



## **Sri Ramakrishna Mission Vidyalaya College of Education**

(An Autonomous College affiliated to the Tamil Nadu Teachers Education University and  
Re-accredited with A++ Grade by NAAC with CGPA 3.82)

Sri Ramakrishna Vidyalaya Post, Periyanaickenpalayam, Coimbatore - 641 020.  
Phone: 80125 33915 | E-mail: srkvcoen@yahoo.co.in | Website: www.srkvcoe.org

NAAC  
3<sup>rd</sup> Cycle

Criterion VI  
Metric 6.2.3

## **CRITERION VI**

### **GOVERNANCE, LEADERSHIP AND MANAGEMENT**

#### **6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT**

##### **6.2.3 Implementation of e - Governance are in the Following Areas of Operation**

**Annual e - governance Report**



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### 6.2.3 Implementation of e-governance are in the following areas of operation

#### Annual e-governance Report

##### Aim and Objectives

The college has implemented e-governance across all functions with the aim of creating a simpler and more efficient governance system. The implementation is geared towards promoting transparency and accountability in all college functions. Additionally, the implementation aims to achieve a paperless environment within the college while providing easy and quick access to information.

The college ensures the implementation of e-governance in the following areas of operation:

1. Planning and Development
2. Administration
3. Finance and Accounts
4. Student Admission and Support
5. Examination System
6. Biometric/digital attendance for student teachers.

#### I. PLANNING AND DEVELOPMENT

##### 1.1 Institutional Website

The college has implemented an e-governance system aimed at ensuring transparency and accountability across all its functions. As part of this system, the college website serves as an information hub providing details on college activities, courses offered, and other essential notices. The administrative and teaching faculties are maintaining and updating the website to ensure that it remains current and relevant. The college aims to highlight its vibrancy and



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activity levels through its website and requires all significant notifications to be promptly uploaded as soon as they are released.

### 1.2 Online Communication Platform

The use of various online communication platforms has greatly facilitated the communication and collaboration among the teaching and non-teaching staff members at the college.

The use of Google platforms for teaching faculty has enabled the college to share important information and notices with them. This online platform allows for real-time communication, as well as the sharing of documents and resources, among the teaching staff members.

The use of the college website as a platform for communication has also been effective in reaching out to students, parents, school teachers, administrators and employers. This platform allows the college to disseminate important information such as academic schedules, e-study materials, examination timetables, and results.

The creation of two WhatsApp groups, COE STAFF official notification and COE Stars, has also been effective in sharing information related to academic, curricular, and professional aspects with the teaching and Non-teaching staff. For students we created batch wise like SRMV B.Ed 2021-2023, SRMV B.Ed 2022-2024. The use of these groups has facilitated the sharing of important updates, notifications, and circulars, besides providing a platform for the discussion of new ideas for development.

Overall, the use of these online communication platforms has greatly improved the efficiency and effectiveness of communication among the staff



  
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members and students at the college, which in turn has contributed to the smooth functioning of the institution.

### 1.3 e - Academic Calendar (Institutional Website)

Our institution is dedicated to provide a high-quality learning experience for our students. Our academic calendar plays a vital role in organizing and coordinating various academic activities throughout the year. It is designed to ensure a structured and balanced schedule for students, faculty, and administrators. Key features of our institution's academic calendar are Class Sessions, Assessments, Examinations, Academic Events, Celebrations, Meetings, functions, seminars and Workshops, Holidays etc. an effective academic calendar in providing a structured and conducive learning environment. By incorporating the above features into our calendar, we planned to support the academic success and personal development of the students.

### 1.4 Plans for Futuristic Teaching Methodology

Implementing a futuristic teaching methodology requires a strategic and holistic approach. By integrating technology, promoting critical thinking, personalizing learning, and fostering ethical and global citizenship, educational institutions can prepare students for the challenges and opportunities of the future. This comprehensive plan serves as a roadmap for embracing innovative teaching practices and creating a dynamic and future-ready learning environment.



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### 1.5 Monthly e-Planner

Every month we are planning the activity through the planning and evaluation committee and staff council. A monthly calendar is a valuable tool for organizing, planning, and managing time effectively. By utilizing its features and benefits, individuals can enhance their productivity, reduce stress, and achieve a better work-life balance. Whether in digital or physical form, a monthly calendar serves as a reliable companion in keeping track of important dates and events, making it an essential component of personal and professional organization

## II. ADMINISTRATION

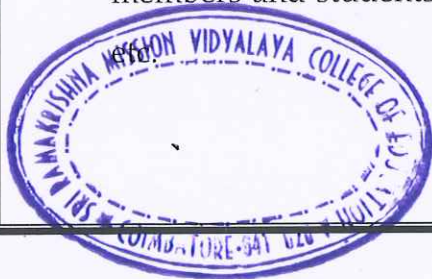
### 2.1 Institutional Website

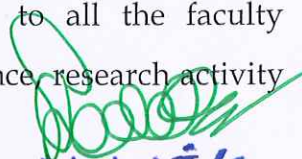
The college has implemented an e-governance system aimed at ensuring transparency and accountability across all its functions. As part of this system, the college website serves as an information hub providing details on college activities, courses offered, and other essential notices. The administrative and teaching staff has received training to enable them to make updates on the website regularly. They are responsible for maintaining and updating the website to ensure that it remains current and relevant. The college aims to highlight its vibrancy and activity levels through its website and requires all significant notifications to be promptly uploaded as soon as they are released.

### 2.2 Hi-Speed internet access, Wi-Fi, CCTV

#### a) Wi-Fi Access:

Our college provides free Wi-Fi internet facilities to all the faculty members and students to enhance their academic performance, research activity



  
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### b) CCTV (Closed-Circuit Television):

Our college is fully secured with CCTV surveillance. The purpose of CCTV is to monitor and record activities in specific areas for security and surveillance purposes. CCTV systems consist of cameras that capture video footage and transmit it to a recording device or a centralized monitoring station. The recorded footage can be monitored in real-time or reviewed later to detect and investigate incidents, deter criminal activities, and enhance security. CCTV systems are widely used in various settings, including Administrative blocks, Controller of Examination section, and Common areas to improve safety, monitor premises, and provide evidence in case of incidents or emergencies.

### c) e - Service Register for Aided Staff Members

An e-Service Register for government staff is a digital system or platform that allows government employees to access and manage various services and information related to their employment. It provides a centralized online portal where government staff can access and perform tasks related to Personal Information, Leave Management, Payroll and Salary Information, Training and Development, Performance Management, Benefits and Compensation, Notifications and Announcements.

The e-Service Register streamlines administrative processes, reduces paperwork, and provides employees with convenient access to their employment-related information and services. It enhances efficiency, transparency, and employee engagement within the government sector.



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### 2.3 Online Fee Payments (Institutional Website)

Our college provides online payment facilities to students to pay their fee easily and conveniently. Online payments provide a secure, convenient, and efficient way to transact and transfer funds electronically. They have become an integral part of e-commerce, digital business models, and a modern financial system, offering numerous benefits.

### 2.4 Staff e - Circular

We created the separate whatsapp group for faculty members (COE Staff, COE Stars) also circulate through mail for easily circulate the information regarding academic events, celebrations, programmes employability's and announcements etc. to reduce the papers.

### III. FINANCE AND ACCOUNTS


The procedures mentioned in the statement are all aimed at ensuring quality and transparency in the financial management process.

i. Maintenance of voucher system while giving a small amount of money by the accountant:

This procedure ensures that a proper record of all transactions is maintained. By using vouchers, the accountant can maintain an accurate record of all small transactions, which helps to ensure transparency and prevent fraudulent activities.

ii. Maintenance of note sheet for withdrawal of money through Principal and Secretary:



  
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This procedure ensures that there is a proper authorization process in place for withdrawing money. By using a note sheet, the Principal and Secretary can approve or reject a request for withdrawal based on the purpose of the transaction. This helps to prevent unauthorized withdrawals and ensures that all transactions are legitimate and transparent.

iii. Maintenance of expenditure and balance through the excel system immediately after the disbursement of the money to the claimant:

This procedure ensures that all transactions are recorded in a timely and accurate manner. By using e - governance to maintain expenditure and balance, the accountant can quickly and easily keep track of all expenses and income, ensuring that the institution stays within budget and has a clear understanding of its financial health.

iv. All types of income and expenditure of the institution are routed through internal and external audits:

This procedure ensures that all transactions are transparent and accountable. By routing all income and expenditure through internal and external audits, the institution can be confident to build trust with stakeholders and maintain the institution's reputation.

In summary, by adopting these procedures, the college ensures that its financial management process is transparent, accountable, and free from fraudulent activities.



  
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### **3.1 Public Financial Management System (PFMS)**

Our college uses Central Government software such as the Public Financial Management System (PFMS) to receive and disburse the project amount, Autonomy amount and other financial transactions. PFMS monitor the programs in the social sector and also effectively tracks the funds disbursed. PFMS ensures that the money is spent according to its intended purpose and provides accountability for the same.

### **3.2 Integrated Financial and Human Resource Management System (IFHRMS)**

We are using the State Government financial portal IFHRMS to automatically calculates the salary and generates salary slips, which are then disbursed to the aided staff members' bank accounts through Treasury, Government of Tamil Nadu.

The TDS, Provident Fund, allowances, etc., are all managed through this system, and reports can be generated for all staff members. Payments are generally made and received through online modes such as NEFT, RTGS, bank transfers, etc., which ensures quick and efficient financial transactions.

### **3.3 Internal fund transactions - (Institutional Finance Management System)**

The college has effectively implemented e-governance in financial management through the use of the Institutional Accounts Management System. The IFMS is software that helps to maintain financial records in an effective and efficient manner. The advanced features of the IFMS have made it possible for the staff to maintain financial records accurately and with ease.

The Income and Expenditure Statement, Balance Sheet, and all analysis reports are generated through this software, which ensures the accuracy of

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financial data. Appropriate security measures are also taken to maintain the confidentiality of financial transactions. Regular training and software updates are provided to the staff members to ensure that they are equipped with the necessary skills to use the software effectively.

### IV. STUDENT ADMISSION AND SUPPORT

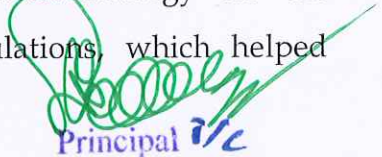
The college follows an open and transparent strategy for the admission process, which is further strengthened by ethical practices and regulations. The college publishes a brochure that contains guidelines for the admission process, and it is displayed on the college website. This helps prospective students and their parents to understand the admission process and the eligibility criteria for various courses offered by the college.

The college admissions through single window system are conducted by Directorate of Collegiate Education through Tamilnadu Teachers Education University, though the college requires students to submit an admission application form for taking admission. This ensures that the college has accurate information about the students and their academic qualifications. The college also verifies the information provided by the students through various sources, including the relevant educational boards.

The college follows ethical practices and regulations to ensure that the admission process is fair and transparent. The admission process is based on merit, and the college also reserves a certain percentage of seats for students from economically weaker sections and other disadvantaged groups, as per the government regulations.

Overall, the college follows open and transparent strategy for the admission process with its ethical practices and regulations, which helped



  
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maintain the credibility and reputation of the institution. It has also made the admission process convenient and accessible for students from all backgrounds.

### 4.1 e - Prospectus (Institutional Website)

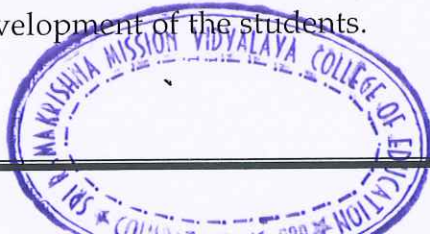
The e - prospectus of our college is consists of information about college profile, courses offered, scheme of the examination, syllabus of all the core courses, pedagogical courses, elective course and enhancing professional capacities etc.

### 4.2 Students Module Online Portal (Tamil Nadu Teachers Education University) for admission

Our college is government aided institution so we have to follow the Government of Tamil Nadu admission regulations. Academic year 2005 - 2006 onwards we are following the single window system for admission through Tamil Nadu Teachers Education University, Chennai. Through online portal only the college receives the list of admitted students.

### 4.3 e - Academic Calendar (Institutional Website)

Our institution is dedicated to provide a high-quality learning experience for our students. Our academic calendar plays a vital role in organizing and coordinating various academic activities throughout the year. It is designed to ensure a structured and balanced schedule for students, faculty, and administrators. Key features of our institution's academic calendar are Class Sessions, Assessments, Examinations, Academic Events, Celebrations, meetings, functions, seminars and Workshops, Holidays etc. an effective academic calendar in providing a structured and conducive learning environment. By incorporating the above features into our calendar, we planned to support the academic success and personal development of the students.



  
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### 4.4 e - Syllabus (Institutional Website)

Every year we are updating the syllabus by including latest updates, innovative teaching methodologies and new NCTE guidelines through Board of Studies, Academic Council and College Committee meetings.

### 4.5 Online Class (Google Meet)

Our faculty members are using Google meet for handling the online classes, conducting the statutory body meetings (if required), faculty recruitments and online webinars.

### 4.6 Learning Management System (Google Classroom)

Our faculty members are using Google classroom for sharing the study materials to students and evaluating the assignments. Students also are using the Google class rooms for submitting the assignments and downloading the study materials for preparing the examination.

### 4.7 e - Materials for TET, TRB and TNPSC Examinations (Institutional Website)

Every year we are conducting special coaching classes to M.Ed and B.Ed students for State Teacher Eligibility Test (TET), Central Teacher Eligibility Test (CTET), Teachers Recruitment Board examinations and Tamil Nadu Public Service Commission examinations. Many students qualified the examinations and got appointment in Government High Schools, Higher Secondary School and Polytechnic Colleges etc.



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### 4.8 e - Learning Materials (Institutional Website)

Faculty members are also using blogs and college apps for sharing the study materials, latest methodologies and academic related materials to students.

### 4.9 Grievance Redressal (Institutional Website)

Grievance Redressal System is a vital part of any administration. It is the responsibility of the College Administration to provide a secure and contented environment to all its Staff and Students. The Grievance Redressal Committee has been formed in the College as per the UGC guidelines to redress the grievances of the students. Since the inception of the college, the Committee has been under the direct purview of the Principal. The grievances received by the Principal are forwarded to the Committee members concerned who look in to the problems depending upon the seriousness of the issue. The Committee has been continuously striving to take the best efforts possible to create a harmonious and conducive atmosphere to everyone in question through black and white format as well as through online (Google form).

### 4.10 ICT enabled Classrooms:

Our college has more number of classrooms with latest ICT facilities for teaching - learning purpose. The students use these facilities effectively and efficiently.

### 4.11 Library - Integrated Library management System

Integrated Library Management System was established in the college library since 2015 - 2016. An Integrated Library Management System performs library automation and collection development tasks broken down into different modules that are focused on simplifying tasks such as acquisition, cataloguing,



  
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and circulation commonly done in any library. It is built on a centralized database and normally utilizes a common computing platform and consolidates all library operations into a uniform and enterprise wide system.

### 4.12 Access to N-LIST database

### 4.13 Library - Gate Entry

### 4.14 Library - RFID (Radio Frequency Identity)

## V. EXAMINATION SYSTEM

The college has implemented an online system for managing internal assessment marks and allowing students to report any discrepancies. The system has several modules, including:

### 5.1 QR Code Module

- **Login module for QR Code:** This module allows to login to the (management) vidyalaya website and subsequent pages for registration.
- **QR Code Registration form:** This module allows to administrators to register the details of each trainee for the generation of QR code.
- **QR Code Generation:** This module allows the administrators to use web sources to generate QR code for every trainee. The generated QR code after verification will be used in the Controller of Examination section.
- This module is also used by administrators to generate online hall tickets for each semester and practicals.
- This module allows the administrators to launch the notices and other details.



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### 5.2 Examination Module:

- **Login Form for Examination System:** This module allows users to log in to the system securely.
- **Batch creation Module:** This module allows administrators to create batches of students based on their enrolment year or other criteria.
- **Programme Creation Module:** This module allows administrators to create programs and courses offered by the college.
- **Student Detail Module:** This module allows administrators to manage student information, including personal details and academic records.
- **Creation of Course Details Module:** This module allows administrators to create course details, assessment criteria, and grading schemes.
- **Semester Examination Marks Entry Module:** This module allows instructors to enter the internal and external assessment marks for each student for a particular semester.
- **Result Publication Module:** This module allows administrators to publish the results of each semester, and allows students to view their marks and report any discrepancies.
- **Rank List Module:** This module generates a list of students ranked according to their internal and external assessment marks for a particular semester.
- **Consolidated Grade Sheet Report:** This module generates a report that provides a summary of a student's performance across all semesters.
- As a result, the Controller of Examination section forwards the performance of students to the principal.



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- The recommendations to the university board to issue provisional and degree certificates to students who have completed all the necessary requirements will be submitted by the college.


These additional modules further enhance the functionality of the online system, providing students and administrators with a more comprehensive and efficient way to manage assessments and academic records.

### 1. E - governance in relation to Biometric / digital attendance for students

Biometric system was in practice to maintain the digital attendance for the student teachers.

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