

Scope of Work for University Electronic log book (E-Log) Application .

Comprehensive scope of work for the implementation, deployment, and ongoing support of the University Electronic log book (E-Log) Application. The solution should offer seamless digital log book management across student, faculty, and administrative levels. While ensuring compliance, data integrity, and ease of use.

1. User & Access Management

- University administrators shall be granted full admin privileges to create, manage, and deactivate user logins.
- Admins will have complete visibility into the application's data and user activity for full oversight.
- The system will allow manual and automated creation of user credentials for both staff (HODs/Professors) and students.
- Per Year approximate 3600 students Registered in University for pg Medical Course .

2. Profile & Role Management

- The application shall support the registration and profile management of affiliated colleges, students, and staff.
- Each user role (Admin, HOD, Professor, Student) will have customized access based on their responsibilities.

3. Daily E-Log Entry Management

- Students will have the ability to create daily University Electronic log book (E-Log) Application entries, save them as drafts, and submit for approval upon completion.
- Single, unique profile for each student with unique ID
- One folder for each year of study
- 3 years of study for DM/Mch , 6 yrs of study for Mch Neurology, 2 yrs of study Diploma Candidates
- Daily/Weekly Mandatory log in
- Procedures involved to be entered:
 - Procedures observed
 - Procedures assisted
 - Procedures performed independently
- In case of procedures, provision to be made for approval from mentor/teacher
- Provision to be made for periodical progression of the individual based on the e-log book entry and approval by mentor (i.e the folder for second year of study should be accessible only on completion of all requirements for first year)

- Students will have the option to upload images (upto 3MB/day). Video uploads shall be disabled due to storage constraint.
- E-Logs will remain editable until final submission by the student, ensuring accuracy and flexibility.
- Provisions to enter other activities – Seminar, Group Discussions, Bedside clinics, Conferences/Workshops attended, Case presentations
- Provision to upload and save e-copies of all documents, notifications, certificates in each individual's e-log book.
- Provision to upload and save e-copies of all documents, notifications, certificates in each individual's e-log book
- Provision to be made for External Examiner to view/evaluate e-Log Book through the entry portal of Head of the Department during University Examination

4. Review & Approval Workflow

- Submitted entries will be visible only to the respective HODs mapped to the students.
- HODs will have the option to assign entries to additional reviewers prior to final approval, ensuring a multi-level quality check.
- A ticket-based mechanism will allow users (Students, HODs, Admins) to export E-Logs as PDF (with a limit of two PDF export requests per student per month).

5. Data Management & Retention

- All student University Electronic log book (E-Log) Application data will be retained until the course completion.
- PG Medical students course duration 3 years .
- Post-course completion, the system will initiate data purge protocols based on formal confirmation from the university administration.

6. Multi-Platform Access

- The University Electronic log book (E-Log) Application will be accessible via both web and mobile platforms, ensuring flexibility and mobility in usage for all user types.

7. Infrastructure & Support

- A separate server /portal under a dedicated IT service provider for University Electronic log book (E-Log) Application
- All the application data shall be hosted in a reputed Cloud server
- The Vendor shall handle the procurement, setup, and maintenance of the required IT infrastructure.
- Regular data backup and recovery mechanisms will be put in place to ensure zero data loss.
- A dedicated system administrator will be stationed for round-the-clock support and maintenance of the University Electronic log book (E-Log) Application.

8. Post-Implementation Support

- Comprehensive post-implementation support and maintenance services will be provided by the vendor, ensuring continuous and hassle-free operation.
- Helpdesk and technical assistance will be available during all business hours for user support.
- By leveraging our domain expertise, dedicated technical team, and robust infrastructure, ensures a scalable, secure, and user-friendly University Electronic log book (E-Log) Application solution aligned with the university's academic and administrative goals.
- Annual cost per student.
- Duration of University Electronic log book (E-Log) Application Maintenance 3 years

9. Other Necessities:

- Provision to link e-log book with Medical Council Registration number – enabling access later after student period is over
- Log-in to be made secure
- Editing of entered data – to be made secure and possible by only the individual – preferably with OTP
- Individual should be able to create and edit password for entry
- Mentor should have separate password for entry and verification of all details
- Once approved by the mentor – there should not be any scope for further editing/change of data
- All data to be made secure with electronic encryption
- IT support for trouble-shooting (24 x 7)
- IT support for periodic upgradation of software and making it more user friendly
- Software should be made available for usage in Smartphones

- Alert message if mandatory University Electronic log book (E-Log) Application in is not completed
- University Electronic log book (E-Log) Application book may be useful for the University to prescribe minimum standards/requirements for passing any medical course in similarity with western countries
- University Electronic log book (E-Log) Application book may be useful for the University to transition to digitized teaching and workbooks and also to create and utilize e-study materials that can be accessed by the individual.
- Data Security will be the scope of the vendor.
- User should be able to export/ download the report (Elog) for a defined period in PDF format.
- Multi Factor Authentication during user login