



Faculty of Education

Recognized by National Council for Teacher Education (NCTE)
Website: www.education.subharti.org, E-mail: education@subharti.org, Ph.: 0121-3058040 (Extn: 2820, 2821), Mob.: 9639010317
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)



Ref.No. : Dean/FE/SVSU/2020/ 87a

Date : 14-07-2020

BOS (Education) Meeting Circular

This is to inform to all faculty members of a meeting has to be held on date 14-07-2020 at 02:00 pm in the HOI office regarding to form the planning for session 2020-21. Following agendas will be discussed in the meeting –

1. **Agenda No. 1** To confirm the minutes of last meeting held on 29-12-2019.
2. **Agenda No. 2** To report action taken on the minutes of Board of studies held on 29-12-2019
3. **Agenda No. 3** To approve the planning of Academic calendar for semester August 2020 to January 2021.
4. **Agenda No. 4** To approve the administrative and academic committees for new session 2020-21.
5. **Agenda No. 5** To allocate the responsibilities for completing the academic audit for the session 2019-2020
6. **Agenda No. 6** To plan the scheduled of cultural activities for the Odd semester session 2020-21
7. **Agenda No. 7** To approve the plan of organization of extension programme for the session semester 2020-21
8. **Agenda No. 8** To approve the introduction of new value added course 2020-21
9. **Agenda No. 9** To Approve the change of the title of the practical courses of B.El.Ed., B.Ed. and M.Ed.
10. **Agenda No. 10** To approve the procedure of stakeholders' feedback for the improvement of the quality of teaching-learning process
11. **Agenda No. 11** To ratify the action taken plan on the basis of stakeholders' feedback for the improvement of the quality of teaching learning process.
12. **Agenda No. 12** To allocate the mentors to mentee to assist the mentee in solving their personal, educational and vocational problems.
13. **Agenda No. 13** To approve the interdisciplinary courses for the session 2020-21
14. **Agenda No. 14** To approve the plan for the online classes for the session 2020-21.
15. **Agenda No. 15** To approve the list of External & Internal Examiner for examination of Odd semester session 2020-21.
16. **Agenda No. 16** To approve the modification of 3rd semester B.El.Ed. Syllabus of Political Science (Pedagogy Course Code B.El.Ed. 310)
17. **Agenda No. 17** To approve the M.Phil. in Education programme carry forward to next Academic session 2020-2021 due to no admission in the session 2019-2020.
18. **Agenda No. 18** Any other items with the permission to the chairman.


Convener -BOS
Department of Education
Swami Vivekanand Subharti University



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Ref.No. : Dean/FE/SVSU/2020/ 88 a

Date :16-07-2020

Minutes of Meeting (BOS-Department of Education)

BoS meeting of Department of Education was held on date 14-07-2020 at 02:00 pm in the HOI office regarding to form the planning for session 2020-21.

Following agenda items were discussed and approved:

1. **Agenda No. 1 To confirm the minutes of last meeting held on 29-12-2019.**
The members confirmed the minutes (As per Annexure – 01)
2. **Agenda No. 2 To report action taken on the minutes of Board of studies held on 29-12-2019.**
The members the noticed the action taken (As per Annexure-02)
3. **Agenda No. 3 To approve the planning of academic calendar for semester August 2020 to January 2021.**
The members discussed on each point of academic calendar and approved it by the concert of BoS members of Odd Semester of session 2020-21 (As per Annexure-03)
4. **Agenda No. 4 To approve the administrative and academic committees for new session 2020-21.**
The all members approved the administrative and academic committees for new session 2020-21. (As per Annexure-04)
5. **Agenda No. 5 To allocate the responsibilities for completing the academic audit for the session 2019-2020**
According to the allotted committees' points for completed the academic audit for session 2019-20 was completed. (As per Annexure-05)
6. **Agenda No. 6 To plan the scheduled of cultural activities for the Odd semester session 2020-21**
All members approved the schedule of cultural activities for the odd semester session 2020-21. (As per Annexure-06)
7. **Agenda No. 7 To approve the plan of organization of extension programme for the session semester 2020-21**
All members approved the list of extension programme for the odd semester session 2020-21. (As per Annexure – 07)
8. **Agenda No. 8 To approve the introduction of new value added course 2020-21**
All members of BoS approved a new value added course “Development of e-Content for assessment and evaluation” (As per Annexure – 08)
9. **Agenda No. 9 To Approve the change of the title of the practical courses of B.El.Ed., B.Ed. and M.Ed.**
Faculty members discussed and suggested the title for the practical courses of the B.El.Ed. B.Ed. and M.Ed. (As per Annexure –9)
10. **Agenda No. 10 To approve the procedure of stakeholders' feedback for the improvement of the quality of teaching – learning process**

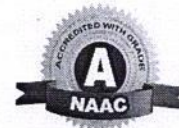


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- All members approved the procedure of stakeholder's feedback for the improvement of the quality of teaching – learning process. (As per Annexure – 10)
11. **Agenda No. 11 To ratify the action taken plan on the basis of stakeholders' feedback for the improvement of the quality of teaching learning process.**
The action plan on the basis of stakeholder's feedback was approved by the BOS members. (As per Annexure-11)
12. **Agenda No. 12 To allocate the mentors to mentee to assist the mentee in solving their personal, educational and vocational problems.**
List of Allocation of mentee to the mentors was approved by the BoS member's. On the bases of previous allocation and new students will be added to the previous. (As per Annexure-12)
13. **Agenda No. 13 To approve the interdisciplinary courses for the session 2020-21**
The BoS member's approved the list of interdisciplinary for the session 2020-21 after discussion. (As per Annexure-13)
14. **Agenda No. 14 To approve the plan for the online classes for the session 2020-21.**
After discussion with the BOS member's plan for the online classes for the Odd semester session 2020-21. (As per Annexure – 14)
15. **Agenda No. 15 To approve the list of External & Internal Examiner for examination of Odd semester session 2020-21.**
All the faculty member's of BoS discussed the name of the examiners in the list for external & Internal Examination and approved. (As per Annexure – 15)
16. **Agenda No. 16 To approve the modification of 3rd semester B.El.Ed. Syllabus of Political Science (Pedagogy Course Code B.El.Ed. 310)**
All the members approved the modification of 3rd semester B.El.Ed. Syllabus of Political Science (Pedagogy Course Code BEIEd 310) (As per Annexure – 16)
17. **Agenda No. 17 To approve the M.Phil. in Education programme carry forward to next Academic session 2020-2021 due to no admission in the session 2019-2020.**
All the members approved the M.Phil in Education programme Carry forward to next Academic session 2020-21 due to no admission in session 2019-2020.
18. **Agenda No. 18 Any other items with the permission to the chairman.**
None

Agendas and Minutes were sent to Faculty Board for recommendation. Meeting was ended with thanks to the chair .

Convener -BOS

HEAD
Department of Education
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Date: - 16-07-2020

Attendance Sheet (BOS)

A meeting of Board of Studies was held on 14/07/2020 at 10:00 AM in the office of the Dean, Faculty of Education.

The following members attended the meeting-

S.No	Faculty Name	Designation	Signature
1.	Dr. Anoj Raj	Professor & Head, Department of Education In Chair	
2.	Dr. Santosh Sharma	Professor, Department of Education)- Academic Coordinator	
3.	Dr. Rahul Sirohi	Associate Professor	
4.	Dr. Vibha laxmi	Associate Professor	
5.	Mr. Sanjeev Kumar	Assistant Professor	
6.	Dr. Bhuvnesh Sharma	Assistant Professor	
7.	Dr. Mumtaz Sheikh	Assistant Professor	
8.	Ms. Sangeeta	Lecturer	
9.	Ms. Rubi Chauhan	Lecturer	
10.	Mr. Rajeev Kumar	Assistant Professor	
11.	Mr. Rahul Kumar	Lecturer	
12.	Mrs Reshu	Lecturer	
13.	Mrs Garima Devi	Assistant Professor, Faculty of Education, Member	
14.	Dr Preeti Shrivastav	Lecturer	
15.	Prof. (DR) P.K Mishra	Professor, FOE, C.CS university Meerut	
16.	Dr. Manju Gupta	Associate Professor, Department of Education, Meerut College Meerut	
17.	Mr. Dharshan Veer Sharma	Assistant Reliable Institute Molta, Meerut	
18.	Mrs. Asha Gulati	Principal, Govt Primary School, Partapur, Meerut	
19.	Ms. Kusum	Alumni	
20.	Ms. Shalini Jain	Teacher, The Millennium Public School, Meerut	
21.	Ms. Anchal Chaudhary	(B.Ed.)- Student	
22.	Ms.Pragati Shrivastav	(M.Ed.)- Student	

Convener - BOS
HEAD 17/07/2020
Department of Education
Swami Vivekanand Subharti University

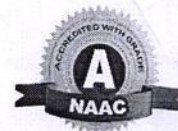


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Faculty of Education REPORT ON ACTION TAKEN ON MINUTES OF MEETING HELD ON 14.07.2020

S. No	Agenda	Recommendation/Decision	Action Taken/pending
1.	To confirm the minutes of last meeting held on 29.12.2019	The minutes were approved.	Action taken is specified in the minutes.
2.	To Report action taken on the minutes of Board of studies held on 29-12-2019	The action taken report was considered and implemented	The report was noted by Board of Studies.
3.	To approve the planning of Academic Calendar for next semester.	Academic Calendar was prepared and implemented for odd semester.	Academic Plan was noted by faculty members.
4.	To approve the information of committees for new session 2020-21.	The administrative Committees for new session was formed.	The information was noted by the committee coordinators & members.
5.	To allocate the responsibilities for completing the academic audit for the session 2019-2020.	The responsibility was given to the IQAC and the audit committee for the session.	The report was completed by the appointed audit team and forwarded to the University IQAC through proper channel.
6	To plan the schedule of cultural activities for the session.	The schedule of cultural activities for the session was prepared by the in charge of cultural activities.	The plan was implemented as per the schedule.
7	To approve the plan of organization of extension activities for the session.	The plan of organization of extension activities was prepared and approved by the B.O.S members.	The plan of organization of extension activities was noted by all faculty members. But not executed due covid period
8.	To Approve the introduction of new value added course.	The new value added courses syllabus and brochure & time table was prepared by the value added course coordinator.	The course was sent to the faculty board.
09	To approve the changes of the title of the practical courses of B.El.Ed. B.Ed. and M.Ed.	The suggested the title for the practical courses of the B.El.Ed. B.El.Ed. and M.Ed. was Changed .	The changed title of the practical courses was sent to the faculty board and then after sent to academic council for B.El.Ed., B.Ed., & M.Ed.
10	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.	The stakeholder's feedback was acknowledged by the faculty members and sent to faculty board.



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11	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 and ATR were prepared and finalized	The action taken report was sent to the faculty board.
12.	To allocate the mentors to mentee to assist the mentee in solving their personal, educational and vocational problems	Mentors were allocated to mentees for solving their personal, educational and vocational problems.	The whole schedule of students and faculty members was implemented.
13	To approve the interdisciplinary courses for the session 2020-21	The interdisciplinary course was approved for the new session 2020-21	The interdisciplinary course was implemented and report was sent to the faculty board.
14	To approve the plan for the online classes for the session	The online time -table was prepared by the time -table in charge& after finalization sent to Faculty members.	The online time- table was implemented for the session.
15.	To approve the list of External & Internal Examiner for examination Odd semester.	The list of external & internal examiners was prepared by all faculty members for the examination odd semester.	The prepared list was sent to COE office of the university.
16	To approve the modification of 3 rd semester B.El.Ed. Syllabus of Political Science (Pedagogy Course Code B.El.Ed.-310	The syllabus of Political Science for B.El.Ed. 3 rd semester was finalized after discussion with political science faculty member.	The final syllabus of Political Science for B.El.Ed. 3 rd semester was implemented for the session.
17.	To approve the M.Phil. in Education programme Carry forward to next Academic session 2020-2021 due to no admission in the session 2019-2020.	Members of BoS approved the plan of M.Phil in Education Programme Carry forward to next Academic Session 2019-2020.	Approved plan of M.Phil. in Education Programme Carry forward to next Academic Session 2019-2020 was sent to Faculty Board.
18.	Any other items with the permission the chairman	All the agendas of board of studies were sent to the faculty board.	All the agendas were send to faculty Board for further action.


Chairman-BOS

Department of Education
Swami Vivekanand Subharti University