



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

June 12, 2021

NOTICE

A meeting of the IQAC of a college will be held on June 16, 2021 in the staff room at 10.30 a.m.

Agenda

1. Prospectus
2. Online Admission
3. Timetable
4. International Yoga Day

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 16/6/2021

Committee: IQAC

The IQAC meeting was held on 16th June 2021 in the staff room at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Sr. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

- The meeting commenced with a short prayer.
- ✓ Prof. Sr. Molly Abraham, Principal of the college asked the prospectus committee to check various subject combinations and then upload the admission forms and prospectus on the college website. It was decided that the entrance exam and viva voce would also be conducted online.
 - ✓ The HoD's of all the departments were asked to hand over their respective workloads to the timetable committee within a week after that the timetables for all streams would be finalised and online classes would begin accordingly.
 - ✓ It was decided to celebrate the International Day of Yoga on 21st of June on MS Teams the link of which will be shared in WhatsApp groups.

The meeting came to an end at 11:30 a.m.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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June 25, 2021

NOTICE

A meeting of the IQAC of the college will be held on June 28, 2021 in the Principal's office at 10:30 a.m.

Agenda

1. Constitution of the Committees
2. CCA
3. Evaluation
4. New Add on Courses

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 28/6/2021

Committee: IQAC

The IQAC meeting was held on 28th June 2021 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
Sr. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Shweta Thakur	Assistant Professor, Zoology	
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 16th June, 2021 were reviewed and confirmed.

- ✓ The principal Prof. Sr. Molly Abraham decided to constitute various committees for the new academic session. It was decided that the committees for both academic and extracurricular activities would have one convener and one member each.
- ✓ It was decided that the CCA for the first year and second-year students should be entered soon and finalised.
- ✓ It was decided that the evaluation for the 3rd year students would be done internally soon after the exams. The faculty members will do evaluation work in the library between 10:00 a.m. and 4:00 p.m.
- ✓ The members decided to introduce more add on courses to equip the students to face the challenges in the global market.

The meeting ended at 11:30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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July 3, 2021

NOTICE

A meeting of the IQAC of the college will be held on July 5, 2021 at 12:30 p.m. in Principal's Office.

Agenda

1. Academic Calendar
2. Webinars/Online Workshops.
3. PTA Group
4. Vaccination

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 5/7/2021

Committee: IQAC

The IQAC meeting was held on 5th July 2021 in the Principal's office at 12:30 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Sr. Molly Abraham	Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Mrs Unnatti Chauhan	Assistant Professor, Economics	
Ms. Shweta Thakur	Assistant Professor, Zoology	
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 28th June 2021 were reviewed and confirmed.

- ✓ The IQAC coordinator Dr. Anupama Tandon told the faculty members that the academic calendar for the session 2021-2022 had to be uploaded on the college website. For this, the list of upcoming activities for the session was required. The teachers were asked to finalise the list latest by July 20, 2021.
- ✓ The members decided that each department should finalize at least two webinar topics relevant to their disciplines or any other current topic.
- ✓ The members decided to form a PTA group and students will be asked to request either of the parents to join the Whats App group.
- ✓ Last the Principle informed members that it is mandatory for the entire staff to get vaccinated before the final examinations begin.

The meeting ended at 1.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal

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July 19, 2021

NOTICE

A meeting of the IQ AC of the college will be held on July 21, 2021 in the staff room at 10:30 a.m.

Agenda:

- CCA
- Mentoring
- College Website
- AQAR
- Students Satisfaction Survey
- Celebrating/ Commemorating Special Days

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 21/7/2021

Committee: IQAC

The IQAC meeting was held on 21st July, 2021 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
Sr. Molly Abraham	Principal	<i>Molly</i>
Mrs. Anuja Sharma	Associate Professor, English	<i>Anuja</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha</i>
Mrs Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Mr. Manu Mahajan	Assistant Professor, Commerce	<i>Manu</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

After a short prayer, the minutes of the previous meeting held on 5th July 2021 were reviewed and confirmed.

- ✓ It was decided to fill in the CCA and practical marks for the final year students and submit it in the office for verification by the moderation committee.
- ✓ As mentoring is very significant for the students professional and personal development, it was decided that value education classes should be conducted right from the beginning of this session. The mentor lists should be prepared at the earliest so that the teachers be in touch with their mentees throughout the session.
- ✓ The members of the IQAC decided that the college website should be updated and for this purpose, the society and the cell in charges were asked to give detailed reports with pictures of various activities conducted in 2020- 2021. The faculty members were requested to update their profile for the same.
- ✓ The NAAC coordinator requested the criteria heads to download the revised guidelines from the NAAC portal to fill the data for AQAR 2020-21.
- ✓ It was decided to upload the student satisfaction survey form on college website and teachers would inform the students through WhatsApp groups.



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- ✓ The members decided that all special days should be celebrated by the departments/ societies/clubs by active involvement of the students.

With this the meeting ended at 11:30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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August 2, 2021

NOTICE

A meeting of the IQAC will be held on August 4, 2021 in the staff room at 12:30 p.m. All HoDs are also requested to attend the meeting.

Agenda

1. Admission
2. Extension activities
3. Women Cell activities

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 4/8/2021

Committee: IQAC

The IQAC meeting was held on 4th August 2021 in the staff room at 12.30 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Sr. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, Head, English	
Mr. Mohit Kumar	Assistant Professor, Head, Psychology	
Dr. Shramja Munjal	Associate Professor, Head, Botany	
Mr. Susheel Kumar	Assistant Professor, Head, Maths	
Ms. Neha Walia	Assistant Professor, Head, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Head, Zoology	
Dr. Sapna Sharma	Associate Professor, Physics	
Ms Punam Chauhan	Assistant Professor, Head, History	
Ms. Devina	Assistant Professor, Head, Hindi	
Mrs Sangeeta Sharma	Assistant Professor, Head, Music	
Mr. Manu Mahajan	Assistant Professor, Head, Commerce & Management	
Mr. Pankaj Aashish	Assistant Professor, Head, Geography	
Mr. Nishant Sharma	Assistant Professor, Head, Chemistry	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting commenced with a short prayer followed by a review and confirmation of the minutes of the previous meeting held on July 21, 2021.

- ✓ The Principal informed the HoDs that the date for depositing fee for second and third year students has been extended till August 14, 2021 and this should be brought to the notice of the students. The admission committee of the college to put up the duty list for new admissions and the teacher on the duty would check the admission forms online. They would check the subject combination, 10th and 12th class certificates, Aadhar card number, name of the board etc.



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- ✓ The members decided that the various clubs and societies including the NSS and NCC units should organise activities in a phased manner throughout the year.
- ✓ It was decided that the women cell of the college should organise various women centered academic and co-curricular activities /workshops /webinars/seminars focusing on gender sensitisation and equality.

The meeting ended at 1.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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August 10, 2021

NOTICE

A meeting of IQAC of the college will be held on August 12, 2021 in the staff room at 10:30 a.m.

Agenda

1. Independence Day
2. Offline Teaching
3. Azadi ka Amrit Mahotsav
4. Induction and orientation of the new faculty
5. Assigning subjects
6. Memorandum of Understanding

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 12/8/2021

Committee: IQAC

The IQAC meeting was held on 12th August 2021 at 10.30 a.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Sr. Molly Abraham	Principal	<i>Molly m</i>
Mrs Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Dr. Deepti Pajni	Associate Professor, English	<i>Deepti</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Mr. Mohit Kumar	Assistant Professor, Psychology	<i>Mohit</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Prof. Economics	<i>Anupama</i>

The meeting as usual started with a short prayer followed by review and confirmation of the previous one held on August 4, 2021.


- ✓ It was decided that the 75th independence day would be celebrated in an offline mode. The principal would hoist the national flag which would be followed by a short cultural program.
- ✓ It was decided that the teaching for second and third year students would commence from Aug 16, 2021. The faculty was asked to take classes in an offline mode with effect from 1st September. But online classes would also continue for those students who cannot join college.
- ✓ It was also decided that each department should conduct activities under Azadi ka Amrit Mahotsava every month.
- ✓ The days for orientation of newly inducted teachers and newly admitted students were finalized.

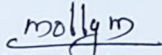


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- ✓ The members decided that the workload of each department should be forwarded to Mr. Bhopinder for assigning subjects to fill academic activities online.
- ✓ The members decided that the college should enter into agreement with national and international institutions and organisations for promotion of academic cooperation and sharing of learning material.

The meeting ended at 11.30 a.m. with thanks to the chair.


Dr. Anupama Tandon Tomar
IQAC Coordinator


Sr. Molly Abraham
Principal



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October 1, 2021

NOTICE

A meeting of the IQAC of the college will be held on October 4, 2021 in NAAC room at 10:30 a.m.

Agenda

1. Finalization of AQAR 2020-21
2. Filling of Online Attendance
3. Faculty Awareness Program
4. Offline Assembly


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 04/10/2021

Committee: IQAC

The IQAC meeting was held on 4th October 2021 at 10.30 a.m. in the staff room. The following members were present for the meeting.

Name of the member	Designation	Signature
Sr. Molly Abraham	Principal	
Mrs. Anuja Sharma	Associate Professor, English	
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. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Dr. Maheshwar Thakur	Assistant Professor, Chemistry	
Dr. Anupama Tandon Tomar	Coordinator, Associate Prof. Economics	

After a short prayer, the minutes of the previous meeting held on 12th August 2021 were reviewed and confirmed.

- ✓ The coordinator, IQAC asked the members to compile the quantitative and qualitative metrics data and evidence to finalise the AQAR 2020-21.
- ✓ It was decided that the faculty would fill the attendance as well as CCA online regularly. The newly inducted teachers were asked to take their IDs and passwords from the computer department.
- ✓ The members of the IQAC decided to organise faculty development program to facilitate upgradation of knowledge, research, and pedagogical skills.
- ✓ The Principal informed that the practice of having assembly offline on Monday and Thursday at 10.30 a.m. should continue.

The meeting ended at 11.30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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November 23, 2021

NOTICE

A meeting of the college IQAC will be held on November 25th November, 2021 in the staffroom at 2:30 p.m.

Agenda

1. Midterm Tests
2. Review And Document Verification for AQAR.


Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 25/11/2021

Committee: IQAC

The IQAC meeting was held on 25th November 2021 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Sr. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mrs Unnatti Chauhan	Assistant Professor, Economics	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Dr. Maheshwar Thakur	Assistant Professor, Chemistry	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer.

- ✓ After reviewing and confirming the minutes of the previous meeting it was decided that the Examination Cell of the college would be informed to conduct midterm test from December 5, 2021. It was decided that all the tests would be conducted offline. The students having genuine reasons for not being able to attend the test would be given a chance to take their midterm tests when the college reopens in February 2022. It was decided to submit the question papers for midterm exams to the examination committee by mid-November.
- ✓ The NAAC coordinator fixed a meeting schedule for review and document verification of the 7 criteria of the NAAC. For this purpose, the time slots were finalised by the IQAC.

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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December 4, 2021

NOTICE

A meeting of the college IQAC will be held on December 6, 2021 in the staff room at 12:00 noon.

Agenda

1. Evaluation of mid-term test
2. NIRF
3. Donation for the adopted village

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 6/12/2021

Committee: IQAC

The IQAC meeting was held on 6th December 2021 in the Principal's office at 12.00 p.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Sr. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, English	<i>Molly m</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Dr. Deepti Pajni	Associate Professor, English	<i>Deepti</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Mr. Mohit Kumar	Assistant Professor, Psychology	<i>Mohit</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama</i>

The meeting as usual started with a short prayer followed by review and confirmation of the previous meeting.

- ✓ The members decided that the evaluated answer scripts would be shared and discussed with the students so that they can identify their strengths and weaknesses and rectify their mistakes.
- ✓ The coordinator informed the members that the college would be applying for NIRF and team would be collecting data under the guidance of the convener of NIRF.
- ✓ The members decided to celebrate Christmas in the adopted village of the college. For this purpose, they decided that faculty members should make generous donation towards this cause.

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

Anupama
Dr. Anupama Tandon Tomar
IQAC Coordinator

Molly m
Sr. Molly Abraham
Principal



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February 28, 2022

NOTICE

A meeting of the IQAC of the college will be held on March 2, 2022 in the staff room at 10:30 a.m.

Agenda

1. Retests
2. Canteen
3. Annual Prize Distribution Function
4. Online Alumni Meet

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 02/03/2022

Committee: IQAC

The IQAC meeting was held on 2nd March, 2022 in Principal's office at 10:30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Br. Molly Abraham	Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mrs Urmatti Chauhan	Assistant Professor, Economics	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Dr. Maheshwar Thakur	Assistant Professor, Chemistry	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer followed by review and confirmation of the previous meeting held on 6th December 2021.

- ✓ It was decided that the retests should be conducted for those students who had either failed in the minor test held in December 2021 or had not appeared due to some genuine reason. The names of the students appearing for these tests should be displayed on the notice board along with the dates for the various tests.
- ✓ It was decided that the canteen committee members would be asked to look into the food quality standards and hygiene conditions in the college canteen.
- ✓ The date for the annual prize distribution function was finalized and it was decided that the convener of clubs/ societies and ships would provide the list of the winners and participants to the annual prize distribution committee. The departments would also prepare the list of toppers based on previous year results/CCA and hand it over to the prize distribution committee.



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- ✓ The members also decided to organise an annual alumni meet virtually in the month of March.

The meeting ended at 11.30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal



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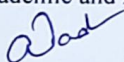
April 26,2022

NOTICE

A meeting of the IQAC will be held on 28 April,2022 in the staff room at 10.30a.m.

Agenda

1. CCA
2. Feedback on Curriculum
3. Academic and Administrative Audit


Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 28/04/2022

Committee: IQAC

The IQAC meeting was held on 28th April 2022 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Sr. Molly Abraham	Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Maheshwar Thakur	Assistant Professor, Chemistry	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting commenced with a short prayer followed by a review and confirmation of the minutes of the previous meeting.

- ✓ It was decided that the CCA of all the classes should be finalised at the earliest and the list should be submitted in the office. It was also decided that after the verification and approval of the moderation committee, the lists would be displayed to the students and after rectification if any would be filled on university portal.
- ✓ The coordinator informed the members that the feedback on curriculum must be collected from the stakeholders for the session 2021-22 and the forms have already been uploaded on the website. The messages to fill the feedback form would be forwarded in respective groups.
- ✓ The members decided to conduct the internal and external academic audits in the month of May for which dates were finalised.

The meeting ended at 11.30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Sr. Molly Abraham
Principal