

ST. BEDE'S COLLEGE STAFF COUNCIL

Minutes of the Meeting 2025-26

Dated : June 16, 2025

Agenda :

1. Admission Process
2. Orientation Program
2. Time Table
3. Academic Calendar
4. Activities to be conducted by societies, clubs and cells

A staff council meeting was held in the staffroom on June 16, 2025 wherein the following points were discussed –

The Principal, Sr. Rosily discussed the planning of admission process for the academic session 2025-26. The Admission Committee informed the teachers about the coming up of the 1st Merit List which will be out on June 20, 2025. Therefore, counseling of students seeking admission will commence on June 21, 2025. It was suggested by faculty members that in order to increase the strength of the college students, students centered initiatives have to be taken.

It was decided that after the admission process is over, the orientation program for fresher students and parents will be conducted. The Equal Opportunity Cell and Anti-Ragging Cell may conduct their orientation in the same session. Thereafter the Opening Prayer of the Mass will be held.

The time-table committee was asked to prepare the time-tables for teachers.

Tentative dates were suggested by conveners of various committees regarding Orientation, Opening Prayer of the Mass, Society Fair, Student Elections followed by other important events.

Orientation Program – 12th July

Opening Prayer of the Mass – Last Week of July

Society Fair – 14th of July

Student Elections – 23rd or 24th of July

The Departments and conveners of various societies, clubs and cells were asked to prepare their academic calendar for the session 2025-26 with proper planning in alignment with NAAC requirements. For this purpose, Departments and Societies/Clubs/ Cells may send their

activities to the staff secretary. Separate calendar will be made for the IQAC and cells working towards Social Responsibility.

Faculty members were asked to conduct substantial activities for the grooming of the students, while also fulfilling the NAAC requirements. In this light, suggestions were given by teachers that some clubs or cells may be merged under one Society, thus serving the purpose of having less but relevant activities wherein maximum college students may participate. The time to conduct such activities may also be reconsidered.

The Principal informed the teachers about the need to found an Animal Welfare Society as per the guidelines received by the UGC. Dr. Shweta Thakur and Dr. Jyotika from Department of Zoology volunteered to take the initiative.

The faculty members were also informed by Ms. Neha that the new college website is yet to be launched. As soon as the new website will be ready, the relevant data will be updated accordingly.



Staff Council Members Welcoming Sr. Rozily T.L. as Officiating Principal of The College



Shimla, Himachal Pradesh, India
35vp+mmq, Navbahar, Chotta Shimla, Shimla, Himachal Pradesh 171002, India
Lat 31.094231° Long 77.186542°
16/06/2025 10:12 AM GMT +05:30

Staff Council Members During Meeting

Minutes of The Meeting 2025-26

Dated : November 03, 2025

Agenda :

1. Data updates to be sent on new college website
2. Regular Classes to be held
3. College Cultural Fest
4. Role of Discipline Committee

A staff council meeting was held on November 03, 2025 in the staffroom wherein the following points were discussed –

The college Principal, Sr. Rosily T.L. suggested the faculty members to send their departmental or any other activity updates on the new college website. Activity reports with pictures were recommended to be sent to the website committee and Department of Computer Science. The Department must be informed a few days prior to any activity. It was also decided that daily activities would also be sent in brief.

Faculty members were asked to conduct all classes on regular basis and no class must be cancelled due to any college activity.

All members were informed about the upcoming college cultural fest, to be held on November 07-08, 2025. On behalf of the core committee, Dr. Shweta Thakur informed the faculty members about the duty list, honoring of the Chief Guest, Honorable Governor of Himachal Pradesh, Shri Pratap Shukla. Teachers were requested to follow specific protocols while welcoming the chief guest. The itinerary of the two-days program was briefly shared with all the faculty members.

A discipline committee comprising of teaching and non-teaching staff was founded to cater for guest teachers, judges, participants from outside the college. Special plans for car parking was also discussed.

Conveners of various competitions were suggested to be in proper formal outfit.

Regarding the closing ceremony of the fest, teachers were informed about the band to be performed by Harmony of Pines, a group of fine performers from Himachal Pradesh Police.

All faculty members were requested to assume their duties in order to conduct the event smoothly.

Minutes of The Meeting 2025-26

Dated : November 10, 2025

Agenda :

- Children's Day Celebration

A staff council meeting was held on November 10, 2025 in the staffroom at 2 P.M. The agenda for the meeting was to discuss about the activities to be conducted on occasion of Children's Day. Upon discussion, it was decided by all the faculty members that a special program will be organized for the college students in the auditorium on November 14, 2025 as from 2 P.M. Teachers proposed for activities like dance and song performances and game activities to render the program more interactive, with participation of both teachers and students. Whereas it was decided that refreshment will be offered on behalf of the college, members of the staff council agreed upon offering the winner students of various games chocolates as prizes which will be purchased with the staff council fund.

Minutes of the Meeting 2025-26

Dated : December 12, 2025

Agenda :

1. Students facing problems due to late result declaration and solutions
2. Last IQAC meeting outputs and suggestions
3. Discussion upon organizing either International Conference or Hackathon

A staff council meeting was held on December 12, 2025 in the staffroom at 2 P.M., wherein the following points were discussed –

The college Principal, Sr. Rosily T.L. brought forth a major issue faced by some students who come to know about their previous class results quite late due to delay in results declaration at the university. Consequently, students are unable to focus on their studies. Teachers suggested that the University may be informed about this problem, requesting them to declare the final results on time. Teachers were also asked to give individual attention to needy students to improve their performance.

The outcomes of the last IQAC meeting were discussed by the IQAC coordinator, Dr. Shweta Thakur. She shared the suggestions given by the external experts, focusing on a joint project, where the Humanities faculty could collaborate with the Science stream. Academic monitors were asked to ponder upon any two such projects. Teachers were asked to propose some themes within a week's time.

Dr. Shweta also announced that workshops on plagiarism, ethical research practices and research methodology will be conducted. She also emphasized on finalizing of at least two FDPs on topics such as service rules, research and academic ethics. One session on graphic designing may also be included. Resource person from HIPAS will be invited for the sessions.

As per the external experts, Dr. Shweta requested the faculty members to conduct extension activities in collaboration with local Government bodies where concrete outcomes of these activities may be highlighted. The faculty members were asked to volunteer as nodal officer of the Red Cross, with whom a MOU needs to be signed.

MOU needs to be signed with industries, wherein streams having this scope. The Principal suggested the Placement Cell to explore any possibility in this regard.

Dr. Shweta also informed the faculty members that the international multidisciplinary conference which was scheduled to be held in March 2026 has been postponed and instead, the Department of Computer Science was asked to conduct an inter-college Hackathon.



Staff Council Members Bidding Farewell to Dr. Sangeeta Sharma

Dr. Devina Auchoybur

Staff Secretary