



RAMANUJAN COLLEGE

Accredited Grade 'A' by NAAC

(University of Delhi)

C.R. Park Main Road, Block H, Kalkaji, New Delhi-110 019

ISO 9001:2008 Certified Organisation

Tel: 2643 0192, 2642 1826 • Email : ramanujancollege2010@gmail.com • Web: www.ramanujancollege.ac.in

ANNUAL E-GOVERNANCE REPORT

(2019-20)

The Government of India has a major policy emphasis to promote e-Governance. Since 2014, the e-governance is fully operational in Ramanujan College in the areas of Administration; Finance and Accounts; Student Admission and Support; and Examination. In the last year, Ramanujan College proactively undertook the process of further strengthening the e-governance in the difficult times of covid-19.

e-Governance in Administration:

- Staff Attendance is through bio-metric system
- College has a customized SMS Portal for sending the information to students and staff.
- All the administrative offices have been fully computerized and equipped with scanners, printers, internet facilities and necessary software.
- The College has customised a user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance, feedback and internal assessment.
- The faculty have been provided with laptops and tablets and the non-teaching staff with smartphones.
- Campus-wide surveillance has been ensured through the installation and maintenance of CCTV cameras at all strategic locations.
- All official communications and notices are sent via e-mail/ website and other online platforms.
- The College redesigned its website, with updated information, and made it user-friendly and interactive. The Website is managed and maintained by the teachers of the College.
- All the classrooms, the conference room and the seminar rooms are ICT-enabled, with projectors and screens.
- Besides the general training programmes, special ICT training is provided to the teaching and nonteaching staff. The Students are upskilled in specialised software and newly acquired equipment.
- In the wake of the impending crisis and lockdown in March 2020, all the faculty members of Ramanujan College were promptly provided training to develop e-content and use new technological advancements like Google Classroom, Zoom Application, Google Meet and Google Hangout. Since August 2020, the College has adopted the Microsoft Teams Platform for holding online classes. Talks, discussions, guest lectures, webinars, e-resources, quizzes and online evaluation process, on a single platform of Microsoft Teams has ensured efficient functioning of the institution.
- A customised LMS has been developed under TLC which was used to train teachers across the country, through lectures and specialized sessions. The teachers were trained to use various ICT tools for the teaching-learning process. The sessions are also uploaded for larger audiences on the official YouTube Channel of the College.



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e-Governance in Finance and Accounts:

- Use of latest version: Tally ERP 9 for accounting to perform and manage all of the major accounting operations.
- As per the Government of India guidelines, most of the financial transactions are done on the Public Financial Management System (PFMS). The Principal and the Bursar, who is a senior teaching faculty of the College, are the disbursing authorities.
- All purchases are routed through the Staff Council constituted Purchase Committee and Infrastructure Committee. Major infrastructural purchases are done through Government e-Marketing (GeM) which enhances transparency, efficiency and speed in public procurement.
- All financial transactions and tendering processes have become faster and easier with the use of digital signature and credit card.

e-Governance in Student Admission and Support:

- Use of University Portal for carrying out the whole admission process
- Redressal of Admission-related grievances through the dedicated email ID.
- The College has developed five computer labs, fully equipped with modern infrastructure and technology, and a total of 160 Mbps internet bandwidth (100 Mbps from University of Delhi, 50 Mbps from DEN Network and 10 Mbps from Jio). The Computer Labs and the Accounting and Finance Lab have been updated with the latest Software packages (SPSS, Mathematica and Tally). The student-computer ratio has been augmented to 3:1.
- The College Library has been fully automated, with a free and open-source library management system, KOHA. As a result, Procurement, accession and issue/return of books from the library has become easier and faster.
- The students are also issued laptops as per their requirement.
- Customized Portal for the payment of annual fee
- Students are provided with links for e-content from N-list/INFLIBNET website, uploaded audio-video lectures and to DU library e-resources for remote access.
- The library has created a webpage within the College website, linked to all the e-resources subscribed by the College. This has been especially useful during the pandemic induced lockdown.

e-Governance in Examination:

- Use of University Portal for generating of admit card and carrying out the whole examination process
- Redressal of Examination-related grievances through the dedicated email ID.
- Customized Portal for the payment of examination fee

Apart from that, the TLC Office, the TLC Lecture theatre and the Robotics Lab have been equipped with the latest ICT infrastructure. LED screens have been installed in the TLC Office, Staff Room and Principal's Office. The Media Lab has been upgraded with a sound-proof studio, latest production and postproduction equipment, including touch-screen



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interactive panels. The facilities are used by the students and faculty for electronic media production. The Media Lab is supported by a 100 TB Network Attached Storage (NAS) for safe keeping of digital data. The TLC has been pioneering in training teachers across the country in the use of ICT applications, including designing of the MOOCs. More than one lakh teachers of various disciplines have benefitted from the TLC programmes.

Ramanujan International Journal of Business and Research (RIJBR), enlisted in UGC-CARE List, has a dedicated website, which facilitates the online administration of the entire process of publication.

Chairman, Governing Body

अध्यक्ष / Chairman
शासी निकाय / Governing Body
रामानुजन कॉलेज / Ramanujan College
दिल्ली विश्वविद्यालय / University of Delhi
कालकाजी, नई दिल्ली-110019 / Kalkaji, New Delhi-110019

Principal

प्रोफेसर-प्राचार्य / Professor-Principal
रामानुजन कॉलेज / Ramanujan College
दिल्ली विश्वविद्यालय / University of Delhi
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