

SREE SANKARA COLLEGE ASSOCIATION

Sankar Nagar, Kalady - 683 574

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K. Anand
(Managing Director)

E-governance has been implemented in Sree Sankara College to facilitate the processing and maintenance of information, transparency in administration and to provide faster information dissemination. E governance has been implemented in the following domains of the college:

Administration

The College has forged ahead in the direction of paperless administration and almost all communications with higher authorities are realized online through e-mails and other digital formats. The e-governance program can be outlined as

- Management of e-service books,
- Supervision of various scholarship schemes,
- Maintenance & disclosure of comprehensive information on its web-page

During the pandemic lockdown, various WhatsApp groups were established for committees and classes, thus facilitating improved administration. Google tools such as Google Sheets, Google Docs, and Google Forms are utilized for essential tasks such as data collection and feedback from students and teachers. Additionally, relevant information is efficiently shared with staff members through WhatsApp groups. During the pandemic lockdown, various WhatsApp groups were established for committees and classes, thus facilitating improved administration. Google tools such as Google Sheets, Google Docs, and Google Forms are utilized for essential tasks such as data collection and feedback from students and teachers. Additionally, relevant information is efficiently shared with staff members through WhatsApp groups.

Administrative meetings, including college staff meetings, College Council meetings, and department meetings, have transitioned to the **Microsoft Teams Learning Management System (LMS)** to enhance efficiency. The college campus has installed CCTV cameras strategically placed to meet security requirements. To manage student administration, the college employs E Scholar software.

Finance and Accounts

The college utilizes **SPARK** software for finance and accounts management. Spark is an online software solution that empowers the accounts department to handle financial matters and monitor financials. Additionally, Spark offers services such as income tax return preparation. It seamlessly integrates with banking platforms and other existing applications to facilitate data transfer to the bookkeeping process. Staff members can efficiently manage tasks like reconciliation, invoicing, transactions, payroll, and payments through this platform.

Furthermore, the institution has implemented the **Public Fund Management System (PFMS)**, an online platform designed to track and manage the flow of public funds for various government programs and schemes. PFMS aims to enhance transparency and efficiency in the government's financial management processes, enabling the efficient tracking of funds from the central government to state governments, local bodies, and other implementing agencies.

BiMS-Bill Information and Management System, a Government of Kerala portal is used in the college for bill settlements with the treasury.

Student Admission and Support

- **Admission and Support**
- **Attendance**
- **Library**

Admission and Support

In 2018, the college implemented an office automation system to streamline administrative processes, which includes managing admissions and providing student

support. The **E Scholar software**, administered by Uniware Technologies in Kottayam, efficiently handles student record management. This software allows the administration to manage student profiles, admission quotas, personal data, and the issuance of documents such as Transfer Certificates and Course and Conduct Certificates. By leveraging this technology, the college has significantly reduced paperwork and improved administrative efficiency.

Attendance

During the COVID-19 pandemic, the institution utilized Microsoft Teams for recording student attendance during online classes, ensuring an accurate and organized tracking system.

Library

Starting from the academic year 2021-22, the library operates using Koha Software and DSpace repository:

- **Koha Software**: Koha is an open-source integrated library system (ILS) that provides a wide range of utilities and features to efficiently manage various library operations. These include Cataloguing and Metadata Management, Circulation Management, Acquisitions, Electronic Resource Management, Reporting and Statistics, Online Public Access Catalog (OPAC), and Customization and Extensibility.

- **DSpace Repository**: DSpace is an open-source digital repository system designed to manage, preserve, and disseminate digital content. It serves as a platform for Digital Content Management, Institutional Repository, Preservation, Access Control, Search and Discovery, and offers a user-friendly interface for library users.

This technology integration enhances the library's ability to provide a seamless and efficient experience for both students and staff members.

Resource Sharing-TURNITIN, Plagiarism Software

The college has implemented a resource-sharing service in collaboration with Adi Shankara Institute of Engineering and Technology, sister Institution which includes the sharing of Turnitin, a plagiarism detection software.

Examination

As the college is an affiliated institution, external examinations are conducted in accordance with the University's schedule. Assignments and internal examinations were conducted using Google Classroom and Microsoft Teams during the Covid-19 pandemic

Year	Action Taken
2018-19	Introduced E Scholar Software, MS Office, MS Windows Subscription Renewal
2019-20	MS Office, MS Windows Subscription Renewal
2020-21	Introduced Microsoft Teams , MS Office, MS Windows Subscription Renewal
2021-22	Introduced Koha and DSpace- Library Automation Softwares Website Revamping, MS Office, MS Windows Subscription Renewal
2022-23	Website Revamping, MS Office, MS Windows Subscription Renewal, Resource Sharing -Turnitin, Plagiarism Software




Principal in Charge

PRINCIPAL
SREE SANKARA COLLEGE
KALADY - 683 574



Approved By



Managing Director

K. ANAND
Managing Director
Sree Sankara College Association
Kalady - 683574

Members of the Governing Board:

1. Sri K.Anand, Managing Director
2. Dr.Preethi Nair, Principal in Charge
3. Dr.Jacob George, Associate Director, ASIET
4. Sri Venugopal C.Govind, Management Representative
5. Smt Sharanya Prathapan, Assistant Professor, Department of Commerce

