

## ***Session 2017- 18***

**Department of psychology**

**Aditi Mahavidyalaya, University of Delhi**

### **MINUTES OF MEETING**

#### **1. Meeting held on 24<sup>th</sup> July 2017, Monday**

**NAME OF THE EVENT: Seminars on soft skill development**

Date of the event conducted: 28 July 2017/ Friday

- The meeting was commenced by Dr. Priya Bir and Dr. Ritu Sharma to discuss and distribute the duties for the event among the students.
- The meeting was held to discuss the upcoming workshop.
- Duties such as initiating the workshop, handling audience questions and responses, attendance, and offering the vote of thanks were assigned to appropriate students.
- Other concerns about the event were addressed, and the meeting was adjourned.

#### **2. Meeting held on 27 August 2017, Thursday**

**NAME OF THE EVENT: Workshop on Education training and careers in psychology**

Date of the event conducted: 01 August 2017/ Tuesday

- Dr. Priya Bir and Dr. Ritu Sharma presided over the meeting, which was held to discuss and distribute duties among the students for the event.
- Students were instructed to prepare and research relevant questions to ask ahead of time.
- The duties related with the seminar's commencement, handling audience questions and responses, attendance, and closing of the seminar were divided.
- Other concerns about the event were addressed, and the meeting was adjourned.

**3. Meeting held on 8th March 2018, Thursday**

**NAME OF THE EVENT: Workshop on “The road ahead: Avenues in Psychology”**

- *Date of the event conducted: 15th March, 2018 , Thursday*
- The meeting was held to discuss the upcoming workshop.
- The meeting was headed by Dr. Priya Bir and Dr. Ritu Sharma.
- Dr. Vadana Gambhir was chosen to be invited as the guest speaker.
- Required duties related to commencement of the program were discussed and distributed.
- The duration for the workshop was set for a day.
- Other doubts related to the event were cleared and the meeting was closed.

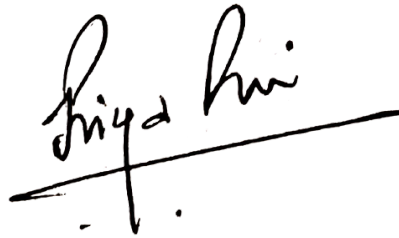
#### 4. Meeting held on 6th April 2018, Friday

**NAME OF THE EVENT: Workshop conducted by Ace Alley on “Best foot forward: resume writing and Skill Building to face interviews”**

- *Date of event conducted: 13th April 2018, Friday*
- The meeting was held to discuss the duties related to the workshop.
- The meeting was headed by Dr. Priya Bir and Dr. Ritu Sharma.
- The students were asked to be prepared beforehand for better experience at the workshop.
- Required duties related to commencement of the program were discussed and distributed.
- The duration for the workshop was set for a day.
- Other doubts related to the event were cleared and the meeting was closed.



Dr. Ritu Sharma(Assistant Professor)



Dr. Priya Bir( Associate Professor)

**Department of Psychology  
Aditi Mahavidyalaya, University of Delhi**

**Minutes of Meetings**

**1. NAME OF THE EVENT: SEMINAR ON AWARENESS OF SELF-ESTEEM FOR WOMEN WITH AN EXTERNAL EXPERT**

- The meeting was commenced by Dr. Priya Bir and Dr. Ritu Sharma to discuss for the upcoming event on awareness and importance of self-esteem.
- The meeting was held to divide and distribute duties amongst the students for the event.
- Duties like Host for the seminar, handling question/answer's part for the audience, attendance of the webinar was divided amongst students.
- An external expert; Ms. Ritu Kaushik was invited as the guest speaker.
- Other queries and doubts were cleared and the meeting was closed.

**2. NAME OF THE EVENT: WORKSHOP ON USING SELF-ESTEEM TESTS**

- The meeting was headed by Dr. Priya Bir and Dr. Ritu Sharma.
- The meeting was held to discuss for the upcoming event and distribute duties amongst the students.
- Duties like Hosting the workshop, handling question/answer's part for the audience, attendance of the webinar was divided amongst students.

- Doubts and queries related to the event were cleared and meeting was closed.

**3. NAME OF THE EVENT: WORKSHOP ON “HOW TO BE TECHNICAL SAVVY”**

- The meeting was held by Dr. Priya Bir and Dr. Ritu Sharma.
- The meeting was held for the discussion for the upcoming event.
- During the meeting, duties were distributed amongst the students for the event.
- Duties related to commencement of the workshop, handling question/answer’s part for the audience, attendance of the webinar was divided amongst students.
- Other concerns were cleared and suggestions were addressed and the meeting was adjourned.

**4. NAME OF THE EVENT: CAMPAIGN ON MENTAL HEALTH AND TRAINING OF USING PSYCHOLOGICAL TESTS**

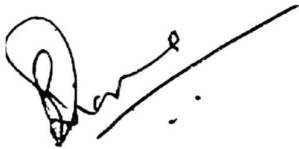
- Meeting was headed by Dr. Priya Bir and Dr. Ritu Sharma to discuss and divide work related duties for the upcoming event.
- All important details and instructions were discussed during the meeting.
- The duties related to the campaign management was divided amongst the students.
- Meeting was closed by addressing suggestions and clarifying doubts related to the event.

[ Meeting held on 12<sup>th</sup> February, 2019 ]

**5. NAME OF THE EVENT: WORKSHOP ON "COUNSELLING CAMP FOR MENTAL HEALTH" BY Dr. DAYA PANT & Dr. PUJA DAWER RAO**

*Date of the event conducted: 20<sup>th</sup> February, 2019*

- The meeting began with a brief introduction about the event amongst the students.
- Dr. Priya Bir and Dr. Ritu Sharma headed the meeting for the upcoming event.
- Duties such as Hosting the workshop, handling question/answer's part for the audience, attendance of the webinar was divided amongst students.
- Doubts and queries were resolved by the end of the meeting and meeting ended by Dr. Priya Bir and Dr. Ritu Sharma.



Dr. Ritu Sharma (Assistant Professor)



Dr. Priya Bir (Associate Professor)

Session: 2019-2020

**Department of Psychology**  
**Aditi Mahavidhyalaya, University of Delhi**

**MINUTES OF MEETINGS**

**1. Meeting Dated 9th August 2019**

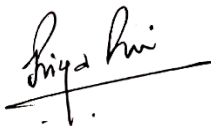
***Name of the Event: Young Adulthood - Handling Relationships in Society***

- *Date of the event conducted: 9th August, 2019 (Friday)*
- The meeting was headed by Dr. Priya Bir and Dr. Ritu Sharma to discuss and allot the duties for the upcoming events.
- The meeting was held to discuss the upcoming workshop.
- The workshop was organized for an insightful discussion into handling relationships.
- Different duties such as initiating the workshop, handling audience questions, poster making, attendance and offering the vote of thanks were assigned to respective students.
- The other concerns for the events were discussed and addressed and the meeting was concluded.

**2. Meeting Dated 21st April 2020**

***Name of the Event: Career Pathways in Psychology***

- *Date of the event conducted: 21st April, 2020 (Tuesday)*
- The meeting was held to discuss and distribute the duties amongst the students for the event like hosting the workshop, taking attendance and handling the Q & A part for the audience.
- The meeting was held by Dr. Priya Bir who introduced what psychology is, its scope and all the main fields of psychology to pursue a career in.
- List of different institutions to pursue in psychology as a career were shared with the students.
- Doubts and queries related to the event were cleared and the meeting was closed.



Dr. Priya Bir  
(Associate Professor)



Dr. Ritu Sharma  
(Associate Professor)

**Session: 2020- 21**

**Department of Psychology  
Aditi Mahavidyalaya, University of Delhi**

**Minutes of Meetings**

**1. Meeting Dated 27<sup>th</sup> November, 2020**

A meeting was held with all the members of the Psychology Department present on Friday, November 27, 2020 to decide on nominating office bearers of Empathy, the Psychology Association of Aditi Mahavidyalaya, University of Delhi and distribution of duties. It was decided that Milimuskan Chetry will be the President; Karishma Bansal, Vice president; Tannu Dabas & Nayansi Singh, General Secretary and Sakshi Bhardwaj & Shivani Sharma, Secretary.

Some of the work to be done for the event includes designing of LOGO, poster and flyer, google form. Preparing content for email, telegram channel and whatsapp is to be done. List of participants who attended the event (for certification) and the designing of E-certificates would be done. Milimuskan Chetry, president of Empathy, would be giving an introduction to the office bearers. Moderation of the event on 2<sup>nd</sup> day and the vote of thanks would be done by Dr. Priya Bir and Dr. Ritu Sharma respectively.

Tannu and Moksha will be making the poster for the event latest by 28/11/20, 12pm. Karishma Bansal and Avika will be handling the list of participants. Karishma Bansal will also be handling the telegram channel, send calendar invites and making of whatsapp group writeup. The LOGO of Empathy will be designed by MiliMuskan, Avika and Karishma Bansal. Sakshi and Shivani from 1<sup>st</sup> year would be responsible for the google form and the feedback form by 28/11/20, 4pm. All the technical support would be provided by Avika and Karishma Bansal.

**2. Meeting dated 8<sup>th</sup> January 2021**



A discussion of the Association of Psychology Department “EMPATHY” was held on **8<sup>th</sup> January 2021** in the presence of Dr. Priya Bir, Dr. Ritu Sharma, President; Milimuskan Chetry, Vice President; Karishma Bansal, General Secretary; Nayansi Singh, Tannu Dabas and Secretary; Roshni Dhawan, Shivani Sharma. The meeting was commenced by the President, Mili Muskan. The discussion was held to plan about the management of the association.

Dr. Priya Bir commenced the discussion highlighting the introduction of the webinar. Dr. Dilip Singh was discussed to be the guest of the upcoming event. First point was set forth as the prerequisite of the webinar. It was discussed that the test on emotional intelligence will be important to take and then join in the webinar. It was discussed to create a registration link, and feedback link. Certificates were fixed to be given only to those who gave the survey and participated in the webinar. Duty to make posters was also assigned.

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 10:00 am in the presence of the members.

### **3. Meeting Dated 16<sup>th</sup> January, 2021**

Two events are to be planned for this month. Dates have not been set yet. 1st event- positive psychology- 2days webinar scheduled by Ritu mam, tentative name of the event "**Positive Psychology- Need of the Hour**", needs approval from teachers. Brochure for the webinar is to be worked upon by Tannu and the content writing team including shivani. Registration link to be created by Shivani, must include an option asking the participants to attend as attendees or to present paper on positive psychology.

2nd event would be a “**Workshop on Career Management & Future Plans**”. Brochure by Tannu and content team should include the aim/ objectives and the registration link for the same. Duties were divided amongst the office bearers with mutual understanding. Documentation and certificates are to be handled by Tannu. Calendar listing various events and important dates has been shared and subsequent the events will be planned throughout the year. Seniors from the 3rd

year are looking forward for a meeting with the 1st and 2nd year students on the coming Sunday for the discussion related to Empathy and its motives.

#### **4. Meeting dated 29<sup>th</sup> January, 2021**

The discussion of Association of Psychology Department “EMPATHY” was held with all the members present on Friday, 29<sup>th</sup> January, 2021 at 8 A.M to discuss about the conduction of webinar and calling for papers. Psychology Association of Aditi Mahavidyalaya, University of Delhi discussed division of duties and responsibility for the upcoming event on “positive psychology”.

The discussion was commenced by the President, Milimuskan and Vice President, Karishma Bansal, in the presence, General Secretary, Tannu Dabas and Secretary, Roshni Dhawan and Shivani Sharma. First discussion after the commencement was discussing the submission date for papers. 14 february 2021 was finalised as the last date for submission of papers.

Another task was discussed in the presence of the members. Secretary, Shivani Sharma was given the duty to make a Google form for submission of papers. The panel decides about the requisites of the form. According to the discussion, change in date was improvised in the brochure by General Secretary, Tannu Dabas

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 8:20am in the presence of the members.

#### **5. Meeting Dated 15<sup>th</sup> February, 2021**

A discussion of the Association of Psychology Department “EMPATHY” was held on 15<sup>th</sup> February, 2021 in the presence of Dr. Priya Bir, Dr. Ritu Sharma, President Mili, General Secretary Nayansi Singh and Secretary Roshni Dhawan. The meeting was commenced by the President, Mili Muskan. The discussion was held to plan an upcoming future webinar on Emotional Intelligence.

Dr. Priya Bir commenced the discussion highlighting the introduction of the webinar on the topic **Emotional Intelligence Edge**. Dr. Dilip Singh was discussed to be the guest of the upcoming event. First point was set forth as the prerequisite

of the webinar. It was discussed that the test on emotional intelligence will be important to take and then join in the webinar. It was discussed to create a registration link, and feedback link. Certificates were fixed to be given only to those who gave the survey and participated in the webinar. Duty to make posters was also assigned.

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 10:00 am in the presence of the members.

### **6. Meeting dated 17<sup>th</sup> February, 2021**

A discussion of the Association of Psychology Department “EMPATHY” was held with all the members on Wednesday, 17 February, 2021 at 3:00P.M in the presence of Dr. Priya Bir & Dr. Ritu Sharma, President; Milimuskan Chetry, Vice President; Karishma Bansal, General Secretary; Tannu Dabas & Nayansi Singh and Secretary; Roshni Dhawan. Discussion was held to address the upcoming event on Emotional Quotient and its functioning, division of duties and responsibility for the upcoming event. Management and functioning of the Association was also addressed

The discussion addressed was about the upcoming event on **Emotional Quotient**. The duties assigned were assessed and discussed. It was discussed to provide a remuneration form to the resource person of the event by the college administration. A detailed discussion about the association addressing management and the functioning of the association. Functioning and the duty distribution of the association was acknowledged. Sanction of duties were revised and adjusted again.

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 4:10 PM in the presence of the members.

### **7. Meeting Dated 20<sup>th</sup> February, 2021**

A discussion of the Association of Psychology Department “EMPATHY” was held with all the members on Saturday, 20 February, 2021 at 11:00 AM in the

presence of Dr. Priya Bir & Dr. Ritu Sharma, President; Milimuskan Chetry, Vice President; Karishma Bansal, General Secretary; Tannu Dabas & Nayansi Singh and Secretary; Roshni Dhawan. Discussion was held to finalize the date of the upcoming event on Emotional Quotient with resource person Dr. Dilip Singh. The webinar will be held on 26 February 2021, at The discussion also included distribution of duties for the functioning and management of the webinar. Duty to make registration form, feedback form, and certificates were assigned. Circulation and functioning of the webinar was also addressed.

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 12:10PM in the presence of the members.

**8 January 2021**

**The Psychology Association of Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**PANEL DISCUSSION HELD BY ASSOCIATION MEMBERS**

11:00 AM

A discussion of the Association of Psychology Department “EMPATHY” was held on 8 January 2021 in the presence of Dr. Priya Bir, Dr. Ritu Sharma, President; Milimuskan Chetry, Vice President; Karishma Bansal, General Secretary; Nayansi Singh, Tannu Dabas and Secretary; Roshni Dhawan, Shivani Sharma. The meeting was commenced by the President, Mili Muskan. The discussion was held to plan about the management of the association.

11:10 AM

Dr. Priya Bir commenced the discussion highlighting the introduction of the webinar. Dr. Dilip Singh was discussed to be the guest of the upcoming event.

**Event – 1**

9:45 AM

First point was set forth as the prerequisite of the webinar. It was discussed that the test on emotional intelligence will be important to take and then join in the webinar.

9:50AM

It was discussed to create a registration link, and feedback link. Certificates were fixed to be given only to those who gave the survey and participated in the webinar. Duty to make posters was also assigned.

10:00 AM

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 10:00 am in the presence of the members.

**The Psychology Association of Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**DISCUSSION HELD BY ASSOCIATION MEMBERS**

9:30 AM

A discussion of the Association of Psychology Department “EMPATHY” was held on

**15 February 2021** in the presence of Dr. Priya Bir, Dr. Ritu Sharma, President Mili, General Secretary Nayansi Singh and Secretary Roshni Dhawan. The meeting was commenced by the President, Mili Muskan. The discussion was held to plan an upcoming future webinar on Emotional Intelligence.

9:35 AM

Dr. Priya Bir commenced the discussion highlighting the introduction of the webinar. Dr. Dilip Singh was discussed to be the guest of the upcoming event.

**Event – 1**

9:45 AM

First point was set forth as the prerequisite of the webinar. It was discussed that the test on emotional intelligence will be important to take and then join in the webinar.

9:50AM

It was discussed to create a registration link, and feedback link. Certificates were fixed to be given only to those who gave the survey and participated in the webinar. Duty to make posters was also assigned.

10:00 AM

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 10:00 am in the presence of the members.

## **Minutes of Meeting (16<sup>th</sup> January, 2021)**

Two events are to be planned for this month. Dates have not been set yet.

1st event- positive psychology- 2days webinar scheduled by Ritu mam, tentative name of the event "positive psychology- need of the hour", needs approval from teachers.

Brochure for the webinar to be worked upon by Tannu and the content writing team including shivani. Registration link to be created by Shivani, must include an option asking the participants to attend as attendees or to present paper on positive psychology.

2nd event- workshop on career management, future plans. Brochure by Tannu and content team, should include the aim/ objectives and the registration link for the same.

Duties were divided amongst the office bearers with mutual understanding. Documentation and certificates are to be handled by Tannu.

Calendar listing various events and important dates has been shared and subsequent the events will be planned throughout the year.

Seniors from the 3rd year are looking forward for a meeting with the 1st and 2nd year students on the coming Sunday for the discussion related to Empathy and it's motives.

**17 February 2021**

**The Psychology Association of Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**DISCUSSION HELD BY ASSOCIATION MEMBERS**

3:00 AM

A discussion of the Association of Psychology Department “EMPATHY” was held with all the members on Wednesday, 17 February, 2021 at 3:00A.M in the presence of Dr. Priya Bir & Dr. Ritu Sharma, President; Milimuskan Chetry, Vice President; Karishma Bansal, General Secretary; Tannu Dabas & Nayansi Singh and Secretary; Roshni Dhawan.

Discussion was held to address the upcoming event on Emotional Quotient and its functioning, division of duties and responsibility for the upcoming event.

Management and functioning of the Association was also addressed

**Event – 1**

3:10 PM

The discussion addressed was about the upcoming event on Emotional Quotient. The duties assigned were assessed and discussed.

It was discussed to provide a remuneration form to the resource person of the event by the college administration.

**EVENT -2**

3:20 PM

A detailed discussion about the association addressing management and the functioning of the association. Functioning and the duty distribution of the association was acknowledged. Sanction of duties were revised and adjusted again.



**4:10 PM**

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 4:10 PM in the presence of the members.

**20 February 2021**

**The Psychology Association of Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**DISCUSSION HELD BY ASSOCIATION MEMBERS**

**11:30 AM**

A discussion of the Association of Psychology Department “EMPATHY” was held with all the members on Saturday, 20 February , 2021 at 11:00 AM in the presence of Dr. Priya Bir &Dr. Ritu Sharma, President;Milimuskan Chetry ,Vice President; Karishma Bansal,General Secretary;Tannu Dabas & Nayansi Singh and Secretary; Roshni Dhawan.

Discussion was held to finalize the date of the upcoming event on Emotional Quotient with resource person Dr. Dilip Singh. The webinar will be held on 26 February 2021, at

**11:45 AM**

The discussion also included distribution of duties for the functioning and management of the webinar. Duty to make registration form, feedback form, and certificates were assigned. Circulation and functioning of the webinar was also addressed.

**12:10 PM**

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 12:10PM in the presence of the members.

## **The Psychology Association of Aditi Mahavidyalaya, University of Delhi**

### **“EMPATHY”**

#### DISCUSSION HELD BY ASSOCIATION MEMBERS

8:00AM -The discussion of Association of Psychology Department “EMPATHY” was held with all the members present on Friday, **29 January, 2021** at 8 A.M to discuss about the conduction of webinar and calling for papers. Psychology Association of Aditi Mahavidyalaya, University of Delhi discussed division of duties and responsibility for the upcoming event on “positive psychology”.

8:05 AM- The discussion was commenced by the President, Milimuskan and Vice President, Karishma Bansal, in the presence, General Secretary, Tannu Dabas and Secretary, Roshni Dhawan and Shivani Sharma.

#### Event – 1

8:10 AM

First discussion after the commencement was discussing the submission date for papers. 14 february 2021 was finalised as the last date for submission of papers.

#### EVENT -2

8:15AM

Another task was discussed in the presence of the members. Secretary, Shivani Sharma was given the duty to make a google form for submission of papers. The panel decides about the requisites of the form. According to the discussion, change in date was improvised in the brochure by General Secretary, Tannu Dabas.

8:20 AM

The meeting was wrapped by the President, Mili Muskan after the duties were assigned. The meeting was closed up for the day at 8:20am in the presence of the members.

**Dated: 9<sup>th</sup> August, 2021**

**The Association of Psychology  
Aditi Mahavidyalaya, University of Delhi  
“EMPATHY”**

**Panel Discussion held by Association Members**

**12:00 PM**

A discussion of the Association of Psychology Department “Empathy” was convened by Dr. Priya Bir and Dr. Ritu Sharma, on 9 August 2021 in the presence of core members of “EMPATHY”. The meeting was commenced by Dr. Priya Bir and discussion was held about the reconstitution of the association and redistribution of duties among the office bearers and members. The aims and objectives of “Empathy” for the year 2021-2022 was planned and discussed.

**12:15 PM**

The meeting commenced with the appointment of new council members and office bearers. Tannu Dabas was appointed as the new President for the association of Empathy. For the positions of Vice President and General Secretary, names were invited. The candidates were asked to submit their vision and objectives about the association for their candidature.

Shivani Sharma and Roshni Dhawan were appointed as the Additional Secretary of the association. Duties were discussed and assigned to the respective office bearers.

Bhoomika (1901037), Aditi Sharma (1901013), Bhumika Singh (1901460), Harshita Mangla (1901394), Harshita Tyagi (1901128), Kalanidhi Kaushik (1901002), Nayansi Singh (1901150), Suniti Gaur (1901216), were appointed as the executive members of the association.

**12:45 PM**

Furthermore, an Academic Calendar was prepared for the year 2021-22. Four events- Mental Health, Career Management, Healthy Ageing and Psychological Skills- were decided to be held throughout the year, each webinar for a dedicated month.

Webinar on Mental Health for the month of October to promote the World Mental Health Day celebrated on 10<sup>th</sup> October. Webinars conducted on each topic will have various opportunities like debates and other competitions.

An online training webinar on “Stand Up against Street Harassment” conducted by Breakthrough India was decided to be conducted on 13<sup>th</sup> August, 2021. The core members were given responsibilities to plan the upcoming webinar.

**1:00 PM**

The meeting was wrapped by Dr. Priya Bir in the presence of Dr. Ritu Sharma and all the associate members after the duties and responsibilities were distributed and assigned.

**Dated: 12<sup>th</sup> August, 2021**

**The Association of Psychology  
Aditi Mahavidyalaya, University of Delhi  
“EMPATHY”**

**Panel Discussion held by Association Members**

**11:00 AM**

A discussion of the Association of Psychology Department “Empathy” was convened by Prof. Priya Bir, Dr. Ritu Sharma, on 12<sup>th</sup> August, 2021 in the presence of core members of “Empathy”. The meeting was held to discuss the duties for the upcoming events throughout the year and to fill in the vacant positions of vice president and general secretary.

**11:15 AM**

The meeting commenced with the appointment of a new vice president and general secretary. Harshita Tyagi was appointed as the new Vice President, and Aditi Sharma as the new General Secretary for the association of ‘Empathy’.

Shivani Sharma and Roshni Dhawan were appointed as the Additional Secretary of the association. These duties were announced by both the professors unanimously. Rest of the members were assigned the tag of executive members.

Bhoomika (1901037) , Aditi Sharma (1901013) , Bhumika Singh (1901460), Harshita Mangla (1901394) , Harshita Tyagi (1901128) , Kalanidhi Kaushik (1901002), Nayansi Singh (1901150) , Suniti Gaur (1901216), were appointed as the core members of the association.

**11:30 AM**

The need to fix some common duties for every event was brought up. These duties include:

- Making registration link
- Spreading the link
- Making the poster
- Participant’s list
- Feedback form
- Photographs of the event (at least 10-12)
- Guest details
- Certificate and brochures
- Sending the invitation letter (by president)
- Starting the event, introducing empathy, and handing over to the speaker (by president)
- Addressing the question answers of the audience
- Feedback form announcement
- If paid, then taking a digital receipt
- Report of the event
- Recording of the session in drive
- PPT for each event

Duties were distributed among the core members of the team regarding the upcoming event on “Street Harassment Management” an initiation by Breakthrough India. The event was scheduled to be held on 13 August 2021.

**12:00 PM**

The meeting was wrapped by Prof. Priya Bir in the presence of Dr. Ritu Sharma and all the associate members after the duties and responsibilities were distributed and assigned.

**Dated: 3rd January, 2022**

**The Association of Psychology**

**Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**Panel Discussion held by Association Members**

**One Day Training Session on “Stand Up Against Street Harassment”**

11:00 A.M.

A discussion of the members of Empathy, the Psychology Association of Aditi Mahavidyalaya was convened by Prof. Priya Kanwar and Dr. Ritu Sharma on 3rd January, 2022 in the presence of core team members of “Empathy” including all the office bearers. The meeting was commenced by Prof. Priya Kanwar and discussion was held regarding conducting a training session on the topic “Stand Up against Street Harassment” on 15th January, 2022. This session was also conducted on 13th August, 2021. It is being repeated for the new batch of 2021 admission. The Guest speaker of the training session is Ms. Bisma Javed, Trainer at Break Through India. This session is conducted by L’Oréal Paris with Hollaback and Breakthrough India.

11:10 AM

Meeting was commenced by Prof. Priya Kanwar with a brief introduction about the one day training session which is to help the students know about Street Harassment and inspire them to stand against it. Duties were also discussed and work was allocated to various Empathy members and also new batch volunteers



during the meeting. Registrations and Feedbacks would be managed by the speaker Ms. Bisma Javed herself. The rest of the duties including Minutes of the Meeting, Poster, Youtube thumbnail, Livestream, Attendance, Snapshots, Feedback Form, Short Clips, Certificates, Report, Handling QnA and Social Media were distributed among the association members.

11:40 AM

The meeting was wrapped up by Prof. Priya Kanwar and Dr. Ritu Sharma in the presence of all the association members after the duties and responsibilities were distributed and assigned.

#### LIST OF DUTIES

Duties allotted amongst the team for the training session on "Street Harassment" are as follows;

- ☑ Minutes of Meeting Aditi Sharma
- ☑ Poster Disha & Kashish
- ☑ Youtube thumbnail Disha
- ☑ Livestream Suniti & Mehak
- ☑ Attendance Shailza
- ☑ Snapshots Karishma & Sampurna
- ☑ Feedback Form Debapriya & Mimansa
- ☑ Short Clips Kashish & Tamanna
- ☑ Certificates Nayansi & Debapriya
- ☑ Report Roshni, Debapriya & Kirti
- ☑ Handling QnA Harshita Tyagi
- ☑ Social Media Shivani Sharma

**Dated: 23rd December, 2021**

**The Association of Psychology**

**Aditi Mahavidyalaya, University of Delhi**

**“EMPATHY”**

**Panel Discussion by Association Members**

11:00 A.M.

A discussion of the Association of Psychology Department “EMPATHY” was convened by Priya Bir and Dr. Ritu Sharma on 23rd December, 2021 in the presence of core members of “EMPATHY”. The meeting was commenced by Priya Bir and discussion was held regarding conducting a webinar on 28th December, 2021 on the topic; Emotional Intelligence and success with the Guest speaker; Professor NK Chadha. Along with that, Office bearers and members were introduced to the new batch of 2021 who will be working for the event following with the discussion of aims and objectives of “EMPATHY” & vision and work role in the association.

11:15 A.M.

Meeting was commenced by Priya Bir with a brief introduction about the event which was to help students to develop an understanding of the concept of Emotional Intelligence along with the allocation and division of work duties for the event.

Duties of Poster making, registration forms, Feedback forms, Snapshots of the event, Attendance, Minutes of Meeting (MOM), Certificates etc. were discussed and were allotted amongst the members.

11:30 A.M.

Furth`ermore, Dr. Ritu Sharma suggested the office bearers to update the college website with the upcoming events details as well to add reports post the events along with the addition of past 5 years of reports of events held for the record including brief information about the event, including photographs, resource person of the event. A Mentor-Mentee list was also decided to be formed in the meeting.

11:40 A.M.

The meeting was wrapped by Priya Bir and Dr. Ritu Sharma in the presence of all the association members after the duties and responsibilities were distributed and assigned.