



SUPPORTING DOCUMENTS

3.5.2

NUMBER OF FUNCTIONAL MOUS WITH NATIONAL/ INTERNATIONAL INSTITUTIONS



SALESIAN COLLEGE, SILIGURI

Name of the MOU	Link
MOU signed between Salesian College, Siliguri and St. Bede's College Shimla	MOU
	Introduction
	List of activities done under MOU



MOU SIGNED WITH SALESIAN COLLEGE, SILIGURI

MOU was signed on June 11, 2022 with St. Bede's College and Salesian College, Siliguri with the aim of sharing human resources, student development program, value education, extension activities and joint research projects and publication. Under this MoU, FDP was organised by the IQAC, St. Bede's College Shimla and the resource person was Prof. Fr. George Thadathil Principal Salesian College, Sonada who enlightened the faculty members on how to move towards NAAC Accreditation- Fourth Cycle.

LIST OF ACTIVITIES UNDER MOU

PROGRAM SCHEDULE

FDP: MOVING TOWARDS ACCREDITATION-4TH CYCLE

10th May 2023

Goals:	Being Ready to Submit the SSR by June 2023 end		
Measures of Effectiveness:	FDP for Team Building: Review of Present Status Setting Goals Overcoming Personal Hurdles Addressing Group Weakness Commitment to Common Objectives		
Time	Session	Criterion Group	Department Groups
9:30 am	Opening/Prayer/Inauguration	Yes	Yes
10:00 am-11:00 am	World Cafe	All	All
11:00 am	Break		
11:15 am-12:45 pm	Visioning NAAC @SBC	Yes	Yes
12:45 pm	Lunch		
1:30 pm-2:30 pm	Brainstorming Solutions		Yes
2:30 pm-3:15 pm	Facing the Challenges	Yes	
3:15 pm	Break		

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10 MAY 2023

REVIEWING QUALITY IN COLLEGE



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THE FRAMEWORK OF ASSESSMENT ON QUALITY: INTERNAL & EXTERNAL

- Curricular Aspects
 - Teaching and Learning
 - Research Consultancy and Extension
- Infrastructure and Resources
 - Student Support and Progression
 - Governance, Leadership and Management
- Institutional Values and Best Practices



The FDP (Faculty Development Program) began at 9:30 am with a meditation session, a simple mindfulness exercise to help participants relax and focus their minds.

MY IMPRESSIONS



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Activity 1 of the FDP involved a World Café style exercise where faculty members were divided into seven groups of six individuals each. The objective of the activity was to allow participants to introduce themselves and share their experiences and emotions related to the previous or pending NAAC visit.

NAAC

THE BEFORE & THE AFTER



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DO WE DARE GO THE FULL WAY?

People continually expand their capacity to create the results they truly desire

New and expansive patterns of thinking are nurtured

Collective aspiration is set free

People are continually learning how to learn together



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Activity 2 of the FDP involved a realistic assessment of the faculty members' current status in terms of their work on the SSR (Self-Study Report) and suggestions for improvement in the coming 5 years.

IQAC/AQAR/SSR &
YOU

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Benefits of Accreditation

- Institution to know its strengths, weaknesses, and opportunities through an informed review process
- Identification of internal areas of planning and resource allocation
- Collegiality on the campus
- Funding agencies look for objective data for performance funding
- Institutions to initiate innovative and modern methods of pedagogy
- New sense of direction and identity for institutions
- The society look for reliable information on quality education offered
- Employers look for reliable information on the quality of education offered to the prospective recruits
- Intra and inter-institutional interactions

CRITERION-1 Curricular Aspects	
What we have done	Suggestions/Challenges for improvement
<p>Curricular Planning & Implementation:</p> <p>1.1.1 Academic calendar, minutes of the meeting, time table, workload, mid-term examinations, Annual Examinations, Promotion, BIPs, annual letters, CCA, Courseplans, Recruitment related information from 2017-2018 onwards has been collected and compiled.</p> <p>1.2.1 Majority of the data related to add-on/ certificate courses for the last five years has been collected & compiled.</p> <p>1.2.2 Complete (percentage of students enrolled in certificate add-on courses)</p> <p>3.1 Curriculum Enrichment:</p> <ul style="list-style-type: none"> - Data related to ethics, yoga, human values seminar etc. has been collected for all the five years. completion work is in progress. - Students undertaking projects: - majority (99%) work is done. 	<p>1) Data from several departments/ societies/ clubs is still required to be uploaded on the website.</p> <p>2) CCA completion work is still in progress.</p> <p>3) Recruit for this year - 2019-2021</p> <p>4) Data for the session 2021-22 is still needed.</p> <p>5) Original certificates (if) of add-on courses are not available. Prints will be made as per request by the Principal.</p> <p>6) Website needs to be updated for activity reports for making links.</p> <p>7) Departments & societies need to have work documents with them in soft & physical/ hard copies.</p> <p>8) One part of completion work is remaining.</p>

TEACHING, LEARNING & EVALUATION	Criterion-2	Challenges:
2.1.1	Enrollment percentage - Done	1) Formatting Demand
2.1.2	%age of reserved seats - Done	2) Categorisation of data
2.2.1	Student full-time teacher ratio - Done	3) Maximum coverage
2.3.1	Student Centric Methods using ICT tools-	
	<ul style="list-style-type: none"> Experiential Learning Participative Learning Problem Solving Methodologies ICT Tools 	
	Still struggling with it.	
2.4.1	%age of full time teachers against sanctioned posts - old categories	
2.4.2	%age of full time teachers with NET/SET/PhD etc - Done (PAN Numbers)	
2.5.1	Mechanism of IA/EA and grievance redressal system is time bound -	
2.6.1	POs and COs for all programmes are stated and displayed. Attainment of POs and COs -> working on suggestions given by Father's yesterday.	
2.6.2	Pass %age of students of the last five years - 2017-18 -> Major 2022-23 -> Result circulation	
2.7.1	Online student satisfaction survey -> To be conducted by NANC	

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WORK DONE Research, Innovation & Extension (CRITERIA-3) Suggestions

- 1) Research Projects : Documents funded by govt. agencies received
- 2) Innovation Ecosystem : Newsletter
- 3) Workshops - complete on IPR/RM/Entrepreneurship
- 4) Research Papers & Books - complete
- 5) Extension activities - complete (final PDF's to be made after discussion with the co-ordinator)
- 6) Internships - complete
- 7) MoU - 3 MoU's left (2022-23) information that provided

- 1) Research Projects : Teachers to apply for research projects through govt. agencies in future
- 2) Innovation Ecosystem : Black Grid to be functional and can be used for creative generation; Long lab to be fully fully functional; Herbal Garden; Introduction of more medicinal plants; Recycling unit to be more upgraded; Students photographs should be mandatory; Encourage students preparation for startups and check the result details and. Make department, notice board of NPA.
- 3) Research Papers - UGC-CARE list Scopus only as it is the demand of NPA.
- 4) Books - Teachers to write source books attend online workshops to enhance their writing skills
- 5) Extension activity - Quality based activity where the society has being benefited for same. A feedback had to be attached.
- 6) Internship - MoU to be signed by the distt college by with govt agencies for better hand-on experience
- 7) MoU - Working MoU. Inform students about the importance of MoU. Promotion of MoU through formal of cell/office

CRITERIA-4 (Physical Infrastructure & Learning Resources)

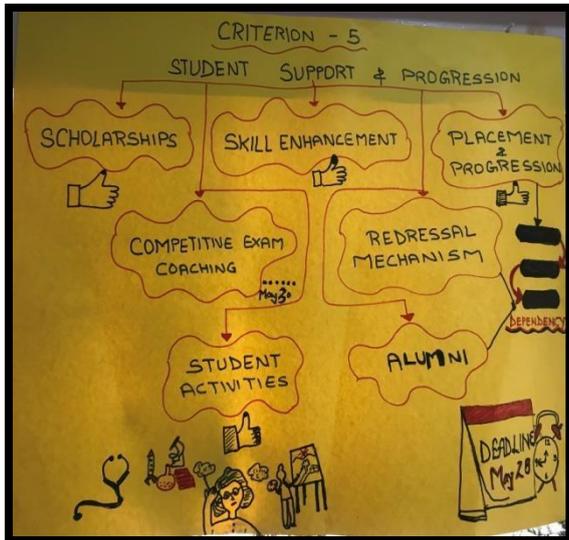
Where we Are?

- Beautiful Campus
- Wi-Fi Enabled Campus.
- Smart Classrooms
- State of the Art Library (more than 35000 Books)
- Archives
- E-Resources
- Well-Equipped Laboratories, with modern Equipment
- Good Sports Infrastructure.
- Spacious Infrastructure for Co-curricular extra-curricular activities.
- Excellent Hostel facility.

VISION
"To see the College, amongst the Top Colleges of the world"

What Needs to be Done?

- Disabled Friendly Infrastructure.
- Internet Speed to be increased.
- Upgradation of Existing Computers and more new Computers to be added.
- No. of Smart Classrooms to be increased.
- No. of Physical Users and E-users (no's to be increased).
- Average amount of expenditure on maintenance to be increased.
- Infrastructure Augmentation to be improved.
- All the Laboratory equipments should be in working Conditions.
- Sports Infrastructure to be enhanced.



LEADERSHIP, GOVERNANCE AND MANAGEMENT

CRITERIA-6

What we have done

1. Student-centric Approach
2. Add-on Council
3. International and National Meets
4. Skill Cell
5. New Scholarship Scheme
6. FDPs / workshops / Seminars
7. LMS platform for Learning
8. E-Governance - MS Team, Intranet, MS Teams, Zoom, etc.
9. Extension Activities - NCC / NSS
10. Decentralization mode of working - District/Cell / NKS club
11. Research Promotion in the college + giving financial assistance for the same
12. Applied for study in other programme

CHALLENGES

- 1. Time-bound chair
- 2. Month-Testing
- 3. Collection of documents

What we can do

1. Emphasizing Vocational Education - Form - Entrepreneurship Development Cell
2. Nutritionist
3. Skill Enhancement Council - Enhancing Language Lab
4. Collaboration with Industry + Foreign Institution
5. Strengthening Placement Cell

Work to be Done

1. SSR to be completed
2. NBAR 2022-2023
3. Summary of Criterion

Team Members: Dr. Isha Sharma, Ms. Shivani Shinde, Dr. Sandip Shastri, Dr. Vandana Chauhan, Dr. Maheshwar Singh

CRITERIA-7

BEST PRACTICES

Present

- 1) GENDER BASED ACTIVITIES
- 2) COMMEMORATIVE DAYS
- 3) GREEN INITIATIVES
- 4) AUDITS
- 5) DISABLED FRIENDLY CAMPUS
- 6) INCLUSIVENESS (SPORTS)
- 7) BEST PRACTICES
- 8) INSTITUTIONAL DISTINCTIVENESS

Futurestic

- 1) MORE TRAINING PROGRAMS BASED ON GENDER EQUITY
- 2) GENDER-BASED EXTENSION ACTIVITY
- 3) CELEBRATION OF DIVERSITY
- 4) MAKE USE OF RENEWABLE SOURCE OF ENERGY
- 5) WASTE WATER TREATMENT
- 6) BIO-GAS PLANT
- 7) COMMERCIALIZATION OF COMPOST
- 8) FOLLOW UP OF TREE PLANTATION
- 9) E-WASTE and BIO-MEDICAL WASTE MANAGEMENT
- 10) REGULAR AUDITS TO BE CONDUCT
- 11) MORE FACILITIES TO BE PROVIDED
- 12) SPORTS QUOTA TO BE PROVIDED
- 13) BEING MORE INNOVATIVE

NOTES: WORKING ON AQAR-2022-23 AS PER THE INSTRUCTIONS GIVEN BY THE NAAC CO-ORDINATOR. SSR - 95% DONE.



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Activity 3 of the FDP involved a brainstorming session to identify what more faculty members could do as a department and as a member of the criterion group.



Arts

What More We Can Do?

- Skill based courses needs to be introduced.
- Vocational courses
- Strong mechanism for student progression.
- Internships
- More interdisciplinary activities.
- Inter college fests
- More MOUs with industries.
- focus on cultural diversity.
- MOUs with coaching institutes
- Permission/financial assistance for attending seminars, FDPs, refresher, induction & cultural programs.
- More activities focused on community outreach.

In the next five years.....

- Entire staff will be Ph.D.
- Autonomous college.
- The college will be A++
- More PG, certificate, diploma courses will be introduced.
- Increased student strength.
- Centre of Excellence with top ranking college
- More research oriented and more recreational activities.

How to increase the strength of students?

- Media social media engagement advertisements
- Student involvement
- Alumni Interactions
- Introducing professional/specialised courses
- Better placement opportunities for students

Science

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Science
5 Years Down the Lane

1. Proper coaching cell
2. 70±10% students enrolled in internships
3. Introduction of Higher Degree Courses
4. Common Research Facility (Instrumentation facility)
5. Outreach Based Activities (Community)
6. Science Magazine
7. Better Teacher - Student Ratio (Placements, internships, Resource room, marketing)
8. Labs with ICT enabled facilities

Science
Strategies to improve Student No.

- 1) Coaching Courses
- 2) More Industrial Internships
- 3) MOUs with Industries
- 4) Educational Trips (Exponential Learning) & field visits
- 5) Placements
- 6) ICT tool Enhancements
- 7) Research based Learning
- 8) e-Resources
- 9) Skill based Courses
- 10) Outreach activities

Marketing

- 1) Social media marketing
- 2) Fb, Insta page updates
- 3) Youtube based video blogs

Professional Courses (B. Com/BBA/ Economics/ Computer Science)

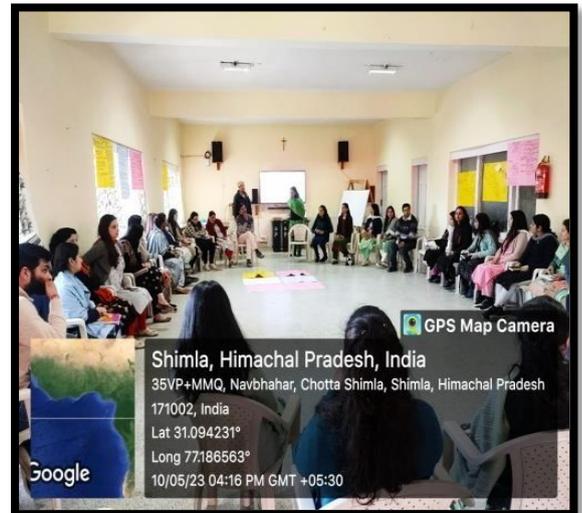
ECONOMICS	COMPUTER SCIENCE	COMMERCE & MANAGEMENT
<ul style="list-style-type: none"> - To Start Skill based Courses, Excel, SPSS - Collaboration with industries for hands on training - To collaborate with external agencies to provide coaching for competitive exams. - To encourage students to go for internships - To start work and earn programs - To strengthen community outreach programs - To start research project surveys, field trips - To strengthen the honesty store - To open the certificate course to open avenues to students 	<ul style="list-style-type: none"> - More placements. - Attract more students in a campus. - Start industry ICT based content. - More clubs - More Activities & Workshops related to latest technologies 	<ul style="list-style-type: none"> - Faculty Exchange Program - MOUs with External Coaching Institutes - More Placement drives - Focusing on scoring University Positions - Looking Forward for Foreign Collaboration - Improvement in Student enrolment rate. - Organising more webinars, FDPs, Seminars and Workshops at National & International level - Looking Forward for more inter industrial visits. - More Research papers & Books authored by teacher

B.Sc. / B.A. / B.Com / B.A. Computer Applications	BBA, B.Com & M.Com	ECONOMICS
<ul style="list-style-type: none"> - University Support - Community Outreach Program/Activities - Start Honesty store, Eco Division - Hand on experience by organizing workshops. - Most of students working in MNCs provide assistance to external work. - IT info 	<ul style="list-style-type: none"> - NEWSLETTER Since 2012 - 100% Result Consistency - Qualified in Various Competitive exams - Financial Literacy Programs - Many students holding good positions in Corporate Sector - Internships - Industrial visits - Motivating students by Swachh Courses. - Improved Coaching for Competitive Exams - Organizing Experiential learning - Organized Many Webinars, FDP's and One International Seminar. 	<ul style="list-style-type: none"> - Only college in H.P. offering Eco Home - University Rank holder - Have joined reputed institutes for Higher studies via London School of Economics - Well-placed like in KPMG, EXL group, Ministry of Commerce, Industries, Agro-economic industries to mention a few - First department to start publish Newsletter in other Dept. offer certificate in economics and finance - Organized Economics Olympiad - annually - Started Honesty Store - To Organize various comp. Like Hackathons, data making - funds used for community support - History Dept in Govt. sector (Assistant) - Dr. Vishal's 17 research papers have been published - Dr. Anurupa has published 7 books in various fields - UGC, ICSSR

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“Where there is a Will there is a Way”

— SBC & SCS/SC

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Report

Morning Session

On May 10, 2023, the IQAC of St Bede's College in Shimla organized a one-day Faculty Development Programme centered on the theme of "Moving Towards Accreditation- 4th Cycle." The event was held at Dina Hall, with Dr. Anupama Tomar, Head of the Department of Economics, delivering the welcome address. The program's resource person was Prof. (Fr.) George Thandathil, Principal of Salesian College in Darjeeling.

Prof. Thandathil is a distinguished scholar and academician with a doctorate from the School of Religion and Philosophy at the University of Madras. He has studied the Sri Narayan Guru Movement in Kerala and has been a NAAC assessor since 2012. In recognition of his contributions to the field, he was awarded the Silver Medal by the International Association of Facilitators in 2019.

The morning session began with reflective meditation aimed at helping the participants connect with their inner selves. Prof. Thandathil, an expert in philosophy and education, emphasized the importance of learning together to achieve institutional goals, which would ultimately benefit the upcoming college accreditation. He focused on Outcome-Based Teaching Learning (OBTL) and stressed the need for providing quality education to students to enhance their capabilities.

Prof. Thandathil advised that institutions must assess their strengths, weaknesses, and opportunities through an informed review process to prepare for future challenges. To deal with adverse situations and hurdles, he recommended practicing pranayama.

The session was divided into two activities. The first activity was a self-assessment and review in which the staff was divided into seven groups. Each group showcased their creativity with pictorial presentations highlighting their achievements, failures, fears, hurdles, and positive approach towards institutional goals. The second activity focused on the criteria for self-assessment for the upcoming NAAC. Each criterion highlighted their progress and future plans along with their challenges.

Prof. Thandathil emphasized the importance of meeting deadlines and balancing time management, discipline, and hard work. The program was intellectually stimulating and enriching for the participating faculty. The session concluded at 1:45 pm, followed by lunch.

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Report

Evening Session

During the Evening Session of this FDP, the faculty members were divided into three broad department-wise groups – the School of Sciences, the School of Social Sciences and Humanities, and the Commerce, Management, and Economics Departments. They assessed themselves based on qualitative and quantitative parameters, which involved the self- satisfaction of doing meaningful work purposefully and tracing student progression, teaching modules, best practices, etc.

Each group had a brainstorming session, and their ideas were put down in charts, following which they made school-wise presentations. The mutual points discussed across departments included the introduction of MoUs with coaching institutions or introducing coaching classes for competitive exams, better social media outreach with handles managed by the students for the students, the need for common research/instrumental resources for students and faculty, department-wise newsletters/magazines, more ICT enabled classrooms and labs, more industrial/field trips, more hands-on training through skill-based workshops, certificate courses, and internships, more inter-college fests, cultural exchange programs and community outreach, better placement scenarios, and the need for better student-teacher engagements.

Overall, the programme was a success, and the faculty members found it refreshing and eye-opening. They expressed a renewed zeal to work towards achieving their goals. The faculty members acknowledged that there was a sense of satisfaction in their work, and they were excited about the energy that vibrated within the faculty groups. The closing session ended with a meditation session of 10 minutes.

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Action Plan

After attending the Faculty Development Programme, the faculty of St. Bede's College were inspired to put together an action plan aimed at moving towards the fourth cycle of accreditation. The program's resource person, Prof. (Fr.) George Thandathil, instilled in the faculty members the importance of quality education and the need for institutions to identify their strengths, weaknesses, and opportunities to prepare for future challenges.

The action plan involved a comprehensive assessment of the institution's progress, taking into account the qualitative and quantitative parameters, including student progression, teaching modules, best practices, and meaningful work purposefully. The faculty members brainstormed ideas in department-wise groups, identifying areas for improvement and innovative practices.

The action plan includes the introduction of Memorandums of Understanding (MoUs) with coaching institutions, the provision of coaching classes for competitive exams, better social media outreach, and the need for common research/instrumental resources for students and faculty. It also includes department-wise newsletters/magazines, more ICT enabled classrooms and labs, more industrial/field trips, and hands-on training through skill-based workshops, certificate courses, and internships. Additionally, the plan focuses on organizing inter-college fests, cultural exchange programs, and community outreach, improving placement scenarios, and better student-teacher engagements.

The educators at St. Bede's College expressed their renewed enthusiasm and zeal towards achieving their institutional goals. They acknowledged the sense of satisfaction in their work and the energy that vibrated within the faculty groups. Overall, the Faculty Development Programme was a success, and the action plan devised by the faculty members aims to enhance the quality of education and ultimately prepare the institution for the upcoming cycle of accreditation.

Additionally, the action plan created by the faculty will be instrumental in addressing the areas of improvement and enhancing the strengths of the institution, ultimately leading to a higher score in the upcoming NAAC cycle. By identifying and focusing on the key areas of assessment, the faculty of St. Bede's College is taking a proactive approach towards achieving accreditation and improving the quality of education provided to the students. The implementation of the action plan will undoubtedly lead to the fulfillment of institutional goals and objectives, and the college will continue to strive for excellence in the field of higher education.

Dr. Anupama Tandon Tomar
Coordinator IQAC

Prof. (Sr.) Molly Abraham
Principal and Chairperson IQAC

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IQAC St. Bede's College		
ATTENDANCE SHEET (2022-23)		
Name of the Activity: FDP on Moving Towards Accreditation -4 th Cycle		
Date:- May 10, 2023 (Morning Session)		
Organising unit: IQAC		
No. of teachers participated:- 44		
S. NO	NAME OF THE FACULTY	SIGNATURE
1.	Prof. (Sr.) Molly Abraham	
2.	Dr. Sapna Sharma	
3.	Dr. Anupama Tandon Tomar	
4.	Dr. Deepti Pajni	
5.	Dr. Gitanjali Mahindra	
6.	Mr. Manu Mahajan	
7.	Dr. Savita Rana	
8.	Ms. Charu Mukerjee	
9.	Ms. Raman Bassi	
10.	Ms. Priyanka Mehta	
11.	Ms. Punam Chauhan	
12.	Ms. Unnatti Chauhan	
13.	Dr. Vishal Chauhan	
14.	Ms. Swati Kapil	
15.	Dr. Vandana Thakur	
16.	Ms. Saigdhya Bhatt	
17.	Ms. Anjana Devi	
18.	Dr. Devina	
19.	Mr. Mohit Kumar	
20.	Ms. Akshita Dhiman	

21.	Ms. Jagriti Chauhan	
22.	Ms. Komal	
23.	Ms. Reena Thakur	
24.	Ms. Sangeeta Bali Sharma	A
25.	Dr. Ashwani	A
26.	Dr. Pankaj Ashish	
27.	Mr. Anoop Kumar	
28.	Mr. Sanjeev Kumar	
29.	Dr. P. Mary Santhi	
30.	Mr. Susheel Kumar	A
31.	Dr. Kanu Mehta	
32.	Dr. Jyotika Brari	
33.	Dr. Shweta Thakur	
34.	Ms. Shivani Chauhan	
35.	Mr. Nishant	
36.	Dr. Maheshwar Singh Thakur	A
37.	Ms. Madhu Bala	
38.	Ms. Preeti Kaundal	A
39.	Dr. Kusum	
40.	Ms. Neha Walla	
41.	Ms. Nivedita Bhardwaj	
42.	Dr. Shruti Gupta	
43.	Dr. Navdeep Thakur	
44.	Ms. Annette	

Sample Attendance Sheet

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