

SUPPORTING DOCUMENTS

6.3.3

NUMBER OF PROFESSIONAL DEVELOPMENT /ADMINISTRATIVE TRAINING PROGRAMS ORGANIZED BY THE INSTITUTION FOR TEACHING AND NON-TEACHING STAFF DURING THE YEAR



S.No	PROFESSIONAL DEVELOPMENT PROGRAMMES
1.	AWARENESS TALK ON "MAKING A DIFFERENCE AS A TEACHER"
2.	ONE DAY FACULTY DEVELOPMENT PROGRAMME ON "MOVING TOWARDS
	ACCREDITATION-4 TH CYCLE"
3.	DEVELOPMENT PROGRAM ON 'WORK ETHICS' FOR THE NON-TEACHING
	<u>STAFF</u>



AWARENESS TALK ON "MAKING A DIFFERENCE AS A TEACHER"

An awareness talk titled "Making a Difference as a Teacher" was organized by the Department of Commerce and Management at St. Bede's College in the college auditorium on August 18, 2022, under the auspices of IQAC.

Objective-The talk aimed to enlighten the faculty members about the importance of various pedagogical methods that can engage students in their studies.

Dr. Michael S. David was invited to share his expertise on the subject. He emphasized the significance of going beyond the traditional classroom teaching and imparting knowledge through personal experiences and successful teaching methods. Dr. David stressed the need for face-to-face communication with students and treating them as friends to bring positive changes to their lives.

Furthermore, he discussed the importance of establishing a strong bond with students and comprehending their individual learning styles. He encouraged the faculty members to adopt innovative teaching strategies that can be adapted to different situations and challenges. Dr. David also shared valuable insights on creating a classroom environment that is interactive, fosters creativity, and promotes collaboration.

Outcome- The faculty members found the awareness talk insightful and informative, and it provided them with an excellent opportunity to reflect on their teaching practices and explore innovative methods to engage their students. They appreciated the college authorities' efforts in organizing the event and expressed their desire for more such sessions.





Sample Certificate



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0040

This is to certify that, Department of, St. Bede's College, Shimla has participated in Awareness Talk on "Making A Difference as a Teacher" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on August 18, 2022.

mollym

Sr. Prof. Molly Abraham

Principal

anupame Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0039

This is to certify that Ms. Annette James, Department of English, St. Bede's College, Shimla has participated in Awareness Talk on "Making A Difference as a Teacher" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on August 18, 2022.

mollyn

Sr. Prof. Molly Abraham

Principal

anipane Jandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0038

This is to certify that Dr.Navdeep Thakur, Department of Biotechnology, St. Bede's College, Shimla has participated in Awareness Talk on "Making A Difference as a Teacher" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on August 18, 2022.

mollyn

Sr. Prof. Molly Abraham

Principal

Compane Jandon

Dr. Anupama Tandon

IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0037

This is to certify that **Dr. Shruti Gupta**, **Department of Biotechnology**, **St. Bede's College**, **Shimla** has participated in **Awareness Talk on "Making A Difference as a Teacher"** organised by **Internal Assurance Quality Cell**, St. Bede's College, Shimla on August 18, 2022.

Sr. Prof. Molly Abraham

Principal

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NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0036

This is to certify that Ms. Nivedita Bhardwaj, Department of Computer Science, St. Bede's College, Shimla has participated in Awareness Talk on "Making A Difference as a Teacher" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on August 18, 2022.

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Sr. Prof. Molly Abraham

anupame Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2022/0035

This is to certify that Ms. Neha Walia, Department of Computer Science, St. Bede's College, Shimla has participated in Awareness Talk on "Making A Difference as a Teacher" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on August 18, 2022.

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Sr. Prof. Molly Abraham

Principal

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Dr. Anupama Tandon



ONE DAY FACULTY DEVELOPMENT PROGRAMME ON "MOVING TOWARDS ACCREDITATION-4TH CYCLE"

On May 10, 2023, St Bede's College in Shimla organized a one-day Faculty Development Programme with the theme of "Moving Towards Accreditation- 4th Cycle." The program aimed to enhance the quality of education provided by the institution and prepare for the upcoming cycle of accreditation. The event featured Prof. (Fr.) George Thandathil, a renowned scholar and NAAC assessor, as the resource person.

Objectives:

- 1. Foster a collective learning environment to achieve institutional goals.
- 2. Focus on Outcome-Based Teaching Learning (OBTL) and provide quality education to enhance students' capabilities.
- 3. Assess the institution's strengths, weaknesses, and opportunities to prepare for future challenges.
- 4. Introduce innovative practices and improvements in various departments.
- 5. Enhance student-teacher engagement and ensure meaningful work purposefully.

The morning session commenced with reflective meditation to help participants connect with their inner selves. Prof. Thandathil emphasized learning together and highlighted the significance of OBTL and quality education.

The staff engaged in self-assessment activities, divided into seven groups. Each group presented their achievements, failures, fears, hurdles, and positive approaches towards institutional goals through pictorial presentations. The second activity focused on the upcoming NAAC criteria for self-assessment, highlighting progress, future plans, and challenges.

During the evening session, faculty members were divided into three department-wise groups. They assessed themselves based on qualitative and quantitative parameters, including student progression, teaching modules, best practices, and meaningful work. The groups brainstormed ideas and made presentations, addressing common points such as coaching collaborations, improved social media outreach, research resources, ICT-enabled classrooms, industry exposure, and better student-teacher engagements.

Inspired by the Faculty Development Programme, an action plan was developed. It included comprehensive assessment, improvement areas, and innovative practices. The plan involved introducing MoUs with coaching institutions, enhancing social media outreach, establishing research resources, organizing inter-college fests, and strengthening student-teacher engagements. It also emphasized improving placement scenarios and providing hands-on training through workshops, courses, and internships.

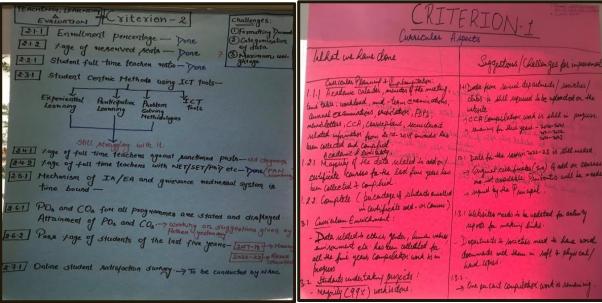
The faculty members expressed renewed enthusiasm and a sense of satisfaction in their work. They acknowledged the positive energy within the faculty groups, signaling their readiness to achieve institutional goals and enhance the quality of education provided.

Outcome: Prof. Thandathil's guidance and insights inspired the faculty members to devise an action plan aimed at improving the institution's performance and achieving accreditation. The action plan



addressed key areas of assessment, focused on innovative practices, and strengths while addressing weaknesses. By implementing this plan, St. Bede's College aimed to excel in the upcoming NAAC cycle and provide a high-quality education to its students.











































Sample Attendance Sheet

3		IQAC
	,	St. Bede's College
	ATTENDANCE SHEE	ET (2022-23)
e of the	Activity: FDP on Moving Towards A	ccreditation -4th Cycle
- May	10, 2023 (Morning Session) unit: IQAC	
f teach	ers participated:- 44	
S. NO	NAME OF THE FACULTY	SIGNATURE
1.	Prof. (Sr.) Molly Abraham	4-11-00
2.	Dr. Sapna Sharma	Tolly!
3.	Dr. Anupama Tandon Tomar	1
4.	Dr. Deepti Pajni	Na.
	Dr. Deepti Pajni	Dlami
5.	Dr. Gitanjali Mahindra	Grahandra
6.	Mr. Manu Mahajan	Many Makesan
7.	Dr. Savita Rana	Consto Ras
8.	Ms. Charu Mukerjee	Clanis
9.	Ms. Raman Bassi	Janes
10.	Ms. Priyanka Mehta	M
11.	Ms. Punam Chauhan	Nou Lant
12.	Ms. Unnatti Chauhan	the
13.	Dr. Vishal Chauhan	The state of the s
14.	Ms. Swati Kapil	(KI) 2.
15.	Dr. Vandana Thakur	1 halm
16.	Ms. Snigdha Bhatt	Enigotha
17.	Ms. Anjana Devi	Angua
18.	Dr. Devina	6
		0 070

21.	Ms. Jagriti Chauhan	Andrew
22.	Ms. Komal	Jung.
23.	Ms. Reena Thakur	Day
24.	Ms. Sangceta Bali Sharma	A
25.	Dr. Ashwani	, a
26.	Dr. Pankaj Ashish	21
27.	Mr. Anoop Kumar	Ablilla
28.	Mr. Sanjeev Kumar	Falla
29.	Dr. P. Mary Santhi	Santitus
30.	Mr. Susheel Kumar	N A
31.	Dr. Kanu Mehta	Whin
32.	Dr. Jyotika Brari	10
33.	Dr. Shweta Thakur	Siev
34.	Ms. Shivani Chauhan	Mury
35.	Mr. Nishant	Michael .
36.	Dr. Maheshwar Singh Thakur	A
37.	Ms. Madhu Bala	Rodhy
38.	Ms. Preeti Kaundal	G A
39.	Dr. Kusum	K S
40.	Ms. Neha Walia	awalis
41.	Ms. Nivedita Bhardwaj	Ning
42.	Dr. Shruti Gupta	Shille
43.	Dr. Navdeep Thakur	Mah
44.	Ms. Annette	ante James



Sample Certificates



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0001

This is to certify that **Prof.** (Sr.) Molly Abraham, St. Bede's College, Shimla has participated in One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 10, 2023.

mollym

Sr. Prof. Molly Abraham

Principal

anipame Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0002

This is to certify that **Dr. Sapna Sharma**, **Department of Physics**, **St. Bede's College**, **Shimla** has participated in **One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle"** organised by **Internal Assurance Quality Cell**, St. Bede's College, Shimla on May 10, 2023.

mollym

Sr. Prof. Molly Abraham

Principal

anupano Jandon

Dr. Anupama Tandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0003

This is to certify that **Dr. Anupama Tandon Tomar, Department of Economics, St. Bede's College, Shimla** has participated in **One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle"** organised by **Internal Assurance Quality Cell**, St. Bede's College,

Shimla on May 10, 2023.

mollym

Sr. Prof. Molly Abraham

Principal

Campano Jandon

Dr. Anupama Tandon



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0004

This is to certify that **Dr. Deepti Pajni**, **Department of English**, **St. Bede's College**, **Shimla** has participated in **One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle"** organised by **Internal Assurance Quality Cell**, St. Bede's College, Shimla on May 10, 2023.

mollym

Sr. Prof. Molly Abraham
Principal

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NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0005

This is to certify that **Dr. Gitanjali Mahindra**, **Department of English**, **St. Bede's College**, **Shimla** has participated in **One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle"** organised by **Internal Assurance Quality Cell**, St. Bede's College, Shimla on May 10, 2023.

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Sr. Prof. Molly Abraham

Principal

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Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0006

This is to certify that Mr. Manu Mahajan, Department of Commerce and Management, St. Bede's College, Shimla has participated in One Day Faculty Development Programme on "Moving Towards Accreditation-4th Cycle" organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 10, 2023.

mollym

Sr. Prof. Molly Abraham

Principal

anupame Jandon

Dr. Anupama Tandon



DEVELOPMENT PROGRAM ON 'WORK ETHICS' FOR THE NON-TEACHING STAFF

On May 11th, 2023, the Internal Quality Assurance Cell (IQAC) organized a development program on "Work Ethics" for the Non-teaching Staff at Bede's College. The program was conducted by Prof. Fr. George Thadathil, who served as the resource person for the day.

Objective: The objective of the development program was to:

- 1. Create awareness about the importance of work ethics and its impact on individual and organizational success.
- 2. Foster a positive and harmonious work environment among the non-teaching staff.
- 3. Encourage teamwork and collaboration among staff members from different departments.
- 4. Identify areas for improvement in the current work dynamics and suggest actionable steps for enhancing the overall working environment.
- 5. Promote personal growth and self-reflection among the non-teaching staff.
- 6. Strengthen the bond and camaraderie among the non-teaching staff through networking opportunities during the program.

To encourage teamwork and collaboration, the non-teaching staff was divided into three teams, with six members in each team. Each team was assigned the task of discussing and documenting their perspectives on past experiences working with the management at Bede's, as well as their current work dynamics. The teams were also encouraged to suggest steps for improving the overall working environment. A representative from each team presented and explained the contents written on the chart paper, facilitating further discussion among team members.

To enhance group dynamics and address department-specific concerns, the participants were then divided into two teams based on their respective departments. One team consisted of office and library staff, while the other team comprised lab assistants. Each team was tasked with identifying three positive aspects that contribute to Bede's being a great place to work, as well as three areas where improvements could be made in the future. The points generated by each team were shared and discussed among the team members, fostering a sense of shared responsibility and collective problem-solving.

The program concluded with a period of silent reflection, allowing participants to internalize the learnings and experiences from the day. This reflection period encouraged self-awareness and personal growth. Following this, lunch was provided for all participants, providing an opportunity for informal networking, and fostering camaraderie among the non-teaching staff.

Outcome: The program provided a platform for self-reflection, teamwork, and the identification of areas for improvement. By fostering a positive work environment and encouraging a collective commitment to strong work ethics, the program contributed to the continued growth and success of Bede's College





St. Bede's College Shimla
(NAAC RE-ACCREDITED A+)
IQAC

Organises

DEVELOPMENT PROGRAMME

FOR

THE NON TEACHING STAFF

On

WORK ETHICS

11th MAY 2023



Resource Person
Prof. (Fr.) George Thadathil
Principal Salesian College Sonada

Time- 10.00 a.m to 1.00 p.m Venue- Dina Hall









Attendance Sheet

NAME	SIGNATURE
SR. REENA	Brobeen
SALIL SOOD	for 12
ANNIE THOMAS	Albonas.
NAVEEN SHARMA	Ann
BHOPINDER SHARMA	Brand
POONAM BAKSHI	Balesus
POOJA GARG	Poeta gara
RUCHI RANGTA	Dr
AMILY	Ambill
BIHARI LAL THAKUR	Buli
FRANCIS A.A	(figures)
KHUB RAM	[Ohmy]
BISHAN DUTT	(burg
REGI PAPI	Reji-P
SANJEEV PETER	Confer feter
AMIT	Ant
SANDEEP	Sout ;
MANOJ KUMAR	marie



Sample Certificates



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0057

This is to certify that Mr. Manoj Kumar of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St.

Bede's College, Shimla on May 11, 2023.

mollyn

Sr. Prof. Molly Abraham

Principal

Compane Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0056

This is to certify that Mr. Sandeep of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

mollyn

Sr. Prof. Molly Abraham

Principal

Compane Jandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0055

This is to certify that Mr. Amit of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

mollym

Sr. Prof. Molly Abraham Principal

Campano Jandon

Dr. Anupama Tandon **IQAC** Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0054

This is to certify that Sanjeev Peter of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

Sr. Prof. Molly Abraham

Principal

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NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0053

This is to certify that Mr. Regi Papi of St. Bede's College, Shimla has participated in Development

Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St.

Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

Campano Jandon

Dr. Anupama Tandon



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0052

This is to certify that Mr. Bishan Dutt of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

anupane Jandon

Dr. Anupama Tandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0051

This is to certify that Mr. Khub Ram of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

anupame Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0050

This is to certify that Mr.Francis A.A of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

Compane Jandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0049

This is to certify that Mr. Bihari Lal Thakur of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham
Principal

Compane Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0048

This is to certify that Ms. Amily of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

Compane Jandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0047

This is to certify that Ms. Ruchi Rangta of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

Compane Jandon

Dr. Anupama Tandon



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0046

This is to certify that Ms. Pooja Garg of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

Sr. Prof. Molly Abraham

Principal

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anipane Jandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0045

This is to certify that Ms. Poonam Bakshi of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

anipane Jandon

Dr. Anupama Tandon
IQAC Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0044

This is to certify that Mr. Bhopinder Sharma of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Orupama Jandon
Dr. Anupama Tandon
IQAC Coordinator





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0043

This is to certify that Mr. Naveen Sharma of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

mollym

Sr. Prof. Molly Abraham

Principal

Compane Jandon

Dr. Anupama Tandon



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0042

This is to certify that Ms. Annie Thomas of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

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Sr. Prof. Molly Abraham

Principal

Compane Jandon

Dr. Anupama Tandon





NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0041

This is to certify that Mr. Salil Sood of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

Sr. Prof. Molly Abraham

Principal

Campane Jandon

Dr. Anupama Tandon **IQAC** Coordinator



St. Bede's College

NAAC Re-Accredited A+ Grade

Certificate of Participation

Certificate no: SBC-2023/0040

This is to certify that Sr. Reena Kurian of St. Bede's College, Shimla has participated in Development Program on "Work Ethics" for Non-Teaching Staff organised by Internal Assurance Quality Cell, St. Bede's College, Shimla on May 11, 2023.

Sr. Prof. Molly Abraham Principal

Campano Jandon