



**Ref. No. SBC/POLSC-1//2024**

**Date: July 22, 2024**

**Notice**

**2024-25**

A meeting of the Department of Political Science will be held on July 25, 2024. The agenda of the meeting will comprise the following:

- Workload Distribution and Time-Table
- Methods and Pattern for Internal Assessment of the Students
- Academic Calendar

*Sharma*  
*22/07/24*

**Ms Komal Sharma**

**HOD & Assistant Professor**

**Political Science**

*mollym*  
*22/07/24*

**Principal**  
**St. Bede's College**  
**Shimla**



## Minutes of the Meeting

2024-25

July 25, 2024

The Department of Political Science held a meeting on July 25, 2024 to discuss the academic session with the newly appointed teacher. The agenda of the meeting comprised the following-

### Workload Distribution and Time-table

- Workload of the department was discussed and distributed between the faculty members and a discussion on the syllabus was held.
- A brief discussion on timetable, methodology for internal assessment, mid-term examination, attendance, assignments, in-house project was conducted.
- Suggestions on academic calendar, activities and extension programs to be conducted by the department for the session were discussed by the faculty members.

### Members present in the Meeting-

Ms. Komal Sharma, HOD & Assistant Professor

Ms. Neha, Assistant Professor

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25/7/24

Principal  
St. Bede's College  
Shimla



**Ref. No. SBC/POLSC-5//2024**

**Date: November 16, 2024**

**Notice**

A meeting of the Department of Political Science will be held on November 20, 2024. The agenda of the meeting will comprise the following:

- Celebration of National Constitution Day and organizing a sensitization program on Domestic Violence Act, 2005 for the college students.
- Syllabus for Mid-Term Examination to be held in December, 2024.
- Pattern of the Question Paper in the Mid-Term Examination.

*Sharma*  
*16/11/24*  
**Ms Komal Sharma**

**HOD & Assistant Professor**

*Department of Political Science*

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*16/11/24*

**Principal  
St. Bede's College  
Shimla**



Minutes of the Meeting

November 20, 2024

A meeting of the Department of Political Science was held on November 20, 2024 to discuss the following agendas-

- Celebration of National Constitution Day and organizing a sensitization program on Domestic Violence Act, 2005 for the college students.
- Syllabus for Mid-Term Examination to be held in December, 2024.
- Pattern of the Question Paper in the Mid-Term Examination.

In the meeting, it was unanimously decided to organize a declamation competition on National Constitution Day on the theme 'Relevance of Constituent Assembly Debates'. Whereas, a movie screening followed by a discussion session to be organized on November 28, 2024 in the Seminar Room to sensitize students about legal implications pertaining to Domestic Violence.

Further, after a deliberate discussion it was decided to confine the syllabus for the Mid-term examination to two units each in all the papers and a set pattern of the question paper was discussed comprising one Long question for 5 marks and short questions for 2 and marks each.

**Members Present-**

Ms. Komal Sharma HOD & Assistant Professor, Political Science

Ms Neha, Assistant Professor

20/11/24



Ref. No. SBC/POLSC-7//2025

Date: March 05, 2025

Notice

A meeting of the Department of Political Science will be held on March 10, 2025. The agenda of the meeting will comprise the following:

- Department Newsletter for the session 2024-25
- Filling of online attendance of the students
- Filling of Internal Assessment of the students

*Sharma*  
*05/03/25*

Ms Komal Sharma

HOD & Assistant Professor

Political Science

*mollym*  
*05/3/25*

Principal  
St. Bede's College  
Shimla





Minutes of the Meeting

**March 10, 2025**

The Department of Political Science held a meeting on March 10, 2025. The agenda of the meeting comprised the following-

- Department Newsletter
- Filling of online attendance of the students
- Filling of Internal Assessment of the students

The theme for Departmental Newsletter 'Its Politic-al' was decided for the session 2024-25 i.e. **Policy Matters**. The students accordingly to be informed and produce content for the same. The names for editor and co-editor of the Newsletter were also finalized in the meeting.

The faculty members decided to complete the syllabus in 3<sup>rd</sup> week of March, 2025 for which online attendance should be filled regularly. It was thus decided that the CCA work should be completed in time before the commencement of the final examinations.

**Members present in the Meeting-**

Ms. Komal Sharma, HOD & Assistant Professor

*Komal Sharma*

Ms Neha, Assistant Professor

*Neha*

*Mollym*  
10/3/25  
Principal  
St. Bede's College  
Shimla