



Department of Commerce and Management  
St. Bede's College, Shimla

Ref.no. SBC/Comm&Mgt/09/2025

## Notice

**Date: 25 June, 2025**

A departmental meeting will be held on 28 June, 2025 in the Department of Commerce and Management at 10:40 A.M.

Agenda:

- Time Table for new session
- Orientation Program for 1st Year.

**Dr. Savita Rana**

**Assistant Professor & HOD**

**Department of Commerce and Management**

*Sr. Rosily Jm*  
25/06/2025

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



## MINUTES

A meeting was held on 28 June, 2025 in the Department of Commerce and Management. The following points were discussed:-

- It was decided that Orientation program for B.Com 1<sup>st</sup> Year and BBA 1<sup>st</sup> Semester will be conducted on the 1 July, 2025.
- The tentative timetable for the new session was discussed and subsequently shared with faculty members and students.

Dr.SavitaRana (HOD)

*Savita Rana*  
28/06/2025

Dr. Raman Bassi

*Rama*  
28/06/2025

Ms. Divya Sharma

Mr. Aniket

*[Signature]*

*Sr. Rosily*  
28/06/2025  
Officiating Principal  
St. Bede's College  
Shimla - 171 007



*Department of Commerce and Management  
St. Bede's College, Shimla*

**Ref.no. SBC/Comm&Mgt/10/2025**

## **Notice**

**Date: 30 July, 2025**

A departmental meeting will be held on 1 August, 2025 in the Department of Commerce and Management at 12:30 P.M.

Agenda:

- Distribution of various departmental responsibilities.
- Short Attendance of Students.

**Dr. Savita Rana**

**Assistant Professor & HOD**

**Department of Commerce and Management**

*Savita Rana*  
*30/07/2025*

*Sr. Rosily Jm*

*30/07/2025*

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



Department of Commerce and Management  
St. Bede's College, Shimla

## MINUTES

A meeting was held on 01/08/2025, in the Department of Commerce and Management. The following points were discussed:-

- Remedial Classes report will be maintained by all the teachers individually.
- POCO Mapping will be done by:  
B.com - Mr. Aniket.  
BBA – Dr. Raman Bassi.
- Newsletter will be compiled by Ms. Divya Sharma.
- Student Progression will be collected and compiled by all faculty member of the department and list of students shared with teachers for same.
- Room time table will be prepared by Dr. Savita and Dr. Raman for BBA and B.Com respectively.
- It was decided to organize a webinar for B.Com and BBA students tentatively on 18 August in collaboration with SBI.
- Instructions were given regarding the short attendance of the students.
- Instruction were given regarding the filling the nomination by the students for Class Representative Election for each class of the department.

*Omprabha Rana*  
01/08/2025

*Rachmay*  
01/08/25

*[Signature]*

*Sr. Rosily*  
01/08/2025

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*Department of Commerce and Management  
St. Bede's College, Shimla*

Ref.no. SBC/Comm&Mgt/11/2025

## Notice

**Date: 11 August, 2025**

A departmental meeting will be held on 12 August, 2025 in the Department of Commerce and Management at 10:40 A.M.

Agenda:

- Value Education

**Dr. Savita Rana**

**Assistant Professor & HOD**

**Department of Commerce and Management**

*Savita Rana*  
*11/08/2025*

*Sr. Rosily Jm*

*11/08/2025*

Officiating Principal

St. Bede's College

Shimla - 171 002



Department of Commerce and Management  
St. Bede's College, Shimla

## MINUTES

A meeting was held on 12 August, 2025 in the Department of Commerce and Management. The following points were discussed:-

- Students for Value Education classes were allotted to teachers, and it was instructed that all teachers will maintain individual reports.

Dr. Savita Rana

*Savita Rana*  
12/08/2025

Dr. Raman Bassi

*Raman Bassi*  
12/08/2025

Ms. Divya Sharma

Mr. Aniket

*Aniket*

*Sr. Rosily Jm*  
12/08/2025

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*Department of Commerce and Management  
St. Bede's College, Shimla*

Ref.no. SBC/Comm&Mgt/12/2025

## Notice

**Date: 13 September, 2025**

A departmental meeting will be held on 15 September, 2025 in the Department of Commerce and Management at 2:00 P.M.

Agenda:

- Mid-Term Exam of BBA.
- Short Attendance of Students.

**Dr. Savita Rana**

**Assistant Professor & HOD**

**Department of Commerce and Management**

*Savita Rana*  
*13/09/2025*

*Sr. Rosily Jm*

*13/09/2025*

Officiating Principal  
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Department of Commerce and Management  
St. Bede's College, Shimla

## MINUTES

A meeting was held on 15/09/2025, in the Department of Commerce and Management. The following points were discussed:-

- The names of the students with short attendance to be submitted.
- Compilation of CCA for BBA odd semester.
- BBA odd semester mid-term exams scheduled from 22<sup>nd</sup> September, 2025.

Dr. Savita Rana

*Savita Rana*  
15/09/2025

Dr. Raman Bassi

*Raman Bassi*  
15/09/2025

Ms. Divya Sharma

Mr. Aniket

*Aniket*

*Sr. Rosily Jm*  
15/09/2025  
Officiating Principal  
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Department of Commerce and Management  
St. Bede's College, Shimla

Ref.no. SBC/Comm&Mgt/13/2025

## Notice

Date: 27 October, 2025

A departmental meeting will be held on 28 October, 2025 in the Department of Commerce and Management at 2:00 P.M.

Agenda:

- Distribution of guides for BBA Project work.
- New Session for BBA even semester.
- Student Progression.

Dr. Savita Rana

Assistant Professor & HOD

Department of Commerce and Management

*Savita Rana*  
*27/10/2025*

*Sr. Rosily Jm*  
*27/10/2025*

Officiating Principal  
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Department of Commerce and Management  
St. Bede's College, Shimla

## MINUTES

A meeting was held on 28/10/2025, in the Department of Commerce and Management. The following points were discussed:-

- The guides were allotted for the project work of the BBA 6<sup>th</sup> semester.
- Names of the students of B.Com.with short attendance to be submitted.
- Classes for BBA even semester will resume from 17 November.
- Faculty Member was instructed to compile the Student Progression data.

Dr. Savita Rana

*Savita Rana*  
28/10/2025

Dr. Raman Bassi

*Raman Bassi*  
28/10/2025

Ms. Divya Sharma

*Divya Sharma*

Mr. Aniket

*Aniket*

*Sr. Rosily Jm*

28/10/2025

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Department of Commerce and Management  
St. Bede's College, Shimla

Ref.no. SBC/Comm&Mgt/14/2025

## Notice

**Date: 17 November, 2025**

A departmental meeting will be held on 18 November, 2025 in the Department of Commerce and Management at 10:30 A.M.

Agenda:

- BBA even semester Time Table.
- B.Com Annual System Mid-Term exams

Dr. Savita Rana

Assistant Professor & HOD

Department of Commerce and Management

*Sr. Rosily Jm*

17/11/2025

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



Department of Commerce and Management  
St. Bede's College, Shimla

## MINUTES

A meeting was held on 18/11/2025, in the Department of Commerce and Management. The following points were discussed:-

- B.Com Mid-Term exams date sheet finalized and the exams are scheduled from 26 November.
- BBA even semester timetable has been reviewed.

Dr. Savita Rana

*Savita Rana*  
18/11/2025

Dr. Raman Bassi

*Ramney*  
18/11/2025

Ms. Divya Sharma

*Divya*  
18/11/2025

Mr. Aniket

*Aniket*

*Sr. Rosily Jm*  
18/11/2025

Officiating Principal  
St. Bede's College  
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