



*Department of Botany
St. Bede's College, Shimla*

Minutes of the Meeting

A departmental meeting was held on 11th June, 2024.

The objective of meeting was to assign supervisors and to allot M.Sc. III Sem. students for the Project work under course code MBOT-407 for the session 2024-25. It was decided that each faculty member of department will supervise five students.

Action to be taken:

The department's teachers are tasked with identifying research problems and compiling a list of necessary resources and requirements for the successful execution of project work.

The research projects will be supported by CURIE Core Grant.

The meeting was attended by:

1. Dr. Kusum

2. Dr. Preeti Kaundal

3. Ms. Titiksha Kamal

4. Dr. Sangeeta Sharma

mollym
14/06/24
Principal's Signature

Principal
St. Bede's College
Shimla





*Department of Botany,
St. Bede's College, Shimla.*

Minutes of the Meeting

A departmental meeting was held on **16th July, 2024**.

The objective of the meeting was to make arrangements for the M.Sc. Botany practicals.

The last date of Application Form Submission and M.Sc. Counseling date for session 2024-25 was also decided.





Action to be taken:

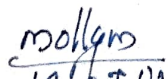
Practical examination duties was assigned to the faculty members of the department.

It was decided that the last date for M.Sc. form filling is 29th July, 2024.

And the Counselling date for the same is 30th July, 2024.

The meeting was attended by:

1. Dr. Kusum 
2. Dr. Preeti Kaundal 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


19/07/24
Principal's Signature

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


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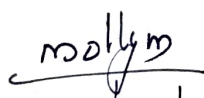
Minutes of the Meeting

A department meeting was held on 27th July, 2024 at 10:40 am. The following points were discussed

- 1) The activities for the upcoming session were discussed.
- 2) It was agreed that significant days related to Botany will be celebrated as they occur.
- 3) Students will be motivated to apply for training and internship programs.
- 4) Department's calendar was reviewed and finalized for the upcoming session.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


27/7/24

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Department of Botany
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Minutes of the Meeting

A departmental meeting was held on **11th September, 2024**. The following points were discussed.

It was decided to take 1st midterm examination of post graduate classes (M.Sc. I and M.Sc. III Semesters) from **20th to 24th September, 2024**.

It was also decided that the midterm papers will be of **15 marks each** and **1:30 hrs** duration time.

Dr. Kusum, Dr. Sangeeta and Ms. Titiksha will make all the arrangements for the examinations.

Exam observation duties were also assigned to the concerned teachers.

The meeting was attended by:

1. Dr. Kusum

2. Ms. Titiksha Kamal

3. Dr. Sangeeta Sharma

[Handwritten signatures of Dr. Kusum, Ms. Titiksha Kamal, and Dr. Sangeeta Sharma]

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12/09/24
Principal's Signature
Principal
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Department of Botany
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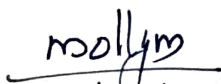
Minutes of the Meeting

A departmental meeting was held on 19th September, 2024 at 10.40 am. The following points were discussed

1. Documents and records required were reviewed and responsibilities were assigned for the upcoming department audit.
2. A discussion was held regarding organizing a visit to a research institute for and it was decided that the visit will be organized at the Central Power Research Institute (CPRI).
3. A play on waste management will be organized at Primary School Sanjauli with students taking an active role in its planning and execution.
4. List of books required for M.Sc. students was finalized.
5. Preparation of the final list of students for training program on the Application of Bio-fertilizers and Bio-pesticides in Forestry Practices to HFRI.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal 
4. Dr. Sangeeta Sharma 


19/9/24

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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 8th October, 2024 at 10.40 a.m. to discuss and plan the upcoming event i.e. Talk cum Interactive Session on Career Pathways in Life Sciences, scheduled for October 10, 2024.

The meeting was attended by:

1. Dr. Preeti Kaundal *P. Kaundal*
2. Ms. Titiksha Kamal *Titiksha*
3. Dr. Sangeeta Sharma *Sangeeta*

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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 14th October, 2024 at 10.40 am. The following points were discussed

1. The department decided to organize a interactive session for the children of Govt. Primary School, Sanjauli on the occasion of World Food Day on 16th October, 2024.
2. Preparation and submission of the final list of students for the upcoming three-day training program on "Seed, Nursery and Plantation Techniques of Oak Species" to be organised by HFRI.

The meeting was attended by:

5. Dr. Preeti Kaundal
6. Dr. Kusum
7. Ms. Titiksha Kamal
8. Dr. Sangeeta Sharma

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Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on **5th November, 2024** to organize a National webinar on '**Bioprospection of Ethno medicinal Plants of India**'. The following points were discussed.

It was decided that the webinar will be organized on **9th November, 2024** in the seminar hall based on the availability of the resource person.




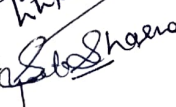
The following duties have been assigned to Department teachers.


It was decided that Dr. Kusum will make arrangements and communicate with the resource person for all the schedules of the webinar.

Dr. Preeti will help to handle the online webinar.

Dr. Sangeeta and Ms. Titiksha will make all the offline arrangements for webinar in the seminar hall.

The meeting was attended by:-

1. Dr. Kusum  05.11.24
2. Dr. Preeti Kaundal  05.11.24
3. Ms. Titiksha Kamal  05.11.24
4. Dr. Sangeeta Sharma  05.11.24


05/11/24
Principal's Signature
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**Department of Botany
St. Bede's College, Shimla**

Minutes of the Meeting

A departmental meeting was held on **9 November, 2024**. The following points were discussed.

It was decided to take 2nd midterm examination of post graduate classes (M.Sc. I and M.Sc. III Semesters) from **11th to 14th November, 2024**.

It was also decided that the midterm papers will be of **15 marks each** and **1:30 hrs** duration time.

Dr. Kusum, Dr. Sangeeta and Ms. Titiksha will make all the arrangements for the examinations.

Exam observation duties were also assigned to the concerned teachers.

The meeting was attended by:

1. Dr. Kusum

2. Ms. Titiksha Kamal

3. Dr. Sangeeta Sharma

[Handwritten signatures of Dr. Kusum, Ms. Titiksha Kamal, and Dr. Sangeeta Sharma]

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11/11/24

Principal's Signature

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



Department of Botany
St. Bede's College, Shimla

Minutes of the Meeting

A departmental meeting was held on 20th February, 2025. The following points were discussed:

- 1) The schedule for upcoming B.Sc. practical examinations was reviewed and dates for B.Sc. practicals were finalized.
- 2) The department discussed on shortlisting the names of students who have shown outstanding academic performance and those with 100% attendance for nomination to receive awards during the Annual Prize Distribution.

The meeting was attended by:

1. Dr. Preeti Kaundal
2. Dr. Kusum
3. Ms. Titiksha Kamal
4. Dr. Sangeeta Sharma

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20/2/25
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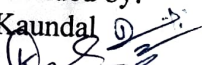

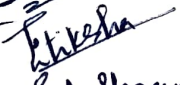

Minutes of the Meeting

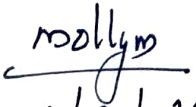
A department meeting was held on 6th March, 2025 to plan and finalize the week-long activities to be organized in celebration of the 50th International Women's Day. It was decided that a series of interactive and creative events will be organized throughout the week including

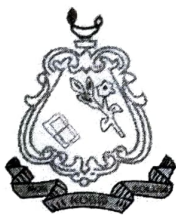
Activity
Talk on Women Empowerment
Poem Recitation Competition
Poster Making Competition
Declamation Competition
Online Talk on Research Opportunities for Women
Skit by students

Tentative date
8th March, 2025
10th March, 2025
11th March, 2025
12th March 2025
13th March, 2025
15th March, 2025

The meeting was attended by:

5. Dr. Preeti Kaundal 
6. Dr. Kusum 
7. Ms. Titiksha Kamal 
8. Dr. Sangeeta Sharma 


06/3/25
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*Department of Botany,
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Minutes of the Meeting (2024-2025)

A meeting of in charges; PG department of Botany and Department of Physical Education, college UGC Cell and IQAC was held on April 2, 2025 to organize an online 'Three Days International Workshop on Research Methodology'. The following points have been discussed:

It was decided that the online work shop will be organized from 7th - 9th April, 2025 on the basis of availability of the resource persons and moderators of International and National recognitions.

Dr. Ashwani (College UGC in charge) will communicate and contact the resource persons and the moderators for their consent to day wise conduction of the session.

It was also decided that each day session will be of 1-2 Hrs i.e. from 10:50am to 12:50pm IST and Botany PG Department will make all the arrangements with in campus for the workshop.

The meeting was attended by:

1. Dr. Ashwani Kumar (In-charge UGC and HOD, Physical Education)
2. Dr. Kusum (In-charge, PG Department of Botany)
3. Dr. Shweta Thakur (In-charge, IQAC)

[Signature]
02.04.2025

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02/4/25
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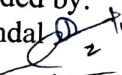
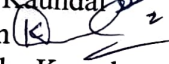

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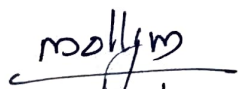
Minutes of the meeting

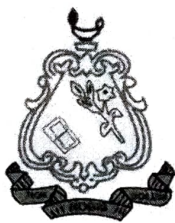
A departmental meeting was held on 16th April, 2025 to discuss and prepare the budget proposal for consumables and laboratory requirements for the upcoming academic session 2025-26.

- It was decided that each faculty member will submit a tentative list of consumables and books required for their respective practical courses.
- Approximate costs were also estimated for each category based on current market prices and last year's purchased items price list.

The meeting was attended by:

1. Dr. Preeti Kaundal 
2. Dr. Kusum 
3. Ms. Titiksha Kamal
4. Dr. Sangeeta Sharma 


16/4/25
Principal
St. Bede's College
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*Department of Botany
St. Bede's College, Shimla*

Minutes of the Meeting

A departmental meeting was held on **22nd April, 2025**. The following points were discussed.

It was decided to take 2nd midterm examination of post graduate classes (M.Sc. II and M.Sc. IV Semesters) from **30th April to 3rd May, 2025**.

It was also decided that the midterm papers will be of **15 marks each** and **1:30 hrs** duration time.

Dr. Kusum, Dr. Sangeeta and Ms. Titiksha will make all the arrangements for the examinations.

Exam observation duties were also assigned to the concerned teachers.

The meeting was attended by:

1. Dr. Kusum

2. Ms. Titiksha Kamal

3. Dr. Sangeeta Sharma

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24/4/25

Principal's Signature

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