



E-Governance Report

2018-19

E Governance (Electronic Governance) combines the most effective concepts of administration with the efficient and democratic approaches enabled by Information and Communication Technologies. The structure of E-Governance involves the various stakeholders at different levels of the institution into one coherent workflow, thus integrating the system in one high tech environment. Since this structure upgrades itself regularly, it is also an ideal interactive platform between Academia and other already streamlined workflows like Government to Government (G2G), Government to Citizens (G2C) and Government to Business (G2B). E-Governance not only encourages good governance, transparency and ethical practices, it is also an innovative ecosystem, which fosters institutional integration as well as a free exchange of knowledge, information and ideas.

In JDMC, the ICT committee spearheads this movement by functioning as an intermediary between the faculty, administration, students and other stakeholders. The committee delineates the important objectives for each academic year, and through the year follows through on their achievement.

Under the larger rubric of E-governance, various initiatives are encouraged by the college as per the policies of Government of India. These policies aim at promoting fair and transparent practices in the area of educational planning, administration, examinations, finance, teaching-learning and student support.

The college is continuously working to achieve four aspects of e-governance evolution: presence, interaction, transaction, and transformation.

- **Presence** - The college website is dynamic, and disseminates various forms of data, as well as provides an overview of the whole college. The website is routinely updated, refreshed and if required, redesigned to cater to the changing needs of the college. A manual has been created and is distributed routinely among the faculty and administration to allow for a uniform format of the information on the website.



- **Interaction** - The interactive spaces provided by E-Governance initiatives of the college are extremely effective. JDMC provides all the relevant student logins in one place on the website. The students and faculty have their separate logins and they have access to all the modules from their respective user interfaces. This includes attendance, Internal assessment as well as timetable modules. This has created a collaborative environment which is convenient for students as well as university and college administration.
- **Transaction** - This stage is about automation, paperless functions and one way information flow networks. Data collection has been converted into a digital process with multiple user applications.
- **Transformation** – Constant updation of software application and digital processes are welcomed in the Institution to help it adapt to a dynamic cultural and educational world-order.

E-governance practices:

- **Maintenance:**

All the Teachers, staff and students have been allocated login credentials for exchanging information through various portals on the website. Proper training for working on different user interfaces is also regularly organised by University, college, vendors and ICT Committee for faculty, staff and students. Apart from maintaining an online web portal, data formats and records, regular AMC services and upgradation is encouraged for hardware and software inventory of the College.

- **Planning and design:**

Every year necessary budgetary requirements are estimated and proposed for the ICT tools, hardware and software for teaching-learning processes. The College administration and ICT Committee jointly work towards increasing the use of ICT enabled teaching-learning as well as encouraging staff to maintain digital records. E-resources, ICT equipment, Computer Labs with latest software and hardware are procured by the college for enhancing ICT Usages among teachers, staff and students.

- **Execution:**



A functional website provides a platform for various tasks which have to be performed by all stakeholders. There are various levels of the college ecosystem which are being strengthened through ICT.

E-Governance objectives:

The ICT committee defines objectives for each year and then coordinates with various stakeholders to achieve the same. Following is the list of objectives for 2018-19 as formulated in the beginning of the session and implemented throughout the year. .

- a. Facilitating database management, in an ICT enabled environment.
- b. Workshops to ensure that all licensed softwares are fully utilised by the users.
- c. Online circulation of all important notices for enhancing efficiency and saving time.
- d. Increasing E-resources, research journals, useful web portals for research and academic writing, using web based-citation tools, and plagiarism softwares.
- e. Optimise utilisation of GeM portal and procure more equipment of ICT infrastructure of the college.
- f. Streamline a process for regular updates of the website in a uniform format.

Following are the highlights of E-Governance s in the year

2018 - 19

1. Administration

- Soft copies of important documents, University notifications etc were shared through email, on WhatsApp as well as on the website.
- Efforts were being made to convert database management into a paperless exercise. The LAN and Wireless internet connections were strengthened.
- A LED notice board was installed in the reception area, for easy dissemination of notices etc to the students.
- The updated information related to courses, departments, employees, audit reports, academic calendar, code of conduct, fee structure, prospectus,



scholarships, student fees relaxation, etc, was displayed on the updated college websites.

Supervision of various scholarship schemes

- Information about scholarships instituted by the college was shared through electronic modes for the students and stakeholders.
- Maintenance and disclosure of comprehensive information on its webpage.
- Crucial information such as DU Bulletin, University Notifications, admission schedule were shared online on the college website.

Download section

- The download section for forms and feedback links was streamlined and most of the forms can be filled in online mode like GE, SEC, Grievance redressal etc.

Development of ICT based infrastructure in the College

- The ICT committee conducted various workshops and induction events which encouraged teachers and students to use the softwares and machines procured for their use. Certified Faculty Training Programs are held to encourage the usage of ICT.

The institution employs various software to manage following levels of functioning –

- **Employee Leave Module-** Used for entry of all types of leave like EL/CL/ML/Child Care Leave/Maternity/Paternity, Study and Duty Leave, of Teaching and Non- Teaching Staff. Leave Details (Employee wise), various Leave Details of the Employee (at a glance) are processed.
- **Stock Management Module-** Inventory units procured, damaged and items not in use are managed into this software. Records of the issue/return of laptops, gadgets, cables, stylus pen, mikes etc. by students and teachers are also maintained. The purchase committee and system administrator regularly update and verify information related to inventory management
- **GeM Portal:** GeM eliminates human interface in vendor registration, order placement and payment processing, to a great extent. Being an open platform,



GeM offers no entry barriers to bonafide suppliers who wish to do business with the Government. Online, cashless and time bound payment on GeM is facilitated through integration with PFMS and State Bank Multi Option System (SB MOPS); web-services integration is being extended to payment systems of Railways, Defence, major PSUs and State Governments. Seamless processes and online time-bound payment, which is also mandated by the Department of Expenditure, has given confidence to the vendors and reduced their 'administrative' cost involved in pursuing officers for timely payment.

- **Quick Heal Secrite EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.
- **Licence of Microsoft Office 2010-** Licence for MS Office is procured so that faculty and students can use new features of MS office tools such as PowerPoint, Excel, Word and MS Access.
- **Licence of Microsoft Window 7 (Upgrade to 10)** - New Window 7 Operating System is acquired for speeding up the user interface using taskbar, aero interface, window search and gadgets.
- **AMC - Annual Maintenance Contract for ICT** – Computer systems, desktops, laptops, printers, scanners, networks, etc. are regularly checked and AMC is also renewed.

2. Finance and Accounts

- Various G2G, G2C and G2B financial transactions are recorded efficiently in an ICT supported environment. The advanced tax payment is done through TAN on income tax online portal on quarterly basis.
- Tenders and ordering process is gradually shifted from manual to CPPP which is recommended by the Indian Government for all types of e-procurements. Under the various consortiums of government GEM and CPPP are already interlinked for buying and ordering the products and services (including transport).
- The salaries of employees including examination remunerations are paid online through NEFT/RTGS in the employee accounts.



- Outlined below are some of the major assignments being performed digitally at College level-
 - Conduct of computer awareness programs for office-staff.
 - Management of College accounts.
 - All the accounts are being maintained with Canara Bank with maintenance of proper ledger at College level.

Softwares are used to conduct the following financial activities –

- **Payroll Software with New Pension Scheme-** Salary register, Salary slips, Bank statements, CPF & GPF statement, Income Tax Statements are generated and maintained. Salary payment to employees through net-banking.
- **Financial Accounting Software-** Specific ledger, Day Book, Journal Book, Cash Book, Cheque records, Receipts and payment statement, Income and Expenditure statement, Trial Balance, Balance sheet and Budget records are computerised.
- **Tally-** Tally software is used to maintain accounts and prepare cash books, e-vouchers and ledgers of all accounts.
- **PFMS-** The Public Financial Management System (PFMS) is a software application, developed and implemented by the Controller General of Accounts (CGA), Department of Expenditure, Ministry of Finance, Government of India. PFMS is used in direct payment to beneficiaries, payment and exchequer control and accounting of receipts (Tax & Non-Tax).
- **Canara Bank Easy Fee** – It receives fee payments from students in the digital mode. The Easy Fee is compatible with maximum payment platforms and Mobile Apps like UPI and Phone Pay.
- **Quick Heal Seqrite EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.

3. Admission and Student Support



- The college has strengthened its administration by procuring automation software that takes care of Admission, Time Table, Monthly Attendance, Internal Assessment.
- Student management portal is used for maintaining student related data, enrolment numbers, ID cards, certificates, attendance, IA, etc.

The college employs its software for the following admission-related activities-

- **Admission and Fees Module-** All types of Admission related Reports, Intake Capacity Reports, cutoffs, admission schedules, etc.
- Display of admission rules/schedule on webpage.
- Preparation & publication of admission rolls and related statistics.

Student support

Following facilities were provided to the students to facilitate the teaching-learning process.

- Wi-Fi campus & Availability of internet/e-resources in library.
- Running of computer-based programs/courses.
- Conduct of computer awareness/digital literacy programs for students.
- Maintenance of students' attendance in web-based formats.
- Disclosure of students-centric information/data/materials on website.

Softwares are employed for the following functions:

- **Certificates-** All types of Certificates like Provisional Certificate, College Leaving Certificate, Bonafide Certificate and Appearance Certificate and Election List.
- **Timetable Module-** Timetables according to Rooms/Teacher, Timetable Entry according to Room/Teacher/Course/Paper, Time Table Report, List of Vacant Rooms are created.



- **Monthly Attendance Module-** Entry of Monthly Attendance with multiple teachers for a paper, Consolidated Attendance, Short Attendance and Attendance Benefit like ECA, Medical and Sports after applying all University Rules related to attendance.
- **Online Student Portal-** Students and their parents can view aspects of student performance like Attendance, Internal Assessment, Papers and basic details. The College Notice Board is also available on the portal.
- **Options forms for GEC and SEC-** Students choose their Generic Elective Courses and Skill Enhancement Course through an online form.
- **Feedback forms-** Feedback on various aspects of college functioning are taken through online forms from students, alumni and parents.
- **Library:** The library uses the Libsys software to effectively manage data related to library activities like circulation, online search and maintaining a database of books.
- **Quick Heal Seqrite EPS** – It provides state-of-the-art cybersecurity solutions, helps to safeguard the IT assets of the Institution, respond against cyber-attacks and comply with regulatory and compliance frameworks.
- **Mathematica** – The software is used by the Department Mathematics in practical classes for technical computing. It was upgraded this year.
- **Software R** – The free software used by the Department of Mathematics in practical classes for statistical computing and graphics.
- **LaTeX and HTML** - The free software used by the Department of Mathematics in practical classes for mathematical writing.
- **Tally** - This is a software used for educational purposes by the Commerce department for teaching accounting procedures.
- **N-LIST** – The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre.

SUPPORT FOR THE DIFFERENTLY - ABLED



- **NVDA screen reading software** – It is a specialised software designed to help visually impaired readers to access electronic texts.
- **Braille reader** – It is an electronic device that allows visually impaired readers to read the text displayed on a computer monitor, mobile or any display device.
- There are two-Scanners for the visually challenged to facilitate scanning of print books.

4. Examination

- The Institution manages examination related functions in a digitised manner, such as declaration of results on website and providing marksheets.
- The internal assessment and attendance process are fully automated and the student can view her data through the student login portal on the website.
- The invigilators' duty list has been prepared through MS Excel, and has been shared online.

5. Planning and development

- The website committee released a manual delineating the various protocols for uploading and updating material on the college website. This manual is an important milestone in streamlining the ICT processes of the college.
- The library upgraded and installed LSEase software for the users.

Recommendations for 2019 - 2020

The ICT committee proposed the following for the next academic session.

- Overhaul and upgrade of the administration ICT infrastructure.
- CCTV surveillance structure to be installed and made fully operational through the campus.
- Research facilities for the faculty to be strengthened.

ICT-ENABLED INFRASTRUCTURE /EQUIPMENT PROCURED

2018-2019



ज्ञानका देवी स्मृति कालेज
(दिल्ली विश्वविद्यालय)
JANKI DEVI MEMORIAL COLLEGE
(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-११००६०
Sir Ganga Ram Hospital Marg, New Delhi-110060
दूरभाष : २५७६७७५४ फैक्स : २५७९०६३२
Tel. : 25787754, Fax : 25710832
E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in

Sl.No	Name of Department	Name of equipment/ machines purchased	Date of purchase
1	GE SEC Software	Online Forms	2018
2	CL 3	Mathematica, Pro version	2019
3	Main Reception Area	EVOTA LED TV (Display Screen)	2018
4	Campus Surveillance	CCTVs	2018

Vendor Details of softwares employed

Sr. No.	Name of the Vendor with contact details	Year of Implementation
1	Bright Infotech, 345 Vardhman Fortune Mall, Community Centre, G.T. Karnal Road, Delhi-110033. Mobile: 9811012686, 9654119190 Email: vijay_kants@hotmail.com, indogenoussolutions@gmail.com	2017
2	SoftwareOne India Pvt Ltd, 501, 5th Floor, 38 Ansal Tower, Nehru Place, New Delhi - 110019. Email: shobha.jaiswal@softwareone.com	2017
3	Saraswati Organization. Phone: 011-47660000 (Tally)	2008
4	Reserve Bank, Government of India (PFMS)	2018
5	Rahul Thakur, Mohali, Punjab-160051. Mobile: 7888480337, 9464967160. Email: thakurrahul317@gmail.com	2018
6	Scube Scientific Software Solutions (P) Ltd. 1217, 12th Floor,	2019



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Tel. : 25787754, Fax : 25710832
E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in

	Hemkunt Chambers, 89 Nehru Place, New Delhi - 110019. Contact No. 011 41618828, 41618829. Email: info@scubeindia.com	
7	Saktek Foundation, 486 Double Story, New Rajender Nagar, New Delhi - 110060. Email: Kavita@saksham.org	2019



College Website



Janki Devi Memorial College
University of Delhi

Home Master Details Leave Management Reports
(To logout first goto home page then click on logout button)

Logout

Leave Entry Form

College Name	(021)-Janki Devi Memorial College
Employee Type	-----Select-----
Employee Name	-----Select-----
Leave Type	-----Select-----

Search Details

Designation	
Department	
Date of Joining	DD: 24 MM: 8 YYYY: 2021
Current Date	
Leave Duration	
Leave Due	
Reason of Leave	
Leave to be Taken From	DD: DD MM: MM YYYY: 2021
Leave to be Taken To	DD: DD MM: MM YYYY: 2021 Full Day

Leave Calculate

Leave Module



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E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in



Shilpa Chaudhary <shilpa12.chaudhary@gmail.com>

salary slip aug sept and oct

Thu, Nov 1, 2018 at 2:37 PM

deepthi kumar <leaching.jdm1234@gmail.com>
To: Shilpa Chaudhary <shilpa12.chaudhary@gmail.com>

3 attachments

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8K

SHILPAOCT.PDF
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SHILPASEPT.PDF
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E-Salary Slip



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Libsys

Kusum Krishna
Dr. Kusum Krishna
Chairperson, Governing Body

Swati Pal
Prof. Swati Pal
Principal