



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

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.


Principal
St. Bedes College
Shimla - 171 002



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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:

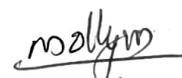
- The accounts of the college are managed using Tally software for which the staff is regularly updated.
- The college regularly purchases the latest version of Tally for the smooth and transparent functioning of the college.
- Every transaction, including purchases, balance sheets, and all other financial 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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