ST. BEDE'S COLLEGE, SHIMLA
INTERNAL ADMINISTRATIVE AUDIT REPORT 2023

St. Bede's College
Shimla-171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
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SCHEDULE FOR INTERNAL ADMINISTRATIVE AUDIT -2017-2023

Date- 15th May 2023

Time: 1:00 p.m. – 4.00 p.m.	Audit Teams
I. Infrastructure and Learning Resources II. Student Support III. Governance Leadership and Management	Team-1 Dr. Gitanjali Mahendra Mr. Anoop Dilta Dr. Vishal Chauhan
IV. Audits And Quality Checks V. Rankings, Accreditations VI. Fundings VII. Campus Sustainability	Team-2 Dr. Pankaj Aashish Dr. Vandana Thakur Ms. Swati Kapil

PRINCIPAL

An internal administrative audit was conducted by the following team members on 16th May 2023.

Dr. Gitanjali Mahendra

Mr. Anoop Dilta

Dr. Vishal Chauhan

Dr. Pankaj Aashish

Ms. Swati Kapil

REPORT

- ➢ **Infrastructure and Learning Resources:**

- The campus of St. Bede's College is equipped with Wi-Fi connectivity through 19 routers, ensuring internet access throughout the premises. The college boasts 26 well-maintained and spacious classrooms, along with 23 laboratories for practical sessions. Additionally, there are 6 smart classrooms that enhance the learning experience through advanced technology integration.

- The Staffroom is a well-furnished space with various amenities to cater to the needs of the faculty. It includes 4 computers, 1 scanner, 1 oven, 1 notice board, 2 heaters, 1 blue board, 22 lockers for teachers, 3 tables, 1 aqua guard, 1 cupboard, and 60 chairs. The Staffroom has undergone recent renovations, including a flooring upgrade and the addition of a partition in 2018.

- The college auditorium is equipped with an advanced sound and lighting system, facilitating various events and performances. It features 10 microphones and 1 projector to ensure high-quality audio-visual experiences. The Seminar room is equipped with an interactive screen, OPS, and a video conferencing camera, providing an engaging environment for presentations and discussions. The faculty members have dedicated department rooms, with a total of 19 rooms to support their academic activities.

- The college canteen is spacious and offers a comfortable dining area for students. To protect students from rain or snow, the open area outside the canteen has been covered with a transparent fibre rooftop. This ensures that students can enjoy their meals without being affected by the weather conditions.

- The common room serves as a recreation centre for students, providing facilities for indoor games such as table tennis and carrom board. Recent additions of new sports goods and the installation of a television have enhanced the recreational options available to students. The college also houses a Yoga centre and a well-equipped gymnasium, promoting mental and physical well-being among students and staff members.

- Sports facilities include basketball and badminton courts, table tennis tables, and a volleyball court. The sports department has been strengthened with the regular employment of a dedicated Physical Education faculty member since August 2021. This ensures the smooth organization and development of sports activities in the college.

- Adequate toilet facilities are available for students, with a total of 15 toilets in good working condition. The college has implemented effective water purification measures, with eight Aqua guards distributed across the premises (4 in the college and 4 in the hostel). Additionally, an RO system has been installed in the courtyard to provide clean drinking water.

- Hostel facilities are available for students, offering comfortable accommodation with essential amenities. The college has two generators (one in the college and one in the hostel) to provide electricity backup in case of power outages. Computers in the college are equipped with UPS facilities for uninterrupted power supply. A first-aid box is readily available on campus, equipped with all essential medical items.
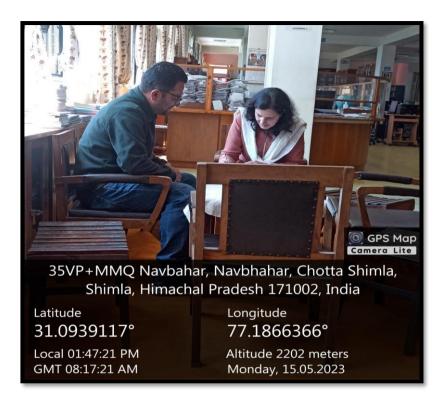
- The college is currently undergoing renovation work in the cybercafé, UGC resource room, and infirmary. The language lab requires upgrading to meet the evolving needs of language learning.

- St. Bede's College prides itself on its large and well-stocked library, covering an area of 2735 square meters. The library houses a wide range of books and also includes an Archive section with rare and ancient books. In addition, access to numerous e-books and e-journals is provided through Inflibnet and N-list. The library features a digital resource center equipped with computers, printers, and scanning facilities for both staff and students. A book bank facility is available, with 726 books added to support economically weaker students.

- The college has designated technology-enabled rooms for counseling, research, placement, and IQAC (Internal Quality Assurance Cell) activities. A well-functioning examination cell ensures smooth conduct and administration of examinations. CBCS (Choice Based Credit System) guidelines are followed as per HPU (Himachal Pradesh University) norms. All notifications, meetings, and date sheets related to examinations are properly maintained and displayed. Result records and other relevant documents are retained by the college office. Annual checks are conducted to ensure the maintenance of stock registers.

- Each department is equipped with faculty rooms, laptops, and departmental libraries to facilitate academic work. Physical infrastructure records are available in each department, and annual checks are conducted to maintain stock registers.

➢ **Student Support**:

- St. Bede's College prioritizes the safety and security of its students and the campus. To ensure this, five security guards have been appointed, including one regular, one on a contract basis, and three outsourced guards. Additionally, the campus is equipped with 60 CCTV surveillance cameras, providing extensive coverage for enhanced security and monitoring.

- The college follows a democratic process for student representation through the St. Bede's Student Council. The council members are elected by the student body after careful screening criteria. These student representatives actively participate in various societies and committees, contributing to the organization and execution of college activities. Due to the pandemic, St. Bede's College transitioned its election process to an online platform hosted on the Learning Management System (LMS). This adjustment was initially implemented as a trial, but it proved to be highly beneficial in terms of transparency, convenience, time efficiency, and cost-effectiveness. As a result, the college has continued conducting elections exclusively online, utilizing the LMS platform. This approach has facilitated a smooth and efficient electoral process, ensuring fairness and accessibility for all students.

- To address and resolve student grievances, the college has established a Grievance Redressal Cell and an Internal Complaint Cell. These bodies serve as platforms for students to voice their concerns and seek appropriate solutions.

- The college actively informs and notifies students about government and non-government scholarships. Notices regarding scholarship opportunities are circulated and displayed for student awareness. In the academic year 2022-23, 24 students availed scholarships.

- St. Bede's College recognizes the importance of inclusivity and accessibility. The campus features a ramp for differently-abled students to facilitate their movement. However, improvements are needed to ensure its optimal functionality and convenience.

- The college conducts value education classes, with one class per week dedicated to this aspect. Students are required to fill their Mentor Cards for record-keeping and evaluation. Moreover, a counselor is available three days a week to provide support and guidance to students in need.

➢ **Governance Leadership and Management**

- St. Bede's College has a well-defined governing body that ensures smooth governance through decentralization and participative management.

- To support the college's functioning, various committees have been constituted, including the Prospectus committee, Admission committee, Purchase committee, Campus Maintenance committee, Discipline committee, RUSA committee, and Library committee. These committees play a crucial role in ensuring the efficient operation of different aspects of the college.

- Furthermore, to address student concerns and maintain a safe environment, the college has established the Internal Complaint Cell, Grievance Redressal committee, and anti-ragging cell. These bodies are responsible for handling and resolving any complaints or grievances raised by students. Regular meetings of these committees, along with the IQAC, are conducted to ensure effective implementation of plans and strategies.

- The IQAC plays a significant role in mapping out plans and formulating strategies for quality assurance within the college. It focuses on maintaining and enhancing the quality of education and overall performance standards.

- While the college's website provides essential information and a code of conduct, it is noted that there is currently no handbook specifically designed for the students.

35VP+MMQ Navbahar, Navbhahar, Chotta Shimla, Shimla, Himachal Pradesh 171002, India
Latitude 31.0939117°
Longitude 77.1866366°
Local 01:47:21 PM
GMT 08:17:21 AM
Altitude 2202 meters
Monday, 15.05.2023

➢ **Audits & Quality Checks:**

- A software (Adobe) was purchased in 2019 for data storage and retrieval management system. Additionally, a new software (Sun Infosystem) has been purchased and will be functional in the coming months.
- Four software applications have been available for finance-related matters from 2017 to 2023.
- Internal audits are conducted annually by a Chartered Accountant (CA), and occasional external audits are performed to ensure periodic checks of administrative functioning.
- All service books, leave records of teaching and non-teaching staff, salary registers, bills, vouchers, cash books, etc., are well maintained in both soft copy and hard copy formats.

➢ **Ranking Accreditations:**

- The college is due for the fourth cycle of NAAC visit in 2023.
- Reports for two cycles of the National Institutional Ranking Framework (NIRF) have been submitted.
- The college conducts the Annual Survey of Higher Education (AISHE) survey on a regular basis.

➢ **Fundings:**

- The Institution Innovation Cell has received funding from the Small Industries Development Bank of India (SIDBI) to support the functioning of the skill lab in the college.
- Funding has been received under UGC and RUSA (Rashtriya Uchchatar Shiksha Abhiyan) for the past five years.

- The college provides regular funds to faculty members to promote research by attending seminars, conferences, Faculty Development Programs (FDPs), etc.

➢ **Campus Sustainability:**

- Regular audits, including Green Audit, Energy Audit, and Fire Audit, are conducted to ensure campus sustainability.
- Various cleanliness drives are organized every year by the NCC (National Cadet Corps), NSS (National Service Scheme), Health Club, Environment Cell, and Disaster Management Cell.
- The campus features functional units such as a Composting Unit, Rainwater Harvesting Unit, Paper Recycling Unit, Herbal Garden, and Solar Panels.