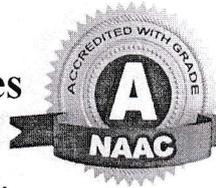




Rahul Sankrityayan
Subharti School of Linguistics and Foreign Languages
Faculty of Arts & Social Sciences



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/2024/05/14

Dated: 31/05/2024

Notice

This is to inform the members of the SWOC committee that a meeting has been scheduled on 3rd June 2024, 12:30 pm in the office of the Head, Department of Languages, Faculty of Arts and Social Sciences to discuss the following.

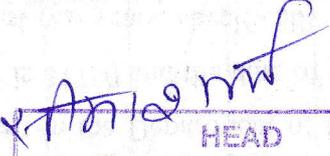
Agenda:

1. Discussion on Feedback from Teaching, Non-Teaching Staff, and Students
2. SWOC Analysis Updates including Strengths, Weaknesses, Opportunities & Challenges
3. Action Plan and Implementation Strategies
4. Suggestions (if any)

Your presence is highly valued and crucial for the productive discussion and planning of our department's strategies. Kindly make every effort to attend.

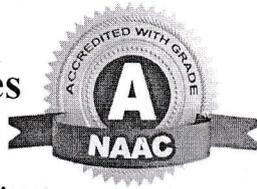
Thank you for your cooperation.

Regards


HEAD
Department of Languages
Faculty of Art & Social Sciences
Swami Vivekanand Subharti University
SWOC Analysis Committee
Department of Languages
Faculty of Arts and Social Sciences



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Subharti School of Linguistics and Foreign Languages
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 (Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ref No.: FASS/LANG/2024/05/08

Dated: 18/05/2024

To,

- | | | | |
|---|---|------------------|-----------------|
| 1. Dr. Seema Sharma, Associate Professor & Head | - | Chairperson | <i>Seema</i> |
| 2. Dr. Rajeswar Pal, Professor | - | Vice-Chairperson | <i>Rajeswar</i> |
| 3. Dr. Rafat Khanam, Associate Professor | - | Member | <i>Rafat</i> |
| 4. Dr. Manisha Luthra, Assistant Professor | - | Member | <i>Manisha</i> |
| 5. Ms. Swati Sharma, Senior Lecturer | - | Member | <i>Swati</i> |

Sir/Madam,

This is with reference to Quality Assurance & for the Attainment of College Objective; one committee for SWOC Analysis (2023-24) is to be constituted as per the letter from the University IQAC via mail dated 17/05/2024 and same is constituted as under:-

- | | | | |
|---|---|------------------|-----------------|
| 1. Dr. Seema Sharma, Associate Professor & Head | - | Chairperson | <i>Seema</i> |
| 2. Dr. Rajeswar Pal, Professor | - | Vice-Chairperson | <i>Rajeswar</i> |
| 3. Dr. Rafat Khanam, Associate Professor | - | Member | <i>Rafat</i> |
| 4. Dr. Manisha Luthra, Assistant Professor | - | Member | <i>Manisha</i> |
| 5. Ms. Swati Sharma, Senior Lecturer | - | Member | <i>Swati</i> |

All the members are requested to submit the report in the Performa enclosed by 14/06/2024 positively.

With Regards,

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



Rahul Sankrityayan

Subharti School of Linguistics and Foreign Languages

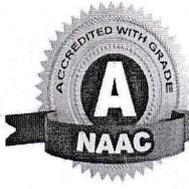
Faculty of Arts & Social Sciences

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(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ph.No.-0121-2439578, 2439052-3058031, 3058032, Ext. No.-2897

Website: www.subharti.org E-mail: languagedept@subharti.org



Ref No.: FASS/LANG/2024/06/

Dated: 03/06/2024

Minutes of Meetings

The SWOC Committee meeting was convened to assess the feedback collected from teaching staff, non-teaching staff, and students regarding the Department of Languages. The purpose of this meeting was to identify strengths, weaknesses, opportunities, and challenges and formulate an actionable strategy for improvement. The discussions aimed to enhance academic excellence, improve infrastructural facilities, and ensure the overall development of all stakeholders.

Date: 3rd June 2024

Time: 12:30 PM

Venue: Office of the Head, Department of Languages, Faculty of Arts and Social Sciences

Participants:

- | | | | |
|---|---|------------------|-----------------------|
| 1. Dr. Seema Sharma, Associate Professor & Head | - | Chairperson | <i>Seema Sharma</i> |
| 2. Dr. Rajeswar Pal, Professor | - | Vice-Chairperson | <i>Rajeswar Pal</i> |
| 3. Dr. Rafat Khanam, Associate Professor | - | Member | <i>Rafat Khanam</i> |
| 4. Dr. Manisha Luthra, Assistant Professor | - | Member | <i>Manisha Luthra</i> |
| 5. Ms. Swati Sharma, Senior Lecturer | - | Member | |

Agenda:

1. Welcome and Opening Remarks
2. Discussion on Feedback from Teaching, Non-Teaching Staff, and Students
3. SWOC Analysis Updates including Strengths, Weaknesses, Opportunities & Challenges
4. Action Plan and Implementation Strategies
5. Suggestions (if any)
6. Closing Remarks

Meeting Proceedings:

The Head of the Department welcomed all members and emphasized the importance of the SWOC analysis for the department's continuous growth. The feedback from teaching staff, non-teaching staff, and students was reviewed, highlighting the dedication of faculty, active student participation, and strong administrative support. Key areas for improvement, including infrastructure, resources, and technological advancements, were also identified to enhance overall academic and operational efficiency.

Strengths:

- Highly qualified and committed teaching faculty.



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Subharti School of Linguistics and Foreign Languages

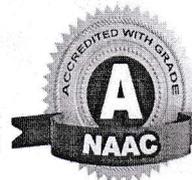
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- Strong administrative support and teamwork.
- Positive and interactive student-teacher relationships.

Weaknesses:

- Inadequate infrastructure, including language labs and a departmental library.
- Limited technological resources for modern teaching methods.
- Lack of separate pantry and office facilities for non-teaching staff.

Opportunities:

- Expansion of interdisciplinary research and collaboration.
- Professional development programs for staff.
- Career guidance and international exposure for students.

Challenges:

- Keeping up with evolving educational technologies.
- Balancing teaching, research, and administrative responsibilities.
- Need for enhanced career planning and job placement support for students.

Action Plan and Implementation Strategies: To enhance the department's academic and operational efficiency, a proposal will be submitted for establishing a departmental library and language lab. Faculty members will seek funding opportunities to acquire modern teaching tools, while non-teaching staff will undergo training in digital administration to improve efficiency. Additionally, more workshops, guest lectures, and career counseling sessions will be organized for students. Efforts will also be made to collaborate with international institutions to facilitate student and faculty exchange programs, fostering global exposure and academic growth.

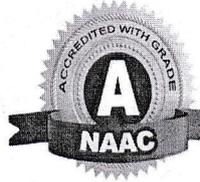
Suggestions & Closing Remarks: To ensure continuous improvement, a periodic review mechanism for SWOC analysis was suggested. Faculty members recommended incorporating more practical exposure through field visits and internships, while students proposed enhanced mentorship programs for academic and career guidance. In the closing remarks, the Head of the Department thanked all members for their active participation and valuable inputs. It was emphasized that collaborative efforts would help overcome challenges and maximize opportunities for the department's growth. The meeting concluded with a strong commitment to implementing the discussed action plan effectively.

The SWOC Committee meeting successfully identified key strengths, weaknesses, opportunities, and challenges within the Department of Languages. Constructive discussions led to actionable recommendations, including infrastructural improvements, technological advancements, and student-centric initiatives. By implementing the proposed strategies, the department aims to



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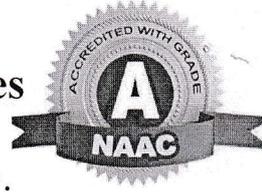


enhance its academic and operational excellence, fostering a more supportive and enriching environment for all stakeholders.

Seema Sharma
Dr. Seema Sharma,
Associate Professor & Head,
Chairperson
Internal Committee for SWOC Analysis



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SWOC Meeting
Attendance Sheet
Monday, 03/06/2024

S. No.	Name	Designation	Signature
1	Dr. Seema Sharma	Associate Professor & Head - Chairperson	
2	Dr. Rajeswar Pal	Professor - Vice-Chairperson	
3	Dr. Rafat Khanam	Associate Professor - Member	
4	Dr. Manisha Luthra	Assistant Professor - Member	
5	Ms. Swati Sharma	Senior Lecturer - Member	

03.06.2024
Dr. Seema Sharma
 Head
 Department of Languages