



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

MINUTES OF DEPARTMENTAL MEETING DATED 15-05-2024

Departmental meeting was held on 15th May 2024 at 10:45 AM with a short prayer . The following points were discussed :

1. Assigning of duties to teachers for prize distribution. (Abhilasha+Priyanka)
2. Articles for ECHOES Magazine both Hindi & English. (Dr. Neeta, Dr. Meena, Abhilasha)
3. Photographs regarding activities of the department. (Neeraj Gupta)
4. Maintaining of log books. (Sunita Devi)
5. Celebration of Yoga day. (Priyanka Thakur)
6. Cleanliness for both the classes every fortnight. (Sunita Devi)
7. Exhibition once a month for both the years. (All the Teachers)
8. Fancy dress Competition on 3rd June 2024. (Shiwani Rathore)
9. Elocution Competition. (Dr. Neeta Khanna)
10. Allotment of ships. (Dr. Neeta Khanna)

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



Department of D. El. Ed.
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MINUTES OF DEPARTMENTAL MEETING DATED 28-11-2024

Departmental meeting was held on 28th November 2024 at 11:30 AM with a short prayer . The following points were discussed :

1. Discussion regarding farewell for the passing -out batch 2022-2024.
2. Review regarding Teaching practice, lesson plan book and charts.
3. Completion and final checking of internal assessment marks.
4. Reminder for societies , clubs and ships.
5. Assigning of duties for :-
 - a. New time table for the new session 2024-2026.
 - b. Teachers work load for the new session.
 - c. Appointment of Class Representatives for both the classes.
 - d. Issuing of Library cards.
 - e. Issuing of Identity cards.

- Dr. Neeta Khanna *Khanna*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *Meena*
- Ms. Abhilasha Tegta *Abhi Tegta*
- Ms. Shiwani Rathore *Shahore*