


## E-GOVERNANCE REPORT

The Government of India has a major policy emphasis to promote e-Governance. Vivekananda College attempts to implement e-governance in the areas of Administration and Accounts. Student Admission, Internal Assessment and Examination enrolment are all conducted online. During the difficult times of COVID-19, already existing e-governance measures were enhanced to minimize the adverse effect of the pandemic in the teaching-learning process. Online classes were monitored through an online form to be filled daily by the teachers regarding their classes by the administration. Even the end-semester exams were held in an online mode as Open Book Exam (OBE). These proactive measures further strengthened e-governance and proved to be vital in smooth functioning during the pandemic period.

E-governance is followed in the following ways:

### 1. E-Governance in Administration:

- A. The institution has sufficient number of computers and adequate infrastructure necessary for e-governance.
- B. All the administrative offices are fully computerized and equipped with scanners, printers, internet facilities and necessary software.
- C. Various softwares are used by the administration and accounts departments.
- D. Campus-wide surveillance has been ensured through the installation and maintenance of CCTV cameras at all strategic locations.
- E. All official communications and notices are sent online via e-mail/ website and other online platforms.
- F. The website of the college has been redesigned to make it more user-friendly and updated. The website is managed and maintained by the Website Committee of the college and an external vendor.
- G. In 2021, wifi facilities were further enhanced to support teaching-learning.
- H. During COVID-19 pandemic, teaching staff and students were provided with institutional email IDs. All information was communicated online and classes were conducted smoothly.
- I. All extra-curricular activities including webinars, Annual Fest, Independence Day celebration were conducted online during the pandemic.
- J. Meetings of Staff Council and with Staff Council Committee and other groups were conducted online during the pandemic. The IQAC conducted 30 meetings online in 2020-21.
- K. Library facilities are extended to teachers and students online. Remote access of e-resources has been provided. Software to check plagiarism can now be accessed by stakeholders via email.
- L. In offline mode, too, the library functions through emails to inform faculty and students about its various services. These services are provided online as well. RFID technology is being implemented in the college library.
- M. Teachers assisted with guidelines and access to OBE portal as well as Admission portal so that the evaluation and admission duties could be carried on smoothly even during pandemic.

  
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## 2. E-Governance in Finance and Accounts:

- A. As per the GoI guidelines, PFMS and TSA-RBI portals are used for all the transactions.
- B. The purchases of items for the college are made through GeM following GFR-2017 and its amendments.
- C. Tally software is used to manage accounting operations.
- D. Customized software for disbursement of salary and pension is being tested for use.

## 3. E-Governance in Student Admission and support

- A. The entire process of admission is conducted online.
- B. Admissions are through the University of Delhi portal.
- C. Redressal of admission-related queries is also conducted online.
- D. Updated information regarding admission is made available online to students on a regular basis.
- E. Detailed guidelines to teachers are sent via email and online support is provided by administration so that admission duties could be carried out smoothly.

## 4. E-Governance in Examination

- A. The University of Delhi portal was used to conduct exams online during the pandemic.
- B. Redressal of examination-related queries through dedicated email id.
- C. Guidelines updated through college website in addition to disbursement of information via WhatsApp groups.
- D. Use of University of Delhi portal for online evaluation during the pandemic.

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