



*Department of Economics*  
*St. Bede's College, Shimla*

## **NOTICE**

**Date: 14<sup>th</sup> July, 2022**

A departmental meeting will be held on 15<sup>th</sup> July at 10:45 a.m. in the IQAC room.

### **Agenda:**

1. Planning for first-year admissions
2. Academic calendar for the department
3. Allocation of workload among faculty members
4. Organization of activities for the upcoming year.

**Dr. Anupama Tandon Tomar**  
**Associate Professor & Head**  
**Department of Economics**





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### **Minutes of the Meeting**

On July 15th, 2022, a meeting was held to discuss and finalize important matters related to the upcoming academic session.

- ✓ The first matter that was addressed was the schedule for first-year admissions. The faculty members discussed and finalized the admission schedule, making sure that it was feasible and appropriate for the department.
- ✓ The workload was then distributed among faculty members, with each person being assigned specific responsibilities for the upcoming academic session. This was done to ensure that the workload was evenly distributed and that all faculty members had a clear understanding of their roles and responsibilities.
- ✓ Finally, the faculty members discussed and finalized the activities to be held in the upcoming academic session. This included various events and programs aimed at enhancing the learning experience of students and providing them with opportunities for personal and professional growth.

Dr. Anupama Tandon Tomar

Ms. Unnatti Chauhan

Ms. Swati Kapil

Dr. Vishal Chauhan



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## NOTICE

**Date: 29<sup>th</sup> August, 2022**

A departmental meeting will be held on 30<sup>th</sup> August at 11: 00 a.m. in the IQAC room.

### **Agenda:**

1. International Literacy Day
2. Orientation for Freshers

**Dr. Anupama Tandon Tomar**  
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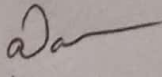


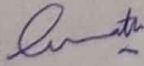


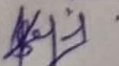
### **Minutes of the Meeting**


On August 30, 2022, a meeting was held to plan for upcoming events.

- ✓ One of the main decisions made was to organize an extension activity at Government Primary School, Sanjauli, on the occasion of World Literacy Day. The objective of this activity was to promote education and literacy among children and highlight the power and importance that education holds. The plan was to engage the students of the economics department in various interactive activities with the children, aimed at promoting basic literacy skills such as reading, writing, and comprehension. The activities were designed to be both fun and educational, and the children were encouraged to ask questions and share their experiences, creating a lively and engaging atmosphere.
- ✓ In addition to the interactive activities, it was also decided to distribute stationery hampers to all the students of Government Primary School, Sanjauli. The hampers would also serve as a memento of the event and a reminder of the importance of education and literacy.
- ✓ Another decision made at the meeting was to hold an orientation program for newly admitted economics students on September 15th. The program aimed to familiarize the freshers with various academic aspects such as the curriculum, premises, course, rules and regulations of the institute. The goal was to encourage active participation of the students, foster a healthy relationship between the students and faculties, and educate the students about the college culture and the code of conduct. All faculty members agreed that alumni should be invited to speak at the event and provide career advice to the new students.

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## NOTICE

**Date:** 11<sup>th</sup> September, 2022

An inter departmental meeting with the Department of Commerce and Management will be held on 14<sup>th</sup> September at 1:15 p.m. in the IQAC room.

### **Agenda:**

1. Organisation of International Seminar.

**Dr. Anupama Tandon Tomar**  
**Associate Professor & Head**  
**Department of Economics**





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### **Minutes of the Meeting**

On September 14th, 2022, meeting was held to discuss plans for an upcoming international conference.

- ✓ It was decided that the conference would be organized jointly with the Department of Commerce and Management, and a proposal would be drafted and submitted to the Indian Council of Social Science Research (ICSSR) under the Azadi Ka Amrut Mahotsav initiative.
- ✓ Different tasks required for drafting the proposal were divided. Themes and sub-themes to be included in the proposal for the ICSSR sponsored international seminar were finalised.
- ✓ Overall, the meeting was aimed at laying out the groundwork for the proposed international conference, ensuring that all necessary steps were taken to apply for funding and that the themes and sub-themes would be aligned with the objectives of the Azadi Ka Amrut Mahotsav initiative.

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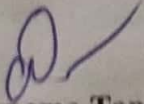
## NOTICE

**Date: 6<sup>th</sup> October, 2022**

A departmental meeting will be held on 7<sup>th</sup> October, 2022 at 1:30 p.m. in the IQAC room.

### **Agenda:**

1. Celebration of International Day for Girl Child.
2. Inter college competition
3. Cultural events

  
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### **Minutes of the Meeting**

On 7th October, a meeting was held to discuss various activities to be organized by the Economics Department.

- ✓ It was decided to celebrate International Day of Girl Child in a unique and impactful way by presenting a street play on 11th October at Nav Bahar Chowk, Shimla. The students would use their acting skills, appealing posters, and informative poetry recitation to educate the public about the importance of gender equality and standing up against any form of injustice.
- ✓ The members felt that the department should organize cultural events to celebrate festivals in addition to their regular economic activities. It was decided to celebrate Karwa Chauth by organizing a Mehndi competition to showcase students' mehndi designing skills. For Diwali, the department could put up hand-painted Diya stalls in the college courtyard.
- ✓ The department also decided to organize an Inter-College Online competition and finalized the date for the event. Various activities were planned to be included in the competition.

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### NOTICE

**Date: 10<sup>th</sup> October, 2022**

A meeting will be held on 11<sup>th</sup> October, 2022 at 1:30 p.m. in the IQAC room.

**Agenda:**

1. Status of the proposal submitted to ICSSR for the international seminar.
2. Final date for the seminar
3. Finalizing details regarding the seminar

**Dr. Anupama Tandon Tomar**  
**Associate Professor & Head**  
**Department of Economics**



### Minutes of the Meeting

On October 11<sup>th</sup>, a meeting was held to discuss the status of the proposal submitted to ICSSR for an upcoming international seminar.

- ✓ Dr. Anupama Tandon informed the members that the proposal had been accepted and ICSSR had requested a final date for the seminar. Initially, a tentative date in December had been proposed, but concerns were raised regarding the cold weather during that time. After discussing the matter, it was unanimously decided to hold the seminar on March 3rd and 4th, 2023.
- ✓ During the meeting, several important details regarding the seminar were finalized. The dates for abstract submission, paper submission, and the required paper format were determined. Additionally, keynote speakers and resource persons were identified for the seminar. A new email ID was created for abstract and paper submissions. The attendees were divided into teams and assigned specific tasks to be completed during the winter break.
- ✓ With the final date now confirmed the faculty members were asked to move forward with preparations for the event.

Dr. Anupama Tandon Tomar

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Dr. Savita Rana

Mr. Ashish Kumar

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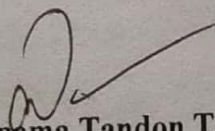
## NOTICE

**Date: 21<sup>st</sup> November, 2022**

A departmental meeting will be held on 22<sup>nd</sup> November, 2022 at 10:30 a.m. in the IQAC room.

### **Agenda:**

1. Syllabus for mid-term tests.
2. Students with less attendance
3. Activities for CCA
4. Honesty Store

  
**Dr. Anupama Tandon Tomar**  
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### Minutes of the Meeting

On 22nd November 2022, a meeting was held to discuss various matters.

- ✓ The first point of discussion was to finalize the syllabus for the mid-term tests, which was to be done by respective teachers.
- ✓ The second point of discussion was to keep a record of students who have less than 75% attendance and display their names on the departmental notice board for notification.
- ✓ It was decided that students should be given assignments regularly and CCA should be determined on the basis of class performance, participation in class activities and interaction.
- ✓ Lastly, it was decided to close the honesty store and reopen it after the winter break.

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### NOTICE

**Date: 10<sup>th</sup> February, 2023**

An inter-departmental meeting with the Department of Commerce and Management will be held on 11<sup>th</sup> February, 2022 at 1:30 p.m. in the IQAC room.

**Agenda:**

1. Schedule for international seminar.
2. Invites to Chief guests and keynote speakers
3. Messages for the abstract book.

**Dr. Anupama Tandon Tomar**  
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**Department of Economics**



### Minutes of the Meeting

On 11th February, 2023, an inter-departmental meeting was held to discuss the preparations for the upcoming two-day International Seminar. The following points were discussed and decided upon:

- ✓ The names of chef guests, keynote speakers, and resource persons were finalized. This would ensure that the seminar had esteemed guests and speakers, and the attendees would benefit from their insights and experiences.
- ✓ Teams were formed to collect messages to be printed in the abstract book. This would add a personal touch to the book and make it more meaningful for the attendees.
- ✓ The final schedule for the seminar was discussed and decided upon. The schedule would be shared with the participants and delegates beforehand to ensure that they were aware of the topics and timings of each session.
- ✓ Teams were created for registration, accounts, hospitality, boarding and lodging, media and press, and certificate writing. This would ensure that the seminar ran smoothly and that all attendees had a positive experience.
- ✓ It was decided to make all necessary arrangements for the seminar to be a success.

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## NOTICE

**Date: 26<sup>th</sup> February, 2023**

An inter-departmental meeting with the Department of Commerce and Management will be held on 27<sup>th</sup> February, 2022 at 1:30 p.m. in the IQAC room.

**Agenda:**

1. Student support team to be finalised.
2. Technical sessions for the seminar.

**Dr. Anupama Tandon Tomar  
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### Minutes of the Meeting

At the inter departmental meeting held on 27th February, 2023, various decisions were made for the upcoming International Seminar.

- ✓ It was decided that students from the department of Economics, Commerce and Management will form a support team to assist the teachers during the seminar. The team will help with tasks such as managing the registration desk, guiding the delegates, and coordinating with the technical teams.
- ✓ Nine technical sessions were also finalized for the two-day seminar, and chairpersons and co-chairpersons were appointed for each session based on their expertise. This will ensure that the sessions run smoothly and are conducted in an organized manner.
- ✓ Furthermore, it was decided that students would be assigned the role of rapporteurs for the seminar. This would help them gain practical knowledge and skills while learning from the experts. The rapporteurs will be responsible for taking notes during the technical sessions, summarizing the key points, and presenting them at the end of each session. This would also help them in developing their communication and presentation skills.

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## NOTICE

Date: 14<sup>th</sup> March, 2023

A departmental meeting will be held on 15<sup>th</sup> March, 2023 at 10:30 a.m. in the IQAC room.

### Agenda:

1. Completion of syllabus
2. Revision classes
3. Internal assessment.
4. Inter College Economics literary meet.
5. Inter departmental activity
6. NAAC work

**Dr. Anupama Tandon Tomar**  
**Associate Professor & Head**  
**Department of Economics**



### **Minutes of the Meeting**

In a meeting held on 15<sup>th</sup> March, 2023, various important topics were discussed.

- ✓ Firstly, the completion of the syllabus was discussed, and it was decided that if the syllabus is completed, revision classes would be held. The internal assessment of the students was also discussed, and it was decided to review it before forwarding it to the moderation committee.
- ✓ The date for conducting the inter-college literary meet and activities were finalized, and it was decided to send invitations to colleges for the Inter-College Economic Literary Meet. The latest issue of 'Bedenomics' that was drafted by the students was also discussed.
- ✓ Moreover, the date to conduct the Inter-Departmental PowerPoint presentations on the topics 'Consumer Awareness and Jaago Grahak Jaago' with the Department of Commerce and Management and Computer Applications was finalized. The material to be uploaded on the college website was also discussed for updating it.
- ✓ Finally, it was decided to finish the pending work for NAAC once the final examination begins, and the focus should be on data collection for SSR of NAAC.

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