



Dated: 16th June 2025

Minutes of Meeting

A meeting of Physics department was held on 16th June, 2025 in the physics lab at 10:40 A.M.

Agenda:

- i. Distribution of Workload for the New Academic Session 2025-26.
- ii. Timetable for B.Sc. Classes.
- iii. Activities for the Academic Year.

The meeting commenced with a discussion on the distribution of workload for the upcoming academic session. The members deliberated on optimal arrangement of classes to ensure an efficient and balanced workload distribution.

Subsequently, the timetable for B.Sc. classes was discussed. The final agenda item focused on planning activities for the academic year aimed at enriching the educational experience of B.Sc. students. Members suggested a variety of initiatives, including:

- Guest lectures by experts in relevant fields
- Workshops to enhance practical skills
- Educational trips to provide experiential learning

It was collectively agreed that a diverse range of activities would be organized throughout the academic year to cater to the varied interests and learning needs of students.

The meeting ended with members agreeing to work collaboratively to ensure the successful academic year.

Following members attended the meeting.

i. Dr. Sapna Sharma

ii. Dr. Sarveena

Sr. Rosily Dm
Officiating Principal
St. Bede's College
Shimla - 171 002



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Dated: 24th September 2025

Minutes of Meeting

A meeting of Physics department was held on 24th September 2025 in the physics lab at 10:40 A.M.

Agenda:

Discussion and planning of a One-Day Educational Trip to Centre for Science, Learning & Creativity (CSLC), Shoghi, Shimla

Proceedings:

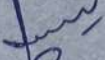
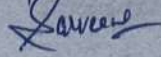
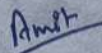
The meeting of physics department was held at 10:40 A.M. in the physics lab. The Chair, Dr. Sapna Sharma, (HOD) briefed the members to organize an educational trip to **CSLC, Shoghi, Shimla**.


The members discussed the proposed trip plan in detail, including probable dates, transportation arrangements, expected student participation, and faculty supervision. It was agreed that formal permission must be obtained from the Principal prior to finalizing the schedule and logistics. The members also decided that consent letters from parents/guardians must be collected from all participating students to ensure safety compliance and transparency.

Dr. Sarveena took the responsibility for drafting the permission letter, preparing the consent form, coordinating with CSLC, and compiling the final list of participants. Mr. Amit took the responsibility of arranging the transportation and food for the participants.

The meeting concluded with all members agreeing to work collaboratively to ensure the smooth organization of the educational trip. The Chair thanked everyone for their active participation.

Following members attended the meeting.

- i. Dr. Sapna Sharma 
- ii. Dr. Sarveena 
- iii. Mr. Amit (Lab Technician) 


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Dated: 13th October 2025

Minutes of Meeting

A meeting of Physics department was held on 13th October 2025 in the physics lab at 10:40 A.M.

Agenda:

Discussion and planning of a **One-Day Program** to celebrate the **International Year of Quantum Science & Technology (IYQ 2025)**.

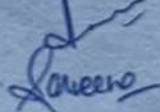
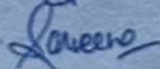

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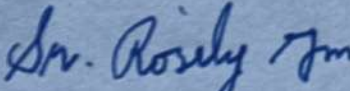
The meeting was held at 10:40 A.M. in the physics lab. The Chair, Dr. Sapna Sharma HOD), briefed the members on the significance of the International Year of Quantum Science & Technology (IYQ 2025) and highlighted the importance of organizing a meaningful academic event to mark the occasion. She also informed the members that the **Indian Association of Physics Teachers (IAPT), RC-23**, has approved the department's proposal and sanctioned ₹25,000 for conducting the program.

A number of suggestions for the proposed One-Day Program were discussed, including inviting a distinguished keynote speaker or resource person with expertise in Quantum Physics, and organizing a poster exhibition showcasing the development of Quantum Physics. It was also decided to send invite to the students and faculty of various local colleges and schools. The members collectively agreed that the finalization of the program date, invited speakers, and the detailed schedule would be completed within the coming week.

The meeting ended with all members agreeing to work collaboratively to ensure the success of the event. The Chair thanked everyone for their contributions.

Following members attended the meeting.

- i. Dr. Sapna Sharma 
- ii. Dr. Sarveena 
- iii. Mr. Amit (Lab Technician) 


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