



St. Bede's College
Shimla - 171002
(UGC-NAAC "A" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

Minutes of Meeting


TIME TABLE COMMITTEE

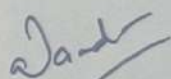
On June 15, 2024, at 2:00 PM, the Time Table Committee of St. Bede's College convened in the staff room to discuss the development of a well-structured and efficient timetable for the upcoming 2024-25 academic session. A key objective of the meeting was to ensure that the finalized timetable would be displayed on the college notice board in a timely manner, allowing students and faculty ample opportunity to prepare for the new term.

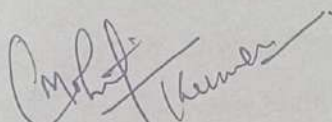
To facilitate the creation of timetable, the committee decided to request that each Head of Department (HOD) submit their departmental workload for accurately allocating teaching hours.

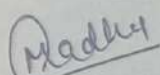
The committee emphasized the importance of collaboration among departments to ensure that the timetable meets the needs of all stakeholders while optimizing resource use across the college. The committee looks forward to working together to create a timetable that supports effective learning and teaching in the upcoming academic year.

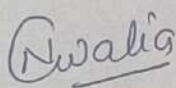
The following members were present at the meeting

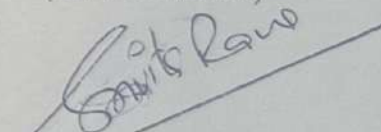

(Dr. Sapna Sharma)

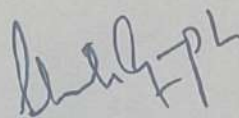

(Dr. Anupama Tandon Tomar)

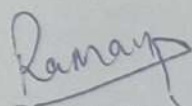

(Mr. Mohit Kumar)

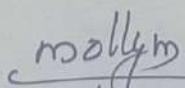

(Dr. Madhubala)


(Ms. Neha Walia)


(Ms. Savita Rana)


(Dr. Shruti Gupta)


(Dr. Raman Bassi)


16/06/24
Principal
St. Bede's College
Shimla



Time Table Committee

Minutes of the Meeting

Date: 13th July 2024

Time: 2:00 P.M.

Venue: Staffroom

Agenda:

1. Discussion on the upcoming session timetable
2. Allocation of classrooms for lectures and practical sessions
3. Any other matter

Proceedings:

During the meeting, the workload of each stream was thoroughly discussed, and various aspects of the scheduling were carefully reviewed to ensure a balanced and efficient timetable. The committee members worked collaboratively to address any concerns regarding timetable clashes and room allocations and ensure that the timetable accommodates the needs of both students and faculty. It was agreed that the draft timetable would be shared with all departments for review by July 20, 2024.

The following members attended the meeting

1. Dr. Sapna Sharma
2. Dr. Shweta Thakur
3. Dr. Kanu Mehta
4. Dr. Preeti Thakur
5. Dr. Shruti Gupta
6. Mr. Nishant Kumar

[Handwritten signatures of the members listed above]

[Handwritten signature]
14/07/24

Principal
St. Bede's College
Shimla