



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting
2025-26

A department meeting was held on 15th June, 2025 at 10:40 am to discuss and finalize B.Sc. and M.Sc. Workload for the upcoming session.

The meeting was attended by:

1. Dr. Preeti Kaundal *P. Kaundal*
2. Dr. Kusum *Kusum*
3. Ms. Titiksha Kamal *Titiksha*
4. Dr. Sangeeta Sharma *Sangeeta Sharma*

Dr. Rosily Jm
15/06/2025

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



Department of Botany
St. Bede's College, Shimla

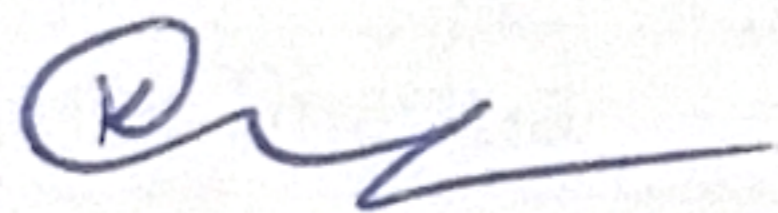
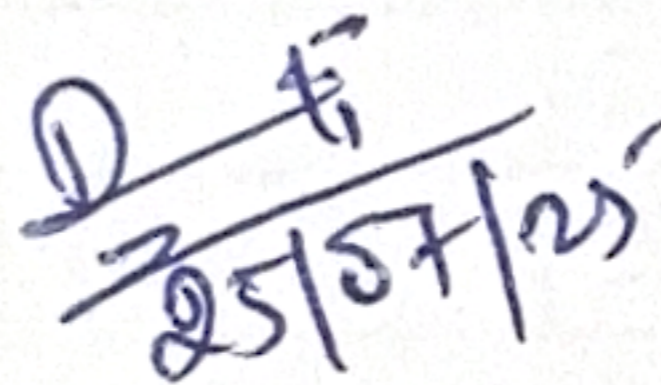

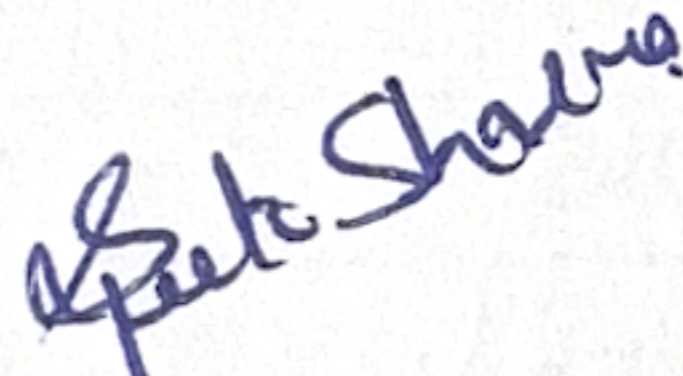
Minutes of the Meeting

A departmental meeting was held on 24th July 2025 to assign supervisors and allot M.Sc. III Semester students for their project work under Course Code MBOT-407 for the academic session 2025-26.

Action Points:

Faculty members are requested to identify suitable research problems and prepare a comprehensive list of required resources and materials essential for the successful execution of the project work. The research projects will be supported under the CURIE Core Grant.

The meeting was attended by:

1. Dr. Kusum 
2. Dr. Preeti Kaundal 
25/07/25
3. Ms. Titiksha Kamal 
Titiksha
4. Dr. Sangeeta Sharma 
Sangeeta Sharma

Sr. Rosily gm
26/7/2025
Principal Signature

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Department of Botany
St. Bede's College, Shimla

NOTICE

Ref. No: SBC/BOT-17/2025

Date: 24.07.2025

All the students of **M. Sc. III Sem.** are hereby informed that following teachers from Department of Botany have been assigned as the supervisor for the project work under course **MBOT-407** during the session **2025-26**.

For any further details please contact your supervisors mentioned below:

Sr. No.	Name	Roll No.	Supervisor/Signature
1.	Deepika Damseth	240791350006	Dr. Kusum
2.	Kanika Sharma	240791350008	
3.	Priyanka Sharma	240791350012	
4.	Ankita Kaushal	240791350004	
5.	Akshita	240791350001	Dr. Sangeeta Sharma
6.	Deepshika Moghta	240791350007	
7.	Arushita	240791350005	
8.	Sakshi Dhawan	240791350013	
9.	Preety	240791350010	Ms. Titiksha Kamal
10.	Anisha Lakra	240791350002	
11.	Shreya Angaria	240791350014	
12.	Anita	240791350003	
13.	Priyanka Sharma	240791350011	Dr. Preeti Kaundal
14.	Ojhal Chauhan	240791350009	
15.	Shruti Manta	240791350015	

Sr. Rosily Jm
26/7/2025
Principal Signature

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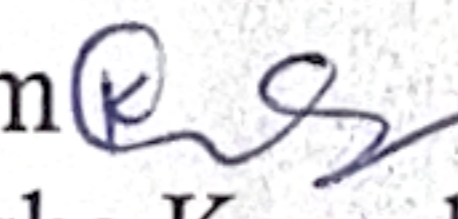
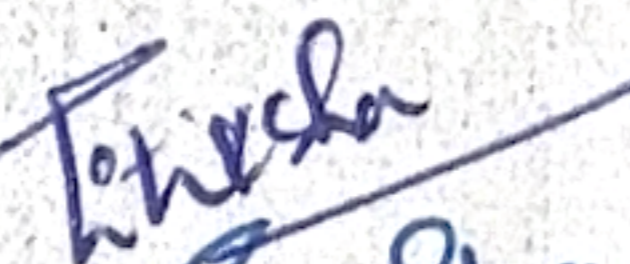
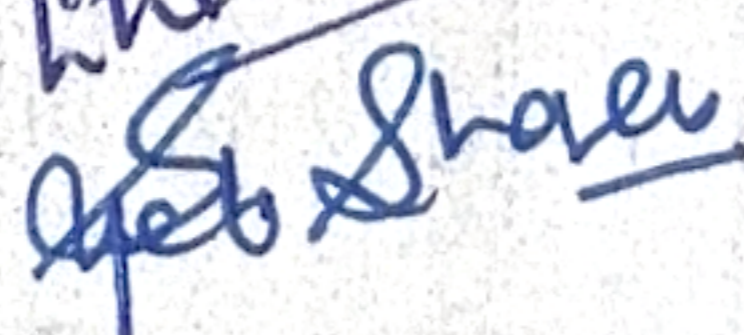
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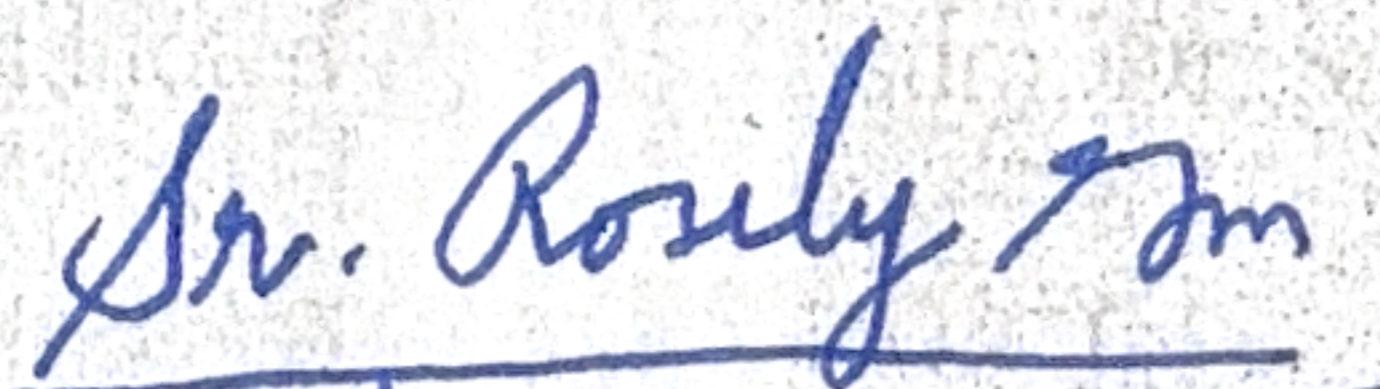
Minutes of the Meeting

A department meeting was held on 5 July 2025 at 12:30 p.m. in the Department of Botany to discuss important academic and administrative matters.

- 1) The status of M.Sc. admissions for the upcoming academic session was discussed in detail. The process of counselling, merit list preparation, and seat allocation was reviewed. M.Sc. counselling duties were assigned to Dr. Kusum, Dr. Sangeeta Sharma, and Ms. Titiksha Kamal.
- 2) The academic calendar for the session was discussed, including semester schedules, internal assessments and academic activities. The responsibility for preparation and finalization of the academic calendar was assigned to Dr. Preeti Kaundal.
- 3) The need for orientation programmes to familiarize students with the curriculum, departmental rules, and academic expectations was discussed. Orientation for M.Sc. students will be conducted by Dr. Preeti Kaundal, Dr. Kusum, Dr. Sangeeta Sharma, and Ms. Titiksha Kamal.
- 4) The requirement of bridge classes for students from diverse academic backgrounds was discussed. Bridge classes for B.Sc. 1st Year students will be conducted by Dr. Preeti Kaundal and Dr. Kusum. Bridge classes for M.Sc. students will be conducted by Dr. Kusum, Dr. Sangeeta Sharma, and Ms. Titiksha Kamal.
- 5) The Course Outcomes (COs) and Programme Outcomes (POs) attainment for B.Sc. and M.Sc. programmes were reviewed. Methods of assessment, documentation, and improvement strategies were discussed. CO/PO attainment for M.Sc. was assigned to Dr. Kusum CO/PO attainment for B.Sc. was assigned to Ms. Titiksha Kamal.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


05/07/2025

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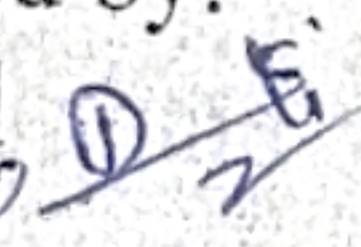
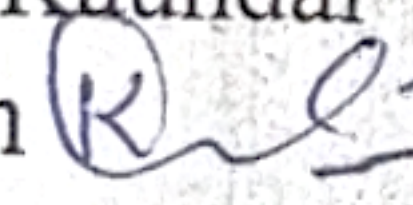

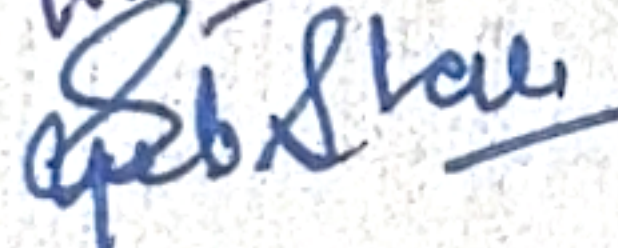
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St. Bede's College, Shimla

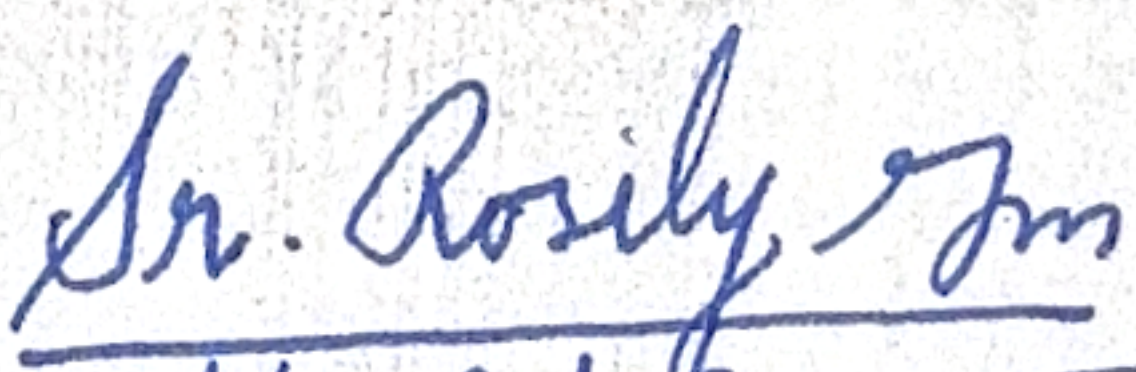
Minutes of the Meeting

A departmental meeting was held on 21th August, 2025 at 10.40 am. The faculty discussed the forthcoming Academic Audit in detail. The following points were deliberated:

- 1) Review of academic records, including lesson plans, attendance registers, internal assessment records, and result analysis.
- 2) Preparation and updating of CO/PO attainment data and supporting documents.
- 3) Compilation of faculty profiles, workload details, and teaching-learning practices.
- 4) Verification of documentation related to bridge courses, remedial classes, student mentoring, and department activities.
- 5) Ensuring proper maintenance of departmental records, minutes of meetings, and activity reports.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


21/08/2025

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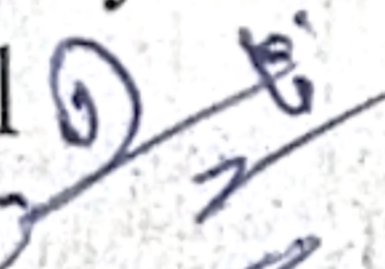
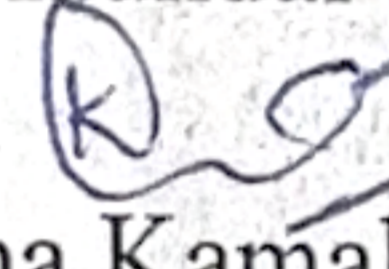
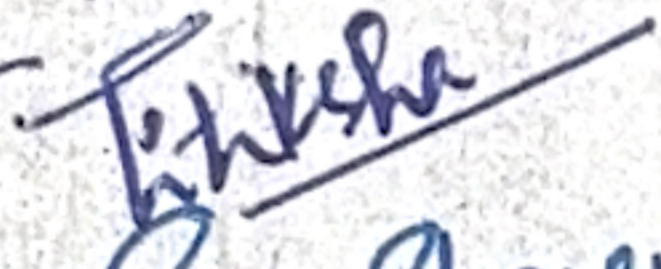
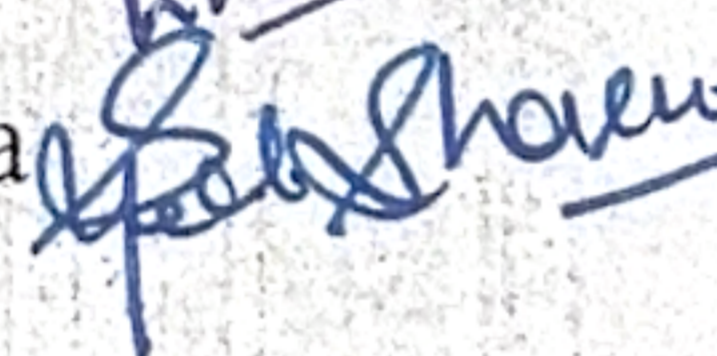
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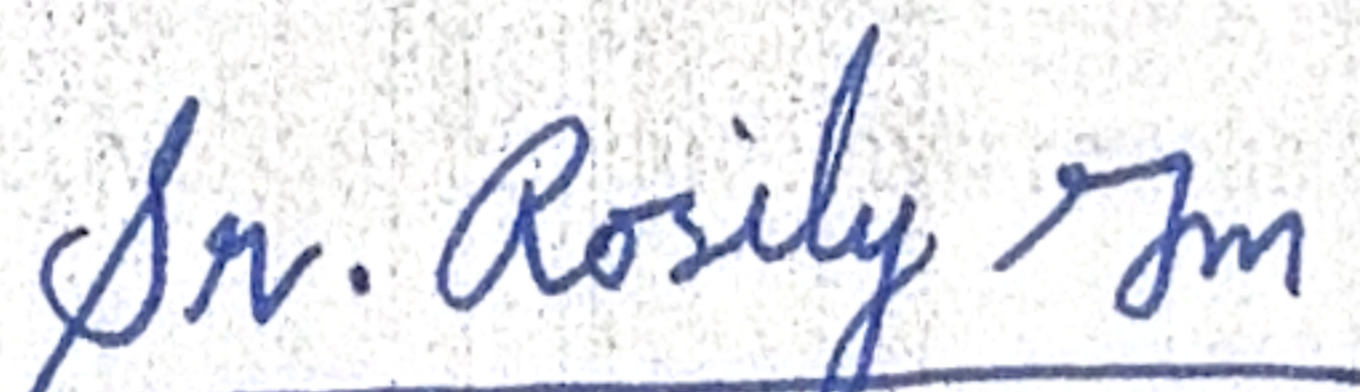
Minutes of the Meeting

A departmental meeting was held on 20th September, 2025 at 10.40 a.m. to discuss and plan the upcoming department activities i.e. Celebration of National Ayurveda Day and World Food day celebration.

- 1) Faculty members will jointly plan and coordinate both events.
- 2) Detailed programmes, activity schedules, and duty allocations will be finalized soon.
- 3) Students will be encouraged to participate actively to enhance awareness and learning

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


20/09/2025

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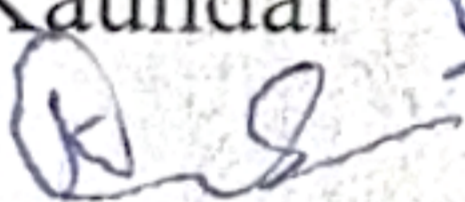
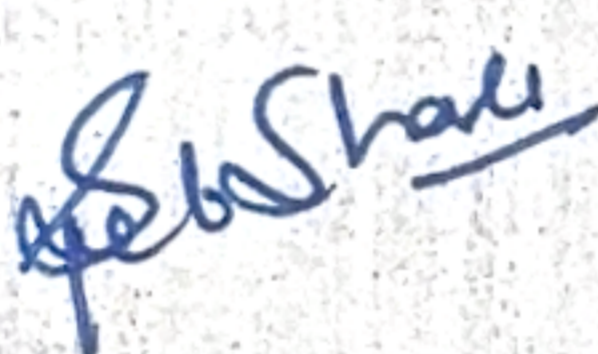


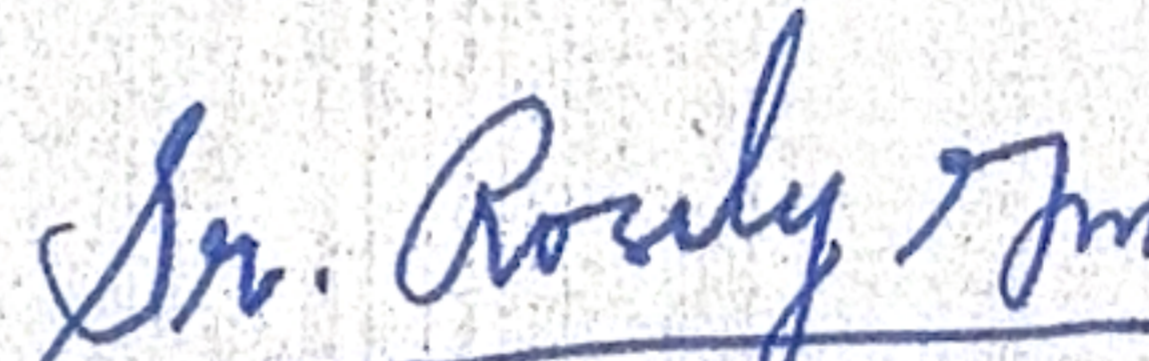
Minutes of the Meeting

A departmental meeting was held on 15th December, 2025 at 10.40 am to discuss the schedule and smooth conduct of the final practical examinations for M.Sc. 1st and M.Sc. 3rd Semester students. The following points were deliberated:

- 1) Finalization of the practical examination schedule as per university guidelines.
- 2) Arrangement of laboratory requirements, instruments, chemicals, specimens, and practical records.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Dr. Sangeeta Sharma 


15/12/2025

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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 3rd March, 2026 at 10:40 a.m. to discuss the planning and execution of the tree census and field visits for M.Sc. students. It was decided that for tree census M.Sc. students would be divided into groups and assigned specific areas for survey work under the guidance of Dr. Kusum and Dr. Kavita. The department also discussed organizing field visits to nearby forest areas/research sites to provide practical exposure to students.

The meeting was attended by:

1. Dr. Preeti Kaundal *P. Kaundal*
2. Dr. Kusum *Kusum*
3. Ms. Titiksha Kamal *Titiksha*
4. Dr. Kavita Sood

Sr. Rosily Jm

03/03/2026

Officiating Principal

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Shimla - 171 002

Minutes of the Meeting

Selection of Candidates for the Post of Assistant Professor

Date: 23.02.2026

Time: 11.A.M

After reviewing the applications for the position of Assistant Professor in Botany, the eligible candidates were called for the interview. Three candidates appeared for the interview as per UGC regulations. After the interview and teaching demonstration by each candidate the following candidate was selected against one vacant position of Assistant Professor on contractual basis in the Department of Botany.

1. Dr. Kavita Sood

Waiting Panel

1. Dr. Ranjana Kaundal
2. Ms. Swati Kaushal

Following committee members attended the meeting.

- | | | | |
|-----------------------|-----------------------|-------------|------------------|
| 1. Sr. Rosily T L | <i>Sr. Rosily T L</i> | (Principal) | |
| 2. Sr. Grace | | (Manager) | <i>Sr. Grace</i> |
| 3. Dr. Sapna Sharma | <i>Sapna</i> | Member | |
| 4. Dr. Preeti Kaundal | <i>Preeti</i> | Member | |
| 5. Dr. Kusum | <i>Kusum</i> | Member | |

Sr. Rosily T L
23/02/2026

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