



St. Bede's College
Shimla-171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

17th June, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 18th June, 2019 in the Principal's office at 10.30 a.m.

Agenda

- Appointing a new coordinator and induction of new member in the IQAC.
- International Yoga Day
- Campus WHIZ (e-catalogue)
- Farewell Party


Ms Nandini Pathania
Officiating Principal



MINUTES OF THE MEETING

Date: 18/6/2019

Committee: IQAC

The IQAC meeting was held on 18th June 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>A. Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja</i>
Mr. Susheel Kumar	Assistant Professor, Maths	<i>Susheel Kumar</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Dr. Anupama Tandon Tomar	Associate Professor, Economics	<i>Anupama</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani</i>

The meeting commenced with a short prayer by the officiating Principal Ms Nandini Pathania.

- ✓ Dr. Anupama Tandon Tomar from the Department of Economics was unanimously appointed as a new IQAC coordinator and Dr. Sapna Sharma, Associate Professor, Department of Physics, was inducted as an internal member.
- ✓ The matter of observance of International Yoga Day to be celebrated on 21st June, 2019, was discussed. It was decided that the entire staff should participate in the programme and be present in the auditorium at 10:30 am.
- ✓ It was decided to conduct campus WHIZ (e-catalogue) in the library as per the following schedule at 11:00 am
 - June 19th : Arts
 - June 20th: Science & Computer Science
 - 21st June: Commerce & Management
- ✓ The farewell to Dr. Bindra and Mr. Vishal would be organized on June 24 at 11:00 am in the Staff Room.

The meeting ended at 11.30 a.m.

N. Pathania
Ms Nandini Pathania
Officiating Principal



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20th June, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 26th June, 2019 in the Principal's office at 10.30 a.m.

Agenda

- Re-Assessment of IA.
- Special Assembly

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 26/6/2019

Committee: IQAC

The IQAC meeting was held on 26th June 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Shweta Thakur	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 18th June, 2019 were reviewed and confirmed.

- ✓ The officiating Principal Ms Nandini Pathania informed the members that the VC, HPU, had allowed Re-Assessment 2015 UG (CBCS) for CCA of IA. The university portal would be opened for such Re-Assessment from 25th -28th June, 2019.
- ✓ It was decided that an Assembly would be held on 1st July, 2019 for faculty to introduce themselves to the newly admitted students.

The meeting ended at 11.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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1st July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4th July, 2019 in the Principal's office at 2:00 p.m

Agenda

- Staff Council Meeting
- Activities for July, 2019
- CCA
- List of books for the library
- Filling of AQAR for 2018-19
- Submitting photocopies highest degrees

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 4/7/2019

Committee: IQAC

The IQAC meeting was held on 4th July 2019 in the Principal's office at 2:00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Gitanjali Mahendra	Associate Professor, English	
Mr. Susheel Kumar	Assistant Professor, Maths	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 26th June 2019 were reviewed and confirmed.

- ✓ It was decided to hold a Staff Council Meeting on July 5, 2019 at 10:30 in the Staff Room for: Activities for July, 2019 and CCA
- ✓ Teachers would be required to give lists of books by the 15th of July, 2019 to the library.
- ✓ AQAR format would be placed on the desktop in the Staff Room to enable Criteria Committee writers to fill in the details for 2018-19.
- ✓ Some teachers were required to submit photocopies of their highest degrees to the accounts office.

The meeting ended at 3.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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10th July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 12th July, 2019 in the Principal's office at 10.30 a.m.

Agenda

- Achievement of the Perspective Plan of 2018-19.
- Recommendation of the NAAC Peer Team

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 12/7/2019

Committee: IQAC

The IQAC meeting was held on 12th July, 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Ravi Bhushan	Associate Prof. Psychology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Shramja Munjal	Associate Professor, Botany	
Mr. Susheel Kumar	Assistant Professor, Maths	
Dr. Gitanjali Mahendra	Associate Professor, English	
Ms. Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	

After a short prayer the minutes of the previous meeting held on 4th July 2019 were reviewed and confirmed.

- ✓ The meeting was convened to take account of the extent of achievement of the Perspective Plan of 2018-19. Each item was discussed a point wise in each criterion and members reflected upon and reported about the performance.
- ✓ It was decided to call an IQAC meeting on the 16th July, 2019 to consider the Recommendation of the NAAC Peer Team for drawing out the Perspective Plan for 2019-20.

The meeting ended at 12.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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15th July, 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 16th July, 2019 in the Principal's office at 10.30 a.m.

Agenda

- NAAC Peer Team Recommendations.
- Suggestions on Recommendations


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 16/7/2019

Committee: IQAC

The IQAC meeting was held on 16th July, 2019 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Dr. Ravi Bhushan	Associate Prof. Psychology	<i>Ravi</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali</i>
Mr. Susheel Kumar	Assistant Professor, Maths	<i>Susheel Kumar</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Professor, Economics	<i>Anupama</i>

The meeting commenced with a short prayer and then the minutes of the previous meeting held on 12th July, 2019 were reviewed and confirmed.

- ✓ The meeting was organized to consider the NAAC Peer Team Recommendations.
- ✓ The viewpoints of all the members were elicited for consideration of each recommendation. Members reflected upon as to whether it was possible for the college to implement each recommendation.
- ✓ Suggestions were elicited on how each one of the recommendations could be implemented for enhancement of the quality culture in the institution.




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- ✓ Members of the Psychology Department represented, on behalf of the students, to the University Department regarding discrepancies in the course content of Honours and Pass Course B.A. 3rd Year Psychology. It was observed that the prescribed syllabus was not in keeping with the syllabus as per the UGC Instructional Template for CBCS. The matter was discussed in detail with BOS members of the University Department and necessary modifications in the syllabus were made.

The meeting ended at 11.30 a.m. with thanks to the chair.


Dr. Anupama Tandon Tomar
IQAC Coordinator


Ms Nandini Pathania
Officiating Principal



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29th July 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 1st August, 2019 in the staff room at 2.00 p.m. All HODs are requested to be present in the meeting.

Agenda

- Health Club Activity
- English Department Workshop
- Bridge Courses
- Mentoring
- Health Club Activity
- English Department Workshop
- Bridge Courses
- Mentoring
- NCC to be a self financed unit


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 1/8/2019

Committee: IQAC

The IQAC meeting was held on 1st August 2019 in the staff room at 2.00 p.m. The following members were present for the meeting.

Name of the Member	Designation/Department	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, Head, English	<i>A. Sharma</i>
Dr. Ravi Bhushan	Associate Professor, Head, Psychology	<i>Ravi</i>
Dr. Shramja Munjal	Associate Professor, Head, Botany	<i>Shramja</i>
Mr. Susheel Kumar	Assistant Professor, Head, Maths	<i>Susheel Kumar</i>
Ms. Neha Walia	Assistant Professor, Head, Computer Sc.	<i>Neha Walia</i>
Ms. Shweta Thakur	Assistant Professor, Head, Zoology	<i>Shweta</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Ms Punam Chauhan	Assistant Professor, Head, History	<i>Punam Chauhan</i>
Mr. Manu Mahajan	Assistant Professor, Head, Commerce & Management	<i>Manu Mahajan</i>
Mr. Pankaj Aashish	Assistant Professor, Head, Geography	<i>Pankaj</i>
Mr. Nishant Sharma	Assistant Professor, Chemistry	<i>Nishant</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 16th July were confirmed.

- ✓ It was decided that the Health Club of the college will organise a health talk on the illnesses that pose considerable health risk to women in the month of August.
- ✓ It was decided that the Department of English will organize a Translation Workshop in the month of August to make students understand the techniques and process of translation.



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- ✓ IQAC members resolved that the departments offering PG should start formal short learning courses for newly admitted students in the form of bridge courses to provide a foundation needed for further academic work.
- ✓ The principal mentioned that mentor lists for the newly admitted students should be prepared at the earliest. She mentioned that mentoring as a mechanism to improve the bond between teachers and students should be continued and taken up seriously as it is one of the best practices of the college.
- ✓ IQAC took certain decisions for smooth functioning of the NCC subunit at St. Bede's College and also tried to come up with new plans and suggestions. IQAC also gave approval for the establishment of NCC subunit on fully self-financed basis with 80 seats to be filled during the course of three years.

The meeting ended at 3.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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10th August 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 17th August, 2019 in the Principal's office at 2:30 p.m.

Agenda

- Review of previous meeting
- Academic activities
- Community outreach activities
- Health club activity
- 150th anniversary of periodic table

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 17/8/2019

Committee: IQAC

The IQAC meeting was held on 17th August 2019 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>Nandini Pathania</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi Bhushan</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali Mahendra</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Mr. Susheel Kumar	Assistant Professor, Maths	<i>Susheel Kumar</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Ms. Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Dr. Anupama Tandon Tomar	Coordinator, Associate Prof. Economics	<i>Anupama Tandon Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 1st August 2019 were confirmed.

- ✓ It was resolved that head of the departments should conduct department meetings to carry out academic activities like group discussions, talks, presentations, inter-disciplinary activities and guest lectures to promote interactive learning.
- ✓ NCC and NSS units of the college to organize community outreach activities throughout the year in a phased manner.
- ✓ It was decided that the Health Club will organize a session on Exercise Fitness Program in the month of September.
- ✓ To celebrate the international year of the periodic table and to mark the 150th anniversary of the periodic table of chemical elements it was decided that the science faculty would organize seminar/workshop for the students in the month of September.

The meeting ended at 3.30 p.m. with thanks to the chair.

Anupama Tandon Tomar
Dr. Anupama Tandon Tomar
IQAC Coordinator

Nandini Pathania
Ms Nandini Pathania
Officiating Principal



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27th August 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2nd September 2019 in the staff room at 12.00 p.m.

Agenda

- Seminar on "Tally ERP" and Third All India Tally Commerce Aptitude Test
- Inaugural ceremony and mass pledge by NCC
- Innovative Swachh Bharat Drive
- Workshop on Start up Programme
- Staff council meeting
- Library Orientation
- PTM and PTA


Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 02/9/2019

Committee: IQAC

The IQAC meeting was held on 2nd September 2019 at 12.00 p.m. in the staff room. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>ATad</i>

After a short prayer the minutes of the previous meeting held on 17th August 2019 were reviewed and confirmed.

- ✓ It was decided that the Computer Department would organize a one day seminar on "TALLY ERP" for the students of M.Com 3rd Semester and Third All India Tally Commerce Aptitude Test (TCAT) in the month of September to recognize and acknowledge the talent of students.
- ✓ It was resolved that the inaugural ceremony and mass pledge by NCC to be held in the month of September to make Shimla plastic free.
- ✓ The IQAC suggested that the NCC and NSS units should conduct Innovative Swachh Bharat and Environment Awareness Drive throughout the year in a phased manner.
- ✓ To make students aware of new areas of entrepreneurial opportunities IQAC decided to organize a workshop on Start up Programme in collaboration with the Department of Industries Himachal Pradesh in the month of September
- ✓ To discuss issues related to identity cards of the newly admitted students, the dates for organising seminars and other activities, updating the college website and educational trips etc. it was decided to organize a staff council meeting in the month of September.



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- ✓ It was decided to organize a library orientation programme for the newly admitted students to familiarize them with the library resources, facilities and services in an organized way in the month of September.
- ✓ It was resolved that the PTM would be organized in the month of September to share the progress report of the students followed by PTA to constitute the PTA Committee and to take feedback regarding the college academic environment.

The meeting ended at 1.30 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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19th September 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 24th September 2019 in the Principal's office at 2.30 p.m.

Agenda

- Creative Writing Workshop
- Women Cell Activity
- Awareness Session on Drug Abuse
- Field/Educational Trips

Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 24/9/2019

Committee: IQAC

The IQAC meeting was held on 24th September 2019 at 2.30 p.m. in the Principal's office. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>N. Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>A. Sharma</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>R. Bhushan</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>S. Sharma</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>G. Mahendra</i>
Ms Neha Walia	Assistant Professor, Computer Sc.	<i>N. Walia</i>
Ms. Shweta Thakur	Assistant Professor, , Zoology	<i>Shweta</i>
Mr. Susheel Gupta	Assistant Professor, Maths	<i>Susheel</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>A. Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 2nd September 2019 were reviewed and confirmed.

- ✓ IQAC decided that the English Department would organise a Creative Writing Workshop for M.A English and 5th semester Honours students in the month of September.
- ✓ It was suggested that the women cell of the college should organize a talk on gender issues on 25th September 2019.
- ✓ To sensitize the students on the subject of drug abuse and to raise awareness about it, it was decided to organize an awareness session on drug abuse in the month of October.
- ✓ To bridge the gap between classroom teaching and hands on experience and to teach tolerance and make students more empathetic, IQAC decided that field/educational



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trips for the students would be organized by the college. It was decided that out station trips would be organized in the month of October during holidays so that students do not miss their classes.

The meeting ended at 4.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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28th September 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 3rd October 2019 in the Principal's office at 2.30 p.m.

Agenda

- Mass Awareness Campaign on Disaster Risk Reduction
- NCC participation at State Event
- A special talk on Media or Sanskriti
- Workshop for college website
- Minor Tests
- Activities to mark Special days
- AQAR 2019-20


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 3/10/2019

Committee: IQAC

The IQAC meeting was held on 3rd October 2019 in the Principal's office at 2.30 p.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Mrs Anuja Sharma	Associate Professor, English	
Dr. Shramja Munjal	Associate Professor, Botany	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Ms Shivani Chauhan	Assistant Professor, Zoology	
Dr. Sapna Sharma	Associate Professor, Physics	
Dr. Gitanjali Mahendra	Associate Professor, English	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 24th September 2019 were reviewed and confirmed.

- ✓ The officiating Principal Ms Nandini Pathania informed the members that HPSPDMA would be conducting a Mass Awareness Campaign on Disaster Risk Reduction on 11th October and have invited students to participate in the activities organized during the event. IQAC decided to send students and some faculty members to attend and participate in the awareness campaign.



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- ✓ It was decided that the NCC cadets would participate in the State Event Commemorating the 150th Birthday of Mahatma Gandhi in the month of October.
- ✓ To make the students aware about the advantages and disadvantages of Social Media it was planned that Hindi Department would organize a special talk on Media or Sanskriti in the month of October.
- ✓ It was resolved to organize a workshop for the faculty members for the new layout of the college website in the month of October.
- ✓ The members suggested that the minor tests for first and second year students should be held in the month of November for which date sheet should be prepared well in advance so that students get sufficient time to prepare.
- ✓ IQAC suggested that the various clubs and societies should organize activities to mark the 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 to name a few.
- ✓ The coordinator informed the members that criteria incharges should work with their team to collect evidence and data for AQAR 2019-20.

The meeting ended at 4.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Ms Nandini Pathania
Officiating Principal



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24th October 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 2nd November 2019 in the Principal's office at 11.00 a.m.

Agenda

- Staff Council Meeting
- Book Talk
- Seminar –Computer Department
- Heritage Week
- Debates and Dramatics Society Activity
- National Conference
- Disaster Preparedness Training Session and Mock Drill
- Blood Donation Camp
- Inter College Activities.

Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 2/11/2020

Committee: IQAC

The IQAC meeting was held on 2nd November, 2019 in Principal's office at 11.00 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>Nandini Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi Bhushan</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Ms. Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Mr. Susheel Gupta	Assistant Professor, Commerce	<i>Susheel Gupta</i>
Dr. Gitanjali Mahendra	Assistant Professor, Zoology	<i>Gitanjali Mahendra</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tandon Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 3rd October 2019 were confirmed.

- ✓ It was decided to organize a staff council meeting in the month of November to finalise the dates of activities to be conducted in the coming months of the session.
- ✓ It was decided to organize the annual Book Talk in the month of November and the officiating Principal, Ms Nandini Pathania suggested that teachers should motivate and encourage students for maximum participation.
- ✓ It was resolved that the Computer department would organize a one day seminar in the month of November.
- ✓ To commemorate the World Heritage Week it was decided that the Heritage Club "MIRAASA" would organize various competitions and a heritage walk in the month of November to make students aware of Himachal's culture, heritage and monuments.
- ✓ The debates and dramatics society to organise an "Elocution Competition" on 26th



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November, 2019 in collaboration with Amul India.

- ✓ The officiating Principal Ms Nandini Pathania informed the members that the Department of English would organize a National conference on Culture, Language & Literature in collaboration with ELT@I-Shimla at St. Bede's College on December 4-5, 2019.
- ✓ It was suggested by the coordinator IQAC that the Disaster Management Cell of the college should collaborate with the department of Home Guard & Civil Defence, Central Training Institution, and organize Mock Drill for the students and faculty for emergency evacuation. The members also opined that the procedure of evacuation plan should also be discussed with the experts from Home Guard & Civil Defence, Central Training Institute.
- ✓ It was decided to organise NSS and Blood Donation camps in the month of December if weather permits.
- ✓ To develop the inner talents, skills and leadership qualities of the students, it was felt that teachers should encourage students to participate in inter college academic, curricular and co-curricular activities.

The meeting ended at 12.30 p.m. with thanks to the chair.


Dr. Anupama Tandon Tomar
IQAC Coordinator


Ms Nandini Pathania
Officiating Principal



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25th November 2019

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 4th December 2019 in the Principal's office at 12.00 p.m.

Agenda

- Research activities
- Student Internships
- NCC participation in AIATC Kerala
- PTA meeting


Dr. Anupama Tandon Tomar
Coordinator IQAC



MINUTES OF THE MEETING

Date: 04/12/2020

Committee: IQAC

The IQAC meeting was held on 4th December, 2019 in the Principal's office at 12.00 p.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>Nandini Pathania</i>
Dr. Ravi Bhushan	Associate Professor, Psychology	<i>Ravi Bhushan</i>
Mrs Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali Mahendra</i>
Ms. Shweta Thakur	Assistant Professor, Zoology	<i>Shweta Thakur</i>
Ms. Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Mrs. Unnatti Chauhan	Assistant Professor, Economics	<i>Unnatti Chauhan</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tandon Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 2nd November 2019 were reviewed and confirmed.

- ✓ It was decided that the staff should actively participate in national and international seminars, conferences and workshops and should get their research articles published in peer reviewed journals.
- ✓ Students should be motivated to find internships as these help them to apply their knowledge to the real world and encourage their professional growth.
- ✓ To send NCC cadets to attend AIATC at Ezhimala, Kannur, Kerala in the month of January during winter break.
- ✓ PTA meeting was planned after the winter break to discuss the utilization of the PTA funds.

The meeting ended at 1.00 p.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Nandini Pathania
Ms Nandini Pathania
Officiating Principal



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7th February, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 10th February, 2020 in the Principal's office at 10.30 a.m.

Agenda

- Staff council meeting
- Minor Tests
- Student Satisfaction Survey


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 10/02/2021

Committee: IQAC

The IQAC meeting was held on 10th February, 2020 in the Principal's office at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	<i>Nandini Pathania</i>
Mrs Anuja Sharma	Associate Professor, English	<i>Anuja Sharma</i>
Dr. Shramja Munjal	Associate Professor, Botany	<i>Shramja Munjal</i>
Dr. Sapna Sharma	Associate Professor, Physics	<i>Sapna Sharma</i>
Ms Neha Walia	Assistant Professor, Computer Sc.	<i>Neha Walia</i>
Ms. Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Mr Susheel Gupta	Assistant Professor, Maths	<i>Susheel Gupta</i>
Ms Shivani Chauhan	Assistant Professor, Zoology	<i>Shivani Chauhan</i>
Dr. Gitanjali Mahendra	Associate Professor, English	<i>Gitanjali Mahendra</i>
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	<i>Anupama Tandon Tomar</i>

The meeting started with a short prayer and the minutes of the previous meeting held on 4th December, 2019 were reviewed and confirmed.

- ✓ IQAC decided to organize a staff council meeting on 18th February to discuss the remaining activities for the session and the constitution of public relation committee and equal opportunity cell as per UGC guidelines.
- ✓ It was decided that the minor tests for 4th and 6th semester students would be conducted in the last week of February and the date sheet for the same should be prepared by the time table committee at the earliest.
- ✓ It was decided that the feedback analysis committee would put up a notice for third year students for filling the student satisfaction survey form.

The meeting ended at 11.30 a.m. with thanks to the chair.

Dr. Anupama Tandon Tomar
IQAC Coordinator

Nandini Pathania
Ms Nandini Pathania
Officiating Principal



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16th March, 2020

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 19th March, 2020 in the staff room at 10.30 a.m. The members of the UGC Committee are requested to be present in the meeting.

Agenda

- Utilization of the UGC grant


Dr. Anupama Tandon Tomar
Coordinator IQAC



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MINUTES OF THE MEETING

Date: 19/03/2020

Committee: IQAC

The IQAC meeting was held on 19th March 2020 in the staff room at 10.30 a.m. The following members were present for the meeting.

Name of the member	Designation	Signature
Ms. Nandini Pathania	Officiating Principal	
Dr. Shramja Munjal	Associate Professor, Botany	
Dr. Sapna Sharma	Associate Professor, Physics	
Mrs Anuja Sharma	Associate Professor, English	
Mr. Susheel Kumar	Assistant Professor, Maths, Member UGC	
Mr. V.K. Sanoria	Associate Professor, Physics, Head UGC	
Ms Neha Walia	Assistant Professor, Computer Sc.	
Mr. Nishant Sharma	Assistant Professor, Chemistry, Member UGC	
Mr. Manu Mahajan	Assistant Professor, Commerce	
Mr. Salil Sood	Administrative Officer	
Dr. Anupama Tandon Tomar	Coordinator/Associate Professor, Economics	

The meeting started with a short prayer and the minutes of the previous meeting held on 10th February 2021 were reviewed and confirmed.

- ✓ The Principal informed the members of the IQAC and UGC about various heads under which the grants can be utilized. It was decided to utilize the grant in the following manner:
- ✓ New Construction
 - Flooring of the stage
 - Transparent Sheets for the Canteen
 - Toilet for the Visitors
- ✓ Renovation
 - Extension of rooms for the Botany and Zoology Labs
 - College Drive
- ✓ Equipment
 - Two video Conferencing Cameras




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Smart Boards
 Screen for the Auditorium
 Five Routers

The meeting ended at 11.30 a.m. with thanks to the chair.


 Dr. Anupama Tandon Tomar
 IQAC Coordinator


 Ms Nandini Pathania
 Officiating Principal