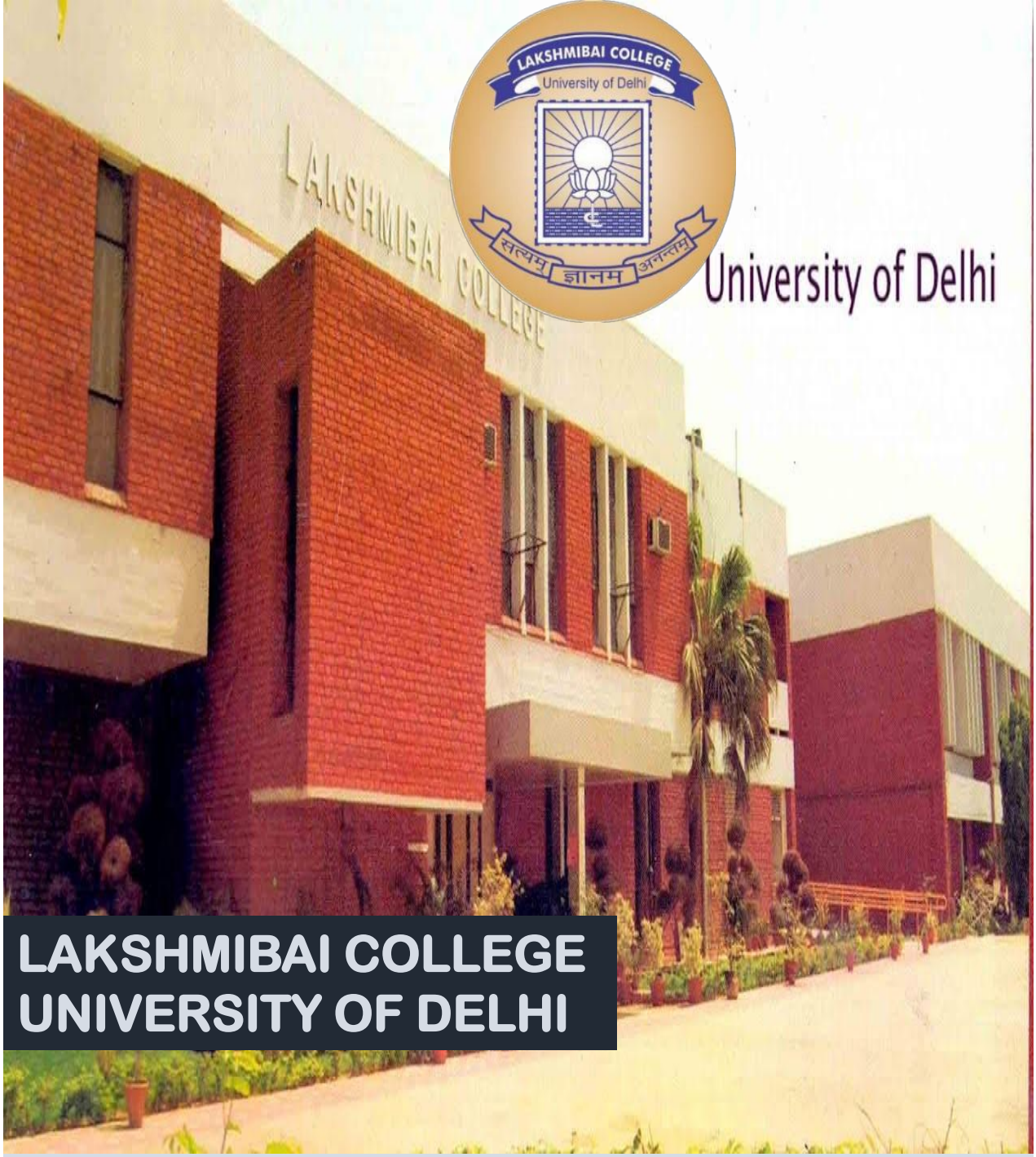
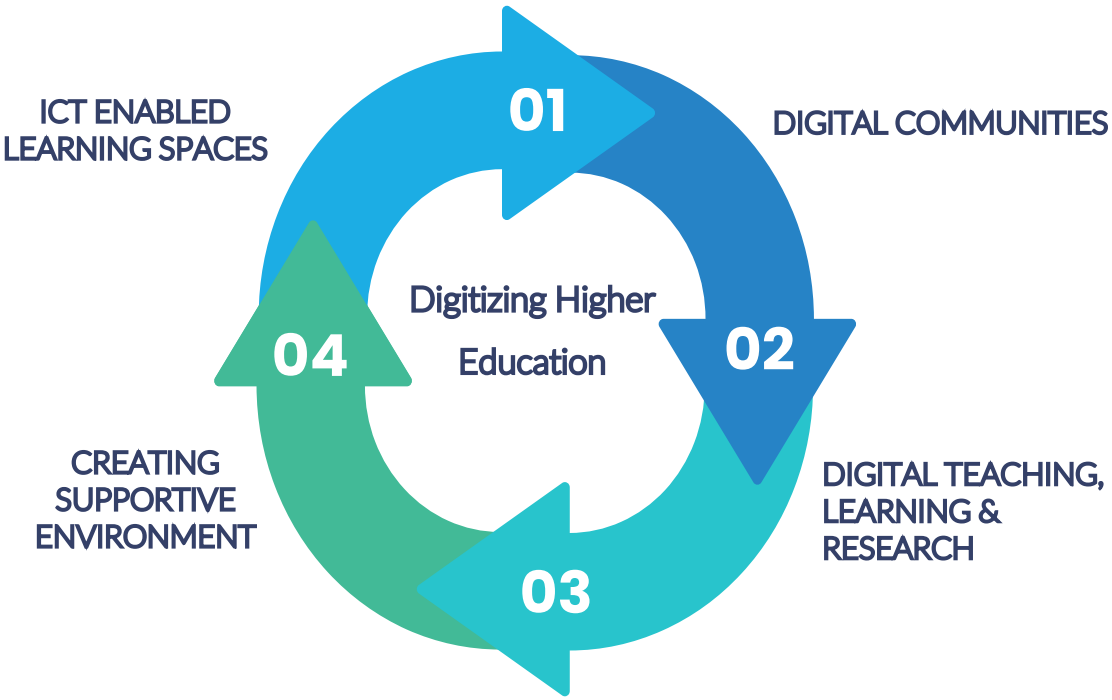


DIGITAL INITIATIVES
GO DIGITAL
BEST PRACTICES 2020

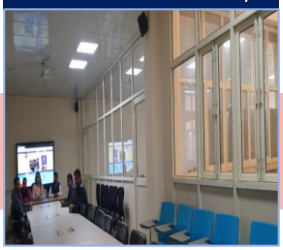
Touching lives with technology

It has been our constant endeavour to incorporate new technologies into our pedagogical practices and also optimize on the factors that mage an educational institution more than an information dispensing tool.



Digitized Campus

85" Touch Panel in Library



Electronic Podium

ICT Enabled Gargi Sabha

Wall Kiosk; At entry point

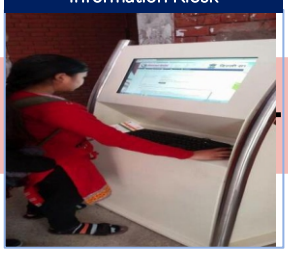
Computer Lab

Language Lab

Portable Screens

ICT Enabled Seminar Room

Information Kiosk



ICT Enabled Lecture Theatre

Digital Journey @ LBC

2014-15

Static Website

2015-16

- Dynamic Website
- Launch of LBC YouTube Channel

2016-17

- Customized Examination form
- Online Leave Application functionality- *hr.lakshmibaicollege.in*
- Digitized entry at library gate by RFID card

2017-18

- **Online Recruitment Process adopted for Non-Teaching Staff**
- Student Information Systems SIS formed - *sis_lbc.googlegroups.com*

2018-19

- College App Launched (1st college in DU to launch its own institutional app)
- Launch of Student RFID Card - Prior to demonetization. Cashless payments in college
- Online Fee payment functionality added on website in collaboration with Bill Desk
- Online time-Table – *timetable.lakshmibaicollege.in*
- Installation of digital display boards, interactive smart boards, information Kiosks
- Membership for National Digital Library of India, Inflibnet e-resources and Nlist Journals

- Digital Initiatives Committee (DIC) - Merger of Website Committee and Computer Committee
- Enhanced Scope of DIC

Digital Journey @ LBC continues

2019

- College purchases on GeM portal
- Purchase of server on GeM
- ICT enabled Gargi Sabha
- Electronic Podium

Jan - March 2020

- ICT enabled Seminar room
- Installation of 85"Touch panel in Library
- Language Lab
- Even before formal lockdown, LBC shifted to online mode of teaching
- Online Classes on G-Suite platform – lb.du.ac.in
- Registered a new G-suite education platform – *lakshmibaicollege.in*

Apr-May 2020

- Online PTM
- Online Webinars –amongst the first colleges to host webinars
- Updation in college website
- New Look , new feel
- Additional tabs added

Aug - Dec 2020

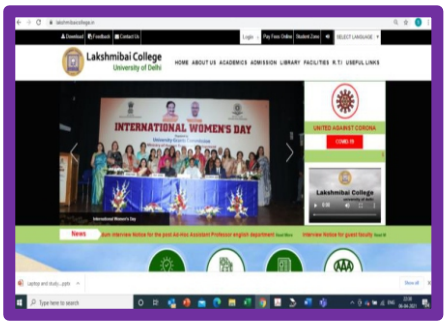
- Remote learning through Microsoft Teams account for LBC
- Virtual Annual Day – Live broadcasting on Facebook
- Laptop distribution in 3 phases starting in Dec 2020 till Feb 2021

2021

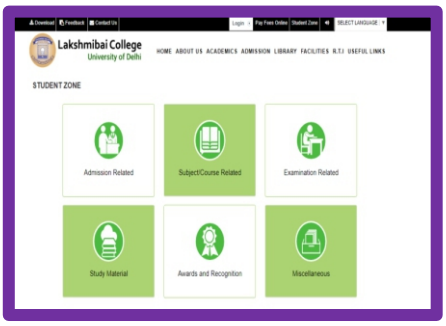
- Development of in-house web portal – Filling of APAR
- Virtual Helpline Number
- Twitter account of LBC

www.lakshmibaicollege.in

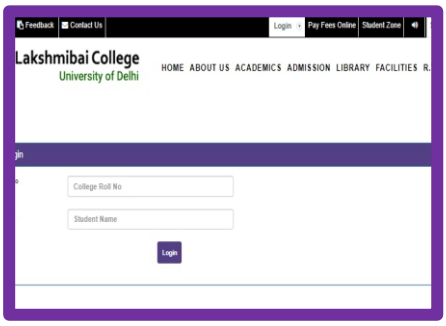
Home Page



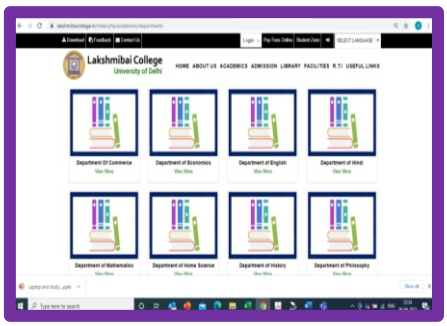
Student Zone



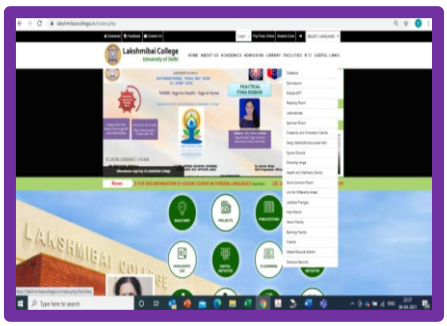
Student Login

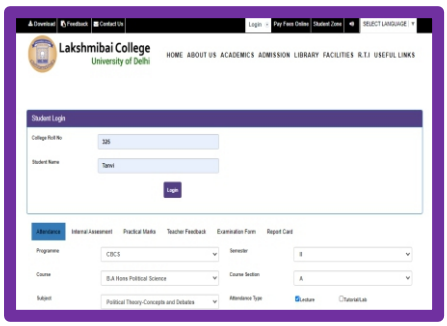


Departments' Page



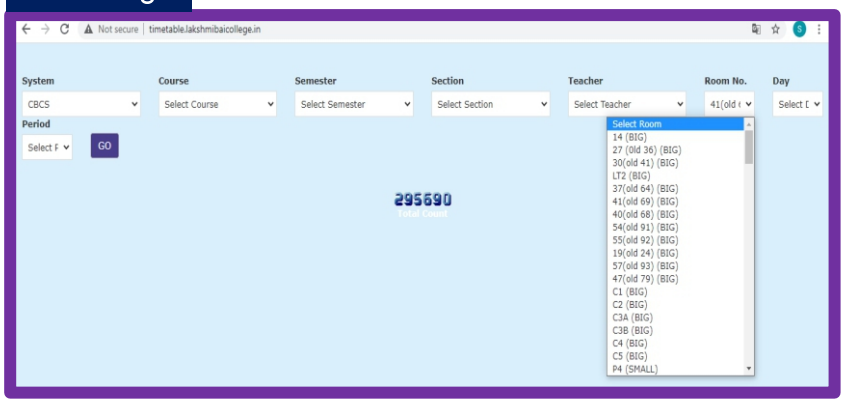
Facilities tab



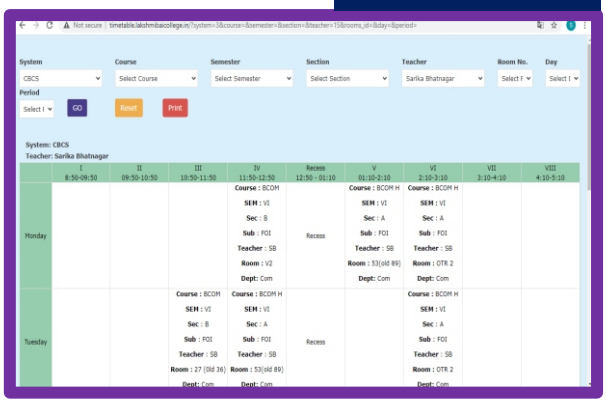


timetable.lakshmibaicollege.in

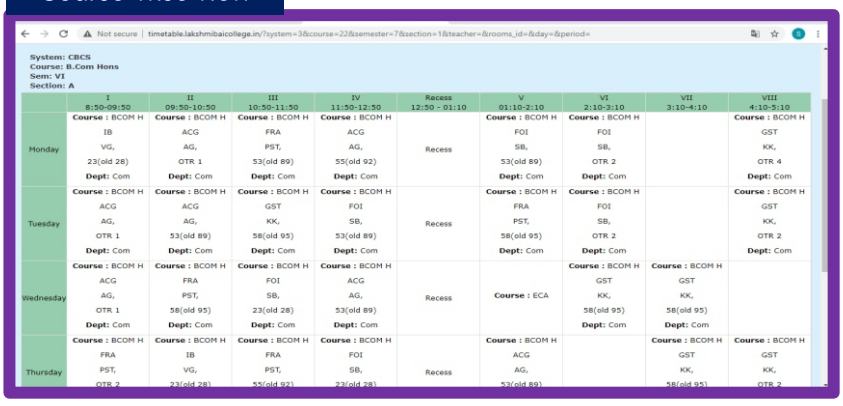
Home Page



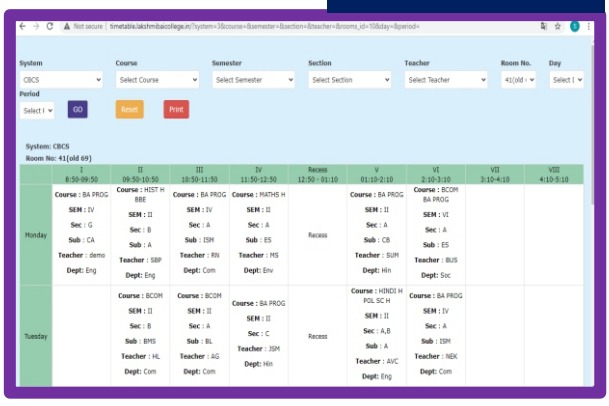
Teacher-wise view



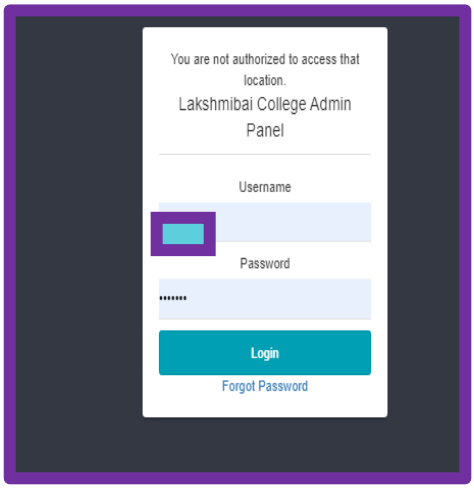
Course-wise view

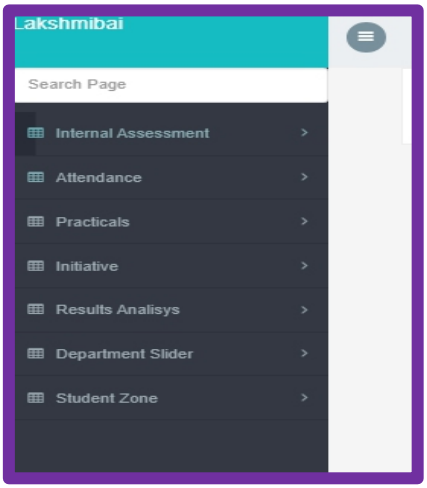


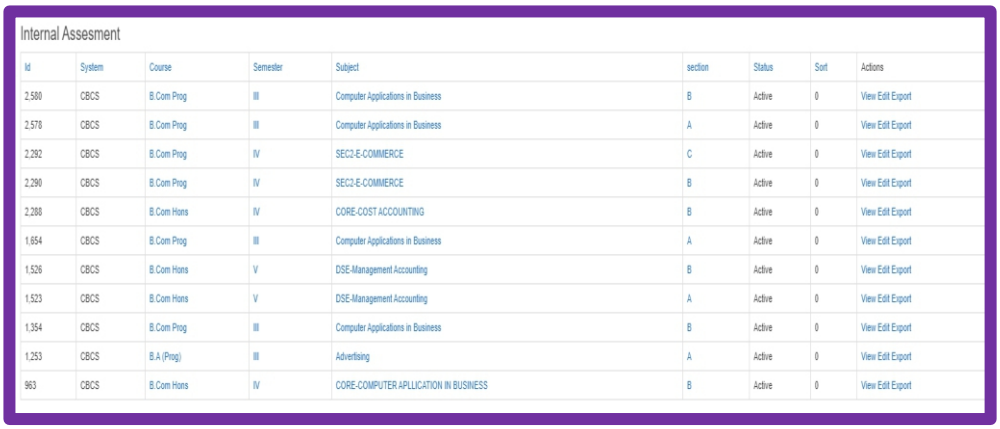
Room-wise view



www.lakshmibaicollege.in







Every Faculty has a separate login

After successful login an individual faculty has access to various functionalities at their ease

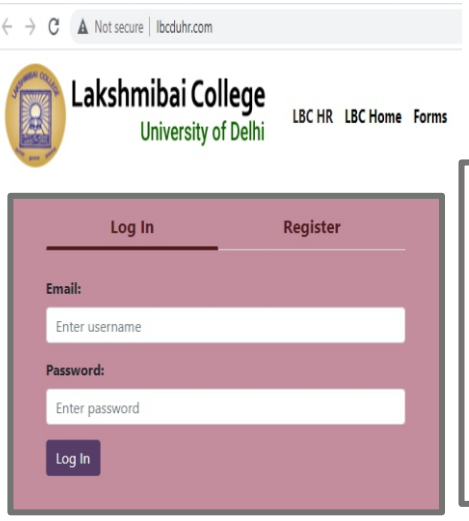
Provision of entering Attendance and Internal Assessment

These records entered can be exported and shared with students

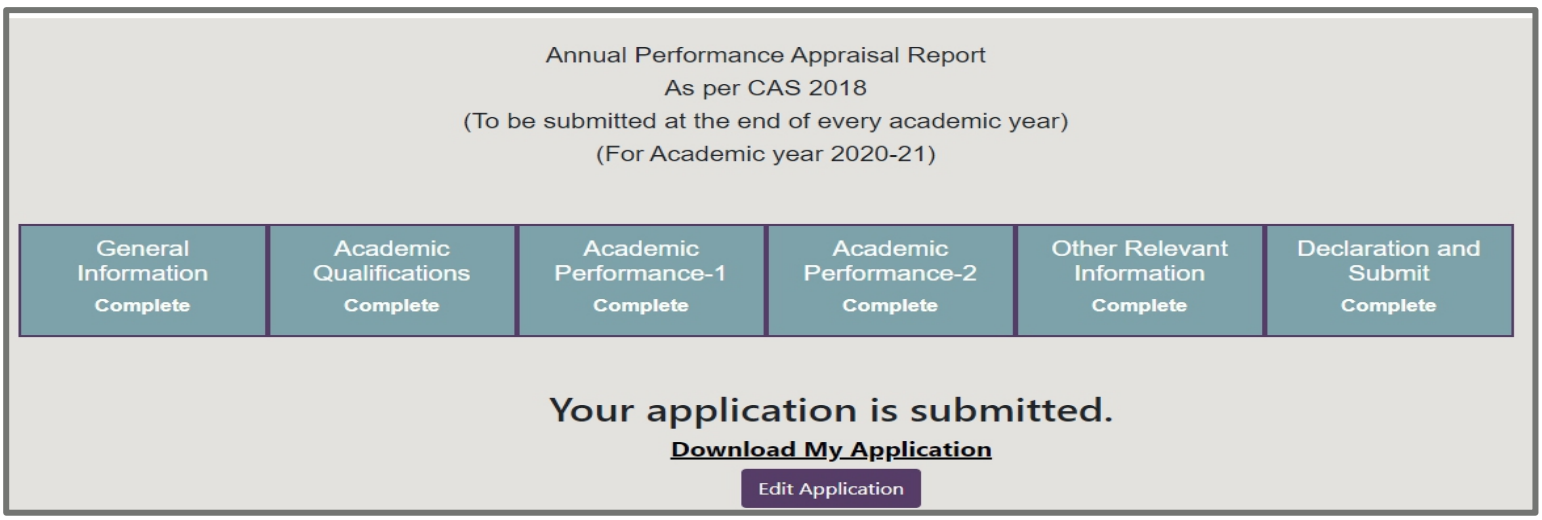
All the faculty can access/retrieve these records anytime later in future

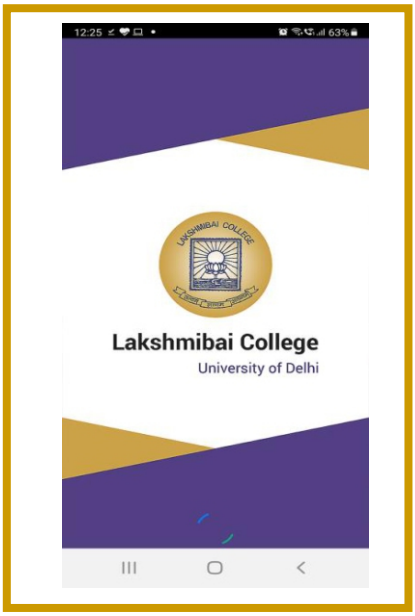
Faculty can update their respective profiles

Digital APAR Form



- Development of In-House Web Portal
- Recently introduced Digital APAR form for the faculty
- In Beta-Testing Phase
- Plan to introduce similar form for Non-teaching Staff as well





College APP

- Direct Interaction with the Principal, Faculty and Staff
- News and Announcements
- Online Timetable
- E-resources and Library Book Surfing
- ID Card Dashboard
- Lakshmibai College Wallet
- Online Orders and Payment in Canteen
- Panic Button
- Anti-Ragging Helpline
- Connected with Website

ID card for Cashless Transactions

2016-17

First college in Delhi University to introduce an ID card for digital transactions

RFID Card

- First cashless campus of Delhi University prior to demonetization
- Payment of fees, canteen, photcopier, library fines
- Serves as identity card and library card
- Digitized entry at library gate

2019-20

Advanced ID Card powered by Master Card where all details are embedded in QR Code

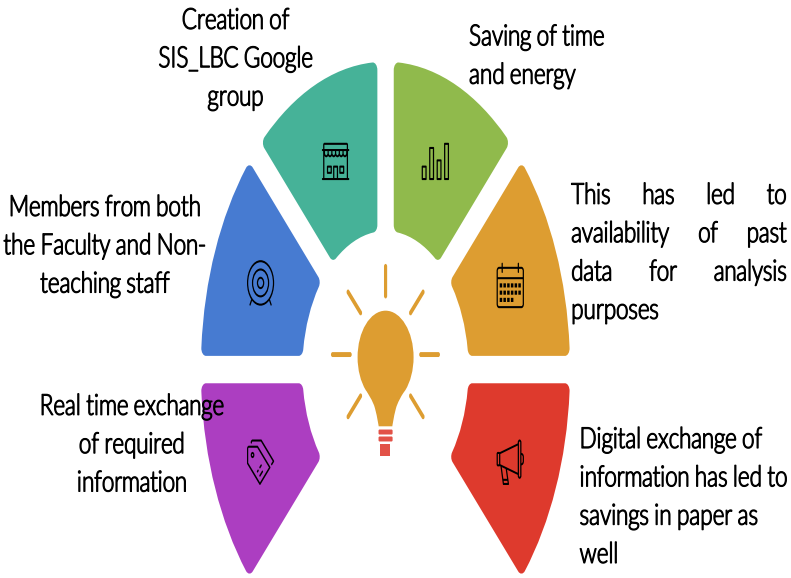
Master Card

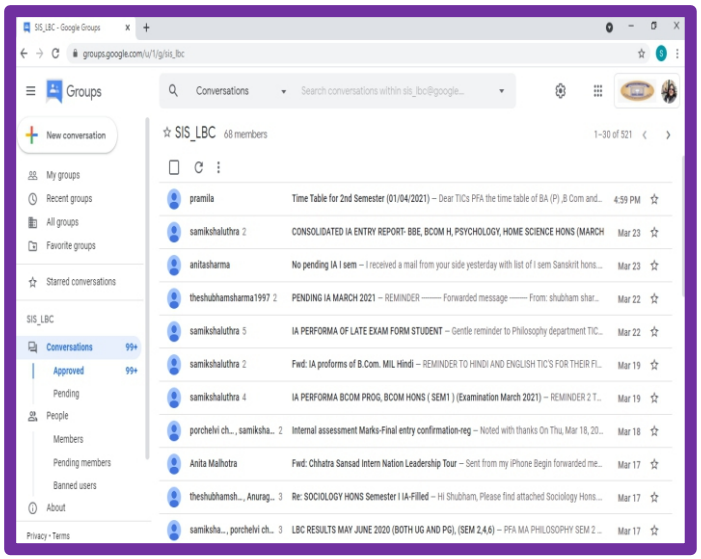
- Accepted at 4 million + outlets; can be used for online transactions
- Block / unblock; reset PIN; view balance options
- Multiple money load options
- ATM withdrawal

Student Information System

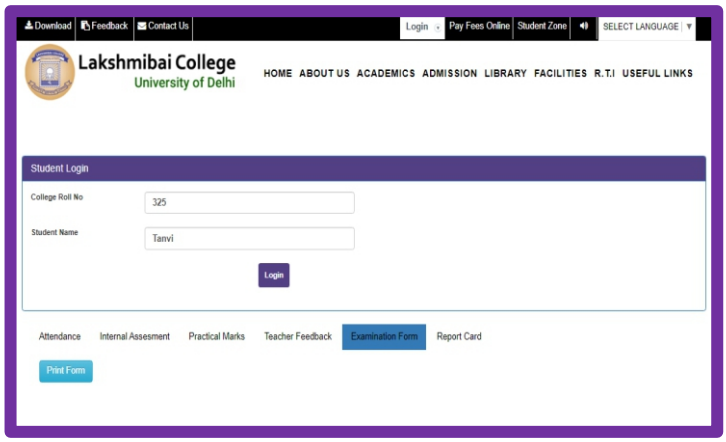
Issues

- Lack of co-ordination between Faculty and Non-teaching staff pertaining to exchange of student information such as internal assessment, student course lists, results, etc.
- The earlier process was time consuming.





Customized Examination Form



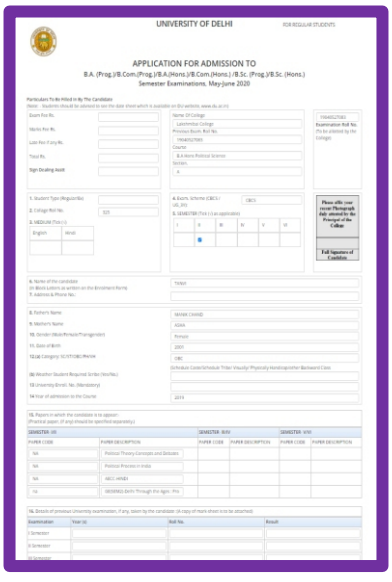
In 2016-17, customized examination form introduced

Linked to student's attendance and pre-filled student data

Saving time in filling their exam form

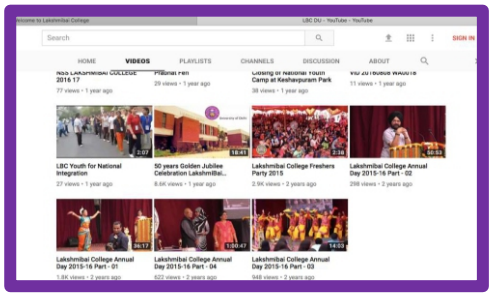
Downloadable and printable

Hassle free work



Virtual Presence

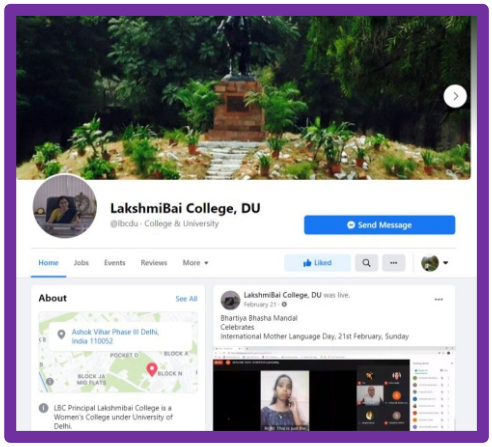
LBC YouTube Channel



Principal Facebook Page

LBC Twitter Account

College Facebook Page



NSS LBC Insta Page

Virtual Annual Day

LAKSHMIBAI COLLEGE, UNIVERSITY OF DELHI

College 55th Annual Day planned and executed online

Entire event managed by the faculty

Virtual Tour of the college

Release of college magazine

Event held on Google Meet Platform

Event broadcasted live on college Facebook Page

Event had an organic reach of 21,463 & 3,294 Engagements

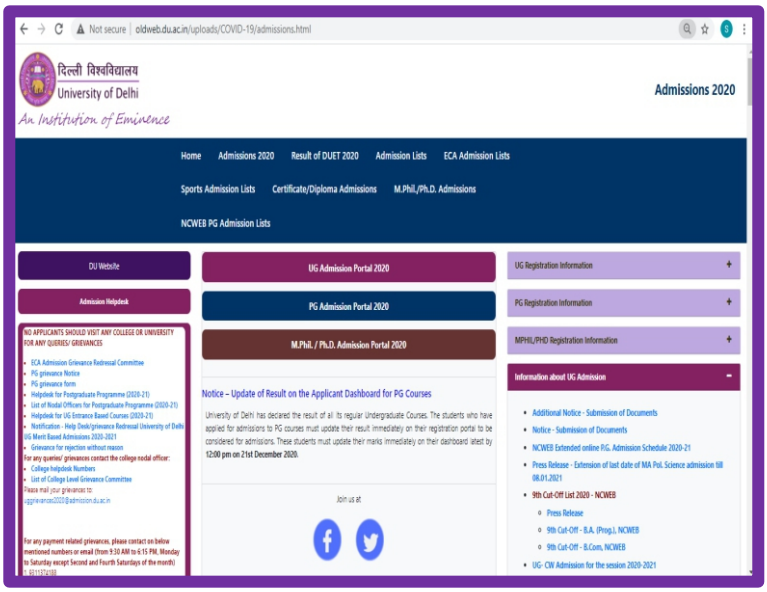
https://fb.watch/4En2DT0Fn5/

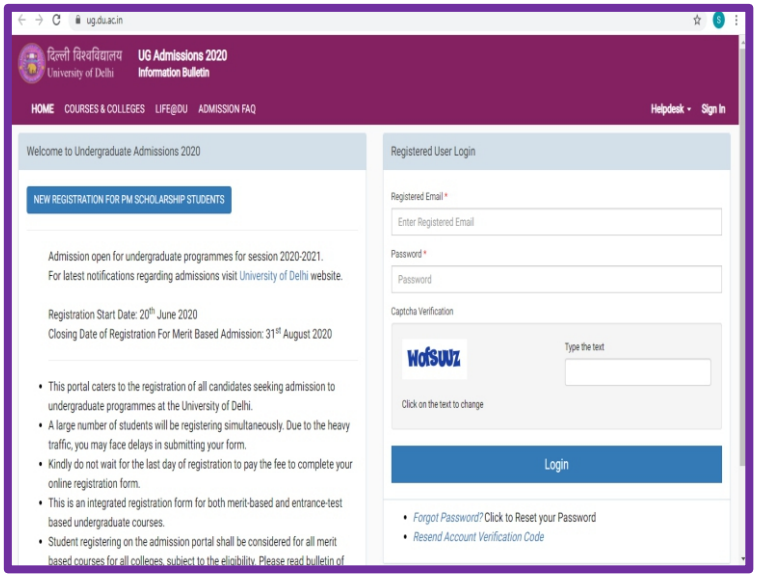
Student Admission Procedure 2020-21 during COVID Pandemic

Merit Based

Entrance Based

Applicant Registration Portal on University of Delhi website



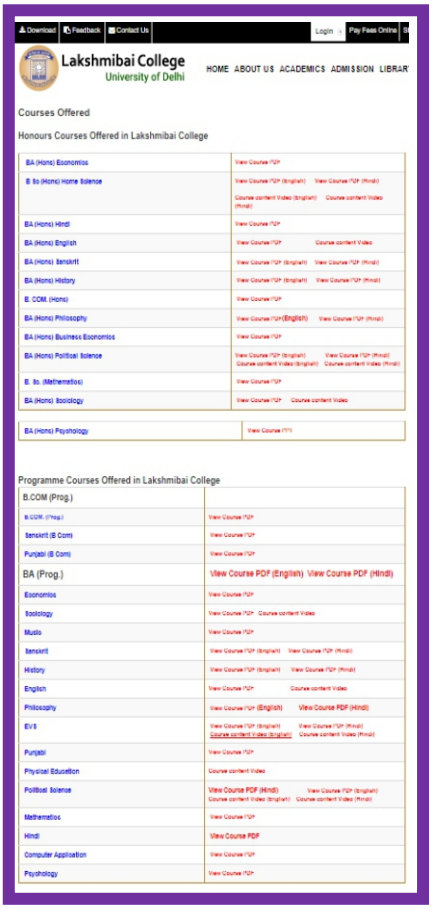


In-house Online Admission Preparation

Programme Content Home Science English Video Link

Programme Content Home Science Hindi Pdf

- For the ease of understanding of various Programmes and courses, LBC Faculty prepared course videos & elaborate course document (in PDF) in Hindi and English
- All these videos and pdf documents which were prepared in-house by our faculty members were uploaded on the college website to bridge the information gap
- This was done to disseminate the information about the courses offered by the college as there would not be any face-to-face interaction between the students and the teachers



Admission Procedure

- Admission application process online on DU portal (https://ug.du.ac.in)
- All the students were required to register, upload relevant documents and choose preferences of colleges they wanted to take admission in.
- At College level, separate portal (https://admissionadmin.du.ac.in/index.php/site/login) and ID's were created for:-
  - Non-Teaching staff- For online documents verification
  - Department Teacher in charges- For Cutoff and subject verification,
  - Admission Nodal officer- for coordinating with DU admission branch regarding updations and relevant information/notices
  - HOD/Principal- for final approvals of admission form

Admission information on college website

Lakshmibai College
University of Delhi

HOME ABOUT US ACADEMICS ADMISSION LIE

Admission Committee 2020-21 Live Link

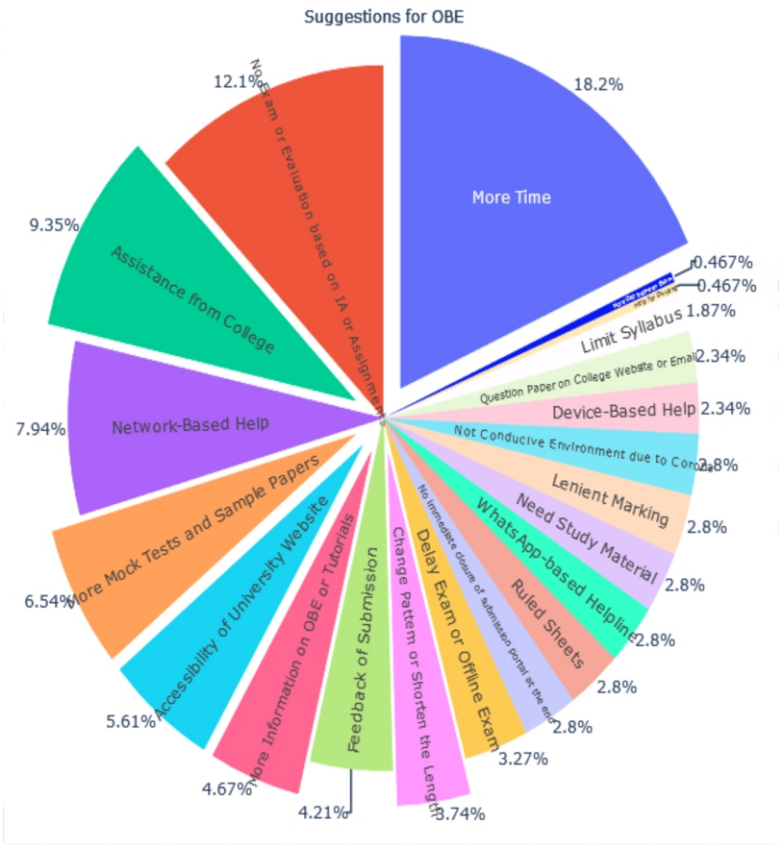
Live Interaction	1 ST CUTOFF- 12-14 OCT 2020	2ND CUTOFF- 19-21 OCT 2020	3RD CUTOFF- 26-28 OCT 2020
	4TH CUTOFF- 2-4 NOV 2020	5TH CUTOFF- 9-11 NOV 2020	SPECIAL CUTOFF- 18-20 NOV 2020
	Google Meet Link for LIVE Interaction	Convener & Members	E-Mail ID
Nodal Officer & Convener Admission Committee		Dr. Raj Nangia	nodalofficeradmissions@lakshmibaicollege.in rajnangia@lb.du.ac.in
Members		Dr. Vibha Gupta	admission@lb.du.ac.in vibha@lb.du.ac.in
		Dr. Sudha Gupta	sudhagupta@lb.du.ac.in
SC/ST/EWS/OBC/PWD Helpdesk	https://meet.google.com/akb-nmgb-cdy	Ms. Rajshree Roy	rajshreeroy@lb.du.ac.in
SC/ST	Time 3-5 PM	Dr. Rammathot Khongrelwo	rammathot@lb.du.ac.in
OBC		Dolamani Arya	dolamani@lb.du.ac.in
EWS		Jaya Ray	jayaray@lb.du.ac.in
PWD		Manisha Shankhwar	manishashankhwar@lb.du.ac.in
Grievance Committee	http://meet.google.com/zwv-qpqn-qnh	Dr. Geeta Sahare (Convener)	geetasahare@lb.du.ac.in
	Time 4-6 PM	Dr. Sunita Arora (Member)	sunitaarora@lb.du.ac.in
		Ms. Anchal (Member)	anchallbc@lb.du.ac.in

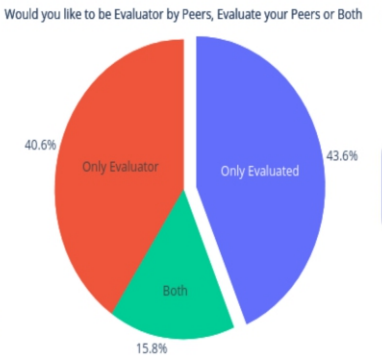
Students' grievance redressal and helpdesk mechanism

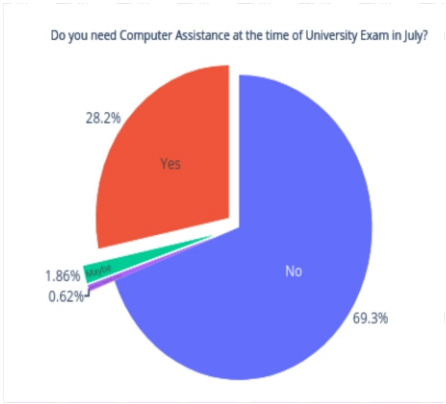
- Live interactions on Google meet were conducted in every cut-off by:-
  - Nodal Officer - nodalofficeradmissions@lakshmibaicollege.in
  - Convener Admission Committee - admission@lb.du.ac.in
  - SC/ST/EWS/OBC/PWD Helpdesk
  - Grievance Committee
  - Course wise admission committee

Link of Google interaction information uploaded on college website → https://lakshmibaicollege.in/index.php/admission/undergraduateadmission

Mock OBE Responses







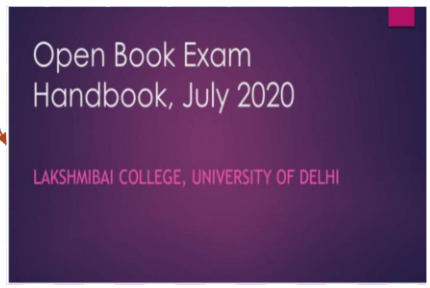
Open Book Examinations

May 2020 – DU announces conduct of examinations in OBE mode

Even as additional information / clarifications from DU were coming in, LBC for the benefit of its students

June 2020 - published OBE handbook in both Hindi and English on college website

July 2020 – Conducted Mock OBE



- Examination Papers were prepared
- Schedule of examination was published online
- Examination conducted as per schedule
- Post Mock OBE, the analysis was carried out basis students' responses

Student Examination Procedure 2020-21

Examination Form Filling Procedure

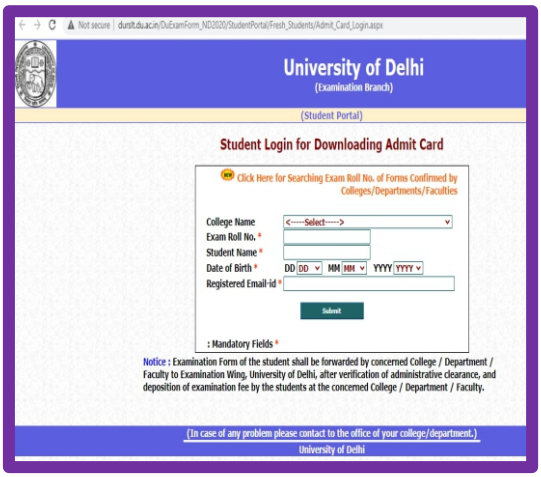
In view of Covid, there was no offline exam form

Students were to fill exam form on DU's online examination portal (http://durslt.du.ac.in/DuExamForm_ND2020/StudentPortal/Fresh_Students/Login.aspx)

Exam form is verified/approved by Dealing Assistants on DU exam portal (http://durslt.du.ac.in/DuExamForm_ND2020/Login.aspx)

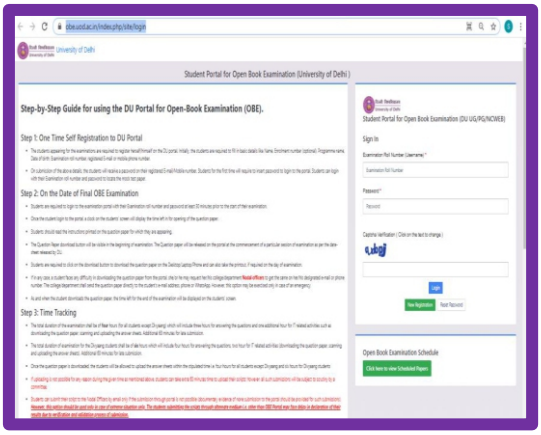
Admit Card

Students generated their admit card online from DU Admit card portal http://durslt.du.ac.in/DuExamForm_ND2020/StudentPortal/Fresh_Students/Admit_Card_Login.aspx



Registration on DU - OBE Portal

Student to register on OBE portal https://obe.uod.ac.in/index.php/site/login



LBC support to students during OBE

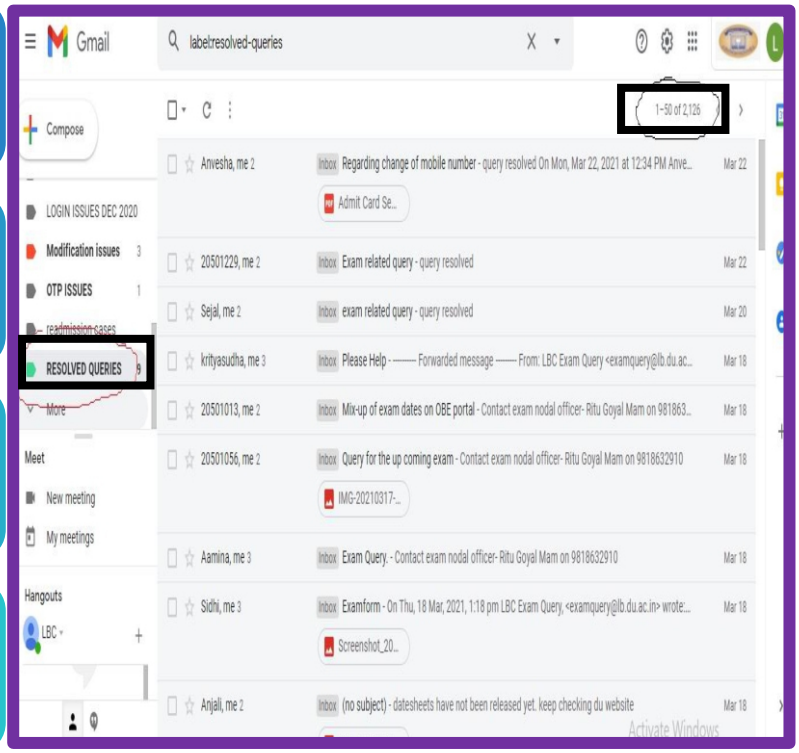
- More than 2000 student exam related queries have been resolved till now via examquery@lb.du.ac.in

Whatsapp group was created comprising members involved in Examination process (Teaching and non-Teaching staff)

All examination notices and information exchanged on this Whatsapp group

Live interactions on Google Meet were conducted during both shifts of exam.

Proper management for the students who opted to give their exams in physical mode (From college)



Laptop Distribution

DIC along with AEPIC, OIC and In-charges successfully carried out Laptop distribution Drive to the needy students.

A well-planned process was devised and laptops distributed in three phases.

1. Collection of student data through Google forms
2. List of students prepared based on analysis of Google forms
3. Pre-loaded the laptops with study material
4. Adding online rent payment functionality on the website / App
5. Issuance of laptops and reconciliation of data by DIC

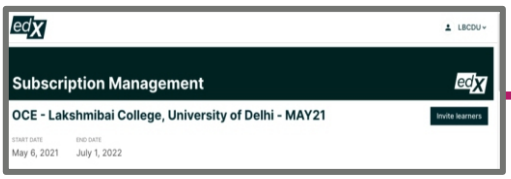
Online Education and Learning

edX High-quality online learning opportunities from the world's best universities

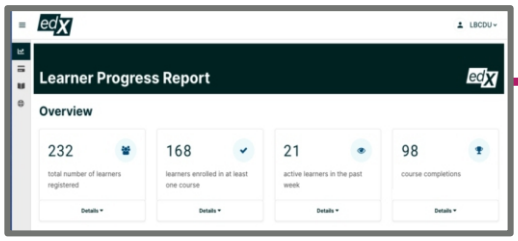
Welcome to edX.

Lakshmibai College, University of Delhi has partnered with **edX** to offer you high-quality learning opportunities from the world's best institutions and universities.

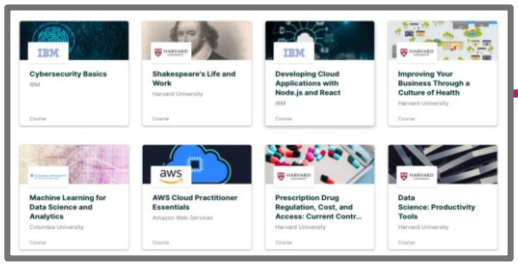
- The normal fees for these courses range from $99 to $199.
- 100 online courses are available *free of cost* for the students and faculty of Lakshmibai College.
- 2,500 licenses procured
- Free certifications for staff and students



- The subscription period is upto July 1, 2022. Till date 214 students and 20 faculty members have enrolled in various courses.



- Easy monitoring of the Progress report from the Admin Login



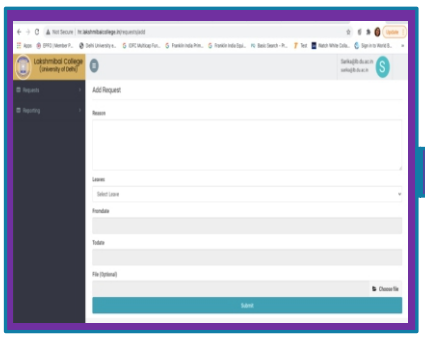
- Courses spectrum ranges from:
  - Economics & Finance
  - Business Management
  - Computer Science
  - Data Analysis & Statistics
  - Social Sciences
  - History & Environmental Studies
  - Art & Culture
  - Ethics
  - Food & Nutrition
  - Literature
  - Music, etc.

MIT Massachusetts Institute of Technology · HARVARD UNIVERSITY · Berkeley UNIVERSITY OF CALIFORNIA · The University of Texas System · BOSTON UNIVERSITY · University System of Maryland

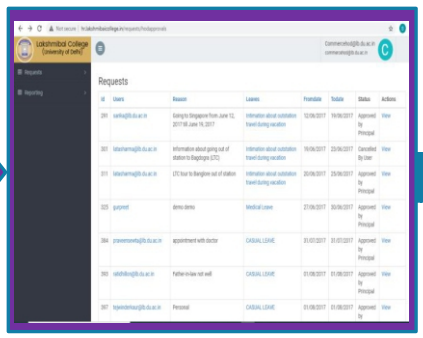
Learn from more than 160 member universities

Online Leave Portal

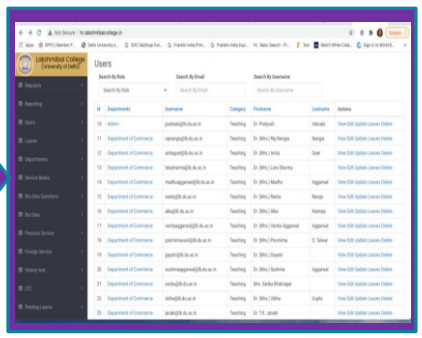
- hr.lakshmibaicollege.in; Operational since April 2017
- Applicable to both teaching faculty and non-teaching staff



The Staff member applies for leave by logging into the portal.

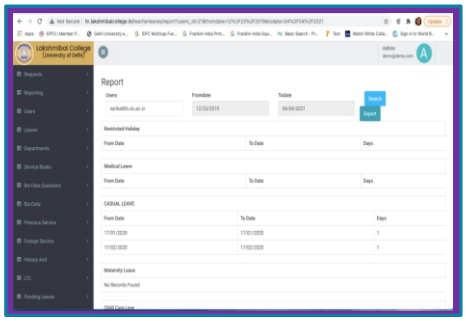


The In-charge forwards the leave to the Principal for final approval.



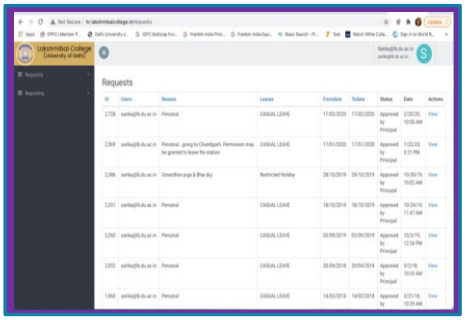
The Principal approves / rejects the leave application.

Benefits



Admin has entire record of all staff members

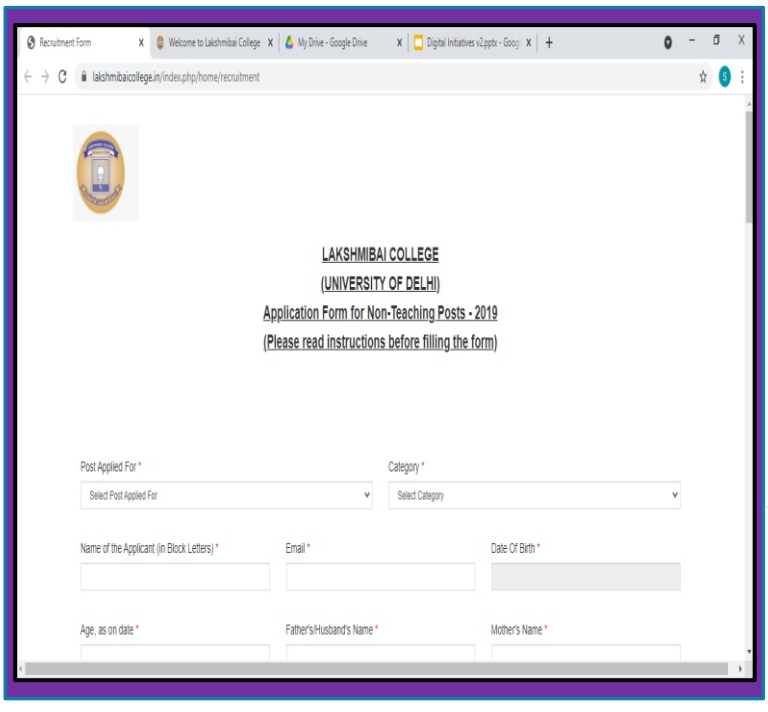
- **Hassle free**
- **Paperless**
- **Digital Trail**



The individual has real time access to leave record.

Online recruitment of non-teaching staff

https://lakshmibaicollege.in/index.php/home/recruitment



Entire recruitment process managed online since 2017

This includes issuance of admit card, online submission of fees, etc.

- Ensures transparency
- Online declaration of results

- Creation of Digital trail
- Saving of time , ease of operation & management

Enhancement of Security of College Campus

- Installation of Electro-mechanical Boom Barriers at the college main gates in progress.
- Installation of CCTV cameras across the entire campus has resulted in better monitoring of various activities.
- These cameras act as a deterrent and has led to improvement in the overall safety and security of the students.

	2 MP IR PTZ 360^0 revolving cameras	5 MP Bullet cameras	5 MP IR Dome camera
Installed	2 nos.	22 nos.	33 nos.
In progress	2 nos.	14 nos.	16 nos.

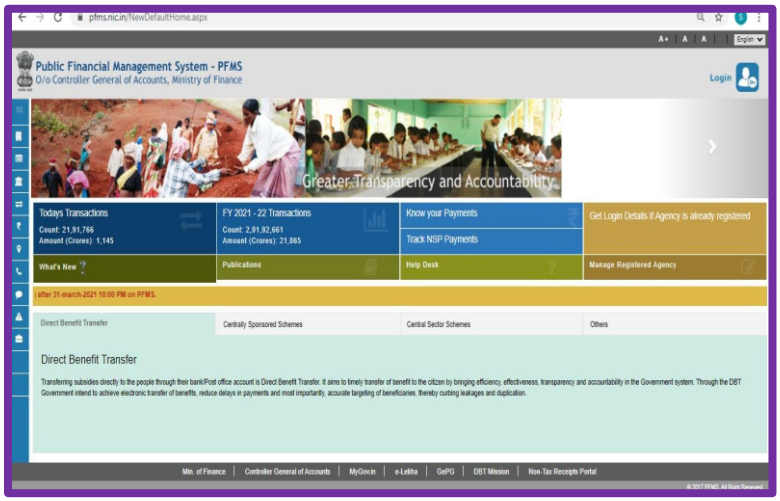
Digital Capacity Enhancement

- Installation of 30 KVA online UPS system for server room – *in progress*
- Installation of UTM firewall, router and LAN network for Vishwakarma Bhawan, Library, Computer Labs, Seminar Room, Staff Room, Department Rooms, Meditation and Health Centre, Creche, Principal Office, Administrative Block and Main Gates - *in progress*

Library Automation

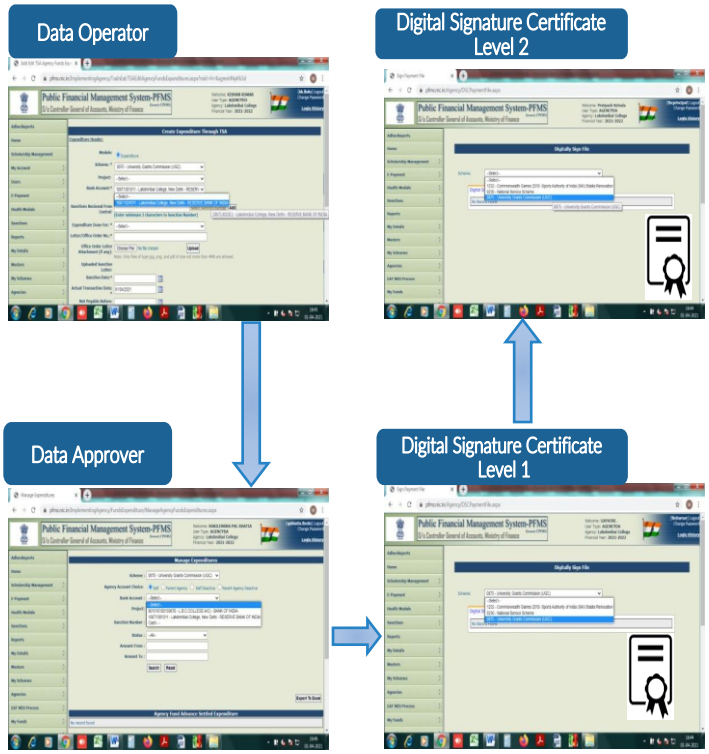
- Estimates have been approved for installation of RFID based library automation system which include:
  - Multi protocol staff station reader for issue / return / entry of new books
  - RFID based one lane gate antenna detection system for detection of unauthorized tagged items with in-built audio-visual facility
  - RFID based self check-in / check-out standalone multi protocol kiosk for self issue and return of books with provision of transaction print
  - RFID touch screen-based book dropbox to handle return of books from students during out of working hours
  - RFID based tags for fixing on books

Public Financial Management System

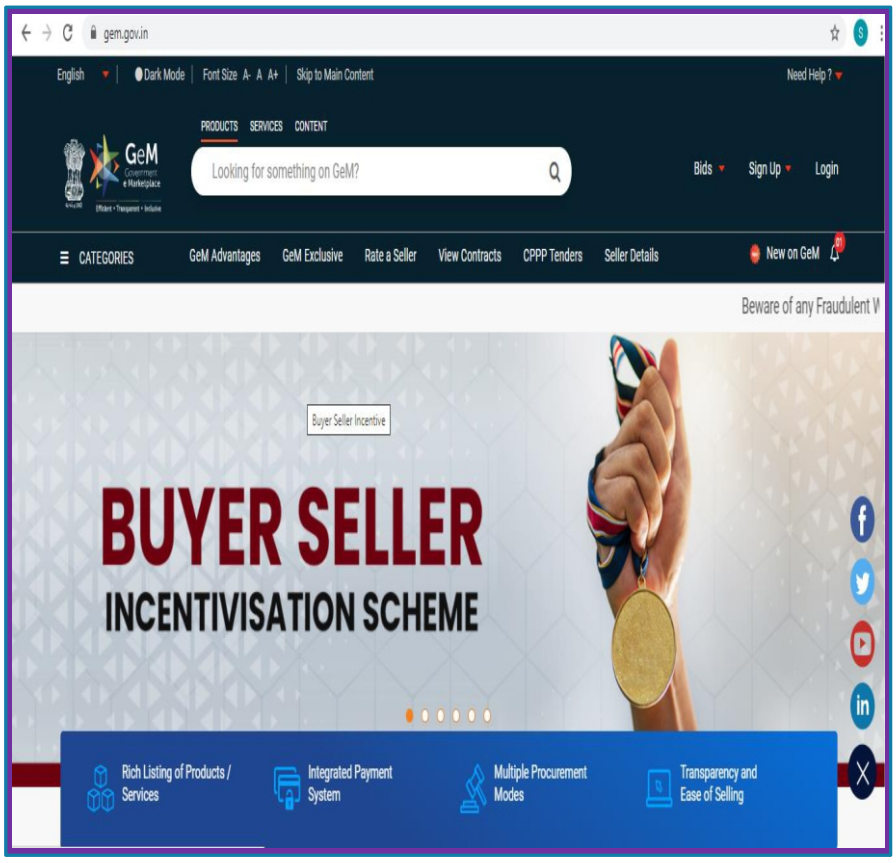


- UGC transfers the grant for payment of salaries, pension and non-salary payments to the college in the account maintained with RBI.
- Utilization of grant received from UGC are made through PFMS.
- This ensures transparency and creates record.
- We have been making payments under PFMS since 2018-19.
- Since Oct 2020, our account with RBI has been activated.

Payment Process under PFMS



Government e-Marketplace



- College purchases through GeM since July 2019
- Availability of all goods and services required by College are checked on GeM portal
- Products / services not available on GeM can be procured from outside only after getting a non-availability report from GeM
- Purchases made as per GFR rules
  - Direct purchases can be made upto ₹25,000/ -
  - For purchases between ₹25,000/- to ₹2,50,000/- the college invites quotations
  - For purchases > ₹2,50,000/-, procurement is through e-tendering process.