



St. Bede's College, Shimla - 171002  
(UGC-NAAC "A+" Grade Re-Accredited)  
College with Potential for Excellence  
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June 1, 2022

## NOTICE

A meeting of the IQAC of a college will be held today in principal's office with all criteria conveners at 10.00 a.m.

### Agenda

- ✓ Induction of new members in IQAC
- ✓ Report of the external audit team.
- ✓ Policy Document
- ✓ Motivational Talk

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 1/6/2022

Committee: IQAC

The IQAC meeting was held on 1<sup>st</sup> June 2022 in the principal's office at 10.00 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
P. Sr. Molly Abraham	Principal	
Dr. P.K Ahluwalia, (Retd. Professor and Head, Department of Physics, HPU, Shimla)	External Expert	
Sr. Reena Kurian	Management Representative	
Ms Neeta Khanna	Local Community Representative	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Punam Verma	Assistant Professor, History	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Sr. P Mary Shanthi	Department of Geography	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Department of Political Science	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

The meeting began with a prayer, and the following points were discussed:

- ✓ As some members were set to retire in the middle of the 2022 session, new individuals were included in the IQAC committee to fill their positions and ensure continuity.
- ✓ Professor Ahluwalia presented the report from the external audit team and emphasized the importance of incorporating their suggestions. The criteria in-charges were assigned the responsibility of implementing these suggestions in the relevant documents. Specifically, program outcomes needed to be updated based on the recommendations.
- ✓ The qualitative metric teams were tasked with updating the documents based on the suggestions provided by the external audit team. Each department or coordinator was



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- assigned specific responsibilities for different courses and programs to ensure the timely implementation of the suggested changes.
- ✓ During the meeting, the coordinator assigned specific responsibilities to the coordinators of different academic fields. Here are the responsibilities mentioned for each coordinator:
  - Humanities Coordinator: Responsible for writing program outcomes for undergraduate (UG) pass courses, undergraduate (UG) honors courses, and postgraduate (PG) courses in the humanities field.
  - Commerce and Management Coordinator: Responsible for writing program outcomes for Bachelor of Commerce (B. Com), Bachelor of Business Administration (BBA), and Master of Commerce (M. Com) programs.
  - Science Coordinator: Responsible for writing program outcomes for Bachelor of Science (B.Sc), Master of Science (M.Sc), Bachelor of Science Honors (B.Sc Hons), and Bachelor of Computer Applications (BCA) programs.
  - ✓ Professor Ahluwalia suggested that a separate policy document should be uploaded on the college website, even though the policies are already mentioned in the prospectus. Having a separate document would provide clarity and ensure easy access to the college policies. Additionally, he recommended including more policies for comprehensive information. The members acknowledged the importance of having a documented policy in place and agreed to work on finalizing it.
  - ✓ The Principal announced the organization of a Motivational Talk on "New Challenges and Personal Growth" scheduled for June 9th, 2022. Dr. Fr. Vincent Saldana, a former professor at St. Xavier College, Ahmedabad, was designated as the resource person for the talk. The meeting ended at 11.00 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Prof. Sr. Molly Abraham  
Principal

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## NOTICE

June 4, 2022

A meeting of the IQAC of the college will be held with HoDs on June 8, 2022 in the staff room at 10:30 a.m.

### Agenda

- ✓ Prospectus
- ✓ Workloads
- ✓ Timetable
- ✓ Constitution of the Committees
- ✓ Community outreach programs
- ✓ Alumni activities

Dr. Anupama Tandon Tomar  
Coordinator IQAC



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## MINUTES OF THE MEETING

Date: 8/6/2022

Committee: IQAC

The IQAC meeting was held on 8<sup>th</sup> June 2022 with HoDs in the staff room at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Pm Sr. Molly Abraham	Principal	
Sr. Reena Kurian	Management Representative	
Dr. Purnima Chauhan	Alumni Representative	
Ms Neeta Khanna	Local Community Representative	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Maheshwar Thakur	Department of Chemistry	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Department of Political Science	
Dr. Devina	Assistant Professor, Hindi	
Mrs Sangeeta Sharma	Assistant Professor, Music	
Ms. Preeti Kaundal	Assistant Professor, Botany	
Dr. Shruti Gupta	Assistant Professor, Biotechnology	
Ms. Reena Thakur	Assistant Professor, Microbiology	
Mr. Sushil Gupta	Assistant Professor, Mathematics	
Dr. Pankaj Ashish	Assistant Professor, Geography	
Dr. Ashwani	Assistant Professor, Physical Education	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	



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The meeting commenced with a brief prayer.

- ✓ The attendees reviewed and confirmed the minutes from the previous meeting. Prof. Sr. Molly Abraham, the college Principal, assigned the prospectus committee the task of verifying various subject combinations. The committee was responsible for uploading the admission forms and prospectus on the college website.
- ✓ It was decided that the entrance exam and viva voce would be conducted online. Heads of Departments (HoDs) were instructed to delegate their respective workloads to the timetable committee. The timetable committee would then finalize the timetables for all streams.
- ✓ The Principal, Prof. Sr. Molly Abraham, decided to establish various committees for the new academic session. Both academic and extracurricular committees would consist of one convener and one member each.
- ✓ It was decided that departments and societies should organize community outreach activities throughout the year. The objective of these activities was to foster a sense of responsibility among the students.
- ✓ The members expressed the view that alumni engagement should be strengthened, and more outreach activities should be organized in collaboration with former students. Mrs. Purnima Chauhan informed the members about the Ex-Bedeian Association's plan to organize an Alumni Meet and "Cleaning of the Himalayas Campaign" in partnership with the SAGES Club, Rotary Club, and the forest department, under the aegis of Earth Day. The meeting adjourned at 11:30 a.m. with a vote of thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Prof. Sr. Molly Abraham  
Principal

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July 6, 2022

## NOTICE

A meeting of the IQAC of the college will be held on July 13, 2022 at 12:30 p.m. in Principal's Office.

### Agenda

- ✓ Academic Calendar
- ✓ Financial Lab
- ✓ Vaccination
- ✓ Field Trips
- ✓ FDPs

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 13/7/2022

Committee: IQAC

The IQAC meeting was held on 13<sup>th</sup> July 2022 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	<i>Molly</i>
Ms Neeta Khanna	Local Community Representative	<i>Khanna</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. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</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. Sr. P Mary Shanthi	Department of Geography	<i>Shanthi</i>
Ms. Preeti Kaundal	Assistant Professor, Botany	<i>Preeti</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. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

- After a short prayer, the minutes of the previous meeting were reviewed and confirmed.
- ✓ The IQAC coordinator addressed the faculty members about the need to upload the academic calendar for the session 2022-2023 on the college website. In order to accomplish this, a comprehensive list of upcoming activities for the session was required. The faculty members were requested to finalize and provide the list no later than July 20, 2022. This information would enable the college administration to effectively plan and communicate the schedule of events for the upcoming academic year.
  - ✓ It was unanimously decided to organize a series of entrepreneurship activities and placement drives under the newly established Financial Lab cum Incubation Centre to provide comprehensive training and support to women micro-entrepreneurs from underprivileged backgrounds, as well as college students, fostering their entrepreneurial





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- skills and enhancing their career prospects. Furthermore, the center will facilitate placement drives, forging connections between entrepreneurs and students with potential job opportunities and internships in established businesses and startups.
- ✓ The coordinator informed that the Health Club of St. Bede's College is planning to organize a large-scale vaccination drive on August 6, 2022, as part of the "Azadi ka Amrut Mahotsav" initiative. The college would collaborate with the medical team from DDU Hospital, Shimla, to conduct the vaccination camp. The drive aimed to administer booster doses to individuals in the college community and beyond.
  - ✓ The members discussed the significance of providing students with practical exposure and hands-on learning experiences outside the classroom. As a result, it was agreed that the departments should organize field trips to enhance students' understanding and practical knowledge in their respective disciplines.
  - ✓ The IQAC members decided to organize FDPs to facilitate the upgradation of knowledge, research, and pedagogical skills among the faculty.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Prof. Sr. Molly Abraham  
Principal

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July 26, 2022

## NOTICE

A meeting of the IQAC of the college will be held with the purchase and maintenance committee on July 30, 2022 in the staff room at 10:30 a.m.

### Agenda

- ✓ CCA
- ✓ Use of Library
- ✓ AQAR data collection
- ✓ Celebrating/ Commemorating Special Days
- ✓ Maintenance and Renovation

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 30/7/2022

Committee: IQAC

The IQAC meeting was held on 30<sup>th</sup> July, 2022 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	
Sr. Reena Kurian	Management Representative	
Ms Neeta Khanna	Local Community Representative	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Punam Verma	Assistant Professor, History	
Mr. Sushil Gupta	Assistant Professor, Mathematics	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Sr. P Mary Shanthi	Department of Geography	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Department of Political Science	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer, the minutes of the previous meeting were reviewed and confirmed. The following points were discussed:

- ✓ It was decided that the Comprehensive Continuous Assessment (CCA) and practical marks for the final year students should be filled in and submitted to the office for verification by



the moderation committee. This step is crucial for ensuring accurate assessment and evaluation of the final year students' performance.

- ✓ The NAAC coordinator inquired about the progress made by each criterion in data collection for the Annual Quality Assurance Report (AQAR) for the academic year 2021-2022. Furthermore, it was decided to set a deadline for the submission of qualitative and quantitative metrics to ensure timely completion and submission of the AQAR.
- ✓ The members proposed that teachers should actively encourage students to utilize the library resources and Inflibnet, which is likely an online platform for accessing scholarly information. This suggestion aimed to enhance students' research skills and promote a culture of academic exploration.
- ✓ It was proposed that all departments and societies should conduct activities on important days. The members agreed that these special days should be celebrated with the active involvement of students. By organizing relevant activities, the college community can raise awareness and foster a sense of appreciation for significant events and causes.
- ✓ A decision was made to undertake a phased maintenance and renovation of the campus to address its evolving needs and requirements. The phased approach will allow for systematic planning, implementation, and monitoring of the maintenance and renovation activities. The campus will be thoroughly assessed to identify areas that require attention, such as infrastructure, facilities, landscaping, and safety measures. To minimize disruption to daily operations, the phased approach will involve careful scheduling of the renovation work. Furthermore, a budget will be allocated for the maintenance and renovation initiatives, taking into consideration the financial resources available to the college.

The meeting concluded at 11:30 a.m. with gratitude expressed to the chair for presiding over the session.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Prof. Sr. Molly Abraham  
Principal

Principal  
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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



## MINUTES OF THE MEETING

Date: 9/8/2022

Committee: IQAC

The IQAC meeting was held on 9<sup>th</sup> 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	
Ms Neeta Khanna	Local Community Representative	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Punam Verma	Assistant Professor, History	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Maheshwar Thakur	Department of Chemistry	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Department of Political Science	
Dr. Vandana Thakur	Convener Women Cell	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

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  
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September 12, 2022

## NOTICE

A meeting of IQAC of the college will be held on September 16, 2022 with the examination committee in the staff room at 10:30 a.m.

### Agenda

- ✓ Review And Document Verification for AQAR.
- ✓ SSR preparation
- ✓ MoUs and collaborations

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Committee: IQAC

Date: 16/09/2022

The IQAC meeting was held on 16<sup>th</sup> September 2022 at 10.30 a.m. in the staff room. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Sr. Molly Abraham - <i>VC (ex)</i>	Principal	<i>Molly</i>
Dr. Y.S Verma, <i>OSA</i> Central University, Dharamshala	External Expert	<i>Shreen</i>
Dr. P.K Ahluwalia, (Retd. Professor and Head, Department of Physics, HPU, Shimla)	External Expert	<i>P.K.A.</i>
Sr. Reena Kurian	Management Representative	<i>Reena</i>
Dr. Purnima Chauhan	Alumni Representative	<i>Chauhan</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. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</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 Mahajan</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>
Mr. Salil Sood	Administrative Officer	<i>Salil</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

After reviewing and confirming the minutes of the previous meeting, the following decisions were made:

- ✓ The coordinator informed that the required documents had been uploaded on the NAAC portal and the conveners of criteria should check the documents on the same day. Further discussions were held regarding the completion of the Annual Quality Assurance Report



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- (AQAR) for the academic year 2021-2022. The deadline for data submission and the requirement of a 500-word summary for the Self-Study Report (SSR) were also decided.
- ✓ The external experts suggested that the first draft of the SSR should be ready by March 2023 so that inputs can be incorporated for improvement if any required. Prof. Verma emphasized the need to chalk out a plan of action and set a deadline for data submission to ensure timely completion of the SSR.
  - ✓ The experts stressed the importance of adhering to standard operating procedures (SOPs) when collecting both quantitative and qualitative data. Professor Verma further discussed the benchmarks shared by NAAC, highlighting their significance in determining the actual score and understanding the college's position.
  - ✓ Prof. Ahluwalia was of the opinion that the college should engage in activities with institutions and enter into agreements with national and international organizations to promote academic cooperation and facilitate the sharing of learning material. This initiative aimed to foster partnerships and enhance educational opportunities for the college community.
  - ✓ Dr. Chauhan, in her perspective, also stressed the significance of collaborations to elevate the academic standing and overall growth of the college. Recognizing the potential of the alumni community, she believed that former students could play a pivotal role in fostering these collaborations.
  - ✓ The coordinator IQAC informed that English Department is planning to collaborate with Newlimits Learning, an external organization, to offer English language training to its students.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Sr. Molly Abraham  
Principal

Principal  
St Bede's College  
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October 29, 2022

## NOTICE

A meeting of the college IQAC will be held on 31<sup>st</sup> October, 2022 in the staffroom at 2:30 p.m.

### Agenda

- ✓ Seminars and conferences
- ✓ Midterm Tests

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 31/10/2022

Committee: IQAC

The IQAC meeting was held on 31<sup>st</sup> October 2022 at 2.30 p.m. in the staff room. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Pt. Sr. Molly Abraham	Principal	<i>Molly</i>
Sr. Reena Kurian	Management Representative	<i>Reena</i>
Ms Neeta Khanna	Local Community Representative	<i>Khanna</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. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Ms. Preeti Kaundal	Assistant Professor, Botany	<i>Preeti</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Mr. Manu Mahajan	Department of Commerce	<i>Manu Mahajan</i>
Dr. Sr. P Mary Shanthi	Department of Geography	<i>Shanthi</i>
Ms. Komal Sharma	Department of Political Science	<i>Komal</i>
Mr. Mohit Kumar	Assistant Professor, Psychology	<i>Mohit</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

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

- ✓ The Examination Cell of the college would be informed to conduct the midterm tests starting from the second week of December. The students who had genuine reasons for not being able to attend the tests would be given an opportunity to take their midterm tests when the college reopens in February 2023. The question papers for the midterm exams were to be submitted to the examination committee by mid-November.
- ✓ The members discussed the importance of faculty members taking the initiative to organize seminars and conferences within the college. It was decided that faculty members should proactively write proposals and seek opportunities to arrange such academic events. These



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seminars and conferences provide platforms for knowledge sharing, research dissemination, and professional development.  
The meeting concluded at 4.00 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



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February 8, 2023

## NOTICE

A meeting of the IQAC will be held on 14<sup>th</sup> February, 2023 in the computer room at 10.30a.m.

### Agenda

- ✓ CCA
- ✓ Feedback on Curriculum
- ✓ Annual prize distribution function
- ✓ AAA

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 14/02/2023

Committee: IQAC

The IQAC meeting was held on 14<sup>th</sup> February 2023 in the computer 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	
Ms Neeta Khanna	Local Community Representative	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Maheshwar Thakur	Department of Chemistry	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Department of Political Science	
Mr. Salil Sood	Administrative Officer	
Ms Smriti Thakur	Admiral (Student Representative)	
Ms. Maanika Sethi	Vice Admiral (Student Representative)	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

- The meeting began with a prayer, followed by a review and confirmation of the minutes of the previous meeting. The following decisions were made:
- ✓ It was decided that the Comprehensive Continuous Assessment (CCA) lists for all classes should be finalized as soon as possible and submitted to the office. After verification and approval by the moderation committee, the lists would be displayed to the students. Any necessary rectifications would be made, and the final CCA marks would be filled on the university portal.
  - ✓ The coordinator informed the members that feedback on the curriculum for the session 2022-23 must be collected from stakeholders. The feedback forms were already uploaded





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on the college website, and admiral, vice admiral and teachers would be forwarding the messages in respective groups to encourage participation and completion of the feedback forms.

- ✓ A meeting was planned with Prof. Fr. George Thadathil, who would be conducting a Faculty Development Program (FDP) on NAAC (National Assessment and Accreditation Council).
- ✓ The date for the annual prize distribution function was finalized. The convener of clubs/societies and ships would provide the list of winners and participants to the annual prize distribution committee. Additionally, the departments would prepare the list of toppers based on previous year results/CCA and submit it to the prize distribution committee.
- ✓ It was decided to conduct internal and external academic audits in the month of May. The dates for the audits were finalized to ensure a thorough evaluation of the college's academic processes and standards.

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

  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

  
Prof. Sr. Molly Abraham  
Principal

Principal  
St. Bede's College  
Shimla 171002





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May 1, 2022

## NOTICE

A special meeting of the IQAC with Prof. (Fr.) George Thadathil will be held on May 9, 2023 in the IQAC room at 10.30 a.m.

### Agenda

- ✓ Preparing for the fourth cycle of NAAC

Dr. Anupama Tandon Tomar  
Coordinator IQAC



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## MINUTES OF THE MEETING

Date: 9/5/2023

Committee: IQAC

The IQAC meeting was held on 9<sup>th</sup> May 2023 in the IQAC 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	
Prof. (Fr.) George Thadathil	Resource Person (Principal, Salesian College, Sonada)	
Dr. Sapna Sharma	Associate Professor, Physics	
Sr. Reena Kurien	Management Representative	
Ms Neeta Khanna	Local Community Representative	
Dr. Deepti Pajni	Associate Professor, English	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Shweta Thakur	Assistant Professor, Zoology	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Punam Chauhan	Assistant Professor, History	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Ms. Komal Sharma	Assistant Professor, Political Science	
Ms Smriti Thakur	Admiral (Student Representative)	
Ms. Maanika Sethi	Vice Admiral (Student Representative)	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

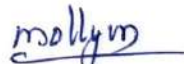
At the start of the meeting, the coordinator Dr. Anupama Tandon Tomar introduced Father George Thadathil, who had been invited as a resource person for the Faculty Development Program (FDP) on moving towards the 4th cycle of accreditation, scheduled to take place on May 10, 2023. The coordinator informed the attendees that Father George would be sharing his expertise and providing valuable insights on preparing the Self Study Report (SSR).



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- ✓ During the meeting, the heads of the criteria were asked to reflect on their queries and the problems they are facing while working on SSR. Several issues were brought up by the members, including the development of infrastructure over the past five years, strategies to handle work-related stress and pressure, incorporating factors for outcome-based learning, methods for course planning, tracking student progression (especially for newly recruited faculty), and understanding Bloom's Taxonomy.
- ✓ The participants also engaged in a general discussion on best practices, institutional distinctiveness, and fostering an innovative ecosystem within the college. An expert emphasized the importance of developing "Service Learning," which involves applying what students learn in the classroom to real-world situations.
- ✓ To address the challenge of decreased student enthusiasm and participation in various activities, it was suggested that the Department of Psychology could serve as an interface between students and different departments.
- ✓ A brainstorming session was conducted to identify the factors responsible for the decline in enrollments, and the expert recommended that all departments devise strategies to address this issue.
- ✓ The meeting also included a discussion on whether library and infrastructure maintenance bills should be attached with proof. Fr. George provided clear instructions on this matter.
- ✓ Additionally, topics such as completing SWOC analysis, flexibility in scheduling extracurricular activities, and discussing the minutes of the Students Council's meetings were addressed.

  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

  
Prof. Sr. Molly Abraham  
Principal

Principal  
St. Bede's College  
Shimla 171002



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May 20, 2022

## NOTICE

A meeting of the IQAC will be held on 23<sup>rd</sup> May, 2023 in the Principal's office at 10.30a.m.

### Agenda

- ✓ Finalisation of AQAR 2022-23
- ✓ SSR preparation
- ✓ Suggestions for improvement

Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 23/05/2023

Committee: IQAC

The IQAC meeting was held on 23<sup>rd</sup> May 2023 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 VC (Ex)	Principal	Molly
Dr. Y.S Verma, OSD, Central University, Dharamshala	External Expert	Y.S Verma
Dr. P.K Ahluwalia. (Retd. Professor and Head, Department of Physics, HPU, Shimla)	External Expert	P.K. Ahluwalia
Sr. Reena Kurian	Management Representative	Reena Kurian
Dr. Purnima Chauhan	Alumni Representative	Purnima Chauhan
Ms Neeta Khanna	Local Community Representative	Neeta Khanna
Dr. Sapna Sharma	Associate Professor, Physics	Sapna Sharma
Dr. Deepti Pajni	Associate Professor, English	Deepti Pajni
Dr. Gitanjali Mahendra	Associate Professor, English	Gitanjali Mahendra
Ms. Unnatti Chauhan	Assistant Professor, Economics	Unnatti Chauhan
Ms. Neha Walia	Assistant Professor, Computer Sc.	Neha Walia
Ms. Shweta Thakur	Assistant Professor, Zoology	Shweta Thakur
Mr. Manu Mahajan	Department of Commerce	Manu Mahajan
Dr. Sr. P Mary Shanthi	Department of Geography	Sr. P Mary Shanthi
Dr. Maheshwar Thakur	Department of Chemistry	Maheshwar Thakur
Mr. Mohit Kumar	Assistant Professor, Psychology	Mohit Kumar
Ms. Komal Sharma	Department of Political Science	Komal Sharma
Mr. Salil Sood	Administrative Officer	Salil Sood
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	Anupama Tandon Tomar

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



- ✓ The IQAC reviewed the AQAR 2022-23, engaging in comprehensive discussions about each point to gather suggestions. Both internal members and external experts provided input, suggesting minor revisions. It was collectively decided to proceed with finalizing the documents and converting them into PDF files for uploading onto the NAAC portal.
- ✓ Professor Yoginder Verma suggested that the documentation within the college should be aligned with Standard Operating Procedures (SOPs). This implies the importance of following standardized procedures and guidelines in maintaining proper documentation practices.
- ✓ Professor Yoginder Verma also recommended that students should be provided with an orientation regarding the Student Satisfaction Survey. This indicates the need to familiarize students with the survey process, its purpose, and the significance of their feedback in enhancing the overall student experience.
- ✓ Professor Ahluwalia emphasized the significance of certain elements in the context of NAAC. He highlighted the importance of the Principal's presentation, interactions with the governing body, and student engagement. These aspects likely play a crucial role in the accreditation process, demonstrating the college's commitment to quality education and student satisfaction.
- ✓ Professor Ahluwalia stressed the need to conduct departmental presentations. This suggests that departments should have the opportunity to showcase their achievements, initiatives, or progress, allowing for knowledge sharing and recognition of their contributions.
- ✓ Mrs. Purnima Chauhan proudly announced that the alumni association has significantly strengthened itself by successfully organizing numerous events during the 2022-2023 session. She expressed her commitment to continue this momentum under her leadership and with the unwavering support of the principal. The alumni association aims to create more impactful events and initiatives in the future, fostering a stronger bond between the school and its former students.

The meeting concluded at 11:30 a.m., with gratitude expressed to the chair for leading the session.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Sr. Molly Abraham  
Principal  
Principal  
St Bede's College  
Shimla 171002



## 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>



<p>✓ Community outreach programs</p> <p>✓ Alumni activities</p>	<p>✓ 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.</p> <p>✓ 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."</p>
<p>13/7/2022</p> <p>✓ Academic Calendar</p> <p>✓ Financial Lab</p>	<p>✓ The academic calendar was prepared and uploaded on the college website.</p> <p>✓ The following entrepreneurship activities and placement drives were organised under the newly established Financial Lab cum Incubation Centre</p> <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>





<ul style="list-style-type: none"> <li>✓ Vaccination</li>            <li>✓ Field Trips</li>            <li>✓ FDPs</li> </ul>	<p>ICICI, HDFC, and Teleperformance recruited students.</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ Various departments organized field trips, including -       <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> </ul> </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> <ul style="list-style-type: none"> <li>✓ CCA</li> <li>✓ Use of Library</li>    <li>✓ AQAR data collection</li>    <li>✓ Celebrating/ Commemorating Special Days</li> </ul>	<ul style="list-style-type: none"> <li>✓ CCA and practical marks for final year students were submitted to the office for verification by the moderation committee.</li> <li>✓ Assignments were given to students to promote the usage of library and e-resources.</li> <li>✓ A deadline for the submission of qualitative and quantitative metrics was set to ensure the timely completion of the Annual Quality Assurance Report (AQAR).</li> <li>✓ Various clubs and societies organized activities to commemorate special days such as</li> </ul>



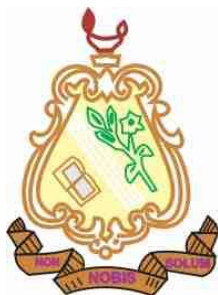
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<p>✓ Maintenance and Renovation</p>	<p>World Bicycle Day, Hiroshima Day, International Youth Day, Independence Day, World Elephant Day, International Yoga Day, National Sports Day, Nutrition Week, Hindi Week, Hindi Diwas, World Ozone Day, International 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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	<ul style="list-style-type: none"> <li>• The English Department collaborated with Newlimits Learning to offer English language training to improve students' proficiency. 69 students enrolled in an online English language course with LSI and its Online English Training Provider Partner, Sensations English.</li> <li>✓ St. Bede's College signed an MOU with the Government of India's Department of Education for the Study in India Program, making it the only institution in Himachal Pradesh with this collaboration. This partnership allows foreign students to study at St. Bede's College, promoting cultural exchange and diversity on campus.</li> </ul>
<p>31/10/2022</p> <ul style="list-style-type: none"> <li>✓ Seminars and conferences</li> </ul> <p>✓ Midterm Tests</p>	<ul style="list-style-type: none"> <li>✓ The Department of Science organized a two-day National Conference titled 'Novel Progressions in Science and Technology-2022' on November 28th and 29th, 2022.</li> <li>✓ To celebrate National Science Day with the theme of 'Global Science for Global Wellbeing,' the Science faculty of the college, in collaboration with the Indian Association of Physics Teachers and Indian Science Congress Association, Shimla Chapter, organized a two-day program on February 28th and March 1st, 2023.</li> <li>✓ The Department of Economics, in collaboration with the Department of Commerce and Management, hosted an International Seminar on the theme of "Transformation of India @75" on March 3rd and 4th, 2023. The seminar was held under the aegis of Azadi ka Amrit Mahotsav and was sponsored by the Indian Council of Social Science Research (ICSSR).</li> <li>✓ The Department of Geography organized a two-day national seminar on "Building a Resilient Future: Integrating Environment, Economy, and Technology" on March 24th and 25th, 2023.</li> <li>✓ Mid-term tests were conducted from December 6th, 2021. Date sheets for the exams</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>



	<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>