

### **ACTION TAKEN REPORT(18-19)**

<b>Minutes</b>	<b>Compliance</b>
<p><b>Minutes of 18-06-18</b>            The meeting was called to organize admission of the student to different streams in an organized way.            It was decided that all teachers of a department would be available to counsel students as well as parents to help them make decisions about the courses and the subject combinations.            The forms would be closely supervised to make sure that all documents were attached. Original certificates would be examined. The admission forms would be required to be signed by a teacher.</p>	<p>Admissions for the session 2018-19 were organized as per the decisions of the IQAC.</p>
<p><b>Minutes of 27-07-18</b>            Various issues were discussed and decisions taken during the meeting            An awareness campaign would be organized, on the 28<sup>th</sup> July regarding tree plantation.            NCC cadets would organize the activity in Navbahar, IGMC Road, Forest Road and Chotta Shimla areas.            The Mother Foundress Day (St. Claudine Thevenet) would be celebrated on 31 July, 2018.</p>	<p>Organized as planned</p> <p>The day was celebrated with active participation of Sisters of the Congregation, faculty, staff and students.</p>
<p><b>Minutes of 01-08-18</b>            It was decided that various cultural programs would be held during the Investiture Ceremony of the newly elected student council on August 2, 2018.            The principal informed that the Hon'ble Chief Minister would be the Chief Guest. The Education Minister would also be accompanying.            On 3rd August, 2018, Tree Plantation would be done by NSS and Disaster Management Cell in collaboration with the HP Forest Department.            The need for organizing regular inter-Disciplinary activities was stressed.</p>	<p>Investiture Ceremony was organized.</p> <p>Tree plantation was done.</p> <p>Principal informed the faculty about the need for inter disciplinary activities</p>
<p><b>Minutes of 22-10-18</b></p>	

<p>In the meeting chaired by the Principal, it was decided to induct Anupam and Neha Gautam to replace outgoing members Priyanka and Ankush.</p> <p>The Principal underlined the importance of website up gradation as well as daily updation. Neha Walia would be formulating a common format for separate web pages for departments. The importance for introducing newer initiatives related to the 2<sup>nd</sup> criteria was also stressed.</p> <p>A Quarterly Review of the Perspective Plan (2018-19) was carried out up to criteria II. The process would be held the next day.</p>	<p>New members were welcomed in the IQAC.</p> <p>Format prepared and followed.</p> <p>Review was done.</p>
<p><b>Minutes of 11-02-19</b></p> <p>Agenda: Semester VI and IV general elective. BA Ist year Psychology (Hons.) courses.</p> <p>It was brought to the notice of member that in a recent meeting with COE, HPU, it was informed to Dr. Bharti Gandhi that the G.E. Courses of IV and VI semester were to be of inter-disciplinary nature. The approved syllabus, however, mentioned the G.E. courses to be or Psychology only.</p> <p>It was decided that psychology faculty would visit the DS, HPU and apprised him of the situation. The student interested were not be jeopardized at this late stage by any untoward changes.</p> <p>The DS would also be urged to ask the BOS to Re-work the syllabus for UGC (CBCS) 2018-19 onwards for BA Ist year Psychology (Hons.)</p>	<p>Psychology faculty was appraised of the urgency to pursue the matter.</p>
<p><b>Minutes of 13-02-19</b></p> <p>It was decided that Psychology faculty should formulate letters to be submitted to the HPU authorities such as VC, DS and COE.</p> <p>The DS would be urged to ask the Chairperson Psychology Dept. HPU to call an urgent meeting of BOS. Faculty St. Bede's College should be invited to the BOS as Special Invitees.</p>	<p>Psychology department wrote to HPU authorities in this regard. Meetings were held with DS and COE. The Psychology department faculty attended the BOS meeting as special invitees.</p>

<p>It was also decided to inform all college teachers to get 3rd Sem students assigned by the Computer Department so that the CCA could be filled up.</p>	<p>Teachers informed and CCA filled.</p>
<p><b>Minutes of 18-02-19</b>  The meeting was called to decide about conducting minor tests for Semester IV and VI. It was decided that the tests would be held in respective classes. The data-sheet would soon be put up on the notice board.  The date of commencement of the exam would be 25-02-2019.  Also, the teachers would be urged to submit in writing about any seminars/ conferences/ workshops or Resource Persons during winter vacations.  All teachers would be required to submit self attested copies of their highest qualifications for the Regulatory Commission.</p>	<p>Date sheet was put up and exams organized.</p> <p>The information was obtained.</p> <p>Submitted.</p>
<p><b>Minutes of 19-03-19</b>  The meeting was called to chalk out a plan for the conduct of second term practical exams for the semester classes and final practical examination for the yearly courses.  The schedule would be drawn up and posted on the students' notice board as well as the faculty notice boards.  The faculty was advised to well organize the exam for the students to take them seriously.  No leniency will be shown to students who missed the practical for any reason.</p>	<p>Schedule was drawn , notified and practicals systematically completed.</p>
<p><b>Minutes of 12-04-19</b>  An IQAC meeting was convened to discuss the matter of latest notifications from the academic branch HPU addressed to the Principal, St. Bede's College. This was in response to the letter from the Principal, St. Bede's College seeking clarification about DSC course being considered as a GE course.</p>	<p>HPU regulations taken note of and implemented.</p>

<p>The Dean's Committee had clarified that a one time concession had been made for the session 2018-2019 and in future, courses should be offered to the Honours students in accordance to the HPU regulations.</p>	
<p><b>Minutes of 06-05-19</b>  It was brought to the notice of the members that the Centre of Excellence, Government College Sanjauli was organizing a certificate course on Research Writing in the 2<sup>nd</sup> week of May, 2019. It was, therefore, decided to paste a notice in faculty group to motivate teachers to apply for the same.  A list of equipments in the Micro-bio, Bio-tech, Physics and Geography departments would be required for documentation purpose. The College calendar would be prepared soon and suggestion for modification will be elicited from the teachers.</p>	<p>Notice was put up for information.</p> <p>Lists were prepared.</p> <p>College calendar prepared after discussion in the Staff Council.</p>