# The Annual Quality Assurance Report (AQAR) of the IQAC
### *(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

# Part – A

## Data of the Institution
*(data may be captured from IIQA)*

1. Name of the Institution          St. Bede's College

- Name of the Head of the institution :     Ms. Nandini Pathania

- Designation:   Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:       0177-2842304

- Mobile no.:            9816333287

- Registered e-mail:  bedescollege@gamil.com

- Alternate e-mail :  -

- Address        : Nav Bahar

- City/Town    : Shimla

- State/UT      : Himachal Pradesh

- Pin Code       : 171002

**2.** Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Women
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status:  Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): All

- Name of the Affiliating University:  Himachal Pradesh University
- Name of the IQAC Co-ordinator :    Dr. Ravi Bhushan
- Phone no. /Alternate phone no. : -
- Mobile:        9816073535
- IQAC e-mail address: ravi_bs1@yahoo.com
- Alternate Email address: -

**3.** Website address: www.stbedescollege.in
   Web-link of the AQAR: (Previous Academic Year):

**4.** Whether Academic Calendar prepared during the year: Yes

   if yes, whether it is uploaded in the Institutional website: Yes

Weblink: http://www.stbedescollege.in/uploads/academic%20calendar%202019-20.pdf

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---|---|---|---|---|
| 1st | A | - | 2004 | from:3-5-04  to:2-5-09 |
| 2nd | A | 3.34 | 2011 | from:8-1-11 to: 7-1-16 |
| 3rd | A+ | 3.54 | 2016 | from:16-9-16  to: 15-9-23 |
| 4th | | | | from:          to: |
| 5th | | | | from:          to: |

6. Date of Establishment of IQAC:          DD/MM/YYYY: 15/7/2004

7**.** Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the  year  for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| Regular meetings of IQAC were organized. | 2018-19=10 | All stakeholders |
| AQAR submitted for previous year. | 21-5-2018 | All stakeholders |
| Organized systematic department wise counselling for admission seekers as well as parents. | June 2018 | Students=1189 Parents=1500 |
| Faculty was urged to prepare course plans and utilize them. | June 2018 | All faculty and students=1236 |
| Teachers' evaluation by students was completed and feedback | December 2018 | Faculty=47 |

| | | |
|---|---|---|
| provided to faculty in graphic form. | | |
| Midterm learning performance of students was evaluated by holding Minor-tests. Feedback was promptly provided. | February & March 2019 | 1189 |
| The college sought clarification from HPU about DSC course being considered as G.E. In response, the Dean's Committee, HPU, informed about one-time concession to 2018-19 session students. | September 2018 | English Honours=36 Economics Honours=7 |
| The Psychology Department Faculty was advised to represent to the HPU pressing issue of G.E. courses for students, as per the syllabus for UGC (CBCS) Psychology (Honours) 2016-17 onwards. | February 2019 | Psychology Honours=32 |
| Financial Audit was completed by the Chartered Accountant. | May 2019 | All stakeholders |
| HPU conducted inspections for all UG and PG self-financing courses. | October 2018 | 527 |
| HP Higher Education Regulatory Commission asked for the submission of attested copies of the highest qualification of all faculty members. | May 2019 | 47 |
| Documentation of the lists of equipment of departments with practical courses was completed by the college. | May 2019 | 600 |

**8.** Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/ Department/Faculty | Scheme | Funding agency | Year of award with duration | Amount |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

**9.** Whether composition of IQAC as per latest NAAC guidelines: Yes

　　　*upload latest notification of formation of IQAC

**10.** No. of IQAC meetings held during the year: 10

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website: Yes

(Please upload, minutes of meetings and action taken report)

**11.** Whether IQAC received funding from any of the funding agency to support its activities during the year?          No

**12.** Significant contributions made by IQAC during the current year (maximum five bullets)

- Perspective Plan for 2018-19 prepared and its implementation monitored
- Prepared College Calendar with active involvement of entire staff incorporating all important college activities, and made it widely available to various stakeholders.
- Planned and ensured successful organization of an International Conference 'Partition Revisited' by History and Political Science departments.
- Ensured effective functioning of various Councils, Committees, Societies and Clubs for smooth conduct of college activities.
- Planned and ensured effective implementation of various social responsibility programs, including those for the benefit of the underprivileged and the needy.

**13.** Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|---|---|
| **I  CURRICULAR ASPECT**<br><br>The new courses that will be introduced this year :<br><br>- Add-on –Courses  : Computer Department<br>- Certificate Course in Econometrics : Economics Department | <br><br><br><br><br>Started<br>Under Consideration |
| II TEACHING, LEARNING AND EVALUATION<br><br>It is planned to introduce newer methodologies while continuing with the tried and tested ones, as mentioned below :<br><br>- Faculty  Development program Workshops<br>  - Lit Fest<br>  - Nutrition Week<br>  - Fevicryl<br>  - Demo Workshop in Geography<br>- Computer awareness seminar for faculty and staff<br>- Formulation of course plans<br>- Guest lectures<br>- Inter college activities | <br><br><br><br><br><br><br><br>Held<br>Done<br>-<br>-<br><br>-<br>Prepared<br>Held<br>Held |

| | |
|---|---|
| • Inter-disciplinary activities | Held |
| • Student seminars/presentations/discussions | |
| • Visits : Field/ industrial/educational | Held |
| • Projects/Assignments/ e-assignments | Finished |
| • Remedial | Done |
| • Tutorials | Held |
|    ➢ Virtual 3D Tutorials in Chemistry | Ongoing |
| • Peer teaching | Done |
| • Demonstrations | Held |
| • Smart classrooms | Held |
| • Book reading/presentation sessions in the library | Organised |
| • Film clip sessions | Done |
| • TED videos | Shown |
| • Yale University lessons | Held |
| • Skits and role play | Done |
| • Poetic meet | Organised |
| • Heritage walk | Organised |
| • Quiz | Organised |
| • Exhibition : Indian Textiles | Held |
| • Competitions : Photography, poster, write up, quiz, power point | Organised |
| • *Agar Art* by Department of Microbiology | Organised |
| • Department Clubs : *Zoo Quest- Zoology, The Tech Know Hows -Computers, Miraasa-History* | Done |
| • Book and Film Club : Afterthoughts | Held |
| • Electoral Literacy Club with faculty as nodal officer | Organised |
| • Skill enhancement courses | Held |
| • Smart classroom sessions | Completed |
| • Regular tests | Held |
| • Continuous comprehensive assessment | Done |
| **III RESEARCH, INNOVATIONS AND EXTENSION**<br><br>The research culture will be further promoted by providing facilities and opportunities for research related activities to faculty and students. The college students will continue to be engaged in several extension activities.<br><br>• Organization of International Conference by Political Science and History departments '*Partition Revisited*'<br>• Zoology Department to undertake | <br><br><br><br><br><br><br><br><br><br>Organised |

| | |
|---|---|
| '*Evaluation of campaign through statistical analysis on conservation of honey bees*' | Undertook |
| • Research paper presentation in conferences/seminars | Presented by some faculty |
| • Faculty and student participation in conference/seminar/workshop | Participated |
| • Research paper publication | Published by some faculty |
| • Authoring books | Authored by some faculty |
| • Field survey | Done |
| • In house projects for hands on research experience to students | Given |
| • Inter-disciplinary research study | Held |
| • Seminar/ workshop by involving students of other colleges and schools | Organised |
| • Visiting schools for spreading IT awareness | - Done |
| • Report : Blood group analysis | Collaborated |
| • Community Outreach Cell to collaborate with various NGOs | Visited |
| • Regular visits to adopted schools | Visited |
| • Visits to orphanages, old age homes and hospitals etc. | Held |
| • Blood donation camp | Delivered |
| • Delivering talks by faculty | Done |
| • Judging events by faculty | Visited |
| • Faculty as resource persons | Participated |
| • Taking students to participate in poetic symposia | |
| IV INFRASTRUCTURE AND LEARNING RESOURCES<br><br>It is planned to augment the existing infrastructural resources by carrying out additions and alterations.<br><br>• New Science Block will be completed<br>• New Reception Hall will be built<br>• Campus Whizz Software to be fully operational<br>• Website updation<br>• Up gradation to be continued<br>  ➢ Computer museum<br>  ➢ Chemistry lab<br>  ➢ Geography lab<br>• Renovation of various facilities | <br><br><br><br><br><br><br><br>Built<br>Built<br>Installed<br><br>Ongoing<br>Being Continued<br><br><br><br>Undertaken |
| V STUDENT SUPPORT AND PROGRESSION | |

| | |
|---|---|
| The college will continue to provide several student support services and aid them in making a smooth progression to studies and careers further on. | |
| • Internships | Held |
| • Coaching classes for competitions | - |
| • Increasing availability of competitive books | Made available |
| • Career counselling | Done |
| • Admission counselling with emphasis on newly started courses | Organised |
| • Placement drive | Organised |
| • More linkages for better opportunities to students | Explored |
| • Renovation of ramps for easy access | - |
| • Increase in the number of scholarships, free ships and fee concessions | Made Available |
| • Increase in the number of books in the Book Bank | More books procured |
| • New Book Bank to be set up by Computers Department | Setup |
| • Increase in social responsibility opportunities for students | Explored |
| VI GOVERNANCE , LEADERSHIP AND MANAGEMENT<br>The emphasis of the college management is to provide wider participation to stakeholders in decision making. Various forums performing significant functions in pursuit of this purpose shall be holding regular meetings for effective planning and implementation : | |
| • The LMC | Regular meetings held |
| • The Principal | Regularly meeting staff and students |
| • The IQAC | Functional |
| • The Staff Council | Regular meetings |
| • Academic Monitors | Regular meetings |
| • Core Coordinator | Regular meetings |
| • PTA | Held |
| • PTM | - |
| • Committees: UGC, Budget, RUSA, Library, Canteen, Prospectus, Admissions, Time Table, Elections, Anti Ragging, etc. | Held regular meetings |
| • Heads of Departments | Regular meetings |
| • The Student Council | Regular meetings |
| • Ship In-charges | Regular meetings |

| | |
|---|---|
| • Societies & Cells: Research promotion Cell, Cultural Society, Environmental Cell, Red Ribbon Cell, Women Cell, Disaster Management Cell, Grievance Redressal Cell, Outreach Cell, Placement Cell etc. | Regularly organised activities |
| • Clubs: Heritage Club, Nature Club, Health Club, Eco-Club, *ZOO QUEST*, IT Club, etc. | Activities organised |
| • Internal & external auditing | Done |
| • Management Information System | In Place |
| • Mechanism for online feedback from stakeholders | Being worked upon |
| • Preparation and periodic progress review of the Perspective Plan | Monitored |
| • Preparation of the College Calendar | Prepared |
| • SWOC | Held |
| • Welfare schemes for staff | Exists |
| VII INSTITUTIONAL VALUES AND BEST PRACTICES *Non nobis solum_Not for ourselves alone*, our core value, will continue to guide us in all our endeavors. We'll keep our vision in the forefront i.e. *to form well integrated individuals who are assets to contemporary society* • New social responsibility programs : ➢ *Good Will Wall* : Teachers, staff and students will bring things from their homes that they would like to offer others for a price. The resources, thus raised, will be utilized for charity purposes ➢ *Roti Day* : Teachers, staff and students to bring chapattis on a particular day of the week to be served to cancer patients and care givers ➢ *Entrepreneurship Skill Development:* Students would be encouraged to offer self prepared eatables and other products for sale to others. They will be motivated to donate a part of the raised resources for charitable causes. • Programs for helping to the | Initiated Donated Canteen organised Visited and Programs held |

| | |
|---|---|
| underprivileged<br>➢ Adopted_ Government Middle School, Theog<br>➢ Adopted_Government Primary School, Sanjauli | |
| • Programs inculcating the spirit of providing for the needy<br>➢ Visits to orphanages<br>➢ Visit to home for destitute girls<br>➢ Visits to old age homes<br>➢ Visits to hospitals | Visited and donated |
| • Scholarships, fee concessions and freeships to the deserving students | Given |
| • Programs to mark important events<br>➢ Independence Day<br>➢ Teachers Day<br>➢ Children Day<br>➢ Hindi Diwas<br>➢ Christmas<br>➢ Science Day<br>➢ Ozone Day<br>➢ Biodiversity Day<br>➢ Earth Day<br>➢ Women's Day | Most of them organised |
| • Several awards for outstanding students<br>➢ Bedian Pin<br>➢ Bedian Ring<br>➢ Rana Memorial Trophy<br>➢ R S Pathania Memorial Award<br>➢ G R Sud award<br>➢ Excellence in Mathematics<br>➢ Zenith_ 'In the loving memory of my son' by Dr Kalpana Sharma<br>➢ EBA Trophy<br>➢ Library_Best Student award | Most of the instituted awards were given |
| • Welfare schemes for non-teaching staff | Benefits provided |
| • International peer reviewed journal | Published |
| • Department e- newsletters and printed versions<br>➢ *The Voice_ Special Edition* by History and Political Science Departments | Brought out by History department |
| ➢ *Zoo Buzz :* New newsletter of Zoology Department | Brought out by Zoology department |
| ➢ *Ciencia Casera :* New | |

| | |
|---|---|
| newsletter of Nutrition and Apparel | - |
| • College magazine | Published |
| • Paper recycling | Replaced |
| • Green campus | Maintained |
| • Green audit | Done |
| • Water harvesting | Being Practised |
| • Medicinal garden | Maintained |
| • Efficient waste management | Done |
| • Vermicomposting | Done |
| • Renewal energy utilization | Done |
| • Tree plantation drives | Undertaken |
| • Green computing | |
|   ➢ Paper re-use | Practised |
|   ➢ E-assignments | |
| • Wifi Campus | Provided |
| • CCTV surveillance mechanism | In place |
| • Biometric attendance system | Being followed |
| • Online feedback system from stakeholders. | Being worked upon |

**14.** Whether the AQAR was placed before statutory body?     Yes /No: Yes

   Name of the Statutory body: LMC          Date of meeting(s):  10/12/2019

**15.** Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
   **Yes/No:** No

 **16.**  Whether institutional data submitted to AISHE: Yes/No: Yes

     Year: 2019                 Date of Submission: 26-2-2019

**17.** Does the Institution have Management Information System?  **Yes**
    If yes, give a brief description and a list of modules currently operational.
   (Maximum 500 words)

Yes , the Management Information System is extensively utilized in the overall functioning of the College in the following significant respects:

1) **Administrative Process including Finances**
   • Salary Structure for employees
   • Staff I-Card generation
   • Biometric attendance
   • Leave for Staff
   • Income tax report
   • Staff details
   • Loan details

- Arrear details

2) **Student Admission**
- Student Registration
- Nationality wise list
- State wise list
- Student Details
- Fee Details
- Hostel Details
- Student List
- Admission Slip generation
- Subject Opted by Student
- Phone number list

3) **Student Record**
- Attendance Register
- Daily Attendance
- Subject Wise Attendance
- Student Wise Attendance
- Class wise Attendance
- Online Attendance

4) **Examination**
- Class Wise subject tests
- Continuous Comprehensive Assessment(CCA)
- Report Card
- Marks entry details in register
- Online Entry of CCA and practical marks

5) **Others**
- Web Update
- Data base backup
- User management
- Library Management System

## Part-B

| CRITERION I – CURRICULAR ASPECTS |
|---|

**1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college implements the curriculum framed by Himachal Pradesh university. Depending on the resources, institutional goals, the college makes an effort to impart quality education. It follows structured and well planed techniques for effective delivery of the curriculum. Regular departmental meetings with the respective heads are held to discuss action plans for smooth and productive teaching. The faculty prepares lesson plans well in advance with course objectives, content and topics, teaching aids, teaching hours, reference books and teaching outcomes. It provides an insight for effective teaching.

1.1.2  Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|---|---|---|---|---|
| 6 | Nil | • Tally with GST July16,2018<br>• Core Jawa July 28,2018<br>• Dance July 16,2018<br>• Advance Webpage Desigining with Php Programming  July 16,2018<br>• Advance Course in French July 16,2018<br>• Advance Course in Beauty&Fitness July 16,2018 | Aims at Enhancement of Employability Quotient | Focus  is on the Development of entrepreneurial skills |

**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

| Programme with Code | Date of Introduction | Course with Code | Date of Introduction |
|---|---|---|---|
| **Nil** | **Nil** | **Nil** | **Nil** |

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

| Name of Programmes adopting CBCS | **UG** | **PG** | Date of implementation of CBCS / Elective Course System | **UG** | **PG** |
|---|---|---|---|---|---|
| Nil | **Nil** | **Nil** | **Nil** | **Nil** | **Nil** |
| Already adopted (mention the year) | | | | | |

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

| | Certificate | Diploma Courses | |
|---|---|---|---|
| No of Students | 162 | Nil | |

**1.3 Curriculum Enrichment**

1.3.1 Value-added courses imparting  transferable and life skills offered during the year

| Value added courses | Date of introduction | Number of students enrolled |
|---|---|---|

| 6 | | •     Tally with GST July16,2018 <br> •   Core Jawa July 28,2018 <br> •   Dance July 16,2018 <br> •   Advance Webpage Desigining with Php Programming July 16,2018 <br> •   Advance Course in French July 16,2018 <br> •   Advance Course in Beauty&Fitness July 16,2018 | 162 | |

1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| **Internship programme** | **50** |

**1.4 Feedback System**

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| Yes/ No <br> yes | Yes/ No <br> Yes | Yes/ No <br> No | Yes/ No <br> No | Yes/ No <br> No |

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Regular feedback is obtained from students and faculty members with an objective of improving overall efficiency of the institution. An effort is made to incorporate the suggestions so obtained for betterment of the college and the various stake holders. The students, their suggestions and problems are of immense value for the college. Their feedback is considered in priority and necessary actions are taken in the best possible manner.

# CRITERION II - TEACHING-LEARNING AND EVALUATION

**2.1 Student Enrolment and Profile**

**2.1. 1 Demand Ratio during the year**

| Name of the Programme | Number of seats available | | Number of applications received | Students Enrolled |
|---|---|---|---|---|
| | | | | |
| **Course Name** | **Form Filled** | **Payment Received** | **Received at College** | |
| **B.Sc Hons Biotechnology - I Sem** | 39 | 35 | 23 | |
| **B.Sc Hons Biotechnology - III Sem** | 13 | 13 | 13 | |
| **B.Sc Hons Biotechnology - V Sem** | 14 | 14 | 14 | |

| | | | |
|---|---|---|---|
| **B.Sc Hons Microbiology - I Sem** | **21** | **19** | **18** |
| **B.Sc Hons Microbiology - III Sem** | **7** | **7** | **7** |
| **B.Sc Hons Microbiology - V Sem** | **9** | **9** | **9** |
| **Bachelor of Arts - I Sem** | **138** | **132** | **90** |
| **Bachelor of Arts - III Sem** | **60** | **60** | **60** |
| **Bachelor of Arts - V Sem** | **44** | **44** | **44** |
| **Bachelor of Business Administration - I Sem** | **36** | **35** | **22** |
| **Bachelor of Business Administration - III Sem** | **14** | **14** | **14** |
| **Bachelor of Business Administration - V Sem** | **23** | **23** | **23** |
| **Bachelor of Commerce - I Sem** | **100** | **98** | **76** |
| **Bachelor of Commerce - III Sem** | **90** | **90** | **90** |
| **Bachelor of Commerce - V Sem** | **98** | **98** | **98** |
| **Bachelor of Computer Application - I Sem** | **15** | **14** | **11** |
| **Bachelor of Computer Application - II Sem** | **1** | **1** | **0** |
| **Bachelor of Computer Application - III Sem** | **10** | **10** | **10** |
| **Bachelor of Computer Application - V Sem** | **11** | **11** | **11** |
| **Bachelor of Economics honours - I Sem** | **33** | **30** | **19** |
| **Bachelor of Economics honours - III Sem** | **7** | **7** | **7** |
| **Bachelor of English honours - I Sem** | **78** | **72** | **43** |
| **Bachelor of English honours - III Sem** | **36** | **36** | **35** |
| **Bachelor of English honours - V Sem** | **29** | **29** | **29** |
| **Bachelor of Geography honours - I Sem** | **27** | **27** | **17** |
| **Bachelor of Geography honours - III Sem** | **12** | **12** | **12** |
| **Bachelor of Geography honours - V Sem** | **12** | **12** | **12** |

| | | | |
|---|---|---|---|
| **Bachelor of Psychology honours - I Sem** | 48 | 47 | 20 |
| **Bachelor of Psychology honours - III Sem** | 20 | 20 | 20 |
| **Bachelor of Psychology honours - V Sem** | 13 | 13 | 13 |
| **Bachelor of Sciences - I Sem** | 150 | 146 | 125 |
| **Bachelor of Sciences - III Sem** | 91 | 91 | 91 |
| **Bachelor of Sciences - V Sem** | 79 | 79 | 79 |
| **JBT - 1st year** | 25 | 24 | 7 |
| **JBT - 2nd year** | 50 | 50 | 50 |
| **M.Sc. Botany - I Sem** | 28 | 25 | 25 |
| **M.Sc. Botany - III Sem** | 17 | 17 | 17 |
| **M.Sc. Geography - I Sem** | 13 | 13 | 12 |
| **M.Sc. Geography - III Sem** | 16 | 16 | 16 |
| **Masters in Commerce - I Sem** | 21 | 21 | 21 |
| **Masters in Commerce - II Sem** | 1 | 1 | 1 |
| **Masters in Commerce - III Sem** | 18 | 18 | 18 |
| **Masters in English - I Sem** | 23 | 20 | 20 |
| **Masters in English - III Sem** | 19 | 19 | 19 |
| | | | |
| | 1609 | 1572 | 1361 |

**2.2 Catering to Student Diversity**

2.2.1. Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2018-19 | 1155 | 149 | 54 | 19 | 23 |

**2.3 Teaching - Learning Process**

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|

| 54 | 54 | 1)Desktop & Laptops 2) Projectors 3)Digital Podium 4) Printer 5) Internet Facility and latest softwares | 4 | 6 | Inflibnet , MOOC's, Spoken Tutorials, e-pathshala |
|---|---|---|---|---|---|

| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) |
|---|

St. Bede's College has developed a well structured student mentoring system. Here, the students are divided into groups of 15-20 each, depending on the no. of students. Each group is assigned a teacher-mentor who performs mentoring duties. Every student has the same mentor all through the three years of her college.

Our mentoring system aims at bridging the gap between the teachers and students. This enables the students to approach their teachers freely for both educational and personal guidance. This mentor-mentee system centres around the various needs of our students. The mentors counsel them as often as necessary, advise them how to solve their problems and make them feel confident about improving their quality of life. They help the mentees make the most of their college life, maximizing their academic potential and promoting their personal development.

The mentor places the important role of a trusted advisor, guiding students in their academic pursuits and also for their emotional, intellectual and psychological development.

Inorder to achieve these ends, regular meetings are held between the mentor and mentees once every week. A mentor card is also maintained for each student, having both her personal and academic data.

Value education is the most important feature of our mentoring system. It aims at training the young, inexperienced students to face the outside world with right attitude and values. It includes character development, personality development, citizenship development and spiritual development. Such value education helps them to know what is right and wrong, and what is important in life. It also aims at developing an enduring relationship with family and friends. Such value education these days is very useful indeed, especially in times of crisis.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| **1361** | **54** | **1:20** |

| **2.4 Teacher Profile and Quality** | | | | |
|---|---|---|---|---|
| **2.4.1 Number of full time teachers appointed during the year 2018-19** | | | | |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
| **38** | **16 Regular** **38 Contractual** **Total= 54** | **22** | **11** | **19** |

**2.4.2 Honours and recognitions received by teachers**

*(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )*

| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
|  | Nil |  |  |

**2.5 Evaluation Process and Reforms**

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

| Progra mme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
|  |  |  |  |  |

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As the college is affiliated to the Himachal Pradesh University, the evaluation norms set by the University are followed. The college revises the evaluation procedure in accordance with the University guidelines from time to time. The college follows the following guidelines for continuous evaluation of the students.

For all courses without practical

  (a)    Marks for external examination – 70
  (b)    Marks for internal evaluation- 30

For all courses with practical

  (a)    Marks for external examination – 50
  (b)    Marks for internal evaluation- 30
  (c)    Marks for practical-20

Components of Internal Evaluation

| Component | Marks |
|---|---|
| Attendance | 5 |
| Midterm Minor Exam | 15 |
| Class tests, assignments, presentations etc | 10 |
| Total | 30 |

Attendance Evaluation

| Percentage of Attendance | Marks |
|---|---|
| ≥75% but          < 80% | 1 |
| ≥80% but          < 85% | 2 |
| ≥85% but          < 90% | 3 |
| ≥90% but          < 95% | 4 |
| ≥95% and above | 5 |

At the college level, the following reforms have been initiated for the continuous internal evaluation:

  1. Students are made aware about the components of the evaluation process during the orientation programme organised in the college at the beginning of the session.
  2. The academic calendar is prepared and internal assessment schedules are communicated to the students well in advance.

3. The continuous internal assessment schedules are also displayed on the college notice board.
4. The performance of the students is also monitored through class tests, assignments, group discussions, seminars, class presentations, quiz etc.
5. Remedial classes and special tests are conducted for the slow learners.
6. Parent teacher meetings are organised to discuss the progress of the students and remedial measures are taken wherever needed.
7. External examination of 3 hours duration is conducted at the end of every semester/year by the Himachal Pradesh University.

**2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)**

St. Bede's college prepares every year an academic calendar and makes it available to its students and teachers at the beginning of the academic session. It clearly lists the major academic, co-curricular activities to be organised at different times in the academic session from June to May,

All such activities are conducted strictly according to the academic calendar. All holidays for students are offered, as listed in the calendar. It contains the required information regarding the dates of different examinations to be conducted under the annual and /0r semester system.

By providing timely information to students and teachers, the calendar enables them to plan well in time their academic work, preparation for their examination and their participation in social and cultural activities without any ignorance and confusion. The Principal and faculty members in-charge of various activities make all efforts to adhere to the academic calendar every year mainly in the interest of our students.

Important activities such as orientation of freshers including anti- ragging talk, college elections, investiture ceremony, inter- ship activities, tree plantation, community outreach activity, teachers day celebrations, health club activity, Hindi diwas, Blood donation camp, women cell programme, FDP, inter ship sports, NSS and NCC camps, evaluation for teachers, etc. are held invariably on the days specified in the calendar.

**2.6 Student Performance and Learning Outcomes**

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the weblink)

http://www.stbedescollege.in/nacc/index.php?value=1

2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|---|
| | | | | |
| | | | | |

| Class | | Girls | | | | G.Total | Pass % |
|---|---|---|---|---|---|---|---|
| | | Ge nl. | S.C | S.T | OBC | | 100 % |
| B.A I | | 72 | 6 | 1 | - | 79 | 100 % |
| B.A I Eng Hns | | 19 | - | 1 | 1 | 21 | 100 % |
| B.A I Eco Hns | | | | | | | 100 % |
| B.A I Psy Hns | | 15 | - | 1 | - | 16 | 100 % |

| | | | | | | |
|---|---|---|---|---|---|---|
| **B.A I Geo Hns** | 11 | 3 | 2 | 2 | 18 | 100 % |
| **B.A IV** | 51 | 3 | 3 | 2 | 59 | 100 % |
| **B.A IV Eng Hns** | 31 | 1 | - | 4 | 36 | 100 % |
| **B.A IV Eco Hns** | 7 | - | - | - | 7 | 100 % |
| **B.A IV Psy Hns** | 19 | - | - | 1 | 20 | 100 % |
| **B.A IV Geo Hns** | 9 | 2 | 1 | - | 12 | 100 % |
| **B.A VI** | 38 | 1 | 4 | 1 | 44 | 100 % |
| **B.A VI Eng Hns** | 28 | - | - | - | 28 | 100 % |
| **B.A VI Psy Hns** | 13 | - | - | - | 13 | 100 % |
| **B.A V I Geo Hns** | 12 | - | - | - | 12 | 100 % |
| **B.Sc I** | 83 | 14 | 1 | 1 | 99 | 100 % |
| **B.Sc  IV** | 85 | 4 | - | 1 | 90 | 100 % |
| **B.Sc VI** | 70 | 12 | 5 | 1 | 88 | 100 % |
| **B.Sc Hons I Micro-Bio** | 6 | 0 | 0 | 1 | 7 | 100 % |
| **B.Sc Hons IV Micro-Bio** | 7 | 0 | 0 | 0 | 7 | 100 % |
| **B.Sc Hons VI Micro-Bio** | 9 | 0 | 0 | 0 | 9 | 100 % |
| **B.Sc Hons I Bio-Technology** | 7 | 2 | 1 | 2 | 12 | 100 % |
| **B.Sc Hons IV Bio-Technology** | 12 | 2 | - | - | 13 | 100 % |
| **B.Sc Hons VI Bio-Technology** | 12 | 1 | 1 | - | 14 | 100 % |
| **B.Com I** | 57 | 6 | 0 | 4 | 67 | 100 % |
| **B.Com IV** | 84 | 4 | 1 | - | 89 | 100 % |
| **B.Com VI** | 87 | 8 | 3 | - | 98 | 100 % |
| **BBA I** | 16 | 1 | - | 2 | 19 | 100 % |
| **BBA IV** | 14 | - | - | - | 14 | 100 % |
| **BBA VI** | 23 | - | - | - | 23 | 100 % |
| **BCA I** | 4 | 3 | - | - | 7 | 100 % |
| **BCA IV** | 8 | 1 | - | 1 | 10 | 100 % |
| **BCA VI** | 11 | -- | - | 11 | | 100 % |
| **MA I** | 8 | 2 | 0 | 0 | 10 | 100 % |
| **MA II** | 18 | 1 | - | - | 19 | 100 % |
| **M.Com I** | 15 | 2 | - | - | 17 | 100 % |
| **M.Com II** | 15 | 1 | 1 | 1 | 18 | 100 % |

**2.7 Student Satisfaction Survey**

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

Student Satisfactory Survey Form:

http://www.stbedescollege.in/uploads/critria2%20student%20satisfaction%20survey%20form.pdf

Student Feedback NAAC: http://www.stbedescollege.in/uploads/Student%20feedback%20NAAC.pdf

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|---|---|---|---|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored Projects | | | | |
| Projects sponsored by the University/ College | | | | |
| Students Research Projects *(other than compulsory by the College)* | | | | |
| International Projects | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

### 3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---|---|---|
| | | |

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|---|---|---|---|---|
| | | | | |

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

| Incubation Centre | Name | Sponsored by |
|---|---|---|
| | | |

| Name of the Start-up | Nature of Start-up | Date of commencement |
|---|---|---|
| | | |

### 3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
|  |  |  |

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Center)*

| Name of the Department | No. of Ph. Ds Awarded |
|---|---|
|  |  |

3.3.3 Research Publications in the Journals notified on UGC website during the year

|  | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | Biotechnology | 1 | 2.63 |
| International | Microbiology | 2 | 1.79 |

3.3.4  Books and Chapters in edited Volumes / Books published, and papers in National/International Conference  Proceedings per Teacher during the year

| Department | No. of publication |
|---|---|
| Zoology (Book) | 3 |
| Home Science (Conference Proceedings) | 2 |
| Economics(Conference Proceedings) | 1 |
| Home Science  (Chapter in Book) | 1 |
| Commerce (Book) | 1 |
| English  (Chapter in Book) | 1 |

3.3.5 Bibliometrics of the publications during the last Academic year based on average  citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

| Title of the paper | Name of the author | Title of the journal | Year of publication | h-index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

| No. of Faculty | International level | National level | State level | Local level |
|---|---|---|---|---|
| Attended Seminars/ Workshops | 19 | 34 | 3 |  |
| Presented papers | 10 | 10 |  |  |
| Resource Persons | 3 | 9 | 11 | 5 |

**3.4 Extension Activities**

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers **co-ordinated** such activities | Number of students participated in such activities |
|---|---|---|---|
| AIGTE= HIMTREKII | NCC | 1 | 1 |
| Directorate Naval Training Camp July2018 | NCC | 1 | 12 |
| Selection test | NCC | 1 | 1 |
| Annual Training Camp, June 2019 | NCC | 1 | 8 |
| Directorate Naval Training Camp June2019 | NCC | 1 | 2 |
| Tree plantation | NCC | 1 | 12 |
| Funds raised for the needy | NCC | 1 | 12 |
| Awareness regarding tree plantation | NCC | 1 | 10 |
| Swachta Drive | NCC | 1 | 5 |
| Parakram Parv | NCC | 1 | 6 |
| Swatcha Abhiyan Group discussion | NCC | 1 | 10 |
| Tree plantation, August 3, 2018 | NSS | 8 | 150 |
| Blood donation Camp | NSS | 5 | 200 |
| Youth Parliament | NSS | 2 | 6 |
| NSS Camp | NSS | 10 | 80 |
| Gandhi Jayanti Celebration | NSS | 2 | 50 |
| Drug free Himachal | NCC | 2 | 50 |
| Drug free Himachal | NSS | 1 | 12 |
| World Mental health Day | NSS | 2 | 10 |

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited |
|---|---|---|---|
| Directorate Naval Training Camp, 2018 | Best Cadet | NCC Naval unit Bilaspur | **1** |

| Directorate Naval Training Camp,2018 | Rank promotion in NCC | NCC Naval unit Bilaspur | **2** |
|---|---|---|---|
| SEMAPHORE, June 2018 | SILVER MEDAL | NCC Naval unit Bilaspur | **1** |
| SEMAPHORE, June 2019 | SILVER MEDAL | NCC Naval unit Bilaspur | **1** |
| Directorate Naval Training Camp,2019 | Rank promotion in NCC | NCC Naval unit Bilaspur | **2** |

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat,  Aids Awareness, Gender Issue, etc. during the year

| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers coordinated such activities | Number of students participated in such activities |
|---|---|---|---|---|
| Swachh Bharat | NCC | Cleanliness drive in the college campus | 1 | 8 |
| Aids Awareness | St. Bede's College | Know your status | 10 | 30 |
| International Youth Day | St. Bede's College | Importance of HIV testing  for Youth | 5 | 10 |

**3.5 Collaborations**

3.5.1 Number of Collaborative activities for  research, faculty exchange, student exchange during the year

| Nature of Activity | Participant | Source of financial support | Duration |
|---|---|---|---|
| Student exchange: To undergo certification course in Tally ACE ( First year) Agency associated: Sai Digitech | 100 | St. Bede's College | 3 months |
| Student exchange: To undergo certification course in Tally with GST (second year) Agency associated: Sai Digitech | 95 | St. Bede's College | 3 months |

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration **(From-To)** | Participant |
|---|---|---|---|---|
| Industrial | Experiencing the | Govt. of Himachal | 15 September, 2018- | 30 |

| | culture of Sericulture Industry | Pradesh, Department of Industries | 25 September, 2018 | |
|---|---|---|---|---|
| Institution | Poultry Farming | Central Poultry Development Organisation, Chandigarh | 7 August 2018- 4 August, 2018 | 50 |
| Institution | Entrepreneurship in Sericulture | Swami Vivekananda Govt. College Ghumarwin | 15 September, 2018- 25 September, 2018 | 30 |
| Sharing of research facilities | Career and Guidance programme | Director Biotech Sapiens, Chandigarh | December 15, 2019- December 18, 2019 | 60 |
| Sharing of research facilities | Preparation of Vaccines | CRI, Kasauli | January 1, 2019- January 31, 2019 | 9 |
| Sharing of research facilities | DNA fingerprinting | State Forensic Science, Junga | January 1, 2019- January 31, 2019 | 6 |
| Industrial | Enzyme purification and prepartion | Fermenta Biotech, Mandi | January 1, 2019- January 31, 2019 | 3 |
| Sharing of research facilities | Soil Analysis | ICAR, IARI Regional Station Amatara | January 1, 2019- January 31, 2019 | 2 |
| Internship | Clinical Psychology | Anubhuti Clinic, New Delhi | June 1, 2019-July 1, 2019 | 1 |
| Internship | Child Psychology | Sir Ganga Ram Hospital Hospital, New Delhi | May 18, 2019-June 18, 2019 | 1 |
| Internship | Cognitive Science and Psychological research | Cognitive Science Laboratory, BHU Varanasi | December 25, 2018 - January 5, 2019 | 1 |
| Internship | Child Psychology | Fortis Health Care, Vasant Kunj, New Delhi | June 1, 2019-June 29, 2019 | 1 |
| Internship | Counselling | Karma Centre for Counselling Centre and Wellbeing, Vasant Vihar, New Delhi | January 12, 2019- February 3, 2019 | 1 |
| Research facilities | Psychodynamics therapy | Karma Centre for Counselling Centre and Wellbeing, Vasant Vihar, New Delhi | January 13, 2019 (6 hours) | 1 |
| Internship | Clinical Psychology | AIIMS, Bhopal | January 1, 2019- January 31, 2019 | 1 |
| Internship | Geriatric psychiatry | NIMHANS, Bengaluru | May 16, 2019- June 15, 2019 | 1 |

| Internship | Special children | UDAAN Society for Special Children, Shimla (Himachal Pradesh) | May 14, 2019- May 31, 2019 | 1 |
|---|---|---|---|---|
| Project work | Special children (Blind) | Bharat Netarheen Sewak Samaj, Ludhiana | January 1, 2019- January 31, 2019 | 1 |
| Internship | Online counselling in India | Nav Chetna, Shimla | July10, 2018-August 20, 2018 | 1 |
| Internship | Clinical Psychology | Global Child Wellness centre, Ludhiana | May 15, 2019- June 15, 2019 | 1 |

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Himalayan Forest Institute, Shimla | December 9,2015 | Purpose: To achieve excellence in scientific areas Activities: To undergo Summer training Establishing a Medicinal garden Hands on experience through various workshops. | Students : 15 Teachers: 2 |
| Sarva Mangalaya Welfare trust, Shimla | July 27, 2018 | Purpose: To achieve excellence in personality development Activities: To enhance communication and personality development | Students : 95 Teachers: 4 |
| Badrinarayan Barwale Mahavidyalaya, Jalna | April 26, 2015 | Purpose: To achieve academic excellence Activities: To organize | Students : 50 Teachers: 8 |

| | | | |
|---|---|---|---|
| | | cooperative academic activities To explore common research activities | |
| University of Fraser Valley,Canada | February 2,2015 | Purpose: To achieve excellence in scientific areas Activities: To exchange students and developments of international mobility agreement | Students : 50 Teachers: 4 |

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 40,00,000 | 37,16,213 |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 10.3 acres | - |
| Class rooms | 24 | 2 |
| Laboratories | 18 | 5 |
| Seminar Halls | 2 | - |
| Classrooms with LCD facilities | 6 | 2 |
| Classrooms with Wi-Fi/ LAN | 24 | 2 |
| Seminar halls with ICT facilities | 2 | - |
| Video Centre | - | - |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | 10 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 24,01,409 |
| Others<br><br>• Library<br>• Multipurpose auditorium<br>• Seminar room<br>• Gymnasium<br>• Basket ball court<br>• UGC resource room<br>• Common room<br>• Staff room<br>• Canteen<br>• Infirmary | | |

- Cyber cafe
- Department rooms
- Exam room
- Research room
- Accounts office
- Counselling and guidance room
- Green house
- Herbal garden
- Paper recycling unit
- Vermi-composting unit
- Staff quarters
- Hostel
- NSS room
- Reception
- Waiting Room
- Museum
- IQAC room
- Language lab
- Chapel

## 4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---|---|---|---|
| Campus Whizz | fully | | 2018 |

4.2.1 Library Services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 2714 | 727181.00 | 189 | 150771.00 | 2,903 | 877952.00 |
| Reference Books | 2102 | 323128.13 | 52 | 179365.48 | 2154 | 502493.61 |
| e-Books/ e-Journals | 3135000/6000 | 5900 | - | - | - | 5900 |
| Journals | 54 | 82380.00 | 1 | 1500 | 55 | 83880.00 |
| Digital Database | Campus whizz | - | - | - | - | - |
| CD & Video | 807 | 6013 | 21 | - | 828 | 6013 |
| Library automation | Yes | | | | | |
| Weeding (Hard & Soft) | 818 | 8803.84 | - | - | - | - |
| Others (specify) | Kindles (10) | 1800 | - | - | 10 | 18000 |

| **4.3 IT Infrastructure** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 4.3.1 Technology Up gradation (overall) | | | | | | | | |
| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing | **174** | **3** | **174** | **5** | **-** | **7** | **21** | **6** | |
| Added | **8** | **-** | **8** | **-** | **-** | **1** | **-** | **-** | **1(FTTH)** |
| Total | 182 | 3 | 182 | 5 | - | 8 | 21 | 6 | **1(FTTH)** |

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

6 MBPS

4.3.3  Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording  facility |
|---|---|
| - | - |

4.3.4  E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System  (LMS)  etc

| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e – content |
|---|---|---|---|
| - | - | - | - |

| **4.4 Maintenance of Campus Infrastructure** | | | |
|---|---|---|---|
| 4.4.1 Expenditure incurred on  maintenance of  physical facilities and academic support facilities, excluding salary component, during the year | | | |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
| 5,00,000 | 5,38,042 | 4,50,000 | 3,97,196 |

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library,  sports complex, computers, classrooms etc. *(maximum 500 words)*   (information to be available in institutional Website, provide link)

http://www.stbedescollege.in/uploads/Student%20feedback%20NAAC.pdf

**Laboratories:-**

The equipments / instruments are utilised for practical curriculum of BA, B.Sc, BCA, BBA, B.COM, M.Com and M.Sc classes. Charts, permanent specimen jars, permanent slides and computers are provided for facilitating learning. Each laboratory has an assistant who looks after the laboratory and provides material to students during their practical classes.

The procedure and policy for purchasing laboratory class work material and permanent equipment available is through e-tendering and through GEM (government e marketing). All the equipments / instruments purchased are entered in the stock registers of the departments that are properly maintained. Stock verification is carried out annually by the stock verification committee to physically verify all the assets/equipments of the laboratory and their location. The committee members inspect the material that is proposed to be declared as surplus, obsolete and unserviceable and decide the mode of its disposal**.**

**Library:-**

The library provides Open Shelf System for the users. There is Campus Whizz software and OPAC facility. The facility of inter-library loans and Book Bank is also available. It has a seating capacity of 300 students.

The library has a "Library Advisory Committee."  Heads of the various departments and students recommend the titles of the books to be purchased. The Librarian places the recommended titles before the 'Library Advisory Committee' for approval according to the budget allocated. After approval from Library Committee requisitions are forwarded to IQAC and College management for final  approval. On approval, new books are purchased. All the books purchased are displayed on the new arrival showcase. The books are arranged according to Dewey Decimal Classification System 18$^{th}$ and 21$^{st}$ edition. The attendant in the library looks into the maintenance of the library. Books that are mutilated, worn-out and outdated are removed from active collection and are kept in a corner that is maintained for keeping the 'weeded out' books.

**Computers:-**

The College periodically fulfils the necessary ICT (hardware/software) requirements for the preparation of the budget for the new academic session. A Purchase Committee is functional for upgrading the IT infrastructure .The faculty /students submit the requirements of hardware /software to the department heads. These are forwarded and discussed in the IQAC meetings and then forwarded to the Purchase Committee and Management for final approval.  Three or more quotations are invited and accordingly the decision for purchase is made.

Old computer versions are frequently replaced with new versions based on the requirement. Maintenance of the computers is done by the Computer technician.

**Sports:-**

Basketball Court is used for outdoor games and sports. The Multipurpose Auditorium and Common Room are used for indoor games such as table tennis, badminton, carom board, chess etc. The Gymnasium and a Yoga Centre is also available for the staff and students. After assessing the requirements, the purchase committee invites e-tenders for the purchase of sports equipment.

**Classrooms:-**

The support staff looks into the cleanliness of the classrooms. The maintenance of the existing facilities and new requirements in the classrooms is brought to the notice of the college management.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

5.1.1  Scholarships and Financial Support

|  | Name /Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial support from institution | College Concession | 12 | 425550 |
| Financial support from other sources | | | |
| a) National | | | |
| b) International | NIL | NIL | NIL |
| | | | |

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching,  Language lab,  Bridge courses, Yoga, Meditation,  Personal Counselling and Mentoring etc.,

| • Name of the capability Enhancement | Date of implementation | Number of students enrolled | Agencies involved |
|---|---|---|---|

| Scheme | | | |
|---|---|---|---|
| • Tally with GST<br>• Core Java<br>• Dance<br>• Advance Webpage Designing with PHP Programming<br>• Advance Course in French<br>• Advance Course in Beauty&Fitness | July16,2018<br><br><br>July28,2018<br><br>July16,2018<br><br>July16,2018<br><br>July16,2018<br><br><br><br>July16,2018<br><br><br>July16,2018 | 95<br><br><br>27<br>31<br>32<br><br>34<br><br>76 | |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---|---|---|---|---|---|
| | | | | | |

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
|---|---|---|
| None | None | None |

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|---|---|---|---|---|---|
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| 1.South Indian Bank | 30 | None | Stallion Wealth Management Company | 1 | 1 |
| 2.A.S.International | 25 | 9 | | | |
| 3.Educare | 100 | 27 | | | |
| 4.Jet Airways | 100 | 100 | | | |
| 5.Tommy Hilfiger & Calvin Klein | 30 | 2 | | | |

5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|---|---|---|---|---|---|
|  |  |  |  |  |  |

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

| Items | No. of Students selected/ qualifying | Registration number/roll number for the exam |
|---|---|---|
| NET |  |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT |  |  |
| GRE |  |  |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services |  |  |
| Any Other |  |  |

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Participants |
|---|---|---|
| Basketball | State | 01 |
| Hindi Shapth | College | 40 |
| Independence Day | College | 10 |
| Hindi Diwas | College | 30 |
| Art & Culture Festival, Gaiety Theatre | Institution | 5 |
| Street Play | Institution | 4 |
| Youth Festival | State | 8 |
| UCBS Youth Festival | State | 25 |
| Prize Distibution (Dance) | College | 27 |
| Fresher Day | College | 500 |
| Grad's Nite | College | 400 |

## 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
|  | NONE |  |  |  |  |  |

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College have a Student Council headed by the Admiral and Vice-admiral of the college. The Anti ragging Committee has student representatives. All the clubs/Committees/Societies/Cells have student Vice-presidents and secretaries. Admiral and Vice-Admiral of the College are members of IQAC. Admiral represents College in university in SCA as a President and Vice –Admiral as vice –president.

| **5.3 Alumni Engagement** |
|---|
| 5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): The Alumni Association of St.Bede's is a registered association called EBA (Ex-Bedeian Association) There are three posts of President, Secretary and treasurer. The association meets annually at St. Bede's and is also active in its various chapters across India and Abroad. The former students who are well placed in society, willingly advise, share and help the passing out students |
| **YES** |
| 5.3.2 No. of registered enrolled Alumni: |
| **N.A** |
| 5.3.3 Alumni contribution during the year (in Rupees) **:** |
| **N.A.** |
| 5.3.4 Meetings/activities organized by Alumni Association **: Annually** |
|  |

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

| **6.1 Institutional Vision and Leadership** |
|---|
| 6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words) |
| College has made its functioning effective by dividing its decision making powers between the management and staff as well as between management and stakeholders. This has improved efficiency, transparency, accountability and responsiveness in the college functioning.  It has also reflected the working priorities, encouraged participation of management and eventually improved the quality of output.<br><br>  i)     There is an IQAC committee in which all the important decisions regarding the functioning of the college  are taken with the participation of management as well as staff the members. This forms the heart of decentralisation system of working in the college. Further other committees like Anti Ragging Committee, Grievance Re-Dressal Cell, Women Anti-Harrasment Cell, College Societies, Rusa Committee, Library Committee, Academic monitors are also formed to effectively implement the decentralized form of working by giving appropriate participation of every stakeholder.<br><br>IQAC, being the  heart of the college functioning involves Alumni, parents  as well as students as its members to show their effective participation in making important decisions for the college. There are committees like Parent-Teacher Association (PTA) in which President from the parents is elected who represents the parents as stakeholders and give their valuable suggestions in effective functioning of the College. Student Council formation takes place in a most democratic manner through elections choosing Admiral, Vice-Admiral, Captains and Vice Captains of the respective ships who takes the responsibility to accomplish all the tasks of the College as per directed by the staff and the management |
| 6.1.2 Does the institution have a Management Information System (MIS)?<br> Yes/No/Partial: |
| Yes. Partial |
| **6.2 Strategy Development and Deployment** |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:** |

❖ Curriculum Development

- Himachal Pradesh University follows the curriculum framed by UGC . 20% of the curriculum can be modified by Himachal Pradesh University. Since college is affiliated to H.P. University it adopts the curriculum framed by the University.
- Some of faculty members being member of Board of Studies attend meetings, whenever held by the H.P. University.
- Academic coordinators of the college also contribute by giving their valuable suggestions.

❖ Teaching and Learning

- Upgradation of teaching-learning process is done regularly by Academic Coordinators.
- Teaching plans are prepared by every teacher according to the syllabus of the course they teach.
- Seminars, workshops, invited talks, special lectures, presentations, inter-disciplinary academic activities, tutorials, remedial classes, peer to peer teaching and field excursions trips are organized regularly for the solid understanding of the subject.
- Students are encouraged to use library, seminar room and internet facilities.
- Audio-visual resources/smart classes are used for effective teaching.
- Technology assisted language lab is used by English Department.
- Faculty development programme on 'Education Trends Vision-2030' (Resource Person- Prof. Mike Ivanof from Freser Valley University Canada) was oraganized.

❖ Examination and Evaluation

- Smooth implementation of CBCS system in the college in 2018-19.
- Minor test, internal assessment test, presentations, assignments and projects are various methods employed for continuous evaluation of students.
- For practical examinations the internal and external examiners are appointed by the superintendent of examination.
- The Evaluation processes consist of Continuous Comprehensive Assessment (CCA), Practical Examinations and End Semester Examinations (ESE).

❖ Research and Development

National/ International Conferences/ seminars/ workshops are organized by the college regularly. Faculty members are regularly updated and granted leave for conferences, workshops and seminars and are encouraged for writing research papers and for formulating major/minor research projects.

- National Science Seminar was organized by Science faculty on
- International Seminar 'Partition revisited' was organised by Department of Political Science and History
- Regional Seminar by SEBI was organized by Placement Cell.
- One day workshop was organized by Science faculty in collaboration with JAYPEE University Waknaghat
- Workshop on National Securities Depository Limited was organized by Department of Economics& Commerce
- National Workshop on 'The Changing Face of Language' was organized by English department in collaboration with the English Literary Society, Government College Theog.

- ❖ Library, ICT and Physical Infrastructure / Instrumentation

- Total No. of books in library-35500, periodicals-109, magazines-54, Journals-55.
- Campus Whizz/ OPAC
- FTTH line for unlimited internet access.
- Projectors, printers, laptops, Desktops, CCTV cameras, latest software (Adobe), antivirus (Quick Heal) and open source software (PYTHON, PhP Language, Core JAVA) are installed.
- New instruments installed in Botany, Zoology, Microbiology and Biotechnology, Physics, Chemistry and Geography Departments.
- New classrooms equipped with SMART Boards (Commerce and Geography), new well equipped laboratories (Chemistry and Botany), new reception are constructed.
- Updation of fire safety plan.

- ❖ Human Resource Management

  - Staff council, staff advisors, academic coordinators and societies are responsible for planning and implementation of activities.
  - Felicitation of staff members for academic and non academic achievements.
  - Feedback  of teachers from students
  - Inter-disciplinary academic activities, Training Programmes and Career Counselling.
  - Recreation programmes for teaching, non-teaching, supportive staff and students.
  -  Awareness regarding eco friendly campus
  - Recruitment of new teachers by College management

- ❖ Industry Interaction / Collaboration

  - NSS unit  in  Collaboration with Forest Department of  Govt. of H.P. organized a tree plantation campaign at five benches Jakhu Hills
  - NSS unit in collaboration with Almighty Blessings Organisation (NGO)  organized a  blood donation camp, and visit to  Cancer Hospital Shimla
  - NCC- in collaboration with Indian Naval Unit organized different events.
  - Placement Cell- Tommy Hilfiger and Calvin Klein, Stallian Capital Management Company.
  - Red Ribbon Club- Deen Dayal Upadhaya Government Hospital Shimla.
  - Community Outreach- Theog Government Middle School, Munselling School Spiti.
  - Computer Department- Sai Digitech Institute, Mangalaya Welfare Trust.

- ❖ Admission of Students

- College prospectus with all details of all courses offered by the college, requirements, fee structure and rules and regulations, etc. was printed and made available well on time.
- Online admission forms for all subjects are made available.
-  Stream/subject wise counselling is provided to students.
- Option of Online/offline fee payment.  Representatives of banks are made available in the college campus for fee payment.
- Customized admission software is there

6.2.2  :   Implementation of e-governance in areas of operations:
- ❖ Planning and Development

| | Website is updated regularly, online e- periodicals and  online college report is made available |
|---|---|
| ❖ Administration<br>. Biometric attendance of the employees | |
| ❖ Finance and Accounts | |
| ❖ Student Admission and Support<br>Online admission forms, admission process, details of courses offered, details about hostel facilities, fee structure and submission,<br> Campus Whizz for online attendance of students<br> All Activities and achievements are highlighted on the college website. | |
| ❖ Examination<br>CCA and practical examination marks filled through HPU website.  Individual Student Login IDs.<br>Date sheet, admit cards and mark sheet/results of students on HPU website. | |

## 6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| | | | | |

6.3.2 Number of professional development / administrative training  programmes organized  by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non-teaching staff) |
|---|---|---|---|---|---|
| Faculty Development Program: Education Trends Vision 2030 | | | March 9, 2019 | | 54 |

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | Date and Duration (from – to) |
|---|---|---|
| 1)  FDP: Education Trends Vision 2030 | 54 | March 9, 2019 |
| 2)  Short Term Course: Gender Sensitisation | 1 | November19-24 2018 |
| 3)  Workshop on material science | 1 | January 14-20, 2019 |
| | | |

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| 16 | 38 | 11 | 16 |

6.3.5 Welfare schemes for

| Teaching | EDLI, EPF, Gratuity, Fee concession for staff children |
|---|---|
| Non teaching | EDLI, EPF, Gratuity, Fee concession for staff children |
| Students | Scholarships, free ships, free ships, fee concessions, books |

**6.4 Financial Management and Resource Mobilization**

6.4.1 Institution conducts internal and external financial audits regularly
 (with in 100 words each**)**

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
|---|---|---|
| Satellite Computers | Rs.5000 | |

6.4.2 Total corpus fund generated      Rs.49021485.68

**6.5 Internal Quality Assurance System**

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | | Yes | |
| Administrative | Yes | A.G. Office | Yes | C.A. |
| | | | | |

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

6.5.3 Development programmes for support staff (at least three)

6.5.4 Post Accreditation initiative(s) (mention at least three)

**6.5.5**
a. Submission of Data for AISHE portal    : Yes
b. Participation in NIRF                          : NO
c. ISO Certification                                 :  NO
d. NBA or any other quality audit            : NO

6.5.6 Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants |
|---|---|---|---|---|
| | | | | |
| | | | | |

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity  (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period **(from-to)** | Participants |
|---|---|---|

|  |  |  | Female | Male |
|---|---|---|---|---|
|  |  |  |  |  |

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

1.Solar lighting in the classrooms            30%
2. Solar water heating system in the hostel     25%
3. rainwater  harvesting system
4. Green drive
5. Installation of power saving LED lights

7.1.3 Differently abled (Divyangjan) friendliness

| Items Facilities | Yes/No | No. of Beneficiaries |
|---|---|---|
| Physical facilities | NO | - |
| Provision for lift | NO | - |
| Ramp/ Rails | YES | 1 |
| Braille Software/facilities | NO | - |
| Rest Rooms | NO | - |
| Scribes for examination | NO | - |
| Special skill development for differently abled students | NO | - |
| Any other similar facility | NO | - |

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|
|  |  |  | May13-17,2018 | Visit to Munselling School, Spiti | Inteface with Students | Staff members and school students |
|  |  |  | Aug 1-7,2019 | Breast feeding week | Public health |  |
|  |  |  | Aug 20,2019 | Fund raised by NCC Cadets | To help the needy | NCC Cadets |
|  |  |  | Aug 3,2019 | Tree plantation | plantation | Teachers and NSS volunteers |
|  |  |  | Sept. 2019 | Nutrition month | Health awareness | Home science department |
|  |  |  | Sept 15,2018 | Blood donation camp | Public health and motivation | NSS, Unit |
|  |  |  | Dec4,2018 | Cleanliness drive | Environment | NSS Unit |
|  |  |  | Dec 9,2017 | Visit to cancer hospital | Interaction and sensitisation | NSS Unit |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

| 7.1.5 Human Values and Professional Ethics | | |
|---|---|---|
| Code of conduct (handbooks) for various stakeholders | | |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| Student charter | | |
| College and Hostel Prospectus | | |
| College Calendar | | |

| 7.1.6 Activities conducted for promotion of universal Values and Ethics | | |
|---|---|---|
| Activity | Duration (from-------to-------) | Number of participants |
| Value education classes | July,2018- March,2019 | All college students and staff members |
| Celebration of days of national importance(science day, earth day, independence day, teachers day, AIDS day) | July,2018-March ,2019 | All college students and staff members |
| | | |
| | | |

| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five) |
|---|
| Ban on use of plastic in the campus |
| Paper recycling unit for waste paper  reuse |
| Rainwater harvesting |
| Green audit of the campus |
| Safe disposal of biodegradable waste through vermi-composting unit |
| Use of  non-renewable sources of energy in the campus |
| Ban on use of plastic in the campus |
| Paper recycling unit for waste paper  reuse |

**7.2  Best Practices**

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

http://www.stbedescollege.in/uploads/links%20for%20Criterion%207.pdf

**7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the weblink of the institution in not more than 500 words

## 8. **Future Plans of action for next academic year:**

ST. BEDE'S COLLEGE SHIMLA

PERSPECTIVE PLAN

YEAR : 2019-20

The college will continue to follow various well established quality enhancement practices related to every aspect of functioning. The established ones to be continued, and the new ones to be implemented during the session, are systematically presented below.

I  CURRICULAR ASPECT

The new courses that will be introduced this year:

- B.A. with Computer Applications
- Certificate Course in Econometrics will be offered by the Economics Department.

II TEACHING, LEARNING AND EVALUATION

It is planned to introduce newer   methodologies while continuing with the tried and tested ones, as mentioned below:

- Demo Workshop in Geography
- Workshop on translation studies: Theory and Practices
- Advanced applications of computers for faculty and staff
- MOOCS
- Website updations
- Formulation of course plans
- Guest lectures
- Inter college activities
- Inter-disciplinary activities
- Student seminars/presentations/discussions
- Visits : Field/ industrial/educational
- Projects/Assignments/ e-assignments
- Remedial
- Tutorials
- Peer teaching
- Demonstrations
- Smart classrooms
- Book reading/presentation sessions in the library
- Film clip sessions
- TED videos
- Yale University lessons
- Skits and role play

- Poetic meet
- Heritage walk
- Quiz
- Competitions : Photography, poster, write up, quiz, power point
- Department Clubs : *Zoo Quest- Zoology*, *The Tech Know Hows -Computers, Miraasa-History*
- Microorganism based compositing
- Book and Film Club : Afterthoughts
- Electoral Literacy Club with faculty as nodal officer
- Skill enhancement courses
- Smart classroom sessions
- Regular tests
- Continuous comprehensive assessment

## III RESEARCH, INNOVATIONS AND EXTENSION

The research culture will be further promoted by providing facilities and opportunities for research related activities to faculty and students. The college students will continue to be engaged in several extension activities.

- Research paper presentation in conferences/seminars
- Faculty and student participation in conference/seminar/workshop
- Research paper publication
- Authoring books
- Field survey
- In house projects for hands on research experience to students
- Seminar/ workshop by involving students of other colleges and schools
- Visiting schools for spreading IT awareness
- Report : Blood group analysis
- Community Outreach Cell to collaborate with various NGOs
- Regular visits to adopted schools
- Visits to orphanages, old age homes and hospitals etc.
- Blood donation camp
- Delivering talks by faculty
- Judging events by faculty
- Faculty as resource persons
- Students to participate in literary symposia

## IV INFRASTRUCTURE AND LEARNING RESOURCES

It is planned to augment the existing infrastructural resources by carrying out additions and alterations.

- New books in library
- Website updation
- Upgradation to be continued
  - Computer museum
  - Chemistry lab
  - Geography lab
- Renovation of various facilities
- Installation of fire safety mechanism
- Disaster management equipment

## V STUDENT SUPPORT AND PROGRESSION

The college will continue to provide several student support services and aid them in making a smooth progression to studies and careers further on.

- Internships
- Increasing availability of competitive books
- Career counselling
- Admission counselling with emphasis on newly started courses
- Placement drive
- More linkages for better opportunities to students
- Renovation of ramps for easy access
- Increase in the number of scholarships, freeships and fee concessions
- Increase in the number of books in the Book Bank
- Increase in social responsibility opportunities for students

## VI GOVERNANCE , LEADERSHIP AND MANAGEMENT

The emphasis of the college management is to provide wider participation to stakeholders in decision making. Various forums performing significant functions in pursuit of this purpose shall be holding regular meetings for effective planning and implementation :

- The IQAC
- The Staff Council
- Academic Monitors
- Core Coordinator
- PTA
- PTM
- Committees: UGC, Budget, RUSA, Library, Canteen, Prospectus, Admissions, Time Table, Elections, Anti Ragging, Grievance Cell etc.
- Heads of Departments
- The Student Council
- Ship In-charges
- Societies &  Cells : Research promotion Cell, Cultural Society, Environmental Cell,

- Red Ribbon Cell, Women Cell, Disaster Management Cell, Grievance Redressal Cell, Outreach Cell, Placement Cell etc.
- Clubs : Heritage Club, Nature Club, Health Club, Eco-Club, *ZOO QUEST*, IT Club, etc.
- Internal & external auditing
- Management Information System
- Mechanism for online feedback from stakeholders
- Preparation and periodic progress review of the Perspective Plan
- Preparation of the College Calendar
- SWOC
- Welfare schemes for staff

## VII  INSTITUTIONAL VALUES AND BEST PRACTICES

*Non nobis solum_Not for ourselves alone*, our core value, will continue to guide us in all our endeavors. We'll keep our vision in the forefront i.e. *to form well integrated individuals who are assets to contemporary society*

- New social responsibility programs :
- Honesty Store: Teachers, staff and students will bring things from their homes that they would like to offer others for a price. The resources, thus raised, will be utilized for charity purposes
- *Roti Day* : Teachers, staff and students to bring chapattis on a particular day of the week to be served to cancer patients and care givers
- *Entrepreneurship Skill Development :* Students would be encouraged to offer  self prepared eatables and other products for sale to others. They will be motivated to donate a part of the raised resources for charitable causes.
- Programs for helping to the underprivileged
  - ➢ Adopted_ Government Middle  School, Theog
  - ➢ Adopted_Government Primary School, Sanjauli
- Programs inculcating the spirit of providing for the needy
  - ➢ Visits to orphanages
  - ➢ Visit to home for destitute girls
  - ➢ Visits to old age homes
  - ➢ Visits to hospitals

- Scholarships, fee concessions and freeships to the deserving students
- Programs to mark important events
  - ➢ Independence Day
  - ➢ Teachers Day
  - ➢ Children  Day
  - ➢ Hindi Diwas
  - ➢ Christmas
  - ➢ Science Day
  - ➢ Ozone Day

- ➤ Biodiversity Day
- ➤ Earth Day
- ➤ Women's Day
- Several awards for outstanding students
  - ➤ Bedian Pin
  - ➤ Rana Nayyar Trophy
  - ➤ R S Pathania Memorial Award
  - ➤ Library_Best Student award
- Welfare schemes for non-teaching staff
- International peer reviewed journal
- Department e- newsletters and printed versions
- College magazine
- Paper recycling
- Green campus
- Green audit
- Water harvesting
- Medicinal garden
- Efficient waste management
- Vermicomposting
- Renewal energy utilization
- Tree plantation drives
- Green computing
  - ➤ Paper re-use
  - ➤ E-assignments
- Wifi Campus
- CCTV surveillance mechanism
- Biometric attendance system
- Online feedback system from stakeholders

............

*Name _____*       *Name _____*

_____                    _____

*Signature of the Coordinator, IQAC*                    *Signature of the Chairperson, IQAC*


_____***_____

**Abbreviations:**

| | | |
|---|---|---|
| CAS | - | Career Advancement Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |

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For Communication with NAAC

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