



# **SELF STUDY REPORT**

**FOR**

**4<sup>th</sup> CYCLE OF ACCREDITATION**

**ST. BEDE'S COLLEGE, SHIMLA**

NAVBAHAR SHIMLA HIMACHAL PRADESH 171002

171002

[www.stbedescollege.in](http://www.stbedescollege.in)

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**November 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

St. Bede's College, Shimla, established in 1904, is a historical and educational landmark of Northern India and encourages the holistic development of students. The college offers eight undergraduate and three postgraduate programs, ensuring students have a wide range of courses for a comprehensive, well-rounded education that meets their diverse needs.

Recognized by the University Grants Commission (UGC) under sections 2(f) and 12(b), the college is committed to providing quality education. It is the only college in Himachal Pradesh to receive an 'A+' grade accreditation from UGC-NAAC, highlighting its excellence in education. The college embraces students from diverse backgrounds, irrespective of their caste, creed, or religion.

The college has a dedicated and accomplished faculty, engaged in research, publications, and development programs. They serve as resource persons and keynote speakers in academic forums.

The college promotes academic excellence through initiatives like Value Education classes, add-on courses, and expert-led talks. Interactive learning is facilitated through technology and visual aids. Continuous evaluation and practical experiences, including hands-on training, projects, study tours, and field trips, enhance students' skills and industry relevance.

Beyond academics, sports, cultural activities, social outreach, and community engagement provide extracurricular opportunities offering a vibrant campus life. College societies, clubs, and departments contribute to creating an inclusive environment for students to explore their interests and talents.

The college has entered into agreements, collaborations and partnerships with national and international universities and institutions including the Ministry of Education, Government of India, through the "Study in India" program, to enhance the academic environment.

To raise awareness, the college actively engages in social responsibility and community outreach through extension activities, exhibitions, rallies and street plays. Initiatives like blood donation camps, tree plantation drives, and visits to NGOs promote social sensitivity and responsibility among students.

Modern infrastructure is maintained, providing a conducive learning environment. Well-equipped library, and laboratories facilitate hands-on learning. A clean and green campus ensures a pleasant atmosphere.

With a firm commitment to the National Education Policy and preparing for its fourth cycle of NAAC accreditation, the college strives to maintain exceptional standards of academic excellence.

### **Vision**

“To form well integrated individuals who are assets to contemporary society”.

This vision statement in alignment with the New Education Policy, revolves around nurturing graduates who are academically proficient and socially responsible. By offering diverse activities and experiences, the college equips students with the tools they need to excel in their chosen fields and empowers them with the knowledge and skills needed to confront pressing societal issues. The students actively engage in outreach and awareness programs, exposing them to a broad spectrum of social and environmental issues. This involvement cultivates empathy and a sense of responsibility towards these pressing concerns. Additionally, extension activities encourage students to volunteer and partake in community service, promoting connections with local communities and a deeper understanding of societal needs. Organizational involvement opportunities enable students to organize and participate in diverse academic, co-curricular, and extra-curricular activities, honing their leadership, teamwork, and organizational skills for community engagement and taking up problem-solving roles in the future. The practical learning experiences extend into the communities they serve, effectively bridging the gap between theory and real-world application, creating a new generation of socially aware and capable individuals.

## **Mission**

We are committed to:

- Inspire academic excellence and critical thinking in young women.
- Recognize and nurture individual talent.
- Promote understanding that education is a lifelong journey.

## **Socially, we strive to:**

- Prepare young women for future careers, happy homes, and responsible roles.
  - Foster teamwork, responsibility, and self-discipline.
  - Embrace changing social dynamics while upholding traditional values.
  - Promote empathy and support for marginalized and underprivileged communities.
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- The mission of the college goes beyond the classroom, encompassing a range of curricular and extracurricular activities to prepare young women for diverse roles. Innovative teaching methods and mentorship by dedicated faculty members guide students on their academic journey.
  - Various clubs and societies provide opportunities for students to explore and develop their skills, spanning arts, sciences, sports, and social engagement. They are encouraged to participate in competitions, exhibitions, and projects showcasing their abilities as a crucial aspect of college life.
  - Active participation in organizing functions, conferences, seminars, and interactive sessions, including webinars, equips students with a holistic skill set. The college offers workshops, field trips, writing projects, presentation preparation, and involvement in newsletters and magazines to enrich their experiences.
  - The college underscores integrating spiritual development with engagement in social and humanitarian activities. Value education classes guide students to exhibit compassion, empathy, and selflessness

when reaching out to those in need through blood donations, support to adopted villages and schools, or active participation in rallies and awareness campaigns. The spiritual mission of the college extends beyond faith, aiming to nurture individuals who radiate kindness and positively impact others. By combining spiritual guidance with practical social involvement, the college shapes well-rounded individuals who understand the importance of community service and strive to make a meaningful difference in the lives of others.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

#### Strengths:

- St. Bede's College, with a rich 119-year legacy, is widely recognized as a prestigious women's institution.
- The consistent attainment of NAAC accreditation with A and A+ grades since 2006 reflects the dedication of the college to providing students with a top-quality education.
- Add-on courses are available to students, providing specialized knowledge and skills.
- Collecting feedback from stakeholders, plays a pivotal role in the continuous improvement process.
- The college maintains a well-qualified and experienced faculty, with 78% having cleared NET or SET, and earned their PhDs.
- Faculty members actively shape academic programs through involvement in the Board of Studies (BOS) at H.P University and other universities. They also regularly participate in national and international professional development activities to stay updated.
- The college has signed meaningful partnerships with esteemed institutions through MOUs.
- The campus offers a green and inspiring environment that supports learning. It is an eco-friendly space with paper recycling, composting, rainwater harvesting, solar lighting, and a herbal garden.
- The entire campus is Wi-Fi enabled, and the library is well-equipped with around 40,000 books and journals, offering convenient online catalogue INFLIBNIT and NLIST facilities.
- The college publishes an annual international peer-reviewed research journal, The Bede Athenaeum, promoting a research attitude.
- Regular departmental newsletters keep students informed about the latest updates and information.
- The college actively establishes community connections through its extension activities of NSS, NCC, Red Ribbon Club, and Community Outreach Cell, promoting community service.
- The college supports economically disadvantaged students by providing fee exemptions, concessions, scholarships, free-ships, personal counselling, and a robust mentoring system.
- The college provides excellent sports and recreational facilities, through curricular and extracurricular activities.
- Various clubs and societies encourage student engagement and promote a vibrant campus life.
- The alumni hold successful positions in their respective fields, inspiring current students.
- The college maintains a well-defined organizational structure with visionary and transparent management, promoting a supportive work culture. It prioritizes sustainable development through a participative, decentralized administration.
- The Women's Cell consistently hosts events to promote awareness about gender issues and empower women, including self-defence sessions.

## **Institutional Weakness**

The identified weaknesses in the SWOC analysis shed light on areas where the college can focus on improving and enhancing its overall functioning.

- The curriculum requires updating, but the college must adhere to the one prescribed by Himachal Pradesh University, which is in the process of implementing the NEP.
- A government policy restricting permanent teacher recruitments for an extended period has increased the workload on both the management and existing staff.
- The institution faces a significant financial burden owing to the yearly affiliation and inspection demands for self-financed courses.
- Revenue generation from research and consultancy services is limited.
- The university's policy, which restricts college teachers from supervising Ph.D. students, imposes constraints on research activities.
- Another limitation is the geographical location, with many industries not in proximity and infrequent on-campus company visits, students encounter problems securing suitable job opportunities after graduation.

## **Institutional Opportunity**

The opportunities identified during the SWOC analysis present a promising outlook for growth and development.

- Collaborating with industries presents a valuable opportunity for students, allowing them to gain real-world exposure through internships, enhancing their prospects for job placements.
- Introducing multi and interdisciplinary courses catering to local needs represents a forward-looking opportunity for the college.
- Leveraging the resources and expertise of alumni is an excellent strategy to enhance financial sustainability. Alumni can play a vital role in establishing grants and scholarships, providing valuable financial support to students.
- The college has an opportunity to enhance students' learning by encouraging their participation in online programs like MOOCs, SWAYAM, and NPTEL. These platforms offer diverse courses and resources, enriching students' knowledge and skills beyond the traditional curriculum, and preparing them for future career challenges.
- Encouraging faculty to develop e-content for national-level MOOCs is a promising initiative.
- The college can explore the potential to offer interdisciplinary courses and programs in alignment with NEP 2020.
- Seeking grants for additional research projects to strengthen teaching, learning, and research infrastructure presents an avenue for growth and development.
- Collaborations with research institutions can facilitate high-quality research on a global scale, bringing valuable opportunities for the institution.

## **Institutional Challenge**

The challenges identified during the SWOC analysis are indeed critical factors that influence strategic planning and development:

- The college relies on financial support from the state government, and the limited funding poses challenges in meeting the diverse needs of the institution, such as infrastructure development, faculty recruitment, research funding, and student scholarships.
- The college operates as a grant-in-aid institution, with 95% of its salary expenses of permanent recruitments being funded by the government. However, it often finds itself in a vulnerable position during times of state financial constraints, as it becomes an easy target for budget cuts.
- In the era of globalization, an expanding number of students are actively seeking opportunities abroad or in other states of the country to pursue their preferred career paths. This shift in student preferences has led to fluctuations in college enrollment.
- Graduates from fundamental or basic disciplines may face challenges finding suitable employment placements aligned with their qualifications.
- Mobilizing and directing funding from private agencies and industries to maintain and upgrade institutional infrastructure.
- Balancing traditional courses with the demand for contemporary skill development, while optimizing our exceptional teaching faculty is a significant challenge.

By addressing these challenges and capitalizing on its strengths, the college can position itself for growth and excellence.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

As an affiliate of Himachal Pradesh University, the college follows the university's syllabi for its graduate and postgraduate programs. The Choice Based Credit System for UG and PG Program was introduced in 2018-19 and 2022-23 respectively.

- The college offers 8 undergraduate programs (BA, BA Honours in Economics, Psychology, Geography and English), B.Com., B.Sc, B.Sc Honours in Microbiology, B.Sc Honours in Biotechnology, BCA and BBA and three postgraduate programs (M.A in English, M.Com & M.Sc in Botany) to cater to the diverse interests of students.
- The college diligently devises and executes the curriculum at both college and department levels. The Internal Quality Assurance Cell is responsible for formulating program outcomes (POs) and course outcomes (COs), academic calendars, timetables, coordinating department meetings, distributing workloads, and outlining course plans.
- The college organizes internships, field projects, educational tours, and visits to industries and historical sites to provide students, the practical exposure that extends beyond classrooms.
- The curriculum addresses cross-cutting themes and promotes awareness of important societal issues.

- A range of add-on and certificate courses are offered to provide skill-based education to learners.
- The college organizes international and national conferences, seminars, and workshops for intellectual exchange, scholarly growth, and the dissemination of knowledge.
- The societies and departments of the college organize curricular, co-curricular and extracurricular activities, providing opportunity for growth and holistic development. The Women and Community Outreach Cells advocate for gender equity through engaging activities, while the Environment Cell collaborates with various departments to promote environmental consciousness and sustainable development.
- The National Social Service (NSS), Red Ribbon Club, and Community Outreach Cell promote a sense of social responsibility. The NCC instills qualities such as discipline, comradeship, and a spirit of adventure.
- Through a strong commitment to incorporating feedback from stakeholders, an inclusive environment is provided where diverse perspectives are valued. This collaborative approach to decision-making cultivates a dynamic learning community that embraces continuous improvement and encourages innovation.

With a diverse range of programs, an interdisciplinary approach to education, and a strong focus on inclusivity, research, and social responsibility, the college is well-positioned to embrace the NEP's vision of holistic and forward-looking education.

### **Teaching-learning and Evaluation**

The college places utmost importance on the teaching-learning experience, ensuring its effectiveness and relevance.

- The admission process is smooth, streamlined, transparent and follows the guidelines of Himachal Pradesh University.
- For holistic development of the students, group discussions, quizzes, role plays, case studies, ICT-enabled learning, smart classes, field works, industrial visits, educational trips, and add-on courses are employed.
- Teaching and learning methods encompass lectures, classroom interactions, tutorials, assignments, project writing, and seminars. Remedial classes are held to help students.
- Being members of Board of Studies, teachers contribute to curriculum development. They attend orientations, refreshers courses and induction programs for continuous professional development.
- ICT tools are integrated into pedagogical practices, particularly in the context of the COVID-19 pandemic, facilitating individualized, creative, and dynamic learning. The college has adopted LMS MS Teams for online curriculum delivery.
- The students benefit from a favourable student-teacher ratio of 1:19, promoting personalized attention and a conducive learning environment. The majority, over 78%, of our full-time teachers hold qualifications such as NET/SET certifications or PhD degrees.
- The evaluation mechanism of the institution is transparent and follows the norms of its affiliated Himachal Pradesh University. Students are assessed through various methods such as presentations, class tests, quizzes, assignments, and group discussions.
- To maintain transparency in the assessment process, the institution has established an examination committee, moderation committee, and Grievance Redressal Cell. These bodies address any grievance raised by students, ensuring fairness and integrity in the evaluation process.
- Program outcomes and Course outcomes are well-defined and clearly stated and displayed enabling

students to understand the scope and content of their chosen disciplines. Assessment of program outcomes and course outcomes is conducted through direct and indirect methods. These methods are then used for mapping and setting different benchmarks to recognize the attained level of Program and Course Outcomes by different disciplines.

- The entire teaching-learning-evaluation process is closely monitored by the Internal Quality Assurance Cell (IQAC), which ensures the adherence to quality standards and continuous improvement and is fully consistent with the NEP's vision of a learner-centric, flexible, and inclusive education system.

### **Research, Innovations and Extension**

- The college has a dedicated Research Development Cell that monitors research activities.
- The college has organized 44 workshops, seminars on Research Methodology, IPR and Entrepreneurship to enhance a research culture .
- Faculty members have contributed to research with 23 papers listed in UGC Care/Scopus and 19 published books of national and international repute.
- The college publishes an annual peer-reviewed journal called "The Bede Athenaeum," promoting multidisciplinary research.
- Students are encouraged to publish their work in departmental newsletters and college magazine.
- The college actively promotes eco-friendly practices by developing a Herbal Garden, a Black Gold Unit for biodegradable waste management.
- The college secured grants totaling 10.77 Lakhs from government and non-governmental agencies for research projects and seminars.
- Through 25 Memorandums of Understanding, the college collaborates with various agencies, including an MOU with the Commonwealth of Pennsylvania, granting St. Bede's students enrollment rights in the University of Pennsylvania and other colleges.
- A Language Laboratory is set up to enhance personality development and communication skills.
- The college has adopted MS Teams as its primary learning management system.
- The Community Outreach cell has adopted two government schools and the NSS unit has adopted one village for career guidance and IT awareness programs.
- Student parliament elections are conducted to enhance students' leadership abilities.
- College committees, cells and societies contribute to handling social responsibilities, addressing community issues, gender disparities, and social inequalities.
- The college has organised 109 extension and outreach programs in the neighbourhood through NSS, NCC, clubs, and departments.
- The cadets of NCC were recognized for their exceptional endeavours and awarded by the DGNCC. SUO Rutuja Kulkarni and SUO Maanika Sethi and LCpl IVY Bhattan attended RDC in 2021-22 and 2022-23 respectively. LCpl Ivy Bhattan, was also selected in the prestigious Youth Exchange Program to be held in the United Kingdom in August 2023.
- The NCC unit, in collaboration with the Department of Zoology, has created a common platform for voluntary blood donors through a blood bank database.

The institution has cultivated a holistic ecosystem for the Indian Knowledge System (IKS) prioritizing cultural diversity and India's rich heritage.

### **Infrastructure and Learning Resources**



St. Bede's College, set in a serene campus, provides a wide range of academic programs and facilities to create an ideal learning environment.

- The campus consists of four blocks, which serve administrative and academic purposes.
- The blocks house 26 classrooms, 23 laboratories, 6 smart classrooms, 1 seminar hall, a skill laboratory and a language laboratory.
- Curricular, co-curricular, and extra curricular activities take place in the auditorium, courtyard and common room.
- The Marian Block is a historically significant landmark, dating back to its construction in 1904, making it the oldest building on the premises.
- The hostel provides all necessary amenities to residential students.
- The administration block houses the Principal's office, administrative offices, and reception area. A staffroom and department rooms are available for the faculty.
- The entire campus is Wi-Fi enabled, and IT facilities include a total of 211 computers, with a student-computer ratio of 1:4.85. There are 21 printer/scanners, 5 photocopiers, 15 projectors, and 2 LCD TVs available for the students.
- The library is automated, spread over an area of 1013 square meters. It provides access to e-journals and e-books. The library houses over 35,850 physical books and has an archives section with a wide range of rare books
- For sports and fitness a gymnasium, a yoga centre, and facilities for indoor and outdoor games such as basketball, badminton, table tennis, chess, carom board etc. are available.
- For round-the-clock security services, there are 65 CCTV cameras installed.
- The campus is disable-friendly, with a ramp connecting the multipurpose auditorium, administrative and academic blocks, .
- Separate rooms are designated for IQAC, examination, placement cell, UGC resource centre, storerooms, research, music, counselling and IGNOU along with an infirmary and canteen.
- During the assessment period, 35.94% of the total expenditure was utilized for infrastructure augmentation, and 56.81% was allocated for the maintenance of infrastructure.
- A generator is available; there are UPS systems for electricity and computer backup.
- Sanitary pad vending machine and incinerators have been installed in the toilets.
- Clean drinking water is available through RO water purifiers.
- The college makes its infrastructure available for public examinations and sensitization programmes.

## **Student Support and Progression**

The college practises social inclusion and ensures equal access to educational opportunities and support for students from diverse backgrounds.

- Financial assistance is provided to deserving students, and assistance is also offered to access state and central government-sponsored scholarship schemes.
- The college has been supportive of socially and economically disadvantaged students, adhering to government and university regulations. Over the past five years, 53.68% of students have received scholarships and free-ships.
- The college actively promotes capacity building and skill enhancement initiatives such as soft skills, language and communication skills, life skills, ICT, and computing skills. These initiatives equip students to progress in their chosen academic and professional career paths. The college introduced 25

skill enhancement courses and organized 27 programs led by various departments.

- The college has a well-established Grievance Redressal Cell, Internal Complaint Cell and an Anti-Ragging Cell that operate transparently and ensure timely resolution of issues, including cases related to sexual harassment and ragging.
- The college has a dedicated Placement Cell that guides students towards better career prospects and provides job opportunities through campus interviews with potential employers. It organizes career guidance sessions, pre-placement training, short-term courses on employability skills, and on-campus placement drives. Additionally, the counselling cell offers students a confidential space to discuss academic challenges, personal issues, and emotional well-being.
- The elected student council plays a crucial role in functioning of the college and academic and co-curricular activities under the guidance of teachers and are members of various administrative bodies within the college such as Anti Ragging Cell and IQAC.
- The outgoing student progression to higher education and placements during the last five years is 50.48%.
- The institution encourages active student participation in social, cultural, and sports activities, ensuring their representation in academic and administrative committees. During the assessment period, 1309 students participated in 227 cultural and sports programs, earning 41 awards and medals at the college, university, state, and national levels.
- The registered Alumni Association actively participates in various ways, including interaction, guest lectures, judging, and contributing as resource persons in orientation programs.

## **Governance, Leadership and Management**

A strong governance structure of the college is led by a visionary and proactive leadership that sets clear goals and objectives, encourages participation and collaboration among stakeholders for growth and development of the institution.

- The well-defined vision and mission statements help the governing body in directing and aligning the policies and procedural directions.
- To fulfill the vision and mission, a five-year strategic plan is in place, enhancing efficient planning and implementation of teaching-learning and student support programs.
- Regular meetings of the Governing Body, Principal, IQAC, and Staff Council are held for effective planning and execution of pedagogical, educational, and administrative initiatives.
- The college follows a decentralized model thus allowing all stakeholders to participate in decision-making process. Various committees, cells, and societies are constituted, ensuring shared responsibility towards the institution.
- The teaching-learning process is monitored by the IQAC, and Heads of Departments.
- The college has robust systems in place to support the holistic development of students. This includes counseling services, mentoring programs, career guidance, and promoting inclusivity and diversity. Multiple Memoranda of Understanding have been established with diverse agencies to benefit the students.
- The college has implemented E-governance with the goal of creating an efficient, speedy, and transparent system of governance across all academic and administrative activities within the institution.
- Resource allocation is thoughtfully managed through budgeting, and responsible procurement is overseen by a dedicated purchase committee.
- Various welfare schemes and development-oriented programs are implemented for the teaching and non-teaching staff. Professional development programs are organized regularly.

- The college employs online feedback forms to collect input from all stakeholders, including students, and takes relevant actions based on the feedback received to enhance student satisfaction.
- IQAC conducts academic and administrative audits, participates in NIRF-Ranking, submits Annual-AQARs, conducts Green and Energy Audits by internal and external agencies, and organizes various quality enhancement collaborative programs for improvement.
- The college adheres to the Government of Himachal Pradesh performance appraisal protocols. All employees are required to complete an Annual Confidential Report and submit it to the appropriate authority.
- The College Grievance Redressal Cell addresses any concerns raised by the employees.

### **Institutional Values and Best Practices**

The college, driven by a commitment to serving the community and achieving Sustainable Development Goals, has been at the forefront of institutionalizing best practices and creating a conducive environment for the holistic development of students and faculty.

- The college maintains an eco-friendly campus with facilities like Paper Recycling Unit, Black Gold Composting unit, Rainwater Harvesting System, Solar lighting, and a Herbal Garden. Additionally, the college conducts energy, and green audits.
- By organizing activities through a dedicated Women's Cell and offering self-defense training, the institution is actively working to create a safer and more supportive learning environment for female students.
- The college actively engages in activities such as Swachha Bharat Abhiyan, blood donation and vaccination camps to promote human values, and national integration.
- The college prioritizes safety and security with measures like CCTV cameras, 24-hour security personnel, separate common rooms, infirmary, Sanitary Napkin Vending Machines, divyangjan-friendly infrastructure and well-defined code of conduct for students, teachers, and administrators.
- Societies and clubs are actively involved in numerous extension activities and celebrate National and International commemorative days. To instil constitutional values and electoral awareness the college has established an Electoral Literacy Club. To promote humanistic values, the college has adopted villages and schools.
- Weekly value education cum mentoring classes are conducted, and the innovative concept of Honesty Store encourages honesty among students.
- The college has signed Memorandums of Understanding with various national and international institutions thus providing skill development opportunities to students.
- Faculty development programs, seminars, webinars, and workshops are organized to enhance the potential of teachers and students.
- The college is committed to digitization and e-governance through Tally software and blended learning through LMS platform- MS-Teams.
- Two best practices of the college include:

1. Nurturing Environmental Responsibility and Sustainability: It aims to educate students about environmental issues and conservation.

2. "Promoting Social Responsibility and Community Engagement for Sustainable Development". An initiative, engaging students in community outreach programs to foster responsibility and empathy.

## Institutional Distinctiveness

- The institutional distinctiveness is "Empowering Women through Holistic Development," focusing on refining cognitive, physical, creative, and artistic skills of the students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. BEDE'S COLLEGE, SHIMLA
Address	Navbahar Shimla Himachal Pradesh 171002
City	Shimla
State	Himachal pradesh
Pin	171002
Website	<a href="http://www.stbedescollege.in">www.stbedescollege.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr. Molly Abraham	0177-2842304	9818645774	-	bedescollege@gmail.com
IQAC / CIQA coordinator	Anupama Tandon	-	9816028058	-	anutandontomar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular

<b>Recognized Minority institution</b>	
If it is a recognized minority institution	Yes <a href="#">Minority Certificate.pdf</a>
If Yes, Specify minority status	
Religious	Yes
Linguistic	
Any Other	

<b>Establishment Details</b>				
<b>State</b>	<b>University name</b>	<b>Document</b>		
Himachal pradesh	Himachal Pradesh University	<a href="#">View Document</a>		
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>	<b>View Document</b>		
2f of UGC	29-05-1971	<a href="#">View Document</a>		
12B of UGC	29-05-1971	<a href="#">View Document</a>		
<b>Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
No contents				

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	16-09-2011
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Navbahar Shimla Himachal Pradesh 171002	Urban	10.3	14860

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom,Commerce	36	XII	English	160	29
UG	BSc,Science	36	XII	English	30	2
UG	BSc,Science	36	XII	English	30	11
UG	BSc,Science	36	XII	English	120	33
UG	BA,Arts	36	XII	English	160	82
UG	BA,Arts	36	XII	English	120	89
UG	BBA,Management	36	XII	English	60	19
UG	BCA,Computer Science	36	XII	English	60	10
PG	MCom,Commerce	24	UG	English	30	12
PG	MSc,Science	24	UG	English	20	17
PG	MA,Arts	24	UG	English	50	12

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				5				31			
Recruited	0	1	0	1	0	5	0	5	6	12	0	18
Yet to Recruit	0				0				13			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				29			
Recruited	0	0	0	0	0	0	0	0	6	23	0	29
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>						
	<b>Male</b>		<b>Female</b>		<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government						10
Recruited	5		2		0	7
Yet to Recruit						3
Sanctioned by the Management/Society or Other Authorized Bodies						6
Recruited	4		2		0	6
Yet to Recruit						0



<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				17
Recruited	8	1	0	9
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	5	0	4	7	0	17
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	1	2	0	3
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	4	0	4
M.Phil.	0	0	0	0	0	0	4	10	0	14
PG	0	0	0	0	0	0	2	9	0	11
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>	<b>Others</b>	<b>Total</b>
		7	3	0	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	863	86	0	0	949
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	63	11	0	0	74
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	863	86	0	0	949
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	0	0	0	0
	Female	21	31	37	29
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	10	12	18	14
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	4	9	17	10
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	271	301	360	326
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	10	7	13	8
	Others	0	0	0	0
<b>Total</b>		<b>316</b>	<b>360</b>	<b>445</b>	<b>387</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>St. Bede's College is preparing to implement the NEP-2020 through its institutional mechanism. The college offers both Pass and Honours courses across various streams, promoting interdisciplinary learning. Generic Elective Courses allow students to explore diverse disciplines beyond their chosen fields. The mandatory Environment Studies course promotes environmental awareness. Interdisciplinary activities, conferences, and a multidisciplinary journal advance collaboration and cultivate intellectual growth. Value-added interdisciplinary courses enhance skill development and career prospects. The college is committed to NEP-2020 vision and aims to provide a comprehensive and forward-thinking educational</p>
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	experience through faculty expertise, infrastructure, and proactive initiatives.
2. Academic bank of credits (ABC):	<p>The college, affiliated with Himachal Pradesh University, follows the rules and regulations set by Himachal Pradesh University for the implementation of the Academic Bank of Credits (ABC). Internal assessments, practical, and viva voce are conducted in accordance with the prevailing norms. The university is currently in the preparatory phase of implementing the National Academic Depository (NAD), and in line with the directives from the affiliating university, the college has started enrolling students. Students are encouraged to open a Digi Locker on the ABC Portal to store their academic records securely. To enhance their learning experience, students are provided with opportunities to enroll in courses offered by national schemes and online platforms like Swayam, NPTEL, and e-PG Pathshala. Once the ABC is fully implemented by the university, these courses will be eligible for credit transfer and accumulation. The college has introduced skill-based vocational courses aligning with the objectives of the NEP and promotes teacher participation in NEP-related webinars and seminars, organizing various talks and webinars on the National Education Policy (NEP).</p>
3. Skill development:	<p>The college, following the curriculum structure of the Himachal Pradesh University, currently offers Skill Enhancement Courses (SEC) in all programs. To provide practical and applied knowledge, the institution organizes community engagement programs under NSS, NCC, Red Ribbon Club, Community Outreach Cell, etc. These programs encourage hands-on experience through industry interaction, outreach activities, and internship programs. In line with the focus on integrated knowledge acquisition and skill enhancement, the college offers self-financing courses, value-added skill-related courses, and operates a Financial cum Incubation Centre in collaboration with SkillLabs. The placement cell actively organizes career guidance programs and industry-aligned workshops, facilitating students' transition into the professional world. Industrial visits, projects, and internships provide students with practical experience and exposure. To promote research and project-based learning, the college has established the Smart Lab</p>

	<p>Centre of Excellence. Various courses and activities aim to develop values, ethics, leadership, and teamwork among students. Value education classes promote empathy and life skills, while engagement in editorial work and organizational activities enhances students' leadership abilities.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The UG courses offered at the college emphasize cultural diversity, linguistic plurality, and the Indian knowledge system. The Department of Hindi provides courses that enhance language skills and cultural development. The collaborative webinar on the Bhagavad Gita, organized by the Hindi, English, and History departments, reflects India's age-old tradition of interconnected knowledge systems. This approach embraces the holistic nature of learning, providing participants with a comprehensive understanding of this ancient text's significance. The Heritage Club "Miraasa" actively promotes National Unity through activities such as walks, competitions, and a dedicated Heritage Week. The Ek Bharat Shresth Bharat Club showcases the cultural diversity of Himachal Pradesh and Kerala. Events like Hindi and Matrabhasha Divas celebrate cultural and linguistic diversity. The college embraces festivals irrespective of community, religion, and language and organizes activities to commemorate each festival. The college magazine "Echoes" includes sections in both Hindi and English, representing linguistic plurality and encouraging literary expression. Teachers use bilingual instruction, and many programs include courses that focus on Indian knowledge systems, cultural diversity, and philosophy. Additionally, study tours to local heritage sites, field trips, and student involvement in youth festivals help promote Indian knowledge systems. Additionally, the college undertakes various community awareness programs and initiatives that promote responsibility, humanity, and support social causes.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The college adheres to the curriculum provided by Himachal Pradesh University. Program and Course Outcomes based on prescribed curriculum have been formulated at the college level. The college ensures that Program Outcomes (PO) and Course Outcomes (CO) are communicated to students during the admission process and available in the prospectus, syllabus and college website. The assessment tools</p>

	<p>for measuring COs include class tests, discussions, debates, quizzes, assignments, and mid-term tests. The evaluation process also considers students' active participation in both curricular and co-curricular activities. The attainment of POs and COs is reflected in the results of end-term examinations, practical examinations, and viva-voce assessments. Furthermore, the successful achievement of these outcomes is evident in students' progression to higher studies and their notable professional accomplishments, which ultimately contribute to their value as valuable assets to society. Compliance of the curriculum for attaining the POs and Cos have been framed for all courses. The mappings between COs and POs have been prepared for all the courses available in the curriculum.</p>
6. Distance education/online education:	<p>Amid the Covid-19 pandemic, the college swiftly embraced digital platforms, enabling seamless virtual classes, conferences, and meetings. This shift transcended geographical limitations and fostered hybrid modes of education by blending online and offline resources. The college prioritized faculty development through a dedicated Faculty Development Programme on MOOCs, fostering the creation of content and courses. Renowned speakers and scholars were invited to deliver e-lectures, while faculty actively participated in online seminars, Refresher Courses, and Faculty Development Programmes. To facilitate blended learning, the college adopted an array of digital tools such as MS Teams, Google Meet, Zoom, and WhatsApp. The campus's advanced infrastructure, including Wi-Fi access, smart classrooms, and language lab, amplified the learning experience. Interactive smart boards, projectors, and PowerPoint presentations enriched knowledge sharing. Faculty members consistently shared study materials, self-prepared notes, and audio/video lectures via WhatsApp and MS Teams, ensuring uninterrupted learning. The college also encourages students to explore courses available on renowned platforms like Swayam, NPTEL, and Coursera to broaden their knowledge and enhance employable skills. Leveraging these external resources empowers students to access a diverse range of educational content beyond the college curriculum. This comprehensive approach aims to provide a holistic learning experience, equipping</p>

students for future opportunities.

### Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>In response to the directive of the Himachal Pradesh State Election Commission, St. Bede's College established an Electoral Literacy club in 2019. This club, infused with enthusiasm and a deep commitment to civic awareness, has remained active and vibrant ever since. It serves as a vital platform for students to engage with the electoral process, encouraging a sense of civic duty and responsibility. Through a variety of activities, discussions, and awareness campaigns, the Electoral Literacy Club empowers students with the knowledge and understanding necessary to become informed and responsible voters. This initiative not only promotes active participation in the democratic process but also instills in the students a deep appreciation for the principles of democracy and good governance.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>To ensure effective implementation of electoral literacy initiatives, the college has designated a Nodal officer who is responsible for organizing various awareness campaigns and activities for the students. In addition, the Electoral Literacy Club appoints two campus ambassadors, President and Vice-President. The ambassadors are nominated by the ELC coordinators, while the President and Vice-President are democratically elected by club members, ensuring their representation and involvement in decision-making processes.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>The Electoral Literacy club has been actively collaborating with the Himachal Pradesh State Election Commission to facilitate voter registration for eligible students who have reached the age of eighteen. Numerous electoral awareness sessions, such as "Mazboot Loktantra-Sabki Bhagidari" and "Electoral Literacy &amp; Awareness campaign," were organized in the college including events held at Gaiety Theatre in Shimla. The club conducted voter registration drives and hosted competitions like Declamation, Slogan Writing, Political Caricaturing, and Nukkad Nataks (street plays) on themes related to Indian democracy, environment, consumer rights,</p>



	<p>and more. These initiatives aimed to instill constitutional values, promote civic duties, and enhance political awareness among young individuals. Additionally, students actively participated in programs organized by the H.P. State Election Commission on Mall Road in Shimla, particularly during the Himachal Pradesh State Assembly Elections in 2022, contributing to mass electoral awareness efforts.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The Electoral Literacy club has been actively organizing various awareness drives within the college campus. One notable event was the "Mazboot Loktantra-Sabki Bhagidari," where esteemed Chief Nodal Officers from the State Election Commission were invited as guest speakers. During this event, the officers engaged with the students, inspiring them to fulfill their role as responsible citizens by actively participating in upcoming state elections. The students were encouraged to extend their efforts beyond the college premises and raise awareness among their neighbours, families, and the wider community, urging them to exercise their voting rights and contribute to strengthening Indian democracy. Furthermore, an Electoral Literacy and Awareness campaign organized by the State Election Commission provided a platform for students to showcase their oratory skills through an extempore speech competition. The students not only actively participated in the competition but also actively spread awareness about electoral rights among their peers and the larger community. These initiatives aimed to empower students with knowledge and motivate them to become agents of change by actively engaging in the democratic process.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>In collaboration with the State Election Commission, the Electoral Literacy Club of the college organized a One-Day Camp on September 03, 2022, dedicated to guiding students on the process of enrolling for Voter ID. During the camp, students were provided with guidance and assistance to fill out Form No. 6, which is required for voter registration. Prior to the camp, students were notified about the necessary documents they needed to bring for the enrollment process. To gather relevant data, the college referred to a letter from the Himachal Pradesh State Election Commission. The purpose was to determine the number of students who had reached the age of</p>

eighteen and how many of them were already registered voters. The collected data revealed that, as of October 2022, a total of 911 students were eligible voters. Among them, 314 students were already registered in the Photo Electoral Rolls. However, there were still many students who needed to be enrolled. In response to these findings, the Electoral Literacy Club decided to organize awareness sessions aimed at encouraging these young individuals to prioritize their voter enrollment. The club emphasized the importance of active participation in the electoral process and encouraged the students to play a significant role in spreading awareness among their local communities and surroundings.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1023	1095	1146	1125	1199

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 87

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
53	51	45	57	48

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
92.80	52.42	22.49	52.58	45.12

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

The college follows the academic calendar of Himachal Pradesh University (HPU) for teaching, exams, continuous internal assessment and vacations for both undergraduate and postgraduate programs.

**Curriculum Planning:**

**Member Board of Studies-** As the university gets ready to implement the National Education Policy (NEP), several faculty members are involved in shaping the curriculum. They serve as members or special invitees on the Board of Studies at HPU.

**Induction and Orientation Programs:** Induction and orientation programs introduce the new faculty and students to the rules, working and pedagogical tools.

**Clear Communication of Guidelines:** Guidelines like syllabi, outcomes, and examination weightage are clearly communicated through college website, display screens, notice boards, and in-class announcements.

**Academic Calendar:** The academic calendar for each session outlining activity timelines is prepared in consultation with IQAC and academic monitors.

**Meetings:** Regular meetings of IQAC, academic monitors and HoDs are held to plan the curriculum delivery, coordinate curricular, co-curricular, and extra-curricular activities, to distribute workloads, mid-term tests and evaluations.

**Timetable Preparation and Communication:** The timetable committee prepares the timetable which is uploaded on the website and shared through WhatsApp groups. It is also displayed on the notice board. Room-wise timetables are also prepared and displayed outside classrooms.

**Additional Support:** Remedial classes are held by each department to help students who require extra assistance.

**Curriculum Delivery:**

**Student-Centric Approach:** Student-centric methods such as presentations, seminars, internships, guest lectures, field visits, and hands-on training provide practical exposure to students.

**Intercollege Engagement:** Various committees, cells and societies organize intra-college, intercollege extension and sports activities for the holistic development of the students.

**Varied Teaching Techniques:** Teachers use different teaching methodologies, including lectures, smart classrooms, virtual classrooms, audio-visual aids, video lectures, and simulations, to ensure effective delivery of the curriculum.

**Add-On Courses:** The college offers skill based add on courses aligning its approach with the principles outlined in the National Education Policy (NEP).

**Electronic Resources:** Students use electronic resources in the library such as N-List and Inlibnet. Faculty members have uploaded e-resources, question banks, and past papers on the Learning Management System for the students.

#### **Continuous Internal Evaluation:**

**Internal Assessment:** Fair internal assessments are conducted per department, ensuring unbiased evaluation of students' performance through strict invigilation.

**Assessment Communication:** Regular updates on exams and assessment methods are communicated through notice boards, college website, prospectus, orientations, and announcements in classes and assemblies.

**Timely Completion of Evaluation:** Timely completion of mid-term exams, seminars, assignments, projects, internships, industrial visits, and add-on courses is prioritized.

**Moderation Committee:** Internal assessments undergo review by the moderation committee, and final results are uploaded on the LMS and the University Portal.

**Student Feedback:** Student feedback on curriculum is collected online and during classes. This feedback is then reviewed in department meetings and shared with the university for reviews and improvements.

**Academic Audits:** Regular audits are conducted to maintain quality standards, focusing on course outcome attainment, mentoring, bridge courses, parent-teacher meetings, grievance redressal, and improvement mechanisms.

**Faculty Development:** Teachers engage in research and attend faculty development programs to stay updated with the latest educational practices.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 26

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### Other Upload Files

1	<a href="#">View Document</a>
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### 1.2.2

***Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years***

**Response:** 69.4

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
719	874	699	590	996

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

#### Response:

Upholding its commitment to ethics, equality, values, environment, and sustainability, the college integrates these principles into its curriculum by organising curricular and co-curricular activities including a dedicated course on environment and sustainability, guided by the motto 'Non Nobis Solum' (Not for ourselves alone).

#### Inculcating Human Values:

- **Mentoring System:** The college has a well-structured mentoring system to help students in developing human values.
- **Value Education:** Value education classes discuss important moral and ethical principles.
- **Philanthropic Drives:** Blood donation camps and other donation drives, encourage selflessness and compassion among students.
- **Donor Database:** The Zoology Department in collaboration with the NCC unit has created a donor database for Indira Gandhi Medical College Shimla, providing valuable humanitarian services to the community.
- **Honesty Store:** The Economics Department runs an Honesty Store on campus, promoting responsibility and encouraging a culture of honesty.

#### Environmental Sustainability:

- **Audits:** Regular energy and green audits are conducted.
- **Environment Cell:** Promotes sustainable practices and initiatives.
- **Waste Management:** An efficient system minimizes environmental pollution, including a sanitary pad vending machine.
- **Renewable Energy Initiatives:** LED lamps, solar lamps, solar panels, and solar geysers promote the use of renewable energy.
- **Rainwater Harvesting:** Helps in conservation of water resources.
- **Green Awareness Campaigns:** Raise environmental awareness.
- **Tree Plantation Drives:** Departments and societies regularly organize drives promoting environment consciousness.
- **Herbal Garden:** Encourages biodiversity conservation and promotion of usage of medicinal plants.



- **Workshops, Seminars, and Camps:** Societies, Cells and departments regularly organise activities to educate students on environmental conservation and sustainability.
- **Black Gold Unit:** A compost unit transforms organic waste into compost, which is then utilized as an organic fertilizer.

### Empowering Gender Equality

- **Women's Cell:** The Women's Cell organizes events and campaigns on occasions like International Day of the Girl Child and International Women's Day for gender sensitization and create an inclusive environment.
- **Health Campaigns:** Regular health campaigns focus on women health issues and personal hygiene.
- **Self-Defense Training:** The college offered self-defense training as an add-on course to empower female students with essential skills for self-protection.
- **Gender Audit Survey:** Regular surveys assess gender equity initiatives.
- **Grievance Handling & Support:** Committees ensure zero tolerance for harassment, complaints, and ragging.
- **Gender Equity Activities:** Promote women's representation and development.
- **Curriculum :** Courses cover gender-related topics to promote equality and representation.
- **Financial Lab & Incubation Centre:** Empowers students and economically disadvantaged women.
- **Interactive Sessions on Women Safety** are organised in collaboration with police and law departments.

### Promoting Ethical Values and Engagement

- **UGC-Aligned Code of Conduct:** The college maintains an ethical code aligned with UGC standards on the website.
- **Personalized Orientation:** The Principal and the faculty personally impart the code of conduct during orientation.
- **Integration of Professional Ethics:** Workshops and seminars integrate professional ethics into the curriculum.
- **Co-curricular Engagement:** Activities promoting social responsibility and empathy are organised by departments and various cells and societies on a regular basis.
- **Commemorative Events:** Various commemorative events are organised which include celebrating influential personalities, festivals, and organizing webinars on social conduct.
- **Extension Activities:** The various clubs and societies raise awareness through exhibitions, rallies, plays, and visits to NGOs.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 53.47

**1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 547

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1**

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 45.75

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
316	360	445	387	432

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
840	840	840	860	860

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 20.06

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
45	59	87	61	73

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
324	324	324	324	324

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio**  
(Data for the latest completed academic year)

**Response:** 19.3

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

Prioritizing student-centred education, traditional teaching methods are combined with innovative technology for an engaging learning environment.

**Experiential Learning:**

1. **Pragmatic learning** is promoted through the utilization of well-equipped laboratories and dedicated spaces for interactive exercises and practice sessions.
2. **Industrial and field visits/educational trips** offer students practical insights into the application of theoretical concepts, bridging the gap between theory and practice.
3. **Student council-led experiences** empower students to take responsibility for planning and executing activities, promoting leadership abilities for real-world challenges.
4. Inter-college literary meets are organised to promote **interactive learning**, healthy competition and exchange of ideas among students.
5. Activities such as designing newsletters, magazines, calendars, and posters give opportunities to students to enhance **creative expression** and develop their problem-solving skills.
6. **Workshops** are held regularly to provide practical knowledge and skills, offering hands-on learning experiences.
7. **Seminars and webinars are organised** for sharing viewpoints and engaging in experiential learning.
8. **Internships** provide students with valuable hands-on experience.

**Participative Learning:**

1. Through women cell activities, the college **empowers students** and promotes gender equality.
2. Student societies organize **social responsibility/outreach programs** that promote community engagement and social entrepreneurship.
3. Activities focused on the environment, such as Swachh Bharat campaigns and waste management initiatives promote **environmental consciousness**.
4. **Workshops and seminars** involving group-based tasks and projects, promoting teamwork among students.
5. **Peer teaching** helps providing academic support and guidance to fellow students.
6. **Group discussions, projects, skits, role play, quizzes, sports, inter college activities and literary meets** promote participative learning.

**Assessment Methods for Problem-Solving:**

1. **Regular class tests, assignments and discussions** help to evaluate students' understanding and promote analytical thinking.
2. **Engaging assessments** such as quizzes, debates, and role-play are used to test comprehension, critical thinking, and problem-solving skills.
3. **Workshops and seminars** provide opportunities to students to apply what they've learned in theory through practical activities.
4. **Brainstorming sessions and open-book tests** encourage critical thinking and problem-solving skills.
5. **Question banks** offer extensive resources for students to practice and refine their problem-solving skills across different problem types.

6. **Mock parliaments and workshops** help students learn how to handle real-world challenges and develop skills such as negotiation, consensus-building, and decision-making.
7. **Research-based projects**, like book and film reviews, encourage problem-solving and critical analysis in students.

**Enhancing Education with ICT Tools and Online Resources-** The college has embraced ICT-enabled tools and online resources to enhance the teaching and learning process. The tech-savvy campus of the college features Wi-Fi connectivity, interactive smart classrooms with overhead projectors, well-equipped laboratories, language lab and departmental laptops to support technology-based learning. Additionally, a Digital Resource Centre enhances research capabilities, and the adoption of MS Teams facilitated uninterrupted online teaching during the Covid-19 pandemic. The fully automated library, powered by ILMS software, offers easy access to a vast collection of books and digital resources, with memberships to INFLIBNET and N-list enriching the digital resource availability.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 100

**2.4.1.1 Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
53	51	45	57	48

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 2.4.2

**Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)**

**Response:** 76.77

**2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
46	41	33	42	33

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

St. Bede's College diligently adheres to guidelines for continuous internal assessment and end-term examinations, maintaining affiliation with Himachal Pradesh University Shimla.

**Mechanism of Internal Assessment**

- The **Internal Assessment (IA)** carries a weightage of 30 marks, distributed as follows: 15 marks for the mid-term examination, 10 marks for tests, assignments, group discussions, presentations, quizzes, projects, and participation in co-curricular activities, and 5 marks for attendance, as per Himachal Pradesh University requirements.
- **Continuous monitoring** allows the college to identify students in need of additional support, enabling the implementation of interventions to ensure their academic success.

- Internal Assessment mechanism is **regularly discussed** and made available on various platforms, including the **college website, notice boards, and prospectus**.
- **Monthly attendance** and Internal Assessment marks are transparently uploaded through a software accessible to all stakeholders, including students and teachers, who have separate login IDs and passwords.
- The mid-term tests take place after three months of effective teaching, and the **date sheets** are prepared by the Examination Committee, academic coordinators, and department heads. Well in advance, students receive **notification of the dates** for internal and final examinations, ensuring sufficient preparation time. Additionally, projects/practical assessments are conducted in the presence of **external examiners** to maintain transparency and confidentiality.
- Evaluated mid-term exam sheets are returned to students within a week, facilitating **the resolution of doubts, queries, and discrepancies** by the respective teachers.
- Students with legitimate reasons for missing exams are granted a **second chance** with a different set of question papers. **Concessions in attendance** are provided for sickness or participation in inter college activities or youth festivals.
- The internal assessment process is monitored under the supervision of **Head of Departments (HODs)** to ensure fairness.
- The **moderation committee** meticulously scrutinizes the final internal assessment, obtaining student validation through signatures. Upon resolution of any discrepancies, the final internal assessment is promptly uploaded on the university portal.
- Regular **Parent-Teacher Meetings (PTMs)** are conducted to keep parents informed about their ward's performance.
- Following the announcement of results by the university, the **examination committee verifies** subject-wise results and promptly addresses any discrepancies.

### Transparent Mechanism for Addressing Examination-Related Grievances

- The college has a transparent mechanism for addressing CCA and examination-related grievances through the **Student Grievances Redressal Cell**, comprising representatives from the faculty.
- Students can initially approach their **concerned faculty teachers** or Head of the department to resolve grievances. If unresolved, they can report the matter to the internal grievance committee.
- Grievances pertaining to CCA and mid-term examinations are primarily addressed at the teacher level, while those related to end-term examinations are directed to the **principal**, who communicates with the university authorities for rectification.
- Students have the option to apply for revaluation or address issues such as absent results or result non-declaration through the college, which is uploaded to the **university portal** for necessary action, ensuring accurate and error-free results.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes



## 2.6.1

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

**Response:**

The college ensures educational quality by aligning program outcomes (PO) and course outcomes (CO) with HPU guidelines, creating a framework that guarantees relevant and recognized learning objectives.

- **Transparent Educational Roadmap:** The commitment of the college to transparency is evident through its website, where program outcomes (POs), and course outcomes (COs) are prominently displayed, providing students with a clear roadmap of their academic journey and promoting a sense of direction.
- **Holistic Communication:** Through various channels like the website, prospectus, and departmental orientations, St. Bede's College communicates POs, COs, and learning expectations to students, ensuring a comprehensive understanding and engagement with the educational process.
- **Informed Decision-Making:** During admissions, students and parents receive counselling regarding program objectives and learning outcomes, enabling them to make informed decisions that align with their educational aspirations.
- **Structured Introductions:** Comprehensive orientation programs at the beginning of each academic session introduce students to programs, faculty, and schedules, providing a solid foundation for a successful academic journey.
- **Empowerment through Choice:** Detailed explanations of General Elective (GE) and Skill Enhancement Course (SEC) options empower students to tailor their education to their interests and career goals.
- **Seamless Transition:** Departmental orientations streamline the integration of new students, offering vital insights into faculty and senior peers while emphasizing the significance of Program Outcomes (POs) and Course Outcomes (COs) in the early classes. Newly admitted students are encouraged to contemplate their chosen subjects and make decisions about whether to continue with their current path or explore alternative options, all within a 10-day transition period.
- **Access to Essential Information:** Within respective departments, physical copies of syllabi containing program and course outcomes are readily available, ensuring quick and easy reference for students.
- **Focused Curriculum Delivery:** Faculty's meticulous lesson plans and active participation in academic committees ensure effective delivery of the curriculum, enhancing students' engagement with the learning process.
- **Consistent Emphasis on Outcomes:** The importance of course outcomes is reinforced through regular discussions in IQAC and meetings of academic monitors, emphasizing their role in shaping the learning experience.
- **Resource-Rich Learning Environment:** Both the Learning Management System (LMS) platform and the college library provide a diverse range of materials, including syllabi, question banks, and learning resources, enriching students' educational journey.
- **Practical Learning:** Seminars, workshops, and conferences featuring knowledgeable speakers offer practical insights, helping students understand the real-world implications of their studies.
- **Real-World Relevance:** Alumni's real-world experiences shared through lectures bridge the gap

between academic learning and industry application, inspiring students with tangible success stories.

- **Feedback-Driven Improvement:** By valuing input from students, alumni, and parents, the college ensures a dynamic curriculum that evolves to meet changing industry demands and student needs.
- **Empowering Educators:** The college invests in faculty development programs, inductions, orientations, and continuous training, equipping educators to guide students effectively towards achieving intended learning outcomes.

The comprehensive approach ensures that students are not only academically prepared but also empowered to make informed decisions and excel in their educational and professional endeavours.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

Ensuring congenial learning experience for the students, the college offers 8 undergraduate programs, 3 post graduate programs and several add-on and certificate courses. The Program Outcomes are framed by academic monitors and HODs in consultation with IQAC after extensive deliberations on the lines of learning outcomes designed by Himachal Pradesh University. After the POs are designed, all the disciplines frame their own course plans in accordance with the targeted program outcomes. These program and course outcomes together aim to inculcate critical-analytical thinking, provide knowledge, develop ethics and problem-solving approach in the learners. Lesson plans are then carefully designed by the faculty members to cover the syllabus during the designated timeframe involving different teaching methodologies. These teaching-learning methodologies include- class lectures, presentations, peer teaching, class quiz, demonstration lectures and many more. Program Outcomes (POs) and Course Outcomes (COs) had been defined previously, but recently, the college initiated the mapping of POs and COs, following the principles of Bloom's Taxonomy.

In order to attain the set POs and Cos, both Direct and Indirect methods are used by the college ensuring a comprehensive assessment.

**Direct Assessment Methods:** These methods involve the evaluation of students using various tools and techniques, such as end-term examinations and internal assessments. End term examinations are conducted according to the academic calendar stipulated by Himachal Pradesh University (HPU). In this framework, internal assessments contribute 30% to the overall assessment, while end-semester

examinations carry a weight of 70%. The internal assessments are comprehensive, including components such as attendance, presentations, group discussions, extension activities, community outreach programs, lab assignments, project work, class quizzes, and mid-term examinations. Collectively, direct methods contribute 80% to the assessment process.

**Indirect Assessment Method:** This method depends on feedback obtained from stakeholders, encompassing employers, students, alumni, and teachers. This feedback serves as a guiding beacon for curriculum improvement to align with established Program and Course Outcomes. Each stakeholder group is given a 5% weightage in the assessment process, totalling 20%. Furthermore, there is a systematic alignment of questions with POs through a Question-PO mapping table, facilitating the assessment of Indirect POs attainment.

The determination of **Final CO Attainment** involves a combination of both direct and indirect assessment methods, with a ratio of 80:20, respectively.

These methods are then used for mapping and setting different benchmarks to recognize the attained level of Program and Course Outcomes by different disciplines. Finally, any disparities between the achieved program outcomes and the target values are identified, and the respective academic disciplines formulate their strategies for improvement. These strategies outline their future plans to achieve both Program Outcomes (POs) and Course Outcomes (COs). The participation of students in internships, successful placements in esteemed organizations, and their pursuit of higher education in renowned institutions collectively stand as evidence of their attainment of Program Outcomes (POs).

It is through this extensive and comprehensive exercise that the college thus ensures attainment of Program Outcomes and Course Outcomes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.3

#### Pass percentage of Students during last five years (excluding backlog students)

**Response:** 99.38

#### 2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
395	364	366	382	432

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
395	369	373	382	432

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.46

<b>File Description</b>	<b>Document</b>
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

**Response:** 10.78

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
10.78	0	0	0	0

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The college provides a conducive learning environment for innovative and creative thinking, aligning with its vision of developing well-integrated individuals who can contribute to contemporary society.

**Indian Knowledge System (IKS)-** The college has embraced the Indian Knowledge System (IKS) by promoting cultural diversity, language skills, and heritage. The Hindi Department, Heritage Club "Miraasa," and Ek Bharat Shresth Bharat Club, webinar on Bhagwad Gita, all play roles in preserving and celebrating India's culture. Events like Hindi and Matrabhasha Divas highlight language diversity. The college celebrates the great Bhartiya knowledge system, Yoga every year through observing International Yoga Day which not only helps students intent to physical and mental fitness but also brings unity with the cosmos. The college magazine "Echoes" allows students to express themselves in Hindi and community outreach programs instill values of responsibility and support for social causes.

**Awareness about IPR-** The college took proactive measures by arranging a series of talks and workshops to increase awareness and understanding of Intellectual Property Rights (IPR) among its students and staff. These sessions not only educated the students about IPR but also empowered them to navigate the modern knowledge economy with greater awareness and responsibility.

**Financial Lab cum Incubation Centre-** In August 2021, the college partnered with SkillLabs to establish a 'Financial Lab cum Incubation Centre.' The center aims to provide job-oriented skills, entrepreneurship training, and self-employment opportunities to students, and economically disadvantaged women. Through the centre, placement drives were conducted, and a convocation ceremony felicitated fourteen students and local women for completing the program successfully. The certificates obtained during the ceremony enhanced their job prospects.

The other initiatives undertaken by the college to create an ecosystem for innovations include:

**Knowledge Transfer Events-** Various knowledge-sharing events, including webinars, workshops, seminars, and orientations, promote continuous learning.

**Hybrid Learning and Technology Integration** - The college adopted MS Teams as its primary learning management system, facilitating interactive online quizzes, assignments, and tests alongside in-person instruction.

**Social Media Platforms-** To raise awareness about social issues during the Covid-19 Pandemic, the Zoology Department and NCC unit launched a YouTube channel and Instagram account, expanding audience reach, encouraging engagement, and promoting knowledge transfer.

**Encouraging Creativity and Talent** - Students contribute creatively to magazines, calendars, and departmental newsletters, showcasing their skills in poetry, fiction, book reviews, puzzles, cartoons, sketches, and photography, fostering teamwork and creativity.

**Blood Donor Database** - The Zoology department collaborated with the NCC unit to establish a Blood Donor Database, encouraging voluntary blood donations and instilling social responsibility among students.

**Herbal garden** - The Botany Department created a herbal garden on campus, featuring over forty labeled plant varieties for research, conservation, and knowledge promotion.

**Black Gold Unit** - Microbiology students transformed organic waste into valuable "Black Gold" compost using a layered composting method, benefiting plant growth and made it available for purchase at a nominal price.

**Honesty Store** - The Economics Department initiated the "Honesty Store" with essential stationery items, fostering honesty and integrity among students who make payments by depositing money in a designated box.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.2.2**

*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

**Response:** 44

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	5	9	9	7

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3 Research Publications and Awards****3.3.1**

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.26

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	9	6	3	3

<b>File Description</b>	<b>Document</b>
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**3.3.2**

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**Response:** 0.22

**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	6	1	5	7

<b>File Description</b>	<b>Document</b>
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1**

**Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.**

**Response:**



The students at St. Bede's College are actively involved in various community outreach initiatives related to multiple Sustainable Development Goals. These activities conducted by clubs, societies, and departments play an important role in advancing the global agenda for sustainable development.

#### **National Cadet Corps (NCC) Initiatives:**

- Conducting tree plantation drives in neighbourhood, forest areas and various localities, contributing to the global fight against climate change.
- Raising awareness about environmental conservation in government schools.
- Organizing anti-pollution campaigns to combat pollution.
- Delivering street play performances on the theme of cleanliness in open stage theatres. Engaging in cleaning statues, water bodies, historical monuments, public parks, and a Primary Health Centre in adopted villages.
- Initiating the Polybrick project to combat plastic pollution involves collecting plastic wrappers inside plastic bottles to construct retaining walls. This initiative has gained recognition from the Health Department and MC Shimla.
- Conducting awareness campaigns in schools, villages on critical health issues such as HIV/AIDS, cancer, and drug abuse.
- Promoting physical fitness and a healthy lifestyle through the Fit India campaign.
- Raising COVID-19 awareness through YouTube channels.
- Creating a donor data base for Indira Gandhi Medical College and Hospital, Shimla where students can donate blood providing a humanitarian service to the community.
- Addressing social issues through skits, rallies, and street plays in villages, schools and community, with a focus on raising awareness about gender disparity, drug abuse, importance of blood donation etc.

#### **National Service Scheme (NSS) Initiatives:**

- Adopting villages in Dhalli Panchayat, Mashobra, and Dhanan, and distributing free ration packets and blankets to Covid affected underprivileged families.
- Engaging in activities such as tree plantation drives and street plays to promote a cleaner and healthier environment, especially during events like "Swachhta Saptah" and "Swachhta Pakhwada."
- Collaborating with NGOs like 'Almighty Blessing' to organize Blood Donation Camps, contributing to humanitarian causes.
- Donating food grains to the ALMIGHTY BLESSINGS NGO for cancer patients as part of the Christmas celebration.

#### **Community Outreach Cell Initiatives:**

- Adopting two Government schools and conducting various activities such as skits, storytelling, sports, and painting competitions to foster creativity and learning among children.
- Organizing street plays at the Government Primary School to instill good habits related to cleanliness and personal hygiene in children.

#### **Initiatives of Societies, Clubs, and Departments:**

Other societies, clubs, and departments also organise campaigns, awareness drives, and extension

activities to raise awareness about important social issues and actively engage students in community service.

- Responding to humanitarian crises, like the recent earthquake in Turkey, by Disaster Management Cell organizing donation drives to support affected communities.
- Health Club organising a marathon to contribute to the NASHA Mukta Bharat Abhiyan, promoting a healthier and safer environment.
- Contributing to diversity and inclusivity through webinars, celebration of Heritage Week and cultural exchange programs organised by EBSB and the Heritage Club regularly.
- Conducting nutritional assessments for preschoolers, pregnant and lactating women in Anganwadis through the Department of Health and Nutrition.

These diverse extension activities allow students to gain valuable life experiences and contribute to the achievement of the Sustainable Development Goals (SDGs).

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

#### Awards and recognitions received for extension activities from government / government recognised bodies

##### Response:

The NCC Army and Navy wings, including the 1 HP Naval Unit NCC - Bilaspur (2016) and the 7 HP (I) Coy NCC Shimla (2020), promote social consciousness through various initiatives. Cadets focus on social awareness, environmental concerns, disaster relief, adventure, sports, and nation-building, receiving recognition and awards from the DGNCC and affiliated organizations.

- On January 26, 2022, SUO Rutuja Kulkarni, attended the **RDC 2022 at Delhi** where she represented PHHP&C Directorate in the Best Cadet (SW Army) competition. She was a part of the PM Rally where she briefed the defence minister and the DGNCC at the Hall of Fame.
- On January 26, 2022 LCpl Ayushi Panwar participated in the **State Republic Day Parade** in Shimla making the college proud.
- Sgt Maanika Sethi was a part of **Pre-RDC Camp** and was awarded as the **best SW in cultural** in Shimla Group on September 16, 2021.
- Cdt Avni Sharma, Cdt Nikita Chauhan, Cdt Aashi Rathaur, and Cdt Mehak Khakta won a **consolation prize in a short film competition on HIV AIDS** conducted by HP State AIDS Control Society (HPSACS) on December 1, 2020.
- Dr. Shweta Thakur (ANO/CTO) **received a Letter of Appreciation** from 1 HP Naval Unit Bilaspur for her excellent services at St. Bede's College in the year 2019.
- SUO Rutuja Kulkarni was **awarded ADG Certificate of Merit** by Major General Rajiv

Chhibber, SM ADG DTE PHHP& Chandigarh for her participation in Republic Day (New Delhi) on January 26, 2022.

- The college was **awarded a Certificate of Appreciation** by 7HP(I) Coy NCC Shimla for exemplary commitment towards NCC.
- SUO Maanika Sethi, for her outstanding accomplishments in the field of adventure sports, training, and exceptional contributions to cultural and social activities, was **honored with the DGNCC's commendation card (the highest achievement)** by Lt. Gen Gurbirpal Singh, the Director General of the National Cadet Corps, on January 1-30, 2023.
- LCpl Ivy Bhattan was **selected for the PM Rally**, an exclusive event for NCC Cadets, where she participated in the marching of contingents similar to the Republic Day Parade at Kartavyapath.
- Awareness Program on Brave Warriors by NCC cadets received a **Letter of Appreciation** from the Principal Government Senior Secondary School Dhalli, Shimla on December 6, 2022.
- Voting Awareness Campaign by NCC cadets received a **Letter of Appreciation** from Pradhan of Village Khalang Yuvak Mandal Khanlag, Solan November 6, 2022.
- Raising Awareness on Biodiversity Conservation by department of Zoology received a **Letter of Appreciation** from the Principal, Government Girls Senior Secondary School Lakkar Bazar and Sanjauli October 7, 2022.
- For creating a Voluntary Blood Group Database, the college received a **Letter of Acknowledgement**, from Blood Bank Indira Gandhi Medical College, Shimla on July 27, 2022.
- SUO Maanika Sethi bagged **award for second best MC during Republic Day Camp** from January 1-30, 2023.
- LCpl Ivy Bhattan, was selected to participate in the **prestigious Youth Exchange Program in the United Kingdom** in August 2023. She represented Punjab, Haryana, Himachal Pradesh, and Chandigarh Directorate from India.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 109

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
27	22	27	26	7

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 25

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

**Response:**

Spanning across 10.3 acres, the college campus includes the Heritage Building - *Marian Block*, administrative block, a student hostel accommodating 200 students, and is thoughtfully designed for academic, administrative, and co-curricular activities, making efficient use of available space.

**PHYSICAL FACILITIES:** With a commitment to enhancing academic excellence and efficient operations, the college offers:

- 26 Wi-Fi enabled classrooms.
- A Seminar Hall equipped with an Interactive Touch Screen (OPS) Panel for engaging video conferencing, presentations and discussions.
- 6 Smart Classrooms with overhead projectors, providing interactive and digital learning experiences.

**LABORATORY FACILITIES:** Empowering practical learning, the college provides:

- 23 state-of-the-art laboratories equipped with the latest equipment.
- A Language Lab dedicated to refining students' communication skills.

**CULTURAL FACILITIES:** Fostering a vibrant cultural milieu, the college offers:

- An auditorium with advanced sound and lighting systems, including 22 channel mixers, collar and cordless microphones, accommodating 1000 people. It serves as a venue for various cultural, fine arts, and academic events.
- An open-air courtyard, serving as a dynamic space for street plays, disaster management demonstrations, staff celebrations, carnivals, and exhibitions.
- A 25X25 ft. open-air stage utilized for theatre performances and cultural events.
- A music room with well maintained musical instruments.

**SPORTS:** Promoting physical well-being and sportsmanship, the college features:

- A multipurpose auditorium with a badminton court, providing versatile sports and recreational activities.

- A common room equipped with indoor games to encourage leisure and relaxation.
- A gymnasium and yoga centre, well-equipped with cardio and workout equipment, offering opportunities for fitness and mindfulness practices.
- The Department of Physical Education offers coaching for various sports and games such as athletics, basketball, badminton, table tennis, chess, and yoga.

**ICT:** Embracing technology for a dynamic learning experience, the college offers:

- A Wi-Fi enabled campus, providing seamless connectivity and access to online resources.
- Smart classrooms equipped with overhead projectors, facilitating interactive and multimedia-based teaching.
- Technology-enabled rooms for counseling, research, examinations, placements, and IQAC, ensuring a technologically advanced academic environment.
- Well-stocked libraries and departmental laptops, complementing technology-based learning.
- Centre of Excellence for Multidisciplinary Research for skill Enhancement.
- Adoption of MS Teams for online teaching during Covid-19 lockdown, ensuring uninterrupted learning.
- LMS software, Campus Whizz and Tally softwares automating admission and attendance processes.
- Implementation of anti-virus software for robust cybersecurity measures.

**OTHER FACILITIES:** Catering to various needs, the college provides additional amenities:

- A Financial Lab cum Incubation Centre, fostering entrepreneurship development and employability skills.
- Placement and International Study Centre to provide students with support and opportunities for career placement and international study programs.
- A counseling room, offering guidance and support to students.
- A hygienic and nutritious cafeteria, providing sustenance to the college community.
- Herbal garden creating a tranquil environment.
- An infirmary for prompt healthcare assistance.
- Girls' toilets with incinerator vending machines, prioritizing hygiene and convenience.
- Rainwater harvesting mechanisms, promoting water conservation and sustainability.
- Solar power grids, contributing to eco-friendliness and reducing the carbon footprint.
- CCTV surveillance ensuring a safe and secure environment.
- Generators for power backup, ensuring uninterrupted functioning.
- Biometric machines for accurate staff attendance recording.
- A Black Gold (vermi-composting) unit for efficient waste management.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

**Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years**

**Response:** 35.88

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
31.89	24.72	1.25	28.23	9.13

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

**Response:**

The library of the college has a carpet area of 1013 square metres. It is fully automated and well stocked; it has a rich collection of 35,850 books. The library subscribes to newspapers, magazines, journals both print and e-journals. The accession and arrangement of books is according to Dewey Decimal Classification System 18th editions. The Online Public Access Catalogue (OPAC) is an online database which enables searching the entire collection of books and other resources in the library with ease and promptness, through author, title, subject, keywords etc. The students are provided with an authentic ID for access to this facility.

### INFRASTRUCTURE OF THE LIBRARY

- At the entrance of the library there is a property counter; the students deposit their bags, books and belongings before entering the library.

- The library has designated spaces for newspapers, magazines, journals etc.
- There are 15 computers, with internet connection in the library to access e-resources for academic and research purposes.
- A register is maintained for all the users of the library.
- New arrival display board in the library showcases the jackets of the new additions as well as lists of new arrivals.
- There are sections divided according to the subjects for study.

**Archive section** -The college has a large well stocked library with ample sitting space and reading area with an Archive Section comprising out-of-print, valuable and rare books. The books in this section date back to the early nineteenth century. This section has resources that document the college history through audio visual aids.

### **AUTOMATED SERVICES**

- The library is fully automated using Integrated Library Management System (ILMS) software Campus Whizz version CW 2.03 for data management
- Photocopy machine is also available for the staff and students.
- Kindle e-readers are provided to the students for reading e-books.
- Access to numerous e-resources in various disciplines through INFLIBNET and N-list promote the use of e -resources among undergraduate and post graduate students and faculty.

### **BOOK BANK**

A Book Bank facility is available to provide economically disadvantaged students with access to essential academic materials, promoting educational equity and inclusivity.

### **BEST PRACTICES**

- The Library Committee provides valuable suggestions and recommends books to enhance the collection.
- The staff and committee collaborate to organize talks, reviews, and exhibitions, enriching the library's offerings.
- Orientation training is extended to first-year students, ensuring they become acquainted with library resources.
- A continuous student orientation program focuses on online resources and facility utilization.
- Workshops, such as N-List and INFLIBNET, are conducted for new faculty members to enhance their library skills.
- Annual book exhibitions are organized to create awareness of new publications and encourage exploration.
- The "Best Student Library User Award" serves as motivation for efficient library use.
- The library is equipped with CCTV cameras to monitor activities, ensuring a safe and conducive environment for all users.



File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

#### **Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

#### **Response:**

The college is committed to maintaining up-to-date IT facilities, ensuring Wi-Fi accessibility.

- The three computer labs feature 181 desktops, including 4 added in 2018-19, and 8 in 2021-22. Additional 30 computers have been installed under Centre of Excellence for Multidisciplinary Research Scheme. There are 32 laptops, with 2 added in 2018-19 and 8 in 2021-22. In addition, there are 21 printers cum scanners, with 3 added in 2019-20, while the college maintains 5 photocopiers and 15 projectors, including 2 added in 2018-19, 5 in 2019-20, and another 5 in 2022-23.
- The entire campus is Wi-Fi enabled with bandwidth of 100 Mbps to provide hassle free connectivity for academic purposes, in the hostel and for administrative work.
- The faculty members, accounts office, administration staff and library use the campus management softwares, Campus Whizz CW 2.03 and Tally which automate the entire spectrum of functions.
- Admission, student attendance, CCA, student feedback, parents feedback etc. are available online.
- Latest software according to the curriculum is used by the Department of Computer Science to make learning more effective.
- To enhance teaching learning with interactive technology, 6 interactive smart boards are available.
- An interactive touch screen (OPS) panel has been installed in the seminar hall.
- The Language Lab enhances the communication skills of the students.
- The digital podium in the auditorium is utilised for college activities.
- As a part of blended learning, the college upgraded its teaching to virtual mode through MS Teams platform during Covid-19.
- The faculty is given training for the operation of smart boards and the interactive touch screen panel in the seminar hall, by the staff of the computer department. The institution has provided laptops to all the departments for teaching and research purposes.
- The library is fully automated, and students have access to various e- resources through NLIST and INFLIBNET
- College website, and social media platforms like Instagram, Facebook, and You Tube are used

for staying connected with all stake holders.

- The library provides free access to a large number of online journals and e-books, through INFLIBNET.
- There are 15 computers in the library with Wi-Fi facility for study and research purposes.
- The college has 65 CCTV cameras installed on different locations for the safety and security of the students, staff and for safeguarding the infrastructure.
- The Biometric Machine has been available since 2010 for recording the attendance of the staff.
- The college has 2 (70 kVA) generators in the campus. The computers have a UPS facility for the power backup.
- A licensed copy of antivirus is installed on all computer systems to ensure cyber security.
- A signage board has been installed in 2022-23 for important information and awareness of the students.
- Specific websites have been blocked with Internet access management software.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

##### Student – Computer ratio (Data for the latest completed academic year)

**Response:** 4.85

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 211

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

### 4.4.1

**Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)**

**Response:** 53

**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
52.71	21.73	16.47	18.45	31.31

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 53.72

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
538	462	493	464	1045

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

- 1. Soft skills*
- 2. Language and communication skills*
- 3. Life skills (Yoga, physical fitness, health and hygiene)*
- 4. ICT/computing skills*

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 54.31

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
915	447	399	719	555

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 50.49

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
204	227	207	179	162

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
395	364	366	382	432

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 3.44

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
8	4	5	7	9

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1**

**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**Response:** 41

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
10	10	6	10	5

**File Description****Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 38.6

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
62	67	25	25	14

**File Description****Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)



## 5.4 Alumni Engagement

### 5.4.1

**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

The Ex-Bedeian Association (EBA) has a membership of over 4000 accomplished and distinguished alumnae. Even though it was registered in 2013, the association has been actively organizing events and activities to enrich the lives of its members and current students. Alumni contribute to the Internal Quality Assurance Cell (IQAC), enhancing education quality and institutional development. Notable alumni serve as Chief Guests, resource persons, and keynote speakers, inspiring students and improving the academic environment. The association offers guidance for further education and career counseling while actively participating in academic and cultural events. By maintaining a strong relationship with the college administration, the association provides valuable feedback and suggestions to align its activities with the college's vision and objectives. The Alumni Meet, is a special event where Ex-Bedeians from far and wide gather to reminisce about their college days, renew friendships, and celebrate their alma mater.

The EBA also takes part in various social and environmental initiatives. One notable event was the "Cleaning of the Himalayas Campaign" organized in collaboration with the SAGES Club, Rotary Club, and the forest department, under the aegis of Earth Day. Such initiatives showcase the alumni's commitment to environmental conservation and sustainable practices.

Alumni have made important contributions by participating in various activities. They've encouraged creativity by hosting art and craft workshops, letting students show their artistic skills. They've also talked to students about civic duty and why voting and taking part in democracy are important.

The alumni have organized seminars and workshops to equip students with practical skills and knowledge. These cover topics like managing stress, translation studies, promoting gender equality, and personal growth. This approach supports students in their overall development. Additionally, the alumni have sparked a passion for literature and reading by hosting book talks and intellectual discussions.

As esteemed alumni, Ms. Shazia Ilmi provided insightful perspectives and expertise in the realm of politics. A talk and screening of a documentary by Mrinali Marh an alumni working with start up Himachal Career Piont University Incubation Centre and an expert in making documentaries, delivered a talk on Hari Rai Temple, stressing on cultural heritage preservation. In an orientation program, Mrs Satwant Atwal Trivedi an alumni and DIG Himachal Pradesh Police Department familiarized freshers with the academic aspects and rules of the college. A certificate course on leadership equipped students with valuable skills and knowledge, while a workshop on cracking banking exams provided practical guidance for aspiring professionals.

The EBA maintains an active online presence through WhatsApp groups, fostering continuous engagement and collaboration among alumni and students. They have launched impactful missions like "Health in Your Hands," "Are You Future Ready?" "Heal the Earth," and "Revive N Re-Invent Our Rich Intangible Cultural Heritage," creating a strong sense of community and engagement.

The International Women's Day 2023 was celebrated by having an interactive session on Women Issues. The alumni collaborations inspire students to make positive contributions to society.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

St. Bede's College strives to cultivate well-rounded individuals who contribute to society through a collaborative mindset, accountability, self-control, and social consciousness, as reflected in its vision and mission statements.

- Vision: "To Form Well-Integrated Individuals Who Are Assets to Contemporary Society"
- Mission: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.

The college embraces the principles of the National Education Policy 2020 by promoting interdisciplinary learning, emphasizing skill development, and integrating Indian knowledge systems. The college offers skill enhancement courses, ensuring students are well-prepared for the evolving educational landscape and future opportunities.

The college achieves sustained growth through global partnerships, diverse courses, online learning, and entrepreneurship programs. It adapts with e-governance, focuses on student employability, and promotes engagement and mentorship. Faculty development, research, infrastructure, and audits contribute to its excellence.

A decentralized governance model has been implemented that protects the operational independence of various entities:

- The **Governing Body** sets the direction and quality standards for a conducive learning environment.
- The **Local Management Committee**, including the Manager, Principal, and Bursar, ensures policy implementation runs smoothly. The Principal, who leads the institution and various committees, acts as a liaison between Central Management and the college coordinates academic and non-academic activities and delegates tasks to decentralize the workload.
- The governance is driven by well-written policies on admission, teaching, learning and evaluation systems that are effectively devised and accomplished by the **constitution of various committees** with faculty members as Coordinators/Conveners. This decentralized model ensures that all stakeholders have a say in decision-making.
- The **IQAC serves as the "Think Tank"** responsible for sustaining institutional quality. It collaborates with the Principal, conveners, HODs, and Academic Coordinators to plan and develop the college systematically, with a focus on quality and sustained growth.

- The **Academic Coordinators** regularly meet to provide guidance, plan, and review activities for each session. The Heads of Departments distribute workloads and plan departmental activities. Teachers are key in implementing the vision and mission of the college, determining admission criteria, CCA, Mid-term tests, library book purchases, and other academic priorities.
- Participative governance extends to various committees covering Finance, Library, Sports, ERP, staff recruitment, academic audits, feedback systems, faculty development, workshops, seminars, conferences, guest lectures, and infrastructure improvements. There are committees also oversee co-curricular and professional development activities, ICT procurement and upgrades, security and surveillance systems, and stakeholder grievance resolution.
- The entire faculty contributes to AQAR preparation, incorporating feedback from PTA and Alumni.
- The **Alumnae Association** works to strengthen the ties between the college and its alumnae. The **Parent-Teacher Association** (PTA) provides valuable suggestions on behalf of parents for effective functioning. The **Students' Council**, a statutory elected body of students functioning under the guidance of staff advisors, facilitates student-centric education.
- The **Administrative Staff** plays a vital role in achieving the administrative objectives.
- Regular meetings with key stakeholders align with the institution's vision and mission, driving sustained institutional growth.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

#### Response:

The college adheres to government statutes, university guidelines, and governing body policies, while also staying committed to its distinctive mission and vision. It has established comprehensive policies and procedures that are crucial for its efficient functioning, and these are easily accessible on the college website. These regulations provide a structured framework for decision-making, ensuring consistency and equity in the administrative setup of the institution:

The well-organized administrative hierarchy, ensures effective task coordination and execution. This results in a seamless operation, improving the efficacy and efficiency.

#### Appointment and Service Rules Procedures

For permanent faculty appointments, the college follows the rules and procedures of the UGC, State Government and Himachal Pradesh University. The selection and appointment of guest and contract faculty is carried out by a committee chaired by the principal, manager, and HOD. The appointment process for non-teaching employees follows the standards set by the institution and the government.

### Strategic Deployment of Plan

The college has achieved remarkable milestones in the past five years, successfully implementing its strategic plans. Key accomplishments include:

- **Collaborations and MoUs:** Valuable partnerships with prestigious universities worldwide, have been established including a significant MoU with the Study in India (SII) program by the Government of India, enriching global education opportunities.
- **Add-on Courses:** The college added diverse add-on courses like Biodiversity, Self-defence, First aid, German, French, Communication skills, Personality Development, Physical Fitness, Yoga, and Nutrition.
- **Online English Language Training:** Through collaboration with Newlimits Learning, innovative online self-study courses are offered benefiting students.
- **Financial Lab cum Incubation Centre:** With support from SIDBI bank, a centre providing training to underprivileged women micro-entrepreneurs and college students has been launched.
- **E-governance and Remote Learning:** E-governance initiatives are implemented and shifted to an LMS platform during the COVID-19 pandemic, ensuring uninterrupted remote learning and streamlined administration.
- **Campus Placement Drive:** Placement drives are organized regularly to enhance students' employability.
- **Extension Activities and Scholarship Schemes:** The societies, clubs, and departments organize extension activities, promoting student engagement. Scholarship schemes are established to recognize academic excellence.
- **Mentor-Mentee System and Guidance Sessions:** The mentor-mentee system provides guidance sessions for students' cognitive, social, and emotional growth.
- **Faculty Development Programs:** Faculty Development Programs are conducted to enhance the capabilities of teaching and non-teaching staff.
- **Research and Academic Achievements:** Faculty members are actively pursuing Ph.D.s, publishing books, undertaking projects, and participating in conferences, workshops, and seminars.
- **Publications:** An International Multidisciplinary Journal, and a college magazine are published annually. Department newsletters are available on college website.
- **New Staff Recruitment:** New staff was recruited in 2021, leading to an influx of fresh perspectives and expertise.
- **Infrastructure Development:** The college has invested in constructing new labs and reception room, enhancing facilities for botany, chemistry, and geography departments according to its strategic plans.
- **Audit and Governance:** Annual academic and administrative audits, along with green, energy, and environment audits are conducted to ensure proper functioning.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

#### *Institution implements e-governance in its operations*

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

#### **Performance-Based Appraisal System**

The college has a performance-based appraisal system for assessing and encouraging the professional growth of its teaching staff. Evaluation of teacher performance is done using various modes including:

- **Feedback:** Feedback from students helps to evaluate the performance of teachers in various areas, including academics, research, and extracurricular activities. The collected data is analyzed by the principal, IQAC, and data analysis committee. Results are shared with teachers, and improvement plans are implemented.
- **Annual Confidential Report (ACR):** As per the UGC norms, the teachers fill out a self-appraisal performance form provided by the Directorate of Higher Education, Govt. of H.P. The principal forwards the report to the Directorate with due recommendations.
- **Performance Review Discussion:** The principal regularly conducts performance review discussions with the teachers, providing them with feedback on their professional development and performance levels.
- **SWOC Analysis:** SWOC analysis is conducted to identify the areas that require quality improvement.

### Welfare Measures

St. Bede's emphasizes staff welfare with various schemes to ensure effective functioning. These schemes can be broadly categorized as follows:

- **Leave Provisions and Retirement Benefits:** A range of leave benefits are provided to both teaching and non-teaching staff, including casual leave, earned leave, maternity leave, and paternity leave. In addition, retirement benefits such as EPF, Gratuity, EDLI, and GIS, are offered in accordance with government rules.
- **Fee Concessions and other Perks:** Various perks are extended to its staff, including the provision of fee concessions for their wards, gymnasium and sports facilities for physical fitness and well-being, and free medical camps for staff members. Support staff is also provided quarters within the college campus and uniforms.
- **Infrastructure and Amenities:** The college prioritizes providing a conducive work environment. The campus features a green landscape with abundant trees and plants, well-maintained lawns, and state-of-the-art infrastructure. Staff members have access to departmental rooms equipped with laptops and Wi-Fi, a well-stocked library with remote access to INFLIBNET/NLIST, clean washrooms, RO drinking water, and uninterrupted electricity supply. UGC resource centre, CCTV cameras for security, fire safety equipment, and a well-furnished staff room, ensure a comfortable and efficient work environment.
- **Safe Work Environment:** Grievance redressal cell and internal complaints committee are in place, promptly addressing any grievances raised by staff members, providing a secure work environment.

**Avenues For Career Development/Progression** - The college prioritizes the holistic professional growth of its staff by regularly organizing workshops, seminars, and special talks. It also grants duty leave and financial assistance to attend orientation, refresher, and faculty development programs to acquire the latest skills. Moreover, teachers are encouraged to pursue higher studies and participate as convener/resource person member of BOS, Editor/ Reviewer in various reputed journals. The academic and research achievements of its staff are recognized during the annual day celebrations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**6.3.2**

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 2.36

**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	5	0	0	0

File Description	Document
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshops and towards membership fee for professional bodies	<a href="#">View Document</a>

**6.3.3**

***Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years***

**Response:** 96.72

**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**



2022-23	2021-22	2020-21	2019-20	2018-19
68	65	57	69	65

### 6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	12	15	18

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

#### Response:

The college has a well-structured system in place for efficiently managing its financial resources through dedicated committees.

The **Purchase Committee**, headed by the Principal, monitors tenders and fund disbursement while the Bursar oversees mobilization.

#### Strategies for Mobilization of Funds

- As a 95% aided college, St. Bede's receives a significant **grant from the state to cover 95% of the salary** expenses for permanent staff.
- Funding is received from the **RUSA**, for various infrastructure and physical needs such as building and campus maintenance, sports facilities, laboratories, ICT facilities, and library upgrades. A dedicated RUSA Committee ensures compliance with guidelines and monitor the effective utilization of these grants.
- To ensure transparency and efficiency in procurement, the college utilizes the Government e-Marketing (GeM) platform for major infrastructure purchases. Financial transactions follow Government of India guidelines and are conducted through the Public Financial Management System (PFMS), ensuring proper documentation and adherence to purchase rules, including quotations, tenders, and GST documentation where applicable.
- Emphasizing participative management, the **college authorizes departments, clubs, and associations to mobilize and utilize funds** within their respective domains. They submit budgets for their activities to the principal for approval, and upon approval, the office processes the proposal and allocates the required funds. After the completion of programs, proper accounts are settled with bills that are counter-signed by the Heads of Departments/Conveners of Societies and the Principal.
- Fees and other funds collected from students under **self-financing schemes** are utilized to pay the salaries of contractual staff, as well as to conduct teaching/learning programs and extra-curricular activities.
- Needy students and the wards of non-teaching staff receive assistance in the form of **fee concessions and scholarships**, ensuring access to education and support.
- The college acquires additional resources through the Parent Teacher Association (PTA) and the Amalgamated Fund (AF) which are utilized for student welfare initiatives and organizing programs, including recognizing, and awarding meritorious students.
- It also attracts support from local banks and corporate sponsors who fund functions, conferences, seminars, and inter-college activities.

### Financial Audits

St. Bede's College conducts annual internal and external financial audits to ensure financial transparency and accountability.

- **Internal Audit-** An independent Chartered Accountant has been appointed to verify all vouchers, payable bills, balance sheets, general fund income, expenditure, and receipt and payment accounts. Bank statements are reconciled, and utilization certificates are issued for all funds, including those obtained from RUSA, after proper verification. In addition, the Management from the congregation of Jesus and Mary, New Delhi regularly visits the college to check files, receipts, and every payment. Separate audits are conducted for the budget statement of NSS, PTA, and Career Oriented Programs.

To ensure purchase procedure compliance, each department maintains a purchase stock register audited by the internal audit committee. Inventory audits are conducted for equipment, computers, furniture and infrastructure. The library stock is verified by the library committee.

- **External Audit-** The college is committed to upholding financial transparency by allowing external audits of its accounts by the Comptroller and Auditor General of India (CAG) at their discretion.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### Response:

IQAC of the college uses a collaborative approach to prepare a perspective plan that enhances the quality of higher education by involving all stakeholders in policy formulation and decision-making.

- IQAC oversees the Academic Calendar, and exam schedules, with a focus on enhancing academic and administrative performance. They meet regularly to implement new measures and prepare the Annual Quality Assurance Report, as well as to discuss and initiate further improvements.
- The college has implemented e-governance to streamline administrative functions, such as admission, financial management, and examination processes. The library has been fully automated using the ILMS software and during the pandemic, the IQAC recommended to shift to LMS for remote teaching and learning. These initiatives have improved the learning experience for students while simplifying communication and administration.
- To ensure quality teaching and administrative functioning, the college has taken measures to recruit regular faculty and non-teaching staff. The IQAC oversees various initiatives to maintain quality in teaching, learning, and evaluation processes. These initiatives include orientation and induction programmes, mentoring, value education classes, peer-to-peer teaching, remedial classes, academic and administrative audits, extension and outreach activities, awareness programmes, release of the annual peer-reviewed journal, etc.
- The college has established Memorandums of Understanding with prestigious universities worldwide and has also partnered with a UK-based English Language Training institute, to offer online self-study courses using sensational English.
- The college takes pride in being the only institution in Himachal Pradesh to sign an MOU with the Government of India's Department of Education for the Study in India Program.
- A Financial Lab cum Incubation Centre has been launched to train women micro-entrepreneurs from underprivileged backgrounds and college students, with the support of SIDBI bank.
- Seminars, conferences, and workshops are regularly organized for the benefit of students and faculty. Notable events include the Science Faculty's two-day National Conference on "Novel Progressions in Science and Technology -2022," the Department of Economics, Commerce, and Management's ICSSR sponsored International Seminar on "Transformation of India @ 75," and the Department of Geography's National seminar on "Building a Resilient future: Integrating

Environment Economy and Technology." The college also celebrated National Science Day with a two-day program on "Discoveries in Science and Sustainable Development" in collaboration with the Indian Association of Physics Teachers and the Indian Science Congress Association, Shimla. Additionally, the IQAC organized a one-day webinar sponsored by NAAC on "Revised Accreditation and Assessment Framework in Higher Educational Institutions."

- The college provides a range of skill-based add-on courses for students across different classes, including Self Defence, First Aid/Fire Fighting, Communication Skills and Personality Development, Biodiversity, and Web designing.
- The IQAC organizes Faculty Development Programs (FDPs) and webinars for the professional development of teachers.
- Alumni are encouraged to make contributions to the college, promoting a strong sense of connection and support.
- Feedback is regularly taken from all stakeholders to improve teaching and learning strategies.

The college is committed to maintaining and enhancing education quality, and the IQAC plays a vital role in ensuring effective implementation of all quality initiatives.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** A. Any 4 or more of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

St. Bede's College consistently promotes gender equality, diversity, inclusivity, multi-cultural society, national pride, and environmental concerns on regular basis through a number of impactful initiatives.

- **Women Cell and Societies:** Women Cell aims to empower the students by providing a platform which promotes unity, peace, love, and gender equality. Key events like International Women's Day, Youth Day, International Peace Day, International Day of Girl Child, and Human Rights Day are celebrated by the cell with informative sessions on topics such as domestic violence and personal hygiene. Students are given opportunities for self-expression through poetry, debates, elocution, discussions, and poster making competitions.
- **Equal Representation:** All teaching and non-teaching staff members are given equal representation and opportunities to participate in different societies, clubs and important decision-making bodies of the college such as IQAC and Internal Complaint Cell.
- **Gender Audit Survey:** Periodic Gender Audit Surveys are conducted in the college to analyze the challenges and strengths of gender equity initiatives taken to promote equality. The survey is also significant to know about awareness level amongst the students on gender policy of the college.
- **Grievance Handling & Support System:** The Grievance Redressal Cell, Student Grievance Redressal Committee (SGRC), Internal Complaint Committee, and Anti-ragging Committee ensure impartial grievance handling, reflecting zero-tolerance towards harassment, complaints and ragging. Additionally, a counseling cell in the college campus provides support for students' overall well-being.
- **Gender Equity Activities:** Activities such as declamations, awareness rallies, special talks, street plays, Power walks, painting competitions, essay and slogan writing, Inter-college Basketball competitions and Panel discussions are organized in the college to promote women representation, participation and their all-round development.
- **Sensitization through Curriculum:** To promote gender equality, opportunity and representation, the students are offered courses on women and gender related issues such as Domestic Violence, Dowry, Role of Women in Politics, patriarchal set-up of societies, legal literacy and Universal Declaration of Human Rights.
- **Financial Lab cum Incubation Centre:** The college has teamed up with SkillLabs to create a Financial Lab cum Incubation Centre, empowering students and economically weaker women of the society with job-oriented skills, self-employment opportunities, internships and entrepreneurship know-how for self-reliance and empowerment.
- **Self-Defense Training:** A value-added course introduced in 2021-22 on Self-Defense has

empowered students with physical fitness and self-defense skills, enhancing their confidence and reducing vulnerability in an unsafe world.

- **Facilities for Women in College:** The college prioritizes student safety through comprehensive security measures, including CCTV surveillance, a dedicated team of security guards deployed at entry points and proper Fire Safety mechanism with regular updates on fire safety protocols. A Discipline Committee in the college ensures proper code of conduct for the students, teachers and administrators. The college places a strong emphasis on hygiene with well-maintained washrooms, on-site healthcare through the facility of an infirmary, and proper menstrual hygiene with sanitary napkin vending machines and incinerators in women's washrooms. A common room offers students a space for relaxation, and indoor games, enhancing a sense of community, fraternity and recreation.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

#### The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1.Green audit / Environment audit**
- 2.Energy audit**
- 3.Clean and green campus initiatives**
- 4.Beyond the campus environmental promotion activities**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### **7.1.4**

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

To sensitize students and employees about their constitutional duties, values, rights, and inclusivity, various activities are organized.

#### **Cultural and Regional Initiatives**

- The Heritage Club organizes an annual Heritage Week with activities like Heritage Walks, folk singing, and poster competitions to preserve India's cultural heritage.
- Programs like 'Ek Bharat Shrestha Bharat' and 'Azadi ka Amrut Mahotsav,' promote cultural and regional understanding of India which strengthens unity, diversity and integrity.
- Events like Hindi Spatah, Hindi Diwas and Matribhasha Diwas are organized to teach students to take pride in their mother tongue. The bilingual college magazine 'Echoes' offers students an opportunity to showcase their writing skills in both English and Hindi language.

#### **Socio-economic and Sensitization Initiatives:**



- The admission policy allows students from different regions, cultures, community and socio-economic status based on the reservation policy.
- There is a provision of fee concession for eligible students belonging to economically weaker sections and to wards of college employees.
- The library offers book bank facility, and the college provides financial assistance, freeships and scholarships to support the needy students. The college has partnered with Badrika Ashram Social Welfare Society to provide opportunities for students to receive support through the Emerging Youth Scholarship scheme offered by the ashram.
- The college actively promotes philanthropy through blood donation camps and other donation drives, instilling selflessness and compassion in students.
- The collaboration between the Zoology Department and NCC unit has resulted in the creation of a donor database for Indira Gandhi Medical College (IGMC), Shimla, enabling valuable humanitarian services for the community.
- The Economics Department operates an Honesty Store on campus, developing responsibility and commitment through the policy of honesty.

### **Constitutional Obligations and Sensitization:**

- Every academic year, a prayer service is conducted to invoke blessings and reinvigorate the faculty and students to work for holistic growth.
- Annual college elections are held to select a responsible student council. The council oversees diverse societies and clubs, organizing activities that encourage student expression, skill development, and social contribution.
- The college commemorates National Independence Day, Republic Day, and National Constitution Day through flag hoisting, unity oaths, and organizing lectures and competitions on themes like social justice, gender sensitization, and Indian democracy.
- The NCC and NSS units conduct various environmental activities such as Swacchta Pakhwada, tree plantation drives, and plastic waste management to raise awareness and promote community responsibility.
- The Electoral Literacy club effectively enunciates democratic principles by teaching students the value of every single vote. Awareness lectures, declamation competitions, and power-point presentations are conducted under the club for the students.
- The curriculum includes papers on 'Human Rights, Gender and Environment', 'Conflict and Peace building' and 'Women Studies'.
- The mentoring system and value education initiatives of the college promote all-round student development, ensuring they graduate with academic knowledge and strong moral values.

The college promotes Vasudhaiva Kutumbakam, encouraging a sense of duty towards oneself and others through various measures and events.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**

**Response:**

#### **Best Practice 1**

**TITLE OF THE PRACTICE: NURTURING ENVIRONMENTAL RESPONSIBILITY AND SUSTAINABILITY**

**Objective:**

1. Educating students about environmental issues and the importance of conservation.
2. Supporting Sustainable Development Goals related to the environment by conserving natural resources and biodiversity.
3. Addressing ecosystem degradation through campaigns and activities.
4. Encouraging eco-friendly measures

**The Context:**

In the backdrop of Himachal Pradesh's susceptibility to natural calamities, such as monsoons, landslides, and floods, resulting in significant human and financial losses, St. Bede's College consistently shines as a model of environmental responsibility and sustainability in its community. The college is unwavering in its commitment to raise awareness about ecological challenges aligning with the United Nations Sustainable Development Goals to safeguard the environment. The college demonstrates a robust commitment to environmental conservation, both on and off-campus, through educational campaigns and seminars.

**The Practice**

The following sustainable practices of the college underscore its commitment to environmental responsibility and a greener future.

- A dedicated paper recycling unit to repurpose waste paper for creative activities.
- Black Gold Compost Unit serves as a source of organic manure for nurturing plants on campus and is also available for sale.
- Rainwater harvesting unit for gardening and other non-potable purposes, contributes to water conservation.
- The college is a pioneer in banning the use of polythene within its campus.
- Smoke-free campus, creating a clean and healthy environment.
- Usage of solar energy to promote sustainability.
- Digital communication through WhatsApp, Signage Board, E-brochures, e-certificates, etc., promote environmental responsibility.
- Herbal garden on the campus with taxonomy promotes the usage of these plants for medicinal purposes.

- Waste management practices, sanitary pad incinerators and proper sewage system prevent environmental pollution.
- Tree plantation drives, waste management campaigns, cleanliness rallies, Swachhta Pakhwada, foot patrolling, cleaning of water bodies, actively involve students to protect and preserve the environment.

### **Evidence of Success**

The evidence of success across sustainability initiatives is substantial, reflecting a profound commitment to environmental conservation and education.

- Recycling unit has reduced paper waste on campus.
- Creative reuse of recycled paper for various craft activities has become a common practice.
- The composting method has successfully transformed organic waste into nutrient-rich compost, for gardening practices. The sale of compost at a nominal price encourages recycling.
- Rainwater harvesting has contributed to water conservation.
- Polythene ban reduces plastic pollution and promotes eco-friendly alternatives.
- Smoke-free policy creates a healthier environment.
- Solar energy dependence contributes to a cleaner campus.
- Paperless practices minimize paper usage and promote environmental responsibility.
- Herbal garden supports biodiversity and traditional knowledge preservation.
- Waste management prevents environmental pollution.
- Student participation in tree planting, waste campaigns etc. highlight environmental conservation.

These sustainable practices have a positive impact on students, their families, and the community by promoting environmental awareness and responsible habits.

### **Problems Encountered and Resources Required:**

Shifting to 100 percent green technology in hilly terrain of Shimla presents financial challenges, with solar energy reliability affected by weather conditions like snow and overcast skies. Maintaining the herbal garden is tough in harsh winter weather.

### **Best Practice 2**

## **PROMOTING SOCIAL RESPONSIBILITY AND COMMUNITY ENGAGEMENT FOR SUSTAINABLE DEVELOPMENT**

### **Objectives:**

1. To encourage students to engage with local communities.
2. To increase awareness among students and the community on critical social issues.
3. To provide opportunities to students to develop leadership skills and creativity.
4. To encourage a sense of inclusivity and bridging the gap between urban and rural communities.

**Context:** In alignment with the Sustainable Development Goals (SDGs) the students actively support good health and well-being by engaging in activities like assessing the nutrition of pregnant and lactating women, providing langar meals to cancer patients, and spreading awareness about issues like HIV/AIDS

and drug abuse. Blood and clothes donation drives, distributing food grains, and providing support to Himachal Flood Relief Fund, and earthquake victims in Turkey are all initiatives aimed at helping those in need.

### **The Practice:**

#### **Promoting Public Health and Community Well-Being**

- The nutritional status of many pregnant and lactating women was assessed in different hospitals and anthropometric measurements of the school children were taken.
- The NCC cadets raised awareness on HIV/AIDS, Drug Abuse at adopted villages and schools.
- NCC unit and Zoology Department took a special initiative by creating a Blood Bank Database for donors to register their blood types, aiding nearby hospitals during emergency.
- Blood Donation drives, Yoga awareness campaigns and rallies on Swacchhta were organized regularly.

#### **Empowering Communities and Bridging Disparities**

- Donation drives like, distribution of clothes, toys, stationery items to the underprivileged school children, free ration packets to BPL families in adopted village, food grains to NGO and langar to cancer patients and their attendants in Indira Gandhi Medical College were remarkable initiatives taken by our students.

#### **Community Engagement and Social Impact Initiatives**

- To commemorate World Literacy Day and to make students aware of disasters, several educational activities and interactive programs were conducted for school children.
- The NCC cadets and NSS volunteers actively participated in a series of activities to promote 'Be Vocal about Local' initiative and 'Significance of Elections'.
- During times of pandemic, the NCC cadets made people aware about Janta curfew through various social media platforms.
- The Department of Computer Science approached students at government schools and imparted knowledge about technical literacy.

#### **Evidence of Success**

- Engagement of students in community service, indicate a meaningful contribution to the SDGs, highlighting the dedication to promote a more equitable world.
- Evaluation of the nutritional status of pregnant and lactating women, leading to improved maternal health outcomes.
- Serving langar to cancer patients has positively impacted the well-being of those in need.
- Rallies and awareness programs on HIV/AIDS and drug abuse, have raised awareness and promoted healthier lifestyles.
- Yoga awareness campaigns aligns with the Fit India Movement's goals.
- Blood Bank Database creation, blood donation and philanthropic drives demonstrate the commitment to address economic disparities and promote humanitarian efforts.

These experiences will nurture empathy and humanity, leaving a lasting impact on the lives of the

students who will positively influence many others in the future.

### Problems Encountered and Resources Required:

Despite challenges in collaboration and limited resources, the institution remains dedicated to delivering impactful community services to the best of its capabilities.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

#### Response:

St. Bede's College stands as a distinctive institution committed to empowering women through holistic development. Its unique approach not only nurtures well-rounded individuals but also aligns seamlessly with the visionary goals of the National Education Policy (NEP) of 2020.

**Empowering Women through Holistic Development:** The college believes in empowering women through a holistic education that embraces creativity, develops cognitive skills, physical fitness, promotes ethics, community service, and experiential learning. This distinctive approach aligns with the visionary goals of the National Education Policy (NEP) of 2020.

#### Imparting Socialistic Values:

- What sets St. Bede's College apart is its weekly value education class that not only impart socialistic values but also provide mentorship to students. These classes serve as vibrant platform where students engage in meaningful discussions with mentors, expressing diverse opinions.
- Each academic year begins with a unique prayer service, invoking blessings and showcasing the distinctive approach of the college.
- Over many years, the college has actively involved its students in community outreach activities, demonstrating an unwavering commitment to social responsibility and sensitivity. The NSS, NCC units, and Community Outreach Cell have not only adopted villages and schools but have also organized impactful initiatives like distributing free ration packets, conducting awareness campaigns, and celebrating festivals with local communities.
- The Zoology Department, in collaboration with the NCC unit, created a donor database for IGMC

Shimla. Impressively, 63 students registered to support this noble cause. During emergencies, student volunteers from St. Bede's College donated blood, a remarkable 11 times at IGMC and Kamla Nehru Hospital, Shimla.

- Unique extension activities on significant national and international days, organized by societies and cells like the Women Cell, Red Ribbon Club, and Community Outreach Cell, further distinguish the college.
- Environmental initiatives led by the NCC units, including workshops, rallies, and clean-up drives, shine a spotlight on their pioneering role in raising awareness about environmental conservation. They have even received recognition as "PIONEERS OF THIS GOVERNMENT INITIATIVE."
- An Honesty Store started by the Department of Economics in 2021, is another initiative which focuses on developing and checking the honesty and socialistic values of students.
- St. Bede's College stands out by promoting higher education among women from diverse backgrounds, especially rural areas. The commitment of the college is exemplified through various scholarships offered in collaboration with Badrika Ashram cum charitable and social welfare society.

### **Focus on Physical Development:**

- In a distinctive move, the college introduced physical education as an elective course in 2020-21 to emphasize the significance of sports.
- The well-equipped gymnasium of the college showcases its commitment to physical fitness.
- Hosting a prestigious three-day inter-college basketball tournament added a unique dimension to the sports initiatives of the college.
- The celebration of National Sports Day with tournaments in yoga, ping pong, badminton, and basketball in which more than 100 enthusiastic students participated, reflects the vibrant sports culture in college.
- The gold medals earned at national shooting championship by the students and the remarkable performance at the North Zone Women Inter-University Basketball Championship in Kanpur highlight the excellence in sports.
- Two students of the college were selected for the Himachal Pradesh University Basketball Summer Coaching Camp and three exceptional students received the Champa Devinder Dhingra (CDD) Sports Trust Scholarship which further distinguishes St. Bede's College.
- A distinctive value-added course on self-defense shows the commitment of the college to the holistic development of its students.

### **Opportunities for Experiential Learning:**

- The college provides experiential learning opportunities to empower students with hands-on experience and managerial skills.
- The students are involved in organizing and managing intra-college and inter-college activities, including Literary Meets, Quiz Competitions, Debates, Seminars, and Workshops, showcasing commitment to nurture leadership and organizational skills.
- The distinctive practice of conducting college elections annually enhances the leadership qualities of students, who subsequently form the college council. These student representatives actively contribute to various decision-making committees, such as IQAC, Internal Complaint Cell, Anti Ragging Cell, and Discipline Committee.
- The 'Financial Lab cum Incubation Centre' sets St. Bede's College apart by offering job skills, self-employment, and entrepreneurship training, conducting placement drives, and felicitating

students and local women at convocation ceremonies.

- Various add-on courses, such as Tally learning, Communication and Personality Development, Biodiversity, and Defense Training, provide students with a competitive edge.
- Numerous departmental certificate courses further emphasize the unique commitment to skill development.
- The college has entered into MOUs with national and international institutions. This would provide opportunities to students to go beyond traditional classroom boundaries.

### Development of Cognition:

- St. Bede's College distinguishes itself by providing extensive opportunities for cognitive development.
- The annual college magazine 'Echoes' serves as a distinctive platform where students showcase their creative talents through poems, articles, short stories, essays, and book reviews. Students also actively participate in editing and designing the magazine.
- The students not only assist faculty members in organizing workshops, conferences, and seminars but are given opportunities to present their research works.
- The college offers students distinctive chances to explore their academic interests and enhance their writing and research skills through departmental newsletters such as Bedenomics, Unfettered, Zoology Buzz, It's Politic-al Critic, Knowledge Zenith, Bede's Sports Pulse and Srijan.
- Students prepare and design departmental activity calendars, newsletters, brochures, and invitation cards for various events that help in developing their organizational and communication skills.
- The active involvement of students in preparing e-certificates for events further enhances their technological skills.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

For over 119 years, St. Bede's College has remained dedicated to providing exceptional education that extends beyond city limits to embrace students from rural areas. The core belief of the college is that education should be accessible to all, irrespective of one's background or origin. The unique distinction of the college lies in being the sole institution in Himachal Pradesh offering honors programs in Economics, Geography, and Psychology, consistently setting new academic standards.

The college has established the Center of Excellence for Multidisciplinary Research, which not only equips students with essential skills, and enhance students' practical knowledge and employability but also align with the NEP's principles, emphasizing holistic education.

Furthermore, St. Bede's College has entered into valuable partnerships with both Indian and international institutions through Memorandums of Understanding (MoUs). These collaborations enrich students' academic experiences and prepare them to excel in a competitive academic landscape.

Notably, the college has taken a significant step forward by securing the CURIE Core Grant for Women P.G. colleges by DST, Government of India. This grant empowers students to actively engage in research, collaborate with faculty, and apply their academic knowledge to real-world scenarios. It marks a major milestone that will not only enhance students' learning experiences but also elevate the research culture within the institution.

Alumni of the college have demonstrated their excellence in a multitude of fields, from business and entrepreneurship to science, arts, politics, and beyond. These accomplished individuals have not only pushed the boundaries of knowledge and innovation but have also left an indelible mark on society, serving as beacons of inspiration for future generations.

### **Concluding Remarks :**

St. Bede's College, a longstanding institution, is deeply committed to promoting academic excellence, nurturing individual talents, and instilling important values in its students. With a strong focus on inclusivity, the college ensures that education is accessible to all. It continues to be forward-thinking, actively preparing for the National Education Policy and securing grants for research. Through its enduring dedication, St. Bede's College remains focused on the betterment of its students and society.

In the heart of Himachal Pradesh, St. Bede's College continues to stand tall, unwavering in its commitment, where every challenge is a steppingstone to greater heights.