



GANESH SHANKAR VIDYARTHI

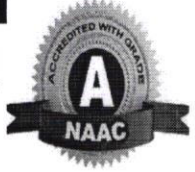
SUBHARTI COLLEGE OF JOURNALISM & MASS COMMUNICATION

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/2018/00321(1)

Date:-21/07/2018

Office Order

Sub: Board of Studies Meeting

This is to inform you all that as discussed in the previous meeting of Board of Studies held on 21/06/2018, Principal of Ganesh Shankar Vidyarthi Subharti College of Journalism & Mass Communication wants to again meet and discuss with the members of Board of studies to discuss and prepare the academic work schedule 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: Thursday, 26/07/2018

Time: 09:30 AM


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

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latest from
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Minutes of the Meeting

SCTMC/SVSU/BOS/2018/27

A Minutes of the Meeting of Board of Studies at Faculty of Journalism and Mass Communication was held on 26/7/2018 at 10:00 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	
4.	Mr. Surender Kumar	Lecturer/Assistant Professor	
5.	Mr Mudasir Sultan	Lecturer/Assistant Professor	ON-LEAVE
6.	Mr. Yasir Arfat	Lecturer/Assistant Professor	
7.	Moh. Muid	Lecturer/Assistant Professor	

External Expert

Sr. no	Name	Designation	Signature
1.	Mr. Kalyan Sarkar	Dean, Gulshan Kumar Film and Television Institute of India, Noida.	 26/7/2018
2.	Dr. Arvind Shukhla	Copy Editor, Hindustan Times Limited, Meerut.	

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 classes for odd semester 2018-19.
2. Preparation of the Orientation Programme for the coming session 2018-19
3. Designing of BJMC & MJMC Syllabus as per CBCS Pattern for the coming session 2018-19
4. Syllabus of the BJMC and MJMC for the 2nd Year and 3rd Year session 2018-19
5. Fee Structure and Syllabus for Lateral Entry in MJMC 2nd Year.
6. Introduction of the New Programme Bachelor in Film and Television Production in collaboration with Gulshan Kumar Film and Television Institute of India, Noida.
7. Design the Syllabus and Ordinance of the BFTP Programme
8. Scheduling of the Academic Calendar.



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9. Regular attendance of the students should be recorded by faculties.
10. Allocation of theory and practical subjects to the Faculty on Credits Basis.
11. Preparation of the Time-Table for coming session 2018-19
12. Appointment of the Academic / Exam and Class Coordinators.
13. Academic Roles and Responsibilities were given to the faculty.
14. Publications of weekly E-News letter (Hindi and English) and one monthly E-Magazine.
15. Conducting Photo exhibition in the session 2018-19 .
16. Discussion on medium of lecturer delivery.
17. Lecture delivery and assignment patterns should be submitted by each faculty.
18. Seminar/ Workshop/ Activity/ Exhibitions and Visits etc will be done by the faculty.
19. Proposal of activities held in the various clubs and committee.
20. College library should be proper maintained and recorded.
21. Additional Books for the college library should be purchased.
22. Computer Lab should be maintained and entry should be recorded properly
23. Mentoring System should be proper maintain.
24. Proper Record and regular publication (weekly/ monthly) of the photo magazine / Praygan / Subharti Times
25. Clubs (Photography/ Film/ etc) should be maintained
26. Feedback of the students should be done on monthly basis
27. Drop out report presentation

Decisions were taken by the Board of Faculties.

1. It is decided that Odd Semester session 2018-19 will starts from 1st August 2018, for all the classes i.e. BJMC 1st /2nd/3rd Year , MJMC 1st / 2nd Year.
2. It is decided that Orientation Program for the coming session 2018-19 will be of one week. the program will start from 1st August 2018 to 11th August 2018 (Kawar Holiday is included)
3. After the feedback from employers, stake holders and media professionals it was found that there is the need to adopt CBCS pattern syllabus, So it is decided that syllabus and Ordinance of BJMC & MJMC as per CBCS Pattern is prepared by the syllabus committee. Further, the syllabus will be adopted for session 2018-19 onwards.. **The resolution passed and detail enclosed.**
4. It is decided that Syllabus of the BJMC and MJMC for the 2nd Year and 3rd Year session 2018-19 will be in the old pattern.
5. It is decided that Fee Structure and Syllabus for Lateral Entry in MJMC 2nd Year will as follows :

a. Fee Structure and other Detail :

Course	Eligibility Criteria	Duration (Yr)	Annual Course Fee	Annual Miscellaneous Fee	Other one-time Fee	Caution Money (Refundable)	Total



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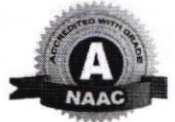
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MJMC (Lateral Entry)	Graduation with one Year Diploma in JMC from Reputed College / University	1	52000	5500	5500	5000	68000/
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b. **Syllabus for Lateral Entry MJMC :-** 2nd Year syllabus of MJMC is adopted

6. It is decided that university introduce of the New Program - Bachelor in Film and Television Production (BFTP) in collaboration with Gulshan Kumar Film and Television Institute of India, Noida.
7. It is decided that the syllabus and Ordinance of Bachelor in Film and Television Production (BFTP) Program per CBCS Patter is prepared by the syllabus committee. Further, the syllabus will be adopted for session 2018 onwards. **The resolution passed and detail enclosed.**
8. Academic calendar for the session 2018-19 is proposed and accepted by the board of Faculty members. **(Academic Calendar enclosed)**
9. Attendance of the students should be properly recorded and marked in the register. The register will be checked on every 15 days of the session.
10. Subjects are allotted to the faculty members as per their expertise 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.
11. **Time Table** for the session 2018-19(Odd Semester) is introduced
12. Academic Coordinator of GSVSCJMC will be Mrs. Gunjan Sharma, and Exam Coordinator of GSVSCJMC will be Mr. Sunder Kumar, their responsibility is to take care of all the academic and Exam related activity with perior permission of the Principal. Further the class counselor of the all Classes are appointed the detail as follows :
 - a. BJMC 1st Year – Mr. Mudasir Sultan
 - b. BJMC 2nd Year - Mr. Surender Kumar
 - c. BJMC 3rd Year – Mrs Gunjan Sharma
 - d. MJMC 1st Year – Mr. Yasir Arfat
 - e. MJMC 2nd Year - Mohd. Muid
13. Academic Roles and Responsibilities were allotted to the faculty **(Detail Enclosed)**
14. It is decide to publish two E-News letter weekly (Hindi and English) and one monthly E-Magazine to learn and develop the creative skills among the students from pre to post production. In-charge for the publication are:-
 - d. Hindi News letter In-charge – Mr. Surender Kumar/ Mohd Muid
 - e. English News letter Incharge- Ms. Gunjan Sharma/ Mr. Mudasi Sultan
 - f. Monthly E-Magazine NewsLetter – Mr. Surender Kumar/ Mr Yasir Arfat
15. It is decided that one photo exhibition will be held in the month of September 2018, where the photos at students of the University will be selected be the team as expert and presented in exhibition. The Photo exhibition In-charge – Mr. Yasir Arfat .
16. The medium of lecturer delivery by the faculty should be English. Notes should be provided to the students. (English / Hindi)



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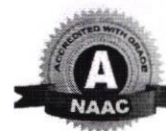
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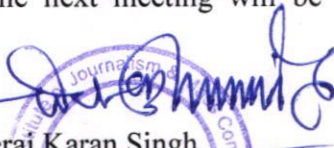
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17. Lecture delivery Schedule and assignment patterns Detail should be submitted by each faculty to the academic coordinator individually.
18. It is decided that faculty of Journalism & Mass Communication Will conduct a various activities including Seminar/ Workshop/ Activity/ Exhibitions and Visits etc. The detail of the **activities is enclosed.**
19. It is decided that various clubs and committee has submitted their detail of activity for the coming session 2018-19. The in -charge of the activity are :
 - f. Radio Club / Creative Club : Mr. Yasir Arfat
 - g. Theater Club: Dr. Neeraj Karan Singh
 - h. Photography Club : Mr. Surender Kumar
 - i. Film Club : Mr. Mohd Muid
 - j. Ads making Club: Mrs. Gunajn Sharma
 - k. Student In-charge: Mohd Muid
20. 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(if required)
21. As per the requirement in view of new subjects it is decided to purchase new books for College Library.
22. It is decided that there should be proper maintenance of the Computer Lab and entry should be recorded properly.
23. It is decided that the proper Mentoring System record. Further the concern faculty should guide and counsel their mentee every Saturday and whenever is needed.
24. All record of the Publications , Clubs, Committee, Campus Radio, Studio activity and other should be properly rerecorded and maintain.
25. It is decided that different clubs like photography club, film Club, should be properly maintained and students should be trained accordingly.
26. It is decided that Feedback of the students should be done on monthly basis by HOI and concerned recorded
27. It is decided that student drop out ratio will be prepared by the Mr. Surender Kumar and present the report to the Chairman of BOS for further rectification

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
GSVSCJMC, SVSU, MEERUT





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Dated : 13/08/2018

ACTION TAKEN REPORT

OF BOARD OF STUDIES MEETING AS ON DATED 26/07/2018

The report of minutes of the meeting of Board of Studies at faculty of Journalism and Mass Communication, the meeting was held on 26/07/2018 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
•	Preparation of the Orientation Programme for the coming session 2018-19	One week Orientation Programme for the coming session 2018-19	The orientation Programme completed successfully
•	Designing of BJMC & MJMC Syllabus as per CBCS Pattern for the coming session 2018-19	Design BJMC & MJMC Syllabus as per CBCS Pattern for the coming session 2018-19 and pass the syllabus	Implemented BJMC & MJMC Syllabus as per CBCS Pattern in 2018-19
•	Appointment of the Academic / Exam and Class Coordinators	Appointment has been done	Academic Coordinator and Exam Coordinator of GSVSCJMC will be Mrs. Gunjan Sharma
•	Preparation of the Time-Table for coming session 2018-19	Subjects are allotted to the faculty members as per their expertise credit basis	Session run smoothly
•	Seminar/ Workshop/ Activity/ Exhibitions and Visits etc will be done by the faculty	All activity work smoothl on time	The detail is duly registered in astudent activity file
•	Fee Structure and Syllabus for Lateral Entry in MJMC 2 nd Year.	It is decided that Fee Structure and Syllabus for Lateral Entry in MJMC 2 nd Year will Rs 68000/- in total	Send for approval to the registrar

These agenda was passed and approved by Board of studies meeting on 26/07/2018.

Thanks


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