



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

The department meeting was held on 25th July, 2023 at 11:00 pm. The following points were discussed

- 1) The workload for the session 2023-24 was decided and various courses were distributed among the faculty. The workload was to be given to time-table committee.
- 2) The planning related to M.Sc. admission was done, like getting the merit list of entrance exam from university and contacting eligible candidates. The last date for admission was decided as 30th August, 2023.
- 3) The date for the conduction of M.Sc. Entrance exam was also decided.
- 4) The tentative M.Sc. time-table for the session was prepared and handed to committee.
- 5) The activities for the session were discussed. It was decided that important days to be celebrated as and when these falls viz. World food day, World habitat day, World conservation day, National Science day.

The meeting was attended by:

1. Dr. Preeti Kaundal
2. Dr. Kusum
3. Ms. Titiksha Kamal
4. Dr. Sangeeta Sharma

(Handwritten signatures and initials next to the list of attendees)

mollym
25/07/23
Principal
St. Bede's College
Shimla



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 6th September, 2023. The following points were discussed

- 1) It was decided to collect the student progression of previous session.
- 2) It was also decided that a field visit to Jakhu Hills will be organized to make M.Sc students familiar with nearby flora.

The meeting was attended by:

1. Dr. Preeti Kaundal *P.K.*
2. Dr. Kusum *K*
3. Ms. Titiksha Kamal *Titiksha*
4. Dr. Sangeeta Sharma *S*

mollym
06/09/23
Principal
St. Bede's College
Shimla



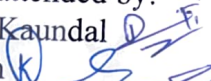
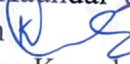


Department of Botany
St. Bede's College, Shimla


Minutes of the Meeting

A departmental meeting was held on 4th October, 2023. The following points were discussed

- 1) The planning of food day celebration was done.
- 2) The planning and distribution of NAAC work was done.
- 3) The agenda for PO-CO attainment was discussed and work was distributed among the faculty.
- 4) The date sheet for first minor exams (M.Sc.) was discussed.
- 5) The organization of intradepartmental quiz completion on World Habitat Day was discussed.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


04/10/23

Principal
St. Bede's College
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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 4th November, 2023. The following points were discussed:

- 1) The date sheet for second minor tests (M. Sc.) was decided.
- 2) The planning of educational trip to Panjab University, Chandigarh was done.
- 3) It was also decided that a guest lecture will be organized for the students of B.Sc and M.Sc. It was unanimously decided that Dr. Vineet Jishtu (Scientist, HFRI) will be the resource person for the event.

The meeting was attended by:

1. Dr. Preeti Kaundal *P.K.*
2. Dr. Kusum *K*
3. Ms. Titiksha Kamal *Titiksha*
4. Dr. Sangeeta Sharma *Sangeeta*

molly
04/11/23
Principal
St. Bede's College
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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 16th November, 2023. The following points were discussed:

- 1) The requirement of instruments under Curie grant was discussed and instruments were finalized.
- 2) Infrastructural requirement like establishment of smart class room, herbarium and instrument room under the Curie grant was also discussed.

The meeting was attended by:

5. Dr. Preeti Kaundal
6. Dr. Kusum
7. Ms. Titiksha Kamal
8. Dr. Sangeeta Sharma

(Handwritten initials and signatures)
K
Titiksha
Sangeeta

mollym
16/11/23
Principal
St. Bede's College
Shimla



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 15th December, 2023. The following point was discussed:

The requirement of instruments under Star-college scheme. It was unanimously decided that
1) DSLR 2) Micrometer 3) Rotary vacuum evaporator will be required for the Department.

The meeting was attended by:

1. Dr. Preeti Kaunda
2. Dr. Kusum
3. Ms. Titiksha Kamal
4. Dr. Sangeeta Sharma

[Handwritten signatures of Dr. Preeti Kaunda, Dr. Kusum, Ms. Titiksha Kamal, and Dr. Sangeeta Sharma]

mollym
15/12/23

Principal
St. Bede's College
Shimla



Minutes of the meeting





A departmental meeting was held on 7th February, 2024. The following points were discussed:


The workload for the M.Sc II and IV semester was decided and different courses were allotted among the faculty.

The dates for the conduction of practical exams of M.Sc I and III semester and commencement of classes for upcoming session were discussed.

The programme for "Campus flora familiarization session for faculty" was also decided.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


07/02/24

Principal
St. Bede's College
Shimla



*Department of Botany
St. Bede's College, Shimla*

Minutes of the Meeting

A departmental meeting was held on **22** March, 2024. The following points were discussed.

It was decided to take 1st minor examination of post graduate classes (M.Sc II and IV semesters) from 1st to 4th April, 2024.

It was also decided that students will have their regular classes after examination.

The meeting was attended by:

1. Dr. Preeti Kaundal
2. Dr. Kusum
3. Ms. Titiksha Kamal
4. Dr. Sangeeta Sharma

(K) = P.K.
[Signature]
Titiksha
Sangeeta Sharma.

[Signature]
Principal's Signature



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 3rd May, 2024. The following points were discussed.

It was decided to take 2nd midterm examination of post graduate classes (M.Sc II and IV Semesters) from 15th to 18th May, 2024.

It was also decided that the midterm papers will be of 30 marks each and 2hrs duration this time.

Dr. Kusum, Dr. Sangeeta and Ms. Titiksha will make all the arrangements for the examinations.

Exam observation duties were also assigned to the concerned teachers.

The meeting was attended by:

1. Dr. Preeti Kaundal

2. Dr. Kusum

3. Ms. Titiksha Kamal

4. Dr. Sangeeta Sharma

mollym
03/05/24

Principal
St. Bede's College
Shimla