E-Governance Practices

1. E-governance in Administration:

- Administrative office is well equipped with modern required hardware and software resources to facilitate e-governance.

- ERP (RWork) is procured, which facilitates – Student and staff onboarding. It also helps maintenance of their up-to-date data.

- Faculties use laptops or computers and extensively use ICT tools for efficient and effective teaching-learning process and performance evaluation of students.

- All the classrooms and conference rooms are well equipped with ICT facilities like smart projectors, and interactive boards.

- Campus wide surveillance is ensured through the installation and maintenance of 72 Hikvision CCTV cameras at all strategic locations.

- Staff Attendance is captured through biometric system though eSSL Biometric Software.

- All official communication within staff and students is done through Gmail. Institute has its own google workspace account *bitwarda.ac.in* under ernet.

- Email distribution lists are created for a specific class, department faculty members etc. that enable faster broadcasting of messages to restricted individuals / closed groups.

- All faculty members have adopted e-resources like – Google classroom for sharing course artefacts, Google forms / Moodle for assessments, Google sheets for data collation etc.

- WhatsApp groups are also used for faster and synchronous communication with students and faculty teams considering the wide accepted reach.

- ERP facilitates management of academic information like – Vision/mission, program management -CO/PO/PSO/Mapping, course management, Student enrollment/promotions.

- Leave management system is developed by the Institute to significantly streamline and automate the process of tracking and managing staff leaves.

- College Library has been fully automated. with Library Management Software "Digital SoftLib (Digi SoftLib) : Version 5.5" . With this accessioning, issue /return of books, Fine collection and OPAC has become easier and faster.

- A digital library setup is available for students and staff to access the e-resources through DELNET and NDLI.

- College website serves as an information hub, where visitors can get a feel of campus life, events that take place, explore education opportunities. https://bitwardha.ac.in/

- Website has a document portal for sharing internal document like notices a concrete step towards paperless office.

- Digital form for student grievance is also uploaded on the website for quicker and wider access.

- The website maintenance committee plays a key role in the planning, development, maintenance, and improvement of a website.

2. E-governance in Finance and Accounts:

- TALLY ERP 9 is used to perform and manage all the major accounting operations

- TALLY also facilitates Fee collection and receipt printing.

- QFix is the payment gateway, which enables fee collection through e-payments.

- NPS account transaction with the bank are facilitated online.

3. E-governance in Student Admission and Support:

- Student Admissions in the institution are done through Centralized Admission Process of DTE (Directorate of Technical Education), which take place completely online.

- Institution Website has a dedicated sections to provide all the information on admissions and the process to be followed https://bitwardha.ac.in/admission/

- During the admission process the website maintenance team ensures that this section is up to date with important current information.

- Admission enquiries can be done through the form hosted on the website and are answered by team online.

- A chatbot is also available on the website to answer questions related to admission.

4. E-governance in Examination:

- DBATU ERP portal - https://dbatuerp.com/ facilitates Exam Form Filling, Hall ticket generation and applications for photocopy/ revaluation.

- Students' results are also declared on the DBATU ERP portal and visible in the students' login.

- DBATU onscreen evaluation portal https://batuportal.onlineportal.org.in/, provides all the required features for answer sheet evaluation by faculty of DBATU affiliated college.

- Question papers are sent on the mail of Officer-in-charge for downloading.

- Internal examination is conducted on Moodle server http://117.217.124.143/moodle/, BIT has a standalone installation for the same. This facility was especially very handy during the Covid-19 period.

ERP Coordinator
Prepared By

Dr. Narendra Kanhe
Approved By
PRINCIPAL,
Bajaj Institute of Technology,
PIPRI, Wardha.