**Janki Devi Memorial College**

**E-Governance Report**

**2022 - 23**

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 is 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 for each academic year, and through the year follows through on their achievement. The committee meets those vendors which are approved by the administration (through the GeM portal) and hears their presentations. After each presentation, upon discussion the committee presents its recommendations to the college, to further improve functionality as per E-Governance policies.

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. 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.

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

1. **Presence** - JDMC has three interconnected websites, which are dynamic, and disseminate various forms of data, as well as provide an overview of the whole college. These websites are routinely updated, refreshed and if required, redesigned to cater to the ever evolving college. A manual has been created and is distributed routinely among the faculty and administration to allow for a uniform as well as aesthetically pleasing format of the information on the website. Within a span of 2 years, from 2020-22, the college website has been fully redesigned to further streamline the continuous flow of information between students, parents, faculty and administration. A new website, linked, showcasing the 6 JDMC Centres was unveiled in 2021 and it now has data relating to all their collaborative efforts. Within these websites, there are multiple entry points/portals which relate to the other stages of E-Governance. The college has also built a steady social media presence with its Twitter, Facebook and Instagram accounts. These accounts are instrumental in informing the various stakeholders of events in the college and for developing a strong social media visibility. It is also an important platform for highlighting the awards and accolades won by JDMC and its students as well as staff.

2. **Interaction** - The interactive spaces provided by E Governance initiatives of the college are extremely effective and visible. JDMC provides all the relevant and secured student logins in one place on the website. The students and faculty have their separate logins and they have access to all the necessary modules from their respective user interfaces. This includes attendance and Internal assessment. Leave module was added last year for staff. This facilitates a seamless working environment, as data keyed in at one end will reflect instantly on the other. This has 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. An important facet of this structure is the E Material which is provided on the portal of the research centre and e-resource centre. This material is routinely updated; during the Covid Lockdown period, in the summer of 2020, it was updated on a weekly basis, with study material, questions, topics etc. There is also a fully equipped Lecture Capturing Room on the premises of JDMC. It has the required A/V facilities as well as a smart board to conduct recordings of lectures. Faculty members were encouraged to record lectures as an ICT initiative. The lectures were entered into a

competition and after a rigorous process, faculty members were awarded prizes for the same. Recordings of a few lectures are available for the students.

3. **Transaction** - JDMC has taken the transaction stage of E-Governance to the next level; we do not just provide forms for students to fill, we have a portal for the students in which these e-forms are filled and responses can be monitored by the college technical team. These forms are most particularly used at the time of selection of papers at the various stages of a student's academic journey. We use two way communication data repositories as well as cloud based structures to continuously stay in touch with the students. The various social media platforms are quite important in this regard, as they provide a real time interactive space, and assistance can be provided at a moment's notice. For resolving students queries related to option forms an email id is designated and the students
4. **Transformation** - It is not overstating the matter to say that JDMC is at the helm of a transformative movement which is driven by technology. We aim to empower our young women students by making them digitally equipped with confidence, aptitude and analytical ability. Technology is a necessary instrument to chase future transformation where physical reality is ready to merge with virtual reality in a multiuser environment. We provide resources from across the globe to our students, with access to their journals, softwares as well as their cultural mores. We also update our students about the cyber world, technical tools and digital interface. Technology is used as a portal to understand practices across the world and then, to assimilate those practices into our own teaching learning processes. Automation of routine tasks has helped in this regard, as well as the inclusion of this technology into our classrooms.

Following are some of the practices of the institution that allow us to stay abreast of the fast changing world of ICT.

1. **Maintenance:**

   All the teachers, staff and students have been allocated official emails and 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

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encouraged for hardware and software inventory of the College. In the Year 2022 - 23, following advisories, 2631.750 Kgs of Electronic waste was condemned through an MOU with Scrap Uncle. This is an important part of the maintenance process as it helps keep the stock in good working condition.

2. **Planning and design:**

Every year necessary budgetary requirements are estimated and proposed for the ICT tools, hardware and software for teaching and learning processes. 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 and students. We also take feedback from departments and provide software solutions to various issues. There is an existing network of teachers and staff members, who are available to help/educate in technological matters. This year, JDMC received ISO 21001:2018 and ISO 9001:2015 certification. As a part of the ISO certification process, ICT was audited during Stage I and Stage II of External Audit in Feb-March 2023. The suggestions, observations and recommendations of the External ISO Auditor will be duly incorporated in the ICT planning. Cyber security, data privacy, data backup policies were framed as per the recommendations. Setting up the data privacy policy helps in the protection of the end users, which is one of the aims of this policy.

3. **Execution:**

JDMC was, notably, one of the few institutions in the country to hold an online cultural festival in the academic year 2020-21. This fact is testimony to the comfort and ease with which our college transitioned online. The continuous process of training and updating for staff and faculty in JDMC meant that a lot of the routine matters were already online. A functional website provided an excellent platform for various tasks which had to be performed by all stakeholders. Most of the routine administrative work also shifted online. JDMC bought and used various softwares through the pandemic. More important to note, however, is the fact that JDMC continues to use many of those platforms for various processes. This has not only led to more efficient workflows, but has actually created a

more democratic and transparent environment for teaching and learning. An example of this is the smart board usage in classrooms. Student presentations, lectures, with video links, tutorials made with multimedia sources, all are used within the traditional classroom space, transforming it for the better.

**E-Governance objectives**

The ICT committee defines objectives for each year and then coordinates with various stakeholders to achieve the same. If some objectives are not met for some reason, there is a review of the objective and possible methods of its completion. Following is the list of objectives for 2022 - 23 as formulated in the beginning of the session and implemented throughout the year. .

The objectives for the year 2021-22 are mentioned below

a. Facilitating Paperless Administration
b. Encouraging teachers and students to maximise e-resources from resource centres and online.
c. Inculcating technology-driven work culture among teachers and students.
d. Supporting administrative activities with e-procedures.
e. Increasing user interface and awareness on Academic and research visibility.
f. Creating an interface which would facilitate the NAAC and ISO audits.
g. Planning and researching a comprehensive Faculty portal, with various aspects of Teaching related administration
h. To train teaching and non teaching staff for continuous improvement and
i. To replace outdated systems and terminals in a phased manner

**Following are the highlights of E-Governance in the year 2021-2022**

## 1. Administration

- The JDMC administration has a two pronged approach to ICT. We aim to use ICT for speed as well as accuracy. All meeting records are shared online for quick dissemination as well as real time feedback.
- Soft copies of important documents, University notifications etc are shared through email, on whatsapp as well as on the website.
- The College administration has stepped ahead in the direction of paperless administration and almost all communications with higher authorities are done online through e-mails and other digital formats. Database management is almost entirely paperless. Administrative work is conducted through online/hybrid meetings. For the facilitation of this, the committee room has been refurbished and equipped with the latest Video conferencing apparatus. Various new desktops have been added to the administrative block to facilitate paperless practices. The LAN and Wireless internet connections have been strengthened.
- For each event, posters, pre-event brochures as well as post-event reports are uploaded across various platforms including social media platforms. This has been possible because now there are some best practices in place for such an update. Various stakeholders are involved in this process, including Department representatives, Student Union Advisors, Society and Club convenors as well as society office bearers. It has now become an integral part of JDMC work culture. The website committee, the Twitter committee and the social media team (Student Union members) are all a part of this workflow.

The ICT based significant institutional tasks carried out online as part of the e-governance program can be outlined as-

- The official contact details important links for students as well as links to official social media profiles are also available.
- The updated information related to courses, departments, employees, organisational hierarchy, audit reports, annual reports, academic calendar, code of

conduct, important forms, fee structure, prospectus, scholarships, student fees relaxation etc, are displayed on the updated college websites. This information is accessible through the homepage itself, for ease of access.

Supervision of various scholarship schemes:

- Online data for the various important scholarships is regularly checked and updated every year through secured login IDs.
- Information about other scholarships instituted by the college are also shared through electronic modes for the students and stakeholders.
- Various scholarship interviews were conducted online. Notably, the MDIP - GSC collaborative scholarship, which provides fee assistance as well as corporate mentorship to students held its interviews online through the college Zoom Handle.
- The Prize committee has also been collecting student data and verifying information online. The prize list was prepared in a collaborative effort across departments. The various student award interviews also take place virtually. This is done in order to save time and to ensure that these processes happen in a prompt and transparent manner.
- Maintenance & disclosure of comprehensive information on its web-page,
- Crucial information such as DU Bulletin, University Notifications, e-prospectus, admission schedule are shared online and on college websites as an integral part of green practices.
- The details of governing body rules, composition of governing body and minutes of GB meetings are shared in a transparent manner and uploaded on the college website for all the stakeholders. The meetings are conducted offline/online or in blended mode.

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.

- The future plan is to make APAR, recruitment and promotion forms online, beginning from the entry of information, to data management, data capturing and dispersal of information for required purposes. The login for these will be through allocated official login credentials of the teacher for eliminating the printing of lengthy forms and submission acknowledgements. This will also eliminate the need for storage of such papers.

Development of ICT based infrastructure in the College,

- The ICT committee conducts various workshops and induction events which encourage 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. MOU with ICT Academy is renewed for next year for conducting student development programs and power seminars on digital technology and cyber security.

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. Applying Leave Enhancement Rules on Mid Term and Annual Term as per the University Rules are also logged in the leave module. The employees can see the details using their login details.

- **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. 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.

- **Cloud-based Accreditation and Ranking Management System (AMS)** – Entry and organisation of data and documents pertaining to the NAAC Accreditation process (AQAR and SSR) was facilitated through InPods.

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- Virtual Alumni meet events have been conducted.

- Online screening and interviews were conducted for promotion of the faculty members with more efficiency in the ICT equipped committee room. Plagiarism testing for the professors' interviews is done through the latest *Ouriginal* software (Web based software of Turnitin).

**2. Finance and Accounts**

- Financial information like details of Vendors, Vouchers, Payments, Salary, Pension, Arrears are maintained online. PF Passbooks are also shifted to online mode. Internal Audit reports, External Audit reports are available online. Various G2G, G2C and G2B financial transactions are recorded efficiently in an ICT supported environment.
- 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 employees accounts. Pay slips are also shared in PDF files through emails, and Tax saving forms are 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 are executed necessarily cashless to maintain transparency and financial accountability in the system.
- Outlined below are some of the major assignments being performed digitally at College level-
    - Online payment of examination and admission fees,
    - Pay bill preparation & management of various scholarship schemes,
    - All kind of payments including salaries to staff-members, arrears,
    - All kinds of payments to speakers honorarium, TA etc.

- Disbursement of salary slips & accounting of GPF,
- Hands-on disclosure of budgetary/financial data on its web-page,
- Conduction of computer awareness programs for office-staff,
- Management of College accounts and many such functions as required.
- 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.

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### 3. Admission and Student Support

- The Institution has undertaken the following measures for e-governance in areas of 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 since then, is administered by centralised software that is maintained by the University.

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

- **Admission and Fees Module-** All types of Admission related Reports, Intake Capacity Reports.
- Disclosure of admission rules/schedule on web-page.
- Preparation & publication of admission rolls and related statistics.

### 4. Student support

- 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 scholarship as required. 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 campus & Availability of internet/e-resources in library,
- Running of computer based programs/courses,
- Conduction of computer awareness/digital literacy programs for students,
- ICT based teaching in smart class-rooms, and
- Maintenance of students' attendance in web-based formats.
- Disclosure of students-centric information/data/materials on web-site.

Above digital functions are realised online through the internet with support of ICT based infrastructure available in the College.

Following are various functions which have been automated and/or are done virtually or through software.

- **Certificates**- 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 faculty, 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. G-suite procured in 2020-21 has become an integral part of JDMC workflows.
- **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. These subscriptions have been continued to facilitate various processes.
- **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. The proposed cloud version of software will allow the students to easily

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access library facilities. Latest version of Libsys is equipped with L Smart RFID technology, LSEase and Book Drop features.

- **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.
- **C++** - The free software used by the Department of Mathematics in practical classes for competitive programming.
- **Software R** – The free software used by the Department of Mathematics in practical classes for statistical computing and graphics.
- **Python** - is a computer language taught by the Department of Mathematics, and used for writing code as a part of the NEP syllabus.
- **LaTeX and HTML** - The free software used by the Department of Mathematics in practical classes for mathematical writing.
- **Tally commerce** - This is a software used for training purposes as well by accounts department for calculations and administrative tasks.
- **Orell Talk**: It is a language learning software that allows students to learn up to six languages – Hindi, Sanskrit, English, Spanish, German and Chinese self-paced modules.
- **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.
- Shodhsindhu, SOUL are features accessible through the college portals.
- **The E-Resource Room** in the library was inaugurated, and it has various new softwares for the students.
- **Recording room** -the Lecture Capturing System for the creation of e-contents, especially recorded lectures.

## 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. .
- **Sugamya Pustakalaya** – It is a digital database of DAISY books for visually impaired readers. Digital Talking Books are now available for our teachers and students. Sugamya Pustakalya is developed by the Department of Empowerment of Persons with Disabilities, Department of Social Justice and Empowerment. These books provide following benefits to the readers:
    - A reader can access the book of his choice by using a single click.
    - The user can read these publications on any electronic device like mobile, tablet, PC, DAISY player or even braille using braille displays.
    - The reader can save history or create his online library.

- **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 Hard copy books.

**Examination**

The Institution manages examination related functions in a digitised manner.

- Online registration, fee payment & issuance of admit cards
- Declaration of results on web-site, and
- Providing of mark-sheets

The College administration is committed to have an automated examination system based on features of e-governance for bringing reliability & 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

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- **Examination**: 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 are able to 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.

**5. Planning and development**

- Development of ICT based infrastructure in the College - Fully equipped recording room and video-conference facilities of the committee room were added which will help in developing lectures and E resource material.
- Perspective is an open access e-journal and the articles are available for all to read. Three issues have been released and it is now accredited with an eISSN number
- Two kindles were procured in the library for the faculty and staff.
- Digital display board was successfully installed in the library for presentations, as well as dissemination of information.
- Various training sessions were routinely organised for meeting the ICT requirements of the college.

**Recommendations for 2023 - 24**

- The ICT committee proposed to procure more smart boards, stylus pens and research software for the next academic session.
- Plan to hold training sessions on how to record lectures with proficiency.
- Developing own YouTube channels and MOOCs in an ICT enabled environment.
- Developing copyrighted e-resources, training to handle Library 2.0 version and procurement of editing software for video lectures for the college.
- Integrating college websites for information related to IQAC centres, online certificates and forms.
- The fourth issue of the e-journal Perspectives to be planned and released.
- Acquiring and customising Data portals for faculty, students, alumni, time table.
- Strengthening/ Refurbishing the existing WIFI system

## ICT-ENABLED INFRASTRUCTURE /EQUIPMENT PROCURED

## 2022-23

| SI.No | Name of Department | Name of equipment/machines purchased | Date of purchase |
|---|---|---|---|
| 1 | Room 40 | Evota 75" modular | 31-05-2022 |
| 2 | Audio video room | Audio System | 25-05-2022 |
| 3 | Committee Room | Conferencing System | 22-06-2022 |
| 4 | AO Office | All in One Desktop | 25-08-2022 |
| 5 | Recording Room | Interactive Smart Panel | 21-09-2022 |
| 6 | Room 13 | Interactive Smart Panel | 21-09-2022 |
| 7 | CL 3 | All in One Desktop | 07-10-2022 |
| 8 | Principal Office | Laptop | 11-03-2023 |
| 9 | Committee Room | Evota PANEL 86" | 20-03-2023 |
| 10 | Principal Office | MAC Book Pro | 21-03-2023 |
| 11 | IQAC Office | HP Printer | 23-03-2023 |
| 12 | IQAC Office | UPS and HP Printer | 24-03-2023 |
| 13 | Account | HP Printer | 26-05-2023 |
| 14 | SO Admin | HP Printer | 01-06-2023 |
| 15 | Sports Room | 22' LED Monitor | 03-08-2023 |
| 16 | Room 1 and 66 | 75' Smart Board | 18-08-2023 |

**Highlights of the upgraded ICT infrastructure of the college:**

At present 21 Wifi Access Points, 1 Router, 1000 internet users, 951 computers, 3400 login IDs, two digital display boards and 6 smart boards are active in the college. Microsoft Windows Server 2016 R2 Standard and Microsoft Windows 7 in addition to Microsoft Office 2010 is procured by the college after the recommendation of ICT Committee. New licence for Antivirus and Adobe reader, Lybsis For Library Management System is updated for library management and cataloguing.

## 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: genericteчsolutions@gmail.com | 2021 |
| 3 | SoftwareOne India Pvt Ltd, 501, 5th Floor, 38 Ansal Tower, Nehru Place, New Delhi - 110019. Email: shobha.jaiswal@softwareone.com | 2017 |
| 4 | Kay Vee Enterprises, X-1964, Street No 8, Rajgarh Extension 2, Delhi - 110032. Mobile: 9811370766. Email: info@kayveeenterprises.com | 2021 |
| 5 | Inpods India Private Limited, Reg. Off - Flat No.2, Shanti Apt. ITI Road, Anand Park, Pune. E-Mail: ajay@inpods.com | 2022 |
| 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 | Stanford Wireless Private Limited, No. 251, 2nd Floor, 17th Cross, 5th Main, 6th Sector HSR Layout, Bangalore - 560102. Mobile: 8217520602. Email: swapna@prontonetworks.net. Website: www. Prontonetworks.com | 2022 |

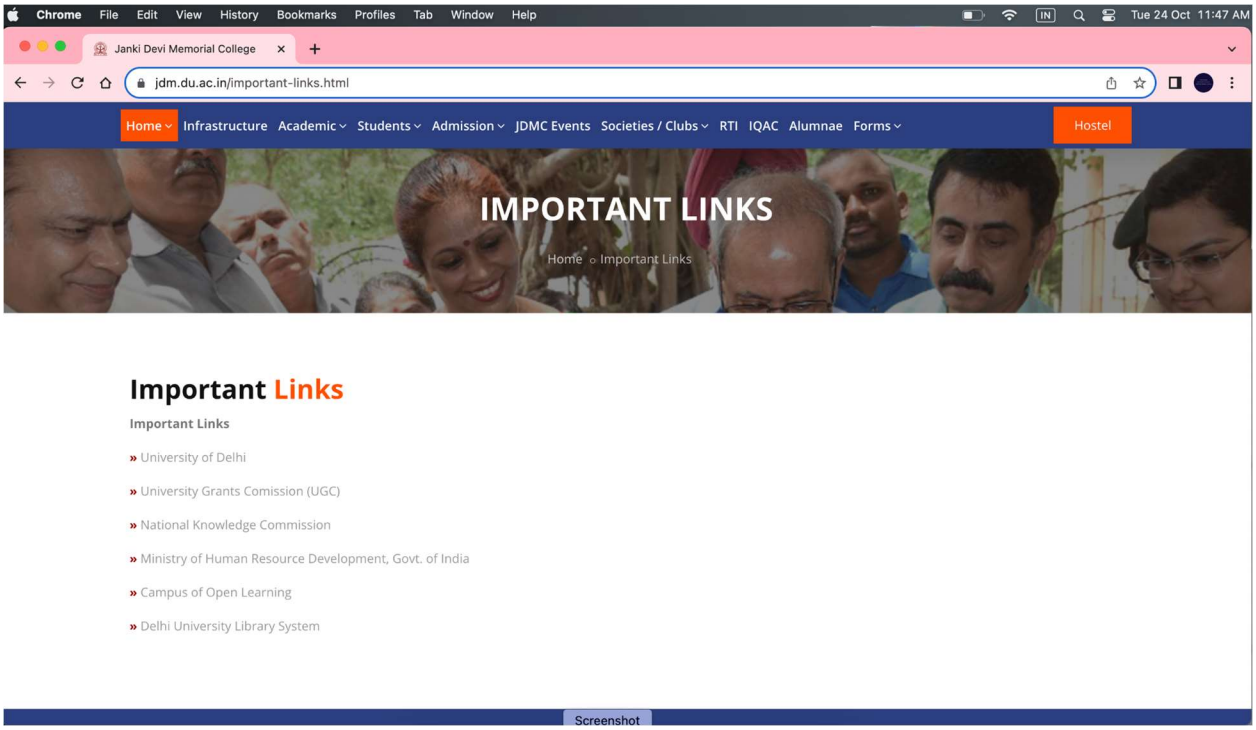
| | | |
|---|---|---|
| 10 | Scube Scientific Software Solutions (P) Ltd. 1217, 12th Floor, Hemkunt Chambers, 89 Nehru Place, New Delhi - 110019. Contact No. 011 41618828, 41618829. Email: info@scubeindia.com | 2019 |
| 11 | Orell Techno Systems (India) Pvt Ltd, 1st Floor, BCG Tower, Opp. CSEZ, Seaport - Airport Road, Kakkanad, Cochin - 682037. Mobile: +91 4844141000, 9388814000, Email: info@orell.in | 2021 |
| 12 | Saktek Foundation, 486 Double Story, New Rajender Nagar, New Delhi - 110060. Email: Kavita@saksham.org | 2019 |
| 13 | The DAISY Forum of India, 486 Double Story, New Rajender Nagar, New Delhi - 110060. Phone: 91-11-42411015. Email: secretariat@daisyindia.org, info@daisyindia.org. Website: www.daisyindia.org | 2021 |
| 14 | National Library and Information Services Infrastructure of Scholarly Content (N-LIST), Infocity, PB No. 4, Gandhinagar - 382007, Gujarat. | 2017 |
| 15 | Libsys Software, 631-633 Phase V, Udyog Vihar, Sector-19, Gurugram, Haryana. Phone: 01244894100 | 2003 |
| 16 | University of Delhi (Examination and Admission) | 2020 |
| 17 | CPTS NETWORKS, 3 RD FLOOR H.NO 2151/9A9, KH NO 754 NEW PATEL NAGAR, CPTSNETWORK@GMAIL.COM 9873000487 | 2022 |
| 18 | DART NETWORKS (P) LTD 103, DEEPSHIKA BUILDING 8, RAJENDRA PLACE NEW DELHI-110008 AMIT@DARTNETWORKD.NET 9871801939 | 2022 |

| | | |
|---|---|---|
| 19 | ROMAN NETWORKS PVT.LTD<br>OFFICE NO 504, 5 TH FLOOR SHYOG<br>BUILDING, 58 NEHRU PLACE NEW<br>DELHI 110019<br>ROMAN@ROMANNETWORK.COM<br>9810534768 | 2022 |
| 20 | WEEKENDR INNOVATION LABS<br>PRIVATE LIMITED | 2022 |

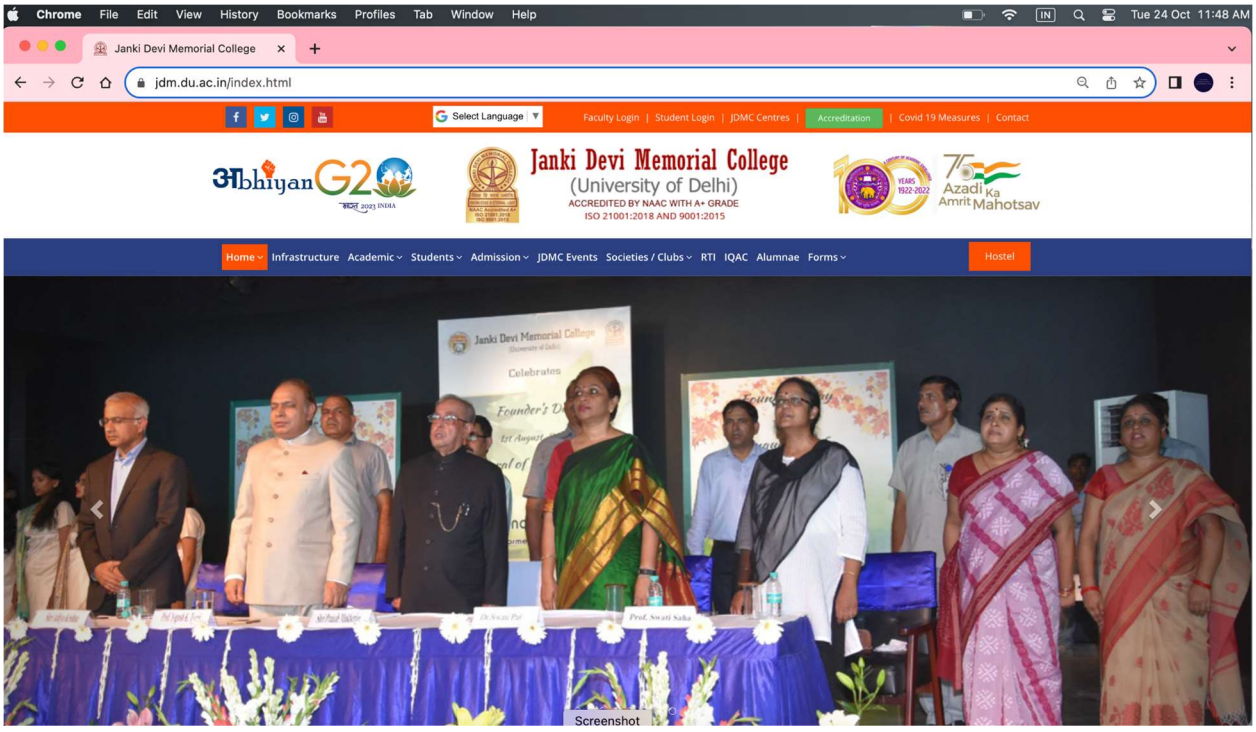
जानकी देवी मेमोरियल महाविद्यालय * Janki Devi Memorial College *

Chairman
Janki Devi Memorial College
(University of Delhi)
Sir Ganga Ram Hospital Marg,
New Delhi-110060

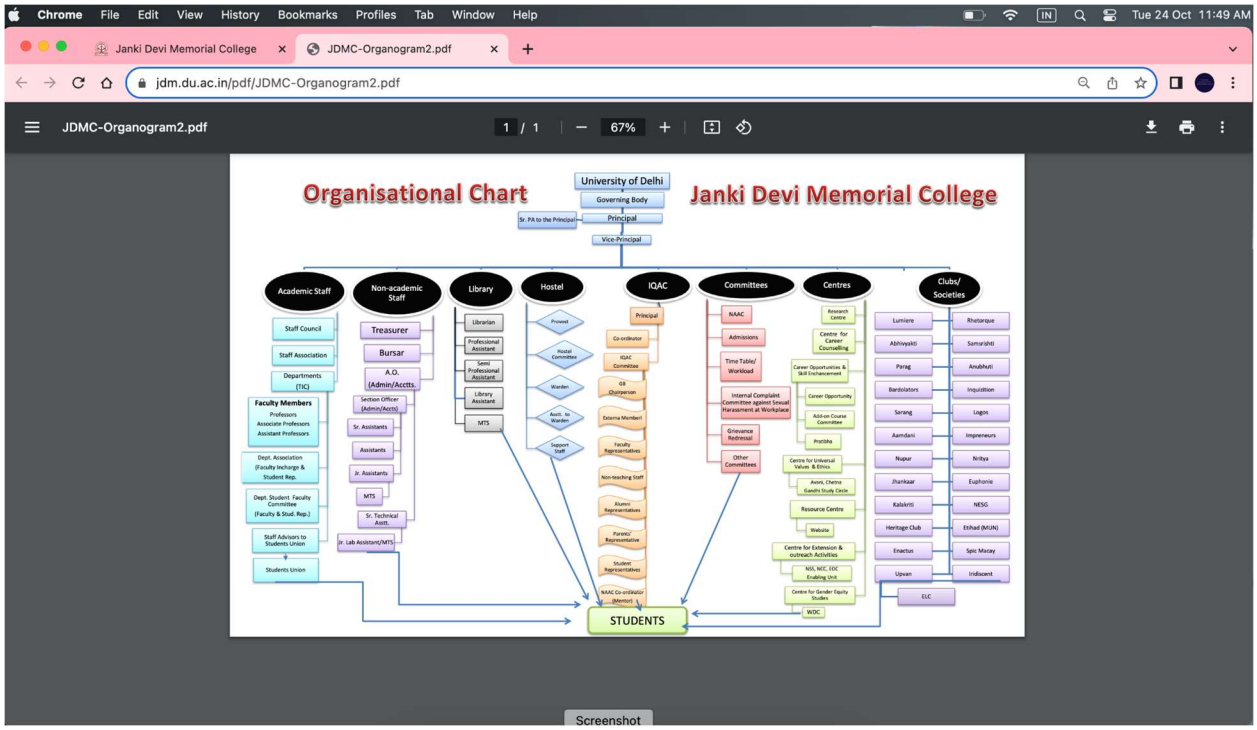
प्राचार्या/Principal
जानकी देवी मेमोरियल महाविद्यालय
Janki Devi Memorial College
सर गंगा राम हॉस्पिटल मार्ग नई दिल्ली–110060
Sir Ganga Ram Hospital Marg, New Delhi-110060



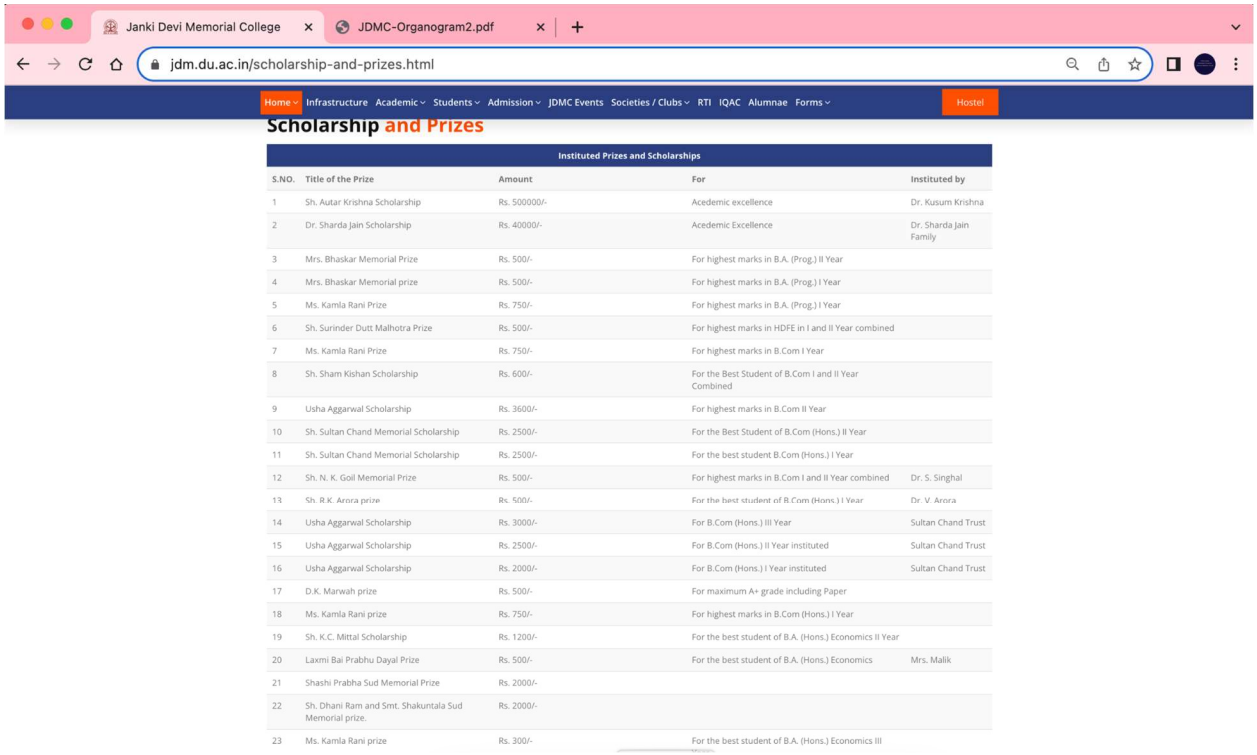

Official contact details with links as well official social media links




JDMC Website Home Page

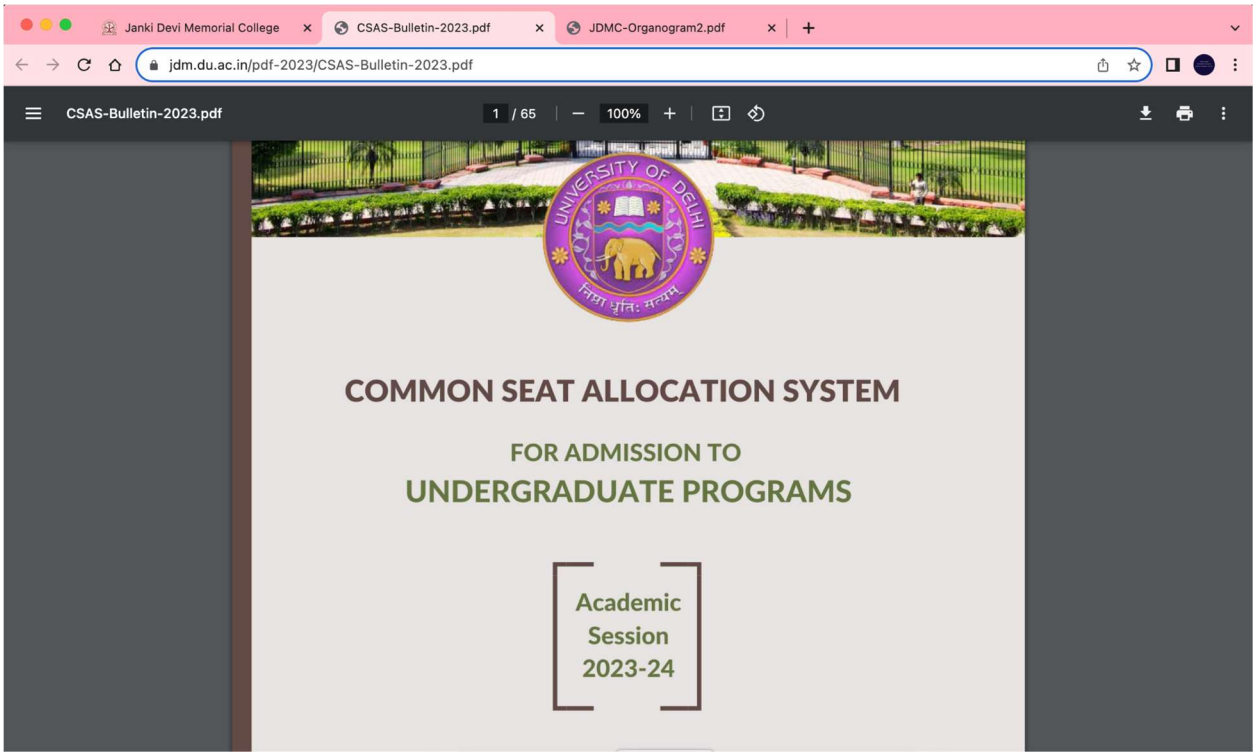



Organisational Chart, JDMC

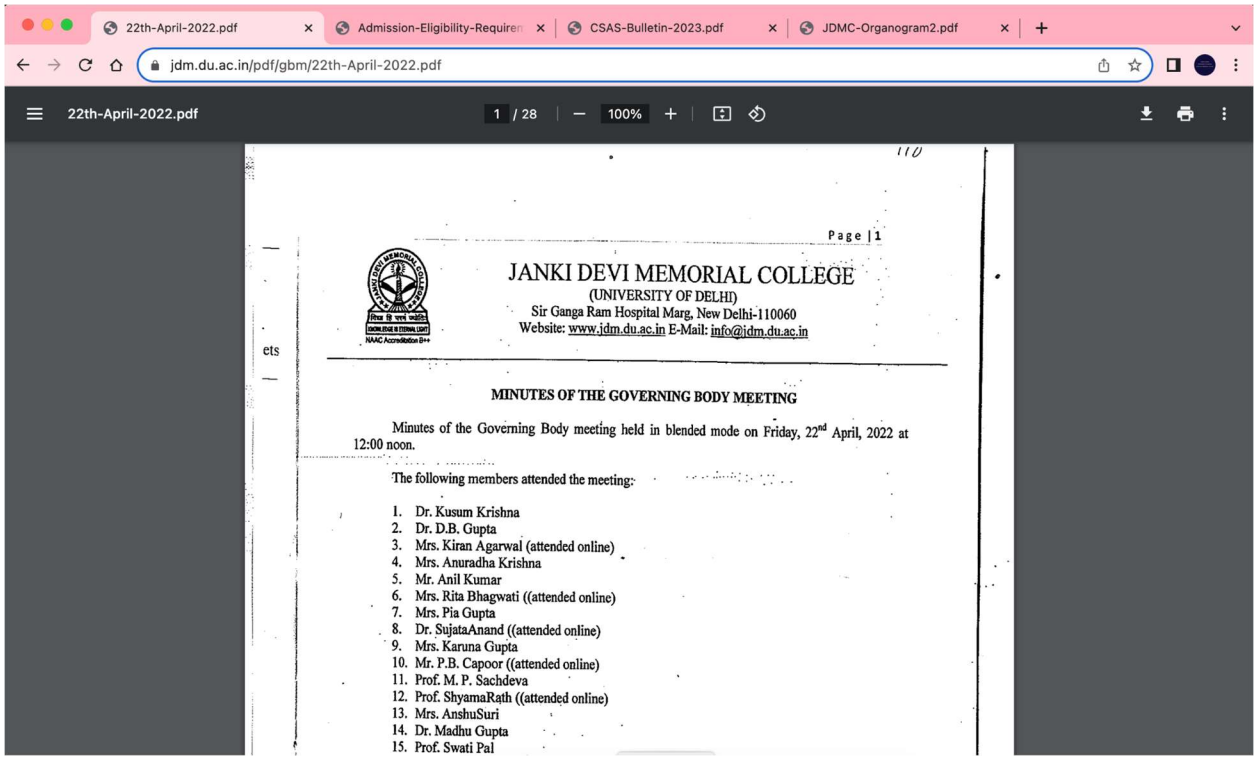



| S.NO. | Title of the Prize | Amount | For | Instituted by |
|---|---|---|---|---|
| 1 | Sh. Autar Krishna Scholarship | Rs. 500000/- | Acedemic excellence | Dr. Kusum Krishna |
| 2 | Dr. Sharda Jain Scholarship | Rs. 40000/- | Acedemic Excellence | Dr. Sharda Jain Family |
| 3 | Mrs. Bhaskar Memorial Prize | Rs. 500/- | For highest marks in B.A. (Prog.) II Year | |
| 4 | Mrs. Bhaskar Memorial prize | Rs. 500/- | For highest marks in B.A. (Prog.) I Year | |
| 5 | Ms. Kamla Rani Prize | Rs. 750/- | For highest marks in B.A. (Prog.) I Year | |
| 6 | Sh. Surinder Dutt Malhotra Prize | Rs. 500/- | For highest marks in HDFE in I and II Year combined | |
| 7 | Ms. Kamla Rani Prize | Rs. 750/- | For highest marks in B.Com I Year | |
| 8 | Sh. Sham Kishan Scholarship | Rs. 600/- | For the Best Student of B.Com I and II Year Combined | |
| 9 | Usha Aggarwal Scholarship | Rs. 3600/- | For highest marks in B.Com II Year | |
| 10 | Sh. Sultan Chand Memorial Scholarship | Rs. 2500/- | For the Best Student of B.Com (Hons.) II Year | |
| 11 | Sh. Sultan Chand Memorial Scholarship | Rs. 2500/- | For the best student B.Com (Hons.) I Year | |
| 12 | Sh. N. K. Goil Memorial Prize | Rs. 500/- | For highest marks in B.Com I and II Year combined | Dr. S. Singhal |
| 13 | Sh. R.K. Arora prize | Rs. 500/- | For the best student of B.Com (Hons.) I Year | Dr. V. Arora |
| 14 | Usha Aggarwal Scholarship | Rs. 3000/- | For B.Com (Hons.) III Year | Sultan Chand Trust |
| 15 | Usha Aggarwal Scholarship | Rs. 2500/- | For B.Com (Hons.) II Year instituted | Sultan Chand Trust |
| 16 | Usha Aggarwal Scholarship | Rs. 2000/- | For B.Com (Hons.) I Year instituted | Sultan Chand Trust |
| 17 | D.K. Marwah prize | Rs. 500/- | For maximum A+ grade including Paper | |
| 18 | Ms. Kamla Rani prize | Rs. 750/- | For highest marks in B.Com (Hons.) I Year | |
| 19 | Sh. K.C. Mittal Scholarship | Rs. 1200/- | For the best student of B.A. (Hons.) Economics II Year | |
| 20 | Laxmi Bai Prabhu Dayal Prize | Rs. 500/- | For the best student of B.A. (Hons.) Economics | Mrs. Malik |
| 21 | Shashi Prabha Sud Memorial Prize | Rs. 2000/- | | |
| 22 | Sh. Dhani Ram and Smt. Shakuntala Sud Memorial prize. | Rs. 2000/- | | |
| 23 | Ms. Kamla Rani prize | Rs. 300/- | For the best student of B.A. (Hons.) Economics III | |

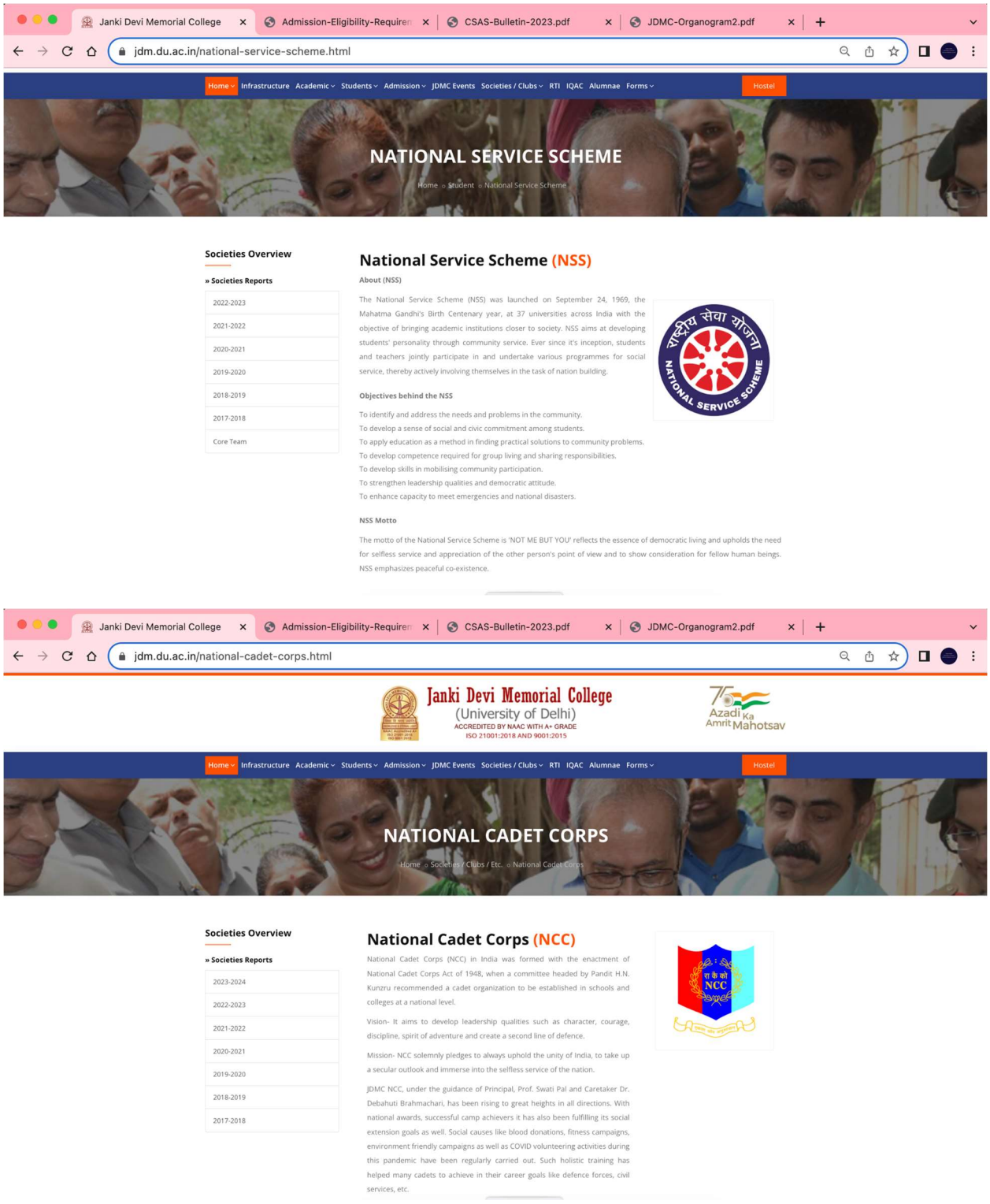
Details of Scholarships and Prizes



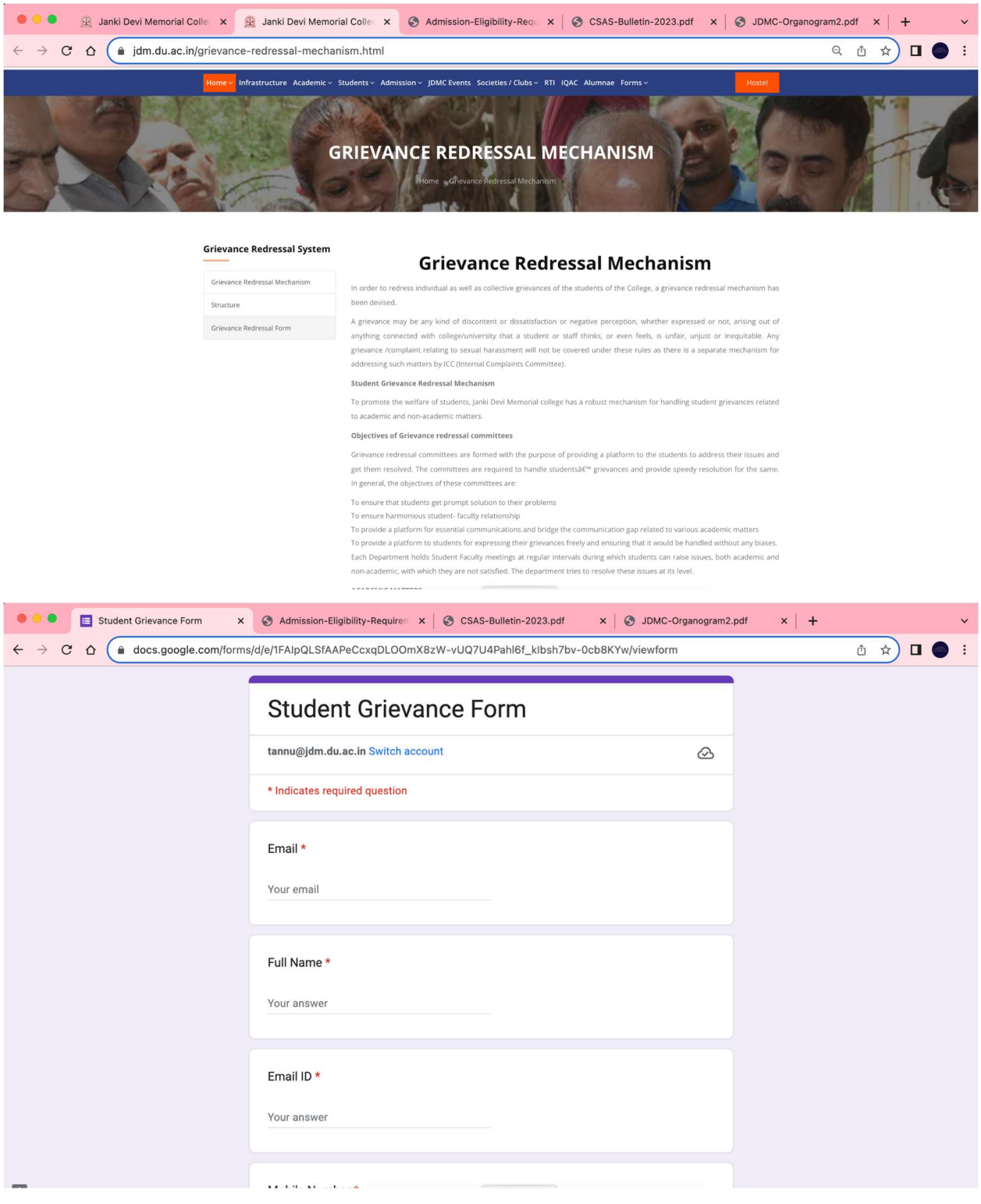

Maintenance and Disclosure of crucial information, DU Bulletin



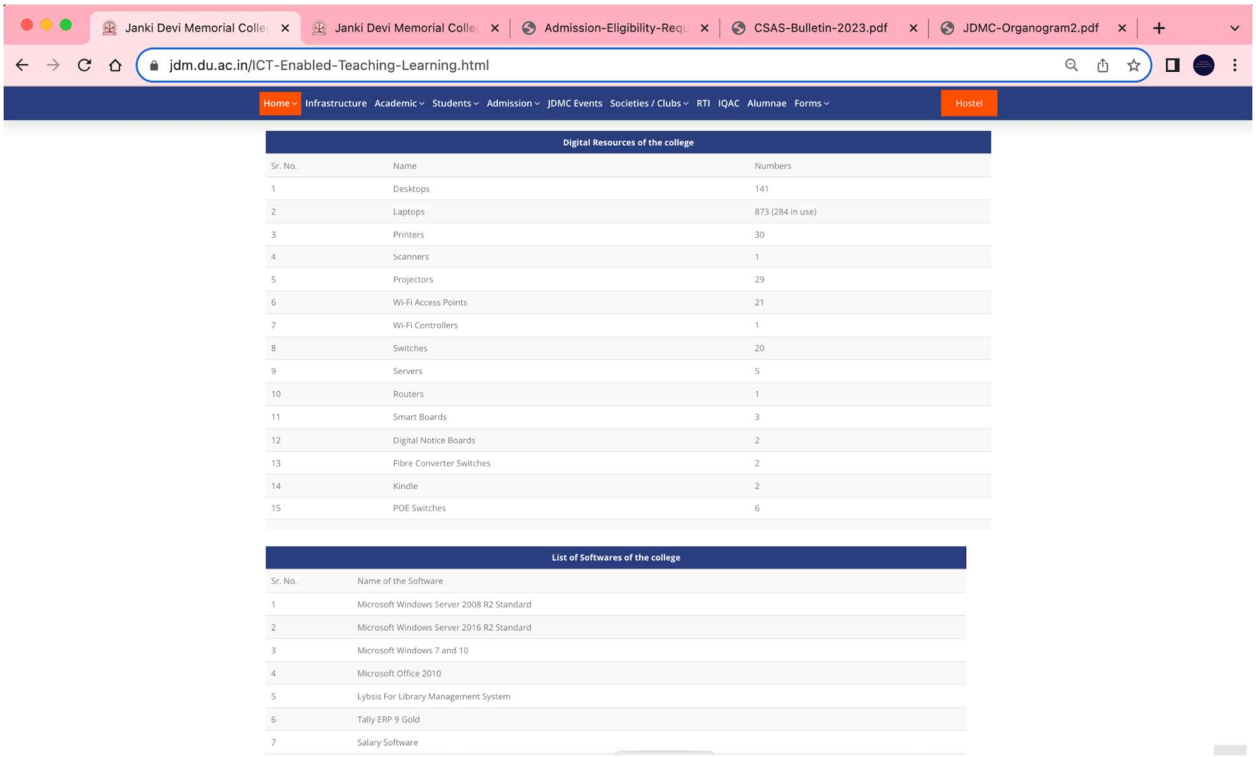

Minutes of Governing Body Meeting




Details of various important societies like  NSS, NCC, NSO, etc




Downloaded Section, Student Grievance Form



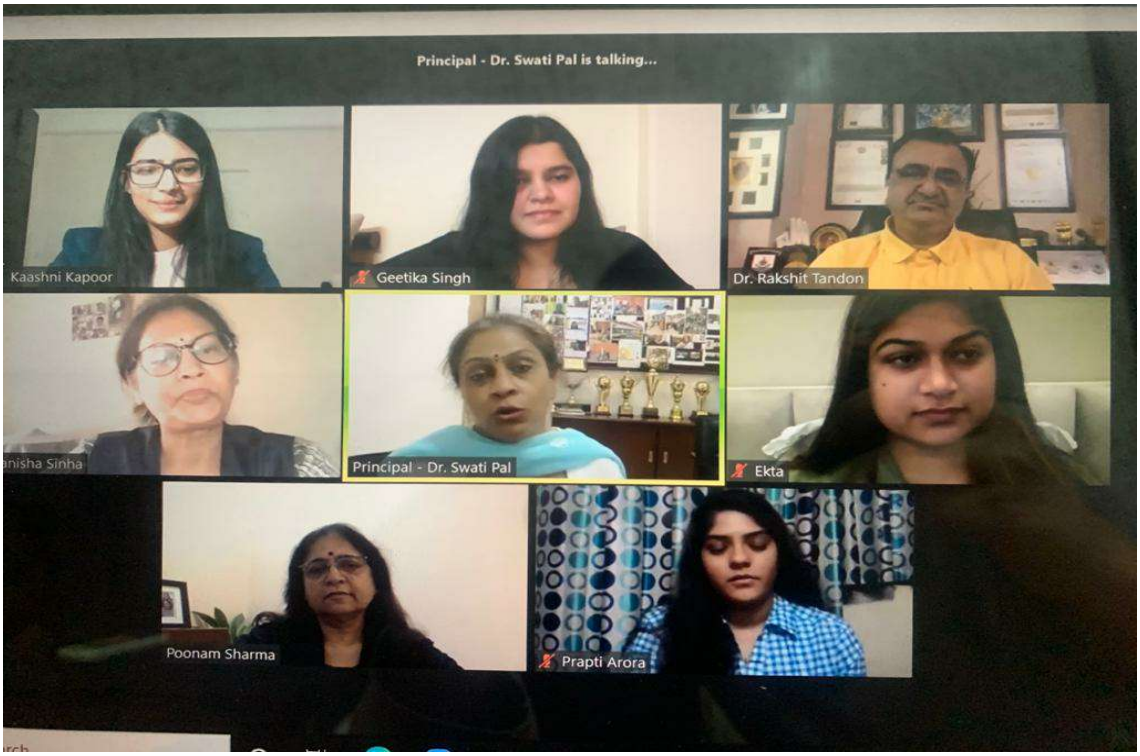

**Digital Resources of the college**

| Sr. No. | Name | Numbers |
|---|---|---|
| 1 | Desktops | 141 |
| 2 | Laptops | 873 (284 in use) |
| 3 | Printers | 30 |
| 4 | Scanners | 1 |
| 5 | Projectors | 29 |
| 6 | Wi-Fi Access Points | 21 |
| 7 | Wi-Fi Controllers | 1 |
| 8 | Switches | 20 |
| 9 | Servers | 5 |
| 10 | Routers | 1 |
| 11 | Smart Boards | 3 |
| 12 | Digital Notice Boards | 2 |
| 13 | Fibre Converter Switches | 2 |
| 14 | Kindle | 2 |
| 15 | POE Switches | 6 |

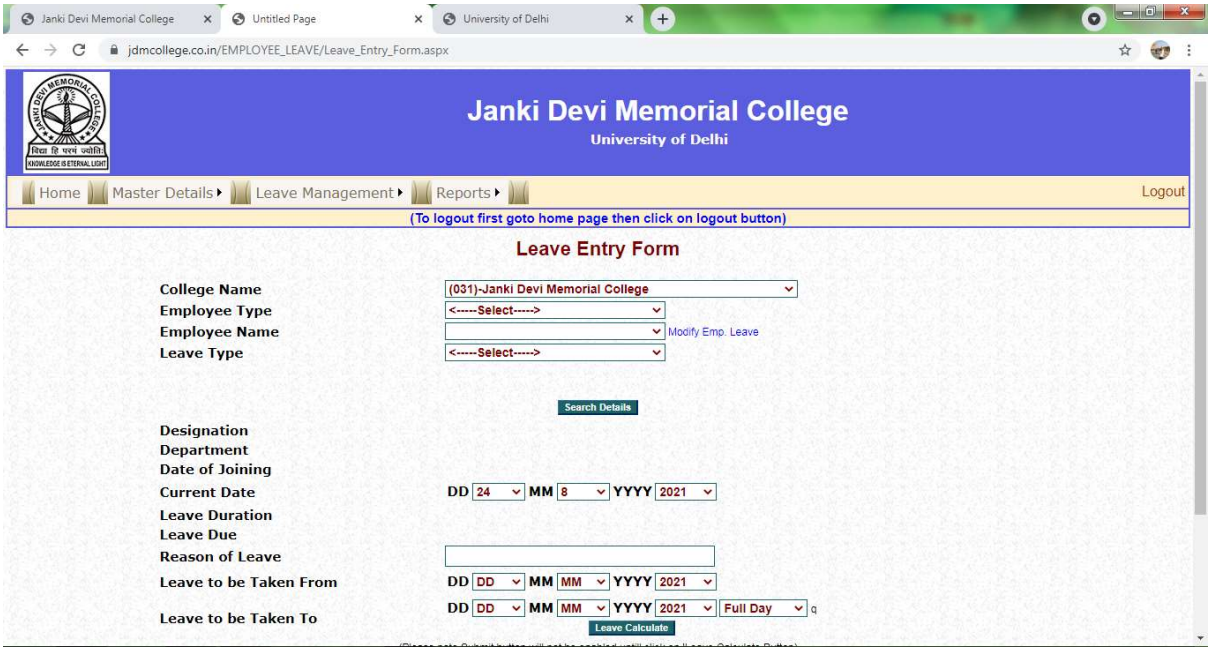
**List of Softwares of the college**

| Sr. No. | Name of the Software |
|---|---|
| 1 | Microsoft Windows Server 2008 R2 Standard |
| 2 | Microsoft Windows Server 2016 R2 Standard |
| 3 | Microsoft Windows 7 and 10 |
| 4 | Microsoft Office 2010 |
| 5 | Lybsis For Library Management System |
| 6 | Tally ERP 9 Gold |
| 7 | Salary Software |

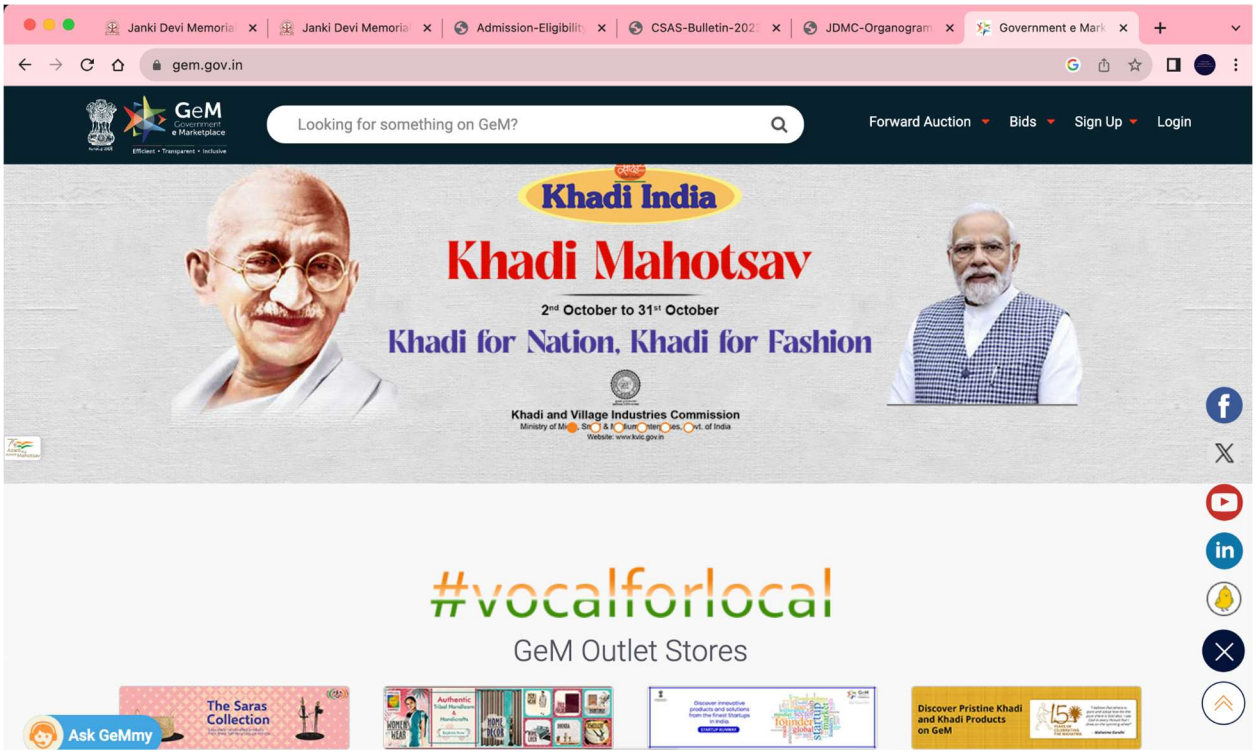
Development of ICT based infrastructure in college



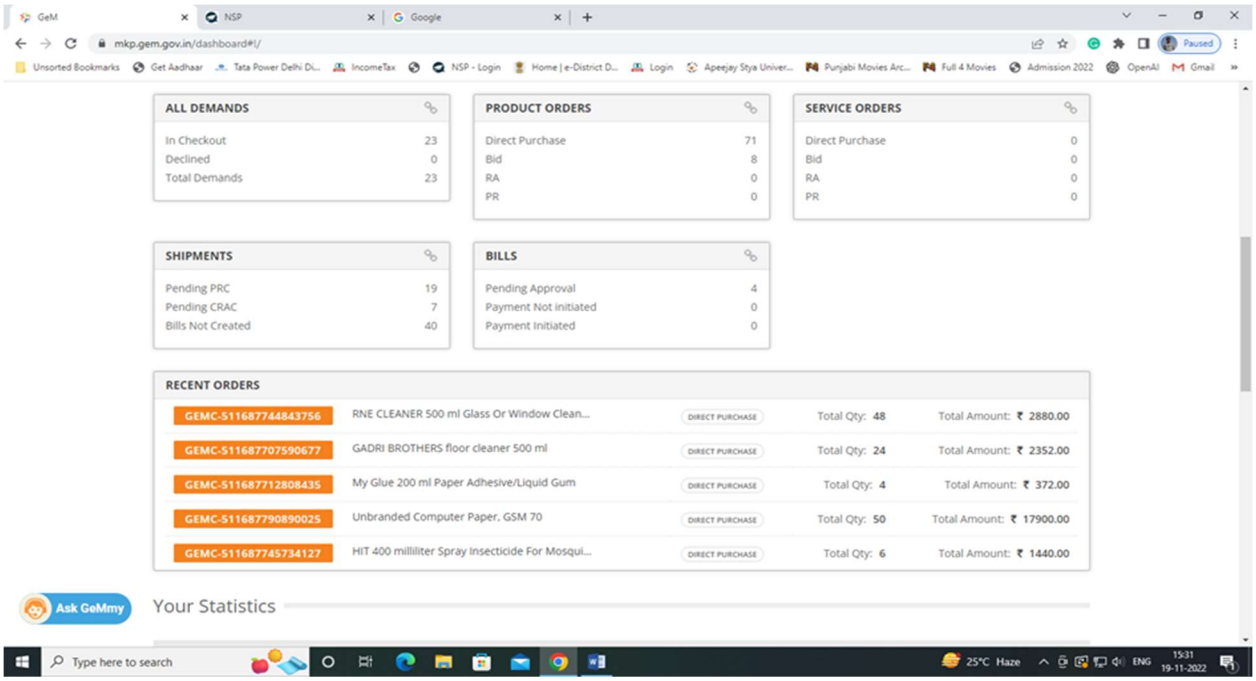

Conduct of online meeting with various stakeholders



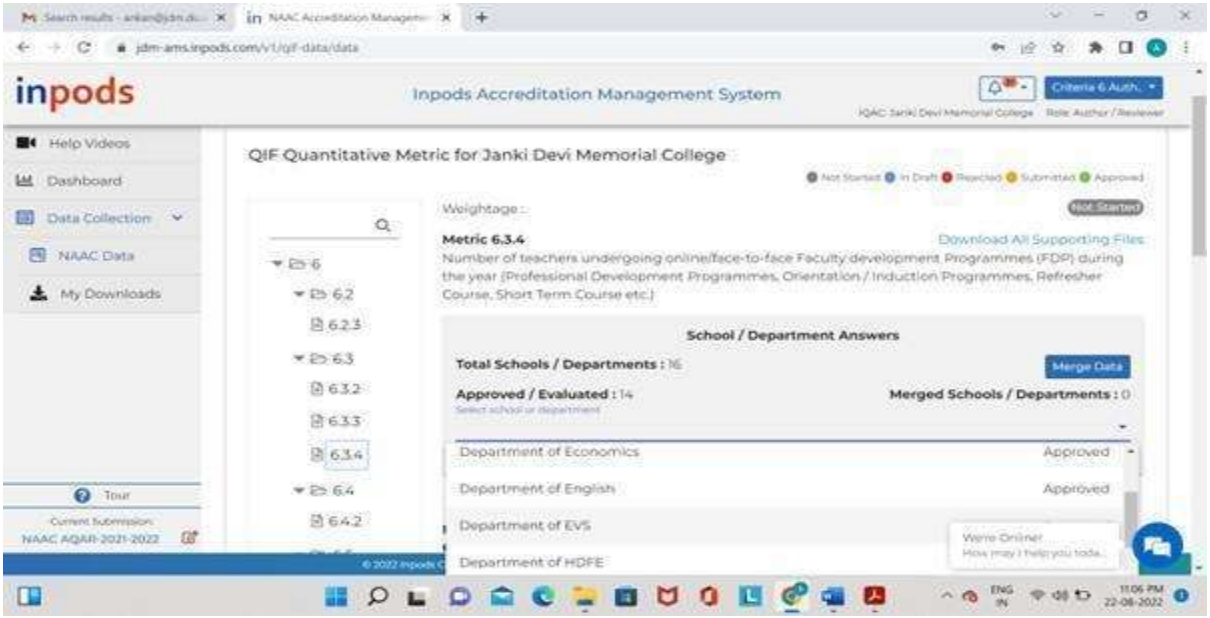

Employee Leave Module



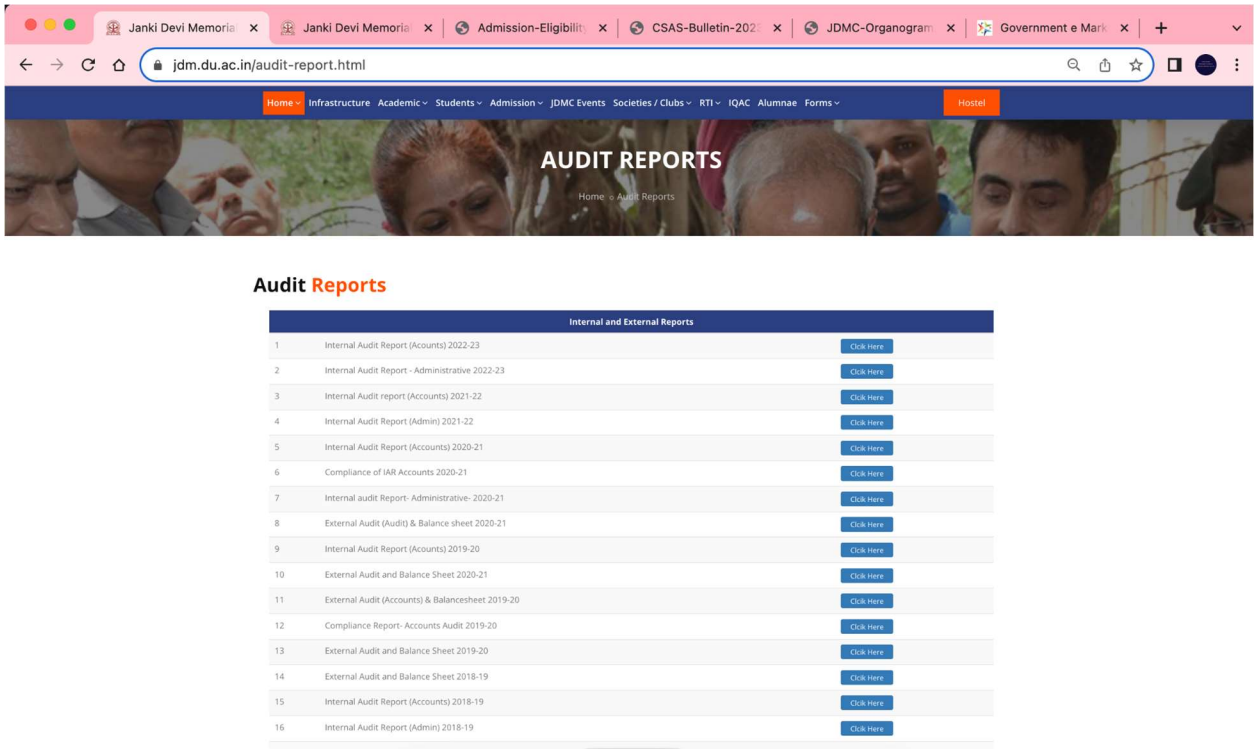

GEM Portal



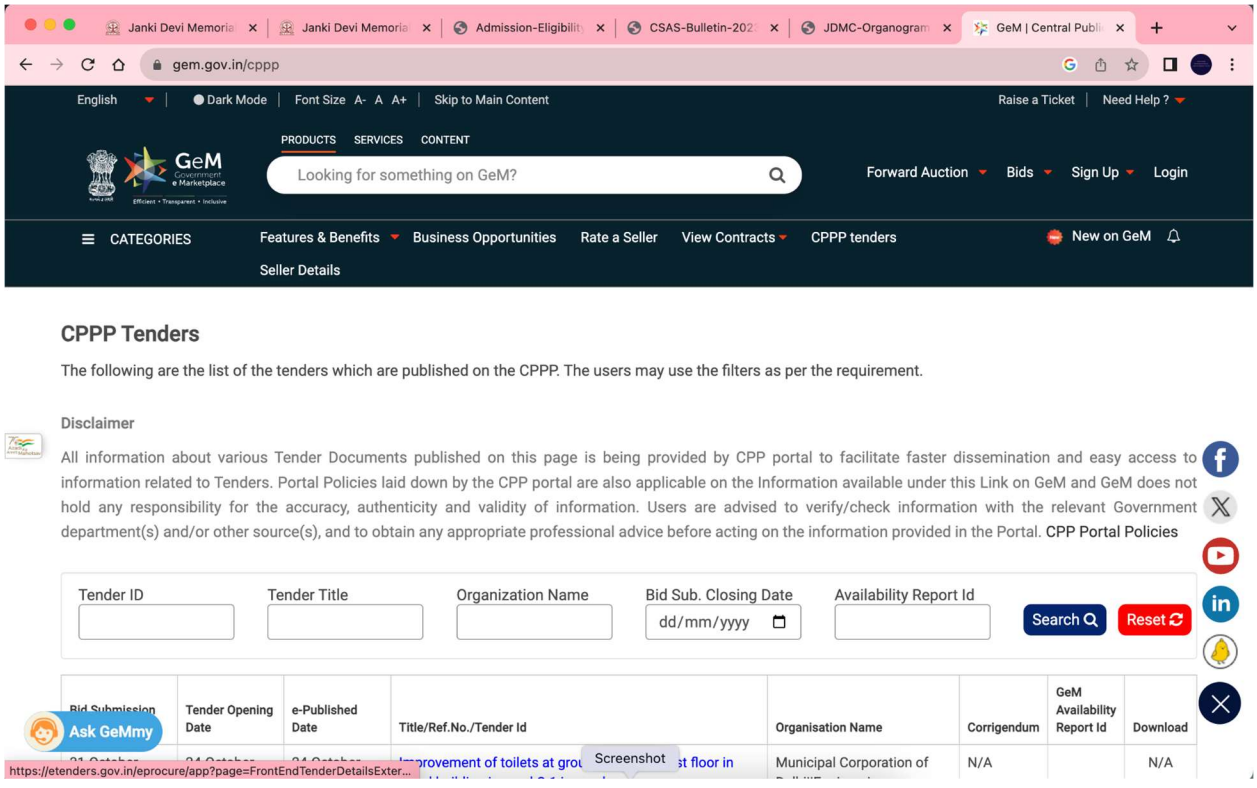

Screenshot of our recent order through GEM Portal



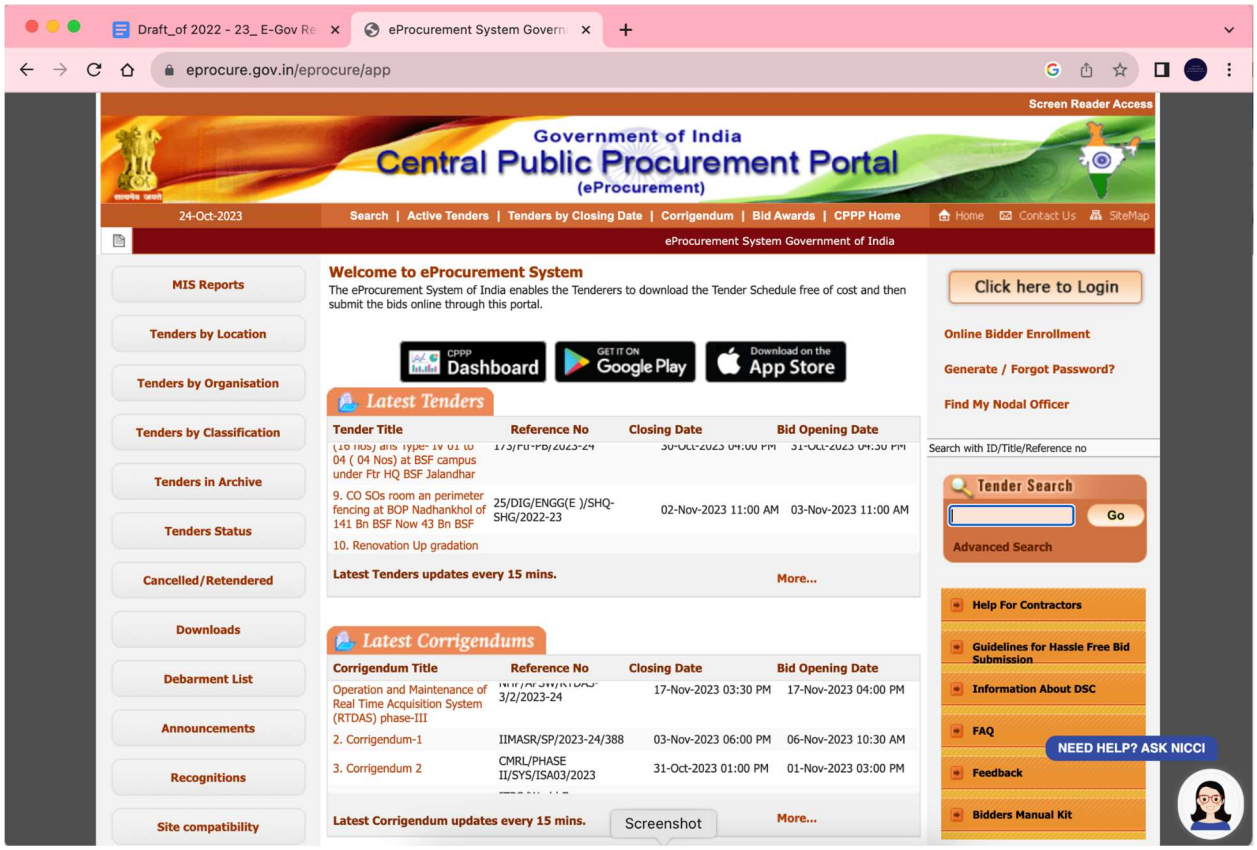

Inpods Accrediation Management System




Audit Reports on website

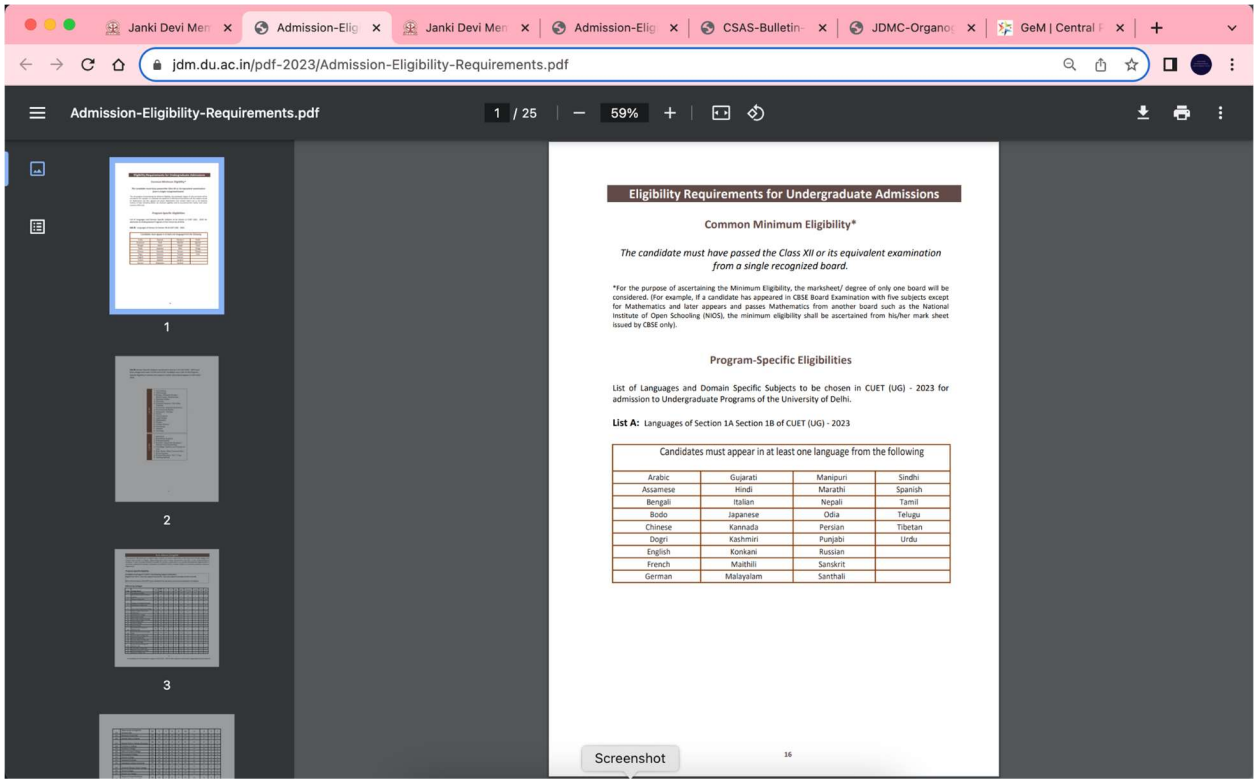


CPPP Tenders

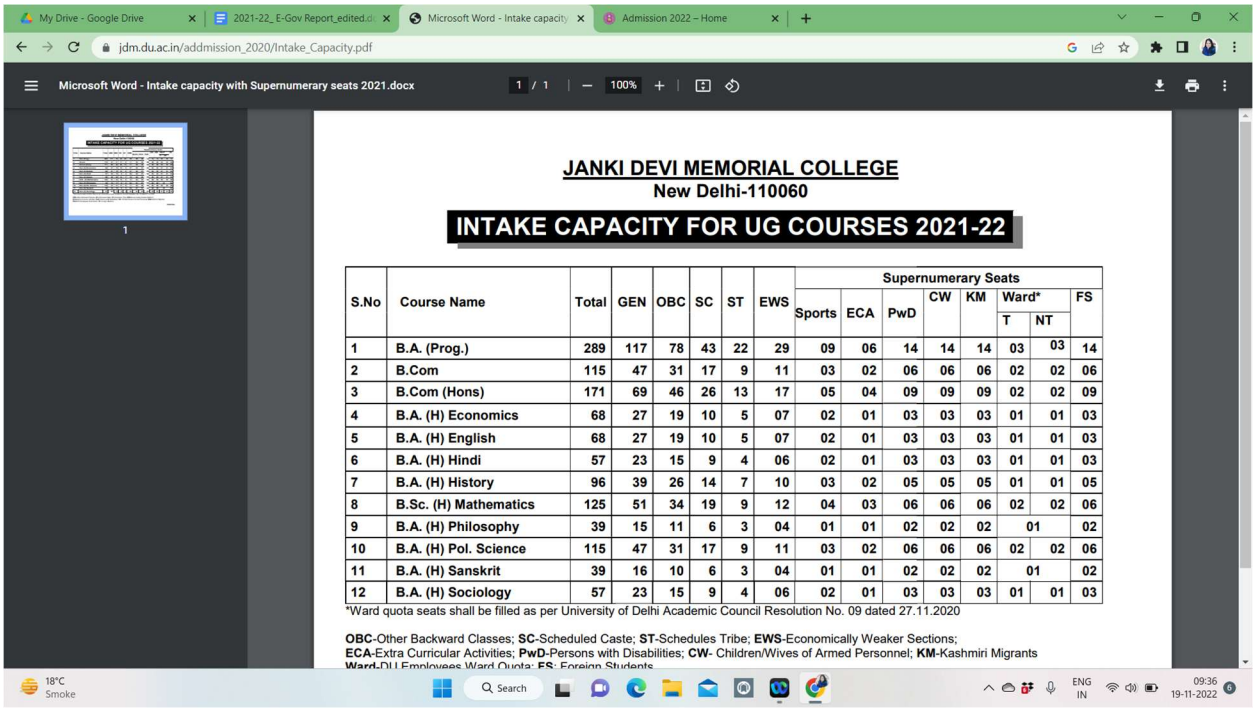



Balance Sheets and Green Audit reports are available online

Payroll software with New Pension scheme




Admission eligibility and schedule is displayed on college website



**JANKI DEVI MEMORIAL COLLEGE**
New Delhi-110060

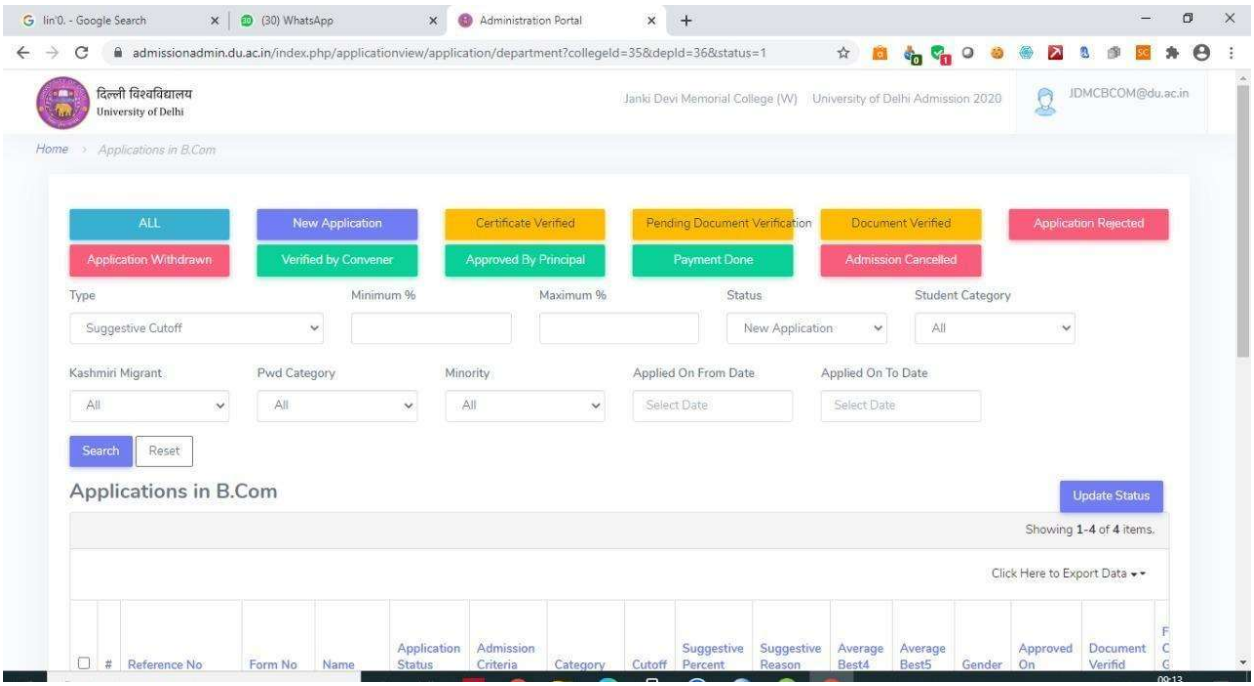
**INTAKE CAPACITY FOR UG COURSES 2021-22**

| S.No | Course Name | Total | GEN | OBC | SC | ST | EWS | Supernumerary Seats | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | Sports | ECA | PwD | CW | KM | Ward* | | FS |
| | | | | | | | | | | | | | T | NT | |
| 1 | B.A. (Prog.) | 289 | 117 | 78 | 43 | 22 | 29 | 09 | 06 | 14 | 14 | 14 | 03 | 03 | 14 |
| 2 | B.Com | 115 | 47 | 31 | 17 | 9 | 11 | 03 | 02 | 06 | 06 | 06 | 02 | 02 | 06 |
| 3 | B.Com (Hons) | 171 | 69 | 46 | 26 | 13 | 17 | 05 | 04 | 09 | 09 | 09 | 02 | 02 | 09 |
| 4 | B.A. (H) Economics | 68 | 27 | 19 | 10 | 5 | 07 | 02 | 01 | 03 | 03 | 03 | 01 | 01 | 03 |
| 5 | B.A. (H) English | 68 | 27 | 19 | 10 | 5 | 07 | 02 | 01 | 03 | 03 | 03 | 01 | 01 | 03 |
| 6 | B.A. (H) Hindi | 57 | 23 | 15 | 9 | 4 | 06 | 02 | 01 | 03 | 03 | 03 | 01 | 01 | 03 |
| 7 | B.A. (H) History | 96 | 39 | 26 | 14 | 7 | 10 | 03 | 02 | 05 | 05 | 05 | 01 | 01 | 05 |
| 8 | B.Sc. (H) Mathematics | 125 | 51 | 34 | 19 | 9 | 12 | 04 | 03 | 06 | 06 | 06 | 02 | 02 | 06 |
| 9 | B.A. (H) Philosophy | 39 | 15 | 11 | 6 | 3 | 04 | 01 | 01 | 02 | 02 | 02 | 01 | | 02 |
| 10 | B.A. (H) Pol. Science | 115 | 47 | 31 | 17 | 9 | 11 | 03 | 02 | 06 | 06 | 06 | 02 | 02 | 06 |
| 11 | B.A. (H) Sanskrit | 39 | 16 | 10 | 6 | 3 | 04 | 01 | 01 | 02 | 02 | 02 | 01 | | 02 |
| 12 | B.A. (H) Sociology | 57 | 23 | 15 | 9 | 4 | 06 | 02 | 01 | 03 | 03 | 03 | 01 | 01 | 03 |

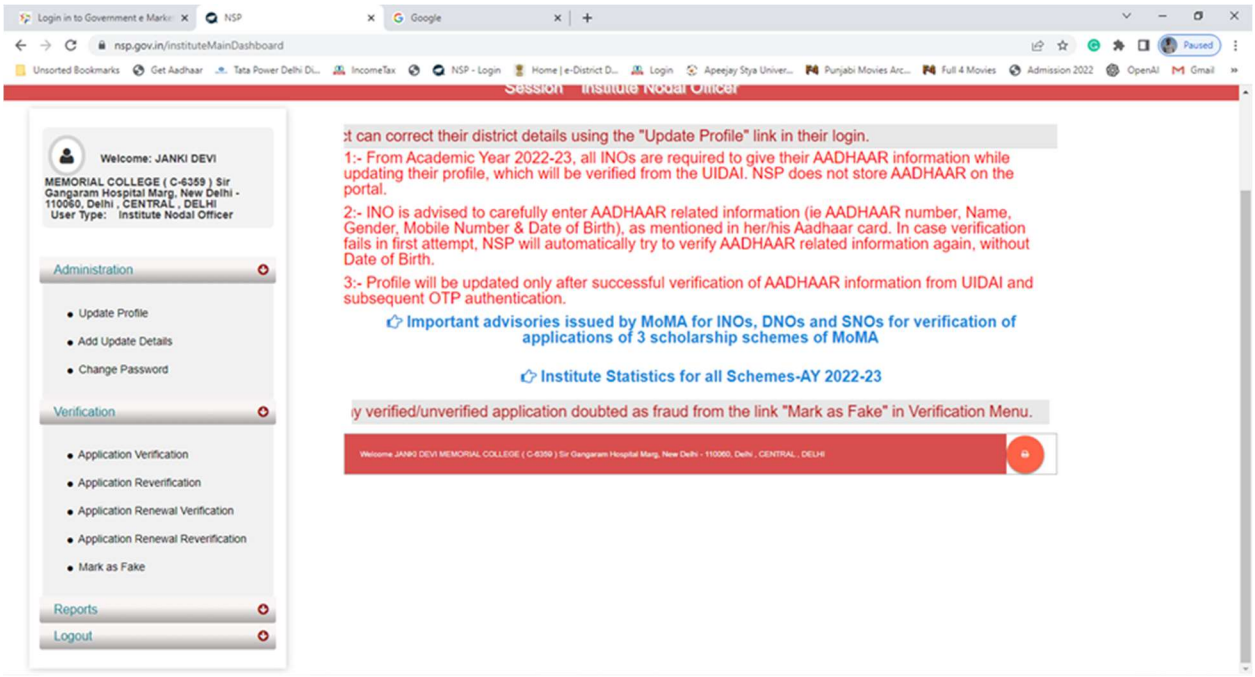
*Ward quota seats shall be filled as per University of Delhi Academic Council Resolution No. 09 dated 27.11.2020

**OBC**-Other Backward Classes; **SC**-Scheduled Caste; **ST**-Schedules Tribe; **EWS**-Economically Weaker Sections;
**ECA**-Extra Curricular Activities; **PwD**-Persons with Disabilities; **CW**- Children/Wives of Armed Personnel; **KM**-Kashmiri Migrants
**Ward**-DU Employees Ward Quota; **FS**: Foreign Students

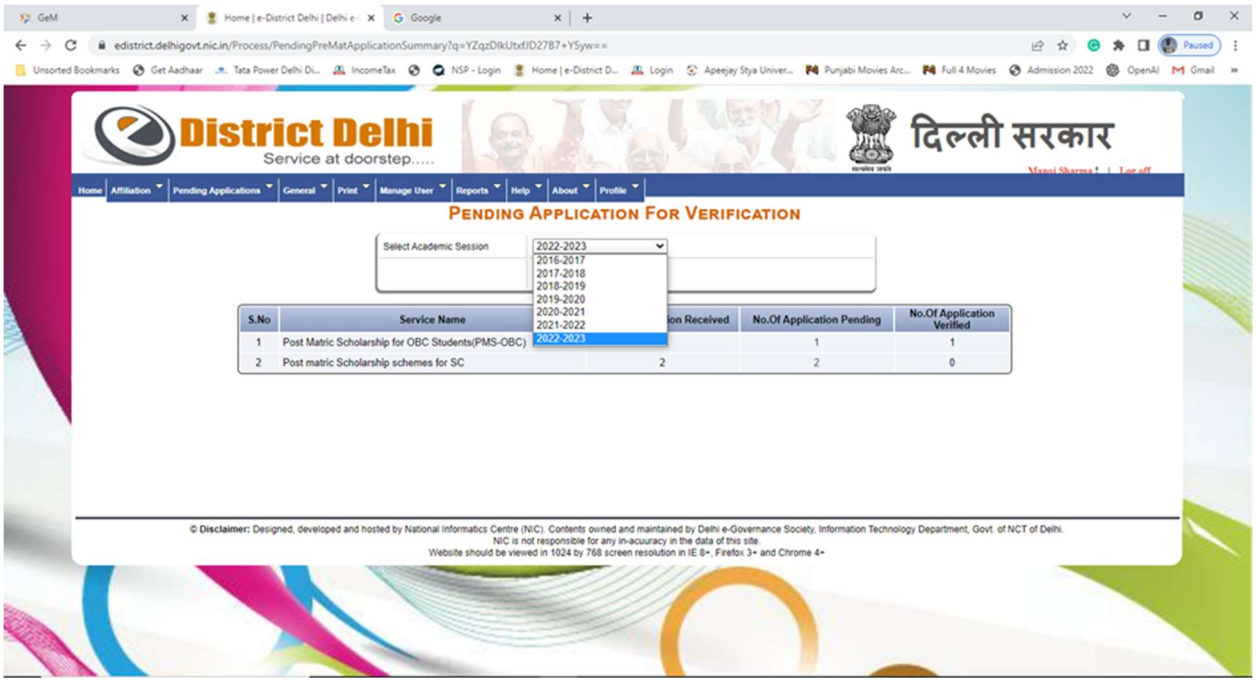
Intake Capacity for UG Courses



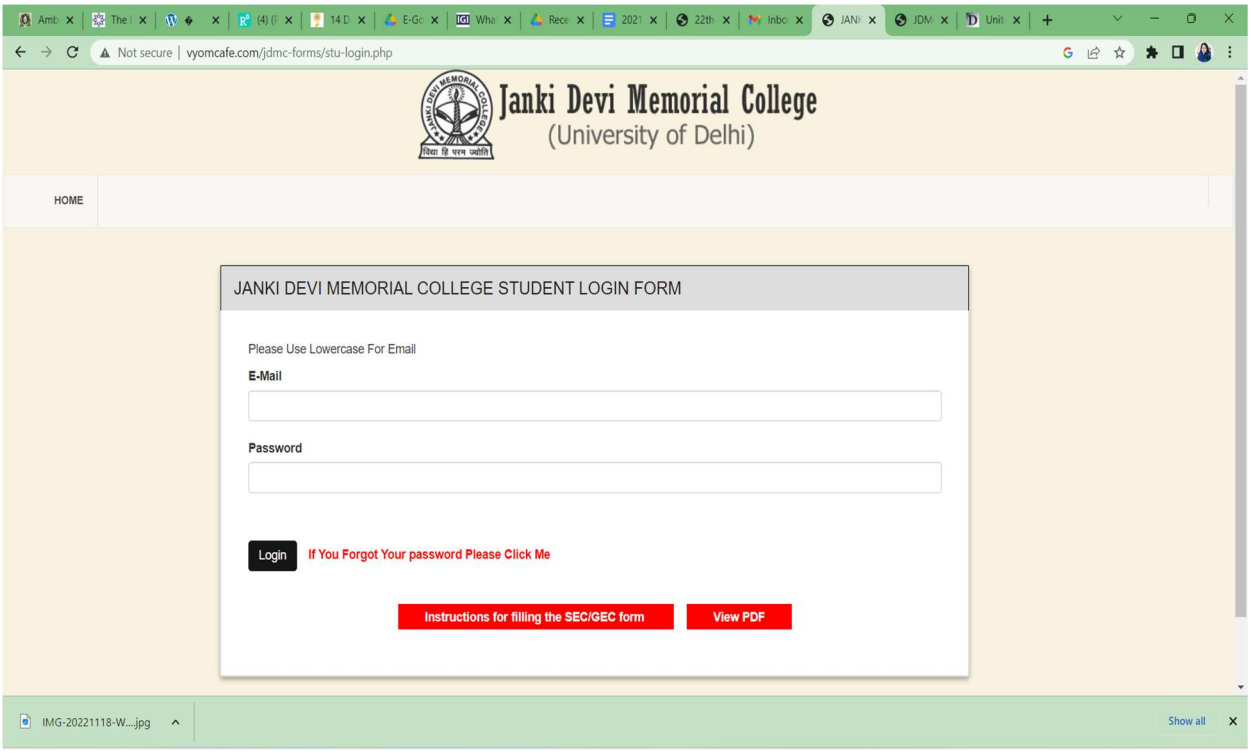

Admission Portal



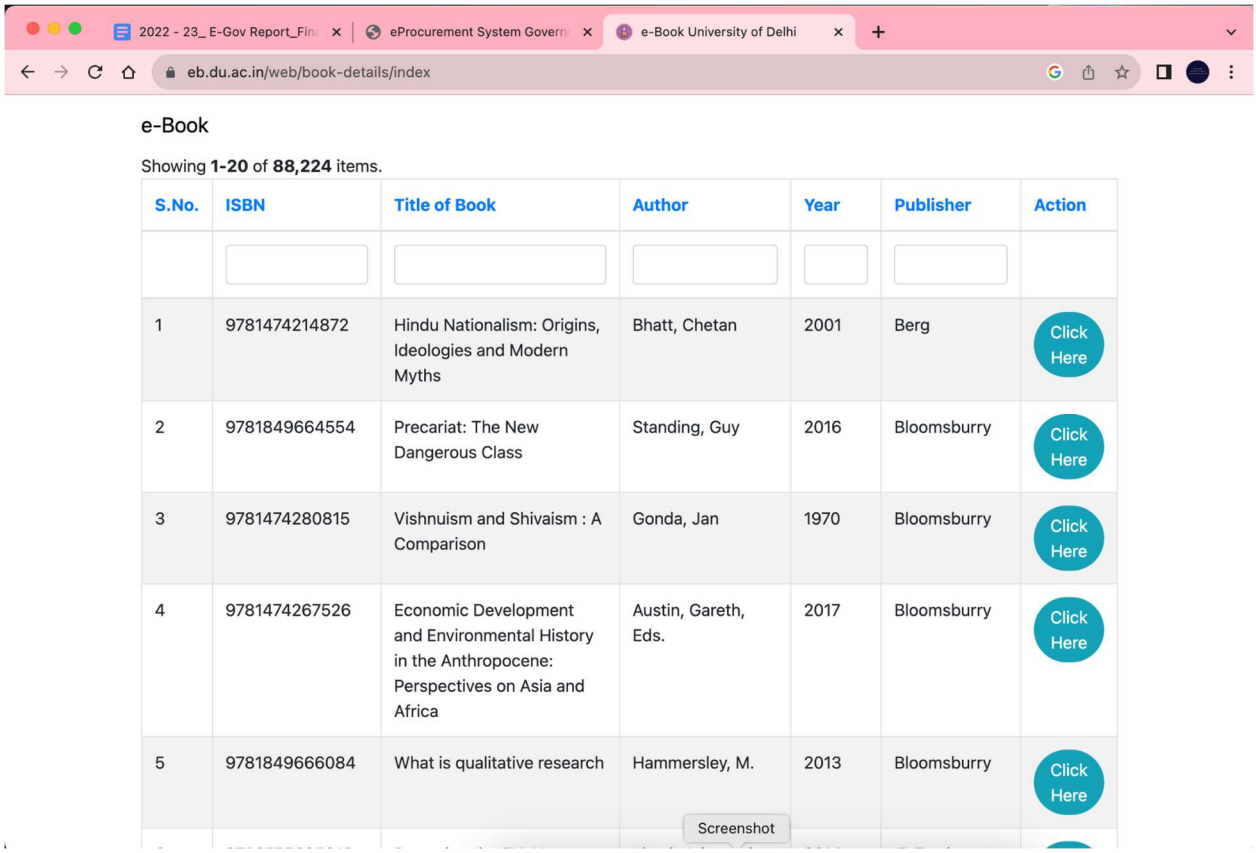

Details of Scholarship by Central Government



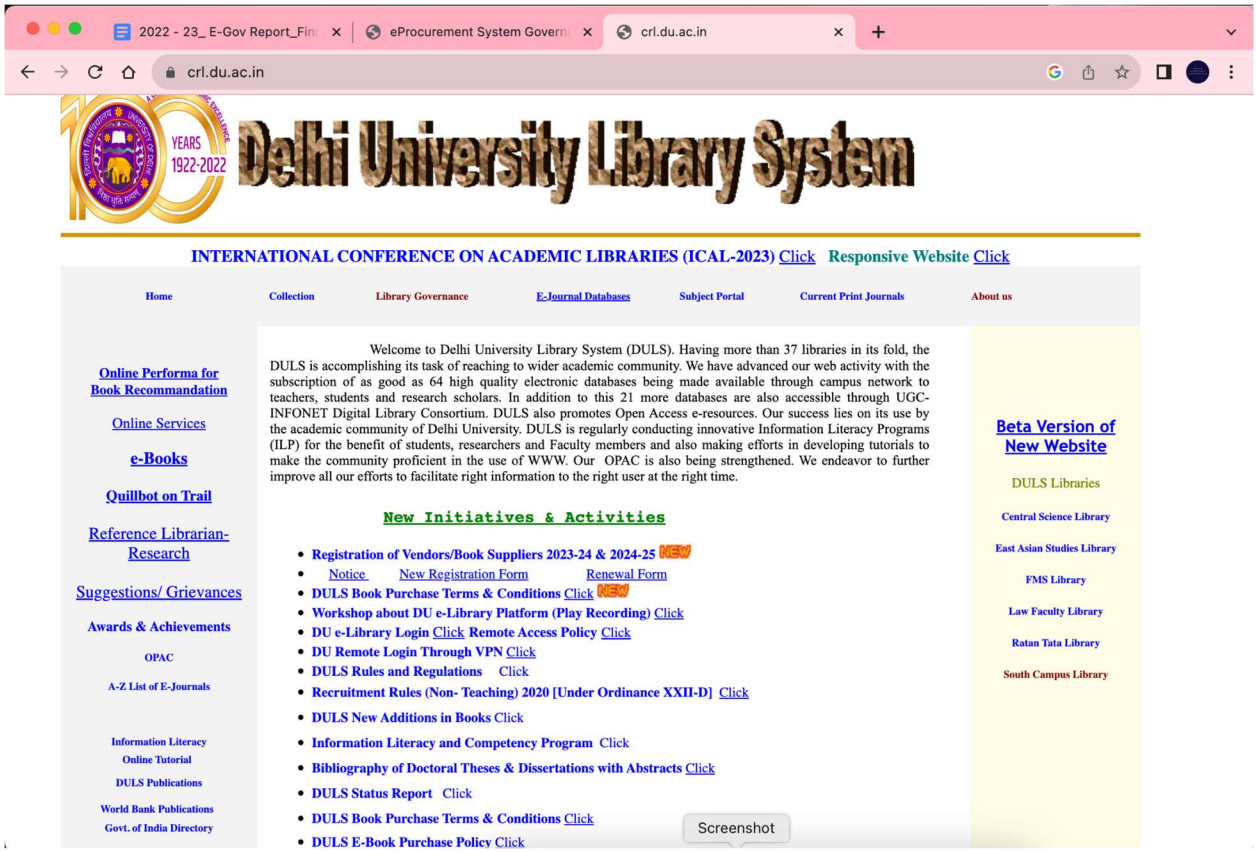

Details of Scholarships by Delhi Government



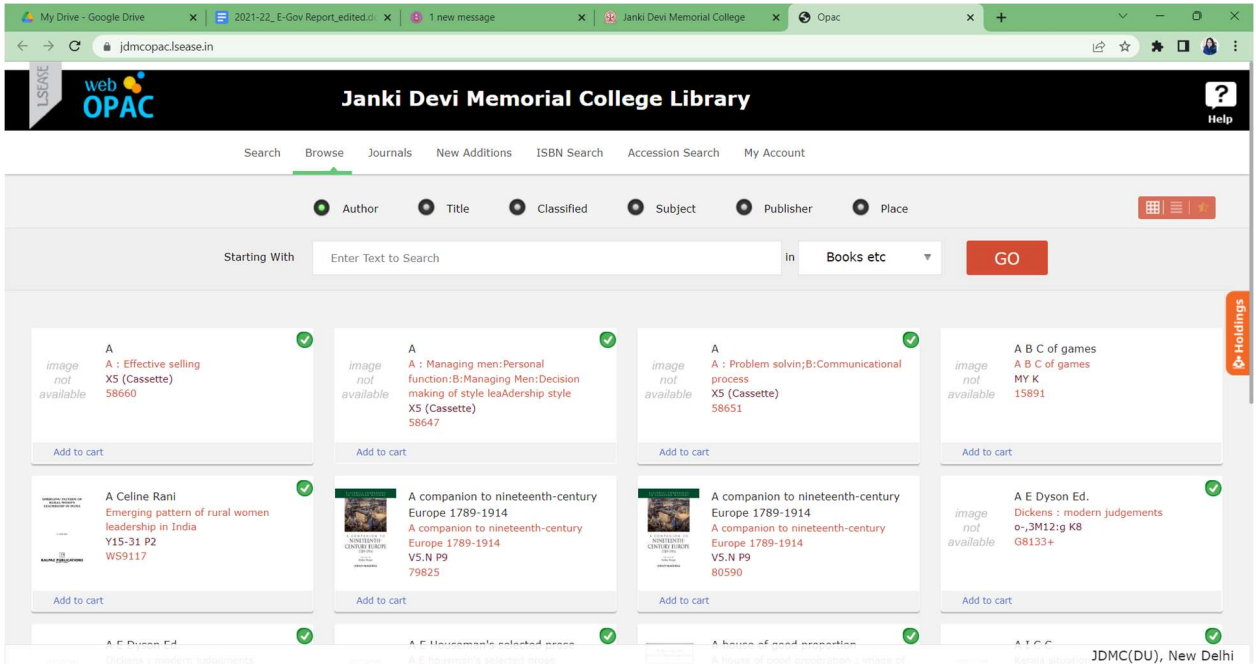

GEC and SEC option form



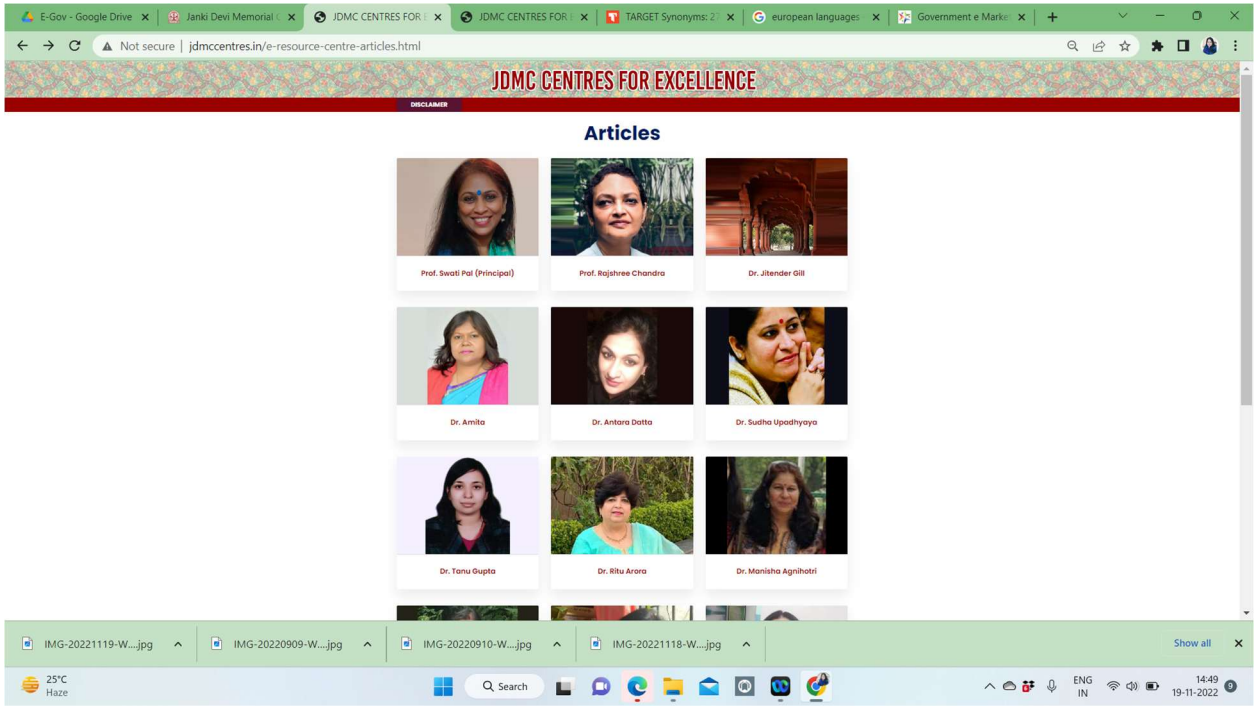

| S.No. | ISBN | Title of Book | Author | Year | Publisher | Action |
|---|---|---|---|---|---|---|
| 1 | 9781474214872 | Hindu Nationalism: Origins, Ideologies and Modern Myths | Bhatt, Chetan | 2001 | Berg | Click Here |
| 2 | 9781849664554 | Precariat: The New Dangerous Class | Standing, Guy | 2016 | Bloomsburry | Click Here |
| 3 | 9781474280815 | Vishnuism and Shivaism : A Comparison | Gonda, Jan | 1970 | Bloomsburry | Click Here |
| 4 | 9781474267526 | Economic Development and Environmental History in the Anthropocene: Perspectives on Asia and Africa | Austin, Gareth, Eds. | 2017 | Bloomsburry | Click Here |
| 5 | 9781849666084 | What is qualitative research | Hammersley, M. | 2013 | Bloomsburry | Click Here |



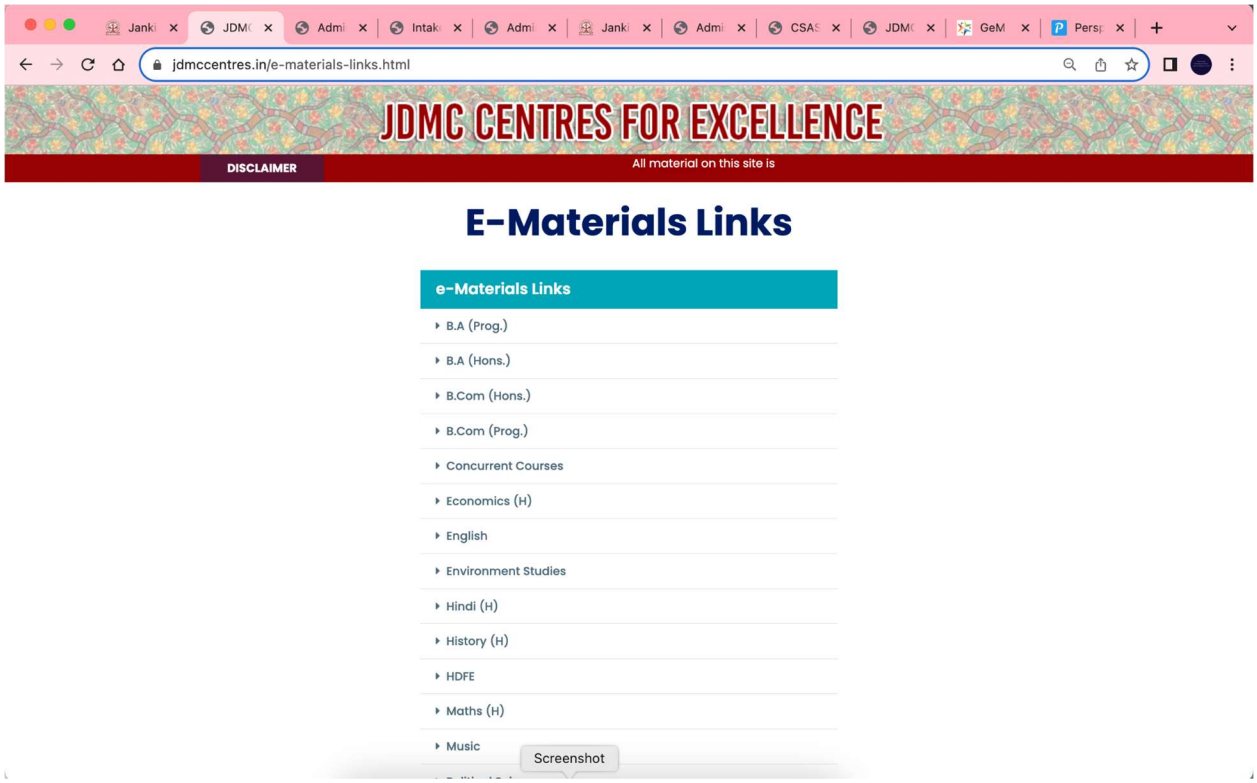

Delhi University Library System



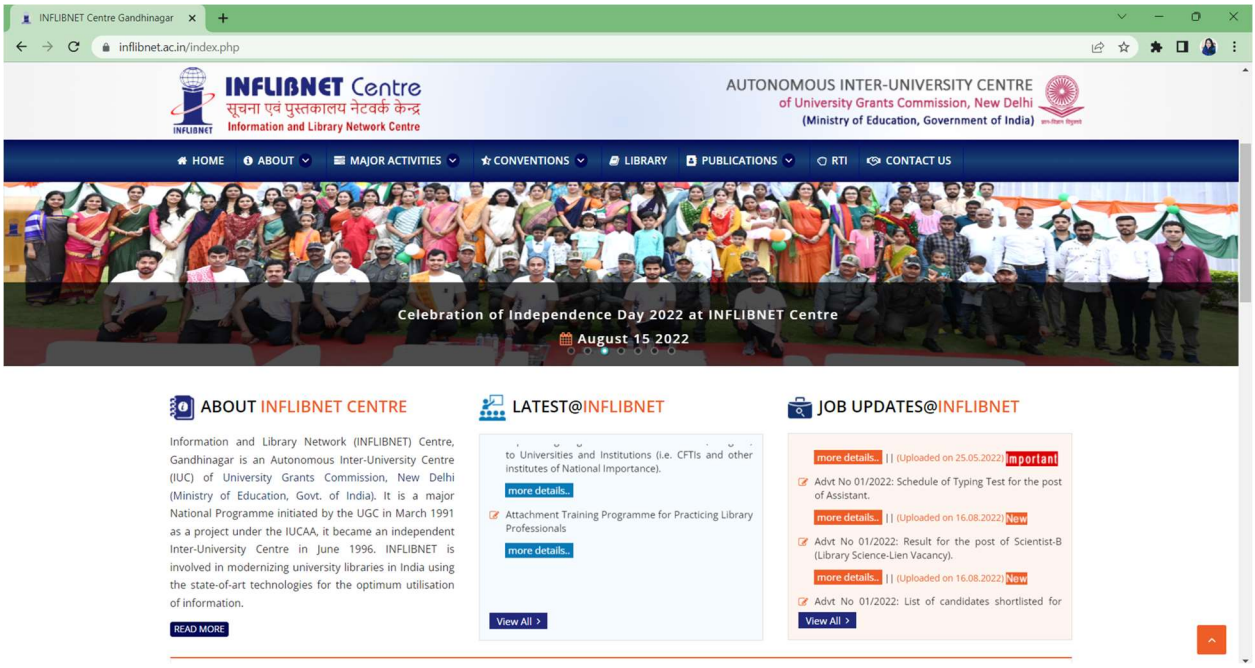

Janki Devi Memorial College Library



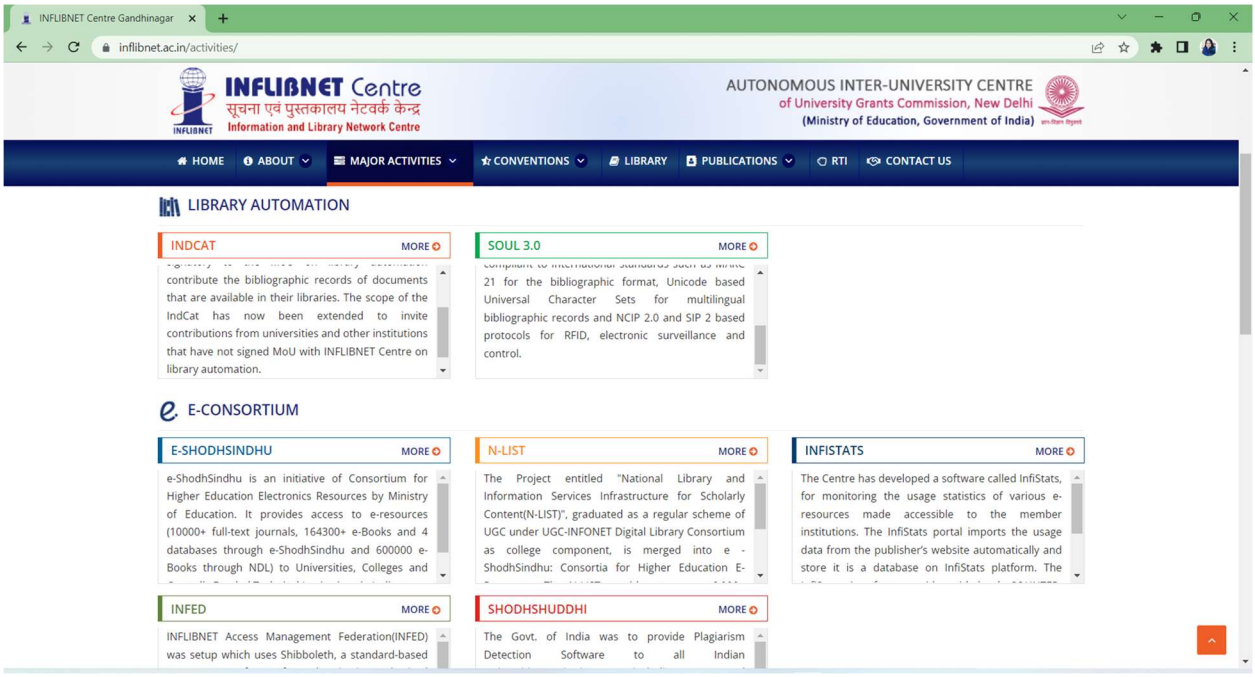

Articles and research papers by our faculty members



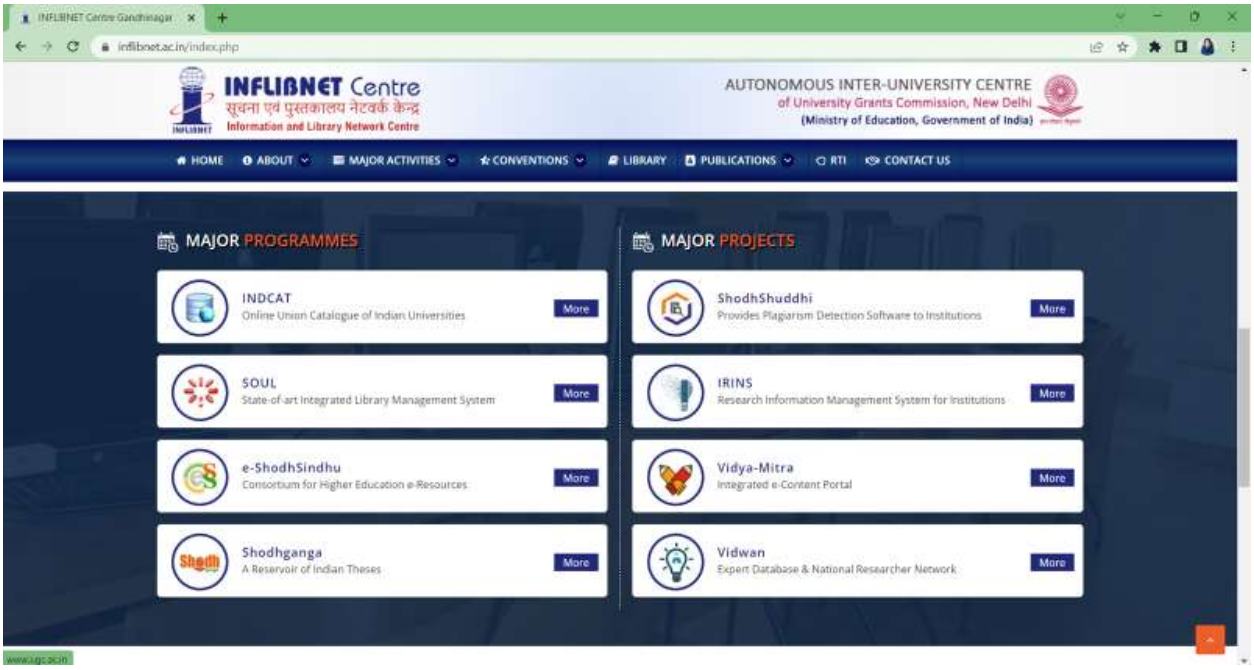

e-material links under e-cart for the students



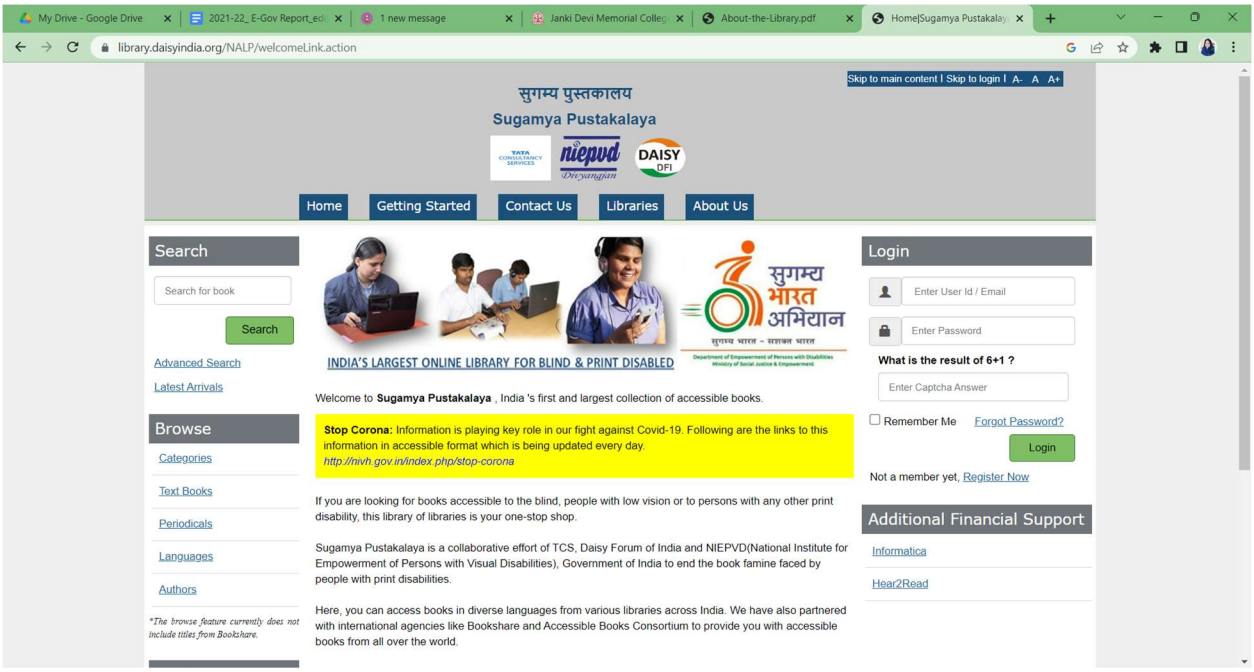

INFLIBNET Centre



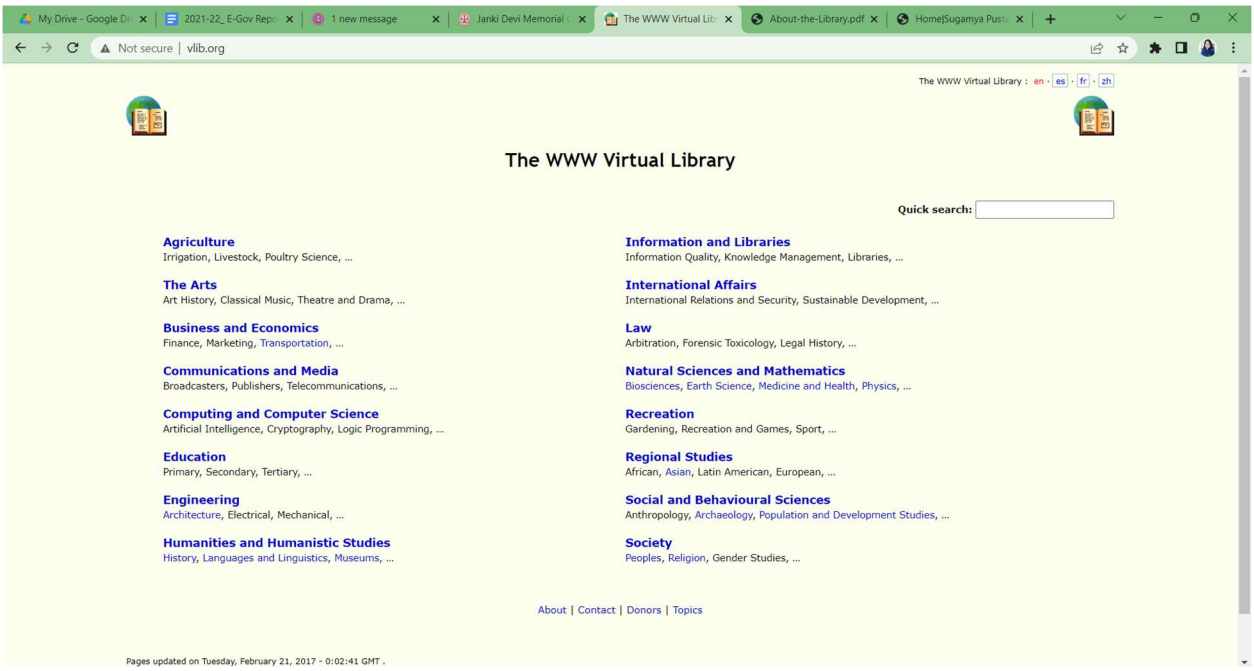

INFLIBNET Centre



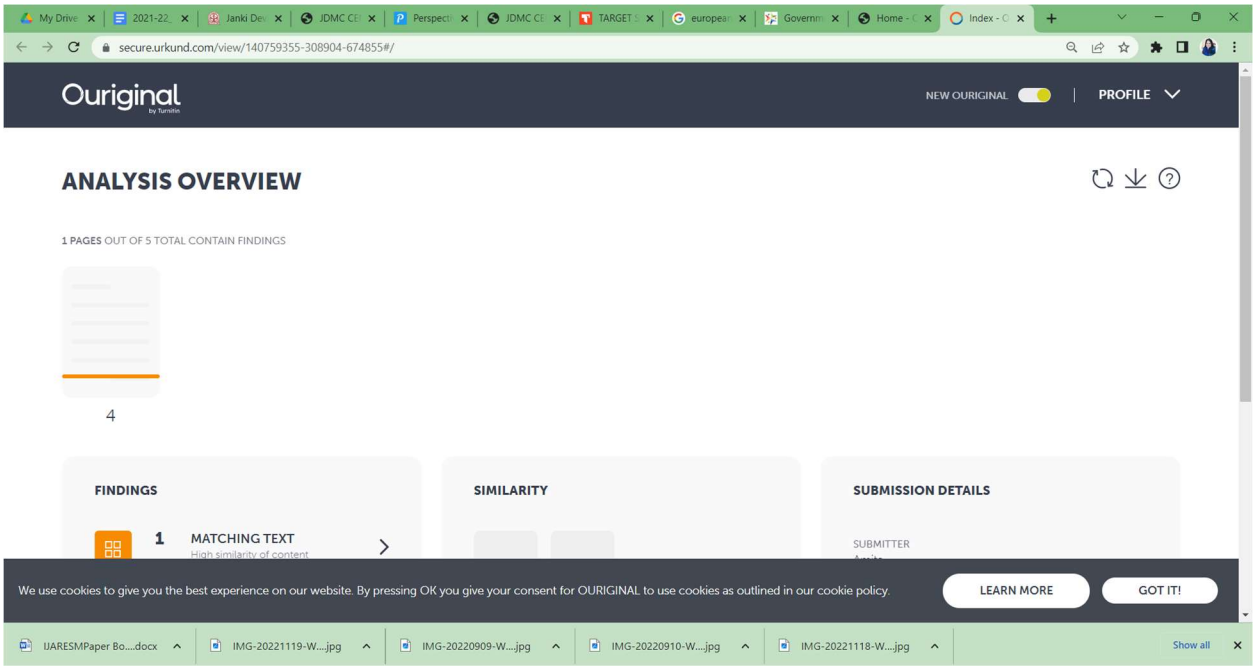

Shodhsindhu, Soul



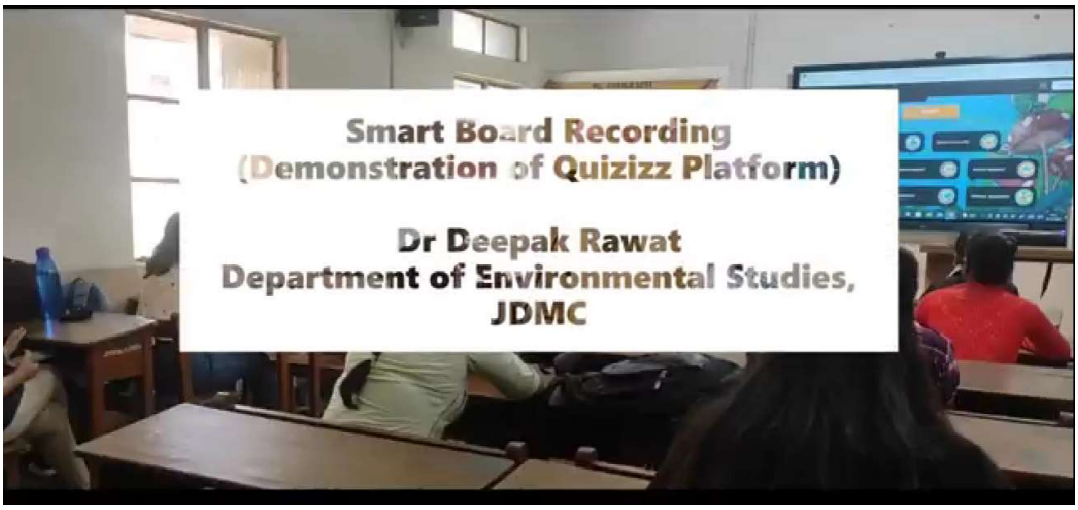

Sugamya Pustakalaya, digital database of DAISY books for visually impaired readers



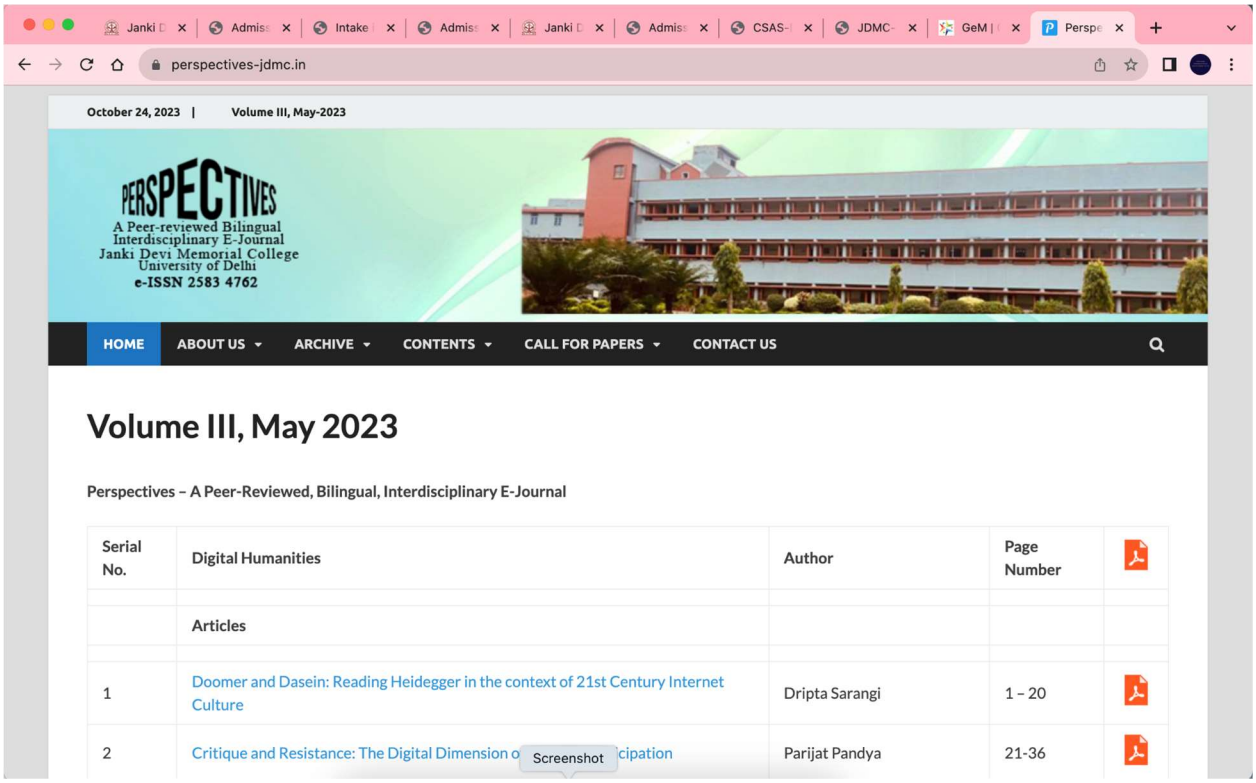

Virtual Bank Library Link



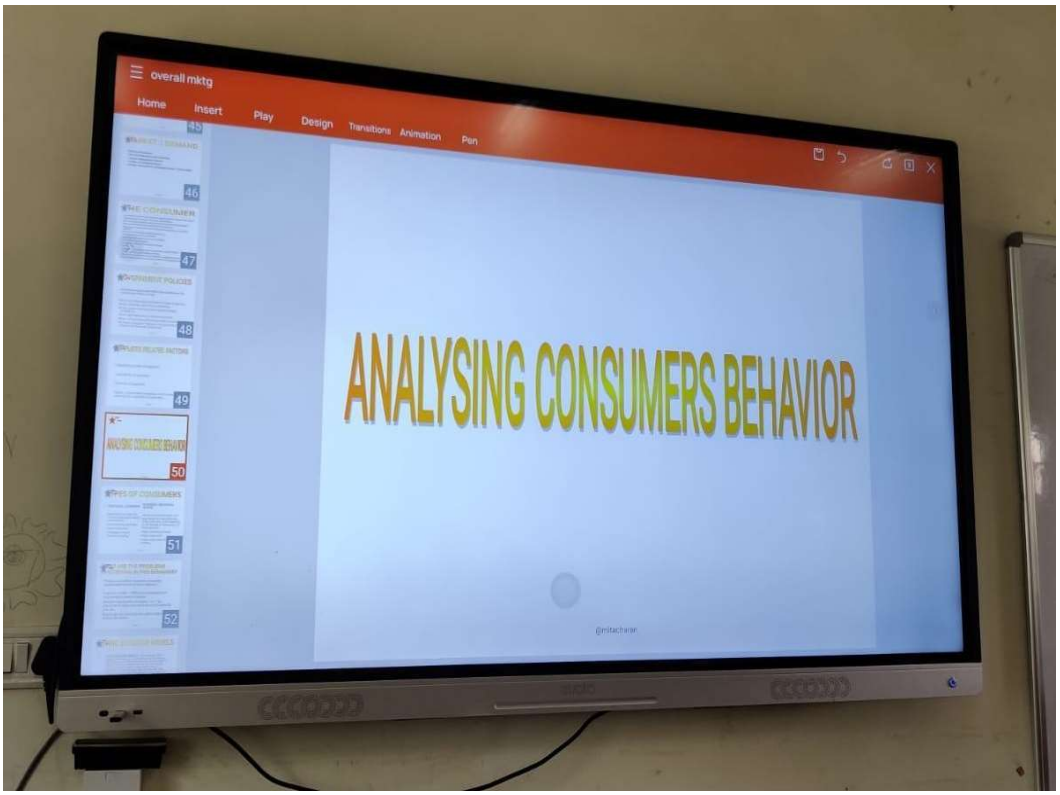

Ouriginal software (Web based software) for testing Plagiarism




Internal assessment through quizzes using smart board




Perspective, open access journal of JDMC



Smart Board Training

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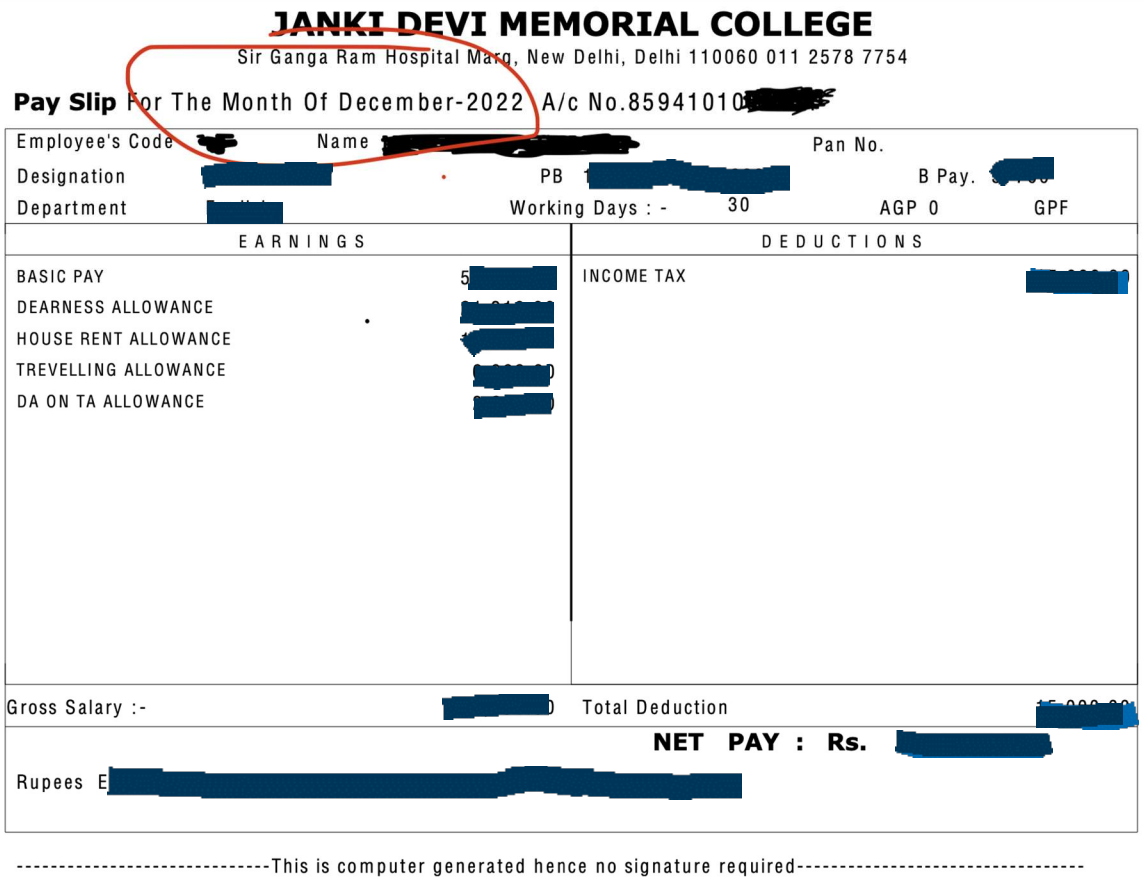


**JANKI DEVI MEMORIAL COLLEGE**

Sir Ganga Ram Hospital Marg, New Delhi, Delhi 110060 011 2578 7754

**Pay Slip** For The Month Of December-2022 A/c No.8594101[redacted]

| | | | |
|---|---|---|---|
| Employee's Code [redacted] | Name [redacted] | | Pan No. |
| Designation [redacted] | | PB [redacted] | B Pay. [redacted] |
| Department [redacted] | Working Days : - 30 | | AGP 0 GPF |

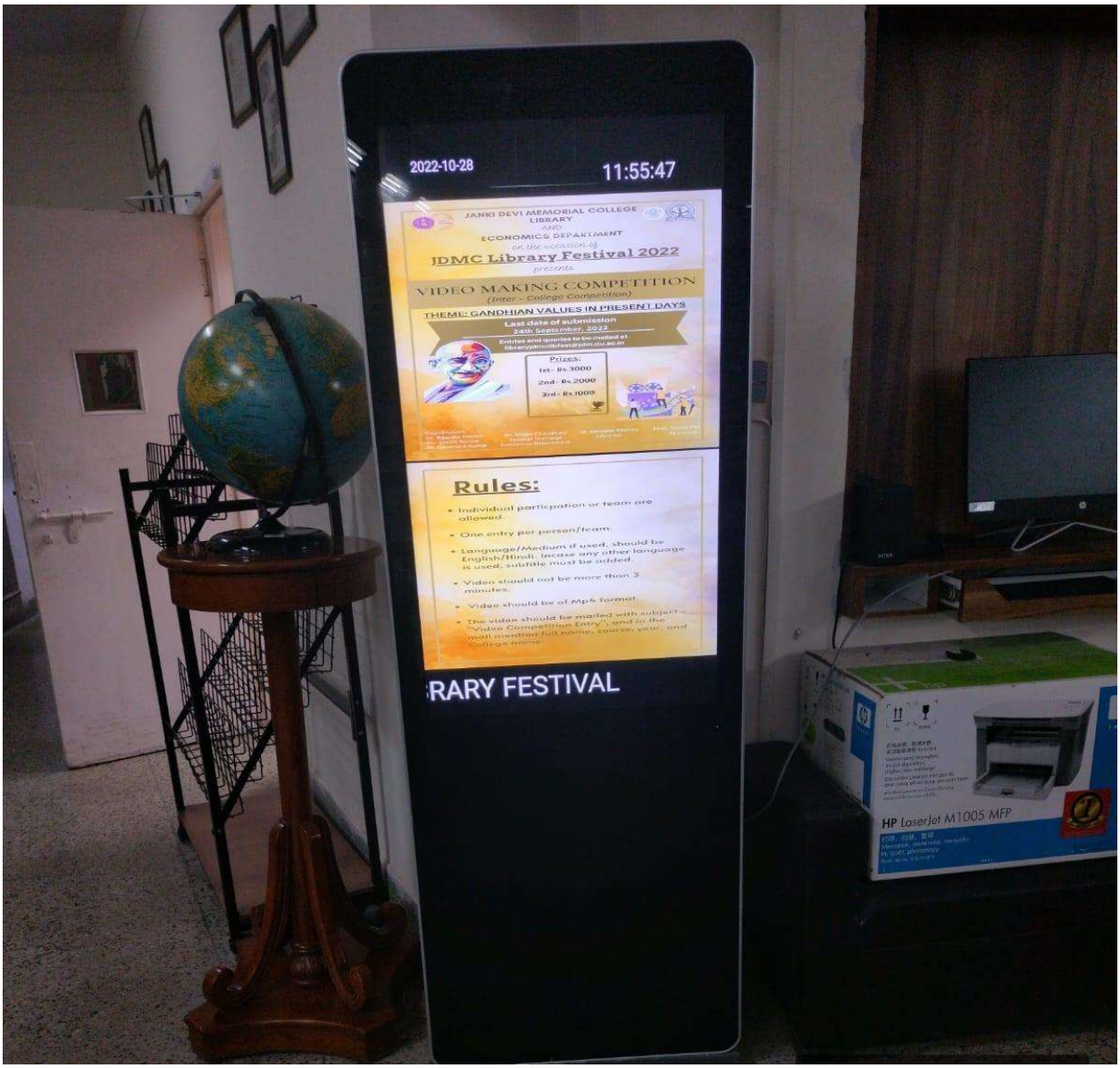
| EARNINGS | | DEDUCTIONS | |
|---|---|---|---|
| BASIC PAY | 5[redacted] | INCOME TAX | [redacted] |
| DEARNESS ALLOWANCE | [redacted] | | |
| HOUSE RENT ALLOWANCE | [redacted] | | |
| TREVELLING ALLOWANCE | [redacted] | | |
| DA ON TA ALLOWANCE | [redacted] | | |
| Gross Salary :- | [redacted] | Total Deduction | [redacted] |

**NET PAY : Rs.** [redacted]

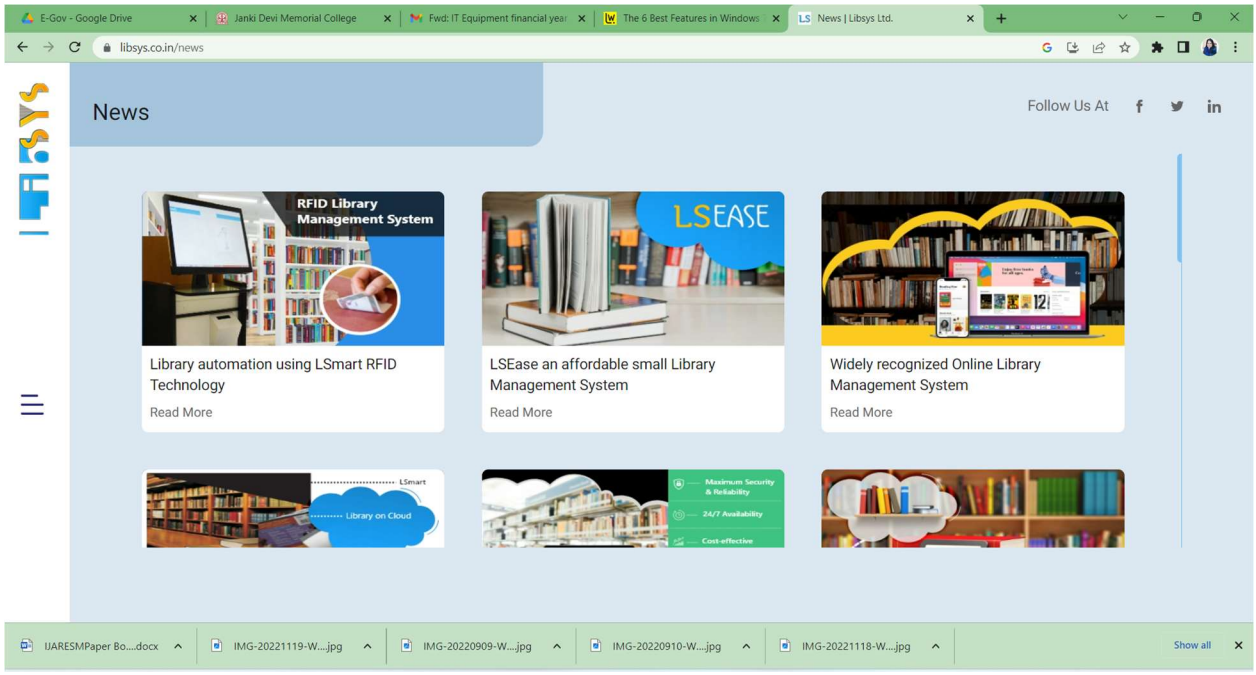
Rupees E[redacted]

----------This is computer generated hence no signature required----------

Salary Slip generated through Payroll Software




Digital Boards for Library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