

SOMAIYA VIDYAVIHAR UNIEVRSITY, MUMBAI

University Electoral Literacy Club

Day & Date: Monday, 22nd April 2024

Time: 11:00 am

Venue: A-108, Board Room No. 1, Aryabhat Building

Agenda:

1. Welcome of Members
2. Introduction of New Members and Revised Office Order
3. Email from UGC on Voter Awareness
4. Voter's Day Awareness Campaign
5. Organization of Guest Lecture

Members Present

Chairperson	Dr. Ramesh Lekurwale	Director (IQAC_SVU)
Coordinator	Mr. Rajesh Dhotre	Assistant Professor - SKSC
Members	Dr. Sudha Gupta	Professor - KJSCE
	Dr. Amit Nayak	Assistant Professor - SKSC
	Dr. Bhagyashree Bavare	Associate Professor - KJSIDS
	Ms. Tehseen Raavi	Assistant to Director (IQAC_SVU)
	Ms. Jensa Rayan	PR Coordinator

Meeting Proceeding

1. **Welcome of Members:** Mr. Rajesh Dhotre welcomed all the members and shared the agenda of the meeting.
2. **Introduction of New Members and Revised Office Order:** Mr. Rajesh Dhotre updated the committee on the revised office order aligned with NAAC Guidelines and introduced the new members:
 - Ms. Usha Sharma – Assistant Professor (KJSCED)
 - Dr. Amit Naik - Assistant Professor (SKSC)

Following members have been joined the committee as Student Representatives:

- Mr. Parthib Chakrabarty - SYBAMCJ (2023-24) S K Somaiya College
- Ms. Yadnika Adhatrao - SYBAMCJ (2023-24) S K Somaiya College

3. **Email from UGC on Voter Awareness:** Mr. Rajesh Dhotre shared an email from the UGC emphasizing voter awareness and the resources provided by the Election Commission of India. He reported that the PR department had started posting the provided content on the university social media platforms including Twitter, Facebook, and LinkedIn.



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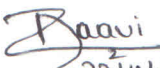
4. **Voter's Day Awareness Campaign:** The committee decided on the following materials to be prepared by the PR department for the campaign:
- Banners at campus gates
 - Selfie Booth in English and Hindi
 - Banner for the University website
 - Email footer, to be live after 08th May 2024
 - Poster for the firewall
- Dr. Sudha Gupta informed that the promotional materials to be used for Voter's Day awareness, should adhere to official guidelines.
- Additionally, it has been decided that PR team will post videos on university social media handles every 7 to 10 days and sharing links via UELC email to enhance awareness.
- The committee requested that the PR department finalize and share content by the end of the week.
5. **Organization of Guest Lecture:** Dr. Ramesh Lekurwale informed the committee to plan for a guest lecture. In this regards the committee has decided to held the guest lecture online on Saturday, 27th April 2024. Mr. Rajesh Dhotre will identify a suitable speaker, and the PR team will create promotional materials. The IQAC will support webinar arrangements and related logistics.

The meeting concluded around 12:15 PM. Mr. Rajesh Dhotre extended a vote of thanks.

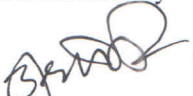
• **Action Items:**

1. PR department to finalize and disseminate content by the end of the week.
2. Mr. Rajesh Dhotre to secure a speaker and coordinate webinar details.

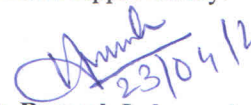
Minutes Prepared by


23/4/24
Ms. Tehseen Raavi
Assistant to Director
IQAC_SVU

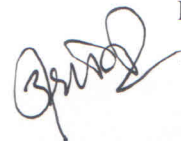
Minutes checked by


Mr. Rajesh Dhotre
Coordinator
University Electoral Literacy Club

Minutes Approved By:

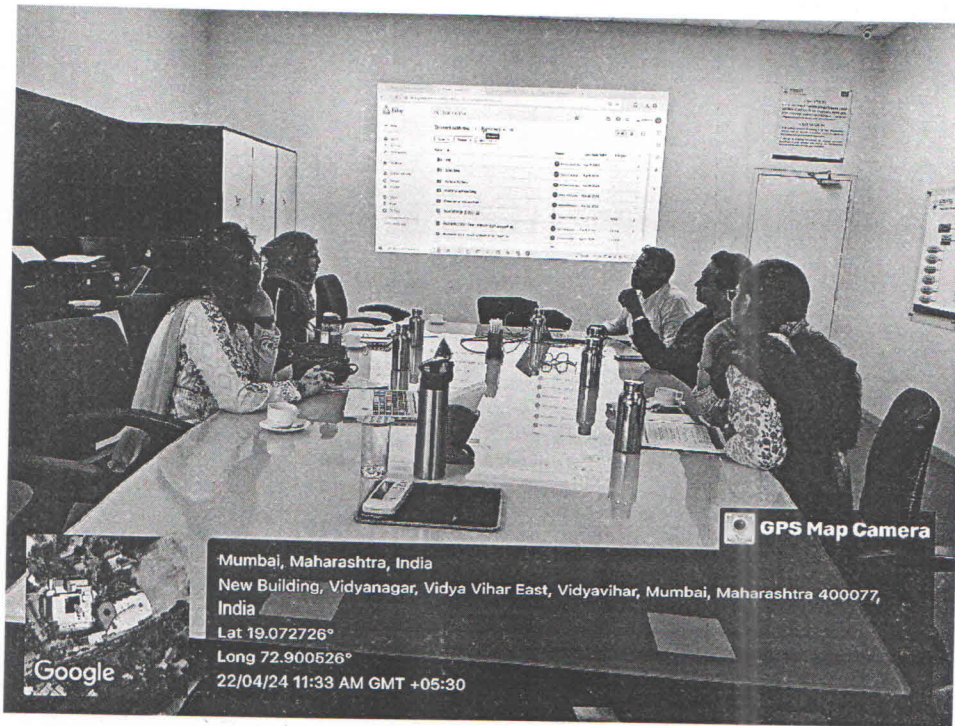
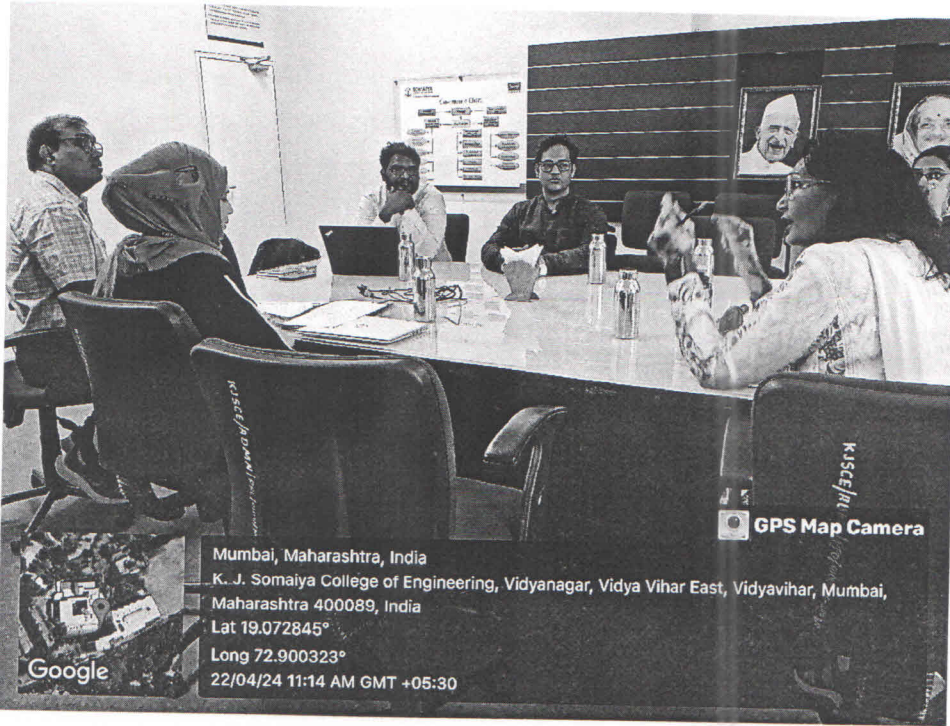

23/04/24
Dr. Ramesh Lekurwale
Director
IQAC_SVU





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Photos:



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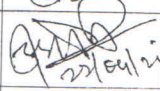
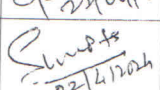




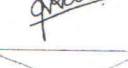


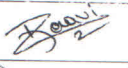


Attendance:

SOMAIYA VIDYAVIHAR UNIVERSITY
Electoral Literacy Club (ELC)

Day & Date: **Monday 22nd April 2024**

Time: **11:00 AM**

Venue – **Board Room No 1, KJSCE**

Sr. No.	Name of the Member	Affiliation	Signature
1.	Dr. Ramesh Lekurwale	Director - IQAC	
2.	Mr. Rajesh Dhotre Assistant Professor S K Somaiya College	Coordinator	 22/4/24
3.	Dr. Sudha Gupta Professor K J Somaiya College of Engineering	Member	 22/4/2024
4.	Dr. Krupa Rai Assistant Professor K J Somaiya Institute of Management	Member	
5.	Ms. Usha Sharma Assistant Professor K J Somaiya College of Education	Member	
6.	Dr. Amit Naik Assistant Professor S K Somaiya College	Member	
7.	Dr. Bhagyashree Bavare Assistant Professor Associate K J Somaiya Institute of Dharma Studies	Member	
8.	Ms. Munira Ozarwala Program Facilitator Somaiya School of Design	Member	
9.	Mr. Akshat Shetty Events Executive Somaiya Sports Academy	Member	
10.	Ms. Tehseen Raavi	Assistant to Director - IQAC	
11.	Mr. Parthib Chakrabarty SYBAMCJ (2023-24) S K Somaiya College	Student Representative	
12.	Ms. Yadnika Adhatrao SYBAMCJ (2023-24) S K Somaiya College	Student Representative	
13.	Jensa. Rayan PR Department PR Co-ordinator	PR Co-ordinator	





SOMAIYA VIDYAVIHAR UNIEVRSITY, MUMBAI
University Electoral Literacy Club

Meeting Invite:

4/23/24, 1:29 PM

Somaiya Vidyavihar Mail - UELC Meeting



Director IQAC <director.iqac@somaiya.edu>

UELCL Meeting

University Electoral Literacy Club <uelc@somaiya.edu> Fri, Apr 19, 2024 at 3:39 PM
To: AKSHAT SHETTY <akshat@somaiya.edu>, Bhagyashree Bavare <bhagyashree.bavare@somaiya.edu>, Krupa Rai <krupa.r@somaiya.edu>, SUDHA GUPTA <sudhagupta@somaiya.edu>, Takshashila Jadhav <takshashila@somaiya.edu>, TEHSEEN RAAVI <tehseen@somaiya.edu>, AMIT NAIK <naik.a@somaiya.edu>, USHA SHARMA <usha@somaiya.edu>, MUNIRA OZARWALA <munira.ozarwala@somaiya.edu>, Parthib Chakrabarty <parthib.c@somaiya.edu>, Yadhika Adhatrao <yadhika.a@somaiya.edu>
Cc: Director IQAC <director.iqac@somaiya.edu>

Dear all,

This is to inform that a meeting of UELC is scheduled to discuss a plan of dissemination of information in all the institutes through creatives on Voter Awareness. All the members of the UELC are requested to attend the meeting. The details of the meeting are as follows:

Day & Date: Monday, 22nd Apr 2024
Time: 11.00 am
Venue: KJSCE Board room no 2

Regards,
Rajesh Dhotre
Coordinator
Nodal Office
University Electoral Literacy Club
Somaiya Vidyavihar University

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