

Institutional Policy for E-Governance, E-Content and E-Resources

E-governance envisages the sole vision of enhancing the system of governance or the development of the college by leveraging new and cutting-edge technologies. The broad areas of e-governance are in examinations, admissions, day-to-day operations of the departments, academics, placements, management information systems and stakeholder inclusion in a staged manner.

The College provides and facilitates efficient e-governance in the college to serve all the stakeholders. E-governance is used to automate, transfer, and analyze the data or information in the college administration for all the purposes such as admissions, workload, timetable, internal assessment, examination, attendance and result etc.

Area of Implementation:

- 1. Website and social media
- 2. Student administration
- 3. Academics & office
- 4. Communication system
- 5. Finance & accounts
- 6. Library
- 7. Feedback



- 8. Online video lectures and e-content
- 9. E-waste management.

1. Website and Social Media: The website is a crucial centre that reflects the college. All activities, important notices and courses of the college are available on the college website etc. The website acts as a mirror of the college's activities and information. Important notices are easily available on it. The website is hosted and deployed by a third party appointed by Bharati Vidyapeeth, Pune on a secure platform. Along with it, training is given to the existing staff. The concerned person has responsibility for website administration at the college level. Important information and achievements are posted on social media. A Website Committee is formed for the administration of the college website. The Committee looks after the process of updating, maintaining and working on the website regularly. The College strives to showcase its vibrancy and activeness through its website. All the important notifications are to be live on the website.

2. Student Administration: The College brings out its notice which is displayed on the website as well as on the notice board for the admission process. The website is used to manage the admission process in the college. Several students can apply to each course by visiting the website.

3. Academics: Teaching faculty and non-teaching staff are given training for overall development. The college keeps them abreast of the new technology.

4. Communication: Regular communication is done with the students concerning fees, college updates and other academic matters that are uploaded on the noticeboard and website. The teachers have made WhatsApp groups through which they communicate with the students.

5. Finance and Accounts: The College has finance software to maintain accounts and finance and reports regarding it to be generated.

6. Library: The College continues to maintain its academic excellence by maintaining a well-stocked library. The College regularly adds more and more e-learning resources for the benefit of the teachers and the students. The College keeps the continuity of subscribing to new journals and books.

7. Feedback: Feedback from students, parents and alumni of our college is taken in online/offline mode.

8. Online Video Lectures and E-Content: The sudden outbreak of a deadly disease called COVID-19 caused by a Corona Virus (SARS-CoV-2) shook the entire world. This situation challenged the education system worldwide and forced educators to shift from an offline to an online mode of teaching overnight. The College provides necessary facilities for staff to develop e-content.

9. E-Waste Management: We adopted the e-waste policy of Bharati Vidyapeeth, Pune. Our college ensures that the usage of technology and the generation of e-waste does not impact the environment.

To promote the use of ICT for e-governance, the administrative staff is trained and their capacity-building is taken up regularly to use the products and services of e-governance at the college. E-governance works as the key to good governance by offering an effective, efficient, accountable and transparent administrative system in the college.

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