

The Annual Quality Assurance Report (AQAR) of the IQAC (2017-18)

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

1.1 Name of the Institution

St. Bede's College

1.2 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:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 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)

1.5 Website address:

Web-link of the AQAR:
For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 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				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 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
- ii. AQAR 2016-17 submitted to NAAC on 27/12/2018

1.10 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Himachal Pradesh University

1.13 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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff/ Students Alumni Parents

Others:

Academic Monitors: 25
Core Coordinator : 4
Research Promotion Cell : 10
Community Outreach Cell : 4
Library Committee : 5
Placement Cell: 5
Disaster Management Cell : 4
Cultural Society : 3
Media Cell : 30
Women Cell : 3
Environment Cell : 2
Election Committee : 4
Freshers' Welcome Committee : 4
Prize distribution Committee : 3
Time Table Committee : 3
Prospectus Committee : 3
Examination Committee : 3
Value Added Courses : 8
Grievance Redressal Cell : 3
NSS : 4
NCC : 12
Heritage Club : 2

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Faculty Development Program

- Experiential Teaching Techniques by ICFAI

National Workshop

- St. Bede's Science Theatre with IAPT

Workshop for students

- Art and Craft Workshop by Pidilite
- Financial Education by SEBI
- Waste Management through Vermicomposting for NCC cadets

Seminars

- Biodiversity Conservation and Patent by Dr Vandana Shiva
- Prohibition of Ragging Act by Advocate HP High Court
- Electoral Awareness Program by Election Kanungo Shimla
- Importance of Voting by Assistant Commissioner Shimla
- Election Awareness by ADM Shimla
- Web designing and development with Frameboxx Animation Institute
- Soft skills, personality development and IELTS with NEST
- 'What is Real Happiness?' by President, Almighty Blessings

Others

- Environment Awareness Program for schools and colleges of Shimla and Theog on Conservation of Honey Bees and Their Role in Pollination
- Book Talk in the College Library

2.14 Significant Activities and contributions made by IQAC

- Perspective Plan for 2017-18 was prepared
- Monitored timely implementation of the perspective Plan for the session
- Planned for the smooth rollout of
 - 1) MSc Botany
 - 2) MSc Geography
- Prepared College Calendar in consultation with the staff
- Motivated Academic Monitors and the Core Coordinator to regularly supervise academic activities
- Ensured smooth conduct of the minor test and end term practicals/ theory examinations
- Prepared a schedule for invigilation duties by teachers
- Facilitated organization of national and institutional level workshops
- Organized Faculty Development Program in collaboration with ICFAI
- Planned for the organization of several seminars on wide ranging themes
- Encouraged organization of environment awareness program for other schools and colleges
- Promoted increase in use of e-resources
- Planned for the organization of PTM
- Introduced online feedback system
- Course Plans were asked to be prepared by the faculty
- 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

2.15 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
I CURRICULAR ASPECT	
Several new courses will be introduced this year :	
<ul style="list-style-type: none"> • M. Sc. Botany • M.Sc. Geography • B.Sc. Physical Science with Computers 	All courses started
II TEACHING, LEARNING AND EVALUATION	
It is planned to introduce newer methodologies while continuing with the tried and tested ones, as mentioned below :	
<ul style="list-style-type: none"> • Faculty Development program 	Held
<ul style="list-style-type: none"> • Staff training for use of Campus Whizz software 	Done
<ul style="list-style-type: none"> • Formulation of course plans 	Prepared
<ul style="list-style-type: none"> • Guest lecture 	Invited
<ul style="list-style-type: none"> • Inter college activities 	Organized
<ul style="list-style-type: none"> • Workshops : SEBI, Fevicryl, nutrition 	Held
<ul style="list-style-type: none"> • Inter-disciplinary activities 	Organized
<ul style="list-style-type: none"> • Student seminars / presentations /discussions 	Done
<ul style="list-style-type: none"> • Experiential learning by hands on practice: Nursery/ gardening 	Provided
<ul style="list-style-type: none"> • Visits : Field/ Industrial / Educational / Akashwani/ Doordarshan 	Organized
<ul style="list-style-type: none"> • Winter training 	Arranged
<ul style="list-style-type: none"> • Projects/Assignments/ e-assignments 	Prepared
<ul style="list-style-type: none"> • Remedial 	Held
<ul style="list-style-type: none"> • Tutorials 	Held
<ul style="list-style-type: none"> • Peer teaching 	Organized
<ul style="list-style-type: none"> • Demonstrations 	Done
<ul style="list-style-type: none"> • Smart classrooms 	Utilized
<ul style="list-style-type: none"> • Book reading/presentation sessions in the library 	Held
<ul style="list-style-type: none"> • Film clip sessions 	Held
<ul style="list-style-type: none"> • TED videos 	Shown
<ul style="list-style-type: none"> • Yale University lessons 	Utilized
<ul style="list-style-type: none"> • Virtual lab 	Used
<ul style="list-style-type: none"> • Plays 	Held
<ul style="list-style-type: none"> • Skits and role play 	Held
<ul style="list-style-type: none"> • Poetic meet 	Organized
<ul style="list-style-type: none"> • Heritage walk 	Done
<ul style="list-style-type: none"> • Quiz 	Done
<ul style="list-style-type: none"> • Exhibition 	Held
<ul style="list-style-type: none"> • Competitions : Photography, poster, write up, quiz, power point 	Organized
<ul style="list-style-type: none"> • Department Clubs : <i>ZOO QUEST</i>, IT Club : <i>The Tech Know Hows</i> 	Active
<ul style="list-style-type: none"> • Skill enhancement courses 	Held
<ul style="list-style-type: none"> • Smart classroom sessions 	Held

• Regular tests	Done
• Continuous comprehensive assessment	Computed
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	Organized
• Research paper presentation in conferences/seminars	Presented
• Faculty and student participation in conference/seminar/workshop	Participated
• Research paper publication	Published
• Authoring books	Authored
• Field survey	Done
• In house projects for hands on research experience to students	Done
• Inter-disciplinary research study	Done
• Research on cultivation of potato varieties	Undergoing
• Seminar/ workshop by involving students of other colleges and schools	Held
• Visiting schools for spreading IT awareness	Visited
• Awareness campaign : honey bees	Done
• Report : Blood group analysis	Ongoing
• Community Outreach Cell to collaborate with various NGOs	Collaborated
• Regular visits to adopted schools	Visited
• Visits to orphanages, old age homes and hospitals etc.	Visited
• Blood donation camp	Held
• Delivering talks by faculty	Done
• Judging events by faculty	Done
• Faculty as resource persons	Invited
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	Under construction
• New Reception Hall to be built	Under construction
• Campus Whizz Software to be installed	Installed
• Website updation	Updating
• Advanced equipment procurement	Procured
• Upgradation to be undertaken: ➤ Computer museum ➤ Chemistry lab ➤ Geography lab	Upgraded
• Renovation of washrooms	Done
• Renovation of roofs	Done
• Fixing of gutters	Done
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	Organized
• Coaching classes for competitions	Held
• Competition practice	Provided
• Increasing availability of competitive books	Increased

• Career counseling	Provided
• Admission counseling with emphasis on newly started courses	Provided
• Placement drive	Organized
• More linkages for better opportunities to students	Explored
• Renovation of ramps for easy access	Done
• Increase in the number of scholarships, freeships and fee concessions	Increased
• Increase in the number of books in the book bank	Increased
• Increase in social responsibility opportunities for students	Increased
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	Regular meetings conducted
• 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, <i>ZOO QUEST</i> , IT Club, etc.	
• Internal & external auditing	Done
• Management Information System	Ongoing
• Mechanism for online feedback from stakeholders	Instituted
• Preparation and periodic progress review of the Perspective Plan	Done
• Preparation of the College Calendar	Made
• SWOC	Done
• Welfare schemes for staff	Existing
VII INSTITUTIONAL VALUES AND BEST PRACTICES	
<i>Non Nobis Solum</i> 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. <i>to form well integrated individuals who are assets to contemporary society</i>	
• Programs for helping the underprivileged ➤ Adopted Government Middle School, Theog	Organized

➤ Adopted Government Primary School, Sanjauli	
<ul style="list-style-type: none"> • Programs inculcating the spirit of providing for the needy <ul style="list-style-type: none"> ➤ Visits to orphanages ➤ Visit to home for destitute girls ➤ Visits to old age homes ➤ Visits to hospitals 	Visited
<ul style="list-style-type: none"> • Scholarships, fee concessions and freeships to the deserving students 	Provided
<ul style="list-style-type: none"> • Celebration of significant National days: <ul style="list-style-type: none"> ➤ Independence Day ➤ Teachers Day ➤ Children Day ➤ Hindi Diwas ➤ Christmas 	Celebrated
<ul style="list-style-type: none"> • Several awards for outstanding students <ul style="list-style-type: none"> ➤ Bedian Pin ➤ Bedian Ring ➤ Rana Memorial Trophy ➤ R S Pathania Memorial Award ➤ G R Sud award ➤ EBA Trophy ➤ Library Best Student award ➤ Excellence in Mathematics ➤ Zenith: 'In the loving memory of my son Sawrit Sharma' 	<p>Considered</p> <p>Awarded</p>
<ul style="list-style-type: none"> • Welfare schemes for non-teaching staff 	Implemented
<ul style="list-style-type: none"> • International peer reviewed journal 	Worked upon
<ul style="list-style-type: none"> • Department news letters 	Brought out
<ul style="list-style-type: none"> • College magazine 	Published
<ul style="list-style-type: none"> • Paper recycling 	Practiced
<ul style="list-style-type: none"> • Green campus 	Maintained
<ul style="list-style-type: none"> • Green audit 	Done
<ul style="list-style-type: none"> • Water harvesting 	Done
<ul style="list-style-type: none"> • Medicinal garden 	Developed
<ul style="list-style-type: none"> • Efficient waste management 	Practiced
<ul style="list-style-type: none"> • Vermicomposting 	Done
<ul style="list-style-type: none"> • Renewal energy utilization 	Utilized
<ul style="list-style-type: none"> • Tree plantation drive 	Undertaken
<ul style="list-style-type: none"> • Green computing <ul style="list-style-type: none"> ➤ Paper re-use ➤ E-assignments 	Practiced
<ul style="list-style-type: none"> • Wifi Campus 	Entire campus
<ul style="list-style-type: none"> • CCTV surveillance mechanism 	Implemented
<ul style="list-style-type: none"> • Biometric attendance system 	Implemented
<ul style="list-style-type: none"> • Online feedback system from stakeholders being developed 	Instituted

* Attach the Academic Calendar of the year as Annexure

ANNEXURE I: ACADEMIC CALENDAR

(Page No: 53)

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.

PART – B

CRITERION – I

I. CURRICULAR ASPECTS

1.1 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	4	4
UG	25	1	5	8
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	7		7	7
Others				
Total	34	3	16	19

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: The curriculum is framed by HPU, the college has to adhere to the same.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	
Annual	

1.3 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 FEEDBACK FROM PARENTS, STUDENTS,
ALUMNAE AND MANAGEMENT
Page No. 54

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

Yes the syllabi is regularly updated keeping in mind newer requirements. Hindi was introduced as a compulsory subject for B.com III rd and IV th semester and English for B.Com Ist and IIIrd semester

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

One UG course Economic honours and 2 new PG courses were introduced-M.Sc. Botany and M.Sc.Geography

CRITERION – II

2. TEACHING, LEARNING AND EVALUATION

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	40	17	2	

2.2 No. of permanent faculty with Ph.D.

23

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
12									

2.4 No. of Guest and Visiting faculty and Temporary faculty

12	02	-----
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	65	5
Presented	10	15	5
Resource Persons		5	8

2.6 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, conducting seminar for the students, group discussions, introduction of add on courses, imparting social responsibility in students by conducting NCC/NSS activities, online assignments, case studies, organising educational tours and by conducting co-curricular activities like debates, dramatics, poster presentations, street plays, reviewing of articles, discussion of documentaries and movies, virtual labs, demonstrations, cross cutting issues and encouraging peer teaching.

2.7 Total No. of actual teaching days during this academic year

180

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

- 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 schedule for one minor test is prepared and displayed on the notice boards. After evaluating, answer sheets are distributed to the students and whenever the performance is not satisfactory, the student is counselled by the faculty academic co-ordinators and the Principal.
- For the internal assessment of 10 marks students are continuously evaluated on the basis of written test, term paper, seminars, presentation, projects, quiz, group discussions, e- reports, assignments, extension work, open book test etc.
- External examination and evaluation is done by the university.
- Teachers perform invigilation duties regularly for internal and external examinations.
- Teachers evaluate answer scripts of examinations and also set question papers for the university examinations.
- The college is one of the examination centres for university examinations.
- H P U has introduced CBCS UGC for UG classes in which 30 per cent is Comprehensive and Continuous Assessment. CBCS has been implemented efficiently by the College. For CCA students are evaluated on the basis of one minor test (15 marks), attendance (5 marks) and for the remaining 10 marks, the College has initiated various ways and methods like written test, term paper/ seminar/ presentation, projects, quiz, group discussions, e- reports, assignments, extension work. After assessment, the results are shared and discussed with the students.
- For remaining 70 per cent, End-Term Examination and Evaluation is conducted by Himachal Pradesh University, Shimla.

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

02	-----	-----
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2.10 Average percentage of attendance of students

89

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	91	44	95	-----	-----	100
BBA	97	49	97	----- -	----- -	100
B.Sc	129	74	98	----- -	-----	100
B.Com	94	78	97	-----	-----	100
BCA	08	75	100	----	-----	100
M.A.	20	15	100	----	-----	100
M.Com	25	52	100	----	-----	100
Micro-Biology	05	100	100	-----	-----	100
Bio-technology	09	67	100	-----	-----	100

2.12 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 meetings 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 new students 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 HODs to discuss a number of issues pertaining to internal assessment, attendance, examinations and evaluation schedules.
- Forms various committees to keep regular check on 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 research publications, paper presentations, 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.

2.13 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	12
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	02
Others	

2.14 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	11			
Technical Staff	15			

CRITERION – III

3. RESEARCH, CONSULTANCY AND EXTENSION

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

The Research Promotion Cell has always played an important role in motivating the teachers to formulate projects, attend conferences, workshops etc. The teachers are advised to send their research papers to UGC approved journals with high impact factor. The students are encouraged to give project presentations, use e-resources in writing their research papers. Faculty development programmes on Research Methodology, SPSS are organized in the college regularly. Inter-disciplinary seminars, conferences, workshops are held from time to time. Resource persons are invited from Himachal Pradesh University, Shimla and other educational institutions from outside Shimla to promote research culture among the students and the staff. Our peer reviewed College journal-The Bede Athaeneum which consists of good quality research papers from all over the country is published annually. The faculty members are invited as resource persons to present their research findings at various forums at different forums.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	7	
Non-Peer Review Journals			
e-Journals	12		
Conference proceedings	13	2	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

Citation index

3.6 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 (<i>other than compulsory by the University</i>)	2	College Management	Rs.2000/	Rs.2000/
Any other(Specify)	<ul style="list-style-type: none"> • National Workshop of Physics • Common Wealth Scholarship 	Indian Association of Physics Teachers	Rs. 8000/	
Total			10,000	2,000

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			37
Sponsoring agencies					Indian Association of Physics Teachers

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- An Introductory assembly in which the Principal and staff members introduced themselves to the students was held on July 4, 2017 in the College auditorium.

- An Anti-ragging workshop was organized the college on July 13, 2017 to make the students aware about menace of ragging. The workshop started with a Documentary film on ragging and a power point presentation on its Do's and Dont's of ragging.
- An Electoral Awareness Program was held at on July 18, 2017.
- The elections for various posts were held peacefully on July 24, 2017 in the College campus.
- The Book Club of St. Bede's College 'Afterthoughts' showed the film 'Monsoon Wedding' to its student members on July 25, 2017. The various complexities of the film were discussed.
- The College organized 'The Investiture Ceremony' of the newly elected Student Council on July 29, 2017 in the college auditorium. The Principal administered the oath of office to the members of the Student Council.
- The Mother Foundress' Feast Day was celebrated on July 31, 2017. St. Claudine Thevenet, a woman of strong personality, a true mother of both body and soul came into this world on March 30, 1774 and started the Congregation of the Religious of Jesus and Mary.
- The Department of Home Science organized a workshop on Breast feeding awareness on August 2, 2017 in the Seminar room as August 1-7 is celebrated as Breast Feeding Awareness week. A Poster making competition was held the same day on 'Breast feeding – its various aspects'. About 35 students participated.
- The Book Club 'Afterthoughts' met on August 5, 2017 at 11.30 a.m. in the Archives section of the library. A discussion was held on a very pertinent social issue of child abuse in the families.
- On 18th August 2017, N.S.S Unit in collaboration with Forest Department Himachal Pradesh Shimla organized a Tree Plantation Campaign at Five Benches, Jakhu Hills Shimla. Around 100 NSS volunteers planted more than 100 saplings of Deodar and Ban in that area.
- The students of BSc. (Hons) Microbiology and Biotechnology participated actively in an inter-disciplinary activity with the students of BSc. Botany on the demonstration of different types of thallus organization in Algae on August 18, 2017.
- On the occasion of World Honey Bee day, an Environment Awareness Programme was organized on August 22, 2017 by the Department of Zoology of the college. The students took an initiative to make the people aware about the silent threat emerging due to honey bees being endangered by visiting a number of schools and colleges in Shimla and Theog.
- The College arranged a student exchange programme from August 22-26, 2017 in collaboration with Skyline University and Amity College, Dubai. The students got exposure and an opportunity to enhance their knowledge in various issues like Aerospace technology, Nano technology, Fashion designing, Mass communication and various other interactive courses.
- A competition of Innovative cooking without involving any cooking was organized in the Department of Home Science on August 25, 2017. About 40 students participated in the competition.
- On August 28, 2017 a State level event was organised on the ridge and the Gaiety Theatre by the Himachal Pradesh State Aids Control Society on the occasion of International Youth Day for spreading the awareness on HIV/AIDS and measures to prevent it. The students of our college performed a Skit which was based on spreading awareness on AIDS.
- Teacher's Day was celebrated on September 5, 2017. The students performed various entertaining dances and dedicated poems and songs to the teachers.
- The Book Club 'Afterthoughts 'invited the well known journalist and writer Chander Suta Dogra, on September 6, 2017. The topic for discussion today was 'Dera culture in Indian Religiosity'. The students also put forward their views and interacted freely with her.

- The Hindi divas was celebrated on 14th September, 2017 with great enthusiasm. Several competitions were held by the Hindi department on this occasion. The students displayed their talents in various inter-ship competitions. They participated in poetry recitation, declamation, solo dance, solo singing, mono acting and skit competitions. About 200 students participated in various activities
- About 40 students participated in various cultural activities organized at Envision-2017, a Festival of University Institute of Legal Studies, Himachal Pradesh University, Shimla from September 13-15, 2017. They were adjudged Ist in Natti, IInd in Western Dance & Solo Dance, IInd in Group Song, Mono-acting & Debate competitions.
- The NSS unit of St. Bede's College organized a Blood Donation camp in collaboration with Almighty Blessing, a NGO on September 15, 2017 in the college auditorium. Around 83 units of blood were collected.
- The N.S.S Unit of St. Bede's College, Shimla organized a lecture by Mr. Sarabjeet Singh Bobby, President, All Mighty Blessings NGO on 'What is Real Happiness'.
- An Art and Craft Workshop was organized by Pidilite Company in the Department of Home Science from September 18-20, 2017. Mrs. Neha Grover, the resource person taught Shilpkar art, Fabric printing and jewellery designing to the students. About 70 students attended the workshop.
- About nine students and three teachers from Badri Narayan Barwale College, Jalna, Aurangabad visited St. Bede's College from September 16 – 20, 2017 as part of the Student Exchange programme between the two institutions. The students interacted with the Departments of Botany, Zoology and History.
- The Himachal Pradesh Council for Science, Technology & Environment (HIMCOSTE) in collaboration with National Council for Science and Technology Communication (NCSTC) and Disaster Management and Environment Cell of St. Bede's College, Shimla organized Popular Lecture Series on 'Biodiversity Conservation and Patent' by Dr. Vandana Shiva, world renowned environmentalist on 23rd September, 2017.
- A Book Talk was held in the library of St. Bede's College, Shimla on September 26, 2017. About 14 students presented reviews of books written by different authors like Amitav Ghosh, Harper Lee, Paulo Coelho, Khalid Hosseni, Chetan Bhagat, J.K Rowling etc.
- Yashika Ghamta participated in Kathak (Group-3) of the Youth Festival organized at Government College, Hamirpur from October 4-7, 2017. She was adjudged second among the participants from 8 colleges.
- Rimple Kaul of 5th semester Zoology Major became the first runner-up in the mega event 'Dance Himachal Dance' organised by the newspaper Divya Himachal. Her dance group 'The Obstinado Squad' won the accolade in the senior group category.
- Field visits and excursions of MSc. Semester I were organized to Jakhoo Hills, Camp Potter's Hill and Regional Horticultural Research Station, Mashobra in the month of September – October, 2017. The purpose of these visits was to make students acquainted with the flora of different areas of Shimla.
- The students of BSc. Botany Semester III did the project work related to different aspects of Biofertilizers viz. compost making, waste material recycling, potato/apple cultivation and the effects of biofertilizers on their yield in the month of October, 2017.
- An Election Awareness programme was organized by Dr. Pankaj Lalit, ADM, Shimla on November 3, 2017 at 12.30 p.m. in the college auditorium.
- Our college began the celebrations to mark the Bicentenary of the Foundation of Jesus and Mary in 1818 in Lyon, France on 6th October, 2017. We had Eucharistic celebration and power point presentation on the life of our Foundress, St. Claudine Thevenet on November 13, 2017. To

commemorate this day, the students were given specially designed T-shirts depicting 200 years of the journey of our congregation.

- An inter-disciplinary Seminar was organized on November 29, 2017 comprising of the students and teachers of Home Science, Biotechnology and Computer Science. About 60 students attended the power point presentation on 'Nutrition Literacy: the most Effective way of Maintaining Health'. About 8 NCC cadets were also present.
- The Red Ribbon Club celebrated World Aids Day on 1st December 2017. The theme of the day was 'My health, my right'. An Inter-ship poetry recitation, essay writing, Slogan writing and poster making competitions were held on the topic 'Hands up for HIV prevention'. The Cadets of Naval NCC wing of St. Bede's College, Shimla cleaned the area outside the college on 2nd December 2017. They removed the posters, bills and pamphlets sticking on the fence outside the college and also picked up the litter lying around. Following the footsteps of the Honourable Prime Minister of India Narendra Modi ji, the Principal Dr. (Sr.) Beena John, NCC ANO Dr. Shweta Thakur organized this activity in which cadets took part with great zeal and enthusiasm.
- A campaign on 'Waste Management through vermicomposting was organized for the NCC cadets on December 3, 2017. They were taught the methodology to decompose the organic waste with the help of earthworms under Swach Bharat Abhiyan.
- The Principal Dr. (Sr.) Beena John accompanied by teachers, students, NCC cadets visited Government Primary school, Sanjauli on December 5, 2017 to celebrate Christmas with the students of the school. Sweaters, inners, socks, mufflers, registers and pens were distributed to them. The NCC cadets collected Rs. 16,000 for the Armed Forces Flag Day from the students and teachers of the college on December 7, 2017 which was deposited with the Sainik Welfare Office.
- A Workshop comprising of Poster Competition and a presentation was held in the College, Shimla on 'Swach Bharat Abhiyan' on 12th & 13th December, 2017 by the NCC unit. The cadets made posters depicting the relevance of Swach Bharat Abhiyan
- The students of BSc. (Hons) Microbiology and Biotechnology attended one month internship from January 1-31 January, 2018 at Central Research Institute, Kasauli and Orbit, Chandigarh.
- A workshop on 'Learning to learn' was organized on 26th February, 2018 by Dr. Satwinder Bains, Director of University of The Fraser Valley South Asian Studies, Canada. She had an interactive session with students and teachers.
- The Science Faculty of the college celebrated the National Science Day 2018 'Science & Technology for a Sustainable Future' on February 28, 2018. On this occasion, Essay writing, Poster making and Rangoli making competitions on scientific themes were held. About 60 Science students participated in these activities.
- The 'Prize Distribution function' and 'Office Laying down ceremony' was held on March 5, 2018. About 180 students who excelled in academics as well as 100 students were given prizes for co-curricular and extra-curricular activities.
- A mock drill for disaster management was conducted on March 7, 2018 by Sh. D.C Sharma, Station Fire Officer, the Mall, Shimla. First aid bandages for skull, jaw, chest, knee, elbow, wrist injuries and various emergency methods of rescue were demonstrated.
- The College on the occasion of International Women's Day celebrated the achievements of women. The Health Club, NCC Unit and Women Cell organized a talk with Ms. Kalpana, a social activist on March 8, 2018. The students were made aware about the symptoms of breast cancer and how regular tests can help its detection at an early stage.

- An Inter departmental activity was conducted for the students of Home Science and Computer Science on March 9, 2018 in the Computer lab. The seminar was on the topic 'E-Waste' and was presented by Meghna Rana, a student of BCA VI Semester. It was organized to spread awareness about the E-waste being generated by the human beings which is a major cause of concern.
- A workshop on Portfolio development by Pearl Academy, New Delhi was organized by the Department of Home Science on 19th March, 2018. About 150 students participated. The basics of Fashion Designing were explained to the students.
- A Painting Competition was held on March 19, 2018 organized by the NCC unit of the college. The theme was 'Save Flora and fauna for better health' as given by the 'Society for Upliftment of Masses' (SUM), New Delhi.
- A 'Grads' Nite' was organized for the outgoing students of the 2017-18 batch on March 24, 2018.
- The students of Semester IV, English Hons, were taken to the reserved forest in the Catchment area of Shimla on 27th March, 2018. This 'nature walk' of 10 kms was a way to learn and experience Romantic Poetry of Wordsworth, Keats and Shelley. The Practicals in various subjects were held from March 26 - April 6, 2018.
- Dr. Suneela Sharma, Asst. Professor in English at Govt. Fine Arts College, Shimla delivered a lecture on Phonology and Morphology on 28th March, to the Semester VI students of English.
- An Inter-disciplinary seminar was organized by the Department of Commerce & Management for the students of the Department of Home Science on March 28, 2018.
- An Induction Meeting was organized at St. Bede's College, Shimla, IGNOU Study Centre, 1134P for first year students of MSc (DFSM), Masters in Dietetics & Food Service Management and Diploma in Nutrition & Health Education (DNHE), Diploma in Early Childhood Education (DECE) on March 31, 2018.

CRITERION – IV

4. INFRASTRUCTURE AND LEARNING RESOURCES

4.1 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				

4.2 Computerization of administration and library

- The administrative functioning of the college is fully computerised.
- The functioning of the Library is automated by the use of the software Campus Whizz.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2513	595350	201	131831	2714	727181
Reference Books	2056	183035.11	46	140093.02	2102	323128.13
e-Books	-	-	-	-	-	-
Journals	54	82380	-	-	54	82380
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	--
CD & Video	783	6013	24	-	807	6013
Others Kindles	10	18000	-	-	10	18000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	173	3	173	5	-	6	21	-
Added	1	-	-	-	-	1	-	-
Total	174	3	173	5	-	7	21	-

4.5 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.
- Techno-Know-How's club was formed by Department of Computer Science to enhance the knowledge on new technologies for the students. Weekly activities such as discussions, seminars etc. are organised under this club.

- Lecture on Web Designing and Development was delivered by Ms. Meenakshi Sharma (Branch Head), Frameboxx Animation Institute, Sanjauli, Shimla for the students of BCA on August 28, 2017.
- Seminar on E-waste was organised for the students of BCA on March 7, 2018.
- Inter-departmental seminar was organised for the students of Home Science department on “E-waste “ by the department of Computer Science on March 9, 2018.
- Special assembly was organised for the college students on “E-waste “by the department of Computer Science on March 12, 2018.
- Two day IT educational trip to IT Park, Mohali was organised for the students of BCA on March 16-17, 2018.

4.6 Amount spent on maintenance in lakhs :

i) ICT	60765
ii) Campus Infrastructure and facilities	1059878
iii) Equipments	94050
iv) Others	736515
Total :	1951208

CRITERION – V

5. STUDENT SUPPORT AND PROGRESSION

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC plays a significant role in this context. Students are made aware of the following through regular discussions and notice boards.

- Admission norms and courses offered
- Scholarship schemes and financial assistance programmes organized by the government.
- Seminar and workshops.

Apart from this following are the student support services provided by the college:

- Digital notice boards
- Online admissions
- Updated college website
- Morning college assembly
- Student counselling cell
- Orientation of the fresher's
- Skill development programmes
- College Facebook page
- Remedial classes
- Fee concessions for ST/SC
- Medical absence
- Support for slow learners.
- Educational tours, field trips and industrial visits
- Field trips
- Industrial

5.2 Efforts made by the institution for tracking the progression

There is a progressive increase in the number of students going for higher studies.

- Academic calendar is prepared for quality sustenance and enhancement
- Academic performance of the students is analysed in every semester in the staff council and in the department staff meeting.
- Organizing PTA meetings
- Regular academic committee meetings
- Suggestion box is provided
- Students are provided career and competition counselling

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1075	103	NA	NA

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	NA			1178	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1023	79	26	18	01	1147	1100	44	18	09	01	1178

Demand Ratio:

Dropout %:

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

An informal support mechanism is made available for imparting training for competitive exams.

- The career counselling cell of the college invites various guest speakers to give career guidance.
- Teachers provide notes and books specific to competitive exams to the students.
- Various competitive books are made available for the students in the college library.

No. of students beneficiaries

5.5 No. of students qualified in these examinations :

Details of the students appearing and qualifying in various competitive exams are not available under any formal resources.

NET	<input type="text" value="NA"/>	SET/SLET	<input type="text" value="NA"/>	GATE	<input type="text" value="NA"/>	CAT	<input type="text" value="NA"/>
IAS/IPS etc	<input type="text" value="NA"/>	State PSC	<input type="text" value="NA"/>	UPSC	<input type="text" value="NA"/>	Others	<input type="text" value="NA"/>

5.6 Details of student counselling and career guidance

- Academic counselling during admission
- Orientation programme for the fresher's
- Departmental orientation
- Personal counselling through guidance and counselling cell
- Value education classes
- Inter departmental activities
- Career guidance talk/ Lectures

No. of students benefitted

ALL

5.7 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
3	200	32	03

5.8 Details of gender sensitization programmes

Most of the gender sensitization programmes are done through women cell of the college.

- A lecture on breast cancer awareness on March 8, 2017 by social activist Ms. Kalpana Sharma.
- Saumya Sambasivan, Shimla's first female IPS officer gave a talk on women sensitization.

5.9 Students Activities

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

State/ University level

Nil

National level

Nil

International level

Nil

No. of students participated in cultural events

State/ University level

75

National level

Nil

International level

Nil

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

Nil

32

Nil

Nil

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	5,42,100
Financial support from government	Nil	Nil
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

- Visit to the cancer hospital
- Visit to the old age homes and orphanages
- Some students are active members of various NGO's
- Departmental newsletters and departmental E-newsletters

5.13 Major grievances of students (if any) redressed:

College has a robust student grievance redressal cell. The complaints brought to notice are related to election, internet etc, which are rectified as soon as possible.

CRITERION – VI

6. GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 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.

6.2 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

- Salary Structure for employees
- Staff I-Card generation
- Biometric attendance
- Leave for Staff
- Income tax report
- Staff details
- Loan details
- Arrear details

2) Student Admission

- Student Registration
- Nationality wise list

- State wise list
- Student Details
- Fee Details
- Hostel Details
- Student List
- Admission Slip generation
- Subject Opted by Student
- Phone number list

3) **Student Record**

- Attendance Register
- Daily Attendance
- Subject Wise Attendance
- Student Wise Attendance
- Class wise Attendance
- Online Attendance

4) **Examination**

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

5) **Others**

- Web Update
- Data base backup
- User management
- Library Management System

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

6.3.1 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 Coordinators brainstorm for additional inputs by giving their valuable suggestions.
- Work load distribution among faculty members.

6.3.2 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 look 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.

6.3.3 Examination and Evaluation

- Smooth conduct of CBCS system in the College in 2017-18.
- RUSA Committee made all efforts for the smooth conduct of examination during the academic session 2017-18.
- Different methods for Continuous evaluation like internal assessment test, assignments, presentations, projects etc. are employed.
- Question papers for end semester examination 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.

6.3.4 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 posts 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.

6.3.5 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.

ICT:

- Interactive Boards were installed for ICT enabled teaching.
- Wi-Fi facility is available for staff and students.
- INFLIBNET has been provided in the College possessing more than 6000 e-journals and more than 31, 35000 e-books to access by 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 has 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 in 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.
- Extension of Science Block is under construction.

6.3.6 Human Resource Management

- 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.
- The online evaluation of teaching faculty by the students has been adopted in our College.
- 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.
- 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.

6.3.7 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.

6.3.8 Industry Interaction/Collaboration

- Educate India, a diversified organization based at Mumbai held a Campus Placement programme at St. Bede's College, Shimla on August 4, 2017. Mr. Vikas Maria from the organization interviewed the students. About 92 students gave the interview out of which 35 students were selected.
- On 18th August 2017, N.S.S Unit of St. Bede's College Shimla in collaboration with Forest Department Himachal Pradesh Shimla organized a ***Tree Plantation Campaign*** at Five Benches, Jakhu Hills Shimla.
- On the occasion of World Honey Bee day an Environment Awareness Programme was organized by Zoology Major Students of St. Bede's College Shimla on August 22, 2017. Government Girls Senior Secondary School Portmore, Government Senior Secondary School Phagli, Government Middle High School Theog, Government Degree College Theog and Mahila Mandal Committee Theog.
- On August 28, 2017 a State level event was organised on the ridge and the Gaiety Theatre by the Himachal Pradesh State Aids Control Society on the occasion of International Youth Day for spreading the awareness on HIV/AIDS and measures to prevent it. Students from St. Bede's College participated in the event.
- Placement cell of the St. Bede's College and The Vistara Company, joint collaboration of Tata Sons & Singapore Airlines visited our college on 11th Sept., 2017 for the cabin crew and ground level interviews in which 85 students from various streams appeared and had an interaction with them.
- A Student exchange programme was held from September 16 – 20, 2017 in which there was an interaction among the students of Zoology, Botany and History Department, St. Bede's College and students of Badrinarayan Barwale Mahavidyalaya Jalna.
- The NSS unit of St. Bede's College organized a Blood donation camp in collaboration with Almighty Blessing NGO Shimla on September 15, 2017 in the college auditorium. Prof. Dr. Ranjana Rao, Senior Medical Superintendent Deen Dyal Upadhyay Zonal Hospital Shimla.
- An interaction was held on 20th September 2017 in collaboration with Jet Airways to recruit young girls for their cabin crew in St. Bede's College. It aimed to provide training in soft skills, personality development, English language and IELTS in which College students participated enthusiastically.
- An Art and Craft Workshop was organized by Pidilite Company in the Department of Home Science of St. Bede's College from September 18-20, 2017. Exhibition of the articles made by the students and the hard work of their creativity was appreciated.
- The NSS unit of St. Bede's College organized a one day camp in collaboration with Almighty Blessings NGO Shimla on September 20, 2017 in the college auditorium. Mr. Sarabjit Singh President Almighty Blessings delivered a talk on the topic "***What is real Happiness***".
- Popular Lecture Series was held in St. Bede's College in Collaboration with Himachal Pradesh Council for Science, Technology and Environment (HIMCOSTE) Shimla on 23rd September 2017 in which renowned environmental activist Ms. Vandana Shiva presented a lecture series on "Biodiversity Conservation and Patent".
- The Cadets of Naval NCC wing of St. Bede's College, Shimla cleaned the area outside the college on 2nd December 2017.
- A campaign on 'Waste Management through vermicomposting was organized for the NCC cadets on December 3, 2017.

- The NCC cadets collected Rs. 16,000 for the Armed Forces Flag Day from the students and teachers of the college on December 7, 2017 which was deposited with the Sainik Welfare Office.
- NCC cadets visited Government Primary school, Sanjauli on December 5, 2017 to celebrate Christmas with the students of the school. Sweaters, inners, socks, mufflers, registers and pens were distributed to them.
- Securities Exchange Board of India (SEBI), a statutory body established by an Act of Government of India has conceptualized a PAN INDIA Mass Contact Programme consisting of tenets of financial literacy and awareness for which it organized an interactive workshop by SEBI certified financial education at St. Bede's College on 16th Dec., 2017. The workshop imparted participants with a better understanding of financial products and management of their finances.
- Department of Commerce organized an awareness programme regarding stock market in collaboration with the Department of Securities and Exchange Board of India on 17th December, 2017
- Students of B.Sc. (Hons.) Microbiology and Biotechnology attended one month internship in the month of January 2018 in reputed research centers; Central Research Institute Kasauli and Orbit Chandigarh.
- Students of BBA 4th semester were gone for an internship programme in the month of January 2018 to attain specialization in various fields of management in the following companies: Vision unlimited, Chandigarh, Bunge India Pvt limited, Punjab, Taj Chandigarh, Punjab Greenfield Resources Ltd, Chandigarh, 6ixwebsoft Technology, Delhi Gurudev Group of services, Chandigarh.
- Winter training at HFRI, Shimla was undertaken by three students of B.Sc. with Zoology and Botany w.e.f. Jan. 8, 2018- Feb. 10, 2018.
- A workshop on 'Learning to learn' was organized on 26th February, 2018 in the College in collaboration with Dr. Satwinder Bains, Director of University of The Fraser Valley South Asian Studies, Canada. She had an interactive session with students and teachers of St. Bede's College on her thought provoking ideas stressed on going beyond curriculum and motivated the students to inculcate critical thinking as learning is multidimensional, participative and learner centered.
- The department of Commerce (BBA and B.Com) organized a counseling session on career guidance on MBA in collaboration with PIBM, Pune on March 1, 2018 in St. Bede's College. Students got a knowledge about specialization in finance, marketing, HR, Analysis and so on.
- The Disaster Management Cell of the college organized a mock drill in collaboration with the Himachal Pradesh Fire department on March 7, 2018 giving a live demonstration for Earthquake and fire rescues. They also gave demonstration for the first aid in case of evacuation under above mentioned circumstances.
- The Department of Computer Science organized 2-day IT Educational trip for the students of BCA from March 16, 2018 to March 17, 2018. The students visited three companies in two days trip namely Debut Infotech Private limited, AA2IT Infotech Private Limited, Netsmartz Infotech Pvt Limited, Mohali. The value of learning different languages, their demands in today's IT market like Java, oops, C, C++, .Net, php, VB, Nuke, etc. were also talked about. The most in demand career options for IT students was also discussed which included networking, mastering the coding skills, digital marketing, mobile app developing, web developer, etc.
- NSS camp was organized in the college from 21st March -27th March, 2018 in collaboration with Himachal Pradesh University NSS Unit in which various community outreach activities were undertaken by the college students. There were lecturers and motivational talks from various resource persons.

- Botany department organized an Educational trip to Mohan Meakin's Brewery, Solan, Directorate of Mushroom Research, Chambaghat and wild life sanctuary Renuka on 28th and 29th March 2018.

6.3.9 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.
- Customized admission software has been developed to facilitate the admission process.
- The College has formulated various policies for economically and socially marginalised sections of society by giving fee concession and privileges to them in admission.
- 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.

6.4 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.

6.5 Total Corpus Fund generated

College-Rs.104100000 approx.

6.6 Whether Annual Financial Audit has been done?

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	H.P.University	Yes	LMC
Administrative	Yes	CA and AG Office	Yes	LMC

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Alumni act as a member of IQAC of the college.
- Alumni meetings are conducted regularly.
- Memorial scholarships, awards, prizes and medals have been instituted by alumni
- Alumni are involved in various community outreach programmes which are arranged on regular basis through various Societies and Clubs.

6.12 Activities and support from the Parent-Teacher Association

- PTM is organised every year.
- New PTA is elected every year
- Parents are acquainted with the online evaluation system.
- Suggestions from the parents are incorporated to ensure proper functioning of the college

6.13 Development Programmes for support staff

- Personality Development Seminar
- Computer Training programme (hardware)
- Software training Programme (Campus Whizz)

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

- Tree plantation is done every year on environment day.
- Green auditing is done.
- Use of polythene is strictly prohibited.
- 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.
- Paper recycling unit was set up in the campus as an eco friendly initiative.
- Focus was on e-assignment, e-periodicals, e-reports 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

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

- The **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.
- Concept of **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 **Educate India**, a diversified organization based at Mumbai and **The Vistara Company**, joint collaboration of Tata Sons & Singapore Airlines held a Campus Placement programme at St. Bede's College, Shimla on August 4, 2017. Mr. Vikas Maria from the organization interviewed the students. About 92 students gave the interview out of which 35 students were selected.
- The **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.
- **Regular 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.
- **Dr. Robin Endelman, Associate Professor in the subject of Mathematics from the University of Fraser Valley, Canada** visited the College under the Faculty Exchange Programme from February 27 - March 7, 2017. She taught the students and interacted with them for a period of 10 days.
- As part of the **Student Exchange programme** of the College, a group of students from Badrinarayan Barwale Mahavidyalaya Jaha (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.
- **Technochronicle, the newsletter of the Department of Computer Science** 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.
- The **Vistara Company**, joint collaboration of Tata Sons & Singapore Airlines visited our college on 11th Sept., 2017 for the cabin crew and ground level interviews in which 85 students from various streams appeared
- Botany department organized an Educational trip to Mohan Meakin's Brewery, Solan, Directorate of Mushroom Research, Chambaghat and wild life sanctuary Renuka on 28th and 29th March 2018.

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

7.3 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)*

7.4 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 on 18th August 2017, N.S.S Unit of St. Bede's College Shimla in collaboration with Forest Department Himachal Pradesh Shimla organized a Tree Plantation Campaign at Five Benches, Jakhu Hills 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.
- On the occasion of World Honey Bee day, an Environment Awareness Programme was organized on August 22, 2017 by the Department of Zoology of the college.
- **Dry leaves** are not burnt as they add to atmospheric pollution. Leaves are converted into manure for use in the college garden.

- Popular Lecture Series on ‘**Biodiversity Conservation and Patent**’ organized by The Himachal Pradesh Council for Science, Technology & Environment (HIMCOSTE) in collaboration with National Council for Science and Technology Communication (NCSTC) and Disaster Management and Environment Cell of St. Bede’s College, Shimla
- A Workshop comprising of Poster Competition and a presentation was held at St. Bede’s College, Shimla on ‘**Swach Bharat Abhiyan**’ on 12th & 13th December, 2017 by the NCC unit.
- The Department of Zoology in association with Environment Cell gave a **presentation on Awareness about honey bees** in the college auditorium on 21st August 2017.
- **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**.

7.5 Whether environmental audit was conducted? Yes No

7.6 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.
- Dr. Shonali Sud was invited to be the Editorial Board member for ‘Insights in Psychology’ an Open access and Open peer review Journal.
- A Faculty Development Programme was organized by ICFAI Business School (ICFAI Group), Shimla on Experiential Teaching Techniques on September 22, 2017 from 11 a.m. to 3 p.m. for the teaching and non-teaching staff of St. Bede’s College in two technical sessions.
- Our college was included in the list of the Tribune Guide to best colleges on April 14, 2017.
- Ms. Vanita Gautam, Department of Microbiology was awarded Commonwealth Fellowship for PhD. programme at Christchurch, New Zealand.

8. Plans of institution for next year

ST. BEDE'S COLLEGE SHIMLA

PERSPECTIVE PLAN

YEAR : 2018-19

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

I CURRICULAR ASPECT

The new courses that will be introduced this year :

- Add-on –Courses : Computer Department
- Certificate Course in Econometrics : Economics Department

II TEACHING, LEARNING AND EVALUATION

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

- Faculty Development program Workshops
 - Lit Fest
 - Nutrition Week
 - Fevicryl
 - Demo Workshop in Geography
- Computer awareness seminar for faculty and staff
- Formulation of course plans
- Guest lectures
- Inter college activities
- Inter-disciplinary activities
- Student seminars/presentations/discussions
- Visits : Field/ industrial/educational
- Projects/Assignments/ e-assignments
- Remedial
- Tutorials
 - Virtual 3D Tutorials in Chemistry
- Peer teaching
- Demonstrations
- Smart classrooms
- Book reading/presentation sessions in the library
- Film clip sessions
- TED videos

- Yale University lessons
- Skits and role play
- Poetic meet
- Heritage walk
- Quiz
- Exhibition : Indian Textiles
- Competitions : Photography, poster, write up, quiz, power point
- *Agar Art* by Department of Microbiology
- Department Clubs : *Zoo Quest- Zoology, The Tech Know Hows -Computers, Miraasa-History*
- Book and Film Club : Afterthoughts
- Electoral Literacy Club with faculty as nodal officer
- Skill enhancement courses
- Smart classroom sessions
- Regular tests
- Continuous comprehensive assessment

III RESEARCH, INNOVATIONS AND EXTENSION

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

- Organization of International Conference by Political Science and History departments '*Partition Revisited*'
- Zoology Department to undertake '*Evaluation of campaign through statistical analysis on conservation of honey bees*'
- 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
- Seminar/ workshop by involving students of other colleges and schools
- Visiting schools for spreading IT awareness
- Report : Blood group analysis
- Community Outreach Cell to collaborate with various NGOs
- Regular visits to adopted schools
- Visits to orphanages, old age homes and hospitals etc.
- Blood donation camp
- Delivering talks by faculty
- Judging events by faculty
- Faculty as resource persons

- Taking students to participate in poetic symposia

IV INFRASTRUCTURE AND LEARNING RESOURCES

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

- New Science Block will be completed
- New Reception Hall will be built
- Campus Whizz Software to be fully operational
- Website updation
- Upgradation to be continued
 - Computer museum
 - Chemistry lab
 - Geography lab
- Renovation of various facilities

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
- Increasing availability of competitive books
- Career counseling
- Admission counseling 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, freships and fee concessions
- Increase in the number of books in the Book Bank
- New Book Bank to be set up by Computers Department
- 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*

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

- Scholarships, fee concessions and freeships to the deserving students
- Programs to mark important events
 - Independence Day
 - Teachers Day
 - Children Day
 - Hindi Diwas
 - Christmas
 - Science Day
 - Ozone Day
 - Biodiversity Day
 - Earth Day
 - Women's Day
- Several awards for outstanding students
 - Bedian Pin
 - Bedian Ring
 - Rana Memorial Trophy
 - R S Pathania Memorial Award
 - G R Sud award
 - Excellence in Mathematics
 - Zenith_ 'In the loving memory of my son' by Dr Kalpana Sharma
 - EBA Trophy
 - Library_Best Student award
- Welfare schemes for non-teaching staff
- International peer reviewed journal
- Department e- newsletters and printed versions
 - *The Voice_ Special Edition* by History and Political Science Departments
 - *Zoo Buzz* : New newsletter of Zoology Department
 - *Ciencia Casera* : New newsletter of Nutrition and Apparel
- College magazine
- Paper recycling
- Green campus
- Green audit
- Water harvesting
- Medicinal garden
- Efficient waste management
- Vermicomposting
- Renewal energy utilization
- Tree plantation drives
- Green computing
 - Paper re-use
 - E-assignments
- Wifi Campus
- CCTV surveillance mechanism
- Biometric attendance system
- Online feedback system from stakeholders

Name : Dr. Ravi Bhushan

Coordinator, IQAC

Name : Dr.(Sr.) Beena John

Chairperson, IQAC

ANNEXURE I

COLLEGE CALENDAR



St. Bede's College

Shimla - 171 002



**College Calendar
2017-2018**

June

17th June College reopens
17th-30th June Admissions
24th June Classes for III-V semester students
26th June Id-ul-Fitr (Holiday)

July

1st July Session begins for 1st year students
4th July Orientation of Freshers/
Anti Ragging Talk/Introduction
10th July Inaugural Mass
14th July Society Fair
17th July Nominations for elections
19th July Finalization of Nominations
22nd July Elections
26th July Oath Taking
30th July Celebrations of Mother Foundress

August

5th August Freshers Welcome
7th August Raksha Bandhan (Holiday)
12th August PTA Meeting
15th August Independence Day Celebrations/
Inter-ship Activity
18th August Tree Plantation NSS

23rd August Book Exhibition/Book Talk
25th August Departmental Activity
28th August Inter-ship Activity (Canteen)
31st August Out Reach Programme

September

2nd September Id (Holiday)
5th September Teacher's Day Celebrations
7th September Health Club Activity
8th-12th September Minor Tests
14th September Hindi Divas
15th September Blood Donation NSS
23rd September Alumni Meet
26th September Women Cell Programme
Inter Ship Activity

October

1st October Moharrum (Holiday)
2nd October Gandhi Jayanti (Holiday)
5th October Maharishi Balmiki Jayanti (Holiday)
8th October Karva Chauth (Holiday)
13th October End Term Examination begin
18th October to 24th November Diwali (Holidays)

November

4th November Guru Nanak Jayanti (Holiday)
13th November Next Semester Commences II, IV, VI
21st November Department Activity

December

1st December World Aids Day (Red Ribbon Club)
6th December Inter College Department Activity
14th-20th December N.S.S. Camp
21st-31st December Evaluation (Staff)
25th December Christmas (Holiday)

January 2018

1st January to 4th February Winter Vacations

February

5th February College reopens regular classes begin
15th February Department Activity
20th February N.S.S. Activity
28th February Sports Activity (Intership)

March

5th-8th March Minor Tests
29th March Prize Distribution & Office Laying down Ceremony
31st March Farewell for final year students

April

11th April End Term Examinations
10th May

May

11th-25th May Evaluation

Note :

- 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.



ST. BEDE'S COLLEGE
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ANNEXURE II

ANALYSIS OF FEEDBACK FROM PARENTS, STUDENTS, ALUMNAE AND MANAGEMENT

In an effort to continuously evaluate our functioning, feedback from various stakeholders is obtained online, manually and also directly at various meetings

Students

The students evaluated the teachers online through a questionnaire given to them. They were given freedom of expression to help promote effective teaching. The feedback from them was converted into a graph which was provided to every teacher to help improve the quality of teaching-learning process.

Parents

A feedback form was provided to the parents before the PTM. The form elicited suggestions regarding the improvement of the functioning of the college. The overall feedback was very positive.

Alumnae

The alumnae feedback was taken verbally at the meeting of the Ex Bedeian association and the college management and staff. The President appraised all about the posting of various activities on various social websites. The awards instituted for outstanding students were also appreciated by all the members.

Management

The college Principal provided regular feedback to individual faculty members in one- to- one meetings. Observations about the various aspects of institutional functioning were also shared during meetings of the IQAC, Staff Council, Societies, Cells and Clubs etc.

ANNEXURE III

ACTION TAKEN REPORT

Point	Action Taken
<p>Conference/Workshop/Seminars/Talks conducted</p>	<ul style="list-style-type: none"> • An Anti-ragging workshop was organized the college on July 13, 2017 to make the students aware about menace of ragging. A lecture on ragging by Mrs. Yogita Dutt Sharma, Advocate, High Court, Himachal Pradesh. She spoke at length about the Prohibition of Ragging Act, 2009. • An Opening Mass was held on July 12, 2017 at 10.30 a.m. in the College auditorium. Father Tharthius conducted the mass. • An Electoral Awareness Program was held at St. Bede's College on July 18, 2017. The program began with an introductory speech by Mr. Sanjeev Sharma, Election Kanungo Shimla, and BLO (Booth level office) Supervisor. • The Book Club of St. Bede's College 'Afterthoughts' showed the film 'Monsoon Wedding' to its student members on July 25, 2017. The various complexities of the film were discussed. It was appreciated by all. • The Science Faculty of St. Bede's College Shimla, in collaboration with Indian Association of Physics Teachers (IAPT) hosted a two days National Workshop entitled '<i>St. Bede's Science Theatre 2017: A Celebration of Science through Stage Shows, Lectures and Panel Discussions</i>' on 10-11, August 2017. • The Himachal Pradesh Council for Science, Technology & Environment (HIMCOSTE) in collaboration with National Council for Science and Technology Communication (NCSTC) and Disaster Management and Environment Cell of St. Bede's College, Shimla organized Popular Lecture Series on 'Biodiversity Conservation and Patent' by Dr. Vandana Shiva, world renowned environmentalist on 23rd September, 2017. • The Department of Computer Science organized a Seminar on Web Designing and Development on August 28, 2017 in the Computer laboratory at 12 p.m. for the BCA 1st, 2nd and 3rd year students. The seminar was conducted by the faculty of Frameboxx Animation Institute, Sanjauli, Shimla which comprised of Ms. Meenakshi Sharma (The Branch Head), Ms.

	<p>Navita (The Counsellor), Mr. Aman and Mr. Yashwant Sharma.</p> <ul style="list-style-type: none"> • On 8th September, six students of the final year participated in a student's seminar organized by Govt. Degree College, Theog, on 'Cultural Diversity: Defying Homogeneity'. The students under the guidance of Mrs. Anuja Sharma presented papers on the different foods of India; the Devta culture of Himachal; the multi-linguistic society of India, the regional dresses, traditions, rituals etc. • An orientation programme was organized by NEST, an organization nurturing educated skillful talent at St. Bede's College, Shimla on September 20, 2017. This organization is committed to provide job opportunities for students of Himachal Pradesh in hospitality sector like Airlines, hotels etc. It aims to provide training in soft skills, personality development, English language and IELTS. Mr. Anupam Vohra, Co-ordinator (Jet Airways), Director, NEST conducted the programme • An Art and Craft Workshop was organized by Pidilite Company in the Department of Home Science from September 18-20, 2017. Mrs. Neha Grover, the resource person taught Shilpkar art, Fabric printing and jewellery designing to the students. About 70 students attended the workshop. • A Faculty Development Programme was organized by ICFAI Business School (ICFAI Group), Shimla on Experiential Teaching Techniques on September 22, 2017 from 11 a.m. to 3 p.m. for the teaching and non-teaching staff of St. Bede's College in two technical sessions. The team comprised of Mr. Saurabh Shukla, Mr. Ankur Jaiswal, Mr. Sita Ram and the speaker, Dr. Reshmi Manna from IBS Group, Gurgaon. • A presentation was made by Jyoti Rana, Assistant Commissioner, Shimla at St. Bede's College, Shimla on 25th September 2017 to make the students aware about the importance of voting and how one vote can make a lot of difference. She informed the students about the upcoming Vidhan Sabha elections and the Go Blue Campaign. She inspired the students to build a dream and follow it. • An Election Awareness programme was organized by Dr. Pankaj Lalit, ADM, Shimla on November 3, 2017 at 12.30 p.m. in the college auditorium. He spoke at length about the importance of casting one's vote. He made the
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	<p>students and teachers undertake oath that every person will exercise their right to vote. Telephone numbers and website address were given in case anybody faced any kind of problem.</p> <ul style="list-style-type: none"> • Financial Education Workshop by Securities Exchange Board of India (SEBI), a statutory body established by an Act of Government of India has conceptualised a PAN INDIA Mass Contact Programme consisting of tenets of financial literacy and awareness. Mr. Anil Kumar (Company Secretary at SJVNL) was the resource person.
<p>Extra – curricular activities</p>	<ul style="list-style-type: none"> • Apolitical college elections were held. • The College organized ‘The Investiture Ceremony’ of the newly elected Student Council on July 29, 2017 in the college auditorium. • The Freshers’ Social titled ‘Metanoia 2017’ was held on August 9, 2017 at St. Bede’s College, Shimla. • Independence Day was celebrated. • On 8th September, six students of the final year participated in a student’s seminar organized by Govt. Degree College, Theog, on ‘Cultural Diversity: Defying Homogeneity’. • A Book Talk was held in the library of St. Bede’s College, Shimla on September 26, 2017. The Chief guest for the programme was Professor Meenakshi F.Paul, Principal, Himachal Pradesh University Centre of Evening Studies. About 14 students presented reviews of books written by different authors like Amitav Ghosh, Harper Lee, Paulo Coelho, Khalid Hosseni, Chetan Bhagat, J.K Rowling etc. • Hindi Diwas was celebrated and various activities were conducted. • Poster making competition was organised by the Heritage club ‘Miraasa’. • Intership Badminton and Table Tennis activities were organised. • The students of BSc. (Hons) Microbiology and Biotechnology attended one month internship from January 1-31 January, 2018 at Central Research Institute, Kasauli and Orbit, Chandigarh. Students of BSc. Botany, Semester IV attended one month internship programme at Himalayan Forest Research Institute, Panthaghati on plant and animal taxonomy in the month of January, 2018. • St. Bede’s College, Shimla began the celebrations to mark the Bicentenary of the Foundation of Jesus and Mary in 1818 in Lyon,

	<p>France on 6th October, 2017. We had Eucharistic celebration and power point presentation on the life of our Foundress, St. Claudine Thevenet on November 13, 2017.</p> <ul style="list-style-type: none"> • On November 25, 2017 a workshop was organized by the Red Ribbon Club of the Deen Dayal Upadhyaya Hospital, Shimla. The members of Red Ribbon Club of our college which included three students and the Teacher Incharge of the club, Mr. Vijay Sanoria attended the workshop which was based on spreading awareness on the rapidly increasing issue of HIV/AIDS and its causes and prevention. • The Red Ribbon Club of St. Bede's College celebrated World Aids Day on 1st December 2017. The theme of the day was 'My health, my right'. An Inter-ship poetry recitation, essay writing, Slogan writing and poster making competitions were held on the topic 'Hands up for HIV prevention'. • A campaign on 'Waste Management through vermicomposting was organized for the NCC cadets on December 3, 2017. They were taught the methodology to decompose the organic waste with the help of earthworms under Swachh Bharat Abhiyan. •
<p>Student and Faculty Exchange Programme</p>	<ul style="list-style-type: none"> • St. Bede's College arranged a student exchange programme from August 22-26, 2017 in collaboration with Skyline University and Amity College, Dubai. The students got exposure and an opportunity to enhance their knowledge in various issues like Aerospace technology, Nano technology, Fashion designing, Mass communication • About nine students and three teachers from Badri Narayan Barwale College, Jalna, Aurangabad visited St. Bede's College from September 16 – 20, 2017 as part of the Student Exchange programme between the two institutions.
	<ul style="list-style-type: none"> • Tree Plantation was organised at Five Benches, Jakhoo, Shimla. • Community Outreach Cell organized an interaction with the Government Middle School, Theog. • The NSS unit of St. Bede's College organized a Blood Donation camp in collaboration with

Community services	<p>Almighty Blessing, a NGO on September 15, 2017 in the college auditorium.</p> <ul style="list-style-type: none"> • NSS unit of the college organised seven day camp in the college. • Students and faculty members visited the Cancer Hospital, IGMC . • The N.S.S Unit of St. Bede’s College, Shimla organized a lecture by Mr. Sarabjeet Singh Bobby, President, All Mighty Blessings NGO on ‘What is Real Happiness’. He shared his life long experiences about the activities undertaken by his organization which gave him real happiness and satisfaction. The objective of this presentation was to sensitize the students about how service to humanity led to inner joy and happiness. • On the occasion of World Honey Bee day, an Environment Awareness Programme was organized on August 22, 2017 by the Department of Zoology of the college. The theme of this awareness programme was ‘Conservation of Honeybees and their Role in Pollination’. The students took an initiative to make the people aware about the silent threat emerging due to honey bees being endangered by visiting a number of schools and colleges in Shimla and Theog. They interacted and explained how honey bees are a boon to the society and why there is a need to conserve them. Dr. Shweta Thakur, Ms. Anuja Sharma and Mr. Ankush Sharma accompanied the students to respective schools and colleges. • All the students and staff members bring chapattis to the college on the specified day.(i.e every tuesday) . After collecting the chapattis, these are supplied to the Main city hospital and cancer hospital in co-operation with the staff members of the NGO,The Almighty Blessings. • Students and the faculty members visited old age homes and orphanage. • The students and faculty members visited the adopted schools at Theog and Sanjauli. They distributed clothes and stationary to the students.
Inter-College Cultural functions /Fests	<ul style="list-style-type: none"> • About 40 students participated in various cultural activities organized at Envision-2017, a Festival of University Institute of Legal Studies, Himachal Pradesh University, Shimla from September 13-15, 2017. • Three of our ex-students Shilpa Sood, Nivedita Mishra and Sakshi Mehta and Saisha Verma, a

	<p>student of Semester II, English Major participated in Kavi Samelan held at Gaiety theatre for young poets organized by Himachal Art, Culture and Language Academy from 11 a.m to 2.30 p.m.</p>
<p>Inter –College Sports Activities</p>	<ul style="list-style-type: none"> • Shivani Ramnaik won Silver Medal at the Inter-College Judo Championship held at R.K.M.V, Shimla on September 26, 2017. • A Sports week was organized at St. Bede’s College from 21st September- 27th September, 2017 • Yashika Ghamta participated in Kathak (Group-3) of the Youth Festival organized at Government College, Hamirpur from October 4-7, 2017 under the guidance of Mr. Vishal Thakur, the College Dance teacher. She was adjudged second among the participants from 8 colleges. • Rimple Kaul of 5th semester Zoology Major became the first runner-up in the mega event ‘Dance Himachal Dance’ organised by the newspaper Divya Himachal. Her dance group ‘The Obstinado Squad’ won the accolade in the senior group category. She also got selected for a dance performance in the upcoming bollywood film. • NCC cadet Manju Raina attended Pre RDC-I camp held at Chail Chowk, Mandi from November 2-12, 2017. • About 40 students participated in various cultural activities organized at Envision-2017, a Festival of University Institute of Legal Studies, Himachal Pradesh University, Shimla from September 13-15, 2017. They were adjudged Ist in Natti, IInd in Western Dance & Solo Dance, IInd in Group Song, Mono-acting & Debate competitions.

ANNEXURE IV

BEST PRACTICES

1. Title of the Practice:

Roti Day

Objectives of the Practice:

The aim of this practice is to contribute towards institutional social responsibility. This practice also aims to inculcate the sense of social service among students.

Context:

The idea behind this practice is to enable students to have a practical experience of helping the needy and disadvantaged sections of society, by actively looking beyond themselves and contributing towards the welfare of others.

The Practice:

All the students and staff members bring freshly made chapattis to the college on a specified day of the week (i.e. every Tuesday). The collected chapattis are then supplied to the main city hospital and cancer hospital in Shimla in co-operation with the staff members of the NGO, Almighty's Blessings. The main idea behind this practice is to help economically poor patients and their care givers through the daily lunch and langar organized by the NGO at IGMC Shimla. Staff and students also volunteer their services at serving food at the langar, washing the utensils and taking part in the evening prayer service in support with the family members of patients.

Evidence of success:

The practice is going on smoothly and successfully as reported by Mr. Sarabjit Singh (Bobby) President of the NGO, Almighty Blessings. Many students and some staff members have started going regularly to the hospital in their individual capacity, to spend time with terminally ill patients and others suffering from different diseases or serious injuries.

Problems :

The only problem that the institution faces in this practice is the decline in the number of chapattis collected during university examination days when there are no regular classes.

2. Title of the Practice

Students' Online Feedback System

Objectives of Practice:

- To improve the quality of teaching by introducing students' feedback
- To bridge the communication gap between students and faculty members.
- To enable the faculty members to enhance their teaching skills.
- To strengthen the teaching learning process and overall academic environment.

The Context

Evaluation is an integral part of the education system. Teachers' evaluation is the most useful input to improve the quality of teaching.

While there are a large number of possible sources of feedback and evaluation data on teaching, the most common source of input for teaching evaluation is feedback from the students.

Student feedback is a positive tool in improving teaching, learning and overall academic environment.

The Practice

The online feedback from students is collected and discussed once a year. The feedback is taken through Google. The feedback dates are fixed by the Principal and it is generally conducted within 3-4 days. Students give the feedback by logging into their college login i.d. This encourages students to give free and fair feedback. Students are presented with a questionnaire which they answer by selecting appropriate options. The questionnaire consists of 20 questions, mainly concentrating on teaching-learning aspect of the feedback. Individual teacher reports can be obtained where analysis and graphical representation of feedback could be seen. The Principal can check feedback reports of all departments. The Principal rigorously discusses the reports in her meeting with the every Department. They prepare an action plan based on the feedback and suggestions received from the students. Based on the feedback report proactive remedies are taken. This practice of obtaining healthy criticism aims at enhancing teaching-learning standards.

Evidence of Success

Every teacher receives the feedback for a subject based on a questionnaire containing 20 questions. For each question a teacher can be graded with 11 options. After receiving the feedback, a teacher comes to know about the areas where he/she is lagging. The faculty makes deliberate efforts for improving in those areas.

Problems and Resources required

The feedback from stakeholders helps us to know about our strength and weakness. The points of weakness raised by the students help the teachers to implement corrective methods and improve.
