



## St. Bede's College, Shimla

### Minutes of Meeting—Academic Monitors, 2022-23

#### Faculty of Humanities

A meeting of the Faculty of Humanities was held on February 8, 2023 at 12.00 noon in the staff room. The co-ordinator welcomed the teachers after a long winter vacation. The teachers were requested to continue with their value education classes till the last day of teaching for that session. They were also asked to take revision classes for the students. The question papers of the previous years could be discussed in their classes. It was decided that minor retests for students who could not appear earlier should also be conducted soon. The meeting ended at 12.30 PM.

Following members attended the meeting:-

1. Dr. Deepti Pajni *Dpajni*
2. Dr. Vishal Chauhan *VChauhan*
3. Dr. Gitanjali Mahendra *GMahendra*
4. Ms. Punam Chauhan *PChauhan*
5. Ms. Snigdha Bhat *Snigdha*
6. Ms. Unnati Chauhan *Unnati*
7. Dr. Devina *Devina*
8. Dr. Pankaj Ashish *Pankaj*
9. Dr. Ashwani *Ashwani*
10. Ms. Komal Sharma *Komal*
11. Mr. Mohit *Mohit*
12. Ms. Sangeeta Bali *Sangeeta*
13. Mr. Sanjeev *Sanjeev*



St. Bede's College, Shimla

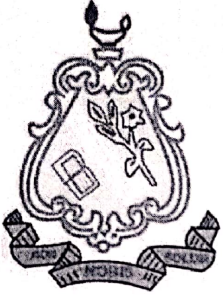
Minutes of Meeting—Academic Monitors, 2022-23

Faculty of Humanities

A meeting of the Faculty of Humanities was held on July 28, 2022 at 10.30 AM in the staff room. The co-ordinator requested the teachers to start with their teaching even if the number of students were less. The date of admissions had been extended by the Himachal Pradesh University so the teachers were asked to check the website regularly. They were further requested to submit the list of new books for the library. Also if there were any clashes in the time tables, they were to contact the Time Table Committee.. The meeting ended at 11.15 AM.

Following members attended the meeting:-

1. Dr. Deepti Pajni *DPajni*
2. Dr. Vishal Chauhan *VChauhan*
3. Ms. Anjana *Anjana*
4. Dr. Gitanjali Mahendra *Gitanjali Mahendra*
5. Ms. Punam Chauhan *Punam Chauhan*
6. Ms. Snigdha Bhat *Snigdha Bhat*
7. Ms. Unnati Chauhan *Unnati Chauhan*
8. Mr. Anoop Diltia *Anoop Diltia*
9. Dr. Devina *Devina*
10. Dr. Pankaj Ashish *Pankaj Ashish*
11. Dr. Ashwani *Ashwani*
12. Ms. Komal Sharma *Komal Sharma*
13. Mr. Mohit *Mohit*
14. Ms. Jagriti *Jagriti*
15. Ms. Sangeeta Bali *Sangeeta Bali*
16. Mr. Sanjeev *Sanjeev*




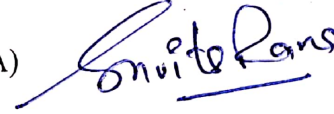
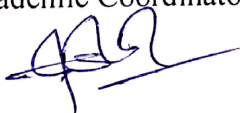
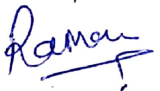

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## Minutes of the Meeting of Academic Monitors 2022-23 Department of Commerce & Management

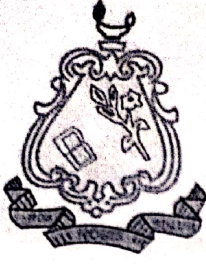
A meeting of Academic monitors with teachers of the department was held on July 1, 2022 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2022-23
- 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.

Following members attended the meeting:-

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





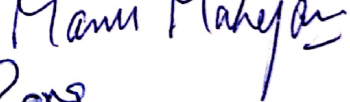
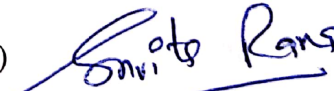

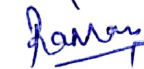
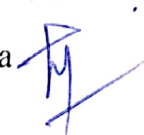
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## Minutes of the Meeting of Academic Monitors 2022-23 Department of Commerce & Management

An Online meeting of Academic monitors with teachers of the department was held on December 12, 2022. 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 





December 1, 2022

A departmental meeting was held December 1, 2022 on in the computer lab at 10:30 am.

**Agenda:**

- Minor tests of BA/B.Sc /BCA and B.Com students.
- Final Practicals of BCA odd semester.
- Commencement of even semester classes.

**Faculty Members :-**

- Neha Walia(HOD) *Neha Walia*
- Nivedita Bhardwaj *Nivedita*





March 7, 2023

A departmental meeting was held on March 7, 2023 in the computer lab at 10:30 AM

**Agenda:**

- Final Practical's to be conducted for BA/B.Sc./ B.Com students
- Datasheet for the practicals

**Faculty Members :-**

- Neha Walia(HOD) *Neha Walia*
- Nivedita Bhardwaj (BCA Coordinator) *Nindi!*





March 25, 2023

A departmental meeting was held on March 25, 2023 in the computer lab at 10:30 AM

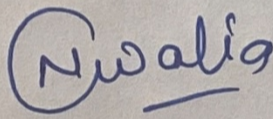
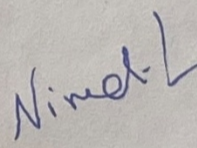
**Agenda:**

- Minor tests of BCA even semester.

**Minutes:**

It was decided in the meeting that minor tests for BCA IInd, IVth, and VIth semester will be conducted in the first week of April 2023 from April 3 - April 5, 2023. It was also decided that 2 minor tests will be conducted per day.

**Faculty Members :-**

- Neha Walia(HOD) 
- Nivedita Bhardwaj(BCA Coordinator) 



## Minutes of the Meetings

A meeting of the Academic monitor with the HODs of Science Faculty was held in Botany Department on 1<sup>st</sup> July, 2022 at 10:30 am in the morning.

The following points were discussed in the meeting:

- Admission Process for the session 2022-23
- Duty list of teachers to be made for the online verification of the documents for the admission.
- Duty list of teachers to be made for the counselling/helpdesk for the admission.
- List of verified students with their form numbers will be deposited in the office to Ms. Annie for BSc
- A national level science conference to be organised in the college.
- Science coordinator asked all the departments to fix the dates for the activities of their departments and make a calendar.

The meeting ended at 10:45 am.

The following members attended the meeting:

Dr. Maheshwar Singh Thakur (Academic Monitor Science) *M. Thakur*

Dr. Shweta Thakur *Shweta*

Mr. Nishant *Nishant*

Dr. Sapna Sharma *Sapna*

Ms. Preeti Kaundal *Preeti*

Mr. Susheel Kumar Gupta *Susheel Kumar*



## Minutes of the Meetings

A meeting of Academic monitor with the HODs of Science Faculty of St. Bede's College was held in the Chemistrylab on November30, 2022 on 10:30AM.

The following points were discussed in the meeting:

- Mid-term examinations to be done in the month of the December.
- Syllabus and making of question paper for mid-term examinations.
- Successful completion of two days national science conference on 28<sup>th</sup>-29<sup>th</sup> November 2022.
- Celebration of National Science day on 28<sup>th</sup> February 2023.

The meeting ended at 10:45 am.

The following members attended the meeting:

Dr. Maheshwar Singh Thakur (Academic Monitor Science)

Mt Thakur

Dr. Shweta Thakur

Shweta

Mr. Nishant

Nishant

Dr. Sapna Sharma

Sapna

Ms. PreetiKaundal

Preeti

Mr. SusheelKumar Gupta

Susheel



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**Minutes of the Meetings of Academic Monitors 2022-2023**  
**Department of Biotechnology and Microbiology**

An online meeting of the academic monitor with teachers of the department was held on 9 June, 2022 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





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**Minutes of the Meetings of Academic Monitors 2022-2023**  
**Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 6<sup>th</sup> September, 2022 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. Ms. Akash Kashyap



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**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 9<sup>th</sup> November, 2022 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. Ms. Akash Kashyap
5. Ms. Shivani Chauhan





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**Minutes of the Meetings of Academic Monitors 2022-2023**  
**Department of Biotechnology and Microbiology**

A meeting of the academic monitor with the teachers of department of biotechnology and microbiology was held on 2<sup>nd</sup> February, 2023 to discuss about the date-sheet of practical examinations of 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. Ms. Shivani Chauhan