



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/2024/05/09

Dated: 18/05/2024

Notice

It is informed that a meeting has been scheduled on 20th May 2024 from 2:00 pm to formulate a plan for the smooth functioning of the department. The presence of all respected teacher colleagues is requested.

Am, 2mf
Regards,

Dr. Seema Sharma

Am, 2mf
Dr. Seema Sharma
Head
Department of Languages
HEAD
Department of Languages
Faculty of Art & Social Sciences
Swami Vivekanand Subharti University
MEERUT



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/

Dated: 22/05/2024

Minutes of the Meeting

A departmental meeting was convened on 20-05-2024 at 2:00 pm in the Department of Languages, chaired by Dr. Seema Sharma, Head of the Department. The meeting aimed to discuss various matters about the department's activities, progress, and plans.

Attendees:

- Dr. Seema Sharma, Head
- Dr. Rafat Khanam, Associate Professor
- Dr. Rajeshwar Pal, Professor
- Dr. Yeshpal Sharma, Assistant Professor
- Dr. Manisha Luthra, Assistant Professor
- Ms. Swati Sharma, Sr. lecturer
- Dr. Shobha Raturi, Assistant Professor
- Dr. Ranveer, Assistant Professor
- Dr. Ashish Dipankar, Assistant Professor
- Dr. Anuj Bawara, Assistant Professor
- Dr. Farha Hashmi, Assistant Professor

Agenda:

1. Formation of Committees
2. Admission Process details and suggestions for promoting B.A., M.A., and Ph.D. Programs
3. New Ideas for Faculty Development Programs (FDP)
4. Publishing Journal and Research Initiatives
5. Preparation of Course file
6. Any Other Suggestions
7. Problems (if any) being faced by any member of the department

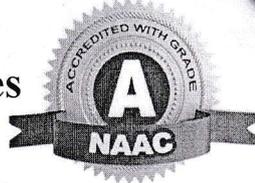
Minutes:

1. Formation of Committees:

- It was decided to form several committees to streamline departmental activities.
- Committees were formed and in-charges/ coordinators were assigned as follows:
 1. Cultural Committee -Ms. Swati Sharma
 2. NAAC coordinators -Dr. Anuj Bawara
-Dr. Farha Hashmi



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)

3. Literary Committee -Dr. Shobha Raturi
5. Exam Coordinator -Dr. Ashish Dipankar

2. Admission Process for Academic Year 2024-2025:

- The current admission process was reviewed, and suggestions for improvements were discussed.
- It was agreed to explore innovative methods to attract high-quality applicants.
- Ms. Swati Sharma was given the additional responsibilities of admission cell
- Various innovative publicity ideas were shared by Dr. Anuj Bawara to attract students to the programs offered by the department.

3. New Ideas for Faculty Development Programs (FDP):

- Several ideas for FDPs were proposed, including workshops on using Artificial Intelligence to improve academic profiles, creating PPTs, etc.
- Suggestions for inviting external speakers and collaborating with other departments were noted.
- A plan to assess the effectiveness of FDPs was also discussed.

4. Publishing Journal and Research Initiatives:

- The department expressed the need to enhance research output and encourage faculty publications.
- Plans to launch a departmental journal were discussed, along with strategies for peer review and publication frequency.
- Dr. Yeshpal was given the task of tracing the process of launching a journal.

5. Discussion on Organizing a Conference:

- The department showed enthusiasm for hosting a one-day conference in the upcoming session.
- The proposed themes for the conference were Artificial Intelligence, Indian Culture and Indian Knowledge Systems.
- Initiatives to support faculty research projects and secure external funding were considered.
- Further discussions on conference planning will be held in subsequent meetings.

6. Method to prepare Course file:

- Discussion on the preparation of course file for the odd and even semesters of the academic year 2023-2024 was done and it was agreed upon that a single file will be made for a single course code even if it is running at different colleges.
- The last date to prepare and submit the course files was declared as June 10, 2024.

Action Taken:

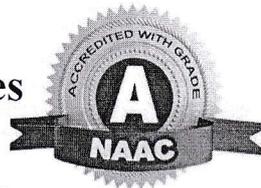
- Ms. Swati Sharma will coordinate the admission process.
- Dr. Anuj Bawara will explore innovative methods to attract applicants.
- Dr. Yeshpal will trace the process of launching a departmental journal.
- All the faculty members will prepare the course file by 10-06-2024 and submit it to Dr. Rajeshwar Pal in softcopy.



Rahul Sankrityayan

Subharti School of Linguistics and Foreign Languages

Faculty of Arts & Social Sciences

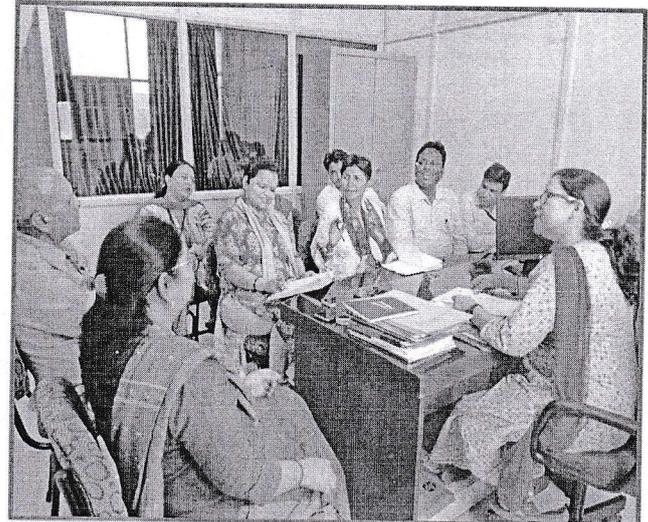
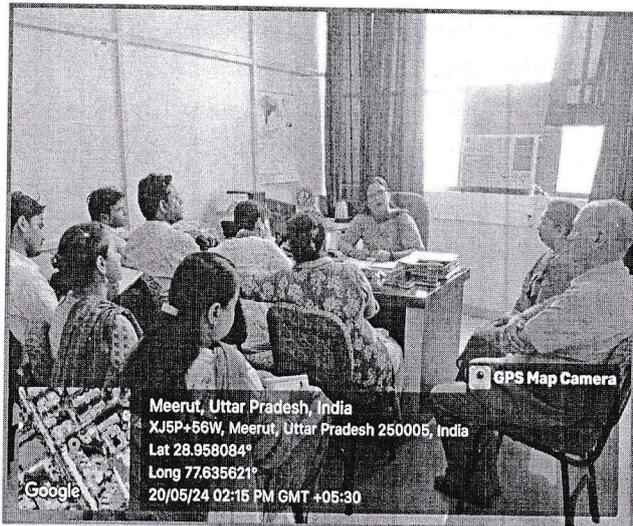
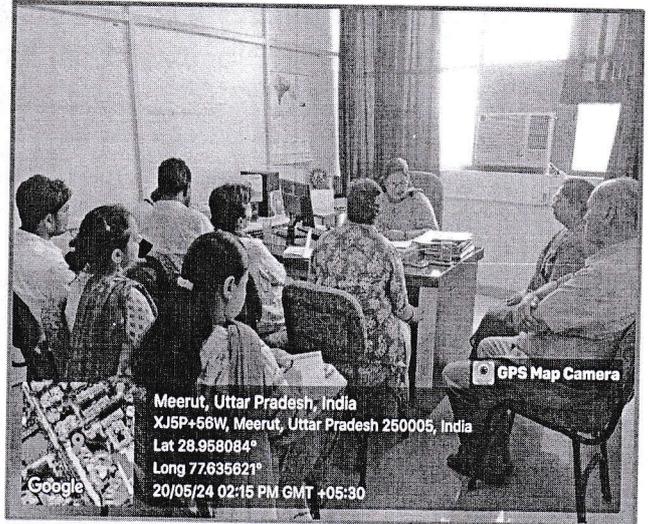
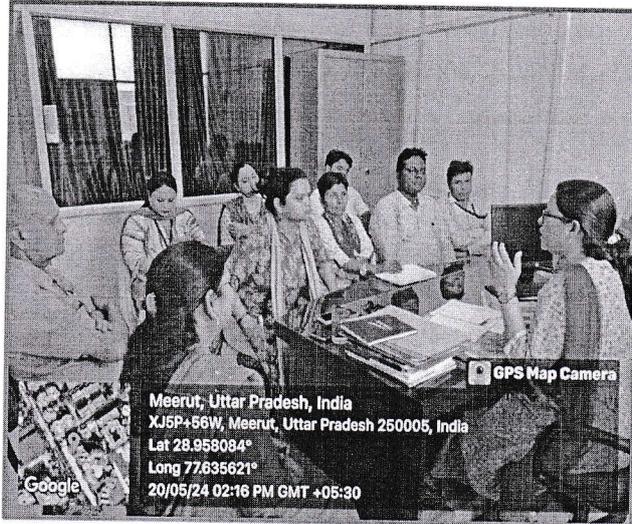


SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT, U.P.
(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

• All the committees in charge will ensure the smooth and successful completion of the assigned tasks.

Adjournment:

- The meeting was adjourned at 03:50 pm on a positive note.



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



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)



Departmental Meeting

Attendance Sheet

Monday, 20/05/2024

S.No	Name	Designation	Signature
1.	Dr. Seema Sharma	Associate Professor and Head	<i>Ant & mf</i>
2.	Dr. Rajeswar Pal	Professor	<i>Om</i>
3.	Dr. Rafat Khanm	Associate Professor	<i>Rafat</i>
4.	Dr. Manisha Luthra	Assistant Professor	<i>Manisha</i> 20/05/24
5.	Dr. Yeshpal Sharma	Assistant Professor	<i>Yeshpal</i> 20/05/2024
6.	Dr. Shobha Raturi	Assistant Professor	<i>Shobha Raturi</i> 20/05/2024
7.	Dr. Ranveer Singh	Assistant Professor	<i>Ranveer Singh</i> 20/05/24
8.	Dr. Ashish Kumar	Assistant Professor	<i>Ashish Kumar</i> 20/05/2024
9.	Dr. Anuj Bawara	Assistant Professor	<i>Anuj</i>
10.	Dr. Farha Hashmi	Assistant Professor	<i>Farha Hashmi</i>
11.	Ms. Swati Sharma	Senior Lecturer	<i>Swati</i>

Ant & mf
Dr. Seema Sharma
HEAD
Department of Languages
Faculty of Art & Social Sciences
Swami Vivekanand Subharti University
MEERUT