



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, 2017

A meeting was held in the department at 9.15 a.m. regarding the workload distribution.

Following things were in the agenda of the meeting:

1. A formal introduction of the all the teachers among themselves.
2. The workload was equally distributed.
3. The teachers were directed to collect the attendance registers as soon as possible.
4. The teachers were also given a directions that how to fill the attendance registers.
5. The time table was also discussed.

The meeting ended at 09:30 a.m.

Following members were present

Prof. K. D. Chandel (H.O.D)

Mr. Pankaj Aashish

Dr. D. D. Sharma

Ms. Anita Sharma



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**Department of Geography
Minutes of the Meetings**

July 20, 2017

A meeting was held in the department at 11.15 a.m. regarding the difficulties faced by the teachers in relation to the syllabus and some other topics were also discussed.

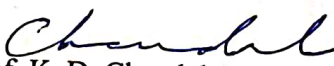
Following things were in the agenda of the meeting:

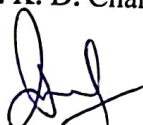
1. Some of the topics of geography in which no study material was available. .
2. The clash of class timings.
3. The HOD also directed the teachers to be punctual.


All the above mentioned topics were discussed by the teachers. The HOD asked the teachers to shift classes to some other time so that no students suffer. Some books were suggested by the HOD for the missing topics.

The meeting ended at 11:40 a.m.

Following members were present


Prof. K. D. Chandel (H.O.D)


Mr. Pankaj Aashish


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Department of Geography Minutes of the Meetings

September 13, 2017

A meeting was held in the department at 10.30 a.m. regarding the upcoming Ozone Day celebration in the department.

Following things were in the agenda of the meeting:

1. A PPT was to be prepared for the Ozone Day.
2. A street Play to be performed on the occasion.
3. The HOD also inquired the teachers regarding the syllabus as the minor tests were also scheduled in the same month.

The students were given the responsibility of preparing the PPT and some of the students were selected to perform the play.

The meeting ended at 10:45 a.m.

Following members were present

Prof. K. D. Chandel (H.O.D)

Mr. Pankaj Aashish

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Department of Geography Minutes of the Meetings

March 8, 2018


A meeting was held in the department at 10.45 a.m. regarding the upcoming field survey planned next week. There were certain things of which the HOD briefed.

Following things were discussed in the meeting:

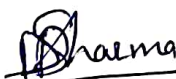
- The questionnaire preparations.
- The bus bookings for field survey.
- The first aid box.
- The important directions to be given to the students.


The meeting ended at 11:10 a.m.

Following members were present


Prof. K. D. Chandel (H.O.D)


Mr. Pankaj Aashish


Dr. D. D. Sharma


Ms. Anita Sharma