ANNUAL E-GOVERNANCE REPORT
2019-20

St. Bede's College is committed to the implementation of e-governance practices, with the overarching goal of improving both administrative and academic processes. The primary aim is to provide an unparalleled educational experience to students and stakeholders.

E-Administration: E-administration marks a significant transformation in the administrative procedures at St. Bede's College. By harnessing technology, the college is dedicated to streamlining administrative functions, making them more organized, efficient, and error-resistant. E-governance and administration initiatives empower college authorities to oversee and deliver services through ERP software, maintaining a dynamic database of students, faculty, and employees.

- **Automated College Office:** The college office is automated, efficiently managing and electronically sharing information, leading to a more organized and error-free process.
- **Biometric Attendance-** The college has implemented biometric attendance software which was updated in 2019.
- **Security Measures:** 18 new CCTV cameras were installed for enhanced security.
- **Enhanced Teaching/Learning Resources:** The college enriched the teaching and learning resources by integrating various new components into its existing infrastructure. Specifically, Adobe Creative Cloud, five new projectors, two smartboards, two laptops, three printers, and Office 365 were added to empower the educational environment.

Admissions: Admissions are a pivotal aspect of academic processes, and online admissions are embraced through the student module of ERP, providing online transaction interfaces on the website. 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, managed by the Admission Coordinator, further simplifying the admission process.

Accounts: Financial management is essential to the institution's success. Financial accounts are maintained through ERP ensuring accuracy and transparency in financial reporting.

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

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.

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- **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. A dedicated alumni page has been created on the website, providing facilities for registration, feedback, and interaction.

User-Friendly Website: The college website is a vital platform for providing information to its stakeholders. The college is committed to maintaining a user-friendly website that receives regular updates.

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

LMS: St. Bede's College adopted Microsoft Teams (MS Teams) in 2019 as its dedicated platform for the facilitation of online meetings.

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: Several training programs were organized, including one on the new layout of the college website on 21st October 2019 and another on Campus Whizz on 21st June 2019.

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