

Criteria-1(Curricular Aspects)

The college has introduced courses BBA and BCA, Add-on courses have also been introduced. The involvement of the students in teaching learning process is one of Practices in Curricular Aspects

There has been an emphasis on computers and internet availability. The students have an access to a good collection of books in the library. The involvement of students in the learning process through group discussion seminars, presentation etc. enhances quality. They are tested on a regular basis and corrected answer books are promptly returned for them to see. Feedback from students regarding overall effectiveness of a teacher in knowledge transmission is also obtained to ensure quality sustenance as well as enhancement.

. The college has a well equipped LAN connected computer lab with 50 computers all connected to the unlimited broadband connection. The students are sensitized to the contemporary concepts and issues. The faculty members participate in seminars or orientation sessions for syllabus-design .Feedback from the students is taken on regular basis. There is a teacher mentor scheme for the benefit of the students. Book bank facility is also available to the students

Criterion-II(Teaching Learning)

Class room presentations by students are done regularly once in a fortnight. The students are given a particular topic and asked to prepare the presentation. The students can use blackboard, charts (prepared by themselves), models etc in Botany, Zoology and Chemistry Departments. The Economics department conducted class room seminars and presentations on various Economic Policies in different classes. The English Department has open discussions in the class rooms on various books. This practice helps the students to study the topic thoroughly and enrich them with the topic/subject. The Life Sciences Department (Botany and Zoology) takes the students regularly for field visits to acquaint them with the biodiversity in the form of plant collection, insect collection etc. Practices such as these develop a spirit of competition and organizational skills among the students. The teaching, learning process is rigorous and systematic. It is evident from consistently good results in the University examinations. The students secured a number of university ranks/medals in the previous five academic years. The contemporary methods/learning

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are continuously being used for sustaining the quality in teaching/learning (viz: assignments, seminars, group discussions, field visits, audio-visual aids etc.)

ICT in learning is used in different departments. The students prepare power point presentations on different topics(related to their own subject as well as other subjects), for their own department and other departments. Chemistry department conducted power point presentations prepared by B.Sc II and B.Sc III on topics like Cancer, Female Foeticide, ISRO, DNA Finger printing and socio Cultural Evolution etc. Such teaching-learning techniques have instilled confidence in students.

A mechanism has been devised by the IQAC to provide remedial help to weaker students. All subject teachers of a particular class are brought together to collectively identify students who would be in need of special instruction. Some students could be habitually missing classes .They are referred for counseling.

The more capable students are encouraged to prepare individual presentations, or collectively, sometimes on topics not yet taught by a teacher to encourage unrestricted creativity.

CriteriaIII(Research Consultancy)

- St.Bede's is the only institution of higher education in the State to have ventured to publish its own journal of research papers. Initiated in the college centenary year, 2003-04, the biennial publication is into its third volume now. It is registered and a refereed journal.
- Most of the services offered by our faculty to schools and social service organizations are on a non-remunerative basis. These are rendered for the sheer joy of contributing meaningfully to the upliftment of society.
- Under its Outreach Program, The Government Middle School at Baghaghat (Theog) has been adopted .Besides providing various outdoor sports facilities for the children, proper steps were built and toilets constructed. An NSS camp was also organized in which volunteers helped school children with their learning tasks.
- The college Women Cell has adopted village Chamiana in the neighbourhood. The village women are being trained in various skills so as to become self supporting.

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The Mahila-Mandal has been associated to guide the process of empowerment of women.

Criterion-IV(Infrastructure and Learning)

The innovative practices in terms of “infrastructure and learning resources”

- The college has set up a well equipped “language Lab” to improve upon the communication Skills of the students.
- College has set up a paper recycling plant to recycle the waste paper and students are also educated about paper recycling.

Criterion-V(Student Support and Progression)

Curricular:

- 1 Seminars and Conferences conducted for students by teachers, students themselves and by outside agencies
- 2 Teachers are asked to give feedback to the board of studies.
- 3 Feedback from the students is taken for the curricular development. Each student is asked to evaluate their subject teachers through an evaluation form
- 4 Formal curriculum is supplemented and enhanced by seminars, group presentations, project work, field work, student assignments, discussions, lectures by visiting faculty
- 5 Each teacher maintains a special register in order to record every activity he/she conducted for the student for her/his department, every seminar, conference attended, articles written, papers published and rewards received by the teacher/student etc.
- 6 Teachers and students contribute to different agencies and society.
- 7 Teachers act as facilitators among the students and they encourage them to lead different programmes and empowering them.
- 8 Different teaching methods are used besides lecturing.
- 9 Having different types of societies and clubs
- 10 Encouraging students to take part in state, national and international level competitions.

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Criteria-VI(Governance and leadership)

- **Self Governance** – The institution encourages active participation at all levels. Governing Body is the highest decision making authority which is responsible for wellbeing of all the constituents of the college.
- **Educational Society:** is an academic body which looks after the academic growth of the institution.
- **I Q A C:** the institution has a well functioning I Q A C to cater to the quality aspects of Institutional functioning.
- **Staff Council:** It consists of the entire teaching community. It meets frequently to discuss and to take decision regarding the academic functions of the institution.
- **Student Council:** It represents the entire student community of the college. Students take the initiative in organizing curricular co-curricular and extra curricular activities of the college.
- **Various Committees and Societies:** They are responsible for organizing various internal and external programmes of the college. The institution emphasizes self-governance. The I Q A C, the staff council, the student council and various committees and societies ensure quality, innovation and adaptability in institutional functioning. The St. Bede's college educational society and the governing body provide an overarching canopy to lend stability, continuity and identity to this century old educational enterprise.

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Criteria VII (Innovative Practices)

- A good mutual understanding, regular interaction, participatory planning, working together are the key factors leading to development
- The regular interaction of the parents and alumni with the Principal assists the Principal in making necessary improvements in college to enhance parent /student satisfaction. During college programmes the government functionaries are invited as chief guests etc. to apprise them about the progress the college is making.
- The faculties hold memberships to different organizations which help them to bring in innovations in their teaching learning methods.
- Time and again the media is used to highlight the achievements and also the problems faced by the institution.
- Questionnaires are also sent to the parents eliciting suggestions for improvement of the college functioning.
- Every student is allocated a ship and has to join a minimum of two societies through which they can participate and create a healthy competitive environment .Every society puts up a programme and most students get to participate and exhibit their skills in the respective fields. Every student attends all the programmes of the college.
- The evaluation of teachers by students on the feed back forms provided to them, further provides each teacher inputs about her teaching/learning methods.
- In classes seminars, group discussions and presentations etc. improves the self confidence, self esteem and communication skills of the students.
- The value education classes held once a week sensitize students to moral, social and local issues in addition to the spiritual input.
- The annual report highlighting the achievements and innovations of the college is sent to all parents through the college magazine to let them know about the functioning of the college.
- The N.S.S and F.A.E.A. community outreach programmes are focused and involved in helping out socially and economically underprivileged students.

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THE BEST PRACTICES OF THE INSTITUTION ARE

- **Assembly:** It is held twice a week where the Principal meets the whole college together, and interacts with them. All important announcements are made during this time and it is mandatory for every student to be a part of it
- **Value education-** Classes are held once a week to promote a healthy interaction with a small group of students. This is the time where students feel free to discuss social, moral, ethical and emotional issues which in turn help them to deal with their problems and dilemma. This also assists in building strong student teacher relationships.
- **Mentoring-**It is one of the best practice in our institution .Each and every student is allocated a mentor/teacher and they meet formally once every week in the value education class .The mentors in addition to their value education classes keep a track on the academic and co-curricular activities of their mentees, providing a personal touch to the welfare of students in the college.
- **Report Card:** At the end of the year report cards are sent to the parents. The grades /marks of the projects ,assignments, tests are entered in the report cards and an evaluative remark by each subject teacher is also incorporated to apprise the parents about the academic progress of their wards

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