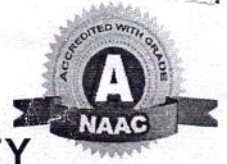




# Faculty of Education

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## SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)

Ref No. Dean / FE / SVSU / 2019 / 14 C1

Date: 5.10.19

### Department of Education Meeting of Board of Studies

A meeting of Board of Studies has been scheduled on 08.01.2019 at 10.00 AM in the office of the Dean. Following are the agenda items for the same-

1. **Agenda Item No. 1:** To Confirm minutes of last meeting held on 18.06.2018.
2. **Agenda Item No. 2:** To Report action taken on the minutes of Board of studies held on 18.06.2018.
3. **Agenda Item No. 3:** To approve the planning of academic activities for semester January 2019 to June 2019.
4. **Agenda Item No. 4:** To consider the introduction of student-centric methods of learning.
5. **Agenda Item No. 5:** To make the evaluation process transparent, comprehensive and based on the performance of the students practically.
6. **Agenda Item No. 6:** Allocation of the subjects to the faculty members.
7. **Agenda Item No. 7:** To approve a list of examiners for the external examinations.
8. **Agenda Item No. 8:** To select the topics for dissertation and guide for the M.Ed. II Sem students.
9. **Agenda Item No. 9:** To approve the procedure of stakeholders' feedback for the improvement of the quality of teaching-learning process.
10. **Agenda Item No. 10:** To ratify the action taken plan on the basis of stakeholders' feedback for the improvement of the quality of teaching learning process.
11. **Agenda Item No. 11:** To allocate the mentors to mentee to assist the mentee in solving their personal, educational and vocational problems.
12. **Agenda Item No. 12:** To plan the schedule of cultural activities.
13. **Agenda Item No. 13:** To plan the organisation of alumni meet.
14. **Agenda Item No. 14:** To approve the plan of organisation of extension programme.
15. **Agenda Item No. 15:** To approve the introduction of new value-added course.
16. **Agenda Item No. 16:** Any other items with the permission of the chairman.

*Dean*  
(Chairman)  
Faculty of Education  
S.V. Subharti University  
MEERUT

Annexure-1

Department of Education

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Ref No : Dean / FE / SVSU / 2019 / 19 CI7

Date: 08-01-2019

## Department of Education

### Minutes for Meeting of Board of Studies held on 8<sup>th</sup> January 2019

At the onset, the Chairman of BoS welcomed all the members and thanked outside experts for sparing their time. The items were taken up as per agenda.

1. **Agenda Item No. 1:** To Confirm minutes of the Board of Studies meeting held on 18.06.2018.

**The members confirmed the minutes.** (As per Annexure 1)

2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 18.06.2018.

**The members noted the action taken.** (As per Annexure 2)

3. **Agenda Item No. 3:** To approve the planning of academic activities for semester January 2019 to June 2019.

**The members approved the planning of academic activities for semester January 2019 to June 2019.**

(As per Annexure 3)

4. **Agenda Item No. 4:** To consider the introduction of student-centric methods for learning.

**The members approved the introduction of student-centric methods for learning.** (As per Annexure 4)

5. **Agenda Item No. 5:** To make the evaluation process transparent, comprehensive and based on the performance of the students practically.

**After the discussion, all the faculty members agreed to include the following suggestions-** (As per Annexure 5)

- Panel of 3-4 faculty members to be formed for evaluation of assignment, projects and viva-voce
- An open platform for the presentation of the chapters of dissertation in which faculty members would be present and offer suggestions for further improvement
- While showing answer sheets of sessional examination to the students, teachers will identify the weaknesses of each student and will guide them for improvement in learning and gaining good marks

6. **Agenda Item No. 6:** Allocation of the subjects to the faculty members.

**After enquiring the specialisation field of faculty members, the chairman and the academic coordinator prepared the allocation schedule of the subjects.** (As per Annexure 6)

7. **Agenda Item No. 7:** To approve the list of examiners for the external examinations.

**After enquiring the expertise by the faculty members, lists of examiners for external examination were prepared and the list was sent to the Hon'ble VC for final approval.** (As per Annexure 7)

8. **Agenda Item No. 8:** To select the topics for dissertation and guide for the M.Ed. II Sem students.

**The Board selected the topics and guides for dissertation for the M.Ed. II Sem students.** (As per Annexure 8)

9. **Agenda Item No. 9:** To approve the procedure of stakeholders' feedback for the improvement of the quality of teaching-learning process.

**It was decided by all the members that towards the end of the semester, feedback will be collected from the stakeholders' about the curriculum of all the programmes according to the procedure specified.** (As per Annexure 9)

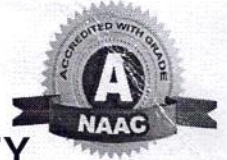
10. **Agenda Item No. 10:** To ratify the action taken plan on the basis of stakeholders' feedback for the improvement of the quality of teaching-learning process.

**After analysing the various components of the feedback received from the stakeholders', suggestions were collected from each faculty member for the implementation of the received suggestions, a scheduled action plan was prepared. The points requiring consideration were referred to the Academic Council.** (As per Annexure 10)



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11. **Agenda Item No. 11:** To allocate mentors to mentee to assist the mentee in solving their personal, educational and vocational problems.

**It was decided that on the basis of the number of admission in various courses, a ratio of mentor to mentee will be calculated and teachers will be allocated as mentors to the mentee and their responsibilities were also described to them.** (As per Annexure 11)

12. **Agenda Item No. 12:** To plan the schedule of cultural activities.

**After a detailed discussion, important dates were selected for cultural activities to be organized throughout the semester.** (As per Annexure 12)

13. **Agenda Item No. 13:** To plan the organisation of alumni meet.

**After discussion, all the faculty members decided to organise an alumni meet on 19<sup>th</sup> April 2019. Two meetings will be arranged to discuss the activities and responsibilities of faculty members for this meet.** (As per Annexure 13)

14. **Agenda Item No. 14:** To approve the plan of organisation of extension programme.

**The members approved the plan of organisation of extension programme.** (As per Annexure 14)

15. **Agenda Item No. 15:** To approve the introduction of new value-added course.

**The members approved the introduction of new value-added course and the matter was sent to the Academic Council for further action.** (As per Annexure 15)

16. Any other items with the permission of the chairman.

The agenda of Board of Studies were sent to the faculty board where all the senior faculty members agreed to it.

(Dean)  
Dean

Faculty of Education  
Swami Vivekanand Subharti University,  
Meerut



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Annexure-1

### Department of Education

### Minutes for Meeting of Board of Studies held on 8<sup>th</sup> January 2019

A meeting of Board of Studies was held on 8<sup>th</sup> January 2019 at 10:00 AM in the office of the Dean, Faculty of Education.

The following members attended the meeting-

- 1 Dr. B.C. Dubey (Dean, Faculty of Education)- **In Chair**
- 2 Dr. Santosh Sharma (Professor, Faculty of Education)- **Academic Coordinator**
- 3 Dr. Rahul Sirohi (Associate Professor, Faculty of Education)- **Member**
- 4 Dr. Vibha laxmi (Associate Professor, Faculty of Education)-**Member**
- 5 Mr. Sanjeev Kumar (Assistant Professor, Faculty of Education)- **Member**
- 6 Dr. Rahul Gupta (Assistant Professor, Faculty of Education)- **Member**
- 7 Dr. Bhuvnesh Sharma (Assistant Professor, Faculty of Education)- **Member**
- 8 Ms. Sangeeta (Assistant Professor, Faculty of Education)-**Member**
- 9 Ms. Shalini Tiwari (Assistant Professor, Faculty of Education)- **Member**
- 10 Ms. Rubi Chauhan (Assistant Professor, Faculty of Education)- **Member**
- 11Dr. K.K. Chaudhary (Associate Professor, FOE, MJPRU, Bareilly)- **External Subject Expert**
- 12 Prof. Chandra Shekhar Sharma (Director, Department of Education, IIMS., Meerut)-  
**External Subject Expert**
- 13 Mr. Rajeev Dixit (Businessman, Meerut)- **Guardian**
- 14 Mrs. Asha Gulati(Principal, Govt Primary School, Partapur, Meerut)-**Guardian**
- 15 Ms. Nikita Chaudhary(Teacher, Meerut Public School, Meerut)- **Alumni**
- 16 Ms. Shalini Jain (Teacher, The Millenium Public School, Meerut)- **Alumni**
- 17 Ms. Chhavi Tomar(B.Ed. IV Sem)- **Student**
- 18 Mr.Biju PC (M.Ed. IV Sem)- **Student**

### The following members could not attend the meeting-

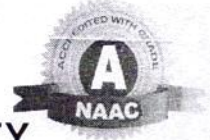
Dr. Navneet Saxena-(Assistant Professor, FOE, SVSU, Meerut)-Member and Dr. Mumtaz Sheikh(Assistant Professor, FOE, SVSU, Meerut)- Member

(Chairman)  
Dean  
Faculty of Education  
S.V. Subharti University,



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Date: 08.01.2019

### Department of Education Meeting of Board of Studies Attendance Sheet (8<sup>th</sup> January 2019)

Sl. No.	Name	Signature
1.	Dr. B.C. Dubey (Dean, Faculty of Education)- <b>In Chair</b>	
2.	Dr. Santosh Sharma (Professor, Department of Education)- <b>Academic Coordinator</b>	
3.	Dr. Rahul Sirohi (Associate Prof., Department of Education)- <b>Member</b>	
4.	Dr. Vibha laxmi (Associate Prof., Department of Education)- <b>Member</b>	
5.	Mr. Sanjeev Kumar (Assistant Prof., Department of Education)- <b>Member</b>	
6.	Dr. Navneet Saxena-(Assistant Prof., Department of Education)- <b>Member</b>	
7.	Dr. Mumtaz Sheikh (Assistant Prof., Department of Education)- <b>Member</b>	
8.	Dr. Rahul Gupta (Assistant Prof., Department of Education)- <b>Member</b>	
9.	Dr. Bhuvnesh Sharma (Assistant Prof., Department of Education)- <b>Member</b>	
10.	Ms. Sangeeta (Assistant Prof., Department of Education)- <b>Member</b>	
11.	Ms. Shalini Tiwari (Assistant Prof., Department of Education)- <b>Member</b>	
12.	Ms. Rubi Chauhan (Assistant Prof., Department of Education)- <b>Member</b>	
13.	Dr. K.K. Chaudhary (Associate Professor, FOE, MJPRU, Bareilly)- <b>External Subject Expert</b>	
14.	Prof. Chandra Shekhar Sharma (Director, Department of Education, IIMS., Meerut)- <b>External Subject Expert</b>	
15.	Mr. Rajeev Dixit (Businessman, Meerut)- <b>Guardian</b>	
16.	Mrs. Asha Gulati (Principal, Govt Primary School, Partapur, Meerut)- <b>Guardian</b>	
17.	Ms. Nikita Chaudhary (Teacher, Meerut Public School, Meerut)- <b>Alumni</b>	
18.	Ms. Shalini Jain (Teacher, The Millenium Public School, Meerut)- <b>Alumni</b>	
19.	Ms. Chhavi Tomar (B.Ed. IV Sem)- <b>Student</b>	
20.	Mr. Biju PC (M.Ed. IV Sem)- <b>Student</b>	

Chairman  
Faculty of Education  
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## REPORT ON ACTION TAKEN ON MINUTES OF MEETING HELD ON 08.01.2019

Annexure-2

S. No	Agenda	Recommendation/Decision	Action Taken/pending
1.	To Confirm minutes of last meeting held on 18.06.2018.	The minutes were approved	Action taken as specified in the minutes
2.	Approve the planning of academic activities for semester January 2019 to June 2019.	The action taken report was considered	The action report was noted
3.	To approve the planning of academic activities for semester January 2019 to June 2019.	The academic plan was discussed and approved by the members of BOS'	The approved academic plan was introduced in the odd semester
4.	To consider the introduction of student-centric methods of learning.	Various Student- centric methods presented to introduce in the even semester 2018-2019. Faculty members approved all the Student- centric methods for using in teaching learning process.	approved Student-centric methods were introduced in the even semester of session 2018-19
5.	To make the evaluation process transparent, comprehensive and based on the performance of the students practically.	To make the evaluation process transparent, comprehensive continuous evaluation procedure was adopted.	continuous evaluation procedure was executed for the even Sem.
6.	Allocation of the subjects to the faculty members.	Prepared a allotment list of the subjects which have to be taught by the faculty member according to their specialization and approved by the faculty members.	Approved allotment list of the subjects was sent to all the faculty members.
7.	To approve a list of examiners for the external examinations.	List of examiners for external examination were prepared and approved by the faculty members	List of examiners for external examination was sent to the COE office.
8	To select the topics for dissertation and guide for the M.Ed. II Sem students.	In the meeting topics for M.Ed. dissertation were selected and guides were decided by lottery system.	List of guides with research topics was sent to all M.Ed. teachers who were nominated



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9	To approve the procedure of stakeholders' feedback for the improvement of the quality of teaching-learning process.	The institution approved the procedure of stake holders' feedback for the improvement of quality of teaching learning process.	Feedback was collected from various stakeholders.
10	To ratify the action taken plan on the basis of stakeholders' feedback for the improvement of the quality of teaching learning process.	On the basis of the feedback report is prepared and ATR is prepared.	The action taken report was sent to the faculty board.
11	To allocate the mentors to mentee to assist the mentee in solving their personal, educational and vocational problems.	It was decided that on the basis of the no. of admission in various courses mentee will be allotted to the mentors.	Mentors were allotted to the mentee according to the ratio of the students in various courses.
12	To plan the schedule of cultural activities.	BOS Members approved the cultural activities plan for odd session 2019-20	Plan was executed in the old Semester.
13	To plan the organization of alumni meet.	The plan was prepared for internship.	Internship schedule was implemented for B.El.Ed., B.Ed. and M.Ed.
14	To approve the plan of organization of extension programme.	BOS members approve the extension programme for the session (2019-20)	Plan was executed at the beginning of semester (2019-20)
15	To approve the introduction of new value-added course.	BOS members approve the introduction of following new value added course for the session (2019-20) 1. Student Teacher Relationship (edu/v015) 2. Understanding the Energy of Positive Words and Thoughts (edu/v016)	Approved courses were implemented at the beginning of semester as specified in the minutes (2019-20)
16	Any other items with the permission of the chairman.	A List of items is prepared and sent to Dean Faculty of Education.	The action report was noted.

  
Chairman -BOS

Dean

Faculty of Education  
S.V. Subharti University  
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