

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution St. Bede’s College
 - Name of the Head of the institution : Ms. Nandini Pathania
 - Designation: Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.: 0177-2842304
 - Mobile no.: 9816333287
 - Registered e-mail: bedescollege@gamil.com
 - Alternate e-mail : -
 - Address : Nav Bahar
 - City/Town : Shimla
 - State/UT : Himachal Pradesh
 - Pin Code : 171002

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Women
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): All

- Name of the Affiliating University: Himachal Pradesh University
- Name of the IQAC Co-ordinator : Dr. Ravi Bhushan
- Phone no. /Alternate phone no. : -
- Mobile: 9816073535
- IQAC e-mail address: ravi_bs1@yahoo.com
- Alternate Email address: -

3. Website address: www.stbedescollege.in

Web-link of the AQAR: (Previous Academic Year):

<http://www.stbedescollege.in/uploads/iqac%20AQAR%202017-18.pdf>

4. Whether Academic Calendar prepared during the year: Yes

if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <http://www.stbedescollege.in/uploads/academic%20calendar%2019-20.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	A	-	2004	from:3-5-04 to:2-5-09
2 nd	A	3.34	2011	from:8-1-11 to: 7-1-16
3 rd	A+	3.54	2016	from:16-9-16 to: 15-9-23
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 15/7/2004

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
Regular meetings of IQAC were organized.	2018-19=10	All stakeholders
AQAR submitted for previous year.	21-5-2018	All stakeholders
Organized systematic department wise counselling for admission seekers as well as parents.	June 2018	Students=1189 Parents=1500
Faculty was urged to prepare course plans and utilize them.	June 2018	All faculty and students=1236
Teachers' evaluation by students was completed and feedback	December 2018	Faculty=47

provided to faculty in graphic form.		
Midterm learning performance of students was evaluated by holding Minor-tests. Feedback was promptly provided.	February & March 2019	1189
The college sought clarification from HPU about DSC course being considered as G.E. In response, the Dean's Committee, HPU, informed about one-time concession to 2018-19 session students.	September 2018	English Honours=36 Economics Honours=7
The Psychology Department Faculty was advised to represent to the HPU pressing issue of G.E. courses for students, as per the syllabus for UGC (CBCS) Psychology (Honours) 2016-17 onwards.	February 2019	Psychology Honours=32
Financial Audit was completed by the Chartered Accountant.	May 2019	All stakeholders
HPU conducted inspections for all UG and PG self-financing courses.	October 2018	527
HP Higher Education Regulatory Commission asked for the submission of attested copies of the highest qualification of all faculty members.	May 2019	47
Documentation of the lists of equipment of departments with practical courses was completed by the college.	May 2019	600

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount

9. Whether composition of IQAC as per latest NAAC guidelines: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 10

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes

(Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? No

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- Perspective Plan for 2018-19 prepared and its implementation monitored
- Prepared College Calendar with active involvement of entire staff incorporating all important college activities, and made it widely available to various stakeholders.
- Planned and ensured successful organization of an International Conference ‘Partition Revisited’ by History and Political Science departments.
- Ensured effective functioning of various Councils, Committees, Societies and Clubs for smooth conduct of college activities.
- Planned and ensured effective implementation of various social responsibility programs, including those for the benefit of the underprivileged and the needy.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>I CURRICULAR ASPECT</p> <p>The new courses that will be introduced this year :</p> <ul style="list-style-type: none"> • Add-on –Courses : Computer Department • Certificate Course in Econometrics : Economics Department 	<p>Started</p> <p>Under Consideration</p>
<p>II TEACHING, LEARNING AND EVALUATION</p> <p>It is planned to introduce newer methodologies while continuing with the tried and tested ones, as mentioned below :</p> <ul style="list-style-type: none"> • Faculty Development program Workshops <ul style="list-style-type: none"> ➤ Lit Fest ➤ Nutrition Week ➤ Fevicryl ➤ Demo Workshop in Geography • Computer awareness seminar for faculty and staff • Formulation of course plans • Guest lectures • Inter college activities 	<p>Held</p> <p>Done</p> <p>-</p> <p>-</p> <p>-</p> <p>Prepared</p> <p>Held</p> <p>Held</p>

<ul style="list-style-type: none"> • Inter-disciplinary activities • Student seminars/presentations/discussions • Visits : Field/ industrial/educational • Projects/Assignments/ e-assignments • Remedial • Tutorials <ul style="list-style-type: none"> ➤ Virtual 3D Tutorials in Chemistry • Peer teaching • Demonstrations • Smart classrooms • Book reading/presentation sessions in the library • Film clip sessions • TED videos • Yale University lessons • Skits and role play • Poetic meet • Heritage walk • Quiz • Exhibition : Indian Textiles • Competitions : Photography, poster, write up, quiz, power point • <i>Agar Art</i> by Department of Microbiology • Department Clubs : <i>Zoo Quest- Zoology, The Tech Know Hows -Computers, Miraasa-History</i> • Book and Film Club : Afterthoughts • Electoral Literacy Club with faculty as nodal officer • Skill enhancement courses • Smart classroom sessions • Regular tests • Continuous comprehensive assessment 	<p>Held</p> <p>Held Finished Done Held Ongoing Done Held Held</p> <p>Organised</p> <p>Done Shown Held Done Organised Organised Organised Held Organised</p> <p>Organised Done</p> <p>Held</p> <p>Organised</p> <p>Held Completed Held Done</p>
<p>III RESEARCH, INNOVATIONS AND EXTENSION</p> <p>The research culture will be further promoted by providing facilities and opportunities for research related activities to faculty and students. The college students will continue to be engaged in several extension activities.</p> <ul style="list-style-type: none"> • Organization of International Conference by Political Science and History departments '<i>Partition Revisited</i>' • Zoology Department to undertake 	<p>Organised</p>

<p><i>‘Evaluation of campaign through statistical analysis on conservation of honey bees’</i></p> <ul style="list-style-type: none"> • Research paper presentation in conferences/seminars • Faculty and student participation in conference/seminar/workshop • Research paper publication • Authoring books • Field survey • In house projects for hands on research experience to students • Inter-disciplinary research study • Seminar/ workshop by involving students of other colleges and schools • Visiting schools for spreading IT awareness • Report : Blood group analysis • Community Outreach Cell to collaborate with various NGOs • Regular visits to adopted schools • Visits to orphanages, old age homes and hospitals etc. • Blood donation camp • Delivering talks by faculty • Judging events by faculty • Faculty as resource persons • Taking students to participate in poetic symposia 	<p>Undertook</p> <p>Presented by some faculty</p> <p>Participated</p> <p>Published by some faculty</p> <p>Authored by some faculty</p> <p>Done</p> <p>Given</p> <p>Held</p> <p>Organised</p> <p>-</p> <p>Done</p> <p>Collaborated</p> <p>Visited</p> <p>Visited</p> <p>Held</p> <p>Delivered</p> <p>Done</p> <p>Visited</p> <p>Participated</p>
<p>IV INFRASTRUCTURE AND LEARNING RESOURCES</p> <p>It is planned to augment the existing infrastructural resources by carrying out additions and alterations.</p> <ul style="list-style-type: none"> • New Science Block will be completed • New Reception Hall will be built • Campus Whizz Software to be fully operational • Website updation • Up gradation to be continued <ul style="list-style-type: none"> ➤ Computer museum ➤ Chemistry lab ➤ Geography lab • Renovation of various facilities 	<p>Built</p> <p>Built</p> <p>Installed</p> <p>Ongoing</p> <p>Being Continued</p> <p>Undertaken</p>
<p>V STUDENT SUPPORT AND PROGRESSION</p>	

<p>The college will continue to provide several student support services and aid them in making a smooth progression to studies and careers further on.</p> <ul style="list-style-type: none"> • Internships • Coaching classes for competitions • Increasing availability of competitive books • Career counselling • Admission counselling with emphasis on newly started courses • Placement drive • More linkages for better opportunities to students • Renovation of ramps for easy access • Increase in the number of scholarships, free ships and fee concessions • Increase in the number of books in the Book Bank • New Book Bank to be set up by Computers Department • Increase in social responsibility opportunities for students 	<p>Held</p> <p>-</p> <p>Made available</p> <p>Done</p> <p>Organised</p> <p>Organised</p> <p>Explored</p> <p>-</p> <p>Made Available</p> <p>More books procured</p> <p>Setup</p> <p>Explored</p>
<p>VI GOVERNANCE , LEADERSHIP AND MANAGEMENT</p> <p>The emphasis of the college management is to provide wider participation to stakeholders in decision making. Various forums performing significant functions in pursuit of this purpose shall be holding regular meetings for effective planning and implementation :</p> <ul style="list-style-type: none"> • The LMC • The Principal • The IQAC • The Staff Council • Academic Monitors • Core Coordinator • PTA • PTM • Committees: UGC, Budget, RUSA, Library, Canteen, Prospectus, Admissions, Time Table, Elections, Anti Ragging, etc. • Heads of Departments • The Student Council • Ship In-charges 	<p>Regular meetings held</p> <p>Regularly meeting staff and students</p> <p>Functional</p> <p>Regular meetings</p> <p>Regular meetings</p> <p>Regular meetings</p> <p>Held</p> <p>-</p> <p>Held regular meetings</p> <p>Regular meetings</p> <p>Regular meetings</p> <p>Regular meetings</p>

<ul style="list-style-type: none"> • Societies & Cells: Research promotion Cell, Cultural Society, Environmental Cell, Red Ribbon Cell, Women Cell, Disaster Management Cell, Grievance Redressal Cell, Outreach Cell, Placement Cell etc. • Clubs: Heritage Club, Nature Club, Health Club, Eco-Club, ZOO QUEST, IT Club, etc. • Internal & external auditing • Management Information System • Mechanism for online feedback from stakeholders • Preparation and periodic progress review of the Perspective Plan • Preparation of the College Calendar • SWOC • Welfare schemes for staff 	<p>Regularly organised activities</p> <p>Activities organised</p> <p>Done In Place</p> <p>Being worked upon</p> <p>Monitored</p> <p>Prepared Held Exists</p>
<p>VII INSTITUTIONAL VALUES AND BEST PRACTICES</p> <p><i>Non nobis solum_Not for ourselves alone,</i> our core value, will continue to guide us in all our endeavors. We'll keep our vision in the forefront i.e. <i>to form well integrated individuals who are assets to contemporary society</i></p> <ul style="list-style-type: none"> • New social responsibility programs : <ul style="list-style-type: none"> ➤ <i>Good Will Wall</i> : Teachers, staff and students will bring things from their homes that they would like to offer others for a price. The resources, thus raised, will be utilized for charity purposes ➤ <i>Roti Day</i> : Teachers, staff and students to bring chapattis on a particular day of the week to be served to cancer patients and care givers ➤ <i>Entrepreneurship Skill Development</i>: Students would be encouraged to offer self prepared eatables and other products for sale to others. They will be motivated to donate a part of the raised resources for charitable causes. • Programs for helping to the 	<p>Initiated</p> <p>Donated</p> <p>Canteen organised</p> <p>Visited and Programs held</p>

<ul style="list-style-type: none"> underprivileged <ul style="list-style-type: none"> ➤ Adopted_ Government Middle School, Theog ➤ Adopted_ Government Primary School, Sanjauli • Programs inculcating the spirit of providing for the needy <ul style="list-style-type: none"> ➤ Visits to orphanages ➤ Visit to home for destitute girls ➤ Visits to old age homes ➤ Visits to hospitals • Scholarships, fee concessions and freeships to the deserving students • Programs to mark important events <ul style="list-style-type: none"> ➤ Independence Day ➤ Teachers Day ➤ Children Day ➤ Hindi Diwas ➤ Christmas ➤ Science Day ➤ Ozone Day ➤ Biodiversity Day ➤ Earth Day ➤ Women's Day • Several awards for outstanding students <ul style="list-style-type: none"> ➤ Bedian Pin ➤ Bedian Ring ➤ Rana Memorial Trophy ➤ R S Pathania Memorial Award ➤ G R Sud award ➤ Excellence in Mathematics ➤ Zenith_ 'In the loving memory of my son' by Dr Kalpana Sharma ➤ EBA Trophy ➤ Library_Best Student award • Welfare schemes for non-teaching staff • International peer reviewed journal • Department e- newsletters and printed versions <ul style="list-style-type: none"> ➤ <i>The Voice_ Special Edition</i> by History and Political Science Departments ➤ <i>Zoo Buzz</i> : New newsletter of Zoology Department ➤ <i>Ciencia Casera</i> : New 	<p>Visited and donated</p> <p>Given</p> <p>Most of them organised</p> <p>Most of the instituted awards were given</p> <p>Benefits provided</p> <p>Published</p> <p>Brought out by History department</p> <p>Brought out by Zoology department</p>
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<ul style="list-style-type: none"> • newsletter of Nutrition and Apparel • College magazine • Paper recycling • Green campus • Green audit • Water harvesting • Medicinal garden • Efficient waste management • Vermicomposting • Renewal energy utilization • Tree plantation drives • Green computing <ul style="list-style-type: none"> ➤ Paper re-use ➤ E-assignments • Wifi Campus • CCTV surveillance mechanism • Biometric attendance system • Online feedback system from stakeholders. 	<p>-</p> <p>Published</p> <p>Replaced</p> <p>Maintained</p> <p>Done</p> <p>Being Practised</p> <p>Maintained</p> <p>Done</p> <p>Done</p> <p>Done</p> <p>Undertaken</p> <p>Practised</p> <p>Provided</p> <p>In place</p> <p>Being followed</p> <p>Being worked upon</p>
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14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the Statutory body: LMC

Date of meeting(s): 10/12/2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019

Date of Submission: 26-2-2019

17. Does the Institution have Management Information System? Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Yes , the Management Information System is extensively utilized in the overall functioning of the College in the following significant respects:

1) **Administrative Process including Finances**

- Salary Structure for employees
- Staff I-Card generation
- Biometric attendance
- Leave for Staff
- Income tax report
- Staff details
- Loan details

- Arrear details
- 2) **Student Admission**
 - Student Registration
 - Nationality wise list
 - State wise list
 - Student Details
 - Fee Details
 - Hostel Details
 - Student List
 - Admission Slip generation
 - Subject Opted by Student
 - Phone number list
- 3) **Student Record**
 - Attendance Register
 - Daily Attendance
 - Subject Wise Attendance
 - Student Wise Attendance
 - Class wise Attendance
 - Online Attendance
- 4) **Examination**
 - Class Wise subject tests
 - Continuous Comprehensive Assessment(CCA)
 - Report Card
 - Marks entry details in register
 - Online Entry of CCA and practical marks
- 5) **Others**
 - Web Update
 - Data base backup
 - User management
 - Library Management System

Part-B

CRITERION I – CURRICULAR ASPECTS					
1.1 Curriculum Planning and Implementation					
1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words					
The college implements the curriculum framed by Himachal Pradesh university. Depending on the resources, institutional goals, the college makes an effort to impart quality education. It follows structured and well planed techniques for effective delivery of the curriculum. Regular departmental meetings with the respective heads are held to discuss action plans for smooth and productive teaching. The faculty prepares lesson plans well in advance with course objectives, content and topics, teaching aids, teaching hours, reference books and teaching outcomes. It provides an insight for effective teaching.					
1.1.2 Certificate/ Diploma Courses introduced during the Academic year					
Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development	
6	Nil	<ul style="list-style-type: none"> • Tally with GST July 16, 2018 • Core Jawa July 28, 2018 • Dance July 16, 2018 • Advance Webpage Designing with Php Programming July 16, 2018 • Advance Course in French July 16, 2018 • Advance Course in Beauty & Fitness July 16, 2018 	Aims at Enhancement of Employability Quotient	Focus is on the Development of entrepreneurial skills	
1.2 Academic Flexibility					
1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code	Date of Introduction	Course with Code	Date of Introduction		
Nil	Nil	Nil	Nil		
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil	Nil	Nil	Nil	Nil	Nil
Already adopted (mention the year)					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
	Certificate	Diploma Courses			
No of Students	162	Nil			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses		Date of introduction	Number of students enrolled		

6	<ul style="list-style-type: none"> • Tally with GST July 16, 2018 • Core Jawa July 28, 2018 • Dance July 16, 2018 • Advance Webpage Designing with Php Programming July 16, 2018 • Advance Course in French July 16, 2018 • Advance Course in Beauty & Fitness July 16, 2018 	162
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1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Internship programme	50

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes/ No yes	Yes/ No Yes	Yes/ No No	Yes/ No No	Yes/ No No

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Regular feedback is obtained from students and faculty members with an objective of improving overall efficiency of the institution. An effort is made to incorporate the suggestions so obtained for betterment of the college and the various stake holders. The students, their suggestions and problems are of immense value for the college. Their feedback is considered in priority and necessary actions are taken in the best possible manner.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
Course Name	Form Filled	Payment Received	Received at College
B.Sc Hons Biotechnology - I Sem	39	35	23
B.Sc Hons Biotechnology - III Sem	13	13	13
B.Sc Hons Biotechnology - V Sem	14	14	14

B.Sc Hons Microbiology - I Sem	21	19	18
B.Sc Hons Microbiology - III Sem	7	7	7
B.Sc Hons Microbiology - V Sem	9	9	9
Bachelor of Arts - I Sem	138	132	90
Bachelor of Arts - III Sem	60	60	60
Bachelor of Arts - V Sem	44	44	44
Bachelor of Business Administration - I Sem	36	35	22
Bachelor of Business Administration - III Sem	14	14	14
Bachelor of Business Administration - V Sem	23	23	23
Bachelor of Commerce - I Sem	100	98	76
Bachelor of Commerce - III Sem	90	90	90
Bachelor of Commerce - V Sem	98	98	98
Bachelor of Computer Application - I Sem	15	14	11
Bachelor of Computer Application - II Sem	1	1	0
Bachelor of Computer Application - III Sem	10	10	10
Bachelor of Computer Application - V Sem	11	11	11
Bachelor of Economics honours - I Sem	33	30	19
Bachelor of Economics honours - III Sem	7	7	7
Bachelor of English honours - I Sem	78	72	43
Bachelor of English honours - III Sem	36	36	35
Bachelor of English honours - V Sem	29	29	29
Bachelor of Geography honours - I Sem	27	27	17
Bachelor of Geography honours - III Sem	12	12	12
Bachelor of Geography honours - V Sem	12	12	12

Bachelor of Psychology honours - I Sem	48	47	20
Bachelor of Psychology honours - III Sem	20	20	20
Bachelor of Psychology honours - V Sem	13	13	13
Bachelor of Sciences - I Sem	150	146	125
Bachelor of Sciences - III Sem	91	91	91
Bachelor of Sciences - V Sem	79	79	79
JBT - 1st year	25	24	7
JBT - 2nd year	50	50	50
M.Sc. Botany - I Sem	28	25	25
M.Sc. Botany - III Sem	17	17	17
M.Sc. Geography - I Sem	13	13	12
M.Sc. Geography - III Sem	16	16	16
Masters in Commerce - I Sem	21	21	21
Masters in Commerce - II Sem	1	1	1
Masters in Commerce - III Sem	18	18	18
Masters in English - I Sem	23	20	20
Masters in English - III Sem	19	19	19
	1609	1572	1361

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	1155	149	54	19	23

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used

54	54	1) Desktop & Laptops 2) Projectors 3) Digital Podium 4) Printer 5) Internet Facility and latest softwares	4	6	Inflibnet , MOOC's, Spoken Tutorials, e-pathshala
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2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

St. Bede's College has developed a well structured student mentoring system. Here, the students are divided into groups of 15-20 each, depending on the no. of students. Each group is assigned a teacher-mentor who performs mentoring duties. Every student has the same mentor all through the three years of her college.

Our mentoring system aims at bridging the gap between the teachers and students. This enables the students to approach their teachers freely for both educational and personal guidance. This mentor-mentee system centres around the various needs of our students. The mentors counsel them as often as necessary, advise them how to solve their problems and make them feel confident about improving their quality of life. They help the mentees make the most of their college life, maximizing their academic potential and promoting their personal development.

The mentor places the important role of a trusted advisor, guiding students in their academic pursuits and also for their emotional, intellectual and psychological development.

In order to achieve these ends, regular meetings are held between the mentor and mentees once every week. A mentor card is also maintained for each student, having both her personal and academic data.

Value education is the most important feature of our mentoring system. It aims at training the young, inexperienced students to face the outside world with right attitude and values. It includes character development, personality development, citizenship development and spiritual development. Such value education helps them to know what is right and wrong, and what is important in life. It also aims at developing an enduring relationship with family and friends. Such value education these days is very useful indeed, especially in times of crisis.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1361	54	1:20

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year 2018-19

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	16 Regular 38 Contractual Total= 54	22	11	19

2.4.2 Honours and recognitions received by teachers

(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
	Nil		

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated to the Himachal Pradesh University, the evaluation norms set by the University are followed. The college revises the evaluation procedure in accordance with the University guidelines from time to time. The college follows the following guidelines for continuous evaluation of the students.

For all courses without practical

- (a) Marks for external examination – 70
- (b) Marks for internal evaluation- 30

For all courses with practical

- (a) Marks for external examination – 50
- (b) Marks for internal evaluation- 30
- (c) Marks for practical-20

Components of Internal Evaluation

Component	Marks
Attendance	5
Midterm Minor Exam	15
Class tests, assignments, presentations etc	10
Total	30

Attendance Evaluation

Percentage of Attendance	Marks
≥75% but < 80%	1
≥80% but < 85%	2
≥85% but < 90%	3
≥90% but < 95%	4
≥95% and above	5

At the college level, the following reforms have been initiated for the continuous internal evaluation:

1. Students are made aware about the components of the evaluation process during the orientation programme organised in the college at the beginning of the session.
2. The academic calendar is prepared and internal assessment schedules are communicated to the students well in advance.

3. The continuous internal assessment schedules are also displayed on the college notice board.
4. The performance of the students is also monitored through class tests, assignments, group discussions, seminars, class presentations, quiz etc.
5. Remedial classes and special tests are conducted for the slow learners.
6. Parent teacher meetings are organised to discuss the progress of the students and remedial measures are taken wherever needed.
7. External examination of 3 hours duration is conducted at the end of every semester/year by the Himachal Pradesh University.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

St. Bede's college prepares every year an academic calendar and makes it available to its students and teachers at the beginning of the academic session. It clearly lists the major academic, co-curricular activities to be organised at different times in the academic session from June to May, All such activities are conducted strictly according to the academic calendar. All holidays for students are offered, as listed in the calendar. It contains the required information regarding the dates of different examinations to be conducted under the annual and /Or semester system.

By providing timely information to students and teachers, the calendar enables them to plan well in time their academic work, preparation for their examination and their participation in social and cultural activities without any ignorance and confusion. The Principal and faculty members in-charge of various activities make all efforts to adhere to the academic calendar every year mainly in the interest of our students.

Important activities such as orientation of freshers including anti- ragging talk, college elections, investiture ceremony, inter- ship activities, tree plantation, community outreach activity, teachers day celebrations, health club activity, Hindi diwas, Blood donation camp, women cell programme, FDP, inter ship sports, NSS and NCC camps, evaluation for teachers, etc. are held invariably on the days specified in the calendar.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://stbedescollege.in/nacc/index.php?value=1>

2.6.2 Pass percentage of students

Program me Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination				Pass Percentage	
	Class		Girls				G.Total	Pass %
			Ge nl.	S.C	S.T	OBC		100 %
	B.A I	72	6	1	-	79	100 %	
	B.A I Eng Hns	19	-	1	1	21	100 %	
	B.A I Eco Hns						100 %	
	B.A I Psy Hns	15	-	1	-	16	100 %	

B.A I Geo Hns	11	3	2	2	18	100 %
B.A IV	51	3	3	2	59	100 %
B.A IV Eng Hns	31	1	-	4	36	100 %
B.A IV Eco Hns	7	-	-	-	7	100 %
B.A IV Psy Hns	19	-	-	1	20	100 %
B.A IV Geo Hns	9	2	1	-	12	100 %
B.A VI	38	1	4	1	44	100 %
B.A VI Eng Hns	28	-	-	-	28	100 %
B.A VI Psy Hns	13	-	-	-	13	100 %
B.A V I Geo Hns	12	-	-	-	12	100 %
B.Sc I	83	14	1	1	99	100 %
B.Sc IV	85	4	-	1	90	100 %
B.Sc VI	70	12	5	1	88	100 %
B.Sc Hons I Micro-Bio	6	0	0	1	7	100 %
B.Sc Hons IV Micro-Bio	7	0	0	0	7	100 %
B.Sc Hons VI Micro-Bio	9	0	0	0	9	100 %
B.Sc Hons I Bio-Technology	7	2	1	2	12	100 %
B.Sc Hons IV Bio-Technology	12	2	-	-	13	100 %
B.Sc Hons VI Bio-Technology	12	1	1	-	14	100 %
B.Com I	57	6	0	4	67	100 %
B.Com IV	84	4	1	-	89	100 %
B.Com VI	87	8	3	-	98	100 %
BBA I	16	1	-	2	19	100 %
BBA IV	14	-	-	-	14	100 %
BBA VI	23	-	-	-	23	100 %
BCA I	4	3	-	-	7	100 %
BCA IV	8	1	-	1	10	100 %
BCA VI	11	--	-	11		100 %
MA I	8	2	0	0	10	100 %
MA II	18	1	-	-	19	100 %
M.Com I	15	2	-	-	17	100 %
M.Com II	15	1	1	1	18	100 %

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Student Satisfactory Survey Form:

<http://www.stbedescollege.in/uploads/criteria%20student%20satisfaction%20survey%20form.pdf>

Student Feedback NAAC: <http://www.stbedescollege.in/uploads/Student%20feedback%20NAAC.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored Projects				
Projects sponsored by the University/ College				
Students Research Projects (<i>other than compulsory by the College</i>)				
International Projects				
Any other(Specify)				
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by

Name of the Start-up	Nature of Start-up	Date of commencement

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International				
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department		No. of Ph. Ds Awarded				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	Biotechnology	1	2.63			
International	Microbiology	2	1.79			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Zoology (Book)		3				
Home Science (Conference Proceedings)		2				
Economics(Conference Proceedings)		1				
Home Science (Chapter in Book)		1				
Commerce (Book)		1				
English (Chapter in Book)		1				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)						
Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :						
No. of Faculty	International level	National level	State level	Local level		
Attended Seminars/ Workshops	19	34	3			
Presented papers	10	10				
Resource Persons	3	9	11	5		

3.4 Extension Activities			
3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year			
Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
AIGTE= HIMTREKII	NCC	1	1
Directorate Naval Training Camp July 2018	NCC	1	12
Selection test	NCC	1	1
Annual Training Camp, June 2019	NCC	1	8
Directorate Naval Training Camp June 2019	NCC	1	2
Tree plantation	NCC	1	12
Funds raised for the needy	NCC	1	12
Awareness regarding tree plantation	NCC	1	10
Swachta Drive	NCC	1	5
Parakram Parv	NCC	1	6
Swachta Abhiyan Group discussion	NCC	1	10
Tree plantation, August 3, 2018	NSS	8	150
Blood donation Camp	NSS	5	200
Youth Parliament	NSS	2	6
NSS Camp	NSS	10	80
Gandhi Jayanti Celebration	NSS	2	50
Drug free Himachal	NCC	2	50
Drug free Himachal	NSS	1	12
World Mental health Day	NSS	2	10
3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year			
Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Directorate Naval Training Camp, 2018	Best Cadet	NCC Naval unit Bilaspur	1

Directorate Naval Training Camp,2018	Rank promotion in NCC	NCC Naval unit Bilaspur	2
SEMAPHORE, June 2018	SILVER MEDAL	NCC Naval unit Bilaspur	1
SEMAPHORE, June 2019	SILVER MEDAL	NCC Naval unit Bilaspur	1
Directorate Naval Training Camp,2019	Rank promotion in NCC	NCC Naval unit Bilaspur	2

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Swachh Bharat	NCC	Cleanliness drive in the college campus	1	8
Aids Awareness	St. Bede's College	Know your status	10	30
International Youth Day	St. Bede's College	Importance of HIV testing for Youth	5	10

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
Student exchange: To undergo certification course in Tally ACE (First year) Agency associated: Sai Digitech	100	St. Bede's College	3 months
Student exchange: To undergo certification course in Tally with GST (second year) Agency associated: Sai Digitech	95	St. Bede's College	3 months

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Industrial	Experiencing the	Govt. of Himachal	15 September, 2018-	30

	culture of Sericulture Industry	Pradesh, Department of Industries	25 September, 2018	
Institution	Poultry Farming	Central Poultry Development Organisation, Chandigarh	7 August 2018- 4 August, 2018	50
Institution	Entrepreneurship in Sericulture	Swami Vivekananda Govt. College Ghumarwin	15 September, 2018- 25 September, 2018	30
Sharing of research facilities	Career and Guidance programme	Director Biotech Sapiens, Chandigarh	December 15, 2019- December 18, 2019	60
Sharing of research facilities	Preparation of Vaccines	CRI, Kasauli	January 1, 2019- January 31, 2019	9
Sharing of research facilities	DNA fingerprinting	State Forensic Science, Junga	January 1, 2019- January 31, 2019	6
Industrial	Enzyme purification and preparation	Fermenta Biotech, Mandi	January 1, 2019- January 31, 2019	3
Sharing of research facilities	Soil Analysis	ICAR, IARI Regional Station Amatarra	January 1, 2019- January 31, 2019	2
Internship	Clinical Psychology	Anubhuti Clinic, New Delhi	June 1, 2019-July 1, 2019	1
Internship	Child Psychology	Sir Ganga Ram Hospital Hospital, New Delhi	May 18, 2019-June 18, 2019	1
Internship	Cognitive Science and Psychological research	Cognitive Science Laboratory, BHU Varanasi	December 25, 2018 - January 5, 2019	1
Internship	Child Psychology	Fortis Health Care, Vasant Kunj, New Delhi	June 1, 2019-June 29, 2019	1
Internship	Counselling	Karma Centre for Counselling Centre and Wellbeing, Vasant Vihar, New Delhi	January 12, 2019- February 3, 2019	1
Research facilities	Psychodynamics therapy	Karma Centre for Counselling Centre and Wellbeing, Vasant Vihar, New Delhi	January 13, 2019 (6 hours)	1
Internship	Clinical Psychology	AIIMS, Bhopal	January 1, 2019- January 31, 2019	1
Internship	Geriatric psychiatry	NIMHANS, Bengaluru	May 16, 2019- June 15, 2019	1

Internship	Special children	UDAAN Society for Special Children, Shimla (Himachal Pradesh)	May 14, 2019- May 31, 2019	1
Project work	Special children (Blind)	Bharat Netarheen Sewak Samaj, Ludhiana	January 1, 2019- January 31, 2019	1
Internship	Online counselling in India	Nav Chetna, Shimla	July10, 2018-August 20, 2018	1
Internship	Clinical Psychology	Global Child Wellness centre, Ludhiana	May 15, 2019- June 15, 2019	1

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Himalayan Forest Institute, Shimla	December 9, 2015	Purpose: To achieve excellence in scientific areas Activities: To undergo Summer training Establishing a Medicinal garden Hands on experience through various workshops.	Students : 15 Teachers: 2
Sarva Mangalaya Welfare trust, Shimla	July 27, 2018	Purpose: To achieve excellence in personality development Activities: To enhance communication and personality development	Students : 95 Teachers: 4
Badrinarayan Barwale Mahavidyalaya, Jalna	April 26, 2015	Purpose: To achieve academic excellence Activities: To organize	Students : 50 Teachers: 8

		cooperative academic activities To explore common research activities	
University of Fraser Valley, Canada	February 2, 2015	Purpose: To achieve excellence in scientific areas Activities: To exchange students and developments of international mobility agreement	Students : 50 Teachers: 4

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
40,00,000	37,16,213

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	10.3 acres	-
Class rooms	24	2
Laboratories	18	5
Seminar Halls	2	-
Classrooms with LCD facilities	6	2
Classrooms with Wi-Fi/ LAN	24	2
Seminar halls with ICT facilities	2	-
Video Centre	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	10
Value of the equipment purchased during the year (Rs. in Lakhs)	-	24,01,409
Others <ul style="list-style-type: none"> • Library • Multipurpose auditorium • Seminar room • Gymnasium • Basket ball court • UGC resource room • Common room • Staff room • Canteen • Infirmary 		

<ul style="list-style-type: none"> • Cyber cafe • Department rooms • Exam room • Research room • Accounts office • Counselling and guidance room • Green house • Herbal garden • Paper recycling unit • Vermi-composting unit • Staff quarters • Hostel • NSS room • Reception • Waiting Room • Museum • IQAC room • Language lab • Chapel 		
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4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Campus Whizz	fully		2018

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2714	727181.00	189	150771.00	2,903	877952.00
Reference Books	2102	323128.13	52	179365.48	2154	502493.61
e-Books/ e-Journals	3135000/6000	5900	-	-	-	5900
Journals	54	82380.00	1	1500	55	83880.00
Digital Database	Campus whizz	-	-	-	-	-
CD & Video	807	6013	21	-	828	6013
Library automation	Yes					
Weeding (Hard & Soft)	818	8803.84	-	-	-	-
Others (specify)	Kindles (10)	1800	-	-	10	18000

4.3 IT Infrastructure									
4.3.1 Technology Up gradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available bandwidth (MGBPS)	Others
Existing	174	3	174	5	-	7	21	6	
Added	8	-	8	-	-	1	-	-	1(FTTH)
Total	182	3	182	5	-	8	21	6	1(FTTH)
4.3.2 Bandwidth available of internet connection in the Institution (Leased line)									
6 MBPS									
4.3.3 Facility for e-content									
Name of the e-content development facility						Provide the link of the videos and media centre and recording facility			
-						-			
4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc									
Name of the teacher		Name of the module			Platform on which module is developed		Date of launching e – content		
-		-			-		-		

4.4 Maintenance of Campus Infrastructure			
4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year			
Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5,00,000	5,38,042	4,50,000	3,97,196
4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link)			
http://www.stbedescollege.in/uploads/purchase%20and%20maintenance.pdf			
Laboratories:-			
<p>The equipments / instruments are utilised for practical curriculum of BA, B.Sc, BCA, BBA, B.COM, M.Com and M.Sc classes. Charts, permanent specimen jars, permanent slides and computers are provided for facilitating learning. Each laboratory has an assistant who looks after the laboratory and provides material to students during their practical classes.</p> <p>The procedure and policy for purchasing laboratory class work material and permanent equipment available is through e-tendering and through GEM (government e marketing). All the equipments / instruments purchased are entered in the stock registers of the departments that are properly maintained. Stock verification is carried out annually by the stock verification committee to physically verify all the</p>			

assets/equipments of the laboratory and their location. The committee members inspect the material that is proposed to be declared as surplus, obsolete and unserviceable and decide the mode of its disposal.

Library:-

The library provides Open Shelf System for the users. There is Campus Whizz software and OPAC facility. The facility of inter-library loans and Book Bank is also available. It has a seating capacity of 300 students.

The library has a “Library Advisory Committee.” Heads of the various departments and students recommend the titles of the books to be purchased. The Librarian places the recommended titles before the ‘Library Advisory Committee’ for approval according to the budget allocated. After approval from Library Committee requisitions are forwarded to IQAC and College management for final approval. On approval, new books are purchased. All the books purchased are displayed on the new arrival showcase. The books are arranged according to Dewey Decimal Classification System 18th and 21st edition. The attendant in the library looks into the maintenance of the library. Books that are mutilated, worn-out and outdated are removed from active collection and are kept in a corner that is maintained for keeping the ‘weeded out’ books.

Computers:-

The College periodically fulfils the necessary ICT (hardware/software) requirements for the preparation of the budget for the new academic session. A Purchase Committee is functional for upgrading the IT infrastructure .The faculty /students submit the requirements of hardware /software to the department heads. These are forwarded and discussed in the IQAC meetings and then forwarded to the Purchase Committee and Management for final approval. Three or more quotations are invited and accordingly the decision for purchase is made.

Old computer versions are frequently replaced with new versions based on the requirement. Maintenance of the computers is done by the Computer technician.

Sports:-

Basketball Court is used for outdoor games and sports. The Multipurpose Auditorium and Common Room are used for indoor games such as table tennis, badminton, carom board, chess etc. The Gymnasium and a Yoga Centre is also available for the staff and students. After assessing the requirements, the purchase committee invites e-tenders for the purchase of sports equipment.

Classrooms:-

The support staff looks into the cleanliness of the classrooms. The maintenance of the existing facilities and new requirements in the classrooms is brought to the notice of the college management.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	College Concession	12	425550
Financial support from other sources			
a) National			
b) International	NIL	NIL	NIL

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

• Name of the	Date of	Number of students	Agencies involved
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capability Enhancement Scheme	implementation	enrolled	
<ul style="list-style-type: none"> • Tally with GST • Core Java • Dance • Advance Webpage Designing with PHP Programming • Advance Course in French • Advance Course in Beauty&Fitness 	July16,2018	95	
	July28,2018	27	
		31	
		32	
	July16,2018	34	
	July16,2018	76	
	July16,2018		
July16,2018			

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
None	None	None

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
1.South Indian Bank	30	None	Stallion Wealth Management Company	1	1
2.A.S.International	25	9			
3.Educare	100	27			
4.Jet Airways	100	100			
5.Tommy					

Hilfiger & Calvin Klein	30	2			
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5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
Basketball	State	01
Hindi Shapth	College	40
Independence Day	College	10
Hindi Diwas	College	30
Art & Culture Festival, Gaiety Theatre	Institution	5
Street Play	Institution	4
Youth Festival	State	8
UCBS Youth Festival	State	25
Prize Distibution (Dance)	College	27
Fresher Day	College	500
Grad's Nite	College	400

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
	NONE					

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College have a Student Council headed by the Admiral and Vice-admiral of the college. The Anti ragging Committee has student representatives. All the clubs/Committees/Societies/Cells have student

Vice-presidents and secretaries. Admiral and Vice-Admiral of the College are members of IQAC. Admiral represents College in university in SCA as a President and Vice –Admiral as vice –president.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): The Alumni Association of St.Bede’s is a registered association called EBA (Ex-Bedeian Association) There are three posts of President, Secretary and treasurer. The association meets annually at St. Bede’s and is also active in its various chapters across India and Abroad. The former students who are well placed in society, willingly advise, share and help the passing out students

YES

5.3.2 No. of registered enrolled Alumni:

N.A

5.3.3 Alumni contribution during the year (in Rupees) :

N.A.

5.3.4 Meetings/activities organized by Alumni Association : **Annually**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College has made its functioning effective by dividing its decision making powers between the management and staff as well as between management and stakeholders. This has improved efficiency, transparency, accountability and responsiveness in the college functioning. It has also reflected the working priorities, encouraged participation of management and eventually improved the quality of output.

- i) There is an IQAC committee in which all the important decisions regarding the functioning of the college are taken with the participation of management as well as staff the members. This forms the heart of decentralisation system of working in the college. Further other committees like Anti Ragging Committee, Grievance Re-Dressal Cell, Women Anti-Harrasment Cell, College Societies, Rusa Committee, Library Committee, Academic monitors are also formed to effectively implement the decentralized form of working by giving appropriate participation of every stakeholder.

IQAC, being the heart of the college functioning involves Alumni, parents as well as students as its members to show their effective participation in making important decisions for the college. There are committees like Parent-Teacher Association (PTA) in which President from the parents is elected who represents the parents as stakeholders and give their valuable suggestions in effective functioning of the College. Student Council formation takes place in a most democratic manner through elections choosing Admiral, Vice-Admiral, Captains and Vice Captains of the respective ships who takes the responsibility to accomplish all the tasks of the College as per directed by the staff and the management

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes. Partial

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100

words each):

❖ Curriculum Development

- Himachal Pradesh University follows the curriculum framed by UGC . 20% of the curriculum can be modified by Himachal Pradesh University. Since college is affiliated to H.P. University it adopts the curriculum framed by the University.
- Some of faculty members being member of Board of Studies attend meetings, whenever held by the H.P. University.
- Academic coordinators of the college also contribute by giving their valuable suggestions.

❖ Teaching and Learning

- Upgradation of teaching-learning process is done regularly by Academic Coordinators.
- Teaching plans are prepared by every teacher according to the syllabus of the course they teach.
- Seminars, workshops, invited talks, special lectures, presentations, inter-disciplinary academic activities, tutorials, remedial classes, peer to peer teaching and field excursions trips are organized regularly for the solid understanding of the subject.
- Students are encouraged to use library, seminar room and internet facilities.
- Audio-visual resources/smart classes are used for effective teaching.
- Technology assisted language lab is used by English Department.
- Faculty development programme on ‘Education Trends Vision-2030’ (Resource Person- Prof. Mike Ivanof from Freser Valley University Canada) was organized.

❖ Examination and Evaluation

- Smooth implementation of CBCS system in the college in 2018-19.
- Minor test, internal assessment test, presentations, assignments and projects are various methods employed for continuous evaluation of students.
- For practical examinations the internal and external examiners are appointed by the superintendent of examination.
- The Evaluation processes consist of Continuous Comprehensive Assessment (CCA), Practical Examinations and End Semester Examinations (ESE).

❖ Research and Development

National/ International Conferences/ seminars/ workshops are organized by the college regularly. Faculty members are regularly updated and granted leave for conferences, workshops and seminars and are encouraged for writing research papers and for formulating major/minor research projects.

- National Science Seminar was organized by Science faculty on
- International Seminar ‘Partition revisited’ was organised by Department of Political Science and History
- Regional Seminar by SEBI was organized by Placement Cell.
- One day workshop was organized by Science faculty in collaboration with JAYPEE University Wagnaghat
- Workshop on National Securities Depository Limited was organized by Department of Economics & Commerce
- National Workshop on ‘The Changing Face of Language’ was organized by English department in collaboration with the English Literary Society, Government College Theog.

❖ Library, ICT and Physical Infrastructure / Instrumentation

- Total No. of books in library-35500, periodicals-109, magazines-54, Journals-55.
- Campus Whizz/ OPAC
- FTTH line for unlimited internet access.
- Projectors, printers, laptops, Desktops, CCTV cameras, latest software (Adobe), antivirus (Quick Heal) and open source software (PYTHON, PhP Language, Core JAVA) are installed.
- New instruments installed in Botany, Zoology, Microbiology and Biotechnology, Physics, Chemistry and Geography Departments.
- New classrooms equipped with SMART Boards (Commerce and Geography), new well equipped laboratories (Chemistry and Botany), new reception are constructed.
- Updation of fire safety plan.

❖ Human Resource Management

- Staff council, staff advisors, academic coordinators and societies are responsible for planning and implementation of activities.
- Felicitation of staff members for academic and non academic achievements.
- Feedback of teachers from students
- Inter-disciplinary academic activities, Training Programmes and Career Counselling.
- Recreation programmes for teaching, non-teaching, supportive staff and students.
- Awareness regarding eco friendly campus
- Recruitment of new teachers by College management

❖ Industry Interaction / Collaboration

- NSS unit in Collaboration with Forest Department of Govt. of H.P. organized a tree plantation campaign at five benches Jakhu Hills
- NSS unit in collaboration with Almighty Blessings Organisation (NGO) organized a blood donation camp, and visit to Cancer Hospital Shimla
- NCC- in collaboration with Indian Naval Unit organized different events.
- Placement Cell- Tommy Hilfiger and Calvin Klein, Stallian Capital Management Company.
- Red Ribbon Club- Deen Dayal Upadhaya Government Hospital Shimla.
- Community Outreach- Theog Government Middle School, Munselling School Spiti.
- Computer Department- Sai Digitech Institute, Mangalaya Welfare Trust.

❖ Admission of Students

- College prospectus with all details of all courses offered by the college, requirements, fee structure and rules and regulations, etc. was printed and made available well on time.
- Online admission forms for all subjects are made available.
- Stream/subject wise counselling is provided to students.
- Option of Online/offline fee payment. Representatives of banks are made available in the college campus for fee payment.
- Customized admission software is there

6.2.2 : Implementation of e-governance in areas of operations:

❖ Planning and Development

Website is updated regularly, online e- periodicals and online college report is made available					
❖ Administration . Biometric attendance of the employees					
❖ Finance and Accounts					
❖ Student Admission and Support Online admission forms, admission process, details of courses offered, details about hostel facilities, fee structure and submission, Campus Whizz for online attendance of students All Activities and achievements are highlighted on the college website.					
❖ Examination CCA and practical examination marks filled through HPU website. Individual Student Login IDs. Date sheet, admit cards and mark sheet/results of students on HPU website.					
6.3 Faculty Empowerment Strategies					
6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year					
Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support	
6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non- teaching staff)
	Faculty Development Program: Education Trends Vision 2030			March 9, 2019	54
6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year					
Title of the professional development programme		Number of teachers who attended		Date and Duration (from – to)	
1) FDP: Education Trends Vision 2030		54		March 9, 2019	
2) Short Term Course: Gender Sensitisation		1		November 19-24 2018	
3) Workshop on material science		1		January 14-20, 2019	
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
16	38	11	16		
6.3.5 Welfare schemes for					

Teaching	EDLI, EPF, Gratuity, Fee concession for staff children			
Non teaching	EDLI, EPF, Gratuity, Fee concession for staff children			
Students	Scholarships, free ships, free ships, fee concessions, books			
6.4 Financial Management and Resource Mobilization				
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)				
6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)				
Name of the non government funding agencies/ individuals		Funds/ Grants received in Rs.		Purpose
Satellite Computers		Rs.5000		
6.4.2 Total corpus fund generated Rs.49021485.68				
6.5 Internal Quality Assurance System				
6.5.1 Whether Academic and Administrative Audit (AAA) has been done?				
Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes		Yes	
Administrative	Yes	A.G. Office	Yes	C.A.
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
6.5.3 Development programmes for support staff (at least three)				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
6.5.5				
a. Submission of Data for AISHE portal : Yes				
b. Participation in NIRF : NO				
c. ISO Certification : NO				
d. NBA or any other quality audit : NO				
6.5.6 Number of Quality Initiatives undertaken during the year				
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to-----)	Number of participants

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants
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		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

- | | |
|---|-----|
| 1.Solar lighting in the classrooms | 30% |
| 2. Solar water heating system in the hostel | 25% |
| 3. rainwater harvesting system | |
| 4. Green drive | |
| 5. Installation of power saving LED lights | |

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	NO	-
Provision for lift	NO	-
Ramp/ Rails	YES	1
Braille Software/facilities	NO	-
Rest Rooms	NO	-
Scribes for examination	NO	-
Special skill development for differently abled students	NO	-
Any other similar facility	NO	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
			May13-17,2018	Visit to Munselling School, Spiti	Inteface with Students	Staff members and school students
			Aug 1-7,2019	Breast feeding week	Public health	
			Aug 20,2019	Fund raised by NCC Cadets	To help the needy	NCC Cadets
			Aug 3,2019	Tree plantation	plantation	Teachers and NSS volunteers
			Sept. 2019	Nutrition month	Health awareness	Home science department
			Sept 15,2018	Blood donation camp	Public health and motivation	NSS, Unit
			Dec4,2018	Cleanliness drive	Environment	NSS Unit
			Dec 9,2017	Visit to cancer hospital	Interaction and sensitisation	NSS Unit

7.1.5 Human Values and Professional Ethics		
Code of conduct (handbooks) for various stakeholders		
Title	Date of Publication	Follow up (maximum 100 words each)
Student charter		
College and Hostel Prospectus		
College Calendar		
7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Value education classes	July,2018- March,2019	All college students and staff members
Celebration of days of national importance(science day, earth day, independence day, teachers day, AIDS day)	July,2018-March ,2019	All college students and staff members
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
Ban on use of plastic in the campus		
Paper recycling unit for waste paper reuse		
Rainwater harvesting		
Green audit of the campus		
Safe disposal of biodegradable waste through vermi-composting unit		
Use of non-renewable sources of energy in the campus		
Ban on use of plastic in the campus		
Paper recycling unit for waste paper reuse		
7.2 Best Practices		
Describe at least two institutional best practices		
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
http://www.stbedescollege.in/uploads/links%20for%20Criterion%207.pdf		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust		
Provide the weblink of the institution in not more than 500 words		

8. Future Plans of action for next academic year:

ST. BEDE'S COLLEGE SHIMLA

PERSPECTIVE PLAN

YEAR : 2019-20

The college will continue to follow various well established quality enhancement practices related to every aspect of functioning. The established ones to be continued, and the new ones to be implemented during the session, are systematically presented below.

I CURRICULAR ASPECT

The new courses that will be introduced this year:

- B.A. with Computer Applications
- Certificate Course in Econometrics will be offered by the Economics Department.

II TEACHING, LEARNING AND EVALUATION

It is planned to introduce newer methodologies while continuing with the tried and tested ones, as mentioned below:

- Demo Workshop in Geography
- Workshop on translation studies: Theory and Practices
- Advanced applications of computers for faculty and staff
- MOOCS
- Website updations
- Formulation of course plans
- Guest lectures
- Inter college activities
- Inter-disciplinary activities
- Student seminars/presentations/discussions
- Visits : Field/ industrial/educational
- Projects/Assignments/ e-assignments
- Remedial
- Tutorials
- Peer teaching
- Demonstrations
- Smart classrooms
- Book reading/presentation sessions in the library
- Film clip sessions
- TED videos
- Yale University lessons
- Skits and role play

- Poetic meet
- Heritage walk
- Quiz
- Competitions : Photography, poster, write up, quiz, power point
- Department Clubs : *Zoo Quest- Zoology, The Tech Know Hows -Computers, Miraasa-History*
- Microorganism based compositing
- Book and Film Club : Afterthoughts
- Electoral Literacy Club with faculty as nodal officer
- Skill enhancement courses
- Smart classroom sessions
- Regular tests
- Continuous comprehensive assessment

III RESEARCH, INNOVATIONS AND EXTENSION

The research culture will be further promoted by providing facilities and opportunities for research related activities to faculty and students. The college students will continue to be engaged in several extension activities.

- Research paper presentation in conferences/seminars
- Faculty and student participation in conference/seminar/workshop
- Research paper publication
- Authoring books
- Field survey
- In house projects for hands on research experience to students
- Seminar/ workshop by involving students of other colleges and schools
- Visiting schools for spreading IT awareness
- Report : Blood group analysis
- Community Outreach Cell to collaborate with various NGOs
- Regular visits to adopted schools
- Visits to orphanages, old age homes and hospitals etc.
- Blood donation camp
- Delivering talks by faculty
- Judging events by faculty
- Faculty as resource persons
- Students to participate in literary symposia

IV INFRASTRUCTURE AND LEARNING RESOURCES

It is planned to augment the existing infrastructural resources by carrying out additions and alterations.

- New books in library
- Website updation
- Upgradation to be continued
 - Computer museum
 - Chemistry lab
 - Geography lab
- Renovation of various facilities
- Installation of fire safety mechanism
- Disaster management equipment

V STUDENT SUPPORT AND PROGRESSION

The college will continue to provide several student support services and aid them in making a smooth progression to studies and careers further on.

- Internships
- Increasing availability of competitive books
- Career counselling
- Admission counselling with emphasis on newly started courses
- Placement drive
- More linkages for better opportunities to students
- Renovation of ramps for easy access
- Increase in the number of scholarships, freeships and fee concessions
- Increase in the number of books in the Book Bank
- Increase in social responsibility opportunities for students

VI GOVERNANCE , LEADERSHIP AND MANAGEMENT

The emphasis of the college management is to provide wider participation to stakeholders in decision making. Various forums performing significant functions in pursuit of this purpose shall be holding regular meetings for effective planning and implementation :

- The IQAC
- The Staff Council
- Academic Monitors
- Core Coordinator
- PTA
- PTM
- Committees: UGC, Budget, RUSA, Library, Canteen, Prospectus, Admissions, Time Table, Elections, Anti Ragging, Grievance Cell etc.
- Heads of Departments
- The Student Council
- Ship In-charges
- Societies & Cells : Research promotion Cell, Cultural Society, Environmental Cell,

- Red Ribbon Cell, Women Cell, Disaster Management Cell, Grievance Redressal Cell, Outreach Cell, Placement Cell etc.
- Clubs : Heritage Club, Nature Club, Health Club, Eco-Club, *ZOO QUEST*, IT Club, etc.
- Internal & external auditing
- Management Information System
- Mechanism for online feedback from stakeholders
- Preparation and periodic progress review of the Perspective Plan
- Preparation of the College Calendar
- SWOC
- Welfare schemes for staff

VII INSTITUTIONAL VALUES AND BEST PRACTICES

*Non nobis solum*_Not for ourselves alone, our core value, will continue to guide us in all our endeavors. We'll keep our vision in the forefront i.e. *to form well integrated individuals who are assets to contemporary society*

- New social responsibility programs :
- Honesty Store: Teachers, staff and students will bring things from their homes that they would like to offer others for a price. The resources, thus raised, will be utilized for charity purposes
- *Roti Day* : Teachers, staff and students to bring chapattis on a particular day of the week to be served to cancer patients and care givers
- *Entrepreneurship Skill Development* : Students would be encouraged to offer self prepared eatables and other products for sale to others. They will be motivated to donate a part of the raised resources for charitable causes.
- Programs for helping to the underprivileged
 - Adopted_ Government Middle School, Theog
 - Adopted_ Government Primary School, Sanjauli
- Programs inculcating the spirit of providing for the needy
 - Visits to orphanages
 - Visit to home for destitute girls
 - Visits to old age homes
 - Visits to hospitals
- Scholarships, fee concessions and freeships to the deserving students
- Programs to mark important events
 - Independence Day
 - Teachers Day
 - Children Day
 - Hindi Diwas
 - Christmas
 - Science Day
 - Ozone Day

- Biodiversity Day
- Earth Day
- Women's Day
- Several awards for outstanding students
 - Bedian Pin
 - Rana Nayyar Trophy
 - R S Pathania Memorial Award
 - Library_Best Student award
- Welfare schemes for non-teaching staff
- International peer reviewed journal
- Department e- newsletters and printed versions
- College magazine
- Paper recycling
- Green campus
- Green audit
- Water harvesting
- Medicinal garden
- Efficient waste management
- Vermicomposting
- Renewal energy utilization
- Tree plantation drives
- Green computing
 - Paper re-use
 - E-assignments
- Wifi Campus
- CCTV surveillance mechanism
- Biometric attendance system
- Online feedback system from stakeholders

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Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

(An Autonomous Institution of the University Grants Commission)

P. O. Box. No. 1075, Nagarbhavi

Bengaluru - 560 072

Phone: +91-80-2321 0261/62/63/64/65

Fax: +91-80-2321 0268, 2321 0270

E-mail: director.naac@gmail.com

Website: www.naac.gov.in