



**SUPPORTING DOCUMENT
FOR
7.1.1**

ANNUAL GENDER SENSITIZATION ACTION PLAN



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St. Bede's College Shimla-171002
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MINUTES OF THE MEETING (Second)

Date: 18/11/2024

Time: 10:30 A.M.

Venue: IQAC room

Mode of Platform: Hybrid mode

The opening remarks were followed by Confirmation of Minutes and Follow-Up Action Report of the 1st IQAC Meeting. The minutes of the 1st IQAC meeting held on September 12, 2024 were circulated among all members prior to the meeting. The minutes were proposed by Ms. Komal Sharma and seconded by Ms. Snigdha Bhatt. The External expert Prof. Pushpanadham, Industry representative Prof. N.K. Goyal and Alumni representative Ms. Geeta Kapoor joined the meeting online. The committee reviewed and resolved to confirm the minutes of the 1st IQAC meeting held on September 12, 2024. It was resolved that the follow-up actions taken based on the decisions from the 1st IQAC meeting held on September 12, 2024, be noted, and approved. For the second IQAC meeting Prof. Pushpanadham, and Alumni representative Ms. Geeta Kapoor joined the meeting online.

IQAC coordinator acquainted the IQAC members to the actions taken on the decisions made in 1st IQAC Meeting and read out the agenda of the 2nd IQAC meeting which comprised the following:

- Review of previous cycle feedback
- Strengthening curriculum and pedagogy
- Promoting Research and Development
- Student Development and Support Programs
- Focus on Gender sensitization and inclusivity
- **Community Engagement and Extension activities**
- Alumni Engagement and Support
- Strengthening of IQAC Processes
- Planning for next Accreditation cycle
- Suggestion and Recommendations



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S.No.	Agenda	Minutes	Duty Handed Over to
1	<ul style="list-style-type: none">• Review of previous cycle feedback	Action taken report of the previous meeting was presented	
2	<ul style="list-style-type: none">• Strengthening curriculum and pedagogy	<ul style="list-style-type: none">• Dr. Shweta apprised the members about various softwares being currently used by the faculty members such as Erdas, ArcGIS, Quantum GIS, Digital Linguistic Mentor software, ZEISS and ChemSketch software. MS Access and web-based tools like GNU plot and offers training in Python, JavaScript, HTML, C, C++, ASP.NET, Photoshop, and SPSS to enhance teaching learning process.• Prof. Ramesh advised to start certificate courses. He ensured to start inter-disciplinary courses for which various modules will be created in sync with the MOOCs offered by the government.• Student Strength: It was suggested that all the events organized in the college should be reported and uploaded on the institution's social media accounts running on different platforms with catchy taglines to attract more audience. Students should be encouraged to share the	<p>Academic monitors to delegate the preparation of MOOC modules for upcoming NEP.</p> <p>All HoD's and Conveners are requested to ensure that the event report is prepared promptly after each event and kept ready for presentation if required.</p>



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		posts with an incentive for those whose posts get a higher reach.	Additionally, the same report should be sent to Ms. Neha Walia for the Facebook and Instagram pages. A concise version of the report, along with photographs, must be submitted on the same day as the event.
3	<ul style="list-style-type: none">Promoting Research and Development	To increase the research aptitude in faculty members, Prof. Goyal suggested that research appreciation rewards should be given. Target oriented research activities should be encouraged among the faculty members.	Convener Dr. Sapna Sharma Research Development Cell to look into the matter.
4	<ul style="list-style-type: none">Student Development and Support Programs	<p>The external members recommended that all the stakeholders of the institute should be a part of the Feedback Process before starting any Skill Development programmes. Further, it was also suggested to record the feedback on the progress of previous skill courses offered by the college. Courses should be designed to cater to the demands and needs of all the streams including Humanities.</p> <p>Dr. Pushpanadham also suggested to tailor skill based self-finance programmes which are innovative and need based according to the market demand.</p> <p>It was deliberated and suggested that the Alumni and Placement Cell should work together to keep a record of the alumni and student progression. Alumni meetings can be conducted at different locations as well.</p>	<p>Student Advisor Dr. Anupama Tandon to enquire from the Student Council and take their Feedback on skill courses to be offered to them as per their interest.</p> <p>Dr. Deepti Pajni and Dr. Raman Bassi to take the charge and do the needful.</p>



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5	<ul style="list-style-type: none">Focus on Gender sensitization and inclusivity	Dr. Shweta informed that a proposal of 1,80,000 lakhs has been submitted to NISD in which Ms. Unnatti, Convener-Women Cell has worked on intergenerational bonding in colleges. It was suggested by Dr. Geeta Kapoor, that more programs related to Gender sensitization with an intergenerational approach should be introduced in the college.	Ms. Unnatti Chauhan to plan and organize inter-generational bonding activities.
6	<ul style="list-style-type: none">Community Engagement and Extension activities	Dr. Shweta apprised the members about various activities which have been conducted under Unnati Bharat Abhiyan. Dr. Shweta highlighted that the initiative taken under Balika Ashram has been initiated to create a societal impact. She also emphasized that participation in Swachh Bharat activities, health awareness and environmental initiatives are being conducted on regular basis.	Convenors of UBA Dr. Ashwani and Dr. Kusum to prepare a schedule and start conducting the activities in the adopted villages accordingly. Dr. Shweta Thakur to prepare a list of teachers who volunteer to provide their services on holidays for upliftment of children in Balika Ashram Mashobra.
7	<ul style="list-style-type: none">Alumni Engagement and Support	Dr. Shweta mentioned that 210 members have been registered in the Alumni WhatsApp group. Ms. Geeta Kapur emphasized to identify renowned Alumni and organize more programs. Small Alumni meet to be conducted at department level was suggested by Prof. N.K. Goyal.	Dr. Deepa Pajni to look into the matter.
8	<ul style="list-style-type: none">Strengthening of IQAC Processes	To strengthen IQAC Processes, IQAC to regularly monitor and assess internal quality initiatives and make necessary adjustments.	IQAC members to plan quality initiative Programs.



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		<p>Dr. Shweta highlighted that every event conducted under the aegis of IQAC is monitored by taking feedback after every event.</p> <p>The experts advised to organize programs for faculty and administrative staff to indulge them in IQAC-led quality improvement programs</p>	
9	<ul style="list-style-type: none">• Planning for next Accreditation cycle	<p>Dr. Shweta appraised that the IQAC has started with preparations for the next AQAR submission with comprehensive documentation.</p>	<p>AQAR 2023-24 to be uploaded on the NAAC Portal before December 31st, 2024. Dr. Shweta IQAC coordinator to look into the matter.</p>
10	<ul style="list-style-type: none">• Others	<p>Prof N.K. Goyal suggested that letters of appreciations should be issued and recorded to uplift and encourage the faculty members for excelling in works assigned to them.</p> <p>Institutional Audits: On the matter pertaining to Institutional Audits, Prof. Ramesh suggested that the college must get the audit done by NAAC certified/recommended agency.</p> <p>Financial Support: Dr. Sapna Sharma raised the concern regarding lack of financial aid to organize activities for the students, to which Dr. Geeta Kapoor advised to reach out to the well-placed alumni of the college. Mrs. Kimi Sood suggested starting podcasts or interview</p>	<p>Master to be discussed with the Principal.</p> <p>Energy Audit, Green Audit and Fire Audit Convenors to take the charge of the matter.</p> <p>Dr. Sapna Sharma to brief about the certified/recommended agency.</p> <p>With respect to the initiation of Podcasts and Interview Channels, Student representatives Ms. Dianoor Aulakh and</p>



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		channels to reconnect with the eminent alumni of the college.	Ms. Mehak Chauhan delegate responsibility to the student council.
		Prof. N.K. Goyal ensured to organize a Cyber Faculty Hackathon for all the I.T experts in Himachal Pradesh within the college campus in the month of February, 2025.	Ms. Nivedita Bhardwaj to take the responsibility of the matter.

Proposed by: Dr Sapna Sharma

Seconded by: Ms. Punam Chauhan

Coordinator, IQAC

Dr. Shweta Thakur

Chairperson

18/11/24

Prof. Molly Abraham, *Principal*
St. Bede's College
Shimla



Second IQAC Meeting 2024-25

Date: November 18, 2024

Sr. No	Name of the Member	Designation	Signature
1.	Principal	Chairperson	<i>Mollym</i>
2.	Dr. Shweta Thakur	Coordinator	<i>Shweta</i>
3.	Deputy Co-ordinators	Ms. Komal and Ms. Snigdha	<i>Komal</i> <i>Snigdha</i>
4.	Prof. Ramesh Thakur (Director, IQAC Himachal Pradesh University, Shimla)	External Expert	<i>Ramesh</i>
5.	Prof. Karanam Pushpanadham (Department of Educational Administration, Maharaja Sayajirao University of Baroda)	External Expert	<i>ONLINE</i>
6.	Sr. Grace Joseph	Management Representative	<i>Grace</i>
7.	Dr. Kimi Sood (Former Councillor, Benmore) General Secretary Red Cross Himachal Pradesh)	Local Community Representative	<i>Kimi Sood</i>
8.	Ms. Geeta Kapoor (Retd. Director HR SJVNL, Addl charge: Chairman and Managing Director)	Alumni Representative	<i>ONLINE</i>
9.	Prof. N.K. Goyal (Chairman, Telecom Equipment Mfg. Association)	Employers /Industrialists/Stakeholder Representative	<i>N.K. Goyal</i>
10.	Admiral and Vice Admiral of the College	Student Representatives	
11.	Mr. Salil Sood	Administrative Officer	<i>Salil Sood</i>
12.	Ms Neha Walia & Ms Nivedita Sharma	Technical Staff	<i>Neha Walia</i> <i>Nivedita Sharma</i>
13.	Dr. Sapna Sharma	Department of Physics	<i>Sapna</i>
14.	Dr. Deepti Pajni	Department of English	<i>Deepati Pajni</i>
15.	Dr. Gitanjali Mahendra	Department of English	<i>Gitanjali Mahendra</i>
16.	Dr. Anupama Tandon	Department of Economics	<i>Anupama Tandon</i>
17.	Ms. Punam Chauhan	Department of History	<i>Punam Chauhan</i>
18.	Mr. Sanjeev Kumar	Department of Geography	<i>Sanjeev Kumar</i>
19.	Ms. Unnatti Chauhan	Department of Economics	<i>Unnatti Chauhan</i>
20.	Mr. Mohit Kumar	Department of Psychology	<i>Mohit Kumar</i>
21.	Mr. Maheshwar S. Thakur	Department of Chemistry	<i>Maheshwar S. Thakur</i>
			Left the College

Mollym
18/11/24

Principal
St. Bede's College
Shimla