



BHARATI VIDYAPEETH'S
COLLEGE OF FINE ARTS

Approved by AICTE Affiliated to Savitribai Phule Pune University, Pune

6.2.2: Institution implements e-governance in its operations

- a. Administration
- b. Finance and Accounts
- c. Student Admission and Support
- d. Examination

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1	Syndicate Policy document on e-governance



- Founder & Chancellor -
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BHARATI VIDYAPEETH'S **COLLEGE OF FINE ARTS**

Affiliated to University of Pune & Recognised by AICTE, New Delhi

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and Beyond

BHARATI VIDYAPEETH

Founder Hon'ble Dr. Patangrao Kadam

Date:- 06/07/2021

E-Governance Policy


Scope:

This policy applies to the following domains:

- General Administration
- Student Admission
- Examination
- Library
- Accounts and Finance
- ICT Infrastructure

Objectives:

- Integrate E-governance across all college operations.
- Foster transparency and accountability within college administration.
- Establish a paperless ecosystem.
- Facilitate smooth and rapid access to information.
- Enable Wi-Fi connectivity throughout the campus.
- Equip classrooms with ICT resources such as desktops, smartboards, and projectors.


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Policy:

The college commits to implementing e-governance across all functional areas, including but not limited to library services, financial accounts, admissions processes, administrative tasks, teaching activities, and examination procedures. This policy is meticulously crafted to ensure transparency and accountability in every aspect of college operations.

Additionally, the college will establish specific policies and procedures governing the following domains:

Website: The college website will serve as a comprehensive information hub, providing insights into college activities, important announcements, courses offered, and other relevant details. It will serve as a dynamic platform to reflect the college's vibrant atmosphere and ongoing initiatives. All critical notifications will be promptly posted on the website as soon as they are released.

Student Admission: Admission records will include essential student details such as admission year, branch, and registration number. Utilization of online software will streamline record-keeping and data retrieval processes, enhancing efficiency and accessibility.

Academic: Faculty members will utilize advanced Excel tools for tasks such as recording attendance and internal assessments. Automated generation of monthly and semester-end reports will simplify assessment processes. Additionally, online platforms will be utilized for collecting student feedback and disseminating study materials.

Administration: The implementation of ERP software will facilitate the efficient recording and management of various administrative tasks, including the creation of e-certificates, management of fee types, and the provision of user logins for faculty members.


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Library: The institute library will be equipped with fully automated Koha software featuring a user-friendly Interface and barcode support. This software will facilitate efficient search and export functions for most reports. Additionally, the college will expand its e-learning resources to benefit both teachers and students.

Examinations: The examination process will adhere to the e-governance policy established by the university, ensuring compliance with regulatory standards.

Accounts and Finance: The institute accounting operations will continue to utilize Tally software, with a focus on procuring and implementing the latest versions. This will enable efficient recording of financial transactions such as fee payments, cash management, expenditure tracking, and audits. Payments will primarily be conducted through online modes such as NEFT, RTGS, and bank transfers.

ICT Tools: The institute will ensure sufficient availability of desktops for both students and faculty members. Computers and printers will be accessible in the administrative block, while projectors and multimedia devices will be provided in various facilities such as classrooms, seminar halls, and laboratories. Adequately configured servers will facilitate fast data transmission across the network. Office automation packages including Open Office, MS Office, and antivirus software will be procured and regularly updated for desktops & laptops Coral Draw/ Adobe Suite.


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