



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>St. Bede's College</b>
• Name of the Head of the institution	<b>Prof. Sr. Molly Abraham</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>01772842304</b>	
• Mobile no	<b>9818645774</b>	
• Registered e-mail	<b>bedescollege@gmail.com</b>	
• Alternate e-mail	<b>bedesoffice@gmail.com</b>	
• Address	<b>Nav Bahar</b>	
• City/Town	<b>Shimla</b>	
• State/UT	<b>Himachal Pradesh</b>	
• Pin Code	<b>171002</b>	
<b>2.Institutional status</b>		
• Affiliated /Constituent	<b>Affiliated</b>	
• Type of Institution	<b>Women</b>	
• Location	<b>Urban</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	Himachal Pradesh University, Shimla				
• 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 Email address	stbedesiqac@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/01/AQAR-2020-21.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/01/AQAR-2020-21.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf</a>				
<b>5.Accreditation Details</b>					
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		<a href="#">View File</a>			

9.No. of IQAC meetings held during the year	11	
<ul style="list-style-type: none"><li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li></ul>	Yes	
<ul style="list-style-type: none"><li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li></ul>	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"><li>If yes, mention the amount</li></ul>		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
St. Bede's College signed a Memorandum of Understanding (MoU) with SkillLabs on August 7, 2021, for setting up 'Financial Lab cum Incubation Centre' to provide job-oriented skills, self-employment & entrepreneurship skills, internships and placement support to the students at the college.		
The college signed MOUs with Himachal Pradesh State Biodiversity Board, Shimla to exchange research expertise between the two institutions, organize lectures on various biodiversity themes, and establish a Biodiversity Conservation Cell.		
New add on courses namely Biodiversity, Self Defence/First Aid and Fire Fighting, German, Communication Skill and Personality Development, Physical Fitness and Yoga and Nutrition and Health Education were introduced in the academic session 2021-22.		
The feedback from the stakeholders was collected and analysed for the session 2021-22.		
The internal and external academic and administrative audits were conducted in the month of May 2022.		
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
Establishment of an Incubation Centre.	The college signed a Memorandum of Understanding (MoU) with SkillLabs on August 7, 2021, for setting up 'Financial Lab cum Incubation Centre' to enhance the employability of graduates by imparting required workforce skills through experiential learning.
To introduce more add on courses	New add on courses namely Biodiversity, Self Defence/First Aid and Fire Fighting, German, Communication Skill and Personality Development, Physical Fitness and Yoga and Nutrition and Health Education were introduced in the academic session 2021-22.
To sign MoUs	The college signed various national and international MoUs.
Internal and External Academic and Administrative Audits of the departments and college to be conducted	Internal and External Academic and Administrative Audits of the departments and college were conducted and analysed.
Submitting the AQAR for the year 2020-21.	AQAR was submitted on NAAC portal on 11th January 2022.
Webinars to be organised.	Many webinars were organised during the year by various departments and societies.
Green and energy audits to be conducted	Energy, Green and fire audits were conducted for the session 2021-22.
To organise extension activities	Several extension activities were organised by various societies, clubs and departments.
Feedback from stakeholders	The feedback from the stakeholders was collected and analysed for the session

	2021-22.
To apply for NIRF	The college submitted data for NIRF.
To organise IPR activity	The Biotechnology Department of St. Bede's College organized a lecture on Intellectual Property Rights on November 26, 2021.
To organise Development Programmes	Development programmes were organised for the teaching and non-teaching staff.
To organise PTM	PTM was organised on 26th March 2022.
Women Cell to organise activities	Women Cell of the college organised various activities in collaboration with other societies and organisations throughout the year.
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?	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	07/09/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	22/12/2022
15. Multidisciplinary / interdisciplinary	
<p>The focus of the NEP 2020 is on making education holistic and multidisciplinary, it will have far reaching effects by making the education system flexible for developing intellectual aesthetic, social, physical, emotional, and moral competencies of students. St.</p>	

Bede's College has implemented the CBCS prescribed by HPU and is well equipped to implement NEP regulations in its curriculum through multidisciplinary approach, allowing the students to study combination of subjects from various streams including Humanities, Science, and Commerce exploring their areas of interest as envisaged in NEP 2022. To disseminate the information of NEP 2020 a committee of NEP has been constituted to initiate discussion among faculty on its key principals. The college organises FDPs and encourages faculty to attend orientation and training programs on NEP to upgrade their knowhow on new curriculum and pedagogical reforms. The college has a well furnished and spacious infrastructure, modern teaching resources, learning management system integrated with ERP software for blended project-based teaching. Internships, sports, and extra-curricular activities organised by the constituted committees, clubs and societies of the college have already been incorporated into the curriculum through CCA. Extension activities conducted by NCC, NSS, Red Ribbon Club, Community Outreach Cell etc. foster social responsibility, addressing the need for social connect through education. Already introduced add on courses emphasising on skill development and newly set up Skill Cum Incubation Centre promote holistic and multidisciplinary education indicating that the college is well equipped to implement NEP 2020. However, it could not be implemented in 2022-23 session being an affiliate of HPU which plans to implement the policy from the session 2023-24.

#### **16.Academic bank of credits (ABC):**

ABC is a virtual repository which enables students to deposit, transfer and redeem credits facilitating multiple exit and entry. The learners will have the flexibility to move from one disciplinary area of study to another by securing the required credits in the chosen area of study. This will also enable flexibility for learners to move from one institution to another and enable them to have multi and /or interdisciplinary learning. There will be a blend of both traditional classroom instruction and online teaching and examinations, facilitating switching to alternative modes of learning. The college encourages students to enrol and complete courses offered by National schemes like Swayam, NPTEL and shall be considered for credit transfer and credit accumulation under ABC. The concept of ABC is a welcome step, and the college is committed to implement it in letter and spirit and registered skill based vocational courses will be launched as soon as NEP is implemented by HPU.

#### **17.Skill development:**

The college focuses on skill-based courses to enable students to

acquire desired competency levels. The college has already been running skill related add on courses such as communication skills and personality development, foreign languages, tally, physical fitness and yoga, web designing, core java, nutrition and health education and self defence. There are courses with external organisations through MOUs for hands on training and to equip the students to face the challenges of the job market. The Placement Cell of the college organises capacity building and career guidance programmes, campus drives, training programmes like mock interviews, group discussions, and guest lectures by inviting experts from various industries. The students are encouraged to pursue internships, fieldworks, industrial visits, project work etc to provide them with experiential learning and skill development. The students are encouraged to undertake editorial work, design newsletters, magazines, organise webinars, seminars, contest elections and co-curricular activities etc to develop their leadership and organisational skills. Field surveys, industrial visits, inter college activities, mentoring, social outreach programs are organised regularly to enhance experiential learning. MOU with SkillLabs for setting up Financial cum Incubation Centre would provide internships, placement support enabling students to learn job-oriented skills thereby opening up avenues for self employment. The college proposes to start more skill development courses on some of the emerging and demanding areas as per the recommendation of NEP 2020.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The college encourages learning of National language Hindi by offering it in UG programs and as a compulsory paper to first year and second year students of Humanities and Commerce. Various electives, generic and AECC courses educate the students on ethics, gender, equality human values and environment. Magazine offers students to hone their writing skills in both English and Hindi. To celebrate and project cultural, regional, linguistic, communal, socioeconomic diversities various societies and clubs organise 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. The college encourages and fosters linguistic diversity by organising various events to celebrate Hindi and Matrabhasha Diwas. EK Bharat Shrestha Bharat Club promotes communal harmony by organising different activities with its paired state Kerala. Special days and festivals are celebrated with equal fervour irrespective of community religion and language. College students showcase vibrant traditions through local folk and tribal



dances in cultural activities held from time to time. Community awareness programmes, blood donation camps, health literacy month campaigns on cleanliness, plastic and waste management, drug abuse, HIV/AIDS, visits to old age homes, orphanages, villages and schools instil the spirit of responsibility and humanity.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

All programs offered at UG and PG level in Humanities, Science and Commerce are designed under Outcome Based Education (OBE) paradigm by Himachal Pradesh University. The college has implemented the outcome-based education with Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). During the induction programs the students are oriented to the outcome-based education and PSOs and Cos are also explained to them before the commencement of the course. The students can assess the course at various cognitive levels of remembering, understanding, applying, analysing, evaluating, and creating. Performance in internal assessment, mid-term and end term exams, achievements in extra-curricular activities, academic progression to reputed institutions, internships, placements, feedback from stakeholders are the mechanisms to measure the attainment of POs and COs.

#### **20.Distance education/online education:**

Covid- 19 pandemic compelled the educational institutions to adopt digitalization to run the institutes smoothly without causing inconvenience to its their stakeholders. To ensure uninterrupted and smooth teaching, the college shifted to online learning management system to keep the student centric teaching going. 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 teachers, e-content and open collegiate activities. Online public access catalogues, a digital database in the library allows students and faculty to access a large collection of resources in the form of e-books and journals. The students are motivated and encouraged to take courses such as Swayam, NPTEL, Coursera etc, to widen their knowledge and enhance their employable skills. The students and faculty have experience of getting into the blended learning which is a requirement of NEP. Admissions, entrance tests, payment of fees, filling of examination forms, attendance, CCA, alumnae registration are processed online through ERP depicting that college has adopted digitalization successfully, promoting transparency and accountability. Online teaching tools along with SMS, e-mail have enhanced the involvement of all the stakeholders, allowing them to stay connected with college activities.



## Extended Profile

1.Programme	
1.1	459
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.Student	
2.1	1095
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	<a href="#">View File</a>
2.2	162
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	364
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.Academic	
3.1	54
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	37
Number of sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	108.16
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	118
Total number of computers on campus for academic purposes	

## 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 institution ensures effective curriculum delivery through a well-planned and documented process. Being an affiliated college of H.P.U., it strictly follows the syllabus prescribed by the university. The academic calendar is prepared at the outset of the session. The information on academic, curricular and extension activities planned by various committees is collected and after due deliberations with Principal, IQAC, Academic Monitors and Society/Club conveners, it is uploaded on the college website. An orientation program is organised prior to the beginning of classes to give an overview of the complete realm of the college life. The teachers conduct both offline and online classes following the hybrid mode of teaching and assess students' performance through continuous evaluation by conducting a series of interactive activities like assignments, power point presentations, group discussions, webinars, etc. for effective curriculum delivery. Slow and advanced learners are identified in the classes by the teachers and extra classes are conducted to help them accordingly. The college strives to achieve academic excellence through timely

recruitment of new staff, introduction of regular new add on courses, faculty development programs, bridge courses, preparation of course plans, parent teacher and departmental meetings and taking comprehensive feedback from students, teachers and alumni.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf</a>

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

The academic calendar of the college is prepared by IQAC, Academic Monitors, HOD's and Conveners of various societies taking into consideration the schedule of teaching, examination, vacation, and other activities of the affiliating university. The college adheres to the academic calendar which includes a systematic mechanism for the Continuous Internal Evaluation (CIE), including the conduct of academic, co-curricular and extracurricular activities. The students are informed about the CCA, exams, practical, and marking pattern through notice boards, college website, prospectus, during the orientation programs and in their respective classes, facilitating the efficient implementation of the curriculum. The students are awarded internal assessment based on attendance, performance in class tests, and assignments, quiz, projects, group discussions etc. Tentative dates for the above-mentioned assessments are planned meticulously. The answer sheets of the mid-term exams and class tests are evaluated and shown to the students with suggestions for improvement. The internal assessment is compiled and submitted by the teachers to the moderation committee for review which monitors the overall internal assessment and sends it to the HoDs to get it signed by the students. The grievances if any are addressed before its final submission on the college ERP and on the University Portal.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

974

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 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 college remains committed to issues related to professional ethics, gender, human values, and environment and sustainability in line with its Motto 'Non-Nobis Solum' (Not for oneself alone) by integrating these into the curriculum. The code of conduct in consonance with UGC guidelines clearly mentions the ethics to be followed by students and staff and these have been uploaded on the college website. The NSS, NCC and Environment Cell of the college are active in implementing environment sustainability by organizing swachhta pakhwada, tree plantation, street plays, awareness campaign drives etc. The Women Cell addresses gender issues by organizing activities like Panel Discussion on Women: The Pillar of Life, Live show on doordarshan on International Women's Day, Workshop on Aspiring Women, Role Play on Pioneer Women in India, etc. Human values are nurtured through a well-structured mentoring system, organisation of blood donation camps, creation of a database of blood-groups of college students and value education classes. Besides this, the college instils right attitude and humanitarian values in the students by regularly commemorating special days to spread the message of peace and unity. The investiture and office laying down ceremonies inculcate a sense of responsibility and commitment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

97

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

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

**B. Any 3 of the above**

**Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	<a href="https://www.stbedescollege.in/stakeholders-feedback/">https://www.stbedescollege.in/stakeholders-feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stbedescollege.in/stakeholders-feedback/">https://www.stbedescollege.in/stakeholders-feedback/</a>

**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 students admitted during the year**

**360**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**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**



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

At the entry level, the learning ability of the students is identified on the basis of Class XII marks. Slow and advanced learners are classified based on the students' qualitative, problem solving, analytical thinking skills and on the basis of their academic performance and class interaction.

**Programmes for Slow Learners:-** Slow learners are guided, motivated and supported through counselling, remedial classes and peer teaching. Their progress is assessed periodically and doubts are resolved after regular class hours. Extra learning materials are made available to the students by uploading these on LMS platform. Mentors also motivate and encourage them to participate in extra-curricular and departmental activities to develop their skill and build confidence.

**Programmes for Advanced Learners:-** Advanced and articulate learners are engaged to write papers, undertake editorial work, internships, Swayam and add on courses. They are motivated to take part in placement drives, represent in seminars, webinars and workshops and participate in inter collegiate competitions channelizing their full potential. To explore their leadership skills they are motivated to contest elections and become members of various cells and societies. They are given freedom to explore contents beyond the syllabus and use e-platforms to develop their conceptual and research skills.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/2.2.1-Advanced-Slow-Learners.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/2.2.1-Advanced-Slow-Learners.pdf</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1095	54

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

Focusing on learning by doing, practicing and reflecting, the college gives opportunity to students to explore core discipline, generic elective, and skill enhancement courses, providing academic flexibility.

**Experiential Learning:-** Forming an integral part of the teaching learning process experiential learning is implemented through hands on training in laboratories, industrial visits, field trips, surveys, visits to research institutes, etc. Extension activities, workshops, literary meets, internships, book reviews, paper presentations, editorial work, designing of magazines, newsletters and brochures develop their employability skills.

**Participative Learning:-** Class Presentations, projects, debates, group discussions, peer teaching, panel discussion, declamation and fun contests, role plays, seminars, skits, webinars, workshops, exhibitions, street plays, literary meets, inter-college competitions, talent shows encourage participative learning. School adoption programmes enable students to interact with the under privileged, teaching teamwork and contributing towards participative learning.

**Problem Solving Methodologies: -** Students are trained in problem solving skills through case studies, open book tests, assignments, charts, diagrams, brain storming, quizzes etc. They are involved in report writing and organization of college and departmental functions, webinars etc. They are encouraged to contribute in the form of poetry, articles, short stories, book reviews, cross words etc. for the college magazine and department newsletters.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/2.3.1-New.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/2.3.1-New.pdf</a>

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

ICT based learning is encouraged by optimal use of computers in the computer labs, cyber café and resource centre. All the departments share the latest audio-visual technology equipped seminar hall and auditorium for academic and co-curricular activities. Faculty members have prepared and uploaded e-resources on institutional LMS platforms in the form of videos, power point presentations, digital material, question banks etc. creating a repository of knowledge for the students.

The faculty development programmes are organised regularly under the aegis of IQAC for the development of e-content and use of e-resources. The entire campus is Wi-Fi enabled with LAN based facilities for effective teaching learning process. The college has effectively adopted LMS and SMS feature of WhatsApp and emails for college work and for effective and speedy communication.

Examination process like filling of forms, obtaining admission cards, uploading CCA is done through ERP software. Automated library with Infilbnet and N-list provides online access to e-resources. Each society / cell and department organises online interactive and group activities ranging from elections to poster making, painting competitions, debates, webinars to enhance the learning experiences of students. The faculty also uses the LMS platform to assess the students through assignments, mock tests, quizzes and presentations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

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

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

23

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

500

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

The internal evaluation mechanism of the college is transparent and follows the norms of the HPU. The pattern and criteria for internal assessment and continuous evaluation are communicated to the students through college website, notice boards and college prospectus. The freshers are informed about CCA during the orientation programmes at the beginning of the session and during classes from time to time. The internal assessment is based on students' mid-term results, their ability to comprehend, retain and respond in classes and their participation in academic, extra-curricular and co-curricular activities. Attendance is a part of internal assessment which is regularly uploaded by the faculty members on LMS- campus whizz. The evaluated answer scripts and marks are shared with the students and they are encouraged to clear their doubts. Weak students are counseled and remedial classes are conducted for them. Retests are allowed on genuine grounds. The moderation committee verifies the final internal assessment and to maintain transparency gets it signed by the students. The final internal assessment is uploaded on the University Portal after addressing the grievances of the students if any. PTMs are conducted and parents are informed about their ward's performance and progress.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/Supporting-Documents-1.1.1-a-CCA-1.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/Supporting-Documents-1.1.1-a-CCA-1.pdf</a>

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

For complete transparency in the internal assessment, examination committee, moderation committee and grievance redressal cell have been constituted in the college. The students are informed about the components of the internal assessment in the beginning of the session and in classes. All assessments regarding class tests, assignments, quiz, papers presentations, group discussions, practicals, viva voce, mid-term tests etc. are returned to the students with feedback for improvement. The discrepancies are rectified promptly, and teachers maintain the record of CCA which is submitted to the moderation committee for verification.

The moderation committee forwards the internal assessment to the HoDs to get it signed by the students. Grievances, if any, are addressed and discrepancies in the internal assessment are rectified by the teachers immediately and the final marks are uploaded on LMS and the university portals. Concession in attendance is given to those deserving students who had missed classes due to participation in extension activities and retests are allowed in case of illness or some genuine reason.

Students are allowed to apply for revaluation. The grievances related to out of syllabus questions, clashes of date sheet, etc. are forwarded to the university for the needful action.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">Nothing to add</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The clearly stated POs, PSOs and COs as per HPU guidelines are displayed on the college website. Students are informed about the learning and course outcomes through the college website, prospectus and in the classrooms during departmental orientations at the commencement of the session. The POs and COs impart knowledge about the scope and content of the discipline helping the students to enroll for the desired programme. The POs and COs also make students aware about important career options, possibilities for employment and research.

Students and parents are also informed about the learning outcomes and objectives of the program during the counselling sessions at the time of admission. Formal lectures, meetings, interactions and experiences shared by well established alumni also give real insight to the students about the scope of their program in the professional world. Suggestions and feedback from students, alumni and parents also give input about the relevance of the course. Teachers regularly attend induction programmes, orientation, and faculty development programmes to update and develop the teaching learning evaluation methodologies. The lesson plans drafted by individual faculty members serve as a roadmap allowing them to follow a logical teaching structure to deliver the curriculum effectively.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stbedescollege.in/program-specific-outcomes/">https://www.stbedescollege.in/program-specific-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The POs, PSOs and COs as stated in the syllabus are communicated and evaluated at regular intervals as per HPU guidelines. To accomplish the program and course outcomes, course plans and time schedules of various academic, curricular and extra-curricular activities are strictly adhered to.

The performance of the students is continuously monitored through multiple assessment methodologies to evaluate the attainment of program and learning outcomes. The direct evaluations as guided by Himachal Pradesh University is through continuous internal evaluation which includes class tests, quizzes, paper presentations, group discussions, case studies, project work, practical, viva voce, mid-term tests and the final result of the university examination.

The social commitment of students is assessed through their participation in community outreach and other extension activities organised by NSS, NCC, Community Outreach Cell, Red Ribbon Cell and other societies and various departments of the college.

The indirect evaluation of attainment of program and course outcomes is measured through students' progression to reputed institutions,



placements in different departments, self employment, internships, performance in competitive exams etc. Feedback from parents, students and alumni also help to give an insight about the level of attainment of program and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">Nothing to add</a>

### 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

364

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/2.6.3-Additional-info.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/2.6.3-Additional-info.pdf</a>

### 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/2022/12/2.7.1-SSS.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)

**Nil**

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 teachers recognized as research guides (latest completed academic year)****3.1.2.1 - Number of teachers recognized as research guides****Nil**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

**3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year****3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****00**

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	<a href="#">Nothing to add</a>

**3.2 - Innovation Ecosystem**

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college provides students a conducive learning environment for innovating and creative thinking. The research committee assists teachers in preparing research papers and projects, as well as publishing Bede Atheneum, a peer-reviewed research journal for the exchange of ideas and new concepts. The Placement Cell hosts placement drives and talks on entrepreneurship development programmes. Students conduct field surveys, training and internship programmes, projects, editorial work, and add-on courses to get practical experience. Students use the language laboratory to improve their communication skills. They are encouraged to design calendars, magazines, brochures etc. to develop their creativity. The college helps young females to build leadership abilities by grooming them via elections. Societies involve the students in arranging cultural and extracurricular activities, allowing them to develop their management skills. Skill Labs is a new initiative undertaken by the college which aims to improve the employability of graduates by imparting skills through experiential learning. Through an innovative concept, the college has created a database for blood donation when requested by hospitals in and around the locality, with the goal of providing a humanitarian service to society. The students learn how to convert wastepaper in a paper recycling machine.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nothing to add</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="#">Nothing to add</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

#### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - 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 undertakes social responsibility by engaging the students in several extension activities. The college involves students in community-based learning activities like tree plantation drives, clean India campaigns, nukkad nataks, debates and campaigns on issues like disaster management, environment juvenile justice', poster making competitions on hygiene, waste management, prevention of drug abuse, HIV/AIDS etc. Webinars on mental health, breast cancer and mindful eating are organized to expose youngsters to cross cutting issues. NSS organizes several blood donation camps whereby faculty and students donate blood, fostering the spirit of responsibility towards humanity. Zoology department in collaboration with the NCC unit, under 7 HP(I)Coy, has introduced an innovative concept in which a donor data base for Indira Gandhi Medical College and Hospital Shimla has been created where students donate blood further strengthening the community outreach program of the college. St. Bede's has recently adopted a village at Dhanan, Dhalli Panchayat through which students are encouraged to work for community. Various commemorative days like International Day of the Girl Child, International Women's Day, World AIDS Day, Human Rights Day are celebrated by conducting special lectures, debates, panel discussions, seminars, webinars, presentation etc. to increase awareness towards society.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/Voluntary-Blood-Donation-Initiative.docx.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/Voluntary-Blood-Donation-Initiative.docx.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

**3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.4.3 - 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**

**3.4.3.1 - 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**

112

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

**3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2588

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

### 3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

#### 3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

64

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

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

## 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.

The lush green and pristine campus spread over 10.3 acres, is Wi-Fi enabled and has an administrative block, four teaching blocks which have 26 spacious and well-furnished classrooms. The hostel accommodates 200 students and provides the best facilities to the residential students. There are 23 laboratories for experiential learning equipped with the latest instruments and equipments for



pursuing excellence in academics and research. The communication skills of the students are honed in the language lab. The college offers music and dance facility to the students, with specially designated rooms equipped with well maintained musical instruments. All departments have faculty rooms, laptops and departmental libraries, for carrying out the academic work. ICT based learning is encouraged by optimum usage of smart boards and computers in the computer labs, cyber cafe, library, staff room and resource centre. The college has a large well stocked library with ample sitting and reading area and an archive section comprising rare and ancient books. Inflibnet, N-list provides access to innumerable e- books and e- journals. The library has a digital resource centre with computers, printers, reprography and scanning facility. The library also has a book bank facility to help economically weaker students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/4.1.1-teaching-learning-facilities.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/4.1.1-teaching-learning-facilities.pdf</a>

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

Availability of requisite infrastructure facilitates a wide range of indoor and outdoor activities. A media equipped spacious and multipurpose auditorium, serves as a venue for organising innumerable college activities. It has an advanced sound system which includes 22 channel mixers, collar and cordless mikes, and a digital podium, along with screen, and projector for providing the best facilities for varied activities. The seminar hall facilities like touch screen based Interactive Panel, with video conferencing and high quality sound system.

An open-air courtyard is utilized for enacting street plays, disaster management demonstrations, etc. The college has an open stage. which is used for open air stage events such as dramas, role plays, speeches etc. Physical education as an elective discipline encourages the students to indulge in different kinds of sports. The students join the NSO cell and participate in numerous sports events organised throughout the year. The college provides coaching facility for athletics, basket ball, badminton, table tennis, chess, and yoga etc. The common room is the recreation centre with

facilities for indoor games like table tennis, carrom board, chess etc. A television is also installed for the students. Gymnasium equipped with training equipment helps in improving the physical well-being.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/sports/">https://www.stbedescollege.in/sports/</a>

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

7

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

#### 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)

108.16

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library is fully automated and well stocked. It has a collection of 3239 text books, 2275 reference books and 30 journals. There are 15 computers in the library to access e- resources for academic and research purposes. Photocopy machine and kindles are also available for the users. The accession and arrangement of books is according to Dewey Decimal Classification System 18th editions. The library uses fully automated ILMS software campus whizz version CW 2.03 for data management. Students and faculty can access numerous e- resources through INFLIBNET and N-list. The Online Public Access Catalogue (OPAC) is an online database which enables searching the collection of books and other resources in the library. The new titles are displayed in the new arrival showcase near the entrance.

The Archives section has a collection of historical books that are rare and valuable. This section has resources that document the college history through audio visual aids.

A Library Committee gives suggestions to improve library services, recommends titles of new books, organises book talks, book exhibitions etc. It also organizes an orientation program for the first year students at the beginning of the new academic session and Inflibnet workshop for the newly inducted faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.stbedescollege.in/library/">https://www.stbedescollege.in/library/</a>

**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**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 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)

132169

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 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

36

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

## 4.3 - IT Infrastructure

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

The college has effectively adopted the ILMS software campus whizz and made the most of available ICT tools for pedagogical practices. The IT facilities available in the college are periodically updated to meet the growing needs of digital learning. The entire campus is Wi-Fi enabled with JioFibre speed of 20 Mbps.

For hardware configuration, the college has installed and provided 120 desktops and 23 laptops, 12 printers, 7 printers cum scanners, 5 photocopy machines, an interactive touch screen panel, 6 interactive smart boards.

The college has adequate networking facilities; it is connected through LAN and Wi-Fi for the internet facility and printer sharing. The faculty members, accounts office, administration staff and

library use the campus management software, campus whizz which automates the entire spectrum of functions such as admission, student attendance etc.

For CCTV surveillance facility 49 CCTV cameras have been installed. The college has a 70 KVA generator and computers having a UPS facility for the power back up. A licensed copy of antivirus has been installed on all computer systems to ensure cyber security. Specific websites have been blocked with Internet access management software. The information of all college activities, events can be accessed through the college website [www.stbedescollege.co.in](http://www.stbedescollege.co.in).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/ict/">https://www.stbedescollege.in/ict/</a>

#### 4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

## 10.76

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 management of the college audits the physical infrastructure and looks into the requirements in a consistent manner. Purchase Committee of the college hold regular meetings to approve necessary purchases for the maintenance of the college infrastructure.

A memorandum of understanding (MOU) has been signed by the college with the Small Industries Development Bank of India (SIDBI) and a grant of Rs. 5, 00,000 has been sanctioned for setting up a Financial lab cum Incubation Centre. The stitching and cooking labs of the department of home science along with the attached washrooms are being upgraded with the grant received from SIDBI.

The Library Committee undertakes maintenance measures like procurement of books, weeding of unwanted material and books, binding of books etc periodically; stock verification is carried out, wherein the lost books are replaced or written off.

Regular maintenance of the infrastructural facilities and equipment is done by qualified and trained supporting staff. Hardware issues, installing, using and understanding of software programs, are managed by the computer lab assistants. The Canteen Committee monitors the operation of the canteen. The pristine campus is looked after by a gardener, providing an excellent learning environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/4.4.2-front-page.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/4.4.2-front-page.pdf</a>

## 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

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Data Template)	<a href="#">View File</a>

**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	<a href="https://www.stbedescollege.in/value-added-add-on-courses/">https://www.stbedescollege.in/value-added-add-on-courses/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 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 benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent 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**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

8

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### 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

90

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

## 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.

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 at St. Bede's college is a platform of representatives through which students are encouraged to work in partnership with college management and staff to become involved in

the affairs of the college, community leadership, and decision-making. The Student Council is elected by the student body after careful screening criteria. The election of the office bearers is completely transparent to ensure that the Student Council can create a sense of ownership of the college and its activities among the student population. The SCA representatives are a part of various societies and committees and are constantly involved in the college activities. The Admiral, Vice-Admiral and a few Presidents of the societies are a part of the academic development council of the college like the IQAC, Student's Grievance Redressal Cell, Internal Complaint Committee, Discipline Committee, and Placement Cell. Here they are involved in decision-making processes and their views are heard and considered. The SCA is ably guided by two staff advisors who organise orientation meetings with the elected SCA to apprise the council of the responsibilities that come with leadership. The Student Council helps nurture communal tolerance through volunteerism and service to others and is responsible for all awareness initiatives.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/student-council/">https://www.stbedescollege.in/student-council/</a>
Upload any additional information	<a href="#">View File</a>

### 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

66

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

## 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 college has a registered Alumni association (EBA) that contributes significantly to the development of the institution through support services which include sharing expertise, motivational talks and sharing of avenues for placements.

Due to fresh covid restrictions announced by the government, the annual general meet of the alumni could not be organized physically. However, frequent virtual interactions were maintained through two WhatsApp groups created for this purpose. Around 400 alumni were brought together on this platform and the older students deliberated upon new ideas and strategies, beneficial to their alma mater. Alumnae specializing in and having experience in relevant fields were asked to come forward as guest speakers in webinars organized by the various departments.

Virtual meet with the alumnae was held on Zoom on March 12, 2022. It was decided to hold fresh elections to constitute the representative council of the alumni society in May/June 2022. The members were also encouraged to take active interest in the extra-curricular activities of their alma mater by providing career counseling and initiating awards for the needy and deserving meritorious students. The meet ended on a positive note with a promise to meet soon and draw up an action plan for alumni interactions.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/alumni/">https://www.stbedescollege.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## 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

The college is committed to its mission and vision in all its actions and ensures decentralized and participative governance.

The management involves the staff in quality assurance and development activities of the college by constituting various committees like Prospectus Committee, IQAC, Admission Committee, Timetable Committee, Examination Committee, RUSA committee, UGC Committee, Research Promotion Cell, Grievance Redressal Cell, and Internal Complaint Committee. Students also participate in governance through the elective Student Council.

IQAC conducts meetings with all the conveners, HODs, and Academic Monitors to chalk out the perspective plan. All the policies and plans related to academics, research, administration, finance, infrastructure development, and curricular and co-curricular activities are planned and executed by ensuring the fulfillment of the vision and mission of the college.

The NSS, NCC, Community Outreach Cell, Women Cell, Environment Cell, Red Ribbon Club organize various extension activities to inculcate a sense of social responsibility, environmental consciousness and awareness amongst students.

Regular training and skill enhancement programmes are conducted for the staff.

Effective feedback mechanism, up-gradation of the infrastructure for online teaching, MoU and linkages with national and international organisations help in achieving academic excellence.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/motto-vision-mission/">https://www.stbedescollege.in/motto-vision-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

The functioning of the college is highly decentralized and democratic in nature. The Management, Principal, IQAC, academic

monitors, conveners of various societies and student council play a vital role in the design and implementation of policies.

To mark the culmination of literary and extra-curricular activities and the completion of one year term of the student council, annual prize distribution function and office laying down ceremony were organised on the same day. For the smooth conduct of these two big events the following committees were constituted:

- Organizing Committee: To arrange trophies, medals and certificates for the prize winners.
- Reception Committee: To welcome, receive and usher the chief guest, other dignitaries, parents and media to the venue.
- Hall Arrangement Committee: To look after the necessary arrangements and decoration of the venue.
- Technical Committee: To make technical arrangements.
- Discipline Committee: To maintain discipline in the auditorium.
- Hospitality Committee: To arrange refreshments for the guests, parents, and prize winners.
- Cultural Committee: To organize a cultural program.

In furtherance of this objective, decentralization and participative management is encouraged by involving the staff and students to organize events in this regard.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/annual-prize-distribution.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/annual-prize-distribution.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In alignment with the vision and mission of the college, the principal along with IQAC, HOD's, conveners of societies draft the strategic plan for academic excellence.

In 2021-22, the college undertook many initiatives as a part of the perspective planning and recognizing the importance of promoting innovative and entrepreneurial skills, signed a memorandum of understanding (MoU) with SkillLabs for setting up 'Financial lab cum Incubation center'. The incubation centre would provide job-oriented

skills, self-employment, internships, and placement support to the students at the college. The centre would facilitate the rehabilitation of local potential women entrepreneurs whose livelihood has been affected by recent pandemic by providing requisite training and technical know how to set up own ventures and get new age digital skills and understanding of various assistance schemes. SkillLabs conducted various placement drives in the college and plans to organize following activities in the future:

- Conduct Webinar/Seminar/Workshops on entrepreneurship opportunities and support system for the students to help them run their own enterprises.
- Conduct placement drives.
- Provide projects and internship opportunities to students.
- General career guidance and counseling.
- Marketing & branding guidance to support admissions and start add-on programs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf</a>
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 has a well-defined organizational structure that functions in a decentralized mode. The governing body of the college consists of the Central Management, College Management, the Principal, and the IQAC. The Internal Quality Assurance Cell (IQAC) of the college plans, monitors, and guides to execute quality enhancement academic, non-academic, and administrative activities of the colleges.

There are various committees, and societies, constituted in the college with well-defined roles and responsibilities. The conveners of these societies along with other members plan and facilitate finances, administrative, academic, and curricular initiatives.

Anti-Ragging Cell, Internal Complaints Committee, and Grievance Redressal Cell work to safeguard the rights of the students. The



library committee helps in maintaining the quality academic culture in the college.

The Examination Committee is responsible for the conduct of midterm and end-term examinations. The purchase committee invites and analyzes quotations and ensures that proper procurement procedures are followed.

The college also follows service rules, promotional and recruitment policies as prescribed by the UGC Regulations, 2018 and NCTE Norms, 2014 as adopted by Himachal Pradesh University, Shimla.

The student council assists in organizing various cultural, recreational, sports, and academic activities under the guidance of the staff advisory committee.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.stbedescollege.in/organogram/">https://www.stbedescollege.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user inter faces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

## 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 effective welfare measures for its teaching and non-teaching staff for their efficient working. The various welfare schemes implemented are as given below:

- Both teaching and non-teaching staff are provided casual leave, earned leave, maternity leave, paternity leave, psychological counseling, and retirement benefits like Gratuity, EPF, EDLI, GIS, NPS as per Government rules.
- For the holistic professional growth of the staff, regular workshops, seminars, and special talks are organized by the college. The staff is also granted duty leave and financial assistance to attend orientation/ refresher and faculty development programs to acquire the latest skills.
- There is a provision for granting fee concession to the wards of teaching and non-teaching staff.
- For physical fitness and well-being, the college has a gymnasium and sports facilities.
- Both teaching and non-teaching staff have a facility of free wi-fi, and access to free e-resources.
- Class IV staff are provided uniforms and quarters within the college campus.
- Departmental rooms with laptops, wi-fi facility, a well-equipped library, and other amenities are available to bring efficiency to the functioning of the college.
- The grievance redressal cell and internal complaints committee receive and take cognizance of complaints raised by any staff member.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

### 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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **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**

44

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

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

The performance appraisal of teachers based on their academic, research, and other extracurricular activities is done through the following modes:

#### 1. Feedback from Students

The performance of a teacher is appraised through a teacher evaluation feedback form filled by her/his students. The feedback forms so collected are evaluated by the principal with the help of IQAC and the data analysis committee. The appraisal results are discussed with the concerned teachers and plans for improvement and follow-up actions are worked out.

#### 1. Performance Review Discussion

The principal continuously conducts discussion with the faculty members and provide them feedback on their professional development and enhanced performance levels.

#### 1. Annual Confidential Report (ACR)

Following the performance appraisal procedures as per UGC norms, every year teachers fill up their self-appraisal performance form, which is provided by the Directorate of Higher Education, Govt. of H.P.

the

## 1. Through Department Audits

To review the performance of all the departments the IQAC, reviewed the administrative and academic progress in 2021-22 and the evaluated report was submitted to the principal. The areas requiring quality improvement were communicated to the respective departments.

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

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

## 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 internal and external financial audits are conducted regularly in the college.

For transparency, the college has constituted a purchase committee that follows proper procedures like inviting quotations, comparing prices, etc.

A private CA has been appointed by the college for the checking of all the vouchers of payable bills and other documents related to balance sheet, general fund income, expenditure, and receipt and payment accounts. The CA reconciles the bank statements and after proper verification, issues the utilization certificate for all the funds, including those obtained from UGC and RUSA.

Management from the congregation of Jesus and Mary, New Delhi regularly visits the college and checks the files, receipts, and every payment.

A separate audit is done for the budget statement of NSS, PTA, and Career Oriented Programs.

Every department maintains a stock register which is audited by the purchase committee.

**External audit:**

The Chartered Accountant appointed by the college performs the annual external audit by checking the bills and vouchers and finally issues the utilization certificates.

**Government Audit**

The final external audit of the accounts is carried out by Himachal Pradesh Accountant General. Audit objections if any are settled by the office promptly.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

**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)**

4631722.6

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

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

Focusing on students' growth, the college mobilizes resources with proper planning and optimal utilization.

The HoDs, librarian, office, and society conveners submit their requirements before IQAC members who prepare and approve the budget.

The college receives grants for infrastructure augmentation, building and campus maintenance, sports and gymnasiums,

laboratories, ICT facilities, and other physical needs in the library from the funding agencies like UGC and RUSA. To look after and monitor the utilization of these grants as per the guidelines of respective agencies, the college has formed UGC and RUSA Committees.

The fees and some other funds received from the students under self-financing schemes are used to pay the salary of the contractual staff and in conducting teaching /learning programs and extra-curricular activities.

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

The needy students and the wards of non-teaching staff get assistance in the form of fee concessions and scholarships.

To maintain transparency, every transaction is supported in the form of vouchers and is properly documented through campus management software.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

## 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

For quality enrichment the two practices institutionalized by the IQAC are:

### I Signing of Memorandum of Understanding (MOUs)

MOUs were signed between St. Bede's College and

- SkillLabs to enhance the workforce skills through experiential learning.
- Himachal Pradesh State Biodiversity Board, Shimla to exchange research expertise and establish a Biodiversity Conservation Cell.
- Tally Institute of Learning SDPI, Shimla and NSIC (National Small Industries of India) for Core Java and Web Designing

courses.

- Sri Badrika Ashram Cum Charitable & Social Welfare Society, to provide scholarships to bright and needy students.
- The Commonwealth of Pennsylvania's institutions of Higher Education and Harrisburg University of Science and Technology to pursue master's programs in USA.

## II Internal and External Academic and Administrative Audit

For self-reflection and improvement, the IQAC conducted academic and administrative audits.

### Internal Academic and Administrative Audit:

Various teams visited the assigned department with a proforma. Based upon their observations a report was prepared and forwarded to the IQAC for implementing the suggestions and recommendations.

### External Academic Audit:

The external audit team interacted with the faculty, examined the records and authenticated them with the supporting evidence. A detailed report was submitted identifying the strengths and limitations of each department with suitable measures for quality enhancement

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/audit/">https://www.stbedescollege.in/audit/</a>
Upload any additional information	<a href="#">View File</a>

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

To ensure that teaching learning methodologies are continuously reformed and upgraded the IQAC undertook the following initiatives:

- For planning and executing academic and non-academic activities throughout the session, periodic meetings of IQAC, Academic Monitors, and HODs were conducted.
- New regular teaching and non-teaching staff was recruited.
- For the overall development of the students, inter college / interdisciplinary activities, field visits, extension



activities, workshops and webinars were organized.

- Students were encouraged to undertake projects, design college calendar, brochures of various events, college magazine and department newsletters enhancing their innovative and creative thinking skills.
- Mentoring, counseling, add on courses and feedback from the stakeholders helped in expanding the learning abilities of the students.
- Development programmes and webinars were organized for the professional development of the staff.
- Next issue of the Annual Peer Reviewed Journal, 'Journal of Research: The Bede Athenaeum' was released.
- MOU with SkillLabs was signed for setting up 'Financial Lab cum Incubation Center' to enhance the employability of the students making them self-reliant.
- The college successfully applied for MHRD, National Institutional Ranking Framework (NIRF) on the approved set of parameters.

CCA of the students was evaluated and verified by the Moderation Committee.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

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

## 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

Women Cell of St. Bede's College works round-the-clock to sensitize all to gender-specific challenges. To address gender issues and to achieve gender equitable society, various competitions were organized on International Day of Girl Child, International Women's Day, 'International Day of Women and Girls in Science' in 2021-2022. The students participated in 'National Parliament for Women', virtual workshop on 'Program for Aspiring Women Scientists', painting competition on theme 'Sheroes', role play on 'Pioneer women in Indian History' and attended a lecture on 'Role of NSS in Women Empowerment'. 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. The Anti-Ragging Cell and Grievance Redressal Cell of the college take necessary measures to deal with ragging complaints and for redressal of students' grievances maintaining a peaceful environment in the college campus. Bearing women safety in mind the campus is under CCTV surveillance and security guards are deployed to screen the visitors at the entry points to the college. An infirmary with the requisite medicines has been functional at the campus and two sanitary napkin vending machines are also installed in women's washroom.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-Annual-gender-sensitisation-plan.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-Annual-gender-sensitisation-plan.pdf</a>
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	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-a-supporting-document.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-a-supporting-document.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

For sustainable and eco friendly environment the college ensures proper management and disposal of waste by following the principle of 3 R's 'Reuse, Reduce and Recycle'. To preserve the biodiversity, the college ensures that the waste is collected daily from various sources and is segregated as dry and wet waste. Students and staff are made aware about proper waste management practices by organizing various activities like- poster making, essay and poem writing competitions on themes like "Mother Nature". Plays and rallies on waste management, 'Ban on Plastic', 'Say No to Single Use Plastic' are organized by NSS, NCC and the Environment Cell. The students also participate in Swacchta Pakhwada and Clean India Campaign organized by NSS and NCC. College also has a recycling unit where students learn how to make handmade paper through waste papers. The college has a Black Gold Unit where the bio-degradable waste generated on campus, is converted into compost. The non-biodegradable waste is collected in the dustbins placed at the

appropriate locations and disposed off through waste collection system of Municipal Corporation, Shimla. Liquid waste is also discharged in the municipal sewage system. The sanitary pad incinerators have also been installed in the female washrooms.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**  
**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	<a href="#">View File</a>
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	No File Uploaded

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).

The college admits students from different cultures, and socio-economic backgrounds as per the reservation policy of the government. Fee-concessions are granted to the students belonging to economically weaker sections and to the wards of college employees. The college library offers book bank facility to the needy students. To protect and promote cultural, communal, linguistic, regional and socio-economic diversities, the college has constituted numerous societies which organize events reflecting cultural diversities. At the beginning of the session, the college organizes a prayer service to invoke blessings of the Almighty. The Heritage Club of the college aims at exploring the culture and heritage of our country and celebrates World Heritage Week and National Unity Day every year. To foster linguistic diversity, the college also celebrates Hindi Saptah, Hindi Diwas and International Mother Tongue Day. The students exhibit their writing skills by contributing articles in both English and Hindi for the bilingual college magazine 'Echoes'. Activities organized under Ek Bharat Shreshtha Bharat Club with its pairing state Kerala, competitions on Folk Dances of Himachal Pradesh and celebration of the World Music Day promote communal harmony. To celebrate the joy of Christmas, the college donates food and clothes to the needy.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 inculcate constitutional responsibility amongst students the college constantly organizes activities and important national days like Independence Day, Republic Day, Gandhi Jayanti, National Constitution Day, Kargil Vijay Diwas, Army Day, Shaheed Diwas and National Unity Day are celebrated by organizing tree plantation drives, painting and poster making competitions etc. To celebrate National Constitution Day an Inter-ship Skip competition on the theme 'Our Forgotten Heroes', and essay and poetry writing competitions were organized by the departments. Rally against "Drug Abuse", Clean India Campaign, Foot Policing activities were organized to make the students responsible towards community. The cultural connect between Himachal and Kerala under Ek Bharat Shrestha Bharat promotes mutual understanding between people of the States. The NSS and NCC units of the college persistently involve students in community awareness programmes by conducting swachhta pakhwada, blood donation camp, street plays, awareness campaigns etc. to instil the spirit of responsibility towards community. The NSS unit organized a lecture on 'Constitution of India' and students participated in National Integration Camp at Kurukshetra University. To commemorate India's 75th year of Independence, the college participated in an online program "Rashtragan.in" launched by Ministry of Culture and the principal administered an oath of unity to the faculty.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Supporting-document-1-1.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Supporting-document-1-1.pdf</a>
Any other relevant information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Additional-information.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Additional-information.pdf</a>

**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,**

**A. All of the above**



**teachers, administrators and other staff      4.**  
**Annual awareness programmes on Code of**  
**Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Integrity, insight and inclusiveness are the essential qualities of leadership and to inculcate national pride the college celebrates special days to spread the message of unity, peace, and happiness. To immortalize the valour and spirit of the freedom fighters, National festivals like Independence Day, Republic Day, Gandhi Jayanti, Kargil Vijay Diwas, Indian Army Day are commemorated by organizing cultural programmes, cleanliness drives, etc. National Constitution Day and National Unity Day are observed to sensitize the students about constitutional obligations. The college celebrates Teacher's Day and Children's Day by organizing cultural programmes and competitions. To sensitize students to the social causes, special days like World AIDS Day, World Pre-Diabetes Day, National Cancer Day, World Animal Welfare Day, International Women's Day, International Day of the Girl Child, International Youth Day etc. are observed with great enthusiasm. To accentuate environmental issues, Environment Day, Wildlife Day, Ozone Day, International Mountains Day and Water Day are celebrated by conducting special assemblies, seminars etc. To spread awareness on science and technology National Science Day, Macintosh Day and Mathematics Day are celebrated. Understanding the importance of good mental health, World Mental Health Day and World Food Day are observed as only happy faces make happy world.



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

### BEST PRACTICE I

**Title - COMMUNITY OUTREACH**

**Objective-** Developing a sense of social responsibility by promoting participation in extension activities and integrating academic learning with real life situations.

**Context-**

The community outreach and other cells invariably work with the sole agenda of social service.

**The Practice**

- Social Responsibility
- Health Awareness
- Environmental Concerns

**Success of Evidence-** Extension activities, help in developing the leadership skills, boosting confidence of students.

**Problems and Resources Required**

Motivating students to balance academics and extra-curricular activities.

### BEST PRACTICE II

**Title: MEMORANDUM OF UNDERSTANDING**

**Objective:** To promote a conducive environment for innovative thinking.

**Context:**

For the holistic development of the students the college has signed MoUs with various institutions.

**The Practice:**

The college entered into agreements with -

- Tally Institute of Learning, SDPI Shimla
- National Small Industries Corporation, Government of India, SDPI, Shimla
- Himachal Pradesh State Biodiversity Board
- SkillLabs
- Sri Badrika Ashram Cum Charitable and Social Welfare Society

**Evidence in Support:**

These agreements have empowered the students with skills and knowledge by providing opportunities to explore new ideas.

**Problems and Resources Required:**

Hardly any industry in this region for industry-centred interaction.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/BEST-PRACTICES-2021-22-NEW.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/BEST-PRACTICES-2021-22-NEW.pdf</a>
Any other relevant information	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/7.2.1-NEW-front-page.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/7.2.1-NEW-front-page.pdf</a>

### 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

**Women Empowerment through valued based and experiential learning**

**Value Based Learning-**

- To inculcate socialistic values, the college offers weekly value education classes.
- Various extension activities are organized to indulge students in community service. A blood bank database has been created so that the students can donate blood to the needy during emergency.
- The department of Economics has started an Honesty store imparting socialistic values in the students.
- The college promotes higher education amongst women coming from rural backgrounds.

#### Physical Development

- A gymnasium with modern equipment and yoga centre has been set up in the college premises, to give promote fitness of the students.
- To give hands on physical fitness and self defense training to the students, a value added course on 'Self Defence' was started for the session 2021-2022.

#### Experiential Learning:

- Organisation of functions by students enhances their organizational skills.
- The office bearers get representation in various decision-making committees.
- 'Financial lab cum Incubation Centre' in the college has been set up to provide job-oriented skills.
- Various add on courses have been introduced to give additional skills to the students.

#### Cognitive Development

- Students are encouraged to contribute to college magazine, departmental newsletters and design brochures, e-certificates showcasing their creativity and talent.

## 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 institution ensures effective curriculum delivery through a well-planned and documented process. Being an affiliated college of H.P.U., it strictly follows the syllabus prescribed by the university. The academic calendar is prepared at the outset of the session. The information on academic, curricular and extension activities planned by various committees is collected and after due deliberations with Principal, IQAC, Academic Monitors and Society/Club conveners, it is uploaded on the college website. An orientation program is organised prior to the beginning of classes to give an overview of the complete realm of the college life. The teachers conduct both offline and online classes following the hybrid mode of teaching and assess students' performance through continuous evaluation by conducting a series of interactive activities like assignments, power point presentations, group discussions, webinars, etc. for effective curriculum delivery. Slow and advanced learners are identified in the classes by the teachers and extra classes are conducted to help them accordingly. The college strives to achieve academic excellence through timely recruitment of new staff, introduction of regular new add on courses, faculty development programs, bridge courses, preparation of course plans, parent teacher and departmental meetings and taking comprehensive feedback from students, teachers and alumni.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf</a>

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

The academic calendar of the college is prepared by IQAC, Academic Monitors, HOD's and Conveners of various societies taking into consideration the schedule of teaching, examination,

vacation, and other activities of the affiliating university. The college adheres to the academic calendar which includes a systematic mechanism for the Continuous Internal Evaluation (CIE), including the conduct of academic, co-curricular and extracurricular activities. The students are informed about the CCA, exams, practical, and marking pattern through notice boards, college website, prospectus, during the orientation programs and in their respective classes, facilitating the efficient implementation of the curriculum. The students are awarded internal assessment based on attendance, performance in class tests, and assignments, quiz, projects, group discussions etc. Tentative dates for the above-mentioned assessments are planned meticulously. The answer sheets of the mid-term exams and class tests are evaluated and shown to the students with suggestions for improvement. The internal assessment is compiled and submitted by the teachers to the moderation committee for review which monitors the overall internal assessment and sends it to the HoDs to get it signed by the students. The grievances if any are addressed before its final submission on the college ERP and on the University Portal.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/08/calender-2021-22.pdf</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

#### 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)

12

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

974

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 college remains committed to issues related to professional ethics, gender, human values, and environment and sustainability in line with its Motto 'Non-Nobis Solum' (Not for oneself alone) by integrating these into the curriculum. The code of conduct in consonance with UGC guidelines clearly mentions the ethics to be followed by students and staff and these have been uploaded on the college website. The NSS, NCC and Environment Cell of the college are active in implementing environment sustainability by organizing swachhta pakhwada, tree plantation, street plays, awareness campaign drives etc. The Women Cell addresses gender issues by organizing activities like Panel Discussion on Women: The Pillar of Life, Live show on doordarshan on International Women's Day, Workshop on Aspiring Women, Role Play on Pioneer Women in India, etc. Human values are nurtured through a well-structured mentoring system, organisation of blood donation camps, creation of a database of blood-groups of college students and value education classes. Besides this, the college instils right attitude and humanitarian values in the students by regularly commemorating special days to spread the message of peace and unity. The investiture and office laying down ceremonies inculcate a sense of responsibility and commitment.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View File</a>

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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	No File Uploaded
Institutional Data in Prescribed Format	<a href="#">View File</a>

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

97

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**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	<a href="https://www.stbedescollege.in/stakeholders-feedback/">https://www.stbedescollege.in/stakeholders-feedback/</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View File</a>
Any additional information	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	<a href="#">View File</a>
URL for feedback report	<a href="https://www.stbedescollege.in/stakeholders-feedback/">https://www.stbedescollege.in/stakeholders-feedback/</a>

### 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 students admitted during the year

360

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

59

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

At the entry level, the learning ability of the students is identified on the basis of Class XII marks. Slow and advanced learners are classified based on the students' qualitative, problem solving, analytical thinking skills and on the basis of their academic performance and class interaction.

**Programmes for Slow Learners:-** Slow learners are guided, motivated and supported through counselling, remedial classes and peer teaching. Their progress is assessed periodically and doubts are resolved after regular class hours. Extra learning materials are made available to the students by uploading these on LMS platform. Mentors also motivate and encourage them to participate in extra-curricular and departmental activities to develop their skill and build confidence.

**Programmes for Advanced Learners:-** Advanced and articulate learners are engaged to write papers, undertake editorial work, internships, Swayam and add on courses. They are motivated to take part in placement drives, represent in seminars, webinars and workshops and participate in inter collegiate competitions channelizing their full potential. To explore their leadership skills they are motivated to contest elections and become members of various cells and societies. They are given freedom to explore contents beyond the syllabus and use e-platforms to develop their conceptual and research skills.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/2.2.1-Advanced-Slow-Learners.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/2.2.1-Advanced-Slow-Learners.pdf</a>
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1095	54

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

Focusing on learning by doing, practicing and reflecting, the college gives opportunity to students to explore core discipline, generic elective, and skill enhancement courses, providing academic flexibility.

**Experiential Learning:-** Forming an integral part of the teaching learning process experiential learning is implemented through hands on training in laboratories, industrial visits, field trips, surveys, visits to research institutes, etc. Extension activities, workshops, literary meets, internships, book reviews, paper presentations, editorial work, designing of magazines, newsletters and brochures develop their employability skills.

**Participative Learning:-** Class Presentations, projects, debates, group discussions, peer teaching, panel discussion, declamation and fun contests, role plays, seminars, skits, webinars, workshops, exhibitions, street plays, literary meets, inter-college competitions, talent shows encourage participative learning. School adoption programmes enable students to interact with the under privileged, teaching teamwork and contributing towards participative learning.

**Problem Solving Methodologies: -** Students are trained in problem solving skills through case studies, open book tests, assignments, charts, diagrams, brain storming, quizzes etc. They are involved in report writing and organization of college and departmental functions, webinars etc. They are encouraged to contribute in the form of poetry, articles, short stories, book reviews, cross words etc. for the college magazine and department newsletters.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/2.3.1-New.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/2.3.1-New.pdf</a>

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

ICT based learning is encouraged by optimal use of computers in the computer labs, cyber café and resource centre. All the departments share the latest audio-visual technology equipped seminar hall and auditorium for academic and co-curricular activities. Faculty members have prepared and uploaded e-resources on institutional LMS platforms in the form of videos, power point presentations, digital material, question banks etc. creating a repository of knowledge for the students.

The faculty development programmes are organised regularly under the aegis of IQAC for the development of e-content and use of e-resources. The entire campus is Wi-Fi enabled with LAN based facilities for effective teaching learning process. The college has effectively adopted LMS and SMS feature of WhatsApp and emails for college work and for effective and speedy communication.

Examination process like filling of forms, obtaining admission cards, uploading CCA is done through ERP software. Automated library with Inflibnet and N-list provides online access to e-resources. Each society / cell and department organises online interactive and group activities ranging from elections to poster making, painting competitions, debates, webinars to enhance the learning experiences of students. The faculty also uses the LMS platform to assess the students through assignments, mock tests, quizzes and presentations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View File</a>

**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**

54

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
Mentor/mentee ratio	<a href="#">View File</a>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

54

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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**

23

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

500

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

The internal evaluation mechanism of the college is transparent and follows the norms of the HPU. The pattern and criteria for internal assessment and continuous evaluation are communicated to the students through college website, notice boards and college prospectus. The freshers are informed about CCA during the orientation programmes at the beginning of the session and during classes from time to time. The internal assessment is based on students' mid-term results, their ability to comprehend, retain and respond in classes and their participation in academic, extra-curricular and co-curricular activities. Attendance is a part of internal assessment which is regularly uploaded by the faculty members on LMS- campus whizz. The evaluated answer scripts and marks are shared with the students and they are encouraged to clear their doubts. Weak students are counseled and remedial classes are conducted for them. Retests are allowed on genuine grounds. The moderation committee verifies the final internal assessment and to maintain transparency gets it signed by the students. The final internal assessment is uploaded on the

University Portal after addressing the grievances of the students if any. PTMs are conducted and parents are informed about their ward's performance and progress.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/Supporting-Documents-1.1.1-a-CCA-1.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/Supporting-Documents-1.1.1-a-CCA-1.pdf</a>

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

For complete transparency in the internal assessment, examination committee, moderation committee and grievance redressal cell have been constituted in the college. The students are informed about the components of the internal assessment in the beginning of the session and in classes. All assessments regarding class tests, assignments, quiz, papers presentations, group discussions, practicals, viva voce, mid-term tests etc. are returned to the students with feedback for improvement. The discrepancies are rectified promptly, and teachers maintain the record of CCA which is submitted to the moderation committee for verification.

The moderation committee forwards the internal assessment to the HoDs to get it signed by the students. Grievances, if any, are addressed and discrepancies in the internal assessment are rectified by the teachers immediately and the final marks are uploaded on LMS and the university portals. Concession in attendance is given to those deserving students who had missed classes due to participation in extension activities and retests are allowed in case of illness or some genuine reason.

Students are allowed to apply for revaluation. The grievances related to out of syllabus questions, clashes of date sheet, etc. are forwarded to the university for the needful action.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="#">Nothing to add</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The clearly stated POs, PSOs and COs as per HPU guidelines are displayed on the college website. Students are informed about the learning and course outcomes through the college website, prospectus and in the classrooms during departmental orientations at the commencement of the session. The POs and COs impart knowledge about the scope and content of the discipline helping the students to enroll for the desired programme. The POs and COs also make students aware about important career options, possibilities for employment and research.

Students and parents are also informed about the learning outcomes and objectives of the program during the counselling sessions at the time of admission. Formal lectures, meetings, interactions and experiences shared by well established alumni also give real insight to the students about the scope of their program in the professional world. Suggestions and feedback from students, alumni and parents also give input about the relevance of the course. Teachers regularly attend induction programmes, orientation, and faculty development programmes to update and develop the teaching learning evaluation methodologies. The lesson plans drafted by individual faculty members serve as a roadmap allowing them to follow a logical teaching structure to deliver the curriculum effectively.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://www.stbedescollege.in/program-specific-outcomes/">https://www.stbedescollege.in/program-specific-outcomes/</a>
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View File</a>

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

The POs, PSOs and COs as stated in the syllabus are communicated and evaluated at regular intervals as per HPU guidelines. To accomplish the program and course outcomes, course plans and time schedules of various academic, curricular and extra-curricular activities are strictly adhered to.

The performance of the students is continuously monitored through



multiple assessment methodologies to evaluate the attainment of program and learning outcomes. The direct evaluations as guided by Himachal Pradesh University is through continuous internal evaluation which includes class tests, quizzes, paper presentations, group discussions, case studies, project work, practical, viva voce, mid-term tests and the final result of the university examination.

The social commitment of students is assessed through their participation in community outreach and other extension activities organised by NSS, NCC, Community Outreach Cell, Red Ribbon Cell and other societies and various departments of the college.

The indirect evaluation of attainment of program and course outcomes is measured through students' progression to reputed institutions, placements in different departments, self employment, internships, performance in competitive exams etc. Feedback from parents, students and alumni also help to give an insight about the level of attainment of program and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="#">Nothing to add</a>

### 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

**364**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/2.6.3-Additional-info.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/2.6.3-Additional-info.pdf</a>

## 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/2022/12/2.7.1-SSS.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)**

Nil

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 teachers recognized as research guides (latest completed academic year)**

**3.1.2.1 - Number of teachers recognized as research guides**

Nil

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	No File Uploaded

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

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

00

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	<a href="#">Nothing to add</a>

### 3.2 - Innovation Ecosystem

#### 3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The college provides students a conducive learning environment for innovating and creative thinking. The research committee assists teachers in preparing research papers and projects, as well as publishing Bede Atheneum, a peer-reviewed research journal for the exchange of ideas and new concepts. The Placement Cell hosts placement drives and talks on entrepreneurship development programmes. Students conduct field surveys, training and internship programmes, projects, editorial work, and add-on courses to get practical experience. Students use the language laboratory to improve their communication skills. They are encouraged to design calendars, magazines, brochures etc. to develop their creativity. The college helps young females to build leadership abilities by grooming them via elections. Societies involve the students in arranging cultural and extracurricular activities, allowing them to develop their management skills. Skill Labs is a new initiative undertaken by the college which aims to improve the employability of graduates

by imparting skills through experiential learning. Through an innovative concept, the college has created a database for blood donation when requested by hospitals in and around the locality, with the goal of providing a humanitarian service to society. The students learn how to convert wastepaper in a paper recycling machine.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">Nothing to add</a>

### 3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

#### 3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.3 - Research Publications and Awards

#### 3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

##### 3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

00

File Description	Documents
URL to the research page on HEI website	<a href="#">Nothing to add</a>
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	No File Uploaded
Any additional information	No File Uploaded

### 3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

#### 3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.4 - Extension Activities

3.4.1 - 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 undertakes social responsibility by engaging the students in several extension activities. The college involves students in community-based learning activities like tree plantation drives, clean India campaigns, nukkad natak, debates and campaigns on issues like disaster management, environment juvenile justice', poster making competitions on hygiene, waste management, prevention of drug abuse, HIV/AIDS etc. Webinars on mental health, breast cancer and mindful eating are organized to expose youngsters to cross cutting issues. NSS organizes several blood donation camps whereby faculty and students donate blood, fostering the spirit of responsibility towards humanity. Zoology department in collaboration with the

NCC unit, under 7 HP(I) Coy, has introduced an innovative concept in which a donor data base for Indira Gandhi Medical College and Hospital Shimla has been created where students donate blood further strengthening the community outreach program of the college. St. Bede's has recently adopted a village at Dhanan, Dhalli Panchayat through which students are encouraged to work for community. Various commemorative days like International Day of the Girl Child, International Women's Day, World AIDS Day, Human Rights Day are celebrated by conducting special lectures, debates, panel discussions, seminars, webinars, presentation etc. to increase awareness towards society.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/Voluntary-Blood-Donation-Initiative.docx.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/Voluntary-Blood-Donation-Initiative.docx.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

#### 3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

4

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.4.3 - 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

#### 3.4.3.1 - 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

112

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	<a href="#">View File</a>

### 3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

**3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year**

2588

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.5 - Collaboration

**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**

**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

64

File Description	Documents
e-copies of related Document	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Collaborative activities with institutions/industries for research, Faculty	<a href="#">View File</a>

### 3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

5

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

## 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.

The lush green and pristine campus spread over 10.3 acres, is Wi-Fi enabled and has an administrative block, four teaching blocks which have 26 spacious and well-furnished classrooms. The hostel accommodates 200 students and provides the best facilities to the residential students. There are 23 laboratories for experiential learning equipped with the latest instruments and equipments for pursuing excellence in academics and research. The communication skills of the students are honed in the language lab. The college offers music and dance facility to the students, with specially designated rooms equipped with well maintained musical instruments. All departments have faculty rooms, laptops and departmental libraries, for carrying out the academic work. ICT based learning is encouraged by optimum usage of smart boards and computers in the computer labs, cyber cafe, library, staff room and resource centre. The college has a large well stocked library with ample sitting and reading area and an archive section comprising rare and ancient books. Inflibnet, N-list provides access to innumerable e- books and e- journals. The library has a digital resource centre with computers, printers, reprography and scanning facility. The library also has a book bank facility to help economically weaker students.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/4.1.1-teaching-learning-facilities.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/4.1.1-teaching-learning-facilities.pdf</a>

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

Availability of requisite infrastructure facilitates a wide range of indoor and outdoor activities. A media equipped spacious and multipurpose auditorium, serves as a venue for organising innumerable college activities. It has an advanced sound system which includes 22 channel mixers, collar and cordless mikes, and a digital podium, along with screen, and projector for providing the best facilities for varied activities. The seminar hall facilities like touch screen based Interactive Panel, with video conferencing and high quality sound system.

An open-air courtyard is utilized for enacting street plays, disaster management demonstrations, etc. The college has an open stage. which is used for open air stage events such as dramas, role plays, speeches etc. Physical education as an elective discipline encourages the students to indulge in different kinds of sports. The students join the NSO cell and participate in numerous sports events organised throughout the year. The college provides coaching facility for athletics, basket ball, badminton, table tennis, chess, and yoga etc. The common room is the recreation centre with facilities for indoor games like table tennis, carrom board, chess etc. A television is also installed for the students. Gymnasium equipped with training equipment helps in improving the physical well-being.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/sports/">https://www.stbedescollege.in/sports/</a>

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

7

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

#### 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)

108.16

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

The library is fully automated and well stocked. It has a collection of 3239 text books, 2275 reference books and 30 journals. There are 15 computers in the library to access e-resources for academic and research purposes. Photocopy machine and kindles are also available for the users. The accession and arrangement of books is according to Dewey Decimal Classification System 18th editions. The library uses fully automated ILMS software campus whizz version CW 2.03 for data management. Students and faculty can access numerous e-resources through INFLIBNET and N-list. The Online Public Access Catalogue (OPAC) is an online database which enables searching the collection of books and other resources in the library. The new titles are

displayed in the new arrival showcase near the entrance.

The Archives section has a collection of historical books that are rare and valuable. This section has resources that document the college history through audio visual aids.

A Library Committee gives suggestions to improve library services, recommends titles of new books, organises book talks, book exhibitions etc. It also organizes an orientation program for the first year students at the beginning of the new academic session and Inflibnet workshop for the newly inducted faculty.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.stbedescollege.in/library/">https://www.stbedescollege.in/library/</a>

**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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**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)**

**132169**

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 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

36

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The college has effectively adopted the ILMS software campus whizz and made the most of available ICT tools for pedagogical practices. The IT facilities available in the college are periodically updated to meet the growing needs of digital learning. The entire campus is Wi-Fi enabled with JioFibre speed of 20 Mbps.

For hardware configuration, the college has installed and provided 120 desktops and 23 laptops, 12 printers, 7 printers cum scanners, 5 photocopy machines, an interactive touch screen panel, 6 interactive smart boards.

The college has adequate networking facilities; it is connected through LAN and Wi-Fi for the internet facility and printer sharing. The faculty members, accounts office, administration staff and library use the campus management software, campus whizz which automates the entire spectrum of functions such as admission, student attendance etc.

For CCTV surveillance facility 49 CCTV cameras have been installed. The college has a 70 KvA generator and computers

having a UPS facility for the power back up. A licensed copy of antivirus has been installed on all computer systems to ensure cyber security. Specific websites have been blocked with Internet access management software. The information of all college activities, events can be accessed through the college website [www.stbedescollege.co.in](http://www.stbedescollege.co.in).

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/ict/">https://www.stbedescollege.in/ict/</a>

#### 4.3.2 - Number of Computers

118

File Description	Documents
Upload any additional information	<a href="#">View File</a>
List of Computers	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

10.76

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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 management of the college audits the physical infrastructure and looks into the requirements in a consistent manner. Purchase Committee of the college hold regular meetings to approve necessary purchases for the maintenance of the college infrastructure.

A memorandum of understanding (MOU) has been signed by the college with the Small Industries Development Bank of India (SIDBI) and a grant of Rs. 5, 00,000 has been sanctioned for setting up a Financial lab cum Incubation Centre. The stitching and cooking labs of the department of home science along with the attached washrooms are being upgraded with the grant received from SIDBI.

The Library Committee undertakes maintenance measures like procurement of books, weeding of unwanted material and books, binding of books etc periodically; stock verification is carried out, wherein the lost books are replaced or written off.

Regular maintenance of the infrastructural facilities and equipment is done by qualified and trained supporting staff. Hardware issues, installing, using and understanding of software programs, are managed by the computer lab assistants. The Canteen Committee monitors the operation of the canteen. The pristine campus is looked after by a gardener, providing an excellent learning environment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/4.4.2-front-page.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/4.4.2-front-page.pdf</a>

## 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

4

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Link to Institutional website	<a href="https://www.stbedescollege.in/value-added-add-on-courses/">https://www.stbedescollege.in/value-added-add-on-courses/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>5.1.5 - The Institution has a transparent</b>	<b>A. All of the above</b>



**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **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**

**8**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>
Details of student placement during the year (Data Template)	<a href="#">View File</a>

### **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**

**90**

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	<a href="#">View File</a>

### 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.

5

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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)	<a href="#">View File</a>

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 at St. Bede's college is a platform of representatives through which students are encouraged to work in partnership with college management and staff to become involved in the affairs of the college, community leadership, and decision-making. The Student Council is elected by the student body after careful screening criteria. The election of the office bearers is completely transparent to ensure that the Student Council can create a sense of ownership of the college and its activities among the student population. The SCA representatives are a part of various societies and committees and are constantly involved in the college activities. The Admiral, Vice-Admiral and a few Presidents of the societies are a part of the academic development council of the college like the IQAC, Student's Grievance Redressal Cell, Internal Complaint Committee, Discipline Committee, and Placement Cell. Here they are involved in decision-making processes and their views are heard and considered. The SCA is ably guided by two staff advisors who organise orientation meetings with the elected SCA to apprise the council of the responsibilities that come with leadership. The Student Council helps nurture communal tolerance through volunteerism and service to others and is responsible for all awareness initiatives.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/student-council/">https://www.stbedescollege.in/student-council/</a>
Upload any additional information	<a href="#">View File</a>

### 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

66

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 college has a registered Alumni association (EBA) that contributes significantly to the development of the institution through support services which include sharing expertise, motivational talks and sharing of avenues for placements.

Due to fresh covid restrictions announced by the government, the annual general meet of the alumni could not be organized physically. However, frequent virtual interactions were maintained through two WhatsApp groups created for this purpose. Around 400 alumni were brought together on this platform and the older students deliberated upon new ideas and strategies, beneficial to their alma mater. Alumnae specializing in and having experience in relevant fields were asked to come forward as guest speakers in webinars organized by the various departments.

Virtual meet with the alumnae was held on Zoom on March 12, 2022. It was decided to hold fresh elections to constitute the representative council of the alumni society in May/June 2022. The members were also encouraged to take active interest in the extra-curricular activities of their alma mater by providing

career counseling and initiating awards for the needy and deserving meritorious students. The meet ended on a positive note with a promise to meet soon and draw up an action plan for alumni interactions.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/alumni/">https://www.stbedescollege.in/alumni/</a>
Upload any additional information	<a href="#">View File</a>

#### 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

The college is committed to its mission and vision in all its actions and ensures decentralized and participative governance.

The management involves the staff in quality assurance and development activities of the college by constituting various committees like Prospectus Committee, IQAC, Admission Committee, Timetable Committee, Examination Committee, RUSA committee, UGC Committee, Research Promotion Cell, Grievance Redressal Cell, and Internal Complaint Committee. Students also participate in governance through the elective Student Council.

IQAC conducts meetings with all the conveners, HODs, and Academic Monitors to chalk out the perspective plan. All the policies and plans related to academics, research, administration, finance, infrastructure development, and curricular and co-curricular activities are planned and executed by ensuring the fulfillment of the vision and mission of the college.

The NSS, NCC, Community Outreach Cell, Women Cell, Environment Cell, Red Ribbon Club organize various extension activities to inculcate a sense of social responsibility, environmental

consciousness and awareness amongst students.

Regular training and skill enhancement programmes are conducted for the staff.

Effective feedback mechanism, up-gradation of the infrastructure for online teaching, MoU and linkages with national and international organisations help in achieving academic excellence.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/motto-vision-mission/">https://www.stbedescollege.in/motto-vision-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

The functioning of the college is highly decentralized and democratic in nature. The Management, Principal, IQAC, academic monitors, conveners of various societies and student council play a vital role in the design and implementation of policies.

To mark the culmination of literary and extra-curricular activities and the completion of one year term of the student council, annual prize distribution function and office laying down ceremony were organised on the same day. For the smooth conduct of these two big events the following committees were constituted:

- Organizing Committee: To arrange trophies, medals and certificates for the prize winners.
- Reception Committee: To welcome, receive and usher the chief guest, other dignitaries, parents and media to the venue.
- Hall Arrangement Committee: To look after the necessary arrangements and decoration of the venue.
- Technical Committee: To make technical arrangements.
- Discipline Committee: To maintain discipline in the auditorium.
- Hospitality Committee: To arrange refreshments for the guests, parents, and prize winners.
- Cultural Committee: To organize a cultural program.

In furtherance of this objective, decentralization and participative management is encouraged by involving the staff and students to organize events in this regard.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/annual-prize-distribution.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/annual-prize-distribution.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In alignment with the vision and mission of the college, the principal along with IQAC, HOD's, conveners of societies draft the strategic plan for academic excellence.

In 2021-22, the college undertook many initiatives as a part of the perspective planning and recognizing the importance of promoting innovative and entrepreneurial skills, signed a memorandum of understanding (MoU) with SkillLabs for setting up 'Financial lab cum Incubation center'. The incubation centre would provide job-oriented skills, self-employment, internships, and placement support to the students at the college. The centre would facilitate the rehabilitation of local potential women entrepreneurs whose livelihood has been affected by recent pandemic by providing requisite training and technical know how to set up own ventures and get new age digital skills and understanding of various assistance schemes. SkillLabs conducted various placement drives in the college and plans to organize following activities in the future:

- Conduct Webinar/Seminar/Workshops on entrepreneurship opportunities and support system for the students to help them run their own enterprises.
- Conduct placement drives.
- Provide projects and internship opportunities to students.
- General career guidance and counseling.
- Marketing & branding guidance to support admissions and start add-on programs.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf</a>
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 has a well-defined organizational structure that functions in a decentralized mode. The governing body of the college consists of the Central Management, College Management, the Principal, and the IQAC. The Internal Quality Assurance Cell (IQAC) of the college plans, monitors, and guides to execute quality enhancement academic, non-academic, and administrative activities of the colleges.

There are various committees, and societies, constituted in the college with well-defined roles and responsibilities. The conveners of these societies along with other members plan and facilitate finances, administrative, academic, and curricular initiatives.

Anti-Ragging Cell, Internal Complaints Committee, and Grievance Redressal Cell work to safeguard the rights of the students. The library committee helps in maintaining the quality academic culture in the college.

The Examination Committee is responsible for the conduct of midterm and end-term examinations. The purchase committee invites and analyzes quotations and ensures that proper procurement procedures are followed.

The college also follows service rules, promotional and recruitment policies as prescribed by the UGC Regulations, 2018 and NCTE Norms, 2014 as adopted by Himachal Pradesh University, Shimla.

The student council assists in organizing various cultural, recreational, sports, and academic activities under the guidance of the staff advisory committee.



File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf">https://www.stbedescollege.in/wp-content/uploads/2021/12/Code-of-Conduct.pdf</a>
Link to Organogram of the institution webpage	<a href="https://www.stbedescollege.in/organogram/">https://www.stbedescollege.in/organogram/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	<a href="#">View File</a>

### 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 effective welfare measures for its teaching and non-teaching staff for their efficient working. The various welfare schemes implemented are as given below:

- Both teaching and non-teaching staff are provided casual leave, earned leave, maternity leave, paternity leave, psychological counseling, and retirement benefits like Gratuity, EPF, EDLI, GIS, NPS as per Government rules.
- For the holistic professional growth of the staff, regular workshops, seminars, and special talks are organized by the college. The staff is also granted duty leave and financial assistance to attend orientation/ refresher and faculty development programs to acquire the latest skills.
- There is a provision for granting fee concession to the wards of teaching and non-teaching staff.

- For physical fitness and well-being, the college has a gymnasium and sports facilities.
- Both teaching and non-teaching staff have a facility of free wi-fi, and access to free e-resources.
- Class IV staff are provided uniforms and quarters within the college campus.
- Departmental rooms with laptops, wi-fi facility, a well-equipped library, and other amenities are available to bring efficiency to the functioning of the college.
- The grievance redressal cell and internal complaints committee receive and take cognizance of complaints raised by any staff member.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

### **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**

5

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

#### **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**

**44**

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

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

**The performance appraisal of teachers based on their academic, research, and other extracurricular activities is done through the following modes:**

## 1. Feedback from Students

The performance of a teacher is appraised through a teacher evaluation feedback form filled by her/his students. The feedback forms so collected are evaluated by the principal with the help of IQAC and the data analysis committee. The appraisal results are discussed with the concerned teachers and plans for improvement and follow-up actions are worked out.

## 1. Performance Review Discussion

The principal continuously conducts discussion with the faculty members and provide them feedback on their professional development and enhanced performance levels.

## 1. Annual Confidential Report (ACR)

Following the performance appraisal procedures as per UGC norms, every year teachers fill up their self-appraisal performance form, which is provided by the Directorate of Higher Education, Govt. of H.P.

the

## 1. Through Department Audits

To review the performance of all the departments the IQAC, reviewed the administrative and academic progress in 2021-22 and the evaluated report was submitted to the principal. The areas requiring quality improvement were communicated to the respective departments.

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

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

## 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 internal and external financial audits are conducted regularly in the college.

For transparency, the college has constituted a purchase committee that follows proper procedures like inviting quotations, comparing prices, etc.

A private CA has been appointed by the college for the checking of all the vouchers of payable bills and other documents related to balance sheet, general fund income, expenditure, and receipt and payment accounts. The CA reconciles the bank statements and after proper verification, issues the utilization certificate for all the funds, including those obtained from UGC and RUSA.

Management from the congregation of Jesus and Mary, New Delhi regularly visits the college and checks the files, receipts, and every payment.

A separate audit is done for the budget statement of NSS, PTA, and Career Oriented Programs.

Every department maintains a stock register which is audited by the purchase committee.

External audit:

The Chartered Accountant appointed by the college performs the annual external audit by checking the bills and vouchers and finally issues the utilization certificates.

Government Audit

The final external audit of the accounts is carried out by Himachal Pradesh Accountant General. Audit objections if any are settled by the office promptly.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

4631722.6

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

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

Focusing on students' growth, the college mobilizes resources with proper planning and optimal utilization.

The HoDs, librarian, office, and society conveners submit their requirements before IQAC members who prepare and approve the budget.

The college receives grants for infrastructure augmentation, building and campus maintenance, sports and gymnasiums, laboratories, ICT facilities, and other physical needs in the library from the funding agencies like UGC and RUSA. To look after and monitor the utilization of these grants as per the guidelines of respective agencies, the college has formed UGC and RUSA Committees.

The fees and some other funds received from the students under self-financing schemes are used to pay the salary of the contractual staff and in conducting teaching /learning programs and extra-curricular activities.

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

The needy students and the wards of non-teaching staff get assistance in the form of fee concessions and scholarships.

To maintain transparency, every transaction is supported in the form of vouchers and is properly documented through campus management software.

File Description	Documents
Paste link for additional information	<a href="#">Nothing to add</a>
Upload any additional information	<a href="#">View File</a>

## 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

For quality enrichment the two practices institutionalized by the IQAC are:

### I Signing of Memorandum of Understanding (MOUs)

MOUs were signed between St. Bede's College and

- SkillLabs to enhance the workforce skills through experiential learning.
- Himachal Pradesh State Biodiversity Board, Shimla to exchange research expertise and establish a Biodiversity Conservation Cell.
- Tally Institute of Learning SDPI, Shimla and NSIC (National Small Industries of India) for Core Java and Web Designing courses.
- Sri Badrika Ashram Cum Charitable & Social Welfare Society, to provide scholarships to bright and needy students.
- The Commonwealth of Pennsylvania's institutions of Higher Education and Harrisburg University of Science and Technology to pursue master's programs in USA.

### II Internal and External Academic and Administrative Audit

For self-reflection and improvement, the IQAC conducted academic and administrative audits.

#### Internal Academic and Administrative Audit:

Various teams visited the assigned department with a proforma. Based upon their observations a report was prepared and forwarded to the IQAC for implementing the suggestions and recommendations.

**External Academic Audit:**

The external audit team interacted with the faculty, examined the records and authenticated them with the supporting evidence. A detailed report was submitted identifying the strengths and limitations of each department with suitable measures for quality enhancement

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/audit/">https://www.stbedescollege.in/audit/</a>
Upload any additional information	<a href="#">View File</a>

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

To ensure that teaching learning methodologies are continuously reformed and upgraded the IQAC undertook the following initiatives:

- For planning and executing academic and non-academic activities throughout the session, periodic meetings of IQAC, Academic Monitors, and HODs were conducted.
- New regular teaching and non-teaching staff was recruited.
- For the overall development of the students, inter college / interdisciplinary activities, field visits, extension activities, workshops and webinars were organized.
- Students were encouraged to undertake projects, design college calendar, brochures of various events, college magazine and department newsletters enhancing their innovative and creative thinking skills.
- Mentoring, counseling, add on courses and feedback from the stakeholders helped in expanding the learning abilities of the students.
- Development programmes and webinars were organized for the professional development of the staff.
- Next issue of the Annual Peer Reviewed Journal, 'Journal of Research: The Bede Athenaeum' was released.
- MOU with SkillLabs was signed for setting up 'Financial Lab cum Incubation Center' to enhance the employability of the students making them self-reliant.
- The college successfully applied for MHRD, National Institutional Ranking Framework (NIRF) on the approved set



of parameters.

CCA of the students was evaluated and verified by the Moderation Committee.

File Description	Documents
Paste link for additional information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/05/PERSPECTIVE-PLAN.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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)**

**B. Any 3 of the above**

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

## 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

Women Cell of St. Bede's College works round-the-clock to sensitize all to gender-specific challenges. To address gender issues and to achieve gender equitable society, various

competitions were organized on International Day of Girl Child, International Women's Day, 'International Day of Women and Girls in Science' in 2021-2022. The students participated in 'National Parliament for Women', virtual workshop on 'Program for Aspiring Women Scientists', painting competition on theme 'Sheroes', role play on 'Pioneer women in Indian History' and attended a lecture on 'Role of NSS in Women Empowerment'. 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. The Anti-Ragging Cell and Grievance Redressal Cell of the college take necessary measures to deal with ragging complaints and for redressal of students' grievances maintaining a peaceful environment in the college campus. Bearing women safety in mind the campus is under CCTV surveillance and security guards are deployed to screen the visitors at the entry points to the college. An infirmary with the requisite medicines has been functional at the campus and two sanitary napkin vending machines are also installed in women's washroom.

File Description	Documents
Annual gender sensitization action plan	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-Annual-gender-sensitisation-plan.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-Annual-gender-sensitisation-plan.pdf</a>
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	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-a-supporting-document.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.1-a-supporting-document.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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

For sustainable and eco friendly environment the college ensures proper management and disposal of waste by following the principle of 3 R's 'Reuse, Reduce and Recycle'. To preserve the biodiversity, the college ensures that the waste is collected daily from various sources and is segregated as dry and wet waste. Students and staff are made aware about proper waste management practices by organizing various activities like-poster making, essay and poem writing competitions on themes like "Mother Nature". Plays and rallies on waste management, 'Ban on Plastic', 'Say No to Single Use Plastic 'are organized by NSS, NCC and the Environment Cell. The students also participate in Swacchta Pakhwada and Clean India Campaign organized by NSS and NCC. College also has a recycling unit where students learn how to make handmade paper through waste papers. The college has a Black Gold Unit where the bio-degradable waste generated on campus, is converted into compost. The non-biodegradable waste is collected in the dustbins placed at the appropriate locations and disposed off through waste collection system of Municipal Corporation, Shimla. Liquid waste is also discharged in the municipal sewage system. The sanitary pad incinerators have also been installed in the female washrooms.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="#">View File</a>

**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**

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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
5. Landscaping

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

### 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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
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	No File Uploaded

**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).**

**The college admits students from different cultures, and socio-economic backgrounds as per the reservation policy of the government. Fee-concessions are granted to the students belonging to economically weaker sections and to the wards of college employees. The college library offers book bank facility to the**

needy students. To protect and promote cultural, communal, linguistic, regional and socio-economic diversities, the college has constituted numerous societies which organize events reflecting cultural diversities. At the beginning of the session, the college organizes a prayer service to invoke blessings of the Almighty. The Heritage Club of the college aims at exploring the culture and heritage of our country and celebrates World Heritage Week and National Unity Day every year. To foster linguistic diversity, the college also celebrates Hindi Saptah, Hindi Diwas and International Mother Tongue Day. The students exhibit their writing skills by contributing articles in both English and Hindi for the bilingual college magazine 'Echoes'. Activities organized under Ek Bharat Shrestha Bharat Club with its pairing state Kerala, competitions on Folk Dances of Himachal Pradesh and celebration of the World Music Day promote communal harmony. To celebrate the joy of Christmas, the college donates food and clothes to the needy.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
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 inculcate constitutional responsibility amongst students the college constantly organizes activities and important national days like Independence Day, Republic Day, Gandhi Jayanti, National Constitution Day, Kargil Vijay Diwas, Army Day, Shaheed Diwas and National Unity Day are celebrated by organizing tree plantation drives, painting and poster making competitions etc. To celebrate National Constitution Day an Inter-ship Skip competition on the theme 'Our Forgotten Heroes', and essay and poetry writing competitions were organized by the departments. Rally against "Drug Abuse", Clean India Campaign, Foot Policing activities were organized to make the students responsible towards community. The cultural connect between Himachal and Kerala under Ek Bharat Shrestha Bharat promotes mutual understanding between people of the States. The NSS and NCC units of the college persistently involve students in community awareness programmes by conducting swachhta pakhwada, blood donation camp, street plays, awareness campaigns etc. to instil

the spirit of responsibility towards community. The NSS unit organized a lecture on 'Constitution of India' and students participated in National Integration Camp at Kurukshetra University. To commemorate India's 75th year of Independence, the college participated in an online program "Rashtragan.in" launched by Ministry of Culture and the principal administered an oath of unity to the faculty.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Supporting-document-1-1.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Supporting-document-1-1.pdf</a>
Any other relevant information	<a href="https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Additional-information.pdf">https://www.stbedescollege.in/wp-content/uploads/2022/12/7.1.9-Additional-information.pdf</a>

**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	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

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



Integrity, insight and inclusiveness are the essential qualities of leadership and to inculcate national pride the college celebrates special days to spread the message of unity, peace, and happiness. To immortalize the valour and spirit of the freedom fighters, National festivals like Independence Day, Republic Day, Gandhi Jayanti, Kargil Vijay Diwas, Indian Army Day are commemorated by organizing cultural programmes, cleanliness drives, etc. National Constitution Day and National Unity Day are observed to sensitize the students about constitutional obligations. The college celebrates Teacher's Day and Children's Day by organizing cultural programmes and competitions. To sensitize students to the social causes, special days like World AIDS Day, World Pre-Diabetes Day, National Cancer Day, World Animal Welfare Day, International Women's Day, International Day of the Girl Child, International Youth Day etc. are observed with great enthusiasm. To accentuate environmental issues, Environment Day, Wildlife Day, Ozone Day, International Mountains Day and Water Day are celebrated by conducting special assemblies, seminars etc. To spread awareness on science and technology National Science Day, Macintosh Day and Mathematics Day are celebrated. Understanding the importance of good mental health, World Mental Health Day and World Food Day are observed as only happy faces make happy world.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

### BEST PRACTICE I

**Title - COMMUNITY OUTREACH**

**Objective-** Developing a sense of social responsibility by promoting participation in extension activities and integrating academic learning with real life situations.



#### Context-

The community outreach and other cells invariably work with the sole agenda of social service.

#### The Practice

- Social Responsibility
- Health Awareness
- Environmental Concerns

Success of Evidence- Extension activities, help in developing the leadership skills, boosting confidence of students.

#### Problems and Resources Required

Motivating students to balance academics and extra-curricular activities.

#### BEST PRACTICE II

Title: MEMORANDUM OF UNDERSTANDING

Objective: To promote a conducive environment for innovative thinking.

#### Context:

For the holistic development of the students the college has signed MoUs with various institutions.

#### The Practice:

The college entered into agreements with -

- Tally Institute of Learning, SDPI Shimla
- National Small Industries Corporation, Government of India, SDPI, Shimla
- Himachal Pradesh State Biodiversity Board
- SkillLabs
- Sri Badrika Ashram Cum Charitable and Social Welfare Society

#### Evidence in Support:

These agreements have empowered the students with skills and knowledge by providing opportunities to explore new ideas.

#### Problems and Resources Required:

Hardly any industry in this region for industry-centred interaction.

File Description	Documents
Best practices in the Institutional website	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/BEST-PRACTICES-2021-22-NEW.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/BEST-PRACTICES-2021-22-NEW.pdf</a>
Any other relevant information	<a href="https://www.stbedescollege.in/wp-content/uploads/2023/04/7.2.1-NEW-front-page.pdf">https://www.stbedescollege.in/wp-content/uploads/2023/04/7.2.1-NEW-front-page.pdf</a>

### 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

**Women Empowerment through valued based and experiential learning**

#### Value Based Learning-

- To inculcate socialistic values, the college offers weekly value education classes.
- Various extension activities are organized to indulge students in community service. A blood bank database has been created so that the students can donate blood to the needy during emergency.
- The department of Economics has started an Honesty store imparting socialistic values in the students.
- The college promotes higher education amongst women coming from rural backgrounds.

#### Physical Development

- A gymnasium with modern equipment and yoga centre has been set up in the college premises, to give promote fitness of the students.
- To give hands on physical fitness and self defense training to the students, a value added course on 'Self Defence' was

started for the session 2021-2022.

#### Experiential Learning:

- Organisation of functions by students enhances their organizational skills.
- The office bearers get representation in various decision-making committees.
- 'Financial lab cum Incubation Centre' in the college has been set up to provide job-oriented skills.
- Various add on courses have been introduced to give additional skills to the students.

#### Cognitive Development

- Students are encouraged to contribute to college magazine, departmental newsletters and design brochures, e-certificates showcasing their creativity and talent.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.3.2 - Plan of action for the next academic year

- Preparing for the implementation of NEP 2020
- Establishing new collaborations with foreign universities
- To strengthen alumni collaborations.
- Organization of workshop, webinars, academic talks.
- Organization of sports tournaments.
- Organization of IPR awareness programmes.
- Collection of data for SSR.
- Applying for the star college scheme
- Organising national and international seminars and conferences.
- Organising activities under financial lab come incubation centre.
- Organising faculty development programmes.
- Upgrading academic and physical infrastructure.