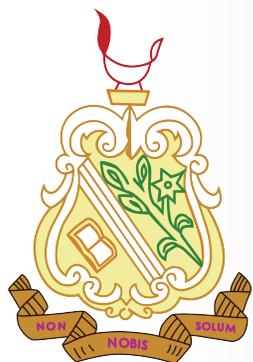


St. Bede's College, Shimla

NAAC Re-Accredited A Grade



Internal Quality Assurance Cell

organizes

ONE WEEK FACULTY DEVELOPMENT PROGRAMME

on

Service Rules for Grant-in-Aid Colleges

March 16-23, 2026

Venue: Seminar Room

Platform: Google Meet

Time: 10:00 am onwards

Patron: Dr. (Sr.) Rosily T.L.

Convener: Dr. Gitanjali Mahendra

Co-Convener: Dr. Shweta Thakur



About the College

St. Bede's College is a premier educational institution committed to providing a holistic education for young women. With a focus on academic excellence, social development, and spiritual growth, the college empowers students to become successful and responsible individuals. St. Bede's College is dedicated to inspire students to achieve their full potential, fostering critical thinking, and promoting lifelong learning. The college also emphasizes the importance of social responsibility, teamwork, and ethical behaviour. St. Bede's College prioritizes academic excellence and strives to provide a rigorous and supportive learning environment for its students.

About the Faculty Development Programme

The Faculty Development Programme (FDP) on Service Rules for Grant-in-Aid Colleges will be organized with the objective of enhancing the understanding of faculty members and administrative staff regarding the regulatory and administrative framework governing grant-in-aid institutions. The programme will aim to familiarize participants with essential service rules, statutory provisions, and administrative procedures that are crucial for the effective functioning of higher educational institutions.

The sessions will cover important topics such as Conduct and Leave rules, Annual Confidential Reports (ACR) and Academic Performance Indicators (API), the Employees' Provident Fund Scheme, 1952, the Employees' Pension Scheme, 1995, and the Employees' Deposit Linked Insurance Scheme, 1976. In addition, participants will be introduced to practical aspects of institutional administration, including procurement procedures through the Government e-Marketplace, as well as file and record management in official functioning. Through expert lectures, discussions, and interactive sessions, the programme will provide participants with valuable insights into service regulations, compliance requirements, and administrative best practices, thereby strengthening their professional competence and contributing to improved governance and transparency in grant-in-aid colleges.

Thrust Areas

- File and Record Management in Official Functioning
- Procurement and GEM Purchases
- ACR and API
- RTI-2005
- Ordinances (Grant-in-Aid Colleges)
- Conduct and Leave Rules
- Employees' Provident Fund Scheme, 1952
- Employees' Pension Scheme, 1995
- Employees' Deposit Linked Insurance Scheme, 1976

Target Audience: Assistant Professor, Associate Professor and Administrative Staff of the Grant-in-Aid Colleges

Date: March 16-23, 2026

Mode: Hybrid mode (Google Meet)

No Registration Fee

Register here: <https://forms.gle/5tbukrUaVbtt9tou9>

Scan here:



Patron: Dr. (Sr.) Rosily T.L.

Convener: Dr. Gitanjali Mahendra

Co-Convener: Dr. Shweta Thakur

Contact: Dr. Gitanjali Mahendra (9816022297)