



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

This is to certify that the following information pertains to the total number of posts sanctioned and filled at St. Bede's College, Shimla during the period from 2018 to 2023. The total number of sanctioned posts during the specified period has been verified and is supported by the attached audit statement from the Directorate of Higher Education. The attached audit statement from the Directorate of Higher Education serves as evidence of the sanctioned posts by the government. This statement has been thoroughly examined and is hereby acknowledged as an authentic and valid document substantiating the sanctioned posts during the specified period.

Mollym
Principal

Principal
St. Bede's College
Shimla



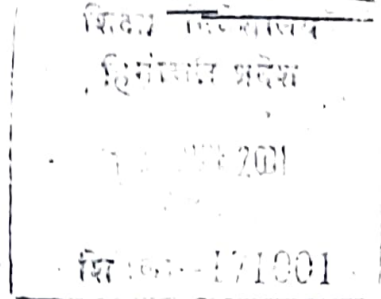
NO: Ldn-11(5)C(10)4/96-Inspection
Directorate of Education,
Himachal Pradesh,

Urgent
Personal Attention

Dated Shimla-171001.

To

The Princippl,
St. Bedes' College
SHIMLA



H.P.

Sub: Departmental inspection of 95% aided Colleges in H.P.
Memo:

The Audit Party of the Department has conducted the
audit of your College w.e.f. _____ to _____ for the
period from 1997-98 to 2000-2001.

The suggestions of the said party are sent for your
information and further necessary action. You are directed to comply
with the observations made by the Audit Party on each point and ensure
that no such irregularity is committed in future failing which matter
will be viewed seriously and action will be taken as would be warranted
under the Rules.

[Signature]
Director of Education,
Himachal Pradesh.

Guard file/ Concerned files of Colleges.



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Shimla

The audit and inspection of St. Bede's College Shimla has been conducted w.e.f. 28.4.2001 to 1.5.2001 for the period from 4/97 to 3/2001. The report is submitted for the perusal of the worthy Director of Education.

MANAGEMENT EXISTS
ARTS AND SCIENCE GROUPS
RUNNING

Para-1 -Establishment Matters-

There exists 38 posts of teaching staff and 26 posts of non-teaching staff in the College. Postwise detail is appended:-

Sanctioned post	Post in position	Vacant	Non-teaching		
			Sanctioned post	Post in position	Vacant
1.	2.	3.	1.	2.	3.
1. Principal	1	-	Supdt.Gr,II,1	1	-
2. Lects,Eng. & English	4	1	Sr.Asstt. 1	1	-
3. Lects. Hindi	2	-	Clerks 2	1	1
4. Lects French	1	-	Peon-cum-Driver	1	-
5. Lects. History	1	-	Chowkidar 1	1	-
6. lects. Economics	2	-	Tabla Inst-ructor 1	1	-
7. Lects. Music Vocal	1	-	Library Atten-dant 1	-	1
8. Lects. Music Instrumental	1	-	Lab.Attendant 12	12	-
9. Lect.Pol,1 science	1	-	JLA(Junior Labo-ratory Atten-dant) 3	3	-
10.Lect. Geography	3	-	Mechanic 1	1	-
11.Lect. Psychology	2	-	Mali 1	1	-
12.Lect.Home Science	2	-	Sweeper 1	1	-
13.Lects.Phy. 3	3	-			
14.Lect.Chemistry	5	-			
			26	24	2



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15. Lects. Botany	2	2	-
16. Lects. Zoology	2	2	-
17. Lects. Maths	2	2	-
18. Lects. Phy. Edu- cation	1	1	-
19. Librarian	1	-	1
	38	36	2

Para-II Maintainance of Service Books.

On the verification of service books of the employees, it is noticed that they have reconstructed the service books of all the employees on the advise of the Department. Though all entries pertaining to annual increments and pay fixations have been recorded in the service books but service verifications on year to year basis is yet to be made. Besides, this appointment entries with letter no. and date of competent authority has not been made in the service books, The Principal may be asked to complete these entries on priority.

Para-III On examining the service book of Mr. Jose Kurian, Supdt. Gr. II, it is noticed that pay fixation on promotion to the post of Supdt. Gr. II, has not been gor approved from the Director of Education. The principal may be asked to get the needful done. Besides, earned leave availed by Mr. Jose Kurian has not been signed and verified by the Principal.

Para-IV One Sh. Ravi Dutt Minhas JLA has wrongly been sanctioned family planning incentive @ Rs. 150/- w.e.f. 1.1.96 instead of Rs. 100/. Actually he was to be given this benefit in the time scale of 3120-5160/- instead of 4400-5000. So the recovery of overpayment @ Rs. 50 / permonth w.e.f. 1.1.96 to 31.3.2001 comes to Rs. 3150/-. The Principal to recover this amount from the official in lumpsum and deposit the same in the PLA account under intimation to this Directorate and infuture he may be given this incentive @ 100 PM from April onwards.

para-V From the perusal of the record it reveals that the appointment of Smt. Anjali Wadhawan JLA on the post of librarian (UGC scale) of 2200-4000 has wrongly been made by the Management for the period of 8 months i.e. 1.3.99 to 31.10.99. Though the Deptt. has given its permission to fill up the post of librarian on 3 months basis in the first instance but the factual position was not brought to the notice of the Deptt. On going through the record of the inter- view held in the college inwhich Departmental nominee was also associated, it revealed that none of the candidate appeared in the interview were found eligible for the post of librarian being less requisite qualifications for the said post i.e. M. Lib. Science. The contd/3.



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interview board unanimously suggested the appointment of Mrs. Anjali Wadhawan JLA which is not in order. Infact the appointment from the post of JLA(State Scale) to the post of librarian(UGC scale 2200-4000) is required to be approved from the Finance Deptt. H.P. Govt. In-view of the position explained above the party has worked out the overpayment of Rs.32730/- approximately as detailed below:-

Pay in the State Scale as JLA 1365-2410	Pay as librarian in UGC scale(2200-4000	Diffe -ance
3/99 5420/-	8451/-	3031/-
4/99 5420/-	8451/-	3031/-
5/99 5420/-	8451/-	3031/-
6/99 5420/-	8501/-	3081/-
7/99 5420/-	8501/-	3081/-
8/99 5420/-	8501/-	3081/-
9/99 5420/-	12617/-(in the scale of) Rs.8000-12000) revised w.e.f. 1.1.96.	7197/-
10/99 5420	12617 ---do---	7197/-
		32730/-

Further, this amount of Rs.32730/- has been proposed to be reduced from the due grant of the College till 28.2.2001. Smt. Anjali Wadhawan is eligible for the post of JLA only and this 95% Grant-in-aid has not been allowed to Smt. Anjali Wadhawan for the period from 3/99 to 10/99.

This position is submitted for the perusal of Director of Education.

Para-VI Sh. Khub Ram Laboratory Attendant has been given family planning incentive @ Rs.100/- in the time scale of Rs.3120-6200 on 28.7.2000 instead of Rs. 140/-. Infact he was drawing rate of increment @ Rs. 140/- on the time scale of Rs. 3120-4200 on 28.7.2000 as such he has been paid Rs. 40 per month less since 28.7.2000. Principal to give this incentive to Sh. Khub Ram Lab. attendant from 28.7.2000 @ Rs. 140/- instead of Rs. 100 PM.

In another case one Sh. Piar Lal Laboratory attendant has proceeded on E.O.L. without pay w.e.f. 29.4.2000 to join another assignment as stated by the college authority, thus he has been paid excess salary for 2 days i.e. 29.4.2000 to 30.4.2000 The Principal St. Bede's College Shimla, be asked to deposit excess amount paid to Sh. Piar Lal L.A. in PLA under intimation to this Directorate.

Para-VII Accounts Matters
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The cash book and PLA account of this College has not been



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maintained properly. Opening and closing balance of the cash book and PLA account doesnot tally with each other. The Principal has not deposited the 5% share of the Management and fee (income) with PLA stating that incase they deposits this amount in PLA account of the College, they^{ent} face difficulty in withdrawing the same from PLA through treasury as such they deposits these funds in their bank account and utilisas for payment of salary when required. The Principal has also informed that treasury is not also authorising her to withdraw the payment from PLA more than 10 lacs once in a month as such their claim/demand remained pending with the treasury for months together. So to avoid delay in paying salary to the staff they deposits these funds in their bank account. This practice is not in-order. The 5% management share and income from fee fine etc. is required to be deposited in PLA account first and then withdraw to meet out the expenses on a/c of salary. The Principal may be advised to amend the procedure in future.

Para-VIII Actual Payees receipt (APRs)
.....

The APRs have not regularly been signed by the various Officers/Officials of the College which is a serious lapse. The Principal to ensure that the APRs are signed by all concerned before the payment is released from PLA/ Bank.

Para-IX 95% Grant-in-Aid
.....

During the last 4 years the following grant-in-aid has been released in favour of St. Bede's College:-

Year	Amount of GIA released	Eligibility of 95% GIA to College
1997-98	59,93,412/-	59,92,781/-
1998-99	53,17,719/-	58,44,694/-
1999-2000	84,30,000/-	84,36,556/-
2000-2001	1,29,75,407/-	1,44,86,698/-

Year-wise detail of variation in 95% GIA taking into consideration gross expenditure and income etc. is enclosed at Annexure-A for the perusal of Worthy Director of Education. From the table it reveals that after releasing salary upto 28.2.2001, a sum of Rs. 20,07,625/- is yet to be paid to this College. While releasing next grant for 3/2001 to 5/2001 the adjustment of this less amount paid to the college is to be made. It may however, be added that expenditure of the college for 2000-2001 has been taken upto 28.2.2001.

contd/-5.



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Para-X 5% Share of the Management.
.....

Though the College has shown 1,43,987-00, 5% management share as excess deposits but this amount has not been deposited in the PLA/account of the college. This amount is deposited in their bank account which is not in order. The yearwise 5% management share which they deposited in bank account is enclosed at Ann-B for the kind perusal of wirthy Director of Education. As stated above the Principal should stop this practice infuture and deposit this amount in PLA. Similarly income from fee/fines admission fees etc. may also be deposited in the PLA instead of their bank account.

Para-XI Administrative charges for EPF/CPF.
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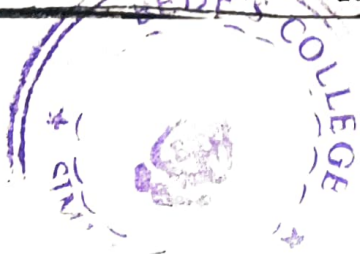
From the record produced by the Principal it reveals that they have not claimed in salary any administrative charges on a/c EPF/CPF service charges from the Department.

Para-XII Revision of pay scales
.....

Arrears bills on a/c revision of pay scales/award of sr,selection scales w.e.f. 1.1.96 in r/o teaching and non-teaching staff w.e.f. 27.7.98 have been checked at randum and founf in-order as approved by the Directorate. But thorough checking of these claims is required to be made for which copies of these claims have been obtained for verification from Section Officers(Audit) in the Directorate. Here, it is also noticed that in the cases where sr.and selection scales have been awarded from 27.7.98 and the pay of an individual fixed at the minimum of the scale awarded to them the next date of increment has been retained old whereas it is required to be given on completion of 12 months after the fixation of pay at minimum. This discrepancy is required to be seen at the Directorate level., with reference to the pay fixations cases of their counterparts in Govt. Colleges.

Para-XIII House Rent Allowance and Medical Allowance
.....

The Principal was asked through audit memo issued on 28.4.2001, about the claiming of HRA and MA in spouse cases, but the Principal could not produce the ~~undertaking~~ of the staff reason being that the college staff was on vacation after examination till 22.6.2001. She has assured that undertaking of each ^{eligible} spouse case would be made available after they join. However, in the bills HRA and fixed MA is



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is being claimed. This aspect could be examined after getting their undertaking from the concerned office/Deptt. of the spouse. Detail of spouse case is also attached at Annexure-C.

Para-XIV Students enrolment 2000-2001

During the period under report the students strength of the college remained as under:-

B.A. (I)	B.A. (II)	B.A. (III)	B.SC(I)	B.SC(II)	B.SC III
95% grant-in-aid					
140	136	129	74	82	55

Besides, above the following vocational course(s) are being run on self finance basis in the College:-

Subject	Students strength					
	B.A. (I)	(II)	III	BSC(I)	(II)	(III)
Computer Application	16	9	9	22	14	12

Honours classes

	Students strength		
	BA(I)	BA(II)	BA(III)
English	27	42	30
Economics	12	27	8
Geography	15	11	7

Para-XV Retirement with-in 10 years

The following staff(teaching) will be retiring within the next 10 years:-

Srno:	Name with post	Date of Appointment Birth	Date of retirement
1.	2.	3.	4.
1.	Sr.Melba Rodrigues, Principal	11.5.1943	31.5.2003
2.	Dr.P.Bali, lecturer	29.6.1948	30.6.2008
3.	Mrs.K.L.Sharam, lecturer	17.5.1946	31.5.2006
4.	Mrs.R.B.Malhotra, lecturer	7.6.1946	30.6.2006
5.	Mrs. R.R.Chagla, lecturer	12.2.1950	29.2.2010
6.	Mrs.Meenakshi Kumar, lecturer	11.8.1951	31.8.2011
7.	Mrs.V.Singh, lecturer	12.3.1947	31.3.2007
8.	Mrs.Veer Singh Chauhan, lecturer	15.01.1941	31.1.2001
9.	Sr.Marina John, Lecturer	15.6.1951	30.6.2011
10.	Mr.P.S.Singh, lecturer	15.6.1947	30.6.2007
11.	Mrs.Prabha Gupta, lecturer	28.3.1943	31.3.2003

Particulars of non-teaching staff who will retire after 10 years is as under:-



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Shimla

Srno:	Name with post	Date of Birth	Date of retirement
1.	Mr.Mansa Ram, Mali	9.11.1950	30.11.2010
2.	Sh.Thakur Singh, Chowkidar	15.4.1946	30.4.2006

Handwritten: 23/5/2001
S.R.Kaundal (Supdt.Gr.II)
Budget & Accounts Branch
Directorate of Education
H.P.Shimla.

Salig Ram Sharma,
S.O. (F&A)
Directorate of Education
Himachal Pradesh.



Handwritten signature: mollym

Principal
St. Bede's College
Shimla

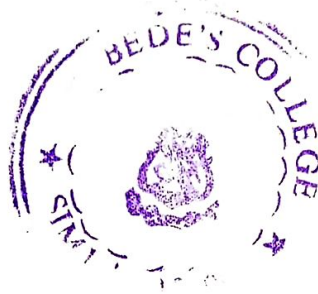


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This is to certify that, excluding the Librarian post, there are a total of 37 sanctioned teaching posts.

Mollym
Principal

Principal
St. Bede's College
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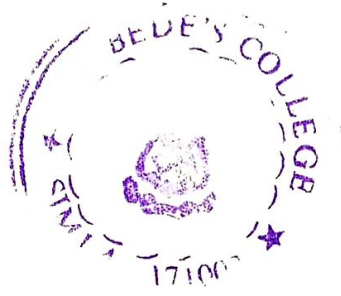


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This certifies that, from 2018 to 2023, the management has filled the vacant government posts as well as posts for self-financing programs.

Molly M
Principal

Principal
St. Bede's College
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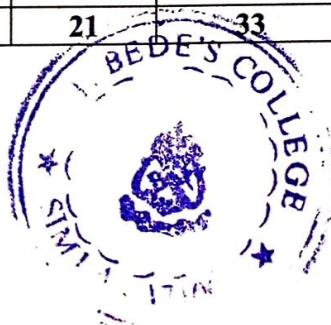
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SANCTIONED STRENGTH OF FACULTY 2018-19

St. Bede's college offers programmes under the aided as well as self-financing streams. The faculty posts under the aided stream are sanctioned by the state government and those in the self-financing stream are sanctioned by the management.

Sr. No.	Departments	Government Sanctioned Posts			Management Sanctioned Posts	Total	Remarks
		Sanctioned Posts	Present position	Vacant Position			
1	Principal	1	0	1	1	1	
2	Biotechnology*	-	-	-	2	2	
3	Botany	2	1	1	3	4	
4	Chemistry	4	1	3	1	2	
5	Commerce & Management*	-	-	-	7	7	
6	Computer Science*	-	-	-	3	3	
7	Dance*	-	-	-	1	1	
8	Economics	3	2	1	1	3	
9	English	5	3	2	4	7	
10	Geography	3	0	3	3	3	
11	Hindi	2	1	1	0	1	
12	History	1	0	1	1	1	
13	Home Science	2	1	1	0	1	
14	Mathematics	2	1	0	1	2	
15	Microbiology*	-	-	-	2	2	
16	Music	2	0	2	0	0	Guest faculty
17	Physics	3	3	0	0	3	
18	Political science	1	1	0	0	1	
19	Psychology	2	1	1	1	2	
20	Zoology	2	0	2	2	2	
21	Physical Education	1	0	1	0	0	Guest Faculty
22	French	1	0	1	0	0	Discontinued
	Total	37	15	21	33	48	

* Self-Financed Courses



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 Principal
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SANCTIONED STRENGTH OF FACULTY 2019-20

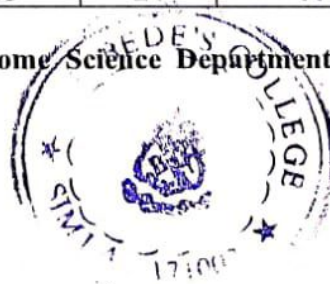
St. Bede's College offers programmes under the aided as well as self-financing streams. The faculty posts under the aided streams are sanctioned by the state government and those in the self-financing streams are sanctioned by the management.

Sr.No.	Departments	Government sanctioned Posts			Management sanctioned Posts	Total	Remarks
		Sanctioned Posts	Present position	Vacant Position			
1	Principal	1	1**	0			Officiating Principal from Home Science Department
2	Biotechnology*	-	-	-	2	2	
3	Botany	2	1	1	3	4	
4	Chemistry	4	1	3	1	2	
5	Commerce & Management*	-	-	-	8	8	
6	Computer Science*	-	-	-	4	4	
7	Economics	3	1	2	2	3	
8	English	5	3	2	5	8	
9	Geography	3	0	3	5	5	
10	Hindi	2	0	2	1	1	
11	History	1	0	1	2	2	
12	Home Science	2	1**	1	1	2	
13	Mathematics	2	1	1	2	3	
14	Microbiology*	-	-	-	2	2	
15	Music	2	0	2	1	1	
16	Physics	3	3	0	0	3	
17	Political Science	1	1	0	1	2	
18	Psychology	2	1	1	2	3	
19	Zoology	2	0	2	2	2	
20	Physical Education	1	0	1	0	0	Guest Faculty
21	French	1	0	1	0	0	
	Total	37	13	24	44	57	

* Self-Financed courses

** The officiating Principal from the Home Science Department (shown under both but counted once)

***French Discontinued



Officiating Principal
St. Bede's College
Shimla - 2
Nathania



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SANCTIONED STRENGTH OF FACULTY 2020-21

St. Bede's College offers programmes under the aided as well as self-financing streams. The faculty posts under the aided streams are sanctioned by the state government and those in the self – financing streams are sanctioned by the management.

Sr. No.	Departments	Government Sanctioned posts			Management sanctioned posts	Total	Remarks
		Sanctioned Posts	Present position	Vacant Position			
1	Principal	1	1**	0			Officiating Principal from Home Science Department
2	Biotechnology*	-	-	-	2	2	
3	Botany	2	1	1	3	4	
4	Chemistry	4	0	4	2	2	
5	Commerce & Management *	-	-	-	5	5	
6	Computer Science*	-	-	-	3	3	
7	Economics	3	1	2	2	3	
8	English	5	3	2	3	6	
9	Geography	3	0	3	4	4	
10	Hindi	2	0	2	1	1	
11	History	1	0	1	1	1	
12	Home Science	2	1**	1	1	2	
13	Mathematics	2	0	2	2	2	
14	Microbiology*	-	-	-	2	2	
15	Music	2	0	2	1	1	
16	Physical Education	1	0	1	0	0	
17	Physics	3	2	1	0	2	
18	Political Science	1	0	1	1	1	
19	Psychology	2	1	1	1	2	
20	Zoology	2	0	2	2	2	
21	French***	1	0	1	0	0	
	Total	37	9	28	36	45	

* Self-Financed course

** The officiating Principal from the Home Science Department (shown under both but counted once)

***French Discontinued



Officiating Principal
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 Shikha
Alakama



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SANCTIONED STRENGTH OF FACULTY 2021-22

St. Bede's college offers programmes under the aided as well as self-financing streams. The faculty posts under the aided streams are sanctioned by the state government and those in the self – financing streams are sanctioned by the management.

Sr. No.	Departments	Government Sanctioned Posts			Management Sanctioned Posts	Total	Remarks
		Sanctioned Posts	Present position	Vacant Position			
1	Principal	1	1	0	0	1	
2	Biotechnology*	-	-	-	2	2	
3	Botany	2	2	0	2	4	
4	Chemistry	4	2	2	1	3	
5	Commerce & Management*	-	-	-	5	5	
6	Computer Science*	-	-	-	3	3	
7	Economics	3	2	1	2	4	
8	English	5	5	0	0	5	
9	Geography	3	3	0	1	4	
10	Hindi	2	2	0	0	2	
11	History	1	1	0	0	1	
12	Mathematics**	3*	1	2	1	2	
13	Microbiology*	-	-	-	2	2	
14	Music	2	0	2	1	1	
15	Physical Education	1	1	0	0	1	
16	Physics	3	2	1	0	2	
17	Political Science	1	1	0	1	2	
18	Psychology	2	2	0	1	3	
19	Zoology	2	2	0	1	3	
20	Home Science	2	0	2	1	1	
	Total	37	27	10	24	51	

* Self-Financed Courses

** No. increased as the post shifted from French to Mathematics



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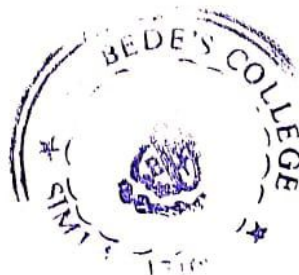
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SANCTIONED STRENGTH OF FACULTY 2022-23

St. Bede's College offers programmes under the aided as well as self-financing streams. The faculty posts under the aided streams are sanctioned by the state government and those in the self-financing streams are sanctioned by the management.

Sr. No.	Departments	Government Sanctioned Posts			Management Sanctioned Posts	Total	Remarks
		Sanctioned Posts	Present position	Vacant Position			
1	Principal	1	1	0	0	1	
2	Biotechnology*	-	-	-	2	2	
3	Botany	2	2	0	3	5	
4	Chemistry	4	2	2	1	3	
5	Commerce & Management*	-	-	-	5	5	
6	Computer Science*	-	-	-	3	3	
7	Economics	3	2	1	2	4	
8	English	5	4	1	2	6	
9	Geography	3	3	0	1	4	
10	Hindi	2	2	0	0	2	
11	History	1	1	0	0	1	
12	Home Science	2	0	2	1	1	
13	Mathematics	3	1	2	1	2	
14	Microbiology*	-	-	-	2	2	
15	Music	2	0	2	1	1	
16	Physical Education	1	1	0	0	1	
17	Physics	3	1	2	1	2	
18	Political Science	1	1	0	1	2	
19	Psychology	2	1	1	2	3	
20	Zoology	2	2	0	1	3	
	Total	37	24	13	29	53	

* Self-Financed Courses



Molly M
 Principal
 St. Bede's College
 Shimla