



APPLICATION FOR VIDYAWAAN SERVICES, Centre for Data Governance, NIC, MeitY, GoI

Name of Organization	
Type of Ownership of Organization	
Address	
Village	
LGD Code	
Pin Code	
Sub-District	
District	
State	
Name of Head of the Organisation	
Designation	
Contact Mobile	
Email Address	
Land line Number	
Number of Affiliated/ Attached Institutions /organisations.	
Number of Students	
Number of Employees	
Number of Any other Stakeholders	
Number of Departments	
Number of Courses	
Data Retention Period Online	
Data Storage Duration - Offline	
Peak Usage Times	
Any Other Additional Information	

Details of Modules Interested in

S.No	Modules Interested	Yes/No
1	Time and Attendance	
2	Curriculum Monitoring	
3	e-Hall Tickets	
4	e-Exams	
5	e-Hostels	
6	Infrastructure Management	
7	Mid-day Meals	
8	Evaluation of Answer Scripts	
9	Admissions	
10	Alerts	
11	Exam Results Processing	
12	Marks Memo Generation	
13	Collection of Fee	
14	Inspections	
15	Affiliations	
16	Certification	
17	e-Library	
18	e-Class Rooms	
19	Scholarships	
20	Assignments	

Important Terms and Conditions for Providing Vidyawaan Services

- 1. Technical Matters:** CDG, NIC, MeitY, GoI, reserves the rights on choice of technologies and processes taking into considerations e-Governance and Data Governance Standards and Cyber Laws and other guidelines being issued from time to time by the Government.
- 2. Feedback on Enhancements:** Representative of the organisation requesting any additional features in Vidyawaan Services has to provide feedback in writing within a week to the To-Be system models prepared and presented by CDG, NIC, otherwise it will lead to time and cost overruns.
- 3. Intellectual Property:** The software design and development, data schema, Big Data Analytics, are highly technically intensive activities, the intellectual property ownership of the software and its architecture belongs to of NIC. NIC has the full rights to claim any award(s) for its intellectual property.
- 4. System Usage:** The user department has to use systems delivered by NIC, for the purpose and scope defined, and cannot misuse or share data with any private company or third party agency the details of NIC software or associated manuals.
- 5. Master Data:** If NIC creates and codifies and time-invariant data objects / master tables then intellectual property of those master tables also belongs to NIC.
- 6. Data Ownership:** The ownership of entire transaction data, validations and business rules/ functional requirements specified in writing by the user department belongs to the user department.
- 7. No Data Access to NIC:** NIC shall not keep access rights to the actual data of the e-Governance system. The system shall have a DBA role, who shall have access rights to the data to perform administrative functions.
- 8. System Implementation:** After undergoing training, the responsibility for usage and availing the Vidyawaan services and creation of infrastructure at the last-mile and addressing the associated issues and designating a responsible person at each of the implementation organisation/ affiliated institutions are the responsibilities of the user department.

9. **Administrator** : The user department/ organisation has designate officer of the user department to perform the functions of System Administration. NIC shall train the Administrator on sample data and leave the control to him/her before go-live of the project. Onboarding affiliated insitutions to the Vidyawaan is the responsibility of the Administrator.
10. **RTI queries**: All RTI queries related to the data reported from Vidyawaan pertaining to user department are to be answered by the user department. If any technical queries are there, NIC may provide inputs to the designated officer of the department. User department has to take total responsibility to answer all RTI queries related to the data entered and reported from the system.
11. **Queries**: All queries from regulatory, investigating, and auditing etc., functionaries are to be answered by the officials of the user department i.e., user department functionaries who are authorized to perform various tasks digitally/manually - are responsible to answer the queries. If required, NIC provides Technical information to answer technical questions. Without obtaining written permission from NIC, user department shouldn't direct any investigation agency or officer to NIC.
12. **De-sensitization of Sample Data**: The NIC uses sample data for software engineering activities, it is the responsibility of the user to de-sensitize the sample data so that there will not be any harm or legal issues even if sample data is leaked. So NIC should be indemnified from all legal and associated problems for using and sharing the sample data provided by the user.
13. **Resources**: User Department has to incur expenditure, (as per Govt policies) towards the cost of data centre resources and services besides software maintenance, periodic security auditing, data base administration, back-up , DR & BC etc., services. (@ Rs.10/- per Candidate per module per year, GST/Additional Taxes are Applicable).
14. **Help-Desk** : There is a provision to report problems online or through a mobile app and obtain a ticket number. The users have to make use of this facility to report problems and wait for one working day for response.

15. **Email:** In the absence of response even after a working day, the user may send a remainder, just by mentioning the ticket number, through email. In the absence of response to emails, the users of affiliated institutions can call the designated officers of user department. For this user department has to designate one or two officers at the head quarters, who may coordinate with CDG, NIC in case of any technical issues.

16. **Amicable Settlement:** All issues are to be settled through mutual consultations amicably and without suing each other as the objective of Vidyawaan is to digitally empower the Stakeholders involved in the human resources development sector, so as to facilitate achievement of UN SDG 4: Ensure inclusive and quality education for all and promote lifelong learning.

Date :

Name & Designation

Head of the Department with Signature & Seal