



St. Bede's College Shimla

A Post Graduate College Affiliated to the H.P. University

NAAC Re-accredited A grade



PROSPECTUS

2024-25

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The Beginnings of Congregations of Jesus & Mary

Claudine Thevenet was born in Lyon when the French Revolution unleashed a reign of terror, soaking the city of Lyon in bloodshed. True to her Catholic education, she was comforting, consoling and providing for the starving and wounded soldiers of both armies. However, providence had other designs for her. At the tender age of 19, she had the misfortune of witnessing the brutal execution of her two younger brothers, which had an imprint on her heart, not the horrifying execution, but the last words of her dying brothers- 'Forgive, Claudine, as we forgive'. These beautiful words were an echo of words uttered by Jesus Christ from the cross.



Claudine now chose to fulfill the dying request of her younger brothers, such was the hard school in which the future foundress was initiated; and it was here the foundations of a biding faith in ever-living providence, utter selflessness, Christ like charity and sympathy with others, were laid. Her life was now for the poor and needy of every category and the outcasts of society. Fr. Andre Coindre was a constant guide to Claudine. The day 31st July, 1816 saw the association of young ladies in Lyon in honour of the Sacred Heart of Jesus. After two years of Christian charity, on 31st July 1818, there was a Divine Call, 'Come Follow me', words spoken so long ago on the shores of Galilee, now re-echoed in her heart and Claudine resolved to leave her home. Thus, on that day was conceived the ideal which is the aim of the Congregation of Jesus & Mary 'to form souls for heaven by means of a truly Christian education'. Her method of imparting education was simple: 'prevent faults' she would say, and the deviations of the pupils by vigilance, so that you will not have to punish them. The best leader is not the one who punishes, but the one who knows how to prevent the greatest number of mistakes. In 1818 while forming the religious order of young ladies Claudine took the name of Mary St. Ignatius- the Patron Saint of Ignatius of Loyalla. Mother Mary St. Ignatius devoted herself completely to her Congregation. The numerous trials she met and overcame, strengthened her soul but undermined her bodily strength and on 3rd February, 1837 she breathed her last. Her dying words, 'How Good God Is' are a testimony to the work of the Jesus & Mary Congregation, how it started and where it has reached today. 'One woman, one orphan, one loom'-surely a humble beginning, yet from such a tiny mustard seed has blossomed a giant tree whose branches have spread far and wide embracing all nations, races and cultures.

How Good God Is...

St. Claudine Thevenet

St. Bede- The Patron Saint of St. Bede's College

St. Bede was probably born in 673 A.D. At the age of seven, his parents placed him under the care of Abbot Benedict for his education and upbringing. But when the monastery of St. Paul was established in the year 682, St. Bede seems to have been transferred to the care of its first Abbot, Ceolfrid, and to have remained a monk there for the remainder of his life.

St. Bede was made a deacon at the age of nineteen by Bishop John of Hexham. Since canon law laid down the age of twenty-five as the norm for admission to the diaconate, Bede's scholarship and devotion must have been recognised as exceptional for him to have been presented by Abbot Ceolfrid six years early. He was advanced to the Priesthood by Bishop John eleven years later. From the time of his receiving the priesthood until his fifty-ninth year, he worked to compile extracts from the works of the venerable Fathers on holy scripture, and to make commentaries on their meaning and interpretation. During all this, St. Bede was gathering materials for his History which he completed in 731.

St. Bede's History belongs to his latter years, due to which he has richly earned the title 'Father of English History'. For St. Bede was not content to compile a bare chronicle of events and dates, or to restrict himself to biography as his predecessors had done. He set himself to examine all available records, to secure verbal or written accounts from reliable living authorities, to record local traditions and stories, to interpret significant events, and in short, to compile as complete and continuous a history of the English Church and people as lay within his power. He was the first to conceive or attempt such a formidable project and posterity acknowledges his pioneer work as a remarkably successful achievement. St. Bede's industry and scholarship are generally acknowledged, but his most significant achievement lies in his inspired ability to select and integrate the vast mass of facts and traditions that he had gathered, into a single framework. When we consider St. Bede's limited facilities and resources, it is clear that his achievements are unique.

St. Bede passed away on the evening of 25th May, 735 A.D. The principal and lasting memorial of the first of the English historians is the inspiration of his holy life and the value of the great work that he bequeathed to posterity.



St. Bede

College Motto

Non Nobis Solum

Not for Ourselves Alone

Our Vision :

"TO FORM WELL INTEGRATED INDIVIDUALS WHO ARE ASSETS TO CONTEMPORARY SOCIETY."

Our Mission :

a) We are committed to :-

- ◆ 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.

b) Socially we work towards:-

- ◆ Preparing young women for their role in the future as good career women, wives and mothers for creating happy homes.
- ◆ Fostering team spirit and encouraging a sense of responsibility and self discipline.
- ◆ Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- ◆ Sensitizing them to reach out to the marginalized and the underprivileged.

c) Spiritually we work towards :-

- ◆ Leading them to have faith in God, themselves and others, who would live their lives in the light of faith.
- ◆ Exposing them to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- ◆ Women whose very presence anywhere would exude goodness and touch the lives of others.

St. Bede's College : A Brief Profile

AN INTRODUCTION

“NON NOBIS SOLUM” – Not for ourselves alone, is the motto of this premier institute of Himachal Pradesh. The magnificent location of St. Bede's on the eastern knoll of Shimla, nestled amidst thick lush green cedars, adds to the grandeur of its facade. Ever since the inception of the college in 1904, it has endured the upheaval of two world wars and the partition of India. Since then Bede's has grown from strength to strength in its academic culture. The emphasis on the value-oriented education being imparted by this premier institution of Shimla further makes it a centre of holistic learning. The college enjoys the distinct position of being the first college to have been established in Shimla in 1904. This college is every girl's dream of chiselling and honing her personality and talent to carve a niche for herself in this competitive world. Situated at a distance of about 3kms. from main Shimla, it is easily accessible from the Circular Road.

The Institute takes pride in its rich history and heritage. The imposing structure of the main building constructed in 1903, The Marian Block, has been declared as a heritage site by the ASI.

The college is undoubtedly making rapid strides in the field of education which is implicit from the fact that it is running three streams-Arts Science & Commerce. The most acclaimed courses of St. Bede's are : UG Courses of Honours in English, Economics, Psychology and Geography. The college also offers B.B.A., B.C.A., Biotechnology, Microbiology (Hons) and P.G. courses in English, Botany and Commerce under the self-financing scheme. Our Alumni are trailblazers making remarkable strides in every sphere.

The college has received grant under Star College Scheme by DBT-Govt. of India and is also the only college under H.P. University to be bestowed with CURIE Grant by DST Govt. of India.



Instructions for Students/ Parents/ Guardians

Students/Parents/Guardians should acquaint themselves thoroughly with the following rules :

- a) The admission form should be complete in all respects in legible, block letters and submitted along with the relevant certificates.
- b) A student will not be admitted to class unless she produces the admission slip duly attested by the Principal.
- c) Fees is to be paid through online mode.
- d) Non-payment of fees for 2 months may cause a student's name to be struck off the rolls of the institution. If the student is readmitted, admission fee will be charged again.
- e) Lectures attended by a student whose name is struck off the rolls, on account of non-payment of fees, will not be counted for the period she is off the rolls.
- f) Use of mobile phones in the classrooms is strictly prohibited.
- g) Students are expected to attend their classes regularly. The university rules require a student to have a minimum of 75% attendance, failing which the student will not be permitted to sit for the university examinations.
- h) Names of the students absent without informing for more than ten consecutive classes will be struck off the rolls. Re-admission may be granted at the discretion of the Principal and readmission fees of Rs. 50 will be charged.



Anti-Ragging Cell

Ragging is Strictly Banned in the Institution

The college has constituted an Anti-Ragging Cell in accordance with the rules and regulations set forth by the Hon'ble Supreme Court of India.

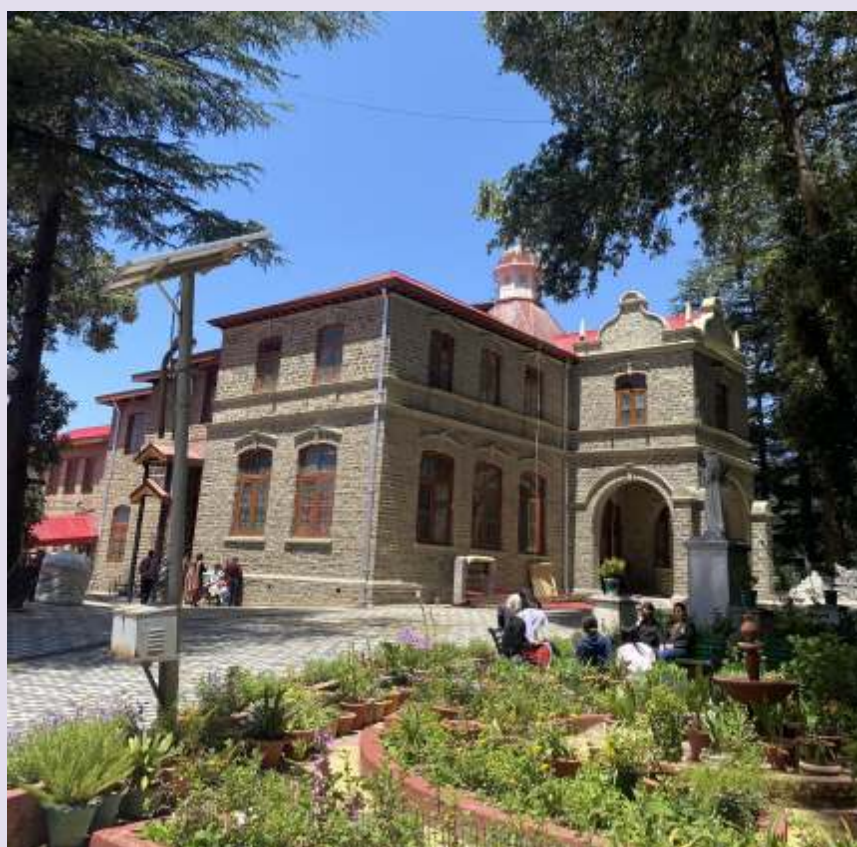
Ragging is a criminal conspiracy, unlawful assembly and rioting. Public nuisance is created during ragging. There is violation of decency and morals through ragging, injury to body, causing hurt or grievous hurt, wrongful restraint, wrongful confinement, use of criminal force, assault as well as sexual offences or even unnatural offences, extortion, criminal trespass, criminal intimidation and attempts to commit any or all of the above mentioned offences against the victim shall not be tolerated by the college.



The following could be the possible penalty for those who are found guilty of participation in/or abetment of ragging. The quantum of punishment shall, naturally, depend upon the nature and gravity of the offence as established by the Disciplinary Committee or the Court of Law.

Rules against Ragging :

1. Cancellation of admission.
2. Suspension from attending classes, as decided by the committee.
3. Withholding, withdrawing scholarship/ fellowship and any other benefits.
4. Debarring from appearing in any test, examination or any other evaluation process.
5. Withholding results.
6. Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
7. Suspension or expulsion from the hostel and the college and consequent debarring from admission to any other institution.
8. Fine up to Rs. 25,000/-
9. Rigorous imprisonment up to three years.
10. **All students to fill online anti-ragging form on www.antiragging.in and send the scanned copy to the college along with other admission documents.**



Student Grievance Redressal Committee (SGRC)

Members

Prof. (Sr.) Molly Abraham (Principal)

Dr. Gitanjali Mahendra

Dr. Ashwani Kumar

Dr. Pankaj Aashish

Mr. Mohit Kumar

Student Representative

Prapti Joseph Reddy (B.A. III Pass Course)

Chairperson

Faculty Member

Faculty Member

Faculty Member

Faculty Member

Objective

To provide opportunities for Redressal of certain grievances of students already enrolled in any institution, as well as those seeking admission to such institutions, and a mechanism thereto.

Mechanism Of Student Grievance Redressal

“Grievance” means, and includes, complaint(s) made by an aggrieved student. Any aggrieved student may submit an application seeking redressal of grievance. On receipt of complaint, the institution shall refer the complaint to the Students' Grievance Redressal Committee, along with its comments within 15 days of receipt of complaint on the online portal. The Students' Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved student.

Students Services Centre (ssc)

Member

Dr. Ashwani Kumar (Assistant Professor, Department of Physical Education)

The Students Services Centre (SSC) is responsible for dealing with, and managing the problems related to stress and emotional adjustment. It has standardized, systematic arrangements within the relevant provision of Ordinances to provide requisite support to students, especially from rural backgrounds, female students, students from divergent cultural backgrounds, and students with special needs.

INTERNAL COMPLAINTS COMMITTEE (ICC)

For gender sensitization against sexual harassment there is an Internal Complaints Committee (ICC). For details please visit our website stbedescollege.in

Eligibility Criteria for Admission

A pass in the Senior Secondary (+2) Examination (Academic Stream) from a recognised board.

- (i) A minimum percentage of marks required for the B.A. & B.Com. programme shall be 45% and 40% for SC/ST/OBC in the previous qualifying examination.*
- (ii) A minimum percentage of marks required for admission to B.Sc. programme shall be 50% and 45% for SC/ST/OBC in the previous qualifying examination.*

* The minimum percentage can vary according to Himachal Pradesh University regulation/declaration.

- (iii) The candidates who have passed the qualifying examination with science stream, shall be given preference in admission to B.Sc./B.C.A. programme.
- (iv) The candidates who have passed the qualifying examination with commerce stream, shall be given preference in admission to B.Com./B.B.A. programme.
- (v) The candidates who have passed the qualifying examination with Mathematics as one of the subjects, shall be given preference in admission to B.C.A. programme.

Students with compartment in 10+2 examination will not be eligible for admission in the college.

Outline of Choice Based Credit System :

1. Core Course : (14 for honours courses; 4 discipline specific papers, each for regular courses and 2 papers each for English and Hindi/MIL in B.A./B.Com): The papers under this category are going to be taught uniformly across all universities with 30% deviation proposed in the draft. The purpose of fixing core papers is to ensure that all the institutions follow a minimum common curriculum so that each institution/university adheres to common minimum standard. Also the course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core Course.
2. Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

- 2.1 Discipline Specific Elective (DSE) Course : (4 for honours courses and 2 each for 5 regular courses): Elective courses offered under the main discipline/ subject of study is referred to as Discipline Specific Elective.
 - 2.2 Generic Elective (GE) Course : (4 for honours courses and 2 each for B.A./B.Com./ regular courses): An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.
3. Ability Enhancement Courses (AEC): The Ability Enhancement (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC. AECC courses are the courses based upon the content that leads to knowledge enhancement;
 - i.) Environmental Science
 - ii.) English/ Hindi/ MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.
 - 3.1 Ability Enhancement Compulsory Courses (AECC): Environmental Science, English Communication/Hindi Communication/MIL Communication.
 - 3.2 Skill Enhancement Courses : (SEC) (minimum 2 for honours courses and 4 for regular courses): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge and should contain both theory and lab/hands-on/training in field work. The main purpose of these courses is to provide students life-skills in hands-on mode so as to increase their employability.
 - 3.3 Practical/tutorials : One each with every core and discipline/generic specific elective paper.
4. Dissertation/Project : To introduce a research component in under graduate courses Project work/Dissertation is considered as a special course involving application of knowledge in solving/ analyzing/exploring a real life situation/ difficult problem. A Project/Dissertation work would be of 6 credits. A Project/Dissertation work may be given in lieu of a discipline specific elective paper.

Award of Degree

1. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC) and 4 papers each from a list of Discipline Specific Elective and Generic Elective papers, respectively.
2. An undergraduate degree in Science disciplines may be awarded if a student completes 4 core papers each in three disciplines of choice, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC) and 2 papers each from a list of Discipline Specific Elective papers based on three disciplines of choice selected above, respectively.
3. An Undergraduate degree in Humanities/ Social Sciences/ Commerce may be awarded if a student completes 4 core papers each in two disciplines of choice, 2 core papers each in English and Hindi/MIL, respectively, 2 Ability Enhancement Compulsory Courses (AECC), minimum 4 Skill Enhancement Courses (SEC), 2 papers each from a list of Discipline Specific Elective papers based on the two disciplines of choice selected above, respectively, and two papers from the list of Generic Elective papers.



Details of Courses/Credits Under Graduate (B.A./B.Com.)

Course	*Credits
	Paper+ Practical
I. Core Course (6 Credits)	
(12 Papers)	12× 4= 48
Two papers -English	
Two papers -Hindi/MIL	
Four papers -Discipline 1	
Four papers -Discipline 2	
Core Course Practical / Tutorial	12× 2= 24
(12 Practicals)	
II. Elective Course (6 Credits)	
(6 Papers)	6× 4= 24
Two papers- Discipline 1 specific	
Two papers- Discipline 2 specific	
Two papers- Inter disciplinary	
Two papers from each discipline of choice	
and two papers of interdisciplinary nature.	
Elective Course Practical / Tutorials	6× 2= 12
(6 Practical/ Tutorials)	
Two papers- Discipline 1 specific	
Two papers- Discipline 2 specific	
Two papers- Generic (Inter disciplinary)	
Two papers from each discipline of choice	
including papers of interdisciplinary nature	
• Optional Dissertation or project work in place of one elective paper (6 credits) in 6th Semester	
III. Ability Enhancement Courses	
1. Ability Enhancement Compulsory Courses (AECC)	
(2 Papers of 4 credits each)	2× 4= 8
Environmental Science	
English/Hindi/MIL Communication	
2. Skill Enhancement Courses (SEC)	4× 4= 16
(4 Papers of 4 credits each)	
Total Credit	132

Note : Wherever there is a practical there will be no tutorial and vice-versa

Details of Courses/Credits for B.A./B.Sc. Honours

Course	*Credits
Theory+ Practical	
I. Core Course (6 Credits) (14 Papers)	14× 4= 56
Core Course Practical / Tutorial (14 Papers)	14× 2= 28
II. Elective Course (6 Credits) (8 Papers)	
A.I. Discipline Specific Elective (4 Papers)	4× 4= 16
A.2. Discipline Specific Elective Practical/Tutorials (4 Papers)	4× 2= 8
B.I. Generic Elective/Interdisciplinary (4 Papers)	4× 4= 16
B.2. Generic Elective Practical/Tutorials (4 Papers)	4× 2= 8
• Optional Dissertation or project work in place of one Discipline Specific elective paper (6 credits) in 6th Semester	
III. Ability Enhancement Courses	
I. Ability Enhancement Compulsory Courses (AECC) (2 Papers of 4 credits each)	2× 4= 8
Environmental Science English/Hindi/MIL Communication	
2. Skill Enhancement Courses (SEC) (Minimum 2, Max. 4) (2 Papers of 2 credits each)	2× 4= 8
Total Credit	148

Note : Wherever there is a practical there will be no tutorial and vice-versa

Details of Courses/Credits for B.Sc.

Course	*Credits
Theory+ Practical	
<p>I. Core Course (12 Papers) 04 Courses from each of the 03 disciplines of choice Core Course Practical/ Tutorial (12 Practical/ Tutorials) 04 Courses from each of the 03 Disciplines of choice</p>	<p>12× 4= 48</p> <p>12× 2= 24</p>
<p>II. Elective Course (6 Papers) Two papers from each discipline of choice including paper of interdisciplinary nature. Elective Course Practical/ Tutorials (6 Practical/ Tutorials) Two Papers from each discipline of choice including paper of interdisciplinary nature</p>	<p>6x4= 24</p> <p>6× 2= 12</p>
<ul style="list-style-type: none"> • Optional Dissertation or project work in .place of one Discipline elective paper (6 credits) in 6th Semester. 	
<p>III. Ability Enhancement Course</p> <p>1. Ability Enhancement Compulsory (2 Papers of 4 credits each) Environmental Science English/MIL Communication</p> <p>2. Skill Enhancement Course (Skill Based) (4 Papers of 4 credits each)</p>	<p>2× 4= 8</p> <p>4× 4= 16</p>
Total Credit	<hr style="width: 50%; margin: 0 auto;"/> 132

Note : Wherever there is a practical there will be no tutorial and vice-versa

Course-wise Assessment and Evaluation

All courses involve an evaluation system of students that has the following two components :

- (i) Continuous Comprehensive Assessment (CCA) accounting for 30% of the final grade that student gets in a course.
- (ii) End-Semester Examination (ESE) accounting for the remaining 70% of the final grade that the student gets in a course.
- (iii) For practical subjects theory will be 50%, Practical 20% and CCA 30%

Continuous Comprehensive Assessment (CCA) : This would have the following components :

Classroom Attendance:-Each student will have to attend a minimum of 75% Lectures/Tutorials/Practicals. A student having less than 75% attendance will not be allowed to appear in the End-Semester Examination (ESE).

- * Those having between 74% and 65% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the Principal.
- * Those having between 64% and 50% attendance will apply for exemption in a prescribed form accompanied by clear reason(s) for absence to the head of the institution.
- * The exemption from 75% attendance will be given to those participating in prescribed co-curricular activities (e.g. NCC, NSS, Youth Festivals, Sports etc.) to the extent of 25%. However, the condition of 50% attendance will be compulsory in these cases. The claim for this exemption should be supported by authenticated certificate from the concerned authorities.
- * The candidates getting the exemptions, except for those getting exemptions for co-curricular activities, will not be entitled for getting the CCA marks for classroom attendance as given below.

A) Classroom Attendance Incentive :

As an incentive for the classroom attendance. CCA marks will be awarded as follows :-

> 75% but < 80%	1 mark
> 80% but < 85%	2 marks
>85% but <90%	3 marks
> 90% but <95%	4 marks
>95%	5 marks

B) Minor Test :

There will be one minor test of 15 marks.

C) Internal Assessment :

Remaining 10 marks of CCA will be awarded on the basis of Seminars/Assignment/Class tests etc.

Note : In order to qualify a paper students must pass both in CCA and ESE separately.

A student failing in CCA will not be permitted to take her End Semester Exam (as per HPU Rules).

Grievance and Redressal Mechanism

The students will have the right to make an appeal against any component of evaluation. Such appeal has to be made to the Principal of the college on a prescribed form and should clearly state in writing the reason(s) for the complaint/appeal. The appeal will be placed before Student Grievance Redressal Committee (SGRC) chaired by the college Principal.

COURSES OFFERED

Humanities

(A) B.A. Pass Course

ELECTIVES :

1. Computer Application with

Choose any ONE of the following:

Economic/History/Music Instrumental /Psychology/Political Science/Nutrition & Health/
Physical Education

2. Economics with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/ English/ Geography/ Hindi/
Computer Application /Physical Education

3. English with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

4. Geography with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

5. Hindi with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/ Economics/History/Music Instrumental
/Physical Education

6. History with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/English/Geography/Hindi/Computer
Application /Physical Education

7. Music (Instrumental) with

Choose any ONE of the following:

Psychology/Political Science/Nutrition & Health/English/Geography/Hindi/Computer
Application /Physical Education

8. Nutrition & Health Education with

Choose any ONE of the following:

Economic/History/ Music (Instrumental)/ English/Geography/Hindi/Computer Application

9. Political Science

Choose any ONE of the following:

Economic/History/ Music Instrumental /English/ Geography/ Hindi/Computer Application.

10. Psychology with

Choose any ONE of the following:

Economic/History/Music Instrumental /English/ Geography/ Hindi/Computer Application.

11. Physical Education with

Choose any ONE of the following:

History/Economics/English/Music Instrumental/Geography/Hindi/Computer Application

(B). B.A. HONOURS

1.English

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Geography/Economics

(An **entrance test for English Honours** will be held off-line, dates for which will be notified on the college website.)

2. Economics – (Maths as a subject in Class XII is mandatory for Economics Hons.)

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Geography/English.

3. Psychology – (An entrance test for Psychology Honours will be held off-line, dates for which will be notified on the college website.)

GENERIC ELECTIVES (GE) - Choose any one of the following:

English/Geography/Economics.

4. Geography

GENERIC ELECTIVES (GE) - Choose any one of the following:

Psychology/Economics/English.

(C) SCIENCES

1. B.Sc. Botany (Compulsory Subjects Zoology and Chemistry)

2. B.Sc. Zoology (Compulsory Subjects Botany and Chemistry)

3. B.Sc. Physics (Compulsory Subjects Maths and Chemistry)

4. B.Sc. Chemistry

· (Compulsory Subjects Physics and Maths)

OR

· (Compulsory Subjects Botany and Zoology)

5. B.Sc. Mathematics (Compulsory Subjects Physics and Chemistry)

6. B.Sc. Computer Science (Compulsory Subjects Physics and Maths)

(D). SELF FINANCED PROFESSIONAL COURSES

1. B.Com
2. B.B.A. (AICTE Approved)
3. B.C.A. (AICTE Approved)
4. B.Sc. Hons. in Microbiology
5. B.Sc. Hons. in Biotechnology
6. D.El.Ed Course, H.P. Board

(E). POST GRADUATE COURSES

1. M.A. English
2. M.Com.
3. M.Sc. Botany

NOTE:

* Eligibility criteria as per H.P. University.

** Students are advised to choose **ONE Value-Added Online Course from the Swayam/ NPTEL/ Government of India's MOOCs platform** for online free E-learning.

***Counselling Service for students will be provided.

[Coaching facility for all the competitive examinations is also available.](#)



About The Departments

Science:

The Science stream of the college offers an array of exciting opportunities including B.Sc. in Physical and Life Sciences, B.Sc. (Hons) in Biotechnology and Microbiology, BCA approved by AICTE and M.Sc. in Botany. The well-equipped laboratories with modern instrumentation, fostering hands-on experiences, engagement in minor research projects, and extensive field explorations enhance students' learning journeys. Our esteemed faculty, comprising of highly qualified experts, actively participates in academic instruction and research, creating a vibrant learning environment for students. Students have cleared national level examinations like IIT JAM, GAT-B and have secured admissions into institutes of national and international repute such as IITs.

Moreover, we facilitate summer and winter internships in collaboration with renowned research institutions, enabling students to delve deeper into their areas of interest. Using computational tools, students learn to apply algorithmic solutions to problems. They also acquire precise measurement techniques, data analysis skills, including error estimation, and scientific report writing abilities, thereby enhancing their understanding of theoretical concepts and nurturing critical thinking and scientific inquiry skills. Furthermore, with vast career prospects in industries and academia, this academic discipline offers numerous avenues for making a significant impact in the world.





Humanities:

At St. Bede's College, our Humanities Stream offers a rich and varied curriculum encompassing subjects such as English Literature, Hindi Literature, History, Psychology, Political Science, Economics, Music, Geography, Health and Nutrition, and Physical Education. Our distinguished faculty, known for their expertise and qualifications, deliver these courses using innovative teaching approaches. With a strong emphasis on holistic development, we strive to equip our graduates with the skills and knowledge necessary for success in a range of professions including education, mass media, journalism, content writing, editing, public relations, and public administration. Our commitment to academic excellence is evident in the nurturing of critical thinking abilities among our students. The engaging campus life at St. Bede's College encourages student participation through various extracurricular activities such as group discussions, movies screening, paper presentations, mock parliament sessions, Model United Nations simulations, field trips, quiz competitions, and literary festivals. These activities are designed to enhance crucial skills like communication, collaboration, debating, creativity, critical thinking, and problem-solving, ensuring that our students are well-prepared for their future endeavors beyond graduation.





Commerce & Management:

The Department of Commerce and Management, offers UG and PG courses tailored to meet the demands of today's dynamic business environment. Our programs encompass accounting, finance, marketing, human resource management and entrepreneurship, providing students with a comprehensive understanding of these vital disciplines. Through innovative teaching methodologies and hands-on experiences, we ensure that our graduates are well-prepared to navigate the complexities of the business landscape.

One of the hallmarks of our department is our strong industry connections. We actively engage with businesses by inviting guest lectures from industry experts and organizing industry visits, allowing students to gain insights directly from practitioners. These interactions not only supplement classroom learning but also provide valuable networking opportunities for our students.

Our Placement Cell plays a pivotal role in facilitating career opportunities for our students. With a proactive approach, we organize numerous placement drives and career counseling activities to connect students with potential employers. We are proud of our track record of placing students in leading companies across various sectors, reflecting the quality of education and training provided by our department.



ADMISSION SCHEDULE FOR 2024-25

Submission of Admission Forms:	03.06.2024 to 15.07.2024
Display of 1st Merit List:	16.07.2024 at 1.00 p.m.
Fee to be deposited:	16.07.2024 19.07.2024
Display of 2nd Merit List:	20.07.2024 at 11.00 a.m.
Fee to be deposited:	20.07.2024 by 5.00 p.m.
Orientation of 1st year student:	22.07.2024

* Regular Teaching for all classes will commence from 23.07.2024

ADMISSION PROCESS FOR 1st YEAR

1. The candidate seeking admission to 1st year has to apply on the prescribed form available online on www.stbedescollege.in
2. The candidates can approach the **college office** or **incharge Counselling Committee** in case they find any difficulty in filling up of the admission form during the college hours.
3. The merit lists will be displayed as per schedule mentioned above.
4. After getting the approved admission form, applicants are advised to deposit their fee online.

DOCUMENTS REQUIRED TO BE UPLOADED WITH THE FORM

1. Copy of Matriculation Certificate.
2. Copy of 10+2 Certificate.
3. Copy of Original Character Certificate issued by the institution last attended. The character certificate should not be older than 6 months on the day of admission.
4. Three latest passport size photographs.
5. Copy of Aadhar Card.
6. Migration Certificate (Original)
7. Affidavit giving reason(s) for gap years, if there is break in continuity after last exam passed.
8. Certificates of Bonafide Himachali for applicants (for exemption in tuition fee for non self-financed courses).
9. The candidates who have passed the previous examination from another Board/University must submit the following documents:
 - a. Eligibility Certificate from the H.P. Board/University declaring equivalence of the courses studied by them for the purpose of admission.
 - b. Original Migration Certificate from Board/University from which they passed the pervious examination.
 - c. Character Certificate (in original) from the Head of the institution last attended.

NOTE:

*Admission without these documents will be provisional and at the candidate's own risk.

*Candidate shall be responsible for the authenticity of certificates they upload.

*All original certificates must be produced at the time of admission/counseling.

ADMISSION PROCEDURE

Admission and Reservation

Admission to the various courses of study shall be open to all girls, irrespective of race, creed, caste or class. However, Christian students who qualify, will be given preference for admission. As per Government norms 25% of seats are reserved for SC/ST/OBC/PWD.

- a) 22% of the seats shall be reserved for SC/ST/OBC candidates.
- b) 3% seats shall be reserved for physically challenged candidates
- c) 5% seats shall be reserved for students who are outstanding in sports (National/International rank-holders).

All students applying for admission under the Reserved Category (SC/ST/OBC/Minorities) must furnish related certificates. It is mandatory to submit the same as it is required for use by the UGC, government departments, NAAC and other official agencies which the college deals with for providing benefits to those students.

Refusal of Admission

★ No student shall be eligible for admission to first semester, if she is more than 25 years of age as on 1st June of the relevant year of admission. This age limit shall be raised up to 3 years for Scheduled Caste/Tribe candidates. The Vice-Chancellor may, however, in exceptional circumstances, to be recorded in writing, permit relaxation in age up to a maximum period of three months.

★ No student who fails in all the compulsory and elective subjects or fails twice in the same examination conducted on the annual system shall be readmitted in the same class. The Vice-Chancellor of the University may in exceptional circumstances, for reasons to be recorded in writing, permit such a student to be admitted notwithstanding anything contained in the foregoing rules. A student shall be refused admission if her conduct during any previous stay in the College has been unsatisfactory. A student who has been expelled or rusticated shall not be admitted to any course of study in the College without the prior approval of the Vice-Chancellor of the University. This approval is obtained by the Principal of the College.

★ In cases not governed by the above, the Principal reserves the right to refuse the admission without assigning any reason.

★ The admission of a candidate migrating from a Board/University/College shall be treated as provisional and shall only be confirmed when she produces :

- (i) The original certificate of the previous qualifying examination, along with three attested photostat copies of the same certificate.
- (ii) A certificate of good conduct from the head of the institution last attended by her.
- (iii) An original migration certificate in the case of applicants who have passed examinations from Board/Universities other than the H. P. Board or the Himachal Pradesh University.
- (iv) A medical certificate of fitness. (Form attached)
- (v) 'No Objection Certificate', from the Indian Embassy abroad and student visa (Foreign students only).
- (vi) Equivalence certificate from H. P. University (Foreign students only).

A student disqualified by another University shall not be given admission during the period of disqualification.

Migration

The admission of students migrating from another University or from another college or institution affiliated to the Himachal Pradesh University shall be governed by Regulations framed by the Executive Council of the Himachal Pradesh University in this behalf, from time to time.



Annual Charges (Non- Refundable)

	Rs.
1 Sports Fee	500.00
2 Cultural/ Education Activities	1900.00
3 P.T.A	500.00
4 Minor TEST	500.00
5 Library FEE	600.00
6 Scout Fee	50.00
7 Identity Card	200.00
8 Postage	200.00
9 Emergency Fund	100.00
10 Staff Welfare Fund	100.00
11 Staff Benefit Fund	10000.00
12 Student Aid Fund	100.00
13 Internet /ERP	1200.00
14 Magazine	300.00
15 Mentor Card	50.00
16 Water	750.00
17 Electricity	750.00
18 NCC	50.00
19 Dilapidation Fund	500.00

Total 18350.00

Fee Structure (B.A/B.Sc/Honours) 1st Year

At the time of admission /Re- admission fee Per Annum

	Rs.
1 College Registration fee (Non refundable)	50.00
2 College admission/re-admission fee (non refundable)	50.00
3 Tuition Fee (Non Himachali candidates)	600.00
4 Tuition Fee (Himachali candidates)	Nil
5 University Affiliation and Inspection Fee	708.00
6 Lab Fee (Per Practical)	3200.00
7 Computer Lab Fee	4000.00
8 University Fee (Sports and Co-Curricular Activities Fee (Annual)	30.00
Annual Charges(See Page No. 25)	18350.00

Fee Structure (B.A/B.Sc/Honours) 2nd Year/3rd Year

At the time of admission /Re- admission fee Per Annum

	Rs.
1 Tuition Fee (Non Himachali candidates)	600.00
2 Tuition Fee (Himachali candidates)	Nil
3 University Affiliation and Inspection Fee	708.00
4 Lab Fee (Per Practical)	3200.00
5 Computer Lab Fee	4000.00
Annual Charges(See Page No. 25)	18350.00

Self Financed Courses

Fee Structure (B.Com) 1st Year

At the time of admission /Re-admission fee Per Annum

	Rs.
1 College Registration fee (Non refundable)	100.00
2 College admission/re -admission fee (non refundable)	100.00
3 Tuition Fee	16940.00
4 University Affiliation and Inspection Fee	2996.00
5 University Fee (Sports and Co- Curricular Activities Fee (Annual)	30.00

Annual Charges(See Page N. 25)

18350.00

Fee Structure (B.Com) 2nd / 3rd year

At the time of admission /Re- admission fee Per Annum

	Rs.
1 Tuition Fee	16,940.00
2 University Affiliation and Inspection Fee	2,996.00

Annual Charges(See Page No. 25)

18350.00

Fee Structure (Biotechnology/Microbiology 1st Year)

At the time of admission /Re- admission fee Per Annum

	Rs.
1 College admission fee (Non refundable)	1,000.00
2 Tuition Fee	44,000.00
3 University Affiliation and inspection fee	6,300.00
4 University Fee (Sports and Co-Curricular Activities Fee (Annual)	30.00

Annual Charges(See Page No. 25)

18350.00

Fee Structure (Biotechnology/Microbiology) 2nd Year /3rd Year

At the time of admission /Re-admission fee Per Annum

	Rs.
1 Tuition Fee	44000.00
2 University Affiliation and Inspection Fee	6300.00

Annual Charges (See Page No. 25)

18350.00

Semester Charges (Non- Refundable)

	1st /3rd & 5th	2nd /4th & 6th
1 Sports Fee	250.00	250.00
2 Cultural/ Education Activities	950.00	950.00
3 P.T.A	250.00	250.00
4 Minor Test	250.00	250.00
5 Library Fee	300.00	300.00
6 Scout Fee	25.00	25.00
7 Identity Card	200.00	NIL
8 Postage	100.00	100.00
9 Emergency Fund	50.00	50.00
10 Staff Welfare Fund	50.00	50.00
11 Staff Benefit Fund	5000.00	5000.00
12 Student Aid Fund	50.00	50.00
13 Internet /ERP	600.00	600.00
14 Magazine	300.00	NIL
15 Mentor Card	25.00	25.00
16 Water	375.00	375.00
17 Electricity	375.00	375.00
18 NCC	25.00	25.00
19 Dilapidation Fund	250.00	250.00
Total	9425.00	8925.00

Fee Structure (BBA) 1st Semester

At the time of admission /Re- admission fee

	Rs.
1 College Registration fee (Non refundable)	100.00
2 College admission/re -admission fee (non refundable)	100.00
3 Tuition Fee	12100.00
4 University Affiliation and Inspection Fee	354.00
5 University Fee (Sports and Co- Curricular Activities Fee (Annual)	30.00

Semester Charges (See Page No. 29)

9425.00

Fee Structure (BBA) 2nd/4th & 6th Semester

At the time of admission /Re- admission fee Per Semester

	Rs.
1 Tuition Fee	12,100.00
2 University Affiliation and Inspection Fee	354.00

Semester Charges(See Page No. 29)

8,925.00

Fee Structure (BBA) 3rd /5th Semester

At the time of admission /Re- admission fee Per Semester

	Rs.
1 Tuition Fee	12,100.00
2 University Affiliation and Inspection Fee	354.00

Semester Charges(See Page No. 29)

9,425.00

Fee Structure (BCA) 1st Semester Fee

At the time of admission /Re- admission fee

	Rs.
1 College Registration fee (Non refundable)	100.00
2 College admission/re -admission fee (non refundable)	100.00
3 Tuition Fee	12100.00
4 Lab Fee	600.00
5 University Affiliation and Inspection Fee	354.00
6 University Fee (Sports and Co- Curricular Activities Fee (Annual)	30.00

Semester Charges(See Page No. 29)

9425.00

Fee Structure (BCA) 2nd/4th & 6th Semester

At the time of admission /Re- admission fee Per Semester

	Rs.
1 Tuition Fee	12100.00
2 University Affiliation and Inspection Fee	354.00
3 Lab fee	600.00

Semester Charges(See Page No. 29)

8925.00

Fee Structure (BCA) 3rd /5th Semester

At the time of admission /Re-admission fee Per Semester

	Rs.
1 Tuition Fee	12100.00
2 University Affiliation and Inspection Fee	354.00
3 Lab fee	600.00

Semester Charges(See Page No. 29)

9425.00

Fee Structure (M.A/M.Com) 1st Semester Fee

At the time of admission /Re- admission fee

	Rs.
1 College Registration fee (Non refundable)	100.00
2 College admission/re -admission fee (non refundable)	100.00
3 Tuition Fee	6050.00
4 University Affiliation and Inspection Fee	3150.00
5 University Fee Sports and Co- Curricular Activities Fee (Annual)	30.00
Semester Charges(See Page No. 29)	9425.00

Fee Structure (M.A/M.Com) 2nd & 4th Semester Fee

At the time of admission /Re- admission fee Per Semester

	Rs.
1 Tuition Fee	6050.00
2 University Affiliation and Inspection Fee	3150.00
Semester Charges(See Page No. 29)	8925.00

Fee Structure (M.A/M.Com) 3rd Semester Fee

At the time of admission /Re- admission fee

	Rs.
1 Tuition Fee	6050.00
2 University Affiliation and Inspection Fee	3150.00
Semester Charges(See Page No. 29)	9425.00

Fee Structure (M.Sc Botany) 1st Semester Fee

At the time of admission /Re- admission fee

	Rs.
1 College Registration fee (Non refundable)	100.00
2 College admission/re-admission fee (non refundable)	100.00
3 Tuition Fee	22000.00
4 University Affiliation and Inspection Fee	5900.00
6 Lab fee	1600.00
5 University Fee Sports and Co- Curricular Activities Fee (Annual)	30.00
Semester Charges(See Page No. 29)	9425.00

Fee Structure (M.Sc Botany) 2nd & 4th Semester Fee

At the time of admission /Re- admission fee Per Semester

	Rs.
1 Tuition Fee	22000.00
2 University Affiliation and Inspection Fee	5900.00
3 Lab fee	1600.00
Semester Charges(See Page No. 29)	8925.00

Fee Structure (M.Sc Botany) 3rd Semester Fee

At the time of admission /Re- admission fee

	Rs.
1 Tuition Fee	22000.00
2 University Affiliation and Inspection Fee	5900.00
3 Lab fee	1600.00
Semester Charges(See Page No. 29)	9425.00

Self-Financed Courses (UG)

1. Bachelor of Business Administration (BBA)
2. Bachelor of Commerce (B. Com)
3. Bachelor of Computer Application (BCA)

(Honours)

1. B. Sc. (Honours) Biotechnology
2. B.Sc. (Honours) Microbiology

Eligibility Criteria :

- (a) Candidates who have passed any of the following examinations:

10+2 examination from a recognised board or any other examination considered equivalent to 10+2 by Himachal Pradesh University, Shimla with 50% Marks having passed in five written subjects (including English).

OR

Any examination of a University/Board/College or school in a foreign country recognized as equivalent for the above purpose by the Vice Chancellor/Equivalent Committee, either on its own or on the recommendation of the Association of Indian Universities.

- (b) Rounding off fraction is not permissible.

(c) If the candidate does not produce the actual marks from Board in respect of 10+2 equivalent examination where the result is shown in grade and standard, etc., the minimum percentage of marks for each subject given in standards will be taken into consideration for determining her eligibility.

N.B. However the cut off percentage will depend on the number of applicants.

Dress Code

BBA/BCA students will have to wear a uniform of Black Trousers, Mauve Shirt, Polka dotted Purple and Black Tie, Black College Cardigan and the College Blazer and Black Shoes.

Self Financed Courses (P. G.)

1. M. A. English
2. M. Com
3. M. Sc. Botany

Eligibility Criteria

- As per Himachal Pradesh University rules.
- Admission to M. Sc. Botany, M.Com & M.A. English will be on the basis of an entrance examination conducted by the Himachal Pradesh University, Shimla. For details refer to H. P. U. website. : hpuniv.ac.in



Memorandum of Understanding (MoU)

St. Bede's College, Shimla has signed Memorandum of Understanding (MoU's) with following institutes:

1. Commonwealth of Pennsylvania State System of Higher Education, USA
2. Harrisburg University of Science and Technology, USA
3. Indiana University of Pennsylvania (IUP), USA
4. Kutztown University, Pennsylvania, USA
5. Olivet College, USA
6. Thiel College, USA
7. Meredith College for Women, USA
8. EDCIL India Ltd., A CPSE Under MOE,(Implementing Partner for Study in India), A Programme under Ministry of Education , Govt. of India
9. Salesian College, Siliguri and Sonada, WestBengal, India
10. Himachal Pradesh State Biodiversity Board (HPSBB), Shimla
11. Centre of Excellence, Govt. Degree College Sanjauli, Department of Zoology
12. Himachal State Museum, Shimla
13. Newlimits Learning, India
14. Technoledge Eduresearch Pvt. Ltd. , New Delhi
15. Skill Labs Resource Services Pvt. Ltd.
16. Tally Institute of Learning, SDPI, Shimla
17. National Small Industries Corporation, Govt of India, SDPI, Shimla
18. Sai Digitech Professional Institute Pvt. Ltd. Shimla
19. Sri Badrika Ashram Cum Charitable & Social Welfare Society
20. Sophia Girl's College (Autonomous) Ajmer
21. Physical IU Foundation of India
22. Elizabeth town College, Pennsylvania



Certificate Course in Self Defence

St. Bede's College proudly introduces STRIKE, a scientifically designed and government-approved self-defense program created in collaboration with the Sector Skill Council. STRIKE is specifically tailored to empower girls, equipping them with the skills necessary to protect themselves in real-life situations such as sexual assaults, kidnapping, molestation, groping, and bullying. The primary objective of this program is to train participants to effectively respond to and counter any form of assault or harassment, allowing them to navigate the world with confidence and freedom.

D. El. Ed. Course

The D. El. Ed. Course is of two years duration and is termed as Diploma in Elementary Education. It is affiliated to the H. P. Board. Minimum qualification for admission to the course is at least 50% marks in 10+2 for the candidates of general category and 45% for the candidates belonging to SC and ST categories, after which they go through the D. El. Ed. Common Entrance Test. Successful candidates are allotted seats to the Training Colleges through Counselling held every year by the H. P. Board.

Curriculum Structure

The content of the D. El. Ed. programme has the potential to prepare the trainees to handle effectively the elementary school curriculum from standard I to VIII. The major function of the course is to enable the prospective teachers to develop insight into priorities and problems of learning processes and to equip the trainees to organise teaching learning process in schools with the right perspective.

School Experience Programmes

Practice Teaching is undertaken by the D. El. Ed. students in different government schools every year during their two year course.

There is an annual examination in the month and dates notified by the H.P. Board.

Placement Procedure

For placement into Govt. schools the D. El. Ed. students have to appear & qualify for H.P. Teacher Eligibility Test.



D. El. Ed. Course

Fee Structure

D. El. Ed. Non Subsidized

Registration Fee	Rs.	50.00
Tuition Fee	Rs.	27500.00
Admission Re-admission Fee	Rs.	2000.00
Annual Charges	Rs.	6000.00
Maintenance Fee	Rs.	1000.00
House Exam	Rs.	100.00
Medical Fee	Rs.	10.00
SAF	Rs.	150.00
SWF	Rs.	150.00
Miscellaneous Fee	Rs.	310.00
Sports Fee	Rs.	100.00
I.D. Card Fee	Rs.	50.00
Cultural Act Fund	Rs.	100.00

Total Rs. 37520.00

D. El. Ed. Subsidized

Registration Fee	Rs.	50.00
Tuition Fee	Rs.	16500.00
Admission Re-admission Fee	Rs.	2000.00
Annual Charges	Rs.	6000.00
Maintenance Fee	Rs.	1000.00
House Exam	Rs.	100.00
Medical Fee	Rs.	10.00
SAF	Rs.	150.00
SWF	Rs.	150.00
Miscellaneous Fee	Rs.	310.00
Sports Fee	Rs.	100.00
I.D. Card Fee	Rs.	50.00
Cultural Act Fund	Rs.	100.00

Total Rs. 26520.00

ELIGIBILITY FOR EXAMINATION

- ★ In order to be eligible to appear at the University examination, the candidate should have attended not less than:
 - (a) 75% of the lectures delivered in each of the subjects offered.
 - (b) 25% of the periods are assigned to practical work in each subject.
 - (c) The student should qualify the Mid-term examinations which are compulsory.
 - d) Parents too are responsible for ensuring the minimum percentage of attendance (75%) required to sit for the final examination.
- ★ Absence from lectures, tutorials, seminars, practicals etc., on account of participation in Institution Inter-college, State, National, International Meets or tournaments, Youth Festival and Cultural competitions or N.C.C. or N.S.S. camps, including the actual time spent on journeys therefore, shall be ignored and shall be deemed as attendance for the purpose of the above.

Admission to Examinations :

- ★ The Himachal Pradesh University from time to time prescribes the forms and certificates required for admission to the different examinations of the University and makes the forms available online. A candidate seeking admission to an examination of the Himachal Pradesh University shall be required to pay the fees as prescribed by the same University.
- ★ The Principal of the College may intimate the candidates, at least fifteen days prior to the commencement of the examination, for the withdrawal of the application of any candidate, who fails to fulfil the conditions.
- ★ The Superintendent of the Examination centre may not permit a candidate to take the examination, if it is brought to his/her notice in writing by the Principal of the College that the candidate has not paid the outstanding dues including hostel and mess charges or has failed to return the library books or

other articles, or in the case of loss, has not paid the cost thereof, as assessed by the Principal of the College.

- ★ The Vice Chancellor of the University may withdraw the permission of the candidate to appear in an examination, if at any stage it is found that the candidate was not eligible for admission to that examination or has been subsequently rusticated or expelled from the College after the submission of her application form.

Proposed Vacation /Examination Schedule

(As per H. P. University Schedule)

- 1 Regular teaching of 1st Yera, 2nd Year & 3rd year classes from 23.07 2024
- 2 Annual Examinations: 01.04 2025 to 14.05.2025.

Summer Break: 18.06. 2024 to 12.07.2024.
Diwali Break: 29.10.2024 to 02.11.2024.
Winter Vacations: 01.01.2025 to 04.02.2025.



Withdrawal Policy

A student who wishes to withdraw her admission from the college must apply to the Principal in writing. The application for withdrawal must be countersigned by the parent. All fees, fines and other dues will be charged when the formal withdrawal takes place.

Fee Refund Policy

College refund policy is in accordance with UGC Guidelines.

- * If a student chooses to withdraw from a program of study in which she is enrolled, the institution concerned shall follow the following fourtier system for the refund of fee remitted by the Student.
(inclusive of course fee and non tuition fee but exclusive of caution money and security deposit)

Sr. No.	Percentage of Refund of Aggregate Fee	Point of time when notice of withdrawal of admission is served to HEI
(1)	100%	15 days before the formally notified last date of admission
(2)	80%	Not more than 15 days after the formally notified last date of admission
(3)	50%	More than 15 days but less than 30 days after formally notified last date of admission
(4)	00%	More than 30 days after formally notified last date of admission

- * In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 10% of the aggregate Fee as processing charges from the refund amount.
- * Fee shall be refunded to the eligible student after one month of the date of receiving a written application form her in this regard.

Removal from College

The Principal has the discretion to strike off the name of any student who is irregular in attendance or is not amenable to the college discipline.

Each student must bear the cost of repairing and replacing all articles of furniture, crockery, library books etc. lost, broken and damaged by her.

Scholarships & Financial Assistance

Scholarships

There are number of scholarship opportunities available for students. The college management may grant fee concession to the needy students having financial difficulty in continuing with their studies on merit-cum-means basis. These scholarships recognize merit and talent of students. Students may submit their application/form for the scholarship at the beginning of the academic session, within 20 days of registration for admission.

Along with scholarship schemes offered by H.P. Government available at National Scholarship Portal (scholarship.gov.in) the other scholarships offered are :

1. Jesus and Mary Scholarship
2. Sri Badrika Ashram Scholarship
3. CDD Sports Trust Scholarship for outstanding students in sports
4. Parul Smriti Foundation Scholarship Scheme (Arts Students)

Fee Concession Policy

For first year students enrolling with the score of 90% or higher in 10+2, will be eligible for a scholarship, entitling them to a 10% waiver on tuition fees (applicable for self-financing courses)

- (i) The students interested in availing fee concession must submit their application/ form along with requisite documents/certificates such as:
- (ii) An affidavit with respect to the family income (income certificate from Tehsildar with details of income from different sources).
- (iii) Academic profile of the previous class in the principal's office within 20 days of their registration for timely processing of the application for fee concession.
- (iv) Fee concession to students whose parents are not surviving and there is no source of income and those whose father has expired, and mother is not able to bear the expenditure towards studies. Following documents/Information shall

- be submitted by the student: 1. Proof of Death be submitted by the candidate. 2. Income proof/certificate from the tehsildar.
- (v) The students must have passed the examination in first attempt i.e., should not have a re-appear or compartment or should not have dropped the examination. In case of gap of one year or more between passing the qualifying exam & seeking admission in the college, this discount will not be granted.
 - (vi) Students should not involve in criminal cases, ragging or any other misconduct/violation of College Rules. Students must attain the minimum percentage of attendance as prescribed by the University in the current year i.e. not less than 90%.
 - (vii) Not getting any fellowship/scholarship/concession from any other source. The concession may be withdrawn on misconduct/indiscipline on the part of the student, irregularity in attendance or failure or unsatisfactory grade in any of the courses in any examination.

General conditions applicable to all category of students availing fee concession (i) Fee concession is not a matter of right of the student and the college can increase or decrease percent of students to be granted fee concession, extent of fee concession, amount of fee concession, limit of income of their parents/guardian to be eligible for fee concession or any other condition.

Student's Aid Fund (SAF)

Students can avail of financial assistance offered by the SAF, application for the same to be given to the principal.

LEAVE RULES

- ★ Students are expected to attend their classes regularly.
- ★ They are expected to attend punctually all the examinations and tests of various types in the subjects they study. The parents and students will hold responsibility to abide by the university requirements.
- ★ In case student is taking medical leave, she should submit a leave application to the college office, which must be countersigned by Parent/Guaridan/Hostel Superintendent/Teacher. Additionally, on returning to classes, the student is required to provide a medical certificate along with the medical fitness certificate.
- ★ Students, even if they are on leave, must see to it that their fees are paid and that the library books they have borrowed are returned on time.

ISSUANCE OF CERTIFICATES

- ★ Applications for Character and Transfer Certificates should be made at least two days in advance.
- ★ Before a Character Certificate is issued, teachers teaching the student and the Mentor should fill the Mentor Card, which will also be submitted along with the application.
- ★ A duplicate copy of any certificate will be issued on payment of Rs. 50/- if it is within one year or Rs. 100/, if later.
- ★ For obtaining the degree certificate by post, the Ex-Students are requested to pay Rs. 500/- (Postage included) for students residing in India. For overseas students a sum of Rs. 700/- (Postage included) must be sent in the form of DD in the name of St. Bede's Educational Society
- ★ When transcripts or photocopies of the syllabus are required a fee of Rs. 500/- must be paid in the form of DD in the name of St. Bede's Educational Society

LIBRARY FACILITIES

- ★ The library is open from 9.00 a.m. to 4.00 p.m. on all working days.
- ★ The college provides excellent Library and reading room facilities. The total number of volumes on the shelves exceeds 35,780 with more than 80 periodicals.
- ★ The library has an archive section which has more than 2,500 Ancient and Rare Books.
- ★ The college is proud to have an automated two floor library. The students and staff have access to National Library and Information Services Infrastructure of Scholarly Content through INFLIBNET.
- ★ The library provides internet and photostat facility to the staff and students.
- ★ The library is operated on the 'Open stack' principle that permits direct access to the books. The books are classified according to the Dewey System and arranged in Decimal Classification System and in decimal sequences. A book once drawn from a shelf is to be replaced to its previous position.

LIBRARY RULES

- ★ The library is essentially a place of quiet and serious study. Silence is to be maintained at all times inside and outside the library.
- ★ A student can borrow three books at a time against the Identitycum - library Card. Post graduate students may borrow four books at a time. The books may be retained for a period of seven days, after which they must be returned. At the time of returning the books, the Librarian may decide whether to reissue the book or not. A fine of Re. 1/- per volume, per day will be charged for the books kept over time.
- ★ Leave from the college does not imply exemption from the return of books. The books may be returned to the Library through a messenger or by registered post.
- ★ Students will keep their personal belongings at the property counter at their own risk. Students may however, take into the library, note books and essential stationery.
- ★ Before leaving the library, students must ensure that they have returned all the reading material used by them. They are strictly forbidden to take away any book which is not issued to them. At the exit counter, books issued will be examined.
- ★ Book Bank text books will be issued every Tuesday and Friday from 2.00 pm to 3.00 pm. The needy students have to deposit Rs. 100/- per book as security.

SPIRITUAL AND MORAL DEVELOPMENT

- ★ Every student in the college is encouraged to practise her religion privately but without interfering with the normal time table of the college.
- ★ The students and faculty assemble thrice a week for common prayer/assembly.
- ★ The religious holidays declared by the Government will be adhered to by the college.

- ★ All students are responsible for their own growth in their spiritual life.
- ★ All students will be given value education once a week i.e. the ethics of good living, relationship with God and others. All students will be assigned their Mentors and are required to attend these classes
- ★ All Students and faculty members will be careful to manifest, in deed and word, the greatest respect for the religious beliefs of others, no matter what religion they profess.

SOCIAL SERVICE

The College offers its students opportunities for personality development and enrichment by means of community and social service in anyone of the following programmes :

- (i) National Service Scheme (NSS)
- (ii) National Cadet Core (NCC)
- (iii) The Remedial Classes
- (iv) The Women's Cell
- (v) The Environment Cell
- (vi) Community Outreach Programme

PHYSICAL EDUCATION AND SPORTS

- ★ The institution owns a spacious play field and arrangements exist for basketball, volley ball, table-tennis and badminton.
- ★ Annual tournaments are held for different games.
- ★ A well equipped gymnasium is also available for workouts.

CLUBS AND SOCIETIES

The following Clubs, Societies promote extracurricular activities in the college.

1. Ships :
 - INS Himmat
 - INS Vikas
 - INS Vikrant
 - INS Chirag

2. Alumni
3. Photography Club
4. MUN
5. Fine Arts
6. College Magazine & News Letter
7. Cultural Society
8. Debates & Dramatics Society
9. Disaster Management Cell
10. Environmental Cell
11. Health Club
12. Heritage Cell
13. Music Club
14. Theatre Club
15. Media Committee
16. Electoral Literacy Club
17. N.S.O.
18. Book Club
19. EBSB
20. Red Ribbon Club
21. Dance Society
22. Poetry Society
23. Women's Anti Harassment Cell
24. Women Cell
25. Scouts and Guide
26. Youth Tourism Club



Every student of St. Bede's is expected to be an active participant in at least two of the societies aforelisted.

Programmes are organised by the students in coordination with their teachers. The activities of the various clubs and societies are reported in the department newsletters and College Magazine Echoes of St. Bede's, a periodical edited and managed by the students under the guidance of the Principal and the Staff Editors.

AWARD AND PRIZES

Awards and Prizes are given to recognise and honour students excelling in :

- * Academic Excellence
- * Cultural Activities
- * Library Usage
- * Sports
- * Attendance
- * Leadership Skills

SPECIAL HONOURS

- i) Bedeian Pin and Bedeian Ring are the highest honours bestowed upon a student for good moral character, leadership qualities, all round excellence in academics and co-curricular activities and who has imbibed the spirit of St. Bede's "Non Nobis Solum"
- ii) Dr. Rana Nayar Trophy presented by Dr. Rana Nayar to the Best English Honours student.



TEACHING FACULTY

Prof. Sr. Molly Abraham
Principal

Botany

- | | | |
|----|---------------------|-----------------------------|
| 1. | Dr. Preeti Kaundal | Assistant Professor and HOD |
| 2. | Dr. Kusum Sharma | Assistant Professor |
| 3. | Dr. Sangeeta Sharma | Assistant Professor |
| 4. | Ms. Titikshsa Kamal | Assistant Professor |

Bio-Technology

- | | | |
|----|--------------------|-----------------------------|
| 1. | Dr. Shruti Gupta | Assistant Professor and HOD |
| 2. | Dr. Navdeep Thakur | Assistant Professor |

Commerce & Management

- | | | |
|----|-------------------|-----------------------------|
| 1. | Dr. Savita Rana | Assistant Professor and HOD |
| 2. | Dr. Raman Bassi | Assistant Professor |
| 3. | Ms. Tania Chauhan | Assistant Professor |
| 4. | Mr. Paramjeet | Assistant Professor |
| 5. | Ms. Divya Sharma | Assistant Professor |

Computer Science

- | | | |
|----|---------------------|----------------------------|
| 1. | Ms. Neha Walia | Assistant. Professor & HOD |
| 2. | Ms. Nivedita Sharma | Assistant. Professor |

Chemistry

- | | | |
|----|----------------------|-----------------------------|
| 1. | Dr. Maheshwar Thakur | Assistant Professor and HOD |
| 2. | Dr. Madhu Bala | Assistant Professor |
| 3. | Mr. Nishant | Assistant Professor |

Economics

- | | | |
|----|--------------------------|-----------------------------|
| 1. | Dr. Anupama Tandon Tomar | Associate Professor and HOD |
| 2. | Dr. Vishal Chauhan | Assistant Professor |
| 3. | Ms. Unnatti Chauhan | Assistant Professor |
| 4. | Ms. Swati Kapil | Assistant Professor |

English

1. Dr. Deepti Pajni Associate Professor and HOD
2. Dr. Gitanjali Mahendra Associate Professor
3. Ms. Snigdha Bhatt Assistant Professor
4. Ms. Annette James Assistant Professor
5. Ms. Charu Mukherjee Assistant Professor

Hindi

1. Dr. Devina Auchoybur Assistant Professor and HOD
2. Ms. Anjana Assistant Professor

History

1. Ms. Poonam Chauhan Assistant Professor and HOD

Geography

1. Dr. Pankaj Aashish Assistant Professor and HOD
2. Mr. Anoop Dilta Assistant Professor
3. Mr. Sanjeev Kumar Assistant Professor
4. Ms. Tanika Assistant Professor

4. Nutrition and Health Education

1. Ms. Jaiwanti Madaik Assistant Professor and HOD

Mathematics

1. Dr. Kanu Mehta Assistant Professor and HOD
2. Mr. Susheel Gupta Assistant Professor

Microbiology

1. Ms. Reena Kumari Assistant Professor and HOD

Political Science

1. Ms. Komal Sharma Assistant Professor and HOD
2. Ms. Neha Joita Assistant Professor

Psychology

- | | | |
|----|---------------------|-----------------------------|
| 1. | Mr. Mohit | Assistant Professor and HOD |
| 2. | Ms. Jagriti Chauhan | Assistant Professor |
| 3. | Ms. Pratiksha | Assistant Professor |

Physics

- | | | |
|----|------------------|-----------------------------|
| 1. | Dr. Sapna Sharma | Associate Professor and HOD |
| 2. | Dr. Sr. Susai | Assistant Professor |

Zoology

- | | | |
|----|-------------------|-----------------------------|
| 1. | Dr. Shweta Thakur | Assistant Professor and HOD |
| 2. | Dr. Jyotika Brari | Assistant Professor |

Physical Eductaion

- | | | |
|----|-------------------|-----------------------------|
| 1. | Dr. Ashwani Kumar | Assistant Professor and HOD |
|----|-------------------|-----------------------------|

Music

- | | | |
|----|---------------------|-----------------------------|
| 1. | Ms. Sangeeta Sharma | Assistant Professor and HOD |
|----|---------------------|-----------------------------|

D. El. Ed.

- | | | |
|-----|---------------------|-----------------------------|
| 1.1 | Dr. Neeta Khanna | Associate Professor and HOD |
| 2. | Ms. Neeraj Gupta | Assistant Professor |
| 3. | Ms. Sunita Devi | Assistant Professor |
| 4. | Ms. Abhilasha Tegta | Assistant Professor |
| 5. | Ms. Meena Sharma | Assistant Professor |



FACILITIES AVAILABLE

- 1 Well equipped modern Labs for Science, Humanities & Computer Science
- 2 Language Lab
- 3 Digital Classrooms
- 4 Library - (with a seating capacity of 300 students)
- 5 INFLIBNET
- 6 Automated Office and Library
- 7 Archives Section
- 8 Wi-Fi enabled campus (College & Hostel)
- 9 Cyber Caf e
- 10 UGC Resource Centre
- 11 Academic alliance with Microsoft
- 12 Security Cameras
- 13 Conference Hall
- 14 Rain Water harvesting Unit
- 15 A Multipurpose Auditorium
- 16 Common Room with Leisure Time Facilities
- 17 Placement Cell
- 18 Counseling Cell
- 19 Canteen
- 20 Aqua-guard Drinking Water Facility
- 21 Hostel (3 blocks with capacity of 200 students)
- 22 Central Heating system in the Hostel
- 23 Recreation Hall
- 24 Basket ball and Tennis Courts
- 25 Waste Paper Recycling Unit
- 26 Financial Lab cum Incubation Centre
- 27 Green House
- 28 Garbage Collection Centre
- 29 Composting Unit
- 30 Infirmary
- 31 Chapel
- 32 Sanitary Napkin Vending and Disposal Machine
- 33 Biometric facility for the Staff
- 34 Parking Facility (only for Staff)
- 35 Departmental Libraries
- 36 Gymnasium
- 37 Generator Power Backup
- 38 Digital Podium
- 39 Bulk Messaging System
- 40 Herbal Garden
- 41 Solar lighting & solar heating
- 42 Tranquil, pleasant and spacious green campus
- 43 Website : www.stbedescollege.in



RAGGING

IS A CRIMINAL OFFENCE

Do not "RAG"
Also don't be a mute witness to
RAGGING



Anti Ragging & Student Safety



ST. BEDE'S COLLEGE ANTHEM

1. Our **LAMP** Shines bright with radiant hope,
For those who live in dark despair,
We are a light for those who grope,
For those in need, we care and share.

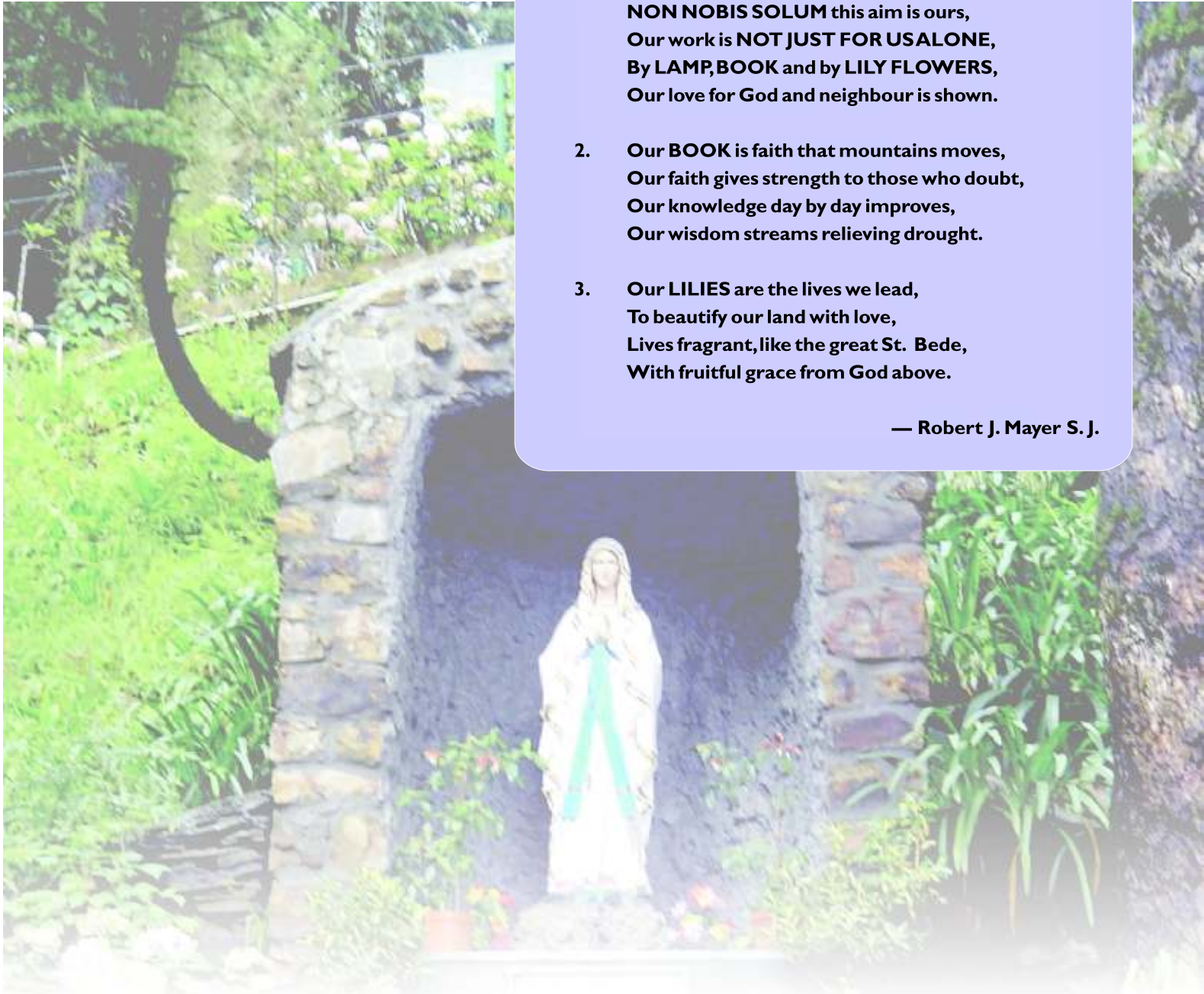
Chorus :

NON NOBIS SOLUM this aim is ours,
Our work is **NOT JUST FOR USALONE**,
By **LAMP,BOOK** and by **LILY FLOWERS**,
Our love for **God** and neighbour is shown.

2. Our **BOOK** is faith that mountains moves,
Our faith gives strength to those who doubt,
Our knowledge day by day improves,
Our wisdom streams relieving drought.

3. Our **LILIES** are the lives we lead,
To beautify our land with love,
Lives fragrant, like the great **St. Bede**,
With fruitful grace from **God** above.

— Robert J. Mayer S. J.



ST. BEDE'S COLLEGE

Navbahar, Shimla - 171 002
(Himachal Pradesh)

Tel No. : 0177-2842304 Fax : 0177-2842498

Email : bedescollege@gmail.com, www.stbedescollege.in

Price Rs. 1500/- General Category (Non-refundable)
1200/- SC/ST/OBC/PWD (Non-refundable)