

# UMT | SLA

School of Liberal Arts

## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: December 12, 2024
To:	<ul style="list-style-type: none"><li>• Dr Priya Avais</li><li>• Shumaila Ahmad</li><li>• Hafiz Syed Yasir</li></ul>	CC Dean's Office, SLA
Subject	FISCA Activities Monitoring Committee	

The committee will monitor and document the conduct of seminars, workshops, and webinars organized under the FISCA program by the faculty members. It will also document quarterly FISCA reports. The committee will conduct FISCA groups meetings regularly and share their quarterly progress.

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## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: April 5, 2025
To:	<ul style="list-style-type: none"><li>• Dr Sumera Shan Ahmad</li><li>• Hafiz Syed Yasir</li></ul>	CC <ul style="list-style-type: none"><li>• Dean's Office, SLA</li></ul>
Subject	Social Media Committee	

The Social Media Committee is responsible for managing and monitoring the institution's official social media platforms to ensure accurate, timely, and professional communication. The committee will create, review, and publish content aligned with institutional policies and branding guidelines, while promoting events, achievements, and academic activities. It will also ensure ethical standards, respond to queries appropriately, and safeguard the institution's digital reputation.

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## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: May 20, 2026
To:	<ul style="list-style-type: none"><li>• Dr Arshad Ali Khan</li><li>• Dr Sobia Ilyas</li><li>• Shumaila Ahmad</li><li>• Faiza Abid</li><li>• Hafiz Syed Yasir</li><li>• Hamzah Masood</li></ul>	CC Dean's Office, SLA
Subject	Admission Campaign Committee	

The Admission Campaign Committee shall plan and execute admission promotion activities to enhance student enrollment and institutional outreach. The committee will coordinate awareness campaigns, promotional events, and counseling sessions to effectively highlight the university's academic program and facilities.

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## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: January 9, 2025
To:	<ul style="list-style-type: none"><li>• Rida Sarfraz</li><li>• Faiza Abid</li></ul>	CC Dean's Office, SLA
Subject	Minors Committee	

The committee will review and revise the existing minors offered by the department to ensure academic relevance and alignment with current trends. It will promote the department's minor programs across the university to encourage student enrollment and interdisciplinary engagement.

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## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: February 12, 2025
To:	Dr Sobia Ilyas Maham Batool Faiza Abid	CC Dean's Office, SLA
Subject	Result Review Committee	

The committee will review and verify all course results to ensure accuracy, transparency, and consistency before their final submission to the university. The committee will examine grading patterns, marks distribution, and assessment records to confirm that evaluation has been conducted in accordance with departmental and university policies.

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## MEMORANDUM

From:	Dr. Sobia Ilyas, Chairperson Department of Linguistics and Communications, SLA <i>Sobia Ilyas</i>	Dated: December 2, 2024
To:	<ul style="list-style-type: none"><li>• Sidra Haroon</li><li>• Dr Priya</li><li>• Hamzah Masood</li></ul>	CC Dean's Office, SLA
Subject	Peer Observation Committee	

The committee will schedule and organize peer observation sessions throughout the academic year to support teaching quality and professional development. It will conduct classroom observations of faculty members to evaluate and enhance teaching practices, and will provide constructive feedback and recommendations to promote continuous improvement in instructional methods and overall pedagogical effectiveness.