



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE
FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

E-Governance policy Of

Dr. Bhanuben Nanavati College of Architecture for Women

Karvenagar, Pune

Key objectives of the policy

- The primary objective is to implement E-governance in all the functions of the institute for providing an efficient system of governance.
- To encourage transparency and accountability in all the functions of the college with the help of ICT that can be utilized to automate, transfer, and analyse the data or information in the college administration for all the purposes of admissions, workload, timetable, internal assessment, examination, attendance, result etc.
- To provide quick and ready access to information.
- To ensure a Wi-Fi enabled campus.
- To render the classrooms ICT Enabled, equipped with smartboards, and projectors etc.
- To establish a fully automated Library
- To make the LMS accessible, usable, anytime-anywhere to continue education.

Policy:

Dr. B. N. College of Architecture for Women (BNCA) implements e-governance in various aspects of functioning including library, accounts, admissions, administration, teaching, etc. for which the following policies and procedures have been framed:

A. Website:

The college has a website that reflects the Vision, Mission, history, aims and objectives, information related to faculty, infrastructure, courses offered, various activities, noble initiatives taken by the institute, important notices etc.

To ensure the smooth running of the website, a separate service provider/web designer has been appointed by the college.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

Under the e-governance policy, BNCA has constituted a website committee that takes care of the college website and ensures a speedy update of the latest notices/activities. The college strives to showcase its vibrant self and activeness through its website.

B. Admission of students:

The college follows a transparent strategy for the admission process which is reinforced by the code of ethics and conduct. All the admission related affairs are managed through the admission portal including update on the number of students applying for each course, fee submission, reports etc. The brochure having detailed information pertaining to the student related admission is displayed on the website.

C. Accounts:

The accounts office uses the software called Tally which offers advanced features in maintaining financial records effectively and efficiently.

Appropriate security measures are taken for maintaining confidentiality of the transactions. The college conducts training of the existing staff and ensures that the software is updated regularly.

The College also utilises software which is used to manage the funds received from the students, Payroll Management System, helping in ease of salary calculation, generation of salary slips, dispersal of the same to various bank accounts. TDS, Provident Fund, Allowances are also managed through the software.

D. Library

BNCA College Library is one of the oldest among Architecture college libraries. It came into existence along with the foundation of the college in 1994. BNCA College Library is fully Air conditioned and computerized/digitalized. It has Wi-Fi facility.

A well-known and globally used open-source software called KOHA is implemented at BNCA to keep online record of books and maintained to ensure transparency and smoothness in the process.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

The BNCA library has unique web-opac online system by which the users (students/teachers) can search for the books/reading materials online from anywhere anytime. MKSSS is maintaining Union Catalogue , for which BNCA Library is apart, with all sister concern libraries.

The library is open to bonafide students of all the classes. There is a well-equipped Reading Room, which subscribes to many dailies, weeklies, periodicals, and journals on a variety of subjects. Library has several electronic resources for which remote access is facilitated to users.

The college continues to add e-learning resources for the benefit of the teachers and the students and recommendations are taken from the teachers and students while subscribing to the e-resources.

E. Administration:

Digital messaging services like SMS, Mails will be put to maximum use for real-time information sharing with parents, students and staff in relation to absentee intimation, academic performance, holidays and other required information.

An Attendance Management Software will be used by the faculty and staff to record and track attendance, Internal assessment etc.

The administrative Office will use advanced Excel and File Management System Tools to maintain data.

Make transition towards Paperless transactions by enhancing the use of Office365 facilities like;

- ✓ Office365 sheet: For data collection from Various Departments
- ✓ Office365 Docs: To prepare notices and activity reports.
- ✓ Office365 Forms: To prepare Feedback forms and get online feedback from stakeholders.
- ✓ Office365 Teams for online meetings.

The Administrative staff is provided regular and adequate training to help them keep abreast with the new technology.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

The Administration shall use e mail service in its communication with Governing Body members as well as the teaching and non-teaching staff. Regularly publish administrative information including notices and circulars on the website and digital displays at all strategic locations.

All staff members are using Biometric attendance. Upgraded to a fully automated, wireless office with 24x7 internet facility. CCTV Cameras will be installed at various places of need.

ICT shall be introduced in every administrative function /work.

F. Examination:

The college follows an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any. The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

G. Distinguished Alumni:

The college has a distinguished alumni webpage that helps in strengthening the alumni relationships.

H. E-Waste Management:

BNCA ensures that its usage of technology and generation of e-waste does not impact the environment. The Environmental Architecture Masters department, the NSS Unit of BNCA, the Sustainability Cell and teachers are promoted to make the campus as eco-friendly as possible.

I. Hardware & Software Infrastructure :

The College ensures that it has adequate number of desktops and laptops for students and staff and Computers and printers to be made available in the administrative and teaching block. Projectors and other multimedia devices are provided in the auditorium, classrooms, seminar rooms and laboratories.

The College maintains adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.



MAHARSHI KARVE STREE SHIKSHAN SAMSTHA



Affiliated to Savitribai Phule Pune University.(SPPU)
University Affiliation No.: PU/PN/ARCH/109/1994.
Approved by:
*Council of Architecture.(COA),New Delhi
*All India Council for Technical Education (AICTE)
*National Assessment & Accreditation Council(NAAC)



DR.BHANUBEN NANAVATI
COLLEGE OF ARCHITECTURE

FOR WOMEN

Gate No:04, BNCA Campus,
Cummins College Road,
Karve Nagar, Pune 411 052.
Ph: +91 20 25474062 / 25476966
E-mail:mail@bnca.ac.in, www.bnca.ac.in

College frequently updates its IT infrastructure. It is done based on availability of funds. It ensures that there are enough computers for academic purposes. College has policy to provide every necessary IT infrastructure to all departments in the college. The IT infrastructure of the college is regularly maintained by appointing local agencies and persons when need be.

Prof Umesh Chavan
Head, IT, BNCA

Dr Sharvey Dhongade
Vice-Principal

Dr Anurag Kashyap
Principal