

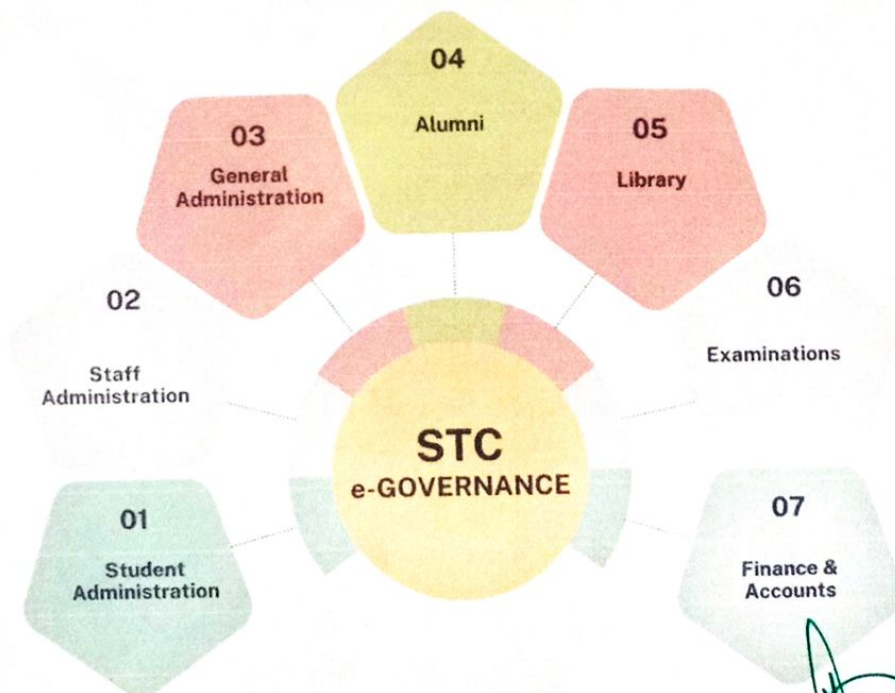
E-GOVERNANCE POLICY

POLICY


Sree Saraswathi Thyagaraja College envisages e-governance by leveraging updated and cutting-edge technologies. The broad areas of focus include Academics, Library, Finance and accounts, Admissions, Administration, Communication, Examination, Teaching and Learning etc. for seamless administration of the college. The policy is designed and framed to make every function transparent and accountable. It assists in strengthening the activities of the Internal Quality Assurance Cell (IQAC) and creates a centralized data management system to support accreditation and ranking like NAAC, NIRF, and NBA.

OBJECTIVES

- To improve the smooth functioning of the institutional activities
- To promote transparency and accountability and easy access to information
- To facilitate online, internal, and external communication between all the stakeholders of the institution
- To develop the institution visible across the nation
- To equip the necessary IT infrastructure
- To introduce online services for students, parents, staff, and other stakeholders.



E-GOVERNANCE POLICY


Dr. A. SOMU, MBA, M.Com., M.Phil., Ph.D.,
Principal
Sree Saraswathi Thyagaraja College
Pollachi, Coimbatore,
Tamilnadu - 642 107.





SREE SARASWATHI THYAGARAJA COLLEGE

An Autonomous, NAAC Re-Accredited with 'A' Grade, ISO 21001 2018 Certified Institution.
Affiliated to Bharathiar University, Coimbatore. Approved by AICTE for MBA/MCA and by UGC for 2(f) & 12(B) status

Palani Road, Pollachi, Coimbatore - 642 107, Tamilnadu, India.

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The major areas of e-Governance are listed below:

No.	AREA OF FOCUS	ACTIVITIES
1	Student Administration	<ul style="list-style-type: none"> ● Barcoded ID Card for online identification through barcode scanners ● Availability of timetable/class schedule. ● <i>Enhanced Teaching Tools</i> – Online Assignments, Quizzes, Teaching Plan, Teaching Content, Mentoring, etc ● Attendance records. ● Communication of academic details of students to their parents. ● Notifications via ERP, SMS, WhatsApp
2	Staff Administration	<ul style="list-style-type: none"> ● Biometrics and automation of attendance ● Recruitment and work allotment ● Leave management of staff/Faculty members ● Performance-based appraisal system. ● Communication with staff through e-media like email, WhatsApp ● E-circulars/Office Orders/Notices.
3	General Administration	<ul style="list-style-type: none"> ● Usage of electronic media by students to apply for admissions. ● Admissions are managed by “No Paper Form” (NPF) applications with no consumption of Print and Paper. ● Student registration /enrollment. ● Dissemination of information within the institution through email / WhatsApp ● Processing and display of examination results in the Website ● Facility for students to make fee payments in online mode
4	Alumni	<ul style="list-style-type: none"> ● Alumni portal '<i>Almashine</i>' ● Alumni registration ● Alumni Chapters ● Alumni Groups ● Campaign Management ● Alumni Engagement
5	Library	<ul style="list-style-type: none"> ● Modern Lib – Library Automation System ● Barcoded ID Card for online identification through barcode scanners ● Online Catalogues (OPAC) ● Automated Record Keeping ● Digital Library with dedicated computers for students ● e-resources



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6	Examinations	<ul style="list-style-type: none"> • Filling of regular/re-appear examination forms, revaluation forms • Scheduling/ allocation of seats for examinations. • Receiving/submission of examination papers, uploading of marks, • Maintaining of secrecy and confidentiality • Issuing of online admit cards to students • Continuous Internal Assessments under the guidance and supervision of the Office of Controller of Examination • Creation of multiple test categories for various subjects or courses • Transparent & unbiased Evaluation/ Digitized Evaluation • Students can avail benefit from maximum services in mode like Mark sheet, Transcript etc.,
7	Finance and Accounts Section	<ul style="list-style-type: none"> • Appropriate security measures are taken for maintaining of confidentiality with respect to payments, monetary transactions, and receipts • Training to the existing staff and updating of the existing software. • Exclusive payment gateways for fee payments • Receipts generation system for Academic, Examination, Transport, Hostel, and Dues etc.


E-GOVERNANCE REPORT

Software Applications

Areas of e-governance	Application	Year Implemented	Name of the vendor with address
Student Admissions	NPF	2021	48, 4th Floor, 14th Cross Rd, Muneswara Nagar, Sector 6, HSR Layout, Bengaluru, Karnataka 560102
Student Administration	CAMU	2018	M/s. Octoze Technologies Pvt, Ltd., 56/3A, Fayola Towers, 200 Ft Radial Road, Pallikaranai, Chennai – 600 129
General Administration	CAMU	2018	M/s. Octoze Technologies Pvt, Ltd., 56/3A, Fayola Towers, 200 Ft Radial Road, Pallikaranai, Chennai – 600 129
Alumni	ALMASHINES	2021	Office no. 1105, A-Block, Siddhi Vinayak Business Tower, Corporate Rd, near Katariya Arcade, Makarba, Ahmedabad, Gujarat 380051
Finance and Accounts	TALLY	2008	OMR Technologies, No 27/3, II Floor, PSG Hospital Road, Cooperative Colony, Peelamedu, Coimbatore – 641 004 Contact: 0422 – 421 6656



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Student Support	CAMU	2017	Young India Films, I -F, Lakshmi Bhawan, 609, Mount Road, Chennai - 600 006 Contact: 044 - 2829 5693 /28294160
Examination	AES NEXT	2017	OMR Technologies, No 27/3, II Floor, PSG Hospital Road, Cooperative Colony, Peelamedu, Coimbatore - 641 004
Library	Modern Lib	2018	Ms. Sakthi Technologies, 2/11, Sastri nagar, Koyembedu, Chennai - 600 107
Publicity for Institutional Image Building	Website	2022	M/s. Yellow Circle Studios, 31B, Old Damu nagar, Puliakulam, Coimbatore - 541 045
Data Security	Anti Virus (Updated Version)	2019	M/s. Algo Systems, Kesavapuram, Pollachi - 642 003
Data Security	Firewall (Updated Version)	2019	M/s. Readylink Communication and Services, Plot No.7, Sakthi Colony, RS Puram, Coimbatore 641 006.
Net working	Wi-Fi (Updated Version)	2023	Ms/ Raj Computers, 164/426., Shop-1, PMS Manson, Gandhipuram, Coimbatore - 641 012
Security Systems	CC TV (Extn)	2022	Ms/ Raj Computers, 164/426., Shop-1, PMS Manson, Gandhipuram, Coimbatore - 641 012
Net Working	WhatsApp	2022	M/s, Eron Techno Solutions, (Opp To) Kongunadu College, GN Mill Post Coimbatore
Attendance	Biometric (Extn)	2023	Ms/ Raj Computers, 164/426., Shop-1, PMS Manson, Gandhipuram, Coimbatore - 641 012
Library Management System	ModernLib	2028	Ms. Sakthi Technologies, No.2/11 Sastri Nagar, Koyambedu, Chennai = - 600 107
Accounting Software	CAMU	2018	M/s. Octoze Technologies Pvt, Ltd., 56/3A, Fayola Towers, 200 Ft Radial Road, Pallikaranai, Chennai - 600 129
Teaching - Learning process	Smart Class Room	2023	M/s. Stream Solutions, No.5, P.M.Swamy Colony, Rathinapuri, Coimbatore - 641 027
Library management System	DELNET (Renewal)	2023	DELNET, JNU Campus, Nelson Mandela Road, Vasant Kunj, New Delhi - 110 070
Library Management System	INFLIBNET (Renewal)	2023	INFLIBNET Centre, Inter University, University Grants Commission, Infocity, Gandhinagar, Gujarat
Online Classes / Meeting	Zoom License (Renewal)	2023	Zoom Inc Ltd.
Net Working	YouTube	-	Sree Saraswathi Thyagaraja College, Pollachi
Examinations	OMR	2017	M/s, OMR Technologies, No.27/3, II Floor, PSG Hospital road, Peelamedu, Coimbatore - 641 005
Student verification Module	Global Document Verification System (GDVS)	2018	VFS Global Docswallet, Caledon square, No.348, Avinashi Road, Coimbatore - 641 004.



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OUTCOMES

1. Improved transparency
2. Speedy and authentic Information Dissemination
3. Improved administrative efficiency
4. Enhanced Service Delivery
5. Data-driven decision making



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