



# GANESH SHANKAR VIDYARTHI

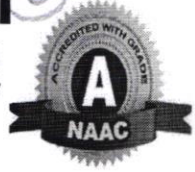
SUBHARTI COLLEGE OF JOURNALISM & MASS COMMUNICATION

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/2020/188(1)

Date:-24/07/2020

## 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 is as under:

**Venue: Conference Hall**

**Day & Date: Thursday, 30/07/2020**

**Time: 10:30 AM**

**N.B.: It is compulsory to wear facemask/face shield and to follow university norms for social distancing and corona protocol.**

  
**Prof. (Dr.) Neeraj Karan Singh**  
**Dean/Principal**  
**G.S.V.S.C.J.M.C., S.V.S.U, Meerut**



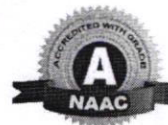
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Office of the Principal

Ref. No. SCJMC/SVSU/2020/197(1)

Dated 30.07.2020

## Minutes of the Meeting

### Agenda Item No. 1.

#### Discussion and Resolution:

Commencement of the session 2020-21 (Odd Semester)

It is decided that odd Semester session 2020-21 will start as per the permission by administration (university / Government), for all classes of BJMC / MJMC

### Agenda Item No. 2.

#### Discussion and Resolution:

Preparation of Academic Calendar

It is decided that academic calendar is already prepared for The upcoming session 2020-21 (Copy of Academic Calendar Enclosed)

### Agenda Item No. 3.

#### Discussion and Resolution:

Academic Roles and Responsibilities were given to the faculty (Committee Distribution/Procter/ Scholarship/ Admission/etc)

Academic Roles and Responsibilities were allotted to the faculty  
(Academic Duties are enclosed)

Following points were discussed:

- All duties will remain same as last academic session.
- the calendar of Journalist Event will be Prepared (Literary Club : Prof Ashok Tyagi)
- Every Saturday will be Constructive Saturday

### Agenda Item No. 4.

#### Discussion and Resolution:

Allocation of theory and practical subjects to the Faculty on Credits Basis

credit basis Theory and Practical subjects are allotted to the faculty members as per their expertise. Moreover 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 advised to discuss the subjects/topics with the help of latest case studies to make easy to understand to the students. Further all faculty were advised to develop the E-content as per the demand of the present situation (Covid 19)

28

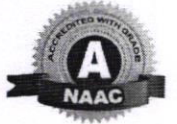




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### Agenda Item No. 5.

#### Discussion and Resolution:

Preparation of the Time-Table for coming session 2020-21

Time Table for the session 2020-21 (Odd Semester) has been formed by the Time Table Committee under the able guidance of the Dean. The details of the Committee members are:

- Dr. Gunjan Sharma
- Dr. Mudasir Sultan

### Agenda Item No. 6.

#### Discussion and Resolution:

Appointment of class coordinator for Academic Session 2020-21

The chair of the meeting has appointed the Class Coordinators for up coming session 2020-21. The Details as follows:

- BJMC 1<sup>st</sup> Year - Mr. Yasir Arfat
- BJMC 2<sup>nd</sup> Year - Dr. Gunjan Sharma
- BJMC 3<sup>rd</sup> Year - Dr. Mudasir Sultan
- MJMC 1<sup>st</sup> Year - Ms. Preeti Singh
- MJMC 2<sup>nd</sup> Year - Mrs Beenum Yadav

### Agenda Item No. 7.

#### Discussion and Resolution:

Online Teaching Platform

In view of the present Pandemic it has been decided that for online classes the following platform will be opted:

- Lectures / Presentation : MS Team / Google Meet / *Microsoft Meet.*
- Assignment : Google Classroom
- Presentation : ERP and Youtube

### Agenda Item No. 8.

#### Discussion and Resolution:

Submission of online teaching report.

It is decided that every faculty has to submit weekly report of the online classes and other related activities by every Saturday through Email to academic coordinator. Further the Academic Coordinator will report to Dean of the Faculty

### Agenda Item No. 9.

#### Discussion and Resolution:

External & Internal examiner List for the Odd Semester 2020-21

The External & Internal examiner List has prepared for the upcoming session Odd Semester 2020-21. **(Detail Enclosed)**

### Agenda Item No. 10.

#### Discussion and Resolution:

Alumni Association & their activities

It has been decided that Alumni Association should arrange various meeting/Alumni talks to motivate the students. Moreover the Alumni Association will be reformed for session

2020-21/ 2022





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**Agenda Item No. 11.**

Maintenance of students attendance

**Discussion and Resolution:**

Students attendance should be properly maintained and if any student will remain absent for three consecutive days, then the parents should be informed accordingly.

**Agenda Item No. 12.**

Enhance quality of teaching learning.

**Discussion and Resolution:**

It has been decided that quality of teaching learning will be enhanced through SWAC Analysis, where Strengths, Weaknesses, Opportunities Threats and Challenges will be identified and rectified accordingly. **(Details Enclose )**

**Agenda Item No. 13.**

Value Added Course and industrial tieup for the coming Session 2020-21

**Discussion and Resolution:**

it was decided that more value added courses should be introduced and Industrial tie-ups/ MOUs with leading media organizations should be established for the upcoming academic session 2020-21

**Agenda Item No. 14.**

Research Projects and Research publications

**Discussion and Resolution:**

It is decided every faculty member should apply for research projects and publish atleast 4 research papers for the upcoming session

**Agenda Item No. 15.**

Ordinance /Syllabus Review Committee

**Discussion and Resolution:**

To review the syllabus of various Courses it is decided to form a syllabus review committee as under:

1. Prof (Dr.) Neeraj Karan Singh : Chairman
2. Prof Ashok taygi : Member
3. Dr. Gunjan Sharma : Secretary
4. Dr. Mudasir Sultan : Member

The review Committee has to submit the review report within 15 days.





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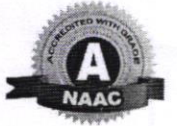
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## Agenda Item No. 16.

Change in the Syllabus / Ordinance Evaluation pattern of the DSE (Discipline Specific Course (Elective)) for BJMC and MJMC Programme

## Discussion and Resolution:

It is decided that the Evaluation pattern of the DSE (Discipline Specific Course (Elective)) for BJMC and MJMC Programme will be change all 1 Credit course will be evaluated as mention below:

| Course Code | Course                                | Course Type | Teaching Load per week |    |   |       | Credit | Marks                                     |  | Total Marks |
|-------------|---------------------------------------|-------------|------------------------|----|---|-------|--------|---|--|-------------|
|             |                                       |             | L                      | T  | P | Total |        | Continuous Comprehensive Assessment (CCA) | End-Semester Examination (ESE)                           |             |
| DSE         | Discipline Specific Course (Elective) | DSE         | ½                      | .. | ½ | 1     | 1      | 30  | 70=<br>(30+ 40)<br>30 – MCQ<br>40 –<br>Practical<br>Viva | 100         |

For **DSE Courses** the End Semester exam will be evaluated through theory and practical exam both. Total 70 marks of the end semester exam will be divided in (30 +40) where 30 Marks will be evaluated through Multiple Choice Question (MCQ) and 40 marks will be evaluated through Practical or Viva. For DSE course both the exam will be conducted on same day.

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

Prof. (Dr.) Neeraj Karan Singh  
Dean & Principal  
G.S.V.S.C.J.M.C.





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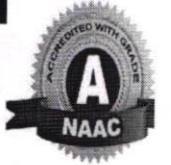
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Date:- 30.07.2020

## Attendance Details

A Board of Studies meeting was held at Faculty of Journalism and Mass Communication on 30/07/2020 at 10:00 AM under the chairmanship of Prof. (Dr.) Neeraj Karan Singh (Dean & Principal) the following members were present in the meeting.

| Sr.No | Name                   | Designation                  | Signature |
|-------|------------------------|------------------------------|-----------|
| 1     | Dr. Neeraj Karan Singh | Professor                    |           |
| 2     | Prof. Ashok Tyagi      | Professor                    |           |
| 3     | Dr. Gunjan Sharma      | Assistant Professor          |           |
| 4     | Dr. Mudasir Sultan     | Assistant Professor          |           |
| 5     | Mrs. Beenum Yadav      | Assistant Professor          |           |
| 6     | Mr. Yasir Arfat        | Lecturer/Assistant Professor |           |
| 7     | Ms. Preeti Singh       | Lecturer/Assistant Professor |           |

## Alumni, GSVSCJMC

| Sr.No | Name                   | Designation  | Signature |
|-------|------------------------|--|-----------|
| 1.    | Mr. Anam Khan Sherwani | Media Coordinator, Swami Vivekanand Subharti Subharti University, Meerut |           |

Prof. (Dr.) Neeraj Karan Singh  
Dean/Principal  
G.S.V.S.C.J.M.C.



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Dated: 31/05/2021

## ACTION TAKEN REPORT OF BOARD OF STUDIES MEETING AS ON DATED 30/07/2020

The report of minutes of the meeting of Board of Studies at faculty of Journalism and Mass Communication, the meeting was held on 30/07/2020 under the chairmanship of Prof. 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 2020-21 (Odd Semester)  | Session started  | odd Semester session 2020-21 will starts as per the permission by administration (university / Government), for all classes of BJMC / MJMC  |
| •    | Preparation of Academic Calendar  | Academic Calendar for the session 2020-21 is prepared  | Execution of academic calendar for session 2019-2020  |
| •    | 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  |
| •    | 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>• Brand Imaging</li> <li>• Script Writing</li> <li>• Hindi Writing on news paper</li> <li>• Hindi Typing for Media</li> </ul> |
| •    | Preparation External & Internal examiner List for the Odd Semester 2020-21  | External & Internal examiner List has prepared   | List is send to COE Office  |
| •    | E- Content Production   | In view of COVID 19 online study is started and E- content send to students                        | E- Content is produced for students   |
| •    | Alumni Association & their activities   | Alumni Association and their activity recorded and prepared (Alumni talk / Meet & Alumni Donation) | More association with alumni  |
| •    | Enhance quality of teaching learning  | SWAC Analysis done to enhance the quality of teaching learning                                     | Analysis done   |
| •    | Change in the Syllabus / Ordinance Evaluation pattern of the DSE (Discipline Specific Course (Elective) for BJMC and MJMC Programme | The evaluation of DSE course will be 30 +70(30T+40P)   | The evaluation has executed in semester exam in 2020-2021<br><b>70=(30+ 40)</b><br><b>30 - MCQ 40 - Practical Viva</b>  |

These agenda was passed and approved by Board of studies meeting on 30/07/2020

Thanks

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

