



St. Bede's College
Shimla-171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com


17th June, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 18th 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 18th 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 21st 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 19th : Arts
 - June 20th: 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 26th 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 26th 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	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 18th 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 25th -28th 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.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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1st July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4th 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 4th 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 26th 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 15th 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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10th July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 12th 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 12th 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 4th 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 16th 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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15th July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 16th 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 16th 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 12th 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. 3rd 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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29th 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 1st 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>S. Munjal</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 16th 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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10th August 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 17th 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 17th 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	<i>N Pathania</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G Mahendra</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Mr. Susheel Kumar	Assistant Professor, Maths	<i>Susheel Kumar</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Prof. Economics	<i>Anupama</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 1st 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.

Anupama
Dr. Anupama Tandon Tomar
IQAC Coordinator

N Pathania
Ms Nandini Pathania
Officiating Principal



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27th August 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2nd 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 2nd 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 17th 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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19th 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 24th 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 2nd 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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28th September 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 3rd 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 3rd 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 24th 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 150th 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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24th October 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2nd 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 2nd 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 3rd 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 26th



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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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25th November 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4th 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 4th 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 2nd 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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7th February, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 10th 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 10th 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 4th 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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16th March, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 19th 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 19th 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 10th 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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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"> ✓ Observance of International Yoga Day. ✓ To conduct campus WHIZ e-catalogue workshop. ✓ To organize orientation for freshers in the month of July. ✓ To introduce B.A. with Computer Applications and certificate course in econometrics by Computer and Economics Departments respectively. ✓ To organize a farewell party for Dr. Bindra and Mr. Vishal in the month of June. 	<ul style="list-style-type: none"> ✓ International Yoga Day was organized by the NSS unit of the College on 21st June 2019. ✓ Workshop on 'Learning to access E-Catalogues through OPAC' was organised in the college library on accessing E-catalogues on June 20, 2019. ✓ Fresher's Orientation was held in the college on 3rd July 2019. ✓ 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. ✓ A farewell party for Dr. Bindra and Mr. Vishal was organized on June 24 at 11:00 am in the Staff Room.
<p>26/6/2019</p> <ul style="list-style-type: none"> ✓ Re-Assessment of CCA of IA for 2015 UG (CBCS) from 25th -28th June, 2019. ✓ Special Assembly for faculty to introduce themselves to the newly admitted students. ✓ To organize a talk on Anti Ragging and Drug Abuse. 	<ul style="list-style-type: none"> ✓ 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 25th -28th 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. ✓ Special Assembly was held on 1st July, 2019 where faculty introduced themselves to the newly admitted students. ✓ A talk by SP CID, Shimla was organized on Anti Ragging and Drug Abuse on 15th July 2019.
<p>4/7/2019</p> <ul style="list-style-type: none"> ✓ To hold a Staff Council Meeting in the month on 5th July. 	<ul style="list-style-type: none"> ✓ 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,

Officiating Principal
 St. Bede's College
 Shimla - 2

<ul style="list-style-type: none"> ✓ List of Books to be given to the librarian. 	<p>and investiture ceremony and choice of SEC for honours students were finalized.</p> <ul style="list-style-type: none"> ✓ 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.
<p>12/7/2019</p> <ul style="list-style-type: none"> ✓ To take account of the extent of achievement of the Perspective Plan of 2018-19. ✓ To consider the Recommendation of the NAAC Peer Team for drawing out the Perspective Plan for 2019-20. 	<ul style="list-style-type: none"> ✓ Perspective plan 2018-19 was discussed and the achievements and important activities to be covered were finalized. ✓ In response to the suggestions made by the NAAC Peer team it was decided to chalk out perspective plan 2019-20.
<p>16/7/2019</p> <ul style="list-style-type: none"> ✓ To consider the NAAC Peer Team Recommendations. ✓ Discrepancies in the Psychology Pass Course and Honours Course 	<ul style="list-style-type: none"> ✓ 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. ✓ 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. 3rd 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.
<p>1/8/2019</p> <ul style="list-style-type: none"> ✓ Health Club of the college to organize a health talk in the month of August. 	<ul style="list-style-type: none"> ✓ 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 “Early Detection of Breast Cancer” on August 13, 2019

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 St. B. ...
 Shimla - 2

<ul style="list-style-type: none"> ✓ The Department of English to organize a Translation Workshop on "Theory and Practice of Translation" in the month of August. ✓ The departments offering PG and honours to start formal bridge courses. ✓ Mentoring Lists to be finalized by the computer department ✓ Approval for the establishment of NCC Sub Unit on self financed basis. 	<ul style="list-style-type: none"> ✓ The Department of English, organized a Translation Workshop on "Theory and Practice of Translation" on August 21, 2019. The objective of the workshop was to understand techniques of translation and consequently have a better insight into its process. ✓ The following bridge courses were formally introduced for the session 2019-20: <ul style="list-style-type: none"> • Instrumentation of Microbiology and Biotechnology-Microbiology and Biotechnology Department • Basic Statistics- Department of Commerce • Introduction to Basic Psychological Concepts and Methods-Psychology Department • Field Survey-Department of Geography • Basic Mathematics- Department of Economics ✓ The mentor list was prepared and displayed on the notice board. The principal 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 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.
<p>17/08/20019</p> <ul style="list-style-type: none"> ✓ To organize inter-disciplinary academic activities, group discussions and guest lectures to promote interactive learning. 	<ul style="list-style-type: none"> ✓ Presentations on Monetary and Fiscal Policies, Economic Survey and Budget, an interactive questionnaire session, lectures on Biomes and Ecosystems of India and World, Application of Remote Sensing & 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 & its Uses, Working of electric buses, Working of a local Gharat, Working of a Biogas Stove, Hydro energy, ocean energy & Geothermal

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✓ 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 9th 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-13th July 2019.**

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

✓ **Polybrick Initiative 11th 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 11th 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 20th 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>✓ Library orientation 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 PTM 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 PTA 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"> • To hold the PTA meetings twice in a session with at least a prior ten days' notice to the PTA members. • To appoint a Sports Coach, from the PTA fund on an hourly basis with the upper limit being Rs.17000/- per month. <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 Creative Writing Workshop 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 Central Potato Research Institute Museum exhibiting different varieties of potato, associated diseases, and various edible products.</p> <ul style="list-style-type: none"> ✓ 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.
<p>3/10/2019</p> <ul style="list-style-type: none"> ✓ Students to participate in a Mass Awareness Campaign on Disaster Risk Reduction on 11th October. ✓ NCC students to participate in the State Event Commemorating the 150th Birthday of Mahatma Gandhi at HP naval unit Bilaspur in the month of October. ✓ Hindi Department to organize a special talk on Media or Sanskriti in October. ✓ Workshop to be organized for the faculty members for new layout of the college website in the month of October. ✓ The minor tests for first and second year students to be conducted in the month of November ✓ 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.). 	<ul style="list-style-type: none"> ✓ A Mass Awareness Campaign on Disaster Risk Reduction -'SAMARTH', was organized by HPSDMA on 11th 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. ✓ The NCC Unit of 1HP Naval Unit NCC Bilaspur was invited to the State Event commemorating the 150th Birthday of Mohandas Karamchand Gandhi. The cadets were felicitated by the Hon'ble Chief Minister of HP for actively participating in polybrick initiative ✓ The Department of hindi organized a special talk on Media or Sanskriti on 15th October 2019 to make students aware about the advantages and disadvantages of social media. ✓ Workshop for faculty was organized by Sai Digitech Institute, Shimla for the new layout of the college website on October 21, 2019, in the computer lab. ✓ The minor tests for first and second year students began on 13th November 2019. ✓ Presentations, quiz, talks, poster making competitions etc were organized on the following special days: <ul style="list-style-type: none"> ✓ World AIDS Day ✓ Kargil Vijay Divas ✓ NCC day ✓ National Science Day ✓ National Nutrition Week. ✓ NSS Day ✓ World Ozone Day

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<ul style="list-style-type: none"> ✓ To fill AQAR details 	<ul style="list-style-type: none"> ✓ International Youth Day: ✓ Hiroshima Day ✓ World Heritage Week. ✓ Hindi Saptah ✓ International Women's Day ✓ Feast Day of Blessed Dina Belanger ✓ Teacher's Day ✓ National Unity Day. ✓ World Mental Health Day ✓ Children's Day ✓ National Milk Day ✓ Computer Literacy Day ✓ Christmas ✓ Criteria details were discussed with in charges and were asked to work with their team to collect evidence and data for AQAR 2019-20.
<p>2/11/2019</p> <ul style="list-style-type: none"> ✓ Staff council meeting to be organized in the month of November ✓ Book talk to be organized in the month of November. ✓ Computer department to organize a one day seminar on in the month of November. ✓ The Heritage Club to organize a Heritage week in the month of November ✓ The debates and dramatics society to organize an activity in the month of November or December. 	<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"> ✓ Annual Book talk was organized in the library on 28 November 2019. ✓ 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 ✓ 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. ✓ The debates and dramatics society organized an "Elocution Competition" on 26 November, 2019 in collaboration with Amul India.

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<ul style="list-style-type: none"> ✓ English department to organize a National Conference in the month of December. ✓ Disaster preparedness training session and mock Drill to be organized in the month of December. ✓ To organize NSS and Blood Donation camp in the month of December. ✓ To encourage students to participate in inter college academic, curricular, and co-curricular activities. 	<ul style="list-style-type: none"> ✓ A National conference on Culture, Language & Literature was organized in collaboration with ELT@I-Shimla at St. Bede's College on December 4-5, 2019. ✓ On 12th December 2019, Disaster Management Cell organized the Disaster Preparedness Camp; Training session in collaboration with the department of home guard & 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. ✓ The NSS camp started with blood donation on 11th December 2019. ✓ The students actively participated in the inter and intra college academic, curricular and co-curricular activities and received awards and recognition. ✓ Open Basketball Tournament, held in Reckong Peo, Kinnaur, Manali, H.P ✓ Youth Festival at Govt. Post Graduate College Seema, Rohru ✓ Tribune Inter-college Debate Competition ✓ Elocution Competition on National Milk Day ✓ Declamation competition on Earth Day, ✓ National Competition on Essay Writing in Physics, Internship ✓ Declamation competition on International Matri Bhasha Diwas ✓ Poetry competition on Kargil Divas ✓ Poetry competition on women empowerment, startup idea contest ✓ Quiz Competition on International Science Day ✓ 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. ✓ A Cadet got silver medal for Semaphore. ✓ Two Cadets secured A grade in their BEE Certificate exam and were awarded certificates by the MC for poly brick initiative. ✓ PG student stood first in final examination and received gold medal from the Himachal Pradesh University. She has also qualified NET.
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<p>4/12/2019</p> <ul style="list-style-type: none"> ✓ To encourage teachers to publish papers and participate and present in national and international seminars, conferences and FDPs. ✓ To encourage students for internships. ✓ To send NCC cadets to attend AIATC at Ezhimala, Kannur, Kerala in the month of January during winter break. ✓ PTA meeting to be organized after the winter break. 	<ul style="list-style-type: none"> ✓ 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. ✓ 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. ✓ Economics and Psychology Honours students took part in an internship for content writing, for the magazine Biohackers Update. ✓ 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. ✓ 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. ✓ 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

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	<p>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>
<p>10/2/20</p> <ul style="list-style-type: none"> ✓ Staff council meeting to be held in the month of February. ✓ The minor tests for 4th and 6th Semester students to be conducted in the month of February. ✓ To collect and analyse feedback from various stakeholders. 	<ul style="list-style-type: none"> ✓ A staff council meeting 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. ✓ The minor tests for 4th and 6th Semester students began from 25th February, 2019. ✓ Feedback from Students, Teachers and Alumni was collected and was analysed by the feedback analysis committee and uploaded on college website.
<ul style="list-style-type: none"> ✓ 19/03/2020 ✓ Meeting with UGC Committee to discuss the utilization of the UGC grant. 	<ul style="list-style-type: none"> ✓ 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.

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