



St. Bede's College Shimla-171002
(UGC-NAAC "A" Grade Re-Accredited)
Awarded CURIE Project and Selected DBT-Star College
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

MINUTES OF THE SECOND IQAC MEETING (2025-26)

Date: 10/12/2025

Time: 10:30 A.M.

Venue: IQAC room

Mode of Platform: Hybrid mode

In the opening remarks of the meeting, Dr. Shweta Thakur, IQAC Coordinator, welcomed all the IQAC members to the second meeting for the academic session 2025–26. Her welcome remarks were followed by the confirmation of minutes and the Follow-Up Action Taken Report of the 1st IQAC Meeting for the academic year 2025–26. The minutes of the previous IQAC meeting held on August 12, 2025 were circulated among all members prior to the meeting. The minutes were proposed by Prof. N. K. Goyal and seconded by Ms. Snigdha Bhatt. The External Expert, Dr. Ramesh Thakur (Director, IQAC, Himachal Pradesh University), and the Community/Society Representative, Dr. Kimmi Sood, were present in person, whereas the Employers/Industrialist Representative, Prof. N. K. Goyal, and Prof. Pushpanadham joined the meeting through online mode. The committee reviewed the proceedings and resolved to confirm the minutes of the 1st IQAC meeting. It was further resolved that the recommendations provided by the experts on follow-up actions taken based on the decisions of the previous meeting be noted and would be addressed shortly.

- Dr. Ramesh emphasized that a separate bank account should be opened for the alumni association of St. Bede's. He also suggested that regular faculty members should be members of associations, where positions such as General Secretary and Treasurer should be assigned to them. Dr. Shweta informed that Dr. Deepti Pajni will look into the matter. Prof. Goyal suggested that the registration amount should be directly transferred to the college account and not to the student account.



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- Dr. Ramesh suggested that activities should be mapped in alignment with SDG goals.
- Dr. Shweta invited suggestions from all IQAC members regarding MOUs. Dr. Goyal informed the members that not many companies prefer to enter into MOUs with colleges; however, the college can sign MOUs with Himachal Pradesh University. He also informed the members that in the coming academic session, he is ready to sign some MOUs with the college.

IQAC coordinator Dr. Shweta Thakur then read out the agenda of the second meeting for academic session 2025-26 which comprised the following:

1. Review of Digital Transformation and Smart Campus Initiatives :

- Development and expansion of digital repositories for e-content, blended learning modules, and recorded lectures.
- Strengthening cyber-security protocols and data privacy measures for institutional digital systems.
- Integration of smart campus components

2. Implementation of Holistic Multidisciplinary Learning Framework :

- Introduction of minor projects across disciplines to encourage multidisciplinary engagement.
- Planning for activity-based and project-based learning aligned with NEP 2020.

3. Strengthening Quality Culture through Capacity Building :

- Regular faculty development programmes on NAAC's quality parameters, Outcome Based Education (OBE), and innovative pedagogies.
- Workshops on academic integrity, ethical research practices, and plagiarism prevention.
- Finalisation of two FDP topics from the following clusters based on resource person availability:
 - Pedagogy and teaching innovation
 - Technology-Enabled Teaching
 - Research & Academic Writing
 - Teacher Well-being & Professional Growth
 - Emerging Trends in Education
 - Planning for a multi-disciplinary conference on climate change.



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4. Community Outreach and Extension Enhancement :

- Strengthening partnerships with NGOs, local bodies, and community groups for impactful social outreach.
- Planning for skill-based and awareness-based activities for community beneficiaries.
- Documentation of extension in alignment with NAAC criterion and Sustainable Development Goals (SDG)

S. No.	Agenda	Minutes	Duty Handed Over to
1	<p>Review of Digital Transformation and Smart Campus Initiatives :</p> <p>Development and expansion of digital repositories for e-content, blended learning modules, and recorded lectures.</p> <p>Strengthening cyber-security protocols and data privacy measures for institutional digital systems.</p> <p>Integration of smart campus components (automation, digital dashboards, online services).</p>	<ul style="list-style-type: none"> • Dr. Ramesh asked Dr. Shweta to define the paradigm of the agenda. He explained that a Smart Campus primarily relates to the digital teaching-learning process, whereas digital transformation also includes e-governance, wherein the lifecycle of students and teachers within the campus needs to be digitally recorded. Dr. Pushpanadham, along with Dr. Ramesh, emphasized the importance of digitization of campus infrastructure. • The external experts emphasized that digitization should be carried out in a phased manner, as follows: Phase I – Teaching-Learning; 	<p>Academic Monitors shall convene a meeting with the Heads of Departments (HODs) to brief them on the requirements. Subsequently, the HODs, in coordination with the faculty members of their respective departments, shall undertake the following actions:</p> <ul style="list-style-type: none"> • Develop and upload subject-wise e-content, including lecture notes, presentations, summaries, and glossary lists. • Record short concept-explanation videos or practical demonstrations for contribution to the institutional e-repository. • Digitize laboratory manuals, field reports, and project work for inclusion in the e-repository.



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		<p>Phase II – E-Governance; Phase III – Digitization of the Library.</p> <ul style="list-style-type: none">• Dr. Ramesh questioned the institute's certification for website security. Dr. Goyal informed the members that the institute's security certification policy needs to be aligned with national cybersecurity norms.• The need for digital ID cards with barcodes was highlighted. Dr. Pushpanadham stated that there is a need to incorporate feedback after every activity on the website, for which Ms. Neha Walia suggested that an interface needs to be developed within the website itself.	<p>Relevant information will be collected from the Office, Library, and Examination Committee to ensure that the entire student life cycle is systematically documented and maintained.</p> <p>The required library-related information will be obtained from Ms. Ruchi, Librarian.</p> <p>The key components of remote library usage include access to e-books, e-journals, databases, and digital repositories; use of the Online Public Access Catalogue (OPAC) for searching library holdings; access to institutional repositories such as research papers, theses, and question papers; availability of online reference services, document delivery, and plagiarism checking; and remote access facilities through user IDs, passwords, VPN, or institutional login credentials.</p> <p>Ms. Neha Walia and Dr. Shweta Thakur will jointly frame the proposal in consultation with the</p>
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Cybersecurity Cell, Himachal Pradesh University, ensuring alignment with prescribed security protocols and best practices. **Ms. Neha Walia** will further coordinate with the third-party website service provider to discuss and finalize the required security levels and safeguards.

The Department of Computer Science will take the lead in sensitizing faculty and staff on cybersecurity awareness, focusing on safe digital practices and data protection.

Additionally, **Ms. Neha Walia and Ms. Nivedita** to design simple and user-friendly feedback dashboards for class-level and departmental activities through the institutional website. For developing an effective and secure interface, coordination with the website service provider will be undertaken.



2	<p>Implementation of Holistic Multidisciplinary Learning Framework : Introduction of minor projects across disciplines to encourage multidisciplinary engagement. Planning for activity-based and project-based learning aligned with NEP 2020.</p>	<ul style="list-style-type: none"> • The need for more interdepartmental projects for students was emphasized. Dr. Ramesh suggested that other institutions may be referred to for best practices, to which Dr. Pushpanadham added that STEM initiatives should be explored for collaborative projects. • It was also suggested that draft plans for skill enhancement courses should be prepared and funding agencies such as ICSSR should be approached. 	<p>Academic Monitors, in coordination with the Heads of Departments (HODs), will collaboratively plan and assign multidisciplinary projects to students. The project topics shall be identified through mutual consultation and may be taken from the thrust areas prescribed by national funding and research agencies such as DST, DBT, and ICSSR, ensuring academic relevance and interdisciplinary integration. Academic monitors to finalize the topic for joint project.</p>
3	<p>Strengthening Quality Culture through Capacity Building :</p> <p>Regular faculty development programmes on NAAC's quality parameters, Outcome Based Education (OBE), and innovative pedagogies.</p> <p>Workshops on academic integrity, ethical research practices, and plagiarism prevention.</p>	<ul style="list-style-type: none"> • It was suggested by Dr. Pushpanadham that funding agencies such as ICSSR should be approached at least three months prior to the actual date of the conference. • It was also decided that faculty members would be approached to volunteer for 	<p>Dr. Gitanjali Mahendra to contact HIPA for organizing an FDP on service rules in the month of February or March.</p> <p>A conference organizing team will be constituted, and suitable funding agencies will be identified to support the conduct of the conference. Dr. Shweta Thakur</p>



	<p>Finalisation of two FDP topics from the following clusters based on resource person availability:</p> <ul style="list-style-type: none"> • Pedagogy and teaching innovation • Technology-Enabled Teaching • Research & Academic Writing • Teacher Well-being & Professional Growth • Emerging Trends in Education • Planning for a multi-disciplinary conference on climate change. 	<p>organizing a multidisciplinary conference.</p>	<p>and Ms. Snigdha Bhatt will jointly coordinate and look into this initiative.</p> <p>Eligible faculty members will be encouraged to apply for ICSSR, DST, DBT funded research projects.</p>
4	<p>Community Outreach and Extension Enhancement :</p> <p>Strengthening partnerships with NGOs, local bodies, and community groups for impactful social outreach.</p>	<ul style="list-style-type: none"> • Dr. Pushpanadham stated that institutionalisation of practices is important, wherein clearly defined objectives and outcome-based activities should be emphasized. 	<p>A structured plan will be designed for skill-based, community-oriented activities by the Institutional Social Responsibility Convener in coordination with the Adopted Schools Convener.</p>



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<p>Planning for skill-based and awareness-based activities for community beneficiaries.</p> <p>Documentation of extension in alignment with NAAC criterion and Sustainable Development Goals (SDG)</p>	<ul style="list-style-type: none">• Dr. Shweta informed the members about the adopted villages and Balika Ashram. She further informed the members that steps are being taken to align activities with SDG goals.• Dr. Kimmi Sood suggested that collaborative activities may be undertaken with the Red Cross and Red Ribbon Societies, and that MOUs may also be signed with them.	<p>An MoU will be signed with appropriate government or local bodies to implement outcome-based activities, with a specific focus on outcome screening sessions. Dr. Shweta Thakur will coordinate and look into this initiative.</p>
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The meeting concluded with a vote of thanks proposed by Ms. Snigdha Bhatt.

Proposed by *Ms. Geeta Kapoor*

Seconded by *Dr. Deepti Pajni*

Shweta
2/4/26
Coordinator, IQAC

Dr. Shweta Thakur

Sr. Rosily
02/04/2026
Chairperson
Officiating Principal
St. Bede's College
Shimla 171 002



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Second IQAC Meeting 2025-26

Date: December 10, 2025

Sr. No	Name of the Member	Designation	Signature
1.	Principal	Chairperson	<i>Sr. Rosily Jm</i>
2.	Dr. Shweta Thakur	Coordinator	<i>Shweta</i>
3.	Deputy Co-ordinators	Ms. Komal and Ms. Snigdha	<i>Snigdha</i>
4.	Prof. Ramesh Thakur (Director, IQAC Himachal Pradesh University, Shimla)	External Expert	<i>Ram</i>
5.	Prof. Karanam Pushpanadham (Department of Educational Administration, Maharaja Sayajirao University of Baroda)	External Expert	<i>online</i>
6.	Sr. Grace Joseph	Management Representative	<i>Gr. Joseph</i>
7.	Dr. Kimi Sood (Former Councillor, Benmore) General Secretary Red Cross Himachal Pradesh)	Local Community Representative	<i>Kimi Sood</i>
8.	Ms. Geeta Kapoor (Retd. Director HR SJVNL, Addl charge: Chairman and Managing Director)	Alumni Representative	ABSENT
9.	Prof. N.K. Goyal (Chairman, Telecom Equipment Mfg. Association)	Employers /Industrialists/Stakeholder Representative	<i>online</i>
10.	Admiral and Vice Admiral of the College	Student Representatives	<i>Medham - Admiral</i> <i>Neha Thakur - VICE ADMIRAL</i>
11.	Mr. Salil Sood	Administrative Officer	ABSENT
12.	Ms Neha Walia & Ms Nivedita Sharma	Technical Staff	<i>Neha Walia</i> <i>Nivedita</i>
13.	Dr. Sapna Sharma	Department of Physics	<i>Sapna</i>
14.	Dr. Anupama Tandon	Department of Economics	ABSENT
15.	Dr. Deepti Pajni	Department of English	ABSENT
16.	Dr. Gitanjali Mahendra	Department of English	<i>Gitanjali Mahendra</i>
17.	Ms. Punam Chauhan	Department of History	<i>Punam Chauhan</i>
18.	Mr. Sanjeev Kumar	Department of Geography	<i>Sanjeev Kumar</i>
19.	Dr. Shruti Gupta	Department of Biotechnology	<i>Shruti Gupta</i>
20.	Mr. Mohit Kumar	Department of Psychology	ABSENT
21.	Dr. Preeti Kaundal	Department of Botany	<i>Preeti Kaundal</i>

Sr. Rosily Jm
10/12/2025