



# **Criteria 6**

## **Governance, Leadership and Management**

### *Criteria 6.2 : Strategy Development and Deployment*

#### *6.2.2 : Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

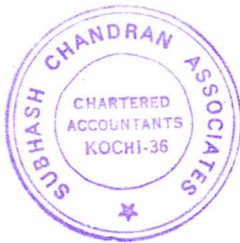
**SUBHASH CHANDRAN ASSOCIATES  
CHARTERED ACCOUNTANTS**

Phone Off: 2322587, 4040245  
Mob:94477 83905  
"Sreekovil", 52-Krishna Vihar  
Panampilly Nagar  
COCHIN-682036

09.02.2024

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that Office Expenses incurred by **SCMS School of Engineering & Technology**(Unit of Prathap Foundation for Education & Training) Vidya Nagar, Karukutty, Ernakulam – 683 576 during the Financial Year 2021-2022 include E-Governance (Academics) Expense of Rs.**2,70,731/-**.



For SUBHASH CHANDRAN ASSOCIATES  
CHARTERED ACCOUNTANTS

A handwritten signature in blue ink, appearing to be "S. Abhilash Chandran".

S.ABHILASH CHANDRAN B.Com, FCA  
PARTNER: (M. No. 223576)  
FRN 004095S

UDIN - 24223576BKFZSD2916

DATED 9.2.2024.

**SUBHASH CHANDRAN ASSOCIATES  
CHARTERED ACCOUNTANTS**

Phone Off: 2322587, 4040245  
Mob:94477 83905  
"Sreekovil", 52-Krishna Vihar  
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This is to certify that Office Expenses incurred by **SCMS School of Engineering & Technology**(Unit of Prathap Foundation for Education & Training) Vidya Nagar, Karukutty, Ernakulam – 683 576 during the Financial Year 2022-2023 include E-Governance (Academics) Expense of **Rs.2,67,182/-** and E-Governance (Admission) Expenses of **Rs.7,74,200/-**.



For SUBHASH CHANDRAN ASSOCIATES  
CHARTERED ACCOUNTANTS

  
S.ABHILASH CHANDRAN B.Com, FCA  
PARTNER. (M. No. 223576)  
FRN 004096S

UDIN - 24223576BKfZSE5014

DATED 09.02.2024.



# Linways Technologies Pvt Ltd

Integrated Startup Complex, Kinfra Hi-Tech park  
North Kalamassery  
Kochi Kerala 683503  
India  
GSTIN 32AACCL5203F1Z5

# Proforma Invoice

# : PI2023241256  
Estimate Date : 08/02/2024  
Place Of Supply : Kerala (32)

### Bill To

### SCMS School of Engineering & Technology

Vidya Nagar, Palissery  
Karukutty P.O., Ernakulam – 683 582  
Kerala, India  
India

*Amika*  
*19/2/24*

#	Item & Description	HSN /SAC	Qty	Rate	CGST		SGST		Amount
					%	Amt	%	Amt	
1	Linways Academic Management System For the period from 01-01-2024 to 31-03-2024 No .of students:1698	998314	1.00	1,27,350.00	9%	11,461.50	9%	11,461.50	1,27,350.00

Total In Words  
**Rupees One Lakh Fifty Thousand Two Hundred Seventy-Three Only**

Sub Total	1,27,350.00
CGST9 (9%)	11,461.50
SGST9 (9%)	11,461.50
<b>Total</b>	<b>₹1,50,273.00</b>

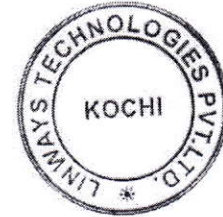
Looking Forward for your business.

### Terms & Conditions

Other Comments:  
1. Payments (Crossed Cheque / Direct account payment) should be in favour of Linways Technologies Private Limited drawn locally.  
2. Direct Payment Account Details  
a. Type of Account : CURRENT A/C  
b. Account Name : LINWAYS TECHNOLOGIES PRIVATE LIMITED  
c. Account Number : 617304040000001  
d. Bank, Branch : Union Bank of India, Palarivottam, Cochin 682025  
e. IFSC Code : UBIN0561738  
PAN NO: AACCL5203F

*[Signature]*

Authorized Signature



*[Signature]*  
*16/2/24*  
*Asha.S*  
*Dept of CSE*

**SCMS Group of Educational Intuitions** – ( SCMS Cochin School of Business, SCMS School of Architecture, SCMS School of Engineering & Technology, SCMS School of Technology & Management and SCMS College of Polytechnics) (the “Client”) has agreed to extend the agreement with **Meritto - a product of NoPaperForms Solutions Pvt. Ltd (the “Company”)** to automate their Admissions/ Enrolment process. The Company will enable **Enrolment Cloud - Growth Plan + Post Application + Integration** at Client’s end confined to the scope and features mentioned in the deliverables listed below. The Company’s enrollment management solution, offered to participating organization, is 100% web-based and requires no installation of software/hardware.

#### **Duration of Contract :**

The contract will be valid for **Three admission sessions** for three **years** or from “**10th October, 2024 to 9th October, 2027” whichever starts earlier**. After the contract completion, it will be renewed upon mutual consent of both the parties. The renewal date for the contract will be a month in advance to the expiration date i.e. **8th September, 2027**. In case of non renewal, the subscription shall expire automatically on the expiry date.

#### **Customer Contact Details :**

<b>Company/Institution Name</b>	<b>SCMS Group of Educational Institutions</b>
<b>Address</b>	SCMS Cochin School of Business Prathap Foundation For Education And Training, Prathap Nagar, Muttom, Aluva-683106, Kerala
<b>Website</b>	<a href="https://scms.edu.in/">https://scms.edu.in/</a>
<b>PAN #</b>	AAATP7213J
<b>GST #</b>	–
<b>TAN #</b>	CHNP00486D
<b>Admin Email Address for Account Creation</b>	<a href="mailto:indunair@scmsgroup.org">indunair@scmsgroup.org</a>

<b>Contact Name (Business POC)</b>	Jenson joseph , Radha Jayaram
<b>Designation</b>	Head of SSET Admissions , Head of SSTM admissions
<b>Email</b>	jenson@scmsgroup.org, radhajayaraman@scmsgroup.org
<b>Phone</b>	+91 98462 44400 , +91 70347 80008



**SCMS**

GROUP OF EDUCATIONAL INSTITUTIONS



**Table A - Enrollment Cloud - Growth Plan Deliverables:**

Deliverables (A)	Enrollment Cloud
Plan Name	Growth Plan
Lead Management	One View Lead Profile
	Lead Verification
	Bulk Offline Upload/Quick Add
	Custom Fields
	Email/SMS Nurturing
Application Management	Application Form Automation
	Student Admission Portal
	Query Management System
	Institute level Registration page
	Offer letter Placement
	One-on-One WhatsApp
Payment Management	Master Payment Gateway Service
	Token Fees/Installment Fee Collection
Mobile CRM	Mobile App Usage
	Mobile App -In App Calling
Campaign Management	Campaign Dashboard
	Channel / Source Classification
	Inventory Classification
Marketing Automation	Email Template Builder
	Disposition automation upto 5
Training & Support	Email Support (Ticket System)
	3 Virtual Training (Google Meet)
	3 On-site Training

**Table A - Plan, Pricing & Billing Details (per Session) :**

<b>Subscription/Contract Dates and Duration</b>	<b>Start Date</b>	<b>1st October, 2024</b>
	<b>End Date</b>	<b>1st October, 2027</b>
	Duration (Months)	36 months
<b>Subscription Plan Name</b>	Enrollment Cloud - GrowthPlan	
	Number of Logins	Up to 15 Logins
	Number of Evaluator Logins	Up to 2 Logins

<b>Plan Limits (key license limits of the chosen plan)</b>	Number of Application Form	Up to 9 Forms
	Raw Data intake limit	Up to 75,000 Data
	Widget for Website	Up to 7 Widgets
	Publisher API integration	Up to 5 integration
	Max Contact/Lead Limit	Up to 30,000 Leads
	White Labeling	Included
	SSL Certificate	Included
	API Rate Limit	5 hits / 5 seconds
<b>Total Subscription Plan Cost for Admission Session 2024-2025</b>	<del>INR 12,07,500 + Taxes</del>	<b>INR 8,50,000 + Taxes</b>
<b>Total Subscription Plan Cost per year for Admission Session 2025-2026 &amp; 2026-2027</b>	<del>INR 12,07,500 + Taxes</del>	<b>INR 9,00,000 + Taxes</b>

**Table B - Add On:**

<b>Add Ons</b>	<b>Inclusions</b>	<b>Costs</b>
Additional Users	Up to 5 Logins	<del>INR 75,000 + Taxes</del> INR 50,000 + Taxes
ERP Integration ( Linways System )	Up to 10 forms	<del>INR 1,00,000 + Taxes</del> INR 75,000+Taxes
Virtual Post Application (Scorecard, evaluator login , Gmeet / Zoom integration, GD PI slot booking)	Included	<del>INR 1,50,000 + Taxes</del> INR 1,00,000+Taxes
Whatsapp Business API Platform Costs	Included	<del>INR 75,000 + Taxes</del> INR 50,000 +Taxes
Telephony Integration	Included	<del>INR 75,000 + Taxes</del> Waived off
Custom flow for withdrawal management	Included	<del>INR 30,000 + Taxes</del> Waived off
Echo Platform (2 way WhatsApp chat)	Included	<del>INR 75,000 + Taxes</del> INR 50,000 +Taxes
Niaa Chatbot (Web)	Included 2000 Sessions	<b>2024-25 : <del>INR 75,000 + Taxes</del> Waived Off</b> <b>2025-26 &amp; 2026 - 2027 : INR 25,000 + Taxes</b>
<b>Add Ons Special Costs for Admission Session 2024-2025</b>		<b><del>INR 5,65,000 + Taxes</del> INR 3,25,000 + Taxes</b>

<b>Add Ons Special Costs / year Admission Session 2025-2026 &amp; 2026-2027</b>	<b>INR 5,65,000 + Taxes</b>	<b>INR 3,50,000 + Taxes</b>
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**Table C - Setup and Configuration cost :**

<b>Setup and Implementation cost</b>	
Meritto charges a setup and Configuration costs to set up the customer account.	<b>INR 1,00,000 + Taxes Waived Off</b>

**Total Platform Costs :**

<b>Subscription &amp; Add Ons</b>	<b>Admission Session 2024 - 2025</b>	<b>Admission Session 2025 - 2026 &amp; 2026 - 2027</b>
Total Subscription Plan Special Cost (A)	INR 8,50,000 + Taxes	INR 9,00,000 + Taxes
Total Add Ons Special Cost (B)	INR 3,25,000 + Taxes	INR 3,50,000 + Taxes
Setup & Configuration Costs (C)	Waived Off	Waived Off
<b>Special Costs for SCMS (A+B+C)</b>	<b>INR 11,75,000 + Taxes</b>	<b>INR 12,50,000 + Taxes</b>
<b>Application Processing Charges</b>	<b>INR 80 + PGHC per Processed Applications</b>	

**Top – Up Price :**

Additional User / year	INR 15,000 /user/per year
Additional Form/ Widget	INR 10,000 / form / widget/per year
Cost per Email Sent	5 paisa + Taxes
Cost per SMS Sent	<b>National:</b> 22.5 Paise + Taxes (incl. DLT charges) <b>International:</b> INR 5 + Taxes
Cost per WhatsApp Message Sent	<b>Marketing :</b> 99 Paise + Taxes <b>Utility :</b> 20 Paise + Taxes <b>Canned / Service :</b> 49 Paise + Taxes <b>International :</b> INR 10 + Taxes
Cost per Additional NIAA Chat session	INR 5 + Taxes per chat session
Additional Lead/Contacts Up to 5000	INR 5000 + Taxes
Additional Raw data Up to 15000	INR 5000 + Taxes
Additional Online Training Cost	INR 5000 + Taxes per session
Additional Onsite/Physical Training Cost	INR 10,000 Per session + Travel costs



Professional Service Cost	INR 5000 / day post 25 hours within 8 days as mentioned in the Setup & Implementation section
Any other Integrations	Based on Feasibility and Scope of Work

**Payment Schedule :**

100% Advance Payments	All invoices are to be paid 100% advance
Subscription Fee for Admission Session 2024 -2025	1st Installment Cost of INR 8,50,000 + Taxes(Table A) to be paid up-front on signing of the MoU or on or before 10th October 2024.  2nd Installment Cost of INR 3,25,000 + Taxes(Table B) to be paid on or before 15th of November 2024.
Subscription Fee for Admission Session 2025-2026	1st Installment Cost of INR 9,00,000 + Taxes to be paid (Table A) on or before 10th October, 2025 or while start of the Admission Session 2025-2026, whichever starts earlier.  2nd Installment Cost of INR 3,50,000 + Taxes(Table B) to be paid on or before 15th of November 2025.
Subscription Fee for Admission Session 2026-2027	1st Installment Cost of INR 9,00,000 + Taxes to be paid (Table A) on or before 10th October, 2026 or while start of the Admission Session 2026-2027, whichever starts earlier.  2nd Installment Cost of INR 3,50,000 + Taxes(Table B) to be paid on or before 15th of November 2026.
Payment Mode	Cheque/NEFT/RTGS/Bank Transfer (provide one of the two below): Company Name: NopaperForms Solutions Private Limited For non USD transactions Bank Name : HDFC BANK LTD; Account No. : 50200028221477 Branch : Okhla Industrial Area Ph 3, New Delhi- 110020 RTGS/IFSC : HDFC0002074; Swift Code : HDFCINBBDEL  For USD transactions Bank Name : HDFC BANK LTD; Account No.: 50200072669305 Branch : Okhla Industrial Area Ph 3, New Delhi- 110020 RTGS/IFSC : HDFC0002074; Swift Code : HDFCINBBDEL

**Terms & Conditions :**

Binding non-cancellable contract during subscription duration	The contract cannot be canceled/paused for convenience for the duration of the subscription period.
Billing Start Date	Billing of Subscription will start at Subscription Start Date. This includes the period of setup and implementation.
Subscription Service	The billing is based on subscription plan and licenses procured. If a license is not used, then it will not lead to any refund/credit.
Upgrade / Downgrade Term	If a plan is upgraded or licenses are added, then it will be billed from the activation month till subscription end month. Downgrade is not permitted during the subscription period.
Refund/Termination Policy	No refund of any fees for the contract period (subscription fee, setup fee or emails/SMS credits bought). However, clients can terminate the contract by giving a notice of 30 days.
Right on Data	Customers have the sole right on their data hosted in Meritto platform and such data will not be used by Meritto for any other purpose except to provide services.
Support Hours	Monday to Friday 10 am to 7 pm IST except on public holidays. Developer support is only available to Enterprise plan customers.
Set up and Implementation	Meritto offers 25 working hours within 8 working days of Professional Services (PS) to help set up the customer account. All work beyond these days will be charged at the Professional Service rate mentioned in the Top-Up Price section.

<p>Allied Services</p>	<p>If the Client wishes to send communication through the platform, they need to recharge their account with subscription (for the communication) as per their usage requirement. This prepaid amount will be consumed as per the rates mentioned in the Top Up Price.</p> <p>Pricing for all allied services like SMS, Email, Whatsapp, Telephony etc are controlled and regulated by the respective service providers. In case of a revision in price of these services by the service providers, the mentioned prices in the MOU for the services will be revised accordingly effective immediately. In case of price revision, the credit balance of the affected service will get auto adjusted based on the revised pricing on the date of effect. Meritto team will do their best to keep the client updated of any such revision in advance or as and when it happens.</p>
<p>Payment Gateway Services</p>	<p>Payment settlement time for domestic payment is T+2 days and International payments is T+7 days and Payment Gateway Handling and or Convenience Charges will be as applicable below:          If the Application Fee is Up to INR 1000, PG charges of INR 20 + Taxes applicable and If the Application Fee is beyond INR 1000, PG charges of 2% + Taxes applicable. in case of international cards 3.75% + Taxes.</p> <p>Education (School / Colleges) Admissions/Token Fees</p> <ul style="list-style-type: none"> <li>● All Indian Cards (Debit/Credit) - 1% + Taxes</li> <li>● International Cards - 3.75% + Taxes</li> <li>● Net banking / UPI - INR 20 + Taxes</li> </ul>

This MOU constitutes a non-cancellable purchase commitment. I hereby authorize NoPaperForms Solutions Private Limited to invoice me as per the subscription details mentioned above and I promise to pay the invoiced amount within the credit period. I understand that the subscription is subject to subscription agreement terms defined at <https://www.meritto.com/terms-and-conditions/>.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work under seal.

**[SCMS Group of Educational Institutions]**

**[NoPaperForms Solutions Private Limited]**

Dr. Indu Nair

Mohan Kumar K

Group Director

Associate Vice President



GROUP OF EDUCATIONAL INSTITUTIONS

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Signature

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Signature

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10.10.2024

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