

ANNUAL E-GOVERNANCE REPORT
(Presented for Approval of Academic Council)

E-Governance refers to utilizing information and communication technology (ICT) within organisations to deliver user services, enhance operational effectiveness, and foster principles of democracy. It serves as a platform for the effective, transparent, and prompt delivery of services to all individuals involved. E-governance seeks to enhance transparency and effectiveness in the operations of an organisation. The desire for openness and efficiency arises from the growing expectations of the information era. The notion of e-governance is based on several fundamental factors, including fast and cost-effective communication, convenience, transparency, accountability, enhanced customer services, and more access to information.

Lingaya's Lalita Devi Institute of Management and Sciences (LLDIMS), Mandi, Delhi, is at pace with the recent applications of e-governance in terms of various functions being performed digitally through the internet. The necessary infrastructure required to support the daily functioning of the institution is in place. A well-equipped IT Cell has been established in the college to oversee and manage the efficient operation of computer systems and handle all IT-related matters to maximise the advantages. IT-Cell offers aid and support to students and staff members in resolving software and online portal-related concerns through a help-desk structure. The college is equipped with high-speed internet connectivity through various providers, including The Skyinternet (Leased Line) with a robust 100Mbps, The Skyinternet (broadband) offering dual 100Mbps, Reliance Jio at 100Mbps, MTNL at 10Mbps, and Airtel providing 20Mbps. Licensed software as per the courses are also available. The widespread adoption of digital technology by human resources has significantly enhanced the potential for effective governance across various operational domains.

1. Students' Admission and Support

As Lingaya's Lalita Devi Institute of Management and Sciences is affiliated with Guru Gobind Singh Indraprastha University, it follows the prescribed process of GGSIPU. The

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As Lingaya's Lalita Devi Institute of Management and Sciences is affiliated with Guru Gobind Singh Indraprastha University, it follows the prescribed process of GGSIPU. The university publishes admission broacher on its website (<http://ipu.ac.in/cet2023bchrmain.php>), which is followed by the form notification with a 30-45 days window to fill the form, which culminates into IPCTU exam. The test results are announced and rank/cut off list is released, based on counseling the final admission is allotted to the affiliated colleges. From notification to exam forms, from exam centre information to the results and from document verification to the allotment, all the information can be extracted from tabs of the official website of the GGSIPU (<http://ipu.ac.in/>).

2. Learning Management System (LMS)

It has always been a challenge to make education more inclusive, affordable, and adaptable to the evolving needs of a country like India. The democratization of education, which at some point in time was a far-fetched reality, seems to be within reach, thanks to the many educational and administrative initiatives by the government of India. Initiatives like Learning Management Systems (LMS) and MOOCs, adopted by Lingaya's Lalita Devi Institute of Management and Sciences, Mandi, Delhi, and its integration into e-governance have increased the efficiency and broadened the institution's goals of providing quality education to a diverse and growing demography of the students.

With 171 items, materials and 36 Massive Open Online Courses (MOOC) (<https://lldims.edu.in/e-resources/>) in the quiver of the institution, the process has

facilitated interaction and collaboration among students from diverse backgrounds. Implementing the process has facilitated transparency and the establishment of standardised content delivery. Consequently, it guarantees equal access to high-quality educational resources for all students, irrespective of their temporal or geographical constraints. The integration of e-governance initiatives has facilitated the automation of administrative operations, reducing paperwork and enhancing the overall efficiency of managing educational institutions.

3. Planning and Development

Planning and development-related communications are conducted through e-mails and messages. Online submissions are made for proposals on infrastructural development, R&D projects, seminars and workshops, as well as for various awards and scholarships. These submissions are sent to relevant organisations, including state governments, and approvals are received through the same mode. Necessary budget allocations for other programmes, such as research initiatives, are also processed electronically using Internet banking and other digital methods. The IT cell conducts comprehensive training sessions on various user interfaces throughout the year. In addition to ensuring the LMS and other academic platforms are up-to-date; the cell also takes the lead in proposing new initiatives for online courses and developing IT infrastructure.

LLDIMS boasts a state-of-the-art computerized central library, featuring 300 available computers for seamless access to a vast repository of academic resources. The institution is well-equipped with high-speed internet connectivity through various providers, including The College is equipped with high-speed internet connectivity through various providers, including the Skyinternet (Leased Line) with a robust 300Mbps, Reliance Jio



at 100Mbps, and MTNL at 10Mbps (Broadband). Licensed software as per the courses are also available. This extensive bandwidth ensures efficient and swift online access for research, coursework, and collaborative projects. Additionally, the integration of INFLIBNET facilities further enhances the library's capabilities, facilitating advanced information retrieval and academic support for the students and faculty. Some dedicated WhatsApp Group has been created at institution level and also in each academic department for sharing orders, information, direction and discussion on a common platform. Some of the tasks conducted online are as follows:

- Engaging with diverse online modules,
- Utilising e-mail for correspondence with the government and other organisations,
- Proactive disclosure of incessant information on the official website,
- Extensive computerization,
- Facilitation of computer literacy initiatives for educators and learners,
- The administration of an electronic library and numerous other services is an integral part of an e-governance scheme.

4. Administration

The College administration has implemented a paperless approach, employing internet platforms such as emails and other digital media to connect with higher authorities. CCTV surveillance in the college building is an essential security precaution, providing comprehensive protection for students, faculty, and campus assets. This surveillance system guarantees the college community's security and permits a rapid response to

Lingaya's Lalita Devi Institute of Management & Sciences

(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)

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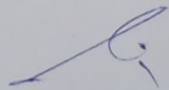
website : www.lldims.edu.in, email : director.ldims@gmail.com



any undesirable conditions. Examining and resolving security issues is crucial for maintaining a secure and conducive learning environment. Furthermore, implementing closed-circuit television (CCTV) surveillance promotes accountability and enhances security, fostering a positive and secure atmosphere on the college grounds. Along with this, online tasks performed under the e-governance effort, which relies on information and communication technology (ICT), can be concisely summarised as follows:

- Provision and publication of comprehensive information on its website,
- Implementing information and communication technology (ICT) infrastructure at the College,
- The campus is equipped with Wi-Fi connectivity and a biometric attendance system,
- Fully computerised office and academic departments,
- Facilitation of seminars, workshops, and trainings focused on enhancing digital literacy skills,
- Arrangement of computer literacy initiatives,
- Management of e-resources in the central library,
- Provision of electronic payment,
- Remuneration disbursement to staff via online banking,
- Administration of the college website (<https://lldims.edu.in>)

Few specific WhatsApp group has been created for sharing orders, information, direction, vital announces and notices to the employees.


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5. Finance and Accounting

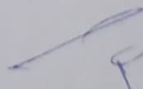
As an essential ingredient of the e-governance concept, all financial transactions have become cashless. The salaries of employees, including examination remunerations, are disbursed electronically via NEFT/RTGS. In addition, scholarships are paid and all purchase transactions are conducted exclusively electronically to ensure transparency and financial responsibility. The following are some of the primary tasks being carried out digitally at the institutional level:

- Online payment of examination and admission fees,
- Pay bill preparation and management of various scholarship schemes,
- All kinds of payments, including salaries to staff members, Disbursement of salary slips
- Hands-on disclosure of budgetary/financial data on the web page.

6. Examination System

As Lingaya's Lalita Devi Institute of Management and Sciences is affiliated with Guru Gobind Singh Indraprastha University, it follows the prescribed process of GGSIPU. The exam cell of the university is fully computerized to conduct the exams, maintains curriculum and publish the results online for different courses and programs. The digital features of the exam includes

- Intranet for uploading marks and other data
- Declaration of result on website, and,
- Preparation of mark-sheets and degrees.

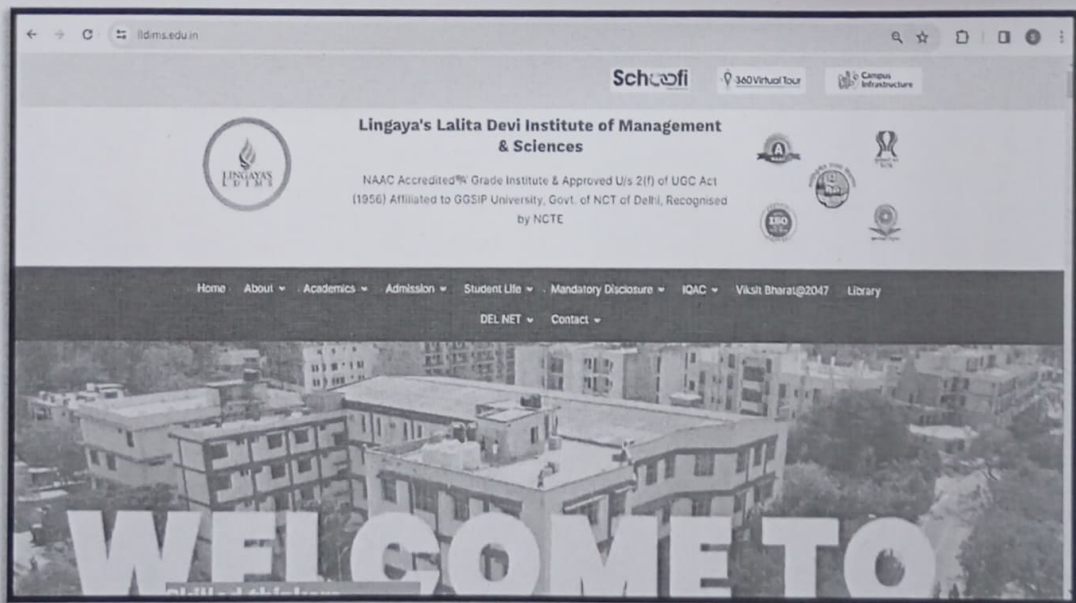

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7. Screen Shots of User Interfaces

Various user-friendly interfaces are being used frequently by staff members and students to realise IT-based services accessible to them. The potential of these e-governance systems in terms of accuracy, efficiency, and cost savings is immense. These IT-based services have fostered transparency and enhanced system efficiency. Here are a few interfaces that have become essential components of our system:

7.1 College Website




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Useful Links

Mandatory Disclosures - Academic Audit	University Notices	Student Support	Library	IQAC/NAAC	School
Updates	Financial Aid	E-Resources	IP University	Contact us	

Latest

Notifications

- Examination Notice for Students
- MOOCs
- Examination Datesheets
- For Alumni

Placement Success

LLDIMS Training and Placement Cell

LLDIMS DELHI PRESENTS

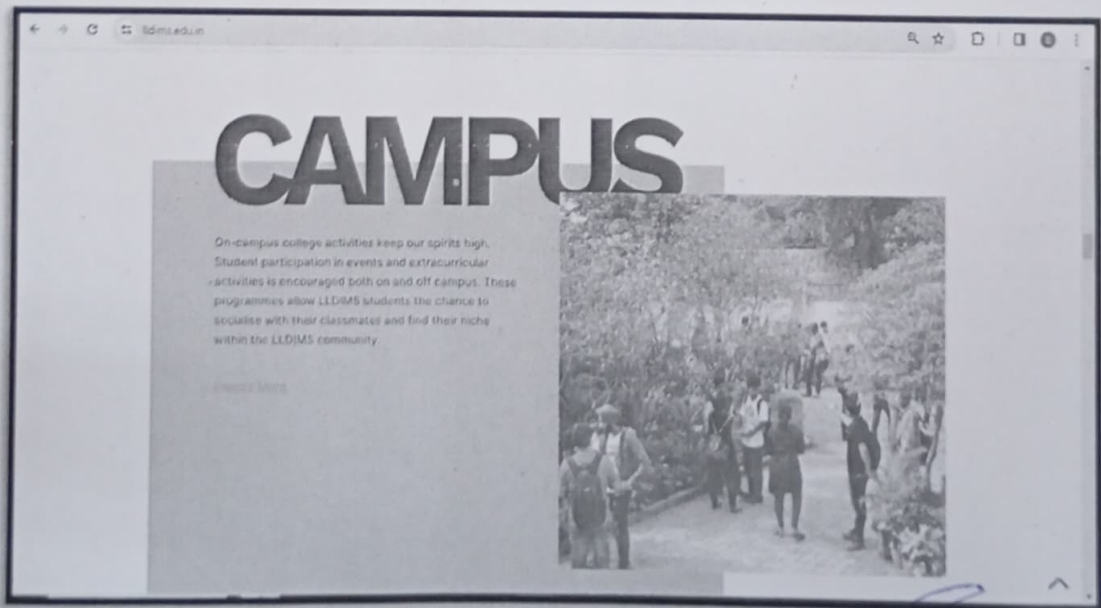
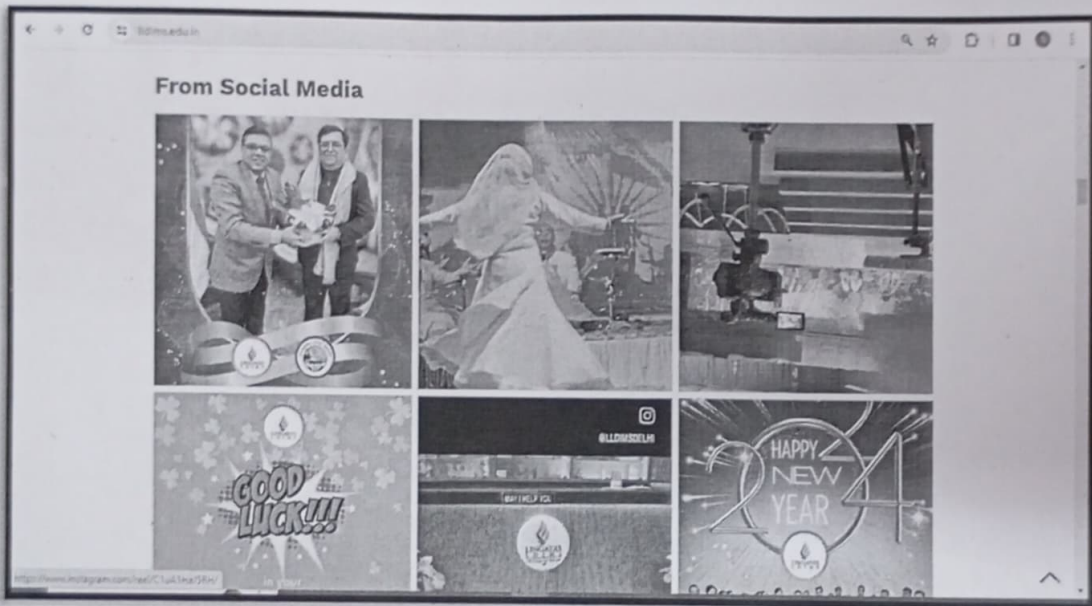
CAREER SUCCESS

Batch 2020-2023

0:00 / 0:35

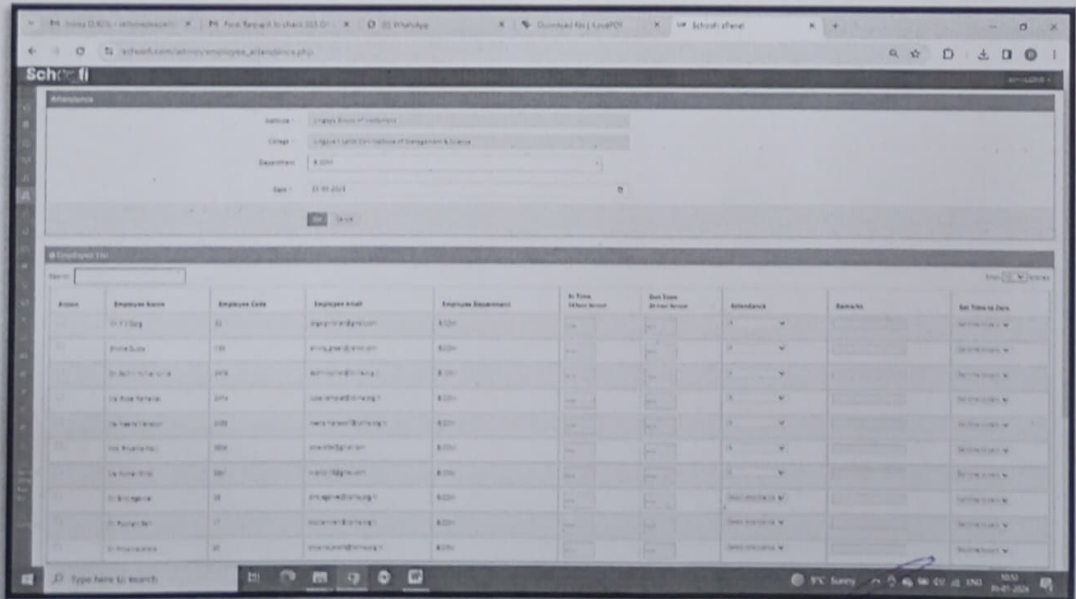
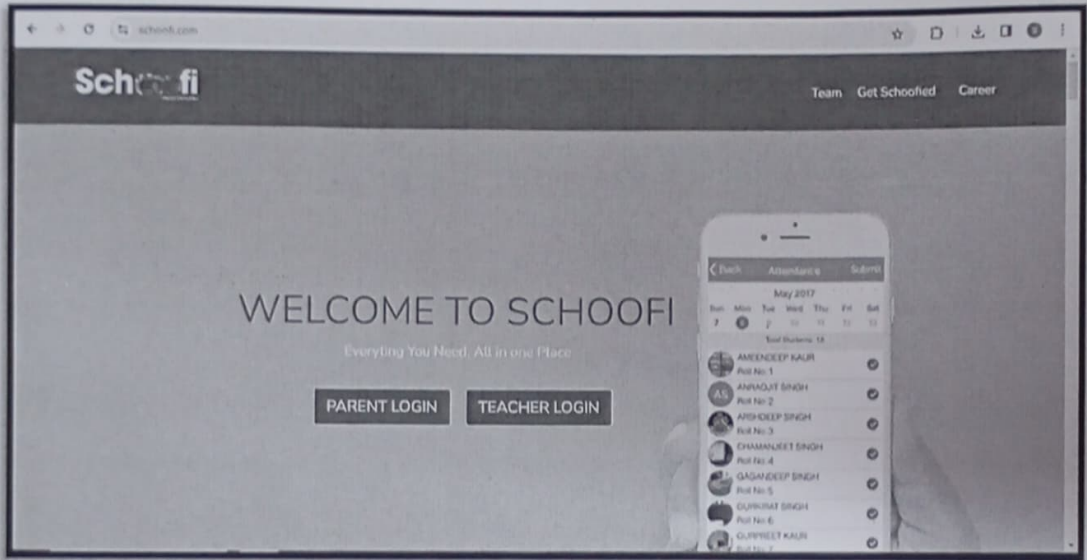
27	9.6	3.8	11
Recruiters	Highest LPA	Average LPA	Industry visits

In the News





7.2 Biometric Attendance System



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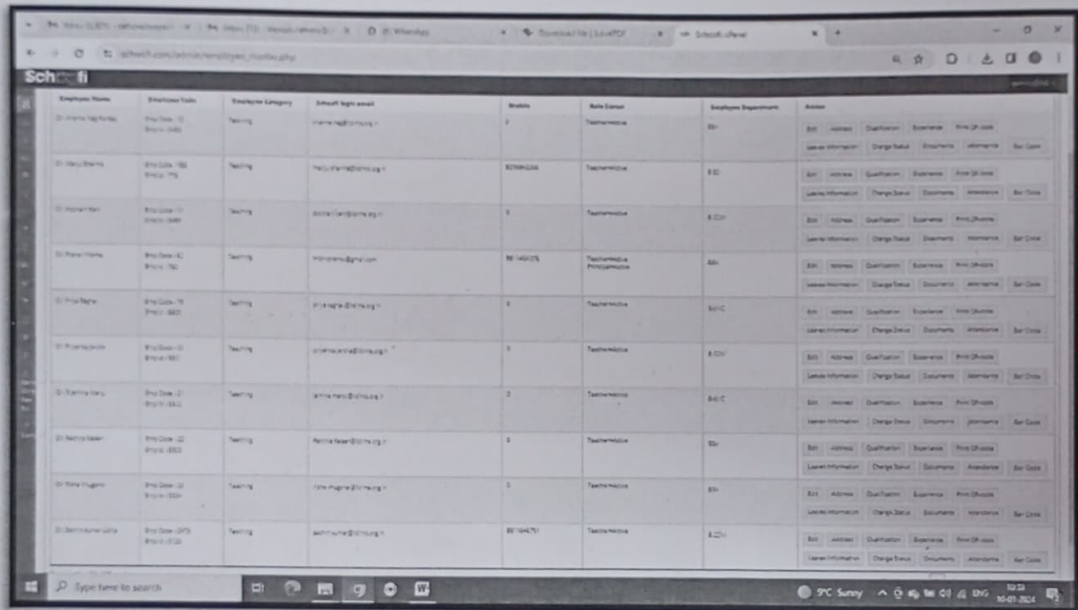


Screenshot of the 'Attendance' page in the School Management System. The page shows filters for Institute, College, Session, and Date. Below the filters is a table listing employees and their attendance status for a specific date.

Action	Employee Name	Employee Code	Employee email	Employee Department	In Time	Out Time	Attendance	Remarks	Set Time to Zero
	Dr. Jyoti Devi	194	dr.jyoti@ldims.org	BASIC	A		Set time to zero
	Dr. Sandeep	218	sandeep@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	243	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	254	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Deepika	260	deepika@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	274	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	279	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	275	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	278	anshu@ldims.org	BASIC	A		Set time to zero
	Dr. Anshu Singh	15	anshu@ldims.org	BASIC	Set attendance		Set time to zero

Screenshot of the 'Employee Master' page in the School Management System. The page displays a list of employees with their details and available actions.

Employee Name	Employee Code	Employee Category	School login email	Mobile	Role Status	Employee Department	Action
Dr. Sandeep	Emp Code: 273 Emp ID: 828	Teaching	sandeep@ldims.org	98116021	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Sandeep	Emp Code: 268 Emp ID: 822	Teaching	sandeep@ldims.org	98116027	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Sandeep	Emp Code: 261 Emp ID: 823	Teaching	sandeep@ldims.org	98116027	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Jyoti Devi	Emp Code: 194 Emp ID: 78	Teaching	dr.jyoti@ldims.org	98116024	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Sandeep	Emp Code: 273 Emp ID: 828	Teaching	sandeep@ldims.org	98116027	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Anshu Singh	Emp Code: 227 Emp ID: 79	Teaching	anshu@ldims.org	98116026	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Anshu Singh	Emp Code: 271 Emp ID: 824	Teaching	anshu@ldims.org	98116024	Non-Teaching	ADMIN	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Anshu Singh	Emp Code: 254 Emp ID: 825	Teaching	anshu@ldims.org	98116024	Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Sandeep	Emp Code: 261 Emp ID: 823	Teaching	sandeep@ldims.org	98116027	Non-Teaching	ADMIN	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code
Dr. Sandeep	Emp Code: 268 Emp ID: 822	Teaching	sandeep@ldims.org	98116027	Non-Teaching	BASIC	Set, Address, Qualification, Experience, First Choice, Leave Information, Change Status, Documents, Attendance, Bar Code

Employee Name	Employee Code	Employee Category	School App Email	Mobile	Role Name	Employee Department	Action
Dr. Usha Singhania	Prd Code - 10 Prd ID - 3489	Teaching	uhsingh@lldims.edu.in	9	Technician	BI	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Manu Sharma	Prd Code - 08 Prd ID - 774	Teaching	manu@lldims.edu.in	8296424	Technician	F.C.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Anil Kumar	Prd Code - 11 Prd ID - 3489	Teaching	anil@lldims.edu.in	9	Technician	B.C.D.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Pooja Sharma	Prd Code - 12 Prd ID - 782	Teaching	pooja@lldims.edu.in	9810078	Technician	AD	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Pooja Gupta	Prd Code - 18 Prd ID - 3489	Teaching	poojag@lldims.edu.in	8	Technician	B.C.D.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Pooja Singh	Prd Code - 11 Prd ID - 3489	Teaching	poojas@lldims.edu.in	9	Technician	B.C.D.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Kamini Sharma	Prd Code - 11 Prd ID - 3489	Teaching	kamini@lldims.edu.in	2	Technician	B.C.D.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Neha Chahal	Prd Code - 12 Prd ID - 3489	Teaching	neha@lldims.edu.in	8	Technician	BI	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Neha Gupta	Prd Code - 12 Prd ID - 3489	Teaching	nehag@lldims.edu.in	9	Technician	BI	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code
Dr. Shikha Sharma	Prd Code - 12 Prd ID - 3489	Teaching	shikha@lldims.edu.in	8210470	Technician	B.C.D.	BI - Address Qualification Experience Role ID (Auto) Leave Information Change Salary Documents Attendance Bar Code

7.3 Online Admission Process



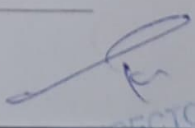
APPLY

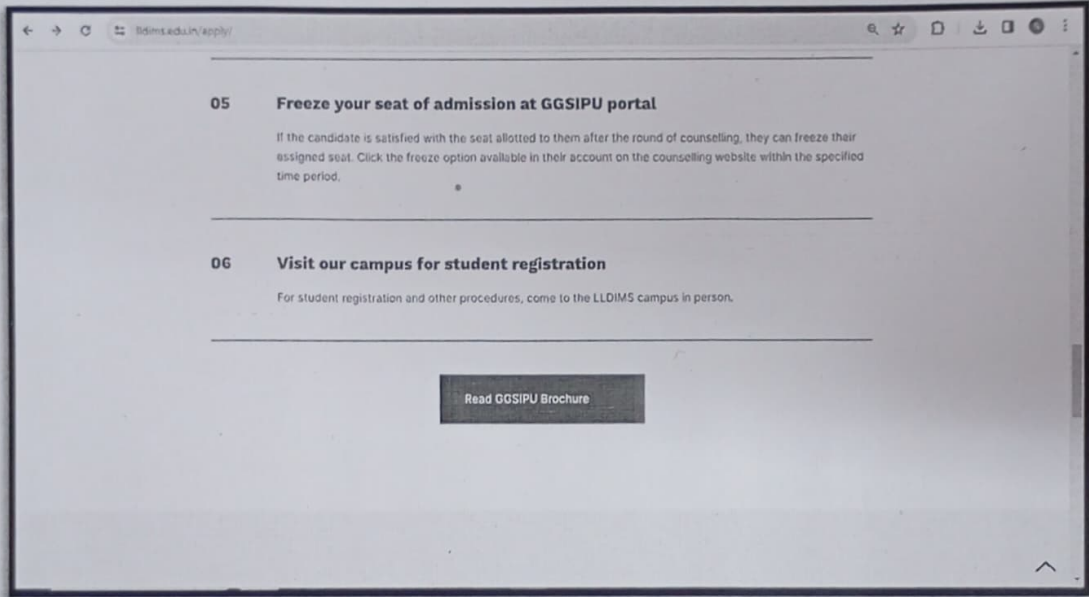
- 01 Attend the GGSIPU CUET Exam**

Students must register for the online GGSIPU CUET(UG) Exam. Register online through the university's website. Make sure to go through the eligibility requirements and admission criteria.
- 02 Join the online counselling at GGSIPU portal**

Once you have submitted your application, join the online centralised counselling with the help of login id and password.
- 03 Add LLDIMS as your preferred institute**

Select LLDIMS as your preferred institute in the online form.


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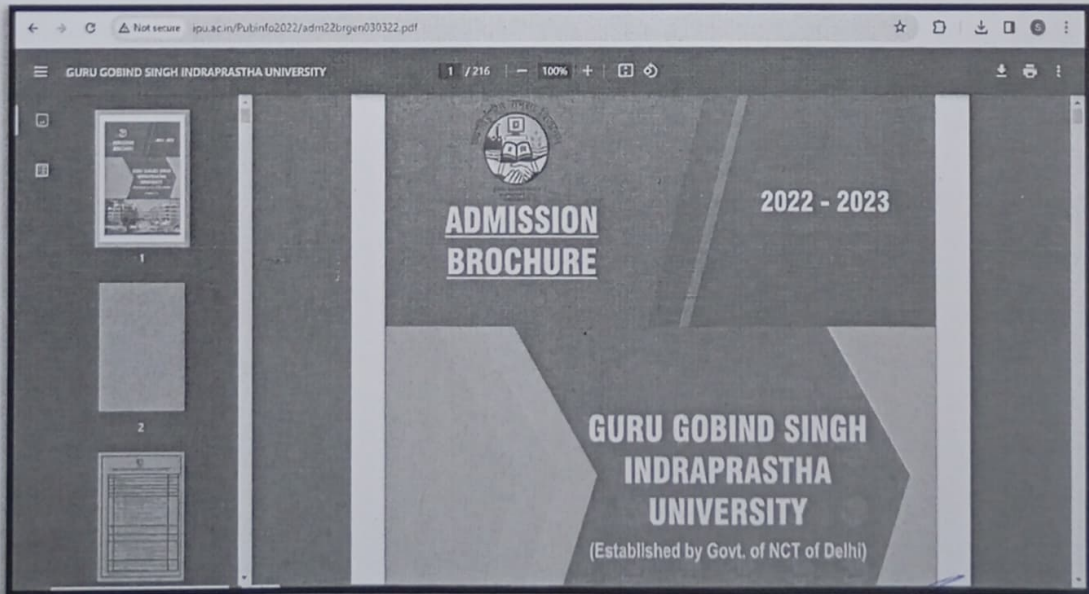
05 **Freeze your seat of admission at GGSIPU portal**

If the candidate is satisfied with the seat allotted to them after the round of counselling, they can freeze their assigned seat. Click the freeze option available in their account on the counselling website within the specified time period.

06 **Visit our campus for student registration**

For student registration and other procedures, come to the LLDIMS campus in person.

[Read GGSIPU Brochure](#)



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

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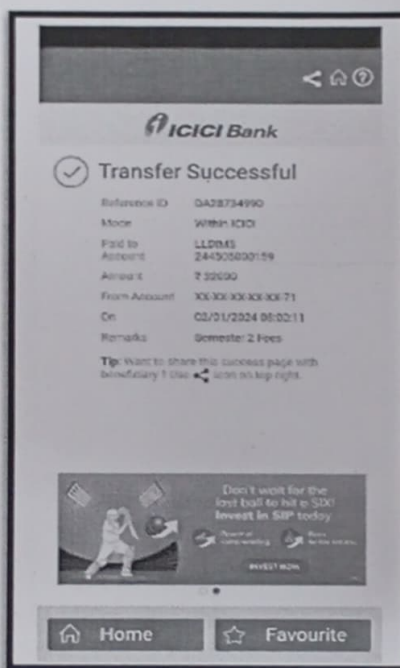
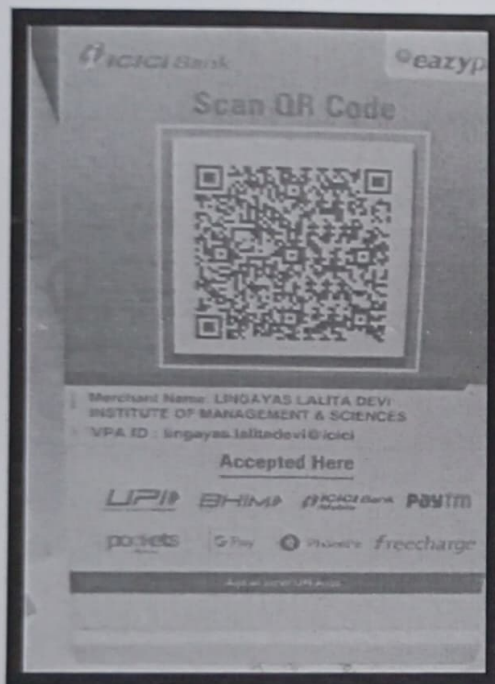
**ADMISSION
BROCHURE**

2022 - 2023

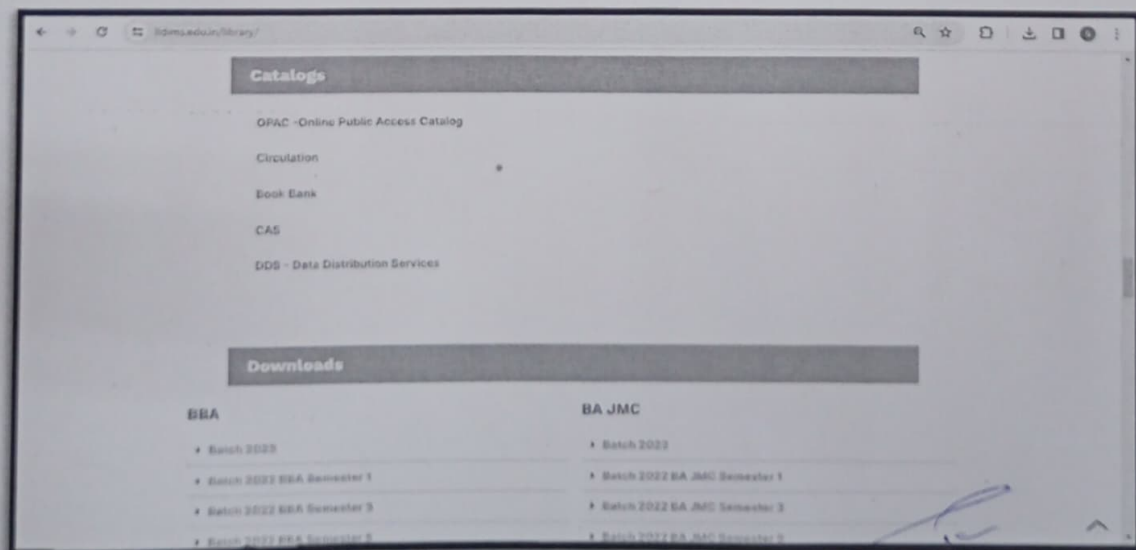
**GURU GOBIND SINGH
INDRAPRASTHA
UNIVERSITY**

(Established by Govt. of NCT of Delhi)

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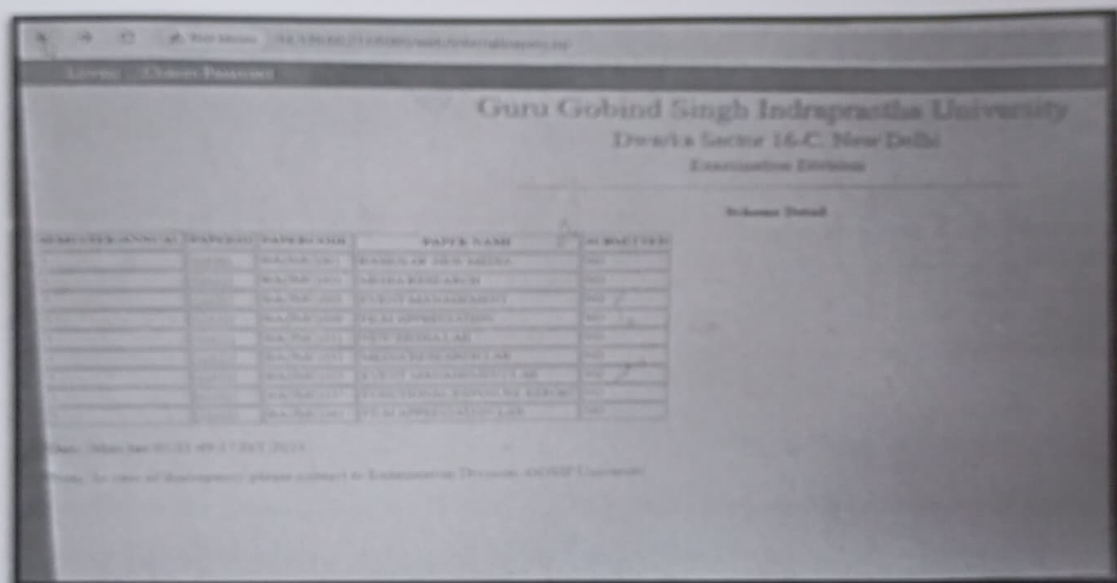
7.4 E-library





7.5 Examination





7.6 E-resources/LMS



Handwritten signature and stamp of Lingaya's Lalita Devi Institute of Management & Sciences, Mandi Road, Mandi, New Delhi-110047.



Courses on LMS-Learning Management System

Total quantity : 171 courses

Program	Courses
BBA and B.Com(Hons.)	<ul style="list-style-type: none"> › Part 1 › Part 2
EA JMC	<ul style="list-style-type: none"> › Details
B. Ed.	<ul style="list-style-type: none"> <li style="width: 50%;">› Part 1 <li style="width: 50%;">› Part 8 <li style="width: 50%;">› Part 2 <li style="width: 50%;">› Part 9 <li style="width: 50%;">› Part 3 <li style="width: 50%;">› Part 10 <li style="width: 50%;">› Part 4 <li style="width: 50%;">› Part 11 <li style="width: 50%;">› Part 5 <li style="width: 50%;">› Part 12 <li style="width: 50%;">› Part 6 <li style="width: 50%;">› Part 13 <li style="width: 50%;">› Part 7
BCA	<ul style="list-style-type: none"> › Details

YouTube video player interface for "How to write a Press Release" by Dr. Shweta Gaur Sharma, Sampurn Media Gyan.

How to write a Press Release

Dr. Shweta Gaur Sharma
Sampurn Media Gyan

171 views · 3 years ago · Public Relations

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