

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

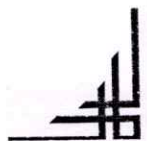
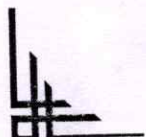


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**DECENTRALIZATION AND
PARTICIPATIVE MANAGEMENT**

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101





**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

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6.1.2 DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT

MACFAST INNOVATION AND CORPORATE SYNERGY (MICS)

- 1. CONSTITUTION OF MICS**
- 2. CONSTITUTION OF SKY**
- 3. MINUTES OF MEETING**
- 4. INITIATIVES OF MICS**
 - 4.1 PROJECT IMPLEMENTATION CENTER**
 - 4.2 MACFAST TECHNOLOGIES**
 - 4.3 START UP KENDRA FOR YOU**



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)

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CONSTITUTION OF MACFAST INNOVATION AND
CORPORATE SYNERGY (MICS)



Macfast Innovation and Corporate Synergy

Macfast innovation and corporate synergy is a brainchild of Macfast, which helps the future aspirants in unleashing their talents and abridging the gap between corporate and campus. Macfast innovation and corporate synergy assist the students in meeting up the corporate expectation and reaching their career goals.

Macfast innovation and corporate synergy facilitates the career progression in five major roles. They are

1. Mentorship programme - Alumni Interaction
2. Industry Interaction – Industry experts /Visiting faculty Interaction
3. Industrial Visits
4. Internships
5. Campus to corporate connect

1. Mentorship programme - Alumni Interaction

Macfast innovation and corporate synergy offers unique mentorship programme to students through alumni interaction. Macfast is blessed with strong alumni track records and support. Through this exceptional mentorship programme, students will be able to receive information about various career launches, progression and personal experiences straight from the horse's mouth. The mentorship programme is offered once in three months.

2. Industry Interaction – Industry experts /Visiting faculty Interaction

Macfast innovation and corporate synergy arranges interaction with industry experts and subject maestros once in two month. Industry interaction is a platform through which the expectations of the industry as well as the students are being discussed and met. The experts from reputed companies and professionals will be able to mould the potential students in a productive manner.

3. Industrial Visits

Industrial Visits let the students understand and put theoretical knowledge to practice through interaction, working methods, employment practices and also are exposed to modern technologies. Visiting different companies helps the students in broadening their mindset to have a clearer vision about future goals in his/her entrepreneurial /corporate journey.

4. Internships

The internship programs are designed to provide students engaged in a field experience with an opportunity to share their insights, to explore the links between students' academic preparation and their field work, and to assist participants in developing and carrying out the major research project which will serve to culminate their internship experience.

Internships are individualized and tailored to the needs and interests of each student in the program. As part of the internship experience, students are expected to take an active role in finding and doing an appropriate internship for themselves.

5. Campus to corporate connect

The Campus to corporate connects helps to minimize the transition from college to a corporate environment. Students are being introduced to various clubs associated with Finance, HR, Marketing, IT and Science. Students are given an introduction regarding the working of each club and are mandated to join any club of their preference. The club will be responsible for finding new project opportunities and the students will be liable in project formulation. They can bring in their project ideas with the aid of Entrepreneurship and development and innovation club, wherein the project can be implemented. The MoU's with different companies may also helps the students in doing short term internship as part of their studies. This will also enable to ensure a long term relationship among college and companies.



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

MICS

Updates on - 7/12/2021

- MICS & SKY orientation for MCA juniors has been scheduled for Friday of this week.
- MICS in association with ICAR- Krishi Vigyan Kendra (KVK) jointly organised an interactive workshop on the topic **Attracting and Retaining Youth in Agriculture** on 29th November 2021 at 2 pm in the MACFAST college auditorium.
- KVK issued a registration form to the students for participating in the agricultural related entrepreneurship program and 7 students expressed their interest towards it.
- The MoU with K DISC has been initiated and the final draft of the MoU has been submitted to Rejimon sir for the verification.
- YIP 2021 inauguration was held on 2nd December by Chief Minister of Kerala Sri Pinarayi Vijayan and 50 students from the MSC department participated in the inaugural ceremony.
- YIP 2021 pre-registration portal is opened for idea submission from today onwards.
- Successfully conducted the treasure hunt - "Hunt for a Snap" as a part of the celebration of 1st anniversary of Graphicstick , our student startup at SKY. It was really a wonderful experience and the students explored the campus. Thank you all for your support.
- IDEATHON 2K22's initial process has been started and expecting to conduct it by the end of January.
- IDEATHON 2K21's MCA & MBA students presentation will be conducted after 15th of this month.




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Tiruvalla- 689101, Kerala



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Proceedings of the Principal, Mar Athanasios College for Advanced Studies, Tiruvalla

Fr. Dr. Cherian J. Kottayil, Principal

Sub: Constitution of MICS Committee - Orders Issued

Order No: 329/2020/M1

Dated: 24th September 2020

Chairman:

Rev. Dr. Fr. Cherian J Kottayil, Principal

Vice Chairman:

Prof. Varghese Abraham, Academic Administrator

Coordinator:

Dr.Sudeep B Chandramana, Associate Professor, Department of Management Studies

Members:

1. Mr. Stephen James
Assistant Professor, Department of Computer Applications
2. Mr. Nithin Mathew James
Placement Officer MACFAST
3. Dr. Jenny Jacob
HOD, School of Biosciences
4. Mr. Pavin Raj
Assistant Professor, Department of Computer Applications
5. Ms. Vidhya V Kumar
Assistant Professor, Department of Computer Applications
6. Ms. Jerly Akku Cheriyan
Assistant Professor, Department of Management Studies

The reconstituted committee will have to start function with immediate effect. The period of Membership will be for two years.

Fr. Dr. Cherian J Kottayil
Principal, MACFAST

Mar Athanasios College for Advanced Studies Tiruvalla

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A Minority Institution of the Corporate Educational Agency of the Catholic Archdiocese of Tiruvalla

Tiruvalla, Kerala, India-689101, Tel: 0469 2730300, 2730303. Email: macfast@macfast.org

www.macfast.org



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MBA & MCA

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BAND 151-200
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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES
TIRUVALLA (MACFAST)
Thiruvalla - 689101**

CONSTITUTION OF STARTUP KENDRA FOR YOU (SKY)

Ref. No: 722/2021/M1

01/11/2021

To

Mr. Tom K Thomas
Assistant Coordinator, MICS
MACFAST

Appointment Letter

Dear Tom,

Management is pleased to inform you that your service is regularized and you are placed as **Public Relations Officer**, MACFAST w.e.f. F.N of 01/11/2021. Your consolidated pay per month will be **Rs 20,000 /-** (Twenty Thousand) with effect from 01/11/2021. Other terms and conditions of your service as per your original Appointment Order No.334/2020/M1 will stand good as such.

Duties & Responsibilities

- You may continue to handle your duties as Marketing Executive of Radio MACFAST 90.4 and also acts as Coordinator, Start up Kendra for You (SKY).
- Provides guidance and support to departments in planning events and other public relations activities
- Provides leadership for the media and public relations of the College for the Integrated Marketing and Communications Plan of its various departments.
- Handle all media related matters of the college.
- Maintain positive relations with the alumni and Public.
- Maintain good relations with the Government Offices (Thiruvalla & Pathanamthitta).
- Improve internal relations; teachers, students, other administrative staff.
- Works as Face of the college and welcoming all guest by properly receiving them.

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In case you decide to leave the College's services, you will be required to give to the College one month's notice, which period or part thereof the College may waive at its sole discretion. Your services will be liable to be taken off by the College without assigning any reason, on one month's notice or on payment of thirty days base salary in lieu of the notice period.

Management thankfully acknowledges your valuable services to MACFAST and to your department and anticipates your continued dedication and hard work for all future activities in this college.

Best regards,


Fr. Dr. Cherian J. Kottayil
Principal, MACFAST



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MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)

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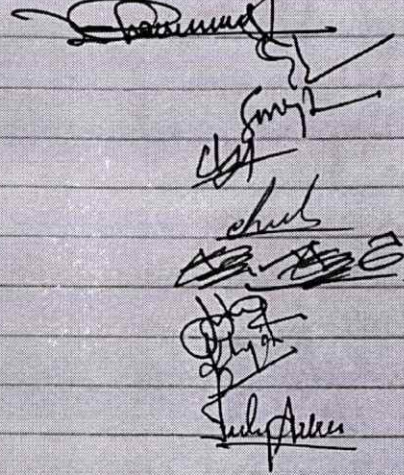
MINUTES OF MACFAST INNOVATION AND
CORPORATE SYNERGY (MICS)

Minutes of the Maqad Innovation & Corporate Synergy meeting held on 24th September 2020.

Members Present for the meeting

- 1) Fr. Dr. Chorian Kollagil
- 2) Prof. Varghese Abraham
- 3) Dr. Anoop B. Chandramana
- 4) Mr. Stephen James
- 5) Mr. Nithin Mathew James
- 6) Mr. Pavin Thadakkil
- 7) Dr. Jency Jacob
- 8) Ms. Vidhya V. Kumar.
- 9) Ms. Jyoti Anur Chorian

Signature



A meeting of the Maqad Innovation & Corporate Synergy (MICS) was held on Thursday 24th September, 2020 for introducing MICS to the core members and to take further discussions and decisions regarding the same. Principal presided the meeting and the meeting commenced with a silent prayer.

S.No Discussions

Decisions.

1 Introduction of MICS

Principal gave an introduction about Maqad Innovation and Corporate Synergy and also explained the objectives and intentions behind the formation of the team. Principal appreciated the team for putting up the efforts to bring MICS into a reality. Principal suggested in bringing new ideas and discussions to address the gap between corporate and campus. Principal also recommended utilizing the opportunities opened for startups by the central and state governments. Principal insisted on giving equal importance to startups, innovation and entrepreneurship along with the activities related to placement and training.

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2. Presentation About MICS

Mr. Nilhin Mathew James made the presentation of MICS Prepared by the Corporate relations team. The details are as follows:

MICS will enable the students in meeting up the corporate expectations and achieving their career goals. It will facilitate the career progression in five major roles. They are:

1) Mentorship Programme - Alumni Interaction.

2) Industry Interaction - Industry experts / Visiting faculty Interactions

3) Industrial Visits

4) Internships

5) Campus to Corporate Connect

3. Appointments of responsibility holders.

Principal nominated Dr. Sudheep B. Chendramana to head the activities of MICS and the members unanimously agreed the nomination. Ms. Jincy Anu Cherian has been given the responsibility to record the minutes of the meeting and to create a whatsapp group for MICS communications.

4. Message from Administrator

Prof. Varghese Abraham suggested offering more short term Internships to students to have better understanding about corporate work culture.

Administrator highlighted the importance of identifying and moulding the students (in meeting the targeted expectations of the corporate). Administrator suggested in budding the right talents that will fit in the corporate as per their requirement. He also insisted to communicate the Skill development process and MICS activities to all faculty members for ensuring support from them. He also reminded about giving more emphasis on improving the quality of students and include Innovations and Startup projects under MICS.

5 Other Remarks.

* D. Vivek B. Chendramana emphasised on bringing an Outcome based upskilling through MICS. He suggested defining the purpose of MICS and designing the programmes and activities as per the objectives. He also suggested maintaining an activity calendar for implementing all the activities of MICS. He also explained the challenges in conducting the club activities during the first semester. He suggested to improve give more importance to short term internship and small projects on a continuous basis throughout all semesters. While discussing with the corporates for signing the MoU, these kinds of short duration assignments may also be included.

* Mr. Stephen James suggested offering International Internship opportunities

to students.

* Mr. Pavin Thadathil recommended offering add on courses with the institutions having MOU with Majeet. He also suggested utilizing the opportunities provided by agencies like NSRF & Kathon.

* Dr. Jincy Jacob commented on the good responses as part of MP Programme offered by the Kerala Development and Innovation Council. She also discussed the practical difficulty of Bioscience students facing now with regard to the prevailing pandemic situation with the lab works as part of the upskilling programme.

* Ms. Vidhya V. Kumar shared her experience of identifying capable students and also the importance of assessing the programmes offered to student.

* Ms. Jesly Anu Cherian explained the contents identified for the placement handbook being prepared by Corporate Relations team. The contents are listed below:

- ⇒ Welcome Note
- ⇒ Placement Overview
- ⇒ Student Timeline
- ⇒ Placement Requirements
- ⇒ Pre-Placement Preparation
- ⇒ Assessment & Training
- ⇒ Starting your placement
- ⇒ Post Placement

- ⇒ Courses, Specialization & Job Profiles
- ⇒ Major Recruiters.
- ⇒ Conclusion

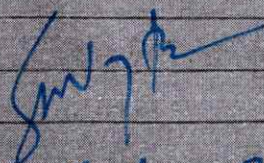
* Since this was the initial meeting of MICS, Principal and Core members suggested continuing the discussions on the same, on a regular basis for completing the activity plans of MICS.

* Principal also suggested including one more person from the department of Management Studies to the existing MICS Core team.

The meeting was officially concluded by the Principal and the Core members dispersed after the meeting at 11:45 am.

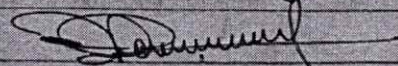
Put forth for the approval of the competent authority

Prepared by Ms. Jesly Akshu Cherian



Dr. Sudeep B. Chandramana
Co-ordinator - MICS

Sanctioned by



Fr. Dr. Cherian J. Kottayil

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Minutes of the Majest Innovations & Corporate Synergy meeting held on 14th October 2020

Members Present

- 1) Dr. Dudeep B. Chandramana
- 2) Mr. Stephen James
- 3) Mr. Parin Thadathil
- 4) Mr. Nithin Mathew James
- 5) Mr. Tom K. Thomas
- 6) Ms. Vidhya V. Kumar
- 7) Dr. Jenny Jacob
- 8) Ms. Jyoti Anur Cheriyan

A meeting of the Majest Innovations & Corporate Synergy (MICS) was held on Wednesday 14th October, 2020, for reviewing and assessing the progress of discussions made at the previous meeting conducted on 24th September 2020. Dr. Dudeep B. Chandramana presided the meeting and the meeting commenced with a silent prayer.

Sl. No	Discussions	Decisions	Action taken by
1	MICS Calendar	Dr. Dudeep B. Chandramana suggested preparing a calendar for scheduling the programs under MICS. The calendar will be prepared along with Mr. Nithin Mathew James	Dr. Dudeep B. Chandramana Mr. Nithin Mathew James
2	Departmental Activity Presentation for MICS	The activity list prepared by the department of management studies, computer applications and the school of Bioscience were discussed during the meeting. The departmental representatives explained the activities of each department	Ms. Jyoti Anur Cheriyan Ms. Vidhya V. Kumar Dr. Jenny Jacob

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menting etiquettes by the Department of Communications on a regular basis.

Dr. Sudheep B Chandramana expressed the department representatives to send their department activity list to mics@mpjast.org.

Mr. Stephen James suggested bringing foreign collaborations for students & posts of MICS.

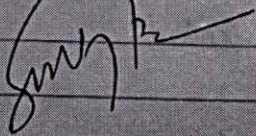
Mr. Pavin Pradeep suggested providing certificate courses along with reputed companies & institutions through MoU with MACFAST.

The meeting was officially concluded by the MICS chief coordinator & the core members dispersed after the meeting at 11:45 am.

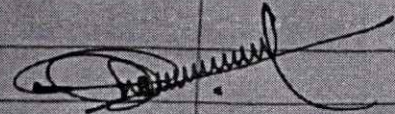
Put forth for approval of the competent authority

Prepared by Jenly Anu Cherian

Coordinator: MICS



Sanctioned by
Fr. Dr. Cherian Kothayal





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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES
TIRUVALLA (MACFAST)
Thiruvalla - 689101**

**INITIATIVES OF MACFAST INNOVATION AND CORPORATE SYNERGY
(MICS)**

Decentralisation and Participative Management

As per the discussions and suggestions obtained from the Governing Board and Academic Council meeting held on 27th November 2019 to reconstitute the entrepreneurship development club (Agenda item no. 4) and promote more industry oriented and innovative activities, Principal Fr. Dr Cherian J. Kottayil called for a meeting to address this requirement. The Principal strongly favoured the development of an exclusive facility for students to study, work and incubate at MACFAST.

In line with the discussions and reflections at board meeting, Principal suggested to constitute a special cell for the purpose of identifying the possibility to set up a start-up hub in the campus, encourage innovative initiatives and also to foster more involvement and engagement with corporate community. The MACFAST Innovation and Corporate Synergy (MICS) team was thus formed as an initiative to empower and engage students with the industry and inspire them to come up with innovative projects/programmes. The four main objective of MICS are:

- i. **Assisting students in career growth and development**
- ii. **Bridging the gap between industry and academia**
- iii. **Identifying and supporting the budding student entrepreneurs**
- iv. **Facilitating entrepreneurship in the society**

MICS follows a decentralised structure for initiating and implementing various activities corresponding to the above objectives. The MICS committee comprises of representatives from all the 3 academic departments in the college and department of corporate relations. This team was empowered by the Principal to come up with suitable initiatives that meet the objectives of its formation.

The ideation, development and implementation of various activities envisaged by MICS are facilitated by the Corporate Relations along with the support, participation and involvement of the 3 academic departments in the college.

The main sub divisions of MICS initiatives are:

- **Project Implementation**
- **MACFAST Technologies**
- **Start-up Kendra for You (SKY)**

The **Project Implementation** team comprises of another subcommittee from each department of the college. The MBA subcommittee is entrusted to deal with the initial phases of any project. It is responsible for conducting the feasibility study, requirement study, handling the lead development and marketing related activities etc. The MCA subcommittee is responsible for developing the project if it is software oriented. The designing, coding and testing of the project is undertaken by the technical implementation subcommittee of MCA. The BIO subcommittee is responsible for handling science related projects. These subcommittees rely upon each other to complete their task or project. In case of requirement for more manpower, for a project, the project Implementation team can also recruit suitable faculty members from respective departments.

MACFAST Technologies is another initiative, consisting of faculty members and students, for addressing any technical requirements of the college or for external clients. It has undertaken the

software development requirements of the college like admission process, class management, student evaluation, etc. and is currently developing an Enterprise Resource Plan (ERP) software exclusively for MACFAST. The team consists of a faculty member and a team of students.

Startup Kendra for You (SKY) was started inside the campus of MACFAST, and acts as the MACFAST Technology Business Incubator (M-TBI) for students who wish to start business ventures while they are still in the campus. The following infrastructural facilities and services are being offered to the entrants of SKY.

- Furnished Office space
- High speed Internet
- Conference Room
- Meeting Room
- Library
- Photocopier Facility
- Scanner Facility
- Teleconferencing facilities
- Cafeteria
- Other Services

Apart from the physical infrastructure stated above, M-TBI also offer other supports and services which would include:

- Pool of mentors, experts in technology, legal, financial and related matters, with or without consideration
- Meetings with industry professionals
- Organizing events to help companies in networking

M-TBI facilitates the incubated companies to access departmental laboratories and other resources of MACFAST for their products development purposes.

In November 2020, the college decided to tentatively start the functioning of SKY before obtaining the registration as there were few applicants who were in the final semester and in need of urgent space for incubation. The first two occupants in SKY facility are successfully functioning with many projects being undertaken by them. These are the final semester MCA (2019-21) students, Jaimon Jacob and Achu S. Raj joined the incubation centre and are now successfully running their ventures, "WibeApps" and "Graphicstick" respectively inside the campus.

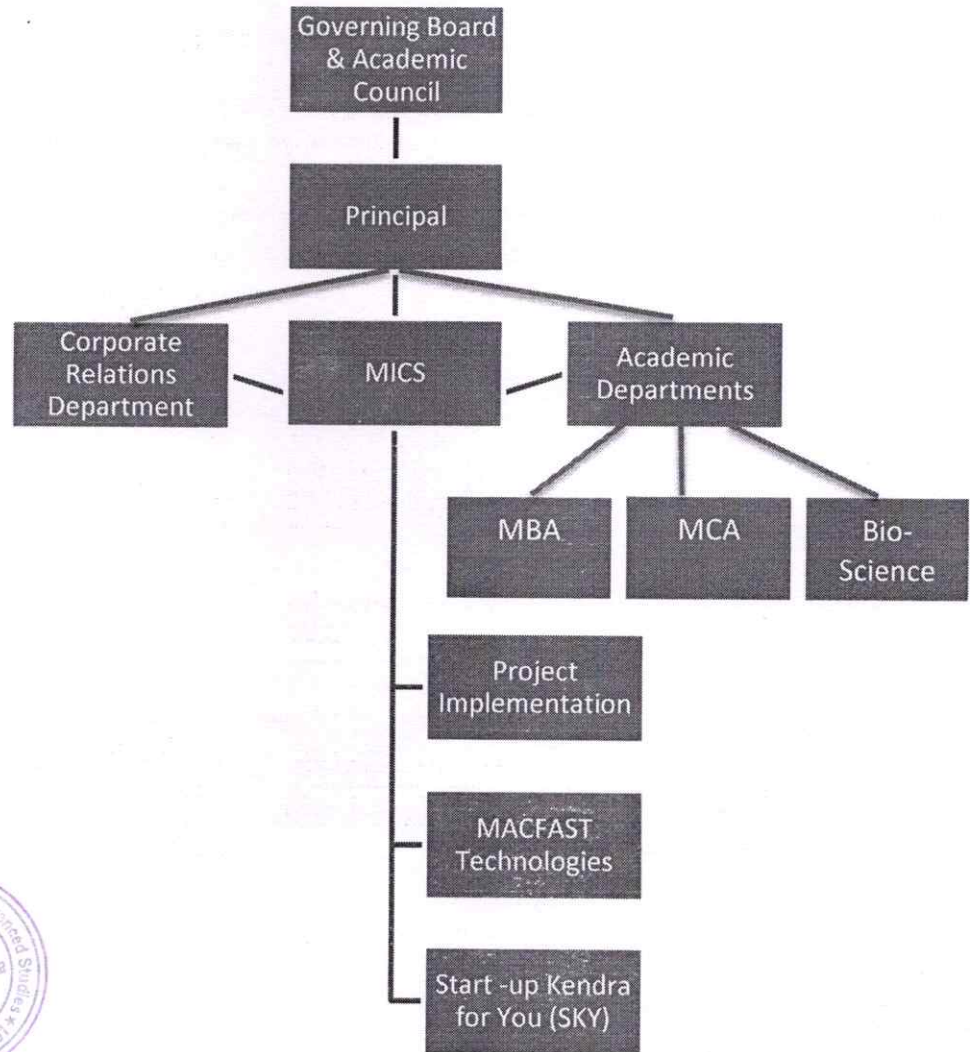
Achu started offering his services by designing banners, brochures etc. for the PR team of MACFAST. He has a good number of enquires for his company from outside too. Jaimon has won laurels from the Government of Kerala for the services rendered for developing a variety of applications for controlling the COVID-19 pandemic. Some of his mobile applications are:

- COMBAT: Corona Outbreak Management – Bringing Action Together
- CLUE: Covid-19 Live Updates for Everyone
- MLRC: Migrant Labours Registration Covid-19
- CMS: Covid-19 Monitoring System
- CGFAS: Covid-19 Geo Fencing Alert System
- ADM: Alappuzha Disaster Management

These student entrepreneurs are expecting their licences for start-ups and hope to incubate out of the facility sooner, in the long run. In a short span of just 6 months, both the student start-up

ventures have progressed with good number of projects. We hope to motivate and attract more students into entrepreneurship every year by means of SKY.

This is one of the many successful case studies of decentralisation and participative style of management at MACFAST. The decentralised functioning and participative management of the above initiatives can be illustrated as below:



[Handwritten Signature]
Dr. Sudeep B. Chandramana
Co-ordinator - MICS

[Handwritten Signature]
Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

PROJECT IMPLEMENTATION CENTER

1. EOI – K-DISC PROJECT
2. SELECTION ORDER FROM K-DISC

FORMAT - 1

APPLICANT'S EXPRESSION OF INTEREST

To,

Ms. Sabitha Bai A.S,
 Section Officer,
 Kerala Development Innovation Strategic Council,
 Floor No 4 India Heights, Women's College Road,
 Vazhuthacaud, Thiruvananthapuram, 695 014

Sub: Submission of Expression of Interest to undertake preparation of innovation action plan for cluster development under One District One Idea - MSME innovation cluster

Dear Sir/Madam

In response to the Invitation for Expression of Interest (EOI) published on 15.01.2021 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes we attach the pdf copy of the document with signature

1. Institutional Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Students strength of the organisation (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)
7. Confirmation letter stating willingness to sign the MOU on shortlisting

Sincerely Yours,



[Signature]
 Fr.Dr. Cherian Kottayil
 Stamp.....

Date:25-01-2021

Encl.: As above.

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Expression of Interest (EOI)
for
Services of Educational Institutions to
develop innovation action plan for
**One District One Idea - MSME
Innovation Clusters**

Kerala Development Innovation Strategic Council
India Heights, Women's College Road,
Vazhuthacaud, Thiruvananthapuram, 695 014
Tel No.: 0471-2334472

January, 2021

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1. TEXT OF ADVERTISEMENT

**Kerala Development Innovation Strategic Council
India Heights, Women's College Road,
Vazhuthacaud, Thiruvananthapuram, 695 014**

INVITATION FOR EXPRESSION OF INTEREST

Kerala Development Innovation Strategic Council (K-DISC) invites sealed Expression of Interest (EOI) from recognised Business schools, Polytechnics, Engineering colleges for undertaking preparation of innovation action plans of cluster development under One District One Idea - MSME innovation clusters.

The EOI Document containing the details of qualification criteria, submission requirement, brief objective and scope of work and evaluation criteria etc. can be downloaded from the website <http://kdisc.kerala.gov.in>

Further details, if any, may be obtained from the Section Officer, Kerala Development Innovation Strategic Council during working hours.

Last date for submission of EOI is 25th January, 2021 upto 1400 hrs. Sealed envelope marked to the captioned address, containing EOI may be submitted mentioning "EOI for ODOI Innovation Clusters" on the top cover or by email as

PDF file with "EOI for ODOI Innovation Clusters" to the Section Officer, Kerala Development Innovation Strategic Council at sectionofficer@kdisc.kerala.gov.in.

"Ms. Sabitha Bai A.S, Section Officer
Kerala Development Innovation Strategic
Council, Floor No 4 India Heights,
Women's College Road, Vazhuthacaud,
Thiruvananthapuram, 695 014"

Applicants meeting the qualification criteria may be invited for presentation of the proposal before the selection committee of K-DISC. Only the shortlisted candidates could be empaneled subsequently.

Ms Sabitha Bai A.S, Section Officer,
Kerala Development Innovation Strategic Council,
Floor No 4 India Heights, Women's College Road,
Vazhuthacaud, Thiruvananthapuram, 695 014.

Note: K-DISC or any of its designates reserves the right to cancel this request for EOI and/or invite afresh with or without amendments, without liability or any obligation for such request for EOI and without assigning any reason. Information provided at this stage is indicative and K-DISC reserves the right to amend/add further details in the EOI.

2. LETTER OF INVITATION

Kerala Development Innovation Strategic Council
India Heights, Women's College Road,
Vazhuthacaud, Thiruvananthapuram, 695 014

No.

Dated:

Dear Sir/Madam,

Kerala Development Innovation Strategic Council (K-DISC) invites sealed Expression of Interest (EOI) from recognised Business schools, Polytechnics, Engineering colleges for undertaking preparation of innovation action plans of cluster development under One District One Idea - MSME innovation clusters.

The EOI document containing the details of qualification criteria, submission requirement, brief objective and scope of work and method of evaluation etc. is enclosed.

The EOI document is also available on the K-DISC website <http://kdisc.kerala.gov.in>
You may submit your responses in sealed envelopes in prescribed format to the undersigned latest by 25.01.2021 (or) by email as a pdf to sectionofficer@kdisc.kerala.gov.in.

**"Ms. Sabitha Bai A.S, Section Officer
Kerala development Innovation Strategic Council, Floor No 4 India Heights, Women's
College Road, Vazhuthacaud,
Thiruvananthapuram, 695 014"**

Queries if any may be referred in writing to the Section Officer, at the above-mentioned Address or Telephone No. 0471 2334472 or at E-mail: sectionofficer@kdisc.kerala.gov.in.

S. No.	Critical Dates	Date	Time
1.	Publishing Date	15.01.2021	
2.	Document Download Start Date	15.01.2021	10.00hrs
3.	Document Download End Date	21.01.2021	24.00hrs
4.	Bid Submission Start Date	15.01.2021	12.00hrs
5.	Bid Submission End Date	25.01.2021	16.00hrs
6.	Bid Opening Date	27.01.2021	10.00hrs

Yours faithfully,
Section Officer (K-DISC)
For and on behalf of K-DISC

Encl.: EOI Document.

3.1 Background:

K-DISC through its district arms, the District Innovation Councils (DICs) have initiated the One District One Idea - MSME Innovation Clusters programme (ODOI). In districts core groups consisting of General Manager Industries, District Mission Coordinators/Assistant Mission Coordinators in charge of Micro Enterprise Development and Startup Village Extension Programme, faculty from the Commerce and Economics Departments in Arts and Science Colleges, Mentors of K-DISC identified by Kerala Start Up Mission(KSUM), experts from Center for Management Development and MSME development Institute, empaneled energy auditors from Energy Management Centre and Program Executives of K-DISC. As a part of this programme clusters have been short listed and the district core groups have started collecting preliminary details of the clusters. Based on the attitudes and capabilities of the clusters a few clusters are likely to be short listed for promotion as innovation clusters. These are likely to be allotted to academic institutions shortlisted under this EOI for action plan development and for development as innovation clusters.

4.0 Aims & Objectives:

The objective of the EOI is to seek professional support from academic institutions in Kerala for developing innovation action plans for MSME clusters

5.0 EOI Processing Fees

There shall be no processing fee

6.0 Venue & Deadline for submission of proposal

Proposal, in its complete form in all respects as specified in the EOI, must be submitted to K-DISC at the address specified herein earlier or by email to the mail id specified

7.0 Validity of Offer:

The offer for EOI as per this document shall be valid for a period of six (6) months initially which may be extended further if required by K-DISC on mutual agreement. In the case of shortlisted candidates MOU's shall be signed with institutions and further association/involvement in implementing the action plans would be finalised through mutual consultations

8.0 TERMS OF REFERENCE

The detailed terms of reference are enclosed at Annexure-I.

9.0 AGREEMENT TO DEVELOP INNOVATION ACTION PLAN

A draft MOU to be signed with K-DISC, in the event the bidder is shortlisted, is provided as Annexure-II. The institution may submit a concurrence to sign the agreement in the event of being shortlisted.

10.0 AGREEMENT TO INVOLVE IN IMPLEMENTATION OF ACTION PLAN PREPARED

In the event the action plan prepared by the bidder as per this EOI qualifies in the ODOI challenge the institution which develop the innovation action plan shall agree to undertake the implementation/involve participate in the implementation on mutually agreed terms with K-DISC and other stakeholders.

11.0 INSTRUCTIONS TO CONSULTANTS

11.1 The Expression of Interest is to be submitted in the manner prescribed below:-

All information as detailed below is to be submitted in two hard copies in separately sealed envelopes and one soft copy as pdf to be mailed to K-DISC in the address specified: -

- a) Applicant's Expression of Interest as per Format-1.
- b) Institutions Contact Details as per Format-2.
- c) Experience of the Institution- as per Format-3.
- d) List of three (03) experts/ consultants on payroll as per Format-4.
- e) Student strength of the Institution as per Format-5.
- f) Additional information as per Format-6.
- g) Declaration as per Format-7.
- h) Power of Attorney in favour of Authorised Signatory with long and short signatures of Authorised person.
- i) The educational institution must have its registered office in Kerala.
- j) Confirmation letter stating that the organisation is agreeable to sign an MOU with K-DISC (Draft provided in Annexure II)
- k) Confirmation letter that the organisation shall undertake Action Plan implementation in the event of selection as per mutually agreed terms

11.2 EOI Documents have been hosted on the website <http://kdisc.kerala.gov.in> and may be downloaded from the website.

KDISC

ODOI-EOI

The bidders are expected to examine all instructions, forms, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the bidder's risk and may result in rejection of the proposal.

Page

12. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible institution should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated. K-DISC however reserves the right to consider non-academic institutions of merit involved in MSME promotion activity. K-DISC reserves right to relax pre-qualification requirements if any based on the recommendation of the selection committee for meritorious institution

S. No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a recognised Business School, Polytechnic, Engineering College, Commerce or Economics Departments in Post Graduate Level Arts and Science College or Commerce or Economics University Department at the University level working in Kerala. Agencies from Kerala registered with the National Skill Development Council satisfying all the other conditions below shall be also eligible. Consortia of institutions/agencies in the categories shall be permitted provided each consortium partner has part experience in one of the components listed in 3 and 4 below.	Copy of Certificate of Incorporation and recognition.
2.	The institution should be organising educational/research/consultancy activities within the State of Kerala or elsewhere.	Certificate by Head of Institution
3.	The Bidder shall have experience of undertaking: <ol style="list-style-type: none"> 1. Strategic plans for enterprises 2. Consultancy studies in enterprise development. 3. Design support for micro enterprise 4. Technology support for enterprise. Institutions not having areas of expertise in some areas may collaborate with other institutions subject to the condition that each institution fulfills the condition in part.	Copy of Work Order / Contract

4.	The institution should have at least 03 full time consultants / experts on its pay rolls in contract or regular service. The broad areas of expertise shall be MSME consultation in strategic planning, cluster development	Certificate by Head of Institution
	livelihood, micro enterprises and innovation Institutions not having areas of expertise in some areas may collaborate with other institutions subject to the condition that each institution fulfills the condition in part with at least one full time staff member on rolls with the desired experience.	
5.	The institution should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies	Certificate signed by the Head of Institution
6.	PAN No. / Service Tax Registration Certificate	Copy of PAN card (or) Certificate to be enclosed.
7.	Preference will be given to institutions having prior experience in enterprise development of MSME clusters in Kerala or elsewhere.	Details of past experience in MSME development
8.	The bidder must have an office in Kerala.	Details of branch offices in Kerala, may be submitted.

S. No.	Pre-qualification Criteria	Supporting Compliance document
9.	The bidder must have academic control within Kerala ¹	Details of academic control ²
10.	The bidder must have administrative control ³	Details of administrative control
11.	The bidder shall submit willingness to sign the MOU and upload the same with signature in K-DISC portal and submit a copy of the same in stamp paper worth RS 200/-	Conformation letter stating willingness to sign MOU

¹ Refers to affiliation of courses in Kerala

² In exceptional cases, if the affiliation is with a National University or Deemed University or Institutes of National Importance the same shall be also considered ³

Refers to aspects of admission of students, appointment of faculty and aspects of management outside academics under a body in Kerala

13 Evaluation Criteria and Method of Evaluation:

- a. Screening of EOIs shall be carried out as per eligibility conditions mentioned in this document and based on verification of testimonials submitted.
- b. EOI will be evaluated for short listing inter alia based on their past experience of handling similar type of project, strength of their man power, student's strength and presentation / proposal to the selection committee whose decision will be final.
- c. Agencies who qualify as per the eligibility conditions will be provided a brief about the ODOI Scheme. The agencies may be required to make a presentation, if required, to a selection committee showcasing their proposals.
- d. K-DISC will take up references and reserves the right to pay due heed to the Bidder's performance elsewhere and any past experience with K-DISC or government of Kerala
- e. Short listed agencies will be issued Bid Documents and based on the expense quoted K-DISC would arrive at a rate of engagement

14 Response:

- a. Bidders must ensure that their Bid response is submitted as per the formats attached with this document. Special comments on the objectives and scope of the service projected in the enquiry may also be submitted along with the offer.
- b. Application in sealed cover super scribed, as "EOI for Engagement of Consultant for ODOI innovation clusters".

15 Conflict of Interest:

- a. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform K-DISC, detailing the conflict in writing as an attachment to this Bid.
- b. K-DISC will be the final arbiter in cases of potential conflicts of interest. Failure to notify K-DISC of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

16 Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment. K-DISC reserves the right to withdraw EOI and or vary any part thereof at any stage. KDISC further reserves the right to disqualify any bidder, should it be so necessary at any stage.

17 Last date of submission of EOI:

The last date of submission of EOI is 25.01.2021(1600hrs.).
Bid Opening Date & Time is 27.01.2021 (1000 hrs.)



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

FORMAT - 1

APPLICANT'S EXPRESSION OF INTEREST

To,

Ms. Sabitha Bai A.S,
 Section Officer,
 Kerala Development Innovation Strategic Council,
 Floor No 4 India Heights, Women's College Road,
 Vazhuthacaud, Thiruvananthapuram, 695 014

Sub: Submission of Expression of Interest to undertake preparation of innovation action plan for cluster development under One District One Idea - MSME innovation cluster

Dear Sir/Madam

In response to the Invitation for Expression of Interest (EOI) published on 15.01.2021 for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach 2 sets of the following documents in separately sealed envelopes we attach the pdf copy of the document with signature

1. Institutional Details (Format-2)
2. Experience in related fields (Format-3)
3. List of experts / consultants on payroll at least 3 (Format-4)
4. Students strength of the organisation (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)
7. Confirmation letter stating willingness to sign the MOU on shortlisting

Encl.: As above.

Sincerely Yours,

Signature of the applicant

Fr. Dr. Cherian J Kottayil

Stamp.....

Date: 25-01-2021



Note: This is to be furnished on the letter head of the organization. Page of 44

FORMAT - 2

S. No	Organizational Contact Details	
1.	Name of recognized College	Mar Athanasios College for Advanced Studies Tiruvalla (MACFAST), A unit of "The Corporate Educational Agency of the Catholic Diocese of Tiruvalla"
2.	Main areas of academics relevant to the studies	Entrepreneurship / Process innovation
3.	Type of Institution (Trust).	Charitable Society / Educational Trust
4.	Details of Administrative control	Directorate of Higher Education
5.	Details of Academic control (University).	Mahatma Gandhi University Kottayam
6.	Address of Registered office with telephone number and fax	Thukalaserry, Thiruvalla, Kerala. 0469-2730303
7.	Address of Department in the institution and in the work	Startup Kendra for You (SKY), MACFAST Technology Business Incubator.
8.	Contact person with telephone number and email id	Dr Sudeep B. Chandramana 994 773 6069 sudeep@macfast.org

Enclosed: -

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above
3. Undertaking in respect of 4 and 5.



Signature of the applicant

Fr. Dr. Cherian J Kottayil

Date : 25-01-2021

FORMAT - 3

Experience in Related Fields				
Overview of the past experience of the Institution in all aspects related to Brand Building related				
S. No	Items	Number of assignments in last 5 years	Value of each order (in Lakhs)	Client/Institution
1	Experience of assignments of similar nature relating to enterprise development			
1.1	Experience in carrying out similar assignments in Government	2	Rupees 25 lakhs 10 lakhs	Department of Biotechnology, Government of India Kerala State Council for Science Technology and Environment, Gov. of Kerala
1.2	Experience in carrying out similar assignments in Public sector.			
1.3	Experience in carrying out similar assignments in Private sector.			
Decision of Evaluating Committee in ascertaining "similar nature" and "similar assignment" will be final.				



(Handwritten Signature)

Signature of the applicant
Fr. Dr. Cherian J Kottayil
Date : 25-01-2021

FORMAT - 4

List of experts/consultants on payroll (at least 3)

S. No	Name	Designation	Regular (or) Contract	linked in profile details	Qualification	Relevant Experience
1.	Dr Smitha Vijayan	Associate Professor	Regular		MSc., PhD	10
2.	Dr Jenny Jacob	Associate Professor	Regular		MSc., PhD	10
3.	Dr Treesa Varghese	Associate Professor	Regular		MSc., PhD	12
4.	Dr Blessan Santhosh George	Assistant Professor	Regular		MSc., PhD	8
5.	Dr Sudeep B. Chandramana	Associate Professor	Regular		B.Tech, MBA, PhD	20
6.	Dileep Chandran R	Process & Instrumentation Engineer, Mineral Max (Thadathil Group)	Contract		B.Tech (Electronics & Instrumentation)	9
7	Dr P S Harikumar	Head, Ecology and Environmental Research Group, CWRDM, Kozhikode	Contract			20
8	Pavin Raj	IT Manager, MACFAST	Regular		MCA	7

Note: May include experts on contract as well.



Signature of the applicant
Fr. Dr. Cherian J Kottayil
Date : 25-01-2021

FORMAT - 5

Student strength of the Institution that could be leveraged in field work				
S.No	Level	Count	Current or Old	Remarks
1	Post-Doctoral Scholar	3	Old	
2	Doctoral Scholar	15	Current	
3	Post Graduate Scholar	580	Current	
4	Graduate Scholar	0		
5	Diploma Level Scholar	0		

Note: The Scholars listed above shall be students of the institution or old students ready to undertake such work



Signature of the applicant

Fr. Dr. Cherian J Kottayil

Date : 25-01-2021

FORMAT- 6

Costs to be charged for the study (Consultancy charges are not anticipated for the action plan preparation and manpower costs of regular staff cannot be claimed)			
Sl.No	Head of expenses	Within district	Other districts within the state
1	Direct Expenses for field work No of days Per person rate Travel charges	30 1,500/day per person 2,500/-	30 1,500/day per person 3,000/-
2	Honorarium of external experts No of days Per person rate	10 5,000/-	10 5,000/-
3	Stipend for students No of days Per person rate	20 500	20 500
4	Any other expenses Quantity Unit rate	Miscellaneous Expenses 5000/-	Miscellaneous Expenses 5000/-
Note: Consultancy charges shall be however admissible for the implementation phase of the action plan			

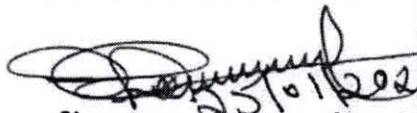
FORMAT - 7


Additional Information - None

1. List all enclosures related to the previous sections.

S.NO	Description	No. of pages

2. Additional information to support the eligibility of the institution (Not more than 2)


Signature of the applicant
Name of the applicant
Date :

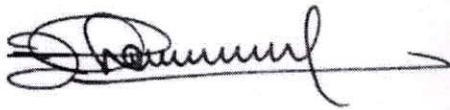


FORMAT - 8

Declaration

We hereby confirm that we are interested in competing for the Academic - Industry Interaction programme initiated by K-DISC and to undertake the task related to preparation of Innovation Action Plans under One District One Idea - MSME Innovation Clusters

Authorised Person's
Signature.



Name and Designation: Fr.Dr. Cherian J Kottayil ,
Principal , Mar Athanasios College for Advanced Studies
Tiruvalla

Date of Signature: 25-01-2021

Note: The declaration is to be furnished in the letter head of the

ANNEXURE-I**Preparation of Innovation Action Plan for cluster development under One District One Idea - MSME Innovation Cluster****TERMS OF REFERENCE****1. BACKGROUND**

The Kerala Development Innovation Strategic Council is a strategic think-tank and advisory body constituted by the Government of Kerala Inaugurated on 24th March 2018, K-DISC has the mandate to promote innovation in the state. During the year 2019-20 the Government of Kerala constituted District Innovation Councils (DICs) to extend the activities of K-DISC to various districts. One District One Idea - MSME Innovation Cluster promotion is one of programs launched by K-DISC through the DICs.

One District One Idea - MSME Innovation Clusters, is an innovation challenge for manufacturing clusters and micro-enterprise clusters. K-DISC could provide seed money for the innovation component and technology support for fostering innovation. Since the innovation framework cannot be isolated functionally from the overall programme of MSME development K-DISC will facilitate synergies with the existing Government of Kerala-Government of India and support schemes of banks and other financial institutions however, the innovation cluster development is totally demand driven programme and would not be limited by caps as applicable in conventional government schemes.it would seek to mobilise recourses based on bold need based disruptive plan.

The cluster development initiative shall have a champion committed to the programme. He or she shall be an entrepreneur, employee or could be part of the cluster in some other capacity. The cluster group shall in order to demonstrate the evidence of formal collaboration among its members constitute a Special Purpose Vehicle and legally register the same. If the SPV exists or otherwise the cluster group to start with can create an action plan for cluster development.

The programme shall aim at

- Organisation and development of clusters.
- Development of networks of MSMEs.

- Development of strategic linkages between MSMEs and academic institutions interested in working with MSMEs on cluster development, promoting innovation and strategy.
- Coming up with out of the box approaches to enhance production, productivity, reduce cost of production or achieve business expansion through proactive consultations with suppliers, competitors, employees, customers, research and training institutions etc.

The steps involved would be building trust, constructive dialogue among cluster actors exchange of information, identification of common and strategic objectives, agreement on a joint development strategy and systematic and coherent implementation.

K-DISC proposes to launch a challenge in June 2021 for Promising Innovations in MSME Clusters in Kerala under "One District-One Idea"-MSME development challenge. The Challenge will be open under two categories viz. Manufacturing Clusters which shall include a minimum number of ten to twenty registered MSME units and Micro-Enterprise Clusters including Handicraft Clusters, Handloom/Power-loom Clusters, Other Traditional Industries and Service Clusters which are aggregations of household enterprises. Handloom/Power loom Clusters shall have a minimum of 200 looms and handicraft, traditional industries and service clusters shall have at-least 20 units in each cluster. Promising clusters in each Legislative Assembly Constituency (LAC) shall be asked to participate in the challenge if an academic /research center/business school of excellence and MSME cluster /SPV show interest and aptitude and propose an action plan for an innovative programme to be undertaken within 2 years. If an established cluster exists in the constituency then the same shall be mandatorily selected. A new cluster shall be taken up only in the absence of an existing cluster. In case a cluster exists at the boundary of two or more LACs the legislator who enjoys the larger chunk of the cluster can take the ownership of the cluster and promote its development. The challenge response submission and follow up activities are sought to be implemented through a centralised ICT platform to be built by K-DISC.

2. OBJECTIVES

The objective of the ODOI action plan is to help the cluster allocated to the institution to develop itself as an innovation cluster. The plan if selected in the ODOI challenge is sought to be implemented within three years. The plan should be the first steps towards innovative problem solving and nonlinear growth of the cluster.

3. SCOPE OF WORK

1. To continue the process of initial identification of the cluster and the initial consultations done by the core groups.
2. To re-assess the records of initial consultations done by the core groups to record the ODOI data sheet covering HR, structural and relational capital and addressing any gaps in understanding.
3. To crystallise and improve upon the consultations undertaken by the District Core Group, with the purpose of inspiring the clusters for innovation and pursuing the consultations on sustaining innovations.
4. To undertake a diagnostic study of the cluster and identify areas of innovation of the cluster based on the inputs obtained from the Digital University.
5. To identify through consultation and propose a sustainable structure for action plan implementation.
6. To develop the innovation action plan on the broad contours outlined in Annexure 3 appropriately keeping in, mind the indicators for innovation.
7. To help the cluster team submit the necessary documentation for the innovation challenge through ICT platform being developed by ICT Academy covering the documentation indicated in 6 above along with relevant cluster particulars.
8. To help, guide and lead the cluster teams' presentations at the ODOI Innovation challenge and proactively interact with the evaluation team.
9. Prepare a costing for the institutional support necessary for executing the implementation of Innovation Action Plan and submit the same to K-DISC.
10. To proactively interact with the District Core Group and District Innovation Council and Digital University for successful completion of the action plan preparation and its timely submission.

4. TIME SCHEDULE

The allocation of the clusters to the institutions is sought to be done before second week of February. Immediately following this the orientation of the institutions is sought to be done by the Digital University. The field work and action plan preparation are to be done starting the second week of February and is sought to be finalized in fourth week of May 2021. The challenge is due to be announced in June 2021, followed by evaluation and announcement of winners.

5. INPUTS TO BE PROVIDED BY K-DISC

A detailed outline of the One District One Idea - MSME Innovation Clusters is available on the K-DISC website. This shall be the guiding document for preparation of action plans and orientation of the institutions.

The Digital University Kerala's is the knowledge partner of K-DISC for the ODOI programme. Orientation of the institution on the broad methodology of the diagnostic study and developing the innovation action plan shall be done by Digital University.

DELIVERABLES

1. Cluster diagnostic study and proposal for innovation areas of cluster.
2. Innovation action plan for cluster.
3. Submission of the action plan and other requisite information for the challenge.
4. Presentations of the action plan as a part of the challenge.
5. Costing for institutional support for executing the implementation of the innovation action plan.
6. Feedback and recommendation for improving the ODOI challenge and the process.

Memorandum of Understanding (MoU)

Memorandum of Understanding is executed on this 7th day of December 2021

BETWEEN: Kerala Development and Innovation Strategic Council (K-DISC) [hereinafter referred to as K-DISC] having its office address 4rd Floor, India Heights Govt, Women's College Rd, Vazhuthacaud, Thiruvananthapuram, Kerala 695014

AND: Mar Athanasios College For Advanced Studies Tiruvalla, Pathanamthitta, Kerala 689101

TERMS OF UNDERSTANDING:

1. Background

K-DISC through its district arms the District Innovation Councils (DICs) have initiated the One District One Idea - MSME Innovation Clusters programme (ODOI). In Districts Core Groups consisting of General Manager Industries, District Mission Cordinators/Assistant Mission Cordinators in charge of Micro Enterprise Development and Startup Village Extension Programme, faculty members from the Commerce and Economics Departments in Arts and Science colleges, Mentors of K-DISC identified by Kerala Start Up Mission(KSUM), experts from Center for Management Development and MSME Development Institute, empaneled energy auditors from Energy Management Centre and Program Executives of K-DISC. As a part of this programme clusters have been short listed and the District Core Group has started collecting preliminary details of the cluster group. Based on the attitudes and capabilities of the clusters a few clusters are likely to be short listed. These are likely to be allotted to academic institutions shortlisted under this EOI for action plan development and for development as innovation clusters.

Mar Athanasios College For Advanced Studies Tiruvalla, Pathanamthitta

Like interest in MSME research and development of Innovation Cluster.

2. Objectives: -

The objective of the EOI/MOU is to seek professional support from academic institutions in Kerala for developing innovation action plans for MSME clusters.

3. Confidentiality: -

1. All information in whatever form or mode of communication, which is disclosed by a party (Disclosing Party - KDISC) to any other party : (*Amal Jyothi College of Engineering, Kanjirappally*) in connection with this MoU during its implementation and which has been marked as "confidential" at the time of disclosure, or which the Recipient can reasonably be expected to regard as confidential information, is "Confidential Information", but Confidential Information does not include any information that is in the public domain other than as a result of breach of this Letter of Intent, is known to or has been developed by the Recipient independently of this Letter of Intent or is required to be disclosed pursuant to applicable law.
2. The Recipient hereby undertakes for a period of 3 years after termination of this MoU not to use Confidential Information otherwise than for the purpose for which it was disclosed, and not to disclose Confidential Information without the prior written consent of the Disclosing Party. Recipients shall be responsible for the fulfillment of the above obligations on the part of their employees or third parties to whom Confidential Information is disclosed.
3. The confidentiality obligations above are legally binding.
4. Terms of Engagement: -The Institution shall undertake the following activities in the Cluster group allocated by K-DISC
 - i) To continue the process of initial identification of the cluster and the initial consultations done by the core cluster groups.
 - ii) To re-assess the records of initial consultations done by the core groups to record the ODOI data sheet covering HR, structural and relational capital and addressing any gaps in understanding.
 - iii) To crystalize and improve upon the consultations undertaken by the District Core Group. On inspiring the clusters for innovation and pursuing consultations on sustain innovations.
 - iv) To undertake a diagnostic study of the cluster and identify areas of innovation of the cluster based on the inputs obtained from the Digital University.

- v) To identify through consultation and propose a sustainable structure for action plan implementation.
- vi) To develop the innovation action plan on the board contours outlined in Annexure 3 appropriately keeping in mind the indicators for innovation.
- vii) To help the cluster team submit the necessary documentation for the innovation challenge through ICT platform being developed by ICT Academy covering the documentation indicated in 6 above along with relevant cluster particulars.
- viii) To help, guide and lead the cluster teams' presentations at the ODOI Innovation challenge and proactively interact with the evaluation team.
- ix) Prepare a costing for the institutional support necessary for executing the implementation of Innovation Action Plan and submit the same to K-DISC.
- x) To proactively interact with the district core group and District Innovation Council and Digital University for successful completion of the action plan preparation and its submission.

As per the costing provided in Annexure 3

5. Miscellaneous: -

- A. This MoU shall take effect as and when it has been signed by both parties and shall continue until definitive documents are signed with specific details as a revised MoU.
- B. Any commitments made in this MoU are subject to each party's availability and approval of funds, delivery priorities and internal approval processes and procedures. Nothing in this MoU, in and of itself, obligates either party to expend appropriations or enter into any definitive document, contract, financial, legal or other obligation.
- C. The administration and funding of each party's participation in the delivery of this MoU is the responsibility of each party.
- D. No one other than a party to this Letter of Intent their successors and permitted assignees, shall have any right to enforce any of its terms.
- E. With the exception of those sections specifically identified as legally binding, this MoU is not legally binding and does not create any right or benefit, substantive or procedural, enforceable by law or equity against either of the parties.

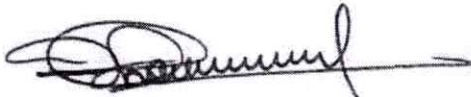
F. Amendment to the MoU shall be in writing and signed by both parties.

6. **Governing law and jurisdiction:** All disputes and differences arising between the parties shall be subject to the law for the time being in force and subject to the jurisdiction of courts in Kerala.

SIGNED FOR AND ON BEHALF OF:

KDISC

Mar Athanasios College for Advanced Studies Tiruvalla
(MACFAST)



Name: Fr.Dr. Cherian J Kottayil

Name:

Position: Principal,

Position:

Mar Athanasios College for Advanced Studies
Tiruvalla (MACFAST)

Date: 25-01-2021

Date:

Table 1

Please provide curriculum vitae (as attachments) or short description of the profile of the persons, including their gender, who will be primarily responsible for the programme.

Also, the CV of the key person coordinating the ODOI activities on behalf of Institute. CVs can be attached as annexures.

SL No	Name	Designation	Gender (M/F)	Specialisation	Linked In ID	Whether Key Person for Institution (Y/N)
1	Dr Smitha Vijayan	Associate Professor	Female	Microbiology	https://in.linkedin.com/in/dr-smitha-vijayan-50681a108	Yes

Table 2

Details of External experts :

Sl No	Name	Designation	Gender (M/F)	Specialisation	LinkedIn ID	Whether Key Person for Institution (Y/N)
1.	Dileep Chandran R	Process & Instrumentation Engineer, Mineral Max (Thadathil Group)	Male	B.Tech (Electronics & Instrumentation)		9
2.	Dr P S Harikumar	Head, Ecology and Environmental Research Group, CWRDM, Kozhikode	Male	Scientist		20

Table 3

Costs to be charged for the study
 (Consultancy charges are not anticipated for the action plan preparation and manpower costs of regular staff cannot be claimed)

Sl.No	Head of expenses	Within district	Other districts within the state
1	Direct Expenses for field work		
	No of days	30	30
	Per person rate	1,500/day per person	1,500/day per person
	Travel charges	2,500/-	3,000/-
2	Honorarium of external experts		
	No of days	10	10
	Per person rate	5,000/-	5,000/-
3	Stipend for students		
	No of days	20	20
	Per person rate	500	500
4	Any other expenses	Miscellaneous Expenses	Miscellaneous Expenses
	Quantity		
	unit rate	5000/-	5000/-
TOTAL			

1. Application form for clusters submitting action plan (draft) Form
A
APPLICATION FORM FOR CLUSTERS

S.No	Item	Description
1*	District Id	3
2*	Name of the District (generated)	Pathanamthitta
3*	Code of the Assembly Constituency	
4*	Name of Legislative Assembly Constituency where the cluster is located	Thiruvalla
5*	Name of the legislator	
6*	Full Name of the Champion	
7*	Mobile Number (OTP Validation)	
8*	Mail Id (Link Verification)	startup@macfast.org
9*	Full Residential Address of the Champion	
	Flat Name/House Name	
	House No	
	Street Name	
	Local Place Name	
	Main Place Name	
	local body Name	
	Pincode	
	Post Office (generated)	
10*	Relation to the Cluster Development Programme	
11*	Whether SPV exists for the cluster development (Yes / No)	No
12*	if Yes Name of the SPV	
13*	if No Name of the cluster group	
14*	Full Name of Head of SPV or Cluster Group	
15*	Designation of the Head	
16*	Mobile Number (OTP Validation)	

17*	Mail Id (Link Verification)	
18*	Number of Members of the Cluster	
19*	Number of active members	
20*	Area of the cluster (Sq.Kms)	
21*	Industry Group for the MSME Cluster	
22*	Stage of cluster development group formation	
23*	If SPV is formed focus of SPV	

Form B
ACTION PLAN FOR MSME CLUSTERS

1. Major problems faced by the Cluster

SI No	Description	How the Problem is Manifested	Comparison with District level, State or National data	Source of datasets
	Water pollution	Increased rate of disease in animals and human beings. Increased death rate in aquatic animals. Turbidity and presence of coli forms in water		

2. Root Cause of the problems faced by the Cluster

SI No	Problem	Root Cause	Justification for root cause identification	Source of datasets if any used
	Release of untreated sewage into water bodies; garbage that is often deposited on the bottom of rivers; agrochemical, manure and fertilizers, pesticides used in farming, which are sources of diffuse pollution, other materials such as non-degradable			

	pollutants and industrial waste. The discharge of domestic untreated or deficiently treated sewage in surface waters			

3. Solutions proposed for the problems

SI No	Problem	Solution Proposed			Justification for the solution
		Short term	Medium Term	Long term	
	Water Pollution	Pilot installation of multistage filter system using natural purifying extract derived from <i>Moringa oleifera</i>	Large scale multistage filter system for clusters		Usage of natural coagulants is economical and not time consuming. It can be employed in the treatment of water for small communities. This coagulant can be prepared by hand and it provides a reduction in turbidity and apparent color of the contaminated water. The seeds, leaf and stem extract of <i>Moringa oleifera</i> tree species have been shown effective for this operation, since they have coagulant activity responsible for the aggregation of particles and

					microorganisms, which can be more easily removed during the water treatment

4. Activities proposed as a part of the solutions

Sl No	Problem	Solution Proposed	List of activities	Category	Time period starting from beginning	Indicator for success	How measured
1	Water Pollution	Installation of multistage filter system using natural purifying extract derived from <i>Moringa oleifera</i>	Step 1: Identification of severely affected area of water pollution Step 2: Collection of water samples and analysis to estimate the rate of pollution Step 3: Design of multistage filter Step 4: Treatment of polluted water using the		March 2021 to March 2022	1. Decreased turbidity of water 2. Microbiological examination reveals the absence of coli forms or other pathogenic bacteria 3. Biological oxygen demand analysis 4. Chemical oxygen demand analysis 5. pH of water	All the tests can be conducted at the school of bioscience laboratory MACFAST

			multistage filtration apparatus Step 5: Quality assessment of treated water				

5. Linkages of Activities with other agencies - None, at present. Discussions progressing.

SI No	Solution	Activity	External Linkages (Y/N)	Value of Linkage	Whether discussed with agency

6. Innovative Components in the solutions

SI No	Solution	Novelty	Usefulness	Value of the solution
1	Installation of multistage filter system using natural purifying extract derived from <i>Moringa oleifera</i>	So far there is no such device designed or commercialized	Cost effective water purification for a community	Easy to operate Not labor intensive Cost effective

7. Risks in the strategy

SI No	Solution	Risk	Mitigation strategy	Indicator for mitigation
	Installation of multistage filter system using natural purifying extract derived from <i>Moringa oleifera</i>	Massive destruction of <i>Moringa oleifera</i> plant	Conservation of <i>Moringa oleifera</i> in large scale.	Operational indicator for biodiversity and sustainable development targets

8. Costs involved for the solution

SI No	Solution	Costs in Rupees	Justification for costing	Local resource mobilisation	Proposed sources of Funding (Components from seed funding)
	Installation of multistage filter system using natural purifying extract derived from <i>Moringa oleifera</i>	50,00,000/-	<p>Study requires massive field work and laboratory experiments.</p> <p>Once the filter is ready, it can be priced at Rs 10,000/- per unit for selling to a small scale company. The price will be 20,000/- per unit for a medium scale company.</p>		No sources identified yet

9. Synergies for the solution

SI No	Solution	Local Synergy	Agency	Synergy Proposed

10. Technical support required from K-DISC

Sl. No	Solution	Bottlenecks of Challenges Identified	Nature of Technical Support

Form C

Further Detailing of Cluster

1. Details of members of the cluster

ID	Name of MSME	Full Name of Contact Person	Mobile Number (Verify)	Mail ID (Verify)	Currently in business Active or Not (Y/N)
1	Mineral Max (Thadathil group)	Dileep Chandran R	9744907385	mineralmaxindia@gmail.com	Yes
2					
3					
4					

2. Overview of performance - Not available

ID	Name of MSME	Year of Formation	Employment (Nos:)			Total Investment so far (Rs)	Last year of operation	Type of unit	Value of Goods and service produced during last year of Operation in Rupees		
			Male	Female	Total				Goods	Services	Total
1	(generated)										
2											
3											
4											

3. Revenue details - Not available

ID	Name of MSME	Annual Revenue (Rs)				
		Sale of Product	Sale of by-product	Sale of services	Sales of Other	Services
1	(generated)					
2						
3						

4. Expenditure details - Not available

ID	Name of MSME	Annual Expenditure (Rs)				
		Labour	Raw Materials	Electricity/ Energy Costs	Others	Repair & Maintenance
1	(generated)					
2						
3						
4						
5						

5. Raw material inputs - Not available

ID	Name of MSME	Raw Material (Comma separated)	Availability			Quantification of shortfalls with Units & Periods
			Current	Medium	Long term	
1	(generated)					
2						
3						
4						

6. Manpower inputs - Not available

ID	Name of MSME	Total Manpower			Skilled Manpower			Unskilled Manpower			Availability of skilled manpower	Availability of unskilled manpower	Quantification of skills	Skill set comparison (COPARMED)
		Male	Female	Total	Male	Female	Total	Male	Female	Total				

7. Market details - Not available

ID	Name of MSME	Access to Market	Prospective Market			Assessment of Market Potential	Focus of the Market	Remarks
			Current	Medium	Long term			
1	(generated)							
2								
3								
4								
5								

8. Finance details - Not available

ID	Name of MSME	Access to Finance	Prospective Finance			Major sources of finance (comma separated)	Quantitative Finance Estimated	Remarks
			Current	Medium	Long term			
1	(generated)							
2								

3									
4									
5									

9. Information access and use - Not available

ID	Name of MSME	Access to info	Role of Information Technology						Remarks
			Process to improve quality of Product	Process to reduce costs	Process to conserve energy	Process that are less polluting	Regulatory measures	Standards	
1	(generated)								
2									
3									
4									

10. Linkages with Training, Research and Academic Institutions - Not available

ID	Name of MSME	Access to R&D/Academic/Management institutions	Major institutions (Comma separated)	Remarks
1	(generated)			
2				
3				
4				
5				

11. Environment Issues - Not available

ID	Name of MSME	Type of environmental cause	Assessment of Impact Estimated	Remarks
1	(generated)			
2				
3				
4				

5				
---	--	--	--	--

12. Particulars of Energy Consumption - Not available

ID	Name of MSME	Estimated Annual Energy Consumption per year (ToE)	Type of Energy Source (Comma separated)	Quantum of Energy Source used Annually	Remarks
1	(generated)				
2					
3					
4					
5					

13. Technology inputs - Not available

ID	Name of MSME	Access to technologies	New Technology options						Remarks
			New Products	Improve quality of exist products	Cost Reduction	Green Energy	Less Polluting	Others	
1	(generated)								
2									
3									
4									

14. New linkages possible - Not available

Id	Name of MSME	External Linkages p	Opportunities from New Linkages				Remarks
			New Markets	Raw Materials	Services	Others	

1. District Codes

Details of Coding Schemes

Code	Name
1	Trivandrum
2	Kollam
3	Pathanamthitta
4	Alappuzha
5	Kottayam
6	Idukki
7	Ernakulam
8	Thrissur
9	Palakkad
10	Malappuram
11	Kozhikode
12	Wayanad
13	Kannur
14	Kasargod

2. Relation to Cluster Development (A.10)

Code	Description
	Entrepreneur
	Employee
	Others (Specify)

3. Industry Groups for MSME

Code	Industry Group
1	Food Products
2	Chemical & Chemical Products
3	Basic Metal Industries
4	Metal Products
5	Electrical Machinery & Parts
6	Rubber & Plastic Products
7	Machinery & Parts Except Electrical Goods
8	Hosiery & Garments
9	Non-Metallic Mineral Products
10	Wood Products
11	Paper Products & Printing
12	Transport Equipments & Parts
13	Leather & Leather Products
14	Miscellaneous Manufacturing Industries
15	Other Services & Products
16	Repair Services
17	Cotton Textiles
18	Wool
19	Silk & Synthetic Fibre Textiles
20	Jute items & Mesta Textiles

4. Stage of Cluster Development(A-22)

Code	Stage of cluster development
1	Cluster formed
2	Diagnostic study completed
3	SPV formed & registered
4	DPR prepared

5. Focus of SPV

Code	Focus of SPV
1	To Exploit Supplier/Market Access
2	Improve Bargaining Power
3	Spreading or Collectively Shorting Risks
4	Availing benefits of Government Support

6. Type of Unit (C2)

Code	Types of Units
1	Independent Unit
2	Ancillary Unit
3	Export Oriented Unit

7. Availability of inputs1 (C5, C6)

Code	Availability-
1	Shortage
2	Adequate
3	Abundant

8. Access to Market and Information (C7, C9)

Code	Market Access / Access to Information
1	Low
2	Adequate
3	Good

9. Access to Finance and R&D (C8, C10)

Code	Access to Finance / R&D
1	No Access
2	Limited Access
3	Sufficient Access

10. Types of Environmental Cause (C11)

Code	Type of Pollution
1	Air Pollution
2	Water Pollution
3	Non degradable toxic solid waste
4	Others

11. Assessment of Impact (C11)

Code	Extent of impact
1	Light
2	Moderate
3	Severe

12. Type of Energy Source

Code	Energy Source
1	Gas
2	Coke/ Coal
3	Firewood/Husk
4	Electrical

2. Indicators for innovativeness

The action plan shall be also evaluated additionally based on the following indicators for innovativeness listed below. The plans shall be justified by rationale and capacities for undertaking the plans shall be established.

1. Capability of accepting demands beyond existing products and services
2. Plans to come up with new products and services
3. Plans to experiment them in the local markets,
4. Plans to commercialise products and services which are completely new to the enterprise
5. Plans to use new opportunities in new markets
6. Plans for establishing new distribution channels
7. Plans for expanding services for existing clients
8. Plans to refine the provision of existing products and/or services
9. Plans small adaptations to existing products and/or services
10. Plans improved, but existing products and/or services for our local market
11. Plans to improve efficiency in the provision of existing products and/or services
12. Focus on search for and approach new clients in new markets
13. Plan to increase economies of scales in existing markets
14. Plan for lowering costs of internal processes
15. Plans assessing the feasibility of new technology
16. Plans for identifying and trying out new technologies plans for harnessing new markets
17. Plans for identifying and trying out new technologies plans for harnessing new markets
18. Plans to implement new types of productions/processes
19. Plans to come up with new pricing strategies
20. Plans for new advertising or promotion strategies
21. Capacities and plans to research new competitors and new customers
22. Plans for leveraging the brand reputation or company image to new markets
23. Plans for positioning specialised areas in technical areas which the enterprise is not familiar with.
24. Plans for setting up a new sales force
25. Plans for setting up new distribution channel
26. Plans for building relationships in new markets



Fr. Dr. CHERIAN J KOTTAYIL
PRINCIPAL
Mar Athanasios College For Advanced Studies
Tiruvalla- 689101, Kerala

Dr. P.V. UNNIKRISHNAN
MEMBER SECRETARY, KDISC &
EX OFFICIO SECRETARY TO GOVERNMENT
Planning and Economic Affairs
(Innovation and Development) Dept.



 **K-DISC**
Kerala Development and Innovation
Strategic Council
**KERALA DEVELOPMENT AND
INNOVATION STRATEGIC COUNCIL**

366/2021/KDISC/1

16th November 2021

Sub: Selection as K-DISC's partner institution under One District One Idea - MSME innovation clusters programme

Dear Sir,

Greetings from Kerala Development and Innovation Strategic Council!

We are delighted to inform you that your institution has been selected as one of K-DISC's partners for developing innovation action plans of cluster development under One District One Idea - MSME innovation clusters programme against the Expression of Interest (Eoi) submitted.

Further to this development, K-DISC will issue proceedings on the programme and a meeting of the heads of institutions shall be organised in the last week of November 2021 for further discussions, and clarifications, if required.

The detailed steps to be followed by the institutions are provided below.

1. Signing the MoU within 10 days after issuing the order.
2. Entrusting principal coordinator/ faculty member for the training program.
3. Presentation before the District Innovation Council for allocation of cluster.
4. Taking up the activities and undertaking the clusters.
5. Submission of report.

We hope that this will bring clarity on next steps further to your selection as a partner institution.

Yours sincerely

Dr. P. V. Unnikrishnan

Fr. Dr. Cheriyan J Kottayil
Mar Athanasios College for Advanced Studies
Tiruvalla, Pathanamthitta

MACFAST TECHNOLOGIES

1. ERP DEVELOPMENT TEAM
2. ERP MODULES



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Igniting wisdom since 2001

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALA
(MACFAST)
Thiruvalla - 689101**

**Report on
MACFAST Information System (MIS)
ERP Software custom made for MACFAST**

The MACFAST Information System (MIS) is a platform that allows for the management of academic and administrative activities on a single platform. MIS provides user-friendly dashboards with login access for teachers, non-teaching staff, students, and management personnel of our institution. MIS has several benefits such as Efficient work flow, reduced communication and printing costs, overall student attendance improvement, administrative control and single window for all kind of information any time any place, The modules of MIS are highly integrated. All the modules are easy to use. All the reports generated by the system could be viewed at user's convenience.

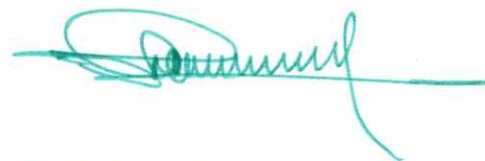
MIS has modules to manage Timetable, Attendance, Admissions, Profile for both student and staff, internal Exams, university exam, minutes, and many more. It has a fully-fledged Human Resource management. There is an internal messaging system within MIS without integration off external communication tools.

Faculty Coordinators

1. Dr. Nishad PM
2. Dr. Blessan Santhosh George

Student Team Members

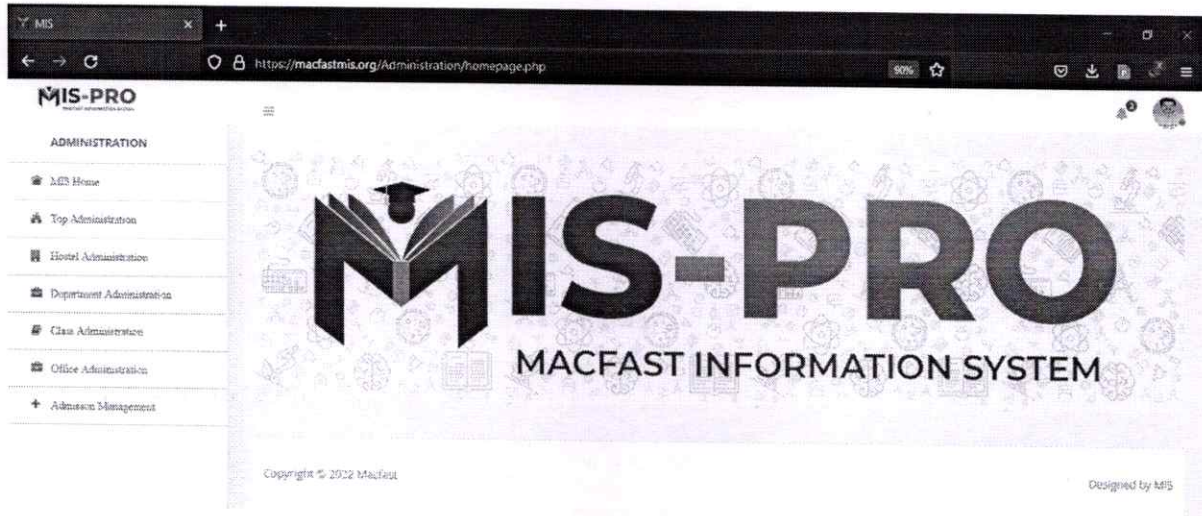
1. Jito J Thomas Vaidyan
2. Renju R
3. Balu R Kumar
4. Jisha M Varghese
5. Vineesh V
6. Abin Thomas Mathew



Fr. Dr. CHERIAN J KOTTAYIL
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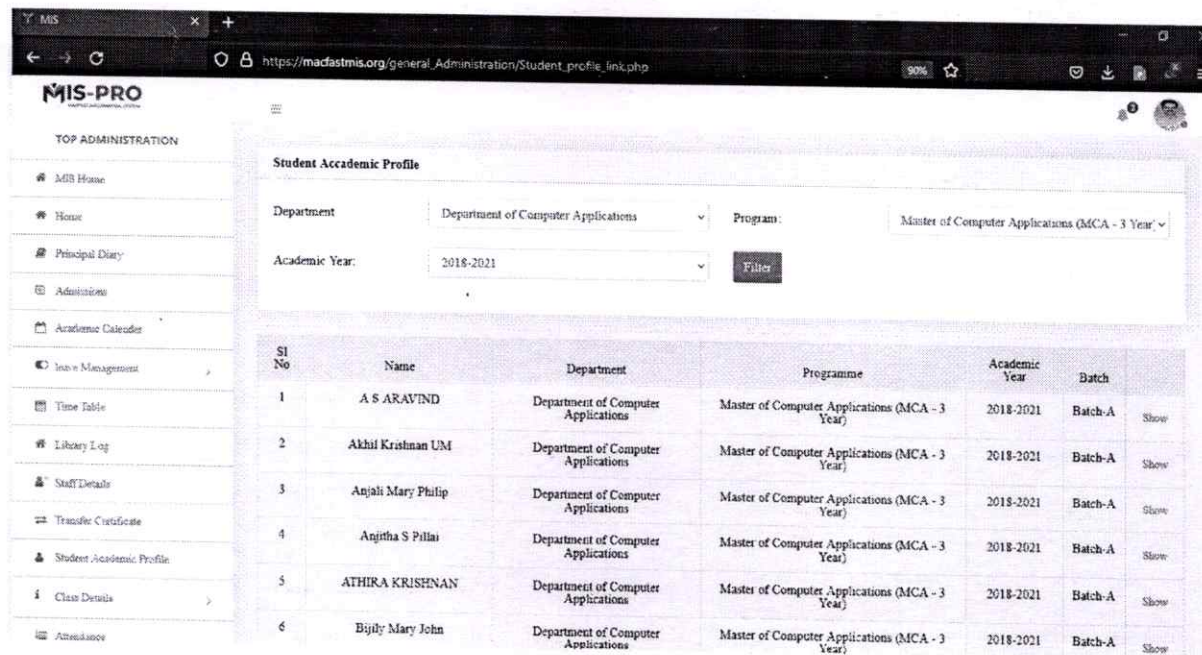
Screenshots of the software system of different modules

1. Module on Administration



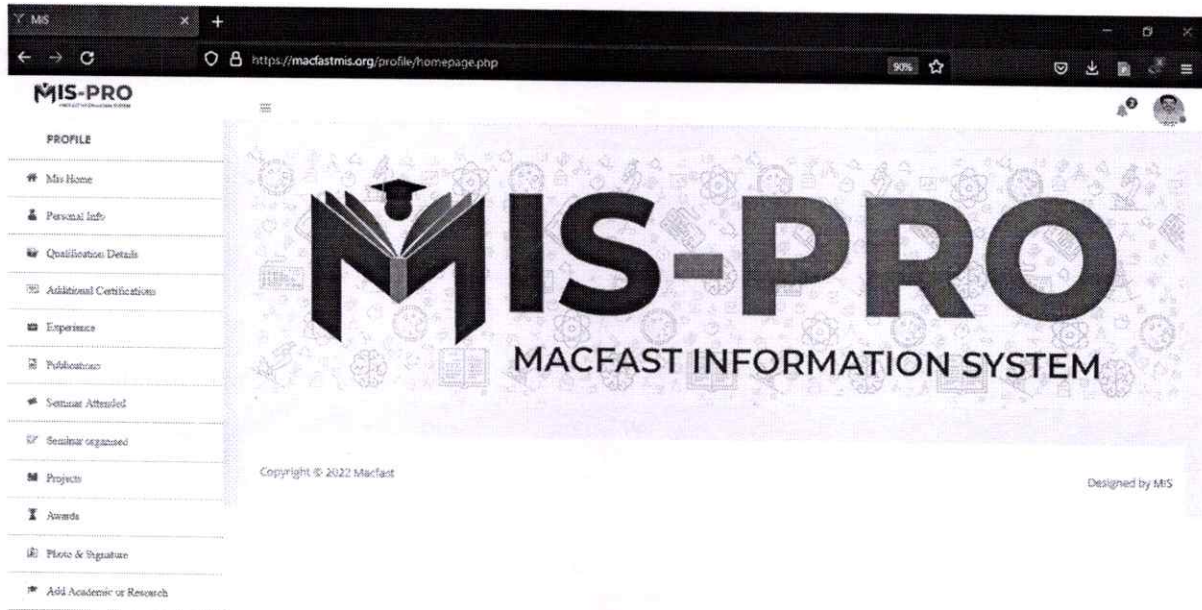
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2. Module for Top Administration

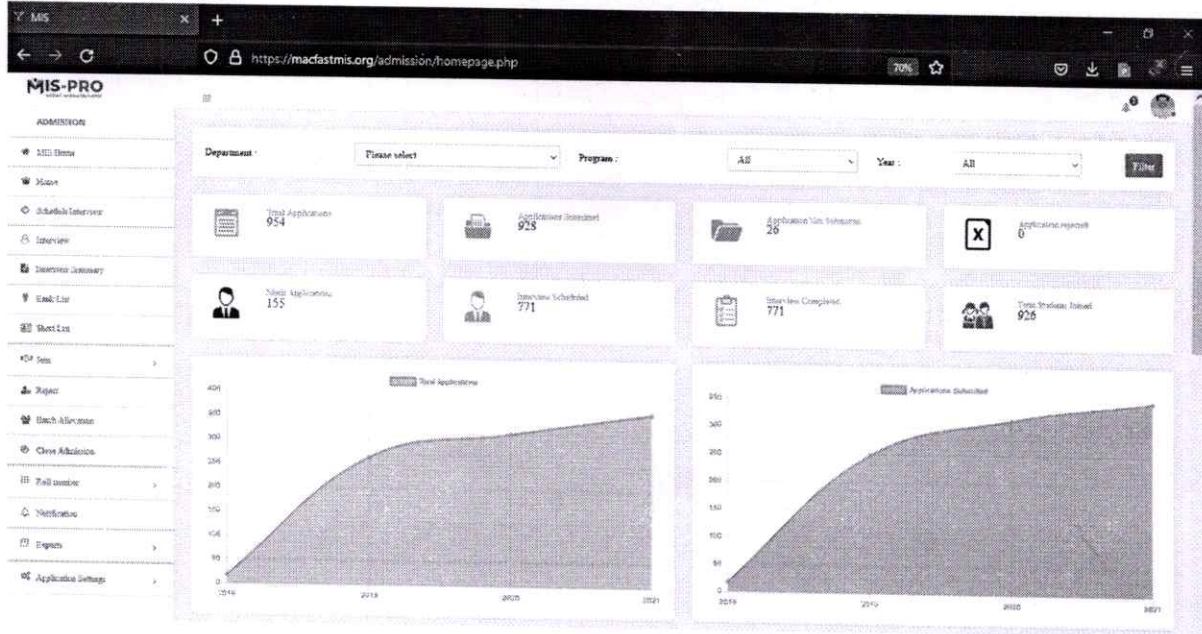


Sl No	Name	Department	Programme	Academic Year	Batch	
1	A S ARAVIND	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show
2	Akhil Krishnan UM	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show
3	Anjali Mary Philip	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show
4	Anjitha S Pillai	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show
5	ATHIRA KRISHNAN	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show
6	Bijily Mary John	Department of Computer Applications	Master of Computer Applications (MCA - 3 Year)	2018-2021	Batch-A	Show

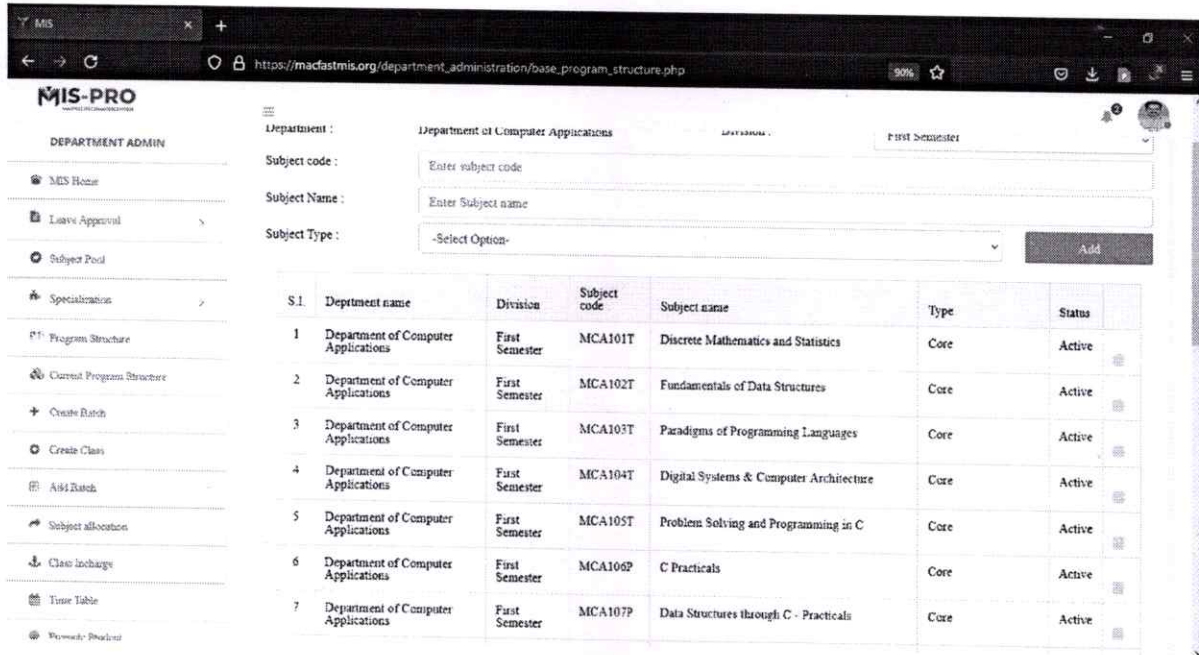
3. Module for Personal Profile



4. Admission



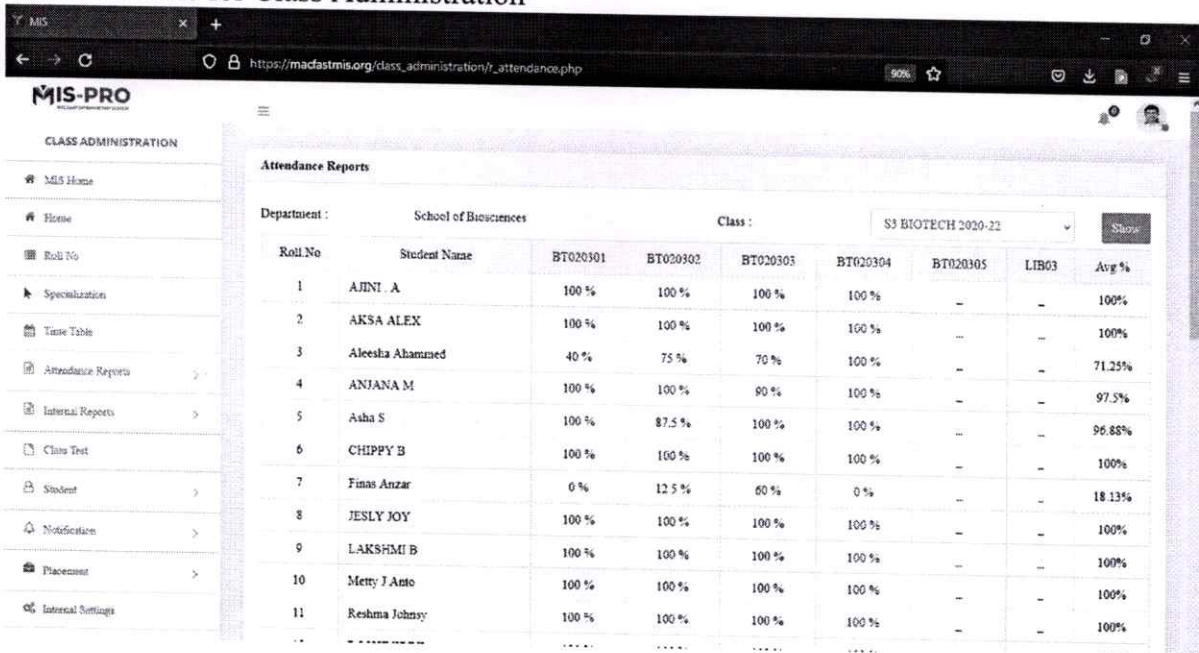
5. Module for Department Administration



The screenshot shows the 'Department Administration' module in MIS-PRO. The left sidebar contains navigation options like 'MIS Home', 'Leave Approval', 'Subject Pool', 'Specialization', 'Program Structure', 'Current Program Structure', 'Create Batch', 'Create Class', 'Add Batch', 'Subject Allocation', 'Class Incharge', 'Time Table', and 'Promote/Revoke'. The main area displays a form for adding a new subject with fields for 'Department' (Department of Computer Applications), 'Subject code', 'Subject Name', and 'Subject Type'. Below the form is a table listing existing subjects.

S.I.	Department name	Division	Subject code	Subject name	Type	Status
1	Department of Computer Applications	First Semester	MCA101T	Discrete Mathematics and Statistics	Core	Active
2	Department of Computer Applications	First Semester	MCA102T	Fundamentals of Data Structures	Core	Active
3	Department of Computer Applications	First Semester	MCA103T	Paradigms of Programming Languages	Core	Active
4	Department of Computer Applications	First Semester	MCA104T	Digital Systems & Computer Architecture	Core	Active
5	Department of Computer Applications	First Semester	MCA105T	Problem Solving and Programming in C	Core	Active
6	Department of Computer Applications	First Semester	MCA106P	C Practicals	Core	Active
7	Department of Computer Applications	First Semester	MCA107P	Data Structures through C - Practicals	Core	Active

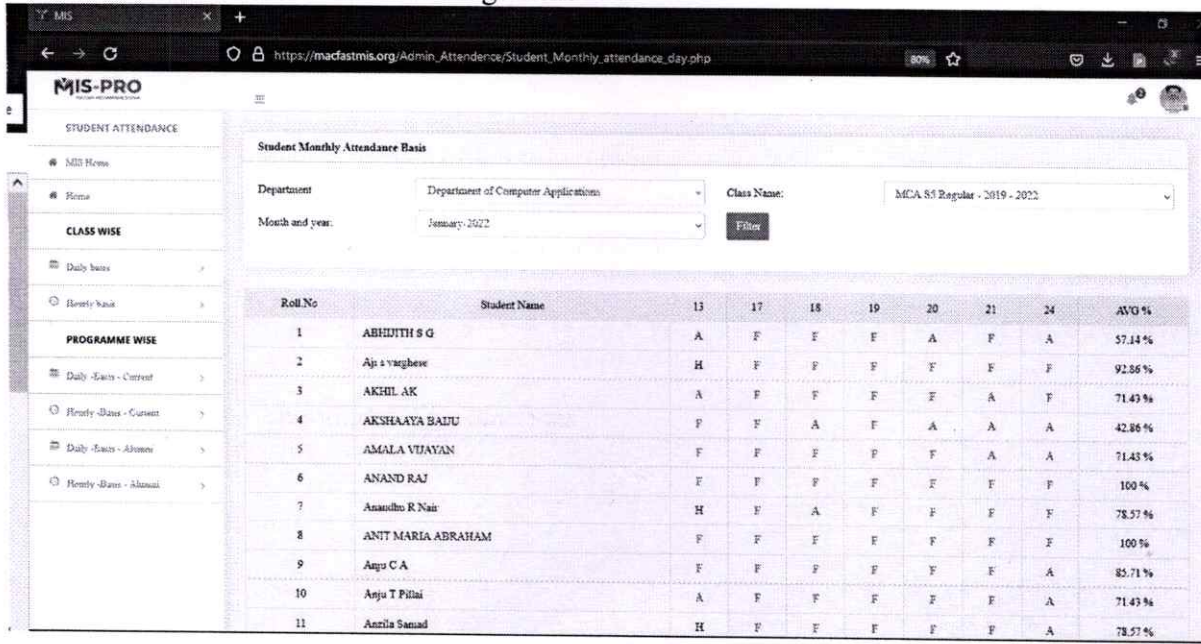
6. Module for Class Administration



The screenshot shows the 'Attendance Reports' module in MIS-PRO. The left sidebar contains navigation options like 'MIS Home', 'Home', 'Roll No', 'Specialization', 'Time Table', 'Attendance Reports', 'Internal Reports', 'Class Test', 'Student', 'Notification', 'Placement', and 'Internal Settings'. The main area displays a table of attendance reports for the 'School of Biosciences' in the 'S3 BIOTECH 2020-22' class.

Roll No	Student Name	BT020301	BT020302	BT020303	BT020304	BT020305	LIB03	Avg %
1	AJINI A	100 %	100 %	100 %	100 %	-	-	100%
2	AKSA ALEX	100 %	100 %	100 %	100 %	-	-	100%
3	Aleesha Ahamed	40 %	75 %	70 %	100 %	-	-	71.25%
4	ANJANA M	100 %	100 %	90 %	100 %	-	-	97.5%
5	Asha S	100 %	87.5 %	100 %	100 %	-	-	96.88%
6	CHIPPY B	100 %	100 %	100 %	100 %	-	-	100%
7	Finas Anzar	0 %	12.5 %	60 %	0 %	-	-	18.13%
8	JESLY JOY	100 %	100 %	100 %	100 %	-	-	100%
9	LAKSHMI B	100 %	100 %	100 %	100 %	-	-	100%
10	Metty J Anto	100 %	100 %	100 %	100 %	-	-	100%
11	Reshma Johnny	100 %	100 %	100 %	100 %	-	-	100%

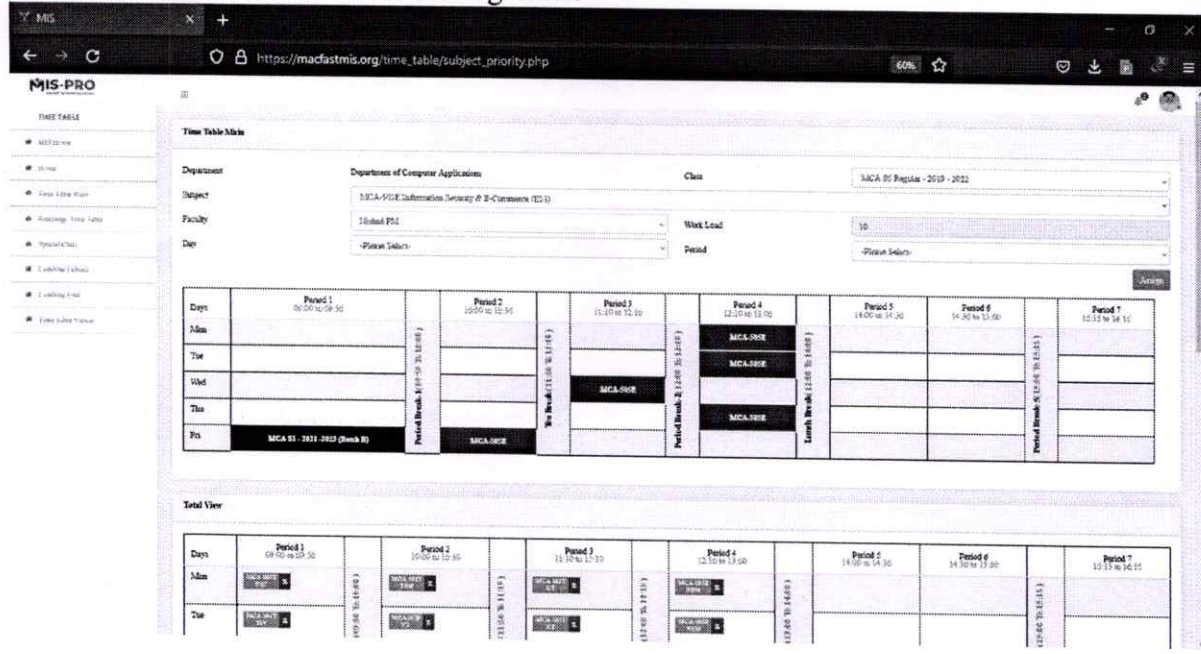
7. Module for Attendance Management



The screenshot shows the 'Student Monthly Attendance Basis' page in the MIS-PRO system. It includes filters for Department (Department of Computer Applications), Class Name (MCA SS Regular - 2019 - 2022), and Month and year (January 2022). Below the filters is a table listing student attendance records.

Roll No	Student Name	13	17	18	19	20	21	24	Avg %
1	ABHITH S G	A	F	F	F	A	F	A	57.14 %
2	Aj a varghese	H	F	F	F	F	F	F	92.86 %
3	AKHIL AK	A	F	F	F	F	A	F	71.43 %
4	AKSHAAYA BALJU	F	F	A	F	A	A	A	42.86 %
5	AMALA VIJAYAN	F	F	F	F	F	A	A	71.43 %
6	ANAND RAJ	F	F	F	F	F	F	F	100 %
7	Anandho R Nair	H	F	A	F	F	F	F	78.57 %
8	ANIT MARIA ABRAHAM	F	F	F	F	F	F	F	100 %
9	Anju C A	F	F	F	F	F	F	A	85.71 %
10	Anju T Pillai	A	F	F	F	F	F	A	71.43 %
11	Anzila Samad	H	F	F	F	F	F	A	78.57 %

8. Module for Time Table Management



The screenshot shows the 'Time Table Mgmt' page in the MIS-PRO system. It includes filters for Department (Department of Computer Applications), Class (MCA SS Regular - 2019 - 2022), Subject (MCA-SSCE Information Technology @ B-Courses (IT-D)), Faculty (Ibrahim PFI), and Day (Please Select). Below the filters are two tables: 'Time Table Mgmt' and 'Total View'.

Days	Period 1 08:50 to 10:30	Period 2 10:50 to 12:30	Period 3 13:30 to 15:10	Period 4 15:30 to 17:10	Period 5 18:00 to 19:30	Period 6 19:30 to 21:00	Period 7 21:15 to 24:15
Mon							
Tue							
Wed							
Thu							
Fri							

Days	Period 1 08:50 to 10:30	Period 2 10:50 to 12:30	Period 3 13:30 to 15:10	Period 4 15:30 to 17:10	Period 5 18:00 to 19:30	Period 6 19:30 to 21:00	Period 7 21:15 to 24:15
Mon							
Tue							



9. Module for Research Publications

The screenshot shows a web browser window with the URL https://macfastmis.org/Publications/New_Journal.php. The page title is "New Journal Publications". On the left, there is a sidebar menu under "PUBLICATIONS" with options: MIS Home, Home, Journal Publications, Conference Publications, and Book Publications. The main form contains the following fields:

Category *	National	Type *	Other
Author Name(s) *	Nashad PM. and Dr. R. Manicka Chezian		
Paper Title *	SCIBS (Subset Count Index Based Search) Indexing algorithm to reduce the Time Complexity of Search Algorithms		
Journal Name *	Indian Journal of Computer Science and Engineering (IJCSE)		
Date of Publication	01 / 05 / 2012	Page Number *	269-276
ISSN/ISBN *	e-ISSN: 0976-5166	Impact Factor	Impact Factor...(Eg: I.C.V.2.43)

At the bottom right of the form is a "Save Publication" button. The footer of the page includes "Copyright © 2022 Macfast" and "Designed by MIS".

10. Module for Participation in Seminars

The screenshot shows a web browser window with the URL https://macfastmis.org/profile/s_c_r_attended.php. The page title is "Seminar, Conference, Refresher course Attended". On the left, there is a sidebar menu under "PROFILE" with options: Mia Home, Personal Info, Qualification Details, Additional Certifications, Experience, Publications, Seminar Attended, Seminar organised, Projects, Awards, Photo & Signature, and Add Academic or Research. The main form contains the following fields:

1. Seminar/Conference/Refresher course		
Name of the Event *		
Intellectual Property Rights in Development of MSME		
Date From *	Date To *	Category *
20 / 12 / 2013	21 / 12 / 2013	National Seminar
Venue and Place *		
Dr. Malrajan college of engineering and technology Pollachi, Coimbatore(Dt.)		
Organised and Sponsored By *		
National Research development corporation, New Delhi		
Delete Seminar/Conference/Refresher course		
2. Seminar/Conference/Refresher course		
Name of the Event *		
Synergies and Harmony between Indian Values and Modern Science n commemoration of the golden jubilee Celebrations		



11. Module for Projects

Projects

Project .1

Project Title* Cyber Law and Security Awareness Programme for the

Funded By* Kerala State Council for Science Technology and En

Role* Principal Investigator

Type* Minor Project

Amount* 200000

Add More Project

Save

12. Module for Seminars organized

1. Seminar/Conference/Refresher course

Name of the Event* 5th National Conference on Indian Language Computing (NCILC-2015)

Date From* 17/01/2015 Date To* 18/01/2015 Role* Organizing committee Member

Venue and Place* CUSAT, Kochin

Organized and Sponsored By* Department Of Computer Applications CUSAT

Category* National Conference

Delete Seminar/Conference/Refresher course

2. Seminar/Conference/Refresher course

Name of the Event* Recent Research Opportunities in Computer Science and its Applications



13. Module for Additional Certifications

The screenshot shows a web browser window with the URL https://macfastmis.org/profile/additional_certifications.php. The page title is "MIS-PRO". On the left is a navigation menu with options: Mis Home, Personal Info, Qualification Details, Additional Certifications (selected), Experience, Publications, Seminar Attended, Seminar organized, Projects, Awards, Photo & Signature, and Add Academic or Research. The main content area is titled "Additional Certifications" and contains two entries:

Certification .1

Certification Name*	Cybersecurity Awareness and Innovation
University or Certification agency *	E-dit Digital (coursera)
Date *	21 / 05 / 2020
Duration *	4 weeks

Delete Certification

Certification .2

Certification Name*	COVID -19 what you need to know
University or Certification agency *	Osmosis.org (coursera)
Date *	05 / 07 / 2020

14. Module for Awards

The screenshot shows a web browser window with the URL https://macfastmis.org/profile/appl_awards.php. The page title is "MIS-PRO". On the left is a navigation menu with options: Mis Home, Personal Info, Qualification Details, Additional Certifications, Experience, Publications, Seminar Attended, Seminar organized, Projects, Awards (selected), Photo & Signature, and Add Academic or Research. The main content area is titled "Awards and Honours and reorganizations" and contains one entry:

Awards and Honours and reorganizations .1

Name of the Award/ Honours/ reorganizations*	Enter Name of the Award/ Honours/reorganizations
Agency Name *	Enter Agency Name
Award Date *	dd / mm / yyyy
Award Type *	Recognition

Delete Award

Add More Award

Save



15. Module for Human Resource

The screenshot shows the 'Set Join Date' form in the MIS-PRO system. The form includes fields for Category (Academic), Department (School of Biosciences), Staff Name (Jenny Jacob), Current Position (Associate Professor), and a Date field (dd/mm/yyyy). Below these fields is a table with columns for S.I., Position name, and Date.

S.I.	Position name	Date
1	Head Of the Department	2020-11-25
2	Associate Professor	2019-08-01
3	Assistant Professor	2017-03-06

16. Module for Career

The screenshot shows the 'Promotion/Depromotion' form in the MIS-PRO system. It is divided into 'From' and 'To' sections. The 'From' section includes Category (Academic), Department (Department of Computer Applications), EmpCode (TECA LE150014), Name (Nishad PM), and Current Position (Associate Professor). The 'To' section includes Category (Academic), Department (Department of Computer Applications), and Promoted To (Associate Professor). Below these sections is a 'Job History' table.

SL.No	Position	Date
1	Associate Professor	2015-12-01



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Tiruvalla- 689101, Kerala



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
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SKY

(Startup Kendra for You)

MACFAST Technology Business Incubator (M-TBI)

MAR ATHANASIOS COLLEGE FOR

ADVANCED STUDIES

TIRUVALLA

Eligibility

Admission to M-TBI is open to:

- i. Students
- ii. Alumni of MACFAST
- iii. Public

Admission Process

Based on the initial scrutiny of affirmative assessment, applicants will be asked to submit a formal application for admission in to Startups cell. The application form can be collected from the office of Startups cell/ website.

- Business Plan.

The business plan is expected to cover the basics of the business, namely, value proposition, products and services, market analysis, competition analysis, funding requirements, capital structure, milestones and timelines, development and marketing plan, organizational structure, team, risk analysis, break-even period and projected financials. Applicants may give any additional information as they think would help in the assessment of their proposal.

Based on the documents submitted, the application will be screened by an expert team for assessing the suitability of the proposal for further evaluation by expert members regarding its potential for incubation.

Business Plan will be reviewed by experts having technical, business and financial expertise.

MACFAST

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Infrastructure

Upon admission to Startup cell, the following infrastructural facilities and services may be offered to the incubate office.

- Office space
- Internet
- Conference Room
- Meeting Room
- Library
- Photocopier Facility
- Scanner Facility
- Teleconferencing facilities
- Cafeteria etc..

Other Services

Apart from physical infrastructure as stated above, Startups cell may also try to offer other supports and services which would include:

- Pool of mentors, experts in technology, legal, financial and related matters, with or without consideration,
- Meetings with industry professionals.
- Organizing events to help companies in networking.

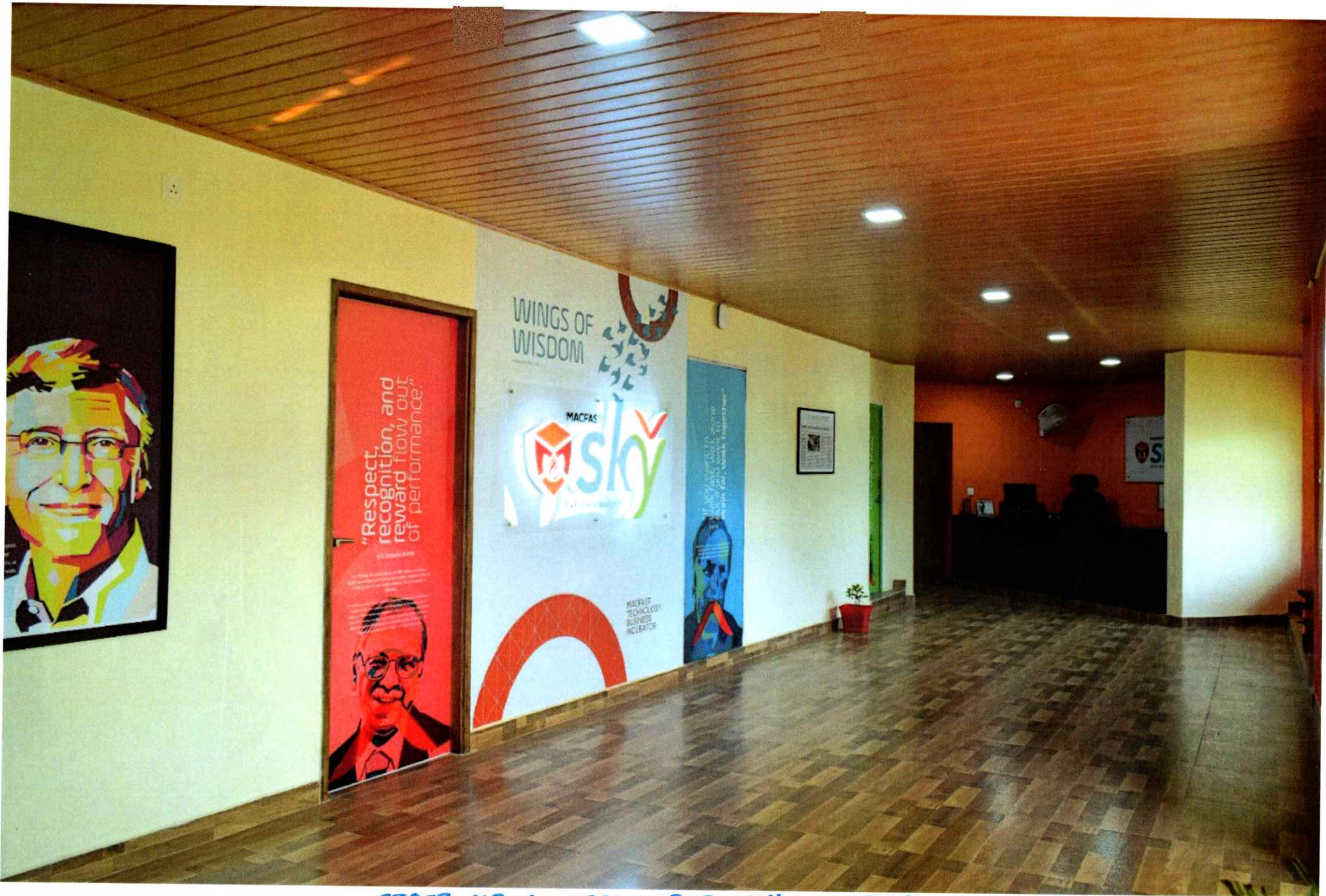
Startups cell will facilitate the incubate companies to access departmental laboratories and other resources of MACFAST for their products development purposes. Access to departmental resources is possible and usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities. Further usage of such resources shall be on commercial basis. The consideration payable to MACFAST for usage of departmental resources will generally be in the form of cash.



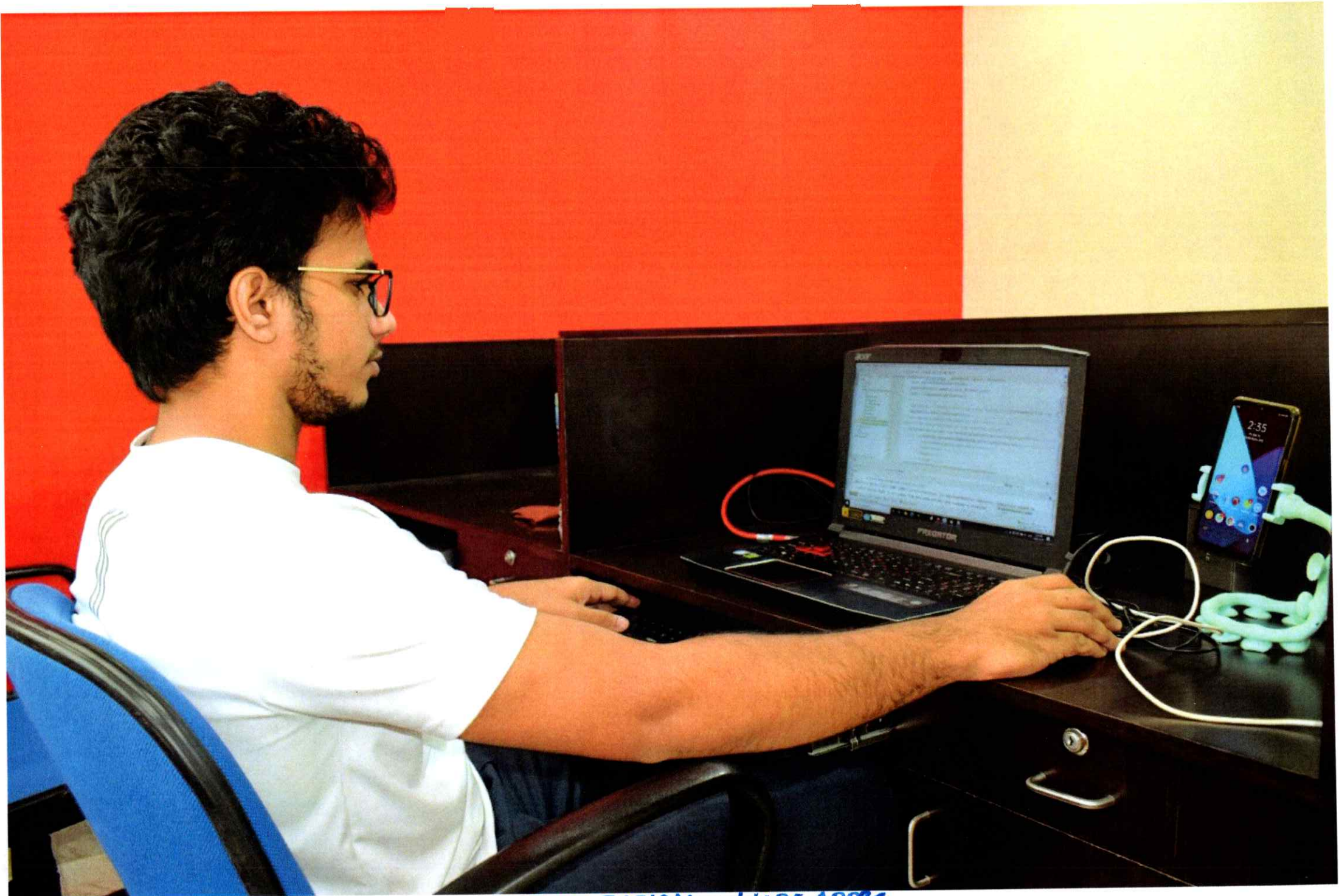
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START-UP KENDRA FOR YOU OFFICE



START UP KENORA FOR YOU OFFICE



SKY WORKSTATION - WIBE APPS



SKY WORKSTATION. GRAPHICSTICS

IDEATHON 2K21

MACFAST Innovation & Corporate Synergy (MICS) together with Entrepreneurship Development Club (EDC) conducted a contest to collect business ideas from the students thereby helping them to identify the entrepreneur in them. The students were provided an opportunity to share their thoughts and ideas. The best ideas selected might be the foundation for a start-up. Students were directed to submit a description of their idea by 19th March, 2021. 49 students submitted their ideas this year.



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Sl.No	Name of the Student	Batch	Idea
1.	Akash Philip	MBA 19-21	Bio-Toothbrush
2.	Tinsu	MBA 19-21	Catalyst
3.	Bright Binu Thomas	MBA 19-21	Thozhillalikal App
4.	Vishnu	MCA 20-22	E-voting system
5.	Megha S	MCA 20-22	Plastic Waste Management
6.	Anumon Jacob	MCA 20-22	Online add-on courses
7.	Binumon Jacob	MCA 20-22	Covid Support System
8.	Akash M Dev	Bio 20-22	Job- training platform
9.	Sreelekshmi M Prajitha Jayan Sruthy Sreekumar Mahipriya O Bijitha V Nair Annie M A	Bio 20-22	Mango-twigg toothbrush Mango toothpowder Cucumber seed kajal
10.	Hannah Daniel	Bio 20-22	Healthy food production
11.	Ebin Sibi	Bio 20-22	Beetle destruction in coconut tree
12.	Asha S	Bio 20-22	Manhole cleaning machine
13.	Rosemaria Binoy	Bio 20-22	Medical plants cultivation
14.	Lawra P George Layana Martin Maya Devi Vismaya Prakash	Bio 20-22	Banana flower cookies
15.	Lekshmi B	Bio 20-22	LGBTKIA+ App
16.	Sathya Krishna P K	Bio 20-22	Electricity from Sound Food Application for Travellers
17.	Anagha PM	Bio 20-22	Micro-Green
18.	Sreelekshmi G Sumitha Mubeena Shahul Lekshmi Hari	Bio 20-22	Mango-flavoured baby food
19.	Anandhu R Alan Kuriakose Vijayalekshmi Veena Swathy Keerthana Gopal	Bio 20-22	Hi-nutrition food products
20.	Stephy Sosa Thomas Abhijith Sudhan Sajan A Samkutty	Bio 20-22	Nutrition Powder for Old People Mix-Fruit Chocolate bar
21.	Maria K J Nileena Shimmichin Sneha Elizabeth Mary Suhana Rosmi Gayathri Chandran	Bio 20-22	Alternate plastic from tapioca Instant Butter-Milk Curry Masala Cubes Watermelon Rind Shake Healthy Fig Cookies with Coconut
22.	Alphonsa Thomas	Bio 20-22	Bioplastic from Orange & Banana Peel

23.	Stalin Dany Shaji	Bio 20-22	Bus Tracking Application Shopping App
24.	Vishnu S Feren K A Harikrishnan S Anusree P	Bio 20-22	Waste to Taste
25.	Christeena Varghese Geethumol P Joseph Nehal Fathima Sophitha J Febin Fathima	Bio 20-22	Instant drink-mix from mango leaves
26.	Mahipriya O	Bio 20-22	Google Maps in Two-Wheelers
27.	Neeraj Antony	Bio 20-22	Online Portal for Marriage
28.	Justin Joseph J	MCA 20-22	Online Medicine Delivery




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MAST Innovation & Corporate Synergy (M)
and Entrepreneurship Development Club (EDC)
presents



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IDEATHON 2k21



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Last date to submit your ideas : 19th March 2021



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