



## BALASAHEB DESAI COLLEGE, PATAN

Arts, Commerce, Science (UG & PG), B.C.A. & Vocational

Patan - 415206, Dist. - Satara (Maharashtra)

Phone : (02372) 283047, [E-mail-str bdcp@rediffmail.com](mailto:bdcp@rediffmail.com)

Website: [www.bdc.edu.in](http://www.bdc.edu.in)



Principal

**Dr. S. D. Pawar**

M.A. Ph.D

Certified

### Policy of E-Administration:

Administrative office, being a service provider, persistent variety of tasks such as maintain and upkeep of records, documents, various reports, student data, compliance and correspondence with various agencies, financial accounts, various registers, and logbooks. Quality of the service depends on timely, quick response, diligence, instant access to information, timely disposal and zero pendency, functional redressal mechanism and stress free administrative processes.

To achieve this, the College has acquired IT-enabled processes with the specific objectives.

#### **Objectives: The institution shall endeavor to attain:**

- Total automation in office administration.
- Digital mode of inter/intra-institutional communication.
- Instant access to information, instant tracking, accessing, and sharing of the documents.
- Providing remote/on-line services through interactive web-portal.
- Creating on-line feed-back mechanism through web-portal with in-built mechanism of auto-generated and analyzed reports.

#### **IT based processes:**

- Student Information System with database back-up module.
- Online Admission System.
- Instant issuance of various certificates with the facility of on-line application
- E-mail mode of communication.
- Inward and outward register with the tracking of movement of documents.
- On-line application for scholarships, free ships, bursaries
- Auto generated Messaging System
- Quick Response System (QR code scanning facility)
- Institutional have various web platforms like website, You-Tube Channel, Facebook Page, Blogs, Whats App groups for accession, dissemination, sharing of information.

#### **Plan of Action:**

- Orienting campus community so as to be comfortable with the technology driven processes
- Conscious investment on digital infrastructure and hardware
- Converting all classrooms into ICT enabled classrooms
- Engaging tech-professional for software development to devise IT enabled processes
- Installing Wireless fidelity (Wi-Fi) routers to cover the entire campus.
- Ensuring un-interrupted internet connectivity
- Developing interactive web portal and initiating IT enabled processes
- Promoting optimal use of ICT in academic delivery (Teaching learning-evaluation process)
- Encouraging faculty/students to use e-resources, developing e-contents
- Creating student utility “Common Computing Facility Centre” in library



  
**PRINCIPAL**  
 Balasaheb Desai Collage  
 Patan, Dist: Satara