



**Faculty of Fine Arts
Department of Animation**

Website: finearts.subharti.org, e-mail: finearts@subharti.org, Ph.: 0121-2439043 / 52 (Extn: 2808, 2809), Telefax: 0121-3058030, 2439067

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 Animation

Ref. No: NBSCFF/Ani./2025/13

Dated: 05-05-2025

Department of Animation

Action Taken Report on minutes of meeting held on 02-01-2025 at 10:30 AM

The meeting of Board of Studies (BOS) was held on 02-01-2025 at 10:30 am. In the Department of Animation, Faculty of fine Arts, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.	Approval of Minutes of the Last BOS Meeting	The minutes were reviewed and approved.	It will be designed and circulated by the faculty members of the department.	It was implemented successfully.	-
2.	Timetable Allocation for UG, PG & Ph.D.	Time slots to be finalized for all courses.	Department to release the new timetable.till Jan	It was implemented Successfully in all phases in the month of Jan	
3.	MOOC Course Enrollments	Students encouraged to enroll in MOOCs.	Awareness session and MOOC list to be circulated in 1 week.	Completed in the month of March	
4.	Planning Ph.D. Coursework Classes	Schedule to be created for Ph.D. coursework.	Coursework calendar to be shared.	Completed in the month of April	
5.	Mentor-Mentee Strategies	Strategies approved for both slow & advanced learners.	Mentor groups formed and to begin monthly reviews.	Completed in the month of March	
	Analysis of COs and POs	Reviewed and minor updates approved.	Reviewed and minor updates approved.	Revised COs/POs documentation to be submitted in Month of April	
	Review of Annual Stakeholder Feedback Analysis	The Annual Stakeholder Feedback Analysis was reviewed. The feedback was positive, and recommendations for further improvements will be implemented in the	Feedback reviewed; actionable suggestions incorporated into planning.	Implementation ongoing; updates by Month of April	



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		next academic cycle.			
	Faculty IP & Research Encouragement	Faculty to be encouraged for patents and publications.	Host internal session on IPR and research publication within a month.	Completed in the month of May	
	Collaborative Activities under MOUs	Collaboration efforts to be strengthened.	Initiate partner interactions within 2 weeks.	Implementation ongoing; updates by Month of May	
	Industrial & Production House Visits	Visits to be conducted for practical exposure.	Plan and conduct visits by semester mid-point.	Completed in the month of May	
	SWOC Analysis	SWOC analysis to be conducted.	Analysis to be completed and documented till month of April	It was implemented Successfully in all phases in the month of March	
	Seminars, Workshops, Webinars	Plan for academic events approved.	Draft event calendar for upcoming session	Completed in the month of April	
	Ph.D. RDC Recommendations	RDC reports reviewed and approved.	Submit final reports to university	Completed in the month of April	

Dr. Vidhi Khandelwal
Head, Department of Animation
Faculty of Fine Arts



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Department of Animation

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Office of the Animation

Ref. No: NBSCFF/Ani./2025/03

Dated: 02-01-2025

**Minutes of Meeting
Board of Studies- Department of Animation**

- Meeting of Board of Studies Department of Animation was held on 02-01-2025 in HOD office, Department of Animation.
- All the members of Animation Departments are called at 10:30 Am. Following members were presents:

Dr. Vidhi Khandelwal	Chair Person
Mr. Manish Sharma	Subject Expert
Mr. Sumit	Industry Expert
Ms. Tamanna	Member
Mr. Lakshey Khanna	Member
Ms. Anushka	Alumni

Agenda 1: Approval of Minutes of the Last BOS Meeting (07-08-2024)

Resolution: The minutes of the last BOS meeting held on 07-08-2024 were reviewed and approved.

Agenda 2: Action Taken Report (ATR) of the Department of Animation

Resolution: The ATR from the previous meeting was discussed in detail. All actions taken have been deemed satisfactory and noted for future reference..

Agenda 3: Timetable Allocation for UG, PG & Ph.D. Animation Courses

Resolution: The allocation of time slots for UG, PG & Ph.D. Animation courses based on class periods will be finalized. The timetable will ensure efficient use of resources and smooth academic delivery.

Agenda 4: Encouragement for Students to Enroll in MOOC Courses

Resolution: It was resolved to encourage students to enroll in MOOCs or other equivalent online courses to enhance their learning and skills. This will be integrated into the curriculum

Agenda 5: To Plan Ph.D. Course Work Classes.

Resolution: The allocation of time slots for Ph.D. Course Work Classes.

Agenda 6: Mentor-Mentee Strategies for Slow and Advanced Learners

Resolution: Strategies for mentoring slow learners and advanced learners were discussed and approved. These strategies will be implemented to ensure inclusive learning and academic support.



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Agenda 7: Analysis of Proposed Course Outcomes and Program Outcomes

Resolution: The proposed course outcomes and program outcomes were reviewed. Necessary modifications will be made to ensure they align with the department's goals and academic standards.

Agenda 8: Review of Annual Stakeholder Feedback Analysis

Resolution: The Annual Stakeholder Feedback Analysis was reviewed. The feedback was positive, and recommendations for further improvements will be implemented in the next academic cycle.

Agenda 9: Faculty Encouragement for Patents, Copyrights, and Research Publications

Resolution: Faculty members are encouraged to file patents, copyrights, and publish research papers, books, or book chapters in reputed databases such as UGC Care, PubMed, SCOPUS, and Web of Science. This will be actively promoted within the department.

Agenda 10: Collaborative Activities under MOUs

Resolution: Collaborative activities under existing and future MOUs will be prioritized. This includes interdisciplinary and multidisciplinary teaching and research, student and faculty exchange programs, and other initiatives.

Agenda 11: Industrial and Production House Visits for Students

Resolution: Industrial and production house visits will be organized to provide students with practical exposure. These visits will allow students to apply their academic learning to real-life scenarios.

Agenda 12: SWOC Analysis of Stakeholders

Resolution: A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of all stakeholders in the Department of Animation will be conducted. This analysis will inform future departmental decisions.

Agenda 13: Organizing Seminars, Workshops, and Webinars

Resolution: Strategies for organizing seminars, workshops, and webinars, for the upcoming session were approved. These activities will enhance student learning and industry engagement.

Agenda 14: To review and approve the Ph.D. RDC recommendations for the Department of Animation.

Resolution: The BOS reviewed the Research Degree Committee (RDC) reports submitted by Ph.D. scholars and their supervisors. After detailed discussion and verification of research titles, objectives, and methodology, the BOS approved the RDC recommendations for further processing and university approval.



Office of the HOD

Dated: 01-01-2025

Ref. No: NBSCFF/Ani/2025/01

Circular for the Meeting of BOS Department of Animation

To,

All the Members of Board of Studies
Department of Animation
Faculty of Fine Arts

Sir/ Ma'am,

I am pleased to inform you that for Second semester of session 2024-2025 we need to discuss about academic and administrative agendas. Kindly present on 02-01-2024 in HOD Office at 10:30 am agendas are as:

Agenda for Proposed Board of Studies (BOS) Meeting

1. To approve the minutes of the last BOS meeting held on 07-08-2024.
2. To discuss the Action Taken Report (ATR) of the Department of Animation from the previous meeting.
3. To discuss and finalize the timetable allotment for UG, PG & Ph.D. Animation courses based on class periods.
4. To encourage students to enroll in MOOC courses or other equivalent programs.
5. To Plan Ph.D. Course Work Classes.
6. To discuss mentor-mentee strategies for supporting slow learners and advanced learners.
7. To analyze the proposed course outcomes and program outcomes.
8. To review the Annual Stakeholder Feedback Analysis.
9. To motivate faculty members to file patents, copyrights, and publish research papers, books, or book chapters in reputed databases like UGC Care, PubMed, SCOPUS, and Web of Science.
10. To focus on collaborative activities under MOUs, including interdisciplinary and multidisciplinary teaching and research, as well as student and faculty exchange programs.
11. To organize industrial and production house visits, providing students with opportunities to apply academic learning in real-world scenarios.
12. To conduct a SWOC analysis of all stakeholders in the Department of Animation.
13. To strategize the organization of seminars, workshops, webinars, for the upcoming semester.
14. To review and approve the Ph.D. RDC recommendations for the Department of Animation.
15. The Department of Animation will offer interdisciplinary courses under various programs, subject to ratification.

Dr. Vidhi Khandelwal
HOD, Animation Department
Faculty of Fine Arts, SVSU

Copy to:

- Mr. Manish Sharma (Subject Expert)
- Mr. Sumit (Industry Expert)
- Dr. Vidhi Khandelwal (Chair Person), Ms. Tamanna, Mr. Lakshey Khanna
- Ms. Anushka (Alumni)



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Office of the Animation

Ref. No: NBSCFF/Ani./2024/35

Dated: 25-11-2024

Department of Animation

Action Taken Report on minutes of meeting held on 07-08-2024 at 10:30 AM

The meeting of Board of Studies (BOS) was held on 07-08-2024 at 10:30 am. In the Department of Animation, Faculty of fine Arts, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.	Action Taken Report (ATR) of the Department of Animation	The ATR from the previous meeting was discussed in detail. All actions taken have been deemed satisfactory and noted for future reference.	The ATR was discussed.	All action items from the previous meeting have been successfully implemented, and feedback from the stakeholders was collected.	-
2.	Orientation Program for B.Sc./BFA/M.Sc. First-Year Animation Students	A one-week orientation program for B.Sc./BFA/M.Sc. first-year Animation students, as per UGC guidelines, was approved. The program will focus on academic and professional development.	Plan and execute a one-week orientation program for B.Sc./BFA/M.Sc. students as per UGC guidelines.	In August, the orientation program was drafted, resource persons were identified, and program implementation was scheduled	
3.	Amendments in Ordinances and Syllabus According to NEP 2020.	Necessary revisions in the ordinances and syllabi for the graduate programs (B.Sc. Animation & BFA Animation) will be undertaken to align with the new policy	Syllabi revision committee formed NEP-2020 implementation guidelines under review.	The revision has been completed by August	-
4.	Timetable Allocation for UG, PG & Ph.D. Animation Courses	The allocation of time slots for UG, PG & Ph.D. Animation courses based on class periods will be finalized. The timetable will ensure efficient use of resources and smooth academic delivery.	Timetable drafted; final approvals pending.	finalized by Month of August	



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5.	Encouragement for Students to Enroll in MOOC Courses	It was resolved to encourage students to enroll in MOOCs or other equivalent online courses to enhance their learning and skills. This will be integrated into the curriculum.	Awareness campaigns conducted; enrollment ongoing.	Campaigns to continue throughout the academic year.	-
6.	Mentor-Mentee Strategies for Slow and Advanced Learners	Strategies for mentoring slow learners and advanced learners were discussed and approved. These strategies will be implemented to ensure inclusive learning and academic support.	Mentorship plans created and mentors assigned.	Implementation started on month of Sep; ongoing.	-
7.	Analysis of Proposed Course Outcomes and Program Outcomes	The proposed course outcomes and program outcomes were reviewed. Necessary modifications will be made to ensure they align with the department's goals and academic standards.	Outcomes analyzed and updated versions under preparation.	completed in month of October	-
8.	Review of Annual Stakeholder Feedback Analysis	The Annual Stakeholder Feedback Analysis was reviewed. The feedback was positive, and recommendations for further improvements will be implemented in the next academic cycle.	Feedback reviewed; actionable suggestions incorporated into planning.	Implementation ongoing; updates by Month of Nov	-
9.	Faculty Encouragement for Patents, Copyrights, and Research Publications	Faculty members are encouraged to file patents, copyrights, and publish research papers, books, or book chapters in reputed databases such as UGC Care, PubMed, SCOPUS, and Web of Science. This will be actively promoted within the department.	Workshops and incentives introduced for faculty engagement.	Initiated on month of Sep results to be reviewed quarterly.	-



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10.	Collaborative Activities under MOUs	Collaborative activities under existing and future MOUs will be prioritized. This includes interdisciplinary and multidisciplinary teaching and research, student and faculty exchange programs, and other initiatives.	Collaboration opportunities identified; activities planned.	Activities to begin by Sep Month	-
11.	Industrial and Production House Visits for Students	Industrial and production house visits will be organized to provide students with practical exposure. These visits will allow students to apply their academic learning to real-life scenarios.	Partnerships established with industries; visits scheduled.	Visits to commence from month of Nov	-
12.	SWOC Analysis of Stakeholders	A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of all stakeholders in the Department of Animation will be conducted. This analysis will inform future departmental decisions.	Surveys designed and distributed; analysis in progress.	Report completion by month of Nov	-
13.	Organizing Seminars, Workshops, Webinars, and Animation Fest	Strategies for organizing seminars, workshops, webinars, and the Animation Fest for the upcoming session were approved. These activities will enhance student learning and industry engagement	Events calendar drafted; resource allocation underway.	Sessions to begin from Aug month	-
14.	Planning of Alumni Meet 2024	The Alumni Meet 2024 was approved. Activities to encourage alumni participation and contributions will be organized, fostering a stronger alumni network.	Event details finalized; invitations to alumni sent.	Event scheduled for month of Oct	-



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15.	Finalization of the Academic Calendar for the Department of Animation	The academic calendar for the Department of Animation will be finalized and circulated to all stakeholders before the commencement of the next session.	Calendar drafted and pending final approval.	To be completed by month of Aug	-
16.	Interdisciplinary Courses under Various Programs	The proposal to offer interdisciplinary courses within the Department of Animation under various programs was discussed.	It will be designed and circulated by the Faculty members of the department.	It was implemented in all phases in the month of Aug.	-
17.	Value Added Course	The BOS approved the introduction of a Value Added Course titled "Digital Innovation and Implementation" to enhance digital innovation skills among UG and PG students.	It will be designed and circulated by the Faculty members of the department.	It was implemented in all phases in the month of September	-
18.	Inclusion of the Term "Animation" in the College Vision and Mission Statements	It was resolved that the Department will formally recommend the inclusion of "Animation" in the college's Vision and Mission to reflect its academic importance.	Draft and submit a proposal to the Dean Office.	To be updated upon task completion	-

Dr. Vidhi Khandelwal
Head, Department of Animation
Faculty of Fine Arts



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Office of the Animation

Ref. No: NBSCFF/Ani./2024/24

Dated: 07-08-2024

Minutes of Meeting

Board of Studies- Department of Animation

Meeting of Board of Studies Department of Animation was held on 07-08-2024 in HOD office, Department of Animation.

- All the members of Animation Departments are called at 10:30 Am. Following members were presents:

Dr. Vidhi Khandelwal	Chair Person
Mr. Manish Sharma	Subject Expert
Ms. Tamanna	Member
Mr. Lakshey Khanna	Member
Mr. Rahul Kumar	Member
Mr. Manish Sharma	Alumni

Agenda 1: Approval of Minutes of the Last BOS Meeting (05-01-2024)

Resolution: The minutes of the last BOS meeting held on 05-01-2024 were reviewed and approved.

Agenda 2: Action Taken Report (ATR) of the Department of Animation

Resolution: The ATR from the previous meeting was discussed in detail. All actions taken have been deemed satisfactory and noted for future reference.

Agenda 3: Orientation Program for B.Sc. /BFA/M.Sc. First-Year Animation Students

Resolution: A one-week orientation program for B.Sc./BFA/M.Sc. first-year Animation students, as per UGC guidelines, was approved. The program will focus on academic and professional development.

Agenda 4: Amendments in Ordinances and Syllabus According to NEP 2020.

Resolution: Necessary revisions in the ordinances and syllabi for the graduate programs (B.Sc. Animation & BFA Animation) will be undertaken to align with the new policy.

Agenda 5: Timetable Allocation for UG, PG & Ph.D. Animation Courses

Resolution: The allocation of time slots for UG, PG & Ph.D. Animation courses based on class periods will be finalized. The timetable will ensure efficient use of resources and smooth academic delivery.

Agenda 6: Encouragement for Students to Enroll in MOOC Courses

Resolution: It was resolved to encourage students to enroll in MOOCs or other equivalent online courses to enhance their learning and skills. This will be integrated into the curriculum.

Agenda 7: Mentor-Mentee Strategies for Slow and Advanced Learners

Resolution: Strategies for mentoring slow learners and advanced learners were discussed and approved. These strategies will be implemented to ensure inclusive learning and academic support.

Agenda 8: Analysis of Proposed Course Outcomes and Program Outcomes

Resolution: The proposed course outcomes and program outcomes were reviewed. Necessary modifications will be made to ensure they align with the department's goals and academic standards.



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Agenda 9: Review of Annual Stakeholder Feedback Analysis

Resolution: The Annual Stakeholder Feedback Analysis was reviewed. The feedback was positive, and recommendations for further improvements will be implemented in the next academic cycle.

Agenda 10: Faculty Encouragement for Patents, Copyrights, and Research Publications

Resolution: Faculty members are encouraged to file patents, copyrights, and publish research papers, books, or book chapters in reputed databases such as UGC Care, PubMed, SCOPUS, and Web of Science. This will be actively promoted within the department.

Agenda 11: Collaborative Activities under MOUs

Resolution: Collaborative activities under existing and future MOUs will be prioritized. This includes interdisciplinary and multidisciplinary teaching and research, student and faculty exchange programs, and other initiatives.

Agenda 12: Industrial and Production House Visits for Students

Resolution: Industrial and production house visits will be organized to provide students with practical exposure. These visits will allow students to apply their academic learning to real-life scenarios.

Agenda 13: SWOC Analysis of Stakeholders

Resolution: A SWOC (Strengths, Weaknesses, Opportunities, and Challenges) analysis of all stakeholders in the Department of Animation will be conducted. This analysis will inform future departmental decisions.

Agenda 14: Organizing Seminars, Workshops, Webinars, and Animation Fest

Resolution: Strategies for organizing seminars, workshops, webinars, and the Animation Fest for the upcoming session were approved. These activities will enhance student learning and industry engagement.

Agenda 15: Planning of Alumni Meet 2024

Resolution: The Alumni Meet 2024 was approved. Activities to encourage alumni participation and contributions will be organized, fostering a stronger alumni network.

Agenda 16: Finalization of the Academic Calendar for the Department of Animation

Resolution: The academic calendar for the Department of Animation will be finalized and circulated to all stakeholders before the commencement of the next session.

Agenda 17: Interdisciplinary Courses under Various Programs

Resolution: The proposal to offer interdisciplinary courses within the Department of Animation under various programs was discussed.

Agenda 18: To propose and approve a new Value Added Course titled "Digital Innovation and Implementation" for UG and PG students

Resolution: The BOS approved the introduction of a Value Added Course titled "Digital Innovation and Implementation" to enhance digital innovation skills among UG and PG students.

Agenda 19: Inclusion of the Term "Animation" in the College Vision and Mission Statements

Resolution: To discuss and recommend the inclusion of the term "Animation" in the college's official Vision and Mission statements to reflect the presence and significance of the Department of Animation as an academic and professional field within the institution.



Office of the HOD

Dated: 01-08-2024

Ref. No: NBSCFF/Ani/2024/22

Circular for the Meeting of BOS Department of Animation

To,

All the Members of Board of Studies
Department of Animation
Faculty of Fine Arts

Sir/ Ma'am,

I am pleased to inform you that for First semester of session 2024-2025 we need to discuss about academic and administrative agendas. Kindly present on 07-08-2024 in HOD Office at 10:30 am agendas are as:

Agenda for Proposed Board of Studies (BOS) Meeting

1. To approve the minutes of the last BOS meeting held on 05-01-2024.
2. To discuss the Action Taken Report (ATR) of the Department of Animation from the previous meeting.
3. To plan a one-week orientation program for B.Sc. /BFA/M. Sc. first-year Animation students as per UGC guidelines.
4. To implement UG courses as per NEP-2020 for the upcoming session and to revise the ordinances and syllabi of UG & PG programs (M.Sc., B.Sc. Animation, and BFA Animation) as required
5. To discuss and finalize the timetable allotment for UG, PG & Ph.D. Animation courses based on class periods.
6. To encourage students to enroll in MOOC courses or other equivalent programs.
7. To discuss mentor-mentee strategies for supporting slow learners and advanced learners.
8. To analyze the proposed course outcomes and program outcomes.
9. To review the Annual Stakeholder Feedback Analysis.
10. To motivate faculty members to file patents, copyrights, and publish research papers, books, or book chapters in reputed databases like UGC Care, PubMed, SCOPUS, and Web of Science.
11. To focus on collaborative activities under MOUs, including interdisciplinary and multidisciplinary teaching and research, as well as student and faculty exchange programs.
12. To organize industrial and production house visits, providing students with opportunities to apply academic learning in real-world scenarios.
13. To conduct a SWOC analysis of all stakeholders in the Department of Animation.
14. To strategize the organization of seminars, workshops, webinars, and Animation Fest for the upcoming session.
15. To plan the Alumni Meet 2024 and encourage alumni participation and contributions through various activities.
16. To discuss and finalize the academic calendar of the Department of Animation.
17. The Department of Animation will offer interdisciplinary courses under various programs, subject to ratification.
18. To propose and approve a new Value Added Course titled "Digital Innovation and Implementation" for UG and PG students.
19. Inclusion of the Term "Animation" in the College Vision and Mission Statements.

Dr. Vidhi Khandelwal
HOD, Animation Department
Faculty of Fine Arts, SVSU

Copy to:

- Mr. Manish Sharma (Subject Expert)
- Dr. Vidhi Khandelwal (Chair Person), Ms. Tamanna, Mr. Lakshey Khanna, Mr. Rahul Kumar
- Mr. Anushka (Alumni)



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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Office of the Animation

Ref. No: NBSCFF/Ani./2024/18

Dated :30-04-2024

Department of Animation

Action Taken Report on minutes of meeting held on 05-01-2024 at 10:00 AM

The meeting of Board of Studies (BOS) was held on 05-01-2024 at 10:00 am. In the Department of Animation, Faculty of fine Arts, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.	Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation	Department submitted timetable, lesson plan and department action plan	It will be designed and circulated by the faculty members of the department.	It was implemented successfully in all phases in the month of February	-
2.	Feedback form of stakeholder result Discussion after analysis.	The members of board of studies has examined and analyze the online student's feedback form then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.	It has been assigned to the faculty member and the form has to be filled till April	It was implemented Successfully in all phases in the month of April	
3.	Mentor-Mentee Strategies for slow Learners and advanced learners.	Deputation of mentors of the students so that student's holistic development Can be done. In this regard strategies for slow learners and fast learners will decide.	Additional Lectures conducted for the Slow Learners	Completed in the month of March	
4.	To Discuss about Proposed Course Outcome-Programme Outcomes should be Analysis.	Discussed and Execute.	Faculty members have actively participated in Course Outcome-Programme Outcomes analyses report.	Completed in the month of April	
5.	To Consider and approve the panel of Examinations for Theory and Practical Examination for the session 2023-24.	The Board went through the agenda and approved the list of External Examiners for conducting of UG/PG Exam/Practical & Examiners for B.Sc/BFA/M.Sc Animation Exam during the academic year 2023-24.	Question bank and question paper are to be prepared by the teachers before the month of March	Completed in the month of March	

Dr. Vidhi Khandelwal
 Head, Department of Animation
 Faculty of Fine Arts



Office of the HOD, Department of Animation

Dated: 05-01-2024
Ref. No: NBSCFF/Ani/2024/03

Department of Animation

Minutes of Meeting of Board of Studies held on 05/01/2024

The meeting of the Board of Studies of Animation Department held on 05-01-2024 at 10:00 a.m. in the HOD Office, Department of Animation.

The following members were present during the meeting:

- Dr. Vidhi Khandelwal Chair Person
- Mr. Sumit Kumar Subject Expert
- Ms. Tamanna Member
- Mr. Rahul Kumar Member
- Mr. Ashish Kumar Alumni

The following agendas were discussed during the meeting:

- **Agenda: Confirmation of earlier Action Taken Report (ATR) of Department of Animation.**
- Resolution: Confirmed and no agenda found pending. (Annexure -I)
- **Agenda: Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation.**
- Resolution: Discussed and confirmed. . (Annexure -II)
- **Agenda: Feedback form of stakeholder result discussion after analysis.**
- Resolution: The members of board of studies has examined and analyze the online students, parents, alumni and employer feedback form then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department. (Annexure -III)
- **Agenda: Mentor-Mentee Strategies for slow learners and advanced learners.**
- Resolution: Deputation of mentors of the students so that student's holistic development can be done. In this regard strategies for slow learners and fast learners will decide. (Annexure -IV)
- **Agenda-To Discuss about Proposed Course Outcome- Programme Outcomes should be Analysis.**
- Resolution: Discussed and Execute. (Annexure -V)
- **Agenda: To discuss about to propose internal and external examiners.**
- Resolution: The members of board of studies have discussed & proposed the list of internal & external examiners, moderators, paper setters & evaluators which is attached in the list of enclosures forwarded to the board of studies. (Annexure -VI)



**Faculty of Fine Arts
Department of Animation**

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- **Agenda: Any other matter with the permission of the chair.**
- Resolution: Since there was no other matter, the meeting ended with vote of thanks to the chair.

Action to be taken by	Meeting members
Timeline to complete the assigned task	Month of January



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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Office of the HOD, Department of Animation

Dated: 01-01-2024
Ref. No: NBSCFF/Ani/2024/01

NOTICE

Board of Studies- Department of Animation

A meeting of the Board of Studies of the Department of Animation will be held on 05/01/2024 (Friday) at 10:00 AM in Animation HOD office. The Agenda of the meeting are as follows:

AGENDA FOR PROPOSED BOARD OF STUDIES (BOS) MEETING

1. Confirmation of earlier Action Taken Report (ATR) of Department of Animation.
2. Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation.
3. Seeks feedback from all the stakeholders (students, parents, alumni and employer).
4. Mentor-Mentee Strategies for slow learners and advanced learners.
5. To Discuss about Proposed Course Outcome- Programme Outcomes Should be Analysis.
6. To discuss about to propose internal and external examiners.
7. Any other permission with the chair.

Dr. Vidhi Khandelwal
Head, Department of Animation
Faculty of Fine Arts, SVSU

Copy for the information and necessary action to:

- Dr. Vidhi Khandelwal Chair Person
- Mr. Sumit Kumar Subject Expert
- Ms. Tamanna Member
- Mr. Rahul Kumar Member
- Mr. Ashish Kumar Alumni



Office of the Animation

Ref. No: NBSCFF/Ani./2023/37

Dated :28-11-2023

Department of Animation

Action Taken Report on minutes of meeting held on 07-08-2023 at 10:00 AM

The meeting of Board of Studies (BOS) was held on 07-08-2023 at 10:00 am. In the Department of Animation, Faculty of fine Arts, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.	To discuss about the one week orientation Programme for new students	Department Conduct One week orientation Programme for B.Sc/BFA/M.Sc 1st Year New Animation students as per UGC Guidelines.	It has been assigned to the faculty member.	Completed in the month of Aug	-
2.	To Introduce NEP- 2020 for upcoming session and to revision in ordinance and syllabi of Graduate Programs (B.Sc Animation & BFA Animation) as per the prerequisite.	Passed and send to Dean Faculty of Fine Arts for Approval.	It will be designed and circulated by the faculty members of the department.	It was implemented Successfully in all phases in the month of Sep	
3.	Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation	Department submitted timetable, lesson plan and department action plan	It will be designed and circulated by the faculty members of the department.	It was implemented successfully in all phases in the month of Aug	
4.	To Introduce Ph.D. in Animation for upcoming session.	Passed and send to Dean Faculty of Fine Arts for Approval.	The Board went through the agenda and approved.	It was implemented Successfully in all phases in the month of Nov	
5.	Suggest students to enroll in MOOC courses or any other equivalent courses.	Discussed and Confirmed , Also convey to the students	Some Students opt Swayam Courses	Completed in the month of Nov	
6.	Mentor-Mentee Strategies for slow Learners and advanced learners.	Deputation of mentors of the students so that student's holistic development Can be done. In this regard strategies for slow learners and fast learners will decide.	Additional Lectures conducted for the Slow Learners	Completed in the month of Sep	



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7.	To Discuss about Proposed Course Outcome- Programme Outcomes should be Analysis.	Discussed and Execute.	Faculty members have actively participated in Course Outcome- Programme Outcomes analyses report.	Completed in the month of Nov	
8.	Feedback form of stakeholder result Discussion after analysis.	The members of board of studies has examined and analyze the online student's feedback form then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.	It has been assigned to the faculty member and the form has to be filled till Oct	It was implemented Successfully in all phases in the month of Nov	
9.	To encourage the faculty members for patents and copyrights and to publish research papers, books/ book chapters, in reputed databases like UGC Care, Pub Med, SCOPUS, Web of Science, etc.	Discussed and Confirmed.	Some Faculty & Students Publish Research paper.	It was implemented Successfully	
10.	SWOC analysis of all stakeholders in the Department of Animation.	The members of board of studies has examined and analyze then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.	It has been assigned to the faculty member	Completed in the month of Nov	
11.	Strategies to organize Seminar/ Workshop/ Webinar/ Animation Fest etc. for upcoming session.	Passed and send to Dean Faculty of Fine Arts for Approval.	The Board went through the agenda and approved.	It was implemented Successfully in all phases in the month of Nov	
12.	Plan Alumni Meet-2023 and stimulate the Alumni engagement and contribution through various activities.	Month of October Planned Alumni Meet.	It has been assigned to the Alumni member	Completed in the month of Oct	
13.	Proposed Academic Calendar of Department of Animation.	Passed and send to Dean Faculty of Fine Arts for Approval.	The Board went through the agenda and approved.	It was implemented Successfully in all phases in the month of Aug	-

Dr. Vidhi Khandelwal
HOD, Animation Department, NBSCFF



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Office of the HOD, Department of Animation

Dated: 01-08-2023

Ref. No: NBSCFF/Ani/2023/25

NOTICE

Board of Studies- Department of Animation

A meeting of the Board of Studies of the Department of Animation will be held on 07-08-2023 (Monday) at 10:00 AM in Animation HOD office. The Agenda of the meeting are as follows:

AGENDA FOR PROPOSED BOARD OF STUDIES (BOS) MEETING

1. To confirm the minutes of previous meeting of the board of studies held on Dated: 13-01-2023.
2. Discuss about earlier Action Taken Report (ATR) of Department of Animation.
3. Discuss one week orientation Programme for B.Sc/BFA/M.Sc 1st Year New Animation students as per UGC Guidelines.
4. To Introduce NEP- 2020 for upcoming session and to revision in ordinance and syllabi of Graduate Programs (B.Sc Animation & BFA Animation) as per the prerequisite.
5. To discuss about the allotment in Time Table will be prepared according to periods in UG to PG courses of Animation.
6. To Introduce Ph.D. in Animation for upcoming session.
7. Suggest students to enroll in MOOC courses or any other equivalent courses.
8. Mentor- Mentee Strategies for slow learners and Advanced learners.
9. Proposed Course Outcome- Programme Outcomes Should be Analysis .
10. To review of the Annual Stakeholder's Feedback Analysis.
11. Encourage the faculty members for patents and copyrights and to publish research papers, books/ book chapters, in reputed databases like UGC Care, Pub Med, SCOPUS, Web of Science, etc.
12. Focus on the collaborative activities under MOUs with the scope for inter-disciplinary and multi-disciplinary teaching & research, student exchange, faculty exchange etc.
13. Visits in industries & Production House to provide opportunities to students to apply academic learning to real life events.
14. SWOC analysis of all stakeholders in the Department of Animation.
15. Strategies to organize Seminar/ Workshop/ Webinar/ Animation Fest etc.for upcoming session.
16. Plan Alumni Meet-2023 and stimulate the Alumni engagement and contribution through various activities.
17. Discuss about Academic Calendar of Department of Animation.
18. Any other point/ agenda with permission of the Chair.

Dr. Vidhi Khandelwal
HOD, Animation Department
NBSCFF.SVSU

Copy for the information and necessary action to :

Dr. Vidhi Khandelwal	Chair Person
Mr. Vineet Kumar Agarwal	Subject Expert
Ms. Tamanna	Member
Mr. Rahul Kumar	Member
Mr. Manish Sharma	Alumni



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Office of the Animation

Ref. No: NBSCFF/Ani./2023/27

Dated :07-08-2023

Minutes of Meeting
Board of Studies- Department of Animation

- Meeting of Board of Studies Department of Animation was held on 07-08-2023 in HOD office, Department of Animation.
- All the members of Animation Departments are called at 10:00 Am. Following members were presents:

Ms. Vidhi Khandelwal	Chair Person
Mr. Vineet Kumar Agarwal	Subject Expert
Mr. Rahul Kumar	Member
Ms. Tamanna	Member
Mr. Manish Sharma	Alumni

- **Agenda: Confirmation of earlier BOS Minutes of Meeting Dated : 07-09-2021.**
Resolution: Discussed and confirmed.
- **Agenda: Confirmation of earlier Action Taken Report (ATR) of Department of Animation.**
Resolution: Confirmed and no agenda found pending.
- **Agenda: To discuss about the one week orientation Programme for new students.**
Resolution: To Conduct One week orientation Programme for B.Sc/BFA/M.Sc 1st Year New Animation students as per UGC Guidelines.
- **Agenda: To Introduce NEP- 2020 for upcoming session and to revision in ordinance and syllabi of Graduate Programs (B.Sc Animation & BFA Animation) as per the prerequisite.**
Resolution: Passed and send to Dean Faculty of Fine Arts for Approval.
- **Agenda: Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation.**
Resolution: Discussed and confirmed.
- **Agenda: To Introduce Ph.D. in Animation for upcoming session.**
Resolution: Passed and send to Dean Faculty of Fine Arts for Approval.
- **Suggest students to enroll in MOOC courses or any other equivalent courses.**
Resolution: Discussed and Execute.
- **Agenda: Mentor-Mentee Strategies for slow learners and Advanced learners.**
Resolution: Deputation of mentors of the students so that student's holistic development can be done. In this regard strategies for slow learners and fast learners will decide.
- **Agenda-To Discuss about Proposed Course Outcome- Programme Outcomes Should be Analysis.**
Resolution: Discussed and Execute.



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Department of Animation**

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- **Agenda: Feedback form of stakeholder result discussion after analysis.**
Resolution: The members of board of studies has examined and analyze the online student's feedback form then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.
- **Agenda: To Encourage the faculty members for patents and copyrights and to publish research papers, books/ book chapters, in reputed databases like UGC Care, Pub Med, SCOPUS, Web of Science, etc.**
Resolution: Discussed and Execute.
- **Agenda: Plan Visits in industries & Production House to provide opportunities to students to apply academic learning to real life events.**
Resolution: Discussed and Execute.
- **Agenda: SWOC analysis of all stakeholders in the Department of Animation.**
Resolution: The members of board of studies has examined and analyze then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.
- **Agenda: Strategies to organize Seminar/ Workshop/ Webinar/ Animation Fest etc. for upcoming session.**
Resolution: Discussed and Execute.
- **Agenda: Plan Alumni Meet-2023 and stimulate the Alumni engagement and contribution through various activities.**
Resolution: Month of October Planned Alumni Meet.
- **Agenda: Proposed Academic Calendar of Department of Animation.**
Resolution: Passed and send to Dean Faculty of Fine Arts for Approval.
- **Any other point/ agenda with permission of the Chair.**
Resolution: Since there was no other Matter, the meeting ended with vote of thanks to the chair.

Dr. Vidhi Khandelwal
HOD, Animation Department
NBSCFF.SVSU

Office of the Animation

Ref. No: NBSCFF/Ani./2023/14
Dated :28-04-2023



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

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Department of Animation

Action Taken Report on minutes of meeting held on 13-01-2023 at 10:00 AM

The meeting of Board of Studies (BOS) was held on 13-01-2023 at 10:00 am. In the Department of Animation, Faculty of fine Arts, Swami Vivekanand Subharti University, Meerut.

The detail of the action taken on the agendas of meeting is as follows:

Agenda Item	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.	Subject allotment in Time Table will be prepared according to periods in UG to PG Courses of Animation	Department submitted timetable, lesson plan and department action plan	It will be designed and circulated by the faculty members of the department.	It was implemented successfully in all phases in the month of February	-
2.	Feedback form of stakeholder result Discussion after analysis.	The members of board of studies has examined and analyze the online student's feedback form then prepare a report and the report has been sent to the Principal office and others concern persons for the betterment of the Department.	It has been assigned to the faculty member and the form has to be filled till April	It was implemented Successfully in all phases in the month of April	
3.	Mentor-Mentee Strategies for slow Learners and advanced learners.	Deputation of mentors of the students so that student's holistic development Can be done. In this regard strategies for slow learners and fast learners will decide.	Additional Lectures conducted for the Slow Learners	Completed in the month of March	
4.	To Discuss about Proposed Course Outcome-Programme Outcomes should be Analysis.	Discussed and Execute.	Faculty members have actively participated in Course Outcome-Programme Outcomes analyses report.	Completed in the month of April	
5.	To Consider and approve the panel of Examinations for Theory and Practical Examination for the session 2022-23.	The Board went through the agenda and approved the list of External Examiners for conducting of UG/PG Exam/Practical & Examiners for B.Sc/BFA/M.Sc Animation Exam during the academic year 2022-23.	Question bank and question paper are to be prepared by the teachers before the month of March	Completed in the month of March	
6.	To Include Swayam and MOOCs Courses for the benefit of students.	Discussed and Confirmed , Also convey to the students	Some Students opt Swayam Courses	Completed in the month of June	-

Dr. Vidhi Khandelwal
Assistant Professor
Animation Department, NBSCFF