



Policy Document
St. Bede's College, Shimla

POLICY DOCUMENT

ST. BEDE'S COLLEGE

SHIMLA



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Principal
St. Bede's College
Shimla



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St. Bede's College has been a leading provider of quality education for more than a century, prioritizing academic excellence, all-round development, and social responsibility. The college recognizes the importance of a robust policy framework to uphold its high standards and ensure the best possible education for students. This policy document has been collaboratively developed with input from all stakeholders, including faculty members, administrative staff, students, alumni, and parents, and aims to provide guidance on various academic, administrative, and other aspects of college life. While this policy document serves as a dynamic framework to attain the college's objectives, it may require revision over time to adapt to changing circumstances and emerging challenges. The college is committed to maintaining the relevance, efficacy, and alignment of its policies with its core values. This policy document will serve as a valuable resource for all members of the St. Bede's community, supporting the college to uphold its high standards and continue providing the best possible education to its students.

OUR MOTTO

NON-NOBIS SOLUM

Not for Ourselves Alone

OUR VISION

To form well integrated individuals who are assets to contemporary society.

OUR MISSION

We are committed to:

- Inspire young women to achieve academic excellence. Teach discernment so that our students think for themselves and think correctly.
- Encourage and recognize talent in individual students.
- Creating awareness that education is a continuous quest.

Socially we work towards:

- Preparing young women for their role in the future as good career women, wives, and mothers for creating happy homes.
- Fostering team spirit and encouraging a sense of responsibility and self-discipline.
- Teaching them to adjust to the changing social milieu while not forgetting the traditional values.
- Sensitizing them to reach out to the marginalized and the underprivileged.

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Spiritually we work towards:

- Leading them to have faith in God, themselves, and others, who would live their lives in the light of faith.
- Exposing them to values that are eternal and nurturing them to become beacons of light and ambassadors of harmony.
- Women whose very presence anywhere would exude goodness and touch the lives of others.

✓ **ADMINISTRATIVE POLICY**

➤ **Governance Structure:** The college will have a governing body consisting of the Central Management, Local Management, the Principal, and the IQAC. The central management will provide a roadmap and general guidelines for quality policy to create a conducive learning atmosphere in the college and preserve the ethos of academic and human excellence. The local management of the college will comprise the Manager, Principal, and the Bursar, who will ensure the smooth implementation of the policies in the college. All policies for the institution will be framed by the Governing body. The Principal of the college will have a multi-dimensional role to play. She will act as a bridge between the Central Management and the College. IQAC will be responsible for the quality sustenance of the institution. It will act as the "Think Tank" of the college and help in planning and formulating policies for qualitative sustenance.

➤ **Administrative Services:** The college will use MIS to maintain its administrative services. An integrated management system will be used to operate most of its administrative services, including maintaining attendance records of staff and students, making reports, and student records. The records of students' details, scholarships, fee concession, and others will be maintained in an online mode. A transparent and easy information retrieval system will be maintained to provide maximum benefit to students.

➤ **Student Council:**

- A Student Council will be a representative structure through which students in the college will become involved in the affairs of the college, working in partnership with the management, staff, and students for the benefit of the college.
- The Student Council will be elected democratically through a secret ballot, which will be supervised by the Election Committee comprising of faculty members.
- The Student Council will promote an environment conducive to educational and personal development and will support the management and staff in the development of the college.
- The Student Council will assist in organizing all cultural, sports, and other academic events to be held in the college.

✓ **RECRUITMENT POLICY:** The recruitment of staff will be done according to UGC Guidelines and the norms of HPU and the State government.

✓ **PLANNING AND BUDGETING:** The Principal, Manager, and the accounts department of the college will plan, monitor, and issue guidelines in the execution of quality enhancement



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academic, non-academic, and administrative activities of the college. They will prepare the budget as per the requirement given by the HOD's for their departments and laboratories. They will also prepare the budget as per the requirement given for the library. The civil and electrical maintenance will be monitored by the Bursar of the college.

- ✓ **RESOURCE MOBILIZATION:** The principal will be in charge and responsible for the optimum mobilization of the resources received from various agencies. She will monitor the effective utilization of all the resources and arrange to conduct regular internal and external financial audits.
- ✓ **PROCUREMENT POLICY:** The college will have a purchase committee with an appointed convener. The Purchase Committee will be formed to ensure consistent and correct norms of procurement practices. The Committee members will meet as and when required and will be primarily responsible for monitoring, verifying, and ensuring that approved procurement procedures have been applied properly. Minutes of the meeting will be maintained and documented. The office will maintain all the bills and receipts.
- ✓ **MAINTENANCE POLICY:** There will be a maintenance committee constituted by the principal. The committee will take care of operation and maintenance as well as upkeep of the facilities on the premises of the college. The members of the committee will inspect the items/types of equipment/instruments that are to be disposed of after declaring these obsolete or unserviceable. The mode of disposal will be decided by the members. A register will be maintained in the principal's office to record the maintenance requirements. The manager will look into electrical requirements and timely repair/replacement of the same.
- ✓ **E-GOVERNANCE POLICY:** E-governance policy will be applicable to all the employees of St. Bede's College Shimla. It will allow all the members to access all the academic and administrative support and services. The website will have all the necessary information regarding Academics, Administration, Admission, Facilities, Library, Examination, College Journal, and Magazine as well as current events of the college. The website will showcase every activity of the college. The website committee ensures updates are made regularly, and an external service provider is appointed to bring the necessary changes and design to the website. All important information regarding various aspects of college functioning can be found on the website of the college.
- ✓ **ACCOUNTING POLICIES AND STANDARDS**

Basis of accounting

- i) The accounts of the concern are prepared under the historical cost convention and are in accordance with the applicable accounting standards except as stated otherwise for example the accounts are not prepared on accrual basis.



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ii) Interest on deposits with banks are accounted for on basis of the certificates and information supplied by the bankers on the basis of number of days for which the deposit is kept with the bank.

iii) The Society is maintaining three separate set of accounts i.e., for the College, Hostel and for the Society and the same are not clubbed together but for purpose of computation of the Income Tax return the figures are clubbed in the computation.

Fixed assets

Fixed Assets are stated at cost less accumulated depreciation. Cost is inclusive of freight, duties and other levies and directly attributable cost of providing the assets to their working condition for use.

Depreciation

Depreciation on Fixed Assets is provided on WDV method at rates prescribed by the Provincial House. Depreciation is charged for the full year irrespective of the number of days for which the asset is put to use.

Inventories

i) All items of consumables purchased are charged to revenue on purchase and the stock record for the same is maintained by the departments.

Prior period adjustments and extra ordinary items:

All the prior period adjustments and extra ordinary items including those which are levied and determined during the year, have been accounted for under the respective heads of account.

Method of accounting:

The Society has followed the cash basis of accounting as against the accrual system. for some items where expenses are booked on payment and income is booked on receipt.

Balance confirmation:

Parties' balances whether debit or credit are subject to confirmation.

Gratuities/provident fund:

Gratuity and Provident Fund Liability is accounted for on payment basis.



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✓ **ADMISSION POLICY**

- Admission of students will be done according to the rules and regulations of the affiliated university, Himachal Pradesh University. The principal will be in charge of all the admissions in the college. The admission process will be made transparent through an online portal available on the website. The college will establish an admission committee which will take all the necessary decisions with the principal of the college for the smooth online admission process according to the Directorate of Higher Education, Himachal Pradesh. Admission Schedule, Prospectus, Programmes offered, and other information will be updated on the College website.
- The college will use IMS to operate with the student admission forms, fee submission withdrawals, etc. Newly admitted students will be given an orientation on the rules and regulations of the college, different societies and clubs of the college, and their functions.
- **Eligibility Criteria-** The eligibility criteria for admission will require a pass in the Senior Secondary (+2) Examination (Academic Stream) conducted by the recognized boards. A minimum percentage of marks required for the B.A. programme will be 45% and 40% for SC/ST/OBC in the previous qualifying examination. The minimum percentage required for admission to B.Sc. programme will be 50% and 45% for SC/ST/OBC in the previous qualifying examination. The minimum percentage can vary according to Himachal Pradesh University regulation/declaration. Students with a compartment will not be eligible for admission.
- **Admission and Reservation-** Admission to the various courses of study will be open to all girls, irrespective of race, creed, caste, or class. However, Christian students who qualify will be given preference for admission. As per Government norms, 25% of seats will be reserved for SC/ST/OBC/Physically Challenged. 22% of the seats will be reserved for SC/ST/OBC candidates respectively. 3% of seats will be reserved for physically challenged candidates. Sports 5% seats will be reserved for students who are outstanding in sports. All students applying for admission under the Reserved Category (SC/ST/OBC/Minorities) must furnish related certificates. It will be mandatory to submit the same as it is required for use by the UGC, government departments, NAAC, and other official agencies that the college deals with for providing benefits to those students.
- **Refusal of Admission-** No student will be eligible for admission to the first semester if she is more than 22 years of age as on 1st June of the relevant year of admission. This age limit will be raised to 3 years for Scheduled Caste/Tribe candidates. The Vice-Chancellor may, however, in exceptional circumstances, to be recorded in writing, permit relaxation in age up to a maximum period of three months.
- Students who fail in all the compulsory and elective subjects or fail twice in the same examination conducted on the annual system will be readmitted in the same class. The Vice-Chancellor of the University may, in exceptional circumstances, for reasons to be recorded in writing, permit such a student to be admitted notwithstanding anything contained in the foregoing rules. A student shall be refused admission if her conduct during any previous stay

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in the College has been unsatisfactory. A student who has been expelled or rusticated shall not be admitted to any course of study in the College without the prior approval of the Vice-Chancellor of the University. This approval has been obtained by the Principal of the College.

- In cases not governed by the above, the Principal will reserve the right to refuse admission without assigning any reason.
- **Migration-** Regulations governing the admission of migrating students from other universities or institutions affiliated with the Himachal Pradesh University will continue to be framed by the Executive Council of the Himachal Pradesh University.
- The Principal will continue to have the authority to strike off the name of any student who is irregular in attendance or does not comply with college discipline.
- **Fee Refund Policy and Fines-** The college will continue to follow the UGC guidelines for fee refund policies.
- Students who wish to withdraw their admission from the college will have to apply to the Principal in writing, and the application must be countersigned by the parent.
- Students will still be required to be present on the re-opening day of the college, and sick leave will be granted only upon the production of a medical certificate from a doctor. This will not, however, affect the rule regarding minimum attendance.
- All students will be responsible for bearing the cost of repairing and replacing any articles of furniture, crockery, library books, or other items that are lost, broken, or damaged by them.

✓ **ACADEMIC POLICY**

Teaching Learning

To enhance the teaching and learning experience, the following strategies will be implemented:

- Adherence to Academic Plan: Teachers will diligently adhere to the academic plan each year, ensuring that the curriculum is covered effectively and efficiently.
- Comprehensive Continuous Assessment: Each teacher will maintain proper records for comprehensive continuous assessment of students. This will enable a thorough evaluation of students' progress and provide valuable feedback for improvement.
- Remedial and Bridge Courses: Teachers will conduct remedial and bridge courses to address the specific learning needs of students. These courses will help students overcome any difficulties and bridge any gaps in their understanding of the subject matter.
- Development of E-content: Teachers will actively engage in the creation of e-content relevant to their subjects. This digital educational material will supplement traditional teaching methods and provide additional resources for students to enhance their learning experience.

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- Utilization of ICT Facilities: Teachers will make optimal use of the ICT (Information and Communication Technology) facilities available in the college. They will incorporate technology tools and resources into their teaching methods, making learning more interactive and engaging for students.
- Incorporation of MOOCs and Online Courses: Teachers will encourage both themselves and their students to make use of MOOCs (Massive Open Online Courses) and other online courses. This will provide additional learning opportunities and expose students to a broader range of knowledge beyond the traditional curriculum.
- Value Added/Add on Courses-The college will take the initiative to introduce several add-on courses towards enhancing the students' existing skills and aligning them to the industry expectation. The students will have the option to select any course that may not necessarily be related to their core discipline. A certificate will be awarded to students after the successful completion of the course.

✓ **EXAMINATION POLICY**

- There will be an examination committee with the conveners for internal and university exams. The examination committee will function in accordance with the schedule framed by Himachal Pradesh University for the conduct of examinations of undergraduate and postgraduate classes.
- The invigilation duty list will be prepared by the committee in consultation with the principal. The committee will also prepare date sheets for the annual practical examinations and internal minor tests.
- Any problem faced by the students regarding the examination will be addressed by the committee for its redressal.
- The examination process will be governed by Himachal Pradesh University. Therefore, the college will follow the parent university to pursue its examination processes.
- There will be an online examination portal of Himachal Pradesh University where the students can fill in their examination forms.
- Teachers will fill the marks of Internal Assessment and End Term Examination Practical marks on the online portal of the parent university.

➤ **Eligibility for Examination**

- To be eligible to appear at the University examination, the candidate should have attended not less than:
 - 75% of the lectures will be delivered in each of the subjects offered.
 - 25% of the periods are assigned to Practical work in each subject.
 - The student should qualify for the minor tests which are compulsory.
- Parents too will be responsible for ensuring the minimum percentage of attendance (75%) required to sit for the final examination.
- Absence from lectures, tutorials, seminars, practical, etc., on account of participation in intercollege, State, National, International Meets or tournaments, Youth Festival, Sports, and Cultural competitions or N.C.C. or N.S.S., NSO camps, including the actual time spent on journeys, therefore, shall be ignored and shall be deemed as attendance for the purpose of the above.



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➤ **Admission to Examinations:**

- The Himachal Pradesh University from time to time will prescribe the forms and certificates required for admission to the different examinations of the University and make the forms available online.
- A candidate seeking admission to an examination of the Himachal Pradesh University will be required to pay the fees as prescribed by the same University.
- The Principal of the College will inform the candidates, at least fifteen days prior to the commencement of the examination, for the withdrawal of the application of any candidate, who fails to fulfil the conditions.
- The Superintendent of the Examination centre will not permit a candidate to take the examination if it is brought to his/her notice in writing by the Principal of the College that the candidate has not paid the outstanding dues including hostel and mess charges or has failed to return the library books or other articles, or in the case of loss has not paid the cost thereof, as assessed by the Principal of the College.
- The Vice Chancellor of the University may withdraw the permission of the candidate to appear in an examination if at any stage it is found that the candidate was not eligible for admission to that examination or has been subsequently rusticated or expelled from the College after the submission of her application form.

➤ **Vacation /Examination Schedule**

The vacation and examination schedule will be in accordance with the schedule framed by Himachal Pradesh University.

✓ **STUDENT SUPPORT POLICIES**

➤ **Anti-Ragging Policy –**

- The institution will implement a zero-tolerance policy towards ragging to prevent, control, and eliminate ragging from the campus, hostels, and any other premises that fall under the jurisdiction of the institution.
- Students will be made aware of the serious consequences of ragging and will be required to refrain from indulging in any such activity.
- Any student who witnesses any act of ragging will be expected to report it immediately to the designated authorities.
- The institution will constitute an anti-ragging committee responsible for the prevention, control, and elimination of ragging.
- The committee will also be responsible for taking action against students who indulge in ragging.
- The possible penalty for those found guilty of participation in or abetment of ragging will include cancellation of admission, suspension from attending classes, withholding scholarships, debarring from appearing in any test, examination or any other evaluation process, and suspension or expulsion from the hostel and the college, among others.

➤ **Grievance and Redressal Mechanism –**

- The institution will have a grievance redressal cell responsible for addressing the grievances of students.



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- The students will have the right to make an appeal against any component of evaluation, which will be placed before the Grievance Redressal Committee (GRC) chaired by the College Principal.
- **Internal Complaint Cell Policy**
- **The Internal Complaint Cell (ICC)** of [College Name] will be established to provide a safe, inclusive, and respectful environment for all members of the college community. The ICC will be responsible for addressing complaints related to any form of discrimination, harassment, or misconduct within the college premises or during college-related activities.
- **Objectives-** The objectives of the ICC will be as follows:
 - a. To provide a confidential and accessible platform for individuals to report complaints.
 - b. To ensure a fair and impartial investigation process for resolving complaints.
 - c. To take appropriate measures to prevent and address any form of discrimination, harassment, or misconduct.
 - d. To create awareness among the college community about their rights and responsibilities.
- **Scope-** The ICC's jurisdiction will extend to complaints filed by students, faculty, staff, and any other individuals associated with the college. Complaints may include, but will not be limited to, those related to gender-based discrimination, sexual harassment, bullying, verbal abuse, or any other form of inappropriate behavior.
- **Roles and Responsibilities**
- **ICC Chairperson:** The ICC Chairperson will oversee the functioning of the ICC, ensure compliance with policies and procedures, and coordinate investigations.
- **ICC Members:** The ICC Members will assist the Chairperson in conducting investigations, maintaining confidentiality, and providing support to complainants and respondents.
- **Complainant:** The complainant will have the right to file a complaint, provide relevant information, and cooperate during the investigation process.
- **Respondent:** The respondent will have the right to present their side of the story, provide relevant information, and cooperate during the investigation process.
- **Complaint Procedure**
- **Filing a Complaint:** Any individual who experiences or witnesses an incident of discrimination, harassment, or misconduct will be able to report it in writing to the ICC Chairperson, providing detailed information about the incident.
- **Investigation:** The ICC will conduct a fair and impartial investigation within a reasonable time frame, ensuring confidentiality and due process. Both the complainant and respondent will be given an opportunity to present their statements and evidence.
- **Resolution:** Upon completion of the investigation, the ICC will determine the appropriate action based on the findings. The resolution may include counseling, disciplinary actions, awareness programs, or any other measures deemed necessary to address the issue.
- **Confidentiality:** The ICC will maintain strict confidentiality throughout the complaint process, ensuring the privacy of all individuals involved.
- **Awareness and Prevention -** The ICC will organize awareness programs, workshops, and training sessions to educate the college community about their rights, responsibilities, and the prevention of discrimination, harassment, and misconduct. Regular communication and dissemination of the ICC policy and procedures will be conducted to ensure the college community is well-informed about the internal complaint process.



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- ✓ **MENTORING-** St. Bede's College will develop a well-structured student mentoring system aiming at bridging the gap between teachers and students. Here, the students will be divided into groups of about 30 each, and all the groups will be assigned mentors who will perform mentoring duties. Value education will be the most important feature of their mentoring system.
- ✓ **SPIRITUAL AND MORAL FORMATION-** Every student in the college will be encouraged to practice their religion privately but without interfering with the normal timetable of the college. The religious holidays declared by the Government will be adhered to by the college. The students and faculty will assemble thrice a week for common prayer/assembly. The Christian students, while responsible for their own growth and formation in the spiritual life. All students will be given value education once a week, i.e., the ethics of good living, relationship with God and others. All students will be assigned their Mentors and are required to attend these classes. Students and members of the faculty will all be careful to manifest, in deed and word, the greatest respect for the religious beliefs of others, no matter what religion they profess.
- ✓ **COUNSELLING-** The institution will appoint a professional counselor who will provide independent and confidential counseling to each student to empower them to improve and enhance their personal and academic outcomes.
- ✓ **PLACEMENT-** The Placement Cell will facilitate contact between companies and students and will organize career guidance programmes, training programmes, workshops, and guest lectures to help students improve their communication skills, participate in mock interviews, group discussions, internships, and other such activities. The Placement Cell will also maintain the minutes of meetings and records of all the students placed in the industry.
- ✓ **SCHOLARSHIPS-** The institution will ensure that deserving candidates make use of scholarship schemes offered by both central and state governments to students coming from socially and economically weaker sections. They will also ensure that deserving candidates make use of scholarship schemes/grants from non-governmental agencies and prizes for their academic performance provided by the college.
- ✓ **BOOK BANK SCHEME-** A Book Bank Scheme will be in operation for needy students.
- ✓ **AWARDS AND PRIZES** - Awards and prizes will be given to merit holders and to those students who excel in academic excellence, cultural activities, sports, for best use of library, to the meritorious student of the library, students with 100% attendance in class, and for leadership skills.
- ✓ **SPECIAL HONOURS** that will be bestowed upon a student include the Bedeian Pin for good moral character, leadership qualities, all-round excellence in academics and co-curricular activities, and who has imbibed the spirit of St. Bede's "Non-Nobis Solum". The Dr. Rana Nayar Trophy will be presented by Dr. Rana Nayar to the Best English Honors student. Sr Pascal's award for academic excellence, the Mee Smith award to the most



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deserving student, and PTA awards to all-rounder students. A cash prize of Rs. 15,000/- for excellence in sports will be instituted by the Champa Devinder Dhingra Sports Trust.

✓ **ATTENDANCE POLICY AND OTHER RESPONSIBILITIES OF STUDENTS**

Students are expected to regularly attend their classes and participate in all examinations and tests as required by the university. Any absence from classes should be authorized by the Principal/Parent/Guardian/Hostel Superintendent/Teacher and the necessary documentation must be submitted within a week of the absence. It is also important for students to fulfil their financial obligations, including the timely payment of fees and the return of library books. Failure to inform the college of prolonged absence exceeding ten consecutive classes may result in removal from the rolls. Re-admission, if granted, will be at the discretion of the Principal.

- ✓ **FEEDBACK-** The IQAC of the college will collect feedback from all stakeholders on various parameters.

✓ **INFRASTRUCTURE**

➤ **Library**

- The smooth functioning of the library's operations will be overseen by the principal, librarian, and library committee.
- An automated system OPAC will be used to provide convenient services to both staff and students.
- Computers will be provided in the library for accessing the internet, digital library, and INFLIBNET.
- The library staff will strive to make it easy for students and faculty to access its well-stocked resources.
- The college will continue to have an automated two-floor library.
- The students and staff will have access to the National Library and Information Services Infrastructure of Scholarly Content through INFLIBNET.
- The library will be open from 9.00 a.m. to 4.00 p.m. on all working days, and any change in timings will be notified on the library and college noticeboard.
- The library will continue to operate under the 'Open stack' principle that permits direct access to the books.
- The books will be classified according to the Dewy System and arranged in Decimal Classification System and in decimal sequences.
- A book once drawn from a shelf will be required to be replaced to its previous position.
- The library will essentially remain a place of quiet and serious study. Silence will always be maintained inside and outside the library.
- A student will be able to borrow three books at a time against the Identity cum-Library Card. Postgraduate students may borrow four books at a time.
- The books may be retained for a period of seven days, after which they must be returned. At the time of returning the books, the Librarian may decide whether to reissue the book or not.



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- A fine of Re. 1/- per volume, per day will be charged for the books kept over time. Absence from the college will not imply exemption from the return of books. The books may be returned to the library through a messenger or by registered post.
- The library will continue to provide internet and photostat facilities for the staff and students.
- The library will have an archive section that will have more than 2,500 Ancient and Rare Books.
- IMS will be used in the library for e-cataloguing, creating members, and other records.

➤ **Lab Facilities and Equipment**

- The college will continue to provide lab facilities to its enrolled students.
- The teaching faculty and lab assistant will help facilitate learning in the lab.
- The HOD of the department will ensure that the equipment used in the lab is in good working condition.
- Proper inspection and verification of the instruments will be carried out.
- The stock register of the available equipment will be maintained by each department, and proper inspection and verification of the stock will be carried out every year.

➤ **Physical Education and Sports:**

- The college will continue to provide multiple sports facilities to the students.
- A spirit of healthy competition will be inculcated by organizing sports competitions.
- The students will be encouraged to participate in various sports activities and tournaments. Annual tournaments will be held for different games.
- A well-equipped gymnasium will also be available for workouts.

✓ **EXTENSION AND EXTRA CURRICULAR ACTIVITIES**

- St. Bede's College will continue to offer a variety of extracurricular activities through its numerous clubs and societies. These will include INS Himmat, INS Chirag, INS Vikas, and INS Vikrant for students interested in ships and related activities.
- Additionally, students can participate in clubs such as the Book Club, Community Outreach Cell, College Magazine & Newsletter, Cultural Society, Dance Society, Debates & Dramatics, Discipline Committee, Disaster Management Cell, Election Committee, EBSB, Environmental Cell, Fine Arts, Health Club, Heritage Club, MUN, Music Club, N.C.C., N.S.O., N.S.S., Photography Club, Poetry Society, Red Ribbon Club, Theatre Club, and Women Cell.
- Every student at St. Bede's College will be encouraged to be an active participant in at least two of the societies listed above.
- Each cell/club will have a convener and members appointed by the principal, and they will create an action plan at the beginning of each academic year. They will organize at least one or two activities each year, and records of each activity will be maintained by the in charge. Students will coordinate with their teachers to organize these programs.
- The College Magazine 'Echoes' of St. Bede's will continue to report on the activities of the various clubs and societies, which will be edited and managed by the students under the guidance of the Principal and the Staff Editors.



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- Social Service: The college will offer its students opportunities for personality development and enrichment by means of community and social service in any one of the following programs: National Service Scheme (NSS), NCC, The Remedial Classes, The Women's Cell, The Environment Cell, Community Outreach Programme.

✓ **RESEARCH POLICY:**

- The college will have a Research Development Cell to promote the quality of education and research aptitude in faculty members and students.
- The cell will facilitate a conducive environment for scientific development and will monitor the research activities of the college to achieve its vision and mission.
- The cell will provide information and guidance regarding research project grants for faculty to undertake independent research in emerging and frontier areas of basic science, social science, biotechnology, microbiology, and commerce.
- The cell will help in organizing workshops/seminars/conferences and other programs both for students and staff and will encourage students to develop their projects and submit their papers at National and International levels.
- The college will publish a multidisciplinary international peer-reviewed journal, Journal of Research: THE BEDE ATHENAEUM, which will promote new concepts, knowledge, and ideas from languages, arts, social sciences applied sciences, and education.

✓ **ICT POLICY:**

- The college will have an ICT policy that serves as a framework for promoting responsible and efficient use of technology.
- The college will encourage staff and students to develop lifelong learning skills and to explore the capability of ICT to meet the current as well as future challenges in an increasingly interconnected world.
- The college will be completely technology-enabled, and the internet and Wi-Fi connection will always be available for the staff and students. There will be LCD projectors, laptops, speakers, cameras, interactive boards, digital boards, dell sonic firewall, router managed switches.
- The college will motivate staff and students to make use of INFLIBNET.
- For the maintenance and upkeep of the computers and other IT infrastructure, the institution will have full-time lab attendants.

✓ **WASTE MANAGEMENT POLICY:**

- The college will develop a waste management policy to promote sustainable practices and reduce the environmental impact of the institution.
- The policy will emphasize reducing the amount of waste generated by the college through measures such as reducing paper usage, using reusable bags and containers, and reducing food waste.
- The policy will encourage the reuse of items such as office supplies, furniture, and electronics to extend their lifespan and reduce waste.



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- The policy will establish a comprehensive recycling program that includes the collection and proper disposal of materials such as paper, plastic, glass, and metal.
- The policy will implement a composting program for food waste and organic materials to reduce the amount of waste sent to landfills and to create nutrient-rich soil for landscaping.
- The policy will promote awareness and educate the campus community about waste reduction and recycling through workshops, campaigns, and educational materials.
- The college will partner with local waste management companies and organizations to facilitate waste reduction and recycling efforts and to ensure proper disposal of hazardous materials.
- The policy will regularly monitor and evaluate the effectiveness of the waste management policy to identify areas for improvement and to ensure compliance with relevant laws and regulations.

✓ **DIFFERENTLY ABLED FRIENDLY POLICY**

- The college will ensure that all physical spaces on campus are accessible to students with disabilities. This includes ramps, accessible restrooms, and designated parking spaces.
- The college will provide training and awareness programs to faculty, staff, and students on disability issues and best practices for supporting students with disabilities.
- The college will actively recruit and outreach to students with disabilities to ensure they can attend and succeed at the college.
- The college will create a welcoming and supportive environment that helps all students reach their full potential.

✓ **GREEN CAMPUS POLICY:**

1. St. Bede's College, Shimla will be committed to maintaining a clean and green campus and sensitizing the students towards the environment.
2. The college will aim to enrich the ecology and conserve the biodiversity of the campus.
3. The college will implement the 4R's - Reduce, Reuse, Repair, and Recycle.
4. More renewable sources of energy will be utilized by the college.
5. Community awareness programs for environmental sensitization and sustainable development will be promoted.
6. Natural resources will be conserved by the college.
7. Green initiatives will be undertaken by the college.
8. Effective waste management practices will be implemented.
9. Eco-friendly and smart technology will be utilized to reduce pollution on campus.

Scope:

1. The college, situated in a hilly terrain with cold winter conditions, will adopt all preventive measures to maintain and enrich its eco-friendly campus.



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Features of the Policy:

1. An environment cell/committee will be established in the college, organizing programs such as tree plantation and awareness programs.
2. Regular green audits will be conducted to assess and maintain the campus ambience and air quality.
3. Energy audits will be carried out to minimize electricity consumption.
4. A vermi-composting unit will be set up for the disposal and conversion of biodegradable waste into compost.
5. Rainwater harvesting systems will be implemented for water conservation.
6. Storage of water in large tanks and leak-proof drainage will be ensured.
7. A paper recycling unit will be established for the proper disposal and recycling of wastepaper.
8. Solar power panels will be installed on rooftops to maximize the use of renewable energy resources.

Sensitization and Awareness:

1. An environment committee will organize various awareness programs, including tree plantation drives, cleanliness campaigns, rallies, workshops/seminars, and competitions on ecology and sustainable development.
2. LED lights will be used to minimize electricity consumption.
3. Herbal gardens will be established to identify and protect important plant species.

Fauna Identification in Campus:

1. The college will regularly identify and document the fauna found on the campus to understand their role in enriching the environment.

Awareness through Environment Studies Course:

1. The study of Environment Studies will be made compulsory for all students, raising awareness about the environment and sustainable development goals.
2. The course will cover topics such as climate change, biodiversity conservation, and environmental policy, encouraging students to engage in environmental projects and initiatives.

Ban on Plastic Use:

1. The college will enforce a ban on plastic use on campus, promoting the use of alternative eco-friendly materials such as reusable bags and water bottles.
2. Collaborations with local businesses and suppliers will be established to reduce plastic packaging.

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✓ **GENDER SENSITIZATION POLICY:**

- The college administration will take proactive measures to prevent and address gender-based discrimination, harassment, and violence.
- They will conduct awareness programs to educate students, faculty, staff, and administration about gender sensitivity, gender-based discrimination, harassment, and violence.
- The college administration will establish an internal complaint cell (ICC) to address complaints of gender-based discrimination, harassment, and violence.
- They will provide training to all members of the college community on gender sensitivity, gender-based discrimination, harassment, and violence including physical, verbal, and psychological.
- The ICC mechanism will maintain confidentiality in all stages of the process and provide support to complainants, including counseling.

✓ **ALUMNAE POLICY:**

- The college will maintain an accurate and up-to-date database of alumnae contact information, including mailing addresses, email addresses, and phone numbers.
- They will use various communication channels, including email, social media, newsletters, and other relevant platforms to keep alumnae informed about college events, initiatives, and opportunities to engage with the college.
- The college will prioritize the use of personalized communication with alumnae to foster a sense of community and connection.
- They will establish an Alumnae Association to provide a forum for alumnae to connect with each other and with the college.
- The college will organize events and activities, both on-campus and off-campus, to encourage alumnae engagement with the college.

✓ **INNOVATION POLICY:**

- The college will encourage and support innovation in teaching, research, and service by faculty, staff, and students at the college.
- They will foster a culture of innovation and creativity in the college.
- The college will encourage the development of new and innovative ideas that advance the college's mission and strategic objectives.
- They will provide resources, access to facilities, equipment, technology, and support to help innovators bring their ideas to fruit.

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