

## Minutes of the Meeting

**Date:** 10th December 2024

**Time:** 3.00 p.m.

**Venue:** Principal's Office

**Agenda:** Allocation of budget for infrastructure and digital facilities

### Proceedings:

1. The committee reviewed proposals for upgrading classroom and institutional facilities.
2. It was unanimously decided to allocate budget for:
  - ✓ Interactive panels for smart classrooms to enhance teaching and learning methods.
  - ✓ Audio-visual setup for the auditorium including screen, microphones, speakers, and cameras, to support academic events, seminars, and cultural programs.
  - ✓ All-in-one computer systems for the library and laboratories to improve access to digital resources and facilitate smooth functioning of practical sessions.
3. The Finance Officer confirmed the availability of required funds under the allocated head under RUSA.

### Action Points:

- Procurement process for interactive panels, auditorium setup, and all-in-one systems to be initiated immediately.
- Vendor quotations to be collected and presented in the next meeting.
- Installation work to be scheduled during the semester break to avoid disruption of academic activities.

**Meeting Concluded with:** A directive to expedite procurement and ensure quality standards are met.

Sr. Grace

*Sr. Grace*

Dr. Anupama Tandon

*Dr. Anupama Tandon*

Mr. Susheel Gupta

*Mr. Susheel Gupta*

Dr. Pankaj Ashish

*Dr. Pankaj Ashish*

Mr. Mohit Kumar

*Mr. Mohit Kumar*

Mr. Salil Sood

*Mr. Salil Sood*

*mollym*

10/12/24

Principal  
St. Bede's College  
Shimla

## Minutes of the Meeting

**Date:** 20th February 2025

**Time:** 10.30 a.m.

**Venue:** Principal's Office

**Agenda:** Renovation of student washrooms

### Proceedings:

1. The committee discussed the requirement for the renovation of student washrooms to improve hygiene and sanitation facilities.
2. Budget for the renovation was sanctioned under the infrastructure improvement fund under RUSA.
3. After reviewing proposals, it was decided to assign the work to BSNL, given their prior experience with institutional projects and service reliability.

### Action Points:

- RUSA convener to oversee project execution and report progress to the committee.

**Meeting Concluded with:** Agreement to monitor progress and review completion status in the next purchase committee meeting.

Sr. Grace

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*mollym*

20/2/25

Principal  
St Bede's College  
Shimla 171002

## Minutes of the Meeting

**Date:** 1<sup>st</sup> April 2025

**Time:** 10.40 a.m.

**Venue:** Principal's Office

**Agenda:** Renovation of basketball court and construction of girls' changing room

### Proceedings:

1. The committee discussed proposals regarding sports infrastructure development.
2. It was decided to allocate budget from RUSA for:
  - ✓ Renovation of the basketball court to encourage student participation in sports and improve existing facilities.
  - ✓ Construction of a dedicated changing room for girl students to ensure convenience, privacy, and inclusivity.
3. It was resolved to assign this project to BSNL.

### Action Points:

- Administrative Officer to coordinate with BSNL and ensure timely execution.

**Meeting Concluded with:** A directive to complete the work within stipulated timelines and maintain quality standards.

Sr. Grace

*Sr. Grace*

Dr. Anupama Tandon

*Anupama*

Mr. Susheel Gupta

*Susheel*

Dr. Pankaj Ashish

*Pankaj*

Mr. Mohit Kumar

*Mohit*

Mr. Salil Sood

*Salil*

*mollym*

11/4/25

Principal  
St. Bede's College  
Shimla