



St. Bede's College Shimla - 171002  
 (UGC-NAAC "A+" Grade Re-Accredited)  
 College with Potential for Excellence  
 Phone: 0177-2842304, Fax:- 0177-2842498  
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## ACTION TAKEN REPORT

Plan	Action Taken
<p>1/6/2022</p> <ul style="list-style-type: none"> <li>✓ Induction of new members in IQAC</li> <li>✓ Report of the external audit team.</li> <li>✓ Policy Document</li> <li>✓ Motivational Talk</li> </ul>	<ul style="list-style-type: none"> <li>✓ In order to maintain continuity within the IQAC committee, new individuals were included to fill the positions of retiring members during the middle of the 2022 session.</li> <li>✓ Professor Ahluwalia presented the report from the external audit team, emphasizing the importance of incorporating their suggestions. The criteria in-charges implemented these suggestions in the relevant documents. The program outcomes for AQAR 2021-22 were updated based on the recommendations provided by the external audit team.</li> <li>✓ A separate policy document was prepared to provide comprehensive information.</li> <li>✓ A Motivational Talk on "New Challenges and Personal Growth" was successfully conducted on June 9th, 2022.</li> </ul>
<p>8/6/2022</p> <ul style="list-style-type: none"> <li>✓ Prospectus</li> <li>✓ Workloads</li> <li>✓ Timetable</li> <li>✓ Constitution of the Committees</li> </ul>	<ul style="list-style-type: none"> <li>✓ The prospectus committee reviewed the prospectus, checked subject combinations, and uploaded admission forms and the prospectus on the college website. It was decided to conduct the entrance exam and viva voce online.</li> <li>✓ Department Heads (HODs) organized departmental meetings and prepared workload, departmental calendars, and teaching plans for the academic session 2022-23.</li> <li>✓ The timetable committee finalized the timetable for the 2022-23 session.</li> <li>✓ Various committees were constituted for extra co-curricular and academic activities for the new academic session, with one convener and one member each.</li> </ul>



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<ul style="list-style-type: none"> <li>✓ Community outreach programs</li>            <li>✓ Alumni activities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Numerous community outreach activities were conducted, including tree plantation drives, voluntary blood donation drives, power point presentation sessions at a local school, workshops on health and fitness, electoral literacy and awareness campaigns, Gandhi Jayanti celebrations in an adopted village, Diwali celebrations with the underprivileged community, International Day of the Girl Child celebrations through a street play, clothes donation drives, voting awareness campaigns, blood donation camps, silent marches against eve-teasing, visits to Anganwadi centers, exchange programs on nutritional components, Christmas celebrations with an NGO, and a donation drive for Turkey disaster relief efforts.</li> <li>✓ On June 5, 2022, the Ex-Bedeian Association, St. Bede's College organized the "Cleaning of the Himalayas Campaign" under the Earth Day initiative. On November 19-20, 2022, St. Bede's College, in collaboration with the Ex-Bedeian Association, organized an Alumni Meet titled "Mash-up Catch-up."</li> </ul>
<p>13/7/2022</p> <ul style="list-style-type: none"> <li>✓ Academic Calendar</li>    <li>✓ Financial Lab</li> </ul>	<ul style="list-style-type: none"> <li>✓ The academic calendar was prepared and uploaded on the college website.</li> <li>✓ The following entrepreneurship activities and placement drives were organised under the newly established Financial Lab cum Incubation Centre             <ul style="list-style-type: none"> <li>• Exhibition-I: On October 19, 2022, an exhibition was organized by the Financial Lab cum Incubation Centre in the college courtyard. The college provided seed money to the students of FLIC for creating the exhibited products.</li> <li>• Exhibition-II: On November 20, 2022, the students of the Financial Lab cum Incubation Centre showcased their items at the Alumni Meet, marking the second successful exhibition of the FLIC.</li> <li>• The college organized a Campus Placement Drive, where prominent companies such as</li> </ul> </li> </ul>



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<p>✓ Vaccination</p> <p>✓ Field Trips</p> <p>✓ FDPs</p>	<p>ICICI, HDFC, and Teleperformance recruited students.</p> <p>✓ The Health Club of St. Bede's College organized a mega vaccination drive on August 6, 2022, in collaboration with DDU Hospital, Shimla. More than 300 beneficiaries, including students, faculty, and individuals from outside the college, received the booster dose during the vaccination drive.</p> <p>✓ Various departments organized field trips, including -</p> <ul style="list-style-type: none"> <li>• Visits to the Central Potato Research Institute, Himalayan Forest Research Institute in Panthaghathi Shimla, the historic Gaiety Theatre, Western Himalayan Temperate Arboretum at Potter's Hill, the Indian Institute of Advanced Study, and the Directorate of Horticulture.</li> <li>• Following lectures and FDPs were organized in 2022-23-</li> <li>• On September 17, 2022, a guest lecture on "Research Methodology" was arranged for M.Com students.</li> <li>• Faculty members and students participated in an online Intellectual Property Rights (IPR) awareness program on September 23, 2022.</li> <li>• A Faculty Development Program (FDP) on Moving Towards Accreditation-4th Cycle was held on May 10, 2023.</li> <li>• The IQAC organized a development program on "Work Ethics" for non-teaching staff on May 11, 2023.</li> </ul>
<p>30/7/2022</p> <p>✓ CCA</p> <p>✓ Use of Library</p> <p>✓ AQAR data collection</p> <p>✓ Celebrating/ Commemorating Special Days</p>	<p>✓ CCA and practical marks for final year students were submitted to the office for verification by the moderation committee.</p> <p>✓ Assignments were given to students to promote the usage of library and e-resources.</p> <p>✓ A deadline for the submission of qualitative and quantitative metrics was set to ensure the timely completion of the Annual Quality Assurance Report (AQAR).</p> <p>✓ Various clubs and societies organized activities to commemorate special days such as</p>



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<p>✓ Maintenance and Renovation</p>	<p>World Bicycle Day, Hiroshima Day, International Youth Day, Independence Day, World Elephant Day, International Yoga Day, National Sports Day, Nutrition Week, Hindi Week, Hindi Diwas, World Ozone Day, International Microorganism Day, Wildlife Week, World Mental Health Day, World Music Day, International Day for Peace, World Food Day, Azad Hind Diwas, National Unity Day, Vigilance Awareness Week, International Year of Glass, World Heritage Week, World AIDS Day, Technology Week, World Soil Day, International Mountain Day, National Youth Day, National Voters Day, International Mother Tongue Day, and National Mathematics Day.</p> <p>✓ Areas requiring attention were shortlisted for renovation and maintenance.</p>
<p>9/8/2022</p> <p>✓ Orientation</p> <p>✓ Awareness talk</p> <p>✓ Women Cell activities</p>	<p>✓ An orientation program was organized for the parents of first-year students, with ADGP Satwal Atwal Trivedi, an alumnus of the college, as the chief guest.</p> <p>✓ An online faculty orientation program was held featuring Justice Kurian Joseph, former judge of the Supreme Court of India, as the resource person. The topic of his talk was "Who is a Teacher and What Makes You an Effective Teacher."</p> <p>✓ The Department of Commerce and Management organized an awareness talk for the faculty members, with Dr. Michael S. David as the resource person. The discussion focused on "Making a Difference as a Teacher."</p> <p>✓ The women cell of the college organized the following activities on gender-related issues to instill awareness and promote empowerment:</p> <ul style="list-style-type: none"> <li>• Students participated in an interactive meeting on "Issues of Domestic Violence Against</li> </ul>



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<p>✓</p>	<p>Women" and gender sensitization organized by the HP State Commission for Women.</p> <ul style="list-style-type: none"> <li>• A group of BA 3rd-year students visited Kamala Nehru Hospital for educational purposes related to dietetics.</li> <li>• A presentation on obesity management was given to NSS students.</li> <li>• A Health Awareness Program on "Breast Cancer" was organized for college students.</li> <li>• The Economics Department celebrated International Day of Girl Child with a street play.</li> <li>• A silent march against eve teasing was organized to raise awareness and empower girls and women.</li> <li>• The Department of Zoology organized a mass awareness rally on "Female Foeticide in India - A Bitter Truth of Society."</li> <li>• Sixty students from St. Bede's College attended the International Women's Day celebration at Gaiety Theatre, organized by the Directorate of Women and Child Development, H.P.</li> </ul>
<p>16/09/2022</p> <ul style="list-style-type: none"> <li>✓ Review And Document Verification for AQAR.</li> <li>✓ SSR preparation</li>   <li>✓ MoUs and collaborations</li> </ul>	<ul style="list-style-type: none"> <li>✓ The documents related to the seven criteria of NAAC were thoroughly reviewed and verified to ensure accuracy and completeness.</li> <li>✓ The NAAC steering committee members started collecting and compiling quantitative and qualitative metrics data and evidence required for the preparation of the Self Study Report (SSR).</li> <li>✓ St. Bede's College signed Memorandums of Understanding (MoUs) and collaborations with prestigious universities, including Indiana University of Pennsylvania, Harrisburg University, Kutztown University, Olivet College, Elizabethtown College, and Theil College in the USA.</li> <li>• A student interaction session was organized with Prof. Robert Furey from Harrisburg University of Science and Technology.</li> </ul>





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	<p>were prepared well in advance to provide sufficient time for students to prepare. Students were given the option to take exams online or offline, and both modes were conducted simultaneously.</p>
<p>14/02/2023</p> <ul style="list-style-type: none"> <li>✓ CCA</li>   <li>✓ Feedback on Curriculum</li>   <li>✓ Annual prize distribution function</li>   <li>✓ AAA</li> </ul>	<ul style="list-style-type: none"> <li>✓ The CCA (Co-Curricular Activities) of all the classes was finalized. The finalized CCA lists were submitted to the office for further processing. The moderation committee verified and approved the lists. After the approval, the lists were displayed to the students.</li> <li>✓ Feedback on the curriculum was collected from the stakeholders for the session 2021-22. This feedback helps in evaluating and improving the curriculum to meet the needs of the students and stakeholders.</li> <li>✓ The annual prize distribution function was organized on March 22nd, 2023. This event recognizes and rewards the achievements of students in various academic and co-curricular activities.</li> <li>✓ Internal and external academic audits were conducted on May 15th and 16th, 2023. These audits assess the quality and effectiveness of the academic programs, teaching methodologies, and overall educational environment of the college.</li> </ul>
<p>9/5/2023</p> <p>SSR Preparation</p>	<ul style="list-style-type: none"> <li>✓ The members decided to incorporate factors for outcome-based learning into the curriculum.</li> <li>✓ Methods for course planning, tracking student progression, and understanding Bloom's Taxonomy were discussed and agreed upon. These efforts aim to align the teaching and assessment methods with specific learning outcomes and promote a more structured and effective learning experience for students.</li> <li>✓ The team agreed to develop "Service Learning" as a way to apply classroom learning to real-world situations to integrate community service and academic learning, allowing students to</li> </ul>



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	<p>contribute to society while gaining practical experience.</p> <ul style="list-style-type: none"><li>✓ Criteria 4 decided to collect information on library and infrastructure maintenance bills as advised by Fr. George to ensure proper record-keeping and accountability in relation to library and infrastructure maintenance expenses.</li><li>✓ The dates for completing the SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis were finalized.</li><li>✓ College admiral was asked to submit the minutes of the student council for the session 2022-23.</li></ul>
<p>23/05/2023</p> <ul style="list-style-type: none"><li>✓ SSR preparation and Suggestions for improvement</li></ul>	<ul style="list-style-type: none"><li>✓ A plan of action was developed to ensure timely completion of the SSR (Self-Study Report).</li><li>✓ The members decided to submit the first draft of the SSR before the summer break.</li><li>✓ Each criteria convener was provided with a copy of the Standard Operating Procedures (SOPs).</li><li>✓ Duties were assigned to conduct an orientation session to familiarize students with the survey process.</li><li>✓ Dates were fixed for the Principal's Presentation and Departmental Presentations and the NAAC template was shared with the concerned individuals for reference. Criteria conveners were suggested to review the presentations uploaded on the NAAC portal to gather insights and ideas.</li><li>✓ It was decided that the college would enter into an agreement with Skill Clout in collaboration with Technoledge. The purpose of this collaboration was to provide a proposal for a Smart Lab Centre of Excellence for Multi-disciplinary Research and Project-Based Learning. The initiative aimed to develop, coordinate, implement, admit, and plan student engagement initiatives for all Management and Engineering branches.</li></ul>