



St. Bede's College Shimla

GENDER SENSITIZATION ACTION PLAN

2020-2021	VIEW FILE
2021-2022	VIEW FILE
2022-2023	VIEW FILE



St. Bede's College Shimla

2020-2021



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College with Potential for Excellence
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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.

Officiating Principal
St. Bede's College
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
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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
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



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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	<i>N. Pathania</i>
Mr. V.K Sanoria	Associate Professor & Head Physics	<i>V.K Sanoria</i>
Mrs Anuja Sharma	Associate Professor & Head English	<i>A. Sharma</i>
Dr. Ravi Bhushan	Associate Professor & Head Psychology	<i>R. Bhushan</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Mr. Susheel Gupta	Assistant Professor & Head Maths	<i>Susheel Gupta</i>
Ms. Shweta Thakur	Assistant Professor & Head Zoology	<i>Shweta Thakur</i>
Mr. Pankaj Ashish	Assistant Professor & Head Geography	<i>Pankaj Ashish</i>
Mr. Manu Mahajan	Assistant Professor & Head Commerce	<i>Manu Mahajan</i>
Ms. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Ms. Punam Chauhan	Assistant Professor & Head History	<i>Punam Chauhan</i>
Mr. Nishant Sharma	Assistant Professor & Head Chemistry	<i>Nishant Sharma</i>
Mrs Sangeeta Sharma	Assistant Professor & Head Music	<i>Sangeeta Sharma</i>
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor & Head, Economics	<i>Anupama Tandon Tomar</i>

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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

Officiating Principal
St. Bede's College Shimla - 2
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



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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>Sapna</i>
Dr. Deepti Pajni	Associate Professor, English	<i>Deepti</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G Mahendra</i>
Dr. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Ms. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama</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.

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

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



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2021-2022



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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

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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



St. Bede's College Shimla

2022-2023



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August 5, 2022

NOTICE

A meeting of the IQAC will be held with the conveners of women cell on August 9, 2022 in the staff room at 12:30 p.m.

Agenda

- ✓ Orientation
- ✓ Awareness talk
- ✓ Women Cell activities

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 9/8/2022

Committee: IQAC

The IQAC meeting was held on 9th August 2022 in the staff room at 12.30 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Prof. Sr. Molly Abraham	Principal	<i>Molly</i>
Ms Neeta Khanna	Local Community Representative	<i>Neeta</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. Punam Verma	Assistant Professor, History	<i>Punam</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Mr. Manu Mahajan	Department of Commerce	<i>Manu</i>
Dr. Maheshwar Thakur	Department of Chemistry	<i>Maheshwar</i>
Mr. Mohit Kumar	Assistant Professor, Psychology	<i>Mohit</i>
Ms. Komal Sharma	Department of Political Science	<i>Komal</i>
Dr. Vandana Thakur	Convener Women Cell	<i>Vandana</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

The meeting began with a brief prayer, followed by the review and confirmation of the minutes of the previous meeting. The following points were discussed:

- ✓ It was decided that the orientation program for first-year students and their parents would take place after the Investiture Ceremony, for the academic session 2022-23. The Chief Guest for this occasion would be ADGP Satwal Atwal Trivedi, an alumnus of the college. The orientation program would familiarize the new students and their parents with the college environment, policies, and facilities.
- ✓ The members agreed to organize an awareness talk for the faculty members, which would take place in the college auditorium. Dr. Michael S. David was chosen as the resource



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person for this discourse. The topic of the discussion will be "Making a Difference as a Teacher." This session aims to provide insights and guidance to faculty members on impactful teaching practices and ways to make a positive impact in their roles as educators.

- ✓ It was decided that the women cell of the college should organize various academic and co-curricular activities, workshops, webinars, and seminars that focus on gender sensitization and equality. Additionally, it was suggested that departments and other societies within the college should also organize activities related to gender to sensitize students about gender-related issues. These initiatives aim to promote awareness, inclusivity, and gender equality among the college community.

The meeting concluded at 1:30 p.m., with gratitude expressed to the chair for presiding over the session.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Prof. Sr. Molly Abraham
Principal

Principal
St. Bede's College
Shimla 171002