

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

Name of the Institution	St. Bede's College
Address Line 1	Navbahar
Address Line 2	
City/Town	Shimla
State	HP
Pin Code	171002
Institution e-mail address	bedescollege@gmail.com
Contact Nos.	0177-2842304
Name of the Head of the Institution:	Dr (Sr) Beena John
Tel. No. with STD Code:	0177-2842304
Mobile:	8894135346

Name of the IQAC Co-ordinator:

Dr Ravi Bhushan

Mobile:

9816073535

IQAC e-mail address:

ravi_bs1@yahoo.com

NAAC Track ID (For ex. MHC0GN 18879)

HPCOGN11219

NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/17/A&A/29.3 dated 16-09-2016

Website address:

www.stbedescollege.in

Web-link of the AQAR:

<http://www.stbedescollege.in/Bedes4/AQAR16-17.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A		2004	3/5/04-2/5/09
2	2 nd Cycle	A	3.34	2011	8/1/11-7/1/16
3	3 rd Cycle	A+	3.54	2016	16/9/16-15/9/21
4	4 th Cycle				

Date of Establishment of IQAC : DD/MM/YYYY

15/07/2004

AQAR for the year (for example 2010-11)

2016-17

Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

i. AQAR 2015-16 submitted to NAAC on 21/08/2017

Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☐ Men ☐ Women ☒

Urban ☒ Rural ☐ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)

Name of the Affiliating University (for the Colleges)

Himachal Pradesh University

Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

No. of Teachers

No. of Administrative/Technical staff

No. of students

No. of Management representatives

No. of Alumni

2. 6 No. of any other stakeholder and community representatives

No. of Employers/ Industrialists

No. of other External Experts

Total No. of members

No. of IQAC meetings held

12

No. of meetings with various stakeholders:

No.

27

Faculty

11

Non-Teaching Staff/ Students

12

Alumni

1

Parents

PTA = 1 PTM = 1

Others:

Academic Monitors: 24
Core Coordinator : 6
Research Promotion Cell : 11
Community Outreach Cell : 6
Library Committee : 6
Placement Cell: 5
Cultural Society : 4
Media Cell : 18
Women Cell : 5
Environment Cell : 4
Election Committee : 4
Freshers' Welcome Committee : 4
Prize distribution Committee : 3
Time Table Committee : 2
Prospectus Committee : 3
Examination Committee : 4
Value Added Courses : 6
Grievance Redressal Cell : 2
NSS : 5
NCC : 4
Heritage Club : 2
Red Ribbon Club
: 2 Health Club :
2

Has IQAC received any funding from UGC during the year?

Yes

☐

No

☒

If yes, mention the amount

Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

17

International

1

National

State

Institution Level

16

(ii) Themes

International Conference

- Biodiversity : Current Scenario and Future Strategies

Symposium

- Himachal Echoes : Local and Global Perspectives
- Poetic symposium

Faculty Development Workshop

- Revolutionary Potential of Scholarship of Teaching and Learning

Development Programme for support staff

- Computer training
- Personality development
- Software Training

Workshop for students

- Yoga workshop

Seminars

- Evils of ragging
- Cyber crime and latest trends
- Environmental degradation and its impact on Himalayan Flora
- Mountain voices
- Blood donation awareness
- IT job opportunities after BCA
- Project development
- Budget 2016-2017
- Career guidance seminar

Significant Activities and contributions made by IQAC

- Organized the NAAC 3rd cycle Re-accreditation process. The college was awarded Grade A +
- Facilitated the NAAC Peer Team visit to the college from August 8-10, 2016
- Organized meetings with various stakeholders for disseminating information and effective management of the Peer Team visit
- Formed and assigned responsibilities to various committees for smooth conduct of Peer Team visit such as :Secretarial Assistance, Documentation, Technical, Finance, Media,, Travel, Hospitality,Cultural, etc.
- Supplementary report was prepared to reflect college achievements post SSR submission
- Perspective Plan for 2016-17 was prepared
- Monitored timely implementation of the perspective Plan for the session
- Planned for the starting of new PG Courses in Geography and Botany
- Motivated Academic Monitors and the Core Coordinator to regularly supervise academic activities
- UGC (CBCS) system was successfully implemented from the current session
- Plans were discussed for smooth roll out of honours courses in various subjects
- Facilitated organization of international conference and symposium
- Organized Faculty Development Program in collaboration with ICFAI
- Planned for the organization of several seminars on wide ranging themes
- Planned for the organization of PTM
- Feedback from parents, students and alumni was obtained
- Course Plans were asked to be prepared by the faculty
- Planned to strengthen the ICT infrastructure in the college
- Faculty was motivated to hold more programs of an interdisciplinary nature
- Planned for the augmentation of existing infrastructure and learning resources
- Ensured that regular meetings were held of the IQAC, UGC, ARC, RPC and RUSA, etc. committees.
- Ensured regular and smooth conduct of Value Education classes
- Monitored regular conduct of Morning Assembly as per schedule

Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

PLAN	OUTCOME
CRITERION I : CURRICULAR ASPECTS	
<ul style="list-style-type: none"> To implement UGC (CBCS) from the current session 	Implemented
<ul style="list-style-type: none"> Home science to offer courses for specialized study in : <ol style="list-style-type: none"> 1. Nutrition and Health Education 2. Apparel Design and Construction 	Introduced
<ul style="list-style-type: none"> English Honours course will be continued. Honours in Economics and Geography will be restarted. Psychology Honours will be introduced. 	Done
<ul style="list-style-type: none"> Pursue grant of NOC for MSc Geography and M Sc Botany with Govt. agencies 	NOC obtained
CRITERION II : TEACHING LEARNING AND EVALUATION	
<ul style="list-style-type: none"> An orientation program to be organized for teachers at the beginning of the session 	FDP organized with ICFAI on Research Methodology
<ul style="list-style-type: none"> Peer teaching, departmental periodicals and interdisciplinary activities will be continued 	Continued
<ul style="list-style-type: none"> Teacher and student exchange programs will be enhanced 	Strengthened
<ul style="list-style-type: none"> Internal benchmarking will be further strengthened 	Done
<ul style="list-style-type: none"> “Mountain Voices” in collaboration with Writers’ Symposium 	Done
<ul style="list-style-type: none"> Home Science Department to launch a newsletter 	In process
<ul style="list-style-type: none"> ICT to be strengthened further. Lease line speed to be increased 	Campus Whizz software being customised
CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION	
<ul style="list-style-type: none"> International Conference to be organized Botany and Zoology departments in Oct. 2016 	Organised
<ul style="list-style-type: none"> National Conference to be organized by Maths department in Dec. 2016 	Postponed

<ul style="list-style-type: none"> Maths Department to submit a project on “Analysis of magneto rotating effect on Synovial fluid” 	Prepared, awaiting UGC advertisement
<ul style="list-style-type: none"> Interdisciplinary seminar will be held by Home Science and Psychology Departments 	Done
<ul style="list-style-type: none"> More faculty will be encouraged to join PhD 	Encouraged
<ul style="list-style-type: none"> Faculty pursuing PhD will be provided support to complete submission 	IT infrastructure and leave facility provided
<ul style="list-style-type: none"> RPC will motivate more publications, presentations and project proposal submissions by faculty 	Regularly put up notices in this regard
<ul style="list-style-type: none"> Academic and NAAC consultancy opportunities will be explored 	Made available on college website
<ul style="list-style-type: none"> Institutional Social Responsibility initiatives will be enhanced 	Enhanced
<ul style="list-style-type: none"> Anti ragging seminar to be organized 	Organised
CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES	
<ul style="list-style-type: none"> Language lab to incorporate visual aids 	Projector installed
<ul style="list-style-type: none"> College IT infrastructure to be augmented 	Computer museum setup
<ul style="list-style-type: none"> College canteen will be extended 	Done
<ul style="list-style-type: none"> More RO water purifiers will be installed to provide clean drinking water 	Added
<ul style="list-style-type: none"> Under the Heritage Plan : <ul style="list-style-type: none"> ➤ Renovation of library to be undertaken ➤ Conservation and maintenance of Marian Block 	Under process, funds awaited
<ul style="list-style-type: none"> Extension of administrative block to be carried out 	Under process
<ul style="list-style-type: none"> Various science labs to be extended 	Under process
<ul style="list-style-type: none"> Sports facilities to be augmented 	Ship wise competitions were held
<ul style="list-style-type: none"> Library to acquire more text books, reference books, journals, CDs, videos and kindles 	Acquired and increased
CRITERION V: STUDENT SUPPORT AND PROGRESSION	
<ul style="list-style-type: none"> Services such as book bank, issuing more books to meritorious students 	Practice followed
<ul style="list-style-type: none"> More fee concessions, free ships and 	Provided

awards will be provided to the students	
• Students feedback to be obtained	Taken
• Annual SWOC analysis to be continued	Done
• Student Charter workshop to be continued	Done
• PTM to be continued	Held
• Internships to be continued	Commerce, Botany, Zoology, Biotechnology and Microbiology departments arranged internships
CRITERION VI: GOVERNANCE AND LEADERSHIP	
• LMC Meetings	Organised
• Regular IQAC, UGC Committee, ARC, RPC and RUSA committees	Regularly held
• Regular Staff Council meetings	Regularly held
• Regular PTA meetings	Held
• Regular staff advisors, meetings with Student Council	Organised
CRITERION VII : INNOVATIVE PRACTICES	
• Regular class tutorials to be continued	Continued
• Value education classes will be continued	Continued
• College calendar to all students to be continued	Provided
• Commendation certificates to students with high attendance to be continued	Students identified
• Departmental e- periodicals will be continued	Done
• Newsletters of English, Hindi, Economics, Home Science and History/ Political Science to be continued	Newsletters published and Computer Science department e-newsletter “Techno Chronicles” also brought out
• Bulk messaging to be continued	Continued
• Thought for the day will be continued	Regularly written
• ICT to be strengthened	Maximum utilization if ICT facilities is ensured, hands in training on ICT for teaching and non-teaching staff held

* *Attach the Academic Calendar of the year as Annexure*

ANNEXURE I: ACADEMIC CALENDAR

(Page No: 45)

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

The management guided and contributed to the IQAC in its endeavor to strengthen the quality culture in the institution.

Criterion – I

1. Curricular Aspects

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	2		2	2
UG	25	2	7	7
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	7		7	7
Others				
Total	34	2	16	16

Interdisciplinary				
Innovative				

(i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	25
Trimester	
Annual	

Feedback from stakeholders* Alumni ☒ Parents ☒ Employers ☐ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

*Please provide an analysis of the feedback in the Annexure

ANNEXURE – II: ANALYSIS OF THE
FEEDBACK. (Page No: 46)

Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Yes the syllabi is regularly updated as per the requirements in meetings held by Syllabus Review Committee and Board of Studies

Any new Department/Centre introduced during the year. If yes, give details.

- BA Apparel Design and Construction
- BA Nutrition and Health Education

Criterion – II

2. Teaching, Learning and Evaluation

Total
No. of
permanent
faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	42	17		

No. of permanent faculty with Ph.D.

19

No. of Faculty
Positions Recruited
(R) and Vacant (V)
during the year

Asst. Professors		Associate Professors		Professors		Others (Contract)		Total	
R	V	R	V	R	V	R	V	R	V
3	19					05			

No. of Guest and Visiting faculty and Temporary faculty

05

Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	16	1
Presented papers	14	15	1
Resource Persons	----	05	5

Innovative processes adopted by the institution in Teaching and Learning:

A combination of traditional lecture methods along with the usage of e-learning, power point presentations, use of smart classrooms, flip flop technique, clicker method, conducting seminar for the students, group discussions, introduction of add on courses, imparting social responsibility in students by conducting NCC/NSS activities, organising educational tours and by conducting co-curricular activities like debates, dramatics, poster presentations, street plays, screening of movies, virtual labs, demonstrations, cross cutting issues and encouraging peer teaching.

Total No. of actual teaching days

180

during this academic year

Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions) :

- 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.
- The college is one of the examination centers for university examinations
- The college faculty is appointed by the university to set question papers for the university examinations
- Teachers are appointed by the university for evaluation duty in various centres set up for the purpose after end term examinations Teachers perform invigilation duties regularly for internal and external examinations.
- 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 counseled by the faculty academic coordinators and the Principal.
- For Continuous Comprehensive Assessment (CCA), students are regularly evaluated on the basis of written tests, term papers, seminars presentations, projects, quiz, group discussions, e- reports, e-assignments, extension work, open book test etc.
- Multiple Choice Questions are an essential component of internal as well as external examinations in almost all the courses
- The university examination makes provision for re-evaluation of answer scripts by different examiners
- Students can apply for photocopies of their answer scripts to the university.
- 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.
- For remaining 50 per cent, End-Term Examination and Evaluation is conducted by Himachal Pradesh University, Shimla.

No. of faculty members involved in curriculum restructuring/revision/
syllabus development as member of Board of Study/Faculty/
Curriculum Development workshop

10

Average percentage of attendance of students

86

Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	91	19	92	-----	-----	100
BBA	34	14	97	-----	-----	100
B.Sc	129	34	98	-----	-----	100
B.Com	94	26	97	-----	-----	100
BCA	08	50	100	----	----	100
M.A.	21	-----	95	5	-----	100
M.Com	16	6	100	-----	-----	100
Micro-Biology	05	2	05	-----	-----	100
Bio-technology	09	-----	100	-----	-----	100

How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

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. IQAC motivates the staff to adopt innovative methods in teaching and learning process through programmes and activities like seminars, workshops, symposia, conferences, panel discussion. IQAC also organises academic meeting for all the stakeholders of the institution and promotes co-curricular activities in the college.

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 midterm review and course correction is instituted for the promotion of quality culture in the College.
- College Calendar and course plans are 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 and 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 ICSSR, IBS, ICFAI 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.

Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	
Others	

Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	13			
Technical Staff	18			

Criterion – III

3. Research, Consultancy and Extension

Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

The Research Promotion Cell has always motivated the teachers to formulate projects, attend conferences/workshops etc. and write research papers for journals with high impact factor.

Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

Details on research publications

	International	National	Others
Peer Review Journals	19	5	
Non-Peer Review Journals			
e-Journals	2		
Conference proceedings		4	

Details on Impact factor of publications:

Range 2.13-5.72 Average 4.24 h-index 51 Nos. in SCOPUS 4

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total				

No. of books published i) With ISBN No.

13

Chapters in Edited Books

6

ii) Without ISBN No.

No. of University Departments receiving funds from

UGC-SAP

CAS

DST-FIST

DPE

DBT Scheme/funds

For colleges

Autonomy

CPE

DBT Star Scheme

INSPIRE

CE

Any Other (specify)

Revenue generated through consultancy

No. Of conferences organized by the institution

Level	International	National	State	University	College
Number	1				
Sponsoring agencies			State Council for Science, Technology & Env		

No. of faculty served as experts, chairpersons or resource persons: 13

No. of collaborations International

2

National

Any other

No. of linkages created during this year

31

Total budget for research for current year in lakhs

From Funding agency

1 lakh

From Management of University/College

2.64 lakhs

Total

3.64 lakh

No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
		1	1	2		

No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

No. of Ph.D. awarded by faculty from the Institution

No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

No. of students Participated in NSS events:

University level State level National level International level

No. of students participated in NCC events:

University level State level
National level International level

No. Of Awards won in NSS:

University level State level
National level International level

No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

No. of Extension activities organized

University forum	<input type="text" value="4"/>	College forum	<input type="text" value="35"/>
NCC	<input type="text"/>	NSS	<input type="text" value="10"/>
		Any other	<input type="text"/>

Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- Computer Department of St. Bede's College interacted with Students of Government Senior Secondary School Sanjauli on "CYBER CRIME" on 30th and 31st March, 2017.
- Blood donation camp was organized by the College on September 23, 2016 in association with the Lions & Lioness Club, Shimla.
- A tree plantation campaign was undertaken by the NSS Unit and the Environment Cell of the college in collaboration with Department of Forests, Himachal Pradesh, at Five Benches, Jakhoo, Shimla.
- The N.S.S. unit of the College in collaboration with the Department of Forests, Himachal Pradesh, Organised a tree plantation campaign at five benches Jakhu Hills, Shimla, on 27th august, 2016.
- A talk was organized by the Disaster Management Cell on 'Environment degradation and its impact on Himalayan flora' on September 19, 2017. The Resource person Dr. Vaneet Jistu of Himalayan Forest Research Institute, Shimla, shared his knowledge and experience with the enthusiastic students.
- Awareness' lecture was delivered by Miss Shalini Agnihotri, S.P. Narcotics, on 'Cyber Crime and latest Trends'.
- The 70th Independence Day was celebrated on August 15, 2017. The national flag was hoisted by the Principal Dr. (Sr.) Beena John. A number of patriotic songs were sung by the students
- Use of polythene was strictly prohibited
- Kitchen waste was utilised in the vermicompost unit of the College
- Paper recycling was carried out
- E-filing system was followed as a paperless initiative.
- Safe disposal of laboratory wastes was ensured
- Solar energy was effectively utilized to meet the energy requirements on the campus.
- Water harvesting was actively promoted and used for the garden, washrooms, water in laboratories and cleaning of classrooms
- Environmental studies introduced as per the UGC regulations, in all UG programmes

- Dry leaves were not allowed to be burnt to prevent air pollution. They were used for preparation of manure for the gardens on the campus
- St. Bede's college is a smoke free campus.

Criterion – IV

4. Infrastructure and Learning Resources

Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10.3 acres			10.3 acres
Class rooms	24			24
Laboratories	18			18
Seminar Halls	2			2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others <ul style="list-style-type: none"> • Library • Multipurpose auditorium • Multipurpose hall • Gymnasium • Basket ball court • UGC resource room • Common room • Staff room • Canteen • Infirmary • Cyber cafe • Department rooms • Exam room • Research room • Accounts office • Counselling and guidance room • Green house • Herbal garden • Paper recycling unit • Staff quarters • Hostel • NSS room • Museum • IQAC room • Language lab • Quarters for support staff • Chapel 				

Computerization of administration and library

- The administrative functioning of the college is fully computerised.
- The functioning of the Library is automated.

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2373	520560	140	74790	2513	595350
Reference Books	2000	125700.11	56	57335	2056	183035.11
e-Books	-	-	-	-	3135000	5750
Journals	53	80880	1	1500	54	82380
e-Journals	-	-	-	-	6000	5750
Digital Database	-	-	-	-	-	-
CD & Video	756	6013	27	-	783	6013
Others (specify)	Kindle-10	18000	-	-	10	18000

Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	163	3	167	5		6	21	
Added	-	-	-	-		-	-	
Total	163	3	167	5		6	21	

Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Computers with internet access available in the Research room, UGC Resource Centre, Staffroom, Library, Computer and Science lab and Cyber cafe.
- Campus Wi-Fi access facilities for students, staff and hostels.
- Library has 13 computers and 10 kindles.
- E-library and INFLIBNET facility is provided to access e-resources and e-journals.
- Smart board enabled classrooms.
- Digital Podium available in the college.
- Internet leased line of 6mbps speed.
- Video-conferencing facilities for online programmes and sessions.
- The seminar room is well equipped with multimedia.
- One day IT trip was organised to Sebiz Finishing School (SFS), Sector-67, Mohali, Punjab by the department of Computer Science.
- Two lectures were delivered by the external experts to the students of BCA.
- Software training was provided to the faculty, office staff and students.

Amount spent on maintenance in lakhs :

i) ICT	249619
ii) Campus Infrastructure and facilities	656274
iii) Equipments	1424835.5
iv) Others	1355
Total :	2332083.5

Criterion – V

5. Student Support and Progression

Contribution of IQAC in enhancing awareness about Student Support Services

- Digital notice board keeps the entire college community updated about all matters of concern
- Updates are also posted on various other notice boards
- College website is regularly updated to ensure active participation by students in various activities.
- Announcements are made during Morning College Assembly
- Student Counselling cell provides the needed services
- The students are apprised about various issues by employing bulk SMS facility.
- The college has a Facebook page where the information about the latest activities is updated regularly.
- WhatsApp groups of various departments./classes and societies are used to disseminate information
- Updated annual prospectus/handbook
- Scholarships available from the state government/other organisations
- Specific support facilities are available for SC/ST/OBC and economically weaker sections , like fee concession; skill development courses ;remedial classes and medical assistance
- Special provision for differently abled students: ramp , fee concession and availability of teachers outside class
- Overseas students are given preference in the admission process especially the hostel

Efforts made by the institution for tracking the progression

- 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
- Continuous evaluation is done through internal exams, seminars, etc.
- PTA meetings
- Preparation of Academic Calendar for quality sustenance and enhancement
- Academic Committee meetings are held regularly.
- Suggestion Box is provided.
- Career and competition counselling is provided to students

(a) Total Number of students

UG	PG	Ph. D.	Others
1077	70	NA	NA

(b) No. of students outside the state

176

(c) No. of international students

01

Men	No	%
	NIL	

Women

No	%
1147	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1212	54	10	11	01	1288	1023	79	26	18	01	1147

Demand ratio 100%

Dropout - 1%

Details of student support mechanism for coaching for competitive examinations (If any)

- The institution imparts training in an informal manner:
- Notes and books specific to the competitive exams are made available to the students by the teachers
- Guest speakers are invited to give career guidance by the Career Guidance Cell
- A separate Competitive book Section is available in the library.
- Competition coaching classes are conducted in the college

No. of students beneficiaries

N.A

No. of students qualified in these examinations

NET SET/SLET GATE
IAS/IPS etc State PSC UPSC Others

Details of student counselling and career guidance

- Orientation program
- Career guidance talk/lectures
- Personality Development workshops
- Academic counselling to parents and their wards
- Personal counselling to students

No. of students benefitted

All

Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	180	24	150

Details of gender sensitization programmes

- Women's Day was celebrated on March 8, 2017.
Activities conducted:
- Poster making
- Essay writing
- Slogan writing
- Poetic symposium
- Awareness' lecture by, Miss Shalini Agnihotri , S.P. Narcotics, on 'Cyber Crime and latest Trends'.
- Women Achievers Award 2017 was won by St Bedes faculty: Dr. Anjali Dewan ,Dept.of Home Science & Dr.Sangeeta Saraswat,,Dept. Of Hindi.

Students Activities

No. of students participated in Sports, Games and other events

State/ University level

2

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level

85

National level

Nil

International level

Nil

No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

3

National level

Nil

International level

Nil

Cultural: State/ University level

17

National level

Nil

International level

Nil

Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	11	314950
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

Student organised / initiatives

Fairs	: State/ University level	<div>Nil</div>	National level	<div>Nil</div>	International level	<div>Nil</div>
Exhibition:	State/ University level	<div>Nil</div>	National level	<div>Nil</div>	International level	<div>Nil</div>

No. of social initiatives undertaken by the students

- Students are members of various NGOs working for the upliftment of the poor and the needy
- Dept. News Letter: Unfettered - English, Voice- Pol. Science, Bedenomics- Economics, Srijan- Hindi, Zaheera - History
- Dept. E-news Letter: Techno-Chronicles-Computer Science
- Students visit the neighbouring schools to distribute clothes, stationery, etc
- Students visit the adopted schools to conduct various activities
- Students carry out cleanliness drive in the Cancer Hospital
- Students distribute blankets, clothes, fruits etc to the cancer patients
- Students visit old age homes and orphanages for sensitisation through direct interaction

Major grievances of students (if any) redressed:

There have been no major grievances.

Criterion – VI

6. Governance, Leadership and Management

State the Vision and Mission of the institution

Our Vision:

“To Form Well Integrated Individuals Who Are Assets To Contemporary Society”

Our Mission:

- 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.

Socially we work towards:

- Preparing young women for their role in future as good career women, wives and mothers for creating happy homes.
- Fostering a team spirit and encouraging a 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 other, who would live their lives in the light of faith.
- Exposing them to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- Women whose very presence any where would exude goodness and touch the lives of others.

Does the Institution have a Management Information System?

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

1) Administrative Process including Finances <ul style="list-style-type: none"> • Salary Structure for employees • Staff I-Card generation • Biometric attendance • Leave for Staff • Income tax report • Staff details • Loan details • Arrear details 	2) Student Admission <ul style="list-style-type: none"> • Student Registration • Nationality wise list • State wise list • Student Details • Fee Details • Hostel Details • Student List • Admission Slip generation • Subject Opted by Student • Phone number list
3) Student Record <ul style="list-style-type: none"> • Attendance Register • Daily Attendance • Subject Wise Attendance • Student Wise Attendance • Class wise Attendance • Online Attendance 	4) Examination <ul style="list-style-type: none"> • Class Wise subject tests • Continuous Assessment(CCA) Comprehensive • Report Card • Marks entry details in register • Online Entry of CCA and practical marks
5) Others <ul style="list-style-type: none"> • Web Update • Data base backup • User management • Library Management System 	

Quality improvement strategies adopted by the institution for each of the following:

Curriculum Development

- Curriculum is fixed by the affiliating Himachal Pradesh University
- Teachers of the College who are members of Board of Studies attend meetings whenever organised by the University
- Academic Committee brainstorms for additional inputs by giving their valuable suggestions.
- Work load distribution among faculty members.

Teaching and Learning

- Scheme of Examination is given by the affiliating H.P. University.
- Academic coordinators meet the IQAC Core Coordinator once in 2 months.
- Academic Coordinators and HOD's of various departments meet regularly to upgrade teaching-learning process.
- Various departments organise Inter-disciplinary academic activities to encourage innovative academic processes.
- Teaching plans are prepared by every teacher for a semester in accordance with their syllabus.
- The teaching learning process is facilitated through qualified, trained and experienced faculty.
- Tutorials are conducted on various subjects to give a deep understanding of the concept to the students and to increase critical thinking among the students.
- Healthy interaction between students and faculty which goes beyond the classroom.
- Apart from classroom teaching, students are encouraged to use library, seminar room and internet facilities.
- Bridge classes and peer to peer teaching is another teaching learning strategy adopted to make it a dynamic process.
- Availability of rare and latest books and journals for knowledge enhancement.
- Workshops for the faculty are conducted to enhance their skills.
- Administrator and Academic coordinators looks after the overall academic development of the College.
- Invited talks and seminars on the topics of present-day relevance are conducted regularly.
- Dissertations and project works are encouraged for the students for their practical learning.
- Use of audio-visual resources for teaching-learning.
- Technology assisted language learning is enhanced by Department of English with the creation of language lab.

Examination and Evaluation

- Smooth implementation of CBCS system in the College in 2016-17.
- RUSA Committee made all efforts for the smooth conduct of examination during the academic session 2016-17.
- Continuous evaluation through different methods like internal assessment test, assignments, presentations, projects etc.
- The end semester examination question papers were set by University of H.P.
- The practical examination was conducted with internal and external examiners appointed by the superintendent of examination.
- All stakeholders - students, parents, faculty members, administrative staff and the Management - are aware of the evaluation processes. The Evaluation processes consist of Continuous Assessment and End Semester Examinations (ESE) of the weightage allotted by the university.
- Mark Sheet for the end term examination is generated online by the university.

Research and Development

- Research is the integral part of the academic endeavours of the College. It has been considered as an important part in the development of College.
- Seminars and Workshops are organised regularly by the College to provide expert information.
- Research Committee regularly posted information about forthcoming workshops, seminars and conferences.
- The College promotes faculty participation in research by granting them leave.
- The staff members are encouraged to write research papers and formulate major/minor research projects.

Library, ICT and physical infrastructure/instrumentation

Library:

- Library is fully equipped with automation facilities.
- Four Computers were made available for internet access in the library.
- Total No. of books in library are 34000.
- Total No. of periodicals are 106.
- Total No. of Magazines are 52.
- Total No. of Journals are 54.
- Campus Whizz software installed

ICT:

- Interactive Boards were installed for ICT enabled teaching.
- Wi-Fi facility is available for staff and students.
- INFLIBNET has been provided to access online research journals for staff and students.
- Computer Cataloguing of books is followed in the library, physical infrastructure/instrumentation.

Physical infrastructure/instrumentation:

- Seminar hall, audio visual rooms, Some classrooms equipped with SMART Boards, buildings to house administrative offices, staff rooms, well equipped laboratories, common room, infirmary , games field, browsing centre facility.
- Canteen, parking area and residential facilities for students and a few staff are provided.
- LCD, digital notice boards with LCD screen have been installed in planned locations in order to disseminate information to students relating to events, news, and other important information.
- Safety of campus community is ensured in the College which is kept under central surveillance of principal with the installation of CCTVs at several locations on campus.
- Fire extinguishers have been installed in campus and students and staff have been trained in handling the equipment.
- Departmental libraries are established.
- History department has established a museum.
- Computer Science department has setup a hardware museum

Human Resource Management

- The evaluation of teaching faculty by the students has been adopted in our College.
- Decentralised system of management is adopted. The planning and implementation of activities is determined through staff council, student's council, staff advisors, academic coordinators and various societies.
- Inter-disciplinary academic activities are carried out by faculty members including research, organizing lectures, conducting national and international seminars.
- Training Programmes are organized by the College in collaboration with the banks for office staff to upgrade the quality and management of office work.
- One month training was provided to the office staff regarding the online attendance software implementation-Campus Whizz.
- Felicitating the academic success of faculty members, as in the case of attainment and completion of major/minor projects by individual faculty members, publicizing and felicitating the academic impact of national or international seminar organized by various departments.
- Recreation programmes are also organized for teaching, non-teaching, supportive staff and students.
- Students are provided guidance and information by the faculty pertaining to higher education, scholarships, and career advancement possibilities and finishing classes by the faculty.
- All possible efforts are made to make college eco friendly. The faculty motivates the students to create a clean pollution free campus. Mutual attempts are made by the authority and staff with the involvement of students to make college pollution free.

Faculty and Staff Recruitment

- College Management recruits new teachers whenever required.
- Advertisements inviting applications from qualified candidates are published in leading newspapers as per UGC and University guidelines.

Industry Interaction/Collaboration

- Zoology students had undergone Summer Training in Basic Course in Taxonomy for two weeks w.e.f 6-24 July 2016 at Himalayan Forest Research Institute, Shimla.
- St. Bede's College collaborated with Sahitya Akademi and organised a symposium on "Himachal Echoes: Local and global perceptive" on 19th August, 2016 in which 8 writers from national and international level participated.
- The N.S.S. unit of the College in collaboration with the Department of Forests, Himachal Pradesh, Organised a tree plantation campaign at five benches Jakhu Hills, Shimla, on 27th august, 2016.
- There was an exchange programme between St.Bede's College and Badrinarayan Barwale Mahavidyalaya, Jalna from 27-31 August, 2016.
- Zoology students attended a training program under the research project "Ecological studies on distribution patterns of food plant resources of butterflies along altitudinal gradients in different ecosystem of Western Himalayan Sub-Alpine Forests of Himachal Pradesh." at HFRI w.e.f. 29th -31st August, 2016.
- Blood donation camp was organized by the College on September 23, 2016 in

association with the Lions & Lioness Club, Shimla.

- Department of Biotechnology and Microbiology along with the students visited to Mushroom Research Centre, Chambaghat, Solan on September, 2016 where they get a thorough knowledge of mushroom cultivation process and about various varieties of mushroom grown over there.
- Department of Biotechnology and Microbiology along with the students visited to Mohan Meakin Brewery, Solan on September, 2016 about the large scale fermentation process for the production of different products.
- A three day International Conference is being organized by Department of Zoology and Botany of St. Bede's College, Shimla from October 6-8, 2016 on the topic Biodiversity: Current Scenario and Future Strategies sponsored by the State Council for Science, Technology and Environment, Himachal Pradesh. The chief guest for the first day inaugural session was Mr. Tarun Kapoor, Principal Secretary, Environment, Science and Technology.
- Zoology students attended a training program under the research project "Management of insect-pest and diseases in the nursery" at HFRI w.e.f. 6th -8th December, 2016.
- One month Industrial/laboratory training was conducted for the students of B.Sc. Biotechnology & Microbiology IInd year in January 2017 viz. Central Research Institute Kasauli, Bioage Mohali, Panacea Biotech Baddi, Orbit Biotech Mohali, Central Potato Research Institute, Himachal Pradesh State Forensic Laboratory Jurga in which they get familiar with recent techniques of biotechnology and microbiology
- A faculty development workshop on the Revolutionary Potential of Scholarship of Teaching and Learning (SOTL) was organised by St. Bede's College in collaboration with Fraser Valley Canada on March 27, 2017.
- Computer Department of St. Bede's College interacted with Students of Government Senior Secondary School Sanjauli on "CYBER CRIME" on 30th and 31st March, 2017.
- The Commerce Department of St. Bede's College had an industrial interaction with "The Glenmark Pharmaceutical Co. Nalagarh on March, 2017 to see the production unit of the company in which faculty members along with 42 students accompanied the visit.
- Students of BCA 2nd, 4th and 6th semester visited to Sebiz finishing School, Sector-67, Mohali, Punjab to attend a seminar and interact with the intellectual faculty over there and got valuable knowledge regarding latest facts of the software technology used in various sectors.

Admission of Students

- College prospectus with all details of all courses, requirements, fee structure and rules and regulations, etc. was printed and made available well on time.
- Admission information was prominently displayed at various places in the town.
- The local T.V. channel also carried information. Advertisements were placed in all prominent newspapers as well as the College website.
- Arrangements were made to students and parents to be guided by arranging programme wise counselling desks. Faculty members were placed on duty.
- Fee payment facility is provided within the College by inviting ICICI and HDFC Banks.
- The College has formulated various policies for economically and socially marginalised sections of society by giving fee concession and privileges to them in admission.
- Customized admission software has been developed to facilitate the admission process.
- All information relating to admission processes are made known to the public by way of a Help Desk which is created through which all information is updated to public during admissions.

- Staff is made available to provide every help to the candidates willing to seek any information regarding the college, subjects and its admission processes.
- Canteen facility was made available for the admission seeking students and their parent/guardians.

Welfare schemes for

Teaching	Staff welfare fund loan, Fee Concession, EDIL
Non-Teaching	Staff welfare fund Loan, Fee Concession for Children, Illness fund, EDLI, Book Bank,
Students	Fee Concession, Free ship, Scholarship, Book Bank.

Total Corpus Fund generated

Rs 102603949

Whether Annual Financial Audit has been done?

Yes



No



Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	HPU	Yes	LMC
Administrative	Yes	Directorate of Higher Education	Yes	CA

Does the University/Autonomous College Declare results within 30 days?

For UG Programmes : No

For PG Programmes : No

What efforts are made by the University/Autonomous College for Examination reforms?

NA

What efforts are made by the University to promote autonomy in the affiliated/constituent Colleges?

NA

Activities and support from the Alumni Association

- The Alumni were called for NAAC team interaction on 9th August, 2016.
- Alumni contribute and actively participate.
- Alumni meetings are conducted for the interaction with the College
- Alumni act as a member of IQAC of the college.
- Alumni involvement in various community outreach programmes are arranged on regular basis through Societies and Clubs.
- Memorial scholarships, awards, prizes and medals instituted by alumni.

Activities and support from the Parent-Teacher Association

A meeting of the PTA was held on September 24, 2016. The executive members of the association attended the meeting.

The following points were discussed:

- The parents expressed their satisfaction on the smooth functioning of the college and appreciated the efforts of the management and the faculty.
- The president Mr. R. Thapa stressed on the importance of new software GIS which could be useful for the department of Geography. He described the software in detail.
- The parents suggested that NCC must be there in the college. The principal Dr. Sr. Beena John informed that the college was in the process of starting this.
- The principal asked the parents to help and support the students for placement and job opportunities.
- The parents suggested that PG courses in Sciences should be started. The principal informed that this was in process.

Development Programmes for support staff

- Computer Training
- Personality Development Seminar

Initiatives taken by the Institution to make the campus eco- friendly

- Use of polythene is strictly prohibited
- Tree plantation is done every year on environment day.
- Emphasis on more plantations to make environment clean and green
- Kitchen waste is utilised in vermicompost unit which has been set up in the College
- Green auditing is done.
- Paper recycling unit was set up in the campus as an eco friendly initiative.
- E-filing system is done as a paperless initiative.
- Nomenclature of flora and fauna of College campus was done to make students aware of environment conservation
- Herbal garden has been set up in the College where magico-religious plants are exhibited to create their awareness among the students
- Safe disposal of laboratory wastes.

Criterion – VII

7. Innovations and Best Practices

Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- UGC-CBCS was introduced in the College, in keeping with its adoption by the Himachal Pradesh University from the year 2016-17 onwards. This brings the College on par with the syllabus and system followed by universities on an all-India basis, benefitting our students for higher education options.
- Digital Notice Board was introduced in the College, making it convenient for all notices, intimations and relevant information to be instantly available to staff and students alike.
- Teaching plans were prepared and submitted by all the departments well in advance of the forthcoming semesters, enabling the smooth and organized dissemination of knowledge and planned completion of the syllabi within the stipulated timeframe.
- Campus placements were made possible through visits to the College by well known companies such as Concentrix, in response to invitations by the Placement Cell of St. Bede's. The firms interacted with interested students, conducted campus interviews and selected a number of them as future trainees.
- Academic calendar for each semester was drawn up at the beginning of the session and printed copies distributed to all concerned. This particularly enabled the coordination of extra-curricular functions and mid-semester minor tests, without any clashes in their dates.

- Screening of documentary films was a regular feature of the academic programme, particularly by the faculties of English and Political Science. Students became better aware of the content taught in the class, through films on Gandhi and Tagore, Youtube talks by writers such as Shashi Tharoor and Arundhati Roy, as well as by scholars of Shakespeare, Charles Dickens and Thomas Hardy.
- Yoga Workshop was conducted by Prof. Madhu Parmar to inaugurate the annual NSS Camp. The students were made aware of the origins and benefits of the ancient science of Yoga and given a comprehensive demonstration of the key asanas of hatha yoga, and breathing techniques of Pranayama.
- Student Exchange programme : A group of students from Badrinarayan Barwale Mahavidyalaya Jalna (Maharashtra) made a visit to St. Bede's. They interacted actively with the boarders, attended classes in the college and also toured the historical spots in Shimla.
- "Zaheera", the newsletter of the Department of History was inaugurated during this academic year, adding to those already being brought out by the Departments of English, Economics, Hindi and Political Science. Like the others mentioned here, this newsletter is produced entirely through student efforts.

Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

ANNEXURE III: ACTION TAKEN REPORT (Page No: 47)

Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

ANNEXURE IV: BEST PRACTICES (Page No: 50)

Contribution to environmental awareness / protection

The Environment Cell of the college aims to inspire and encourage students to develop environmental sensibility and sensitivity by engaging in various environment friendly activities.

- Solar energy is effectively utilized for the hostel and classrooms and solar panels also power the illumination of the driveway and garden.
- CFL bulbs are progressively being replaced by LED bulbs in the college.
- Water heating system in the college hostel is entirely solar based.
- A tree plantation campaign was undertaken by the NSS Unit and the Environment Cell of the college in collaboration with Department of Forests , Himachal Pradesh, at Five Benches, Jakhoo , Shimla.
- Vermicomposting is being done to generate organic manure from bio-degradable waste, which is used as manure for the college garden.

- 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.
- Water harvesting is actively promoted and used for the garden, washrooms, water in laboratories and cleaning of classrooms.
- Green Audit is conducted by the institution.
- Environmental studies introduced as per the UGC regulations, in all UG programmes
- Dry leaves are not burnt as they add to atmospheric pollution. Leaves are converted into manure for use in the college garden.
- A talk on 'Environmental Degradation and its impact on Himalayan flora' was organized by the Disaster Management Cell of the college. The Resource person Dr. Vaneet Jistu of Himalayan Forest Research Institute , Shimla, shared his knowledge and experience with the enthusiastic students .
- The paper recycling unit of the college is actively converting used paper into recycled paper for use in the college.
- St. Bede's college is a smoke free campus.
- College has a herbal garden.

Whether environmental audit was conducted?

Yes

☒

No

☐

Any other relevant information the institution wishes to add. (For example SWOT Analysis)

- Only College in H.P University to be awarded A+ by NAAC.
- SWOT analysis is conducted.
- The college boasts of a very well equipped and fully automated library.
- Women Achiever's Award was presented to Dr. Anjali Dewan and Dr. Sangeeta Sarswat on the occasion of Women's Day by the Centre for Women Studies ,Himachal Pradesh University.
- Best Paper Award for Paper Presentation was given to Dr. Anjali Dewan at National Conference held at Rajiv Gandhi Government Degree College, Shimla, H.P.
- Distinguished Teacher Nutrition presented to Dr. Anjali Dewan by MTC Global Award for Excellence.
- Award/Recognition was awarded to NSS unit of St. Bede's College by the 'Himachal Pradesh University National Social Service' unit.

8. Plans of institution for next year

ST. BEDE'S COLLEGE, SHIMLA PERSPECTIVE PLAN YEAR: 2017-18

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

I CURRICULAR ASPECT

Several new courses will be introduced this year :

- M. Sc. Botany
- M.Sc. Geography
- B.Sc. Physical Science with Computers

II TEACHING, LEARNING AND EVALUATION

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

- Faculty Development program
- Staff training for use of Campus Whizz software
- Formulation of course plans
- Guest lectures
- Inter college activities
- Workshops : SEBI, Fevicryl, nutrition
- Inter-disciplinary activities
- Student seminars/presentations/discussions
- Experiential learning by hands on practice: Nursery/ gardening
- Visits : Field/ industrial/educational/Akashwani/Doordarshan
- Winter training
- Projects/Assignments/ e-assignments
- Remedial
- Tutorials
- Peer teaching
- Demonstrations
- Smart classrooms
- Book reading/presentation sessions in the library
- Film clip sessions
- TED videos
- Yale University lessons
- Virtual lab

- Plays
- Skits and role play
- Poetic meet
- Heritage walk
- Quiz
- Exhibition
- Competitions : Photography, poster, write up, quiz, power point
- Department Clubs : *ZOO QUEST*, IT Club : *The Tech Know Hows*
- Skill enhancement courses
- Smart classroom sessions
- Regular tests
- Continuous comprehensive assessment

III RESEARCH, INNOVATIONS AND EXTENSION

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

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

IV INFRASTRUCTURE AND LEARNING RESOURCES

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

- New Science Block to be constructed
- New Reception Hall to be built
- Campus Whizz Software to be installed
- Website updation
- Advanced equipment procurement
- Upgradation to be undertaken:
 - Computer museum
 - Chemistry lab
 - Geography lab
- Renovation of washrooms
- Renovation of roofs
- Fixing of gutters

V STUDENT SUPPORT AND PROGRESSION

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

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

VI GOVERNANCE , LEADERSHIP AND MANAGEMENT

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

- The LMC
- The Principal
- The IQAC

- The Staff Council
- Academic Monitors
- Core Coordinator
- PTA
- PTM
- Committees : UGC, Budget, RUSA, Library, Canteen, Prospectus, Admissions, Time Table, Elections, Anti Ragging, etc.
- Heads of Departments
- The Student Council
- Ship In-charges
- Societies & Cells : Research Promotion Cell, Cultural Society, Environmental Cell, Red Ribbon Cell, Women Cell, Disaster Management Cell, Grievance Redressal Cell, Outreach Cell, Placement Cell etc.
- Clubs : Heritage Club, Nature Club, Health Club, Eco-Club, *ZOO QUEST*, IT Club, etc.
- Internal & external auditing
- Management Information System
- Mechanism for online feedback from stakeholders
- Preparation and periodic progress review of the Perspective Plan
- Preparation of the College Calendar
- SWOC
- Welfare schemes for staff

VII INSTITUTIONAL VALUES AND BEST PRACTICES

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

- Programs for helping the underprivileged
 - Adopted_ Government Middle School, Theog
 - Adopted_ Government Primary School, Sanjauli
- Programs inculcating the spirit of providing for the needy
 - Visits to orphanages
 - Visit to home for destitute girls
 - Visits to old age homes
 - Visits to hospitals
- Scholarships, fee concessions and freeships to the deserving students
- Celebration of significant National days :
 - Independence Day
 - Teachers Day

- Children Day
- Hindi Diwas
- Christmas
- Several awards for outstanding students
 - Bedian Pin
 - Bedian Ring
 - Rana Memorial Trophy
 - R S Pathania Memorial Award
 - G R Sud award
 - EBA Trophy
 - Library_Best Student award
- Welfare schemes for non-teaching staff
- International peer reviewed journal
- Department news letters
- College magazine
- Paper recycling
- Green campus
- Green audit
- Water harvesting
- Medicinal garden
- Efficient waste management
- Vermicomposting
- Renewal energy utilization
- Tree plantation drives
- Green computing
 - Paper re-use
 - E-assignments
- Wifi Campus
- CCTV surveillance mechanism
- Biometric attendance system
- Online feedback system from stakeholders being developed

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

COLLEGE CALENDAR: 2016-17

 <p>St. Bede's College Shimla - 171 002</p>  <p>College Calendar 2016-2017</p>	<p>June</p> <p>21st June College reopens 21st-30th June Admissions</p> <p>July</p> <p>1st July Classes Commence 4th July Orientation of Freshers/ Anti Ragging Talk 5th July Inaugural Mass 6th July Id-ul-Fitr (Holiday) 7th July Society Fair 9th July P.T.A. 11th July Nominations for Students' Council 12th July Finalization of Nominations 16th July Elections for Students' Council 18th July F.D.P. 19th July Oath Talking 21st July N.S.S. Activity 23rd July Freshers Social 29th July Release of News Letter 30th July Celebration of Mother Foundress Day</p> <p>August</p> <p>6th August Inter Ship Activity (Dance & Song Comp.) 12th August Community Out Reach Programme 15th August Independence Day Celebrations</p>	<p>18th August Raksha Bandhan (Holiday) 19th August Book Talk (Library) 25th August Janam Ashtami (Holiday) 26th August Departmental Activity 27th August Heritage Club Activity 31st August Tree Plantation N.S.S.</p> <p>September</p> <p>1st September Health Club Activity 2nd-10th September Minor Tests 5th September Teacher's Day Celebrations 10th September P.T.M. 12th September Id-ul-Fitr (Holiday) 13th September Departmental Activity 14th September Hindi Divas 16th September Staff Development Seminar 20th September Blood Donation N.S.S. 24th September Alumni Meet 28th September Inter Ship Activity 29th September Women Cell Programme 30th September Book Exhibition</p> <p>October</p> <p>1st October Gandhi Jayanti Celebrations 2nd October Gandhi Jayanti (Holiday) 3rd-5th October National Seminar on Bio Sciences 11th October Dusshera (Holiday) 12th October Moharrum (Holiday) 13th October Department Activity</p>
<p>15th October to 14th November End Term Exams 19th October Karva Chauth (Holiday) 29th-31st October Diwali Break</p> <p>November</p> <p>1st November Bhai Dooj (Holiday) 4th November Department Activity 14th November Guru Nanak Jayanti (Holiday) 15th-23rd November Evaluation 24th November Next Semester Commences</p> <p>December</p> <p>1st December Red Ribbon Club Activity 5th December Department Activity 15th December N.S.S. Camp 16th-17th December Serendipity 24th-25th December Christmas Holidays</p> <p>January 2017</p> <p>1st January to 10th February Winter Vacations</p> <p>February</p> <p>11th February College reopens 17th February N.S.S. Activity 18th February Department Activity 20th-28th February Minor Tests</p>	<p>March</p> <p>4th March N.S.S. Activity 5th March Department Activity 11th March Inter Ship Activity 18th March Grads Nite 25th March Prize Distribution & Office Laying Down Ceremony</p> <p>April</p> <p>1st April Department Activity 10th April Staff Farewell to Final Semester Students 15th April to 20th May Term End Examinations Begin</p> <p>May</p> <p>2nd-31st May Evaluation</p> <p>Note :</p> <ul style="list-style-type: none"> — Staff Council Meeting Once in a month. — IQAC Meetings Once in a month/according to need. — Industrial Visits. — Teacher/Student Exchange Programmes. will be fixed according to dates received. — Departmental activities to be organized. according to convenience of the departments. — Education Tours will be organized during Holidays and Vacations. 	 <p>ST. BEDE'S COLLEGE Navbahar, Shimla - 171 002 Tel. No. : 0177-2842304 Fax : 0177-2842498 Email : bedescollege@gmail.com www.stbedescollege.in</p>

ANNEXURE II

ANALYSIS OF THE FEEDBACK FROM PARENTS, STUDENTS AND ALUMNAE

In an effort to constantly improve our college functioning, a feedback is regularly obtained .During the Parent Teacher Meetings, a feedback questionnaire was given to the parents where they evaluated the functioning of the college on various parameters: administrative, academic and general.The suggestions were considered and incorporated.

The students too were given a teacher evaluation questionnaire where the teachers were evaluated on various parameters of the teaching learning process. The data of the evaluation was then sent for analysis and the graphical representation of the data was given to the teachers individually, so that they could make the necessary improvements to enhance their teaching methodologies and enhance their personal effectiveness.

The college also received information and feedback of the activities of the EBA (Ex Bedeian Association) from the President from time to time formally and informally. The college activities were posted by the president on the social website for the information of all. She also instituted two awards for outstanding students which were given during The Annual Prize Distribution

