



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)

## Coordinator's meeting

Minutes of the meeting:

Date September 17, 2021, time 1.30p.m in the staff room.

The Core-coordinator and the stream coordinators met to discuss the drawbacks of the online and offline teaching. The college authority had decided to make the first three days of the week offline for Science and Commerce students and the latter half of the week for Arts students. However, it was observed that even on offline days, students were not coming to class, and therefore it was decided unanimously that both online and offline teaching would be done simultaneously by the teachers. The coordinators felt that attendance maintenance for both offline and online had to be done in the Attendance Register. With this the meeting came to an end at 2 p.m.

Members present:

Anuja Sharma-Core coordinator - *Anuja Sharma*

Sapna Sharma- Science coordinator *Sapna Sharma*

Manu Mahajan- Commerce coordinator *Manu Mahajan*

Deepti Pajni- Humanities coordinator *Deepti Pajni*

Neha Walia- Computer Science coordinator. *Neha Walia*



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)

## Coordinator's meeting

Minutes of the meeting:

Date March 2, 2022, time 1:30 p.m in the English department.

The Core-coordinator and the stream coordinators met once again to review the session that is coming to an end with End term examinations beginning in April '22. Everyone felt that ever since the college was made fully offline, the attendance in classes had improved and lot of student related activity could be done.

The coordinators were asked to complete the syllabi and focus on exam preparations through revision and assignments and tests.

The meeting ended at 2:15pm

Members present:

Anuja Sharma-Core coordinator - *Asharma*

Sapna Sharma- Science coordinator *Sapna*

Manu Mahajan- Commerce coordinator *Manu Mahajan*

Deepti Pajni- Humanities coordinator *DP*

Neha Walia- Computer Science coordinator. *Neha Walia*



## Minutes of the Meeting of Faculty of Humanities

A meeting of the Faculty of Humanities Was held on December 6, 2021 at 1.00 p.m. in the staff room. It was decided that the answer scripts of the minor tests should be evaluated before the students left for the winter break so that the mistakes made by them were not repeated in their final exams. The teachers were requested to continue with their online classes even during the winter break as the session started late due to the pandemic.

The following teachers were present during the meeting.

Dr. Deepti Pajni ( Academic Coordinator- Humanities )

Dr. Anupama Tandon Tomar

Ms. Anuja Sharma

Ms. Unnati Chauhan

M. Punam Chauhan

Dr. Gitanjali Mahendra

Dr. Kanya Mehta

Ms. Komal Sharma

*DPajni*

*AT*  
*AS*  
*UC*  
*Punam*  
*G Mahendra*  
*K Mehta*  
*Komal*



## Minutes of the Meeting of Faculty of Humanities

A meeting of the Faculty of Humanities was held on March 21, 2022 at 10.30 a.m. in the staff room. The teachers complained about the irregular attendance of the students. It was also observed that some students were not attending the Value Education classes. The submission of assignments also was not upto the mark. The co-ordinator advised them to prepare a list of such students and submit to her by 24<sup>th</sup> March so that the students could be informed about their irregularities and improve accordingly.

The following teachers were present during the meeting.

Dr. Deepti Pajni ( Academic Co-ordinator- Humanities ) *Dr. Pajni*  
Dr. Anupama Tandon Tomar *AT*  
Ms. Anuja Sharma - *Se*  
Ms. Swati *Swati*  
M. Punam Chauhan *Punam Chauhan*  
Dr. Gitanjali Mahendra *G Mahendra*  
Ms. Jagriti *Jagriti*  
Ms. Komal Sharma *Komal*




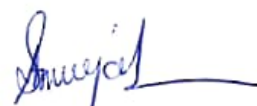



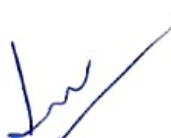
St. Bede's College  
Shimla - 171002  
(UGC-NAAC "A+" Grade Re-Accredited)  
College with Potential for Excellence  
Phone: 0177-2842304, Fax:- 0177-2842498  
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

## MINUTES OF MEETING

A meeting of Heads of Science Departments and Academic Coordinator (Science) was held on September 4, 2021 at 10.30 A.M. to discuss the activities to be undertaken in session 2021-22.

- Dr. Sapna Sharma apprised the house that the science faculty of St. Bede's College Shimla, in collaboration with Indian Science Congress Association ISCA, Shimla Chapter will organize a webinar entitled **Azadi Ka Amrut Mahotsav 'Science and Technology: India @75' on 23<sup>rd</sup> September 2021.**
- Science coordinator asked all the departments to fix the dates for the activities of their departments' and make a calendar. They were also asked to organize some workshops/ seminars or talks for the students in the coming months.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics) 
2. Dr. Shramja Munjal (Botany) 
3. Mr. Susheel Gupta (Maths) 
4. Dr. Shweta Thakur (Zoology) 
5. Mr. Nishant Kumar (Chemistry) 
6. Dr. Sapna Sharma (Academic Coordinator) 



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)


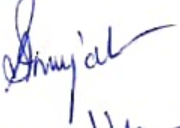




## MINUTES OF MEETING

A meeting of Heads of Science Departments and Academic Coordinator (Science) was held on November 22, 2021 at 10.30 A.M. to discuss the dates and mode of conducting minor tests.

Members suggested to conduct minor test in the offline mode and in the second week of the December. In the meeting it was also decided to conduct two minor tests per day for a student.

Dr. Shramja Munjal and Dr. Sapna Sharma were requested to prepare the date sheet for the tests.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics) 
2. Dr. Shramja Munjal (Botany) 
3. Mr. Susheel Gupta (Maths) 
4. Dr. Shweta Thakur (Zoology) 
5. Mr. Nishant Kumar (Chemistry) 
6. Dr. Sapna Sharma (Academic Coordinator) 






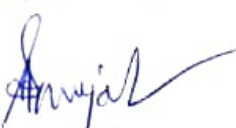




## MINUTES OF MEETING

A meeting of Heads of Science Departments and Academic Coordinator (Science) was held on February 10, 2022 at 10.30 A.M. to discuss the activities for the celebration of National Science Day 2022.

Members suggested having inter-ship competitions on Video making/ Power point presentations on the applications of Raman Spectroscopy in the fields of physical/chemical/ life sciences. It was also decided to have an Inter ship quiz competition.

Dr. Shramja Munjal suggested that each department can put an exhibition and show some demonstrations. Botany department suggested putting an exhibition on medicinal plants, Physics and chemistry departments suggested demonstration of some good experiments. Biotechnology, Microbiology, Zoology, Maths and Computer departments were also ready to put an exhibition.

Following members attended the meeting.

1. Mr. V.K. Sanoria (Physics) 
2. Dr. Shramja Munjal (Botany) 
3. Mr. Susheel Gupta (Maths) 
4. Dr. Shweta Thakur (Zoology) 
5. Mr. Nishant Kumar (Chemistry) 
6. Dr. Sapna Sharma (Academic Coordinator) 



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 Meetings of Academic Monitors 2021-2022**  
**Department of Biotechnology and Microbiology**

An online meeting of the academic monitor with teachers of the department was held on 31<sup>st</sup> August, 2021 to discuss the distribution of workload and time table.

Following members attended the meeting

1. Ms. Shruti Gupta (Academic Monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur





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 Meetings of Academic Monitors 2021-2022**  
**Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 30<sup>th</sup> September, 2021 to discuss about the orientation program for 1<sup>st</sup> year students of B.Sc. (Hons.) Biotechnology and Microbiology.

Following members attended the meeting

1. Ms. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Kiran Thakur

*[Handwritten signatures]*  
Shruti Gupta  
Navdeep Thakur  
Reena Thakur  
Kiran Thakur



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 Meetings of Academic Monitors 2021-2022**  
**Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 11<sup>th</sup> November, 2021 to discuss about the date-sheet of minor exams of the students of of B.Sc. (Hons.) Biotechnology and Microbiology.

Following members attended the meeting

1. Ms. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Kiran Thakur

5. Ms. Shivani Chauhan



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 Meetings of Academic Monitors 2021-2022**  
**Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 17<sup>th</sup> February, 2022 to discuss about the date-sheet of re-test of students who failed in their minor exams.

Following members attended the meeting

1. Ms. Shruti Gupta (academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Kiran Thakur

5. Ms. Shivani Chauhan

*[Handwritten signatures of the attendees]*



## *St. Bede's College, Shimla*

### **Minutes of Meeting—Academic Monitors, 2021-22**

#### **Department of Commerce & Management**

A meeting of Academic monitors with teachers of the department was held on July 1, 2021 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2021-22.
- 2) Duty list of teachers to be made separately for both B.Com and BBA so that verification of documents submitted by students could be done.
- 3) List of verified students with their form numbers will be deposited in the office to Ms. Annie for B.com Classes and to Ms. Poonam Bakshi for BBA for further action.
- 4) Merit list of students to be displayed on the website.

Following members attended the meeting:-

1. Mr. Manu Mahajan (Academic Coordinator B.Com & M.Com) *Manu Mahajan*
2. Dr. Savita Rana (Academic Coordinator BBA) *Savita Rana*
3. Mr. Ashish Kumar *Ashish*
4. Ms. Raman Bassi *Raman*
5. Ms. Priyanka Mehta *Priyanka*


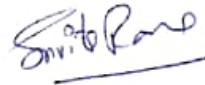
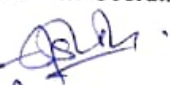
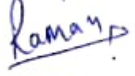



## Minutes of the Meeting of Academic Monitors 2021-22 Department of Commerce & Management

An Online meeting of Academic monitors with teachers of the department was held on November 17, 2021. The issues discussed were:

- 1) Assignment of mentors for BBA VIth sem. and M.Com IVth sem. for their project work.
- 2) Dates to be finalized for winter internship of the students.
- 3) Minor test dates of BBA and B.Com to be decided.
- 4) Lesson Plan to be prepared.

Following members attended the meeting:-

1. Mr. Manu Mahajan (Academic Coordinator B.Com and M.Com) 
2. Dr. Savita Rana (Academic Coordinator BBA) 
3. Mr. Ashish Kumar 
4. Ms. Raman Bassi 
5. Ms. Priyanka Mehta 



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 meeting Academic Coordinator-BCA

February 15, 2022

A meeting of Academic coordinator with computer science department staff members was held on February 15, 2022 in the computer lab.

### Agenda:

- Computer Exhibition for National Science Day on February 28, 2022
- IT trip to be organised for students
- Computer Exhibition to be organised
- Visit to various schools for IT awareness
- Inter departmental activities to be held

### Faculty Members :-

- Neha Walia *Neha Walia*
- Madhu Pahwa *Madhu Pahwa*
- Nivedita Bhardwaj (Academic Coordinator) *Nivedita*

St. Bede's College  
Computer Department





April 3, 2022

A meeting of Academic coordinator with computer science department staff members was held on 4 April, 2022 in the computer lab.

**Agenda: Visit to Government Senior Secondary School Chotta Shimla**

The students of BCA 4<sup>th</sup> and 6<sup>th</sup> semester will be visiting Government Senior Secondary School Chotta Shimla to give a presentation on Artificial Intelligence. Teachers will be accompanying the students.

**Faculty Members :-**

- Neha Walia *Neha Walia*
- Madhu Pahwa *Madhu*
- Nivedita Bhardwaj (Academic Coordinator) *Nivedita*

**St. Bede's College**  
**Computer Department**