



INSTITUTE OF HOME ECONOMICS
(University of Delhi)
इंस्टिट्यूट ऑफ़ होम इकोनॉमिक्स
(दिल्ली विश्वविद्यालय)



NAAC GRADE 'A' ACCREDITED

6.2.3 Implementation of e-governance in areas of operation

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Policy document on e- governance

Institute of Home Economics, University of Delhi adheres to all the policies of UGC and University guidelines for implementing e-governance in the areas of operation. The e-governance report is also attached reflecting the operations in the working processes of Institute of Home Economics.

Director

Institute of Home Economics



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Annual e-governance Report

E-governance is operational in the working processes of Institute of Home Economics Systems especially in the following areas:

- *Administration*
- *Finance and Accounts*
- *Student Admission and Support*
- *Examination*

E-Governance in Administration:

- **Imagination Learning System (ILS)** is an attendance management system used by the college to deal with matters pertaining to academics and administration.
- It is used to record and track attendance, internal assessment, semester-end consolidated reports, payroll, pay-slip generation, faculty course mapping etc.
- All major purchases are done through **Government e-Marketing (GeM)**, a government portal for ensuring transparency, efficiency and speed in public procurement.
- **IHE Website** is well managed and maintained by the Website and Automation committee. It is user-friendly for smooth access and operation.
- The college has a **bulk SMS facility** for sending important updates and information to students and staff.
- All official communications and notices are sent via **e-mails** and updated on website from time to time. WhatsApp help Groups are also used alongside for sharing important college updates and notices promptly.
- The college has **ICT enabled classrooms and conference rooms** with projectors and screens.
- All departments have been provided with **laptops**.
- **CCTV cameras** are installed and maintained at key locations of the college for surveillance.
- With the view of **paperless policy** at Institute of Home Economics, committees started using Google facilities like Google forms sheets, docs, drives to gather information from staff members and students.

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E-Governance in Finance and Accounts:

- The account office is headed by the Director who along with the Bursar and the Administrative officer (AO) facilitates transactions.
- **Tally ERP 9** is used by the Accounts Office to maintain all the financial records and data of the college such as generating reports, Profit and loss statement, Balance Sheet etc.
- **Payroll Management System** at IHE is assisted through Imagination Learning Systems (ILS) which helps in calculating salary, payroll reports, generating pay-slips etc.
- The staff members can access pay-slips through **ILS portal** with their user-id.
- The Accounts office uses **Public Financial Management System (PFMS)** to manage the funds received from the Government.
- **Web-e-TDS** (Webtel) a complete TDS filing and compliance software to manage TDS, e-TDS Filing, Returns and TDS Compliance as per TIN NSDL is being used by the accounts staff.

E-Governance in Student Admission and support:

- The University of **Delhi Student Admission Portal** is used for managing the admissions in the college.
- It also manages many other aspects such as number of students applying to each course, withdrawals, fee submission etc.
- The admission-related grievances are addressed through the **admission support committee** comprising of Nodal officer, Help desk and grievance committee members.
- The college also facilitates academic pursuits by providing easy access to three computer labs with the **latest software** such as AutoCad, Photoshop, Coreldraw, STATA and 3Ds Max.
- The entire campus is **Wi-Fi enabled**.
- The college has a well-stocked and fully **automated library with ILMS**. It uses '**KOHA**' **software** (20.11.04.000 version). KOHA is a free, open source, fully featured, and scalable library management system.
- During Covid, faculty and students were given **remote access** to use all **e-resources** managed by DULS.



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For smooth teaching-learning process, especially during Covid, **capacity building programmes** on Moodle-An online learning management system, Online teaching using Google classroom and Google meet, Advanced concepts in Google Classroom & Google Meet were organized by various committees and departments in collaboration with IQAC to familiarise the faculty with the various new teaching and communication methods.

- During Covid, all classes were taken online. Students living in remote areas were connected via **e-learning platforms** such as Google meet, Zoom and MS Teams etc. These platforms ensured effective transfer of knowledge in the pandemic time.
- Faculty of the college conducted a **series of webinars** on a number of important issues both academic and non-academic. Some of the issues related to **Covid management** were part of many webinars conducted by different departments. To list a few, faculty of Fabric and Apparel Science conducted webinars and made many videos on 'Mask-making', faculty of Resource Management and Design Application conducted a webinar on 'Indoor spaces and Covid-19', Biochemistry conducted a webinar on 'Immune-boosting diets in the era of Covid-19' and 'Decoding Covid-19' was conducted by faculty of Physiology and Promotive Health.

E-Governance in Examination:

- Institute of Home Economics uses **University of Delhi Examination Management System** for generating examination roll numbers of the students, uploading Internal Assessment theory marks, Practical marks, term-end marks etc.
- Recently University of Delhi examination support is facilitated by- *Samarth Portal*.
- During Covid, all examinations were held online using **OBE portal**.
- **Examination-related grievances** are redressed through the dedicated email ID shared by the university as well as a student desk email id is created by IHE for examination related issues.
- University of Delhi Portal is used for the payment of **examination fee**.

[Signature]

for Chairperson
Governing Body
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[Signature]

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