ACHARYA NARENDRA DEV COLLEGE

UNIVERSITY OF DELHI

e-Governance

The National e-Governance Plan (NeGP) is an initiative of the Government of India to make all government services available to the citizens of India via electronic media. NeGP was formulated by the Department of Electronics and Information Technology (DeitY) and Department of Administrative Reforms and Public Grievances (DARPG). Acharya Narendra Dev College, a constituent College of University of Delhi has also formulated e-Governance policy as per the mandate of Government of India in order to provide the services to all the stake holders. ANDC has upgraded its infrastructure to ensure e-Governance in the College and would also keep on updating and upgrading in the future.

Policy

a. We have decided to embrace and implement e-governance in all major aspects of our operating in order to establish a more straightforward and effective system of governance within the institution.
b. In several areas of operation, such as the library, accounts, etc., the institution has already begun using e-governance. However, we have now decided to integrate e-governance in a number of additional sectors.

Wi-Fi

In order to ensure smooth flow of information using ICT, the college has adequate number of computers with internet connectivity. Login credentials of Wi-fi has been provided to the faculty, non-teaching staff and students.

Admissions

The admission process of University is completely online and the College follows the guidelines issued by DU for admissions. All the information related to the admissions are displayed on the College's website

Library

The library of the college is fully automated. All issues and returns of books are carried out through RFID technology. Online Public Access Catalogue (OPAC) is integrated with College's website. The library has membership of INFLIB NET and login credentials are provided to all faculty and students. One can access various books/journals through the intranet provided by University of Delhi The library keeps adding e-learning resources for the benefit of the instructors and students, and while subscribing to the e-resources, suggestions are gathered from the instructors and students.

Website

The website is mobile responsive, easy to navigate and has a user friendly structure to enable ease of information access. All the Content Is easily accessible and well structured. The layout of website is intuitive. The pages are fast to load. All links are active and there is too less scrolling. The website also has font size increase/decrease feature to assist users with varying vision strength. On the same lines the website also has light/dark mode feature to help provide a better experience for visitors with a specific preference. The content on the website is robust and easily understandable and it is consistent to avoid confusion.

Information on website is neatly organized into logical menu's considering visitors in mind who can be Students, Faculty and other stakeholders from the Academia and Public domain. All the menus have sub menus which are very well thought. The information available on the website is complete and up to date. For visitors, the website provides an elegant visual interface and easy navigation through Search button. Site Map facility is also available on the website which further helps in easy navigation. Visitor Counter is also integrated on the website.

Admission portal for foreign language course is also student friendly and has an interactive menu. There are login based modules for

(1) Students
(2) Faculty
(3) Admin
(4) Library

Students can pay fee, look into their time table, attendance and assignment marks etc.

Faculty can login to fill up their attendance on daily or monthly basis as per their convenience. Society conveners has separate login to give information to their respective groups.

For administrative convenience, all the forms like leave forms, reimbursement forms etc are available under Download Forms.

The Library software (Koha) is also integrated into the website so that both faculty and students can check their account by simple Login.

The information on the website is updated in all relevant sections. Notices section is kept updated so that the information related to examination and fee is provided to the students on time.

Information related to Institution, Accreditation, Departments, Faculties, Research, Extra Curricular, Co-curricular and other important heads has been neatly organized into a well-defined logical structure so that navigation can be easily done.

e content created by students and faculty is also made easily available on the website. This content was of great help during the pandemic.

Facebook and YouTube Channel of the college of the college, is integrated with the website. This provides an easy means to circulate information to the students

The Website includes several visitor oriented feature for engaging the stakeholders including students.

Notices/ Events/Tenders/Job opportunities are the dynamic features of the website.

It also includes student oriented interactive features like Students have their own log in features. Under this feature, they can pay their College fee, Examination fee. In addition, they can look at their class time table, attendance etc, This year, this also helped us to take their GE-paper option online via the website.

Each faculty has its own Login Id on the website through which attendance can be marked and teacher can interact with the student directly and individually.

Through this website, faculty and non-teaching staff can download forms like leave forms, Medical reimbursement forms etc. This has also helped in reducing paper consumption in the college.

The dynamicity of the site has helped us to do admission to Foreign Language Courses in completely online mode for the last two years.

Web site is integrated with College Management system which includes fee pay GE options. Admin has the provision to generate student ID, Faculty ID and Medical Card. The system is integrated with the printer and hand to hand service can be provided. A Google map is integrated with the College website to provide accurate location of the college. Contact Us Page is updated with all the contact information of the admin, accounts and committee conveners etc. Digital annual report, annual magazine and prospectus is available on website with

digital reader incorporated. All sections are kept up to date Clear, appropriately sized, legible text. A usable, well-organized layout that makes navigation intuitive and smooth.

Administration

The administrative section of the college is fully computerized. All the machines have dual operating system namely Linux and Licensed Microsoft windows. The administrative office maintains an efficient database using cutting-edge Excel and file management system capabilities. To stay up with new technologies, the administrative staff receives regular and sufficient training. At the end of each semester, the college uses an online system that allows students to examine their overall internal evaluation marks and report any anomalies. The University controls the examination process, hence in this case the University's e-governance policy should be used. The College issues laptops to the needy students.

Accounts

Accounts section of the College uses customised ORACLE software for maintaining the accounts. The software is regularly upgraded and is user-friendly. All transactions are made online/NEFT. The Public Financial Management System (PFMS), which is used to manage the monies received from the Government, is also used by the accounts section of the College.

CCTV Surveillance

The college has installed CCTV cameras at various strategic locations. Recording of CCTV is maintained and stored for one week.

Officiating Principal
Acharya Narendra Dev College
(University of Delhi)
Govindpuri, Kalkaji
New Delhi-110019