

## ACADEMIC SESSION - 2016-17

### Faculty Members

1. Dr. Purnyotiya Patra, Associate Professor
2. Dr. Anju Singh (Teacher-in-Charge)
3. Dr. Neetu Malik (Adhoc) Asst. Prof.
4. Ms. Namta Arora "
5. Dr. Rashmi Devi "
6. Ms. Sneha "
7. Dr. Sheetal Sharma "
8. Ms. Shikha Yadav "
9. Mr. Gaurav Sikka "

The first Departmental meeting for the academic session 2016-2017 was held in the Dept. of Geography on 22<sup>nd</sup> July '16.

Following were the agendas for the meeting -

1. Information regarding various papers to be taught by the faculty.
2. Allocation of Departmental Fund under various headings.
3. Formation of various Committees.
4. Planning for field-trip.

The minutes of the meeting are as such -

For the teaching of various papers, following is the list of papers to be taught by various faculty -

1. Dr. Punyatoya Patra

B.A. (Hons.) I Sem - Geomorphology (5+4)

B.A. (Hons.) V Sem - Field-techniques (6)

$$\underline{11+4 = 15}$$

2. Dr. Anju Singh

B.A. (Hons.) III Sem - Climatology (5+4)

B.A. (Hons.) III Sem - Geography of India (5+4)

B.A. (Prog.) V Sem - Environmental Geo. (2)

$$\underline{12+4 = 16}$$

3. Dr. Neetu Malik

B.A. (Hons.) I Sem - General Cartography (6)

Technique

B.A. (Hons.) IV Sem. - Political Geo. (5+1)

B.A. (Hons.) III Sem. - <sup>SEC</sup> Regional Planning and Development - (4)

B.A. (Hons.) III Sem. - (generic optional)  
- Climate Change, Vulnerability and adaptation (2)

17+

4. Ms. Mamta Arora

B.A. (Hons.) I Sem. - Cartographic Techniques (6)

B.A. (Hons.) III Sem. - Statistical Methods in Geography - (6)

B.A. (Hons.) V Sem. - Agriculture Geo. - (4)

B.A. (Hons.) III Sem. - Geo. of India - (2 Tutes)

16+3

5. Dr. Rashmi Devi

B.A. (Hons.) V Sem. - ~~The~~ Evolution of thought (3)

B.A. (P) I Sem. - Physical Geography - (5+3)

B.A. (P) III Sem. - (generic optional)

- Climate Change, Vulnerability and adaptation (3)

B.A. (P) I Sem. - generic Paper

- Disaster Management

(5+1)

~~16+4~~

16+4

6. Ms. Sneha

B.A. (Hons.) V Sem. - field-techniques - (6)

B.A. (Hons.) III Sem. - SEC; Remote Sensing - (4)

B.A. (Hons.) IV Sem. - Bio-geography - (5)

B.A. (Hons.) V Sem. - Agriculture Geo. - (1)

B.A. (Hons.) III Sem. - Geography of India - (2 Tutes)

16+2 = 18

7. Dr. Sheetal Sharma

B. Ed. Ed. - II Year -	Physical Geography	- (5)
B.A. (Hons.) <sup>P</sup> IV Sem. -	Resource Geography	- (4+1)
B.A. (P.) III Sem. -	General Cartography	- (5)
B.A. (Hons.) IV Sem. -	Geographical Thought	- (2)
B.A. (Hons.) V Sem. -	Bio-geography	- (1 tute)

8. Ms. Shikha Yadav

B.A. (Hons.) IV Sem. -	Social Geography	- (5+3)
B.A. (Hons.) III Sem. -	Statistical Methods in Geo.	(6)
B.A. (Hons.) I Sem. -	Generic Paper	
	Geo. of Tourism	- (5+1)
		<hr/>
		16+4
		<hr/>

9. Ms. Jyauzav Sikka

B. Ed. Ed. - III <sup>P</sup> Yr. -	Human Geo.	- (5)
B.A. (Hons.) III Sem. -	General Cartography	- (5)
B.A. (P.) V Sem. -	Environmental Geography	- (2+1)
B.A. (Hons.) III Sem. -	SEC - Advanced Spatial Statistical Technique	- (4)
B.A. (Hons.) V Sem. -	Geographical Thought (3 tutes)	
		<hr/>
		16+4
		<hr/>

Regarding the second agenda, the students enrolled in B.A. (Hons.) Geography have to pay Rs. 1500/- per head as the departmental fund and Rs. 200/- per head for B.A. (P.) with Geography as an optional

paper. A detail of the total no. of students is as such -

B.A. (Hons.)	I Yr.	-	36	students
	II Yr.	-	55	"
	III Yr.	-	39	"
	Total	-	130	students

$$\text{Now, } 130 \times 1500/- = 1,95,000/-$$

- B.A. (P.) - Geography as an optional paper

	I Yr.	-	60	students
	II Yr.	-	55	"
	III Yr.	-	50	"
	Total	-	165	students

$$\text{Now, } 165 \times 200/- = 33,000/-$$

Hence, total fund available = 2,28,000/-

Now, out of the available fund it has been unanimously decided to spend it under the following headings -

1. Field trip - For II Sem. in the month of Sept '16 = 58,500/-  
For IV Sem. in the month of Jan '17 = 82,500/-

Hence, total amount = 1,41,000/-

2. Purchase of lab items like top sheets, stationery etc. = 20,000/-

3. Various departmental functions like Geo-fest, lectures etc. = 57,000/-

Regarding the third agenda for the meeting, the list of various committees with its members is as such -

1. Library Committee - Dr. Sheetal Sharma and Mr. Gaurav Sikka.
2. Program Committee - Dr. Anju Singh, Dr. Neetu Malik and Ms. Mamta Arora.
3. Purchase Committee - T.I.C., Dr. Neetu Malik, Ms. Mamta Arora.
4. Instrument Committee - Mr. Gaurav Sikka and Ms. Shikha.
5. Field Trip Committee - Dr. Pusyatoya Patra, Ms. Mamta, Ms. Sneh, Dr. Rashani, Mr. Gaurav.
6. Magazine Committee - <sup>Ms.</sup> ~~Dr.~~ Shikha Yadav, Dr. Rashani Devi, Mr. Gaurav.

Now, regarding the Field-Trip, it has been decided to take the students of B.A. (Hons.) II sem. to <sup>Madhya Pradesh</sup> ~~Sikkim~~ in the last week of Sept.'16 and B.A. (Hons.) IV sem. to yet not decided destination in the first week of Jan'17, also depending upon the availability of tickets and reservation. Also, the amount spend for each student on field-trip is Rs. 1500/- per head, which is a part of their fee-structure,

however the total no. of students going for the trip for B.A. (Hons.) V sem. is 39 and the amount spend on them is  $39 \times 1500 = 58,500/-$  and B.A. (Hons.) IV sem. is 55 and the amount spend on them is -  $55 \times 1500 = 82,500/-$

Considering the no. of students going for the trip and the amount available, it has been mutually felt that the fund is insufficient for conducting the trip. The Department has mutually agreed that the expenses above Rs. 1500/- per head will be borne by the office bearers of DHARITRI Society.

The meeting ended with a happy note.

1. Dr. Punyatoya Patra, Associate Prof. *Patra*
2. Dr. Anju Singh (T.I.C.) *Anjusingh*
3. Dr. Aneetu Malik, Adhoc Asst. Prof. *Aneetu*
4. Ms. Mamta ~~Sharma~~ Arora, " *Arora*
5. Dr. Rashmi Devi, " *Rashmi*
6. Ms. Sneha " *Sneha*
7. Dr. Sheetal Sharma, " *Sheetal*
8. Ms. Shikha Yadav, " *Shikha*
9. Ms. Jayraw Sikka, " *Sikka*

## MINUTES OF THE MEETING

A Departmental meeting was held on 24<sup>th</sup> Jan '17, with the following agendas -

- i) Reg. workload requirement
- ii) Reg. individual time-tables
- iii) Assigning committees to Mr. Neeraj (a new faculty)

The meeting began with the welcoming of a new Adhoc Faculty, Mr. Neeraj (against maternity leave of Dr. Anju Singh). Then, it was discussed over and unanimously decided that there is actually a requirement of 10 Faculty Members in total in our Department with regard to the existing work-load. Hence, whenever the Roster for the departmental work-load and faculty requirement is finalised, it has to specify 10 clear vacancies (including already employed).

Next, all the faculty - members were briefed to submit 2 separate copies of individual Time - Tables with Tutes for the Departmental Record.

Since Dr. Anju Singh is on maternity leave and Mr. Neeraj has joined against this leave on adhoc-basis, he has been briefed to take-up 'Magazine' and 'Library' Committees for the Dept.

The meeting was attended



by the following members —

1. Dr. Purnyatoya Patra (T.I.C.) — Patra
2. Dr. Abetu Malik — Abetu
3. Dr. Rashmi Devi — Rashmi
4. Dr. Sheetal Sharma —
5. Ms. Sneha Gangwar —
6. Ms. Mamta Arora — Arora
7. Mr. Jawar Sikka — Sikka
8. Mr. Heeraj — Heeraj
9. Ms. Shikha Yadav — Shikha

Abetu  
Rashmi

Arora  
Sikka  
Heeraj

Shikha

## MINUTES OF THE MEETING

A departmental meeting was held on 25-01-17 with the agenda of -

### - Reallocation of Departmental funds:

Though the available funds of the department and its allocation have already been discussed and mentioned in the previous departmental minutes of the meeting held on 22<sup>nd</sup> July '16, however for the publication of Departmental magazine, the available funds have to be reallocated. After a discussion with the magazine committee specifically, the updated break-up of the available funds (out of a grand total of Rs. 2,28,000/-) under various headings is as such -

- (i) Field trip - Rs. 1,41,000/- (Same as before)
- (ii) Purchase of lab items like top sheets, stationery etc. - Rs. 5,000/-
- (iii) Various departmental functions like Geo-fest, lectures etc. - Rs. 47,000/-
- (iv) Publication of departmental magazine - Rs. 35,000/-

Grand total (Rs. 1,41,000 + 5,000 + 47,000 + 35,000/-)  
= Rs. 2,28,000/-

The following members were present during the meeting —

- (i) Dr. Pusyatoya Patra (T.I.C.) — Patra
- (ii) Dr. Neetu Malik — Neetu
- (iii) Ms. Mamta Arora — Arora
- (iv) Dr. Rashmi Devi — Rashmi
- (v) Ms. Sneha Gangwar — Gangwar
- (vi) Mr. Gaurav Sikka — Sikka
- (vii) ~~Dr.~~ Sheetal Sharma — Ab.
- (viii) Ms. Shikha Yadav — Shikha
- (ix) Mr. Neeraj — Neeraj

## Minutes of the Meeting

A departmental meeting was conducted on 02<sup>nd</sup> March'17 with the following agenda -

- Re-allocation of departmental fund at the end of the session.

When the financial year was coming to a close, our Department decided to have a review of the Departmental fund and its expenditures. After going through various categories for expenditure, following is the summary of the budget spent -

1. Field trip - Rs. 1,41,000/-
2. Publication of departmental magazine - Rs. 35,000/-
3. Various departmental programs - Rs. 47,000/-

Grand total - Rs. 2,23,000/-

Hence, out of the total budget i.e. Rs. 2,28,000/-, we are left with an amount of Rs. 5,000/- (Rs. Five thousand only) which remains unspent. Hence, the faculty unanimously decided to utilise this fund for organising "an Alumni-Meet" for the first - time, which is very important especially from XIAC joint of view. Hence, it has been mutually decided to use this fund for organising the "Alumna-Meet"

The following members were present during this meeting —

1. Dr. Aniyatoya Patra — Plab  
(T.I.C.)
2. Dr. Neetu Malik — Neetu
3. Ms. Mamta Arora — Mamta
4. Dr. Rachani Devi — Rachani
5. Ms. Sneh Gangwar — Sneh
6. Dr. Sheetal Sharma —
7. Mr. Yawar Sikka — Sikka
8. Ms. Shikha Yadav — Shikha
9. Mr. Miraj Kumar —

AO  
Mamta  
29.03.2017

The departmental meeting was conducted on 21.03.17 with the agenda concerning- Rejection of Tender for publication of Dharti, Departmental Annual Magazine.

Like every year, quotations were called for publication of our departmental magazine which was finally opened by the Purchase Committee in Principal's office, where in place of T.I.C., who was not there due to her off-day, Dr. Neetu Malik and Ms. Shikha Yadav attended the meeting. Finally after opening all the three quotations forwarded to the College, the Committee settled for giving the tender to the for lowest budget,

but it was observed that the quotation did not have the Authorised signature of the concerned person. Also the T.I.C. no. was not specified anywhere. Hence, it was mutually decided to cancel that quotation as well. Therefore, it was decided to call for a fresh/new quotation for the same.

Hence, it was mutually decided to by the entire faculty to utilise the allocated fund for the publication of magazine once the fresh quotations are decided upon, which can be after the financial year gets over i.e. 31st March, 2017.

Signature

1. Dr. Punyatoya Patra - PPam
2. Dr. Neetu Malik - Neetu
3. Dr. Rashmi Devi - Pami
4. Mr. Neeraj - Nij

4. Ms. Mamta Arora - Mamta
5. Ms. Sneha - Sneha
6. Mr. Jayaram - Jayaram
7. Dr. Shikha - Shikha
8. Ms. Shikha - Shikha

Department of Geography

Aditi Mahavidyalaya

Minutes of the meeting of the committee to recommend student for the college 'Student of the Year' Award

A committee to recommend one student for the 'Student of the Year' award from the Department of Geography was established by Teacher In-charge Dr. Punyatoya Patra. This committee held its meeting to recommend student for the award on Monday, 27 March 2017 at 11:00 am in Room No. 48

The following faculty members of the committee were present:

1. Dr. Neetu Malik
2. Dr. Niraj Singh
3. Mr. Gaurav Sikka

Minutes of the meeting:

- The committee began its meeting with discussion on the selection guidelines provided by the college.
- The weightage guidelines followed for selecting student for the 'Student of the Year' award selection was academic merit-50%, Extracurricular activities-30%, attendance-10% and interview performance-10%.
- Around 20 students from different years of the geography honours programme were interviewed by the committee.
- On the basis of the criteria mentioned above, the committee unanimously decided to recommend the following candidate for the 'Student of the Year' award to the college authorities: Ms. Kalyani Arora, BA(H) Geography 2<sup>nd</sup> Year

Dr. Neetu Malik

Dr. Niraj Singh

Mr. Gaurav Sikka

*Neetu*  
*Niraj Singh*  
*Sikka*

## Minutes of the meeting

A Department meeting was held on 11.04.2017 at 10:00 am regarding the proposal of External Examiner for the B.A (Hons) VI Semester. (Paper - Geographical Information Systems)

The following 3 names were proposed unanimously, out of which the principal will approve name.

- ① Dr. Monika Alahwat, Associate Professor  
Bhim Rao Ambedkar College
- ② Dr. Usurinder Kaur, Associate Professor  
Swami Shradharanand College
- ③ Dr. Rakhi Parijat, Associate Professor  
Miranda House.

The meeting ended with above decision.

The following members were present during this meeting -

- |                                     |                       |
|-------------------------------------|-----------------------|
| 1. Dr. Punyatoya Patra <i>Patra</i> | 6. Ms. Sneh Gangwar   |
| 2. Dr. Anju Singh <i>Shr</i>        | 7. Dr. Sheetal Sharma |
| 3. Dr. Neetu Malik <i>Shr</i>       | 8. Mr. Gaurav Sikka   |
| 4. Ms. Mamita Arora <i>Arora</i>    | 9. Ms. Shika Yadav.   |
| 5. Dr. Roshani Devi <i>Devi</i>     |                       |



## ACADEMIC SESSION — 2017 - 2018

### Faculty Members :-

1. Dr. Puriyatoya Patra (TIC)
2. Dr. Anju Singh (Permanent faculty ; Assistant Prof)
3. Dr. Neetu Malik (Ad-hoc) Assistant Prof
4. Dr. Sheetal Sharma " "
5. Dr. Roshani Devi " "
6. Ms. Mamta Arora " "
7. Ms. Sneh " "
8. Ms. Shikha Tadar " "
9. Mr. Gaurav Sikka " "
10. Mr. Jagmohan " "

The first Departmental meeting for the academic session 2017-18 was held in the Department of Geography on 2017

Following faculty members were present in the meeting :-

1. Dr. Punyatoya Patra (TIC) ~~Prab~~
2. Dr. Neetu Malik ~~Neetu~~
3. Dr. Sheetal Sharma ~~Sheeta~~
4. Dr. Roshani Devi ~~Roshani~~
5. Ms. Sneh Gangwar ~~Sneh~~
6. Ms. Shikha Tadar ~~Shikha~~
7. Mr. Gaurav ~~Gaurav~~
8. Ms. Mamta (Absent)

### AGENDA :-

- (1) Information regarding various papers to be taught by the faculty members.

### Minutes :-

For the teaching of various papers following is the list of papers to be taught by various faculty members :-

(1) Dr. Punyatoya Patra

(1) B.A. (H) I Sem - Geomorphology (5) L

(2) B.A. (H) III Sem - Remote Sensing (Skill) 4

(Practical paper) 9 Lectures

## Minutes of the Meeting

Departmental meeting held on 28<sup>th</sup> July 2017 in the Room No. 48 at 11:30 am. Following members were present during the meeting :-

- (1) Dr. Purnatoya Patra (TIC) *Present*
- (2) Dr. Anju Singh
- (3) Dr. Neetu Malik *Present*
- (4) Dr. Roshani Devi *Present*
- (5) Dr. Sheetal Sharma *Present*
- (6) Ms. Mamta Arora *Present*
- (7) Ms. Sneha Gargwal *Present*
- (8) Ms. Shikha Yadav *Present*
- (9) Mr. Gaurav Sikka (on leave or off-day)

AGENDA :- (i) Formation of Departmental committees  
(ii) Distribution of Guest lecturers among the existing Ad-hoc faculty.

### Minutes

The following major committees were formed :-

- (i) Library committee :-  
Dr. Anju Singh  
Dr. Neetu Malik  
Dr. Sheetal Sharma
- (ii) Programme committee :-  
Dr. Anju Singh  
Mr. Gaurav Sikka  
New Ad-hoc faculty

(3) Field Trip :- Dr. Purnyatoya Patra (TIC)  
Dr. Sheetal Sharma  
Mr. Gaurav Sikka

(4) Purchase Committee and Maintenance Committee  
:- Dr. Roshani Devi  
New Ad-hoc faculty

(5) Magazine Committee :- Ms. Mamta Azora  
Ms. Shikha Yadav  
Ms. Sneh Gangwani

#### AGENDA No. 2

As ~~it was~~ the minutes were passed in the previous departmental meeting which was held in the month of April that department have workload of one Ad-hoc and two Guest faculties other than 9 working faculties. But after some time it came into light that only one Ad-hoc faculty will be given by the institution.

So, it was decided in this meeting that all existing Ad-hoc faculty members will distribute assigned lectures among themselves.

Finally and successfully all Guest lecturers were distributed among the existing Ad-hoc faculty members.

Departmental Meeting held on 9<sup>th</sup> Aug 2017 in the Room No. 48. Following members were present during the meeting at 12:45 pm.

- ① Sr. Purnyatsya Patra (TIC) Patra
- ② Sr. Neetu Malik Neetu
- ③ Sr. Sheetal Sharma Sharma
- ④ Sr. Roshani Devi Devi
- ⑤ Ms. Manita Arora Arora
- ⑥ Mr. Gaurav Sikka Sikka
- ⑦ Ms. Sneha Sneha

AGENDA :- Regarding Time Table, Practical papers and publication of Sharitri Magazine.

As Shikha Yadav was involved with all these 3 committees and left the college without any information. The meeting could not be continued. The urgent time-table should be done by tomorrow i.e. 10<sup>th</sup> Aug 2017 and issue related to lab no. 25 be resolved from our end.

ADITI MAHAVIDYALAYA  
(UNIVERSITY OF DELHI)  
BAWANA, DELHI-110 039.

Dated : 24.08.2017

The teaching faculty of Geography Department (Permanent/Adhoc) attended the meeting held on 24.08.2017 at 11.00 a.m. in the Principal Office.

Dr.Mamta Sharma,  
Principal

Dr.Punyatoya Patra

Dr.Anju Singh

Dr.Neetu Malik

Ms.Mamta Arora

Dr.Sheetal Sharma

Dr.Roshani Devi

Ms.Sneh Gangwar

Ms. Shikha Yadav

Shri Gaurav Sikka

JAG Mohan

*PPatya*  
*Anjusingh*  
*Neetu*  
*Mamta*  
*Sheetal*  
*Roshani*  
*Sneh*  
*Shikha*  
*Gaurav*  
*Jagmohan*

## Minutes for meeting

The principal Dr. Mamta Sharma has called a meeting with the faculty members of Department of Geography on 24<sup>th</sup> August 2017, at 11:00 am in principal's office.

The following members were present with principal for the meeting-

1. Dr. Mamta Sharma, Principal
2. Dr. Punyatoya Patra, TIC Geography department
3. Dr. Anju Singh, Permanent Faculty
4. Dr. Neetu Malik, Ad-hoc Faculty
5. Ms. Mamta Arora, Ad-hoc Faculty
6. Dr. Sheetal Sharma, Ad-hoc Faculty
7. Dr. Roshani Devi, Ad-hoc Faculty
8. Ms. Sneh Gangwar, Ad-hoc Faculty
9. Ms. Shikha Yadav, Ad-hoc Faculty
10. Mr. Gaurav Sikka, Ad-hoc Faculty
11. Mr. Jagmohan, Ad-hoc Faculty

Dr. Mamta Sharma, Principal who belongs to Department of Chemistry has informed that she has applied in UGC to conduct a seminar on behalf of Department of Geography. The UGC has sanctioned Rs. 1,50,000 for the same.

Dr. Punyatoya Patra, TIC and senior most faculty wanted to see the application. Dr. Mamta Sharma, Principal asked her P.A. to produce the application letter. However, till the end of the meeting, the application was not produced.

Dr. Punyatoya Patra's few queries to the Principal were as follows:

1. Can a Principal apply for fund for two seminars/ conferences on the same day/ Academic session – one for her parent department (Chemistry) and for Geography department?
2. Being a scholar from Chemistry department, can she apply for Geography department without the consultation of any faculty of Geography department.
3. Has the proposal been written by the Principal with the Ad-hoc faculty of Geography department to undermining the permanent faculty.

For the above queries, Dr. Mamta Sharma, Principal informed:

1. When she came to know that she cannot apply for two seminars from one department. So she applied on behalf of Chemistry department first one and other on behalf of

*P. Sharma*

Geography department as she worked earlier on Climate change, Gender, etc. (related to Geography).

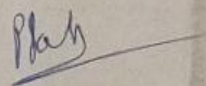
2. As she had applied on the last date, she could not get time to talk to any faculty members of Geography department. She informed Dr. Punyatoya Patra in the month of June, 2017.
3. Dr. Mamta Sharma, Principal has no intention to undermine permanent faculty. She has not involved any Ad-hoc faculty in writing seminar proposal.

Dr. Punyatoya Patra said that "she will not work for this seminar, as according to her the whole application process is technically not correct". Besides that, Dr. Mamta Sharma, Principal undermine the senior faculty from the time she joined the college. Dr. Punyatoya Patra cited many examples regarding this. The application process for seminar is also one of them.

Then Dr. Mamta Sharma, Principal asked the next permanent faculty Dr. Anju Singh to conduct the seminar. She refused due to her personal problem but she was ready to do some work for the seminar. Then Dr. Mamta Sharma, Principal enquired who is the senior most Ad-hoc faculty? Dr. V. K. Tiwari, S.O., Administration replied that all Ad-hocs are equal as they get letter for 4 months. Then Dr. Mamta Sharma, Principal enquired who worked in this college for long time. As Dr. Neetu Malik has worked for longest time in the college among all Ad-hoc faculty members, she asked her to conduct the seminar and she accepted the proposal. Then all Ad-hoc faculties were asked one by one whether they will work for the seminar or not. Everybody said they shall do the work assigned by institution.

Lastly, Dr. Mamta Sharma, Principal requested Dr. Punyatoya Patra to conduct the seminar. But Dr. Punyatoya Patra once again said that as the application procedure is technically wrong, she can not conduct it.

Dr. Mamta Sharma, Principal said that once again this meeting will be conducted with the faculty members of the department of Geography to convince Dr. Punyatoya Patra.





## Minutes for meeting (5<sup>th</sup> Sept. 2017)

A Departmental Meeting was conducted on 05<sup>th</sup> Sept. '17 with certain agendas. Firstly, it was asked to speed-up the publication of DHARITRI - our departmental annual magazine. Also, regarding Time-Table Ms. Shikha and Dr. Sheetal Sharma were asked to co-ordinate to work-out for clashes of lectures, if any.

It was briefed to the entire department to Volunterially take up any 4 College Committees for the smooth functioning of other College Activities.

Dr. Sheetal Sharma, Dr. Roshani, Dr. Gaurav and Mr. Jagmohan from our department, who are already a member of NAAC are asked not to be a part of any other Committee besides teaching.

Regarding IQAC related work, it was asked to get the stationary and files and distribute the work among faculty. Also, as one of the our faculty, Ms. Mamta has met with an accident and is on leave for almost a month, hence, in her absence, her classes have been mutually shared among faculty.

Regarding 'Fresher's Party' it has been decided by the College Authorities to have

a 'Common Fresher's Welcome Party' for the entire college, rather than having it department-wise. Also, for the Orientation Program, Dr. Daljeet from S.S.N. College, D.U., will be invited for briefing us on "GIS Workshop", which will be a useful topic for not only the students but for the faculty as well. The meeting ended with a happy note.

Following members were present

during the meeting —

1. Dr. Punyatoya Patra (T.P.C.)
2. Dr. Anju Singh —
3. Dr. Aketu Malik — aketu
4. ~~Dr. Roshani Devi~~ —
5. Ms. Gaurav Sikka — Gaurav
6. Mr. Jagmohan — Jagmohan
7. Ms. Sneha Gangwar — Sneha
8. Ms. Shikha — Shikha

Departmental meeting held on 9<sup>th</sup> Sep. 2017 (Saturday) at 11:30 am in the Room No. 34 (Conference Room).

Following members were present during the meeting :-

1. Dr. Purnatoya Patra (TIC) PPat
2. Dr. Anju Singh Anju Singh
3. Dr. Sheetal Sharma Shr.
4. Ms. Sneh Gargwar Gargwar.
5. Mr. Gaurav Sikka Sikka
6. Mr. Jagmohan Jyoti Jyoti

(Note:- As the day of meeting was Saturday and few faculty members have their off day on Saturday. So Telephonically their consent has been taken.)

AGENDA :- Budget Allocation.

Minutes :-

The students enrolled in B.A. (H) Geography have to pay Rs/- 1500/- per head as the departmental fund and Rs/- 200/- per head for B.A. (P) with Geography as an optional paper.

Total No. of Students in B.A. (H) Geography

I year	-	28	Students
II year	-	33	Students
III year	-	51	Students
		Total	112 Students

B.A. (Programme) Geography as an optional paper  
I year - 91 Students (Approximately)  
II year - 60 Students  
III year - 55 Students  
Total = 206 Students

Therefore, Tentative Budget for Academic Session 2017-18 will be

B.A. (H) Geog.  $112 \times 1500 = 1,68,000/-$  Rs/-  
B.A. (P) Geog (as an optional paper)  $206 \times 200 = 41,200/-$

Total Amount  $1,68,000 + 41,200 = 2,09,200/-$

Out of Total available fund, it has been unanimously decided to spend fund under the following heading -

1. Field Trip

For semester IV (long trip) and Semester VI (local trip)  
Rs/- 70,000/-

2. Purchase of lab items/equipments for the course work like - maps, toposheets, stationary etc.  
Rs/- 10,000/-

3. Departmental Programme - workshops, Geo-fest, lectures, etc.  
Rs/- 60,000/-

4. Publication of Dharitri (Departmental Magazine)  
Rs/- 40,000/-

5. Library Books (Departmental Library Books)

Rs/- 20,000/-

Pls

Charge

MINUTES OF  
A meeting was held on 12<sup>th</sup> September '17 in the department of Geography. The agenda of the meeting was budget allocation for the academic session 17-18.

The minutes are as follows:

- The students enrolled in B.A(H) Geography have to pay Rs 1500/- per head as the department fund and Rs 200/- per head for B.A(P) with geography as an optional paper.

Total no. of students in B.A(H) Geography

I<sup>st</sup> year - 28 students  
II<sup>nd</sup> year - 33 students  
III<sup>rd</sup> year - 51 students

Total - 112 students

Total no. of students in B.A(P) Geography

I<sup>st</sup> year - 91 students  
II<sup>nd</sup> year - 60 students  
III<sup>rd</sup> year - 55 students

Total - 206 students

Therefore, the tentative budget will be,

(A) B.A(H) Geography =  $112 \times 1500 = 1,68,000/-$

(B) B.A(P) Geography =  $206 \times 200 = 41,200/-$

Hence, the total amount including A+B becomes

$$1,68,000 + 41,200 = 2,09,200/-$$

- Out of the total amount of Rs 2,09,200/-, it has been unanimously decided to spend the fund under the following headings.

→ Field Trips : Rs, 70,000/-

For semester IV (long excursion trip)  
For Semester VI (local excursion trip)

→ Purchase of Lab Items : Rs, 10,000/-

The lab items includes purchasing of maps, toposheets, stationery etc.

→ Departmental Programmes : Rs 60,000/-

It includes events like workshops, Geofest, lectures etc.

→ Publication of Dhanitri : Rs 40,000/-

Department magazines - dhanitri will be published.

→ Library Books : Rs 20,000/-

The books for departmental library will be purchased as per the requirement of CBSE papers

The meeting ended with the above discussion on the fund allocation

The following members were present in the meeting.

Dr. Punyotoya Patra

Dr. Anju Singh

Dr. Neetu Malik

Ms. Sneh Gangwar

Dr. Sheetal Sharma

Dr. Roshani Devi

Mr. Gaurav Sikka

Ms. Shikha Yadav

Mr. Jagmohan Singh

Plata

Anju Singh

Neetu

Gangwar

Sharma

Devi

Sikka

Yadav

Singh

Om

Data Verified  
Veeru

Data verified  
Veeru

Approved  
subjected to data  
to be provided  
by Ma Padam  
Manita



## Minutes of the Meeting

A meeting was held on 31<sup>st</sup> Oct. 2017 in the department of Geography at 12:45 pm in Room No. 48.

### AGENDA

1. To celebrate the 10<sup>th</sup> Anniversary of Department of Geography.

## Minutes of the Meeting

Department of Geography has decided to have a grand celebration for completion of its 10<sup>th</sup> Anniversary. Prof. Michael Meadows, (IGU Secretary) University of Capetown, South Africa has agreed to grace the occasion on 09<sup>th</sup> November 2017. Also he will be accompanied by Dr. Dhritiraj Sengupta, East <sup>China</sup> ~~Shanghai~~ University.

Prof. Meadows will be enlightening us all with a special lecture followed by another lecture by Dr. Sengupta. The program will also include their interaction with students and representatives from farmer community. Hence, for conducting the event, the Department has decided to use 25,000/- rupees out of the allocated budget of rupees 60,000/-, especially for conducting various Departmental programs for the academic year 2017-18.

The meeting ended with a positive note.

The following members were presented in the meeting :-

1. Dr. Purnyatoya Patra (TIC) *Patra*
2. Dr. Anju Singh *Anju Singh*
3. Dr. Neetu Malik *Neetu*
4. Dr. Roshani Devi *Roshani*
5. Dr. Sheetal Sharma *Sheetal*
6. Mr. Jagmohan *Jagmohan*
7. Mr. Gaurav Sikka
8. Ms. Mamta Arora *Arora*
9. Ms. Shikha Yadav *Shikha*

A meeting was held on 21<sup>st</sup> March, 2018 in the Department of Geography in Room No. 48. The Agenda of the meeting was Reallocation of Budget for the academic session 2017-18.

Till the date the expenditure of the Department of Geography is as follows —

① Field Trip — Rs 51,000/-

(Semester IV long excursion trip)

② Departmental Programme — Rs 54,644/-

(Workshop and Geo-fest)

③ Publication of Dharitri Rs 25,000/-

(With GST, according to L1)

Total Amount Rs 1,30,644/-

According to the minutes of meeting held on 12<sup>th</sup> September 2017 the total amount was Rs 2,09,200.

So, Rs 78,556 amount left.

It has been unanimously decided to reallocate Budget as follows —

① Purchase of Lab Items Rs 48,556/- (app.)

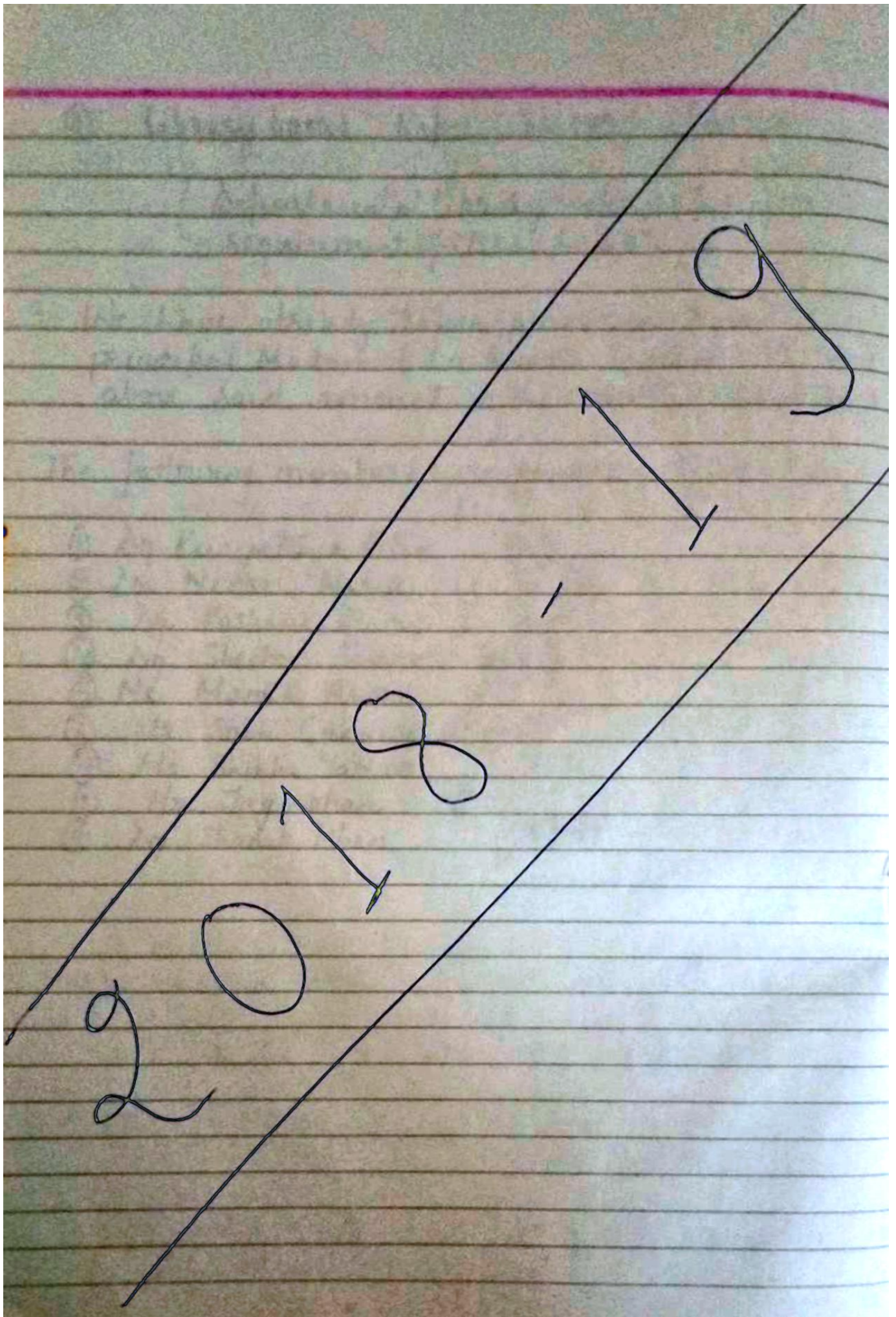
② Library books Rs/- 30,000/- (app.)

( Departmental Library books as per requirement of CBCS papers. )

We have already taken permission from principal Madam ( Dr. Mamta Sharma ) to spend above said amount in the month of April 2018

The following members were present in the meeting -

- ① Dr. Purnyatoya Patra P Patra
- ② Dr. Nectru Malik Nectru
- ③ Dr. Roshani Devi Roshani
- ④ Dr. Sheetal Sharma Sheetal
- ⑤ Ms. Mamta Arora Mamta
- ⑥ Ms. Sneh Gangwar Sneh
- ⑦ Ms. Shikha Yadav Shikha
- ⑧ Mr. Jagmohan Jagmohan
- ⑨ Dr. Shadab Khan Shadab Khan



The first departmental meeting was held on 18<sup>th</sup> May '18. Following were the two main agendas of the meeting -

- (1) Paper - distribution among the faculty
- (2) Departmental orientation celebration and the advance money to be withdrawn for conducting the same.

After a general discussion, all the papers were distributed among the faculty, a list of which is mentioned below -

1. Dr. Punyatoya Patra

- (1) B.A. (Hons.) I Sem. - geomorphology - 5
- (2) B.A. (Hons.) V Sem. - Remote Sensing GIS - 6
- (3)

2. Dr. Anju Singh

- (1) B.A. (Hons.) III Sem. - Climatology - 5
- (2) B.A. (Hons.) V Sem. - Urban geo. - 2
- (3) B.A. (Prog.) V Sem. - geo. of India - 5

3. Dr. Aketu Malik

- (1) B.A. (Hons.) III Sem. - Rural Development - 5
- (2) B.A. (Hons.) V Sem. - Population geo. - 5

P.T.O.

(3) B.A. (Prog.) I sem - Disaster Risk Reduction - 5

(4) Ms. Manita Arora

(1) B.A. (Hons.) I sem - Cartographic Techniques - 6

(2) B.A. (Hons.) V sem - Agriculture Geography - 5

(3) B.A. (Hons.) III sem - Advance Spatial  
Statistical Techniques - 4

(4) B.A. (Hons.) VI sem - Geo. of India - 1

(5) Dr. Rashmi Devi

(1) B.A. (Hons.) I sem - Cartographic Techniques - 6

(2) B.A. (Hons.) V sem - Regional Dev. & Planning - 4

(3) B.A. (Prog.) I sem - Physical Geography - 5

(6) Ms. Sneh

(1) B.A. (Hons.) III sem - Remote Sensing - 4

(2) B.A. (Hons.) V sem - Remote Sensing & GIS - 6

(3) B.A. (Hons.) III sem - Geography of India - 3

(4) B.A. (Hons.) V sem - Urban Geography - 3

7

(7) Dr. Shobita Sharma

(1) B.A. (Hons.) III sem - Statistical Method in Geo - 6

(2) B.A. (Hons.) V sem - Resource Geo - 5

- (3) B.A. (Hons) IV Sem - Regional Planning and Development - 1
- (4) B.A. (Prog.) III Sem - Regional Planning and Development - 4

(8) Ms. Shikha Yadav

- (1) B.A. (Hons) I Sem - Geography of Tourism - 5
- (2) B.A. (Prog.) IV Sem - Economic Geo. - 5
- (3) B.A. (Prog.) IV Sem - y.g.s. (Practical) - 4
- (4) B.A. (Hons) III Sem - Geography of India - 1

(9) Mr. Jagmohan

- (1) B.El. Ed. III Yr - Physical Geography - 5
- (2) B.A. (Hons) III Sem - Climate Change and Vulnerability and adaptation - 5
- (3) B.A. (Prog.) III Sem - General Cartography - 5

(10) Dr. Shadab Khan

- (1) B. El. Ed. III Yr. - Human Geography - 5
- (2) B.A. (Hons) I Sem - Disaster Management - 5
- (3) B.A. (Hons) III Sem - Statistical method in Geography - 6



The above mentioned break-up of classes is for lectures only, however distribution of Tutorials will be taken care of by the concerned teachers as per their papers and number of classes.

The department supported the idea of conducting 'Departmental Orientation Program' on the opening day of the College, i.e. 20<sup>th</sup> July '18 from 10:00 am onwards. Regarding the same, it was mutually agreed upon to invite two resource-persons from concerned fields to orient the students about future perspective of the subject. Hence, for conducting the program, an advance amount of ₹ 6,000/- has to be withdrawn from the total departmental fund, where ₹ 2,000/- each will be spent on giving Honorarium to the Resource-Persons and ₹ 2,000/- for arranging snacks and other miscellaneous expenditures.

Also, it was decided to discuss about the allocation of departmental fund for the present academic-session in the next departmental meeting, however an advance amount of ₹ 6,000/- only for the Orientation Program has to be withdrawn since it's bit urgent and important as well.

The following members were present  
for the meeting —

1. Dr. Punyatoya Patra — Patra
2. Dr. Anju Singh — Anjusingh
3. Dr. Veetu Malik — Veetu
4. Ms. Mamta Arora — Mamta
5. Dr. Rashmi Devi — Rashmi
6. Ms. Sneha — Sneha
7. Ms. Shikha Yadav — Shikha
8. Mr. Jagmohan — Jagmohan
9. Dr. Shadab Khan — Shadab
10. Dr. Sheetal Sharma — Sheetal

## Minutes of the Meeting - 20 July 18

A Departmental meeting with a single agenda - "Budget - allocation for the Departmental Fund" for the Academic Year - 2018-19 was held on 20<sup>th</sup> July '18 at 2:00 p.m. in Room no. - 48.

The minutes of the meeting are as such -  
Since all are aware that the students enrolled for B.A. (Hons.) - Geography have to pay ₹ 1500/- per head as the departmental fund and ₹ 200/- per head for B.A. (Prog.), with Geography as an optional paper. A detail of the total no. of students is as such -

-	<u>B.A. (Hons.)</u> I Year -	39
	II Year -	25
	III Year -	32
	Total -	<u>96</u>

$$\text{Now, } 96 \times 1500 = 1,44,000/-$$

-	<u>B.A. (Prog.) - Geography as an optional subject</u>	
	I Year -	103
	II Year -	87
	III Year -	42
	Total -	<u>232</u>

$$\text{Now, } 232 \times 200 = 46,400/-$$

$$\begin{aligned} \text{Hence, total fund available} &= 1,44,000 + 46,400 \\ &= 1,90,400/- \end{aligned}$$

Now, out of the total available fund, it has been unanimously decided to spend it under the following headings -

1. Purchase of lab items like top sheets, stationary imageries etc. — ₹ 10,000/-
2. Purchase of books for departmental library — ₹ 15,000/-
3. Various departmental programs like Orientation, eye-fest etc. — ₹ 65,400/-  
\* The department is planning for some additional events like workshop, lectures etc. on occasion of silver jubilee celebration of the college.
4. Publication of Departmental Magazine - Dharatri — ₹ 30,000/-
5. Field trip as well as local trip — ₹ 70,000/-  
Besides trip for the honours students, we have also decided to take a trip for B.A. (Prog.) students this year.

Following members were present in the meeting -

1. Dr. Punyatoya Patra
2. Dr. Anju Singh (T.I.C.)
3. Dr. Neta Malik
4. Ms. Mamta Arora
5. Mr. Jagdish
6. Dr. Shadab Khan
7. Ms. Sneha
8. Dr. Sheetal Sharma
9. Dr. Aashani Devi

Malik

Anju Singh

Neta

Mamta

Jagdish

Shadab Khan

Sneha

Sheetal

## Minutes of the Meeting - 14th August 2018

A Departmental meeting with the agendas mentioned below was held on 14th August '18 in Room no. - 48.

Firstly, it was discussed and approved to make "An Academic - Calendar - 2018-19", where the Department's upcoming programs / events in the present academic session will be shown. This calendar will include Month-wise Departmental events.

Also, since our College is celebrating its "Silver Jubilee" this year, hence, our Department has decided to have some more events / programs this year in particular, along with the usual events. Our usual events like - Geo-Fest, Field-Trip, releasing of Departmental Annual Magazine, a Workshop in association with the Act of Living, to be held in the mid of the session etc., will be held as a ritual like any other academic year.

The Department has also mutually agreed upon to initiate 'A Lecture Series' - where in total 8 <sup>special</sup> lectures will be conducted in the entire academic year. These lectures will most probably be conducted once in every month. The Resource Persons for such lectures will be paid an Honorarium of ₹ 2,000/- per

Also, we will have a provision for either refreshment or lunch for the resource-person along with the Departmental Faculty, as per the situation / requirement.

The department has decided to conduct two more Workshops — firstly, on 'O-egs', somewhere around Sept. - Oct. '19 and secondly, concerning 'Community Development' most probably in March '19.

Also, due to the mark of 'Silver Jubilee' celebration of the College, the Department has <sup>also</sup> felt the need to have a local-trip for B.A. (Prog.) students this year, which will be done for the first time ever.

The teacher-in-charge of the Department also asked about the status of NAAC related work done so far and subsequently distributed the result analysis part of the same among five faculty-members.

For the smooth functioning of the various Departmental activities, several committees have been formed. A brief of the same is as follows —

1. Maintenance Committee — Dr. ~~Sheetal~~ <sup>Shadab</sup> and Ms. Shikha Yadav.
2. Library Committee — ~~Dr. Shadab~~ <sup>Ms. Shikha</sup> and ~~Ms. Shikha~~ <sup>Dr. Sheetal</sup>

3. Programme Committee - Dr. Neetu, Ms. Mamta, Dr. Rashani, Ms. Sneha and Mr. Jagmohan
4. Trip Committee - Dr. Punyatoya Patra and Mr. Jagmohan.
5. Purchase Committee - Dr. Sheetal, Dr. Neetu and Dr. Rashani Devi.
6. Magazine Committee - Dr. Shadab, Ms. Sneha and Ms. Mamta Arora.

Following members were present during the meeting —

1. Dr. Anju Singh (T.I.C.) - Anju Singh
2. Dr. Punyatoya Patra - Patra
3. Dr. Neetu Malik - Neetu
4. Ms. Mamta Arora - Arora
5. Dr. Rashani Devi - Rashani
6. Dr. Sheetal Sharma - Sheetal
7. Ms. Shikha Yadav - Shikha
8. Ms. Sneha - Sneha
9. Dr. Shadab Khan - Shadab
10. Mr. Jagmohan - Jagmohan

## Minutes of the Meeting - 11<sup>th</sup> Jan '19

A Departmental meeting was held on 11<sup>th</sup> January '19 with the following agendas-

- ① Planning for celebration of Geo-fest - 2019.
- ② Discussion regarding field trip.
- ③ Reproduction of existing topographical sheets and purchase of other items.

\* Like every academic year, this year also the deptt has decided to organise its annual geo-fest 2019 in the mid of February '19. It will include lectures from eminent resource - persons in the first half and multiple events and competitions in the second-half of the same day. The allocated budget for the program will be utilized in the form of Honorarium for the resource-persons, lunch for them with the faculty, refreshment for the students and various prizes for the winners.

\* In the end of the same month i.e. February '19, the deptt has decided to take the students of B.A (H) IV<sup>th</sup> Semester, VI<sup>th</sup> Semester and students of B. Ed. II<sup>nd</sup> year for the field excursion, which is mandatory as per their syllabus guidelines. They will be assisted by our 5 faculty members as the number of students is more than 50 of these three papers altogether.



\* Out of the allotted budget of Rs 10,000/-, the purchase committee rather than purchasing new topographical sheets, has decided to reproduce the existing toposheets by getting them scanned and taking their coloured print-outs. Also the sheets which are getting torn and damaged will be laminated for their proper use for a longer period of time. Besides, the remaining amount will be used for purchasing of miscellaneous stationery items like A-3, Size, butter papers, executive bond sheets and graph paper etc.

The meeting ended with above discuss  
Following members were present during the meeting

- |                        |   |            |
|------------------------|---|------------|
| 1. Dr. Anju Singh TIC  | — | Anju Singh |
| 2. Dr. Purnipat Patra  | — | Pats       |
| 3. Dr. Neetu Malik     | — | Neetu      |
| 4. Ms. Manita Arora    | — |            |
| 5. Ms. Roshani Devi    | — | Roshani    |
| 6. Dr. Sheetal Sharma  | — | Sheetal    |
| 7. Ms. Shikha Yadav    | — |            |
| 8. Ms. Sneha Gangwar   | — | Sneha      |
| 9. Dr. Shadab Khan     | — | Shadab     |
| 10. Mr. Jagmohan Singh | — | Jagmohan   |

Departmental meeting held on 26.07.19  
(Friday) at 11:45 am in Room No. 48.  
following members were present during  
the meeting.

Dr. Purnyatoya Patra

Dr. Anju Singh

Dr. Neetu Malik

Dr. Mamta Arora

Dr. Sheetal Sharma

Dr. Shadab Khan

Mr. Jagmohan

Ms. Shikha Yadav

Ms. Sneh Gangwar

Ms. Roshani Devi

PPatna  
Anjusingh  
neetu  
Mamta  
Sheetal

Jagmohan  
Shikha  
Sneha  
Roshani

Agenda :- (i) Formation of Departmental  
Committees

(ii) Budget Allocation.

(iii) Selection Criteria for Best Geog'er + All  
Rounder.

Minutes of the meeting.

The following major committees were  
formed.

(i) Library Committee :- Ms. Shikha Yadav  
Mr. Jag Mohan

(ii) Programme Committee :- Dr. Neetu Malik  
Dr. Sheetal Sharma

(iii) Field Trip Committee! - Dr. Roohani Devi  
Dr. Chadab Khan

(iv) Magazine Committee! - Dr. Mamta Arora  
- New Adhoc faculty

(v) Purchase Committee! - Ms. Sneh Gangra  
New Adhoc faculty

All the members were informed about the committees. Then the next agenda was taken up regarding budget Allocation.

The students enrolled in B.A (H) Geography have to pay Rs 1500/- per head as the department fund and Rs 200/- per head for B.A (P) geography with geography as an optional subject.

Total Number of students in B.A (H) Geography

I <sup>st</sup> year	—	30	students
II <sup>nd</sup> year	—	32	students
III <sup>rd</sup> year	—	24	students
Total		<u>86</u>	<u>students</u>

## Total no. of students in B.A(P) Geography

I <sup>st</sup> year	—	40 students
II <sup>nd</sup> year	—	100 students
III <sup>rd</sup> year	—	90 students
Total		230 students

Therefore, the tentative Budget on the basis of students strength is as follows.

B.A (H) Geog	$86 \times 1500 =$	1,29,000/-
B.A (P) Geog	$230 \times 100 =$	23,000/-

The funds of honours and programme will be spent respectively for them only.

The total fund of honours is Rs. 1,29,000/-  
It has been unanimously decided to allocate the fund as under.

- ① Programme of Department :- Rs. 30,000/-  
It includes events like workshop, Griefest and lectures.
- ② Purchase of lab Items :- Rs 19,000/-  
It includes purchasing weather maps, toposheets etc.
- ③ Field Trip :- Rs 50,000/-  
In this IV<sup>th</sup> Semester - long excursion Trip  
VI Semester - long excursion Trip.

④ Magazine Committee - Rs 30,000/-

Publication of Departmental  
magazine 'Dhanini'

The total fund of B.A (Prog) with  
geography diccipline amounts to  
be Rs 23,000/- . The mentioned  
amount will be spent as under  
following head.

① Purchase of lab Instruments and Items  
= Rs 23,000/-

Hence, It was decided in the meeting  
that the budget for various activities  
of department will be as above.

Further, the meeting went on with  
setting up of the criterions for  
selection of Best Geographer and  
All Rounder student of the department

① Best Geographer :- It will be decided  
solely on the highest score in the  
academics.

② All Rounder :- The selection criteria for all rounder students is as follows.

- Good Attendance Record
- CGPA - above 7.0
- Inter college Activities
- Intra College Activities
- Departmental Activities
- Every Teacher's Vote Count (Point Scale).

Incase, any student doesn't qualify that position or above conditions, the position of All round student will left vacant. But incase of tie among students, then only these will be an interview.

The meeting ended with above points.

SO(Adm) / SO(ATC)

Namita  
23.08.2019

M'am,

Please approve the minutes for further necessary action.

Submitted for approval

Approved.

Namita Sharma

23/8/19  
28/8/19  
29/8/19

Departmental Meeting held on 23.08.19  
(Friday) at 11:45 a.m. in the Room No. 48.

Agenda:- Information regarding distribution of papers/classes among faculty due to sanction of Sabbatical leave.

Minutes of the Meeting:-

\* Dr. Punyatoya Patra, Associate Professor of the Department of Geography has informed that she is proceeding for the sabbatical leave sanctioned by the college. All the faculty members of the Department have decided that they will manage the classes taken by Dr. Punyatoya Patra till the appointment of new teachers. The three papers taken by the Dr. P. Patra is shared by three of the teachers (Dr. Shadab Khan, Dr. Sneha Gangwar and Dr. Roshani Devi).

They are agreed to take classes during their tutorials and free periods for the interest of the student till the appointment of new teacher.

The following members attended the meeting.

Dr. Punyatoya Patra

Dr. Anju Singh

Dr. Namita Avora

Dr. Sheetal Sharma.

APam  
Amfusus  
Amfusus  
Amfusus

Dr. Sneh Gangwar  
Dr. Reshmi Devi  
Dr. Neetu Malik  
Mr. Jag Mohan  
Dr. Chadeb Khan.

*[Handwritten signature]*  
Neetu  
Jag  
Chadeb



A Departmental meeting held on 16.11.19 at 11:45 am in the Room No. 48. The Agenda of the meeting is as follows.

Agenda :- (i) About Internal Assessment Submission  
(ii) Work distribution related to NAAC.

Proceedings of the meetings.

→ It was decided in the meeting that internal assessment to be prepared as per the rules of Assignment, project and attendance <sup>and mid term</sup> breakup. It is mandatory that all these should be components of Internal Assessment for the fair allotment of marks and work assigned to students.

So, there has to be break-up of marks given to three subheads of total internal assessment. It will ease and smooth the internal assessment records for future purposes and in case of students whose result of IA is to be furnished again in future due to any reason.

→ The college is maintaining records for the purpose for NAAC. The departmental results are the fundamental component of the same. So, in this meeting it was put forth that the result of past five years of the department of geography is to be maintained and recorded. The students who scored more than 75% and passed students list is

is to prepared. The result analysis can be done overall for the academic session.

Hence the five years 2014-15, 2015-16, 2016-17, 2017-18, 2018-19 are divided among faculty members to compile.

The meeting ended with above two main concerns.

The following members attended the meeting.

1. Dr. Anju Singh (TIC)
2. Dr. Mamta Arora
3. Dr. Neetu Malik
4. Dr. Sheetal Sharma
5. Dr. Shadab Khan
6. Dr. Roslani Devi
7. Dr. Jagmohan
8. Dr. Sneh Gangwar
9. Dr. Shikha Yadav.

A Departmental meeting of Department of Geography was held on 24/01/20 in the Room No. 48 at 11:45 a.m.

Agenda :- Regarding the field survey under the course "Disaster management based field work" and "field methods"

Proceeding of the meeting :- The following points were discussed in the meeting.

→ It was decided that since Himachal Pradesh is fragile mountain ecosystem so, keeping in mind the field survey on disasters theme can be well taken up at that location. The other field survey related to field methods + Research techniques will too suitable at that location.

→ This location particularly decided keeping all fundamentals of the paper/course is Dalhousie in Chamk of the Himachal Pradesh State of India.

→ After finalising the location of the field survey, the department decided to start with the process of e-procurement with college administration.

→ The above trips are planned particularly

only for the students of B.A (H) Geography IV Semester and B.A (H) Geography III Semester. The field work is mandatory as per the nature of the paper.

The above points related to fieldwork are discussed in the meeting.

The following members attended the meeting.

1. Dr. Anju Singh (JIC)
2. Dr. Neetu Malik
3. Dr. Mamta Arora
4. Dr. Sheetal Sharma
5. Dr. Shadab Khan
6. Dr. Roshani Duni
7. Dr. Jag Mohan
8. Dr. Sneh Gargwar
9. Dr. Shikha Yadav.

A Departmental meeting of Department of Geography was held on 05<sup>th</sup> Feb '20 in Room No. 18 at 11:45.

Agenda : (i) Regarding Geofest  
(ii) Regarding Award in Geofest  
Proceeding of the meeting

- 1) It was decided in the meeting to hold the Geofest on 19<sup>th</sup> and 20<sup>th</sup> February 2020. Due to ~~to~~, the date is fixed for the Geofest.
- 2) The Budget for the Geofest is also decided during the meeting.

Honorarium for Resource Persons	—	2 × 2000 = Rs 4,000
Saplings	—	4 × 200 = Rs 800
Lunch - Day 1	} Guests	Rs 2,000
Day 2		Rs 2,000
Lunch - Day 1	} Students	30 × 120 = Rs 3600
Day 2		30 × 120 = Rs 3600
Prizes/Trophies etc	—	Rs 4,000
Certificates, Posters/Printing	—	Rs 1,000
Stationary/Miscellaneous	—	
<b>Total</b>	<b>—</b>	<b>Rs 27,000</b>

The tentative Budget approved under various heads of Geofest is Approx Rs 27,000/-

③ Since the Best Geographer and All Rounder Award are given at the time of Geofest. So, it is decided that a notice should be put up well in advance and there will be interview after receiving the resume of the students.

④ It is also noted that for Best Geographers, academic is the main criterion and for All Rounder, both academic and non-academic will be criterion.

The meeting discussion was over with above points.

The following members attended the meeting.

1. Dr. Anju Singh (CTIC)
2. Dr. Neetu Malhi
3. Dr. Manita Arora
4. Dr. Snehal Sharma
5. Dr. Shadab Khan
6. Dr. Roelani Devi
7. Dr. Sneh Gargwal
8. Dr. Jag Mohan
9. Dr. Shikha Yadav

A Departmental meeting of the Department of Geography was held on dated 5 March 2020 in the Room No. 18 at 11:45 am.

Agenda : (1) Regarding programmes like GIS workshop, Art of living workshop for students.  
(2) Trip - Field Trip Related.

Proceeding of the meeting.

- It is discussed that there should be some GIS workshop and personality development / confidence building workshop for the students. It is decided to hold these before the end of the semester / session.
- It is also brought in the notice that the e-procurement of trip has no positive development as no one turned up for that. So, it is also decided to inform the Head of the institution and find the viable alternative for the field survey as it is mandatory part of the course.
- It is also suggested that since the prior trip of the department are planned and managed by the

departmental ~~society~~ society of the department of Geography called "Dharitri".

The students choose the destination of field survey as per course requirement and outcome and then plan the expenditure as per food, accomodation, transport etc and duration of the field survey  
→ So, the teachers decided to put forth this option in front of madam.

The above points are discussed in meeting.

The following members were present in the meeting.

1. Dr. Anju Singh (TIC)
2. Dr. Neetu Malik
3. Dr. Mamta Arora
4. Dr. Sheetal Sharma
5. Dr. Jag Mohan
6. Dr. Shadab Khan
7. Dr. Roelani Devi
8. Dr. Sneh Gangwar
9. Dr. Shikha Yadav.



An online meeting of the department of Geography held on g-meet at 6:00 pm.

Agenda :- Internal Assessment

Proceeding of the meeting.

- Since there is lockdown due to COVID-19 pandemic, so, there is change in the basic nature of Internal Assessment.
- The TIC informed all the faculty members that the attendance components is scrapped from Internal Assessment due to absence of students in the wake of pandemic. Due to poor connectivity, many students should not be able to cope with this new system of learning. Hence the basis for internal assessment is without attendance. But they should submit at least one assignment and mid term exam to qualify for the same.
- The marks to be given consolidated, no breakup of different components of IA is required to be submitted.
- Meeting Attended by :-

→ It is also decided that no student should be penalised negatively in Internal assessment due to non-attendance.

→ The primary criteria is submission of work by the student. ~~with~~ The teacher should take the flexible approach for submission deadlines for the welfare of students.

→ In nutshell, the students interest in the crisis situation must be taken into account.

The meeting is closed with above discussion.

The following members were present in the meeting.

1. Dr. Anju Singh (CTIC)
2. Dr. Sneha Gargwal
3. Dr. Shikha Yadav
4. Dr. Shadab Khan
5. Dr. Jag Mohan
6. Dr. Neetu Malik
7. Dr. Shikha Yadav
8. Dr. Manita Arora
9. Dr. Rokhani Devi

# ACADEMIC SESSION 20-21

A virtual departmental meeting held on 10.08.20 through Google meet at 1:45 pm

## Agenda.

1. Distribution of Time table
2. Online teaching methods to facilitate students

## Minutes of the Meeting

1. It was discussed that timetable will be send through mail. After receiving timetable the faculties have to send it through mail to college.
2. It was also bring forth that all the faculties should take online classes as per the timetable given.
3. For smooth conduction of online classes, blended teaching along with PowerPoint presentation, notes, discussion forum, quiz etc. should be taken up for good understanding of students.
4. It is also advised that the teaching materials should be used in tutorial lectures to facilitate those students who due to poor network are unable to to attend the lectures.
5. It is also informed that as far as admissions are considered, the duties will be scheduled as per the guidelines issued.

The meeting ended with above discussion.

The following members attended the meeting.

Dr. Anju Singh (Teacher- in - charge)  
Dr. Neetu Malik  
MS. Mamta Arora  
Dr. Roshani Devi  
Ms. SnehGangwar  
Dr. Sheetal Sharma  
Ms. Shikha Yadav  
Mr. Jag Mohan  
Dr. Shadab Khan

## Minutes of the Meeting

A Departmental Meeting of Department of Geography was held on dated. 22/01/2021 in the staff room at 11:30 a.m.

### Agenda of the Meeting

- ① Interim arrangement of guest classes among the faculty members.
- ② Updation of Stock Register

### Proceeding of the Meeting

The following points were discussed in the meeting.

→ As per the direction from the Principal office, the lectures/classes of Guest faculty are distributed among faculty members. The distribution is follows.

B.A (H) IV<sup>th</sup> Semester

★ 4 lectures Introduction of GIS Science (SEC)  
distributed to

2 lectures - Ms. Sneh Gangwar

2 lectures - Ms. Shikha Yadav.

★ 2 Lectures Environmental Geography  
handed over to Mr. Jag Mohan.

### B.A (Hons) VI<sup>th</sup> Semester

- ★ 1 Lectures of Evolution of Geographical Thought is handed over to Ms. Reshmi Devi
- ★ 1 Lecture of Social Geography is given to Ms. Shikha Yadav.
- ★ 1 Lecture of Hydrology and Oceanography is handed over to Dr. Neetu Malik
- ★ 2 Lectures of Political Geography is given to Dr. Shadab Khan.

### B.A (Prog) IV<sup>th</sup> Semester

- ★ 2 Lectures of fundamentals of RS, GIS/GNSS (SEC) is allotted to Ms. Sneh Gargwal
- ★ 2 Lectures of Environmental Geography is given to Dr. Sheetal Sharma.

### B.A (Prog) VI<sup>th</sup> Semester

- ★ 1 Lectures of Disaster Management (DSE) is handed over to Ms. Reshmi Devi
- ★ 4 Lectures of Geography of Tourism (DSE) is handed over to Ms. Manita Bora.

- ★ 6 Lectures of Sustainability and Development (Generic) are distributed among the following
  - 4 Lectures to Mr. Jag Mohan
  - 1 Lecture to Ms. Shikha Yadav
  - 1 Lecture to Dr. Shadab Khan.

→ The stock register related task regarding the updation of stock register are entrusted to Dr. Neetu Malik and Ms. Sneh Gongwar along with Mr. Yogender Rana.

The meeting ended with above distribution of the work.

The members present in the meeting are.

- ① Dr. Purnatoya Patra Maha 22/1/21
- ② Dr. Anju Singh (TIC) Anjusingh 22-1-21
- ③ Dr. Neetu Malik Neetu
- ④ Ms. Mamta Asora Mamta 22nd Jan XXI
- ⑤ Dr. Sheetal Sharma Sheetal 22/Jan/2021
- ⑥ Dr. Shadab Khan Shadab 22/1/21
- ⑦ Mr. Jag Mohan Jagmoh 22/1/21
- ⑧ Ms. Shikha Yadav Shikha 22/1/21
- ⑨ Ms. Sneh Gongwar Sneh 22/1/21
- ⑩ Ms. Rashani Devi Rashani 22/1/21

A Departmental Meeting of the Department of Geography at the room No. 12, around 12:00 noon with the following agenda is taken up on dated 12<sup>th</sup> February 2021

Agenda :- ① To hold online Geofest

② other events/programmes of the deptt

③ Survey of the paper in the course.

① It is decided that since the pandemic still ongoing and there is risk factor so, the field surveys to be conducted online keeping social distancing/physical distancing in view for the safety of students at large.

② It is also decided that the annual event of the college society named 'Dhanis' is to be organised in the month of April. Its mode of conduct will depend upon the scenario of the pandemic situation.

③ It is also decided that there is equally a need for upgrading the skills of the students for which the GIS workshop and Art of living session for students will be planned soon after the Geofest. So, that all the events are over by the time students appear for their exams.

The above points are discussed in the meeting amid of the COVID-19 pandemic, for the welfare of the students.

The following members were present in the meeting.

1. Dr. Anju Singh (TIC)
2. Dr. Sneh Gargwal
3. Dr. Snehal Sharma
4. Dr. Neetu Malhi
5. Dr. Manita Anora
6. Dr. Shikha Yadav
7. Dr. Shadab Khan
8. Dr. Jag Mohan
9. Dr. Rashmi Devi



An online meeting of the department of Geography on g-meet at 3:00 pm is addressed by the TIC of the department.

Agenda :- To decide about the work allocation for Annual Day and Prize distribution.

Proceedings of the meetings.

- (i) The task of Newsletter preparation, Annual report is entrusted to Dr. Mamta Arora. She will also look into Prize distribution for Toppers of the department with Prize distribution committee.
- (ii) The list of Toppers for Honours courses for I, II semester and III, IV, V and VI semester will be prepared by Ms. Sneha Gangwar and Dr. Shadab Khan respectively.
- (iii) The list of Toppers for Programme courses for I, II semester and III, IV, V and VI semester will be prepared by Dr. Sheetal Sharma and Dr. Roohani Devi respectively.
- v) It is also discussed in the meeting that for the 'Student of the year' award, both academic and non academic activities will taken into cognizance. The case of the

## Minutes of Meeting

A meeting of Department of Geography is held in staffroom of college at 11:00 am on 28.06.2021.

### Agenda of the Meeting

- (i) To decide about the college and department achievers for prize distribution.

### Proceeding of the Meeting

- Four Resumes have been received for the achievers of the both college and department.
- The Resume of the students - Ms. Rani Kumari, Ms. Bhoomika Singh, Ms. Suparna Ghosh and Ms. Pragya Tripathi were scrutinized on the basis of Academic and non-academic roles.
- On the basis of Merit on both academic and non-academic activities, the following titles mentioned below according to the rank wise,
  - I<sup>st</sup> - Ms. Rani Kumari - Student of the Year (College level)
  - II<sup>nd</sup> - Ms. Bhoomika Singh - All Rounder (Deptt. level)
  - III<sup>rd</sup> - Ms. Suparna Ghosh - Best Geographer (Deptt. level)

- The workshop related tasks are entrusted to Ms. Sneh Gangwar.
- The organization of farewell for final year students is entrusted to Dr. Neetu Malik.
- It is also discussed that Dr. Punyatoya Patra will be the Teacher-in-charge for the academic session 2021-22.

The meeting ended with above discussion. The following members were present for the meeting.

Dr. Anju Singh *Anjusingh*

Dr. Punyatoya Patra *Plats*

Dr. Neetu Malik *Neetu..*

Dr. Manita Aora *Manita..*

Dr. Sheetal Sharma *Sheetal*

Dr. Shadab Khan *Shadab*

Mr. Jagmohan Jindal *Jagmohan*

Ms. Sneh Gangwar - *Snehgangwar*

Ms. Shikha Yadav *Shikha*

Dr. Roshani Devi - *Roshani*

Academic Session  
2021-22

An online Departmental Meeting held on 16.07.2021 at 3:00 pm via gmeet link <http://meet.google.com/kux-wnly-lsom>

## Agenda of the Meeting.

- (i) To decide the programme + plan about the academic session. ~~2021~~-2021-2022.

## Proceedings of the meeting.

- (i) It was decided in the meeting that there are various committees in the Department and for smooth functioning of the academic session, various teachers of the department will look after the committees.

(A) Programme Committee - Dr. Neetu Malik  
Dr. Sheetal Sharma

(B) Library Committee - Dr. Jag Mohan  
- Dr. Shikha Yadav

(C) Magazine Committee - Dr. Arju Singh  
Dr. Manita Arora  
Dr. Roslani Devi

(D) Purchase Committee - Dr. Suresh Gargwal  
Dr. Sladab Khan.

The meeting ended with above discussion and attended by all the faculties.

The members present for the meeting  
are -

Dr. Punyatoya Patra (TIC) ~~Palm~~  
Dr. Anju Singh ~~Abetti Ingusim~~  
Dr. Meetu Malik  
Dr. Sheetal Sharma ~~Shr~~  
Dr. Mamta Arora ~~Mamta~~  
Dr. Chadab Khan  
Dr. Shikha Yadav  
Ms. Sneh Gangwar ~~Sneha~~  
Ms. Jag Mohan ~~Jagmohan~~  
Dr. Reshmi Devi ~~Reshmi~~

An online Departmental Meeting held on 20.07.2022 at 3:00 pm via zoom link <http://meet.google.com/gsm-dgmi-gjrs>

## Agenda of the Meeting.

- (i) To Redistribute the departmental Committee.
- (ii) To decide about the Academic Calendar.

## Proceedings of the Meeting.

→ It is decided in the Meeting that to re-decide faculties taking departmental committee for better academic events to be planned to be included. So, the following are the details.

Programme Committee → Dr. Neetu Malik

Dr. Snehal Sharma

Dr. Mamta Arora

Mr. Jag Mohan

Library Committee → Mr. Jag Mohan

Ms. Shikha Yadav

Magazine Committee → Dr. Anju Singh

Dr. Mamta Arora

Dr. Roshani Devi

Purchase Committee → Dr. Shadab Khan

Ms. Sneha Gangwar


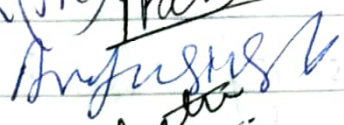
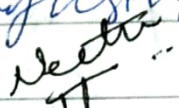


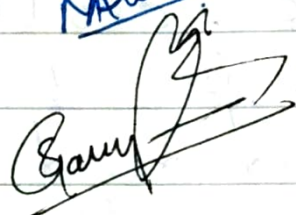
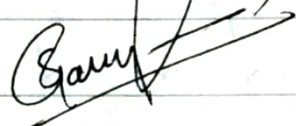


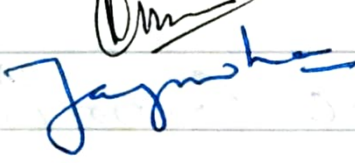
Training Programme Committee → Dr. Shadab Khan

→ Ms. Sneha Gangwar

→ Ms. Roshani Devi

→ After thorough discussion among the faculty members, the events for the academic session 2021-22 are decided. The same will be submitted to Head of the Institution.

The members present for the meeting were.

Dr. Purnyatoya Patra (TIC)   
Dr. Anju Singh   
Dr. Neetu Malik   
Dr. Sheetal Sharma   
Dr. Mamta Arora   
Dr. Shadab Khan   
Ms. Sneha Gargwal   
Ms. Shikha Yadav   
Dr. Roslani Devi   
Ms. Jag Mohan. 



Department Meeting held on 27/9/2021 (Monday) at 11.00 am  
in College staff room. following members were present  
during the meeting.

Dr. Purnyatoya Patra Patra  
Dr. Anju Singh Anjushy  
Dr. Neetu Malik Neetu  
Dr. Manta Arora Arora  
Dr. Sheetal Sharma Sheetal  
Dr. Shadab Khan Shadab  
Ms. Sheh Gangwar Gangwar  
Dr. Roshani Devi Roshani  
Mr. Jagmohan Jaiswal Jaiswal  
Ms. Shikha Yadav Shikha

### Agenda : Budget Allocation

The students enrolled in B.A. (H) Geography have to pay  
Rs. 1500 per head as department fund and 200 per head  
for B.A. (P) Geography with Geography as an optional  
Subject.

Total No. of students in B.A. (H) Geography

I <sup>st</sup> year Geography	—	40 students (Approx.)
II <sup>nd</sup> year	—	40 students
III <sup>rd</sup> year	—	35 students
		<u>Total: 115 students</u>

Total No of students in B.A. (P) Geography.

I<sup>st</sup> year — 80 Students (Approx.)

II<sup>nd</sup> year — 65 Students

III<sup>rd</sup> year — 60 Students

Total: 205 Students

Therefore, the tentative Budget on the basis of students strength is as follows.

B.A. (H) Geography —  $115 \times 1500 = 1,72,500/-$

B.A. (P) Geography —  $205 \times 200 = 41,000/-$

Total: 2,13,500/-

The fund of Honours and Programme will be spent respectively for them. It has been unanimously decided to allocate the fund as under tentively.

① Programme of Department : 20,000/-

It includes events like workshops, webinars, Geo-fest and Lectures.

② Purchase of lab items/printing and Publication: 30,000/-

It includes purchase of lab items and Instruments.

③ field Trip : 58,500/-

④ Conference : 35,000/-

⑤ Training Program (Only for Hons.) : 70,000/-

Hence, It was decided in the meeting that the budget for various activities will be as above.

The meeting ended with above points related with Budget allocation.

Shr  
27/Sep. 2021

Jaysh  
27/9/21

Changam  
27/9/21

Plab

Shikha  
27/09/21

Neeraj  
27<sup>th</sup> Sep 21

Akshay  
27/9/21

Pranav  
27/9/21

Prakash  
27-9-21



An online meeting of the Department of Geography held on 13<sup>th</sup> January 22 at 10:00 am via google meet link <https://meet.google.com/1yq-doeq-sbe>.

### Agenda of the meeting

→ To distribute the NAAC criteria.

### Proceeding of the meeting.

→ There is a change in criteria dealing in NAAC CSR report. In view of that, the criteria's are re-distributed among faculty.

→ The distribution is as follows:

Criterion - I → Dr. Shikha Yadav  
Criterion - II → Dr. Shaadab Khan  
Criterion - III - Dr. Mamta Arora  
Criterion - IV - Dr. Sheetal Sharma  
Criterion - V - Dr. Neetu Malik  
Criterion - VI - Dr. Jagmohan.  
Criterion - VII - Dr. Sheetal Sharma.

→ The above criterion are handed over to them to them with all the previous work done on these criterion.

The meeting is closed with above tasks.

The following members attended the meeting.

Dr. Pusyatoya Patra

Dr. Arjun Singh

Dr. Neetu Malik

Dr. Manita Arora

Ms. Sneha Gargwal

Mr. Jag Mohan

Dr. Sheetal Sharma

Dr. Shadab Khan

Dr. Shikha Yadav

Dr. Rashmi Devi

## Other Department Work Allotment.

- Ms. Sneek Gangwar - GLS Workshop  
Dr. Roshani + Dr. Shadab - NIDM Training Prog.  
Dr. Anju, Dr. Mamta, Dr. Shikha - MSM I  
Lecture + Training Prog.  
Dr. Neetu Malik, Dr. Sheetal, Dr. Jagmohan -  
International conference.  
Dr. Anju, Dr. Mamta, Dr. Roshani - Magazine.  
Dr. Shikha - Admission  
Dr. Sneek + Dr. Anju - Time-Table  
Dr. Jagmohan - Examination  
Dr. Roshani Devi - **GE** & Skill, Last  
Five Year orisutes  
Dr. Sheetal and Dr. Neetu - Student's  
Advisory & Alumni Program  
Dr. Mamta Aroz + Dr. Roshani - AAA

An online meeting of the Department of Geography held on 18<sup>th</sup> February '22 at 10:00 am via google meet link: <https://meet.google.com/lwj-44hp-dh2>.

Agenda of the meeting.

→ Regarding the Approval and planning of Approved NIDM Training Program.

Proceeding of the meeting.

→ It is informed in the meeting that the Department of Geography received the approval from NIDM for 3 days, Online Training Program.

→ The dates for the training program are 23<sup>rd</sup> to 25<sup>th</sup> february.

→ The title of the NIDM Training Programme is "Man-Made Disasters and Women As Responders Since Independence.

→ It is also decided that inspite of the Organising secretaries the other faculty members. So, the task of every day co-ordinators

is entrusted to them.

→ The co-ordinators of Day-I would be Dr. Neetu Malik and Dr. Sheetal Sharma.

→ The co-ordinators of Day-II would be Dr. Jagmohan and Dr. Neetu Malik.

→ The co-ordinators of Day-III would be Dr. Sneha Gangwar and Dr. Shikha Yadav.

→ After this, various aspects related to planning of the NIDM Training Workshop is discussed.

→ The Anchoring of the training prog is entrusted to Dr. Roshani Devi along with co-ordinators of Day-I, Dr. Anju Singh along with co-ordinators of Day-2 and Dr. Madab Khan along with co-ordinators of Day-3.

→ The Technical platform is to be handled by Dr. Sneha Gangwar and Dr. Roshani Devi.



→ The other tasks related to printing flyer, soft skills is handled by Dr. Shadab Khan and Dr. Roshani Devi along with student group.

→ The cultural events of Saraswati Vandana and National Anthem is handled by Dr. Meetu Malik and Dr. Sheetal Sharma.

The meeting is closed with above discussion.

Dr. Purnyatoya Patra.  
Dr. Anju Singh  
Dr. Meetu Malik  
Dr. Manita Arora  
Ms. Sneh Gangwar  
Mr. Jag Mohan  
Dr. Sheetal Sharma  
Dr. Shadab Khan  
Dr. Shikha Yadav  
Dr. Roshani Devi

An online meeting of the Department of Geography held on 21st February '22 at 7:30 p.m via <https://meet.google.com/pvc/hmbv/hbv>.

→ Agenda of the meeting.

- for the discussion on the Training program conducted in collaboration with NIDM.

→ Proceedings of the meeting.

- It is decided that the whole program will be circulated at various platforms, to the participants via flyers, messages, by mail, message in groups.
- Also each day the message and flyer will be mailed and messaged to the participants for easy access to the information.
- It is also decided that, we will do the run through before the program for efficient results.

The following members attend the meetings

Dr. Purniyatoya Patra

Dr. Arju Singh

Dr. Neetu Malik

Dr. Mamta Anora

Dr. Sneh Gangwar

Dr. Jag Mohan

Dr. Sheetal Sharma

Dr. Shadab Khan

Dr. Shikha Yadav

Dr. Roshani Devi

An online meeting of the Department of Geography held on 22<sup>nd</sup> february '22 at 8:00<sup>am</sup> via <https://us02web.zoom.us>.

## Agenda

- The final rehearsal and run through.

## Proceeding of the meeting.

- The training program is conducted on a mock basis on zoom platform to check the technical modalities for the efficient working.
- All the faculties were present and performed their role/duties online to check the smooth execution of training prog.
- Since the training program is conducted online, all the flyers, fillers, Introduction slides, Thankyou slides and cultural events were checked for final performance.

→ the training to deal to zoom platform to conduct a online training is give Ms. Sneh Gargwar Dr. Roshani Devi and Dr. Shadab Khan and few students to handle the session.

The members present in the meeting are:

Dr. Purnyotsya Patra

Dr. Anju Singh

Dr. Neetu Malik

Dr. Mamta Aora

Ms. Sneh Gargwar

Mr. Jag Mohan

Dr. Shetal Sharma

Dr. Shadab Khan

Dr. Shikha Yadav

Dr. Roshani Devi

An online meeting of the Department of Geography held on 11<sup>th</sup> March '22 at 7:00 pm via <https://meet.google.com/ven-bkfw-cbo>.

Agenda of the meeting

→ for the Geofest '22.

Proceeding of the meeting.

→ It is decided that the Annual fest of the department is to be conducted. For that the application to be invited by the students for various Award categories. The last date to receive the applications is kept 16<sup>th</sup> March '22.

The meeting is closed with above discussion

Dr. Punyatoya Pabra

Dr. Anju Singh

Dr. Neetu Malik

Dr. Mamta Arora

Ms. Sneha Gangwar

Mr. Jag Mohan

Dr. Sheetal Sharma

Dr. Shadab Khan

Dr. Shikha Yadav

Dr. Roshani Devi.

An online meeting of the Department of Geography held on 19<sup>th</sup> March '22 at 8:00 pm via google meet link: <https://meet.google.com/utv-nqth-tin>

### Agenda of the meeting

- To decide on the Best Geographer and All Rounder Awards.

### Proceedings of the meeting

- All the applications received are placed on record to check the academic and non-academic scores of the students.
- The applications received are discussed and students shortlisted

The meeting is closed with above discussion.

Dr. Purnyatoya Patra,  
Dr. Anju Singh  
Dr. Meetu Malik,  
Dr. Mamta Sharma  
Ms. Sneha Gangwar  
Mr. Jag Mohan  
Dr. Sheetal Sharma  
Dr. Shadab Khan  
Dr. Shikha Yadav  
Dr. Roshani Devi

An online meeting of the Department of Geography held on 12<sup>th</sup> April 22 at 7:30 pm via google meet link. <https://meet.google.com/zyd-xmar-sei>.

→ Agenda of the meeting.

- Planning for Geofest.

→ Proceedings of the Meeting

- It is decided to whether conduct the Geofest online or offline.

- It is decided that since other departments are organizing the event online, Hence the Geofest will be conducted online.

- The Geofest is fixed for 23<sup>rd</sup> April 22.

- It is also decided that each faculty will co-ordinate the events of the Geofest.

→ The Digital Map Making -

Co-ordinator - Dr. Sneh Gargwal

→ Open Mic - co-ordinator - Dr. Roshoni Devi



- Short video Making / seel Making -  
coordinator - Dr. Shadab Khan
- Quiz - co-ordinator - Dr. Mamta Arora
- poster Making - co-ordinator - Dr.  
Tag Mohan.
- Presentation Competition - Coordinator  
Dr. Shikha Yadav.

The meeting is closed with above discussion.

Dr. Purnyatoya Patra  
Dr. Anju Singh  
Dr. Neetu Malik  
Dr. Mamta Arora  
Ms. Sneh Gargwar  
Mr. Tag Mohan  
Dr. Sheetal Sharma  
Dr. Shadab Khan  
Dr. Shikha Yadav  
Dr. Roshani Devi

A Departmental Meeting held on 26.04.22  
at 11:30 in the college.

Agenda of the Meeting.

- (i) Regarding Practical Examination.
- (ii) Distribution of 2<sup>nd</sup> semester classes.
- (iii) To decide on the 2 Awards conferred by the Department.

Proceeding of the meeting.

→ It is decided that since these are two practical exam to be conducted by the department of Geography.

- (i) IV<sup>th</sup> Semester :- Field Techniques + Res Meth<sup>n</sup>
- (ii) VI<sup>th</sup> Semester - Disaster Management Based Project Work.

→ The Invigilators for these practical examination are as follows.

Internal Examiner - Dr. Purnyotya Patra  
IV Sem + VI Sem

Invigilators.

- (i) IV Semester - Ms. Sneh Gangwar,  
Dr. Sheetal Sharma,  
Dr. Mamta Arora  
Dr. Jag Mohan
- (ii) VI Semester - Dr. Roshani Devi  
Dr. Anju Singh  
Dr. Shadab Khan  
Dr. Neetu Malik  
Dr. Shikha Yadav.

→ The classes of 2<sup>nd</sup> semester are allotted among all the faculties.

① B.A(H) Geog → II<sup>nd</sup> sem - Human Geography  
→ Dr. Shadab Khan  
→ Dr. Sheetal Sharma  
→ Dr. Purnyatoya Patra

② B.A(H) Geog - II<sup>nd</sup> sem - Thematic Cartography  
→ Dr. Anju Singh  
→ Dr. Neetu Malik  
→ Dr. Manita Arora

③ B.A(P) Geog - II<sup>nd</sup> sem - Human Geography  
→ Dr. Rollani Devi  
→ Dr. Jag Moha

④ B.A(H) Geog → Spatial Information Tech.  
GE - (II<sup>nd</sup> sem)

Dr. Sneha Gangwar.

⑤ B.A(H) Geography - ~~Human Contemporary~~  
Sem - II - Coupled Human Environment GE  
Dr. Shikha Yadav.

→ Regarding the Awards, It is decided that the only two awards which has been in the practice will be conferred. The other categories which were devised will be started later on in future.

The meeting is closed with above points.

Dr. Punyatoya Patra ~~Patra~~  
Dr. Anju Singh ~~Anju Singh~~  
Dr. Neetu Malik ~~Neetu Malik~~  
Dr. Mamta Arora ~~Mamta Arora~~  
Dr. Sneh Gargwal ~~Sneh Gargwal~~  
Dr. Jag Mohan ~~Jag Mohan~~  
Dr. Sheetal Sharma → Sheeta  
Dr. Shadab Khan  
Dr. Shikha Yadav  
Dr. Roshani Devi — Roshani

An online meeting of the Department of Geography held on [ ] at [ ] via google meet link [ ]

## Agenda of the Meeting

- (1) Handover of Inchargeship.
- (2) Preparation of calendar.

## Proceeding of the Meeting.

→ It is informed that from onwards the TIC for academic session ~~is~~ will be Dr. Anju Singh.

→ It is also decided to prepare a tentative calendar and Budget for the academic session.

→ The calendar after preparation will be submitted to Head of the Institution.

→ The activities for the upcoming session are as follows.

Month	Program	Tentative Budget
September	Lecture-I	Rs. 3000/-
November	Workshop	Rs. 6000/-
Jan - Feb	Geo fest	Rs. 25,000/-
March	Lecture-II	Rs. 3000/-
After Admission	Orientation	Rs. 3000/-
Total		Rs. 30,000/-

→ Meeting is closed with above discussions

Dr. Pusyatoya Patra  
 Dr. Anju Singh  
 Dr. Neetu Malik  
 Dr. Manita Arora  
 Dr. Sneh Gargwal  
 Dr. Jag Mohan  
 Dr. Snehal Sharma  
 Dr. Shadab Khan  
 Dr. Shilpa Yadav  
 Dr. Roshani Devi