



St. Bede's College

Chimla - 171002

(UGC-NAAC "A+" Grade Re-Accredited)

College with Potential for Excellence

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ANNUAL E-GOVERNANCE REPORT 2022-23

The implementation of e-governance practices at St. Bede's College is driven by the vision of enhancing both administrative and academic processes to deliver an unparalleled educational experience to students and stakeholders.

E-Administration: E-administration signifies a significant transformation in St. Bede's College's administrative processes. By harnessing technology, the goal is to streamline administrative functions, making them more organized, efficient, and error resistant. The e-governance and administration initiatives empower college authorities to supervise and deliver services through ERP software, which maintains a dynamic database of students, faculty, and employees.

- **Automated College Office:** The college office is automated, effectively managing and electronically sharing information for a more organized and error-free process.
- **Teaching Learning:** The college has integrated five projectors, fifteen new desktop computers, and an informative signage board into its existing setup to optimize the teaching and learning experience for the students and staff.
- **Efficient Communication:** We ensure rapid communication with teaching and non-teaching staff through emails and Whats App groups, enhancing administrative efficiency. The majority of staff and students use smartphones to leverage modern-day technologies available in higher education.
- **Digital Feedback:** Feedback forms are created, and online feedback from stakeholders is actively gathered.
- **Transparency through Notifications:** We make important circulars and notices readily available on the college website, promoting transparency and accessibility.
- **Biometric Attendance-** In 2022 the college updated biometric face time and attendance module.
- **Security Measures:** To bolster security, the college has installed 65 CCTV cameras for enhanced security. The college also installed 160 new antivirus software licenses to safeguard the systems

Admissions: Admissions represent a crucial part of the academic processes, and the college has wholeheartedly embraced online admissions through the student module of ERP. This includes providing online transaction interfaces on the website, resulting in enhanced transparency, efficiency, and accessibility in 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 managed by the Admission Coordinator, further simplifying the admission process.

Accounts: Financial management is vital to the institution's success, and financial accounts are maintained through ERP and Tally software. This ensures accuracy and transparency in financial reporting.

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- **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 embraced e-governance principles to enhance efficiency and transparency in this area.

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

Alumni: Recognizing the importance of strengthening alumni relationships, and to facilitate this, a dedicated alumni page on the website has been created, providing facilities for registration, feedback, and interaction.

User-Friendly Website: The website plays a pivotal role in providing information to its stakeholders, and 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.

LMS: The college has adopted LMS- Microsoft Teams (MS Teams) to maintain a dynamic virtual learning environment. Faculty has undergone comprehensive training to harness the full potential of this platform, ensuring that students receive optimal benefits from its features. Within this digital ecosystem, various faculty members conduct a wide range of activities, 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 essential for academic success, and 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: The college prioritizes training and development for its staff, ensuring they make optimal use of software and systems.


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