



# KONGUNADU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

Re-accredited by NAAC with 'A' Grade - 3.64 CGPA out of 4 (3<sup>rd</sup> Cycle)

College of Excellence (UGC)

Affiliated to Bharathiar University

GNANAMBIKAI MILLS (P.O.), COIMBATORE - 641029. TAMIL NADU, INDIA

**Dr. M. LEKESHPANASWAMY,**

M.Sc., M.Phil., Ph.D., B.Ed., FSISC., FISEC.,

**PRINCIPAL**

Office : 0422-2642095 Per. : 0422-2647633

Fax. : 0422-2644452

E-mail : principal@kongunaducollege.ac.in

Website : www.kongunaducollege.ac.in

Date : 24.09.2019

## CERTIFICATE

This is to certify that the following works in the UnAided office of the College have been computerized in the process of implementing Paperless office during the past 5 years:

- 1) Biometric Entry system for Teaching and Non-Teaching Staff.
- 2) Staff Casual Leave, Permission & OD are made through Online Mode.
- 3) Student Admission, Admission Register and other student records are maintained in Secured software.
- 4) Collection of Semester Fees & Exam Fees from students Through online
- 5) All Inventories & Stocks are maintained in Software.
- 6) Accounts are maintained in Software.
- 7) Most of the purchase are channelized through online process.
- 8) Communication to Parents via Emails & SMS.
- 9) Circulars to Staff via Emails.

**SUPERINTENDENT (UA)**

**PRINCIPAL**



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E-mail : principal@kongunaducollege.ac.in

Website : www.kongunaducollege.ac.in

Date : 25.09.2019

## CERTIFICATE

This is to certify that the following works in the Aided office of the College have been computerized in the process of implementing Paperless office during the past 5 years:

- 1) Salary Acquittance of Teaching and Non-Teaching Staff.
- 2) Preparing proposals for availing loans from Provident Fund and for final settlement for Teaching and Non-Teaching Staff.
- 3) Contributory Pension scheme related works.
- 4) Preparing proposals for Special Provident Fund (SPF) settlements for teaching and non-teaching staff.
- 5) Preparing proposals in respect of surrender/settlement of Earned Leave and settlement of UEL on Private Affairs.
- 6) Arrears settlement of DA revision/Promotion salary, etc.
- 7) Computerization of Accounts.
- 8) Collection of Admission fees, Special Fees, University Fees, Lab Fees & Exam Fees from students.
- 9) Students' Bio-data, Attendance and Transfer Certificate.
- 10) State Government, Central Government and UGC scholarships.
- 11) Preparation of proposals for Pension, Gratuity & other Retirement benefits of Teaching staff and non-teaching staff.
- 12) Preparation of proposals for Promotion and change of Grade and preparation of Increment details, etc.
- 13) Day to day communications to State and Central Government officials, University, UGC, DST, DBT, etc.

4095-  
**SUPERINTENDENT**  
(AIDED OFFICE)

KONGUNADU ARTS & SCIENCE COLLEGE  
COIMBATORE-641 029

**PRINCIPAL**  
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Kongunadu Arts & Science College  
COIMBATORE-641 029



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**Dr. M. LEKESHMNASWAMY,**

M.Sc., M.Phil., Ph.D., B.Ed., FSISC., FISEC.,

**PRINCIPAL INCHARGE**

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Website : [www.kongunaducollege.ac.in](http://www.kongunaducollege.ac.in)

## Paper Free Library and Information Centre

The library and information centre of our college is fully automated with Barcode and RFID Technology. Fullfledged Library automation and Digital Library (Full content digital) software installed and digital data back-up maintenance are free from paper utilization.

Circulation (Transaction of Books), Barcoded User Entry, Online Public Access Catalogue System (OPAC), Digital Stock Maintenance System, Digital Lecture Capturing System, Digital Photo Maintenance etc., are reduced the paper utilization drastically.

E-resources like E-books, E-Journals, E-articles utilization reduces the print resources. Wi-Fi Internet and cable internet, Smart room concept facilities are making easy dissemination (E-content) of the study materials virtually without paper.

  
Librarian

  
Principal





# KONGUNADU ARTS AND SCIENCE COLLEGE

(AUTONOMOUS)

G.N. MILLS (P.O.), COIMBATORE - 641 029. TAMIL NADU, INDIA.

[Re-accredited with 'A' Grade (CGPA 3.80 out of 4.00 (95%) by National Assessment and Accreditation Council  
Awarded "College with Potential for Excellence" (CPE) Status by UGC,  
Affiliated to Bharathiar University & Approved by AICTE]

**Dr. S. LOGASWAMY** MSc., MPhil., Ph.D., FAZ., FIAES.,

**Associate Professor in Zoology and  
Controller of Examinations**

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## AUTOMATION IN THE EXAMINATION CELL

A comprehensive automation is being followed in the Examination Cell. The unique features of the cell are the introduction of Digital Mark Entry System which is exclusively used for the entry of marks scored by the students in Continuous Internal Assessment (CIA) and End of Semester Examinations (ESE) including Theory and Practical Examinations. It is paperless and user friendly application which renders error free entry of marks and speedy declaration of results.

The payments of fees, issue of hall tickets and Hall allotments during examinations through ONLINE are students friendly paperless system which facilitates all the students to make their deed easy and enables the Office to complete the work in time. The appointment of Examination personnel and remuneration are being carried out through paperless system.

The introduction of an exclusive Direct Verify System to get to monitor the genuinity of certificates which company requires when a student gets appointment in a company is a paperless transaction which benefits all the students. In addition, itranscript has also been introduced to authorize the certificates of the students through ONLINE whenever they require for the career opportunities in abroad.

The examination details related to all the students are being stored and processed in paperless manner in the computer servers which are retrieved whenever required by the authorities.

**Controller of Examinations  
KONGUNADU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)  
Coimbatore - 641 029.**