



CMC-SDMS

STATUTORY DOCUMENT MANAGEMENT SOFTWARE

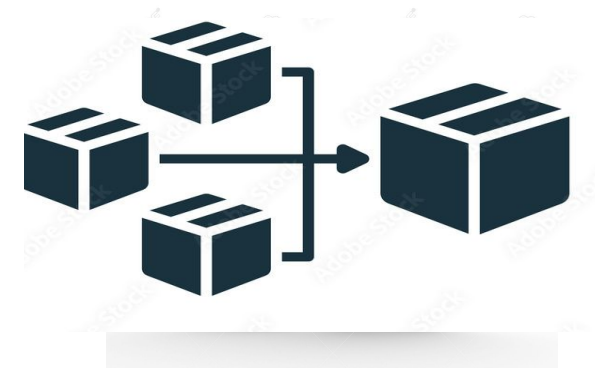
B. Rabindranath
Assistant Manager
Quality Management Cell
CMC Vellore



Problem Statement

CMC Vellore has huge number of licenses, MoUs, Agreements, Land and Building documents etc

- **Decentralised**- Managed by individual departments
- Renewal deadlines missed out
- Outdated documents shown during various inspections
- Difficulty in locating original documents
- Unavailability of old documents for referrals and vital information
- Lack of methodology to generate a comprehensive list



CMC-SDMS was designed to overcome all the above challenges

Goal and Methodology

GOAL:

Comprehensive software

- Upload and manage softcopy of all statutory documents across all campuses
- Alert departments prior to alert period/renewal date
 - Automated
- Ensure no document is outdated
- Archive old documents
- Generate list in the form of excel to produce for any inspections

METHODOLOGY:

- Initiated in 2020. To be developed in house
- Have it ONLY in intranet page of CMC Vellore – Security reasons.
- Numerous brainstorming sessions with departments. Commonalities arrived.
- Phase 1 completed in March 2021. Phase 2 in May 2022.
- Few more additions and streamlining – completed in early 2024



Teamwork & collaboration



- Quality Management Team of CMC was assigned the responsibility
- About 50 representatives from various departments were included for inputs
- IT team was engaged for every meeting right from the beginning

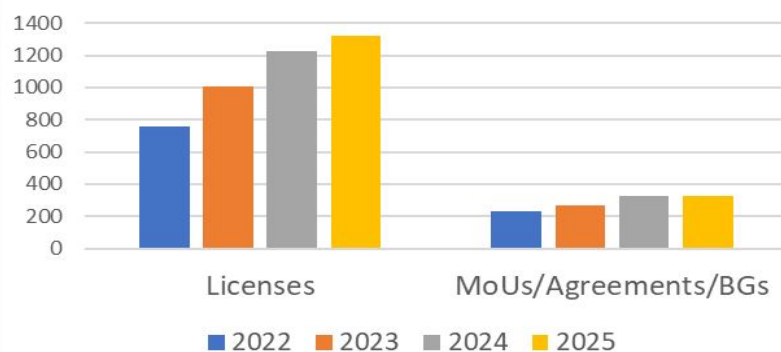
- Numerous brainstorming sessions. Commonalities arrived.
- The representatives were also individually contacted before finalising the requirement to get their consensus.
- Active feedbacks were obtained and forwarded to IT team for corrections.
- Quarterly meetings with all the stake holders till 2023 and every half yearly after that.



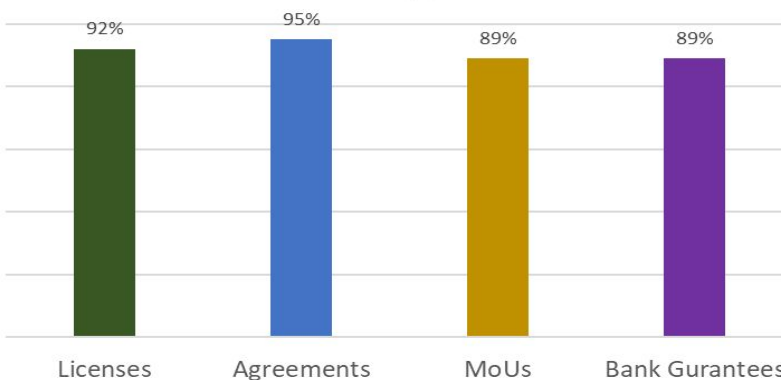


Features, Outcomes and Impact

Number of documents Managed



Documents within Validity period as of June-2025



- All vital documents now in one place.
 - As of June 2025, 1321 licenses, 169 Agreements, 169 Guarantees, land documents, building approvals
- Timely alerts to initiate renewals well in advance
 - 100% compliance to renewal initiation well in advance
 - 90% compliance to renewal completion on time
- Prompt extension/discontinuation of MoUs and Agreements
- Archival capability to view old entries, discontinued ones
- Can serve as repository for next few decades.
- Reduced consolidation / retrieval time during inspections. Easy to get the list as excel in one go
- Protection against unauthorized deletions – Approval required





Scalability, replicability, Adoption

- Scope can be expanded to any level
 - Property Tax, Water tax, EB bills, Vehicle insurances, FC, Road tax etc are **already** included
 - **Planning to include reports** that are submitted as part of regulatory requirements – Ex: Yearly report to Pollution control board
- This module can be easily replicable for any company. The advantage is the **archiving capability** and its easy retrieval of old documents (deleted/discontinued/expired) which are very vital in the long run



Sample Screen Shots

Find

History

Entry page

View page

History page

Manage Document

B.RABINDRANATH

MAIN NAVIGATION

- License
 - Add License
 - View/Find License
 - Dashboard
- Agreements/Contracts
- Legal Cell
- Land/Building Document
- Building Approval
- Logout

Manage Document

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View / Find

Select Campus Name

- MAIN CAMPUS
- SCHELL CAMPUS
- BAGAYAM CAMPUS
- RUHSA CAMPUS
- CHITTOOR CAMPUS
- RANIPET CAMPUS
- KAGITHAPATTARAI CAMPUS

Search By: Select anyone

Search Status: Active, Expired, Deleted Request, Decomm. Request, Discontinued, Deleted, Renewal Process

Date Range: , ,

Alert Date From: , To: ,

Order By: Select anyone

Buttons: Edit, View, Request Delete, Renew, History, Excel

History page

Alert for Renewal

Check/Select All	Lic. Unique No.	Department	Licence Type	Licence Name	Licence No.	Lic Issue Name	Validity Period	Valid From	Valid To	Renewal On	Alert Period	Issuing Auth. Addr.	Loc. of Org. Doc.
<input type="checkbox"/>	LI2021070606	PHARMACY	RETAIL	Out Patient Pharmacy	06VLV79820, 06VLV79821, 06VLV320F	Medical Superintendent	Renewable	20/12/2021	27/12/2021	26/12/2026	2 Months	Director of Drug Control	Pharmacy Office
<input type="checkbox"/>	LI2021070604	PHARMACY	RETAIL	ISSCC General Pharmacy	06VLV80020, 06VLV80021, 06VLV420F	Medical Superintendent	Renewable	20/12/2021	27/12/2021	26/12/2026	2 Months	Assistant Director of Drug Control	Pharmacy Office
<input type="checkbox"/>	LI2021070603	PHARMACY	RETAIL	M Ward Pharmacy	06VLV79420, 06VLV79421	Medical Superintendent	Renewable	20/12/2021	27/12/2021	26/12/2026	2 Months	Assistant Director of Drug Control	Pharmacy Office

Buttons: Edit, View, Request Delete, Renew, History, Excel

View Docs: All, Alert Not Sent, Alert already Sent, Email, Find, Clear, Close

Manage Document

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License

Select Campus Name

- MAIN CAMPUS
- SCHELL CAMPUS
- BAGAYAM CAMPUS
- RUHSA CAMPUS
- CHITTOOR CAMPUS
- RANIPET CAMPUS
- KAGITHAPATTARAI CAMPUS
- CDC - VALLABHAI

Address of the Issuing Authority: ,

Name of the License: ,

Licence No.: ,

Location of the Original Licence: ,

Licence Issued the Name of: ,

Department Email ID: ,

Department: Select Department

Type: ,

Validity Period: Select anyone

Alert Period: Select Alert

Valid From: ,

Valid To: ,

Renewal due on: ,

Remarks: ,

Buttons: Proceed Upload, Save Record, Clear All, Close, List Requests

Current Status: STATUS : 'New License' Logged in by : MR. B.RABINDRANATH (Emp No.: 42525) on 17/10/2025

View page

Select Campus Name

- MAIN CAMPUS
- CHITTOOR CAMPUS
- RANIPET CAMPUS

Search By: Select anyone

Search Status: Active, Expired, Deleted Request, Decomm. Request, Discontinued, Deleted, Renewal Process

Date Range: , ,

Alert Date From: , To: ,

Order By: Select anyone

Buttons: Edit, View, Request Delete, Renew, History, Excel

Alert for Renewal

Check/Select All	Lic. Unique No.	Department	Licence Type	Licence Name	Licence No.	Lic Issue Name	Validity Period	Valid From	Valid To	Renewal On	Alert Period	Issuing Auth. Addr.	Loc. of Org. Doc.
<input type="checkbox"/>	LI2021060101	M.S.OFFICE	TRANSPLANT LICENSE - CORNEAL	CORNEAL	012011	CMC HOSPITAL	Renewable	10/09/2020	09/09/2025	10/09/2025	3 Months	DIRECTOR OF MEDICAL & RURAL HEALTH SERVICES, CHENNAI	MS OFFICE
<input type="checkbox"/>	LI2021060103	M.S.OFFICE	PSYCHIATRY LICENSE	MENTAL HEALTH ESTABLISHMENT	RIV-051	DEPT. OF PSYCHIATRY CHRISTIAN MEDICAL COLLEGE	Renewable	24/02/2025	23/02/2026	24/02/2026	3 Months	INSTITUTE OF MENTAL HEALTH, KILPAUK CHENNAI	MS OFFICE
<input type="checkbox"/>	LI2024/09/1444	M.S.OFFICE	RPWD	RIGHTS OF PERSONS WITH PHYSICAL DISABILITIES	3011Adm.7204	REHABILITATION INSTITUTE (ICMC), BAGAYAM CAMPUS	Renewable	30/10/2024	14/04/2026	15/04/2026	3 Months	DIRECTORATE FOR WELFARE OF THE DIFFIDENTLY	PBO Services

History Details

Select	Lic. Unique No.	Lic. Type	Licence Name	Licence No.	Campus	Valid From	Valid To	DETAILS	RENEWED ON	RENEWED BY
<input type="checkbox"/>	LI2021070604	RETAIL	ISSCC General Pharmacy	06VLV80020, 06VLV80021, 06VLV420F	MAIN CAMPUS	20/12/2016	27/12/2021	Renewed	05/04/2022	MRS. BHAGIYALAKSHMI A.S.

Buttons: View, Excel, Close



Thank you

Acknowledgements:

Top Management : Dr. Vikram Mathews (Director) and Dr. Mark Ranjan (Associate Director)

IT Team : Mr. Ebinezer Sundaraj, (Head), Ms. Anisha Macaden, Mr. Ronald Raphael and Ms. Hemapriya

Stakeholders from various departments of CMC Vellore

Quality Management Team : Dr. Jesu Krupa (Dy. Director- Quality), Dr. Lallu Joseph – Institutional Quality Manager, Dr. Binila Chacko (Previous Dy. Director- Quality)