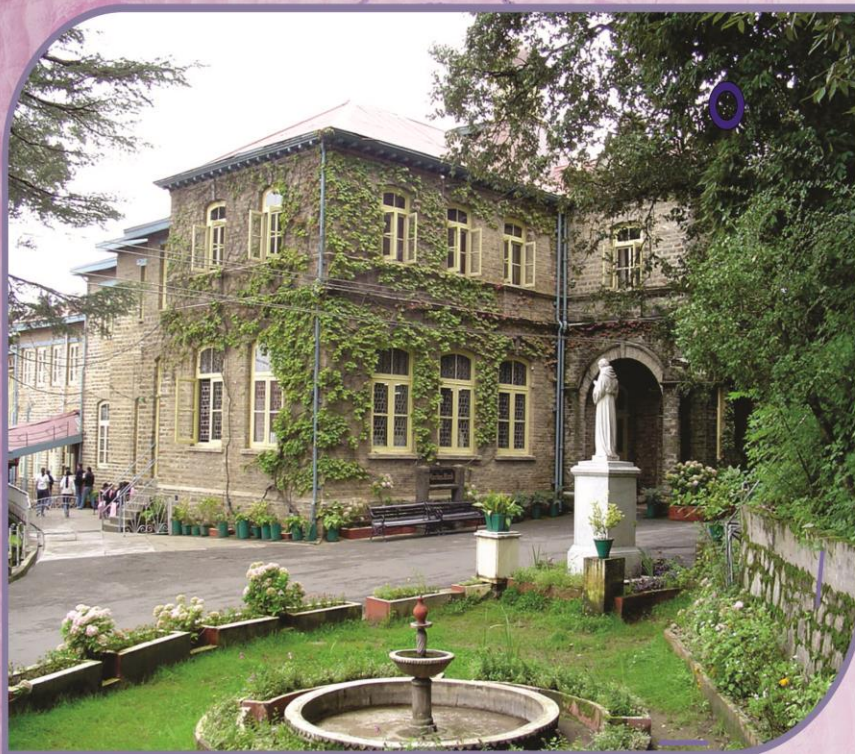


St. Bede's College

SHIMLA

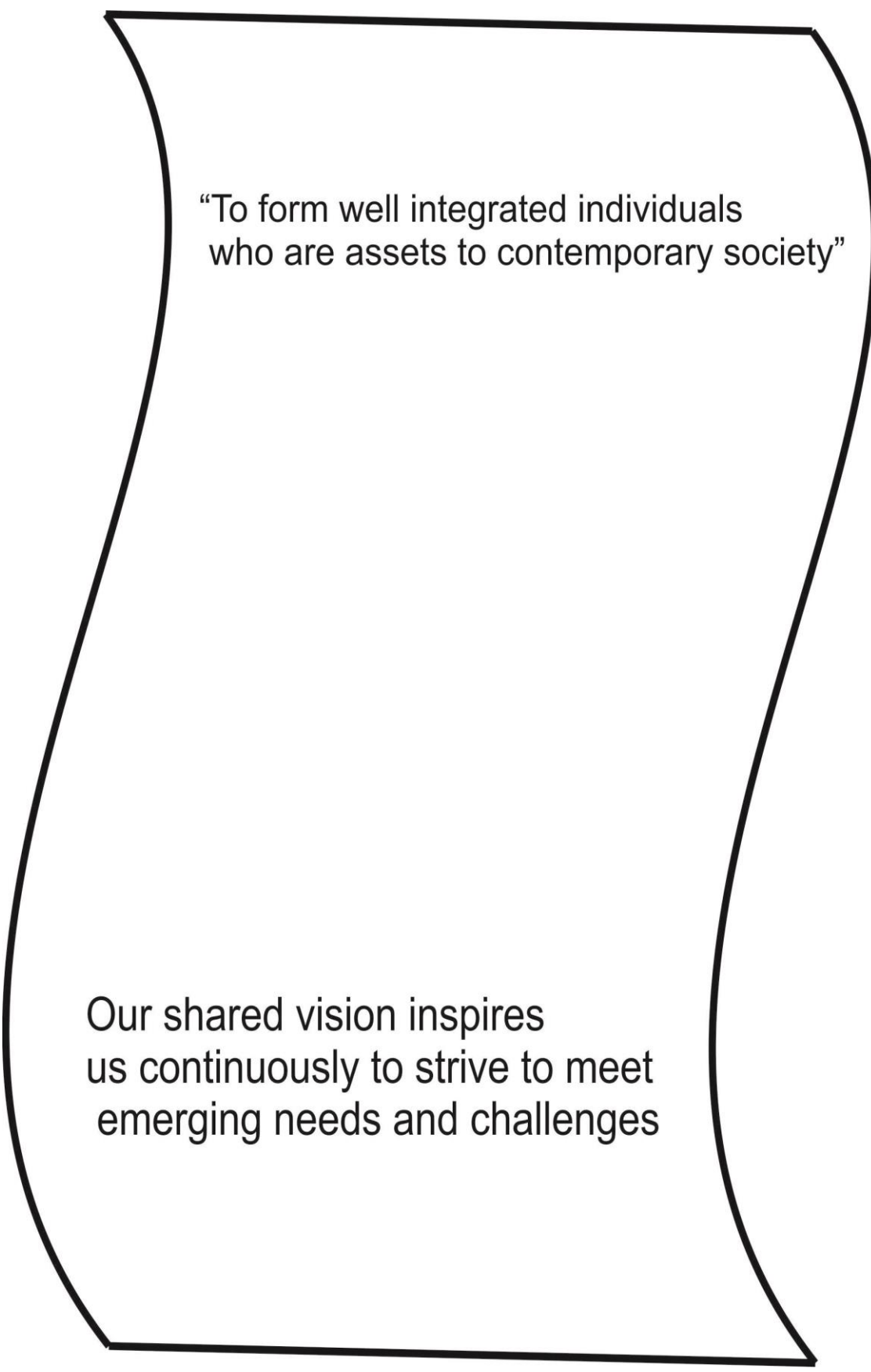
SELF STUDY REPORT



Submitted to
National Assessment and Accreditation Council
3rd Cycle of Assessment and Accreditation



“Not For Ourselves Alone”



“To form well integrated individuals
who are assets to contemporary society”

Our shared vision inspires
us continuously to strive to meet
emerging needs and challenges

This document is the Re-Accreditation Report prepared in accordance with the frame work and guidelines of the National Assessment and Accreditation Council

Preface

St. Bede's College, Shimla, is a Premiere minority institution for girls located in the hills of Himachal Pradesh. Administered by St. Bede's Educational Society, the College has been conferred with the enviable distinction of Heritage Status by the UGC and also recognized as College with Potential for Excellence (CPE). Besides, the College was selected under the Star College Scheme by the Department of Biotechnology (DBT) Govt. of India. The *Federatio Internationalis Universitatum Catholicarum (France)* awarded the most prestigious *ExCorde Ecclesiae Medal* to St. Bede's College in recognition of its Century long commitment to education. The Government of India and the Postal Department honoured the College by releasing a Postal Stamp and First Day Cover for invaluable services rendered towards women's education in the country. In all its pursuits, the College consciously strives to realize its vision, i.e. "*To Form well integrated individuals who are assets to contemporary society*". An impressive list of alumnae, occupying positions of high eminence, bears testimony to the vision being truly actualized.

In keeping, with its motto of '*Non Nobis Solum*' i.e. *not for ourselves alone*, the College inspires all its stakeholders to reach out to the underprivileged and the marginalized section of society. The various community outreach initiatives, being actively pursued by the entire Bedeian family, emphasize the spirit of *Non Nobis Solum*.

Besides underlining the pursuit of academic excellence, as a worthy goal in itself, the College encourages all-round holistic development of students. The College has an impressive record of organizing and participating in various co-curricular and extracurricular events in the region.

St. Bede's College, Shimla, was awarded Grade-A in both its earlier NAAC evaluations. The Peer-Team observations were utilized as valuable guide-posts to initiate several quality sustenance and enhancement methods and procedures. The College IQAC has been playing a pivotal role in furthering the agenda of NAAC to make quality as a defining element of Higher Education. The 3rd Cycle Accreditation process will surely lead to the achievement of positive outcomes and provide future growth directions to the College.

It is our privilege to forward the Self-Study Report (SSR) for the 3rd Cycle. The process of the preparation of the Self Study Report commenced immediately after Re-Accreditation by NAAC. The IQAC instituted teams to collate data, followed by analysis and evaluation. The process of SSR writing was entrusted to the different Criterion Committees constituted by the IQAC. The complete report was reviewed in the Staff Council meetings. The suggestions were incorporated for further improvement of the SSR. The process has been enriching and a fulfilling one. The SSR has provided insights into our capabilities to explore more opportunities for growth.

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EXECUTIVE SUMMARY

St. Bede's College is a landmark institution of Northern India engaged in women's education for the past 111 years, in the state of Himachal Pradesh. It is run by the Congregation of Jesus and Mary which has educational institutions spread all across the globe. The college has grown since its inception in 1904. It has been re-accredited A grade twice by NAAC. It was awarded with the status of Centre with Potential for Excellence, was also selected under the Star Status Scheme by the DBT Government of India. The college was awarded the Heritage status by the UGC. It has received a number of Awards: Dev Bhoomi Award for Excellence by Charu Castle Foundation, Department of Language, Art and Culture and Department of Tourism Himachal Pradesh, Himachal Excellence Award for remarkable performance in the field of Women's Education by Divya Himachal. It was recognized as the Best College in Himachal by the Tribune. CMAI National Award for Best School for Innovative and Value Based Education in Himachal Pradesh. The College lives up to its motto of 'Non Nobis Solum' i.e. not for ourselves alone. We are committed to inspire young women to achieve academic excellence and build well integrated individuals who are assets to contemporary society. The college organises newer Skill Based/Value Added programmes are enhanced. Valuable formal feedback system is in place. Value Education classes for inculcation of ethical and moral values are regularly conducted. The college has entered into several MOUs for academic exchange and exposure.

CURRICULAR ASPECTS:

The curriculum, admissions and evaluation process of the college are as per the norms of the Himachal Pradesh University. Most of our faculty are members of Board of Studies, Syllabus Review Committees, Paper Setters, Examiners and Resource Persons etc. The IQAC of the college prepares the Perspective Plan, Academic Calendar, and the workload of the teachers. Departmental meetings are held with the IQAC, workload and responsibilities are distributed according to the expertise of the individual teachers. The IQAC and the Academic Review Committee monitors the effective implementation of the curriculum. The Time Table Committee prepares the main and the individual time tables for teachers. Course plans are prepared by every teacher for facilitation and effective implementation of the curriculum.

St. Bede's College has implemented the Choice Based Credit System under RUSA widening the subject choices. Students take subjects according to their aptitude and interest. Skill based, value added courses are offered to strengthen the syllabi. College organises student centric activities like group discussions, seminars, educational tours, guest lectures, spoken tutorials, etc. Newer pedagogies are integrated with the latest ICT methods to strengthen the practical knowledge and increase the employability quotient of the students.

The college organizes regular International and National seminars to enhance the knowledge and skills of the faculty and students. Valuable feedback is taken and considered from parents, students and other stakeholders.

A number of clubs, committees, ships in co-ordination with the staff, management and IQAC provide awareness and create social sensitivity and responsibility in issues of national importance. The Value Education classes are taken by mentors to inculcate ethical and moral values and build strong

mentor mentee relationships. Certain awards and scholarships have been instituted to enhance academic, co-curricular and extracurricular excellence in students. The MOU's with institutions provide opportunities for inter-institutional interaction, student-faculty-exchange and academic exposure.

TEACHING LEARNING AND EVALUATION:

St. Bede's College follows a very transparent admission system. Admission announcements are made in local and regional newspapers, local TV channels and college website. Admission committees are involved in updating the prospectus annually. The admissions are done as per the norms of the Himachal Pradesh University. The College has a large number of students from rural areas and from different parts of the country and abroad. College reaches out to the marginalized and the underprivileged. It believes in inclusivity and offers scholarships, free-ships to deserving students. College has a fully functioning IQAC and well established committees and societies that sensitize students on cross cutting issues. The IQAC prepares the Academic Calendar. Teachers prepare a Course Plan for effective curriculum implementation. The College provides Remedial and Bridge Classes to cater to the diverse needs of students. Skill Based/Value Added courses strengthen the curriculum. Formative and summative assessment methodology is meticulously applied. Parents and guardians are informed about the academic performance of their wards and their progress can be checked on the Online Portal of the College website.

The College provides a conducive environment for professional growth of the faculty by organizing Faculty Development Programmes and encouraging the staff to participate in International and National seminars/workshops. Teaching learning is encouraged through the integration of ICT facilities, virtual labs, spoken tutorials, educational tours and internships etc. The excellent infrastructure, library facilities, well equipped laboratories enhance the teaching learning process. There are special infrastructural facilities for inclusion of differently abled students.

RESEARCH CONSULTANCY AND EXTENSION:

The faculty is encouraged to organize and attend International and National seminars/conferences every year. They are involved in writing books publishing papers, editing books, chapters etc. The faculty is invited as resource persons, keynote speakers, chairpersons and moderators. Latest updated ICT facilities are provided for the promotion of research activities. Different funding agencies like the UGC, ICSSR, NAAC, SJVNL, College Management to name a few, assist in funding for seminars and conferences. MOUs with International and National institutions have been signed to enhance faculty-student-exchange and interactions are organised to broaden the horizons of knowledge and growth of student, staff and the institution. Eminent faculty are frequently invited from within the country and abroad.

INFRASTRUCTURE AND LEARNING RESOURCES:

The college has a green campus with the best infrastructure in the region. Optimal use of its resources is made to organize curricular, co-curricular and extracurricular activities. Distinct rooms/spaces have been identified for IQAC, NSS, Placement Cell, Women Cell, Research and other clubs and societies for planning and organizing activities. The entire campus is Wi-Fi

enabled. Biometric machine is installed for staff attendance. CCTV surveillance and the intercom provide additional security.

The College is eco-friendly and has installed solar lights, solar heating, water harvesting and a vermicompost unit. Incandescent lighting has been replaced by CFL and LED. The college maintenance committee takes care of the infrastructural facilities. The college has signed AMC's with organizations for maintenance of equipment.

The college library is well established and automated. It has two sections, the Main library and the Archives. The Archives holds ancient and rare books for which distant scholars visit the library. The main library has 33,000 books and 102 periodicals. Inter-library loan, reprographic facilities are available. Entire library is computerized and OPAC is electronically accessible. Library provides access to e-journals and e-books through INFLIBNET-Nlist. It has an e-brary with 83000books and 600 journals. Ramps provide easy access to essential college facilities for wheel chair bound persons.

STUDENT SUPPORT AND PROGRESSION:

The institution has an Admission Committee that looks into the updation of the college prospectus providing detailed information about the admission process, rules and regulations of the college and hostel facilities. The students are given scholarships and free-ships by the management and government agencies. For bonafide Himachali students fee is waived off.

The academically weak students are assisted with Remedial and Bridge classes to bring them at par with the main stream. These students can avail books from the book bank in the library. Encouragement and motivation is provided to students for academic, co-curricular and extracurricular activities through Awards instituted by the College. In addition to the curriculum value added/skill based courses are offered to enhance the academic profile and employability of the students. A language lab provides opportunities to enhance language skills of the students. Lectures by eminent scholars, workshops/seminars organized by the placement cell train students in entrepreneurial skills .In the last four years many students have benefited from company visits. College has good health care facilities and a neighbouring hospital with which an MOU has been signed and is on call during emergencies.

The College has very good facilities for sports. A multipurpose hall caters to the indoor sports, a basketball court and a gymnasium .The different clubs and societies sensitize students to social/national issues and develop social responsibility. A number of students participate in inter and intra college events. The Grievance Redressal Cell, The Anti Ragging Committee, Anti-Harassment Cell of the College address the student's problems. The stationary shop and the canteen cater to the needs of the students. There is active participation of students in ensuring the high quality of the college magazine 'ECHOES', the newsletter 'IMPRESSIONS' and other departmental newsletters.

The EBA is active and takes keen interest in the college activities and provides regular inputs for institutional growth. The college has a proactive Student Council which is apolitical and democratically elected; the Student Council is represented in every committee/society of the college and works in collaboration with the management and staff. There is a high percentage of progression to Higher Education and placement.

GOVERNANCE LEADERSHIP AND MANAGEMENT:

The Vision and Mission of the college permeates through every activity of the college organization. The governing body is the highest decision making body with the Principal as the secretary. It provides efficient governance and maintains a congenial environment in the institution. The college promotes participatory leadership and team work culture. Every faculty member is actively involved in committees/clubs/societies of the college. The Management established IQAC provides guidance and expertise in planning and implementing the decisions taken in the Staff Council meetings and acts like a Think Tank. The IQAC coordinates with the academic co coordinators for efficient curriculum implementation. The Grievance Redressal Cell and the Anti Ragging Committee look into the issues of the students and takes necessary action. Formal and informal feedback is taken from students, parents, alumnae and other stake holders. The institutional and Departmental SWOC provide opportunity to the institution to improve upon the suggestions provided in the feedback. We are a Grant in Aid College. Funds are received from the state government, UGC, ICSSR, DBT, College Management etc. Internal and external auditing is done for transparency and effective utilization of financial resources.

INNOVATIONS AND BEST PRACTICES:

A Green Audit has been conducted in the College campus by the HP Pollution Control Board. To promote the green mind-set among students, the NSS units of the college, in collaboration with the Forest Department, organize tree plantation drives annually. It includes effective management of waste, ban in the use of polythene, water harvesting and making the campus smoke free. The incandescent lighting is being replaced with CFL and LED. Seminars and drills are organised to sensitize the college on managing disasters. Students have been made conscious of the importance of carbon neutrality, carbon credits and the need to reduce carbon footprint.

The college has excellent infrastructure facilities. Faculty Development and Pedagogy workshops have been organised to hone the skills of teachers. Inter and intra-college, curricular, co-curricular and extracurricular activities are undertaken to provide opportunities for personal growth of students. Awards and scholarships motivate students to excel in their respective fields. Value Added/Skill Based courses strengthen the existing curriculum. The mentor cards track students academic and extracurricular performance. Health card profiles of the students' health are maintained. Innovative techniques are used such as digital boards, virtual lab, clickers, flip-flop, textra, mind mapping, brain storming, power point presentations, peer teaching methodology etc. for enhancing teaching and learning. The use of blended teaching makes the teaching learning process interesting and enjoyable. Social Responsibility and Knowledge Augmentation are the two identified best practices of the college for the last five years. The various Best Practices help in building well integrated individuals who are assets to contemporary society and help live up to the motto of the college Non Nobis Solum: not for ourselves alone.

POST ACCREDITATION INITIATIVES :

Several initiatives have been systematically instituted since the second cycle re-accreditation by NAAC.

Earnest efforts have been made to incorporate the core values envisaged by NAAC for the enhanced academic, administrative and financial functioning of the college.

The introduction of CBCS under RUSA has significantly increased the academic flexibility in terms of the curricular options such as major-minor subject combinations, Value added/Skill based and General Interest (GI)/Hobby courses.

New pedagogies have been incorporated such as Peer-teaching, Smart classrooms, student Seminars/presentations/ Textra, Blended learning, etc. To expose teachers to advanced teaching methods and technology, FDPs are organized.

The CCA monitors the students' academic and overall progress of different aspects of learning. It comprises of Minor Tests, class projects/presentation, quiz, brainstorm, term exam, etc. the progress of the students is shared during the PTM with Parents/Guardians.

The college has a strong feedback mechanism for obtaining valuable inputs for quality enhancement from various stakeholders.

To give an impetus to research activities RPC has been constituted with faculty representing different academic streams. The RPC actively supports teachers in preparing their project proposals, research papers and sending them to funding agencies. International and National conferences/seminars have been organized every year by different departments to promote the research culture. The college provides duty leave to teachers going for seminars/workshops/FDPs to enhance their academic skills. The college organizes workshops on newer pedagogies and FDPs for the faculty. Two PG courses have been introduced in the last 5 years.

The college engages students and community through a wide range of outreach programs to provide opportunities to address social responsibility. Community outreach is regarded as one of our best practices.

The college has excellent infrastructural and ICT enabled resources like the main library which offers e-resources through INFLIBNET, N-List, OPAC, etc. upgraded UGC Resource Centre, Research Room, Browsing Centers, well equipped labs and gymnasium etc. strengthen the culture of institutional excellence.

Various committees, clubs, societies are established to address students quest for holistic growth and development. The Placement Cell organizes frequent interface with industries. The Counselling Cell provides assistance in dealing with personal, emotional, inter-personal, relational, familial etc. issues.

The Grievance Redressal Cell address matters of concern arising from time to time. The Staff Advisory Committee provides trusted interface between the Student Council and the staff. The Committee assists in preparation of the Student Charter, as per NAAC guidelines. Free ships and scholarships are provided to deserving students. Ramps have been provided for the differently-abled students.

The alumnae of the college occupy positions of eminence and responsibility in India and abroad. The alumnae meetings provide a platform for fostering growth promoting interaction with the institution.

The management follows a policy of democratic functioning and decentralized leadership. Every staff member is entrusted with the responsibilities of managing the activities of a club/ committee/ society. The proactive management actively pursues collaborative endeavours as MOUs with reputed organization/ institutes/ industries for students/ faculty exchange programs and inter-institutional quality augmentation.

Being innovative is part of our organizational culture. Value based education is an integral part of the academic process, incorporating weekly Value Education classes and the Mentoring System. Mentoring involves building strong mentor-mentee relationships for fostering personal, ethical, social and spiritual values.

Department assemblies, department newsletters & e-periodicals are numerous synergistic tasks which help to develop critical thinking, creativity and scientific temper among students.

To inculcate health consciousness the college has signed MOUs with Indus Hospital and Medicare Lab and has an infirmary managed by a trained nurse.

The college commissioned Green Audit by the H.P. State Pollution Control Board and the quality of the ambient air was reported as 'very good'.

The College has instituted numerous Awards for students excelling in different fields. The Bedeian Pin, The Bedeian Ring, Rana Memorial Trophy, R.S. Pathania Memorial Award, G R Sud award, EBA trophies, etc. are various awards to recognize overall excellence of the students.

According to recommendations of the last Peer team, the institution had formulated a perspective plan and all the initiatives so far have been in consonance with it.

INSTITUTIONAL SWOC ANALYSIS

Strengths

- Premier Heritage women's College of the region
- The congregation of Jesus & Mary are pioneers in women's education.
- Ideal location in pristine environment
- Awards received validate our pre-eminent position
- Rich blend of curricular, co-curricular and extra-curricular activities.
- Transparent and inclusive admission process.
- Promotion of a multi-cultural ethos.
- An effective and dedicated leadership
- Computerized and streamlined administration
- Excellent library facilities with INFLIBNET, N-LIST.
- Student-centric learning through participatory and blended learning techniques.
- Emphasis on the promotion of human and academic excellence

- Focus on building well integrated individuals
- Integration of cross-cutting issues like environment, gender human rights etc. in the teaching learning process.
- Formal Feedback System
- ICT enabled teaching- learning
- High NAAC Accreditation sustains quality culture
- Established College Reputation
- Safe and secure Campus
- CCTV Monitoring
- Relevance of Academic Programmes under RUSA
- Wi Fi Campus
- Competent staff
- Many programmes and activities for student support and progression
- Green and eco-friendly campus having rain water harvesting system, vermicomposting and paper recycle unit
- Skill based certificate courses
- Value education and mentoring
- Hostel Facility
- Departmental e-periodicals
- Green audited campus
- MOUs with prestigious education institution
- Promotion of value based education
- Community outreach programmes –promoting social responsibility
- A large number of societies and clubs for social welfare and environment protection like NSS, Nature Club, Health club, Eco-club, Heritage Club and Red ribbon cell, Women cell, Disaster Management cell etc.
- Welfare schemes available for the non-teaching staff

Weaknesses

- Inadequate seating facilities in the Canteen
- Minimal gymnasium Facilities
- Campus Placement needs to be enhanced
- High Fee Structure for self-financed courses
- Low Incentives for Employees
- Topographic constraints for infrastructure enhancement
- Lack of adequate funding for self-financing courses
- Uncertainty of government and university regarding policies
- College primarily dedicated to UG courses so there is limited scope and facility for research
- The procedure to start new academic programmes is highly expensive and time consuming
- Generation of funds is often a limitation
- Governments decision to not fill up vacant posts
- Availability of funds inadequate to meet growth demands
- Limited Consultancy services

Opportunities

- Provide more financial assistance to deserving students

- Increase in the Inter-institutional interactions
- Technological up-gradation
- Exploration of more avenues of Research
- Scope of enhancing the consultancy services
- Augmentation of ICT enabled teaching- learning
- Establishing more collaborations with Higher education institutions
- Introducing of more skill based and job oriented courses

Challenges

- Competition from upcoming institutions
- Increase and maintenance of infrastructural facilities
- Faculty retention
- Creeping commercialization is posing challenges to quality education in higher education
- Increase in staff and students exchange programmes
- Government not filling sanctioned posts
- Uncertain University policies
- High band width uninterrupted internet facility
- Smooth implementation of CBCS under RUSA

SECTION B: PREPARATION OF SELF-STUDY REPORT

1. Profile of the Affiliated / Constituent College

1. Name and Address of the College:

Name :	St. Bede's College	
Address :	Navbahar, Shimla	
City : Shimla	Pin : 171002	State : Himachal Pradesh
Website :	www.stbedescollege.in	

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr. (Sr.) Beena John	O:0177- 2842304 R:	88941 35346	2842498	beenaj_rjm @yahoo.co.in
Steering Committee Co-ordinator	Dr. Ravi Bhushan	-	98160 73535	-	ravi_bs1 @yahoo.com

3. Status of the Institution:

- Affiliated College
- Constituent College
- Any other (specify)

4. Type of Institution:

a. By Gender

- i. For Men
- ii. For Women
- iii. Co-education

b. By Shift

- i. Regular
- ii. Day
- iii. Evening

5. It is a recognized minority institution?

- Yes
- No

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

Religious

6. Sources of funding:
- | | |
|----------------|-------------------------------------|
| Government | <input type="checkbox"/> |
| Grant-in-aid | <input checked="" type="checkbox"/> |
| Self Financing | <input checked="" type="checkbox"/> |
| Any other: UGC | <input type="checkbox"/> |

7. a. Date of establishment of the college: 08/03/1904

b. University to which the college is affiliated /or which governs the college (If it is a constituent college) Himachal Pradesh University

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks(If any)
i. 2 (f)	29/05/1971	No. F. 13-14/71 (CD)
ii. 12 (B)	29/05/1971	No. F. 13-14/71 (CD)

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

YES NO

If yes, has the College applied for availing the autonomous status?

YES NO

9. Is the college recognized

a. by UGC as a College with Potential for Excellence (CPE)?

YES NO

If yes, date of recognition: UGC 24/08/2011 (dd/mm/yyyy)

b. for its performance by any other governmental agency?

YES NO

Name of the agency: UGC (Heritage Status) and DBT(Star Scheme)

Date of recognition: 2/07/2015 and 20/05/2010

10. Location of the campus and area in sq.mts:

Location *	URBAN
Campus area in sq. mts.	41,683

Built up area in sq. mts.	14,860
---------------------------	--------

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

– Auditorium/seminar complex with infrastructural facilities ✓

– Sports facilities

* play ground ✓

* swimming pool

* gymnasium ✓

– Hostel

* Boys hostel

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Girls' hostel ✓

i. Number of hostels - 1

ii. Number of inmates- 200

iii. Facilities (mention available facilities)- Dining Hall, Wi-Fi, Solar Water Heating, vehicle, Heath Centre, Fire Extinguisher

* Working women's hostel

i. Number of inmates

ii. Facilities (mention available facilities)

– Residential facilities for teaching and non-teaching staff (give numbers available — cadre wise) - Non- Teaching = 15

– Cafeteria —1

– Health centre – 1

– First aid, Inpatient, Outpatient, Emergency care facility, Ambulance..... Health centre staff –

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

– Facilities like banking, post office, book shops: 1

– Transport facilities to cater to the needs of students and staff

- Animal house ----
- Biological waste disposal ✓
- Generator or other facility for management/regulation of electricity and voltage-1
- Solid waste management facility ✓
- Waste water management ✓
- Water harvesting ✓

12. Details of programmes offered by the college (Give data for current academic year)

S. No.	Prog. Level	Name of the Programme/ Course	Duration	Entry Qual.	Medium of instruction	Sanctioned/ approved Student strength	No. of students admitted
1.	UG	BA BAHons.(Eng, Eco., Geo.,) B.Sc B.Sc Hons. Biotech. B.Sc Hons. Microbio. B.Com BBA BCA	3	XII	English & Hindi	-----	1036
2.	PG	M.A. (Eng) M.Com.	2	B.A. B.Co m	English & Hindi	-----	83
3.	Certificate courses	<u>Value Added:</u> Disaster Mgt. Econometrics <u>Skill Based:</u> Travel & Tourism Internet & Web Based Designing Comm. Skills & Personality Dev. Beauty & Fitness French Tally	1	XII	English & Hindi		
4	UG Diploma						
5	PG Diploma						
6	Any Other (specify and provide details)						

13. Does the college offer self-financed Programmes?

Yes No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Number	2
-----	-------------------------------------	----	--------------------------	--------	---

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments	UG	PG
Science	Physics, Chemistry, Zoology, Botany, Mathematics, Biotechnology , Microbiology	7	
Arts	English, Hindi, Geography, Economics, Home Science, History, Political Science, Music, Dance, Psychology	10	1
Commerce	Commerce, Business Administration	2	1
Computer	Computer Science	1	

16. Number of Programmes offered under (Programme means a degree course like BA, BSc, MA, M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

If yes,

- a. Year of Introduction of the programme(s).....
(dd/mm/yyyy)and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
Notification No.....
Date: (dd/mm/yyyy)
Validity:.....
- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?
- Yes No

19. Does the college offer UG or PG programme in Physical Education?
- Yes No

- If yes,
- a. Year of Introduction of the programme(s)..... (dd/mm/yyyy)
and number of batches that completed the programme
- b. NCTE recognition details (if applicable)
Notification No.:
Date:.....(dd/mm/yyyy)
Validity:

- Is the institution opting for assessment and accreditation of Physical Education Programme separately?
- Yes No

20. Number of teaching and non-teaching positions in the Institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Prof.		Assoc. Prof.		Asst. Prof.					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government			5	13		4	15	4	1	
<i>Recruited</i>			5	13		8	15	4	1	

NAAC Self Study Report

<i>Yet to recruit</i>									
Sanctioned by the Management/ society or other authorized bodies					4	14	2	2	
<i>Recruited</i>					4	14	2	2	
<i>Yet to recruit</i>									

*M-Male *F-Female

21. Qualification of the teaching staff:

	Associate Professors		Assistant Professors		Total
	Male	Female	Male	Female	
Permanent/Confirmed Teachers					
Ph.D	3	9	-	1	13
M.Phil	2	2	2	4	10
PG	1	1	-	3	5
Temporary Teachers					
Ph.D	1	1	-	4	6
M.Phil			1	7	8
PG			3	6	9
Part time teachers					
Ph.D				1	1
M.Phil					
PG				1	1

22. Number of Visiting Faculty /Guest Faculty engaged with the College.

4

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1		Year 2		Year 3		Year 4	
	Male	Female	Male	Female	Male	Female	Male	Female
SC		25		16		19		34
ST		11		1		7		10
OBC		11		6		4		10
General		768		808		986		1088
Others (Differently Abled)		1		1		1		1

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1008	78			
Students from other states of India	117	5			
NRI students					
Foreign students					
Total	1125	83			

25. Dropout rate in UG and PG (average of the last two batches)

UG PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP) ?

Yes No

If yes,

a) is it a registered centre for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the Programme/course offered

Program	Teacher student ratio
B.A.	1:49
B.A.(Hons)	1:8
B.Sc.	1:34
B.Sc(Biotechnology)	1:18
B.Sc.(Microbiology)	1:12
B.Com.	1:32
B.B.A	1:22
B.C.A	1:15
M.A.	1:6
M.Com	1:5

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2: Cycle 3:

Cycle 4

Re-Assessment

(Cycle refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 03/05/2004 Accreditation Outcome/Result: A Grade

Cycle 2: 08/01/2011 Accreditation Outcome/Result: A Grade

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/ Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC 15/07/2004 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 2010-2011 dated: 26/04/2012

AQAR (ii) 2011-2012 dated: 27/12/2012

AQAR (iii) 2012-2013 dated: 9/05/2014

AQAR (iv) 2013-2014 dated: 17/11/2014

AQAR (v) 2014-2015 dated: 7/09/2015

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information)-----

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and stakeholders.

St. Bede's College, established in 1904, is a historical educational landmark of Northern India. It aims primarily at promoting higher education for young women. The college offers several undergraduate and post graduate programmes. Building on the work of the founder Principals St. Bede's has been progressing amicably. We at St. Bede's are committed to inspire young women to achieve academic and human excellence for their holistic development.

Vision: "To Form Well Integrated Individuals Who Are Assets To Contemporary Society."

Mission: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.

Motto: Non Nobis Solum: *Not For Ourselves Alone.*

Objectives: St. Bede's College through its mission and vision focuses on the following:

- To provide a vast number of opportunities to actualize their potential.
- To teach core value of honesty and integrity, love and service to strengthen students: EQ (emotional quotient), SQ (Spiritual quotient).
- To focus on value based holistic learning.
- To integrate traditional and innovative learning practices.
- Encourage students to have career opportunities to become global citizens.
- To encourage leadership qualities in women.
- To inculcate a strong sense of patriotism and secularism.
- To motivate the students to be creative and think critically.
- To provide inclusive education, accessible to all sections of society.
- To sensitize and engage students in issues of gender equality, human rights and ecology in order to make them, socially responsible citizens.
- To foster MOUs, collaborations and linkages.

Communication of Vision, Mission and Objectives:

Our Vision, Mission and objectives are communicated in the prospectus, website, college calendar, magazines, newsletters, brochures, published books and displayed on notice boards in the college. By organising several curricular, co-curricular, extra-curricular activities, the college conveys its Vision and Mission to the students, staff, parents, alumnae, and other stakeholders. During meetings of clubs, societies, alumnae, PTA, etc. the Vision and Mission of the college are upheld. The same is achieved by conducting orientation programmes and departmental assemblies.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

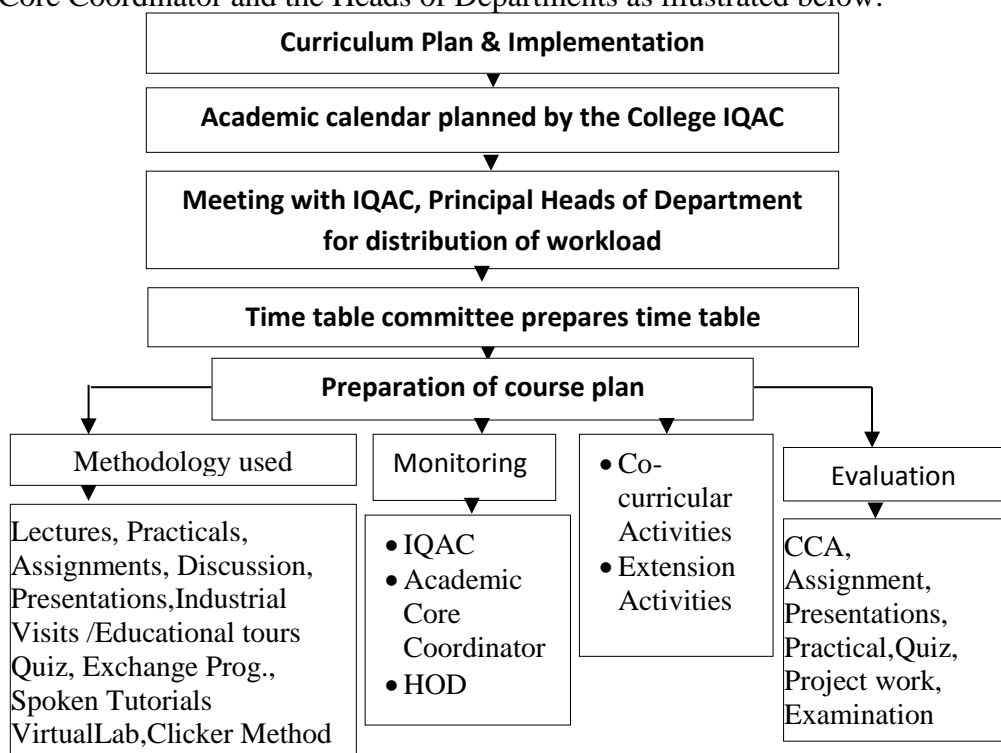
The College is affiliated to Himachal Pradesh University, Shimla and hence follows the curriculum prescribed by the university. The college provides academic flexibility by introducing self-financed courses; skill based/value added courses. The different stages of planning and the process of implementation of the curriculum are as follows:

Step I: Departmental meetings are held in each department towards the end of the academic year for the distribution of courses for the next academic year, based on the expertise of the individual teachers. The IQAC in consultation with the staff prepares the College Academic Calendar for the effective implementation of the Curriculum.

Step II: The Time Table Committee prepares the main timetable and checks the feasibility of applicability of the allotted curriculum/ workload as per the University specifications, discussions are held on the methodologies to be undertaken to impart academic skills to students and certain student centric practices like Group Discussion, Seminars, Presentations, Quiz, Remedial class, Spoken Tutorials, Virtual lab, use of Clickers and Peer teaching are also planned.

Step III: Individual Course plans are made for the academic year which comprise of different methodologies to be used in teaching and the final CCA, assists in monitoring and evaluating the academic progress of the students through tests, projects, presentations etc. Seminars and workshops are conducted by the different departments for strengthening and widening the scope of the particular discipline. Visits by eminent faculty enhance the knowledge base.

Step IV: Monitoring of the various procedures is undertaken by the IQAC Core Coordinator and the Heads of Departments as illustrated below:



1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

The college has a strong support mechanism for the effective implementation of the curriculum and improving teaching practices.

- Dynamic and proactive Management.
- Well-functioning IQAC, RPC, UGC and RUSA committees.
- Well formulated Admission Committee to scrutinize the eligibility criteria and give counselling to students at the time of admission to help them select subjects according to their aptitude and interest.
- Academic Calendar specifies the duration of the particular semester in the academic year and plans out all the activities.
- The teachers are given considerable freedom for handling and delivery of the course content within the time table framework.
- The innovative and creative methods of teaching/learning are blended with the use of ICT. Facilities such as the LCD projectors, Smart Boards, Dept. laptops, internet connectivity make the teaching learning process effective.
- Experts are invited as visiting faculty/resource persons.
- Newer Pedagogies are adopted for the teaching-learning process.
- Excellent infrastructural facilities are available.
- Automated college library is enriched with latest books, journals, periodicals and e-resources.
- Institutional SWOC analysis.
- Training faculty on smart boards and open online courses.
- Evaluation of teachers by students.
- PTM for monitoring students progress.
- Departmental meetings are held.
- Academic Review Committee meetings to monitor performance.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

- IQAC prepares the Perspective Plan and Academic Calendar.
- Teaching Course plans are prepared.
- Automated college library is enriched with latest books, journals, periodicals, e-resources and INFLIBNET-Nlist.
- Field visits, industrial and educational tours are organised.
- International and National Seminars/Conferences/Workshops are held.
- Upgradation of the infrastructural facilities is done.
- The college conducts remedial classes, bridge classes, and special classes for slow learners.
- The advanced learners are given special learning experiences.
- Value Education classes are held to promote holistic development.
- Academic Review Committee ensures effective curricular transaction.

- The College refereed multidisciplinary International Journal of Research: “The Bede Athenaeum” is available in print and online. It is indexed and registered with RNI-New Delhi.
- Experts are invited as visiting faculty/resource persons.
- Innovative teaching methodologies are utilised.
- Hi-tech ICT facilities.
- Interdisciplinary activities are organised.
- MOU’s with reputed institutions to broaden the students’ horizon.
- Implementation of CBCS under RUSA for enhanced academic flexibility.
- Faculty are members of Board of Studies/Syllabus Review Committees/ Paper Setters/Paper Evaluators and Supervisors for dissertations in IGNOU and are also resource persons for other institutions.

1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of the curriculum?

The institution/Faculty is constantly looking for opportunities to integrate teaching with real life exposure for enrichment and the effective operationalization of the curriculum.

- The teachers are Members of Board of Studies, Syllabus Review Committee, Paper Setters and Examiners.
- The college has 7 MOUs with universities, colleges and hospitals.
- Industrial visits and Educational tours are organised.
- Workshops are conducted to acquaint students with skills required for better employability. IIT Bhuvneshwar conducted a two day workshop for computer students how to develop an Android based “App”. Microsoft in collaboration with “Edukinect” organised a workshop for the students etc.
- The Placement Cell organises regular presentations on career options. In addition to this many campus placements have been made.
- Internships are undertaken by the students to get real life experience and applied insight in their respective fields.
- The language lab. assists the students in honing their language Skills.
- Awareness on AIDS, gender issues, democratic values and communal harmony is provided to students through various activities conducted by the Clubs and Societies.
- Blood Donations Camps, Tree Plantation, Disaster Management programmes are held.
- Women Cell provides Awareness Programs for Gender sensitization, Sexual harassment Cyber-Crime and legal rights of women.
- The Community Outreach Cell collaborates with the local NGOs- Nai Aashayein, Kshitij, Lions Club, Almighty Blessings, and Udaan.
- Special coaching classes by the college students for the children of the helpers and the marginalised sections in the neighbourhood are held.
- Alliance with MSDN to remain updated with new operating technologies.

1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (Number of staff members/departments represented on the Board of

Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The institution collaborates actively with the H.P. University for the formulation and revision of the syllabi.

- For the curriculum planning and revision under RUSA, a majority of faculty were involved as Board of Studies and Syllabus Review Committees.
- Students give feedback on their curriculum which is then discussed and a representation is given to the University for suggestions for improvement of the same.
- Feedback obtained from various committee meetings like IQAC, RUSA, UGC, PTA, Alumni and several clubs and societies of the college are given to the University for necessary steps.
- Feedback of institutional and departmental SWOC is suggested to the University to improve the curriculum through various meetings.

1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating University) by it? If “yes” give details on process (“Needs assessment”, design, development and planning) and the courses for which the curriculum has been developed.

Yes, the curriculum for certain Certificate courses, other than those offered by the affiliating university, have been designed by the faculty. The need arose because of the demand made by the students for these skill enhancing courses.

Value Added /Skill Based Courses			
1.	P.C. Packages	6.	Travel & Tourism
2.	Internet tech & web page	7.	Comm. Skills & Personality Dev.
3	Econometrics	8.	French Language
4	Fashion designing	9.	Beauty and Fitness
5	Tally		

1.1.8 How does the institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation?

There are formal mechanisms for analysing and ensuring the stated objectives of the curriculum:

- The College IQAC prepares an Academic Calendar for the smooth conduct of its curricular and co-curricular programmes.
- Specific learning objectives are clearly spelt out in the syllabi for each subject by the Board of Studies which is then incorporated in the Teacher’s Course plans for each subject.
- Regular meetings of the IQAC and Academic Review committee are held to ensure that the stated objectives of curriculum are achieved.
- Each department holds departmental meetings to review and discuss the progress of their academic activities in order to take corrective measures.
- Academic Review Committee ensures that the stated objectives of the curriculum are achieved. Regular meetings with faculty members to assess the academic progress and regularity of the students are held.

- Feedback on teaching from the students ensures that the desired standards are achieved. For this there is a prescribed form, the results of which are then conveyed to the teacher concerned for improvement and growth.
- Regular tests, Quiz, Seminars and Assignments help the faculty members to gauge their learning. Report cards of the house examinations/minor tests are posted and made available online.
- End semester results are discussed and corrective measures are suggested.
- Bulk messaging has been introduced.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate /diploma / skill development courses etc., offered by the institution.

The College is running a number of Certificate / Skill Development/ Value Based Courses that focus on the all-round development of students. Taking into consideration the changing needs of stakeholders and Global Competencies, the College has taken concrete steps to ensure skill development and adopt an interdisciplinary approach in the academic programmes. The skill based programmes cater to the needs in the form of skill oriented, job oriented and interdisciplinary academic pursuits.

The goals and objectives are:

- To provide students with “need based” courses, certain certificate Skill Based Value Added add-on courses; have been introduced to enhance their employability quotient.
- Under CBCS there is provision for Hobby/General Interest subjects like Textile Designing, Basic Cookery, Cyber Law, Psychoactive Plants and Society, Music, Dance and Science Education and Society.

Skill based /Value Added Courses offered

1.	Econometrics	5.	Beauty and Fitness
2.	Travel & Tourism	6.	French Language
3	Internet& Web Based Designing	7.	Tally
4	Comm. Skills& Personality Dev.		

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If ‘yes’, give details:

The College does offer Certificate Courses along with the Degree Courses such as Tally certified by registered Tally academy, Beauty and Fitness, Travel and Tourism, Fashion Designing, French, Internet Technology and Web page Design and Econometrics.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability. Issues may cover the following and beyond:

To cater to the global needs and demands for Higher Education the institution offers Self-Financing Programmes at the UG and PG level. The students are admitted according to merit. The eligibility criteria for each course is fixed and made public before the start of the admission procedure.

- Additional Skill Based/Value Added Courses are offered to the students with the degree programs to strengthen their portfolio for better employability
- In an effort to help students to adjust to the academic framework, they are given fifteen days to change the subject.
- The College has an established Placement and Career Guidance Cell to guide and counsel the students regarding improvement of their potential and skills for employment and progression to higher studies.
- Personality Development Workshops are held to hone soft skills.
- Industrial Visits are undertaken. Students of B.Com in collaboration with PIBM visited many industrial units to gain first-hand experience.
- College organizes Inter-disciplinary, National/International Seminars, Workshops and activities to widen the horizon for academic flexibility.
- College has an IGNOU study centre offering Certificate Courses in Food and Nutrition, Nutrition and Child Care which the students can opt for.

Arts Subject Combinations offered as per the students aptitude:

	Major Sub.	Minor Subjects	
1	Home Science	1	English/Geography/Botany
		2	Economics/History/Hindi/Zoology
2	Psychology	1	English/Geography/Dance/Music
		2	Economics/History/Hindi
3	Political Science	1	English/Geography/Dance/Music
		2	Economics/History/Hindi
4	English	1	Economics/History/Hindi/Dance/Music
		2	Home Science/Political Science/Psychology
5	Geography	1	Eco./History/Hindi/Dance/Music/Botany
		2	Home Science/Political Science/Psychology
6	Economics	1	English/Geography
		2	Home Science/Political Science/Psychology
7	History	1	English/Geography/Dance/Music
		2	Home Science/Political Science/Psychology
8	Hindi	1	English/Geography
		2	Home Science/Political Science/Psychology
9	Dance	1	English/Geography/History
		2	Home Science/Political Science/Psychology

Science Subject Combinations offered as per the students aptitude:

	Major Subjects	Minor Subjects	
1	Physics	1	Maths
		2	Chemistry/Computer Science
2	Chemistry	1	Physics/Botany/ Zoology
		2	Maths/ Computer Science/Botany/Zoology
3	Botany	1	Zoology
		2	Chemistry/Home Science/Geography
4	Zoology	1	Botany
		2	Chemistry/Home Science/Geography

5	Maths	1	Physics/Chemistry/ Computer Science
		2	Economics
6	Computer Science	1	Maths
		2	Physics/Chemistry/ Economics
7	Information Technology	1	Maths
		2	Physics/Chemistry/ Economics

Compulsory Subjects:

Course	Subjects		
	Ist Semester	IInd Semester	IIIrd Semester
Group I	Compulsory Eng. Indian Constitution Methodology and Perspective of Business Education	Compulsory Hindi /History/Geography of Himachal Pradesh	Compulsory Eng. Indian Const. PHP/MYSQL Methodology and Perspective of Business Education
Group II	Functional Hindi/ Basic IT Skills/Basic Maths	Functional English/Geography of H.P./C-Language/ Critical Reasoning writing and Presentation	Functional Hindi/Basic IT Skills /Basic Maths/ EVS is compulsory for all IIIrd semester students
GI/ Hobby	Textile Designing/Dance/ Science Technology and Society/Music Instrumental/Psycho active Plants and Society/General Interest in the Field of Chemistry	Dance/Cyber Law/Basic Cooking/Music Instrumental	Psychoactive Active Plants and Society/ Dance/ Textile Designing/ Music instruments/ Science tech. & Society/General interest in the Field of Chemistry

1.2.4 Does the institution offer self-financed programmes? If ‘yes’, list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

Yes, the institution offers a number of Self-Financing Courses at the Under Graduate level. These are professional courses which enhance employability. Students are admitted on merit. Well qualified teachers have been appointed. The fee structure is different from the other Government aided programmes. The curricula of these courses are approved by the University. At the Post Graduate level, M.A (English) and M.Com have been introduced to meet the rising demand for Higher Education for women.

Table: List of Self-Financed Programmes

S.No.	Level	No.	Name of the Courses
1	UG	5	BBA,BCA,B.COM, BSc. Microbiology ,BSc. Biotechnology
2	PG	2	M.A. English,M.Com

1.2.5 Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If ‘yes’ provide details of such programme and the beneficiaries?

Yes. Self-Financing programmes offer skill and knowledge relevant to the regional and global employment market.

- Certificate Courses provide additional skills.
- Seminars/Workshops are organised for the students to help them acquire soft skills and life skills that enhance their Employability.
- Experts are invited for talks by departments such as Dept. of English, Physics, Computer Science, Eco, Home Sc. and Psychology, to name a few.
- The language laboratory helps in developing the communication skills.
- The Dept. of Botany has set up an Herbal garden to increase the general know-how. It has identified/labelled the plants and trees on the campus.
- College has set up a Vermicomposting unit under the guidance of the Horticulture Department. Students assist in the functioning of the unit and the manure produced is available for sale.

Departmental Skill based / General Interest Programmes

Department	Name of courses
Home Science	Textile Designing and Basic Cookery
Dance	Dance
Music	Instrumental Music
Physics	Science ,Education and Society
Computers	Cyber Law/Basic IT skills/PHP & MySQL/C language
Botany	Psychoactive Plants and Society
Chemistry	General Interest in Field of Chemistry
Commerce	Methodology and Perspectives of Business Education
Political Science	Indian Constitution
Geography	Geography of Himachal Pradesh
History	History of Himachal Pradesh
Mathematics	Basic Maths
English	Functional English
Hindi	Functional Hindi

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice. If ‘yes’, how does the institution take advantage of such provision for the benefit of students?

Yes, our students benefit not only by the regular courses offered by HPU but also by joining distance learning courses offered by IGNOU.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the Institution to supplement the University’s Curriculum to ensure that the academic programmes and Institution’s goals and objectives are integrated?

In order to ensure that the academic programmes are integrated keeping in mind the institutional goal “to form well integrated individuals who are assets to contemporary society”, to inspire young women to achieve academic excellence, teach discernment, to encourage and recognise individual talent, the College makes consistent efforts to supplement the university curriculum

by organising activities, with a focus on integrating academic and the overall development of students. They are as follows:

- Guest lectures, Panel Discussions, Interface with industry experts.
- Field work and field surveys in the form of short term projects help the students to enhance their research skills.
- Students are motivated to participate in various intra/inter College competitions.
- Use of language lab in order to improve the spoken language.
- Workshops, International/National Seminars, Poster Making, Role Playing and Street Plays etc. have been an integral part of the learning process.
- The institution organises Paper Presentations, Quiz, and Competitions for the students to get acquainted with updated knowledge of their subject.
- There are a number of Awards and Scholarships to encourage academic and co-curricular excellence in students. There is a Rana Memorial Trophy instituted by our former faculty Prof. Rana Nayar for excellence in English for English Honors students, Prof. R. S. Pathania Memorial trophy and a cash prize has been instituted by Ms. Nandini Pathania in memory of her father for excellence in Botany. A trophy and a cash prize instituted by Ms. Nandini Pathania for excellence in Home Science. Another Memorial trophy has been instituted by Dr. Shonali Sud for excellence in Psychology in memory of her father Prof. Dr. G. R. Sud. An Overall Best Ship Trophy has been instituted by Mrs. Krishna Bali a former Professor of Department of Hindi. Award for best performer in Economics has been instituted by the Indian Economic Association. The EBA too has instituted two trophies for Academic Excellence.
- The College has signed several MOU's with various institutions for Faculty Exchange, Student Exchange, Placements and Inter-institute Interaction. This gives the students an opportunity to appreciate and learn from the diversity of these institutions.
- Skill Based/Value Added Course and Self-Financed Courses supplement and compliment the University curriculum.

1.3.2 What are the efforts made by the institution to enrich and organize the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market?

- Our faculty as members of Board of Studies and Syllabus Review Committee are constantly engaged in reviewing the syllabi keeping in mind the needs of the students and the dynamic employment market.
- The course feedback is taken from students by the teachers and conveyed to the University for consideration and approval.
- Company Campus Placement Camps are organised by the College Placement Cell to promote employment opportunities for the students and also get exposure to the different fields. Many companies like Vistara Airways, Tommy Hilfiger, IBM, The Oberoi Hotel, Cecil Hotel, Wipro, NDTV to name a few have been successful in recruiting our students.
- Visiting faculty is drawn from the industry to acquaint the students with the demands of the job market.
- International/National conferences are held regularly. Four International and three National seminars have greatly benefitted the students and staff.

- They have enabled a meaningful interaction with eminent researchers / scientists / academics from all over the country and abroad.
- Guest Lectures, Field Visits, Industrial Tours and Internships provide opportunities to enhance their experiences beyond the curriculum.
 - The MOU signed with PIBM provided an opportunity to the students for industrial exposure and interface. Some of our students have been offered placements by other institutions.
 - Excellent infrastructural and ICT facilities are provided in the College to enrich the curriculum to enhance the experiences of the students so as to cope with the needs of the dynamic employment market.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

The College has a proactive Staff Council and a Student Council that assists in creating awareness regarding social issues. The College has established several cells and committees headed by different teachers who organise activities related to diverse but socially relevant issues. It is mandatory for a student to be a part of at least two societies to ensure their contribution and involvement. The students are allotted ships whereby inter-ship activities assist in addressing issues of Gender, Climate Change, and Human Rights etc. Some of the other activities organised by the College are:

- Awareness Campaigns, Street Plays on AIDS, Gender Discrimination, Sexual Harassment, Female Foeticide, Cyber-Crime, are organised to sensitise the students.
- Observing/celebrating important days like World AIDS Day, Gandhi Jayanti, Environment Day, World Earth Day, International Women's Day, Hiroshima Nagasaki Day, to name a few.
- Environment Education is offered as a compulsory core subject in the curriculum in the Choice Based Credit System.
- Students are sensitized on issues like Climate Change, Global Warming, Water Pollution, Green Audit, Ecology and Environmental Degradation and Sustainable Development through seminars and presentations.
- Talks are organised on Human Rights.
- The College has an Anti-Ragging Committee, Anti-Harassment Cell and a Student Grievance Redressal Cell to address grievances.
- Environment Cell spreads awareness on problems of environmental degradation, landslides, cloud bursts, flash floods, earthquake and other natural disasters.
- NSS of the College is active in organising and creating awareness through its programmes on issues of Social/National Responsibility. It organises Tree Plantation Drives every year and Lectures on Climate Change.
- Student interaction with the local NGOs like Lions Club, Nai Aashayein, Udaan, Kshitij and Almighty Blessings provide students opportunities to interact and learn to become socially responsible and accountable.
- Departments use Spoken Tutorials, Clickers, Virtual Labs, Smart Classrooms and e-resources to enhance the learning outcomes of students.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

College offers value added /skill based courses for the holistic development of students, such as Travel & Tourism, Internet Technology & Web Page Designing, Communication Skills and Personality Development, Beauty and Fitness Courses, French, Tally and Econometrics.

Ethical Values

Curriculum dissemination is guided at the core by Value Based Education.

- The College academic year starts with an ‘Opening Inaugural Mass’ invoking God’s blessings for peace and prosperity for the College, staff and students, emphasising the importance of God in our lives.
- Departmental Assemblies are conducted regularly in the College.
- National Days of significance are commemorated and observed.
- A weekly Value Education Class is held where teachers as Mentors hold discussions and interaction on socially relevant issues. Students learn to be proactive, set smart goals, do self-analysis to help them in identifying their strengths and weaknesses and make a paradigm shift.
- Discussions on enhancing ethical and moral values are also under taken.

Life Skills

- Personality Development Workshops and Talks are conducted regularly to enhance the soft skills of the students.
- Career Guidance Talks and Workshops by eminent persons from the industry and service sector are organised to focus on employability needs.
- College organises inter and intra College activities which hone students’ skills to help them make good adjustment in life and society.
- Language lab assists in improving the spoken and communication skills.
- Well-equipped gymnasium, a multipurpose hall and a basketballcourt provide opportunities to students to enhance their physical well-being.

Community Outreach

- The College NSS regularly organises camps and visits surrounding areas and villages to promote awareness on social, moral and ethical aspects of life. They also organise cleanliness drives in and around the campus.
- In the Outreach Programme College student regularly visit a Government Primary School and Government Middle School to provide nutritional counselling, talks on health, hygiene, environment, climate change, tree plantation, water harvesting system and sustainable development. Children are provided stationery items. Woollens are distributed during winter.
- Visits to Old Age Homes, Home for Destitute Girls, Orphanage are organized to provide the inmates with food, woollen garments and heaters.
- For Christmas, students visit Kanda Jail to spread Christmas message among the inmates. Such activities promote a sense of social responsibility.

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stake holders in enriching the curriculum?

Feedback is taken from the students on curriculum delivery. For the teachers’ personal growth the teacher evaluation forms are filled by the students and individual teachers are given graphic feedback to improve and enhance their quality of teaching. The parents provide feedback through formal feedback

forms provided by the College when they come for parents teacher meetings. This feedback and the course feedback taken from the students is presented by faculty members who are part of Board of Studies in the University for further consideration. Valuable feedback is also obtained from the Alumnae in meetings/gatherings held in the College.

SWOC analysis is done by the departments and the institution to identify the opportunities and challenges for the growth of the institution.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

- The IQAC of the College with the Academic Review Committee and Heads of departments monitor and evaluate the on-going programmes on regular basis.
- RUSA Committee has been established to meet with the challenges and opportunities of the newly started CBCS system.
- The institution obtains feedback from students, parents and other stakeholders for future planning.
- The departmental and institutional SWOC strengthens our endeavour for programme enrichment.
- Clubs and Societies of the College further enrich the programme.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

Faculty as members of the Board of Studies and Syllabus Review Committees, paper setters, paper evaluators and examiners are in a position to contribute to curriculum development and revision. Majority of the faculty was involved in syllabus restructuring and design. Feedback from students, teachers and other stakeholders are regularly obtained and representations have been sent to the University for revision and curriculum design.

1.4.2 Is there a formal mechanism to obtain feedback from students and stake holders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

Yes, there is a formal mechanism to obtain feedback from students, parents, Alumnae and other stakeholders on curriculum.

Students: Course evaluation and feedback from students is taken and forwarded to the University for Necessary Intervention. According to suggestion and demands by the students, a number of Value Added/Skill Based certificate programmes and Post Graduate programmes have been introduced.

Alumnae: The Alumnae of the College are well placed in different fields and they interact regularly with the staff to discuss matters related to curriculum aspects and formal feedback is taken during regular alumnae meets.

Parents: During the Parent Teacher Meetings, various matters related to student's performance, including curriculum, are discussed and formal feedback is obtained.

Employers/Industry: The Placement Cell regularly invites industry representatives for campus selection who provide information and suggestions regarding industry requirements which are further communicated to the Board of Studies.

Academic Peers: The College faculty interacts regularly with academic peers in the University and communicates necessary information for redesigning of the curricula.

Community: During social interaction and extension activities faculty are able to receive suggestions regarding curriculum which is then incorporated for inclusion.

1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?) Any other relevant information regarding curricular aspects which the College would like to include.

Certain Job Oriented programmes/courses were introduced by the institution during the last four year to enhance knowledge and skills required for the global market and to enhance the employability quotient of the students.

The College has been successful in introducing Post Graduation in English and Commerce and some Skill Based Value Added Certificate courses in the last five years.

The Colleges' continuous quest is to impart quality education to women and the excellent infrastructural facilities enable and support the rationale to introduce new courses.

New Programmes introduced:

	New Programmes/courses	Rationale
1	M.A. English, M.Com.	<ul style="list-style-type: none">• Increasing demand for women's Higher Education.• Feedback from students, parents and stakeholders demanding these courses.• Good infrastructural and ICT facilities.• Optimal utilization of resources.
2	Certificate courses (Tally, Beauty and Fitness, Personality Development & Communication Skills, Travel and Tourism, French and Econometrics)	<ul style="list-style-type: none">• Enhance knowledge and skills required for the global market.• Increase the employability quotient.• Generate opportunities for self-employment.

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the College ensure publicity and transparency in the admission process?

St. Bede's College is one of the most reputed, Heritage women's institution of the country and attracts students from far and wide.

The institution follows a transparent admission system for all the programmes (UG, PG and Self Financing). The admissions to the various programmes are made as per University norms and the students are admitted upon completion of all formalities.

Prospectus Committee: The Prospectus Committee updates the prospectus which contains information regarding admission criteria, programmes offered, the choice of subjects, the College profile as well as the details about the admission process, hostel rules and regulations and other student support facilities. The Prospectus is printed well in advance before the commencement of the academic year and made available to the students through the College office.

Admission Committee: Teachers from all departments are involved in Admission Committee. Help-Desks managed by faculty members operate for the convenience of the students. Each application form is assigned a serial number and is registered in the computer. The committee scrutinizes the application forms of the students as per the rules, regulations and norms laid down by the University and the State Government.

Website: The complete admission process along with the schedule of form submission, fee structure and admission policy is displayed on the College website. The College also provides forms for admission online.

Advertisements: The College advertises the admission schedule in prominent English and Hindi newspapers, local FM Channel ticker line on TV channel and on the notice-boards in the College.

Office Support: The office handles the direct inquiries regarding the admission telephonically, through emails and personal visits by the potential candidates and parents.

Alumnae: The distinguished Alumnae of the College, through their experience, impact the number of admissions positively.

All these efforts result in ensuring transparency in the admission process.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution.

The College publicises the admission process, through the College website and leading dailies. The College Prospectus contains the detailed information regarding admission and courses offered. The Admission and Prospectus Committees are entrusted with the responsibility of finalising the detailed action plan for admission and monitoring the complete admission process as per the government and university guidelines. Due representation is given to

the reserved category students as per the policy of the State Government. The students seeking admission to the English Honours course were selected on the basis of an entrance test till 2012.

Himachal Pradesh University introduced a Choice Based Credit System (CBCS) under RUSA since 2013 which permits the students to choose the courses of their choice and adopt an inter-disciplinary approach to learning. Options are available for students to take additional Skill Based Value Added Certificate courses along with their regular curriculum.

The students are counselled to opt for a major subject, keeping in mind their interest and aptitude. Separate help desks for each subject managed by faculty, who conduct informal interview with the candidates and verify their testimonials. They also counsel the students and parents about the choice of programmes. For the convenience of the parents/guardians and students, bank kiosks are established in the College campus for the collection of fees.

2.1.3. Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the College and provide a comparison with other Colleges of the affiliating university within the city/district.

The College is required to follow the minimum percentage criterion prescribed by the University and the same is being complied with.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes, what is the outcome of such an effort and how has it contributed to the improvement of the process?

The Admission Committee comprising of the Principal and Academic Review Committee and Administrative Staff review the admission process. Admission process is reviewed during the staff council meetings and departmental meetings and innovative ideas are incorporated to make the admission process student friendly.

Mechanism: The Campus Care Software is utilised for the admission process to make the admission process more streamlined and efficient. The Admission Committee counsels the students at the time of admission in selecting their academic programmes. It analyses the students' profile to see if they are in compliance with the State Government and University regulations.

Outcome: The outcome of the process results in a fair and transparent admission process, enabling the new students to be better informed about various subject combinations. The system has become more responsive to the needs of the community and more and more students from rural areas are encouraged to seek admission in St. Bede's College.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/ reflect the national commitment to diversity and inclusion of SC/ST, OBC, Women, Differently-abled, Economically weaker sections, Minority community and any Other.

- The College is committed to the spirit of diversity and ensures equity for all eligible women candidates. The reservation policy prescribed by the Government of Himachal Pradesh with respect to marginalized students is strictly followed.
- The students from economically weaker sections get benefit of fee concession, scholarships and free ships.
- The College also offers the facility to pay fees in easy instalments.
- It is a Catholic Minority Institution established specially for providing education to women in North India.
- Necessary assistance in the form of ramps and wider doors connecting auditorium, classrooms, cyber cafe, wash rooms, infirmary and library are being provided to the differently-abled students. Computers with internet facility, e-resources have been made available in the Archive Section of the library for differently-abled students.
- Certain relaxations are given to differently-abled students like extra time, getting an amanuensis during class tests and final examination.
- There is an increase in the number of students enrolled in the reserved categories over the last 5 years which reaffirms our commitment to inclusive policy and our commitment to providing access to education for diverse categories of students.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and action initiated for improvement.

The number of students admitted to various streams during the last 4 years is as below:

Class	No. of students admitted			
	2012	2013	2014	2015
Arts	276	335	341	330
Commerce	306	377	404	439
Science	226	277	343	356
Value Added/Skill Based Courses	142	-	260	351

Observations and reasons: There is a growing demand for self-financing courses like Commerce, Micro-biology and Bio-technology as they are more lucrative with many career options. The most sought after course is B.Com. Seeing the rising trend in B.Com, the College started M.Com. College has started M.A in English focusing on higher education for women. Value Added Skill Based courses have been introduced to strengthen the curriculum.

Action initiated for improvement

- Enhanced internet facility with computers in various labs, classrooms, and office are helpful in better understanding of recent academic and research developments and networking of departments. The College has taken an initiative to introduce networking system by modifying the classrooms with e-learning facilities thereby improving the skills of faculty and curriculum dissemination.
- The College encourages students to participate in Book Reviews, Debates, Quiz, Group Discussions, Street Plays, Peer Teaching, Inter-departmental Academic programmes and Annual Departmental Fests.

- Conferences, Seminars, Workshops, Exhibitions, Field Trips, Excursions and visit to industries are organised to broaden the vision of students.
- Interactive guest lectures are organised to motivate the students.
- Under CBCS system under RUSA, the College is offering emphasis programmes in various subjects at UG level which most of the Colleges affiliated to Himachal Pradesh University are not offering.
- The College is also offering many career-oriented Value Added Skill Based courses. The Economics Department has started a certificate programme in Econometrics at an undergraduate level, designed both as an entry qualification for postgraduate study and as a bridge between undergraduate and postgraduate curriculum.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

Empathy and love are the basic needs of these students which are adequately taken care of. Therefore, every effort is made to provide differently-abled students with necessary assistance. The auditorium, class rooms and the library are connected by ramps and wider doors for easy access. College administration, staff and students are sensitive towards the needs of differently-abled students. There is a computer in the Archive Section for differently abled students.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes, the College assesses the students' needs in terms of knowledge and skills in the following manner.

Counselling: Members of the Admission Committee, Career & Counselling Cell and Personal Counsellors counsel students to help in selecting appropriate subject combinations keeping in mind their career pursuits and potential.

Bridge Classes: In the first week of the commencement of the academic year, basics of the subjects are revised which help in bridging the knowledge gap of weaker students.

Orientation: During these sessions the nature of support required by the students is assessed and suitable supportive measures are instituted. Special orientation sessions are conducted in the library and Auditorium to guide them about the books, journals, e-resources and all the facilities of the College.

Change in Subject: On the basis of their class performance, interaction, class room behaviour, peer interaction, response and participation; the students are given 15 days to change the opted subject if they are not coping well with it.

Formulation and Modification of Course Plan: After taking suggestions and feedback from the students the course plan is appropriately modified.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge /Remedial/ Add on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The following strategies are adopted by the College to bridge the knowledge gap of the enrolled students.

Bridge Classes: Every year at the beginning of the academic session, bridge classes are undertaken to bridge the knowledge gap. The process is undertaken through group discussions, peer group presentations, additional reference material and counselling to fill the knowledge gap to bring them at par with the rest of the class. Teachers provide additional attention beyond class hours.

Remedial classes: Remedial classes are conducted for the slow learners once in a week and whenever the need arises for extra attention. The slow learners are identified by their performance in class tests, their ability to interact in the classes, participation in the classroom seminars, practical etc. The slow learners are encouraged and are provided with supporting materials, lecture material, previous year's question papers, etc. Students not so proficient in English are encouraged to attend classes in the language lab. Students proficient in English are identified to help the students weak in the subject thus encouraging peer teaching. Interactive public lecture and guest lecture are organized to improve the learning skills of the students. Mentoring Remedial Counselling Programme (MRCP) of the College helps the students to cope up with the demands of the programmes of their choice.

Tutorials: A tutorial class is taken up once in a week in all subjects. Use of clickers, in the class rooms. Use of Virtual Labs and spoken tutorials where the students have access to audio-video lectures, power point presentations and subject related material. Interactive sessions, between teachers and students, through skype.

Advanced learners: Advanced learners are challenged to do projects, present papers, book reviews, and referenced reading, thereby enhancing their knowledge skills. They are encouraged to opt for emphasis/double majors. Supplementing traditional method by Interactive Board and utilising modules of other universities like Yale University. Field trips and excursions are undertaken to augment the critical thinking of the students.

Value Added /Skill based courses: The students are given an opportunity to join the value added /skill based courses viz. Tally, Communication Skills and Personality Development, French, Internet Technology and Web Page Design, Beauty and Fitness, and Travel and Tourism. Active participation of staff and students in seven day NSS camps, public awareness and community outreach programmes enhance the oral communication, decision-making skills of the students and help to develop sensitivity towards the disadvantaged group.

2.2.4 How does the College sensitize its staff and students on issues such as gender, inclusion, environment etc.?

The NSS, Environment, Community Outreach, Red Ribbon and Women Cells of the College organise several activities for sensitizing both staff and students to gender, inclusion and environment.

Gender Issues

- The Women Cell is an active students' forum, conducting several activities such as discussions, film screenings, awareness campaigns, surveys, poster exhibitions and street plays.
- Women Cell organizes seminars and workshops on Legal rights of women, 'Women – the Architect of Society', Workshop on 'Gender Sensitization',

Projection of Women in religion and Culture etc. An International Conference on Women Empowerment-‘Transforming Lives, Milestones and Challenges’ was organised questioning the stereotypical representation of women in patriarchal ethos and Eurocentric ideals.

- College students participated in the ‘Save Girl Child Rally’ organized by Charu Castle Foundation in collaboration with Directorate, Higher Education to make people aware about female foeticide, and infanticide.
- A walk was conducted to protest against abuse and harassment of women. Students also participated in a street play related to this.
- A seminar on Cyber Crime was organised by the Women Cell in which DIG Crime, IPS Satwant Atwal, apprised the students about Cyber Stalking, Bullying, Hacking, Online Frauds, and Spoofing etc.

Inclusion

- The students from economically weaker sections get benefit of fee concession, scholarships and free ships. The College also offers the facility to pay fees in easy instalments.
- Necessary assistance in the form of three ramps and wider doors connecting auditorium, classrooms, cyber rooms, wash rooms, infirmary and library is being provided to differently-abled students.
- Under St. Bede’s Extension Services (BES) the College has adopted a rural Government Middle Secondary School at Theog and a Government Primary School in Sanjauli.
- A number of activities are held every year under BES of the College like teaching children of low socio-economic status living in close vicinity of the College, distributing clothes, shoes, stationery items, toys, organising health awareness camps, planting saplings in the school, showing documentary films and organising competitions for the students. The students have been visiting Udaan- a State level home for the disabled children and distributed fruits to them, participating in the State Level Awareness Campaign on Disability Badhte Kadam, participating in Cultural and Social Integration of People with Disabilities, celebrating Christmas with the disabled children from ‘Udaan’, visiting Central Model Jail, and distributing sweaters, hot water bottles etc. to aged people in Old Age Home, visiting Sarvodaya Girls Bal Ashram, along with NGO ‘Nai Aashyaen’, visiting and interacting with differently abled children at ‘ABHI’ to make them feel as the part of the society to mention a few.
- St. Bede’s Extension Services (BES) in collaboration with WWF and Himurja organised a programme to sensitize the village school students and the women of the Mahila Mandal on the benefits of solar and wind conservation, water conservation, marine life, solar cooker, solar geyser and a windmill.
- The students visited Cancer Hospital, interacted with the cancer patients and cleaned the hospital premises.
- The Red Ribbon Club also organises various Inter-School competitions on World Aids day every year.
- Important days, emphasising human and social values, like Independence Day, Gandhi Jayanti, Teachers Day, Children Day, World Yoga Day, World Environment Day, World Earth Day, Hindi Diwas, Anti-Tobacco Day, World Aids Day etc. are commemorated.

- NSS volunteers attended a workshop on “Drug Abuse and Drug De-addiction” organised by youth sports and services, Himachal Pradesh in collaboration with Nehru Yuvak Mandals.
- Involvement and active participation of staff and students in NSS camps, public awareness and community outreach programmes implies that College has social responsibility and special interest in societal development.
- Moreover, Extension activities teach the students to work in a team, enhance their critical thinking, sensitivity towards the underprivileged, oral communication and decision-making skills.

Environment

- The Environment Cell of the College with the motto, ‘Reuse, Replenish, Retrieve’, along with NSS takes initiatives like “Go Green” tree plantation campaign, “Seize your Power” campaign and conducts several programmes to sensitize the students to the issues of environment and sustainability.
- NSS also organises cleaning campaigns and shramdands on Gandhi Jayanti. NSS volunteers made a visit to the Renuka Lake and cleaned the campus surrounding the lake and the zoo and also interacted with the local community at Renuka Ji.
- About sixteen students participated in the Disaster Management Mock Drill organised to celebrate ‘World Disaster Management Day’ on September 28th.
- A workshop was organised by NSS unit in collaboration with United Nations Development Programme (UNDP), in the College. The video films depicting the Tsunami Devastation of Japan, and India, Earthquakes which destroyed Haiti, Queensland etc. were shown.
- Organization of Workshops, Seminars on Project Tiger, Climate change, Carbon Footprints and guest lectures on environmental issues, street plays, celebrating various designated days, environment centre visits, film screenings on environment, nature walk etc. are some of the activities organised in the College by the environment cell.
- Five volunteers took up a National Level Research Competition organized by WWF, India- “The cities for Forests” in which they studied the Navbahar forest for three months and compiled a report which is kept in the College library.
- The Indian National Trust for art and cultural heritage (INTACH) conducted a heritage awareness workshop in the College.
- The Heritage Club of our College ‘Miraasa’ in collaboration with History Department organised an event to commemorate heritage day in which various competitions like power point presentation, declamation, collage making, poster making, slogan writing etc were organised.
- There is a compulsory paper on environment in CBCS for all the under graduate students.
- A Vermicompost unit has been set up in the campus by the Zoology department that has enhanced the students’ knowledge about the utility of organic farming by the use of manure made through vermicompost.
- College has set up a paper recycling plant, solar lighting system and water harvesting units to educate the students about the importance of environmental issues.

- The College campus is polythene free and smoke free.
- Nomenclature of flora of College campus has been done to make students aware of environment conservation.
- Science students collected, identified and prepared herbarium sheets of medicinal plants of Shimla and organised exhibition of plants in which local Colleges were also invited.
- Green auditing has also been undertaken.
- Waste generated on campus is disposed off scientifically. Solid waste is segregated from bio degradable waste which is collected in a dumping yard specifically constructed for this purpose.
- For e-waste disposal, reuse is the most eco-friendly and cost effective method and this method is being practiced in the College as far as possible. Incandescent and CFL bulbs are being gradually replaced by LED bulbs.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The institution identifies and responds to special educational/learning needs of advanced learners in the following manner:

- The advanced learners are identified from the merit list of the enrolled students, class interaction, question-answer sessions, home assignments, group discussions and seminars.
- Advanced learners are encouraged to participate in book reviews, paper and poster presentations, state, national, international conferences.
- Library accords special facilities to meritorious/advanced learners in the form of extra books and reference material.
- Book talks are organised in the library in which the advanced learners are encouraged to participate.
- Additional reference books are recommended and issued from the departmental library.
- They are encouraged to apply for summer / winter internships.
- Under CBCS (RUSA) they are allowed to do emphasis or double majors and certificate courses.
- Departments organize national/international and student seminars that expose them to research, poster and paper presentation.
- They are encouraged to represent the College in various events and activities at the university/ state/ national levels.
- These students are involved in peer teaching and assist other students.
- Advanced learners are allowed to contest and stand for various posts during elections.
- Certificates, trophies and prizes are awarded to the students for their meritorious positions in various subjects and 'Bedeian Pin' and 'Bedeian Ring' are awarded to all-rounders during the prize distribution function every year.
- Students with more than 95% attendance are given special commendation certificates.
- The advanced learners are given special career oriented guidance.
- Special coaching classes are held for the advanced learners to impart training regarding higher studies and various competitive examinations.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

- The academic performance of the students is evaluated by the respective faculty and class in-charges through continuous evaluation.
- Poor performance in exams, tests, assignments, class interactions and short attendance are some of the indicators of risk of drop out. Such students are counselled by the teachers.
- Activities like group seminars are encouraged where advanced and slow learners work together and advanced learners assist the slow learners.
- The co-ordinators collect feedback on attendance, reasons for short attendance, class performance and marks obtained in internal examinations to identify the students at a risk of drop-out. After analysing the data, information about students who are at a risk of drop out is shared with their respective parents/guardians during PTMs. Every teacher has a contact number of the students and parents can be contacted. Parents are apprised about the poor performance and attendance of the student.
- Besides teachers, the academic co-ordinators and the Principal also meet the students and parents, and help resolve problems.
- Teachers provide reference material and help the slow learner to improve their performance.
- Books from the department library and the book bank are issued to the students from economically weaker sections.
- Tutorial classes are conducted.
- Need based counselling is provided to the students.
- Ramps and wider doors cater to the needs of differently-abled students.
- Remedial, peer teaching and bridge classes are held for slow learners.
- The economically weak and marginalized students are given scholarships, free ships and concessions.

2.3. Teaching-Learning Process

2.3.1 How does the College plan and organize the teaching, learning and evaluation schedules?(Academic calendar, teaching plan, evaluation, blue print, etc.)

The College effectively plans the teaching-learning and evaluation processes to cater to the diverse needs of students in the classroom.

Academic Calendar: The Principal, Heads of various departments, Academic Review Committee with the help of IQAC prepares the academic calendar that provides a comprehensive plan of all the academic, co-curricular and extracurricular activities. Every department submits the details of academic and other activities of the department to the IQAC. The calendar is distributed to the faculty and the students and also displayed on the notice boards.

Teaching Plan: Timetable Committee prepares the main and individual time tables for an academic year and distribute in advance to all the departments for implementation.

- The Heads of all departments with IQAC discuss workloads of their respective departments, hold meetings to allocate subject, number of lectures, lesson plans and finalise time table for theory and practical classes at the beginning of the session.
- The faculty members prepare their respective course plans, which are verified by the head of the departments as to accommodate tutorial, bridge, remedial and extra classes.
- IQAC, Academic Review Committee and Head of departments monitor the completion of the syllabus, prepare schedule for the internal examinations and display it on notice boards.

Evaluation: The College follows a well-structured evaluation pattern for UG/PG courses. For the smooth implementation of CBCS, RUSA committee has been formulated. CBCS under RUSA follows a Comprehensive Continuous Assessment (CCA) of 50 marks and final exam of 50 marks. There is a 50 per cent internal assessment of CBCS system for which students are evaluated on the basis of two minor tests (15 marks each), attendance (5 marks) and written test, term paper, seminar presentation, quiz, assignments, extension work, open book test, projects, group discussions etc. for the remaining 15 marks. To make the CCA transparent the marks obtained by the students are shown and discussed with the students. The end term examination is conducted by the Himachal Pradesh University, Shimla.

2.3.2 How does IQAC contribute to improving the teaching-learning process?

IQAC forms a central part of academics and a linkage between the teachers and the administration of the College. It has played an important role in execution and enhancement of quality of teaching, learning and evaluation.

Strategic Planning of Teaching Learning Process by the IQAC

- Perspective Plan is prepared by IQAC under the guidance of management at the beginning of the session. Plans are monitored regularly through mid-term review and course correction is instituted for the promotion of quality culture in the College.
- College Calendar is framed in the beginning of the session for effective implementation of these plans and policies.
- There is a consistent monitoring of various activities by IQAC like admission process, preparation of work plan, examination process, co-curricular and extracurricular activities to bring best way of their implementation.
- College is pursuing regular alliances through MOUs and collaborations with prestigious international and national institutes.
- Quality of teaching-learning is enhanced through various evaluating processes like CCA, Tests, Attendance, Projects, etc.
- Faculty Development Programs are regularly conducted.
- Augmentation of infrastructural facilities like ICT, Library, Sports, etc.

- Fortification of campus is done through CCTV cameras, intercoms and security personnel.
- Value Education and Mentoring System are very integral part of the college for holistic development of the students.
- Various College Committees and Societies constituted by IQAC provide inputs during planning and implementing of quality related initiatives.
- Keeping in view the vision and mission of the College, IQAC addresses the various concerns of the students.
- IQAC emphasizes the spirit of innovation and endorses the best practices.
- Conducts academic audit through interaction with faculty members.
- Plans orientation of freshers and regular meetings with the student council along with staff advisory committee.
- Prepares the Student Charter with the assistance of the staff advisory committee to the student council.
- Organises meetings with RUSA Committee to discuss a number of issues pertaining to first semester under RUSA like internal assessment, attendance, examinations and evaluation schedules.
- Forms committees to keep regular check on various facilities viz. canteen facilities, stationery shops etc.

Technological Integration in Teaching by the IQAC

- Organises workshops to enhance use of ICT facilities to improve teaching-learning.
- Encourages teachers to use smart classrooms, virtual classrooms, skype, and clickers etc. to improve teaching learning.

Promotion of Research by RPC

- Research Promotion Cell (RPC) has been formulated by the IQAC to promote a research culture in the institution.
- Encourages teachers for training sessions, seminars, conferences and workshops, to improve their professional skills and teaching capabilities.
- Organises seminars, workshops in association with different institutions like Shakespeare Association of India, ICSSR, IAPT, IBS, M.R. Pai Foundation etc.
- RPC plans workshops on skill based training to be organized for the students from time to time by different departments which could also collaborate with the Career & Counselling Cell.

Monitoring of Teaching Learning by the IQAC

- SWOC analysis is conducted at institutional as well as departmental level to review the quality policy and promote quality culture throughout the institution.
- Monitors academic activities through frequent meetings with heads of various departments and academic co-ordinators and shares best practices, innovative teaching learning methods and suggests means for quality sustenance and enhancement.
- For the improvement in College activities, it takes suggestions and feedback from the alumnae, staff, parents, students and invites guest lecturers, eminent speakers and resource persons.

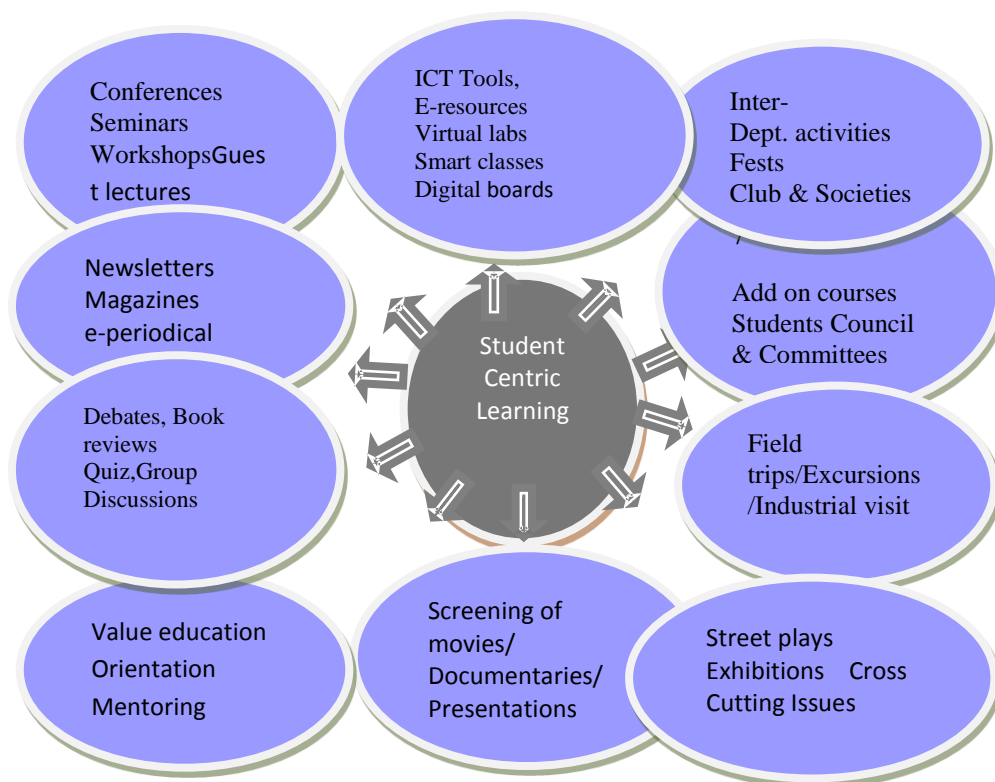
2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like

interactive learning, collaborative learning and independent learning among the students?

The teaching learning strategies are focussed around interactive/collaborative/independent learning rendering the whole process as student centric.

Student Centric Strategies

- The Academic Calendar containing a comprehensive plan of all the academic, co-curricular and extracurricular activities is prepared.
- The teaching plan is prepared by individual teachers to cater to the needs of the students.
- The Staff Advisory Committee gives useful suggestions to the Student Council along with monitoring various academic and extra-curricular activities organised by various clubs and societies.
- Use of ICT is encouraged to make the teaching learning process more interesting and enabling.
- Yearly Conferences / Seminars/Workshops are organised for the students.
- Students' participation in power point presentations, paper publications and poster presentations make the teaching process student centred.
- Representatives of the Student Council participate in meetings of IQAC, thereby giving them freedom to express their viewpoints.
- Book reviews, debates, quiz, group discussions, screening of movies and documentaries is encouraged.
- Participation of students in activities organised by various clubs and societies, enactment of street plays on social issues, peer teaching, inter-departmental academic programmes, annual departmental fests, help in developing teamwork and leadership qualities leading to interdependence.
- Exhibitions, field trips, excursions and visit to industries, internships, student exchange programs, MOUs with institutions, case studies broaden the vision of students.
- Publication of newsletter and magazines is a good platform for the students to develop and express their creative skills and critical thinking.
- Value education classes provide a platform to the students to discuss personal, current, economic and social issues and build a strong mentor-mentee relationship.
- Hands-on sessions in virtual labs showing simulations etc. give a glimpse of the virtual world.
- Various need-based career-oriented 'add on' and certificate courses have been introduced to increase the competencies and employability of students.
- Eminent speakers, Interactive public lectures and guest lectures are invited to widen the knowledge of the students.
- Library and College orientation help the students to get familiarized with the facilities available in the College.
- Students contribute to the departmental e-periodical and college international journal: The Bede Athenaeum.
- Activities are organised to sensitize to the various cross cutting issues.



Support structure:

The institution provides excellent infrastructural support like Multipurpose Auditorium, Seminar Room, Common Room, Departmental Rooms and Libraries, computers with internet facilities, Virtual Laboratories, UGC Resource Centre, and Browsing Centres.

- Staff members participate in Faculty Development Programmes and Refresher courses for up gradation of knowledge.
- The main library is equipped with open educational resources like INFLIBNET - NLIST, LIBWIZ for the benefit of the students. Special facilities are available for meritorious students in terms of issue of extra books and other library resources.
- The departmental library resources too are available for the students.
- Facility of a Book Bank is available for needy students.
- Smart classrooms are available to enhance the scope of e-learning.
- Special software like Ubuntu, Libre Office, Vamp Server, Photoshop, Adobe PageMaker, VB, Microsoft office 2007, Turbo C, C++, Windows 8, Windows 7, Microsoft office 2003, AutoCAD (as per HPU syllabi) are available to teachers and students to explore computer assisted learning.
- Language lab, multimedia resources, interactive CDs to promote the soft skill in students.
- There are LCD projectors and well equipped laboratories
- LAN network allows file sharing and access to library server.
- Seminar room is available for film screenings, seminar presentations and paper reading.
- Generator for uninterrupted power supply is available in the College.
- CCTV Cameras and intercoms for security and discipline have been installed.
- The institution has signed various MOUs to enhance collaborative and teaching capabilities through student and faculty exchange.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into lifelong learners and innovators?

College provides several opportunities to students for promotion of critical thinking skills, creativity and scientific temper.

Critical thinking

- Through class tests, assignments, paper presentations, quiz, case studies, mind mapping, simulation techniques, group discussions, problem solving sessions, critical analysis of short movies and documentaries, debates, extempore and semester end examinations students analyse and interpret facts, thus channelizing critical thinking.
- Students interact with various NGOs and work with the marginalised sections of society and visit institutions like orphanages, prison, old age homes and actively participate in public awareness programmes. These extension activities teach the students to work in a team, enhances their critical thinking, oral communication, and decision-making skills.

Creativity

- Many innovative student- centric activities like the College magazine, College newsletter, departmental newsletter, departmental notice boards, seminars, workshops, exhibitions, competitions like poster making, theme based decorations, painting etc. bring out creativity and originality of the students.
- Extra-curricular events like Inter-College festivals, Inter-College literary meets, inter ship activities, street plays, and youth festivals provide a platform for students to exhibit hidden talents, leadership and managerial skills. To organise these events on a large scale they are actively involved in advertising and obtaining sponsorships. This enhances their interpersonal and communication skills.
- Students of NSS, Red Ribbon Club, Women Cell, Community Outreach Cell participates in social outreach programmes inculcating life skills.

Scientific Temper

- The College nurtures scientific temper among the students by motivating them to undertake projects.
- Science students collected, identified and prepared herbarium sheets of medicinal plants of Shimla and organised an exhibition of plants in which local Colleges were invited.
- Project on magico-religious plants was undertaken by science students, relating the properties of plants for the purpose- magic and religion.
- Students of Home Science are working on a project where they are assessing the nutritional awareness of the girls of St. Bede's College.
- Students visited Mushroom Research Centre and gathered information regarding the by-products of mushroom. Students analysed economic importance of various crops and many medicinal plants.
- Science students visited an Arboretum, dedicated to collection and study of woody plants. They participated in a discussion on the role of science and its relevance in today's fast changing world.
- Science students visited the Central Potato Research Institute where they were informed about the construction and working of electron microscope and also about potato cultivation and the numerous new species produced by the scientists of the institution.

- Students attended a workshop on ‘Understanding Climate Change’ organised by department of Science, Technology and Environment Himachal Pradesh.
- BBA and M.Com students conduct field surveys and take industrial visits and social survey as project work.
- Psychology students have presented papers/posters in National and International Seminars.
- Vermicomposting, Green Auditing, Paper Recycling, Water Harvesting, dumping yard have been developed in the College to teach the students the importance of sustainable waste management.
- To protect environment by the three R’s of conservation: Reduce, Replenish Retrieve activities are organised by the Nature Club, Environment Cell and Heritage Club of the College to instil awareness about ecological sustainability.
- Inter-disciplinary workshop on nanotechnology was organised by the department of Physics, Botany, Bio-technology and Micro-biology.
- Department of Micro-biology collected water samples from various localities of Shimla for bacteriological examination by multiple tube fermentation tests.
- Students identified and collected the different species of orchids of Solan.
- Students identified birds visiting the college campus.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning-resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The cutting edge technology and excellent facilities that the College provides assist the faculty in effective teaching.

- WiFi Campus.
- There is Internet connectivity to all the departments with LAN. There are two connections with 150 Mbps lease line and 2 Mbps lease line. Y Max has been installed with the maximum speed of 2 Mbps. One server is dedicated for data storage for learning resources.
- Class rooms and lab are equipped with latest ICT facilities.
- Enhanced Internet facility with computers in various labs, classrooms, and office are helpful in better understanding of recent academic and research developments and networking of departments.
- Enhanced use of e-learning resources such as skype, MOOCs, spoken tutorials, online e-pathshala and virtual labs has upgraded the skills of teachers and students.
- 173 computers with internet, projectors and screens have been provided which the faculty uses effectively for innovative teaching.
- Some class rooms have been converted to Smart Class Rooms for creative and effective teaching learning.
- Departmental laptops equip the faculty in the use of various teaching aids and e-resources.
- The College has 5 online UPS in the computer lab.

- There are Open Source software viz, Ubuntu, Libre office, Vamp Server, Mozilla Firefox, Chrome, Fortran, Latex, Chemdraw, GNU etc.
- More than 50 Licensed Software are available under Dreamspark Microsoft campus agreement.
- INFLIBNET/ N-List and LIBWIZ are available in the College library to provide access to innumerable e-journals and e-books.
- College has well established networking system, internet facility, on-line submission of applications, streamlining the student attendance records, and up gradation of the administrative process.
- The College has excellent infrastructural facilities such as UGC Resource Centre, Research Room, Seminar Room, Language Lab etc. used by faculty and students for presentations and conferences.
- The College has installed a Generator for uninterrupted power supply.
- CCTV cameras and intercoms have been installed at strategic locations for ensuring safety.
- Biometric machine has automated the attendance system.

2.3.6 How are the students and faculty exposed to advanced levels of knowledge and skills? (Blended learning, expert lectures, seminars, workshops etc.)?

- Digital Interactive Boards and visualizers allow students and faculty to explore ideas and carry out assignments in new and interactive ways. The audio-visual aids like interactive boards, sound system, help in effective communication and provide conducive environment for learning.
- Guest Faculty and Eminent Speakers are frequently invited for curriculum enhancement.
- Teachers have been actively participating in training programmes and workshops at centres of higher learning and excellence in fields of specialization like The World Conference on Physics Education Research (WCPE) held at Istanbul City, in Turkey, World Congress of the World Association for Psychosocial Rehabilitation at Milan, Italy, Academic Staff College, Punjabi University, Patiala, CDPE, University of Rajasthan, Post Graduate College for Girls, Sector-11, Chandigarh Panjab University, Chandigarh M.D.S.D Girls College, Ambala city, Inter-University Centre for Humanities and Social Sciences, Indian Institute of Advanced Study, Shimla, Gitam University, Vishakhapatnam, Himachal Pradesh Institute of Public Administration (HIPA), Fair lawns, Shimla, Government Degree College, Haripur, Manali Institute of Research and Development, Chandigarh, Lifelong Centre of Learning, Jammu University, Management Skill Enhancement Module (MSEM), University of Kashmir, Kurukshetra University, Thapar University, Patiala, The Indian Science Congress, Jammu University.
- Blended learning is encouraged through ICT facilities, audio visual aids, clickers and language lab by organizing inter departmental and Inter-College seminars, workshops and literary festival/meets. Further, students are encouraged to make use of e-resources for preparing their projects, power point presentations etc. Interactive technological strategies have been identified like students of psychology are exposed to lectures from Yale University on various topics. Every year a number of national and

international conferences and seminars are organized by various departments to expose students to advanced level of knowledge, skill and research in the respective disciplines.

- Departments arrange field visits as well as educational excursions to national laboratories, universities, industries, wild-life sanctuaries and other places of academic interest every year enhances experiential learning. Team work encourages critical thinking, communication, and decision-making skills to equip them to meet the challenges of a demanding global society.
- Several MOUs and collaborations with reputed institutions and established industries provide ample exposure to students and faculty about the latest advances in their subject areas.

2.3.7 Detail (process and the number of students benefitted) on the academic, personal and psycho-social support and guidance services (professional counselling / mentoring / academic advice) provided to students?

Academic Support:

- Academic counselling is made available throughout the session by various College Committees and Cells.
- PTMs are called to discuss and obtain suggestions on various issues besides the regular counselling in the college.
- The slow learners are identified by their performance in class tests, their ability to interact in the classes; participation in the classroom seminars, practicals, etc. and is encouraged by providing them with supporting materials and books. Remedial classes and bridge classes are conducted for the students. The advanced learners also assist the slow learners.
- Advanced learners are given additional learning opportunities to enhance their knowledge.
- Research Promotion Cell of the College also guides the students to carry out research activities.

Personal and Psycho-Social Support:

- College has a mentor system in which a mentor is designated for every group of 25-30 students. This system provides academic and psychological support to the students. Mentor cards are issued which track their participation in various activities and academic pursuits.
- Personal counsellors are available for students. Counselling is also done through value education classes held every week. Students Grievance Cell and Anti-Ragging Committee, Suggestion Box exist to address issues.
- Staff Advisory Committee provides psycho-social support.
- NSS activities inculcate the spirit of social responsibility thus helping the students to cope up with their own and societal challenges. Teachers are available for students in their times of need.
- Workshops are held on specific issues related to adolescence, Women: The Architect of Society, Personality Development, Legal rights of women, Enhancing psycho-social growth through self-awareness, Cyber Crime Disaster Risk Reduction Programme, Enhancing Personal Effectiveness, Female Health & Hygiene, Study Skills, Positive Thinking & Self Confidence, and Stress Management.
- The Language Laboratory helps to develop spoken English skills.

Professional Guidance:

The Career Guidance Cell provides necessary guidance regarding competitive and civil services exams, soft skills and arranges special lectures to motivate students to undertake professional courses and face campus interviews. The outcome of these exercises result in wider choice to students for better placements in companies such as Wipro, IBM, NDTV, Orion Edutech, Infomaths, IFBI, Oberoi, HCL, NIIT, PIBM, Tata, Vistara, Tommy Hilfiger amongst others.

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage faculty to adopt new / innovative approaches and the impact of such innovative practices on student learning?

Every department adopts innovative methods for teaching to enhance teaching learning process. The technology is regularly upgraded and the College has introduced smart boards, ICT tools, Wi-Fi facility, digital library, E-journals and also a well-equipped Audio-Visual Seminar Hall.

Some innovative methods for teaching include:

• ICT enabled teaching	• Book reviews, Book Talk
• Digital Interactive Boards and Visualizers	• Enactment of street plays on social issues
• Use of virtual labs, seminar hall	• Interdepartmental programmes
• Digital Library, e-resources	• Annual departmental fests
• Audio visual aids, movies, documentaries, Skype, MOOCs	• Exhibitions, field trips, excursions and visit to industries
• Use of models /charts prepared by students	• Publication of newsletter and magazines
• Debates, quiz, discussions, role play, workshops and hands-on sessions.	• Community outreach programmes and interaction with NGOs
• Mentoring by teachers	• Simulation
• Peer and group teaching	• Case Studies
• Video recording of lectures	• Open book tests
• Visits to other institutions	• Language Lab
• Paper/poster presentations	• SWOC Analysis
• Career-oriented ‘add on’ courses	• Interactive lectures /guest lectures

Institutional Support to the Faculty

The institution encourages the teachers to:

- Attend FDPs, Refresher Courses and Conferences/Workshops.
- Organise Seminars and Conferences in the College regularly.
- Special training programmes are organised for the staff to use latest technology in the class rooms.
- Infrastructural and technical facilities like ICT tools, digital interactive boards and visualizers, smart class rooms, virtual labs, seminar hall, digital library, e-resources, departmental rooms, departmental libraries, LCD Projectors, browsing centres, language lab etc. are provided and faculty is motivated to adapt to the latest software available.

Impact

- These innovative methods help in effective communication and create a conducive environment for learning.
- As the students are keen learners and tech savvy, the teaching learning process has become student centric.
- The students are actively engaged in making presentations.

- These innovative practices have enhanced competence of students and they are performing well academically as well as in research and other extension and extra- curricular and co-curricular activities.
- There has been improvement in the performance of students in various competitions held within the College and outside the College.
- Students are getting more oriented towards higher educational opportunities.
- The MOUs with reputed institution has resulted in increased opportunity for student and faculty exchange.
- Internships and placements have steadily increased.
- St. Bede's College students are known to leave a mark in every sphere or field of work in community and industry.

2.3.9 How are library resources used to augment the teaching learning process?

- The Library forms an essential and indispensable part of the teaching learning process and helps in augmenting the academic excellence.
- Special Orientation Sessions are conducted in the library for the students to guide them about the books, journals and other e-resources.
- The main library of the College has more than 33,000 books and subscribes to 102 journals and periodicals. The library committee of the College looks after the purchase of books and journals every year. The library committee collects the requisitions for the purchase of books from the head of departments at the beginning of every academic year to augment the basic resources for teaching-learning process.
- The College provides personal ID to faculty members and students for accessing INFLIBNET NLIST that offers thousands of e-books and e-journals in full text form.
- The main library has thirteen separate computers with internet facility.
- Rare books are displayed in the Archive Section of the library. Apart from this; there are departmental libraries, which are enriched by procuring new books through major/minor projects/CPE (UGC).
- The departmental libraries also maintain project reports and Ph.D. dissertations. Study material including question banks, magazine/newspaper cuttings and reference books are available for the students.
- Reprographic facility is available in the library.
- Orientation is provided to students for effective use of the library.
- The advanced learners use the library for reference work, assignments, projects, book reviews etc.
- Slow learners are assisted in the use of e-resources for projects/assignments.
- New acquisitions are displayed at prominent places to apprise the readers.
- Back volumes of journals, encyclopaedias, question banks, audio visual CDs are made available for reference/ project/ teaching.
- Book Exhibitions are organised to provide exposure about the latest publications in their respective fields.
- The Library has a Book Bank facility for economically weaker students.
- Meritorious students are given additional facilities.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned timeframe and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Our College is affiliated to Himachal Pradesh University. It follows the curriculum designed by Boards of Studies. College is facing disruption and irregularity in its academic schedule due to the introduction of CBCS system which the university is taking inordinately long time to streamline the process. The college is constantly communicating with the university to overcome these issues.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The College has a formal mechanism to assess the quality of teaching-learning.

- The Management formulated IQAC which holds regular meetings with the Academic Review Committee and Heads of departments to discuss and monitor the quality of teaching-learning.
- Staff Council in its meetings discusses inter-disciplinary activities, e-periodicals, attendance, assistance to slow learners and strategies for advanced learners need for inviting experts etc. It also discusses best practices, innovative teaching learning methods and suggests means for quality sustenance and enhancement.
- RUSA Committee discusses issues pertaining to CBCS system, formative and summative assessment, attendance, examinations and evaluation.
- SWOC is conducted by the departments and institution to evaluate opportunities and challenges.
- Faculty regularly assesses students' performance through tests, assignments, seminars, discussions, presentations, projects, viva-voce etc.
- Students' evaluate the quality of teaching at the end of every academic year by using a specifically designed Teacher Evaluation Form. The results are graphically represented and shared by the Principal with the faculty to help improve the quality of teaching learning.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the College in planning and management (recruitment and retention) of its human resources (qualified and competent teachers) to meet the changing requirements of the curriculum.

The government has stopped filling up the vacant posts but the management is recruiting ad-hoc and guest faculty so that the teaching is not affected. Posts are advertised as per the requirement in important national newspapers, in the Employment News as well as on the College website. This is followed by a rigorous selection process, including teaching demonstration and interview by the Board constituted for the purpose.

The College provides a conducive environment for the professional growth of the faculty in the following manner:

- Support in terms of accessibility to infrastructure/ equipment.
- Teachers are motivated to improve their qualifications and attend short term courses to upgrade their knowledge.
- They are encouraged to attend conferences, seminars and to promote research culture.
- National/International conferences are organized regularly by the College.
- The achievements of the faculty members are acknowledged in Annual Report and during staff meetings.
- For retention, teachers on management rolls with requisite qualifications are paid and given annual increment according to their experience and qualification.
- Duty leave, special leave are granted to participate in conferences.
- Wi-Fi connectivity for online research, access to e-resources helps in promoting professional growth.
- The management provides extension to the teachers who have superannuated according to the needs of the institution.
- FDPs are organised to enhance professional skills and development.
- Decision making process in the College is decentralised and participative.

List of qualified teachers

	Associate Professors		Assistant Professors		Total
	Male	Female	Male	Female	
Permanent/Confirmed Teachers					
Ph.D	3	9	-	1	13
M.Phil	2	2	2	4	10
PG	1	1	-	3	5
Temporary Teachers					
Ph.D	1	1	-	4	6
M.Phil			1	7	8
PG			3	6	9
Part time teachers					
Ph.D				1	1
M.Phil					
PG				1	1

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

Efforts of the institution to meet the growing demand:

- The management recruits adequate number of teachers for the new courses.
- Guest lecturers, eminent speakers and resource persons are also invited from various institutions.
- Existing teachers are encouraged to attend refresher courses, orientation courses and enhance their qualification for new courses offered.

Outcome:

- Faculty prefers to continue to work in the institution as there are opportunities for personal and professional growth.
- The quality of teaching and research output has improved.
- Students experience higher levels of learning and exposure through well qualified and dedicated faculty.

2.4.3 Providing details on staff development programmes during the last four years, elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programme

The College regularly organizes faculty development programs regularly and encourages the staff to participate in seminars, conferences and workshops.

Academic Staff Development Programmes	Number of faculty nominated
Refresher courses	5
HRD programmes	14
Orientation programmes	-
Staff training conducted by the university	51
Staff training conducted by other institutions	13
Summer / winter schools, workshops, etc.	13
Staff training conducted by College	33

b) Faculty Training Programmes organised by the institution to empower and enable the use of various tools and technology for improved teaching-learning. Selection/Development and use of Enrichment Materials Assessment Teaching learning material development, selection and use Teaching Learning Methods/Approaches

Teaching Learning Methods

The College conducted following various training programmes related to teaching learning methods. Details The following teaching learning programmes were organised in the College:

- Seminar on innovative methods in teaching was organised.
- A national Workshop and Seminar on “New Frontiers of Research in Learning Physics’ focused on the opportunities to invent and implement innovative strategies through reformed curriculum and interventions in the Indian University system.
- The college is using innovative methods for teaching learning incorporating ICT facilities, Clicker method, Virtual Labs, Smart Classrooms, and Skype for online presentations.
- Other methods used are Textra, Flip-flop, Peer teaching, Student Seminars, Quiz, Debates, Brainstorming to name a few.

Content/Knowledge Management:

- International Conference on Women Empowerment: “Transforming Lives, Milestones & Challenges” was organized which focused on women’s rights & issues: upliftment and empowerment. Being a girls institution students need to have knowledge about the role of women as managers and knowledge disseminators.
- An International Seminar on “Economic, Social and Environmental Challenges of Globalization” had interdisciplinary objectives with an attempt to provide forum to present the most recent advancements in the field of globalisation and also provide basic guidelines to the future courses of research in this emerging field.

- An international conference on Work, Stress and Health: Recent Perceptions, Future Trends was organized to talk about the highly challenging aspect of work stress and life style changes in India.
- Main library and departmental libraries are enriched with books, journals, periodicals; e-resources through INFLIBNET provide access to vast knowledge base.
- Facility of inter library loans; book bank, rare books, etc. are available.
- Our faculty visit institutions as Resource Persons to share their expertise.
- We invite eminent speakers to benefit from their knowledge and professional experience.
- Teachers/student exchange provides opportunities for knowledge sharing.

Handling New Curriculum:

The IQAC, RUSA Committee and Staff Council meet regularly to discuss the organisation of training workshops for the faculty in which external experts are invited to update them on new curriculum, CCA and teaching plans. Following workshops were organised in this regard.

- Faculty Development Programme on engaging pedagogies in teaching.
- Dean Planning HPU was invited for a talk on CBCS system under RUSA.
- A presentation on the overall pattern of the evaluation system, including internal assessment and semester-end examination marks, standard of qualifying, rules for promotion and additional examinations was made.
- Workshop on 'For the love of Physics' was organised. Live demonstration of physics experiments under star College scheme of government of India was organised in the College.

Audio Visual aids/ multimedia:

The College conducts various workshops to train staff members about the use of e-resources, digital library, SPSS, campus care, smart boards, visualizers etc. from time to time. Some of these are as follows.

- A national Seminar on 'Institutional Quality Improvement: Role of ICT' focused on learner centric approaches so that more and more students can be engaged in different activities through the use of ICT.
- Seminar on Research Methodology was organised which focused on the use of research tools.
- A workshop on Interactive Board apprised the staff members on using interactive white board as a teaching aid.
- A national Seminar on Web Based Technologies: Present and the Future discussed the latest trends and their impact on academic, social and commercial perspectives.
- A talk on New Technologies around the world: Microsoft as an organisation and its various products was organised.
- Microsoft windows and application development training certificate programme (MTA) was organised.
- National level android workshop cum championship was organised in collaboration with Robo Edu Tech India Pvt. Ltd. in association with Wissensaire, Indian Institute of Technology, Bhubaneswar.

OERs:

For open educational resources (OERs), various workshops are organised in the College in which faculty is trained about MOOCs, spoken tutorials, simulators and TED videos.

Cross-cutting issues:

The College gives due emphasis to cross cutting issues by regularly organising various conferences, seminars, workshops.

- Workshop on Heritage Awareness was organised in which the focus was on heritage education and communication service.
- Awareness programme on Cyber Crime focused on rise in crime on the Internet and guidelines to be kept in mind while surfing the Internet.
- A lecture on Enhancing Personal Effectiveness discussed strategies to enhance personal effectiveness.
- A seminar on Personality Development emphasised the role of teachers and its importance in the lives of the students.
- A sensitization workshop in collaboration with North Zone Indian Association of Preventive and Social Medicine was organized on the occasion of World Rabies Day.
- Workshop on leadership styles in international organisations was also organised for the staff and students.
- Ecological security for national prosperity with focus on spreading awareness about the protection of forests was organised.
- The Environment Cell of the College along with NSS takes initiatives like A “Go Green” tree plantation campaign, “Seize your Power” campaign and conducts several programmes to sensitize the students to the issues of environment and sustainability.
- NSS also organises cleaning campaigns and shramdands on Gandhi Jayanti. NSS volunteers made a visit to the Renuka Lake and cleaned the campus surrounding the lake and the zoo and also interacted with the local community at Renuka Ji.
- About sixteen students participated in the disaster management mock drill organised to observe ‘World Disaster Management Day’ (Sept 28th).
- A workshop was organised by NSS unit in collaboration with United Nations Development Programme (UNDP), in the College. The video films depicting the Tsunami Devastation of Japan, and India, Earthquakes which destroyed Haiti, Queensland etc. were shown.
- Organization of workshops, seminars on Project Tiger, Climate change, Carbon Footprints and guest lectures on environmental issues, street plays, celebrating various designated days, environment centre visits, film screenings on environment, nature walk etc. are some of the activities organised in the College by the environment cell.
- Five volunteers took up a National Level Research Competition organized by WWF, India- “The cities for Forests” in which they studied the Navbahar forest for three months and compiled a report which is kept in the College library.
- The Heritage Club of our College ‘Miraasa’ in collaboration with History Department organised an event to commemorate Hiroshima day in which various competitions like power point presentation, declamation, collage making, poster making, slogan writing etc. were organised.
- There is a compulsory paper on environment in CBCS for all the under graduate students.
- A Vermicompost unit has been set up in the campus by the Zoology department that has enhanced the students’ knowledge about the utility of organic farming by the use of manure made through vermicompost.

- College has set up a Paper Recycling plant.
- Solar Lighting System and Water Harvesting System have been installed to educate the students about the importance of environmental issues.

c) Percentage of faculty

***Invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies;**

***participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies;**

***presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies**

Faculty as members of board of studies are providing consultancy to Himachal Pradesh University to frame syllabi. They are invited as experts, resource persons, trainers for workshops, research supervisors, paper setters, examiners and evaluators.

	Event	Resource Person	Participated	Presented
1	Int. Nat. Conferences/Seminars	9	79	72
2	National Conferences/Seminars	10	198	196
3	International Workshop/Symposia	4	1	-
4	National Workshops/Symposia	25	113	14

2.4.4 What policies/systems are in place to recharge teachers? (e.g. providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes, industrial engagement etc.)

- The College has constituted a Research Promotion Cell whose members are prominent researchers. The Research Promotion Cell of the College motivates the teachers to participate in orientation and refresher courses as well as in research activities by making them aware about funding agencies for research through brochures, advertisements in newspapers, journals etc. which are displayed on the notice boards.
- The Research Promotion Cell helps the faculty members in writing the research proposals and also ensures that the projects and proposals are timely submitted to the funding agencies.
- Seed money is given to organise Seminars and Workshops.
- Duty leaves are granted to participate in various Academic Programmes.
- College has signed a number of MOUs and encourages research activities among faculty through faculty exchange programmes.
- Educational Tours, Field Trips, Industrial Visits provide exposure to the faculty for enhanced performance.
- Faculty are encouraged to organize and attend national/ international level workshops/seminars/conferences within India and abroad.
- Faculty members are encouraged to publish research papers in reputed and peer reviewed journals. The achievements of the staff are appreciated through College reports, assemblies and staff council meetings.
- Teachers are motivated to visit other institutions as Resource Persons.
- The College provides excellent infrastructural and ICT facilities for Teaching Learning and Research.

- The College publishes its own research journal ‘Bede Athenaeum’ Print ISSN: 0976-0598 Online ISSN: 0976-1748 and special issues are taken out after national/international seminars.
- Some teachers are members of the Editorial Boards.
- The College provides opportunities to the faculty to organise various training programmes related to the use of latest ICT tools and techniques.
- The College provides infrastructural support in the form of digital library, e-resources, books, periodicals, journals, computers with internet, UGC resource centre, departmental rooms and departmental libraries and uninterrupted power supply to carry out research activities.
- College also encourages research related activities amongst students through College magazine, newsletters, book clubs and book publications.

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.

State Level	National Level	International Level
2	4	3

- One faculty member received first prize for her presentation on Innovative Experiments in Physics.
- Two teachers have received Shiksha Rattan Puruskar for meritorious services, outstanding performance and remarkable role by India International Friendship Society.
- Two teachers were given the best paper award and their paper was nominated for Junior Research Scientist Award.
- One faculty received an award for excellence in International Scholarship from India by the APA (American Psychological Association), USA.
- One faculty member was honored with ‘Sahitya Gaurav Samman’ by Bhartiya Sahitya Sanstha, Siruguppa, Ballari, and Karnataka.
- Two faculty members achieved best paper award from HP University.
- Two faculty members received certificate of appreciation on teacher’s day from Rotaract Club Shimla.

The College has been accorded the "College With Potential for Excellence", Heritage Status and selected under Star College Scheme. The college has received various other distinctions like the Best College in Himachal Pradesh by The Tribune, Third Best College in Northern India in Humanities, Himachal Excellence Award, 2013, for remarkable performance in the field of Women’s Education by Divya Himachal and Himachal this Week, Devbhoomi Award for Excellence in the field of Education by Charu Castle Foundation, CMAI National HP Education award for Best School for Innovation and Value Based Education due to its culture of excellence in all institutional pursuits.

Individual autonomy, management support and assistance, reward system in the form of appreciation and open communication, freedom of expression, space for professional and personal growth create opportunities and provide friendly environment and work culture for optimum achievement.

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?

We have a formal Feedback System for teacher's evaluation:

The teachers are evaluated on various parameters through a Teacher Evaluation Form every year. The feedback received is converted into a graph and conveyed to the teachers by the principal.

- The College also obtains systematic feedback from the Alumnae and Parents regularly to improve the teaching learning component.
- Informal feedback is also obtained from the participants of seminars/conferences, from campus placement companies, employers, community, academic peers and industry to enrich the quality of education.
- The evaluation of teachers by the students has certainly improved the quality of teaching. The principal counsels the respective teachers individually in order to make improvements. These graphs have helped the teachers to work to convert their weaknesses into strength.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The evaluation system of the institution is fair and transparent.

- The students are informed about the evaluation system during admission, at the beginning of the academic sessions and at regular intervals during assemblies and classes.
- At the beginning of the session department wise orientation is done every year to give the clear picture of the course content, learning objective and other assessment criteria.
- Staff Council, departmental, IQAC, RUSA meetings are organised regularly to discuss the evaluation criteria and the general performance of the students.
- They are informed about the syllabus, internal assessment, and criteria for assessment, weightage of marks, form of question paper, minor tests and their weightage, attendance and its weightage prescribed by the university.
- The detailed schedule for examinations is displayed on the notice boards. When the CBCS semester system under RUSA was introduced, a presentation was made to the entire faculty to explain the new pattern.
- A workshop was organized for the teachers and the Dean Planning, Prof. P.K. Ahluwalia was invited from the Himachal Pradesh University to teach the nuances of the Credit and the Grading system.
- The faculty attend BOS meetings in the university where syllabus content and evaluation system are discussed.
- During PTM a presentation on the overall evaluation pattern, including internal assessment and examination marks, eligibility criteria etc. was made for the parents.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

- H P U has introduced CBCS under RUSA for UG classes in which 50 per cent is Comprehensive and Continuous assessment CBCS has been implemented efficiently by the College. For CCA students are evaluated on the basis of two minor tests (15 marks each), attendance (5 marks) and for the remaining 15 marks. The College has initiated various ways and methods like written test, term paper/ seminar/ presentation, projects, quiz, group discussions, e- reports, assignments, extension work. After assessing the results are shared and discussed with the students.
- For remaining 50 per cent, End-Term Examination and Evaluation is conducted by Himachal Pradesh University, Shimla.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

- Effective implementation of the evaluation reforms is done both at external and internal level. Staff council meetings are organised and examination schedule is formulated for internal evaluation.
- The schedules for two minor tests are prepared and displayed on the notice boards. After assessing papers are distributed to the students and whenever the performance is not satisfactory, the student is counselled by the faculty academic co-ordinators and the Principal.
- For the internal assessment of 15 marks students are continuously evaluated on the basis of written test, term paper, seminar presentation, projects, quiz, group discussions, e- reports, assignments, extension work, open book test etc.
- External examination and evaluation is done by the university.
- Teachers perform invigilation duties regularly for internal and external examinations.
- They evaluate answer scripts of examinations and also set question papers for the university examinations.
- The college is one of the examination centres for university examinations.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The formative assessment is conducted following the CCA pattern which includes

- Two minor tests, attendance, assignments, group discussions, seminars, project work, paper presentations, power point, quiz, book review etc.
- Apart from this, the students also attend lectures by experts, seminars, conferences, workshops organised in and outside the College.
- Students also attend and organise various inter department and inter College literary meets/ fests.

Summative Evaluation involves final examinations and practicals as per the norms and schedule of the University.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

- The result of the performance of the students in continuous assessment tests is shared with the students during the course of the semester.
- The answer sheets are shown to the students and the papers are discussed and suggestions for improvement are given by the faculty members. Much weightage is given to written tests, presentations, assignments and group discussions towards the development of the students specially in enhancing their academic and communicative skills.
- Orientation programmes are organized by the principal, coordinators and the heads of the departments, where parents and students are informed about the evaluative process and examination pattern.
- Besides, through announcements in the assemblies, information on the notice boards and through the class representatives the deadlines for presentations and assignment are communicated to the students.
- Also PTM and PTA meetings are organized from time to time in order to update the stakeholders.
- The internal assessment (50 marks) has been broken down to specific heads to make it more rigorous- 15 marks for class participation, overall conduct, tests and assignments, 5 marks for attendance and two minor tests comprising 15 marks each.
- The end semester 3 hour examination is conducted by H P University.

2.5.6 What are the graduate attributes specified by the College/ affiliating university? How does the College ensure the attainment of these by the students?

The graduate attributes of the College are embodied in the vision, mission and motto of the College which are as follows.

Vision Statement: To form well integrated individual who are assets to contemporary society.

Mission Statement: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.

Motto: Non Nobis Solum (not for ourselves alone)

The faculty strives to promote the following graduate attributes through various strategies keeping in mind the above mentioned vision, mission and motto of the College.



The College provides a platform to the students to develop these attributes through participation in and organisation of various academic, co-curricular, extra-curricular and extension activities.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the College and University level?

- The College has a Grievance and Anti-Ragging Committee to which students can appeal if necessary.
- Institution has installed suggestion/ complaint box where the students can drop in their grievances or complaints. The complaint box is opened in the presence of the Principal and the co-ordinators. Necessary steps are taken to address the grievances.
- The College provides a cordial environment for open communication between students and teachers.
- College has a Mentor System, a Staff Advisory Committee and Counsellors whom students can approach whenever they face difficulties.
- The university also addresses the evaluation related grievances of the students by re-evaluation option.

2.6. Student performance and Learning Outcomes

2.6.1 Does the College have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

The College has clearly stated learning outcomes:

Syllabus Related learning outcomes

- The learning outcomes are stated in the syllabi and course plans. Faculty communicate these objectives to the student at the beginning of the session. Constant efforts are made to accomplish these objectives that get reflected in outstanding performance, distinctions, and high percentages.

Mission Related learning outcomes

- The learning outcomes have also been envisaged in the Mission, Vision, and College Motto.
- Student Charter statements of the College include academic excellence, critical thinking, recognition of talent, quest for education, future leaders, team spirit, responsibility, self-discipline, and sensitization towards marginalized and underprivileged, exposure to values to touch the lives of others. These are displayed on the College website, notice boards, and prospectus and talked about in assemblies and staff advisory committee meetings.

Learning outcomes of the Staff

- The faculty formulates lesson plans every year in which the learning outcomes for each course are clearly mentioned. The departments strive to achieve these learning outcomes through their respective motto and vision statements to develop different strategies. These strategies are implemented by adopting new technology and innovative teaching methods.
- Modern infrastructural facilities are provided to the faculty members to enhance their knowledge through engagement in research activities.

Learning Outcomes of the College

The institutions learning outcomes are:

- Motivating girls from rural areas for higher education, better placements, social responsibility, upliftment of weaker and marginalised section etc.
- To achieve these learning outcomes SWOC analysis at the institutional and departmental levels is conducted by IQAC.
- Various MOUs, collaborations, linkages have been established.
- Free-ships, scholarships, payment of fees in easy instalments also help in fulfilling these learning outcomes.
- Staff, students, parents and alumnae are made aware about these learning outcomes through various meetings organised regularly.
- The Staff is made aware of syllabus and Mission related outcomes by the Principal during regular meetings with Committees and Societies. The College plans its academic, co-curricular & extra-curricular activities through NSS, departmental activities, extension activities of various societies/cells on cross cutting issues in such a manner that the overall personal growth of the student is augmented.
- The active participation of the students in various activities promotes the sense of responsibility and leadership traits amongst the students.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/ programme. Provide an analysis of the students' results/ achievements (Programme/ course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.

Monitoring the progress of the students

- The progress and the performance of the students is monitored by each department through class test, assignments, open book tests, group discussions, paper presentations, quiz etc. at regular intervals.

- These tests and assignments are shared and discussed with the students. The College communicates the performance and progress of the students to the parents through Parent Teacher Meeting (PTM).
- Attendance also forms a part and parcel of comprehensive continuous assessment (CCA). Therefore, periodically the attendance and performance of every student is discussed with ARC (Academic Review Committee) and follow up action is undertaken.
- Letters notifying short attendance are sent to parents/guardians.
- The analysis of last four years result reveals that the College results are outstanding and almost 100 per cent for most courses. Every year top positions in the final examinations are bagged by our students.

Course	2011-12	2012-13	2013-14	2014-15
BA	99	100	100	100
BA Hons	100	100	100	100
B.Sc.	100	100	100	100
B.Com	-	100	100	97
B.B.A	100		78	100
B.C.A	91	100	100	100
M.A	-	100	100	100
M.Com	-	-	100	100
Micro-Bio	100	100	100	100
Bio-Tech	100	100	100	100

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

Various teaching, learning and assessment strategies are practised in the College that facilitate the achievement of the intended learning outcomes:

Teaching Strategies	Learning Strategies	Assessment Strategies
Expert/Guest Lectures	Industrial Field Trips	Class Tests
Societies, Clubs, Cells	Inter dept. Inter College	Viva Group- Discussions
Annual Calendar,	Workshops/Sem/Competitions	Projects Seminars
Tutorial/ Remedial classes	Student Exchange	End Term, Practical Exams
Use of ICT, Library	Library, e-resources	Quiz
Staff council ,RUSA,	Movies/ Documentaries	Open book tests
Collaborations/ Linkages	Extra-curricular, Sports	Assignments
Teacher Exchange	Student Exchange	Debates
Mentoring, Peer Learning	Extension activities	Presentations

2.6.4 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The following initiatives are taken by the College to enhance social and economic relevance and to augment student learning:

Placement Cell: The Placement Cell of the College organises placement programs by inviting companies, industries and banks, offering pre-placement assistance to students and preparing them to face interviews. The Cell invites entrepreneurs to share their experiences with students to help them to become successful future entrepreneurs. More than 150 students were placed through

the Placement Cell in companies such as Wipro, IBM, NDTV, Orion Edutech, Infomaths, IFBI, Oberoi, HCL, NIIT, PIBM, Tata, Vistara, Tommy Hilfiger. A number of collaborations and linkages have benefitted the institution in curriculum development and enrichment, faculty exchange, professional development, student exchange, internships, placements, knowledge sharing, industry interface, research and publications.

Add on courses:

To meet the needs of the changing Global scenario the College has incorporated Value-Added/Skill Based Courses for students. This scheme ensures that graduates have knowledge/skills and aptitude for employment.

Extension Activities: The NSS units, Women Cell, Environment Cell and Community Outreach with other social organisations play an important role in promoting social awareness in students. Students participate in various extension activities, campaigns on various health, gender, sexual abuse and environmental issues to help students in responding to the needs of the society. They also help to develop soft skills, life skills, organizational and management skills and talent. The lectures/workshops/seminars organised by these cells make the students aware and responsible.

Research Activities:

RPC encourages and guides faculty and students to undertake research activities. Short term research projects, field trips, educational trips are planned regularly to inculcate research culture amongst students.

Lectures, demonstrations and presentations by experts are held.

Panel discussions and Workshops are organised where experts from diverse fields interact with the faculty and students.

Infrastructural facilities with modern technology like UGC Resource Centre, Cyber Cafe, computers with internet, INFLIBNET, N-LIST, Wifi campus are provided to do research projects and prepare power point presentations.

Students conduct field/ social surveys and undertake projects/industrial tours. College provides resources to the departments to conduct research.

Psychology students have presented papers/posters in international conferences and in the 3rd World Congress on Excellence in Psychology. Their papers were peer reviewed for presentation in the 1st International Conference in Psychology organized by Indian Association for Health Research and Welfare. Research papers of three psychology students were also published in the peer reviewed 'Journal of Health and Wellbeing' which has a high impact factor.

A Project on Magico-Religious Plants of H.P. was undertaken by science students who also prepared a power point presentation. Students are trained to prepare useful products like folders, cards etc. from paper recycling plant.

The students of the Home Science Department are working on the project where they are accessing the nutritional awareness of the girls of St. Bede's College. They regularly visit various manufacturing units of fruit preserves etc. to give exposure to the students to the industrial working. They also participated in an empirical study of the Wheat Bran supplementation of the nutritional status of non-insulin dependent diabetic women.

Students from English department participated in the Kasauli literary fest.

Science students visited Directorate of Mushroom Research. A number of varieties of mushrooms were shown to the students and information regarding the by-products of mushroom was given to them. Students analysed economic importance of various crops and many medicinal plants. Herbarium containing preserved endangered species was displayed to students.

Science students visited an Arboretum, which is a type of botanical garden dedicated to collection and study of woody plants. Here the students participated in a discussion on the role of science and its relevance in today's fast changing world.

Science students visited the Central Potato Research Institute. Students were informed about the construction and working of electron microscope and also about potato cultivation.

2.6.5 How does the institution collect and analyze data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

Collection and analysis of data

Marks obtained by students in class tests, assignments, projects, attendance etc. are compiled and subject wise mark lists is prepared and internal assessment is calculated. Attendance registers are also maintained for comprehensive continuous evaluation.

The results of end semester examination help in identifying the effectiveness of the teaching learning process.

The performance of the students is discussed with the Academic Review Committee regularly and important issues pertaining to these are further discussed with the Staff Council.

During PTMs, the barriers of learning are discussed with the parents and suggestions are invited. The interaction with the Alumnae also helps in identifying the gaps existing between learning outcomes and expectations.

Overcoming the barrier in learning

- Counselling, remedial classes, tutorials, peer teaching and extra classes are undertaken to help the slow learners.
- Remedial English classes are held in the language lab to help students to improve their proficiency in English.
- Bridge classes are conducted to narrow down the knowledge gap of the newly enrolled students.
- Scholarships, free ships, fee concessions, payment of fees in easy instalments are made available. Ramps, wider doors also give easy access.
- Infrastructural facilities with modern technology are provided.
- The College collects data of the students with short attendance and corrective measures are undertaken.
- Prospectus also provides the information related to minimum attendance.
- Advanced learners are challenged to do reference work, and participate in various seminars conferences and competitions.
- Suggestions are also invited from the parents and alumnae during PTMs and alumnae meets respectively.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

To monitor and ensure effective achievement of learning outcomes the management has constituted various monitoring systems.

Monitoring by IQAC

IQAC plays an important role in execution and enhancement of quality of teaching, learning and evaluation.

The IQAC has setup several committees, clubs and societies. Regular meetings are held to formulate the Perspective Plan, Academic Calendar and guidelines to various committees, societies and clubs. The student council is involved in monitoring and ensuring of the learning outcome. Student Charter is formulated and adopted under the guidance of IQAC.

Academic Review Committee: Academic Co-ordinators monitor the academic activities through frequent meetings with Heads of various departments to share best practices, innovative teaching learning methods and suggest means of quality sustenance and enhancement.

Research Promotion Cell: RPC promotes research by proactively engaging and encouraging teachers for training sessions, seminars, conferences and workshops to improve professional skills.

Monitoring by RUSA Committee: RUSA Committee is responsible for effective implementation of CBCS system. It discusses issues like internal assessment, attendance, examinations and evaluation schedules.

SWOC Analysis and Teachers Evaluation:

Institution conducts SWOC analysis for the college and all the departments to monitor and ensure that learning outcomes are being achieved.

Student Feedback Form

The students have a major stake in the College and therefore they evaluate the teachers annually on various parameters through a Teacher Evaluation Form. The feedback is received and converted into a graph. The teachers are counselled by the Principal to convert their weak areas into strengths. Students are given freedom of expression which helps promote effective teaching.

Monitoring by Other Stakeholders

Systematic feedback is also taken from the Alumnae of the College during Alumnae meets to improve the teaching learning component.

During seminars, conferences and workshops also informal feedback from the participants helps in sustaining the quality of education. Parent teacher meets are organised regularly in the College and feedback forms are given to the parents before PTM and suggestions and feedback regarding teaching and learning are invited.

Academic Monitoring of Students

Students are evaluated on the basis of written tests, term papers, seminar presentation, projects, quiz, group discussions, e-reports, assignments, extension work, open book test etc. Modifications and adjustments are made in the time table and teaching plans to suit the needs of slow and advanced learners. The College effectively plans the teaching-learning and evaluation processes to cater to the diverse needs of students in the classroom through Academic Calendar and Teaching Plan

2.6.7 Does the institution and individual teacher use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.

Yes, the institution and individual teachers use assessment/ evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning as follows:

- Under CBCS, a comprehensive continuous assessment (CCA) method is followed and students are evaluated on the basis of class tests, assignments, projects, orals presentations, group discussions, term papers, laboratory and field work. Internal assessment is calculated and compiled for each student subject wise.
- The slow learners are counselled and academic support in the form of books, reading material, question papers, remedial classes, tutorials, and peer teaching and extra classes are provided.
- Advanced learners are given additional reference material, encouraged to apply for summer/winter internships, are encouraged to participate in various poster/paper presentations, competitions, seminars and conferences at state/ national/international levels.
- The compulsory participation of the students in extension activities eventually helps the students to develop leadership and life skills.

CRITERION III – RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized centre/s of the affiliating University or any other agency/organization?

A Learning Study Centre of IGNOU is being run and a number of teachers are guiding students for their dissertation work for Masters in Dietetics & Food Service Management MSc. (DFSM).

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Yes. St. Bede's College has a Research Promotion Cell to guide and encourage the faculty members to take up research activities. The Cell consists of the members drawn from all the academic streams. The RPC is comprised of the Principal as Chairperson and five faculty members, representing all academic streams.

Responsibilities of the Research Promotion Cell

- The Research Promotion Cell has meetings at regular intervals to discuss various issues related to research.
- Teachers requiring assistance in preparing research proposals are given necessary help.
- The details of research grants, conferences, seminars, workshops etc. are prominently displayed.

Recommendations and Impact of the Research Promotion Cell

Recommendations	Impact
Teachers to attend and present research papers	Increased
Organize workshops/seminars/conferences every year	Implemented
Organise more field trips/educational trips	Implemented
Invite more eminent Resource Persons	Implemented
Submit inter-disciplinary Major/Minor project proposals	Steps initiated
Publications in high impact factor journals	Implemented

More enrolment of teachers for Doctorate degree	Increased
Apply for Research Associateship to the IAS, Shimla	Implemented
Encouraging teachers to qualify SET, NET	Increased
RPC to acknowledge best paper awardees	Implemented
High speed internet and Wi-Fi facility to be provided	Implemented
A Special Research room to be set up	Implemented
Duty leave, registration fee for attending the seminars	Implemented
Encourage students research projects and paper/poster	Implemented
The facility of INFLIBNET, e-journals	Implemented

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

The measures adopted by the College:

Research Promotion Cell Constituted

RPC is the primary body for promotion of research culture in the college. It is responsible for guiding, monitoring and evaluating research related activities. It regularly updates information about forthcoming workshops /conferences /seminars for teachers and students.

Institutional Financial Support

The Principal provides seed money for the organization of conferences and financial assistance to the researcher to help meet delays in research grant.

Autonomy to the Principal Investigator

The Principal investigator has adequate freedom to carry out research activities and participate in conferences and seminars to enhance their research knowledge. The PI also has freedom to purchase research related equipment.

Timely Availability of Resources

Grants and resources sanctioned by the funding agencies are made available to the principal investigator. The RPC looks into the requirements of research. The College maintains a separate account for each project. Upon project completion auditing is done and utilization certificates issued.

Adequate infrastructure and human resources

Infrastructure: The College has well equipped laboratories and a fully automated main library for research work. The library renders necessary assistance. Other facilities include: UGC Resource Room, Research Room, Seminar Room, Departmental Libraries, Departmental laptops and uninterrupted power supply.

Human Resource: The Academic Review, UGC, CPE, IQAC Committees, various clubs /societies help in the smooth running of RPC. Help rendered by the administrative and financial wings of the College supports the researchers. The College encourages the teachers to improve their academic qualification by organizing faculty development programmes in Research methodology and statistics by inviting eminent resource persons at regular intervals.

The College also publishes the research papers of the teachers from the institution as well as from outside the College in its annual peer reviewed "Journal of Research: The Bede Athenaeum" with ISSN No.0976-0598 (Print), ISSN No. 0976-1748 (On-line), duly registered with RNI, New Delhi.

Time off, reduced teaching load, and special leave etc. to the teachers:

Duty leave is sanctioned by the Principal for teachers to present research papers in workshops/seminars/conferences. Special leave is sanctioned to the teachers to undertake Orientation and Refresher Courses.

Support in terms of technology and information needs: The library subscribes to the latest books/references/journals of various disciplines for consultation and study. It has reprographic facilities, Wi-Fi, internet, INFLIBNET, N-LIST and e- journals. Updated computers are available for faculty/students. Generator provides uninterrupted power supply.

Facilitate the timely auditing: The teachers pursuing research are expected to adhere to timely submission of utilization certificates to the funding authorities. Regular external and internal auditing ensures transparency. Bursar and Chief accountant process the accounts to prepare expenditure statement and an audited utilization statement.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

The college has incorporated a number of steps to enhance the scientific temper and research aptitude in the students:

- Excellent infrastructural and ICT resources. PC's in the library, UGC Resource room, Browsing Centre and Computational Centre augment the research facilities.
- To develop research aptitude, the students are encouraged to select research project under teacher's supervision.
- Group discussions and seminars in classes help promote scientific temper.
- Lectures/demonstrations by experts boost interest in research.
- Quiz/Science Exhibitions/Book Talks raise scientific awareness.
- Inculcating skills for writing research paper and poster presentations.
- Motivating the students to refer to e-resources, reference books and e-journals in the library for collection of data for their projects.
- Well-equipped laboratories.
- Language laboratory to impart training in communication skills.
- Motivating students to present in national and international conferences and publish research papers.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research projects, engaged in individual/collaborative research activity).

Teachers are involved in guiding students to prepare research papers, posters, for presenting in International & National conferences. The faculty is actively engaged in supervising students' live projects, post graduate dissertations and paper presentations. Faculty is also engaged in guiding and evaluating the research projects of IGNOU's M.Sc. DFSM students.

3.1.6 Give details of workshops/training programmes/sensitization programmes organized by the institution with focus on capacity building and imbibing research culture among the staff and students.

Research culture is promoted in the College by organising numerous programs. Some of them are:

International Seminars

- International Seminar on 'Subalterns in Shakespeare - A Post-Colonial Scrutiny' in collaboration with the Shakespeare Association (India) .

- International Seminar on ‘Economic, Social and Environmental Challenges of Globalization’ in collaboration with Indian Economic Association.
- International Conference on ‘Women Empowerment-Transforming Lives, Milestones and Challenges’.
- International Conference on ‘Work, Stress and Health: Recent Perceptions, Future Trends’ sponsored by the ICSSR.

National Seminars

- UGC sponsored National Seminar on ‘Physics Education Research- Research Based Reforms in Physics Instructions’.
- NAAC sponsored National Seminar on ‘Institutional Quality Improvement: Role of ICT’.
- National Seminar on ‘Web based Technologies: Present and the Future’.

Workshops/Seminars

- Faculty Development Workshop on ‘Research Methodology’ by ICFAI Business School (IBS).
- UGC sponsored Workshop cum Seminar on Physics Education Research: Research based reforms in Physics Instruction.
- Faculty Development Programme on ‘Engaging Pedagogies in Teaching’.
- Workshop entitled ‘For the Love of Physics’.
- Workshop on Leadership Styles in International Organizations.
- Live demonstration of Physics Experiments under Star College Scheme of Government of India.
- Enhancing psycho-social growth through self-awareness.
- Campus care & smart board training.
- Biological and Biotechnological Sciences in the future.
- Technical Voice Process/Non-technical Voice Process Web Process training.
- Role of info maths in career guidance.
- Tally software program.
- Seminar on innovative methods in teaching.
- Career Enhancement programmes for graduate students organized by the Institute of Finance, Banking and Insurance (IFBI) Organization in association with ICICI Bank & Axis Bank.
- New technologies around the world: Microsoft as an organization and its various products.
- Microsoft Windows 8 Application Development Training Certification Programme (MTA).
- Production, manufacturing and preservation of FMCG (Fast moving consumable goods).
- Project Development, software application workshop.
- Sensitization workshop on Youth by the Department of Community Medicine, IGMC in collaboration with NZIAPSM.
- Heritage Awareness Workshop conducted by the Indian National Trust for Art and Cultural Heritage (INTACH).
- Workshop on ‘Cyber-crime, security, information protection.
- Ecological Security for National Prosperity’ with the objective of spreading awareness about the protection of forests.
- Gram Panchayat meeting and a hand-on experience related to the working of the Panchayati Raj System.

- National Level Android workshop cum championship in collaboration with Robo EduTech India Pvt. Ltd. in Association with Wissensaire, Indian Institute of Technology, Bhuvneshwar.

3.1.7 Provide details of prioritised research areas and the expertise available with the institution.

There are a number of prioritized areas of research and many teachers are involved from different streams. The list is as follows:

Department	Prioritized Area
Biotechnology	Biochemistry, Molecular Biology
Botany	Mycology, Plant Pathology, Taxonomy
Chemistry	Analytical Chemistry, Transport Studies
Commerce/Management	Micro finance, Banking, OBC, Marketing
Computers	Computer Applications, Software Engineering
Economics	Banking, Econometrics, Mathematical Health Economics
English	Shakespearean Drama, Poetry, Fiction
Geography	Environmental Sustainability, Human Geography, Physical Geography
Psychology	Work, Health, Stress Management, Self-Efficacy
History	Regional History(Ancient)
Hindi	Women Empowerment
Home Science	Anaemia in Adolescents & Women, Life Style diseases, Violence against women, Stress Management, Clothing and Textiles
Mathematics	Elasticity, Fluid Mechanics
Microbiology	Food Microbiology, Molecular Biology, Bio-Chemistry, Pro-Biotics, Process Optimization
Performing Arts	<i>Kathak, Recital Sitar</i>
Physical Education	High Altitude Training
Physics	Solid State Theory, Nuclear Physics, Physics Education Research
Political Science	South Asian Politics with special reference to Pakistan, Tribal Politics
Zoology	Entomology, Animal Physiology

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

A number of researchers visit the College every year as invited speakers, resource persons, key note speakers etc. The College makes sincere efforts in attracting the researchers in the following ways:

- The College organizes International and National seminars on contemporary issues. Eminent speakers, delegates from India and abroad are invited as Keynote Speakers, Chairpersons and Panelists etc. to share their latest research. For instance, an International Seminar on ‘Subalterns in Shakespeare - A Post-Colonial Scrutiny’, International Seminar on ‘Economic, Social and Environmental Challenges of Globalization’, International Conference on Women Empowerment-Transforming lives, Milestones and Challenges, International Conference on Work, Stress and Health: Recent Perceptions, Future Trends, NAAC sponsored National Seminar on ‘Institutional Quality Improvement: ‘Role of ICT’, National

Seminar on 'Web based Technologies: 'Present and the Future'.

- Attractive remuneration is paid to the Resource Persons.
- Accommodation is provided on the campus or in hotels.
- TA/DA is provided.
- The institution seeks opportunities for exchange of knowledge and research findings with other institutions of repute through MOU's and collaboration etc. A number of MOU's have been signed between the College and other institutions to attract the researchers to visit the campus to foster student and faculty exchange, summer internships and placements. The MOU's have been signed with the institutions like the University of Fraser Valley, Canada, Badrinarayan Barwale Mahavidyalaya, Jalna, Pune Institute of Business Management, Medicare for diagnostic tests, HFRI and Tally, Shimla.
- Panel discussions and workshops are organized regularly with experts. For instance, Research Methodology Workshop, Heritage Workshop, Women Wellness Workshop, etc.
- A number of live demonstrations by the departments of Physics, Psychology, Chemistry, Botany and Home Science have been held.
- Book talks have been organized by the Library at regular intervals.
- Annual inspection by the University authorities and government officials is done.

3.1.9 What percentage of the faculty has utilized Sabbatical leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

The College grants duty leave to the teachers for attending research oriented Conferences/Seminars/Workshops which helps to promote the research culture in the college.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

The college takes up various initiatives to extend Lab experiences to the surrounding environment by creating awareness of cross cutting issues, latest techniques and sharing the benefits of research with the wider community. Some of the ways of achieving the objective of lab to land transfer of knowledge are as under:

- Organizing National/International Conferences/Seminars/Workshops etc.
- Publishing papers, articles in peer-reviewed journals, books and book chapters, newspapers and periodicals.
- Giving talks and participating in discussions at All India Radio and Door Darshan, Shimla, where they try to sensitize the community.
- Providing copies of thesis, dissertations, status reports, project reports in the library, to be used for reference by the college and other institutions.

Vermicompost unit has been setup to produce organic manure to be made available to people of the surrounding areas.

- Paper Recycling Plant of the College produces papier-mache to make products like chart papers, file folders, invitation cards and book marks etc. thus sensitizing everyone regarding reuse of waste paper.

- The students of MSc. (DFSM) visit Government Primary School, Sanjauli to take Anthropometric measurements and observe the clinical signs of deficiencies of nutrients. The students are counselled regarding balanced diet and importance of cleanliness. The teachers are advised about making the mid-day meals more nutritious.
- Major UGC Project, ‘The impact of socio-economic factors and awareness about health care services on the nutritional and health status of women belonging to rural and urban areas of Shimla- a cross sectional study’ was completed. Women were counselled, dietary pattern was observed and health status of women improved.
- Major UGC Research Project in Psychology, ‘The effect of self-efficacy on work, stress and health’. A detailed analysis of the study has highlighted how research evidence can actually be implemented in real-life situations for the betterment of health and work.
- The effect of self-efficacy on oral health care and the alleviation of dental anxiety among patients versus the healthy is an eye opener for the society.
- An empirical study of the psychosocial and risk behavior correlates of suicide ideation in adolescents - new challenges was done in schools. The happiness quotient showed an increase.
- An empirical study of the wheat bran supplementation of the nutritional status of non-insulin dependent diabetic women was done. The patients’ blood glucose level decreased and in some cases insulin dosage was reduced.
- An epidemiological study of the nutritional status of selected children of Palampur region, district Kangra was done. An increase in the anthropometric measurements was observed.
- A study on the rising price index and cost of living in India shows the deleterious effect on mental health.
- Socio-metric survey was done by IGNOU students, on maintenance and sustenance of group behavior. Results indicate enhanced work integration and team cohesiveness.
- Science students prepared herbarium sheets of medicinal plants of Shimla and organized a Plant Exhibition in which the local Colleges participated.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of the major heads of expenditure, financial allocation and actual utilization.

The funds received from various agencies are utilized for carrying out minor and major research projects, organizing seminars and conferences. They are also used for upgrading research facilities like buying books for the library and latest equipment for the laboratories.

Projects	Department	Funding Agency	Allocation	Utilization
Minor	Physics	UGC	1,30,000	1,30,000
Major	Home Sc./Eco.	UGC	3,72,800	2,48,800
Major	Psychology	UGC	4,88,200	5,98,200

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

The College provides financial support to initiate research project/conference/seminar. Agencies like UGC, ICSSR, DST and Department of Women & Child Development also provide financial assistance. The registration for attending conferences/seminars/workshops is sometimes paid by the College.

Each Cell or Society is provided sufficient funds for organizing various lectures/workshops and for inviting distinguished experts.

3.2.3 What are the financial provisions made available to support student research project by students?

The College supports students in carrying out research projects by providing the required funds. For instance, funds were allocated to the Department of Botany to conduct research on the medicinal plants of Shimla. The Department of Commerce and Management collected funds for research. The students have free access to various resources, browsing and printing facilities.

3.2.4 How do the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavour and challenges faced in organizing inter disciplinary research?

The RPC of the College promotes inter disciplinary research by the following ways:

- Organizing research oriented events.
- Synergistic interaction between faculty members of various departments.
- Uniform delegation of duties resulting in a congenial environment.

Examples of successful endeavour:

- Dr. Anupama Tandon of Dept. of Eco. and Dr. Anjali Dewan, Dept. of Home Sc. did a Major UGC Project entitled ‘The impact of socio-economic factors and awareness about health care services on the nutritional and health status of women belonging to rural and urban areas of Shimla – a cross sectional study’.
- The other departments organized a number of inter-disciplinary activities by which the students learnt the spirit of team work.
- Students of Chemistry and Psychology conducted a seminar on ‘Behaviour problems in children’ and ‘Buddhism’.
- An Educational tour was arranged for BBA and Home Science students to Minchy’s Factory to make them aware of the various food processing and the marketing of products.
- The Environment Cell and NSS organized a presentation on ‘Ecological Security for National Prosperity’ for protection of forests.
- Environment Cell with Depts. of Microbiology and Economics held a seminar on the ‘Menace of Lantana and Congress Grass’.
- The Dept. of Hindi and History conducted a seminar on the relationship between History and Hindi in Indian Mythology.

Challenges faced:

- Identification of common objectives
- Sharing of resources
- Time constraints
- Financial constraints

3.2.5 How does the institution ensure optimal use of various equipments and research facilities of the institution by its staff and students?

The institution ensures optimum utilization of research facilities and equipment for inter-disciplinary and inter-college activities. Library and ICT facilities are used for National, International conferences and Workshops. Provision is made for Inter-library loan.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agencies for developing research facility? If ‘yes’ give details.

Yes, the College has received funding from various agencies. The details of which are given below:

S. No	Funding Agency	Allocation
1.	UGC Grant for projects	Rs. 11,00,800
2.	UGC XI Plan	Rs.6,63,484
3.	Star College Scheme Labs:	Rs.42,00,000
4.	CPE	Rs. 42,43,541
5.	RUSA	Rs. 38,00,000
6.	ICSSR	Rs. 2.50,000
7.	NAAC	Rs. 80,000
8.	Banks	Rs. 1,35,000
9.	Dept. of Women and Child Development	Rs. 20,000
10.	Manoj Enterprises	Rs. 5,000
12.	Himachal Tourism & Aviation	Rs. 30,000

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industries and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

The Research Promotion Cell provides information about funding agencies, national and international fellowships and scholarships. The members of IQAC, UGC committee, RPC etc. motivate and guide teachers for applying to various funding agencies.

Details of ongoing and completed projects and grants received in the table:

Project	Duration	Funding Agency	Total Grant		Grant received till date
			Sanctioned	Received	
Minor	2010-11	UGC	1,30,000	1,30,000	1,30,000
Major	2008-11	UGC	3,72,800	2,48,800	2,48,800
Major	2010-14	UGC	4,88,200	5,98,000	5,98,000

3.3 Research Facilities:

3.3.1 What are the research facilities available to the Students and Faculty within the campus?

Infrastructural facilities

The College has a UGC Resource Centre, Research Room, Seminar Room, Multipurpose Auditorium, Smart classrooms and Browsing Centres. Uninterrupted power supply is ensured by a generator. The college has well equipped laboratories. Recently a research van has also been acquired.

Library

College has an excellent main library and departmental library facilities. The main library is enriched with latest books, journals, e-journals, INFLIBNET-NLIST, Libwiz, computers with internet connectivity, printing and xeroxing facilities etc. to facilitate research. Research related reading materials comprising of thesis, dissertations, books on research methodology, statistical tools etc. are maintained. Rare and ancient books are housed in the Archives.

ICT facilities

The college incorporates latest ICT in all its research related methods and techniques. The college has 173 computers with internet facility. Each department is provided with a laptop, Wi-Fi connectivity, licensed and open source software. Technologies such as skype online conference, clicker method, Yale university lessons, TED videos, audio-visual aids, digital podium, projectors, printers, Wimax, lease line etc. are frequently utilised for research purposes.

3.3.2: What are the institutional strategies for planning, upgrading and creating Infrastructural facilities to meet the needs of researchers especially in the new areas of research?

Management formulated IQAC, UGC, RUSA, RPC and several other committees to plan and create requisite infrastructural and ICT facilities to comply with the needs of the researchers.

Planning: The institution has constituted the Internal Quality Assurance Cell (IQAC), which is the core institutional body to guide, coordinate and assist the institution. RPC has been constituted which specifically aims at encouraging research related activities. UGC Committee reviews the progress and monitors the financial aspects.

Upgrading and Creating Infrastructural Facilities: The institution has taken necessary steps for upgrading and creating infrastructural facilities. College has an excellent main library and departmental library facilities. The main library is enriched with latest books, journals, e-journals, INFLIBNET, N-LIST, Libwiz, computers with internet connectivity printing and xeroxing facilities etc. to facilitate research. Research related reading materials comprising of thesis, dissertations, books on research methodology, statistical tools etc. are maintained. Rare and ancient books are housed in the Archives. The College has expanded the area of Wi-Fi, procured PCs' and laptops for each department, established the facilities of internet, Wimax in research room and bought latest books and journals to enrich the library.

3.3.3: Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If 'yes' what are the instruments/facilities created during last four years?

The College has received funds from UGC, CPE, DBT and ICSSR. The amount received by these funding agencies is utilized to procure equipment, conduct conferences/seminars/workshops.

UGC-XI Plan: Autoclave, Auto pipettes, Bacteriological Incubator, Blood Pressure Apparatus (Sphygmomanometer), Binocular Research Microscope, Colorimeter, Distillation Plant Set, Electronic weighing balance, Electrophoresis Unit, Glass Cuvette, Gel doc., Haemocytometer, Haemoglobin meter, High Speed Centrifuge, Laminar Air Flow Cabinet, Micro centrifuge Machine, Magnetic Stirrer with Hot Plate Stirrer, Metal loop Changeable Loop, Ocular Micrometre, pH Meter Digital, Paper Chromatography Chamber, Quartz cuvette, Stage Micrometre, Stethoscopes, Spectrophotometer UV Visible Scanning, Thermoscientific Autopipette (0.5-500 µl), Thermocycler, Vortex Shaker and Waterbath Incubator Shaker, Haemocytometer, Pathological microscope, Olympus, Harnometer, Fire extinguisher, Digital balance, Muffle furnace.

UGC-CPE Scheme: Laptops, Digital podium, Models and Specimens, Autoclave, Laminar flow, Binocular Microscope, Colorimeter, Projector, Microwave Oven, Electronic Sewing machine, Panasonic projector, Benq projector, Projector wall screen, Ceiling Mount, D-Link Wi-Fi card, ASUS WI-FI router with USB port, APC 3000VA W Smart UPS, Norton Antivirus Internet security (10 users)2011.

DBT-Star College (Science): Recurring: Chemicals, Field visits, library books, industrial visits.

Non Recurring: Weighing balance summit series, Carboy with stopcock, Spectrophotometer U.V Visible scanning Genesis 10 UV, Electrophoresis unit vertical Genie make, Dual mini gel system, Electrophoresis unit horizontal, Power supply Ge-wei make light weight, Stethoscope, Blood pressure operator, paper chromatography chamber, Haemocytometer, HB meter, Blood pressure monitor, High speed centrifuge, Thermo scientific autopipette, Metal Loop, Vortex Gel loading, Vortex shaker Tarson make, Olympus Binocular research microscope, Chromatography column with glass stopper, Green view documentation chromous biotech make teaching model, Orbital shaker incubator PT make, Colony counter digital MAC- Make, TLC apparatus, PT-make complete set, Rocker Vacuum pump Tarson make, Thermocycler applied Biosystem make model 2720, Bottle top filter, Vortex Shaker Tarson make, Instruments, accessories

UGC-Project: Printer, weighing machine, books, ingredients for demonstration.

RUSA: Furniture, software, desktops/laptops, online UPS, Managed switch.

3.3.4: What are the research facilities made available to the students outside the campus/other research laboratories?

The College provides a plethora of opportunities to the students to enrich their know-how. They visit a number of research laboratories and institutes such as CPRI, Forest Research Institute, Pune Institute of Business Management, Badrinarayan Barwale Mahavidyalaya, Jalna etc. Diverse corporate houses,

industrial units and important institutions and places were visited. Students went to Directorate of Mushroom Research and gathered information regarding mushroom cultivation. Students analysed economic importance of various crops and many medicinal plants. They visited an Arboretum and CPRI to learn about the construction and working of electron microscope and new species for potato cultivation.

3.3.5: Provide details on the library/Information resource centre or any other facilities available specifically for the researchers?

The College Library continues to invest in a wide range of research facilities and resources which are latest books, National/International Journals, e-Journals, Periodicals, Encyclopaedia, Book Bank, Kindles, IT zone for accessing e-resources (e-Catalogues, INFLIBNET and Indianjournal.com), Reference and Reading Sections, Competitive corner, Question Bank, Archive Section with rare, ancient and weeded books, Audio-Video CDs, free Wi-Fi access, free downloading, printing and xeroxing facility, integrated Library Software (Automation of in-house service), Research Section, computer facilities provided to physically challenged persons, CCTV cameras, Ramp for the physically challenged.

3.3.6: What are the collaborative research facilities developed/created by the research institutes in the College. For ex. laboratories, library instruments, computers, new technology etc.

Partial grant is received from UGC, DBT, RUSA etc. for the development of research facilities in the college. The major collaborative research facilities developed in the College are in the form of most updated laboratories, library, and computer labs.

Laboratories: The laboratories are well equipped and have the latest equipment such as: Autoclave, Autopipettes, Bacteriological Incubator, Blood Pressure Apparatus (Sphygmomanometer), Binocular Research Microscope, Colorimeter, Distillation Plant Set, Electronic weighing Balance, Electrophoresis Unit, Glass Cuvette, Gel doc., Haemocytometer, Haemoglobinometer, High Speed Centrifuge, Laminar Air Flow Cabinet, Microcentrifuge Machine, Magnetic Stirrer with Hot Plate Stirrer, Metaloop Changeable Loop, Ocular Micrometer, pH Meter Digital, Paper Chromatography Chamber, Quartz Cuvette, Stage Micrometer, Stethoscopes, Spectrophotometer UV Visible Scanning, Thermo Scientific Autopipette (0.5-500 µl), Thermocycler, Vortex Shaker and Waterbath Incubator Shaker.

Library facilities: The library gives access to OPAC : Online Public Access Catalogue, Electronic Resource Management package for e-journals, MSDN Library for visual studio 2008, LIBWIZ-An integrated, multi-user, multitasking library information windows based software for automation, Internet through Optical Fibre, Wimax and VPN, Computers and Laser printer.

Computers: The College has two computer labs with total 70 computers, cyber-cafe with 10 computers, science lab equipped with 15 computers, UGC Resource Centre having 8 computers, Research Room with 7 computers along with department laptops.

Others: The College has a well- furnished Research Room, UGC Resource Room, Seminar Room, Multipurpose Auditorium, Department Libraries, Labs, Smart class rooms and Language Lab.

3.4: Research Publications and Awards

3.4.1: Highlight the major research developments of the staff and students in terms of :

Original research contributing to product improvement:

Vermicompost unit to produce organic manure to improve soil aeration, plant growth and crop yield has been setup by Zoology Dept. under the guidance of Horticulture Dept. The compost obtained is sold and hence the College has started with self-generating resources.

Paper recycling plant for waste paper management has been established .

- The students of M Sc. (DFSM) visit Government Primary School, Sanjauli to take Anthropometric measurements and observe the clinical signs of deficiencies of nutrients. Students are counseled to have a balanced diet.
- Taxonomic Study of College Flora was done by Department of Botany.
- Microbiological assessment of water samples in Shimla Region.
- Department of Botany undertook a Study on Identification and collection of Wild Orchids of Solan area.
- Department of Zoology undertook research work on identification of birds in the College campus.

Research studies or surveys benefitting the community or improving the services:

Major UGC Project entitled ‘Impact of Socio economic factors and awareness about health care services on the nutritional and health status of women belonging to rural and urban areas of Shimla-a cross sectional study’ was done and counseling of women belonging to rural and urban areas was done. Change in the dietary pattern was observed and health status of women improved considerably.

An empirical study of the Wheat bran supplementation of the nutritional status of non-insulin dependent diabetic women has been done. The blood glucose level of the patients decreased and insulin dosage reduced.

- An empirical study on the risk behavior correlates suicide ideation in adolescents was done. Happiness quotient showed an increase.
- An epidemiological study of the nutritional status of selected children of Palampur region, district Kangra. An increase in the anthropometric measurements was observed.
- Major research project (UGC) in Psychology entitled: ‘The effect of self-efficacy on Stress, Work and Health’ has bridged the gap between the layperson and professional Psychologist by indicating how the changing aspects of work of people belonging to all sections of the society (from a qualified professional to a small time daily wager) and residing in five different states in India is moderated by a personal resource mechanism like self-efficacy beliefs regardless of gender or age. Also how efficacy can alleviate stress among and can arouse the inclination to engage in work of any nature. Also that if self-efficacy beliefs are enhanced in people then that arouses the concern for one’s health behavior change. A detailed analysis of the study has highlighted how what is present as research

- evidence can actually be implemented in real-life situations for the betterment of health and work.
- Socio-metric survey was done with IGNOU students, on maintenance and sustenance of group behavior, resulting in better work integration and team cohesiveness.
 - A study was conducted on Dental anxiety and oral health care in India, by which both the patients and the healthy were counseled for the risk of various diseases which result due to negligence in oral health care, as a result of which people are becoming more conscious of their oral hygiene.
 - Science students collected, identified and prepared herbarium sheets of medicinal plants of Shimla and organized exhibition of plants in which local Colleges were also invited.
 - Whether self-efficacy affects gays/lesbians counters the depression level of adolescents and enhances the desire to exercise were also done.

3.4.2: Does the Institute publish or partner in publication of research journal(s)? If yes, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, the College publishes the International Peer Reviewed, Refereed, Indexed Journal of Research entitled, ‘The Journal of Research: The Bede Athenaeum’
Print ISSN: 0976-0598 **Online ISSN:** 0976-1748 **Journal DOI:** 10.5958/0976-1748.2014, Registered with RNI No. HPENG/2010/31354
Number of issues per year: 1 **Print frequency:** Annually **Month of publication:** March

The Composition of the Editorial Board is as follows:

Dr.(Sr.) Beena John (Editor-in-Chief)	Principal St. Bede’s College Shimla
Dr. Shonali Sud Editor	Associate Professor & Head
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Prof. Dr. Ralf Schwarzer	Professor of Psychology, Freie University, Berlin, Germany Institute for Psychology & Education, Australian Catholic University, Australia ,University of Social Sciences & Humanities, Poland
Prof. A. D. N. Bajpai	Vice-Chancellor, Himachal Pradesh University
Dr. Jaishree Sharma	Director Medical Education, Govt. of HP, Shimla
Peter Ronald DeSouza	Director, Indian Institute of Advanced Study
K. S. Mathew	Hon. Director Institute for Research, Social Sciences and Humanities, Kannur, Kerala
Prof. Dr. R. P. Luthra	Principal, H.P. Govt. Dental College& Hospital, Shimla
Prof. Jitendra Mohan	Professor Emeritus of Psychology, Punjab University

Policies of Publication

The Bede Athenaeum (JRBA) is an annual peer reviewed multidisciplinary International research journal that addresses both applied and theoretical aspects. It provides a forum for scholars/ researchers to debate current issues and controversies. It invites articles that expand knowledge and understanding between different cultures. The journal is indexed with Indianjournals.com, available in both online and print form, is digitalised and is peer reviewed by a

reputed international/national editorial board. It is registered with Registrar for Newspapers in India, New Delhi (RNI), HPENG /2010/31354.

3.4.3: Give details of publications by the faculty and students:

Publication per faculty:

Name of the Faculty	Int. Nat.	National	Proceedings	Chapter	ISBN/ISSN
Ms. Alaka Verma			2	1	
Dr. Anjali Dewan	12	13	18	17	1
Mrs. Anjali Wadhawan			2		
Dr. Anupama Tandon	2	1		2	1
Ms. Deepika Gautam	7	5	13	8	
Mr. D.V Pathania					3
Dr. Gitanjali Mahendra	2	5	15	1	
Mrs. Kavita Kumra	1	1	3	1	
Mr. Khyal Chand	7	3		4	
Dr. Meenakshi Sharma		2			
Dr. Mita Biswas					5
Dr. D.Bindra	2				
Ms. Minni Sharma			1		
Dr. Mamta Sharma		3	3		1
Mr. Manu Mahajan	1		3		1
Ms. Monika Tanwar			4		
Ms. Nandini Pathania			3		1
Dr. Neha Gautam	6	4	4	1	1
Ms. Neha Walia		1			
Ms. Nivedita Sharma		1			
Mrs. Priyanka Rana	2				
Mrs. Punam Chauhan	1		2		
Mrs. Ruchi Azad			2		
Dr. Sangeeta Saraswat	2				5
Dr. Sanjeev Kumar	1	2			
Dr. Sapna Sharma	6	3			
Mrs. Savita Rana		1	4	1	
Ms. Shruti		1			
Dr. Shonali Sud	4	3	16	1	3
Mrs. Shweta Thakur	4	5			
Mr. Susheel Kumar	2	3	1		
Mrs. Unnati Chauhan	1		2		
Ms. Upasana Thakur			1		

Students Publications given below:

- Book of Poems by Peggy Gurung
- ‘Musings of Miss Yellow’ by Supriya Kaur Dhaliwal
- ‘A Lot Less like me, A Lot like Me’ by Suparna Jain
- ‘Depression Spells Doom Alienating one from the Environment and Good Health’ in Indian Journal of Health and Well Being, Vol, 3(1),323-326 by Akshita Sharma & Astha Badalia (Impact factor 0.5)
- Role of Psychology in denture wearers leading to Microwave disinfection of dentures by Shireen Mukherjee, Shweta Lakhera, Indian Journal of Health and Wellbeing, 2(5), pp. 1001-1004. (Impact Factor 0.5)
- Book of Hindi Poems by Shilpa Bhatia

3.4.4: Provide details (if any) of the following:

Details of Research Awards and Recognition received per faculty:

Dr. Shonali Sud was acknowledged as the Best Speaker at many national and international programs. She has to her credit APA (USA) award for Excellence in International Scholarship (Atlanta, USA 2014) and was also invited to deliver the keynote address in an International conference in Nairobi, Kenya. Dr. Neha Gautam and Ms. Deepika Gautam were given Best Paper award by H. P. University. Dr. Anjali Dewan, was honored with Shiksha Rattan Puruskar Sahitya Rathan, Sahitya Gaurav Samman, her name was also included in the Biography India. Ms. Nandini Pathania was awarded with Shiksha Rattan Puruskar. Dr. Shramja Munjal and Ms. Nandini Pathania were awarded a Certificate of appreciation on teacher's day by Rotaract club Shimla.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface.

The College has devised the following systems and strategies for establishing institute-industry interface:

- The Principal encourages the faculty members to develop their departmental strategies for establishing institute-industry interface like internship in renowned institutes; summer training programmes, industrial and institutional visits, and invited lectures by experts.
- Placement Cell has also been established to facilitate students' industry exposure. The cell organizes a number of seminars, workshops, arranges industrial visits, internships and field trips to bridge the gap between theory and practice.
- Also as per the promotion strategy interactive sessions with eminent personalities are organized.
- The College has a good Alumnae base, holding key positions in various departments. The alumnus plays a pivotal role in recommending College students for placements in various organizations.

The details of various visits are given below:

Department of commerce has organized an industrial interface with Wipro, Minchy's industrial unit, IT park, Himachal Pradesh Power Corporation

- Department of Home science has given an exposure to industrial working through regular visits to various manufacturing units making pickles, jams.
- Various science departments are actively engaged to acquaint the students about research equipment, research experiments along with its procedure and the library in various research institutes for instance, Central Potato Research Institute, Forest Research Institute(Dehradun), Himalayan Forest Research Institute (Panthaghati), IARI Khalini, FRI Dehradun, etc.
- Department of Humanities has apprised the students with folk tale culture, traditions and cuisines through visits to the nearby areas
- In order to give exposure of the literary world the Department of English has participated in the Kasauli Literary Fest
- Department of Business Studies send their students to numerous branches of the corporate sector such as the Banking sector, Hospitality, Finance, Mutual Funds, Insurance, etc. Some of the names of the companies are: Bharti Air Tel, HMT Pinjore, IBM, WIPRO, SBI Mutual Funds, SBI Funds Management, AD Hydro power Power Ltd., ICICI, Prudential Life

Insurance, ICICI BANK, Oriental Bank of Commerce, Reliance Mutual Funds, Oberoi Cecil, Life Insurance Corporation (LIC), Shivam Additives Pvt Ltd., Himalayan Forest Research Institute (HFRI), Central Research Institute (CRI), Kasauli, Exicom Ltd., Jaypee Industries, SS Enterprises..

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

The College encourages the faculty members to go to other institutions to provide consultation services as members appointed to frame syllabi of their respective disciplines in Himachal Pradesh University and other neighbouring Universities as Experts, Members of Board of Studies, Resource Persons, Trainers for Academic Programs, Research Supervisors, Paper Setters, Examiners, and Evaluators.

The expertise of the faculty members is publicized through the College website as well as through personal contacts with both the corporate and academic sector.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

The College recognises the laudable effort of its faculty members in staff meetings and annual report. The College website publicizes the expertise of the faculty members which acts as a motivator. Furthermore, faculty members are encouraged to engage in consultancy services by being given duty leave and various other opportunities to widen their area of expertise.

3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.

The College has been established by Jesus & Mary congregation which is a missionary organization. The College works on the motto '*Non Nobis Solum*', meaning not for ourselves alone, hence non- remunerative consultancy is provided.

Broad areas and major consultancy services:

- Consultancy services provided for NAAC Accreditation to the neighbouring Colleges (informally)

- Visiting Faculty in IGNOU

Member of Board of Studies

- Framing of syllabi, Paper-setting, Evaluation
- Expert lectures on Communication Skills
- Visiting faculty in University Institute of Information Technology
- Provided expert lectures in Pre-coaching centre (by HPU for) SC/ST
- Practical panellists in UCBS & Centre of Excellence, Sanjauli and other neighbouring Colleges

Visiting faculty in Institute of Chartered Accountants of India, NIRC of Institute of Chartered Accountants of India

- Research consultant of NGOs

Connoisseur of Nutrition, Dietetics and food management

- Experts for numerous talks held on AIR , Doordarshan

- Members of editorial board (Europe & Africa)
- HIMCOM – Training
Expert lectures in Academic Staff College
- Resource person in SCERT
- Visiting faculty in ICDEOL, H.P.U.
- Helps school teachers in taxonomy of plants
- Given orientation course for PGTs'

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the institution promote institution-neighbourhood community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?

Various Clubs/committees/societies of the College and a team of committed faculty members engage students in the community programmes. Extension work is carried out under the umbrella of various schemes and programs for which special societies have been formed such as NSS, Community Outreach, Women Cell, Red Ribbon Club, NSO, Health Club, Environment Cell and Disaster Management Cell.

- Under the Community Outreach Program two schools have been adopted by the College, Government Middle School, Theog and Government Primary school, Sanjauli. Visits are planned to these schools on regular basis and a number of activities are planned for the school children.
- Under NSS, Blood donation camps, Tree plantation drives, Medical camps, Health Awareness programmes and Cleanliness drives are conducted in association with various NGOs and hospitals like Udaan, Naya Ashayen, Almighty Blessings, DDU, IGMC, Lions Club etc.
- Visits to old age homes, orphanages, Kanda jail and social and cultural interaction with the inmates is a common feature. It promotes a feeling of brotherhood, spreads positivity and happiness in the lives of underprivileged sections of society.
- Awareness Campaigns and Rallies are conducted by NSS volunteers and other students of the College from time to time on various issues like environment awareness, female foeticide, anti-dowry etc. The students go on a silent march holding placards bearing thought-provoking slogans to draw the attention of people towards serious issues engulfing our society.
- Collection Drives are also conducted wherein, clothes, food, shoes and other necessary items which have been collected are distributed to the disadvantaged sections of the society.
- Different workshops and seminars are organised by the women cell, environmental cell, health club, wherein renowned doctors and experts are invited to deliver lectures on issues like women empowerment, legal rights of women, cybercrime, aids awareness, women wellness and other environmental issues.
- Remedial Classes are also undertaken by our students to educate the poor children living in the vicinity of our College. Christmas is celebrated with these students and gifts distributed.
- Days of National/International importance are also commemorated with emphasis on Human Values, Patriotism and Social Service like

Independence Day, Gandhi Jayanti, Teachers Day, Children's Day, World Yoga Day, World Environment day, Anti-Tobacco Day, World Aids Day, and Hindi Divas etc.

- Every project is taken up with a view to sensitize the girls to the needs of the not-so privileged sections of society to help them develop empathy towards fellow humans. All this helps in achieving the aim of campus community connection, wellbeing of its neighbourhood and constructing good citizenship.

3.6.2 What is the institutional mechanism to track students' involvement in various social movements/activities which promote citizenship roles?

The College has a well-structured mechanism to track student' involvement in various social movements/activities:

- The students are registered in various ships/ societies and clubs in the society fair. There are four ships and each student is a member of a ship.
- Participation in club activities is a mandatory criterion for the students. The compulsory participation in club activities has a profound influence on students and eventually benefits them to develop their skills and talents pertaining to curricular, co-curricular and extra-curricular activities.
- Mentor cards are given at the time of admission. Each teacher is a mentor for a group of students who monitors their academic performance and their participation in co-curricular and extracurricular activities
- RUSA coordinators, academic coordinators, club in-charges, staff advisors help in creating a congenial environment in the institution. They guide and involve the students in various activities.

Strict attendance is maintained and all the activities are documented in the form of a register by the faculty in charge of the independent clubs/committees.

Regular meetings are held with the student council to discuss and track their involvement in various social activities.

The annual College report is made which records the details of academic, co-curricular and extra- curricular activities and is shared with the parents and invited guests on Prize Distribution/annual day.

AQAR is prepared every year which gives a brief profile of the various activities, events, programs organized during the entire year.

The College has a well-established media cell which updates the College website from and sends press notes to the various newspapers which facilitates the process of tracking students' involvement in various social movements/activities.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

There are various means of soliciting the perception of the stakeholders on the institutional performance and quality.

Parent-teacher meeting is conducted by the College annually to collect feedback from parents. The feedback so obtained acts as a vital input for the institution to surge ahead with quality improvement initiatives.

Meetings and discussions of the Principal with faculty, heads of departments, coordinators, and students are held frequently to keep them well updated about the latest developments in the College.

Staff council meetings also take place regularly and views and suggestions solicited.

Institutional and Departmental SWOC analysis is conducted to take feedback from the students, teachers and parents about the working of the institution and their level of satisfaction. This helps the institute in improving its work style. Recommendations and suggestions from the Alumnae Association of our College are discussed in meetings and incorporated for the betterment of the institution.

Officials from the Government and University conduct periodic inspection in the College. This enables the College to formulate strategies to improve the shortcomings and drawbacks, if any.

Suggestion box has been installed at conspicuous places for students.

Suggestions are read out periodically and addressed by the Principal.

3.6.4 How does the Institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students?

Extension activities and outreach programmes are an integral part of our educational framework. These include different peaceful, social and philanthropic activities to groom the students to become devoted and responsible citizens.

The activities are planned by the Principal in consultation with the faculty and staff. A calendar of all events for the whole year is formulated by asking for suggestions in meetings. This calendar is followed for all academic and co-curricular activities.

Regular meetings of IQAC, heads of department, student council, committee in-charges, parents and Alumnae are convened in order to discuss and plan the activities. The decisions taken are implemented after discussion and activities are organized through various clubs/societies/committees like NSS, community outreach cell, women cell, environmental club, health club, heritage club, cultural committee etc.

Such activities have an indelible impact on young minds. It gives renewed confidence to work with the community. These activities have helped in:

- Increasing the awareness about community issues
- Sensitizing students on social issues
- Cultivating a humanitarian spirit.
- Inculcating responsible behavior among students
- Imbibing moral and ethical values
- Influencing change in attitude
- Realization of the sufferings of underprivileged in the society
- Allowing students to apply their knowledge and skills in the pursuit of humanitarian goals
- Inculcating organizational skills, team work and effective communication
- Moulding students to become responsible and integrated personalities.

List of major Extension Activities:

Independence Day Celebrations: National Flag is hoisted with great patriotic fervor and number of competitions like Painting, Slogan, Essay and Poetry

writing are organized. Oath of togetherness is also administered by the Principal.

Teacher's Day Celebration: A cultural program is organized by the students. The teaching and the non-teaching staff participate actively in all the activities.

Hindi Divas celebration: A number of Inter-ship competitions like Debate, Poetry symposium, Skits etc. are organized.

Gandhi Jayanti Celebration: Gandhi Jayanti is celebrated with great enthusiasm. Students spoke at length about Gandhiji's innumerable sacrifices, in obtaining freedom for our country, role in upliftment of downtrodden and the empowerment of women. Cleanliness drive is also carried out.

Children's Day Programme: A cultural programme is organized consisting of skits, songs, games etc.

World Aids Day: College observes 'World Aids Day' by organizing a special assembly to enhance the awareness about AIDS and HIV infection. Students are informed about infection and symptoms of HIV infection.

Blood Donation camp: Under NSS, the College organizes Blood Camps in collaboration with different Hospitals, clubs and NGOs.

Tree Plantation Drives: Every year, NSS, Nature Club and Environment Cell carry out tree plantation drives at different places. A pledge to protect the environment is also taken by the volunteers. This is done in collaboration with agencies like WWF and the Forest Department.

Health Camp: Health camps are held every year in collaboration with different hospitals with the objective of providing free medical checkup.

Other Activities/Workshops/Surveys/Conferences/Talks/Seminars

Visit to the Government Primary School, Sanjauli (adopted school): A team visited the Government Primary school, Sanjauli which the College has adopted. They did a survey of the school.

Nature Club Activity: A programme entitled 'Climate Change Forum - Film screening and talk by Environmental film maker-5 scripts, 1 Plot, Solutions for Climate change challenges' organized by the British Council.

Mock Parliament: Mock Parliament was held in the College auditorium. The students enacted the roles of various leaders.

Workshop on Gender Sensitization: A workshop on Gender sensitization, sponsored by the Educational International Canadian Teachers Federation and AIACHE. Power point presentation cum lecture on the 'Projection of Women in Religion and Culture' was given.

Lecture on Breast Cancer: A lecture on 'Breast Cancer' by Dr. Swati Patial .advised the students and teachers to go for regular check-ups to decrease the incidence of various types of cancer.

All India Women Dance Competition: Students took part in the All India women dance competition organized by the Dept. of Lang., Art and Culture.

Fevicryl Workshop: Mrs. Geeta Kharbanda conducted the workshop. She showed various techniques like using crackling medium on pots, wooden pieces, glass etching and painting etc.

Workshop on Drug Abuse and Drug De-addiction: N.S.S volunteers attended a workshop on 'Drug Abuse and Drug De-addiction' organized by Youth Sports and Services, H. P. in collaboration with Nehru Yuvak Mandals.

Activity for Udaan NGO: The N.S.S unit of the College invited the special children from Udaan (an organization for the mentally challenged children) and set up stalls displaying beautiful candles made by them. This was done to

sensitize the youth about the emotional and psychological needs of the underprivileged children.

AIDS Awareness campaign: slogan writing and painting competition for the students. Aids Day was celebrated through a power point presentation that dealt with the causes, symptoms and myths related to AIDS and HIV.

Anti-ragging Awareness lecture: Anti-ragging Awareness lecture was held for the students and staff. Mrs. Trisha Sharma, spoke on the legal and moral issues related to ragging.

Collection Drive: College collected clothes, shoes, stationery items, toys for the poor and the needy children of the neighborhood.

Seminar on Cities for Forests: Seminar on Cities for Forests organized by the Forest Dept. Govt. of H.P. in association with World Wildlife Fund focused on conservation and importance of forests in India.

Visit to a Govt. school adopted by our College in village Bagaghat, Theog: Students accompanied by the Principal and teachers visited the school. The following activities were undertaken. Planting of 100 Deodar saplings in the vicinity of the school. Planting of 50 Ram Baan saplings to make a hedge around the school short documentary films on 'Rhinos of Kaziranga' and 'Butterflies' were shown. A competition of 'use of waste material' was conducted for the students.

Culinary Marathon: The Nature Club of the College organized a Cooking Bonanza called 'Culinary Marathon' in the College auditorium.

Breast Feeding Awareness week: The students were made aware about the importance of breast feeding by a power point presentation given by Dr. A. Sood, Assoc. Prof. Pediatrics and Head, Neonatal Unit IGMC Shimla.

Lecture on Menstruation and Menopause: A lecture cum power point presentation by Dr. Swati Patial, apprised the teachers and students about 'Menstruation and Menopause'. Discussing various problems related to menstruation, menopause, changes in the diet and various complications.

Serendipity: Inter College festival 'Serendipity' was held. A number of Colleges participated. Various activities like Indian Folk dance, Western Dance, Songs, Street Plays, Face Painting, Hair Styling, Portrait Making, T-Shirt Designing, Treasure Hunt, War Of Bands etc. were organized.

International Seminar: International Seminar on 'Subalterns in Shakespeare-A Post-Colonial Scrutiny' in collaboration with the Shakespeare Association (India) sponsored by University Grants Commission (UGC) was organized.

Talk on Legal Rights of women: Women Cell and the Cultural society organized a programme. Mrs. Vandana Kuthiala, a renowned advocate of Shimla, spoke at length about the Legal rights of women.

International Year of Chemistry-2011: A National Symposium on Chemistry Innovation for well-being of humans was organized. Sonali Rathore of BSc. Microbiology was awarded the third prize.

Seminar by TERI: Seminar on Global Commons and other environmental issues was organized by TERI, an institution working for the conservation of environment. A number of N.S.S volunteers of the College participated and expressed their ideas in the Youth panel.

Workshop on World Diabetes Day: Students and teachers got their blood sugar, BMI, weight and height, checked. Dr. Mokta gave a power point presentation related to causes, types, symptoms and complications of Diabetes.

N.S.S camp: N.S.S camp was organized in the College. A number of activities were organized to inculcate spirit of brotherhood, co-operation, caring for

others amongst the volunteers. The activities consisted of: Arranging books in the College library, Yoga Camp, Cleaning College Premises, visit to the School Run by Udaan for the Differently Abled Children, visit to village 'Shalana', counseling session with Ms. Neelam Bali.

Painting workshop: A demonstration pertaining to painting on canvas was organized by the Department of Home Science in the auditorium.

National Seminar on Women Empowerment: A National seminar on Women Empowerment-contemporary concerns was held at Himachal Pradesh Institute of Management Studies (HPIMS), Shimla. Faculty participated and presented research papers in the seminar while one co-chaired a session.

Workshop on Psycho-social growth: A workshop on 'Enhancing psycho-social growth through self-awareness' was organized. Dr. Kishwar Shiralimade the students draw figures and then interpreted their personality and its various attributes in a very interesting manner.

Seminar on E-waste and Green Computing: The Department of Computer Science organized a seminar on 'e-waste and Green Computing', Dr. Arvind Kalia, enlightened the students about the effect of electronic waste on the human body as well as on the environment.

HIV/ AIDS Seminar: A number of N.S.S students of the College participated in the HIV/ AIDS Seminar held at IGMC, Shimla. Students won the first prize in Rangoli and Ritika Kukreja won second prize in Slogan writing.

Himachal Pradesh State Sanitation Strategy (HP-SSS) Meeting: Teachers accompanied by five students attended the first meeting of the working group on State Sanitation Strategy held at the Directorate of Urban Development, Shimla. A number of issues related to Service Level Benchmarks, City Sanitation Plan were discussed. It was decided that the students will help the Anganwadi workers in maintaining their records.

Marathon: An NGO, Run & Live organized a marathon on the Mall, Shimla. About seven students from our College also participated in the Marathon.

Workshop on Cyber Crime: A workshop on Cyber Crime was held by DIG Crime, Mrs. Satwant Atwal Trivedi. She talked at length about the various guidelines to be kept in mind while surfing the Internet.

Workshop on Interactive Boards: A workshop was organized to apprise the staff members on using Interactive white boards as a teaching aid. A demonstration cum lecture was given by the experts.

Fevicryl workshop: An Art and craft workshop was held in the College which was attended by the students of Home Science. A number of techniques like fabric painting, different painting strokes, painting on the jute bag and glass and rainbow painting were taught.

Mock Drill for Disaster Management: Students participated in the Mock Drill to observe 'World Disaster Management Day' on September 28th.

Save Girl Child Rally: Students participated in the 'Save Girl Child Rally' organized by Charu Castle Foundation in collaboration with Directorate, Higher Education for awareness about female foeticide, infanticide and about the equal opportunities to be provided to women in all spheres.

Badhte Kadam-2012 Disaster Management Workshop: A workshop was organized by the N.S.S unit in collaboration with United Nations Development Programme (UNDP), in the College. The video films depicting the Tsunami devastation of Japan, and India, earthquakes which destroyed Haiti, Queensland etc. were shown.

Educational Trip to Jim Corbett Park & Nainital: The Department of Science organized an Educational trip to Jim Corbett National Park Nainital. A group of students and faculty members explored Jim Corbett Park.

Lecture on Enhancing Personal Effectiveness: Ms. Neelam Bali gave an interesting lecture on 'Enhancing Personal Effectiveness'. She advised the students to be humble and change their paradigm of viewing the world.

Latest IT Trends Seminar: A Seminar was organized on 'Latest IT Trends' in the seminar room by Aptech Computer Education, Shimla.

Campaign on Disability: The State Level 'Awareness on Disability' was organized by Udaan State Level Nodal Agency. Students of the College worked as volunteers to sensitize people about the theme of the campaign - Cultural and Social Integration of People with Disabilities.

Visit to the Adopted rural Govt. Middle Secondary School in Theog: Various activities were organized for the school children. Races for the children were organised. The children were shown documentary films namely 'Shores of Silence' on coral reefs and 'Water Works on water conservation. College also collaborated with Life Insurance Corporation of India (LIC), India on this day. The Mahila Mandal was also invited along with the Pradhan. The LIC suggested to begin 'Beema Yojna' for the poor local students, the premium for which was to be partially borne by the College.

Christmas Celebrations with the disabled children: Christmas was celebrated with the disabled children from 'Udaan' and the deaf and dumb children from the school for special children at Dhalli who were invited to the College. The children were looked after by the students of the College who interacted freely with them. Balloons, eatables and gifts were distributed.

Relief Fund: A sum of Rs. 1 lakh towards the flood relief fund for the people of Kinnaur on July 18, 2013 was given by the Principal and members of the teaching and non-teaching staff towards the CM's relief fund. .

Health Awareness Seminar: A seminar was organized on health awareness regarding maintenance of health and stress management.

Breast Feeding Awareness Week was celebrated: A lecture cum power point presentation to make the students aware about the importance of mother's milk and weaning.

Outreach: The Community Outreach Cell collaborated with the State WWF and HIMURJA in organizing a number of activities in the rural Government Middle School at Theog. Sport activities were carried out and Documentary film on Wild life was shown.

Disaster Management workshop: A workshop on Disaster Management was organized to prepare the students and staff for any kind of natural or manmade calamity by Shri Ram Singh Thakur, Company Commander from the Dept. of Home Guard and Civil Defence, Central Training Institute Junga.

A meeting was held in Bachat Bhawan for the volunteers working for a project being organized by UNDP in collaboration with Municipal Corporation, Shimla for conducting a survey entitled 'KAP Study' in order to find out the lacunae existing in the implementation of Disaster Management schemes.

Awareness Rally: Organized to make people aware about equal rights for women and their empowerment. Students who are the members of the club presented a street play on the increasing cases of crime against women.

Visit to Primary School, Sanjauli: The Principal accompanied by members of the Community Outreach Cell visited Government Primary school, Sanjauli

and enquired about the problems faced by the students.. The mid-day meal programme was also discussed and clothes were donated.

N.S.S Camp: A ten day N.S.S camp was organized in the College. A number of activities like Blood donation, Health check-up, cleaning of the College library were undertaken. About 43 students participated in the camp.

Visit to Model Central Jail, Kanda: The Principal, staff and students visited Model Central Jail, Kanda to celebrate Christmas with the jail inmates. The College is the first educational institution to take this step of celebrating with the jail inmates. The students presented a colorful cultural programme.

Renewable Energy: The members of the Disaster Management Society participated in a Seminar on Renewable Energy at World Wildlife Fund's launch of their 'Seize the Power Campaign' held at Bachhat Bhawan, Shimla

World Earth Day: The student celebrated World Earth Day at the Western Himalayan Temperate Arboretum (WHTA), Potters Hill, Shimla. Dr. Vineet Jishtu, Scientist with the Himalayan Forest Research Institute spoke about the impending disasters that deforestation of the hills would invite, and stressed the need for conserving the flora of the hills.

Seminar on Inner Healing: A three day Seminar on 'Inner Healing' was organized by Rev. Father Basil and his team from Ludhiana.

Lecture on Anti-ragging: A lecture was organized on 'Anti-ragging' by a known lawyer Mrs. Trisha Sharma. She emphasized that ragging in all forms is totally banned. The importance of bonding between the senior students and the new entrants to the College can go a long way in preserving the traditions and values of an institution

Talk on Female Health & Hygiene: An interactive talk on female health and hygiene was organized by the Health Club in collaboration with Lifestar Pharmaceutical Private Ltd by Dr. Pushp Lata Sood (MD Gynaecology).

Ebola Awareness: The Environment Cell organized a Poster and Slogan writing competition followed by an elaborate power point presentation on Ebola Virus. A Power Point presentation prepared by the students of the Department of Microbiology and Biotechnology on the causes, symptoms, and prevention from Ebola Virus were discussed.

Workshop on Acne Management: An interactive talk on acne management was organized by Health Club Society in the College, in collaboration with 'Glen-mark Pharmaceutical Pvt. Ltd.' in which Dr. Mudita Gupta (M.D, Dermatology) gave tips on treatment of acne and various remedies were discussed. Free medicine samples were distributed.

Workshop on Rabies: A Sensitization workshop on Rabies was organized by the Health Club in collaboration with 'The North Zone Indian Association of preventive and Social Media' on the occasion of World Rabies Day. Dr. Anmol Gupta gave a detailed presentation on factors causing Rabies and various home measures to prevent rabies.

Nukkad Natak: 'Naari Abla ya Sabla' was presented by the Women's Cell. A number of issues related to women's plight were discussed.

Educational trip to Himachal Pradesh Power Corporation: The Department of Computer Science organized one day Educational trip. **Visit to Government Primary School, Sanjauli:** The Principal, members of Community Outreach Cell, N.S.S Programme Officer, student volunteers visited the school and distributed clothes, mufflers and sweets. There was a healthy interaction between the students of the College and the school.

Visit to old age home: All the members of NGO 'Nai Aashayen' along with the Principal, faculty members and twenty students of N.S.S unit organized a programme for the aged people in Old Age Home, Basantpur. The students of N.S.S unit interacted with the inmates. They were given gifts such as sweaters, hot water bottles etc. A lunch was also arranged for everyone. All the inmates participated enthusiastically and enjoyed the cultural programme.

Visit to Bal Ashram: The NGO 'Nai Aashyaen' accompanied by the Principal, faculty members students of N.S.S unit of St. Bede's College visited the Sarvodaya Girls Bal Ashram, Durgapur. A cake was cut by the youngest member of the Bal Ashram. The NGO distributed pastries, chocolates and sweets. The Principal, faculty and the students of College interacted with the students and distributed stationery and other items.

Awareness talk on Paper Recycling: The College believes in the principle of Reuse, Replenish, and Retrieve was propagated among the NSS volunteers by seeking their contribution towards the Paper Recycling Unit of the College. NSS volunteers were enlightened about the process of recycling of paper and how they can put in their in bit to save trees.

N.S.S Camp: The NSS camp was held . Students actively participated in it. The main highlights of the camp were a yoga session organized for the volunteers, interactive session with Ms. Neelam Bali, Mr Sarabhjeet singh and a presentation by Dr Suneela Sharma on social welfare and service.

Visit to the Kasturba Bal Ashram: Visits was made to the Kasturba Bal Ashram by NSS volunteers, where some gifts were distributed.

Visit to the Cancer Hospital: The NSS volunteers visited the Cancer Hospital and prayed for the speedy recovery of the patients. They also cleaned the corridors of the hospital.

Faculty Development Workshop on 'Research Methodology' was organized by ICFAI Business School (IBS) for teaching and the non-teaching staff. The use of SPSS in statistical analysis was practically demonstrated with the help of coding for various categories.

National Seminar on Web based Technologies: Present and the Future trends was held .The objective of the seminar was to bring together researchers, academicians and practitioners interested in technological advances and business applications of web based technologies.

Sensitization workshop on Youth and Health was organized by the Department of Community Medicine, IGMC in collaboration with NZIAPSM. Professor Anmol Gupta, Dr. Raman Chauhan and their team gave a presentation on 'Adolescent Health'

Heritage Awareness Workshop: The Indian National Trust for Art and Cultural Heritage (INTACH) conducted a Heritage Awareness Workshop at St. Bede's College and students and teachers from other schools too attended.

Heritage Walk: Heritage walk from Raj Bhawan to St. Bede's College was organized. A number of College teachers participated in this workshop.

International Yoga Day: The teachers and students performed yogic exercises. Mr. Ajay Sud, the Physical Education teacher demonstrated the exercises and explained the relevance of yoga in maintaining good health.

Workshop on 'Cyber-crime, security, information protection' was organized on July 21, Mr. Arun Soni, Cyber Security Consultant, President Punjab State, Chandigarh and Anti hacking welfare society gave an informative presentation on various aspects of Cyber Crime. He apprised the audience about security and protection related measures.

Women Wellness workshop was organized. Dr. Surbhi Sood Bansal along with Mr. Ankush Bansal gave a presentation on the various programmes of the Indian Heritage Foundation consisting of Women Wellness, Creative Teaching, Vedic Mathematics and Career Exploration workshops.

Hiroshima Day Commemoration: The History Department held an event to commemorate Hiroshima Day in collaboration with Heritage Club. Various competitions were held like power point presentations, declamation, collage making, poster making, slogan writing etc.

Breast Feeding Awareness: The Department of Home Science organized a number of competitions to make the students aware about the importance of mother's milk. The girls made 12 posters and wrote 26 slogans.

Presentation on 'Ecological Security for National Prosperity': The Environment cell and NSS unit organized a presentation on 'Ecological Security for National Prosperity' with the objective of spreading awareness about the protection of forests. The seminar was then followed by a tree plantation programme at Five Benches, Jakhoo hills, Shimla. About 200 saplings were planted after which they were provided with refreshments.

Book Talk: A Book Talk was organized in the library. The purpose of this event was to motivate the participants to foster good reading, writing and speaking skills by encouraging self-directed learning through reading.

Exchange Program with Badrinarayan Barwale Mahavidyalaya, Jalna: A number of students left for Jalna and Pune as a part of the Exchange programme with Badrinarayan Barwale Mahavidyalaya, Jalna and Pune Institute of Business Management. This programme was envisaged with the objective of learning to stay in a totally different environment and getting to know the students as well as working of other institutions.

Health Awareness Camp: The Health Club organized a Health Awareness camp in collaboration with the Lions Club Shimla. The programme consisted of a Power point presentation followed by a Quiz competition on health related issues and importance of walking.

Health Walk: Students, teachers and some Lion Club members participated in the walk. The idea of this 4 km. long walk was to create awareness amongst the students and passers-by about the importance of walking. The participants were given refreshments after the completion of the walk by the Lions Club.

Community Outreach Cell Activity: The members of the Community Outreach Cell visited the Government Primary School, Sanjauli and they discussed the various problems faced by the school. The students interacted freely with the school children. Sweets were also distributed. It was decided to plan more visits in the near future.

Faculty Development programme: A Faculty Development programme 'Engaging Pedagogies in Teaching' was held in the College, organized by M.R Pai Foundation jointly with Forum of Free Enterprise, Mumbai. Teachers participated and numbers of games, activities were organized to introduce the teachers to various teaching tools like Textra, Rating scales, Flip flop etc.

Workshop by the Department of Physics: The Physics Dept. in collaboration with Indian Association of Physics Teachers and Himachal Physical Society, organized a Workshop entitled 'For the Love of Physics'

Heritage Day: Miraasa, the Heritage Club of our College organized 'Sansriti'-the Heritage Day in collaboration with INTACH. Mr. Raja Bhasin, administered the oath of responsibility to preserve nature and our cultural heritage to the members of the Heritage Club.

Presentation on ‘Adolescent Health Issues’ was organized. The presentation mentioned the various stages of adolescence and the statistics related to the experiences of the children of this age group.

Presentation on ‘Climate Change: Impacts & Future Challenges’: The Parents Teachers’ Association of St. Bede’s College in collaboration with a NGO Nai Aashayen organized a presentation on ‘Climate Change: Impacts & Future Challenges’. Dr. D.D Sharma in his presentation talked about the impact of climate change.

Workshop on ‘Gender Sensitization’ by Professor Mamta Mokta, Director, Centre for Women Studies & Development, Himachal Pradesh University. Students of various streams presented power points on different issues pertaining to gender discrimination, stereotyping of roles, gender equality, sexual harassment and empowerment of women. A short role play was enacted by the students entitled ‘Khula Aasman’.

Science City Educational Tour: The Science faculty organized a three day educational exposure to ‘Science City’ Jalandhar, Chandigarh and Amritsar.

Inter-College Economics Literary Meet: An Inter-College Economics Literary Meet was organized by the Department of Economics. Various Colleges from Shimla participated in the Literary Meet. This meet provided a forum for exchange of new ideas and techniques among the students in the field of Economics.

Workshop on Leadership Styles in International Organizations: A workshop on Leadership Styles in International Organizations was organized in collaboration with the University of the Fraser Valley, Canada. Dr. Mike Ivanof, Associate Professor at the University of the Fraser Valley Canada gave a Presentation about Leadership and Global Leadership Challenges.

Mock drill: The Disaster Management Cell and the Parent Teacher Association organized a ‘Mock Drill’ in collaboration with the NGO Nayi Aashayen. The team of Himachal Pradesh Home Guards provided practical information and guidelines about first-aid in situations like accident, fire, snake-bite and flood. They also demonstrated how first-aid and psychological support must be provided to the injured.

Educational Trip to Panthaghathi: An Educational trip to Tibetan Handicraft Settlement & Thupten Dorjee Dak Monestary, Panthaghathi was organized. At the Crafts Centre, the students learnt about carpet weaving which was done by the Tibetan women.

Visit to Army Museum and Art Gallery: The students from department of Hindi visited the Army Museum, Annandale and the Art Gallery at Summerhill, Shimla as a part of an educational tour.

Khushwant Singh Literary Fest: The students attended the Fourth Khushwant Literary Festival at Kasauli Club, Kasauli amidst the presence of several noted writers and other personalities.

Disaster Management Cell activity: Students attended an International Conference on Disaster Management organized by Shimla Disaster Management Authority (SDMA) in collaboration with UNDP. The conference emphasized sustainable development, early warning systems and voluntarism.

Citizens’ Solidarity March: Students took part in the Citizens’ Solidarity March for Disaster Risk Reduction on International Day for Disaster reduction. NDRF (National Disaster Response force) did Mock drill on the ridge. There was an exhibition organized by NDRF on new technologies for disaster risk reduction.

Seminar on Menace of Lantana and Congress Grass: An interdepartmental seminar was organized on the ‘Menace of Lantana and Congress Grass’ by the departments of Microbiology and Economics in association with the Environment Cell. The students were made aware of the harmful effects and the measures to be taken to eradicate the parasitic plants.

Awareness talk on Ecology: A lecture through power point presentation on the topic “Ecological Security for National Prosperity” was delivered by Mrs. Anu Nagar (IFS) Himachal Pradesh Cadre and Conservator of Forests

Cleanliness Campaign: Supporting the Swachh Bharat Abiyaan, the NSS volunteers participated in a Cleanliness Campaign.

Visit to the Government Primary School, Sanjauli: The members of the Community Outreach Cell visited the Government Primary School, Sanjauli adopted by the College. They discussed the various problems faced by the school. The students interacted freely with the school children. **Visit to government middle school Theog:** A day trip was organized to the government middle school. The girls who are majoring in Political Science attended the Gram panchayat meeting and had a hand - on experience related to the working of the Panchayati Raj System. The Community Outreach girls enacted by way of a pictorial story session for the school children.

Workshop on ‘Gender Sensitization’: The Women Cell organized a Workshop on ‘Gender Sensitization’. Professor Mamta Mokta, Director, Centre for Women Studies & Development, Himachal Pradesh University, Shimla was the Chief guest.

World Science Day for Peace and Development: Commemoration at the WHTA Potters Hill by students of the Botany Department and members of the Disaster Management Cell. The programme included a talk on the imminent dangers of global warming and climate change and preventive measures to protect and conserve the eco-system.

Talk on Environment & Global Warming: Ms. Anu Nagar, IFS was invited to deliver a lecture on Environment & Global Warming.

Budgetary details for co-curricular, extension and outreach programmes:

Clubs/ Committees	Year				
	2010-11	2011-12	2012-13	2013-14	2014-15
NSS					
Income	72000	-	72000	-	72000
Expenditure	23798		34595	54200	157119
Cultural & other activities(Exp.)	5,11,000	5,37,600	5,65,600	9,89,000	1,40,100

3.6.5 How does the Institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/International agencies?

The College facilitates and encourages student and faculty participation in Extension Activities in several ways.

- Students are motivated to become socially responsible by elaborating on the overall benefits of these activities in their lives.
- Various Admission Committees and clubs of the College enlighten the students during admission days about the advantages and scope of these activities and are encouraged to participate in the same.

- All students are enrolled in at least two societies of their choice through society fair. Teachers are put in charge of respective societies to coordinate and supervise all the activities.
- Special awards and prizes are given to the students for their contribution.
- Attendance waivers are given to pursue these activities.
- Work done by students is recognized and appreciated by mentioning their contribution in College magazine.
- The Student Achievers of NSS and other extension activities are honoured in College Assembly and Annual function
- Added advantage of 2 % of Aggregate Marks are given to NSS volunteers for admission in PG courses
- Faculty members are facilitated by leave rules and are also given full financial support to conduct excursions related to extension activities.
- TA/DA is provided for the same.
- Arrangements of vehicles are partially done by the College on its own expenses.

National Service Scheme: A number of extension and outreach activities were conducted by NSS unit of the College .Major ones listed below:

- Participation of volunteers in Republic Day Parade .
- Participation in the seminar “Global Commons and Environmental Issues” organized by TERI (The Energy and Resources Institute)
- NSS camps organized every year in collaboration with agencies like WWF, Lions club etc. which includes yoga camp, interaction with special children at UDAAN, interaction with the inmates of Kanda Central Prison and counselling sessions.
- Organized Blood Donation Camps every year in collaboration with agencies like Lions club, Lioness club and Almighty Blessings, Balzara Welfare Trust.
- Organized Health camp in collaboration with Lions club Shimla. It included glucose level test, Blood Pressure and Anaemia scanning tests. The aim of organizing the Health check-up was to spread the awareness regarding nutrition and its importance.
- Tree plantation drives carried out every year at different places like: Fair view, Forest Road, exercise point near Navbahar Chowk, Jakhoo Hills, Shimla. About 360 saplings of deodar and hydrangea, and more than 200 saplings of “cedrus deodara” were planted by the students. A pledge to protect the environment was also taken by the volunteers
- Participation in International Youth day held at IGMC Shimla
- NSS volunteers visited Kasturba Bal Ashram, and interacted with the children and with some gifts and games the volunteers tried to bring a smile on the faces of the inmates.
- N.S.S volunteers visited the Government Primary School, Sanjauli. Clothes, mufflers and sweets were distributed to the students. There was a healthy interaction between the students of the College and the school.
- N.S.S invited the special children from Udaan, an organization for the mentally challenged children who put up the stalls of beautiful candles made by them under the guidance of their teachers. They also gave a dance performance for the College students. This was done to sensitize the youth to the emotional and psychological needs of these underprivileged children.

- NSS volunteers visited the Cancer Hospital and prayed for the speedy recovery of patients. They also cleaned the corridors of the hospital.
- NSS unit organized a presentation on ‘Ecological Security for National Prosperity’ with the objective of spreading awareness about the protection of forests.
- Organized a workshop on Disaster Management in collaboration with United Nations Development Programme (UNDP), Disaster Risk Reduction Programme (HPSDMA) & Urban Risk Reduction Project by the Disaster Management Cell
- Two N.S.S volunteers Kiran Rajta and Rashaal Kanwar participated in the selection procedure for Pre-Republic Day camp. Kiran Rajta qualified and was selected to attend the Meerut camp.
- Participation in the International Youth Day at Gaiety theatre and College won First position in Poster competition.
- N.S.S students participated in the HIV/ AIDS Seminar held at Indira Gandhi Medical College, Shimla. A group of 14 students won the First prize in Rangoli and Second prize in Slogan Writing.
- N.S.S volunteers attended a workshop on ‘Drug Abuse and Drug De-addiction’ organized by Youth Sports and Services, Himachal Pradesh in collaboration with Nehru Yuvak Mandals at Indira Gandhi Sports Complex, Shimla.
- Participated in Youth Panel in a seminar on Global Commons and other environmental issues organized by TERI.
- Participation in a Marathon celebrating 150th birth anniversary of Swami Vivekananda.
- Participation in the activity called “Prayaas: the Human Touch” in collaboration with the Department of National Health Mission Welfare. This activity highlighted the talent of inmates of mental rehabilitation centre, Boileauganj.
- NSS volunteers participated in an awareness lecture on Paper Recycling. They were enlightened about the process of recycling of paper and how they can contribute to save trees.
- Celebrated NSS Day by organizing a camp.
- Helped the staff in the central library to clean and arrange the library for the event “Book Talk”.
- Supporting the Swachh Bharat Abhiyan, the NSS volunteers cleaned the College campus.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by College to ensure social justice and empower students from underprivileged and vulnerable sections of society?

The College is committed to undertake numerous activities to ensure social justice and empower students from under-privileged and vulnerable sections of society. Details are as under:

Social Surveys/Research projects

- Major UGC Project entitled ‘The impact of socio-economic factors and awareness about Health Care services on the nutritional and health status of women belonging to rural and urban areas of Shimla- a cross-sectional

study' (2008-2011). During this study, counseling of women belonging to rural and urban areas was done.

- Major UGC Research Project in Psychology entitled: The effect of self-efficacy on stress work and health (2010-2014) elaborated the effects of stress on work and health among people residing in 5 states in India, and how self-efficacy proves as a moderator for alleviating stress and improving health of people from all walks of life regardless of age or gender.
- The students of MSc. (DFSM), IGNOU are taken every year to Government Primary School, Sanjauli and Anganwadi at NavBahar where they take Anthropometric measurements, note the clinical signs of deficiencies of nutrients and do the counseling of the students regarding consumption of balanced diet.

An empirical study of the dietary pattern and the nutritional deficiencies in rural areas of Shimla district'.

- A project on magico-religious plants of H.P. was undertaken by science students. They related properties of plants for the purpose- magic and religion.
- Taxonomic Study of College Flora was done by Department of Botany.
- Microbiological assessment of water samples in Shimla Region.
- Department of Botany undertook a Study on Identification and collection of Wild Orchids of Solan area.
- Department of Zoology undertook research work on identification of birds in the College campus.
- An empirical study of the wheat bran supplementation of the nutritional status of non-insulin dependent diabetic women was done. Blood glucose levels of the patients decreased and in some cases insulin dosage reduced.
- An empirical study of the psychosocial and risk behaviour correlates of suicide ideation in adolescents - new challenges was done in schools. The happiness quotient showed an increase.
- An epidemiological study of the nutritional status of selected children of Palampur region, district Kangra. An increase in the anthropometric measurements was observed.
- Major research project (UGC) in Psychology entitled: The effect of self-efficacy on Stress, Work and Health'. There was a perceptible change in the stress level.
- Socio-metric survey was done with IGNOU students, on maintenance and sustenance of group behaviour, resulting in better work integration and team cohesiveness.
- A study was conducted on dental anxiety and oral health care in India, by which the people were counselled on the occurrence of various diseases resulting from negligence in oral health care, as a result of which the people became more health conscious.

An empirical study of the psychosocial and risk behavior correlates of suicide ideation in adolescents-new challenges'.

- An epidemiological study of the Nutritional status of selected children of Palampur region of Kangra district
- An appraisal of the gender based approach in promoting Disaster reduction and Environment management - New Perspectives'.

- Globalization, Higher Education and Gender: An Appraisal of the Process of Reaching out to Indian Women', 2012.
- A Conceptual Analysis of the Deleterious Effects of Household Food Insecurity on the Health and Nutritional Status of Children', 2012.
- 'Health of Children-Understanding Indicators and Challenges of Malnutrition', 2012.
- 'Environment Management and Disaster Reduction-Need for a Paradigm Shift in Gender Perspective', 2012.
- Empowerment of Women-Need for a Paradigm shift to bring in Social Change', 2012.

Extension and Outreach Programs

- Interactive session with children of Government Primary school, Sanjauli. The Mid-day meal programme was discussed and clothes were distributed.
- Remedial Classes undertaken by the students to help the poor students of our College locality.
- Christmas celebrated with the differently abled children from 'Udaan' and the deaf and dumb children from the school for special children.
- Visit to Model Central Jail, Kanda to celebrate Christmas with the jail inmates.
- A program was organized for the aged people in Old Age Home. The students interacted with the inmates and were also given gifts such as sweaters, hot water bottles etc.

A visit was organized to Sarvodaya Girls Bal Ashram, Durgapur. Pastries, chocolates and sweets were distributed.

- A visit was organized to the school for the students of MSc, IGNOU to take the Anthropometric measurements of the students. A number of issues pertaining to oral hygiene, cleanliness, children's medical check - up were discussed.

Tree plantation drives and Blood Donation camps are organized every year by NSS and environmental cell in collaboration with different NGOS, Clubs, hospitals and other agencies.

- Cleanliness Campaign was organized, supporting the Swachh Bharat Abhiyan. The NSS volunteers attempted to spread positivity by cleaning the College campus.
- The Alumnae of the College collected clothes, shoes, stationery items, toys to be donated to the poor and the needy. .
- Two teachers and five students attended the first meeting of the Working Group on State Sanitation Strategy .It was decided to help Anganwadi workers in maintaining their records.
- The State Level Awareness Campaign on Disability Badhte Kadam-2012 on Disability organized by Udaan.

Members of the Disaster Management Society participated in a Seminar on Renewable Energy at World Wildlife Fund's launch of their "Seize the Power" Campaign, held at Bachat Bhawan Shimla in July 2013.

- Culinary Marathon was organized where all the ships set up their canteens and sold nutritious food at subsidized prices to the College students.
- Students went for a Nature Walk.

Awareness Programmes/Workshops/Talks/Rallies

- Sensitization workshop on Youth and Health
- Workshop on Gender Sensitization

- Workshop on Women Wellness
 - Workshop on Heritage Awareness
 - Workshop on ‘Drug Abuse and Drug De-addiction’
 - Workshop on Cyber Crime
 - Awareness talk on diseases that are prevalent among the adolescents
- Awareness talk on Legal rights of women
- Awareness talk on Environment & Global Warming
 - Exhibition on new technologies for disaster risk reduction.
 - A lecture on Ecological Security for National Prosperity was delivered.
 - A National seminar on Women Empowerment-contemporary concerns at Himachal Pradesh Institute of Management Studies (HPIMS), Shimla.
 - A lecture cum power point presentation on ‘Menstruation and Menopause’.
 - Power point Presentation on E-bola virus.
- Save Girl Child Rally organized by Charu Castle Foundation to make people aware about female foeticide, infanticide and equal opportunities to be provided to women.
- Citizens’ Solidarity March for Disaster Risk Reduction.
 - Rally to make people aware about equal rights for women and their empowerment. Students presented a street play on the increasing cases of crime against women.
- Nukkad Natak entitled ‘Naari Abla ya Sabla’

3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the Institution, comment on how they complement students’ academic learning experience and specify the values and skills inculcated?

Reiterating the College motto, ‘Non Nobis Solum’, ‘Not for Ourselves Alone’, and its Vision ‘To Form Well Integrated Individuals Who Are Assets To Contemporary Society’, the College organizes various extension and community outreach programs, which help in the social, ethical and moral development of students.

The Positive outcomes of these activities can be witnessed through the excellence which our students have exhibited at the academic, professional and social fronts. The students get an opportunity to sharpen their understanding of the deep-rooted ills embedded in the society. Their first-hand exposure to the places and persons worst affected by the problems make them sensitive to the complexity of the problem. The faculty too benefits in the process of mentoring and guiding students to sharpen their skills and thinking abilities to reflect upon their role as agents of change.

Values and Skills inculcated as a result of these activities is given in the table below:

Values	Skills
Altruism Empathy	Communication Skills Organizational Skills like:

Patience Tolerance Discipline, Loyalty Ethics and Morality Cooperation Sense of Equality Helping attitude Respect for different points of view Compassion Accountability Responsibility Righteousness Objectivity, Honesty	Interpersonal Skills Team work Problem solving Cooperation Analytical Skills Leadership Skills Critical thinking Skills Decision making skills
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3.6.8 How does the Institution ensure the involvement of the community in its outreach activities and contribute to the community development? Detail the initiative of the Institution that encourages community participation in its activities?

The Institution ensures the involvement of the community in its outreach activities and contributes to the community development with the help of Alumnae association, PTA, distinctive NGOs and other government agencies. Meetings are held with the members of above mentioned agencies to discuss and plan outreach activities, keeping in mind the needs and concerns of the community. The entire community is urged and encouraged to take part in extension activities of the College. These activities are organized by the College with an intention to build a healthy relationship with society and to reach out to the needy.

Details about the initiatives of the Institution that encourages community participation in its activities:

Various awareness and sensitization programs are conducted on issues of health, hygiene, nutrition, climate change, global warming for which academicians and experts from diverse fields are invited to share their views on these serious issues.

Health camps, cleanliness drives, blood donation camps are organized from time to time in association with hospitals and clubs like IGMC, DDU, Lions Club, Red Cross Society.

Visits to old age homes, orphanage, schools for special children, are planned and executed frequently in collaboration with different NGOs like Almighty Blessings, Nai Aashayen etc

Participation in awareness campaigns, rallies and street plays to sensitize the community at large on a number of issues on environmental protection, health and women related problems etc. like:

A fund raising campaign organized at Gaiety Theatre for "Udaan", observing World Disability Week

Anti-Slogan writing competitions organized by USM.

Street plays were organized by YES (youth enlightening the society, an N.G.O). It was against the heinous crime that took place in Delhi and that was followed by a candle march

D cube: a venture against drugs organized by USM (first and only all-artists based N.G.O. in the country which is aimed at spreading social awareness through entertaining events)

Roctober: A national level music competition aimed at promoting green tourism in H.P.

Chords for cause(with H.P. state AIDS control society): An open air concert, organized to promote AIDS awareness amongst the youth.

W.W.F. – Earth Hour .

Charity event for Abhi, organized by Collimating colors ,NGO

3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on the various outreach and extension activities.

The College has forged constructive relationship with a number of institutions and Social organisations. Various outreach and extension activities have been organized as a result of this relationship. These ventures have helped in creating awareness among students regarding the needs and concerns of society. Details are as under:

Partnering Institutions	Activities
NGO Almighty Bless	Visit to Cancer Hospital, Cleanliness Drives, Blood Donation
NGO Udaan	Christmas Celebrations
NGO Umang	Sensitization program on emotional and psychological needs of these underprivileged children, State Level Awareness Campaign on Disability Badhte Kadam-2012 on Disability, Fund raising campaign celebrating World Disability Week
NGO USM	Social Awareness Campaigns, D cube : a venture against drugs
NGO Collimating Col	Charity event for ABHI
NGO YES	Street plays& candle march against the heinous crime in Delhi
Aids control society	Conducting awareness workshop and seminars
Red Cross Society	Tree plantation drives
Lions club	Blood donation camps, Health checkup Camps, Health Walk, Conducting workshops on issues of Health, Hygiene, Nutrition
IGMC	Blood Donation camps, Health check up camps, Sensitization workshop on Youth and Health
DDU Hospital	Health Camp, Free medical checkup ,Awareness talk on diseases that are prevalent among the adolescence
Medicare	Diagnostic tests at government hospital rates
Indus Hospital	First Aid Workshop, Health check Ups
HFRI, Shimla	Exposure Visits
NDRF	Citizens’ Solidarity March for Disaster Risk Reduction Exhibition on new technologies for disaster risk reduction.
INTACH	Heritage Awareness Workshop
M.R. PAI	Faculty Development Program

Foundation	
Municipal Corp	Waste collection drive, Field Trips in Shimla and outskirts, Cleanliness drive near Renuka Lake
British Council	Conducting program entitled 'Climate Change Forum - Film screening and talk by Environmental film maker-5 scripts, 1 Plot, Solutions for Climate change challenges'
AIACHE	Workshop on Gender Sensitization
Charu Castle	Cultural activities
Nehru Yuvak Mandals	workshop on 'Drug Abuse and Drug De-addiction'
HPSPCB	Inter-College Declamation contest to commemorate Pollution Prevention week
Robo EduTech India	Android workshop cum championship
Banks& Manoj Ent.	Sponsoring and conducting awareness seminars and workshops
SJVNL	Inter-College Poetic Symposium
UGC	Workshop cum Seminar on Physics Education Research
PCB	Green campus Initiative
HP Police	Internship for BA students
UNDP	Disaster Management Workshop
CharuCastle	Save Girl Child Rally
WWF	Seize your power" campaign with the aim of promoting renewable energy for greener Shimla
HIMURJA	Organizing activities in the adopted rural Government Middle School at Theog
Bharti Airtel	Sponsorship in extracurricular activities and Internships
EPFO	Accounts of employees and employers contribution
ICICI	Students internships
AIACHE,Xavier Board	Skill enhancement training/ workshops /seminars/Scholarships
ICFAI,IBS	Workshop on 'Research Methodology'
IFBI	Placement drive
IBM, Daksh Business	Conducting seminars and placement drive
Bull's Eye, Northern	Conducted a seminar
Orion Edutech	Seminar on opportunities and courses for better placement
The Oberoi Hotels	Placement drive, Internships
AIESEC, Chandigarh	Talk on Internship programme
Wipro	Seminar for test and selection for higher studies/internships
LIC	Encouraging small savings scheme and 'Beema Yojna'
Aptech Education	Seminars Latest IT Trends'
Tommy Hilfiger	Campus Placement Seminar
Tata Airlines	Seminar on job opportunities

3.6.10 Give details of the awards received by the Institution for extension activities and/contributions to the social/community development during the last four years?

The College has received the following awards during the last four years:

- Devbhoomi Award for excellence in the field of education by Charu Castle Foundation, Department of Language, Art and Culture
- Shiksha Rattan Puruskar for meritorious services, outstanding performance and remarkable role by India International Friendship Society
- Himachal Excellence Award for its remarkable performance in the field of women education by Divya Himachal and Himachal this Week
- CMAI National HP Education Award for Best School for Innovation and Value Based Education, by H. P. Education and Summit Awards.
- Sahitya Gaurav Samman' by Bhartiya Sahitya Sanstha, Siruguppa, Ballari, Karnataka
- 1st prize in National Non –Student Youth festival held at Guwahati
- 3rd Best College in Northern India in faculty of Humanities
- Best College in HP ranked by The Tribune, Guide to best Colleges, Education special
- Heritage Status by UGC
- College selected under Star College Scheme of DBT, Govt. of India
- College recognized as a Centre with Potential for Excellence

3.7 Collaboration

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives-collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.

The College initiates contact and sends proposals to various agencies like UGC, ICSSR, DBT, Ministry of Human Resource Development, Department of Women & Child Development, Different NGOs, universities and other institutions. A number of benefits have been accrued as a result of these collaborative initiatives. The Grants received under different agencies like UGC, CPE, DBT and ICSSR are utilized for funding the seminars/conferences and other related activities. The amount received is also used for the purchase of latest books, equipment, subscription of journals, up-gradation of research facilities and publication of research articles.

International visits and exchange programs promote creativity for pursuing new arenas of research by sharing knowledge, learning and building consensus. Faculty /students exchange programs/workshops have helped the institution in developing new teaching tools for the faculty members, and in increasing the extent of knowledge of students. Linkages with industries have helped the students by giving them opportunities to get trained and placed with highly reputed companies.

3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance / other universities/industries/ Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.

The College has signed formal MOUs with 7 reputed institutions. The MOUs have benefited the institution in curriculum development and enrichment, faculty exchange, professional development, students exchange programs, internships and placements, knowledge sharing, industry interface, research and publications, consultancy, extension and outreach activities.

- The University of Fraser Valley, Canada
- Pune Institute of Business Management (PIBM)
- Badrinarayan Barwale Mahavidyalaya, Jalna
- Medicare
- Indus Hospital
- Himalayan Forest Research Institute (HFRI)
- Sai Digitech Professional Institute, Shimla

Apart from these formal MOUs, we have several collaborations and linkages:

Partnering Institution	Benefits /Contribution
IFFCO	The College Honored with an award
AIU	Member of Association of Indian Universities
UGC	Workshop cum Seminar on Physics Education Research
Shakespeare Association	Organized an International Seminar
IndianEco. Association	Organized an International Seminar
HFRI, Shimla	Visits, World Science day, Earth Day commemoration
Pollution Control Board	Green campus Initiative, Inter-College Declamation contest to commemorate Pollution Prevention week
UNDP	Disaster Management Workshop
Charu Castle Foundation	Save Girl Child Rally
WWF	‘Seize your power’ campaign for green Shimla
HIMURJA	activities in the adopted rural G M School at Theog
INTACH)	Heritage Awareness Workshop, Heritage Fest ‘Sansriti’
M.R Pai Foundation,	Faculty Development programme
British Council	Climate Change - Film screening& Talk
IAPT	Workshop entitled ‘For the Love of Physics’
AIACHE	Workshop on Gender Sensitization
The Fraser Valley Univ. Canada	Workshop on Leadership Styles in Int. Organizations
Star College Scheme	Workshop on ‘Live demonstration of Physics Exp.’
Dep. of Lang., Art and Cult., Folk Art Soc ,HT	Cultural Activities
Robo EduTech India Pvt.	Android workshop cum championship
Banks	Sponsoring awareness seminars and workshops
SJVN	Inter-College Poetic Symposium

Newspaper Dainik Jagran	Workshop on legal reforms
Bharti Airtel	Sponsoring gifts/awards in extra curricular activities
EPFO	Maintenance of EPF Accounts
AIACHE, Xavier Board	Skill enhancement training/ workshops
ICFAI ,(IBS)	Workshop on 'Research Methodology'
IFBI	Placement drive
IBM, Daksh Business	Conducting seminars and placement drive
Bull's Eye, Northern	Conducted a placement seminar
Orion Edutech	Seminar for upgrading knowledge to get better placement
The Oberoi Hotels	Placement drive
AIESEC, Chandigarh	Talk on Internship programme
Wipro	Seminar for test and selection for higher studies
Tally Institute, Shimla	Tally Test conducted for students
LIC, Mahila Mandal	Encouraging small savings scheme and 'Beema Yojna'.
Aptech Education Centre	Seminars on Latest IT Trends
Tommy Hilfiger	Campus Placement Seminar
Vistara Airlines	Seminar on job opportunities, Placements
UFB Canada	Exchange Program, Special invited lectures by the faculty.
PIBM	Student Exchange Program, Placements
BBM Barwale Jalna	Student Exchange Program
UCBS	Interface programme
Dept. of Horticulture	Technical knowledge in the area of Vermi composting.
Nai Aashayen	Visits to orphanage and old age homes
Almighty Blessings	Visit to Cancer Hospital and Cleanliness drives
Lions club	Blood donation , Health awareness Camps
Red Cross	Tree Plantation program
Lifestar Pharmaceuticals	Talk on female health and hygiene, Free Medicines
GlenMarkPharma	Interactive talk on Acne Management, Free Medicines
Ind. Assoc. of Preventive and Social Medicine	Workshop on the occasion of World Rabies Day
Competent Synergies	Seminar with Airtel, Reliance, Docomo and Videocon
IGNOU	MSc (DFSM) And Diploma in Nutrition and health education (DNHE)
IIAS	Research Associateships & Fellowships
Microsoft	Windows/developing prog. Intra CampusConnectivity
Microsoft Alliance	Licensed Software
Minchys, SME, FMCG	Practical exposure on production outlay

Wipro	Industry visits
Direct-Mushroom research	Exposure Visits, Knowledge sharing
HP Power Corp.	Knowledge sharing on working of corporate office
CSK HPKV, Palampur	Set papers, evaluate answer scripts, BOS members
RGM Govt. College	Sharing of Library Resources
Govt. Coll.Dharamshala	Sharing of Equipments, Library resources
HP University	Inter Library Loan, Sharing of Resources
ICSSR	International Conference on Work, Stress and Health:

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

Institutions: The College interacts with various institutions of national importance that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support and infrastructure facilities of the institution. Details of such institutions are indicated in the table below.

Institutions	Contribution
UGC	Lab Equipment, Library Facilities, Maintenance, Grants for Projects
ICSSR	Funds for Organising International Conferences
RUSA	Infrastructure, Purchase of Equipment
DBT	Purchase of Laboratory Equipment, Chemicals

Industries: Interactions with the leading professionals from the corporate world with rich industry experience bring institute and industry on a common platform. A number of Seminars/Workshops/Placement drives are organised, helping the students getting placed in the companies of good reputation. Educational/industrial visits are also conducted which significantly benefit the personal and social development of students. It has also helped in establishing better academic conditions for the staff and the students and in improving our infrastructure viz. our labs equipped with latest technology, smart class rooms, Wimax and updated library. A number of books have been donated by eminent writers and authors. People from all over the world visit our College and the suggestions given by them have been incorporated.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the College during the last four years.

Conferences/Seminars/ Workshops/Talks/Guest Lectures	Eminent Experts/ Participants
International Conference on Work, Stress, and Health: Recent perceptions, Future Trends	Prof. Elizabeth Nair, Prof. Jitendera Mohan, Prof. Sue Jacobs, Prof. Michel Gagne, Prof. Sam Manickam, Prof. Lilawati Krishnan, Prof. Ami Bowersock, Dr. Shrikant Baldi, Prof. Terry Orlick, Prof. Dr. Jaishree

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	Sharma
International Seminar on 'Subalterns in Shakespeare-A Post-Colonial Scrutiny' in collaboration with the Shakespeare Association (India) sponsored by University Grants Commission (UGC)	Mr. Paige Newmark, Mr. Rahul Sapra, Ms. Rajbala, Mr. Bhimsingh Dhaiya, Prof. B.S Pathania, Prof. RW Desai, Prof. Anand Prakash, Prof. Pankaj .K Singh, Prof. Girija Sharma, Prof. Meenakshi Faith Paul
International Seminar on 'Economic, Social and Environmental Challenges of Globalization' in collaboration with Indian Economic Association	Shri G.S Bali, Mrs. Vidya Stokes , Prof. Pam Rajput, Mr. Zoram Milovik, Mr. Jamick. Boswal, Mr. Daniel Goertz, Dr. Allison, Mr. Subhash Mendhapurkar, Prof. Usha Bande, Mrs. Meera Khanna, Mrs. Vinita Shaw, Mrs. Sarojini Ganju Thakur
International Conference on 'Women empowerment: Transforming lives, Milestones & Challenges	Sh. G.S Bali, Mrs. Vidya Stokes Pam Rajput, Mr. Zoram Milovik, Mr. Jamick Boswal, Mr. Daniel Goertz , Dr. Allison, Mr. Subhash, Mendhapurkar, Prof. Usha Bande, Meera Khanna, Vinita Shaw, Ms. Sarojini Ganju
UGC –Sponsored National Seminar on <i>Physics Education Research</i> -Research Based Reform In Physics Instructions	Prof. P.K. Khosla, Prof. P.K Ahluwalia, Prof. Sahana Murthy, Prof. Arvind , Prof. Kannan Moudgalya, Prof. Rajesh Khaparde, Prof. OSKS Sastri, Prof. RC Verma, Prof. Indira Mehrotra, Prof. Yashpal, Padam Bhushan
NAAC sponsored National Seminar on Institutional Quality Improvement: Role of ICT	Prof. A.D.N Bajpai, Prof. Chetan Singh, Prof. P.K Ahluwalia, Dr. Manu Sood, Dr. Dharendra Sharma, Dr. Shonali Sud
National Seminar on Web based Technologies: Present and the Future	Dr. Ganesh Hegde, Assistant Advisor, NAAC, Dr. Manu Sood, Prof. Arvind Kalia, Dr. Karan Jeet Singh Kahlon, Dr. Shuchita Upadhyaya, Dr. Indu Chabrra, Dr. Prateek Bhatia, Mr. Ved Prakash
Workshop -"Leadership Styles in Int. Org."	Dr. Mike Ivanof
Faculty Development program on Engaging Pedagogies in Teaching'	Mrs. Swati Kapadia, M.R Pai Foundation, Mr. Ajit Kamath, Mr. Vivek Patki
Faculty Development Workshop on 'Research Methodology' was organized by ICAFI, IBS	Mr. Ashish Kaul, Area Manager, IBS Marketing Group, Mr. Veenod Bhardwaj, Branch Manager, IBS
Cyber Crime Awareness Programme	Mr. Abhishek Dhullar, SP Vigilance
National Android Workshop	Mr. Anuj Kumar Raghav, Robo EduTech
Workshop on Youth and Health	Prof. Anmol Gupta, Dr. Raman
Workshop on Cyber Crime, Security	Mr. Arun Soni, CyberSecurity Consult.
Workshop-Careers in Design by Pearl Academy, Noida	Mr. Gaurav Kwatra, Mr. Shashank Khandelwal, Educational Partnerships
Live demo. of Physics Experiments'.	Prof. M.S Marwaha, Prof. J.P Garg
Biotech.-An Emerging science.	Dr. T.C. Bhalla
Women Wellness workshop	Dr. Surbhi Bansal
Seminar on e-Waste	Dr. Arvind Kalra
Computation of Physics	Dr. P.K Ahluwalia
Seminar on Cities for Forests	Dr. Gitanjali, Veronica Kanwar
Enhancing Psycho-Social Growth	Dr. K.A Shirali
Seminar on Teacher Effectiveness	Father Abraham Vettical
Lecture-importance of microbiologists and Biotechnologists	Atharv Chadda
Talk -Working of the Parliament	Dr. Peter D'souza, Dir. IAS
PPT-Projection: Women in Religion/ Cult.	Dr. Jaya Tyagi, Sri Venkateshwara College,
Lecture- Curriculum Development	Prof. P.K. Khosla, VCSchoolini Univ
Talk- various aspects of opportunities for	Prof. Kana Moudgalya, Dr. Sahna Murthy,

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investment	Prof. P.K. Ahluwalia, Prof. Rajesh Kharpade
PPT on Diabetes.	Dr. Jitendra Mokta, Diabetologist
Presentation- Biotechnology in our daily life	Prof T. C Bhalla, H.P.University
Workshop on Cyber crime	Ms. Satwant Attwal, CID
Lecture on Research Methodology	Prof. OP Verma
Lecture on Career Prospects	Mr. Ramanpreet Singh, PIBM
Lecture on Simulations in Physics	Prof. OSKS Sastri
Lecture on Polymers	Prof. GS Chauhan, HPU
Lecture on Biodiversity	Dr. MK Seth, HPU
Talk on Microsoft	Mr. Baduria
Anti Ragging Awareness	Mrs. Trisha Sharma
Breast feeding awareness	Dr. Ashwani Sood
Demonstration of recipes	Mrs. Nivedita Verma
Painting on Canvas	Mr. Rakesh Kumar Sen
Fevicryl Workshop	Ms. Komal
Lecture on Hindi Ka Mahtav	Krishna Sharma
Lecture on Kahani ka Punar path	Dr. Vidya Negi
Insurance-Imp.& related issues	Ms. Shylaja Bodh
Job prospects in travel and tourism	Mr. Vibhas Sharma
Job opportunities in Oberoi Hotels	Col. J.S Chauhan
Demo.on Easy & Innovative recipes	Chef Manpreet Singh
Lecture on Avifauna	Dr. M.L. Thakur, HPU
Lecture on e-Waste	Dr. Arwind Kalia
Lecture on e-Governance	Mr. Ved Prakash
Lecture on Final Accounts	Dr. Devender Sharma
Climate Change & global Warming	Dr. J.C. Rana
Lecture on Discovery of Electron	Prof. PK Ahluwalia
Talk on Project Development	Dr. Ritu Sharma
Universal Networking Languages	Dr. Prateek Bhatia
Art & Craft workshop	Mrs. Geeta ,Mr. Amit
Adolescent Health Issues	Dr. Seema Sharma
Workshop on Careers in Design	Pearl Academy, Noida
Workshop on Disaster Management	Mr R. S. Thakur
Plant Nutrients , Arboretum	Dr. S.S. Sharma ,Dr. Vineet Jishtu
Modular Diagnostics Technique for the detection of injections Agent	Mr. Narotam Sharma
Biotech-Sc. of Today & Tomorrow.	Dr. T.C. Bhalla
Talk on Skin Diseases	Dr. Mudita Gupa
Biodiversity	Mr. MK Seth
Talk on Climate Change	Ms. Manisha Nanda, Ms. Vandana Thaliyaal, Ms Arti Gupta
Women health and Gynae problems	Dr. Pushpa Lata sood
Gender sensitization Workshop	Dr. Jaya Tyagi
Talk e-Resources and INFLIBNET	Dr.Prem Chand (IIAS)
Talk on Books	Dr.Usha Bande
Lecture on Plant taxonomy	Dr. Vineet Jishtu, HFRI
Talk-Colonial Architecture in Shimla	Mr. Sidharth Pandey
Research Methodology workshop	Prof. Dhaiya
Lecture on Global Warming	Prof. DD Sharma

3.7.5 How many of the linkages/collaborations have actually resulted in formal MOUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated.

The College has entered into formal collaborations with 7 institutions by signing MOUs.

The University of Fraser valley Canada	Student and Faculty Exchange Program, Special invited lectures by the faculty
Pune Institute of Business Management (PIBM)	Student Exchange Program, Internships and Placements
Badrinarayan Barwale Mahavidyalaya, Jalna	Student Exchange Program, knowledge and resource sharing
Medicare	Diagnostic tests for students, parents and teachers at rates of Govt. hospital
Indus hospital	First Aid workshop, Health Camps
Himalayan Forest Research Institute (HFRI)	Land Use/ Land Cover Mapping, Research Projects, GIS Mapping
Sai Institute Digitech Institute	Certificate course, Placements

Examples (if any) of the established linkages that enhanced and/or facilitated:

Curriculum development/enrichment: Academic linkages have helped the institution in designing and updating curriculum that are of global standard and benchmark. College teachers are experts in various fields and are part of BOS. They have made worthwhile contribution in curriculum development and enrichment. The beneficiaries of the linkages are Different Universities, Government Colleges, IAS, IGMC, Women Empowerment development centre, IGNOU etc. Details below:

IGNOU	University is running MSc (DFSM) And DNHE
IAS	Research Associateship/ Fellowships
UGC	Funding for Workshops and Seminars
HPU	InterLibraryLoan,ResourcePersons/Papersetter/Examn
ENTAP	College Database, Intra Campus Connectivity

Internship/on-the-job training/summer placements: Linkages with industries/corporate entities promotes better in-plant training. Many students of Commerce, Management have benefited from collaborations and undergo internships in different sectors like banking, hospitality, service etc. Details are given in the table below:

Industries/ Corporate
Bharti Airtel,HMT Pinjore,IBM,WIPRO,SBI Mutual Funds,AD Hydro Power,Prudential Life Insurance, LIC,ICICI BANK, OBC, SBI Bank,Reliance Mutual Funds, Oberoi Cecil, SJVN,NDTV,Snapdeal,Tommy Hilfiger, Bio Age Mohali, ORBIT Biotech Mohali,,Abca Biosolution, IARI Shimla,Forensic InstituteJunga,Panacea Biotech,Shivam Additives,HFRI& CRI Kasauli,Exicom Jaypee Ind.,SS Enterprises,City Heart Centre Hospital,IGMC,Sri Gangaram Hospital New Delhi,Medical College& Hospital Chandigarh,Govt. HospitalChandigarh,CMCLudhiana,HP Police

Student Placement: The College has a very active Placement Cell which organizes several awareness programmes/workshops/placement drives for students. Industry stalwarts are invited to share their views with the students of the College and inspire them to probe beyond the confines of their syllabi. The academic linkages established by the institution have enhanced its academic profile and has resulted in an increased number of companies visiting the campus for placement. Some of them being LIC, WIPRO, Oberoi Cecil, IBM,

ICICI bank, Oriental bank of commerce, Snapdeal, Indigo Airlines, Tommy Hilfiger, Bharti Airtel, HP police, NDTV, Vistara Airlines etc.

Detail of the Seminars and workshops organized by the placement cell are given below:

- Wipro-Base organized a seminar in the College for registration of students for higher studies at BITS, Pilani.
- Seminar by IBM for campus placement for Executive Operations for Technical Voice Process, Non-technical Voice Process and Web Process
- Seminar on ‘Emerging opportunities in Broadcast journalism by India Can in collaboration with NDTV Worldwide was organized by the Placement cell of the College.
- Seminar on opportunities and courses for upgrading knowledge to get better placements in the market organized by ‘Orion Edutech’.
- Seminar on Job Placement by Government Info Solutions Private Ltd. with its Head office in Brisbane, Australia by Ms. Preeti Maxwell and Mr. Jai. It dealt with jobs in Call centres and opportunities for data entry
- Seminar on the new technologies around the world by Mr. Mriyunjay Bhaduria, CEO & Co-founder of Edukinect and a partner with Microsoft.
- Presentation by the Oberoi Group of Hotels on various job opportunities. Col. J.S Chauhan with his team apprised the students about courses in hospitality management
- Placement workshop by Infomaths. The students were apprised about the various work opportunities for their future.
- Placement workshop by IBM
- Placement workshop by the Institute of Finance, Banking and Insurance (IFBI).
- Placement Workshop by Interglobe, Gurgaon for Indigo Airlines. The workshop highlighted career opportunities in Travel & Tourism for graduates and undergraduates.

Faculty exchange and professional development: The College has fostered a relationship with different institutions, both national and international, that has resulted in faculty exchange and professional development. The Faculty development programmes and training programmes are being organized from time to time. The teachers have shown an interest in the advanced training program by incorporating ICT in their teaching and research. Details are as under:

Partnering Institutions	Activities
M.R Pai Foundation, Mumbai.	FDP: Engaging Pedagogies in Teaching
UGC	Workshop/Seminar on Physics Edu. Research
ICFAI ,IBS	Workshop on ‘Research Methodology’
The University of Fraser valley, Canada	Exchange Program
PIBM Pune	Student Exchange, Placements
Badrinarayan B. Mahavidyalaya, Jalna	Exchange Programs
IGNOU	MSc. DFSM , DNHE
IIAS	Research Associateship
Himalayan Forest Research	Organizing Seminars / talks on

Institute	environment, visits
CSK HPKV, Palampur	Paper setting, evaluation, BOS members.
HP University	Guest lectures
Academic Staff College, HPU	Refresher Courses/ Orientation program
Academic Staff College, PU	Refresher Courses/ Orientation program
Homi Bhabha Centre ,Mumbai	Workshop , International physics Olympiad
Panjabi University, Patiala	Workshop on Research Methodology

Research: The College promotes the scientific temper and research culture among its faculty and the students. Several international, national, state and College level seminars, workshops and events are organized to augment the research aptitude of the learners. Many teachers are involved in active research and have undertaken major and minor projects. They have conducted research surveys and studies and published it in reputed journals. These are in the public domain and might be used for larger policy purposes benefitting the community at large.

Details of linkages/collaborations under research are as under:

Department of Horticulture, Navbahar	Strengthening and sharing of the scientific and technical knowledge in the area of Vermi-composting
IGNOU	MSc. DFSM , DNHE
IIAS	Number of teachers have visited as research associates Two teachers have worked as fellows
Microsoft	ENTAP has provided Campus care software, which has enhanced Intra Campus Connectivity
RGM Govt. College, Mandi	Sharing of Library Resources
Govt. College, Dharamshala	Sharing of Equipment, Library resources
HP University	Inter Library Loan, Sharing of Resources
Badrinarayan Barwale Mahavidyalaya, Jalna	Sharing of knowledge and resources, Research Project ‘Ellora- A History in Caves’

Consultancy:

NAAC Accreditation Cosultancy :

- College IQAC member secretary was invited by Kurukshetra University IQAC to talk on ‘Best Practices’ in a national seminar on Higher education in India: Striving for Excellence[October23-24,2013].
- College IQAC member secretary was invited by HPU to speak on ‘Thinking Straight About Quality: Teachers Role’ in the national seminar on Role of Teachers in Quality Higher Education [October 5, 2012].
- College IQAC was contacted by Badri Narayan Barwale Mahavidyalaya Jalna Aurangabad for NAAC accreditation related guidance.
- College IQAC provided consultancy to Government college Kumarsein who are preparing to go in for NAAC accreditation.
- Coordinator for NAAC Accreditation of DAV college Kotkhai inquired about initiating the process of NAAC accreditation (Ist Cycle).Guidance was provided in July, 2015.

Academic Consultancy:

The College faculty provides consultative services as experts, members of Board of Studies, resource persons, trainers for academic programmes, paper setters, examiners, syllabus reviewers, and evaluators.

Details of the benefiting institutions are given in the table below:

<ul style="list-style-type: none"> • HPU • ICAI, ICDEOL • Pinegrove School • Chelsea School • Pre-examination Coaching Centre for SC/ST students • HIMCOM – Training • Bishop Cotton School, Shimla • Institute of CA of India • Bahra University • Navodaya Vidyalaya • Central Tibetan School, Theog • GuruNanak P. School, Ludhiana • UIIT 	<ul style="list-style-type: none"> • Conducted a one day workshop on ‘Women-their nutritional status and stress management at village Matholi. • D.A.V College for Girls, Yamunanagar • Maharaja Agrasen University, Baddi • Baba Sahib Bhimrao Ambedkar Univ., Lucknow • Sarvapalli Radha Krishnan Edu. College, Rampur • HIPA • Inspector for ISC and ICSE examinations • Women committee of FIBA • All INDIA IFS Wives Association • Indian Economics Association • IAPT • Shakespeare association of India
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Extension: The College has linkages with many institutes/corporate/industries/hospitals and NGOS for conducting extension activities like Nai Aashayen, Sages, Udaan, NGO Almighty Blessings, DDU, Lions Club, Indus Hospital, Medicare, IGMC, Red Cross Welfare society, WWF, INTACH, HIMURJA, Pollution Control Board, Charu castle foundation, Indian Economic Association, Shakespeare Association, Dept. of Horticulture, HFRI etc. A number of extension activities were organised during the last five years. Some of them are mentioned below:

Christmas celebration with the differently abled children from ‘Udaan’ and the deaf and dumb children from the school for special children at Dhalli who were invited to the College and were distributed fruits .

- A number of activities organized in the rural Government Middle School at Theog like Lemon race, Musical chairs and Hit the Joker. A Documentary film on Wild life was also shown.
- Christmas celebration with inmates of Model Central Jail, Kanda.
- Program organized for the aged people in Old Age Home. Students interacted with the inmates and distributed sweaters, hot water bottles etc.

Distribution of sweets in Sarvodaya Girls Bal Ashram, Durgapur.

- Tree plantation drives and Blood Donation camps are organized every year by the NSS and environmental cell in collaboration with different NGO’s, Clubs, hospitals and other agencies.
- Cleanliness Campaign was organized, supporting the Swachh Bharat Abhiyan. The NSS volunteers attempted to spread positivity by cleaning the College campus.
- The Alumnae of the College collected clothes, shoes, stationery items, toys to be donated to the poor and the needy.
- Two teachers and five students attended the First Meeting of the Working Group on State Sanitation Strategy .It was decided that the students will help the Anganwadi workers in maintaining their records.
- The State Level Awareness Campaign on Disability Badhte Kadam-2012 on Disability organized by Udaan.
- Participation in the activity called “Prayaas: the Human Touch” in collaboration with the Department of National Health Mission Welfare. This activity highlighted the talent of inmates of mental rehabilitation centre, Boileauganj.

Members of the Disaster Management Society participated in a Seminar on Renewable Energy at World Wildlife Fund's launch of their "Seize the Power" Campaign, held at Bachat Bhawan, Shimla

- The Health Club organized a Health camp in collaboration with Deen Dyal Upadhyya Hospital with the objective of providing free medical checkup of the staff and students
- The Culinary Marathon was organized all the shops set up their canteens and sold nutritious food at subsidized prices to the College students.
- Around 100 students went for a Nature Walk.

Publication: The College publishes its own Peer Reviewed, multidisciplinary, International "Journal of Research: The Bede Athenaeum" in which research articles and academic papers belonging to various disciplines are published. Annual Magazine Echoes and College Newsletter Impressions are also published, which give a brief account of all the activities carried out annually. Newsletter Bedonomics by Department of Economics, Knowledge Zenith by Dept. of Commerce, Unfettered by Dept. of English, Srijan by Dept. of Hindi and The Voice by Dept. of Political Science and History are also published. The College has a linkage with Mahajan Printing Press, Kanchi Printing Press, St. Paul Publishers, and Kalyani Publishers for the publication of the stated Journal, Magazines and Newsletters.

Introduction of new courses: A number of new job oriented courses have been introduced during the last four years. At the undergraduate level, Dance was introduced. At the PG level MA- English and M.Com were started. The Syllabus has also undergone a complete overhauling with the introduction of Choice Based Credit System (CBCS) under RUSA. This was done to ensure academic flexibility to the students. Many certificate/diploma courses, value added and skill based courses have been introduced to impart personal, technical and managerial skills to the students for their personal enhancement and also to prepare them for future career. Details below:

New Courses	MA(English),M.COM,M Sc(Under Consideration)
Certificate Courses: Value Added/ Skill Based	Beauty & Fitness, Tally, French, Fashion Designing, Travel and Tourism, Internet technology & web page designing, Econometrics, Communication Skills and Personality Development, Disaster Management

Student exchange: Various workshops/ seminars /competitions/and interface programs are organized for which the students from other Colleges are invited. Also other Colleges invite our students for such programmes which help in the academic and physical development of the students. MOUs/collaborations with national and international institutions have been entered into, which promotes student exchange programs and knowledge sharing. Some of them are listed below:

Institute/University/Agency/ Industry	Purpose
University of Fraser Valley, Canada	Student/Faculty Exchange Programme
Pune Institute of Business Management	Student Exchange Program, Placements
Badrinarayan B Mahavidyalaya, Jalna	Student Exchange Program
Tibetan Children Vill.,	Student Exchange Program

Dharamshala	
University College of Business Studies	Students Interface Prog, Management Fest

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The College establishes linkages with industry, academic and research institutes, through its committees/clubs/departments. All possible support and assistance for implementing the initiatives of linkages and collaborations is provided by the management. The College, considering the potential of the organization and the need of the College, identifies the scope of the collaboration. Regular meetings are planned and the responsibility is entrusted to a particular person to establish a rapport between the parties. After the formal dialogue between the parties, MOU/Agreement is signed by the Principal, followed by the collaborative activities.

CRITERIA-IV TEACHING AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The College follows a structured policy of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. New infrastructure is created and existing upgraded to keep pace with changing needs that arise because of academic growth and development.

The management of the College monitors the physical infrastructure and looks into the requirements on a regular basis. All the heads of departments and committees are required to submit their infrastructural requirements by filling up a form prior to the preparation of the budget for the new academic session. These are tabled in the IQAC meetings where they are discussed and added in the Perspective Plan of infrastructural development and maintenance. It is then forwarded to the management for approval. This ensures that the management has sufficient time to acquire and replace some of the outdated facilities/equipment by the beginning of new academic year.

Along with the financial resources from the College, some funds are also made available from government agencies like UGC, DBT (Star College) and RUSA under various schemes. Constant and proper monitoring of infrastructure helps in optimal usage of existing infrastructural facilities.

A few ICT enabled initiatives like Smart Classrooms, Biometric System for staff attendance, Wi-Fi enabled campus, Seminar Room equipped with latest Audio-Visual technology, sound proofing and Digital Podium etc. have been taken to meet the growing needs of the College in view of the expanding new age programmes and changing pedagogical skills.

4.1.2 Detail the facilities available

a)Curricular and co-curricular activities-Classrooms, technological enable class rooms, seminar halls, tutorial spaces, laboratories,

botanical garden, animal house, specialized facilities, equipments for teaching, learning and research etc.

(a)Curricular and Co-Curricular Activities

- Academic activities are carried out in eight primary blocks. There are twenty-four classrooms with varying capacities to accommodate 50-120 students. The classrooms have wide windows that ensure adequate light and ventilation. Most classrooms have a Podium and some are equipped with LCD Projectors to facilitate the teaching-learning process.
- Eighteen laboratories including three Computational Centres, which are equipped with adequate number of latest instruments and equipments.
- Four Smart (ICT enabled) classrooms for the benefit of staff and students.
- These are used extensively for teaching, presentations, demonstrations etc.
- There is a server room in the College.
- Technology enabled learning spaces include Computer Laboratories and Browsing centres equipped with adequate number of computers with 1 mbps BSNL Broadband net connectivity, Optical Fibres, FTTH (150 mbps) speed, Wi-max with 2 mbps speed for staff and students. The campus is Wi-Fi enabled.
- There are separate and spacious Dance and Music rooms in the College, which facilitate the creative, artistic and aesthetic nurturing of the students.
- Two rooms in the Marian Block are used for holding Art, Craft and Home Science Exhibitions.
- Rooms assigned for IQAC, NSS, and Placement cell, Research Room, Seminar Room, Grievance Redressal Cell and UGC Resource Centre.
- Stationery Shop that stocks all the necessary books and stationery material for the use of staff and students.
- Department Rooms have been allocated and a Departmental Library having adequate number of books which can be referred to by both teachers and students.
- A Seminar Hall equipped with latest Audio-Visual Technology and sound proofing system.
- A Multipurpose Auditorium with a seating capacity of 1000 is used for various College events (social, cultural, academic and sports).
- The Staff Room provides a place for recreation where the staff members work and socialize while not in the class. The staff room is equipped with five computers and a printer. There is also food heating facility, aqua-guard and attached washrooms.
- A new initiative by the department of Botany of the College has resulted in starting a small Medicinal Garden. Every plant is properly identified and labelled giving their Family, Botanical and Common Names and Medicinal uses. A Botanical Garden with 40 plant varieties that have also been nomenclatured.
- Vermi-Composting unit is there for the sustainable management of biodegradable waste.
- Two Green Houses with varieties of plants are there.
- Automated Library (seating capacity of 320 students) with e-resources is another prerequisite, which facilitates teaching learning process. It is spacious and has a sizable collection of Textbooks, Reference Books, Magazines, Journals and e-journals. There is an independent floor that

houses the Archives section with rare, ancient books and Digital Posters depicting the history of the College.

- The English language lab plays a vital role in co-curricular activities. It is used for imparting training to students to improve their communicative skills.
- The students can access the internet in Browsing Centres along with printing and reprographic facilities.
- The College campus is under CCTV surveillance. Cameras are installed at various locations in the campus. The hostel also has cameras for security.
- The College has made special efforts to be more eco-friendly. As part of energy saving initiatives, Solar Lights illuminate most of the classrooms. There is a Solar Heating System in the hostel and a Paper Recycling Unit. Rain Water Harvesting Units are useful for the storage and conservation of water. There is also a Garbage Collection Centre in the College.
- The College provides Hostel facility to 200 students. The Thevenet Block, the Marian Block and the Dina Block comprising of fifty rooms accommodate the students of the hostel. There is a Central Heating System in the hostel.
- The Dining Hall is spacious well ventilated and well lighted. It is also utilized to organize get-togethers on special occasions like Teacher's Day and Christmas Celebrations etc.
- There is ample parking facility in the campus for the staff and visitors.
- Biometric Machine is installed for staff attendance.

(a) Extra-Curricular Activities

- Basketball Court used for outdoor games and sports.
- An open stage is used for outdoor stage events.
- Courtyard in front of the College Auditorium is used for enacting street plays and other activities.
- The Multipurpose Auditorium is used for cultural activities, sports, seminars etc.
- The Common Room has facilities for indoor games like table tennis, carom board, chess etc.
- A cable connection through Tata Sky in the Common Room provides entertainment to students. They also use this service to update themselves with news and information.
- The Gymnasium and a Yoga Centre with a trained instructor provide easy access to the health conscious staff and students.
- Aqua-guards have been installed at various places to provide clean drinking water. Adequate numbers of clean and well-maintained toilets are there at various locations in the campus.
- Canteen comprising of three stories serves a good variety of hygienic food.
- An Infirmary has beds and First Aid facility for the sick students. Some departments have maintained the first aid box for emergencies.

4.1.3 How does the institute plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized? Give specific examples of facilities developed/augmented and amount spent during last four years (enclose master plan the institution/campus and indicate the existing physical infrastructure and the future planned expansion if any.)

The College makes systematic efforts from time to time to upgrade and replace its infrastructural facilities to keep pace with changing requirements because of academic growth and technology up gradation.

According to changing requirements, the College has provided the following facilities:

- Smart Classrooms, with Projectors.
- Laptops provided to the departments.
- Computers in the Library, Staffroom, Browsing Centres, Department Rooms and UGC Resource room.
- Biometric Punching Machine for staff.
- Reprographic facility in Library, Administrative office and Browsing Rooms.
- Projectors used in the Auditorium and Research Room.
- Digital Podium used from time to time.

Some of the major renovations, up-gradations, additions in the infrastructure carried out in the past four years are as follows.

- Buildings have been painted and whitewashed.
- Principal's office has been renovated.
- The roofs of the auditorium and B-block are repaired.
- The courtyard renovated.
- Vermi-Composting unit and a small Herbal Garden set up.
- The College has laid optical fibre cables, for better connectivity.
- The Grotto refurbished with granite.

Some of the major purchases made for the up gradation of the College:

- More CCTV cameras and intercoms installed for security.
- A Digital Podium, Computers, Laptops purchased.
- Purchase of furniture for the classes, departmental rooms and the office.
- Generator to overcome shortage of power.

The College has evolved a system for optimum utilization of available infrastructural resources through a shift system. Computer Laboratories are optimally used by this system. Batches are made for those classes in which students are large in number and are allotted different timings.

- The library gives access to readers and learners from outside the campus research scholars from other universities and Colleges frequently visit the library.
- A Multipurpose Auditorium with a seating capacity of 1000 is used for various College events (social, cultural, academic and sports etc.).
- Conferences, Seminars, Symposiums, Workshops, Training Programmes, lectures are conducted in the Auditorium. Posters related to various topics are displayed here.
- There are several competitive examinations such as HAS, PMT Exams and other exams conducted in the College Auditorium.
- Alumnae Meets, parent teacher meetings, admission, College elections, and cultural activities are held in the Auditorium.
- Medical camps, blood donation camps, health talks are held in the Auditorium and the Courtyard.
- Inter College activities, including departmental activities take place in the Seminar Room and the Auditorium.

- Research work is carried out in the Research Room.
- Basketball court is frequently used by students for sports and recreational activities.
- The Common Room has facilities for indoor games like table tennis, carom board etc. A television facility in the common room provides entertainment to students. They also use this service to update themselves with news and information. It is used for organizing lunch and tea during seminars, conferences and other College events.
- The Dining Hall in the hostel is utilized to organize small get-togethers on special occasions like Teacher's Day and Christmas Celebrations etc.

Such efforts ensure that special demands are managed effectively. The requirement of space and the need for additional structures is minimized by adopting such measures.

The plan for infrastructural expansion and equipment to be purchased in the future is as follows:

- Extension of Administrative Block, Canteen, D-block.
- Construction of labs, Classrooms and additional toilets.
- A new computer, printers, UPS, routers, firewalls to be added.
- Books, journals, e-resources to be procured.
- Equipment for Science labs and furniture will be purchased.

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?

There is a motor able road leading to the main building, which is connected to the ramp that has been constructed for aiding the movement of physically challenged students. The ramp is connected to the classrooms and washrooms of the D- Block. Another ramp leading to the College library is constructed. There is a computer with Wi-Fi connectivity for these students at an easy access in the library. The library staff is available for extending all possible support and help to such students.

4.1.5 Give details of the residential facilities and various provisions available within them: Hostel Facility- Accommodation available; Recreation facilities, gymnasium, yoga centre etc; Computer facility, including access to Internet and Wi-Fi facility; Recreational facility, common room with audio visual equipment; Available residential facilities for the faculty and occupancy; constant supply of safe drinking water; security.

The College provides Hostel facility to 200 students. The Thevenet Block, the Marian Block, and the Dina Block accommodate students of the hostel.

- Residential quarters for the non- teaching and support staff are available.
- Recreational facilities include a reading/study room and a TV room. As the hostel is within the campus, the students make use of the Gymnasium, Basket Ball Court, and the Common Room. The Common Room has facilities for indoor games like table tennis, carom board, chess etc. A cable connection through Tata Sky provides entertainment to students. The Gymnasium has adequate equipment and a trained instructor.

- The pathway in the campus that is surrounded by lush green trees and beautiful flora and fauna provides an ideal place for walks.
- There are routers in every floor of the hostel for net connectivity with Wi-Fi and Wi-Max. The students are allowed to keep their personal laptops
- RO water purifiers have been installed in the hostel and the mess for ensuring clean supply of drinking water.
- A Guard is deployed at the entrance 24 hours for security purpose. He keeps a check by maintaining a register of people entering as well as leaving the campus. In addition to this, there is a guard on duty outside the hostel throughout the night. The College campus is under electronic surveillance. Cameras in the campus and the hostel have been installed at various locations for safety purpose. There are wardens in every floor of the hostel to ensure security and discipline in the hostel.
- There is a spacious Dining Hall, where 200 students can eat their food together. It is also used for recreation during the nights, and during special occasions and celebrations.
- Good and wholesome food is hygienically prepared in a well-equipped kitchen.
- A trained nurse is made available 24 hours in the hostel. A driver and an emergency vehicle are also available.

4.1.6 What are the provisions made available to the students and the faculty in terms of health care on the campus and off the campus?

We have basic health amenities in the College. First aid facility is provided to the sick and injured students in the infirmary. Some departments have maintained the First aid box for emergencies.

Health Cards have been issued to all the students and teachers of the College, which are frequently updated.

The College has signed an MOU with INDUS Hospital, which is close to the College. Another MOU is signed with Medicare Health Services. A driver and an emergency vehicle are available 24 hours.

A trained nurse attends the sick and the needy in the hostel.

Doctors are frequently invited to give presentations and talks on topics related to health and wellness for the awareness of the students.

Free medical health check-ups are carried out frequently to check the vital statistics, for blood analysis, eye check-up, gynaecological problems, personal hygiene etc.

There is a Group Insurance Scheme for the staff from the Life Insurance Corporation of India where every member contributes Rs.150 or Rs 200 under the policy and is covered up to Rs.1.5 lacs / Rs. 2 lacs against any accidents.

4.1.7 Give details of the common Facilities available on campus –spaces for special units like IQAC, GrievanceRedressal unit, Women cell, Counseling and Career Guidance, Placement unit, Health centre, Canteen, recreational spaces for the faculty and the students, safe drinking water facility, Auditorium, etc.

The common facilities available in the campus include:

- The Chapel is ideally set up to provide good ambience for prayer.

- Placement Cell, Counselling Centre, IQAC, NSS, Grievance Redressal Cell have rooms. There is also a UGC Resource Centre in the campus. A Seminar Room, Common room, Women's Cell and Research Room
- Infirmary with a trained nurse is available.
- Logistics are available for exchange programme from Canada and India.
- Departmental libraries and rooms are available for the staff.
- Reception cabin, Examination Room, Language Lab and separate Administrative Block is there in the campus.
- A Vermi Composting unit, Paper-Recycling Unit and Water Harvesting Units are also available.
- The library is an ideal place with ambience and excellent facilities.
- Notice Boards are at various locations in the College to keep the students and staff updated with information.
- The Gymnasium attached to the common room with a trained instructor provides easy access to health conscious staff and students.
- The Basketball Court is there for sports and recreational activities.
- Aqua-guards are installed at various places to provide clean drinking water. Adequate numbers of clean and well-maintained toilets are there at various locations in the campus.
- A Canteen with three floors serves a good variety of hygienic food.
- A Multipurpose Auditorium with a seating capacity of 1000 is used for various College events (social, cultural and academic).
- The Common Room has facilities for indoor games like table tennis, carom board etc. A cable connection through Tata Sky in the common room provides entertainment to students.
- The Courtyard outside the College auditorium provides an ideal place where the staff and students can relax during their free time and enjoy the sun. An open space for outdoor theatre and other activities is there.
- The Staff Room provides a place for recreation. Staff meetings and get-togethers are held in the staff room. The Staff Room has ample space for working as well as relaxing and unwinding.

4.2 Library as a Learning Resource

4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The library has a "Library Advisory Committee." It is constituted to implement general directions, control, supervise, and provide guidance on the matters of library policy and development of latest resources.

Functions of the Advisory Committee:

- Formulates the library policy.
- Takes decisions on administrative and technical matters.
- Suggests, recommends and purchases the library materials.
- Plans and implements new techniques and technologies.
- Provides guidance/ assistance to the library staff.

Advisory Committee involves the Principal, faculty members from various departments and the librarian.

The following are the important initiatives implemented as per the suggestions and decisions of the committee:

- Selection and purchase of various Interdisciplinary Books, Journals, Magazines, Kindles and other learning materials of latest edition. Books of the latest editions are added every year.
- Management of funds.
- Up gradation of library e- resources such as., e-catalogues, e-journals, e-books, Computers and other learning materials according to the latest technology.
- Dissemination of the information on library Consortium (INFLIBNET-NLIST, Libwiz) and e-Journal.
- Photocopying and printing facilities are made available to the students.
- Wi-Fi enabled reading corners.
- Student Awareness Programmes, Orientation Programmes, Information Literacy Programmes, Book Exhibitions and Book Talks are organized.
- The Library Committee selects five students every year for the 'Best Library User Award'.
- 'Meritorious students' are given special facilities on the suggestions given by the committee.
- The Librarian selects student volunteers for various activities such as, stock clearance and stacking of books.
- Departmental Libraries have been set up on the basis of suggestions given by the library committee, every department in the College has its own library.
- Suggestions posted by the visitors in the suggestion box are analysed by the committee and implemented.
- Students of other Colleges/universities can be benefited by the College library.
- Ramps are set up for differently-abled persons.
- CCTV cameras are setup to improve library safety; the library staff monitors the students and ensures discipline and proper use of the resources available in the library.
- Bar-Coding of books is a new initiative of the library.
- Other infrastructural facilities like Tables, Shelves, New Arrival Display Rack, Periodicals Display Racks and Notice Boards have been added in the College library.

4.2.2 Provide details of the following: * Total area of the library* Total seating capacity* Working hours (on working days, on holidays, before examination days, during examination days, during vacation) *Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

The library is situated in a beautiful and modular building, which is located adjacent to the main building that offers excellent environment for study. College Library is well established, well ventilated, lighted, automated, and accomplished with all new technologies and modern facilities. The library has two floors housing special collections, Archives, Reference Section, Periodical Section, Circulation, IT zone; Wi-Fi enabled reading corners, special reading

sections for staff and students. Library has a Lounge Area for reading Journals, Magazines Newspapers and easy room for Relaxed Reading etc. Computers are provided in the library for accessing the internet, digital library and library OPAC.

Total Area: Library has sufficient area. It has two floors.

Central Library - 1013.65 sq.mt

Archives Section -500.65 sq.mt

Total seating capacity- 320 Seats

Working hours: The College Library is open from 9:00 am to 5:00 pm. It is closed on Sundays and public holidays. College library is accessible during exam days and summer vacations but remains closed during winter vacations. Students can avail library amenities during off hours on special request.

In addition to central library each department in the College has its own departmental Library. In total eighteen departmental libraries are there.

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

First Floor: Central Library

- Entry system (Rules and Regulations and General instructions, New arrivals and Notice board), Property Counter, Newspaper Section, Suggestion/ Complaint Trove, Periodicals (Magazines and Journals), Book bank, Librarian Cabin (Acquisition and Technical section), Circulation (Issue and return), IT zone for accessing e-resources (E-Catalogues, INFLIBNET and Indianjournal.com), Reference Section, Stack Room for Science, Arts and Commerce, Reading Sections, Competitive Corner, Question Bank, Corner for students, Corner for staff, Easy Room for relaxed reading, CCTV Cameras, Fire extinguishers

Floor II: Archives

- Rare Books Ancient Books, Back volume of National and International Journals and Magazines, Exhibition of College history through digital posters, Audio-visual aids: Projectors, Screen Computers, CD'S and DVD'S, Visual Charts, Maps, Microforms and globe.

The books in the library are arranged on the shelves in numerical order according to Dewey Decimal Classification System. This divides all books among ten main divisions with numbers.

Sign boards have been placed indicating different sections of library such as: Stack room for Arts, Science, Commerce, Reference Section, Book Bank, Back Volumes, Property Counter, Periodical Section and Archives Section.

Availability of open access mode to identify and select the relevant subject books by the students and teachers. Passwords of e-resources are provided to the users at the beginning of the academic session as part of the Orientation Programme.

CCTV cameras are installed in various sections of library in order to maintain discipline and to avoid misplacement of resources.

4.2.3. How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, Journals, and e-resources during the last four years

The library has initiated various means to ensure the purchase and use of current titles, journals, and reading materials.

- The Librarian provides a checklist of different subjects and catalogues of different publishers to the Heads of the various departments to select the current titles and other reading materials. In addition to the checklist of subjects related books, the librarian also make a list of recently published books, magazines and awarded books of the current year by referring to the newspapers and the internet.
- The HOD, faculty members, member secretary 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 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 library has subscribed to e-journals in addition to print journals besides facilitating access to the resources available in the open access.
- The membership for INFLIBNET –N-LIST and Indianjournal.com is renewed annually and this is the major resource for e-journals.
- Subscription fee for INFLIBNET Rs.5700 Indianjournal.com Rs.4200

Details of Library holdings:

College library has a total number of 33,000 books (Text books, reference books, books in Book Bank, Books in Departmental libraries, Ancient and Rare books),102 periodicals available in the College library. In addition, books for competitive exams and previous years question papers are also available. Library has INFLIBNET/N-LIST, e-brary in which 83,000 books and 6000 journals are available.

Library Holding	2011-12		2012-13		2013-14		2014-15	
	Number	TotalCost	Number	Total Cost	Number	Total Cost	Number	Total Cost
Text Books	1814	309180	2093	4,15,669	2206	4,62,467	2298	4,89,263
Ref. book	1709	500798	1797	5,97,284	1812	6,08,502	1921	660334
Journals/ Periodicals	42	67630	49	76,580	50	77,280	51	77,680
e-resources	-	-	-	-	-	-	24	45,311
DVD/CDs etc	550	5800	610	6013	707	6013	737	6013

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

ICT deployed in the library

The library has been consistently upgrading its structures and facilities in tune with the advances in ICT to make it learner-friendly and accessible. The library initiated the computerization operation in 2008 and could make significance headway in the application of modern information technology in information management to cope with the ever-increasing flow of information.

***OPAC Online Public Access Catalogue:** The library is automated using integrated software LIBWIZ. The software includes modules such as acquisition, circulation, membership, serial control, stock verification etc.

The users can have access to the collection using computer system which provides information regarding Title of the book, Author, Publisher, Accession number, language and Classification number for location.

Information regarding availability of books, date of return of issued books can also be located. It also provides information regarding periodicals and audio-visual aids.

***Electronic Resource Management package for e-journals:** Available through INFLIBNET N-LIST and Indianjournal.com. Numerous e-journals of various academic streams are available. Students can access these e-journals by using their username and password provided to them. Passwords of e-resources are provided to the users as a part of the orientation programme at the beginning of the new session.

***Library Webpage:** Library has introduced its Webpage in the College Website. The College website has detailed information regarding resources and the facilities provided by the library such as, internet browsing, online search for catalogue and books available in the library

***In-house/remote access to e-publications:**

In-house access of e-resource is available under, INFLIBNET/N-LIST Programme. 83,000 e-books, 6000 e-resources and 24 e-journals from Indian journal.com are available.

E-mail Id to locate e-journals — bedesstaff@gmail.com

***Library Automation**

Library services are fully automated through Libwiz- An integrated, multiuser, multitasking library information windows based software for automating its acquisition, cataloguing and circulation activities for example information regarding availability of book, date of return of issued books etc. The users can have access to the library collection using computer system which have information regarding title of the book, author, publisher, accession number, language and classification number for location. The users' database is updated and books issue and return is done through software. CCTV camera set up to ensure library security. These cameras help the library staff to monitor large areas of library from a single place. This also ensures discipline in the library.

***Total number of computers for public access:** In total thirteen computers are made available for public access.

***Total numbers of printers for public access:** Two laser printers are available for public access.

***Internet band width/ speed :** Internet access is through optical fibre (150 mbps), WiMAX (2mbps) and VPN (1 mbps)

***Institutional Repository**

College Magazine Echoes, Journal of Research The Bede Athenaeum, periodicals, e-periodicals, Newsletter Impressions, Conference/Seminar Proceedings, Question papers, DVDs, CDs of different subjects, Visual Charts, Gramophone record, Audiocassettes, Quiz card, Digit-CDs, Chip-CDs ,Computer active CDs, Departmental Newsletters

***Content management system for e-learning:** Libwiz, INFLIBNET e-Journals, Internet free browsing Participation in Resource Sharing Networks/Consortia (like INFLIBNET)

Library has INFLIBNET under N-LIST Programme.

4.2.5 Provide details on the following items:

***Average number of walk-ins Rs. 16,512 annually**

Year	Walk-Ins
2011	11655
2012	13230
2013	16050
2014	20500
2015	21129

*** Average number of books issued/returned =3603 annually**

Year	Issued /Returned
2011	3145
2012	2603
2013	4013
2014	4123
2015	4133

*** Ratio of library books to students enrolled =27: 1**

*** Average number of books added = 754 books annually**

Year	Books Added
2011	901
2012	857
2013	394
2014	866

***Average number of login to (OPAC) = 14,276**

Year	OPAC login
2011	9620
2012	10678
2013	13035
2014	18050
2015	20000

***Average number of login to e-resources = 2999 annually**

Year	Login
2011	1452
2012	2298
2013	3556
2014	3792
2015	3897

***Average number of e-resources downloaded/printed= 1149 annually**

Year	e-resources downloaded
2011	268
2012	727
2013	1240
2014	1437
2015	2073

***Number of information literacy trainings organized= 170 trainings**

Year	No. trainings
2011	25
2012	31
2013	32
2014	42
2015	40

***Details of “weeding out” of books and other materials**

In total 818 books are weeded out. 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. Old newspapers are utilized by students of Home Science Department and JBT for their project work. The Journal and periodicals are also weeded out each year.

4.2.6 Give details of the specialized services provided by the library

Following services are provided by St. Bede’s College library to its users.

***Reference** : Reference books comprising of encyclopaedias, dictionaries, directories, atlas, yearbooks, competitive books, gazetteers, are available. The number of these books is 2329. Long range and short range reference service is offered to the students and staff for retrieval of information. Apart from these prospectus, newspapers, question bank and audio –visual aids are there in the library.

***Reprography** : One reprography machine and two printers are available.

***ILL (Inter Library Loan Service)**

Many books are issued to the libraries of other organizations. Students of various institutes have benefited from the library of St. Bede’s College. Students of following Institutes have visited and borrowed books from the library:

- Himachal Pradesh University, Shimla.
- RGM, Govt. College Jogindernagar District Mandi.
- Govt College Dharamshala, District Kangra.

Information deployment and notification (Information Deployment and Notification)

The College Prospectus, Website and Webpage provide information regarding the library facilities, rules and regulations. The library has Display Boards for new arrivals, Orientation Programme, Book Talks, Book Exhibitions, Newspaper Clippings and Circulars.

Download

The users are allowed to download their needed information for the project, assignments etc.

Printing

The users are permitted to take printouts.

Reading list/ Bibliography compilation

Reading list and Bibliography is available. Guidance is given for Bibliography compilation to the students and teachers for their assignments and project work.

In-house/remote access to e-resources

In-house /remote access to e-resource is available in the College library through INFLIBNET under N-LIST programme, e-catalogue, Indianjournal.com

User Orientation and awareness :

- In the beginning of the session Freshers' Orientation (Information literacy programme) is organized every year in the College library so that newcomers become familiar with the library.
- Information and Literacy Programmes are organized for the staff and students from time to time to make them aware of recent technologies.
- Student Participation Programmes: NSS students participate and help in stock verification.
- Book Exhibitions and Book Talks are organized every year in the College library to encourage reading habits of the students. The exhibitions make aware the staff and the students to the latest editions of reference as well as subject books, pertaining to different streams.
- Major subject teachers take students to the library to enhance their reading skills.
- The Librarian apprise the students about library learning, portal that gives information of library software Libwiz, OPAC, INFIBNET and other related issues.

Assistance in searching Database

Library staff members assist the users in searching database.

INFLIBNET/IUC

INFLIBNET/IUC available and these have been used to search e-journals, Magazines and e-books on various subjects.

- Inflibnet/NLIST and e.brury : 83,000 e-books, 6,000 e-resources are available
- E-mail Id and passwords are provided to the staff and students.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the College.

Support for locating books, journals and magazines

The library faculty is keen to provide personal guidance, leading the users to the content of the documents. Support for locating library books, journals, magazines is provided by library staff.

Role of Librarian in research work and dissertation work

The library faculty provides assistance to the student in writing bibliography for their dissertation work. They also guide teachers and students regarding usage of e-journals and INFLIBNET.

Information regarding new arrivals

The new arrivals and library related information are made available through Display Boards. The current journals, magazines and catalogues are displayed on revolving stands.

The librarian delivers a lecture to the students about library e-learning, portal, which gives information of the library software and other issues.

Press Clippings Service

The collection of news on the institution published in various print media is organized and preserved by the library staff.

Downloading/Photocopy/ Printing Facility

Students and the staff are allowed to download /print /photocopy the required information.

Competitive Exams

Students are motivated and encouraged to prepare for various competitive exams. Previous years question papers are available.

Exhibition, Book Talks and Enrichment Programmes.

- The library arranges Book Exhibitions to attract the users to its resources. The recommendations are made from the books exhibited and the inter-disciplinary books are purchased.
- Book talks are also arranged annually in the College library to develop and encourage reading habits among the students. Prof. Usha Bande an eminent writer, critic and translator was invited for a Book Talk. She inspired and encouraged the students.
- Mr. Prem Chand the librarian of IAS was invited to give a presentation on INFLIBNET to the staff as a part of faculty enrichment programme.

Awards

‘Best Use of the Library’ award is given every year to five students. Meritorious students are given special facilities in the library.

Book Bank : A total number of 3,772 books are available in book bank of College library. Course books are issued to the economically deprived students. One student can issue three books for one year.

Property Counter: Readers can keep their personal books or any printed material and other personal belongings inside the library. These materials are to be kept at the Property Counter and these are looked after by the library attendant. Readers’ are advised not to leave their precious and valuable items like money, passport, credit card etc. at the Property Counter.

4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.

- Ramps for physically challenged persons are available.
- Computer facilities are provided to physically challenged persons.
- Special assistance is provided to these students by the library staff.

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

- College provides a feedback form to library users and the results are analysed. Feedback is obtained from the users who are chosen at random

annually. To get feedback based on the information provided by the users, data is analysed.

- There is a Suggestion box fixed in the Library. The suggestions received are analysed and discussed with the Advisory Committee and further action is taken for the betterment and enhancement of the facilities.

Some of the findings of survey of library users and measures taken by library committee to improve library services are given below:

Suggestions	Suggestions Implemented
Some PG students wanted more books to be issued for their references.	There is an increase in the number of books to be issued to PG students for their references.
The users mentioned that they required more computers for e- resources	More computers were installed.
It was suggested that more competitive books and magazines were required.	Competitive books, books on Current Affairs and Magazines were purchased.
The users asked for more newspapers.	Subscriptions were made for additional newspapers
Students of PG wanted additional e-journals.	Additional e-journals of different subjects were added, DVD and CDs were also added.

4.3. IT Infrastructure

4.3.1: Give details on the computing facility available (hardware and software) at the institution.

Number of computers with configuration

Hardware:

Labs/rooms	Systems	Configuration
Computer Lab-I	30 10	Pentium dual core,1 GB RAM ,160 GB HD,18` LCD I3 Acer ,500 GB HDD,4 GB DDRAM, 18` LED
Computer Lab-II	30	Pentium dual core,1 GB RAM,500 GB HD,18` LCD
Browsing Centre staff	4	Pentium dual core,1 GB RAM,500 GB HD,18` LCD
UGC Resource Centre	8 1(laptop)	Pentium dual core,1 GB RAM,500GB HD,18` LCD Dualcore processor,1 GB RAM,500 GB HD
Science Lab	15	Pentium dual core,1 GB RAM,500 GB HD,18` LCD
Server room	1 1	HP Proliant ML 350 quad core,2 GB RAM,1 TB HD,18` LCD Intel Xeon E3,32 GB DDRAM, 1TB Sata HD,18` LED
Library	8 4 1(laptop) 10*	Pentium dual core,1 GB RAM,500 GB HD,15` LCD I3 Acer,500 GB HDD,4 GB DDRAM,18` LED INTEL I3 dual core 5GEN,4 GB RAM,1 TB HD Kindle
Principal office	1	Pentium dual core,1 GB RAM,500 GB HD,20` LCD
Administrative office	6	Pentium dual core,1 GB RAM,500 GB HD,18` LCD
Departments	21(laptop) 6	Pentium dual core,1 GB RAM,500 GB HD INTEL I 3 dual core 5GEN,4 GB RAM,1 TB HD
Math/Geo./Eco. dept	3	Pentium dual core,1 GB RAM,500 GB HD,18` LCD
Sports Room	1	Pentium dual core,1 GB RAM,160 GB HD,18` LCD
Cyber Café	10	Pentium dual core,1 GB RAM,160 GB HD,15`

NAAC Self Study Report

		Monitor
IQAC Room	1(laptop)	Pentium dual core,1 GB RAM,500 GB HD
NSS Room	1	Pentium dual core,1 GB RAM,500 GB HD,18` LED
Research room	4 3	Pentium dual core,1 GB RAM,160 GB HD,15` Monitor I3 Acer ,500 GB HDD,4 GB DDRAM,18` LED
Community room	2	Pentium dual core,1 GB RAM,160 GB HD,15` Monitor
Examination room	1	Pentium dual core,1 GB RAM,160 GB HD,18` LCD
Rusa	1	INTEL I 3 dual core 5GEN ,4 GB RAM,1 TB HD
Language lab	20 1 1	Student Console Teacher console Desktop

Other Hardware:

<p>Printers: Server Room=1WiFi Laser, Computer Lab=4 Laser,1 Inkjet color Principal's Office=1 Lasercolor(3in1) Admin =3 Laser(3in1) Staff room=2 Laser, laser(3 in 1) 1)Science Lab=2 Laser Library =2 Laser, Laser (3 in 1) Sports room=1inkjet color cyber café =1 laser UGC room=1 laser UGC resource Centre =1 laser Exam. room-1 laser Research Room=1 laser RUSA=1 laser(3 in 1) Community room=1(3 in 1) CCTV camera= 45 HD,DVR 32 channel,Dome/Bullet camera</p>	<p>Digital Podium=1 Touch screen with sound Bar Code Reader=1 Logitech Broad Band =5 VPN, MHRD's Mission 1 mbps 1 Optical fibre FTTH 150 mbps,5 Wimax 2 mbps Projectors =9 Benq Interactive Board =4 Genne powerboard Presenters=4 cosmo Online UPS=1APC 2000UX 10 KVA, 4 APC 6000UX 5 KVA Switches(server room)=1 EMERSON 10KVA,22 DLINK 24 unmanaged switch Routers =1 Hp 48 g managed switch, 5 Dlink 600 mbps ,1Dlink 150 mbps Photostat machine = 3 Canon Biometric =1 ESSL Fax=1 Panasonic Camera= 1Nikon DSLR,1Nikon Coolpix, 1 Sony Handycam Color TV=4</p>
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Software Office Automation: Campus Care ,SPSS, Tally ERP 9

Library: Libwiz

Computer Dept.: Corel draw x7, Flash professional, Photoshop. Besides agreement with Dreamspark Microsoft campus for following software:

<ul style="list-style-type: none"> • Windows Server 3 • Windows 8,7,10 • Windows-XP professional(licensed) • Windows-98(licensed) • MS Office XP(licensed) • Turbo - C++ Compiler • Visual Studio • Oracle -7 • Corel draw • Visual Fox Pro • WinVista Enterprise with Ser. pack-1 • Win server'03R2 Enterprise Edition • Win Server'03 R2 Enterprise 64 Edition • Windows Server'03 R2 Std. Edition • Microsoft Computer Cluster Pack • Microsoft Computer Cluster Pack SDK • MS Computer Cluster Pack SDK(*64) • Windows Server 2008 	<ul style="list-style-type: none"> • Expression blend2 service pack1 • Expression encoder 2 service pack 1 • Expression media 2 service pack 1 • Visual studio team system 2008 team foundation server workgroup edition(Eng.) • Visual studio team system 2008 team foundation server service pack 1(all lang.) • MSDN subscription library English • Win.share point services with SP2 (all lang.) • Win.vista software development kit (SCK) • Direct X SDK • Windows server 2003 with SPI DDK • MSDN library for visual studio 2008 • Visual studio 2008 professional edition • Microsoft exchange server 2007 with service pack1 enterprise edition(*64) • MS office communication'07 spech server • Biztalk server 2006 R2
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<ul style="list-style-type: none"> • Visual Studio 2008 Service Pack-1 • Visual Studio 2005 Service Pack-1 • eMbedded Visual C++ 4.0with SP2 • eMbedded Visual C++4.0 with SP@QFE5308 • Office info path 2003 tool kit for Visual studio 2005 • MS office access'03 developer ext. • Expression Studio2, Media2 • Identify lifecycle manager'07 w/feature pack 1 • Office communication server 2007 • Search server 2008 • Sql server 2008 • Hyper -v server 2008 • Microsoft office accounting SDK • MS office accounting professional 2007 	<ul style="list-style-type: none"> • Biztalk server 2006 R2 accelerator • Biztalk server R2 adaptors for host systems • Biztalk server'06 R2 line of Bus. adaptors • Connected service frame work 2008(V3.0)English • MS office comm.'07 R2 enterprise edition • Office communication edition 2007 R2 • Unified communication managed API2.0 SDK • MS app.Virtualization4.5 for terminal ser. • Antigen commerce server 2007 • Forefont security • MS office project portfolio server 2007 • Office access project portfolio server 2007 • Microsoft office project server 2007 • Microsoft office project professional
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Open Source software

<ul style="list-style-type: none"> • Libre Office • Ubuntu • Vamp Server • Mozilla Firefox 	<ul style="list-style-type: none"> • Chrome • Fortran • GNU • Latex • Chemdraw
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Antivirus: Trend Micro Maximum security

Computer Student Ratio: 1:1(according to the time slot)

Stand-alone facility: Yes, the College has a Browsing center and Cyber Café for the students to use for research purposes. Wi-Fi access is available throughout the campus for staff as well the students.

LAN facility: The College campus is interconnected with LAN in ring topologies. Students and the Faculty can access internet anywhere in the campus through the network for 24 hours. All the Departments, Library, Administrative Offices, Laboratories, Seminar Room, Auditorium etc. are connected to the internet by LAN and Wi-Fi facility.

Wi-Fi Facility: The entire campus including College and the hostel is connected to the internet by the Wi-Fi facility. The campus is well equipped with 5 VPN connections under MHRD's Mission (1 mbps), 1 Optical fibre FTTH (150mbps), 5 Wimax (2 mbps).

Licensed Software: The College is equipped with legal licensed software. The libraries services like Bar Coding, e-catalogue are computerized through Libwiz software. Computerization of the administrative services is done by the Campus care software.

Number of Nodes / computers with internet facility:173 Computers have internet connectivity.

Any other: Academic CCA for Students, Admin-Online submission of application forms, computerized admission process, generation of e-certificates (bonafide /character/income tax, transfer certificate, MIS reports). The systems are protected by Trend Micro Internet Security Antivirus.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

All the departments of the College have computers/laptops with internet connectivity. The campus has been networked with LAN. An appropriate

number of LAN switches have been installed in the various departments depending on the number of users. All the departments are Wi-Fi enabled. Apart from this, Browsing Centre for the students with 12 computers has been set up.

Students and faculty use computers/laptop for their seminars, PowerPoint Presentations, Practical and Printing of the reference material gathered from different sources.

Internet Facilities :

Sr.no	Type of Connection	Speed
1	VPN	1 mbps
2	Optical fibre FTTH	150 mbps
3	Wi-max	2 mbps

4.3.3. What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

- The College periodically fulfils the necessary ICT (hardware/software) requirements for the preparation of the budget for the new academic session. 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.
- A Purchase Committee is functional for upgrading the IT infrastructure.
- A full-time technical assistant in-charge to follow up the upgrading needs of the institution.
- Training Programmes for the faculty which can help in need assessment and prospective upgrading options.
- The financial strategy is to apply for grants from the UGC, DBT etc.
- The upgrading of the ICT infrastructure of the campus is also managed by the College Management.
- Steps are being taken to provide ICT enabled class rooms to all the departments.
- Old computer versions are frequently replaced with new versions based on the requirement.

4.3.4. Provide details on the provision made in the annual budget for procurement, up gradation, deployment and, maintenance of the computers and their accessories in the institution.

As and when there is a change in the technology in the field of computers, the College makes the necessary update in the computer hardware/ software. In the budget there is special provision kept for the repair, up gradation and maintenance of the computer systems. In the last five years, new computers/laptops have been bought and the existing systems have been updated.

	2011	2012	2013	2014	2015
Procurement	1491818	688080	252350	601985	23,00,000
Upgradation	55000	65160	131028	104330	7,00,000
Deployment	83843	45524	53002	24331	73976
Maintenance	21760	-	68500	-	-

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer aided teaching/learning materials by its staff and students?

- The departments have been provided with Desktops, Laptops and Internet Connectivity facilitating the preparation of computer aided teaching learning material. Faculty workshops have been conducted for giving training to the staff members on the use of latest technologies.
- Resources from various Websites/Web-Links are used by the faculty for the regular teaching-learning process.
- Faculty prepare their own presentations.
- The College has MSDN academic alliance with MICROSOFT, which offers unlimited use of Microsoft products. Apart from this, College has also procured the necessary licensed software.
- Open source software are also used by the faculty and the students.
- e-resources access through INFLIBNET facilitates the faculty and the students for the preparation of learning material.
- Students are connected on social networking sites (Whatsapp /Facebook) group for the sharing of information and e-resources.
- The students use the ICT facilities for Power Point Presentations, Assignments, Projects and other activities.
- Online Tutorials and e-resources are extensively used by the faculty for the teaching learning practices.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on line teaching –learning resources, independent learning, and ICT enabled classrooms /learning space etc.) by the institution place the student at the centre of teaching learning process and render the role of a facilitator for the teacher.

The College has proactively adopted a student-centric approach making the students competent in using the ICT enabled classrooms in their presentations, assignments and seminars. They access the learning resources online and also use library facilities encouraging them to be independent learners. Taking into consideration the importance of ICT in today's changing times, the College emphasizes on the optimum use of the latest technologies.

- More than five online presentations/lectures were delivered by Dr. Shonali Sud, department of Psychology, through VIZIQ in Bangalore and Singapore using Skype.
- The College organized a NAAC sponsored National Seminar on Institutional Quality Improvement: Role of ICT, Prof. P.K. Ahluwalia delivered a lecture on MOOC.
- INFLIBNET services are used by the staff and the students for references.
- Lectures on Cyber Crime have been delivered by Ms Satwant Atwal, IG Police, Shimla and Mr. Abhisekh Dhullar, SP Crime Branch, Shimla and also by Mr. Arun Soni from Chandigarh.
- Students are connected on social networking sites (Whatsapp/Facebook) group for the sharing of information and e-resources.
- Windows 8 Application Development Program was organized by the department of Computer Science, for the students.

- Android Application Development Program was organized by the department of Computer Science, for the students.
- The department of Computer Science organized National Seminar on “Web Based Technologies: Present and the Future”
- Online tutorials like www.spokentutorial.org are extensively used by the students for the learning practices.
- Open Source Software’s like Libre office, Ubuntu, Vamp Server, GNU, Latex etc. are also used by the students for their assignment preparation.
- Virtual labs are used by the students as a learning process.
- E-resources access through INFLIBNET facilitates the faculty and the students for the preparation of learning material.
- The BCA students visited the IT Park, Chandigarh and HPPCL, Shimla to gain the practical knowledge on the new trends and technologies.
- Students use Lab facilities for compiling, editing and printing materials.
- A separate Language Lab is being used by the students.
- The College provides INFLIBNET, e-library and e-journal facility to all the staff and students.
- E-books and online notes are shared with the students through emails to enhance their learning.
- Students are motivated and assisted to use ICT for their presentations, assignments, projects and seminars.
- Students use Online Spoken Tutorials for preparing their assignments and presentations.

4.3.7. Does the institution avail of the national knowledge network connectivity directly or through the affiliating university? if so, what are the services availed of:

The College is connected to Information and Library Network (INFLIBNET) Info centre, Ahmedabad. The College has the access to N-LIST (National Library and Information Services Infrastructure for Scholarly Content) on-line resource facility of UGC-INFLIBNET- NLIST provide access to electronic resources (6000 + journals and 83000+ e-books) and other relevant e-resources.

The College also has 1 mbps internet connectivity through BSNL under the National Mission on Education through ICT (NMEICT), funded by the Ministry of Human Resources development, Government of India.

4.4 Maintenance of Campus Facilities

4.4.1 Overall maintenance of the campus

The College campus has the best infrastructural facilities, which are used optimally and provides an ideal setup for teaching, learning and overall growth of the institution. The College has a regular practice of maintenance it takes necessary measures and carries out the repairs and maintenance of the buildings, equipment, appliances, computing and networking facilities, LCD Projectors, Smart Classrooms, Digital Library, Reprographic machines, Water purifiers, CCTV cameras, Biometric machine on a regular basis. The College ensures optimum allocation and utilization of available financial resources to procure equipment, build and maintain buildings, look into repairs and

fixtures, cleanliness and security. All possible measures are taken to repair maintain and upgrade the campus.

Particulars	2011	2012	2013	2014	2015
Building	216241	2105640	681066	3541902	162099
Furniture ,Equipment	225056	52456	1715076	463425	404381
Computers	1429968	962780	451271	462295	23300
Any other(electrical repair, library, Vehicle)	237790	2286059	1528718	3669238	35625

4.4.1 How does the institution ensure optimal allocation and utilization of available financial resources for maintenance and upkeep of the following facilities (substantiate your statement by providing details of the budget allocated during last four years)?

As per the necessity, the available amount is allocated and utilized to ensure the upkeep and maintenance of the buildings, campus and all the equipment/facilities available in the College. The available financial resources for the last four years have been - UGC, RUSA and DBT. The College has judiciously utilized funds for the upkeep and maintenance of the institution. All the equipment/instruments of the College are well maintained. The management monitors the infrastructure and academic facilities, regularly. At the beginning of the academic session, and as per the requirement all the departments give a report of maintenance work as well as the equipment/instruments, required by them. The principal and IQAC then look into the allocation of budget to the various departments. St. Bede’s Education Society carries out the maintenance, repair and renovation work. A team of service providers such as gardener, electrician, plumber, helpers and carpenter provide round the clock service.

The St. Bede’s Education Society looks into:

- Purchase of equipment/facilities etc.
- Maintenance of physical facilities and building of new infrastructure.
- The renewal of the fire safety licence at the stipulated time.
- Ensuring of cleanliness and maintenance of the landscape, buildings, passages, pathways and grounds.
- Maintenance of the electric wiring, appliances, and instruments.
- All the works related to carpentry, plumbing, gardening and overall maintenance.
- AMC for water purifiers and campus care software.

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the College?

The maintenance of the College, the facilities and equipment like computing and networking facilities, electric appliances, water purifiers, CCTVs, projectors, smart boards and laboratory equipment is done on a regular basis. Professional help is taken to carry out the maintenance and upkeep of the buildings, laboratories and the equipment/facilities. The proposed budget of the financial requirement is submitted by the Heads of the Departments under various budget heads, this is then scrutinized by the Principal and IQAC. The St, Bede’s Education Society looks into the maintenance and upkeep of the infrastructure, facilities and equipment of the College.

- The College has adequate staff for cleaning. Special care is taken to clean the entire campus.
- A gardener maintains the lush green campus.
- Maintenance of the computers, printers and generator is outsourced.
- Two computer technicians maintain the hardware and software.
- A contractor is associated with the College on a regular basis. He looks after building work, renovation, repairs, maintenance work and up gradation of the infrastructure facilities.
- The laboratories have lab assistants who supervise the experiments conducted, check and maintain all the equipment, instruments etc. available.
- Experts are called to execute the repairs of the laboratories/equipment and facilities.
- The library staff ensures the smooth functioning of the library. Books are stock checked at the end of the session, the old books are preserved and the new ones are added.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?

The instruments are checked and maintained periodically. The Heads of the Departments inform the principal about the status of the same. Equipment are checked and the necessary calibration is carried out by the experts. Instruments and equipment are procured after the need is assessed by the Heads of the departments, who then make recommendations for the purchase to the St. Bede's Education Society. The university carries out the annual inspection of the laboratories. The library staff does the stock checking of the library at the end of the session and the books are ordered on a regular basis. The computer technicians check all the computers and accessories and report the requirement related to repair, renewals and maintenance to their department heads from time to time.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuation, constant supply of water etc.)?

- MCB (Main Circuit breaker) are there in all the floors of the buildings.
- The computers run through UPS for uninterrupted power supply and voltage fluctuations.
- There is a continuous supply of water, as the water tanks have ample storage capacity and are placed at a proper level to ensure adequate supply.
- There is water storage via rainwater-harvesting units in the College.
- Water purifiers are installed for purified drinking water.
- A generator to overcome shortage of power is there.

Any other information regarding infrastructure and Learning resources that the College would like to include.

St. Bede's has an impressive campus, which is endowed with natural landscaping. The beautiful trees and plants add peace and serenity to the clean and maintained campus. It is spacious and the infrastructure is thoughtfully used for multiple activities curricular, co-curricular, and extra-curricular. The

facilities are used and maintained to upgrade the quality of academic as well as other programmes. St. Bede's Education Society takes all possible measures to ensure proper maintenance and upkeep of the campus.

- There is ample parking space in the College for staff and visitors.
- The College is strategically located and is well connected with the main town, commuting is easy.
- The library has the best facilities. User friendly initiatives have been taken for optimum use of the services, the Archives Section has digital posters depicting the history of the College,
- The campus is pollution free and the students are sensitive about a clean and green environment.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support:

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Prospectus cum Handbook

Yes the College publishes an updated prospectus/handbook every year with the admission form which is also available online.

The following information is included in the prospectus:

- Vision & Mission
- A brief profile of the College
- Facilities Available in the College
- Code of Conduct
- Courses Offered
- Eligibility criteria for admission
- Admission Procedure
- RUSA Syllabus for Arts & Science
- Fee Structure of all courses
- Self-Financed Courses, their syllabus
- Value Added/Skill Based Programmes
- Clubs & Societies
- Awards & Prizes
- Special Prizes
- Financial aid/Scholarships for Deserving Students
- Vacation/Examination Schedule
- Department- wise faculty details
- Anti Ragging rules
- Sample Proforma for Affidavit for Anti Ragging and short attendance.

The prospectus committee studies the university guidelines every year. Discussions are held about latest eligibility criteria and other regulations with the staff council admission committee and the stakeholders. On the basis of deliberations, changes are incorporated in the prospectus. The administrative staff assists in providing information about admission process. The prospectus details are also uploaded on the college website.

5.1.2. Specify the type, number and amount of institutional scholarships/freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Institutional Scholarships and Financial aid is made available to deserving candidates and is disbursed on time.

Fee Concessions:

Year	Boarders	DayScholar	Staff Ward	No. of Students	Fee Concession
2011	5	5	4	14	3,06,532
2012	3	3	2	8	1,58,400
2013	3	2	2	7	1,81,000
2014	3	1	4	8	1,76,041
2015	2	1	5	8	1,58,400

5.1.3. What percentage of student receives financial assistance from state government ,central government and other national agencies?

Financial assistance from State Government:

Year	No. of Scholarships	Total no. of students	% against total
2011	11	591	1.9%
2012	14	784	1.8%
2013	11	736	1.5%
2014	15	966	1.6%
2015	13	1029	1.3%

A number of scholarships have been given to the students by National Agencies such as SJVN, BSNL and INSPIRE. The application for scholarships is online and the money goes directly into the student's account. The last five years has seen a consistent increase in such scholarships.

5.1.4. What are the specific support services/facilities available for

Students from SC/ST, OBC and economically weaker sections:

- At entry level the admission eligibility percentage is lowered for all SC/ST, OBC for all streams. It is mentioned in the prospectus as well.
- Fee concessions for the SC/ST and economically marginalized exist.
- Students are encouraged to join skill development courses.
- Remedial classes are taken.
- Medical assistance is available for students.
- College transportation is available under CPE scheme.

Students with physical disabilities:

There is a provision of special ramps leading to the auditorium and class rooms and also to the library for differently-abled students. There is a provision for fee concession for them as well. Special attention is showered by peers and teachers to boost their morale.

Support services/facilities for overseas students:

- Overseas students are accommodated in the admission process.
- They are given preference for hostel facility.
- Language support in the form of help classes is given by peers and teachers.
- Regular guidance and mentoring is done by Sisters and teachers.
- All special needs are fulfilled by the warden/Sister in charge.

- Problems related to migration are sorted out with the help of administrative staff.
- Liaison with local administration and passport office is also looked into by the administrative staff.

Participation of students in various competitions/National and International:

Sports participation:

A number of sports activities such as athletics, cross country, skiing. Basketball, table tennis, badminton, volleyball, carom board and judo are conducted throughout the year. A gymnasium is provided with a physical instructor for the wellbeing of students. A number of students participated in National and International sporting events.

The College team participated in the Cross Country trials, and Nivedita Singha was selected to represent the university in cross country and 5000m.

In athletics Sonia Gupta was selected to represent the university. Rashael Kanwal won a prize in an International skiing event.

Cultural participation:

The achievements of our students in various cultural competitions in other institutions are:

Competition Details	Organized by	Prizes won
2011		
All India Women Dance Competition	Dept. of Lang. Art and Cult. HP, Charu Castle, Folk Art and Himachal Tourism	3 rd prize in senior category
Inter-College Poetic Symp. Painting and story writing	SJVNL, HP Kshitij Art Society, Gurgaon	3 rd prize Rs. 6000/- & Trophy Silver Medal & Certificates
Internship Declamation	HPSPCB	1 st & 2 nd prize
2012		
Youth Festival	Nalagarh Govt. College	3 highly commended awards
Dance	Charu Castle Foundation	3 rd prize of Rs.1000/-
Declamation/Symp./ Eloc.	Shri Aurobindo Society	3 prizes & Debate Best team
2013		
Utkarsh Annual Fest	UIIT HPU	Street Play-2 nd prize, 42 participation certificates.
Dance Competition	UDAAN, Gaiety Theatre	Certificate of participation
Sh. Aurobindo Day Cel.	R.K.M.V., H.P.	3 first prizes
Youth Festival	Govt. College, Dhaliara	1 highly commendable award
Global Dance Fest	Dept. of Lang. Art and Cult. HP, Charu Castle, Folk Art, HT, DD & ONGC.	Naati, folk dance got consolation prize and 24 certificates of participation
UIIT Fest (play, dance)	Organised by UIIT	2 prizes, 42 certificates of participation
Swaranjali	Evening College, Shimla	1- 3 rd prize in poetic symp.
Debates & Declamation	GND, Amritsar	One medal and certificate
Painting & creative writing	Kshitij, Gurgaon	1 silver medal and certificates
Inter College-Youth Fest	GNDU, Amritsar	1 medal and 1 certificate
Miss. Shimla	Organised by Amar Ujala	Miss. Shimla title won
Miss. Himachal		1 st Runnerup Ujala Rajta
2014		
Biotechnology Internship Public Speaking Contest	Novozyme sponsored, at JP, Waknaghat	Cash prize Rs. 15000/- and two months internship training at Novozyme, Bangalore
Youth Fest	Siddharth Govt. College, Nadaun, Hamirpur	2 nd highly commended prize for debates

NAAC Self Study Report

Youth Fest	Sanjauli Govt. College	Highly commendable prize
Youth Fest	Govt. College, Dehri	1 st prize in collage making
Dramatics	Sanskrit College, Solan	Highly commendable prize
Hindi Divas Celebrations	Himachal Lekhak avam Kalakar Sang	2 nd prize in poetry competition
16 th Global Female Dance Competition and Carnival	Dept. of Lang. Art and Cult. HP, Charu Castle, Folk Art, HT, DD & ONGC.	12 medals and certificates of participation
UIIT Fest	UIIT	3 first prize, 2 second prize
UCBS Fest	UCBS, Shimla	1 st & 2 nd prize.
Hindi Divas	Sanjauli Govt. College	1 st prize & best speaker award
UTKARSH College Fest	UIIT, Shimla	1 st prize debates
Decl. World Food Day	Shoolini Inst. of life Sc.	Participation Certificate
Miss. Himachal		1 st Runners-up
2015		
Youth Fest	Govt. Seema College, Rohru	1 st prize in Kathak
RAPSODY	HPUCBS	8 Prizes

Intra- College activities:

The College takes keen interest in the organisation of various co-curricular and extra-curricular activities to encourage talent, hone organizational skills of the students and to promote team work among them.

The new session commences with the orientation of the fresh students. This orientation is planned and implemented by the seniors. The College elections are a major activity in which all the students are involved. After the formation of the student council, the activities that follow in rapid progression are: Installation ceremony, Inaugural Mass, Fresher's Welcome, Mother Foundress' Day, intra and inter College competitions in Western Dance, Folk Dance, Singing, Debates, Street Plays, Quiz, Powerpoint presentation on Environment Themes, Poster Making, Rangoli, Serendipity-College Fest, Sports, Annual Prize Distribution Day, Grad's Nite, Office Laying Down Ceremony and the Commemoration of special days like Independence Day, Red Ribbon Day, Hindi Divas, Teachers Day, Children's Day etc.

Medical assistance to students:

An MOU with Indus Hospital and Medicare Lab has been inked by the College and in case of any emergency, the students are taken here at any given odd hours and the College vehicle is used.

The College has an infirmary and a qualified nurse to attend to students during College hours. In the hostel too there is a trained nurse. A number of departments have a first aid kit to treat any minor emergencies.

The College organizes a number of activities related to health. In an attempt to provide awareness among students and staff about various ailments and its preventive measures, a number of lectures and camps are organized.

- Resource person Dr. Swati Patial from Indira Gandhi Medical College lectured on breast and uterine cancer, menstruation, skin related problems and diabetics.
- A general checkup camp for the students and staff of the College is organized annually.
- Dr. Ashwani Sood, Associate Professor, Paediatrics and Head, Neonatal Unit, Indira Gandhi Medical College, Shimla spoke at length about the relevance of breast feeding and weaning.
- A health camp for testing haemoglobin and physical fitness was conducted for all the students and staff of the College.

- The Lions Club Shimla in collaboration with the NSS unit of St. Bede's College organizes a blood donation camp and a Health check-up camp for the students and staff of the College. President of the Lions Club Shimla, and the College staff members of the Lion's club help in organizing this event. 100 to 150 units of blood are donated by the students and staff members every year.
- Lifestar Pharmaceutical Private Limited organized an interactive talk on female health and hygiene. Dr. Pushp Lata Sood (MD Gynaecology) was the chief speaker.
- Glen-mark Pharmaceutical organized an interactive talk on Acne management in which Dr. Mudita Gupta (M.D, Dermatology) was a special speaker.
- The North Zone Indian Association of Preventive and Social Medicine on the occasion of World Rabies Day which is observed all over the globe on 28th September every year organized a sensitization workshop on Rabies.

Organizing Coaching Classes for competitive exams:

The students are guided and helped through both formal and informal coaching. Students are offered free coaching for PMT and AIEEE at H.P University, where our College professors take classes for all science subjects. Classes for CAT, MAT and banking services were organized. The College library houses a rich variety of books for competitive exams funded by the UGC and also has a career notice board. Faculty members provide guidance and conduct mock tests and interviews.

Skill development programs:

At St.Bede's College, importance is given to this aspect of education. Various skill development programs are conducted in the departments to impart personal, technical and managerial skills to the students for their personal enhancement and also to prepare them for future career. Observing the need for computer skills among the students, the College offers various skill based Compulsory and Add-on courses like:

- Basic IT Skills.
- C-Language.
- Web Page Designing
- Tally course which has a tie up with Sai Digitech Professional Institute
- Skill based programs like YAPPON, Webpage designing etc.
- PC package course for one year.

Workshops conducted to enhance skill development:

- Workshop on Android by ROBOTTECH
- Workshop on windows 8 by EDUKINECT in collaboration with Microsoft
- Seminar on E-waste by Dr. Arvind Kalia
- A workshop on MOOCs was conducted for students to do free online courses.
- Mind Mapping – a method of accelerated learning.
- Case Studies are conducted to enhance decision making skills and to help students understand complex business issues and stimulate discussions of alternative view points.
- Workshop on “Live demonstration of experiments for the Love of Physics”

To further strengthen the employability of our students, the College offers a number of certificate courses in:

1.	Disaster Management	5.	Beauty and Fitness
2.	Travel & Tourism	6.	French Language
3	Internet & web based designing	7.	Tally
4	Comm. Skills & Personality Development	8.	Econometrics

To promote creative skills a number of Hobby Courses/GI offered:

<ul style="list-style-type: none"> ▪ Classical Dance ▪ Textile Designing ▪ Science Technology & Society 	<ul style="list-style-type: none"> ▪ Instrumental Music ▪ Psychoactive plants and Society ▪ Basic Cooking
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A Language Laboratory to improve the English language skills of the students is provided.

The Dept. of English and Political Science has started a Book and film club called *Afterthoughts* which promotes the skills of critical analysis, speaking, listening and reading. One book and a film is shown and discussed every month.

Student group seminars and PPTs by students are conducted by all departments to encourage research and presentation skills.

Minor in-house projects initiated by some departments also add to the skills of the students. Department of zoology has created a vermi-compost unit with help of students and College helpers.

Department of History did a project on Ellora - A history in Caves; and has done minor regional projects.

Department of Home Science is doing a project on “A study of the food habits and nutritional awareness of the students of St. Bede’s College”

Support for “Slow Learners” :

Slow learners are identified on the basis of their response in class and performance in the test. Thereafter the following efforts are made to help the slow learners:

- Problem area of the student (family, friends or personal condition) is identified.
- Understanding that each student has a level of her own, teachers try to find out the strengths of a weak student and try to encourage and build her confidence. Teachers regularly inspire slow learners to fix learning objectives and outcomes and also sometimes give them memory tips and special assignments.
- Slow learners with language difficulties are encouraged to do self-reading and to come to the departments during extra time for understanding the keywords.
- Extra and separate questions are given to them to engage them in the habit of study.
- We try to group slow learners with strong peer, thus providing a peer support system. This arrangement also helps the high performing peer, as it gives her a chance to re-learn.
- At the beginning of the session, subject Bridge Classes are conducted to give an idea about the course taken by the student.
- A Book Bank exists in the library to assist students.
- Remedial classes are conducted twice a week to discuss and help slow learners.
- Personal counselling and mentoring is done by subject teachers outside class hours.

- Regular assignments, tests, presentations, group discussions, guest speakers, quiz, field trips, industrial visits, educational tours, in house projects, practical, experiments etc. are done by all departments to enhance the performance of their students.
- To improve spoken English a language lab is provided and for computer literacy a computer lab and cyber café is there.
- Besides this the performance level of the slow learners is communicated to the parents/guardians during the parent-teaching meeting so as to ensure multi-level monitoring and motivation.

Exposure of Students to other institutions of higher learning /corporate /business houses etc.

The College has signed a number of MOUs with reputed Institutions. The aim of these partnerships is to assist students understand diversity between different Colleges and to undertake projects associated with those Colleges and region. The institutions are:

- The University of Fraser Valley, Canada
- PIBM Pune for the benefit of the Commerce and BBA
- Badri Narayan Barwale Mahavidyalya, Jalna, Aurangabad.
- Medicare Labs
- Himalayan Forest Research Institute.
- Indus Hospital
- Sai Digitech Professional Tally Institute

Every year the Academic Departments organize various educational tours, field trips, industrial visits, internship and student exchange programs.

The students were taken to following places during the assessment period:

- Educational trips to Lahaul- Spiti, Maldevta (Dehradun), Kamrunag and Renuka-Nahan.
- Visit to CPRI and Advance Studies
- Educational trip to Forest Research Institute Dehradun
- Exposure trips to Amritsar & Science City (Jullandhar)
- Educational visit to Army Heritage/State Museum
- Educational trips to Science city, CPRI, IARI, Y.S. Parmar Horticulture University (Nauni).
- Arboretum at Potter's Hill.
- Studies were conducted at the Water Catchment Area in Kufri & Summer Hill, Ashwini khud, Karol Ka Tibba, Kali Ka Tibba and Plant collection centre Mashobra.
- Trip to weaving centres like the Tibetan Weaving Centre at Panthaghati.
- A minor field project entitled "Ellora-A History in Caves", an assignment based on the syllabus to create research aptitude in students. This was a part of students exchange program with Badrinarayan Barwale Mahavidayala , Jalana, Aurangabad (2015).
- Educational trip to I.T. Park, Chandigarh, Power Corporation, Shimla & Science City.
- Student's field trip to Junga.
- Participation in the Kasauli Litfest every year.
- An interdisciplinary activity of English with Hindi and Home Science Department went to village Sandhu and Narkanda to collect folk tales, traditional cuisines and traditional wear.
- Visit to Panchayat/Mahila Mandal Theog by Political Science Department.

- Department of Commerce and Business Administration conduct industrial visits to:
 - WIPRO at Baddi
 - Minchys food industry at Sadhupul.
 - Mohan Meakin Brewery, Solan
 - An Educational tour was organized to Deoli Fish Farm, Bilaspur.
 - Educational Trip to Jim Corbett Park at Nainital.
 - Wheat, Barley Research Centre at Shimla
 - IARI-Agricultural Research, Regional Centre, Shimla

Publication of Student Magazines: The students are encouraged to exhibit their creative talent and research abilities through various in-house publications.

The student Editor and the staff Editor conceive, design and execute *Echoes*, the annual magazine of the College and *Impressions*, the College newsletter. These two publications of the College have the contributions of students in the form of articles, stories, poems and papers on global issues. There is an editorial board which has a Student Editor, Student sub-editor, Staff editor for both Hindi and English and the Principal is the Chief Patron.

Department Newsletters:

- *Bede-nomics*- Dept. of Economics
- *Voices*- Dept. of Political Science and History
- *Unfettered*- Dept. of English
- *Knowledge Zenith*- Dept. of Commerce
- *Srijan*- Dept. of Hindi.

Many students have presented papers at the national and International conferences organized in the College and at the university as well.

5.1.5. Describe the efforts made by the institution of facilitate entrepreneurial skills, among the students and the impact to the efforts

Facilitation of Entrepreneurial Skills:

The need of the hour demands students to not merely have degrees but also acquire skills to enhance their employability in the world market. A number of well known companies were invited to visit the campus and conduct seminars and workshops to enhance the entrepreneurial skills of the students.

The companies invited were:

- Wipro
- IBM for Operations for Technical Voice Process, Non-technical Voice Process and for Web Process.
- NDTV Worldwide on ‘Emerging opportunities in Broadcast journalism’.
- ‘Orion Edutech’.
- Fevicryl Pidilite workshop
- Infomaths.
- IBM
- The Institute of Finance, Banking and Insurance (IFBI)
- Interglobe, Gurgaon for Indigo Airlines .
- Vistara Airlines, a partnership of TATA and Singapore Airlines.
- Edukinect in partnership with Microsoft.
- Oberoi Group of Hotels discussed courses in hospitality management.

- Government Info Solutions Private Ltd. with its Head office in Brisbane, Australia conducted a workshop on Call Centres and opportunities for data entry.

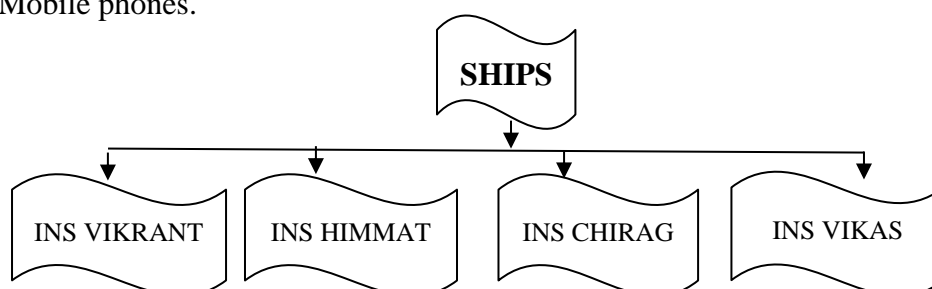
Along with the above the students have been taught the skills of vermicomposting; a Herbarium is set up and its medicinal uses are specified to the students; Stock Exchange workshops were organized to learn the intricacies of SEBI and NSE. All Add on Courses offered by the College as mentioned in 5.1.4 also facilitate entrepreneurial skills.

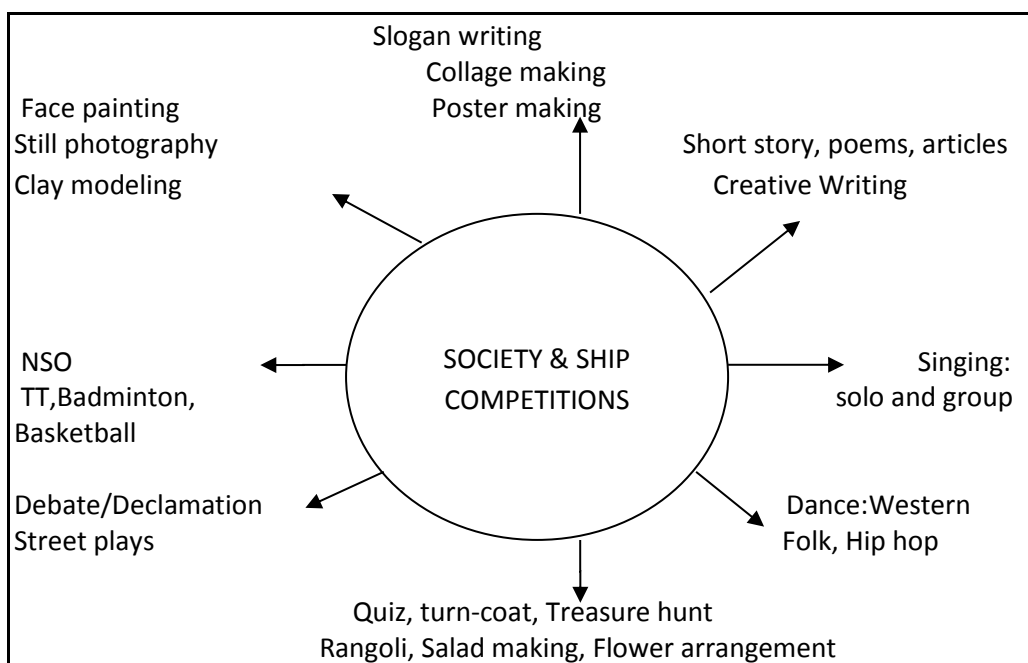
To instil and inculcate a spirit of discipline and professionalism there is a special dress code for BBA and BCA students.

The impact of this learning: Exposure to and knowledge of various skills enables the students to have an upper hand in the job market and also the confidence to initiate their own enterprise. A number of ex-Bedeians have started their own businesses, to name a few: NUT-SPACE an inventive thinking programme where pictorial and animated story telling sessions are done for school children; Himachali Rasoi, serves authentic Himachali food; Matrix, a beauty and fitness saloon; many well known play schools like EURO KIDS and schools have also been started etc.

5.1.6.Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co- curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.*additional academic support, flexibility in examinations*special dietary requirements, sports uniform and materials* Any other

Policies and Strategies for the promotion of student participation in extracurricular and co-curricular activities: The College follows a well planned policy to involve all students in the various co-curricular and extra-curricular activities held throughout the year. The academic coordinators, society in-charges and the student council, all together organize the activities. At the beginning of the session a society fair is conducted to make the students, specially the freshers, aware of the numerous clubs/cells/societies in the College. Each student has to enrol in a maximum of two societies each . There are four ships in the College and each student is assigned a ‘ship’ for her three years in College. The student council is divided into groups and they are responsible for maintaining discipline in the campus, and judicious use of Mobile phones.





Some of the societies in which the students are actively engaged are as follows:

<ul style="list-style-type: none"> ▪ Red Ribbon club ▪ Cultural society ▪ Debates and Dramatics ▪ Disaster Management cell ▪ Environment cell ▪ Community Outreach ▪ Health club 	<ul style="list-style-type: none"> ▪ NSS ▪ NSO ▪ Media club ▪ Magazine society ▪ Heritage Club ▪ Placement & Career Cell ▪ Women Cell
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Extracurricular activities-are inclusive and involve most of the students from all streams. These activities are:

<ul style="list-style-type: none"> ▪ College Elections ▪ Student Council Installation Ceremony ▪ Serendipity- Inter College Fest ▪ Tree plantation ▪ Hindi Divas Celebrations ▪ Teachers' Day Celebrations ▪ Book Exhibition ▪ Blood Donation Camp ▪ Art & Craft Exhibition ▪ Talent Hunt: Ms. Fresher and Ms. Bedes ▪ Paper Recycling 	<ul style="list-style-type: none"> ▪ Literary Interface ▪ Economics Literary Fest ▪ College Elections-1 ▪ Community Outreach activity ▪ Women Cell activity ▪ NSS ▪ Kasauli LitFest ▪ Commemoration of Hiroshima Day ▪ Heritage Fest ▪ Vermicomposting
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Additional Academic Support, Flexibility in Examination:

Additional academic support is given to students participating in sports and youth festivals in the form of:

- Conducting extra classes and coaching classes.
- Consideration in attendance relaxation by the Principal
- Re-scheduling class tests and minor tests.
- Honouring the students with awards, trophies and certificates.
- An associate professor in Physical Education is appointed to monitor sports activity.

- The College provides training, guidance and information through the various College committees/clubs/societies to participate in intra and inter College competitions.
- Travelling and other logistics are provided by the College.
- Medal and certificates won by the participants are given to the winners at assembly time, in the presence of the whole College and the trophies are displayed outside the auditorium for motivating other students to involve themselves in such programmes.
- The College also promotes student participation in off-the-campus competitions and programmes.

Special dietary requirements, sports uniform and material:

- Sports equipment is readily available for practice.
- Gymnasium with a gym instructor is available for physical fitness.
- Faculty members go as escorts with students participating in sports and youth festivals.
- The travel expenses and the boarding and lodging are taken care of by the College.
- Special diet is provided to students who donate blood.

Any other: External experts are engaged to train the students especially in the preparation for the Youth Festival. Costumes and props are hired to enable good performances. The faculty members coach, train and take regular practice for the Inter-ship and Inter-College competitions.

5.1.7.Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET,UGC-NET,SLET, GATE/CAT/GRE/TOEFL/GMAT/Central/State services, Defence, Civil Services, etc.

To provide support and guidance to students preparing for competitions, the institution imparts training in an informal manner. Some faculty member gather literature and notes etc. specific to the competitive exams and makes these available to the students.

The career guidance cell also gives information and invites guest speakers to give career guidance. Coaching classes for CAT/MAT were also held.

As we are largely a UG College, many of our students go for higher studies. The details of the students appearing and qualifying in various competitive exams are not available under any formal feedback resource.

5.1.8. What type of counselling services are made available to the students (academic, personal, career, psycho-social etc.)

Counselling services are an integral part of College education. The College makes an effort to counsel students on all fronts.

Academic Counselling:

- It begins at admission time when teachers give individual guidance to students joining the College according to their aptitude.
- The Parents too are counselled regarding their expectations.
- Administrative staff aids the students with online filling of forms, fee structure and migration problems.

- Orientation of freshers is done through the seminars at the beginning of the session.

Personal Counselling is done through a Guidance and Counselling cell which provides assistance to the students .

- Weak students are counselled regularly to bring them up academically.
- Advanced learners are challenged to present papers in classes/seminars and also to do Peer teaching.
- Counselling through case studies is done especially in BBA and B.Com and Psychology.
- Counselling is also done through Value education classes where the student teacher ratio is 1:30 and mentor cards to record their academic and co-curricular activities are provided to each student.
- Teachers cater to the needs of the students on a personal one to one basis.
- Many Departments organize orientation program for its students at the commencement of the session.
- Each department brings out the talents of the students and develops their creative and organizing skills through Inter-Departmental & Inter Collegiate programs.

Professional Counselling: Regular career counselling is done in the departments. Young civil service aspirants are guided, motivated, mentored and provided with the required study material.

Reference letters and recommendation letters are given by the concerned faculty for internships and admission to higher education. Frequent professional guidance is made available to the students through talks and seminars.

Special talks were organized by inviting professionals to provide career guidance:

- Dr.T.C.Bhalla on Biotechnology.
- Prof.M.K.Seth on Biodiversity.
- Dr.J.C.Rana (Senior Scientist) and Prof. D.D. Sharma on Climate changes.
- Dr.Vineet Jishtu (H.P.R.I.) on Taxonomy.
- Dr.Ahluwalia's talk on Discovery of Electrons.
- Talk on Simulations in Physics by O.S.K.S. Sasthri.
- Dr. O.P.Verma on Research Methodology
- Dr.Rishi Mahajan on Role on Microbes in Agriculture

Psycho-social Counselling:

Psycho-social counselling is provided through various clubs and societies which actively organize workshops/seminars/lectures annually on:

- Cybercrime awareness.
- Disaster Management mock drill.
- Girl-Child- Rights and health issues
- Gender sensitization.
- Anti-ragging.
- Wellness workshops through yoga.
- Programs to commemorate Hiroshima Day, International Youth Day & World Ozone Day are organized by the dept. of History.
- A workshop on 'Enhancing psycho-social growth through self awareness' was organized by the Department of Psychology. Dr. Kishwar Shirali (former faculty, H.P University) was the Resource person. .
- Workshop on Cyber crime was conducted by IG Crimes Satwant Atwal an alumna of the College.

- Disaster Management Workshop was organized by Shri Ram Singh Thakur, Company Commander and his team, from the department of combined Home Guards and Civil Defence, Central Training Institute, Junga.

- Anti-Ragging Awareness lecture was conducted by Ms.Trisha Sharma, an eminent lawyer of Himachal Pradesh.

To further increase Psycho-social awareness a number of exhibitions are organized by different departments where the students play an active part and thus learn while organizing.

Some exhibitions organized are:

- Home science Department held a Textile Exhibition.
- Exhibition on Medicinal Plants.
- An exhibition by the Psychology Department was organized on different equipment and psychological tests.
- Exhibition on Magico-Religious Plants.
- Lecture on Nanotechnology.
- Fevicryl exhibition & workshop is held every year
- NSS activities create psycho-social awareness by its activities like: Blood Donation Camp, Tree Plantation, Cleanliness Drive, Hospital visits.

Community Outreach creates tremendous awareness and sensitization among the students by its various activities which are conducted annually:

- At Govt. middle school at Theog
- Visit to old age home at Mashobra
- Interaction with the orphanage at Dhalli
- Humanitarian visit to Kanda Jail
- Celebrating Christmas with the differently abled children

All this makes the students socially responsible and good citizens.

5.1.9. Does the institution have a structured mechanism for career guidance and placement of its students? If ‘yes’, detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

Structured mechanism for career guidance and placement: There is a well thought out mechanism for career and placement with the IQAC at the helm. It takes initiative to promote quality education and continually encourages and implements various innovative strategies working in tandem with the faculty in charges and the student members. The College has a robust campus placement cell which has actively engaged numerous companies and corporate houses for regular career information and placements.

Following are the names of companies which visited the College and the number of students placed:

<p>2011</p> <ol style="list-style-type: none"> 1. AIESEC Chandigarh 2. Vision Unlimited 3. IFBI 4. Cecil Hotel- 4 Placements 5. Wipro 6. IBM Daksh- 15 Placements 	<p>2012</p> <ol style="list-style-type: none"> 1. Infomaths studies Pvt. Ltd. 2. SME, Business service limited 3. RPIIT Karnal (outside campus) 4. Cecil-5 Placements 5. IBM Daksh- 38 Placements 6. DIBM
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7. Oberoi Hotel- 35 Placements 8. HCL- 9 Placements	7. IFBI 8. NDTV- 4 Placements
2013 1. Abhimanu Vision 2. Chandigarh university (out campus) 3. Cecil- 5 Placements 4. Hitkrish Associates 5. Rangrut 6. Baddi University (out campus) 7. Cecil- 4 Placements 8. Wildflower Hall 9. Yellow oaks pvt. Ltd.	2014 1. Bahara University (out campus) 2. Punjab Gramin Bank , Kapurthala (out campus) 3. Covenant info solution 4. Cecil- 4 Placements 5. Chandigarh group of Colleges 6. CMS info system pvt. Ltd.
2015 1. NIIT4. PIBM- 5 Placements 2. Tec Mahindra5. Tommy Hilfiger- 3 Placements 3. Tata Vistara- 20 Placements6. Snapdeal (out campus -1 Placement)	

The other factors that create job opportunities are the number of industrial visits, field trips, internships, seminars etc. organized by departments to give exposure and confidence to the young students. A face book page has been created by some departments to update job opportunities and new skill development certificate courses.

5.1.10. Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

Student Grievance Redressal Cell:

The College has student Grievance Redressal Cell which looks into general and specific complaints/grievances brought to its notice through the student council. The College has a discipline committee which looks into minor discipline related grievance. The complaints brought to the notice of the cell are:

- Election related grievances which are promptly and amicably settled.
- Internet related grievances, if any, are rectified as soon as possible.
- Grievance for the lack of a stationary kiosk was redressed by opening one.
- There is a constant demand for increase in the library books which is met with considerably.

5.1.11. What are the institutional provisions for resolving issues pertaining to sexual harassment?

Committee against Sexual Harassment:

This committee comes under the purview of the Grievance Cell and fortunately no complaint has been received.

5.1.12. Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

Anti-Ragging Committee:

The Anti Ragging committee is constituted as per the state government and the UGC guidelines. It comprises of the Principal and staff members from

different streams and faculty, student volunteers are also involved. Names of all the committee members are displayed on the notice board along with their phone numbers. Anti-Ragging posters are displayed in the campus permanently. The committee organizes Orientation of Freshers every year to sensitize them to the College environment. Anti ragging lectures are organized and eminent legal luminaries are invited to apprise the students of ragging consequences. Seniors interact with Freshers in ice-breaking sessions and welcome the juniors in the Fresher's nite. There is an Anti Ragging squad which includes a nominee from HP Police Department and another nominee from the office of DC Shimla along with staff members from the College. No significant case has been reported as the committee is vigilant and there is a zero tolerance for ragging. The students submit an affidavit saying no to ragging and also submit an online anti-ragging commitment at aman.org.

5.1.13. Enumerate the welfare schemes made available to students by the institution.

Welfare Schemes for the Students:

These comprise of all the freeships and scholarships provided to the deserving students. Other welfare services and facilities are:

- Setting up of Aadhar card counters for the benefits of the students.
- Academic assistance through remedials, coaching, career counselling.
- Provision for games and sports and a gymnasium.
- An infirmary, common room, canteen, bookshop, book bank, cyber café.
- Special awards and cash prizes for best user of the library, 100% attendance and more.
- CCTV cameras for a safe and secure campus.

5.1.14. Does the institution have a registered Alumnae Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

Alumnae Association: The Alumnae Association, EBA – Ex- Bedeian Association, was registered as a society. It has, as its members, many distinguished Alumnae occupying important positions across the globe. Ex-Bedeian Manju Seth, a hospitality entrepreneur, was unanimously elected as its President. Alumni meetings are held every year where a number of ex-students participate both from India and abroad. Special workshop is conducted by Ms Manju Seth for the present Bedeians to acquaint them with the EBA. The EBA organizes a number of activities which are as follows:

- Celebrating Womanhood
- A walk against Sexual Abuse and Harassment of Women.
- Frequent visits to the Anaath Ashram, Tutikandi
- Paryavaran Jagrukta, Nasha Niwaran and Nari Shakti Abhiyan
- Prayas- an interaction with patients at the mental hospital and rehabilitation centre at Boileauganj.
- On Raksha Bandhan day a walk for the elderly from the Durgapur Old Age Home was organized.
- Swayam- EBA collaborated with State Disaster Management Authority to create awareness.

- Christmas was celebrated with the kids of blind school at Dhalli and was called 'I am Santa'.
- Aprajita- For women's safety and protection, several self defence techniques were taught by karate instructors from the H.P. Police.
- Regular facebook posting on the activities of the Ex-Bedeian Association.
- A contribution towards academics is made in the form of awards for academic excellence, sponsored by Ms. Manju Seth, President of EBA.

5.2 Student Progression.

5.2.1. Providing the percentage of students progressing to higher education or employment (for the last four batches)highlight the trends observed.

Students progressing to higher education or employment: The number of students going in for higher studies has been progressively increasing due to the concerted efforts of the College. Approximately 70-80% of students go in for higher studies within India and abroad, the rest are gainfully employed to get work experience before going in for further studies.

5.2.2. Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)?Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Program wise/Year wise pass percentage:

Course	2011-12	2012-13	2013-14	2014-15
BA	99	100	100	100
BA Hons	100	100	100	100
B.Sc	100	100	100	100
B.Com	-	100	100	97
B.B.A	100		78	100
B.C.A	91	100	100	100
M.A	-	100	100	100
M.Com	-	-	100	100
Micro-Bio	100	100	100	100
Bio-Tech	100	100	100	100

5.2.3.How does the institution facilitate student progression to higher level of education and /or towards employment?

The College takes a numbers of initiatives to facilitate students to higher level of education and employment:

- The placement cell regularly invites companies for sharing the latest job opportunities available in the market.
- Regular seminars and workshops are organized to expose the students to opportunities for higher studies and employment.
- Academic counselling.

- Exchange programmes.
- Guest Lectures.
- Industrial visits.
- Exposure to fish farms at Deoli for pisci-culture.
- Internship programmes
 - One month industrial training for BBA students.
 - Industrial research projects at different companies
 - Internship at H.P. police.
- Reference letters for internships.
- Recommendation letters for higher education

5.2.4. Enumerate the special support provided to students who are at risk of failure and dropout?

Special support for students at risk of failure and dropout: The College faculty strives constantly to minimize failure and dropout rates. The effort of the teachers is directed towards:

- Special personal mentoring outside class hours for both personal and academic purposes.
- Bridge classes- introducing the subject
- Regular retests
- Encouraging the use of the Book bank facility
- Lending personal books and notes
- Remedials /tutorials
- Peer teaching
- Assignments
- Financial help in the form of fee concessions is given by the College.

5.3. Student Participation and Activities:

5.3.1. List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.

Sports	Cultural	Extra-curricular
Basket Ball	Dance, solo/group	Society Fair
Volley Ball	Singing, solo/group	Installation Ceremony
Badminton	Ship activities	Serendipity
Table Tennis	Youth Festival	Tree Plantation
Carom-Board	Street Plays	Literary Economics fest
Gymnasium	Turn Coat	Blood Donation Camp
Athletics	College band	Literacy Interface
Chess	Just a Minute	Teacher's Day
Scrabble	Symposium	Mock-drill
	Creative writing	Women Cell Activity
	Mock Parliament	Art & Craft Exhibition

Apart from all the activities listed above, the clubs and societies are involved in many other gainful activities like the commemoration of all important days of the year like Hindi divas, Teachers day, Independence Day etc. Inter-ship competitions like poster making, collage, rangoli, card making, slogan writing are held on these days

5.3.2. Furnish the details of major student achievements inco-curricular, extracurricular and cultural activities at different levels: University/State/Zonal/National/International, etc. for the previous four years.

Major student achievements in co-curricular, extra-curricular and cultural activities at different levels: University/state/national/international.

Extra-curricular activities:

Regular inter-College activities are organised the whole year round. With a lot of innovation and creative thinking a new look and interest is added to the activities every year. Many students participate and win prizes awarded to them on the Annual Prize Distribution Day. Every year on the Independence Day, a new inspirational theme like “Proud to be an Indian” is given for competitions in painting, slogan, Essay & Poetry writing. “Agar Gandhi Aaj Hote Toh Kya Karte”- Poster, Slogan, Essay & Poetry writing contest held. Hindi Divas Day is celebrated by hosting competitions in Poetry recitation, Quiz, Declamation, Debates. “Women Empowerment is the key to India’s Development” - Painting, Slogan, Essay & Poetry and story writing competitions are organized by the Women’s cell. Serendipity” which is an inter-College fest organized by the College students, entails a number of competitive items such as- Indian folk dance, western dance, Qawaali, street plays, face painting, hair styling, still photography, sketching, rangoli, clay modelling, War of Bands, JAM, Turn-coat etc. Numerous Inter-ship activities are conducted all the year round. Some are group song and solo song competition, debates, quiz, folk and western dance, cartoon-making, collage making and street plays etc. With the formation of Heritage Club “MIRAASA” in 2015, the College organized heritage fest “SANSRITI- which entailed number of competitive activities like: declamation, dance, poster making etc.

Cultural Activities:

The students who participated in cultural events in the last five years is 185 and the number of prizes won are 48 national and 12 international.

Co curricular: Sports

Year	International Participants	National Participants	State Participants	University Participants
2011	1	-	-	2
2012	2	3	5	2
2013	1	1	3	2
2014	0	1	2	2
2015	0	1	12	10

5.3.3. How does the College seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Feedback on support services: Alumna feedback is taken informally at the Alumnae meets and their suggestions are incorporated, especially the suggestions on a tie-up with NGO – Nai Ashayain.

Annual feedback is taken from the stake holders, namely, the students and parents on the Infrastructure facilities, canteen facilities and Hostel facilities. The feedback is taken through

- 1) Questionnaire method for a student feedback on the faculty.
- 2) Feedback Forms for the parents at the PTA meetings.
- 3) Suggestion box is placed outside the Principal's office.

The feedback thus collected is forwarded to the Feedback committee, comprising of the Principal, IQAC and the Core co-coordinator. They discuss the areas of concern and institute corrective measures with a regular follow-up done through the stream co-coordinators to improve performance and quality of the Institutional provisions.

5.3.4. How does the College involve and encourage students to publish materials like catalogues, wall magazines, College magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Student's involvement in publishing College magazine and other material:

Handmade artistically designed, Posters and Invitation Cards are prepared by students for every function of the College/department/club activity. There is the annual College magazine and various news letters to showcase the literary pursuits of the students.

Echoes-the annual College magazine has two sections English and Hindi where the articles, stories/ book reviews/ poems/ cartoons/ sketches and society reports are all written and compiled by the students. The student editor with her team designs and edits the magazine.

Departmental Newsletters are also designed and printed with the active participation of students.

Some students are involved in the publishing of e-periodicals of the departments and e-reports of group seminars. They are also involved in the work related to Bede Athenaeum- International journal of the College.

Student's participate in conferences/seminars/Workshops:

- Students of History Department attended seminar on "Archaeological Exploration in Trans-Himalayan region" by Prof. Nautiyal at the Shimla State Museum.
- Heritage workshop was organised by INTACH for the students of all streams.
- Student participation in the seminar on "Himalayan History, Culture and Archaeology". at State Museum
- Students of English and History attended a workshop on "British Architecture in Shimla: A Comparative Study", by Siddharth Pandey, a fellow at Cambridge University, U.K.
- Students of Physics Department attended a workshop on "Experimental Physics"
- Workshop on Cyber crime by DIG Satwant Atwal.
- Inter College paper presentation by students of English Hons., on partition writers, Ismat Chughtai and Sadaat Hasan Manto.
- A Drama workshop was organized for the members of the Dramatics Society of the College. About twenty two students participated in the

- workshop. The Resource person was Mrs. Anita Pandey, a notable theatre personality, artist, writer, painter and singer.
- A lecture was delivered on 'Discovery of Electron' in the seminar room by Professor P.K Ahluwalia from the Department of Physics, Himachal Pradesh University, Shimla. He talked at length about various Physics theories. He also interacted with the students and dispelled all their fears about choosing a career after doing Masters in Physics.
 - Student involvement is very high in all the National and International Seminars held in the College. They help with all the necessary logistics and actively participate in paper and poster presentation as well. The students also help in the editing of the Book of Abstracts and the printing of the schedule of the seminar.

5.3.5. Does the College have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Constitution of the Student Council:

Yes the College provides for the constitution of the Student Council.

All the students are the members of the Student Council. It lays great importance on building leadership qualities in students, and for this purpose students of the College vote for and elect a student council headed by the Admiral, Vice-Admiral, four Ship Captains and Vice-Captains, Vice President and Secretaries of various societies and clubs and class representatives.

The elections to the various posts are conducted democratically through the Ballot System. The elections are held at the commencement of the session. The Election Committee asks the students to file their nominations for the various posts. The scrutiny of forms is done as per the criteria which are:

- a) At least 60% in the total aggregate
- b) A pass in all the subjects.
- c) 75% and above attendance.
- d) Good conduct.

The Election Committee then finalizes the list of contenders which is put up and a period of three days of canvassing is given to the students. On the fourth day voting is done through secret ballot and results are declared the same day by the Principal of the College.

The nominated posts are for the College magazine, Echoes Editor and Hostel Representative.

An Investiture Ceremony is held where all the office bearers take oath to serve the College to the best of their ability.

Activities of the council:

- The Student Council coordinates with the staff to implement and organize the entire year's academic/cultural/extracurricular activities.
- Assists in admission of new students.
- The Council actively engages itself in maintaining discipline.
- Solving student related problems with the help of committee Heads.
- The Departmental Assemblies are also taken care of by the student council.
- They assist in the organization of all Seminars/Workshop/International conferences, which are held regularly.

Funding for the activities through the year:

Major funding of student activities and seminars is done by the College itself. The students and teachers sometimes get sponsors for events, but Shimla not being an industrial town does not have many sponsors.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

Representation of Students in Academic and Administrative Bodies:

Students are an integral part of all academic, co-curricular and administrative functioning of the College. The students are members of:

- Student Council headed by the Admiral and Vice- admiral of the College.
- Anti-ragging Committee has student representatives.
- All the Clubs/Committees/societies/Cells have student Vice-presidents and secretaries.
- Admiral and the 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.

5.3.7. How does the institution network and collaborate with the Alumnae and former faculty of the Institution.

Network and Collaboration of the Institution with the Alumnae and Former Faculty of the Institution:

- The institution maintains link with its Alumnae and retired faculty through various mediums such as website, face book page and whatsapp.
- Annual reunion day is celebrated annually where not only the ex-students but also the former faculty members are invited.
- Retired former faculty of the institution are invited for functions. They are sometimes requested to judge the events.
- The EBA collaborates with a number of NGO's and together with the present students, works for social causes.

Any other: The student support and progression is greatly strengthened by the continuous efforts of the management, Principal and staff to maintain not only high academic standard but also to provide facilities for the betterment of the students. The physical structure of the College is regularly upgraded and special care is taken to keep the campus green and clean. The star facilities include:

- A stationary shop
- A three storied canteen
- Ramp for the disabled
- Gymnasium
- Concessions/Free ships/Scholarship
- Safe, secure and environment friendly campus
- Camera surveillance for the security of students
- Sports facilities
- An active placement cell
- Cyber café
- Societies/cells/clubs
- Departmental Library
- Common room
- A multi-purpose auditorium

- ICT class rooms with digital boards
- Above all there is a complete support for any activity beyond the class rooms like social service/seminars/work with NGO's etc.

CRITERION VI-GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.

Vision: "To Form Well Integrated Individuals Who Are Assets To Contemporary Society"

Mission: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.

Motto: Non Nobis Solum: Not For Ourselves Alone.

St. Bede's College is committed to the pursuit of excellence which is reflected in its curricular, co-curricular, and extra-curricular programmes. The programmes are augmented by internships, educational tours, field trips, student/faculty-exchange etc. Parents, teachers, students and other stakeholders contribute through a formal feedback mechanism for curricular enrichment.

Our vision and mission inspires us to provide holistic growth and development opportunities. Moral ethical social and aesthetic values like forbearance, compassion, charity, forgiveness, team spirit, honesty, love, patience etc. are inculcated.

The institution is united in deeply welcoming diversities as richness and impelling it to place confidence in God and look to the future in hope, in revitalising our passion for the mission and turning our gaze towards the miseries and sufferings of our world. We encourage all who share our vocation and our mission to choose life in places where it is most fragile, join forces with all those who fight for justice.

The congregation of Jesus and Mary has been serving the cause of women education for over 200 years.

Socially we work towards:

- Preparing young women for their future role as good career women, wives and mothers creating happy homes.
- Fostering team spirit and encouraging sense of responsibility and self-discipline.
- Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- Sensitizing them to reach out to the marginalized and under privileged.

Spiritually we work towards:

- Leading them to have faith in God, themselves and others.
- Exposing them to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- Women who radiate goodness and touch the lives of others.

Objectives: St. Bede's College through its mission and vision focuses on the following:

- To provide a vast number of opportunities to actualize their potential.
- To teach core value of honesty and integrity, love and service to strengthen students: EQ (Emotional quotient), SQ (Spiritual quotient).
- To focus on value based holistic learning by integrating traditional and innovative learning practices.
- To encourage students to have multiple career opportunities to become global citizens.
- To encourage women leaders.
- To inculcate a strong sense of patriotism and secularism.
- To motivate the student to be creative and critical thinkers.
- To provide education by making it accessible to all sections of society.
- To sensitize and engage students in issues of gender equality, human rights and ecology in order to make them, socially responsible citizens.

Future Sustenance:

The college has been serving the society at large for the last 111 years providing holistic education, rooted in values and skills. It will continue to strive for the pursuit of knowledge, modify practices and extension activities in accordance with the needs of the society as a whole. Being progressive in nature a radical pragmatic teaching-learning process enriched by new technology and methodology will be adopted to produce young enthusiastic and empowered ladies into the society.

6.1.2 What is the role of top management, principal and faculty in design and implementation of its quality policy and plans?

The management of St. Bede's College is highly decentralized and democratic in its approach. It has a well-defined quality policy and action plan. The management along with the Principal, IQAC and faculty members plays a vital role in the design and implementation of its quality policy and plans. The structural hierarchy of the college is:

- **Central Management** – At the top level, the College is run by St. Bede's Educational Society and the members of the governing body. Their role is to formulate the policies and make decisions which are highly democratic and decentralised for the benefit of the college in particular and society in general. The central management provides a road map and general guidelines for quality policy in order to create conducive learning atmosphere in the institute and preserves the ethos of academic and human excellence.
- **Local Management** – The local management of the College comprises of Manager, Principal/Secretary, Bursar and the members. Their role is to make sure the smooth implementation of the policies in the College.
- **Principal:** The Principal of the College has a multi-dimensional role to play. She acts as a bridge between the Central Management and the College. She

is the Secretary of the Governing Body. She is Academic, Staff Council and Administrative Head and chairs the meeting regularly, monitors and guides IQAC Team, UGC team, RUSA Team, Staff Council, Academic Coordinator and all other bodies of the institute.

- **IQAC Team:** IQAC Team is responsible for quality sustenance of the institution. It basically acts as the “Think Tank” of the College. It helps in planning and formulating policies for qualitative sustenance.
- **Academic Review Committee:** The College has Academic Coordinators for Humanities, Science, Commerce, BBA, BCA, MA, Microbiology and Bio-Technology. They meet on regular basis to plan and review the activities to be undertaken for each session. They also provide guidelines to faculty from time to time.
- **RUSA Committee:** Choice Based Credit System along with Semester system under RUSA has been introduced in the college. The college has appointed RUSA coordinator whose role is to ensure and coordinate with faculty members for the effective implementation of CBCS.

For design, implementation and evaluation of Quality Policy and Plans the college has various societies/clubs/cells and ships:

<ul style="list-style-type: none"> • UGC Committee • RUSA Committee • Academic Review Committee • Admission Committee • Prospectus Committee • Election Committee • Time Table Committee • Budget Committee • Staff Council • Prize Distribution Committee • Library Committee • Purchase Committee • Parent Teacher Association • Admission Committee • Staff Advisory Committee • Discipline Committee • Grievance Redressal Cell • Ex Bedeian Association • Canteen Committee 	<ul style="list-style-type: none"> • NSS • Outreach Cell • Research Promotion Cell • Placement cell • NSO • Environment Cell • Women Cell • Heritage Club • Health Club • Red Ribbon Club • Media Cell • Anti-Harassment Cell • Anti-Ragging Cell • Disaster Mgt. Cell • Cultural Committee • Student Council • Ships:INS-Vikas INS-Chirag INS-Vikrant INS-Himmat
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6.1.3: What is the involvement of the leadership in ensuring:

The policy statements and action plans for fulfilment of the stated mission, formulation of action plans for all operations and, incorporation of the same into the institutional strategic plan, interaction with stakeholders, proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders, reinforcing the culture of excellence, champion organizational change.

- **The policy statement and action plans for the fulfilment of the stated mission:**

The Central Management and the Principal in collaboration with the Local management and IQAC make sure that the policy statement and action plans are in accordance with the stated Mission and Vision of the college. The leadership also ensures that there is an effective communication. It reviews the

policies and actions plans through meetings with various stakeholders. The staff council meetings are held to discuss the plans and policies.

• **Formulation of action plans for all operations and incorporation of the same into institutional strategic plan:**

The institutional strategic Perspective Plan is carefully prepared in consultation with the Management, Principal and the stakeholders. The recommendations by the NAAC peer team were taken into consideration for the Perspective Plan. The Management organises periodic review meetings for monitoring and implementation.

• **Interaction with Stakeholders:**

The Principal follows a democratic and open door policy. Stakeholders visit the Principal to share constructive suggestions. The college organises PTA, PTM and Alumnae meets. A special effort is made to maintain congenial relationships with all stakeholders.

a. The Students: The college initiates interaction with the students with orientation program at the beginning of the academic session. Special assembly is held for the new students where the staff members introduce themselves to the newly inducted students. Intensive efforts are made to convey the Vision and Mission of the College along with its motto which formulates the ethos of the institution. Assembly is held thrice a week which is conducted by all the departments of the College. Special assembly is held on special occasions.

b. Parents: Parents are given a lot of significance for the holistic development of the students. Efforts is made in this regard. The college has a democratically elected PTA. Members of PTA meet the Principal and the staff members give suggestions for the improvement of the college. PTMs are held to make parents aware about the academic progress of the students.

c. Teaching and Non-Teaching Staff: The College considers teaching and non-teaching staff as its pillars of strength. Staff council meetings are held regularly to discuss the plan of action and their implementations. The college also organizes community lunch on the occasion of Teachers' Day, Christmas and Feast Days to infuse a sense of belongingness.

d. Alumnae: Alumnae meet is an annual event. The office bearers of Ex-Bedeian association are democratically elected. The office bearers have regular meetings with the Principal. They provide suggestions, constructive feed-back and have also instituted trophies to reward excellence.

e. Industry: Industry is given importance and ample opportunities are provided for their involvement in the programs and activities of the College. The representatives of different companies visit College to create awareness and also to sensitize the students about the latest industry trends. Placement cell works as a mediator and helps in the recruitment of students.

• **Proper support for policy and planning through need analysis, research inputs and consultation with the stakeholders.**

A periodic assessment of emerging needs are carried out in the College by various committees such as IQAC, UGC committee, Academic Review committee, Library committee, Research Promotion Cell, Canteen committee, Staff council and Student council under the dynamic leadership of the Principal. The need assessment is carried out through consultations and necessary inputs are gathered. Feedback is taken from the stakeholders. In this process meticulous effort is made to identify the training needs of the faculty for instance, enhancement of their subject knowledge, enrichment of teaching

methodology and research competence. Efforts are also made to identify the changing needs of the students in the contemporary world.

Social Responsibility St. Bede's College in consonance with its motto tries to reach out to the marginalised and down trodden sections of the society. The College is involved in many extension activities such as remedial classes, adoption of rural schools, visit to old-age homes, orphanage, hospitals, etc. to reach out to the needy.

Reinforcing the culture of excellence:

Dynamic and continuous growth is the hallmark of St. Bede's College. The leadership is committed to strengthen the culture of academic and human excellence.

Traditional and innovative practices of teaching-learning are blended. Critical thinking, creative skills and scientific temper are encouraged. The College organises faculty development workshops/seminars to adopt innovative creative methods.

Teachers are encouraged to attend orientation programmes and refresher courses conducted by UGC. They are encouraged to participate and present papers in various international, national seminars. The faculty members are also motivated to take up major and minor research projects.

A number of awards have been instituted to recognise academic and co-curricular excellence. The value education classes promote values like altruism, tolerance, forgiveness, compassion, integrity and accountability etc.

The Bursar of the College who is incharge of the accounting section of the College extends full support to monitor the expenditure in accordance with the provisions made in the budget. The meetings of the IQAC, UGC committee, RUSA committee, Staff Council and Academic Review Committee are held regularly.

Champion organisational change:

To champion organizational change, the leadership plays a critical role in the formulation and implementation of the policies as per the current trends and requirements. The management plays a very dynamic and proactive role for strategic planning. It focuses on high quality education with overall development of the institution.

The following actions have been taken in this regard:

- College Calendar and Prospective Plan is prepared.
- Student centric approach is followed.
- Hitech ICT facility, Smart class rooms are available.
- Excellent Library resources are available.
- Choice Based Credit System under RUSA is implemented.
- Personal and career counselling are available.
- Management Information System (MIS) is in place.
- International and National Seminars/ Workshops/ Conferences are organised.
- MOUs have been signed with different institutes for collaboration.
- SWOC analyses, institutional and departmental, are undertaken.
- Conservation and preservation of nature are emphasised. St. Bede's College was the first institution in the state to ban the use of polythene.
- Formal feedback mechanism is operational.
- First College of the state to install biometric system for staff attendance.

- Various innovative and best practices are followed for the holistic development of the students and the faculty members.
- To promote team spirit, sports activities are encouraged. A gymnasium has been set up for general health.
- Post graduate classes in English and Commerce have been started.
- Industrial visits by the students have been encouraged.

6.1.4: What are the Procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution adopts various modes to monitor and evaluate different policies and plans for effective implementation and improvement regularly. Formal feedback mechanism, various committee meetings are held which monitor and evaluate policies and plans of the institution for effective implementation. Some of them are:

- IQAC meetings are held regularly.
- Regular Staff council meetings are conducted.
- Academic Review Committee monitors academic functioning.
- RUSA committee meetings also help the institution to evaluate and implement CBCS under RUSA Guidelines.
- Student council meetings are held regularly to monitor plans and policies and their effective and successful implementation.
- PTA meetings are organised to invite suggestions.
- Meetings of several committees/societies/ships/clubs are held, minutes are recorded, for monitoring and evaluation of the activities.
- Proactive Management and dynamic Principal.
- Feedback from the stakeholders, teaching and non-teaching staff, parents, the local community, etc. are obtained for the sustenance and further quality enhancement.
- Annual inspection by the University is done and inputs are given. This also helps in the qualitative improvements of the institution.
- Meeting with the government bodies also helps the institution to update with the latest trends in Pedagogy.
- SWOC analysis is carried out regularly Institution wise and department wise for further quality enhancement.
- API scores are maintained and upgraded by the faculty members for further quality improvements.
- Through these interactive meetings the management and the Principal acquire valuable inputs which are utilized for effective implementation.

6.1.5: Give Details of the Academic leadership provided to the faculty by the top management.

The top management has given ample freedom and responsibility to the Principal and the faculty members to develop academic leadership in order to ensure human, academic and administrative excellence. The College is keen in sustenance of the quality education. The Principal appoints faculty members as heads of various committees which develops the leadership qualities among the faculty members.

Faculty members are appointed as:

- Nominated staff members to IQAC, UGC Committee, RUSA committee, etc
- Conveners of the National and International Conferences/Seminars/Workshops
- Academic Coordinators of different streams
- Mentors for students in Value Education Classes
- Examination superintendents
- Presidents of different societies/ cells/ clubs
- Ship-mistresses/ masters
- Secretary of staff council
- Members of Board of Studies and Syllabus Review Committees
- In-charges and members of various committees

6.1.6: How does the College groom leadership at various levels?

The College grooms leadership in the following ways:

Administrative:

The College is managed and administered by St. Bede's Education Society. The society selects the most appropriate and experienced persons for the posts of Manager, Principal and the Bursar to look after administrative and financial management.

Staff: The College has competent and committed teaching and non-teaching staff. The perspective plan of the institution provides direction to the staff. The Heads of Departments are appointed as per seniority and every faculty member is responsible for the organisation of diverse activities.

Students: The College has apolitically, democratically elected student council who take day to day challenges of organising different activities and functions of the College. College Student Charter gives them freedom and autonomy in their functioning. The student representatives are elected as vice presidents, captains, etc. It helps them to develop leadership quality.

Parents: At PTA level leadership quality is groomed among the parents by giving them responsibilities. They are elected as President, Treasurer, two executive members.

Ex-Bedeian: The College has a registered Ex-Bedeian association which organises seminars, workshops, etc. for socially important activities such as de-addiction, awareness about cyber-crime, etc.

The College at all these level helps in capacity building and grooming leadership qualities among teaching and non-teaching staff and the students.

6.1.7: How does the College delegate authority and provide operational autonomy to departments/units/institution and work towards decentralized system?

The College has a highly democratic and decentralized system of governance. Under the dynamic leadership of the Principal the College delegates authority and provides operational autonomy to various departments, teaching and non-teaching staff, societies/clubs/ cells /ships and the student council.

- The IQAC is well functioning and makes plans and formulates policies for quality sustenance of the College.

- The Academic Review committee plans for effective implementation of the curriculum.
- Authority is given to the various departments to execute and implement their plan of action for the session. They have freedom in managing various academic and extra-curricular for the departments.
- Inter-disciplinary activities are also planned and executed by the various departments.
- The departments have operational autonomy to send their students for internship to various institutions such as banks, industries and educational tours to provide exposure of the real world and latest trends and expectations in the industry.
- Each department is allotted budget according to its needs. Autonomy is given to the departments to utilize the allotted budget as per the requirement.
- Departments are free to maintain and upgrade their departmental libraries.
- The departments have autonomy in organizing International/ National/ Regional seminars/workshops/conferences, inter-College meets and to invite guest lectures on contemporary issues.
- Departments can introduce new methods of pedagogy to make the teaching learning to more interactive and interesting.
- The departments under the guidance of Principal can design their activities for social out-reach and sensitization to various social issues.
- The departments can call the parents if the need arises.
- The departments have been given laptops and internet connectivity to enhance their professional competencies.
- Faculty members of each department have freedom to publish their e-periodicals, e-journals, departmental newsletters, to plan major/minor research projects and execute them.
- The Principal has given freedom and autonomy to Research Promotion Cell to publish the journal “Journal of Research: Bede Athenaeum” which is an internationally acclaimed journal to publish research papers annually.
- The students are given working autonomy in publishing College magazine and newsletter as student editors.
- The student council has been given adequate freedom to manage the student centric activities in the College. They are involved in College activities and functions under the leadership of the Principal, Society Heads, Ship Mistress/Masters and In-charges. They are also active members of various committees such as, IQAC, Discipline Committee, and Anti Ragging Committee, etc. Suggestion boxes are put up in the College for the students to give their suggestions.

6.1.8 Does the College promote a culture of Participative Management? If “yes”, indicate the levels of participative management.

Yes, the College promotes a culture of participative management. The management encourages participation at all levels.

- The Principal, IQAC, UGC Committee, RUSA Committee and Academic Review Committee are responsible for academic and administrative leadership of the College.

- The Principal meets the Central management and the Local Management regularly to discuss important matters regarding academics, administration and enhancement of infrastructure.
- The Principal meets with the Heads of Departments to discuss academic and administrative issues. There is an active participation of the HODs in all the meetings.
- The IQAC meets periodically to discuss policies and plans related to quality sustenance and quality enhancement of the College. IQAC plays a proactive role in the academic activities of the College.
- Staff Council meetings are held regularly.
- The students actively participate in various academic, co-curricular and extra-co-curricular activities of the College. They are part of the IQAC team, discipline committee, anti-ragging committee, anti-harassment committee, etc. They also participate in rallies, street plays on social related issues and try to create awareness through walks such as nature walk, heritage walk, etc. They reach out to the marginalized sections of the society by way of remedial classes, visits to orphanages, old age homes and hospitals. Such participations in social issues help in the holistic development of the students.
- The stakeholders like parents, alumnae, and industry participate in various activities and awareness campaigns.

6.2 Strategy development and deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

The College follows the policy of building well integrated individuals who are assets to contemporary society to Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.

Maintaining and enhancing quality at all levels in various ways for achieving the goal and the mission of the institution. Through this policy it strives to create a high quality teaching-learning environment and constantly tries to inculcate employment related skills, life skills and nurture attitudes through curricular and co-curricular activities.

IQAC with the management formulates the institutional Perspective Plans and prepares a College Calendar in the beginning of the session for the smooth working of the College. Principal conducts regular meetings with the academic review committee, departmental heads, presidents of different societies/committees/ clubs and student council to discuss the policies and plans and their ways of implementation.

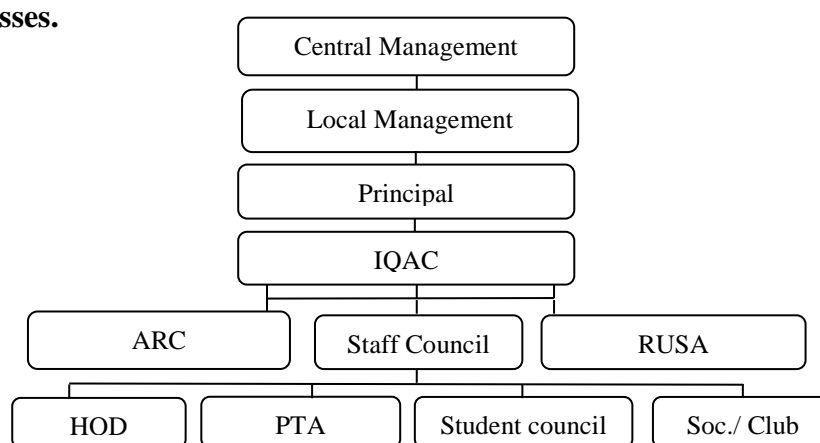
AQAR is prepared every year. Regular feedback is taken from the stakeholders using various tools such as questionnaires, SWOC Analysis and oral feedback at meetings and interfaces. In IQAC and management meetings the feedback received is reviewed and necessary interventions are made to meet the standards set by the College.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspect considered for inclusion in the plan.

Yes the college does formulate the Perspective Plan every year. The various aspects considered after discussions, reflections, and deliberations are:

- Development of college infrastructure
- Enhanced ICT facility and library facility
- Promotion of research culture
- Knowledge generation, and management,
- Increase in social responsibility and outreach activities
- Innovative teaching learning strategies
- Planning newer courses in keeping with the global trends
- Promoting curricular and co-curricular activities
- Enhancement of critical thinking, creativity and scientific temper.

6.2.3 Describe the internal organizational structure and decision making processes.



The management of St. Bede’s College is highly decentralized and democratic in its approach. The management along with the Principal, IQAC and faculty members play a vital role in the decision making processes.

Central Management

The College is run by St. Bede’s Educational Society. Its role is to formulate the policies and make decisions which are highly democratic and decentralised for the benefit of the college in particular and society at large. Management provides a road map and general guidelines for quality policy.

Local Management – The local management of the College comprises of Manager, Principal/Secretary, Bursar and the members. Their role is to assist in the decision making process.

Principal: As the Secretary of the Governing Body, the Principal of the College has a multi-dimensional role to play. She is a bridge between the Management and the College. She heads and guides all the committees/societies /clubs in their decision making processes and monitors implementation

IQAC: IQAC is responsible for quality sustenance of the institution. It acts as the “Think Tank” of the College. It helps in planning and formulating strategies for qualitative growth and enhancement.

Academic Review Committee: Comprises of Academic Coordinators for Humanities, Science, Commerce, BBA, BCA, MA, Microbiology and Bio-Technology. They meet regularly to plan and review the activities.

RUSA Committee: Choice Based Credit System under RUSA has been introduced in the college. The college has appointed RUSA coordinator

whose role is to ensure and coordinate with faculty members for the effective implementation of CBCS.

Committees: Various committees such as UGC, RUSA, Admission, Anti-ragging, Examination, Grievance redressal, Women cell, Research promotion Cell, Time table, Library and Canteen etc., help in monitoring and facilitating several activities.

Staff council:

All matters pertaining to the college functioning are discussed and deliberated upon in the council meetings.

Heads of department:

The heads of department hold meetings to discuss the activities of the department. They prepare the workload and monitor the course plans.

Parent teacher Association:

During the annual PTA meetings parents suggestions are solicited

Student council:

College votes and elects a Student Council headed by the Admiral. The Vice Admiral, four ship captains, vice president and secretaries of various societies and clubs and class representatives assist the admiral in the smooth functioning of the college.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following : Teaching & Learning Research & Development, Community engagement, Human resource management, Industry interaction

Teaching and Learning

- IQAC evaluates and looks for the execution and quality of teaching-learning. College Calendar and Time table are prepared in the beginning of the session for implementation.
- Teaching plans are prepared by every faculty member for the semester in accordance with syllabus and scheme of examination given by University.
- Academic co-ordinators monitors the completion of the syllabus well in the stipulated period, prepares schedule for internal examination and displays it on the notice board.
- Every department has well-equipped laboratories.
- Faculty members make full use of ICT, smart classes and other teaching aids for effective teaching and learning.
- Library stores the most recent books, reference volumes, periodicals, journals and e-resources. It is equipped with INFLIBNET facility for free e-journals and a book bank for the needy students. Besides this, each department has a departmental library.
- Learners' performance is assessed through continuous evaluation process such as unit test, assignments, seminars and projects. The College follows a structural evaluation pattern for UG/PG courses. Students are evaluated on the basis of two minor tests, attendance, term end test, seminars, presentations, quizzes, assignments, extension work, etc.
- Each department has been provided with a laptop and free Wi-Fi facility.
- Remedial classes are conducted for weak students.
- Innovative teaching practices are used by teachers.
- Fields visits, study tours, industrial visits are organised.

- Guest Lectures by the eminent academicians are conducted regularly for faculty as well as students for enhancing their skills.
- Feedback is taken from students for each faculty member who is teaching them after the completion of every semester.

Research and Development:

Research has been considered as an important integral part of the academic endeavours in our College and all efforts are made to create an ambience of research. Research Promotion Cell regularly posts information about forthcoming national/ international workshops, seminars and conferences.

- College has organized four international and three national seminars/conferences.
- College encourages faculty members to write, publish their research papers and participate in National/ International workshops, seminars and conferences to exchange their thoughts/views.
- College has its own Annual International multi-disciplinary Journal, named “Journal of Research: The Bede Athenaeum” and also brings out several newsletters.
- A research room with good infrastructural facilities has been provided.

Community Engagement:

The College has well developed strong community outreach programmes.

1. There are two NSS units which organize activities like

- Annual Blood Donation Camp in collaboration with Indira Gandhi Medical College, Shimla.
- Tree plantation campaign to make our earth green.
- Organizing rallies on awareness e.g. Save Girl Child, World Earth Day, Go Green, etc.
- Collaborating with NGO’s to undertake various extension activities like Interaction with cancer patients (in collaboration with NGO “Almighty Blessing”), old age home habitants, orphanage, jails (in collaboration with NGO “Nai Aashayein”).
- Various competitions are conducted on World’s AIDS day in collaboration with Red Ribbon Club.
- College has organised awareness program on disaster management.
- College became a pioneer to ban polythene in campus.

2. Community Outreach Cell

The students of the College actively participate in social programs for community development and are working with NGOs.

- College has adopted two schools (rural Govt. Middle School, Theog and Govt. Primary School, Sanjauli). Awareness programmes are regularly organised for the students of these schools.
- Festivals like Deepavali and Christmas are celebrated with differently abled children from the NGO “Udaan”, to make them feel as a part of society.
- Students teach wards of supporting staff living in the vicinity of the College and distribute clothes, shoes, stationary items, toys, etc. to them.

3 Departments carry out various extension activities like donation of food, cleanliness drive in College, setting up of paper recycling plant, solar lighting system and vermicomposting, to mention a few.

Human Resource Management:

College management has given priority to identifying persons with exceptional qualities and giving them opportunities to maximize their performance to meet the strategic objectives.

- Management regularly appoints staff on contract basis.
- Recruitment is in compliance with UGC, University and Government rules.
- Guest lectures are invited for faculty empowerment
- Regular performance appraisal of staff is done.
- GIS, Gratuity and pension are given to the staff.
- Training is arranged for teaching as well as non-teaching staff.
- Biometric attendance for all the teaching and non-teaching staff members.
- Maternity Leave is granted.
- College gives proper ICT facilities and computer with internet.
- Canteen facility is available during College hours
- Faculty members are motivated for advanced studies
- College encourages the faculty to participate in seminars/conferences,
- College encourages non-teaching staff to attend training programs
- College has provision of medical leave, staff quarters and loan facility for non-teaching and supporting staff.

Industry interaction:

Departments establish collaborations with industry to provide training to the students during their internship. To know the current scenario and recent developments in industries regular interactive session, interface/panel discussions are conducted.

College has signed MOU's with various institutes etc. for enriching the learning process.

Field trips of the students to various industries have been undertaken:

IT park, Chandigarh, Power corporation Shimla, Oberoi Group of Hotels, Minchy's Juice Factory, Sadhuphul, Tibetan Handicraft Unit, Panthaghati, Central Potato Research Institute (CPRI) Shimla, Science City Kapurthala, HFRI Simla to name a few.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

- Principal gathers information through regular meetings with various committees clubs and societies.
- College conducts institutional and departmental SWOC to obtain feedback.
- Teacher evaluation forms are filled by the students to get feedback on the teaching learning process.
- Feedback is also obtained from Alumnae and parents during informal meetings and interface.
- Suggestion boxes are placed at prominent locations on the campus.
- The College undertakes both internal and external audit.
- The organization has a biometric system for attendance.
- Website of the College is updated on regular basis. Concerned information regarding various activities is communicated to the students through it.
- Bulk message sending system is established.

After obtaining the feedback from various sources, it is analysed and deliberated upon for the growth of the institution.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management infuses the staff with the spirit of the Vision and Mission of the College. Management believes in decentralised functioning. It provides resources and support to create the ambience for excellence. The endearing concept of ‘the Bedeian Family’ is cherished by the staff, the students and the alumni of the college. Management also formulates a core team of HODs, several committees/ societies/clubs and empowers them for the effective functioning of the college. Various responsibilities are allocated to the teaching and non-teaching staff. Every faculty member feels a sense of belongingness with the institution.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Some of the resolutions made and implemented in the last year are given as-

- MOUs signed:
 - The University of Fraser Valley, Canada
 - Badrinarayan Mahavidyalaya Jalna Aurangabad.
 - Pune institute of business management.
 - HFRI, Shimla .
 - Sai DigiTech, Shimla for TALLY.
 - Medicare Lab Shimla, Indus Hospital Shimla
- Psychology Department organized International Conference on “Work, Stress and Health”, Computer department organized National Seminar on Web Based Technologies: Present and Future, NACC sponsored National Seminar on “ Institutional Quality Improvement: Role of ICT, Faculty Development Programme on “ Emerging Trends in pedagogies”
- Home science and Hindi departments are pursuing their respective projects.
- English, Economics, Hindi, History/Political Science departments published their newsletters.
- Faculty Development Programmes were organized
- Health Camp was organized in collaboration with DD U Hospital Shimla
- Stationary Shop was re-opened in the College
- Bulk messaging system established. Visits to orphanages, adopted schools, hospitals for volunteer service were made
- Heritage Club, Book and Film Club were established
- Workshops were organized by Physics department entitled “For the Love of Physics” and computer department on latest software version of Android.
- Inter College Economics literary meet was organized.

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If “yes”, what are the efforts made by the institution in obtaining autonomy?

The affiliating Himachal Pradesh University does not make any provision for according the status of autonomy to the College.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The College has a Grievance Redressal cell which promptly attends any type of grievances/ complaints and tries to resolve it. There is a cordial and congenial relationship prevailing in the campus and no serious complaints have been reported till date.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the courts on these?

No such cases were reported

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If “yes”, what was the outcome and response of the institution to such an effort?

There are various modes to gather and analyze student feedback on institutional performance:

- SWOC analysis at Department Level
- Suggestion Box have been installed at different places in the campus
- Teacher evaluation form

The suggestions received are given due attention to improve the institutional performance. If required, appropriate policy decisions are taken and communicated to everyone concerned and implemented promptly.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non-teaching staff?

The College has been making great efforts to enhance the professionalism in the faculty to meet the challenges in higher education. The various programs undertaken are as follows:

- Teachers are encouraged to undergo Refresher Courses/Orientation Programs/Training along with participate in State/National/International Conferences/ Seminars/Workshops.
- Teachers are trained to use the ICT facility, multi-media, and teaching aids in the class room. The facility of INFLIBNET is provided to make use of e-resources. The Campus Care is used in the institution for various activities
- Faculty is motivated to enhance their qualification.
- College supports teachers to undertake Minor/Major research projects.
- Faculty is encouraged to publish their research papers, books, chapters and articles. College has its own inter disciplinary journal “Bede Athenaeum

- Various faculty development programs are conducted for both teaching and non-teaching staff to enrich the knowledge
- The various National and International Conferences/ Workshops/ Seminars have been organized in the College to enhance their professional skills.
- To implement the newly introduced Choice Based Credit System under RUSA faculty was trained.
- IQAC, UGC, RUSA, Academic Committee, (RPC), Discipline Committee etc. are established for smooth working of the College
- MOUs with the University of Frazer Valley, Canada, Barwale Mahavidyala, Jalna. College Pune institute of Business Management, Sai DigiTech, Shimla for Learning Tally are signed by the College for student teacher exchange programme and interaction.
- Vermi-compost unit is set up by the Zoology department under the technical guidance of Department of Horticulture, Himachal Pradesh.
- Principal undertakes periodic meetings/discussions for staff development with Academic Coordinators, Heads of departments, and staff council.

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

The institution is committed to academic and human excellence. Teachers are encouraged to join various cells/societies/committees in addition to their regular duties, so as to enhance their organizational and leadership skills. A balanced combination of senior and junior faculty members helps in sharing of ideas. In this tech-savvy era, ICT has made its indelible place in teaching learning process. The management has tried to boost up this process by providing computers, laptops, Wi-Fi and projectors in the class rooms. This motivates the faculty to use these facilities and make the teaching process very effective. The institution conducts training program on various subjects from time to time.

- International and National MoUs signed help to develop global competencies through exchange programmes and collaborative projects.
- IQAC conducts periodic review and SWOC analysis in the College to identify the professional learning and development needs of the faculty.
- Adequate and well maintained infrastructure is provided to faculty.
- New books and journals are purchased regularly in the library and for enhancing the advanced learning E-resources are made available to faculty.
- Research room and research committee is formulated for research promotion
- For developing leadership qualities and enhancing teamwork, Principal constitutes various committees/societies.
- Eminent resource persons are invited in the College to update the faculty members on trends in higher education and teaching pedagogies.
- The College organizes International/National/State level Seminars/ Workshops/Conferences and Events to empower staff.
- Faculty members are granted duty leave and study leave for participating in orientation/refresher/training programs for their professional development.
- Medical leave and maternity leave are also provided to the staff.
- Residential facility is also available in the campus for non-teaching staff.

- College updates website frequently for providing the information. St. Bede's College emphasises faculty empowerment leading to professional and academic excellence.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

The College has developed a well-defined formal mechanism for performance appraisal. The performance appraisal of teaching staff is assessed through a teacher evaluation form filled by students at the end of each semester. This Proforma evaluates the teacher in various aspects such as Academic Performance, Professional Development, and Involvement in Committees. The feedback taken from students is then statistically analyzed. The score gives the teacher an indication of his/her performance under each parameter and works as a self-improvement tool for him/her. The HOD and Academic Coordinator also make their remarks on this feedback obtained, which is finally evaluated by IQAC and the Principal.

Along with it SWOC analysis is also performed department wise and institution wise for collecting information, scrutinizing and storing it. Various committees like IQAC, Academic committee and RUSA committee are formed for monitoring for better appraisal. Beside this, oral feedback taken during meetings and interface is also used as a tool for performance appraisal.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

Performance appraisal acts as a feedback tool and leads to major decisions taken by management for the development of the College. This process has strengthened our commitment to achieve excellence.

Outcomes of this process has led to

- Motivation drive for the faculty
- Healthy working environment
- Cordial relations among management, faculty and students
- Research excellence

Major decisions taken

- Up gradation in infrastructure with Wi-Fi campus, INFLIBNIT facility to use e- resources
- MOUs are signed with The university of Frazer Valley, Canada, Badrinarayan Barwale Mahavidyalya Jalna
- Student exchange program with Pune Institute of Business Management
- National and International conferences were organized
- Every faculty member maintains a Course file.

Regular staff meetings are organized in the College for better understanding. IQAC and academic coordinators review the working of the different departments on regular basis. Management and Principal review the performance, feedback and results of the faculty members. The appropriate action is taken by the management. Individual counselling is done by the

Principal to all the faculty members. The principal encourages the faculty for the further improvement.

6.3.5 What are the welfare schemes available for teaching and non-teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

There are welfare schemes available for teaching & non-teaching staff, which are as follows:-

- Facility of Group medical insurance apart from EPF.
- EDLI is provided in case of emergencies to the staff
- Fee concessions for wards of the staff.
- Staff quarters are available on the campus for non-teaching staff members.
- The facility of Personal Loans is given to those in need of it.
- Various festive occasions like Teachers Day, Christmas are celebrated in the College wherein Lunch/ Tea is organized & gifts are distributed to the teaching & non-teaching staff which strengthens the bonds between members of Bedeian Family.
- Medical/maternity leave is provided to the employees
- Duty leave is granted for attending seminar and workshops
- Uniform is provided to the class IV employees
- Washing allowance is given to class IV employees
- Remedial classes are available for the children of the supporting staff.
- Facility of book bank is made available
- Free medical camps are organised in the College
- Departmental rooms with laptops and Wi-Fi facility
- Well Equipped departmental library

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

St. Bede's College is a prestigious institute of north India. It is known not only at National but also at International level. Our College is twice NAAC re-accredited "A" grade and conferred with the status of Centre with Potential for Excellence and Heritage Institute by the UGC and also selected under the Star College Scheme by Department of Biotechnology.

The measures taken by the Institution for retaining eminent faculty are as follows:

- Faculty members are permitted to pursue higher education and leave is sanctioned during their examination.
- Staff is involved in the decision making process.
- Annual Increment in salary is given.
- Faculty Development Programs are organized. .
- Opportunity for Development of leadership qualities among the staff members by assigning headships of committees of the College.
- Eminent academicians from India as well as from abroad visit the campus and facilitate interaction with faculty.
- International/national conferences are organized
- MOUs are signed with the university of Fraser Valley, Canada.
- Student exchange programs with Pune Institute of Business Management.

- MOU with Badrinarayan Barwale Mahavidyalaya, Jalna was signed..
- The College gives permission for the faculty to take up research, attend seminar, workshops & conferences.
- St. Bede's College always focuses on human and academic excellence by keeping in view the vision and mission of the College.

6.4 Financial Management and Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

St. Bede's College has developed an effective system of financial management. There is a sound financial policy to monitor effective and efficient use of financial resources. The Finance Committee of the College, which comprises of Manager, Principal, Bursar and accountant work actively for the mobilization and use of financial resources. Major decisions are taken by the Governing body which is headed by the President.

Funds received from agencies are utilized by the College in a decentralized way under the supervision of the purchasing committee. Heads of the department prepare requisitions. The budget is then scrutinized and sanctioned accordingly. The account is then submitted to the Bursar's office with all the related supportive documents. Cross checking of the bills and expenditure is done by the internal and external audit committee.

The institute prepares the report of annual budget under two headings: Income and expenditure.

There is an automated accounting system used in the College. Double entry system is followed to maintain the accounts of the College. The following three types of accounts are created:

- Receipts and Payment Accounts.
- Income and Expenditure Accounts.
- Consolidated Accounts.
- Fee is collected through bank.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections?

The accounts are checked regularly. For this there is a provision for both Internal and External Audit mechanism.

Internal Audit

College accountant prepares income expenditure sheet under the guidance of the Bursar of the College every month. This is then sent to the Provincial where it is checked by the St. Bede's College Society's Chartered Accountant. Along with it a stock register is also maintained which has all the information regarding any purchase made in the College and is audited by the management. The budget of independent units like the NSS, PTA and Career Oriented Programmes are audited separately.

- Each Department maintains a stock register which includes the records of all kinds of purchases done by the department. The auditing of the stock register of each department is done by the teachers.

- The purchases under UGC, Star College Scheme are scrutinized by their respective in-charges.

External Audit

College has hired the services of a highly proficient Chartered Accountant firm for the external audit of the accounts.

Government Audit

Final external audit of the accounts is then carried out by government agency known as Auditor General's (AG) office Shimla.

The last audit was done in 2015. There were no major audit objections. Only a few minor objections were raised and they were duly rectified and dropped.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

Major sources of institutional receipts are given below:

- Salary paid to faculty members and administrative staff under the 95% aid by the state government
- Various grants of UGC
- Major/ Minor research projects
- Fees collected by self-financed courses
- Lease rentals of the College canteen
- PTA College development funds
- RUSA grant

Table: Details of Income and expenditure of the last five years

S. No.	Source	2010-11	2011-12	2012-13	2013-14	2014-15
	Income	Rs.	Rs.	Rs.	Rs.	Rs.
1.	H.P. Grant	11013034	36372094	54479464	14326144	36876592
2.	UGC Grant		65,000			
3.	CPE (UGC)			5000000		
4.	Seminar			220000	44150	54000
5.	Merit-Scho.	79939	42700	420000	97100	116400
6.	NSS Grant	72000		72000		72000
7.	Caution Dep.	1166950	1147300	1157900	2398309	5742500
8.	Exam Fee	1348904	1342809	1513180	2222376	2833860
9.	Registration	145150	246900	160550	196600	254680
10.	Tuition fee	10425800	9624320	8151650	9142932	10412390
11.	TC Late Fee	8940		430		11370
	Total	24260717	48841123	71175174	28427611	56373792
	Expenditure					
1.	NTS-Salary Exp	8222352	9077733	11687092	11656158	13820462
2.	T.S-Salary	17909876	24646728	58260234	32337298	38821374
3.	PF	2717653	2996191	1386699	721183	1162101
4.	UGC XI Plan					45311
5.	CPE (UGC)			1183273	3060268	
6.	Seminar		154498	200000		128174
7.	Merit /Sch.	28500		1000		
8.	NSS	23798		34595	54200	157119
9.	Exam Fee	1417553	808680	1168391	1171992	1594028
	Total	30319732	37683730	73921284	49001099	55728569

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The College employs various methods to mobilize resources it needs for the welfare of the students. Necessary efforts for obtaining additional funding are taken by the institution regularly. The major resources of the College are as follows.

- Grant from H.P. University for NSS
- Grant from UGC to carry out Major and Minor Research Projects
- Grant from UGC under Centre of Potential for Excellence Scheme
- Grant from Department of Bio Technology under Star College Scheme
- The Annual College function has also been a source of raising funds through sponsorship, etc.
- UGC General Development Grant
- The College has been sanctioned grants under the Heritage scheme. By renting College auditorium for various state competitive examinations
- Infrastructure Grant from RUSA
- Grant from various agencies to conduct conferences/ seminars/workshops

6.5 Internal Quality Assurance System (IQAS)

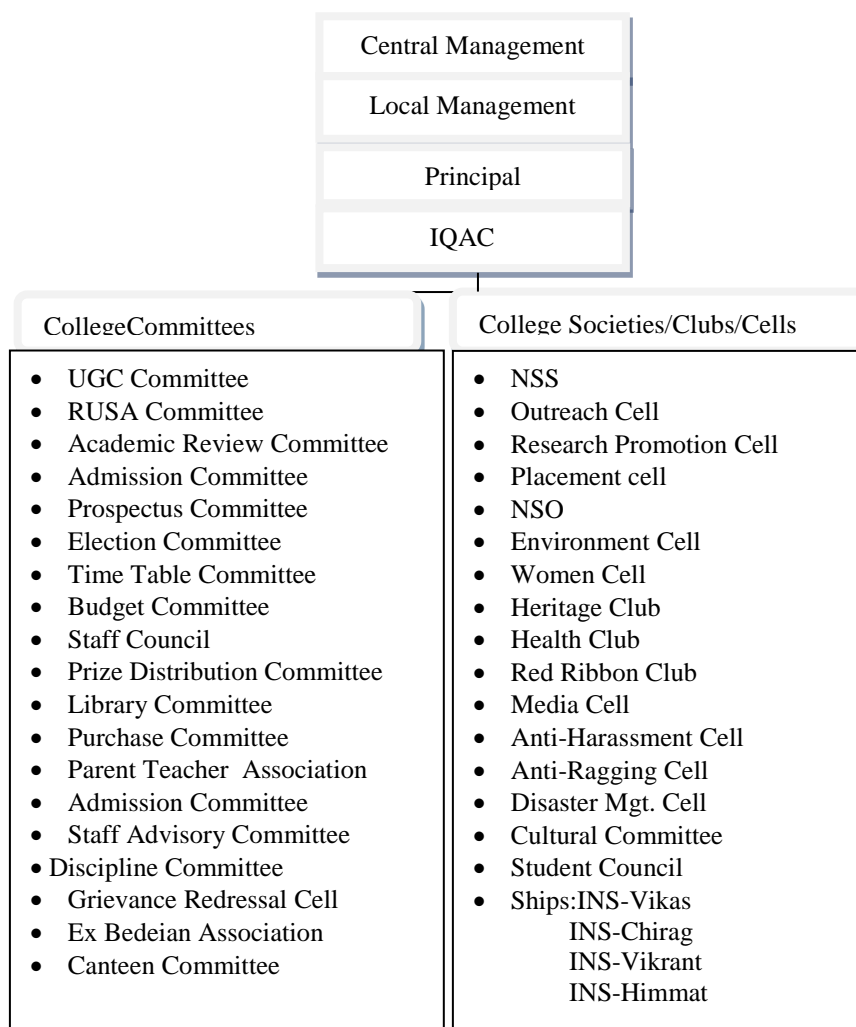
6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the College has established an Internal Quality Assurance Cell (IQAC) in 2004 and is fully functional. The College IQAC designs/frames the policies of the College as per under NAAC guidelines. This cell focuses on functioning towards quality enhancement and assertion of quality culture.

IQAC systematizes its work by setting up various committees for effective implementation of quality related drives.

Operational Hierarchy of the College



St. Bede's College is the insignia of Human and Academic Excellence where IQAC plays a pivotal role in sustaining and enriching the quality culture of the College consistently.

Some of the important efforts of IQAC put over the years are cited below:

- Perspective Plan is prepared by IQAC under the guidance of management at the beginning of the session. Plans are monitored regularly through mid-term review and course correction is instituted for the promotion of quality culture in the College.
- College Calendar is framed in the beginning of the session for effective implementation of these plans and policies.
- There is a consistent monitoring of various activities by IQAC like admission process, preparation of work plan, examination process, co-curricular and extracurricular activities.
- RPC organises International and National seminars regularly.
- SWOC analysis is conducted at institutional and departmental levels to review and to promote quality culture.
- College is pursuing alliances through MOU's and collaborations with prestigious international and national institutions.
- Quality of teaching-learning is enhanced through various evaluating processes like CCA, Tests, Attendance, Projects, etc.

- Research is promoted among teachers and quality of teaching is regularly enhanced by conducting faculty development programs.
- Augmentation of infrastructural facilities like ICT, Library, Sports, etc.
- Fortification of campus is done through CCTV cameras, intercoms and security personnel.
- Value Education and Mentoring System are an integral part of the college for holistic development of the students.
- Various College Committees and Societies constituted by IQAC provide inputs during planning and implementing of quality related initiatives.
- Keeping in view the vision and mission of the College, IQAC addresses the various concerns of the students.
- IQAC emphasizes the spirit of innovation and endorses the best practices.

b.How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

Various decisions that have been successfully implemented over the last five years:

- Implementation of CBCS under RUSA system.
- Research Promotion Cell organises international and national seminars regularly.
- Appointment of Academic coordinators for departmental monitoring.
- Student charter has been formulated and adopted.
- Academic audit is conducted.
- Green audit has been done.
- Several MOU's have been signed for student/faculty exchange and interaction.
- SWOC analysis is conducted at institutional and departmental level.
- Bulk managing system installed.
- Facility of e-library, INFLIBNET, LIBVIZ to access e-resources.
- Wi-fi enabled campus.
- Regular meetings of PTA.
- Upgradation of departmental resources.
- Staff encouraged writing research papers and formulating projects.
- Departmental e-periodicals and newsletters.
- Teacher student/ exchange programme.
- Setting up Herbal Garden in the College Campus.
- Skill based value added courses have been introduced.
- Mentor cards and health cards for students.
- Value education and Environment education.
- Health camps for students.
- Career guidance is formulated and adopted.
- Introduction of Dance as major subject.
- Peer teaching methodology
- Heritage club has been formed.
- Alumnae association to be strengthened.
- Organize more Faculty Development Programs.

- Regular meetings of PTA.
- Setting up vermicomposting unit.
- Eco friendly initiatives.
- Complete ban on burning of biodegradable waste.
- Establishment of book club & film club.
- Addition of more books and journals in library.
- Upgradation of ICT facility..
- CCTV monitoring and intercoms for college safety.
- Regular visits to NGO's and hospitals by the students through community outreach programmes.
- Separate rooms for teachers in every department.
- Department wise assemblies are organized
- Continuation of stationary shop in College.
- Up gradation of canteen.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes. The IQAC has two eminent academicians in its composition. They are:-

- Prof. Dr. Yoginder Verma (Pro VC, Central University, Dharamshala)
- Prof. Dr. P.K. Ahluwalia (Dean Planning Teachers Matters, HPU)

IQAC solicits suggestions from the experts for effective improvements in strategies, plans and functioning of College.

d. How do students and Alumnae contribute to the effective functioning of the IQAC?

Students: Student Charter has been drafted and adopted by the College with the student council and staff advisors. Student Council is established every year in the College. Representatives bridge the gap between IQAC and student community. Admiral and Vice Admiral are the members of IQAC and several other committees, thus contributing actively in quality enhancement programme.

Various community outreach programmes are organized by the student Council to mention a few:

- Student community provides feedback on various parameters like academic, co-curricular and infrastructural.
- Students provide support in innovating practices like vermicomposting, herbal garden formation, paper recycling, eco-friendly campus, etc.
- Spread social awareness through street plays/debates/seminars.
- Conduct surveys and visit hospitals and NGO's to contribute to society.
- They assist in organising seminars and conferences in the College.
- They help in the documentation of various reports of societies.
- Council members provide orientation to freshers.
- Conduct departmental assemblies.
- Maintain discipline in the College.
- Organise internships.
- Organise inter college competitions and other activities.

Alumnae: There is a registered Alumnae Association, Ex-Bedeian Association (EBA) in the College. Alumnae are given representation in IQAC by nominating a member. During Alumnae meetings there is interaction /sharing of experiences. Some of the members of Alumnae association comprises of retired teachers of St. Bede's College who are another valuable resource for the College.

Ex-Bedeian Association contributes with the College in various ways:

- Christmas is celebrated with the children of deaf and dumb school at Dhalli.
- Prayas-An interaction with the inmates of mental hospital and rehabilitation centre at Boileauganj.
- Orphanage at Tutikandi is frequently visited.
- A walk against Sexual abuse and harassment of Women was undertaken.
- Aprajita- For women's safety and protection, several self-defence techniques were taught by the instructors from the H.P. Police Department.
- A walk was organised on Raksha Bandhan for the elderly from the Durgapur Old Age Home.
- Swayam-EBA Collaborated with State Disaster Management Authority to create awareness.
- Paryavaran Jagrukta, Nasha Niwaran and Nari Shakti Abhiyan was organised.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

IQAC makes constructive interventions through regular communication with the staff in following ways:

It organises regular meetings with faculty members and involves them in planning and execution.

- Activities are monitored through academic coordinators and heads of the departments.
- Facilitates the formation of different societies/clubs/committees for conducting various activities in the College.
- College Calendar is framed in the beginning of the academic session for effective implementation of plans.
- Departmental and special assemblies are conducted.
- Faculty development programs are organised to enhance teaching learning process.
- Special IQAC meetings assist departments to plan out departmental budgets as well as academic and research activities.
- Departmental infrastructural requirements, budgetary allocations, equipment and books procurements etc. are discussed.

Thus, IQAC functions as an efficient channel in enhancing the efficiency of the institutional processes.

6.5.2 Does the institution have an integrated framework for Quality assurance sustenance of academic and administrative activities? If 'yes', give details on its operationalization.

The institution works on a well-integrated framework for quality assurance in academic and administrative areas. IQAC takes an account of all College activities by planning and monitoring them regularly. It ensures sustenance and enhancement of the quality of higher education as stipulated by NAAC.

IQAC operationalizes its objectives through various committees. These committees work in their respective areas for sustenance of quality assurance.

These key committees are: UGC, RUSA, Academic Review committee, Staff council, PTA, RPC, SAC, Placement cell, Library Committee, Media Cell, Discipline committee, Anti-ragging committee, Community outreach cell, Placement cell, Admission committee, College Societies-Ships-Clubs.

In addition following strategic steps are instituted:

- Log book of all the activities of College is maintained by the Principal.
- SWOC analysis is conducted every year at institutional and departmental levels for ranking the quality assurance system in the institution. At the institutional level, management through IQAC regularly evaluate the working of its decentralized system through internal and external stakeholders. It includes staff, Alumnae and parents. At departmental level, SWOC analysis is conducted on various parameters like in-house/departmental projects, keeping a track of attendance of students, evaluation on the basis of CCA under RUSA system, assignments, co-curricular activities etc.
- NAAC based criteria committees are formed to work on the various parameters to enhance quality.
- Academic coordinators organize meetings at regular intervals with different departments to monitor and provide suggestions.
- Staff Council meetings are held regularly to discuss various considerations for effective outcome exhibiting a sense of team work.
- Student support is provided by committees like Placement and Counselling cell, Anti-Harassment cell, Anti Ragging Committee, Admission Committee, Staff Advisory Committee and Grievance Redressal Committee, Remedial classes for slow learners.
- Entrepreneurship is promoted by enhancing versatility in their education through skill based/value added, vocational courses and through community outreach programmes.

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If ‘yes’, give details enumerating its impact.

- Faculty Development programs (FDP’s), National and International Seminars and Conferences are organized regularly to render learning, a continuous process in quality enhancement.
- Training in new teaching-learning methodologies is provided.
- International and National Seminars and Conferences are organised to ensure quality.
- Library conducted a workshop to expose faculty to the use of e-resources through INFLIBNET.
- Training was conducted before the bulk messaging system was started.
- For use of Campus Care software the staff was trained.
- Automation of Library is done to get its maximum benefit.

- A workshop on the use of latest ICT facilities such as smart boards and visualizers, clickers etc. was held.
- Organisation of more Community Outreach Programmes for inculcating social responsibility.
- Management information system (MIS) is utilized for effective conduct of administrative work.

With the implementation of various quality enhancement initiatives such as some of those mentioned above the overall administrative, financial and learning processes are improved.

6.5.3 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes' how are the outcomes used to improve the institutional activities?

Internal academic audit:

- Yes, the institution conducts academic audit through the Principal, IQAC, and Academic Review Committee, RUSA committee, UGC committee, RPC and heads of the departments.
- Institutional and departmental SWOC analysis is conducted to identify significant strengths, weaknesses, opportunities and challenges.
- Separate stock register for equipment and tests are maintained and are scrutinised by UGC Committee.
- Formal feedback is obtained from the students, Alumnae and PTA on College functioning for further growth.

External Audit:

- External audit is conducted by Himachal Pradesh University, Directorate of Higher Education, and the UGC for College courses.
- ACR of staff members is filled and sent to the Directorate.
- NAAC accreditation is undertaken every five years.

Outcome: Regular Academic audit leads the College on the path of continuous quality sustenance.

- MOU's, Collaborations and other linkages have increased.
- Industry/institutes interface through Placement Cell have increased.
- Impetus has been provided to the research culture
- Library has been enriched with Print and e-Literature.
- More Publications and participation of faculty is increased in Conferences/ seminars.
- Augmentation of Infrastructural facilities.
- ICT enabled classrooms established.
- Term wise teaching plans are prepared by teachers.
- Proper monitoring system is initiated.
- Regular departmental meetings are organized to review activities.
- Teacher qualifications are improved.
- Innovative methodologies promoted.
- Best practices -social responsibility and knowledge augmentation adopted.
- Participation of students in curricular and co-curricular activities has been enhanced.
- The attendance and participation in class has improved.

- Students are more socially aware of their responsibilities and live up to the motto of Non Nobis Solum i.e. not for ourselves alone.

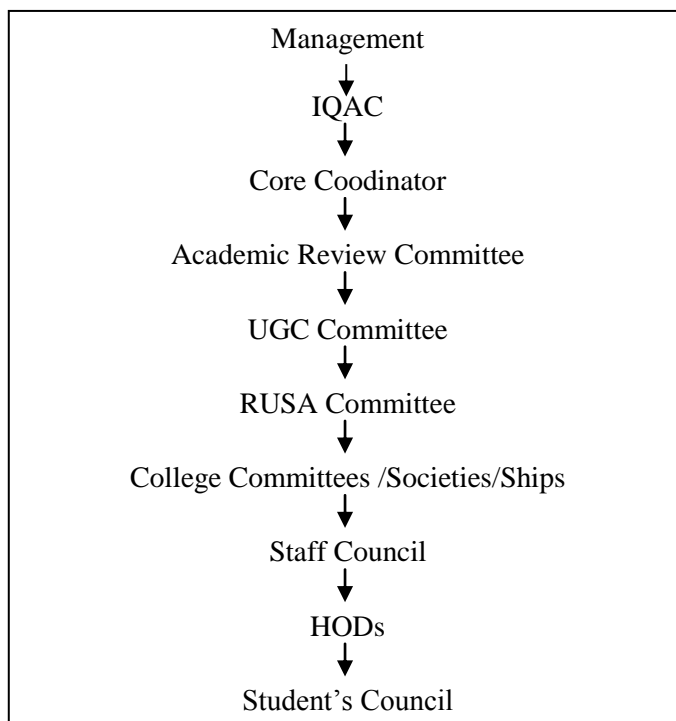
6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The internal quality assurance mechanisms of the College adhere to the rules and regulations prescribed by external regulatory bodies like NAAC, UGC, Himachal Pradesh University and Directorate of Higher Education. The college remains updated through circulars/notifications on websites of these regulatory bodies. Another external agency with whom the institution is aligned is the AG office for College account auditing.

Their regulations are put into practice through different Committees and Societies, in consultation with IQAC, thereby catalysing the process of institutional growth and development.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?

Systematic mechanism is followed by the institution to review the teaching-learning process:



Structure of Teaching-Learning Mechanism

College has adopted the following listed methodologies along with their outcomes:

Methodologies	Outcomes
Management meetings	The management has constituted IQAC, and other committee /societies to strategise and monitor the functioning.
Regular IQAC meetings	Formulation of Admission procedures, Perspective Plans, Monitoring, Evaluation, Implementation, Conducting

	follow up, organising FDP's and instituting course correction.
RUSA meetings	Guides about the newly adopted CBCS pattern Monitors the implementation of the guidelines. Attends RUSA related meetings in the university.
Periodic Academic Review Committee meetings are held with Principal, Heads of Department.	Planning and Execution of various activities-Academic, Co-curricular and Extra curricular in the College.
Staff Council meetings are held at regular intervals to discuss various issues.	<ul style="list-style-type: none"> • Teaching-learning activities are promoted. CCA of students is evaluated on various parameters like attendance, tests and projects in order to keep track of their performance level. • Lesson plans are prepared by the teachers to divide the syllabus in an organised way • Adoption of new methodologies in teaching. • Extension /co-curricular activities are enhanced.
Regular meetings of various Committees/Societies/Clubs.	<ul style="list-style-type: none"> • Collaborations are increased through MOU's, Linkages etc. • Planning and Execution of Extension and Community Outreach activities.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The College continuously engages all stakeholders to achieve the objective of keeping them well informed by communicating through all available means.

- Institutional website uploads all the latest information to inform its stakeholders.
- Regular meetings are held with stakeholders to discuss and communicate College processes.
- Admission notification is done by Print and Electronic media.
- Bulk messaging system is adopted.
- Library webpage is available on college website.
- Regular information is sent to stakeholders through e-mails.
- Induction meetings and Orientation programmes are organised for freshers.
- Departmental and special assemblies are conducted for disseminating the relevant information by the principal and teachers.
- The PTM help the college to communicate with parents/guardians.
- Alumnae meet is organised to apprise them about the college.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

St. Bede's College is a prime example of an environmental friendly campus. It is situated on a wooded knoll in Shimla's eastern edge, nearly 7500 ft. above sea level. The buildings are set amongst a verdant forest of cedar, rhododendron, rubinia and oak trees. Over the last 111 years since the inception of the College in 1904 every care has been taken to preserve, protect

and take pride in this beautiful campus, through sustained environmental consciousness and action both by staff and students.

Given the urgency of a pro-active involvement of the younger generation in conserving the rapidly declining environment, the College has made a concerted effort to promote the “Green mindset” amongst students through activities such as tree plantation programme ‘Go Green’, awareness building through slogan writing, poster making competitions, etc. Side by side there is a focus on the burning issues of Renewable Energy, Updation of Shimla’s Disaster Management Plan, awareness activities on Global Warming and Climate Change, as well as Mock Drills in the event of earthquake and fire. During the past five years in particular, the emphasis has been on appreciating and working towards the maintenance of a green campus and city.

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

The College has conducted the Green Audit of the campus.

Ambient air

To check the quality of the ambient air on the campus, the H.P. State Pollution Control Board was requested to carry out the relevant tests. After preliminary survey and observation, this test was conducted over the duration of 12 hours in order to monitor air quality every three hours. The ambient air on the campus has been certified very good.

Water management

To ensure the judicious use and conservation of water on campus a committee comprising of the Principal, Bursar, Chief Accountant, College Admiral and a plumber constantly monitor the usage and storage of water, as well as the repair and replacement of the taps, water pipes and storage tanks. Students are sensitized to conserve this resource as far as possible. The water harvesting tanks are also regularly cleaned and inspected.

Energy management

To optimize the harnessing of energy on campus a committee regularly inspects and maintains all the electrical fittings. Solar energy is effectively utilized for the hostel and classrooms and solar panels also power the illumination of the driveway and garden. Staff and students are sensitized to strictly switch off all lights when not in use.

7.1.2 What are the initiatives taken by the College to make the campus eco-friendly?

St. Bede’s College prides itself on its green campus. The green cover is proportionately much larger than the built up area. Simultaneously the College strives to live up to the Motto of “Reuse, Replenish, Retrieve” to preserve its bio-diversity and its eco-friendly character.

Energy Conservation

St. Bede’s College has aspired to sensitise students to save and optimise energy resources through inculcation of environmental ethics and practices. The College has taken measures to ensure that the campus is eco-friendly.

Electricity:

- As far as possible all incandescent light and CFL bulbs are progressively being replaced by LED bulbs in a phased manner.

- Students and staff are sensitized not to waste any electricity.
- The College hostel water heating system is entirely solar based.

Water:

- Water harvesting is actively promoted and used for the garden, washrooms, water in laboratories and cleaning of classrooms.
- The harvested rain water is used as distilled water in the laboratories.
- Snow water is also harvested to alleviate the problem of freezing of pipes and consequent water shortage in winters.
- All electrical equipments purchased are with 3 to 5 star energy compliance.

Use of renewable energy

- The College makes good use of the abundant solar energy available for water and central heating in the hostel.
- Garden, classrooms and driveway are illuminated by solar electricity.
- The paper recycling unit is converting used paper into recycled paper.
- Vermicomposting is done to generate organic manure from bio-degradable waste. This is used as manure for the College garden and sold locally.
- Waste generated on campus is disposed off scientifically. Solid waste is segregated from bio-degradable waste which is collected in a dumping yard. **Water harvesting**

- Two big water harvesting tanks are fully operational in the College.
- The drain water pipes are used to water the lawn and plants.
- Water is utilised in washrooms, swabbing classrooms and in laboratories.

Efforts for Carbon neutrality

- Students have been made conscious of the importance of carbon neutrality, carbon credits and the need to reduce carbon footprint.
- The use of polythene is strictly prohibited on the campus. The College had taken the initiative to ban polythene before the H.P. govt. banned its use.
- The slogan of the College Environment Cell “Reuse, Replenish, Retrieve” is the guiding principle for all the related activities.
- Vehicular entry into the College campus is restricted.
- Each department maintains its records through e-periodicals
- Assignments and other submissions are progressively evaluated online.
- Dry leaves are not burnt but used for manure in the College garden.
- Waste management is done in two ways: the organic waste is converted into manure in the composting unit and non- biodegradable waste including plastics is disposed off through the Municipal Corporation, Shimla.
- Regular talks/lectures are organized on relevant areas such as the preservation of bio-diversity, climate change and global warming and steps to alleviate the same.
- The use of paper has been minimized through the bulk messaging system and online administration of the College.
- There is an active plantation of a variety of trees, flowers and medicinal plants within the College campus and outside.
- St. Bede’s College is a smoke free campus.

Plantation

- The College has consistently followed the policy of “Go Green”- a tree plantation campaign to add to the green cover not only of the campus but also of the vicinity.

- The campus maintains and retains its bio-diversity through a variety of flora and fauna.
- A medicinal garden has been set up in the campus containing varied samples of local medicinal plants.
- The two green houses on the campus store a variety of flowers and plants.
- The detailed Taxonomy of the College flora has been drawn up.

Hazardous waste management

- There are different types of wastes generated in the College. The hazardous waste generated in the science laboratories is drained after neutralization.
- Biological waste from other science laboratories are made harmless through autoclaving and then disposed.
- Plastic waste is collected in the dumping yard and disposed separately through the Municipal authorities.

E-waste management

Reuse is the most eco-friendly and cost effective method for e-waste disposal. This method is being practised in the College as far as possible.

- Defective systems are upgraded by replacing the electronic parts. Systems which cannot be used are collected and their final disposal is under process.
- Some old systems have been sold to re-cycling agencies while a few have been stored in safe places within the campus.

7.2 Innovations

Education is a dynamic process and requires constant innovation. This is an integral part of the culture of St. Bede's. The College strives to innovate and introduce new practices so that the institution keeps pace with rapidly changing times, trends and technology.

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the College.

The IQAC of St. Bede's College has facilitated a steady and continuous system of innovation in all aspects of the functioning of the institution.

- **User friendly website** - the College website is comprehensive and continuously updated, containing all important information.
- **Prospectus and admission forms** are available online from the College website enabling applications from students within the country and abroad.
- **Provision of fee concession, freeships and scholarships.**
- **College administration** is fully automated.
- **Online accessibility**- parents and guardians can conveniently check their wards attendance, marks and performance.
- **Bulk messaging system** is practiced.
- **Faculty enrichment programmes /workshops** are conducted every year.
- **Extra-curricular societies** are headed and guided by faculty members.
- **Mentoring and supervising** of students by faculty.
- **Innovative and creative teaching methods** are used.
- **Video recording** of lectures is done in some of the courses.
- **Bridge classes** are conducted by the teachers.
- **Remedial classes** - weak students are assisted by the teachers.

- **Advanced Learners** are guided and encouraged.
- **Slow Learners** are given extra assistance.
- **An ARC (Academic Review Committee)** has been constituted.
- **E-periodicals** to document the activities of each department.
- **Practice of conducting Departmental Assemblies** is a regular feature.
- **Mentor- Mentee interaction in value education classes.**
- **Online submission of assignments** by students has been introduced.
- **Student workshops** are organized by the College to make the course work more relevant and also to enhance extra-curricular activities. Students also actively participate in workshops outside the College.
- **Student seminars** are regularly conducted by different departments.
- **Guest lectures** are organized regularly to expose students to various fields.
- **Educational Trips** are organized for students to create interest in their respective subjects and to promote practical knowledge.
- **Various MOU's** have been signed.
- **Student counselling sessions** are a regular feature in the college.
- **Summer Trainings.**
- **Book Talks and Book Exhibitions** are regularly organized by the College.
- **A Book Club- "Afterthoughts"** has been set up by the English and the Political Science departments. Books are reviewed and films screened twice a month for the student members.
- **The Book Bank** in the library has an increased number of titles every year.
- **Excellent College library facility.**
- **Departmental student activities** are organized.
- **'Serendipity'**- an inter College cultural festival is organized every year.
- **Apolitical Student Council** comprising of an Admiral (President), Vice-Admiral (Vice-President), Four Ships (Houses) with their respective Captains and Vice-Captains as well as the student Vice-Presidents and Secretaries of the different clubs and societies.
- **ICT** enabled classrooms enhance teaching and learning.
- **Well-equipped computer laboratories** with free wi-fi access are an added advantage for the students and the staff.
- **Language laboratory** has been successful in encouraging greater language proficiency among students.
- **Seminar Hall** is actively used by every department.
- **Health cards** are issued to each student so that the record of their basic health is maintained.
- **Value / skill based courses** are offered to the students which gives them opportunity to learn skills which can be used in their future lives.
- **The Economics Department has introduced a Certificate Course in Econometrics** which will bridge the gap between undergraduate and post-graduate studies in the subject. This course is generating resources to fund the publication of the departmental newsletter "Bede-nomics" and to organize the annual Economics Literary Festival.
- **Parents Teacher Meetings (PTM's)** held every year for all the classes.
- **Formal Feedback System** and graphic representation.
- **SWOT analysis** is carried out for the College every year.
- **Special Honours** - Bedeian Ring and Bedeian Pins are awarded to the exceptional outgoing students who have excelled in different fields.

- **The Best User of the Library Award** is conferred on chosen students.
- **Prizes have been instituted by past and current faculty members** for outstanding performance in some of the subjects namely The Rana Nayyar Trophy (English), Prof. R.S. Pathania Memorial Award(Botany), Mrs. K. Bali Trophy for the Best Ship, Award for Excellence in Home Science instituted by Ms. Nandini Pathania.
- **Two awards have been instituted annually for Best All-Rounders** by Ms. Manju Seth, President, Ex-Bedeian Association.
- **UGC conferred Heritage Status to St. Bede's College**
- **UGC awarded College with Potential for Excellence (CPE).**
- **Adoption of Two Government schools-** the College has adopted one rural Govt. Middle Secondary School at Theog and also a Government Primary School in Sanjauli as part of its social responsibility programme.
- **Medicinal garden** maintained.
- **Vermicompost unit** operational in the College.
- **Waste paper recycled and reused**
- **Solar panels** installed for heating and lighting purposes in the campus.
- **Rain water harvesting system.**
- **Grievance Redressal Cell, Anti-Ragging Cell, Women Anti-Harassment Cell** active in the College.
- **Exhaustive CCTV surveillance.**

7.3 Best Practices

7.3.1 Elaborate on any two best practices in the given format at page no. 98, which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the College.

I. TITLE OF PRACTICE : SOCIAL RESPONSIBILITY OBJECTIVES OF PRACTICE

The true worth of education is to produce well integrated individuals who are asset to contemporary society. St. Bede's College strongly focuses on encouraging students to participate in social outreach programmes. It is committed to reaching out to the vast underprivileged sections of society and contributing the students' skills and knowledge to their upliftment.

The main objectives of this practice are:

- To increase awareness of community issues.
- To inculcate the spirit of voluntary work.
- To motivate students to be responsible leaders.
- To promote qualities such as team work and empathy.
- To create awareness regarding cross cutting issues in the society.
- Reaching out to the less privileged in the neighbouring areas.
- To conduct remedial classes for the weak students in the vicinity.

THE CONTEXT

The aim of organizing and emphasizing upon such welfare programmes is not only to prepare the young students for their careers, but also to enable them to channelize their knowledge to humane ends. Through such programmes we aim to direct students towards creating a more inclusive and caring society. St.

Bede's College believes that everything cannot be inculcated exclusively through classroom instruction; practice and reflection are critical. Students will become more aware of the ground realities of life and upon graduating from the College they would be oriented towards benefitting society.

THE PRACTICE

The College initiates voluntary programmes through which it substantiates its Motto 'Non Nobis Solum' - Not for Ourselves Alone. The College Calendar is full of activities which inculcate this value of Social Responsibility.

A number of activities are conducted every year ranging from interacting with differently abled children, tree plantation, blood donation, health check ups, prison visits, paper recycling, cleaning up the campus and reaching out to the aged, mentally and physically challenged. Many talks and workshops are organized on campus which orient our students towards the spirit of service.

The annual NSS Camp is a special feature of the College social responsibility programme. During this week long program volunteers participate in a campus cleanliness drive, conduct a health check up for the staff and students and assist the College librarians to settle the library before the close of each academic year. Regular visits to patients in the hospitals particularly the terminally ill cancer patients are also an important part of the camp. The College collaborates with the H.P. Forest Department to replenish the green cover of the city by planting saplings in the designated areas. The Blood Donation camp organized in collaboration with the Lions Club of Shimla and other NGO's is one of the most successful blood collection endeavours in the city. The staff and students actively and generously donate their blood.

The Community Outreach is another endeavour of the College to be in touch with the underprivileged children in the neighbourhood of the campus and also beyond Shimla City. For this the College has adopted one rural Govt. Middle Secondary School at Theog and also a Government Primary School in Sanjauli. Our students actively guide and teach children of the College helpers through Remedial Classes. Other activities include the collection of toys, clothes, shoes and stationery items for donation to the poor and needy.

The Govt. Middle Secondary School at Bagaghat, Theog has seen a quantum change with the involvement of our students. From planting trees and hedges as boundary walls to regular activities with the school children in the form of painting competitions, storytelling sessions, short film screening and games, the school at Theog wears a different look today.

Community outreach also includes sensitization of our students to persons with disabilities such as Autism, Cerebral Palsy, etc., with the aim of underlining the importance of integrating them into society.

St. Bede's has been conducting a Christmas function every year inviting children from Shimla's Bal Ashrams, deaf and dumb children, etc. to celebrate with our students.

The Govt. Primary School at Sanjauli is also visited regularly by the students and there is active social and cultural interaction between both institutions.

The Principal, staff and students have also visited Model Central Jail, Kanda to share the spirit of Christmas with jail inmates. The College has established a tradition of gifting woollens and sweets to the people in the jail. They have also regularly visited the Old Age Home, Basantpur, the Sarvodaya Girls Bal Ashram, Durgapur and Udaan, a State level home for children with special needs. The staff contributes generously towards the purchase of woollens and other gifts for the less privileged sections of the society.

Being a Women's College, we aim at empowering our students in a society where discrimination against women is rampant. Our girls are groomed into independent, outspoken individuals who are conscious of their rights. For ensuring that our girls have a better knowledge of personal hygiene and basic gynaecology, guidance is sought from specialists in the field. Emphasis is also placed upon awareness of women's legal rights through street plays, rallies and essay competitions on the issue of Girl Child. Sensitization workshops and an International Seminar on "Women Empowerment" have been hosted.

Various activities have been organized for developing a mind-set of concern for the management of disaster in today's fragile eco-system. Students have participated in workshops on Renewable Energy Resources, Climate Change, Deforestation and the Updation of Shimla City's Disaster Management Plan. They have been an active part of the commemoration of World Earth Day and World Science Day in collaboration with scientists of HFRI, Shimla and WWF. The H.P. Home Guard has been invited to demonstrate the management of disasters such as earthquakes and fires through mock drills.

With the rapid spread of AIDS virus worldwide, every educational institution is obliged to make its students aware of this deadly disease and its related issues. Students have been educated about the causes, symptoms and prevention of HIV and myths relating to AIDS have also been stressed through PPT and skits on the subject. To commemorate World AIDS Day every year, talks, poster and collage competitions etc., have been conducted.

EVIDENCE OF SUCCESS

Students have largely benefited from this practice. Girls have not only limited themselves to these programmes chalked out by the College but also have taken initiative by working with NGO's such as Lions Club, Kshitij, Badhte Kadam, Nayi Ashayen, etc. They have become more responsible towards the society. The College Motto 'Not for Ourselves Alone' has truly been practiced as generations of students pass out imbued with the spirit of giving back to the society and nation to which they belong.

PROBLEMS AND RESOURCES REQUIRED

Due to paucity of funds the visits and interaction with the adopted schools, hospitals, old age homes and orphanages is limited. Organized transportation facilities and better funding would make our social responsibility more effective and far reaching.

II.TITLE OF PRACTICE: KNOWLEDGE AUGMENTATION THROUGH SEMINARS / CONFERENCES

OBJECTIVES OF PRACTICE

To inculcate the mind-set of research based teaching and learning the IQAC has stressed the need for organizing seminars/conferences in the College on a regular basis.

- The main aim of the College in organizing National and International seminars and conferences every year is to bring together academicians, teachers, researchers and students - all stakeholders in the process of education, on a common platform where they interact and share their knowledge, views and ideas.
- Since teaching and research share a symbiotic relationship, the quality of learning and knowledge dissemination has been greatly enhanced at St. Bede's College, through organizing and attending these National and International seminars/workshops every year.

THE CONTEXT

Different Departments have undertaken the task of organizing seminars, workshops or conferences every year, attracting resource persons, delegates and research scholars not only from India but also abroad.

THE PRACTICE

- UGC and IAPT sponsored National Workshop cum Seminar on Physics Education Research: Research Based Reforms in Physics Instruction was organized by Dept. of Physics in 2011. The Workshop covered a variety of themes in Physics ranging from Curriculum, Design and Methodology. There were participants from educational institutions all over the country.
- UGC-sponsored International Conference on "Subalterns in Shakespeare: A Post-Colonial Scrutiny" was organized by the Dept. of English in collaboration with the Shakespeare Association (India). The themes for the Conference embraced the role of subalterns in Shakespeare's histories, comedies and tragedies as well as the post-colonial response to subalterns.
- Indian Economic Association sponsored International Seminar on "Economic, Social and Environmental Challenges of Globalization" was organized by the Dept. of Economics in 2012. A large number of delegates presented papers on a variety of sub themes such as 'Global Financial Crisis', 'Foreign Direct Investment', 'Global Health Crisis', 'Globalization vs. Regionalization', 'World Hunger', 'Poverty and Food Security'.
- In 2013 the Dept. of Home Science organized an International Conference on "Women Empowerment: Transforming Lives, Milestones and Challenges". Sub themes which attracted many papers were 'Women as Home Managers', 'Domestic Violence', 'Women Human Rights', 'Women Entrepreneurs and Changing Phases in Women Leadership'.
- NAAC sponsored National Seminar on "Institutional Quality Improvement –Role of ICT" was held in 2014. Themes of the conference included 'Use of Multimedia and Animation in Teaching', 'Myths related to ICT', 'Impact of e-library on Education' and 'Exposure to latest trends of ICT'.
- A National Seminar on "Web Based Technologies: Present and Future" was held in 2015. Some prominent themes discussed were 'Mobile and Cloud Computing', 'Ethical Hacking', 'Cyber Laws', 'Social Networking Awareness' and 'Role of Web Based Technology in Nation Building'.
- ICSSR sponsored International Conference on "Work, Stress and Health: Recent Perceptions, Future Trends" was organized by the Department of

Psychology in 2015. Papers were presented on various sub themes such as 'Life Stress- Family and Society,' 'Environmental Stress- Natural Calamities', 'Job Insecurity', 'Geriatrics', etc.

EVIDENCE OF SUCCESS

For each seminar/conference held, many faculty members of St. Bede's College participated by presenting papers and interacting with delegates at various sessions. All faculty members were actively involved in organizational aspect of these seminars. With each progressive conference there has been fresh and extended exposure, interaction and learning. The faculty have also benefitted in terms of management skills and team work. Relationship between St. Bede's College and participating Colleges has been strengthened. Students also participated enthusiastically in organizing as well as in the technical sessions at each of the seminars. They were exposed to a new style and method of presentation on various topics which they could incorporate into their own project work and classroom paper presentation. They also imbibed other qualities such as confidence building, group work, leadership, taking initiative and rapport with the staff and delegates.

Participating Colleges have displayed an interest in learning about the organization of these seminars/conferences so that they may conduct similar events in their own institutions. New linkages have been established between St. Bede's College and other academic institutions.

On a micro level our own students are keenly organizing mini seminars and symposia in their own departments. This is the biggest evidence of the success of this practice.

PROBLEMS AND RESOURCES REQUIRED

- Organizing Seminars/Workshops on such a large scale requires generous funding and sponsorship, which is not readily forthcoming.
- Due to the CBCS system under RUSA in Himachal Pradesh there is a time constraint that comes in the way of organizing such events.

Contact Details

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Name of the Institution: St. Bede's College

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DEPARTMENT OF BOTANY

1. Name of the department: Botany

2. Year of Establishment: 1975

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

Programmes	Courses
UG	Botany

4. Names of Interdisciplinary courses and the departments/units involved:

5. Annual/ semester/choice based credit system (programme wise)

Programmes	Annual	Semester	Choice Based Credit System
UG	√	√	√

6. Participation of the department in the courses offered by other departments

Courses	Department
Phycology and Mycology (Theory and Practicals)	B.Sc.(Hons)Microbiology
Cell Biology(Theory and Practicals)	B.Sc. (Hons) Biotechnology

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

M.Sc. (DFSM) under IGNOU.

8. Details of courses/programmes discontinued (if any) with reasons

9. Number of teaching posts

Designation	Sanctioned	Filled
Associate Professor	2	1
Assistant Professor	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	Desig.	Specialization	No. of years of Exp.	NET /SET / JRF
Dr.Shramja Munjal	Ph. D.	Assoc. Prof.	Mycology and Plant Pathology	27	-
Ms.Swati Kondal	M. Phil.	Assist. Prof.	Plant Taxonomy	4	1(SET)

11. List of senior visiting faculty.

- Dr. T.C Bhalla: Professor H.P.University.
- Dr. Vineet Jishtu: Scientist HFRI.

- Prof. M.K. Seth :Professor H.P.University.
- Dr. J.C Rana: Scientist NBPGR.
- Dr. S.S Sharma : Professor H.P. University.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

Year	Percentage of Lectures delivered	Percentage of practical classes Handled
2011	30	20

13. Student -Teacher Ratio (programme wise)

UG Programme	Students	Teacher	Ratio
2011	40	2	20:1
2012	30	2	15:1
2013	36	2	18:1
2014	32	2	16:1
2015	39	2	19:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Designation	Sanctioned	Filled
Academic support staff (technical)	1	1
Administrative	College Administrative Staff =5	

15. Qualifications of teaching faculty with DSc./ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph. D.	1
M. Phil.	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: _____

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :DBT Grant under Star college Scheme (Total = Rs 42 Lakhs)

18. Research Centre /facility recognized by the University

- Well equipped Microbiology and Biotechnology Laboratories with latest equipments recognized by H.P. University .Laboratory is also being used by IGNOU students for their practicals.
- Guiding of IGNOU Students for their dissertation work of M.Sc. (DFSM).

19. Publications: _____

20. Areas of consultancy and income generated:

- Paper setting and Evaluation.
- Counsellor for IGNOU.
- PMT Coaching.
- Resource Person at DAV School, New Shimla.

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards-

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme –

100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

23. Awards / Recognitions received by faculty and students

Name	Award /Recognition
Dr. Shramja Munjal	Best teacher Award by Rotary club, Shimla
Manju	Award for excellence in Botany
Parul Sharma	Award for excellence in Botany
Shreyaa Sharma	Awarded Bedeian Pin, Awarded Late Dr. R.S Pathania memorial award for excellence in Botany,All rounder trophy by Ex- Bedeian Association, First position in quiz organized by the Himachal Pradesh State Aids Control Society,Awarded highly commended in the one Act play in youth festival

24. List of eminent academicians and scientists / visitors to the department

- Dr. T.C Bhalla: Professor H.P.University.
- Dr. Vineet Jishtu: Scientist HFRI.
- Prof. M.K. Seth :Professor H.P.University.
- Dr. J.C Rana: Scientist NBPGR.
- Dr. S.S Sharma : Professor H.P.University.

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National: Physics Workshop cum seminar PER Research Based Reforms in physics Instruction: UGC and IAPT.
- b) International: -Psychology Conference on Work, Stress and Health: ICSSR, English Conference on Subalterns in Shakespeare: The Shakespeare Association (India).

26. Student profile programme/course wise:

Name of Course	Year	Applications received	Selected	Pass Percentage
B.Sc. Medical	2011	32	30	93
	2012	35	29	100
	2013	40	31	100
RUSA	2014	35	22	100
RUSA	2015	40	33	100

27. Diversity of Students

Name of the course	Period	% of students from the college	% of students from the state	% of students from other states	% of students from other countries
B.Sc. (Medical)	2011	100	100	-	-
B.Sc. (Medical)	2012	100	90	10	-
B.Sc. (Medical)	2013	100	90	10	-
Botany Major	2014	100	100	-	-
Botany Major	2015	100	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

Year	Course	Number
2010-2011	M.Sc.	3
	Bank	1
2011-2012	M.Sc.	5
	Journalism	1
2012-2013	M.Sc.	6
2013-2014	M.Sc.	8
2014-2015	M.Sc.	2

29. Student progression:

Student Progression	Percentage Against Enrolled (%)				
	2011	2012	2013	2014	2015
UG to PG	30%	40%	40%	67%	17%

30. Details of Infrastructural facilities

i.	Library	One departmental and one college library
ii.	Internet facilities for staff and students	Yes
iii.	Total number of classrooms	Yes
iv.	Classrooms with ICT facility	Yes
v.	Students' laboratories	Yes
vi.	Research laboratories	Yes

31. Number of students receiving financial assistance from college, university, government or other agencies

- All the students belonging to SC /ST /OBC get State Scholarship.
- All Bonafide Himachali Students get fee concession.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Year	Special lectures	External experts	Date
2011	Biotechnology an emerging science	Dr. T.C Bhalla	Oct. 6,2011
2012	Taxonomy of college	Dr. Vineet Jishtu	Nov,2012

	Flora		
2013	Biodiversity	Prof. M.K. Seth	Oct. 4,2013
2013	Climate changes and Global warming	Dr. J.C Rana	Oct. 4,2013
2014	Plant Nutrients	Dr. S.S Sharma	Nov.11,2014
2014	Arboretum	Dr. Vineet Jishtu	Nov.11,2014

- World Earth day celebration at Summerhill, Shimla.
- Presentation on Ebola virus.
- World Diabetes day Workshop.
- World Science day for peace and development commemoration.
- Lecture on Climate changes-Impact and Future Challenges.
- Talk on Environment and Global Warming.
- Presentation on Rabies Virus.
- Lecture on Female Health and Hygiene.
- Lecture on Adolescent Health issues.
- Lecture on menace of Lantana and congress grass.

33. Teaching methods adopted to improve student learning

- Power point presentation
- Group discussion
- Experiments
- Models
- Seminars
- Field Surveys
- Smart boards
- Interdisciplinary Exhibition
- Flip Flop
- Textra
- Assignments

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Faculty	Year	ISR and Extension Activity
Dr. Shramja Munjal	2011-2015	Program Officer NSS, Tree plantation camp on 28 th Sept. 2012 at Fair View, Interaction with inmates of prison at Kanda Central jail, Ship Mistress, Incharge serendipity (Inter college fest), Incharge Freshers welcome and Grads' nite committees, Incharge Time table committee, Member of prize distribution ,IQAC, Anti –ragging cell and Library committee, Secretary RUSA committee, Co-ordinator Star College
Ms. Swati Kondal	2011-2015	Involved in Health walk, Health talks , Visit to Cancer Hospital, Involved in Blood donation camp, Involved in tree plantation drives, Member of Health club, Prize distribution committee ,Time table committee.

Student participation in Extension activities

- Collection and Exhibition on Medicinal plants of Shimla and nearby areas.

- Educational tour to Jim Corbett National Park ,Nainital and Science City , Jalandhar.
- Visit to HFRI,CPRI, IARI,DMR (Solan),UHF Nauni, Solan .
- Cleanliness, Tree plantation drives, Health awareness camps.
- Collection and identification of Magico-religious plants.
- Collection and identification of Orchids of Solan Area.

35. Details any five strengths, weakness, opportunities and challenges (SWOC) of the department.

Strengths

- Well informed,efficient and committed faculty.
- Well equipped and spacious laboratories.
- Free wi-fi access
- Special attention to slow learners.
- Use of Audio Visual aids.
- Departmental notice Board.
- Harmonious relationship between teachers and students.

Weakness

- No consultancy services.
- Due to climatic conditions certain activities related to subject are impractical.
- Due to semester system there is always a time constraint.

Challenges

- Scarcity of funds.
- Start more research projects for students.

Opportunities

- To employ new strategies in teaching to make the Teaching Learning process more interactive and effective.
- Updation of Laboratories with more new equipments.
- Enhancement of extension activities.
- To organize a National seminar.
- To start a Skill based course.

Future plans

- To Start P.G course
- To have more interactive activities with students of other Institutions.
- To initiate more in –house and outside project work for students.
- To upgrade the laboratory with new equipments.
- To attend more orientation courses.

DEPARTMENT OF BIOTECHNOLOGY

1. Name of the Department: Biotechnology

2. Year of establishment: 2009

3. Name of the programmes /courses offered (UG/PG/M.Phil /Ph.D / Integrated Masters ; Integrated Ph.D. , etc.) :

PROGRAMME	COURSE
UG	Bachelor in Biotechnology

4. Name of Interdisciplinary courses and the departments/units involved :

5. Annual/ Semester/ Choice Based Credit System:

COURSE	ANNUAL	SEMESTER	CHOICE BASED CREDIT SYSTEM
UG	√	√	√

6. Participation of the department in the courses offered by the other departments :

COURSE NAME	DEPARTMENT
<ul style="list-style-type: none"> • Basic Biochemistry • Concepts in immunology • Genetics and Molecular Biology • Recombinant DNA Technology • Instrumentation • Intellectual Property Right 	Microbiology

7. Courses in Collaboration with other Universities, industries, foreign institutions, etc.

M.Sc in Dietetics and Food Management course of IGNOU.

8. Details of courses / Programmes discontinued (if any) with reasons:--

9. Number of teaching Posts:

DESIGNATION	SANCTIONED	FILLED
Assistant Professors(Contract)	2	2

10. Faculty profile with name, qualification, designation, specialization (D.sc./D.Litt/ Ph.d./ M. Phil., etc)

Name	Qual.	NET /SET	Desig.	Specialization	No. of Years of Exp.
Ms. Vanita Gautam	M.Phil (Ph.D pursuing)		Assist. Professor	Biochemistry	6
Ms. Shruti Tomar	M.Sc	NET	Assist. Professor	Biotechnology	3

11. List of senior visiting faculty:

Name	Organisation
Dr.T.C Bhalla	Himachal Pradesh University Shimla
Dr Duni Chand	Himachal Pradesh University Shimla
Dr. Reena Gupta	Himachal Pradesh University Shimla
Dr. S.S. Kanwar	Himachal Pradesh University Shimla
Dr. Wamik Azmi	Himachal Pradesh University Shimla
Dr. Anajli Chauhan	Dr. Y.S. Parmar Nauni University Solan
Dr. Saurabh Kulshreshtha	Shoolini University Of Biotechnology

	Solan
Dr. Arvind Bhatt	Himachal Pradesh University Shimla
Dr. Rishi Mahajan	JUIT Waknaghat Solan

12. Percentage of Lectures delivered and practical classes handled (programme wise) by temporary Faculty -----

13. Programme-wise student Teacher Ratio: B.Sc Undergraduate Classes(F.Y+S.Y+T.Y)

Year	Student strength	Number of Teachers	Student-Teacher ratio
2011	43	2	21:1
2012	36	2	18:1
2013	35	2	17:1
2014	35	2	17:1
2015	35	2	17:1

14. Number of academic support staff (technical) and administrative staff:

DESIGNATION	SANCTIONED	FILLED
Technical Staff	x	1
Administrative staff	College Administration Staff - 5	

15. Qualification of teaching faculty with D.sc./D.Litt/ Ph.d./ M. Phil/PG.

Qualification	Ph.D	M.Phil	M.Sc
No. of Faculty	-	1	1

16. Number of faculty with ongoing projects from -----

17. Departmental projects funded by DST-FIST,UGC, DBT, ICCR etc and total grant received

DBT- STAR Collage Scheme for the strengthening of Science. It was sanctioned in year 2010.The amount is shared by eight departments i.e. Biotechnology and Microbiology,Botany, Chemistry, Zoology, Physics, Computer Science, Mathematics. The amount was Rs,42 Lakhs.

18. Research centre/facility recognized by the University:

The laboratories of Dept. of Biotechnology and Microbiology are recognized by the Himachal Pradesh University and by Indira Gandhi National Open University Delhi.

19: Publications -----

20. Areas of consultancy and income generated

One of the Faculty is a Counsellor as well as evaluator for IGNOU for the course DFSM.

21. Faculty as members in: a) National Committees:- b) International Committee: c) Editorial Board -----

22. Students projects:

a) Percentage of students who have done in-house projects including inter departmental/programs:

100 percent.

b) Percentage of students placed for projects in organizations outside the institutions i.e in research laboratories/ industry/ and other agencies.

100 percent.

23. Awards/recognition received by faculty and students

Students:

- In 2012 :- 4th and 7th position in University merit.
- In 2013:- 2nd, 8th and 9th position in university merit .
- In 2014 :- 4th, 7th, 10th position in university merit.
- In 2015: - 1st, 2nd and 5th position in university .
- One student got 1st prize in Just a Minute Speech in 2012-13.
- One student begged 1st position in Curtain Call in UIIT cultural festival in 2013-14.
- One student got 1st prize in Extempore speech In Hindi Divas.
- In 2013 one student of B.Sc Biotechnology IIIrd year got 2nd prize in Public Speaking Contest organized by Novozyme south asia Pvt.Ltd in collaboration with Biospectrum and ABLE(Association of Biotechnology Led technology)
- One student got First prize in Literary event in creative writing organized by U.I.L.S. shimla.
- One student got first prize in Extempore in UIIT Festival.
- The play got first prize and our students were part of it. It was organized by UIIT festival.
- In 2013 One student of B.Sc Biotechnology IIIrd Year won 2nd Prize in the intercollege self composed Hindi poetry competition on the occasion of international women's day on 8th March, 2013 organised by Satluj Jal Vidyut Nigam Ltd.
- One student of B.Sc Biotechnology IIIrd Year won 3rd Prize in essay Competition conducted by State Council of Educational research.
- Two students got first prize organized by H.P. State Aids Control Society on the topic was based on Adolescent health , AIDS HIV, blood donation.
- One student was considered as Highly Commendable in One Act Play in Inter college Youth Festival.
- One Student begged 1st position in Debate at Centre for Women Studies and Development Himachal Pradesh University.
- One student got Best All Rounder Trophy of the College.
- One student got Bedeian Pin The Highest Award of the college.

24. List of eminent academicians and scientist/visitors to the department:

Name	Organisation
Dr.T.C Bhalla	Himachal Pradesh University Shimla
Dr Duni Chand	Himachal Pradesh University Shimla

Dr. Reena Gupta	Himachal Pradesh University Shimla
Dr. S.S. Kanwar	Himachal Pradesh University Shimla
Dr. Wamik Azmi	Himachal Pradesh University Shimla
Dr. Anjali Chauhan	Dr. Y.S. Parmar Nauni University Solan
Dr. Saurabh Kulshreshtha	Shoolini University Solan
Dr. Arvind Bhatt	Himachal Pradesh University Shimla
Dr. Rishi Mahajan	JUIT Wagnaghat Solan

25. Seminars/ conferences/ workshop organized & the source of funding

A) National-Three

- Conference organized by Dept. Of Computer science funded by NAAC.
- NAAC sponsored conference on ICT

B) International- Four

- Psychology conference on “Work, Stress and Health” sponsored by ISSR.
- Dept. of English sponsored by UGC.
- Dept. Of Home Science sponsored by UGC.
- Dept. Of Economics sponsored by IEA(Indian Economics Association)

26. Student profile programme / course wise:

Name of the course/ programme	Application received	Selected	Enrolled	Pass percentage
2011	13	09	F	100
2012	19	16	F	100
2013	20	10	F	80
2014	13	10	F	Result Awaited
2015	18	18	F	Result Awaited

27. Diversity of Students:-

Name of the course	% of students from the same State	% of students from other States	% of students from abroad
2011	97.61	2.38	-
2012	94.59	5.40	-
2013	94.44	5.55	-
2014	94.11	5.88	-
2015	88.68	11.32	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, CIVIL services, Defence services, etc:-

- In 2012, one student cleared Dr. Y.S. Parmar University’s Entrance Test For M.Sc Entomology.

- In 2013, Five students cleared the Punjab University's Entrance Test and got selected for M.Sc and One student clear J.N.U and got admission In Agriculture Biotechnology in G. B Pant University Pantnagar.
- In 2014, one student clear Dr. Y.S. Parmar university's test and got selected, three clear the Punjab University's Entrance Test and got selected, One clear HPU's MAT entrance for MBA and got selected.
- In 2015, One student Qualify JNU Entrance for Biotechnology and got selected in HPU Shimla and One More student Qualify an Entrance and got selected in Central Research Institute kasauli for Post Graduation.

29. Student Progression:

Student Progression	Against % enrolled
UG to PG	99%

30. Details of Infrastructural Facilities:-

a)Library

- Departmental Books-18
- Central Library:-136

b) Internet facility for staff & Students: Yes

c) Class rooms with ICT facility: Four

d) Laboratories: Two

31. Number of students receiving financial assistance from college, university, government or other agencies -----

32. Details on students enrichment programmes

S.No	Year	Name Of student Enrichment programme
1	2011	<ul style="list-style-type: none"> • Guest Lecture on Scope Of Biotechnology and Microbiology By Mr.Athrav Chadda MD Shivabhu International Food Industry Una H.P. • Students Atended Two Days Student teacher Interaction programme at Govt P.G.College Bilaspur. • Students visited CPRI and exposed to several advanced instrument like Electron Microscope. • The dept organized an educational trip to the Pushpa Gujral Science City, Jalandhar.
2.	2012	<ul style="list-style-type: none"> • A lecture and Power point Presentation was delivered by Prof. T. C. Bhalla on the topic: Biotechnology: The Science Of today and tomorrow. • Students visited The Forest Research Institute (FRI), Dehradun. The Gude Explained the different Museum. The students were enlightened to see such a collection. • The Dept organized a guest lecture on the topic "Molecular Diagnostic Technique for the detection of Infectious agents" by Dr. Narotam Sharma, Scientist, Auroprobe Laboratories. He enlightened the students on Bio safety Levels .
3.	2013	<ul style="list-style-type: none"> • The Science Dept organized a educational trip to Jim Corbett National Park Ramnagar and gained knowledge about the various flora and fauna.

		<ul style="list-style-type: none"> • The Students went for summer training for one month in May in various laboratories and institutions. • A special lecture was delivered by Prof. M.K. Seth from HPU on Biodiversity. • A special lecture was delivered by Prof. J.C.Rana from NBPGR on climate change.
4.	2014	<ul style="list-style-type: none"> • The students visited Central Research Institute Shimla and learned the techniques Like ELISA and working of Electron Microscope. • Students worked on a project “Qualitative analysis of water samples of Shimla Town”. They conducted that water samples collected from these areas were fit for drinking. • The students went for summer training for one month in May.
5.	2015	<ul style="list-style-type: none"> • An Interdisciplinary activity was conducted by dept of Biotechnology and Microbiology with Department of Botany on “Isolation of <i>Agrobacterium</i> & <i>Rhizobium</i> from root nodules of leguminous plant. • Students participated in Tree plantation which was organized by Environment society of the college. • Students gave a power point presentation on <i>Ebola</i> virus in a function organized by Environment society of the college. • Students visited and learnt Transmission Electron Microscopy scanning Electron Microscopy and lyophilization. • Students visited Wheat Research institute Flower Dale Shimla. • Students went for one month summer training in various science laboratories. • The dept organized an educational trip to the Pushpa Gujral Science City, Jalandhar.

33. Teaching methods adopted to improve student learning :-

- Skilled Teachers
- Chalk & Talk method.
- ICT enabled lectures
- Assignment
- Group discussion
- Audio-Visual Boards
- Field Survey
- Educational trips
- Industrial visit
- Social media
- Demonstration Method
- Quiz

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

- Students and faculty participated in a workshop on 'Drug Abuse and Drug De-addiction' organized by Youth Sports and Services.
- The dept. celebrated 'World Aids Day' by organizing a special assembly.
- Under NSS, the dept. Participated in Blood donation Camps.
- NSS & Environment cell of the collage organizes tree plantation with collaboration with WWF & Forest dept.
- Health Club organizes Health camps every year in collaboration with different hospitals.
- A lecture on 'Breast Cancer' was given by Dr. Swati Patial.
- Seminar on 'Cities for Forests' organized by the Forest Department, Government of Himachal Pradesh in association with World Wildlife Fund (WWF).
- The students were made aware about the importance of breast feeding by a power Point presentation given by Dr. Ashwani Sood.
- A lecture cum power point presentation by Dr. Swati Patial, apprised the teachers and students about 'Menstruation and Menopause'.
- The Department of Science organized an Educational trip to Jim Corbett National Park.
- The Environment Cell organized a Poster and Slogan writing competition followed by an elaborate power point presentation on Ebola Virus.
- Faculty Development Workshop on 'Research Methodology' was organized by ICFAI Business School (IBS) for teaching and the non-teaching staff on SPSS.
- The Parent-Teachers' Association of St. Bede's College in collaboration with a NGO Nai Ashayen organized a presentation on 'Climate Change'.
- An interdepartmental seminar was organized on the 'Menace of Lantana and Congress Grass' by the departments of Microbiology and Economics in association with the Environment Cell.
- Ms. Anu Nagar, IFS was invited to deliver a lecture on Environment & Global Warming.

35. SWOC analysis of the department and Future plans

Strengths:

- Good faculty.
- Well stocked library.
- Availability of Faculty Members after class hours.
- Student presentations.
- Use of Audio-Visual aids.
- Group Discussions.
- Well Equipped Laboratories.
- Field Visits.

Weakness

- Less time for completing the syllabus.
- Lack of interaction with other colleges.
- There should more groups for the practicals.
- Number of laboratories should be increased.
- Post Graduate course should be opened.

Opportunities:

- To make them feel optimistic about their lives and world.
- Creating awareness on job opportunities.
- To face interview.
- More scope for higher education.

Challenges:

- To make them aware of various agencies i.e National & International which provides fellowship for higher studies.
- To motivate students to attend the Conferences & Seminars.

Future Plans:

- To Open Post Graduate Courses.
- To conduct Seminars and Hands-on-Workshop.

DEPARTMENT OF CHEMISTRY

1. Name of the department: Chemistry

2. Year of Establishment: 1975

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

Programmes	Courses
UG	Chemistry
PG	Principles of Food Science

4. Names of Interdisciplinary courses and the departments/units involved

5. Annual/ semester/choice based credit system (programme wise)

Programmes	Annual	Semester	Choice Based Credit System
UG	√	√	√
PG	√		

6. Participation of the department in the courses offered by other departments

Courses	Department
BSc Hons. Microbiology	Microbiology
BSc. Hons Biotech.	Biotechnology
BSc. Chemistry	Computers, Physics, Botany, Zoology
M.Sc.	IGNOU

7. Courses in collaboration with other universities, industries, foreign institutions, etc.

IGNOU (M. Sc. DFSM)

8. Details of courses/programmes discontinued (if any) with reasons

9. Number of teaching posts

Designation	Sanctioned	Filled
Associate Professor	3	1
Assistant Professor	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	Desig.	Specialization	No. of years of Experience
Dr. R. K. Sharma	Ph. D.	Assoc. Prof.	Organic Chemistry	31 (till Sept. 2014)
Dr. Anita Khanna	Ph. D.	Assoc. Prof.	Physical Chemistry	27
Mr. Nishant	M. Phil.	Asst. Prof.	Inorganic Chemistry	4

11. List of senior visiting faculty

Sr. No.	Senior Visiting Faculty
1.	Prof. Ghanshyam Chauhan
2.	Prof. P.K. Ahluwalia

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty

Prog.	Total classes					No. of classes taken by temporary faculty				
	2011	2012	2013	2014	2015	2011	2012	2013	2014	2015
UG	-	44	44	44	47		12	12	10	
% age	2011		2012		2013	2014		2015		
	12%		24%		24%	18%		0%		

13. Student -Teacher Ratio (programme wise)

Year	Programme					
	UG			PG		
	Students	Teachers	Ratio	Students	Teachers	Ratio
2011	82	3	27:1	4	1	4:1
2012	122	3	41:1	4	1	4:1
2013	151	3	50:1	4	1	4:1
2014	208	3	69:1	6	1	6:1
2015	210	2	105:1	15	1	15:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Designation	Sanctioned	Filled
Academic support staff (technical)	3	2
Administrative (College)	5	5

15. Qualifications of teaching faculty with DSc./D.Litt/ Ph.D/ MPhil / PG.

Sr. No.	Qualifications	Number
1.	Ph.D	2
2.	MPhil	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Number of faculty with ongoing projects	1 (Impact of Development programme on socio-economic development of backlog communities in Himachal Pradesh)
National	1
Total grant received (Amount Rs.)	5,64,100 Rs.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received -----

**18. Research Centre /facility recognized by the University
IGNOU (DFSM M. Sc.)**

19. Publications -----

20. Areas of consultancy and income generated:

Consultancy: PMT, PET Coaching to SC, ST students Paper setting, Head examiner of H.P. University and CSK HPKV Palampur.

Income Generated-

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards
Prof. R. K. Sharma: Member of Board of Studies

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme

100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

23. Awards / Recognitions received by faculty and students

Celebration of international year of Chemistry 2011

- Mr. Nishant (Faculty) got the first prize in quiz competition at H. P. U.
- Shivali Rathore (student) got the third prize in declamation contest.

Youth Festival

- Neha thakur got 1st prize in Poster competition in International Youth Day at Gaiety Theatre in 2013
- Won a trophy in Rangoli in International Youth Day at IGMCM, Shimla in 2012.
- Shreyaa Sharma received the Bedian Pin for the all-round outstanding performance.

24. List of eminent academicians and scientists / visitors to the department Manual for Self-study Report -----

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: 3 National (Department was involved in organizing three national conference)

b) International: 4 International (Department was involved in organizing three national conference)

Source of Funding:UGC, ICSSR, IAPT and IEA (Indian Economics Association)

26. Student profile programme/course wise:

***M = Male *F = Female**

Name of Course	Year	Applications received	Selected		Pass Percentage
			Male	Female	
B.Sc.	2011	90	-	82	70.7
	2012	145	-	143	89.5
	2013	160	-	156	85.89
	2014	115	-	108	80.55
	2015	110	-	103	93.20

27. Diversity of Students

Name of the course	Period	% of students from the state	% of students from other states	% of students from other countries
B.Sc.	2011	100	-	-
B.Sc.	2012	90	10	-
B.Sc.	2013	90	10	-
B.Sc.	2014	100	-	-
B.Sc.	2015	95	5	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

CAT: Two students cleared CAT

Every year a no. of students qualifies H.P.U and other university entrance test and get selected in various universities.

Poonum Thakur and ArpnaJaryal were the merit holder.

29. Student progression:

Student Progression	Percentage Against Enrolled (%)				
	2011	2012	2013	2014	2015
UG to PG	70.7	89.5	85.89	80.55	93.20

30. Details of Infrastructural facilities

i.	Library	One departmental and one college library
ii.	Internet facilities for staff and students	Yes

iii.	Classrooms with ICT facility	Yes
iv.	Laboratories	Yes

31. Number of students receiving financial assistance from college, university, government or other agencies

All SC/ST/OBC students get the scholarship from H.P.Govt. Bonafide Himachali students get the fee concession from the college. Three students got financial assistance from the college.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

A Seminar was conducted on Medicinal values of chemistry
A workshop was conducted on disaster management in collaboration with H. P. Govt.
Attended seminar on discovery of electron by Dr. P.K. Ahluwalia on 16 th Nov. 2011.
Attended workshop on experimentation of science.
A workshop was conducted on disaster management in collaboration with H. P. Govt.
A special lecture by Dr. G.S. Chauhan on Polymer Age.

33. Teaching methods adopted to improve student learning

- Group discussion
- Power point presentation
- Experiments
- Models
- Exposure Visits
- Assignments
- EXTRA
- Brainstorming
- Story Telling
- Quiz
- Audio-Visual Techniques

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Department and faculty was involved in following ISR and Extension activities:

- Departmental students were involved in Tree plantation.
- Students were involved in the blood donation camp.
- Students interacted with inmates of prison at Kanda Jail.
- Students Participation in seminar on “Global Commons” and Environmental Issues organized by TERI.
- Students interacted with special children (Abhi and UDAAN) and Orphanage.
- Participation in seminars workshops Health Camp organized within the camp.
- Students participated in various awareness Campaigns and rallies.

35. Details any five strengths, weakness, opportunities and challenges (SWOC) of the department and Future plans

Strengths	Weakness	Opportunities	Challenges
Well-equipped and spacious laboratories	Time Constraint	Food, Drug, Soil, Cosmetic Analysis creates wide variety of opportunities	Higher cost of chemicals and instruments
Hard working experienced and well qualified staff	Increased cost of chemicals	R&D at Industrial and Reputed National as well as International Level gives the students to strengthen the community and accomplish modern demands of Society	Search for alternative experimental methods
Library and Wi-fi facility	Lack of advanced equipments	Serve in administrative services by qualifying Indian geologist services examination.	Improving student academic competence at all India level
Good rapport between teachers and students	Higher teacher student ratio	Quality control and Quality assurance provides the students various opportunities in Industries	Adopting of Quality enhanced teaching learning methods due to time constraints

Future plans of the department

- To start P.G. and diploma courses.
- To organize more seminars and workshops.
- To get major research projects and DST projects.

DEPARTMENT OF COMMERCE

1. Name of the Department: Commerce

2. Year of Establishment: 2009

3. Names of Programmes / Courses offered

1	UG	B.Com
2	PG	M.Com

4. Names of Interdisciplinary courses and the departments/units involved:

Interdisciplinary courses	Departments involved
Business Mathematics- B.Com	Mathematics
Business Economics-B.Com	Economics
Managerial Economics- M.Com	Economics
E.Commerce	Computer Science
Methodology & Perspectives of Business Education	Humanities
Indian Constitution	Political Science
Functional Hindi/English	Humanities

5. Annual/ semester/choice based credit system (programme wise)

Programme	Annual	Semester	CBCS
UG	Yes	No	Yes
PG	No	Yes	No

6. Participation of the department in the courses offered by other departments

COURSES	DEPARTMENT
Accounting	BCA
Personnel Management	BCA
Cost Accounting	BBA
Financial Accounting	BBA
Business Law	BBA
Financial Management	BBA
Business Statistics	BBA
Marketing Management	BBA
Taxation Laws	BBA
Investment Management	BBA

7. Courses in collaboration with other universities, industries foreign institutions, etc.

Tally Certificate Course in collaboration with Sai Digitech Professional Institute, Shimla

8. Details of courses/ programmes discontinued (if any) with reasons. -----

9. Number of teaching posts

	Sanctioned	Filled
Asst. Professors	8	8

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil.etc.)

Name	Qual.	NET/SET /JRF	Desig.	Special	Experience Years
Mr. Manu Mahajan	M.Com, M.Phil, CS(Inter)	SLET	Assist. Prof.	Finance and Banking and Insurance	9
Ms. Kavita Kumra	M.Com, M.Phil, PGDPM & LW, Pursuing Ph.D	NET(JRF) SLET	Assist. Prof.	Finance and HR	8
Ms. Jaspreet Kaur	MBA	NET(JRF)	Assist. Prof.	Marketing	6
Ms. Savita Rana	M.Com, M.Phil, PGDPM & LW, Pursuing Ph.D		Assist. Prof.	Finance and HR	8
Ms. Minni Sharma	M.Com, M.Phil	NET	Assist. Prof.	Marketing	8
Ms. Deepika Gautam	M.Com, MBA, PGDPM & LW, Pursuing Ph.D	NET	Assist. Prof.	Finance and HR	9
Ms. Upasana Thakur	M.Com, MBA,	NET	Assist. Prof.	Finance and HR	4
Dr. Mamta Sharma	M.Com, M.Phil PGDIM, Ph.D	NET(JRF)	Assist. Prof.	Banking & Finance	5
Ms. Ekta Doger	M.Com	NET	Assist. Prof.	Finance	3 months

11. List of senior visiting faculty:

Name	Institution/Organization
Dr. O.P. Verma	Himachal Pradesh University
Mr. Sanjeev Rana	Tally Institute of Learning, Shimla
Mr. Mohit	ICICI Security, Chandigarh
Mr. Ramanpreet	Institute of Management, Pune
Dr. Devender Sharma	Evening College, HPU
Dr. Vijay Kumar	Himachal Pradesh University

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 5 %

13. Student -Teacher Ratio (programme -wise)

Year	Student-Teacher ratio	
	B.com	M.com
2011	19:1	-
2012	36:1	-
2013	33:1	4:1
2014	35:1	5:1
2015	38:1	6:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled.

Administrative Staff- 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph.D	1, Ongoing-3
M.Phil	5
PG	8

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Name	Nature of Project	Name of the Project	Funding Agency
Ms. Deepika Gautam	Major	e-Pathshala	MHRD, National Mission on Education through ICT (NME-ICT)

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received-----

18. Research Centre /facility recognized by the University. ----

19. Publications:

Faculty	Publications	Nat. Journal	Int.Nat. Journal	Chapter in Books	Books with ISBN
Mr. Manu Mahajan	1	-	1	-	1
Ms. Kavita Kumra	1		1	1	-
Ms. Savita Rana	1	-	-	1	-
Ms. Deepika Gautam	12	7	5	8	1
Ms. Mamta Sharma	3	1	-	-	1

Other Publications**a) Publications in seminar Proceedings**

Faculty	Proceedings
Mr. Manu Mahajan	3
Ms. Kavita Panta	1
Ms. Savita Rana	3
Ms. Minni Sharma	1
Ms. Deepika Gautam	13
Ms. Upasana Thakur	1

Details of Chapter in Books

Name	Chapter	Book	Pages
Kavita Kumra	Foreign Indirect Investment and Indian Economy: A study of Trend and Impact	Edited book Challenges of Globalization by Dr. Anupama Tandon, ISBN:978-81-269-1153-6, 2014	60-72
Savita Rana	Changes in the Rural Landscape- Globalization Resultant	Contemporary India through an academic lens” under ISBN no. 978-93-81394-84-7	164-171
Deepika Gautam	Acceptance of E-Banking among Customers: An Analysis	Edited book Business and Economics in Search of Excellence by Dr Monica Bansal, ISBN: 978-93-8414-63-0	151-156
	The Four Walls Violence against Married Women	Ed. Book by Dr. Jaya Kumari Pandey, Abhishek Kumar Chintu and Mr. Mohammad Reza Noruzi - Gender Equality a way to Women Empowerment. ISBN no 978-93-80310-85-5	20-30
	The Financial Glitches of SME's: An Empirical Analysis	Ed. Book ‘Contemporary Researches in Humanities and Social Sciences- A Deep Insight’ by Dr. Mritunjay Sharma et. al. ISBN: 978-81-926194-4-6	145-151
	Service Quality of Hotel Industry in Himachal Pradesh: An Empirical Analysis	Ed. Book ‘Tourism Present and Future Perspective’ S.P. Bansal et.al. ISBN: 978-81-8457-655-9	203-207
	Workers’ Perceptions On Working Conditions Of Pharmaceutical Industry In	Ed. Book ‘Emerging Dimensions of Human Resource Management’ Dr. Sonika Chaudhary et.al. ISBN 978-93-84144-98-2	9-15

	Himachal Pradesh		
	Empirical Analysis Of Himachal As A Tourist Destination	Ed. Book 'Inclusive Growth And Sustainable Development' S.P. Bansal et.al. ISBN 978-93-85000-05-8	267-271
	Corporate Social Responsibilities: Issues and Challenges	Edited book 'Corporate Social Responsibility' S.P. Bansal et.al. ISBN-978-93-81212-50-9	3-12

Books with ISBN/ISSN numbers with details of publishers:

Name	Books Published	Name of the Publisher	ISBN/ISSN number
Mr. Manu Mahajan	Management Control Techniques	Kalyani Publishers	978-93-272-2154-1
Dr. Mamta Sharma	Business Organization System	Sharma Publishers	

20. Areas of consultancy and income generated:

Faculty provides consultancy services as Members of BoS, Resource persons, Expert lectures in different Institutions like ICAI, ICDEOL, Pre- Examination Coaching Centre, HIMCON, UIIT etc., paper setters and evaluators of answer Scripts(HPU)

21. Faculty as members in:

National committees b) International Committees c) Editorial Boards

Name of Faculty	National Committees / Editorial Boards
Ms. Kavita Kumra	Member of Board of studies for BBA under CBCS
Ms. Deepika Gautam	Member of Board of studies for BBA under CBCS
Dr. Mamta Sharma	Life member of Indian Commerce Association

22. Student projects

a) Percentage of students who have done in-house projects:

Name of Prog.	Broad Sectors	% of Students
B.Com	Banking, Insurance, HR, Finance, Marketing	100
M.Com	Banking, Insurance, HR, Finance, Marketing	100

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:

Students from B.Com and M.Com have been placed in institutes of National Repute. Details as follows:

Bharti Airtel, IBM, Wipro, ICICI, Oberoi Cecil, LIC, Snapdeal, Tommy

Hilfiger, Reliance Mutual Funds, SBI Mutual Funds, Schools, Oriental Bank of Commerce

No official data regarding percentage of students placed in various companies.

23. Awards / Recognitions received by faculty and students.

Ms. Deepika Gautam was awarded **Best Speaker** for Paper ‘**Domestic Violence against Married Women A case Study of Shimla City**’ in National Seminar on Violence against Women at Himachal Pradesh University Shimla (Department of Law & Economics). She was honored with ‘**Samaan Prateek**’ by Himachal Pradesh University and was given Award of Appreciation by High Commissionaire of Sri Lanka in a conference held at Baddi, Rachita Kukreja and Garima Verma won Miss Shimla Beauty Pageant, Priyanka Kukreja was a University Rank Holder, Kiran Rajta won Gold Medal in Karate Championship, Mehak Seth and Srishti Aggarwal won 1st Prize in Quiz Competition in Inter College Economics Literary Meet. Gazal Tomar and Srishti Ranta were awarded with Bedean Pin.

24. List of eminent academicians and scientists / visitors to the department:

Names	Name of Institution/Organization
Dr. O.P. Verma	Himachal Pradesh University
Mr. Sanjeev Rana	Tally Institute, Shimla
Mr. Mohit	ICICI Security, Chandigarh
Mr. Ramanpreet	Institute of Management, Pune
Dr. Vijay Kumar	Himachal Pradesh University
Dr. Devender Sharma	Evening College, HPU

25. Seminars/ Conferences/Workshops organized & the source of funding: a) National b) International.

The department assisted in organizing National and International Seminars and conferences of Physics, Home Science, Computers, Economics and Psychology Departments of the college, funded by UGC, ICSSR, IAPT, Indian Economics Association. Details as follows:

International seminars

International Seminar on ‘Subalterns in Shakespeare - A Post Colonial Scrutiny’ in collaboration with the Shakespeare Association (India)

International Seminar on ‘Economic, Social and Environmental Challenges of Globalization’ in collaboration with Indian Economic Association

International conference on Women Empowerment-Transforming lives, milestones and challenges

International Conference on Work, Stress and Health: Recent Perceptions, Future Trends

National seminars

UGC – Sponsored National Seminar on *Physics Education Research*-Research Based Reform In Physics Instructions

NAAC sponsored National Seminar on ‘Institutional Quality Improvement: Role of ICT’

National Seminar on ‘Web based Technologies: Present and the Future’

26. Student Profile Programme/course wise:

Name of the Course/Programme	Applications received	Selected	Pass Percentage
<u>B.Com</u>			
2011	46	44	-
2012	75	72	98
2013	86	81	96
2014	99	91	100
2015	102	95	97
<u>M.Com</u>			
2013	16	14	-
2014	26	23	100
2015	24	19	100

27. Diversity of Students

Course	% of students from same State	% of students from other States	% of students from abroad
<u>B.Com</u>			
2011	89	9	2
2012	94	6	-
2013	96	4	-
2014	95	5	-
2015	90	10	-
2016	91.5	8.5	-
<u>M.Com</u>			
2013	100	-	-
2014	96.5	4.5	-
2015	100	-	-
2016	92	8	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Neena Kashyap and Vismita Gulati cleared Entrance exam for Public Sector Banks.

Few of our students have cleared CS (Company Secretary) Examination and other competitive exams, however no official record is maintained.

29. Student progression

Student progression	Against % enrolled
UG to PG	85%
PG to M.Phil.	10%

Employed: Campus selection	30 %
Other than campus	40%
Entrepreneurship/Self-employment	1%

***The data in the above table is based on our knowledge. No records of the same have been maintained.**

30. Details of Infrastructural facilities:

Library	Yes
Internet facilities for Staff & Students	Yes
Class rooms with ICT facility	Yes
Laboratories	No

31. Number of students receiving financial assistance from college.

B.Com	Number of students
2013	2
2014	1
2015	2

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts:

Programme	Topics
Guest Lecture	A Guest Lecture by Professor O.P Verma, Chairman, HP University on ‘Research Techniques’ was organized for M.Com Students at St. Bede’s College on 17 th October 2014.
Talent Test	A Tally Talent Test was organized in the college by Tally Institute of Learning, Lakkar Bazaar, Shimla on 9 th February, 2015. Approximately 150 students of B.Com, BBA and BCA participated. This Test was conducted to identify the awareness and knowledge of Tally among the students.
Career Guidance & Placement Talk	Career Guidance-cum Placement Talk was organized at St. Bede’s College by Mr. Ramanpreet from Institute of Management, Pune on 19 th Feb, 2015. The students were made aware of the various career opportunities in the field of Finance, HRM and Marketing.
Industrial Visit	M.Com students were taken on Industrial Visits to Wipro, Baddi etc.
Research	An effort is made to promote research insight among the students. The students both B.Com and M.Com carry out research projects pertaining to different sectors like banking, telecom etc.

33. Teaching methods adopted to improve student learning:

Various Teaching methods are used:

Guest Lectures, Project Work, Report writing, Group discussions, Assignments, Mind Mapping, Quiz, Smart Boards, Brainstorming, Educational Trips/Industrial visits, Presentations, Story-Telling, Flip Flop, Textra, Problem solving, Case studies, Audio Visual Aids, Peer Teaching, Debates, Tests, PPTs, Role play, Industrial training and internship programmes

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

Faculty is a member of various extension Committees like NSS, Disaster Management Cell, Cultural Society, Election Committee, Environment Cell, Women Cell, Community outreach, Youth fest and other committees/ clubs which organize a number of Extension and outreach activities. Students and staff participate in the following activities:

- Blood Donation Camps
- Tree Plantation drives
- Health Camps and Health Walks
- Environment field trips
- Organizing Seminars, Workshops and other activities
- Cleanliness Drives
- Arranging books in the Library
- Street plays and awareness campaigns
- Visit to old age homes, orphanages etc.
- Charity events and Donations

35. SWOC analysis of the department and Future plans

STRENGTHS: Qualified and Dedicated Teachers, Good Academic Results, Healthy Student-Teacher Relationship, Attention to slow and advanced learners, Use of diverse Teaching Methods.

WEAKNESSES: Inadequate Placements, High Student Teacher Ratio, Faculty Turnover, No Printing Facility Available In the Department, Two small department rooms

OPPORTUNITIES: Scope of Strategic Alliances and Partnerships with International and National Institutions, Conducting Seminars/Conferences, Rising importance of the subject

CHALLENGES: To Adjust to the Changing Business Environment, To Collaborate With Companies for Better Placements, to develop research aptitude, to develop communication skills of students

FUTURE PLANS

- To Expose Students to the working of stock exchanges through mock trading.
- To arrange Coaching Classes for professional courses like CA, CS, ICWA, CAT, MAT.
- To arrange career guidance workshops every year and better placements for students.
- To organize Seminars/Conference.
- To enhance field exposure to students.

DEPARTMENT OF COMPUTER SCIENCE

- 1. Name of the Department:** Computer Science
- 2. Year of establishment:** 1995
- 3. Name of the programmes /courses offered (UG/PG/M.Phil /Ph.D/ Integrated Masters; Integrated Ph.D., etc.):**

PROGRAMME	COURSE
UG	Bachelor in Computer Applications(BCA)

4. Name of Interdisciplinary courses and the departments/units involved :

COURSE NAME	DEPARTMENT
Mathematics –I,II,III , Numerical Methods	Mathematics
Business Practices & Management, Accountancy, Personnel Management	Commerce
Communicative English Applied English	English

5. Annual/ Semester/ Choice Based Credit System:

COURSE	ANNUAL	SEMESTER	CHOICE BASED CREDIT SYSTEM
UG	√	√	√

6. Participation of the department in the courses offered by the other departments :

COURSE NAME	DEPARTMENT
<ul style="list-style-type: none"> • Computer Applications in Business • E-Commerce • Management Information System • Business Data Processing • Basic of Computers • IT in Management 	Commerce & Management
<ul style="list-style-type: none"> • Computer Aided Drafting and Advanced Topics in Computers • Computer Applications & Database • Basic IT Skills • PHP/MYSQL • C Language • Cyber Law 	All UG Courses
<ul style="list-style-type: none"> • Computer fundamentals • PC Packages • C Language • Database Management System • Operating System 	Mathematics ,Physics, Chemistry, Microbiology, Biotechnology
<ul style="list-style-type: none"> • Computer Aided Learning 	JBT

7. Courses in Collaboration with other Universities, industries, foreign institutions, etc.

M.Sc DFSM

8.Detail of courses / Programmes discontinued (if any) with reasons.-----

9.Number of teaching Posts:

DESIGNATION	SANCTIONED	FILLED
Assistant Professors	4	4

10.Faculty profile with name, qualification, designation, specialization (D.sc./D.Litt/ Ph.d./ M. Phil., etc)

Name	Qual.	Desig.	Spec.	No. of Years of Experience
Ms. Neha Walia	MCA	Assis. Prof.	Computer Science	15
Ms. Nivedita Bhardwaj	MCA	Assis. Prof.	Computer Science	8
Ms. Priyanka Rana	MCA Pursing Ph.d	Assis. Prof.	Software Engineering	8
Ms. Madhu Pahwa	MCA	Assis. Prof.	Computer Science	9

11.List of senior visiting faculty :

S.NO	EMINENT ACADEMICIANS AND VISITORS
1.	Dr. Arvind Kalia, Department of Computer Science, HPU, Shimla.
2.	Dr. Ganesh Hegde, Asst. Advisor, NAAC Coordinator, Bangalore.
3.	Dr. A.J. Singh, Department of Computer Science, HPU, Shimla.
4.	Dr. Manu Sood , Department of Computer Science, HPU, Shimla.
5.	Dr. Karan Jeet Singh Kahlon, GNDU, Amritsar.
6.	Dr. Suchita Upadhyaya, Kurkshetra University, , Kurkshetra.
7.	Mr. Sanjay Sharma, NIC, Shimla.
8.	Dr. Prateek Kumar Bhatia, Thapar University, Patiala.
9.	Dr. Aman Sharma, Department of Computer Science, HPU, Shimla
10.	Dr. Anita GAnpati, Department of Computer Science, HPU, Shimla.
11.	Mr. Jawahar Thakur, Department of Computer Science, HPU, Shimla.
12.	Dr. Indu Chabbra, Punjab university, Chandigarh.
13.	Mr. Ved Prakash, Himachal Pradesh Power Corporation Limited, Shimla.
14.	Dr. Ritu Sharma, Department of Computer Science, HPU, Shimla.
15.	Dr. Ashwani Kumar, Pro. Chancellor, APG University , Shimla.
16.	Mr. Anuj Kumar Raghav , Robo EduTech Pvt. Ltd, Delhi.
17.	Mr. Mritujay Bhaduria , Edukinect , Hyderabad.
18.	Mr. Ravindra Sharma , Edukinect , Hyderabad

19.	Mr. Sai Kiran Rathan , Edukinect , Hyderabad
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12. Percentage of Lectures delivered and practical classes handled (programme wise) by temporary Faculty-----

13. Programme-wise student Teacher Ratio

LEVEL	YEAR	TEACHER-STUDENT RATIO
UG(BCA)	2011	1:22
	2012	1:17
	2013	1:13
	2014	1:13
	2015	1:9

14. Number of academic support staff(technical) and administrative staff:

DESIGNATION	SANCTIONED	FILLED
Administrative staff	5	5
Technical Staff	2	2

15. Qualification of teaching faculty with D.Sc(D.sc./D.Litt/ Ph.d./ M. Phil/PG.

QUALIFICATIONS	MCA
No. of Faculty	4

16. Number of faculty with ongoing projects from :

- a. National b. international funding agencies and grant received

17. Departmental projects funded by DST-FIST,UGC,DBT,ICCR etc and total grant received:

DBT Grant under star college scheme(Total = Rs 42 Lakhs)

18. Research centre/facility recognized by the University:

Computer Lab-2

19. Publications:

a) Publication per faculty/student:

Name of faculty/ Student	No. of Papers published			Impact factor
	Journal		Proceeding N/I	
	Nat.	Int. Nat.		
Ms. Neha Walia	-	1	0/1	0.396
Ms. Nivedita Bhardwaj	-	1	0/1	0.396
Ms. Priyanka Rana	-	1	1/3	

b) Other Publication by Faculty:

NAME OF FACULTY	NO. OF PAPER PRESENTED AT CONFERENCE /WORKSHOP/ SEMINAR	NO. OF CONFERENCE /WORKSHOP/SEMINAR ATTENDED
Ms. Neha Walia	4	6
Ms. Nivedita Bhardwaj	4	5
Ms. Priyanka Rana	7	2
Ms. Madhu Pahwa	1	2

20. Areas of consultancy and income generated

- Paper Evaluation

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board...

NIL

22. Student projects

a) Percentage of students who have done in house projects including inter-departmental/programme

COURSE	% OF STUDENTS
UG	100

b) Percentage of students placed for projects in organizations outside the institution i.e, in Research laboratories, industry/other agencies:

NIL

23. Awards/ Recognitions received by faculty and students:

Faculty:

NAME OF FACULTY	Best Paper/Poster presentation award
Ms. Priyanka Rana & Ms. Bhawna Chauhan	1

Students:

- 15 students participated in Developer Byte Quiz contest organized by aptech institute, lakkar bazaar, shimla
- Dimple Mathew of BCA-II in the year 12-13 has been awarded 3 certificates from Microsoft Virtual Academy .the certificates MICROSOFT SQL AZURE HTML WITH JAVA SCRIPT –CSS3 WINDOW SERVER 2012: server virtualization
- Dimple Mathew of BCA-II in the year 12-13 has been awarded with a tab from microsoft for development of application software.
- Two days National Level Android workshop cum championship was held in the college. The 12 students were awarded with the certificate of excellence.

24. List of eminent academicians and scientists visited to the department:

S.NO	EMINENT ACADEMICIANS AND VISITORS
1.	Dr. Arvind Kalia, Department of Computer Science, HPU, Shimla.
2.	Dr. Ganesh Hegde, Asst. Advisor, NAAC Coordinator, Bangalore.
3.	Dr. A.J. Singh, Department of Computer Science, HPU, Shimla.
4.	Dr. Manu Sood , Department of Computer Science, HPU, Shimla.
5.	Dr. Karan Jeet Singh Kahlon, Guru Nanak Dev University, Amritsar.
6.	Dr. Suchita Upadhyaya, Kurkshetra University, , Kurkshetra.
7.	Mr. Sanjay Sharma, NIC, Shimla.
8.	Dr. Prateek Kumar Bhatia, Thapar University, Patiala.
9.	Dr. Aman Sharma, Department of Computer Science, HPU, Shimla.
10.	Dr. Anita GAnpati, Department of Computer Science, HPU, Shimla.
11.	Mr. Jawahar Thakur, Department of Computer Science, HPU, Shimla.
12.	Dr. Indu Chhabra, Punjab university, Chandigarh.
13.	Mr. Ved Prakash, Himachal Pradesh Power Corporation Limited, Shimla.
14.	Dr. Ritu Sharma, Department of Computer Science, HPU, Shimla.
15.	Dr. Ashwani Kumar, Pro. Chancellor, APG University , Shimla.
16.	Mr. Anuj Kumar Raghav , Robo EduTech Pvt. Ltd, Delhi.
17.	Mr. Mritujay Bhaduria , Edukinect , Hyderabad.
18.	Mr. Ravindra Sharma , Edukinect , Hyderabad.
19.	Mr. Sai Kiran Rathan , Edukinect , Hyderabad .

25. Seminars/Conferences/Workshops organized & the source of funding:

EVENTS	DATE	LEVEL (I/N/S/R /U/C)	SOURCE OF FUNDING	GRANT RECEIVED
Workshop on Android	September 11-12, 2015	College	-	By College
Seminar on Web Based Technologies: Present & The Future	April 30-May 1, 2015	National	SBI , HDFC Bank, Syndicate Bank, Dept of Tourism, Manoj enterprises	
Windows 8 Application development Program	September 24-October 2, 2013	College	-	

26. Student Profile Programme/course wise:

NAME OF THE COURSE	ACADEMIC YEAR	APPLICATION RECEIVED	SELECTED	NO. OF STUDENTS APPEARED	PASS PERCENTAGE
	2011	33	26	26	100%
	2012	15	9	9	100%

BCA	2013	22	17	17	100%
	2014	17	10	8	RA
	2015	19	10	10	RA

*RA –Result Awaited

27. Diversity of Students

NAME OF THE COURSE	ACADEMIC YEAR	% OF STUDENTS FROM THE SAME STATE	% OF STUDENTS FROM THE OTHER STATES	% OF STUDENTS FROM THE OTHER COUNTRIES
BCA	2010-2011	89	3	-
	2011-2012	68	6	-
	2012-2013	53	7	-
	2013-2014	50	7	-
	2014-2015	34	4	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?

Civil services -1

Bank -15

MCA entrance exam-50

29. Student progression :

STUDENT PROGRESSION	AGAINST % ENROLLED
UG to PG	90%
PG to M.Phil	-
PG to Ph.d	-
Ph.D to Post-Doctoral	-
Employed –Off/ On Campus Placement	5%
Entrepreneurship/ Self-employment	-

30. Details of Infrastructural facilities :

S.No	INFRASTRUCTURAL FACILITIES	STATUS
a)	mainLibrary departmental library	yes
b)	Internet facilities for staff and student	yes
c)	Class room with ICT facilities	yes
d)	Laboratories(Lab. No. and capacity)	2,70
e)	Other	VPN connection & FTTP Connection

		3 Online UPS
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31. Number of students receiving financial assistance from college, university, government or other agencies:2

32. Details on student enrichment programmes (special lectures/workshops/ seminar) with external experts:

S.NO	PROGRAMME	DATE
1.	10 days Bombay Goa trip	January 10-January 19,2011
2.	Developer Byte Quiz contest	November 19, 2011
3.	'Latest IT Trends' by Aptech Education Centre, shimla	July 18, 2011
4.	2-day Industry/Educational trip to IT Park , Chandigarh	December 9-10,2011
5.	Seminar on 'E-waste and Green Computing'	March 16, 2012
6.	Seminar on "PERPECTIVES OF MCA IN FUTURE"	18th October,2012
7.	Seminar on "LATEST IT TRENDS"	5th November, 2012
8.	2 days Educational Trip to Science City, Amritsar	September 2012
9.	Seminar on "working of interactive boards" on	july,2012
10.	Seminar on "use of interactive board technology	28th March, 2013
11.	Seminar on "Latest trends in software and windows 8"	16th August,2013
12.	Microsoft windows 8 application development training certification program	24th September 2013 to 2nd October, 2013
13.	Seminar on Project Development.	23 rd September,2015
14.	Visit to Portmore school , Shimla.	12 th October, 2015

33. Teaching methods adopted to improve student learning

- Lecture method
- Group discussion
- PowerPoint presentations/ICT enabled lectures
- Students seminar
- Charts making
- Case studies
- Topic Revision
- Assignments
- Spoken tutorial
- Peer teaching
- Bridge classes
- Quiz
- Practical demonstration

34. Participation in institutional social responsibility (ISR) and Extension activities:

Department and faculty was involved in following ISR and Extension activities:

- Departmental students were involved in Tree plantation.
- Students were involved in the blood donation camp.
- Students interacted with inmates of prison at Kanda Jail.
- Students Participation in seminar on “Global Commons” and Environmental Issues organized by TERI.
- Students interacted with special children (Abhi and UDAAN) and Orphanage.
- Participation in seminars workshops Health Camp organized within the camp.
- Students participated in various awareness Campaigns and rallies.
- Students delivered a power point presentation to the students of Portmore School, Shimla.

35 Swoc analysis of the department and future plans:

s.no	SWOC Analysis	
1	Strengths	<ul style="list-style-type: none"> • Experienced qualified and dedicated staff • Satisfactory results • Department library is maintained • Departmental notice boards maintained by students to display latest and useful information • Regular meetings are conducted with class representatives. • Wi-fi enabled labs • Printing facility given to students • Student work on live projects
2.	Weakness	<ul style="list-style-type: none"> • Insufficient time complete the syllabi
3.	Opportunities	<ul style="list-style-type: none"> • Placements opportunities • Students are helped to learn new technologies with the help of workshops and seminars • Industry collaboration
	Challenges	<ul style="list-style-type: none"> • Competition with other upcoming institutions. • Keep in pace with upcoming technologies
4.	Future plans	<ul style="list-style-type: none"> • Updation of the labs • More workshops /seminars • Introduce advance cyber security courses • To use more open source software • To introduce new courses B.tech (IT), B.tech (CS),PGDCA, MCA

		<ul style="list-style-type: none"> To introduce new short term skill based courses like PHP(hypertext preprocessor), .net languages To start with competitive courses
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DEPARTMENT OF DANCE

1. Name of the department: Dance

2. Year of Establishment: 2013

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

Programmes	Courses
UG	Dance

4. Names of Interdisciplinary courses and the departments/units involved-

5. Annual/ semester/choice based credit system (programme wise)

Programmes	Annual	Semester	Choice Based Credit System
UG	-	√	√

6. Participation of the department in the courses offered by other departments

Courses	Department
BSc Hons. Microbiology - Dance	Microbiology
BSc. Hons Biotech. - Dance	Biotechnology
BSc. Chemistry -Dance	Computers, Physics, Botany, Zoology
B. A. - Dance	Arts
B.Com - Dance	B.Com
B.B.A - Dance	B.B.A.

7. Courses in collaboration with other universities, industries, foreign institutions, etc. ----

8. Details of courses/programmes discontinued (if any) with reasons

9. Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

Designation	Sanctioned	Filled
Assistant Professor	1	1

10. Faculty profile with name, qualification, designation, specialization

Name	Qual.	Desig.	Specialization	No. of years of Experience
Mr. Vishal Kumar	M.Phil.	Asst. Prof.	Kathak Dance	3

11. List of senior visiting faculty-----

12. Percentage of classes taken by temporary faculty-programme-wise information

Programme	Total Classes (week)			No. of classes taken by temporary (week)		
	2013	2014	2015	2013	2014	2015
UG	3	5	9	3	5	0
%age	2013		2014	2015		
	100		100	0		

13. Student –Teacher Ratio (programme wise)

Year	UG		
	Students	Teachers	Ratio
2013	42	1	42:1
2014	21	1	21:1
2015	34	1	34:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Designation	Sanctioned	Filled
Academic support staff (technical)	-	-
Administrative (College)	5	5

15. Qualifications of teaching faculty with DSc./ D.Litt/ Ph.D/ MPhil / PG.

Sr. No.	Qualifications	Number
4.	MPhil	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -----

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received -----

18. Research Centre /facility recognized by the University -----

19. Publications -----

20. Areas of consultancy and income generated

Mr. Vishal Kumar was the external Judge in Dance competition.

Mr. Vishal Kumar was the external examiner V. N. Bhatkhandey Sangeet Mahavidyalya and Technia Institute of Dance, Music and Fine Art Pritampura.

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards -----

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/programme

100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

23. Awards / Recognitions received by faculty and students

Faculty:

Mr. Vishal Kumar was the National award winner of Non Student Youth Festival.

Students:

Shilpa Kaundal got commendable in 2014 and first prize in 2015 H.P.U. Youth Festival.

Rupam, Sherry, Osheen and their group got highly commendable.

24. List of eminent academicians and scientists / visitors to the department Manual for Self-study Report -----

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National: 3 National (Department was involved in organizing three national conference)

b) International: 4 International (Department was involved in organizing three national conference)

Source of Funding: UGC, ICSSR, IAPT and IEA (Indian Economics Association)

26. Student profile programme/course wise:

*M = Male *F = Female

Name of Course	Year	Applications received	Selected		Pass Percentage
			Male	Female	
B.A.	2013	50		42	100%
	2014	30		21	100%
	2015	41		34	RA

27. Diversity of Students

Name of the course	Period	% of students from the state	% of students from other states	% of students from other countries
B.A	2013	70	30	-
B.A.	2014	67	33	-
B.A.	2015	68	32	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? -----

29. Student progression: -----

30. Details of Infrastructural facilities

i.	Library	Yes
ii.	Internet facilities for staff and students	Yes
iii.	Classrooms with ICT facility	Yes
iv.	Laboratories	Yes

31. Number of students receiving financial assistance from college, university, government or other agencies

All SC/ST/OBC students get the scholarship from H. P. Govt.
Bonafide Himachali students get the fee concession from the college.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts -----

33. Teaching methods adopted to improve student learning

Demonstration Exposure Visits Assignments
Group discussion Brainstorming Story Telling Quiz
Audio-Visual Techniques/Aids

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Department and faculty was involved in following ISR and Extension activities:

Departmental students were involved in Tree plantation.
Students were involved in the blood donation camp.
Participation in seminars workshops Health Camp organized within the camp.

35. Details any five strengths, weakness, opportunities and challenges (SWOC) of the department and Future plans

Strengths

- Regularity of classes.
- More focus on practical.
- Hard working staff.
- Active participation of department in various cultural activities like youth festivals.
- Financial support from the management.

Weakness

- Limited resources.
- Unavailability of academic supporting staff (Technical).
- Lack of sophisticated instruments.

Opportunities

- Exposure in higher education.
- Work as Professionals to excel in their field and represent the college at various levels.
- To train students and develop their skills at professional level to set up their own dance academies.

Challenges

- Higher cost of instruments.
- Lack of interest and dedication in students.

- To aspire students to continue with classical dance in the present age of westernization.
- Maintenance and care of equipments.

Future plans

- To organize seminars and workshops so that students could be benefited.
- Encourage students to take part in every event of the college.
- To create a departmental library.
- Annual dance fest to boost out the talent of students.
- Encourage and train students to take part in the youth festival and various cultural events.

DEPARTMENT OF ECONOMICS

1. Name of the Department: Economics

2. Year of Establishment: 1970

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) - UG

4. Names of Interdisciplinary courses and the departments/units involved :

Courses	Department
Micro Economics, Statistics, Macro Economics, Development and Policies, Research Methodology	English, Geography, Home Science, Psychology, Political Science, Maths
Econometrics	Commerce, Maths , English, Geography

5. Annual/ semester/choice based credit system (programme wise) Annual and CBCS Semester System under RUSA

6. Participation of the department in the courses offered by other departments

Courses	Department
Micro Economics, Business Economics, Business Statistics, International Trade, Indian Business and Economy	BBA
Statistics	BCA
Research Methodology, Micro Economics	B.Com
Managerial Economics	M.Com

7. Courses in collaboration with other universities, industries, foreign institutions, etc. ---

8. Details of courses/programmes discontinued (if any) with reasons

9. Number of Teaching posts

Designation	Sanctioned	Filled
Associate Professors	1	1

Asst. Professors	1	1
Asst. Professor	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	NET / SET	Desig.	Specialization	No. of Years of Experience
Dr. Anupama Tandon	M.A, M.Phil Ph.D.	NET with JRF	Associate Professor & Head	Health Economics Econometrics,	22
Ms. Alaka Verma	M.A, M.Phil	-	Assistant Professor	Banking	19
Ms. Unnatti Chauhan	M.A, M.Phil	NET	Assistant Professor	Banking	06

11. List of senior visiting faculty-

Name	Institute/Organization
Dr. Alok Kumar	Associate Prof, Department of Economics, St. John's College, Agra
Dr. Sanju Karol	Professor, Department of Economics, Himachal Pradesh University, Shimla
Dr. Aparna Negi	Department of Economics, Himachal Pradesh University, Shimla
Mr. N.S. Bist	Director, Population research centre, Himachal Pradesh University, Shimla

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : ---

13. Student -Teacher Ratio (programme wise)

Year	Total no. of students		No. of Teachers		Student-Teacher ratio	
	BA (Hons)	BA (Pass course)	BA (Hons)	BA (Pass course)	BA (Hons)	BA (Pass course)
2010-11	15	68	2	3	7:1	22:1
2011-12	22	58	2	3	11:1	19:1
2012-13	28	49	2	3	14:1	16:1
2013-14	24	56	2	2	12:1	28:1
2014-15	20	65	2	2	10:1	32:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled-

College Administrative Staff : 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

No. of Ph.D – 1

No. of M.Phil - 3

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :-----

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received

Duration	Name of Faculty	Title of Project	Funding Agency	Grant Received (Rs.)
2008-2011	Dr. Anupama Tandon	“The Impact of Socio-Economic factors and awareness about Health Care Services on the Nutritional and Health status of women belonging to Rural and Urban areas of Shimla- a Cross-Sectional Study”	UGC Major	3,72,250/

18. Research Centre /facility recognized by the University : ---

19. Publications:

Faculty	Pub.per faculty	Number of papers published by faculty and students in peer reviewed national journals	Number of papers published by faculty and students in peer reviewed international journals	Chapter in Books:	Books Edited :	Books with ISBN/ISSN numbers with details of publishers:
Dr. Anupama Tandon	5	1	4	1	1	Challenges of Globalization ISBN 978-81-269-1953-6, 2014 Atlantic Publishers & Distributors
Ms. Alaka Verma	-	-	-	1	-	-
Ms. Unnatti Chauhan	1	-	1	-	-	-

20. Areas of consultancy and income generated

- Faculty members are in the Syllabus Review Committee, Board of Studies, have been setting university question papers and performing invigilation and evaluation duties.
- A faculty member is regularly invited as a resource person for ‘In-Service Teacher Training Programme- Economics’ at the State Council of Educational Research and Training, Solan, Himachal Pradesh.

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards....

Sr. No.	Name of Faculty Members	National Committee/International Committee/Editorial Board
1	Dr. Anupama Tandon	<ul style="list-style-type: none"> • Member of Board of Studies in Economics Department in Himachal Pradesh University. • Research Associate of the University Grants Commission’s Inter University Centre for Humanities and Social Sciences at the Indian Institute of Advanced Study Shimla from 01-03-2009 to 31-03-2014. • Life member Indian Economic Association
2	Ms. Alaka Verma	<ul style="list-style-type: none"> • Life member Indian Economic Association • Life Member Red Cross India • Member of All India Forest Wives’ Association

22. Student projects

- a) **Percentage of students who have done in-house projects including inter departmental/programme – 100%**
- b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies :**

23. Awards / Recognitions received by faculty and students-

- Every year all top ten positions in the University examination are bagged by the students of Economics Honours.
- Ankita Chatterjee got selected as a Fellow for Teach for India, (a non-profit organisation that works towards bridging the educational inequity in India).
- Nikita Gupta participated in inter-college debate competition on ‘whether electronic system design and manufacturing is important for the Indian economy and if it is, then how and to what extent’ and received 1st prize.
- Nishtha Sharma won Best Dancer Trophy in Serendipity. She was First Runner’s Up in HPU Fest and also bagged Second Prize in Street Play in Youth Festival at HPU

- Vaishnavi Sharma won ‘State Best Fighter Trophy’ for taekwondo many times.
- Prestigious Bedeian Pin was awarded to Maheema Dutt, Shalvi Sharma, Prarthana Sen Thakuri, Ankita Chatterjee and Nikita Gupta to name a few.

24. List of eminent academicians and scientists/visitors to the department:

- Prof. Mungekar, Member of Parliament, Rajya Sabha and Conference President Indian Economic Association,
- Prof. A.D.N. Bajpai, Vice Chancellor, Himachal Pradesh University.
- Dr. Tapan Kumar Shandilya, Vice Chancellor Bhagalpur University.
- Dr. Anil Kumar Thakur, Secretary , Indian Economic Association
- Dr. Alok Kumar, Associate Prof, Department of Economics, St. John’s College, Agra.
- Mr. Dinkar Burathoke, Director Education, Himachal Pradesh.
- Dr. Sanju Karol, Professor, Deptt. Of Economics, ICDEOL, HPU, Shimla.
- Md. Abul Kalam Azad, Associate Professor, Institute of Environmental Science, Rajshahi University, Bangladesh.
- Md. Jakaria Hossain , Associate Professor, Institute of Environmental Science, Rajshahi University, Bangladesh.
- Dr. Md. Quddus, Professor and Head, Deptt.of Commerce & Management, Patna.
- Dr. Aparna Negi, Professor, Deptt. Of Economics, HPU.
- Dr. Mike Ivanof, Associate Prof. at the University of the Fraser Valley Canada.

25. Seminars/ Conferences/Workshops organized & the source of funding

Year	Title of the Seminar	Source of Funding
2012	Economics Department organised International Seminar on ‘Economic, Social and Environmental Challenges of Globalisation’. Convener: Dr. Anupama Tandon Organising Committee: Ms. Alaka Verma Ms. Unnatti Chauhan	Indian Economic Association
	Assisted in organizing international Seminars of English, Psychology, Home Science and National Seminars of Physics, Computers	UGC, ICSSR, IAPT, NAAC

26. Student profile programme/course wise:

Name of the course/ programme	Year	Applications Received	Enrolled	Pass percentage
BA(Hons)	2010-11	7	4	100%
BA Pass Course		24	20	100%

BA(Hons)	2011-12	16	14	100%
BA Pass Course		26	21	100%
BA(Hons)	2012-13	13	10	100%
BA Pass Cours		21	19	100%
BA Major	2013-14	14	11	Result Awaited
BA Minor		32	28	Result Awaited
BA Major	2014-15	10	8	Result Awaited
BA Minor		30	28	Result Awaited

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011	BA(pass course)	85.71	14.28	-
	BA(Hons)	71.42	28.57	-
2012	BA(pass course)	100	-	-
	BA(Hons)	50	50	-
2013	BA(pass course)	75	25	-
	BA(Hons)	75	25	-
2014	BA(pass course)	94.44	5.55	-
	BA(Hons)	69.23	23.07	7.69
2015	BA(pass course)	62.5	37.5	-
	BA(Hons)	30	70	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

- A student is pursuing Ph.D at Royal Holloway, University of London. She is also a graduate teaching assistant at the London school of Economics and Political Science and at Hult International Business School.
- Many students have joined banking sector like UCO Bank, Bank of Baroda, Bank in Nepal.
- Many students have cleared national and state competitive examinations but no official data is maintained.

28. Student progression

Students have joined London School of Economics, Jamia Milia Islamia University, New Delhi, SIMC Pune, Punjab University, Himachal Pradesh University, Amity University, Dehradun University, Banasthali University for higher studies.

No official data is maintained.

Student progression	Against % enrolled
UG to PG	80%

PG to M.Phil.	20%
PG to Ph.D.	10%
Ph.D. to Post-Doctoral	-
Employed	
• Campus selection	-
• Other than campus recruitment	10%
Entrepreneurship/Self-employment	5%

29.Details of Infrastructural facilities

Departmental Library	Available
Internet facilities for Staff & Students	Available
Class rooms with ICT facility	Available
Laboratories	--

31.Number of students receiving financial assistance from college, university,government or other agencies :-----

32.Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Faculty members and students of economics department organized the following enrichment programmes:

1. A two day Inter College festival ‘Serendipity’ - 16th - 17th September, 2011.
2. A two day International Seminar on “Economic, Social and Environmental Challenges of Globalization” October 5-6, 2012.
3. Workshop on Disaster Management- 27th September, 2013.
4. A field trip was organized for the Economics Honours students to a rural area in the vicinity of Shimla on 20th September, 2013 where students collected data for a comparative study on socio economic indicators of rural and urban households.
5. To extend learning beyond textbook, Movies/Documentaries like Death of USSR, Most evil mean in History: Adolf Hitler, Doctor Zivago on Depression of 1930’s and some TEDx videos were played for the students which helped students explore history and find answer to the questions of Who? Why? When? and Where?
6. Students of BA III Honours and BA II 3rd Semester attended a workshop on “Commodity Exchange done by Karvy on 13th September, 2014.
7. Inter-college Economics Literary Meet – 25th September, 2014.
8. “Bede-nomics” annual newsletter of the department was published to highlight some of the events that our students, faculty and alumni are involved in.
9. An Inter-college Economics Literary Meet - 29th September, 2015
10. Workshop on “Leadership Styles in International Organisations”- 3rd October, 2015 by Dr. Mike Ivanof, Associate Prof. at the University of the Fraser Valley Canada.

33. Teaching methods adopted to improve student learning

- Audio-visual Aids
- Group Discussions
- Peer Teaching
- Debates
- Tests
- Seminars
- PPT's
- Paper presentation
- Role Play
- Quiz
- Screening of documentaries
- Field Surveys
- Active participation of the students in extension activities
- Group e-mail ID for sharing resources
- Flip Flop

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Dr. Anupama Tandon, HOD, as the co-ordinator of CPE Committee, co-ordinator the University of the Fraser Valley Canada, member staff advisory committee, member election committee, member core committee RUSA, member IQAC cell, member prospectus committee, incharge time table committee, incharge and member research committee, Ms. Alaka Verma, as the President of Cultural Committee, President of Environment Cell, Ship Mistress of INS Chirag, member of Discipline Committee, member Heritage Club and Ms. Unnatti Chauhan as the member of Election Committee, member of IQAC Cell, member of Disaster Management Cell, member of Opening Mass organize various major programmes as part of the institutional social responsibility and extension activities in the college which are as follows:

An Inter-college **Economics Literary Meet** is organised by the Department of Economics annually in which various colleges from Shimla and around Shimla participate. Students present papers, participate in a number of competitions like poster making, cartoon making, economics cross word quiz etc. This meet provides a forum for exchange of new ideas and techniques among the students in the field of Economics.

A **Workshop on Disaster Management** to prepare the students and staff for any kind of natural or manmade calamity was organised. Screening of two documentary films titled 'Captain Suraksha' and Cardio Pulmonary Resuscitation (CPR) in which the focus was on the strategies dealing with disaster preparedness and their effective implementation.

An **Inter College festival 'Serendipity'** on 16th and 17th September, 2011 in which number of Colleges participated. Various activities like Indian Folk dance, Western dance, sufi song, street plays, face painting, hair styling, portrait making, T-shirt designing, rangoli, ad-bag, just a minute, creative writing, quiz, treasure hunt, war of bands etc. were organized.

A **Health check-up camp** was organized for the anemia check-up of the students to create awareness about it. It will help them to be conscious about their wellness and health.

A power point presentation was given on **E-bola Virus** to create awareness about it.

An Inter-ship essay competition was held on Gender Sensitization and Climate Change to create awareness.

An Inter-ship slogan writing and poster making competitions were held on Environmental Issues like '**Save our Earth**', '**Carbon Footprints**'.

A quiz competition was held by AIDS control society on **Awareness about AIDS**. Our students Aishwarya Singh Parmar and Shreya Sharama got a first prize and a cash award of Rs.10,000.

Tree plantations were held in collaboration with Forest Department. About 100 students participated in it and planted Deodar saplings on this occasion. Hon'ble Minister for Health was the Chief Guest for the occasion.

A **talk on Environment and Global warming** was organized. Ms. Anu Nagar, IFS, Conservative of Forest was the Chief Guest and she gave a lecture on the Environment and Global warming to sensitize the students about Environment issues.

A **Cleanliness drive** was organized on the occasion of Gandhi Jayanti to create awareness about Cleanliness. An oath for cleanliness was taken by the staff and students followed by a cleanliness drive of the college campus. Essay writing, cartoon making, poster making and slogan writing competitions were held on Cleanliness.

Faculty Development programme

A Faculty Development programme '**Engaging Pedagogies in Teaching**' was held in the college, organized by M.R Pai Foundation jointly with Forum of Free Enterprise, Mumbai. About 41 teachers participated. A number of games, activities were organized to introduce the teachers to various teaching tools like Textra, Rating scales, Flip flop etc.

Inter-college Economics Literary Meet

An Inter-college Economics Literary Meet was organised by the Department of Economics. Various colleges from Shimla participated in the Literary Meet. This meet provided a forum for exchange of new ideas and techniques among the students in the field of Economics.

Seminar on Menace of Lantana and Congress Grass

An interdepartmental seminar was organized on the 'Menace of Lantana and Congress Grass' by the departments of Microbiology and Economics in association with the Environment Cell. The students were made aware of the harmful effects and the measures to be taken to eradicate the parasitic plants.

35. SWOC analysis of the department and Future plans

Strengths

- Certificate course in Econometrics
- Departmental newsletter "Bede-nomics"
- Highly qualified, organized and dedicated faculty
- Congenial learning atmosphere
- Peer Teaching
- Use of ICT

Weaknesses

- Not enough optional courses
- Lack of time for subject research projects.
- Academic suffering at the expense of RUSA system.

Opportunities

- To establish academic links with reputed National and International institutions for student exchange and interaction.
- More opportunities for internships.
- More student seminars and field trips.

Challenges

- Rigid university system
- Permanent vacant posts not approved by the University

Future Plans

- Major Research Project
- To organize interdisciplinary workshops for the students

DEPARTMENT OF ENGLISH

- 1. Name of the department:** English
- 2. Year of Establishment:** 1904
- 3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):** UG and PG
- 4. Names of Interdisciplinary courses and the departments/unit involved:**
 - Biotechnology-Functional English and Compulsory English
 - Microbiology- Functional English and Compulsory English
 - B.Com- Functional English and Compulsory English
 - BCA- Business English
 - BBA- Functional English and Compulsory English
- 5. Annual/ semester/choice based credit system (program wise)**
Annual till 2013, Choice Based Credit System.
- 6. Participation of the department in the courses offered by other departments:** BBA, BCA, B.com, Microbiology and Biotechnology.
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.:** ----
- 8. Details of courses/programmes discontinued (if any) with reasons:**
None

9. Number of Teaching post:

	Sanctioned	Filled
Professors	-----	-----
Associate Professors	2	2
Assistant Professors	1	1
On contract	2	2
Lecture Basis	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qual.	Designation	Specialization	No. of Years of Experience
Ms. Anuja Sharma	M.Phil	Assoc. Prof.	Shakespearean Drama	28 years
Dr. Deepti Pajni	Ph.D. NET	Assoc. Prof.	Shakespearean Drama	21 years
Dr. Gitanjali Mahendra	Ph.D. SET	Assist. Prof.	Canadian Fiction	20 years
Dr. Mita Biswas	Ph.D	Asso. Prof.	Poetry	46 years
Dr. Devender Bindra	Ph.D.	Asso.Prof.	Poetry	37 years
Ms. Anmol Sekhon	Ph.d submitted NET	Assist. Prof.	Diasporic literature	9 years
Monica Tanwar	M.Phil SET	Assist prof	Drama	8 years

11. List of senior visiting faculty:

- Paige Newmark- Perth, Australia; Prof. Anand Prakash- Delhi University; Prof. Rahul Sapra- Ryerson Univ Canada; Prof. Bhim Dhaiya- Kurukshetra Univ; Prof. Angshuman kar- West Bengal; Prof. Meenakshi Paul- H.P U; Prof. Narugopal Mukherjee WB; Prof. R.W Desai- Delhi University; Prof. Seema Malik- Udaipur; Prof. Swati Ganguli- Vishwabharti Shantiniketan; Prof. Anupama Vohra –University of Jammu; Prof. Basavaraj P. Donur- University of Karnataka; Prof. Ms. Bhavana Rajpal- University Leeds U.K.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Courses	Faculty	Percentage
UG	Ms. Monika Tanwar	7%
PG and UG	Ms. Anmol Sekhon	3%
PG	Prof. M. Biswas & Prof, D. Bindra	60%

13. Student -Teacher Ratio (programme wise):

UG

Year	Student-Teacher ratio
2011	121 :1
2012	114 :1
2013	123 :1
2014	140 :1
2015	140 :1

PG

Year	Student-Teacher ratio
2011	1.5 :1
2012	6 :1

2013	7.25 :1
2014	8.25 :1
2015	8.25:1

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled.

Administrative Staff- 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:Ph.D.-- 5 MPhil—2

16.Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

One Minor Project Applied in 2014-15 entitled “Stress of Cultural Shift: A Study of Chitra Baneerjee Divakaruni’s *The Mistress of Spices* and Anita Desai’s *Bye- Bye Black Bird*.”

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: -----

18 Research Centre /facility recognized by the University: Language Lab and Post Graduation course.

19.Publications:

a) Publication per faculty

Name of Faculty	No. of Papers published		
	National Journal	International Journal	Proceeding
Dr. Gitanjali Mahendra	9	--	5

b) Other Publications by Faculty:

Name of Faculty	Year	No. of Paper Presented on Conference/Workshop/ seminar, etc.	No. of Conference/Workshop p/ seminar, etc attended	Chapters in Book	Books/ journals edited	Books with ISBN/ISSN Number
Dr. Gitanjali Mahendra	2011	2	3	1	-	ISSN-0975-5365
	2012	4	5	1	-	ISSN-0976-0598,978-81-8435,
	2013	1	6	-	-	ISSN-09755365
	2014	2	1	-	-	ISSN-0975-

						5365
	2015	2	2	-	-	-
Ms. Anuja Sharma	2014 2015	1 1	1 1	-	-	-

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

➤ **Chapter in Books:** ‘Subalterns in Shakespeare a Post-Postcolonial Scrutiny.’ (ISSN -978-81-8435-314-3, ‘Cabbages on the Bloom Women’s Body Space in the Sub continental Fiction’ ISBN-978-81- 920134-04-4

20.Areas of consultancy and income generated: The faculty of the department has been setting papers for the university examinations, evaluating answer sheets and has gone as resource persons to other institutions.

21. Faculty as members in

a. National Committee: Shakespeare Association (India)

22. Student projects

a. Percentage of students who have done in-house projects including inter departmental/programme: 100%

b. Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: --

23.Awards / Recognitions received by faculty and students:

Associateship availed at the Institute of Advanced Study by Dr. Gitanjali Mahendra and two Refresher courses done by Dr. Deepti Pajni. The students have secured positions in the university merit list. Various students have received prizes in inter college activities such as debates, dramatics, poetry recitation etc and have excelled in Youth Festivals.

Shiwani Thakur- Prizes awarded in debates ,declamation and acting in Youth Festivals and college and inter-college activities.

Shefali Chauhan- Prizes awarded in debates ,declamation and acting in youth festivals and college and inter-college activities.

Sheetij Sharma- For acting in the Street Play.

Meghna Mukherjee- Won a prize in the western dance.

Anupama Sharma- Was awarded the first prize in inter- college singing competition.

Peggy Gurung- For Creative writing

Supriya Dhaliwal- For Poety writing

24. List of eminent academicians and scientists / visitors to the department:

- Prof. Pankaj Singh Prof. Girija Sharma.
- Prof. V.P. Sharma, Prof. Neelima Kawar.
- Prof. Neelima Kawar, Prof.V.P. Sharma.
- Prof. B. S. Dhaiya, Prof. Usha Bande.
- Mr. Sidharth Pandey-PhD scholar form Cambridge
- Mr, Raja Bhasin- Convener INTAC Himachal chapter
- Mr. Parvesh Chandel- Writer

25. Seminars/ Conferences/Workshops organized & the source of funding National, International:

Organised: The first international seminar of the college was organized by the department of English. The topic was ‘Subaltern in Shakespeare a Post-Post Colonial Scrutiny’, it was funded by the UGC.

Assisted in organizing the seminars and conferences of Physics, Home Science, Computers, Economics and Psychology Departments of the college, funded by UGC, ICSSR, IAPT, Indian Economics Association

26. Student profile programme/course wise:

Name of the Course/ program	Applications received	Selected	Enrolled	Pass percentage
			Females	
B.A				
2011	69	50	50	100%
2012	60	51	51	100%
2013	65	51	51	100%
2014	60	31	31	100%
2015	50	37	37	RA
B.A Hons				
2011	20	12	12	100%
2012	25	13	13	100%
2013	30	19	19	100%
2014	70	32	32	100%

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
English PG	90%	10%	--
English UG	80%	18%	2%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services,

etc.? —

29. Student progression

Student progression	Against % enrolled
UG to PG	70%
Employed • Campus selection • Other than campus recruitment	30%
Entrepreneurship/Self-employment	20%

Documentary evidence is not available.

30. Details of Infrastructural facilities

S.No	Infrastructural Facilities	Status
a)	Library	Yes
b)	Internet facilities for Staff & Students	Yes
c)	Class rooms with ICT facility	Yes
d)	Laboratories/Language Lab	Yes

31. Number of students receiving financial assistance from college, university, Government or other agencies: SC/ST/OBC students get a scholarship from the government and Meritorious students get scholarships. Bonafide Himachal students get a concession in the fee.

32. Details on student enrichment programmes (special lectures / workshops / Seminar) with external experts

- Organized Special lectures by external experts on Reading Habits, Creative writing and Research Methodology.
- Book Club and Film Club ‘After Thoughts’ initiated, Book Reviews and Book Talks encouraged.
- During tutorial classes Group Discussions, Interview Techniques and Letter Writing are focused upon.
- Papers are presented by the students and published in the Department Periodical ‘Unfettered’
- International seminar on Shakespeare was attended by students.
- National Seminar on Keats and Kipling was attended by the students,
- The students are taken to Literary Fests and Educational Trips.

33. Teaching methods adopted to improve student learning

- Group discussions.
- Quizzes.

- Power Point Presentations, by students and the faculty.
- Audio-Visual aids related to the topic.
- Flip-Flop technique.
- Role Play.
- Mock Interviews.
- Assignments given to students.
- Texta .
- Demonstrations
- Chalk and Talk method
- Peer teaching
- Group Presentations
- Creative Writing
- Group emails

34.Participation in Institutional Social Responsibility (ISR) and Extension activities,

Faculty and students of the Department are members of various Extension Committees and Societies like Anti-Ragging cell, Red ribbon Club, Nature Club, Community Outreach, Debates & Dramatics, Magazine Society, Cultural Committee for Freshers and Grads Nite and have organized different Outreach Activities. The faculty represents in various important committees like IQAC, CPE, RUSA and as Academic Co-ordinators.

Details of the Activities :

- Judge at All India Slaters Debate at BCS Shimla.
- Represented college at the UGC for CPE interface.
- Anti –Ragging Workshop was organized, Trisha Sharma an eminent advocate was the guest speaker.
- Conducted Department Assemblies from time to time.
- Organised internship with HP Police with fifteen students.
- Organised a Tibetan Cultural Fest in the college
- Community outreach activity at Theog school in collaboration with WWF and HIMURJA.
- Organised an Inter-disciplinary outdoor activity at village Sandhu- Hatu Peak.
- Escorted students for Earth Day Celebration at Summer Hill Shimla.
- Suggestions and Contributions made for RUSA syllabus.
- Inter-College students’ seminar organized on Partition writers.
- Staff Editor for the college magazine Echoes.
- In charge of hospitality for the ICT national Seminar at St. Bede’s College.
- Established “After Thoughts” a Book and Film Club
- Adjudged Northern Inter School Declamation at Pine Grove, Subhatu
- Peer reviewed six abstracts for the International conference of the dept. of Psychology.
- Chaired a paper session at the Psychology Conference.
- Judged Debates and Presentations at the Inter college Economics Fest.
- Took the students to the Kausali Literary Fest.
- Organized the Oath Taking Ceremony of newly elected members of the student council.
- Organised a Literary Seminar for the undergraduate honours students along with post graduate students.

- Organised a National seminar on Keats and Kipling in Hotel Cecil, Shimla.
- Attended a workshop By WWF and supervised a project ‘Cities for Forests’.
- Organized ‘ Culinary Marathon ‘ – An Inter Ship Canteen Competition
- Organising Secretary for the International Seminar on Shakespeare.
- Organized a Community Outreach Programme in collaboration with NGO Naye Ashayei at Old Age Home Basantpur and orphanage at Durgapur.
- Organized a Cyber Crime presentation of Himachal Pradesh Crime Branch, in collaboration with NGO Nayi Ashayei.
- As a member of the Library Committee organized a Book Talk in the Library.

35.SWOC analysis of the department and Future plans

Strengths:

- Good faculty.
- Well stocked library.
- Availability of Faculty Members after class hours.
- Multiple teaching methods used such as student presentations, use of Audio-Visual aids, Group Discussions, Book Talk and formation of Book Club (After Thoughts)
- There is a good rapport between teachers and students.
- Teachers encourage paper presentations.

Weakness:

- Less time for completing the syllabus (RUSA).
- Lack of interaction with other colleges.
- Lack of support staff for the Language Lab.

Opportunities:

- Partnerships and collaborations with other institutions can be increased.
- Creating awareness on job opportunities in English.
- Presentations in class help face future job interviews.
- English offers more scope for higher education in allied fields.

Challenges:

- To teach communication skills to the students from rural areas.
- To start new job oriented courses such as- Creative Writing, Journalism and Communication Skills related courses.

Future Plans:

- To start new short-term courses related to English like Journalism and Media Studies.
- To conduct more literary activities.
- Procuring more books for the library.
- Student exchange programme to be encouraged.

DEPARTMENT OF GEOGRAPHY

1. Name of the department: Geography

2. Year of establishment: 1973

3.Names of the programs/courses offered (UG, PG, and M.Phil. Ph. D., Integrated masters; Integrated Ph. D., etc.)

Programmes	Courses	
UG	2010-2012	After 2013
	✓ B.A. Pass Course ✓ Geography Hons.	✓ Choice Based Credit Courses

4. Interdisciplinary courses and departments involved----

5. Annual/ semester/choice based credit system (programme wise)

Programmes	Annual	Semester	Choice Based Credit System
UG	√	√	√

6.Participation of the department in the courses offered by other department:

Courses	Department
Compulsorily Subject (Geog. of H.P.)	English, Economics, Political Sciences, Psychology, History, Hindi, Home Science, Commerce, B.B.A., Botany, Physics, Chemistry, Zoology, Math, Bio-Technology and Microbiology
Environmental Study	English, Economics, Political Sciences, Psychology, History, Hindi, Home Science

7.Courses in Collaboration with other universities, industries, foreign institutions, etc. -----

8.Details of courses/programmes discontinued (if any) with reasons-----

9.Number of teaching posts sanctioned and filled (Professors/Associate Professors/Asst. Professors)

Designation	Sanctioned	Filled
Associate Professor	1	1
Assistant Professor	2	1

10.Faculty profile with name, qualification, designation, specialization

Name	Qual.	Designation	Specialization	No. of years of Experience
K.D. Chandel	M.Phil.	Assoc. Prof.	Physical Geography	31
Khyal Chand	UGC JRF & Ph.D under submission	Assist. Prof.	Human Geography	2

11.List of senior visiting Faculty-

Prof. D. D. Sharma Chairman of Department of Geography HPU-5

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty :

Years	Class taken temporary faculty (%)
2015	5

13. Programme-wise Student Teacher Ratio

Programme UG	Students	Teachers	Ratio
2011	45	2	22.5:1
2012	42	2	21:1
2013	56	2	28:1
2014	80	2	40:1
2015	102	2	52:1

14. No. of academic support staff (technical) and administrative staff: sanctioned and filled.

Academic support staff (technical)	1
Administrative College staff	5

15. Qualifications of teaching faculty:

PG	MPhil/NET/JRF
2	2

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grant received. Mention name of the funding agencies and grants received project-wise: -

17. Department projects funded by DST-FIST; ICSSR, etc., Total grant received: -----

18. Research facility/centre recognized by the university: -----

19. Publications (with details):

Name of the Faculty	Publication Details		
	Number of publications listed in International Database	Chapter in Books	Impact factor
Khyal Chand	4	4	3 (2.5, 1.325, 0.923,

20. Area of consultancy and income generated:

KD. Chandel	Paper setter, Member of sallybus review committee
Khyal Chand	Research Consultant of Geoexcellence
	Research Consultant of HARI

21. Faculty as Member:

Name of the Faculty	Life Membership	Annual Membership
Khyal Chand	➤ Association of Punjab Geographers ➤ Himachal Geographical Society	➤ Economic and Politically Weekly ➤ Down to Earth ➤ Third Concept

22. Student projects

a) **Percentage of students who have done in-house projects including interdepartmental: 100%**

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies-**

23. Awards / Recognitions received by faculty and students:

Academic Awards/Recognitions of students

- Ruchika Khitta **Second Position** in HPU Geography Honors (2011)
- Narmanda Negi **Fifth Position** in HPU Geography Honors (2011)
- Stuti Chandel **Sixth Position** in HPU Geography Honors (2011)
- Rudrakshi Mehta **First Position** in HPU Geography Honors (2012)
- Mansi Kshatriya **Second Position** in HPU Geography Honors (2013)
- Susanna V. Mariyam **Third Position** in HPU Geography Honors (2013)
- Bernadette Lepcha **Fourth Position** in HPU Geography Honors (2013)
- Chanddeep Kaur **First Position** in HPU Geography Honors (2014)
- Manmeet **Second Position** in HPU Geography Honors (2014)
- Fairy **Sixth Position** in HPU Geography Honors (2014)
- Rashel Kanwal **Eight Position** in HPU Geography Honors (2014)
- Nanina Sāmbhar **First Position** in HPU Geography Pass course (2015)
- Lavanya Bhardwaj **Second Position** in HPU Geography Honors (2015)
- **Extra-Curricular Awards / Recognitions of students**
- Mansi Kshatriya got “A” certificate of mountaineering by Himachal Pradesh government
- Rashel Kanwal won state award for skeing
- Rashel Kanwal selected for Inter-University as a basketball player
- Ujala Rajta First Runner up of Miss Himachal Pradesh
- Deepika and group won **First Prize** in Western dance in cultural festival organized by HPU
- Sandhunja Sharma won **First Prize** in Heena Designing in cultural festival organized by HPU

**24. List of eminent academicians and scientists / visitors to the department
Manual for Self-study Report----**

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) **National** 3
- b) **International** 4

Department assisted in organizing the seminars and conferences of Physics, Home-Science, Economics Computer And Psychology departments of the College funded By UGC And ICSSR, IAPT and IEA

26.Student profile course-wise:

Course	Year	App. received	Selected	Pass %
UG	2011	40	22	100%
	2012	35	12	100%
	2013	26	20	98%
	2014	31	21	100%
	2015	25	15	Result awaited

27.Diversity of students

Name of the course	Period	% of students from the state	% of students from other states	% of students from other countries
UG	2011	90	10	0
	2012	90	10	0
	2013	87.5	12.5	0
	2014	84.62	15.38	0
	2015	83.44	16.66	0

28.How many students have cleared Civil Services, Defense Services, NET, SET, GATE and any other competitive examinations?-----

29.Student progression:-

Student Progression	Percentage Against Enrolled (%)				
	2011	2012	2013	2014	2015
UG to PG	72.7	92.5	83.89	81.55	89.20

30.Present details about infrastructural facilities

i	Library	Yes
ii	Internet facility	yes
iii	Classrooms with ICT facility	Yes
iv	laboratories	Yes

31.Number of students of the department getting financial assistance from the college.

- All SC/ST/OBC students get the scholarship from H. P. Govt.
- Bonafide Himachali students get the fee concession from the college

32.Details on student enrichment programmes (special lectures / workshops /seminar) with external experts:

- Seminar on E-Waste by Dr.Arvind Kalra
- Climate Change & global Warming by Dr. J.C. Rana
- Impact of climatic change by Dr. D.D Sharma
- Awareness talk on Ecology by Mrs. Anu Nagar (IFS)
- Talk on Environment & Global Warming by Mrs. Anu Nagar (IFS)

33.List the teaching methods adopted by the faculty for different programmes.

Group discussion, Power point presentation, Experiments, Models and Seminars, Flip-flop, texta, Brainstorming, Physical Survey and Socio-economic survey

34.Participation in Institutional Social Responsibility (ISR) and Extension activities

- Christmas celebration with the disabled children from ‘Udaan’ and the deaf and dumb children from the school for special children at Dhalli who were invited to the College.
- Program organized for the aged people in Old Age Home. The students interacted with the inmates and distributed items like sweaters, hot water bottles etc.
- Distribution of Pastries, chocolates and sweets in Sarvodaya Girls Bal Ashram, Durgapur.
- Organized a programme for the aged people in Old Age Home, Basantpur and were given sweaters, hot water bottles etc.
- Tree plantation drives and Blood Donation camps organized every year by NSS and environmental cell in collaboration with different NGOS, Clubs, hospitals and other agencies.
- Cleanliness Campaign was organised, supporting the Swachha Bharat Abhiyan. The NSS volunteers attempted to spread positivity by cleaning the college campus.

35.Details any five strengths, weakness, opportunities and challenges (SWOC) of the department.

Strengths

- Dedicated staff
- Effective teaching-learning
- Updated curriculum
- Departmental library

Weakness

- Lack of Internship
- Campus Placement
- Lack of Conferences and Seminar
- Lack GIS & GPS equipments

Opportunities

- Scope in GIS and Remote Sensing.,
- Good for UPSC &HAS examination,
- Field of research.

- The field of Tourism industry / land survey/landscape/mining,
- Exposure in Urban Planning
- To start online Courses by using ICT

Challenges

- Develop link with employability
- To Purchase costly software of GIS
- To insure internship and placements

Future Plan

- To start Certificate course in GIS and Remote Sensing
- To start department News Letter
- To start a quality research journal
- To organize international Conferences and Seminars

DEPARTMENT OF HINDI

1.Name of the department Hindi

2.Year of Establishment 1971

3.Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D.,
Integrated Masters; Integrated Ph.D., etc.) UG

4.Names of Interdisciplinary courses and the departments/units involved
B.A., B.Sc and B.Com (General Hindi)

5.Annual/ semester/choice based credit system (programme wise)
Annual/
CBCS with Semester System

6.Participation of the department in the courses offered by other departments -----

7.Courses in collaboration with other universities, industries, foreign institutions, etc -----

8.Details of courses/programmes discontinued (if any) with reasons -----

9.Number of Teaching posts

Designation	Sanctioned	Filled
Associate Professors	1	1
Asst. Professors	1	---
Lecture Basis	--	1

10.Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	Desig.	Specialization	No. of Years of Experience
Dr. Sangeeta Sarswat	P.H.D	Assoc. Professor	Lalit Nibandh	25
Dr. Meenakshi Sharma	P.H.D	Assist. Professor	Himachal Ki Hindi Kavita	2 years and 6 months

11. List of senior visiting faculty

- Mrs. Krishna Sharma
- Dr. Vidyanidhi

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty – 40%

13. Student -Teacher Ratio (programme wise)

Year	Total Number of students		Number of Teachers		Student-Teacher ratio	
	BA (Elective)	BA (Functional)	BA (Elective)	BA (Functional)	BA (Elective)	BA (Functional)
2011	36	130	2	2	18:1	65:1
2012	36	120	2	2	18:1	60:1
2013	34	125	2	2	17:1	62:1
2014	24	220	2	2	12:1	110:1
2015	18	205	2	2	9:1	102:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled -----

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph.D	2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Applied for one project in UGC

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received –

18. Research Centre /facility recognized by the University

- IGNOU
- College Library

19. Publications:

Chapter in Books

Name	Number	Publisher
Mahakavi Surdas	ISBN-978-81-7714-416-1	Prakashan Sansthan - Delhi

Published Books

Year	Name	Type	Number	Publisher
2013	Sailab	Poetry	-----	Mahajan Printers Shimla -
2013	Sawal	Ghazal	-----	Mahajan Printers Shimla -
2014	Samay	Poetry	-----	Mahajan Printers – Shimla
2015	Samwad	Poetry	ISBN 978-81-9312-755-2	Kanchi Publishers Mohali -
2015	SukhMein Sumiran	Vyangya	ISBN 978-81-9312-756-0	Kanchi Publishers Mohali -

20.Areas of consultancy and income generated

Doordarshan and AIR, different schools, Art and Culture academy and department, AIWC and Kalakar aivam lekhak sang for judgement , recitation of poems, talk show and discussions.

21.Faculty as members in

a)National committees b) International Committees c) Editorial Boards

Member of Board of Studies Himachal Pradesh University (CBCS)

Life member of AIWC

22.Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

30%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies----

23.Awards / Recognitions received by faculty and students

a. Students won prizes for poetry recitation and debates competition at Art and Culture Academy and Department.

b. Won prizes for poetry recitation at Lekhak and Kalakar Sangh in lieu of Hindi Diwas.

24.List of eminent academicians and scientists / visitors to the department –

1. Mrs. Krishna Sharma

2. Dr. Vidyanidhi
3. Mrs. Dhara Saraswati
4. Anil Walia
5. Mr. Chandla

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International -----

26. Student profile programme/course wise:

Year	Name of the Course/programme	Applications received	Selected	Pass percentage
2011	B.A(Elective)	16	14	100
2012	B.A(Elective)	14	10	100
2013	B.A(Elective)	12	10	100
2014	B.A(Major)	6	4	100
2015	B.A(Major)	7	4	100

27. Diversity of Students

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011	B.A(Elective)	80	18	2
2012	B.A(Elective)	85	14	1
2013	B.A(Elective)	90	9	1
2014	B.A(Major)	100	-	-
2015	B.A(Major)	100	-	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Data not available

29. Student progression

Student progression	Against % enrolled
UG to PG	80-90
PG to M.Phil.	8-10

PG to Ph.D.	2-4
Ph.D. to Post-Doctoral	_____
Employed • Campus selection • Other than campus recruitment	Data Not Available
Entrepreneurship/Self-employment	5

30.Details of Infrastructural facilities

- Library - Yes
- Internet facilities for Staff & Students - Yes
- Class rooms with ICT facility - Yes
- Laboratories –

31.Number of students receiving financial assistance from college, university,government or other agencies - 1 student

32.Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Dr. Vidyanidhi
Mr. Raja Bhasin
Mrs. Malvika Pathania

33.Teaching methods adopted to improve student learning

Seminars - Chalk and Talk Method
Projects - Assignments
Discussions – Peer Teaching
Power point presentations – Smart Boards
Creative writing – Group Presentations

34.Participation in Institutional Social Responsibility (ISR) and Extension activities

Students:

- They write creative articles for college magazines and other inter college creative writing competitions.
- They participate in various competitions in college, Youth festival, UIIT, USIB, Art and Culture Department and Academy (H.P), various other writers' Association and have won ample prizes.
- Some students visit AIR (Shimla) regularly.
- Poems and article of few students published in local magazine.
- They went on an educational and inter-disciplinary trip, educational trip to Sandhu(Hatu Peak), Taana Jubbad and gathered information on local culture.
- They visited Army Heritage Museum Annaedale (Shimla) and Art Gallery (Summer Hill) and became more informative about museum and art.
- They regularly issue books from the library and write book reviews.
- Hindi Major students are continuing with research projects related to Hindi

Literature.

- Students actively participate in blood donation camps, tree plantation organized by the College.
- They also visited old age home, orphanage and Kanda Jail to help out the needy.

Teachers:

- Dr. Sangeeta Sarswat, is the Editor for Hindi section of the college magazine 'Echoes' every year.
- Member of the Women cell, Debates and Dramatics .
- Directed street plays and guided students for many cultural activities and college fests.
- Organizes Hindi Divas and Saptah every year in which students participate enthusiastically in various activities like debates, creative writing, plays, singing, dance, slogan writing, essay writing and dialogue delivery.
- Inter-disciplinary seminar was organized with Deptt. of English where students translated English poems in Hindi, spoke on History of Hindi.
- Inter-disciplinary activity with Department of Dance and English was organized on Rasa-Siddhanth.
- Department of Hindi organized an Inter-disciplinary activity with History department in which students exclusively spoke and discussed Bhakti Kaleen Hindi Poets in Medieval Period of History.
- She presented research papers in all National and International Seminars organized within the college and three outside the college.
- Dr. Meenakshi Sharma presented research papers in two international seminars in the college and one outside the college.

35.SWOC analysis of the department and Future plans

Strength:

- Dedicated teachers.
- Keen and inquisitive students.
- Celebrating Hindi Diwas and Saptah.
- Encouraging students for creative writing and also writing book reviews.
- Departmental newspaper "SRIJAN" published annually.
- Latest books updated in the College Library.

Weaknesses:

- Lack of funds for more extension activities.
- Lack of time for research under RUSA.

Opportunity:

- Better placements.
- To introduce more linkages/MOU's with other institutions.
- To adopt new technology.

Challenges:

- No permanent posts uprooted by the University.
- To inculcate the importance of National Language among the students.

Future Plans:

- To start a diploma in translation.
- To have a UGC sponsored seminar.
- To call more Resource persons in the college.

DEPARTMENT OF HISTORY

1.Name of the department: HISTORY

2.Year of Establishment: 1970

3.Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : Undergraduate Program

4.Names of Interdisciplinary courses and the departments/units involved:

-Minor Elective Courses & Compulsory course

- History and Culture of India from Post –Mauryan Period to c.AD1206
- History and Culture of India from AD1526-1707
- History and Culture of India from 1858-1950
- Modern and Contemporary World History I:1871-1918
- Modern and Contemporary World History II:1919-1992
- History of Himachal Pradesh 1815-1971

5.Annual/ semester/choice based credit system (programme wise) :
Annual, semester with CBCS

6.Participation of the department in the courses offered by other departments:-----

7.Courses in collaboration with other universities, industries, foreign institutions, etc.: -----

8.Details of courses/programmes discontinued (if any) with reasons:-----

9.Number of Teaching posts

Designation	Sanctioned	Filled
Asst. Professors	01	-
Assistant Professor	01	01

10.Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,).

Name	Qual.	NET/SLET	Designation	Specialization	No. of Years of Exp.
Punam Chauhan	M.A., MPhil	SLET	AssisT Professor	Region History	06
Mr.Prakash Sharma	M.A. M.Phil	NET SLET	Assist. Professor (Lecture basis)	Modern Indian History	6 months
Shruti	M.A. M.Phil	SLET	Assist. Professor (Lecture basis)	Ancient Indian History	1 month

11.List of senior visiting faculty:

Mr.Raja Bhasin & ProF. Raja Ram Chauhan

12.Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : about 40%(For past 6 months)

13.Student -Teacher Ratio (programme wise)

Year	Total No.of students	No.of Teachers	Student Teacher Ratio
2011	39	01	39:1
2012	40	01	40:1
2013	36	01	36:1
2014	73	01	73:1
2015	101	01	101:1
2016	139	02	69:1

14.Number of academic support staff (technical) and administrative staff; sanctioned and filled:

College Administrative staff: 5

15.Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. M.Phil - 3

16.Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: -----

17.Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: -----

18.Research Centre /facility recognized by the University: -----

19.Publications:

a) Publication per faculty - 1

b) Number of papers published in peer reviewed journals (national /international) by faculty and students: 1

Punam Chauhan,Prevalance of superstitious Beliefs /Evil Spirits in Shimla;Journal of research:The Bede Athenium,March 2014,vol.5.No(1);ISSN0976-0598(print)

20.Areas of consultancy and income generated:

Evaluation of H.P.University papers

21.Faculty as members in

a)National committees b) International Committees c) Editorial Boards

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : ----

23. Awards / Recognitions received by faculty and students

- 2012-2013: Shefali Chauhan stood second in debate both in "Preknack"- university institute of legal studies & "Serendipity-2012", the annual fest of ST, Bede's College. She bagged first prize in internship debate competition in college, commemorating Hindi Diwas. Anisha Patnaik stood first in Anti-Drug slogan Writing competition organized by U.S.M.
- 2013-2014: Shefali Chauhan bagged first prize and best speaker award at Hindi Diwas in Debate conducted by college for excellence, Sanjauli. She also won first prize in debates at UIIT Fest, UTKARSH & at college fest Serendipity. Tanuja Khagta bagged first prize in face painting in Serendipity. Kshitij, Neelanshi & Tanuja bagged second prize in street play.
- 2014-2015: Sherry, Pankhudi & Rupam bagged prizes in dance.
- Sherry Saraswati was awarded the prestigious Bedeian pin.
- Sakshi Sharma, Aneysa Narula & Aena bagged first prize for quiz, at Heritage Fest "Sasriti" organized by the college Heritage club "Miraasa" & INTACH

24. List of eminent academicians and scientists / visitors to the department:

Mr. Siddhart Pandey, Research Scholar n University of Cambridge.

Mr. Raja Bhasin, History, writer, lecturer & co-convenor, INTACH, Shimla

Chapter

Dr. Bal Krishan Verma, Associate Professor, Center for Excellence, Sanjauli, Shimla

25. Seminars/ Conferences/ Workshops organized & the source of funding

The department assisted in organizing National and International Seminars and conferences of Physics, Home Science, Computers, Economics and Psychology Departments of the college, funded by UGC, ICSSR, IAPT, Indian Economics Association. Details as follows:

a) International : 4

1. International Seminar on 'Subaltern in Shakespeare-A Post Colonial Scrutiny' in collaboration with Shakespeare Association (India)
2. International Seminar on 'Economics, Social and Environmental Challenges of Globalization in collaboration with Indian Economic association.
3. International Conference on Work, Stress And Health Recent Preceptions, Future Trends.
4. International Conference on Women Empowerment-Transforming lives, milestones and challenges.

b) National: 3

1. UGC-Sponsored National Seminar on Physics Education Research Based Reforms In Physics Instructions.

2. NAAC sponsored National Seminar on ‘Institutional Quality Improvement: Role of ICT’
3. National Seminar on ‘Web based Technologies: Present and the Future’

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Pass %
2011	30	26	94%
2012	25	22	100%
2013	18	14	100%
2014	57	54	100%
2015	45	42	87.5%

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011	70%	25%	5%
2012	50%	30%	20%
2013	90.9%	9.1%	-
2014	90	-	10%
2015	88%	12%	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.?:

The Department does not have any formal mechanism to track progression of its students once they pass out.

29. Student progression

Student progression	Against % enrolled
UG to PG	70%
PG to M.Phil.	20%
Employed	
• Campus selection	5%
• Other than campus recruitment	15%
Entrepreneurship/Self-employment	2-3%

***The data in the above table is based on our knowledge. No records of the same have been maintained.**

30. Details of Infrastructural facilities

Library	Yes
Internet facilities for Staff & Students	Yes

Class Rooms with ICT facility	Yes
Laboratories	No

31.Number of students receiving financial assistance from college,university,Government or other agencies

Year	2010	2011	2012	2013	2014	2015
No. of Students	NIL	01	01	01	NIL	01

- All the students belonging to ST/SC/OBC receives scholarships from the Government.
- Bonafide Himachali students get a waiver in fees.

32.Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

- 10th Oct,2012 Faculty & students attended seminar on “archaeological exploration in Trans-Himalayan region”by Prof.Nauityal
- Dec,2014 guest lecture on “British or Colonial Architecture Simla,a comparative study”.by Siddharth Pandey.
- May,2015 workshop attended on Heritage ,orgained by INTACH
- Heritage walk to Rashtrapati Bhavan organized by INTACH, Shimla Chapter.
- 25-26thJune,2015 workshop attended on” Himalayan History, Culture and Archeology”.
- Visit to Shimla State Museum.
- Student Exchange Program with Badrinarayan Barwale Mahavidyalaya, Jalna, Aurangabad.

33.Teaching methods adopted to improve student learning

- ICT based teaching/learning.
- Use of internet for learning for historical sites.
- Study tours.
- Film shows.
- Discussions/roleplay/debates/displayofartifacts/Peer teaching/ Assignments / student seminars / PPT.
- Bridge Classes.
- Report writing & small projects

34.Participation in Institutional Social Responsibility (ISR) and Extension activities

- College Assemblies
- Orientation program for freshers
- Participation of students in anti- drug slogan writing
- Participation in world disability day
- Students worked as coordinators with NGO YES
- Commemoration Hiroshima Day/Celebrating International Youth Day
- Organized Heritage fest
- Department of History organized an Inter-disciplinary activity with Hindi department in which students exclusively spoke and discussed Bhakti Kaleen

- Kshitij and Shefali Chauhan travelled six destinations across Himachal for the “Badhte Kadam-2012” campaign, an awareness campaign for especially able children.
- Students participated at Gaiety for “ Udaan”, celebrating World Disability Week(2012)
- Participation of students in Anti Slogan writing competitions organized by USM(2012)
- Kshitij And Shefali Chauhan participated in a street play organized by YES(youth enlightening the society, an N.G.O.active since 2007)It was against the heinous crime that took place in Delhi. It was followed by candle march on January 2013.
- Ms.Punam Chauhan,was a part of the organizing committee for installation ceremony, member of Election Committee, Red Ribbon Club, Parents Teacher Association, Heritage Club “MIRASSA” etc.

35. SWOC analysis of the department and Future plans

Strength:

- Good work ethics
- Student teacher interaction outside classroom
- Bilingual
- Student research projects

Weakness

- Not enough optional courses
- Paucity of time in semester system to complete the syllabus under RUSA
- Superficiality of the syllabus which needs to be revised and modified.
- Inadequate space
- Students (minor) not interested in the subject due to limited choice of subjects.

Opportunities

- Introducing undergraduate research through minor projects.
- Using online resources to supplement traditional teaching methods.
- Extension activity available and innovation in curriculum encouraged.
- History Museum

Challenges

- Regular post not sanctioned by the government.
- Lack of funds for field study
- Keeping students focused in the face of increasing competition in every sphere.
- Management of time is the biggest challenge: to manage time for academics and research simultaneously.
- Less campus placement.

Future Plans

- To offer certificate course in Historical Tourism or Museology
- To organize National Seminar
- Extension of class room study by means of field trips.
- Organize extension lectures to keep students abreast of the recent trends in historical field.
- For advance learners the department seeks to arrange honors projects, which culminates in a research or critical paper, or an independent study on

topic of academic interest or regional history.

DEPARTMENT OF HOME SCIENCE

1. Name of the department: Home Science

2. Year of Establishment: 1975

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):

UG, PG (IGNOU)

4. Names of Interdisciplinary courses and the departments/units involved:

Interdisciplinary courses:

GI courses – Basic Cookery, Textile Designing

Departments /units involved: English/Economics, Hindi/History/Geography/Botany/Zoology/BCom/BCA

5. Annual/ semester/choice based credit system (programme wise)

Annual, semester and choice based credit system

Type of Course	Annual	Semester	CBCS
UG	✓	✓	✓
MSc. DFSM (Dietetics and Food Service Management), DNHE (Diploma in Nutrition & Health Education) IGNOU	✓		

6. Participation of the department in the courses offered by other departments:

Students pursuing Major in Home Science take English/Economics, Hindi/History/Geography/Botany/Zoology/Computer Science as minor subjects.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.:

MSc. DFSM (Dietetics & Food Service Management) & DNHE (Diploma in Nutrition & Health Education (IGNOU)

One of the faculty members is the Programme Incharge of the IGNOU Study Centre, 1134P. Both the teachers are Counselors for MSc. (DFSMS).

8. Details of courses/programmes discontinued (if any) with reasons:-----

9. Number of Teaching posts: 2

	Sanctioned	Filled
Associate Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	NET /SET	Designation	pecialization	No. of Years of Experience
Ms. Nandini Pathania	MSc.	-----	Assoc. Professor	Clothing & Textiles	30 years 4 months
Dr. Anjali Dewan	PhD, B.Ed M.Ed	NET	Assoc. Professor	Foods & Nutrition B.Ed	31 years, 7 months

- Dr. Anjali Dewan has done Post graduate Diploma in Environment Education from the Department of Distance Education, Kurukshetra University.
- She completed a number of courses from Indira Gandhi National Open University (IGNOU):
 - ❖ Post graduate Diploma in Higher Education (PGDHE)
 - ❖ Certificate course in Women’s Empowerment and Development (CWED)
 - ❖ Certificate course in Human Rights (CHR)
 - ❖ Certificate course in Aids and Family Life Education (CAFE)
 - ❖ Certificate course in Guidance (CIG)
 - ❖ Diploma in Creative Writing in English (DCE)
 - ❖ M.Ed

11. List of senior visiting faculty:

Hon’ble Vice Chancellor ADN Bajpai, Dr. Rekha Suman, Dr. Seema Sharma, Dr. Aprajita Sharma, Mrs. Nivedita Verma, Prof. Mamta Mokta, Ms. Neelam Bali, Ms. Shailja Bodh, Dr. Ashwani Sood, Mr. Vibhas Sharma, Ms. Geeta Kharbanda, MS. Surbhi Bansal, Mr. Gaurav Kwatra, Mr. Shashank Khandelwal, Dr. Dharendra Sharma, Dr. Swati Patial, Dr. Kanchan Sharma

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: -----

13. Student -Teacher Ratio (programme wise):

Class	2011	2012	2013	2014	2015
B.A I	8	5	40	30	22
B.AII	7	4	6	30	30
B.AIII	7	7	4	----	34
Total	22	16	50	60	86
Ratio	11:1	8:1	25:1	30:1	43:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Laboratory Attendants: 2, Administrative staff in the College office: 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.:

MSc. (Clothing & Textiles): 1

MSc., PhD. (Foods & Nutrition), B.Ed, M.Ed: 1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: -----

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:

Inter-departmental Major UGC Project entitled 'The impact of socio-economic factors and awareness about health care services on the nutritional and health status of women belonging to rural and urban areas of Shimla- a cross-sectional study' with the Department of Economics. The UGC sanctioned Rs. 3,72,800 for the Major Project.

18. Research Centre /facility recognized by the University:

The department is involved in guiding PG students of MSc. (DFSM), IGNOU for their dissertation work.

19. Publications:

*** a) Publication per faculty**

*** Number of papers published in peer reviewed journals (national/international) by faculty and students:**

Dr. Anjali Dewan

International Journals: 12, National Journals: 12

Chapter in Books: Dr. Anjali Dewan: 17

*** Books with ISBN/ISSN numbers with details of publishers:**

Nandini Pathania wrote a book on 'Human Values' published by ISPCK Publishers.

Dr. Anjali Dewan wrote a Book of Hindi poems entitled 'Lamha Lamha' published by Mahajan Press sponsored by Haryana Sahitya Academy.

20. Areas of consultancy and income generated:

Both the faculty members were:

- Involved in framing the Syllabi of Home Science under Rashtriya Uchhtar Shiksha Abhiyan (RUSA)

- Members of :

Board of Studies & Syllabus Review Committee, RUSA Committee of the College, Anti-ragging squad, Women Anti-Harassment Cell, Staff Advisory Committee, College IQAC, Organizing team of National & International Conferences/Seminars in the College, Prospectus Committee, Academic Co-ordinators, Report writers of NAAC report

- Inspector for ISC & ICSE examinations
- Paper setters, evaluators of answer scripts for Himachal Pradesh University & HPCSKV University, Palampur, Resource Persons to other institutions, guide students of MSc.(DFSM), IGNOU
- Deliver talks at AIR & Doordarshan, Shimla
- One of the faculty members was the Co-ordinator for signing of three MOU's with
 - University of the Fraser Valley, Canada
 - Barwale Badrinarayan Mahavidyalaya, Jalna, Aurangabad
 - Pune Institute of business Management, Pune
- One of the faculty members is the Programme Incharge of IGNOU Study centre running the programme of MSc. (DFSM), DNHE

21.Faculty as members in

a)National committees: 16

- The Indian Society of Parenteral and Enteral Nutrition (ISPEN)
- The Indian Society of Bone and Mineral Research (ISBMR)
- Indian Public Health Association (IPHA)
- The Indian Dietetic Association (IDA)
- Nutrition Society of India (NSI)
- Home Science Association of India (HSAI)
- Home Science College Alumni Association
- The Indian Science Congress Association (ISCA)
- Association of Food Scientists and Technologists of India (AFSTI)
- Dairy Technology Society of India
- National Academy of Psychology, India
- National Awareness Forum
- All India Foundation for Peace and Disaster Management (AIFPDM)
- Indian Association of Muscular Dystrophy
- Indian Association for Social Sciences and Health (IASSH)
- India Inter-Continental Cultural Association, Chandigarh & Kafla Intercontinental

b) International Committees: 2

- International Association of Computer Science and Information Technology (IACSIT)
- International Epidemiological Association

c) Editorial Boards: On-line Iranian Journal of Positive Psychology

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme:

100 percent

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies:

Most of the students progress to post graduation studies and some also get absorbed in industry and other agencies. All the students of MSc. (DFSM) undergo internship for a period of three months from a recognized

Department of Dietetics in reputed hospitals.

23. Awards / Recognitions received by faculty and students:

Both the teachers have received awards and recognition namely

Women Achievement Award

Shiksha Rattan Puruskar

Sahitya Rathan

Book of Hindi Poems ‘Lamha Lamha’ was released at International Writers’ Festival at

Nellore (Andhra Pradesh)

Sahitya Gaurav Samman

Certificate of recognition by the Rotaract Club, Shimla on Teachers’ Day

One of our students Sunmeet Kaur obtained 94 percent marks and was placed sixth in the merit list.

Mahima Pandey was awarded with Bedeian pin in 2015.

Two of our students received first prize in the Inter-college Rangoli competition.

One of our students is in the Entertainment industry and her cassettes have been released.

The department has instituted an Award for excellence in Home Science and every year, one student is identified on the basis of her excellent performance. She receives a trophy and a cash prize of Rs. 1100 on the Annual prize Distribution Day.

24. List of eminent academicians and scientists / visitors to the department

Prof. Pam Rajput, Prof. Meenakshi FaithPaul, Mrs. Sarojini Ganju Thakur, Mrs. Meera Khanna, Mrs. Sunita John, Mr. Subhash Medhanpurkar, Prof. Usha Bande, Prof. Usha Pathania, Mr. David from Russia, Ms. Puneet, Ms. Kareena from England, Stephan and Jamick Boswal from U.S.A, Daniel Goertz and Bethany from Abbotsford, British Columbia and an Australian scholar Browyne, Mr. Zoram Milovik, Prof. Mamta Mokta, Ms. Neelam Bali, Dr. Rekha Suman, Dr. Seema Sharma, Dr. Aprajita Sharma, Mrs. Nivedita Verma.

25.Seminars/ Conferences/Workshops organized & the source of funding

a) National Seminar: 1

b) International Conference: 1

c) Departmental workshops: 10

Source of Funding:

NAAC, Department of Women & Child Development, State Bank of India, College Management

26.Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			*M	*F	
UG(Annual /Semester)	250	234	---	All	100
PG	45	40	---	All	95

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
UG	69	29	2

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?:

Students do take exams but we do not have any documentary evidence.

29. Student progression

Student progression	Against % enrolled
UG to PG	98
PG to M.Phil.	----
PG to Ph.D.	----
Ph.D. to Post-Doctoral	----
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	30
Entrepreneurship/Self-employment	20

30. Details of Infrastructural facilities

a) Library: In addition to the main Library, there is a well maintained departmental library. The department has a Laptop which is being used by both the staff and the students.

b) Internet facilities for Staff & Students:

- Wi-fi class rooms
- CCTV cameras for security
- Campus care software for filling attendance and the marks of students

c) Class rooms with ICT facility:

The College has class rooms with ICT facilities. The faculty makes use of the smart boards as and when required for their teaching.

d) Laboratories:

Fully equipped laboratories with latest equipment

31. Number of students receiving financial assistance from college, university, government or other agencies:

There is one student who has received 50 percent reduction in her college fee. All the Himachali bonafide students have received concession in their tuition fee. The SC/ST/OBC students receive freeships and concessions as per the

norms of the Govt. of Himachal Pradesh.

32. Details on student enrichment programmes

Special lectures: 15

Drug abuse, adolescent health, youth related problems, climate change, gender sensitization, conservation of forests, climate change, cyber crime, Ebola virus, Rabies, menstruation & menopause, job opportunities in the hotel industry, Airlines – various courses offered & job placement, leadership styles in management, blood donation, Heritage of India.

Workshops: 11

Breast feeding awareness, Demonstration of recipes, Painting on canvas, Fevicryl - Art & Craft, Course content of courses in Hospitality Management offered by Oberoi Hotels, Insurance - its importance, Women Wellness, Careers in Design, Anti-ragging, Female Health & Hygiene.

Seminar with external experts: 6

International conference on ‘Women empowerment: Transforming lives, Milestones & Challenges, NAAC sponsored National Seminar on Institutional Quality Improvement: Role of ICT, Inner Healing, Challenges of Globalization, Web technologies, Creative writing.

Educational tours:

- ❖ Carpet Weaving Unit, Panthaghati, Minchy’s factory, Sadhupul
- ❖ Interdepartmental visit to Sandhu village panchayat to collect data regarding the cuisine, nutritional awareness. Counseling comprising of information regarding balanced diet, different food groups was done.
- ❖ The IGNOU students visit the Department of Pediatrics, Indira Gandhi Medical College & Hospital for hands on experience for their course on Clinical and Therapeutic Nutrition.
- ❖ Visits to Anganwari centres to observe the growth and development of children and assessment of the mid-day meal.

Various activities are organized on the important days like Independence Day, Teachers’ Day, Childrens’ Day, Gandhi Jayanti, World Environment Day, World AIDS Day, Breast feeding Awareness week, Nutrition week.

33. Teaching methods adopted to improve student learning:

Demonstrations, Quiz, Power Point, Flip flop, Charts, Case studies, Story telling, Peer teaching, Brain storming, Audio-visual aids, Field studies, Textra, Student presentations and seminars, Group discussions, Practicals and the use of models.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- ❖ With Community Outreach Programmes organized for Local Govt. Primary School, Sanjauli and Govt. Middle School, Theog
- ❖ The Department collaborated with:
 - NGO Nai Aashayein
 - Lions Club
 - Forest Department
 - Old Age homes
 - Orphanages
 - Udaan-Centre for Children with special needs

The students paid visits/ organized programmes/ participated in competitions.

- ❖ The students are collecting data regarding the nutritional awareness of the college students under the Project of the Department of Home Science.
- ❖ The MSc. (DFSM) students visit Govt. Primary school every year and take anthropometric measurements and observe clinical signs of deficiencies in the children. They also interact with the students and teachers of the school and provide nutritional counseling.

35. SWOC analysis of the department and Future plans:

The SWOC analysis was conducted and opportunities and challenges identified for future planning and growth for the department.

Strengths	Weaknesses	Opportunities	Challenges
Highly qualified & committed staff	No Printer	Establishment of linkages with other agencies	More workshops, seminars on Textiles, Nutrition to be organized
Well equipped laboratories	Less interaction with other colleges	Add on Courses to be offered in Textiles & Nutrition	Increase in the visits to Food Processing & Preservation Units
Peer teaching	Stools for sitting sometimes cause discomfort over a prolonged period	Student & faculty exchange programme	Students to be encouraged to formulate small research projects
Availability of faculty members after college hours	Few opportunities for placement	Training in advanced ICT	Development of better communication skills
Good rapport with students	Low internship opportunities	Organization of Inter-college activities	Participation in Online and web seminars
Healthy student – teacher relationship			
Use of ICT			
Multiple teaching methods			
Wi-fi facility			
Departmental library			
Notice board			
Bilingual instruction			
Updated curriculum			
Congenial environment			
MSc. (DFSM) IGNOU			

Future Plans:

- To start short term courses in preservation, Clothing & Textiles.
- To apply for more courses from Indira Gandhi National Open University (IGNOU).
- Encourage the faculty and students to attend and present papers in more conferences/seminars/workshops.
- Publication of a Departmental Newsletter

DEPARTMENT OF MANAGEMENT

1.Name of the Department Management

2.Year of Establishment 2006

3.Names of Programmes / Courses offered

Programme	Course
UG	BBA

4.Names of Interdisciplinary courses and the departments/units involved

Interdisciplinary courses	Departments involved
Business Mathematics- BBA	Mathematics
Business Economics-BBA	Economics
MIS	Computer Science
Business Data processing	Computer Science
International Trade	Economics
Indian Constitution	Political Science
Industrial Psychology	Psychology
Functional Hindi/ English	Humanities

5.Annual/ semester/choice based credit system (programme wise)

Programmes	Semester	Choice Based Credit System
UG	√	√

6.Participation of the department in the courses offered by other departments

Courses	Department
Theory & Practice of Management	B.Com
Business Practices & Management	BCA
Corporate Governance & Business Ethics	B.Com
Retail Management	B.Com
Fundamentals of Entrepreneurship	B.Com
Management Control Techniques	B.Com

7.Courses in collaboration with other universities, industries, foreign institutions, etc.

Tally Certificate Course in collaboration with Sai Digitech Professional Institute, Shimla.

8.Details of courses/programmes discontinued (if any) with reasons

None

9.Number of Teaching posts

	Sanctioned	Filled
Asst. Professors	8	8

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	NET/SET /JRF	Desig.	Special	Experience Years
Mr. Manu Mahajan	M.Com, M.Phil, CS(Inter)	SLET	Assist. Prof.	Finance and Banking and Insurance	9
Ms. Kavita Kumra	M.Com, M.Phil, PGDPM & LW, Pursuing Ph.D	NET(JRF) SLET	Assist. Prof.	Finance and HR	8
Ms. Jaspreet Kaur	MBA	NET(JRF)	Assist. Prof.	Marketing	6
Ms. Savita Rana	M.Com, M.Phil, PGDPM & LW, Pursuing Ph.D		Assist. Prof.	Finance and HR	8
Ms. Minni Sharma	M,Com, M.Phil	NET	Assist. Prof.	Marketing	8
Ms. Deepika Gautam	M.Com, MBA, PGDPM & LW, Pursuing Ph.D	NET	Assist. Prof.	Finance and HR	9
Ms. Upasana Thakur	M.Com, MBA,	NET	Assist. Prof.	Finance and HR	4
Dr. Mamta Sharma	M.Com, M.Phil PGDIM, Ph.D	NET(JRF)	Assist. Prof.	Banking & Finance	5
Ms. Ekta Doger	M.Com	NET	Assist. Prof.	Finance	3 months

11. List of senior visiting faculty:

Name	Institution/Organization
Dr. O.P. Verma	Himachal Pradesh University
Mr. Sanjeev Rana	Tally Institute of Learning, Shimla
Mr. Mohit	ICICI Security, Chandigarh
Mr. Ramanpreet	Institute of Management, Pune
Dr. Devender Sharma	Evening College, HPU
Dr. Vijay Kumar	Himachal Pradesh University

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 5%

13. Student -Teacher Ratio (programme wise)

Year	Student-Teacher Ratio
2011	30:1
2012	33:1
2013	18:1
2014	15:1
2015	16:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:-

Administrative Staff- 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph.D	1; Ongoing Ph.D=3
M.Phil	5
PG	8

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received -

Name of Faculty	Nature of Project	Name of the Project	Funding Agency
Ms. Deepika Gautam	Major	e-Pathshala	MHRD, National Mission on Education through ICT (NME-ICT)

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received.---

18. Research Centre /facility recognized by the University -----

19. Publications:

Faculty	Publications	Nat. Journal	Int.Nat. Journal	Chapter in Books	Books with ISBN
Mr. Manu	1	-	1	-	1

Mahajan					
Ms. Kavita Kumra	1		1	1	-
Ms. Savita Rana	1	-	-	1	-
Ms. Deepika Gautam	12	7	5	8	1
Ms. Mamta Sharma	3	1	-	-	1

Other Publications

a. Publications in seminar Proceedings

Faculty	Proceedings
Mr. Manu Mahajan	3
Ms. Kavita Panta	1
Ms. Savita Rana	4
Ms. Minni Sharma	1
Ms. Deepika Gautam	13
Ms. Upasana Thakur	1

Details of Chapter in Books

Name	Chapter	Book	Pages
Kavita Kumra	Foreign Indirect Investment and Indian Economy: A study of Trend and Impact	Edited book Challenges of Globalization by Dr. Anupama Tandon, ISBN:978-81-269-1153-6, 2014	60-72
Savita Rana	Changes in the Rural Landscape- Globalization Resultant	Contemporary India through an academic lens” under ISBN no. 978-93-81394-84-7	164-171
Deepika Gautam	Acceptance of E-Banking among Customers: An Analysis	Edited book Business and Economics in Search of Excellence by Dr Monica Bansal, ISBN: 978-93-8414-63-0	151-156
	The Four Walls Violence against Married Women	Ed. Book by Dr. Jaya Kumari Pandey, Abhishek Kumar Chintu and Mr. Mohammad Reza Noruzi - Gender Equality a way to Women Empowerment. ISBN no 978-93-80310-85-5	20-30
	The Financial Glitches of SME's: An Empirical Analysis	Ed. Book ‘Contemporary Researches in Humanities and Social Sciences- A Deep Insight’ by Dr. Mritunjay Sharma et. al. ISBN: 978-81-926194-4-6	145-151

Service Quality of Hotel Industry in Himachal Pradesh: An Empirical Analysis	Ed. Book 'Tourism Present and Future Perspective' S.P. Bansal et.al. ISBN: 978-81-8457-655-9	203-207
Workers' Perceptions On Working Conditions Of Pharmaceutical Industry In Himachal Pradesh	Ed. Book 'Emerging Dimensions of Human Resource Management' Dr. Sonika Chaudhary et.al. ISBN 978-93-84144-98-2	9-15
Empirical Analysis Of Himachal As A Tourist Destination	Ed. Book 'Inclusive Growth And Sustainable Development' S.P. Bansal et.al. ISBN 978-93-85000-05-8	267-271
Corporate Social Responsibilities: Issues and Challenges	Edited book 'Corporate Social Responsibility' S.P. Bansal et.al. ISBN-978-93-81212-50-9	3-12

Books with ISBN/ISSN numbers with details of publishers:

Name	Books Published	Name of the Publisher	ISBN/ISSN number
Mr. Manu Mahajan	Management Control Techniques	Kalyani Publishers	978-93-272-2154-1

20. reas of consultancy and income generated Faculty provides consultancy services as Members of BoS, Resource persons, Expert lectures in different Institutions like ICAI, ICDEOL, Pre- Examination Coaching Centre, HIMCON, UIIT etc., paper setters and evaluators of answer Scripts(HPU)

21. Faculty as members in

(a) National committees b) International Committees c) Editorial Boards:-

Name of Faculty	National Committees / Editorial Boards
Ms. Kavita Kumra	Member of Board of studies for BBA under CBCS
Ms. Deepika Gautam	Member of Board of studies for BBA under CBCS
Dr. Mamta Sharma	Life member of Indian Commerce Association

22. Student projects

a) Percentage of students who have done in-house projects:

Name of Programme	Broad Sectors	% of Students
BBA	Banking, Insurance, HR, Finance, Marketing	100

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies:

Students from BBA have been placed in institutes of National Repute. Details as follows:

Bharti Airtel, IBM, Wipro, ICICI, Oberoi Cecil, LIC, Snapdeal, Tommy Hillfiger, Reliance Mutual Funds, SBI Mutual Funds, Schools, Oriental Bank of Commerce, Vistara Airlines, LIC

No official data regarding percentage of students placed in various companies.

23. Awards / Recognitions received by faculty and students

Ms. Deepika Gautam was awarded Best Speaker for Paper ‘Domestic Violence against Married Women A case Study of Shimla City’ in National Seminar on Violence against Women at Himachal Pradesh University Shimla (Department of Law & Economics) . She was honored with ‘Samaan Prateek’ by Himachal Pradesh University and was given Award of Appreciation by High Commissionaire of Sri Lanka in a conference held at Baddi. Abhilasha Won 1st prize in Rangoli competition held in UCBS Management Fest.

24. List of eminent academicians and scientists / visitors to the department:

Name of the Specialist	Name of Institution/Organization
Dr. O.P. Verma	Himachal Pradesh University
Mr. Sanjeev Rana	Tally Institute, Shimla
Mr. Mohit	ICICI Security, Chandigarh
Mr. Ramanpreet	Pune Institute of Business Management (PIBM), Pune
Dr. Vijay Kumar	Himachal Pradesh University
Dr. Devender Sharma	Evening College, HPU

25.Seminars/ Conferences/Workshops organized & the source of funding: a) National b) International.

The department assisted in organizing the seminars and conferences of Physics, Home Science, Computers , Economics and Psychology Departments of the college, funded by UGC, ICSSR, IAPT, Indian Economics Association.

International seminars

International Seminar on ‘Subalterns in Shakespeare - A Post Colonial Scrutiny’ in collaboration with the Shakespeare Association (India)

International Seminar on ‘Economic, Social and Environmental Challenges of Globalization’ in collaboration with Indian Economic Association

International conference on Women Empowerment-Transforming lives, milestones and challenges

International Conference on Work, Stress and Health: Recent Perceptions, Future Trends

National seminars

UGC – Sponsored National Seminar on *Physics Education Research*-Research Based Reform In Physics Instructions

NAAC sponsored National Seminar on ‘Institutional Quality Improvement: Role of ICT’

National Seminar on ‘Web based Technologies: Present and the Future’

26. Student profile programme/course wise:

Name of the Course BBA	Applications received	Selected	Pass percentage
2011	74	37	92%
2012	59	47	90%
2013	31	25	88.8%
2014	41	36	78.26%
2015	48	42	100%

27. Diversity of Students

Name of the Course BBA	% of students from the same state	% of students from other States	% of students from abroad
2011	78%	19%	3%
2012	87%	13%	-
2013	68%	32%	-
2014	86%	14%	-
2015	86%	14%	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

Since no official record is kept but as per our knowledge, BBA students have been selected in various banking jobs and private companies.

29. Student progression

Student progression	Against % enrolled
UG to PG	70%
PG to M.Phil.	2%
Employed: Campus selection	20 %
Other than campus recruitment	45%
Entrepreneurship/Self-employment	1%

***The data in the above table is based on our knowledge. No records of the same have been maintained.**

30. Details of Infrastructural facilities:

Library	Yes
Internet facilities for Staff & Students	Yes
Class Rooms with ICT facility	Yes
Laboratories	No

31.Number of students receiving financial assistance from college, university, government or other agencies

Year	No. of Students
2011	1
2012	1
2013	1
2014	1
2015	0

32.Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Programme	Topics
Guest Lecture	A Guest Lecture by Professor O.P Verma, Chairman, HP University on 'Research Techniques' was organized for BBA Students at St. Bede's College on 7 th October 2014.
Talent Test	A Tally Talent Test was organized in the college by Tally Institute of Learning, Lakkar Bazaar, Shimla on 9 th February, 2015. Approximately 150 students of B.Com, BBA and BCA participated. This Test was conducted to identify the awareness and knowledge of Tally among the students.
Career Guidance & Placement Talk	Career Guidance-cum Placement Talk was organized at St. Bede's College by Mr. Ramanpreet from Institute of Management, Pune on 19 th Feb, 2015. The students were made aware of the various career opportunities in the field of Finance, HRM and Marketing.
Industrial Visit	BBA students were taken on Industrial Visits to Minchy's etc.
Research	An effort is made to promote research insight among the students. The students of BBA carry out projects and internship programs in different sectors like banking, telecom etc.

33.Teaching methods adopted to improve student learning

Various Teaching methods are used:

Guest Lectures, Project Work, Report writing, Group discussions, Assignments , Mind Mapping, Quiz, Smart Boards, Brainstorming, Educational Trips/Industrial visits ,Presentations, Story-Telling, Flip Flop, Textra, Problem solving, Case studies, Audio Visual Aids, Peer Teaching, Debates, Tests, PPTs, Role play, Industrial training and internship programmes.

34.Participation in Institutional Social Responsibility (ISR) and Extension activities

Faculty is a member of various extension Committees like NSS, Disaster Management Cell, Cultural Society, Election Committee, Environment Cell, Women Cell, Community outreach, Youth fest and other committees/ clubs which organize a number of Extension and outreach activities. Students and staff participate in the following activities:

- Blood Donation Camps

- Tree Plantation drives
- Health Camps and Health Walks
- Environment field trips
- Organizing Seminars, Workshops and other activities
- Cleanliness Drives
- Arranging books in the Library
- Street plays and awareness campaigns
- Visit to old age homes, orphanages etc.
- Charity events and Donations

35.SWOC analysis of the department and Future plan.

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> • Skilled Teachers • Diverse and competitive programmes • Good Academic Results • Healthy Student-teacher relationship • Student diversity 	<ul style="list-style-type: none"> • Inadequacy placements. • Inadequate Research efforts due to lack of time • No Printing facility available in the department • No MBA programme for the students.
OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> • Strategic alliances and partnerships with international and national institutions for offering more professional courses. • Procuring latest books • Conducting Seminars/Conferences 	<ul style="list-style-type: none"> • Adjust to the changing business environment • Collaborations with companies for better placements • Faculty Turnover

Future Plans of the Department

- To expose students for mock trading in the stock exchange.
- To conduct coaching classes for professional courses like CA, CS, ICWA, CAT, MAT by signing MOUs with institutions.
- To establish tie-ups with industries.
- To organize Seminars/Conference

DEPARTMENT OF MATHEMATICS

1. Name of the department: Mathematics

2. Year of Establishment: 1975

3. Names of Programmes / Courses offered

Programmes	Courses
UG	Maths

4.Names of Interdisciplinary courses and the departments/units involved:
 Basic maths course in the Biotechnology, Microbiology, BCA, B.B.A & B.Com

5. Annual/ semester/choice based credit system (programme wise):

Programme	Annual	Semester	Choice Based Credit System
UG	Yes	Yes	Yes

6. Participation of the department in the courses offered by other departments:

BCA, BBA & B.Com

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: IGNOU for MFN-009

8. Details of courses/programmes discontinued (if any) with reasons: -----

9. Number of Teaching posts

	Sanctioned	Filled
Associate Professors	2	2
Asst. Professors	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	Designation	Specialization	Experience (in Years)
Dr. V.K. Bhardwaj	Ph.D	Assoc. Prof.	Stabilities in fluids and plasmas	29
Mr. D.V. Pathania	M.Phil	Assoc. Prof.	Wave and Vibration	31
Mr. Susheel Kumar	M.Phil	Assistant. Prof.	Operational Research	7

11. List of senior visiting faculty: -- Dr.L.R Sharma, Dr.C.B.Mehta, Dr.Hardev from the Department of Mathematics of other colleges

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : --

13. Student -Teacher Ratio (programme wise):

LEVEL	YEAR	TEACHER-STUDENT RATIO
UG (MATHS)	2011	1:30

	2012	1:40
	2013	1:60
	2014	1:80
	2015	1:80

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: -- Administrative staff = 5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:
Ph.D one and M.Phil two

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: --

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:
DBT grant under star college scheme

18. Research Centre /facility recognized by the University: --

19. Publications:

a) **Publication per faculty**

Text Books written by Mr. D.V. Pathania of Algebra and Trigonometry, Calculus and Vector analysis and Geometry

b) **Number of paper published and presented in peer review journals (National/international)**

Publication by Susheel Kumar

Paper presented and Published entitled "Rayleigh Taylor Instability of Two Rotating Maxwellian Superposed Fluid with Variable Magnetic Field in porous Medium" in International Conference in Mathematical Sciences (ICMS-2013) organized by Government Degree college, Haripur (Manali) H.P
Paper presented and Published entitled "Thermosolutal Convection in Compressible couple-stress fluid with fine dust" in International Conference in Mathematical Sciences (ICMS-2014) organized by Government Degree college, Haripur (Manali) H.P

20. Areas of consultancy and income generated:

1. By paper setter for HPU.
2. CSSSKV, Palampur.
3. Evaluation of paper.

21. Faculty as members in

a) National committees b) International Committees c) Editorial Boards
: --

22. Student projects

a) **Percentage of students who have done in-house projects including**

interdepartmental/programme: 100%

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: Banks 5%

23.Awards / Recognitions received by faculty and students:

Arpana Jaryal baaged 4th position in the HPU.

Poonam Thakur was the merit holder in HPU

Ashwarya Singh Parmar awarded with Bedean Pin.

Shilpa Kondal of Maths major won 1st Prize in classical dance organized by HPU

24.List of eminent academicians and scientists / visitors to the department: : --

Dr.L.R Sharma, Dr.C.B.Mehta, Dr.Hardev from the Department of Mathematics.

25.Seminars/ Conferences/Workshops organized & the source of funding a) National b) International: --

The department assisted in organizing National and International Seminars and conferences of Physics, Home Science, Computers, Economics and Psychology Departments of the college, funded by UGC, ICSSR, IAPT, Indian Economics Association. Details as follows:

International seminars

International Seminar on ‘Subalterns in Shakespeare - A Post Colonial Scrutiny’ in collaboration with the Shakespeare Association (India)

International Seminar on ‘Economic, Social and Environmental Challenges of Globalization’ in collaboration with Indian Economic Association

International conference on Women Empowerment-Transforming lives, milestones and challenges

International Conference on Work, Stress and Health: Recent Perceptions, Future Trends

National seminars

UGC – Sponsored National Seminar on *Physics Education Research*-Research Based Reform In Physics Instructions

NAAC sponsored National Seminar on ‘Institutional Quality Improvement: Role of ICT’

National Seminar on ‘Web based Technologies: Present and the Future’

26.Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.Sc(2011)	33	28		28	100
B.Sc(2012)	36	30		30	100
B.Sc(2013)	39	34		34	96

B.Sc(RUSA) (2014)	12	12		12	100
B.Sc(RUSA)(2015)	24	23		23	Result Awaited

*M = Male *F = Female

27.Diversity of Students

Name of the Course Maths	% of students from the same state	% of students from other States
2011	85	15
2012	90	10
2013	88	12
2014	100	--
2015	100	--

28.How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

As per our knowledge, Maths Students have been selected in various M.Sc entrance test, banking jobs and teaching sectors

29. Student progression

Student progression	Against % enrolled
UG to PG	65
Entrepreneurship/Self-employment	2

30.Details of Infrastructural facilities

S.NO	INFRASTRUCTURAL FACILITIES	STATUS
a)	Main Library, Departmental Library	Yes
b)	Internet facilities for staff and student	Yes
c)	Class room with ICT facilities	Yes

31.Number of students receiving financial assistance from college, university,government or other agencies

- 1) All ST/SC/OBC students receiving fee concession
- 2) Bonafide Himachal students get concession in tuition fee

32.Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Visit to Science city for awareness and motivation

33.Teaching methods adopted to improve student learning

Group discussion, Power point method, Assignments, Smart Interactive Boards,Charts making, Case studies, Spoken tutorials, Peer teaching and Bridge classes

34.Participation in Institutional Social Responsibility (ISR) and Extension activities

Extension activities:

Community Outreach visit to the Orphanage old Age Home, Blood donation camps, Tree plantation and medical camp.

35.SWOC analysis of the department and Future plans

•Strengths:

Experienced and Dedicated staff Members.

Books for extra studies,computer and Laptop.

Availability of teachers for extra guidance besides regular studies.

Availability of Research Journals in library.

Preentations by Students.

Departmental library use of ICT

• Weakness:

Lack of special classes to increase aptitude to prepare for the competitive exams.

Lack of intraction with other colleges

• Opportunities:

To organize extra classes to increase aptitude to prepare for the competitive exams.

• Challenges:

To enable the students to correlate the subject to real life.

Start Research projects for students.

• Future Plans:

To conduct coaching classes for Banking, CAT.

Updating the latest trend of mathematics in syllabus.

DEPARTMENT OF MICROBIOLOGY

1. **Name of the department:** Microbiology
2. **Year of Establishment :** 2009
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) :** B.Sc.

4. **Names of Interdisciplinary courses and the departments/units involved: ----**

5. **Annual/ semester/choice based credit system (programme wise):**
B.Sc. Microbiology Annual and CBCS

6. **Participation of the department in the courses offered by other departments**

Course Name	Topic/ Paper	Teacher Name
Biotechnology	Food Biotechnology Environment Biotechnology	Ms.ReenaThakur Dr. Neha Gautam
Botany	Plant Biotechnology and Industrial Microbiology Basic lab techniques of Microbiology	Ms.Reena Thakur Dr. Neha Gautam
Zoology	Basic Techniques of Molecular Biology	Dr. Neha Gautam

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :** M.Sc. (DFSM) under IGNOU

8. **Details of courses/programmes discontinued (if any) with reasons**

9. **Number of Teaching posts:**

Name of the Post	Sanctioned	Filled
Asst. Professors	2	2

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qual.	NET/SET	Designation	Specialization
Ms Reena Thakur	M.Phil. Pursuing Ph.D	NET and SET	Asstt. Prof.	Microbiology
Dr Neha Gautam	M.Sc., Ph.D	NET	Asstt. Prof.s	Food and Industrial Microbiology, Molecular Biology, Biochemistry

11. **List of senior visiting faculty :**

Name	Institution/ Organisation
Dr. T.C. Bhalla	Prof. HPU Shimla
Dr. Azmi	Associate professor HPU Shimla
Dr. Arvind Bhatt	Associate Prof. HPU Shimla
Dr. Reena Gupta	Head and Associate Prof. HPU Shimla

Dr. Duni Chand	Associate Prof HPU Shimla
Dr. S.S. Kanwar	Associate Prof. HPU Shimla
Dr Saurabh Kulshreshtha	Associate prof. Shoolini University

12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty -----

13. Student -Teacher Ratio (programme wise)

Year	Programme	Student	Ratio
2011	UG	15	8:1
2012	UG	19	10:1
2013	UG	19	10:1
2014	UG	31	16:1
2015	UG	31	16:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled College administrative staff
05

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Qualification	Number
Ph.D	1
M.Phil	1

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Dr. Neha Gautam , Assitant Professor has applied for the project entitled "Bacteriocin: safest approach to preserve food products" to DST, Govt of H.P.

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received :

The college has received fund of Rs. 42 lakhs under star college scheme for the development of infrastructure in the departments of science.

18. Research Centre /facility recognized by the University :

The college has an IGNOU Study Centre and students of M.Sc. DFSM course regularly visit the University recognized well equipped lab of the department to perform their practicals and for the research projects.

The students of IGNOU Study Centre also regularly visit the Computer labs established for the science students to seek information the related to their subject.

19. Publications:

a) Publication per faculty

Number of papers published in peer reviewed journals (national /international) by faculty and students

Number of publications listed in International Database (For eg: Web of

Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

*Monographs

*Chapter in Books

*Books Edited

*Books with ISBN/ISSN numbers with details of publishers

*Citation Index

*SNIP

*SJR

*Impact factor

*h-index

Name	Publication	International	National	Book published	Chapter in a book	Impact factor
Dr.Neha Gautam	10	6	4	1	1	7.08

20. Areas of consultancy and income generated

The college has an IGNOU study centre and M.Sc DFSM course is being offered. The faculty members actively participate as counselors for the theory courses and in performing practicals. -

21. Faculty as members in

a) National committees b) International Committees c) Editorial Board. ----

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

Academic year	No. of in house projects	% of students involved	% of students involved from other departments
2013-14	01	50	50
2014-15	01	100	-

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies

Academic year	% of students placed for projects in institutes outside the college
2011	33
2012	33
2013	40
2014	57
2015	16

23. Awards / Recognitions received by faculty and students**Faculty Achievement:**

Dr. Neha Gautam, Asstt. Professor, received Best Oral Presentation award in Himachal Pradesh Science Congress held at Hotel Peterhoff, Shimla on October 15-16, 2014.

Students Achievements

Academic year	No. of prizes in youth festivals/others	Position in University merit list
2011	01	-
2012	02	02
2013	05	05
2014	-	02
2015	-	03

24. List of eminent academicians and scientists / visitors to the department

Name	Institution/organization
Prof T. C Bhalla	HPU, Shimla
Prof. Arvind Bhatt	HPU, Shimla
Prof. Azmi	HPU, Shimla
Prof. Reena Gupta	HPU, Shimla
Prof. Duni Chand	HPU, Shimla
Prof. S.S Kanwar	HPU, Shimla
Dr. Rishi Mahajan	JPUIIT, Shimla

25. Seminars/ Conferences/Workshops organized & the source of funding

a) **National** : Computer Seminar on Web based technologies, present and the Future organized by Deptt. of computer science.

b) **International**: Psychology Conference on Work, Stress and Health: ICSSR sponsored organized by deptt. of psychology

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Pass %
UG	10	05	100
UG	12	05	100
UG	25	17	100
UG	14	05	100
UG	25	12	100

27 Diversity of students:

Academic year	Name of the Course	% of students from the same state	% of students from other States
2011	UG	60	40

2012	UG	100	0
2013	UG	95	5
2014	UG	100	0
2015	UG	83.4	16.6

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? -----

29. Student progression:

Student Progression	Against % enrolled				
	2011	2012	2013	2014	2015
UG to PG	-	100	100	100	100
PG to M.Phil.	-	-	-	40	-
PG to Ph.D	-	-	-	-	40

Although the number may increase but the department has no relevant documentation

30 Details of Infrastructural facilities:

- Library : Yes
- Internet facility for staff and student : Yes
- Classroom with ICT facility : Yes
- Students laboratories: Yes
- Research Laboratory: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies

- The meritorious students and ST/SC students are receiving Govt. scholarships.
- The college is giving fee waiver to the Bonafide Himachali students.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts :

Guest Lecture by

Name of Prof.	Institute	Topic	Year
Professor T.C. Bhalla	Deptt of Biotechnology H.P.U, Shimla	Biotechnology: The science of today and tomorrow	2011
Mr. Narotam Sharma	Scientist, Auroprobe Laboratories	Molecular Diagnostics Techniques for the detection of infectious agents”	2011
Prof. M.K. Seth	Dept. of Botany, H.P.U, Shimla	Biodiversity	2013
Prof J.C. Rana	Director, NBPGR, Shimla	Climatic Change	2013
Dr. Rishi Mahajan	Research Associate, JPUIIT, Shimla	Research Opportunities in Food and Agriculture	2015

33. Teaching methods adopted to improve student learning:

- 1) Group Discussion
- 2) TEXTRA
- 3) ICT based presentation
- 4) Interclass quizzes
- 5) CLICKER
- 6) Peer teaching
- 7) Assignments and Student Seminar
- 8) Audio visual Aids
- 9) Exposure trips
- 10) Experiments

34. Participation in Institutional Social Responsibility (ISR) and Extension activities : Institutional social responsibility (ISR)

The faculty members are an active the part of different committees and functions of the college such as Seminars /workshop/ conferences, Serendipity, Grads Nite, women cell, environment cell, community outreach, , NSS, Red ribbon club.

Faculty name	Activities
Ms. Reena Thakur	Member of different committees such as Fresher welcome, Grads Nite, environment cell, community outreach, Women cell, canteen committee, cultural society etc.
Dr. Neha Gautam	Member of different committees such as Installation ceremony, environment cell, NSS

Extension Activities:

Besides that the students and the council members of the college are also involved in the organization of the different activities of these societies and other college functions.

- Blood donation camp
- Tree plantation
- Health camp
- Workshop, seminar and awareness programmes on latest issues of concern.
- Mock drill for disaster management
- Community outreach activities
- National and International days viz., Independence day, Teachers Day, AIDS day, Hindi Diwas, World Yoga day, Girl child day etc. are celebrated every year.
- Field visits, visits to various industries and research Institutes

35. SWOC analysis of the department and Future plans :

Strengths

- Multiple Teaching methods
- Qualified and competent staff
- Spacious and well-equipped laboratories
- Good infrastructure
- Good student teacher ratio and excellent result

- Wi-Fi campus and library with inflibnet facilities

Weaknesses

- Research project
- Campus placement
- Collaboration with industries and research institutes

Opportunities

- Well equipped labs provide congenial atmosphere for practical knowledge of the topic
- Students learn latest lab techniques while working on minor projects.
- Computer laboratory help to search latest advances in any subject.

Challenges

- To increase student enrollment in higher studies
- To get funds for research projects, seminar, workshops etc.
- To prepare students for campus placement

Future Plans

- To collaborate with industry
- Visit to industries and research institutes
- Student facilitation for competitive examinations
- To organize Workshop/seminar/conference

**DEPARTMENT OF MUSIC INSTRUMENTAL
(PERFORMING ARTS)**

- 1. Name of the department: Music**
- 2. Year of establishment: 1965**
- 3. Names of the programs/courses offered (UG, PG, M.Phil. Ph. D., Integrated masters; Integrated Ph. D., etc.)**

Programmes	Course
UG	Music

- 4. Interdisciplinary courses and departments involved. -----**
- 5. Annual/semester/choice based credit system**

Programmes	Annual	Semester	Choice Based Credit System
UG	√	√	√

- 6. Participation of the department in the courses offered by other departments**

Courses	Department
BSc. Hons -Music	Science
B. A. - Music	Arts and Humanities
J.B.T - Music	J.B.T.
B.Com - Music	B.Com
B.B.A - Music	B.B.A.

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. ---**

8. **Details of courses/programmes discontinued (if any) with reasons---
---**

9. **Number of teaching posts sanctioned and filled**

(Professors/Associate Professors/Asst. Professors)

Designation	Sanctioned	Filled
Professors	-	-
Associate Professor	1	-
Assistant Professor	1	1

10. **Faculty profile with name, qualification, designation, specialization**

Name	Qual.	Desig.	Specialization	No. of years of Experience
Mr. R. K. Singh	M. Phil	Assoc. Prof.	Sitar	35 till June 2015
Dr. Kalpna Sharma	Ph.D./Net / Set/ Gold Medalist	Asst. Prof.	Sitar	5

11. **List of senior visiting faculty. -----**

12. **Percentage of classes taken by temporary faculty – programme - wise information. ----**

13. **Programme-wise Student Teacher Ratio**

Programme (UG)	Students	Teacher	Ratio
2011	27	1	27:1
2012	18	1	18:1
2013	27	1	27:1
2014	36	1	36:1
2015	35	1	35:1

14. **No. of academic support staff (technical) and administrative staff: sanctioned and filled.**

Designation	Sanctioned	Filled
Academic support staff (technical)	1	1
Administrative	-5	-5

15. **Qualifications of teaching faculty with DSc./ D.Litt/ Ph.D/ MPhil / PG.**

Sr. No.	Qualifications	Number
1.	DSc	-
2.	D.Litt	-
3.	Ph.D	1

4.	MPhil	1
5.	PG.	-

16. Number of faculty with ongoing projects from a) national b) international funding agencies and c) Total grant received. Mention name of the funding agencies and grants received project-wise.----

17. Department projects funded by DST-FIST; ICSSR, etc., Total grant received

18. Research Centre /facility recognized by the University-

19. Publications-

20. Area of consultancy and income generated-

21. Faculty recharging strategies-

a) National committees b) International Committees c) Editorial Boards

22. Student projects (100%)

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

23. Awards / Recognitions received by faculty and students
Awards in Youth Festival

➤ Akshita Dhiman won the first prize in Kathak Solo held in Govt. College Ghumarvin in Nov. 2011.

➤ Bhawana Thakur won the second prize in light Gazal held in RKMV College in 2012.

24. List of eminent academicians and scientists / visitors to the department Manual for Self-study Report-

25. Seminars/ Conferences/Workshops

The department assisted in organizing the seminars and conferences of physics, home science, computers, economics, psychology departments of the college funded by UGC, ICSSR,IAPT and economics association.

26. Student profile course-wise:

Name of Course	Year	Applications received	Selected		Pass Percentage
			Male	Female	
B.A.	2011	35		27	100
	2012	25		18	100
	2013	35		27	100
	2014	45		36	100
	2015	39		35	R.A.

27. Diversity of students

Name of the	Period	% of students	% of students	% of students from other
-------------	--------	---------------	---------------	--------------------------

course		from the same state	from other states	countries
B.A.	2015	48.57	48..57	2.85

28. How many students have cleared Civil Services, Defense Services, NET, SET, GATE and any other competitive examinations?-

29. Student progression-

30. Details of Infrastructural facilities

i.	Library	One departmental and one college library
ii.	Internet facilities for staff and students	Yes
iii.	Classrooms with ICT facility	Yes
iv.	Laboratories	Yes

31. Number of students of the department getting financial assistance from the college.

All SC/ST/OBC students get the scholarship from H. P. Govt.

Bonafide Himachali students get the fee concession from the college.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

33. Teaching methods adopted to improve student learning

- Focus on practice and practical
- Projects are given to the students
- Group discussions
- Playing and listening of LP records on record player

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Department and faculty was involved in following ISR and Extension activities:

- Departmental students were involved in Tree plantation.
- Students were involved in the blood donation camp.
- Days of national/international importance are also commemorated with emphasis on human values, patriotism and social service like Independence Day, Gandhi Jayanti, Teachers Day, Childrens' Day, World Yoga Day, World Environment day, Anti Tobacco Day, World Aids Day, Hindi Diwas etc.

35. Details any five strengths, weakness, opportunities and challenges (SWOC) of the department.

Strengths

- Hard working staff
- Less dropout rate
- Active participation of department in various cultural activities and also in youth festivals
- Financial support from the management

Weakness

- Increased cost of Instruments
- Nonexistence of P.G., M. Phil., Ph. D. courses
- Music as minor subject

Opportunities

- Can open music academies
- Work as Professionals

Challenges

- Higher cost of instruments
- To inspire our students to appreciate and adopt Indian classical music in today's age of westernization
- To introduce MUSIC as MAJOR subject.

Future plans of the department

- To start music as a major subject
- To start P.G. and research programmes
- To organize seminars and workshops so that students could be benefitted.
- To get major research projects.
- To organize annual musical festival to boost the talent of the students.
- More books to be added to the departmental library.
- Students encouraged and trained to take part in the youth festival and various cultural events.

DEPARTMENT OF POLITICAL SCIENCE

1. **Name of the Department:** Political Science
2. **Year of Establishment:** 1971
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):** UG
4. **Names of Interdisciplinary courses and the departments/units involved**

Name of the course	Department
Indian Constitution	Humanities, Science, Commerce, Management

5. **Annual/ semester/choice based credit system (programme wise):**
CBCS with Semester system
6. **Participation of Department in the courses offered by other departments:**
Yes, Political Science Major students take up elective/minor subject courses offered by the Departments of History, Economics, English, Hindi, Geography, Music and Mathematics.
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** ----
8. **Details of courses/programmes discontinued (if any) with reasons**

9. Number of Teaching posts

	Sanctioned	Filled
Associate Professors	1	1
Lecture Basis	-	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qual.	NET/SET	Desig.	Spec.	No. of Years of Exp.	No. of Ph.D. Students guided for the last 4 years
Ms. Madhu Parmar	M.A., M.Phil		Assoc. Prof.	South Asian Politics	23	--
Ms. Akanksha Negi	M.A.	SET	Asstt. Prof.	Tribal Politics	1	--

11. List of senior visiting faculty: Mrs. Trisha Sharma, Advocate Vandana Kuthiala

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 40% (in past one year)

13. Student -Teacher Ratio (programme wise)

Year	Total number of students	Number of teachers	Student-Teacher ratio
2011	75	1	75:1
2012	58	1	58:1
2013	64	1	64:1
2014	51	1	51:1
2015	42	2	21:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: College administrative staff -5

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

Ms Madhu Parmar M.A., M.Phil
 Ms. Akanksha Negi M.A., SET, (Pursuing M.Phil)

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received ---

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received ---

18. Research Centre /facility recognized by the University ---

19. Publications: ---

20. Areas of consultancy and income generated

- Appointed paper setter and evaluator for the University examinations
- Consulted in Revision of Syllabi for introduction of RUSA by HP University
- Resource Person at the Bishop Cotton School, Shimla in
- Resource person at Pinegrove School, Subathu
- Resource Person at Economics Literary Fest at St. Bede's College
- Resource Person at Book Club discussion on colonial literature

21. Faculty as members in a) National committees b) International Committees c) Editorial Board. ----

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme: 90 percent

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: ---

23. Awards / Recognitions received by faculty and students:

Shiwani Thakur awarded Bedeian Pin for outstanding all-round performance in 2015; Shiwani Thakur won several prizes for Debates and Declamation at HP University Youth Festivals as well as Inter-college competitions in 2013 and 2014; Shefali Chauhan won Best Speaker award at Inter-college Debates in 2014; Kshitij Sharma was awarded a prize for Street Play performance in 2014; Aena Thakur won First Prize in Heritage Quiz in 2015; Peggy Gurung won Second Prize in Creative Writing in 2011.

24. List of eminent academicians and scientists / visitors to the department:

Mr. Siddharth Pandey, PhD. Scholar at the University of Cambridge; Mr. Raaja Bhasin, Convenor, INTACH Himachal Chapter; Ms. Chandrasuta Dogra, Correspondent, Outlook magazine; Ms. Trisha Sharma, lawyer; Ms. Vandana Kuthiala, senior advocate at Himachal Pradesh High Court.

25. Seminars/ Conferences/Workshops organized & the source of funding a) National b) International

Organising Secretary of the UGC-sponsored International Seminar on "Subalterns in Shakespeare – A Post-Colonial Scrutiny" organized by the Department of English in collaboration with the Shakespeare Association (India) in 2011.

Assisted in organising National and International Seminars/Conferences by the Physics, Economics, Home Science, Computer Science and Psychology Departments of St. Bede's in the College (2011-15). These were funded by the IAPT, Indian Economic Association, UGC, NAAC and ICSSR respectively.

26. Student profile programme/course wise:

Name of the Course/programme	Applications received	Selected	Enrolled	Pass
------------------------------	-----------------------	----------	----------	------

(refer question no. 4)			*M	*F	percentage
B.A(2011)	36	33	-	33	95
B.A.(2012)	22	15	-	15	100
B.A(2013)	31	24	-	24	100
B.A(2014)	25	17	-	17	100
B.A(2015)	22	15	-	15	100

27. Diversity of Students:

Year	Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
2011	B.A.	80	20	-
2012	B.A.	78.3	20	1.7
2013	B.A.	73.5	25	1.5
2014	B.A	80	20	-
2015	B.A	83	17	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

A number of students have cleared competitive entrance exams but no precise data is available.

29. Student progression

Student progression	Against % enrolled
UG to PG	70 percent
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	Several ex-students are employed in various service sectors; however there is no precisely documented evidence maintained for the same.

30. Details of Infrastructural facilities

- a) Library : Yes
- b) Internet facilities for Staff & Students: Yes
- c) Class rooms with ICT facility: Yes
- d) Laboratories ---

31. Number of students receiving financial assistance from college, university, government or other agencies:

Year	No. of Students
2011	1
2012	-
2013	1
2014	1
2015	1

32. Details on student enrichment programmes (special lectures /

workshops /seminar) with external experts:

Mrs. Trisha Sharma, eminent Shimla lawyer, addressed Political Science students on the possibilities of a career in Law. (2011)

Political Science students visited the Indian Institute of Advanced Studies. (2012)

Political Science and History students explored Himachal State Museum, Chaura Maidan. (2012)

Accompanied students at Seminar on Renewable Energy organized by the Municipal Corporation Shimla and WWF Himachal Chapter. (2013)

Led college students at Workshop on Updation of Shimla Disaster Management Plan at HIPA. (2013)

Attended Lecture on Exploration of the Trans-Himalayan region at H.P. State Museum. (2013)

Organised Theatre Workshop by Mrs. Anita Pandey for students of the Dramatics Society of the College. (2013)

Organised a Walking Tour of Shimla's Heritage Buildings. (2013)

Attended talk by Mr. Siddharth Pandey on "Colonial Architecture – A Comparative Study" with students of the Political Science Department. (2013)

Observation of World Earth Day at Western Himalayan Temperate Arboretum Potters Hill with HFRI expert and scientist Dr. Vaneet Jishtu. (2014)

Attended World Science Day for Peace and Development with students of Disaster Management Society at WHAT Potters Hill. (2014)

Organised Departmental Field Trip to Observe Working of Village Panchayat at Theog under guidance of Pradhan Rohit Verma. (2015)

Interaction with Theog Mahila Mandal members by students of the Department. (2015)

Established and conducted the proceedings of the College Book & Film Club "Afterthoughts" as an inter-disciplinary activity with the English Department (2015)

Educational Visit of Political Science Major students to Army Heritage Museum, Annadale. (2015)

Organised Mock Drill in College in collaboration with the H.P. Home Guard for managing disasters and administering immediate First Aid, for the students. (2015)

Led College student delegation to the UNDP sponsored International Day for Disaster Reduction at St. Edward's School and the The Ridge, Shimla (2015)

33. Teaching methods adopted to improve student learning:

Projects , Power point Presentations , Tutorial Classes, Remedial Classes, Bridge Classes, Flip Flop, Textra, Quiz.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Secretary of the Parent-Teacher Association of St. Bede's College. (2011-12).

Organised Parent-Teacher Meets of the College. (2011, 2012)

Was Member of the Grievance Redressal Cell of the College. (2011)

Headed Organising Committee of "Serendipity"- the inter-college cultural festival of St. Bede's. (2011)

Organising Secretary of the International Seminar on Shakespeare organized by the English Department of St. Bede's College. (2011)

Active part of Community Outreach activities at the Government Middle

School Theog. (2012)

Organised Theatre Workshop in the College under theatre person Anita Pandey on behalf of the Dramatics Society. (2013)

Attended WWF workshop on Renewable Energy with students as President of the college Disaster Management Cell. (2013)

Organised walking tour of Shimla's heritage buildings with students. (2013)

Attended talk on Women's Rights delivered by Mrs. Vandana Kuthiala. (2013)

Attended workshop on Updation of Shimla's Disaster Management Plan at HIPA as President of the College Disaster Management Cell.(2013)

Attended World Earth Day at Arboretum, Potters Hill, (Dangers of Deforestation) organized by the Himalayan Forest Research Institute, Panthaghati, Shimla. (2014)

Attended World Science Day for Peace and Development organized by HFRI in collaboration with World Wildlife Fund along with college students. (2014)

Staff Editor of college magazine "Echoes". (2014-15)

Established and organized the Book & Film Club "Afterthoughts"- an interdisciplinary effort of the Political Science and English Departments. (2015)

Supervised mini-dissertations on The Gaza Crisis and ISIS by final year students. (2015)

Founder-member of the college Heritage Club – participated in workshop on Heritage Awareness and Heritage Walk conducted by INTACH. (2015)

Edited departmental newspaper "The Voice" featuring articles by students of Political Science and History. (2015)

Visited the British Museum London and held a talk and powerpoint presentation on the exhibits of this institution for students of the department. (2015)

Participated in a Citizens' Solidarity March with students of the college Disaster Management Society and schools and colleges from all over Shimla under the auspices of UNDP and the HP State Disaster Management Department. (2015)

35. SWOC analysis of the Department and Future plans:

Strengths

- Command over the subject by faculty
- Research-based learning through presentation of projects

Weakness

- Understaffed
- Syllabus too much as under the choice based credit system, students are overburdened.

Opportunities

- Conducting national level seminars/conferences by department
- Sponsored field trips and educational visits for practical knowledge of the subject

Challenges

- Arranging Summer/ winter Internships for students
- Management of time as semester teaching time is very short

Future Plans:

To make the Political Science Department more actively career-oriented by emphasizing the need for students to do internships in their vacations, and

regularly invite experts from different professions to guide and orient students along specific career paths and options.

DEPARTMENT OF PHYSICS

1. **Name of the Department** Physics

2. **Year of Establishment** 1975

3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)**

Programmes	Courses
UG	BSc

4. **Names of Interdisciplinary courses and the departments/units involved**

Basic Physics Courses in BSc (Hon) BioTech and Microbiology in the Biotechnology and Microbiology departments.

5. **Annual/ semester/choice based credit system (programme wise)**

Programmes	Semester	Choice Based Credit System	Annual
UG	√	√	√

6. **Participation of the department in the courses offered by other departments**

Courses	Department
Basic Physics Courses as per the syllabus offered in BSc(Hon) Annual and in semester under RUSA (CBCS)	Biotechnology.
Basic Physics Courses as per the syllabus offered in BSc(Hon) Annual and in semester under RUSA (CBCS)	Microbiology

7. **Courses in collaboration with other universities, industries, foreign institutions, etc. - 1**

8. **Details of courses/programmes discontinued (if any) with reasons ----**

9. **Number of Teaching posts**

	Sanctioned	Filled
Associate Professors	3	3

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qual.	Designation	Specialization	No. of Years of Exp.	No. of Ph.D students guided for the last 4 years
Dr. Sanjeev Kumar	M. Phil, Ph.D.	Associate Professor	Condensed Matter Theory, Computational Material Science	28	-
Mr.V.K. Sanoria	M. Phil	Associate Professor	Nuclear Physics	28	-1
Dr. Sapna Sharma	M.Phil, Ph.D	Associate Professor	Condensed Matter Theory, PER	21	-

11. List of senior visiting faculty

- Dr. O.S.K.S. Shastri Department of Physics CUHP Kangra H.P.
- Prof. M.S. Marwaha Physics Deptt. And Principal SGGS College Chandigarh
- Dr. P.K. Ahluwalia Professor Physics Deptt. H.P.Univ. Shimla

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: -----

13. Student -Teacher Ratio (programme wise)

- 1: 20 B.Sc (Annual) & Physics(Major) CBCS Semester Programme under RUSA
- 1: 30 B.Sc (Physics Minor) in CBCS semester Programme Under RUSA
- 1: 20 B.Sc.(Hon.)Biotechnology/Microbiology (Annual 2010 to14 Basic Physics Course in Ist Year

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:- Two (Lab. Staff.) Five (administrative staff)

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

S.No	Name of the Faculty	PG	M.Phil	Ph.d
1	Dr. Sanjeev Kumar	M.Sc.	M.Phil.	Ph.D.
2	Mr. V.K.Sanoria	M.Sc.	M.Phil.	-
3	Dr. Sapna Sharma	M.Sc.	M.Phil.	Ph.D.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received UGC , IAPT for organizing National Workshop cum Seminar in Physics

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants receive: DBT Grant Under Star

College Scheme

18. Research Centre /facility recognized by the University
Computational and Physics Labs are used by other Science Streams

19. Publications:

- Publication per faculty
- Number of papers published in peer reviewed journals (national /international) by faculty and students 11 (Faculty)
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) Nil
- Monographs -
- Chapter in Books -
- Books/Journal Edited One
- Books with ISBN/ISSN numbers with details of publishers -
- Citation Index -
- SNIP -
- SJR -
- Impact factor -
- h-index -

20.Areas of consultancy and income generated

- A National Workshop cum Seminar in Physics,
- B Paper Setting and Evaluation
- C As Resource Person
- D PMT/PET Coaching

21.Faculty as members in a)National committees b) International Committees c) Editorial Boards....

- IAPT
- Himachal Physical Society
- Vigyan Persar Society Himachal Pradesh
- Member Academic Council International Physics Olympiad Committee.

22.Student projects

a)Percentage of students who have done in-house projects including inter departmental/programme - 100%

b)Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies: -----

23. Awards / Recognitions received by faculty and students

- Arpana Jaryal University Merit
- Poonam Thakur University Merit
- Aishwarua Singh Parmar Best Student of College, Quiz Topper
- Diksha Sharma Bedian Pin
- Dr.Sapna Sharma Best Paper in Jonal IAPT Convention at Ludhiana

24. List of eminent academicians and scientists / visitors to the department

- Dr. P.K. Ahluwalia Professor Physics Deptt. H.P.Univ. Shimla
- Dr. O.S.K.S. Shastri Department of Physics CUHP Kangra H.P.
- Prof. M.S. Marwaha Physics Deptt. And Principal SGGS College Chandigarh

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National One Organized (UGC , IAPT)
 b) International Two (Assisted) (UGC)

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received			Selected			Enrolled		Pass%
	I	II	III	I	II	III	M	F	
B.Sc.(2010-11) I II III 28 25 16	I	II	III	I	II	III		F	100
B.Sc.(2011-12) I II III 30 22 21	I	II	III	I	II	III		F	100
B.Sc.(2012-13) I II III 34 25 18	I	II	III	I	II	III		F	100
BSc(RUSA) (2013-14) I (Major) 19 (Minor) 20	Major 28	Minor 25		Major 28	Minor 25			F	
BSc(Annual) II III 35 26	II	III		II	III			F	100
BSc(RUSA)(2014-15) I (Major) 12 (Minor) 24	Major 16	Minor 30		Major 16	Minor 30			F	
BSc(RUSA)(2014-15) II (Major) 19 (Minor) 20	Major 19	Minor 20		Major 19	Minor 20			F	
BSc(Ann.) III(2014-15) 35								F	
	35			35					100

*M = Male *F = Female

27. Diversity of Students

Name of the Course BBA Year wise	% of students from the same state	% of students from other States	% of students from abroad
2010-11	85	15	-
2011-12	90	10	-
2012-13	88	12	
2013-14	90	10	-
2014-15	90	10	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?

All Students after graduation mostly Joins PG /BEd/MCA/MBA/LLB

29. Student progression

Student progression	Against % enrolled
UG to PG	100
PG to M.Phil.	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Entrepreneurship/Self employment	-

30. Details of Infrastrutural Facility

a) Library	Many books Related to Course Contents and Competitive
b) Internet facilities for Staff & Students	Wi-Fi enabled Campus
c) Class rooms with ICT facility	Some classrooms with ICT enabled facilities and some common classrooms
d)Laboratories	Students Lab. Two Research lab Yes

31. Number of students receiving financial assistance from college, university, government or other agencies

Three Students are receiving financial assistance from government and College

32. Details

on student enrichment programmes (special lectures / workshops / seminar) with external experts

- Special Lecture 2011 Discovery of Electron Dr, P.K.Ahluwalia H.P.Univ.Shimla

- Special Lecture 2011 on Simulations in Physics and interfacing of traditional physics expts.with computers
- Demonstrations in the basic physics through low cost physics experiments in 2011 Prof.M.S. Marwaha Physics Deptt. SGGC Chandigarh
- A Talk on Spoken tutorials in physics from IIT Bombay in 2011
- A Seven days UGC and IAPT SponsordWorkshop cum Seminar in 2011, on PhysicsEducation Research Based Reforms in Physics Instructions
- A Demonstrations ‘ For the Love of Physics’ in 2015 by Prof.M.S.Marwaha,Principal SGGC Chandigarh under IAPT
- Simulations in Physics A Talk by Dr.O.S.K.S. Shastri CUHP in 2015

33. Teaching methods adopted to improve student learning

- Power Point Presentation
- Chalk and talk method
- Group Discussion
- Assignments
- Seminars interdiscplanry
- Educational Visits
- Use of clickers

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Faculty	Year	ISR and Extension Activity
Dr. Sanjeev Kumar	2014	Program Officer NSS, Tree plantation camp on 20th Dec.- 27 th Dec. 2014 , involved in Blood donation camp, Interaction with inmates of prison at Kanda Central Jail, Health walk, Visit to Cancer Hospital,
	2015	
Dr.Sapna Sharma	2014	
	2015	

35. SWOC analysis of the department and Future plans

Strengths

- Experienced and Dedicated Staff Members.
- Cordial Relationship between Staff Members and Students.
- Disciplined Students.
- Availability of Text Books, Reference Books, Research Journals in library.
- Academic Environment on the campus.
- Impart Knowledge and values to students.

Weaknesses

- Computational Physics Lab not adequate (software & Hardware wise)
- Research Component

Opportunities

- Visits toResearch institutes ,Labs. And Universities to give exposure in the subject.
- Special training to appear for interviews and competitive exams..
- Placement opportunities for students.

- Creation of more Entrepreneurial atmosphere

Challenges

- To adjust with the new system as introduced under RUSA due time constraint and climatic conditions
- Developing soft skills among students.
- Create Research Aptitude.
- To create an interest in the subject(Basic Physics) among the students and apprising them with the various job opportunities

Future Plans of the Department

- Extention of UG Programme in Physics to PG Level .
- Creation of Research Facilities
- Student Exchange Programmes

DEPARTMENT REPORT OF PSYCHOLOGY

1. Name of the department: Psychology

2. Year of Establishment : 1972

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

BA 3 Year Degree Course

BA with Psychology as Major

BA with Psychology as Minor

4. Names of Interdisciplinary courses and the departments/units involved: -----

5. Annual/ semester/choice based credit system (programme wise)

1. Annual: BA 3 year degree course

2. Semester System under RUSA: BA with Psychology as Major, BA with Psychology as Minor

6. Participation of the department in the courses offered by other departments

Students of Psychology are also doing Zoology as Minor

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: -----

8. Details of courses/programmes discontinued (if any) with reasons:

9. Number of Teaching posts

	Sanctioned	Filled
Associate Professors	2	2

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qual.	Dsig.	Spec.	Exp.	Ph.D.Students guided for the last 4 years	NET/SET
Dr.Shonali Sud	Ph.D Gold Medallist	Associate Professor	Health Psychology	25	Prior to 2010 one	JRF
Dr.Ravi Bhushan	Ph.D Gold Medallist	Associate Professor	Clinical Psychology	23		NET with JRF

11. List of senior visiting faculty

Prominent Psychologists visited the Department:

- Prof. Dr. Elizabeth Nair: CEO Principal Psychologist, Singapore.
- Prof. Dr. Sue Jacobs: Professor School of Health and Educational Psychology, Oklahoma State University, USA.
- Prof. Dr. Amy Bowersock, Oklahoma State University, USA.
- Prof. Dr. Terry Orlick, Canada.
- Prof. Dr. Michel Gagne, Malaysia.
- Prof. Dr. Lilawati Krishnan, Kanpur, (retired IIT Professor) India.
- Prof. Dr. Jitendra Mohan, Professor Emeritus of Psychology, Panjab University Chandigarh.
- Prof. Dr. Sam Manickam, Professor, Clinical Psychology, JSS University Mysuru, Moderator IndianPsychologists.com, India.
- Prof. Dr. Anup Sud, Himachal Pradesh University, India (Retired Professor of Psychology).
- Dr. K. A. Shirali, Himachal Pradesh University, India (Retired from the Department of Psychology).

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: -----

13. Student -Teacher Ratio (programme wise):

BA 3 Year Degree Course	30:1	2013
BA with Psychology as Major	16:1	2014
BA with Psychology as Minor	68:1	2015

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

Lab Assistant
Sanctioned= 1
Filled = 1

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:
Ph.D =2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Dr. Shonali Sud has applied for a UGC- Minor Research Project in Psychology: Result awaited.

17. Departmental projects funded by DST - FIST; UGC, DBT,

ICSSR, etc. and total grants received:

Dr. Shonali Sud

UGC Major Research Project completed and submitted to the UGC in December 2014. Total Grant Received= 598200

18. Research Centre /facility recognized by the University: ---

19. Publications:

a) Publication per faculty

Dr. Shonali Sud = 26

Publication of books: Dr. Shonali Sud = 3

- Number of papers published in peer reviewed journals (national /international) by faculty and students: Dr. Shonali Sud=10, Students=02.

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): EBSCO host = 01

Monographs

Chapter in Books

Book chapters=02

Books Edited

Books edited=03

Books with ISBN/ISSN numbers with details of publishers: Dr. Shonali Sud=03

1. 2015 Publisher: Kanchi Publications, Chandigarh, India, 2015 ISBN: 978-81- 931275-8-2

2. 2015 Publisher: Mahindra Publication House, Chandigarh, India, ISBN: 938206864-3

3. 2015 (In Print)

Citation Index

1. Dental anxiety and oral health care in India: The Role of Self-efficacy
Total Citations = 03

2. Is General self-efficacy a universal construct? Psychometric Findings from 25 countries= cited by 2809 since 2002

- SNIP
- SJR
- Impact factor 02 papers
- h-index EBSCO-host= Dental Anxiety and oral health care in India: The Role of Self-efficacy

20. Areas of consultancy and income generated

Faculty has contributed as an expert in various organizations

IGNOU

- (i) Guide/Supervisor

- (ii) External Evaluator
- (iii) Counselor for MA, project work and internship

SCERT

- (i) Resource person

HPKV

- (i) Examiner

HPU

- (i) Paper setter
- (ii) Evaluator
- (iii) Evaluator of Practical work in Psychology

All India Radio

- (i) Radio Talks

ISC

- (i) Appointed examiner for conducting the practical examination

IQAC

- (i) St. Bede's College
- (ii) Kurukshetra University

21. Faculty as members in a) National committees b) International Committees c) Editorial Boards: -----

National:

1. Dr. Shonali Sud

Indian Association for Canadian studies (life member) Indian Psychological Association

International:

- Kenyan Psychological Society, Nairobi, Kenya
- European Journal of Psychology of Education, Europe
- Editorial Board: Indian Journal of Health and Wellbeing,
- Journal of Research: The Bede Athenaeum
- St. Aloysius College Research Journal

2. Dr. Ravi Bhushan

National:

- DACP (Life member)
- Editorial Board HP University Quality 24X7; e-journal of IQAC.
- Syllabus Review Committee: Both the faculty members

22. Student projects

- a) **Percentage of students who have done in-house projects including inter departmental/programme: 100 %**
- b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: Govt. Hospitals as Interns=2%, Banks as interns=1%**

23. Awards / Recognitions received by faculty and students

Dr. Shonali Sud

1. UGC Major Research Project award, completed in 2014
2. APA award for excellence in International Scholarship, Atlanta, USA, in 2014.

Students

Students earned merit positions in the University Akshita Dhiman was highly commended in the Youth Festival.

24. List of eminent academicians and scientists / visitors to the department.

Prominent Psychologists visited the Department in 2011 and in October 2015

1. Dr. K. A. Shirali conducted a workshop on “Enhancing Psycho-Social Growth through Awareness” in 2011
2. Prof. Dr. Elizabeth Nair: CEO Principal Psychologist, Singapore in 2015
3. Prof. Dr. Sue Jacobs: Professor School of Health and Educational Psychology, Oklahoma State University, USA, 2015
4. Prof. Dr. Amy Bowersock, Oklahoma State University, USA, 2015
5. Prof. Dr. Terry Orlick, Canada, 2015
6. Prof. Dr. Michel Gagne, Malaysia, 2015
7. Prof. Dr. Lilawati Krishnan, Kanpur, (retired IIT Professor) India, 2015
8. Prof. Dr. Jitendra Mohan, Professor Emeritus of Psychology, Punjab University, Chandigarh, 2015
9. Prof. Dr. Sam Manickam, Professor, Clinical Psychology, JSS University Mysuru, Moderator IndianPsychologists.com, India, 2015
10. Prof. Dr. Anup Sud, Himachal Pradesh University, India (Retired Professor of Psychology, 2015
11. Prof. Dr. Jaishree Sharma, Director Medical Education, Govt. of Himachal Pradesh
12. Dr. Srikant Baldi, Principal Secretary Finance, Govt. of Himachal Pradesh
13. Sri Srinivas Joshi, retired IAS and Consultant at the Himachal Pradesh Voluntary Health Association (HPVHA)
14. Prof. Meenakshi Faith Paul, professor of English at Evening College, Himachal Pradesh University

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National: Workshop by Dr. Shirali (retired from HPU, Shimla) on “Enhancing Psycho-Social Growth through Self-Awareness, funded by St. Bede’s College
- b) International Conference: Work, Stress and Health: Recent Perceptions, Future Trends, sponsored by ICSSR, 26-27th October 2015

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass %
			*M	*F	
BA 3 Yr.Degree Course	15	15		16	100%
CBCS Sem 1 2013	64	64		64	100%
CBCS Sem II 2014	63	63		63	Result awaited
CBCS Sem III 2014	62	62		62	Result awaited

CBCS Sem IV 2015	61	61		61	Result Awaited
CBCS Sem V 2015	61	61		61	Course in progress

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA 3 Yr Degree	53 %	47%	
CBCS Sem 1-V 2013-2015	31 %	69%	1% from Nepal

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. -----

29. Student progression

Student progression	Against % enrolled
UG to PG	100%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
<p style="text-align: center;">Employed</p> <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library Apart from the Central Library in the College, a small library is maintained in the department to cater to the needs of the students.
- b) Internet facilities for Staff & Students Each faculty member has computer with Wi-Fi facility.
- c) Class rooms have ICT facility A seminar room and smart classrooms are equipped with the latest AV technology
- d) Laboratories: The Psychology Lab is well equipped with the required psychological tests and instruments necessary for practical performance

31. Number of students receiving financial assistance from college, university, Government or other agencies

The SC, ST, OBC students get Govt. Scholarships Students belonging to Himachal (Himachali Bona-fide) get fee concessions. Students receive freship and concessions as per the norms of the Govt. of Himachal Pradesh

32. Details on student enrichment programmes (special lectures / workshops /seminars) with external experts

1. A workshop was organized (December 12, 2011) on 'Enhancing Psycho-Social Growth through Self-Awareness'
2. An Exhibition was organized by the Department and all the latest Instruments and Psychological tests were displayed and their usage demonstrated to everyone who visited and showed interest (December 20, 2012)
3. Students conducted an assembly on the theme: 'Success'. This also included motivational messages, prayers, and a power point presentation on the life of Steve Jobs
4. Charul Pathak, a CBI trainer and Psychologist interacted with BA III students on emerging career options.
5. International ICSSR sponsored conference on Work, Stress and Health: Recent Perceptions, Future Trends was organized on 26-27th of October 2015 and a total of 13 experts from India and Overseas Interacted with the students and participants of the conference, which was more than 161
6. A workshop was conducted on Stress beating labyrinths by Prof. Amy Bowersock, Oklahoma State University, USA
7. Online presentation of research papers by the students in International Conferences
8. Adolescent health and behavioural problems discussed by Dr. Seema Sharma, Department of Pediatrics, RPGMC, Tanda

33. Teaching methods adopted to improve student learning

1. Use of AV aids
2. Lectures along with small classroom skits on relevant topics of social significance
3. Peer teaching
4. Project work
5. Assignments where students are encouraged to consult journals
6. e-learning promoted
7. Demonstrations
8. Student Seminars
9. Group discussions
10. Students encouraged to present research papers at National and International meets
11. Students encouraged to publish their research findings

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Faculty and Students of the department have actively participated in various events in the College:

1. Earth Day celebration
2. NSS camp

3. Blood donation
4. Gender sensitization
5. Tree plantation
6. Climate Change issues
7. Cyber crime awareness
8. International Conference in Psychology in the College in 2015
9. Online presentation of research papers/posters
10. Presentation of research findings in International Conferences in Psychology
11. Case studies
12. SKYPE for online presentation
13. TED talks

35. SWOC analysis of the department and Future Plans

Strengths:

1. Cooperative teachers
2. Multiple teaching methods
3. Interactive student-teacher, student-student session
4. Disciplined environment
5. Good Infrastructure
6. Updated information imparted to students
7. Encouragement for research
8. Newer methods of learning by consulting journals/periodicals/magazines/latest books

Weaknesses:

1. Lack of standard fittings in the lab
2. Lack of lab assistant
3. Insufficient seating space
4. Field study not in the curriculum
5. An over busy schedule

Opportunities:

1. Post graduate program could be started
2. Internship
3. Student involvement in Counseling
4. Drug abuse awareness
5. Mental hygiene awareness
6. Mental well being awareness

Challenges:

1. Job oriented programs of other institutions
2. Integrated BA-MA courses
3. Frequent changes in University Policies

Future Plans:

1. Up gradation of the Psychology Lab to make it more modern to cater to the latest technological advancements
2. Introduction of field visits
3. More National as well as International collaboration with eminent Psychologists
4. Inter-College student exchange programs with Universities overseas
5. More students to publish their research findings and take interest in research

DEPARTMENT OF ZOOLOGY

1. Name of the department: Zoology

2. Year of establishment: 1975

3. Names of programs/courses offered: UG

4. Names of interdisciplinary courses and the department/units involved:
Botany, Geography, Chemistry, Psychology, Home science, Biotechnology

5. Annual/Semester/choice based credit system (program wise):

Program	Annual	Semester	Choice based credit system.
UG	√	√	√

6. Participation of the department in the courses offered by other departments: Cell biology to the students Biotechnology

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: IGNOU

8. Details of courses /programs discontinued (if any) with reasons: -

9. Number of teaching posts:

	Sanctioned	Filled
Assistant professor	2	2

10. Faculty profile with name, qualification, designation, specialization:

Name	Qual.	Design.	Spec.	No.of years of exp.	No. of Ph.D.'s guided
Ms.Shweta Thakur	M.Sc.,B.Ed.,M.Phil.	Asst. prof.	Entomology	4	-
Ms.Shivani Chauhan	M.Sc.,B.Ed.	Asst. Prof.	Physiology	1	-

11. List of senior visiting faculty: - Dr.M.L.Thakur (Scientist), Dr. Swati Patial

12. Percentage of lectures delivered and practical classes handled (program wise) by temporary faculty: 7.5%

13. Student-teacher ratio:

Level	Year	No. of students	No. of teachers	Student-Teacher ratio
UG	2011	33	2	17:1
	2012	35	2	18:1
	2013	78	2	39:1
	2014	117	2	59:1

	2015	87	2	44:1
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14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

	Sanctioned	Filled
Lab Assistant	1	1
College Administrative Staff	5	

15. Qualification of teaching faculty:

Qualification	M.Phil.	P.G.
	01	01

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grant received: ----

17. Departmental projects funded by DST-FIST, UGC, DBT, ICSSR, etc and total grants received: DBT grant under STAR COLLEGE Scheme fund granted of amount 42 lakh

18. Research centre/faculty recognized by the university: Library as the research centre for the college

19. Publications:

Name of faculty	Publications per faculty	Peer reviewed	Impact Factor
Ms.Shweta Thakur	8	2 National 6 International	0.3-3.14

20. Areas of consultancy and income generated:

- Faculty member in IGNOU teaching Applied physiology
- Resource Person in Himachal Pradesh University taking PMT classes for SC/ST
- Paper Setter for Bahara University

21. Faculty as members in:

a)National committees b)International committees c)Editorial boards:

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/program:

Name of the course	% of students done in –house projects
UG	100%

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/other agencies: -

23. Awards/Recognitions received by faculty and students:

- **Shreyaa Sharma** (B.Sc. Medical) has been awarded the prestigious Bedeian Pin, awarded late Dr. R.S. Pathania Memorial Award for excellence

in Botany, awarded all Rounder Student trophy by the Ex Bedeian's Association, 1st position in comedy poetry - intership Hindi Divas poetry competition, 1st position in the quiz organized by the Himachal Pradesh State Aids Control Society, Awarded Highly commended in the One act play in the youth festival.

- Ms.Neha(B.Sc. Medical) participated in painting competition and won first prize with cash amount worth Rs. 5000/- organized by NSS

24. List of eminent academicians and scientists/visitors to the department:

Eminent academicians/scientists	Field
Dr.M.L.Thakur (Scientist)	Department of science and technology.
Dr. Swati Patial (Gynaecologist)	Lecture on Menopause and Menstruation
Dr. Swati Patial (Gynaecologist)	Lecture on Breast Cancer
Dr. Mokta (Physician)	Lecture on Diabetes

25. Seminars/Conferences/Workshops organized & the source of funding

a) National: - 3 Conferences organized (Department of Computer Science funded by NAAC), NAAC sponsored conference on ICT, Department of Physics funded by UGC and IAPT)

b) International: - 4 Conferences organized (Department of Psychology funded by ICSSR, Department of Home Science funded by UGC , Department of Economics funded by Indian Economic Association and Department of English funded by UGC)

26. Student profile program/course wise:

Name of course	Year	App.received	Selected	Pass %
B.Sc.Medical	2011	40	30	90
	2012	33	29	96
	2013	25	12	100
	2014	70	35	100
	2015	43	29	100

27. Diversity of Students:

Name of the course	Year	% Of students from the same state	% of students from other states	% of students from abroad
B.Sc.Medical	2011	96.9	-	3.03
B.Sc.Medical	2012	97.1	-	2.85
B.Sc.Medical	2013	98.7	-	1.28
Zoology major	2014	97.5	1.70	0.86
Zoology major	2015	95.4	4.59	-

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services etc.? -

29. Student Progression:

Student progression	Percentage against enrolled (%)				
	UG to PG	2011	2012	2013	2014
30%		40%	40%	67%	17%

30. Details of infrastructural facilities

Library, Internet facilities for staff and students, Classrooms with ICT facility, Student's laboratories, Research Laboratories- All facilities are available in the college

31. Number of students receiving financial assistance from College, University, Government or other Agencies:

- Fee concession to SC/ST, Bonafide Himachali
- SC/ST students take Scholarships from the government

32. Details on student enrichment programs (special lectures/workshops/Seminars) with external experts:

Dr.M.L.Thakur Scientist	Lecture on birds of H.P.
Dr. Vaneet Jishtu, Scientist Himalayan Forest Research Institute	Lecture on World Earth Day
Dr. Pushp Lata Sood (MD Gynaecology).	Lecture on Female Health & Hygiene
Mr. Rajan Sood Asstt. Director	Talk on conservation and management of fishes
Dr. D.D Sharma	Presentation on 'Climate Change: Impacts & Future Challenges'
Mrs. Anu Nagar (IFS)	Awareness talk on Ecology
Dr. Ashwini Sood (Paediatric and Neonatal Unit)	Talk on benefits of breast feeding
Dr. Mudita Gupta (M.D, Dermatology)	Talk on Acne Management
Dr. Anmol Gupta	Workshop on Rabies

33. Teaching methods adopted to improve student learning:

Chart display method, Specimen display method, Group discussion method, Question-Answer method, Flip-Flop, Textra, Brain Storming, Field Surveys, Posters and Flex, Exposure trips, Demonstration through dissections, Smart boards, Audio-Visual aids, Quiz, Storytelling, Group presentation, Case study etc.

34. Participation in institutional Social responsibility (ISR) and extension activities:**ISR**

- Environmental awareness programs
- Blood group and Hb detection programs

- iii. Blood donation camps
- iv. Tree plantation
- v. Social awareness rallies like “Save girl child” etc

Extension Activities:

- i. Monitoring the biodiversity in the campus
- ii. Nature camp and trekking program in Manali for nature awareness
- iii. Vermicompost Unit in the campus
- iv. Educational tours to various research institutes to develop scientific attitude
- v. Lecture on Cyber Crime by Ms.Satwant Atwal (Inspector General of Police CID cyber crime)
- vi. Visiting Govt. Primary School for interacting and counselling the students

35. SWOC analysis of the department and future plans:

Strengths:

Dedicated and qualified teacher
Updated curriculum
Multiple teaching methods
Updated Notice boards
Peer teaching
Congenial learning atmosphere
Free Wi Fi access
Teacher Availablitiy after class hours

Weakness:

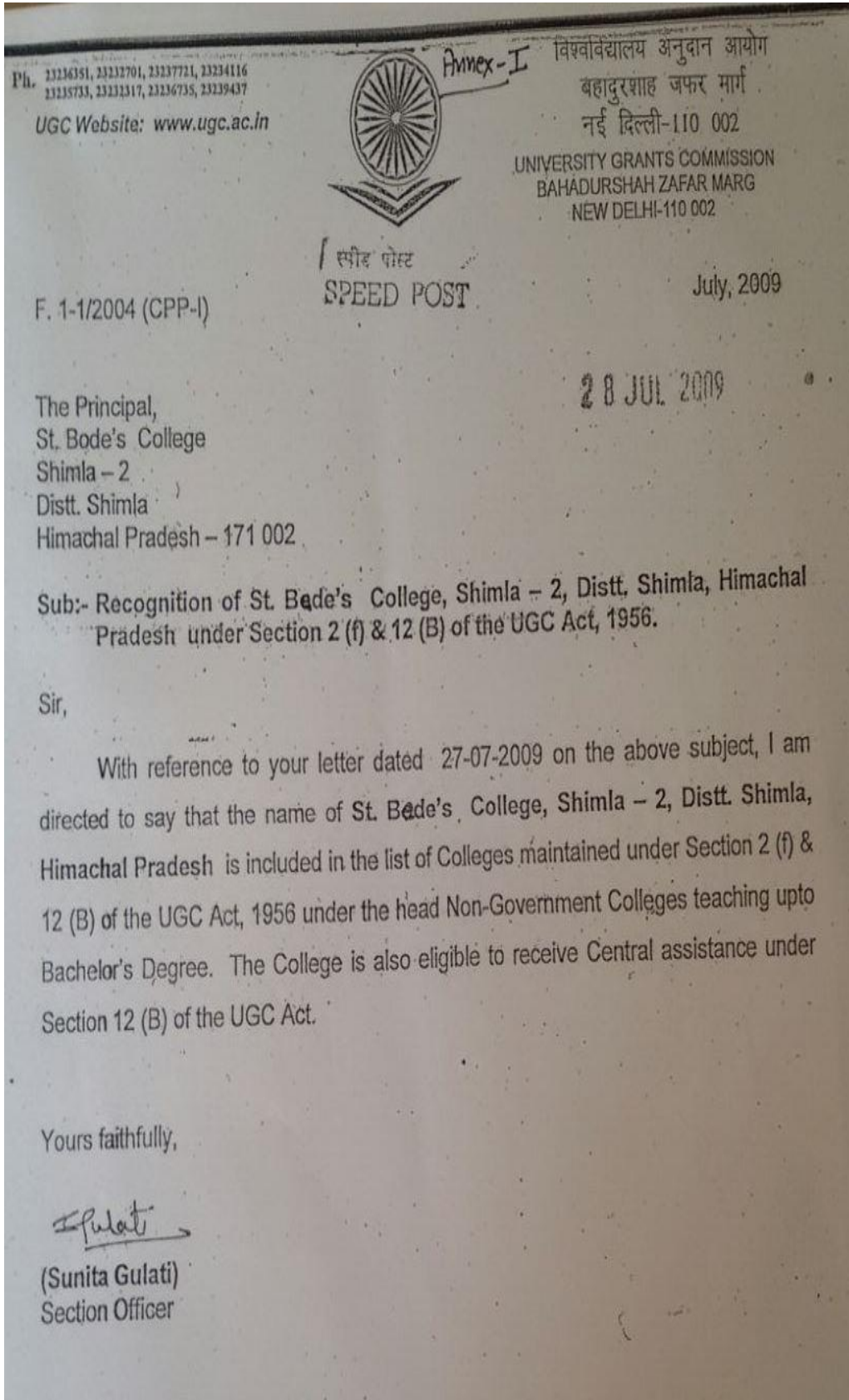
Lack of advanced equipments in the laboratories
Inadequacy of fund to conduct various programmes and activities
Working on insects are not feasible due to unfavorable conditions

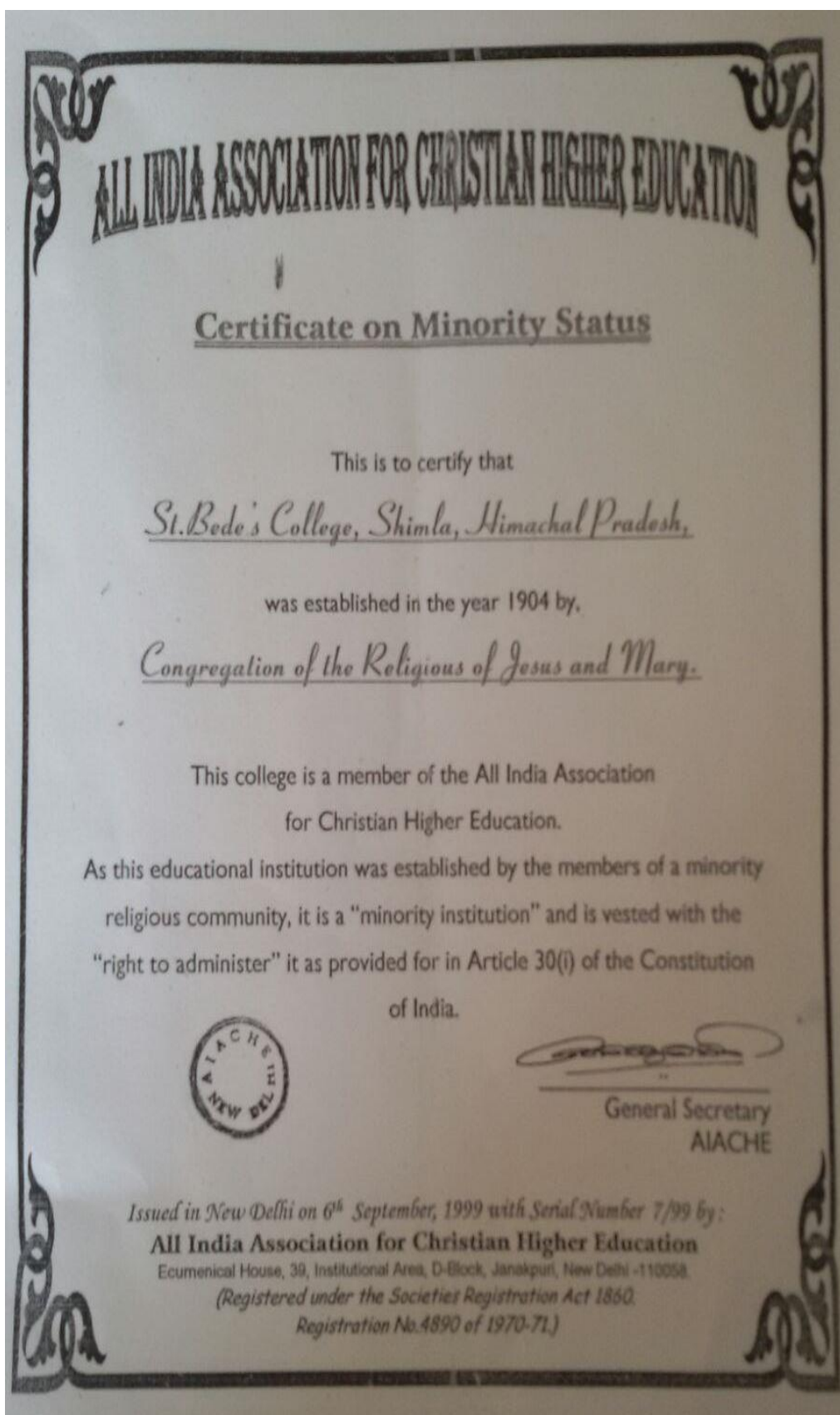
Challenges:

To enhance placements for students
To promote self employment
Regularization of teachers
Improving student academic competence

Future Plans:

- Short term course on Taxonomy
- National Seminar/ Conference
- Attend more refresher courses







St. Bede's College

Shimla-171002

(UGC-NAAC "A" Grade Re-Accredited)

College with Potential for Excellence

Phone: 0177-2842304, Fax:- 0177-2842498

www.stbedescollege.in

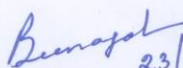
E-mail:- bedescollege@gmail.com

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this self-study report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer Team will validate the information provided in the SSR during the Peer Team visit.


23/12/2015
Signature of the Head of the institution with seal:

Place: Shimla

Date: 23rd December, 2015.

**Principal
St. Bede's College
Shimla - 2**

ABBREVIATIONS

AMC: Annual Maintenance Contract
AIESEC: International Association of Students in Economic and Commercial Sciences
BBM,Jalna: Badrinarayan Barwale College
BOS: Board of Studies
BES: Bede's Extension Services
CCTV: Closed Circuit Television
CFL: A compact fluorescent lamp
CCA: continuous and comprehensive assessment
CBCS: Choice Bases Credit System
DBT: Direct Benefit Transfer System
DFSM: Dietetics and Food Services Management
DNHE: Diploma in Nutrition and Health Education
EBA: Ex Bedeian Association
EVS: Environmental Studies
EPFO: Employees' Provident Fund Organization
FIBA: International Basketball Federation
HOD: Head of Department
HPSPCB: H.P. STATE POLLUTION CONTROL BOARD
ICSSR: Indian Council of Social Science Research
IQAC: Internal Quality Assurance Cells
INFLIBNET: National Library and Information services Infrastructure for Scholarly Content
IGNOU: Indira Gandhi National Open University
ICT: information and communications technology
IFBI: Institute of Finance, Banking and insurance
IBS:ICFAI Business School
IFFCO: International Federation of Catholic Universities
IEA: Indian Economic Association
INTACH: Intangible Cultural Heritage
LIC: Life Insurance Corporation
LCD: Liquid Crystal Display
LED: light-emitting diode
MOU: Memoranda of understanding
MSDN: Microsoft Developer Network
MYSQL: Structured Query Language.
MRCP: Mentoring remedial Counseling Programme
MTA: Microsoft Windows Training and Application
NDRF: National Disaster Response Force
NSS: National Service Scheme
NAAC: National Assessment and Accreditation Council
NSO: National Science Olympiad
NZIAPSM: North Zone Indian association of Prevention and socialMedicine
OER: Open Educational Resources
OPAC: Online Public Access Catalog
PCB: Printed Circuit Board
PIBM: Pune Institute of Business Management
PHP: Hyper Text Preprocessor

SJVNL: Satluj Jal Vidut Nigam limited

SWOC: Strengths, Weaknesses, Opportunities and Challenges

TED: Technology, Entertainment, design

UNDP: United Nations Development Program

UCBS: University College of Business Studies

UGC: University Grant Commission

UFB: University of Fraser Valley

WWF: World Wide Fund for Nature