



# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University

Recognized Under Sec. 2(f) of UGC Act 1956

INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085

Tel: 91-11-27555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in



Ref. No: TIAS/Photography Club/2022-23/02

Date: 08.09.22

## PHOTOGRAPHY CLUB

### Notice for Annual Meeting

All the members of Photography club are hereby informed that a meeting is scheduled for the upcoming academic session 2022-23 will be held on 09.09.2022 (Friday) at room no 2403. The following agendas will be discussed:

1. Planning of club activities for academic session to be started from 12<sup>th</sup> sep., 2022
2. To discuss and finalize the core committee members of the Photography club.
3. Discussion regarding enrolment of volunteers of the club from all the departments
4. To discuss and finalize the proposed event calendar of the Photography Club for academic year 2022-23.
5. To discuss the role and responsibilities of the committee members
  - (a) To disseminate the event information to their respective departments and ensure maximum participation from the students.
  - (b) Organizing the club enrolment of volunteers
  - (c) To promote club events through all appropriate media
  - (d) To maintain an accurate record of all the activities of the club.
6. To discuss the role and responsibilities of the volunteers of the club.
  - (a) All volunteers shall work under the guidance of committee members.
7. To frame the guidelines for smooth conduct of club activities.
  - (a) All the students will be informed about the events through notice.
  - (b) Students may submit their entries to their respective coordinators.
  - (c) Certificates will be given to first 3 winners.

(d) Geo-tag photographs are mandatory

(e) Submission of report within 2 days is mandatory.

8. Discussion on any other matter with the permission of chairperson.

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*Jyoti*  
Jyoti Gupta

Club Incharge- Photography club

CC to:

1. Director, TIAS

2. HOD – MBA, BCA , BBA, BJMC, Dean and Head IQAC

3. IT Dept. For uploading on the website.

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**Date:09/09/2022**

### **Photography Club** **Minutes of the Meeting**

In pursuance of "Photography Club" a meeting was scheduled on 09, September 2022 through offline mode under the chairmanship of Ms. Jyoti Gupta to discuss and approve the agenda. The meeting started with the welcome of all members by the chair. The following members were present & attended the meeting:

**Chairperson : Ms. Jyoti Gupta**

#### **Members:**

- Dr. Ruchi Srivastava, Event Head
- Dr. Shivendu Rai, HOD, Department of Journalism and Mass Communication
- Mr. Vinod Kumar, Media lab in charge, Department of Journalism and Mass Communication
- Dr. Deepak Sonkar, Assistant Professor, Department of Information and technology.
- Dr. Rubina Bano, Assistant Professor, Department of Management
- Ms. Aanchal, Student coordinator, Department of Management
- Ms. Ridhi, Student coordinator, Department of Management
- Mr. Sanket, Student coordinator, Department of Journalism and Mass Communication
- Ms. Radhika, Student coordinator, Department of Journalism and Mass Communication
- Mr. Shubham Student coordinator, Department of Management
- Ms. Himanshi, Student coordinator, Department of Journalism and Mass Communication

## **Agenda Points :**

**1 Club Activity Planning and Implementation** for academic session to be started from 12<sup>th</sup>sep.,2022)

**2. Discussed and finalised the core committee members of the Photography club:** In core Committee we have representatives from all the departments, who discussed and finalised the core committee members of the club

**3. Discussed regarding enrolment of volunteers of the club from all the departments:** All the core committee members are requested to motivate the students for participation as volunteers.

**4. To discuss the proposed events of the Photography Club:** Proposed event calender has been discussed and finalised with the approval of all the committee members. Some of the proposed events are as follows:

1. Photography competition
2. Photography Exhibition
3. Photo walk and many more

**5. Discussed the role and responsibilities of the committee members**

- (a) Dissemination of the event information to their respective departments and ensure maximum participation from the students.
- (b) Organising the club enrolment of volunteers
- (c) To promote club events through all appropriate media
- (d) To maintain an accurate record of all the activities of the club.

**6. Discussed and finalised the role and responsibilities of the volunteers of the club.**

- (a) All volunteers shall work under the guidance of committee members.



**7. Framed the guidelines for smooth conduct of club activities.**

- (a) All the students will be informed about the events through notice.
- (b) Students may submit their entries to their respective coordinators.
- (c) Certificates will be given to first 3 winners.
- (d) Geo-tag photographs are mandatory
- (e) Submission of report within 2 days is mandatory.

All the resolutions and minutes are put-up in front of Institutional academic committee for approval.

Sd-

*Jyoti*  
(Club Incharge)

CC:

- To Dean, Tecnia Institute of Advanced Studies for kind information
- To Director, Tecnia Institute of Advanced Studies for kind information
- HOD's- MBA/BBA/BCA/BAJMC

