E-Governance Report
2020 - 2021

E-Governance is based on people, process, technology and resources. In light of the prevailing pandemic situation, the college prepared and adapted itself to the changing conditions, upgraded its IT infrastructure and provided training to the users to cope with the emerging challenges and opportunities. Many economic, social and technical issues are involved in incorporating E-Governance in a system. Therefore, the college has worked towards eliminating socio-technical barriers in teaching-learning by facilitating the latest e-resources to the teachers and students. The Institution also aims at expanding the scope of various administrative functions with the help of technology.

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

- **Presence:**

   Technology aided human interaction in this period, and facilitated everyday institutional functionality like online teaching-learning and administrative tasks through online modes. Students were provided support through college helpline numbers, emails and students' portal.The College website and social media platforms were utilised to increase information dissemination as well as institutional online presence. The presence was also enhanced by the teachers using prominent research portals.

   Due to the flexibility of time for learners and teachers during the pandemic, the activities concerning the library, e-resource centre, research centre, add-on courses and placement activities were increased. All information related to the centres, societies, departments, NAAC reports, NIRF, Audit reports were displayed on the college webpages, and several hyperlinks were provided for further details. Despite Covid events, orientations and activities continued to be conducted through online alternatives such as Zoom and Google Meet. For these events the event convenors were supported with the college website, Twitter, Instagram and YouTube live

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streaming. The important events were recorded on cloud and Live YouTube streaming was also used for college functions.

- **Interaction:**

The Covid-19 pandemic necessitated teachers to continue online teaching-learning and engaging students. ICT helped in many ways in interacting with all the stakeholders during this period. All the college events were conducted online including Annual Day, Alumni meet, Founder's Day, Orientation, Symphony, etc. Although the major challenge was to enhance human interface through technology during difficult times, the college administration and ICT team provided all necessary support for preparing students for online teaching-learning. The departments, staff and library provided full support in facilitating online study material, conduct of online exams and online internal assessment. A proactive approach was used to develop and integrate e-resources for the students. Official meetings such as Governing Body meetings, Staff council meetings, TIC meetings, Admission committee meetings, Examination committee meetings, were scheduled through Zoom platform or Google Meet.

Teaching-learning in the online mode during Covid 19 was the major challenge in the academic year 2020-2021, but the college administration and staff worked hard for the quick adoption of ICT enabled teaching-learning.

- Spreading awareness was a major e-governance initiative of the Institution during this period. Various e-notices, videos and messages were circulated online related about safety measures and covid protocols through WhatsApp, emails, college website and on other social media platforms. A Tele-counselling team was constituted in college to provide mental support to our students. The University posted the details of the Tele-counselling Team on their website. Students' queries were responded to through WhatsApp groups, helpline numbers and email. A control room was set up for the conduct of online OBE exam and the Nodal officer was deputed for resolving the issues related to online OBE exams. Various whatsapp groups also worked tirelessly to ensure that exams could be conducted through this difficult time.

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- The second challenge was quick adoption of online teaching and learning that too in work from home environment. During lockdown, the entire global education system shifted to an online mode of teaching-learning and administrative work. Training methods were implemented immediately, and the ICT committee sensitised staff members as well as conducted workshops on how to organise online classes using Google classroom and Zoom platforms.

- **Transaction:**

  In its interaction with the stakeholders, the Institution realised that there was a wide array of issues faced by the stakeholders in online education. Several challenges were faced by the students such as limited connectivity, poor bandwidth, low speed internet, old ICT devices, software compatibility issues, etc. The cost of information technology was high and many students faced problems in buying and updating costly softwares and laptops. Therefore, flexibility and support were given to the students for updating the devices and joining the classes through mobile phones. The students were provided with stepwise instructions by the departments and teachers to download the open source software or trial version of a software from a specified link.

- **Transformation:**

  Online feedback was collected from all stakeholders on various online services i.e., administrative practices, teaching-learning and events conducted. This feedback has helped the faculty members to seamlessly use ICT in everyday work/teaching practices.

E-Governance objectives:

The ICT committee defines objectives for each year and then coordinates with various stakeholders to achieve the same. In case of any roadblocks, a review in undertaken and alternative solutions are implemented. Following is the list of objectives for the year 2021-2022, as formulated in the beginning of the session and implemented throughout the year.

To approach more beneficiaries through E-Governance, it is essential to continuously improve user or human interface with technology. Therefore, four Key Performance

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Indicators (KPIs) were identified by the ICT Committee for strengthening interface with the stakeholders.

- Covid 19 information: Covid Protocols, Videos and Notifications related to Covid 19 measures to be shared via website, social media sites and other platforms like WhatsApp groups.
- Support Online teaching-learning: Administration and teachers to work from home for extended hours in online mode so that the students would not suffer academically or psychologically. Students to be consistently involved in academic as well as extra-curricular exercises.
- Managing Online Examinations: Examination related links and information to be shared promptly, to ensure that students have ample time to fill the forms. Technical assistance to be provided in case there are any issues.
- Managing online financial information: Timely and pertinent online financial transactions to all our stakeholders through IFSC and Account details.

Some ICT practices:
- For marginalised students and students living in remote areas, the college decided to reduce the cost of information and share free e-resources, e-notes and e-books. The students were encouraged to borrow laptops from the college. Links for e-books, software, databases, library resources, books and notes in PDFs are also shared with the students.

- The college created a healthy ecosystem of Academic e-learning, with a multi-directional approach.
  - The students were provided with lists of open office softwares, so that they could engage with the material on their own.
  - The online databases were made available to the students for access to critical and theoretical texts.
  - Various E Resources, like recorded lectures, were also made available through the website, so that students could access them.
  - Library resources were made available to the faculty and students through

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their official login IDs.

  o Various specialised softwares were purchased and their usage accounts were enhanced to allow more users.

- **Online Exams:** Open Book Exams were conducted efficiently online through DU Exam portal. The college administrative staff and teachers were provided with necessary instructions before OBE exams. The teachers were available on helpline numbers for exam FAQs. An email was assigned by the Delhi University Examination branch to resolve OBE exam related grievances. The college shared all necessary information with the students and multiple WhatsApp groups created by the teachers for different classes for supporting the students before exams. The names of staff designated to various departments were prominently displayed on the website.

- **M-Governance:** It is a supplement to E-Governance, as most students use smartphones for joining online classes, and for all necessary electronic transactions. The college has tried to develop a sound compatibility with androids and iOS to facilitate better user interfaces through handy and mobile devices.

- **Protocols:** Protocols were established for scheduling and organising college programmes during the pandemic, and an ICT enabled environment makes this task easy and accessible. The information related to various authorities, FAQs such as choosing appropriate form, checklists, formats, guidelines to fill and submit forms was provided digitally.

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Highlights of e-governance in 2020-2021

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1. **Administration:**

Software is employed to manage the following levels of functioning -

- **Employee Leave Module-** Entry of all types of leave like EL/CL/ML/Child Care Leave/Maternity/Paternity and Duty Leave, of Teaching and Non- Teaching Staff. Leave Details (Employee wise), Leave Details of the Employee (at a glance) are processed. Applying Leave Enhancement Rules on Mid Term and Annual Term as per the University Rules are also entered.

- **Stock Management Module-** All types of consumable and non-consumable items are managed into this software. Records of issue of laptops and return by students are also

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maintained.

- **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. At every step, SMS and e-Mail notifications are sent to both buyer, his/her head of organisation, paying authorities as well as sellers. 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 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:**

Software is 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.

- **Financial Accounting Software** - Specific ledger, Day Book, Journal Book, Cash

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Book, Cheque printing, Receipt and payment statement, Income and Expenditure statement, Trial Balance, Balance sheet and Budget records are maintained.

- **Tally** - Tally software is used to maintain accounts and prepare cashbook and ledger 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.

3. **Student Admission and Support:**

The admission of students is a completely online process that was conducted by the University of Delhi for the first time in 2020 to deal with the pandemic. The online admission was administered by a centralised software that was maintained by the University. The college employs its software for the following student activities-

- **Admission Module:** Information related to admission, cut-offs, admission schedules, Intake Capacity Reports are displayed for students.

- **Certificate Module**- All types of Certificates like Provisional Certificate, College Leaving Certificate, Bonafide Certificate and Appearance Certificate and Election List.

- **Time Table 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.

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- **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.

- **G-suite for online classes**- Through the use of G-suite features like Classroom, Meet, Jamboard, Slides, etc, students can very easily access online learning as well as submit assignments.

- **Zoom**- The Institution's Zoom handle allows students to very easily participate in college events, meetings, webinars and add-on courses. The college purchased two additional zoom handles in 2020-21 to manage the increasing number of online events and meetings held.

- **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. New catalogues and e-books were shared with the students. The software allows students to easily access library facilities.

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.

- **E-resource-centre** in the library is disabled-friendly and has five laptops that have the latest version of INDO NVDA.

- 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:** Examinations have been conducted as Open Book Examinations (OBE) by the University through an online portal to provide assessment and movement to students. The nodal officers were appointed for smooth conduct of

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online exams. Helpline numbers were issued, stepwise instructions to upload the scripts were shared with the students, mock exams were also organised for the students. In case the students failed to upload within stipulated time they were allowed to send their scripts through email attachment.

- **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.

- **Examination** – Examinations were conducted as Open Book Examinations (OBE) by the University. The invigilators' duty list has been prepared through MS Excel and has been shared online as well.

- **Internal Assessment** - The faculty of the college conducts regular evaluation through tests and assignments to complement the online teaching-learning process. These were conducted through Google classroom, online tests and emails, and students can easily participate in them. The internal assessment and attendance process are fully automated, and the student can view her data through the student login portal on the website.

Recommendations for 2021 - 2022

- The ICT Committee proposes to increase the usage of all possible ICT tools for quick adoption of online teaching-learning.

- Plan to hold frequent online demonstrations, webinars and training sessions on recording lectures, developing e-resources and using various web portals, e-resources and online teaching-learning platforms like WebEx, Google Classroom and Zoom.

- Compilation of e-resources developed by faculty and students under e-resource centre.

- Developing mock test papers, quizzes and question banks, and guiding students before online Open Book Exams.

- Integrating college websites for necessary forms, reports and digital documents.

ICT-ENABLED INFRASTRUCTURE /EQUIPMENT PROCURED 2020-21

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SI.No	Name of Department	Name of equipment/ machines purchased	Date of purchase
1	Library	Dell Desktop	30-03-2021
2	College	Antivirus	31-03-2021
3	Library	EVOTA LED display	31-03-2021
4	Classroom	Evota touch display	31-03-2021
5	SO Administration, Library, Vice Principal	Desktop computer	01-02-2021

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	Generic Tech Solutions, Khasra No 29/1/2, Street No 1, Phase-2 Jharoda Mazra, Burari, Delhi - 110084. Mobile - 8010003110, 8510003110. Email: generictechsolutions@gmail.com	2021
3	SoftwareOne India Pvt Ltd, 501, 5th Floor, 38 Ansal Tower, Nehru Place, New Delhi - 110019. Email:	2017

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	shobha.jaiswal@softwareone.com	
4	Kay Vee Enterprises, X-1964, Street No 8, Rajgarh Extension 2, Delhi - 110032. Mobile: 9811370766. Email: info@kayveeenterprises.com	2021
6	Saraswati Organization. Phone: 011-47660000 (Tally)	2008
7	Reserve Bank, Government of India (PFMS)	2018
8	Rahul Thakur, Mohali, Punjab-160051. Mobile: 7888480337, 9464967160. Email: thakurrahul317@gmail.com	2018
9	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
10	Saktek Foundation, 486 Double Story, New Rajender Nagar, New Delhi - 110060. Email: Kavita@saksham.org	2019

|		
11	National Library and Information Services Infrastructure of Scholarly Content (N-LIST), Infocity, PB No. 4, Gandhinagar - 382007, Gujarat.	2017
12	Libsys Software, 631-633 Phase V, Udyog Vihar, Sector-19, Gurugram, Haryana. Phone: 01244894100	2003
13	University of Delhi (Examination and Admission)	2020

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Covid-19 Measures, Special Counseling during covid by college
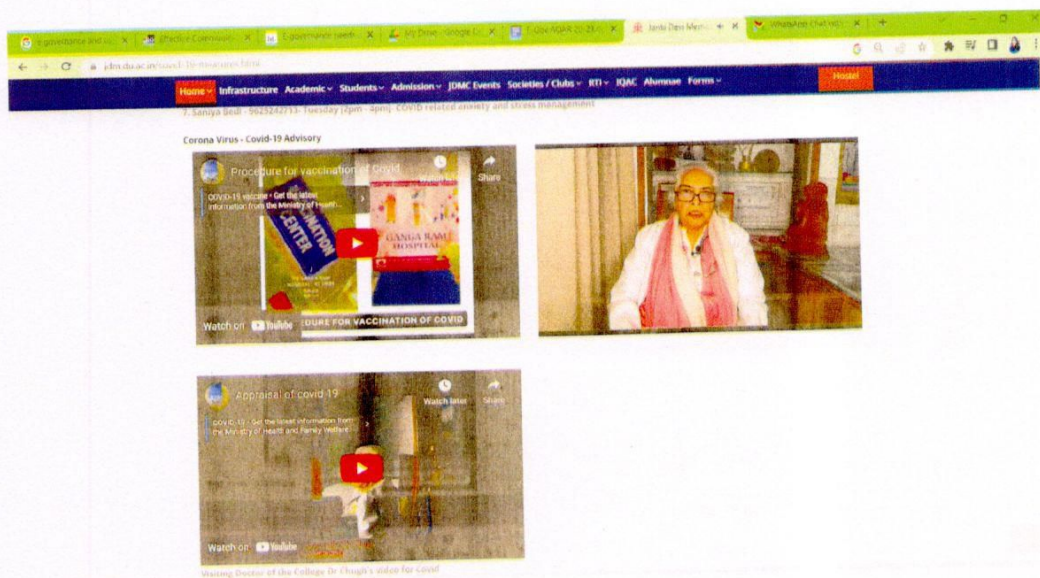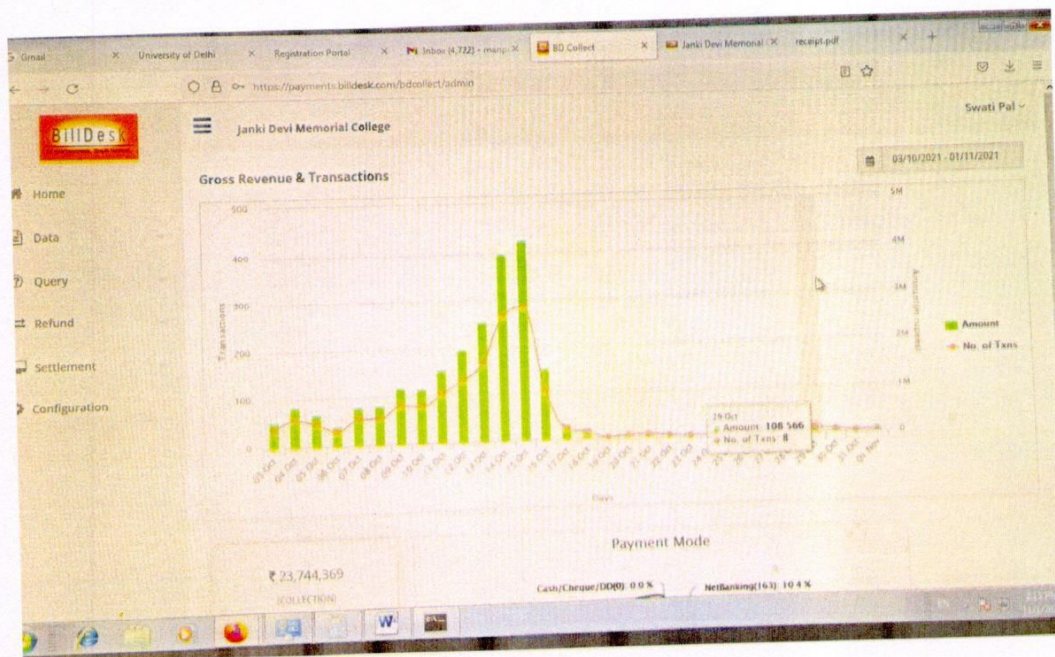

Covid19 Advisory by Our Doctor

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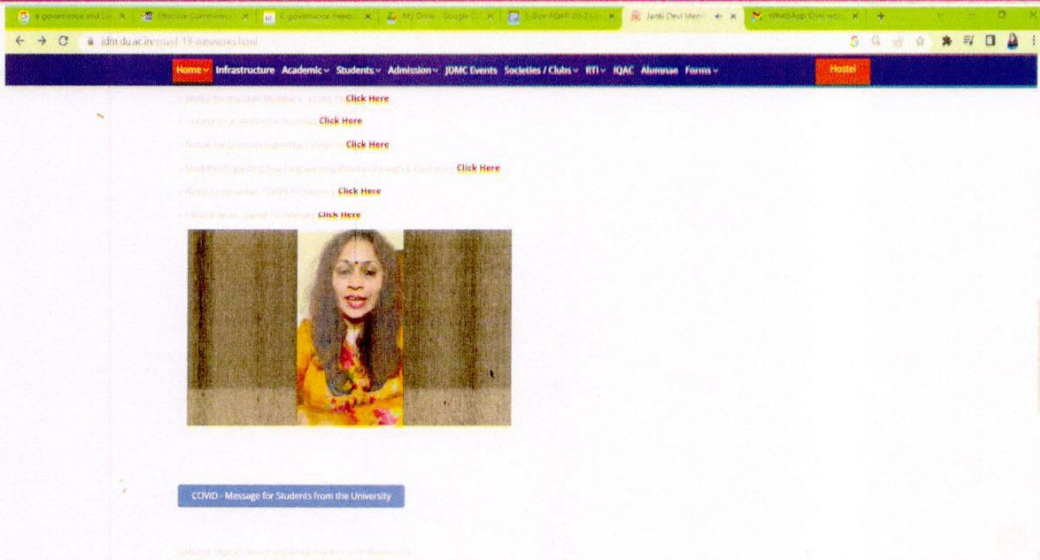
Covid-19 measures, Video by Principal
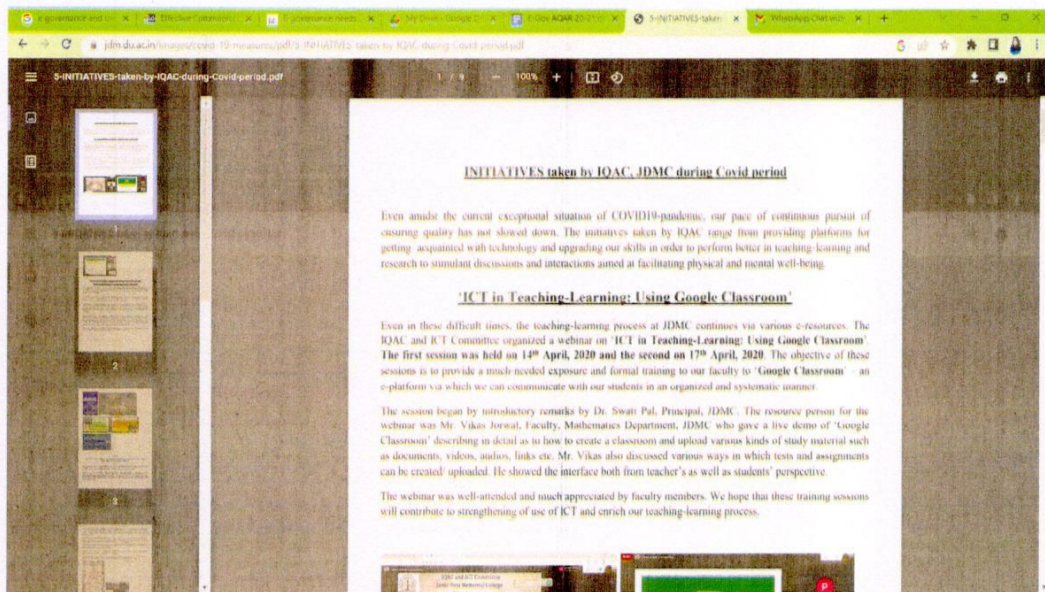
Initiatives by IQAC during Covid period

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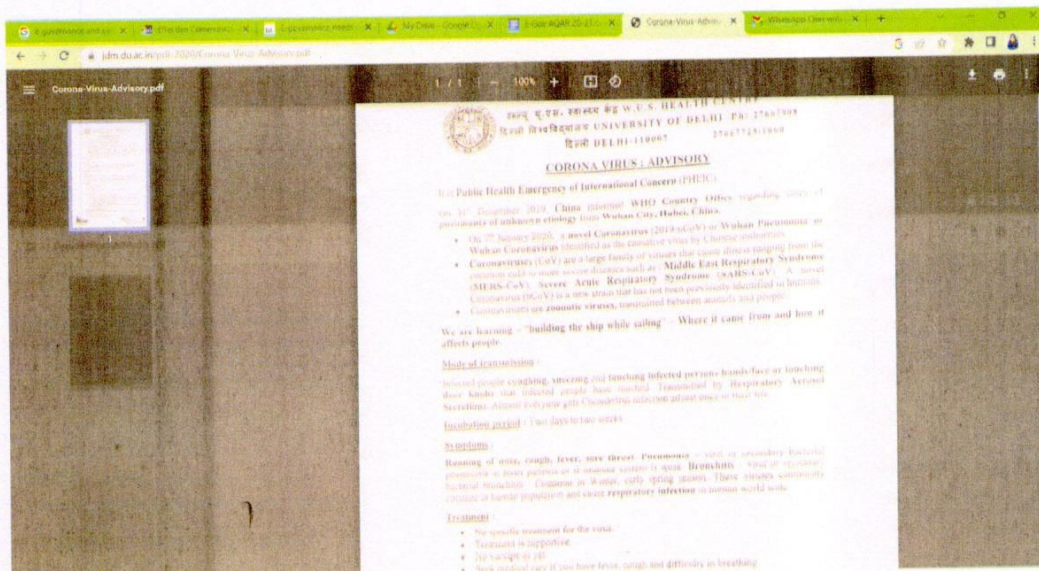
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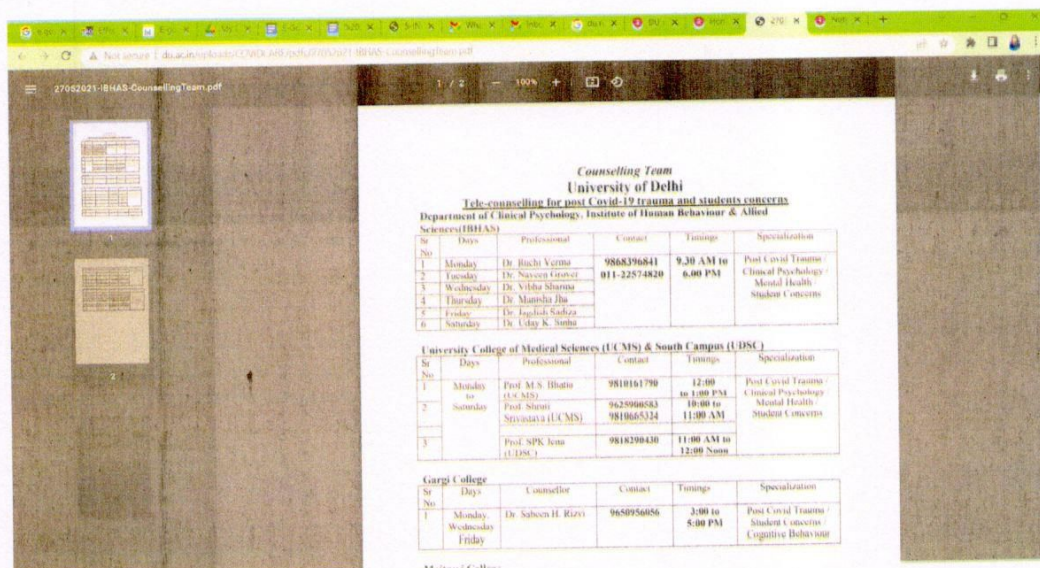
Tele Counselling for post Covid-19 trauma and students concern, University of Delhi

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Tele Counselling Team for post Covid-19 trauma and students concern, Janki Devi Memorial College

जानकी देवी मेमोरियल कॉलेज
(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 : २५७८७७५४ फैक्स : २५७१०८३२
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Home Page of College website

Covid Vaccination Camp in Collaboration with ZEE TV at JDMC
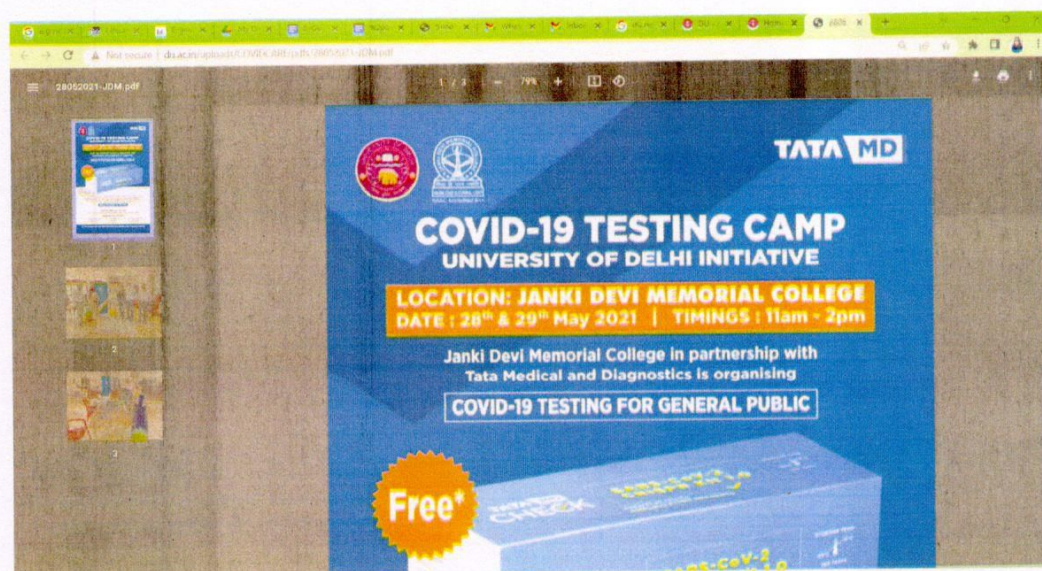
Covid-19 Free testing for general public at college, University of Delhi Initiative

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Symphony, College Festivals, Highlights on Social Networking site (facebook)

Employee Leave Module

Leave Entry Form in Employee Leave Module

जानकी देवी मेमोरियल कॉलेज
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Leave Enhancement Module (Details of leave of all staff)

Stock Management Module

जानकी देवी मेमोरियल कॉलेज
(दिल्ली विश्वविद्यालय)

JANKI DEVI MEMORIAL COLLEGE

(University Of Delhi)

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Sir Ganga Ram Hospital Marg, New Delhi-110060

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Details of Current Stock

GeM Portal

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

Pension Software (Oracle Forms)
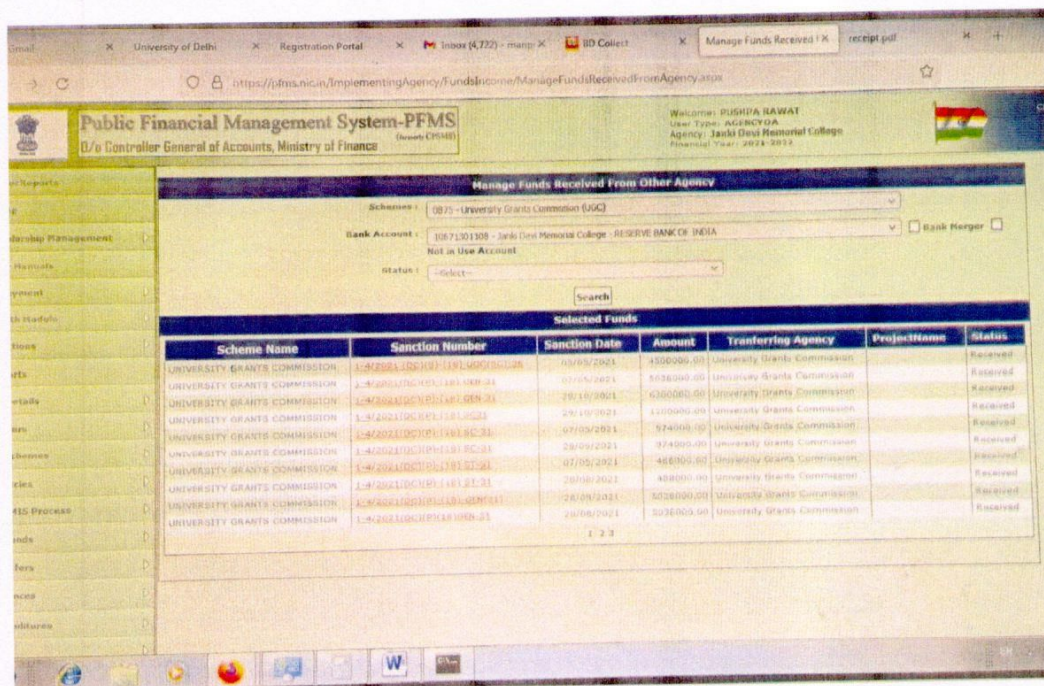
जानकी देवी मेमोरियल कॉलेज
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Public Financial Management System (PFMS), College Details

Canara Bank Easy Fee Software

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Admission Portal of University of Delhi

Admission Module (Admission Form Entry)

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Admission Fee Module

Certificate Module (for generating certificates)

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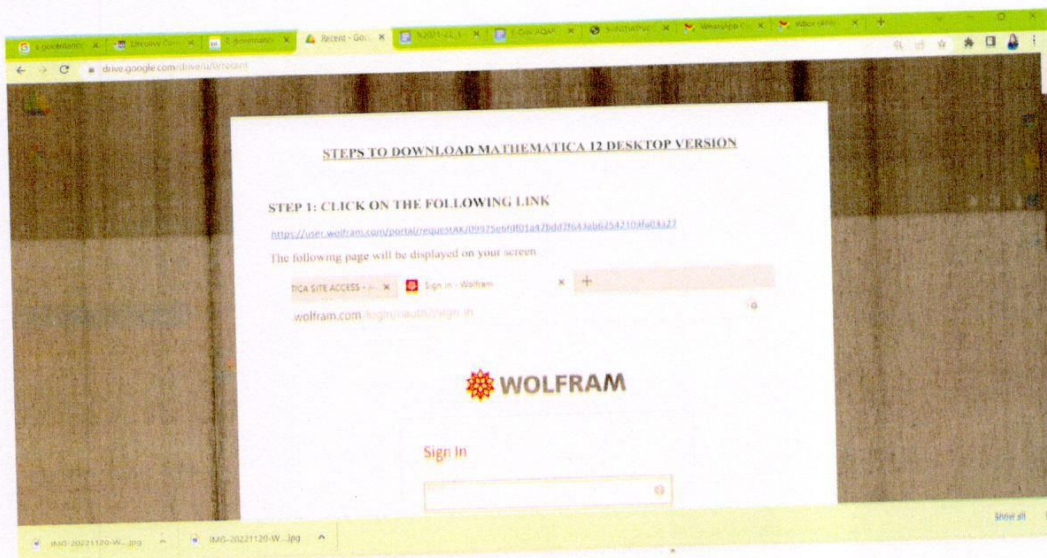E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in
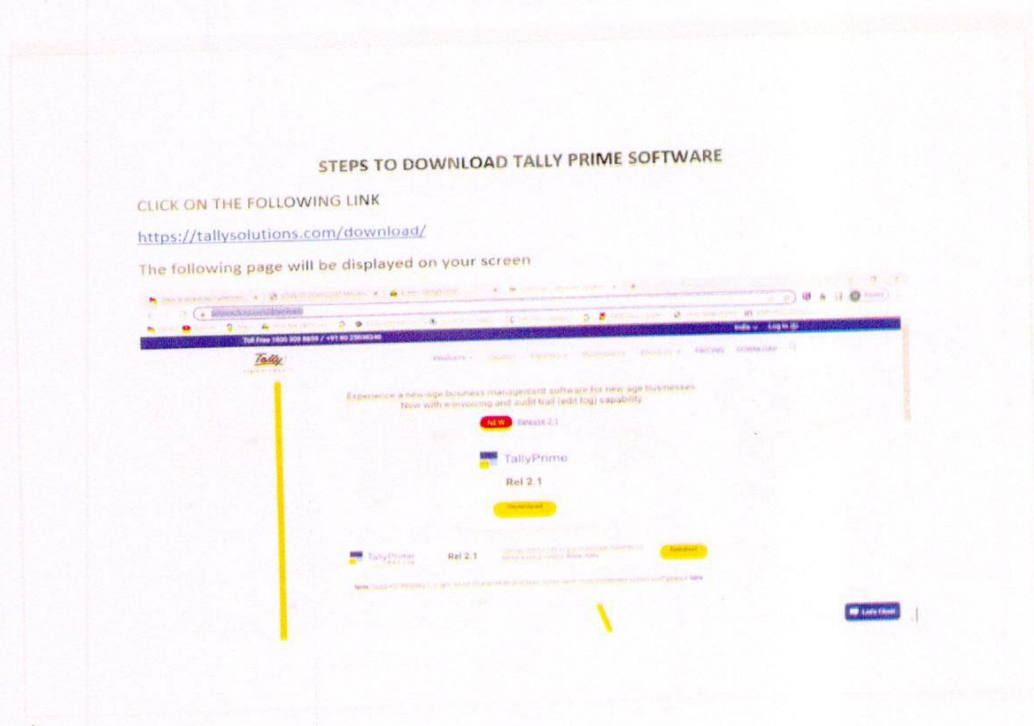
Timetable Module

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Attendance Module

Student Portal

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Feedback Forms for students and Alumni and GEC/SEC Option Forms
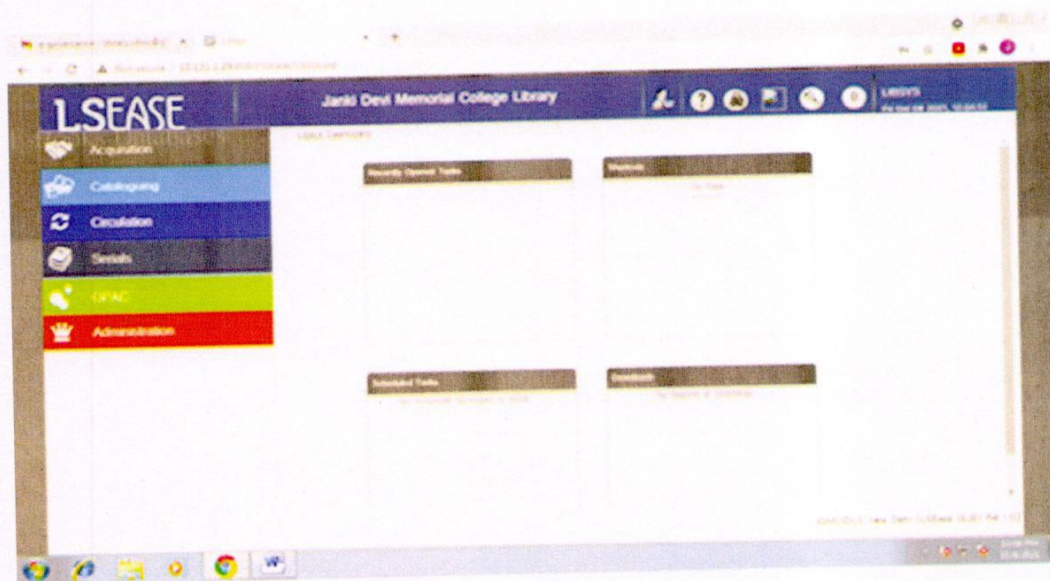

G-suit for online classes

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Stepwise Instructions to Use Download Mathematica Software

Stepwise Instructions to Download Tally Software

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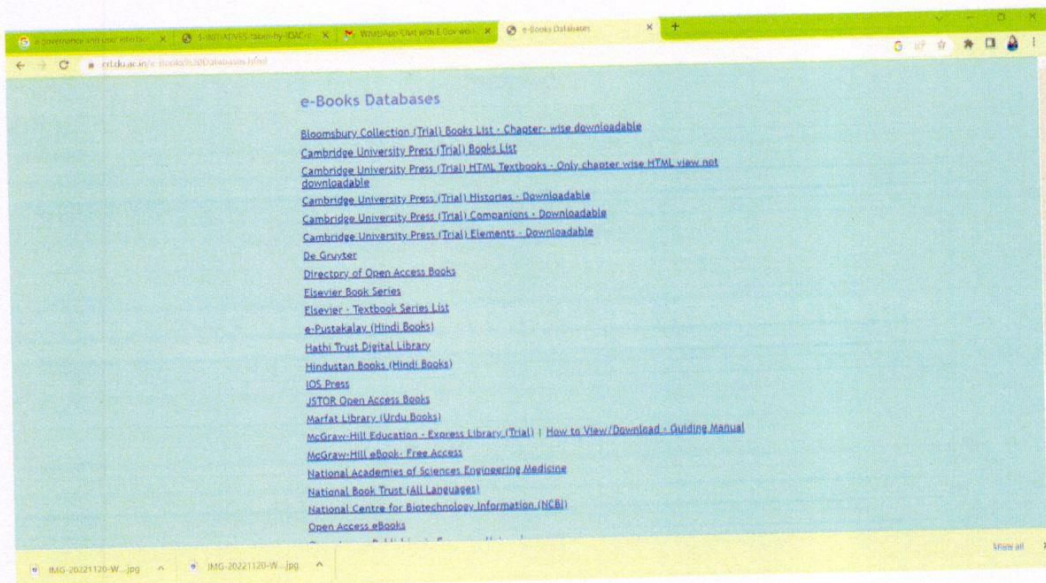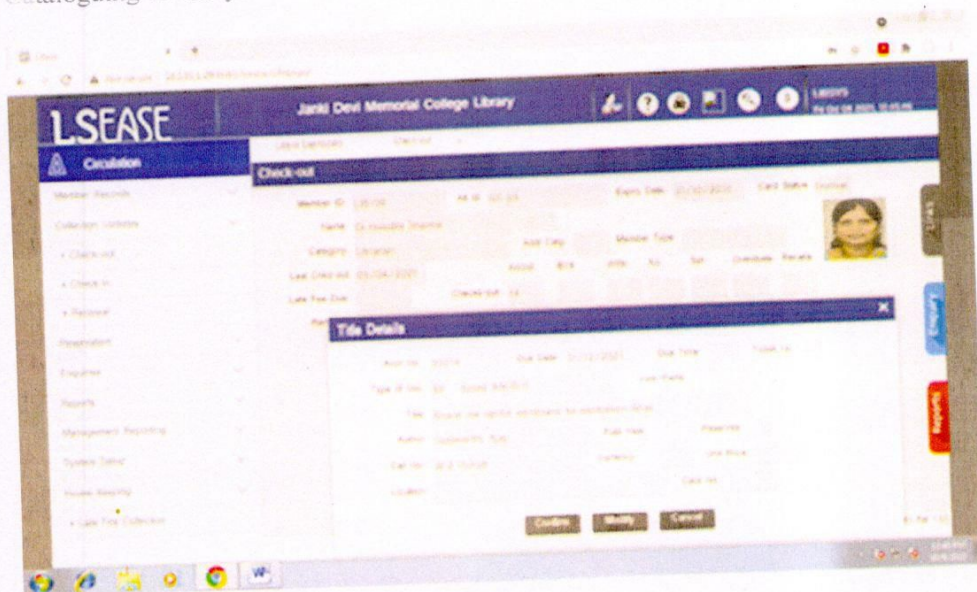
E-Books Databases

Libsys (Library)

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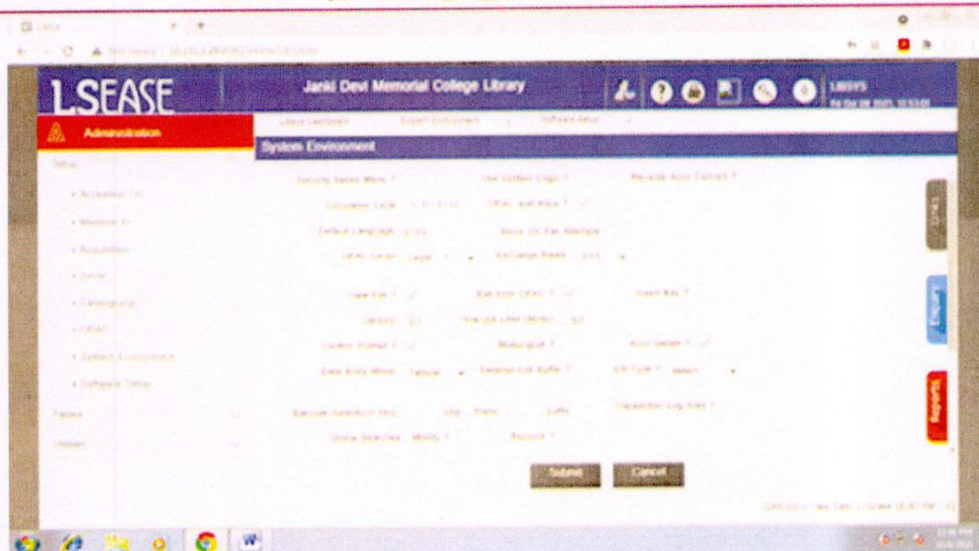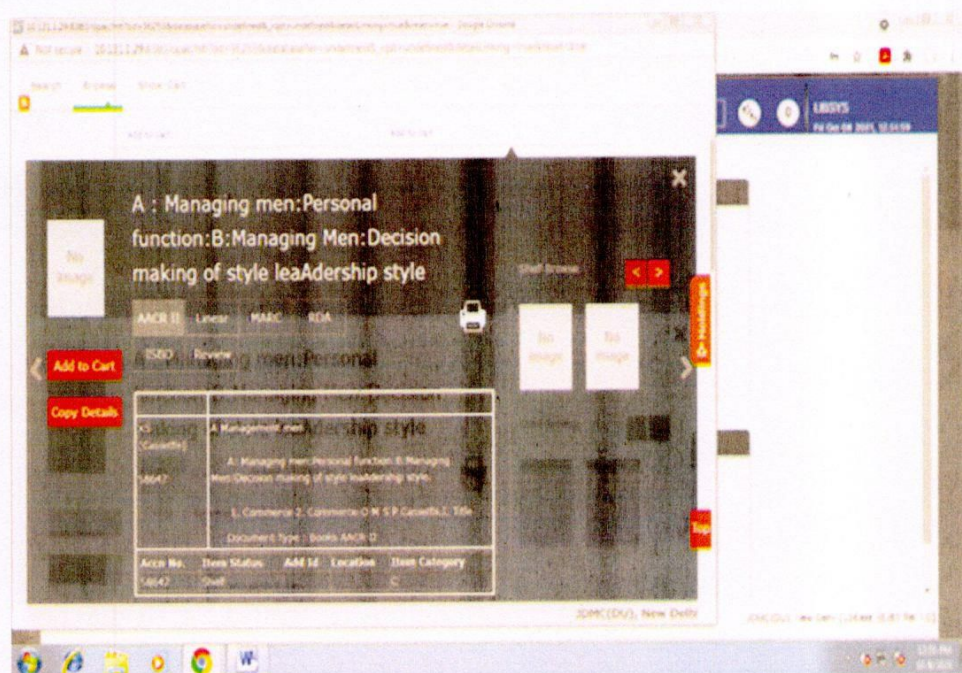E-mail : jdmcollege@hotmail.com, http://jdm.du.ac.in
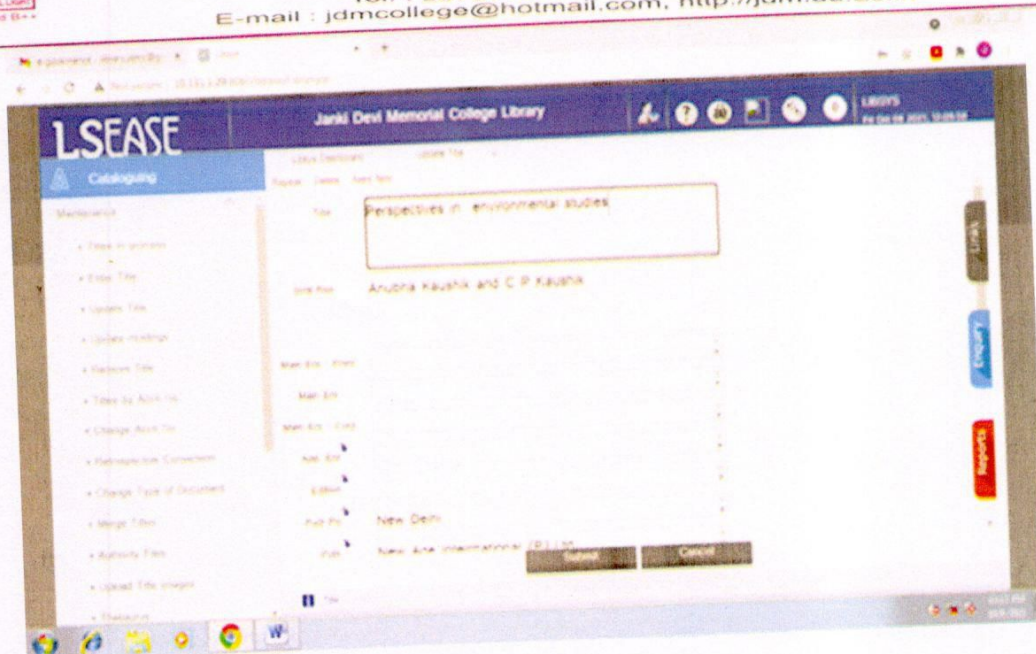
Cataloguing in Libsys

Circulation in Libsys

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Administration in Libsys

OPAC

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NLIST through INFLIBNET

Online Examination during covid-19

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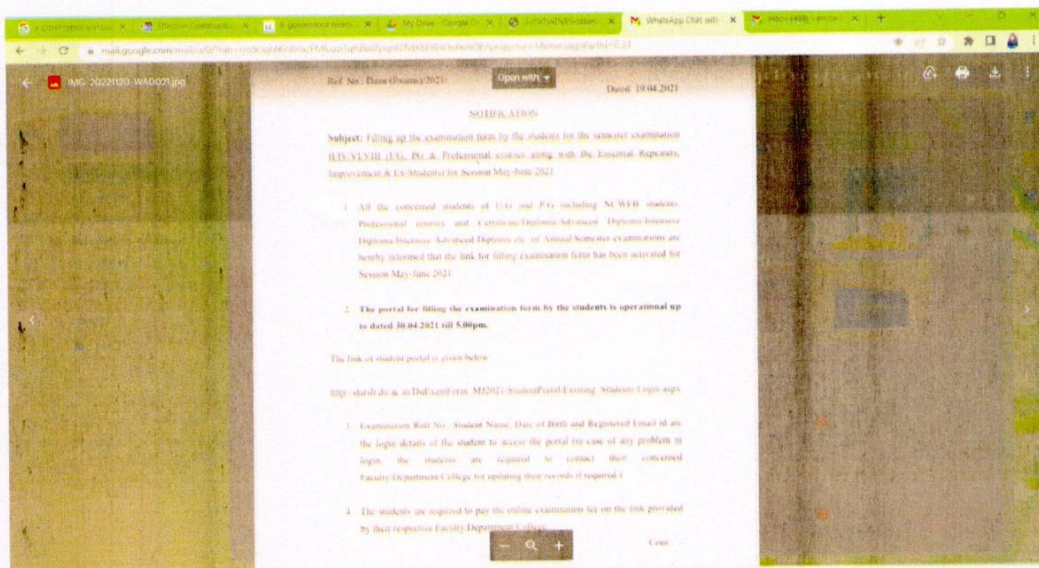
and instructions
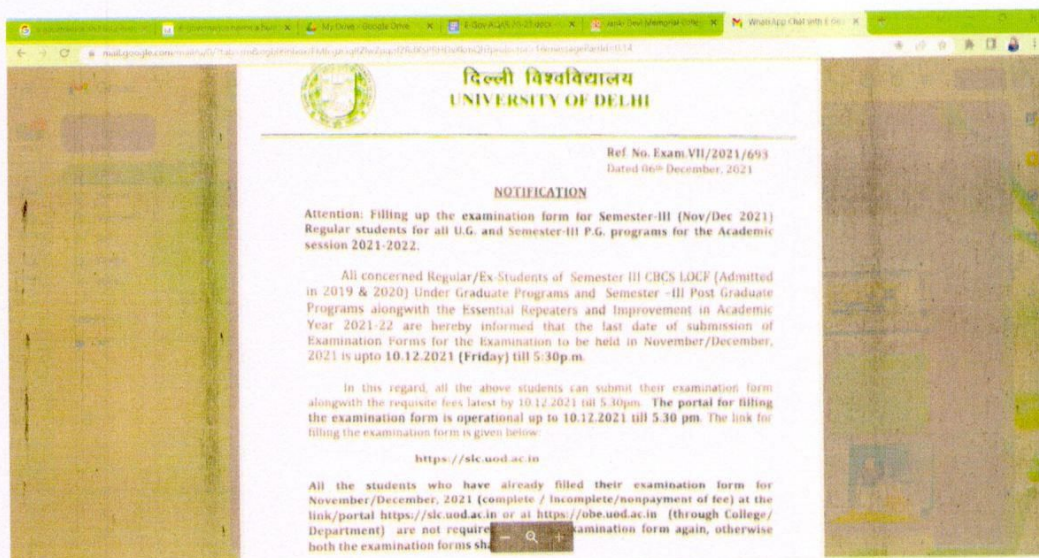
Examination Portal

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University of Delhi
Examination Branch (Semester/Annual Examination)

[Go to Student Portal]

College Login for Session : (Nov-Dec 2020)

Notice Board

College Name * Janki Devi Memorial College (031)
User Id *
Password *
Gateway *
User Type   * Operator Login   Admin Login

Submit

* : Mandatory Fields

(Important Notice)

Notice : [1] Colleges are required to ensure that "Examination Forms" are filled in accordance with the university rules and verify span period, promotion rules etc. The colleges shall be responsible for any discrepancy/deviation for the same.

[2] College administration is requested to verify the span period of the student before filling up the examination form. No responsibility in this regard lies to the examination branch. Any violation in span period is not allowed.

FgR Login-||-DpR Login

Activate Windows
Go to Settings to activate Windows.

(University of Delhi)

Internal Assessment Module

Janki Devi Memorial College
University of Delhi
(Exam Session: Nov-Dec 2021)

Home | Master Details ▶ | Attendance ▶ | Internal Assessment ▶ | Other Details ▶ | Logout

(To logout first goto home page then click on logout button) -||- (Hindi Translation)

Goto Botton

IA Marks Entry (Special for Lockdown)

College Name	Janki Devi Memorial College
Exam Type	<-----Select---->
Course Stream	<-----Select---->
Course Name	
Part	
Semester	
Paper Name	[Click for Only Selected Papers]
Type of IA *	<-----Select---->
	Max Marks of IA :
Class Section Status *	<-----Select---->
IA Filling Type	* General Paper Common Paper
Sorting Type	COLL_ROLLNO

Search Student -||- Print Report

Fill Marks of Class Test and Assignment

Utility Panel (Not Required)	NO
Max Marks of Assignment *	25

EN   11:29 AM 8/24/2021

Internal Assessment Marks Entry

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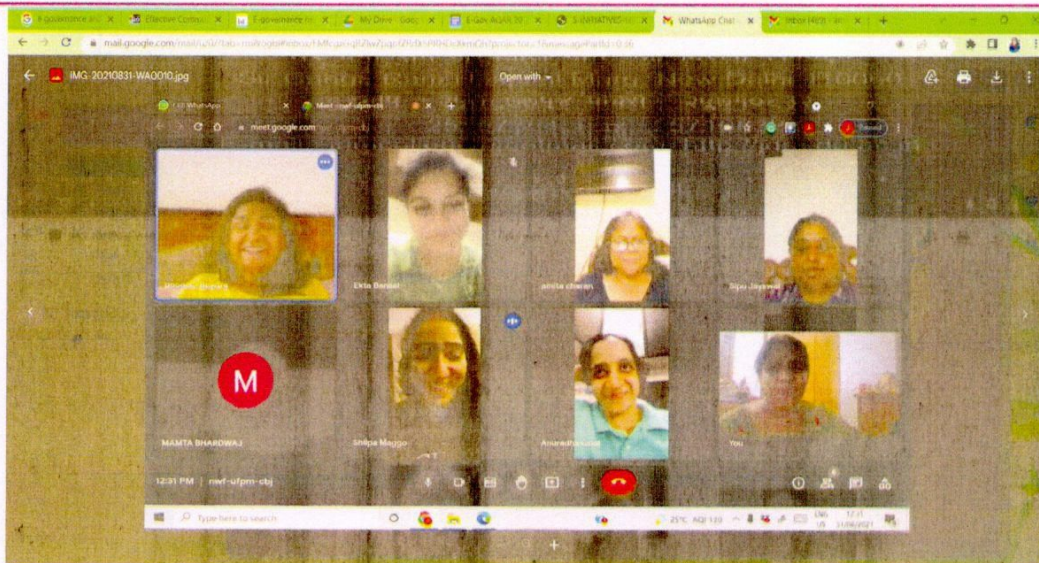
Placement Activities of college

...cted by Career Opportunity Cell

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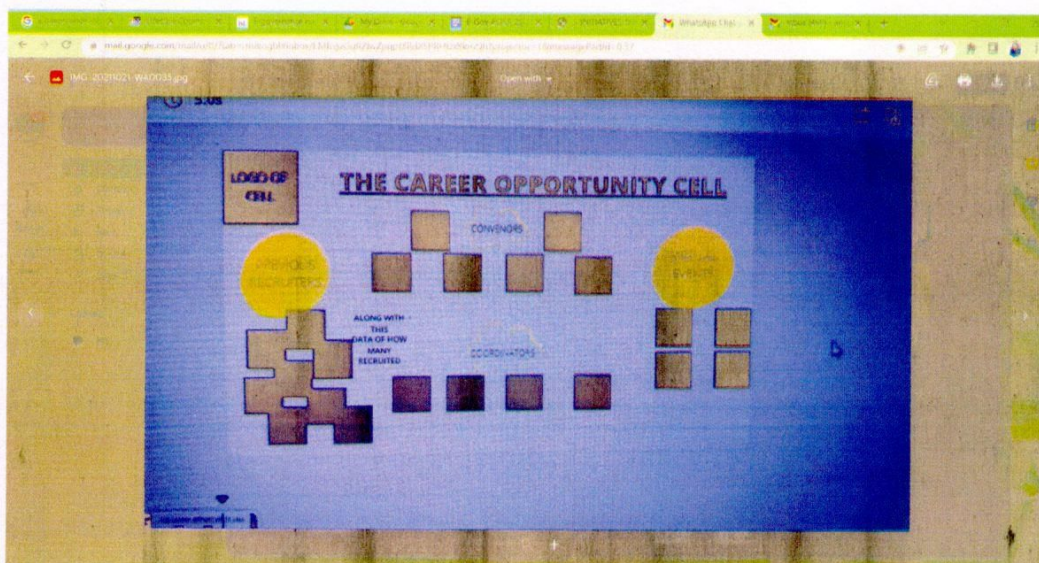Tel. : 25787754, Fax : 25710832
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University of Delhi
Examination Branch (3-Year Semester Examination May-June 2021)

Home | Master Details ▶ | Exam Form ▶ | Marks Entry (TBL, PI & IA) ▶ | Teachers Database ▶ | Other Links ▶ | Logout

(To logout first goto home page then click on logout button) -||- (Hindi Translation)

Modify Examination Form and Student Details

College Name   031 -||- Janki Devi Memorial College

Please Fill Exam Rollno *   [   ] Search

Exam Type
Exam Flag
College Code   ..
Course Code   ..
Part
Semester

                                 Show All Details of the Students in a View

_____
                          [Section for Update Basic Details]

Update Basic Details

Student Type *   [-- ▼]
Exam Rollno
Enrollment No. *   [   ] (Fill NA if not applicable)
College Rollno *   [   ]
Prev. Exam Rollno   [   ] (Fill NA if not applicable)

Online Exam Portal

09-09-2020

NOTICE

Absent or Result Awaited cases of OBE-2020

With reference to the University Notification No. Dean Exam/2020/1189 dated 19th November, 2020, please note that the students whose results are shown absent or result awaited in any paper(s) and have not been rectified must submit their application to the College for rectification of the same at exam@jdm.du.ac.in along with 1. Copy of the email indicating the date of submission of OBE 2. Scanned copy of the OBE Answer Script of the relevant paper(s) at the earliest but not later than 28th November, 2020. The Name of student, Exam Roll Number, Course and Paper Codes of relevant papers must be clearly indicated in the email application.

Students whose results have not yet been declared must apply for rectification within 10 days from the date of declaration of their results.

Students with ER/Failure are required to apply for revaluation as

...ent Grievances regarding Examination Results

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Library Management System

College Zoom Handle

Dr. Kusum Krishna

Chairperson Governing Body

Prof. Swati Pal

Principal