

**DEPARTMENT OF GEOGRAPHY, RKSMV  
DEPARTMENTAL COMMITTEE MEETING-2019-2020**

**MEETING NOTICE - NO. 1**

Please be informed that we will be having a Departmental meeting on 18.06.2019 (Tuesday) from 1.45 pm at the Room No 17 to discuss the upcoming academic session planning.

Respectfully

Amrita Pramanick

Head, Department of Geography 11.06.2019

**Agenda**

1. Commencement of new CBCS based Semester Class (Sem I & III)
2. Class allotment & routine for Sem I & III
3. Syllabus distribution for Sem I & III
4. Preparation of Lesson Plan
5. Requirements of Lab equipments (Indian Daily Weather Map for Sem-III)
6. Miscellaneous

**Minutes**

The meeting started at 2 pm and was attended by Amrita Pramanick, Nibedita Deb, Soma Mukhopadhyay.

Sem 2 syllabus has been completed by all teachers, some portion of Soma Mukhopadhyay is left, and all syllabus must be completed within 1 week. Ensure syllabus completion of all subjects and classes and prepare Syllabus Completion Reports. The problems of some students have been understood from the mentor class, and measures have been taken accordingly. The problems they are facing due to the **language problem** have been solved well.

After an overview of how the project is going so far and what we hope to accomplish in the next month, we discussed how best to divide up our tasks for this upcoming month.

We also reached a consensus that we would finish up our discussion about how best to handle the Language Problem at next month's meeting instead of trying to solve it now.

**Discussion**

**✓ Commencement of new CBCS based Semester Class (Sem I & III)**

Sem 1 and Sem 3 new CBCS syllabus started. The program shall be 6 semesters distributed over a period of 3 Academic years. The odd semester (1,3,5) shall be from June to October and the even semesters (2, 4, 6) shall be from November to March. Each semester shall have 90 working days inclusive of all examinations.

**✓ Class allotment & routine for Sem I & III**

The time limit for preparation of a balanced College time-table is limited and that is the primary difficulty. The other difficulties and drawbacks are the lack of adequate number of duly qualified teachers.

#### No of classes

- For a permanent teacher 14 periods including stopgap classes of the absent teachers and 7 periods including corrections of homework of the students.
- For Guest Lecturers it will be 7.
- Coordination with teachers on weekly basis
- Recommended Teaching Workload: 13/14 periods per week depending on college strength
- Copy Checking/workbooks if assigned by the teachers
- Any other duty assigned by the Section Head/Principal

#### ✓ Syllabus distribution for Sem I & III

Syllabus of B.Sc in Geography under CBCS UG 2019 with effect from 2019 admission onwards.

#### ✓ Preparation of Lesson Plan

Everyone will prepare the LESSON PLAN and give it within a week.

#### ✓ Requirements of Lab equipments (Indian Daily Weather Map for Sem-III)

According to the syllabus, there is a weather map in 3<sup>rd</sup> semester, so we have to buy a map as soon as possible. At least 2 of each of the 3 season maps must be purchased. Ruth Company will be contacted, a quotation will be asked, and we will take it from the company that gives a good and low price.

#### ✓ Miscellaneous

Active involvement in the College Values Education Program.

Active involvement and awareness of the Sports of the Year Program.

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*Amrita Pramanick*  
20.06.2019

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Kol-55



## MEETING NOTICE - NO. 2 -03.08.2019

Please be informed that we will be having a Departmental meeting on 07.08.2019 (Tuesday) from 1.45 pm at the Geography Laboratory to discuss the Internal Exam schedule etc.

Respectfully

Amrita Pramanick

Head, Department of Geography 03.08.2019

### Agenda

1. Progress of teaching
2. Internal Exam Schedule and Duty
3. Remedial Teaching
4. Extension Lecture
5. Miscellaneous

### Minutes

The meeting started at 2pm and was attended by Amrita Pramanick, Nibedita Deb, Soma Mukhopadhyay and Kanika Das. Everything was done according to the decision of the previous meeting.

#### ● Progress of teaching

Sem 1 & 3 syllabus has been completed by all faculties within time. Some portion of the practical is due so proper steps are taken to ensure all the syllabus is completed within stipulated time.

#### ● Internal Examination Schedule and Duty

Internal examination dates are decided for sem 1, 3 (both theory and practical). All examinations should be completed within 15<sup>th</sup> December. Duty chart is prepared accordingly with the dates of the examination.

#### ● Remedial teaching

Some students have problems with few portions. With the help of remedial teaching the problem should be solved. It is decided that remedial classes are taken by each faculty to cater the problems of the students.

#### ● Extension Lecture

The dates of 2 extension lecturers are fixed, for 3<sup>rd</sup> semester on statistics, the speaker is Prof Dulal Chandra Das of Bidhannagar College.

#### ● Miscellaneous

Active participation in student activities.

*Amrita Pramanick*

10.08.2019.

AMRITA PRAMANICK

Assistant Professor & HOD

Department of Geography

S.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Mata Sarada Sarani, Kolar

## MEETING NOTICE - NO. 3 -06.11.2019

### Notice

Please be informed that we will be having a Departmental meeting on 14.11.2019 (Thursday) from 12.30 pm at the Geography Laboratory to discuss the Internal Exam schedule etc.

Respectfully

Amrita Pramanik

Department of Geography

06.11.2019

### Agenda

1. Completion of Syllabus sem I and 3
2. Mentor ward report
3. Miscellaneous

### Minutes

The meeting started at 12.35 pm and was attended by Amrita Pramanick, Nibedita Deb, Soma Mukhopadhyay and Kanika Das.

- Completion of Syllabus sem 1 and 3

It is not too late for the internal exam, everyone should discuss how much syllabus is left. Understanding that, we will distribute the work among ourselves. Some portions are still left of Amrita mam, due to puja holidays it was not possible to finish it.

- Mentor ward report

It is decided that a mentor ward report should be submitted at the end of the semester with specific mention of each problem of the students.

- Miscellaneous

A seminar library is proposed.

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*Amrita Pramanick*

17.11.2019.

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Koi-55

## Meeting Notice - NO. 4 -12.12.2019

Please be informed that we will be having a Departmental meeting on 19.12.2019(Thursday)from 1.45 pm at the Geography Lab Room to discuss the upcoming academic session planning.

Respectfully

Amrita Pramanick

Department of Geography

12.12.2019

### Agenda

1. Commencement of new semester class Sem II & IV.
2. Class allotment and routine for the new semester.
3. Syllabus distribution for new semester II & IV.
4. Lesson plan preparation for sem II and IV
5. Library books requirement for Central library
6. Miscellaneous

### Minutes

The meeting is attended by Amrita Pramanik, Nibedita Deb and Soma Mukhopadhyay and Kanika Das.

#### ● Commencement of new semester class Sem II & IV

It is the first meeting of the session which is very important because in this meeting a year long planning is taken for easy conduction of both curricular and co-curricular activities. In the meeting first importance is given on the start of the new CBCS syllabus. This year the department has an honors course with 25 intake capacity. So proper planning is done for the smooth commencement of the new CBCS syllabus. Each semester shall have 90 working days.

#### ● Class allotment and routine for new semester II & I

Classes are distributed among 3 teachers (1 Assistant Professor and 2 Guest lecturers) according to norms. Assistant professor is assigned 14 classes and 2 guest teachers' are assigned 7 classes per week.

#### ● Syllabus distribution for Sem II & IV

Semester II & IV (CBCS) syllabus is distributed among the three faculties. CBCS syllabus has many core courses with practical. Overall 8 papers are distributed following the credit hours.

#### ● Lesson Plan Preparation

Lesson plan is prepared accordingly following the credit hours. It also includes tutorial for advancement of students and remedial teaching and classes for slow learners. Lesson plan will give the students a clear picture of the overall syllabus and distribution of classes.

#### ● Library books requirement for Central library

A list is prepared for the books (Bengali and English version) which are required for the honors course with new CBCS syllabus for Central library.

#### ● Miscellaneous



Mentors are selected for inter subject discipline.

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*Arpita Pramanick*

23.12.2019.

ARPIA PRAMANICK

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyashivan  
33, Sri Mata Sarada Sarani, Kori-5

**DEPARTMENT OF GEOGRAPHY, RKSMVV**  
**Minutes Of Departmental Committee Meeting - 2020-2021**

**MINUTES OF MEETING NO. 1**

A departmental meeting was held on 21.07.2020 from 2:00 p.m. to 3:30 pm.

The members who were present in this meeting were:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

Due to the Covid-19 pandemic, and lockdown of Kolkata city, the teaching learning process had to be converted to online mode. To facilitate the same, Our Geography department of RKSMVV used the G-Suite subscription of college to create google classrooms to conduct classes online through google meetings. Departmental meetings were organized using video conferencing mode through Google Meet Platform. The HOD of the Department welcomed all the members and presented the agenda for the meeting. The observations/recommendations/decisions on the agenda items are reported below.

**Agenda:**

- **Progress of online teaching**
- **Completion of SEM-II & IV Syllabus**
- **Commencement of new Semester classes (SEM-III & V)**
- **Class & syllabus distribution for new sem**
- **Lesson plan for SEM-III & V**
- **Arrangement of National Webinar on 'DISASTER MANAGEMENT & COMMUNICATION'**

**Actions taken:**

- **Progress of online teaching:** The classes are conducted as per the timetable, course content is taught by online lecturing with the help of PPT and students are required to attend classes and reproduce knowledge in assessments.
- **Completion of SEM-II & IV Syllabus:** The Syllabus of Semester II and IV of the academic year 2020-2021, all allotted topics are completed as per teaching plan.
- **Commencement of new Semester classes (SEM-III & V):** Discussion was made on teaching plan for upcoming semester (III, V).
- **Class & syllabus distribution for new sem:** Distribution of classes and Syllabus were also made for upcoming semester.
- **Lesson plan for SEM-III & V:** Lesson plans were designed for upcoming semester and the format was given to the faculty members to make their own lesson plan by following truncated syllabus provided by WBSU.
- **Arrangement of National Webinar on 'DISASTER MANAGEMENT & COMMUNICATION':** Planning a successful webinar requires careful consideration of various elements, such as selecting a topic, determining the target audience, and setting a date and time. Keeping in mind all these criteria a discussion was made on objectives of the webinar, selection of

Resource person, selection of topic, date and time, webinar platform ,audience limitations, hosting etc.

*Amrita Pramanick*

25.07.2020

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan

33, Sri Maa Sarada Sarani, Kol-55



## MINUTES OF MEETING NO. 2

A departmental meeting was held on 24.08.2020 from 2:00 p.m. to 3:30 pm.

The members who were present in this meeting were:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Progress & Problems of online teaching
- Arrangement of National workshop on 'Learning Content Management System'
- Problems of Mentees of Semester II and IV

### Actions taken:

- **Progress & Problems of online teaching:** Rewards and recognition for students were introduced who actively participate in the online learning platform. This could be done by providing them with certificates or other rewards such as discounts on course fees.  
Break up long lectures and sessions with interactive activities such as quizzes and polls to keep students engaged were also introduced.  
Uses of visuals to make lessons more engaging like Incorporate videos, animations, PowerPoint Presentation and other visuals to keep students motivated.
- **Arrangement of National workshop on Learning Content Management System:** Planning a successful workshop requires careful consideration of various elements, such as selecting a topic, determining the target audience, and setting a date and time. Keeping in mind all these criteria a discussion was made on objectives of the workshop, selection of resource person, selection of topic, date and time, workshop platform, audience limitations, hosting etc.
- **Problems of Mentees of Semester II & IV:** The mentoring period of these sessions coincided with the COVID19 epidemic period and thereby all the classes were held in the 'online' mode. Discussion was made on solving the problems of mentees from semester II & IV such as anxiety, financial issues etc by the help of the Student Welfare Committee of RKSMVV.

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*Amrita Pramanick*  
27.08.2020

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Kol-55

### MINUTES OF MEETING NO. 3

A departmental meeting was held on 06.12.2020 from 2:00 p.m. to 3:30 pm.

The members who were present in this meeting were:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

#### Agenda:

- **Commencement of SEM-I**
- **Duty for physical verification of SEM-I**
- **Syllabus distribution for new SEM-I**
- **Lesson plan preparation for SEM-I**
- **Conduct of SEM-II & IV CBCS Exam**
- **Internal Practical Exam of SEM-II & SEM-IV**
- **Miscellaneous**

#### Actions taken:

- **Commencement of SEM-I:** Discussion was made on the date for beginning of new classes of Semester 1.
- **Duty for physical verification of SEM-I:** Duty chart was allotted to the faculty members for physical verification of semester 1.
- **Syllabus distribution for new SEM-I:** Discussion was made on distribution of syllabus for new semester 1.
- **Lesson plan preparation for SEM-I:** Lesson plans were designed for the new semester and the format was given to the faculty members to make their own lesson plan by following truncated syllabus provided by WBSU.
- **Conduct of SEM-II & IV CBCS Exam:** Duty chart was allotted to the faculty members for their exam duty of Sem 2 & 4 CBCS exam in online mode. Also a discussion was made on review of exam papers in online mode.
- **Internal Practical Exam of SEM-II & SEM-IV:** Date for the Internal Practical exam of Sem 2 & 4 were decided and duty chart was allotted to the faculty members.
- **Miscellaneous:** Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.

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*Amrita Pramanick*

07-12-2020

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan

33, Sri Maa Sarada Sarani, Kol-55



#### **MINUTES OF MEETING NO. 4**

A departmental meeting was held on 02.01.2021 from 2:00 p.m. to 3:30 pm.

The members who were present in this meeting were:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

#### **Agenda:**

- **Class allotment & routine for SEM I, III, V**
- **Library books required for central library**
- **Departmental You tube Channel**
- **Miscellaneous**

#### **Actions taken:**

- **Class allotment & routine for SEM I, III, V:** Discussion was made on allotment of new classes and new routine for Semester 1, 3 & 5.
- **Library books required for central library:** Few names of the books were raised in the meeting and those names were given to the librarian of the Central library of RKSMVV.
- **Departmental You tube Channel:** Need for a Departmental YouTube channel was raised by all the faculty members for better understanding the learning content of the lecture for students. One notable feature is that they are entertaining to watch and can be seen as many times as the learner wishes. This is the reason as to why video-sharing websites such as YouTube can give so many opportunities to increase and enhance the knowledge of the study course.
- **Miscellaneous:** Also a discussion was made on selection of 3 Mentors for Semester 1,3&5.

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*Amrita Pramanick*

05.01.2021.

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Kol-55



## MINUTES OF MEETING NO. 6

A departmental meeting was held on 19.02.2021 from 2:00 p.m. to 3:30 pm.

The members who were present in this meeting were:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Completion of syllabus of SEM-I, III, V (2020)
- Conduct & duty distribution of SEM-I, III, V CBCS Exam
- Geoinformatics certificate course
- Miscellaneous

### Actions taken:

- **Completion of syllabus of SEM-I, III, V (2020)** : Discussion was made on proper completion and thorough revision of syllabus was made or not for SEM-I, III, V.
- **Conduct & duty distribution of SEM-I, III, V CBCS Exam**: Procedure for Conduction of CBCS exam on online mode and distribution of duty chart was allotted to the faculty members for SEM-I, III, V.
- **Geoinformatics certificate course**: A Discussion was made for starting a 6 months certificate course named as Geoinformatics, its prospects and opportunities etc.
- **Miscellaneous**: Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.

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*Amrita Pramanick*

23.02.2021.

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhawan  
33, Sri Maa Sarada Sarani, Koi-55

**DEPARTMENT OF GEOGRAPHY, RKSMVV**  
**Minutes of Departmental Committee Meeting - 2021-2022**

**MINUTES OF MEETING NO. 1**

**Minutes of Departmental Committee Meeting held on 08.09.2021, 2:00 p.m.**

**Members Present:**

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

**Agenda:**

- **Commencement of SEM-I, III, V**
- **Duty for physical verification of SEM-I**
- **Syllabus & class distribution for new SEM-I, III, V**
- **Lesson plan preparation for SEM-I, III, V**

**Actions taken:**

- **Commencement of SEM-I, III, V** : Discussion was made on teaching plan for upcoming semester I, III, V.
- **Duty for physical verification of SEM-I** : Duty chart was allotted to the faculty members to be present on physical verification day for semester I.
- **Syllabus & class distribution for new SEM-I, III, V** : Discussion was made on distribution of syllabus and classes for new semester I, III, V.
- **Lesson plan preparation for SEM-I, III, V** : Lesson plans were designed for the new semester I, III, V and the format was given to the faculty members to make their own lesson plan by following truncated syllabus provided by WBSU.

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*Amrita Pramanick*  
10.09.2021

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Koi-55

## MINUTES OF MEETING NO. 2

Minutes of Departmental Committee Meeting held on 06.12.2021, 2:00 p.m.

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Internal Exam of SEM-I, III & SEM-V
- Starting of Seminar library
- Miscellaneous

### Actions taken:

- **Internal Exam of SEM-I, III & SEM-V:** Date for the Internal exam of Sem I, III & V were decided and duty chart was allotted to the faculty members.
- **Starting of Seminar library :** Discussion was made on starting a Seminar library in our Geography department as we all know that The Seminar Library is a very important institution for every single departmental student because they provide reading materials. The purpose of this is to provide educational and entertainment facilities to the students as well. A seminar library set up to quench the thirst for knowledge of the departmental students. Seminar Library also makes students interested in their own departmental studies, enriches knowledge, and receives adequate information services on any subject. The seminar library provides us not only reading materials but also research materials. It plays an immense role as an organization to provide better support for those students who are in its own departmental students.

#### Objectives for starting our Seminar library:

- 1) To fulfill the requirements of our students, teachers of the department.
  - 2) Making educational materials user-friendly.
  - 3) To provide exact information on the basis of the user's demand.
  - 4) To inform the readers about modern progress and development.
  - 5) To create a curriculum among the students.
- **Miscellaneous :** The mentoring period of these sessions coincided with the COVID19 epidemic period and thereby all the classes were held in the 'online' mode. Discussion was made on solving the problems of mentees from semester I, III & V such as anxiety, financial issues etc by the help of the Student Welfare Committee of RKSMVV.

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*Amrita Pramanick*

07.12.2021

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Kol-55



## MINUTES OF MEETING NO. 3

Minutes of Departmental Committee Meeting held on 19.01.2022, 2:00 p.m.

### Members Present:

1. Anrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Arrangement of end sem CBCS exam of SEM-III & V
- Miscellaneous

### Actions taken:

- Arrangement of the end sem CBCS exam of SEM-III & V: Duty chart was allotted to the faculty members for their exam duty of Sem III & V CBCS exam in online mode. Also a discussion was made on review of exam papers in online mode.
  - Miscellaneous: Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.
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*Anrita Pramanick*  
19.01.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyahavan  
33, Sri Maa Sarada Sarani, V-1.55

## MINUTES OF MEETING NO. 4

Minutes of Departmental Committee Meeting held on 02.02.2022, 2:00 p.m.

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Class allotment & routine for SEM - II, IV, VI
- Library books required for central library
- Lesson plan preparation
- Miscellaneous

### Actions taken:

- **Class allotment & routine for SEM - II, IV, VI:** Discussion was made on allotment of new classes and new routine for Semester II, IV, VI.
- **Library books required for central library:** Few names of the books were raised in the meeting and those names were given to the librarian of the Central library of RKSMVV.
- **Lesson plan preparation:** Lesson plans were designed for the new semester and the format was given to the faculty members to make their own lesson plan by following truncated syllabus provided by WBSU.
- **Miscellaneous:** Also a discussion was made on selection of 3 Mentors for Semester II, IV, VI.

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*Amrita Pramanick*

03.02.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyashhavan

33, Sri Maa Sarada Sarani, K. 55

## MINUTES OF MEETING NO. 5

Minutes of Departmental Committee Meeting held on 09.02.2022, 2:00 p.m.

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Excursion for SEM-IV to DOOARS (Chalsa)
- Miscellaneous

### Actions taken:

- **Excursion for SEM-IV to DOOARS (Chalsa):** All the queries were discussed in the meeting regarding the date, time, duration of stay, questionnaire survey, instrumental survey, photography etc. At last a destination place was selected named as Chalsa at Dooars and 3 Faculties were selected for this excursion with semester IV & VI.
  - **Miscellaneous:** The mentoring period of these sessions started in offline mode. Discussion was made on solving the problems of mentees from semester IV & VI such as anxiety, financial issues etc by the help of the Student Welfare Committee of RKSMVV.
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*Amrita Pramanick*  
09.02.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan

33, Sri Maa Sarada Sarani, Koi-55



## MINUTES OF MEETING NO. 6

Minutes of Departmental Committee Meeting held on 16.03.2022

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Seminar on 'Drone – Its relevance in the modern era'.
- Miscellaneous

### Actions taken:

- **Seminar on 'Drone – Its relevance in the modern era':** Planning a successful seminar requires careful consideration of various elements, such as selecting a topic, determining the target audience, and setting a date and time. Keeping in mind all these criteria a discussion was made on objectives of the seminar, selection of resource person, selection of topic, date and time, seminar platform, audience limitations, hosting etc.
- **Miscellaneous:** Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.

*Amrita Pramanick*

16.03.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyalayan  
33, Sri Maa Sarada Sarani, Kol-55

## MINUTES OF MEETING NO. 7

Minutes of Departmental Committee Meeting held on 06.04.2022, 2:00 p.m.

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Internal Exam of SEM-I, III & SEM-V
- Miscellaneous

### Actions taken:

- **Internal Exam of SEM-I, III & SEM-V:** Date for the Internal exam of Sem I, III & V were decided and duty chart was allotted to the faculty members.
  - **Miscellaneous :** A Discussion was made on the need for extension lectures among any of the semester where needed. After thorough examination of each semester, the need for the extension lectures will be marked and further action will be taken as per needs.
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*Amrita Pramanick*

06.04.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan  
33, Sri Maa Sarada Sarani, Koi-55

## MINUTES OF MEETING NO. 8

Minutes of Departmental Committee Meeting held on 25.05.2022, 2:00 p.m.

### Members Present:

1. Amrita Pramanik
2. Soma Mukhopadhyay
3. Nibedita Deb
4. Kanika Das

### Agenda:

- Celebration of world environment day (5th June)
- Miscellaneous

### Actions taken:

- **Celebration of world environment day (5th June):** A Discussion was made on celebration of world environment day. For proper completion of the program few topics were discussed in the meeting regarding the theme of the program, selection of day, time, selection of performance as well as performers, duty of photography, & videography of the program etc.
- **Miscellaneous:** Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.

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*Amrita Pramanik*

25.05.2022

**AMRITA PRAMANIK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vidyapeeth, Cuttack  
B-1, B-2, B-3, B-4, B-5, B-6, B-7, B-8, B-9, B-10, B-11, B-12, B-13, B-14, B-15, B-16, B-17, B-18, B-19, B-20, B-21, B-22, B-23, B-24, B-25, B-26, B-27, B-28, B-29, B-30, B-31, B-32, B-33, B-34, B-35, B-36, B-37, B-38, B-39, B-40, B-41, B-42, B-43, B-44, B-45, B-46, B-47, B-48, B-49, B-50, B-51, B-52, B-53, B-54, B-55, B-56, B-57, B-58, B-59, B-60, B-61, B-62, B-63, B-64, B-65, B-66, B-67, B-68, B-69, B-70, B-71, B-72, B-73, B-74, B-75, B-76, B-77, B-78, B-79, B-80, B-81, B-82, B-83, B-84, B-85, B-86, B-87, B-88, B-89, B-90, B-91, B-92, B-93, B-94, B-95, B-96, B-97, B-98, B-99, B-100



**DEPARTMENT OF GEOGRAPHY, RKSMV  
DEPARTMENTAL COMMITTEE MEETING-2022-2023**

**MEETING NOTICE-NO.1**

Date: 10.08.2022

A Departmental meeting is going to be held on 17.08.2022 at 1.45 p.m. at the Geography Laboratory room. All faculties are requested to join the meeting.

**AGENDA:**

- Commencement of new Semester classes (SEM-I, III & V)
- Class allotment & routine for new semester
- Syllabus distribution for new SEM-I, III & V
- Lesson plan preparation for SEM-I, III & V
- Library books required for central & Seminar library
- Miscellaneous

**MINUTES:**

A departmental meeting was held on 17.08.2022 and was attended by Amrita Pramanick, Nibedita Deb and Soma Mukhopadhyay & Kanika Das. The topics which are discussed in the meeting are stated hereunder -

**1. Commencement of new Semester classes (SEM-I, III & V):** Discussion was made on the date for beginning of new classes of Semester I, III & V.

**2. Class allotment & routine for new semester:** Discussion was made on allotment of new classes and new routine for this odd Semester. Classes are distributed among 4 faculties (1 Assistant Professor and 3 SACT) according to norms. Amrita Pramanick is assigned 22 hours and each of the 3 SACT faculties are assigned 13 hours for direct teaching per week.

**3. Syllabus distribution for new SEM-I, III & V:** Syllabus as per CBCS system for sem-I, III & V is distributed among the four faculties of the department. There are two core courses, each having practical for Sem-I, three core courses for Sem-III & two core courses & two discipline specific elective courses for Sem-V. Overall 9 papers are distributed following the credit hours.

**4. Lesson plan preparation for SEM-I, III & V:** A lesson plan will give the students a clear picture of the overall syllabus and distribution of classes. Lesson plan should be prepared accordingly following the credit hours. It will include tutorial for advancement of students and remedial teaching and classes for slow learners. Class tests, internal exams and students' activities will also be included in the lesson plan. The duty for preparation of lesson plans is distributed among the faculties.

**5. Library books required for central & Seminar library:** Few new books of sem-1, 3, 5 were required for the honours course with new CBCS syllabus and two lists of books (Bengali and

English version) were made - one for the central library and one for the departmental seminar library.

**6. Miscellaneous:** Mentors are selected for inter subject discipline. Amrita Pramanick is selected as a mentor for the ward of Semester-I & V while Kanika Das is selected as a mentor of the ward of Sem-III.

Remedial classes for slow learners for semesters-I & V are allotted to Amrita Pramanick and for Sem-III are allotted to Kanika Das.

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*Amrita Pramanick*

23.08.2022

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission's Women's College, Kalyan

33, 7<sup>th</sup> Cross, Sarada Nagar, Kalyan

**DEPARTMENT OF GEOGRAPHY, RKSMV DEPARTMENTAL  
COMMITTEE MEETING - 2022-2023**

**MEETING NOTICE-NO.2**

Date: 05.11.2022

A Departmental meeting is going to be held on 09.11.2022 at 2p.m. at the Geography Laboratory room. All faculties are requested to join the meeting.

**AGENDA**

- Progress of teaching
- Internal exams schedule and duty
- Remedial teaching
- Miscellaneous

A departmental meeting was held on 09.11.2022 and was attended by Amrita Pramanick, Nibedita Deband Soma Mukhopadhyay & Kanika Das. The topics which are discussed in the meeting are stated hereunder -

**1. Progress of teaching:** The classes are conducted as per the timetable, course content is taught with the help of PPT presentation and students are required to attend classes and reproduce knowledge in assessments. The faculties of the department arrange class tests for each semester individually to realize the learning status of the students.

**2. Internal exam schedule and duty:** Date for the Internal exam of Sem I, III & V were decided and a duty chart was prepared for the internal exam.

**3. Remedial teaching:** A very few students from each semester are marked as slow learners based on class tests, their response in the class, their attitude towards the participation in any kind of student activity etc. Safika Khatun, Prakiti Mondal, & Manisha Show from Sem-I, Pallabi Dutta & Krishna Ghosh from Sem-III and Riya Saha, Mouboni Samanta & Isha Chakraborty from Semester-V are identified as slow learners as per discussion among the faculties. It takes a lot of time to make them understand and they need some special guidance for both theory and practical. It is decided in the meeting that all these students should be given micro-teaching according to their needs on one Friday in every month.



4. **Extension Lecture:** A Discussion was made on the need for extension lectures among any of the semester where needed. After thorough examination of each semester, the need for the extension lectures will be marked and further action will be taken as per needs. An extension lecture for Sem-III was decided to be held on 6th Dec, 2023 on 'Regression Analysis' and the resource person was selected as Dr.Teesta Dey,Assistant Prof.of Kidderpore College.

5. **Miscellaneous:** Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.

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*Amrita Pramanick*  
13.11.2022

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyalayan  
33, Sri Mata Sarada Sarani, Mor-55

**DEPARTMENT OF GEOGRAPHY,  
RKSMV DEPARTMENTAL COMMITTEE MEETING - 2022-2023**

**MEETING NOTICE-NO.3**

Date: 20.12.2022

A Departmental meeting is going to be held on 30.12.2022 at 2p.m. at the Geography Laboratory room. All faculties are requested to join the meeting.

**AGENDA**

- > Completion of syllabus of SEM-III
- > Mentor ward report
- > Miscellaneous

A departmental meeting was held on 30.12.2022 and was attended by Amrita Pramanick, Nibedita Deb and Soma Mukhopadhyay & Kanika Das. The topics which are discussed in the meeting are stated here under -

**1. Completion of syllabus of SEM-III:** The final CBCS University exam of sem-III is going to be held on and from 13.01.2023 and their study leave will start from 05.01.2023. The Syllabus of Semester III is completed within scheduled time. Every faculty member mentioned that they cleared all difficulties of the students as per the teaching plan and made the students well prepared through repeated writing, presentation, remedial teaching, class tests, mock tests, internal assessment etc.

**2. Mentor ward report:** The mentor ward report shows that most of the students are reluctant to share their problems in an open classroom. Rather some want to share their problem personally. Most of the students have no problems. Isha Chakraborty, a student of Sem-V is depressed due to some family problem and needs psychological counselling. She is advised to contact the faculties of the psychological counselling centre of our college. A few are slow in handwriting, some are confused about future planning etc. Both the faculties tried their level best to resolve all these problems.

**3. Miscellaneous:** An extension lecture for Sem-V was decided to be held on 16th Jan, 2024 on LANDSAT & IRS Satellite Image and the resource person was selected as Dr. Jhantu Saradar, Assistant Prof. of Nahata JNMS Mahavidyalaya and also an extension lecture for Sem-I was decided to be held on 18th Jan, 2024 on 'UTM Projection' and the resource person was selected as Dulal Ch. Das, Ex-Associate Prof. of Bidhan Nagar College.

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*Amrita Pramanick*

03.01.2023

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan

33, Sri Maa Sarada Sarani, Kol-55



**DEPARTMENT OF GEOGRAPHY, RKSMVV DEPARTMENTAL  
COMMITTEE MEETING - 2022-2023**

**MEETING NOTICE-NO.4**

**Date: 27.01.2023**

**A Departmental meeting is going to be held on 01.02.2023 at 2p.m. at the Geography Laboratory room. All faculties are requested to join the meeting.**

**AGENDA**

- **Commencement of new Semester classes (SEM-II, IV, VI)**
- **Class allotment & routine for new semester**
- **Syllabus distribution for new SEM-II, IV, VI**
- **Lesson plan preparation for SEM-II, IV, VI**
- **Library books required for central library**
- **Celebration of World Ozone Day**
- **Miscellaneous**

**A departmental meeting was held on 01.02.2023 and was attended by Amrita Pramanick, Nibedita Deband Soma Mukhopadhyay & Kanika Das. The topics which are discussed in the meeting are stated hereunder -**

**1. Commencement of new Semester classes (SEM-II, IV, VI):** Discussion was made on the date for beginning of new classes of Semester I, III & V. It was previously decided by our Principal that Sem-IV new class will start from 3rd February, 2023 and Sem-VI class will start from 15th February, 2023.

**2. Class allotment & routine for new semester:** Discussion was made on allotment of new classes and new routine for this odd Semester. Classes are distributed among 4 faculties (1 Assistant Professor and 3 SACT) according to norms. Amrita Pramanick is assigned 19 hours and ND & SM are assigned 13 hours and KD is assigned 12 hours for direct teaching per week.

**3. Syllabus distribution for new SEM-II, IV, VI:** Syllabus as per CBCS system for sem-II, IV & VI is distributed among the four faculties of the department. There are two core courses for

Sem-II, three core courses for Sem-IV & two core courses & two discipline specific elective courses for Sem-VI. Overall 9 papers are distributed following the credit hours.

**4. Lesson plan preparation for SEM-II,IV,VI:** Lesson plan should be prepared accordingly following the credit hours. It will include tutorial for advancement of students and remedial teaching and classes for slow learners. Class tests, internal exams and students' activities will also be included in the lesson plan. The duty for preparation of lesson plans is distributed among the faculties.

**5. Celebration of World Ozone Day :** Though ozone day is celebrated on 16th September every year, it was not possible for us to celebrate this day on 16th Sept due to some constraints. The students of Sem-IV will present their presentation on occasion of World Ozone Day Celebration. It is decided that Soma Mukhopadhyay and Nibedita Deb will prepare the students.

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*Amrita Pramanick*

05.02.2023

**AMRITA PRAMANICK**

Assistant Professor & HOD

Department of Geography

R.K. Sarada Mission Vivekananda Vidyabhavan

33, Sri Maa Sarada Sarani, Kol-55

**DEPARTMENT OF GEOGRAPHY, RKSMVV DEPARTMENTAL  
COMMITTEE MEETING - 2022-2023**

**MEETING NOTICE-NO.5**

Date: 28.04.2023

A Departmental meeting is going to be held on 03.05.2023 at 2p.m. at the Geography Laboratory room. All faculties are requested to join the meeting.

**AGENDA**

- Progress of teaching & Remedial class
- Internal exam schedule and duty
- Celebration of World Environment Day
- State level seminar with JIS University on Career prospects of GIS
- Seminar presentation of Students (SEM-4&6)
- Miscellaneous

A departmental meeting was held on 03.05.2023 and was attended by Amrita Pramanick, Nibedita Deb and Soma Mukhopadhyay & Kanika Das. The topics which are discussed in the meeting are stated here under-

**1. Progress of teaching & Remedial class:** It is discussed in the meeting whether the syllabus of the present semester is completed so far or not. A little bit was left to complete for Soma Mukherjee, which she assured to complete within one week. Students who were slow learners are gradually becoming better at their studies, which is well reflected in the result of internal assessment. Decisions are taken to provide youtube links of a particular topic to make them realise more easily. Repeatedly taking small class tests also improved their recall power, slow handwriting etc.



- 2. Internal exam schedule and duty:** Date for the Internal exam of Sem I,III&V were decided and a duty chart was prepared for the internal exam.
- 3. Celebration of World Environment Day:**A Discussion was made on celebration of world environment day. For proper completion of the program few topics were discussed in the meeting regarding the theme of the program, selection of day, time, selection of performance as well as performers, duty of photography, & videography of the program etc.
- 4. State level seminar with JIS University on Career prospects of GIS:** A successful State Level seminar is decided to be celebrated on career prospects and opportunities in collaboration with the Dept. of Earth Science & Remote Sensing, JIS University and the target audience will be the UG & PG students. Keeping in mind all these criteria a discussion was made on objectives of the workshop, selection of resource person, selection of topic, date and time, workshop platform, audience limitations, hosting etc. Resource persons are selected from JIS University, Earth Science Dept.
- 5. Seminar presentation of Students (SEM-4&6):**A seminar presentation on 'Management of different Disasters' for semester-6 and on 'Urban air quality' for semester-4 are decided to be arranged on 08.06.2023 & 10.06.2023 respectively.
- 6. Miscellaneous:** Discussion was made to know the status of remedial classes from the faculty members for each semester to make proper updation on students performance and their growth.
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*Amrita Pramanick*  
08.05.2023

**AMRITA PRAMANICK**  
Assistant Professor & HOD  
Department of Geography  
R.K. Sarada Mission Vivekananda Vidyabhawan  
33, Sri Maa Sarada Sarani, Kol-55