



St. Bede's College
Shimla - 171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in, E-mail:- bedescollege@gmail.com

Department of Geography Minutes of the Meetings

July 10, 2024

A meeting was held in the department at 11.30 a.m. regarding the workload and time table distribution.

Following topics were discussed:

1. The workload was equally distributed.
2. A few changes in the workload were made.
3. The teachers were told that the attendance to be uploaded online in the class only.
4. The teachers were also given a demo to how to fill the attendance registers by head of the department.
5. The time table and the class rooms were allotted.

The meeting ended at 12.15 a.m.

Members present

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

mollym
10/07/24
Principal
St. Bede's College
Shimla



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Department of Geography Minutes of the Meetings

July 15, 2024

A meeting of all the teachers took place in the department at 10.30 a.m.

The following points were discussed in the meeting

1. The allocation of the class rooms.
2. The departmental calendar was discussed.
3. It was decided that each teacher will organize one departmental activity.

The meeting ended at 11:00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

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Department of Geography Minutes of the Meetings

August 5, 2024

A meeting was held in the department at 10.30 a.m. regarding various problems faced by the teachers and the students.

The following points were discussed:

1. The time table clash with other subjects.
2. The teachers were requested to shift their classes to solve the inconvenience of class clashes.
3. To merge the classes having same syllabus.

The meeting ended by 10:40 a.m.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Diltia

Mr. Sanjeev Kumar

Ms. Tanika Thakur

mollym
05/08/24

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Department of Geography Minutes of the Meetings

August 16, 2024

A meeting was called in the department at 10.15 am regarding the distribution of NAAC work among the teachers.

1. Mr. Anoop was given the responsibility to trace the student progression in higher studies.
2. Dr. Pankaj took responsibility of preparing workloads of the teachers.
3. Ms. Tanika Thakur was given the responsibility to maintain the department files.
4. Mr. Sanjeev Kumar was given the responsibility to prepare reports of all the activities organized by the department.

The meeting ended at 10.45 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

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Department of Geography Minutes of the Meetings

August 25, 2024

A short meeting was called by the HOD of the department at 10.30 am regarding the upcoming tree plantation drive at Chamyana, Shimla near IGMC Trauma Centre, on 28th July, 2024, in collaboration with M.C. Shimla.

The following points were discussed in the meeting

1. It was decided that department will buy 50 tree saplings for plantation.
2. The students of 2nd and 3rd year will be taken for the activity.
3. It was decided that teachers will take their own cars to take students to the venue.
4. The timing of the plantation was also decided.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

[Handwritten signatures of Dr. Pankaj Aashish, Mr. Anoop Ditta, Mr. Sanjeev Kumar, and Ms. Tanika Thakur]

[Handwritten signature of Principal]
25/08/24

Principal
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Department of Geography Minutes of the Meetings

September 13, 2024

A meeting was held in the department at 10.30 a.m. regarding the celebration of Ozone Day in the college. The following points were discussed in the meeting

1. A cleanliness drive will be organized starting from the Navbahar Chowk to Department of Horticulture Shimla.
2. The brochure will be released the following day.
3. The gloves will be arranged from the market to maintain hygiene.
4. The drive will start at 11:00 am.

The meeting ended at 11 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Dila

Mr. Sanjeev Kumar

Ms. Tanika Thakur

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13/09/24

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Department of Geography Minutes of the Meetings

September 17, 2024

A meeting was called in the departmental staff room by the HOD of the department at 11.30 a.m. regarding the filed survey and Soil Genesis Workshop at the Punjab Agriculture University, Ludhiana, Punjab in the month of October, 2024. The following points were discussed in the meeting

1. The travel agent was given the final confirmation regarding the travelling bus.
2. The menu for the all six days was finalized with the agent.
3. The questionnaire of the students was checked.
4. The staying options like hotels and Home stays were discussed.

The meeting ended at 12.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

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17/09/24

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Department of Geography Minutes of the Meetings

September 20, 2024

A meeting was called in the departmental staff room by the HOD of the department at 10.30 a.m. regarding the filed survey October, 2024.

Following points were discussed:

1. A good and reasonable hotel was finalized for the stay at Amritsar.
2. The Tourism Questionnaire was discussed.
3. The students were told the final expanses of the all six days survey and the CRs were given the duties to collect it.

The meeting ended at 11.00 am.

Dr. Pankaj Aashish (H.O.D)

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Department of Geography Minutes of the Meetings

September 20, 2024

A meeting was called in the departmental staff room by the HOD of the department at 11.30 a.m. regarding Hands on Workshop on Soil Genesis, Morphology and Classification at Punjab Agriculture University, Ludhiana Punjab during the upcoming field survey.

It was decided in the meeting that **Dr. Vijay Kant** from PAU will be the resource person for the workshop.

The meeting ended at 11.45 am.

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Department of Geography Minutes of the Meetings

September 27, 2024

A meeting was called in the departmental staff room at 10.50 a.m. to discuss following points

- The timing of the departure.
- It was decided that all students will board the bus from the college only.
- A first aid box was prepared and a girl was given its duty.
- Final groups were made for the field survey.

The meeting ended at 11.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

27/09/24

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Department of Geography Minutes of the Meetings

September 30, 2024

A meeting was called in the departmental staff room at 10.30 a.m. to discuss following points

- The printed questionnaire of all the students were checked.
- The dance performance was performed in the department.
- Final directions to the students were given by the HOD.
- NOC from the parents were submitted in the department by the students.

The meeting ended at 11.00 am.

Dr. Pankaj Aashish (H.O.D)

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Department of Geography Minutes of the Meetings

October 11, 2024

A meeting was called in the departmental staff room by the HOD of the department at 11.30 a.m. regarding the celebration of **International Disaster Risk Reduction Day** on 13th October, 2024 in the department.

It was decided that a Special Lecture will be organized in the College to celebrate the day and Dr. Khayal Chand, Assistant Professor Department of Geography, Govt. College Sanjauli, Shimla, will be the resource person for the occasion. A brochure will be released the same day.

The meeting ended at 11.45 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

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