



SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

(College established in 2005 & Approved by AICTE)

Ph: 0121-3058031/32, Fax: 0121-2439067, E-mail: engineering@subharti.org, Web: www.sitesubharti.org

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under UP Govt. Act No. 29 of 2008 and approved under section 2(f) of UGC Act, 1956)
Email: subharti.uni@gmail.com, Web: www.subharti.org

DIRECTOR TECHNICAL CAMPUS

No. PRI/SITE/2017

Date: 31 Jan. 2017

To

- HODs –(UG & PG) – CS/IT/EC/EEE/ME/CIVIL/FOOD TECH/EEM/ASH/Language

NOTICE

1. I am directed to convey that Faculty Board Meeting will be held in 'Principal Office' at 3:00 PM on 31.01.2017 (Today) regarding finalization of agenda points for Academic Council Meeting.
2. The following are requested to present :-
 - (a) Dean, SITE
 - (b) All HODs
 - (c) Principal, SPC


(Virender Singh)
Office Supdt.

CC:

- Principal, SITE
- Dean, SITE
- Principal, SPC



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DIRECTOR TECHNICAL CAMPUS

No. PRI/SITE/2017/

Date: 07.02.2017

MINUTES OF THE MEETING

1. A faculty Board Meeting chaired by Dr. Jayant Shekhar, Principal, SITE was held on 31 Jan. 2017 at 03:00 PM in Principal Office, SITE. During the Meeting the following were present:-

(a)	Dr. Jayant Shekhar	Professor, Principal (CSE)	Chairman
(b)	Dr. Bikash Prasad	Professor, DEAN (ME)	Member
(c)	Dr. P.K. Sharma	Principal, SPC	Member
(d)	Dr. M.P. Yadav	Associate Professor, ASH	Member
(e)	Dr. Amit Ashthana	Associate Professor, HOD-CS	Member
(f)	Er. Mukesh Ruhela	Associate Professor, HOD-EEM	Member
(g)	Er. Raushan Kumar	Asst. Professor, HOD-CIVIL	Member
(h)	Er. Manik Chand Pandey	Asst. Professor, IT	Member
(j)	Er. Sachin Kumar	Asst. Professor, HOD-ECE	Member
(k)	Er. Durgesh Kumar	Asst. Professor, HOD-EEE	Member
(l)	Dr. Sweta Singh	Asst. Professor, Food & Tech.	Member
(m)	Er. Aman Kumar	Asst. Professor, Oil & Pet.	Member
(n)	Er. Vinit Kr. Yadav	Asst. Professor, ECE	Member

2. The Principal, SITE welcomed all the attendees in the meeting to discuss certain issues related to day to day function of the department of the Institute. The points discussed in the meeting are given in succeeding paras.

3. The Principal brought out that Academic Counsel Meeting is to be held shortly. Agenda points will be forwarded by 07.02.2017 for inclusion the same in the Agenda Points of the Academic Counsel Meeting for approval.

4. The Faculty Board Member brought out into the notice that there is requirement to change syllabus of B.Tech. The Principal directed that concerned HOD will submit revised syllabus of B.Tech before Faculty Board Meeting for vetting the same and onward submission as agenda points for inclusion in Academic Counsel Meeting approval. This action should be completed by 06.02.2017.

5. The Principal SPC brought out in the notice of Faculty Board Meeting that Semester Examination System will be adopted in Diploma Courses from Session 2017-18. They also brought out into the notice that subject codes are modified in such manner to avoid any confusion at later stage.

6. In addition to above important points, 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) Each department will detail one more faculty member as 2nd Class Co-ordinator for each year class in addition to faculty member already detailed as Class Coordinator for the year. 2nd Class Co-ordinator will

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help main Class Coordinator to complete and monitor all student related activities timely. In no circumstances, both Coordinator will be on leave.

(d) Load Chart of each department should be displayed at notice board. HOD of department will ensure that load of teaching/other activities of the department are distributed equally.

(e) 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.

(f) A Gate Entry Register to be maintained by each department for students who are attending lecture/labs and all faculty will ensure that all students are made their entry in the Gate Entry Register before enter in lab and they are remain present till completion of lecture/lab.

(g) Possibility for running of 1st Year classes at ground floor should be explored. Er. Durgesh Kumar, Asst. Professor is hereby deputed to explore possibility for running of classes at ground floor and put up detailed plan to the Principal for approval.

(h) Sessional examination of Even Semester will be conducted as under:-

- | | | |
|-------|---------------------------------------|---------------------|
| (i) | 1 st Sessional Examination | 23 – 25 March, 2017 |
| (ii) | 2 nd Sessional Examination | 27 – 29 April, 2017 |
| (iii) | 3 rd Sessional Examination | 25 – 27 May, 2017 |

(j) Subject course should be completed in the manner as given below:-

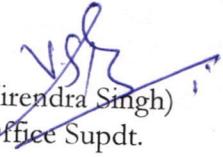
- (i) Minimum 35% subject course by 1st Session
- (ii) Minimum 65% subject course by 2nd Session
- (iii) 100% subject course by 3rd Session

(k) Placement activities have to be taken seriously. All faculty member should make maximum effort /liaison with Company HR to invite their Company for campus drive. List of Companies which are interested to conduct campus drive with your effort/liaison may please be submitted to the Principal for further action.

(l) Name of students who get only registration for admission in session 2016-17, but they neither deposited course fee nor attended class/examination, in such case, name of these students will be deleted from ERP and admission of these student will be treated as cancelled. List of such students will be submitted to office for deleting their name from the list of students who took admission in session 2016-17.

7. 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.

8. I am directed to convey Minutes of Meeting to all HOD for their information and further implementation by all teaching staff of their department.


(Virendra Singh)
Office Supdt.

Distribution:-

- Principal SITE for information
- Principal SPC
- Dean SITE
- HOD – CS/IT, ECE,EEE, ME,CE,EEM, Oil & Pet, Food & Tech., ASH/Lang.,
- Incharge, Examination Cell (SITE)
- Office Copy



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DIRECTOR TECHNICAL CAMPUS

Ref. No. PRI/SITE/2017/

Dated 31.01.2017

ATTENDANCE SHEET FOR THE FACULTY BOARD MEETING HELD ON 31.01.2017

The following faculty members were present during the Faculty Board Meeting on 31 Jan. 2017 at 03:00 PM in the Principal Office :-

Sl. No.	Name of faculty members	Designation	Signature	
1	Dr. Jayant Shekhar	Professor, Principal	Chairman	J.S.
2	Dr. Bikas Prasad	Professor, Dean, ME	Member	B.P.
3	Dr. P.K. Sharma	Principal, SPC	Member	P.Sharma
4	Dr. M.P. Yadav	Associate Professor, ASH	Member	M.P. Yadav
5	Dr. Amit Ashthana	Associate Professor, HOD-CS	Member	A.A.
6	Dr. Sweta Singh	Assistant Professor, HOD-Food Tech.	Member	Sweta
7	Er. Mukesh Ruhela	Associate Professor, HOD-EEM	Member	M.R.
8	Er. Sachin Kumar	Assistant Professor, HOD-ECE	Member	Sachin
9	Er. Raushan Kumar	Assistant Professor, HOD-Civil Engineering	Member	R.K.
10	Er. Manik Chand Pandey	Assistant Professor, IT	Member	M.C.P.
11	Er. Vinit Kumar Yadav	Assistant Professor, ECE	Member	V.K.Y.
12	Er. Durgesh Kumar	Assistant Professor, HOD-EEE	Member	D.K.
13	Er. Aman Kumar	Assistant Professor, HOD-Oil & Pet.	Member	A.K.

(Dr. Jayant Shekhar)
Principal





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AS

DIRECTOR TECHNICAL CAMPUS

Ref. No. PRI/SITE/2017

Date: 13 Feb. 2017

ACTION TAKEN REPORT (ATR) OF FACULTY BOARD MEETING HELD ON 31 JAN. 2017

Sl. No.	Agenda Points No.	Action taken on points
1	Agenda Point No. 01	Point regarding requirement of change of syllabus of B.Tech. discussed in the meeting. HOD submitted revised syllabus and same submitted for inclusion in Academic Council Meeting.
2	General Agenda Point No. 05 to 06 (a to l)	General points discussed in the meeting and being implemented in letter and spirit.



(Dr. Jayant Shekhar)
Director

Distribution :-

- All Concerned.