



St. Bede's College
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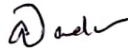
10th June, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 15th June, 2020 in the Principal's office at 10.30 a.m.

Agenda

- **Constitution of Committees**
- **Prospectus**
- **Online Admissions**
- **Academic Calendar**
- **Timetable**
- **International Yoga Day**
- **CCA**



Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 15/6/2020

Committee: IQAC

The IQAC meeting was held on 15th June 2020 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Deepti Pajni	Associate Professor, English	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms Unnatti Chauhan	Assistant Professor, Economics	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	

The meeting commenced with a short prayer.

- ✓ The minutes of the previous meeting were reviewed and passed by the members. Under the guidance of the officiating Principal Ms. Nandini Pathania various committees were constituted for academic and extra co-curricular activities to be conducted in the academic year.
- ✓ The prospectus committee was asked to review the prospectus and check the subject combinations. The change in the admission process due to covid was discussed with the members. It was suggested that the admission form for the session 2020-21 and prospectus should be uploaded on the college website. The entire admission process should be online for the convenience of students and parents. The admission committee was asked to work on it.

✓

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- ✓ The officiating principal asked the IQAC coordinator to prepare the academic calendar keeping in mind the uncertainties caused due to covid.
- ✓ It was decided that the HODs would prepare the workload, departmental calendar and would forward these to the timetable committee. They would also prepare the teaching plans for the academic session 2020-21 by organizing departmental meetings.
- ✓ The matter of observance of International Yoga Day to be celebrated on 21st June 2020, was discussed. It was decided that the entire staff and students should participate in the programme online as per the instructions from the Government.
- ✓ The IQAC also decided that the CCA of the final year students should be finalised by all faculty members.

The meeting ended at 11.30 a.m.

Dr. Anupama Tandon Tomar
Coordinator IQAC

Officially
Ms Nandini Pathania
Officiating Principal
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22nd June, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held online on 25th June 2020 at 10.30 a.m.

Agenda

- Online Admissions
- Mentoring
- Editor College Journal

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 25/6/2020

Committee: IQAC

The virtual IQAC meeting was held on 25th June 2020 at 10.30 a.m. The following members attended the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Mr. Susheel Kumar	Assistant Professor, Maths	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 15th June 2020 were reviewed and confirmed.

- ✓ Various sub-committees were formed to carry out the online admission process smoothly. It was decided that the website committee would upload the notification, important circulars, and merit lists on college website. Admission forms, entrance test, display of merit list, submission of forms, fees should be processed online, and transaction interfaces should be provided on website and on campus Whizz software. The Grievance Redressal Cell will deal with the matters pertaining to admissions.
- ✓ It was decided that the mentor lists should be prepared at the earliest and value education classes between the mentor and mentee to be conducted to manage stress and anxiety faced by the students during these difficult times of corona. It was decided that faculty members

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- ✓ should remain in touch with the students to provide mental and psychological support to the students throughout the session.
- ✓ The officiating principle informed the members that Mrs. Madhu Parmar, who is the editor of the college journal is retiring this month and Dr. Sapna Sharma would be the new editor of the journal and she also suggested to change the editorial board.
- ✓ The meeting ended at 11.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal

Officiating Principal
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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

Officiating
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Ms Nandini Pathania
Officiating Principal



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1st August, 2020

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held in Principal's office on 4th August 2020 at 2.00 p.m.

Agenda

- **Orientation Programme**
- **Independence Day**
- **FDP**
- **Final Examinations**
- **Evaluation**
- **NSS and NCC Activities**
- **Participation of Faculty in Webinars and FDPs**
- **Internships**

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 4/8/2020

Committee: IQAC

The IQAC meeting was held on 4th August 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	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor English	<i>A. Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>S. Munjal</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S. Sharma</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Mr. Manu Mahajan	Assistant Professor, Commerce	<i>Manu</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>S. Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	<i>A. Tomar</i>

After a short prayer the minutes of the previous meeting held on 6th July 2020 were reviewed and confirmed.

- ✓ The members decided to organize orientation program for the newly admitted students in the first week of September.
- ✓ The officiating Principal informed the members that the flag hoisting ceremony of Independence Day would be held at 11.00 am in the college auditorium. Only a few staff members and students living in and around the campus to attend the ceremony.
- ✓ It was also suggested to give required training to the faculty by organizing a faculty development program with a view to utilize the software optimally.
- ✓ The officiating principal informed the members that final examinations are scheduled for 17th August and staff members should not leave the station. Teachers should wear mask and face shield during the invigilation duties to ensure their safety and the safety

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- ✓ of the students. The teachers should come one hour before the scheduled examination time as per covid guidelines.
- ✓ It was decided that evaluation will be done internally, and faculty members will evaluate answer sheets in library.
- ✓ The NCC and NSS units of the college to organize activities throughout the year in a phased manner.
- ✓ It was decided that the staff should actively participate in national and international webinars, online conferences and workshops and should get their research articles published in peer reviewed journals.
- ✓ Students should be motivated to find internships as these help them to apply their knowledge to the real world and encourage their professional growth.

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

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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



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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	

Officiating Principal
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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 conveners 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

Officiating Principal
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Ms Nandini Pathania
Officiating Principal



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1st October 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 3rd October 2020 in the Principal's office at 2:30 p.m.

Agenda

- Reopening of the College
- Elections
- Approval of Vacant Posts
- Feedback
- College Magazine and Newsletter
- Remedial Classes

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 3/10/2020

Committee: IQAC

The IQAC meeting was held on 3rd October 2020 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Mrs. Unnatti Chauhan	Assistant Professor, Economics	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Mr. Mohit Kumar	Assistant Professor, Psychology	
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 September 2020 were confirmed.

- ✓ The officiating Principal Ms.Nandini Pathania informed the members that all the teaching and non-teaching staff of the college are directed to attend the college w.e.f 12th October 2020 on daily basis following the SOPs as per the directions from the higher education H.P Shimla. The faculty members will attend the college and conduct classes according to their timetable.
- ✓ To discuss online elections of student council for the session 2020-21, value education classes, fees for add-on courses, website updation, it was decided to organise a staff council meeting in the month of October.

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- ✓ The officiating Principal informed the member that the govt. has given approval for the filling of vacant posts. It was decided to advertise the post in two national newspapers and the advertisement should be uploaded on the college website. The members decided the dates of submission of the application form. The committee for screening of application form was formed.
Dr. Shramja Munjal (Chairperson)
Mr.V.K.Sanoria (Member)
Dr.Sapna Sharma (Member)
Dr.Gitanjali Mehandra (Member)
- ✓ It was decided that the student feedback should be taken and evaluated to review the teaching learning process and learning outcomes.
- ✓ It was suggested by the members that for innovative and creative thinking students should be encouraged to undertake projects like designing college calendar, magazine, newsletters and they should be motivated to contribute in the form of poetry short narratives, book reviews etc.
- ✓ The officiating Principal suggested that it is important to identify slow learners and remedial classes should be conducted to improve their performance.

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

Officiating Principal
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Ms Nandini Pathania
Officiating Principal



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26th November 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 27th November 2020 in the Principal's office at 2.30 p.m.

Agenda

- **AQAR**
- **NSS Camp**
- **Heritage Week**

Dr. Anupama Tandon Tomar
IQAC Coordinator



MINUTES OF THE MEETING

Date: 27/11/2020

Committee: IQAC

The IQAC meeting was held on 27th November 2020 in the staff room at 2.30 p.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 3rd October 2020 were confirmed.

- ✓ It was decided to prepare templates for AQAR 2019-20 according to the guidelines by NAAC. For the AQAR submission of 2019-20, criterion in charges will meet their respective members independently and to collect evidence and data for AQAR 2019-20.
- ✓ It was decided to organize NSS and Blood Donation camps in the month of December if weather permits.



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- ✓ The members suggested that the Heritage week can be organized in the month of October by organizing online activities for the students.

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

Dr. Anupama Tandon Tomar
Coordinator IQAC

Officiating Principal
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Ms Nandini Pathania
Officiating Principal



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5th December, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 11th December in the staff room at 10.30 a.m. The members of the RUSA Committee are requested to be present in the meeting.

Agenda

- **Utilization of the RUSA Grant**

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 11/12/2020

Committee: IQAC

The IQAC meeting was held on 11th December 2020 in the staff room at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mr. V.K. Sanoria	Associate Professor, Physics, Head UGC	
Dr. Shramja Munjal	Associate Professor, Botany	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Mr. Nishant Sharma	Assistant Professor, Chemistry, Member UGC	
Sr. Magdalene	Manager and Bursar	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 27th November 2020 were reviewed and confirmed.

- ✓ The principal informed the members of the IQAC and UGC about various heads under which the grants can be utilized. It was decided to utilize the grant in the following manner:
- ✓ 1.5 lakh for emergency exit for the Geography Lab
- ✓ 20 Lakhs for gas fittings in Chemistry Lab

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- ✓ 3 Lakhs for the roof of A and B Blocks
- ✓ 4 Lakhs for the repair of the Auditorium
- ✓ 9 Lakhs for cameras and video conferencing equipment
- ✓ Heating System for the library and projectors and books for which amount was not specified. Everything would be purchased from GEM.

The meeting ended at 11.00 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

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



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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	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>A. Sharma</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S. Sharma</i>
Dr. Deepti Pajni	Associate Professor, English	<i>D. Pajni</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Dr. Shweta Thakur	Assistant Professor, Zoology	<i>S. Thakur</i>
Ms. Unnatti Chauhan	Assistant Professor, Economics	<i>U. Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>A. Tomar</i>

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.



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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

Official
St. Bede's College
Shimla - Ms Nandini Pathania
Officiating Principal