



## ANNUAL E-GOVERNANCE REPORT 2020-21

The implementation of e-governance practices at St. Bede's College is designed to enhance both administrative and academic processes, ultimately providing students and stakeholders with an unparalleled educational experience.

**E-Administration:** The implementation of e-administration represents a pivotal shift in the administrative processes. By harnessing technology, we are focused on streamlining the administrative functions, making them more organized, efficient, and error-proof. E-governance and administration initiatives empower college authorities to oversee and deliver services through ERP software, which maintains a dynamic database of students, faculty, and employees.

- **Automated College Office:** The college office is fully automated, facilitating the electronic management and sharing of information, resulting in a more organized and error-free process. The college signed a Tally support contract in 2020 to bolster its financial operations.
- **Efficient Communication:** Swift communication with teaching and non-teaching staff is ensured through emails and WhatsApp groups, thus enhancing administrative efficiency, especially in a digital era where most staff and students utilize smartphones. Moreover, the college strengthened its connectivity with the addition of six new D-link routers, each providing a high-speed internet connection of 20 Mbps.
- **Digital Feedback:** The college employs online feedback forms to gather valuable input from stakeholders.
- **Transparency through Notifications:** Important circulars and notices are readily accessible on the college website, promoting transparency and ease of access.
- **Biometric Attendance-** The college has implemented biometric attendance software.
- **Security Measures:** For enhanced security 57 CCTV cameras are strategically placed on campus.

**Admissions:** Admissions are a critical component of academic processes, and the college has fully embraced online admissions through the student module of the ERP system. This strategic move has significantly improved transparency, efficiency, and accessibility in the admission procedures.

- **Online Prospectus:** The college prospectus, along with admission guidelines, is prominently displayed on the website, ensuring easy access to admission-related information.
- **Application Process:** Students can conveniently apply online through an online application form, which is managed by the Admission Coordinator, further simplifying the admission process.

**Accounts:** The college maintain financial accounts using ERP and Tally software, ensuring accuracy and transparency in financial reporting.



- **Comprehensive Financial Reporting:** Profit and loss statements and balance sheets are generated through ERP and Tally support, which was initiated in 2020, streamlining the financial analysis and reporting processes.
- **Additional Software:** In 2020, the college adopted Public Financial Management System (PFMS) for fund management, Payroll Management System for salary calculation and disbursement, and online payment methods for various transactions.

**Examination:** Efficiency and transparency are paramount in examination procedures, and the college has embraced e-governance principles to achieve this.

- **Online Process:** The examination process, including form filling, admission cards, and CCA uploads, is seamlessly facilitated through ERP, aligning seamlessly with university e-governance policies.
- **Online Results:** Students can conveniently access their internal assessment, semester marks/grades, and report discrepancies online.

**Alumni:** Fostering strong alumni relationships is an essential aspect of the institution. The college has created a dedicated alumni page on the website, providing facilities for registration, feedback, and interaction.

**User-Friendly Website:** The website serves as a crucial information hub for the stakeholders, and the college is committed to maintaining a user-friendly platform with regular updates.

- **Accessibility and Feedback:** Students and parents can easily access information, provide feedback, and seek assistance seamlessly.

**Online Teaching:** The college has successfully adopted Microsoft Teams (MS Teams) as its dedicated platform, which played a critical role, especially during the COVID-19 pandemic, in maintaining continuity in education. Each student is provided with a personalized login ID and password, granting them access to a dynamic virtual learning environment. The faculty has undergone comprehensive training to harness the full potential of this platform, ensuring that students benefit optimally from its features. Within this digital ecosystem, a wide range of activities are conducted, including assignments, tests, quizzes, presentations, and other assessments, all of which are conveniently executed and evaluated online.

**E-Participation:** The commitment to extracurricular activities remains unwavering. E-participation, enables students to engage in various online extracurricular activities throughout the year, including elections, competitions, and interactive sessions.

**E-Resources:** Access to digital resources is crucial for academic success. Access to e-journals and e-books is provided through INFLIBNET and N-List in the library. An online public access catalog enhances the library experience.

**Training and Development:** Training and development of staff is prioritized to ensure optimal utilization of software and systems. A workshop on online teaching tools for faculty was organized from 4<sup>th</sup> to 5<sup>th</sup> August 2020.

Officiating Principal  
St. Bede's College  
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