Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**ST. BEDE'S COLLEGE, SHIMLA**
Name of the head of the Institution	**Dr. (Sr.) Beena John**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**01772842304**
Mobile no.	**9818645774**
Registered Email	**bedescollege@gmail.com**
Alternate Email	**bedesoffice@gmail.com**
Address	**Nav Bahar**
City/Town	**Shimla**
State/UT	**Himachal pradesh**
Pincode	**171002**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Ravi Bhushan**
Phone no/Alternate Phone no.	**01772842304**
Mobile no.	**8894135346**
Registered Email	**ravi_bs1@yahoo.com**
Alternate Email	**anutandontomar@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.stbedescollege.in/wp-content/uploads/2021/08/AQAR-2016-17.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.stbedescollege.in/wp-content/uploads/2022/10/Academic-Calendar-2017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**A**	**3.34**	**2011**	**08-Jan-2011**	**07-Jan-2016**
3	**A+**	**3.54**	**2016**	**16-Sep-2016**	**15-Sep-2023**

6. Date of Establishment of IQAC	**15-Jul-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
An Anti-ragging workshop	**13-Jul-2017**	**900**

was organized to make the students aware about menace of ragging.	1	
An Electoral Awareness Program was held at St. Bede	18-Jul-2017 1	650
Two days National Workshop entitled	10-Aug-2017 6	450
A Seminar was organised in St. Bede's College by the Department of Computer Science on Web Designing and Development	28-Aug-2017 4	50
A Faculty Development Programme was organized by ICFAI Business School (ICFAI Group), Shimla on Experiential Teaching Techniques for the teaching and non-teaching staff of St. Bede	22-Sep-2017 6	70

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**20**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Regular Meetings and Continuous Improvement: The IQACs commitment to quality is evident through the organization of regular meetings, fostering a culture of continuous improvement and institutional development.

Submission of AQAR: The proactive submission of the Annual Quality Assurance Report (AQAR) reflects the IQAC's dedication to monitoring and enhancing the quality of education and institutional processes.

Collaboration for National Workshop: By collaborating with the prestigious Indian Association of Physics Teachers (IAPT) to host a National Workshop, the IQAC demonstrates its efforts to foster academic collaborations and ignite scientific curiosity among students and faculty.

Anti-Ragging Workshop: The IQAC's organization of an impactful anti-ragging workshop underscores its commitment to providing a safe and inclusive learning environment, ensuring the well-being and psychological safety of students.

Environmental Awareness Programs and Initiatives: Through collaborations with the Forest Department and the Zoology Department, the IQAC actively promotes environmental sustainability and social responsibility, instilling a sense of environmental consciousness among students and contributing to greening efforts.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To introduce new programmes	New programmes were introduced
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2021
Date of Submission	23-Dec-2021

17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The College extensively relies on the Management Information System (MIS) for seamless operations across various areas, including: Administrative Process and Finances: Managing salary structure for employees Generating staff ID cards Recording biometric attendance Managing staff leave Generating income tax reports Maintaining staff and loan details Handling arrear details Student Admission: Registering students for admission Creating nationality and statewise lists Recording student details Managing fee and hostel information Generating admission slips Tracking subjects chosen by students Maintaining a phone number list Student Record: Maintaining attendance registers Tracking daily and subjectwise attendance Recording attendance on an individual student basis Managing classwise attendance Facilitating online attendance tracking Examination: Conducting classwise subject tests Managing Continuous Comprehensive Assessment (CCA) Generating report cards Entering marks in registers Facilitating online entry of CCA and practical marks Other Functions: Updating the college website Performing database backups Managing user accounts and access privileges Overseeing the library management system The MIS plays a vital role in streamlining administrative processes, facilitating student admissions and records, conducting examinations, and managing various other aspects of the colleges operations.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

St. Bede's College, affiliated with H.P.U (Himachal Pradesh University), upholds the university's guidelines and implements a meticulously planned syllabus to ensure effective teaching and learning. As active members of the Board of Studies, faculty members play a vital role in shaping the curriculum and syllabi, ensuring its relevance and alignment with the ever-evolving

educational landscape. At the commencement of each academic year, Heads of Departments (HODs) convene with faculty members to allocate courses and devise comprehensive academic calendars for their respective departments. These calendars serve as blueprints for organizing various activities throughout the academic session. By establishing clear schedules, the college enables the efficient implementation of the curriculum and facilitates regular assessments to gauge students' learning outcomes. To disseminate information regarding programs, elective courses, add-on courses, and certificate courses, a dedicated prospectus is thoughtfully crafted by the Prospectus and Admission Committee in consultation with the Internal Quality Assurance Cell (IQAC). This comprehensive document serves as a guide, providing students with essential details to make informed choices about their educational journey. Moreover, the college calendar and timetable are meticulously prepared at the outset of the academic session. Through collaborative deliberations involving the IQAC, academic monitors, HODs, and society conveners, these schedules are designed to optimize the learning experience. They are subsequently uploaded onto the college website, ensuring accessibility and transparency for all stakeholders. The college places great emphasis on adhering to the academic calendar, which encompasses a well-structured mechanism for Continuous Internal Evaluation (CIE). Students are thoroughly informed about the Continuous Comprehensive Assessment (CCA), examinations, practical, and marking patterns through various channels, including notice boards, the college website, the prospectus, and dedicated orientation programs. These initiatives ensure that students are well-informed and prepared to excel academically. In addition to traditional classroom teaching, the college organizes a plethora of interactive activities to enhance students' learning abilities. Assignments, PowerPoint presentations, group discussions, seminars, and special lectures supplement classroom instruction, fostering active engagement and practical application of knowledge. By providing such diverse learning experiences, the college nurtures well-rounded individuals equipped with critical thinking, communication, and problem-solving skills. To ensure effective delivery of the curriculum, faculty members diligently prepare lesson plans tailored to students' needs. They actively seek professional development opportunities by attending Faculty Development Programs (FDPs), workshops, and webinars. These endeavours equip them with updated knowledge, innovative teaching methodologies, and a commitment to continuous improvement. A robust feedback mechanism serves as a cornerstone of academic excellence at St. Bede's College. Students' valuable insights, opinions, and suggestions are collected and carefully analysed to drive quality enhancement initiatives. By actively seeking feedback and incorporating it into their practices, the college fosters a student-centric learning environment that prioritizes continuous growth and improvement. Through collaboration, meticulous planning, transparent communication, and innovative teaching methodologies, the college empowers students to thrive academically, equipping them with the knowledge, skills, and experiences necessary to excel in their chosen fields.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
French	Nil	25/07/2017	60	Aims at Enhancement of Employabi lity Quotient	Focus is on the Development of entrepren eurial skills
Tally	Nil	18/07/2017	60	Aims at	Focus is

				Enhancement of Employabi lity Quotient	on the Development of entrepren eurial skills
Internet and Web Page Designing	Nil	17/07/2017	60	Aims at Enhancement of Employabi lity Quotient	Focus is on the Development of entrepren eurial skills
Beauty and Fitness	Nil	17/07/2017	60	Aims at Enhancement of Employabi lity Quotient	Focus is on the Development of entrepren eurial skills
Travel and Tourism	Nil	01/08/2017	60	Aims at Enhancement of Employabi lity Quotient	Focus is on the Development of entrepren eurial skills
Communicat ion Skills and Personality	Nil	17/07/2017	60	Aims at Enhancement of Employabi lity Quotient	Focus is on the Development of entrepren eurial skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	Nil	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English, Eco, Hist, Music, Pol, Sc, Nut, Apparel, Psychology, geography, Hindi	01/04/2017
BBA	Nil	01/04/2017
BCA	Nil	01/04/2019
BCom	Nil	01/04/2017
BSc	Physics, Chemistry, Botany, Zoology, Microbiology, Biotechnology, Maths	01/04/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year		
	Certificate	Diploma Course
Number of Students	463	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
French	25/07/2017	49
Tally	18/07/2017	116
Internet and Web Page Designing	17/07/2017	29
Beauty and Fitness	17/07/2017	64
Travel and Tourism	01/08/2017	24
Communication Skills and Personality	17/07/2017	181
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Zoology	15
BSc	Zoology	1
BSc	Zoology	2
BSc	Botany	25
BSc	Biotechnology	15
BSc	Botany	25
BA	Geography	25
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
The college recognizes the value of feedback from various stakeholders and has established an effective and efficient mechanism to obtain it. Students, teachers, and parents fill the questionnaires, and the anonymity is ensured to encourage honest responses. The collected feedback is thoroughly analysed, and appropriate steps are taken to incorporate the valuable suggestions provided by stakeholders. The management and principal of the college take regular follow-

ups with faculty members and closely monitor their progress. Regular meetings, both formal and informal, are conducted to discuss the feedback received. These sessions provide a platform to address any concerns raised and make necessary improvements based on the feedback received. Furthermore, the college organizes regular Parent-Teacher Association (PTA) meetings, which serve as an opportunity to interact with parents, understand their perspectives, and discuss any grievances they may have. The feedback from stakeholders, including students, former students, and teachers, along with the results of mid-term tests and overall performance, are carefully considered during these meetings for appropriate action. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in evaluating student satisfaction through an annual survey. The results and analysis of the survey are presented in relevant committees, guiding further actions. The IQAC also reviews feedback on curricular, co-curricular, and extracurricular activities, providing valuable suggestions to the university for necessary improvements. Action Taken Reports (ATRs) are presented in various meetings to ensure follow-up action on the feedback received. To ensure easy communication of grievances and suggestions, St. Bedes College has established a dedicated Grievance Redressal Cell and a Suggestion Box. These platforms serve as accessible channels for stakeholders to express their concerns and offer valuable suggestions. The Grievance Redressal Cell promptly addresses the grievances and suggestions received through these forums, delegating them for appropriate action and resolution. Furthermore, the college values the suggestions put forth by its stakeholders. The Suggestion Box serves as an avenue for individuals to provide their valuable input on various aspects of college life, ranging from academics to campus facilities. These suggestions are carefully reviewed, and where appropriate, incorporated into the colleges decision-making processes and improvement initiatives. The college values the perspectives and insights of its stakeholders, utilizing their feedback to shape policies, enhance teaching and learning processes, and ensure the overall development and success of its students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	English, Eco, Hist, Music, Pol, Sc, Nut, Apparel, Psychology, geography, Hindi	120	70	68
BBA	Nil	60	18	17
BCA	Nil	60	11	10
BCom	Nil	160	96	95
BSc	Physics, Chemistry, Botany, Zoology, Microbiology, Biotechnology, Maths	120	115	99
MA	English	50	23	22

| MCom | Nil | 30 | 21 | 18 |
| MSc | Botany, Geography | 40 | 37 | 33 |

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1054	108	55	2	23

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
57	57	Nill	4	4	4

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View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The student mentoring system at St. Bedes College is a well-structured and highly effective platform that fosters strong mentoring relationships between students and their teacher-mentors. This system has been meticulously designed with the primary objective of providing comprehensive guidance, unwavering support, and academic assistance to students throughout their educational and personal journeys. Under the careful supervision of experienced faculty members, the mentoring system operates seamlessly to ensure its utmost effectiveness. At the commencement of each academic session, students are thoughtfully divided into smaller groups consisting of approximately 20-25 students. These groups are intentionally diverse, encompassing students from all three years and various streams. By facilitating connections between students from different academic backgrounds and stages of their education, the mentoring system creates an environment that fosters collaboration, camaraderie, and mutual support. To further enhance this collaborative atmosphere, each group is assigned a dedicated teacher who assumes the role of a mentor, fostering strong bonds with their mentees through regular interactions and guidance. Mentors play a pivotal role in the student mentoring system. As trusted role models, they leverage their wealth of knowledge and personal experiences to assist and empower their mentees in navigating the various challenges they may encounter. Academic guidance forms a significant aspect of their mentorship, as mentors provide invaluable tips, time management strategies, and subject-specific assistance to ensure their mentees excel in their studies. Furthermore, mentors extend their support beyond academics and provide personal and social guidance. They help students adjust to college life, manage the pressures of academic rigor, and strike a healthy work-life balance. Mentors also act as valuable resources, acquainting students with the vast array of extracurricular activities, clubs, and societies available within the college. One distinguishing feature of the mentoring system is its strong emphasis on value education. Recognizing the importance of character development, personality refinement, and spiritual growth, the system strives to instill the right attitudes and values in students, preparing them to face the challenges of the world beyond college. The mentorship process actively nurtures enduring relationships with family and friends, emphasizing the significance of maintaining strong connections and bonds. To ensure the effective implementation and continuous progress of the mentoring system, each mentor maintains a comprehensive mentor card for every student under their guidance. These mentor cards, handed to students during their first year, accompany them throughout their entire college journey. The mentor cards contain a wealth of personal and academic data, including test marks, records of participation in college activities, and other relevant information. By maintaining these records,

mentors can provide personalized guidance and monitor the progress of their mentees, enabling them to offer tailored support and encouragement. In essence, the student mentoring system at St. Bedes College is an invaluable resource that goes beyond conventional academic support. It offers a nurturing environment where students receive personalized guidance, emotional support, and character development. By emphasizing the holistic growth of students, the mentoring system significantly enhances their college experience and empowers them to succeed in their educational journey.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1162	57	1:20

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
38	57	20	15	23

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	Nil	Nill	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	VI	09/05/2018	28/06/2018
BSc	B.Sc	VI	09/05/2018	28/06/2018
BCA	BCA	VI	09/05/2018	28/06/2018
BBA	BBA	VI	09/05/2018	28/06/2018
BCom	BCom	VI	01/05/2018	28/06/2018
MA	MA	VI	25/06/2018	18/10/2018
MCom	MCom	VI	26/06/2018	18/10/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

St. Bedes College has implemented reforms to ensure fair and effective continuous internal evaluation aligned with the curriculums intended learning outcomes. Adhering to Himachal Pradesh Universitys norms, the college follows specific evaluation guidelines: 70 weightage for external exams and 30 for internal evaluation in courses without practicals, and 50 for external exams, 30 for internal evaluation, and 20 for practicals in courses with practicals. Internal evaluation comprises attendance (5), mid-term tests (15), and assignments/presentations (10). To ensure transparency and understanding of the evaluation process, the college conducts orientation programs at the beginning

of each session, where students are provided with a comprehensive overview of the evaluation system. Additionally, the college prepares an academic calendar that includes internal assessment schedules communicated well in advance. These schedules are prominently displayed on college notice boards and communicated directly by respective teachers during classes. To monitor student performance effectively, a diverse range of assessment methods is employed. These methods include a combination of written assignments, presentations, projects, practical assessments, group work, and quizzes. Recognizing the diverse learning needs of students, special classes are conducted specifically tailored to support both slow and advanced learners to provide targeted assistance and guidance. To foster effective communication and collaboration between teachers, students, and parents, parent-teacher meetings are organized. Each semester concludes with a three-hour external examination assessing students knowledge and understanding. By aligning evaluation with learning outcomes, providing transparent guidelines, fostering communication, and offering tailored support, the college empowers students to excel academically and reach their full potential.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college maintains an academic calendar to ensure the smooth organization of examinations and other crucial events. The calendar serves as a comprehensive guide for students, faculty, and staff, providing a schedule of important dates and events throughout the academic year. The academic calendar includes key information such as: • Dates for mid-term exams, final exams, and other assessments. This allows students to plan their study and preparation well in advance, ensuring they have ample time to review and excel in their examinations. • Holidays and breaks, including national holidays, winter break, summer break, and Diwali break. These designated periods enable students and faculty to plan their academic activities and personal commitments, accordingly, ensuring a balanced approach to their responsibilities. • Important academic events such as conferences, seminars, workshops, and other educational activities. • Various significant activities are also listed in the calendar, such as freshers orientation, college elections, investiture ceremony, internship activities, tree plantation, blood donation camps, freshers welcome, farewell party, NSS and NCC camps, women cell programs, and community outreach programs. By publishing, distributing, and uploading the academic calendar, St. Bedes College empowers students and faculty members to plan their academic work, exam preparation, evaluation tasks, and engagement in social and cultural activities with clarity and precision. The academic calendar serves as a valuable tool for effective time management and ensures that all stakeholders are well-informed about the colleges academic schedule, important events, and activities.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.stbedescollege.in/program-specific-outcomes/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	English, Geography,	91	91	100

		Hindi, Psy, Pol.Sc, Eco, Hist, Nut, Apparel, Music			
BBA	BBA	Nil	27	27	100
BCA	BCA	Nil	9	9	100
B.Com	BCom	Nil	113	113	100
B.Sc	BSc	Physics, Chemistry, Zoology, Botany, maths, Biotechnology, Microbiology	85	85	100
M.A	MA	English	7	7	100
M.Com	MCom	Nil	20	20	100

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.stbedescollege.in/wp-content/uploads/2021/08/SSSR-2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	Nil	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Seminar on "Career Enhancement"	Commerce and Management	03/03/2018
Seminar on "Perspectives of Modern Teaching Techniques"	Commerce and Management	22/09/2017
Seminar on 'Web Designing and Development	Computer Science	28/08/2017
Workshop on "Pan India Mass Contract Program	Commerce and Management	16/12/2017
Workshop on Portfolio Development	Home Science	19/03/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	Nil	Nil	Nill	Nil

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Botany	2	0.66
International	Botany	1	0.66
International	Commerce and Management	1	5.24
International	Commerce and Management	1	5.24

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Zoology (Book)	1
Botany (Books)	2
Commerce and Management (Books)	2
Economics (Books)	5

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Diversity of Fungi	Madhavi Joshi	Indian Forester	2017	78	Himachal Pradesh University,	2

associated with Taxus baccata in different seasons						SummerHill , Shimla , Himachal Pradesh, India.	
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Diversity of Fungi associated with Taxus baccata in different seasons	Madhavi Joshi	Indian Forester	2017	5	0	Himachal Pradesh University, SummerHill , Shimla , Himachal Pradesh, India.
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	19	0	1
Presented papers	4	14	0	0
Resource persons	3	4	14	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Tree Plantation Campaign	NSS	4	100
International Youth Day	NSS Red Ribbon Club	4	60
Blood Donation Camp	NSS	4	85
Selection Exam	NCC	1	40
Distribution of Clothes at School, Sanjauli	NCC	1	25
Fire and Earthquake Mockdrill	Disaster Management Cell	3	30

Culture exchange programme, Heritage walk	Heritage Club	2	30
Seminar for School Students	Department of Computer Science	4	45
Field Visit	Department of Botany	3	25
Save the Bee Campaign	Department of Zoology	2	15
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Abhiyan	NSS	Tree Plantation Drive	4	100
Youth Awareness	NSS Red Ribbon Club	International Youth Day	4	60
Youth Awareness	NSS	Blood Donation Camp	4	85
Youth Awareness	NSS	One Day Camp	4	100
Swachh Bharat Abhiyan	NCC	Essay Writing Competition	1	6
Youth Awareness	NCC	Selection Exam	1	40
Youth Awareness	NCC	Nutrition Literacy Activity	1	12
Swachh Bharat Abhiyan	NCC	Cleanliness Drive	1	14
Swachh Bharat Abhiyan	NCC	Waste Management through Vermicomposting	1	14
Youth Awareness	NCC	Distribution of Clothes at School	1	25
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student exchange: To undergo certification course in Tally ERP (9.0)	110	St. Bedes College	60

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Industrial Linkage	Educational Trip	Solan Brewery (Mohan Meakin Ltd.), Directorate of Mushroom Research, Chambaghat Distt Solan and Renuka Sanctuary and Mini Zoo	28/03/2018	29/03/2018	30
Institutional Linkage	Inter-College Interaction	Badrinarayan Barwale Mahavidyala, Jalna, Maharashtra	01/08/2017	01/08/2017	35
Institutional Linkage	Seminar for School Students	Government Senior Secondary School	04/04/2018	04/04/2018	45
Institutional Linkage	IT Trip for BCA Students	Debut Infotech Private limited, AA2IT Infotech Private Limited, Netsmartz Infotech Pvt Limited, Mohali	16/03/2018	16/03/2018	28

Institutional Linkage	Community Outreach Programme	Munsel-Ling, Rangrik, Lahaul and Spiti, Himachal Pradesh	13/05/2018	16/05/2018	12
Institutional Linkage	Heritage Walk	Badri Narayan Barewale Mahavidhalya Jalna	25/09/2017	25/09/2017	30
Institutional Linkage	Visit to Indian Institute of Advance Studies (IIAS)	Indian Institute of Advance Study (IIAS)	20/12/2017	20/12/2017	17
Sharing of Research Facilities	Visit to the Department of Physics, Panjab University	Panjab University	20/09/2017	20/09/2017	40
Sharing of Research Facilities	Field Visits	Jakhoo Hills, Camp Potter's Hill and Regional Horticultural Research Station, Mashobra	01/09/2017	01/09/2017	25
Sharing of Research Facilities	Excursion to Directorate of Horticulture, Navbahar	Directorate of Horticulture, Navbahar	01/03/2018	01/03/2018	32
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Himalayan Forest Institute, Shimla	09/12/2015	Purpose: To achieve excellence in scientific areas Activities: To undergo Summer training Establishing a Medicinal garden Hands on experience	17

		through various workshops.	
Badrinarayan Barwale Mahavidyalaya, Jalna	26/04/2015	Purpose: To achieve academic excellence Activities: To organize cooperative academic activities To explore common research activities	58
University of Fraser Valley,Canada	02/02/2015	Purpose: To achieve excellence in scientific areas Activities: To exchange students and developments of international mobility agreement	54
Tally institute of learning, SDPI, Shimla (Sai Digitech Professional Institute Shimla)	05/07/2017	Purpose: Add on Course for skill enhancement	110
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1630000	1493921

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

	Campus Care	Fully	10	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	2513	5955350	201	131830	2714	6087180
Reference Books	2056	183035	46	140093	2102	323128
e-Books	3135000	5900	0	0	3135000	5900
Journals	54	82830	0	0	54	82830
e-Journals	6000	0	0	0	6000	0
Digital Database	1	0	0	0	1	0
CD & Video	783	6013	24	0	807	6013
Library Automation	1	0	0	0	1	0
Weeding (hard & soft)	818	8803	0	0	818	8803
Others(specify)	10	18000	0	0	10	18000

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Nil	Nil	Nil	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	173	3	173	5	0	6	21	6	0
Added	1	0	0	0	0	1	0	0	0
Total	174	3	173	5	0	7	21	6	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

6 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
14000	14025	30000	30969

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratories: The college boasts a range of well-equipped laboratories, including Physics, Chemistry, Zoology, Botany, Psychology, Computer, Geography, and Home Science labs. These labs play a crucial role in facilitating practical learning for both undergraduate and postgraduate students. To ensure smooth functioning, each laboratory is supported by dedicated lab assistants who oversee the lab activities and provide assistance to students during practical classes. The college follows a meticulous procedure for procuring laboratory materials and equipment, primarily through e-tendering and Government E-Marketing (GEM) platforms. All purchases are recorded in stock registers, maintaining a comprehensive inventory of equipment, lab materials, and other items. The Stock Verification Committee conducts annual inspections, physically verifying the assets/equipment and their respective locations. They also examine surplus, obsolete, and unserviceable items, deciding on the appropriate mode of disposal. Library: The college library is an essential resource for students and faculty, facilitating the teaching and learning process. With a seating capacity of 300 students, the library is spacious and offers a diverse collection of textbooks, reference books, magazines, and journals. It is fully automated, enabling efficient access to e-resources. The library also features an Archives section housing rare and old books, along with a photograph exhibit. Utilizing the Campus Whizz software and Online Public Access Catalogue (OPAC) facility, the library provides an open-shelf system for users. Additionally, the library offers a Book Bank facility, allowing students to borrow books for the academic session. The selection of books for purchase is a collaborative process involving recommendations from department heads and students. The recommended titles are presented to the Library Committee, which approves the purchase within the allocated budget. After final approval from the IQAC and college management, new books are acquired and organized using the Dewey Decimal Classification System. A designated attendant ensures the upkeep of the library, working under the supervision of the librarian. Regular weeding out of worn-out and damaged books is conducted to maintain an active collection. Computers: The college places great importance on keeping its computer infrastructure up to date. Regular upgrades are carried out, replacing older versions with new ones as per the requirements. A dedicated computer technician handles the maintenance of the computers. The necessary ICT (hardware/software) requirements are assessed periodically to prepare the budget for each academic session. Faculty and students submit their hardware/software requirements to their respective department heads. These requirements are then discussed in IQAC meetings before being forwarded to the Purchase Committee and College Management for final approval. The college follows a practice of inviting three or more quotations for procurement decisions, ensuring transparency and making informed choices. Sports: The

college provides ample opportunities for sports and physical activities. An outdoor basketball court is available, while the Multipurpose Auditorium and Common Room serve as indoor gaming spaces for activities like table tennis, badminton, carom board, and chess. A Gymnasium and Yoga Centre are also available for the benefit of both staff and students. The Purchase Committee invites e-tenders to procure sports equipment after assessing the requirements, ensuring that the sports facilities remain well-equipped and up to date. Classrooms: The college maintains spacious and well-lit classrooms that create an optimal learning environment for students. A dedicated support staff ensures cleanliness and maintenance, taking care of existing facilities and addressing new requirements for repairs, furniture, lighting, and general upkeep of the classrooms.

https://www.stbedescollege.in/campus-maintenance-committee/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Concession	8	139100
Financial Support from Other Sources			
a) National	Nil	0	0
b)International	Nil	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
French	25/07/2017	49	St. Bedes College
Tally	18/07/2017	116	Tally institute of learning SDPI Shimla
Internet and Web Page Designing	18/07/2017	29	St. Bedes College
Beauty and Fitness	17/07/2017	64	St. Bedes College
Travel and Tourism	01/08/2017	24	St. Bedes College
Communication Skills and Personality Development	17/07/2017	181	St. Bedes College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2017	Workshop	45	0	0	0
2017	Workshop	85	0	0	0
2017	Training Program	3	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Jet Airways, PIBM, Pune , Vistara Airlines, Educare India	240	67	Chandigarh Baptist School, Bonito Design Private Ltd., Antarmanh Consulting Private Limited, Inflight Services, Indigo, Scientific Professional, HIMCOSTE, Parexel International Private Limited, Mohali	6	6
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	1	Computer Science	Computer Science	Himachal Pradesh University	MCA

| 2018 | 6 | Economics | Economics | Himachal Pradesh University | MA |

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Hindi Saptah	Institution	40

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Silver Medal	National	1	0	151051	Shivani Ramnaik
2017	Second Position	National	0	1	151052	Yashika Gautam

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Council at St. Bede's College serves as a platform for students to voice their concerns, and ideas, ensuring that their perspectives are heard by the administration and faculty. After a careful screening criterion, the Student Council is elected to power by the student body. The college elections are supervised by the Election Committee comprising faculty members. A date is set for the college elections. A short period for campaigning is given and then elections are held through a secret ballot. The Student Council ensures to create a sense of ownership of the college. The council represents the student bodys interests and works towards addressing their needs. The 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. Being part of a college council offers students an opportunity to develop leadership skills. Council members often hold positions such as Admiral, Vice-Admiral, President, Captain, Vice-captain, and Secretary, where they learn to manage responsibilities, make decisions, and collaborate with others. These experiences contribute to personal growth and prepare students for future leadership roles. College councils organize various events, activities, and programs that foster a sense of community and belonging among students. These initiatives may include cultural festivals, sports tournaments, guest lectures, charity drives, and social gatherings. The Student Council often collaborates with college administrators, faculty, and staff to provide student input in decision-making processes. They also have representation in college committees, where they contribute to discussions and decisions

regarding academic policies, curriculum development, student services, and campus initiatives. For example, some members of the Student Council, like the Admiral, Vice-Admiral and a few Vice-presidents of the societies are part of the academic development council of the college like the IQAC, Alumni Committee, Grievance Cell, and Internal Complaint Committee. Here they are involved in decision-making processes and their views are heard. This ensures that student perspectives are considered when shaping the colleges direction. The Student Council plays a vital role in representing students, advocating for their interests, fostering leadership skills, building community, enhancing student engagement, and contributing to the governance of the institution. It serves as a valuable bridge between students and the college administration, facilitating a positive and enriching college experience for all.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of St. Bede's College is called Ex-Bedeian Association (or EBA). The Ex-Bedeian Association is a registered society under the provisions of the Himachal Pradesh Societies Registration Act, 2006. The association was registered on 20th June 2013 and has been active ever since. The association has three executive posts: President, Secretary and Treasurer. These posts are filled by active ex-Bedeians who are enrolled in the association and ensure its smooth functioning. The goals of the EBA include having an active and visible participation of the Ex-Bedeians instituting scholarships to bring marginalised students into the mainstream promoting the vision of the college motto, Non Nobis Solum ("Not For Ourselves Alone"), and implementing various government-sponsored projects and schemes at the state and central level, regarding social welfare, rural development, human development, etc. The EBA works to strengthen ties between the college and alumnae. The association meets annually at St. Bede's College other meets are organised in its various chapters across India and abroad. These Alumni Meets are conducted regularly and become new avenues to meet, network and help each other regardless of age, the course they pursued in college, or the year they graduated. The members also interact with one another on issues pertaining to the college's progress. The EBA is a source of support and inspiration for the students and staff of the college. Our alumnae include famous personalities in films, journalism, administration, teaching, army, police and sports at both state and national levels. These former students who are well-placed in society willingly advise, share, and support our college's former and current students. They guide and inspire our students by sharing their early experiences as students and later on as professionals. They often return and contribute to the college by conducting workshops, talks, etc. Illustrious alumnae are invited to the college as chief guests, guest speakers, etc., at various college events like Freshers, Annual Day, Grad's Nite, seminars, conferences, etc. The college alumnae have instituted memorial scholarships, awards, prizes and other media to connect with and encourage current student batches. Moreover, they act as members of the Internal Quality Assurance Cell of the college. Their suggestions and advice are considered to improve our institute's strength and the quality of its day-to-day functioning. The alumnae are thus involved in ensuring that the college keeps improving its standards as they bring a fresh outsider perspective to the institution. The alumnae are also involved in various community outreach programs. The association organises some of these programs others are organised regularly through multiple societies and clubs in the college and society.

5.4.2 – No. of enrolled Alumni:

90

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college is dedicated to the principles of decentralization and strives to provide equal roles for every stakeholder, allowing them to actively participate in its functioning. The Governing Body assumes responsibility for overseeing the institutions finances and the development of facilities. Their focus is on improving the amenities that effectively support teaching, learning, and research. Working together, the Principal, Internal Quality Assurance Cell (IQAC), Heads of the Departments, Teaching and Non-Teaching Faculty, and the Student Council are committed to fostering the development of the college. To ensure the smooth functioning of the college, several committees, clubs, and societies have been established. These include the Admission Committee, Timetable Committee, Research Promotion Cell, Women Anti-Harassment Cell, Grievance Redressal Cell, Anti-Ragging Committee, Cultural Committee, Placement and Career Counseling Cell, Rusa Committee, Library Committee, and Academic Monitors. Faculty members are given representation in various committees and cells nominated by the Principal. This ensures their active involvement in decision-making processes and promotes their contributions to the institutions overall functioning. A culture of participatory management is fostered at the operational, strategic, and functional levels of the college. At the strategic level, key stakeholders such as the Principal, the College Governing Body, the IQAC, and the Heads of the Departments are involved in defining policies, developing guidelines, and establishing rules and regulations. These pertain to various aspects such as admission, examination, code of conduct and discipline, grievance redressal, support services, and financing. Their collaboration ensures that these policies align with the institutions objectives and promote its overall development. At the functional level, faculty members actively share their knowledge with students and other committee members when working on committees. They also collaborate on research projects and produce articles, fostering an environment of knowledge exchange and academic growth within the institution. At the operational level, the Principal and faculty members interact with the relevant departments of the affiliating H.P. University, as well as government and other agencies. Their engagement ensures effective coordination, collaboration, and cooperation with external stakeholders. In addition, students and office staff actively participate in a wide range of academic, administrative, extension-related, and collaborative tasks. This multi-level engagement reflects the institutions commitment to shared responsibility and inclusivity. Two practices that exemplify participative management and decentralization are as follows: 1. Inclusive Decision-Making: The institution encourages inclusive decision-making at all levels. By involving stakeholders in decision-making processes, the institution ensures that diverse perspectives are considered, fostering transparency, accountability, and a sense of ownership among all stakeholders. This practice allows for a broader range of ideas, insights, and experiences, leading to well-rounded decisions that benefit the entire institution. 2. Collaborative Committees and Cells: The

establishment of various committees, clubs, and societies promotes collaboration and active participation among stakeholders. By including faculty members, students, and other stakeholders in these committees, the college creates platforms for knowledge sharing, innovation, and mutual support. This collaborative approach nurtures a culture of teamwork, fosters interdisciplinary collaboration, and encourages the exchange of best practices, ultimately contributing to the growth and development of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As an affiliated college of H.P. University, the college follows the curriculum established by the university. The Himachal Pradesh University, in turn, adheres to the curriculum framed by the University Grants Commission (UGC). The university has the authority to modify up to 20 of the curriculum according to its guidelines and requirements. To ensure effective curriculum development and implementation, faculty members actively participate in the process. Some faculty members serve as members of the Board of Studies and attend meetings organized by H.P. University whenever they are held. These meetings provide a platform for faculty members to contribute their insights, expertise, and suggestions, enriching the curriculum development process.
Teaching and Learning	The institution focuses on continuous improvement in the teaching-learning process through regular meetings between academic coordinators, IQAC Core Coordinator, and HODs. The faculty members are qualified, trained, and experienced, ensuring quality instruction. Teachers create lesson plans tailored to the course requirements. Various activities like seminars, workshops, and field trips enhance subject understanding. Students are encouraged to utilize resources like the internet, seminar rooms, and libraries. Smart courses and audio-visual materials are employed for efficient instruction. The Department of English has a language lab for technology-assisted language learning.
Examination and Evaluation	In the academic year 2017-18, the college successfully implemented the

	Choice Based Credit System (CBCS), allowing for a seamless integration of the established system into the academic framework. The college adhered to the examination schedule provided by Himachal Pradesh University, ensuring that examinations were conducted in a timely manner, allowing students to progress through their academic journey smoothly. The evaluation process for internal assessment of students encompassed Continuous Comprehensive Assessment, Practical Examinations, and End Semester Examinations (ESE). The affiliating university generated online mark sheets for the end term examinations, streamlining the result declaration process and ensuring accurate and efficient record-keeping.
Research and Development	The college organizes regular National and International Conferences, Seminars, and Workshops, encouraging faculty participation and fostering academic exchange. Faculty members are granted leaves to attend conferences, workshops, and seminars, facilitating their professional development and networking opportunities. A culture of research and innovation is fostered, with faculty encouraged to write research papers and undertake research projects. The Research Committee provides regular updates on forthcoming workshops, seminars, and conferences, ensuring faculty members are informed of these opportunities.
Library, ICT and Physical Infrastructure / Instrumentation	The college library houses an extensive collection of 34,000 books, along with 106 periodicals, 52 magazines, and 54 journals, ensuring a rich academic resource for students. The convenience of Campus Whizz/OPAC facilitates easy access to library materials. Interactive boards are installed throughout the campus to enhance teaching methods, while Wi-Fi connectivity ensures seamless access to online educational resources. INFLIBNET provides an impressive selection of over 6,000 e-journals and more than 31,35000 e-books for faculty and students. The college features modern facilities such as seminar halls, SMART Board-equipped classrooms, well-equipped laboratories, and additional amenities like a canteen, parking areas, and residential facilities.

	Safety is prioritized with the installation of CCTV surveillance and fire extinguishers, and ongoing construction work is expanding the Science Block to accommodate future needs.
Human Resource Management	A decentralized management system involves the staff council, student council, advisors, coordinators, and societies in planning and implementing activities. • Online faculty evaluation by students allows for continuous improvement. • Faculty engage in interdisciplinary research, lectures, and seminars. • Collaborative training programs with banks enhance office work management. • Extensive training on the online attendance software, Campus Whizz, is provided to office staff. • Recreation programs benefit staff and students. • Faculty provide guidance on higher education, scholarships, and career opportunities. • The college strives for an eco-friendly and pollution-free campus.
Industry Interaction / Collaboration	St. Bedes College in Shimla was actively engaged in various activities and collaborations during this period. They conducted a successful campus placement program with Educate India, resulting in the selection of 35 students out of 92. Collaborations included a tree plantation campaign with the Forest Department, an environment awareness program for World Honeybee Day, and a state-level event on International Youth Day to raise HIV/AIDS awareness. The college facilitated interviews with The Vistara Company, organized a student exchange program, held blood donation camps, hosted lectures by Ms. Vandana Shiva, and conducted workshops, internships, educational trips, counseling sessions, and a mock drill on disaster management.
Admission of Students	To streamline the admission process, St. Bedes College implemented various measures. They printed a comprehensive prospectus containing details of courses, requirements, fees, and rules. Admission information was displayed prominently in the town, advertised in newspapers, and broadcasted on local TV channels. Counselling desks were set up with faculty members to guide students and parents. Fee payment was

facilitated within the college through ICICI and HDFC Banks. A customized admission software was developed, and policies were formulated to provide fee concessions and privileges to economically and socially marginalized groups. A Help Desk was created to update the public with admission-related information, and staff was available to assist candidates. Additionally, a canteen facility was provided for prospective students and their parents/guardians.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	St. Bedes College focuses on continuous improvement and development by regularly updating its website with relevant information. Online e-periodicals and college reports are made available to provide easy access to the colleges publications.
Administration	Efficient administration is ensured through the implementation of biometric attendance for employees, which promotes accurate record-keeping and attendance management.
Finance and Accounts	To maintain financial transparency and accountability, St. Bedes College conducts both external and internal audits at regular intervals. These audits ensure proper financial controls and adherence to regulations.
Student Admission and Support	The college facilitates an online admission process, providing access to admission forms, course details, hostel facilities information, and fee structures. Additionally, ILMS enables online attendance tracking for students. The college website serves as a platform to highlight all activities and achievements, keeping students and stakeholders informed.
Examination	The college utilizes the HPU website for various examination-related processes. CCA and practical examination marks are filled through the website, ensuring efficient management. Each student is provided with an individual login ID for personalized access. Date sheets, admit cards, and mark sheets/results are published on the HPU website, allowing students to conveniently access their examination-related information.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nil	Nil	Nil	0

No file uploaded.

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Perspectives of Modern Teaching	Nil	22/09/2017	22/09/2017	54	0
2018	Learning to learn	Nil	26/02/2018	26/02/2018	47	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Perspectives of Modern Teaching	54	22/09/2017	22/09/2017	6
Learning to learn	47	26/02/2018	26/02/2018	6

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
16	38	11	16

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
EDLI, EPF, Gratuity, Fee concession for staff children	EDLI, EPF, Gratuity, Fee concession for staff children	Scholarships, free ships, free ships, fee concessions, book bank

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit: St. Bedes College conducts internal audits at regular intervals to ensure financial transparency and accountability. This process involves a local chartered accountant, the section officer, and the Bursar of the college. They meticulously examine receipts and expenditure statements to identify any discrepancies or irregularities. By conducting internal audits, the college aims to maintain proper financial controls and safeguard its resources. The audit findings help in identifying areas for improvement and ensuring compliance with financial regulations and policies. The internal audit team works closely with the office staff to address any concerns and provide necessary supporting documents. External Audit: To ensure independent and impartial oversight, St. Bedes College also undergoes external audits conducted by officers from the Office of the Accountant General (A.G.). This periodic audit serves as an external review of the colleges financial operations, processes, and compliance with statutory requirements. The external auditors scrutinize the colleges financial records, transactions, and practices to provide an unbiased assessment of its financial health and adherence to regulations. They may raise queries or seek additional information, which the colleges office staff promptly addresses by providing supporting documents. The external audit helps validate the accuracy and reliability of the colleges financial statements and ensures transparency to stakeholders.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
St. Bedes College	60217	Prize Distribution Function

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6.4.3 – Total corpus fund generated

104100000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	Yes	CA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The college places great importance on fostering strong parent-teacher collaboration and ensuring effective communication channels. To achieve this, the college organizes Parent-Teacher Meetings (PTMs) annually. These meetings serve as an opportunity for parents and teachers to come together, discuss the progress and development of students, and address any concerns or queries. Parent-Teacher Association (PTA) is elected, comprising enthusiastic parents who actively participate in supporting the colleges endeavors. The PTA plays a vital role in bridging the gap between parents and the college administration, advocating for the welfare and educational needs of the students. In order to keep parents well-informed and involved, the college acquaints them with the online evaluation system. This system enables parents to access their childs academic progress, including examination results, attendance records, and other relevant information. By embracing technology, the college ensures transparency

and encourages parents active engagement in their childs education. The college values the opinions and suggestions of parents as crucial stakeholders in the educational process. Parent feedback is actively sought and incorporated into the decision-making process to enhance the functioning of the college. By taking into account the valuable insights provided by parents, the college continually strives to improve its academic programs, co-curricular activities, and overall educational environment. Through regular PTMs, the establishment of a dynamic PTA, the implementation of an online evaluation system, and the incorporation of parent suggestions, the college demonstrates its commitment to fostering a supportive and inclusive educational community. By fostering effective parent-teacher collaboration, the college aims to create an environment where students can thrive academically, socially, and emotionally.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

• Industry Collaborations and Placement Programs: The college actively collaborates with organizations like Educate India and The Vistara Company to provide placement opportunities for students. These partnerships enhance students employability and prepare them for the professional world. • Academic Exchanges and Workshops: St. Bedes College promotes academic exchanges and workshops with other educational institutions and experts. Initiatives such as the student exchange program with Badrinarayan Barwale Mahavidyalaya Jalna and the popular lecture series by renowned environmental activist Ms. Vandana Shiva enrich students knowledge and perspectives. • Social and Environmental Initiatives: The college actively engages in social and environmental initiatives. Events like the Tree Plantation Campaign, Environment Awareness Program, Blood Donation Camp, and Disaster Management Mock Drill promote social responsibility and create awareness among students about important issues affecting society and the environment.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	An Anti-ragging workshop was organized to make the students aware about menace of ragging.	13/07/2017	13/07/2017	13/07/2017	900
		View File			

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Youth Day	28/08/2017	28/08/2017	62	2
Nutrition Literacy Activity	20/11/2017	20/11/2017	13	0
Workshop on HIV/AIDS	25/11/2017	25/11/2017	27	1
International Women's Day Celebration	08/03/2018	08/03/2018	16	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college effectively utilizes solar energy for powering the hostel, classrooms, driveway, and garden illumination. Solar panels contribute to renewable energy generation on campus. The college is progressively replacing CFL bulbs with energy-efficient LED bulbs, reducing energy consumption and promoting sustainability. The hostels water heating system relies entirely on solar energy, reducing reliance on traditional energy sources. Although the current capacity of the solar power unit meets only a fraction of the annual power requirement, it signifies the colleges dedication to embracing alternative energy sources.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	05/08/2017	5	Save Honey Bees": A Presentation at Theog School	Public Health	15
			[View File](#)				

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)

College prospectus	04/06/2017	Discipline is to be maintained at all levels. The principal and all the staff members always ensure regularity and punctuality of the students for the assemblies and classes, maintenance of silence in the corridors and in areas where classes are held. It is mandatory for students to have 75 (minimum) attendance as stipulated by the university and college authorities. The students must maintain a respectful attitude towards the authorities, elders, teachers and their own peers. The Value Education classes evolved by the college are held regularly in small groups to help the students in self-growth. The students are not allowed to leave the college premises before 1pm.Ragging is strictly banned in the college. The college comprises of an Anti-Ragging Cell with the rules and regulations under the Supreme Court of India Orders.
Hostel Prospectus	04/06/2017	The hostel prospectus has the rules related to the admission to the hostel. The hostel has zero tolerance towards ragging. Penalty is imposed for those found guilty of participation. Damage or destruction done to any hostel property or article shall be paid for by the student. The hostel students are expected to adhere by the rules and regulations in order to maintain proper discipline and decorum in the hostel.
College Calendar	25/06/2017	Academic Calendar is

		prepared by the IQAC of the college at the beginning of each academic session.
Code of Conduct	01/03/2017	The IQAC, college management, and all stakeholders collaborated to prepare a Code of Conduct. As a result, academic integrity is flourishing, conflicts are being peacefully resolved, and discipline has shown significant improvement. The collective efforts have fostered a stronger sense of community and encouraged responsible resource utilization. Moving forward, the Code of Conduct will undergo continuous review and updates to adapt to evolving needs. The commitment to upholding the values of respect, integrity, and responsibility ensures that the college remains a place of excellence and growth.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Value Education Classes	01/08/2017	31/03/2018	1162
St. Claudine's Feast Day Celebration	31/07/2017	31/07/2017	1162
[View File](#)			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Rainwater harvesting
Paper recycling unit for wastepaper reuse
Ban on use of plastic in the campus
Green audit of the campus
Safe disposal of biodegradable waste through vermi-composting unit
Use of renewable sources of energy in the campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Title of the Practice: Roti Day Objectives of the Practice: The aim of this

practice is to contribute towards institutional social responsibility. This practice also aims to inculcate the sense of social service among students. Context: The idea behind this practice is to enable students to have a practical experience of helping the needy and disadvantaged sections of society, by actively looking beyond themselves and contributing towards the welfare of others. The Practice: All the students and staff members bring freshly made chapattis to the college on a specified day of the week (i.e. every Tuesday). The collected chapattis are then supplied to the main city hospital and cancer hospital in Shimla in co-operation with the staff members of the NGO, Almighty's Blessings. The main idea behind this practice is to help economically poor patients and their care givers through the daily lunch and langar organized by the NGO at IGMC Shimla. Staff and students also volunteer their services at serving food at the langar, washing the utensils and taking part in the evening prayer service in support with the family members of patients. Evidence of success: The practice is going on smoothly and successfully as reported by Mr. Sarabjit Singh (Bobby) President of the NGO, Almighty Blessings. Many students and some staff members have started going regularly to the hospital in their individual capacity, to spend time with terminally ill patients and others suffering from different diseases or serious injuries. Problems : The only problem that the institution faces in this practice is the decline in the number of chapattis collected during university examination days when there are no regular classes. 2. Title of the Practice Students' Online Feedback System Objectives of Practice: • To improve the quality of teaching by introducing students feedback • To bridge the communication gap between students and faculty members. • To enable the faculty members to enhance their teaching skills. • To strengthen the teaching learning process and overall academic environment. The Context Evaluation is an integral part of the education system. Teachers evaluation is the most useful input to improve the quality of teaching. While there are a large number of possible sources of feedback and evaluation data on teaching, the most common source of input for teaching evaluation is feedback from the students. Student feedback is a positive tool in improving teaching, learning and overall academic environment. The Practice The online feedback from students is collected and discussed once a year. The feedback is taken through Google. The feedback dates are fixed by the Principal and it is generally conducted within 3-4 days. Students give the feedback by logging into their college login ID. This encourages students to give free and fair feedback. Students are presented with a questionnaire which they answer by selecting appropriate options. The questionnaire consists of 20 questions, mainly concentrating on teaching-learning aspect of the feedback. Individual teacher reports can be obtained where analysis and graphical representation of feedback could be seen. The Principal can check feedback reports of all departments. The Principal rigorously discusses the reports in her meeting with the every Department. They prepare an action plan based on the feedback and suggestions received from the students. Based on the feedback report proactive remedies are taken. This practice of obtaining healthy criticism aims at enhancing teaching-lear ning standards. Evidence of Success Every teacher receives the feedback for a subject based on a questionnaire containing 20 questions. For each question a teacher can be graded with 11 options. After receiving the feedback, a teacher comes to know about the areas where he/she is lagging. The faculty makes deliberate efforts for improving in those areas. Problems and Resources required The feedback from stakeholders helps us to know about our strength and weakness. The points of weakness raised by the students help the teachers to implement corrective methods and improve.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.stbedescollege.in/wp-content/uploads/2021/08/Best-

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Community Connections: Uniting Hearts and Hands through Service St. Bedes College places great emphasis on outreach programs and community service to serve society and promote selflessness among its students. Here are some of the initiatives taken during the current academic year: 1. Roti Day: Every Tuesday, students and staff bring freshly made chapattis to the college, which are then supplied to the main city hospital and cancer hospital in Shimla. This program, conducted in collaboration with the NGO Almightys Blessings, aims to provide lunch to economically disadvantaged patients and their caregivers. Students and staff also volunteer their services by serving food, washing utensils, and participating in prayer services. 2. Teaching Assignments: Faculty members of the college undertook teaching assignments at Munselling School, Kaza, with the goal of developing personality and communication skills among school-going children in remote areas of Himachal Pradesh. 3. Visits to Hospitals and Homes: Students and faculty members regularly visit cancer hospitals, IGMC Shimla, old age homes, and orphanages in the town to spread happiness, offer gifts, and spend quality time with the residents. 4. Blood Donation Camp: The NSS unit organized a blood donation camp in collaboration with the NGO Almighty Blessing in the college auditorium. The camp aimed to raise awareness about the importance of blood donation and educate the community about its significance. 5. Tree Plantation Drive: The NSS unit organized a tree plantation drive at Five Benches, Jakhoo, Shimla, to address environmental protection and sustainability issues. 6. Adoption of Schools: St. Bedes College has adopted a government middle school in Theog and a primary school in Sanjauli, Shimla. Students and faculty members frequently visit these schools, organize competitions for the students, and provide them with clothes, food, and stationary materials. 7. Skill and Entrepreneurship Development Program: Students are encouraged to offer self-prepared eatables and other products for sale, and a portion of the proceeds is donated to charitable causes. This initiative aims to develop students skills and raise their awareness of social responsibilities. By actively engaging in these community service programs throughout the year, St. Bedes College aims to provide a transformative and enriching experience for its students, fostering a sense of empathy and commitment to society.

Provide the weblink of the institution
https://www.stbedescollege.in/wp-content/uploads/2023/08/INSTITUTIONAL-DISTINCTIVENESS-2017-18.pdf

8.Future Plans of Actions for Next Academic Year

In terms of the curricular aspect, the college plans to introduce add-on courses in the Computer Department, providing students with additional skill sets and knowledge. Similarly, a Certificate Course in Econometrics will be introduced in the Economics Department, catering to students interested in this specialized field. To promote effective teaching, learning, and evaluation, the college will conduct faculty development programs and workshops, ensuring that the educators stay updated with the latest teaching methodologies. Various activities such as Lit Fest, Nutrition Week, Fevicryl, and Demo Workshop will be organized in the Geography Department to engage students in practical learning experiences. Additionally, computer awareness seminars will be held for faculty and staff, fostering digital literacy. The integration of technology in teaching will be emphasized through virtual 3D tutorials in Chemistry and the use of smart classrooms. Student seminars, presentations, and discussions will continue to

encourage interactive learning, and field, industrial, and educational visits will provide practical exposure. To encourage research, the college will promote a research culture and facilitate research-related activities. An international conference on Partition Revisited will be organized by the Political Science and History departments, fostering interdisciplinary discussions. Research projects on topics like honeybee conservation will be undertaken, and faculty and students will be encouraged to participate in conferences and publish research papers. The college aims to improve infrastructure and learning resources by completing the construction of the new Science Block and Reception Hall. The full operationalization of Campus Whizz Software and updates to the college website will enhance administrative efficiency and communication. Renovation and upgrading of the computer museum, chemistry lab, and geography lab will provide better learning facilities. Student support and progression will be prioritized through internships, coaching classes, and increased availability of competitive books. Placement drives and linkages with industry will improve students career prospects, and accessibility will be enhanced by renovating ramps. Expanding scholarships, freeships, and fee concessions will make education more accessible to deserving students. In terms of governance, leadership, and management, the college plans to involve stakeholders in decision-making and conduct regular meetings of various forums and committees. Internal and external auditing will ensure transparency and accountability. Implementation of a management information system and online feedback mechanism will streamline administrative processes and gather feedback from stakeholders. The college will continue to uphold its core value of Non nobis solum_Not for ourselves alone and implement new social responsibility programs, such as the Good Will Wall and Entrepreneurship Skill Development. Community outreach programs, visits to orphanages, old age homes, and hospitals, and scholarships for deserving students will demonstrate the colleges commitment to social welfare. Sustainability initiatives like paper recycling, green campus practices, water harvesting, and efficient waste management will contribute to environmental conservation. The college will embrace renewable energy sources and promote tree plantation drives to create an eco-friendly campus. Technology will be integrated further with a Wi-Fi campus, CCTV surveillance, biometric attendance, and online feedback systems, ensuring a technologically advanced learning environment.