



Department of Biotechnology
St. Bede's College, Shimla

Department of Biotechnology
Minutes of Meeting of Academic Monitor
2025-2026





To address the issues in the time table

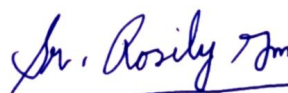
Date: July 2, 2025

Time: 11:00 AM

A meeting of the Department of Biotechnology was held to discuss a clash in the time table between Biotechnology 1st year's Biochemistry class and EVS class on Friday at 2:20 pm. The clash was resolved by the consent of the biochemistry subject teacher, Dr. Navdeep Thakur. All the faculty members of the department were asked to put forward issues in the time table if any. No issues were raised by any faculty member. The final time table (attached here) was accepted by all the members of the department.

The following members attended the meeting

1. Dr. Shruti Gupta 
2. Dr. Reena Thakur 
3. Dr. Navdeep Thakur 
4. Dr. Anita Chauhan 



11/4/2026

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



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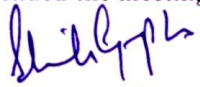



To plan the departmental activities and create the academic calendar 2025-2026

Date: July 9, 2025

Time: 11:00 AM

A meeting of the Department of Biotechnology was held to discuss and plan the activities of the department of biotechnology to be conducted throughout the session. Various activities were planned according to the departmental plan submitted before and the academic calendar was prepared.

The following members attended the meeting

1. Dr. Shruti Gupta 
2. Dr. Reena Thakur 
3. Dr. Navdeep Thakur 
4. Dr. Anita Chauhan 



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To discuss the completion of syllabus and status of retest for the minor exams

Date: December 18, 2025

Time: 2:20 PM

A meeting of the Department of Biotechnology was held to discuss completion of syllabus and retest of minor examinations. The meeting commenced with a discussion on the status of syllabus completion across various courses. Faculty members reported that the syllabus is either completed or nearing completion as per the academic calendar. It was emphasized that any remaining portions must be completed after the winter vacations in the month of February.

The need for a retest of minor examinations was discussed for students who could not perform satisfactorily. Concerned faculty members will finalize and circulate the retest schedule.

The following members attended the meeting

1. Dr. Shruti Gupta

2. Dr. Reena Thakur

3. Dr. Navdeep Thakur

4. Dr. Anita Chauhan

Sr. Rosily Jm
11/4/2026
Officiating Principal
St. Bede's College
Shimla - 171 002