

Department of Language, FASS, SVSU
Minutes of Meeting

The Department of Languages held a meeting at the Faculty of Arts and Social Sciences, on 2nd May 2023 at 2:00 pm.

Attendees:

1. Prof. (Dr.) Tushti sharma, Head, Department of language
2. Dr Seema Sharma
3. Dr Rafat Khanam
4. Dr. Yeshpal Sharma
5. Dr Shobha Ratudi
6. Dr. Arun Kumar
7. Dr. Ranveer Singh
8. Ms. Swati Sharma
9. Ms. Vibha Ghavri
10. Mr. Rupendra Kumar

Absentees:

1. Ms. Aditi Goswami

The following deliberations were made in the meeting:

1. Dr. Yeshpal Sharma was given a responsibility to submit the proposal of M. A. Sanskrit by 15th May 2023 and Dr. Seema will submit the proposal for Ph. D. in Hindi/Sanskrit.
2. Head, department of language informed that the syllabus of the course work for Ph. D English has been approved with slight changes as per the consent of Dean, Academics.
3. To initiate B A Hons under the department, the responsibility of curriculum design for 2nd Major subject (As per NEP 2020 Guidelines) was given to:
 - Dr. Rafat Khanam and Miss Vibha Ghavri (B. A. English, I, II, III year)
 - Dr. Seema Sharma and Dr. Shobha Ratudi ((B. A. Hindi, I, II, III year)
 - Dr. yeshpal Sharma (B. A. Sanskrit, I, II, III year)

And the curriculum submission before the departmental internal committee is decided on 9th June 2023 and 10th June 2023 before the NEP Committee for suggestions and their recommendations.

4. As per the requirement of AQAR the faculty members were asked to submit the course file of the respective subjects they are teaching (as per the format of IQAC shared on Departmental ID) for the odd Semester 2022 and Even Semester 2023 by 30th June 2023 and the submission of the course file of the forthcoming session by 31st July 2023.
5. Faculty members were asked to submit the details of their achievement, awards,

certificates, FDPs, Conferences, Seminars, research papers and publications and their Profile (in 100-300 words).

6. Evaluation of AEC-01 of SVSU and Bijnore centers will be done by concerned subject teachers.
7. During the academic year 2023-24 at least six guest lecturers and 5 Workshop (at Rani Laxmi Bai Auditorium) were proposed to be conducted by the Department.
8. Monthly departmental meeting will be scheduled on any Friday at 2:00 – 4:00 p.m. so all the faculty members were asked to keep the above said slot free in their timetable.
9. Faculty members were asked to give prior information via email to the HOD if they avail leave.
10. Faculty members were asked to submit summer assignments for the month of May, June, July 2023 for their academic enhancement.
11. Faculty members were asked to submit suggestions for Value Added Course (VAC) and Short Term Program (STP).
12. VAC and STP Guidelines/SOP were ensured to share with faculty members.
13. In case of demise in the family of faculty members, a condolence will be held at the departmental level.
14. The suggestions for celebrating birthdays were invited.
15. Minutes of the Meeting were decided to be prepared by Dr. Shobha Ratudi for the forthcoming meetings.
16. Dr. Yeshpal Sharma will prepare the Press release of the departmental events.
17. The following faculty members were designated as:
 - Mr. Rupendra Kumar - NAAC and Website Coordinator
 - Dr. Arun Kumar - Ph. D. Course work Coordinator
 - Dr. Yeshpal Sharma - M. A Coordinator

The meeting ended at 3:55 pm with formal vote of thanks by the HOD.



Department of 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)
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S.No	Name	Present Designation	Department	Date of Appointment at Present Designation as per statutory guidelines	Extn. No.	E-mail ID	Mobile No.	Date of Joining @SVSU	Regularized/ Probation	Signature	Date
1.	Dr. Tushti Sharma	HOD and Professor	Language (English)	11-03-2022	NA	dr.tushti@gmail.com	9897403676	11-03-2022	Regularized		
2.	Dr. Rafat Khanam	Associate Professor	Language (English)	03/03/2022	NA	dr.rafat.language@gmail.com	9634567094	06/11/2014	Regularized	<i>Dr. Rafat Khanam</i>	31/07/23 12:00 P.M.
3.	Dr. Seema Sharma	Associate Professor	Language (Hindi)	14-10-2021	NA	sscema561@gmail.com	9457032427	04-10-2019	Regularized	<i>Dr. Seema Sharma</i>	21/07/23 12:00 P.M.
4.	Dr. Yeshpal	Assistant Professor	Language (Sanskrit)	09-10-2019	NA	yeshpal2605@gmail.com	7888606203	09-10-2019	Regularized	<i>Dr. Yeshpal</i>	03/07/23
5.	Dr. Manisha Luthra	Assistant Professor	Language (English)	20-05-2021	NA	manishapundir143@gmail.com	9760530886	20-05-2021	Regularized	<i>Dr. Manisha Luthra</i>	21/07/23 2:00 P.M.
6.	Dr. Shobha	Assistant Professor	Language (Hindi)	01-02-2023	NA	shobha.jini@gmail.com	9457130665	01-02-2023	Probation	<i>Dr. Shobha</i>	03/07/23

7.	Raturi Ms Vibha	Assistant Professor	Language (English)	28-10-2022	NA	vibha.ghavri@gmail.com	9650696770	28-10-2022	Probation	Vibha 2/10	
8.	Ms. Aditi	Assistant Professor	Language (English)	27-01-2023	NA	goswami882@gmail.com	7456999122	27-01-2023	Probation		
9.	Mr. Rupendra	Assistant Professor	Language (English)	17-04-2023	NA	rupendragarhwal12@gmail.com	8534997930	17-04-2023	Probation	Rupendra 2-11-2023	2023
10.	Dr. Arun Kumar	Assistant Professor	Language (English)	17-04-2023	NA	arunkenglish@gmail.com	9837807641	17-04-2023	Probation	Dr 31/7/23	
11.	Dr. Ranveer	Assistant Professor	Language (English)	18-04-2023	NA	ranveersingheng@gmail.com	9927187085	18-04-2023	Probation	Ranveer 2/10	
12.	Ms. Swati Sharma	Senior Lecturer	Language (English)	21-04-2022	NA	sharmaswati236@gmail.com	9027453071	21-04-2022	Probation Regularised	Swati 2/10	