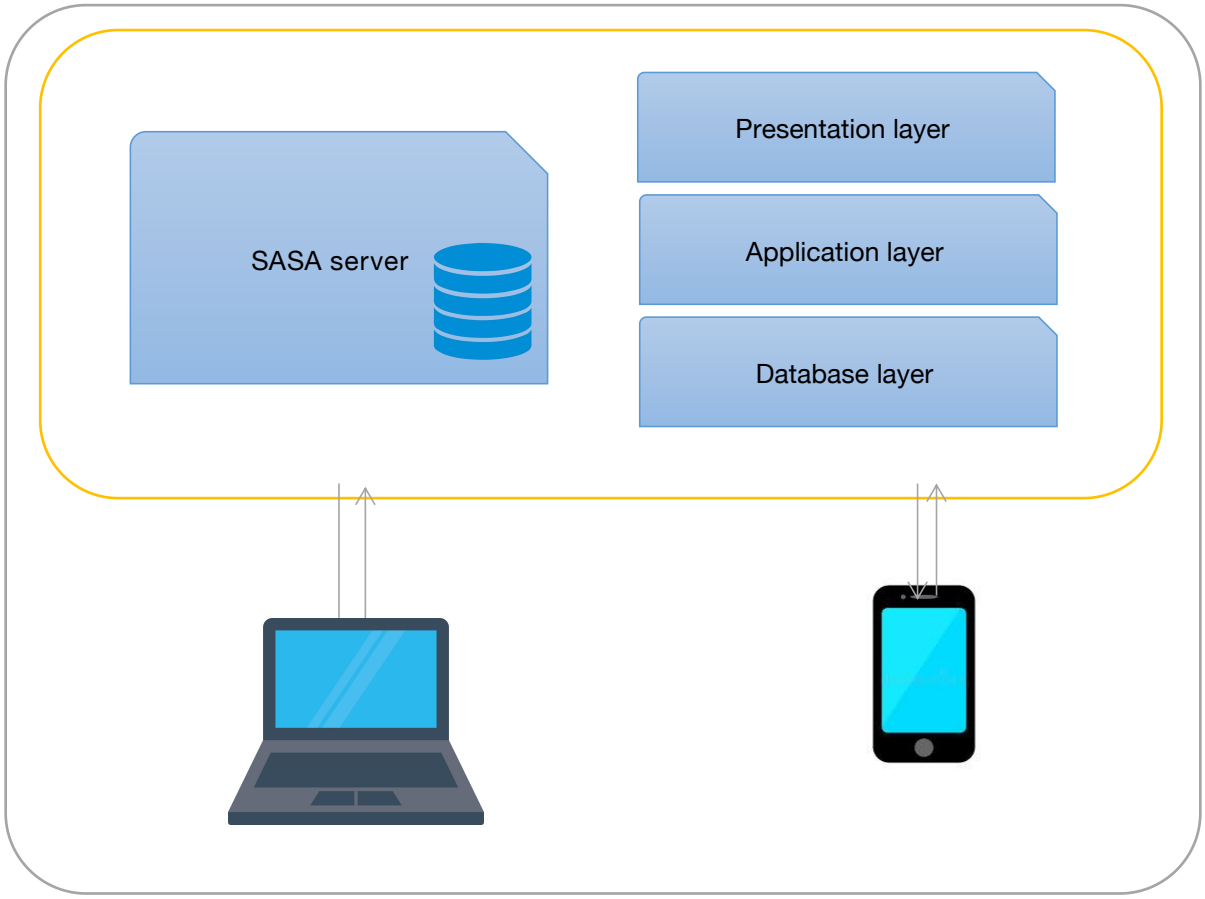
Existing organisation chart



Architecture of the proposed system



System architechture



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