



St. Bede's College
Shimla - 171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax: 0177-2842498
www.stbedescollege.in, E-mail: bedescollege@gmail.com

1st July, 2020

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 6th July, 2020 in the Principal's office at 2:00 p.m.

Agenda

- **Online Classes**
- **Online Academic Activities**
- **Women Cell Activities**
- **AQAR**
- **Perspective Plan**

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 6/7/2020

Committee: IQAC

The IQAC meeting was held on 6th July 2020 in the principal's office at 2:00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Professor Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mr. Susheel Kumar	Assistant Professor, Maths	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 25th June 2020 were reviewed and confirmed.

- ✓ The officiating Principal informed the members that it is not possible to hold physical class amidst Covid 19, so the college will follow online mode of teaching only. Learning would be supported through MS team, a virtual platform for which the college has obtained a license. It would be used for sharing lectures, notes, study material, assignments, and tests. Practical classes would be conducted through virtual laboratories. This new online platform would be made accessible to the students by providing unique username and password. It was also decided to form WhatsApp groups of students and use emails to stay connected with them.
- ✓ It was resolved that head of the departments should conduct department meetings to carry out academic activities online like group discussions, talks, presentations, inter-disciplinary activities, and guest lectures to promote interactive learning.

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- ✓ The members decided that the societies, cells and departments of the college will initiate activities focusing on gender issues, women empowerment and health issues related to women.
- ✓ Criteria heads were asked to download the revised guidelines from the NAAC portal to fill the data required for AQAR 2019-20.
- ✓ The meeting was convened to take account of the extent of achievement of the Perspective Plan of 2019-20. Each item was discussed point wise in each criterion and members reflected upon and reported about the performance.

The meeting ended at 3.00 p.m. with thanks to the chair.


Dr. Anupama Tandon Tomar
IQAC Coordinator


Officially
St. Bede's
Shimla
Ms Nandini Pathania
Officiating Principal



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5th September 2020

NOTICE

A virtual meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 11th September 2020 on MS Teams at 2.00 p.m. All HODs are requested to be present in the meeting.

Agenda

- Physical Classes
- Webinars for Students
- Updation of College Website
- **International Day of the Girl Child**
- Hindi Diwas
- Swachh Bharat Pledge
- Observation of Special Days
- Webinars for Students
- Health Literacy Month
- New Subunit of NCC

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 11/9/2020

Committee: IQAC

The IQAC meeting was held on 11th September 2020 on MS Teams at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Mr. V.K Sanoria	Associate Professor & Head Physics	
Mrs Anuja Sharma	Associate Professor & Head English	
Dr. Ravi Bhushan	Associate Professor & Head Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Mr. Susheel Gupta	Assistant Professor & Head Maths	
Ms. Shweta Thakur	Assistant Professor & Head Zoology	
Mr. Pankaj Ashish	Assistant Professor & Head Geography	
Mr. Manu Mahajan	Assistant Professor & Head Commerce	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Punam Chauhan	Assistant Professor & Head History	
Mr. Nishant Sharma	Assistant Professor & Head Chemistry	
Mrs Sangeeta Sharma	Assistant Professor & Head Music	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor & Head, Economics	

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After a short prayer the minutes of the previous meeting held on 4th August 2020 were reviewed and confirmed.

- ✓ The officiating Principal Ms. Nandini Pathania put forward before the committee members the decision of conducting online classes from the college as per the directions of the Himachal Pradesh government from 20th September onwards.
- ✓ It was decided that the faculty of departments of Geography, Mathematics, Microbiology, Biotechnology, Home Science, Botany, Zoology, Chemistry, Physics and Commerce and Management will conduct classes from college from Monday to Wednesday and the department of English, Economics, History, Music, Political Science will conduct online classes from college from Thursday to Saturday. Students who want to attend classes from the college should ensure that they have parents' consent letter for attending classes offline. It was decided that all covid protocols must be followed for the safety of the students.
- ✓ The members of IQAC resolved that during the pandemic period all the departments of the college must conduct webinars, web-based multimedia, discussions, and interactive academic activities on relevant themes to supplement curricular learning.
- ✓ It was decided that website should be updated for which society/ cell interchanges should provide reports, pictures of activities conducted in 2019-20, proofs of minutes of meetings, composition of committees / society and faculty members should update their profile.
- ✓ The members decided that the Women Cell of the college should organize various activities focusing on the need to address the challenges faced by girls and to promote women empowerment by involving students from all streams to observe the International Day of the Girl Child on 11th October 2020.
- ✓ It was decided that the Department of Hindi will organize Hindi Saptah from first week of September followed by Hindi Diwas on 14th September by organizing various online competitions and interactive activities for the students.
- ✓ As an environment awareness initiative, it was decided that each faculty member will visit website swachhbharat.my.gov.in and take pledge for both Swachh Bharat and waste segregation on Gandhi Jayanti.
- ✓ The IQAC suggested that the various clubs and societies should organize activities to mark the Special Days like National Science Day, Kargil Diwas, Youth Day, Independence Day, Earth Day, Hindi Diwas, World Ozone Day, Teachers' Day, Yoga Day, World Mental Health Day etc.



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- ✓ It was decided that the department of Zoology will organize various activities to observe the health literacy month from 1st October 2020.

The meeting ended at 3.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

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6th February 2021

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 7th February 2021 in the staff room at 12.00 p.m.

Agenda

- CCA and Promotion of Students
- Final Examinations- BBA and BCA
- PG Classes
- Mid- Term Tests
- Celebration of "International Women's Day"
- Staff Council Meeting
- List of Books for Library
- Student Satisfaction Survey

Dr. Anupama Tandon Tomar
IQAC Coordinator



MINUTES OF THE MEETING

Date: 07/02/2021

Committee: IQAC

The IQAC meeting was held on 7th February 2021 in the staff room at 12.00 p.m.
The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Shweta Thakur	Assistant Professor, Zoology	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 11th December 2020 were confirmed.

- ✓ The officiating principal informed the members that the state government has decided to promote first year, and second year students based on 100 per cent. internal evaluation. To promote 2nd year students 50 per cent marks are to be awarded based on the pattern of internal evaluation and 50 per cent marks based on SGPA of first year.
- ✓ She also informed that BBA and BCA exams will be held in February and student should fill the examination form available on the university website.
- ✓ Classes for PG students-will commence from second week of February. Teachers should ensure that they are wearing masks and maintaining social distance in classroom and even in corridors.

Officiating Principal
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- ✓ The members suggested that the mid-term tests should be held from 1st March 2021 for which the date sheet should be prepared well in advance so that students get sufficient time to prepare. It was decided to allow student to take exams online if they cannot attend college due to Covid, but exams should be conducted offline and online simultaneously.
- ✓ The members decided that the college should organise various activities to celebrate the social, cultural, economic and political successes of women, spreading the message of equal rights by observing "International Women's Day" on 8th March 2021.
- ✓ The NSS camp could not be organized in the month of December because of bad weather and the students were not coming to college regularly due to covid-19. The IQAC suggested to hold the NSS camp in the month of February or March.
- ✓ To discuss SOPs for Covid 19, nonpayment of fees by some students, mid-term tests, physical verification of departmental laptops and the lists of books for the library, it was decided to organize a staff council meeting in the second week of February.
- ✓ It was decided that the feedback analysis committee would put up a notice for third year students for filling the student satisfaction survey form.

The meeting ended at 1.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

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Ms Nandini Pathania
Officiating Principal