



August 16, 2022

Department of Geography

Minutes of the Meetings

A meeting was held in the department at 10.30 a.m. regarding the upcoming Tree Plantation Drive on August 18, 2022.

Following discussions and decisions were taken:

1. Purchasing of saplings.
2. Total number of the saplings.
3. The timing of the tree plantation.

The meeting ended at 11.00 a.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. Mary Santhi

Mr. Anoop Dilta

Mr. Sanjeev Kumar



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September 09, 2022

Department of Geography
Minutes of the Meetings

A meeting was held in the department at 01.00 p.m. regarding the celebration of World Ozone Day on September 16, 2022.

Agendas of the meeting included

1. Confirmation to the nearby colleges for the inter college Quiz Competition.
2. Total number of the rounds in the quiz.
3. The format of the question in each round.
4. Refreshment to the participants.

The meeting ended at 01.30 p.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. MarySanthi

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September 10, 2022

Department of Geography

Minutes of the Meetings

A meeting was held in the department at 12.30 p.m. regarding Field Survey 2022.

And the following points were discussed

1. The total amount for a student.
2. The hotel bookings.
3. The transportation mode.
4. The formation of students teams for field survey.

The meeting ended at 01.00 p.m.

Members present

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September 14, 2022

Department of Geography Minutes of the Meetings

A meeting was held in the department at 10.00 a.m. regarding the celebration of World Ozone Day 2022. We discussed the progress of the previous meeting. The points of the previous meeting included

1. Communication to the nearby colleges for the inter college Quiz Competition.
2. Total number of the rounds in the quiz.
3. The format of the question in each round.
4. Refreshment to the participants.

The members informed that all the tasks discussed in the previous meeting were completed except for the refreshment that has to be ordered just before the event.

The meeting ended at 11.30 a.m.

Members present

Dr. Pankaj Aashish

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September 13, 2022

Department of Geography

Minutes of the Meetings

A meeting was held in the department at 09.30 a.m. regarding Field Survey September, 2022. We discussed that for one day the Great Himalayan National Park dormitories can be booked because services cost is less for the educational institutions. The venue and other things related to journey are also discussed.

The meeting ended at 09.50 a.m.

Members present

Dr. Pankaj Aashish

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September 16, 2022

Department of Geography

Minutes of the Meetings

The meeting was held on September 16, 2022 at 10.00 a.m. the Head of the Department Dr. Pankaj Aashish discussed that Hotel Rishi Palace can be booked for the stay in Naggar, Kullu as it is nearby to the place of field survey. He also discussed that one room can be shared by three girls. Then it was also informed that a Volvo bus (non-ac) is booked for the journey. It was also decided that if we start the journey early it will be better as the destination is far away. The SOPs were also discussed with the students and they were given necessary directions regarding the journey, stay, money and other things. It was decided that a first aid kit will be carried along with us for emergency.

The meeting ended at 10.30 a.m.

Members present

Dr. Pankaj Aashish

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October 11, 2022

Department of Geography Minutes of the Meetings

A meeting was held in the departmental staff room at 10.30 a.m. regarding departmental activity i.e. the celebration of International day for Disaster risk reduction on October 13, 2022.

Following points were discussed in the meeting

1. The timings of the Rally and poster making competition.
2. Refreshments (if any).

The meeting ended at 10.45 a.m.

Members present

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December 20, 2022

Department of Geography
Minutes of the Meetings

A meeting was held in the departmental office at 10.30 a.m. regarding the organization of National Seminar in the department. The HOD informed that due to some financial reasons the upcoming National Seminar has to be postponed to the next year. He requested the teachers to carry on the work assigned to them.

The meeting ended at 10.40 a.m.

Members present

Dr. Pankaj Aashish

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February 10, 2023

Department of Geography

Minutes of the Meetings

A meeting was held in the departmental office at 10.00 a.m. regarding the organization of National Seminar which was postponed earlier. Following were the other agendas of the meeting.

1. The date of Seminar.
2. The Brochure designing.
3. The potential funding Agencies.

The meeting ended at 10.40 a.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. Mary Santhi

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February 19, 2023

Department of Geography Minutes of the Meetings

A meeting was held in the departmental office at 10.30 a.m. regarding the organization of National Seminar in the month of March, 2022.

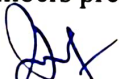
Following were the other agendas of the meeting.

1. The Brochure finalization.
2. The funding Agencies that can be explored.
3. The certificate and banner printing.

In the meeting Mr. Sanjeev Kumar conveyed that the brochure has been finalized and will be released tomorrow. Lists of banks were finalized and were visited in the following days.

The meeting ended at 10.40 a.m.

Members present


Dr. Pankaj Aashish


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March 03, 2023

Department of Geography

Minutes of the Meetings

A meeting was held in the departmental office at 09.30 a.m. regarding the organization of National Seminar in the month of March, 2022. In the meeting the agendas of the previous meeting was discussed. Dr. Pankaj Aashish told the teachers that funds were finalized from various funding agencies. The Banner has been finalized and the certificates were also printed.

The meeting ended at 10.20 a.m.

Members present

Dr. Pankaj Aashish

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March 13, 2023

Department of Geography Minutes of the Meetings

A meeting was held in the departmental office at 10.30 a.m. regarding the organization of National Seminar in the month of March, 2022. In the meeting the various committees regarding the arrangements during the Seminar were finalized. Sr. Santhi conveyed that she has already formulated her stage committee and various charts are in progress. Dr. Pankaj Aashish also conveyed that the catering has been finalized.

The meeting ended at 11.00 a.m.

Members present

Dr. Pankaj Aashish

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March 17, 2023

Department of Geography
Minutes of the Meetings

A meeting was held in the departmental office at 10.30 a.m. regarding the organization of National Seminar in the month of March, 2022. Menu for both the days i.e. 24-25 March, 2023. The catering person suggested that if non-veg items were included for both the days the price of plates will go higher. He also suggested that instead of offering GulabJamun for both the days ice cream will be better.

The meeting ended at 10.55 a.m.

Members present

Dr. Pankaj Aashish

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March 21, 2023

Department of Geography

Minutes of the Meetings

A meeting was called in the department at 11.00 a.m. by the all the teachers in which all the students of various committees were also summoned. The HOD inquired the progress of the preparation of various committees. The stage committee, the certificate committee, the refreshment committee and other committees one after another conveyed their progress. It was decided in the meeting that a list will be given to the registration committee and for the on the spot registration a fees voucher will be given.

The meeting ended at 12.00 a.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. Mary Santhi

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March 22, 2023

Department of Geography

Minutes of the Meetings

A meeting was called in the department at 01.00 a.m. by the HOD in the department. In this meeting the leaders of various committees and the teachers were present. It was decided that all the committees will help the stage committee to prepare the stage for tomorrow's event. The seminar kits were given to the registration committee and the fees vouchers were also given to them.

The meeting ended at 01.40 a.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. MarySanthi

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Mr. Sanjeev Kumar



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March 23, 2023

Department of Geography

Minutes of the Meetings

An emergency meeting of the purchasing committee was called upon at around 02.00 p.m. in the department. There were certain items to be bought immediately. A list of a few mementos, badges and file folders was handed over to the purchasing committee. Mr. Sanjeev Kumar along with two students went to buy the items.

The meeting ended at 02.30 p.m.

Members present

Dr. Pankaj Aashish

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March 23, 2023

Department of Geography

Minutes of the Meetings

A final meeting regarding the National Seminar in the department was held at around 10.00 a.m. in the departmental office. The teachers and the catering person discussed the menu of the lunch and certain items were added and some were deleted. The decoration committee updated their progress regarding the decoration of the venue. They updated that if all the committees' help only then the venue will be ready by tomorrow. So all the committees were asked to help the stage committee. The kits were handed over to the registration committee.

The meeting ended at 11.40 a.m.

Members present

Dr. Pankaj Aashish

Dr. Sr. P. Mary Santhi

Mr. Anoop Dilt

Mr. Sanjeev Kumar