



St. Bede's College
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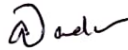
10th June, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 15th 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



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MINUTES OF THE MEETING

Date: 15/6/2020

Committee: IQAC

The IQAC meeting was held on 15th 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 21st 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

Officially Ms Nandini Pathania
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Officiating Principal



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22nd June, 2020

NOTICE

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

Agenda

- Online Admissions
- Mentoring
- Editor College Journal

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 25/6/2020

Committee: IQAC

The virtual IQAC meeting was held on 25th 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 15th 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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NOTICE

1st July, 2020

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 6th July, 2020 in the Principal's office at 2:00 p.m.

Agenda

- **Online Classes**
- **Online Academic Activities**
- **Women Cell Activities**
- **AQAR**
- **Perspective Plan**

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 6/7/2020

Committee: IQAC

The IQAC meeting was held on 6th July 2020 in the principal's office at 2:00 p.m. The following members were present for the meeting.

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

After a short prayer the minutes of the previous meeting held on 25th June 2020 were reviewed and confirmed.

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

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

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

Officiating
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Ms Nandini Pathania
Officiating Principal



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1st August, 2020

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held in Principal's office on 4th 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 4th 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 6th 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 17th 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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5th September 2020

NOTICE

A virtual meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 11th September 2020 on MS Teams at 2.00 p.m. All HODs are requested to be present in the meeting.

Agenda

- **Physical Classes**
- **Webinars for Students**
- **Updation of College Website**
- **International Day of the Girl Child**
- **Hindi Diwas**
- **Swachh Bharat Pledge**
- **Observation of Special Days**
- **Webinars for Students**
- **Health Literacy Month**
- **New Subunit of NCC**

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 11/9/2020

Committee: IQAC

The IQAC meeting was held on 11th September 2020 on MS Teams at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
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
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After a short prayer the minutes of the previous meeting held on 4th August 2020 were reviewed and confirmed.

- ✓ The officiating Principal Ms. Nandini Pathania put forward before the committee members the decision of conducting online classes from the college as per the directions of the Himachal Pradesh government from 20th September onwards.
- ✓ It was decided that the faculty of departments of Geography, Mathematics, Microbiology, Biotechnology, Home Science, Botany, Zoology, Chemistry, Physics and Commerce and Management will conduct classes from college from Monday to Wednesday and the department of English, Economics, History, Music, Political Science will conduct online classes from college from Thursday to Saturday. Students who want to attend classes from the college should ensure that they have parents' consent letter for attending classes offline. It was decided that all covid protocols must be followed for the safety of the students.
- ✓ The members of IQAC resolved that during the pandemic period all the departments of the college must conduct webinars, web-based multimedia, discussions, and interactive academic activities on relevant themes to supplement curricular learning.
- ✓ It was decided that website should be updated for which society/ cell 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 11th October 2020.
- ✓ It was decided that the Department of Hindi will organize Hindi Saptah from first week of September followed by Hindi Diwas on 14th September by organizing various online competitions and interactive activities for the students.
- ✓ As an environment awareness initiative, it was decided that each faculty member will visit website swachhbharat.my.gov.in and take pledge for both Swachh Bharat and waste segregation on Gandhi Jayanti.
- ✓ The IQAC suggested that the various clubs and societies should organize activities to mark the Special Days like National Science Day, Kargil Diwas, Youth Day, Independence Day, Earth Day, Hindi Diwas, World Ozone Day, Teachers' Day, Yoga Day, World Mental Health Day etc.



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- ✓ It was decided that the department of Zoology will organize various activities to observe the health literacy month from 1st October 2020.

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

Officiating Principal
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Ms Nandini Pathania
Officiating Principal



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1st October 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 3rd 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 3rd 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 11th 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 12th 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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26th November 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 27th 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 27th 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 3rd 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

Officiating Principal
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Ms Nandini Pathania
Officiating Principal



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5th December, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 11th 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



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MINUTES OF THE MEETING

Date: 11/12/2020

Committee: IQAC

The IQAC meeting was held on 11th 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 27th 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

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



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6th February 2021

NOTICE

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

Agenda

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

Dr. Anupama Tandon Tomar
IQAC Coordinator



MINUTES OF THE MEETING

Date: 07/02/2021

Committee: IQAC

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

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>A. Sharma</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S. Sharma</i>
Dr. Deepti Pajni	Associate Professor, English	<i>D. Pajni</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Dr. Shweta Thakur	Assistant Professor, Zoology	<i>S. Thakur</i>
Ms. Unnatti Chauhan	Assistant Professor, Economics	<i>U. Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>A. Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 11th December 2020 were confirmed.

- ✓ The officiating principal informed the members that the state government has decided to promote first year, and second year students based on 100 per cent. internal evaluation. To promote 2nd year students 50 per cent marks are to be awarded based on the pattern of internal evaluation and 50 per cent marks based on SGPA of first year.
- ✓ She also informed that BBA and BCA exams will be held in February and student should fill the examination form available on the university website.
- ✓ Classes for PG students-will commence from second week of February. Teachers should ensure that they are wearing masks and maintaining social distance in classroom and even in corridors.



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- ✓ The members suggested that the mid-term tests should be held from 1st March 2021 for which the date sheet should be prepared well in advance so that students get sufficient time to prepare. It was decided to allow student to take exams online if they cannot attend college due to Covid, but exams should be conducted offline and online simultaneously.
- ✓ The members decided that the college should organise various activities to celebrate the social, cultural, economic and political successes of women, spreading the message of equal rights by observing "International Women's Day" on 8th March 2021.
- ✓ The NSS camp could not be organized in the month of December because of bad weather and the students were not coming to college regularly due to covid-19. The IQAC suggested to hold the NSS camp in the month of February or March.
- ✓ To discuss SOPs for Covid 19, nonpayment of fees by some students, mid-term tests, physical verification of departmental laptops and the lists of books for the library, it was decided to organize a staff council meeting in the second week of February.
- ✓ It was decided that the feedback analysis committee would put up a notice for third year students for filling the student satisfaction survey form.

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

Dr. Anupama Tandon Tomar
IQAC Coordinator

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ACTION TAKEN REPORT

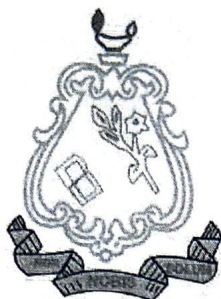
Plan	Action Taken
<p>15/6/2020</p> <ul style="list-style-type: none">✓ To constitute committees for the academic year 2020-21.✓ The prospectus committee to review the prospectus and check the subject combinations. To change the admission process due to covid.✓ Admissions to be done online.✓ To prepare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

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<ul style="list-style-type: none">✓ Mentor lists to be finalized.✓ To appoint the new editor of the journal and change the editorial board.	<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">✓ 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.✓ Dr. Sapna Sharma was appointed as the new editor of the college journal and the new editorial board was formed.
<p>6/7/2019</p> <ul style="list-style-type: none">✓ Online mode of teaching.✓ The head of the departments to conduct department meetings to carry out academic activities.	<ul style="list-style-type: none">✓ 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.✓ The head of the departments conducted department meetings to carry out the following academic activities to promote interactive learning.• 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

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Sapna Sharma



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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<ul style="list-style-type: none">✓ Data collection for AQAR 2019-20.✓ To take account of the extent of achievement of the Perspective Plan of 2019-20.	<p>power point presentation.</p> <ul style="list-style-type: none">✓ The revised guidelines from the NAAC portal were downloaded 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.
<p>4/8/2020</p> <ul style="list-style-type: none">✓ To organize orientation program for the newly admitted students.✓ To celebrate Independence Day.✓ To organize FDPs.✓ Final examinations.	<ul style="list-style-type: none">✓ The orientation program for the newly admitted students was organized on 9th September 2020.✓ 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.✓ 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.✓ On 27th August 2020, a session on 'Virtual Education Training through Microsoft Teams' was organised by the department of computer science.✓ 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.✓ The final examinations were held for third year students from 17th August 2020 following SOPs ensuring the safety of the students.

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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-Swacchta 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 & Licensed Advanced open water diver course in February 2020.</p> <ul style="list-style-type: none">• 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.• 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.• 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.• 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.
<p>11/9/2020</p> <ul style="list-style-type: none">✓ Online classes from the college.✓ Plan to conduct classes from the college.	<ul style="list-style-type: none">✓ Online classes were conducted from the college as per the directions of the Himachal Pradesh government from 20th September onwards.✓ 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,

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

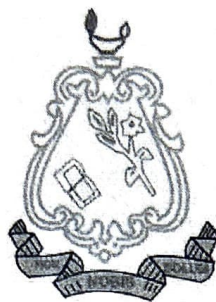
- Economics, History, Music, Political Science conducted online classes from college from Thursday to Saturday. Students were asked to submit parents' consent letters for attending classes offline. All covid protocols were followed for the safety of the students.
- ✓ The members of IQAC resolved that 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 11th 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 23rd October 2020.
 - On 28th 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 18th 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 4th September 2020, a webinar on 'Social Manners' was organized by the department of English in collaboration with Amity University, Delhi.
 - On 9th 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 19th 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 15th February to 20th 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">✓ Website updation.✓ To observe the International Day of the Girl Child.✓ Organizing Hindi Saptah and Hindi Diwas.✓ To visit website swachhbharat.my gov.in for Swachh Bharat and waste segregation pledge on Gandhi Jayanti.✓ To observe Special Days.✓ Zoology department to observe the health literacy month. | <ul style="list-style-type: none">computational thinking.✓ 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.✓ 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 11th Oct 2020.✓ The NCC cadets also organised competitions on the theme "Jai Hind Madam-Sir" to celebrate "The International Day of the Girl Child" on 11th October 2020.✓ The Department of Hindi organized Hindi Saptah from first week of September followed by Hindi Diwas on 14th September by conducting various online competitions and interactive activities for the students.✓ 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.✓ 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.✓ The department of Zoology organised the following activities to observe the health literacy month from 1st October 2010. Awareness Campaign on COVID-19, Tuberculosis (TB), Awareness on Physical Fitness, Awareness on Women's Gynecologic Health, Significance of Honey Bees (Poster |
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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), https://youtube.be/LYMoO2Q8sIE, International Infection Prevention Week (Advertising Campaign Video published on YouTube) https://youtu.be/94nUrjwqVwc, Global Handwashing Day (Advertising Campaign Video published on YouTube) https://youtu.be/8Ce7dUDmbQk, 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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3/10/2020	month of October.
<ul style="list-style-type: none">✓ Re-opening of college. ✓ Staff council meeting ✓ Filling of vacant posts and constitution of the screening committee. ✓ Student feedback. ✓ To encourage students to undertake projects for creative thinking. ✓ To identify slow learners and conduct remedial classes.	<ul style="list-style-type: none">✓ The faculty members attended the college and conducted classes according to their timetable from 12th October, 2020 on daily basis following the SOPs as per the directions from the higher education H.P Shimla.✓ 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.✓ 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)✓ It was decided that the student feedback should be taken and evaluated to review the teaching learning process and learning outcomes.✓ 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.✓ Slow learners were identified, and remedial classes were conducted to improve their performance.