



**6.5.2**

**HIGHLIGHTED COPY OF THE PROCEEDINGS OF  
MEETINGS OF IQAC AND ACTION TAKEN REPORT  
ON FEEDBACK ANALYSIS FOR LAST FIVE YEARS**

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St. Bede's College Shimla

## PROCEEDINGS OF MINUTES OF MEETINGS OF IQAC

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1.	2018-19	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2018-19.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2018-19.pdf</a>	3
2.	2019-20	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2019-20.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2019-20.pdf</a>	10
3.	2020-21	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2020-21.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2020-21.pdf</a>	56
4.	2021-22	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/11/Minutes-and-ATR-2021-22.pdf</a>	100
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**MINUTES OF IQAC MEETINGS AND COMPLIANCE FOR THE SESSION 2018-19**

<b>Minutes</b>	<b>Compliance</b>
<p><b>Minutes of 18-06-18</b>                      The meeting was called to organize admission of the student to different streams in an organized way.                      It was decided that all teachers of a department would be available to counsel students as well as parents to help them make decisions about the courses and the subject combinations.                      The forms would be closely supervised to make sure that all documents were attached. Original certificates would be examined. The admission forms would be required to be signed by a teacher.</p>	<p>Admissions for the session 2018-19 were organized as per the decisions of the IQAC.</p>
<p><b>Minutes of 27-07-18</b>                      Various issues were discussed and decisions taken during the meeting                      An awareness campaign would be organized, on the 28<sup>th</sup> July regarding tree plantation.                      NCC cadets would organize the activity in Navbahar, IGMC Road, Forest Road and Chotta Shimla areas.                      The Mother Foundress Day (St. Claudine Thevenet) would be celebrated on 31 July, 2018.</p>	<p>Organized as planned</p> <p>The day was celebrated with active participation of Sisters of the Congregation, faculty, staff and students.</p>
<p><b>Minutes of 01-08-18</b>                      It was decided that various cultural programs would be held during the Investiture Ceremony of the newly elected student council on August 2, 2018.                      The principal informed that the Hon'ble Chief Minister would be the Chief Guest. The Education Minister would also be accompanying.                      On 3rd August, 2018, Tree Plantation would be done by NSS and Disaster Management Cell in collaboration with the HP Forest Department.                      The need for organizing regular inter-Disciplinary activities was stressed.</p>	<p>Investiture Ceremony was organized.</p> <p>Tree plantation was done.</p> <p>Principal informed the faculty about the need for inter disciplinary activities</p>
<p><b>Minutes of 22-10-18</b></p>	

<p>In the meeting chaired by the Principal, it was decided to induct Anupam and Neha Gautam to replace outgoing members Priyanka and Ankush.</p> <p>The Principal underlined the importance of website up gradation as well as daily updation. Neha Walia would be formulating a common format for separate web pages for departments. The importance for introducing newer initiatives related to the 2<sup>nd</sup> criteria was also stressed.</p> <p>A Quarterly Review of the Perspective Plan (2018-19) was carried out up to criteria II. The process would be held the next day.</p>	<p>New members were welcomed in the IQAC.</p> <p>Format prepared and followed.</p> <p>Review was done.</p>
<p><b>Minutes of 11-02-19</b></p> <p>Agenda: Semester VI and IV general elective. BA Ist year Psychology (Hons.) courses.</p> <p>It was brought to the notice of member that in a recent meeting with COE, HPU, it was informed to Dr. Bharti Gandhi that the G.E. Courses of IV and VI semester were to be of inter-disciplinary nature. The approved syllabus, however, mentioned the G.E. courses to be or Psychology only.</p> <p>It was decided that psychology faculty would visit the DS, HPU and apprised him of the situation. The student interested were not be jeopardized at this late stage by any untoward changes.</p> <p>The DS would also be urged to ask the BOS to Re-work the syllabus for UGC (CBCS) 2018-19 onwards for BA Ist year Psychology (Hons.)</p>	<p>Psychology faculty was appraised of the urgency to pursue the matter.</p>
<p><b>Minutes of 13-02-19</b></p> <p>It was decided that Psychology faculty should formulate letters to be submitted to the HPU authorities such as VC, DS and COE.</p> <p>The DS would be urged to ask the Chairperson Psychology Dept. HPU to call an urgent meeting of BOS. Faculty St. Bede's College should be invited to the BOS as Special Invitees.</p>	<p>Psychology department wrote to HPU authorities in this regard. Meetings were held with DS and COE. The Psychology department faculty attended the BOS meeting as special invitees.</p>

<p>It was also decided to inform all college teachers to get 3rd Sem students assigned by the Computer Department so that the CCA could be filled up.</p>	<p>Teachers informed and CCA filled.</p>
<p><b>Minutes of 18-02-19</b>  The meeting was called to decide about conducting minor tests for Semester IV and VI. It was decided that the tests would be held in respective classes. The data-sheet would soon be put up on the notice board.  The date of commencement of the exam would be 25-02-2019.  Also, the teachers would be urged to submit in writing about any seminars/ conferences/ workshops or Resource Persons during winter vacations.  All teachers would be required to submit self attested copies of their highest qualifications for the Regulatory Commission.</p>	<p>Date sheet was put up and exams organized.</p> <p>The information was obtained.</p> <p>Submitted.</p>
<p><b>Minutes of 19-03-19</b>  The meeting was called to chalk out a plan for the conduct of second term practical exams for the semester classes and final practical examination for the yearly courses.  The schedule would be drawn up and posted on the students' notice board as well as the faculty notice boards.  The faculty was advised to well organize the exam for the students to take them seriously.  No leniency will be shown to students who missed the practical for any reason.</p>	<p>Schedule was drawn , notified and practicals systematically completed.</p>
<p><b>Minutes of 12-04-19</b>  An IQAC meeting was convened to discuss the matter of latest notifications from the academic branch HPU addressed to the Principal, St. Bede's College. This was in response to the letter from the Principal, St. Bede's College seeking clarification about DSC course being considered as a GE course.</p>	<p>HPU regulations taken note of and implemented.</p>

<p>The Dean's Committee had clarified that a one time concession had been made for the session 2018-2019 and in future, courses should be offered to the Honours students in accordance to the HPU regulations.</p>	
<p><b>Minutes of 06-05-19</b>  It was brought to the notice of the members that the Centre of Excellence, Government College Sanjauli was organizing a certificate course on Research Writing in the 2<sup>nd</sup> week of May, 2019. It was, therefore, decided to paste a notice in faculty group to motivate teachers to apply for the same.  A list of equipments in the Micro-bio, Bio-tech, Physics and Geography departments would be required for documentation purpose.  The College calendar would be prepared soon and suggestion for modification will be elicited from the teachers.</p>	<p>Notice was put up for information.</p> <p>Lists were prepared.</p> <p>College calendar prepared after discussion in the Staff Council.</p>



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17<sup>th</sup> June, 2019

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 18<sup>th</sup> June, 2019 in the Principal's office at 10.30 a.m.

### Agenda

- Appointing a new coordinator and induction of new member in the IQAC.
- International Yoga Day
- Campus WHIZ (e-catalogue)
- Farewell Party

  
Ms Nandini Pathania  
Officiating Principal



## MINUTES OF THE MEETING

Date: 18/6/2019

Committee: IQAC

The IQAC meeting was held on 18<sup>th</sup> June 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Dr. Anupama Tandon Tomar	Associate Professor, Economics	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Ms Shivani Chauhan	Assistant Professor, Zoology	

The meeting commenced with a short prayer by the officiating Principal Ms Nandini Pathania.

- ✓ Dr. Anupama Tandon Tomar from the Department of Economics was unanimously appointed as a new IQAC coordinator and Dr. Sapna Sharma, Associate Professor, Department of Physics, was inducted as an internal member.
- ✓ The matter of observance of International Yoga Day to be celebrated on 21<sup>st</sup> June, 2019, was discussed. It was decided that the entire staff should participate in the programme and be present in the auditorium at 10:30 am.
- ✓ It was decided to conduct campus WHIZ (e-catalogue) in the library as per the following schedule at 11:00 am
  - June 19<sup>th</sup> : Arts
  - June 20<sup>th</sup>: Science & Computer Science
  - 21st June: Commerce & Management
- ✓ The farewell to Dr. Bindra and Mr. Vishal would be organized on June 24 at 11:00 am in the Staff Room.

The meeting ended at 11.30 a.m.

Ms Nandini Pathania  
Officiating Principal



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20th June, 2019

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 26<sup>th</sup> June, 2019 in the Principal's office at 10.30 a.m.

### Agenda

- Re-Assessment of IA.
- Special Assembly

Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 26/6/2019

Committee: IQAC

The IQAC meeting was held on 26<sup>th</sup> June 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Dr. Ravi Bhushan	Associate Prof. Psychology	<i>Ravi Bhushan</i>
Mr. Susheel Kumar	Assistant Professor, Maths	<i>Susheel Kumar</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali Mahendra</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta Thakur</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama Tomar</i>

After a short prayer the minutes of the previous meeting held on 18<sup>th</sup> June, 2019 were reviewed and confirmed.

- ✓ The officiating Principal Ms Nandini Pathania informed the members that the VC, HPU, had allowed Re-Assessment 2015 UG (CBCS) for CCA of IA. The university portal would be opened for such Re-Assessment from 25<sup>th</sup> -28<sup>th</sup> June, 2019.
- ✓ It was decided that an Assembly would be held on 1st July, 2019 for faculty to introduce themselves to the newly admitted students.

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

*Anupama Tomar*  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

*N. Pathania*  
Ms Nandini Pathania  
Officiating Principal





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1<sup>st</sup> July, 2019

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4<sup>th</sup> July, 2019 in the Principal's office at 2:00 p.m

### Agenda

- Staff Council Meeting
- Activities for July, 2019
- CCA
- List of books for the library
- Filling of AQAR for 2018-19
- Submitting photocopies highest degrees

Dr. Anupama Tandon Tomar  
Coordinator IQAC



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## MINUTES OF THE MEETING

Date: 4/7/2019

Committee: IQAC

The IQAC meeting was held on 4<sup>th</sup> July 2019 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 Prof. 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	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 26<sup>th</sup> June 2019 were reviewed and confirmed.

- ✓ It was decided to hold a Staff Council Meeting on July 5, 2019 at 10:30 in the Staff Room for: Activities for July, 2019 and CCA
- ✓ Teachers would be required to give lists of books by the 15<sup>th</sup> of July, 2019 to the library.
- ✓ AQAR format would be placed on the desktop in the Staff Room to enable Criteria Committee writers to fill in the details for 2018-19.
- ✓ Some teachers were required to submit photocopies of their highest degrees to the accounts office.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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10<sup>th</sup> July, 2019

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 12<sup>th</sup> July, 2019 in the Principal's office at 10.30 a.m.

### Agenda

- Achievement of the Perspective Plan of 2018-19.
- Recommendation of the NAAC Peer Team

Dr. Anupama Tandon Tomar  
Coordinator IQAC





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## MINUTES OF THE MEETING

Date: 12/7/2019

Committee: IQAC

The IQAC meeting was held on 12<sup>th</sup> July, 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Shramja Munjal	Associate Professor, Botany	
Mr. Susheel Kumar	Assistant Professor, Maths	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 4<sup>th</sup> July 2019 were reviewed and confirmed.

- ✓ The meeting was convened to take account of the extent of achievement of the Perspective Plan of 2018-19. Each item was discussed a point wise in each criterion and members reflected upon and reported about the performance.
- ✓ It was decided to call an IQAC meeting on the 16<sup>th</sup> July, 2019 to consider the Recommendation of the NAAC Peer Team for drawing out the Perspective Plan for 2019-20.

The meeting ended at 12.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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15<sup>th</sup> July, 2019

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 16<sup>th</sup> July, 2019 in the Principal's office at 10.30 a.m.

### Agenda

- NAAC Peer Team Recommendations.
- Suggestions on Recommendations

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC



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## MINUTES OF THE MEETING

Date: 16/7/2019

Committee: IQAC

The IQAC meeting was held on 16<sup>th</sup> July, 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. 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	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

The meeting commenced with a short prayer and then the minutes of the previous meeting held on 12<sup>th</sup> July, 2019 were reviewed and confirmed.

- ✓ The meeting was organized to consider the NAAC Peer Team Recommendations.
- ✓ The viewpoints of all the members were elicited for consideration of each recommendation. Members reflected upon as to whether it was possible for the college to implement each recommendation.
- ✓ Suggestions were elicited on how each one of the recommendations could be implemented for enhancement of the quality culture in the institution.







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- ✓ Members of the Psychology Department represented, on behalf of the students, to the University Department regarding discrepancies in the course content of Honours and Pass Course B.A. 3<sup>rd</sup> Year Psychology. It was observed that the prescribed syllabus was not in keeping with the syllabus as per the UGC Instructional Template for CBCS. The matter was discussed in detail with BOS members of the University Department and necessary modifications in the syllabus were made.

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

  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

  
Ms Nandini Pathania  
Officiating Principal



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29<sup>th</sup> July 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 1st August, 2019 in the staff room at 2.00 p.m. All HODs are requested to be present in the meeting.

#### Agenda

- Health Club Activity
- English Department Workshop
- Bridge Courses
- Mentoring
- Health Club Activity
- English Department Workshop
- Bridge Courses
- Mentoring
- NCC to be a self financed unit

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 1/8/2019

Committee: IQAC

The IQAC meeting was held on 1<sup>st</sup> August 2019 in the staff room at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, Head, English	<i>A. Sharma</i>
Dr. Ravi Bhushan	Associate Professor, Head, Psychology	<i>Ravi</i>
Dr. Shramja Munjal	Associate Professor, Head, Botany	<i>Shramja</i>
Mr. Susheel Kumar	Assistant Professor, Head, Maths	<i>Susheel Kumar</i>
Ms. Neha Walia	Assistant Professor, Head, Computer Sc.	<i>Neha Walia</i>
Ms. Shweta Thakur	Assistant Professor, Head, Zoology	<i>Shweta</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Ms Punam Chauhan	Assistant Professor, Head, History	<i>Punam Chauhan</i>
Mr. Manu Mahajan	Assistant Professor, Head, Commerce & Management	<i>Manu Mahajan</i>
Mr. Pankaj Aashish	Assistant Professor, Head, Geography	<i>Pankaj</i>
Mr. Nishant Sharma	Assistant Professor, Chemistry	<i>Nishant</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 16<sup>th</sup> July were confirmed.

- ✓ It was decided that the Health Club of the college will organise a health talk on the illnesses that pose considerable health risk to women in the month of August.
- ✓ It was decided that the Department of English will organize a Translation Workshop in the month of August to make students understand the techniques and process of translation.



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- ✓ IQAC members resolved that the departments offering PG should start formal short learning courses for newly admitted students in the form of bridge courses to provide a foundation needed for further academic work.
- ✓ The principal mentioned that mentor lists for the newly admitted students should be prepared at the earliest. She mentioned that mentoring as a mechanism to improve the bond between teachers and students should be continued and taken up seriously as it is one of the best practices of the college.
- ✓ IQAC took certain decisions for smooth functioning of the NCC subunit at St. Bede's College and also tried to come up with new plans and suggestions. IQAC also gave approval for the establishment of NCC subunit on fully self-financed basis with 80 seats to be filled during the course of three years.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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10<sup>th</sup> August 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 17<sup>th</sup> August, 2019 in the Principal's office at 2:30 p.m.

#### Agenda

- Review of previous meeting
- Academic activities
- Community outreach activities
- Health club activity
- 150th anniversary of periodic table

Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 17/8/2019

Committee: IQAC

The IQAC meeting was held on 17<sup>th</sup> August 2019 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Professor, Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mrs. Unnatti Chauhan	Assistant Professor, Economics	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Dr. Anupama Tandon Tomar	Coordinator, Associate Prof. Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 1<sup>st</sup> August 2019 were confirmed.

- ✓ It was resolved that head of the departments should conduct department meetings to carry out academic activities like group discussions, talks, presentations, inter-disciplinary activities and guest lectures to promote interactive learning.
- ✓ NCC and NSS units of the college to organize community outreach activities throughout the year in a phased manner.
- ✓ It was decided that the Health Club will organize a session on Exercise Fitness Program in the month of September.
- ✓ To celebrate the international year of the periodic table and to mark the 150th anniversary of the periodic table of chemical elements it was decided that the science faculty would organize seminar/workshop for the students in the month of September.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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27<sup>th</sup> August 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2<sup>nd</sup> September 2019 in the staff room at 12.00 p.m.

#### Agenda

- Seminar on "Tally ERP" and Third All India Tally Commerce Aptitude Test
- Inaugural ceremony and mass pledge by NCC
- Innovative Swachh Bharat Drive
- Workshop on Start up Programme
- Staff council meeting
- Library Orientation
- PTM and PTA

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

**Date:** 02/9/2019

**Committee:** IQAC

The IQAC meeting was held on 2<sup>nd</sup> September 2019 at 12.00 p.m. in the staff room. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Ravi Bhushan	Associate Professor, Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Mrs. Unnatti Chauhan	Assistant Professor, Economics	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 17<sup>th</sup> August 2019 were reviewed and confirmed.

- ✓ It was decided that the Computer Department would organize a one day seminar on "TALLY ERP" for the students of M.Com 3rd Semester and Third All India Tally Commerce Aptitude Test (TCAT) in the month of September to recognize and acknowledge the talent of students.
- ✓ It was resolved that the inaugural ceremony and mass pledge by NCC to be held in the month of September to make Shimla plastic free.
- ✓ The IQAC suggested that the NCC and NSS units should conduct Innovative Swachh Bharat and Environment Awareness Drive throughout the year in a phased manner.
- ✓ To make students aware of new areas of entrepreneurial opportunities IQAC decided to organize a workshop on Start up Programme in collaboration with the Department of Industries Himachal Pradesh in the month of September
- ✓ To discuss issues related to identity cards of the newly admitted students, the dates for organising seminars and other activities, updating the college website and educational trips etc. it was decided to organize a staff council meeting in the month of September.



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- ✓ It was decided to organize a library orientation programme for the newly admitted students to familiarize them with the library resources, facilities and services in an organized way in the month of September.
- ✓ It was resolved that the PTM would be organized in the month of September to share the progress report of the students followed by PTA to constitute the PTA Committee and to take feedback regarding the college academic environment.

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

Dr. Anupama Tandon Tomar  
 IQAC Coordinator

Ms Nandini Pathania  
 Officiating Principal



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19<sup>th</sup> September 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 24th September 2019 in the Principal's office at 2.30 p.m.

#### Agenda

- Creative Writing Workshop
- Women Cell Activity
- Awareness Session on Drug Abuse
- Field/Educational Trips

Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 24/9/2019

Committee: IQAC

The IQAC meeting was held on 24<sup>th</sup> September 2019 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Ravi Bhushan	Associate Professor, Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shweta Thakur	Assistant Professor, , Zoology	
Mr. Susheel Gupta	Assistant Professor, Maths	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 2<sup>nd</sup> September 2019 were reviewed and confirmed.

- ✓ IQAC decided that the English Department would organise a Creative Writing Workshop for M.A English and 5th semester Honours students in the month of September.
- ✓ It was suggested that the women cell of the college should organize a talk on gender issues on 25th September 2019.
- ✓ To sensitize the students on the subject of drug abuse and to raise awareness about it, it was decided to organize an awareness session on drug abuse in the month of October.
- ✓ To bridge the gap between classroom teaching and hands on experience and to teach tolerance and make students more empathetic, IQAC decided that field/educational



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trips for the students would be organized by the college. It was decided that out station trips would be organized in the month of October during holidays so that students do not miss their classes.

The meeting ended at 4.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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28<sup>th</sup> September 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 3<sup>rd</sup> October 2019 in the Principal's office at 2.30 p.m.

#### Agenda

- Mass Awareness Campaign on Disaster Risk Reduction
- NCC participation at State Event
- A special talk on Media or Sanskriti
- Workshop for college website
- Minor Tests
- Activities to mark Special days
- AQAR 2019-20

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC





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## MINUTES OF THE MEETING

Date: 3/10/2019

Committee: IQAC

The IQAC meeting was held on 3<sup>rd</sup> October 2019 in the Principal's office at 2.30 p.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 24<sup>th</sup> September 2019 were reviewed and confirmed.

- ✓ The officiating Principal Ms Nandini Pathania informed the members that HPSDMA would be conducting a Mass Awareness Campaign on Disaster Risk Reduction on 11th October and have invited students to participate in the activities organized during the event. IQAC decided to send students and some faculty members to attend and participate in the awareness campaign.



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- ✓ It was decided that the NCC cadets would participate in the State Event Commemorating the 150<sup>th</sup> Birthday of Mahatma Gandhi in the month of October.
- ✓ To make the students aware about the advantages and disadvantages of Social Media it was planned that Hindi Department would organize a special talk on Media or Sanskriti in the month of October.
- ✓ It was resolved to organize a workshop for the faculty members for the new layout of the college website in the month of October.
- ✓ The members suggested that the minor tests for first and second year students should be held in the month of November for which date sheet should be prepared well in advance so that students get sufficient time to prepare.
- ✓ 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 to name a few.
- ✓ The coordinator informed the members that criteria incharges should work with their team to collect evidence and data for AQAR 2019-20.

The meeting ended at 4.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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24<sup>th</sup> October 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2<sup>nd</sup> November 2019 in the Principal's office at 11.00 a.m.

#### Agenda

- Staff Council Meeting
- Book Talk
- Seminar –Computer Department
- Heritage Week
- Debates and Dramatics Society Activity
- National Conference
- Disaster Preparedness Training Session and Mock Drill
- Blood Donation Camp
- Inter College Activities.

Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 2/11/2020

Committee: IQAC

The IQAC meeting was held on 2<sup>nd</sup> November, 2019 in Principal's office at 11.00 a.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>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi Bhushan</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Ms. Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Mr. Susheel Gupta	Assistant Professor, Commerce	<i>Susheel Gupta</i>
Dr. Gitanjali Mahendra	Assistant Professor, Zoology	<i>Gitanjali Mahendra</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 3<sup>rd</sup> October 2019 were confirmed.

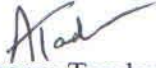
- ✓ It was decided to organize a staff council meeting in the month of November to finalise the dates of activities to be conducted in the coming months of the session.
- ✓ It was decided to organize the annual Book Talk in the month of November and the officiating Principal, Ms Nandini Pathania suggested that teachers should motivate and encourage students for maximum participation.
- ✓ It was resolved that the Computer department would organize a one day seminar in the month of November.
- ✓ To commemorate the World Heritage Week it was decided that the Heritage Club "MIRAASA" would organize various competitions and a heritage walk in the month of November to make students aware of Himachal's culture, heritage and monuments.
- ✓ The debates and dramatics society to organise an "Elocution Competition" on 26<sup>th</sup>




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- November, 2019 in collaboration with Amul India.
- ✓ The officiating Principal Ms Nandini Pathania informed the members that the Department of English would organize a National conference on Culture, Language & Literature in collaboration with ELT@I-Shimla at St. Bede's College on December 4-5, 2019.
  - ✓ It was suggested by the coordinator IQAC that the Disaster Management Cell of the college should collaborate with the department of Home Guard & Civil Defence, Central Training Institution, and organize Mock Drill for the students and faculty for emergency evacuation. The members also opined that the procedure of evacuation plan should also be discussed with the experts from Home Guard & Civil Defence, Central Training Institute.
  - ✓ It was decided to organise NSS and Blood Donation camps in the month of December if weather permits.
  - ✓ To develop the inner talents, skills and leadership qualities of the students, it was felt that teachers should encourage students to participate in inter college academic, curricular and co-curricular activities.

The meeting ended at 12.30 p.m. with thanks to the chair.

  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

  
Ms Nandini Pathania  
Officiating Principal





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25<sup>th</sup> November 2019

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4<sup>th</sup> December 2019 in the Principal's office at 12.00 p.m.

#### Agenda

- Research activities
- Student Internships
- NCC participation in AIATC Kerala
- PTA meeting

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

Date: 04/12/2020

Committee: IQAC

The IQAC meeting was held on 4<sup>th</sup> December, 2019 in the Principal's office 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>Nandini Pathania</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi Bhushan</i>
Mrs Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali Mahendra</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta Thakur</i>
Ms. Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tandon Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 2<sup>nd</sup> November 2019 were reviewed and confirmed.

- ✓ It was decided that the staff should actively participate in national and international seminars, conferences and workshops and should get their research articles published in peer reviewed journals.
- ✓ Students should be motivated to find internships as these help them to apply their knowledge to the real world and encourage their professional growth.
- ✓ To send NCC cadets to attend AIATC at Ezhimala, Kannur, Kerala in the month of January during winter break.
- ✓ PTA meeting was planned after the winter break to discuss the utilization of the PTA funds.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

*Nandini Pathania*  
Ms Nandini Pathania  
Officiating Principal



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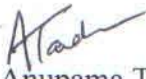
7<sup>th</sup> February, 2020

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 10<sup>th</sup> February, 2020 in the Principal's office at 10.30 a.m.

#### Agenda

- Staff council meeting
- Minor Tests
- Student Satisfaction Survey

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 10/02/2021

Committee: IQAC

The IQAC meeting was held on 10<sup>th</sup> February, 2020 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Ms. Shivani Chauhan	Assistant Professor, Zoology	
Mr Susheel Gupta	Assistant Professor, Maths	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 4<sup>th</sup> December, 2019 were reviewed and confirmed.

- ✓ IQAC decided to organize a staff council meeting on 18th February to discuss the remaining activities for the session and the constitution of public relation committee and equal opportunity cell as per UGC guidelines.
  - ✓ It was decided that the minor tests for 4th and 6th semester students would be conducted in the last week of February and the date sheet for the same should be prepared by the time table committee at the earliest.
  - ✓ 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 11.30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal



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16<sup>th</sup> March, 2020

**NOTICE**

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 19<sup>th</sup> March, 2020 in the staff room at 10.30 a.m. The members of the UGC Committee are requested to be present in the meeting.

**Agenda**

- Utilization of the UGC grant

  
Dr. Anupama Tandon Tomar  
Coordinator IQAC



## MINUTES OF THE MEETING

**Date:** 19/03/2020

**Committee:** IQAC

The IQAC meeting was held on 19<sup>th</sup> March 2020 in the staff room at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Mrs Anuja Sharma	Associate Professor, English	
Mr. Susheel Kumar	Assistant Professor, Maths, Member UGC	
Mr. V.K. Sanoria	Associate Professor, Physics, Head UGC	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Mr. Nishant Sharma	Assistant Professor, Chemistry, Member UGC	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 10<sup>th</sup> February 2021 were reviewed and confirmed.

- ✓ The Principal informed the members of the IQAC and UGC about various heads under which the grants can be utilized. It was decided to utilize the grant in the following manner:
- ✓ New Construction
  - Flooring of the stage
  - Transparent Sheets for the Canteen
  - Toilet for the Visitors
- ✓ Renovation
  - Extension of rooms for the Botany and Zoology Labs
  - College Drive
- ✓ Equipment
  - Two video Conferencing Cameras







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Five Routers

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

  
Dr. Anupama Tandon Tomar  
IQAC Coordinator

  
Ms Nandini Pathania  
Officiating Principal

Plan	Action Taken
<p>18/6/2019</p> <ul style="list-style-type: none"> <li>✓ Observance of International Yoga Day.</li> <li>✓ To conduct campus WHIZ e-catalogue workshop.</li> <li>✓ To organize orientation for freshers in the month of July.</li> <li>✓ To introduce B.A. with Computer Applications and certificate course in econometrics by Computer and Economics Departments respectively.</li> <li>✓ To organize a farewell party for Dr. Bindra and Mr. Vishal in the month of June.</li> </ul>	<ul style="list-style-type: none"> <li>✓ International Yoga Day was organized by the NSS unit of the College on 21st June 2019.</li> <li>✓ Workshop on 'Learning to access E-Catalogues through OPAC' was organised in the college library on accessing E-catalogues on June 20, 2019.</li> <li>✓ Fresher's Orientation was held in the college on 3rd July 2019.</li> <li>✓ B.A in Computer Applications was introduced by the Department of Computer Science from the session 2019-20. The department of economics introduced a Certificate Course in 'Econometrics' from October 2019.</li> <li>✓ A farewell party for Dr. Bindra and Mr. Vishal was organized on June 24 at 11:00 am in the Staff Room.</li> </ul>
<p>26/6/2019</p> <ul style="list-style-type: none"> <li>✓ Re-Assessment of CCA of IA for 2015 UG (CBCS) from 25<sup>th</sup> -28<sup>th</sup> June, 2019.</li> <li>✓ Special Assembly for faculty to introduce themselves to the newly admitted students.</li> <li>✓ To organize a talk on Anti Ragging and Drug Abuse.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The officiating Principal, Ms. Nandini Pathania informed that the VC, HPU, had allowed Re-Assessment 2015 UG (CBCS) for CCA of IA. The university portal would be opened for such Re-Assessment from 25<sup>th</sup> -28<sup>th</sup> June, 2019. Those students who could not pass in their CCA and their results were withheld by the University were re assessed by the teachers on the basis of assignments and tests.</li> <li>✓ Special Assembly was held on 1st July, 2019 where faculty introduced themselves to the newly admitted students.</li> <li>✓ A talk by SP CID, Shimla was organized on Anti Ragging and Drug Abuse on 15th July 2019.</li> </ul>
<p>4/7/2019</p> <ul style="list-style-type: none"> <li>✓ To hold a Staff Council Meeting in the month on 5<sup>th</sup> July.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Staff Council meeting was held on 5th July 2019. New faculty members were introduced and timings of closing the college gate, biometric attendance, 75 per cent mandatory attendance, signing of attendance registers by the principal, morning assemblies thrice a week, prohibition of use of mobile phones in the campus, mentor lists to be finalized, society fair for enrolment of students in various clubs and societies, elections,</li> </ul>

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<ul style="list-style-type: none"> <li>✓ List of Books to be given to the librarian.</li> </ul>	<p>and investiture ceremony and choice of SEC for honours students were finalized.</p> <ul style="list-style-type: none"> <li>✓ For purchasing new books for the library, the titles of the books were recommended by the faculty and approved by the Library Advisory Committee according to the budget allocated to it. Finally, after the approval of IQAC and College Management the books were purchased.</li> </ul>
<p>12/7/2019</p> <ul style="list-style-type: none"> <li>✓ To take account of the extent of achievement of the Perspective Plan of 2018-19.</li> <li>✓ To consider the Recommendation of the NAAC Peer Team for drawing out the Perspective Plan for 2019-20.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Perspective plan 2018-19 was discussed and the achievements and important activities to be covered were finalized.</li> <li>✓ In response to the suggestions made by the NAAC Peer team it was decided to chalk out perspective plan 2019-20.</li> </ul>
<p>16/7/2019</p> <ul style="list-style-type: none"> <li>✓ To consider the NAAC Peer Team Recommendations.</li> <li>✓ Discrepancies in the Psychology Pass Course and Honours Course</li> </ul>	<ul style="list-style-type: none"> <li>✓ The viewpoints of all the members were elicited for consideration of each recommendation. Members reflected upon as to whether it was possible for the college to implement each recommendation. Suggestions for enhancement of the quality culture in the institution were discussed.</li> <li>✓ Members of the Psychology Department represented, on behalf of the students, to the University Department regarding discrepancies in the course content of Honours and Pass Course B.A. 3<sup>rd</sup> Year Psychology. It was observed that the prescribed syllabus was not in keeping with the syllabus as per the UGC Instructional Template for CBCS. The matter was discussed in detail with BOS members of the University Department and necessary modifications in the syllabus were made.</li> </ul>
<p>1/8/2019</p> <ul style="list-style-type: none"> <li>✓ Health Club of the college to organize a health talk in the month of August.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Health Club of the college organized a talk by Dr.Vikas Fotedar, MBBS, MD, Assistant professor, department of radiology, and member of tumor board IGMC Shimla on “<b>Early Detection of Breast Cancer</b>” on August 13, 2019</li> </ul>

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<ul style="list-style-type: none"> <li>✓ The Department of English to organize a Translation Workshop on "Theory and Practice of Translation" in the month of August.</li> <li>✓ The departments offering PG and honours to start formal bridge courses.</li> <li>✓ Mentoring Lists to be finalized by the computer department</li> <li>✓ Approval for the establishment of NCC Sub Unit on self financed basis.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The Department of English, organized a <b>Translation Workshop on "Theory and Practice of Translation"</b> on August 21, 2019. The objective of the workshop was to understand techniques of translation and consequently have a better insight into its process.</li> <li>✓ The following <b>bridge courses</b> were formally introduced for the session 2019-20: <ul style="list-style-type: none"> <li>• Instrumentation of Microbiology and Biotechnology-Microbiology and Biotechnology Department</li> <li>• Basic Statistics- Department of Commerce</li> <li>• Introduction to Basic Psychological Concepts and Methods-Psychology Department</li> <li>• Field Survey-Department of Geography</li> <li>• Basic Mathematics- Department of Economics</li> </ul> </li> <li>✓ The mentor list was prepared and displayed on the notice board. The principal mentioned that <b>mentoring</b> as a mechanism to improve the bond between teachers and students should be continued and taken up seriously as it is one of the best practices of the college.</li> <li>✓ IQAC took certain decisions for smooth functioning of the NCC subunit at St. Bede's College and also tried to come up with new plans and suggestions. IQAC gave approval for the establishment of NCC subunit on fully self-financed basis with 80 seats to be filled during the course of three years.</li> </ul>
<p>17/08/20019</p> <ul style="list-style-type: none"> <li>✓ To organize inter-disciplinary academic activities, group discussions and guest lectures to promote interactive learning.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Presentations</b> on Monetary and Fiscal Policies, Economic Survey and Budget, an <b>interactive questionnaire session, lectures on Biomes and Ecosystems of India and World, Application of Remote Sensing &amp; GIS, Interactive session on Bhakti Movement in India, folk song competition, interdisciplinary activity on the topic 'Revolt of 1857', inter-ship debate competition on "Privatization of Education", poster-making competition on the theme "Problems Faced by The Youth Today" power point presentation on Solar Energy &amp; its Uses, Working of electric buses, Working of a local Gharat, Working of a Biogas Stove, Hydro energy, ocean energy &amp; Geothermal</b></li> </ul>



✓ NCC and NSS units of the college to organize community outreach activities.

- energy, Creative Writing Workshop by Courtney Collins, an Australian writer, talk on 'Mohan Rakesh ka Sahityik Parichay', a guest lecture on "Intellectual Property Rights" , an extempore on the theme "Beyond Food and Mood", a **guest lecture** on Project Development were some of the activities organized in the college by various departments to augment the learning abilities of the students
- ✓ NCC and NSS units of the college organized the following **community outreach activities** throughout the year in a phased manner.
  - ✓ **26th August 2019: Presentation on HIV/AIDS at Portmore and Bharari Govt. schools.**
  - ✓ **18th September 2019:** An awareness rally on Swachhta at the **adopted village Halog, Dhami.**
  - ✓ **19th September 2019:** Nukkad Natak at the Town Hall and The Ridge emphasizing the new initiatives taken by MC, Shimla to keep Shimla green and clean.
  - ✓ **21st September 2019:** Nukkad Natak on "**Cleanliness, an individual's responsibility**" depicting the role of an individual under Swachh Bharat Mission.
  - ✓ **23rd September 2019:** Cleaning the public parks, statues and heritage monument the Christ Church.
  - ✓ **24th September 2019:** A **door to door awareness campaign** on segregation of waste into biodegradable and non-biodegradable waste under **Swachh Bharat Abhiyan.**
  - ✓ **26th September 2019:** Cleaning the **Anganwadi center in Dhami and helping** in immunization programmes.
  - ✓ **20th October 2019:** a **poster making competition** "Clean India of my dreams at "Dhami Public School.
  - ✓ **15th December 2019:** A talk on "Green City, Clean City My Dream City" at Dhami Public School.
  - ✓ **9th February 2020:** Cleaning the areas in and around **IGMC Hospital, Shimla** under the theme **One Individual Making A Difference.**
  - ✓ **13th December 2019:** Cleaning areas in and around the college under the theme "**Mera Shehar Saaf Ho Isme Sabka Haath Ho**".

- ✓ Health Club to organize a session on Exercise Fitness Program in September.
- ✓ Science departments to celebrate international year of periodic table to mark the 150th anniversary of periodic table of chemical elements in the month of September.

- ✓ **September 20, 2019:** Presentation by students on 'Future Trends in Computing Technology', at Government Senior Secondary School, Chotta Shimla, to make students of class 9 and 10 aware of the upcoming technologies in the IT industry.
- ✓ The Health Club organized a **session on Exercise Fitness Program** on 9<sup>th</sup> September 2019.
- ✓ To mark the 150th Anniversary of Periodic Table of Chemical Elements and to celebrate International Year of Periodic Table 2019, the department of physics and chemistry hosted a one day Seminar entitled "Patterns in Nature and Discoveries in Science" on 13, September 2019 during which a movie based on the development of periodic table "Mystery of Matter: Unruly Elements" was played followed by an open on the spot quiz on the elements of matter. Prof. P.K.Ahluwalia. (Retd.), Himachal Pradesh University delivered a talk on the topic "From Elements to Materials: An Edifice on the Foundation of Periodic Table".

2/9/2019

- ✓ Computer department to organize a one-day seminar on "TALLY ERP" in the month of September.
- ✓ Department of Computer Science to organize Third All India Tally Commerce Aptitude Test (TCAT) in the month of September.
- ✓ The inaugural ceremony and mass pledge by NCC to be held in the month of September.

- ✓ Computer and commerce departments organized a one-day seminar for the students of M. Com 3rd Semester on "TALLY ERP" in collaboration with Sai Digitech Institute, on September 24, 2019
- ✓ Third All India Tally Commerce Aptitude Test (TCAT) was organized by the Department of Computer Science in collaboration with Sai Digitech Professional Institute, Shimla on September 27, 2019, to recognize and acknowledge talented students based on their performance. Around 296 students from the college participated and qualified this test. Students were provided with e-certificate from Tally Education Pvt, Limited, Bengaluru.
- ✓ On 17th September 2019, the NCC Unit of 1 HP Naval Unit, Bilaspur inaugurated a Swachhta Pakhwada at St Bede's college and all the students along with faculty members undertook a pledge to make the city plastic free.

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✓ NCC and NSS units to conduct Innovative Swachh Bharat and Environment Awareness Drive.

✓ To organize a workshop on Startup Programme in the month of September

✓ To organize a staff council meeting in the month of September.

✓ The NSS and NCC units of the college organized the following Innovative Swachh Bharat Activities throughout the year in a phased manner.

✓ **Mega Population Awareness Pakhwada-13<sup>th</sup> July 2019.**

✓ **Tree Plantation 23rd July 2019, 23rd August 2019**

✓ **Polybrick Initiative 11<sup>th</sup> September**

✓ **Swachh Bharat Internship Summer- On 3rd August 2019**

✓ **Presentations on the role of cleanliness and a mass pledge to make the city plastic free on 17th September 2019**

✓ **Lecture on "Best out of waste" on 20th September 2019 under Swachh Bharat Abhiyan.**

✓ **A Quiz competition on Swachh Bharat Abhiyan on 25th September 2019.**

✓ **A Poster Making Competition on "Clean India of my Dreams " on 21st November 2019,**

✓ **Mass Awareness Cleanliness and Hygiene Rally on 13th February 2020**

✓ To make students aware of new areas of entrepreneurial opportunities and to acquire relevant skills, "**Startup Programmes and Entrepreneurship Development**" workshop was conducted by the Department of Industries H.P. on 3rd September 2019 at St. Bede's College Shimla.

✓ A **staff council meeting** was organized on 11<sup>th</sup> September 2019 in which issues related to identity card of the new students, the dates for organising seminar for science faculty, hindi diwas, ship activities, blood donation camp, women cell activities, faculty development activities, updating of college website and educational trips to be organized were finalised.

✓ A **staff council meeting** was held on 20<sup>th</sup> September to discuss the gifts to be given according to the length of service, dates of minor tests, maintaining discipline in the campus, timetable for next semester, organizing English

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<p>✓ To organize Library orientation programme for freshers in the month of September.</p> <p>✓ To organize PTM and PTA in the month of September.</p>	<p>conference, no due certificate from the library for retiring faculty members and disaster management programmes</p> <p>✓ <b>Library orientation</b> was organized from 16th to 21st Sept. 2019 by the librarian to familiarize the freshers with the library resources, facilities and services in an organized way.</p> <p>✓ A <b>PTM</b> was convened on the 21 September, 2019 in the college auditorium at 9.30am. The meeting commenced with a short documentary about the college and was followed by a small discourse by the Staff Secretary of the PTA, on the importance of the 'first teacher' in a child's life, i.e the parents. A few parents shared their views about the college and the PTM/PTA.</p> <p>✓ The <b>PTA</b> for the session 2019-20 was elected unanimously. With the election over, the parents were invited for a cup of tea and later they met the subject teachers of their respective wards. The feedback forms regarding the college academic environment were given and later collected from the parents. A meeting of the freshly elected PTA was convened in the principal's office on the same day. And the following matters were discussed and finalized:</p> <ul style="list-style-type: none"> <li>• To hold the PTA meetings twice in a session with at least a prior ten days' notice to the PTA members.</li> <li>• To appoint a Sports Coach, from the PTA fund on an hourly basis with the upper limit being Rs.17000/- per month.</li> </ul> <p>Ms. Nandini apprised the PTA members of the delay in the renewal of permanent posts by the Govt. and requested the PTA to look into this matter in their individual capacity and help expedite the case.</p>
<p>24/09/2019</p> <p>✓ English Department to organise Creative Writing Workshop for the M.A English and 5th semester students of English Honours in the month of</p>	<p>✓ Ms. Courtney Collins from Australia conducted a <b>Creative Writing Workshop</b> for the M.A English and 5th semester students of English Honours on September 25, 2019.</p>

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September.

- ✓ The women cell to organize a talk on on 25th September 2019.
- ✓ An awareness session on drug abuse to be organized in the month of October.
- ✓ Departments to organise field trips in the month of September and October.

- ✓ The women cell of St. Bede's college invited the Chairperson of Department of Economics and Institute of Tribal Studies, Himachal Pradesh University to talk on **Gender Mainstreaming** to enhance gender equality on 25th September 2019.
- ✓ An awareness session on drug abuse by Mrs. Jyoti Sharma Bhardwaj from NGO Gunjan and Ms. Anju Kumari and Mr. D.K. Mehta from District Institute of Education and Training was conducted in the college on 3rd October 2019.
- ✓ **The following educational trips were organized by the college** for the students to bridge the gap between classroom teaching and hands on experience and to teach tolerance and make students more empathetic. Out station field trips were organized in October utilising holidays.
- ✓ **Department of Computer Science- 5-day IT Educational trip** to Puspha Gujral Science city, Jalandhar on October 6, 2019 to explore the sections of emerging computer technologies, computer time line, chip development, first era systems, cyber security and virtual reality to name a few.
- ✓ **Department of Geography- A field survey tour to Kaza** from October 5-10, 2019, to understand the various physical, cultural, and Geomorphic processes of that area.
- ✓ Department of History- An **educational trip to Kangra and Chamba** from 6th October-8th October to study the different types of temple architecture styles in Himachal Pradesh.
- ✓ **Department of Music- Visit to Radio Station and Gaiety theater** for field visit.
- ✓ **Department of Botany- Visit to CPRI** on 25th September 2019 to understand the principle and working of electron microscope and other machines.
- ✓ Department of Zoology visited **Kullu and Manali** from October 5, 2019- October 8, 2019 to learn the basic techniques of collecting and preserving the insects.
- ✓ Department of Microbiology, Biotechnology and Botany- visited **Department of Horticulture**, to study the ornamental, medicinal and religious

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	<p>plants and on 25th September 2019 visited the <b>Central Potato Research Institute Museum</b> exhibiting different varieties of potato, associated diseases, and various edible products.</p> <ul style="list-style-type: none"> <li>✓ Department of Botany Field Visit to Indian Institute of Advanced Studies on 22nd October 2019 to make students familiar with the local and ornamental flora of Shimla.</li> </ul>
<p>3/10/2019</p> <ul style="list-style-type: none"> <li>✓ Students to participate in a Mass Awareness Campaign on Disaster Risk Reduction on 11th October.</li> <li>✓ NCC students to participate in the State Event Commemorating the 150<sup>th</sup> Birthday of Mahatma Gandhi at HP naval unit Bilaspur in the month of October.</li> <li>✓ Hindi Department to organize a <b>special talk on Media or Sanskriti</b> in October.</li> <li>✓ Workshop to be organized for the faculty members for new layout of the college website in the month of October.</li> <li>✓ The minor tests for first and second year students to be conducted in the month of November</li> <li>✓ Activities to be organized to mark 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.).</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>A Mass Awareness Campaign on Disaster Risk Reduction -'SAMARTH'</b>, was organized by HPSDMA on 11<sup>th</sup> October 2019. The students actively participated in activities like "Fire Safety Practice Session", Medical First Aid and Search and Rescue Operations and learnt several life-saving skills.</li> <li>✓ The NCC Unit of 1HP Naval Unit NCC Bilaspur was invited to the State Event commemorating the 150<sup>th</sup> Birthday of Mohandas Karamchand Gandhi. The cadets were felicitated by the Hon'ble Chief Minister of HP for actively participating in polybrick initiative</li> <li>✓ The Department of hindi organized a <b>special talk on Media or Sanskriti</b> on 15th October 2019 to make students aware about the advantages and disadvantages of social media.</li> <li>✓ <b>Workshop for faculty</b> was organized by Sai Digitech Institute, Shimla for the new layout of the college website on October 21, 2019, in the computer lab.</li> <li>✓ The <b>minor tests</b> for first and second year students began on 13<sup>th</sup> November 2019.</li> <li>✓ Presentations, quiz, talks, poster making competitions etc were organized on the following special days: <ul style="list-style-type: none"> <li>✓ <b>World AIDS Day</b></li> <li>✓ <b>Kargil Vijay Divas</b></li> <li>✓ <b>NCC day</b></li> <li>✓ <b>National Science Day</b></li> <li>✓ <b>National Nutrition Week.</b></li> <li>✓ <b>NSS Day</b></li> <li>✓ <b>World Ozone Day</b></li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>✓ To fill AQAR details</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>International Youth Day:</b></li> <li>✓ <b>Hiroshima Day</b></li> <li>✓ <b>World Heritage Week.</b></li> <li>✓ <b>Hindi Saptah</b></li> <li>✓ <b>International Women's Day</b></li> <li>✓ <b>Feast Day of Blessed Dina Belanger</b></li> <li>✓ <b>Teacher's Day</b></li> <li>✓ <b>National Unity Day.</b></li> <li>✓ <b>World Mental Health Day</b></li> <li>✓ <b>Children's Day</b></li> <li>✓ <b>National Milk Day</b></li> <li>✓ <b>Computer Literacy Day</b></li> <li>✓ <b>Christmas</b></li> <li>✓ Criteria details were discussed with in charges and were asked to work with their team to collect evidence and data for AQAR 2019-20.</li> </ul>
<p>2/11/2019</p> <ul style="list-style-type: none"> <li>✓ Staff council meeting to be organized in the month of November</li> <li>✓ Book talk to be organized in the month of November.</li> <li>✓ Computer department to organize a one day seminar on in the month of November.</li> <li>✓ The Heritage Club to organize a Heritage week in the month of November</li> <li>✓ The debates and dramatics society to organize an activity in the month of November or December.</li> </ul>	<p>A Staff council meeting was held on 11th November 2019 in which dates for minor tests for first and second year students, organizing blood donation camp, community outreach programmes, celebration of NCC Day, stock verification of departmental libraries, updating the college website, Christmas celebration, book talk were finalized</p> <ul style="list-style-type: none"> <li>✓ Annual Book talk was organized in the library on 28 November 2019.</li> <li>✓ Seminar on the topic "Project Development" was organized for BCA students on November 30, 2019. The resource person for the day was Deputy Director (Technical), NIELIT Shimla, Govt of India</li> <li>✓ In month of November "MIRAASA" commemorated World Heritage Week. The objective of the celebration was to make people more aware of the preservation of cultural heritage and monuments. In this regard Heritage Walk, Photography competition, Heritage Quiz, Folk Singing Competition and Sketching competitions were organized throughout the week.</li> <li>✓ The debates and dramatics society organized an "Elocution Competition" on 26 November, 2019 in collaboration with Amul India.</li> </ul>

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<ul style="list-style-type: none"> <li>✓ English department to organize a National Conference in the month of December.</li> <li>✓ Disaster preparedness training session and mock Drill to be organized in the month of December.</li>   <li>✓ To organize NSS and Blood Donation camp in the month of December.</li> <li>✓ To encourage students to participate in inter college academic, curricular, and co-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>✓ A National conference on Culture, Language &amp; Literature was organized in collaboration with ELT@I-Shimla at St. Bede's College on December 4-5, 2019.</li> <li>✓ On 12th December 2019, Disaster Management Cell organized the Disaster Preparedness Camp; Training session in collaboration with the department of home guard &amp; civil defense central training institution, to train the students in Disaster management. A mock drill was also conducted to practice the safety related measures and evacuation of a building during an emergency.</li> <li>✓ The NSS camp started with blood donation on 11th December 2019.</li> <li>✓ The students actively participated in the inter and intra college academic, curricular and co-curricular activities and received awards and recognition.</li> <li>✓ Open Basketball Tournament, held in Reckong Peo, Kinnaur, Manali, H.P</li> <li>✓ Youth Festival at Govt. Post Graduate College Seema, Rohru</li> <li>✓ Tribune Inter-college Debate Competition</li> <li>✓ Elocution Competition on National Milk Day</li> <li>✓ Declamation competition on Earth Day,</li> <li>✓ National Competition on Essay Writing in Physics, Internship</li> <li>✓ Declamation competition on International Matri Bhasha Diwas</li> <li>✓ Poetry competition on Kargil Divas</li> <li>✓ Poetry competition on women empowerment, startup idea contest</li> <li>✓ Quiz Competition on International Science Day</li> <li>✓ NCC-Cdt. received a certificate of merit from the the Hon'ble Governor of Himachal Pradesh for assisting the Civil Administration to fight Covid- 19.</li> <li>✓ A Cadet got silver medal for Semaphore.</li> <li>✓ Two Cadets secured A grade in their BEE Certificate exam and were awarded certificates by the MC for poly brick initiative.</li> <li>✓ PG student stood first in final examination and received gold medal from the Himachal Pradesh University. She has also qualified NET.</li> </ul>
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<p>4/12/2019</p> <ul style="list-style-type: none"> <li>✓ To encourage teachers to publish papers and participate and present in national and international seminars, conferences and FDPs.</li>   <li>✓ To encourage students for internships.</li>   <li>✓ To send NCC cadets to attend AIATC at Ezhimala, Kannur, Kerala in the month of January during winter break.</li>   <li>✓ PTA meeting to be organized after the winter break.</li> </ul>	<ul style="list-style-type: none"> <li>✓ In 2019-20, 14 papers of Faculty Members were published in peer reviewed Journals, 4 Books were published, 3 chapters were published in Edited Books and 1 in Conference Proceedings, 4 Faculty Members attended Conferences/Seminars at an international level, 20 Faculty Members attended National Seminars/Conferences, 2 Faculty Members presented papers in International Conferences/Seminars while 7 presented papers in National Conferences/Seminars. 7 Faculty Members were invited as Resource Persons at National level. 2 Faculty Members from the department of Computer Science and Physics participated in FDPs.</li>   <li>✓ English Honours students interned with Ek Pahel B.R. Memorial Welfare Society and with Child and Social Welfare Dept. Govt. of H.P., at the Kasturba Bal Ashram, Shimla.</li> <li>✓ Economics and Psychology Honours students took part in an internship for content writing, for the magazine Biohackers Update.</li> <li>✓ Psychology students did internships on short term exposure in mental health Services, online internship in clinical and counseling psychology, enhancing mental health: exploring new dimensions, Internship under a clinical psychologist, Clinical psychology internship.</li>   <li>✓ <b>AIATC, Ezhimala, Kannur, Kerela- On 9th January 2020, two cadets of St. Bede's College attended AIATC at the Indian Naval Academy, Ezhimala, Kannur, Kerela from 9th Jan 2020 to 20 Jan 2020 and participated in group dance, boat pulling and drill, tug of war and cultural programmes.</b></li>   <li>✓ <b>PTA held a meeting at 2.30 p.m. in the Principal's office on March 3, 2020 in which issues related to coach for sports activities, multipurpose worker for the Gym and the Counselor for the students, Career Counseling and Personality Development workshops, prize</b></li> </ul>

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	for general progress in Sports, Cultural activities and Academics, PTA sponsoring the Inter-College Cultural Festival – Serendipity, PTA fund for guest lecturer for UG classes were discussed.
<p>10/2/20</p> <ul style="list-style-type: none"> <li>✓ Staff council meeting to be held in the month of February.</li> <li>✓ The minor tests for 4th and 6th Semester students to be conducted in the month of February.</li> <li>✓ To collect and analyse feedback from various stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>✓ A <b>staff council meeting</b> was held on 18th February to discuss dates of community outreach programmes, farewell function and annual day function. It was also decided to constitute a public relation committee to deal with RTIs, equal opportunity cell as per UGC guidelines. Criteria for the Bedian pin and different categories of prizes and awards were discussed and finalized.</li> <li>✓ The <b>minor tests</b> for 4th and 6th Semester students began from 25th February, 2019.</li> <li>✓ <b>Feedback</b> from Students, Teachers and Alumni was collected and was analysed by the feedback analysis committee and uploaded on college website.</li> </ul>
<ul style="list-style-type: none"> <li>✓ 19/03/2020</li> <li>✓ Meeting with UGC Committee to discuss the <b>utilization of the UGC grant.</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ The Principal informed the members of the IQAC and UGC about various heads under which the grants can be utilized. It was decided to utilize the grant for Flooring of the stage, Transparent Sheets for the Canteen, Toilet for the Visitors and renovating and extension of rooms for Botany and Zoology Labs, and to purchase video Conferencing Cameras, Smart Boards, Screen for the Auditorium and five Routers.</li> </ul>

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**10<sup>th</sup> June, 2020**

### **NOTICE**

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

#### **Agenda**

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

Dr. Anupama Tandon Tomar  
Coordinator IQAC





### MINUTES OF THE MEETING

Date: 15/6/2020

Committee: IQAC

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

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

The meeting commenced with a short prayer.

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

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

The meeting ended at 11.30 a.m.

Dr. Anupama Tandon Tomar  
Coordinator IQAC

Officiating Principal  
Ms Nandini Pathania  
St. Bede's College  
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22<sup>nd</sup> June, 2020

### NOTICE

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

#### Agenda

- Online Admissions
- Mentoring
- Editor College Journal

Dr. Anupama Tandon Tomar  
Coordinator IQAC





## MINUTES OF THE MEETING

Date: 25/6/2020

Committee: IQAC

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

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

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

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

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Ms Nandini Pathania  
Officiating Principal

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**1<sup>st</sup> July, 2020**

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 6<sup>th</sup> 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 6<sup>th</sup> 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 25<sup>th</sup> June 2020 were reviewed and confirmed.

- ✓ The officiating Principal informed the members that it is not possible to hold physical class amidst Covid 19, so the college will follow online mode of teaching only. Learning would be supported through MS team, a virtual platform for which the college has obtained a license. It would be used for sharing lectures, notes, study material, assignments, and tests. Practical classes would be conducted through virtual laboratories. This new online platform would be made accessible to the students by providing unique username and password. It was also decided to form WhatsApp groups of students and use emails to stay connected with them.
- ✓ It was resolved that head of the departments should conduct department meetings to carry out academic activities online like group discussions, talks, presentations, inter-disciplinary activities, and guest lectures to promote interactive learning.

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- ✓ The members decided that the societies, cells and departments of the college will initiate activities focusing on gender issues, women empowerment and health issues related to women.
- ✓ Criteria heads were asked to download the revised guidelines from the NAAC portal to fill the data required for AQAR 2019-20.
- ✓ The meeting was convened to take account of the extent of achievement of the Perspective Plan of 2019-20. Each item was discussed point wise in each criterion and members reflected upon and reported about the performance.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Officially  
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Ms Nandini Pathania  
Officiating Principal



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**1<sup>st</sup> August, 2020**

### **NOTICE**

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

#### **Agenda**

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

Dr. Anupama Tandon Tomar  
Coordinator IQAC





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### MINUTES OF THE MEETING

Date: 4/8/2020

Committee: IQAC

The IQAC meeting was held on 4<sup>th</sup> August 2020 in the Principal's office at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor English	<i>A. Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>S. Munjal</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S. Sharma</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Mr. Manu Mahajan	Assistant Professor, Commerce	<i>Manu</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>S. Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor, Economics	<i>A. Tomar</i>

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

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

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

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

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Ms Nandini Pathania  
Officiating Principal



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5<sup>th</sup> September 2020

### NOTICE

A virtual meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 11<sup>th</sup> 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 11<sup>th</sup> September 2020 on MS Teams at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Mr. V.K Sanoria	Associate Professor & Head Physics	
Mrs Anuja Sharma	Associate Professor & Head English	
Dr. Ravi Bhushan	Associate Professor & Head Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Mr. Susheel Gupta	Assistant Professor & Head Maths	
Ms. Shweta Thakur	Assistant Professor & Head Zoology	
Mr. Pankaj Ashish	Assistant Professor & Head Geography	
Mr. Manu Mahajan	Assistant Professor & Head Commerce	
Ms. Unnatti Chauhan	Assistant Professor, Economics	
Ms. Punam Chauhan	Assistant Professor & Head History	
Mr. Nishant Sharma	Assistant Professor & Head Chemistry	
Mrs Sangeeta Sharma	Assistant Professor & Head Music	
Dr. Anupama Tandon Tomar	Coordinator & Associate Professor & Head, Economics	

Officiating Principal  
St. Bede's College  
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After a short prayer the minutes of the previous meeting held on 4<sup>th</sup> 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 20<sup>th</sup> September onwards.
- ✓ It was decided that the faculty of departments of Geography, Mathematics, Microbiology, Biotechnology, Home Science, Botany, Zoology, Chemistry, Physics and Commerce and Management will conduct classes from college from Monday to Wednesday and the department of English, Economics, History, Music, Political Science will conduct online classes from college from Thursday to Saturday. Students who want to attend classes from the college should ensure that they have parents' consent letter for attending classes offline. It was decided that all covid protocols must be followed for the safety of the students.
- ✓ The members of IQAC resolved that during the pandemic period all the departments of the college must conduct webinars, web-based multimedia, discussions, and interactive academic activities on relevant themes to supplement curricular learning.
- ✓ It was decided that website should be updated for which society/ cell conveners should provide reports, pictures of activities conducted in 2019-20, proofs of minutes of meetings, composition of committees / society and faculty members should update their profile.
- ✓ The members decided that the Women Cell of the college should organize various activities focusing on the need to address the challenges faced by girls and to promote women empowerment by involving students from all streams to observe the International Day of the Girl Child on 11<sup>th</sup> October 2020.
- ✓ It was decided that the Department of Hindi will organize Hindi Saptah from first week of September followed by Hindi Diwas on 14<sup>th</sup> 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](http://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 1<sup>st</sup> October 2020.

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Officiating Principal  
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Ms Nandini Pathania  
Officiating Principal





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**1<sup>st</sup> October 2020**

### **NOTICE**

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

#### **Agenda**

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

Dr. Anupama Tandon Tomar  
Coordinator IQAC



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### MINUTES OF THE MEETING

Date: 3/10/2020

Committee: IQAC

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

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

The meeting started with a short prayer and the minutes of the previous meeting held on 11<sup>th</sup> September 2020 were confirmed.

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

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

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Officiating Principal  
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Ms Nandini Pathania  
Officiating Principal





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**26<sup>th</sup> November 2020**

### **NOTICE**

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

#### **Agenda**

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

**Dr. Anupama Tandon Tomar**  
IQAC Coordinator



## MINUTES OF THE MEETING

Date: 27/11/2020

Committee: IQAC

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

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

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

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



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

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

Dr. Anupama Tandon Tomar  
Coordinator IQAC

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Ms Nandini Pathania  
Officially Principal





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**5<sup>th</sup> December, 2020**

### **NOTICE**

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

#### **Agenda**

- **Utilization of the RUSA Grant**

Dr. Anupama Tandon Tomar  
Coordinator IQAC



### MINUTES OF THE MEETING

Date: 11/12/2020

Committee: IQAC

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

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

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

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

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

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

Dr. Anupama Tandon Tomar  
IQAC Coordinator

Officially   
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Ms. Nandini Pathania  
Officially Principal





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**6<sup>th</sup> February 2021**

### **NOTICE**

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 7<sup>th</sup> February 2021 in the staff room at 12.00 p.m.

#### **Agenda**

- **CCA and Promotion of Students**
- **Final Examinations- BBA and BCA**
- **PG Classes**
- **Mid- Term Tests**
- **Celebration of "International Women's Day"**
- **Staff Council Meeting**
- **List of Books for Library**
- **Student Satisfaction Survey**

Dr. Anupama Tandon Tomar  
IQAC Coordinator



### MINUTES OF THE MEETING

Date: 07/02/2021

Committee: IQAC

The IQAC meeting was held on 7<sup>th</sup> February 2021 in the staff room at 12.00 p.m.  
The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>A Sharma</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S Sharma</i>
Dr. Deepti Pajni	Associate Professor, English	<i>Deepti Pajni</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 Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 11<sup>th</sup> 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 2<sup>nd</sup> year students 50 per cent marks are to be awarded based on the pattern of internal evaluation and 50 per cent marks based on SGPA of first year.
- ✓ She also informed that BBA and BCA exams will be held in February and student should fill the examination form available on the university website.
- ✓ Classes for PG students-will commence from second week of February. Teachers should ensure that they are wearing masks and maintaining social distance in classroom and even in corridors.



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- ✓ The members suggested that the mid-term tests should be held from 1<sup>st</sup> 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 8<sup>th</sup> 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

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Ms Nandini Pathania  
Officiating Principal

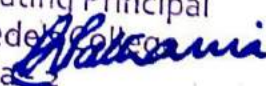




### ACTION TAKEN REPORT

Plan	Action Taken
<p>15/6/2020</p> <ul style="list-style-type: none"><li>✓ To constitute committees for the academic year 2020-21.</li><li>✓ The prospectus committee to review the prospectus and check the subject combinations. To change the admission process due to covid.</li><li>✓ Admissions to be done online.</li><li>✓ To prepare the academic calendar and timetable.</li><li>✓ The HODs to prepare the workload, departmental calendar, and teaching plans.</li><li>✓ International Yoga Day to be celebrated.</li><li>✓ The CCA of the final year students to be finalised.</li></ul>	<ul style="list-style-type: none"><li>✓ Various committees were constituted for extra co-curricular and academic activities to be conducted in the academic year.</li><li>✓ The prospectus committee reviewed the prospectus and checked the subject combinations. The change in the admission process due to covid was discussed with the members. The admission form for the session 2020-21 and prospectus were uploaded on the college website.</li><li>✓ The entire admission process was made available online for the convenience of students and parents.</li><li>✓ The academic calendar and timetable were prepared keeping in mind the uncertainties caused due to covid.</li><li>✓ The HODs prepared the workload, departmental calendar, and teaching plans for the academic session 2020-21 by organizing departmental meetings.</li><li>✓ The International Yoga Day was celebrated on 21<sup>st</sup> June 2020, and the entire staff and students participated in the programme online as per the instructions from the Government.</li><li>✓ The CCA of the final year students was finalised by all faculty members.</li></ul>
<p>25/6/2020</p> <ul style="list-style-type: none"><li>✓ To form various sub-committees to carry out the online admission process smoothly.</li></ul>	<ul style="list-style-type: none"><li>✓ Various sub-committees were formed to carry out the online admission process smoothly. The website committee uploaded the notification, important circulars, and merit lists on college website. Admission forms, entrance</li></ul>

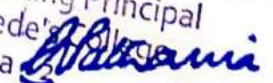
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<ul style="list-style-type: none"><li>✓ Mentor lists to be finalized.</li> <li>✓ To appoint the new editor of the journal and change the editorial board.</li></ul>	<p>test, display of merit list, submission of forms, fees etc. were processed online, and transaction interfaces were provided on website and on Campus Whizz software. Grievance Redressal Cell dealt with the matters pertaining to admissions.</p> <ul style="list-style-type: none"><li>✓ The mentor lists were prepared and value education classes were conducted to manage stress and anxiety faced by the students during the difficult times of corona. The faculty members were in touch with the students to provide mental and psychological support to the students throughout the session.</li><li>✓ Dr. Sapna Sharma was appointed as the new editor of the college journal and the new editorial board was formed.</li></ul>
<p>6/7/2019</p> <ul style="list-style-type: none"><li>✓ Online mode of teaching.</li> <li>✓ The head of the departments to conduct department meetings to carry out academic activities.</li></ul>	<ul style="list-style-type: none"><li>✓ As it was not possible to hold physical class amidst Covid 19, so the college followed online mode of teaching. Learning was supported through MS Teams and was used for sharing lectures, notes, study material, assignments, and tests. Practical classes were conducted through virtual laboratories. This new online platform was made accessible to the students by providing unique username and password. WhatsApp groups were formed, and emails helped to stay connected with students and parents.</li><li>✓ The head of the departments conducted department meetings to carry out the following academic activities to promote interactive learning.</li><li>• The Department of Biotechnology along with the Department of Microbiology organized an online guest lecture on the topic 'Micro and Nanoencapsulation of Bioactive components and collage and poster making competition on</li></ul>

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16th October 2020.

- On 28th February 2021, the departments of Microbiology and Biotechnology organized an online lecture on the topic: "Bamboo-The green gold of India" to make students aware about various species and features of Bamboos and the ecological status of Bamboo and its conservation.
- An online inter departmental interactive discussion on New Economic Reforms was organised jointly by the department of Economics and Political Science on October 20, 2020.
- A special virtual lecture on 'Career Prospects' was organised by the department of Economics to inform students about career in MNC's, Banking institutions, Niti Aayog, Indian Economic Services, Ministry of Economic Affairs, MBA, Phd, master's in economics to name a few.
- Online paper presentations and power point presentation competitions on "Impact of GST on Indian Economy", "Report of Finance Commission", "Cost Benefit Analysis", Education and Health Infrastructure in India", "Corruption and Development" were held for the students of Economics.
- On 5th June 2020, the students of geography department attended a "Geography E-Quiz" organized by the department of geography, Himachal Pradesh University and IGNOU Shimla to observe the World Environment Day, 2020"
- The teachers and students of M.Sc. participated in a one-day national webinar on "Contemporary issues in Geography" organized by the department of Geography Himachal Pradesh University on 18th June





2020.

- On 11th August 2020 a poetic symposium on "Sahitya Parishad" was organised by the department of Hindi during which students presented their self-composed poems.
- On 6th April 2021 an online guest lecture on "Sahitya Mein Vyangya Ka Mahatva" was organized by the Hindi department to make the students aware about Vyangya and how to write 'Vyangya' in literature.
- On 25th February 2021, an online quiz competition was organized by the department of Mathematics on 'Transportation and Game Theory'.
- On 14th and 15th September 2020, the students of mathematics department attended an online international workshop on "Geometry of Continued Fractions: Ramanujan and his Successors" organized by the Central University of Himachal Pradesh.
- On 22nd December 2020, the students of mathematics department attended an online international workshop on "Srinivasa Ramanujan: The Man Beyond Infinity" organized by Srinivasa Ramanujan, Department of Mathematics, Central University of Himachal Pradesh.
- The students of Psychology department participated in a Psychology Career Summit "En-PSYCH-lopedia", organised by 3G School of Applied Psychology to get an in-depth overview of various fields of psychology.
- On May 28, 2021, the students of Psychology department attended a webinar exploring the history of C.G. Jung's relatedness to India, organized by IAS, Shimla.
- On 22nd May 2021, the students of M.Sc.



✓ Women Cell to organise activities related to gender issues, women empowerment etc.

attended a Webinar on "International Day for Biological Diversity" organized by Department of Biology, Agriculture and IQAC, D.A.V College, Hoshiarpur.

- ✓ Women Cell in collaboration with other societies organized the following activities related to gender issues, women empowerment.
- On 6th December 2020, the NCC cadets through online activities presented different ways of maintaining good personal hygiene.
- The NCC cadets of St. Bede's College conducted a webinar on 'Drug abuse and its Preventions' from 12th-13th March 2021.
- The students of the Women Cell of the college attended an 'All Woman Parade' organized by the Police Department of Himachal Pradesh on 6th April, 2021 at the historic Ridge Ground in Shimla. It aimed at increasing the strength of women in the police force.
- On the 'National Cancer Day', the cadets of St. Bede's college wrote articles on types of cancers explaining their symptoms, precautions, causes, prevention, treatment. They also made e-posters and a video on the same.
- On 21st March 2021, a counsellor Himachal Pradesh, Women State Commission chaired an interactive session with volunteers on women empowerment and domestic violence.
- On 10th December, 2020 'Human Rights Day' was organized by 'Miraasa', the Heritage Club of St. Bede's College. The students were made aware about their human rights through a

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*Atkani*





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<ul style="list-style-type: none"><li>✓ Data collection for AQAR 2019-20.</li><li>✓ To take account of the extent of achievement of the Perspective Plan of 2019-20.</li></ul>	<p>power point presentation.</p> <ul style="list-style-type: none"><li>✓ The revised guidelines from the NAAC portal were downloaded to fill the data required for AQAR 2019-20.</li><li>✓ 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.</li></ul>
<p>4/8/2020</p> <ul style="list-style-type: none"><li>✓ To organize orientation program for the newly admitted students.</li><li>✓ To celebrate Independence Day.</li><li>✓ To organize FDPs.</li><li>✓ Final examinations.</li></ul>	<ul style="list-style-type: none"><li>✓ The orientation program for the newly admitted students was organized on 9th September 2020.</li><li>✓ The flag hoisting ceremony of Independence Day was held at 11.00 am in the college auditorium. Due to Covid 19 a few staff members and students living in and around the campus attended the ceremony. The NCC cadets planted tree saplings in and around the campus.</li><li>✓ A two-day virtual Faculty Development Program on 'Online Teaching Tools' was organized by the Department of Computer Science in collaboration with Ramanujan College, New Delhi on August 4-5, 2020.</li><li>✓ On 27th August 2020, a session on 'Virtual Education Training through Microsoft Teams' was organised by the department of computer science.</li><li>✓ On 21st September 2020, a webinar on 'National Education Policy-Higher Education' was organized for the faculty in which Father Joseph Xavier from St. Joseph's Institute of Management, Trichy was the resource person.</li><li>✓ The final examinations were held for third year students from 17th August 2020 following SOPs ensuring the safety of the students.</li></ul>

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✓ Evaluation.

✓ NCC and NSS activities

✓ Answer sheets were evaluated by the faculty members in the library.

✓ NCC and NSS units of the college organised the following activities throughout the year in a phased manner.

✓ **NCC activities**

- July 15, 2020 - Tree Plantation
- August 4-13, 2020- Be Vocal About Local
- August 20-27, 2020-Yoga Awareness
- August 22-October 2, 2020 - Freedom Run
- October 1-6, 2020 -Ek Bharat, Shrestha Bharat activity
- October 1-15, 2020-DGNCC Activities
- October 2-23, 2020-NEP Awareness campaigns
- October 11, 2020 -International Day of the Girl Child
- November 7, 2020-Cancer Awareness Program
- November 22, 2020 -Blood Donation Camp
- November 25, 2020 -Tree Plantation Drive
- November 26, 2020 -Constitution Day Celebration
- November 27, 2020-Swacchta Pakhwada
- December 4, 2020-Nukkad Natak on 'Segregation of Waste'.
- December 6, 2020 -Maintaining Personal Hygiene
- December 13, 2020 -Seminar on Plastic Management
- December 14, 2020-Painting and Essay-Writing Competition on Swachhta
- December 20, 2020 -Spreading Awareness Online through Instagram Page, YouTube Channel, Twitter
- December 31, 2020-Swachhta Campaign
- January 8-14, 2021- Cleaned statues, public

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spaces

- January 26, 2021 - Republic Day - The cadets created a video, made posters and wrote poems for the day.
  - February 1-4, 2021 - The cadets attended the Annual Training Camp held at GPGC Bilaspur. They also participated in boat pulling and shooting.
  - February 12, 2021 - Attended Youth Parliament Festival
  - February 20, 2021 - Cleaned public statues
  - March 6, 2021 - Organized a webinar on cleanliness
  - March 10, 2021 - NCC Raising Day
  - March 21, 2021 - Tree Plantation Drive
  - March 22-27, 2021 - EBSB Camp
  - March 30-31, 2021 - Organized a Webinar on Drug Abuse
  - April 15, 2021 - Himachal Day Parade
  - April 12-17, 2021 - Attended EBSB Camp
  - April 20, 2021 - COVID-19 Training
  - May 8, 2021 - Nukkad Natak on Plastic Hazard Awareness
  - May 10, 2021 - Prepared an informative video on Revolt of 1857
  - May 14, 2021 - Inspirational Video and Poster Making on COVID-19
- ✓ **NSS Activities**
- 19th April, 2020 - Covid awareness Campaign
  - From April to May 2020 - Contribution in chief minister fund under Each one, one hundred one scheme
  - 21st June 2020 - International Yoga Day Celebration
  - 15th August - NSS Unit planted tree saplings in the college premises. The volunteers who could not join this event plant also planted





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✓ Staff to participate in national and international webinars, get their research articles published.

✓ Student internships.

saplings in their surrounding and uploaded the pictures of the same.

- 2nd October- To mark the birth anniversary of Mahatma Gandhi NSS unit organized various activities like poem, essay writing and painting competitions and NSS volunteers actively participated in all the activities.
  - 8th October 2020 – NSS volunteers undertook pledge under Jan Andolan for covid-19 appropriate behaviour on mygov.in website.
  - 9th November - Pre-Republic Day Camp was held at Government College of Excellence, Sanjauli, Shimla in which NSS volunteers participated.
  - Two NSS volunteers attended the camp Youth Parliament.
  - 29th December, NSS volunteers participated in a mock parliament.
  - From 16th March to 22nd March 2021- Annual NSS Camp was held with 60 NSS volunteers.
- ✓ The staff actively participated in national and international webinars, online conferences and workshop. 7 research papers, 2 chapters in books were published, 44 faculty members attended FDPs, and 2 faculty members completed refresher courses, 8 teachers delivered invited talks and one teacher presented a research paper in National Conference.
- Psychology honours students finished internships from Aashman Foundation, Mindler Education Pvt. Lmt., Comet Aid, Youth for Mental Health Private Lmt., Care Home Drug Counselling and rehabilitation welfare Society centre, Dharampur, Solan, V-Medica, Disha to Life-Mental Health and

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wellness center, Psychowaves E-Academy: A Unit of Psychowaves Advance Psychological services, Focus Consortium, Aman Shoe Factory applying their knowledge to the real world.

- A student participated in an inter college short film competition on the topic "HIV AIDS Awareness" organised by HP AIDS Control Society in January 2020.
- A student completed an online course on "Overviews of Financial Market Series" and "Capital Market" conducted by Bombay Stock Exchange Brokers' from 11th May 2021 to 15th May 2021. She was awarded with the certificate of appreciation for organising the conference as Secretary General at Shimla Model, United Nations held on 16th June 2020. She also participated in "Debatual"; The Virtual Conference organised by Colloquim Magna Youth Convention on 13th April 2020.
- A student attended "Five Day New You" training program by the Amity Finishng School from 27th January 2021. She participated in the English Parliamentary Debate organised by Indian Institute of Technology, BHU on 26th February 2021. She also participated in a case study competition, organised by Lady Shriram College, Delhi University. The case study featured on "Growth Strategy: American Pymnts". She also completed an online course by BSE Broker's Forum which was held from 12th -16th April, 2021. The topic was "Overview of Financial Markets".
- A student presented a scientific paper on "Mood and its Effect on Judgements" during the 56th National & 25th international Conference of Indian Academy of Applied Psychology (IIAP), held on 18th -20th

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	<p>February 2021, organised by Punjabi University, Patiala. She completed a Padi certified &amp; Licensed Advanced open water diver course in February 2020.</p> <ul style="list-style-type: none"><li>• A student was crowned as "Miss Himachal" 2020 and won the subtitle of Miss Style Diva. On International Women's Day 2021, Language, Art and Culture Academy, Govt of H.P bestowed her with "Women Power Award 2021" in the field of writing and modelling.</li><li>• One NCC cadet received a certificate of merit from the Hon'ble Governor of Himachal Pradesh for her selfless services for assisting the civil administration in the fight against the pandemic Covid-19 from April to May 2020.</li><li>• A student was nominated as Youth Health Advocate for the 4th Global Youth Meet on Health 2021 to represent Himachal Pradesh on Health Promotion held virtually on April 20-21, 2021.</li><li>• Two students volunteered in a Cleanliness program organized by @earthaidindia, a Shimla based NGO with motto of Cleaner and greener Planet. Litter was collected between the areas of Sanjauli-Navbahar and was properly disposed off with the help of MC, Shimla.</li></ul>
<p>11/9/2020</p> <ul style="list-style-type: none"><li>✓ Online classes from the college.</li><li>✓ Plan to conduct classes from the college.</li></ul>	<ul style="list-style-type: none"><li>✓ Online classes were conducted from the college as per the directions of the Himachal Pradesh government from 20<sup>th</sup> September onwards.</li><li>✓ The faculty of departments of Geography, Mathematics, Microbiology, Biotechnology, Home Science, Botany, Zoology, Chemistry, Physics and Commerce and Management conducted classes from college from Monday to Wednesday and the department of English,</li></ul>

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*[Signature]*





- ✓ Webinars, web-based multimedia, discussions and interactive academic activities.

Economics, History, Music, Political Science conducted online classes from college from Thursday to Saturday. Students were asked to submit parents' consent letters for attending classes offline. All covid protocols were 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. The following workshops and webinars were organized for the students-
  - On 11<sup>th</sup> September 2020, the departments of Commerce & Management and Computer Science organized a webinar on 'Career Opportunities in Tally and Benefits of Tally Certification' in collaboration with Tally Education private Ltd, Bengaluru and Sai Digitech Professional Institute, Shimla.
  - The department of Commerce and Management in collaboration with NEST organised a webinar for the students of commerce, Management and Psychology on the topic "Emotional Intelligence and Leadership Skills" on 23<sup>rd</sup> October 2020.
  - On 28<sup>th</sup> October 2020, a Webinar on "Career Awareness, Counselling and it's making" was organised by the department of Commerce and Management in collaboration with NEST.
  - The department of Commerce and Management organized a webinar on "Different Courses to be pursued after UG" in collaboration with PIBM Pune on 18<sup>th</sup> March 2021.
  - The Department of Commerce & Management in association/ Collaboration with Bombay



- Stock Exchange Brokers Forum conducted a five-day series 1 of online training program on 'Financial Markets Overview' from April 12th – April 16th, 2021.
- The Department of Commerce & Management in association with Bombay Stock Exchange Brokers Forum conducted a five-day series 2 of online training program on 'Stock Market and Investment Opportunities During Covid-19 Overview' from May 11th – May 15th, 2021.
  - On 4<sup>th</sup> September 2020, a webinar on 'Social Manners' was organized by the department of English in collaboration with Amity University, Delhi.
  - On 9<sup>th</sup> April 2021, an Inter-Disciplinary webinar on "Introduction to Bhagavad-Gita with special reference to Chapter IV" was organized jointly by the departments of Hindi, History and English.
  - On 19<sup>th</sup> October 2020 a one-day webinar on the topic 'Guesstimation: Art of Problem Solving in Physics on the Fly' was organized for the students of Physics department to enlighten them about Fermi problems and tricks to solve them by taking into consideration the underestimated and overestimated values.
  - A six-day online workshop entitled 'Spreadsheets: A Tool for Developing Mathematical & Computational Skills in UG students' was organized by the department of Physics from 15<sup>th</sup> February to 20<sup>th</sup> February as per the National Education Policy 2020. The workshop aimed at enabling the students to make use of spreadsheets as a mean of formulating a problem for solution on a computer and develop mathematical and





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| <ul style="list-style-type: none"><li>✓ Website updation.</li><li>✓ To observe the International Day of the Girl Child.</li><li>✓ Organizing Hindi Saptah and Hindi Diwas.</li><li>✓ To visit website swachhbharat.my gov.in for Swachh Bharat and waste segregation pledge on Gandhi Jayanti.</li><li>✓ To observe Special Days.</li><li>✓ Zoology department to observe the health literacy month.</li></ul> | <ul style="list-style-type: none"><li>computational thinking.</li><li>✓ The college website was updated for which society/community cell interchanges provided reports, pictures of activities conducted in 2019-20, proofs of minutes of meetings, composition of committees / society and faculty members updated their profiles.</li><li>✓ The women cell of the college organized various activities on the theme "My Voice, Our Equal Right" to observe the International Day of the Girl Child on 11<sup>th</sup> Oct 2020.</li><li>✓ The NCC cadets also organised competitions on the theme "Jai Hind Madam-Sir" to celebrate "The International Day of the Girl Child" on 11<sup>th</sup> October 2020.</li><li>✓ The Department of Hindi organized Hindi Saptah from first week of September followed by Hindi Diwas on 14<sup>th</sup> September by conducting various online competitions and interactive activities for the students.</li><li>✓ As an environment awareness initiative, students and faculty members visited website swachhbharat.my gov.in and took pledge for both Swachh Bharat and waste segregation on Gandhi Jayanti.</li><li>✓ Various clubs and societies organized various 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.</li><li>✓ The department of Zoology organised the following activities to observe the health literacy month from 1<sup>st</sup> October 2010. Awareness Campaign on COVID-19, Tuberculosis (TB), Awareness on Physical Fitness, Awareness on Women's Gynecologic Health, Significance of Honey Bees (Poster</li></ul> |
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<p>✓ Selection of NCC cadets for the new unit.</p>	<p>Making Activity), Campaign on Ecology of Apiculture, Analysis and Importance of Honey Bee Products, Non-Communicable Diseases (Advertising Campaign Video published on YouTube), <a href="https://youtube.be/LYMoO2Q8sIE">https://youtube.be/LYMoO2Q8sIE</a>, International Infection Prevention Week (Advertising Campaign Video published on YouTube) <a href="https://youtu.be/94nUrjwqVwc">https://youtu.be/94nUrjwqVwc</a>, Global Handwashing Day (Advertising Campaign Video published on YouTube) <a href="https://youtu.be/8Ce7dUDmbQk">https://youtu.be/8Ce7dUDmbQk</a>, Advertising Awareness on updates of Zoology through various Social Media platforms, Facebook and Instagram page zoologyclub_2020. Facebook Page: Zoology Club- St. Bede's College, Importance of Royal Jelly (Education Campaign), Awareness on Importance of Bee Pollen, Awareness raising Campaign on Bee Venom, Visit to a former Apiculturist and learning the benefits of Bee Hive Air, Collection of Bees wax and Awareness on its Importance, Awareness on Significance of Bee bread, Outreach Awareness on Significance of Pollination, Outreach Awareness on Importance of Labs and how to choose right lab?, Outreach campaigns on Importance of diagnostic tests, Tuberculosis Prevention Campaign, Hepatitis Prevention Campaign, Awareness Campaign on Diabetes, Spreading Awareness on Diagnosis and Prevention of Hypertension and Hypotension, Cancer Awareness Campaign</p> <p>✓ It was brought to the notice of IQAC that the NCC cadets in the new subunit under 7 HP (I) coy Shimla could not be enrolled due to covid. The selection of the cadets was done in the</p>
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<p>3/10/2020</p> <ul style="list-style-type: none"><li>✓ Re-opening of college.</li> <li>✓ Staff council meeting</li> <li>✓ Filling of vacant posts and constitution of the screening committee.</li>  <li>✓ Student feedback.</li> <li>✓ To encourage students to undertake projects for creative thinking.</li>  <li>✓ To identify slow learners and conduct remedial classes.</li></ul>	<p>month of October.</p> <ul style="list-style-type: none"><li>✓ The faculty members attended the college and conducted classes according to their timetable from 12<sup>th</sup> October, 2020 on daily basis following the SOPs as per the directions from the higher education H.P Shimla.</li><li>✓ To discuss online elections of student council for the session 2020-21, value education classes, fees for add-on courses, website updation, etc. a staff council meeting was organized in the month of October.</li><li>✓ For the filling of vacant posts, it was decided to advertise the post in two national newspapers and the advertisement was uploaded on the college website. The dates of submission of the application form were decided. The committee for screening of application form was formed. Dr. Shramja Munjal (Chairperson) Mr. V.K. Sanoria (Member) Dr. Sapna Sharma (Member) Dr. Gitanjali Mehandra (Member)</li><li>✓ It was decided that the student feedback should be taken and evaluated to review the teaching learning process and learning outcomes.</li><li>✓ For innovative and creative thinking students were encouraged to undertake projects like designing college calendar, magazine, newsletters and were also motivated to contribute in the form of poetry short narratives, book reviews etc.</li><li>✓ Slow learners were identified, and remedial classes were conducted to improve their performance.</li></ul>
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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 16<sup>th</sup> 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 21<sup>st</sup> 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 28<sup>th</sup> 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 16<sup>th</sup> 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 3<sup>rd</sup> 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 5<sup>th</sup> 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 28<sup>th</sup> 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



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 21<sup>st</sup> 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 Abraham</i>
Mrs. Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Mrs Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta Thakur</i>
Mr. Manu Mahajan	Assistant Professor, Commerce	<i>Manu Mahajan</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama Tomar</i>

After a short prayer, the minutes of the previous meeting held on 5<sup>th</sup> 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 4<sup>th</sup> 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	<i>mollym</i>
Mrs Anuja Sharma	Associate Professor, Head, English	<i>Anuja</i>
Mr. Mohit Kumar	Assistant Professor, Head, Psychology	<i>Mohit</i>
Dr. Shramja Munjal	Associate Professor, Head, Botany	<i>Shramja</i>
Mr. Susheel Kumar	Assistant Professor, Head, Maths	<i>Susheel</i>
Ms. Neha Walia	Assistant Professor, Head, Computer Sc.	<i>Neha</i>
Ms. Shweta Thakur	Assistant Professor, Head, Zoology	<i>Shweta</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Ms Punam Chauhan	Assistant Professor, Head, History	<i>Punam</i>
Ms. Devina	Assistant Professor, Head, Hindi	<i>Devina</i>
Mrs Sangeeta Sharma	Assistant Professor, Head, Music	<i>Sangeeta</i>
Mr. Manu Mahajan	Assistant Professor, Head, Commerce & Management	<i>Manu</i>
Mr. Pankaj Aashish	Assistant Professor, Head, Geography	<i>Pankaj</i>
Mr. Nishant Sharma	Assistant Professor, Head, Chemistry	<i>Nishant</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama</i>

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, 10<sup>th</sup> and 12<sup>th</sup> 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 12<sup>th</sup> 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</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 75<sup>th</sup> 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 1<sup>st</sup> 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.

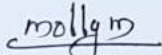


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- ✓ The members decided that the workload of each department should be forwarded to Mr. Bhopinder for assigning subjects to fill academic activities online.
- ✓ The members decided that the college should enter into agreement with national and international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





## MINUTES OF THE MEETING

Date: 04/10/2021

Committee: IQAC

The IQAC meeting was held on 4<sup>th</sup> 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 12<sup>th</sup> 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 25<sup>th</sup> 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 25<sup>th</sup> 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 6<sup>th</sup> 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	
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 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.

Dr. Anupama Tandon Tomar  
IQAC Coordinator

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 2<sup>nd</sup> 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
Dr. 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 Unnati 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 6<sup>th</sup> 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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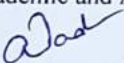
April 26,2022

## 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 28<sup>th</sup> 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



### ACTION TAKEN REPORT

Plan	Action Taken
<p>16/6/2021</p> <ul style="list-style-type: none"><li>✓ To check the various subject combinations and then upload the admission forms and prospectus on the college website. The entrance exam and viva voce to be conducted online.</li><li>✓ The HoD's to hand over their respective workloads to the timetable committee.</li><li>✓ It was decided to celebrate the International Day of Yoga on 21<sup>st</sup> of June on MS Teams. The link to be shared in WhatsApp groups.</li></ul>	<ul style="list-style-type: none"><li>✓ The prospectus committee reviewed the prospectus and checked the subject combinations and uploaded the admission forms and prospectus on the college website. It was decided that the entrance exam and viva voce would also be conducted online.</li><li>✓ The HODs prepared the workload, departmental calendar, and teaching plans for the academic session 2020-21 by organizing departmental meetings.</li><li>✓ The International Yoga Day was celebrated on 21<sup>st</sup> June 2020, and the entire staff and students participated in the programme online as per the instructions from the Government.</li></ul>
<p>28/6/2021</p> <ul style="list-style-type: none"><li>✓ To constitute committees for the academic year 2020-21.</li><li>✓ The CCA of the students to be finalised.</li><li>✓ Evaluation</li><li>✓ Add on Courses</li></ul>	<ul style="list-style-type: none"><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><li>✓ The CCA for the first- and second-year students was finalized by the faculty members.</li><li>✓ Answer sheets were evaluated by the faculty members in the library.</li><li>✓ New add on courses namely Biodiversity, Self Defence/First Aid and Fire Fighting, German, Communication Skill and Personality Development, Physical Fitness and Yoga and Nutrition and Health Education were introduced in the academic session 2021-22.</li></ul>

*Mollym*  
Principal  
St. Bede's College  
Shimla





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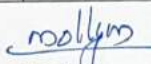
5/7/2021

- ✓ To prepare the academic calendar for the session 2021-2022
- ✓ To conduct webinars and workshops.

- ✓ The academic calendar was prepared and uploaded on the college website.

The following **webinars and workshops** were organized in 2021-22:

- ✓ On 30th June 2021, Department of Computer science organized a webinar on "Digitization during Covid-19 Pandemic: w.r.t. Cybersecurity"
- ✓ On 2nd July 2021, Department of Microbiology in collaboration with Department of Biotechnology organized a webinar on the topic "Functional Foods: Panacea for Life".
- ✓ On 15th July 2021, Department of English, organized a webinar on "Literature in the Times of the Pandemic".
- ✓ On 15th July 2021, Department of English organized a webinar on social media, quality education and mental health
- ✓ On 25th July 2021, NCC organized a webinar on Kargil Vijay Diwas.
- ✓ On 4th August 2021, NSS organized a webinar on "Effect of NEP 2020 on Sports Empowerment and Sports Development".
- ✓ On 10<sup>th</sup> August 2021, Department of Commerce organized a webinar on "GST: Basics & Issues".
- ✓ On 14<sup>th</sup> August 2021, NCC organized an Independence Day Webinar.
- ✓ On 9th September 2021, Department of English organized a webinar on "The Great Healer: Literature in the times of the Pandemic"
- ✓ On 23rd September 2021, Department of Biotechnology, Department of Zoology, Department of Chemistry, Department of Botany, Department of Mathematics and Department of Microbiology collectively organized a webinar on 'Azadi ka Amrit Mahotsav, Science and Technology: India @75' organized by St. Bede's College in collaboration with Indian Science Congress Association (ISCA), Shimla Chapter.

  
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✓ To form PTA WhatsApp group

- ✓ Student Development Program on 'Overview of Stock Market' was organised from 4th to 8th oct 2021.
- ✓ On 5th October 2021, Department of Psychology organized a webinar on "Mental Health and Youth: Grow, Heal and Thrive".
- ✓ On 6th October 2021, Department of Psychology, organized a webinar on "Mental Health in an Unequal World".
- ✓ On 22nd October 2021, the Red Ribbon Club organized a seminar on HIV.
- ✓ From 25th October 2021 to 29th October 2021, Department of Commerce and Management organized a workshop on "Research Methodology and Data Analysis Using JAMOVI Software"
- ✓ On 17th November 2021, Department of English conducted a workshop on Creative Writing
- ✓ On 12th December 2021, Department of Zoology conducted a seminar on National Pollution Prevention Day.
- ✓ Online workshop on Digital Marketing was organised from 27th January to 29th January 2022.
- ✓ On 25th February 2022, NSS in collaboration with Physical Education Department organized a webinar on 'Academic Excellence through Physical Activity: Journey or Destination'.
- ✓ On 14<sup>th</sup> March 2022, Department of Commerce organized a webinar on "How to Plan Professional Aspirations".
- ✓ On 22<sup>nd</sup> April 2022, Department of Geography conducted a webinar on "The spatial patterns of covid-19 in India: It's Impact on Education, Health and Environment".
- ✓ On 18th September 2022, NCC organized a webinar on 'Ban on Plastics'.
- ✓ On 21st September 2022, NCC organized a webinar on 'Anti- Pollution'
- ✓ The PTA group was formed, and students were asked to request either of the parents to join the WhatsApp group.

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<ul style="list-style-type: none"> <li>✓ The entire staff to get vaccinated before the final examinations begin.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The staff members were vaccinated before the final exams.</li> </ul>
<p>21/7/2021</p> <ul style="list-style-type: none"> <li>✓ 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.</li> <li>✓ To prepare the mentor lists.</li> <li>✓ The college website to be updated.</li> <li>✓ NAAC portal to fill the data for AQAR 2020-21.</li> <li>✓ To fill 'student satisfaction survey' form.</li> <li>✓ To observe Special Days.</li> </ul>	<ul style="list-style-type: none"> <li>✓ The CCA and practical marks for the final year students were submitted in the office for verification by the moderation committee.</li> <li>✓ The mentor lists were prepared, and teachers were in touch with their mentees throughout the session.</li> <li>✓ The college website was updated for which society/community cell interchanges provided reports, pictures of activities conducted in 2019-20, proofs of minutes of meetings, composition of committees / society and faculty members updated their profiles.</li> <li>✓ The revised guidelines from the NAAC portal were downloaded and discussed to fill the data for AQAR 20-21.</li> <li>✓ A notice was uploaded by the feedback analysis committee for filling the 'student satisfaction survey' form.</li> <li>✓ Various clubs and societies organized various activities to mark the <b>Special Days</b> 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, World Animal Welfare day, World Wildlife Day, Independence Day, International day of the Girl Child, International Disaster Risk Reduction Day, World Sparrow Day, World Mental Health Day, National Education Day, Ozone Day, World forestry Day, World Water Day, Hiroshima Day,</li> </ul>

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	<p>National Unity Day, NCC Day, International day of Yoga, World Environment Day, NCC Unit Raising Day, Indian Army Day, Indian Navy Day, State National Republic Day Parade, AIDS Day, Gandhi Jayanti, Christmas Day in adopted village, International Women's Day, International Mother Tongue Day, World Music Day, National Pollution Prevention Day, World Fisheries Day, World Food Day, Wildlife Biodiversity Conservation Day, International Mountain Day, National Macintosh Day, National Mathematics Day, World Literacy Day, Rabies Day, AIDS Day, Shahidi Diwas etc.</p>
<p>4/8/2021</p> <ul style="list-style-type: none"><li>✓ To form various sub-committees to carry out the online admission process smoothly.</li> <li>✓ To organize Extension Activities throughout the session.</li></ul>	<ul style="list-style-type: none"><li>✓ Various sub-committees were formed to carry out the online admission process smoothly. The website committee uploaded the notification, important circulars, and merit lists on college website. Admission forms, entrance test, display of merit list, submission of forms, fees etc. were processed online, and transaction interfaces were provided on website and on Campus Whizz software. Grievance Redressal Cell dealt with the matters pertaining to admissions. Various clubs and societies organized the following <b>extension activities</b> in a phased manner throughout the year.</li></ul> <p>Extension activities organized by NCC:</p> <ul style="list-style-type: none"><li>✓ World Environment Day on June 5, 2021. (Organized by 7 HP (I) Coy NCC Shimla and 1 HP Naval Unit, NCC Bilaspur)</li><li>✓ An activity on UNICEF young warriors on June 7, 2021. (Organized by 7 HP (I) Coy NCC Shimla)</li><li>✓ International Day of Yoga on June 21, 2021. (Organized by 7 HP (I) Coy NCC Shimla and 1 HP Naval Unit, NCC Bilaspur)</li></ul>

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- ✓ Painting Competition on the theme 'Say No to Plastic' on July 7,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ Virtual nakkad natak on the theme 'Say No TO Plastic' on July 13,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ EBSB Phase VIII camp on July 19,2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ A virtual thought exchange program on July 25,2021. (Organized by 7 HP (I) Coy NCC Shimla and I HP Naval Unit, NCC Bilaspur)
- ✓ A Fit India Awareness Campaign on August 12,2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Rashtragan Initiative on August 13,2021. (Organized by 7 HP (I) Coy NCC Shimla and I HP Naval Unit, NCC Bilaspur)
- ✓ A virtual thought-provoking session on August 14,2021. (Organized by 7 HP (I) Coy NCC Shimla and I HP Naval Unit, NCC Bilaspur)
- ✓ Essay writing Competition on the theme 'Azadi ka Amrit Mahotsav' on September 18,2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ A webinar on 'Ban Use of Single use plastic' on September 18,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ A webinar on Anti-Pollution "Be a part of the solution, not part of the Pollution" on September 21,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ Activities of Youth Organization from September 1,2021 - September 30,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ Annual Training camp from October 7,2021 - October 14,2021. (Organized by I HP Naval Unit, NCC Bilaspur)
- ✓ International Day of Girl Child on the theme 'Women Empowerment' on October 10,2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ EBSB Phase XI camp from October 18,2021 - October 23,2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Swarnim Vijay Mashal on October 21,2021. (Organized by 7 HP (I) Coy NCC Shimla)

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- ✓ A Clean India campaign from October 25, 2021 - October 29, 2021. (Organized by 1 HP Naval Unit, NCC Bilaspur)
- ✓ The Compulsory Annual Training camp from November 15, 2021 - November 24, 2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ A Rally against Drug Abuse on November 20, 2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Indian Navy Day and National Pollution prevention day on the theme 'Pollution' on December 2, 2022. (Organized by 7 HP (I) Coy NCC Shimla and 1 HP Naval Unit, NCC Bilaspur in collaboration with Zoology Department)
- ✓ Anti-Pollution rally on the theme "Anti-Pollution Drive" on December 24, 2021. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ National Youth Festival from January 11, 2022 - January 15, 2022. (Organized by 7 HP (I) Coy NCC Shimla and 1 HP Naval Unit, NCC Bilaspur)
- ✓ Indian Army Day on January 15, 2022. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ The National Republic Day parade on January 26, 2022. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ The State National Republic Day parade on January 26, 2022. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Directorate level competitions from January 31, 2022 - February 2, 2022. (Organized by 7 HP (I) Coy NCC Shimla and 1 HP Naval Unit, NCC Bilaspur)
- ✓ Nukkad Natak on the theme 'Blood Donation' on March 8, 2022. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Raising Day, NIAP presentation on March 10, 2022. (Organized by 7 HP (I) Coy NCC Shimla)
- ✓ Poster making competition on the theme 'Jallianwala Bagh Massacre' on March 13, 2022. (Organized by 7 HP (I) Coy NCC Shimla)

Extension activities organized by NSS:

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- ✓ Thought provoking session on "Constitution of Committee for Psychologically Support Service Cell" on 18th June 2021.
- ✓ Environment cleanliness activity from 1st - 15th August 2021
- ✓ Effect of NEP 2020 on Youth Empowerment and Sports Development on 4th August 2021
- ✓ Flag hosting: Independence Day on 15th August 2021
- ✓ Tree plantation on 9th August 2021
- ✓ Poster-making and Awareness on Tuberculosis" and "Importance of Personal Hygiene during Covid Pandemic on 18th August 2021
- ✓ Virtual lecture on "Approaches to Lifestyle Management of PCOS" on 25th September 2021.
- ✓ Clean India Campaign on 1st-30th October 2021.
- ✓ Helping the people in need: Village Adoption on 30th October 2021.
- ✓ Gandhi Jayanti on 2nd October 2021
- ✓ National Unity Day Celebration on 31st October 2021.
- ✓ Contribution of Freedom Fighters on 11th November 2021
- ✓ Blood Donation Camp on 25th November 2021.
- ✓ National Integration Camp (NIC) on 18th - 24th November 2021
- ✓ Covid Vaccination Drive on 3rd December 2021
- ✓ Helping the people in need: Village Adoption on 22nd December 2021
- ✓ National Youth Festival on 12th January 2022
- ✓ NSS Camp on the theme "Educated Youth and Self-Reliant India" on 3rd-9th March, 2022
- ✓ Webinar on Academic excellence through physical activity on 25th February 2022

Extension activities organized by Red Ribbon Cell:

- ✓ Seminar on HIV on 22nd October, 2021
- ✓ Extempore on Blood Donation on 22nd October, 2021
- ✓ One Minute Short Video on TB on 22nd October, 2021
- ✓ Nukkad Natak (Blood Donation) on 22nd October, 2021.

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Extension activities organized by **Placement Cell:**

- ✓ Orientation Programme "Activities at and benefits of financial labs cum incubation at campus" and "Sustainability and Ethics" on 7th October 2021
- ✓ Introduction on skill-based courses to be offered in college on 24th February, 2022

Extension activities organized by **Community Outreach Cell:**

- ✓ Self-composed story/poetry session on Dussehra with the students of Government Middle School, Theog on 15th October, 2021
- ✓ Independence Day Celebration with the students of Government Middle School Bagaghat, Theog on 15th August, 2021
- ✓ Tree Plantation on 26th July 2021
- ✓ Nukkad Natak on Disaster Management at Government Model Girls Senior Secondary School Portmore on 12th November 2021
- ✓ Online Lecture on Personality Development on 22nd December 2021
- ✓ Online Career Counseling Session on 11th March 2022

Extension activity organized under **EBSB:**

- ✓ Folk Dances of Himachal Pradesh: Online on 19th March, 2022

Extension activities organized by **Environment Awareness Cell:**

- ✓ World Sparrow Day Celebration, World Forestry Day Celebration, World Water Day Celebration on 16th March 2022
- ✓ Inter-College Quiz Competition on topic Environmental Challenges and Management on 30th November 2021

Extension activities organized by **Health Club:**

- ✓ Exhibition of Traditional Foods and its Health Benefits on 9th March 2022

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- ✓ Marathon: Nasha Mukta Bharat Abhiyan on 24th April, 2022.

Extension activities organized by **Miraasa-Heritage Club:**

- ✓ Hiroshima Day on 6th August 2021
- ✓ World Heritage Week from 19th -25th November, 2021
- ✓ International Youth Day: Poster Making Competition on "Healthy Body, Healthy Planet" on 12th August 2021

Extension activities organized by **Debates and Dramatics Society:**

- ✓ Model United Nation on 7th June 2021
- ✓ Poetry Writing and Micro fiction Challenge on 23rd August, 2021
- ✓ Story Writing and Poetry Writing Competition on 29th March 2022
- ✓ Inter College Debate, Declamation on " Juvenile Justice in India" and Quiz on 30th November, 2021

Extension activity organized by **Cultural Society:**

- ✓ Skit Competition Theme- "Hamare Swatantrata Senani" on 1st December, 2021

Extension activities organized by **departments:**

- ✓ Tree plantation, garbage collection and disposal and utilization of waste material and Participation in Online Quiz on Environment Day on 5th June 2021 was organized by Department of Botany
- ✓ Excursion to Jakhu hills and educational trip to ICAR-Directorate of Mushroom Research, Chambaghat, Solan on 16th December 2021 was organized by Department of Botany
- ✓ International Mountain Day (Antarrashtriya Paravat Divas) on 11th December 2021 was organized by Department of Botany.
- ✓ Inter-college Science Quiz (Science Week) on 22nd February 2022 was organized by Department of Botany.

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- ✓ Cleaning and Maintenance Herbal Garden in the College Campus on 7th September 2021 was organized by Department of Botany.
- ✓ Rally on the theme: The Importance of Shimla's Rivers and Water Reservoirs and the Sustainable Development of the Fish Industry on 20th November 2022 organised by Department of Zoology
- ✓ One-on-one public interaction on various Shimla's river streams on 20th November 2022 organised by Department of Zoology
- ✓ Volunteer Blood Group Database on 4th May 2022 organised by Department of Zoology
- ✓ Online awareness campaign in form of a video representation uploaded on Youtube was organised by Department of Zoology on 21st November 2022
- ✓ International Women's Day on 9th March 2022 was organised by Department of Hindi.
- ✓ Field survey, tour to Renuka from 19th-21st December, 2021 was organised by Department of Geography.
- ✓ Inter-College Economics Literary Meet on 22nd March 2022 was organised by Department of Economics.
- ✓ Photography Competition on 2nd March 2022 was organised by Department of Economics
- ✓ Industrial visit to Directorate of Horticulture, Nav Bahar, Shimla on 27th December 2021 was organised by Department of Commerce and Management
- ✓ Inter College Activity: Quiz Competition on GST on 29th November 2021 was organised by Department of Commerce and Management
- ✓ Industrial visit to Directorate of Horticulture, Nav Bahar, Shimla on 4th May 2022 was organised by Department of Commerce and Management
- ✓ Singing Competition Theme: "Patriotic Songs" on 12th October 2021 was organised by Department of History and Department of Music
- ✓ Article Writing Competition Theme- "Ek Chatra ki Drishtri Main Azadi ka Mahotav" on 18th October 2021 was organised by Department of Hindi

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- ✓ Women Cell to organise activities related to gender issues, women empowerment etc.

- ✓ "Voices of Himachal" on 29th October, 2021 was organised by Department of English
- ✓ Poster Making Competition-Theme: Indian Freedom Fighters, Slogan Writing Competition-Theme: Indian Freedom Fighters and Poem Writing Competition-Theme: Democracy from 27th-31st December, 2021 was organised by Department of Political Science
- ✓ Exhibition Theme- "Advancements in Microbiology on 3rd December 2021 was organised by Department of Microbiology
- ✓ Music Workshop on 25th February, 2022 was organised by Department of Music
- ✓ Lecture on "Intellectual Property Rights" on 26th November 2021 was organised by Department of Biotechnology
- ✓ Video Making Competition Theme- "Science and Technology: India@75 on 19th February, 2022 was organised by Department of Physics and Maths

**Women Cell** in collaboration with other societies organized the following activities related to gender issues, women empowerment:

- ✓ On 6th December 2020, the NCC cadets through online activities presented different ways of maintaining good personal hygiene.
- ✓ The NCC cadets of St. Bede's College conducted a webinar on 'Drug abuse and its Preventions' from 12th-13th March 2021.
- ✓ The students of the Women Cell of the college attended an 'All Woman Parade' organized by the Police Department of Himachal Pradesh on 6th April 2021 at the historic Ridge Ground in Shimla. It aimed at increasing the strength of women in the police force.
- ✓ On the 'National Cancer Day', the cadets of St. Bede's college wrote articles on types of cancers explaining their symptoms, precautions, causes,

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prevention, treatment. They also made e-posters and a video on the same.

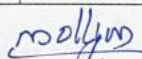
- ✓ On 21st March 2021, a counsellor Himachal Pradesh, Women State Commission chaired an interactive session with volunteers on women empowerment and domestic violence.
- ✓ On 11<sup>th</sup> October 2021, NCC celebrated the International Girl Child Day.
- ✓ On 23<sup>rd</sup> November 2021, a panel discussion was organized on 'Women the Pillars of Life' by the women cell.
- ✓ On 20<sup>th</sup> December 2021. A painting, poetry, and essay writing competition on "Sheroes" was organized by the women cell.
- ✓ On 4<sup>th</sup> February 2022, NSS organized a lecture on 'Breast Cancer'.
- ✓ On 11<sup>th</sup> February 2021, Ms. Archana Mullick represented the college in a live show held on Doordarshan Shimla along with Dr. Sapna Sharma of the Department of Physics. The segment celebrated 'International Day of Women and Girls in Science.
- ✓ On 26<sup>th</sup> February 2022, the Department of Physics organized an online workshop entitled "Program for Aspiring Women Scientists (PAWS).
- ✓ On 3<sup>rd</sup> March 2022, members of the Women Cell participated in National Parliament for Women organized by HP State Commission for Women in association with National Commission for Women.
- ✓ On 5th March, 20222, Department of Geography organized a declamation competition under, "Azadi Ka Amrit Mahotsav" on 'Role of women in Higher Education'.
- ✓ On 8<sup>th</sup> March 2022, role play competition was organized on the theme "Pioneer Women in Indian History".
- ✓ On 8<sup>th</sup> March 2022, the Women Cell celebrated

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	<p>Women's Day by organizing an event in accordance with the theme provided by UN Women: Gender equality Today for a Sustainable Tomorrow.</p> <p>✓ On 8<sup>th</sup> March 2022, NSS organized a lecture on 'Role of NSS in Women Empowerment'.</p>
<p>12/8/2021</p> <p>✓ To celebrate Independence Day.</p> <p>✓ Offline classes.</p> <p>✓ Azadi ka Amrut Mahotsav</p>	<p>✓ The 75<sup>th</sup> independence day was celebrated in an offline mode. The principal hoisted the national flag which was followed by a short cultural program.</p> <p>✓ The teaching for second and 3<sup>rd</sup> year students commenced from Aug 16, 2021. The faculty started classes in an offline mode with effect from 1<sup>st</sup> September. But online classes also continued for those students who were not able to join college.</p> <p>Each department conducted activities under <b>Azadi ka Amrit Mahotsav</b> every month.</p> <p>✓ The Community Outreach club of St. Bede's college conducted a tree plantation drive in July 2021.</p> <p>✓ The NCC unit at St. Bede's College under 7 HP (I) Coy NCC Shimla, organized a virtual thought exchange program 'Goonj' to commemorate Kargil Vijay Diwas on July 26, 2021.</p> <p>✓ Miraasa Heritage Club of St. Bede's college organized a Poster making competition on the theme 'Healthy Body, Healthy Planet' on August 12, 2021</p> <p>✓ The Community Outreach club of St. Bede's College celebrated Independence Day with the students at Government Middle school Bagaghat, Theog on August 15, 2021</p>

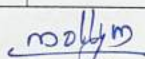
  
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- ✓ The Botany department of St. Bede's college organized a cleaning and maintenance drive of the Herbal Garden in the college campus on September 7, 2021
- ✓ The Hindi department of St. Bede's College organized a Slogan writing competition on the theme 'Hindi Diwas' on September 14, 2021.
- ✓ The computer Department of St. Bede's college organized a Poster making competition and PowerPoint competition on the theme 'Technology@75' from October 4, 2021- October 9, 2021.
- ✓ The NCC unit at St. Bede's College under 7 HP (I) Coy NCC Shimla with collaboration with the Women Cell of St. Bede's College organized Poster making, Poem writing and culture representation competitions on the theme 'Women Empowerment' on October 11, 2021.
- ✓ History Department and Music Department of St. Bede's College organized a Singing competition on the theme 'Patriotic songs' on October 12, 2021.
- ✓ The Community Outreach club organized Self-composed story/poetry session on Dussehra with the students at Government Middle School, Theog on October 15, 2021
- ✓ The Hindi department of St Bede's College organized Article Writing Competition on the theme- "Ek Chatra ki Drishti Mein Azadi ka Mahatva" on October 18, 2021.
- ✓ The English Department of St. Bede's College organized a presentation on "The Voices of Himachal" on October 29, 2021.
- ✓ The Heritage club Miraasa and the Cultural society celebrated National Unity Day on October 31, 2021.

  
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- ✓ The Heritage club Miraasa celebrated World Heritage Week from November 19, 2021 - November 25, 2021.
- ✓ The Zoology department organized awareness activities on World Fisheries Day on the theme Significance of rivers and water reservoirs of Shimla and Sustainable development of fish industries from November 20-November 21, 2021.
- ✓ The Biotechnology Department of St. Bede's College organized a lecture on Intellectual Property Rights on November 26, 2021.
- ✓ The Political Science Department of St Bede's college organized a Poster Making Competition on the theme "Indian Freedom Fighters", a slogan writing competition on the theme "Indian Freedom Fighters" and Poem Writing Competition on the theme "Democracy" from December 27-December 31, 2021.
- ✓ An Inter-ship Skit competition on the theme - "Hamare Swatantrata Senani" was organized on December 1, 2021.
- ✓ The Microbiology department of St. Bede's college organized an exhibition on the Theme "Advancements in Microbiology" on December 3, 2021.
- ✓ The NCC unit at St. Bede's College under 7 HP (I) Coy NCC Shimla celebrated Indian Army Day on January 5, 2022.
- ✓ The Physics and Mathematics department of St. Bede's college organized a Video Making Competition on the theme "Science and Technology India@75" on February 19, 2022.
- ✓ The Music Department of St Bede's college organized a Music workshop on February 25, 2022.

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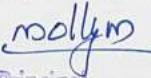


- ✓ Orientation of the new faculty and students.
- ✓ Assigning of subjects
- ✓ Memorandum of Understanding

- ✓ The Science department organized an Inter-SHIP power point presentation and Science quiz competition on the theme "Integrated approach in Science and Technology for a sustainable Future" on February 28, 2022.
- ✓ The NCC unit at St. Bede's College under 7 HP (I) Coy NCC Shimla organized a poster Making competition on the theme 'Jallianwala Massacre' on April 13, 2022.
- ✓ The Department of Computer and Computer Science showcased PowerPoint presentations on the topics "Pioneer women entrepreneurs in India" and "Introduction to Managerial Accounting" on May 5, 2022.
- ✓ The BBA Department of St. Bede's college organized a Role play on the theme "Pioneer Women Indian Entrepreneurs" on May 5, 2022.
- ✓ Orientation of newly admitted students and staff was conducted in the month of September 2021.
- ✓ The workload of each department was forwarded to Mr. Bhopinder for assigning subjects for online academic activities

The college has signed following **MOUs** to bridge the gap between academic knowledge and industry needs.

- ✓ St. Bede's College and **Skill Labs** to enhance the employability of graduates by imparting required workforce skills through experiential learning. Skill lab also conducted several placements drives in college through online/offline modes.
- ✓ St. Bede's College and **Himachal Pradesh State Biodiversity Board**, Shimla to exchange research expertise between the two

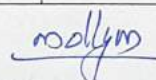
  
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	<p>institutions, organize lectures on various biodiversity themes, and establish a Biodiversity Conservation Cell.</p> <ul style="list-style-type: none"><li>✓ The department of Computer Science and <b>Tally Institute of Learning SDPI</b>, Shimla to enhance the Tally skills of the students and the department of Computer Science with <b>NSIC (National Small Industries of India)</b> for Core Java and Web Designing courses.</li><li>✓ St. Bede's College and <b>Sri Badrika Ashram Cum Charitable &amp; Social Welfare Society</b>, Sirmour to provide scholarships to bright and needy students so that they can continue their studies.</li></ul>
<p>4/10/2021</p> <ul style="list-style-type: none"><li>✓ Finalising AQAR</li><li>✓ Filling online attendance.</li><li>✓ To organize FDPs.</li></ul>	<ul style="list-style-type: none"><li>✓ The NAAC steering committee members compiled the quantitative and qualitative metrics data and evidence to finalise the AQAR 2020-21.</li><li>✓ The faculty members filled the attendance as well as CCA online regularly. The newly inducted teachers were given IDs and passwords by the computer department.</li><li>✓ Faculty Development Program (online) on "Design and Development of MOOCs" organized by St. Bede's College on January 1 to 5, 2022</li><li>✓ FDP on "Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education" was organised by Department of Commerce &amp; Management in Collaboration with Chitkara University under the aegis of IQAC, St. Bede's College on March 3-7, 2022.</li><li>✓ Lecture on NEP- 2020 and directions of change in Higher Education was organised on September 16, 2021.</li></ul>

  
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<p>✓ Offline Assembly</p>	<p>✓ Development programme for the non-teaching staff was organised on May 28 2022.</p> <p>✓ The practice of having assembly offline on Monday and Thursday was put into practice.</p>
<p>25/11/2021</p> <p>✓ Mid Term Tests</p> <p>✓ Review and Document Verification of AQAR</p>	<p>✓ Mid-term tests were held from 6<sup>th</sup> December 2021. Date sheets were prepared well in advance so that students get sufficient time to prepare Student were allowed to take exam online also. Both offline and online exams were conducted simultaneously.</p> <p>✓ The documents of seven criteria of NAAC were reviewed and verified.</p>
<p>6/12/2021</p> <p>✓ Evaluation of minor test.</p> <p>✓ NIRF</p> <p>✓ Donation for the adopted village.</p>	<p>✓ The evaluated answer scripts were discussed with the students so that they can identify their mistakes.</p> <p>✓ The college applied for NIRF.</p> <p>✓ Christmas was celebrated in the adopted village of the college. The faculty members made generous donations towards this cause.</p>
<p>20/03/2022</p> <p>✓ Canteen</p> <p>✓ Retests</p>	<p>✓ The canteen committee members looked into the food quality standards and hygiene conditions in the college canteen.</p> <p>✓ Retests were 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 were displayed on the notice board along with the dates for the various tests.</p>

*mollym*

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<ul style="list-style-type: none"><li>✓ Annual prize distribution function</li> <li>✓ Online Alumni meet</li></ul>	<ul style="list-style-type: none"><li>✓ The annual prize distribution function was organized on 25<sup>th</sup> March 2022.</li> <li>✓ The annual alumni meet was organised virtually on 13<sup>th</sup> March 2022.</li></ul>
<p>28/04/22</p> <ul style="list-style-type: none"><li>✓ CCA</li> <li>✓ Feedback on Curriculum</li> <li>✓ Academic and Administrative and other Audits</li></ul>	<ul style="list-style-type: none"><li>✓ The CCA of all the classes was finalised and the lists were submitted in the office. After the verification and approval of the moderation committee the lists were displayed to the students.</li> <li>✓ The feedback on curriculum was collected from the stakeholders for the session 2021-22.</li> <li>✓ The internal and external academic and administrative audits were conducted in the month of May 2022. Green and energy audits were also conducted in 2021-22.</li></ul>

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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 Necta 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>OSB</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  
Shimla 171002





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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	
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. Preeti Kaundal	Assistant Professor, Botany	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Mr. Manu Mahajan	Department of Commerce	
Dr. Sr. P Mary Shanthy	Department of Geography	
Ms. Komal Sharma	Department of Political Science	
Mr. Mohit Kumar	Assistant Professor, Psychology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

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

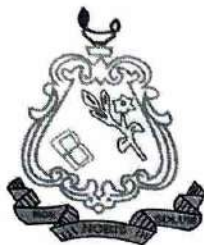
## NOTICE

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  
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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	

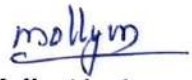
At the start of the meeting, the coordinator Dr. Anupama Tandon Tomar introduced Father George Thadathil, who had been invited as a resource person for the Faculty Development Program (FDP) on moving towards the 4th cycle of accreditation, scheduled to take place on May 10, 2023. The coordinator informed 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  
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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. A.
Sr. Reena Kurian	Management Representative	Reena
Dr. Purnima Chauhan	Alumni Representative	Chauhan
Ms Neeta Khanna	Local Community Representative	Khanna
Dr. Sapna Sharma	Associate Professor, Physics	Sapna
Dr. Deepti Pajni	Associate Professor, English	Deepti
Dr. Gitanjali Mahendra	Associate Professor, English	Gitanjali
Ms. Unnatti Chauhan	Assistant Professor, Economics	Unnatti
Ms. Neha Walia	Assistant Professor, Computer Sc.	Neha
Ms. Shweta Thakur	Assistant Professor, Zoology	Shweta
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
Mr. Mohit Kumar	Assistant Professor, Psychology	Mohit
Ms. Komal Sharma	Department of Political Science	Komal
Mr. Salil Sood	Administrative Officer	Salil
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	Anupama

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





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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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<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>







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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>



	<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>



St. Bede's College Shimla

## FEEDBACK ANALYSIS AND ACTION TAKEN REPORT

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		Teacher Feedback and Action Taken Report	327
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		Parent Feedback and Action Taken Report	354
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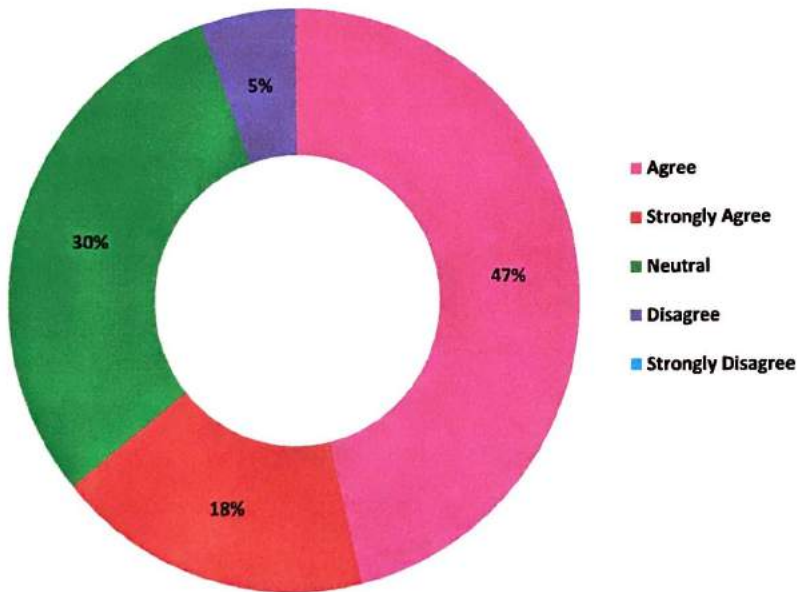


## STUDENTS FEEDBACK ON CURRICULUM

2018-2019

**Question 1.** Curriculum is structured, comprehensive, relevant and has good balance between theory and application.

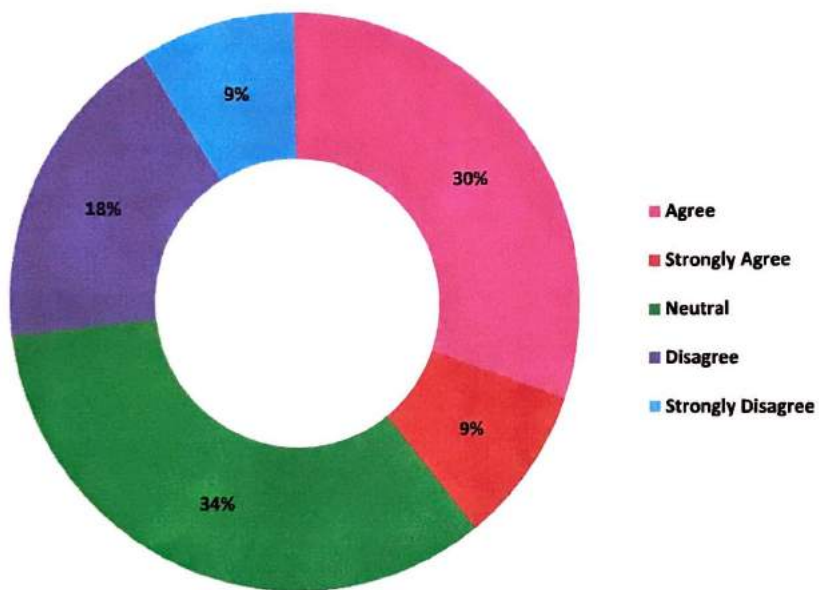
**CURRICULUM IS STRUCTURED, COMPREHENSIVE, RELEVANT AND HAS GOOD BALANCE BETWEEN THEORY AND APPLICATION**



*Benny*  
Principal  
St. Bede's College  
Shimla 171002

**Question 2.** The Curriculum promotes internship, student exchange, field visit opportunities?

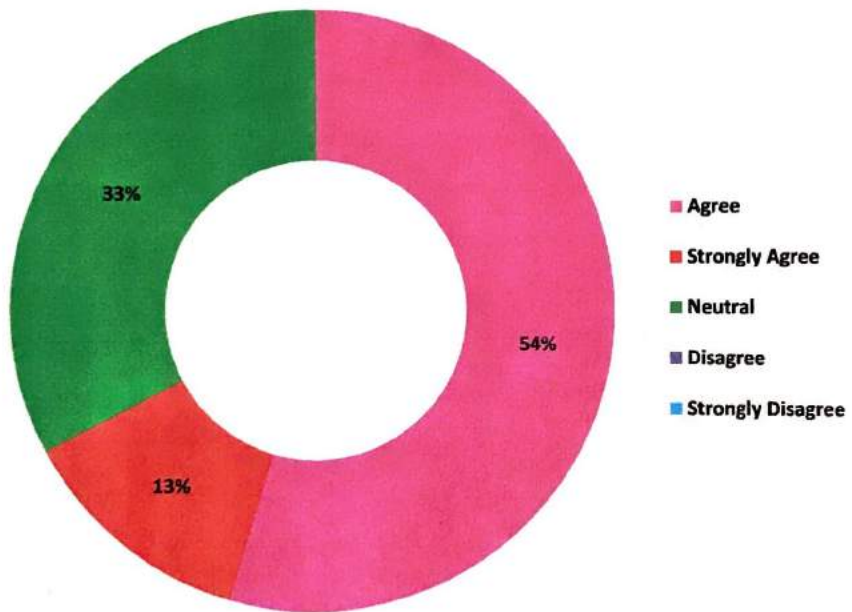
**THE CURRICULUM PROMOTES INTERNSHIP, STUDENT EXCHANGE,  
FIELD VISIT OPPORTUNITIES**



*Benny*  
Principal  
St. Bede's College  
Shimla 171001

**Question 3.** The Curriculum inculcates soft skills, life skills and employability skills to make you ready for the world of work?

**THE CURRICULUM INCULCATES SOFT SKILLS, LIFE SKILLS AND EMPLOYABILITY SKILLS TO MAKE YOU READY FOR THE WORLD OF WORK**

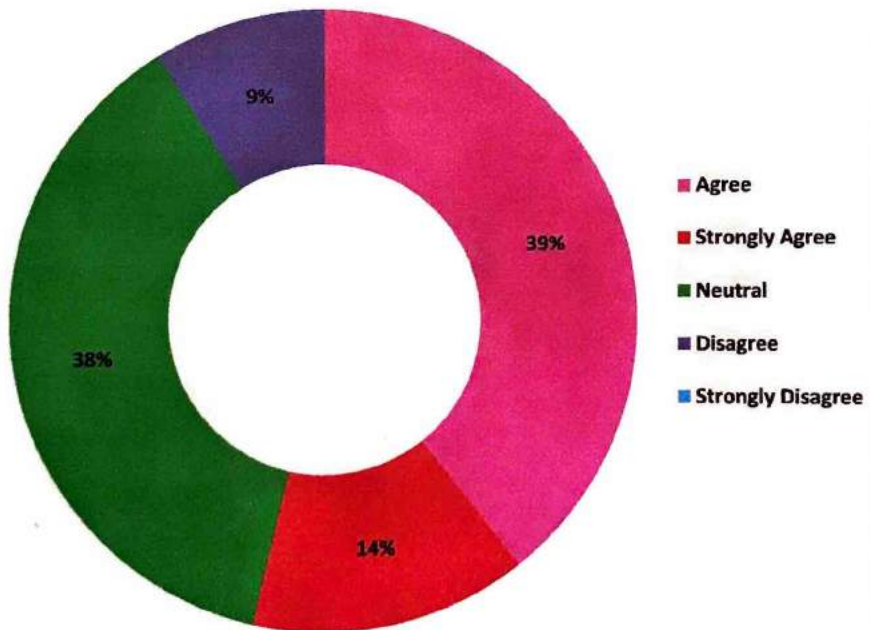


Principal  
St. Bede's College  
Shimla 171012



**Question 4.** Curriculum is effective in developing analytical and problem-solving skills.

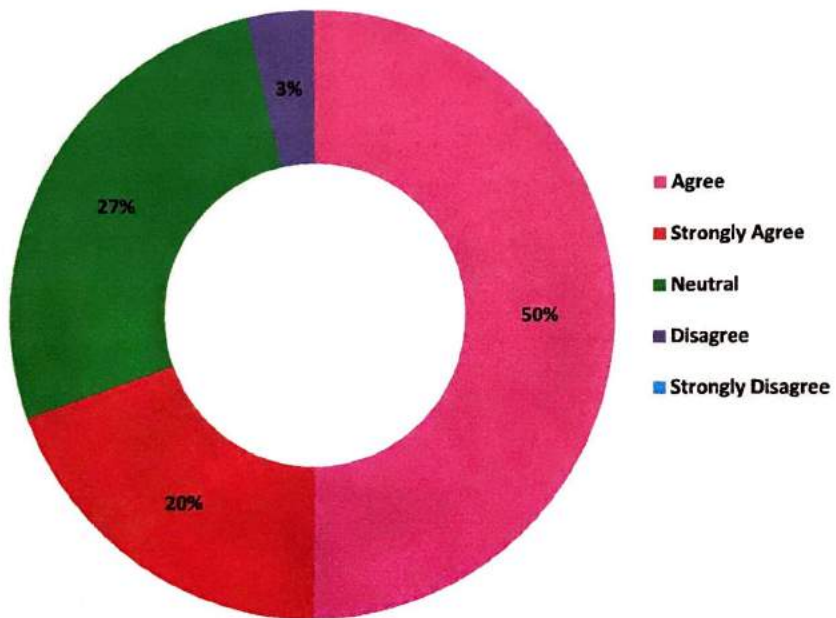
**CURRICULUM IS EFFECTIVE IN DEVELOPING ANALYTICAL AND  
PROBLEM SOLVING SKILLS**



*Beeny*  
Principal  
St. Bede's College  
Shimla 171002

**Question 5.** Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines.

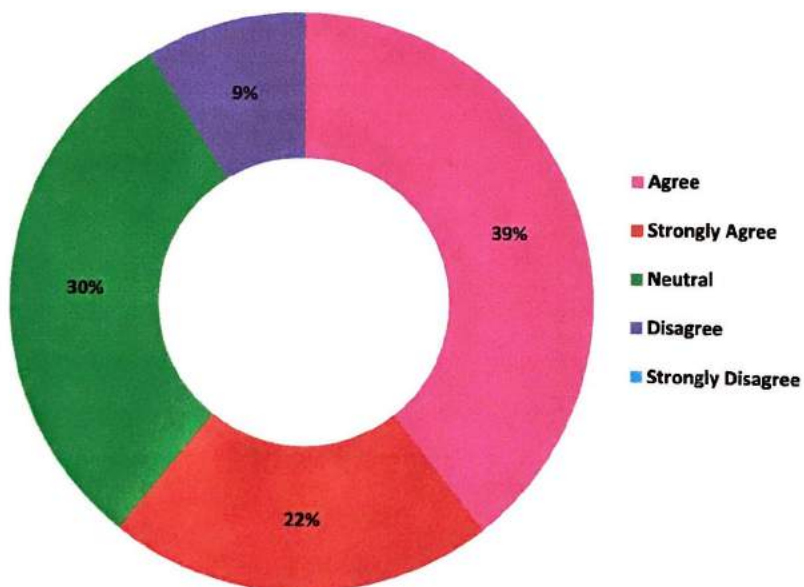
**CURRICULUM HAS RELEVANCE TO REAL LIFE SITUATIONS, REFLECTS CURRENT TRENDS AND PRACTICES IN THE RESPECTIVE DISCIPLINES**



Principal  
St Bede's College  
Shimla 171003

**Question 6.**Curriculum gives adequate balance between studies and social life.

**CURRICULUM GIVES ADEQUATE BALANCE BETWEEN STUDIES AND SOCIAL LIFE**

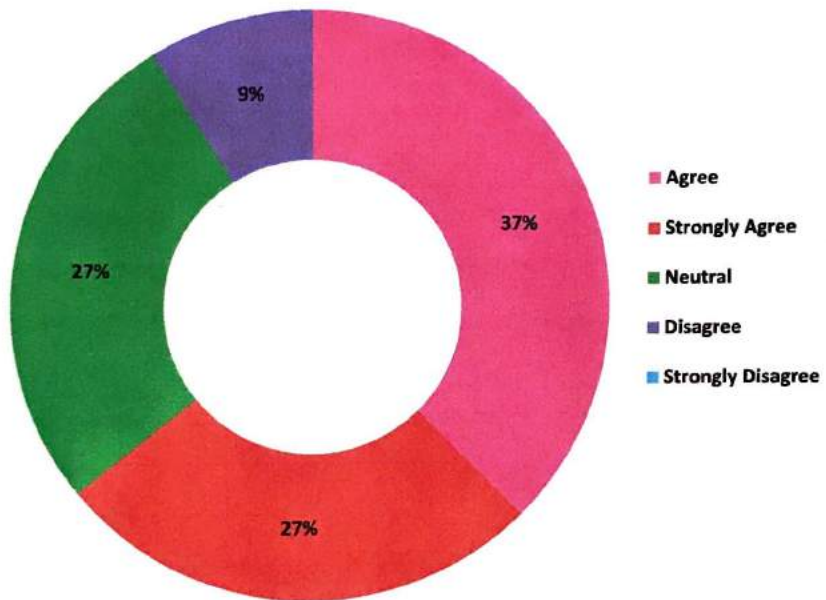


*Benny*  
Principal  
St Bede's College  
Shimla 171002



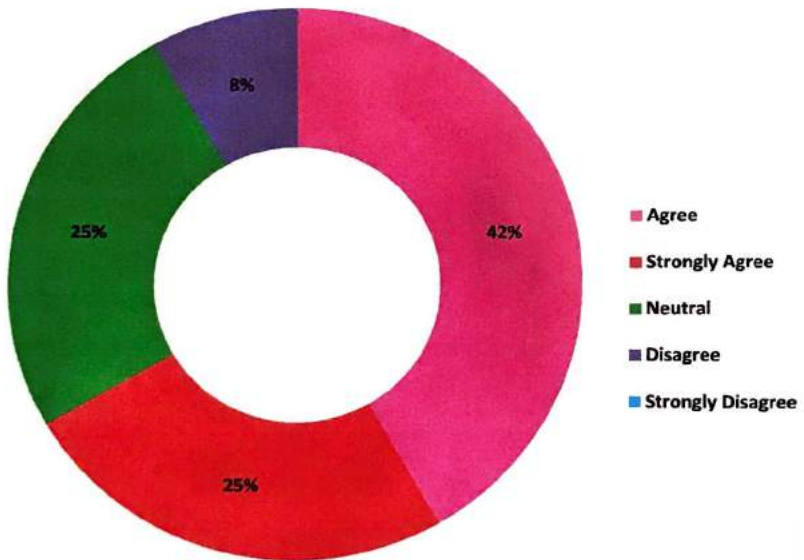
**Question 7.** Is the timely coverage of curriculum possible in the mentioned number of hours?

**IS THE TIMELY COVERAGE OF CURRICULUM POSSIBLE IN THE MENTIONED NUMBER OF HOURS?**



**Question 8.** Sufficient reference material and books are available for the topics mentioned in the curriculum?

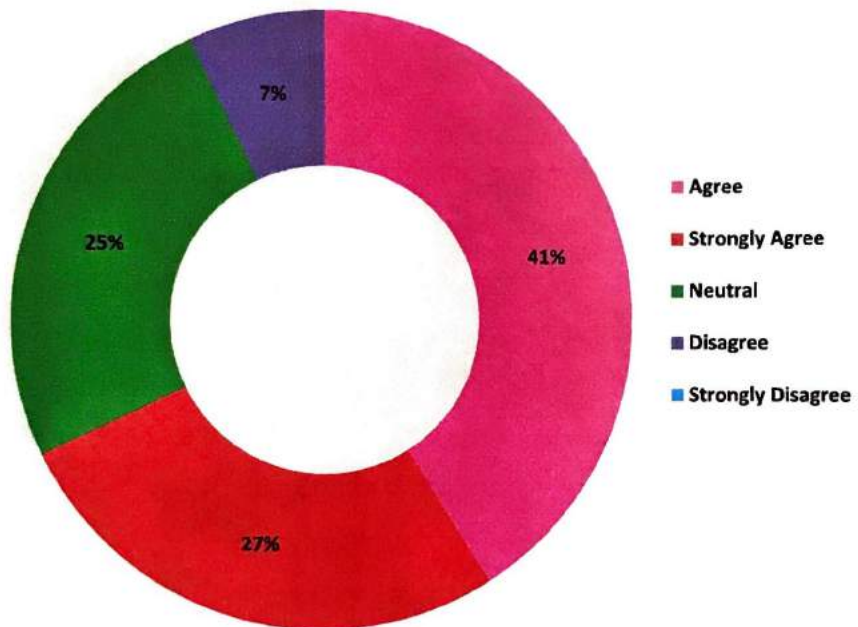
**SUFFICIENT REFERENCE MATERIAL AND BOOKS ARE AVAILABLE FOR THE TOPICS MENTIONED IN THE CURRICULUM**



*Benny*  
Principal  
St. Bede's College  
Shimla 171002

**Question 9.** The evaluation methods mentioned in the curriculum are sufficient for providing proper assessment.

**THE EVALUATION METHODS MENTIONED IN THE CURRICULUM ARE SUFFICIENT FOR PROVIDING PROPER ASSESSMENT**

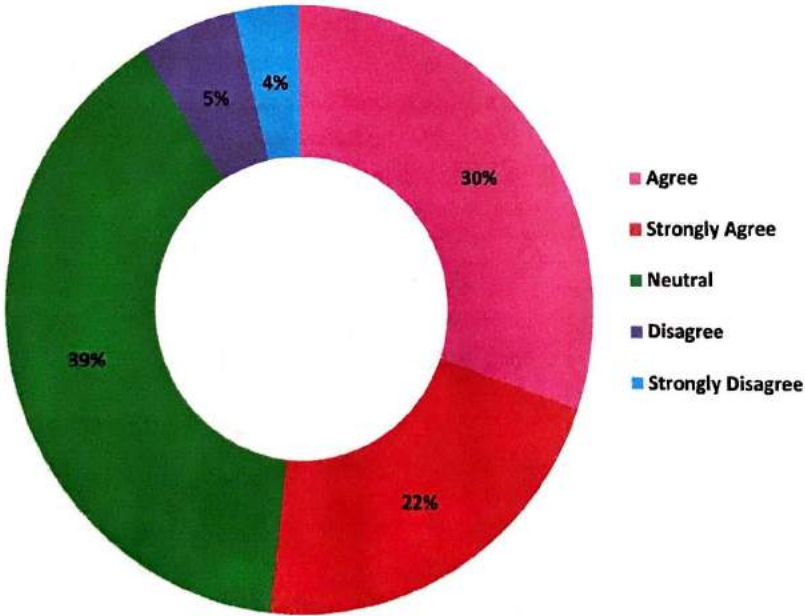


Principal  
St Bede's College  
Shimla 171002



**Question 10.** E-content and ICT is duly integrated in the curriculum for enhanced learning experience.

**E-CONTENT AND ICT IS DULY INTEGRATED IN THE CURRICULUM FOR ENHANCED LEARNING EXPERIENCE**



*Beany*  
Princip  
St. Bede's College  
Shimla 171002

## Students' Feedback on the Curriculum

2018-2019

The college collected feedback from students on offered curriculum to assess its vitality for them. The information so gathered is useful to understand the strengths and problems with the offered programs. It can further help to redesign the curriculum thus fostering better learning experience. The conducted survey included issues related to satisfaction regarding the following pointers-

- Structured, comprehensive and relevant curriculum which balances theory and its application.
- Internships, Student Exchange and Field visit opportunities.
- Development of soft skills, life skills and employability skills.
- Development of analytical and problem-solving skills.
- Relevance to real life situations, current trends and practices in the respective disciplines.
- Adequate balance between studies and social life.
- Timely completion of syllabus.
- Availability of sufficient reference material and books.
- Transparency in evaluation methods for overall assessment.
- Usage of e-content and ICT for enhanced learning experience.

### **The result of the feedback is as follows:**

The first pointer indicates that the curriculum is effective and comprehensive yet it should be re-structured so that it maintains a balance between theory taught in the classrooms and its real time application.

More internship opportunities, student exchange programs for exposure and field visits need to be organised to provide practical knowledge to the students.


Soft skills and life skills are well developed and enhanced through the provided curriculum but more emphasis should be given to employability, analytical and problem-solving skills.

There is a need to re-design curriculum so that it allows students to work on socially relevant issues and a balance is maintained between theory taught and implementation.

According to the seventh pointer, majority of the students believe that the time allotted to cover the syllabus is sufficient but the length of the syllabus should be reduced and reference material, books for readings should be easily available in the college library.

For proper assessment of the students' performance, the parameters mentioned in the curriculum should be modified certainly by prioritizing overall participation in extracurricular activities.

The last pointer highlights that the usage of ICT tools should be increased to enhance better learning experience of the students.

  
Binayak  
St. Paul's College  
Shimla, India

### Action Taken Report

<b>Feedback</b>	<b>Action Taken</b>
Emphasis on Internships, Field visits and skill development	Add-on and certificate courses are offered for the skill development of students. More field visits and internship opportunities are being offered to the students through multiple agencies.
More usage of ICT	Technological advancement and upgradation is required even in the field of education thus more usage of smart boards and e-content (PPTs) are being encouraged for teaching-learning experience.
Revision of the designed curriculum and reading material	For overall revision and restructuring of curriculum, the college administration has raised and discussed matter with the members of Board of Studies. Library of the college has been well equipped with the latest books and other references. The faculty members are also encouraging students constantly to take up original readings and prepare self-notes.

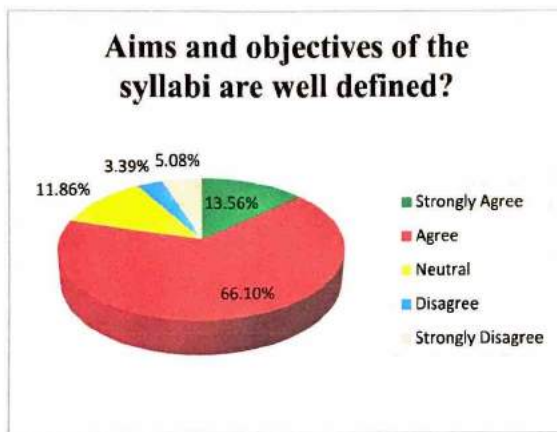




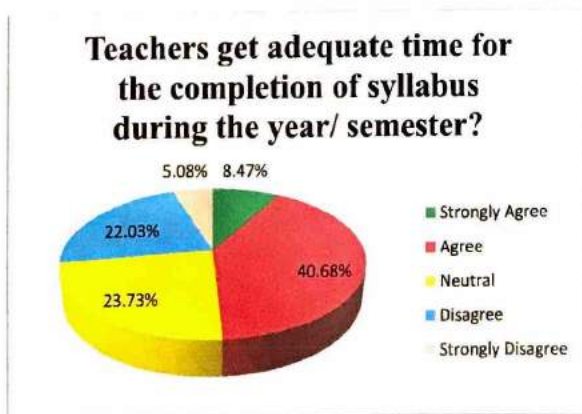
## TEACHERS FEEDBACK ON CURRICULUM

2018-2019

### 1. Aims and objectives of the syllabi are well defined?



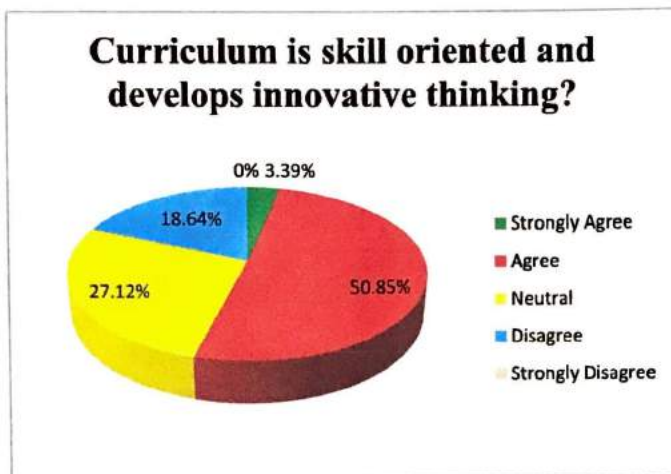
### 2. Teachers get adequate time for the completion of syllabus during the year/ semester?



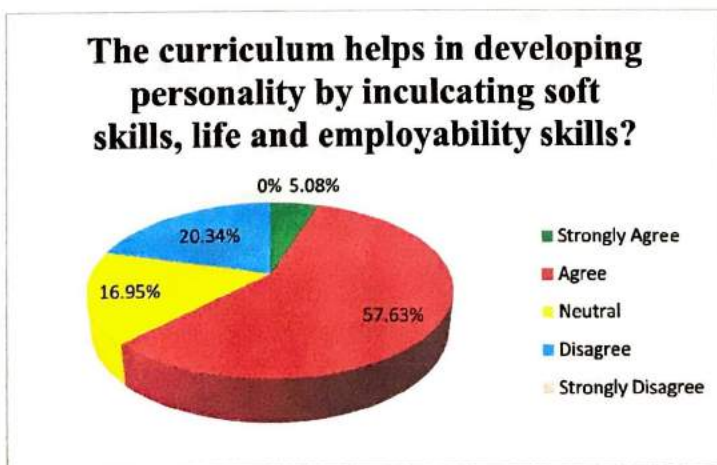
*Benny*

Principal  
St. Bede's College  
Shimla 171002

**3. Curriculum is skill oriented and develops innovative thinking?**

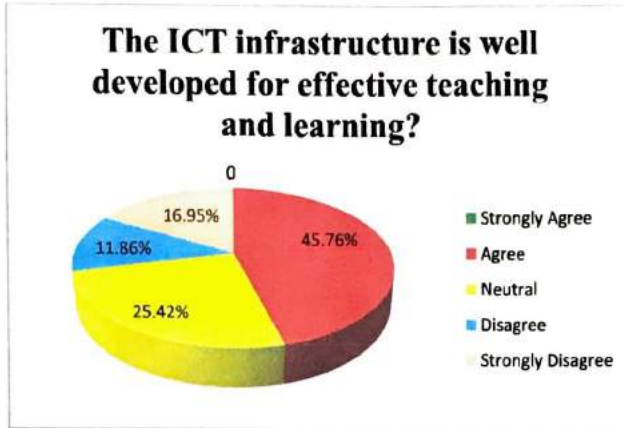


**4. The curriculum helps in developing personality by inculcating soft skills, life and employability skills?**

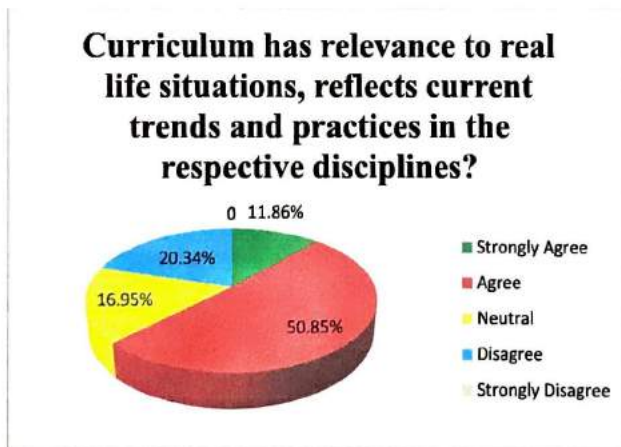


*Beemje*  
Principal  
St. Bede's College  
Shimla 171002

**5. The ICT infrastructure is well developed for effective teaching and learning?**



**6. Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines?**

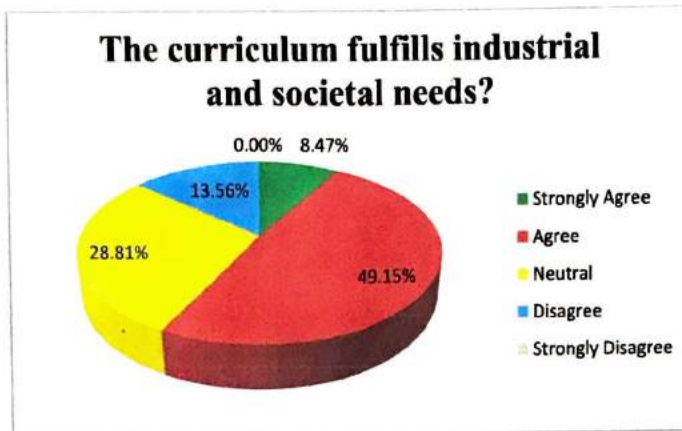


*Benny*

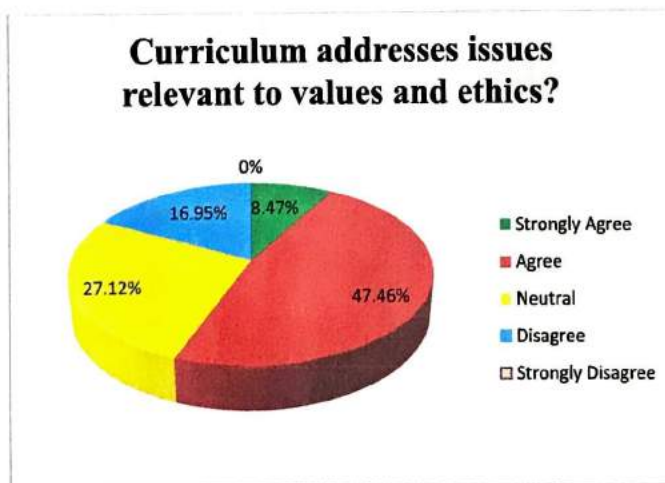
Principal  
St. Bede's College  
Shimla 171002



**7. The curriculum fulfills industrial and societal needs?**



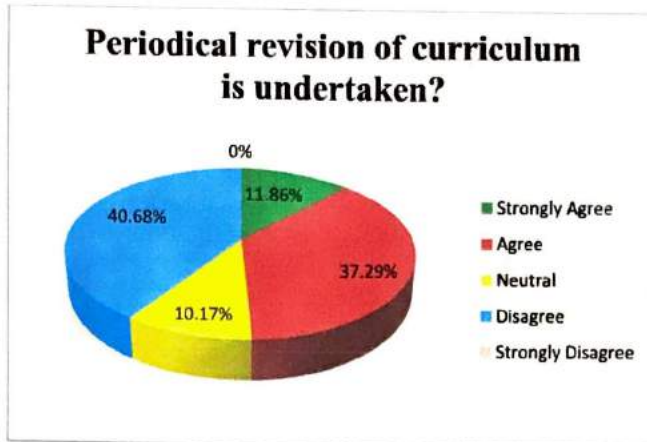
**8. Curriculum addresses issues relevant to values and ethics?**



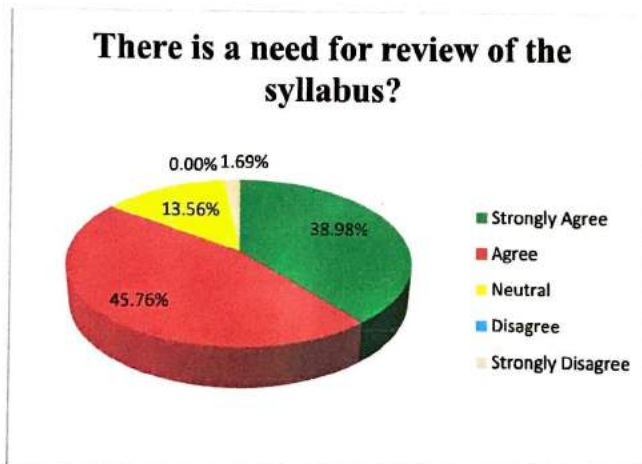
*Beany*

Principal  
St. Bede's College  
Shimla 171002

**9. Periodical revision of curriculum is undertaken?**



**10. There is a need for review of the syllabus?**



*Benny*

Principal  
St. Bede's College  
Shimla 171002

## **Teachers' Feedback on Curriculum**


**2018-2019**

To gather teachers' feedback on curriculum is a requisite exercise for evaluating the established objectives, outcomes and relevance of the offered programs. Thereby, a department wise survey of the teachers was conducted in the college on following pointers-

- **Aims and objective of the curriculum.**
- **Adequacy of time for completion of the syllabus.**
- **Promotion of skill development and innovative thinking.**
- **Personality development through soft skills, life and employability skills**
- **Developed ICT infrastructure for better teaching and learning experience**
- **Relevance of the curriculum to real life situations and reflecting recent trends in related discipline.**
- **Fulfilment of the industrial and societal needs.**
- **Curriculum addressing issues related to values and ethics.**
- **Undertaking periodical revision of curriculum.**
- **Need for the review of the syllabus.**

**Following is the analysis of the response submitted by the teachers on curriculum.**


- The syllabus offered under different courses is generally covered in time and the objectives are also mostly well defined.
- An up-gradation within syllabus is required to make discipline more relevant to the changing industrial and societal demands.
- The curriculum has proved beneficial in inculcating and developing ethics and soft skills yet more emphasis is required to develop employability skills as these are most essential to make our students stand out differently.
- The curriculum should be more engaging and lay emphasis on innovative thinking, creativity and analytical skills of the students.
- ICT tools should be used often to make teaching-learning more engaging and keep up the students' interest in lectures.
- Overall, it is evident that more usage of ICT tools, development of employability skills, proper balancing of studies and its societal usage, more inclusive assessment methodology are some debilitating spheres which need to be addressed by the administration.

  
Principal  
St. Bede's Coll.  
Shimla 171001



### Action Taken Report

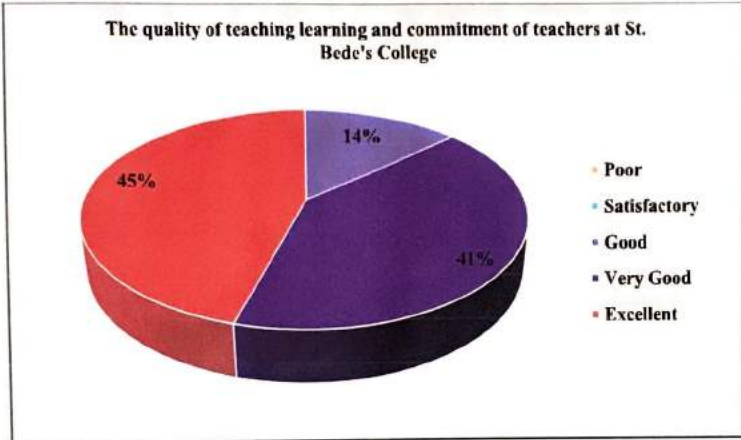
FEEDBACK	ACTION TAKEN
Revision of the syllabus to make it more relevant to the societal, industrial and corporate world.	The concern was discussed with the affiliating University experts by the members of Board of Studies.
Demand for skill based Courses.	The institution is offering Add-on courses to increase employability skills of the students such as Tally, GST, Personality Development, etc which prove vital in enhancing technical and soft skills of the students.
More Usage of ICT	The faculty members have been encouraged to use hybrid mode of learning through Smart Boards, Documentaries, Google Classrooms, other audio-visual aids to make teaching learning more interesting.
Making assessment methodology more inclusive and transparent	The students are made aware about the segregation of marks in assessment in the beginning of every session. The given parameters are clearly defined with total marks allotted to each set. To make assessment more transparent, it is uploaded on Campus Whizz and also discussed with students.

  
Principal  
St. Bede's College  
Shimla 171002

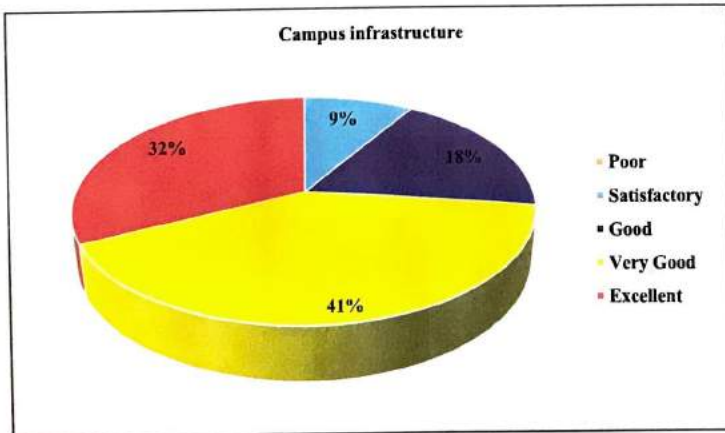
## ALUMNI FEEDBACK- 2018-2019

Number of Respondents: - 22

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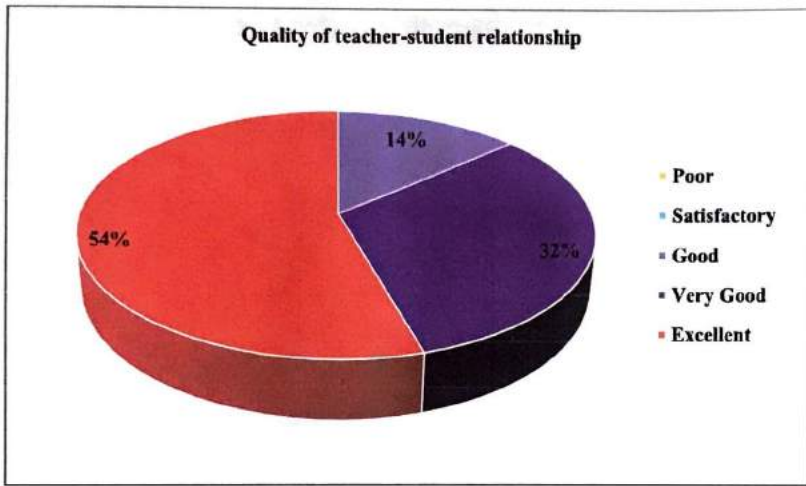
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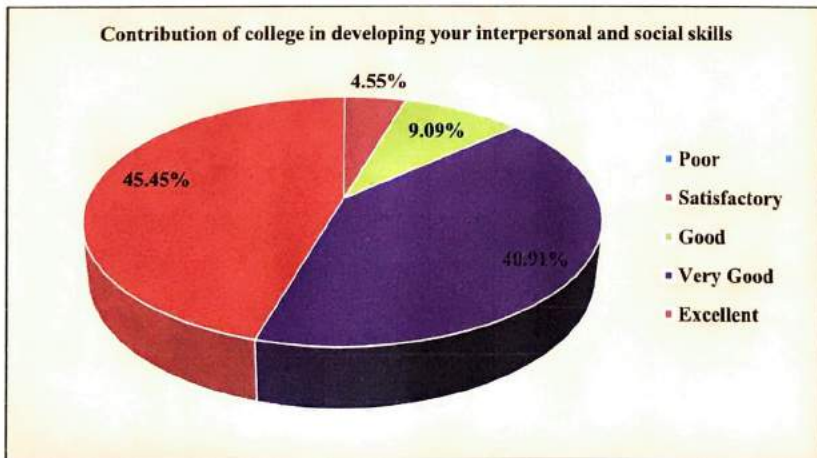
*Benny*

St. Bede's College  
Srinagar

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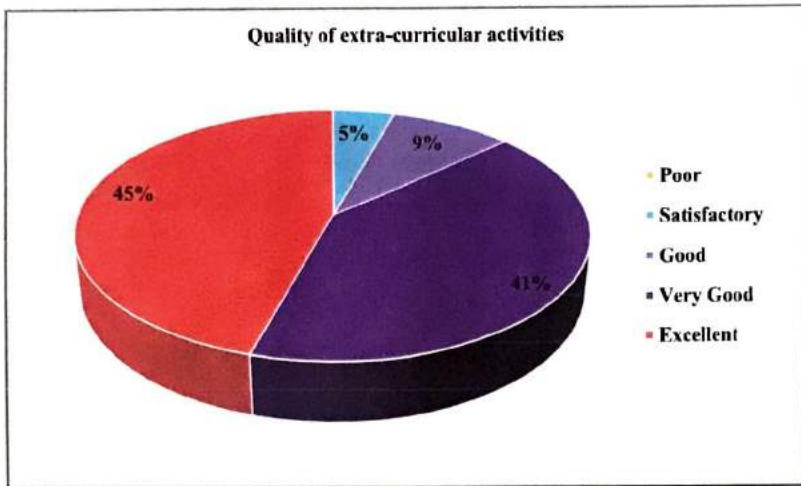


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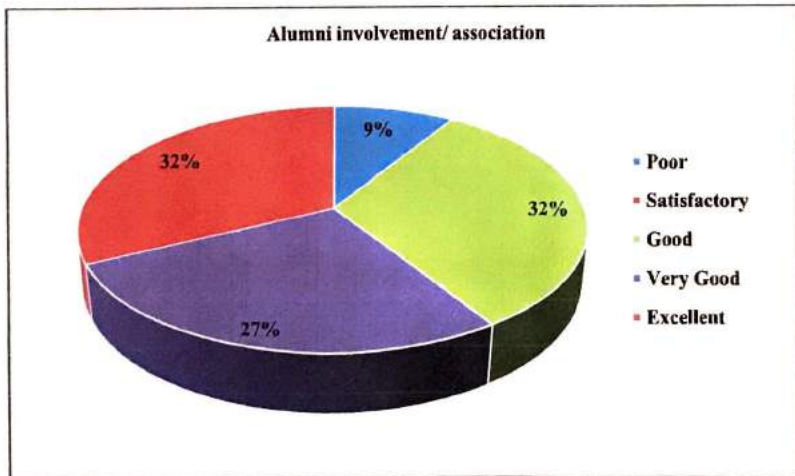




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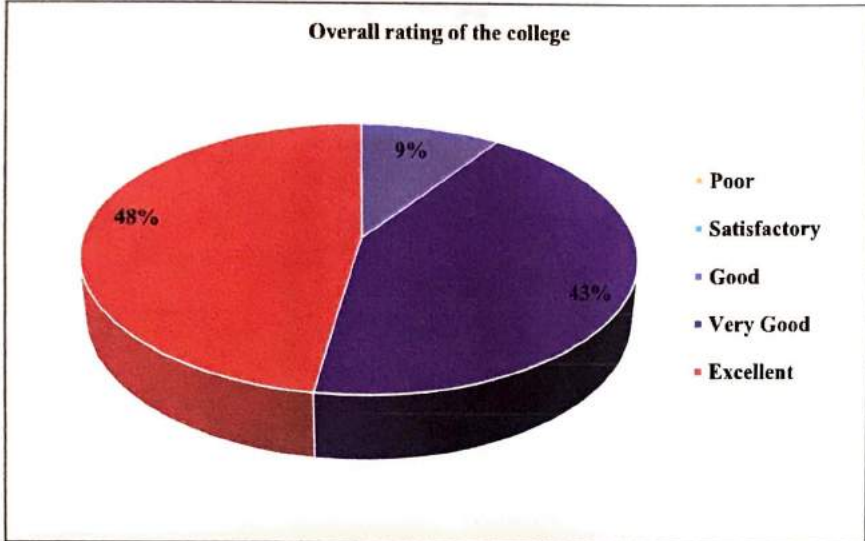
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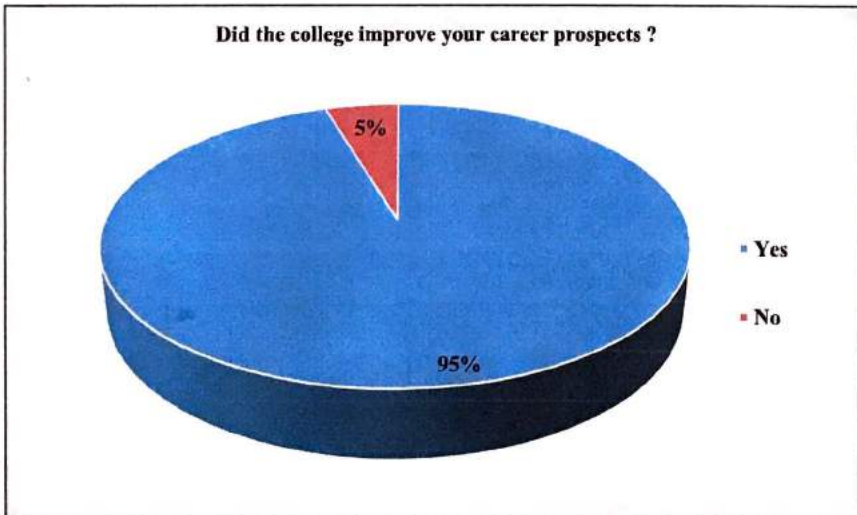
*Benny*

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12/12/2023

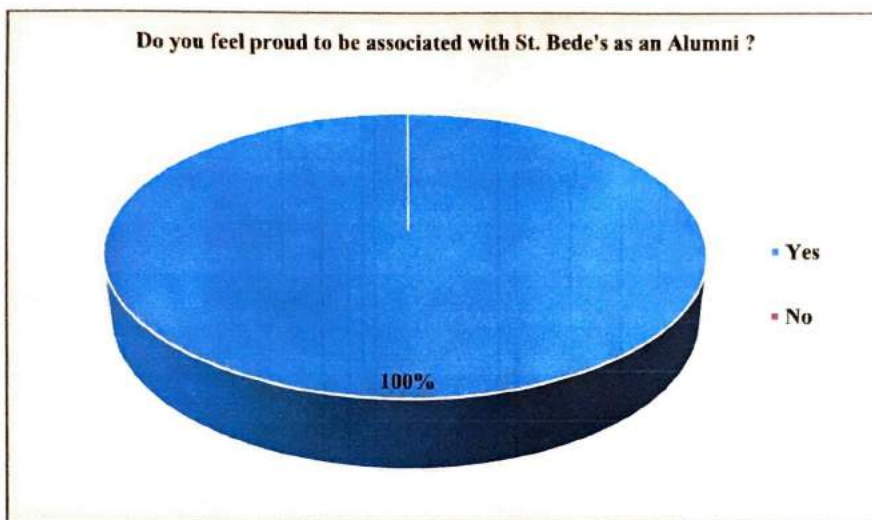
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### **Alumni Feedback Analysis**

To assess the progress of both the faculty and the college, St. Bede's College recognizes the invaluable role played by various stakeholders in providing feedback. This feedback serves as a genuine means of identifying and understanding the institution's strengths and challenges, ultimately contributing to the improvement of the quality of education provided. One significant stakeholder group is the alumni, from whom feedback has been collected on several key aspects.

#### **Collecting Alumni Feedback:**

The college has actively solicited feedback from recently graduated students through an online survey. The alumni were asked to share their insights and opinions on various dimensions, including:

- Quality of teaching-learning and commitment of teachers at St. Bede's College.
- Campus infrastructure.



- Quality of teacher-student relationships.
- Contribution of the college in developing interpersonal and social skills of the students.
- Quality of extracurricular activities.
- Alumni involvement/association.
- Overall rating of the college.
- Career prospects development.
- Sense of pride associated with St. Bede's as alumni.

**Summary of Alumni Feedback:**

Based on the feedback received, the following observations have been made:

- **Quality of Teaching-Learning:** The teaching-learning process at St. Bede's College has been positively regarded by the alumni. The teachers demonstrate commitment towards their students and the institution.
- **Campus Infrastructure:** Alumni feedback highlights the need for further development and renovation of campus infrastructure to sustain and enhance the facilities provided to students.
- **Teacher-Student Relationships:** The alumni report that the teachers maintain congenial and friendly relationships with their students, fostering active participation and overall development.
- **Interpersonal and Social Skills Development:** The college has played a vital role in enhancing the interpersonal and social skills of its students through various community outreach programs and competitions.
- **Alumni Involvement/Association:** Alumni involvement is seen as an area requiring improvement. There is a call for a stronger association that serves as an interface between ex-Bedeians and the functioning of the institution. Alumni can play a crucial role in guiding college students through workshops and interactive sessions.
- **Overall Satisfaction and Pride:** A majority of students express satisfaction with the overall functioning of the college and take pride in being associated with this esteemed institution.

**Conclusion:**

While St. Bede's College receives positive feedback on various aspects of its operations, there are also areas that require attention and improvement. By addressing these challenges and weaknesses, the college can provide an enhanced learning experience for its students. Taking into account the valuable feedback from alumni, St. Bede's College is committed to continuously improving and ensuring the highest quality of education.

*Beech*

St. Bede's College

**Action Taken Report**

<b>Feedback</b>	<b>Action Taken</b>
Need for skill-based courses.	<p><b>Expansion of Educational Offerings: Certificate Courses</b></p> <p>St. Bede's College has taken significant strides in broadening its educational offerings to cater to diverse student interests and career aspirations. Various departments within the college now offer certificate courses, allowing students to acquire specialized knowledge and skills beyond their core curriculum. These courses provide valuable opportunities for students to explore new areas of study and enhance their employability.</p> <p><b>Enhanced Placement Cell:</b></p> <p>Recognizing the importance of career guidance and placement support, the Placement Cell at St. Bede's College has undergone a substantial transformation. It has become more active and proactive in connecting students with potential employers and job opportunities. The Placement Cell now plays a vital role in bridging the gap between academia and industry, assisting students in securing internships and employment.</p> <p><b>Expansion of Add on Courses:</b></p> <p>In addition to the regular curriculum, St. Bede's College has introduced Add on courses to provide students with a wider range of learning opportunities. These courses are designed to address emerging trends, industry demands, and interdisciplinary subjects. By offering these courses, the college ensures that students have access to a more comprehensive and versatile education.</p>
Infrastructure of the college needs more development.	<p><b>Improved I.T. Infrastructure:</b></p> <p>St. Bede's College has made significant investments in enhancing its Information Technology (I.T.) infrastructure. The college now boasts improved</p>



	<p>technological facilities, including upgraded computer labs, high-speed internet connectivity, and advanced software tools. This investment enables students and faculty members to leverage technology for a more enriched learning experience.</p> <p><b>Introduction of Smart Classes and Hybrid Learning:</b></p> <p>To keep pace with the evolving educational landscape, St. Bede's College has implemented smart classes, integrating technology and multimedia resources into classroom instruction. These smart classes facilitate interactive and engaging learning experiences for students, making education more dynamic and effective. Additionally, teachers have embraced a hybrid mode of learning, combining traditional classroom teaching with online platforms and resources. This approach allows for greater flexibility and adaptability in catering to different learning styles and circumstances.</p>
<p>Alumni involvement should be increased.</p>	<p><b>Alumni Engagement and Student Orientations:</b></p> <p>Recognizing the significance of fostering a strong alumni network, St. Bede's College is planning to organize an Alumni Meet. This event aims to bring together former students, or Ex-Bedcians, to a common platform, facilitating networking, mentorship, and knowledge sharing opportunities. Moreover, the college frequently invites students to participate in various programs and orientations to welcome and guide fresh batches, ensuring a smooth transition and holistic support throughout their academic journey.</p>

*Benny*

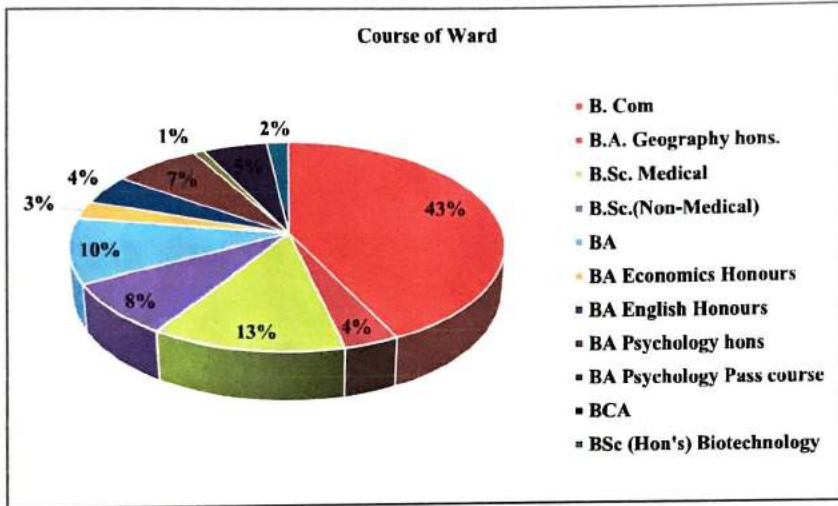
St. Bede's College  
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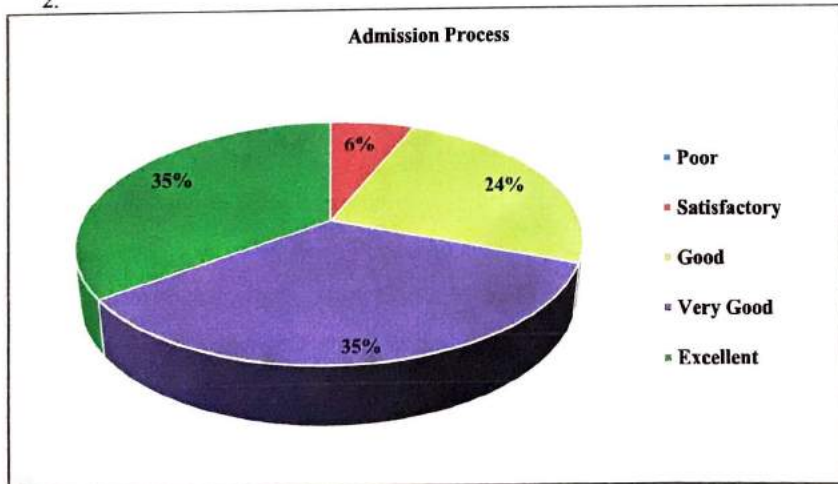
## Parents Feedback Analysis 2018-2019

Number of Respondents: - 110

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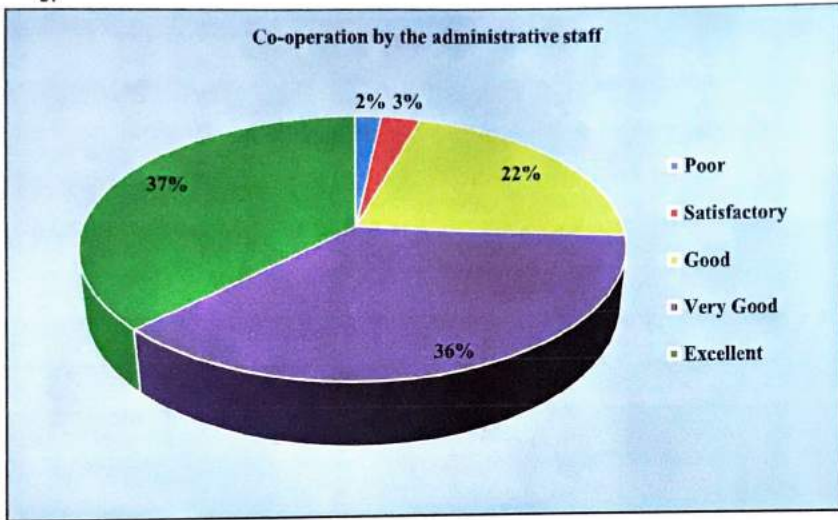
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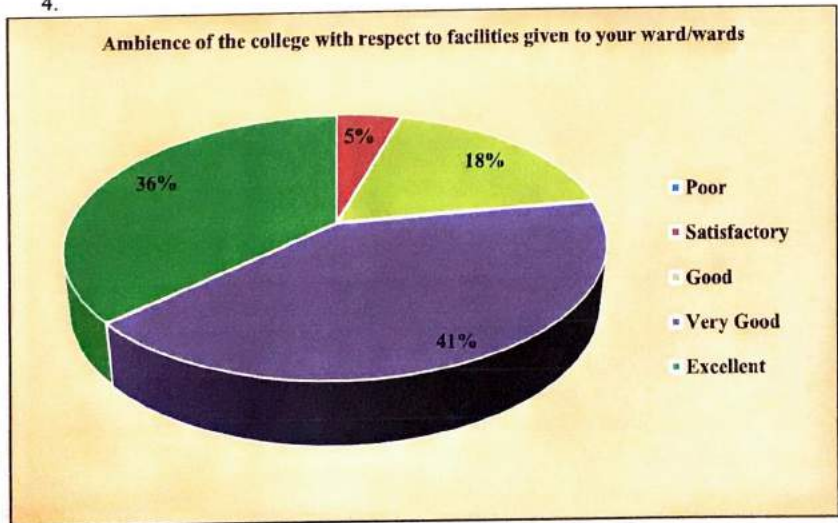
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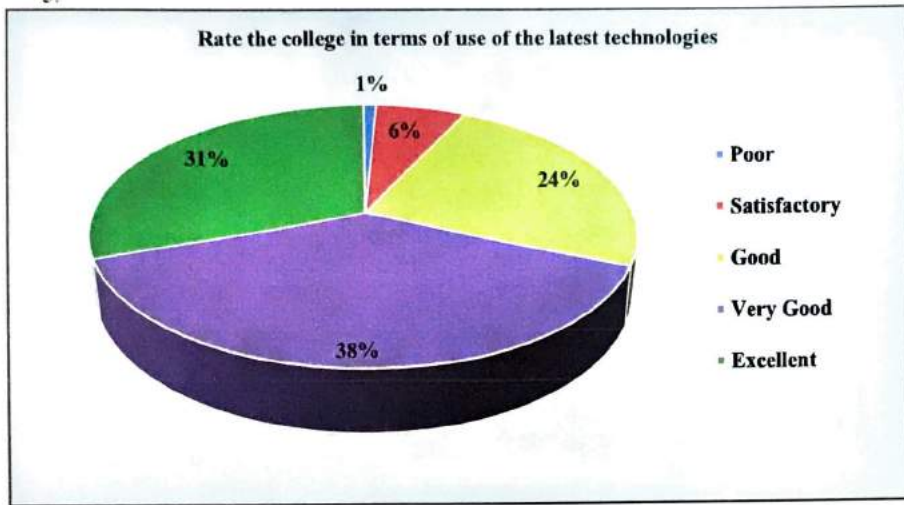


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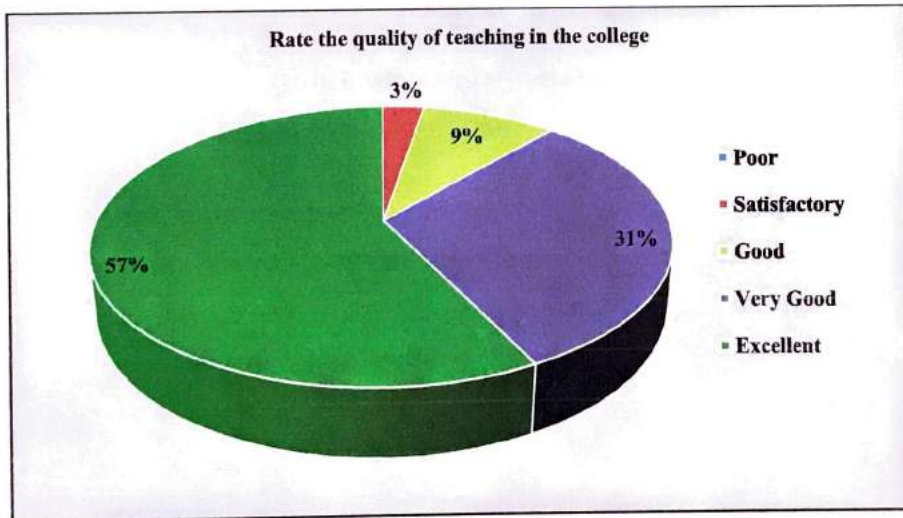


*Benny*  
Principal  
St. Bede's College  
Shimla, India

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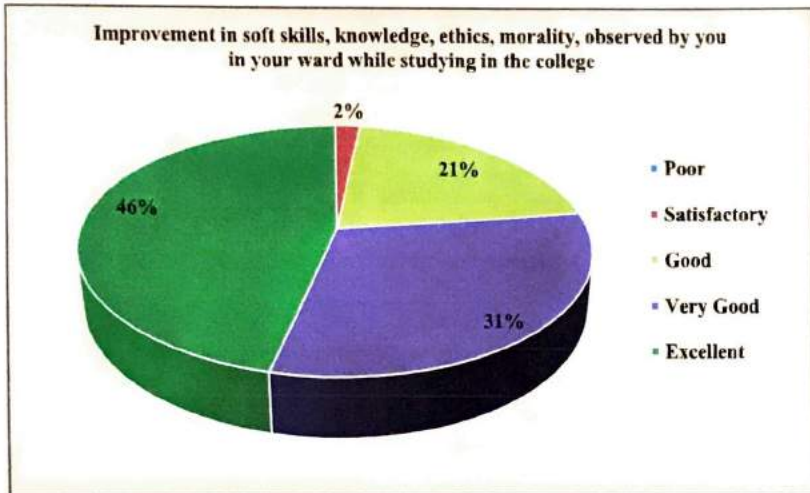


*Benny*

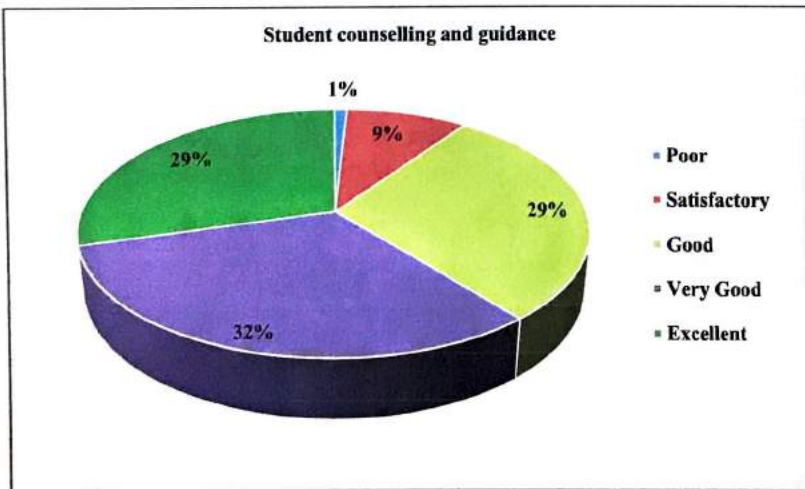
Principal  
M. B. D. College  
Shimla 171002



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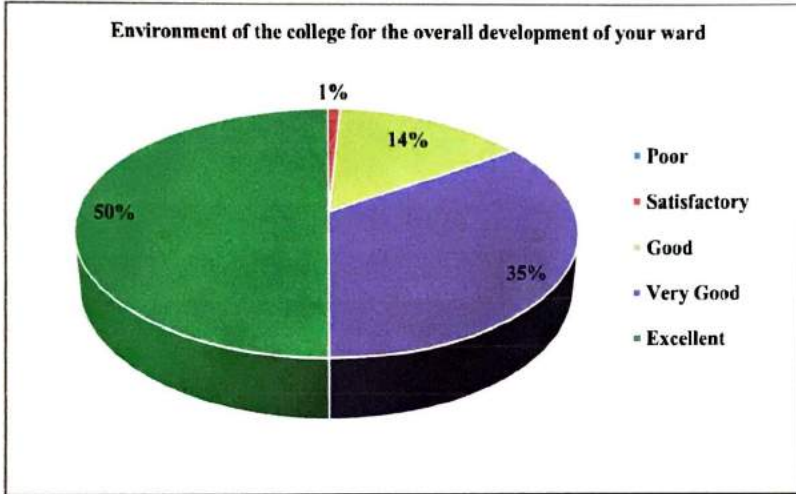


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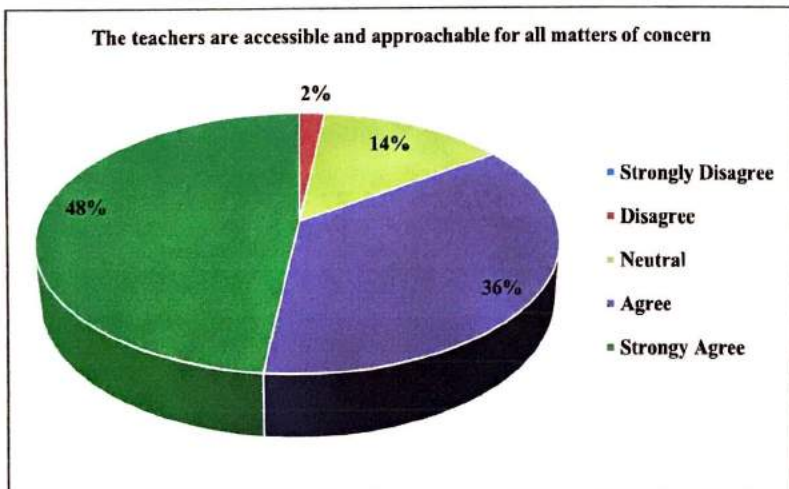


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Shinde

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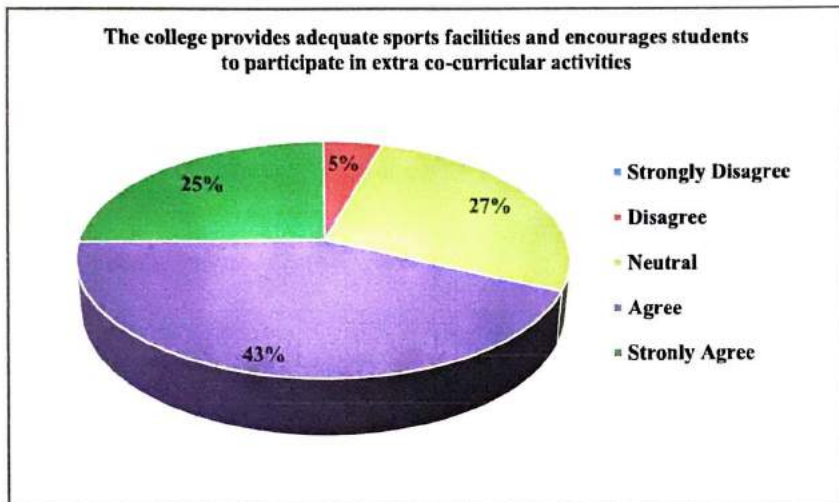
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### **Parents' Feedback**

**2018-2019**

Parents' feedback is an important parameter to know about an institution's overall performance. It also contributes towards adoption of better teaching methodology and enhancement in learning experience of the students. The feedback is collected from the parents on the following pointers to know about their level of satisfaction.

- Course of the student
- Admission Process
- Cooperation by administrative staff
- Ambience of the college with respect to facilities given to the students.
- Usage of latest technologies
- Quality of teaching in the college

*Benny*  
St. Joseph's  
Shimla W. P.



- Improvement in soft skills, knowledge, ethics, morality
- Student counseling and guidance.
- Environment of college for overall development
- Teachers' approachability and accessibility.
- Adequate sports facilities and extra-curricular activities.

• **Admission Process:** Parents' feedback indicates that the college's admission process is transparent and satisfactory. They express satisfaction with the overall functioning and efficiency of the institution's admission procedures.

• **Administrative Staff:** Parents appreciate the cooperative nature of the college's administrative staff. The staff is readily available to assist students whenever needed, creating a supportive environment.

• **Campus Infrastructure:** Parents find the college's ambience and infrastructure to be good and spacious. They acknowledge the facilities provided, such as Wi-Fi-enabled campus, smart boards, auditoriums, and common rooms, as satisfactory.

• **Quality Of Teaching:** Parents perceive the quality of teaching at the college to be good.

• **Development Of Communication Skills and Values:** According to parents, there is visible development in students' communication skills and overall personality after joining the institution. They appreciate the college's contribution to instilling a strong value system and morality in students, evident in their behavior.

• **Student Counseling And Guidance:** Parents highlight the importance of providing comprehensive student counseling, consultancy, and guidance facilities.

• **Approachable Teachers:** Parents find the teachers to be approachable, problem solvers, and generally accessible. This facilitates effective communication and support for students and parents.

• **Extra-Curricular and Sports Activities:** Parents believe that students should be encouraged and provided with opportunities to participate in extracurricular and sports activities for their overall development. They suggest putting more emphasis on improving sports facilities and organizing tournaments.

### Action Taken Report on Parents' Feedback

1. Student counseling and guidance: In response to the parents' feedback regarding the importance of student counseling and guidance, the college decided to:
  - Conducted workshops and seminars on career counseling, goal setting, and academic planning to help students make informed decisions about their future.
  - Enhance the availability of individual counseling sessions for students to address their personal and academic concerns.

*Beena*  
 Director  
 St. Joseph's College  
 Shimla, Himachal Pradesh

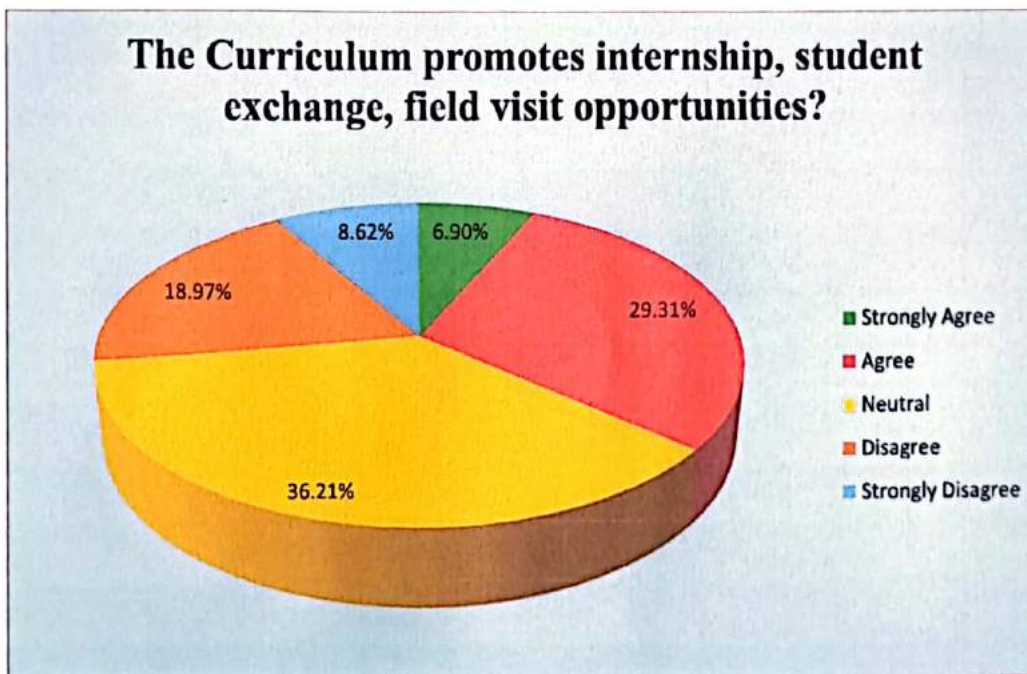
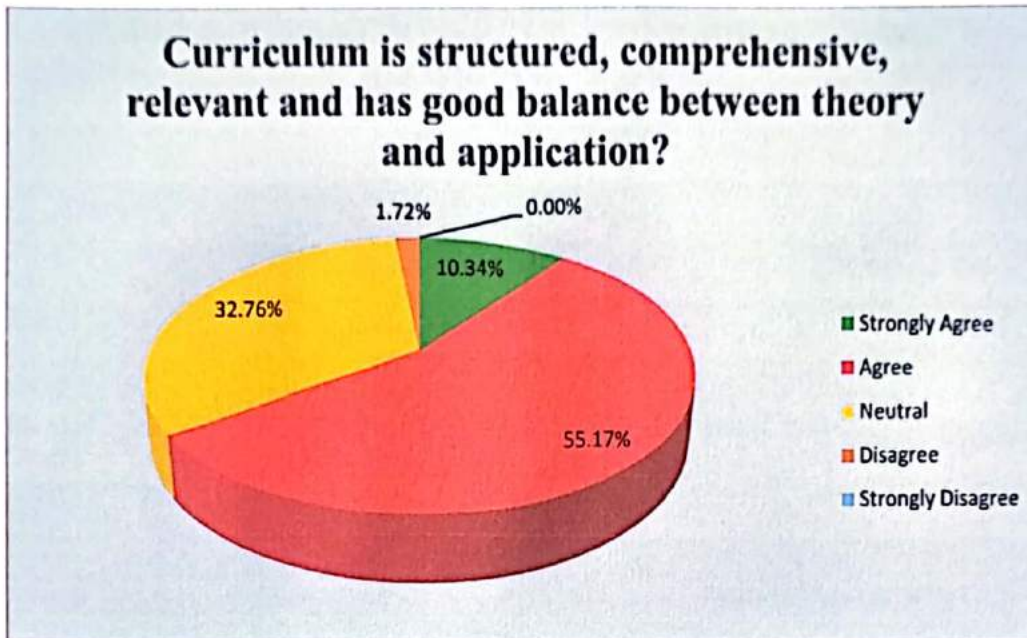
- Strengthen the mentorship programs.
2. Extra-curricular and sports activities: To address the parents' suggestion of emphasizing extracurricular and sports activities, the college decided to
- Expand the range of extracurricular activities offered to students, including clubs, societies, and interest-based groups, to cater to a variety of interests and talents.
  - Organized regular sports events, tournaments, and intercollegiate competitions to promote active participation and healthy competition among students.
  - Introduce physical education as an elective subject.
  - Encouraged student involvement in organizing and managing sports events to develop leadership and teamwork skills.



Principal  
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## STUDENTS FEEDBACK ON CURRICULUM

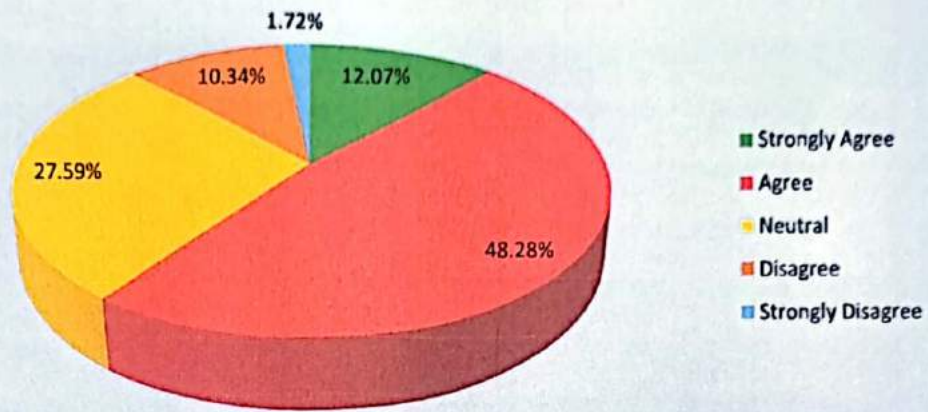
2019-20



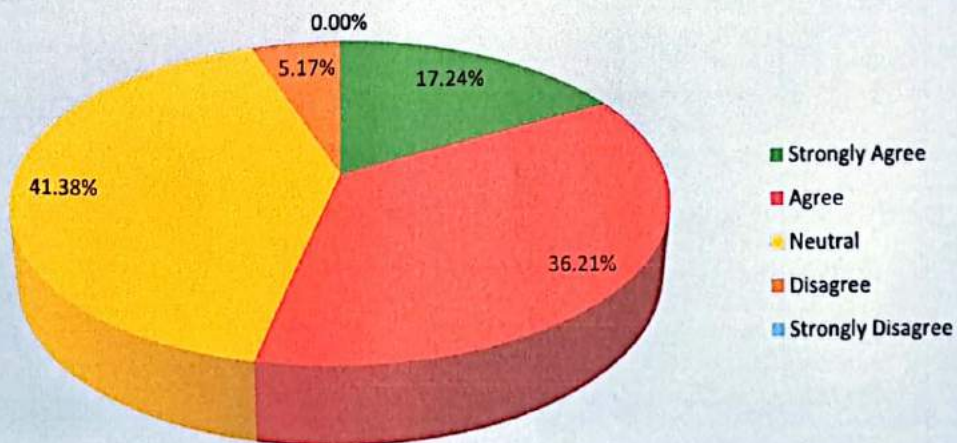
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St. P. ...  
Shimla - 2



**The Curriculum inculcates soft skills, life skills and employability skills to make you ready for the world of work?**

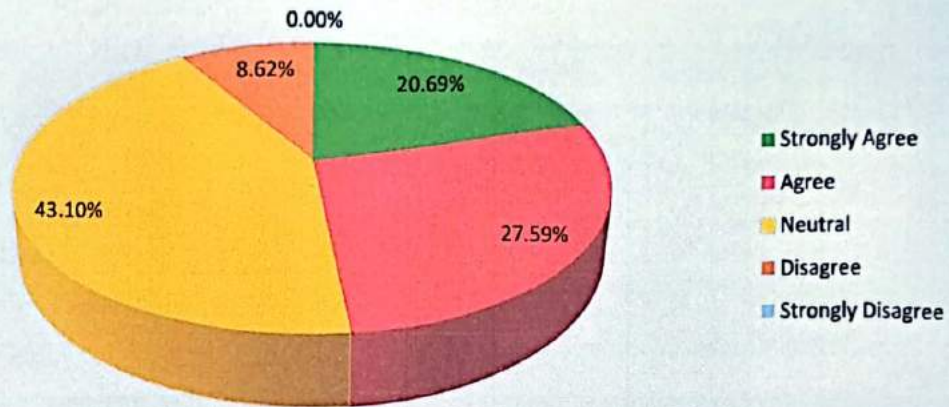


**Curriculum is effective in developing analytical and problem solving skills?**

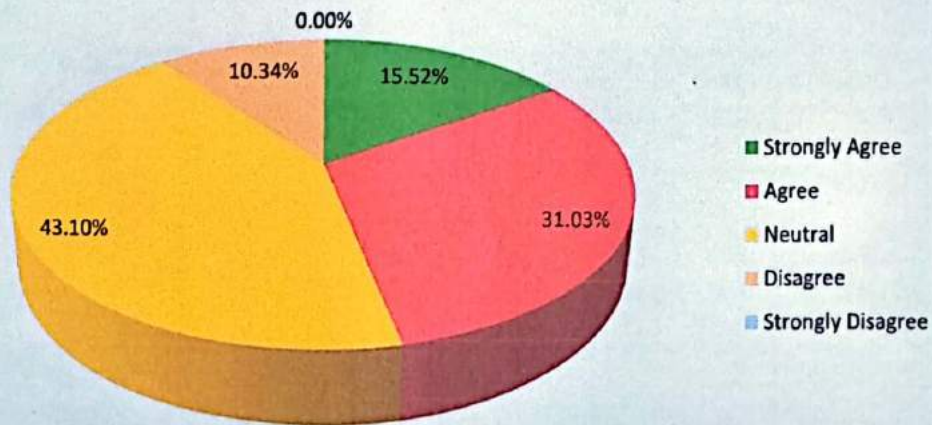


Officiating Principal  
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**Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines?**

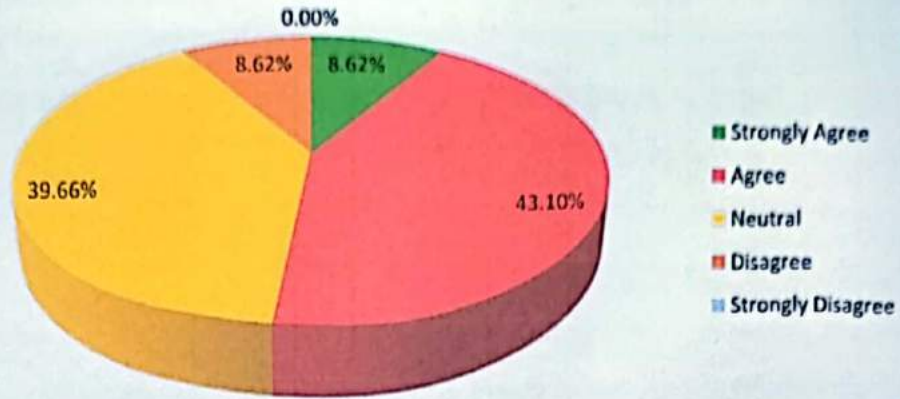


**Curriculum gives adequate balance between studies and social life?**

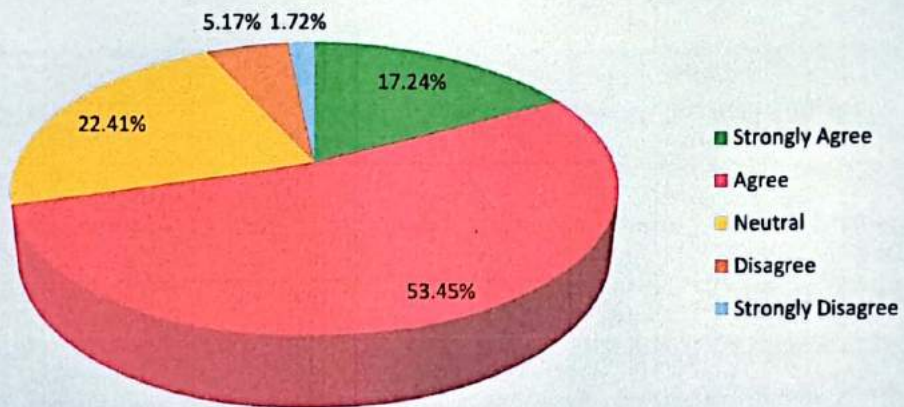


Officiating Principal  
St. Bede's College  
*Sharma*  
Shimla - 2

**Is the timely coverage of curriculum possible in the mentioned number of hours?**



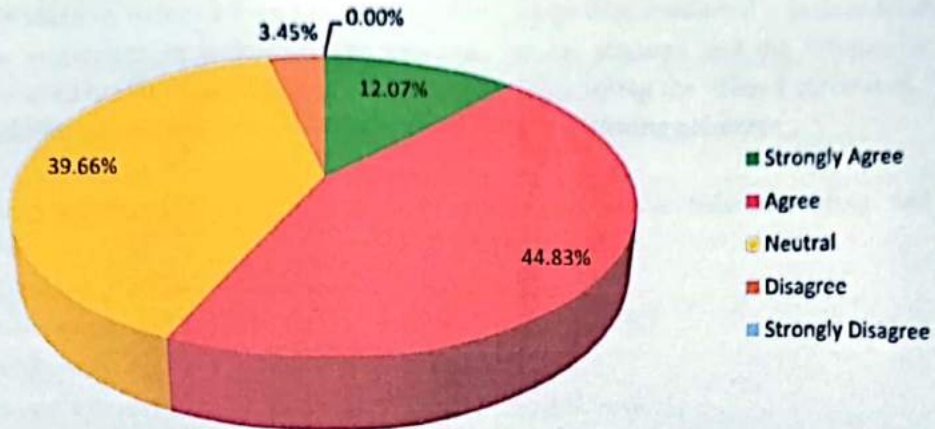
**Sufficient reference material and books are available for the topics mentioned in the curriculum?**



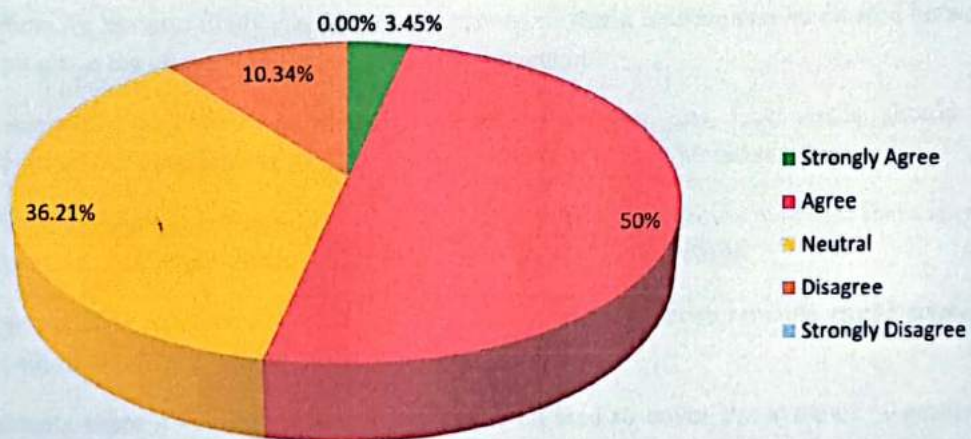
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St. Bede's College  
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**The evaluation methods mentioned in the curriculum are sufficient for providing proper assessment?**



**E-content and ICT is duly integrated in the curriculum for enhanced learning experience?**



Officiating Principal  
St. B. College  
Shimla - 2

## Student Feedback on Curriculum

2019-2020

To cater to the needs of the young generation, society and industrial demands an up-gradation of the curriculum is required from time to time. The college thus conducted a student feedback survey on curriculum to understand its relevance for the students and the information so gathered proved useful to take up necessary action in restructuring the offered curriculum. The survey included issues related to satisfaction regarding the following pointers-

- Structured, comprehensive and relevant curriculum which balances theory and its application.
- Internships, Student Exchange and Field visit opportunities.
- Development of soft skills, life skills and employability skills.
- Development of analytical and problem-solving skills.
- Relevance to real life situations, current trends and practices
- Adequate balance between studies and social life.
- Timely completion of syllabus.
- Availability of sufficient reference material and books.
- Transparency in evaluation methods for overall assessment.
- Usage of e-content and ICT for enhanced learning experience.

**The students took the survey and their responses were as follows:**

The information collected through the feedback signifies that the curriculum is effective, comprehensive but essentially requires re-structuring so that a balance can be created between theory taught in the classrooms and its real time application.

More internship opportunities, student exchange programs and field visits should be encouraged through curriculum to provide practical knowledge to the students.

The offered curriculum is helpful in inculcating soft skills and life skills yet more focus should be given to enhance employability, analytical and problem-solving skills.

The curriculum is relevant to the real-life situations however, there remains ample scope to make it adjustable to the current trends, needs and practices.

The students share a common view that the time allotted to cover the syllabus is generally sufficient but the length of the syllabus should be reduced. Reference material, books, class-notes and additional reading material should also be provided on time.

  
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The method of assessing students' performance need a slight amendment and the parameters mentioned in the curriculum should be modified by prioritizing overall participation in extracurricular activities.

The usage of ICT tools should be increased to provide enriched learning experience to the students. Videos, Power-point presentations, smart-boards should be used more in teaching-learning process.

### **ACTION TAKEN REPORT**

<b>Feedback</b>	<b>Action Taken</b>
Internship opportunities and exchange Programs	More emphasis would be on catering the needs of our students, thus availing more opportunities through signing of MOUs with numerous agencies and institutions.
Reading material, References	The faculty members constantly provide reference books and reading material to their students and encourage them to prepare their own class notes.
Emphasis on development of analytical, innovative and soft skills.	Some new skill-based Add-on courses have been introduced for the students keeping in mind their areas of interest and industrial demands.
More emphasis on ICT	Smart-boards, class PPTs and google classrooms are being used by the teachers for teaching learning process.

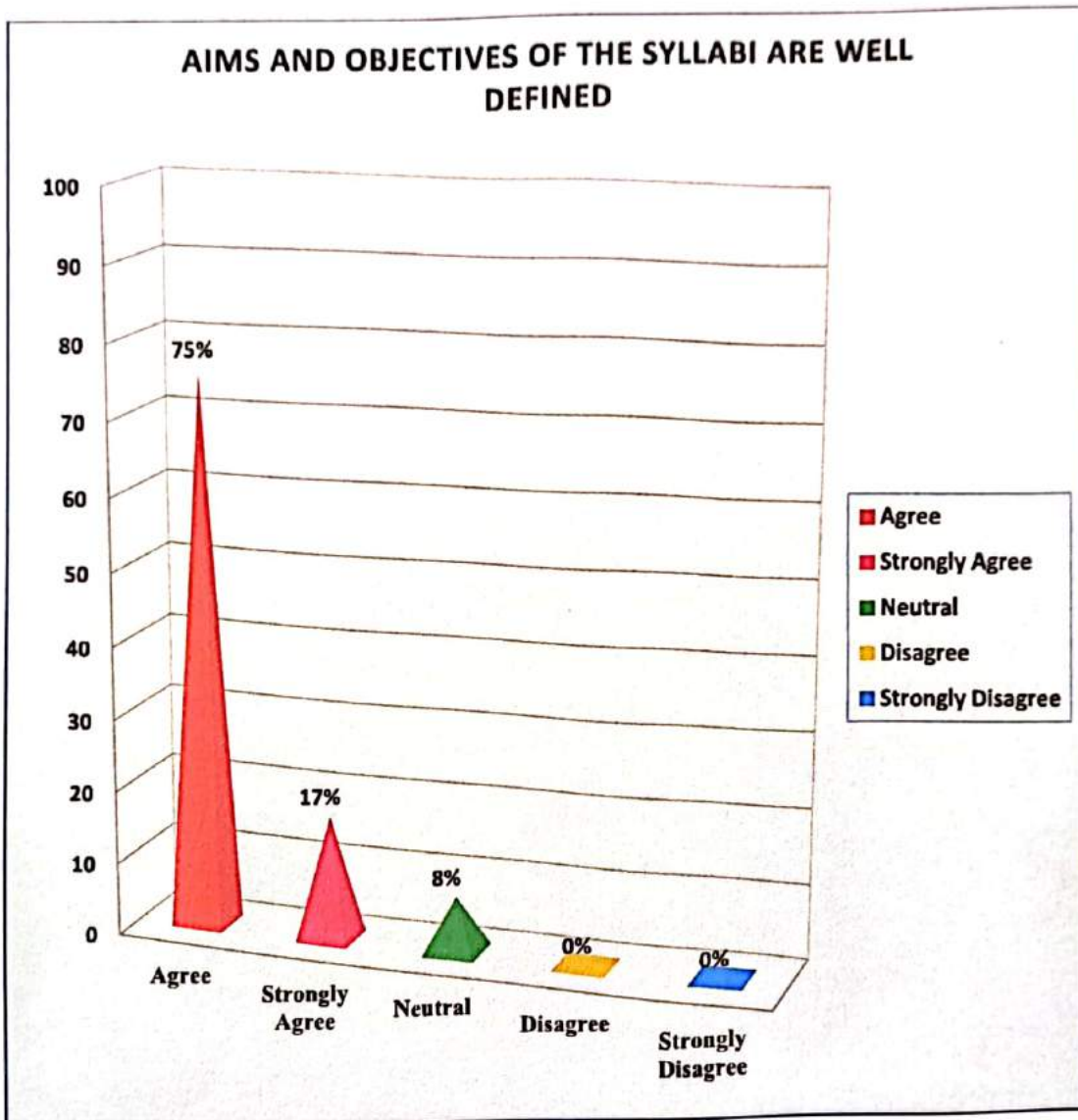
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## TEACHERS FEEDBACK ON CURRICULUM

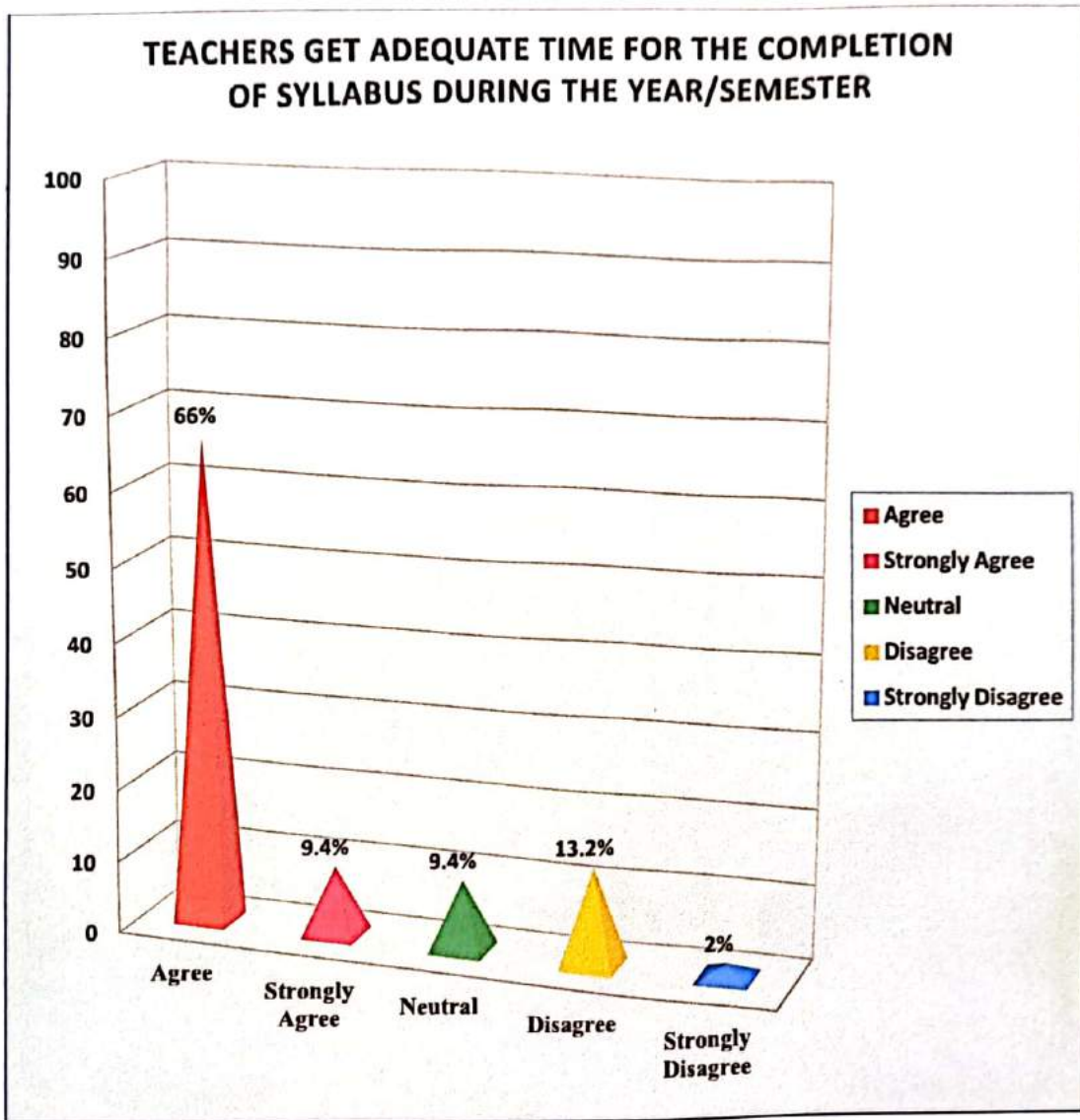
2019-2020

Question 1. Aims and objectives of the syllabi are well defined.



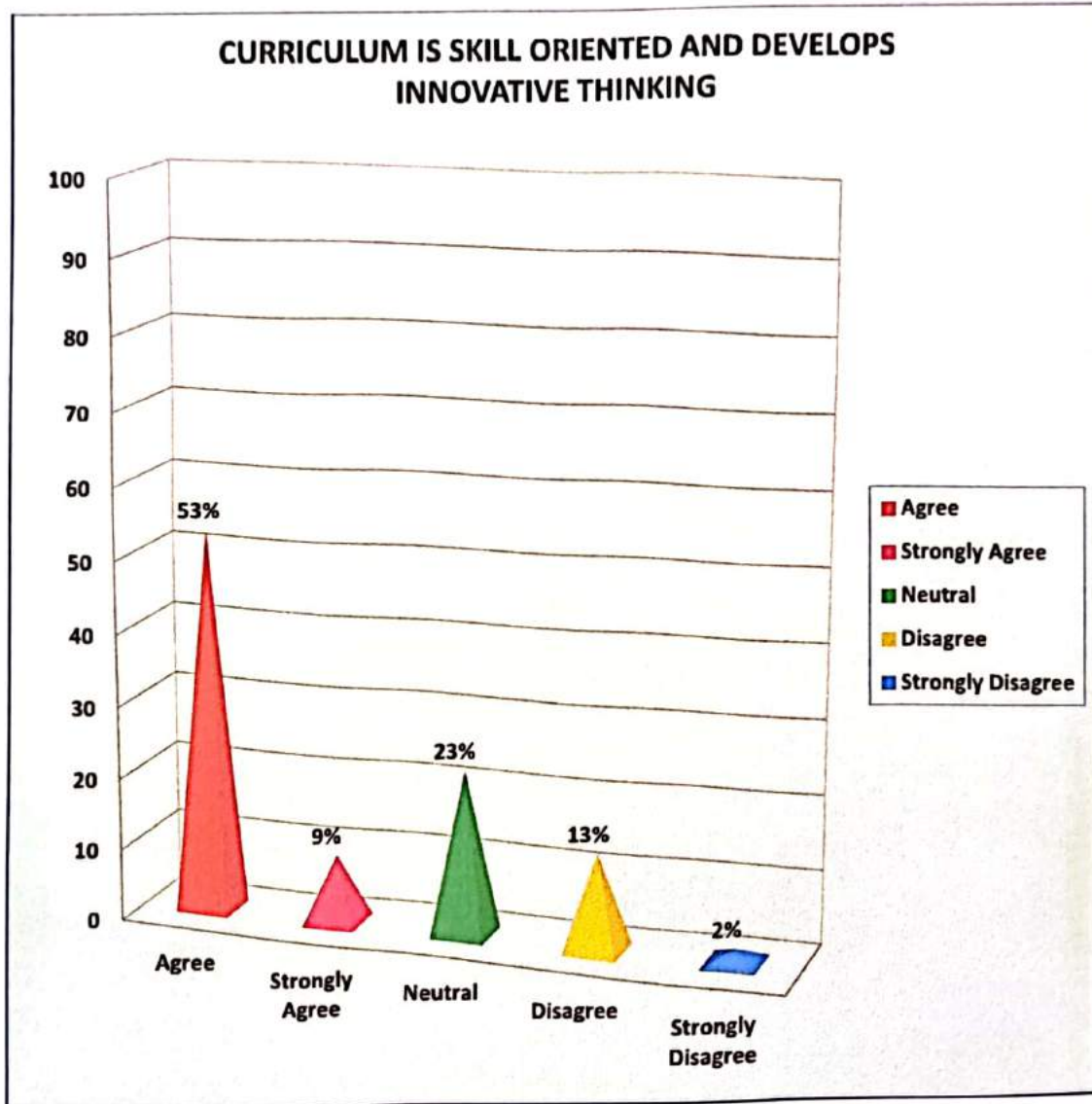
Officiating Principal  
*N. K. Sharma*  
S. Bede's College  
Shimla - 2

Question 2. Teachers get adequate time for the completion of syllabus during the year/semester.



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St. Bede's College  
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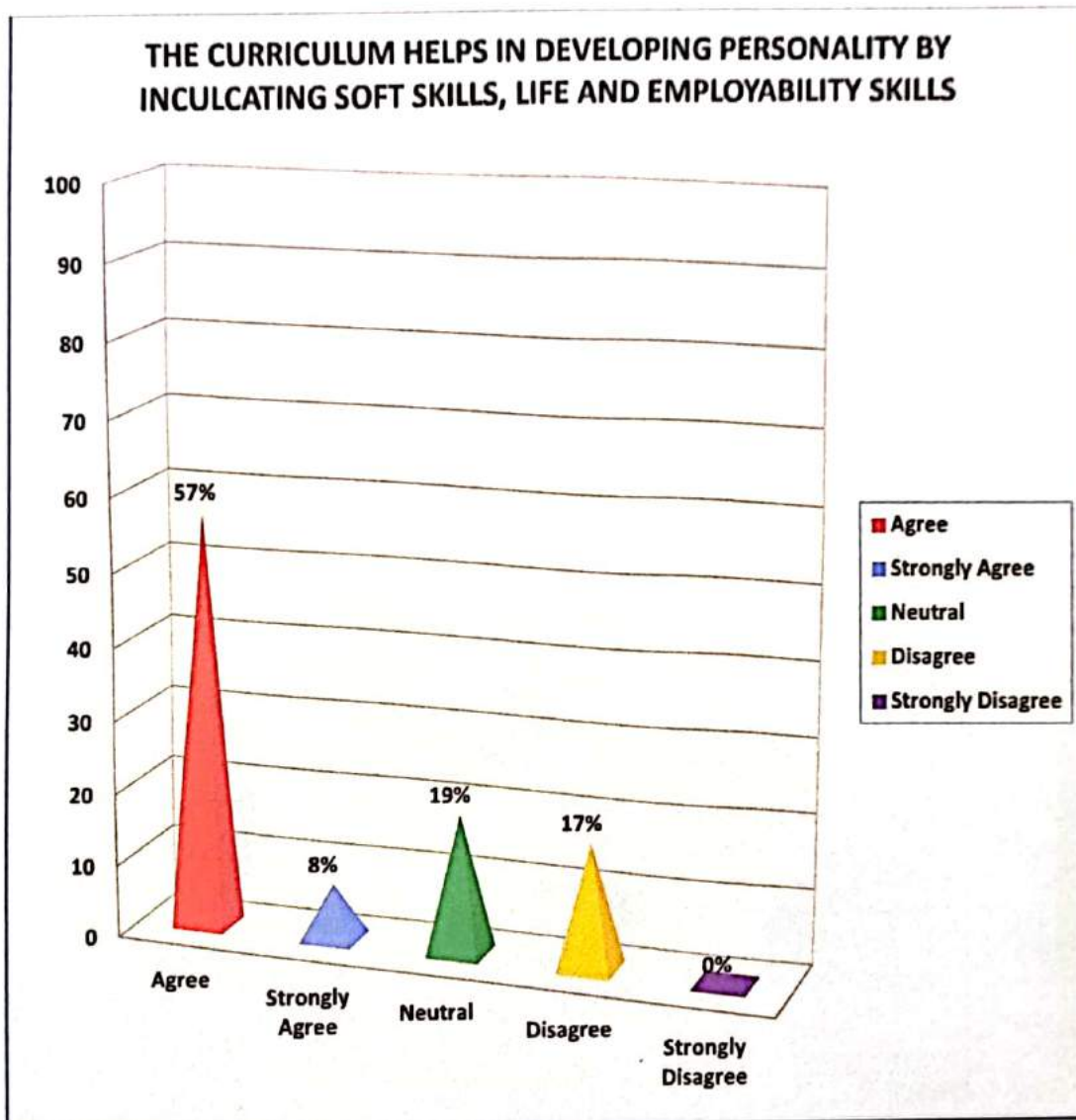
Question 3. Curriculum is skill oriented and develops innovative thinking.



Officiating Principal  
St. Bernard's  
Shirga - 2

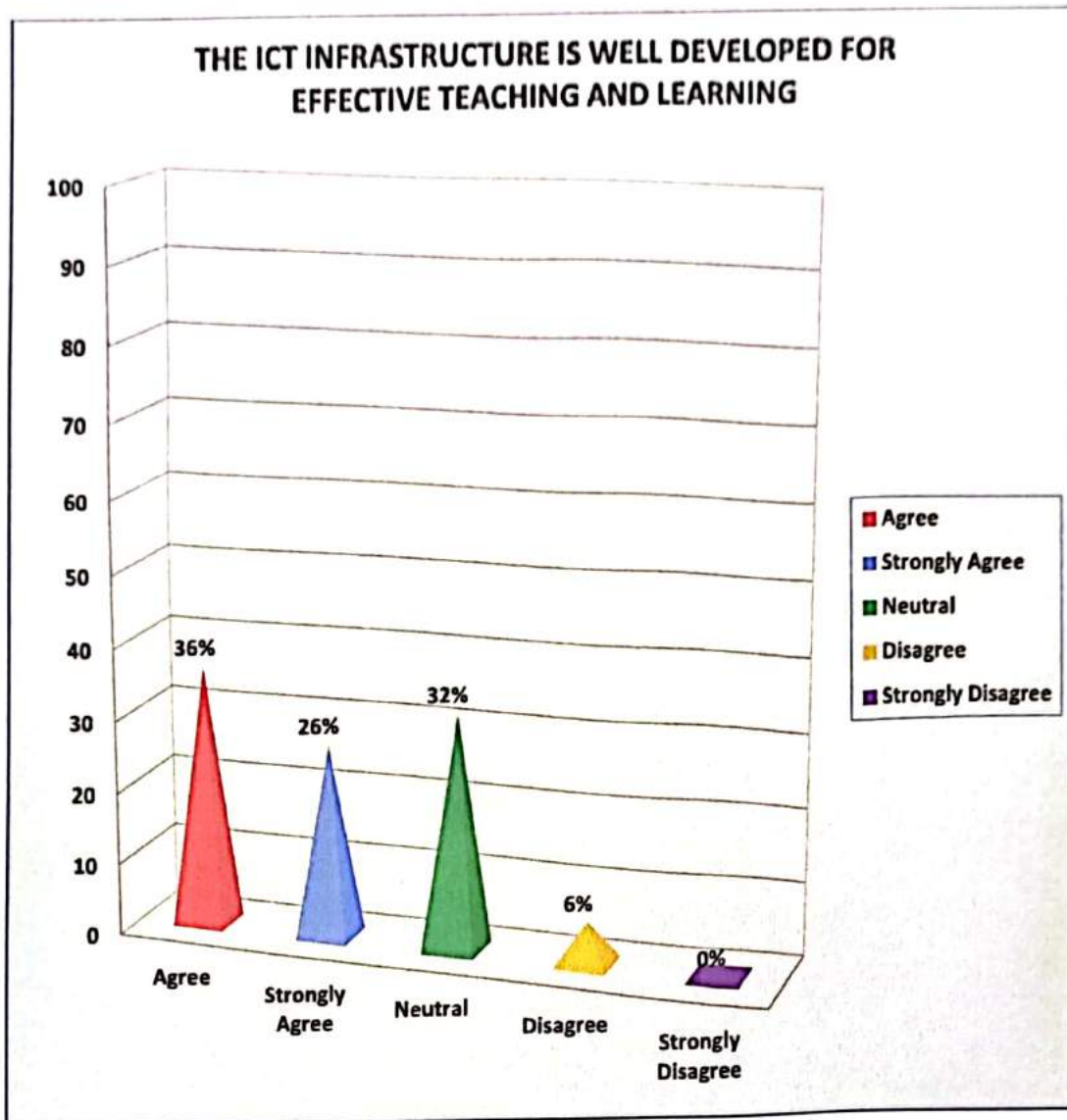


Question 4. The curriculum helps in developing personality by inculcating soft skills, life and employability skills.



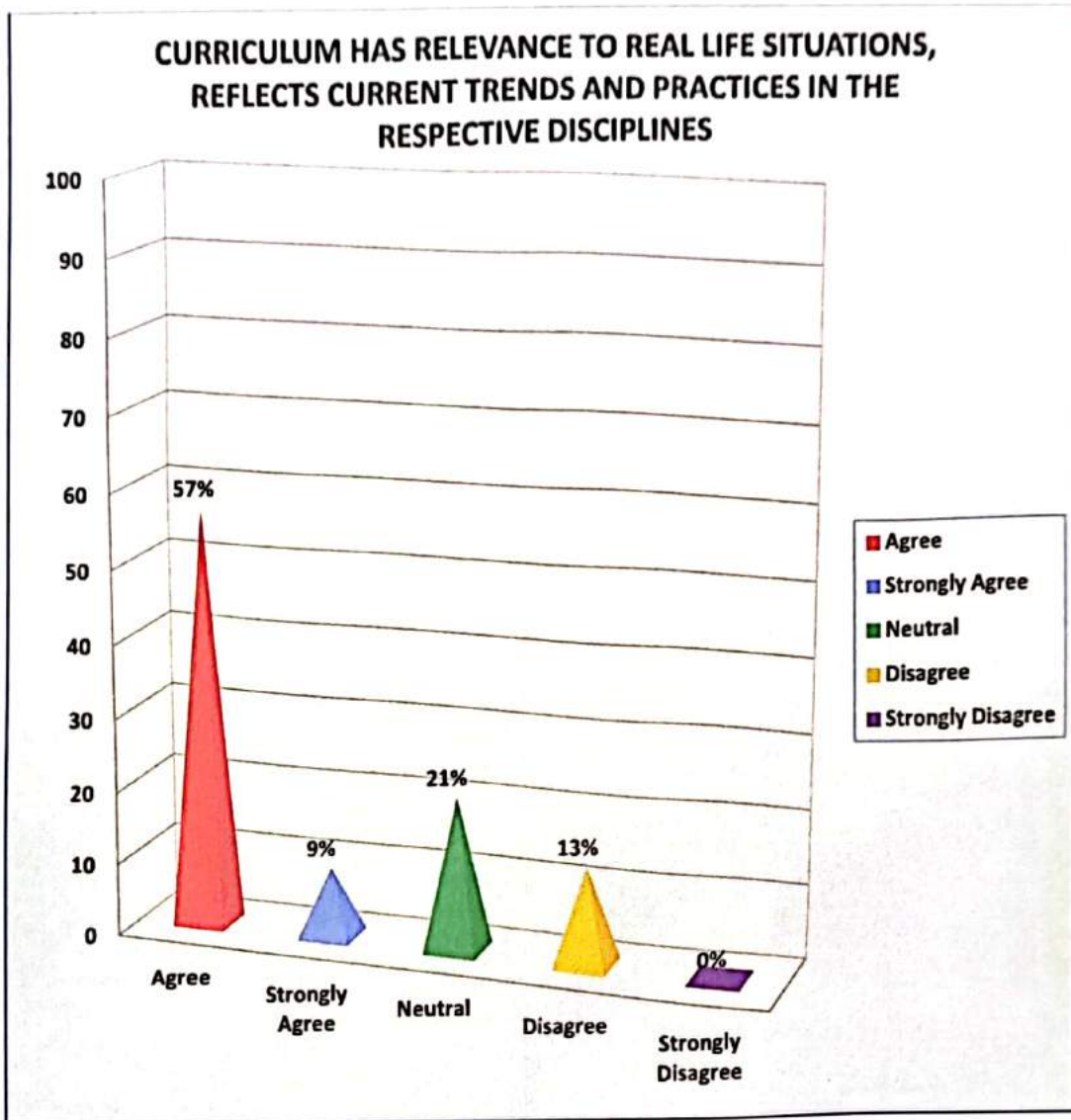
*Sharma*  
Shimla - 2

Question 5. The ICT Infrastructure is well developed for effective teaching and learning.



Officiating Principal,  
St. Basil's College,  
Shimla - 2

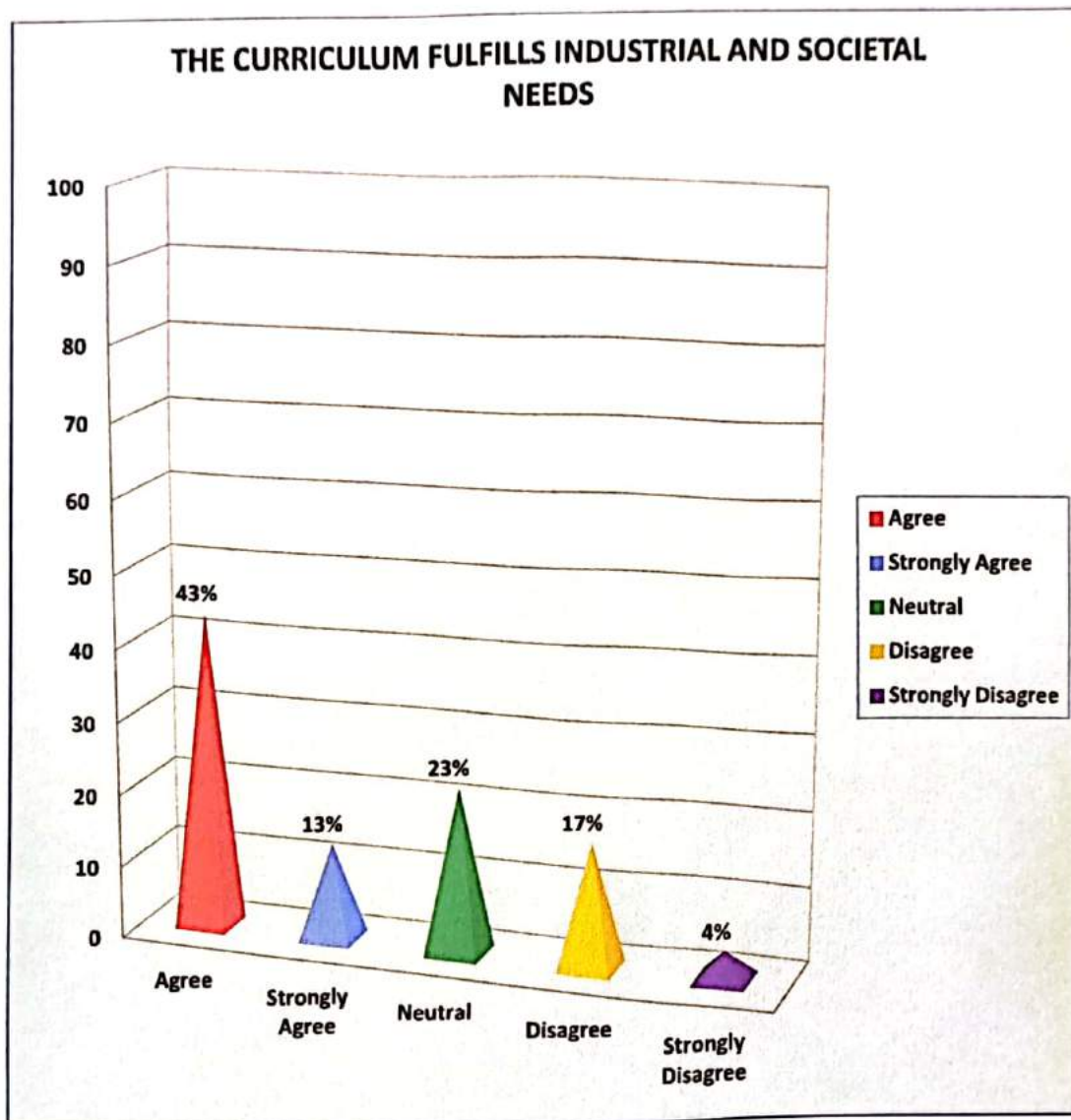
Question 6. Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines.



Officiating Principal  
*Alakanya*  
St. Bede's College  
Shimla - 2

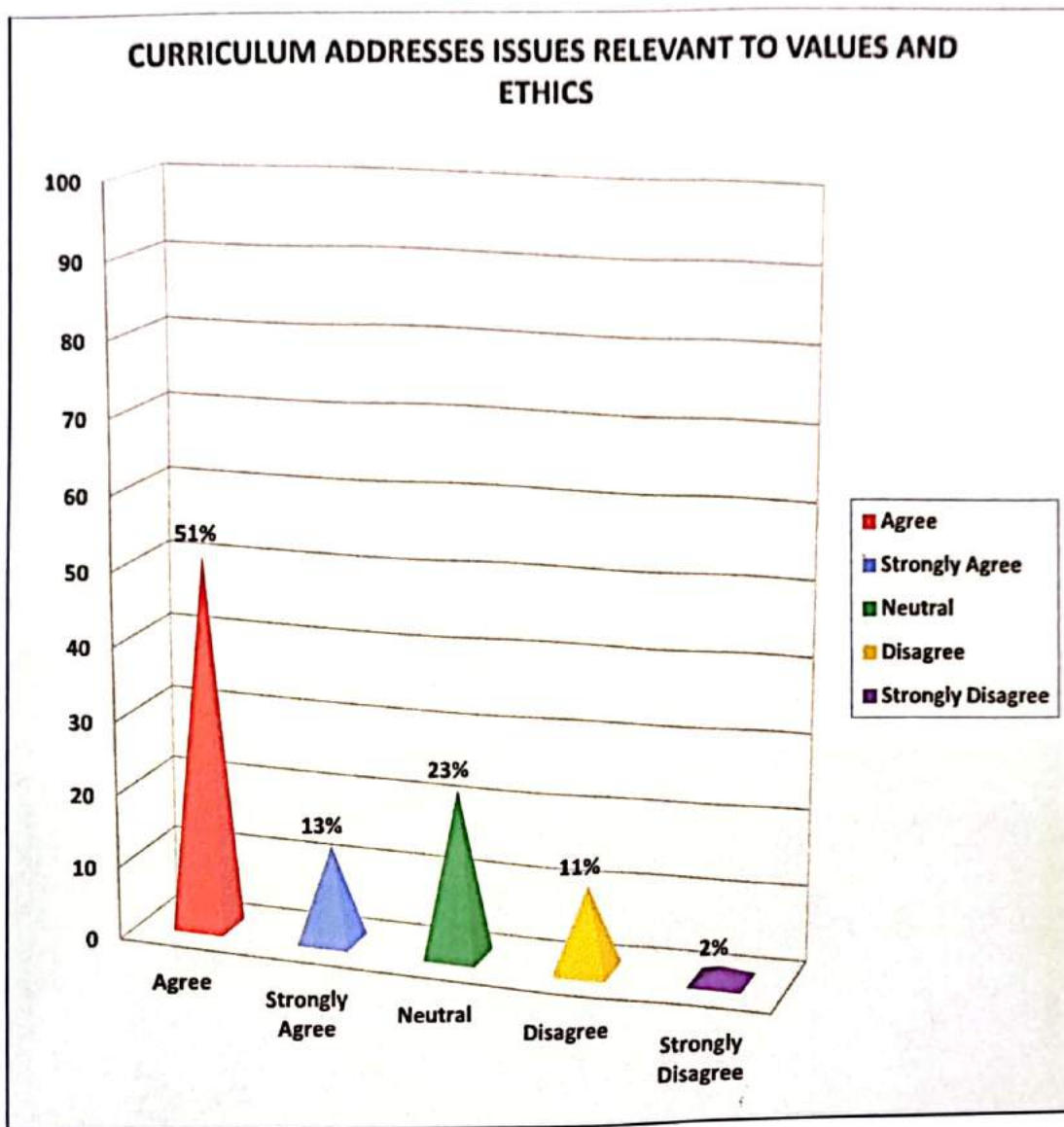


Question 7. The curriculum fulfills industrial and societal needs.



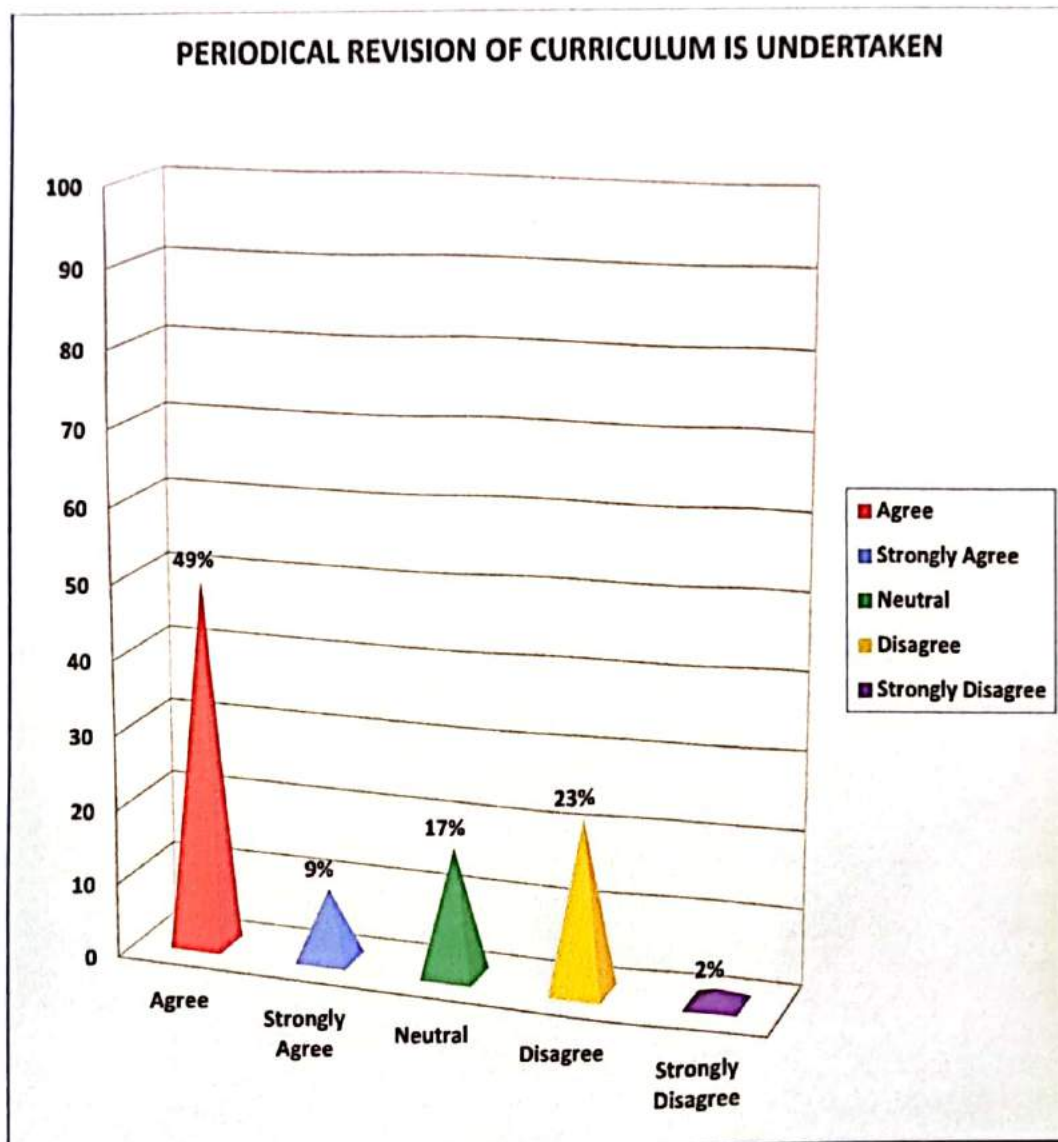
Officiating Principal  
St. *Abhishek Salgotra*  
Shimla - 2

Question 8. Curriculum addresses issues relevant to values and ethics.



Officiating Principal  
St. *Abdulla*  
Shimla - 2

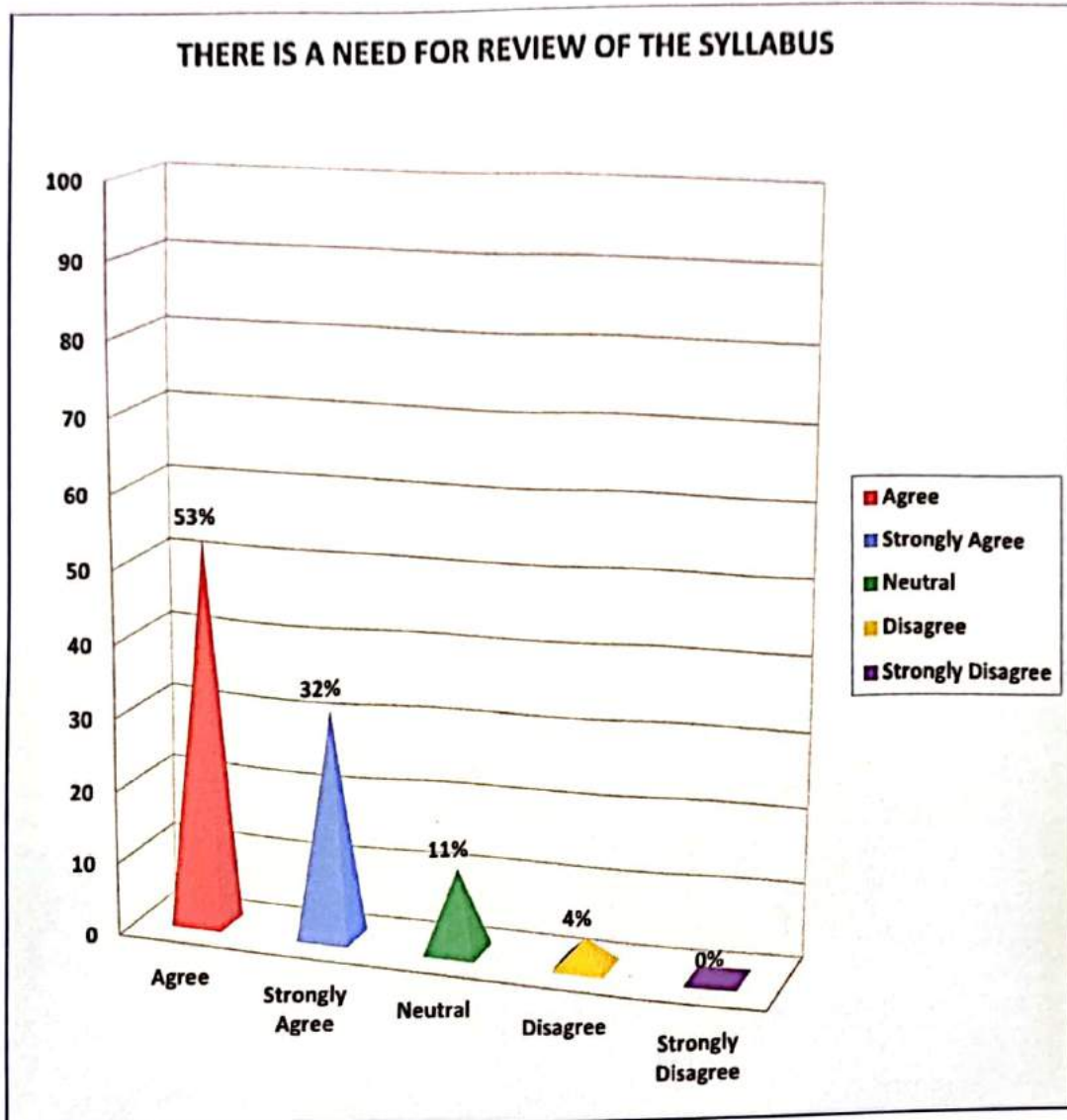
Question 9. Periodical revision of curriculum is undertaken.



*Abhinav*  
Offgating Principal  
St. Bede's College  
Shimla - 2



Question 10. There is a need for review of the syllabus.



*Alkama*  
Off. Teaching Principal  
St. Bede's College  
Shimla - 2

## **Teachers' Feedback on Curriculum**


**2019-2020**

To evaluate the set outcomes, ideals and relevance of the offered programme, a feedback of teachers on disciplines' curriculum is gathered every year. This exercise is conducted department wise on the following pointers-

- **Aims and objective of the curriculum.**
- **Time adequacy for completion of the syllabus.**
- **Skill development and innovative thinking.**
- **Personality development through soft skills, life and employability skills**
- **Developed ICT infrastructure for better teaching and learning experience**
- **Relevance of the curriculum to real life situations**
- **Fulfilment of the industrial and societal needs.**
- **Curriculum addressing issues related to values and ethics.**
- **Undertaking periodical revision of curriculum.**
- **Need for the review of the syllabus.**

Following is the analysis of the response submitted by the teachers on curriculum.

- The objectives of the syllabus are clearly defined but the syllabus of semester based programmes is not covered in time due to lengthy curriculum.
- There is a need to make discipline more skill oriented, relevant and relatable to the changing contexts and industrial demands.
- Soft skills in students are enhanced by the designed curriculum yet more emphasis should be on the development of employability skills so that they can cater to the needs of the corporate world.
- The curriculum should be more engaging and lay emphasis on innovative thinking, cognitive development, creativity and analytical skills of the students.
- ICT tools should be used more often to make teaching-learning interesting and full of enthusiasm.
- Overall it is evident that major emphasis should be on ICT usage, reducing lengthy syllabus and improving employability skills for which certificate courses, ad-on courses can be added under the programme. Further, designed curriculum can be revised and upgraded to make learning more relevant.

  
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St. Bede's College  
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### Action Taken Report

FEEDBACK	ACTION TAKEN
Demand for skill based courses to increase employability of the students.	The Add-on courses are offered to increase employability skills of the students. These courses include Tally, GST, Communication and Personality Development, etc. The examinations are conducted in the end of the course and on completion the students are also awarded certificates.
Increase in the usage of ICT tools	The faculty members are continuously encouraged to use hybrid mode of learning through Smart Boards, Documentaries, Google Classrooms, etc. to make teaching learning more interesting. The students are also engaged in preparing Power-point presentations.
Emphasis on Innovative and cognitive Development	The students are encouraged to take internship programmes, certificate courses, etc. For development of creativity and cognitions, the students are engaged in editing departmental newsletters, organising department activities, preparing departmental calendars, etc which improve their cognitive abilities.

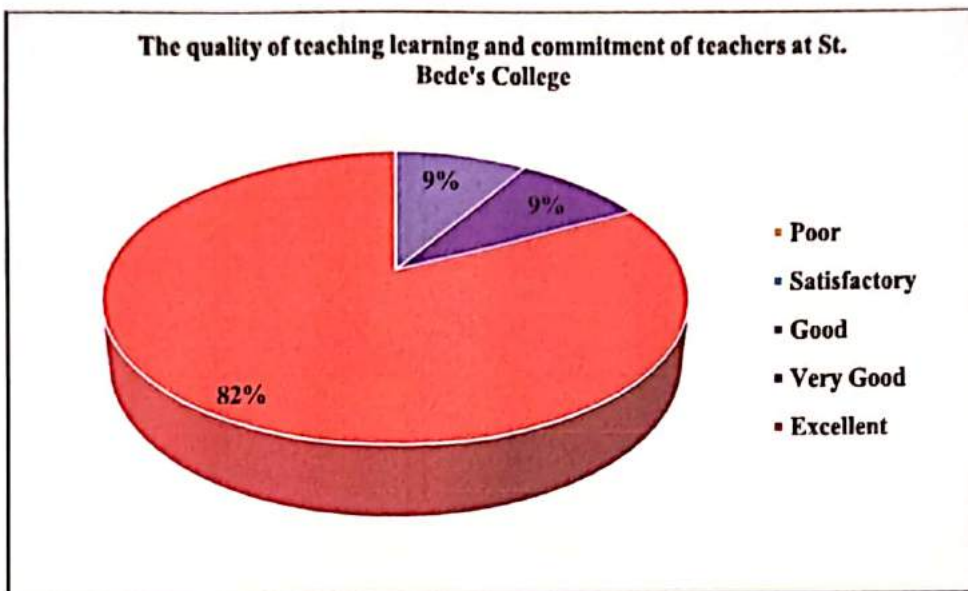
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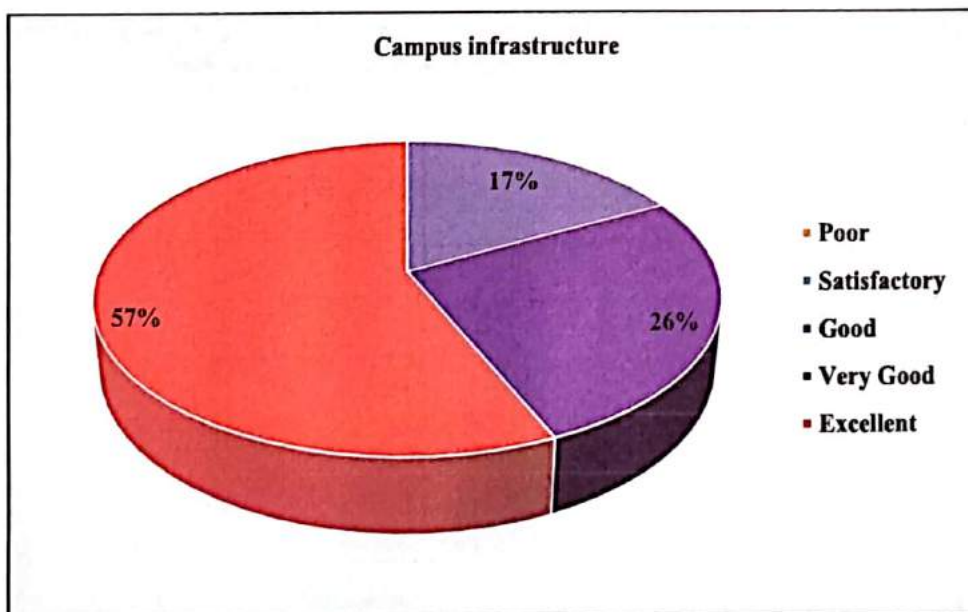
## Alumni Feedback Analysis 2019-20

Number of Respondents: - 23

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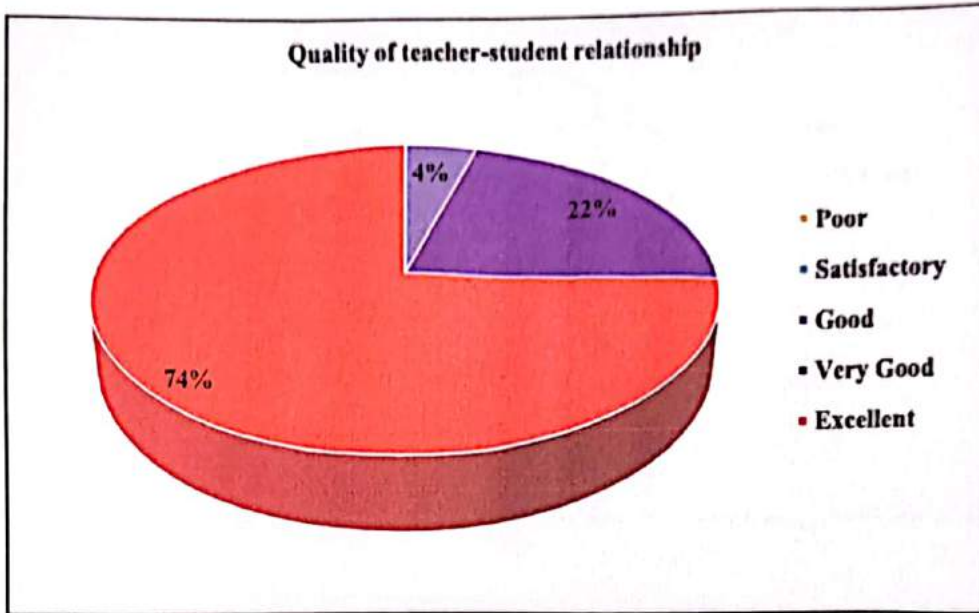


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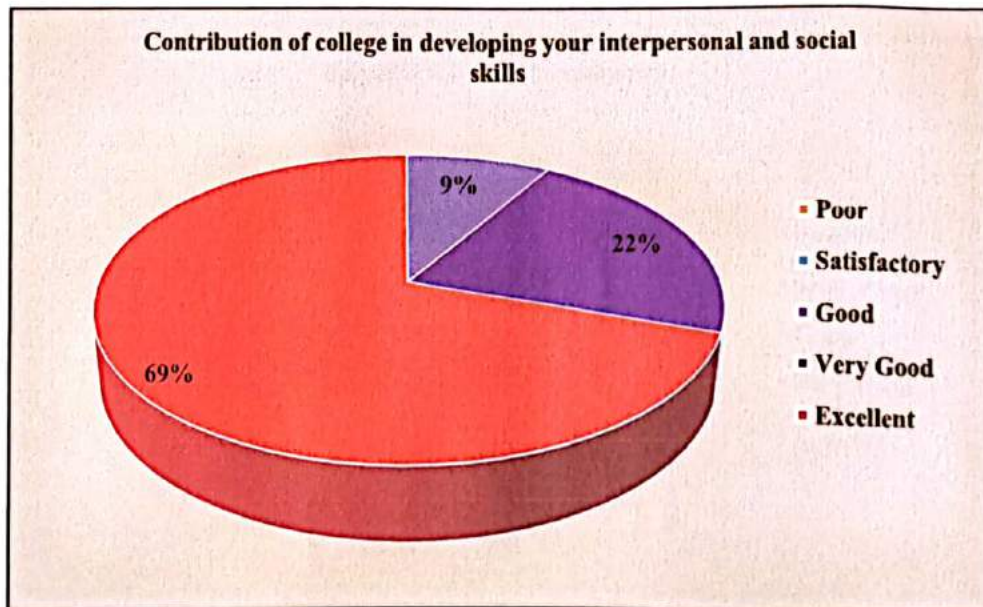


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Principal  
St. Bede's College  
Shimla - 2

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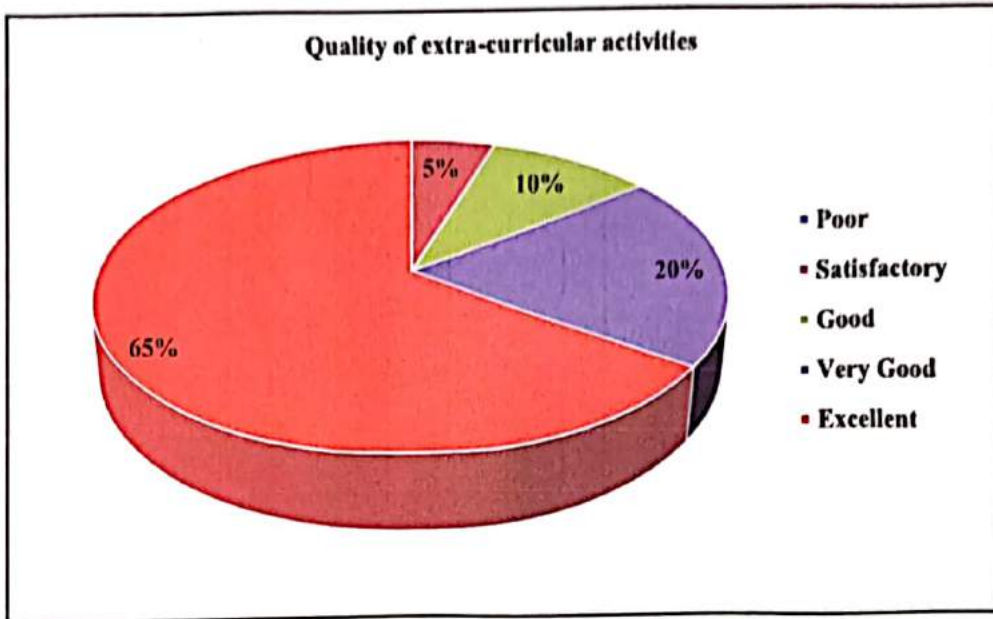


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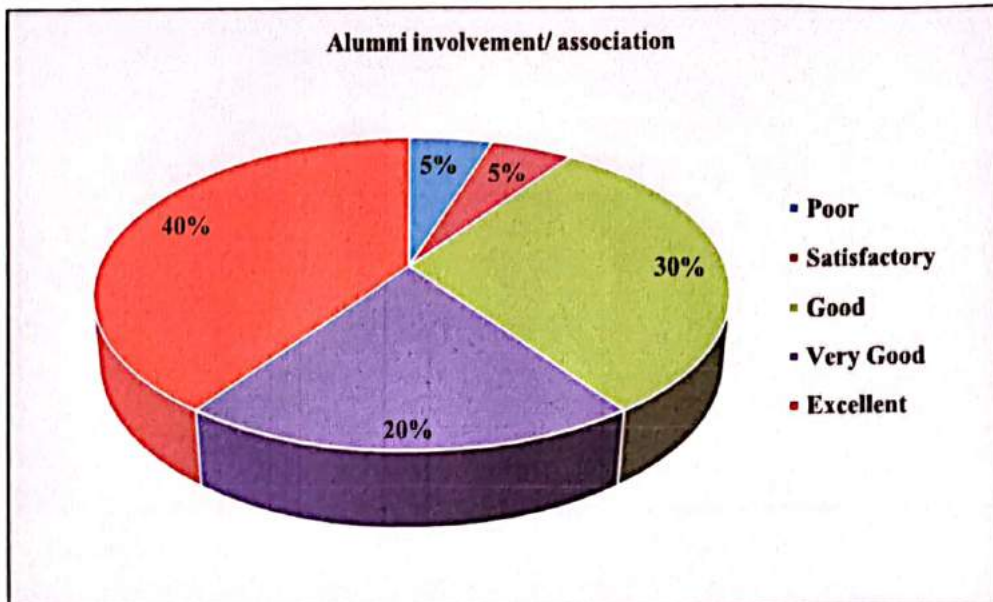


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St. Bede's College  
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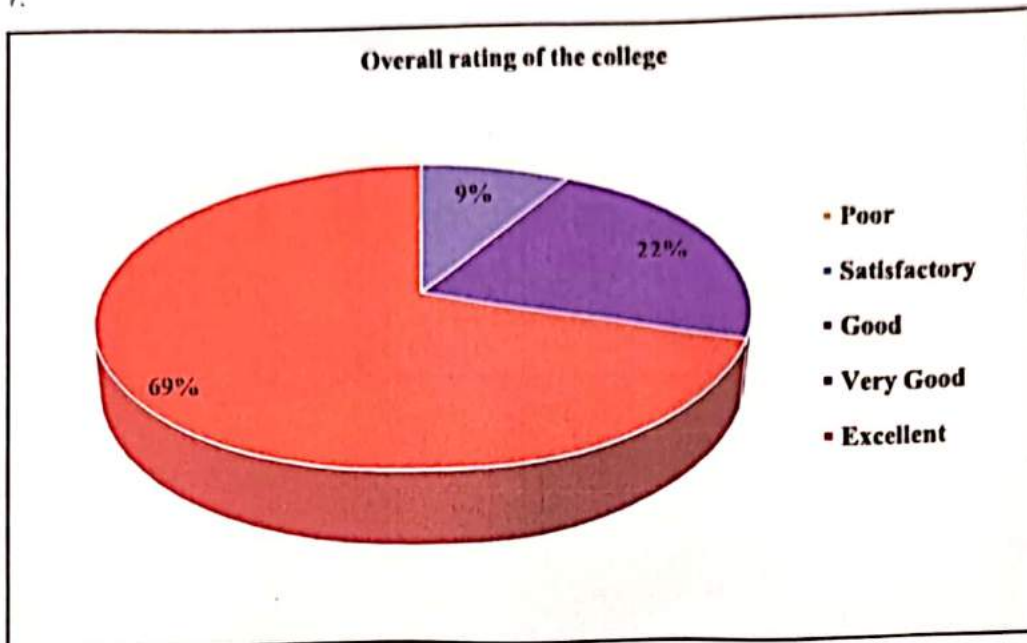
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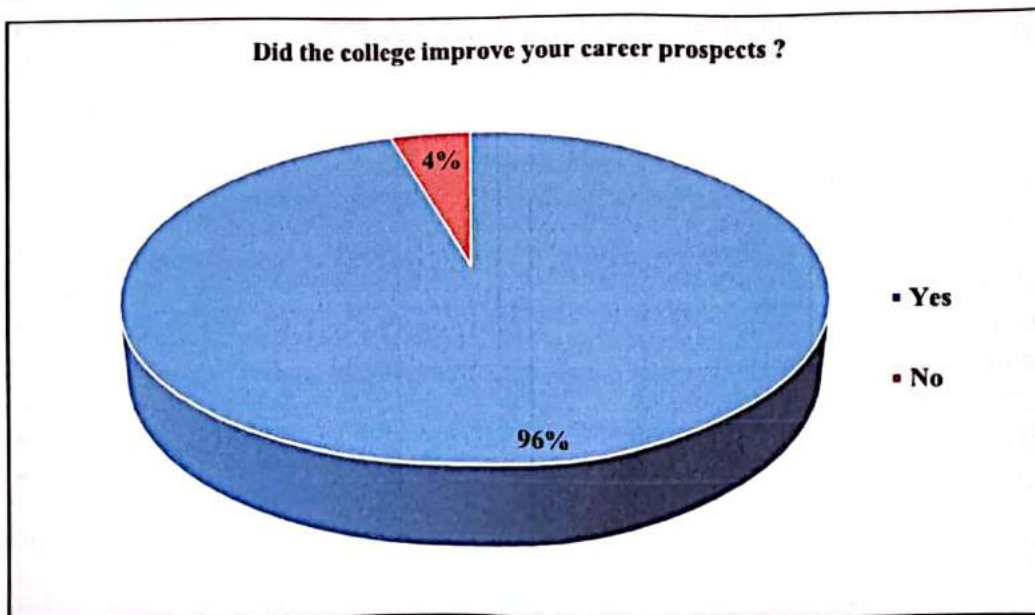
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St. Bede's College  
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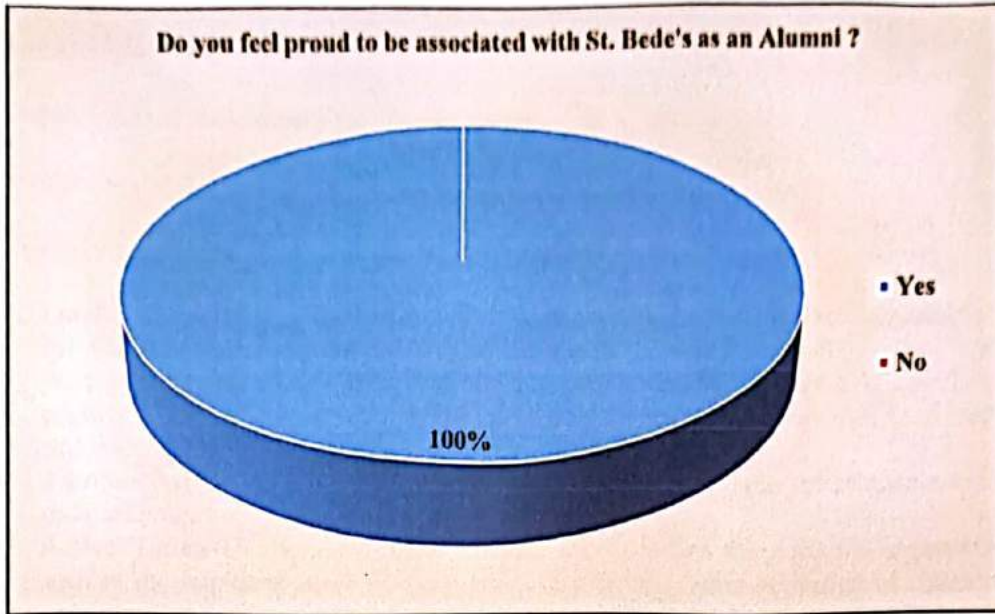


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Officiating Principal  
St. *Althana* College  
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### **ALUMNI FEEDBACK**

**2019-2020**

The college conducts an annual assessment of its work and performance by gathering feedback from various stakeholders. This feedback is crucial in identifying the strengths, opportunities, and challenges faced by the institution, enabling it to make necessary changes and adaptations to meet the needs of its students. Among these stakeholders, the alumni of the college play a significant role as their feedback is collected and analyzed to gain valuable insights. The survey conducted for the 2019-20 academic year focused on assessing satisfaction levels in the following areas:

- Quality of teaching learning and commitment of teachers at St. Bede's College
- Campus Infrastructure

Officiating Principal  
*Nalanda*  
St. Bede's College  
Shimla - 2

- Quality of teacher-student relationship
- Contribution of college in developing interpersonal and social skills
- Quality of extra-curricular activities
- Alumni involvement/ association
- Overall rating of the college
- Development in career prospects
- Feeling of pride to be associated with St. Bede's as an Alumni

1. **Quality of teaching and learning:** The majority of students expressed satisfaction with the teaching-learning process. They appreciated the commitment of teachers towards their students, their responsibilities, and the institution. The college acknowledges the positive feedback and will continue to prioritize and maintain the high quality of teaching and learning experiences.

2. **Campus infrastructure:** Alumni feedback indicated that campus infrastructure requires more attention.

**Action Taken-**To address this, the college acknowledges the need for improvements such as the implementation of more smart classrooms, better allocation of classrooms, and overall development and renovation of the campus to keep up with the evolving times. The college administration has taken note of this feedback and has initiated plans to invest in upgrading the campus infrastructure, focusing on areas that require immediate attention.

3. **Quality of teacher-student relationship:** Students reported that teachers maintain friendly and healthy relationships with them.

4. **Contribution to developing soft skills and social skills:** The college and teachers have been instrumental in enhancing students' soft skills and social skills through various activities and programs. However, the feedback suggests that more extension and outreach programs can be conducted to directly engage students with society and promote a deeper understanding of social issues.

**Action Taken-**The college will work on expanding its existing programs and developing new initiatives to provide more opportunities for students to enhance their soft skills and contribute to society.

5. **Alumni involvement/association:** The survey highlighted the need for increased alumni involvement with the institution.

**Action Taken-**The college recognizes the potential benefits of assigning alumni specific roles and responsibilities. Orientation programs, guidance programs, workshops, seminars, and interactive sessions can be organized to facilitate alumni contributions and enhance the overall college experience for current students.

6. **Overall rating of the college:** The majority of students expressed satisfaction with the overall performance of the college and reported feeling proud to be associated with the esteemed institution.

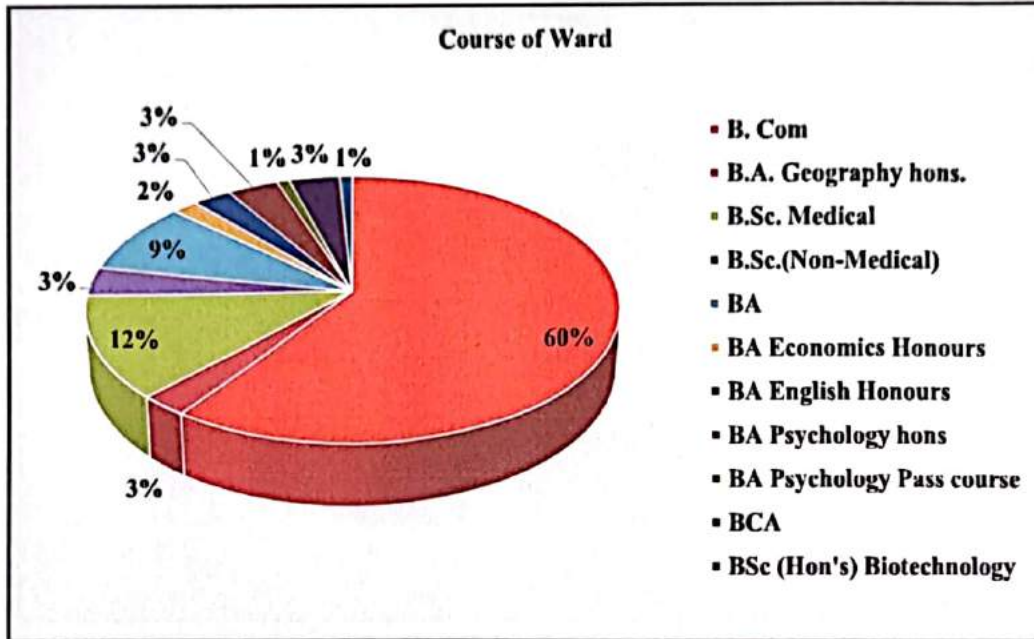
  
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St. Bede's College  
Shimla - 2



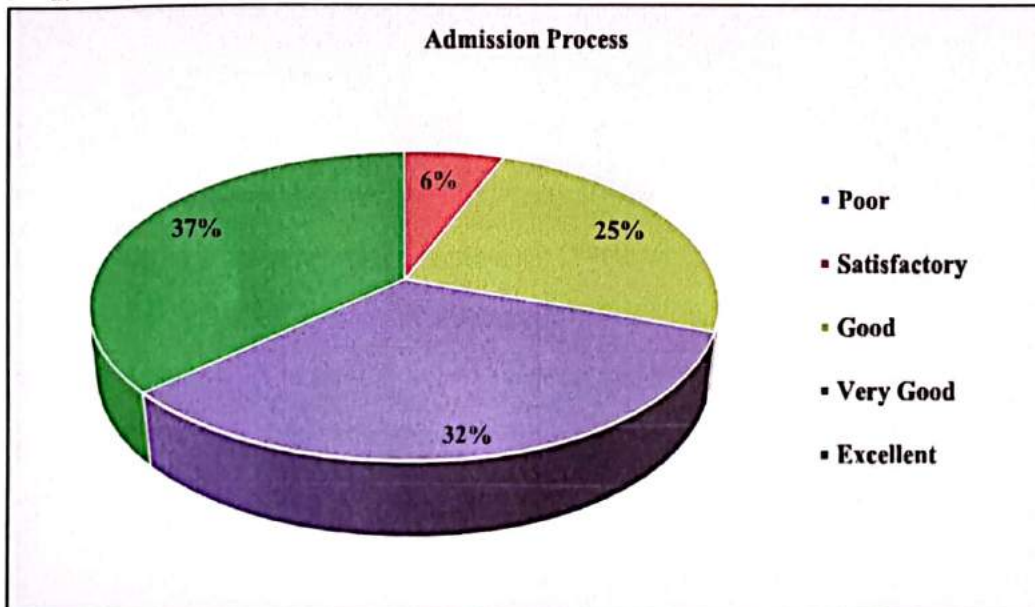
## Parents Feedback Analysis 2019-2020

Number of Respondents: - 114

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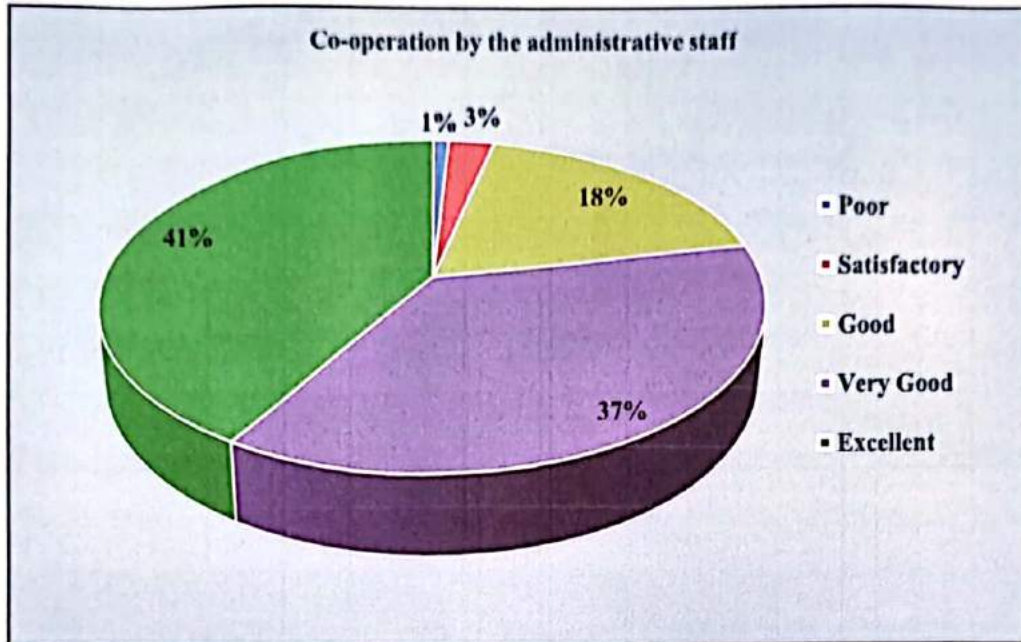
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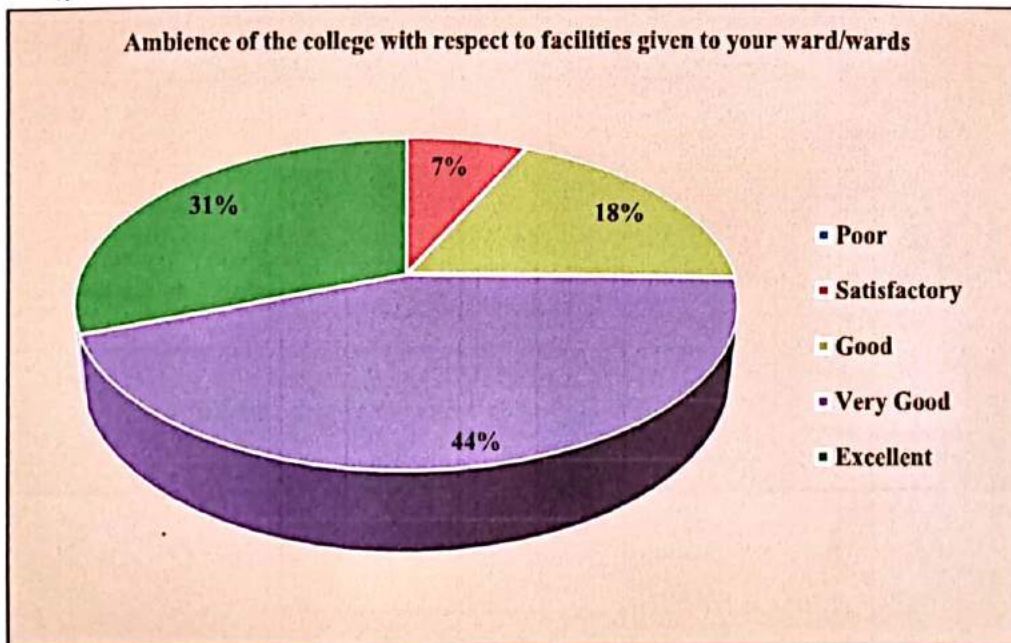
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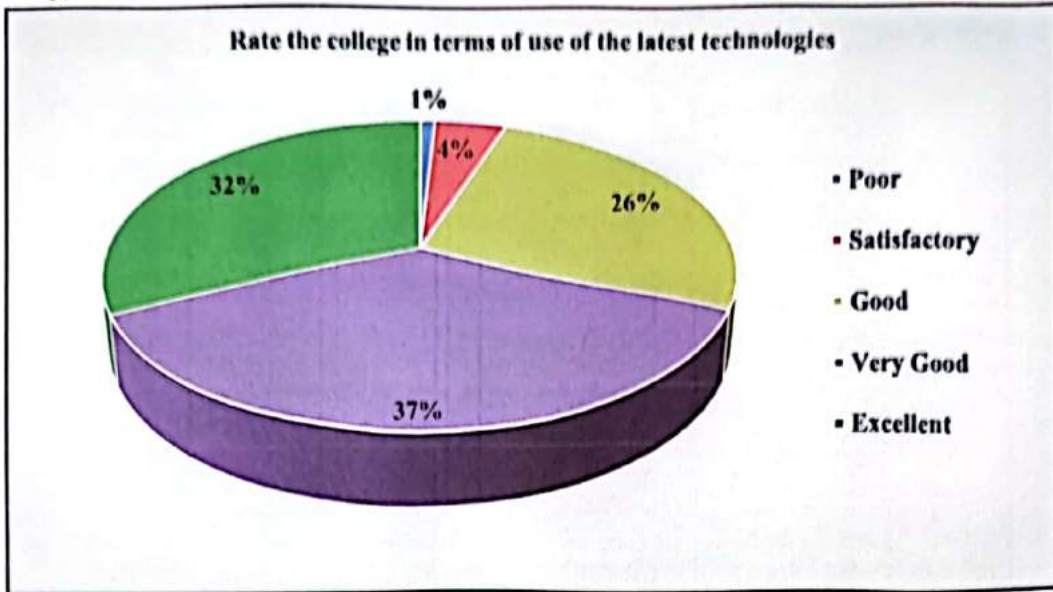


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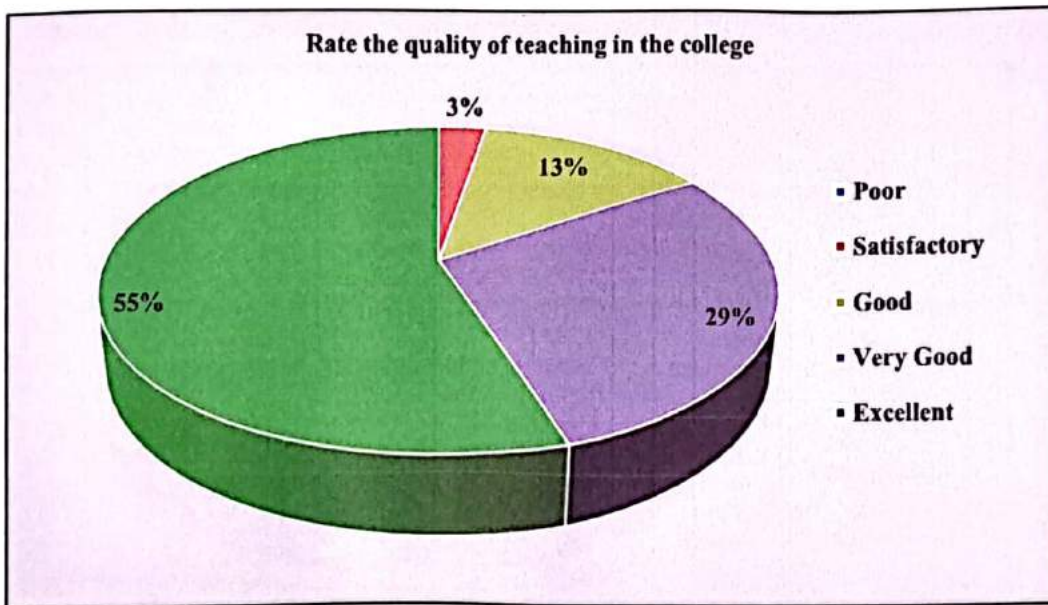


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St. Bede's College  
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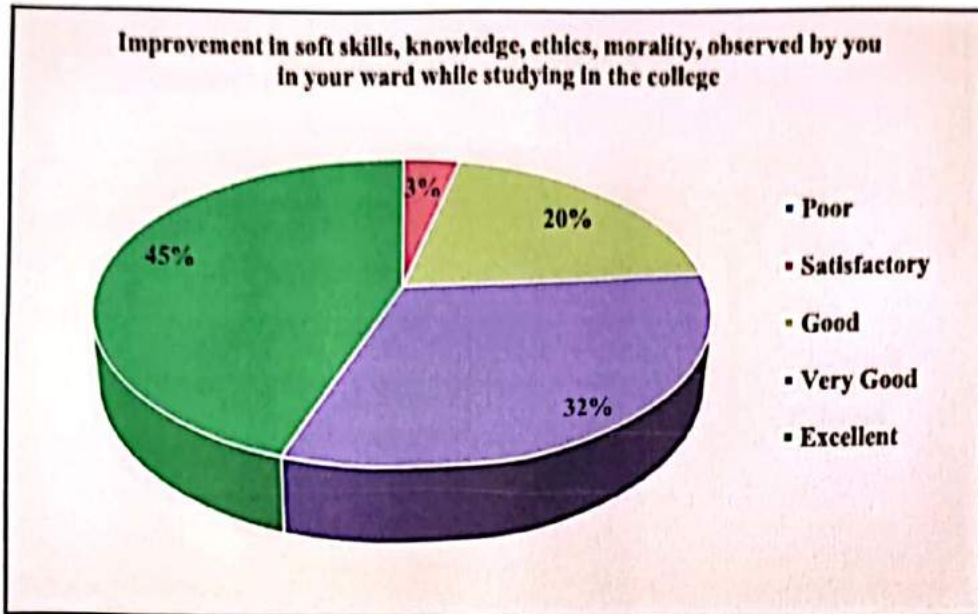


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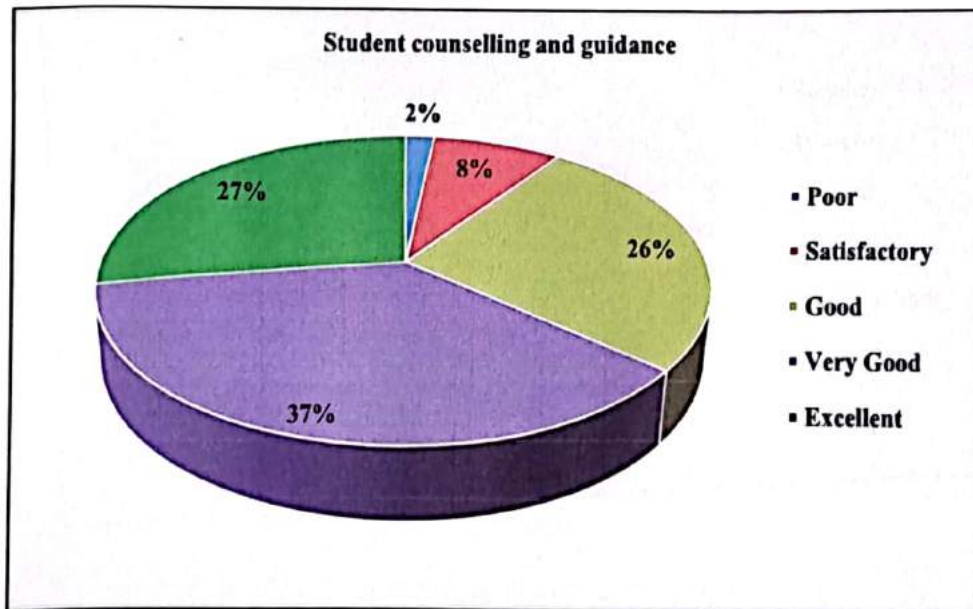


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St. Peter's College  
Shimla - 2

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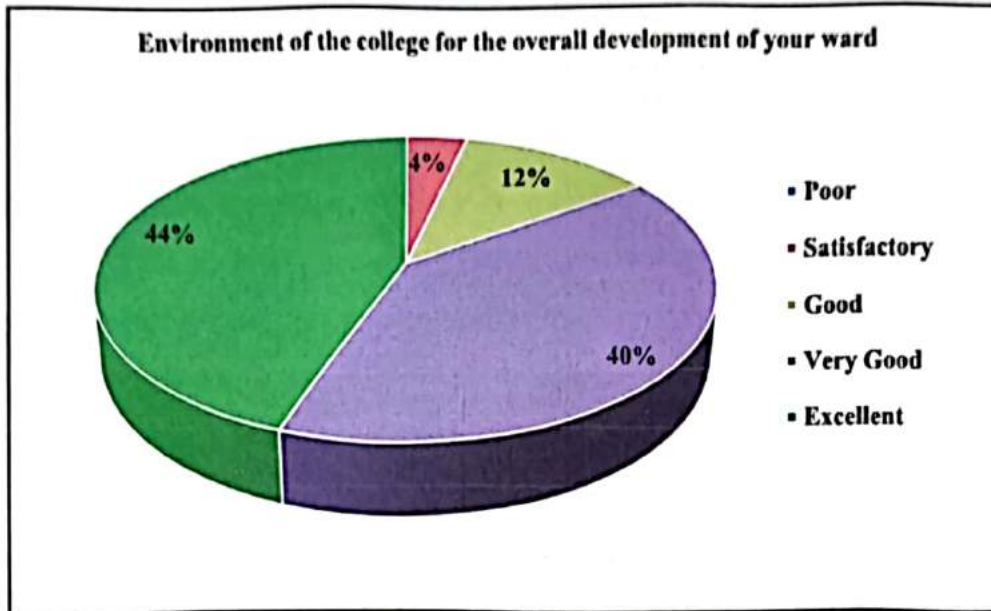


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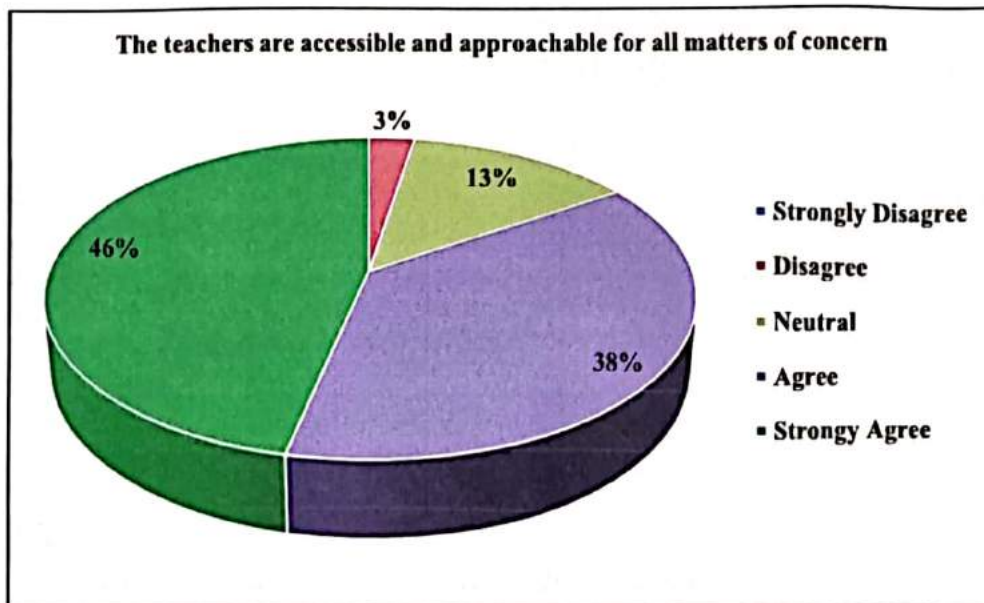


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St. Bernadine College  
Shirgaon  
*Wahani*

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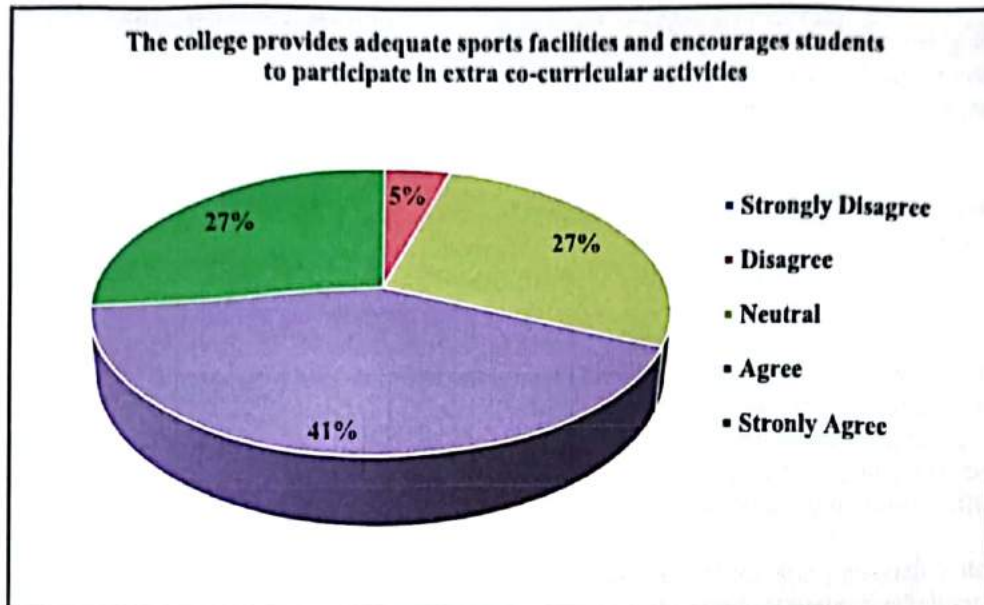
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St. Bede's College  
Shimla - 2



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### **Parents' Feedback**

**2019-2020**

Feedback plays a very significant role in order to know about an institution's overall performance. It is vital to enhance learning process and experience of the students. The feedback is collected from different stakeholders on variant parameters, one such feedback is collected from parents on following pointers:

- Admission Process
- Cooperation by administrative staff
- Ambience of the college with respect to facilities provided.
- Usage of latest technologies
- Quality of teaching in the college
- Improvement in soft skills, knowledge, ethics, morality
- Student counseling and guidance.
- Environment of college for overall development of students
- Teachers' approachability and accessibility.
- Adequate sports facilities and extra-curricular activities.

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## Feedback and Action Taken Report

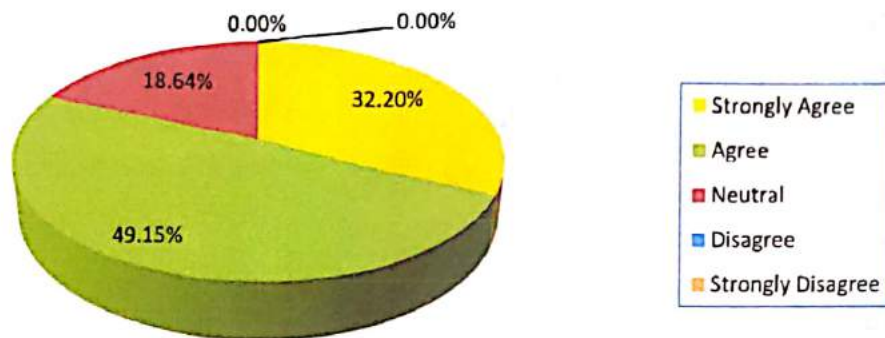
- 1. Admission Process:**
  - The college has continued to maintain a good and transparent admission process, ensuring fairness and equal opportunities for all applicants.
- 2. Administrative Support:**
  - The college administration has reinforced its commitment to being cooperative and accessible to students, providing necessary assistance whenever needed. They have implemented regular office hours and streamlined communication channels to ensure better support.
- 3. Infrastructure and Facilities:**
  - The college has invested in improving the overall ambience and infrastructure by providing additional facilities such as smart boards, an upgraded auditorium, and a well-equipped common room. These enhancements contribute to a more conducive learning environment.
- 4. Technological Teaching Aids:**
  - Recognizing the importance of utilizing technological teaching aids, the college has increased the integration of such aids in classrooms. Faculty members have been encouraged to incorporate digital resources, interactive tools, and online platforms to enhance the learning experience for students. Hybrid teaching methods have been implemented to combine in-person and online instruction.
- 5. Communication Skills and Value System:**
  - The college has introduced communication skills and personality development programs to enhance the students' overall growth. Regular workshops, seminars, and guest lectures have been organized to improve students' communication skills, instill ethical values, and promote a strong moral framework.
- 6. Student Guidance and Career Counseling:**
  - The college has established a dedicated student guidance and career counseling cell. Trained professionals provide personalized guidance to students, helping them explore career options, make informed decisions, and develop long-term plans. Regular workshops and sessions on career planning and employability skills have been organized to support the students.
- 7. Supportive Teachers:**
  - The college has emphasized the importance of teacher-student interaction and support. Faculty members have been encouraged to be approachable and understanding towards students' concerns. Regular feedback sessions, one-on-one discussions, and mentoring programs have been introduced to ensure students receive the necessary support from their teachers.
- 8. Extra-curricular and Sports Activities:**
  - The college has actively promoted and encouraged students' participation in extra-curricular activities, outreach programs, and sports. Various clubs, societies, and sports teams have been formed to provide students with ample opportunities to explore their interests, develop their talents, and foster a spirit of sportsmanship.

Officiating Principal  
St. *Walter*  
Shirna - 2

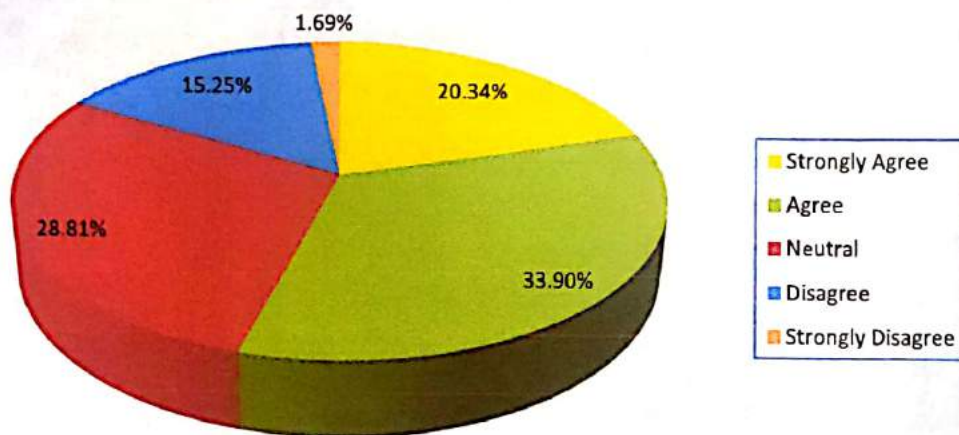
## STUDENTS FEEDBACK ON CURRICULUM

2020-21

Curriculum is structured, comprehensive, relevant and has good balance between theory and application?



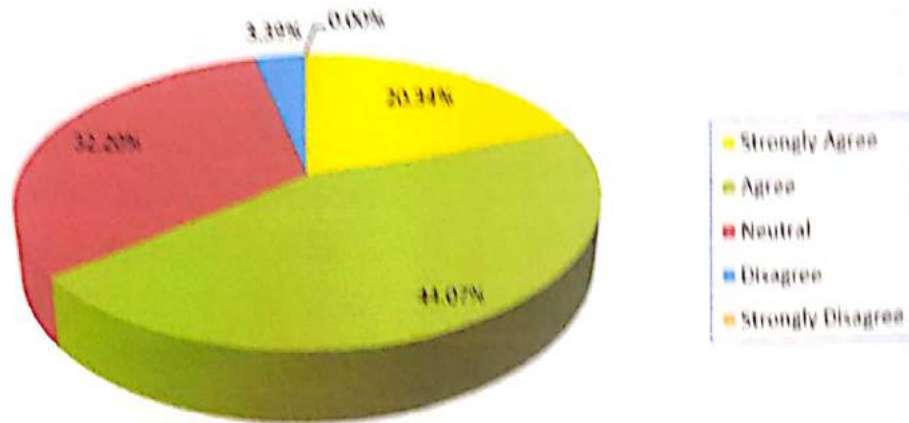
The Curriculum promotes internship, student exchange, field visit opportunities?



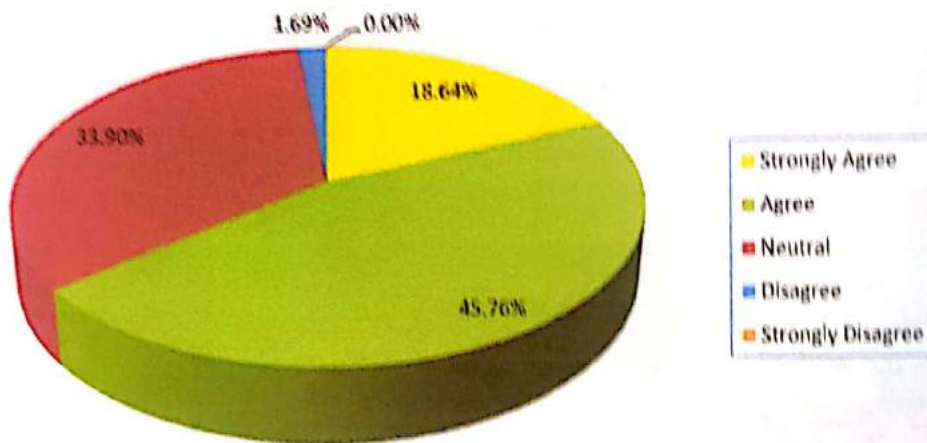
Officially Principal  
St. Bede's College  
Shimla - 2



The Curriculum inculcates soft skills, life skills and employability skills to make you ready for the world of work?



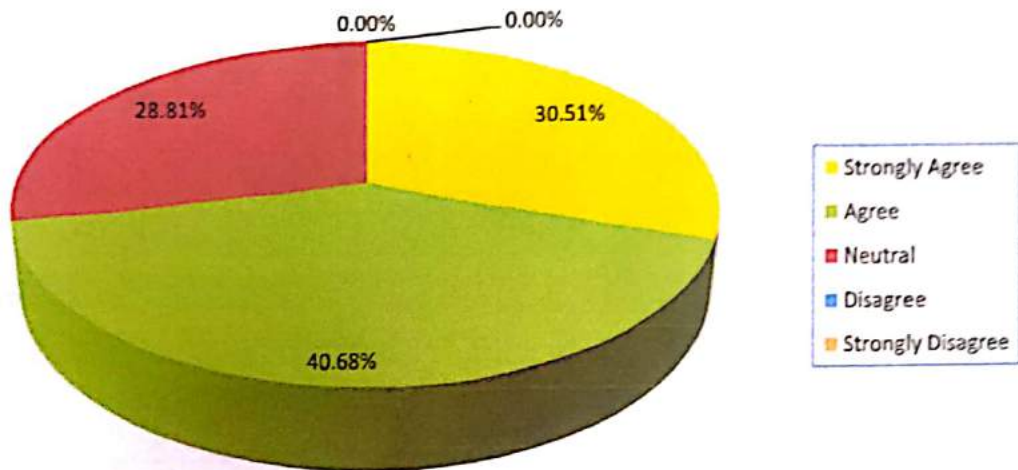
Curriculum is effective in developing analytical and problem solving skills?



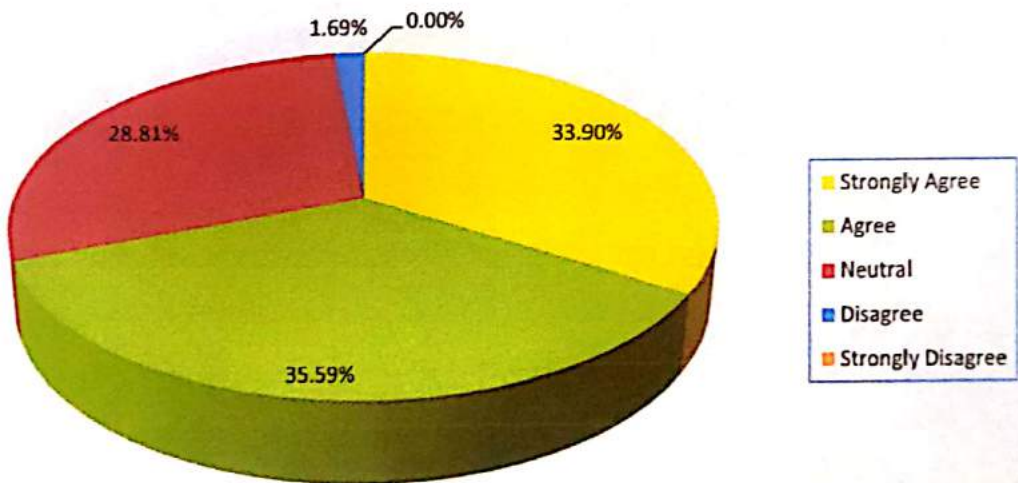
O. Nataraj  
Principal  
St. Bede's College  
Shimla - 2



**Curriculum has relevance to real life situations,  
reflects current trends and practices in the  
respective disciplines?**

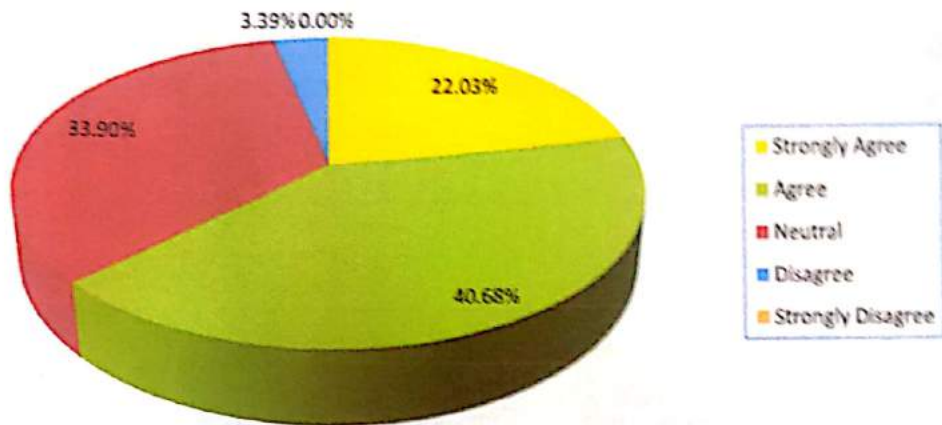


**Curriculum gives adequate balance between  
studies and social life?**

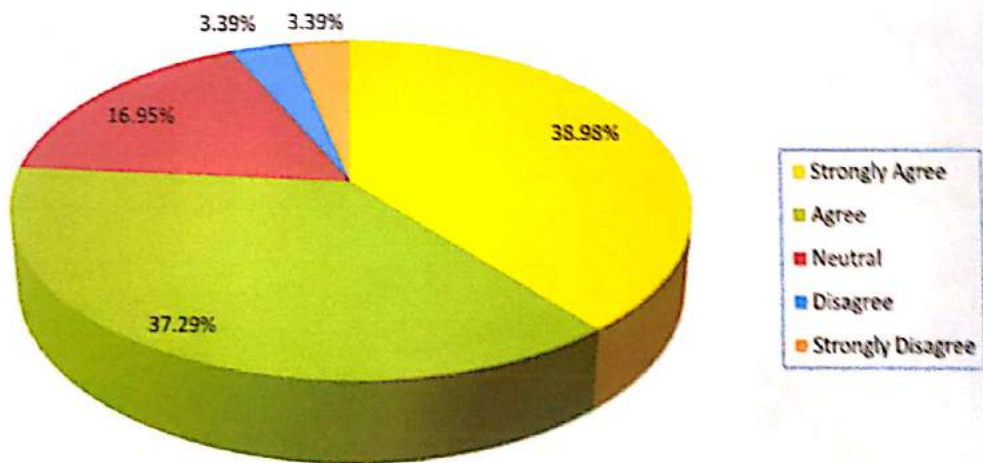


*Olivia*  
Olivia Principal  
St. Bede's College  
Shimla - 2

**Is the timely coverage of curriculum possible in the mentioned number of hours?**

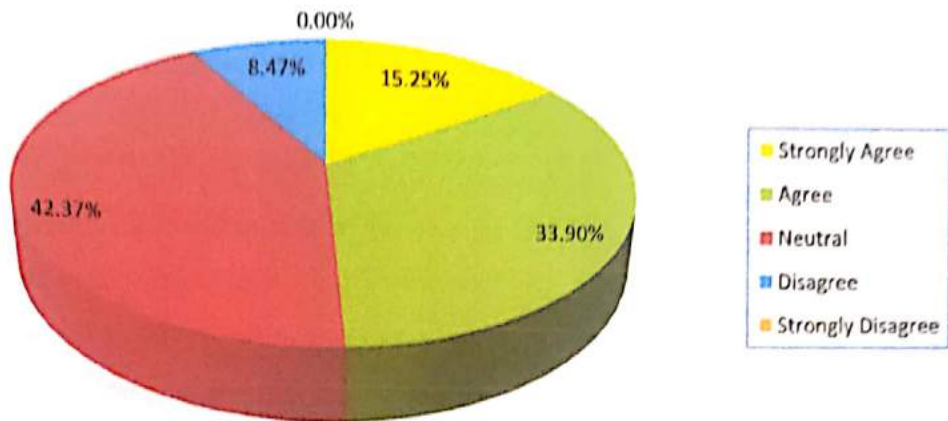


**Sufficient reference material and books are available for the topics mentioned in the curriculum?**

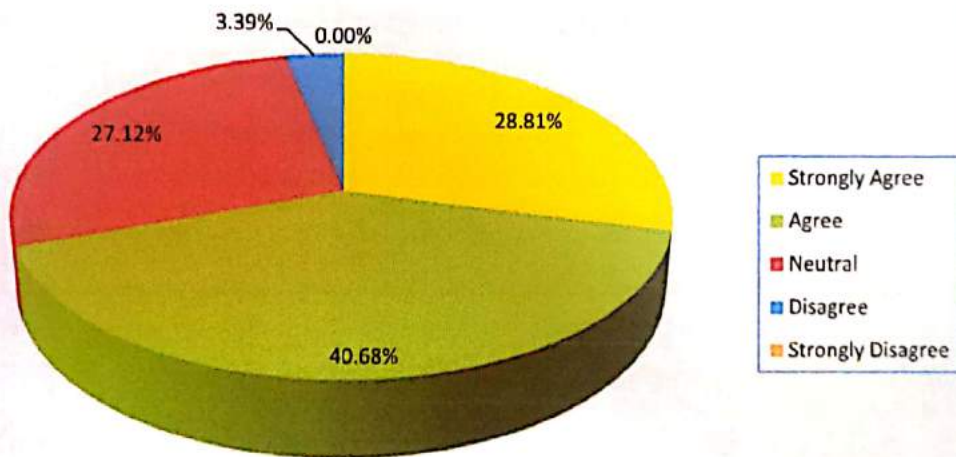


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 St. P. College  
 Shimla - 2

The evaluation methods mentioned in the curriculum are sufficient for providing proper assessment?



E-content and ICT is duly integrated in the curriculum for enhanced learning experience?



Official Principal  
St. Bede's College  
Shimla - 2



## Students Feedback on Curriculum

2020-2021

- The college has inculcated a practice of collecting feedback from different stakeholders on offered curriculum over the years. During academic session 2020-2021 when teaching-learning process got impeded due to pandemic, this feedback collection became even more relevant to successfully cater to the needs of the students and offer them best learning experience through online teaching mode. The feedback included issues related to satisfaction regarding the following pointers-
- Structured, comprehensive and relevant curriculum which balances theory and its application.
- Internships, Student Exchange and Field visit opportunities.
- Development of soft skills, life skills and employability skills.
- Development of analytical and problem-solving skills.
- Relevance to real life situations, current trends and practices in the respective disciplines.
- Adequate balance between studies and social life.
- Timely completion of syllabus.
- Availability of sufficient reference material and books.
- Transparency in evaluation methods for overall assessment.
- Usage of e-content and ICT for enhanced learning experience.
- The feedback was collected through online mode and the analysis of the information gathered is as follows:
- According to the general response of the students, the curriculum is well structured, relevant with clear aims and objectives.
- But the offered curriculum does not promote internships, student exchange programs and many field visit opportunities due to which students do not get hands on training and lack practical knowledge about the course.
- The course does improve the soft skills of the students to a certain extent, but life skills and employability skills are not inculcated in the students, which prepare them to take up challenges in the workplace. They lack managerial skills, an analytical, problem-solving approach and technical skills which result in incompetency.
- The students believe that their course is relevant to the current times and provides them with the opportunity to engage with community programs. The designed curriculum thus maintains a balance between studies and their societal execution.
- However, the syllabus is lengthy for some courses which make it difficult for students and teachers to complete the entire syllabus in assigned number of lectures. Often extra classes are conducted to cover the syllabus thus there is a definite need for revision and reduction of the lengthy syllabi. Books for some of the courses are also not easily available which further makes it difficult for students to study and single handedly rely on teachers' notes. Hence,

Officiating Principal  
St. Bede's College  
Shimla - 2

reference books and relevant reading material should be made available in accordance with the designed syllabus.

- According to the generalized view, set parameters for internal assessment also requires certain changes. The assessment criteria should be made more inclusive, transparent and exclude attendance marks.
- The teaching-learning process entirely shifted to online mode during covid times, but this process took some time for execution. MS-Teams, PPT's, online videos were used for the teaching-learning process, but students took some time to get acquainted to online mode of learning.

### Action Taken Report

2020-2021

Feedback	Action Taken	Impact
Internship, student exchange and field visit Opportunities.	Due to Pandemic, the institution could not offer much internship opportunities or organize field visits for experiential learning. However, after end of covid times, these opportunities shall be provided to the students.	In 2021-22, field visits were organized by many departments and internships were also recommended and provided to the students.
Development of employability skills, analytical skills, and problem-solving skills.	The college is offering many Add-on courses to develop employability and technical skills of students. They are also engaged in many college activities such as organizing departmental events, designing e-brochures, writing reports which enhance their overall skills.	Add-on courses have proved useful in developing technical and computing skills of the students. Participation in extra-curricular activities further develop overall personality of the students.
Reducing the length of offered syllabus and easy reading material.	The matter was conveyed to the members of board of studies and management.	-
Transparency in the assessment process	To make assessment more comprehensive, students' participation in class, activities, presentations, tests, etc. are made the basis to assess their overall performance about which they are informed in the beginning of every session.	To make assessment process more transparent, CCA is uploaded on Campus Whizz.

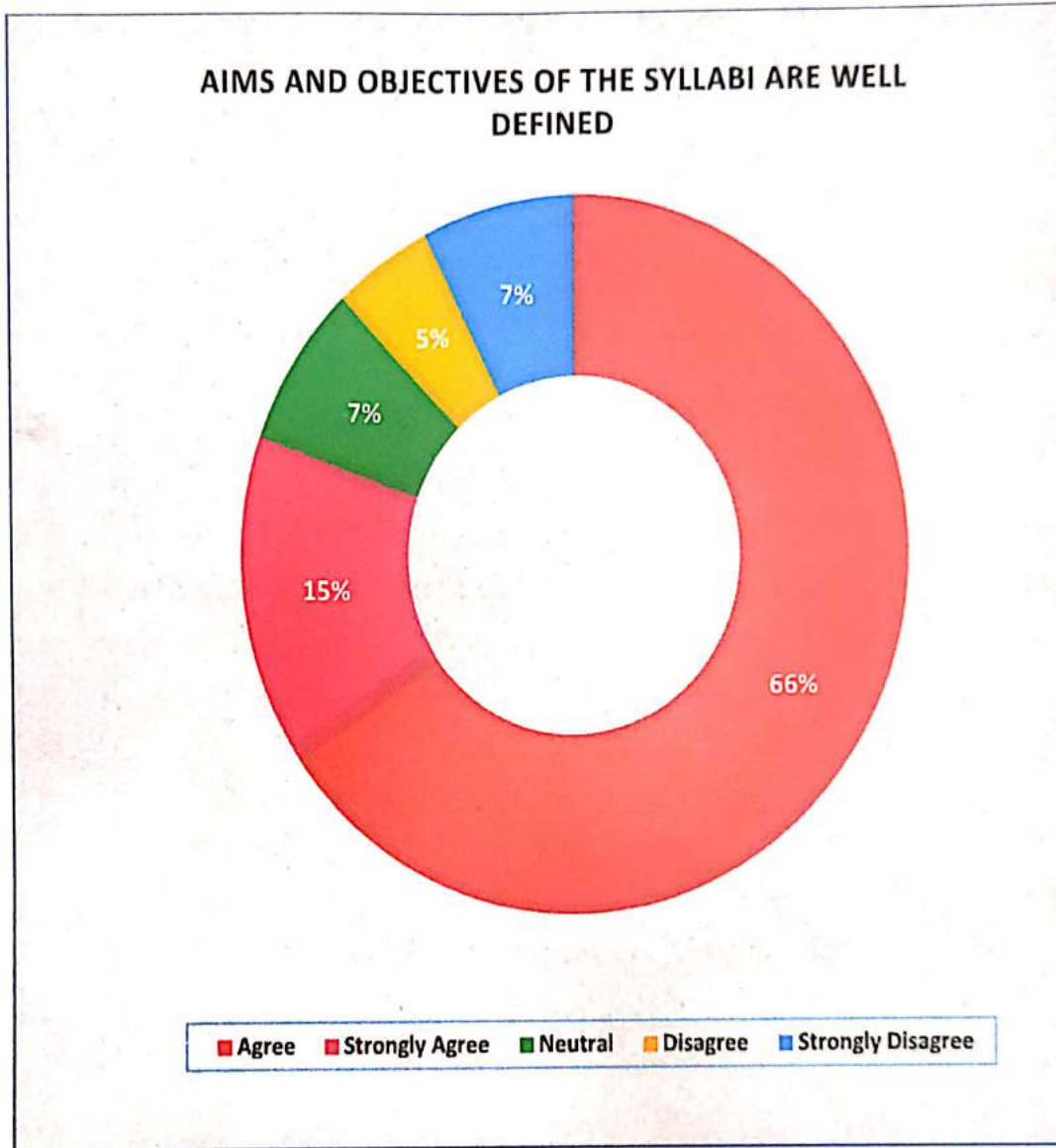
*Alakshya*  
Principal  
St. Bede's College  
Shimla - 2



**TEACHERS FEEDBACK ON CURRICULUM**

**2020-2021**

**Question 1. Aims and objectives of the syllabi are well defined.**

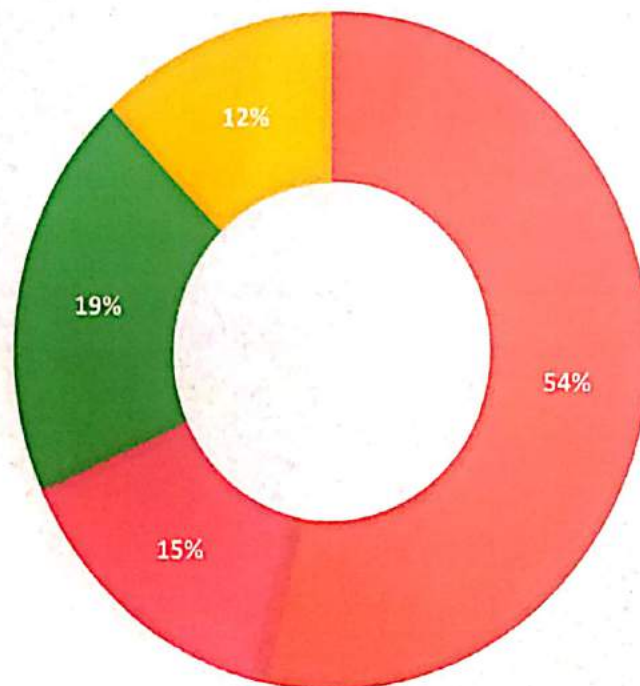


Officiating Principal  
St. Bede College  
Shimo - 2  
*Abraham*



Question 2. Teachers get adequate time for the completion of syllabus during the year/semester.

TEACHERS GET ADEQUATE TIME FOR THE COMPLETION OF SYLLABUS DURING THE YEAR/SEMESTER

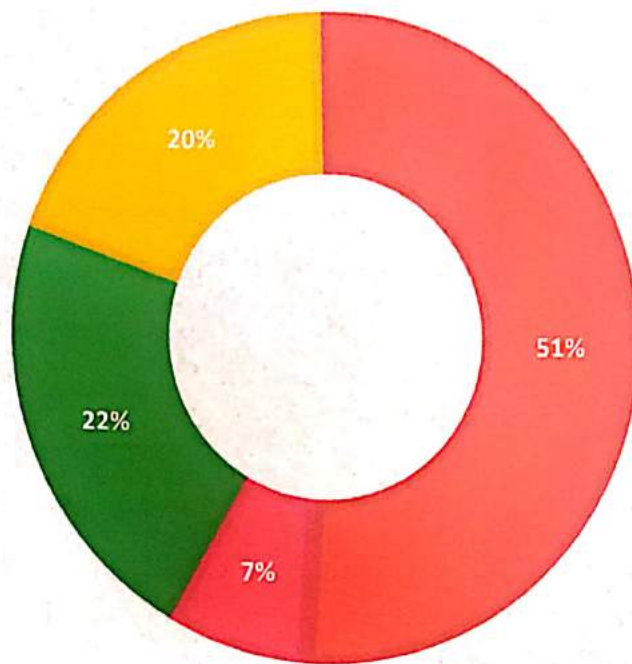


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
St. Bede's College  
Shimla - 2

Question 3. Curriculum is skill oriented and develops innovative thinking.

**CURRICULUM IS SKILL ORIENTED AND DEVELOPS INNOVATIVE THINKING**

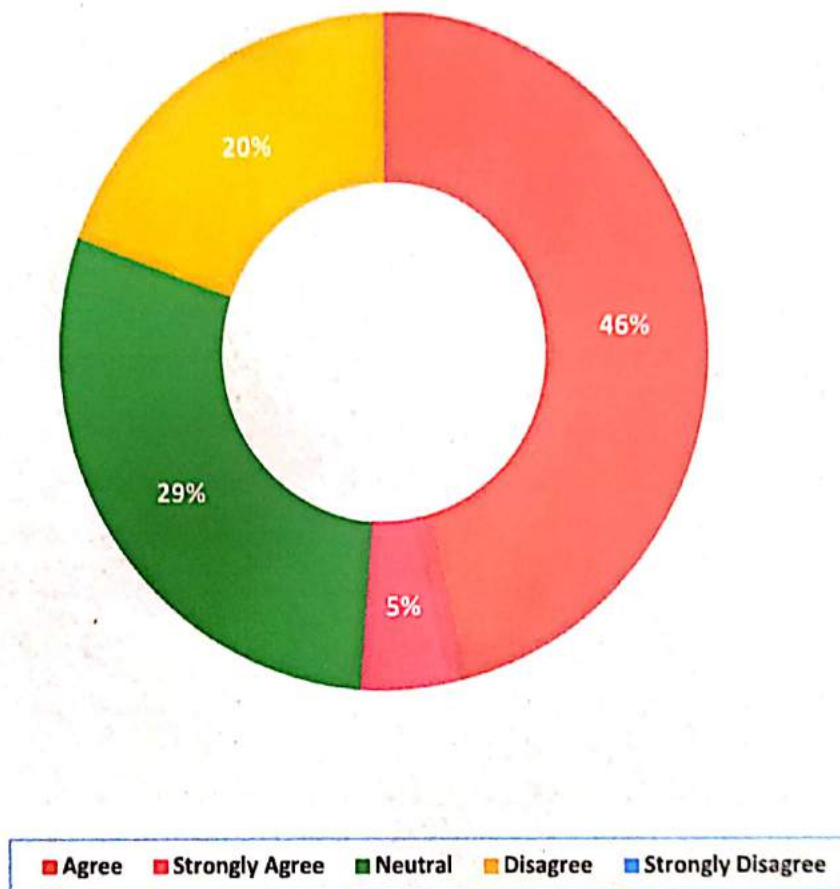


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
St. Bede's College  
Shirga - 2  
*M. Haniffa*

Question 4. The curriculum helps in developing personality by inculcating soft skills, life and employability skills.

**THE CURRICULUM HELPS IN DEVELOPING PERSONALITY  
BY INCULCATING SOFT SKILLS, LIFE AND EMPLOYABILITY  
SKILLS**

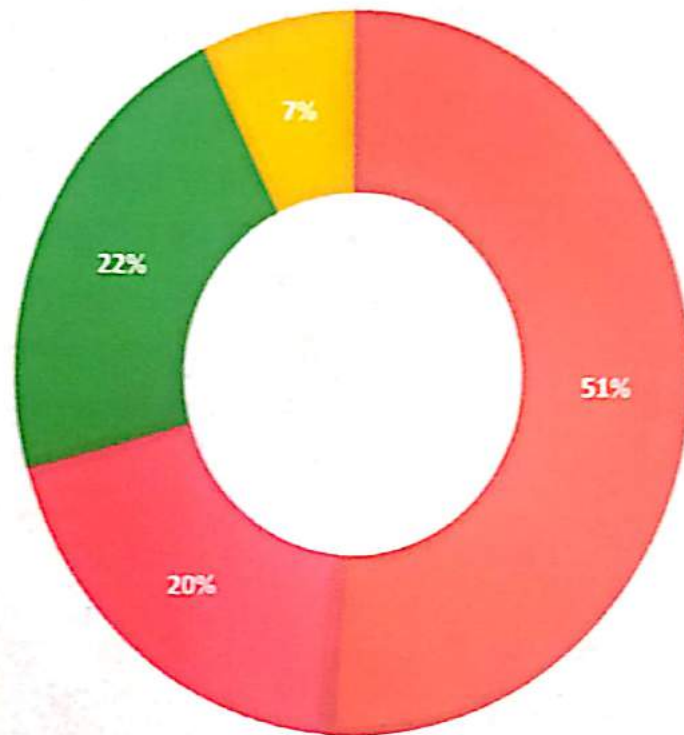


Officiating Principal  
St. Peter's College,  
Sullia  
*Maham*



Question 5. The ICT infrastructure is well developed for effective teaching and learning.

THE ICT INFRASTRUCTURE IS WELL DEVELOPED FOR  
EFFECTIVE TEACHING AND LEARNING

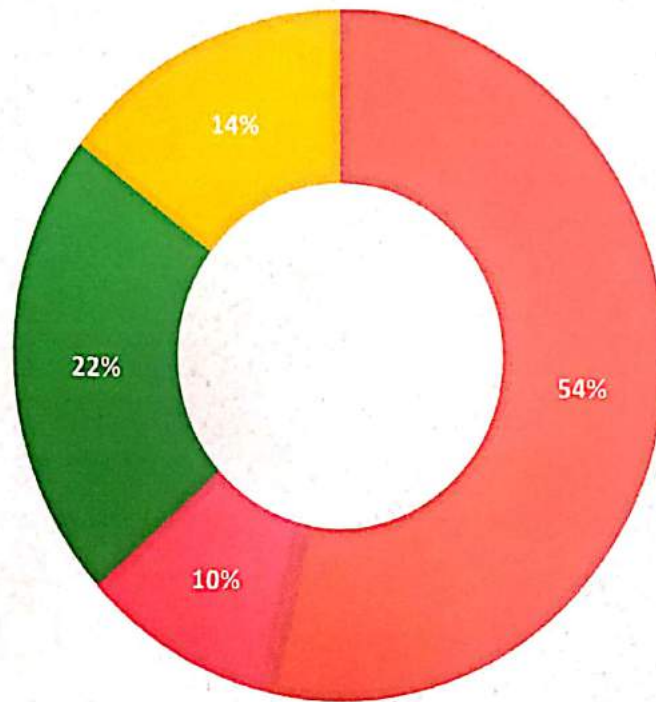


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
St. Patrick's College,  
St. Patrick's - 2

Question 6. Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines.

**CURRICULUM HAS RELEVANCE TO REAL LIFE SITUATIONS, REFLECTS CURRENT TRENDS AND PRACTICES IN THE RESPECTIVE DISCIPLINES**

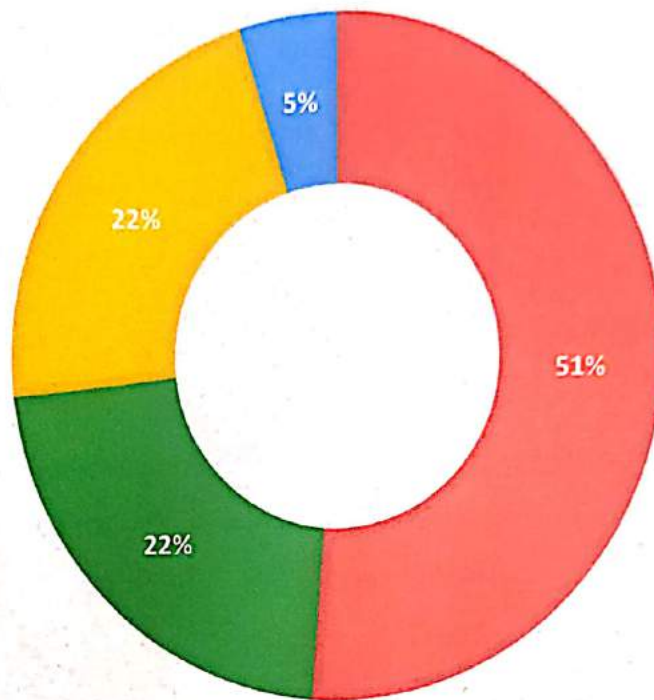


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
St. Peter's College  
Shimla - 2

Question 7. The curriculum fulfills industrial and societal needs.

THE CURRICULUM FULFILLS INDUSTRIAL AND SOCIETAL NEEDS

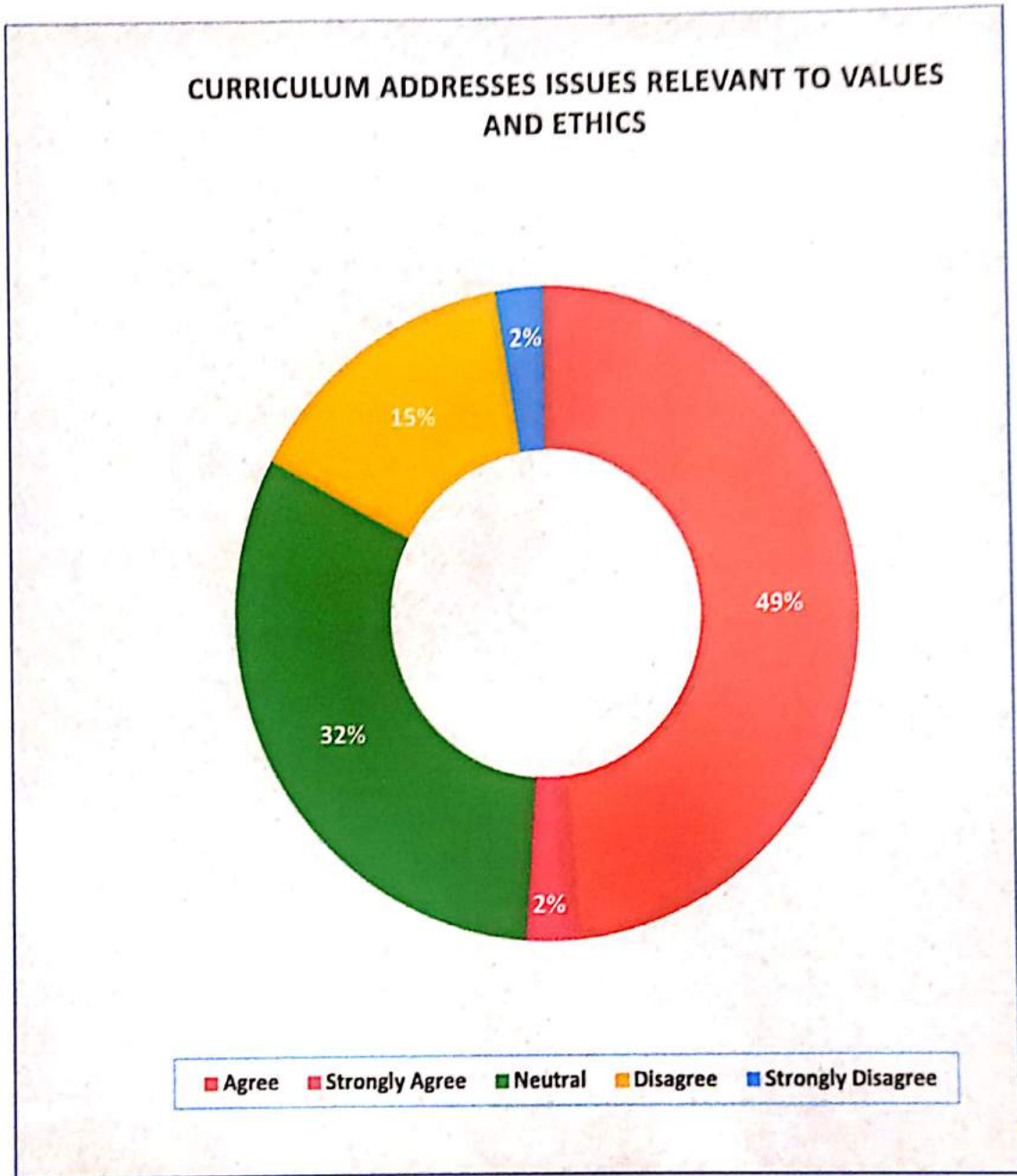


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
St. Paul's College  
Shimla - 2



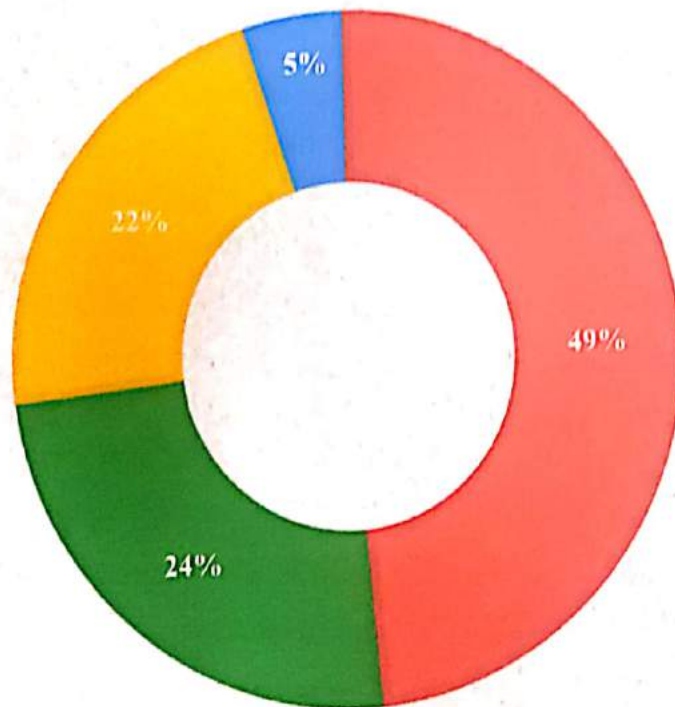
Question 8. Curriculum addresses issues relevant to values and ethics.



Officiating Principal  
*[Signature]*  
St. Peter's College  
Stimla - 2

Question 9. Periodical revision of curriculum is undertaken.

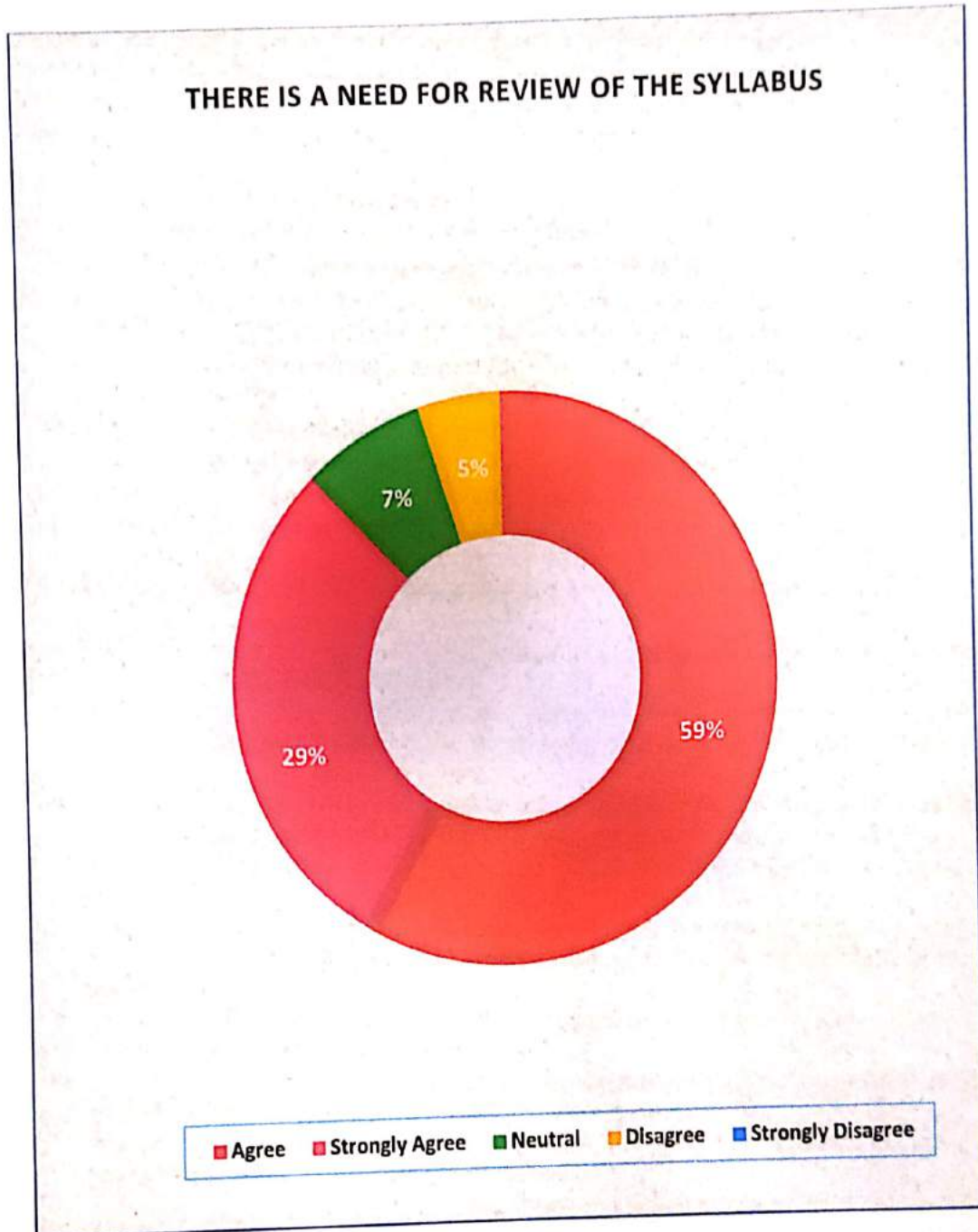
PERIODICAL REVISION OF CURRICULUM IS UNDERTAKEN



■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Officiating Principal  
*[Signature]*  
St. Bede's College  
Shimla - 2

Question 10. There is a need for review of the syllabus.



Officiating Principal  
*Abhishek*  
College  
Shimla - 2



## Teachers' Feedback on Curriculum

2020-2021

To know about exuberance of the offered courses, teachers' feedback on curriculum is an essential tool which is aimed to offer most relevant and contextual knowledge to our young learners. Curriculum's feedback is a useful exercise for evaluating the established objectives, outcomes and relevance of the offered programs. Thereby, a department wise survey of the teachers was conducted in the college on following pointers-

- **Aims and objective of the curriculum.**
- **Adequacy of time for completion of the syllabus.**
- **Promotion of skill development and innovative thinking.**
- **Personality development through soft skills, life and employability skills**
- **Developed ICT infrastructure for better teaching and learning experience**
- **Relevance of the curriculum to real life situations and reflecting recent trends in related discipline.**
- **Fulfilment of the industrial and societal needs.**
- **Curriculum addressing issues related to values and ethics.**
- **Undertaking periodical revision of curriculum.**
- **Need for the review of the syllabus.**

**Following is the analysis of the response submitted by the teachers on curriculum.**

- The syllabus offered under different courses is generally covered on time and the objectives are also mostly well defined.
- Whereas, the syllabus offered within curriculum requires alterations to make discipline more useful and cater to the changing industrial, societal and workspace demands.
- The curriculum has proved beneficial in enhancing soft skills but ethical issues such as humanity, honesty, compassion should also be given preference within curriculum.
- Employability skills and technical skills also require more boost to make our students stand out differently.
- More importance should be given to develop innovative, creative and artistic thinking and curriculum should be re-designed in a way that it inculcates analytical skills of the students.
- The usage of ICT tools such as PPTs, Ms Teams, Google Meet, has increased over the time which makes learning more interesting.
- Overall, it is evident that development of employability skills, analytical skills and innovative thinking should be enhanced through offered curriculum. A proper balance between studies and its societal usage should be maintained and assessment methodology should also be made more inclusive.

Officiating Principal  
*Alkama*  
St. Bede's College  
Shimla - 2

### Action Taken Report

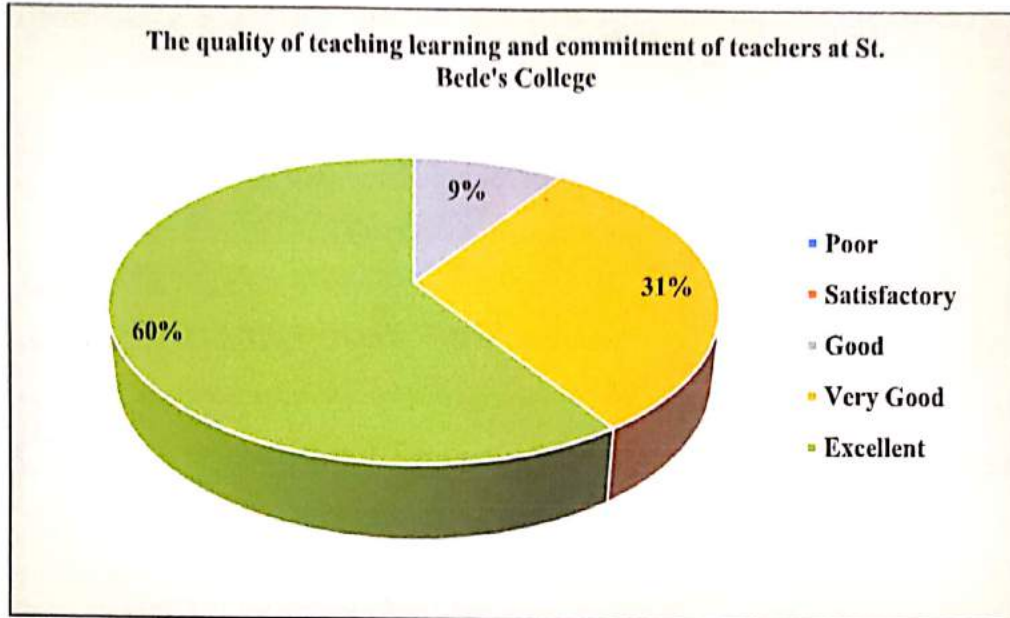
FEEDBACK	ACTION TAKEN
Cyclic revision of the syllabus to make it more relevant to the societal and industrial demands	The concern was discussed with the affiliating University experts and members of Board of Studies. With the implementation of New Education Policy 2020 the required changes in syllabus would be introduced to cater to the changing needs and demands.
More experiential, skill based courses and internships.	The institution is offering Add-on courses to increase employability skills of the students such as Tally, GST, Biodiversity, Personality Development, etc. Due to pandemic constraint the internship and field visit opportunities could not be offered but with a curb in catastrophic situation more opportunities shall be availed to the students.
More Usage of ICT	The faculty members switched to complete online mode of teaching during covid period. But after the regular offline classes more emphasis shall be on hybrid mode of teaching-learning through Smart Boards, Documentaries, Google Classrooms and other audio-visual.
Making assessment methodology more inclusive	The segregation of assessment marks are clearly discussed with the students in beginning of every session. The given parameters are clearly defined with total marks allotted to each set. To make assessment more transparent, it is uploaded on Campus Whizz and also discussed with students.
Emphasis on issues related to ethics and values.	To impart ethics and social values to the students regular mentoring cum value education classes are conducted for the students.

Officiating Principal  
*M. K. S. Reddy*  
St. Bede's College  
Shimia - 2

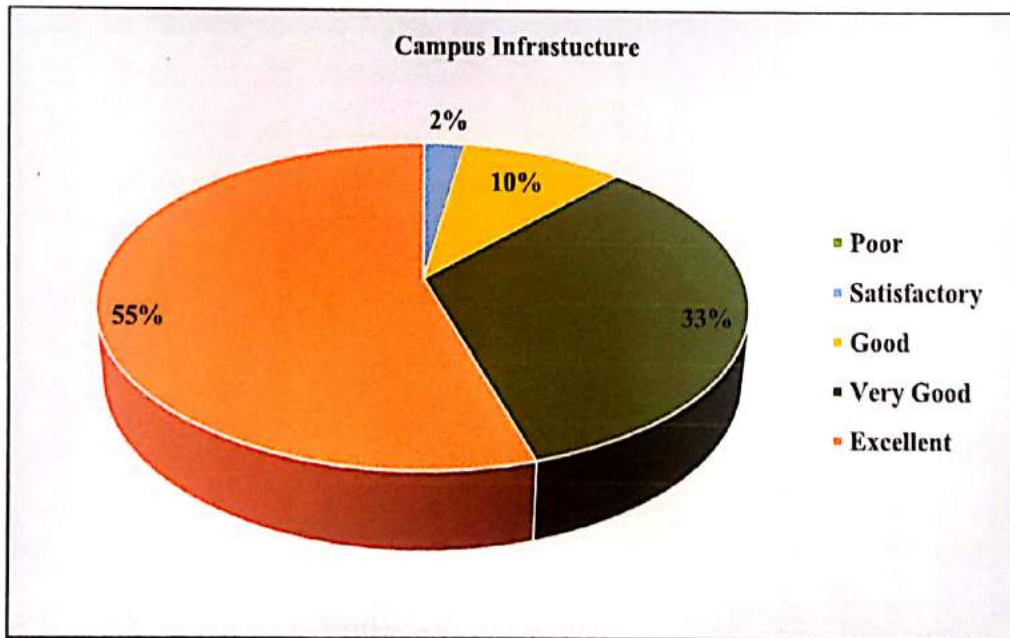
## Alumni Feedback Analysis 2020-21

Number of Respondents: - 42

1.



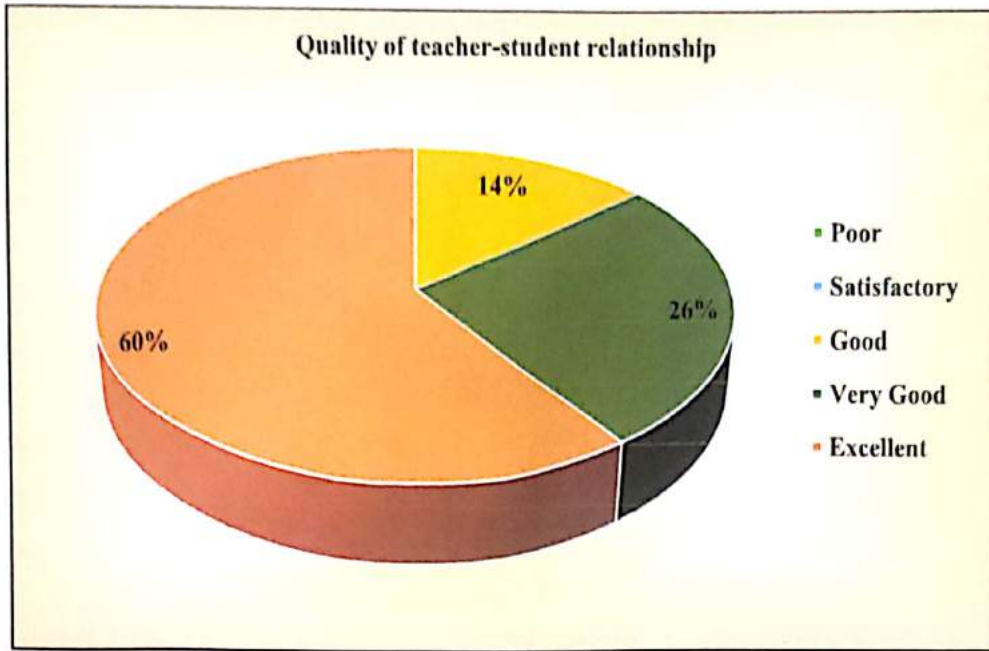
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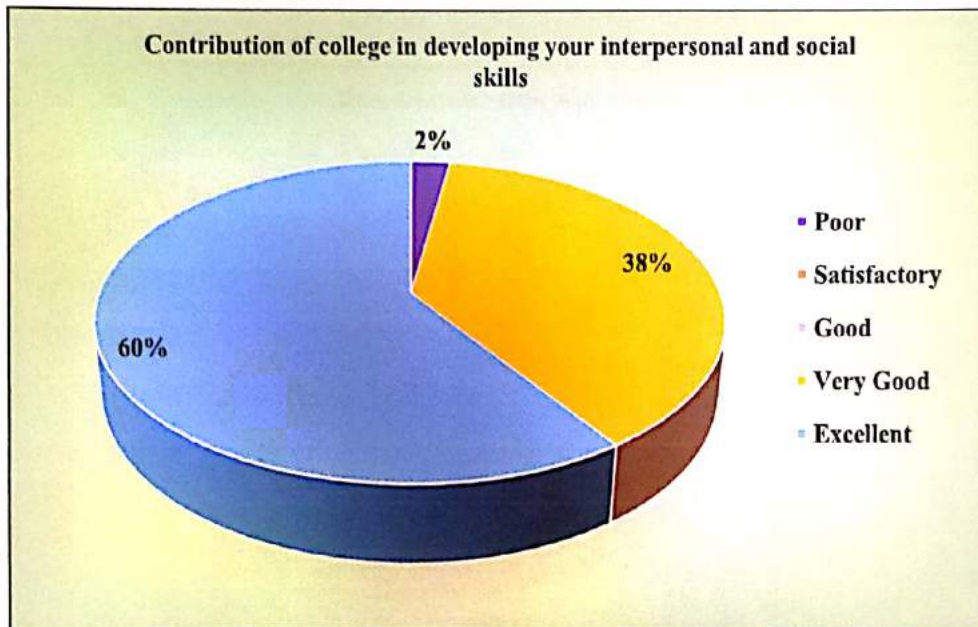
Shimla  
St. Bede's College  
Officiating Principal



3.

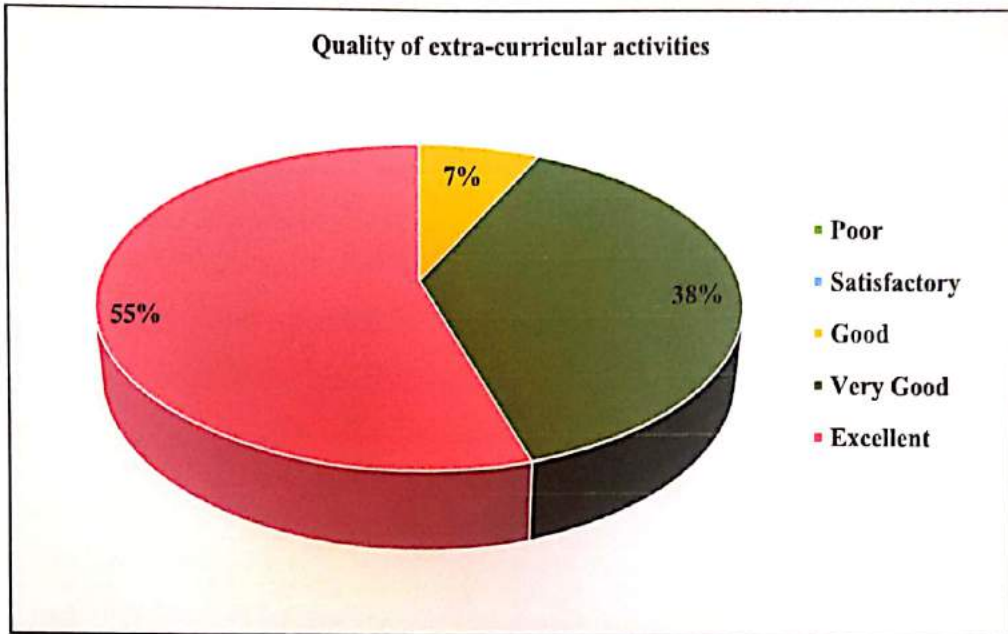


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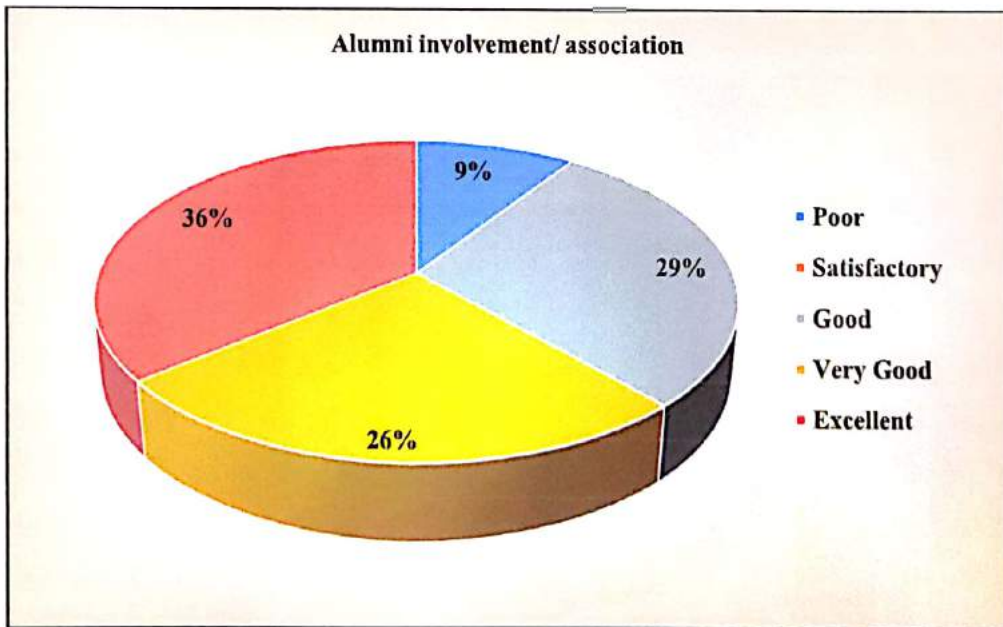


Office of the Principal  
St. Bede's College  
Shimla - 2

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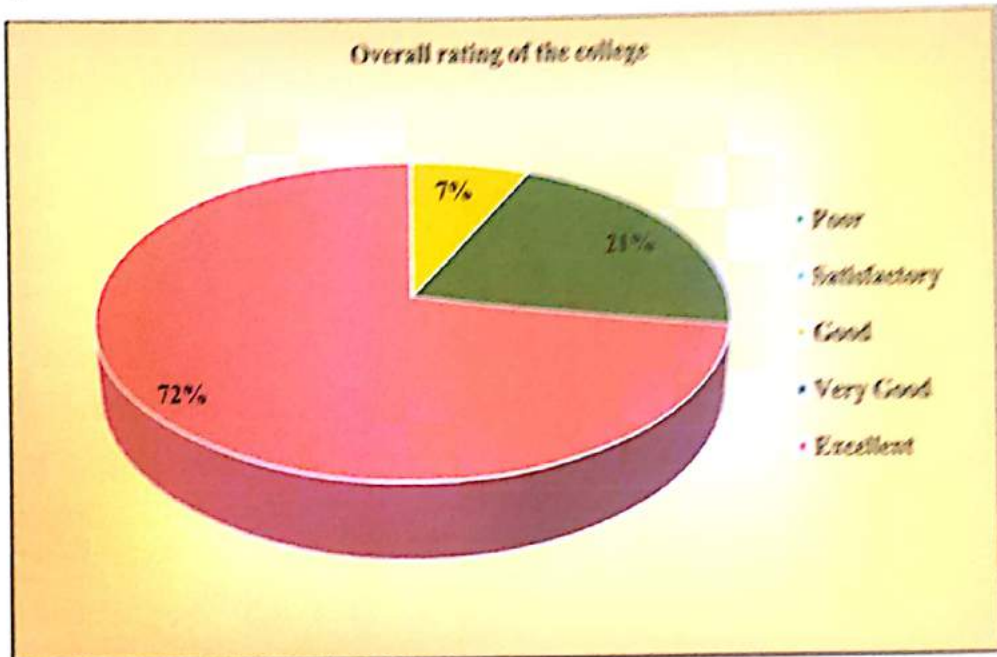


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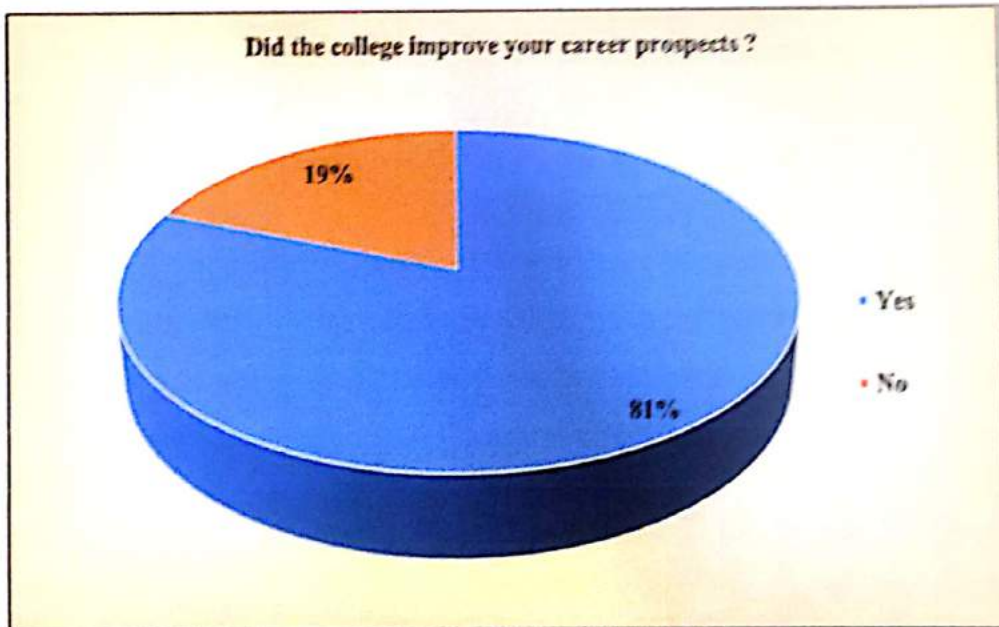


Office of the Principal  
St. Bede's College  
Shimla - 2

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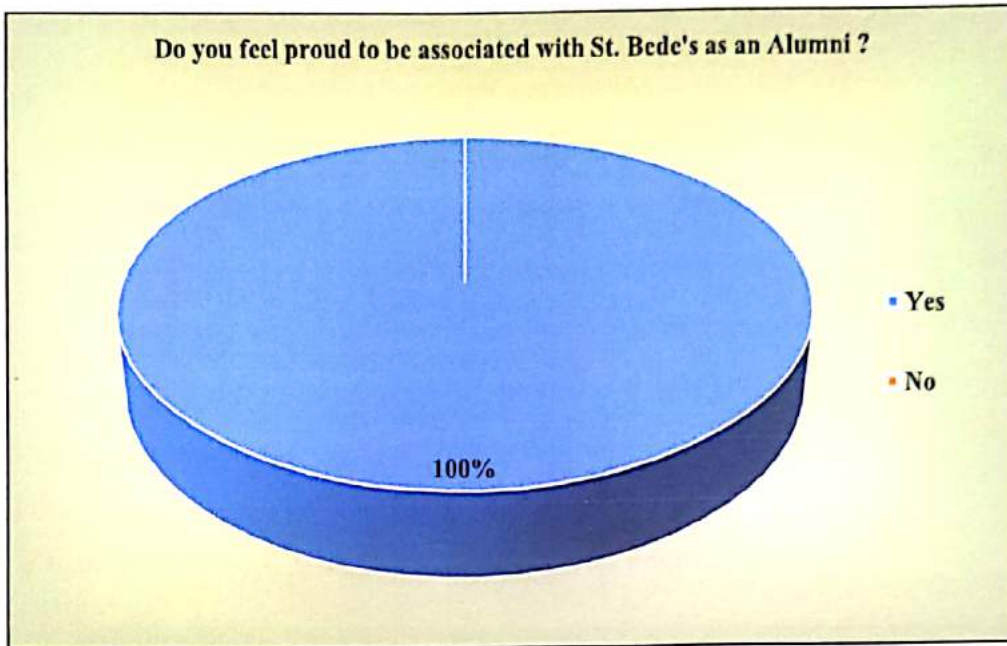
8.



Officiating Principal  
St. *Althina* College  
Saimla - 2



9.



Officiating Principal  
*Nalanna*  
St. Bede's College  
Shimla - 2

## Alumni Feedback Report

The Alumni Survey is designed to give graduates an opportunity to reflect upon their years at college after graduation. This information is used to improve the college experience for future students by identifying strengths in our programs as well as areas that need further development. The survey includes issues relating to satisfaction regarding:

- The quality of teaching learning and commitment of teachers at St. Bede's College
- Campus Infrastructure
- Quality of teacher-student relationship
- Contribution of college in developing your interpersonal and social skills
- Quality of extra-curricular activities
- Alumni involvement/ association
- Overall rating of the college
- Did the college improve your career prospects?
- Do you feel proud to be associated with St. Bede's as an Alumni?

During the session 2020-21, St. Bede's college conducted an Online survey of Alumni feedback to assess their perceptions of relevant aspects of their college experiences and to explore Alumni activity interests. The Alumni, eligible to participate were those who had graduated after three years of their degree course. They were asked the above nine pointers. Although this is not a generalizable sample size, results are indicative of interested Alumni who wish to provide feedback to the college. The survey is offered electronically through a link on the website.

The graph for the first pointer shows that the quality of teaching and learning and commitment is high, which is a key strength towards student centric approach where the student is given priority over everything else.

The second pointer- campus infrastructure too is considerably satisfactory given the hilly terrain in which the college is located. Cleanliness and greens around the campus are its hallmark.

Third, large percent of crossed-out students feel that there is a strong rapport between the students and the teachers who are easily approachable. This is very re-assuring for students who need constant guidance and encouragement.

Fourth, this field once again has been given a strong 'thumbs-up', as a majority feel that studying at St. Bede's has added to their confidence and spoken skills, hence improving their social skills.

Fifth, the quality of extra-curricular activities, as pointed out has a scope for improvement in this age of ICT and digital tools.

Sixth, this is rated as good, obviously being ruled by their love for their Alma Mater.

Seventh, the overall rating of the institution is no doubt high with the former students placed very well in their professional and personal life.

Officiating Principal  
*Abhama*  
Bede's College  
Shimla - 2

Eight, the Alumni do give high credit to the college for being a 'springboard' in their professional careers. Numerous Ex-Bedeians are highly placed in All India Services/ business entrepreneurship/ Banking services and as Educators.

Lastly, all the Alumni whole heartedly agree that they are very proud to be associated with St. Bede's as an Alumni.

The grey areas that can definitely be worked upon are extra-curricular activities and the EBA (Ex-Bedeian Association) which can be enlarged to encompass the voluntary services/counselling/career guidance of the Alumni for the benefit of the present students.

*Alkaramia*  
In-charge Principal  
St. Bede's College  
Shimla - 2





## Action Taken Report

Feedback	Action Taken	Impact
The curriculum needs re-structuring, to make students employable and develop skills.	It was decided to enter into agreement with industries to impart required workforce skills through experiential learning.  It was also decided to organize more placement drives on the campus.	The college has signed an MoU with SkillLabs to set up a 'Financial Lab cum Incubation Centre' to promote women entrepreneurship, provide job-oriented skills.
Blended learning should be used for teaching.	It was decided to increase the usage of ICT and technological tools produce e-content and MOOC's.	Smart Classrooms, LMS platform- MS-Teams, e-content, Swayam Portal, etc. are being used for hybrid mode of learning.

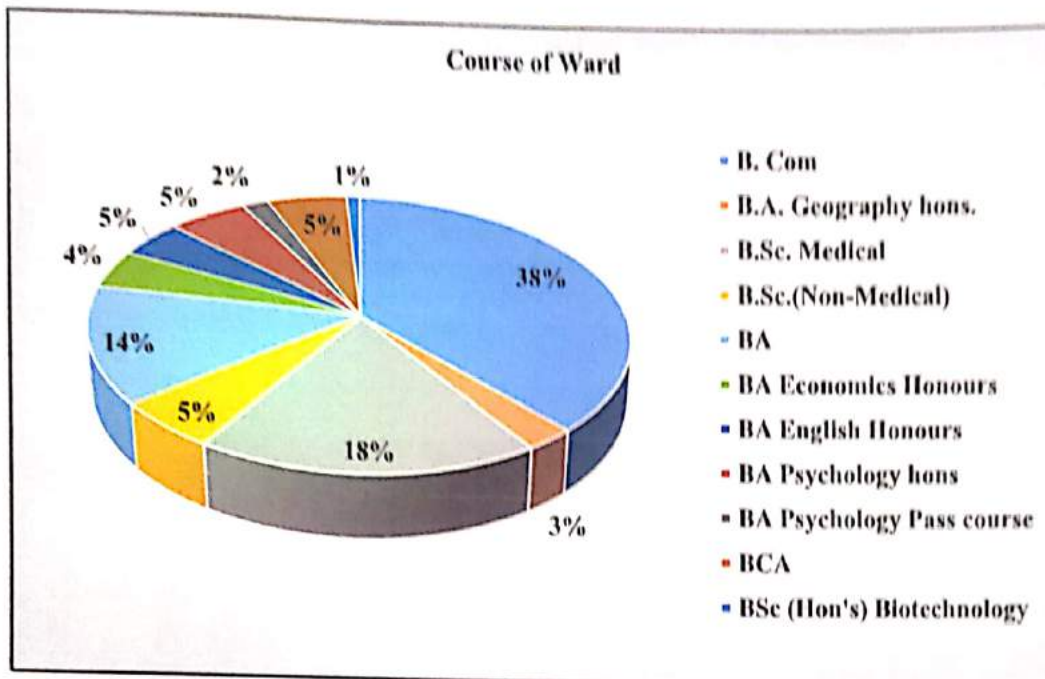


Officiating Principal  
St. Bede's College  
Shimla - 2

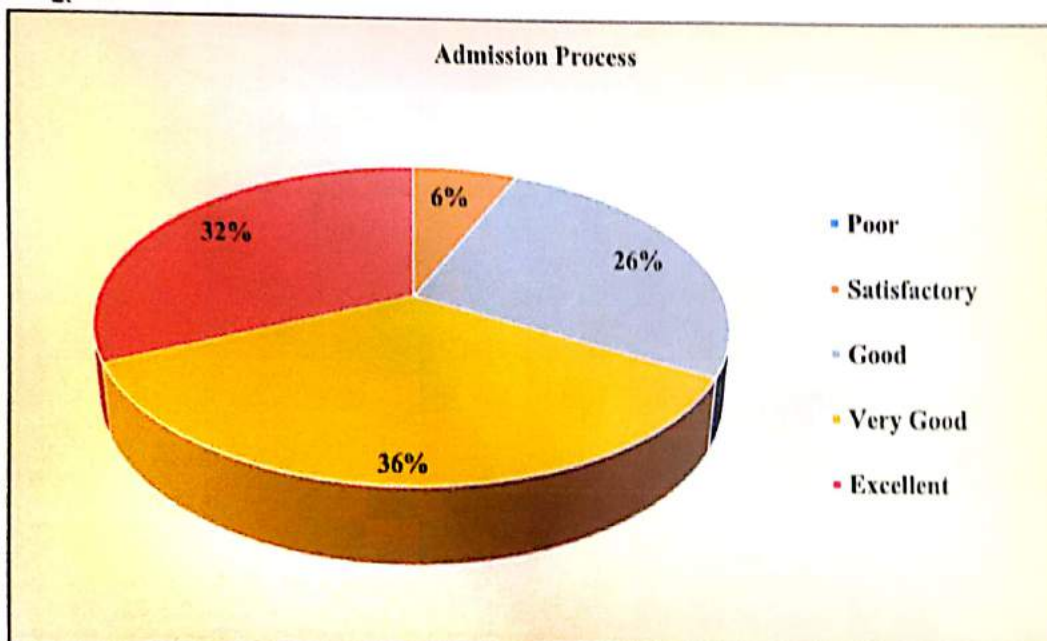
## Parents Feedback Analysis 2020-2021

Number of Respondents: - 108

1.

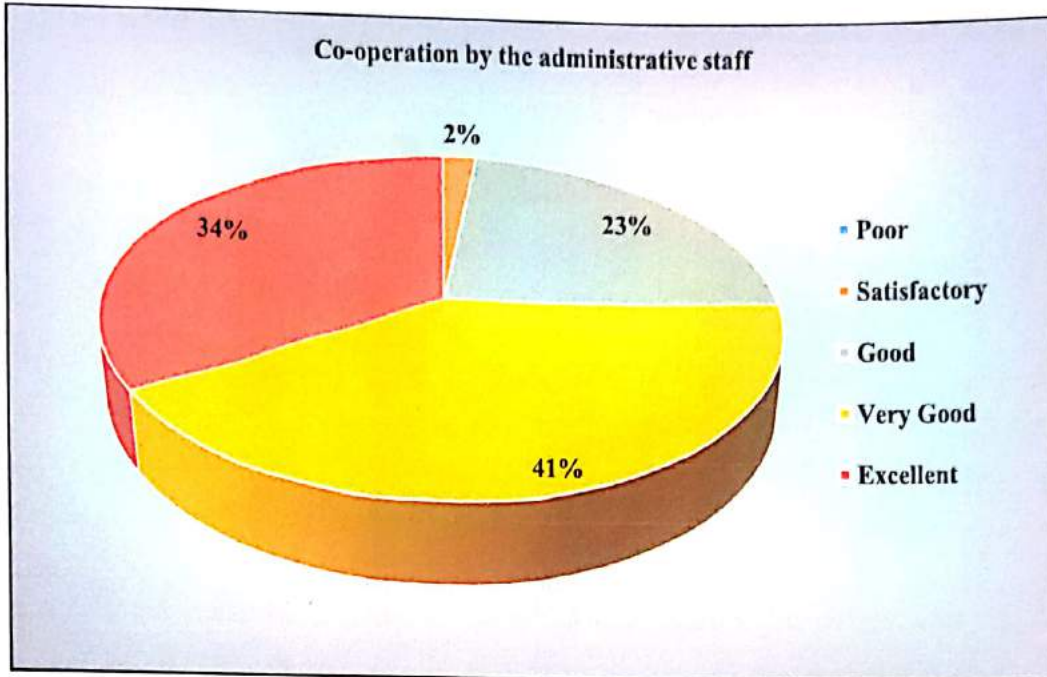


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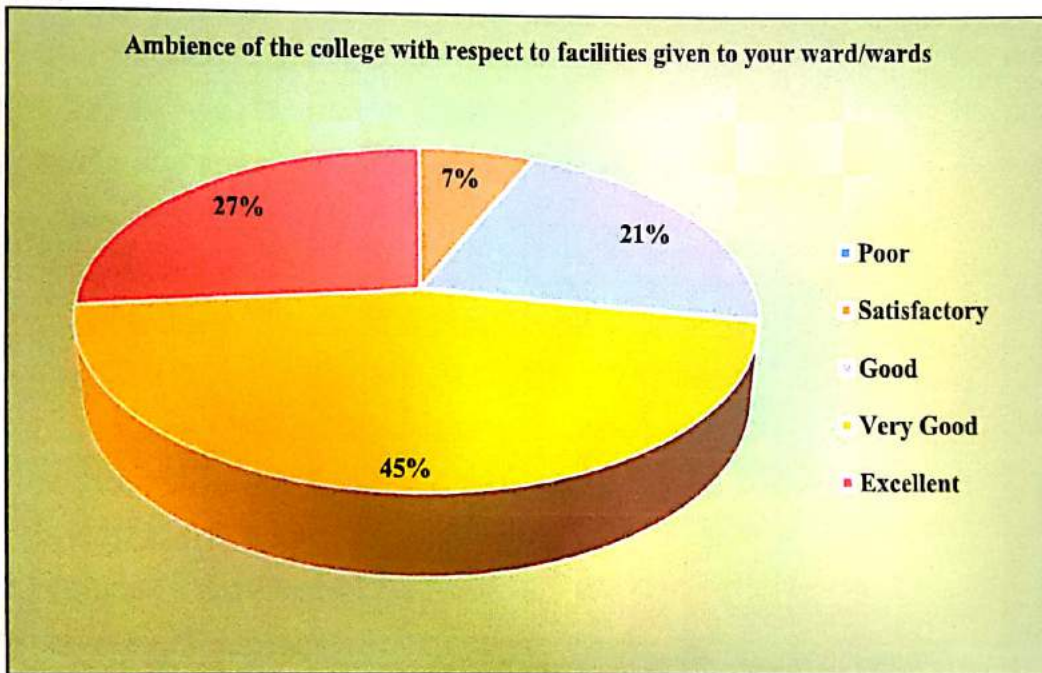


*Alkhania*  
Officiating Principal  
St. Bede's College  
Shimla - 2

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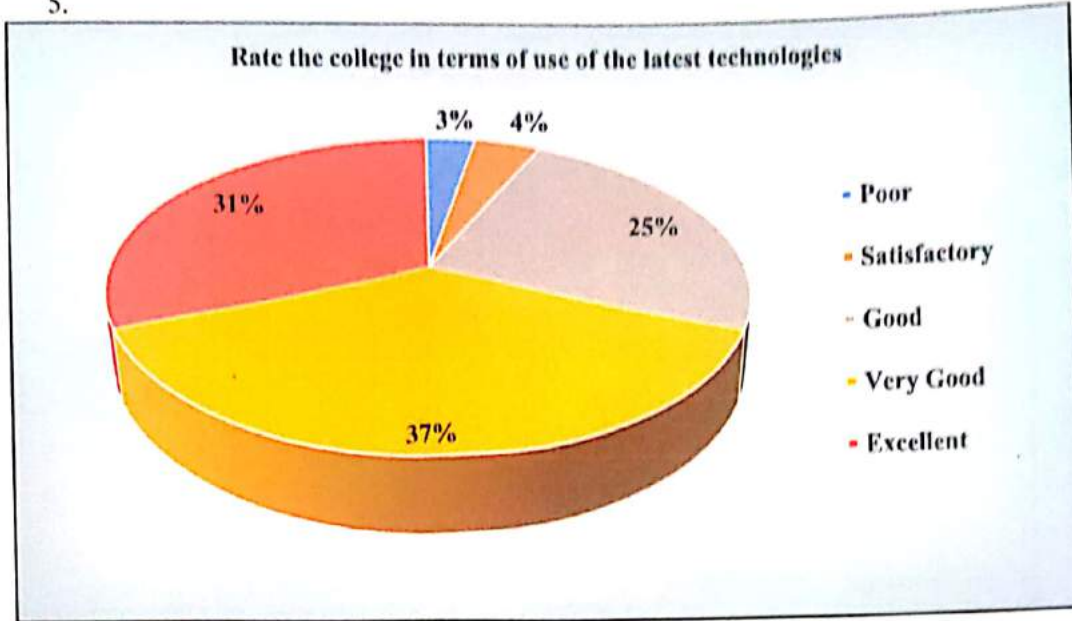
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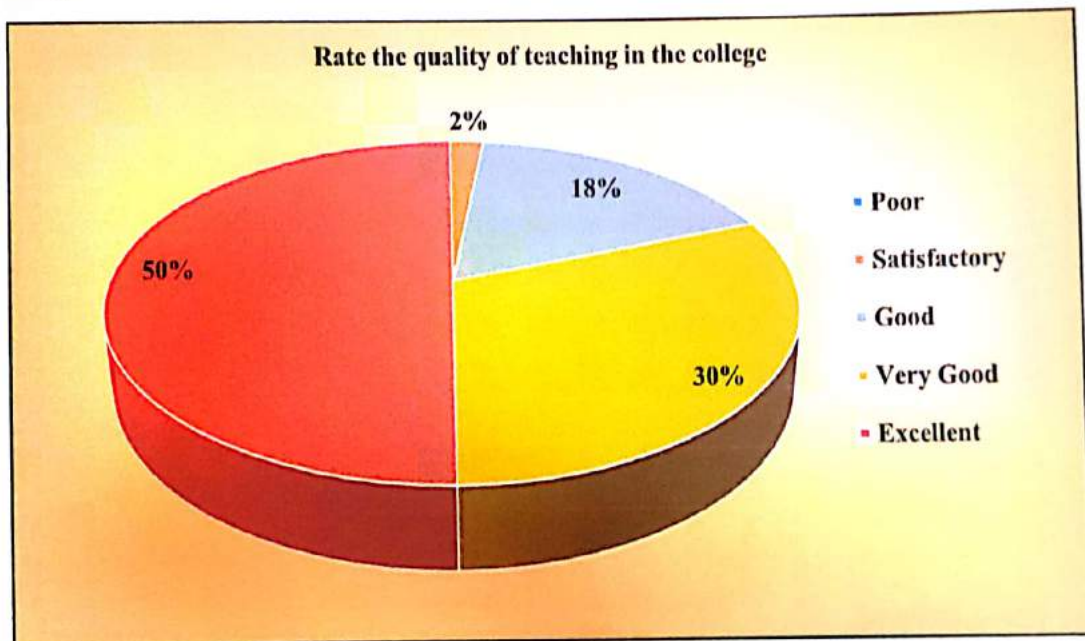
Office of the Principal  
St. Bede's College  
Shimla - 2



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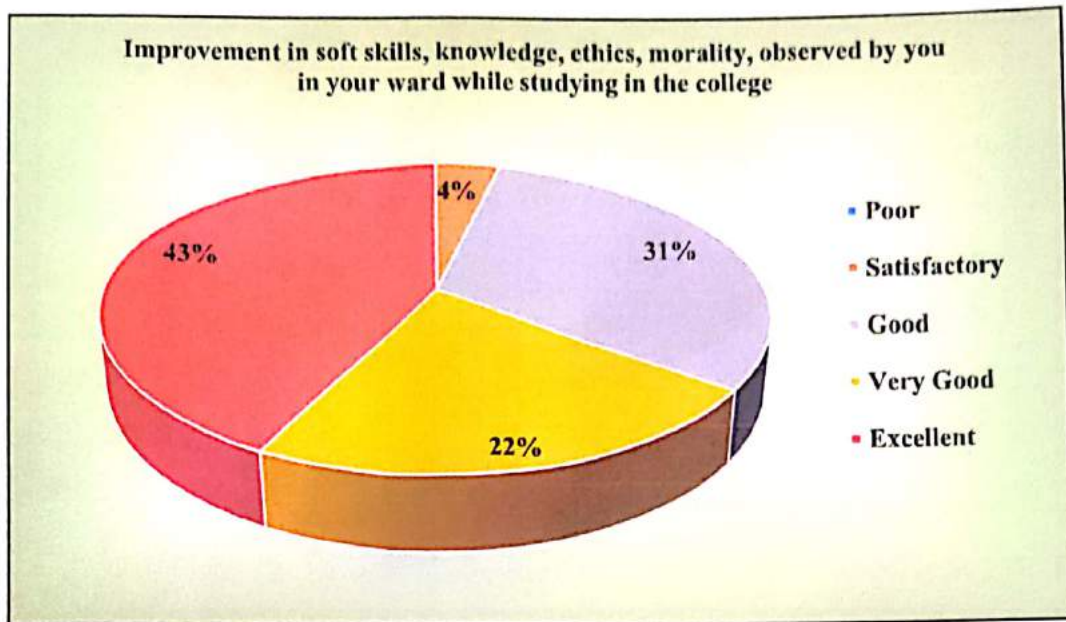


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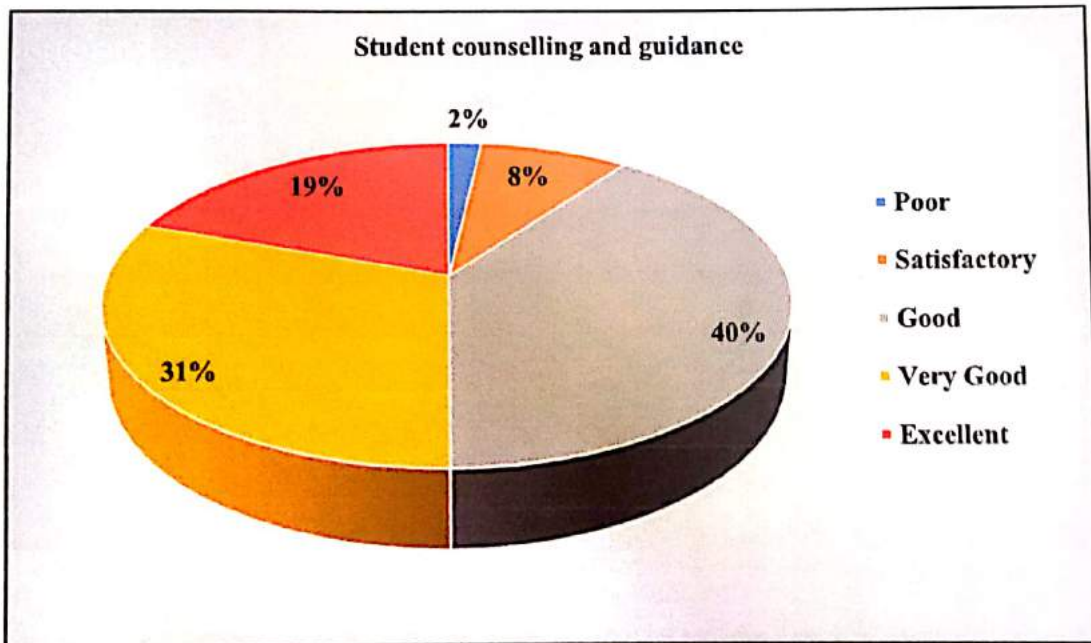


Office  
St. Bede's College  
Shimla - 2

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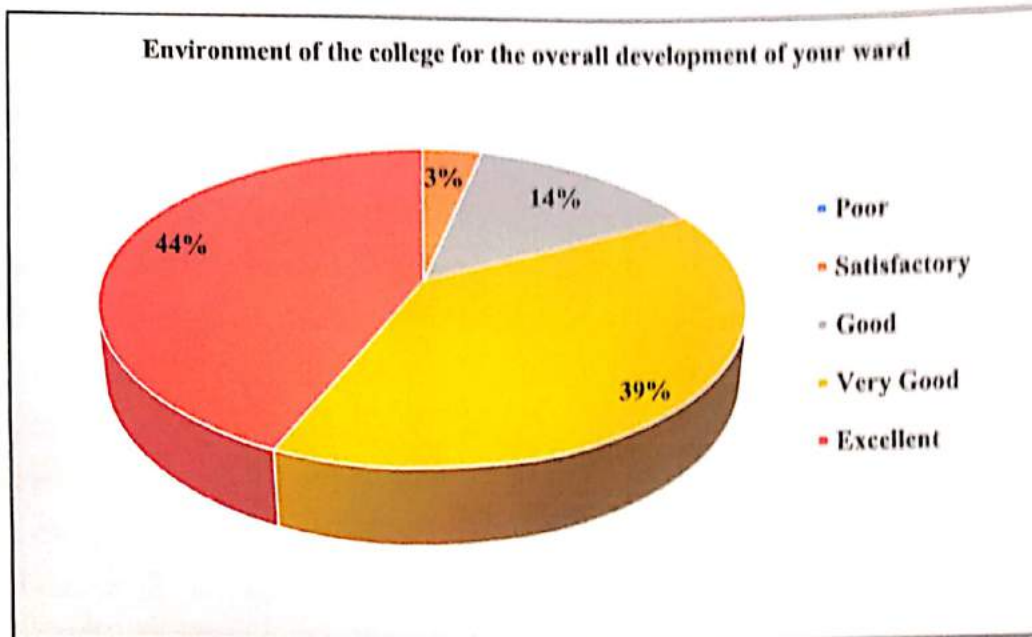


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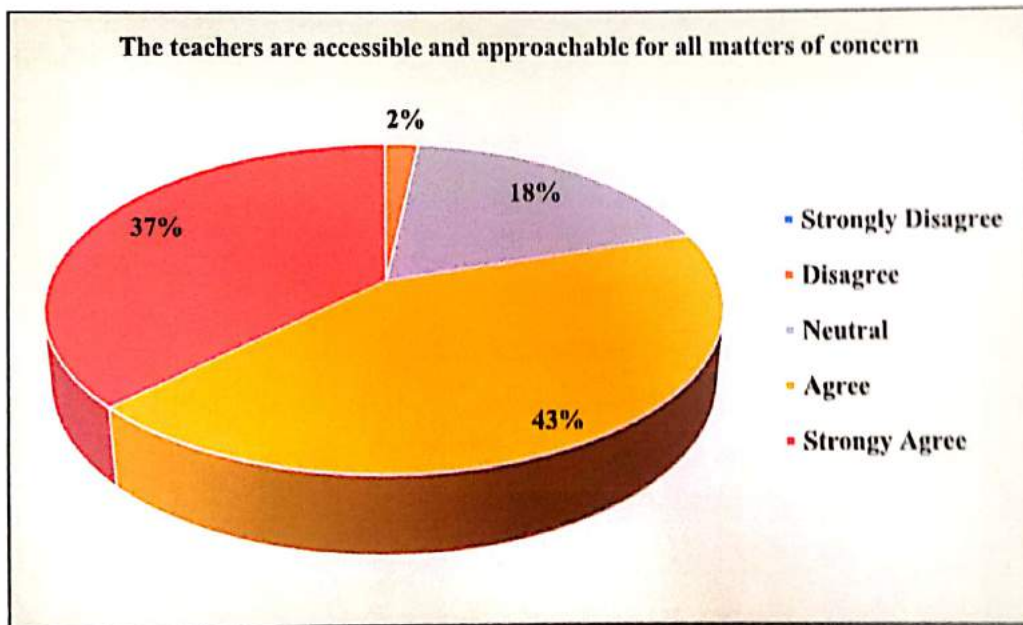


Officiating Principal  
St. Bernard's College  
Shimla - 2  
*Abhmani*

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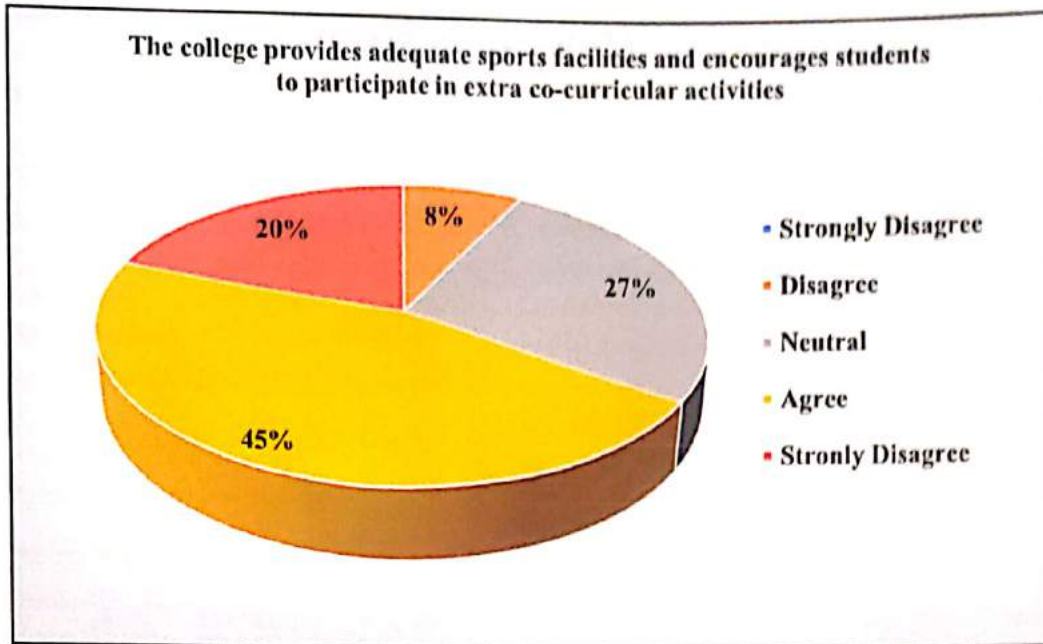
10.



Outgoing Principal  
*Alkhanna*  
St. Bede's College  
Shimla - 2



11.



Officiating Principal  
St. Peter's College,  
Shimla - 2  
*Alhami*

## REPORT OF PARENT'S FEEDBACK ANALYSIS

### FOR THE ACADEMIC YEAR 2020-21

St. Bede's College, Shimla was established with the mission to provide guidance, enhancing potential, encouraging students to follow their dreams and helping them become successful citizens of the nation and the world. Parents entrust the future of their children into our hands and it is imperative to know their views, opinions and suggestions. Feedback from parents allows the institute to evaluate its service provision and thus cater to providing excellent service towards the students. The feedback analysis process has put an increasing emphasis on the need for involvement of parents in the quality assurance of excellent education. Parent's involvement requires that they play an active role in participating for the holistic development of their children. Parents Feedback Form (link) is on the college website for the parents of undergraduate students to evaluate the institution. This initiative of collecting feedback is done by the IQAC of the college.

Parent's feedback has the following main objectives:

1. To provide parents the opportunity to comment on the quality of their ward's learning experience.
2. To assess the success of academic provision in relation to the expectations of both the parents and the students.
3. To provide feedback to the faculties in order to improve delivery and/or content of the curriculum.

The parent's feedback form focuses on the following issues:

- Course of Ward
- Admission Process
- Co-operation by the administrative staff
- Ambience of the college with respect to facilities given to your ward/wards
- Rate the college in terms of use of the latest technologies
- Rate the quality of teaching in the college
- Improvement in soft skills, knowledge, ethics, morality, observed by you in your ward while studying in the college
- Student counselling and guidance
- Environment of the college for the overall development of your ward
- The teachers are accessible and approachable for all matters of concern
- The college provides adequate sports facilities and encourages students to participate in extra co-curricular activities.

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The feedback graph shows that majority of the parents have found English Honours and B.Sc. Medical courses to be very satisfactory.

The parents have found the college online admission process to be good and user friendly. The administrative staff to has been rated as co-operative. The parents strongly feel that the infrastructure, ambience and facilities are also the plus point of the institution and many of them found the college to be a good place for their children to have a learning experience. A good percentage of the parents found the overall academic skills and knowledge of the college's faculty as good and the quality of teaching satisfactory, but thought that the use of ICT can be increased further. The parents are agreeable to the fact that the counsellors and mentors of the college were good. Many of the parents feel that the fests, events and extra-curricular activities have added to the holistic development of their ward. They have also indicated that soft skills, knowledge and ethics of their children have improved considerably. A good percentage of the parents felt sports opportunities needed improvement but they are satisfied with extra-curricular activities and the facilities provided therewith. Finally, majority of the parents agree that the college has a good learning environment with the staff being accessible and approachable to students whenever they have required the need for it.

**Analysis and outcomes:**

1. Parents are satisfied with the good infrastructure of the college and have found it to be safe and secure for their children.
2. Parents also found that the children have a good learning experience in the college as a result of the good knowledgeable faculties teaching their children.
3. Parents are satisfied with the counsellors and the mentors provided by the college.

**Recommendations and suggestions:**

1. It was suggested that there should be more improvement made in the facility provided by the sports department.
2. Parents also felt that much more can be done to enhance and advance the softskills of the students.

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*Alkhamia*



## Action Taken Report

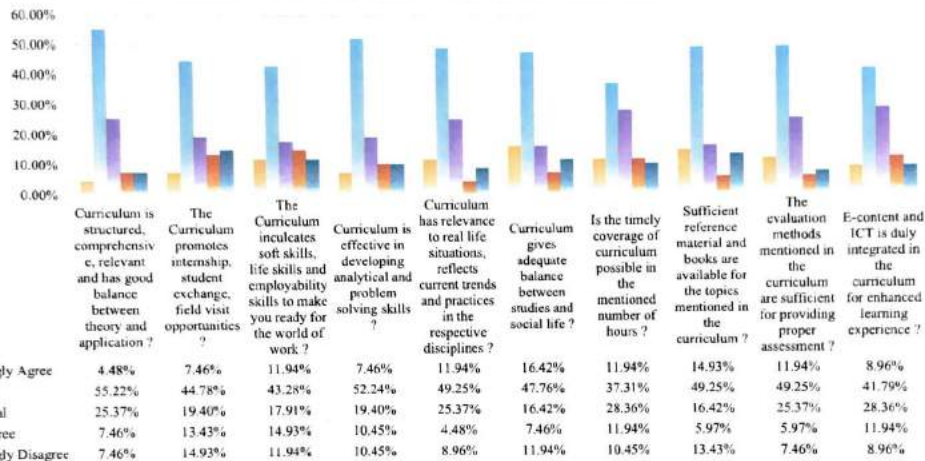
Feedback	Action Taken	Impact
Hybrid mode of learning to be encouraged more for better experiential learning.	The faculty was encouraged to increase the usage of ICT tools, produce e-content and MOOC's.	The Smart Classrooms, LMS platform such as MS-Teams, Swayam Portal, e-content, etc. are being used for hybrid mode of learning.
To strengthen student counseling.	It was decided to organize more career guidance, counselling and placement drives on the campus.	Career guidance sessions are organized by the placement cell of the college and a counsellor has been appointed for personal counselling. Value education cum mentoring sessions are also held once in a week.
More sports training and tournaments should be organized for the students.	It was decided to re-introduce physical education as an elective subject after the appointment of the physical education teacher.	Physical education was introduced in the college as an elective discipline encouraging the students to indulge in different kinds of sports to explore their areas of interest. The students who are interested in sports join the NSO cell and participate in numerous sports events organised throughout the year. The college provides coaching facility for athletics, basketball, badminton, table tennis, chess, and yoga, etc.

*Nathania*

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## ANALYSIS OF STUDENTS FEEDBACK ON CURRICULUM 2021-22



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## STUDENTS' FEEDBACK ON CURRICULUM REPORT

2021-2022

To assess the relevance of designed curriculum student feedback data is collected by the college annually. The survey includes issues related to satisfaction regarding the following pointers-

- Structured, comprehensive, and relevant curriculum.
- Internship, student exchange and field visit opportunities.
- Development in soft skills, life skills and employability skills.
- Development in analytical and problem-solving skills.
- Relevance of curriculum.
- Balance between studies and social life.
- Timely coverage of curriculum.
- Sufficient reading material.
- Evaluation methods for assessment
- E-content and ICT tools

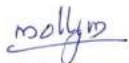
  
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### Feedback


- The effectiveness of the curriculum can be increased by re-structuring it.
- Internship opportunities and student exchange programs should be increased.
- The curriculum is helpful in inculcating soft skills, life skills and analytical skills. Employability skills should also be increased.
- The curriculum maintains the balance between the studies and their social life.
- The syllabus is covered in the fixed span of time.
- The reference material and books for readings are easily available and provided on time by the teachers.
- The parameters mentioned in the curriculum for assessment of the students can be modified.
- The usage of ICT tools can be increased to promote hybrid mode of learning.

  
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### Action Taken Report on Students' Feedback on Curriculum

Feedback	Action Taken	Impact
There is a scope for more internship & student exchange programmes.	The students are being encouraged to take more internship programmes, make projects, for which the teachers provide guidance and all possible help.  Field trips, projects are being encouraged	More and more students have started applying for internships and certificate courses.
Enough reading material is provided on time.	The reading material in the form of reference books, class notes, research papers, power-point presentation are being provided.	The college has an extensive library, E-catalogue & Inlibnet facility, from where students can access any book, magazine or reading material.

  
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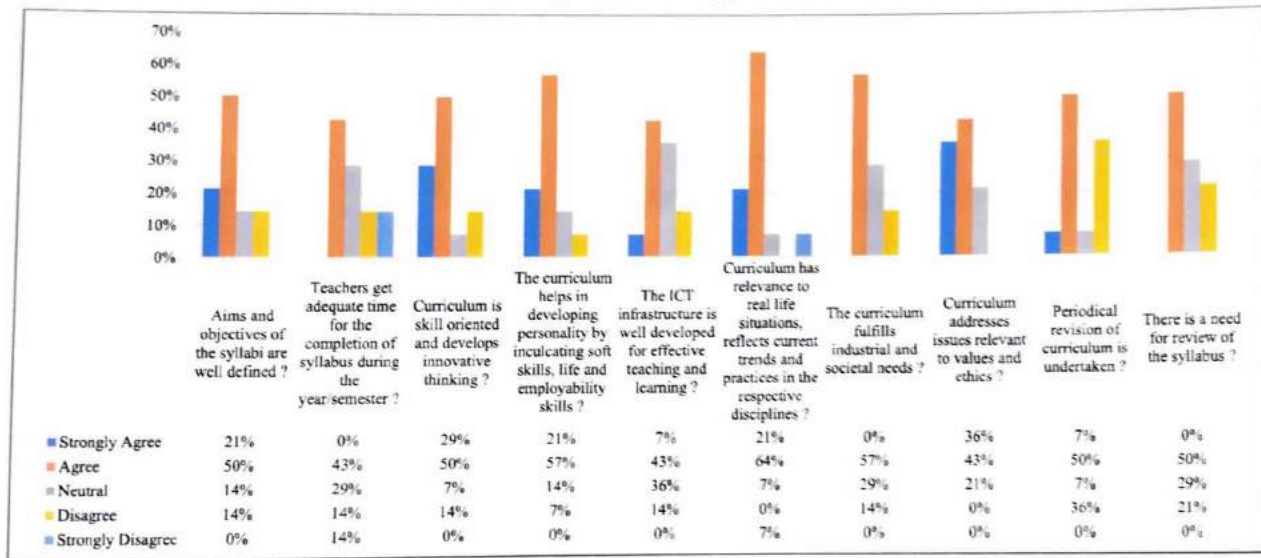
## **Teachers Feedback on Curriculum**

**2021-22**





## Department of English



### Suggestions: -

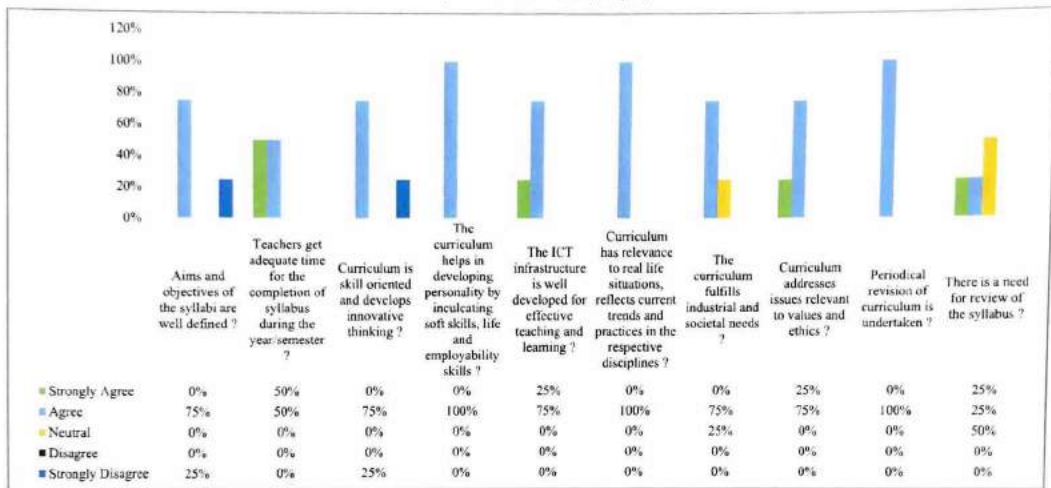
- The syllabus should be changed. The students opted English to study interesting stories like Greek Literature, Roman Literature or Shakespeare English but they are forced to study the rural village stories which is beyond imagination.
- Number of papers to be reduced so that discussions can be more frequent to clear the inherent concepts.
- More skill-based courses should be a part of English syllabus.

*realym*

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## Department of Geography



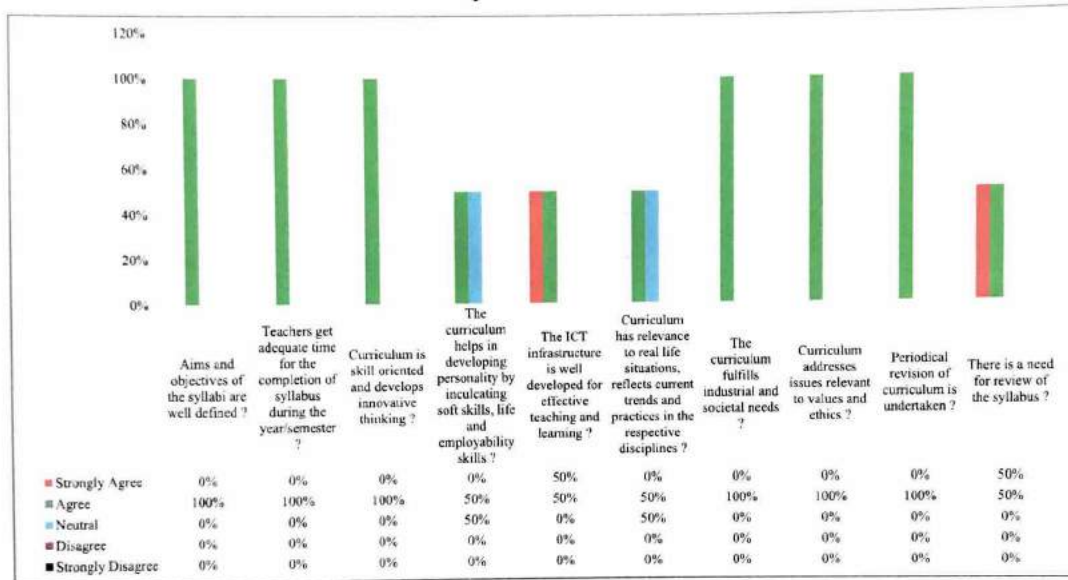
**Suggestion:** -Some of the important topics of the courses should be in proper sequence.

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## Department of Hindi

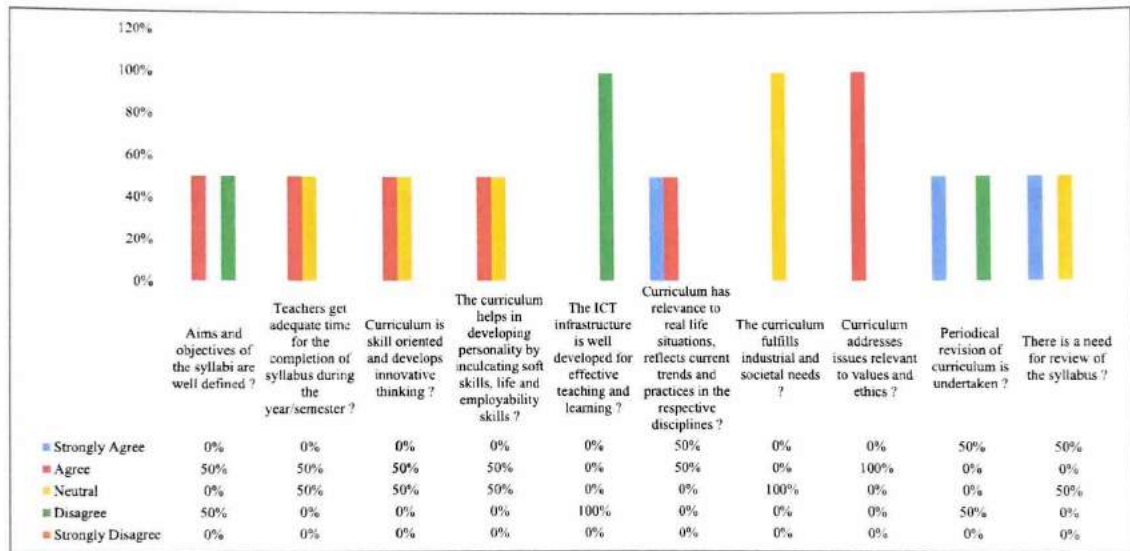


**Suggestion:** -Curriculum should be framed according to contemporary social, political, economic, and cultural needs. Syllabus must be more interesting for the students.

*mollym*  
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## Department of Psychology



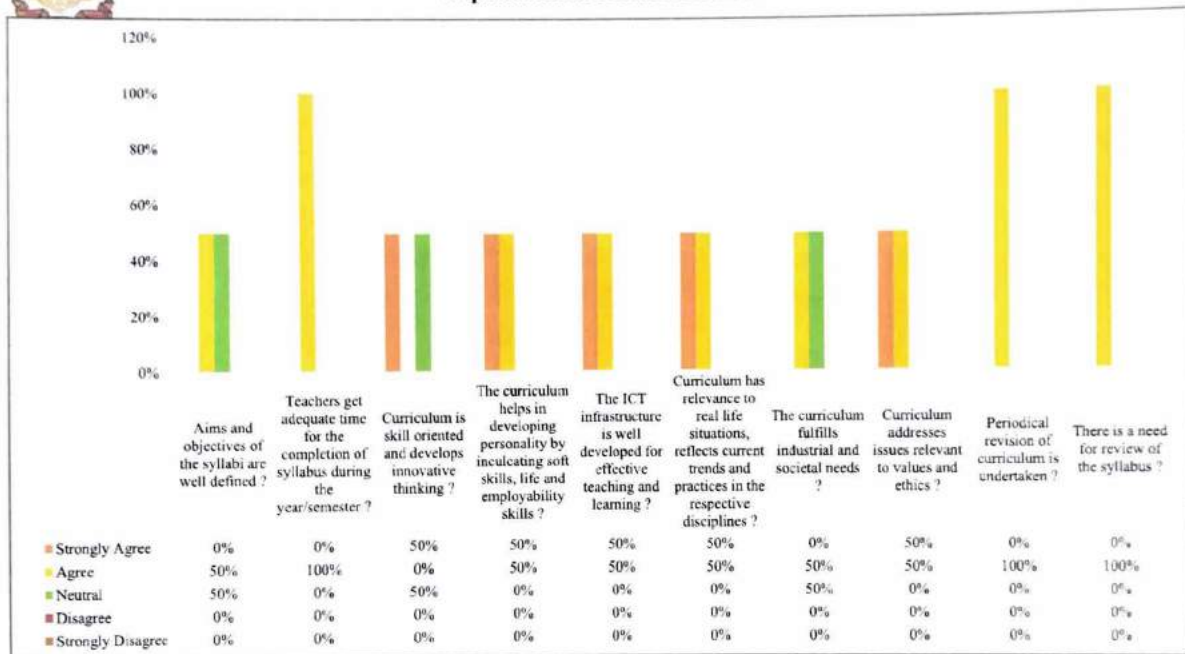
**Suggestion:** - There should be timely updation of the syllabus to improve course curriculum.

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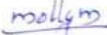




## Department of Political Science

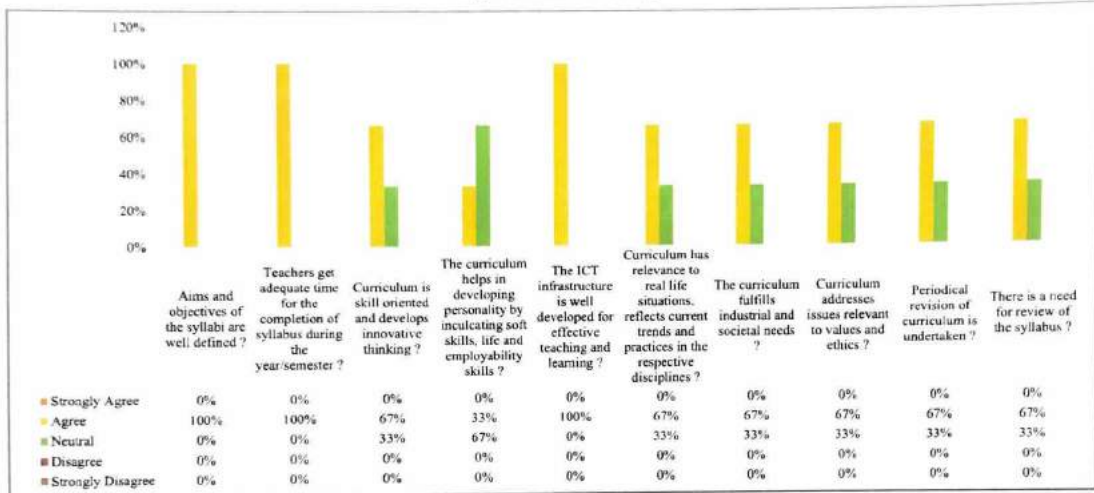


**Suggestions:-**The curriculum needs an updation and sufficient reading material should be made available for subjects like –Conflict and Peace Building.

  
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


## Department of Botany



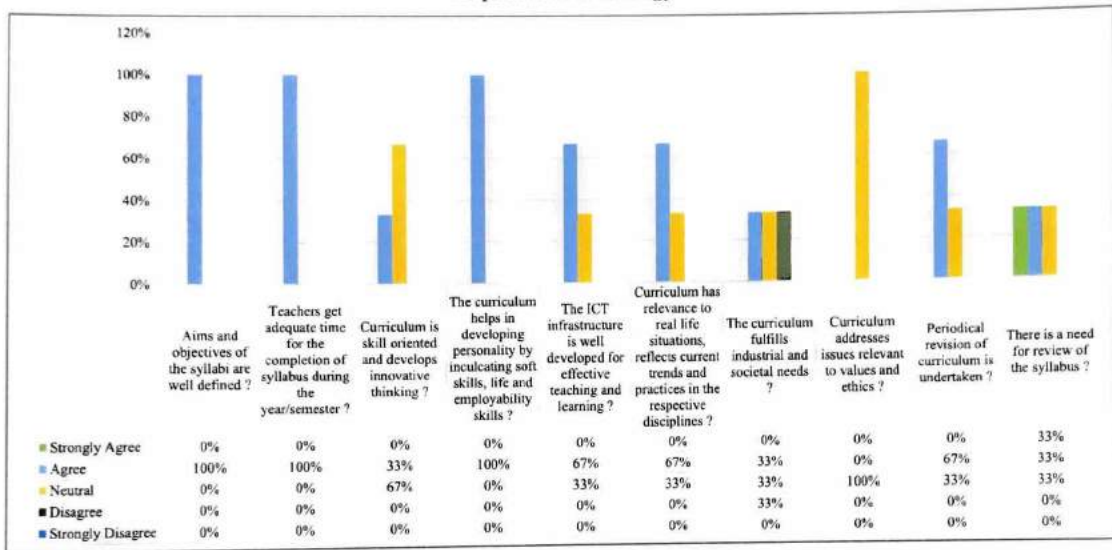
**Suggestions: -**

- The syllabus needs to be balanced in three years. Practical / project component must be included in skill enhancement courses.
- One course should not be very lengthy or there should not be a combination of more than two sub courses in it.

  
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## Department of Zoology

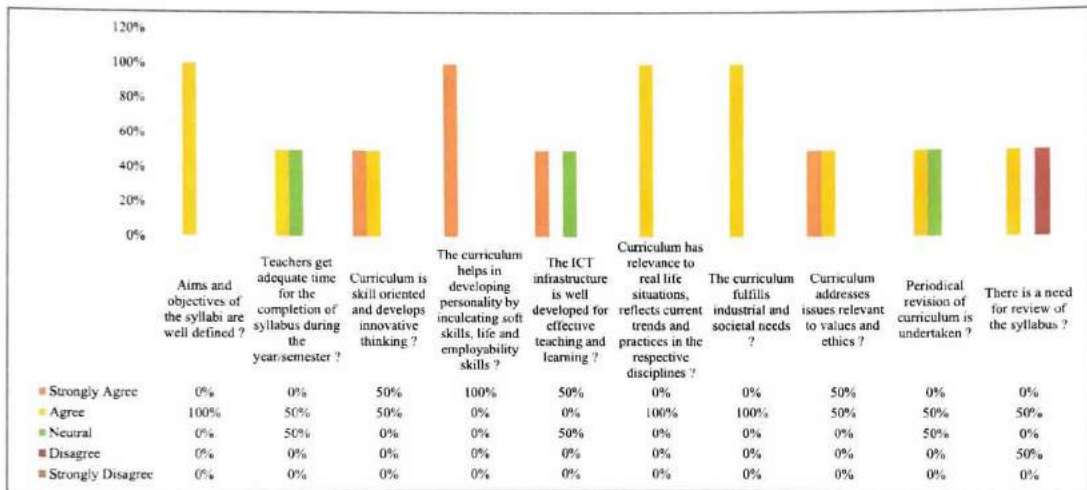


**Suggestion:** - Curriculum to be reframed according to employability skills

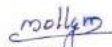
*mollym*  
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## Department of History



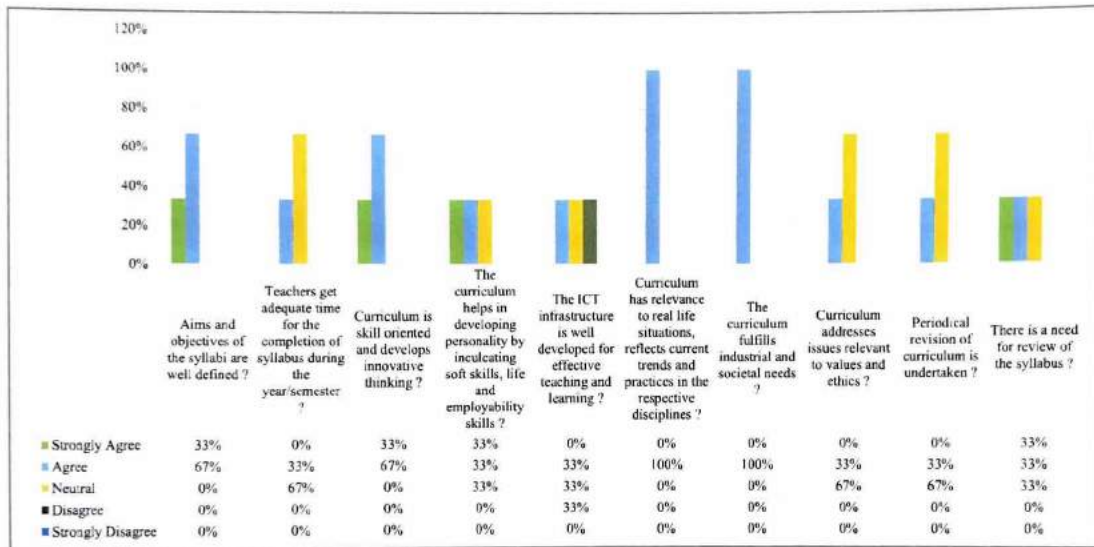
**Suggestion:** - The curriculum should be re-designed.

  
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## Department of Biotechnology

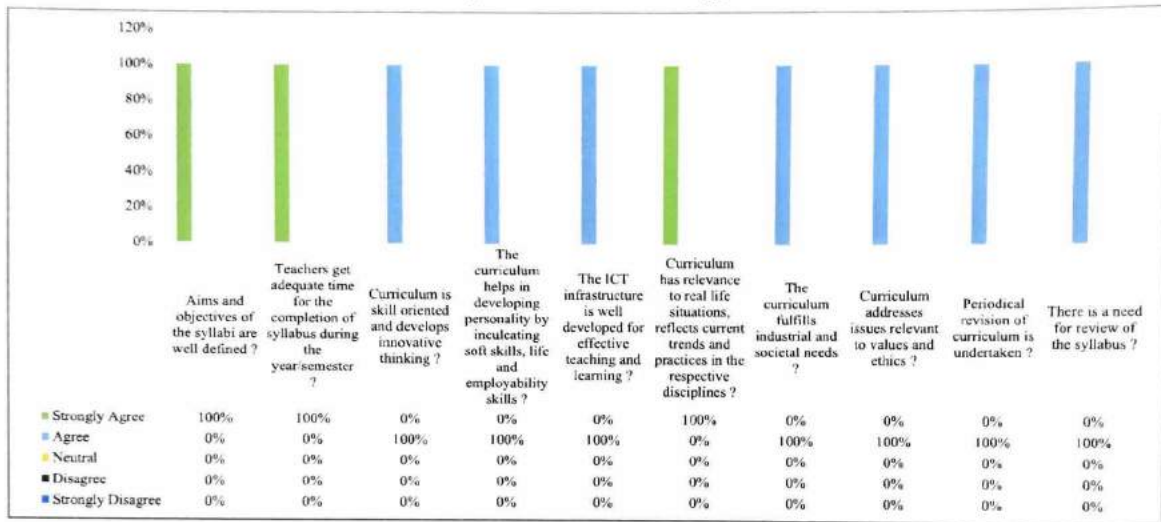


**Suggestion:** - The ICT usage should be enhanced to make teaching more effective.

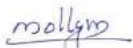
*Principal*  
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St. Bede's College  
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## Department of Microbiology

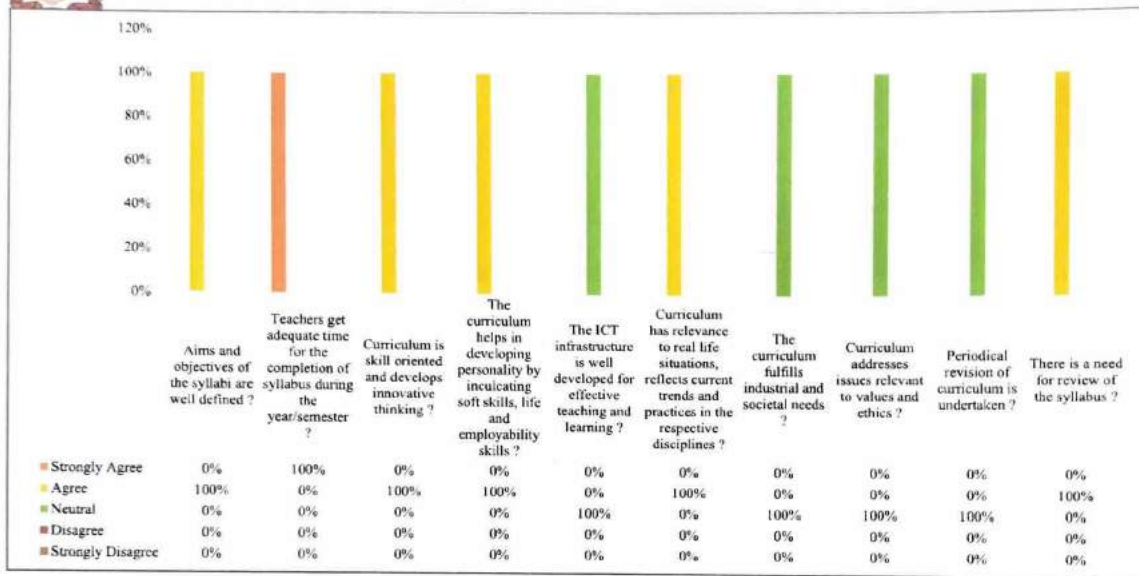


**Suggestion:** - The ICT usage should be enhanced to make teaching more effective.

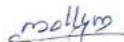
  
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## Department of Home Science

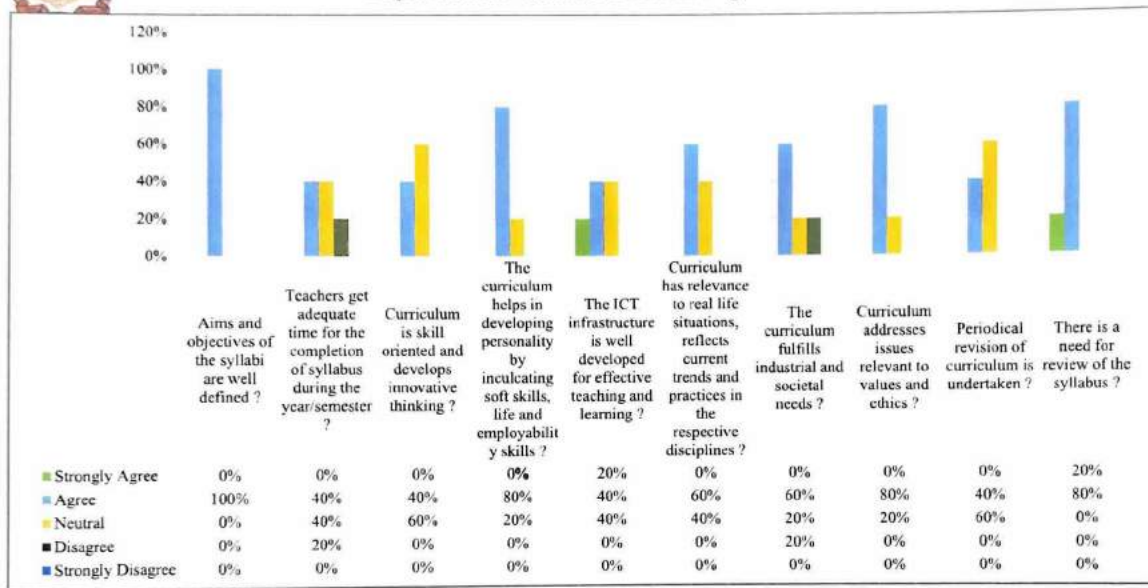


**Suggestion:** -The curriculum should be re-designed to suit the current trends and requirements of the society

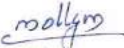
  
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## Department of Commerce and Management



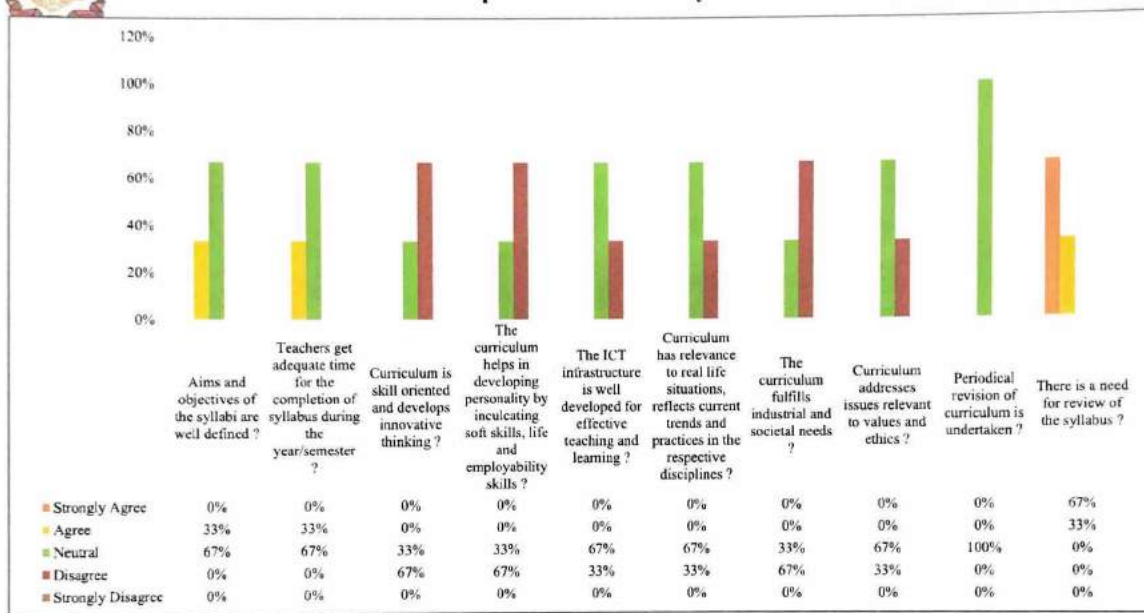
**Suggestion:** - Syllabus revision is required.

  
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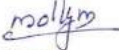




## Department of Chemistry

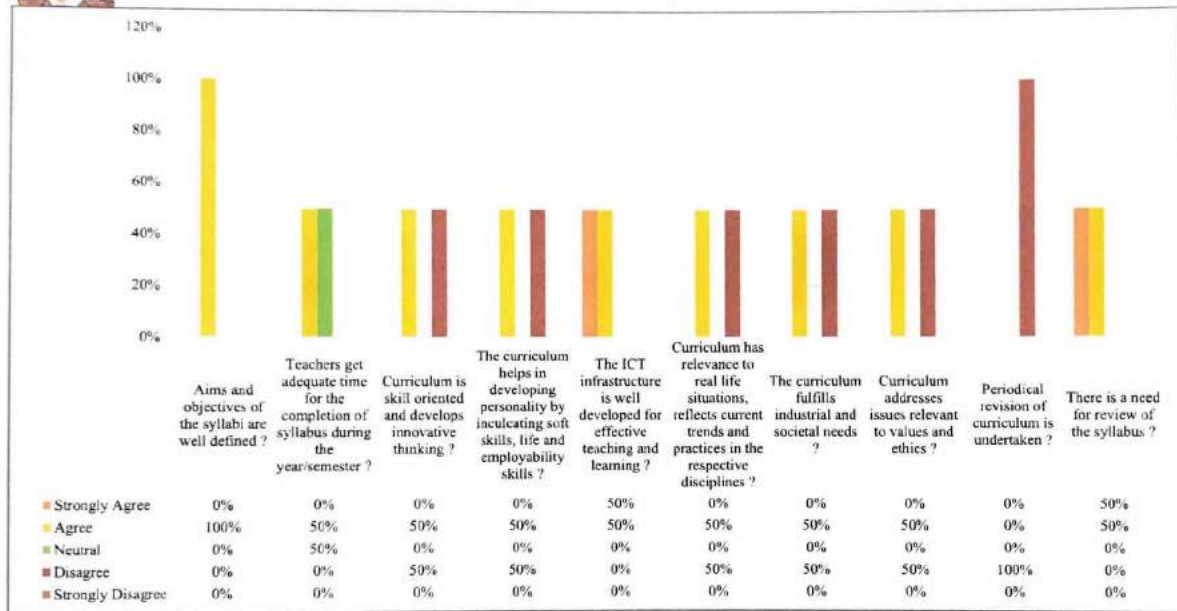


**Suggestion:** -The Syllabus needs an updation to make students employable and develop skills in them.

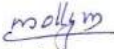
  
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## Department of Physics

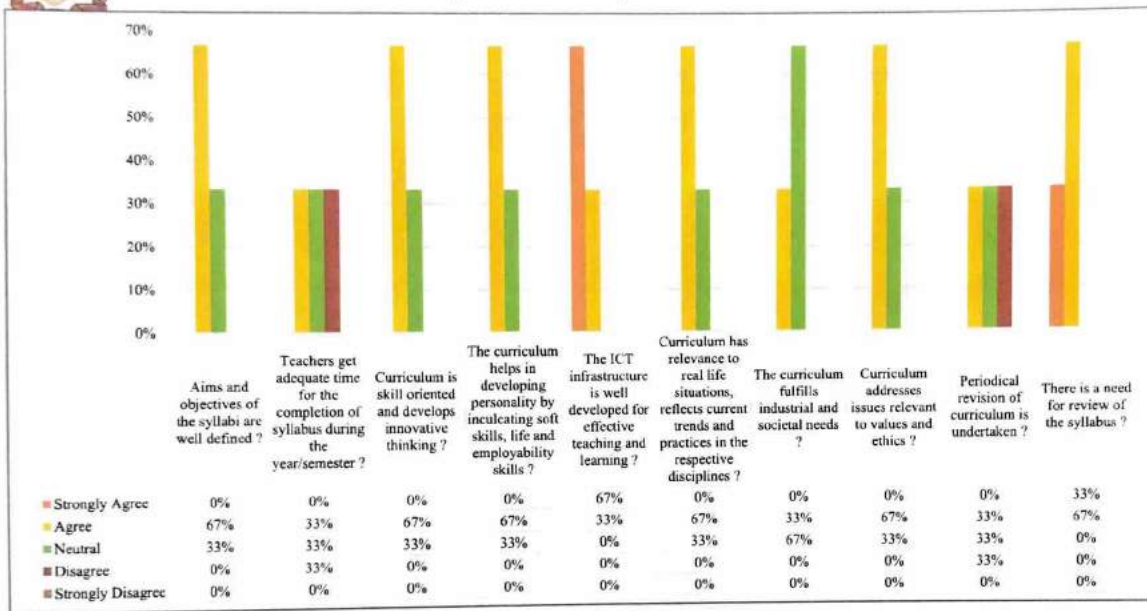


**Suggestion:** -The curriculum should be made as per current trends and requirements in the society.

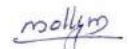
  
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## Department of Computer Science

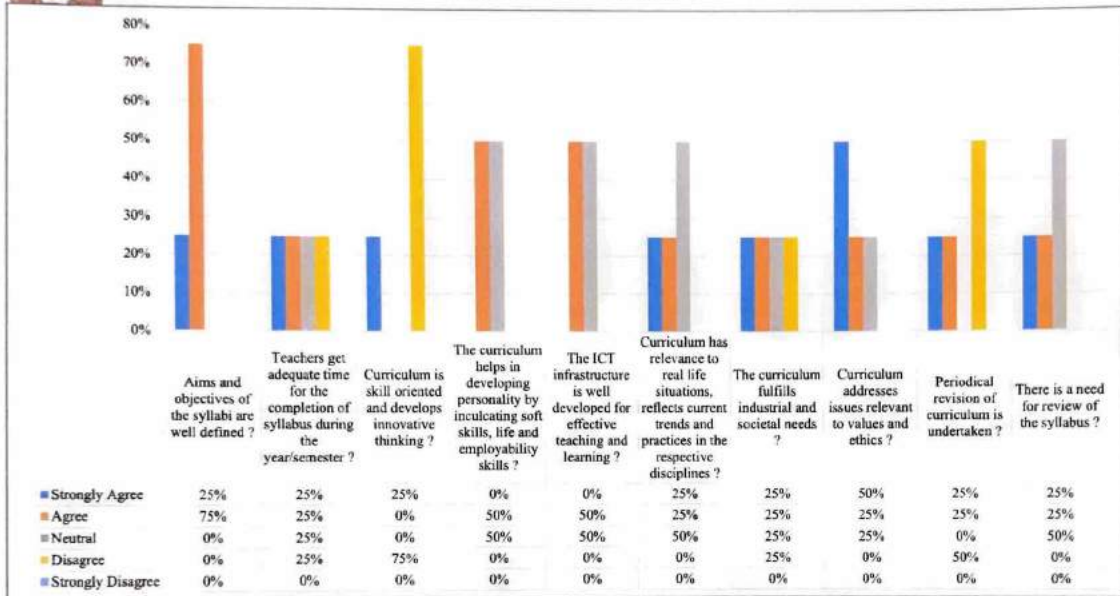


**Suggestion:** The time allotted to complete the syllabus during each semester is less.

  
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## Department of Economics



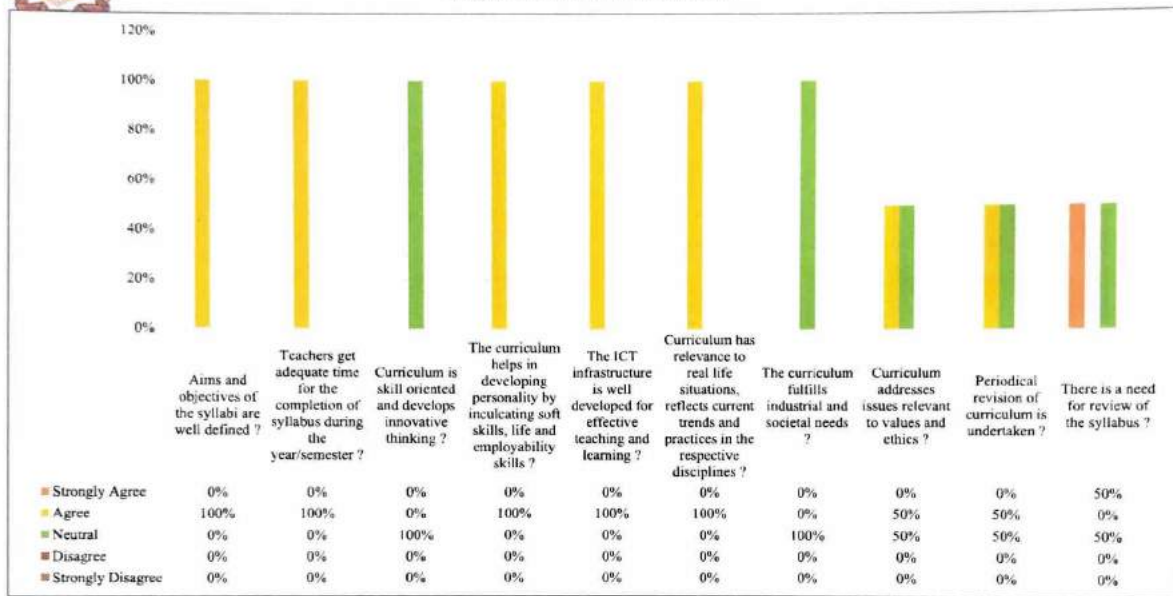
**Suggestion:** -Time allotted to complete the Honours' syllabus is not ample.

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## Department of Mathematics



**Suggestion:** - The curriculum should be designed in a way that it develops skills and promotes innovative thinking.

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## TEACHER'S FEEDBACK ON CURRICULUM REPORT

2021-2022

The curriculum feedback from the teachers is required to evaluate the predetermined objectives and the outcomes of the programme offered through different courses. Thereby, a department wise online survey of the teachers was conducted in the college on following pointers-


- Defined aims and objective of the curriculum.
- Time adequacy for the completion of the syllabus.
- Skill oriented and development of innovative thinking.
- Personality development by inculcating soft skills, life and employability skills
- Developed ICT infrastructure for effective teaching and learning.
- Relevance of the curriculum to real life situations
- Fulfilling industrial and societal needs.
- Addressing curriculum issues and its relevance to values and ethics.
- Undertaking periodical revision of curriculum.
- Need for the review of the syllabus.

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### Feedback

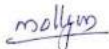
- The syllabus offered under different courses is generally covered in time.
- The objectives of the syllabus are clearly defined.
- The syllabus offered under various courses needs an up-gradation or revision to make the discipline relevant to the times and demands.
- The curriculum should be designed in a way that it caters to the industrial, societal needs and inculcate ethics and soft skills amongst the students.
- Soft skills, analytical skills of the students are improved through the designed curriculum. However, there remains some scope to increase employability skills of the students.
- The ICT tools are satisfactorily used by the teachers, however its more usage would make learning more interesting for the students.
- The feedback mechanism shows that the curriculum can be further modified to imbibe innovative thinking amongst the youth.

  
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### Action Taken Report on Teacher's Feedback on Curriculum

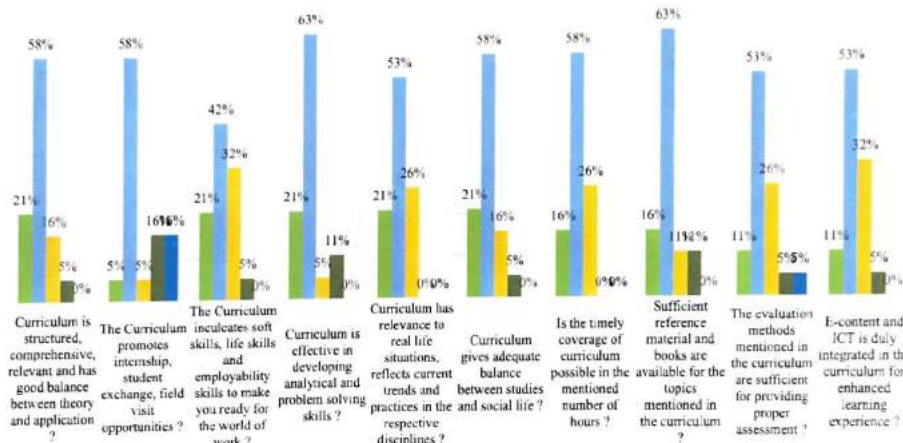
Feedback	Action Taken	Impact
Need for up-gradation of the syllabus to focus more on skill enhancement and promotion of innovation.	The concern was discussed with the head of the institution, and it was decided that the matter should be raised with the affiliating University, which designs the syllabus for undergraduate and post-graduate courses in the college.	<p>The concern has been sent to the University to make required changes in the syllabus.</p> <p>The required changes would be made by the Board of Studies to make curriculum more relevant.</p>
ICT tools usage to be promoted & enhanced.	To make learning more interesting for the students, the teachers decided to adopt hybrid mode of learning. IQAC decided to organize various Faculty Development Programmes for the teachers, on E-content development.	Teachers have started producing more E-content to make learning more effective and impactful. Faculty Development Program was organized on "Design and Development of MOOC's".

  
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




## ANALYSIS OF ALUMNI FEEDBACK ON CURRICULUM 2021-22



	1	2	3	4	5	6	7	8	9	10
Strongly Agree	21%	5%	21%	21%	21%	21%	16%	16%	11%	11%
Agree	58%	58%	42%	63%	53%	58%	58%	63%	53%	53%
Neutral	16%	5%	32%	5%	26%	16%	26%	11%	26%	32%
Disagree	5%	16%	5%	11%	0%	5%	0%	11%	5%	5%
Strongly Disagree	0%	16%	0%	0%	0%	0%	0%	0%	5%	0%

  
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


## **ALUMNI FEEDBACK REPORT**

**2021-2022**

The Alumni Survey is a retrospective assessment of the college which is designed to assess the performance of the institution in several dimensions. The information so gathered proves useful in identifying the areas of strengths and weakness in the programs, so that one can cater to the needs of the students as per recent demands. The survey includes issues related to satisfaction regarding the following pointers-

- Structured, comprehensive, and relevant curriculum.
- Promotion of internship, student exchange and field visit opportunities.
- Usefulness of curriculum in developing skills.
- Effectiveness in developing analytical and problem-solving skills.
- Relevance of curriculum.
- Adequate balance between studies and social life.
- Timely coverage of curriculum
- Availability of reference material
- Evaluation and assessment parameters.
- Usage of E-content and ICT.

  
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### Feedback

- The curriculum is well designed and structured. It is helpful in inculcating soft skills, life skills, analytical skills and employability skills.
- A balance is maintained between the studies and students' social life. The designed curriculum makes it possible for the students to become assets to the society.
- The reference material and books for readings are easily available and provided on time.
- Promotion of internship opportunities, student exchange programs and exposure through field visits can be increased. The assessment parameters can also be changed to make it more transparent.
- The hybrid mode of learning should be greatly promoted by emphasizing more on the use of ICT tools.

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### ACTION TAKEN REPORT

Feedback	Action Taken	Impact
Curriculum needs re-structuring, to make students employable and develop skills.	It was decided to enter into agreement with industries to impart required workforce skills through experiential learning.  It was also decided to organize more placement drives in the campus.	The college has signed an MoU with SkillLabs to set up a 'Financial Lab cum Incubation Centre' to promote women entrepreneurship, provide job-oriented skills.
Blended learning should be used for teaching.	It was decided to increase the usage of ICT and technological tools produce e-content and MOOC's.	Smart Classrooms, LMS platform- MS-Teams, e-content, Swayam Portal, etc. are being used for hybrid mode of learning.

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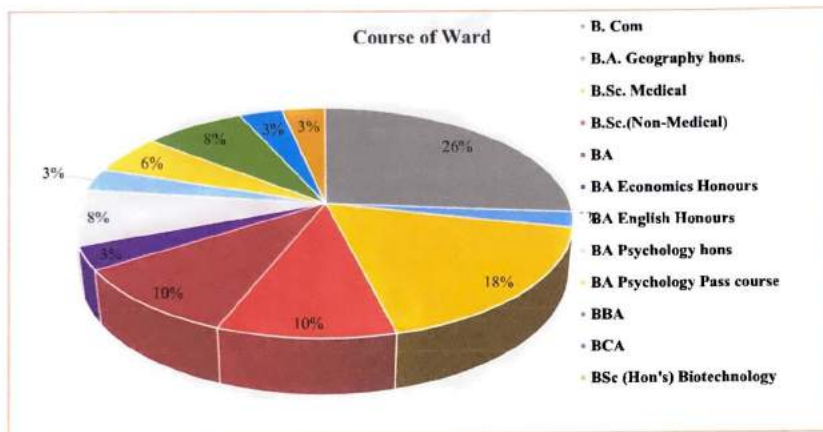




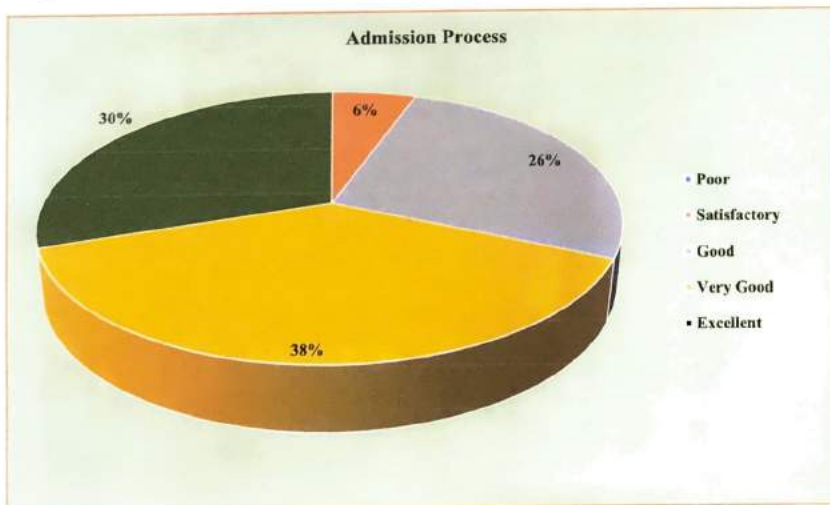
## Parents Feedback Analysis 2021-22

Number of Respondents – 91

1.



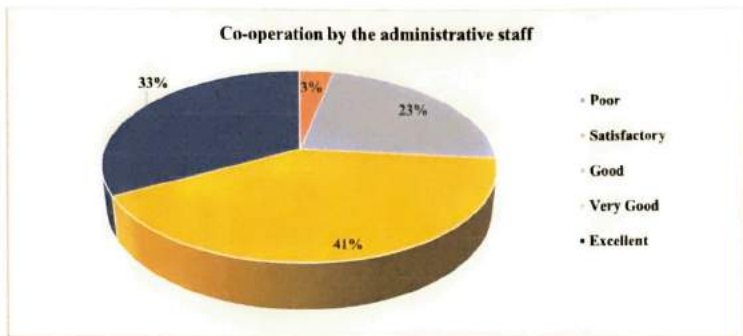
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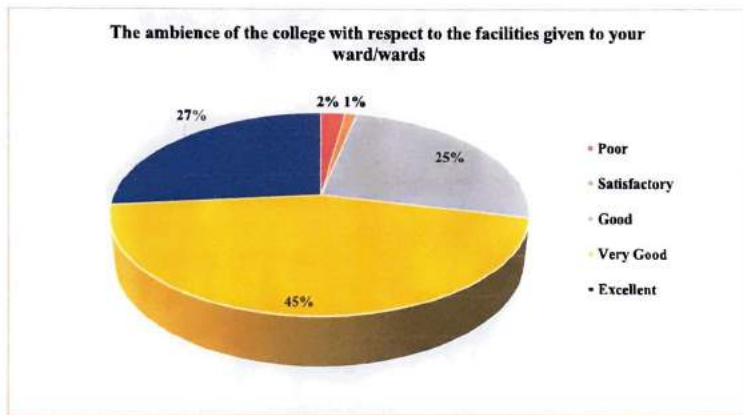
*molly m*  
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3.



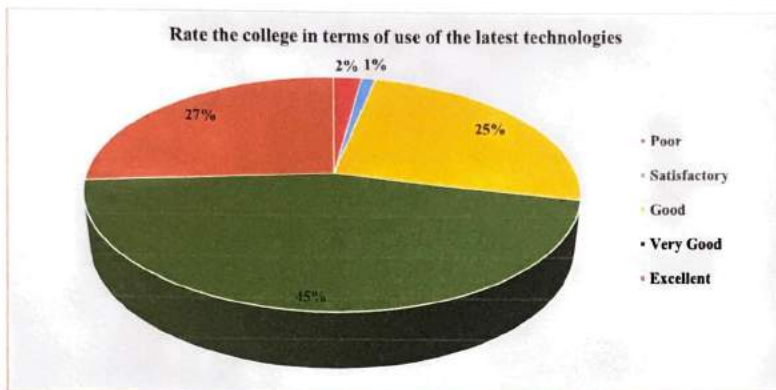
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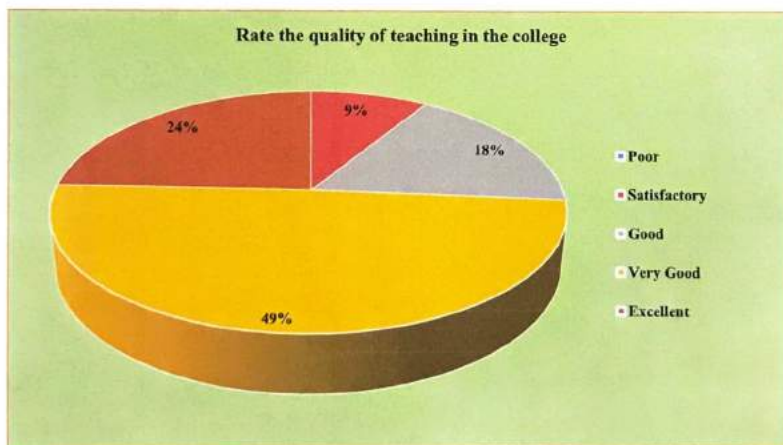
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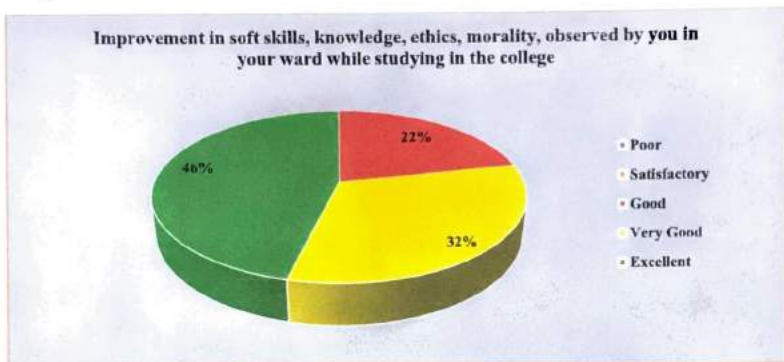
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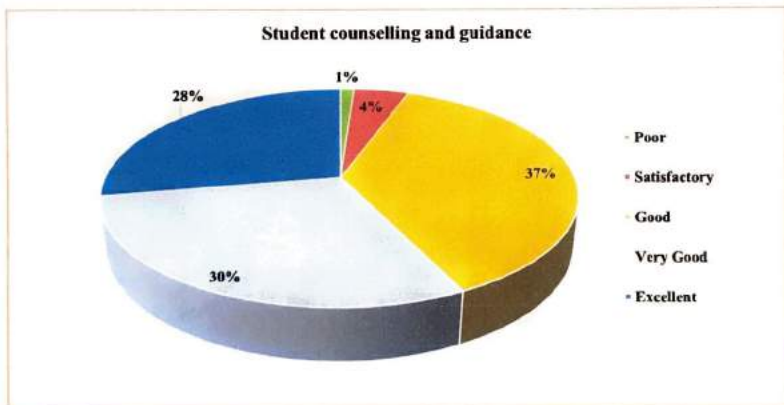
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7.



8.



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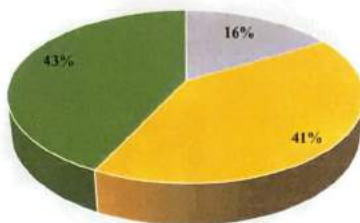
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9.

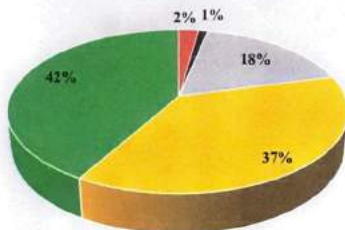
**Environment of the college for the overall development of your ward**



- Poor
- Satisfactory
- Good
- Very Good
- Excellent

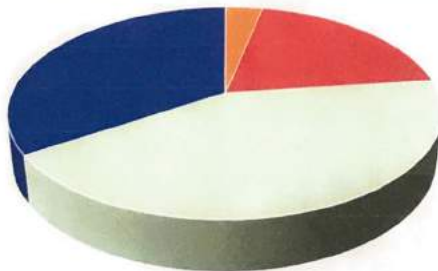
10.

**The Teachers are accessible and approachable for all matters of concern**



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

11.



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

*molly*  
Principal  
St. Bede's College  
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## REPORT ON PARENT'S FEEDBACK ANALYSIS

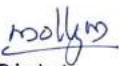
2020-21

Parents' Feedback is an important indicator of an institution's overall performance, and it also contributes towards the learning experience of their wards. The feedback is collected from the parents on the following parameters to know their level of satisfaction.

- Course of the wards.
- Admission process
- Co-operation by administrative staff
- Ambience of the college
- Usage of latest technologies
- Quality of teaching
- Improvement in soft skills, knowledge, ethics, and morality in the students
- Student counselling and guidance
- Environment of the college for overall development of the students
- Accessibility and approachability of teachers
- Sports facilities and encouragement to participate in extra-curricular activities.

### Feedback


- Admission process of the college is easy and transparent.
- Administrative staff is cooperative.
- The usage of smart classrooms should be enhanced.
- The faculty members are well educated, knowledgeable and students are provided with appropriate reading material, reference books, notes, etc. The syllabus is completed on time and classes are held regularly.
- The soft skills, knowledge, ethics, and morality in their wards have improved after joining the college. The teaching and extra-curricular activities have proved beneficial for the holistic development of their wards.
- More interactive counselling sessions should be conducted.
- More sports tournaments should be organised.

  
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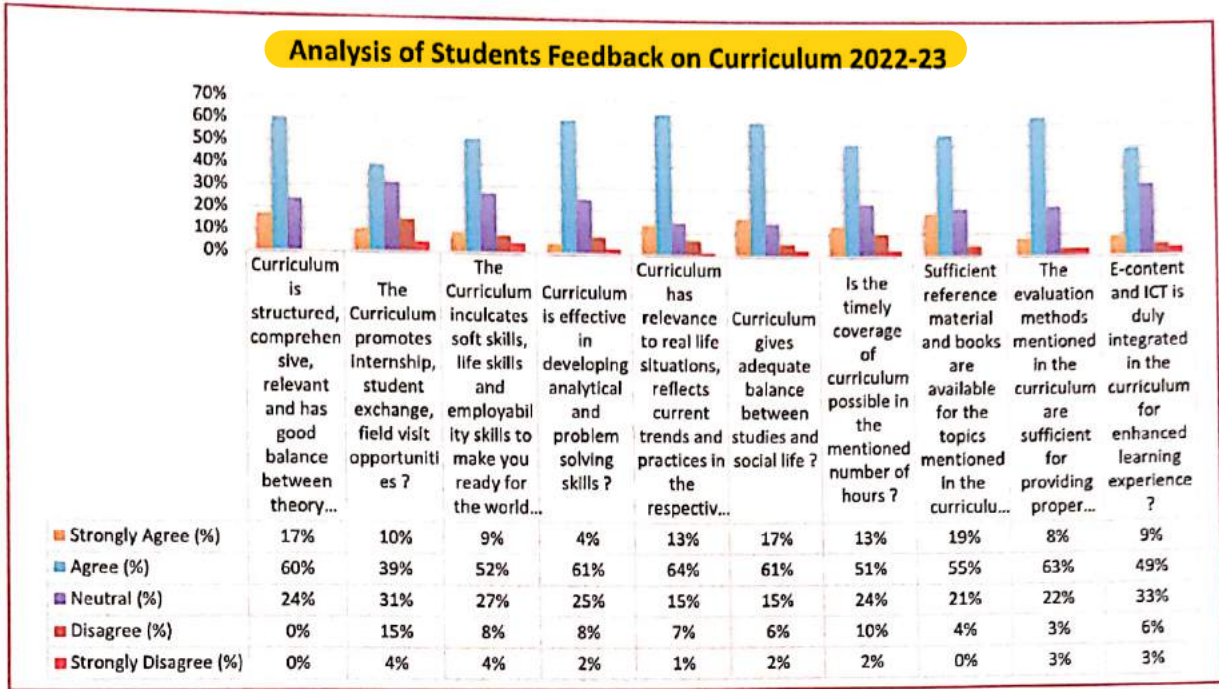
### Action Taken Report on Parents' Feedback Analysis

Feedback	Action Taken	Impact
Hybrid mode of learning to be encouraged more for better experiential learning.	The faculty was encouraged to increase the usage of ICT tools, produce e-content and MOOC's.	The Smart Classrooms, LMS platform such as MS-Teams, Swayam Portal, e-content, etc. are being used for hybrid mode of learning.
To strengthen student counseling.	It was decided to organize more career guidance, counseling and placement drives in the campus.	Career guidance sessions are organized by the placement cell of the college and a counsellor has been appointed for personal counseling. Value education cum mentoring sessions are also held once in a week.
More sports training and tournaments should be organized for the students.	It was decided to re-introduce physical education as an elective subject after the appointment of the physical education teacher.	Physical education was introduced in the college as an elective discipline encouraging the students to indulge in different kinds of sports to explore their areas of interest. The students who are interested in sports join the NSO cell and participate in numerous sports events organised throughout the year. The college provides coaching facility for athletics, basketball, badminton, table tennis, chess, and yoga etc.

  
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### Analysis of Students Feedback on Curriculum 2022-23



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## STUDENTS' FEEDBACK ON THE CURRICULUM

2022-2023

The college conducted a feedback survey on curriculum and gathered data from the students to assess its relevance and vitality for them. The information so gathered is helpful to understand the strengths and weaknesses of the offered programs and meticulously restructuring the designed curriculum. The survey included issues related to satisfaction regarding the following pointers-

- Structured, comprehensive and relevant curriculum which balances theory and its application.
- Internships, Student Exchange and Field visit opportunities.
- Development of soft skills, life skills and employability skills.
- Development of analytical and problem-solving skills.
- Relevance to real life situations, current trends and practices in the respective disciplines.
- Adequate balance between studies and social life.
- Timely completion of syllabus.
- Availability of sufficient reference material and books.
- Transparency in evaluation methods for overall assessment.
- Usage of e-content and ICT for enhanced learning experience.

The students took the survey through online mode:

### Feedback Report

**Restructuring of Curriculum to Balance Theory and Application** The college administration and faculty members are working together to restructure the curriculum, incorporating more practical components such as case studies, projects, and real-life applications of theories taught in the classrooms. This approach will allow students to better understand the relevance of their learning in practical scenarios. The revised curriculum will strike a balance between theoretical knowledge and its real-time application, making education more meaningful and applicable in the real world.

**Promotion of Internship Opportunities, Student Exchange Programs, and Field Visits** The college has initiated efforts to promote more internship opportunities, student exchange programs, and field visits. Collaborations with industries, partner universities, and local organizations have been established to facilitate these opportunities. Students now have increased access to hands-on experiences and exposure to different cultures and work environments. This exposure enhances their understanding and prepares them for future professional challenges.

  
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**Enhancing Employability, Analytical, and Problem-Solving Skills** The curriculum has been modified to focus more on enhancing employability, analytical, and problem-solving skills. Specialized workshops, seminars, and courses have been introduced to cater to these skills. Students are now better equipped to face the job market and tackle complex challenges in various domains. This emphasis on practical skills has increased the employability of graduates and improved their confidence in handling real-world situations.

**Alignment with Current Trends and Practices** The curriculum has been reviewed and updated to align with current trends and practices. Faculty members actively participate in professional development programs to stay updated with industry changes. The revised curriculum ensures that students are well-prepared to meet the demands of evolving industries and adapt to emerging trends. This adaptability benefits the students in their future careers and contributes to their overall growth and success.

**Engagement with Community Issues and Outreach Programs** The college has re-designed the curriculum to include more community engagement initiatives and outreach programs. Students now have opportunities to work on projects that address real community issues, fostering a sense of social responsibility and empathy. These activities promote active citizenship and allow students to make meaningful contributions to society while gaining practical experience and enhancing their problem-solving skills.

**Optimizing Syllabus Length and Assessment Parameters** The assessment parameters have been modified to emphasize overall participation in extracurricular activities, encouraging a holistic evaluation of students' performance beyond academic achievements. This approach promotes a well-rounded development of students and recognizes their talents beyond traditional academic metrics.

**Enhanced Usage of ICT Tools and E-Content** The college has significantly increased the usage of ICT tools to enhance the learning experience. Faculty members are creating more e-content, including MOOCs and videos, to supplement classroom teachings. This has made learning more interactive, engaging, and accessible. Students have access to a vast array of resources that accommodate various learning styles and preferences. The integration of ICT has improved information dissemination and facilitated self-paced learning, ultimately enhancing students' academic performance and overall educational experience.

### Action Taken Report

**Emphasis on Skill Development** The college has taken the feedback into account and is responding by launching new skill-based Add-on courses in the upcoming session. These courses, such as Advance Excel and Web Designing, will provide students with practical and industry-relevant skills, enhancing their employability prospects. By introducing these courses, the college is aligning its curriculum with the demands of the job market and the needs of the students.

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**More usage of ICT** To cater to the need for more usage of ICT, the college has initiated various measures. The adoption of LMS platforms, Smart-boards, and MOOCs has been implemented to make the teaching-learning process more engaging and interactive. Additionally, encouraging students to register and participate in courses offered on the Swayam Portal allows them to access a wider range of learning resources and opportunities for self-paced learning.

**Revision of the designed curriculum** The college administration has taken prompt action to address the concern of curriculum relevance. After consulting with the affiliating university, it has been decided that the syllabi will be restructured and redesigned in line with the New Education Policy. This revision aims to make the curriculum more up-to-date and adaptable to current trends and practices, ensuring that students receive education that aligns with the evolving needs of industries and society.

A handwritten signature in black ink, appearing to read 'molly m'.

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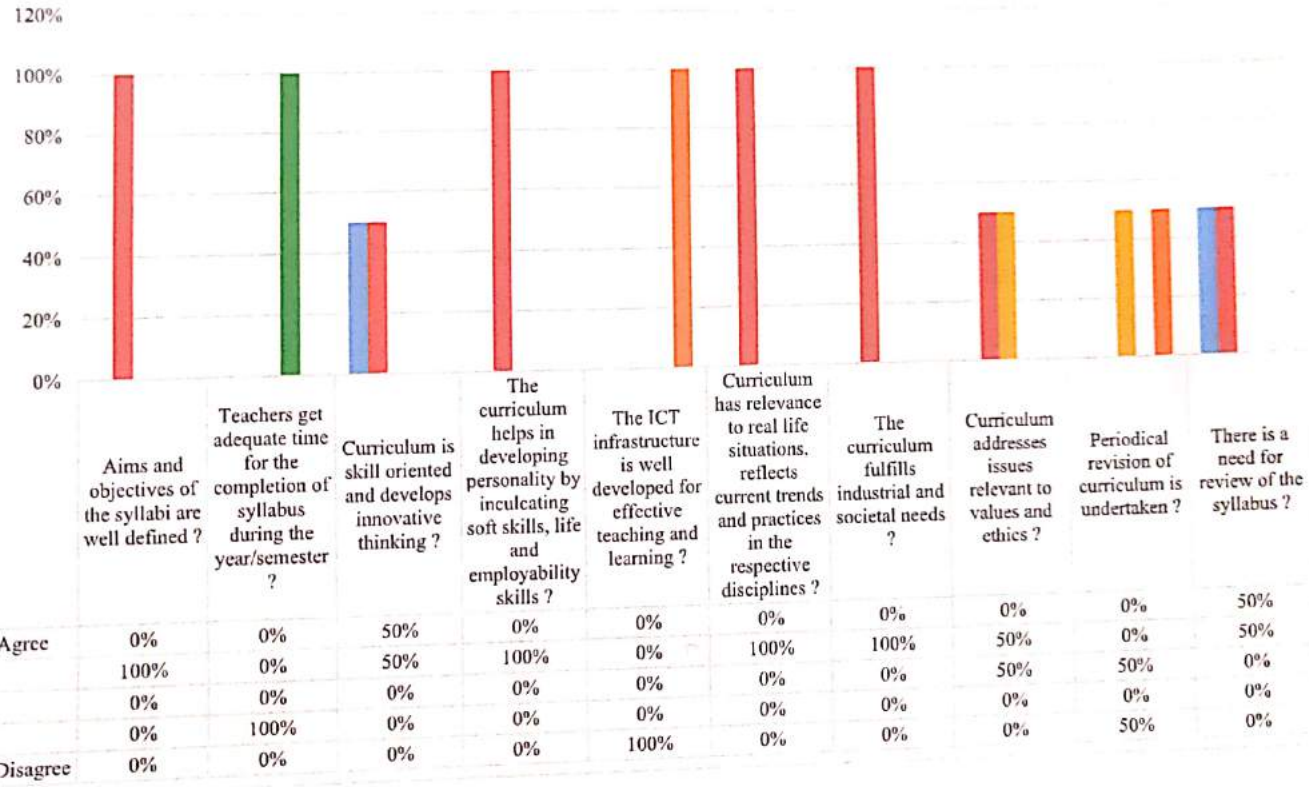
**TEACHERS FEEDBACK ON CURRICULUM**

**2022-2023**





### Department of Biotechnology

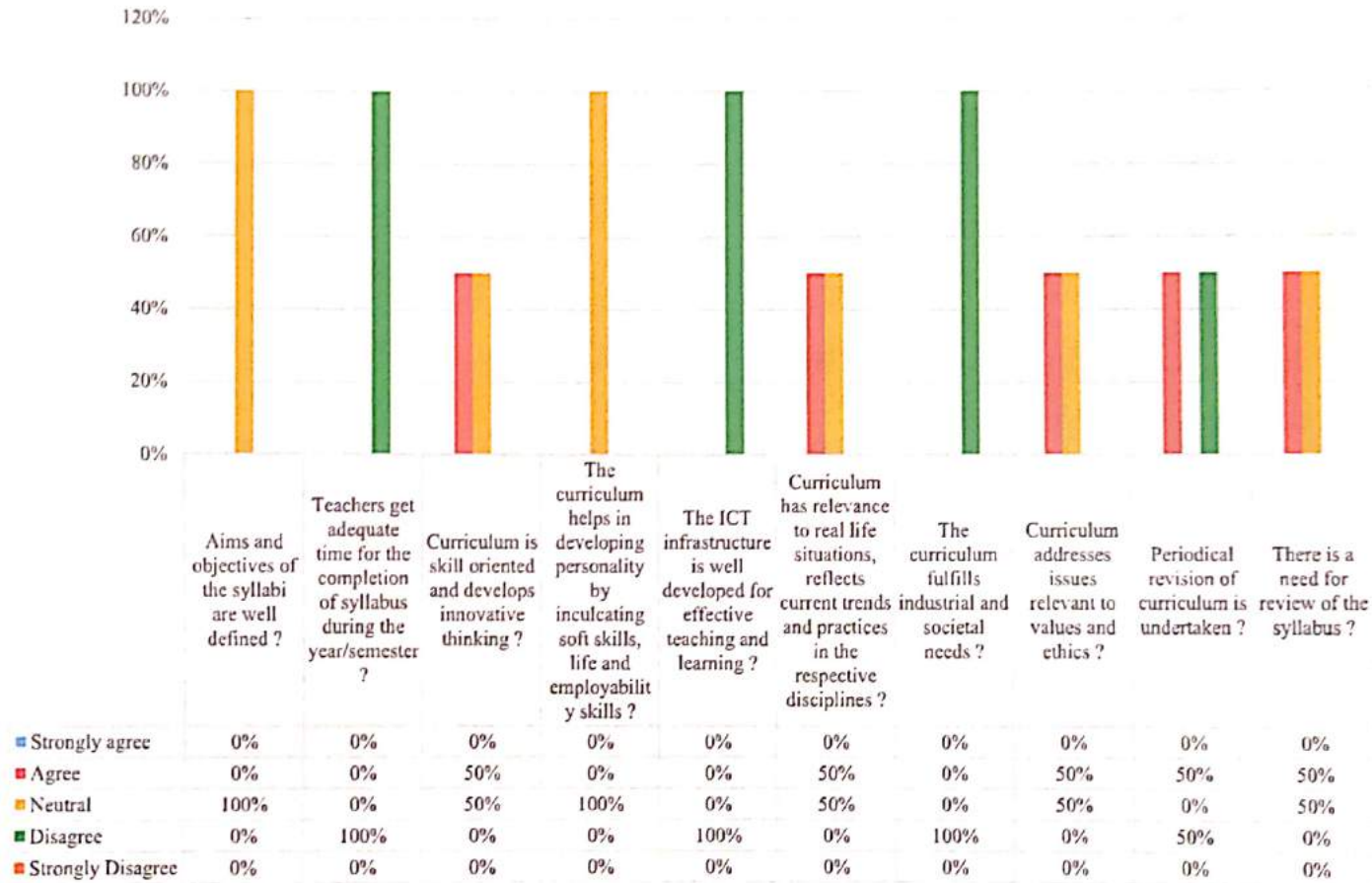


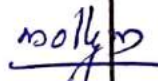
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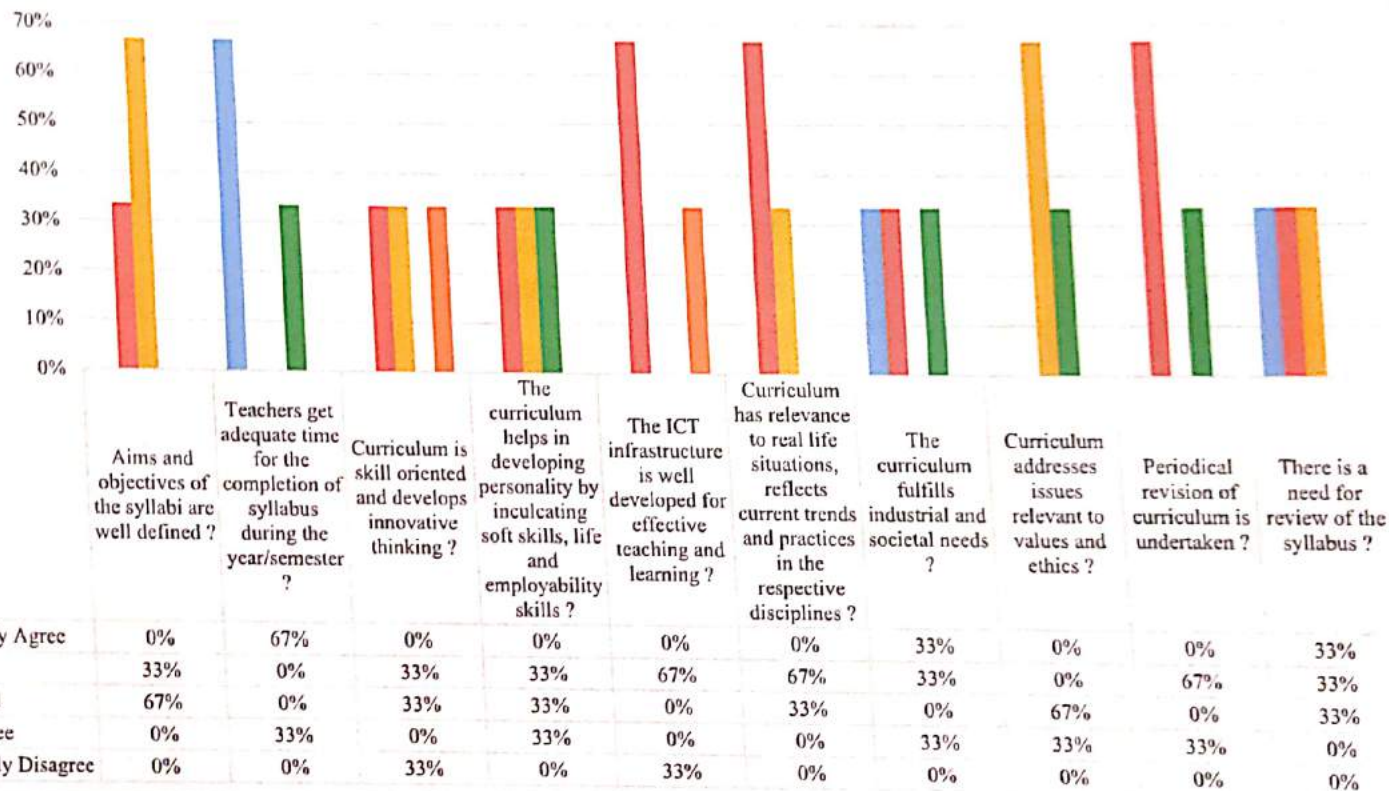
## Department of Botany

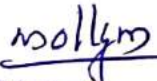


  
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## Department of Chemistry

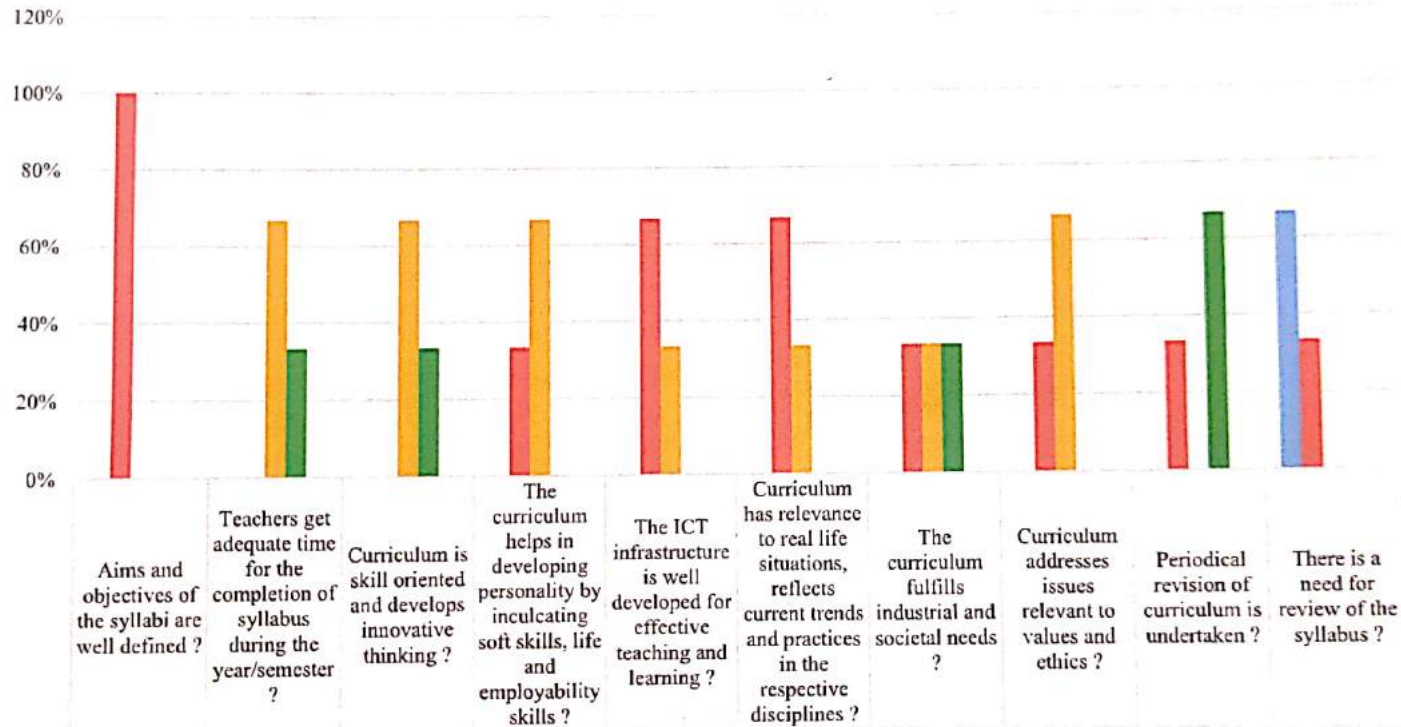


  
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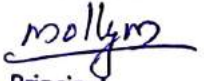




## Department of Commerce and Management



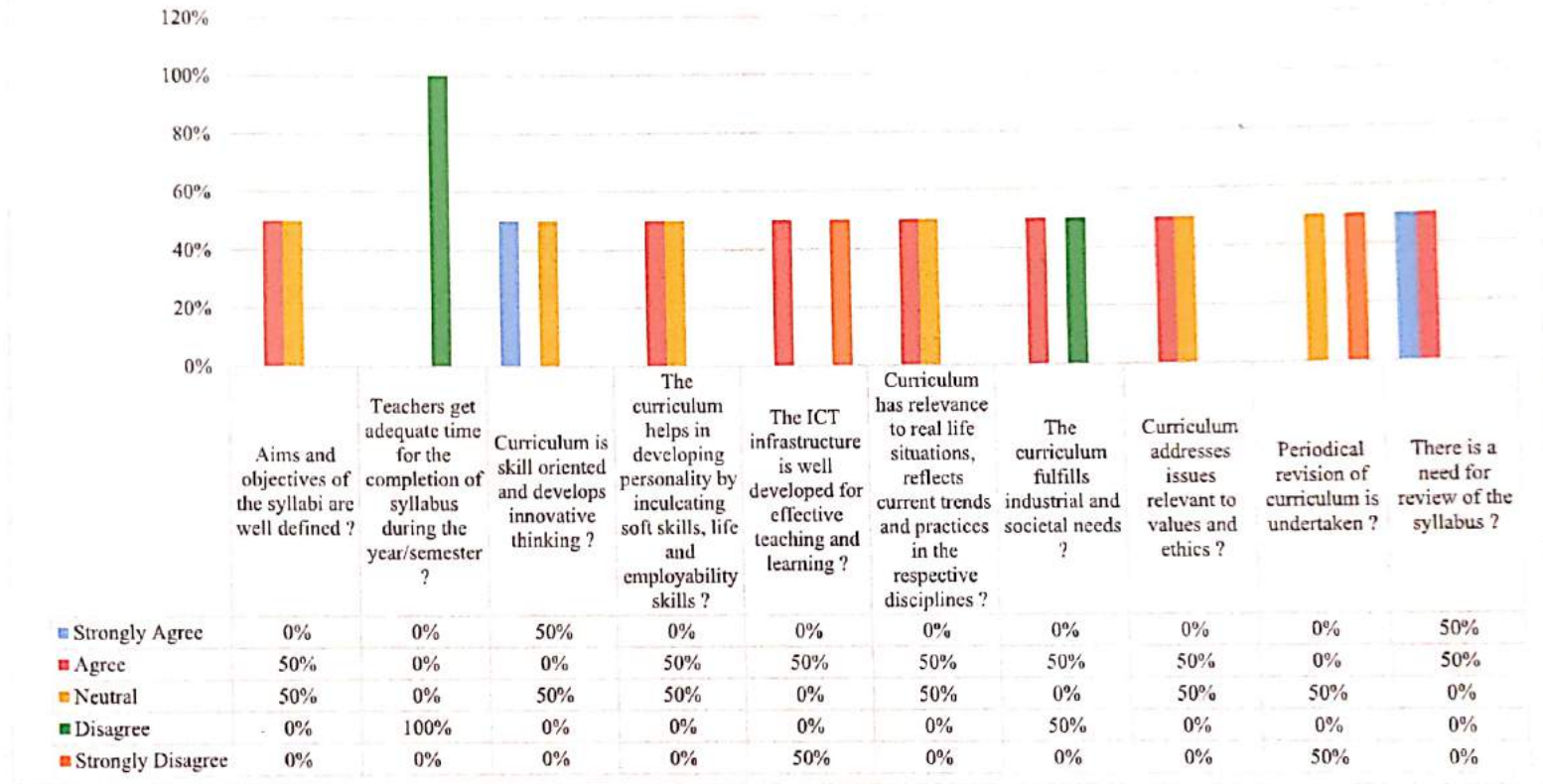
	Aims and objectives of the syllabi are well defined ?	Teachers get adequate time for the completion of syllabus during the year/semester ?	Curriculum is skill oriented and develops innovative thinking ?	The curriculum helps in developing personality by inculcating soft skills, life and employability skills ?	The ICT infrastructure is well developed for effective teaching and learning ?	Curriculum has relevance to real life situations, reflects current trends and practices in the respective disciplines ?	The curriculum fulfills industrial and societal needs ?	Curriculum addresses issues relevant to values and ethics ?	Periodical revision of curriculum is undertaken ?	There is a need for review of the syllabus ?
Strongly agree	0%	0%	0%	0%	0%	0%	0%	0%	0%	67%
Agree	100%	0%	0%	33%	67%	67%	33%	33%	33%	33%
Neutral	0%	67%	67%	67%	33%	33%	33%	67%	0%	0%
Disagree	0%	33%	33%	0%	0%	0%	33%	0%	67%	0%
Strongly Disagree	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

  
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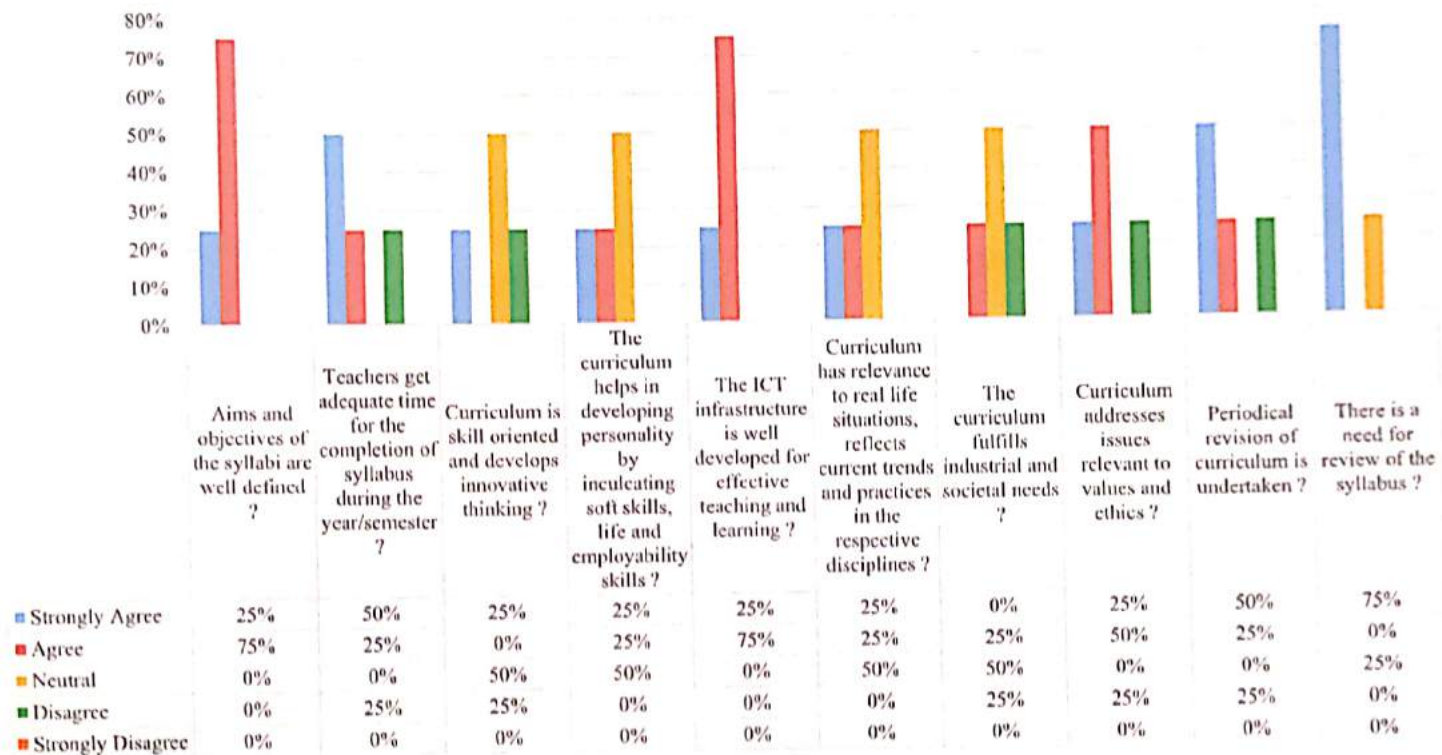
## Department of Computer Science



  
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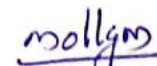


## Department of Economics



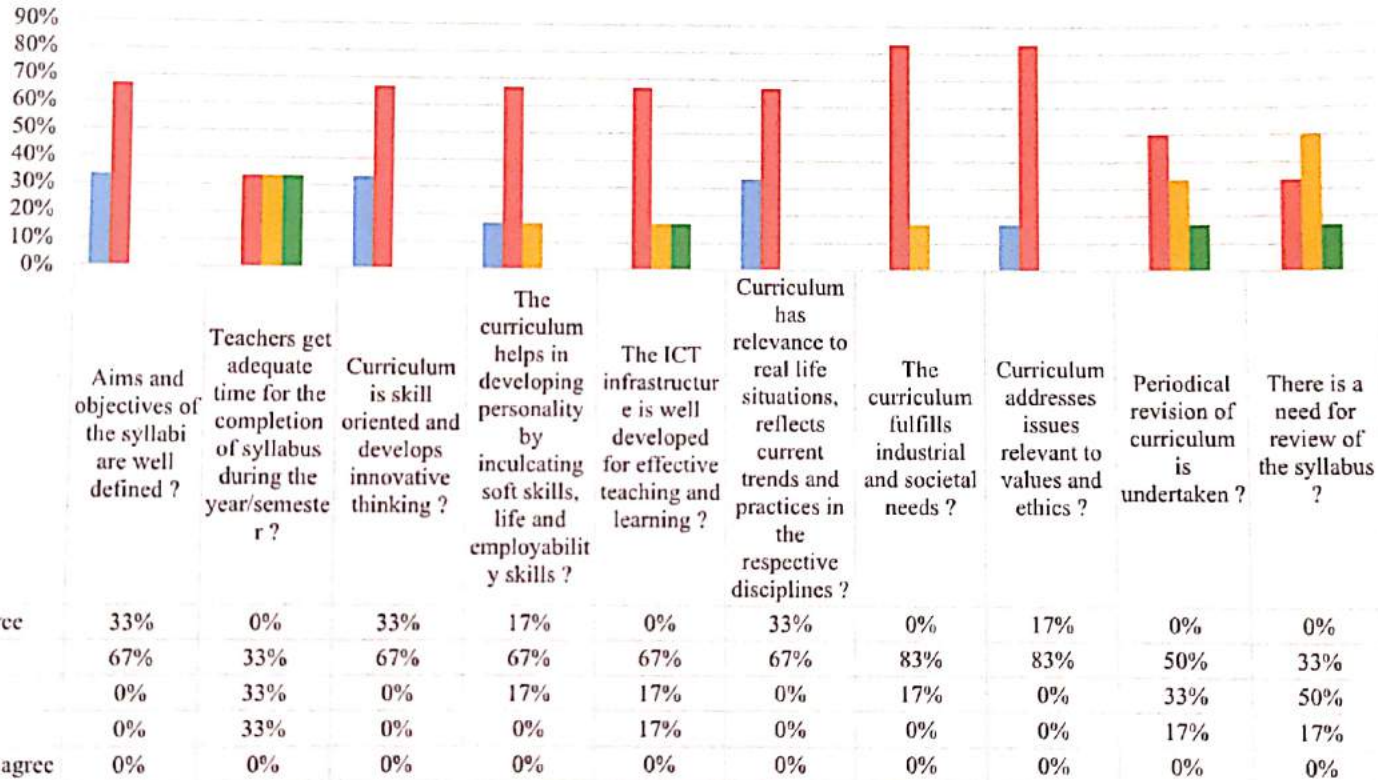
**Suggestions:**

- More project-oriented courses should be introduced.

  
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## Department of English



### Suggestions:

- The time for lectures should not be sacrificed due to college activities because syllabus gets left behind to the last moments because of this.

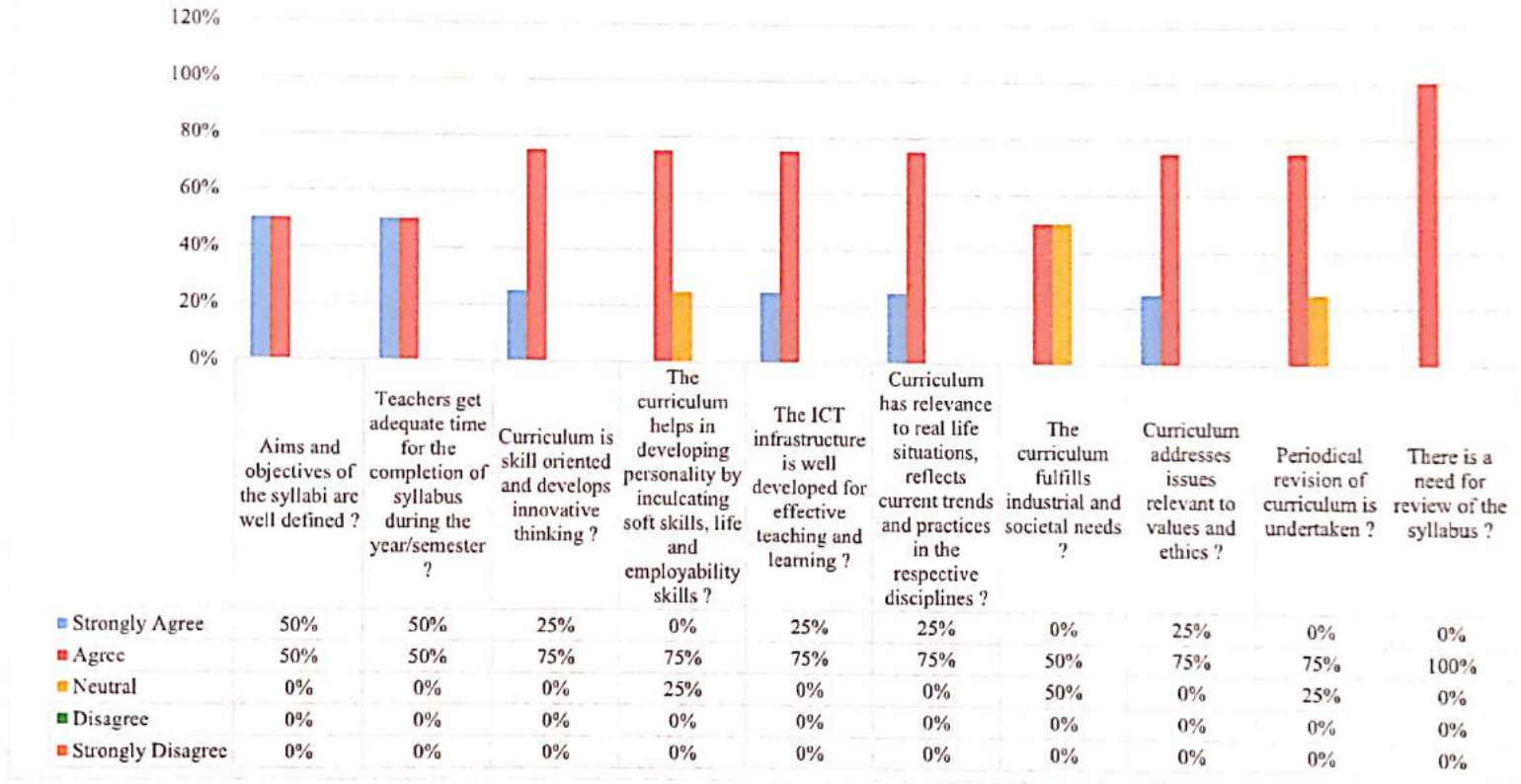
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## Department of Geography



**Suggestions:**

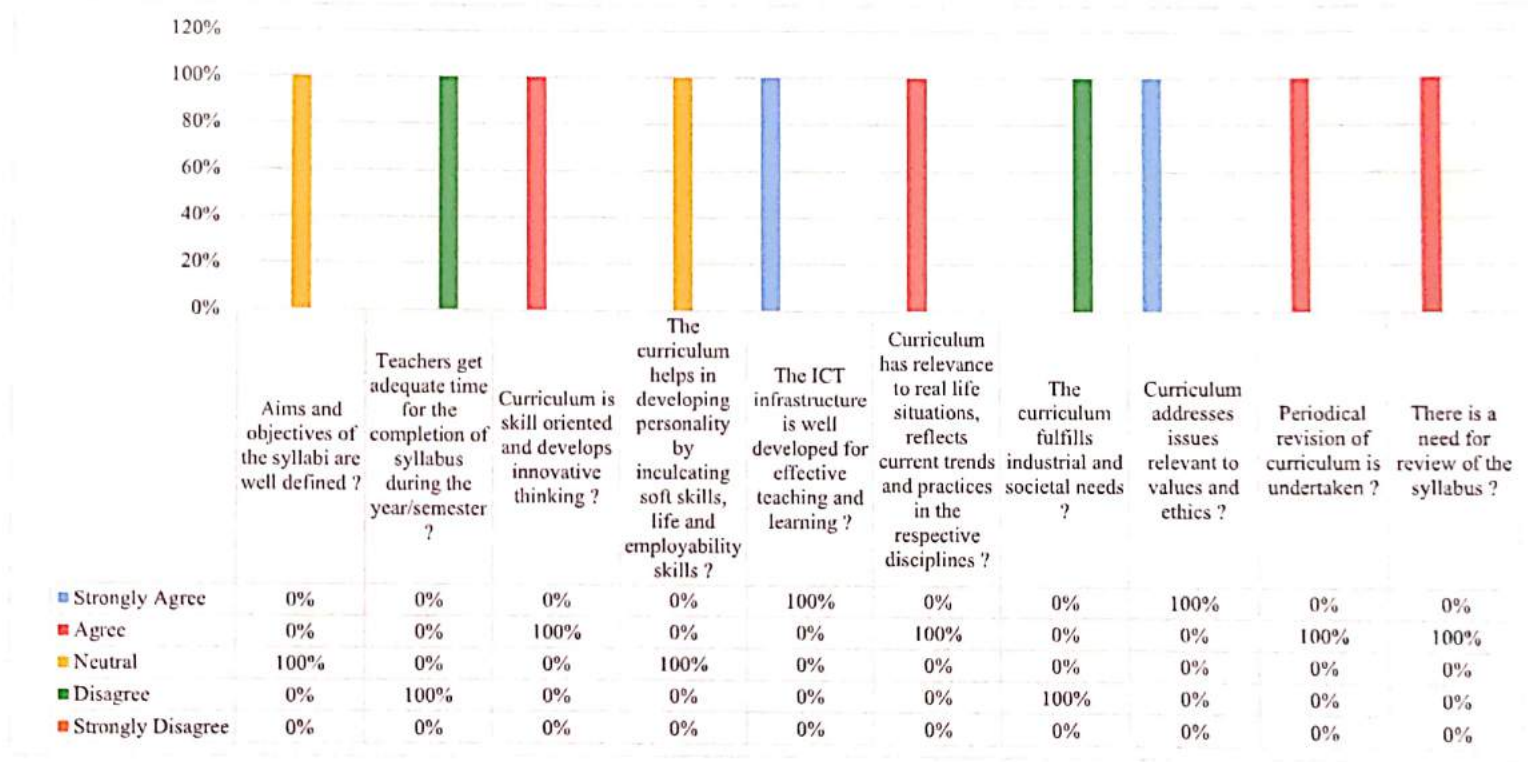
- Syllabus revision is required.
- Skill-based courses should be implemented so that students get employment.

  
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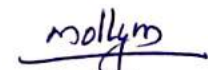


## Department of History



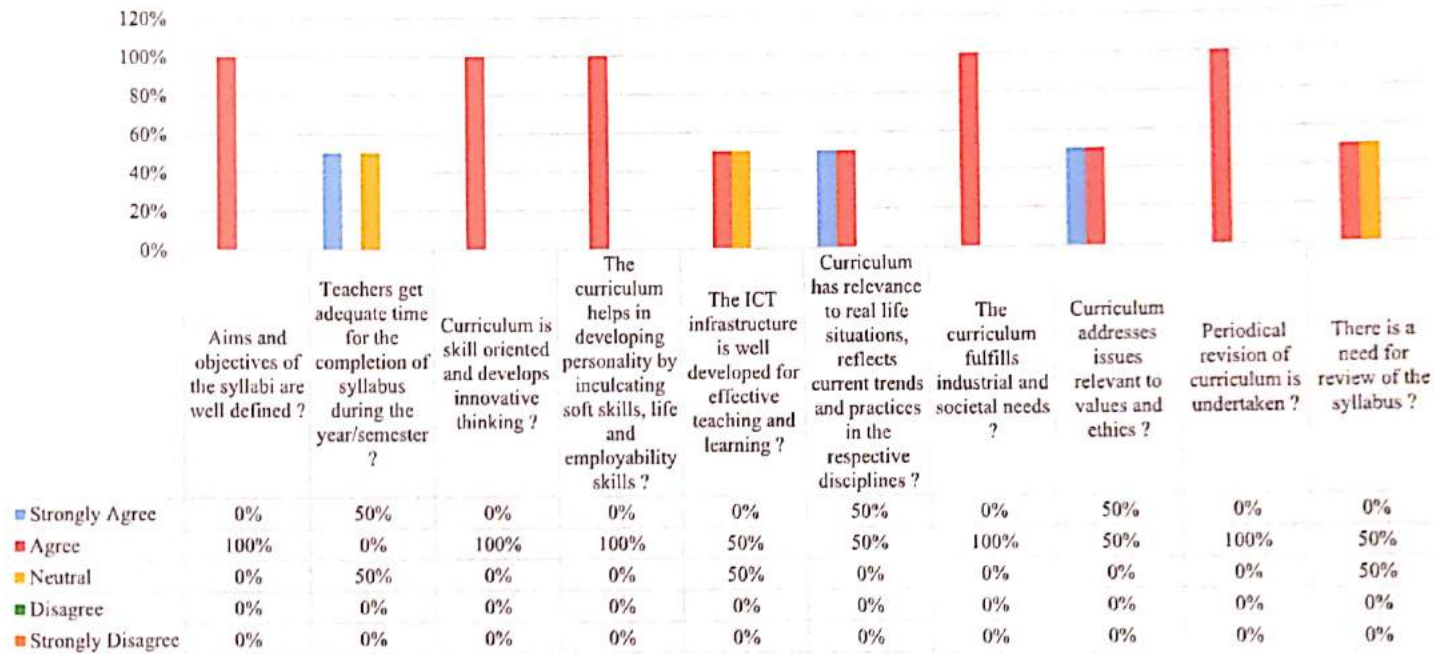
**Suggestions:**

- History syllabus should be well defined and should be based on the present needs, & requirements of the students. It should be student oriented and community centered.

  
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## Department of Hindi



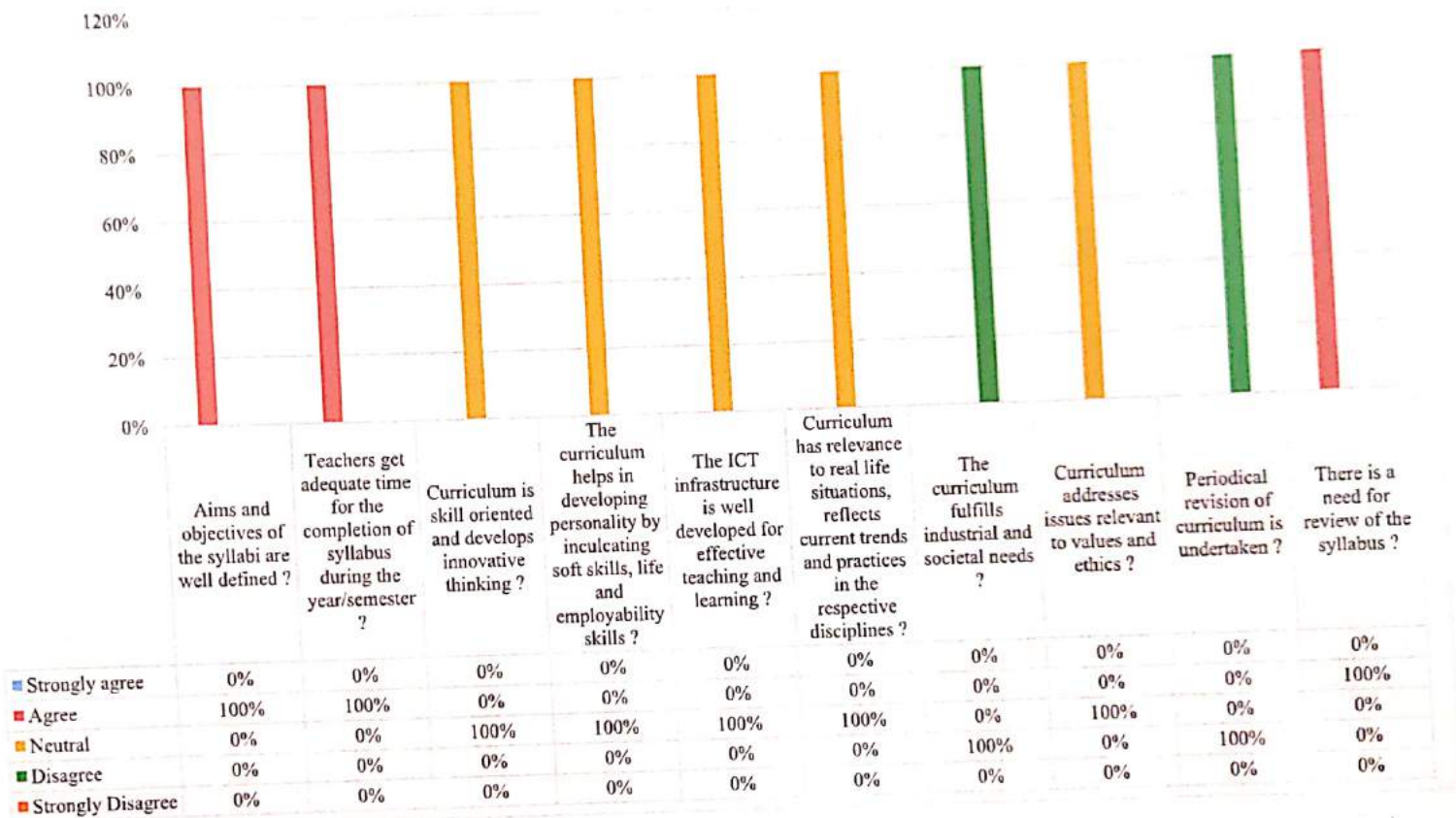
### Suggestions:

- The faculty members should be given more opportunities, scope and enough time for carrying out research work and skill upgradation in terms of research-enabling environment, incentives etc. Such opportunities add value to the knowledge repository of the institution and encourage innovation, engagement with fresh perspectives and close connection with latest developments in the field of study. The ultimate beneficiary of the same is the student.

  
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## Department of Home Science



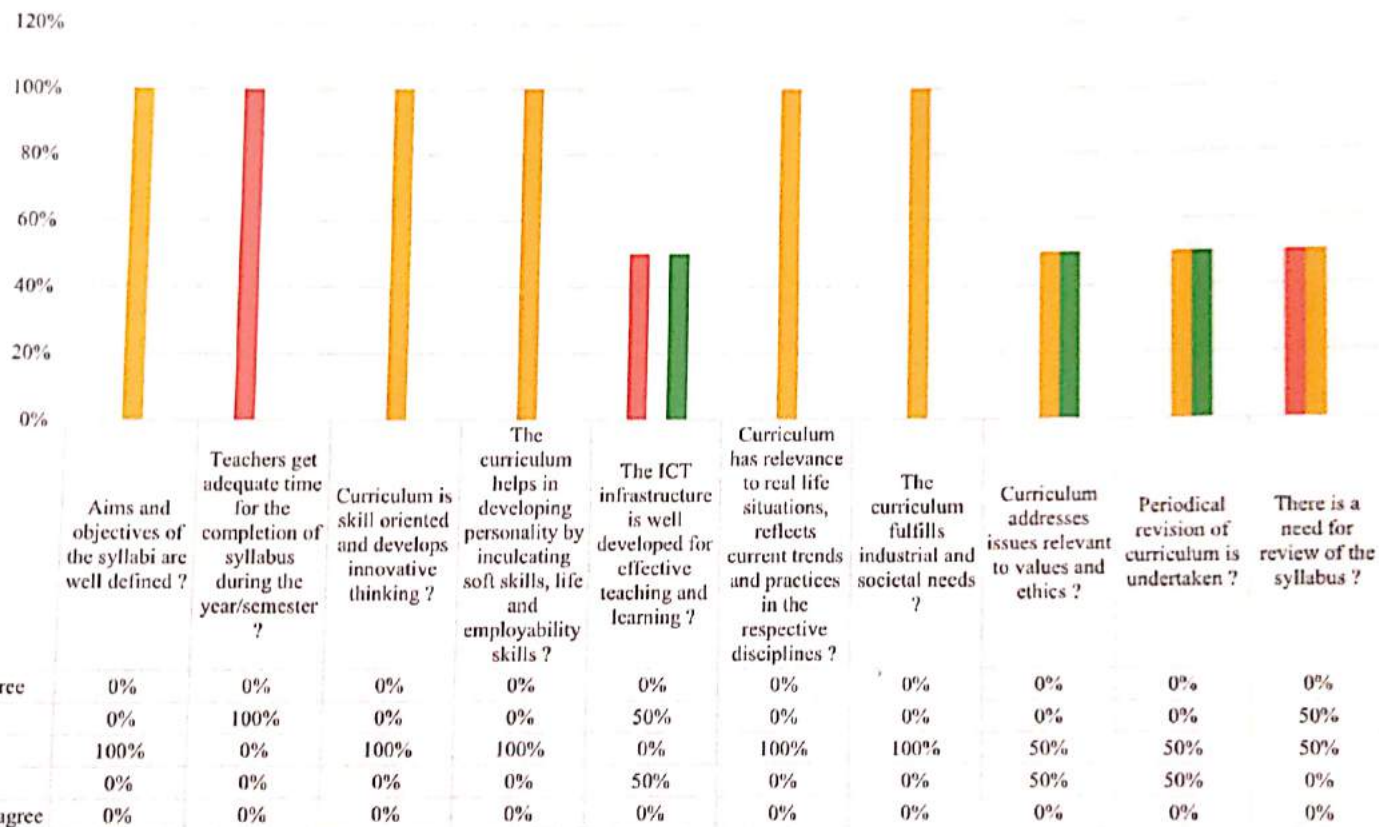
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### Department of Mathematics

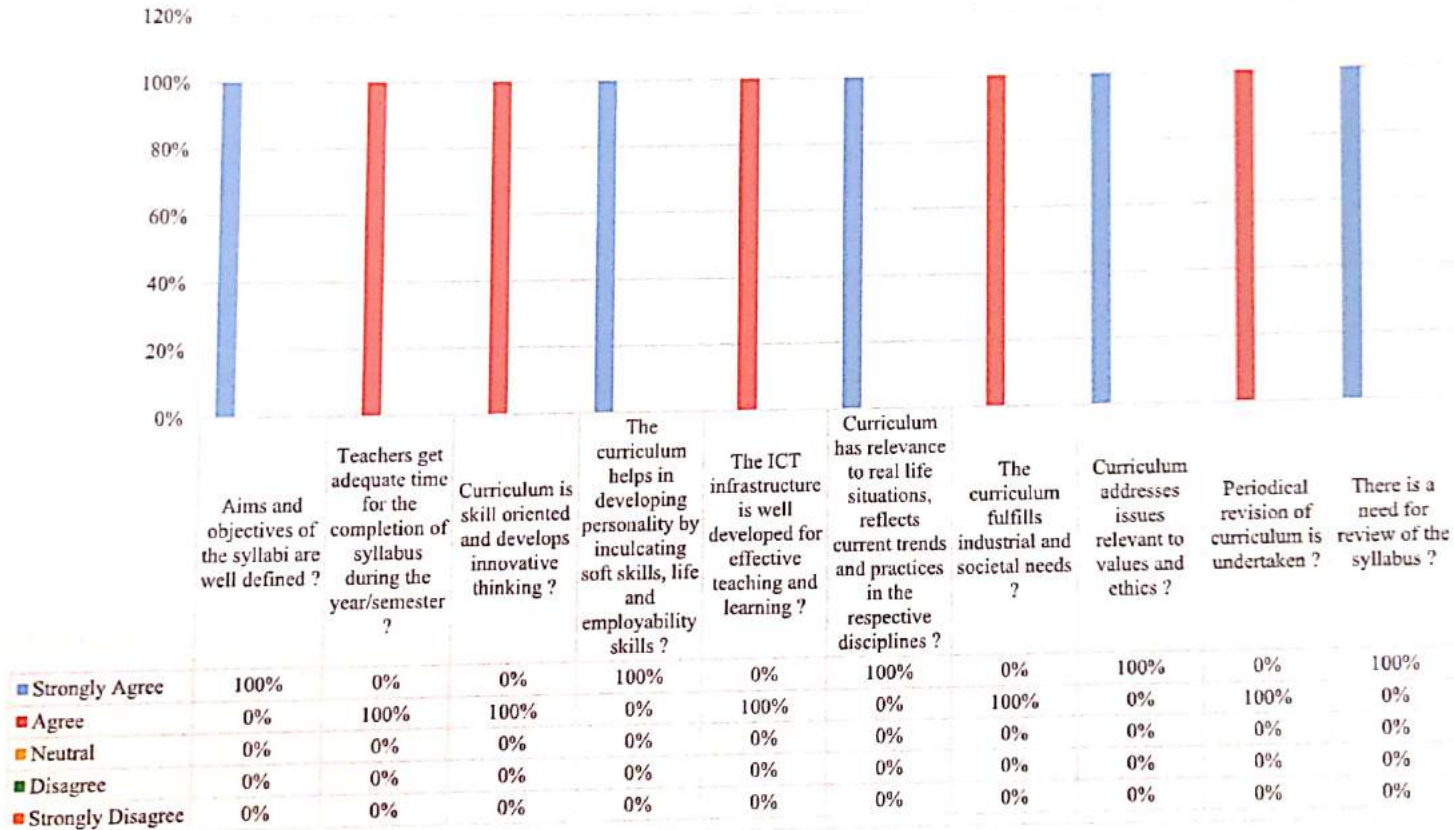


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## Department of Microbiology

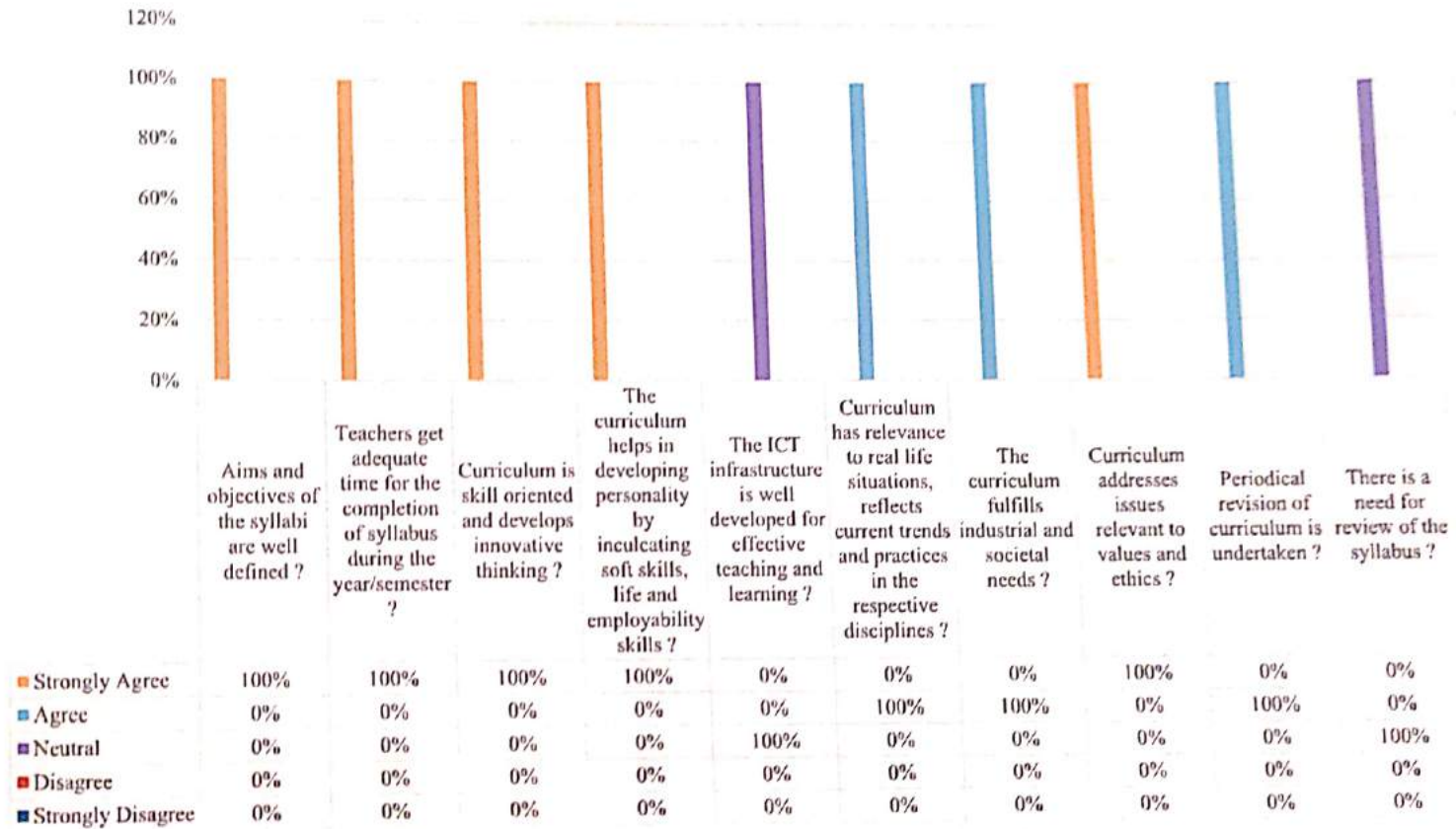


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## Department of Music



**Suggestions:**

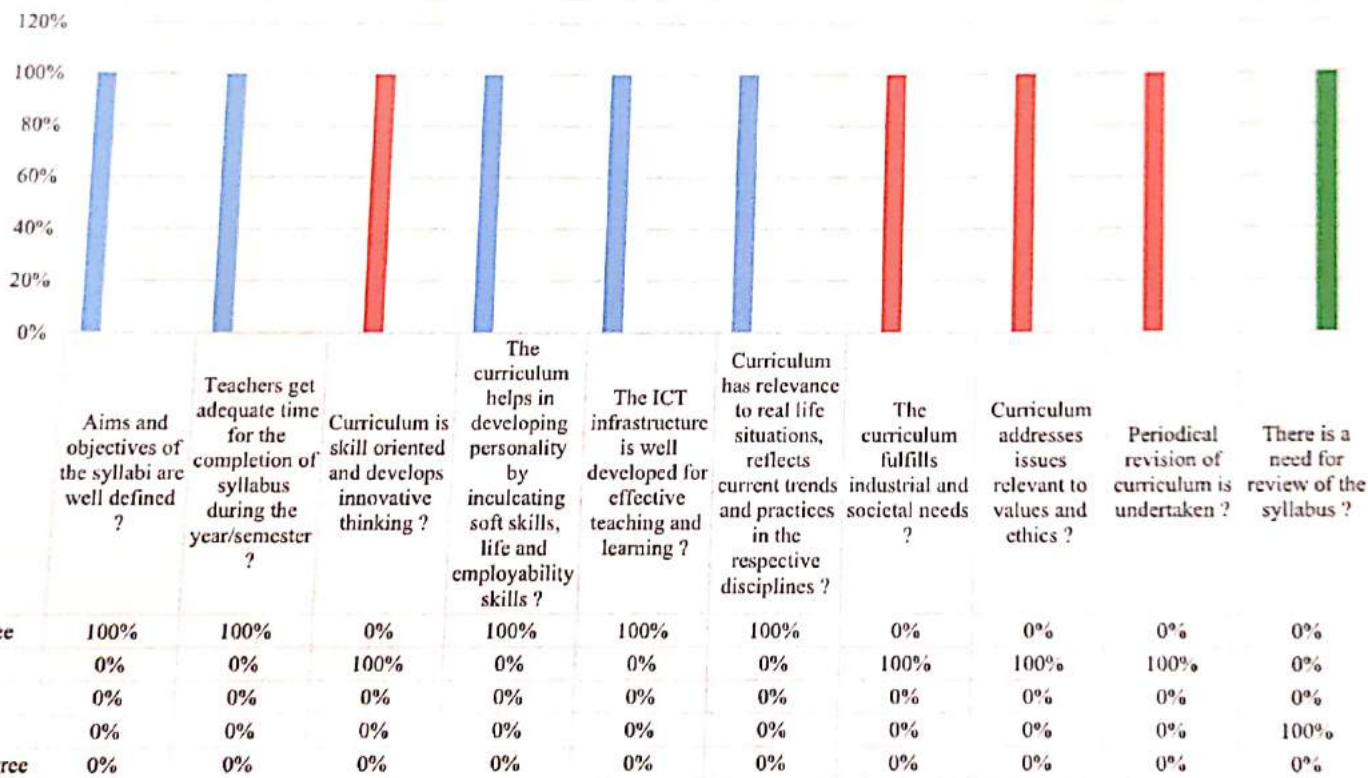
- Introduce a course of vocal music as well.

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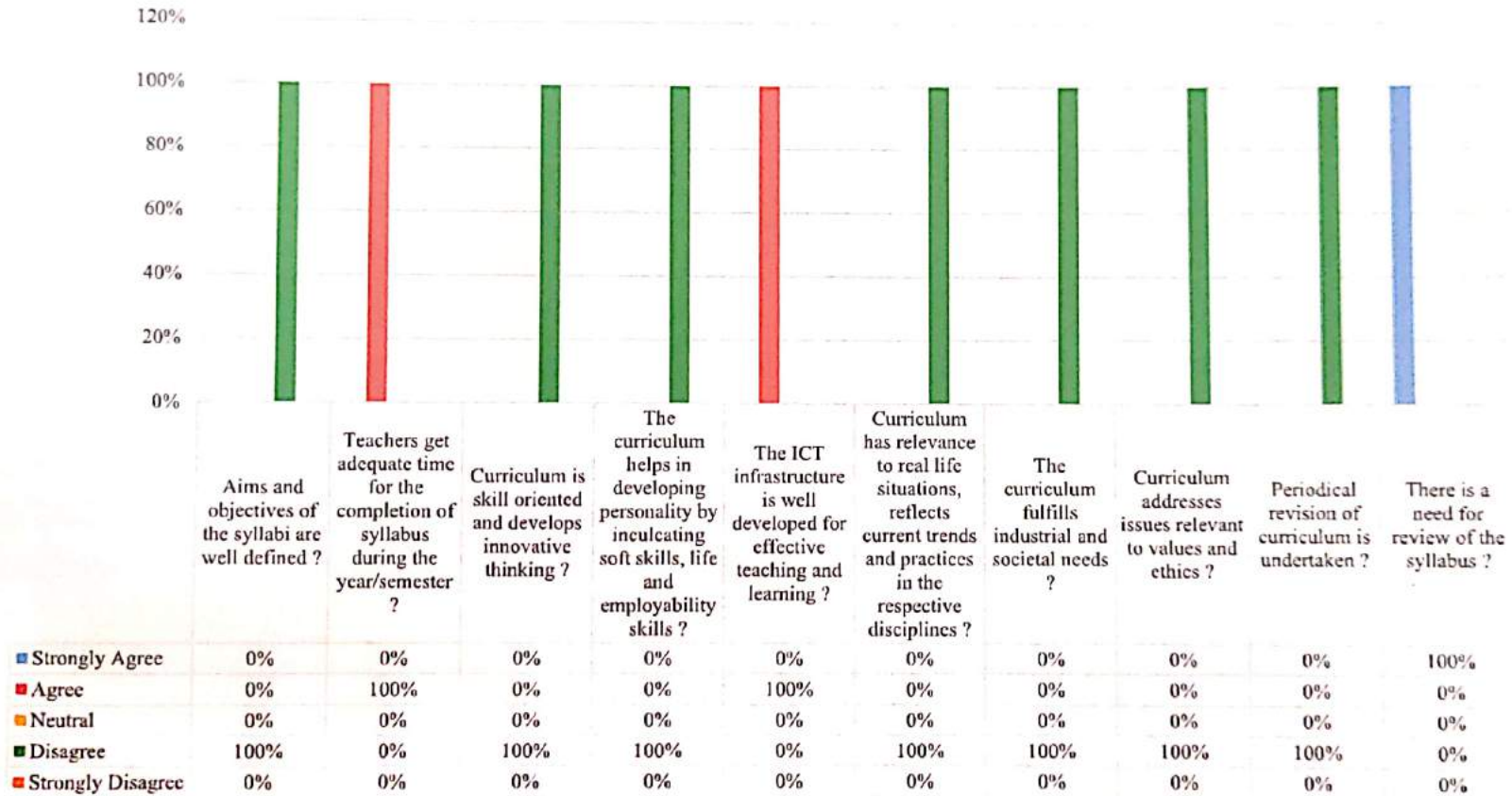
### Department of Physical Education

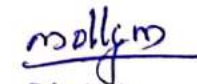


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## Department of Physics

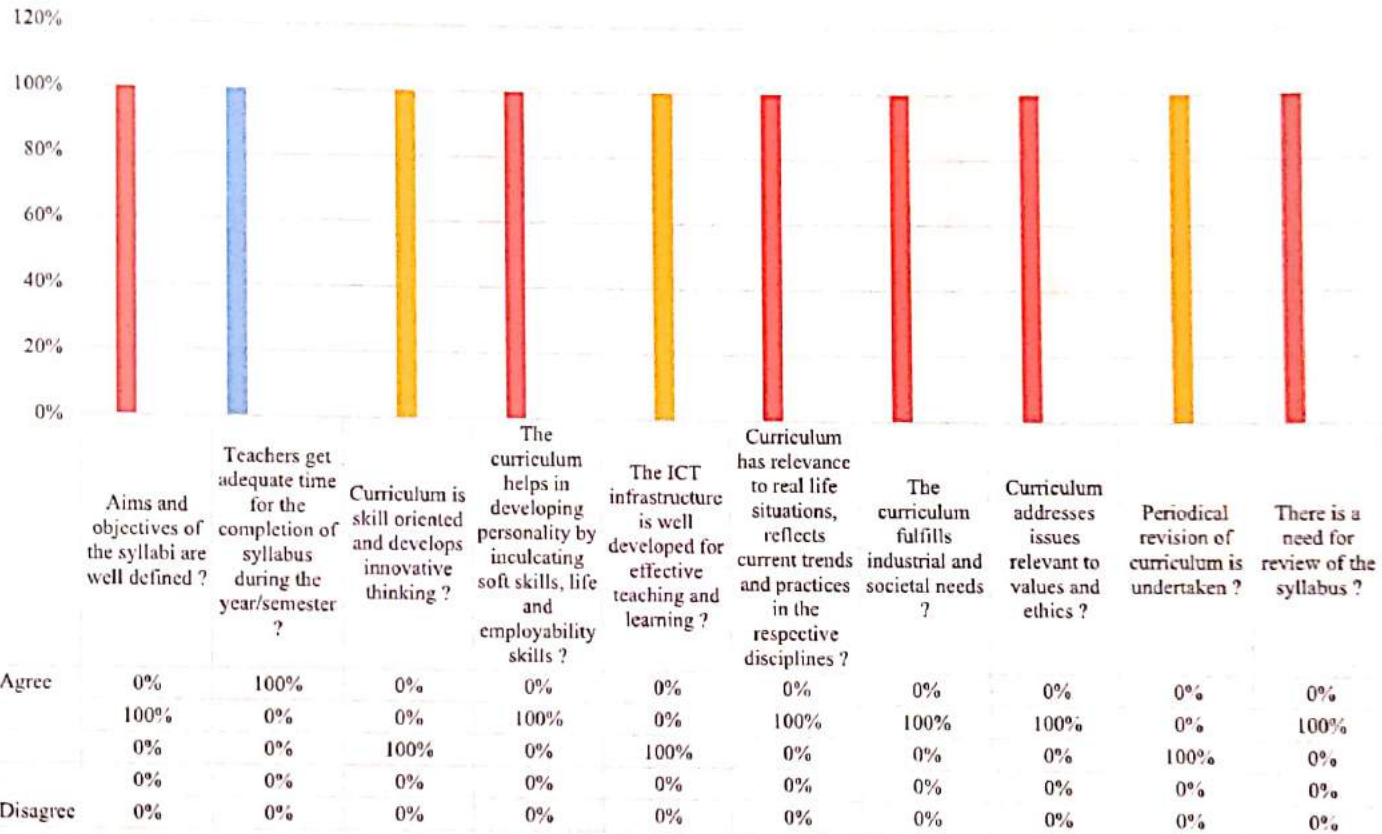


  
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## Department of Political Science



### Suggestions:

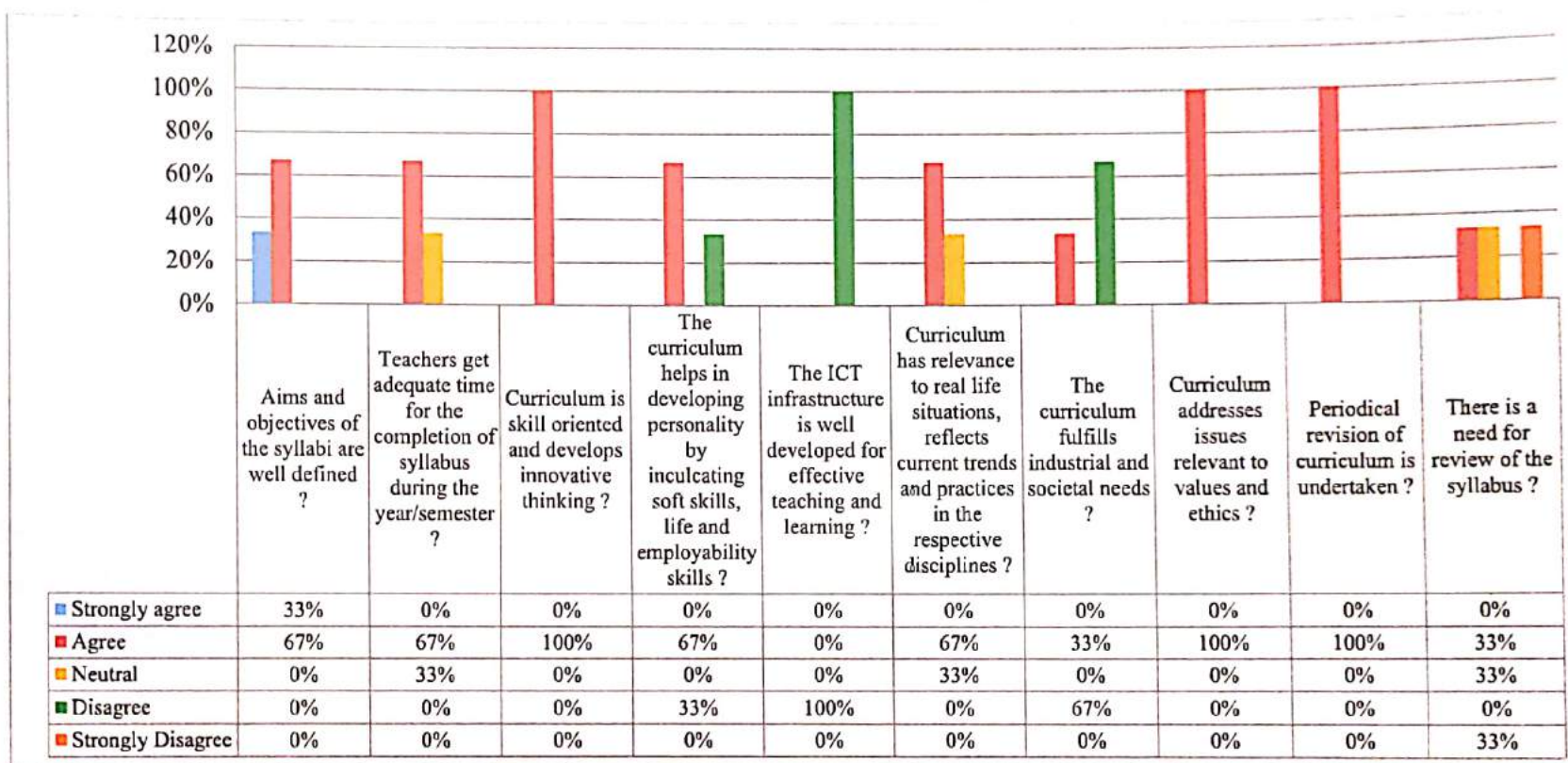
- Curriculum needs to be revised, in order to develop course related employability of the students.

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## Department of Psychology



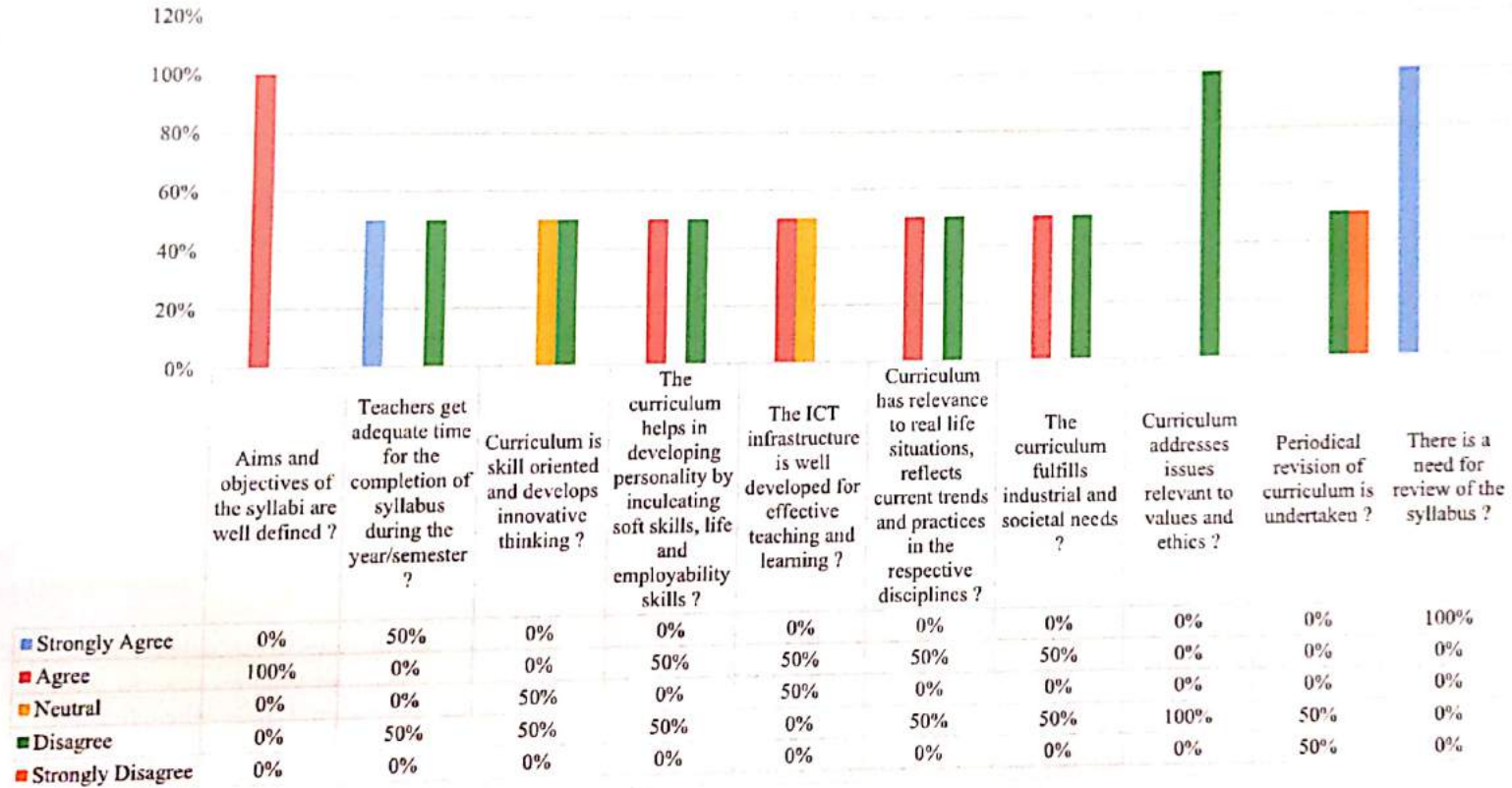
### Suggestions:

- Curriculum should be revised in such a manner so that the students can experience practical aspects of the theoretical knowledge.

  
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## Department of Zoology



### Suggestions:

- Emphasis should be more on skill-based courses.
- Modification in curriculum according to current scenario including problem solving skills.

  
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## TEACHERS' FEEDBACK ON CURRICULUM

2022-2023

To evaluate the established objectives, outcomes and relevance of the offered programme, a feedback from the teachers on curriculum becomes a stipulation. Thereby, a department wise online survey of the teachers was conducted in the college on the following pointers-

- Defined aims and objective of the curriculum.
- Adequacy of time for completion of the syllabus.
- Promotion of skill development and innovative thinking.
- Personality development by inculcating soft skills, life and employability skills
- Developed ICT infrastructure for better teaching and learning experience
- Relevance of the curriculum to real life situations and reflecting recent trends in related discipline.
- Fulfilment of the industrial and societal needs.
- Curriculum addressing issues related to values and ethics.
- Undertaking periodical revision of curriculum.
- Need for the review of the syllabus.

### Feedback Report

The current curriculum offered in various courses is well-structured and adequately covers the syllabus within the allotted time. The objectives of these courses are clearly defined. However, there is a need for upgrading the syllabus to ensure the discipline remains relevant to the changing times and demands.

It is crucial that the curriculum is designed to meet the requirements of industries, societies, and other workspaces. This will ensure that students are equipped with the necessary skills and knowledge sought by employers and society. Additionally, the curriculum should focus on fostering ethics and soft skills among students, which are vital for their personal and professional development.

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One area that requires more attention is the development of employability skills. These skills are essential for students to stand out in the competitive job market. Furthermore, it is imperative to nurture innovative thinking, creativity, and analytical skills among students, as these are valuable attributes in today's dynamic world.

While the usage of Information and Communication Technology (ICT) tools in teaching and learning is satisfactory, there is potential to utilize them more often to make the learning process more engaging and captivating.

To address these needs, it is recommended to introduce skill-based courses within the programme, emphasizing employability skills and incorporating ICT usage more effectively. A revised and well-designed curriculum will lead to more relevant and engaging learning experiences for students, preparing them to thrive in their future endeavours.

#### Action Taken Report

**Revision of Syllabus is Required** The concern was discussed with the affiliating University experts, and the action would be taken at the earliest. The syllabus will be upgraded as per the New Education Policy, catering to the demands of the students, societies, and the industries. This update will make the curriculum more relevant and up to date, better aligning it with the needs of the job market and society. Students will receive education that is in line with current industry trends, enhancing their employability prospects.

**Demand for skill-based Courses** The college management was informed about the need for more skill-based courses to develop employability skills among students. The establishment of a Centre of Excellence for promoting student-faculty collaborations, placements, industry interaction, and skill development is under process. The institution is going to introduce many new add-on courses to increase employability skills of the students, such as Advanced Excel, Data Analytics, Web Designing, etc. Students will have access to practical and industry-oriented courses, equipping them with valuable skills sought after by employers. This will boost their confidence and ability to secure relevant jobs and excel in their careers.

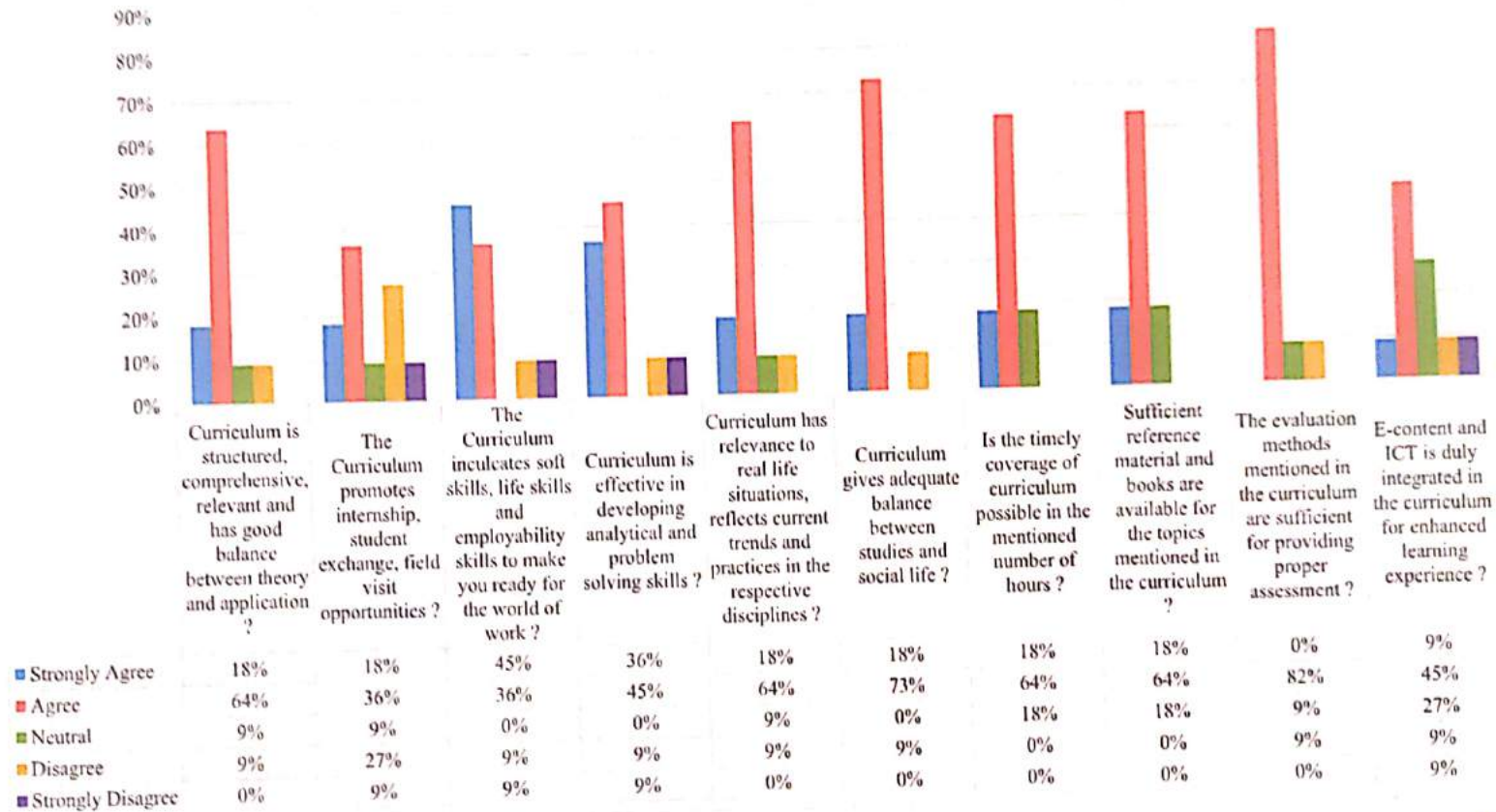
**More Usage of ICT** The faculty members have already switched to a hybrid mode of learning. LMS platforms, MOOCs, etc., are being used to make teaching and learning more interesting. Many students have registered themselves to study different courses on the Swayam Portal. With this, many teachers have also developed E-content to make their teaching more effective. The integration of ICT tools in the teaching process has enhanced student engagement and participation. By incorporating online learning resources, students have more opportunities for self-paced learning and gaining additional knowledge. Teachers can provide a more interactive learning experience, making the overall education process more efficient and effective. The utilization of digital platforms has also widened the reach of education, enabling students to access learning materials anytime and anywhere.

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## ANALYSIS OF ALUMNI FEEDBACK ON CURRICULUM 2022-2023



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## ALUMNI FEEDBACK REPORT

2022-2023

The Alumni Survey has been meticulously designed to comprehensively evaluate the institution's performance across various dimensions. The data collected through this survey serves as a valuable tool for pinpointing both the institution's strengths and areas that require improvement within its programs. The primary goal of conducting this survey is to align with the evolving needs of recent students and effectively address their demands.

The survey encompasses a range of topics aimed at gauging alumni satisfaction, focusing on the following key areas:

- Structured, comprehensive and relevant curriculum.
- Promotion of internship, student exchange and field visit opportunities.
- Usefulness of curriculum in developing skills.
- Effectiveness in developing analytical and problem-solving skills.
- Relevance of curriculum.
- Adequate balance between studies and social life.
- Timely coverage of curriculum
- Availability of reference material
- Evaluation and assessment parameters.
- Usage of E-content and ICT.

  
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## FEEDBACK

Based on the feedback provided by the alumni, it's clear that there are several positive aspects of the institution's curriculum and educational approach, as well as some areas that could benefit from improvement:

### 1. Curriculum Design:

- Positive: Alumni appreciated the well-designed and structured curriculum that focuses on soft skills and life skills.
- Improvement: However, there was a suggestion to increase the focus on fostering analytical skills and employability skills, which are highly valuable in today's job market.

### 2. Balanced Learning Approach:

- Positive: Alumni recognized the institution's effort in maintaining a balance between curricular learning and community engagement-based learning.
- Positive: This approach was praised for its potential to offer experiential learning opportunities, which can enhance practical skills and real-world understanding.

### 3. Learning Materials:

- Positive: Alumni commended the provision of reference materials and timely coverage of the syllabus.

### 4. Internship and Exposure:

- Improvement: There was a suggestion to increase the promotion of internship opportunities and student exchange programs, which can provide valuable real-world experience and global exposure.
- Improvement: Field visits were appreciated, but more exposure through such visits could be beneficial.

### 5. Assessment Transparency:

1. Positive: The majority of alumni found the evaluation methods sufficient for the assessment parameters. This indicates that the institution has been successful in designing assessment criteria that are generally effective in measuring students' understanding and performance.

### 6. Hybrid Learning:

- Suggestion: The alumni proposed a preference for the hybrid mode of learning. This approach, which combines in-person and online learning, offers flexibility and ease of access to education, catering to different learning styles and circumstances.

Incorporating these insights from alumni feedback could lead to a more comprehensive and effective educational experience.

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## ACTION TAKEN REPORT

The institution has been responsive to the suggestions from alumni and has implemented measures to enhance various aspects of its educational offerings.

### **Feedback: Employability and Analytical Skills Enhancement**

- **Action Taken:** The institution decided to restructure courses to promote employability and analytical skills. New add-on courses have been introduced to develop both technical and employability skills among students. This action aims to better prepare students for the job market and enhance their analytical capabilities.

### **Feedback: More Field Visit Opportunities**

- **Action Taken:** The institution is providing more field visit opportunities to students. This action provides students with practical exposure and hands-on experience related to their fields of study, potentially enhancing their understanding and application of theoretical concepts.

### **Feedback: Enhancing Placement Opportunities**

- **Action Taken:** The institution has organized more placement drives on campus. This effort has likely increased job placement opportunities for students, helping them transition more smoothly from academia to their professional careers.

### **Feedback: Women Entrepreneurship and Job-Oriented Skills**

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- Action Taken: The institution has signed various MOUs to promote women entrepreneurship and job-oriented skills. These partnerships and collaborations can provide students with specialized training, mentorship, and networking opportunities to excel in areas such as entrepreneurship and skill-based professions.

#### **Feedback: Implementing Blended Learning**

- Action Taken: The institution is using ICT and technological tools more extensively in its teaching methods. By leveraging smart classrooms, a Learning Management System (LMS), platforms like MS Teams, e-content, and resources like the Swayam Portal, the institution has embraced a blended learning approach. This accommodates diverse learning styles and provides greater flexibility in how students engage with course materials.

Overall, the institution's proactive approach to addressing feedback and implementing changes demonstrates its commitment to enhancing the quality of education and the overall learning experience.

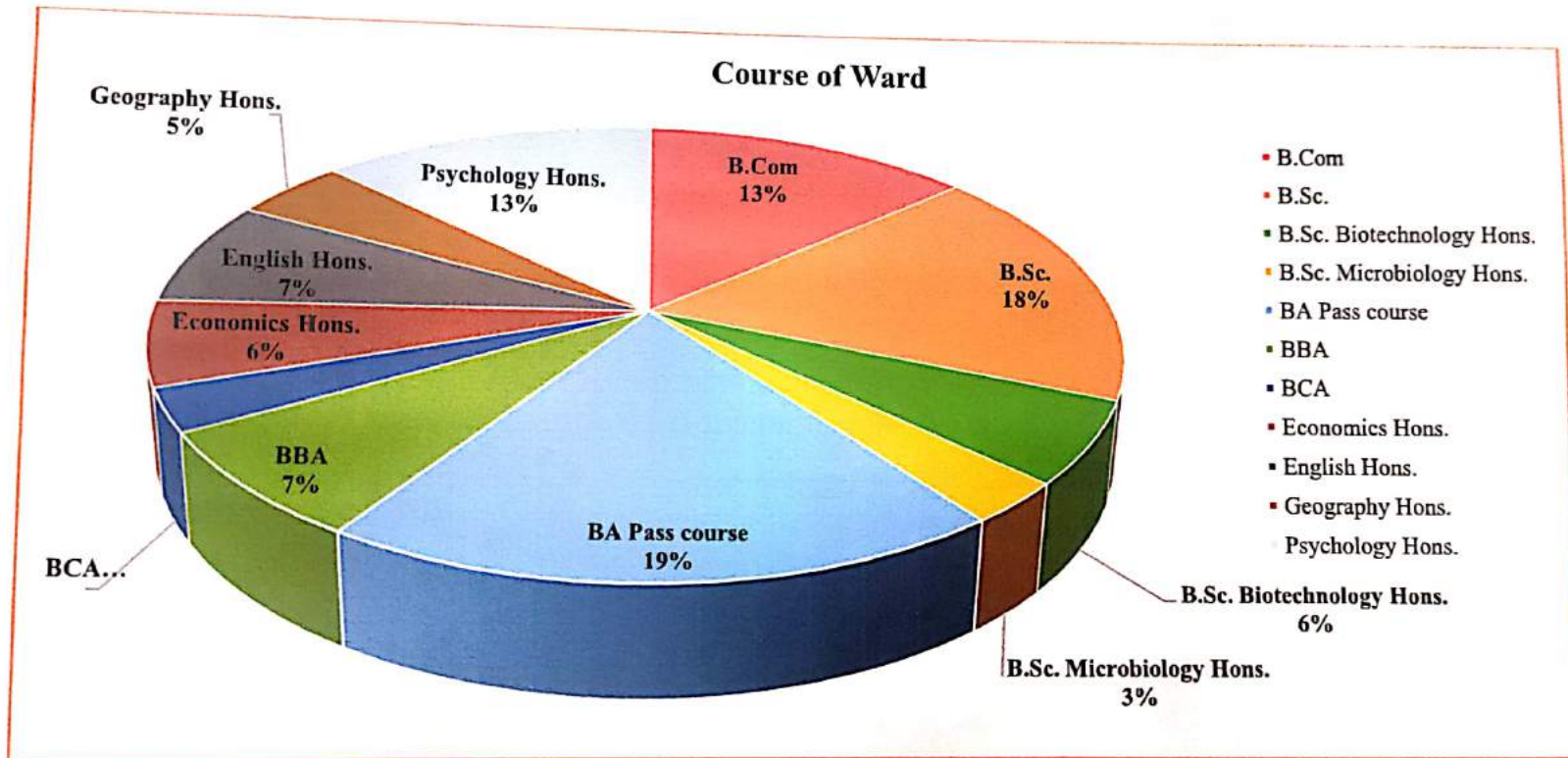
  
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### PARENTS FEEDBACK ANALYSIS 2022-23

Number of Respondents – 68

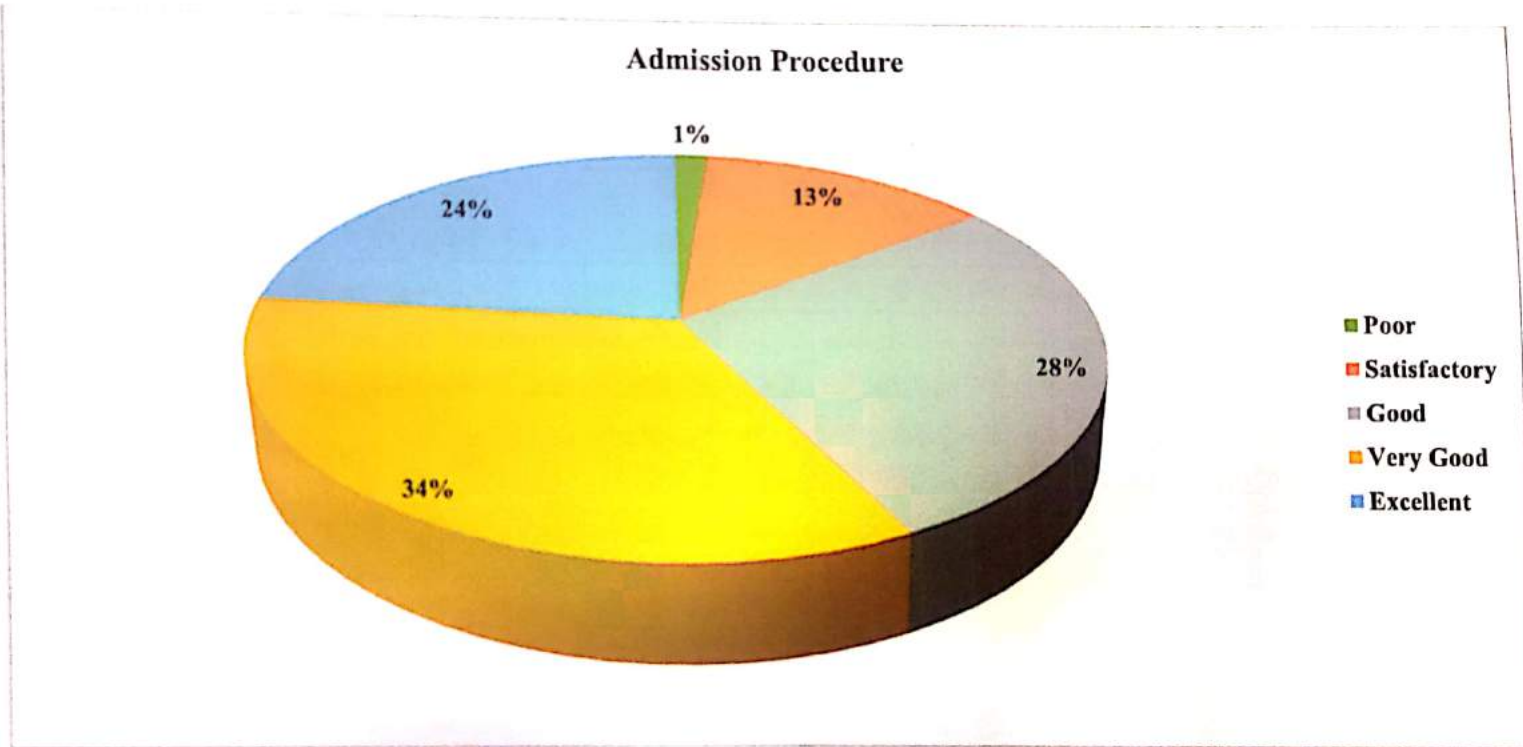
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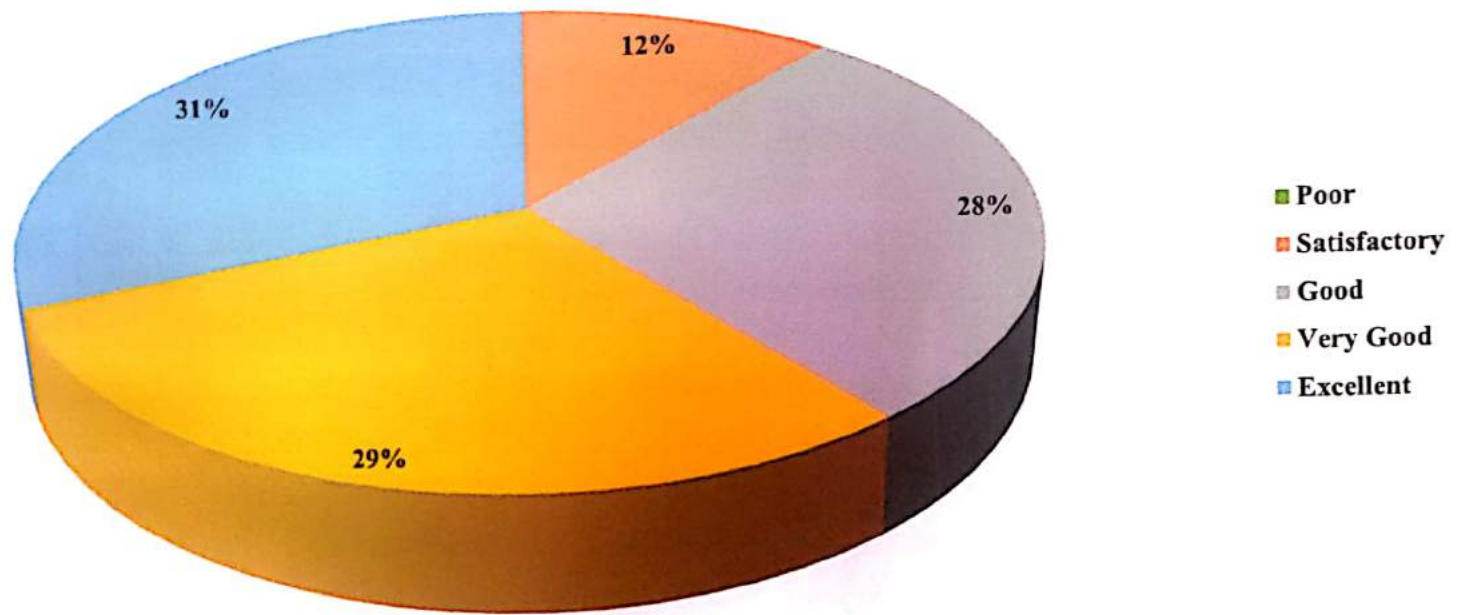
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3.

### Co-operation by the administrative staff



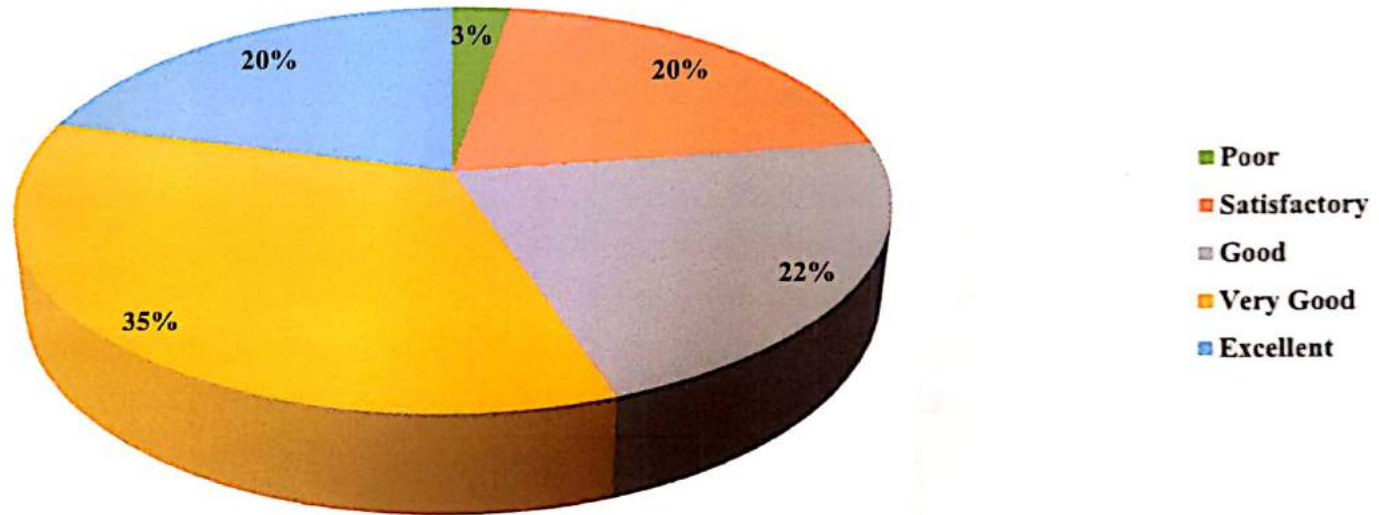
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4.

### The ambience of the college with respect to the facilities given to your ward/wards

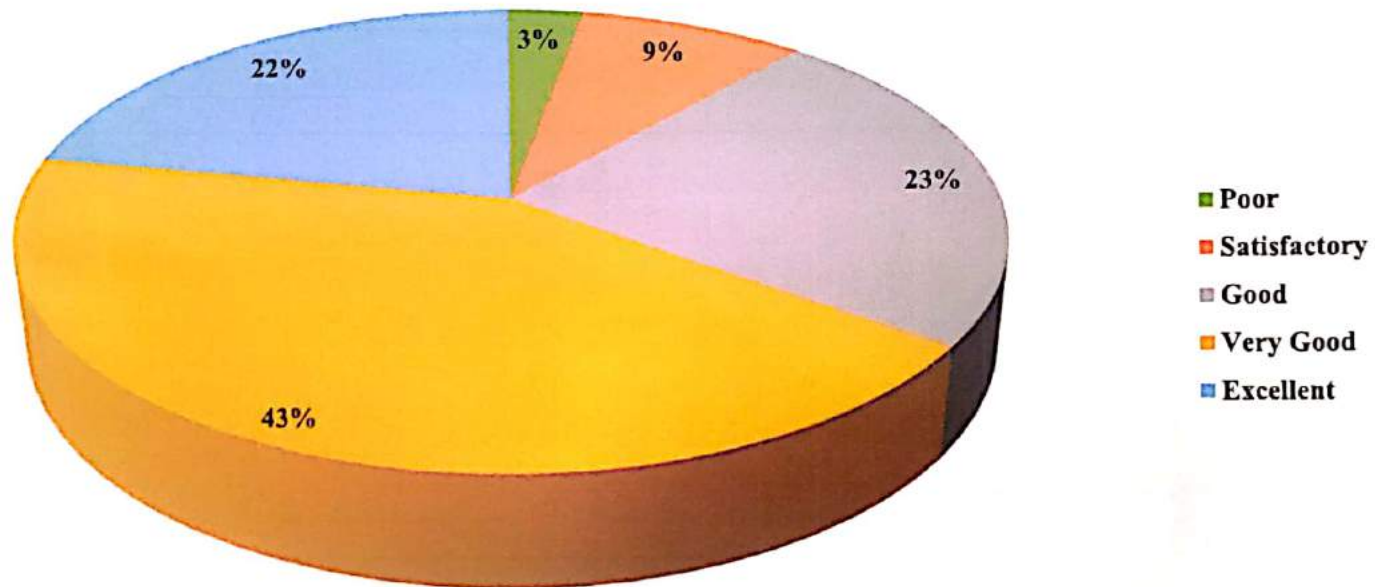


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5.

### Rate the college in terms of use of the latest technologies

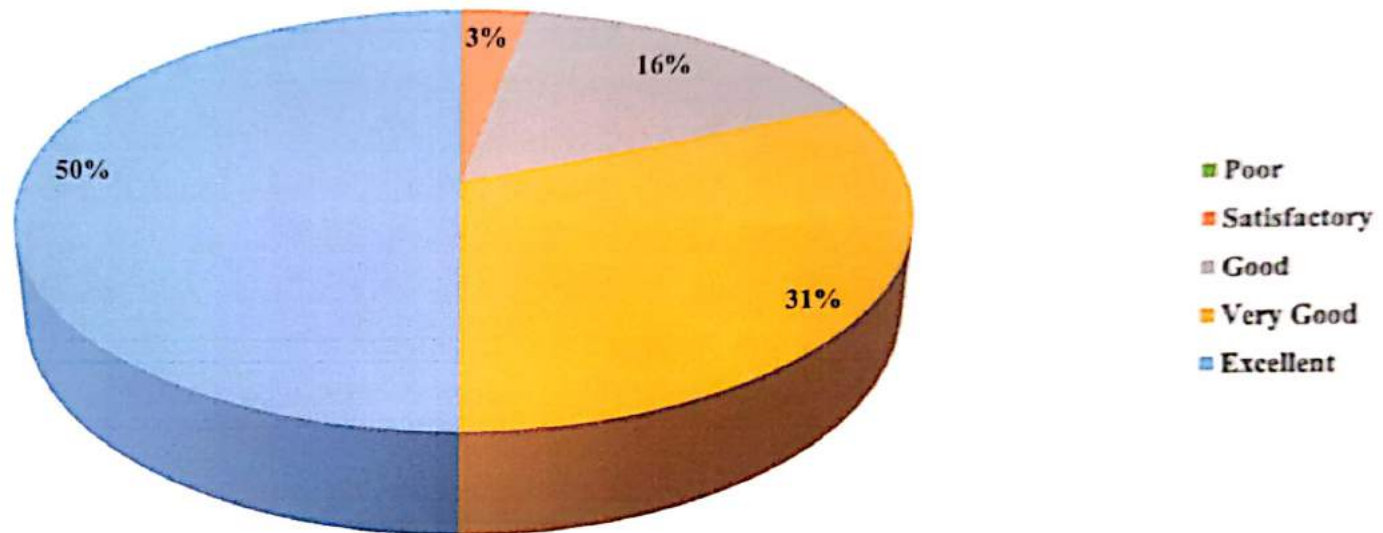


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6.

### Rate the quality of teaching in the college



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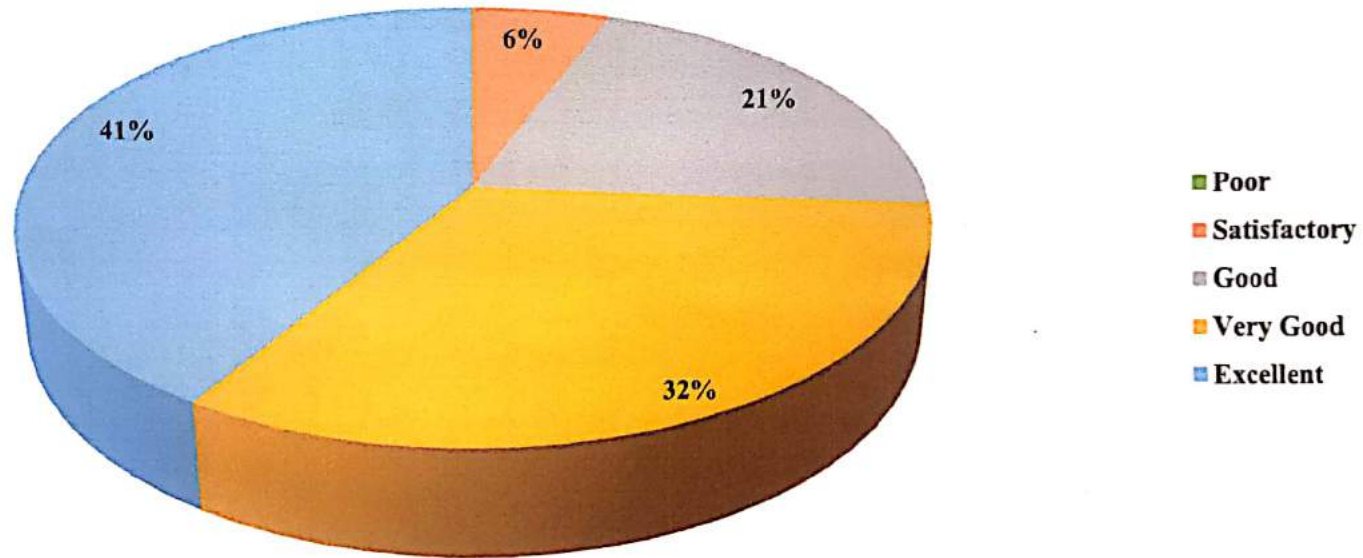
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7.

**Improvement in soft skills, knowledge, ethics, morality, observed by you in your ward while studying in the college**

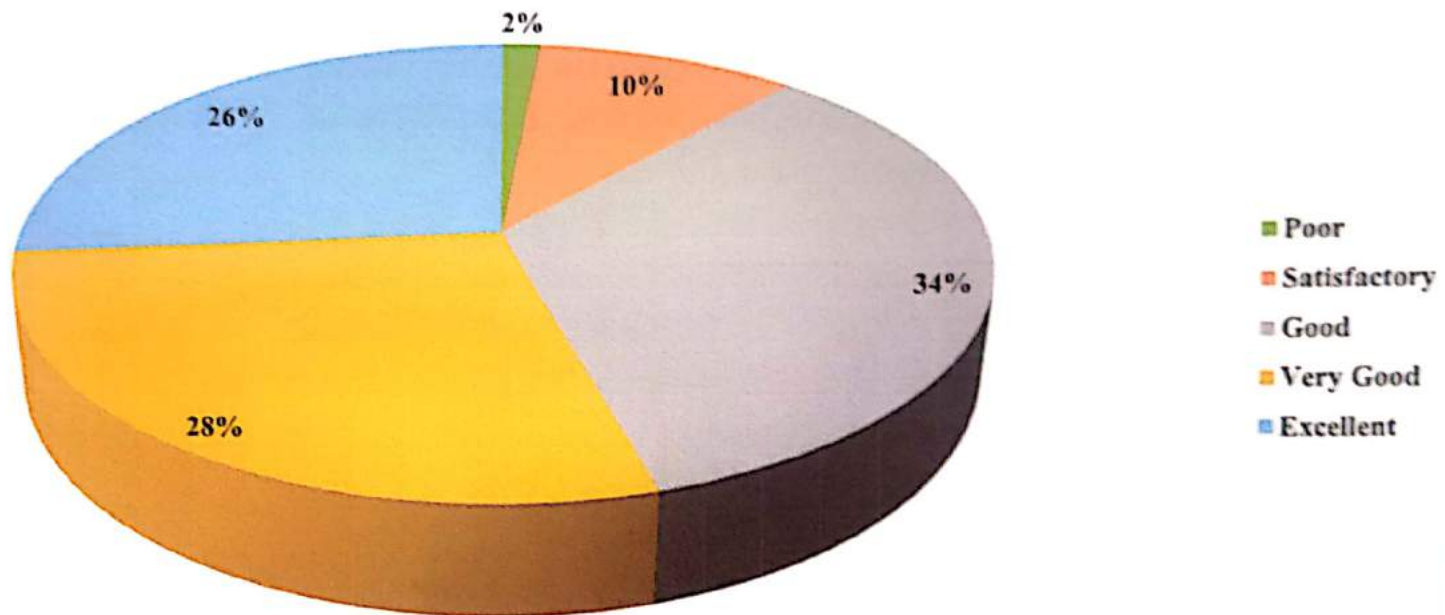


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8.

### Student counselling and guidance



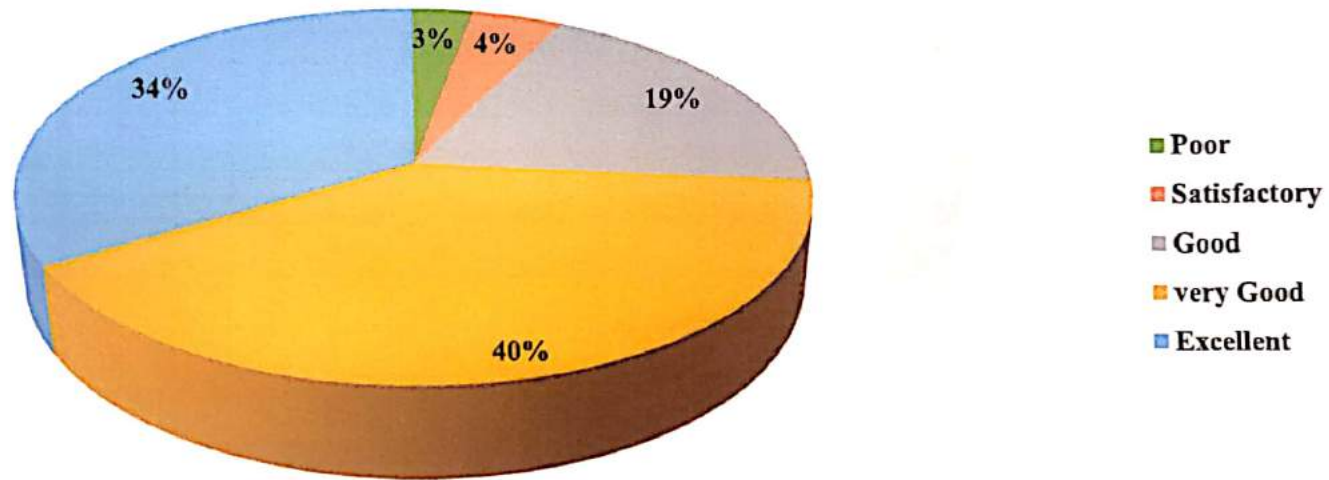
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9.

### Environment of the college for the overall development of your ward

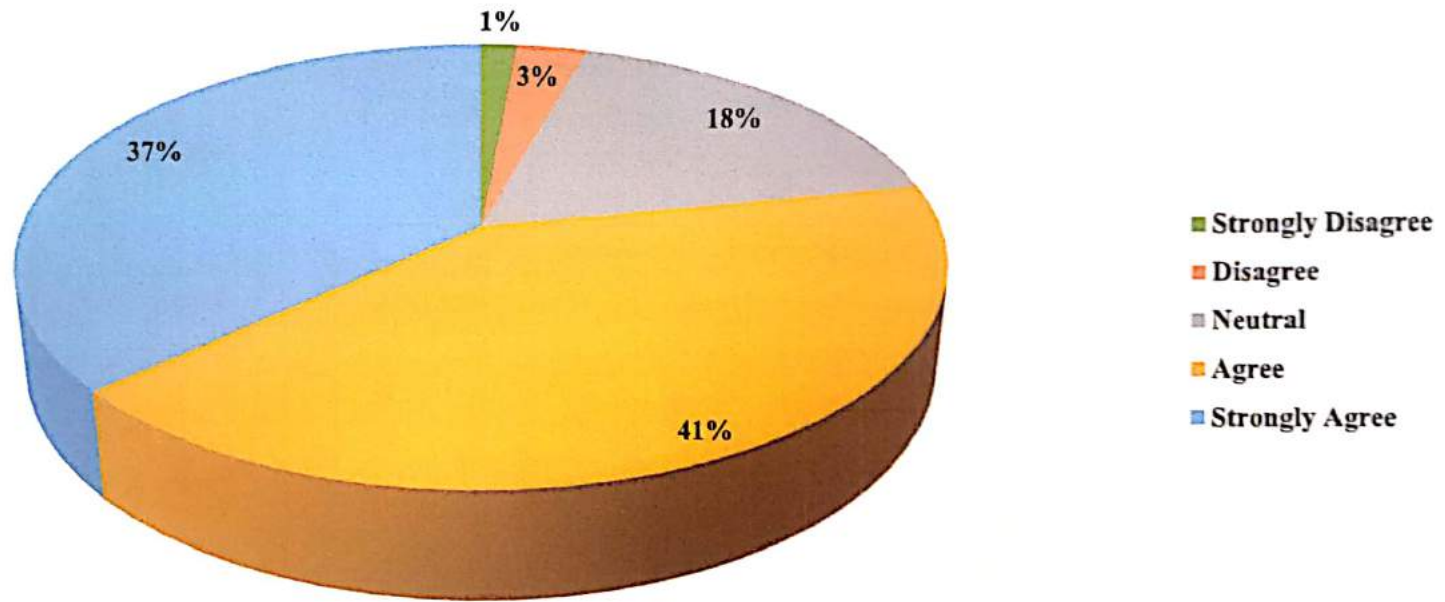


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10.

### The teachers are accessible and approachable for all matters of concern



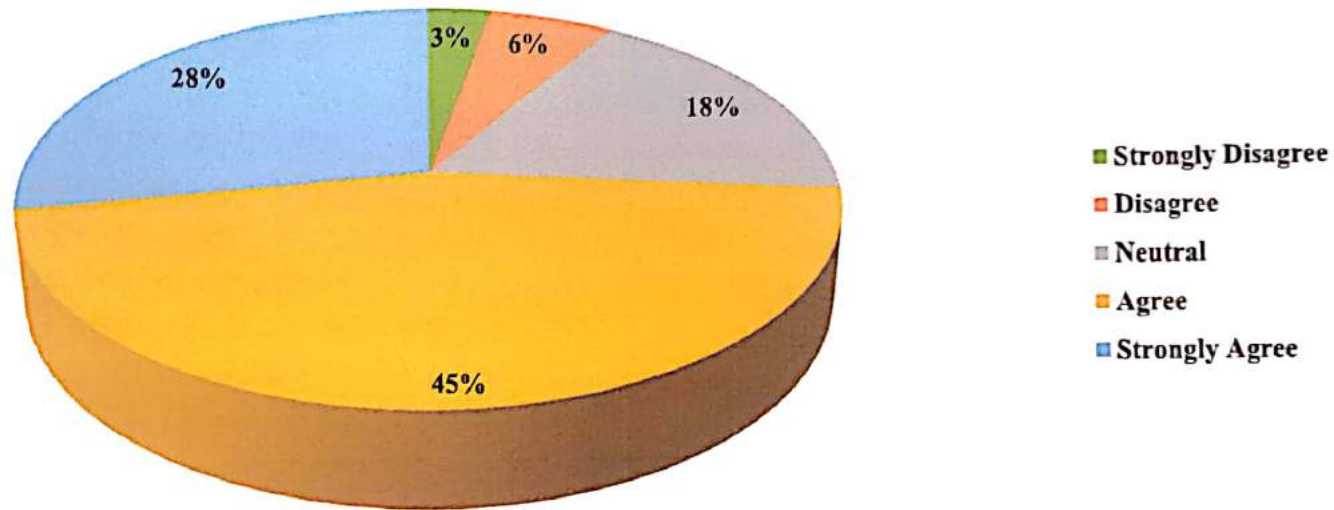
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11.

### The college provides adequate sports facilities and encourages students to participate in extra co-curricular activities



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## **PARENTS' FEEDBACK**

**2022-2023**

To assess the overall performance of any institution feedback plays a substantive role. To introspect about the areas of strengths and challenges, St. Bede's college also carries out the practice of collecting feedback from different stakeholders every year. One such feedback was collected from students' parents in session 2022-2023 on the following points:

- Course of the student
- Admission Process
- Cooperation by administrative staff
- Ambience of the college with respect to facilities provided.
- Usage of latest technologies
- Quality of teaching in the college
- Improvement in soft skills, knowledge, ethics, morality
- Student counseling and guidance.
- Environment of college for overall development of students
- Teachers' approachability and accessibility.
- Adequate sports facilities and extra-curricular activities.

  
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The feedback was collected through online mode for session 2022-23. Following were the observations:

- **Admission Process and Administrative Support:** The college has a satisfactory and transparent admission process, and the administrative staff is cooperative and readily available to assist students whenever needed. This fosters a positive environment for students and ensures that they receive the necessary support during their academic journey.
- **Infrastructure and Ambience:** The college provides good infrastructural facilities, including Smart Boards, an auditorium, and a common room. These facilities contribute to a conducive learning environment and create opportunities for interactive and engaging learning experiences.
- **Quality of Teaching and Technological Integration:** The teaching quality is commendable; however, there is room for improvement in the utilization of technological teaching aids. Enhancing the usage of technology, including a hybrid mode of teaching and learning, will lead to a more enriched learning experience for students.
- **Positive Impact on Students' Communication Skills and Personality:** According to parents, the college has positively impacted students' communication skills and overall personality development. The institution's focus on instilling a strong value system and morality has contributed to the students' holistic growth and character building.
- **Need for Student Guidance and Career Counseling:** There is a need for more emphasis on student guidance, career counseling, and consultancy facilities. Providing proper career guidance will help students make informed decisions about their future paths and ensure better channelization of their efforts.

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- **Supportive Teachers:** Teachers are generally approachable, problem solvers, and supportive to students' concerns. This approach fosters a positive teacher-student relationship and helps students feel comfortable seeking help and guidance from their instructors.

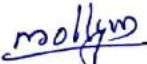
- **Encouraging Participation in Extra-curricular and Outreach Programs:** The college should encourage students to actively participate in extra-curricular activities and outreach programs. Participation in inter-college competitions, yoga, and other sports activities will help students develop sportsmanship, teamwork, and overall personality traits beyond academics.

By addressing the mentioned areas for improvement and building upon the existing strengths, the institution can further enhance the overall educational experience and ensure the holistic development of its students.

### Action Taken Report

**Usage of Information, Communication, and Technology needs to be increased** Google classrooms, PowerPoint presentations, and Smart classrooms are now being used for the teaching-learning process. The integration of these technologies has resulted in a better learning experience for students, as it allows for interactive and engaging lessons. Students find it easier to understand complex concepts with the help of visual aids and digital resources.

**Cooperation by administrative and college staff** A suggestion box has been set up in the college to gather feedback and suggestions from students on various matters. This initiative promotes transparency and open communication between the students and the administration. Students now feel more empowered to voice their opinions and contribute to the improvement of college processes and facilities.

  
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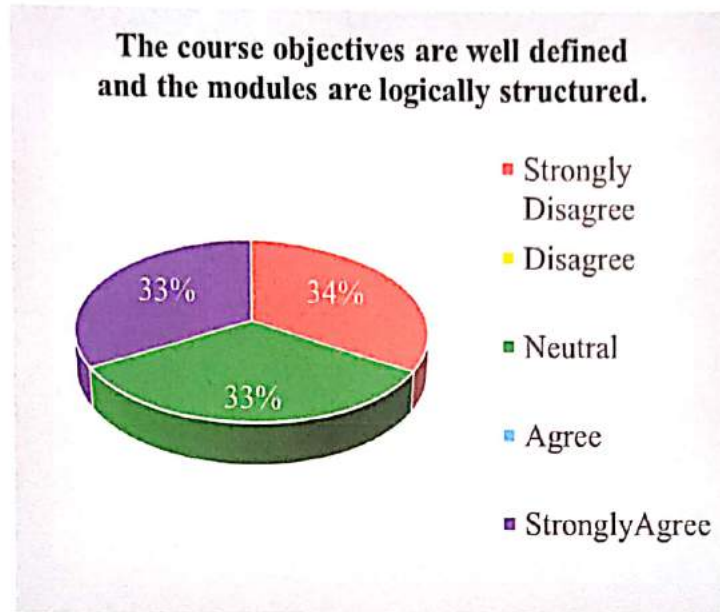
**Career Counseling and Guidance Facility** The college has taken the feedback regarding the need for more career guidance and counseling seriously. As a result, more career guidance, consultancy, and counseling programs have been organized for the students. The placement cell and the Financial Lab cum Incubation center are actively involved in conducting career guidance sessions, helping students make informed decisions about their future career paths. The in-class career guidance sessions conducted by departments have also proved to be valuable in providing personalized support to students. This increased focus on career guidance has helped students gain clarity about their career goals and has increased their confidence in making career-related decisions.

**More Sports and Physical Fitness Activities** To address the need for more sports and physical fitness activities, the college has organized more inter-college tournaments for students. The availability of a gymnasium facility has provided students with additional opportunities to engage in physical fitness activities. Furthermore, the Department of Physical Education has introduced certificate courses in yoga, which has encouraged students to adopt a healthier lifestyle and develop their physical fitness. These initiatives have not only enhanced the students' physical well-being but have also promoted a sense of sportsmanship and camaraderie among them. The inter-college competitions and certificate courses have provided platforms for students to showcase their talent and passion for sports, fostering a well-rounded development.

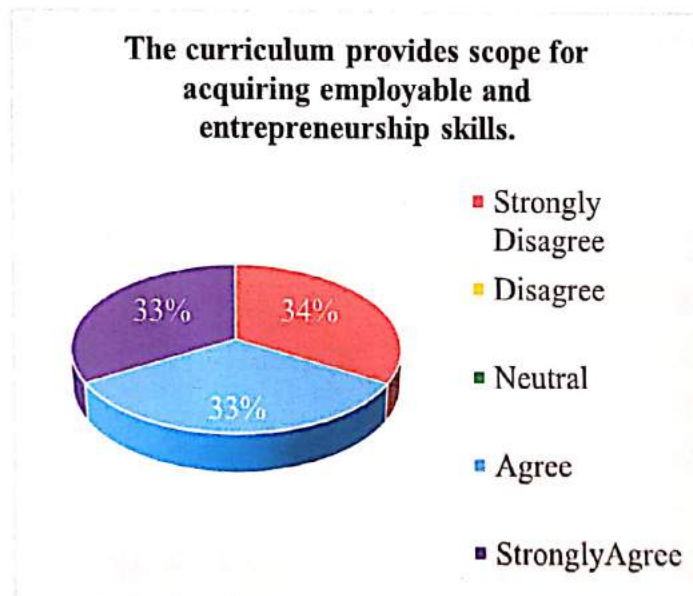
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## Employers Feedback on Curriculum 2022-2023

1.

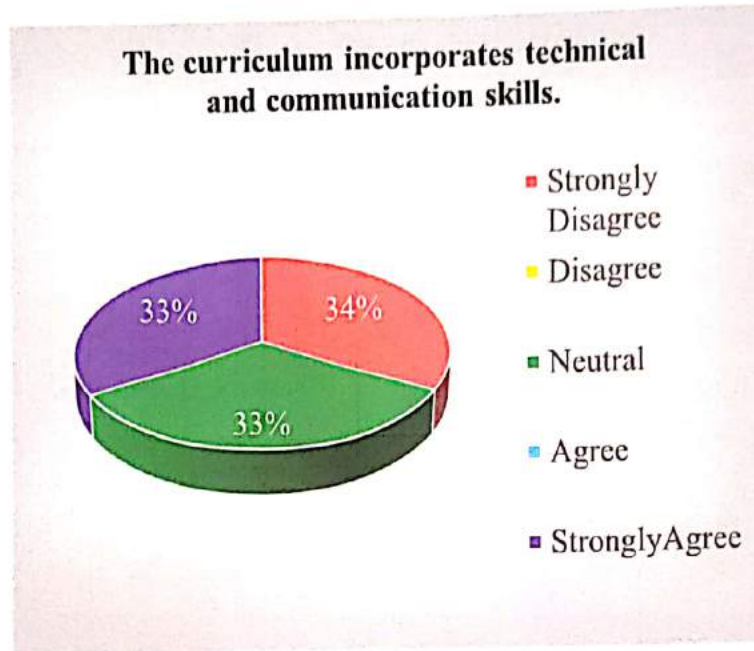


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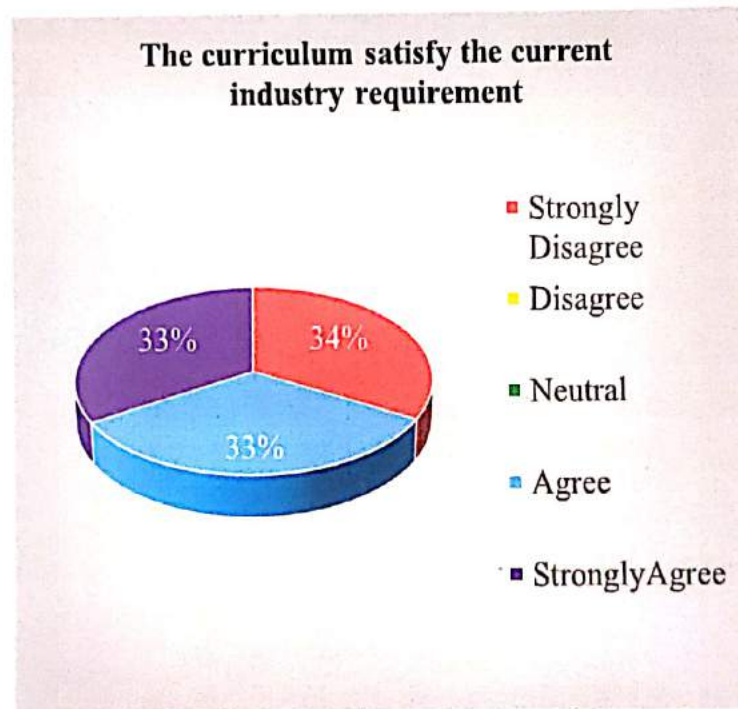


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3.



4.

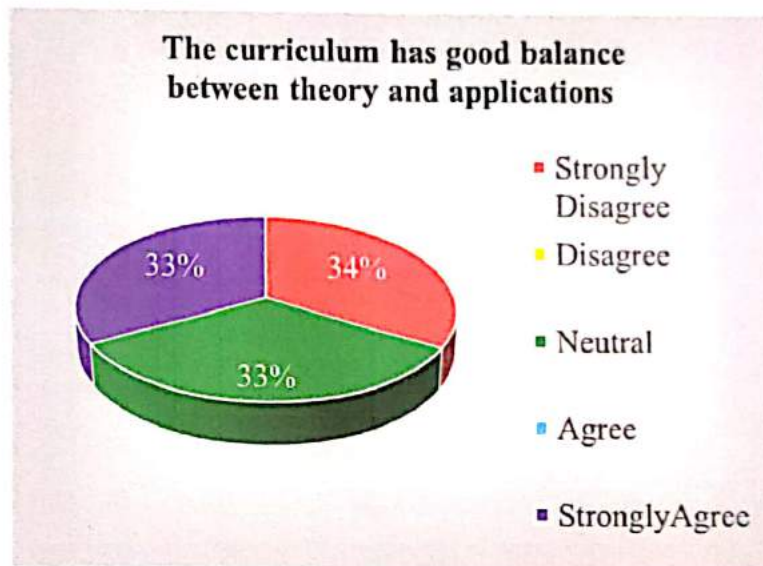


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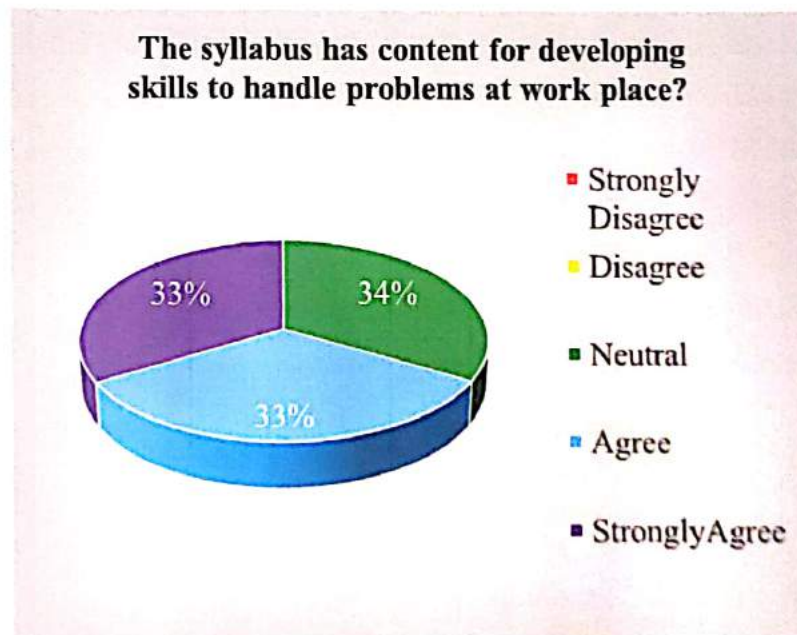
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5.



6.



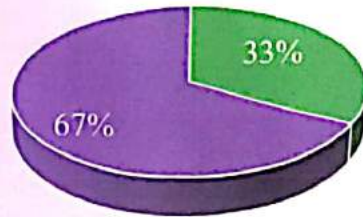
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7.

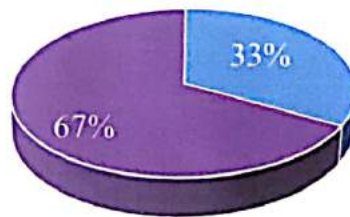
**Curriculum reflects current trends and practices in the respective disciplines.**



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

8.

**The curriculum help the students to attain the required competency level.**



- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

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## EMPLOYERS FEEDBACK ON CURRICULUM

2022-2023

Employers' Feedback on offered curriculum in higher academic institutions is valuable to understand real time implications and usefulness of the courses taught under various programs. Thus, such employers' feedback survey was conducted by St. Bede's college throwing light on the following pointers-

- Well defined course objectives and logically structured modules.
- Scope for acquiring employable and entrepreneurship skills through curriculum
- Impact of curriculum on technical and communication skills
- Fulfilment of industrial requirements
- A balance between theory and its application is maintained by curriculum
- Problem solving skills developed through curriculum
- Curriculum reflects current trends and practices in the respective disciplines
- Students attain the required competency level through offered curriculum

Analysis of the information gathered through employers' feedback-

The employers had mixed perceptions about different aspects of the curriculum, with some strongly agreeing, some strongly disagreeing, and others being neutral.

- The first pointer indicates that the aims and objectives of the curriculum are not very clearly defined and therefore the modules also require re-structuring. Hence there is need to re-design the syllabus of different courses.
- The employable skills such as entrepreneurship skills, technical skills, managerial skills are not catered and remain unattended in practical terms through the offered curriculum.
- There is a need to work more upon industrial skills which include organizational and planning skills, project management skills and problem-solving skills which can be enhanced through short term internship programs, project works, etc.
- Whereas, interpersonal, communication skills, presentation skills and public speaking skills are fairly developed and improved through the offered curriculum under different programs.
- Current trends, practices, catering to the societal needs, community engagement are some spheres which are benefitted by the offered curriculum yet there is ample scope of acquiring required competency.

  
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### Action Taken Report

FEEDBACK	ACTION TAKEN	IMPACT
Restructuring of the syllabus with well-defined aims and objectives.	The matter of reframing the syllabus with defined aims and objective of the courses was discussed with the management and members of board of studies.	With the implementation of New Education Policy 2020, the syllabi of different courses will be re-designed so that it caters to the demands of industries and other sectors. The aims of the courses thus would be re-structured to fulfill the requirements of current trends.
Need for developing employability skills	Students are encouraged to take up skill development courses which cater to the needs of industries and corporate world.	Many new Add-on courses such as Excel, Web Designing, and Advance Excel have been introduced to develop technical skills.  Financial lab cum Incubation Centre is another such initiative taken by the college to develop entrepreneurship skills, managerial skills, etc
More emphasis on developing industrial skills-organizational skills, problem solving skills, etc	To develop problem solving skills the students are given many in-house projects, encouraged to take up internships, community engagement activities.	Many field visits were organized for students to engage them with different communities. Several extension programs were organized by the institution to maintain a balance between theory taught in classrooms and their practical execution.

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