



St. Bede's College
Shjintla - 171002
(UGC-NAAC "A+" Grade Re-Accredited)
College with Potential for Excellence
Phone: 0177-2842304, Fax:- 0177-2842498
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Department of Geography Minutes of the Meetings

September 4, 2020

A meeting was organized at 12:00 a.m. in the department regarding the field survey which was needed to be conducted.

Following were the suggestions by the members:

1. Since it was Covid lockdown the field survey was not possible.
2. The member suggested that the students can conduct the field survey in their respective localities.
3. It was decided that the students would conduct their field surveys in their respective localities on the assigned themes.
4. And a project report would be submitted in the department when the time permits.

The meeting ended at 12:15 p.m.

The following members were present in the meeting

Dr. Pankaj Aashish

Ms. Ankita Tandon

Mr. Anup Dilta



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Department of Geography Minutes of the Meetings

June 15, 2020

A meeting was called upon at 10: 00 a.m. on June 15 regarding the syllabus related problems faced by the teachers in the departmental office.

1. After the careful hearing of the problems regarding the syllabus it was decided that some news books would be purchased.
2. An application was written and forwarded to library buy new books related to the syllabus.

The meeting ended at 10:12 a.m.

Members present

Dr. Pankaj Aashish

Mr. Anup Ditta

Ms. Ankita Tandon

Ms. Anita Kumari



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Department of Geography Minutes of the Meetings

12 August, 2020

A departmental meeting was called upon at 12:40 p.m. regarding the purchasing of some new instruments and for the repair of the old equipments.

The following were the discussion points:

1. Some of the PCs needed to be repaired in the classroom.
2. New version of the GIS software was urgently required.
3. A GPS was needed in order to conduct the field survey.
4. It was decided that a list would be prepared and it would be submitted to the principal along with the application.

The meeting ended at 1:05 p.m.

The following members were present.

Dr. Pankaj Aashish

Ms. Anita Kumari

Mr. Anup Ditta



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Department of Geography Minutes of the Meetings

June 2, 2020


A meeting was held at 10.30 a.m. in the department regarding the celebration of the Environment day.


Following discussions and decisions were taken:

1. It was decided that a departmental quiz competition would be organized on June 5, 2020.
2. It was decided that every teacher will submit at least 15 questions related to general environmental awareness and contemporary environmental issues.
3. The format of the quiz was also decided in the meeting.
4. And it was decided that there will be two teams from every class containing atleast 3 students.

The meeting ended by 10:45 a.m.

Members present

Dr. Pankaj Aashish 

Mr. Anup Dila 

Ms. Ankita Tandon 

Ms. Anita Kumari 