



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 Meeting

The Department Meeting was held on 11<sup>th</sup> July 2022 at 1:00 pm. The following points have been discussed.

1. Filling of Internal Assessment marks.
2. Compiling Feedback of the students sent for teaching practice to different schools.
3. Presentation dates for teaching subjects to be discussed.

- Dr. Neeta Khanna *N Khanna*
- Ms. Neeraj Gupta *N Gupta*
- Ms. Shiwani Rathore *Shiwani*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *M Sharma*



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### Minutes of the Meeting

The Departmental Meeting was held on 9<sup>th</sup> Sep 2022 at 1:00pm. The following points have been discussed.

1. Reframing time table for the new batch.
2. Observation dates to schools for D.El.Ed. 1<sup>st</sup> year to be finalized.
3. Revision for finals.

- Dr. Neeta Khanna *NKhanna*
- Ms. Neeraj Gupta *N Gupta*
- Ms. Shiwani Rathore *Shiwani*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *M Sharma*



## Minutes of the Departmental Meeting

The Departmental Meeting was held on 19<sup>th</sup> Dec 2022 at 1:00 pm. The following points have been discussed.

1. Completion of Internal Assessment Marks.
2. Checking marks of Internal Assessment.
3. Assigning work for holidays.
4. Dates for College Closing & Re-opening.
5. Attendance registers to be completed & duly signed.
6. Time table to be made for the next session.

- Dr. Neeta Khanna *Khanna*
- Ms. Neeraj Gupta *Neeraj*
- Ms. Shiwani Rathore *Rathore*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *MS*



*Department of D. El. Ed.  
St. Bede's College, Shimla*

**MINUTES OF DEPARTMENTAL MEETING DATED 28-03-2023**

The Departmental Meeting was held on 28<sup>th</sup> March 2023 at 11.30 AM. The following points were discussed:

1. Units covered for February and March.
2. No. of Lesson Plans completed.
3. Projects assigned.
4. Assignments and Tests.
5. Commencement of Micro-Teaching.
6. Poster making for Holi festival.
7. Preparation of Departmental Calendar.

- Dr. Neeta Khanna *Khanna.*
- Ms. Neeraj Gupta *N. Gupta*
- Ms. Shiwani Rathore *SRathore*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *Meena*