



BAKLIWAL FOUNDATION

College of Arts, Commerce & Science, Vashi

[Affiliated to KKS University & Approved by Govt. of Maha. DTE, MS & AICTE, Delhi]

Digital Committee

"Connecting Campus, One Click at a Time."



1. Introduction

In an era where technology shapes the way we learn, connect, and grow, the Digital Committee of Bakliwal Foundation College of Arts, Commerce & Science (BFCACS), Vashi stands at the forefront of digital transformation on campus.

As a dynamic student-led body, the Digital Committee plays a vital role in integrating technology with academics and campus life. From managing the digital infrastructure for events to fostering digital literacy and promoting innovative tech-based solutions, our mission is to bridge the gap between education and digital advancement.

We collaborate closely with various departments and student committees to provide seamless technical support, manage digital promotions, develop creative content, and ensure a strong online presence for the college. With a strong emphasis on teamwork, creativity, and upskilling, we empower students to become confident contributors in the ever-evolving digital landscape.

At BFCACS, the Digital Committee isn't just about handling tech — it's about driving change, enhancing experiences, and preparing our peers for a digital-first future.

2. Vision

To be the creative force behind the college's digital presence by capturing, designing, and communicating moments that inspire, inform, and connect the campus community.



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3. Mission

- ✚ To professionally document all institutional events through high-quality photography and videography.
- ✚ To design and produce visually impactful digital content, including posters, certificates, banners, and multimedia presentations.
- ✚ To ensure consistency, clarity, and excellence in the college's digital and visual communication.
- ✚ To foster a collaborative environment that encourages creativity, leadership, and technical skill development among committee members.
- ✚ To provide timely and effective digital support to various college departments, committees, and initiatives.
- ✚ To remain informed about evolving digital trends, tools, and best practices for continuous enhancement of committee output.

4. Goals

- ✚ To establish a strong and cohesive digital identity for the institution.
- ✚ To enhance the visibility and outreach of college events and initiatives.
- ✚ To promote creativity, innovation, and professionalism in digital content creation.
- ✚ To provide hands-on learning opportunities in the fields of photography, videography, design, and digital communication.
- ✚ To ensure timely coverage and dissemination of all major academic, cultural, and co-curricular events.



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- ✚ To collaborate with other college committees and departments to meet their digital content needs.
- ✚ To regularly evaluate and upgrade the committee's creative approach in alignment with current digital trends.

5. Objectives

- ✚ To establish a strong and cohesive digital identity for the institution.
- ✚ To enhance the visibility and outreach of college events and initiatives.
- ✚ To promote creativity, innovation, and professionalism in digital content creation.
- ✚ To provide hands-on learning opportunities in the fields of photography, videography, design, and digital communication.
- ✚ To ensure timely coverage and dissemination of all major academic, cultural, and co-curricular events.
- ✚ To collaborate with other college committees and departments to meet their digital content needs.
- ✚ To regularly evaluate and upgrade the committee's creative approach in alignment with current digital trends.

Code of Conduct for Digital Committee

The Digital Committee serves as the technical and creative backbone of the institution's digital presence. As representatives of both the student body and the college, members are expected to uphold the highest standards of integrity,



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responsibility, and professionalism. The following Code of Conduct outlines the principles and expectations that guide the committee's work.

1. Professionalism & Responsibility

- ✚ Members must carry out assigned tasks with diligence, punctuality, and attention to detail.
- ✚ Always represent the committee and college in a respectful, responsible, and mature manner.
- ✚ Use official digital platforms only for college-related work and never for personal gain or unauthorized purposes.

2. Confidentiality & Data Ethics

- ✚ Protect all confidential data including event plans, login credentials, and internal communications.
- ✚ Never share or misuse personal data of students, staff, or committee members.
- ✚ Adhere to data protection laws and college policies on digital security.

3. Collaboration & Respect

- ✚ Promote a culture of teamwork, mutual respect, and constructive feedback.
- ✚ Respect diversity of thought and treat all committee members, faculty, and students with courtesy.
- ✚ Maintain a positive and inclusive environment free from harassment, discrimination, or bias.



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4. Technical Integrity

- ✚ Ensure that all digital content (graphics, videos, websites, etc.) is original, copyright-compliant, and properly credited.
- ✚ Avoid plagiarism and unauthorized use of digital tools, code, or creative assets.
- ✚ Test all systems and tools for functionality, safety, and accessibility before deployment.

5. Communication & Representation

- ✚ Maintain clarity, professionalism, and appropriateness in all forms of communication — written, visual, and verbal.
- ✚ Seek approval from faculty advisors or coordinators before publishing content on official platforms.
- ✚ Act as responsible ambassadors of the committee and the college across all digital spaces.

6. Continuous Learning

- ✚ Stay updated with current digital tools, trends, and best practices.
- ✚ Participate actively in workshops, training sessions, and upskilling activities organized by the committee or college.

7. Accountability

- ✚ Own up to mistakes and work collaboratively to resolve issues.



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- ✚ Follow the chain of command — report problems to coordinators or faculty in a timely manner.
- ✚ Understand that any serious violation of this code may result in disciplinary action, including removal from the committee.

-Sd-

/Prof. Purna Shah
Convener
NMC Committee



Prof. [Dr.] Sharadkumar Shah
Principal
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