



Managed by Surat Education Society
Sheth C. D. Barfiwala College of Commerce
(Affiliated to Veer Narmad South Gujarat University, Surat)

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ISO 9001:2015 Certified ISO 14001:2015 Certified

E – Governance Policy Document

Sheth C. D. Barfiwala College of Commerce takes a holistic view on the e-Governance initiatives across various activities of the college in an efficient manner.

Policy Purpose and Objectives:

The aim of this policy document is:

- To facilitate e-Governance facilities whenever possible in for improving the efficiency of various functions within the college.
- To ensure effective implementation of e-governance across all the functions within the college.

Scope of the Policy:

The scope of this policy covers day-to-day operations of various functions and processes within the college covering the students life cycle - Student Administration - Admission ; enrollment ; roll call, teaching and learning ; general register ; students progression within the college ; continuous evaluation and university end examination, results ; fees collection, and all support services like general administration ; Accounts and Finance management ; purchases ; establishment of ICT Infrastructures ; e-Waste management ; Library, , etc. facilitating all the stakeholders in the college namely students, administrative staff and teaching faculty as well as affiliating university and other stakeholders like regulatory authorities.

Elements of Policy: Implementation and up-gradation of Information Technology (ICT) enabled processes in the various realms of e-Governance at our College are enumerated below:

e-Governance in Administration:

- All functionaries in administrative offices shall be adequately equipped with ICT-enabled systems with licensed software and internet facilities, wherever required, for necessary connectivity.
- The college administration shall be equipped with a customized user-friendly Enterprise Resource Planning (ERP) solution to manage students' attendance, semester fee etc.



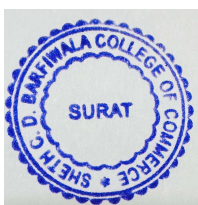
- All the classrooms, conference rooms and the seminar rooms shall be furnished with ICT-enabled projectors and screens.
- CCTV-cameras shall be installed and maintained at all strategic locations to ensure proper surveillance.
- The college shall develop and maintain a user-friendly website to disseminate general information as well as updates to its students, teaching and non teaching staff and to the public, in general.
- The website shall be periodically reviewed by the ICT enabling unit of the college.
- All official communications as far as possible shall also be sent via e-mail and other available online platforms.
- The college shall ensure that all the faculty members and non-teaching staff are imparted special ICT training programs for their continuous growth.
- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.
- The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.

e-Governance in Finance and Accounts:

- The accounts section shall operate and manage their entire accounting operations on ERP software including pension and payroll related processing.
- The college shall perform all the financial transactions through the Public Financial Management System (PFMS) in line with the extant guidelines by the Government of India.
- The college shall perform all TDS related functions on related portal.
- The college shall utilize as far as possible Government e-Marketing (GeM) portal for procurement of all goods and services available on GeM to enhance transparency and efficiency in public procurement.
- The college shall make arrangement for collection of semester fee, examination fee etc from students through online mode.

e-Governance in Student Admission and Support:

- The college shall adopt online mode of admission process in alignment with affiliated university from time to time.
- The college shall also subscribe to online platforms to support online teaching learning process, trainings, lectures, webinars and other official interactions etc.



- The college shall also ensure that all the students are sufficiently skilled to enable them to benefit from ICT-enabled systems installed in the college.

e-Governance in Examination related work :

- The college shall digitalize examination related processing like generating of admit card, release of internal evaluation marks, transfer of internal marks to university, assigning answer books evaluation to faculties, generating remuneration bills for examination etc. in alignment with affiliating university practices.

E- Library

- The college shall automate and digitize its Library functions and support accession and issue/return of books from the library
- The college shall provide e-resources for remote access of the content from other sources also.

Expected Outcomes:

The outcomes expected from this policy include:

- The overall improvement in the productivity of the college through simplification and digitization of the various processes across various functions.
- Ensuring transparency and accountability in the functioning of the college.
- Enable ease of retrieval of information.
- Providing speedy response to student centric queries or problems.

**PRINCIPAL
SHETH C. D. BARFIWALA
COLLEGE OF COMMERCE, SURAT**

