

INTERNAL ACADEMIC AUDIT REPORT 2021-22



St. Bede's College
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ACADEMIC AUDIT REPORT 2021-22

An internal academic audit of all the departments was conducted under the aegis of IQAC, St. Bede's College on May 20 and May 23, 2022.

English, Economics, Geography, History and Music departments were assessed by the following team members with their observations:

1. Dr. Sapna Sharma, Head & Associate Professor, Department of Physics
2. Dr. Shweta Thakur, Head & Assistant Professor, Department of Zoology
3. Dr. Savita Rana, Assistant Professor, Department of Commerce & Management

Hindi, Commerce and Management, nutrition and health Education departments were assessed by the following team members with their observations:

1. Ms. Shivani Chauhan, Assistant Professor, Department of Zoology
2. Dr. Shruti Gupta, Head & Assistant Professor, Department of Biotechnology
3. Dr. Maheshwar Thakur, Head & Assistant Professor, Department of Chemistry

Physics, Botany, Mathematics and Computer Science departments were assessed by the following team members with their observations:

1. Dr. Gitanjali Mahendra, Associate Professor, Department of English
2. Ms. Unnati Chauhan, Assistant Professor, Department of Economics
3. Mr. Mohit Kumar, Head & Assistant Professor, Department of Psychology

Zoology, Microbiology, Biotechnology and Chemistry departments were assessed by the following team members with their observations:

1. Ms. Neha Walia, Head & Assistant Professor, Department of Computer Science
2. Mr. Manu Mahajan, Head & Assistant Professor, Department of Commerce and Management
3. Ms. Komal Sharma, Head & Assistant Professor, Department of Political Science

IQAC Coordinator
Dr. Anupama Tandon

Signature

Principal
Prof. (Sr.) Molly Abraham

Signature
Principal
St. Bede's College
Shimla 171002



DEPARTMENT OF ENGLISH

Strengths:

1. Department has incorporated activities related to gender, equity and human values and the department has a well-maintained departmental library.
2. Faculty of the department is well-qualified and experienced.
3. Extension activities are organized and well documented.
4. Faculty has accessed financial aid to attend professional development programmes and workshops.
5. Programme-wise teacher student ratio is appropriate.
6. The faculty is assessing the learning levels of the students by organizing special programmes for advanced and slow learners.
7. The department possesses well distributed teaching load and teamwork among the faculty.

Scope for Improvement:

1. Feasibility of student and faculty exchange program with reputed national and international institution may be explored.
2. Language laboratory / research centre may be established to have collaborative research activities.
3. The department can explore opportunities for various internships for students with industries/agencies.
4. Workshop/seminars/FDP can be organized under the banner of reputed bodies such as UGC, ICSSR.





DEPARTMENT OF ECONOMICS

Strengths:

1. All necessary academic files, lesson plans, timetable of the teachers were properly maintained and available.
2. Teaching Learning activities of the department were well documented.
3. Best practice of the department is well established and well-functioning.
4. Community and social development of both faculty and students in women empowerment, health related activities and environmental concerns are observable.
5. Student participation and involvement in all the developmental activities are visible.
6. Department has uploaded the e-content on MS-Teams.
7. Certificate course in “Basic Statistics and Econometrics” is a good initiative taken by the department to skill and well equip the students.
8. Activities related to experiential learning are well incorporated.
9. Well maintained registers for advanced and slow learners.
10. Teaching methodologies using ICT resources are well incorporated.
11. Well maintained Departmental library.
12. Department has an area distinctive to its subject and innovative practices of the department are well documented.
13. Teaching load is well distributed among the faculty.
14. Refresher courses/ Orientation programmes/ seminars/workshops are attended by the department.

Scope for Improvement:

1. The feedback on curriculum received from students, teachers and stakeholders needs to be analyzed.
2. Feasibility of student and faculty exchange program, opportunities for various internships and Workshop/seminars/FDP with reputed national and international institution may be explored.





DEPARTMENT OF GEOGRAPHY

Strengths:

1. All necessary academic files and teaching learning activities of the department are well documented.
2. Departmental library was well maintained.
3. The department has specialized laboratory facilities with updated version of software's
4. Field trips are regularly organized by the department which helped in enhancing the knowledge of the students.
5. Best practice of the department is well established and well-functioning.
6. The strategies adopted for attainment of program and course outcomes are well documented.
7. ICT resources are used in teaching-learning process.

Scope for Improvement:

1. Department needs to explore opportunities for various internships with industries/agencies.
2. The feedback on curriculum as received from students, teachers and stakeholders needs to be analyzed.
3. Department needs to incorporate activities related to gender, equity and human values.
4. The department should try to conduct workshops/training programmes for faculty and administrative staff under the banner of reputed bodies such as UGC, ICSSR
5. Department can explore the possibilities of signing MOU with other universities/institutions.



DEPARTMENT OF HISTORY

Strengths:

1. The necessary academic files, teaching learning activities of the department, e-content were well documented and uploaded on MS-Teams.
2. Lesson plans, timetable of the teachers were well documented.
3. Best practice of the department “Mirasa Club” was well functioning.
4. Community and social development of both faculty and students under the banner of “Azadi Ka Amrut Mahotsav” were observable.
5. The department’s initiatives for enhancing the learning levels of advanced as well as slow learners were visible through their well-maintained registers.
6. The department has a well-maintained library
7. Department has incorporated activities related to gender, equity and human values.

Scope for Improvement:

1. Student and faculty exchange program with reputed national and international institution may be explored. Visiting Professors/Faculty should be associated with the department to utilize their experience.
2. Museum may be established to enable external funding and to coordinate collaborative research activities.
3. The feedback on curriculum received from students, teachers and stakeholders needs to be analysed.
4. Department can explore opportunities for various internships with industries/agencies and starting of certificate course
5. Some more innovative teaching methodologies related to experiential learning and using ICT resources can be incorporated.
6. Department should organize Archaeological workshops under the banner of reputed bodies such as UGC, ICSSR.
7. Department to look for potential industry partnerships and collaborations and research & publications.





DEPARTMENT OF MUSIC

Strengths:

1. The necessary academic files were properly maintained.
2. Students are motivated to take part in NCC, NSS and other cultural activities.
3. The department has well organized music laboratory which would result in good academic performance.
4. The department has a planned departmental academic calendar and lesson plan, timetable of the teacher.
5. Best practice of the department 'Musical Workshop' was well documented.

Scope for Improvement:

1. More musical workshops can be organized under the banner of reputed bodies such as UGC, ICSSR.
2. Departmental library needs to be maintained.
3. The feedback on curriculum as received from students, teachers and stakeholders needs to be analyzed.
4. Department needs to look for potential industry partnerships and collaborations.
5. Department needs to incorporate activities related to gender, equity and human values.





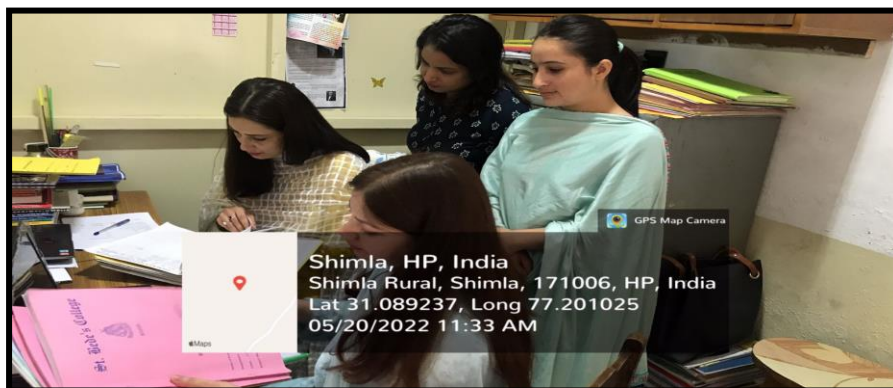
DEPARTMENT OF HINDI

Strengths:

1. Hindi language has been consistently strengthened by celebrating Hindi Diwas with great fervour at college level by organising various activities in Hindi for students.
2. Curriculum enrichment is depicted in the department through various activities organised on important National and International days.
3. Blended mode of learning is adopted by the department and is well maintained on MS Teams.
4. Personal counselling is provided to students by the teachers in value education classes to solve their behavioural problems and other.
5. Creative writing is encouraged among the students.
6. Faculty is involved in organising extension activities for the students in the department as well as at the college level to promote holistic education.
7. Multilingual teacher in the department.

Scope for Improvement:

1. Record in the accession register was not updated and was missing.
2. Department should send research proposal to funding agencies.
3. No consultancy services are provided by the department to the students.
4. Participation of students in sports/cultural activities at college/university/state level should be encouraged.
5. Less spacious faculty room.
6. Workshop/seminars should be promoted to enhance knowledge and research culture in the department.
7. Linkages/collaborations has to be promoted to promote experiential learning outside the college.
8. Extension of departmental library should be done and more books should be included in the same to provide benefit to students.





DEPARTMENT OF COMMERCE AND MANAGEMENT

Strengths:

1. Department has shown extension by having both UG (BBA, B.Com.) and PG (M. Com) courses.
2. Experiential learning is strengthened in the department through project work/field work/internship programmes.
3. Students undertake project work/internships at both UG and PG levels.
4. Department has adopted various strategies to satisfy the learning instinct of advanced learners and provides special attention slow learners.
5. Problem solving methodologies have been adopted to achieve learning objectives in the department.
6. Department has adopted blended mode of learning and also used modern techniques (ICT) in teaching learning process.
7. Personal counselling is provided by the teachers to the students through value education classes.
8. Innovation ecosystem is adopted in the department by including workshops/seminars for knowledge transfer.
9. Faculty members are engaged in book writing and publications.
10. Faculty is selected as a resource person in workshops/seminars.
11. Holistic education is promoted in the department through the participation of faculty and students in various college co-curricular activities.
12. Infrastructure, department library and accession register are well maintained.
13. Faculty is engaged in their professional growth and attends many professional development programmes/workshops/seminars consistently.

Scope for Improvement:

1. Certificate courses can be started in the department.
2. More books should be issued to students.
3. Student progression data should be updated.
4. Innovative practices can be introduced more strategically.
5. Linkages/collaborations can be strengthened.





DEPARTMENT OF NUTRITION AND HEALTH EDUCATION

Strengths:

1. Certificate course is offered by the department for the current session.
2. Inclusiveness in education is depicted in the department promoting tolerance and harmony towards community, ethics, human values among students.
3. Experiential learning is strengthened in the department.
4. Students undergo projects/field work.
5. Department initialised the community outreach activities to promote innovation ecosystem.
6. Department's best practice is depicted in a community outreach programme of nutritional survey for pregnant women especially the underprivileged ones.

Scope for Improvement:

1. Suggestions for the improvement in department should be taken from stakeholders.
2. Student participation in sports/cultural activities should be enhanced.
3. Students have no access to the department library.
4. Accession register should be updated regularly.
5. Workshop/seminar should be conducted.
6. Student progression should be updated.
7. Linkages/Collaborations should be promoted.
8. Awareness programmes should be enhanced.
9. Personal counselling/guidance should be encouraged.





DEPARTMENT OF PSYCHOLOGY

Strengths:

- The department maintains proper documentation of data for curriculum planning and implementation such as lesson plan, calendar etc.
- The department organizes several valuable activities related to gender, equity, inclusiveness and human values.
- The department provides adequate and data regarding the teaching, learning and evaluation.
- Several student centric teaching learning methods and modern teaching methodologies.
- The department provides sufficient data for teacher profile and quality.
- The evaluation process for the department has been clearly depicted along with proofs.
- The data for the number of webinars conducted by the department are well documented along with proofs.
- The data for extension activities of students as well as staff has been well documented along with proofs.
- The department properly furnishes data regarding the infrastructure as well as library of the department.
- The department provides sufficient data with proofs for the workshops and conferences attended by the faculty.
- The department has successfully implemented the best practice of celebration of World Mental Health Week.
- The department effectively portrays the performance of department in one activity distinct to its priority in the form of project work assigned to the students.
- On Call Councilor is provided to students by the department to resolve various issues of students.

Scope for Improvement:

- The attendance registers need to be properly maintained with full roll numbers and phone numbers of the students.
- The PPT of the department has to be submitted.
- The department needs improvement in research, innovation, extension.
- Stock registers need to be updated regularly.
- Student support and progression needs data updation.
- Modern training and programs related to mental health needs to be enhanced.
- More books should be added in the departmental library.
- The department can explore the opportunity to provide certificate courses related to clinical psychology, behavioral psychology as well as guidance and counseling for students.





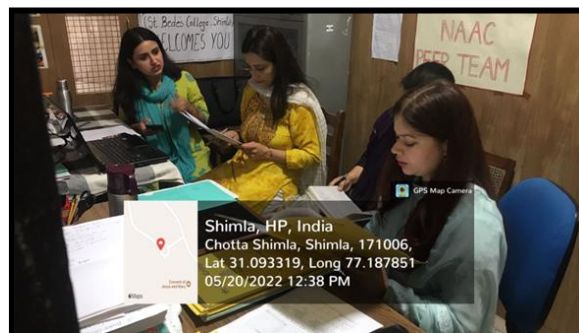
DEPARTMENT OF POLITICAL SCIENCE

Strengths:

1. The department provides sufficient data regarding curriculum planning and implementations and the proofs were well documented.
2. Several measures have been initiated by the department for promotion of gender equity, inclusiveness and human values.
3. The department organizes several special programs for the advanced and slow learners to improve their learning skills.
4. The department effectively adopts different innovative strategies for advanced teaching and learning.
5. The department successfully adopts several methods used to evaluate attainment of program outcomes and course outcomes.
6. The department takes initiative in promoting overall growth of the students by motivating them to take part in both curricular and extra-curricular activities.
7. The departmental club named 'After Thoughts' has been resumed by the faculty that sensitizes students about the issues persistent in the society such as infant feticide, witch hunting etc.
8. The department has formed an Electoral Literacy Club under the guidance of Himachal Pradesh Election Commission with an objective of spreading electoral awareness among our youth thus making them smart voters.
9. The department frequently organizes activities to make students aware about their constitutional obligations and teach them constitutional values.

Scope for Improvement:

1. The department should initiate research, innovation, extension activities.
2. More full-time teachers are required in the department.
3. Department infrastructure needs to be amended.
4. Certificate courses on constitutional obligations and values as well as political writing can be initiated.
5. More books should be added in the departmental library.





DEPARTMENT OF PHYSICS

Strengths:

1. The department promotes experiential learning and participative learning by introducing programmes like video analysis and experiments using 'tracker'.
2. The faculty members focus on enhancing the learning of students, with the use of virtual labs to do experiments using simulations.
3. One of the faculty members has been selected as a resource person for National and State level online FDPs, seminars and workshops.
4. The faculty members are involved in organising and conducting National and State-level seminars/ workshops with renowned agencies like Homi Bhabha Centre for Science Education and the Indian Science Congress Association Shimla chapter (ISCA).
5. A faculty member of the department is the editor of the international peer-reviewed college journal "The Bede Athenaeum".
6. Course and programme outcomes are well-defined for all the courses.

Scope for Improvement:

1. The faculty members could upload more E- content on Microsoft Teams for the benefit of the students.
2. The members of the department have limited research work and publications.
3. The department could involve the students in extra-curricular and extension activities.
4. Lack of hands-on experience through education and field trips.
5. The students could be encouraged to consult books from the department library to broaden their knowledge.
6. The department should collaborate with the community and NGOs for faculty exchange, student exchange, internships, field trips etc.





DEPARTMENT OF BOTANY

Strengths:

1. The department regularly assesses the learning capabilities of advance and slow learners through programmes like peer teaching, compensatory tips, memory tips PowerPoint presentations etc.
2. Programme and course outcomes are well-defined for all the courses.
3. The department celebrates National and International Commemorative days.
4. The department guides and supervises the major and minor projects undertaken by the PG students.
5. The department collaborates with different agencies like ICAR, Directorate of Mushroom Research, Solan, HFRI Shimla, HIMCOSTE, E-Cell IIT, Kharagpur, to undertake extension and research activities for the students.
6. The best practice of the department is the herbarium which has various ethno botanical important plants and ornamental plants.

Scope for Improvement:

1. The faculty members can help students understand better by providing E-content through Microsoft teams.
2. The placement and internship of the students should be strengthened.
3. The accession register of the department library should be updated and new books should be added regularly.
4. The faculty members should involve themselves in research-related activities.
5. More student-centric workshops and seminars should be organised by the department.
6. Faculty members can involve themselves in UGC Major / Minor projects and research publications.





DEPARTMENT OF MATHEMATICS

Strengths:

1. The faculty members motivate and encourage their students to undertake activities like video-making and model-making.
2. The department has a well-maintained department library.
3. The department observes days of National and International importance.
4. The teachers regularly attend faculty development programs and professional development programmes.

Scope for Improvement:

1. Students should have experiential learning through project work/ fieldwork/ field trips and extension activities.
2. Faculty members can add more E-content to the MS teams.
3. The students must be encouraged to issue books from the department library.
4. The department must organise educational trips to enhance the knowledge of students.
5. Workshops should be conducted on statistics and data analysis by the faculty members.
6. Faculty members can involve themselves in more research-related activities.





DEPARTMENT OF COMPUTER SCIENCE

Strengths:

- The students of the department take social responsibility by organising seminars for the school children to make them aware of the benefits of computers.
- The faculty members of the department are regularly involved in faculty development programmes/ workshops/ conferences etc.
- The department organised an exhibition on “Evolution in Technology” which helped in creating awareness among the students and faculty members of other departments.

Scope for Improvement:

- The department lacks in linkages like internships, field trips, research etc.
- Faculty members can counsel the students about the course at the time of admission.
- The department should maintain proper accession registers, as there are different registers in the department.
- The students should be involved in frequent hands-on training and learning through industrial visits.
- New skill-based courses related to the subject should be introduced for keeping pace with the current scenario.





DEPARTMENT OF ZOOLOGY

Strengths: -

1. All the proofs are maintained well by the department.
2. Ample activities were conducted by the department throughout the session.
3. Faculty of the department is well qualified and enthusiastic.

Scope for Improvement: -

1. Folder for “Learning by Doing” is to be made by the department.
2. All the columns need to be filled in the attendance register.
3. Notice/ proof for PTM conducted is to be submitted.
4. UGC Major/ Minor projects can be undertaken by the faulty members.





DEPARTMENT OF MICROBIOLOGY

Strengths: -

- Students of the department participate in various activities throughout the session.
- Faculty of the department is well qualified.

Scope for Improvement: -

- Commemorative days celebrated by the department is to be mentioned with proofs.
- Certificate of the students participated in the cultural activities is to be submitted.
- All the columns need to be filled in the attendance register.
- Notice/ proof for PTM conducted is to be submitted.
- Feedback report of the stakeholders is to be made.
- More faculty is required in the department.
- More books can be added in the departmental library.





DEPARTMENT OF BIOTECHNOLOGY

Strengths: -

1. Students of the department participate in various activities throughout the session.
2. Faculty of the department is well qualified.
3. Attendance registers are well maintained.

Scope for Improvement: -

1. Paper recycling proof of the students is to be submitted.
2. Certificate of the students participated in the cultural activities is to be submitted.
3. Notice/ proof for PTM conducted is to be submitted.
4. Feedback report of the stakeholders is to be made.
5. More books can be added in the departmental library.
6. Certificate courses can be started by the department.
7. UGC Major/ Minor projects can be undertaken by the faulty members.





DEPARTMENT OF CHEMISTRY

Strengths: -

1. E-contents for the students are properly maintained.
2. Faculty of the department is well qualified.
3. Consultancy services are provided by the faculty members.
4. Well maintained laboratories.

Scope for Improvement: -

1. INS-Chirag ship in-charge need to submit activity proofs.
2. Area distinctiveness of the department is to be specified.
3. Minutes of the meeting of the paper recycling unit is to be made.
4. Attendance registers to be properly maintained.
5. More activities should be conducted by the department.
6. Departmental library needs to be upgraded and books should be issued to the students.
7. Certificate courses can be started by the department.
8. UGC Major/ Minor projects can be undertaken by the faulty members.

