



*Department of Commerce & Management
St. Bede's College, Shimla*

Minutes of the Meeting

Date: August 4, 2017

Departmental meeting was held on August 4, 2017.

Agenda:

Regarding minor test of the students.

Minutes:

In the meeting it was decided that only 1 unit will be given to the students for minors so that their topic should be prepared properly.

Faculty members:

Manu Mahajan (HOD)

Manu Mahajan

Dr. Savita Rana

Savita

Ms. Mini Sharma

Mini

Ms. Upasana Thakur

Upasana

Ms. Shivani Vaid

Shivani

Mr. Kuldeep Singh

Kuldeep

Mr. Anupam Sharma

Anupam



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Minutes of the Meeting

Date: May 15, 2018

On May 15, 2018 departmental meeting took place.

Agenda:

- a) Workload of teachers for next academic session

Minutes:

Equal division of papers was done. Workload was also equally divided between all the teachers.

Faculty members:

Manu Mahajan (HOD) *Manu Mahajan*

Dr. Savita Rana *[Signature]*

Ms. Mini Sharma *[Signature]*

Ms. Upasana Thakur *[Signature]*

Ms. Shivani Vaid *[Signature]*

Mr. Kuldeep Singh *[Signature]*

Mr. Anupam Sharma *Anupam*