



## **Miranda House UNIVERSITY OF DELHI**

### **Policy Document Strengthening the implementation of e-governance**

#### **Policy Statement/Aim**

The aim of the policy is to promote decentralized and participative management in all realms of administration, accounts and examinations. It also seeks to reinforce pre-existing physical governance infrastructure and bolster seamless information sharing among stakeholders of the institution.

#### **Scope and Applicability**

The scope of the development and upgradation of e-governance structures is primarily to create greater synergy between the administration, non-teaching, teaching faculty and students.

#### **Components/Elements of the Policy**

1. Miranda House was one of the first institutions to embrace Information technology (ICT) and computer-based management systems.
2. The myriad wings of the college administration which include administrative and accounts section, laboratory, hostel office, library office, security, server and CCTV control rooms have excellent ICT access to dedicated equipment. Reprographics and Digital Resource Centre (DRC) with purpose-built equipment has also been deployed in the college.
3. In order to promote unhindered access to information regarding classes and college events, detailed timetables and bulletins are put up on the college website.
4. Online surveys for management of student options under CBCS, online registration for events, online attendance and assessment, use of social media for professional purposes was also instituted to augment the fully automated office administration and advanced e-governance processes for management of various facets of student life.
5. Establishment of a state-of-art large capacity Video Conference Room to provide seamless access to online learning opportunities.
6. The institution is also exploring possibility of 5G connectivity on the campus.
7. Apart from availing the University of Delhi internet services, the college has also acquired Internet Bandwidth for facility of radio frequency link of 30 mbps from TATA teleservices
8. Some of the e-governance tools that the administration has wholeheartedly embraced are DU Student Admission portal by the University of Delhi. The Finance wing of the college very efficiently uses Tally ERP9, Payroll Management System, Public Financial Management System (PFMS) and Easy Pay Portal.
9. A digital repository of financial accounts is maintained along with provision of payments through National Electronics Fund Transfer (NEFT) for payment of fees.



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10. The Miranda House Library, utilizes state of the art library management software's such as LSEASE and Online Public Access Catalog (OPAC).
11. Through digitizing certificates and official approvals, the college intends to substantially reduce its use of paper.
12. In important transit and access points, digital display boards have also been placed to provide critical information.
13. The student-administration interface has also been digitized with booking of auditoriums, seminar rooms and other community spaces and reporting repair of non-functional infrastructure items being done through apps.
14. Teaching faculty is also able to provide access and update regular attendance, study material and evaluation for students through the acadME app.

### **Expected Outcomes**

The expected outcome of this policy is simplifying and streamlining the structure of administration. It also seeks to make the process of administration more transparent and efficient. By embracing e-governance tools, the institution intends to provide quick delivery of student based services.