



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](mailto:bedescollege@gmail.com)

### Minutes of the Departmental Meeting

The Department meeting was held on 4<sup>th</sup> October, 2021 at 1:00pm. The following points have been discussed.

1. The date for the conduction of M.Sc. Botany entrance Test.
2. Consolidated Timetable of the Dept. was prepared and handed over to the principal
3. The work load for the years 2018-2021 was compiled as per requirement of the NAAC Co-ordinator.
4. Admission procedure for M.Sc Botany have been discussed.

• Shramja Munjal

• Preeti Kaundal

• Dr. Kusum

• Poonam Thakur



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### Minutes of the Departmental Meeting

The Department meeting was held on 1 September, 2021 at 10:30 am. The following points have been discussed.

- Various activities for the academic calendar 2021 were included in the department calendar. World food day (16 October), World Conservation Day Celebration (3 December), National Science Day (28 February) and International day for Biological Diversity (22 May).
- We also discussed about the online classes which are to be started.

1. Shramja Munjal

2. Preeti Kaundal

3. Dr. Kusum

4. Poonam Thakur



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### Minutes of the Departmental Meeting

The Department meeting was held on 5<sup>th</sup> August, 2021 at 1:00 pm. The following points have been discussed.

- Work load for the session 2021-22 was finalized and handed over to the time table committee.
- The online admission forms for B.Sc.1 were checked for document verification and the merit list was handed over to the office.
- The various activities to be organized during the session were discussed for making the academic calendar of the department.

1. Shramja Munjal

2. Preeti Kaundal

3. Dr. Kusum

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### Minutes of the Departmental Meeting

The Department meeting was held on 26 February, 2022 at 10:30am. The following points have been discussed.

1. For celebrating the national Science Day on 28<sup>th</sup> February, Dr. Kusum was made in-charge to arrange for the departmental exhibition.
2. The responsibility was divided amongst the members to compile the departmental data as required by IQAC. It was decided that each member will collect the required information and then upload on a common folder as soft copy.

• Shramja Munjal

• Preeti Kaundal

• Dr. Kusum

• Poonam Thakur

*Shramja*  
*P.K.*  
*K*  
*Poonam*