



YEARLY STATUS REPORT - 2020-2021

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	Officiating Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	01772842304	
• Mobile No:	9818645774	
• Registered e-mail	bedescollege@gmail.com	
• Alternate e-mail	bedesoffice@gmail.com	
• Address	Nav Bahar	
• City/Town	Shimla	
• State/UT	Himachal Pradesh	
• Pin Code	171002	
2.Institutional status		
• Type of Institution	Women	
• Location	Urban	
• Financial Status	Grants-in aid	

• Name of the Affiliating University	Himachal Pradesh University				
• Name of the IQAC Coordinator	Dr. Anupama Tandon				
• Phone No.	9816028058				
• Alternate phone No.	01772842304				
• Mobile	9816028058				
• IQAC e-mail address	anutandontomar@gmail.com				
• Alternate e-mail address	stbedesiqac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.stbedescollege.in/wp-content/uploads/2021/08/AQAR-2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.34	2011	08/01/2011	07/01/2016
Cycle 3	A+	3.54	2016	16/09/2016	15/09/2023
6.Date of Establishment of IQAC			15/07/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	9
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>IQAC meetings with staff council, academic monitors, staff advisory committee, HODs, Society/ Club in charges were organized to discuss the academic and other activities and issues and to monitor and upgrade the teaching-learning process.</p>	
<p>Online Admissions- Due to the lockdown, the entire admission process was made available online and transaction interfaces were provided on website and on Campus Whizz software for the convenience of students and parents.</p>	
<p>Online Mode of Teaching- As it was not possible to hold physical class amidst Covid-19, so the college followed online mode of teaching. Learning was supported through MS Teams and WhatsApp groups were formed, and emails helped to stay connected with students and parents.</p>	
<p>Student Workshops and Webinars- During the pandemic period all the departments of the college conducted webinars, web-based multimedia, discussions, and interactive academic activities on relevant themes to supplement curricular learning.</p>	
<p>Feedback -To improve the teaching learning process, online feedback from the students, teachers, parents and alumni was collected, analyzed and shared with faculty members to bring about requisite improvements in the teaching learning process and learning outcomes.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Meetings of the IQAC with staff council, academic monitors, staff advisory committee, HODs, Society/ Club in charges	9 IQAC meetings with staff council, academic monitors, staff advisory committee, HODs, Society/ Club in charges were organised to discuss the academic and extracurricular activities and to monitor and upgrade the teaching-learning process.
To change the admission process due to covid.	The entire admission process was made available online for the convenience of students and parents.
Online teaching	As it was not possible to hold physical class amidst Covid 19, learning was supported through MS Teams and was made accessible to the students by providing unique username and passwords.
Updating College Website and Submission of AQAR 2020-21.	The college website was updated for which society/community cell conveners provided reports, pictures of activities conducted in 2019-20, proofs of minutes of the meetings, etc. facilitating the successful submission of the AQAR
To conduct mid-term tests	Mid-term tests were conducted from 1st March 2021.
Blood Data Base	The department of Zoology in collaboration with NCC unit created a database of blood groups of students which was shared with NGO and the Department of Immunohematology and Blood Transfusion Shimla, for donating blood during emergency.
Students Internships and Projects	Students were encouraged to write projects and apply for

	internships for hands on experience and creative thinking.
Feedback from the stakeholders	To improve the teaching learning process, online feedback from the students, teachers, parents and alumni was collected, analysed and shared with faculty members to bring about requisite improvements in the teaching learning process and learning outcomes.
Second Unit of NCC	Another unit 7 HP (I) Coy NCC, Shimla, started in July 2020, enrolling 29 cadets.
Faculty Development Programme on online teaching	A two-day virtual Faculty Development Program on 'Online Teaching Tools' was organized by the Department of Computer Science in collaboration with Ramanujan College, New Delhi on August 4-5, 2020.
Faculty Training - MS Teams	On 27th August 2020, a session on 'Virtual Education Training through Microsoft Teams' was organised by the department of computer science.
Webinar for Faculty	On 21st September 2020, a webinar on 'National Education Policy-Higher Education' was organized by the college.
Webinar for Students	On 11th September 2020, the departments of Commerce & Management and Computer Science organized a webinar on 'Career Opportunities in Tally and Benefits of Tally Certification' in collaboration with Tally Education private Ltd, Bengaluru and Sai Digitech Professional Institute, Shimla.

<p>Webinar on Emotional Intelligence</p>	<p>The department of Commerce and Management in collaboration with NEST organised a webinar for the students of commerce, Management and Psychology on the topic "Emotional Intelligence and Leadership Skills" on 23rd October 2020.</p>
<p>Webinar on Career Awareness</p>	<p>On 28th October 2020, a Webinar on "Career Awareness, Counselling and it's making" was organised by the department of Commerce and Management in collaboration with NEST.</p>
<p>Webinar for Students</p>	<p>The department of Commerce and Management organized a webinar on "Different Courses to be pursued after UG" in collaboration with PIBM Pune on 18th March 2021.</p>
<p>Online 5 Day Training Programme for Students</p>	<p>The Department of Commerce & Management in association/ Collaboration with Bombay Stock Exchange Brokers Forum conducted a five-day series 1 of online training program on 'Financial Markets Overview' from April 12th - April 16th, 2021.</p>
<p>Online 5 Day Training programme for Students</p>	<p>The Department of Commerce & Management in association with Bombay Stock Exchange Brokers Forum conducted a five-day series 2 of online training program on 'Stock Market and Investment Opportunities During Covid-19 Overview' from May 11th - May 15th, 2021.</p>
<p>Webinar on Social Manners</p>	<p>On 4th September 2020, a webinar on 'Social Manners' was organized by the department of English in collaboration with Amity University, Delhi.</p>

Interdisciplinary Webinar	On 9th April 2021, an Inter-Disciplinary webinar on "Introduction to Bhagavad-Gita with special reference to Chapter IV" was organized jointly by the departments of Hindi, History and English.
Webinar Physics Department	On 19th October 2020 a one-day webinar on the topic 'Guesstimation: Art of Problem Solving in Physics on the Fly' was organized for the students of Physics department to enlighten them about Fermi problems and tricks to solve them by taking into consideration the underestimated and overestimated values.
Six Day Workshop for Science Students	A six-day online workshop entitled 'Spreadsheets: A Tool for Developing Mathematical & Computational Skills in UG students' was organized by the department of Physics from 15th February to 20th February.
Observing - International Day of the Girl Child	The women cell of the college organized various activities on the theme "My Voice, Our Equal Right" to observe the International Day of the Girl Child on 11th Oct 2020.
Hindi Saptah	The Department of Hindi organized Hindi Saptah from first week of September followed by Hindi Diwas on 14th September by conducting various online competitions and interactive activities for the students.
Swachta Pledge	As an environment awareness initiative, students and faculty members visited website swachhbharat.my.gov.in and took

	pledge for both Swachh Bharat and waste segregation on Gandhi Jayanti.
Observing Special Days	Various clubs and societies organized various 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 etc.
To observe Health Literacy Month	The department of Zoology organised various activities to observe the health literacy month from 1st October 2020 to 31st October 2020.
To identify slow learners and conduct remedial classes.	Slow learners were identified, and remedial classes were conducted to improve their performance.
Final Examination	The final examinations were held for third year students from 17th August 2020 following SOPs ensuring the safety of the students.
NCC and NSS activities	NCC and NSS units of the college organised a number of environment and community outreach activities throughout the year in a phased manner.
NSS Camp	From 16th March to 22nd March 2021- Annual NSS Camp was held with 60 NSS volunteers.
Celebration of "International Women's Day"	The Women Cell of the college celebrated 'International Women's Day' on 8th March 2021.
New issue of the College Journal	The next issue of the Journal of research: THE BEDE ATHENAEUM was published.

13. Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	07/01/2022

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	14
File Description Data Template	Documents View File
2.Student	
2.1 Number of students during the year	1146
File Description Data Template	Documents View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	162
File Description Data Template	Documents View File
2.3 Number of outgoing/ final year students during the year	373
File Description Data Template	Documents View File
3.Academic	
3.1 Number of full time teachers during the year	43
File Description Data Template	Documents View File
3.2 Number of Sanctioned posts during the year	37
File Description Data Template	Documents View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	27
4.2 Total expenditure excluding salary during the year (INR in lakhs)	9623840.37
4.3 Total number of computers on campus for academic purposes	105

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to H.P.U and has implemented the CBCS system in all programs as per university guidelines. The college follows well planned and well executed methods for effective teaching. Being members of Board of Studies, some faculty members are actively involved with framing of syllabi. The details of the programs, elective, add on and certificate courses are disseminated through the prospectus designed by the prospectus and admission committees in consultation with IQAC. The college calendar and timetable are prepared at the beginning of the academic session after due deliberations with IQAC, Academic monitors, HODs and society incharges and uploaded on the college website. Due to Covid -19, the college adopted MS Teams offering a host of interactive and collaborative tools on one platform for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplement online classes to augment the learning abilities of the students. For effective delivery of the curriculum faculty members prepare lesson plans and update their knowledge by attending FDPs, workshops and webinars. The comprehensive feedback mechanism provides valuable inputs to achieve academic excellence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliate of the Himachal Pradesh University, the college follows University schedule for teaching, examinations, vacations and other activities. At the beginning of each academic year, the HODs meet with the faculty members for the allocation of work load and to prepare the academic calendars of their respective departments for the activities to be organized during the academic session. The schedules facilitate efficient implementation of curriculum and also assess the learning outcomes of the students at regular intervals. The institute adheres to the academic calendar

which includes a systematic mechanism for the Continuous Internal Evaluation (CIE). The students are informed about the CCA, mid-term tests, end-term examination, practical exams and marking pattern through notice boards, college website and prospectus, during the orientation programs and during classes from time to time. The students are awarded internal assessments based on their attendance (5 marks), performance in class tests, assignments, quiz, projects, group discussions etc. (10 marks), the tentative dates of which are planned and students are informed about these well in advance. The evaluated answer sheets are shown to the students with suggestions for improvement. Internal assessment records are displayed for addressing any grievances before uploading them on the university portal.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

730

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

273

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum prescribed by the University consists of various Electives, Generic and Ability Enhancement Compulsory Courses (AECC) which are offered by the departments of Commerce and Management, Political Science, Economics, Geography, English, Microbiology and Biotechnology. The courses offered by the college are designed to educate the students on ethics, gender equality, human values and environment.

The NCC, NSS units and Community Outreach Cell conduct various interactive activities like Swachhta Pakhwada, street plays, awareness rallies and campaigns on plastic hazard and waste segregation and management to promote environment consciousness amongst students.

Tree plantation programmes and recycling bio-waste into a high-quality compost called 'black gold' encourage the students to make a positive contribution towards the environment.

The Women Cell of the college organizes various events to celebrate International Day of the Girl Child, International Women's Day, health campaigns, talks and seminars on personal hygiene, domestic violence and other social issues to promote gender equality and sensitization. A well-structured mentoring system, organization of blood donation camps, creation of a database of blood-groups of college students, value education classes etc. promote character, personality and spiritual development of the students. Beside this, the college instills right attitude and humanitarian values in the students by organizing a host of co-curricular activities including webinars and seminars on social conduct, celebration of Hindi Diwas, interdepartmental activity on Bhagwat Gita, commemoration of Human Rights Day and lectures on national integration.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

78

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stbedescollege.in/stakeholders-feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

840

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

87

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students' learning ability is identified on the basis of their Class XII scores and their interaction during bridge classes also helps to assess their knowledge at the entry level. This year, during the virtual classes, based on teacher-student interactions, the teachers observed the students' qualitative skills, problem solving skills, abstract & analytical thinking skills and attitude towards teamwork. Teachers classify the students as slow and advanced learners by observation, through tests, assignments, question-answer sessions, mid-term tests and on the basis of their conceptual comprehension levels.

Programmes for Advanced Learners

To fulfil the expectations and requirements of advanced learners, they are encouraged to write and present papers and participate and represent in national/ international seminars, workshops etc. The advanced learners are encouraged to use e-platforms, undertake editorial work, projects, add-on courses and participate in academic and co-curricular activities to channelize their potential. They are also motivated to contest elections and are nominated for various posts to develop their leadership and organisational skills. Contents beyond the syllabus are discussed to make them aware of the recent trends and to inspire them to take up challenging career. They are given recommendation letters to apply for internships and pursue higher studies in reputed institutions. They are felicitated during the annual day function.

Programmes for Slow Learners

Students are motivated by mentoring and through counseling by the mentors, their academic peers, by the alumni and experts. They are tutored through remedial classes by the course teachers and their doubts are cleared after regular class hours. Students are provided notes and solved question papers for better understanding and trained by giving simple assignments and problems. Peer group

teaching is provided for interactive learning. The slow learners are encouraged to participate in various extra-curricular and academic activities to identify their skills and build confidence.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1146	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning by doing, by practicing and by reflecting on the experience, is the main focus of the college.

Experiential learning:

In the year 2020, COVID19 triggered enormous changes in higher learning, forcing students to shift from face-to-face learning to digital systems.

Various excursions, heritage walks, field trips, industrial trips and community outreach programs could not be organized due to covid-19, causing major interruption in students' learning. To face this challenge, our college acquired M.S. Teams as a comprehensive learning management portal, enabling organization of collaborative classroom and virtual activity to keep students engaged and supported throughout this crisis. Also, the students were made to learn through various workshops, projects, internship programs, peer learning, by preparing working models, virtual labs, audio visual learning, book reviews, report writing and paper presentation. Students were encouraged to contribute to newsletters and magazines published by various departments to enhance their creative writing

and designing skills.

Participative Learning:

The college puts emphasis on the participative learning through different activities such as debates, group discussions, declamation contests, quiz contests, poster - making competitions, power point presentations, paper presentation, street plays, mock drills, special lectures, webinars and workshops. For promoting participative learning, the societies and clubs involve the students in community-based activities and learning projects. NSS and NCC programs help the students develop their management and organizational skills sharing their reflections and experiences. Follow - up activities, writings, takeaways and questions based on lectures and diagrams, pairing and sharing in small groups of students also contributed towards participative learning.

Problem Solving Methodologies:

Open book tests, assignments, writing summary, case studies, preparing question banks, charts, diagrams, etc, trained the students in problem solving skills. Students were mentored and supported through MS Teams and WhatsApp groups by providing extra resources, answering their queries and communicating with them to help them face the emotional and social challenges. Career counseling and placement cell organized various talks of eminent speakers to help students know about the current trends in the market.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.stbedescollege.in/e-content/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Due to the suspension of physical classes teaching was undertaken on digital platform and the existing e- learning infrastructure of the college was optimally utilized.

WhatsApp groups were formed and training to all teachers were given through various programs consistently for developing e-content and use of various software for the benefit of students. All the teachers were effectively using latest technology and ICT-enabled tools like laptops, desktops, Smart boards, LCD projectors, overhead projectors, you tube videos, Audio-visual aids, ppts along with various softwares and e-resources. Some departments used Cinema 4D, Adobe illustrator, After effect, Photoshop etc. in graphic designs for delivering impactful lectures. The Wi-Fi enabled campus, LAN based facilities with 20 MBPS bandwidth lease line, lecture halls, seminar rooms, language lab and multimedia teaching aids, automated library with Infilbnet, are effectively utilized for effective teaching learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.stbedescollege.in/ict/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

459

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

St. Bede's college is affiliated to Himachal Pradesh University, Shimla and so it adheres to the rules of HPU for both the Continuous

Comprehensive Assessments (CCA) and the End Term Examination (ETE). The ratio of internal assessment to ETE is 30%:70% in U.G. programmes and 20%:80% in PG programmes. The main components of CCA are:

Attendance -5 marks which are awarded as per HPU rules.

Mid-term test -15 marks, the dates and syllabus of which are planned by the IQAC, HoDs and examination committee and students are informed about them well in advance.

The evaluated answer books are returned to the students with suggestion for improvement. Their errors are discussed and the students are given the opportunities to improve their score through retests.

For the remaining 10 marks, students' performance in class tests, assignments, quiz, paper presentations, group discussions, etc. along with co-curricular activities is considered. The pattern, notifications and criteria for internal assessment and continuous evaluation is communicated through notice boards, college website and prospectus. Students are also informed about CCA during the orientation programme and during classes from time to time

Attendance and internal assessment records are displayed periodically for rectifying any discrepancies before uploading them on the university portal.

In 2020-2021, due to covid-19, HPU could not administer end-term examinations for first year and second year students and therefore the Academic Council decided to promote 1st year students on the basis of internal assessment only and 2nd year students were promoted by awarding 50% marks on the basis of internal assessment and 50% marks on the basis of their performance in previous examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/CCA-1.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college being affiliated to Himachal Pradesh University is governed by its rules regarding internal assessment. The students are awarded internal assessment based on their performance in class discussions, assignment, quiz, projects, paper presentations, etc., which are organized on continuous basis providing them ample opportunities to improve their score. The criteria and breakup of internal assessment are discussed with the students in detail in the beginning of the session and displayed on the college website, prospectus and notice boards.

Date sheets for mid-term tests are displayed on the notice boards well before the stipulated dates so that the students get enough time to prepare for the same. After the tests, evaluated answer sheets are shown to the students and all their doubts, queries and discrepancies are resolved in the best possible way by the teachers concerned. Retests are conducted for improving the score and for those students who have not been able to take the test due to unavoidable circumstances. The final internal assessment marks are then displayed on the notice board before being sent to the university.

The attendance marks are uploaded by all the teachers on Campus Whiz and the students are informed about it. Concession in attendance is given to the students for absence due to sickness or for participation in extracurricular and other activities.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.5.2-Supporting-Documents-1.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers various programmes in the streams of Arts, Science, Commerce, Computer Applications, Business Administration, Biotechnology and Microbiology and programme outcomes (PO) and course outcomes (CO) of these are as per HPU guidelines. The POs and COs for these are clearly stated and displayed on the college website. Hardcopies of syllabi, Pos and Cos are also available in the departments providing ready reference to students and Faculty.

The POs and COs help students focus on what is important, thus clarifying their expectations upon completion of a program and a specific course helps them to enroll for the desired program.

The students are made aware of the objectives and the expected outcomes of each course in detail during the orientation programs organised in the beginning of the academic session. The respective teachers handling a particular course proclaim the significance and importance of the course. Also, a detailed course schedule is prepared by the teachers at the beginning of the new session. Through counselling sessions, program specific outcomes of all departments are highlighted to provide the students important career options and information.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stbedescollege.in/program-specific-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program Outcomes (POs) and Course Outcomes (COs) are defined and evaluated for each subject at regular intervals as per HPU guidelines. Theory, Practical examination, viva-voce, mid-term tests and End term exams are conducted to assess the progress of students.

The final results are analysed during staff council meetings and appropriate measures are suggested for improvement and rank holders are felicitated on the Annual Day.

Paper Presentations, project work, assignments, quiz, group discussions, seminars, workshops, editorial work and remedial classes are the other assessment tools to assure that the learning outcomes are met. Students' achievements in extra-curricular activities, academic progression to reputed institutions, internships, placements are other mechanisms to measure the attainment of POs and COs.

Course Plans validated by the IQAC and academic monitors are adhered to, and measures for improvement, implemented to achieve the course

outcomes of the programs offered in the college.

Feedback from students, parents and alumni also helps the institution to measure the attainment of the program outcomes. Distinguished Alumni are invited at various functions as Chief Guests, Judges and speakers who serve as inspiring role models providing creditability to a specific course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.6.2-supporting-document.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

318

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.6.3-Additional-Information-converted.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.stbedescollege.in/wp-content/uploads/2021/12/2.7.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

13

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

9

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

St. Bede's College imbibes a sense of social responsibility in its students by engaging them in a number of extension activities, maintaining a perfect balance between academics and extra-curricular

activities. The NSS, NCC, Community Outreach, Women Cell and Red Ribbon Club of the college involve students in community based learning activities like cleanliness and tree plantation drives, street plays, rallies and awareness campaigns on social and environmental issues, talks, debates and poster making competitions on health, hygiene, waste management, prevention of drug abuse, HIV/AIDS etc. to sensitize them to social concern. Blood donation is a regular feature and practiced since many years whereby faculty and students donate blood fostering the spirit of responsibility towards humanity. In the ongoing pandemic, the cadets of the NCC unit provided social services within their community and surrounding areas by donating blood and through health awareness programs. The Department of Zoology in collaboration with the NCC unit created a YouTube channel and Instagram account to spread awareness about Covid and other social issues. They also generated a database of blood groups of the college students and shared it with Indira Gandhi Medical College, Shimla and department of Immunohematology, Blood Transfusion and NGO, Shimla for donating blood during emergency. The students are sensitized about the significance of special days like World AIDS Day, International Day of Girl Child, International Women's Day, Human Rights Day by conducting special lectures, debates, poster making competitions and webinars etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

50

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3694

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

28

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- St. Bede's College was established in 1904, offering natural beauty amidst historical buildings.
- It has state of the art infrastructural facilities for academic excellence. The campus area is spread over 10.3 acres of land.
- The entire campus is Wi-Fi enabled. It has an administrative block, four teaching blocks and a hostel accommodating 200 students with all amenities.
- The teaching blocks have 26 spacious, well-lit and ventilated classrooms that are equipped with projectors and smart boards.
- There are 23 laboratories and a music room with high end and latest equipment for research and experiential learning. The

college has a language lab to facilitate the learning of communication skills.

- There are 19 Departmental rooms with department libraries and laptops.
- Computer lab, cyber cafe and resource centre have adequate computers to facilitate the practical and ICT based learning.
- The seminar hall and auditorium are equipped with the latest audio-visual technology shared by all the departments for seminars, workshops, talks etc.
- There are well appointed rooms for counselling, research, examination, placement, IQAC, infirmary, IGNOU and Physical Education.
- The campus houses a spacious library stocked with 35,500 books an archive section comprising rare books and a book bank facility. Infilbnet to access innumerable e- books and e- journals. Reprography, scanning facility is also available. Computers and printers are installed in the library for research and online learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/Additional-Information-for-4.1.1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college recognises the importance of sports, co-curricular, recreational and cultural activities for the holistic development and wellbeing of the students.

1. A multipurpose auditorium equipped with latest audio visual technology with a seating capacity of 1000 is used for various social, cultural and academic events.
2. An open-air courtyard in front of the college auditorium is utilized for enacting street plays and other activities.
3. The college has an open stage approximately 25X25 ft. which is used for open air stage events such as dramas, role plays, speeches etc.
4. The cultural, debates and dramatics committee along with Ship

presidents encourage the students to participate in inter and intra collegiate cultural activities, youth festivals and other events like Freshers' Welcome. Graduation Day, Investiture Ceremony, Independence Day to mention a few.

5. There is a basketball court in a ground (109.8 ft X 72.11 ft) used for outdoor games, imparting training for sports events and for organising events like NCC parade, street plays etc.
6. The common room is the recreation centre with facilities for indoor games like table tennis, carrom board, chess etc.
7. The NSO cell motivates the students to take up sports activities and encourages them to participate in inter and intra collegiate, state and national level sports events. The NCC unit exposes the cadets to camp life emphasising on self-discipline and social sense, motivating them to take up a career in armed forces.
8. The gymnasium is equipped with strength and workout machines for the improvement of fitness and stamina. A Yoga Centre is open to students and staff from 9a.m. to 4.30 p.m. with a trained instructor to provide easy access to health-conscious staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/sports/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/ict/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- The spacious, well-lit and ventilated library is stocked with 35,500 books and has a Wi-Fi enabled reference, periodical sections, lounge area and an IT zone with 15 computers, a photocopy machine and kindles.
- The Archives section has a collection of rare and ancient books. The section exhibits the college history through audio visual aids and projectors. The new titles are displayed in the new arrival showcase near the entrance.
- Dewey Decimal Classification System 18th editions is followed for the arrangement and accession of books.
- The library uses ILMS software Campus Whizz version CW 2.03 for data management which was fully automated in 2018.
- INFLIBNET and N-List provides online access to e-resources to students and faculty.
- The Online Public Access Catalogue (OPAC) is an online database which enables searching the collection of books and other resources held by the library.
- The library also has a book bank facility to help the needy students.
- A library committee consisting of the librarian and faculty members gives suggestions to improve library services , recommends titles of new books, organises book talks, book review sessions , book exhibitions etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.stbedescollege.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

232713

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

68

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Covid 19 threatening nearly all aspects of college life from admissions, enrollment, classes to collegiate activities, the college effectively leveraged the management software campus whizz and made the most of available ICT tools for pedagogical practices. The college shifted to whatsapp groups and MS Teams, an online collaborative space for blended learning.

Updation:-IT Policy is used for the maintenance and updation of all the IT facilities available in the college.

Hardware configuration: 120 Desktops and 23 laptops, 12 printers, 7 printers cum scanner, 5 photocopy machines, 6 interactive smart boards are installed in the college for the benefit of the students and staff members. The configuration of the systems is Processor 03/ Core 2 Duo; RAM 2GB/4GB, SDD 500/160, Original Windows 10 with screen size of 19 inches..

Software: A software Campus Whizis used by the faculty members, accounts office, administration staff and Library for the college work. Latest software according to the curriculum is used by the department of Computer Science to make the learning more effective. MS teams platform is used for online classes. The digitized audio-video software in the language lab provides students a platform to enhance their communication and soft skills.

Wi-Fi: The entire campus is Wi-Fi enabled with JioFiber speed of 20 Mbps.

Networking Facilities: The College is connected through LAN and Wi-Fi for the internet facility and printer sharing.

CCTV Surveillance Facility: 49 CCTV cameras have been installed for the safety and security of the students and staff.

Generator and UPS Facility: The College has a 70 KVA generator and computers having a UPS facility for the power back up.

Cyber-Security: A licensed copy of antivirus has been installed on all computer systems. Specific websites have been blocked with Internet access management software.

College website: - The College's website www.stbedescollege.co.in is used to relay information of the events and activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/ict/

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

9623840.37

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The college ensures regular maintenance and upkeep of all infrastructural facilities.
- The management of the college audits the physical infrastructure and looks into the requirements on a regular basis, in a well planned manner.
- The Purchase Committee hold regular meetings to approve necessary purchases for the maintenance of the college infrastructure.
- Furniture and equipment are purchased on regular basis as per the requirements.
- Trained lab assistants ascertain the working of instruments and equipment. The repair work is outsourced to appropriate external agencies when the need arises.
- The Library Committee members meet to finalise the procurement of books and to discuss the improvement/updating of facilities provided by the library.
- The stock verification is carried out by the library staff every year.
- The damaged books are mended and restored. The worn out and obsolete books are removed and written off.
- Computer lab assistants are available for efficient running and troubleshooting technical glitches related to IT software and hardware, external help is taken whenever the need arises.
- The NSO cell maintains the gymnasium, outdoor and indoor sports equipment.
- An electrician employed by the college is responsible for maintenance and installation of electrical devices. The college has a traveller bus, which is well maintained and in a perfect condition.
- The water purifiers, solar plants, rainwater harvesting unit, paper recycling unit, fire safety equipment, generator etc are maintained by the management of the college.
- The entire college campus is cleaned and maintained by a team

of efficient workers, assigned for each floor. The gardener looks after the plants and flowers in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/campus-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://www.stbedescollege.in/wp-content/uploads/2021/12/Add-on-details-2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

117

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council has always been an integral part of the college functioning system. The session 2020-21 was a challenging one because of Covid -19 Pandemic, with the entire nation under a lockdown. With uncertainty surrounding the opening of the college, it was decided to pick up the 'gauntlet' and get into online teaching-learning. To ensure the participation of the council, Student Elections were held online through MSTEAMS. The nominations were filed online, campaigning was done online through the student WhatsApp groups. Finally, the SCA was formed with the Admiral at the head. Introducing digital activities like inter-college online debate, fresher's welcome and orientation etc, so that students don't miss out on their college life was one of the main aims of the newly elected members and representatives. The college held its annual investiture ceremony online wherein the student office bearers of clubs / societies also participated. Taking the oath of their office, the office bearers said they would take a holistic approach towards their office duties and the fellow students.

Later when the college briefly opened in October 2020, the council was full of praise for how the teachers/students and management rose to the challenges of the 'new normal'.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/student-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association, though dormant in 2020 was still lending their support to the college. Due to the Covid -19 situation, no meeting could be held even online as most of the members were away from home where network issues were present. Many Ex-Bedeian's called to give their time and services as and when required by management. A few ex-students of the college extended help by sharing food and other utility items in their respective localities. Since there was an uncertainty regarding the opening of the college during the lockdown, not much could be planned for in the College Calendar. Many old students of the college who have enrolled their daughters in their Alma Mater, were concerned about the functioning of the college. However, a WhatsApp group was formed and a sharing of ideas took place which was helpful in smooth functioning of classes.

The Alumni also came up with suggestions regarding the stress and anxiety levels of children going up. An online Counselling service was suggested and an Ex-Bedeian Dr. Taruna Kaushal rendered her services to enable students to unload and share their burdens.

The Alumni is an integral part of the college and they have always added to the strengths of the college.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- *Vision: "To Form Well Integrated Individuals Who are Assets to Contemporary Society"*
- *Motto: Non Nobis Solum (Not for Ourselves Alone)*
- *Mission: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.*

St. Bede's college is proud of its organizational culture rooted in gospel values, mutual respect, personal maturity and integrity, team work and social concern. The college is committed to its mission and vision in all its endeavors and strives to work for the change in society, translating its vision to reality.

The college has divided the decision-making power amongst the staff and the stake holders, hence making it more participative in nature and bringing about considerable efficiency, transparency, accountability, and responsiveness in the college functioning.

The IQAC along with academic monitors, staff council and various committees and societies contribute significantly in carrying out all academic, co-curricular and extension activities with full

support of the management.

Various committees like Anti ragging committee, Grievance redressal cell, Time table

Committee, Internal complaint cell, Prospectus committee, Admission committee, Research promotion cell, Feedback Maintenance committee have been established to effectively implement the plans and are assigned the tasks according to the implemented plan.

The perspective plan is formulated by the IQAC in consultation with HODs, academic coordinators and regular monitoring and review helps in achieving the targets.

The NSS club and NCC units, society in charges, Bursar and elected representatives of PTA and EBA, student council initiate their well-defined roles to achieve the strategic plan.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/motto-vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The working of St. Bede's College is highly decentralized and democratic in nature. The Management, Principal, IQAC, Academic Monitors and faculty members as in charges of various societies/cells/clubs play a crucial role in the design and implementation of policies and plans effectively during the session. IQAC makes sure that the policies and action plans are in accordance with the stated mission and vision of the college.

Covid-19 pandemic caused major disruption in the college admission process impairing physical interaction and counselling. After deliberations and consultations with the academic monitors, IQAC and staff council it was decided that the admission process will be fully automated and implemented to ensure smooth admissions under the guidance of the Principal, various committees and sub committees were constituted to facilitate a user-friendly admission process.

Time Table committee- to finalize subject combinations of elective course

Prospectus committee- to revise and update the prospectus

Admission committee- to effectively manage the online admissions, formulate admission criteria, ensure transparency, update information related to admission on website.

Website committee- to place admission forms, notifications, circulars, merit lists

Academic monitors- Assigning duties to the staff to verify forms and other documents.

Head of the departments- to check the relevant documents uploaded by the students and conduct online entrance tests

Student Council- A student council help desk to handle enquiries regarding admissions

Online counseling committee- to support and counsel students in selection of courses.

Faculty members- to form WhatsApp group and MS Teams

Grievance Redressal cell- to deal with matters pertaining to admission

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives for maintaining high quality teaching- learning environment and constantly focuses on employment related skills, life skills and nurture positive attitudes among students through curricular and co-curricular activities.

For an effective deployment of plans the college formulates perspective plan every year after extended discussions, reflections,

reviews taking various aspects in consideration. Annual college calendar and time table are prepared in the beginning of the academic session for the smooth working of the college. Teaching plans are prepared by every faculty member for their courses in accordance with syllabus and scheme of examination provided by Himachal Pradesh University.

The college being closed due to Pandemic, Microsoft Teams was successfully adopted as a virtual platform to ensure students continue to learn from home. Various activities (academic and extracurricular) were conducted through Micro Soft Teams. These activities include: Students Council elections, teachers' feedback, webinars, assignments, presentations, quizzes, guest lectures and regular teaching. The council elections were held online for the first time in the college with the help of MS Teams. Students were informed about the elections by sending notice in the various groups formed on MS Teams voting took place on MS Teams itself where the students were provided individual IDs for logging in and casting their vote in favor of their preferred candidates. This facilitated in making the process of elections being more transparent and smoother. For the intellectual growth of the students' webinars and lectures by eminent personalities were conducted. Teaching was improvised to a great extent as the online platform presented new ways of teaching by sharing PPTs, notes, videos etc. as extra materials for the students to refer to while preparing for exams. MS Teams acted as a bridge between the teachers and the students during the time of needs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college runs in a decentralized mode and democratic set up operates through a well-defined organizational structure. The principal is the executive head of the college who is assisted by departmental heads, the IQAC, staff council, academic monitors, librarian, administrative and non-teaching staff to execute academic affairs and implement the decision of the management. The

administration of the college is supported by a number of committees and cells headed by staff and student representatives whose roles and responsibilities are well defined. The purchase committee, maintenance committee and RUSA committee take important decisions regarding purchases, construction maintenance and repairs. The service rules, recruitment and promotional policies are in accordance with the Himachal Pradesh University and rules of the government of Himachal Pradesh. The college has a grievance redressal cell, women anti-harassment cell, internal compliance cell, anti-ragging cell who meet periodically to redress complaints lodged by the students and the staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.stbedescollege.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

St. Bede's College has strategically implemented several welfare measures to support teaching and non- teaching staff besides providing regular salary along with admissible increments.

Casual leave, earned leave, maternity leave, paternity leave, and retirement benefits like EPF, Gratuity, EDLI, EPF, GIS, NPS are provided to both teaching and non-teaching staff as per Government rules. The staff can avail loan facilities according to their designation and pay.

For their professional growth of the staff training workshops, seminars and talks are organized and are granted duty leave to attend orientation/ refresher and faculty development programs.

Fee concession is granted to the wards of teaching and non-teaching staff. Wi-Fi, printer facilities for teaching and non-teaching staff to avail e-resources in the library. Staff quarters within the college and uniforms are provided to class IV staff.

Departmental rooms with laptops, Wi-Fi facility, well equipped library and other amenities are available to bring efficiency in the functioning of the college.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/campus-facilities/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

42

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are various mechanisms for performance appraisal of teachers

in the college.

- Through Feedback Form:

The performance appraisal system provides an opportunity to identify areas that need improvement. The faculty's teaching performance is evaluated through a teacher evaluation feedback form filled by all the students. This Performa evaluates the teacher in various aspects such as their Academic Performance, Professional Development, and Involvement in extension activities of the college. The feedback forms are evaluated by the Principal with the help of IQAC and data analysis committee. The appraisal results are discussed and plans for improvement and follow up actions are worked out.

- Through Performance Review Discussion:

Continuous feedback and dialogue sessions are conducted between the Principal and the faculty for professional development and enhanced performance levels.

- Through Annual Confidential Report (ACR)

For annual increments and promotion to a higher scale the details of a teacher's academic upliftment, his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc. are collected through self-appraisal performance (ACR) provided by the Directorate of Higher Education, Govt. of H.P. The College follows the performance appraisal procedures as per UGC norms.

- Through SWOC Analysis

SWOC analysis is also performed department wise and institution wise. Academic Monitors review the working of the different departments on regular basis. Beside this, oral feedback taken during meetings is also used as a tool for performance appraisal.

The non-teaching staff is promoted as per the rules and regulations of Government of Himachal Pradesh.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows a proper procedure for all the purchases and expenditures. There is a purchase committee in the college. Proper quotations are invited for the purchase and prices are compared. The college bursar, accountant and the principal maintain the authenticity and transparency of each and every income/expenditure. For an audit of balance sheet, general fund income and expenditure and receipt and payment accounts, the college has appointed a private CA to check all the vouchers of payable bills and other documents related to them. He reconciles the bank statements, finalizes them and finally issues the utilization certificate. The utilization certificates for the financial year are also generated for the funds obtained from UGC and RUSA. Management from the congregation of Jesus and Mary, New Delhi visit the college regularly to inspect the files, receipts and every payment. The budget statement of NSS, PTA and Career Oriented Programmes are audited separately. Each Department maintains a stock register of the records of all kinds of purchases which are audited by the purchase committee. The purchases under UGC, Star College Scheme are scrutinized by their respective in-charges.

External audit:

Annual external audit takes place by the appointed Chartered Accountant appointed by the college who checks the bills and vouchers and utilization certificates.

Government Audit

Final external audit of the accounts is then carried out by Himachal Pradesh Accountant General. Objections raised if any are settled by the office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

682958

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The funds are allocated with proper planning for optimal utilization through purchase committee and administrative bodies. Being an aided college, 95% grant is received from the Govt. of Himachal Pradesh for the salaries of regular teaching and non-teaching staff and 5% is contributed by the college management. Grants are received from UGC and RUSA for infrastructure augmentation, building and campus maintenance, sports and gymnasiums, laboratories, ICT facilities and other physical needs in the library. The college receives fees and other funds from the students which are used to pay the salary of the contractual staff, teaching learning programs and extra-curricular activities.

PTA funds received are used for conducting programs for the students and giving awards to meritorious students of the college.

Monetary assistance in the form of fee concessions and scholarships are provided to the needy students and the wards of non-teaching staff.

Every transaction is supported in the form of vouchers. Each transaction is properly documented on Campus Whizz and tally software in view of maintaining transparency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In St. Bede's College, IQAC plays a significant role in enhancing the quality of education by formulating a perspective plan to carry out academic, curricular and extension activities. Keeping comprehensive development in mind. IQAC has initiated the following strategies to tackle the challenges of pandemic.

1. Online teaching Resources:

Due to COVID-19, the college adopted MS Teams offering host of interactive and collaborative tools on one platform for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplemented online classes to augment the learning activities of the students.

To leverage the college activities ranging from admission, enrolment, entrance tests, display of merit list, fee deposit etc., through the digital resources, ICT tools were explored extensively. Apart from MS teams, E-mails and SMS feature of WhatsApp groups of faculty, students, and parents enhanced their involvement in college activities.

1. Extension activities:

As the extension activities are the integral part of the college, curricular learning was complemented with social outreach programmes. The NCC and NSS units, community outreach cell, women cell conducted various interactive activities to promote environment consciousness. Blood donation camps, data base of blood group of college students, COVID-19 awareness programs, observation of

special days, engaged students in social awareness and community development activities to make them socially responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Laying impetus on participatory and experiential learning in teaching practices, IQAC ensures that teaching learning methodologies are flexible and continuously reformed according to the changing environment. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform MS Teams as an innovative way of teaching. For optimum utilization of the software, the staff was given training by organizing a two days faculty development programme on "Online Teaching Tools" and a seminar on "Virtual Education Training through Microsoft Teams". The quest for knowledge was fulfilled by the fully automated library providing a large collection of e-resources through Inflibnet and N-list. On MS Teams numerous interactive activities like group discussion, group presentations, webinars, quiz, and class test were conducted and evaluated efficiently.
2. For innovative and creative thinking, students were encouraged to undertake projects, Add on courses, use Inflibnet and e-resources, design college calendar, college magazine and department newsletter and contribute in magazine and newsletters in the form of poetry, fiction, short narratives, book reviews, puzzle etc. to get hands on experience. Learning was facilitated by organizing workshops and webinars on emotional intelligence, leadership skills, cancer awareness, induction programme on financial market and stock market, online workshops on spreadsheets to develop the mathematical and computational skills of students. WhatsApp groups of students, faculty and parents allowed smooth communication among all the stakeholders. Mentoring, counseling, special Programmes/projects for advanced and slow learners, feedback from the stakeholders further helped in augmenting the learning abilities of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stbedescollege.in/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Bede's College strives for the cause of gender equality and sensitizes staff and students to gender-specific challenges and concerns. International Day of the Girl Child on (11th October, 2020), International Women's Day on (8th March, 2021), Human Right's day on (10th December, 2020), session on women empowerment and domestic violence on (21nd March, 2021), Maintaining Personal Hygiene on (6th December, 2020) are organised addressing gender issues and the need to transform patriarchal society into a gender equitable society.

The women cell of St. Bede's college educates the young girls to voice their opinions regarding issues related to women. The college has a women anti-harassment cell which instills a sense of security and helps to maintain a harmonious atmosphere amongst the students.

The college has constituted an internal complaint committee in pursuance of UGC Regulations Act, 2013 which deals with the complaints relating to sexual harassment at workplace. In order to provide a safe environment, the campus is under CCTV surveillance. Security guards are deployed to ensure screening of visitors at the entry points to the college.

The college has a robust and active anti-ragging cell, internal complaint cell, grievance redressal cell and counselling facilities to the address issues confronting the students in this regard. An infirmary with the requisite medicines and medical equipment has been provided in the college. Two sanitary napkin vending machines are installed in women's washroom.

File Description	Documents
Annual gender sensitization action plan	https://www.stbedescollege.in/wp-content/uploads/2021/12/7.1.1-Annual-gender-sensitisation-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stbedescollege.in/wp-content/uploads/2021/12/7.1.1-1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste

management Biomedical waste management E-waste management Waste recycling system
Hazardous chemicals and radioactive waste management

St Bede's college ensures proper management and disposal of waste by following the principle of 3 R's 'Reuse, Reduce and Recycle' to preserve its biodiversity.

The college makes sure that waste is collected daily from various sources and is segregated as dry and wet waste. To reduce waste, students and staff are educated on proper waste management practices by organising various activities throughout the year.

The college composts bio-degradable waste generated on campus, which includes grass clippings, dry leaves and other landscaping related natural waste.

Non-biogradable waste collected from the campus, is disposed off through waste collection system of Municipal Corporation, Shimla.

St Bede's endeavours that students and teachers use proper waste management techniques in the college campus as well as their homes in order to discharge their social responsibility. Bedeians actively participate in activities like swachhta pakhwada, street plays, rallies and campaigns organised by NSS and NCC units of the college highlighting environmental issues. Sanitary pad incinerators have been installed in girls and female teachers washrooms.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms.
 Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.
 Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Every year at the beginning of the academic session the college organizes a prayer service to invoke the blessings of the Almighty. The admission policy of the college allows the students from different cultures, community and socioeconomic status as per the reservation policy. Fee-concessions are given to the students belonging to economically weaker section as well as to the wards of college employees. The college library also offers book bank facility for the needy students.

To celebrate and protect cultural, regional, linguistic, communal, socio-economic diversities, the college has constituted various societies like, Drama and Debates, Cultural Society, Heritage Club, Women Cell, Community Outreach, NSS and NCC etc. which organize events and encourage students to take part in them.

The Heritage Club aims at discovering the culture and heritage of our country by celebrating Heritage Week under the theme 'Jashn-e-Miraasa'. St. Bede's college encourages and fosters linguistic diversity by organizing various events to celebrate Hindi Diwas and

Matrihasha Diwas. Ek Bharat Shrestha Bharat Club promotes communal harmony by organizing different activities with its paired state, Kerala at regular intervals. The bilingual college magazine offers students opportunity to showcase and hone their writing skills in both English and Hindi. Special days and various festivals are celebrated with equal fervor irrespective of community, religion, and language.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To strengthen the spirit of nationalism, students are engaged in various activities to make them constitutionally aware and responsible towards community, state and country. Important national days like Independence Day, Republic Day and Gandhi Jayanti are observed by organizing tree plantation drive, painting, poster making competitions and mass awareness programmes instilling patriotic fervor amongst students. The cultural connect between Himachal and Kerala under Ek Bharat Shrestha Bharat promotes mutual understanding between people of the State.

Constitution Day campaign was launched to commemorate the enactment of the Indian Constitution during which students participated in handmade poster, article writing and poetry competitions. International Yoga Day was observed as per the national protocol. Students participated in the Freedom Run Movement in their respective hometowns to promote a sense of national integrity. Students also took virtual pledge on Covid-19 appropriate behavior during the Jan Andolan.

Students attended Youth Parliament festival online in which the Honorable Prime Minister shared his ideas on 'Youth Voice of India'.

The NSS and NCC units of the college involve students in Community awareness programmes by conducting swachhta pakhwada, blood donation camp, street plays, health literacy month, awareness campaigns on plastic and waste management, Earth Conservation, webinar on drug abuse and HIV/ AIDS instilling the spirit of responsibility towards

community and humanity.

The NCC cadets participated in the Himachal Day and NCC Raising Day Parade and prepared a video to pay homage to the war heroes of revolt of 1857.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To make the young minds aware of the national pride and rich cultural heritage, the national and international commemorative days are regularly celebrated and observed in and off the campus. The staff and students of the college come together under one umbrella to celebrate these occasions and spread the message of unity, peace, love and happiness throughout the year.

To commemorate the valour and spirit of the freedom fighters, National festivals like Independence Day, Republic Day and Gandhi Jayanti are observed by organizing tree plantation and cleanliness drives, poster making, creative writing and other competitions along with cultural programmes. Constitution Day is celebrated to commemorate the enactment of the Indian constitution and to sensitize the students about constitutional values. Teachers day, Children's day are celebrated to honour the distinguished political leaders by organizing cultural programmes and various competitions. To sensitize the students to social causes, special days like World AIDS Day, National Cancer Day, International Day of the Girl Child, International Women's Day and Human Rights Day are observed every year by conducting special assemblies, talks, webinars etc.

To spread the awareness of science and technology, workshops, seminars and special lectures are organised during the Science Day. Hindi Diwas is celebrated by organizing essay writing, poetry and skit competitions to promote its usage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of practice: National Cadet Corps (NCC)

Objectives of the Practice:

The NCC unit of the college provides exposure to the cadets by engaging them in community development, youth exchange, adventure training, awareness campaign for the overall development with the following main objectives:

1. To develop discipline and ideals of self-service amongst cadets.

2. To provide opportunity to build character, confidence and develop leadership skills.
3. To provide a suitable environment for all round development with the sense of duty.
4. To motivate the girls to choose career as Army officer.

Context:

With the Moto 'Unity and discipline' NCC is a tri-services organisation comprising the army the Navy and the Air Force providing opportunity to the youth for their overall development with a sense of duty, discipline, commitment, dedication and social service.

The NCC unit of the college started in 2016 under 1 HP Naval unit NCC Bilaspur with 12 cadets. Another unit 7 HP (I) Coy NCC, Shimla, started in July 2020 in which 29 cadets are enrolled.

The NCC is open to all the students at the college on a voluntary basis. A student desirous of being enrolled in the NCC unit can apply to the NCC through Associate NCC officer of the college and by filling the prescribed form upload it on the college website. The selection takes place at two levels. Physical fitness and general knowledge at the college level and the final selection interviews are conducted by the commanding officer of the concerned unit.

The Practice:

The two wings of the college are actively organising, training and motivating the young cadet girls by involving them in community service, National and cultural integration and social awareness programme instilling in them the spirit of harmony, compassion towards cultural, regional, linguistic, communal, social economic and religious diversities. The NCC provides exposure to the cadets by involving them in Swachh Bharat Abhiyan, save the environment and plastic free India initiatives, blood donation, celebration of international Yoga Day, awareness on health, AIDS, hygiene, cancer throughout the year spreading a positive message to the masses.

The NCC unit of the college provides training to the cadets who are

significantly contributing in the field of social welfare and Community development but engaging them in the following activities:

- **Adventure Training:** Enhancing the leadership skills, team spirit and self-confidence, adventure based and group activities are organised by the NCC unit during a seven day camp which provides cadets an opportunity to explore the topography as well as experience different weather conditions and adventurous living under camp conditions.
- **Awareness Programs:** The NCC cadets actively participate in awareness drives on health, hygiene, cancer, drug abuse, boycotting Chinese products through rallies, Campaigns, street plays, conducting competitions like poetry writing, e-posters, slogan writing making a significant contribution.
- **Environment Consciousness:** The cadets of the NCC unit participate in environment awareness campaigns on waste segregation, plastic management and water conservation and also carry out tree plantation throughout the year within their community and neighbourhood making a connect with nature. The NCC unit of the college is closely associated with the Swachh Bharat Mission and the cadets devotedly participate in interactive cleanliness awareness campaigns, street plays, essay writing, poster making competitions, cleaning of statues of national leaders, rallies with placards encouraging and motivating the people in the community and adopted village and schools to protect their environment, segregate the waste into biodegradable and nonbiodegradable waste and control pollution.
- **National Integration and Cultural Diversity:** The NCC unit observes the special days like Constitution Day, Independence Day, Youth Parliament, NCC Raising Day, Republic Day, Himachal Day, International Girl Child Day, International Yoga Day, National Cancer Day, Ek Bharat Shreshtha Bharat programme to send the message of national integration and make cadets understand the rich cultural heritage of the country.
- **Social responsibility:** The cadets are involved in numerous community-based learning activities making them socially responsible. During the pandemic the cadets completed a training course on Covid-19 training on Diksha. The cadets joined the Covid-19 support group of Shimla and made arrangements for oxygen cylinder, sanitisers, medicines, home-cooked food and other essential goods to corona patients in covid hard hit areas. The cadets disseminated awareness regarding Covid-19 on social media platforms through poems, paintings posters uploading videos on yoga and breathing exercises. The NCC unit of the college in collaboration with

does Zoology department created a database of blood groups of students which was shared with an NGO for donating blood during emergency.

- Evidence of Success:

Apart from 1 HP Naval Unit NCC Bilaspur, the college started its own NCC subunit under 7 HP(I) Coy NCC Shimla in 2020 enrolling 29 cadets. Both the units of NCC organize numerous activities for the cadets throughout the year providing them opportunity to develop their personality, character, confidence, and leadership skills.

The success of our NCC unit is reflected in the result of NCC B and C certificate examination.

[14.-BEE-and-CEE-certificate-grade-list-2017-2020.pdf](#)
([stbedescollege.in](#))

The success can be seen in the performance of the cadets in extra-curricular activities conducted both at inter and intra college level.

Cadet Name	Competition	Organizer	Award	Date
Nikita Chauhan Mehak Khakta Avni Sharma Aashi Rathaur	Short video on AIDS/HIV	Himachal Pradesh University	Rs. 5000 group cash "Consolation prize"	Februar
Gati Singh	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6,

	Talentia rap /singing	In Amiogs Foundation	Certificate "1st Prize"	January
	Inter College Debate competition	St. Bede's College ,Shimla	Certificate "2nd prize"	Decembe
Maanika Sethi	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6,
	Inter College Debate competition	St. Bede's College Shimla.	Certificate "1st prize"	Decembe

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-B-NCC-1.pdf>

Problems and Resources Required:

The cadets have to spend a lot of time away from the campus for participating in NCC activities outside due to which they miss classes, regular studies and other academic activities of the college. Because of the academic pressure some students do not join NCC as physical activities and outstation camps consume time, affecting their studies. Due to insufficient funds to run the NCC unit, a senior faculty member has been appointed to coordinate the activities of the NCC unit effectively and efficiently as per the guidance from the Head Office.

2. Title of the Practice: E-governance and paperless communication

Objectives of the Practice:

To achieve top notch educational standard in education, it is imperative to have an improved and innovative means of information and communication in educational institutions.

Covid-19 pandemic compelled the educational institutions to adopt digitalization to run its institute smoothly without causing inconvenience to its stakeholders. In St. Bede's College, e-governance had emerged even before Covid-19 but it is during this period that ICT tools and e-resources got a further impetus thereby allowing the college to become demand driven and efficient.

Few objectives of digitalization:

To promote transparency and accountability.

To communicate with stakeholders expeditiously.

To maintain, compile and update database conveniently.

To provide easy access to information.

To make the institution visible world over.

The Context:

In order to achieve the goals of efficient administration and to meet the challenges of globalized world, it is necessary to implement e-governance in the education sector. It will help in improving transparency, reducing the transaction cost, time and facilitating the processing and maintenance of large amount of information related to students, faculty, inventory, assets, library, payrolls, fees, admission, making communication and administration accessible and simplified.

The college information regarding important dates, notices etc. can be disseminated efficiently. The vital information of the college can be stored safely for future usage. The activities of the departments and societies can be uploaded on the college website for call to access. The college upgraded and adopted Microsoft Teams software as an interactive and collaborative tool for curriculum

delivery and innovative pedagogical methods.

The Practice:

The Covid pandemic provided an opportunity in discovering this salience of the governance in the following areas:

E-administration- In order to improve the administration process, the college office is fully automated. The management and sharing of information electronically have made the process well organised and error proof. Admissions are processed online through the student module of ERP providing online transaction interfaces on website. E-governance and administration has empowered the college authorities to supervise and deliver services through ERP software by providing a dynamic database of students, faculty and employees. The administration has a speedy communication with teaching and non-teaching staff through emails and the SMS feature of WhatsApp groups. The important circulars and notices are made available on college website. The accounts of the college are maintained through ERP and Tally software. Biometric attendance software has been installed. However, it is discontinued temporarily as a preventive measure against the spread of Covid. CCTV cameras have been installed at the strategic locations. Examination process comprising filling of forms, obtaining admission cards, uploading CCA etc. is done through ERP.

User-friendly website- The college regularly updates its website and information related to college processes, procedures and feedback forms can be accessed by the students and their parents online. Moreover, they can give suggestion, put up queries etc. seamlessly, which are addressed promptly.

Online teaching- To ensure uninterrupted and smooth teaching, the college shifted to online platform MS team to keep the student centric teaching going. Required training has been given to the faculty with a view to get the optimal benefit from the software. Each student has been provided a personalized login ID and password. Assignments, tests, quiz, presentations and other activities are

conducted and evaluated online using MS teams.

E-participation- The spirit of Bedeians could not be dampened by the pandemic who enthusiastically participated in various online extra-curricular activities throughout the year. To begin with, online elections were held for the student council where the students voted for the Admiral, Vice Admiral and for Vice Presidents / Secretaries of Ships and Societies respectively. Each society, cell and department organised online activities ranging from poster making competitions, debates, slogan writing etc. to commemorating special days by organizing various interactive and group activities. Web-based multimedia lessons, seminars, discussions, demonstrations and faculty enrichment programmes were conducted throughout the pandemic which provided excellent knowledge enhancement opportunities for educators thereby catalyzing flexible learning experience.

E-Resources- Inflibnet, N-List in the library provide a repository of e-journals and e-books. Online public access catalogue, a digital database in the library enabled online catalogue searches during the pandemic.

Evidence of Success-

E governance has facilitated the processing and maintenance of large data in unified system making the process simple, time saving and cost-effective. Each transaction is properly documented on ERP and Tally software with a view to maintain transparency. Required training has been given to the teaching and non-teaching staff by organizing workshops and faculty development programmes for optimal use of the software. Admissions, entrance tests, counselling, submission of fees, alumni registration etc. are now processed online using transaction interfaces provided on website and through ERP. MS teams has been successfully adopted for teaching and learning as a formal and distance learning platform. With personalized login each student can access virtual teacher and open collegiate activities. Online teaching tools as well as SMS and e-mails have enhanced parents' involvement and allow them to stay connected with college activities. Inflibnet significantly contributes to the needs of the students and faculty as they can access a larger collection of a resources in the form of e-books and

e-journals.

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-A-E-governance.pdf>

Problems encountered and resources required-

The successful implementation threw up new challenges, the most significant ones were -hands on laboratory sessions, industrial visits and field trips were severely limited. Adequate bandwidth and provision of mobiles, laptops and computers are essential to leverage ICT effectively. Lack of strong and stable internet connectivity was one of the stumbling blocks regarding online teaching. Parents are concerned about increased screen time. Economically weaker students cannot afford handheld devices like mobiles, laptops, desktops etc. Increased exposure to screen has led to monotony and boredom for students thereby causing mental stress. Peer and student teacher interaction is missing and it is felt that physical interaction cannot be replaced by virtual interaction.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The pandemic brought forth new challenges for the entire mankind. The excepted social norms had to be changed drastically to deal with the contagion. St. Bede's College also rose to the occasion and inspired students of the college to come forward and contribute by providing support to the distressed and vulnerable people through covid awareness programme. The cadets of the NCC unit organized Health Campaign and donated blood and uploaded videos of yoga, breathing exercises, risks, warning signs and prevention of spread of virus. The cadets joined this Covid-19 support group of Shimla and helped in making arrangements for oxygen cylinder, medicines, sanitizers and have cooked food to corona patients in covid hard hit areas.

The department of Zoology in collaboration with the NCC unit of the

college created a department YouTube channel and a database of blood groups of the college students and shared it with Indira Gandhi Medical College, Shimla and department of Immunohematology, Blood Transfusion and NGO "Sunil Uppadhyaya Education Trust Shimla" for donating blood during emergency.

A campaign on practicing agriculture and consumption of bee products especially honey was launched to boost the immunity and fight coronavirus. The college also produced its own hand sanitizers in the labs which were used resourcefully.

These acts of humanity inculcated a spirit of unconditional commitment towards public service and social responsibility amongst the students.

NAAC

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college is affiliated to H.P.U and has implemented the CBCS system in all programs as per university guidelines. The college follows well planned and well executed methods for effective teaching. Being members of Board of Studies, some faculty members are actively involved with framing of syllabi. The details of the programs, elective, add on and certificate courses are disseminated through the prospectus designed by the prospectus and admission committees in consultation with IQAC. The college calendar and timetable are prepared at the beginning of the academic session after due deliberations with IQAC, Academic monitors, HODs and society incharges and uploaded on the college website. Due to Covid -19, the college adopted MS Teams offering a host of interactive and collaborative tools on one platform for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplement online classes to augment the learning abilities of the students. For effective delivery of the curriculum faculty members prepare lesson plans and update their knowledge by attending FDPs, workshops and webinars. The comprehensive feedback mechanism provides valuable inputs to achieve academic excellence.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2020-21.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Being an affiliate of the Himachal Pradesh University, the college follows University schedule for teaching, examinations, vacations and other activities. At the beginning of each academic year, the HODs meet with the faculty members for the allocation

of work load and to prepare the academic calendars of their respective departments for the activities to be organized during the academic session. The schedules facilitate efficient implementation of curriculum and also assess the learning outcomes of the students at regular intervals. The institute adheres to the academic calendar which includes a systematic mechanism for the Continuous Internal Evaluation (CIE). The students are informed about the CCA, mid-term tests, end-term examination, practical exams and marking pattern through notice boards, college website and prospectus, during the orientation programs and during classes from time to time. The students are awarded internal assessments based on their attendance (5 marks), performance in class tests, assignments, quiz, projects, group discussions etc. (10 marks), the tentative dates of which are planned and students are informed about these well in advance. The evaluated answer sheets are shown to the students with suggestions for improvement. Internal assessment records are displayed for addressing any grievances before uploading them on the university portal.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2020-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

28

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

730

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

273	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The curriculum prescribed by the University consists of various Electives, Generic and Ability Enhancement Compulsory Courses (AECC) which are offered by the departments of Commerce and Management, Political Science, Economics, Geography, English, Microbiology and Biotechnology. The courses offered by the college are designed to educate the students on ethics, gender equality, human values and environment.</p> <p>The NCC, NSS units and Community Outreach Cell conduct various interactive activities like Swachhta Pakhwada, street plays, awareness rallies and campaigns on plastic hazard and waste segregation and management to promote environment consciousness amongst students.</p> <p>Tree plantation programmes and recycling bio-waste into a high-quality compost called 'black gold' encourage the students to make a positive contribution towards the environment.</p> <p>The Women Cell of the college organizes various events to celebrate International Day of the Girl Child, International Women's Day, health campaigns, talks and seminars on personal hygiene, domestic violence and other social issues to promote gender equality and sensitization. A well-structured mentoring system, organization of blood donation camps, creation of a database of blood-groups of college students, value education classes etc. promote character, personality and spiritual development of the students. Beside this, the college instills right attitude and humanitarian values in the students by organizing a host of co-curricular activities including webinars and seminars on social conduct, celebration of Hindi Diwas, interdepartmental activity on Bhagwat Gita, commemoration of Human Rights Day and lectures on national</p>	

integration.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**8**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**78**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.stbedescollege.in/stakeholders-feedback/
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of sanctioned seats during the year	
840	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

87

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The students' learning ability is identified on the basis of their Class XII scores and their interaction during bridge classes also helps to assess their knowledge at the entry level. This year, during the virtual classes, based on teacher-student interactions, the teachers observed the students' qualitative skills, problem solving skills, abstract & analytical thinking skills and attitude towards teamwork. Teachers classify the students as slow and advanced learners by observation, through tests, assignments, question-answer sessions, mid-term tests and on the basis of their conceptual comprehension levels.

Programmes for Advanced Learners

To fulfil the expectations and requirements of advanced learners, they are encouraged to write and present papers and participate and represent in national/ international seminars, workshops etc. The advanced learners are encouraged to use e-platforms, undertake editorial work, projects, add-on courses and participate in academic and co-curricular activities to channelize their potential. They are also motivated to contest elections and are nominated for various posts to develop their leadership and organisational skills. Contents beyond the syllabus are discussed to make them aware of the recent trends and to inspire them to take up challenging career. They are given recommendation letters to apply for internships and pursue higher studies in reputed institutions. They are felicitated during the annual day function.

Programmes for Slow Learners

Students are motivated by mentoring and through counseling by the mentors, their academic peers, by the alumni and experts. They are tutored through remedial classes by the course teachers and their doubts are cleared after regular class hours. Students are provided notes and solved question papers for better understanding and trained by giving simple assignments and problems. Peer group teaching is provided for interactive learning. The slow learners are encouraged to participate in various extra-curricular and academic activities to identify their skills and build confidence.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1146	43

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning by doing, by practicing and by reflecting on the experience, is the main focus of the college.

Experiential learning:

In the year 2020, COVID19 triggered enormous changes in higher learning, forcing students to shift from face-to-face learning to digital systems.

Various excursions, heritage walks, field trips, industrial trips and community outreach programs could not be organized due to covid-19, causing major interruption in students' learning. To

face this challenge, our college acquired M.S. Teams as a comprehensive learning management portal, enabling organization of collaborative classroom and virtual activity to keep students engaged and supported throughout this crisis. Also, the students were made to learn through various workshops, projects, internship programs, peer learning, by preparing working models, virtual labs, audio visual learning, book reviews, report writing and paper presentation. Students were encouraged to contribute to newsletters and magazines published by various departments to enhance their creative writing and designing skills.

Participative Learning:

The college puts emphasis on the participative learning through different activities such as debates, group discussions, declamation contests, quiz contests, poster - making competitions, power point presentations, paper presentation, street plays, mock drills, special lectures, webinars and workshops. For promoting participative learning, the societies and clubs involve the students in community-based activities and learning projects. NSS and NCC programs help the students develop their management and organizational skills sharing their reflections and experiences. Follow - up activities, writings, takeaways and questions based on lectures and diagrams, pairing and sharing in small groups of students also contributed towards participative learning.

Problem Solving Methodologies:

Open book tests, assignments, writing summary, case studies, preparing question banks, charts, diagrams, etc, trained the students in problem solving skills. Students were mentored and supported through MS Teams and WhatsApp groups by providing extra resources, answering their queries and communicating with them to help them face the emotional and social challenges. Career counseling and placement cell organized various talks of eminent speakers to help students know about the current trends in the market.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.stbedescollege.in/e-content/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Due to the suspension of physical classes teaching was undertaken on digital platform and the existing e- learning infrastructure of the college was optimally utilized.

WhatsApp groups were formed and training to all teachers were given through various programs consistently for developing e-content and use of various software for the benefit of students. All the teachers were effectively using latest technology and ICT-enabled tools like laptops, desktops, Smart boards, LCD projectors, over-head projectors, you tube videos, Audio-visual aids, ppts along with various softwares and e-resources. Some departments used Cinema 4D, Adobe illustrator, After effect, Photoshop etc. in graphic designs for delivering impactful lectures. The Wi-Fi enabled campus, LAN based facilities with 20 MBPS bandwidth lease line, lecture halls, seminar rooms, language lab and multimedia teaching aids, automated library with Inflibnet, are effectively utilized for effective teaching learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.stbedescollege.in/ict/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

42

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

43

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

459	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

St. Bede's college is affiliated to Himachal Pradesh University, Shimla and so it adheres to the rules of HPU for both the Continuous Comprehensive Assessments (CCA) and the End Term Examination (ETE). The ratio of internal assessment to ETE is 30%:70% in U.G. programmes and 20%:80% in PG programmes. The main components of CCA are:

Attendance -5 marks which are awarded as per HPU rules.

Mid-term test -15 marks, the dates and syllabus of which are planned by the IQAC, HoDs and examination committee and students are informed about them well in advance.

The evaluated answer books are returned to the students with suggestion for improvement. Their errors are discussed and the students are given the opportunities to improve their score through retests.

For the remaining 10 marks, students' performance in class tests, assignments, quiz, paper presentations, group discussions, etc. along with co-curricular activities is considered. The pattern, notifications and criteria for internal assessment and continuous evaluation is communicated through notice boards, college website and prospectus. Students are also informed about CCA during the orientation programme and during classes from time to time

Attendance and internal assessment records are displayed periodically for rectifying any discrepancies before uploading them on the university portal.

In 2020-2021, due to covid-19, HPU could not administer end-term examinations for first year and second year students and

therefore the Academic Council decided to promote 1st year students on the basis of internal assessment only and 2nd year students were promoted by awarding 50% marks on the basis of internal assessment and 50% marks on the basis of their performance in previous examination.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/CCA-1.1.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The college being affiliated to Himachal Pradesh University is governed by its rules regarding internal assessment. The students are awarded internal assessment based on their performance in class discussions, assignment, quiz, projects, paper presentations, etc., which are organized on continuous basis providing them ample opportunities to improve their score. The criteria and breakup of internal assessment are discussed with the students in detail in the beginning of the session and displayed on the college website, prospectus and notice boards.

Date sheets for mid- term tests are displayed on the notice boards well before the stipulated dates so that the students get enough time to prepare for the same. After the tests, evaluated answer sheets are shown to the students and all their doubts, queries and discrepancies are resolved in the best possible way by the teachers concerned. Retests are conducted for improving the score and for those students who have not been able to take the test due to unavoidable circumstances. The final internal assessment marks are then displayed on the notice board before being sent to the university.

The attendance marks are uploaded by all the teachers on Campus Whiz and the students are informed about it. Concession in attendance is given to the students for absence due to sickness or for participation in extracurricular and other activities.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.5.2-Supporting-Documents-1.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The college offers various programmes in the streams of Arts, Science, Commerce, Computer Applications, Business Administration, Biotechnology and Microbiology and programme outcomes (PO) and course outcomes (CO) of these are as per HPU guidelines. The POs and COs for these are clearly stated and displayed on the college website. Hardcopies of syllabi, Pos and Cos are also available in the departments providing ready reference to students and Faculty. The POs and COs help students focus on what is important, thus clarifying their expectations upon completion of a program and a specific course helps them to enroll for the desired program.

The students are made aware of the objectives and the expected outcomes of each course in detail during the orientation programs organised in the beginning of the academic session. The respective teachers handling a particular course proclaim the significance and importance of the course. Also, a detailed course schedule is prepared by the teachers at the beginning of the new session. Through counselling sessions, program specific outcomes of all departments are highlighted to provide the students important career options and information.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stbedescollege.in/program-specific-outcomes/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program Outcomes (POs) and Course Outcomes (COs) are defined and evaluated for each subject at regular intervals as per HPU guidelines. Theory, Practical examination, viva-voce, mid-term tests and End term exams are conducted to assess the progress of students.

The final results are analysed during staff council meetings and appropriate measures are suggested for improvement and rank holders are felicitated on the Annual Day.

Paper Presentations, project work, assignments, quiz, group discussions, seminars, workshops, editorial work and remedial classes are the other assessment tools to assure that the learning outcomes are met. Students' achievements in extra-curricular activities, academic progression to reputed institutions, internships, placements are other mechanisms to measure the attainment of POs and COs.

Course Plans validated by the IQAC and academic monitors are adhered to, and measures for improvement, implemented to achieve the course outcomes of the programs offered in the college.

Feedback from students, parents and alumni also helps the institution to measure the attainment of the program outcomes. Distinguished Alumni are invited at various functions as Chief Guests, Judges and speakers who serve as inspiring role models providing creditability to a specific course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.6.2-supporting-document.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

318

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://www.stbedescollege.in/wp-content/uploads/2021/12/2.6.3-Additional-Information-converted.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://www.stbedescollege.in/wp-content/uploads/2021/12/2.7.1.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
13	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
9	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

St. Bede's College imbibes a sense of social responsibility in its students by engaging them in a number of extension activities, maintaining a perfect balance between academics and extra-curricular activities. The NSS, NCC, Community Outreach, Women Cell and Red Ribbon Club of the college involve students in community based learning activities like cleanliness and tree plantation drives, street plays, rallies and awareness campaigns on social and environmental issues, talks, debates and poster making competitions on health, hygiene, waste management, prevention of drug abuse, HIV/AIDS etc. to sensitize them to social concern. Blood donation is a regular feature and practiced since many years whereby faculty and students donate blood fostering the spirit of responsibility towards humanity. In the ongoing pandemic, the cadets of the NCC unit provided social services within their community and surrounding areas by donating blood and through health awareness programs. The Department of Zoology in collaboration with the NCC unit created a YouTube channel and Instagram account to spread awareness about Covid and other social issues. They also generated a database of blood groups of the college students and shared it with Indira Gandhi Medical College, Shimla and department of Immunohematology, Blood Transfusion and NGO, Shimla for donating blood during emergency. The students are sensitized about the significance of special days like World AIDS Day, International Day of Girl Child, International Women's Day, Human Rights Day by conducting special lectures, debates, poster making competitions and webinars etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

50

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3694

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

28

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- St. Bede's College was established in 1904, offering natural beauty amidst historical buildings.
- It has state of the art infrastructural facilities for academic excellence. The campus area is spread over 10.3 acres of land.
- The entire campus is Wi-Fi enabled. It has an administrative block, four teaching blocks and a hostel accommodating 200 students with all amenities.
- The teaching blocks have 26 spacious, well-lit and ventilated classrooms that are equipped with projectors and smart boards.
- There are 23 laboratories and a music room with high end and latest equipment for research and experiential learning. The college has a language lab to facilitate the learning of communication skills.
- There are 19 Departmental rooms with department libraries and laptops.
- Computer lab, cyber cafe and resource centre have adequate computers to facilitate the practical and ICT based learning.
- The seminar hall and auditorium are equipped with the latest audio-visual technology shared by all the departments for seminars, workshops, talks etc.
- There are well appointed rooms for counselling, research, examination, placement, IQAC, infirmary, IGNOU and Physical Education.
- The campus houses a spacious library stocked with 35,500 books an archive section comprising rare books and a book bank facility. Inflibnet to access innumerable e- books and

e-journals. Reprography, scanning facility is also available. Computers and printers are installed in the library for research and online learning.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/wp-content/uploads/2021/12/Additional-Information-for-4.1.1.pdf

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college recognises the importance of sports, co-curricular, recreational and cultural activities for the holistic development and wellbeing of the students.

1. A multipurpose auditorium equipped with latest audio visual technology with a seating capacity of 1000 is used for various social, cultural and academic events.
2. An open-air courtyard in front of the college auditorium is utilized for enacting street plays and other activities.
3. The college has an open stage approximately 25X25 ft. which is used for open air stage events such as dramas, role plays, speeches etc.
4. The cultural, debates and dramatics committee along with Ship presidents encourage the students to participate in inter and intra collegiate cultural activities, youth festivals and other events like Freshers' Welcome. Graduation Day, Investiture Ceremony, Independence Day to mention a few.
5. There is a basketball court in a ground (109.8 ft X 72.11 ft) used for outdoor games, imparting training for sports events and for organising events like NCC parade, street plays etc.
6. The common room is the recreation centre with facilities for indoor games like table tennis, carrom board, chess etc.
7. The NSO cell motivates the students to take up sports activities and encourages them to participate in inter and intra collegiate, state and national level sports events.

The NCC unit exposes the cadets to camp life emphasising on self-discipline and social sense, motivating them to take up a career in armed forces.

8. The gymnasium is equipped with strength and workout machines for the improvement of fitness and stamina. A Yoga Centre is open to students and staff from 9a.m. to 4.30 p.m. with a trained instructor to provide easy access to health-conscious staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/sports/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/ict/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

- The spacious, well-lit and ventilated library is stocked with 35,500 books and has a Wi-Fi enabled reference, periodical sections, lounge area and an IT zone with 15 computers, a photocopy machine and kindles.
- The Archives section has a collection of rare and ancient books. The section exhibits the college history through audio visual aids and projectors. The new titles are displayed in the new arrival showcase near the entrance.
- Dewey Decimal Classification System 18th editions is followed for the arrangement and accession of books.
- The library uses ILMS software Campus Whizz version CW 2.03 for data management which was fully automated in 2018.
- INFLIBNET and N-List provides online access to e-resources to students and faculty.
- The Online Public Access Catalogue (OPAC) is an online database which enables searching the collection of books and other resources held by the library.
- The library also has a book bank facility to help the needy students.
- A library committee consisting of the librarian and faculty members gives suggestions to improve library services , recommends titles of new books, organises book talks, book review sessions , book exhibitions etc.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.stbedescollege.in/library/

4.2.2 - The institution has subscription for

A. Any 4 or more of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

232713

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

68

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Covid 19 threatening nearly all aspects of college life from admissions, enrollment, classes to collegiate activities, the college effectively leveraged the management software campus whizz and made the most of available ICT tools for pedagogical practices. The college shifted to whatsapp groups and MS Teams, an online collaborative space for blended learning.

Updation:-IT Policy is used for the maintenance and updation of all the IT facilities available in the college.

Hardware configuration: 120 Desktops and 23 laptops, 12 printers, 7 printers cum scanner, 5 photocopy machines, 6 interactive smart boards are installed in the college for the benefit of the students and staff members. The configuration of the systems is Processor Core 2 Duo; RAM 2GB/4GB, SDD 500/160, Original Windows 10 with screen size of 19 inches..

Software: A software Campus Whiz is used by the faculty members, accounts office, administration staff and Library for the college work. Latest software according to the curriculum is used by the department of Computer Science to make the learning more effective. MS teams platform is used for online classes. The digitized audio-video software in the language lab provides students a platform to enhance their communication and soft skills.

Wi-Fi: The entire campus is Wi-Fi enabled with JioFiber speed of 20 Mbps.

Networking Facilities: The College is connected through LAN and Wi-Fi for the internet facility and printer sharing.

CCTV Surveillance Facility: 49 CCTV cameras have been installed for the safety and security of the students and staff.

Generator and UPS Facility: The College has a 70 KVA generator and computers having a UPS facility for the power back up.

Cyber-Security: A licensed copy of antivirus has been installed on all computer systems. Specific websites have been blocked with Internet access management software.

College website: - The College's website www.stbedescollege.co.in is used to relay information of the events and activities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/ict/
4.3.2 - Number of Computers	
105	
File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File
4.3.3 - Bandwidth of internet connection in the Institution	C.10 - 30MBPS
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
9623840.37	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- The college ensures regular maintenance and upkeep of all infrastructural facilities.
- The management of the college audits the physical infrastructure and looks into the requirements on a regular basis, in a well planned manner.
- The Purchase Committee hold regular meetings to approve necessary purchases for the maintenance of the college infrastructure.
- Furniture and equipment are purchased on regular basis as per the requirements.
- Trained lab assistants ascertain the working of instruments and equipment. The repair work is outsourced to appropriate external agencies when the need arises.
- The Library Committee members meet to finalise the procurement of books and to discuss the improvement/updating of facilities provided by the library.
- The stock verification is carried out by the library staff every year.
- The damaged books are mended and restored. The worn out and obsolete books are removed and written off.
- Computer lab assistants are available for efficient running and troubleshooting technical glitches related to IT software and hardware, external help is taken whenever the need arises.
- The NSO cell maintains the gymnasium, outdoor and indoor sports equipment.
- An electrician employed by the college is responsible for maintenance and installation of electrical devices. The college has a traveller bus, which is well maintained and in a perfect condition.
- The water purifiers, solar plants, rainwater harvesting unit, paper recycling unit, fire safety equipment, generator etc are maintained by the management of the college.
- The entire college campus is cleaned and maintained by a team of efficient workers, assigned for each floor. The gardener looks after the plants and flowers in the campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.stbedescollege.in/campus-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://www.stbedescollege.in/wp-content/uploads/2021/12/Add-on-details-2020-21.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

117

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council has always been an integral part of the college functioning system. The session 2020-21 was a challenging one because of Covid -19 Pandemic, with the entire nation under a lockdown. With uncertainty surrounding the opening of the college, it was decided to pick up the 'gauntlet' and get into online teaching-learning. To ensure the participation of the council, Student Elections were held online through MSTEAMS. The nominations were filed online, campaigning was done online through the student WhatsApp groups. Finally, the SCA was formed with the Admiral at the head. Introducing digital activities like inter-college online debate, fresher's welcome and orientation etc, so that students don't miss out on their college life was one of the main aims of the newly elected members and representatives. The college held its annual investiture ceremony online wherein the student office bearers of clubs / societies also participated. Taking the oath of their office, the office bearers said they would take a holistic approach towards their office duties and the fellow students.

Later when the college briefly opened in October 2020, the council was full of praise for how the teachers/students and management rose to the challenges of the 'new normal'.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/student-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

98

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni association, though dormant in 2020 was still lending their support to the college. Due to the Covid -19 situation, no meeting could be held even online as most of the members were away from home where network issues were present. Many Ex-Bedeian's called to give their time and services as and when required by management. A few ex-students of the college extended help by sharing food and other utility items in their respective localities. Since there was an uncertainty regarding the opening of the college during the lockdown, not much could be planned for in the College Calendar. Many old students of the college who have enrolled their daughters in their Alma Mater, were concerned about the functioning of the college. However, a WhatsApp group was formed and a sharing of ideas took place which was helpful in smooth functioning of classes.

The Alumni also came up with suggestions regarding the stress and anxiety levels of children going up. An online Counselling service was suggested and an Ex-Bedeian Dr. Taruna Kaushal rendered her services to enable students to unload and share their burdens.

The Alumni is an integral part of the college and they have always added to the strengths of the college.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/alumni/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- *Vision: "To Form Well Integrated Individuals Who are Assets to Contemporary Society"*
- *Motto: Non Nobis Solum (Not for Ourselves Alone)*
- *Mission: Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly. Encourage and recognize talent in individual students. Create awareness that education is a continuous quest.*

St. Bede's college is proud of its organizational culture rooted in gospel values, mutual respect, personal maturity and integrity, team work and social concern. The college is committed to its mission and vision in all its endeavors and strives to work for the change in society, translating its vision to reality.

The college has divided the decision-making power amongst the staff and the stake holders, hence making it more participative in nature and bringing about considerable efficiency, transparency, accountability, and responsiveness in the college functioning.

The IQAC along with academic monitors, staff council and various

committees and societies contribute significantly in carrying out all academic, co-curricular and extension activities with full support of the management.

Various committees like Anti ragging committee, Grievance redressal cell, Time table

Committee, Internal complaint cell, Prospectus committee, Admission committee, Research promotion cell, Feedback Maintenance committee have been established to effectively implement the plans and are assigned the tasks according to the implemented plan.

The perspective plan is formulated by the IQAC in consultation with HODs, academic coordinators and regular monitoring and review helps in achieving the targets.

The NSS club and NCC units, society in charges, Bursar and elected representatives of PTA and EBA, student council initiate their well-defined roles to achieve the strategic plan.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/motto-vision-mission/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The working of St. Bede's College is highly decentralized and democratic in nature. The Management, Principal, IQAC, Academic Monitors and faculty members as in charges of various societies/cells/clubs play a crucial role in the design and implementation of policies and plans effectively during the session. IQAC makes sure that the policies and action plans are in accordance with the stated mission and vision of the college.

Covid-19 pandemic caused major disruption in the college admission process impairing physical interaction and counselling. After deliberations and consultations with the academic monitors, IQAC and staff council it was decided that the admission process will be fully automated and implemented to ensure smooth admissions under the guidance of the Principal,

various committees and sub committees were constituted to facilitate a user-friendly admission process.

Time Table committee- to finalize subject combinations of elective course

Prospectus committee- to revise and update the prospectus

Admission committee- to effectively manage the online admissions, formulate admission criteria, ensure transparency, update information related to admission on website.

Website committee- to place admission forms, notifications, circulars, merit lists

Academic monitors- Assigning duties to the staff to verify forms and other documents.

Head of the departments- to check the relevant documents uploaded by the students and conduct online entrance tests

Student Council- A student council help desk to handle enquiries regarding admissions

Online counseling committee- to support and counsel students in selection of courses.

Faculty members- to form WhatsApp group and MS Teams

Grievance Redressal cell- to deal with matters pertaining to admission

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/organogram/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college strives for maintaining high quality teaching-learning environment and constantly focuses on employment related

skills, life skills and nurture positive attitudes among students through curricular and co-curricular activities.

For an effective deployment of plans the college formulates perspective plan every year after extended discussions, reflections, reviews taking various aspects in consideration. Annual college calendar and time table are prepared in the beginning of the academic session for the smooth working of the college. Teaching plans are prepared by every faculty member for their courses in accordance with syllabus and scheme of examination provided by Himachal Pradesh University.

The college being closed due to Pandemic, Microsoft Teams was successfully adopted as a virtual platform to ensure students continue to learn from home. Various activities (academic and extracurricular) were conducted through Micro Soft Teams. These activities include: Students Council elections, teachers' feedback, webinars, assignments, presentations, quizzes, guest lectures and regular teaching. The council elections were held online for the first time in the college with the help of MS Teams. Students were informed about the elections by sending notice in the various groups formed on MS Teams voting took place on MS Teams itself where the students were provided individual IDs for logging in and casting their vote in favor of their preferred candidates. This facilitated in making the process of elections being more transparent and smoother. For the intellectual growth of the students' webinars and lectures by eminent personalities were conducted. Teaching was improvised to a great extent as the online platform presented new ways of teaching by sharing PPTs, notes, videos etc. as extra materials for the students to refer to while preparing for exams. MS Teams acted as a bridge between the teachers and the students during the time of needs.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college runs in a decentralized mode and democratic set up operates through a well-defined organizational structure. The principal is the executive head of the college who is assisted by departmental heads, the IQAC, staff council, academic monitors, librarian, administrative and non-teaching staff to execute academic affairs and implement the decision of the management. The administration of the college is supported by a number of committees and cells headed by staff and student representatives whose roles and responsibilities are well defined. The purchase committee, maintenance committee and RUSA committee take important decisions regarding purchases, construction maintenance and repairs. The service rules, recruitment and promotional policies are in accordance with the Himachal Pradesh University and rules of the government of Himachal Pradesh. The college has a grievance redressal cell, women anti-harassment cell, internal compliance cell, anti-ragging cell who meet periodically to redress complaints lodged by the students and the staff.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.stbedescollege.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

St. Bede's College has strategically implemented several welfare measures to support teaching and non- teaching staff besides providing regular salary along with admissible increments.

Casual leave, earned leave, maternity leave, paternity leave, and retirement benefits like EPF, Gratuity, EDLI, EPF, GIS, NPS are provided to both teaching and non-teaching staff as per Government rules. The staff can avail loan facilities according to their designation and pay.

For their professional growth of the staff training workshops, seminars and talks are organized and are granted duty leave to attend orientation/ refresher and faculty development programs.

Fee concession is granted to the wards of teaching and non-teaching staff. Wi-Fi, printer facilities for teaching and non-teaching staff to avail e-resources in the library. Staff quarters within the college and uniforms are provided to class IV staff.

Departmental rooms with laptops, Wi-Fi facility, well equipped library and other amenities are available to bring efficiency in the functioning of the college.

File Description	Documents
Paste link for additional information	https://www.stbedescollege.in/campus-facilities/
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

42

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

There are various mechanisms for performance appraisal of teachers in the college.

- **Through Feedback Form:**

The performance appraisal system provides an opportunity to identify areas that need improvement. The faculty's teaching performance is evaluated through a teacher evaluation feedback form filled by all the students. This Performa evaluates the teacher in various aspects such as their Academic Performance, Professional Development, and Involvement in extension activities of the college. The feedback forms are evaluated by the Principal with the help of IQAC and data analysis committee. The appraisal results are discussed and plans for improvement and follow up actions are worked out.

- **Through Performance Review Discussion:**

Continuous feedback and dialogue sessions are conducted between the Principal and the faculty for professional development and enhanced performance levels.

- **Through Annual Confidential Report (ACR)**

For annual increments and promotion to a higher scale the details of a teacher's academic upliftment, his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc. are collected through self-appraisal performance (ACR) provided by the Directorate of

Higher Education, Govt. of H.P. The College follows the performance appraisal procedures as per UGC norms.

- Through SWOC Analysis

SWOC analysis is also performed department wise and institution wise. Academic Monitors review the working of the different departments on regular basis. Beside this, oral feedback taken during meetings is also used as a tool for performance appraisal.

The non-teaching staff is promoted as per the rules and regulations of Government of Himachal Pradesh.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows a proper procedure for all the purchases and expenditures. There is a purchase committee in the college. Proper quotations are invited for the purchase and prices are compared. The college bursar, accountant and the principal maintain the authenticity and transparency of each and every income/expenditure. For an audit of balance sheet, general fund income and expenditure and receipt and payment accounts, the college has appointed a private CA to check all the vouchers of payable bills and other documents related to them. He reconciles the bank statements, finalizes them and finally issues the utilization certificate. The utilization certificates for the financial year are also generated for the funds obtained from UGC and RUSA. Management from the congregation of Jesus and Mary, New Delhi visit the college regularly to inspect the files, receipts and every payment. The budget statement of NSS, PTA and Career Oriented Programmes are audited separately. Each Department maintains a stock register of the records of all kinds of purchases which are audited by the purchase committee. The purchases under UGC, Star College Scheme are scrutinized by their

respective in-charges.

External audit:

Annual external audit takes place by the appointed Chartered Accountant appointed by the college who checks the bills and vouchers and utilization certificates.

Government Audit

Final external audit of the accounts is then carried out by Himachal Pradesh Accountant General. Objections raised if any are settled by the office.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

682958

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The funds are allocated with proper planning for optimal utilization through purchase committee and administrative bodies. Being an aided college, 95% grant is received from the Govt. of Himachal Pradesh for the salaries of regular teaching and non-teaching staff and 5% is contributed by the college management. Grants are received from UGC and RUSA for infrastructure

augmentation, building and campus maintenance, sports and gymnasiums, laboratories, ICT facilities and other physical needs in the library. The college receives fees and other funds from the students which are used to pay the salary of the contractual staff, teaching learning programs and extra-curricular activities.

PTA funds received are used for conducting programs for the students and giving awards to meritorious students of the college.

Monetary assistance in the form of fee concessions and scholarships are provided to the needy students and the wards of non-teaching staff.

Every transaction is supported in the form of vouchers. Each transaction is properly documented on Campus Whizz and tally software in view of maintaining transparency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In St. Bede's College, IQAC plays a significant role in enhancing the quality of education by formulating a perspective plan to carry out academic, curricular and extension activities. Keeping comprehensive development in mind. IQAC has initiated the following strategies to tackle the challenges of pandemic.

1. Online teaching Resources:

Due to COVID-19, the college adopted MS Teams offering host of interactive and collaborative tools on one platform for an uninterrupted curriculum delivery for student centric learning. A series of interactive activities like assignments, power point presentations, group discussions, webinars, special lectures etc. supplemented online classes to augment the learning activities of the students.

To leverage the college activities ranging from admission, enrolment, entrance tests, display of merit list, fee deposit etc., through the digital resources, ICT tools were explored extensively. Apart from MS teams, E-mails and SMS feature of WhatsApp groups of faculty, students, and parents enhanced their involvement in college activities.

1. Extension activities:

As the extension activities are the integral part of the college, curricular learning was complemented with social outreach programmes. The NCC and NSS units, community outreach cell, women cell conducted various interactive activities to promote environment consciousness. Blood donation camps, data base of blood group of college students, COVID-19 awareness programs, observation of special days, engaged students in social awareness and community development activities to make them socially responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. Laying impetus on participatory and experiential learning in teaching practices, IQAC ensures that teaching learning methodologies are flexible and continuously reformed according to the changing environment. IQAC of the college significantly contributed in maintaining and upgrading the quality of education by suggesting transition to online platform MS Teams as an innovative way of teaching. For optimum utilization of the software, the staff was given training by organizing a two days faculty development programme on "Online Teaching Tools" and a seminar on "Virtual Education Training through Microsoft Teams". The quest for knowledge was fulfilled by the fully automated library providing a large collection of e-resources through Infilbnet and N-list. On MS Teams numerous interactive activities like group discussion, group presentations, webinars, quiz, and class test were conducted and evaluated

efficiently.

2. For innovative and creative thinking, students were encouraged to undertake projects, Add on courses, use Inflibnet and e-resources, design college calendar, college magazine and department newsletter and contribute in magazine and newsletters in the form of poetry, fiction, short narratives, book reviews, puzzle etc. to get hands on experience. Learning was facilitated by organizing workshops and webinars on emotional intelligence, leadership skills, cancer awareness, induction programme on financial market and stock market, online workshops on spreadsheets to develop the mathematical and computational skills of students. WhatsApp groups of students, faculty and parents allowed smooth communication among all the stakeholders. Mentoring, counseling, special Programmes/projects for advanced and slow learners, feedback from the stakeholders further helped in augmenting the learning abilities of the students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.stbedescollege.in/annual-reports/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

St. Bede's College strives for the cause of gender equality and sensitizes staff and students to gender-specific challenges and concerns. International Day of the Girl Child on (11th October, 2020), International Women's Day on (8th March, 2021), Human Right's day on (10th December, 2020), session on women empowerment and domestic violence on (21st March, 2021), Maintaining Personal Hygiene on (6th December, 2020) are organised addressing gender issues and the need to transform patriarchal society into a gender equitable society.

The women cell of St. Bede's college educates the young girls to voice their opinions regarding issues related to women. The college has a women anti-harassment cell which instills a sense of security and helps to maintain a harmonious atmosphere amongst the students.

The college has constituted an internal complaint committee in pursuance of UGC Regulations Act, 2013 which deals with the complaints relating to sexual harassment at workplace. In order to provide a safe environment, the campus is under CCTV surveillance. Security guards are deployed to ensure screening of visitors at the entry points to the college.

The college has a robust and active anti-ragging cell, internal complaint cell, grievance redressal cell and counselling facilities to the address issues confronting the students in this regard. An infirmary with the requisite medicines and medical

equipment has been provided in the college. Two sanitary napkin vending machines are installed in women's washroom.

File Description	Documents
Annual gender sensitization action plan	https://www.stbedescollege.in/wp-content/uploads/2021/12/7.1.1-Annual-gender-sensitisation-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.stbedescollege.in/wp-content/uploads/2021/12/7.1.1-1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

St Bede's college ensures proper management and disposal of waste by following the principle of 3 R's 'Reuse, Reduce and Recycle' to preserve its biodiversity.

The college makes sure that waste is collected daily from various sources and is segregated as dry and wet waste. To reduce waste, students and staff are educated on proper waste management practices by organising various activities throughout the year.

The college composts bio-degradable waste generated on campus, which includes grass clippings, dry leaves and other landscaping related natural waste.

Non-biogradable waste collected from the campus, is disposed off through waste collection system of Municipal Corporation, Shimla.

St Bede's endeavours that students and teachers use proper waste management techniques in the college campus as well as their homes in order to discharge their social responsibility. Bedeians actively participate in activities like swachhta pakhwada, street plays, rallies and campaigns organised by NSS and NCC units of the college highlighting environmental issues. Sanitary pad incinerators have been installed in girls and female teachers washrooms.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

A. Any 4 or All of the above

5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Every year at the beginning of the academic session the college organizes a prayer service to invoke the blessings of the Almighty. The admission policy of the college allows the students from different cultures, community and socioeconomic status as per the reservation policy. Fee-concessions are given to the students belonging to economically weaker section as well as to the wards of college employees. The college library also offers book bank facility for the needy students.

To celebrate and protect cultural, regional, linguistic, communal, socio-economic diversities, the college has constituted various societies like, Drama and Debates, Cultural Society, Heritage Club, Women Cell, Community Outreach, NSS and NCC etc. which organize events and encourage students to take part in them.

The Heritage Club aims at discovering the culture and heritage of our country by celebrating Heritage Week under the theme 'Jashn-e-Miraasa'. St. Bede's college encourages and fosters linguistic diversity by organizing various events to celebrate Hindi Diwas and Matribhasha Diwas. Ek Bharat Shrestha Bharat Club promotes communal harmony by organizing different activities with its paired state, Kerala at regular intervals. The bilingual college magazine offers students opportunity to showcase and hone their writing skills in both English and Hindi. Special days and various festivals are celebrated with equal fervor irrespective of community, religion, and language.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To strengthen the spirit of nationalism, students are engaged in various activities to make them constitutionally aware and responsible towards community, state and country. Important national days like Independence Day, Republic Day and Gandhi Jayanti are observed by organizing tree plantation drive, painting, poster making competitions and mass awareness programmes instilling patriotic fervor amongst students. The cultural connect between Himachal and Kerala under Ek Bharat Shrestha Bharat promotes mutual understanding between people of the State.

Constitution Day campaign was launched to commemorate the enactment of the Indian Constitution during which students participated in handmade poster, article writing and poetry competitions. International Yoga Day was observed as per the national protocol. Students participated in the Freedom Run Movement in their respective hometowns to promote a sense of national integrity. Students also took virtual pledge on Covid-19 appropriate behavior during the Jan Andolan.

Students attended Youth Parliament festival online in which the Honorable Prime Minister shared his ideas on 'Youth Voice of India'.

The NSS and NCC units of the college involve students in Community awareness programmes by conducting swachhta pakhwada, blood donation camp, street plays, health literacy month, awareness campaigns on plastic and waste management, Earth Conservation, webinar on drug abuse and HIV/ AIDS instilling the spirit of responsibility towards community and humanity.

The NCC cadets participated in the Himachal Day and NCC Raising Day Parade and prepared a video to pay homage to the war heroes of revolt of 1857.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To make the young minds aware of the national pride and rich cultural heritage, the national and international commemorative days are regularly celebrated and observed in and off the campus. The staff and students of the college come together under one umbrella to celebrate these occasions and spread the message of unity, peace, love and happiness throughout the year.

To commemorate the valour and spirit of the freedom fighters, National festivals like Independence Day, Republic Day and Gandhi Jayanti are observed by organizing tree plantation and

cleanliness drives, poster making, creative writing and other competitions along with cultural programmes. Constitution Day is celebrated to commemorate the enactment of the Indian constitution and to sensitize the students about constitutional values. Teachers day, Children's day are celebrated to honour the distinguished political leaders by organizing cultural programmes and various competitions. To sensitize the students to social causes, special days like World AIDS Day, National Cancer Day, International Day of the Girl Child, International Women's Day and Human Rights Day are observed every year by conducting special assemblies, talks, webinars etc.

To spread the awareness of science and technology, workshops, seminars and special lectures are organised during the Science Day. Hindi Diwas is celebrated by organizing essay writing, poetry and skit competitions to promote its usage.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of practice: National Cadet Corps (NCC)

Objectives of the Practice:

The NCC unit of the college provides exposure to the cadets by engaging them in community development, youth exchange, adventure training, awareness campaign for the overall development with the following main objectives:

1. To develop discipline and ideals of self-service amongst cadets.
2. To provide opportunity to build character, confidence and

develop leadership skills.

3. To provide a suitable environment for all round development with the sense of duty.
4. To motivate the girls to choose career as Army officer.

Context:

With the Moto 'Unity and discipline' NCC is a tri-services organisation comprising the army the Navy and the Air Force providing opportunity to the youth for their overall development with a sense of duty, discipline, commitment, dedication and social service.

The NCC unit of the college started in 2016 under 1 HP Naval unit NCC Bilaspur with 12 cadets. Another unit 7 HP (I) Coy NCC, Shimla, started in July 2020 in which 29 cadets are enrolled.

The NCC is open to all the students at the college on a voluntary basis. A student desirous of being enrolled in the NCC unit can apply to the NCC through Associate NCC officer of the college and by filling the prescribed form upload it on the college website. The selection takes place at two levels. Physical fitness and general knowledge at the college level and the final selection interviews are conducted by the commanding officer of the concerned unit.

The Practice:

The two wings of the college are actively organising, training and motivating the young cadet girls by involving them in community service, National and cultural integration and social awareness programme instilling in them the spirit of harmony, compassion towards cultural, regional, linguistic, communal, social economic and religious diversities. The NCC provides exposure to the cadets by involving them in Swachh Bharat Abhiyan, save the environment and plastic free India initiatives, blood donation, celebration of international Yoga Day, awareness on health, AIDS, hygiene, cancer throughout the year spreading a positive message to the masses.

The NCC unit of the college provides training to the cadets who are significantly contributing in the field of social welfare and Community development but engaging them in the following activities:

- **Adventure Training:** Enhancing the leadership skills, team spirit and self-confidence, adventure based and group activities are organised by the NCC unit during a seven day camp which provides cadets an opportunity to explore the topography as well as experience different weather conditions and adventurous living under camp conditions.
- **Awareness Programs:** The NCC cadets actively participate in awareness drives on health, hygiene, cancer, drug abuse, boycotting Chinese products through rallies, Campaigns, street plays, conducting competitions like poetry writing, e-posters, slogan writing making a significant contribution.
- **Environment Consciousness:** The cadets of the NCC unit participate in environment awareness campaigns on waste segregation, plastic management and water conservation and also carry out tree plantation throughout the year within their community and neighbourhood making a connect with nature. The NCC unit of the college is closely associated with the Swachh Bharat Mission and the cadets devotedly participate in interactive cleanliness awareness campaigns, street plays, essay writing, poster making competitions, cleaning of statues of national leaders, rallies with placards encouraging and motivating the people in the community and adopted village and schools to protect their environment, segregate the waste into biodegradable and nonbiodegradable waste and control pollution.
- **National Integration and Cultural Diversity:** The NCC unit observes the special days like Constitution Day, Independence Day, Youth Parliament, NCC Raising Day, Republic Day, Himachal Day, International Girl Child Day, International Yoga Day, National Cancer Day, Ek Bharat Shreshtha Bharat programme to send the message of national integration and make cadets understand the rich cultural heritage of the country.
- **Social responsibility:** The cadets are involved in numerous community-based learning activities making them socially responsible. During the pandemic the cadets completed a training course on Covid-19 training on Diksha. The cadets joined the Covid-19 support group of Shimla and made arrangements for oxygen cylinder, sanitisers, medicines, home-cooked food and other essential goods to corona

patients in covid hard hit areas. The cadets disseminated awareness regarding Covid-19 on social media platforms through poems, paintings posters uploading videos on yoga and breathing exercises. The NCC unit of the college in collaboration with does Zoology department created a database of blood groups of students which was shared with an NGO for donating blood during emergency.

- Evidence of Success:

Apart from 1 HP Naval Unit NCC Bilaspur, the college started its own NCC subunit under 7 HP(I) Coy NCC Shimla in 2020 enrolling 29 cadets. Both the units of NCC organize numerous activities for the cadets throughout the year providing them opportunity to develop their personality, character, confidence, and leadership skills.

The success of our NCC unit is reflected in the result of NCC B and C certificate examination.

[14.-BEE-and-CEE-certificate-grade-list-2017-2020.pdf](#)
([stbedescollege.in](#))

The success can be seen in the performance of the cadets in extra-curricular activities conducted both at inter and intra college level.

Cadet Name	Competition	Organizer	Award	Date
Nikita Chauhan Mehak Khakta Avni Sharma Aashi Rathaur	Short video on AIDS/HIV	Himachal Pradesh University	Rs. 5000 group cash "Consolation prize"	Februa
	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6

Gati Singh	Talentia rap /singing	In Amiogs Foundation	Certificate "1st Prize"	January
	Inter College Debate competition	St. Bede's College ,Shimla	Certificate "2nd prize"	Decemb
Maanika Sethi	Shimla MUN 4th edition	Shimla Model United Nations	Certificate "3rd prize"	June 6
	Inter College Debate competition	St. Bede's College Shimla.	Certificate "1st prize"	Decemb

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-B-NCC-1.pdf>

Problems and Resources Required:

The cadets have to spend a lot of time away from the campus for participating in NCC activities outside due to which they miss classes, regular studies and other academic activities of the college. Because of the academic pressure some students do not join NCC as physical activities and outstation camps consume time, affecting their studies. Due to insufficient funds to run the NCC unit, a senior faculty member has been appointed to coordinate the activities of the NCC unit effectively and efficiently as per the guidance from the Head Office.

2. Title of the Practice: E-governance and paperless communication

Objectives of the Practice:

To achieve top notch educational standard in education, it is imperative to have an improved and innovative means of information and communication in educational institutions.

Covid-19 pandemic compelled the educational institutions to adopt digitalization to run its institute smoothly without causing inconvenience to its stakeholders. In St. Bede's College, e-governance had emerged even before Covid-19 but it is during this period that ICT tools and e-resources got a further impetus thereby allowing the college to become demand driven and efficient.

Few objectives of digitalization:

To promote transparency and accountability.

To communicate with stakeholders expeditiously.

To maintain, compile and update database conveniently.

To provide easy access to information.

To make the institution visible world over.

The Context:

In order to achieve the goals of efficient administration and to meet the challenges of globalized world, it is necessary to implement e-governance in the education sector. It will help in improving transparency, reducing the transaction cost, time and facilitating the processing and maintenance of large amount of information related to students, faculty, inventory, assets, library, payrolls, fees, admission, making communication and administration accessible and simplified.

The college information regarding important dates, notices etc. can be disseminated efficiently. The vital information of the

college can be stored safely for future usage. The activities of the departments and societies can be uploaded on the college website for call to access. The college upgraded and adopted Microsoft Teams software as an interactive and collaborative tool for curriculum delivery and innovative pedagogical methods.

The Practice:

The Covid pandemic provided an opportunity in discovering this salience of the governance in the following areas:

E-administration- In order to improve the administration process, the college office is fully automated. The management and sharing of information electronically have made the process well organised and error proof. Admissions are processed online through the student module of ERP providing online transaction interfaces on website. E-governance and administration has empowered the college authorities to supervise and deliver services through ERP software by providing a dynamic database of students, faculty and employees. The administration has a speedy communication with teaching and non-teaching staff through emails and the SMS feature of WhatsApp groups. The important circulars and notices are made available on college website. The accounts of the college are maintained through ERP and Tally software. Biometric attendance software has been installed. However, it is discontinued temporarily as a preventive measure against the spread of Covid. CCTV cameras have been installed at the strategic locations. Examination process comprising filling of forms, obtaining admission cards, uploading CCA etc. is done through ERP.

User-friendly website- The college regularly updates its website and information related to college processes, procedures and feedback forms can be accessed by the students and their parents online. Moreover, they can give suggestion, put up queries etc. seamlessly, which are addressed promptly.

Online teaching- To ensure uninterrupted and smooth teaching, the

college shifted to online platform MS team to keep the student centric teaching going. Required training has been given to the faculty with a view to get the optimal benefit from the software. Each student has been provided a personalized login ID and password. Assignments, tests, quiz, presentations and other activities are conducted and evaluated online using MS teams.

E-participation- The spirit of Bedeians could not be dampened by the pandemic who enthusiastically participated in various online extra-curricular activities throughout the year. To begin with, online elections were held for the student council where the students voted for the Admiral, Vice Admiral and for Vice Presidents / Secretaries of Ships and Societies respectively. Each society, cell and department organised online activities ranging from poster making competitions, debates, slogan writing etc. to commemorating special days by organizing various interactive and group activities. Web-based multimedia lessons, seminars, discussions, demonstrations and faculty enrichment programmes were conducted throughout the pandemic which provided excellent knowledge enhancement opportunities for educators thereby catalyzing flexible learning experience.

E-Resources- Inflibnet, N-List in the library provide a repository of e-journals and e-books. Online public access catalogue, a digital database in the library enabled online catalogue searches during the pandemic.

Evidence of Success-

E governance has facilitated the processing and maintenance of large data in unified system making the process simple, time saving and cost-effective. Each transaction is properly documented on ERP and Tally software with a view to maintain transparency. Required training has been given to the teaching and non-teaching staff by organizing workshops and faculty development programmes for optimal use of the software. Admissions, entrance tests, counselling, submission of fees, alumni registration etc. are now processed online using transaction interfaces provided on website and through ERP. MS teams has been successfully adopted for teaching and learning as

a formal and distance learning platform. With personalized login each student can access virtual teacher and open collegiate activities. Online teaching tools as well as SMS and e-mails have enhanced parents' involvement and allow them to stay connected with college activities. Inflibnet significantly contributes to the needs of the students and faculty as they can access a larger collection of a resources in the form of e-books and e-journals.

<https://www.stbedescollege.in/wp-content/uploads/2021/12/7.2.1-A-E-governance.pdf>

Problems encountered and resources required-

The successful implementation threw up new challenges, the most significant ones were -hands on laboratory sessions, industrial visits and field trips were severely limited. Adequate bandwidth and provision of mobiles, laptops and computers are essential to leverage ICT effectively. Lack of strong and stable internet connectivity was one of the stumbling blocks regarding online teaching. Parents are concerned about increased screen time. Economically weaker students cannot afford handheld devices like mobiles, laptops, desktops etc. Increased exposure to screen has led to monotony and boredom for students thereby causing mental stress. Peer and student teacher interaction is missing and it is felt that physical interaction cannot be replaced by virtual interaction.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The pandemic brought forth new challenges for the entire mankind. The excepted social norms had to be changed drastically to deal with the contagion. St. Bede's College also rose to the occasion and inspired students of the college to come forward and contribute by providing support to the distressed and vulnerable people through covid awareness programme. The cadets of the NCC unit organized Health Campaign and donated blood and uploaded

videos of yoga, breathing exercises, risks, warning signs and prevention of spread of virus. The cadets joined this Covid-19 support group of Shimla and helped in making arrangements for oxygen cylinder, medicines, sanitizers and have cooked food to corona patients in covid hard hit areas.

The department of Zoology in collaboration with the NCC unit of the college created a department YouTube channel and a database of blood groups of the college students and shared it with Indira Gandhi Medical College, Shimla and department of Immunohematology, Blood Transfusion and NGO "Sunil Uppadhayaya Education Trust Shimla" for donating blood during emergency.

A campaign on practicing agriculture and consumption of bee products especially honey was launched to boost the immunity and fight coronavirus. The college also produced its own hand sanitizers in the labs which were used resourcefully.

These acts of humanity inculcated a spirit of unconditional commitment towards public service and social responsibility amongst the students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- To organize a variety of academic and extra co-curricular activities for the holistic development of the students.
- To strengthen the community outreach programs to sensitize the students to their surroundings and enable them to channelize their knowledge to humane ends.
- To participate pro-actively in 'Azadi Ka Amrut Mahotsav' by organising several competitions and events throughout the year.
- To conduct academic and administrative audits and other quality audits on environment and energy in the next session.
- To carry on the practice of celebrating and organising national and international commemorative days, events and festivals.
- NSS and NCC units to continue and reinforce their community outreach programmes, environmental and mass awareness

drives.

- To strengthen MoU's, Industry linkages and collaborations to develop academic and educational cooperation., to enable placements and internships for the students.
- To enter into collaboration with Skill lab to facilitate an Incubator Cell for start-up and entrepreneurship programmes.
- To organise faculty development programmes/webinars/workshops.
- To conduct more inter collegiate competitions for the students.
- To streamline the documentation of data for SSR.
- Timely submission of AQAR.
- To strengthen the mentoring system.
- To collect and analyse feedback from stakeholders.
- To strengthen the relationship of Alumni with the Institution.
- To promote research activities.
- To strengthen the gender sensitization programmes.