



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

Ref.no. SBC/Comm&Mgt/06/2024

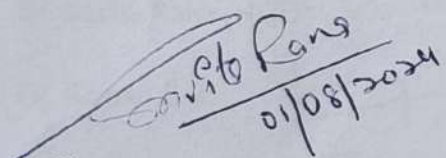
**NOTICE**

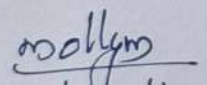
**Date: 01 August, 2024**

A departmental meeting will be held on 3<sup>rd</sup> August, 2024 in the Department of Commerce and Management at 2:00 P.M.

Agenda:

- Allocation of departmental work.
- Any other matter

  
Dr. Savita Rana  
Assistant Professor (HOD)  
Department of Commerce and Management

  
01/08/24

Principal  
St. Bede's College  
Shimla



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

**MINUTES**

A meeting was held on 03/08/2024, in the Department of Commerce and Management. The following points were discussed:-

- POCO Mapping will be done by:  
B.com and M.com- Dr. Savita Rana.  
BBA – Dr. Raman Bassi.
- Value Education classes report will be maintained by all the teachers individually.
- Remedial Classes report will be maintained by all the teachers individually.
- Student Progression will be collected and compiled by  
BBA- Ms. Divya Sharma  
B.com and M.com- Mr. Paramjeet.

Dr. Savita Rana (HOD)

Dr. Raman Bassi

Mr. Paramjeet

Ms. Divya Sharma

*mollym*  
03/08/24

Principal  
St. Bede's College  
Shimla



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

Ref.no. SBC/Comm&Mgt/07/2024

### NOTICE

Date: 03 October, 2024

A departmental meeting will be held on 5<sup>th</sup> October, 2024 in the Department of Commerce and Management at 1:45 P.M.

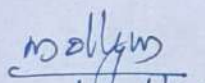
Agenda:

- BBA Mid-Term Test

  
Dr. Savita Rana

Assistant Professor (HOD)

Department of Commerce and Management

  
03/10/24

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

**MINUTES**

A meeting was held on 05/10/2024, in the Department of Commerce and Management. The following points were discussed:-

- It was instructed to give the name of the students with short attendance and to compile the CCA.
- Data-Sheet for Minors of BBA odd Semester is framed and scheduled in the third week of October.

Dr. Savita Rana (HOD)

Dr. Raman Bassi

Ms. Divya Sharma

*mollym*  
*05/10/24*

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

Ref.no. SBC/Comm&Mgt/08/2025

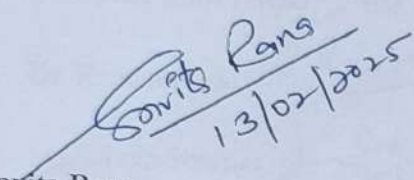
### NOTICE

Date: 13 February, 2025

A departmental meeting will be held on 15 February, 2025 in the Department of Commerce and Management at 2:00 P.M.

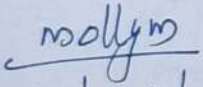
Agenda:

- Allotment of guides for BBA Project work.
- Short Attendance of Students.
- Discussion of Mid-Term Test of BBA Even semesters.

  
Dr. Savita Rana

Assistant Professor (HOD)

Department of Commerce and Management

  
13/02/25

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

**MINUTES**

A meeting was held on 15/02/2025, in the Department of Commerce and Management. The following points were discussed:-

- The guides were allotted for the final project work of the BBA 6<sup>th</sup> semester.
- Instructions had given regarding the short attendance of the students.
- It was decided that midterm examination of BBA even semester will be held in second week of the March.

Dr. Savita Rana (HOD)

Dr. Raman Bassi

Ms. Divya Sharma

*mollym*  
*15/02/25*

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

Ref.no. SBC/Comm&Mgt/09/2025

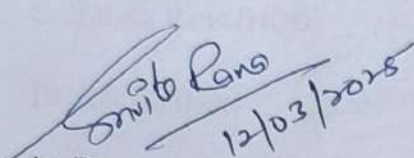
### NOTICE

Date: 12 March, 2025

A departmental meeting will be held on 15 March, 2025 in the Department of Commerce and Management at 10:40 A.M.

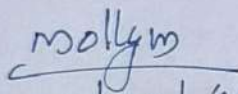
Agenda:

- Conducting PTM for BBA

  
Dr. Savita Rana

Assistant Professor (HOD)

Department of Commerce and Management

  
12/03/25

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

**MINUTES**

A meeting was held on 15/03/2025, in the Department of Commerce and Management. The following points were discussed:-

- PTM for BBA will be held on 18 March, 2025 in room no. A2 at 10:30am.

Dr. Savita Rana (HOD)

*Savita Rana*

Dr. Raman Bassi

*Raman*

Ms. Divya Sharma

*Divya*

*mollym*  
*15/03/25*

Principal  
St. Bede's College  
Shimla





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### **Minutes of the Meeting of Academic Monitors 2024-25 Department of Commerce & Management**

A meeting of Academic monitors with teachers of the department was held on June 8, 2024 at 10:30 am. The issues discussed were:-

- 1.) Admission Process for the session 2023-24
- 2) Duty list of teachers to be made separately for both B.Com and BBA so that verification of documents submitted by students could be done.
- 3) Collaboration with industries regarding webinars and workshops.

Following members attended the meeting:-

1. Dr. Savita Rana (Academic Coordinator B.Com & M.Com)

2. Ms. Raman Bassi (Academic Coordinator BBA)

3. Ms. Divya Sharma