



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

Admission Committee Meeting (2023-24)

Date: June 03, 2023

Time: 11:30 A.M.

Venue: Staff Room

Notice:

This is to inform you that a meeting of the Admission Committee will convene on June 03, 2023, at 11:30 A.M. in the staff room. The primary agenda for this meeting will be to discuss the admission process and ensure the timely availability of the prospectus for the upcoming session 2023-24.

Minutes:

The Admission Committee met in the staff room to deliberate on the admission process and the availability of the prospectus. The following decisions were reached during the course of the meeting:

The Admission Committee entrusted the Prospectus Committee with the responsibility of ensuring the prompt availability of the prospectus to potential candidates. It was emphasized that timely dissemination of this document is essential to provide interested applicants with comprehensive information.

In order to streamline the admission process and guarantee smooth operations within each academic stream, it was unanimously agreed that Academic Coordinators would oversee admissions within their respective streams. This measure aims to enhance efficiency and maintain the integrity of the admission process.

The meeting concluded at 12:00 P.M. The following members attended the meeting

1. Dr. Sapna Sharma *Sapna*
2. Dr. Deepti Pajni *DPajni*
3. Dr. Maheshwar Singh Thakur *MShakur*
4. Dr. Savita Rana Prashar *SPrashar*
5. Dr. Shruti Gupta *Shruti*
6. Ms. Neha Walia *NWalia*
7. Ms. Annie Thomas-Office *AThomas*
8. Ms. Poonam-Office *Poonam*
9. Mr. Bhupinder-Technical Assistant *Bhupinder*

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03/06/23
Principal
St. Bede's College
Shimla



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Minutes of the Meeting (Admission Committee)

Date: November 29, 2023

Time: 3:00 P.M.

Venue: Principal's Office

Agenda: To develop a plan for college outreach in Shimla vicinity schools for the admission of Academic Year 2024-25.

A meeting of the Admission Committee, and Heads of Departments (HODs) was held on November 29, 2023, at 3:00 P.M. in the Principal's Office to discuss and devise a comprehensive plan for promoting the college within schools near Shimla for the upcoming academic year (2024-25).

The committee deliberated on the importance of strategically targeting schools in the Shimla vicinity to enhance visibility and attract potential students for the academic year 2023-24.

The committee explored various channels, and decided that a team from the college should conduct visits to different schools and during these visits; the team will present information about the college using a multimedia presentation and distribute posters to enhance visibility.

Following members were given the responsibility of making the presentation.

Dr. Maheshwar Singh, Ms. Komal Sharma, Dr. Pankaj Ashish, and Ms. Neha Walia

The teams for school visits will be determined once the presentation is finalized. With this, the meeting concluded.

The following members attended the meeting

1. Dr. Sapna Sharma
2. Dr. Anupama Tomar
3. Dr. Deepti Pajni
4. Dr. M.S.Thakur
5. Dr. Shweta Thakur
6. Dr. Preeti Kaundal
7. Dr. Kanu Mehta
8. Dr. Pankaj Ashish
9. Mr. Manu Mahajan
10. Mr. Mohit Kumar
11. Dr. Devina
12. Dr. Shruti Gupta
13. Ms. Punam Chauhan

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29/11/23

Principal
St. Bede's College
Shimla