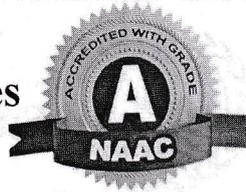




Rahul Sankrityayan
Subharti School of Linguistics and Foreign Languages
Faculty of Arts & Social Sciences



SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT, U.P.
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ref No.: FASS/LANG/2024/10/05

Dated: 04/10/2024

Notice

All faculty members of the Department of Languages are hereby informed that a departmental meeting will be held on 4th October 2024 at 8:15 AM, HOD Office, Department of Languages.

Agenda for the Meeting:

a) Formation of Departmental Committees

The meeting will focus on the formation of various departmental committees that will oversee key areas such as:

1. Literary and Cultural Club
2. Academic Coordination for BA and MA program
3. Examination and Scholarship Coordinator
4. Library Coordinator
5. NAAC Coordinator
6. Web Coordinator
7. Report Writing Committee
8. Sports Committee
9. Academic Bank of Credits and Digi-Locker Management Coordinator
10. Gender Sensitization Committee
11. Student Grievance Committee
12. Anti-Drug and Substance Abuse Committee

b) Mentor-Mentee Allotment

c) Discussion on Issues Faced by Teaching Staff (if any)

All teaching staff are expected to attend this important meeting punctually, as your input is crucial to the smooth operation of the department and the implementation of key initiatives for the academic year. If any unavoidable circumstances prevent your attendance, kindly inform the HoD's office in advance.

Antarimf
Dr. Seema Sharma
Department of Languages
Faculty of Arts & Social Sciences
Department of Languages
Swami Vivekanand Subharti University



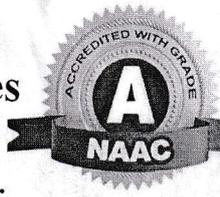
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Minutes of the Departmental Meeting 04/10/2024

A departmental meeting was held on 4th October 2024, chaired by the Head of the Department. The meeting began at 8:15 AM and was attended by all teaching staff of the Department of Languages. The agenda focused on the formation of various departmental committees, mentor-mentee allotment, and discussion on issues faced by the teaching staff.

Attendees

The meeting was attended by the following Faculty Members:

- | | | | |
|-----------------------|---|-------------|-----------------|
| 1. Dr. Seema Sharma | - | Chairperson | <i>Seema</i> |
| 2. Prof. Rajeswar Pal | - | Member | <i>Rajeswar</i> |
| 3. Dr. Rafat Khanam | - | Member | <i>Rafat</i> |
| 4. Dr. Yeshpal | - | Member | <i>Yeshpal</i> |
| 5. Dr. Manisha Luthra | - | Member | <i>Manisha</i> |
| 6. Dr. Ashish Kumar | - | Member | <i>Ashish</i> |
| 7. Dr. Nishi Raghav | - | Member | <i>Nishi</i> |
| 8. Dr. Ranveer | - | Member | <i>Ranveer</i> |
| 9. Dr. Anuj Bawara | - | Member | <i>Anuj</i> |
| 10. Ms. Swati Sharma | - | Member | <i>Swati</i> |

Minutes of the Meeting

1. Formation of Departmental Committees

The first point on the agenda was the formation of several departmental committees to manage key areas within the department. The committees and their responsibilities were discussed in detail, and members were assigned accordingly.

1. Literary and Cultural Club:

This committee will organize literary and cultural activities, fostering student engagement in extracurricular events.

Members: Dr. Manisha Luthra (Coordinator) *Manisha*

Ms. Swati Sharma (Coordinator)

2. Academic Coordination for BA and MA Programs:

This committee will oversee the coordination of the academic curriculum and schedules for both undergraduate and postgraduate programs.

Members: Dr. Rafat Khanam (M. A. Coordinator) *Rafat*

Dr. Manisha Luthra (B. A. Coordinator) *Manisha*

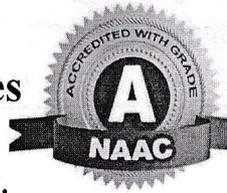
3. Examination and Scholarship Coordinator:

This committee will handle exam scheduling, invigilation, result processing, and assisting



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students with scholarship opportunities.

Incharge: Dr. Ashish Kumar *Ashish Kumar*

4. Library Coordinator:

Responsible for maintaining and updating the departmental library, ensuring academic resources are accessible.

Incharge: Dr. Yeshpal *Yeshpal*

5. NAAC Coordinator:

This committee will ensure compliance with the requirements of the National Assessment and Accreditation Council (NAAC).

Member: Dr. Seema Sharma - (Overall In-charge) and Criteria 7 *Seema Sharma*

Ms. Swati Sharma - Criteria 6

Dr. Yeshpal - Criteria 5 *Yeshpal*

Dr. Nishi Raghav - Criteria 4 *Nishi*

Dr. Ashish Kumar - Criteria 3 *Ashish Kumar*

Dr. Rafat Khanam - Criteria 2 *Rafat Khanam*

Dr. Manisha Luthra - Criteria 1 *Manisha*

6. Web Coordinator:

The Web Coordinator will manage the department's online presence and ensure the timely update of important information.

Member: Dr. Manisha Luthra

7. Report Writing Committee:

This committee will be responsible for documenting department events, meetings, and preparing reports for administrative purposes.

Members: Dr. Ashish Kumar (Hindi) *Ashish Kumar*

Dr. Nishi Raghav (Hindi) *Nishi*

Dr. Manisha Luthra (English) *Manisha*

Ms. Swati Sharma (English)

8. Sports Committee:

This committee will organize sports events for students and faculty, promoting physical well-being.

Members: Dr. Yeshpal (Male students) *Yeshpal*

Dr. Nishi Raghav (Female students) *Nishi*

9. Academic Bank of Credits (ABC) and DigiLocker Management Coordinator:

This committee will oversee the implementation and functioning of the ABC system and DigiLocker for students' academic records.

Member: Dr. Farha Hashmi *Farha Hashmi*



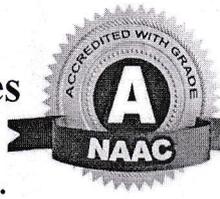
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10. **Gender Sensitization Committee:**

The Gender Sensitization Committee will promote gender equity and handle any gender-related issues in the department.

Members: Dr. Rafat Khanam

Dr. Ashish Kumar

11. **Student Grievance Committee:**

This committee will address grievances raised by students and ensure that their issues are resolved efficiently.

Members: Dr. Seema Sharma

12. **Anti-Drug and Substance Abuse Committee:**

This committee will organize awareness campaigns and take initiatives to ensure a drug-free campus environment.

Members: Prof. Rajeswar Pal

Dr. Ranveer

Resolution: All committee members were confirmed, and the HoD emphasized the importance of active participation from each member in fulfilling their duties effectively.

2. Mentor-Mentee Allotment

The next point on the agenda was the allotment of mentor-mentee responsibilities. The HoD explained that each faculty member would be assigned a specific group of students to mentor. The mentors are expected to provide academic, career, and personal guidance to their mentees.

Resolution: Mentor allotments were finalized, with each faculty member being assigned a group of students from both BA and MA programs.

Conclusion

The meeting concluded with a commitment to ensure that all newly formed committees begin functioning immediately. The HoD thanked everyone for their active participation and contributions.

The meeting ended on a positive note.

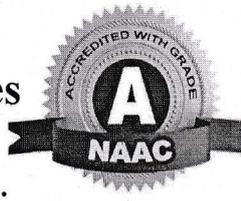
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Departmental Meeting
Attendance Sheet

Date: - 04/10/2024

S. No.	Name	Department and College	Signature
1.	डॉ. सीमा शर्मा	भाषा विभाग	सीमा शर्मा
2.	Dr. Rafat Khanam	Languages	Rafat
3.	Prof. Rajeswar Pal	Languages	Rajeswar
4.	डॉ. शरणि कुमार्	भाषा विभाग	शरणि
5.	Dr. Ranveer Singh	Dept of Languages	Ranveer
6.	Dr. Yeshlal	Languages	Yeshlal
7.	Dr. Manisha Luthra	Asst Professor, Languages	Manisha
8.	Ms. Swati Sharma	Lang. Dept	Swati
9.	Dr. Neelhi Raghav	Asst + Professor of Languages	Neelhi
10.	Dr. Anuj Bhowra	Asst. Professor	Anuj