



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		ST. BEDE'S COLLEGE, SHIMLA
Name of the head of the Institution		Ms Nandini Pathania
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01772842304
Mobile no.		9818645774
Registered Email		bedescollege@gmail.com
Alternate Email		bedesoffice@gmail.com
Address		Nav Bahar
City/Town		Shimla
State/UT		Himachal pradesh
Pincode		171002
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Anupama Tandon
Phone no/Alternate Phone no.	01772842304
Mobile no.	9816028058
Registered Email	anutandontomar@gmail.com
Alternate Email	tdandon.anu@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.stbedescollege.in/wp-content/uploads/2021/08/AQAR-2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://stbedescollege.in/uploads/academic%20calendar%202019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.34	2011	08-Jan-2011	07-Jan-2016
3	A+	3.54	2016	16-Sep-2016	15-Sep-2023

6. Date of Establishment of IQAC	15-Jul-2004
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
A National conference on Culture, Language &	04-Dec-2019 2	300

Literature was organized in collaboration with ELT@I-Shimla at St. Bede's College Shimla		
Third All India Tally Commerce Aptitude Test (TCAT) to recognize and acknowledge the talented students based on their performance.	27-Sep-2019 1	296
A talk on Gender Mainstreaming to enhance gender equality	25-Sep-2019 1	810
One day seminar on TALLY ERP	24-Sep-2019 1	100
Library orientation for the newly admitted students	16-Sep-2019 6	400
One day Seminar entitled Patterns in Nature and Discoveries in Science to mark the 150th Anniversary of Periodic Table of Chemical Elements and to celebrate International Year of the Periodic Table	13-Sep-2019 1	500
Start-up Programmes and Entrepreneurship Development workshop.	03-Sep-2019 1	750
The Department of English, organized a Translation Workshop on Theory and Practice of Translation to understand the techniques of translation and consequently have a better insight into its process.	21-Aug-2019 1	100
Workshop on Learning to access E-Catalogues through OPAC on accessing E-catalogues	20-Jun-2019 1	44
Disaster Preparedness Camp; Training session in collaboration with the department of Home Guard & Civil Defence Central Training Institution, to train the students in Disaster management. A mock drill was also conducted.	12-Dec-2019 1	945

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

14

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

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11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• IQAC Meetings with academic monitors, heads, and the staff council for reviewing the proper implementation of the academic calendar, maintenance of attendance registers, preparing AQARs, course plans, conducting PTMs and PTA meetings and implementing the quality enhancement extension activities of the college. Monitoring and upgradation of teachinglearning process viz. reviewing the workload, preparing the timetable to be uploaded on the website are firmed up by the IQAC members.

• Student Development Programmes- Seminars, workshops, invited talks, special lectures, presentations, inter-disciplinary academic activities, tutorials, remedial classes, peer to peer teaching, intercollege and intra-college curricular and co-curricular activities and field excursions trips were scheduled and organized throughout the year to ensure the holistic growth of the students.

• Faculty Development Programmes- Workshops and National conference were organized for improving the academic performance of the faculty members in order to enhance their knowledge, skills and professional competence.

• Social Responsibility Programmes- Environmental Awareness and Community Outreach Programmes were organized by the NCC and NSS units along with the Community Outreach Cell throughout the year in a phased manner to inculcate feeling of social and civic responsibility and to sensitize the students to their surroundings and social issues.

• Feedback - The college has an efficient feedback mechanism in place to collect inputs from all the stakeholders namely teachers, alumni, students, and parents to improve the teaching learning process. Feedback from the students, teachers and alumni was collected and analysed by the feedback analysis committee and findings in this regard were shared with the faculty for bringing about requisite improvements.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
To conduct Women awareness programme.	The feedback from the stakeholders was obtained in the month of May 2020
To organise PTM/PTA	PTM/PTA were organised on 21st September 2019 and 3rd March, 2019
Science faculty to organise a seminar on international year of the Periodic Table	To mark the 150th Anniversary of Periodic Table of Chemical Elements and to celebrate International Year of Periodic Table 2019, the department of physics and chemistry hosted a one day Seminar entitled "Patterns in Nature and Discoveries in Science" on 13, September 2019.
To organise a skill development workshop for the students.	Workshop on Start-up Programs and Entrepreneur Development was organised on 3rd September, 2019
Library orientation to be organised for the newly admitted students	Library orientation was organised for the newly admitted students from 16th-21st September, 2019
To introduce BA in Computer Applications	BA in Computer Applications was introduced in July 2019
To conduct mid-term tests	Midterm tests were organised on 13th November 2019 for 1st and 2nd year students and on 25th February 2019 for 4th and 6th semester students.
Organisation of National conference on Culture, Language and Literature	National conference on Culture, Language and Literature was organized on 4th & 5th August, 2019
Organisation of Workshop on Translation Studies & Theories	Workshop on Translation Studies & Theories was organized on 21st August, 2019

Meetings of the IQAC with staff council, academic monitors, staff advisory committee, HODs, Society/ Club in charges	14 IQAC meetings with staff council, academic monitors, staff advisory committee, HODs, Society/ Club in charges were organised to discuss the academic and other activities and issues.
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	21-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution has a welldefined computer based partial Management Information System to manage Admissions, College Administration, Finance and Library. Along with it the entire campus of the institution is WiFi enabled. Campus Whizz software is used for creating student data base during admissions which includes information such as contact number, address, parents contact number, Aadhar number of each student admitted in the college. Campus Whizz keeps track of fee details, attendance of the students, the salary details of the teaching and the nonteaching staff and the leave account of the teaching and the nonteaching staff. eSSL Biometric System is used for keeping the record of the attendance of the teaching and nonteaching staff. TALLY is used to keep the record of all the financial details of the college. Employees provident fund details are uploaded on EPF portal, epfindia.com. The college requirements are purchased from GeM (Government eMarket) a dynamic and user friendly portal making procurement easy, paperless, and cashless with

minimal human interface. The college has a well-equipped, WiFi enabled automated library with Campus Whizz software and Online Public Access Catalog (OPAC) facility. The library has INFLIBNET ebooks and INFLIBNET ejournals. The college has one Fibre to the Home (FTTH), one Jio lease Line of 15 MGBPS, 182 computers and 5 browsing centres. The entire campus is WiFi enabled. Each department is provided a laptop. Teachers have made WhatsApp groups for their classes to disseminate the academic information.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The College follows the curriculum prescribed by the Himachal Pradesh University being its affiliate. The college faculty from various departments is associated in framing/revising the syllabi as members/special invitees of Board of Studies of the University. The college provides academic flexibility in the selection of subject combinations at the time of admission. Self-financed and skill based/value added courses are offered to improve the employment prospects of the students. Departmental meetings are held to decide the workload and the timetable committee prepares the timetable which is uploaded on the website and is also displayed on the notice board. The departments prepare their respective academic calendars and activity schedules for the academic and co-curricular activities to be conducted by them during the session. The teaching Plans are prepared by every teacher according to the syllabus of the course they teach. To plan the timeline of each academic and extra-curricular activity through the academic session, the Academic Calendar is prepared by the College at the beginning of each academic session after due deliberations with IQAC, Head of the departments (HoDs), academic monitors, club and society in charges. The schedules are planned to facilitate effective and efficient implementation of curricula and to assess and evaluate the learning outcomes of the students at regular intervals. Interactive learning through quiz, group discussions and practical work, E-assignments, power point presentations, Tutorial and extra/remedial classes, seminars, workshops, invited Talks, special Lectures, inter-disciplinary academic activities, peer to peer teaching and field excursions/trips is encouraged to augment the learning abilities of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Basic Econometrics	Nil	01/10/2019	1	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Computer Applications	01/07/2019
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Computer Applications	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	614	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Work and Research Methodology	12
MSc	Physio Socio Economic Survey	8
MSc	Herbarium on Ethnobotanical plants	18
MSc	Field Project on Bryophytes and Pteridophytes	18
BA	Field Techniques and Survey Based Project Report	6
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The college has an efficient feedback mechanism in place to collect regular input from the students, alumni, teachers and parents, with a view to bring about academic, infrastructural, and overall improvements in the college environment. Comprehensive feedback forms have been devised after due diligence in consultation with IQAC. Feedback is collected from the final year students on curriculum, student support services and teaching learning process. The data obtained is compiled and analyzed by the feedback analysis committee. The findings arrived at, and suggestions received from the stakeholders, are taken into consideration while devising future plans for the effective functioning of the college. A suggestion box is installed outside the principal's office to share ideas, feedback, and suggestions for the continuous quality improvement.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Psychology Honours	Nil	17	17
BA	Geography Honours	Nil	15	14
BA	English Honours	Nil	30	30
BSc	Microbiology Honours	30	7	6
BSc	Biotechnology Honours	30	14	14
BSc	Nil	Nil	78	74
BA	Nil	Nil	97	93
BCom	Nil	160	70	66
BBA	Nil	60	30	28
BCA	Nil	60	7	5

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1039	108	44	9	22

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

	Resources)				
44	44	248	6	6	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Proper mentoring is quite an effective way of providing the right guidance to the students. The student mentoring system developed by St. Bede's College aims to ensure overall development of every student. Groups of about thirty students are made who are assigned a teacher-mentor with an objective to develop the teacher-student relationship, as also to monitor the students' attendance and discipline for improving their academic performance. Students are mentored at least once a week to counsel them on any issues being faced by them and make them feel confident about improving their quality of life. They help the mentees make the most of their college life, maximising their academic potential and promoting their personal development. The mentor's role is that of a trusted adviser, guiding students in their academic pursuits and promoting their emotional, intellectual, and psychological development. The record in this regard is maintained by way of a mentor card of each student, containing their personal and academic data. A special feature of the college's mentoring system is its emphasis on value education to enable the students to face the outside world with right attitude and values. It aims at character, personality, and spiritual development for an enduring relationship with family, friends, and society at large. This will enable the students to be an asset to the nation and stand them in good stead throughout their life.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1147	44	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	44	27	6	19

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Shweta Thakur	Assistant Professor	Received a letter of appreciation from 1 HP Naval Unit Bilaspur for the excellent services of NCC at St. Bedes College
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
MCom	Nill	2nd Year	19/10/2020	Nill

MSc	Botany	2nd Year	03/10/2020	Nill
MSc	Geography	2nd Year	21/09/2020	Nill
MA	English	2nd Year	12/10/2020	Nill
BSc	Nill	3rd Year	01/09/2020	15/10/2020
BCom	Nill	3rd Year	27/08/2020	15/10/2020
BCA	Nill	6th Semester	05/09/2020	06/11/2020
BBA	Nill	6th Semester	21/08/2020	31/10/2020
BA	Honours	3rd Year	01/09/2020	15/10/2020
BA	Nill	3rd Year	01/09/2020	15/10/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Internal Evaluation aims at evaluating students to assess their learning abilities and then provide them essential support wherever required. This helps them perform better in their examinations. The Continuous Internal Evaluation system of the institution consists of regular class tests and varied activities such as quiz, group discussions, assignments, presentations, projects, book reviews, role plays/skits etc. The Mid-term tests are held on the completion of 3/4th of the syllabus for the students. 1. An Orientation Programme is held for the newly admitted students at the beginning of the academic session to help them adapt to the new environment. During the orientation programmes, the students are introduced to the college and the faculty and counselled /guided to make a proper choice of their subjects and societies/clubs as per their interest, inclination, and strengths. 2. As a teacher understands the class better, autonomy for the teacher has been introduced at the level of class tests. Teachers can decide the time, the frequency, and the paper pattern of the class test as they deem fit or as per requirement. 3. Each department of the college conducts various academic activities in which students' participation is compulsory, thereby ensuring continuous evaluation of the students. 4. Mid-term exams are conducted when around 3/4th of the syllabus is covered to provide students an exposure to university exams and to assess their learning outcome in context of the university exams and the syllabus covered by them. Mid- term test results are evaluated and discussed in the class to identify and strengthen their weak areas for better understanding of the respective subject. 5. The college recognises the important role of the parents in enhancing the performance of students. Parent-Teacher and Parent Teacher Association meetings are, therefore, held regularly for the consistent development of all college students. To augment the learning abilities of the students the following teaching learning tools are made use of :1. Interactive learning through quiz, group discussions and practical work to ensure easy and better learning output on the part of students. 2. E-assignments which can be attempted and submitted online for a speedy evaluation process. 3. E-learning resources such as lecture notes, power point presentations, list of web resources for consultation through e-mail and WhatsApp groups for better learning. 4. Tutorial and extra/remedial classes for the weak students to improve their performance. 5. Question banks for their respective courses in addition to list of questions asked in previous years' exams to assuage any misplaced anxiety or apprehension regarding university examination pattern in the minds of students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar is prepared by the College at the beginning of each academic

session. The calendar is prepared after due deliberations with IQAC, Head of the departments (HoDs), academic monitors, club, and society in charges by the principal. The primary objective of formalising the academic calendar is to plan the timeline of each academic and extra-curricular activity through the academic session. The hard copies of the Academic Calendar are circulated to the students and the staff, while the soft copy is uploaded on the college website. Any subsequent changes in the college calendar are done by the IQAC after taking into consideration the circumstances warranting such changes. The calendar includes club activities, workshops, conferences, alumni activities, placement activities, parent-teacher meeting, extra-curricular activities, seminars, conferences, guest lectures and talks, inter college activities, student exchange programmes, mid-term exam dates, holidays, and vacation schedule. Besides this, departments also prepare their respective academic calendars and activity schedules for the academic and co-curricular activities to be conducted by them during the session. The schedules are planned to facilitate effective and efficient implementation of curricula and to assess and evaluate the learning outcomes of the students continuously at regular intervals.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stbedescollege.in/program-specific-outcomes/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Nill	55	55	100
Nill	BSc	Nill	89	89	100
Nill	BA	English Honours	36	36	100
Nill	BA	Geography Honours	12	12	100
Nill	BA	Psychology Honours	19	19	100
Nill	BA	Economics Honours	7	7	100
Nill	BCom	Nill	87	87	100
Nill	BBA	Nill	14	14	100
Nill	BCA	Nill	10	10	100
Nill	MA	English	11	11	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.stbedescollege.in/wp-content/uploads/2021/08/SSSR-2019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Biotechnology	2	11.09
International	Micro Biology	2	0.52
International	Chemistry	1	5.06
International	Computer Science	3	2.37
International	Geography	1	Nil
International	Botany	1	0.27
International	English	1	Nil
International	Political Science	1	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer (Conference Proceeding)	1
Hindi (Chapter in Edited Volumes)	2
Biotechnology (Chapter in Edited Volumes)	1
Commerce (Book)	1
Zoology (Book)	3
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
The Influence of Dysbiosis on Kidney Stones that Risk up Renal Cell Carcinoma (RCC)	Shruti Gupta	Seminars in Cancer Biology	2020	18.1	Himachal Pradesh University, Shimla	Nil
To Screen Some Medicinal Plants of District Sirmaur Himachal Pradesh for the Presence of Different Photochemicals in them	Preeti Kaundal	Plant Archives	2019	0.2	Himachal Pradesh University, Shimla	2
Recent Advances in Nano Fenton Catalytic Degradation of Emerging Pharmaceuticals	Anu Kumari	Journal of Molecular Lipids	2019	8.4	School of Chemistry Shoolini University Himachal Pradesh, Solan	40

cal Contaminants					
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Recent Advances in Nano Fenton Catalytic Degradation of Emerging Pharmaceutical Contaminants	Anu Kumari	Journal of Molecular Lipids	2019	1	40	School of Chemistry Shoolini University Himachal Pradesh, Solan
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	20	Nil	Nil
Presented papers	2	8	Nil	Nil
Resource persons	Nil	7	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
COVID-19 Training Certificate	NCC	1	20
International Day for Disaster Reduction (IDDR)	Himachal Pradesh Disaster Management Authority	10	40
Swachhta Pakhwara	NSS	6	150
Fit India Movement	NSS	6	420
World Aids Day: Community Makes Difference	NSS, NCC, Red Ribbon Club	6	70
National Unity Day	NSS	6	194

Blood Donation Camp	NSS	6	430
Kargil Vijay Diwas	NCC	1	500
Mega Population Awareness Pakhwada	NCC	1	215
Personal Hygiene	Community Outreach Cell	4	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Achievements in NCC camp	Cadet Gargi was awarded an Appreciation Letter	1 HP Naval Unit NCC Bilaspur	1
Consistent good performance	Rank Promotion in NCC	NCC Naval unit Bilaspur	2
All India Annual Training Camp for SW Naval Cadets Ezhimala	Cadets were selected for this camp because of their excellent services towards NCC	NCC Directorate Kerala and Lakshadweep	1
Elocution Competition on Amul National Milk Day	Prize winners were awarded with gifts and certificate	GCMMF Limited Chandigarh	6
Startup Idea Contest	Prize winners were awarded with cash prize and certificates	Department of Industries, Himachal Pradesh	8
Polybrick Initiative	Cadets got felicitated for their efforts by the Hon'ble Chief Minister of Himachal Pradesh - Shri Jairam Thakur as Pioneers of this Initiative	Municipal Corporation Shimla	20
Non-percussion (Sitar)	Achieved second position	Himachal Pradesh University	1
Open Basketball Tournament	Team scored first position	National Students Union of India	3
Inter College Basketball Tournament	Won Runners-up Trophy	Himachal Pradesh University	6
Online TCAT (Third All India	E-certificate of recognition were	Tally Education Pvt.Ltd. Bengaluru	296

Tally Commerce
Aptitude Test)
examination

given to students
for qualifying this
exam

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Stress Management	Baal Manch at Bachat Bhawan Hall, D.C. office Shimla	Convention on -Stress and Time Management and Scientific Temperament	2	10
Science Awareness programme	Thapar Institute of Engineering and Technology and Centre of Excellence, Govt. College Sanjauli	Inter College National Science Day	2	7
Disaster Awareness	Home Guards and Civil Defence Central Training Institution Himachal Pradesh	Disaster Preparedness Plan and Training Session	3	945
First Aid Awareness	Home Guards and Civil Defence Central Training Institution Himachal Pradesh	Principles and Practices of First Aid	3	945
Gender Issue	HP State Commission for Women in Association with National Commission for Women	Power Walk -Our Space Our Right for Empowering Women	3	30
Gender Issue	St. Bedes College	Awareness on I am generation equality: Realising Women's rights	5	55
Aids Awareness	Department of Health and Family Welfare, Himachal Pradesh	On AIDS Day State Level Function Community makes Difference	6	70

Aids Awareness	St. Bedes College	Myths and Facts of HIV and AIDS	3	40
Swachh Bharat	NCC	Polybrick Initiative	1	20
Swachh Bharat	NCC	Swachhta Pakhwada	1	20
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange: To undergo certification course in Tally ACE (First year) Agency associated: Sai Digitech	99	St. Bede's College	90
Student exchange: To undergo certification course in Tally with GST (Second year) Agency associated: Sai Digitech	56	St. Bedes College	90
Faculty exchange: To exchange views on contemporary culture, language and literature. ELT@I Shimla	10	ELT@I Shimla	90
Student exchange: To undergo certification course in Core Java (Second year) Agency associated: National Small Industries Corporation	7	St. Bede's College	90
Faculty exchange: To acquaint the faculty members about new layout of the College website.	45	St. Bede's College	4
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the	Name of the	Duration From	Duration To	Participant
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	linkage	partnering institution/ industry /research lab with contact details			
Internship	In-plant Training Verka	Verka, Punjab State Coperative Milk Producers Federation Ltd. Milk Plant Industrial Area-1 Chandigarh 160002 01725041902	01/06/2019	30/06/2019	Ms. Rupanshi Sharma, Ms. Riya Garg ,Ms. Megha Sharma
Internship	Work Culture at Tommy Hilfiger and Calvin Klein	Tommy Hilfiger Arvind Fashion Pvt.Ltd Ludhiana	23/12/2019	04/02/2020	Ms. Palak, Ms. Khyati Singh Thakur, Ms. Palak Chauhan, Aashna Kainthla, Tammana Verma
Internship	Work Culture at Tommy Hilfiger and Calvin Klein	Tommy Hilfiger Arvind Fashion Pvt.Ltd Delhi	23/12/2019	04/02/2020	Ms. Ilma Ansari, Ms. Prajal Dhyan
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1600000	1685530

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added

Others	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Campus Whizz	Fully	CW-2.03	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2903	877952	143	101200	3046	979152
Reference Books	2154	502493	47	158128	2201	660621
e-Books	3135000	5900	Nill	Nill	3135000	5900
Journals	55	83880	Nill	Nill	55	83880
e-Journals	6000	5900	Nill	Nill	6000	5900
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Pankaj Ashish	Basics of Digital Image	MS Power Point	13/04/2019
Ms. Ankita Tandon	Environment and Ecosystem	MS Power Point	21/04/2019
Dr. Shweta Thakur	Introduction to Genetics	MS Power Point	15/06/2019
Mr. Ashish	Fundamentals of	MS Power Point	07/07/2019

Kashyap

Investment

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	182	3	182	5	0	8	21	6	1
Added	0	0	0	0	0	0	0	9	1
Total	182	3	182	5	0	8	21	15	2

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

15 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
4425338	3172737	1600000	1685530

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college follows a structured policy, well defined procedure of augmenting infrastructural facilities as a catalyst for ensuring academic excellence. Keeping in mind the academic growth and development new infrastructure is created and existing upgraded to keep pace with changing pedagogical needs.

Physical Infrastructure The management of the college audits the physical infrastructure and looks into the requirements on a regular basis, in a well-planned manner. All the heads of departments and committees are required to submit their infrastructural requirements by filling up a form prior to the preparation of the budget for the new academic session. These are tabled in the IQAC meetings where they are discussed and added in the perspective plan of infrastructural development and maintenance. It is then forwarded to the management and purchase committee for approval. This ensures that the management and the purchase committee have sufficient time to acquire, update and replace some of the outdated facilities/equipment by the beginning of new academic year. The procedure and policy for purchase of equipment, laboratory, and books etc is through GeM (Government e-Marketing) and e-tendering. The purchased items are entered into well maintained stock registers of all the departments. Physical verification of assets/ equipment in the college is carried out annually by the stock verification committee. The mode of condemnation and disposal of the items which are proposed to be surplus, obsolete, and unserviceable is decided by the members of the committee after

thorough inspection. All assets are kept in serviceable and good condition by timely preventive maintenance and upkeep. Academic Facilities The management considers the suggestions given by the academic monitors, council members, committees, cells and societies. The students can suggest improvements by dropping their written inputs in the suggestion box. The noteworthy and pragmatic suggestions are duly considered and implemented. New courses are introduced, library books bought, old computer versions are frequently replaced with upgraded versions, better internet facilities are ensured, IT facilities are upgraded based on the requirement. The teachers are encouraged to undertake research related activities and faculty development programs are organized. Initiatives like smart classrooms, biometric machine for staff attendance, Wi-Fi enabled campus, seminar room equipped with latest audio-visual technology and sound proofing, digital podium, cyber cafe etc. have been established to meet the growing needs of the college in view of the expanding new age programmes and evolving pedagogical resources. Support Facilities The qualified lab technicians', lab assistants maintain a high standard in the laboratories under the supervision of the department heads. The classrooms and other physical facilities are kept clean and orderly by the support staff. Computer lab assistants are available for efficient running and troubleshooting technical glitches related to IT software and hardware. The gardener ensures plantation and maintenance of a wide variety of flowering plants in the numerous flower beds spread throughout the campus resulting in profusion of beautiful and colourful flowers which livens up the college environment. The college campus is secured by high fencing, installation of CCTV cameras at strategic locations for constant electronic surveillance along with security guards providing high security in the campus. A digital display board is installed to flash the important information promptly. An electrician employed by the college is responsible for maintenance and installation of electrical devices. The RO plant and aqua guard water purifiers have been installed for providing clean and safe drinking water. These are regularly serviced to ensure their effectiveness. The required number of first aid fire appliances such as fire extinguishers, hose reels and static water tank are installed as per recommendations of the fire department. The disaster evacuation plan along with sign boards have been displayed at all prominent places for the guidance of students and staff during an emergency. The evacuation plan is tested for its efficacy by conducting mock drills from time to time. Immediate first aid and basic medical care is provided round the clock in an infirmary under a qualified nurse. It is being endeavoured to make St. Bede's a green and environment friendly campus. Towards this solar water heating system and solar power generating systems have been installed to conserve electricity and reduce its carbon footprint. The college website is updated frequently by M/S Sai Digital Institute, Shimla. A close monitoring of infrastructure and other resources by the college brings about their optimal utilisation.

<https://www.stbedescollege.in/campus-maintenance-committee/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Concession Free ships	15	470000
Financial Support from Other Sources			
a) National	Nil	Nil	Nil

b)International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Tally with GST	16/07/2019	61	Sai Digitech Institute, Shimla
Core Java	28/07/2019	15	Sai Digitech Institute, Shimla
Econometrics (Certificate course)	01/10/2019	20	Department of Economics, St. Bede's College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	South Indian Bank -Tommy Hilfiger and Kelvin Klein, Ludhiana, and New Delhi Branch -Fly Your Dream India	Nil	155	Nil	18
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
7	7	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
South Indian Bank	56	Nil	Singhal Star Senior Secondary School	1	1

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	3	B.Sc. Honours	Department of Biotechnology	JNU, New Delhi	M.Sc. Biot echnology

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
GMAT	1
Any Other	6

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Poster making Competition on the topic - Clean India of my dreams at Dhami Public School organized by NCC cadets.	Intra-College	50
Cleanliness Drive by NSS Volunteers	Intra-College	150

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Nill	Nill	Nill	Nill	Nill	Nill

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College has an active Student Council democratically elected by the students of the institution through a system of filing in of nominations, campaigning, and finally secret ballot vote. The elected student council is headed by the Admiral of the college assisted by the Vice-Admiral, Vice-Presidents, and Secretaries of all the Clubs/Committees/Societies/Cells as well as Class Representatives. The Admiral and Vice-Admiral of the College are members of the IQAC, Anti Ragging Cell, Anti Ragging Squad, and the Grievance Redressal Cell of the college. The Admiral and Vice Admiral represent the

college student body in university SCA as President and Vice -President respectively. Besides helping in maintaining the proper discipline and decorum in the college, all the academic as well as co-curricular activities of the college are organized by the Student Council under the guidance of the teacher in-charge who is also the President of the Committee/Cell. The Student Council is also a part of the organizing team for National/International Seminars organized by different departments. The Admiral conducts the college assembly and makes important announcements. The hostel representative assists the warden in matters pertaining to the hostel. Through activities of the various Clubs and Societies the council works to promote leadership, human relations, cultural values, respect for rules and general welfare of the college and the community thereby having a positive impact on the society. The requisite platform is made available to the young, elected representatives for voicing their opinion and display their leadership qualities. This is mutually beneficial to the students and college authorities who can utilize their ideas and support in improving the environment and functioning of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of St. Bede's is a registered association better known as EBA (Ex-Bedeian Association). Its office bearers include President, Secretary, Treasurer, Executive members, and members. The Alumni association provides opportunities to capitalize on the experience gained by its members in their respective fields the world over. Their suggestions and assistance are invaluable in facilitating activities and programmes in their Alma Mater. The Ex-Bedeians who have excelled in various fields are useful partners as they share their experiences with the present students thereby becoming role models for the students. The Ex- students along with college authorities actively engage in several mutually beneficial institutional activities designed to orient and welcome the new students to the campus. Testimonials and success stories inspire the parents to choose St. Bede's college for their wards for holistic personality development and academic growth. The members of EBA conduct career counselling sessions and are also invited to lecture on gender sensitization, anti-ragging, drug abuse and other contemporary social issues. They are in a unique position to provide instructions and guidance to students majoring in disciplines that co-relate with their own careers, thereby improving their job prospects. 'Home-coming' is an eagerly awaited special event for the alumni which is celebrated with a gusto.

5.4.2 – No. of enrolled Alumni:

200

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

Annually

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has made its decision-making more participative by involving staff and other stakeholders. This has brought about considerable efficiency,

transparency, accountability, and responsiveness in the college functioning. i) Participative decision making with Staff: There is an IQAC committee in which all the important decisions regarding the functioning of the college are taken with the participation of the management, HODs and the staff members. The College has constituted committees like Anti Ragging Committee, Grievance Redressal Cell, Internal Complaint Cell, College Societies, RUSA Committee, Library Committee, and Academic Monitors to effectively implement the plans and decisions taken by the IQAC, keeping students at its focus of attention. ii) Participative decision making with Stakeholders: IQAC, being the core of the college functioning acts as an effective interface between the management, parents, alumni, and students through Parent-Teacher Association (PTA), Ex Bedean Association (EBA) and Student Council. The President, Secretary and Treasurer of the PTA are the elected representatives of the PTA who give valuable suggestions on the behalf of parents in the effective functioning of the college. Student Council formation takes place in an extremely democratic manner through internal elections choosing Admiral, Vice-Admiral, Captains and Vice Captains of the respective ships and Vice Presidents and Secretaries of different Societies/Clubs of the college. Student Council takes the responsibility to accomplish all the tasks of the college as directed by the staff and the management

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	<p>Being an affiliate of Himachal Pradesh University, the college adheres to the rules and regulations prescribed by the University for admissions.</p> <p>Following an inclusive admission policy, the college welcomes students from diverse backgrounds and the reservation of seats for SC/ST/OBC and physically challenged categories is as per the rules of the Himachal Pradesh Government. Being a Christian minority college, preference is given to the Catholic Minority Students. To automate, streamline and simplify the admission process for the end users, the college conducts online admissions through customised 'Campus Whizz' software. The students can download the college and hostel prospectus containing the necessary information related to the details of courses/programmes offered by the college, requisite documents to be submitted, fee structure, rules and regulations etc. from the college website. The admission form can be submitted along with fee online. There is a provision to upload their scanned documents along with their application form to be verified by the Admission</p>

Committee. Students migrating from foreign universities need to submit a 'No Objection Certificate' along with their admission form and other documents.

Industry Interaction / Collaboration

To enhance the communication skills, teamwork, creativity and critical thinking, the college has a good industry interface under the aegis of the placement cell of the college. Workshops, seminars, guest lectures, conferences, talks, competitions, and other academic activities are organised by the Placement Cell in collaboration with industries and companies to provide the opportunity to students for interaction with professionals. Short industrial visits, knowledge-oriented field trips and internships are encouraged to build and strengthen company college collaboration platforms.

Human Resource Management

- Departmental meetings are held regularly where with mutual discussions and consultations action plan for the academic session is prepared which is finally executed by the IQAC in consultation with the Staff Council, Staff Advisors, Academic Monitors and in charges of various societies.
- The employees are covered under social security and welfare schemes such as EDLI, EPF, and Gratuity.
- The non-teaching staff has been provided accommodation on the college campus and their wards are eligible for fee concession if admitted to the college.
- Well-equipped Gymnasium and sports facilities are available for the students and staff for both physical and mental development.
- A well-functioning Grievance Redressal Mechanism is in place whereby the students can voice their concerns and grievances. Such matters are dealt on priority by the Grievance Redressal Cell to the entire satisfaction of the students concerned.
- The staff members are duly felicitated for their academic and other achievements.
- Due importance is paid to the feedback, which is collected from the stakeholders such as students, parents, alumni on regular basis for implementing course correction if required.
- Inter-disciplinary academic activities, training programmes and

career counselling sessions are held regularly for the holistic development and growth of the students. • Recreation programmes for teaching, non-teaching, supportive staff, and students are organized from time to time to break the monotony of the academic session. • The qualified staff is recruited by the management as per UGC guidelines as and when required.

Library, ICT and Physical Infrastructure / Instrumentation

• The college has a well-stocked automated library with Wi-Fi, Campus Whizz software and Online Public Access Catalogue (OPAC). The college has access to online Journals of various disciplines through INFLIBNET. • The library has 3,046 textbooks, 2,201 reference books, 18,340 general books, 4,608 books in the book bank, 4,656 gifted books, subscription of 53 magazines and 20 newspapers, 75,26,585 INFLIBNET e-books, 6,000 INFLIBNET e-journals, 10 kindle readers, 841 CDs and Videos, 13 computers, 2 printers, a laptop and a photocopying machine. • For purchasing new books for the library, the titles of the books are recommended by the faculty and students which are purchased by the library on the approved of the Library Advisory Committee. • The new books are displayed in the new arrival showcase before being arranged according to Dewey Decimal Classification System 18th and 21st edition.

Research and Development

• Internal Quality Assurance Cell and Research Promotion Cell provide valuable inputs to the faculty and students from time to time for writing research papers and undertaking major/minor research projects. • The college organizes International/National Conferences/Seminars/ Workshops on regular basis. • Leave is admissible to the faculty members for participating in conferences, workshops, and seminars. • Eminent scientists, educationists and representatives from industries visit the college and interact with students making them aware of recent developments in their respective fields. • The college publishes a multidisciplinary international peer-reviewed journal "Journal of Research: The Bede Athenaeum" on an annual basis which is also available online at

Examination and Evaluation

- There was a smooth implementation of the CBCS system in the college in 2018-19.
- The Evaluation process consists of three components: Continuous Comprehensive Assessment (CCA), Practical Examinations and End Term Examinations (ETE).
- CCA comprises Minor test, presentations, assignments, quiz, projects, and student's participation etc. Under performing students are given an extra chance to improve. The internal assessment is scrutinized by the HOD and is displayed on the notice board and finally submitted to the Himachal Pradesh University. For any clarification or query students can approach the Grievance Redressal Cell.
- For practical examinations the internal and external examiners are appointed by the superintendent of examination.
- The End Term Exam is conducted by the H.P. University.
- The minimum attendance requirement to appear in the final examination is 75.
- Teachers at the college supervise the exam they are also appointed as paper setters and paper evaluators by the H.P. University.

Teaching and Learning

- At the beginning of a new academic session a Freshers' Orientation program is held to familiarize the new students to the campus environment, available facilities, and infrastructure.
- HOD of every department holds a meeting with other teachers of the department to decide the workload and hands it over to the timetable committee. The timetable so prepared is uploaded on the website and is also displayed on the notice board.
- Monitoring and upgradation of teaching-learning process is done regularly by the Academic Coordinators of the college.
- Teaching Plans are prepared by every teacher according to the syllabus of the course they teach.
- Seminars, Workshops, Invited Talks, Special Lectures, Presentations, Inter-Disciplinary Academic Activities, Tutorials, Remedial Classes, Peer to Teer Teaching and Field Excursions Trips are organized regularly for the in-depth understanding of the subject.
- Inter-college and intra-college curricular and co-curricular activities

are conducted regularly. • Special days (like National Science Day, Kargil Diwas, Youth Day, Independence Day, Earth Day, Hindi Diwas, World Ozone Day, Teachers' Day, Yoga Day, World Mental Health Day, etc.) are celebrated/commemorated. • Students are encouraged to use library, seminar room and internet facilities. • Book -Talk competition is a regular feature of the college. • Audio-Visual resources/smart classes are used for effective teaching. • Technology assisted language lab is a value addition for the English Department. • Soft copies of teachers' study material in the form of PPT's and PDF's is made available to the students. • Faculty development programmes are organised from time to time. • PTMs and PTA meetings are held at regular intervals.

Curriculum Development

• The college is affiliated to Himachal Pradesh University and follows the curriculum framed by it. • To design or reform the curriculum being the member of Board of Studies or as special invitees some of the faculty members attend the meetings or workshops organized by the Himachal Pradesh University whenever required. • IQAC along with Academic Coordinators of the college plan and design the academic calendar in the beginning of the new session. This is made available to all the stakeholders on the website and displayed on the notice board. • The suggestions for improvement in the form of feedback are invited from all the stakeholders namely students, alumni, and parents to improve the teaching learning experience • The college also offers value-added/ skill enhancement compulsory courses to all the students. • The department of economics offers a Certificate Course in 'Econometrics' as an entry qualification course for postgraduate study and also provides students the statistical and mathematical tools enhancing their job prospects.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Academic Calendar, prospectus and timetables are prepared by the College at the beginning of each academic session after due deliberations with

IQAC, HoDs, academic monitors, prospectus committee, timetable committee, club and society in charges to plan the timeline of each academic and extra-curricular activity through the academic session. The college website is updated regularly, and annual college report and the departmental newsletters are made available online. At the end of the session each department and society/club in charges upload a detailed report of various activities on the college website. The UGC and RUSA heads collect information on budget requirements from the HoDs to allocate funds for books, equipment, maintenance etc.

Administration

Campus Whizz is a learning management system that enables the college to manage online admissions, upload necessary documents, make fee payments online, receive and verify applications, track student course details, enrolment, attendance, grades, assignments, create final merit list and confirm admissions online. The library module is available for book accessing, book issue, book circulation, cataloguing etc. The data management system is used for documenting and monitoring the grants received, salary details, casual leave and earned leave accounts and for other financial, academic, and administrative transactions. The procedure and policy for purchase of equipment, laboratory, and books etc is through GeM (Government e-Marketing) and e-tendering. A biometric machine is installed for maintaining the attendance record of the employees. A facility for Bulk SMSs to students is available to send messages instantly. A digital display board is installed to flash the important information promptly. The college campus is secured by installation of CCTV cameras for constant electronic surveillance. An official Whats App group has been created to disseminate quick and reliable information to the staff members. All information regarding the college is available on college website which is updated regularly.

Finance and Accounts

The finance and accounts department are managed by the financial officer,

Bursar, and the Principal of the college. All the heads of departments and committees submit their requirements by filling up a form, prior to the preparation of the budget for the new academic session. These are tabled in the IQAC meetings where they are discussed and forwarded to the management and purchase committee for approval. The procedure and policy for purchase of equipment, laboratory, and books etc is through GeM (Government e-Marketing) and e-tendering. The faculty members fill the requisition form and submit a proposal for funds required for organising special functions/ programmes. Campus whizz software is used for documenting and monitoring the grants received, salary details, leave accounts and for other financial, academic and administrative transactions.

Student Admission and Support

The college follows an inclusive admission policy and admits students as per the rules of the Himachal Pradesh Government. The admission process is automated and simplified for the convenience of the students through customised 'Campus Whizz' software. Information and details related to facilities and student support is available on college website. There is a Grievance Redressal Cell, Anti Ragging Committee, Anti Ragging Squad, and Internal Complaint Committee to address the concerns and grievance to the entire satisfaction of the students concerned promptly. The college has an efficient feedback mechanism in place to collect regular inputs from the students with a view to bring about academic, infrastructural, and overall improvements in the college environment. The placement cell of the college conducts student development workshops and training programmes in collaboration with industries and companies to provide the opportunity to students to interact with professionals. The management believes in supporting the marginalised section of the society for which 15 students were given financial support to the tune of Rs. 4,70,000 during the financial year 2019-20.

Examination

The college is affiliated to Himachal Pradesh University and follows the

curriculum framed by it. The CBCS system was implemented in the college in 2018-19 which consists of three components: Continuous Comprehensive Assessment (CCA), Practical Examinations and End Term Examinations (ETE). The Continuous Internal Evaluation system of the institution consists of regular class tests and varied activities such as quiz, group discussions, assignments, presentations, projects, book reviews, role plays/skits etc. The Mid-term tests are held on the completion 3/4th of the syllabus for the students. The minimum attendance requirement to appear in the final examination is 75. For practical examinations the internal and external examiners are appointed by the superintendent of examination. The End Term Exam is conducted by the H.P. University. The University provides a web portal to the faculty to fill in the marks of CCA and practical examination. The students can download the date sheet, admit cards, and result cards by logging in university website by entering their unique ID and Password.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on Learning to Access E-Catalogues through OPAC	Nil	20/06/2019	20/06/2019	44	Nil

2019	Workshop for the New Layout of the College Website	Nil	21/10/2019	21/10/2019	40	5
2019	Workshop on Start-up Programmes and Entrepreneur Development	Nil	03/09/2019	03/09/2019	44	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP on Need for an IP-Equipped Ecosystem for the Future organised by Ipcurate Labs and Swarnandhra College of Engineering and Technology	1	25/05/2020	29/05/2020	Nil
One-week short term course on online National Level Computer Literacy Program organized by Department of Computer science GFGC - Harihara, Karnataka	1	18/05/2020	24/05/2020	Nil
Course on Learning Physics Through Simple Experiments conducted by Centre for continuing Education, IIT Kanpur	1	02/04/2020	10/06/2020	Nil

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
11	44	11	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EDLI, EPF, Gratuity, Fee concession for staff children EDLI, EPF, Gratuity, Fee concession for staff children	EDLI, EPF, Gratuity, Fee concession for staff children	Inclusive admission policy, Scholarships, free ships, fee concessions, orientation and industry programs, availability of book bank, morning assembly, regular activities, remedial classes, placement drives, Grievance Redressal Cell, NSS, NCC, special prizes namely: R.S. Pathania special prize, special prize for Excellence in Home Science, Mathematics, Botany and English Honours.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

There is a provision for both internal and external audit. Internal audit is conducted by a private CA who checks each voucher, reconciles it with bank statement, finalises the statement and issues the utilization certificate. External audit is conducted by the office of Himachal Pradesh Accountant General where books of account are audited along with relevant office record. The objections raised by audit are settled and the record is accordingly updated.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

49021485.68

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	Nil	Yes	IQAC, Academic Monitors
Administrative	Yes	A.G. Office, H.P, Shimla	Yes	C.A

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The PTA has been formed in the college, with the President as an elected member from the parents. PTA members actively participate in meetings organized by the college. The PTA has helped • To encourage student participation in academic as well as extra-curricular activities, the PTA has instituted awards and prizes for the students from the PTA fund. • The expenditure on guest lectures for M.A. English is borne by PTA. • The salary for the lecturers of D.El. Ed course is paid from the PTA fund.

6.5.3 – Development programmes for support staff (at least three)

- The financial assistance is provided to support staff in financial distress.
- Orientation Programs are conducted for the support staff.
- Residential accommodation is provided to the support staff who are unable to afford the rental accommodation for their residence.
- The Management regularly interacts with the support staff to address the grievances or hardships.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The college has taken the following initiatives as per the recommendations of the NAAC peer team Third Cycle:

- o Introduce PG programmes- The college has introduced new PG programmes in the discipline of Geography and Botany.
- o More MOUs/Linkages-The college has established linkages with In-plant Training Verka, Tommy Hilfiger and Calvin Klein, Springdales School, Netaji Subhash Institute of Technology, DAV Public School, Shimla, Government School, Sanjauli, Shimla, The Bhopal School of Social Sciences (BSSS), DAV Public School, Block-C, Bhai Randhir Singh Nagar, Ludhiana, Punjab, Indian Institute of Technology, Mandi, Vidyasagar institute for mental health, Neuro and Allied Sciences (VIMHANS) New Delhi, Psychowaves e-academy: a unit of Psychowaves advance psychological services(Regd), Patiala, National Institute for the Empowerment of Person with Visual Disabilities, Dehradun (Uttarakhand), Deen Dayal Upadhyay Zonal Hospital, Shimla, Disha to Life, Saket Nagar, M.P.Indore, Lokmanya Tilak Municipal Medical College and General Hospital Dr. Babasaheb Ambedkar Marg, Mumbai, Biohacker's Update Magazine, Miami, Ek Pahel B.R. Memorial Welfare Society for student internships and projects. The college is exploring the possibilities of signing MOUs with reputed industries and colleges for student interaction.
- o Alumni association to be made more active- The college is striving to make its alumni active by engaging with them on social media and creating department wise alumni WhatsApp group to keep in regular contact with them. Their valuable opinions are received through feedback forms for constant improvement.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
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2019	Cleanliness drive by NSS volunteers	03/07/2019	03/07/2019	04/07/2019	150
Nil	Mega Population Awareness Pakhwada was organised by NCC Cadets	13/07/2019	13/07/2019	13/07/2019	215
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Presentation on Breast Cancer Awareness	13/08/2019	13/08/2019	600	5
Talk on Obesity	18/09/2019	18/09/2019	305	5
Gender Mainstreaming	25/09/2019	25/09/2019	800	10
Poetry Recitation Competition on Women Empowerment	20/09/2019	20/09/2020	100	2
Presentation on Breast cancer	13/12/2019	13/12/2019	70	4
Interactive and informative session on women safety, women rights	15/12/2019	15/12/2019	70	5
International Women's Day Celebration	09/03/2020	09/03/2020	50	5
National Science Day celebration Women in Science	28/02/2020	28/02/2020	400	8
Power Walk	29/02/2020	29/02/2020	33	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

1. Solar lighting in the classrooms 30 per cent 2. Solar water heating system in the hostel 25 per cent The students are sensitized to save and optimize energy resources through inculcation of environmental ethics and practices. • Rainwater harvesting is actively promoted in the college and the water is utilized for watering the plants. • The incandescent light and CFL bulbs are progressively being replaced by LED bulbs. • The solar water heating system and solar power generating systems have been installed in order to conserve electricity and reduce its carbon footprint. The NCC and NSS units of the college have taken the following initiatives for Environmental Consciousness and Sustainability/Alternate Energy: Tree plantation, promotion of compost pit, plastic free zone, door to door campaign on waste management, collecting plastic wrappers inside the plastic bottles to be used for making the retaining walls, an awareness rally on Swachhta, Nukkad Natak emphasizing the new initiatives taken by municipal corporation Shimla to keep Shimla green and clean, a lecture on Swachhta emphasizing the role of cleanliness under Swachh Bharat Abhiyan, a competition based on the theme "Best out of waste", Nukkad Natak based on the theme 'Cleanliness-An Individual's Responsibility', cleaning parks and statues, a door to door campaign to spread awareness about Swachh Bharat Abhiyan, waste management and segregation of waste into biodegradable and non-biodegradable waste, a quiz competition on Swachh Bharat Abhiyan, a Nukkad Natak on 'Segregation of waste into different color dustbins', a poster making competition on the topic Clean India of my dreams", a cleanliness drive on the theme, "Mera Shehar Saaf Ho Isme Sabka Haath Ho", an interactive talk on "Green City, Clean City, My Dream City", a mass awareness rally to spread awareness on hazards of litter on our water bodies and ecosystem. Other initiatives taken by the college to create Environmental Awareness among students are: • Composting (black gold) to generate organic manure from biodegradable waste, to be used as manure in the herbal garden and the flower beds of the college. • A pioneer in banning the use of polythene in the campus. • St. Bede's college is a smoke free campus. • Installation of power saving LED lights. • College has a herbal garden containing a few medicinal plants. • The college tries to maintain its biodiversity. A detailed Taxonomy of college flora has been drawn up. • A tree plantation campaign is organized every year to add the green cover not only in the college but in and around the city. • The college is using digital platform to connect to its staff and students via bulk messaging and WhatsApp. • To minimize the usage of paper, e-assignments are submitted by students. • Proper waste management by converting the biodegradable waste into manure in the composting unit. • Installation of dustbins in and around the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	Nil
Rest Rooms	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	15/07/2	1	Talk by	To	635

			019		SP, CID, Shimla regarding the menace of anti-ragging and drug abuse	create awareness regarding anti-ragging and drug abuse.	
2019	1	1	22/07/2019	1	Van Mahotsav	Environment Sustainability	68
2019	1	1	23/07/2019	1	Tree Plantation	Promote green mind-set among students	22
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College prospectus	01/06/2019	<p>Discipline is to be maintained at all levels. The principal and all the staff members always ensure regularity and punctuality of the students for the assemblies and classes, maintenance of silence in the corridors and in areas where classes are held. It is mandatory for students to have 75 (minimum) attendance as stipulated by the university and college authorities. The students must maintain a respectful attitude towards the authorities, elders, teachers and their own peers. The Value Education classes evolved by the college are held regularly in small groups to help the students in self-growth. The students are not allowed to leave the college premises before 1pm. Ragging is strictly banned in the college. The college comprises of an Anti-Ragging Cell with</p>

		the rules and regulations under the Supreme Court of India Orders.
Hostel Prospectus	01/06/2019	The hostel prospectus has the rules related to the admission to the hostel. The hostel has zero tolerance towards ragging. Penalty is imposed for those found guilty of participation. Damage or destruction done to any hostel property or article shall be paid for by the student. The hostel students are expected to adhere by the rules and regulations in order to maintain proper discipline and decorum in the hostel.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
• International Yoga Day	21/06/2019	21/06/2019	100
Value Education Classes	01/07/2019	31/03/2020	1191
• Mega Population Awareness Pakhwada	13/07/2019	13/07/2019	215
Inaugural Mass	22/07/2019	22/07/2019	1000
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Promoting environmental awareness through activities like tree plantation campaign, slogan writing and poster making competitions etc.
Participation of the NCC cadets in the 'Polybrick Initiative' organized by the Municipal Corporation, Shimla. They were felicitated for this effort by the Hon'ble Chief minister of Himachal Pradesh.
Swachhta Pakhwada organized by NSS society of the college for 15 days in the month of August.
Minimum use of paper by initiating online administration, bulk messaging, e-assignments and messages on WhatsApp groups.
Ban on the use of plastic in the campus
Door to Door Awareness Campaign in and around the college campus to spread awareness about Swachh Bharat Abhiyan
Safe disposal of biodegradable waste through composting
Water harvesting
Using the paper recycling machine to convert used paper into recycled paper
Use of renewable sources of energy in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The college has initiated several best practices over the years to enhance the quality of education. Some of the best practices are enlisted below: 1. Regular Value Education Classes for Students 2. Augmentation of knowledge through seminars/ talks/workshops 3. Students and staff members contributing chapattis in the roti bank set up by an NGO, The Almighty Blessings to feed the cancer patients and their attendants. 4. Encouragement of Individual Academic Excellence through Special Awards 5. Establishment of the National Cadet Corps (NCC) unit 6. Establishment of the Vermi-composting unit 7. 7.Smoke free campus 8. Rainwater harvesting system and use of collected water in the tanks for watering the plants and flower beds

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.stbedescollege.in/wp-content/uploads/2021/08/BEST-PRACTICE-2019-20-1.pdf>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college came into existence in 1904 and celebrated its 115 years in 2019. Our motto 'NON NOBIS SOLUM' (not for ourselves alone) motivates to work continuously for the upliftment and amelioration of the contemporary society. St. Bede's college inspires young women to achieve academic excellence. The students are taught discernment enabling them to take best decisions for themselves. The National Association and Accreditation Council (NAAC) evaluated the college on three occasions. The college was accredited with Grade "A" in the first and the second cycle in the year 2004 and 2011 respectively and was re-accredited with A Grade in the year 2016 during the third cycle. St. Bede's is the only college affiliated to Himachal Pradesh University offering Honours courses in Economics, Geography and Psychology. The college provides substantial opportunities for students from different streams to come together in different academic as well as sports, cultural and other extra-curricular activities organized by various societies and clubs of the college which inculcate the spirit of social discipline, required work and civic accountability towards nation building and social development. The teachers at St. Bede's college use innovative teaching techniques such as digital boards, brain storming, virtual labs, interdisciplinary activities, power point presentations, peer teaching methodologies etc. to make the teaching learning process interesting, enjoyable and effective. The in-house projects and field trips organized by various departments help students to develop research-based skill and bridge the gap between classroom teaching making the students tolerant and more empathetic. The students are motivated to take up short internship programs to develop their professional aptitude, strengthen personal character, and to enhance their working skills. . St. Bede's college supplements the curriculum by offering value-added courses such as Tally Ace, French, Beauty and Fitness, Travel and Tourism, Communication Skills and Personality Development, Dance etc. to improve employability skills of students, equipping them to meet the demands of the corporate world. The students are also encouraged to show their creativity, critical thinking skills by compiling, designing and contributing their articles, poems, book reviews etc in department newsletters and college magazine. Various departments have formed clubs which allow students to think, innovate and learn through teamwork. The college publishes an annual college journal 'The Bede Athenaeum' which is a multidisciplinary international peer-reviewed journal aiming to

promote and publish new concepts, knowledge and ideas. Living up-to its motto, the college helps to shape the young minds both academically and socially by focusing on the holistic development of its students who would be an asset to the contemporary society.

Provide the weblink of the institution

<https://www.stbedescollege.in/institutional-distinctiveness/>

8.Future Plans of Actions for Next Academic Year

Planning for admission, preparing academic calendar, department activities, extension activities, awareness programmes, orientation programmes, workshops, seminars, talks, for academic excellence. On the onset of the session, each department to conduct online induction programmes and interactive sessions with the newly admitted students. In order to overcome limitations imposed by covid 19, departments to move from conventional teaching mode to online teaching platform which is accessible for teaching learning process. Faculty to be given training to equip them to take online classes on the given communication app. Academic audit of the institution to be conducted and an orientation programme to be organized for awareness on the purpose and procedures of academic audit. NSS and NCC units to continue with environmental awareness drive to maintain a clean environment. Local linkage and community outreach programmes and collaborative programmes to be strengthened. In view of covid 19 pandemic and subsequent nationwide lockdown, sensitization programmes on psycho social care and covid awareness campaigns to be organized. Organization of workshops for E content development to promote the use of E resources. Departments to conduct webinars, virtual workshops and quality teaching learning enrichment activities on relevant themes. To establish EBSB Club under Ek Bharat Sreshtha Bharat initiative of the Government of India to promote culture, tradition language and music through faculty and student exchange programmes. To continue the tradition of celebrating and commemorating the special days. Mentoring to continue for the overall growth and grooming. To recommend the College Journal for inclusion in the UGC CARE list of quality journals. The college website to be updated by collecting necessary data from the concerned departments. Developing online dynamic feedback mechanism to be utilized for ensuring excellence in pedagogy.