Hindu College

University of Delhi

Annual E-Governance Report (2021-22)

As per the policy of Government of India, e-governance has been implemented by Hindu College in fully operational mode in various administrative and academic activities of the institution from the academic year 2014-15. This act of e-Governance has facilitated the college in the process and maintenance of information in the areas of administration, finance and accounts, student admission and support, and examination, which accelerated the functioning and development of the institution in terms of speed, productivity and reliability. It has brought transparency and efficiency in the work culture as well as faster dissemination of information.

The college provides individual email addresses with domain space for teachers and students. In order to combat the multifaceted effects of the COVID- 19 pandemic, the College purchased the Zoom platform and utilized the G Suite, MS Teams, software provided by the University of Delhi for teaching-learning process, video conferencing, online sharing and storage

E-Governance in Administration:

- The whole college campus is Wi-Fi enabled with high speed bandwidth.
- The administrative office is fully digitised and equipped with computers, scanners, printers, internet facility and necessary softwares.
- SMS portal has been purchased for providing information to the students and staff members.
- Teaching and non-teaching staff has been provided the laptop and desktop facility as and when required for online teaching and other official work.
- A well-equipped and user-friendly Enterprise Resource Planning (ERP) solution has been established by college to manage student's attendance and internal assessment.
- Classrooms, labs, committee rooms and seminar hall are made ICT enabled by installation of projectors, screens and internet.
- Installation of CCTV cameras at strategic locations ensures the campus-wide surveillance.
- All the official information and notices are made available through the college website, e-mail, telegram channels, WhatsApp groups and social media platforms.
- Amidst the Covid crisis and lockdown announcement in March 2020, all the faculty members, staff and students of ARSD college were trained for the shift in teaching-learning process. They were acquainted with the use of various applications in G-Suite like Google classroom, Google Meet, Google Hangouts, Microsoft Teams and

Zoom. And the recorded sessions of the same were made available on the official YouTube channel of the college to address a larger audience.

- An in-house open source learning management system (LMS) was developed where the faculty members were trained for the use of various ICT tools for the teaching-learning process.
- Since May 2020, the college has adopted G Suite, Zoom and MS Teams platform for holding online classes, talks, discussions, guest leetures, webinars and evaluation process.

E-Governance in Finance and Accounts:

In accordance with the e-Governance concept, the college maintains transparency and financial accountability in all areas of finance. Outlined below are some major assignments performed by college digitally:

- A latest version of CompuTax is being used for accounting purposes and to maintain and manage all major accounting operations.
- As per the guidelines of Government of India, financial transactions are performed on Public Financial Management system (PFMS) under the disbursing authority of the Bursar and the Principal of the college.
- Major infrastructural purchases are done through Government e-Marketing (GeM) that enhances the speed and transparency in public procurement which are routed through the Purchase Committee constituted by the principal.
- The use of digital signatures has fastened the process of all financial transactions and tendering.
- Customized online portal services offered by Indogenous Software Solution & Technology Pvt. Ltd. has been introduced in the college administration for the payment of annual fee in collaboration with online gateway being provided by the Bank.

E-Governance in Student Admission and Support:

- Redressal of student grievances related to admission process has been sorted through the dedicated email ID.
- An online portal has been customized for the students for the payment of annual fee.
- A customised portal has been used in maintenance of monthly attendance module, internal assessment module, admission module, student portal, employee leave module and stock management module.
- College library is equipped with 18 PCs to access the E-resources of DULS resources, LIST project, DELNET and other open access resources and 2 computers with JAWS software for visually impaired students.
- Library has availability of 2 PCs dedicated for Online Public Access Catalogue (OPAC) and functions on SOUL 3.0.
- Facility to issue laptops to students as per their requirements is available in the library.
- College has 7 computer labs which are fully equipped with modern infrastructure and technology. All the computers, there, have internet facility with the internet bandwidth of upto 100 Mbps

- At the time of COVID students were provided with the links for e-content from college and LIST/DELNET websites and also provided links to DU library e-resources for remote access. The College library has its own website along with the webpage in the College website which has links for all the e-resources.
- A new e-resource centre has been developed in the library. 10 new computers have been purchased which has augmented the student-computer ratio to 3.88:1

E-Governance in Examination:

- A user friendly portal for students is being used for the payment of examination fee and filling of examination application form.
- Customized online portal services offered by Indogenous Software Solution & Technology PVT. LTD. is being used in the college administration for the payment of examination fee.
- Through the Samarth university portal the students are able to generate and download of their respective admit cards easily.
- Examination related grievances were resolved through a dedicated email ID.
- All the assessment marks are uploaded on the college portal that is accessible to the students through their unique college ids which simplified the work by expanding the analysing capacity and faster feedbacks.
- Online conduction of examination and online submission and assessment of answer scripts made the process easier both for the students as well as faculty members at the time of pandemic.