



NOTICE

Ref. No. SBC/IQAC- 24/2025

Date: August 11, 2025

Dear Teachers,

It is to inform you that the Academic Audit for the session 2024-25 has been scheduled from September 1-6, 2025.

All the departments are directed to maintain their records according to the shared template.

Sr. Rosily Tm

Sr. (Dr.) Rosily T.L.

Principal

St. Bede's College



SCHEDULE FOR ACADEMIC AUDIT & ADMINISTRATIVE AUDIT

2024-2025

ACADEMIC AUDIT

Date	Time	Department	Team
1 st September, 2025	9:00 am - 12:00 pm	Chemistry, Botany	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Physics, Mathematics	Ms. Nivedita Bhardwaj, Dr. Reena Thakur
	1:00 pm - 4:00 pm		
2 nd September, 2025	9:00 am - 12:00 pm	English, History	Dr. Sapna Sharma, Ms. Neha Walia
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	BBA/B.Com, Geography	Dr. Shruti Gupta, Mr. Susheel Kumar
	1:00 pm - 4:00 pm		
3 rd September, 2025	9:00 am - 12:00 pm	Political Science,	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm	Economics	
	9:00 am - 12:00 pm	Music, Hindi	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm		
4 th September, 2025	9:00 am - 12:00 pm	BCA, Zoology	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Biotechnology	Dr. Sapna Sharma, Ms. Neha Walia
	1:00 pm - 4:00 pm		
6 th September, 2025	9:00 am - 12:00 pm	Psychology	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm	Physical Education	Ms. Nivedita Bhardwaj, Dr. Reena Thakur

ADMINISTRATIVE AUDIT

2 nd -3 rd September, 2025	11:00 am - 1.30 pm	Dr. Anupama Tandon, Dr. Devina
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Sr. Rosily Tm
11/8/2025
Sr. (Dr.) Rosily T.L.
Principal
St. Bede's College



NOTICE

Ref. No. SBC/IQAC-²⁶/2025

Date: September 8, 2025

Dear Staff members,

It is to inform you that the audit, originally scheduled from September 1 to 6, 2025, has been rescheduled to September 11 to 16, 2025, due to unprecedented rainfall in the Shimla region.

- **Administrative Audit** for the session 2024-25 on September 11 and 12, 2025.
- **Academic Audit** for the session 2024-25 from September 11 to 16, 2025.

You are directed to ensure that all the records are maintained and made available.

Sr. Rosily T.L.

Sr. (Dr.) Rosily T.L.
Principal
St. Bede's College

Officiating Principal
St. Bede's College
Shimla - 171 002



SCHEDULE FOR ACADEMIC AUDIT & ADMINISTRATIVE AUDIT

2024-2025

ACADEMIC AUDIT			
Date	Time	Department	Team
11 th September, 2025	9:00 am - 12:00 pm	Biotechnology,	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm	Botany	
	9:00 am - 12:00 pm	Physics, Mathematics	Ms. Nivedita Bhardwaj, Dr. Reena Thakur
	1:00 pm - 4:00 pm		
12 th September, 2025	9:00 am - 12:00 pm	English, History	Dr. Sapna Sharma, Ms. Neha Walia
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	BBA/B.Com, Geography	Dr. Shruti Gupta, Mr. Susheel Kumar
	1:00 pm - 4:00 pm		
13 th September, 2025	9:00 am - 12:00 pm	Political Science, Economics	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Music, Hindi	Dr. Gitanjali Mahendra, Ms. Punam Chauhan
	1:00 pm - 4:00 pm		
15 th September, 2025	9:00 am - 12:00 pm	BCA, Zoology	Dr. Dipti Pajni, Dr. Savita Rana
	1:00 pm - 4:00 pm		
	9:00 am - 12:00 pm	Chemistry	Dr. Sapna Sharma, Ms. Neha Walia
	1:00 pm - 4:00 pm		
16 th September, 2025	9:00 am - 12:00 pm	Psychology, Physical Education	Ms. Nivedita Bhardwaj, Dr. Reena Thakur
ADMINISTRATIVE AUDIT			
11 th -12 th September, 2025	11:00 am- 1.30 pm	Dr. Anupama Tandon, Dr. Devina	

Sr. Rosily Tm

Sr. (Dr.) Rosily T.L.
Principal
St. Bede's College

Officiating Principal
St. Bede's College
Srimla 71 002



Internal Academic Audit Report

Department of History

2024-2025

An Internal Academic Audit of the Department of History was conducted on September 12, 2025.

After conducting the audit, the following points were highlighted by the auditors:

Comments:

1. **Curricular Aspects:** The department offers a Bachelor of Arts (B.A. pass course) program that includes a diverse range of courses focused on contemporary and socially relevant themes such as Gender Studies, Environment and Sustainability, Human Values, and Professional Ethics. In addition to the core curriculum, the department also offers four Skill Enhancement Courses (SECs) as value-added programs designed to enhance students' practical knowledge and employability. Feedback from students is regularly collected, analyzed, and used constructively to implement meaningful improvements in teaching methodologies and the overall learning experience.
2. **Teaching and Learning Methods:** The department currently has one female faculty member who actively engages in professional development through participation in various training programs. Faculty retention stands at an impressive 100%. The student-faculty ratio is 47:1, ensuring effective interaction and guidance. A variety of innovative teaching and learning methods are employed, including traditional lectures, group teaching, individual learning, expeditionary learning, peer teaching, and problem-solving approaches. Student assessment is carried out through diverse formats such as open-book examinations, case studies, projects, and assignments. To cater to the diverse learning needs of students, the department incorporates inclusive remedial teaching, skill-based instruction, and individualized teaching interventions. Additionally, the institution's Learning Management System (LMS) supports modern educational practices by facilitating the sharing of teaching materials, assignment submissions, and enabling mobile and blended learning.
3. **Research, Innovation and Extension:** There is one publication by the faculty in UGC notified journal and one paper was presented in a National Seminar.
4. **Students Support and Progression:** One student from the department has received government scholarship, while another has secured a scholarship from a non-



governmental source. 3 students of department have gone for higher education after the completion of UG.

Strengths of the Department: -

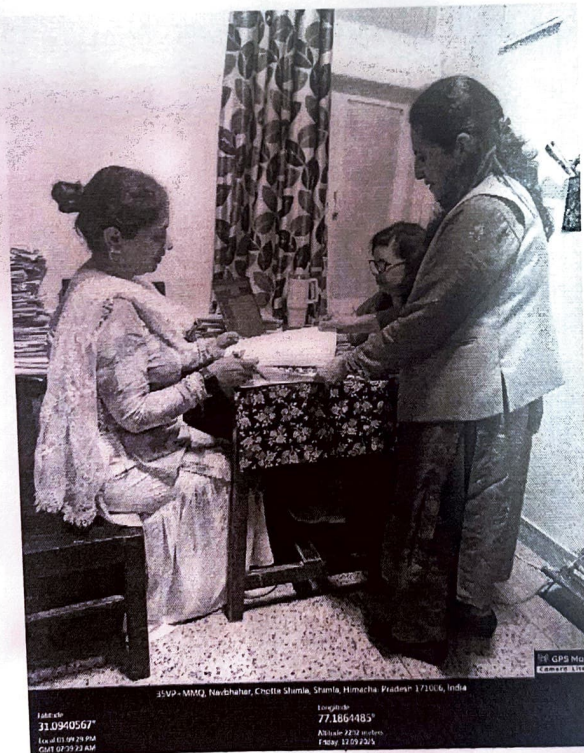
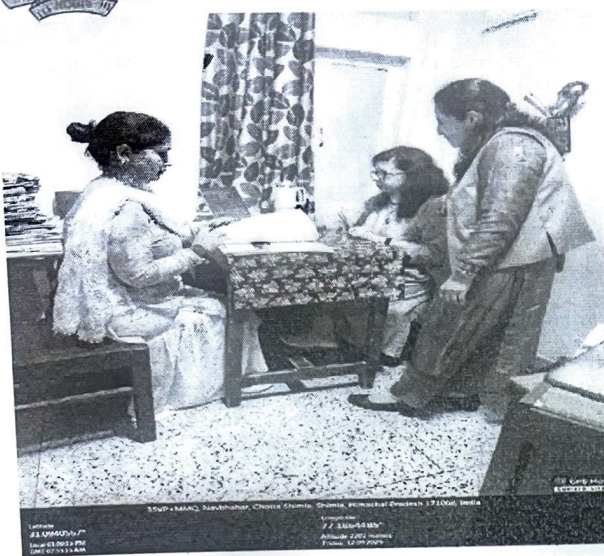
- To ensure academic support beyond the classroom, the faculty actively provides career guidance and counseling to the students, particularly those preparing for various competitive examinations, helping them align their academic background with future career goals.
- The department regularly observes important National and International days such as National Unity Day, Youth Day, and World Tourism Day to foster awareness, civic responsibility, and a deeper understanding of historical and cultural contexts.
- Through its activities and curriculum, the department instils values of unity, heritage appreciation, and active citizenship among students.

Observation of the Assessors-

- Well maintained documents.
- Proofs of documents are available.

Suggestions:

- Students must be encouraged to participate in extension activities.
- More Students should be made aware of various scholarship schemes and encouraged to avail them.



Name and Signature of the Assessors

Dr. Sapna Sharma

Ms. Neha Walia

[Signature]
[Signature]
 12/9/2025



Internal Academic Audit Report

Department of English

2024-2025

An Internal Academic Audit of the Department of English was conducted on September 12, 2024~~5~~.

After conducting the audit, the following points were highlighted by the auditors:

Comments

1. **Curricular Aspects:** The department offers three academic programs: B.A. (Honours), B.A. (Pass Course), and M.A. to the students along with five courses focusing on Environment, Sustainability, and Professional Ethics. Additionally, Skill Enhancement Courses (SECs) are conducted as value-added offerings. Faculty members regularly review student feedback and take appropriate measures to enhance the quality of teaching and learning.
2. **Teaching and Learning Methods:** The department comprises six faculty members five female and one male all of whom are from the same state, resulting in limited regional diversity. The faculty retention rate stands at 75%, and the current faculty to student ratio is 1:21. Notably, 87% of students have participated in internships or field projects, reflecting the department's emphasis on experiential learning.
A variety of teaching and learning methods are employed to enhance student engagement and academic performance. Student assessment is carried out through class assignments and tests. To address diverse learning needs, the department implements inclusive remedial strategies such as peer-assisted learning, multi-sensory approaches, skill-based instruction, and individualized teaching interventions.
The institution's Learning Management System (LMS) supports academic delivery by facilitating the sharing of teaching materials, assignment submissions, mobile learning, and blended learning opportunities.
3. **Research, Innovation and Extension:** The faculty members actively organize various outreach programs and activities in their roles as conveners of different academic and cultural societies. Two faculty members have co-authored a book in collaboration with students, reflecting a strong commitment to student led research and publication. All faculty members have participated in Faculty Development Programs (FDPs) conducted by the college, with one faculty member also attending a national level FDP.



4. **Students Support and Progression:** One student from the department has availed scholarship and 18 outgoing students progressed to higher education.

Strengths of the Department:

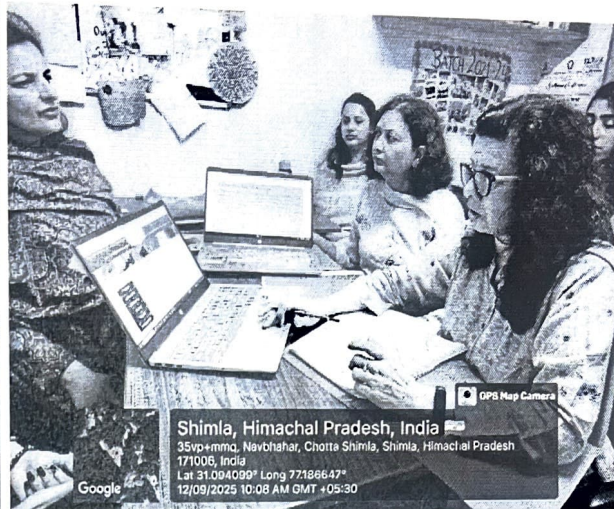
- A significant number of students actively participate in various extension and community outreach activities, promoting social responsibility and real-world learning beyond the classroom.
- The department's *Afterthoughts* club plays a dynamic role in enriching the academic and cultural environment. It regularly organizes a range of engaging activities such as movie screenings, discussions, creative writing sessions, debates, and interactive workshops, encouraging critical thinking and expression among students.
- The department emphasizes experiential learning through internships, field projects, and outreach programs, ensuring holistic student development.
- All faculty members actively engage in Faculty Development Programs (FDPs) to enhance their pedagogical skills and stay updated with the latest trends in teaching and research.

Observation of the Assessors:

- The department has maintained all relevant documents.
- While documents have been submitted to the web committee, they are yet to be uploaded to the institutional website.

Suggestions:

- Since department has postgraduate course, faculty and students should be encouraged to engage more actively in research activities and publish in reputed journals and collaborative volumes.
- Build stronger partnerships with industry and community organizations to offer students more field based learning opportunities, internships, and exposure to real world applications.

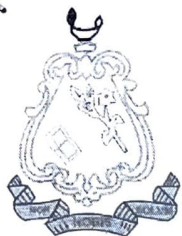


Name and Signature of the Assessors

Dr. Sapna Sharma

Ms. Neha Walia

[Signature]
[Signature]
12/9/2025



Internal Academic Audit Report

Department of Biotechnology

2024-2025

An Internal Academic Audit of the Department of Biotechnology was conducted on September 11, 2025.

After conducting the audit, the following points were highlighted by the auditors:

Comments:

1. **Curricular Aspects:** The department offers one programme, for Biotechnology students, and have one course related to Environment and Sustainability. They process the feedback given by the students and take appropriate action to improve teaching and learning.
2. **Teaching and Learning Methods:** The four faculty members in the department are all female; they all belong to the same state hence there is no diversity. The entire faculty has attended training programmes and the retention of the members is 100%. The faculty student ratio is 1:10. The various techniques for teaching and learning are lecture based, group teaching, self-study, inquiry based, and technology based learning and expeditionary learning. The assessment of the students is done through class assignments and tests. Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs. The institutional LMS includes, sharing teaching material, submission of assignments on MS Teams, mobile learnig and blended learning.
3. **Research, Innovation and Extension:** The department conducted a two- day workshop on 'Skill Development for Young Budding Entrepreneurs'. There are two publications in UGC notified journal and two chapters in a book. One faculty member has been conferred with the 'Best Researcher Award' and a professional development course has been done by a faculty member with four faculty members attending FDPs. One functional MOU has been signed with Harrisburg University USA.
4. **Student Support and Progression:** Forty students attended guidance for competitive examinations and career counselling and 03 outgoing students progressed to higher education with one student qualifying NET examination. Activities were regularly conducted for the promotion of professional ethics- motivational talks, display of core values, fundamental duties and rights, constitutional obligation.



Strengths of the Department: -

- The faculty provides career guidance and counselling to many students for various competitive examinations.
- Research papers by the faculty members in journals of repute.
- One of the faculty members has been conferred with 'The Best Researcher' award.
- Hands on practice on various instruments available in the laboratory.

Observation of the Assessors-

- Documents are well maintained.
- A proper list of students participating in sports and cultural events to be maintained.
- Proofs of teaching learning methods to be maintained.
- A two-day workshop has been conducted for the students on 'Skill Development for Young Budding Entrepreneurs'.

Suggestions:

- Community related activities should be conducted by the department.
- Students must be encouraged to participate in extension activities.
- Students should made aware of various scholarship schemes and encouraged to avail them.



Name and Signature of the Assessors

Dr. Geetanjali Mahendra

Geetanjali Mahendra
11.09.2025

Ms. Punam Chauhan

Punam Chauhan
11.09.25



Internal Academic Audit Report

Department of Botany

2024-2025

An Internal Academic Audit of the Department of Botany was conducted on September 11, 2025.

After conducting the audit, the following points were highlighted by the auditors:

Comments

1. **Curricular Aspects:** The department offers two programmes, for B.Sc. and M.Sc students. Two courses related to Environment, Sustainability, and Professional ethics are offered to UG and one course to PG students. The department is offering four SEC courses as value added courses for UG students. Two students from B.Sc. and two M.Sc. students undertook internship at HFRI. The faculty processes the feedback given by the students and take appropriate action to improve teaching and learning.
2. **Teaching and Learning Methods:** The department has all female faculty members; they all belong to Himachal Pradesh with one male lab assistant from Kerela. The retention of the faculty members is 100% while the faculty student ratio is 1:22. Twenty M.Sc students undertook field projects in the previous session. Various techniques for teaching and learning are made use of for enhanced learning. The assessment of the students is done through class assignments and tests. Lecture based method, group teaching and learning, self-study, inquiry-based learning, expeditionary learning and peer teaching are deployed as methods for teaching-learning process. Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs of the students. The institutional LMS includes, sharing teaching material, submission of assignments, mobile learning and blended learning. The students benefit from, lectures from industry experts, field visits and industry visits. Furthermore, students of the department are involved in community outreach programs.
3. **Research, Innovation and Extension:** The department has been selected for research project funding, CURIE grant and also has a linkage with industry. In academic session 2024-25, 40 students participated in a workshop while 35 students attended a webinar. Various outreach programmes and activities were organized by the faculty members as convener of Community Outreach Cell. There is one publication in UGC notified journal and one chapter in a book. A professional development course has been



done by a faculty member and all faculty members attended FDPs. An MOU has also been signed with HFRI.

4. **Students Support and Progression:** One student from M.Sc. has availed scholarship benefit and 11 students participated in two different training programmes at HFRI. 3 outgoing students progressed to higher education and one student qualified SET. Many activities were conducted for promotion of universal values in the value education classes, furthermore the department has organised Navratri, Diwali, and Christmas festivals.

Strengths of the Department: -

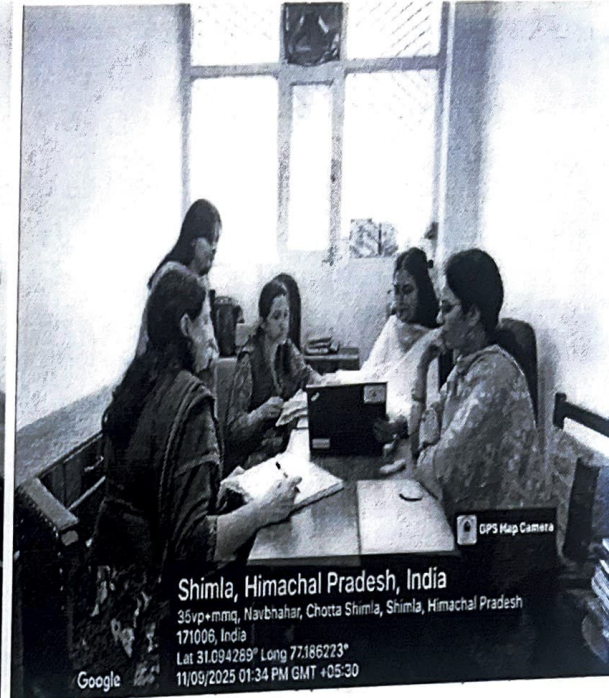
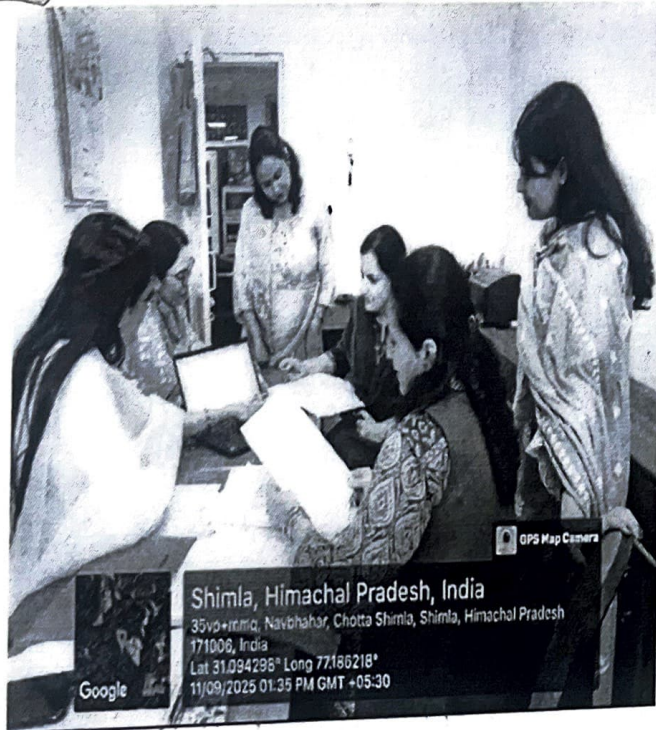
- The department has been selected for research project funding, CURIE grant.
- The department conducts field projects annually.
- A faculty member has received “Best Teacher Award.”
- A good number of students participate in extension activities.

Observation of the Assessors-

- Documents are well maintained.
- Proofs of teaching learning methods to be maintained.
- Students’ project work supervised.
- One faculty member attended a training program on ‘Application of Biofertilizers and Biopesticides in Forestry Practices’, organized by HFRI.

Suggestions:

- More seminars can be organized.
- Students must be encouraged to participate in cultural and sports activities.



Name and Signature of the Assessors

Dr. Geetanjali Mahendra
 Ms. Punam Chauhan

Geetanjali Mahendra
 11.9.2025
Punam Chauhan
 11.09.25.



Internal Academic Audit Report

Department of Commerce and Management

2024-2025

An Internal Academic Audit of the Department of Commerce and Management was conducted on September 12, 2025.

After conducting the audit the following points were highlighted by the auditors:

Comments

1. **Curricular Aspects:** The department has a properly designed annual curriculum plan and offers Choice Based Credit System in courses. Courses related to gender and environment are also offered by the department and most of the students from the department undertake field projects/ internships
2. **Teaching and Learning Methods:** The department has adopted several teaching and learning practices such as lecture based learning, group discussions, individual learning, game based learning, inquiry based learning, technology based learning, remedial teaching, peer teaching, skill based teaching, blended learning, field visits, guest lectures, seminars, workshops etc. Student assessment is done through MCQs
3. **Research, Innovation and Extension:** The students are rarely involved in research related activities and the faculty members have a few publication in UGC listed journals. Several students from the department have participated in extension activities and the department has properly documented the minutes of the meetings for the session 2024-2025.
4. **Students Support and Progression:** The department provides remedial teaching and informal personal counselling to students. The department also conducts seminars on career counselling for students

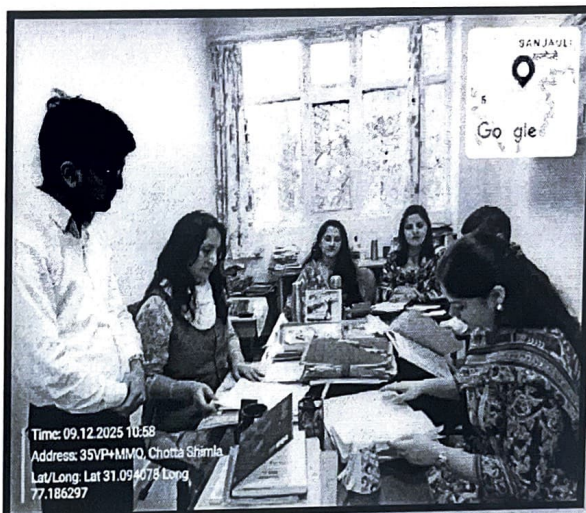
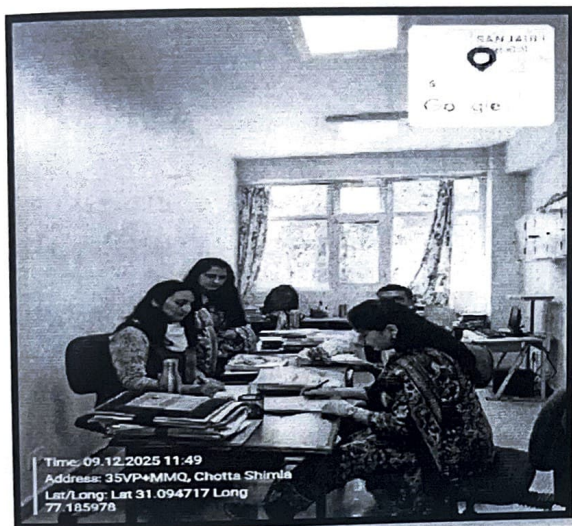
Strengths of the Department:-

- Field Survey promoting experiential learning.
- Good teaching learning methodologies adopted
- Documents well maintained



Suggestions:

- More emphasis should be laid on research and innovation activities in the department.
- Certificate courses can be introduced.



Name and Signature of the Assessors

Mr. Susheel Gupta

Susheel Gupta
12/9/25

Dr. Shruti Gupta

Shruti Gupta
12/9/25



Internal Academic Audit Report

Department of Physics

2024-2025

An internal Academic audit of the Department of Physics was conducted on September 11, 2025.

After reviewing the documents of the department for the session 2024-25, the following observations were made:

1. Curricular Aspects: The department runs one course (BSc-Pass Course) under CBCS and all the students are enrolled in Add on courses introduced by the college itself. The department teachers participate in designing university syllabus (BOS). The feedback related to curricular design, review of syllabus and add on courses is done at the college level every year.

2. Teaching and learning methods: The department has two female faculty members and one male faculty as laboratory assistant from the same state. The faculty members have attended webinar and workshops in the academic session 2024-2025.

The faculty retention rate is 50% for past three years against sanctioned posts while the faculty student ratio is 1:18. Various teaching techniques incorporated by the department are Lecture based teaching-learning, individual learning/self-study, technology based learning, learning through problem solving and peer teaching. The LMS include sharing teaching material, submission of assignments, mobile learning. The assessment of the students is done by class tests, quiz, assignments, presentations and in house projects.

3. Research Innovation and Extension: There is one chapter in the college journal of research: The Bede Athenaeum. One teaching staff attended professional development program and an FDP.

4. Student support and Progression: The bridge courses were conducted in the beginning of the session. Yoga and meditation sessions were organised in the college for all the students. The department provided data of 03 students for outgoing students progressing to higher education.

Observation of the auditors:

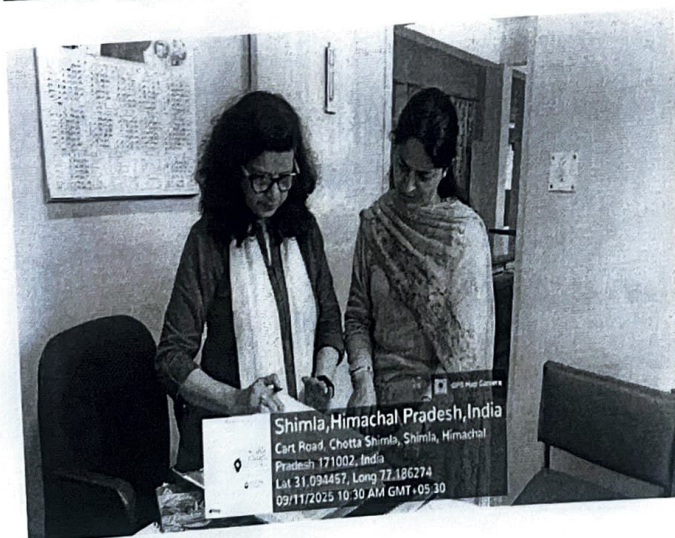
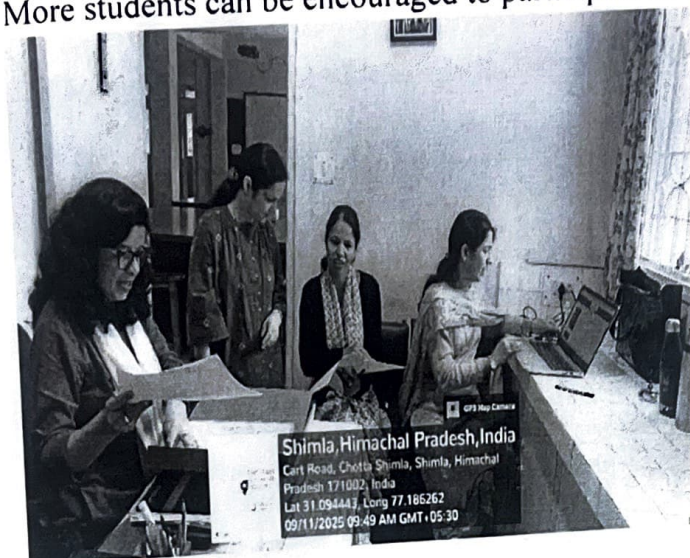
- Documents are well maintained
- Website material was updated
- Proof of teaching learning techniques to be maintained.



Suggestions:

More students to be involved in extension activities.

More students can be encouraged to participate in sports events



Name and Signature of the Assessors

Ms. Nivedita Bhardwaj

Dr. Reena

Nivedita
11/9/25

Reena
11/9/25



Internal Academic Audit Report

Department of Mathematics

2024-2025

An internal Academic audit of the department of Mathematics was conducted on September 11, 2025.

After going through the documents of the department for the session 2024-25, following observations were made:

1. Curricular Aspects: The Department of Mathematics offers one program (BSc-Pass Course) under CBCS. All the students are enrolled in Add-on courses introduced by the college itself. The department teachers make course plans for the academic year for their courses and the feedback related to curricular design, review of syllabus and add on courses is done at college level every year.

2. Teaching and learning methods: The department has one female and a male faculty member from the same state. The faculty members have attended webinar and workshops. The faculty retention rate is 100 % for past three years against sanctioned posts. Whereas the faculty-student ratio is 1:18 (1:25 for BCA and BBA). Various teaching techniques incorporated by the department include Lecture based teaching-learning, game-based learning, individual learning/self-study, technology-based learning, learning through problem solving using Vedic maths, learning through problem solving, quiz and peer teaching. The LMS include sharing teaching material, submission of assignment, mobile learning etc.

3. Research Innovation and Extension: Around 36 students participated in a seminar on IPR and both the faculty members attended an FDP in session 2024-25. Course plans are made by teachers in beginning of the year. ACR is filled by one faculty member.

4. Student support and Progression: Bridge courses were conducted in the beginning of the session. Yoga and meditation sessions were organised by the college for all students. The department provided data of 1 student for outgoing students' progressing to higher education. The department observes Mathematics day annually.

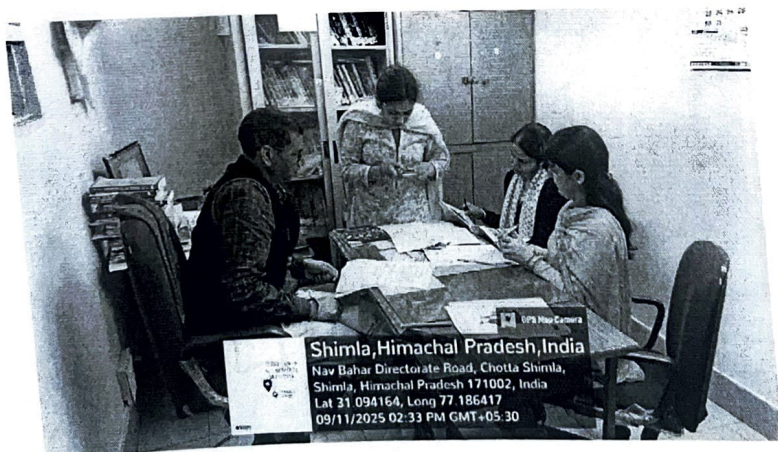
Observation of the auditors:

- Documents are well maintained
- Website material was updated
- Proof of teaching learning techniques to be maintained.



Suggestions:

- More students to be involved in extension activities.
- More students can be encouraged to participate in sports events



Name and Signature of the Assessors

Ms. Nivedita Bhardwaj

Dr. Reena

Nivedita
11/9/25

Reena
11/9/25



Internal Academic Audit Report

Department of Geography

2024-2025

An Internal Academic Audit of the Department of Geography was conducted on September 12, 2025.

After conducting the audit the following points were highlighted by the auditors:

Comments

1. **Curricular Aspects:** The department displays satisfactory performance in curricular aspects with teachers participating in BOS meetings. The department has a properly designed annual curriculum plan and offers choice based credit system in courses as well as courses related to gender and environment. Most of the students from the department undertake field projects/ internships.
2. **Teaching and Learning Methods:** The department practices robust teaching and learning practices through lecture based learning, group discussions, individual learning, game based learning, inquiry based learning, kinesthetic learning, technology based learning, remedial teaching, peer teaching, skill based teaching, mobile learning, blended learning, field visits etc.
The department also conducts various community related activities including clean village recognitions, improved literacy levels, empowered women communities, hygiene related activities, improved sex ratio, improved GER etc.
3. **Research, Innovation and Extension:** The faculty and students are not extensively involved in research related activities and the faculty has very few publications in UGC listed journals. The department performs extension activities in neighboring communities with several students participating in them. The department also has a linkage that permits faculty exchange, field trips, internship. The department has well maintained documents like the minutes of the meetings, work diaries, tutorials etc. Dr. Pankaj from the department was also provided with financial support to attend an FDP organized by ISRO.
4. **Students Support and Progression:** Several students of the department have been benefitted by scholarships, freeships, etc. Further, remedial teaching, soft skill development bridge courses as well as personal counselling is also provided to the students by the department. The department has a good student progression of outgoing students.

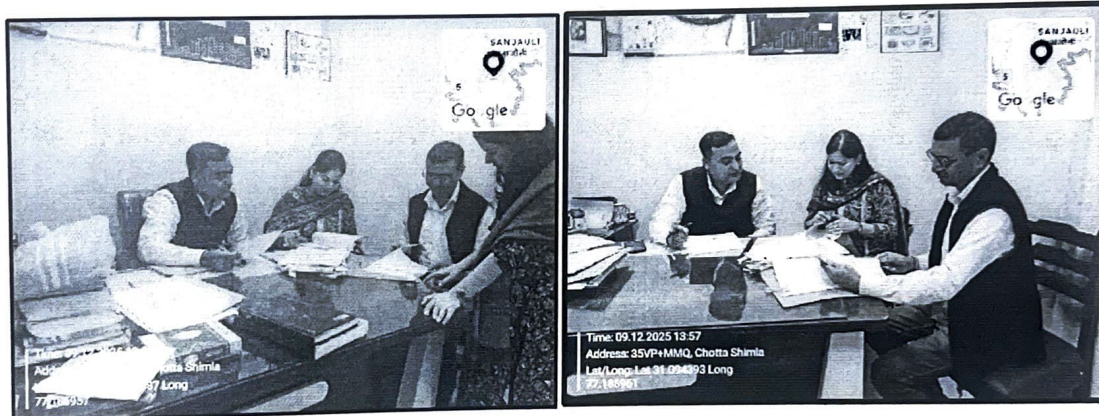


Strengths of the Department:-

- Field Survey promoting experiential learning.
- Usage of latest technology – Geospatial softwares, ARC-GIS and ERDAS IMGINE, Q GIS.
- Hands on practice on various instruments available in the laboratory.
- Excellent teaching learning methodologies adopted.
- Documents well maintained.

Suggestions:

- Certificate courses can be introduced.
- More emphasis should be laid on workshops and seminars and research activities.



Name and Signature of the Assessors

Mr. Susheel Gupta

Dr. Shruti Gupta

Susheel Kumar
12/9/2025
Shruti Gupta
12/9/2025



Internal Academic Audit Report

Department of Economics (2024–25)

An Internal Academic Audit of the Department of Economics was conducted on 13th September 2025. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects

- The department has designed its academic calendar and lesson plans.
- Two programmes are offered under the Choice-Based Credit System (CBCS).
- Eight students undertook field projects and internships, reflecting experiential learning.

2. Teaching and Learning Methods

- The department comprises four faculty members (three female and one male).
- The student–teacher ratio stands at 1:3.
- A wide range of pedagogical approaches is practiced, including MCQs, projects, class tests, paper presentations, book reviews, case studies, and assignments.
- Teaching materials are regularly uploaded on MS Teams for student access.
- Faculty members serve as conveners of various clubs and societies.
- The department celebrated Literary Day in the village adopted under the Unnat Bharat Abhiyan (UBA) initiative.

3. Research, Innovation, and Extension

- One faculty member has submitted a research project, and two research papers were published during the year.
- Literary Day celebrations were held in the adopted village under UBA, promoting community engagement.
- Records such as minutes of meetings, PO/CO mapping, and other documentation are well maintained.
- All faculty members attended Faculty Development Programmes (FDPs) organized by the college.

4. Student Support and Progression

- Faculty regularly provide informal career counselling and conduct remedial classes.
- Two students from the current session have secured admission to higher education institutions.
- The department celebrated Diwali with students, fostering a sense of community and belonging.

Strengths of the Department

- Active involvement in research work.



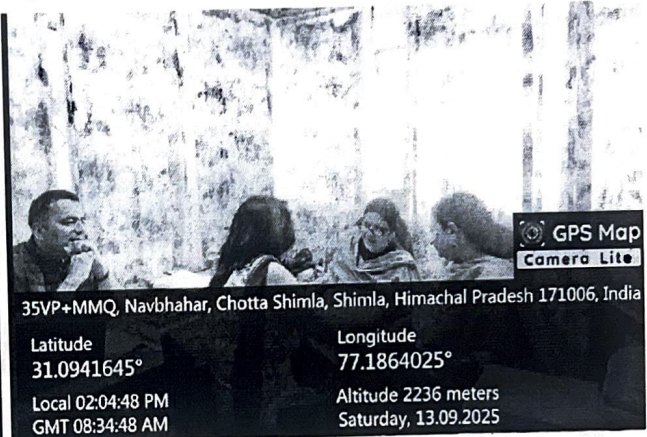
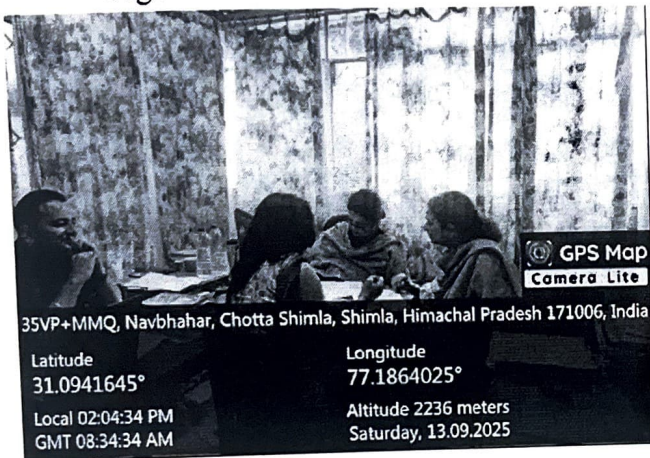
- Strong focus on extension activities.
- Effective use of diverse pedagogical approaches.

Observations of the Assessors

- Documentation is systematic, well maintained, and uploaded on MS Teams and the college website.

Suggestions

- Establish industry-academia linkages to provide students with better exposure.
- Organize hackathons and ideation workshops to promote innovation and creativity.



Name and Signature of the Assessors

Dr. Deepti Pajni

Dr. Deepti Pajni

Dr. Savita Rana

Savita Rana
13/09/2025



Internal Academic Audit Report

Department of Chemistry (2024–2025)

An Internal Academic Audit of the Department of Chemistry was conducted on September 15, 2025. After conducting the audit, the following points were highlighted by the auditors:

Comments:

1. Curricular Aspects:

The department offers two programs: B.Sc. (Pass Course) and B.Sc. (Honours) in Biotechnology. It offers three courses related to Environment, Sustainability, and Professional Ethics, and four SECs as value-added courses. Student feedback is systematically processed, and appropriate actions are taken to improve teaching and learning.

2. Teaching and Learning Methods:

The department has one female and two male faculty members, all from the same state; hence, there is no regional diversity. The entire faculty has attended training programs. Faculty retention stands at 100%. The faculty–student ratio is 1:27. Various teaching and learning methods are employed, including lecture-based, group, self-study, inquiry-based, technology-enhanced, peer teaching, and problem-solving approaches. Student assessment is conducted through class assignments and tests. Inclusive remedial teaching, skill-based instruction, and individualized interventions are implemented to address differential learning needs. The institutional LMS facilitates sharing of teaching materials, submission of assignments, and supports mobile and blended learning.

3. Research, Innovation, and Extension: Faculty members have attended FDPs organized by the college.

4. Student Support and Progression: Two students from the department have availed scholarships. Eighty-three students attended value-added courses offered by the COE. Four outgoing students have progressed to higher education.

Strengths of the Department:

- The department has successfully launched a start-up focused on herbal Ayurvedic cosmetics and wellness products. This initiative fosters innovation and entrepreneurship among students while aligning with sustainable and traditional knowledge systems.
- Faculty members actively provide career counseling and coaching for various competitive examinations, helping students align their academic learning with career goals.



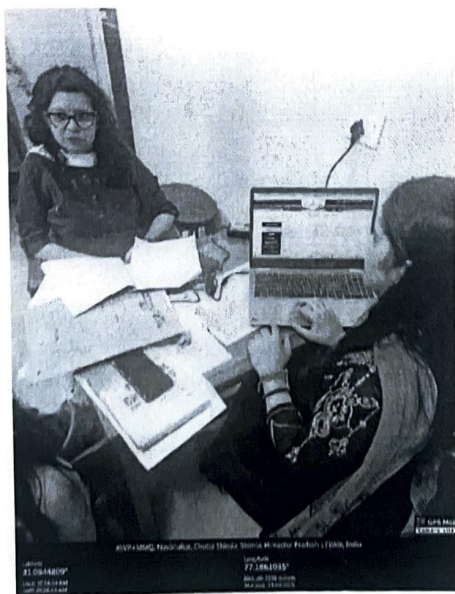
- The department leverages digital tools to enrich the learning experience. Interactive lectures are delivered through the *NIAJ Media* YouTube channel, supplemented by the use of *ChemSketch* software to aid in visualizing chemical structures and reactions, making learning more engaging and effective.

Observation of the Assessors:

- The department has maintained its documentation meticulously.
- It is recommended to maintain an up-to-date record of students' participation in sports and cultural events, along with relevant supporting documents.

Suggestions:

- The department should organize and promote community-related activities to nurture social responsibility and real-world engagement among students.
- Students should be encouraged to participate in extension activities to enhance their overall learning experience and societal contribution.
- Awareness about various scholarship schemes should be increased, and students should be guided and supported to avail themselves of these financial aid opportunities



Name and Signature of the Assessors

Dr. Sapna Sharma

Ms. Neha Walia

Neha Walia
15/9/2025



Internal Academic Audit Report

Department of Computer Science (2024–25)

The Internal Academic Audit of the Department of Computer Science was conducted on 15th September 2025. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects

- The department has designed its own academic calendar and lesson plans.
- It runs three programmes under the Choice-Based Credit System (CBCS).
- One course is related to Environmental Studies.
- The department offers one value-added course.

2. Teaching and Learning Methods

- Faculty Strength: Three female teachers; 50% attended an FDP on Web Development.
- Student–Teacher Ratio: 1:22.
- Teaching Approaches: Lecture-based, game-based, inquiry-based, and technology-integrated learning methods.
- Assessment Methods: MCQs, projects, class tests, practicals, presentations, and assignments.
- Teaching Material: Regularly uploaded on MS Teams for student access.
- Support for Diverse Learners: Remedial teaching is provided.

Collaborative Activities:

- Organized a Workshop on AI and Cyber Security.
- Conducted a Webinar on “CMAI-CSAI-IHRO Cyber Warrior Mission.”

Clubs & Activities:

- The Technical Club conducted nine activities during the session.
- Organized a Hackathon and an Ideation Workshop.
- Conducted an Awareness Session on Digital Literacy and Cyber Security at Gram Panchayat, Dhalli.

3. Research, Innovation, and Extension

- Maintains documentation including minutes of meetings, PO/CO mapping, and work diaries.
- Conducted a workshop at Gram Panchayat, Dhalli, and received two letters of appreciation.
- Signed a functional MoU with CMAI.
- Two faculty members attended FDPs and professional development programmes.

4. Student Support and Progression

- Teachers provide informal career counselling to students.
- Three students from the current session pursued higher education.



- Organized National Constitution Day and Computer Security Day.

Strengths of the Department

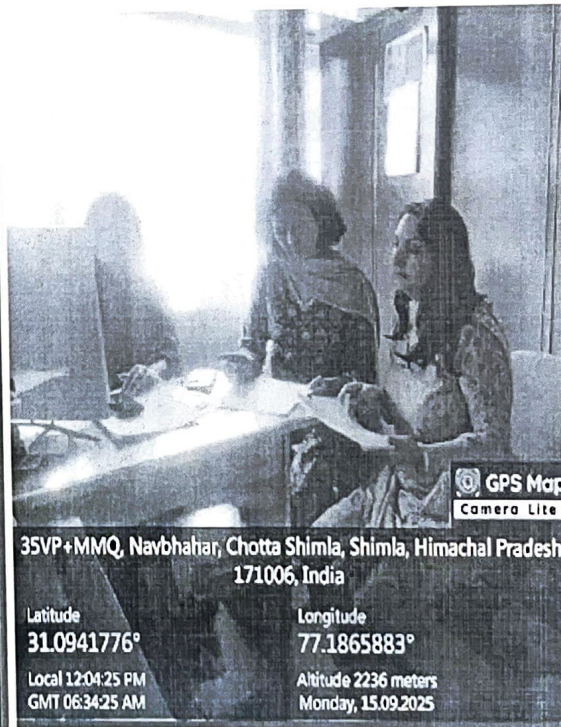
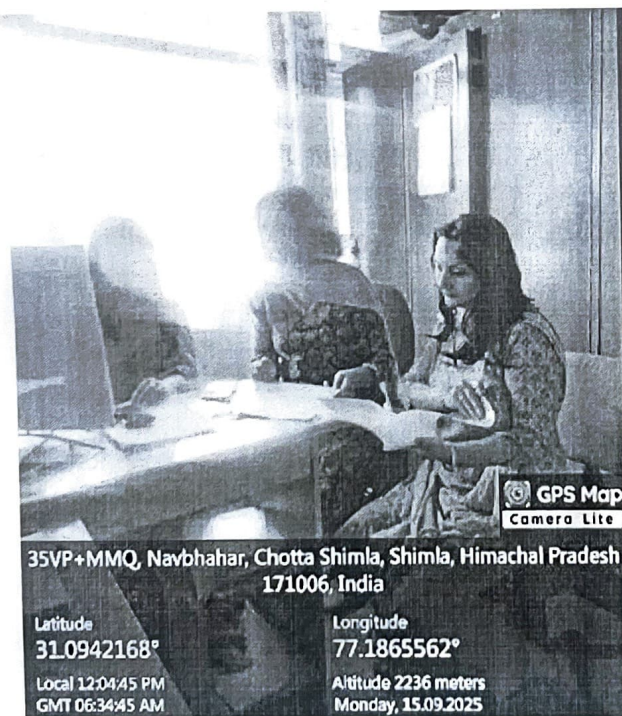
- Strong focus on extension activities.
- Regular observance of important national and international days.
- Established industry-academia linkages.
- Well-maintained departmental documentation.

Observations of the Assessors

- Guidance for competitive examinations is currently informal.
- The department demonstrates strong industry collaborations.

Suggestions

- Incorporate more innovative and student-centric pedagogical approaches.
- Faculty members should undertake more research projects and publications.



Name and Signature of the Assessors

Dr. Deepti Pajni

Dr. Pajni

Dr. Savita Rana

Dr. Savita Rana
15/09/2025



Internal Academic Audit Report

Department of Hindi 2024-2025

An Internal Academic Audit of the Department of Hindi was conducted on September 13, 2024.

After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

The department has designed an add on course in French there are 32 students enrolled in this course. Two programmes B.A. and B. Com study the subject. There are three courses related to Environment, Sustainability, and Professional ethics offered to UG students. They are running 4 SEC courses as value added courses. The faculty processes the feedback given by the students and take appropriate action to improve teaching and learning. Department annual curricular plans are well maintained.

2. Teaching and Learning Methods:

The department has two female faculty; they belong to different states hence there is diversity. The retention of the faculty members is 100%. The faculty student ratio is 1:94. Various techniques for teaching and learning are made use of for enhanced learning such as lecture-based teaching learning, group teaching and learning, technology-based learning and peer learning. The assessment of the students is done through presentations, class assignments and tests. Inclusive remedial teaching, skill based teaching and individualized teaching interventions are included by the department to support differential learning needs. Remedial classes are held for slow learners. The institutional LMS includes, sharing teaching material on MS Teams. The department has a club called "Pratibimba".

3. Research, Innovation and Extension:

One student has undertaken a field project. The papers written by the faculty are in the pipeline for publication. 5 students of the department have participated in extension activities.

4. Student Support and Progression:

The faculty provides guidance for competitive exams, career counselling, soft skill development, remedial coaching and makes use of the language lab. 3 activities have been conducted for promotion of human values. Gandhi Jayanti, Hindi week, Hindi Diwas, and Antarrashtriya Bhasha Diwas is celebrated with great enthusiasm and fervor.



Strengths of the Department: -

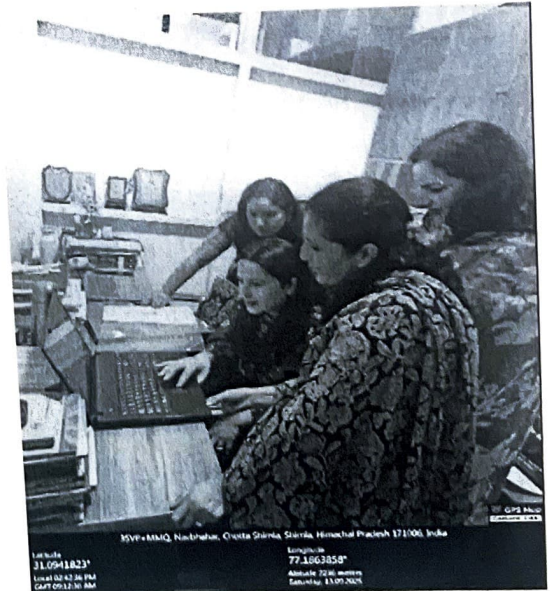
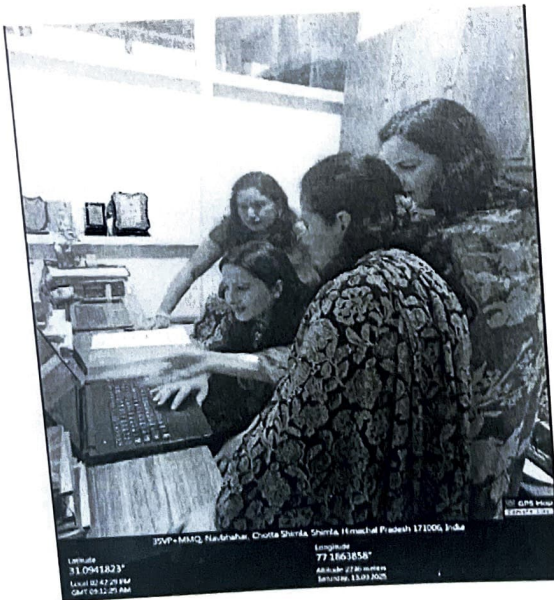
- Add on course in French, designed and classes conducted by the department.
- Students are trained to type in Hindi.

Observation of the Assessors-

- Documents are well maintained.
- A proper list of students participating in sports and cultural events to be maintained.
- Hindi week, Hindi Diwas and Antarrashtriya Bhasha Diwas is celebrated with great enthusiasm and fervor.
- The department has a club "Pratibimba"

Suggestions:

- Students must be encouraged to participate in cultural and sports activities.
- Students should made aware of various scholarship schemes and encouraged to avail them.



Name and Signature of the Assessors

Dr. Gitanjali Mahendra *G Mahendra*
13.09.2025

Ms. Punam Chauhan *P Chauhan*
13.09.25



Internal Academic Audit Report

Department of Music

2024-2025

An Internal Academic Audit of the Department of Nutrition and Health Education was conducted on September 13, 2025.

After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects:

The department offers one programme in B.A. There are four SEC courses as value added courses. The faculty processes the feedback given by the students and take appropriate action to improve teaching and learning.

2. Teaching and Learning Methods:

The department has one female faculty and one tabla player and instructor. The retention of the faculty members is 100%. The faculty student ratio is 1:22. Teaching technique like group and enquiry-based learning, lecture-based learning, individual self- study, inquiry based learning and kinesthetic learning are made use of for enhanced learning. The assessment of the students is done through class assignments and tests. The institutional LMS includes, sharing teaching material, submission of assignments and blended learning. 9 students participated in Youth Festival at Government college Karsog (H.P.) There is a music club in the college, students participated in inter- ship singing competition.

3. Research, Innovation and Extension:

There are 3 publications in UGC notified Journals. The faculty member has also attended FDPs.

4. Student Support and Progression:

The department has not maintained any data of students progressing to higher education. Some activities based on universal values have been conducted by the department.

Strengths of the Department: -

- The department has a Music Club.
- The students participate in Youth Festival.
- The students are involved in cultural activities.

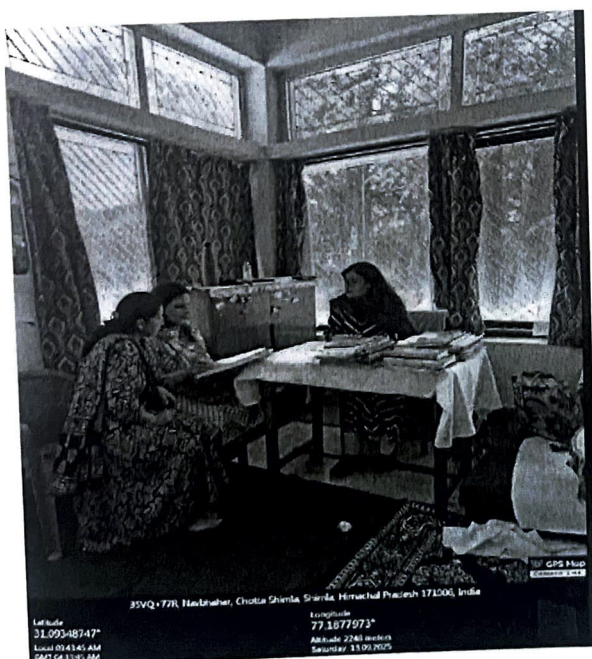


Observation of the Assessors-

- The student progression must be recorded.
- Initiatives can be taken to engage with and contribute to local community.
- Proofs of teaching learning methods to be maintained.

Suggestions:

- Community related activities can be further strengthened.
- Students must be encouraged to participate in cultural and sports activities.
- Students should be made aware of various scholarship schemes and encouraged to avail them.
- Workshops and webinars can be organized for the students.



Name and Signature of the Assessors

Dr. Gitanjali Mahendra

G Mahendra
13/09/2025

Ms. Punam Chauhan

P Chauhan
13/09/25



Internal Academic Audit Report

Department of Physical Education

2024-2025

An internal Academic audit of the department of Psychology was held on September 16, 2025. After reviewing the documents of the department for the session 2024-25 following observations were made:

1. Curricular Aspects

- The department offers one course, B.Sc. (Pass Course), under the Choice-Based Credit System (CBCS).
- All students are enrolled in Add-on Courses introduced by the college to provide multidisciplinary exposure.
- Faculty members prepare annual course plans for the effective implementation of the curriculum.
- Feedback mechanisms for curriculum design, syllabus review, and Add-on courses are institutionalized and undertaken annually at the college level.

2. Teaching and Learning Methods

- The department has one male faculty member from the same state.
- The faculty has participated in webinars and workshops for professional growth.
- The faculty retention rate has been nil over the past three years against sanctioned posts.
- The student-teacher ratio stands at 1:10, ensuring individualized attention.
- A variety of teaching-learning strategies are employed, including:
 - Lecture-based and self-directed learning
 - Technology-enabled teaching
 - Problem-solving and peer learning approaches
- The Learning Management System (LMS) is effectively utilized for sharing study material, submitting assignments, mobile learning, and blended learning.
- The department has organized capacity-building activities such as guidance sessions for competitive examinations, bridge courses, and yoga and meditation sessions.



3. Research, Innovation, and Extension

- Faculty members have contributed two book chapters and presented one research paper at an international conference.
- The department staff have attended two Faculty Development Programmes (FDPs) to enhance research and academic competence.

4. Industry–Academia Linkages

- The department has organized collaborative workshops and seminars in association with external experts and institutions, strengthening industry–academia interface and experiential learning.

5. Sports Clubs/Teams and Activities

- The department organized various sports activities within the college campus and hosted an Inter-College Table Tennis Championship.
- A total of eight students received sports scholarships for their exemplary performance during the session.

6. Community-Related Activities

- The department has been proactive in social outreach initiatives, promoting hygiene awareness and lifestyle improvement in adopted villages.
- A total of six extension activities were organized under:
 - National Service Organization (NSO): 1 activity
 - National Cadet Corps (NCC): 2 activities
 - Unnat Bharat Abhiyan (UBA): 3 activities
- The department's adoption of five villages reflects its strong commitment to community engagement and social responsibility.

7. Student Support and Progression

- Data provided for outgoing students progressing to higher education is as follows:
 - Non-Academic: 11 students
 - Academic: 1 student

Observations of the Auditors

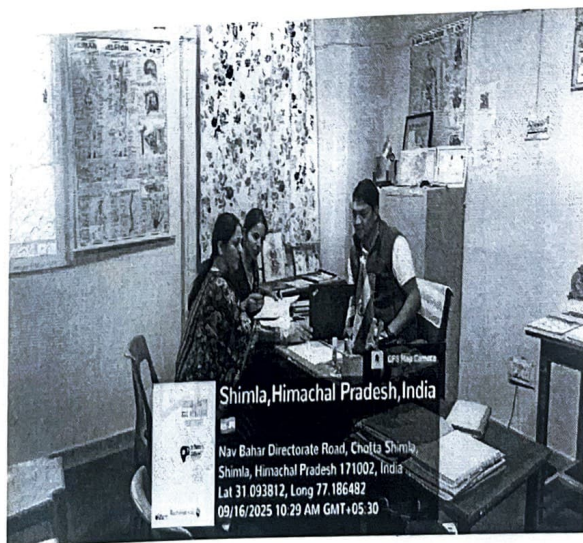
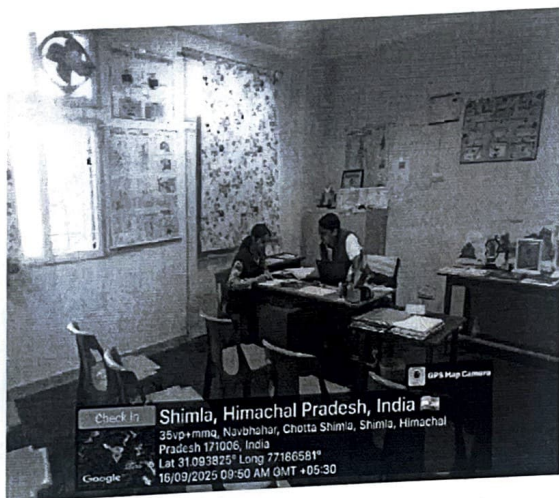
- Departmental records and documents are well maintained.
- The departmental webpage is updated regularly with current information.



- It is recommended that documentary proof of innovative teaching-learning techniques be systematically compiled and retained for reference.

Suggestions for Improvement

- Efforts should be made to increase student enrollment in the department.
- Students should be further encouraged to participate in sports and co-curricular events at higher levels to enhance visibility and holistic growth.



Name and Signature of the Assessors

Ms. Nivedita Bhardwaj

Dr. Reena

Nivedita 16/9/25

Reena 16/9/25



Internal Academic Audit Report

Department of Psychology

2024-2025

An Internal Academic audit of the department of Psychology was held on September 16, 2025. After reviewing the documents of the department for the session 2024-25 following observations were made:

Comments

1. Curricular Aspects

- The department offers one course, B.Sc. (Pass Course), under the Choice-Based Credit System (CBCS).
- All students are enrolled in Add-on Courses introduced by the college to enhance multidisciplinary learning.
- Faculty members contribute to the design and development of the University syllabus.
- Curricular feedback, syllabus review, and Add-on course evaluation are carried out annually at the college level to ensure relevance and quality.

2. Teaching–Learning Methods

- The department comprises two female and one male faculty member, along with one male lab assistant.
- Faculty members have participated in webinars and workshops for professional development.
- The faculty retention rate over the past three years is 66.7% against the sanctioned posts.
- The student–teacher ratio stands at 1:11, indicating adequate academic support.
- Innovative teaching–learning strategies adopted include:
 - Lecture-based and game-based learning
 - Technology-enabled teaching
 - Problem-solving and peer-learning approaches



- The Learning Management System (LMS) facilitates sharing of teaching materials, assignment submission, mobile learning, and blended learning.
- Student assessment methods include class tests, quizzes, assignments, presentations, and in-house projects.

3. Research, Innovation, and Extension

- Faculty members have published one paper in a UGC CARE-listed journal and two papers in peer-reviewed journals.
- Two faculty members have attended Faculty Development Programmes (FDPs) to enhance research and pedagogical skills.

4. Student Support and Progression

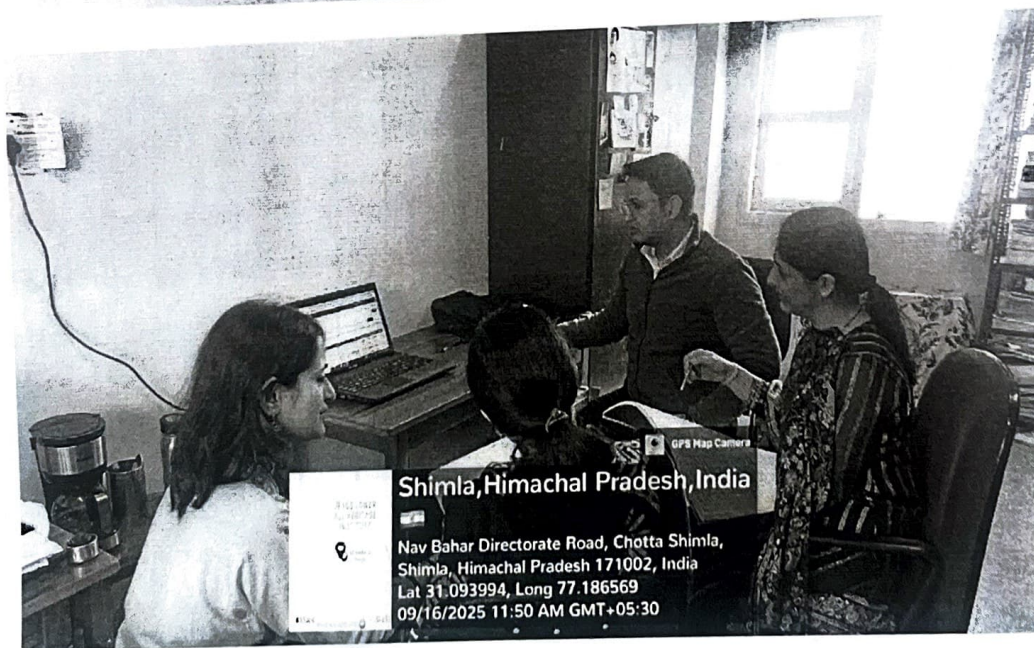
- The department organized bridge courses, yoga and meditation sessions, game-based learning activities, and counselling sessions to support student well-being.
- An inter-college quiz competition was conducted to encourage participation and engagement.
- 17 outgoing students has progressed to higher education. It was very well documented.

Observations of the Auditors

- Departmental documents are well maintained and systematically organized.
- The departmental webpage is regularly updated with relevant information.
- It is recommended that documentary proof of teaching-learning methodologies (such as lesson plans, activity records, and feedback) be systematically maintained.

Suggestions for Improvement

- Encourage greater student participation in extension and outreach activities.
- Motivate students to actively participate in sports and co-curricular events to promote holistic development.



Name and Signature of the Assessors

Ms. Nivedita Bhardwaj

Nivedita
16/9/25

Dr. Reena

Reena
16/9/25



Internal Academic Audit Report

Department of Political Science (2024–25)

An Internal Academic Audit of the Department of Economics was conducted on 13th September 2025. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects

- The department has effectively designed its academic calendar and detailed lesson plans.
- Offers one programme under the Choice-Based Credit System (CBCS).
- Includes two courses focusing on gender and environmental studies.
- Seventeen students successfully completed projects and internships, reflecting the integration of practical learning.

2. Teaching and Learning Methods

- The department has two female faculty members; the student–teacher ratio stands at 1:54.
- Teaching is predominantly lecture-based, supplemented with projects, assignments, and MCQs for evaluation.
- Teaching materials are consistently uploaded on MS Teams for easy student access.
- Faculty actively engage in co-curricular activities, serving as conveners of the MUN and Electoral Literacy Club, and organizing several events throughout the year.
- The department supports diverse learning needs through remedial teaching and language assistance programmes.

3. Research, Innovation, and Extension

- One faculty member published a paper in a UGC-notified journal.
- The department maintains comprehensive documentation, including minutes of meetings, mapping of POs/COs, and work diaries.
- Extension activities were conducted in collaboration with the Rotaract Club, promoting community engagement.
- Faculty members attended one Faculty Development Programme (FDP) and one professional development programme during the year.

4. Student Support and Progression

- Regular informal career counselling is provided to students.



- Twelve students pursued higher education, and one student secured placement.
- Human values and professional ethics are reinforced through departmental activities.
- International Peace Day and other significant events were organized to broaden student perspectives.

Strengths of the Department

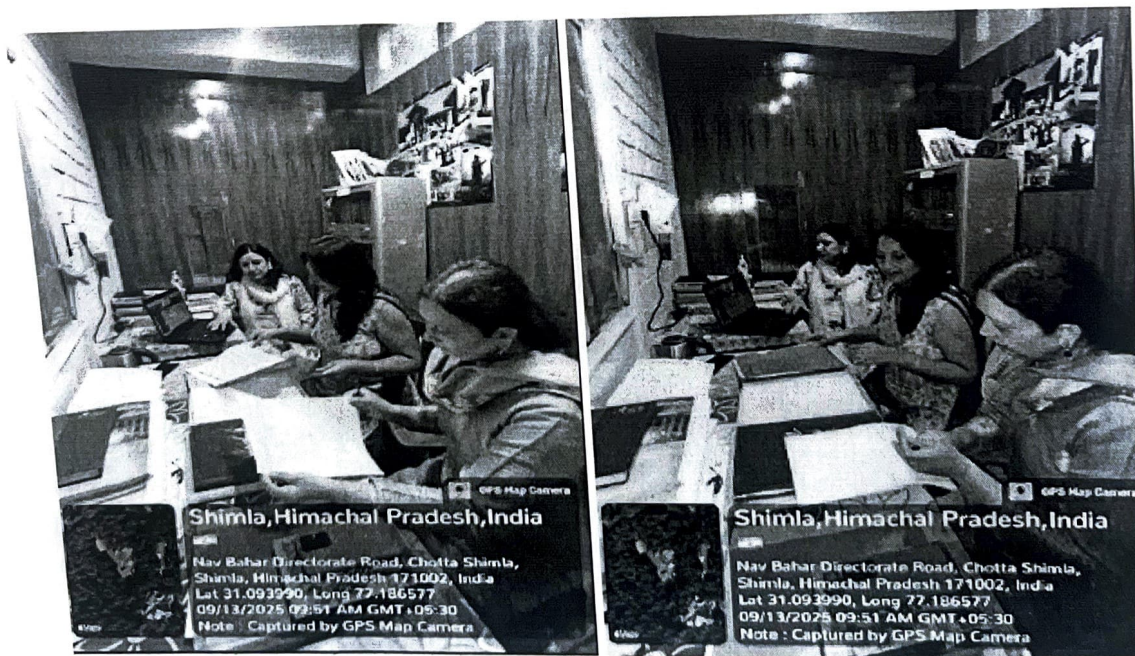
- Strong focus on extension activities and community engagement.
- Active organization of national and international observances.
- Well-maintained departmental documentation ensuring academic transparency.

Observations of Assessors

- Documentation and planning are commendable.
- Guidance for competitive examinations remains largely informal and could be made more structured.

Suggestions

- Expand the scope and frequency of e-extension and community engagement activities.
- Integrate more innovative and student-centric pedagogical approaches.
- Encourage faculty members to undertake additional research projects and publications.



Name and Signature of the Assessors

Dr. Deepti Pajni

Dr. Savita Rana



Internal Academic Audit Report

Department of Zoology (2024–25)

An Internal Academic Audit of the Department of Zoology was conducted on 15th September 2025. After conducting the audit, the following points were highlighted by the auditors:

Comments

1. Curricular Aspects

- The department has designed its academic calendar and lesson plans.
- One of the faculty members serves as a member of the Academic Council.
- One programme is offered under the Choice-Based Credit System (CBCS).
- Five students have undertaken field projects and internships.

2. Teaching and Learning Methods

- The department comprises two female faculty members.
- Both teachers have attended several Faculty Development and Training Programmes.
- The student–teacher ratio stands at 1:8.
- A wide range of pedagogical approaches is practiced, including lecture-based learning, kinesthetic learning, and technology-based learning.
- Thirty-three percent of students have undertaken internships and field projects.
- Teaching materials are regularly uploaded on MS Teams.
- Faculty members serve as conveners of various clubs and societies.
- The department has established strong industry–academia linkages; students visited HFRI and Dr. Y.S. Parmar University, Nauni.
- The department runs its own Zoo Quest Club, with 14 students enrolled.

3. Research, Innovation, and Extension

- Two research papers have been published in UGC-notified journals.
- Extension activities have been organized under the Women's Cell.
- Records such as minutes of meetings, PO/CO mapping, and other documentation are well maintained.
- All faculty members attended Faculty Development Programmes (FDPs) organized by the college.

4. Student Support and Progression

- Faculty regularly provide informal career counselling and conduct remedial classes.
- Two students from the current session have secured admission to higher education institutions.



- The department celebrated Science Day, as well as National and International Women's Day, fostering community bonding and awareness.

Strengths of the Department

- Active involvement in research work.
- Strong focus on extension activities.
- Effective use of diverse pedagogical approaches.

Observations of the Assessors

- Documentation is systematic, well maintained, and uploaded on MS Teams and the college website.

Suggestions

- Organize hackathons and ideation workshops to encourage innovation and creativity.



Name and Signature of the Assessors

Dr. Deepti Pajni

Dr. Savita Rana

Dr. Deepti Pajni
Dr. Savita Rana
15/09/2025