

Staff Council – St.Bede’s College

Minutes of the Meetings 2024-25

Dated June 15, 2024

A staff council meeting was held in the staffroom on June 15, 2024 wherein the following points were discussed –

- It was noted that minutes of the previous meeting held must be circulated before the next meeting is conducted so that all the staff members may go through the important points discussed before attending the next meeting.
- The staff council fund details were shared by Dr.Shweta Thakur and all the staff members were asked to report for any discrepancy found.
- A detailed discussion was held regarding the autonomous status of the college. Some teachers expressed their concerns regarding the process of attaining autonomous status, its challenges and opportunities.
- The college Principal, Prof. Sr. Molly Abraham asked the teachers to put more effort in order to increase the number of admission.
- Dr. Maheshwar Thakur underlined the need to appoint more faculty members and non-teaching staff to facilitate the college functioning if it turns into autonomous body, which demands adequate fund.
- Dr. Sapna Sharma along with many other teachers expressed their concern regarding grant received by the HP Govt. which may be hampered if the college turns autonomous.
- It was also suggested by Dr. Shruti Gupta that a few skill based courses too may be introduced to attract more students who take admission in other institutions.
- Mr. Nishant underlined the need to work upon the advertisement of the college, introducing a production house and the achievements of the college students to be published online for further advertisement of the college. Also students may be introduced to various fields for exposure such as modeling.
- The college Principal admitted that something new may be offered in terms of course to the students and the college is also working towards the establishment of a studio.
- While Dr. Anupama Tandon welcomed the idea of the college to be turned into an autonomous body, she also underlined the need to cater for placement opportunities for the students. She also mentioned that the college will not be dependent on the HPU for conducting exams and announcement of results which may be an attraction for students.

She also suggested to assess two different institutions where the impact of turning into autonomous body can be observed.

- Dr. Ashwani and Dr. Vishal pointed out that the nature of duty and workload of faculty members may be impacted if the college is turned into autonomous body whereas the students may also be more demanding. Some points must be raised for the overall sustainability of the college.
- Mr. Mohit also suggested to first work upon the existing challenges before moving towards the autonomous status of the college.

Staff Council – St.Bede's College

Minutes of the Meetings 2024-25

Dated : July 13, 2024

Agenda :

1. Conducting of interviews and recruitment of new faculty on contract basis in few Departments
2. Publishing of the first merit list of fresh students in first year courses
3. Counseling and admission procedure
4. College calendar
5. Any other matter/ Remembrance of Mr. Kashmiri Singh Lal

A staff council meeting was held on July 13, 2024 in the staffroom wherein the following points were discussed –

- It was noted that the minutes of each meeting will be circulated among all faculty members after it is held.
- The requirement to recruit more faculty members in a few Departments was brought forth and after thorough discussion it was decided that on Monday, 15 and Tuesday 16, 2024, interviews will be held. The college Principal also suggested that online interview provision may also be made for candidates not residing in or nearby Shimla.
- Teachers responsible for the recruitment process were asked to make a screening chart. The qualification required for appointments was decided to be either NET/SET or Ph.D.. However any one of these will be compulsory.
- The admission and counseling process for the academic year 2024-25 will start as from July 16, 2024 after the first merit list is published on July 15, 2024 by 5 pm. The second merit list will be out on July 18, 2024.
- Teachers were asked to cater for new students' queries during the admission process. Each Department was asked to call their best students for better guidance of parents and students seeking admission.
- The Admission committee was asked to make a counseling duty schedule.
- Teachers were asked to check whether the CCA of the 1st and 2nd Year students have been properly filled and verified in order to facilitate the declaration of their pending results if any.
- The staff was informed about the interaction to be held with the Technoledge personnels on July 15, 2024. Academic coordinators were asked to be present for the same.

- It was discussed upon and decided that all Departments will make their academic calendar for the new session after a meeting is conducted by the IQAC. Activities for the session have to be planned according to the Unnat Bharat Abhiyan and conducted in the identified villages. Each Department will have to carry out two activities in sync with the initiative which will be continued by other Departments under one theme, thus making it a college level activity.
- Teachers were informed that Departmental activities will be conducted within the respective Departments and students only unless they are college level activities.
- Every convener of clubs, societies has to be present during auditions and activities. The mentor cards have to be signed after the activities are held.
- Each Department was asked to take care of the college properties.
- Teachers were informed that attending staff meetings is important for all. In case any staff council member does not attend two consecutive staff meetings, he or she has to submit leave application for the same.
- Teachers were informed that they may avail only two consecutive leaves at a time.

In remembrance of the college's non-teaching staff, Shri Kashmiri Singh Lal, one-minute silence was also observed.



Staff Council – St.Bede’s College

Minutes of the Meetings 2024-25

Dated November 11, 2024

A staff council meeting was held in the staffroom on November, 11, 2024 in the presence of the college Principal and teaching staff.

Agenda

1. Faculty applying for Minor/ Major Projects, Conferences and Seminars
2. Daily usage of Smartboards in teaching
3. Evaluation of the Intercollege Youth Festival and Sports
4. UBA activities and their expenses
5. UGC activities and their execution by different societies and clubs
6. Regarding the formation of P.T.A. office bearers
7. Concern about the continuous absence of students in the classroom
8. Regarding the college fee payment
9. Regular classes with teaching
10. Regular use of designated faculty rooms by the faculty
11. To discuss adoption of Govt. schools
12. Children’s Day celebration
13. Mid-term examinations
14. Adoption of Balika Ashram at Mashobra

15. Any other matter

- Teachers were asked to use the smartboards allotted in the respective blocks for better teaching and learning practices, whereby classes may be made more lively.
- Conveners of clubs and societies responsible for Inter-college Youth Festivals and Sports events were asked to engage their students with regular practice and be prepared for such events for better results. A team can be formed initially and trained so as to meet the competition standard of other institutions.
- UBA activities mentioned in the calendar have to be conducted as per the given schedule for the session 2024-25. However, activities based on certain themes will be continued further. Regarding financial assistance to conduct such events, clubs and societies were asked to organize fund raising activities such as canteen etc. to meet the financial requirements.
- All departments, clubs and societies were asked to send their activity reports conducted under UGC guidelines to Dr. Ashwani Kumar at the earliest after the event so that the same may be uploaded on the website on time.
- Necessary action to be taken for conducting of the PTM
- Students having poor attendance and who are still not attending classes have to be identified and reported to the office.
- Teachers were asked to identify the students who have not yet paid their fees and ask them to do so at the earliest.
- Teachers were asked to take regular classes so that students are motivated to attend them.
- Faculty members were asked to utilize their respective faculty rooms
- Regarding the adoption of five Govt. schools, conveners were asked to find out the nearby schools at the earliest.
- Teachers were asked to organize some sports and game activities for the students on occasion of Children's Day on November 14, 2024
- Mid-term tests datesheet has to be shared with the students and their grievances need to be redressed if any and reports regarding the same have to be written.
- Regarding the adoption of Balika Ashram in Mashobra, faculty members were asked to work as volunteers for the betterment of the needy students. Various programmes may be organized for the cause and faculty members will have to provide their services on Sundays and holidays.
- Faculty members were encouraged to follow FDP on Python.
- Proper dress up by faculty members was emphasized upon.
- Children's Day Celebration on November 14, 2024 will be celebrated by the college. Teachers were asked to plan some activities for the students.

Staff Council – St.Bede's College

Minutes of the Meetings 2024-25

Dated : March 17, 2024

A meeting of the teaching and non-teaching staff was held in the staffroom on March 17, 2025 at 3 PM in the presence of the college Principal. The agenda for the same was as follows –

1. Developmental plan and roadmap for the next six years of each department (AI and machine learning)
2. Planning and working towards department-wise industry connections, skill-based courses and CSR – driven internship to bridge the skills gap and to shape the future of our students.
3. Organizing department-wise alumni get together and tapping the resources
4. Strategies planned by each department to attract more students to your department and increase student number in the college.
5. The number of classes for each paper can be brought down and class timing can be increased to one hour each.
6. What innovation and reforms would you like to bring to education at St. Bede's to enhance employability and to make transition from 'learning to earning' more seamless and impactful?
7. Regular monitoring and mentoring of students.
8. Publication of research papers and books by faculty and students(exploring opportunities for research and projects aligned with IKS)

9. How can we make St. Bede's different from other institutions?

Regarding the developmental plan and roadmap for the next six years, each department shared their views on what could be done to enhance quality teaching and learning in the college.

The Department of English proposed to introduce new courses such as English for Business Communication and more usage of the language lab to enhance student's speaking skills and pronunciation was stressed upon. The Department also proposed to facilitate internship opportunities, more workshops on creative writing will be conducted.

The Department of Commerce proposed for more internships to facilitate certain jobs in specific fields. Online courses may also be introduced.

The Department of Economics proposed to give more compulsory projects to students, courses on SPSS will be introduced. The Department plans to offer practical application of excel along with AI data tools. 2nd year students are being encouraged to look for short term projects. The Department proposed to make industrial visit compulsory for enhancing student's experiential learning, students will have to pursue at least one MOOC course. The Department has in plan internships with banks. The department also looks forward to publishing departmental research journal.

The Department of History proposed to have more guest lectures, internships for students and full-fledged compulsory projects. The department also plans to have MOU signed with the State Museum and State Archives, Shimla. The Department of Political Science proposed a project to be given to students on AI based data analysis on Sophology, the Department also proposed to offer a certificate course on Legal Implication of Cyber Crime. More project works will be given to students.

The Department of Geography proposed to start certificate course lasting 8-12weeks. Industrial training for 1 month will be offered to students. The Department is also planning to convene a conference for which sponsorship from the ICSSR is being sought. Beside the MOOCS course, the department also proposed to introduce one AI course.

The Department of Computer Science proposed to launch an Add On course on Python for 1 st year students, one certification course will be offered on Microsoft Azure, more ideation sessions will be held and FDP on AI will be conducted.

The Department of Hindi proposed to offer advanced level of Add On French

course to 2nd Year students and a certificate/ Add On course on IKS. Project works will also be given to compulsory Hindi students.

The Department of Physical Education proposed to conduct All India Sports Competitions, Yoga programs will be organized for students, mega level workshop will also be held to make students

aware about physical and mental fitness. The Department also proposed to sign MOUs to connect with international students. On this, suggestion was given by the Principal to offer yoga classes to students outside the college.

The Department of Chemistry proposed to facilitate internships with incentives for students by establishing industrial collaboration, laboratory services will be extended for start ups. In this regard, laboratory equipments will be further enhanced. Water testing projects will also be given to students, whereby students will be encouraged to collect water samples from various sources in Himachal Pradesh and analyze their quality. Mr. Nishant from the Department is also working on a theoretical model that can explain all sciences and humanities. This kind of exploration in the field of AI was well-appreciated by the college fraternity.

The Department of Botany already stated that research projects have already been started. The Department looks forward to publishing students' research works and thesis written by them will also be displayed in the library. Internships will be offered to students. The Department also plans for NET/SET coaching for M.Sc. students. Regarding this, the Principal advised the Department to seek help from Dr. Ashwani to guide students on how to carry out quality research and publishing of the same.

The Department of Physics proposed to start MOOC courses, project works will be made compulsory for the 3rd year students. Summer internships will be offered to 1st year students. To facilitate the same, connection will be sought with industries.

The Department of Zoology proposed to introduce AI based data analysis, ecological monitoring to be done by students and machine learning modules will also be introduced. The Department also seeks to conduct faculty training sessions focused on life sciences.

The Department of Psychology proposed to introduce certificate course in Art Therapy, MOU will be signed so that students can earn while learning, compulsory project works will be given to 3rd year students. Students will be encouraged to use AI for data collection. Strength of the college students will be sought via social networking. The Department of Biotechnology seeks to carry out research projects, training/internships on CPRI will be offered to students. The Department also proposed to offer hands on training or workshops on quality assurance.

The Department of Mathematics proposed to offer a course on Vedic Mathematics, workshops will be held on Software Mathematics and students will also be trained how to write research papers on Latex.

Regarding planning and working towards department-wise industry connections, skill-based courses and CSR – driven internships, it was suggested by the Principal that each Department may seek connection with some industry. She also lay emphasis on the UGC sponsorships and

PM Internship scheme, CSR funds that are available to students. The Principal advised all Departments to select one faculty member from each Department who will monitor these updates by regular visits to the UGC and ministry websites.

All Departments were advised to organize department-wise alumni meetings during the academic years so that bonding with the alumni body may be strengthened. This may also motivate the students to join the college. Mr. Salil also underlined the need to create a database of the college alumni. One strategy to increase the number of enrollments in the college was also suggested to carry out the alumni meetings during the induction session of first year students at the beginning of the academic sessions.

As far as innovation and reforms needed to enhance employability and to make transition from 'learning to earning' more seamless and impactful is concerned, the Departments were advised to visit websites of other colleges and find out innovative ideas as to how we can help students earn while learning.

Departments were asked to keep an internship registry for better record of student's performance.

Regular monitoring and mentoring of students by teaching and non-teaching staff was emphasized upon.

In order to enhance the college teaching and learning environment, publications of research papers, chapters and books of faculty members and students was encouraged.

In respect to the last point of the agenda, each department was asked to ponder upon the ways how we could make St. Bede's College outstanding from other institutions. The Department of English suggested that in order to revive the past college environment,, students must be motivated to stress upon usage of English as a mode of communication in the college. Students will have to be groomed in terms of communication skills and personality development. Also, more practical hands on computer trainings must be given to them in order to meet the industry requirements.

While the Department of Chemistry was advised to approach industries or ministries seeking help for establishing sale outlets of their products, the Fine Arts Society was also asked to motivate students in the field of art and craft.

The need to publish student's research works or projects was underlined by Dr. Shweta Thakur so that they gather attention outside the college. For this to be concretized, a research club for students can also be formed.

Dr. Shweta also suggested all the departments to write separate reports on activities done under IKS.

All the faculty members were informed about the upcoming FDP to be held in the month of April.