



St. Bede's College
Shimla-171002
(UGC-NAAC "A" Grade Re-Accredited)
College with Potential for Excellence
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Humanities Minutes of the Meetings

June 6, 2024

A department-wise meeting of the faculty members from the Humanities stream with the Principal, Prof. Sr. Molly Abraham was held on June 06, 2024, at 10.00 AM in the principal's office. The aim was to discuss the future academic activities as per the agenda mentioned below –

Agenda:

1. Concerns about the falling number of students in the Departments and the faculty's responsibilities in this regard.
2. Research Works, Publications, Workshops, Conferences and Seminars to be held by Faculty members.
3. Minor and Major Project Works
4. Quality initiatives by the Departments (Innovative Teaching Methodology and Ecosystem)
5. Outreach activities (in collaboration with UBA)
6. Streamlining of Departmental activities, especially concerning student outcome and progression.
7. Remedial classes
8. Use of LMS (MS Teams) and Blended Learning
9. Industry academia linkage and MoUs
10. Any other matter
 - The Principal expressed a current need to strategize ways to promote the college to increase the number of students taking admission for the session 2024-25. During the discussion, it was brought forth that the college may be promoted through various platforms such as going to schools in Shimla, sharing the college prospectus and highlighting the quality education imparted and the availability of good infrastructure to students. It was also decided that the faculty members in all the Departments would share the video made as a promotion of the college on their respective social media platforms.
 - Regarding Research works and publications, the faculty members were asked to write quality research papers showcasing their creative, intellectual and innovative ideas and get them published in peer-reviewed journals or magazines selected under the UGC care list, to



- be shown to the Principal and when they get published in the academic year. Thereafter the research material may be shared with students for their better learning.
- The Departments were also asked to conduct at least one National or International Conference/Workshop/ Seminar in compliance with the NAAC recommendations. Departments were advised to conduct interdisciplinary activities by conducting them in collaboration. Departments of English, Hindi, Political Science and History may conduct the seminar or conference jointly, while the Department of Psychology may collaborate with the Department of Physical Education.
 - The faculty members were also encouraged to write research proposals for any Minor or Major Research work as per the NAAC recommendations which will be shown to the Principal once the college resumes in July 2024.
 - Faculty members of each Department were further asked to take quality initiatives concerning their teaching methodology for the ecosystem. Teachers were asked to make audio/video recordings of their genuine and creative lectures as MOOCs to be uploaded on public platforms such as YouTube etc. It was also mentioned that skill-oriented courses may be taught to motivate students to begin with start-ups and be self-reliant. The progression in this field will be followed and monitored each year.
 - Regarding outreach activities to be conducted under the UBA, faculty members were asked to identify some villages where awareness programmes about literacy, health etc. may be held. It was also mentioned that awareness about various Government Schemes and Initiatives is also to be created with the aim of their economic and social upliftment.
 - Each Department was asked to keep a record of the student's progression and to strengthen the college bond with the alumni, one casual meeting during the session may be held. The academic and non-academic activities have to be streamlined and quality activities have to be conducted within the Departments with their respective students.
 - The faculty members were asked to take remedial classes for every group of students they teach once a week on rotation. The time should be mentioned in their timetable. The attendance record for remedial classes must be kept. Value Education classes also have to be recorded on attendance sheets.
 - Faculty members were encouraged to make use of LMS (MS Teams) as the blended mode of teaching. Since St. Bede's College has been identified as the lead college for cluster formation of 5 colleges who will be applying for NAAC assessment, St. Bede's College may adopt the LMS to guide them in their endeavours.
 - The Departments were asked to look for placement opportunities through Industry, and Academia linkages and MoUs signed with other institutions.



Apart from the above-mentioned agenda, it was decided that –

- Value Education classes for the third-year students will be taken by the Principal in the auditorium. Other activities related to moral values and ethics may also be conducted to enhance the interest of students. Also, a curriculum for the Value Education classes may be designed.
- It was also decided that the Serendipity will be organized in October by the Student Advisory Council.
- The Environment Studies course will be conducted by the Department of Political Science.
- PG students may also contest the student council elections.
- NCC students will not be standing for the Admiral post.
- The best students will be selected as council members and the NCC. For the council elections, before the nominations of contestants, a staff meeting will be first held to discuss the student's eligibility according to the posts they would stand for. Interviews of students contesting for the post of Admiral and Vice-Admiral will be conducted by teachers.
- Auditions for any activity under any society, club or cell will be conducted in the presence of the respective convener.

It was also mentioned by the Principal that after execution of the matters discussed in the meeting, an action taken report for the same will be prepared.

Attendees:

1. Prof. Sr. Molly Abraham Mollym
2. Dr. Anupama Tandon Tomar Anupama
3. Dr. Deepti Pajni DPajni
4. Dr. Gitanjali Mahendra Gitanjali
5. Dr. Ashwini Kumar Ashwini
6. Dr. Devina Auchoybur Devina
7. Ms. Komal Sharma Komal
8. Ms. Snigdha Bhatt TS
9. Ms. Anjana Devi Anjana
10. Ms. Pratiksha Pratiksha
11. Ms. Tanika Thakur Tanika
12. Mr. Sanjeev Kumar Sanjeev
13. Ms. Swati Kapil Swati

Mollym
06/06/24
Principal
St. Bede's College
Shimla



Humanities

Minutes of the Meetings

August 22, 2024

The meeting regarding the results was held with the faculties of the Humanities department on 22/08/2024, at 10:30 AM, in the principal's office. During the meeting, each department shared their students' performance, and it was observed that, except for a few students, the results in the Departments of Geography, Hindi, English, Economics, History, and Psychology were commendable, with most students scoring over 70 per cent.

To further improve student performance, the principal provided the following suggestions:

- Teachers should lead by example, instilling discipline in students through their actions and conduct.
- A periodic review of students' attendance should be conducted to ensure effective student monitoring.
- Teaching methodologies should be made more creative to enhance the comprehensiveness of student learning.
- The college should foster a spirit of competition by organizing monthly activities during the zero period, involving all departments.
- Regular class tests, group discussions, and presentations should be held to boost students' confidence.

Attendees:

1. Prof.Sr. Molly Abraham (Principal) Mollym
2. Dr. Vishal Chauhan (Academic Monitor Humanities) Vishal
3. Dr. Anupama Tandon Anupama
4. Dr. Deepti Pathania Deepti
5. Dr. Gitanjali Mahendra Gitanjali
6. Ms. Snigdha Bhatt Snigdha
7. Ms. Osheen Sharma Osheen
8. Ms. Asmita Sharma Asmita
9. Ms. Vibhor Vibhor
10. Ms. Ankita Thakur Ankita
11. Dr. Pankaj Ashish Pankaj
12. Mr. Sanjeev Kumar Sanjeev
14. Mrs Devina Devina
15. Mrs. Anjana Anjana
16. Mrs Poonam Chauhan Poonam
17. Mr Mohit Mohit
18. Ms Jagriti Jagriti
19. Ms Pratiksha Tomar Pratiksha
20. Mrs. Unnati Chauhan Unnati
21. Ms. Swati Kapil Swati
22. Mr. Anoop Kumar Anoop
23. Ms. Tanika Thakur Tanika
24. Ms Komal Sharma Komal

Mollym
22/8/24
Principal
St. Bede's College
Shimla

Minutes of the meeting 2024-25

Dated: 5/06/2024

A meeting of faculty members of science department was held on 05/06/2024 in Principal's office. The aim was to discuss about the future academic activities as per the agenda mentioned below –











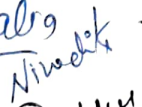

Agenda :


1. Concerns about falling number of students in the Departments and the faculty responsibilities in this regard.
2. Research Works, Publications, Workshops, Conferences and Seminars to be held by Faculty members.
3. Minor and Major Project Works
4. Quality initiatives by the Departments (Innovative Teaching Methodology and Ecosystem)
5. Outreach activities (in collaboration with UBA)
6. Streamlining of Departmental activities, especially with respect to student outcome and progression.
7. Remedial classes
8. Use of LMS (MS Teams) and Blended Learning
9. Industry academia linkage and MoUs
10. Any other matter
 - The principal expressed her concern about falling number of students in the department and emphasised the need to increase student enrolment in the college. To use social media platforms like Facebook, Instagram and YouTube for advertisement and promotion of admissions to be done by the faculty members.
 - It was suggested that faculty members should focus on publishing research and organizing workshops, hackathons, conferences, and seminars on relevant disciplines and current issues.
 - Faculty members were informed that they should take the initiative in guiding students for start-up programs by seeking information from relevant funding agencies. Additionally, efforts should be made to establish an incubation centre in the college.
 - It was informed that faculty members should prepare minor and major projects proposals in current topics and issues by July 2024.
 - As part of the quality initiatives undertaken by the departments, faculty members are required to create Power Point presentations, as well as audio and video lectures in their own subjects.
 - Outreach activities should be organized in collaboration with UBA to spread awareness about various government schemes, subsidies, banking loans, farming, composting, and other relevant topics among the villages to be adopted by the college.

- It was emphasized to streamline departmental activities, particularly focusing on student outcomes and progression. Each department should conduct a minimum of two quality activities annually, ensuring they are objective-driven and outcome-focused.
- It was informed that remedial classes to be taken for the students with different learning abilities by including these classes in the personal time table of faculty members to address the needs of the students.
- Utilization of Learning Management Systems (LMS) such as MS Teams and blended learning methods should be encouraged. This includes incorporating teaching methodologies that leverage technology, gamification, and kinesthetic approaches, such as role-plays and skits, to cater to the diverse learning abilities of students.
- To enhance the industry-academia linkage, it was proposed to sign letters of intent or Memorandum of Agreement (MOA) with industries offering internships to college students. Additionally, Memorandum of Understanding (MOU) should be established with various industries. Moreover, industrial experts should be invited as resource persons to share their knowledge in their respective fields with the students.

It was also mentioned by the principal that after execution of the matters discussed in the meeting, an action taken report for the same will be prepared.

Attendees :

1. Prof. Sr. Molly Abraham (Principal) 
2. Dr. Jyotika Brari (Academic Monitor Science)
3. Dr. Sapna Sharma 
4. Dr. Maheshwar Singh Thakur 
5. Dr. Shweta Thakur 
6. Dr. Shruti Gupta
7. Dr. Navdeep Thakur 
8. Ms. Reena Thakur 
9. Dr. Preeti Kaundal
10. Dr. Kusum 
11. Ms. Titiksha Kamal
12. Dr. Sangeeta Sharma 
13. Mr. Susheel Kumar
14. Dr. Kanu Mehta 
15. Ms. Neha Walia 
16. Ms. Nivedita Bhardwaj 
17. Dr. Madhu Bala 


08/06/24

Principal
St. Bede's College
Shimla

Minutes of the meeting 2024-25

Dated: 10/02/2025

On February 10, 2025 a meeting was convened with the academic monitor of science and Heads of Departments (HODs) of science department at 10:40 am to deliberate on the arrangements for the National Science Day celebration. The meeting was centered around the theme "Science for Sustainable Development: Promoting Green Technologies".

Date of Activity: February 28, 2025

The agenda of the meeting was:

1. Finalisation of resource person: The primary objective was to select and finalize a suitable resource person to contribute expertise and insights relevant to the chosen theme.
2. Organizing a theatrical presentation illustrating key concepts of evolutionary theory in an engaging and educational manner.
3. Presentation to be given on innovative technologies by students, showcasing their impact and future potential.
4. Live demonstrations of various experiments to enhance experiential learning by department of chemistry.
5. Organizing a creative competition where students design posters highlighting recent breakthroughs in science and technology.
6. Hackathon-style competition where students brainstorm and present innovative solutions to real-world problems.
7. Students will take the initiative to teach Vedic mathematics techniques, promoting ancient mathematical wisdom.

Attended by:

Dr. Jyotika Brari

Dr. Sapna Sharma

Dr. Shweta Thakur

Dr. Shruti Gupta

Ms. Reena Thakur

Dr. Preeti Kaundal

Mr. Susheel Kumar

Ms. Neha Walia

Dr. Madhu

Jyotika Brari
Sapna Sharma
Shweta Thakur
Shruti Gupta
Reena Thakur
Preeti Kaundal
Susheel Kumar
Neha Walia
Madhu

mollym
19/03/25
Principal
St. Bede's College
Shimla

Minutes of the meeting 2024-25

Dated: 13/02/2025

A meeting was held on February 13, 2025 at 10:40 AM with the Academic Monitor of Science and the faculty of the Science Department to develop a structured plan for MOOC implementation.

Agenda

1. **Introduction to SWAYAM:**
 - Overview of the SWAYAM portal and its mission to provide quality education to learners across India.
 - Emphasis on the role of faculty in contributing to national-level online education.
2. **Identifying Subject Areas:**
 - Brainstorming on key subjects suitable for MOOCs.
 - Prioritization of high-demand subjects based on expertise and student needs.
3. **Content Creation and Structure:**
 - Standard format for MOOCs (video lectures, assignments, quizzes, discussion forums).
 - Guidelines for structuring courses as per SWAYAM standards.
4. **Faculty Roles and Responsibilities:**
 - Allocation of responsibilities for content development, video recording, assessment design, and student interaction.
 - Need for collaboration among faculty members for effective course delivery.
5. **Technical and Administrative Support:**
 - Discussion on software and tools required for content creation.
 - Need for recording studios, graphic designers, and technical assistance.
 - Administrative support for course approval and compliance with SWAYAM guidelines.
6. **Budget and Funding:**
 - Discussion on available funding opportunities.
 - Identifying potential sources of financial support for course development

Attended by:

Dr. Jyotika Brari

Dr. Sapna Sharma

Dr. Madhu

Dr. Kiran

Mr. Nishant

Dr. Shweta Thakur

Dr. Shruti Gupta

Dr. Navdeep Thakur

mollym
19/03/25
Principal
St. Bede's College
Shimla



*Department of Computer Science
St. Bede's College, Shimla*

July 23, 2024

A departmental meeting was held July 23, 2024, in the computer lab at 10:30 am.

Agenda:

- Counselling duty during admissions
- Reaching out to students who could not attend counselling

Minutes:

It was decided the teachers of the department will sit for counselling one at a time and reach out to students you missed upon the counselling date

Faculty Members :-

- Ms. Nivedita Bhardwaj (academic monitor)
- Ms .Neha Walia

Nivedita

Neha



*Department of Computer Science
St. Bede's College, Shimla*

October 24, 2024

A departmental meeting was held July 23, 2024, in the computer lab at 10:30 am.

Agenda:

Minor tests dates for BA/Bsc students

Minutes:

It was communicated that minor test will start from 20th December and students will have two tests per day.

Faculty Members :-

• Ms. Nivedita Bhardwaj (academic monitor)

Nivedit

• Ms .Neha Walia

Nwalia



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Shimla-171002

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Minutes of the Meeting of Academic Monitors 2024-25 Department of Commerce & Management

A meeting of Academic monitors with teachers of the department was held on June 8, 2024 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2024-25
- 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) Collaboration with industries regarding webinars and workshops.

Following members attended the meeting:-

1. Dr. Savita Rana (Academic Coordinator B.Com & M.Com)
2. Ms. Raman Bassi (Academic Coordinator BBA)
3. Ms. Divya Sharma



*Department of Biotechnology and Microbiology
St. Bede's College, Shimla*

**Minutes of the Meetings of Academic Monitors 2024-2025
Department of Biotechnology and Microbiology**

Date of the meeting: July 18, 2024




A meeting of the department of biotechnology and microbiology was conducted to discuss the following;

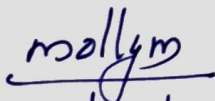
1. Distribution of the workload among the staff
2. Conducting a two day Workshop on Skill development and Entrepreneurship

The first agenda item was the distribution of the workload among the faculty. The department members engaged in a detailed discussion to ensure a balanced allocation of teaching and administrative responsibilities.

The second agenda item was the planning of a two-day workshop on skill development and entrepreneurship in collaboration with BIC HPU. The workshop aims to equip students with practical skills and entrepreneurial knowledge to enhance their career prospects. The possibility of inviting industry experts, entrepreneurs, and alumni as guest speakers was also considered to provide real-world insights.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor) 
2. Dr. Navdeep Thakur 
3. Ms. Reena Thakur 



18/7/24

Principal
St. Bede's College
Shimla



*Department of Biotechnology and Microbiology
St. Bede's College, Shimla*

**Minutes of the Meetings of Academic Monitors 2024-2025
Department of Biotechnology and Microbiology**

Date of the meeting: September 24, 2024

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

1. The review of the previous meeting was conducted
2. To discuss about the arrangements for the skill development workshop to be conducted on 4th and 5th of October.
3. Preparations for the departmental audit.

After reviewing the minutes of the previous meeting, the members discussed about the potential speakers and trainers considered for their expertise in the relevant fields that could be invited for the skill development workshop to be conducted on 4th and 5th of October in collaboration with BIC HPU. Besides, the main focus of the meeting was on ensuring that for the departmental audit all departmental documents and activities were compliant with audit requirements. The team reviewed the audit checklist, which included meeting minutes, project reports etc. An internal review was planned to identify any gaps or missing documents, and a mock audit was scheduled to simulate the actual process.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Anita Chauhan

mollym
24/9/24
Principal
St. Bede's College
Shimla



Department of Biotechnology and Microbiology
St. Bede's College, Shimla

Minutes of the Meetings of Academic Monitors 2024-2025
Department of Biotechnology and Microbiology

Date of the meeting: November 12, 2024

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

1. The review of the previous meeting was conducted
2. Coverage of the syllabus
3. Date sheet for minor tests

It was decided unanimously in the meeting that minor examinations will be scheduled from 21st December- 28th December, 2024. The final version of the date sheet will be released after review and approval by all members of the faculty.

The meeting was attended by the following members

1. Dr. Shruti Gupta (Academic monitor)

2. Dr. Navdeep Thakur

3. Ms. Reena Thakur

4. Dr. Anita Chauhan

12/11/24

Principal
St. Bede's College
Shimla

*Department of Biotechnology and Microbiology
St. Bede's College, Shimla*

**Minutes of the Meetings of Academic Monitors 2024-2025
Department of Biotechnology and Microbiology**

Date: February 10, 2025

A meeting of the department of biotechnology and microbiology was conducted to discuss the following:

1. Review of the previous meeting
2. Date sheet for practical exams
3. Celebration of National Science Day

The practical examinations will be scheduled from 3rd March, 2025 to 15th March, 2025. The examination schedule will be communicated to the students well in advance, and necessary preparations, including availability of lab resources and faculty, will be ensured. The meeting also emphasized the importance of adhering to safety protocols and maintaining a fair assessment process.

It was also decided that a career counselling session will be organized by the departments on the occasion of National Science Day, 2025 for which Dr. Rahul Shrivastava, Professor, Department of Biotechnology and Bioinformatics, Jaypee University of Information Technology, Wagnaghat, Solan. will be the resource person.

Following faculty attended the meeting

1. Dr. Shruti Gupta (Academic monitor)
2. Dr. Navdeep Thakur
3. Dr. Anita Chauhan
4. Ms. Reena Thakur

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molly m
10/2/25

Principal
St. Bede's College
Shimla