ANNUAL E-GOVERNANCE REPORT
2018-19

St. Bede's College is committed to the integration of e-governance practices, aiming to elevate both administrative and academic processes. The objective is to deliver an unparalleled educational experience to students and stakeholders.

- **E-Administration:** The implementation of e-administration has revolutionized administrative procedures. By leveraging technology, the college has streamlined its operations, ensuring they are more efficient, organized, and error-free. E-governance and administration initiatives empower college authorities to manage and deliver services through an ERP software system, maintaining a dynamic database of students, faculty, and staff.

- **Automated College Office:** The college office has undergone automation, facilitating the management and sharing of information electronically for a more efficient and error-free process.

- **Security Measures:** The college has implemented a biometric attendance system since 2009 and maintains 39 strategically positioned CCTV cameras for enhanced security.

- **Teaching/Learning:** The college has made significant improvements to its teaching and learning infrastructure by adding new equipment. Four new desktop computers, two projectors, and one speaker have been incorporated into the existing setup to elevate the overall educational experience.

✓ **Admissions:** Admissions are a critical aspect of the academic processes, and the college embraces online admissions through the student module of the ERP system, implemented in 2017. This strategic move has greatly improved transparency, efficiency, and accessibility in the admission procedures.

- **Online Prospectus:** The prospectus, including admission guidelines, are available on the college website, ensuring easy access to admission-related information.

- **Application Process:** Students can apply online through a user-friendly application form managed by the Admission Coordinator, simplifying the admission process.

✓ **Accounts:** Sound financial management is fundamental to the institution's success. The accounts are maintained using ERP software, guaranteeing accuracy and transparency in financial reporting.

- **Comprehensive Financial Reporting:** Through ERP system, profit and loss statements and balance sheets are generated, streamlining the financial analysis and reporting processes.

✓ **Examination:** Efficiency and transparency are paramount in the examination procedures, and e-governance principles have been adopted to achieve this.

Online Process: Examination process, including form submission, admission cards, and CCA uploads, is seamlessly facilitated through the ERP student module, installed in 2017 (Campus Care), in alignment with university e-governance policies.

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- **Online Results:** Students can conveniently access their internal assessment, semester marks/grades, and report discrepancies online.

✓ **Alumni:** Building strong alumni relationships is a priority. The college has established a dedicated alumni page on its website, offering facilities for registration, feedback, and interaction.

✓ **User-Friendly Website:** The college website is a vital source of information for its stakeholders, and the college is committed to maintaining a user-friendly platform with regular updates.

✓ **E-Participation:** The college remains dedicated to extracurricular activities and has embraced e-participation, enabling 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. The college provides access to e-journals and e-books through Inflibnet and N-List in the library, enhancing the overall library experience.

✓ **Training and Development:** The college prioritizes the training and development of staff to ensure optimal utilization of software and systems, as demonstrated by the Tally ERP workshop organized on September 29, 2018.

Principal
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