

## **Annexure-I**

### **C-DIT PROFILE**

Centre for Development of Imaging Technology (C-DIT) is an organization established by the Government of Kerala in 1988 as a registered society under the Travancore Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955. C-DIT functions as a scientific institution for advancement of research, development and training in Imaging and Information communication technologies with an implied role in socially relevant spheres of science and development communication.

C-DIT is a unique organization presently working in the area of convergence and beyond of Information and Communication Technologies (ICT) and Content Development and dissemination in multi-media formats. C-DIT is proud of having a talented pool of creative personnel working in close collaboration with qualified and experienced technological work force. The head office of C-DIT is currently housed in a 3-acre Campus in the picturesque Chithranjali Hills, beside the Kerala State Film Development Corporation Campus, 6 kms from Thiruvananthapuram Central, on the way to Kovalam. It also has City Offices in Thiruvananthapuram city. The 3 regional centres of C-DIT are functioning in Kayamkulam, Ernakulam and Kannur.

### **Vision**

To promote social progress through the application of technology.

### **Mission**

To become the leading service provider and product innovator in new media information technology system, tools, applications and content development with thrust on deployment of sustainable and appropriate imaging and imaging technology for science and development communication.

## **Quality Policy**

Quality in service and products offered by C-DIT is achieved and sustained when each concerned employee scientifically approaches, continuously monitors and reviews, owns and enjoys tasks assigned to them and continuously strive to achieve customer satisfaction and establish a C-DIT brand image.

## **Service Span and Ideology**

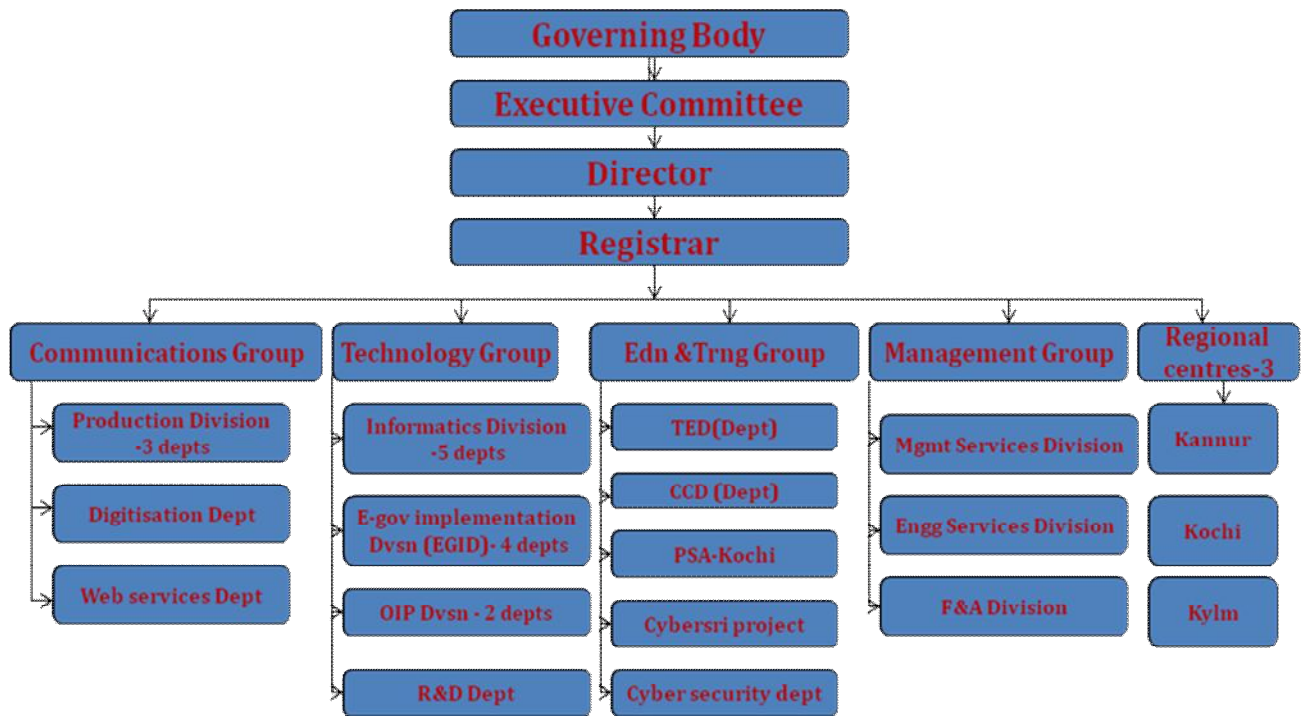
Over the past 27 years of its existence, C-DIT has taken up many prestigious projects of the Government of Kerala and completed them successfully. C-DIT manages its activities through four functional Groups viz. Communication Group, Technology Group, Education & Training Group and Management Group. C-DIT has been functioning as a Total Solutions Provider to the departments and agencies under the Government of Kerala in the areas of ICT applications and in the production and supply of Hologram based security products. C-DIT is the only public sector security hologram production facility in the country and recognized as the Total Solution Provider in Security holography and Security Printing for the State of Kerala. C-DIT is a member of the High level steering committee constituted by the Reserve Bank of India for the indigenization of security features for Indian currency notes.

## **Focus areas**

- Video & Interactive Multimedia Production
- Software Development
- Security Holograms & Certificate printing
- Digitalisation
- Web services
- Green Energy Solutions

- Linguistic Computing
- Research & Development in ICT

**Organisational Chart**



# **Details of divisions going for ISO 9001 QMS implementation in the first phase**

## **1. Informatics Division**

The Informatics Division under the Technology Group carries out software development and related activities for various Government departments and organisations.

The division got skilled manpower in Visual Studio Dot Net Technologies, Open Source Technologies such as PHP using Code Igniter Framework and database technologies such as MSSQL Server, & MYSQL

The Informatics division has two full fledged software design/ development labs and one independent testing lab at the main campus of C-DIT equipped with state of the art facilities including high end Computers, Laptop Computers, Servers, UPS, Multifunction Duplex Printers, Scanner, Leased Line Internet Connection, etc.

The division functions with five departments which carries out specific assignments.

### **1.1 Design And Architecture Department**

Design and Architecture department carries out the assessment of business requirements by client interactions and develop the model and framework of the solution . Besides this, the department Prepare the Software Requirement Specification and Software Design Document containing the database design, process flow charts, architectural diagrams, user interface screens, etc.

### **1.2 Software Development Department**

The responsibilities of Software department include;

Development of the solution that fully complies with the documented information using the best practices.

Anomaly/bug fixation according to the testing report.

Demonstration of the application software developed before the clients.

Hosting of the application software in the server or space provided.

### **1.3 Application Testing And Integration Department**

The responsibilities of this department include;

Preparation of test cases and test data

Functionality testing, security testing, integration testing, code review & website testing.

Preparation of anomaly reports, test report.

Preparation of user manual.

### **1.4 Productionization Department**

The department has been conceived for Customization of application software into a product form so that they can be marketed among similar clients.

### **1.5 Implementation Department**

The department undertakes the training component to the users of the application software and provide support for the successful implementation.

*(As of now, the functionalities of the Productionization and Implementation departments are jointly carried out by members of the Design & Architecture and Software Development departments)*

### **Manpower**

Presently 28 Programmers are associated with the design, development and implementation of software projects and 7 Programmers are associated with the integration and testing of the software. Besides these 35 programmers, one web designer, one content developer, one software support assistant and one data entry operator also is engaged in the Informatics Division.

### **Major clients**

Major clients include;

Office of the Chief Minister of Kerala

General Administration Department

Port Directorate

Kerala Public Service Commission

Registration Department

Registrar of Co-operative Societies

Directorate of Vigilance and Anti-Corruption Bureau

Kerala Bhasha Institute

Kerala Nurses and Midwives Council, Scheduled Castes Development Department

Kerala State Welfare Corporation for Forward Communities

Grand Kerala Shopping Festival

State Public Health & Clinical Laboratory

Kerala State Council for Science

Technology & Environment

Social Justice Department

Kerala State Youth Welfare Board,

Sree Sankaracharya University of Sanskrit.

### **Major projects**

- 1) PSC Online Examination - A comprehensive software solution for scheduling and conducting online examinations of the Kerala Public Service Commission. The Online Examination System involves Examination Scheduling, Preparation of Question Papers, Conducting Online Examination, Publishing Answer Keys and Generating Mark Lists.

- 2) e-grantz – An application software for SC/ST department for the disbursement of educational assistance/scholarships for SC/ST/OBC students -
- 3) e-grantz-F - An application software for the Fisheries department containing online distribution of disbursement of educational assistance /scholarships for students of fishermen community.
- 4) e-housing - Online distribution of housing assistance to SC community, developed for the SC Development Department.
- 5) ICDMS – Integrated Co-operative Department Management System software for the Registrar of C-operative Societies for the automation of audit reporting, finance & fund management, and society registration.
- 6) Public Grievance Redressal System for the Chief Minister’s Office – Straight Forward - Public Grievance Redressal System connecting all the departments.
- 7) Automation of Chief Minister's Distress Relief Fund - Automation of the process in disbursement of the CM's Distress Relief Fund
- 8) Automation of the Jana Samparka Paripadi Programme - JSP of the Chief Minister - Public grievance redressal software consisting of grievance submission, forwarding the complaints to the concerned departments, screening committee, JSP process – time slot allocation, complaint status, searching and dashboard for statistical data analysis.
- 9) Grand Kerala Shopping Festival – Automation of the online registration of shops, starter kit distribution, coupon distribution, gold coin distribution, fortnightly draw, dashboard for statistical data analysis.
- 10) PortInfo - Computerization of the activities of the Port Department such as Survey and Registration of Vessels, Scheme Monitoring, Maintenance Monitoring, Inventory, Landing and Shipping, Manual and Mechanical Dredging, Port Land Licensing, Certificate of competency.

- 11) VACB Suite - The project developed for the Directorate of Vigilance and Anti-Corruption Bureau, integrates application modules specifically catering to the matters related to Vigilance Case, Vigilance Enquiries, Surprise Check, Confidential Verification and Quick Verification dealt in Unit offices, Range offices, Special cells and Directorate
- 12) e-groops II- Online Registration of partnership, firms and societies- User Registration, Society Registration, Firm Registration and related work flows, online payment gateway integration with treasury, digitally signed certificate generation firms and societies.
- 13) e-kshema – Management Information System for the Social Justice Department.
- 14) Scheme Management System - Automation of Scholarship/Coaching Assistance schemes for the Kerala State Welfare Corporation for Forward Communities.
- 15) Online Centralized System for the Kerala Bhasha Institute - Automation of the activities of the KBI. Book Publication, Stock Management, Online book sales and purchase.
- 16) Online Examination for Kerala State Council for Science, Technology and Environment - Online system for the preparation of question papers, examination and mark list generation.
- 17) Keralotsavam - Online registration of all programmes being conducted by the Kerala State Youth Welfare Board. This includes Online Application Processing, Online Application for Club Affiliation and its processing, Online Application for Club Affiliation Renewal and its processing.
- 18) e-CDesk - software for recording the caste wise details of employees in service in Kerala for the Kerala State Commission for Backward Classes.
- 19) Pareeksha - Automation of the Academic, Admission & Examination wings including Mark list generation module for the Sree Sankaracharya University of Sanskrit, Kalady, Eranakulam.



20) Nottam- Short Film Contest for the Information and Public Relations Department –

This contains Online Registration, Documentary Details Entry, Video Upload & Jury Evaluation

## **2. Digitisation Department**

Digitisation Department under Communication group undertakes the Co-ordination and implementation of digitization projects for various departments/agencies. The activities of the department are;

- Development of Digital Collections of Materials (Digital Library) pertaining to a particular department/institution with focus on the Cultural Institutions and on heritage data of Kerala.
- Provide technical support for digitisation and preservation to those private/public institutions/departments who are unable to wholly or partially do it themselves.
- Coordinate collaborative digitisation and digital data preservation initiatives among departments and other organisations that are keen to collaborate and provide digitisation support to others.
- Impart training and customization in Open source Digital Library Systems such as D-Space.

The department has full fledged digitalisation facilities equipped with state of the art equipments including Desktop Computers, Laptop Computers, Servers, UPS, Multifunction Duplex Printers, flat bed scanners and high speed Bookeye scanners which can scan A2/A3/A4 sized documents at very high speed. A high end mobile digitization unit also is available to carryout the work which require digitization to be done inside the client premises itself. Presently the department has the ability to scan more than 1 lakh pages per day.

### **Manpower**

Presently there are 5 staff members in the department excluding project staff assigned for specific projects time to time.

## **Major clients**

Major clients include;

Kerala State Archives Department  
Kerala State Registration Department  
Information & Public Relations Department, GoK  
Cochin Port Trust  
Oriental research Institute & Manuscripts Library  
Muziris project  
Tourism Department

## **Major projects**

1. Digitisation of churunas and paper documents for Kerala State Archives Department
2. Digitiation of property documents for Registration Department, GoK
3. Digitisation of rare books collections of Arabic literature for Muziris Heritage digitization project

## **3. Optical Image Processing Division**

OIP division is handling the in-house commercial hologram production facility built as per international standards. The division focuses on various security related projects such as security holography, security printing, security registration and networking systems. With its in-house R&D and production facilities, OIP division produces aprx 600 million security holograms per annum for KSBC, Motor Vehicles Departments (MVD), Universities and other public and private sector organizations across the country to prevent counterfeiting and forgery. CDIT has been producing reliable and fault free holographic labels for the last 15 years and is in the process of upgrading to best-in-class technology.

The division has a full fledged holographic security products design and production facility comprising of Hologram Embossing Machines, Gum Coating Machine, Microslitting Machine, Hologram Application Machines, Label Printing Machines, Document Numbering

Machine, Inspection Machines, Core Cutting Machine, Die Cutting Machine, Hot Stamping Machines, Air Compressor, Shredding Machines , He. Cd. Laser (R&D) , He. Ne. Laser (R&D), Ar. Ion. Laser (R&D) , Coating Machine (Mirror), etc.

The division focus on;

- Delivery of products using most modern technology

- Automated system for the creation of security labels to ensure maximum security of the process of creation

- Verification of embedded features

- All the machineries are installed in secure environments with strict monitoring

- Secure access to the design and production facility with round the clock video surveillance

- Ensuring secrecy and uniformity of the labels supplied

The division functions with two departments which carries out specific assignments

### **3.1 Printing and Production department**

The department carries out the Research and design of holograms and other optical image processing products

### **3.2 Design & Research department**

This department handles the Printing and hologram labels, certificates and other security products

### **Manpower**

Presently there are 10 staff members in the division excluding the 45 temporary staff engaged exclusively for printing & support.

### **Major projects**

- Hologram embedded Security Tax label

- High Security Hologram Production

- High Security Holographic Documents

- High Security Computer stationary

- High Security Vinyl/PET film printed labels

## **Major clients**

Kerala State Beverages Corporation

Motor Vehicles Department

Kerala University

Calicut University

Kannur University

Sri Sankara University Of Sanskrit

Technical Education Department

C-DIT is the one and only public sector security hologram production facility of the country, and is recognized as the Total Solution Provider in Security holography and Security Printing for the State of Kerala. Presently C-DIT is a member of the High level steering committee constituted by Reserve Bank of India for the indigenization of security features for Indian currency notes.

## **4. Management Group**

**The Management Group** handles the Administrative functions including HR, General Administration, Establishment and Service matters, Financial Management, Accounts, Budgeting, Project Management, Corporate Planning, Project Monitoring, Business modeling components and Marketing for other groups as well as Engineering support functions.

The group consists of three divisions: Management Services Division, Engineering Services Division and Finance & Accounts Division

<b>Divisions</b>	<b>Functions</b>
Management Services Division	<p>Planning, Marketing, HR, System Study, Technical and Financial vetting of projects proposals, Coordination with clients, Payment follow-up, Project monitoring systems, Internal auditing of divisions/departments , Publication of journals and related jobs</p> <p>General Administration, Establishment, Service Matters, Legal affairs, Recruitment, Transfers, Employee benefits, Staff welfare, Training and Development planning for employees, Transportation and Vehicle logs, Security services, Purchase of goods and services, Tendering and evaluation, Payment advice, Stock taking and custody of stores, Disposal of goods, etc.</p>
Engg. Services Division	<p>Supervision of Engineering works including Civil and Electrical maintenance, Construction for C-DIT and for projects and all related jobs; System Administration, Technical Support, Networking, Hardware maintenance and other engineering services.</p>
Finance & accounts Division	<p>Financial and budgetary control, Supervision of accounts, Taxation, Auditing and all related jobs.</p>

## Manpower

There are 25 staff deployed in the Management group which functions from the Head office complex at Thiruvallom, Trivandrum

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