

St. BEDE's COLLEGE, NAVBAHAR, SHIMLA
DEPARTMENT OF COMMERCE & MANAGEMENT

Draft Minutes of the Departmental Online Meeting held on 19/07/2020

Agenda: Duty assignment regarding upcoming activities

Time: 10:30 AM

Following were the key events in it-

- Mr. Manu Mahajan gave instructions to the dept. members about the admission process.
- List of Documents to be checked
 - Matriculation Certificate
 - +2 Mark Sheet
 - Aadhaar Card
 - Affidavit for Gap year, if any

There being no other business the meeting came to end.

Draft minutes seeking approval of all the faculty members of the department.

The following were present:

- Mr. Manu Mahajan, Head of the dept. *Manu*
- Dr. Savita Rana *Savita Rana*
- Mr. Ashish Kashyap *Ashish Kashyap*
- Ms. Raman Bassi *Raman Bassi*
- Ms. Priyanka Mehta *Priyanka Mehta*

St. BEDE's COLLEGE, NAVBAHAR, SHIMLA
DEPARTMENT OF COMMERCE & MANAGEMENT

Draft Minutes of the Department meeting held on 8/10/2020

Agenda: Duty assignment regarding upcoming activities

Time: 1:30 PM

Venue: Department of Commerce and Management

Following were the key events in it-

1. It was decided to encourage students to attend online webinars during this Pandemic Covid-19 to fill the gap which is being widened due to lockdown.
2. Mr. Manu Mahajan suggested sharing the links of upcoming webinar in respective whatsapp subject groups.
 - Webinar for the students on “Emotional Intelligence and Leadership Skills” on 23rd October
 - Webinar for the students on “Career Awareness, Counselling and it's making” by NEST” on 28th October
3. Mr. Manu Mahajan instructed the department members to identify the Slow Learners and Advanced learners and to take necessary action to improve their performance.

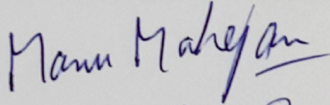
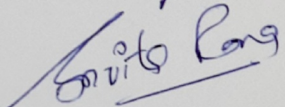
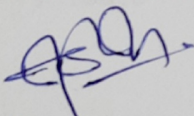
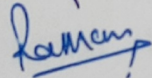
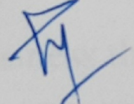
The following were present:

- Mr. Manu Mahajan, (Head of the dept.) *Manu*
- Dr. Savita Rana *Savita Rana*
- Mr. Ashish Kashyap *Ashish*
- Ms. Raman Bassi *Ram*
- Ms. Priyanka Mehta *Priyanka*

MINUTES OF THE MEETING WITH TEACHERS OF Commerce & Mgt 2020-21

- A Online meeting of Academic monitors with teachers of the deptt. was held on November 17, 2020. The issues discussed were:
 - 1) Assignment of mentors for BBA VIth sem and M.Com IVth sem for their project work.
 - 2) Dates to be finalized for winter internship of the students.
 - 3) Minor test dates of BBA to be decided.

Following members attended the meeting:-

1. Mr. Manu Mahajan (HOD & Academic Coordinator BBA) 
2. Dr. Savita Rana (Academic Coordinator B.Com & M.Com) 
3. Mr. Ashish Kumar 
4. Ms. Raman Bassi 
5. Ms. Priyanka Mehta 

St. BEDE's COLLEGE, NAVBAHAR, SHIMLA

DEPARTMENT OF COMMERCE & MANAGEMENT

Draft Minutes of the Department meeting held on 15/02/2021

Agenda: Duty assignment regarding upcoming activities

Time: 10:30 AM

Venue: Dept. of Commerce and Management

Following were the key events in it-

1. A Webinar on "Different Courses to be pursued after UG" was planned for students to be held on 18th March for the students.
2. Mr. Manu Mahajan has taken review from the department members about slow learners and Advanced learners.
3. Upcoming Minor Test schedule for B.Com students was discussed which are going to be held in the month of March.

The following were present:

- Mr. Manu Mahajan, Head of the dept. *Manu*
- Dr. Savita Rana *Savita Rana*
- Mr. Ashish Kashyap *Ashish Kashyap*
- Ms. Priyanka Mehta *Priyanka Mehta*

St. BEDE's COLLEGE, NAVBAHAR, SHIMLA

DEPARTMENT OF COMMERCE & MANAGEMENT

Draft Minutes of the Department meeting held on 26/03/2021

Agenda: Upcoming activities to be discussed.

Time: 10:30 AM

Venue: Dept. of Commerce and Management

Following were the key events in it-

1. There will be a Webinar by Christ Deemed University, New Delhi on 31st March. It was decided to motivate the student to take part in it.
2. It has been decided to arrange Student Induction Programme on "Overview of Financial markets" from 12th – 16th April, 2021
3. Performance of slow learners' was also discussed and it was decided to give assignments in concerned subjects.

There being no other business, the meeting came to an end.

Draft minutes seeking approval of all the faculty members of the department.

The following were present:

- Mr. Manu Mahajan, Head of the dept. *Manu*
- Dr. Savita Rana *Savita Rana*
- Mr. Ashish Kashyap *Ashish*
- Ms. Raman Bassi *Raman*
- Ms. Priyanka Mehta *Priyanka*

St. BEDE's COLLEGE, NAVBAHAR, SHIMLA

DEPARTMENT OF COMMERCE & MANAGEMENT

Draft Minutes of the Department meeting held on 08/04/2021

Agenda: Upcoming Activities of the Department

Time: 10:30 AM

Venue: Dept. of Commerce and Management

Following were the key events in it-

1. Inter-Departmental activity will be conducted under the supervision of Dr. Savita Rana.
2. E-Periodical of B.Com and B.B.A will be made by Ms. Raman Bassi and Dr. Savita Rana respectively and News-letter by Ms. Priyanka Mehta.
3. AECC marks to be filled by Ms. Priyanka Mehta.
4. Internal assessment of M.Com Ist and M.Com IIIrd Sem.to be filled by all the concerned teachers
5. Allotment of mentors for project work was finalized for M.Com – IVth Sem.
6. Student Induction Programme on “Overview of Stock Market and Investment Opportunities in Challenging Times” by Bombay Stock Exchange Brokers’ Forum was finalized from 11th - 15th May, 2021.

The following were present:

- Mr. Manu Mahajan, Head of the dept. *Manu*
- Dr. Savita Rana *Savita*
- Mr. Ashish Kashyap *Ashish*
- Ms. Raman Bassi *Raman*
- Ms. Priyanka Mehta *Priyanka*