ANNUAL E-GOVERNANCE REPORT

2021-22

St. Bede's College is committed to the comprehensive implementation of e-governance practices to enrich both administrative and academic processes. The ultimate aim is to provide an unmatched educational experience to students and stakeholders.

E-Administration: E-administration marks a significant transformation in St. Bede's College's administrative processes. By leveraging technology, the college is determined to streamline administrative functions, enhancing their organization, efficiency, and accuracy. The 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 now fully automated, efficiently managing and electronically sharing information for a more organized and error-free process.

- **Teaching Learning:** The college expanded its teaching and learning resources by introducing eight new laptops, eight desktop computers, and an interactive panel for the seminar room along with the existing infrastructure.

- **Efficient Communication:** Rapid communication with teaching and non-teaching staff is ensured through emails and WhatsApp groups, thus enhancing administrative efficiency. The majority of staff and students leverage smartphones to harness modern-day technologies in higher education.

- **Digital Feedback:** Feedback forms are created and feedback is collected online from stakeholders.

- **Transparency through Notifications:** Vital circulars and notices are readily available on the college website, fostering transparency and accessibility.

- **Security Measures:** In pursuit of enhanced security, the college added 18 more CCTV cameras, bringing the total to 65.

- **Biometric:** 1 new biometric

  Admissions: Admissions constitute a critical component of the academic processes, and the college has fully embraced online admissions through the student module of ERP, providing

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online transaction interfaces on the website. This strategic move has significantly improved transparency, efficiency, and accessibility in admission procedures.

- **Online Prospectus:** The college prospectus, including 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 managed by the Admission Coordinator, further simplifying the admission process.

Accounts: Financial management is paramount to the institution's success. Financial accounts are maintained through 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 software, streamlining the financial analysis and reporting processes.

- **Additional Software:** The office utilizes software like the Public Financial Management System (PFMS) for fund management, Payroll Management System for salary calculation and disbursement, and online payment methods for various transactions.

Examination: The examination process is a critical academic function, and the college has adopted e-governance principles in this area to enhance efficiency and transparency.

- **Online Process:** The examination process, including form filling, admission cards, and CCA uploads, is 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: Strengthening alumni relationships is of paramount importance to the college. 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 its 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.

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LMS: Microsoft Teams (MS Teams) is a dedicated platform for online teaching, e-resources, and the facilitation of various online activities and meetings. This platform played a critical role, especially during the COVID-19 pandemic, in maintaining continuity in education.

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: Elections are now held online, a convenience that became particularly valuable after the COVID-19 pandemic.

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 programs were organised for staff on the new layout of the college website on 21st October 2019 and on Campus Whizz on 21st June 2019.

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