



# SUBHARTI INSTITUTE OF JOURNALISM & MASS COMMUNICATION

(College established in 2008)

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## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under UP. Govt. Act No. 29 of 2008 and approved under section 2 (f) of UGC Act, 1956)  
E-mail: subharti.uni@gmail.com. Web: www.subharti.org

Ref. No. SIJMC/SVSU/2017/.....

Dated:-07.07.2017

### Office Order

### Sub: Board of Studies Meeting

This is to inform you that Ganesh Shankar Vidyarthi Subharti Institute of Journalism & Mass Communication is going to organize a **Board of Studies meeting** to discuss the working of upcoming session.

Board of Studies meeting is scheduled by Dean & Principal. The details of the meeting are as under:

**Venue: Conference Hall**

**Day & Date: Tuesday, 11/07/2017**

**Time: 12:00 PM**



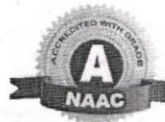
# GANESH SHANKAR VIDYARTHI

SUBHARTI INSTITUTE 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

Ref. No. SIJMC/SVSU/2017/.....<sup>23</sup>

Dated 12.07.2017

## Minutes of the Meeting

SIJMC/SVSU/BJMC/2017/23

A Minutes of the Meeting of faculty Board of Faculty of Journalism and Mass Communication was held on 11<sup>th</sup> July 2017 at 9:00 AM by Dr. Dharmendra Singh (Principal) the following members were present in the meeting.

Sr. no	Name	Desination	Signature
1.	Dr. Dharmendra Singh	Principal	
2.	Mr. Ashok Tyagi	Professor	
3.	Dr. Neeraj Karan Singh	Assistant Professor	ABSENT
4.	Mr. Arvind Kumar	Assistant Professor	
5.	Mr. Deepa Rani	Assistant Professor	ABSENT
6.	Ms. PriyankaGautam	Assistant Professor	
7.	Mrs. Gunjan Sharma	Lecturer/Assistant Professor	
8.	Mr. Surender Kumar	Lecturer/Assistant Professor	
9.	Ms. KaminiAloria	Lecturer/Assistant Professor	
10.	Mr. Mudasir Sultan	Lecturer/Assistant Professor	ABSENT

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

### Agenda of Meeting

1. Commencement of the session 2017-18 (Odd Semester)
2. Academic calendar is proposed for session 2017-18.
3. Allotment of subjects to the faculty on credit basis
4. Workload allotted to the the faculty.
5. Proper record of the examination mark sheets.
6. Appointment of Academic Coordinator and Class Counselor of SIJMC for the session 2017-18
7. Prior information of the faculty for leave
8. Students involvement in the college/ University activity
9. Discussion on the medium of lecture delivery
10. Proposal of Set-top-Box for conference Hall
11. Proposal of various committee and club
12. Time-Table for the session 2017-18 (Odd Semester)

### Decisions were taken by the Faculty Board .

1. It is decided that in Session for BJMC 2<sup>nd</sup> & 3<sup>rd</sup> year will starts from 1<sup>st</sup> of August 2017 and for BJMC 1<sup>st</sup> /MJMC 1<sup>st</sup> year will starts from 16<sup>th</sup> August 2017.
2. Academic calendar for the session 2017-18 is proposed and accepted by the board of Faculty members (detail attached )
3. Subjects are allotted to the faculty members as per their expertizeon credit basis further it is decided that unit wise at least four 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.
4. Workload of faculty members is allotted, the faculty will plan the practical classes/Visits /Workshops and expert lecture (Subject wise if require).
5. It is decided that the examination mark sheets records should be properly maintain year wise. Further, it is decided that the tentative date sheet of the sessional exam should be prepare by the exam coordinator.



# GANESH SHANKAR VIDYARTHI

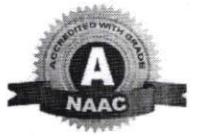
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Dated : 03/02/2018

## ACTION TAKEN REPORT

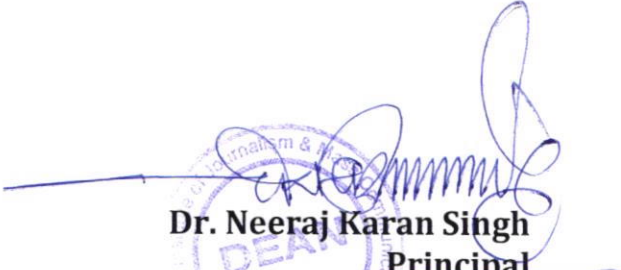
### OF BOARD OF STUDIES MEETING AS ON DATED 11/07/2017

The report of minutes of the meeting of Board of Studies at faculty of Journalism and Mass Communication, the meeting was held on 11/07/2017 under the chairmanship of Dr. Neeraj Karan Singh. The meeting member has approved following agenda.

1. For the session 2017-2018 subjects and workload are allotted to the faculty members as per their expertizeon credit basis further it is decided that unit wise at least four assignments must be given by every faculty members to impart maximum contents to the students.
2. It is decided that the examination mark sheets records should be properly maintain year wise.
3. SIJMC has appointed Dr. Neeraj Karan Singh, as Academic coordinator he will be responsible to take care of all the academic activity of the SIJMC.
4. Faculty has imparted lecture in English.
5. Set-top-box is demanded for for media information and need of course curriculum
6. Clubs has been formed to enhance the practical skills of the students
  - i. Film Club
  - ii. TV Production-Film Making Club
  - iii. Advertising Club
7. Time table for the session2017-2018 is degined and implemented

These agenda was passed and approved by Board of studies meeting on 11/07/2017.

Thanks

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