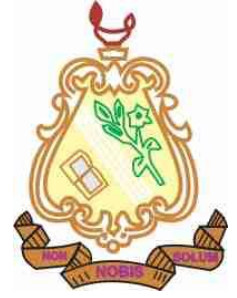


**SUPPORTING DOCUMENTS**

**6.3.1**

**THE INSTITUTION HAS EFFECTIVE WELFARE MEASURES FOR  
TEACHING AND NON- TEACHING STAFF**



## Ph.D. INCREMENT

No. EDN-H (8) B (7) 34-1/2010 Fixation (GIA)  
Directorate of Higher Education  
Himachal Pradesh, Shimla.

2874  
2.8/10/16

Dated: Shimla- 28/10/2016 October, 2016

### OFFICE ORDER

Pursuant to Govt. of H.P. Notification No. EDN-A-B (7) 7/2008 dated 14<sup>th</sup> June, 2016, pay of Dr. Getanjali Mahendra, Assistant Professor of English posted at St. Bede's College Shimla Distt. Shimla H.P. on award of three advance increments for acquiring Ph.D. w.e.f. 20.12.2008 is hereby fixed as under:-

Pay before 20.12.2008 Rs. 16,920 + 6000 = Rs. 22,920/-

Pay on 20.12.2008 Rs. 18,983 + 6000 = Rs. 24,983/- (in the scale of Rs.15600-39100 + 3 adv, Incr. for Ph.D)

Pay on 01.06.2009 Rs. 19, 733 + 6000 = Rs. 25, 733/-

Pay on 01.06.2010 Rs. 20, 513 + 6000 = Rs. 26, 513/-

Pay on 05.06.2010 Rs. 20, 513 + 7000 = Rs. 27, 513/- (15600-39100 + AGP 7000/-)

Pay on 01.06.2011 Rs. 21, 343 + 7000 = Rs. 28, 343/-

Pay on 01.06.2012 Rs. 22, 193 + 7000 = Rs. 29, 193/-

Pay on 01.06.2013 Rs. 23, 073 + 7000 = Rs. 30, 073/-

Pay on 01.06.2014 Rs. 23, 983 + 7000 = Rs. 30, 983/-

Pay on 01.06.2015 Rs. 24, 913 + 7000 = Rs. 31,913/-

Pay on 01.06.2016 Rs. 25, 873 + 7000 = Rs. 32,873/-

DNI 01.06.2017

Note; - Incremental and other financial benefits accrued after 31.03.08 to 31.12.2013 is on notional basis and actual w.e.f. 01.01.2014 as per provision of G.I.A. Rules.

The above pay fixation is subject to the verification by the Audit and in case overpayment is pointed out later on, the same shall be recoverable from the concerned in lump-sum. An undertaking to this effect may be obtained from the lect. concerned before release of the arrear.

Director of Higher Education  
Himachal Pradesh, Shimla.

Endst. No. Even Dated Shimla 171001 the October, 2016

Copy for information and further necessary action is forwarded to:-

1. The Principal Secretary (Education) to the Govt. of H.P. Shimla-2
2. The Principal Accountant General (Audit) Himachal Pradesh, Shimla-03
3. The Accountant General (A&E) H.P. Shimla -03
4. The Joint Controller (F&A) Directorate of Higher Education, H.P.
5. (Regd.) The Principal, St. Bede's College Shimla, Distt. Shimla (H.P.)  
alongwith the service book of the concerned Assistant Prof.
6. Guard File.

Director of Higher Education  
Himachal Pradesh, Shimla.

Received on  
28/10/2016



## PENSION SCHEME

**LIC**  
समूह एवं अधिवर्षिता विभाग  
**Pension and Group Schemes Department**

0015226

क्रमांक -No.:  
मंडल क्रमांक -Division Code :  
तिथि -Date 015/G109  
रसीद क्रमांक -Receipt No 03/03/2021  
समय -Time 4696  
13:57:43

P&GS. UNIT, SHIMLA  
BLOCK NO. 14-15  
SDA COMPLEX  
KUSUMPTI  
SHIMLA 171009

निम्नलिखित के लिये सवन्सवाद प्राप्त  
Received with thanks Rs. DEPOSIT MEMORANDUM द्वारा  
से From 900000.00 CHEQUE by  
towards the following BEDES COLLEGE SHIMLA No of Insts

Policy No :- EGCA -- 78330


Being the amount held in Deposit for the above Policy  
(Nine Lakh Only)

**LIC**  
ST BEDES COLLEGE SHIMLA  
ST BEDES COLLEGE  
NAV BAHAR  
SANJAULI, SHIMLA  
HIMACHAL PRADESH 171005

चेक द्वारा पुरवान होने पर ही बीमा रसीद बैंक को देकर मिलने पर ही रसीदें all only be provided effective  
Receipt of payment made by Cheque is ~~is~~ subject to realization of cheque. (Subject to Realisation)

PAYMENT UNDER YOUR POLICY, PLEASE SUBMIT NEFT MANDATE FORM. THIS IS MANDAT

Details of Cheques Received (Subject To Realisation)  
235711/02/2021 H D F C BANK SMLA 900000.00

  
हस्ताक्षर Signature



015  
31/07/2020  
क्रमांक - No.: 780  
मंडल क्रमांक - Division Code 10:07:22  
दिनांक - Date  
पॉलिसी क्रमांक - Policy No.  
समय - Time

P&GS UNIT, SHIMLA  
BLOCK NO. TA-TE  
SOA COMPLEX  
सुभाष गान्धी अखिल भारतीय विभाग  
Pension and Group Schemes Department  
SHIMLA 171009  
Registration No. LIS/M-01

0006416

02AAACL0582H1ZY  
ST BEDES COLLEGE  
276780.00  
ADJUSTMENT

Policy No :- 109000918 -- GINP द्वारा MODE :- Yearly  
ANNUAL RENEWAL DATE :- 01/06/2021 PREMIUM DUE FOR :- 01/06/2020  
Your remittance towards Premium due payable in terms of the Master Policy  
towards the following :-

PREMIUM :-	276780.00	INTEREST :-	.00
Two Lakh Seventy Six Thousand Seven Hundred Eighty Only			
T. I. Premium :-	234559.32	FINAL RECEIPT	
GST :-	42220.68	Deposit Details	
		No	Date
		1380	17/07/2020
			Amount
			276780.00

CGST :- 21110.34  
SGST :- 21110.34  
Receipt of payment made by Cheque is issued subject to realisation of cheque.

ST BEDES COLLEGE  
PRINCIPAL  
ST BEDES COLLEGE  
NAV BAHAR SANJAULI, SHIMLA  
HIMACHAL PRADESH 171006  
GST No. of Customer :-

हस्ताक्षर Signature

FINAL RECEIPT  
31/07/2020  
ADJUSTMENT





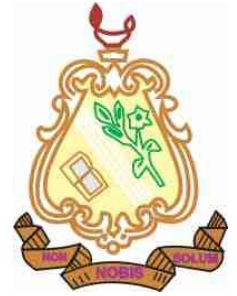
## EPF STATEMENT

PF STATEMENTS

March  (YYYY)

**ST. Bede's College,,Shimla**  
PF Statement for the Month of March 2021

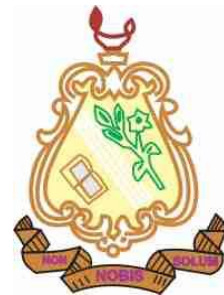
S.No.	PF A/C No.	Name	Basic+ DA+ DP	Member Contribution			Employer's Contribution				
				PF	Vol.PF	Total	PF 3.67%	Pension	EPS 1.16%	Total Pension+EPS	Total 12%
1	100086986044	ANNIE THOMAS	49512.00	5941	10000	15941	1817	4124	400	4524	5941
2	100087758702	ANUJA RATHORE SHARMA	198321.00	23799	35000	58799	23799	0	0	0	23799
3	100088014951	ANUPAMA TANDON	192540.00	23105	25000	48105	7067	16038	2059	18097	23105
4	100113922003	BIHARI LAL THAKUR	50799.00	6096	3000	9096	1865	4231	415	4646	6096
5	100114351875	BIJU S SADHAN	15000.00	1800	2000	3800	551	1249	0	1249	1800
6	100116025819	BIRSAI KUJUR	15000.00	1800	4000	5800	551	1249	0	1249	1800
7	100116103161	BISHAN DUTT	49703.00	5964	8000	13964	1824	4140	403	4543	5964
8	100133093448	DEEPTI PATHANIA	186923.00	22431	20000	42431	6861	15570	1994	17564	22431
9	100146546194	FRANCIS A.A	50799.00	6096	0	6096	1865	4231	415	4646	6096
10	100153912666	GITANJALI MAHENDRA	134917.00	16190	30000	46190	4952	11238	1391	12629	16190
11	100163128875	HARVINDER KRISHAN	15000.00	1800	9000	10800	551	1249	0	1249	1800
12	100168002233	ISHWAR DASS	15000.00	1800	2000	3800	551	1249	0	1249	1800
13	100193371736	KHUB RAM	50799.00	6096	8000	14096	1865	4231	415	4646	6096
14	100197517209	KULDEEP EKKA	15000.00	1800	6000	7800	551	1249	0	1249	1800
15	100205731397	LEKH RAJ	11866.00	1424	0	1424	436	988	0	988	1424
16	100222868410	MANU MAHAJAN	15000.00	1800	0	1800	551	1249	0	1249	1800
17	100249507686	NANDINI PATHANIA	198321.00	23799	40000	63799	23799	0	0	0	23799
18	100254215020	NEHA WALIA	15000.00	1800	0	1800	551	1249	0	1249	1800
19	100256155911	NIRAM DASS	15000.00	1800	3000	4800	551	1249	0	1249	1800
20	100258072752	NIVEDITA BHARDWAJ	15000.00	1800	0	1800	551	1249	0	1249	1800
21	100272727424	POONAM BAKSHI	38469.00	4616	2000	6616	1412	3204	272	3476	4616
22	100282173728	POONAM CHAUHAN	15000.00	1800	0	1800	551	1249	0	1249	1800
23	100309899472	RAVI BHUSHAN SOOD	198321.00	23799	0	23799	23799	0	0	0	23799
24	100311982960	REENA THAKUR	15000.00	1800	0	1800	551	1249	0	1249	1800
25	100312238935	REJI PAPPY	40881.00	4906	0	4906	1501	3405	300	3705	4906
26	100316092731	RUCHI RANGTA	15000.00	1800	0	1800	551	1249	0	1249	1800
27	100328876945	SALIL SOOD	54170.00	6500	25000	31500	1988	4512	454	4966	6500
28	100334488424	SANJEEV PETER	49703.00	5964	5000	10964	1824	4140	403	4543	5964
29	100337919273	SAPNA SHARMA	216213.00	25946	20000	45946	7936	18010	2334	20344	25946
30	100342746629	SAVITA RANA	15000.00	1800	0	1800	551	1249	0	1249	1800



C No.	Name	Basic+ DA+ DP	Member Contribution			Employer's Contribution				
			PF	Vol.PF	Total	PF 3.67%	Pension	EPS 1.16%	Total Pension+EPS	Total 12%
100351673064	SHIV RAM PUJJAR	15000.00	1800	9000	10800	551	1249	0	1249	1800
100353282007	SHRAMJA MUNJAL	213199.00	25584	50000	75584	25584	0	0	0	25584
100354821978	SHWETA THAKUR	15000.00	1800	0	1800	551	1249	0	1249	1800
100375828782	SUSHEEL KUMAR GUPTA	15000.00	1800	0	1800	551	1249	0	1249	1800
100395718481	UNNATTI CHAUHAN	15000.00	1800	0	1800	551	1249	0	1249	1800
100404042792	VIJAY KUMAR SANORIA	198321.00	23799	0	23799	23799	0	0	0	23799
100410594710	VISHWANATH ORAON	15000.00	1800	7000	8800	551	1249	0	1249	1800
100626553431	BHOPINDER KUMAR	11267.00	1352	0	1352	414	938	0	938	1352
100676746444	KARAM SINGH	11824.00	1419	0	1419	434	985	0	985	1419
100676986706	SHIVANI CHAUHAN	15000.00	1800	0	1800	551	1249	0	1249	1800
100677119584	NAVEEN KUMAR	15000.00	1800	0	1800	551	1249	0	1249	1800
100677775369	MADHU PAHWA	15000.00	1800	0	1800	551	1249	0	1249	1800
101143999455	SURENDER KUMAR	10205.00	1225	0	1225	375	850	0	850	1225
101144185454	PHOOLMANI DEVI	11613.00	1394	0	1394	427	967	0	967	1394
101147484533	AMBILI	11522.00	1383	0	1383	423	960	0	960	1383
101147484546	APHREM LAKKRA	10457.00	1255	0	1255	384	871	0	871	1255
101149157956	MANOJ KUMAR	12625.00	1515	0	1515	464	1051	0	1051	1515
101162424597	KAMAL KISHOR	9781.00	1174	0	1174	360	814	0	814	1174
101322554435	KESHAV RAM	9018.00	1082	0	1082	331	751	0	751	1082
10	Total	2597089.00	311654	323000	634654	179176	132478	11255	143733	311654

PROVIDENT FUND A/C NO :01	813830
PENSION FUND A/C NO :10	143733
ADMN. CHARGES A/C NO :02(0.50%)	12985
ADMN. CHARGES A/C NO :22(0.005%)	130
Total	970678

*Sr. Magdalene*  
**St. Bede's College**  
**Shimla - 171 002**



## FEE CONCESSION

ST. BEDE'S COLLEGE, SHIMLA  
Concession Statement During From:-01/04/2020 To 31/03/2021  
Session Year:-2020-2021  
ST BEDES Educational Society  
HDFC BANK, SANJULI SHIMLA 3461450000032

Sr. No.	Receipt No.	Adm. No.	Student Name	Class Name	Fee Month	Amount
<b>Concession Statements:</b>						
<b>03/12/2020</b>						
1	106791	2479	BHAVIKA THAKUR	B.Com - I Sem	December	10000
						<b>10000</b>
<b>Date Total</b>						
<b>20/02/2021</b>						
2	107269	1700	SHRISHTI JYOTI	B.Com - V Sem And VI Sem	February	9550
						<b>9550</b>
<b>Date Total</b>						
<b>25/08/2020</b>						
3	106249	2154	SRIA SHAKYA <i>Shiffward</i>	B.Com - III Sem	August	10000
						<b>10000</b>
						<b>29550</b>
<b>Total Collection</b>						<b>29550</b>
<b>Grand Total</b>						<b>29550</b>





**ST. BEDE'S COLLEGE, SHIMLA**

Hostel Concession Statement During From:-01/04/2020 To 31/03/2021

Session Year:-2020-2021

ST Bedes Hostel

ICICI BANK, THE MALL SHIMLA 635301007622

Sr. No.	Receipt No.	Adm. No.	Student Name	Class Name	Fee Month	Amount
<b>Hostel Concession Statements:</b>						
<b>22/02/2021</b>						
1	501252	2252	PRIYANSHI GOODWILL RAPHEAL <i>cat ho.</i>	B.A. ENG Hons - III Sem	February	33733.00
<b>Date Total</b>						<b>33733</b>
<b>Total Collection</b>						<b>33733</b>
<b>Grand Total</b>						<b>33733</b>





**ST. BEDE'S COLLEGE, SHIMLA**

Concession Statement During From:-01/04/2020 To 31/03/2021

Session Year:-2020-2021

ST Bedes College

ICICI BANK, THE MALL SHIMLA 635301007621

Sr. No.	Receipt No.	Adm. No.	Student Name	Class Name	Fee Month	Amount
<b>Concession Statements:</b>						
<b>09/10/2020</b>						
1	4160	1882	✓ MONICA BHENGRA Freeship	B.A. - V Sem And VI Sem	October	17054
<b>Date Total</b>						<b>17054</b>
<b>20/10/2020</b>						
2	4351	3194	✓ VIDHI SOOD Staff word	B.Sc. - I Sem	October	9000
<b>Date Total</b>						<b>9000</b>
<b>24/11/2020</b>						
3	4502	1657	✓ PREETI .	B.Sc. - V Sem And VI Sem	November	10000
<b>Date Total</b>						<b>10000</b>
<b>30/07/2020</b>						
4	3481	2727	✓ NAINIKA EKKA Catho	B.A. - I Sem	July	7604
<b>Date Total</b>						<b>7604</b>
<b>Total Collection</b>						<b>43658</b>
<b>Grand Total</b>						<b>43658</b>

Total No of Students - 8.

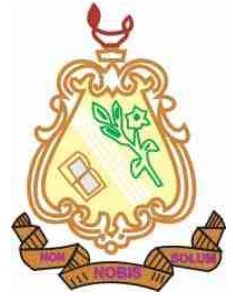
Staff word - 2

freeship - 1

Total Concessm - 10694,

3 - Catholic

5 - others



## FEE CONCESSION REQUEST LETTERS

The Principal  
St. Bede's College  
Shimla

Subject: Exemption from paying fees.

Dear Sister,

With due regard, I want to state that I am a student of your college, studying in BA. 5<sup>th</sup> semester. My father is a sweeper in a school and earns less. We are six members in the family and me and my siblings are studying.

I shall be indebted to you for this kindness.

Thanking you  
Monica Bhengra  
Yours Obediently  
19 August, 2020

Free ship granted

Sr. Magdalene



To

The Principal  
St. Bede's College  
SHIMLA

Respected Sister,

This is to humbly request you to kindly grant my daughter Vidhi Sood fee concession as she has taken admission in B.Sc- I for the academic session 2020-21.

I shall be very grateful for this kindness.

Thanking you,

Yours sincerely,

*Salil Sood*

Salil Sood

Total fee, 24,000/-

Concession of 9,000/-  
Granted

Sr. Magdalene ji  
24-8-2020





To  
The Principal

182057

~~St. Bede's College (Shimla)~~

Mam

I request you to grant me full-fee concession, so that I may be able to continue my studies in this college. I have always been a good and disciplined student. I availed this fee concession also (last year).

~~Class - 3<sup>rd</sup> Year~~

Concession of 10,000/-  
granted -

~~Dr. ...~~

Sr. maam ym  
24.8.2020



R. No-3481.  
Roll No-201074.

83

Ms. Soanam

F. No-20200002

The Manager  
St. Bede's College  
Shimla-171002

Sub: request for granting concession for college fees.

Sister

I would like to state that I Nainika Ekka with due admission, it is stated that, I am a student of BA first year in your college. My mother and father both work as a school worker and therefore could not bear the fee. I humbly request you to grant me some concession. I will be very thankful to you.

Fees Rs. 18,600/-

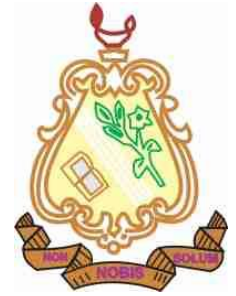
Kindly pay 50% of the above amount. And The amount for add on course.

Thanking you  
Yours Sincerely  
Nainika Ekka  
Dmka

So manna

28.07.2020

28 July, 2020



Dated :- 29/07/2020

To

1st yr

The Principal,  
St. Bede's College,  
Nav Bazar,  
SHIMLA (Himachal Pradesh)

Paid 17000  
- 4500  
"

Sub: Fee Concession - req.

Respected Madam,

I am to inform your goodself that I got admission in your esteemed college in Class B.Com (1st Year) for the current session 2020-21. In this connection, I want to inform your goodself that I am a single girl child of my widow mother. In this regard, I am enclosing my mother's Low Income Certificate and Single Girl Child Certificate for favour of kind consideration at your end as per rules.

I shall be highly obliged for this act of kindness.

Thanking you,

Yours faithfully,

Bhavika

(Bhavika Thakur)  
Mob: 8628811596

You are given the concession  
of RS 8110/-

Mother :- Smt. Pooja Thakur w/o  
Late Sh. Jitender Kumar  
R/o HOPE VILLA, Panthaghati,  
SHIMLA - 171009 (HP)  
Mob: 9318501596

Sr. Magdalene





The Principal  
St. Bede's College  
Shimla

Subject: Exemption from paying fees.

Dear Sister,

With due regard, I want to state that I am a student of your college, studying in B.Com 5th semester. My father is a laborer. He cannot afford the expenses of my education. It is becoming very difficult for me to carry on my studies due to lack of funds. So I request you to grant me full fee concession. I shall be very thankful to you for this kindness.

Yours obediently  
Shristi Tyagi

Pratima



Form No - 20200730

83

To  
The Principal  
St. Bede's College  
SHIMLA

Respected Sister,

This is to humbly request you to kindly grant my daughter Ria Shakya fee concession . I also request you to allow me to pay the fees in two equal instalment. She is seeking admission in B.Com - II for the academic session 2020-21.

I shall be very grateful for this kindness.

Concession of  
Rs. 10,000/-

Thanking you,

- granted

Yours sincerely,

*R. Shakya*  
(ANNIE SHAKYA)

Sr. Magdalene  
24-8-2020

Ria Shakya  
B.Com-II  
R.No 193043



The Principal  
St. Bede's College  
Chota Shimla, Himachal Pradesh

Roll No -  
194031

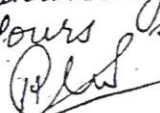
Resp. Sister,

This is to bring to your notice that my daughter Priyanshi Goodwill Raphael is studying in your college in II<sup>nd</sup> year she is pursuing English Honours. She was admitted in the college through the help of Bishop Francis Kalist of Meerut. He wrote a letter to Sr. Marina regarding the admission he only paid all the expenses.


I have three children two sons and a daughter my husband had 2 open surgeries last year and due to the expenses we're facing severe financial problems, on top of it, during the lockdown both my husband and my salary is being deducted, we've attached our salary certificate as well. Our financial condition is not good. Please help us. Please grant my daughter the needful fee concession, seeing our condition.

I'll be highly obliged.

Thanking you in anticipation

Yours Sincerely  
  
H. Goodwill

Rs 10,000/- now  
Rs 10,000/- in April -

  
Sr. Magdalena  
15-02-2021





## LEAVES

**St. Bede's College, Shimla - 2**  
Employees Leave Application Form

Name..... Dr. Sapna Sharma  
Designation..... Assoc. Prof. (Physi.c.)  
Leave Required (No. of Days)..... One  
Type of Leave..... Duty Leave  
From..... 20.6.2018..... To..... —  
Reason..... To attend BOS meeting to finalize syllabus for UG (Annual System)  
Address During Leave.....  
Physi.c. Dept. - H.P. University Shimla  
Date of Application..... 19.6.2018  
Place..... Shimla  
Signature.....  
To my credit I have (C.L.)..... as on.....  
Incharge of Leave Record.....  
Leave Incharge.....  
Remarks.....  
Sanctioning Authority.....

**St. Bede's College, Shimla - 2**  
Employees Leave Application Form

Name..... Anuja Sharma  
Designation..... Associate Prof.  
Leave Required (No. of Days)..... One  
Type of Leave..... duty  
From..... 27-12-18..... To..... —  
Reason..... Attending a workshop at IIAS  
Address During Leave..... Shimla  
Date of Application..... 26-12-18  
Place..... Shimla  
Signature.....  
To my credit I have (C.L.)..... as on.....  
Incharge of Leave Record.....  
Leave Incharge.....  
Remarks.....  
Sanctioning Authority.....

**St. Bede's College, Shimla - 2**  
Employees Leave Application Form

Name..... Shweta Thakur  
Designation..... Lecturer  
Leave Required (No. of Days)..... One day  
Type of Leave..... Duty Leave  
From..... 23 March 2016..... To.....  
Reason..... Attending Seminar  
Address During Leave..... Himachal Pradesh University  
SHIMLA  
Date of Application..... 26 March 2016  
Place..... Shimla  
Signature.....  
To my credit I have (C.L.)..... 11..... as on..... 26 March 2016  
Incharge of Leave Record.....  
Leave Incharge.....  
Remarks.....  
Sanctioning Authority.....



## OTHER FACILITIES

### CYBER CAFÉ, PRINTERS & WI-FI



## GYMNASIUM, COMMON ROOM AND PLAYGROUND



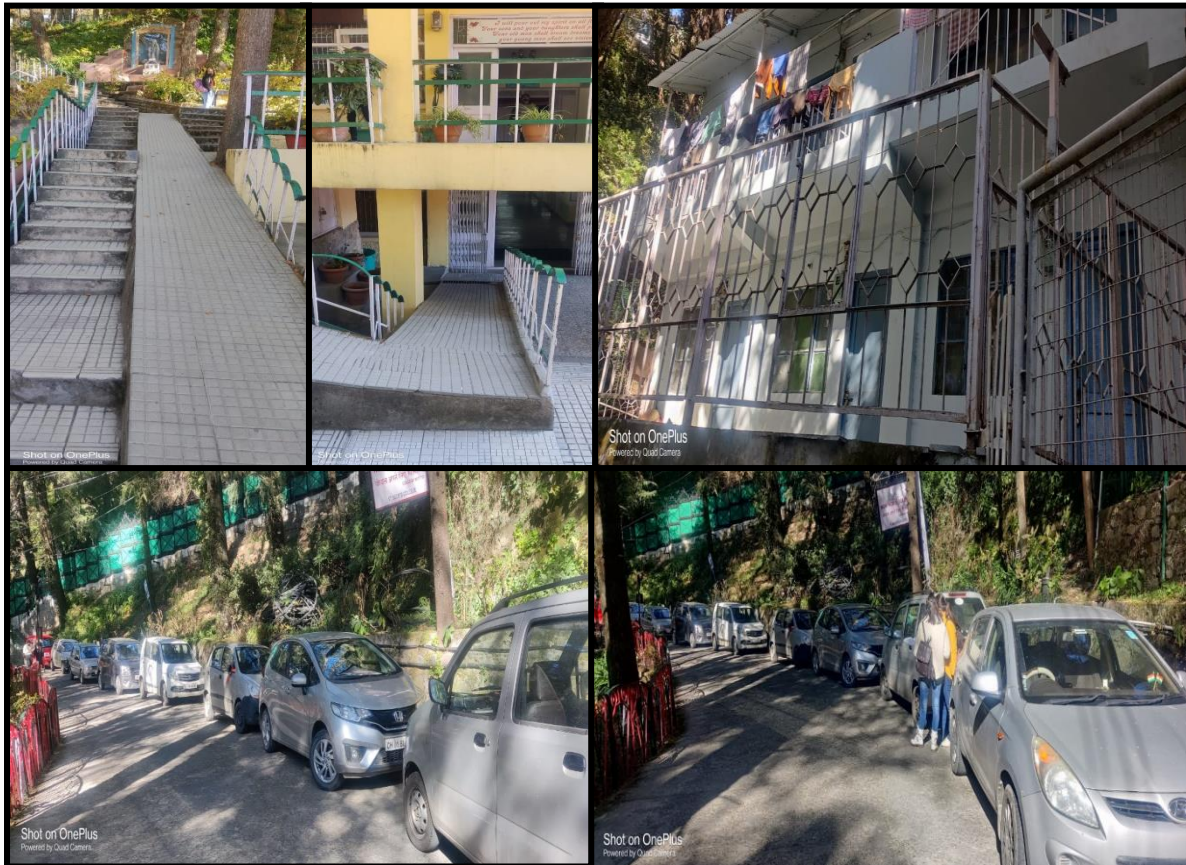




## LIBRARY, STAFF ROOM & DEPARTMENT ROOMS WITH WI-FI & LAPTOPS



## FACILITY OF RAMP, STAFF QUARTERS & CAR PARKING







**INFIRMARY, HAND SANITIZING MACHINE, RO, WASHROOMS, SANITARY NAPKIN VENDING & COFFEE VENDING MACHINE, HOT CASES ETC.**

