

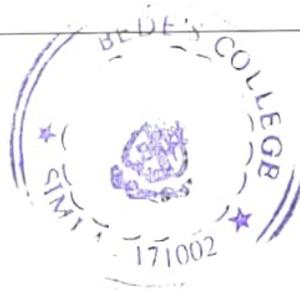


St. Bede's College
Shimla-171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

6.2.2

INSTITUTION IMPLEMENTS E-GOVERNANCE IN ITS OPERATIONS

S.No.	DVV Clarification	Response	Page No.
1.	Highlighted copy of the consolidated Institutional expenditure statements for the heads of e- governance implementation reflected in the audited statement for last completed academic year.	Self-Declaration of purchase of e-governance software	2
		Highlighted copy of Audited expenditure Statement 2022-23	3-4
2.	Direct Link to the ERP Document and Screen shots of user interfaces of each module reflecting the name of the HEI for last.	Link to ERP Document	5
		Link to Screen Shots of Interfaces	6
3.	Highlighted copy of the Annual e-governance report approved by Governing Council for last completed academic year.	Highlighted copy of e-Governance Report	7-8
4.	Highlighted copy of the Policy document on e- governance for last completed academic year.	Highlighted copy of e-Governance Policy	9-11



msolym
Principal
St. Bede's College
Shimla



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TO WHOM IT MAY CONCERN

This is to certify that the following e-governance software/equipment was purchased by St. Bede's College Shimla, Himachal Pradesh. The purchases were done from the following budget heads of the Institution Fund.

E-GOVERNANCE SOFTWARE	BUDGET HEAD
CAMPUS CARE MODULE	COLLEGE FUND-INTERNET/WIFI
BIOMETRIC	COLLEGE FUND- EQUIPMENT
PFMS	GOVERNMENT SOFTWARE
ADOBE CREATIVE CLOUD	AMALGAMATED FUND- EDUCATION ACTIVITY
MS TEAMS	AMALGAMATED FUND- EDUCATION ACTIVITY
N-LIST	AMALGAMATED FUND- EDUCATION ACTIVITY
TALLY SUPPORT CONTRACT	AMALGAMATED FUND- EDUCATION ACTIVITY



mollym
Principal
St. Bede's College
Shimla

AUDITED EXPENDITURE STATEMENT 2022-23

COLLEGE FUND ACCOUNTS

ST. BEDE'S COLLEGE EDUCATION SOCIETY : SHIMLA (COLLEGE ACCOUNT)					
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2023.					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
TO ESTABLISHMENT			By FEE FROM STUDENTS		
Teaching Staff	2,13,03,304.00		Admission fee	11,700.00	
Non-Teaching Staff	77,42,481.00		Registration fee	11,700.00	
Provident Fund	23,01,082.00		Tuition fee	70,200.00	
Gratuity paid on retirement	-	3,13,46,867.00	Excess fee/fines/ w back	11,254.00	1,04,854.00
To Advertisement Expenses		-	By University Exam		5,17,488.00
To Compensation for Society Build.		8,11,800.00	By Reading Room		4,32,600.00
To Electricity & Water		3,77,581.00	By House examination fee		1,80,250.00
To House Exam		-	By Emergency Fund		72,100.00
To Laboratory Expenses		5,22,533.00	By Laboratory Fund		26,74,400.00
To Misc Expenses		3,21,870.00	By Identity Card / Stationery		1,79,950.00
To Library Expenses		92,529.00	By RECOVERIES		
To Medical Expenses		-	Electricity & Water	360.00	
To Postage / Telegram		13,606.00	Postage / Telephone	-	360.00
To Printing & Stationery		86,564.00	Printing & Stationery	-	
To Repair & Renewals		1,50,541.70			
To Seminar Expenses		5,66,065.00	By H.P.Govt. Deficit Grant-in-Aid		
To Telephone/ Internet		-	Towards past liabilities		2,70,46,519.00
To Traveling & Conveyance		20,080.00	By Society Share of Deficit 5%		37,77,690.00
To University Exam Expenses		-	By Electricity & Water Fee		7,19,000.00
To Fee/ Comm/ Taxes/ Audit		31,212.00	By Interest FDR's		15,80,553.00
To Fee Refund		2,72,808.00	By Interest SB A/c		4,37,591.00
To Cleaning Material		11,379.00	By Internet/WIFI Fee		1,19,200.00
TO DEPRECIATION			By Maintenance Fee		-
Furniture & Fixtures	43,589.00		By Medical Fee		-
Heavy Equipments	3,386.00		By Seminar Receipts		5,86,695.00
Library	5,921.00		By Misc Income		3,51,938.00
Science Equipment	1,574.00		By Postage Fee		1,43,800.00
Computer	17,720.00	72,190.00			
To Excess Of Income Over Expenditure		42,27,362.30			
	TOTAL Rs.	3,89,24,988.00		TOTAL Rs.	3,89,24,988.00

Mollym
(Principal)

S. Reemakuriani
(Accountant)

169, Block No.6 SDA Complex,
Kasumpti, Shimla-171009
Dated: 15/06/2023
UDIN: 23088343BGVYHF8634

Annexure to the Balance Sheet.
for K.N.CHANDLA & CO.,
CHARTERED ACCOUNTANTS
ERN/001326N

Dinesh Kumar Sood
(DINESH KUMAR SOOD)



Audited Income-Expenditure statement of college account by the C.A 2022-23

AMALGAMATED FUND ACCOUNT

ST. BEDE'S COLLEGE EDUCATION SOCIETY : SHIMLA (AMALGAMATED FUND)					
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31st MARCH, 2023.					
EXPENDITURE	AMOUNT	TOTAL	INCOME	AMOUNT	TOTAL
To Adv Exp.		5,000.00	By Income		30,46,426.00
To Bank Charges		687.42	By Interest SB A/c		2,26,920.00
To Education Activity		3,24,857.00	By Interest FDR		6,48,012.00
To Electricity Charges		1,04,097.00			
To Other Expenses		1,28,538.00			
To Reading Room		1,75,073.00			
To Printing & Stationery		1,18,221.00			
To NCC Exp		-			
To Subscriptions/AMC		1,45,129.00			
To Seminars		-			
To Sports Expenses		9,650.00			
To Repair & Maintenance		68,521.00			
To Travelling		-			
TO DEPRECIATION					
Games Equipments	24,370.00				
Furniture Expenses	11,899.00				
Heavy Equipments	1,067.00	37,336.00			
To Excess of Income Over Exp.		28,04,248.58			
	TOTAL Rs.	<u>39,21,358.00</u>		TOTAL Rs.	<u>39,21,358.00</u>

mellipm
(Principal)

Dr. Reena kumar's
(Accountant)

169, Block No.6 SDA Complex,
Kasumpti, Shimla-171009
Dated: 15/06/2023
UDIN: 23088343BGVYHF8634

Annexure to the Balance Sheet.
for K.N.CHANDLA & CO.,
CHARTERED ACCOUNTANTS
FRN: 001326N
(DINESH KUMAR SOOD)
M. No. 088343



Audited Amalgamated Fund by the C.A 2022-23

DIRECT LINK TO ERP DOCUMENT

CLICK TO VIEW THE DOCUMENT ON THE WEBSITE

**[https://www.stbedescollege.in/wp-content/uploads/2023/11/6.2.2-INSTITUTION-
IMPLEMENTS-E-GOVERNANCE.pdf](https://www.stbedescollege.in/wp-content/uploads/2023/11/6.2.2-INSTITUTION-IMPLEMENTS-E-GOVERNANCE.pdf)**

DIRECT LINK TO SCREEN SHOTS OF INTERFACES

CLICK TO VIEW THE DOCUMENT ON THE WEBSITE

<https://www.stbedescollege.in/wp-content/uploads/2023/11/6.2.2a-SCREENSHOTS-OF-USER-INTERFACES.pdf>

ANNUAL E-GOVERNANCE REPORT 2022-23

[CLICK TO VIEW THE DOCUMENT ON THE WEBSITE](https://www.stbedescollege.in/wp-content/uploads/2023/10/E-2022-23.pdf)

<https://www.stbedescollege.in/wp-content/uploads/2023/10/E-2022-23.pdf>



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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.


Principal
St. Bede's College
Chimla



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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.

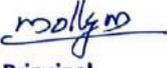
- **Accessibility and Feedback:** Students and parents can easily access information, provide feedback, and seek assistance seamlessly.

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.


Principal
St. Bede's College
Shimla

E- GOVERNANCE POLICY

CLICK TO VIEW THE DOCUMENT ON THE WEBSITE

<https://www.stbedescollege.in/wp-content/uploads/2023/10/E-Governance-Policy.pdf>



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E-GOVERNANCE POLICY

- Implementation of E-governance aims to establish an efficient, quick, and transparent system of governance within the institution for all academic and administrative activities.
- It also strives to achieve the objective of becoming eco-friendly by creating a paperless working mode.
- A Wi-Fi enabled campus makes the transfer of information quick and efficient, thus smoothing the functioning of the college.
- E-Governance in the classrooms helps in blended teaching-learning processes through smartboards, laptops, projectors, desktops, etc.
- E-Governance extends to the library and provides an efficient e-learning environment for teachers and students.

Scope:

- E-governance policy is applicable to all the employees of St. Bede's College, Shimla-Himachal Pradesh, affiliated with Himachal Pradesh University, Shimla. It allows all members to access academic and administrative support and services.
- The website is well-maintained and contains all the necessary information regarding Academics, Administration, Admission, Facilities, Library, Examination, College Journal and Magazine, as well as current events of the college.

Website:

- The website of the college showcases every activity of the college, including the management system and its mode of operation.
- A website committee will be established to oversee all updates in a timely manner so that individuals can access up-to-date information about the college.
- The college will also appoint an external service provider to make all the necessary changes and design the website.
- All important information pertaining to various aspects of college functioning can be found on the college website.

Admission:

- The college follows a transparent policy strictly adhering to the rules and regulations of Himachal Pradesh University, Shimla.


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- The admission process will be made transparent through an online portal available on the website.
- The college has established an admission committee responsible for making all necessary decisions in consultation with the college principal to ensure a smooth online admission process in accordance with the Directorate of Higher Education, Himachal Pradesh.
- Admission schedules, prospectuses, programs offered, and other information will be updated on the College website.
- The college uses software called 'Campus Whizz' to manage student admission forms, fee

Accounts:

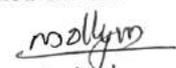
- The accounts of the college are managed using Tally software for which the staff is regularly updated.
- The college regularly purchases the latest version of Tally for the smooth and transparent functioning of the college.
- Every transaction, including purchases, balance sheets, and all other financial operations, is carried out through Tally.
- Salary calculations and transactions to banks are also done through Tally.
- Provident Fund, EDLS, and other welfare schemes are all managed through this system.

Library:

- The college prioritizes teaching-learning activities and strives to attain academic excellence by updating the library with various e-resources.
- The college has its own journal, which can be accessed online. In addition to this, more journals are provided to teachers and students.
- E-Cataloguing is available in the library for quick and easy access to books. N LIST, INFLIBNET and kindles are available in the library to access more e-resources.
- Campus Whizz software is used in the library for e-cataloguing, creating member records, and other tasks.

Administration:

- The college uses MIS to maintain its administrative services.
- Campus Whizz Software is used to operate most of its administrative services, including maintaining attendance records of staff and students, generating reports, and managing student records.
- Records of student details, scholarships, fee concessions, and others are maintained online.


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- A transparent and easy information retrieval system is maintained to provide maximum benefits to students.

Examination:

- The examination process is governed by Himachal Pradesh University.
- Therefore, the college follows the parent university to conduct its examination processes.
- An online system allows students to view internal assessment marks.
- There is an online examination portal of Himachal Pradesh University where students can fill out their examination forms.
- Teachers enter the marks for Internal Assessment and End Term Examination Practical marks on the online portal of MIS and the parent university.

Alumni Relations:

- A dedicated alumni page is established on the website, allowing alumni registration, feedback, and database management.

E-Waste Management:

- The college is committed to responsible e-waste management, minimizing our environmental impact.

ICT

Adequate desktops, laptops and printers are available for students and staff.

- Projectors, multimedia devices, scanners, and interactive teaching boards and office automation software (e.g., Open Office, MS Office) and antivirus software are available for enhanced efficiency.


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