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 Dean & Principal

Ref. No. PRI/SITE/2020/-

Dated 23 Oct. 2020

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 02:00 PM on 24 Oct. 2020 (Friday) for discussion on the various agenda points related to this Institute.

2. All HODs are requested to present in the meeting.
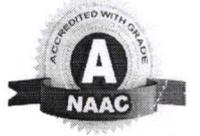
(Virender Singh)
Office Supdt.

CC:
- The Dean & Principal, SITE   — for information please.

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Office of the Dean & Principal

Ref. No. PRI/SITE/2020

Dated 24 Oct. 2020

ATTENDANCE SHEET FOR THE FACULTY BOARD MEETING
HELD ON 24 OCT. 2020

The following faculty members were present during the Faculty Board Meeting on 24 Oct. 2020 at 02:00 PM in the Principal Office :-

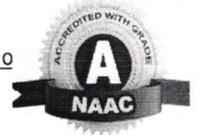| Sl. No.	Name of faculty members	Designation		Signature
1	Dr. Manoj Kapil	Professor, Dean & Principal	Chairman	
2	Dr. Sharvan Kumar Garg	Professor, HOD-CS/IT dept.	Member	
3	Dr. Ravish Kumar Srivastava	Professor, HOD-ME dept.	Member	
4	Dr. Sanjiv Kumar	Associate Professor, HOD-EEE dept.	Member	
5	Dr.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

(Dr. Manoj Kapil)

Dean & Principal

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Office of the Dean & Principal

Ref. No. PRI/SITE/2020/ ‑

Dated 27 Oct. 2020

MINUTES OF THE FACULTY BOARD MEETING

1.   A Faculty Board Meeting chaired by Dr. Manoj Kapil, Dean & Principal, SITE was held on 24 Oct. 2020 at 02:00 PM in the Principal Office, SITE. During the Meeting the following were present:-

(a)	Dr. Manoj Kapil	Professor, Dean & Principal	Chairman
(b)	Dr. Sharvan Kumar Garg	Professor, CS/IT	Member
(c)	Dr. Ravish Kumar Srivastava	Professor, ME	Member
(d)	Dr. Sanjiv Kumar	Associate Professor, EEE	Member
(e)	Dr. Mukesh Ruhela	Associate Professor, EEM	Member
(f)	Dr. Lalit Kumar	Assistant Professor, Food & Tech.	Member
(g)	Er. Amit Kumar	Assistant Professor, ECE	Member
(h)	Er. Abhishek Tiwari	Assistant Professor, Civil Engg.	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 2020-21.

Resolution :   The Faculty Board confirmed Minutes of Board of Studies meeting held in the all departments in session 2020-21.

Agenda No. 02 :   To report action taken on the minutes of Board of Studies held in the all departments session 2020-21.

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

Agenda No. 03 :   To motivate faculties to use ICT based student centric methods.

Resolution :   The Dean & Principal brought out that the present technology development the teaching learning takes place with online mode and all the faculty members should use Microsoft team for their teaching to the students. They also directed that all faculty members will make effort continuously to improve the online mode of teaching.

Agenda No. 04 : To Strengthen of Parents – Teachers meet for student Enrichment.

Resolution : The Dean & Principal brought out that there is need to hold regular meeting with parents of student to improve the relations between students parents and teacher to enable improvement of the student performance. They told that the mentor of the concern student may have frequent call with the parents according to the student performance. In case of the poor performing students the mentor make have discussion with the parents weekly. This practice will help to improve the student's performance.

Agenda No. 05 : To Promotion of student centric activities.

Resolution : The Faculty Board member brought out that according to the level of the students coach them so that the students can improve their performance in exams. The students in each class may be divided into different group and each group will be consists of good performing, medium performing and poor performing students. It will help them to share their knowledge and will lead to improve the performance of poor students as well. The Principal has also instructed to organize webinars and guest lectures and other activities on current topics apart of curriculum so that the students update their knowledge.

Agenda No. 06 : Extension and skill oriented programmes.

Resolution : The Faculty Board member brought out that the students with faculty members should visit nearby villages for making awareness about the technology development and get the problems that the village people have and find the solution for them technically. At least two months once such kind of visit may be planned.

PDP sessions may be conducted for the students in order to improve the personality skill to get better placement at the end of the completion of the program.

The proposal for the value added course to guide the students to get pass in the GATE exam will be developed by the department expert committee.

The Principal also directed that HOD of the department will submit a detailed proposal for visit of students in near village for obtaining permission of the Management.

Agenda No. 07 : Participation in Project Competitions and other.

Resolution : The Faculty Board member brought out that is every semester at least one small project based on the subject they have studied in the current semester, may be developed by the each student group. This will improve their practical knowledge of the theoretical concept. The Principal directed to all HODs to explore possibility for implementation in their department.

Agenda No. 08 :   Research Promotion Activities.

<u>Resolution</u> :   The Dean & Principal brought out that each faculty members must publish one research paper in peer received journal for the betterment also motivate the student to do noble research.

Agenda No. 09 :   Proposal for conduct of Two Months Certification Course on Bio Medical Instrumentation.

Er. Amit Kumar, Asst. Prof., HOD-ECE Department has brought out that ECE Department intend to conduct a Two Months Certification Course on Bio Medical Instrumentation.

<u>Resolution</u> :   The Chairman has directed to HOD CSE to submit detailed proposal for conducting Two Months Certification Course on Bio Medical Instrumentation for getting approval of higher authority.

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)
Dean & Principal

Distribution :-

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

SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

A constituent college of

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Office of the Dean & Principal

Ref. No. PRI/SITE/2020
Dated 18 Nov. 2020

ACTION TAKEN REPORT (ATR) OF FACULTY BOARD MEETING
HELD ON 24 OCT. 2020

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 to motivate faculties to use ICT based student centric methods discussed in the meeting. Point noted to the all HODs and being implemented.
4	Agenda Point No. 04	Points discussed regarding to strengthen of parents teachers meet for student discussed in the meeting. Point noted to the all HODs and being implemented.
5	Agenda Point No. 05	Points discussed regarding to promotion of student centric activities discussed in the meeting. Point noted to the all HODs and being implemented.
6	Agenda Point No. 06	Points discussed regarding to extension and skill oriented programmes discussed in the meeting. Point noted to the all HODs and being implemented.
7	Agenda Point No. 07	Points discussed regarding to participation in project competitions and other discussed in the meeting. Point noted to the all HODs and being implemented.
8	Agenda Point No. 08	Points discussed regarding to Research Promotion activities discussed in the meeting. Point noted to the all HODs and being implemented.
9	Agenda Point No. 09	Point regarding commencement of starting Two Months Certification Course on Bio Medical Instrumentation discussed in the meeting. It has been decided in the meeting that the agenda point will be submitted for inclusion and approval in Academic Council Meeting. Point completed.

(Dr. Manoj Kapil)
Dean & Principal

Distribution :-

- All Concerned.