

GIPEX

**GOVERNANCE INTELLIGENCE
PROCESS EXECUTION**



**YOUR ONE-STOP SOLUTION
FOR STREAMLINING
OPERATIONS AND
ENHANCING EFFICIENCY
WITHIN YOUR ENTERPRISE**



GIPEX eases organisational workflows by simplifying and automating internal processes, including decision-making at the top management and board level, as well as comprehensive data management. It serves as a catalyst for achieving a fully paperless office, enhancing operational efficiency across departments.

Designed to uphold the integrity and effectiveness of business operations, GIPEX ensures adherence to established procedures set by top management. It provides real-time access to critical information, enabling managers to make well-informed decisions with confidence.

With GIPEX, organisations can manage Board Meetings, Agendas, Documents, and Circular Resolutions through a single, integrated platform—eliminating complexity and fostering a more agile, efficient workplace.

- **Paperless Office**
- **Single & Integrated Platform**
- **Adherence to Established Procedures**
- **Mobile App for Selected Modules**



ABOUT GramPro

GramPro Business Services Private Limited is an ISO 9001:2015 certified company, headquartered in Thrissur, Kerala. The company offers a wide array of 360 degree business solutions including Business and Social Advisory, Business Process Management, Marketing & Branding, IT & Digital, Human Capital Management and Travel & Tours. In a short span, GramPro Business Services has established its presence in 11 states and successfully built an impressive client base of over 80 companies.



Business and Social Advisory

Audit Services and
Reports, Registration
and Filings, Compliance
and Registration



Marketing and Branding

Strategy and Planning,
Creative Services,
Digital Marketing,
Advertising and PR



IT and Digital

App Development, Infra
Services, Data
Engineering, Products



Human Capital Management

Talent Acquisition, Employee
Lifecycle Management,
Background Verification, HR
Ops, Opportune



Travel and Tours

Corporate Travel
Solutions, MICE, Travel
Vouchers



Business Process Management

Contact Centre,
Mailroom, Invoice
Processing



BUSINESS SERVICES

GIPEX Modules



Office Notes



Meetings Management



Circulars and
Communications



Circular Resolutions



Department Calendar



Internal Messaging

Office Notes



Tired of the chaos of email-based approvals?

Most organisations struggle to manage approvals, decisions and action items using traditional email methods. As businesses grow, this becomes increasingly cumbersome and error-prone.

With GIPEX Office Notes, you can optimise approval workflows and action-taken reports. Our platform offers a simple yet effective approach to:

- **Centralised Notes Management:** Keep track of all approvals, decisions and actions in one place.
- **Automated Workflows:** Define custom workflows to ensure approvals and decisions are routed to the right people at the right time.
- **Clear Visibility:** Easily monitor the progress of approvals and decisions and identify bottlenecks.
- **Compliance Adherence:** Maintain a structured record of approvals and actions, ensuring compliance with industry regulations.

Key Benefits:

- **Efficiency:** Simplify your approval processes and reduce manual effort.
- **Accountability:** Ensure approvals and decisions are completed on time and to the highest standards.
- **Reports and Dashboards:** Role wise reports and dashboards.
- **Alerts and Intimations:** E-mail alerts and reminders for every action.
- **Proper Numbering:** Unique numbering for documents, approvals and decisions.



Meetings Management



Are your meetings productive and aligned with your business goals?

GIPEX's meeting management module is designed to revolutionise how you plan, conduct, and follow up on meetings. It specifically assists corporate boards, committees, and executives manage their agendas, governance, communications, and documentation.

Key Features:

- **Calendar of submissions**
 - Ensure all necessary submissions are completed on time, avoiding overlaps and missed deadlines.
 - Predefine agendas/documents to be submitted to various meetings.
 - Map the frequency and responsibility of the agendas.
 - Automatic circulation to the responsible departments/persons at proper intervals.
 - Reminders and alerts to the responsible departments and persons to avoid non-compliance.
- **Scheduling Meeting**
 - Easily schedule meetings.
 - Send automated meeting invitations and reminders
- **Agenda Submission & Sharing:**
 - Create and submit agendas with proper predefined approval matrices.
 - Share agendas, documents, presentations, and other materials directly within the meeting platform.
 - Version control to ensure accuracy and consistency.
- **Collaboration Tools:**
 - Real-time chat and messaging.
 - Annotation and markup tools for collaborative editing.



- **Approval Workflows:**
 - Create custom approval workflows to automate decision-making processes.
 - Track the progress of approvals and ensure timely action.
- **Action Item Management:**
 - Capture and assign action items directly from meetings.
 - Monitor progress and track completion status.
- **Regulatory Compliance:**
 - Built-in compliance features to meet industry standards.
 - Secure document storage and access controls.
- **Mobile App:**
 - Easy retrieval of agendas and documents
 - Online and offline access to agendas and documents
 - Annotations, comments, query and chat options

Benefits:

- **Productivity:** Facilitate meeting planning, execution and follow-up.
- **Decision-making:** Make informed decisions with access to relevant documents and discussions.
- **Costs:** Save time and resources by automating meeting management tasks.
- **Meeting calendars and reminders:** Proper alerts and reminders for the meeting participants.



Circulars & Communications



Would you like to simplify how you manage your internal circulars and communications?

Our circular and communications management solution in GIPEX offers a comprehensive platform for creating, distributing, tracking and managing circulars and communications.

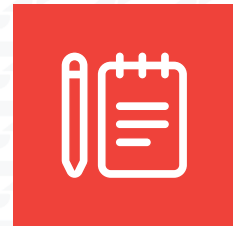
Key Features:

- **Circular Submission:**
 - Easily create and submit circulars and attachments, with version control.
- **Approval Workflow:**
 - Define custom approval workflows to ensure proper authorisation before distribution.
 - Track the progress of approvals and identify bottlenecks.
- **Distribution:**
 - Distribute circulars to specific departments, teams or individuals based on predefined criteria.
 - Automate notifications to keep recipients informed.
- **Acknowledgement and Tracking:**
 - Require recipients to acknowledge receipt of circulars.
 - Track the distribution and read status of each circular.
- **Regulatory Compliance:**
 - Ensure compliance with industry regulations and standards.
 - Maintain a comprehensive audit trail of circular creation, distribution and acknowledgements.

Benefits:

- **Communication:** Streamline internal communication and ensure timely dissemination of important information.
- **Compliance:** Maintain a record of circulars and acknowledgements for regulatory purposes.
- **Accountability:** Track the distribution and read status of circulars to ensure accountability.

Circular Resolutions



Ready to transform your board and committee decision-making through automated circulation?

GIPEX's circular resolutions module effortlessly passes, records and manages board and committee resolutions through circulation.

Key Features:

- **Drafting and Preparation:** Create and submit resolution documents directly within the software.
- **Document Circulation:** Distribute proposed resolutions to relevant board or committee members.
- **Voting Mechanism:** Enable members to cast votes (approve, reject or abstain) on resolutions.
- **Commenting and Discussion:** Facilitate discussions, comments and questions on resolutions.
- **Tracking and Record-keeping:** Maintain a detailed record of the resolution process, including votes, discussions and amendments.
- **Records and Reports:** Generate digital records for compliance and auditing purposes.
- **Notification and Deadline Management:** Send timely notifications and reminders to members.
- **Automated Final Result:** Automatically determine the final outcome of the resolution based on votes.
- **Casting Vote for Chairman:** Provide casting vote opportunity for chairman.
- **Related Parties Management:** Identify and manage related parties restricted from voting.
- **Mobile App:** Meeting members can easily access agendas in mobile app and cast their votes, queries, questions, clarifications, etc.

Benefits:

- **Transparency:** Ensure all members have access to resolution information and voting status.
- **Compliance:** Maintain a digital record of the resolution process for compliance purposes.
- **Collaboration:** Facilitate discussions and collaboration among board and committee members.
- **Security:** Protect sensitive information with robust security measures.

Use Cases:

- **Board Meetings:** Pass and record resolutions without the need for physical meetings
- **Committee Meetings:** Conduct committee business effectively
- **Internal/Executive-level Committees:** Manage decisions made by internal committees

Department Calendar



Do you wish to optimise your departmental operations?

The department calendar in GIPEX is designed to organise, manage and track tasks and events within your department.

Key Features:

- **Task Assignment:** Assign jobs and tasks to specific employees within your department.
- **Task Tracking:** Track task due dates, frequencies and completion status.
- **Automated Circulation:** Automatically circulate recurring tasks to responsible individuals at the appropriate intervals.
- **Compliance Tracking:** Monitor employee compliance with task assignments and deadlines.
- **Compliance Review:** Allow HODs to review and confirm employee compliance.
- **Reminders and Alerts:** Send timely reminders and alerts to ensure timely task completion.
- **Reporting:** Generate reports to track compliance, identify trends and assess overall departmental performance.

Benefits:

- **Organisation:** Maintain a clear and organised schedule of departmental tasks and events.
- **Accountability:** Track employee performance and ensure accountability for task completion.
- **Transparency:** Provide a clear overview of departmental activities and responsibilities.

Use Cases:

- **Project Management:** Track project tasks and deadlines within a department.
- **Team Coordination:** Coordinate team activities and ensure everyone is on the same page.
- **Resource Allocation:** Allocate resources effectively based on task priorities and deadlines.
- **Performance Management:** Track employee performance and identify areas for improvement.

Internal Messaging



Afraid of compromising on data security by using traditional messaging apps?

GIPEX offers a secure messaging platform, designed to provide a controlled environment for communication.

Key Features:

- **File Download Restrictions:** Administrators have complete control over what types of files users can download, ensuring data security.
- **Comprehensive Logging:** Track every message and file sharing between users, providing full visibility into platform activity.
- **Member Management Control:** Administrators have exclusive authority to add or remove members, preventing unauthorised access.
- **Message Disappearance (Optional):** Implement a self-destruct feature for messages after a specified time frame to enhance privacy.
- **Web & Mobile App Availability:** Our user-friendly web and mobile applications allow you to stay connected on the web and on the go.
- **Versatile Communication:** Use one-on-one chats or group conversations to suit your communication needs.
- **Robust Security:** Benefit from granular user permissions and powerful admin controls to safeguard sensitive data.

Benefits:

- **Security & Privacy:** Restrict file downloads, monitor activity, and control member access to protect your data.
- **Transparency:** Gain insights into platform usage with comprehensive logging capabilities.
- **Control:** Maintain full control over your communication environment with administrator privileges.
- **Flexibility:** Choose from features like message disappearance and mobile app access to meet your requirements.

Ideal for:

- **Businesses:** Securely communicate with employees, partners and clients.
- **Government Agencies:** Protect sensitive information and maintain compliance.
- **Healthcare Organisations:** Share patient data securely and comply with regulations.
- **Educational Institutions:** Foster collaboration among students and faculty while safeguarding sensitive information.

Why should you choose GIPEX?

- **Easy to use**
All modules are capable of easier access.
- **Paperless Office**
View and update documents in real time on digital devices to reduce printing and storing of papers.
- **Secure**
Secure access of encrypted data with customisable security policies.
- **Collaborative**
GIPEX modules provided are meant for collaboration, quicker decision making and prompt compliance/governance.
- **Centralised Information**
Enables centralised storage and access to files and data, reducing the risk of version confusion and ensuring everyone works with the latest information.
- **Effective Communication**
Integrates email, messaging, and calendaring features, enabling seamless communication and scheduling among team members.
- **Task and Project Management**
Modules for task assignment, tracking progress, setting deadlines and managing projects, leading to better organisation and accountability.
- **Data Analysis and Reporting**
Equips users with data analysis to interpret information and generate reports or visualisations, aiding informed decision-making.
- **Increased Mobility**
Accessible from all types of devices such as Laptops/PCs/Tabs/iPads/Mobile, allowing users to work from anywhere, improving flexibility and responsiveness.
- **Cost Savings**
Often, utilising GIPEX reduces the need for extensive paperwork, physical storage, and the expenses associated with manual processes.
Security and Compliance: Offers security measures like encryption, access controls and compliance features to protect sensitive data and ensure adherence to regulations.

Deployment Model

Cloud-hosted deployment and on-premise or self-hosted deployment

Technologies Used

- Web app: Angular & React
- API: .net Core
- Data Base: MS SQL
- Mobile App: Flutter

Support

- Training and Knowledge Transfer
- Help Desk and User Support
- Regular Updates and Maintenance
- Bug Tracking and Resolution
- Performance Monitoring and Optimisation
- Security Measures and Compliance
- Continuous Improvement Initiatives



www.gramproindia.com



contact@gramproindia.com



+91 87146 64177

GramPro Business Services Private Limited

Corporate Office, Building No.: 19/672/1-3, Ollukkara P O,
Thrissur - Palakkad Road, Thrissur - 680 655, Kerala.
Ph : +91 487 237 3001

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