



# GANESH SHANKAR VIDYARTHI

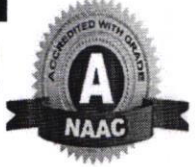
SUBHARTI COLLEGE OF JOURNALISM & MASS COMMUNICATION

Website: www.subharti.org, e-mail: journalism@subharti.org, Ph.: 0121-2439067 (Extn: 2831, 2833), Telefax: 0121-3055017

A constituent college of

**SWAMI VIVEKANAND SUBHARTI UNIVERSITY**

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



*Office of the Dean /Principal*

Ref. No. SCJMC/SVSU/2019/.....0012(1)

Date:-04/01/2019

## Office Order

### Sub: Board of Studies Meeting

This is to inform you all that Ganesh Shankar Vidyarthi Subharti College of Journalism & Mass Communication is going to organize Board of studies meeting to discuss the academic working for upcoming session.

Board of studies meeting will be chaired by undersigned. All are requested to present on time. The details of the meeting are as under:

**Venue: Conference Hall**

**Day & Date: Tuesday, 08/01/2019**

**Time: 11:30 AM**

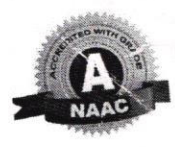
**Dr. Neeraj Karan Singh**

**Principal**

**G.S.V.S.C.J.M.C, S.V.S.U, Meerut**

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Ref. No. SCJMC/SVSU/2019/.....  
Dated 22.01.2019

SCJMC/SVSU/2019/29

of the Principal

## Minutes of the Meeting

Minutes of the Meeting of Board of Studies at Faculty of Journalism and Mass Communication was held on 08/01/2019 at 10:30 AM by Dr. Neeraj Karan Singh (Principal) the following members were present in the meeting.

Sr. No.	Name	Designation	Signature
1.	Dr. Neeraj Karan Singh	Principal	
2.	Mr. Ashok Tyagi	Professor	
3.	Mrs. Gunjan Sharma	Lecturer/Assistant Professor	Absent
4.	Mr. Surender Kumar	Assistant Professor	
5.	Mr Mudasir Sultan	Lecturer/Assistant Professor	
6.	Mr. Yasir Arfat	Lecturer	
7.	Ms. Preeti Singh	Lecturer	
8.	Mr. Atul Gupta	Lecturer	

Alumni, GSVSCJMC		Designation	Signature
Sr. no	Name		
1.	Mr. Anam Khan Sherwani	PRO, Swami Vivekanand Subharti University, Meerut <i>Media/Event Manager</i>	

The Chairman welcomed the members of the Meeting of faculty member. Initiating the discussion the Chairman placed the agenda items for discussion.

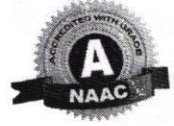
### AGENDA OF THE MEETING

1. Commencement of the session 2018-19 (Even Semester)
2. Implementation of corrections in ordinance and syllabus.
3. Introduction of B.Voc Program at PG level.
4. Cancellation of PGDJMC Program
5. Academic Roles and Responsibilities(Committee Distribution /Procter/ Scholarship / etc)
6. Admission Coordination (Planning etc)
7. Appointment of the Academic / Exam and Class Coordinators.
8. Allocation of theory and practical subjects to the Faculty on Credits Basis.
9. Preparation of the Time-Table for coming session 2018-19
10. Attendance of the students (Maintain record etc.)
11. Discussion on medium of lecturer delivery.



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12. Responsibilities of E-News letter (English and Hindi) and E-Magazine.
13. Club Activities and Responsibilities of various college comities
14. Maintenance of College Library and Computer lab.
15. Working of Campus Radio.
16. Discussion about mentor activities and feedback system.
17. Introduction of Value Added Program.
18. Teacher Tutorial on YouTube.
19. Wall of Fame (Best Students & faculty Achievement)
20. Progression of students in PG program.
21. Alumni Association & their activities
22. Event Schedule for even semester January 2019;
23. Review the intake capacity of students for BJMC PROGRAM.
24. Introduction of PG Diploma Courses (*Development Journalism & Advertising /Public Relation and corporate communication*)

DIP Letter

### Decisions were taken by the Board of Faculties.

1. It is decided that Even Semester session 2018-19 will start from 21<sup>st</sup> January 2018, for all the classes i.e. BJMC 1<sup>st</sup> /2<sup>nd</sup>/3<sup>rd</sup> Year , MJMC 1<sup>st</sup> / 2<sup>nd</sup> Year.
2. All Corrections in Ordinance and Syllabus were accepted and passed after verification.
3. It is decided that B.Voc in PG program should be introduced and project should be prepare for the same.
4. On basis of Demand ratio of last three years It is decided that PG Diploma program should be cancelled from upcoming session 2019-20.
5. Academic Roles and Responsibilities were allotted to the faculty (**Detail Enclosed**)
6. It has been decided that Admission process for coming session 2019-20 should be planned. The responsibility of the counseling was given to faculty members. Mr. Mudassir Sultan will be the admission coordinator for the coming session.
7. It has been decided that Academic Coordinator of GSVSCJMC will be Prof. Ashok Tyagi, his responsibility is to take care of all the academic activity ( Time Table Coordination, weekly report of academic activity, etc.) and Exam Coordinator of GSVSCJMC will be Mrs. Gunjan Sharma, her responsibility is to take care of all the Exam related activity with perior permission of the Principal. Further the class counselors of all Classes are appointed. The detail are as follows :
  - a. BJMC 1<sup>st</sup> Year - Mr. Mudasir Sultan
  - b. BJMC 2<sup>nd</sup> Year - Mr. Yasir Arfat
  - c. BJMC 3<sup>rd</sup> Year - Mrs Gunjan Sharma
  - d. MJMC 1<sup>st</sup> Year - Mr. Yasir Arfat
  - e. MJMC 2<sup>nd</sup> Year - Ms. Preeti Singh
8. Theory and Practical subjects are allotted to the faculty members as per their expertise on credit basis. further it is decided that unit wise at least 2-4 assignments must be given by every faculty members to impart maximum contents to the students. Every faculty is advice to discuss the subjects/topics with the help of latest case studies to make easy to understand to the students.
9. Time Table for the session 2018-19(Even Semester) is prepared and commence. (**Detail Enclosed**)
10. Attendance of the students should be properly recorded and marked in the register by every faculty. The register will be checked on monthly basis of the session.
11. The medium of lecturer delivery by the faculty should be English/Hindi. Notes should be provided to the students. (**English / Hindi**)
12. It is decide to continues both E-Newsletters (**Hindi and English**) and monthly E-Magazine.  
Faculty In-charge are:-

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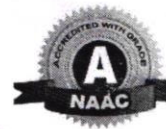
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- a. Hindi News letter (PRAGYAN) In-charge – Mr. Yasir Arfat
  - b. English News letter (SUBHARTI TIMES) In-charge- Mr. Mudassir Sultan
  - c. Monthly E-Magazine (VYAKT) In-charge – Mr. Yasir Arfat
13. It is decided that various clubs and committee has to submit their details of activities for the Even Semester 2018-
19. The in –charge of the activity are :
- a. Radio Club: Mr. Yasir Arfat
  - b. Theater Club: Dr. Neeraj Karan Singh
  - c. Photography Club: Mr. Yasir Arfat
  - d. Film Club: Mr. Preeti Singh
  - e. Ads making Club: Mrs. Gunjan Sharma
14. It is decided that there should be proper maintenance of the college library and the entry record should be proper maintain. Additional Books for the college library should be purchased. It is also decided that there should be proper maintenance of the Computer Lab and entry should be recorded properly.
15. Campus Radio programme should run on weekly basis and all the record of the programmes' should be properly maintain.
16. It is decided that the proper Mentoring System will be followed and record should be maintained. Further the concern faculty should guide and counsel their mentee whenever is needed. It is also decided that Feedback of the students should be done on monthly basis and recorded.
17. It is decided that College will organize various Value Added Programs on regular bases. **(Detail Enclosed)**
18. It has been decided that faculty should prepare E-lecture on their respective subjects and post on the social media / youtube etc for the students.
19. It has been decided that college will prepare the Wall of Fame (Board) for Best Students & Faculty achievement on monthly basis the in charge of the activity will be Ms. Preeti Singh.
20. It has been decided that every faculty/ Mentor/ Class Coordinator will counsel the final year student for the higher studies in the college.
21. It has been decided Alumni Association and their activity should be proper recorded and Mr. Mr. Anam Khan Sherwani has been appointed as the Member of the Alumni Association Club, GSVSCJMC, SVSU, Meerut.
22. It is decided that following events will be organized in upcoming even Semester:
- a. National Conference
  - b. Alumni Meet "MILAP 2K19"
  - c. Special Lectures
  - d. Media Fest "VAHIRANG 2K19"
23. It was decided that the intake capacity of students for BJMC program should be changed from 60 seats to 50 seats, as more than 15 seats have remained vacant for last two years.
24. After the review of feedback from employers and different stakeholders it was decided that PG Diploma Courses (*Development Journalism & Advertising /Public Relation and corporate communication*) should be introduced form the academic year 2019-20.

The Meeting of Board of Studies was adjourned with the vote of thanks. The next meeting will be scheduled as and when required.

  
**Dr. Neeraj Karan Singh**  
Principal  
G.S.V.S.C.J.M.C.



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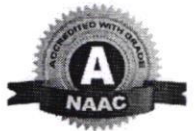
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Dated : 8/07/2019

## ACTION TAKEN REPORT

### OF BOARD OF STUDIES MEETING AS ON DATED 8/01/2019

The report of minutes of the meeting of Board of Studies at faculty of Journalism and Mass Communication, the meeting was held on 8/01/2019 under the chairmanship of Dr. Neeraj Karan Singh. The meeting member has approved following agenda.

Agenda and working of Previous BOS Meeting:

S No	Agenda Item	Decision	Outcome/ Results
•	Commencement of the session 2018-19 (Even Semester)	Session started	Even Semester session 2018-19 will starts from 21 <sup>st</sup> January 2018, for all the classes i.e. BJMC 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Year , MJMC 1 <sup>st</sup> / 2 <sup>nd</sup> Year
•	Value Added Course are started .	Value Added course is started successfully	Following topic of value added course has been introduce <ul style="list-style-type: none"> <li>• Desktop publishing</li> <li>• Hindi Typing</li> <li>• Layout and designing</li> </ul>
•	Designing of BJMC/MJMC Syllabus are per CBCS pattern	The syllabus was designed for BJMC/MJMC in CBCS pattern	The syllabus is implemented in session 2018-19
•	Appointment of the Academic / Research and Class Coordinators.	Academic Roles and Responsibilities were allotted to the faculty	All responsibility are given as per their expertise
•	Preparation of the Time-Table for coming session 2018-19	Time Table for the session 2018-19(Even Semester) is introduced	Classes running smoothly
•	Introduction of PG Diploma Courses <ul style="list-style-type: none"> <li>• Development Journalism</li> <li>• Advertising PR and Corporate Communication</li> </ul>	The syllabus was designed as per the industry need	Programme is approved in academic council meeting and commenced in session 2019-20

These agenda was passed and approved by Board of studies meeting on 8/01/2019.

Thanks

**Dr. Neeraj Karan Singh**  
**Dean & Principal**  
**G.S.V.S.C.J.M.C.**