



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, 2023

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 12.00 a.m.

Members present

Dr. Pankaj Aashish (H.O.D)

Sr. P. M. Santhi

Mr. Anoop Ditta

Mr. Sanjeev Kumar

mollym
10/07/23
Principal
St. Bede's College
Shimla



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Department of Geography Minutes of the Meetings

July 15, 2023

A meeting was held in the department at 10.30 a.m. to discuss following points:

1. The class rooms were allotted to the teachers.
2. The departmental calendar was discussed.
3. The survey instruments were checked.

The meeting ended at 11 am.

Dr. Pankaj Aashish (H.O.D)

Sr. P. M. Santhi

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Mr. Sanjeev Kumar

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15/07/23

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Department of Geography Minutes of the Meetings

August 4, 2023

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)

Sr. P. M. Santhi

Mr. Anoop Diltia

Sanjeev Kumar

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Department of Geography Minutes of the Meetings

August 14, 2023

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 see the time table of the all past years.
2. Dr. Pankaj took responsibility of watching student's progression for all years.
3. Sr. Shanthi was given the responsibility to check the syllabus for all past years.
4. Mr. Sanjeev Kumar was supposed to see the maintenance of lab instruments.

The meeting ended at 10.45 am.

Dr. Pankaj Aashish (H.O.D)

Sr. P. M. Santhi

Mr. Anoop Dilt

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14/08/23

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Department of Geography Minutes of the Meetings

August 28, 2023

A short meeting was called by the HOD of the department at 10.30 am regarding the upcoming tree plantation drive at Mashobara on 31st August, 2023, 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.

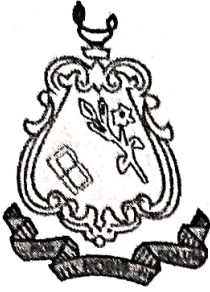
Dr. Pankaj Aashish (H.O.D)

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Department of Geography Minutes of the Meetings

September 11, 2023

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. An inter-departmental quiz competition will be organized on the occasion of world ozone day 16th September, 2023.
2. The brochure will be released the following day to invite teams.
3. The teachers were directed to submit questions before 14th of the month for the creation of PPT for the day.
4. It was decided that there will be 5 rounds in the quiz.

The meeting ended at 11 am.

Dr. Pankaj Aashish (H.O.D)

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Department of Geography Minutes of the Meetings

September 14, 2023

A meeting was called in the departmental staff room by the HOD of the department at 10.30 a.m. regarding the ozone day quiz competition on 16th September in the Auditorium of the College. The following points were discussed in the meeting

1. The final editing to the PPT was finalized.
2. Questions having multiple answers were deleted.
3. It was decided that Mr. Sanjeev and Dr. Pankaj will read out the questions in rotation.
4. Mr. Anoop Dilta and Sr. Shanthi will perform the duties of judges for the event.

The meeting ended at 11 am.

Dr. Pankaj Aashish (H.O.D)

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Department of Geography Minutes of the Meetings


October 11, 2023

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, 2023 in the department. The following points were discussed in the meeting

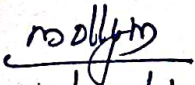
1. A poster making competition will be organized in the department.
2. An awareness rally will be taken out from college campus to the Directorate of Horticulture Navbahar Shimla.
3. The students will be given some refreshment after the rally is over.

The meeting ended at 11.45 am.


Dr. Pankaj Aashish (H.O.D)

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Mr. Sanjeev Kumar


11/10/23

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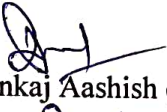
Department of Geography Minutes of the Meetings

October 12, 2023

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 students exchange program at Sophia College, Ajmer, Rajasthan from 18-23 October, 2023. 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 were checked.
4. A dance performance was finalized to be performed at the Sophia College.
5. The staying options like hotels and Home stays were discussed.

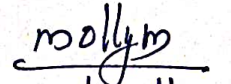
The meeting ended at 12.00 am.


Dr. Pankaj Aashish (H.O.D)

Sr. P. M. Santhi


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Mr. Sanjeev Kumar


12/10/23

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Department of Geography Minutes of the Meetings

October 14, 2023

A meeting was called in the departmental staff room by the HOD of the department at 10.30 a.m. regarding the filed survey and students exchange program at Sophia College, Ajmer, Rajasthan from 18-23 October, 2023.

Following points were discussed:

1. A good and reasonable hotel was finalized for the stay at the venue.
2. A local folk song was decided and one girl was selected to perform it there.
3. The final drafts of the questionnaires were checked.
4. The students were told the final expenses 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

October 16, 2023

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 made and a girl was given its duty.
- Final groups were made for the field survey.

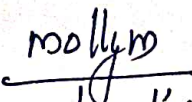
The meeting ended at 11.00 am.


Dr. Pankaj Aashish (H.O.D)


Sr. P. M. Santhi


Mr. Anoop Dilta


Mr. Sanjeev Kumar


16/10/23
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Department of Geography Minutes of the Meetings

October 17, 2023

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)

Sr. P. M. Santhi

Mr. Anoop Dilta

Mr. Sanjeev Kumar

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17/10/23

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