



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

August 5, 2025

A meeting was held in the department at 10.40 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 10:55 a.m.

Members present

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Jm
5/8/2025

Officiating Principal
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Shimla - 171 002



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Department of Geography Minutes of the Meetings

August 22, 2025

A meeting was called in the department at 10.40 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 and also prepare minutes of the meetings.

The meeting ended at 11.00 am.

Members Present

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Jm
22/8/2025

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Department of Geography Minutes of the Meetings

July 15, 2025

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 to be equally distributed.
2. A few changes in the workload were made.
3. 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)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Jm
15/7/2025

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Department of Geography Minutes of the Meetings

July 21, 2025

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 few changes to the allotted rooms.
2. The departmental calendar was discussed.
3. It was decided that each teacher will organize one departmental activity so that load can be equally distributed.

The meeting ended at 11:00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosely Jm
21/7/2025

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Department of Geography Minutes of the Meetings

September 24, 2025

A meeting was called in the departmental staff room by the HOD of the department at 11.30 a.m. regarding the Filed Survey Visit to Jaipur, Rajasthan on 2nd to 5th October, 2025.

The following points were discussed in the meeting ,

1. After discussion a fixed amount for the visit was finalized.
2. The travel agent was given the final confirmation regarding the AC bus.
3. The menu for the all six days was finalized with the agent.
4. The questionnaire of the students was checked.
5. The hotel options for the stay was discussed with the agent.

The meeting ended at 12.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Dilta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Jm
24/9/2025

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Department of Geography Minutes of the Meetings

September 26, 2025

A meeting was called in the departmental staff room by the HOD of the department at 10.30 a.m. regarding the filed survey in the month of October, 2025.

Following points were discussed:

1. A good and reasonable hotel was finalized for the stay at Jaipur.
2. The detailed schedule for the visit was finalized.
3. It was decided that on the final day the students will be given some time to explore the local market so that they can have firsthand experience with the locals.

The meeting ended at 11.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Diltia

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Dr. Rosilyam
26/09/2025

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Department of Geography Minutes of the Meetings

September 30, 2025

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 will be prepared, one of the students took the responsibility for it.
- Final groups were made for the field survey.

Members present

The meeting ended at 11.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Dilta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Tom

30/9/2025

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Department of Geography Minutes of the Meetings

October 1, 2025

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 travel agent was given the final visit schedule.
- 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.

Members Present

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Dilta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

Sr. Rosily Mm
01/10/2025

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Department of Geography Minutes of the Meetings

November 19, 2025

A meeting was held in the department at 10.30 a.m. regarding the upcoming Webinar in collaboration with Swastik Edustart, GIS Training Institute, Delhi on 22nd November, 2025.

The following points were discussed in the meeting

1. A google link will be shared in the faculty group
2. All geography students will have to register for it.
3. The students can share the link with the students of other colleges also.

The meeting ended at 11 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Diltia

Mr. Sanjeev Kumar

Ms. Tanika Thakur

19/11/2025

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Department of Geography Minutes of the Meetings

December 15, 2025

A meeting was called in the departmental staff room by the HOD of the department at 11.30 a.m. regarding educational visit to IIRS, Dehradun, Uttarakhand on 18-20 December, 2025.

Following points were discussed in the meeting

1. The students will collect a minimum sum among themselves to fund the visit.
2. An AC Bus from Solan was finalized.
3. On 18th the students will be visiting the Chhatbir Zoo, Chandigarh.
4. On 19th one of the Scientists of IIRs will deliver a lecture on Geospatial technologies to the students.
5. Three teachers will accompany the students for the visit.
6. The hotel for the stay was also finalized and departure time was also finalized.

The meeting ended at 12.00 am.

Dr. Pankaj Aashish (H.O.D)

Mr. Anoop Ditta

Mr. Sanjeev Kumar

Ms. Tanika Thakur

15/12/2025

Officiating Principal
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