CMC-SDMS

STATUTORY DOCUMENT MANAGEMENT SOFTWARE

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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○ Outdated documents shown during various inspections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
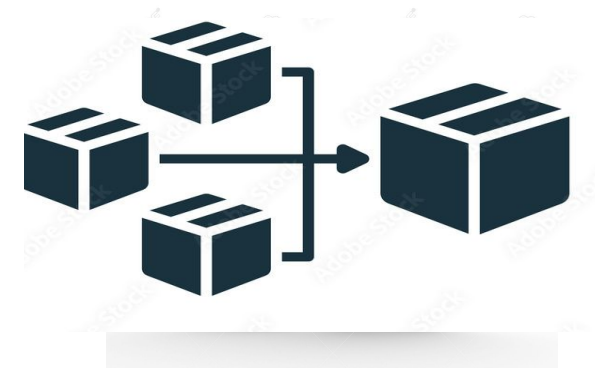
CMC-SDMS was designed to overcome all the above challenges

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- Ensure no document is outdated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

Admin offices
(MoUs and Agreements)

Depts

Accounts team
(Bank Guarantees)

Quality team and IT team

Legal Cell

Engineering Planning
(land and Building)

- 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

Chart showing Licenses and MoUs/Agreements/BGs for years 2022, 2023, 2024, 2025
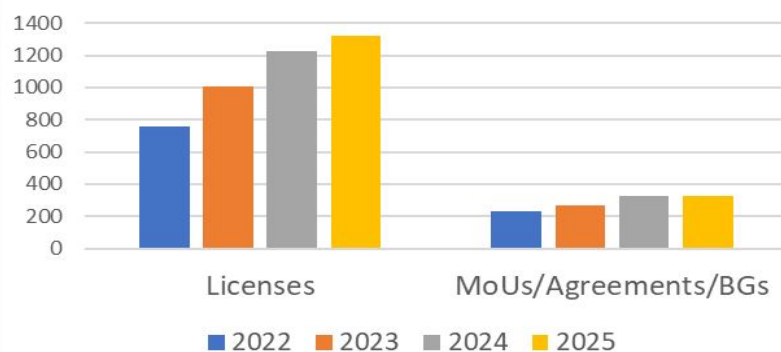
Documents within Validity period as of June-2025

- Licenses: 92%
- Agreements: 95%
- MoUs: 89%
- Bank Gurantees: 89%
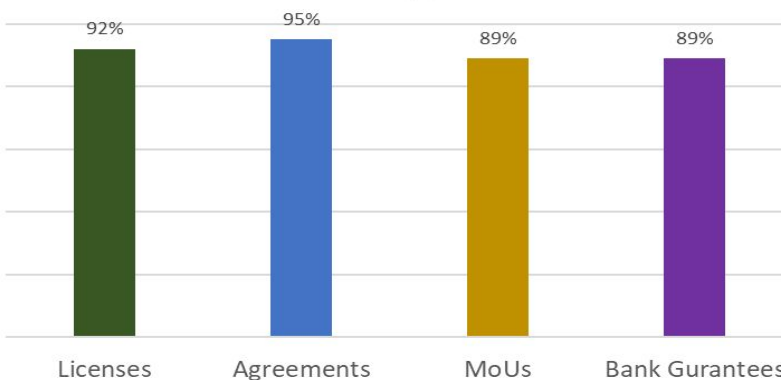
- All vital documents now in one place.
  - As of June 2025, 1321 licenses, 169 Agreem[ents], Guarantees, land documents, building appr[ovals]

- Timely alerts to initiate renewals well in advance
  - 100% compliance to renewal initiation well [ ]
  - 90% compliance to renewal completion on t[ime]

- 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

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)