OTA GAYA : CHECKLIST FOR WHITELISTING OF EDOSSIER

1.   **Name of Software**.   E-Dossier

2.   **Name of Sponsor**.   Officers Training Academy Gaya

3.   **Type of Software**.   Customized Web Application.

4.   **Brief Justification**.   Officers Training Academy Gaya is a premier institution for imparting pre-commission training to officer cadets. The Academy has pen paper based Dossier system which enables to maintain all indl performance related aspects of an officer cadet. The personal info part of Dossier is filled by the cadet and the assessment part (eg interviews, marks, etc) is filled by the instructors involved in the training. Establishing an E-Dossier based application running locally at OTA Gaya will enable faster data collection of various assessment exams such as Physical Training, Weapon Training, Academic and Service subject performance, Interviews etc. The platform will enable analytics over the gathered data allowing better insights into the trends in performance of officer cadets.

5.   **Aim**.   To replace the existing paper Dossier system with Digitized E-Dossier.

6.   **Scope**.   To be used within Officers Training Academy Gaya in Standalone mode. The appl will **not require any addl data/SSOT** from the ADN applications. The application will work in standalone mode on Exclusive LAN of OTA Gaya.

7.   **Purpose**.   Establishing an E-Dossier based application running locally at OTA Gaya will enable faster data collection of various assessment exams such as Physical Training, Weapon Training, Academic and Service subject performance, Interviews etc. The platform will enable analytics over the gathered data allowing better insights of trends in performance of officer cadets.

8.   **Utility and Users**. The application will be locally hosted on the existing servers of OTA Gaya. Will be used by the cadets for maintaining their personal details and by instructors for maintaining assessment related data of Cadets.

   (a)   **Cadets**.   The cadets will be filling in their personal details such as name, address, education details, family details,etc.

   (b)   **Instr**.   The instrs will be endorsing the assessment related aspects of the cadets such as mid-term interview, end of term interview, performance in camps, performance in academic and service subjects, drill, PT etc.

9.   **To be hosted on Internet/ADN**.   No (To function in Standalone Mode/Exclusive LAN).

10.   **Being Devp In House/Through IT Funds**.   Through IT Fund (IT-PPP 2025-26)

11.   **Procurement Committee**.   The Procurement Committee for the said application is :-

   (a)   Chairman - BGS & Trg, OTA Gaya
   (b)   Member 1 - HAD, OTA Gaya
   (c)   Member 2 - Project Offr, OTA Gaya
   (d)   Member 3 - I&M Offr, OTA Gaya
   (e)   Member 4 - IFA Rep*

12.   **Usability by Other Arms/Services/Org**.   Balance PCTAs.

13.   **IT Hardware**.   To be hosted on existing hardware/server in OTA Gaya. No National/Regional Data Centre resources reqd for hosting the ibid application.

14.   **Endorsement by Head of Br/Svc/Fmn**.   Approved by CFA ie Comdt OTA Gaya and projected in IT-PPP 2025-26 vide OTA Gaya letter 40848/PPP/IT IP PPP for FY 2025-26 dt 19 Dec 24.

15.   **Brief Detls of Sw Platform and Tech Stack**.

   (a)   **Arch**.   Web Application based on MVC Model

    (b)   **Programming Languages**.   PHP/Java/JavaScript/.NET/HTTP/CSS.

    (c)   **Database**.   MSSQL/MySQL/SQL Lite/MariaDB/Postgres/Oracle

    (d)   **Details of User Base**.   To be used on thinclient extended to cabins of Cadets. (750 cadets and 100 instructors) Total Users 850.

16.   **Brief Details of OS & Sys Software Reqmt.**   Windows Server using Apache Tomcat.

17.   **Brief Details of Nw Requirements**.   Not Applicable. Not to be used on ADN. To be used on existing OTA Gaya Exclusive LAN.

18.   **Brief details of Data Security Mechanisms**.

    (a)   **Role based Access Control**.   The application will have strict role based access control using various appl roles such as cadet, plcdr, coy cdr, bn cdr, acad, pto, wto.

    (b)   **Data Encryption**.   The application will encrypt data using TLS 1.3 for encryption of data during transit.

    (c)   **Data at Rest Encryption**. The application will store the data in database using data at rest encryption technology. Assessment related data will not be stored in plaintext.

    (d)   **Data Backup**.   The application will have inbuilt backup mechanism exporting the data to a NAS on regular basis. Incremental backups scheduled within the application logic. Offline backups of database and complete application will be stored in alternate media.

19.   **Database Engine**.   MSSQL/MySQL/MariaDB/Postgres.

20.   **Sw Architecture**.   Web Application build on MVC model.

21.   **Proposed Arch**.   Standalone/ Exclusive LAN. To be accessed by cadets and instructors of OTA Gaya on the Exclusive LAN extended to cabins of officer cadets and instructor offices.

22.   **Util of PKI/IAM**.   Not Applicable. Application not being hosted on ADN. 2FA Auth through Biometric Authentication locally.

23.   **Technology Dependencies**.   Nil.

24.   **Database Reqmts**.   No specific Requirements. Standard Database software to be used for the application.

25.   **Enhancement/Upgradation**.   Security Upgrades, Patch management included in AMC.

26.   **Details of Licensing**.   No licensing reqd. Application has no limit on number or cadets allowed to register. Enhancement of compute resources of application based on the reqmt on ground and utilization of existing servers held with OTA Gaya.

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Instr Cl 'A' ADP
Project Officer