



BHARATI VIDYAPEETH'S
COLLEGE OF ENGINEERING, LAVALE, PUNE 412 115
INSTITUTE PERSPECTIVE PLAN (2018-2023)

E-GOVERNANCE POLICY

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

- ❖ College Administration
- ❖ Student Admission
- ❖ Examination & Evaluation
- ❖ Library Management
- ❖ Account & Finance Section
- ❖ ICT Infrastructure
- ❖ E-waste Management

OBJECTIVES

- Implementation of E-governance in all functions of the college to provide a simpler and more efficient system of governance within the college.
- To achieve and create a paperless environment in the college.
- To make a green campus.
- Providing easy access to information.
- To maintain the Data in a secure environment.
- Making the institution visible globally.
- To provide easy and quick access to information.
- Promoting transparency and accountability in all the functions of the college.
- To make our Classrooms ICT-enabled having Desktops, Smartboards, Projectors, etc.
- Implementation of E-governance in various functioning of the institution
- Achieving efficiency in our functioning.
- Facilitating online internal and external communication between various entities of the institution.

Policy:

1. To provide a simpler and efficient system of governance within the college, it is decided to adopt and implement E-governance in maximum activities of our functioning.
2. Institutions to embrace e-governance for the seamless access of data for better decision-making at various levels of the organization.

Area of Implementation:

1. Website & Social Media

2. Student Administration including Hostels
3. Academics & Office
4. Communication System
5. Finance & Accounts
6. Library
7. Placements
8. Alumni

E-governance in the following areas: For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative, and society reserves the right to implement e-governance even in the areas not enlisted.

1. Website & social media: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. The website should act as a mirror of the college activities and information about all activities, important notices, etc. should be made easily available. The website is hosted & deployed by a third party on a secure platform.

Along with it, training should be given to the existing staff, and people should be identified who will undertake the responsibility of website administration and updating at the college level. Important information & achievements will be posted on social media. A Website Committee is to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining, and working on the website regularly. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications

must go live on the website as and when they are released. The website of the college is to be continuously updated considering the new changes.

2. Student Administration: The College brings out its notice which is displayed on the website as well as on the notice board for the Administration.

3. Academics: Admin Staff (Teaching as well as non-teaching Staff) to be provided with adequate training and development to keep them abreast with the new technology at regular intervals.

4. Communication: Regular updates are communicated concerning Students Fees, college updates & other academic matters by uploading notices on the website and WhatsApp group made by Staff.

5. Finance & Accounts: For ease of maintaining accounts & Finance suitable Accounting & Finance Tally Software package is utilized. Reports can be generated for all Staff members. Payments are generally made and received through online modes such as UPI, NEFT, RTGS, Bank Transfers, etc.

6. Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Professors can apply to get books by different authors for the subjects they are teaching to increase the knowledge database. E-library is also available for e-books and other literature.

7. Examination: Examinations/student assessments play a very important role in deciding the quality of education. As per the directions of SPPU, it is mandatory to handle examinations in an online mode such as Filling out examination forms, Reevaluation forms, Photocopy forms, Obtaining Hall tickets, receiving Exam papers, uploading marks, etc. Confidentiality is to be maintained while handling exam-related work. The College Examination Officer should supervise the entire process of examination under the guidance of the Head of the Institute.

8. Placements: Placement Officer to maintain student info & provide access to placement to students.

RN Patil
I/C PRINCIPAL
BHARATI VIDYAPEETH
COLLEGE OF ENGINEERING, LAVALE
Tal-Mulshi, Dist. Pune



: Founder :
Dr. Patangrao Kadam
M.A., LL.B., Ph.D.

BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, LAVALE, PUNE

(Recognised by AICTE, New Delhi, DTE Mumbai & Affiliated to Savitribai Phule Pune University)
● Id No. : PU/PN/Engg./443/2012 ● DTE College Code : EN6796 ● AISHE Code :- C-41597

I/C Principal
Prof.(Dr.) R. N. Patil
M.E.(Met.), M.E.(Prod.), Ph.D.(Mech. Engg.)

Ref. No. : BV / COEL / / 20
Date :

GOVERNING BODY

Sr.No	Name	Designation	Position
1	Hon. Dr. Vishwajeet Kadam	Secereatry, Bharati Vidyapeeth	Chairman
2	Dr. S.F. Patil	Educationist Nominated by Trust	Member
3	Dr. K.D. Jadhav	Educationist Nominated by Trust	Member
4	Dr.A.S. Padalkar	Educationist Nominated by Trust	Member
5	Dr. P.B. Mane	Educationist Nominated by State Government	Member
6	Nominee of the Affiliating University	Nominee of the Affiliating University	Member
7	Regional Officer & Deputy Director, WRO, Mumbai	Nominee of AICTE	Ex-Officio
8	Regional Deputy Director, DTE, Pune	Nominee DTE	Ex-Officio
9	Dr. R. N. Patil	Principal, BVCOE, Lavale by Trust	Ex-Officio – Member Secretary for GB
10	Dr. U .S. Patil	Faculty Member Nominated by Trust	Member
11	Mr. Y .V. Kadam	Faculty Member Nominated by Trust	Member

R.N.P.
I/C PRINCIPAL
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Tal-Mulshi, Dist. Pune

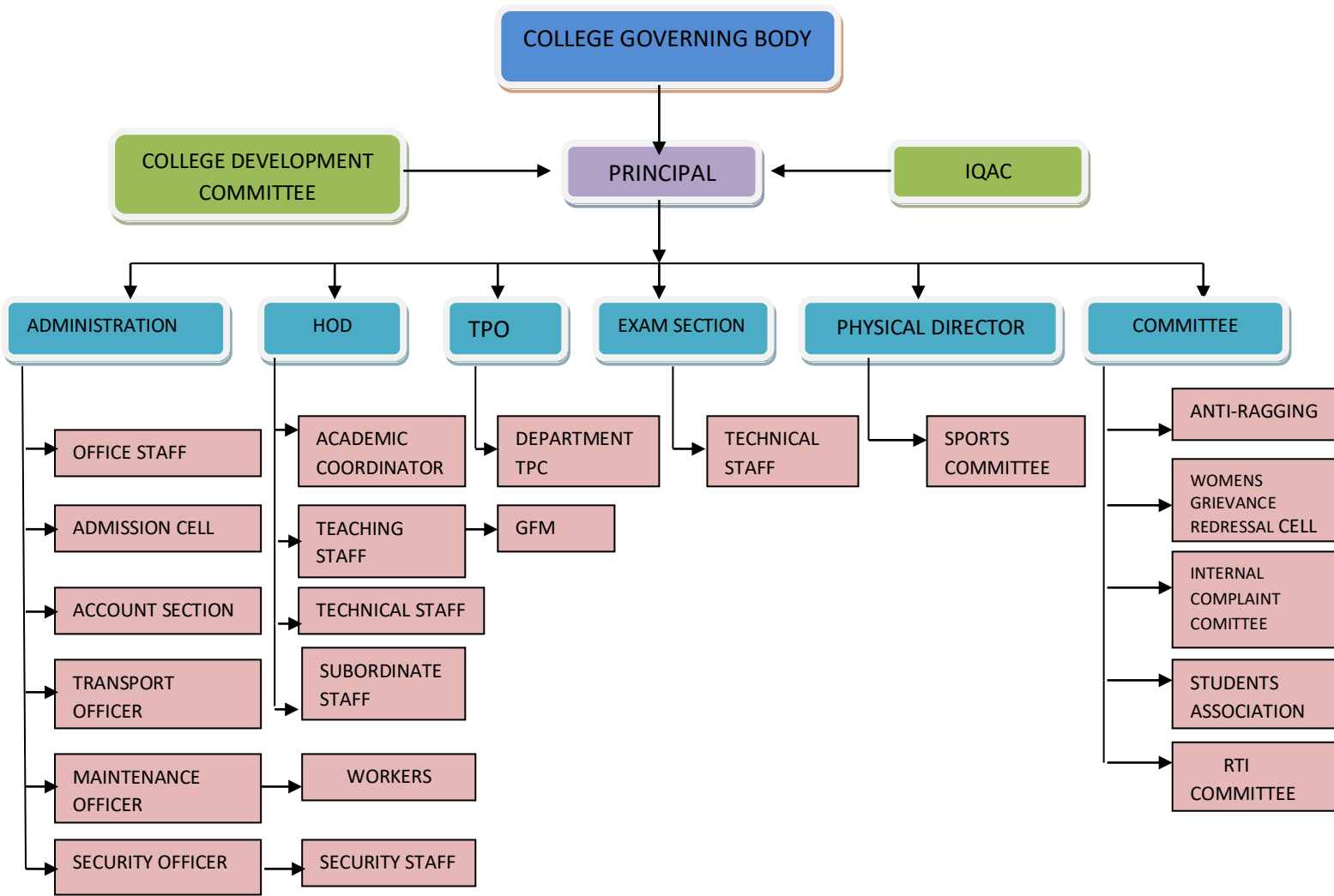
At / Post Lavale, Tal. Mulashi, Pune - 412 115.
Phone : (020) 20291357 Email : coelpune@bharatividyaapeeth.edu
Website : <http://bvcoe.bharatividyaapeeth.edu>



BHARATI VIDYAPEETH'S

COLLEGE OF ENGINEERING, LAVALE, PUNE-15

COLLEGE ORGANIZATION PLAN



IQAC–INTERNAL QUALITY ASSURANCE CELL
 HOD – HEAD OF DEPARTMENT
 TPO – TRAINING & PLACEMENT OFFICER
 GFM–GUARDIAN FACULTY MEMBER
 TPC–TRAINING & PLACEMENT COORDINATOR

ROLES AND RESPONSIBILITIES

1. COLLEGE GOVERNING BODY

- The Governing Body is responsible for the operation of all aspects of the College including its finance, educational and research functions, and domestic arrangements.
- To seek professional advice where appropriate.
- To take overall responsibility for student welfare.
- Determining and reviewing the educational character and mission of the College and for the oversight of its activities.
- Approving annual estimates of income and expenditure.
- Approving a Quality Strategy for the College.

2. PRINCIPAL

- Looks after all the Administrative and Academic activities falling in line with the AICTE norms in all aspects.
- Appoints Faculty Member according to the norms of the AICTE.
- Monitors admission, to organize placement activities in coordination with Placement Director., create an environment for industry institute interaction, coordinate R&D activities, coordinate staff and external organization for R&D and consultancy, maintain discipline among students and staff.
- Monitors smooth conduct of Quality Management System.

3. COLLEGE DEVELOPMENT COMMITTEE

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- To Decide about the overall teaching programmes or annual calendar of the college.
- Make specific recommendations to the management to encourage and strengthen activities in the college.
- Make recommendations regarding the students' and employees' welfare activities in the college or institution.
- Frame suitable admissions procedure for different programmes by following the statutory norms.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

4. IQAC INTERNAL QUALITY ASSURANCE CELL

- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs / activities leading to quality improvement.
- To act as a change agent in the institution.
- Acting as a nodal agency of the institution for quality-related activities.

5. ADMINISTRATION

- To enhance the office staff's ability to manage and organize office effectively and professionally.
- Develop an appropriate office management strategy.
- Maintains the Faculty Member leave records like casual leave, vacation, on duty & permission.
- Takes care of student scholarships like first graduate, S.C, S.T M.B.C scholarships.
- Acts as a Coordinator for all the activities relating to the maintenance of the College.

OFFICE STAFF

- Works under the direct supervision of the Administrative Officer and executes the work.

ADMISSION CELL

- To maintain the records of Students.
- To collect the Documents of Students.
- To keep Record of Joining and Leaving Date of All Students.

ACCOUNT SECTION

- Keeps account of financial transactions such as admission fees, semester fees, hostel fees etc.
- Keeps account of all the financial transactions related to repair, maintenance, purchase etc.
- Disburses salaries for the employees of the College.
- Prepares the annual account, get it audited.
- Deals with banks and other financial institutions regarding loans etc.
- Will be responsible for filling of annual returns.

TRANSPORT OFFICER

- Responsible for arrangement of transport for students and staff from College to City & vice versa.
- Responsible for periodical maintenance of all the buses and in case of any major repair should report to the Principal immediately.
- Responsible for a periodical check of the log books maintained by the drivers.

MAINTENANCE OFFICER

- Discharges the duties under directions of the principal.
- Supervises, executes the works in all electrical, gardening and cleaning according to the norms and standards.

WORKERS

- To do the duties assigned by the maintenance officer.

SECURITY OFFICER

- Acts as in charge for Gate Entry of students, teaching & non-teaching members and any other contract workers inside the campus.
- Monitors the Public movement in and out of the college premises.

SECURITY STAFF

- In charge for monitoring the persons inside the campus; verifying the ID Cards.
- Issues the Visitor ID and collects the required data from the visitors.

6. HOD

- Responsible for all the academic affairs of the Department.
- Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
- Reports to the Principal regarding all the requirements of his/her department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
- Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly meetings.
- Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.

ACADEMIC COORDINATOR

- Academic Coordinators are responsible for effective curriculum delivery, the achievement of departmental goals, learning outcomes and the meeting of targets and benchmarks.
- Determining annual goals and related targets.
- Organising regular meetings, circulating information.
- Preparation of academic calendar each session

TEACHING STAFF

- Modelling professional behaviour at all times to inspire the students..
- Keeping accurate records to contribute to your organisation's quality improvement strategy.
- Keeping accurate records of individual students progress and future needs.
- Ensuring own professional development.
- Designing or Amending new learning resources.

GFM

- Mentor each student at academic and personal level.
- Keep a record of students, which mainly includes their contact details.
- Keep record of registration of students per semester who have been enrolled.
- Maintain attendance record of every student, display list of defaulters on notice board, and inform parents about the progress of students.

TECHNICAL STAFF

- Takes care of consumables, maintains and assists in conduction of the lab
- Maintains the cleanliness inside the lab and executes the safety norms
- Maintains the stock register.

SUBORDINATE STAFF

- Performs the duty assigned by the HOD & other Teaching Staff.
- Helps to maintain the eco friendly environment of the institution

7. TPO

- Responsible for all the activities relating to the students placement.
- Coordinates with the industries for providing the vocational training courses to students.

- Arranges guest lectures, workshops, seminars, industrial visits & educational tours for students.
- Coordinates with the different industries for on-campus and off-campus interviews of the meritorious students for providing suitable jobs in their organizations.

DEPARTMENT TPC

- In order to understand the working of Corporate Sector, the TPC plans and executes visits of pre-final/ final year students to different Industries/ Organisations located in different regions to get right exposure and opportunity for training.
- Department TPC will invite experts to offer career guidance and will organize workshops for providing training.
- Keep all Records of placed students and other data related to different Companies.

8. EXAM SECTION

- To prepare schedule of Examinations.
- To appoint Paper setters, examiners, moderators.
- To send Result of verification and revaluation to students.
- To deal with the cases of any unfair means.

TECHNICAL STAFF

- To distribute Stationery to exams centers.
- To receive revaluation forms from students.
- To Check Exam Forms of College Students.

9. PHYSICAL DIRECTOR

- Responsible for all the activities related to the Physical Education.
- Arranges a physical fitness camp for the students and staff.
- Responsible for procurements, maintenance of sports goods, play fields and other items related to the Physical Education.
- Coordinates Intra College and Inter College, Inter University and Inter State competition for different sports.

SPORTS COMMITTEE

- To arrange different Sports Activities.
- To Keep record of Activities.

10. COMMITTEE

A) ANTI-RAGGING

- To make surprise raids on hostels and other places vulnerable to incidents of ragging and having the potential of ragging.
- To conduct on the spot enquiry in to any incident of ragging.

B) WOMENS GRIEVANCE REDRESSAL CELL

- To resolve issues pertaining to girls'/women's sexual harassment.
- To equip the female students, faculty and staff members with knowledge of their legal rights.
- To safeguard the rights of female students, faculty and staff members.
- To provide a platform for listening to complaints and redressal of grievances.

- To incorporate hygiene habits and ensure a healthy atmosphere in and around the college.
- To ensure personality along with academic development of students.

C) INTERNAL COMPLAINT COMMITTEE

- To avoid incidents pertaining to sexual harassment
- The Complaints Committee will be responsible for the redressal of complaints made by employees and ensure time-bound treatment of the complaints as provided in the Act.

D) STUDENTS COMMITTEE

- Has the general responsibility for coordinating the activities of the Student Council and for directing and overseeing the publicizing of the affairs of the Student Body.
- To keep all financial records, disburse funds, and present monthly and annual accounts of financial status of the Student Association.
- To maintain the permanent records of the Students in association and will assist the further Communications.
- To ensure that different activities are performed which are beneficial to students.

E) RTI ACT COMMITTEE

- The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government, contain corruption, and make our democracy work for the people in real sense.



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Procedures and policies.

Bharati Vidyapeeth's College of Engineering, Lavale, Pune is affiliated to Savitribai Phule Pune University (SPPU) and is approved by the All India Council for Technical Education (AICTE), New Delhi and Directorate of Technical Education, Maharashtra state. The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, shall be the authority for Centralised Admission Process and shall direct the students as per their allotment through CAP. There are various committees in the college which are dedicated to the maintenance and upkeep of the infrastructure. Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff. The maintenance schedules are executed with the support of both internal and external agencies. The consolidated report of the yearly maintenance is recorded by Administrative officer for reference. This policy has been approved for implementation by the Faculty co-ordinator after consultation with key stakeholders.

Physical, Academic, Support facilities are as follows :

1. Library
2. Suggestion box
3. Laboratory
4. Classrooms
5. Computers
6. Sports

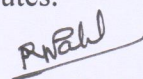
Procedures and Policies for maintaining and utilizing physical facilities:

Sr. No.	Physical facility	Procedures	Policies
1.	Library	The requirement and list of books is taken from the concerned departments and HoDs are involved in the process. The finalized list of required books is duly approved and signed by the Principal.	Students can issue 2 library books on 2 library borrow card for a week. Renewal of the books will depend on availability and requirement of the same
			by others.
2.	Laboratory	Record of maintenance account is maintained by lab technicians and supervised by HODs of the concerned departments.	Charts are utilized in the Laboratory. Student are not allowed to remove charts from the laboratory. The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory. No students are allowed to do experiments in the absence of teacher.

3.	Classrooms	The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HoDs submit their requirements to the Principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment's.	Full time sweepers cleanliness of class rooms are appointed. There are technicians, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure.
4.	Computers laboratory	Centralized computer laboratory established by University funds and more funds are used to maintain computers in the college. Computer maintenance through AMC is done regularly and non-repairable systems are disposed off.	Students are not to disconnect the computers' or monitors' power supply either from the computer itself. Students will be held liable for any damage caused should they do so. Removal of documentation, software,

			or equipment from the labs is prohibited. Software in the labs is subject to copyright licensing agreements. Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws.
5.	Sports	Sports is an internal part of the college and physical director are available for the students. Sports – Table Tennis, Baseball, Volleyball, and Badminton Court are few of the highlights.	All the necessary sports equipment's are provided to the students. Students are encouraged to participate in various sport activities at college and University level. Our college organizes all FE students are Physical Skill Test and annual sports week every year and the first three winners are felicitated.

The other infrastructure facilities available are Library with reading room, digital libraries with free journal access to students and faculties, Canteen, student mess, Seminar Halls, 66 MBPS Internet leased line with Wi-Fi at Designated locations, Volley ball, Basket Ball and Kabaddi ground, Gymnasium, Open Air Amphitheatre and Hostels for Boys and Girls. The Training and Placement cell of the institute is very active and it invites renowned companies from different fields for Campus Placements. There is Bharati Vidyapeeth's Rural Medical Hospital on Campus which provides treatment to students at discounted rates and also conducts Blood Donation, Eye Donation Pledge and Other General Hygiene Camps. For transportation of students and faculty members from different areas of the city, College runs 9 buses on different routes.


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