ST. BEDE'S COLLEGE, SHIMLA

STANDARD OPERATING PROCEDURES (SOPs)

RUSA CELL

SOP No.: RUSA/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment of RUSA: 2013
Approved By: Principal
Responsible Unit: Rashtriya Uchchatar Shiksha Abhiyan Cell.

Faculty Coordinator/Convener: To be appointed by the Principal

Members: As approved by the Principal and as required under applicable RUSA/state/college orders

1. RUSA CELL

- Name of the Cell: Rashtriya Uchchatar Shiksha Abhiyan (RUSA) Cell, St. Bede's College, Shimla.
- Department/Unit under which it functions: College-level coordinating cell functioning under the supervision of the Principal and in coordination with the College Office, IQAC, departments, and relevant authorities.
- Date of establishment: As per the college's official constitution/appointment order.
- Faculty Coordinator/Convener: To be appointed by the Principal.
- Faculty/Administrative Members: To be nominated by the Principal in accordance with institutional requirements and applicable scheme guidelines.
- Student/Departmental representatives: To be included where required for specific activities, data collection, or institutional planning.

Note: The College should verify the current scheme name, applicable guidelines, sanctioned components, and reporting requirements from the latest official orders issued by the competent state/central authority. These SOPs do not independently authorise expenditure or alter any scheme conditions.

2. Introduction

The RUSA Cell of St. Bede's College, Shimla, shall serve as the institutional coordination unit for activities, documentation, monitoring, and reporting associated with Rashtriya Uchchatar Shiksha Abhiyan (RUSA), to the extent applicable to the college under the relevant sanction orders and guidelines. The Cell shall support the effective implementation of approved initiatives by coordinating with the Principal, College Office, IQAC, departments, and designated authorities. Its work shall emphasise compliance with sanctioned purposes, transparent record keeping, timely reporting, evidence-based monitoring, and responsible utilisation of any funds or resources entrusted to the institution.

3. Vision

To support institutional development through transparent, accountable, and effective coordination of approved RUSA-related initiatives, in accordance with applicable guidelines and the development priorities of St. Bede's College, Shimla.

4. Mission

- Coordinate approved RUSA-related activities and institutional requirements.
- Facilitate timely collection, verification, and submission of data and reports.
- Support planning, implementation, monitoring, and documentation of sanctioned activities.
- Promote transparency, accountability, and compliance with applicable financial and administrative procedures.
- Coordinate with the Principal, College Office, IQAC, departments, and competent authorities.
- Maintain reliable records for monitoring, audit, inspection, and institutional review.
- Identify implementation challenges and recommend corrective measures.

5. Objectives

1. To coordinate the college's RUSA-related responsibilities in accordance with current applicable guidelines and sanction orders.
2. To prepare and maintain an institutional schedule for required submissions, reports, reviews, and compliance activities.
3. To collect and verify data and supporting documents from the concerned departments and College Office.
4. To facilitate implementation of approved activities and ensure that they remain within the sanctioned scope.
5. To support transparent and documented utilisation of funds, where applicable, in coordination with the College Office and authorised signatories.
6. To maintain records of approvals, sanctions, procurement, expenditure, outputs, and utilisation certificates, where required.
7. To monitor progress against approved targets and timelines.
8. To coordinate responses to official communications, observations, inspection requirements, and audit queries.
9. To prepare action-taken reports on pending observations and decisions.
10. To review the effectiveness of RUSA-related coordination and recommend improvements.

6. Organisational Structure

Principal/Head of Institution

↓

RUSA Cell Coordinator/Convener

↓

Faculty and Administrative Members

↓

Departmental Nodal Persons, where required

↓

Supporting Staff/Student Representatives for assigned tasks

7. Composition of the RUSA Cell

Position	Number	Mode of Selection/Appointment	Tenure
Principal/Head of Institution	1	Institutional position/appointment	As per institutional norms
RUSA Coordinator/Convener	1	Appointed by the Principal	As specified in appointment order
Faculty Members	As decided	Nominated by the Principal	As per institutional order
College Office/Accounts Representative	As required	Designated by the Principal/competent authority	As assigned
Departmental Nodal Persons	As required	Nominated for data/reporting needs	Activity/report-specific
Other Members/Support Staff	As required	As approved by the Principal	As assigned

8. Roles and Responsibilities

A. Principal/Head of Institution

- Provide overall institutional supervision and guidance.
- Approve proposals, submissions, and actions requiring institutional approval.
- Designate the Coordinator and members of the RUSA Cell.
- Ensure coordination between the Cell, College Office, IQAC, departments, and other authorities.
- Review implementation progress, compliance issues, and reports.

B. RUSA Coordinator/Convener

- Maintain an updated record of applicable RUSA guidelines, sanction orders, official communications, deadlines, and reporting formats.
- Prepare an annual/periodic work plan for RUSA-related coordination.
- Coordinate with the Principal, College Office, IQAC, departments, and competent authorities.
- Collect and compile information requested for proposals, progress reports, monitoring, and compliance.
- Verify submissions for completeness and supporting evidence before placing them for approval.
- Track approved activities, milestones, deliverables, and reporting deadlines.
- Maintain a register of official communications, submissions, observations, and action taken.

- Coordinate with the College Office on financial documentation without replacing the duties of authorised financial officers/signatories.
- Flag deviations, delays, risks, or unclear requirements to the Principal promptly.
- Prepare periodic status reports and an annual review, as applicable.

C. Faculty Members

- Assist in data collection, activity planning, and reporting within assigned responsibilities.
- Coordinate with their departments for timely and accurate information.
- Support monitoring of approved activities and preparation of evidence.
- Verify the accuracy of subject-specific information provided for reports.
- Maintain confidentiality and follow institutional procedures.

D. College Office/Accounts Representative

- Maintain official financial and administrative records in accordance with college procedures.
- Provide verified expenditure, procurement, sanction, and utilisation information when authorised and required.
- Ensure bills, vouchers, approvals, bank/payment records, and other documents are handled through prescribed channels.
- Coordinate audit and financial reporting requirements with authorised officials.
- Bring discrepancies or missing documentation to the attention of the competent authority.

E. Departmental Nodal Persons

- Provide requested data and supporting documents within prescribed timelines.
- Ensure that information submitted by the department is accurate and verifiable.
- Respond to clarification requests and support progress monitoring.
- Report delays, implementation issues, or changes affecting approved activities.

F. Supporting Staff/Other Members

- Carry out tasks assigned by the Coordinator or Principal.
- Maintain accuracy, confidentiality, and proper handling of documents.
- Support meetings, data compilation, communication, and record management as required.

9. Annual Work Planning

The RUSA Cell shall prepare a work plan at the beginning of each academic session, or at the start of the relevant scheme/reporting cycle, based on current official instructions and the college's approved responsibilities.

- List required reports, proposals, data submissions, review meetings, inspections, and compliance deadlines.
- Identify the person responsible for each task and the department/office supplying the information.
- Record the applicable scheme component, approved purpose, sanction reference, timeline, and expected evidence, wherever relevant.

- Coordinate with the institutional academic calendar and IQAC requirements where appropriate.
- Submit the work plan to the Principal for approval and update it when official directions or deadlines change.
- Do not assume eligibility for a funding component or initiate expenditure without the relevant approval/sanction.

10. Procedure for Processing a RUSA-Related Activity/Requirement

The following workflow shall be followed, as applicable:

Receipt of official guideline, communication, requirement, or identified institutional need

↓

Review of applicable scheme rules and sanction conditions

↓

Preparation of proposal/data request/checklist

↓

Verification by concerned department/College Office

↓

Approval by Principal/competent authority, where required

↓

Implementation or submission through authorised channel

↓

Collection of supporting evidence and records

↓

Progress/compliance monitoring

↓

Preparation of report/statement/response

↓

Review and approval by authorised official

↓

Submission within deadline and acknowledgement record

↓

Follow-up, corrective action and closure

Where financial matters are involved, all actions must comply with the applicable sanction, procurement, accounting, audit, and financial rules. The RUSA Cell shall coordinate and document the process but shall not substitute for the authority of the Principal, College Office, accounts staff, or other designated officials.

11. Meeting Procedure

- The RUSA Cell shall meet at least once each semester and additionally when required by reporting deadlines, official communications, implementation needs, or the Principal.

- The Coordinator shall prepare the agenda and circulate relevant information in advance where practicable.
- Attendance and minutes shall be recorded for each meeting.
- Minutes shall identify decisions, assigned responsibilities, deadlines, and pending issues.
- A status/action-taken report shall be reviewed at the next meeting or by the specified deadline.
- Urgent compliance matters shall be brought to the Principal's attention without waiting for the next scheduled meeting.

Suggested cycle: Meeting → Minutes → Action Points → Responsible Person → Deadline → Action Taken/Status Report.

12. Documentation and Record Management

The RUSA Cell shall maintain a dedicated physical or digital record repository with appropriate access controls.

A. Administrative and Scheme Records

- Order constituting the Cell and appointment/nomination orders.
- Current applicable scheme guidelines, official circulars, sanction orders, and amendments.
- Official correspondence, email/letter acknowledgements, and submission records.
- Annual work plan, meeting notices, minutes, and Action Taken Reports.
- Deadlines and compliance tracker.

B. Activity, Progress and Compliance Records

- Approved proposals and implementation plans.
- Departmental data requests, verified responses, and supporting documents.
- Progress reports, deliverables, milestones, and evidence of implementation.
- Monitoring/inspection reports, observations, clarifications, and replies.
- Utilisation certificates, completion reports, and outcome documentation, where required.
- Audit queries, responses, and records of corrective action.

C. Financial and Procurement Records

- Official sanction and budget allocation records, where applicable.
- Approved estimates, procurement approvals, quotations/tender records as required, purchase orders, and work orders.
- Bills, invoices, vouchers, payment records, stock/asset entries, and completion certificates, where applicable.
- Expenditure statements, utilisation certificates, and audit documents, where required.
- The College Office/accounts section shall maintain the official financial records; the Coordinator shall retain authorised copies or reference details as required.

Records shall be retained in accordance with applicable government, scheme, audit, and institutional retention requirements. Confidential or personal information shall be handled only for authorised purposes.

13. Outcome and Impact Assessment

The Cell shall assess the progress and outcomes of RUSA-related activities only within the scope of the college's approved role and available evidence.

Level	Meaning	Possible evidence/indicator
Output	What was completed or submitted?	Reports submitted, activities completed, procurement/works documented, or data sets verified, as applicable.
Outcome	What immediate result was achieved?	Milestones achieved, approved activities operational, compliance requirements met, or delays resolved.
Impact	What longer-term improvement is evidenced?	Verified improvements in institutional capacity, facilities, processes, access, quality, or other outcomes explicitly linked to an approved activity.

Possible monitoring indicators:

- Reports and returns submitted within deadlines.
- Completeness and accuracy of records.
- Progress against approved milestones and targets.
- Number/status of pending observations and their closure.
- Timely completion of approved activities, where applicable.
- Financial documentation and utilisation reporting completed through authorised channels.
- Audit/inspection observations and corrective actions.
- Evidence of outcomes supported by approved reports and records.

No funding, achievement, or impact shall be claimed unless supported by official approval and verifiable evidence.

14. Feedback Mechanism

Where the Cell coordinates activities that involve beneficiaries, departments, or institutional users, appropriate feedback may be collected.

- Feedback may address relevance, timeliness, communication, implementation, service delivery, and areas requiring improvement.
- The Coordinator shall review feedback and identify action points.
- Feedback summaries and corrective measures shall be documented for major activities or processes.
- Suggested cycle: Activity/Process → Feedback → Analysis → Corrective Action → Review.

15. Monitoring and Review

The Principal/competent authority and IQAC, as applicable, may periodically review the functioning of the RUSA Cell.

Review parameters:

- Work plan versus tasks completed.
- Compliance with current scheme guidelines and sanction conditions.
- Timeliness and accuracy of submissions.
- Status of approved activities and milestones.
- Quality and completeness of documentation.
- Status of audit/inspection observations and corrective action.
- Coordination with departments and the College Office.
- Financial reporting status, based on verified information from authorised officers.
- Challenges, delays, risks, and recommendations.

The Coordinator shall prepare a periodic or annual performance review, as directed by the Principal.

16. Grievance and Conflict-Resolution Mechanism

Concerns relating to data requests, task allocation, implementation delays, documentation, or coordination should first be brought to the RUSA Coordinator. Issues that cannot be resolved at that level, or that involve financial irregularity, procedural non-compliance, conflict of interest, or a matter requiring institutional authority, shall be referred promptly to the Principal or appropriate competent authority. Suspected irregularities shall be handled through applicable institutional and government procedures. Records shall be maintained and confidentiality protected where required.

17. Code of Conduct

All members shall comply with the college's Code of Conduct, applicable scheme guidelines, government instructions, institutional policies, and financial rules. Members shall act with integrity, impartiality, transparency, confidentiality, and due care. No member shall make an unauthorised commitment, alter official data, approve expenditure outside delegated authority, or represent an unverified claim as an approved scheme decision.

18. Inclusivity and Accessibility

- Where RUSA-related activities concern student facilities, learning resources, or institutional development, consider equitable access and reasonable accessibility requirements.
- Use accurate and non-discriminatory data and reporting practices.
- Protect personal and sensitive information in records and submissions.
- Refer matters involving student welfare, accessibility, or grievances to the relevant institutional authority.

19. Collaboration and Linkages

Where permitted by current scheme guidelines and approved institutional plans, the RUSA Cell may coordinate with:

- College departments, IQAC, and the College Office.
- The competent state higher education authority and designated RUSA/PM-USHA or successor-scheme authorities, as applicable.
- Other higher education institutions and approved academic partners.
- Government departments and authorised agencies involved in sanctioned activities.

All formal commitments, data submissions, collaborations, and use of the college's name shall follow the approval procedures of the institution and the applicable scheme. The current scheme designation and competent authority shall be verified against the latest official orders.

20. Risk Management and Compliance

- Maintain a deadline tracker for official submissions and reporting requirements.
- Verify the applicable version of scheme guidelines and sanction conditions before processing a requirement.
- Use a checklist to confirm that submissions contain required approvals, signatures, attachments, and supporting evidence.
- Escalate unclear instructions, conflicting requirements, suspected errors, or potential non-compliance to the Principal promptly.
- Maintain secure backups and appropriate access controls for electronic records.
- For activities involving works, equipment, travel, or beneficiaries, follow the relevant institutional safety and procurement procedures.
- Record audit/inspection observations and assign a responsible person and timeline for corrective action.

21. Financial Procedure

- No expenditure shall be incurred or commitment made unless permitted under the applicable scheme and approved by the competent authority.
- All expenditure shall remain within the sanctioned purpose, amount, conditions, and validity period.
- Procurement and contracting shall follow the applicable government, scheme, and institutional rules.
- The College Office/accounts section and authorised signatories shall process payments, maintain books, and certify financial statements as prescribed.
- Bills, vouchers, invoices, approvals, stock/asset records, completion certificates, and other supporting documents shall be retained as applicable.
- Utilisation certificates, expenditure statements, and completion reports shall be prepared and submitted by the designated officials within the prescribed timelines.

- Any unspent balance, variation, re-appropriation, or change in scope shall be handled only in accordance with applicable rules and prior approval where required.
- Potential discrepancies or irregularities shall be reported promptly to the Principal/competent authority.

22. Reporting Format

Every major RUSA-related activity, submission, or implementation milestone should preferably have a standard report containing the applicable items below:

11. Name of Activity/Requirement/Project
12. Relevant Scheme Component and Sanction Reference, if applicable
13. Date and Reporting Period
14. Responsible Cell/Department/Coordinator
15. Objectives and Approved Scope
16. Target Group/Beneficiaries, where applicable
17. Approved Budget/Resources, where applicable
18. Brief Description of Work/Activity
19. Progress Against Approved Milestones
20. Outputs and Outcomes
21. Supporting Documents/Evidence
22. Expenditure/Utilisation Status, verified by authorised officials where applicable
23. Challenges, Deviations, or Pending Issues
24. Corrective Action and Responsible Person
25. Feedback/Monitoring Observations, where relevant
26. Submission/Acknowledgement Details
27. Follow-up/Action Taken

Approval and Implementation

These SOPs shall come into effect from the date of approval by the competent authority of St. Bede's College, Shimla. They shall be read together with the latest applicable scheme guidelines, sanction orders, government instructions, and college financial/administrative rules. In the event of any inconsistency, the applicable official instructions and competent-authority decisions shall prevail.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily

Date: 04-11-2026

Officiating Principal
St. Bede's College
Shimla -171002

RUSA CELL Coordinator: Dr. Pankaj Aashish

Signature: