



SOURASHTRA COLLEGE (Autonomous), MADURAI – 4

(A Linguistic Minority Co-educational Institution)

(Affiliated to Madurai Kamaraj University & Re-Accredited with 'B+' Grade by NAAC)

Vilachery Main Road, Pasumalai (P.O), Madurai-625004.

Contact No.: 87542 09994

87542 08885

🌐 sourashtracollege.com

✉ soucollege@gmail.com

NAAC CYCLE IV – SELF STUDY REPORT

Criterion VI	GOVERNANCE LEADERSHIP AND MANAGEMENT
Key Indicator 6.2	Strategy Development and Deployment
Q₆M 6.2.2	Institution implements e-governance in its operations
6.2.2.1	E-governance is implemented covering the following areas of operations: 1.Administration including complaint management 2.Finance and Accounts 3.Student Admission and Support 4.Examinations Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance
Year	2018 – 2023

E-Governance Annual Report



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NAAC CYCLE IV – SELF STUDY REPORT

ANNUAL E-GOVERNANCE REPORT-2018-2019

General Administration

- The college exercises full administration through Elifa software.
- Google services like Google Classrooms, Google Forms, Google Drive and E-mail have been used for communication and operations purposes.
- The accounts of the college are maintained by Tally software.
- CCTV cameras are installed to monitor the activities of the students inside the campus.

Student Admission & Support

- Student admission is carried out through Elifa software.
- Online application and payments facilities are provided for easy and remote access to the students.
- Result of the End semester examinations is published in the website.

Examination

- Examination process is handled through Elifa software.

Library

- The college maintains a well-stocked and fully computerized library with ROVAN software.
- The College also has INFLIBNET facility for faculty members, the staff, students and research scholars.

The Annual E-Governance report for the academic year 2018-2019 is presented in the Governing Council Meeting and it was verified and accepted by the Governing Council members




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Criterion – VI

6.2.2- ANNUAL E-GOVERNANCE REPORT



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NAAC CYCLE IV – SELF STUDY REPORT

ANNUAL E-GOVERNANCE REPORT-2019-2020

General Administration

- IFHRMS is an internet-based entryway created by the public authority of Tamil Nadu, India, to deal with the funds of aided staff salary and other grants received from government.
- The college exercises full administration through Elifa software.
- Google services like Google Meet, Google Forms, Google Drive and E-mail have been used for communication and operations purposes.
- The accounts of the college are maintained by Tally software.
- CCTV cameras are installed to monitor the activities of the students inside the campus.

Student Admission & Support

- College website acts as an information centre which reflects all the activities of the college, important notices, courses offered, etc.
- Student admission is carried out through Elifa software.
- Online application and payments facilities are provided to the students for easy and remote access.
- Result of the End semester examinations is published in the website.

Examination

- Examination process is handled through Elifa software.

Library

- The college maintains a well-stocked and fully computerized library with ROVAN software.
- The College also has INFLIBNET facility for faculty members, the staff, students and research scholars.

The Annual E-Governance report for the academic year 2019-2020 is presented in the Governing Council Meeting and it was verified and accepted by the Governing Council members




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NAAC CYCLE IV – SELF STUDY REPORT

ANNUAL E-GOVERNANCE REPORT-2020-2021

General Administration

- The college opening date to the first year UG and PG students informed through messages and WhatsApp messages
- The college exercises full administration through Elifa software.
- Google services like Google Forms, Google Drive and E-mail have been used for communication and operations purposes.
- The accounts of the college are maintained by Tally software.
- CCTV cameras are installed to monitor the activities of the students inside the campus.

Student Admission & Support

- Student admission is carried out through Elifa software.
- Google Meet and Google Classroom were used to conduct online classes during pandemic.
- Online application and payments facilities are provided to the students.
- Result of the End semester examinations is published in the website.

Examination


- Examination process is handled through Elifa software.

Library

- The college maintains a well-stocked and fully computerized library with ROVAN software.
- The College also has INFLIBNET facility for faculty members, the staff, students and research scholars.

The Annual E-Governance report for the academic year 2020-2021 is presented in the Governing Council Meeting and it was verified and accepted by the Governing Council members




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NAAC CYCLE IV – SELF STUDY REPORT

ANNUAL E-GOVERNANCE REPORT-2021-2022

General Administration

- College office activities have been computerised, Elifa software is integral to managing all administrative operations at the college.
- Google services like Google Forms, Google Drive and E-mail have been used for communication and operations purposes.
- The accounts of the college are maintained by Tally software.
- CCTV cameras are installed to monitor the activities of the students inside the campus.
- Salary is paid to the staff through net banking and salary slip is duly issued online through IFHRMS to all the staff members.

Student Admission & Support

- The college website is automated to handle online applications and provide detailed information regarding fees structure and programmes offered.
- Student admission is carried out through Elifa software.
- Google Meet & Google Classrooms were used to conduct online classes during pandemic.
- Online application and payments facilities are available.
- Result of the End semester examinations is published in the website.

Examination

- The Controller's Office efficiently manages examination procedures and hall ticket issuance using Elifa software.

Library

- The college maintains a well-stocked and fully computerized library with ROVAN software.
- The College also has INFLIBNET facility for faculty members, the staff, students and research scholars.
- It also has Web OPAC, an online database cataloging the sources and materials available in the college library for remote access.

The Annual E-Governance report for the academic year 2021-2022 is presented in the Governing Council Meeting and it was verified and accepted by the Governing Council members




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NAAC CYCLE IV – SELF STUDY REPORT

ANNUAL E-GOVERNANCE REPORT-2022-2023

General Administration

- All Government schemes and scholarship schemes disbursements are processed through Government website.
- The college exercises full administration through Elifa software.
- Google services like Google Forms, Google Drive and E-mail have been used for communication and operations purposes.
- The accounts of the college are maintained by Tally software.
- CCTV cameras are installed to monitor the activities of the students inside the campus.

Student Admission & Support

- Student admission is carried out through Elifa software.
- Online application and payments facilities are provided to students for remote and easy access .
- Result of the End semester examinations is published in the website.

Examination

- Examination process is handled through Elifa software.

Library

- The college maintains a well-stocked and fully computerized library with ROVAN software.
- The College also has INFLIBNET facility for faculty members, the staff, students and research scholars.
- It also has Web OPAC, an online database cataloging the sources and materials available in the college library for remote access.

The Annual E-Governance report for the academic year 2022-2023 is presented in the Governing Council Meeting and it was verified and accepted by the Governing Council members




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NAAC CYCLE IV – SELF STUDY REPORT

Criterion VI	GOVERNANCE LEADERSHIP AND MANAGEMENT
Key Indicator 6.2	Strategy Development and Deployment
Q1M 6.2.2	Institution implements e-governance in its operations
6.2.2.1	POLICY DOCUMENT ON E-GOVERNANCE
Year	2018 – 2023

POLICY DOCUMENT ON E-GOVERNANCE

Scope:

The scope of this policy extends to the following areas

- General Administration
- Student Admission & Support
- Examination
- Library
- Accounts & Finance
- ICT Infrastructure

Objectives:

- E-governance is implemented in the functioning of the college to provide fast, simpler and efficient system of governance within the college.
- To provide transparency and accountability in the functioning of the college.
- To achieve and create a paperless environment in the college.
- To provide easy access to information.
- To make a Wi-Fi enabled campus.
- To set up ICT enabled classrooms with computer and projector

Criterion – VI

6.2.2- POLICY DOCUMENT ON E-GOVERNANCE



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NAAC CYCLE IV – SELF STUDY REPORT

Policy:

The college implements e-governance in all aspects of functioning like Library, accounts, admissions, administration, teaching, etc. The policy is framed to make each and every function of the college transparent and accountable. The policies and procedures are as follows

❖ Website:

Our college website acts as an information centre which reflects all the activities of the college, important notices, courses offered, etc. A Website Committee is constituted and headed by the convener and one faculty member from each department. The committee looks after the process of updating, maintaining of the website on a regular basis.

❖ Student Admission and Support:

An open and transparent strategy for admission process is followed by the regulations of Tamil Nadu government and Madurai Kamaraj University. Elifa Software is used in the office for automation. Online application and online payments facilities are provided in the software.

❖ Library:

The college maintains a well-stocked and fully computerized library with ROVAN software. It has a total of 63,849 books covering almost all aspects of Arts, Commerce, Humanities, Science, General knowledge and Value addition Subjects. The College also has INFLIPNET facility for faculty members, the staff, students and research scholars. It also has Web OPAC, an online database cataloging the sources and materials available in the college library for remote access.

❖ Administration:

Elifa and Tally Software are used to automate the college administrative office. Admin staff are provided with adequate training and development to keep them abreast with the new technology. The activities of the students inside the campus are monitored through CCTV. The feedback is collected from students, parents and alumni through Google Forms.



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❖ Examination:

The Controller of Examinations office uses Elifa Software to enter the students internal and external assessment marks and all the documents related to examination are processed using the software.

❖ ICT Tools:

The college has adequate number of desktops (350 computers with latest configuration) and computer labs for students, staff and faculty members. The computer, printer and Wi-Fi facilities are available in all the departments, IQAC office, COE office, library and administrative office. ICT facilities with projectors are equipped in 21 classrooms. The students of M.B.A. and M.C.A have air-conditioner facility in their smart class. In MCA lab, Smart board facility is available. In addition, all computer labs are equipped with air-conditioner and enabled with project facilities. Further, the College has 4 auditoriums with mike, music systems, speakers, lightings, and LCD projectors with screen facilities. Regarding Learning Management System (LMS), the college provides access to e-books, e-journals, and databases.



Principal

Capt. Dr. K.R. SRINIVASAN, M.A. (Hons), M.Phil.,
M.B.A., M.Phil., Ph.D., D.P.S.C., C.L.I.S.C.
Principal
Sourashtra College (Autonomous)
Madurai-625 004, Tamil Nadu.