



## **E-Governance Report**

**2019 - 2020**

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. This structure is also subject to various protocols of planning, development, upgradation, and most importantly, integration within the rubric of educational administration. 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 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 objectives and follows through its implementation during the academic year. The committee meets those vendors which are approved by the administration (through the GeM portal) and evaluates their presentations. After each presentation and subsequent discussion, it presents its recommendations to the college.

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, finance, teaching-learning and student support. Effective use of information and communication technologies (ICT) has enabled the college administration to provide prompt, user-friendly services, improve work efficiency, and to maintain transparency and accuracy in our records. These rubrics are being used as a platform for efficient, transparent, and timely delivery of services to all our valued stakeholders.





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

- **Presence** - This aspect of E – Governance is the most visible and experiential for all stakeholders. The college has a well maintained and dynamic website, which is used to disseminate various forms of data, as well as provide an overview of the whole 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. It has multiple entry points/portals which relate to the other stages of E-Governance. Besides this, social media platforms were also utilised to increase information dissemination as well as institutional online presence.
- **Interaction** - The interactive spaces provided by E - Governance initiatives of the college are extremely effective. The Institution provided 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 also created a collaborative environment, where different papers can be collated in an instant, for the convenience of students as well as university and college administration.
- **Transaction** - This stage is about automation, where simple tasks are rendered paperless through forms, or one-way information flow networks. The College has streamlined data collection through a portal for the students to fill, which are then monitored by the college technical team. These forms are most particularly used at the time of selection of papers. Two-way communication data repositories as well as cloud based structures were employed to be in constant touch with students. This was aided by various social media platforms, as they provide a real time interactive space, and assistance when required.
- **Transformation** - Technology is a conduit for institutional transformation and development. Resources from global sources are made accessible to students through journals, softwares as well as their cultural practices. Technology is used as a portal to understand practices across the world and then, to assimilate those into our own learning





processes. Automation and inclusion of technology has been conducive in the transformation of classrooms and workspaces.

#### **E-governance practices:**

- **Maintenance:** All the staff and students have been allocated official login credentials for exchanging information through various portals on the website. Proper training for working on different user interfaces is also regularly organised by the 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 ICT tools, hardware and software for teaching-learning processes and Computer Labs. 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 and ICT equipment. Computer Labs with latest software and hardware are procured by the college for enhancing ICT usage among teachers and students. Feedback is taken from departments and software solutions are provided for various issues. There is an existing network of teachers and staff members to assist in case of any issues.
- **Execution:** A functional website provided a platform for various tasks which had to be performed by all stakeholders. In March 2020, due to Covid - 19 lockdown, most of the routine administrative work also shifted online. The Institution procured and used various softwares through the pandemic.

#### **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 2019 – 2020, as formulated in the beginning of the session and implemented throughout the year.





- a. Facilitating Paperless Administration including database management, online meetings, and online information sharing in an ICT enabled environment.
- b. Workshops to ensure that all licensed softwares are fully utilised by the users. Encouraging teachers and students to maximise ICT usage.
- c. Inculcating technology-driven work culture among students and teachers for registration for various events, online circulation of all important notices for enhancing efficiency and saving time.
- d. Increasing user interface and awareness on academic and research visibility, e-resources. Creating a data-pool of research journals, using web portals for research and academic writing, using web based-citation tools, using plagiarism softwares.
- e. To enhance ICT-related infrastructure through the proposal of a research room for the faculty in the library.

**Following are the highlights of E-Governance in the year 2019 – 20**

#### **1. Administration**

- The College campus is under CCTV surveillance, with more than 65 cameras in the premises and 18 cameras in the hostel for ensuring safety and vigilance.
- Soft copies of important documents, University notifications, etc. are shared through email, on WhatsApp as well as on the website.
- The College has tried to implement paperless administration and communicate through e-mails and other digital formats.
- Various stakeholders through the website committee, ICT committee and the media team are involved in e-governance measures.
- The official contact details, important links for students as well as links to official social media profiles were shared electronically and through the website.
- The updated information related to courses, departments, employees, organisational hierarchy, audit reports, academic calendar, code of conduct, fee





structure, prospectus, scholarships, student fees relaxation, etc, was displayed on the updated college website.

Supervision of various scholarship schemes:

- Online data for the various important scholarships was regularly checked and updated every year through secured login IDs.
- Information about other scholarships instituted by the college were also shared through electronic modes for the students and stakeholders.
- Maintenance & display of comprehensive information on its webpage.
- Crucial information such as DU Bulletin, University Notifications, admission schedule was shared online.

Download section:

- The download section for forms and feedback links is now upgraded and most of the forms can be filled in online mode like alumni registration, GE, SEC, Grievance redressal, etc.

Development of ICT based infrastructure in the College:

- The ICT Committee conducted various workshops and induction events to encourage teachers and students to use softwares and machines procured for their use. Certified Faculty Training Programs were 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 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.
- **Licence of Microsoft Office 2010-** Licence for MS Office was 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 was 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. were regularly checked and AMC was also renewed.

## 2. Finance and Accounts

Financial information like details of Vendors, Vouchers, Payments, Salary, Pension, Arrears were maintained online. Various G2G, G2C and G2B financial transactions were recorded





efficiently in an ICT supported environment. The advanced tax payment was calculated with the help of Income Tax portal.

- Tenders and ordering process was gradually shifted from manual to CPPP which is recommended by the GOI 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 were paid online through NEFT/RTGS in the employee accounts. Payslips were also shared in PDF files through emails, and Tax saving forms were also filled through softwares such as Google docs, after they are shared via email by the accounts department.
- The payment of scholarships and all purchasing transactions were executed in a cashless mode to maintain transparency and financial accountability.
- Outlined below are some of the major assignments being performed digitally at College level-
  - Online payment of examination and admission fees.
  - Management of various scholarship schemes.
  - All kinds of payments including salaries to staff-members.
  - Disbursement of salary slips & accounting of GPF.
  - Conduct of computer awareness programs for office-staff.
  - Management of College accounts.
  - All the accounts were being maintained with Canara Bank along 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, fee structure, etc.
- Display of admission rules/schedule on webpage.
- Preparation & publication of admission rolls and related statistics.

### Student support





- Members of the ICT committee held various training sessions to facilitate the move to online teaching.
- DULS, Delhi University Library System also moved online, and access to various journals etc was provided through the official domain IDs.
- Students were able to easily access e-material, which was uploaded on a weekly basis during the pandemic.
- Management of different scholarship schemes for students is done through the online portals. The records are also maintained online and shared with the various organisations providing the scholarships. The students are also informed about these scholarships through email, WhatsApp and the college website.

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

- Wi-Fi enabled campus & availability of internet/e-resources in library.
- Running of computer-based programs/courses.
- Conduct of computer awareness/digital literacy programs for students.
- Audio-visual facilities in classrooms.
- Maintenance of students' attendance in web-based formats.
- Display of student-centric information/data/resources on website.

The following functions have been automated and are done virtually:

- **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, serials, 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.
- **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** - Accounting software Tally Prime is purchased by the Accounts department in the year 2019 for salary administration and pension calculation. PFMS, an RBI software (2018) and Income Tax portal, has also been used by the Accounts Department since 2018.
- **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.





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- **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.
- **VIRTUAL LIBRARY LINK** is available on the website for ease of access.
- There are two scanners for the visually challenged, to facilitate scanning of print books.

#### 4. Examination:

The Institution managed examination related functions in a digitised manner.

- Online registration, fee payment & issuance of admit cards.
- Preparation of Exam Duty Chart.
- Declaration of results on website.
- Providing marksheets.

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability and efficiency in the system and eventually to improve the quality of education.

- **Online Exam Portal** – The University provides the online portal for managing student data regarding filling up of examination forms, examination fees and issue of admit cards for examinations.
- **Internal Assessment** - The internal assessment and attendance process are fully automated and the student can view her data through the student login portal on the website.

#### 5. Planning and development

- Various training sessions were routinely organised for meeting the ICT requirements of the college.

#### Recommendations for 2019-2020





The ICT committee proposed to procure smart boards, stylus pens and research softwares for the next academic session.

- Integrating college websites for information related to IQAC centres, online certificates and forms.
- E-journal Perspectives to be planned and released.
- Lan and Wifi networks to be strengthened in the college.
- Language Lab software to be purchased.
- Smart boards to be purchased.

**ICT-ENABLED INFRASTRUCTURE /EQUIPMENT PROCURED**  
**2019-20**

Sr.No	Name of Department	Name of equipment/ machines purchased	Date of purchase
1	Library	ID Card Printer	2019
2	Tally ERP to Prime upgrade	Lab 1, 2 and Accounts Dept.	2019
3	Zoom Accounts Pro Version	One Account	April 2020

**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





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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, Hemkunt Chambers, 89 Nehru Place, New Delhi - 110019. Contact No. 011 41618828, 41618829. Email: info@scubeindia.com	2019
7	Saktek Foundation, 486 Double Story, New Rajender Nagar, New Delhi - 110060. Email: Kavita@saksham.org	2019
8	National Library and Information Services Infrastructure of Scholarly Content (N-LIST), Infocity, PB No. 4, Gandhinagar - 382007, Gujarat.	2017
9	Libsys Software, 631-633 Phase V, Udyog Vihar, Sector-19, Gurugram, Haryana. Phone: 01244894100	2003

Screenshots of user interfaces





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Janki Devi Memorial College  
University of Delhi

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

### 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	
Current Date	DD 24 MM 8 YYYY 2021
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

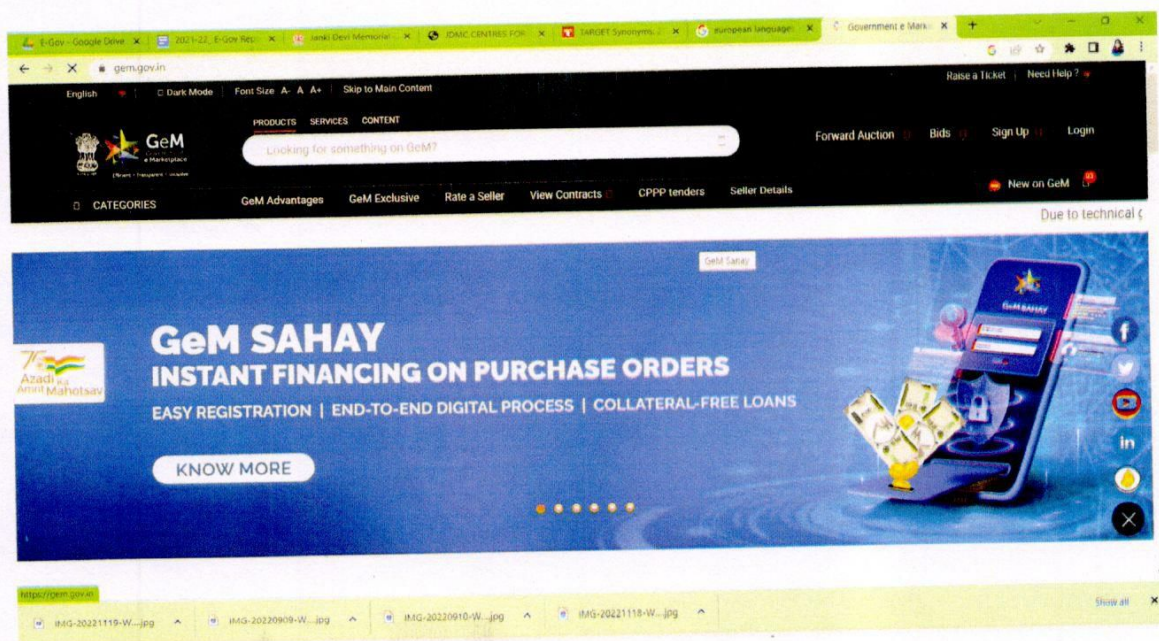
Leave Calendar

Employee Leave Module





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GEM Portal





The screenshot displays the GEM Portal dashboard with the following sections:

- ALL DEMANDS**: A table showing counts for 'Of Chk-out', 'Demand', and 'Total Demands'.
- PRODUCT ORDERS**: A table showing counts for 'Product Purchase', 'B2B', 'B2C', and 'B2G'.
- SERVICE ORDERS**: A table showing counts for 'Service Purchase', 'B2B', 'B2C', and 'B2G'.
- SHIPMENTS**: A table showing counts for 'Pending P/O', 'Pending V/O', and 'Bills Not Created'.
- BILLS**: A table showing counts for 'Bills Pending Approval', 'Bills Pending Payment', and 'Bills Paid'.
- RECENT ORDERS**: A list of recent orders with columns for GEMC ID, Product Name, Total Qty, and Total Amount.

At the bottom, there is a 'Your Statistics' section with an 'Ask Gemini' button.

Screenshot of our recent order through GEM Portal





gem.gov.in/cppp

English Dark Mode Font Size A A A Skip to Main Content Raise a Ticket Need Help?

PRODUCTS SERVICES CONTENT

Looking for something on GeM?

Forward Auction Bids Sign Up Login

CATEGORIES GeM Advantages GeM Exclusive Rate a Seller View Contracts CPPP tenders Seller Details New on GeM

### CPPP Tenders

The following are the list of the tenders which are published on the CPPP. The users may use the filters as per the requirement.

**Disclaimer**  
Information about various Tender Documents published on this page is being provided by CPPP portal to facilitate faster dissemination and easy access to information related to Tenders. Portal laid down by the CPPP portal is also applicable on the information available under this Link on GeM and GeM does not hold any responsibility for the accuracy, authenticity and validity of the information provided in the Portal. CPP Portal Policies

Tender ID Tender Title Organization Name Bid Sub. Closing Date Availability Report Id Search Reset

Bid Submission Closing Date	Tender Opening Date	e-Published Date	Title/Ref No./Tender Id	Organisation Name	Corrigendum	GeM Availability Report Id	Download
22-November-2022 10:30:00	17-November-2022 04:31:19	17-November-2022 04:31:19	Rubber strip 40x5mm (Thickness) for	Ministry of Railways	N/A	N/A	

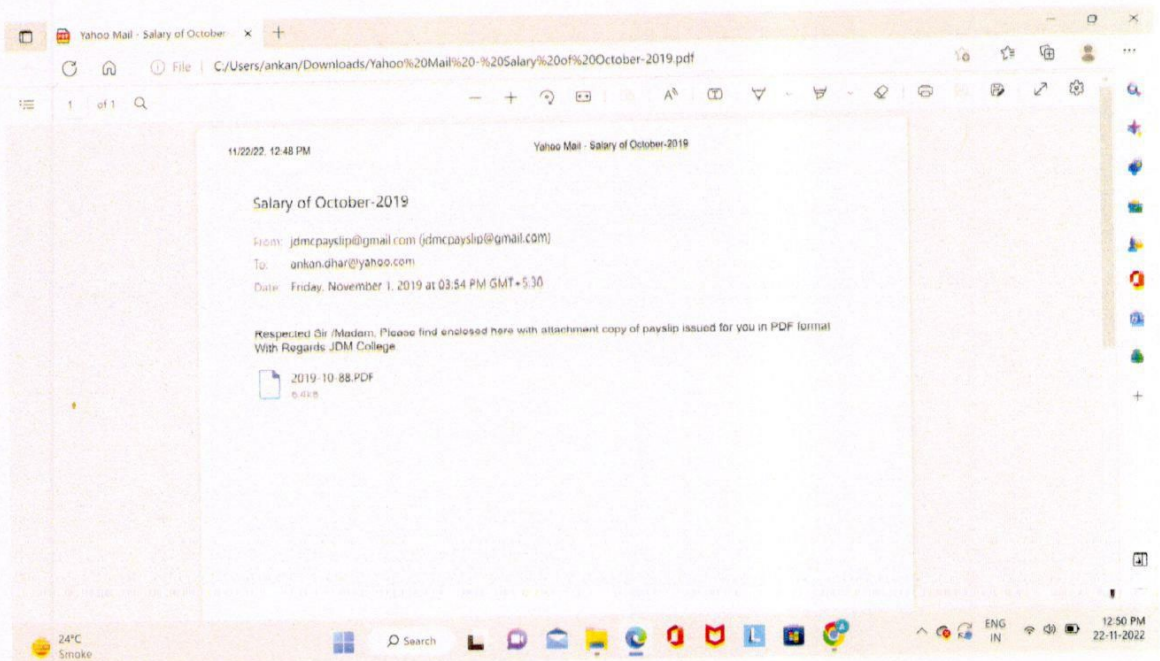
IMG-20221119-W...jpg IMG-20220909-W...jpg IMG-20220910-W...jpg IMG-20221118-W...jpg Show all

### CPPP Tenders







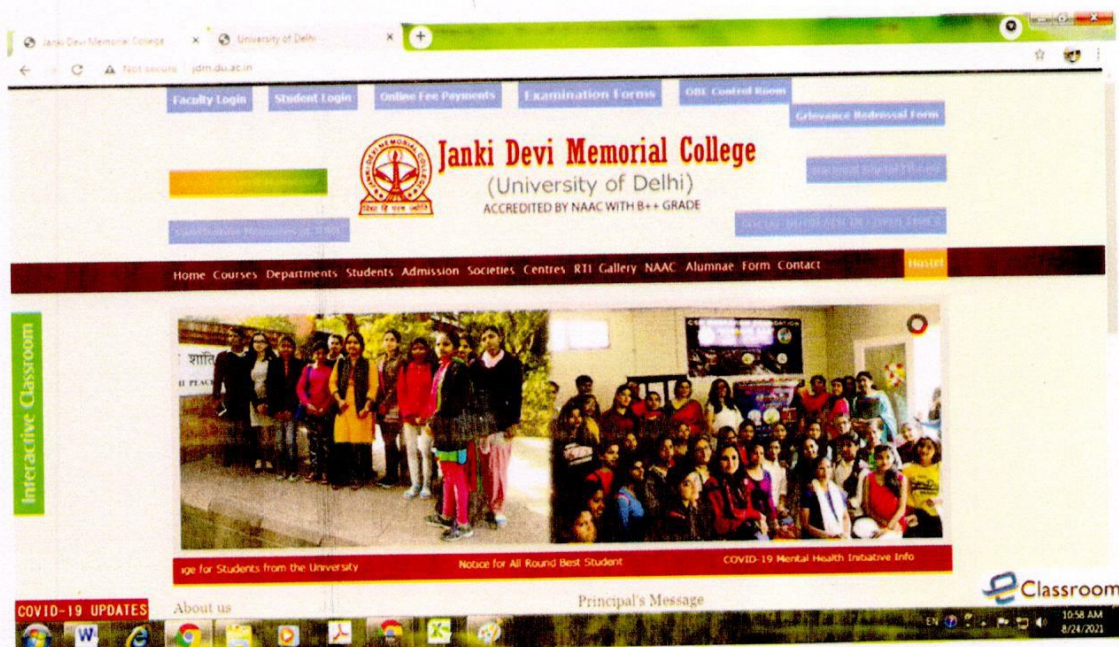


E-Salary Slip





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College Website





**District Delhi**  
Service at doorstep

**दिल्ली सरकार**

**PENDING APPLICATION FOR VERIFICATION**

Select Academic Session: 2022-2023

S.No	Service Name	Application Received	No.Of Application Pending	No.Of Application Verified
1	Post Matric Scholarship for OBC Students(PMS-OBC)	2	2	1
2	Post matric Scholarship schemes for SC			

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Details of Scholarships by Delhi Government





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HOME

JANKI DEVI MEMORIAL COLLEGE STUDENT LOGIN FORM

Please Use Lowercase For Email

E-Mail

Password

Login If You Forgot Your password Please Click Me

Instructions for filling the SEC/GEC form View PDF

GEC and SEC option form





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My Drive - Google Drive x I new message x Janki Devi Memorial College x https://jdm.du.ac.in x +

Delhi University Library System

Home Collection Library Governance E-Journal Dashboard Subject Portal Current Print Journals About us

Welcome to Delhi University Library System (DULS). Having more than 37 libraries in its fold, the DULS is accomplishing its task of reaching to wider academic community. We have advanced our web activity with the subscription of as good as 64 high quality electronic databases being made available through campus network to teachers, students and research scholars. In addition to this 21 more databases are also accessible through LGC-INFONET Digital Library Consortium. DULS also promotes Open Access e-resources. Our success lies on its use by the academic community of Delhi University. DULS is regularly conducting innovative Information Literacy Programs (ILP) for the benefit of students, researchers and Faculty members and also making efforts in developing tutorials to make the community proficient in the use of WWW. Our OPAC is also being strengthened. We endeavor to further improve all our efforts to facilitate right information to the right user at the right time.

**Online Performance for Book Recommendation**

**Online Services**

**e-Books**

**Quillbot on Trail**

**Reference Librarian Research**

**Suggestions, Grievances**

**Awards & Achievements**

**OPAC**

**A-Z List of E-Journals**

**Information Literacy**

**Online Tutorial**

**DULS Publications**

**World Bank Publications**

**New Initiatives & Activities**

- Workshop about DU e-Library Platform (Play Recording) [Click](#)
- DU e-Library Login [Click](#) Remote Access Policy [Click](#)
- DULS Rules and Regulations [Click](#)
- Recruitment Rules (Non-Teaching) 2020 [Under Ordinance XXII-D] [Click](#)
- DULS New Additions in Books [Click](#)
- Information Literacy and Competency Program [Click](#)
- Bibliography of Doctoral Theses & Dissertations with Abstracts [Click](#)
- DULS Status Report [Click](#)
- DULS Book Purchase Terms & Conditions [Click](#)
- DULS E-Book Purchase Policy [Click](#)
- Registration of vendors/book suppliers 2021-22 and 2022-23 [Click](#)
- Notice [Click](#) New Registration form [Click](#) Renewal form [Click](#)

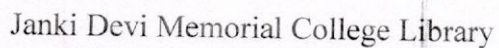
**Beta Version of New Website**

**Library**

- Central Science Library
- East Asian Studies Library
- FMS Library
- Law Faculty Library
- Ratan Tata Library
- South Campus Library

Delhi University Library System









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N-LIST  
National Library and Information Services  
Infrastructure for Scholarly Content  
Extending access to e-Resources to colleges in India

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HOME ABOUT MEMBERS REGISTER **E-RESOURCES** SEARCH

- Royal Society of Chemistry (29 titles)
- H. W. Wilson (3000+ titles)
- Cambridge University Press (224 titles) (2010-2016)
- Sage Publication eBooks (1000 titles)
- Taylor Francis eBooks (1800 titles)
- MyLibrary-McGraw Hill (1124 titles)
- South Asia Archive (through NDL)
- World e-Books Library (Now Available through NDL only)

**Temporary Credentials**  
Due to technical reasons, the earlier authentication methods are not working for accessing the following two resources. So N-LIST temporary username and password has been setup for accessing the following resources. Now use this temporary username and password on publisher's website for accessing full-text. For other resources, authentication method remains unchanged.

Indian Journals (180+ title)

Economic and Political Weekly (EPW) (1 title)

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98 CFTIs	217 Universities	75 Tech. Inst.	3400+ Colleges	10000+ e-Journals	199500+ e-Books	600000 e-Books through NDL	21 Resources	4 Databases
Summary for the Year 2022								

Shodhsindhu, Soul





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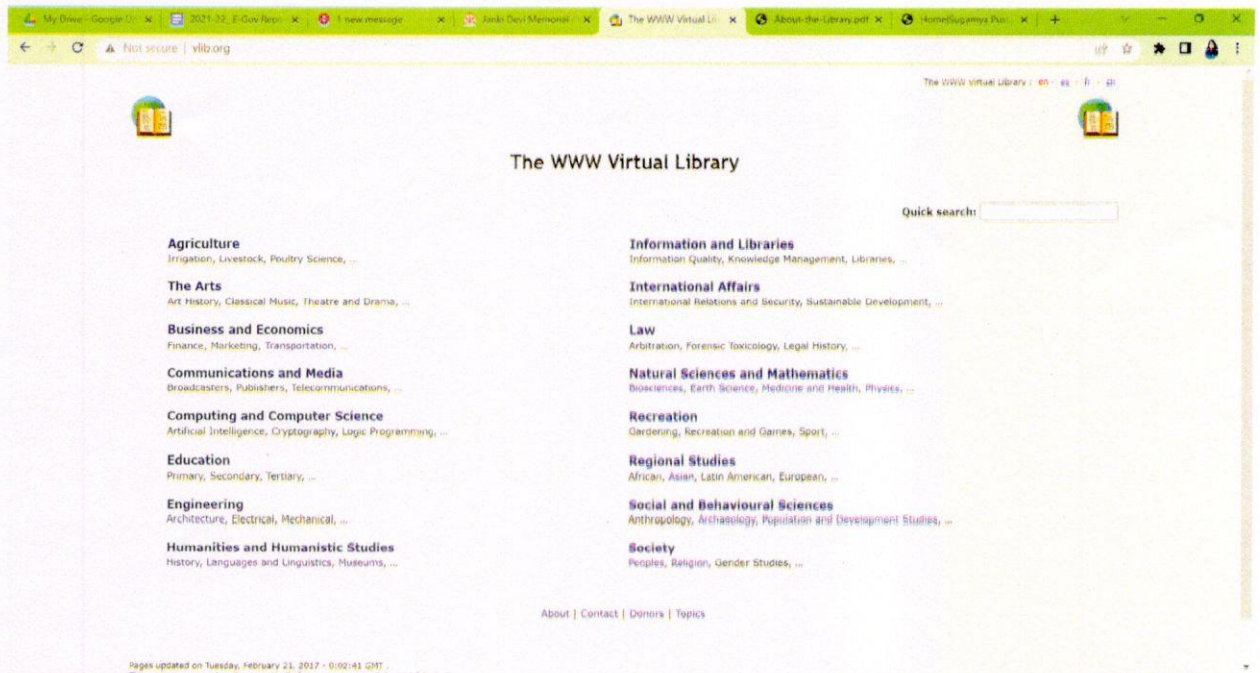
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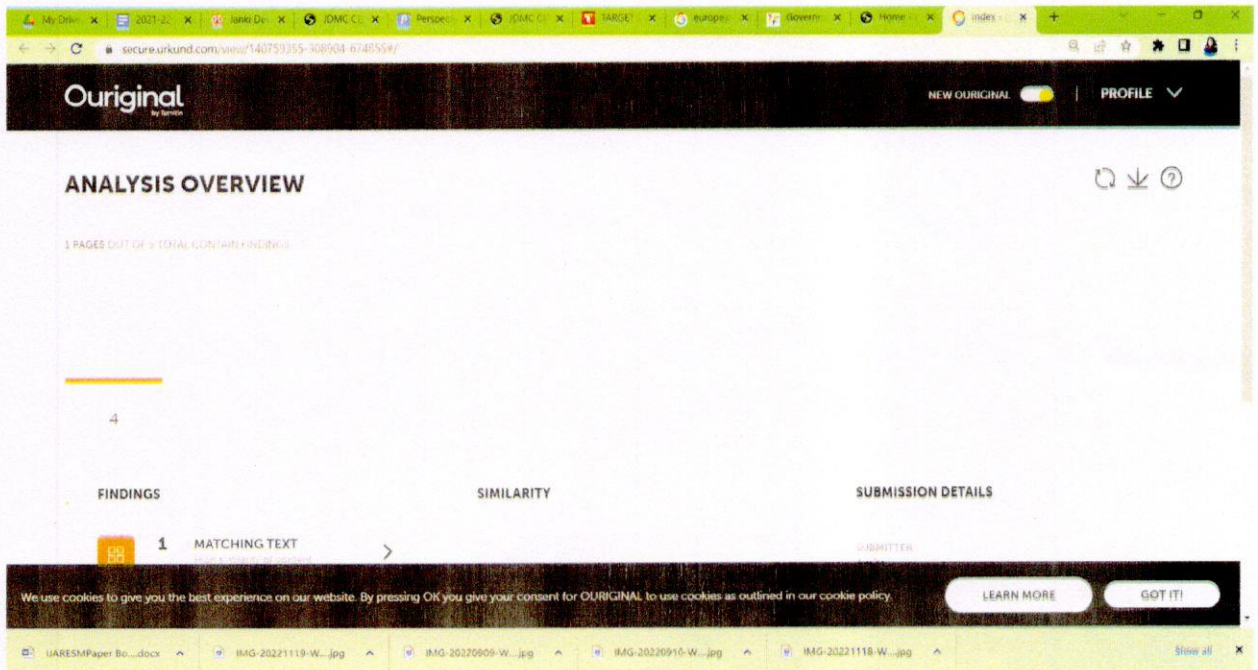


Virtual Bank Library Link





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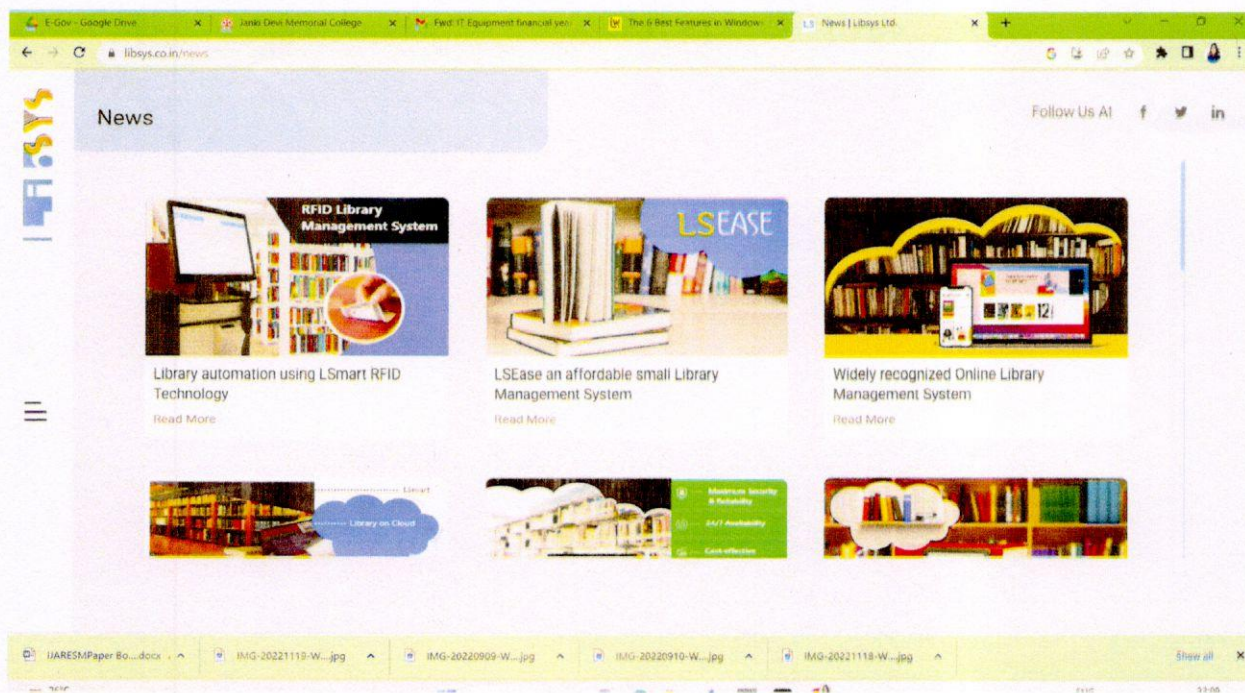


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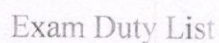


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