



# SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

(College established in 2005 & Approved by AICTE)

: 0121-2439043/52, Fax: 0121-2439067, E-mail: engineering@subharti.org, Web: www.engineering.subharti.org



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 Principal

Ref. No. PRI/SITE/2019/-

Dated 12 March 2019

To

- All HODs - CS/IT, ECE, EEE, ME, Civil Engg., EEM.

### NOTICE

Sir,

1. I am directed to convey that Faculty Board Meeting will be held in the Principal Office at 09:00 AM on 13 March 2019 for discussion on the various agenda points related to this Institute.
2. All HODs are requested to present in the meeting.

  
(Virender Singh)  
Office Supdt.

CC:

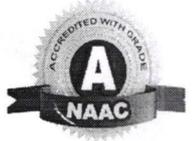
- The Principal, SITE – for information please.



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Dated 13 March 2019

### ATTENDANCE SHEET FOR THE FACULTY BOARD MEETING HELD ON 13 MARCH 2019

The following faculty members were present during the Faculty Board Meeting on 13 March 2019 at 09:00 AM in the Principal Office :-

Sl. No.	Name of faculty members	Designation	Signature
1	Dr. Manoj Kapil	Professor, Principal	Chairman
2	Dr. Ravish Kumar Srivastava	Professor, HOD-ME dept.	Member
3	Dr. Sanjiv Kumar	Associate Professor, HOD-EEE dept.	Member
4	Dr. Mukesh Ruhela	Associate Professor, HOD-EEM dept.	Member
5	Dr. Vishal Kumar	Assistant Professor, HOD-Food Tech. dept.	Member
6	Er. Amit Kumar	Assistant Professor, HOD-ECE dept.	Member
7	Er. Abhishek Tiwari	Assistant Professor, HOD-Civil Engg. dept.	Member
8	Er. Amit Kishor	Assistant Professor, HOD-CS/IT dept.	Member

(Dr. Manoj Kapil)  
Principal



**Agenda No. 08 :** To discuss some important academic related issues.

Resolution : The Principal SITE emphasized on the following points :-

- (a) All teaching staff are required to give more attention towards their teaching duties for which they are employed in Institute.
- (b) All teaching staff are required to prepare their work book in which lesson plan for Lecture/Lab should be mentioned. This work book shall be made available at all time.
- (c) Load Chart of each department should be displayed at notice board. HODs of department will ensure that load of teaching/other activities of the department are distributed equally.
- (d) Name of HOD, Coordinators and strength of student in the class and name of students who are under less attendance will be displayed at the board placed outside of the class room.
- (e) Placement activities have to be taken seriously. All faculty members should make maximum effort/liaison with Placement Cell to invite Companies for Campus drive.
- (f) Teachers are not permitted to dictate notes from books in class. They should either disseminate notes digitally or through hard copy before that specific class. A definition can be taken on paper for dictation.

3. At last, the Chairman thanked to all attendees of meeting and convey that all will do their duty as per procedure, honesty and with requisite transparency.

  
(Dr. Manoj Kapil)  
Principal



**Distribution:-**

- Hon'ble Vice Chancellor, SVSU.
  - Hon'ble CEO, SVSU.
  - HOD – CS/IT, ECE, EEE, ME, Civil, Food & Tech., EEM.
- } - for information please.

**Agenda No. 04** : To conduct at least one activity such as Conference/Seminar/Workshop/Industrial Visit/Any other related to Academics by each department in month.

Resolution : The Principal directed that one activity such as given below should be carried out by each department per month and activity so carried out will be published on social media and newspapers.

- (a) Conference/Seminar.
- (b) Workshop.
- (c) Industrial Visit.
- (d) Any other related to Academics.

**Agenda No. 05** : **Proposal for commencement of B.Tech (Hons.) in CSE Program :-** Er. Amit Kishor, HOD CSE has brought out that CSE Department intend to start B.Tech (Hons.) in four following elective courses (Engineering Minor Elective) additional 20 credits and after scoring which a B.Tech (Hons.) CSE degree may be awarded.

- (a) Cloud Computing.
- (b) Big Data Analytics.
- (c) Artificial Intelligence and Machine Learning.
- (d) Internet of Things and Intelligent System.

Resolution : The Chairman has directed to HOD CSE to submit detailed proposal for starting B.Tech (Hons.) in CSE degree for getting approval of higher authority.

**Agenda No. 06** : **Feedback from Stakeholders :-** The faculty board member brought out into notice that feed back will be collected from various stakeholders for the Academic year as per IQAC guidelines.

Resolution : The Chairman has directed all HODs to collect feedback from various stakeholders such as Students, Alumni, Employee Professional and Teachers on curriculum.

**Agenda No. 07** : **Administration and Academic Audit :-** The faculty board has brought out into notice that Administration and Academic Audit is required to be carried out by all department as guideline of the University.

Resolution : The Chairman has directed that all HODs will carry out Administration and Academic Audit of their department on priority as per format provided by IQAC, SVSU and submit the same to IQAC.

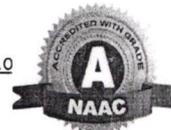
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Office of the Principal

Ref. No. PRI/SITE/2019

Dated 13 March 2019

### MINUTES OF THE FACULTY BOARD MEETING

1. A Faculty Board Meeting chaired by Dr. Manoj Kapil, Principal, SITE was held on 13 March 2019 at 09:00 am in Principal Office, SITE. During the Meeting the following were present:-

(a)	Dr. Manoj Kapil	Professor, Principal	Chairman
(b)	Dr. Ravish Kumar Srivastava	Professor, ME	Member
(c)	Dr. Sanjiv Kumar	Associate Professor, EEE	Member
(d)	Dr. Mukesh Ruhela	Associate Professor, EEM	Member
(e)	Dr. Vishal Kumar	Assistant Professor, Food & Tech.	Member
(f)	Er. Amit Kumar	Assistant Professor, ECE	Member
(g)	Er. Abhishek Tiwari	Assistant Professor, Civil Engg.	Member
(h)	Er. Amit Kishor	Assistant Professor, CS/IT	Member

2. The Principal, SITE welcomed all the attendees in the meeting to discuss certain Academic issues. The agenda points discussed in the meeting are given in succeeding paras :-

**Agenda No. 01** : To confirm the minutes of the Board of Studies meeting held in the all Departments during the session 2018-19.

Resolution : The Faculty Board Confirmation Minutes of Board of Studies meeting held in the all departments in session 2018-19.

**Agenda No. 02** : To report action taken on the minutes of Board of Studies held in the all departments session 2018-19.

Resolution : All points of minutes of Board of Studies meeting have been noted by concerned faculty members and are being implemented.

**Agenda No. 03** : Proposed for running of Value Added Course in the B.Tech.

Resolution : The Principal emphasized that there is need to run some Value Added Course to enhance the technology skills of the students. HODs will submit proposal of Value Added Course for their department for approval of Hon'ble Vice Chancellor. Course fee for each proposed Value Added Course will be Rs. 100/- per course.

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Ref. No. PRI/SITE/2019

Dated 30 March 2019

### ACTION TAKEN REPORT (ATR) OF FACULTY BOARD MEETING HELD ON 13 MARCH 2019

Sl. No.	Agenda Points No.	Action taken on points
1	Agenda Point No. 01	Faculty Board confirmed Board of Studies Minutes of all departments.
2	Agenda Point No. 02	All points of minutes of Board of Studies have been noted by concerned HODs are being implemented.
3	Agenda Point No. 03	Points discussed regarding Value added Course. All HODs finalized proposal of Value added Course and submitted to the Hon'ble Vice Chancellor for approval.
4	Agenda Point No. 04	Points discussed regarding conduction of one activity Conference/Seminar, Workshop, Industrial visit etc. All HODs have noted for compliance and the same is being implemented.
5	Agenda Point No. 05	Points regarding commencement of B.Tech. (Hons.) in CSE Program discussed in the meeting. HOD CS submitted proposal as discussed for inclusion and submission in Academic Council Meeting. Point completed.
6	Agenda Point No. 06	Points noted and the same is being implemented.
7	Agenda Point No. 07	Points noted and the same is being implemented.
8	General Agenda Point No. 08	All points noted by the HODs and the same are being implemented.

(Dr. Manoj Kapil)  
Principal



#### Distribution :-

- All Concerned.