



*Department of D. El. Ed.
St. Bede's College, Shimla*

MINUTES OF DEPARTMENTAL MEETING DATED 28-03-2023

The Departmental Meeting was held on 28th March 2023 at 11.30 AM. The following points were discussed:

1. Units covered for February and March.
2. No. of Lesson Plans completed.
3. Projects assigned.
4. Assignments and Tests.
5. Commencement of Micro-Teaching.
6. Poster making for Holi festival.
7. Preparation of Departmental Calendar.

• Dr. Neeta Khanna *Khanna.*

• Ms. Neeraj Gupta *N Gupta*

• Ms. Shiwani Rathore *SRathore*

• Ms. Sunita Devi *Sunita*

• Dr. Meena Sharma *Meena*



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MINUTES OF DEPARTMENTAL MEETING DATED 18-07-2023

The Departmental Meeting was held on 18th July 2023 at 10.30 AM. The following points were discussed:

1. Uploading of work load, time table and teachers' profile.
2. Allotment of duties to different schools.
3. Finalizing dates for 1st years for observation to schools.
4. Discussing presentations done by teachers.

- Dr. Neeta Khanna *Nkhanna*
- Ms. Neeraj Gupta *N Gupta*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *Meena*
- Ms. Abhilasha Tegta *Abhi Tegta*
- Ms. Shiwani Rathore *Shiwani Rathore*



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MINUTES OF DEPARTMENTAL MEETING DATED 22-12-2023

The Departmental Meeting was held on 22nd December 2023 at 10.30 AM. The following points were discussed:

1. New Time Table.
2. Teachers' Work Load.
3. Reflecting on our best practices.
4. Distribution of duties:
 - (a) Appointment of Class Representative (CR) for both the classes.
 - (b) Departmental Calendar.
 - (c) Identity Cards.
 - (d) Library Cards.
 - (e) Allotment of ships.
5. Assigning work to students for holidays.

- Dr. Neeta Khanna *Khanna*
- Ms. Neeraj Gupta *Neeraj Gupta*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *Meena*
- Ms. Abhilasha Tegta *Abhi Tegta*
- Ms. Shiwani Rathore *Rathore*



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MINUTES OF DEPARTMENTAL MEETING DATED 15-05-2024

Departmental meeting was held on 15th May 2024 at 10:45 AM with a short prayer . The following points were discussed :

1. Assigning of duties to teachers for prize distribution. (Abhilasha+Priyanka)
2. Articles for ECHOES Magazine both Hindi & English. (Dr.Neeta,Dr.Meena, Abhilasha)
3. Photographs regarding activities of the department. (Neeraj Gupta)
4. Maintaining of log books. (Sunita Devi)
5. Celebration of Yoga day. (Priyanka Thakur)
6. Cleanliness for both the classes every fortnight. (Sunita Devi)
7. Exhibition once a month for both the years. (All the Teachers)
8. Fancy dress Competition on 3rd June 2024. (Shiwani Rathore)
9. Elocution Competition. (Dr. Neeta Khanna)
10. Allotment of ships. (Dr. Neeta Khanna)

• Dr. Neeta Khanna

Neeta Khanna

• Ms. Neeraj Gupta

Neeraj Gupta

• Ms. Sunita Devi

Sunita Devi

• Dr. Meena Sharma

Meena Sharma

• Ms. Abhilasha Tegta

Abhilasha Tegta

• Ms. Shiwani Rathore

Shiwani Rathore



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MINUTES OF DEPARTMENTAL MEETING DATED 28-11-2024

Departmental meeting was held on 28th November 2024 at 11:30 AM with a short prayer. The following points were discussed :

1. Discussion regarding farewell for the passing -out batch 2022-2024.
2. Review regarding Teaching practice, lesson plan book and charts.
3. Completion and final checking of internal assessment marks.
4. Reminder for societies , clubs and ships.
5. Assigning of duties for :-

- a. New time table for the new session 2024-2026.
- b. Teachers work load for the new session.
- c. Appointment of Class Representatives for both the classes.
- d. Issuing of Library cards.
- e. Issuing of Identity cards.

- Dr. Neeta Khanna *Nkhanna*
- Ms. Sunita Devi *Sunita*
- Dr. Meena Sharma *Meena P*
- Ms. Abhilasha Tegta *Abhi tegta*
- Ms. Shiwani Rathore *Shiwani Rathore*