



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**

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**ELECTRICAL AND ELECTRONICS ENGINEERING**

(Approved by AICTE)



**OFFICE OF THE HOD (EEE)**

Dated: 15.10.2020

Ref:SITE/EEE/BOS/2020/04

BOS MEETING NOTICE

The meeting of Board of Studies (BOS) of the Electrical & Electronics department will be held on 22.10.2020 in the HOD office at 11:00 AM to consider the following Agenda:

1. Agenda Item No. 1: To confirm the minutes of the Board of Studies meeting was held on 10.01.2020
2. Agenda Item No. 2: To report action taken on the minutes of Board of Studies held on 10.01.2020.
3. Agenda Item No. 3: To motivate faculties to use ICT based student centric methods.
4. Agenda Item No. 4: Strengthen of Parents-Teachers meet for student Enrichment
5. Agenda Item No. 5: Promotion of student's centric activities.
6. Agenda Item No. 6: Extension and skill oriented programs
7. Agenda Item No. 7: Participation in project competitions and other
8. Agenda Item No. 8: Research promotion activities

All the members are requested to attend the meeting.

  
Dr. Sanjiv Kumar  
(CHAIRPERSON)

- CC: 1. The Principal for kind information pl  
2. Department office file  
3. All EEE Faculty members

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**OFFICE OF THE HOD (EEE)**

SITE/EEE/BOS/2020/05

DATED: 22/10/2020

Ref:SITE/EEE/BOS/2020/05

**Minutes for Meeting of Board of Studies held on 22.10.2020**

A meeting of Board of Studies was held on 22.10.2020 at 11.00 AM in the office of the HOD of EEE.  
Following members attended the meeting

S.No	BOS Members	Credentials	Role
1	Dr. Sanjiv Kumar	Asso. Professor & HOD, EEE SITE, SVSU Meerut	Chair Person
2	Er. T. Ramachandran	Assistant Professor, SITE, SVSU Meerut	Secretary
3	Er. P.K.Kaushal	Assistant Professor, SITE, SVSU Meerut	Member
4	Er. Ravi Agarwal	Assistant Professor, SITE, SVSU Meerut	Member
5	Er. Ajay Kumar	Assistant Professor, SITE, SVSU Meerut	Member
6	Er. Pankaj Kumar Gautam	Assistant Professor, SITE, SVSU Meerut	Member
7	Er. Dhairya Narayan	Assistant Professor, SITE, SVSU Meerut	Member

At the onset, the Chairperson BOS welcomed all the members. The items were taken up as per agenda.

1. **Agenda Item No. 1:** To confirm the minutes meeting held on 10.01.2020 were approved

**Resolution:** The minutes of the Board of Studies meeting was held on 10.01.2020

2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 10.01.2020

**Resolution:** the members noted the action taken on the minutes of Board of Studies held on 10.01.2020.

3. **Agenda Item No. 3:** To motivate faculties to use ICT based student centric methods:

**Resolution:** At the present technology development the teaching learning takes place with online mode and all the faculty members are using Microsoft team for their teaching to the students. The faculty members are continuously improving the online mode of teaching.

4. **Agenda Item No. 4:** Strengthen of Parents-Teachers meet for student Enrichment

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**Resolution:** To improve the relations between students's parents and teacher to enhance and improvement of the student performance it is said that the mentor of the concern student may have frequent call with the parents according to the students performance. In case of the poor performing students the mentor make have discussion with the parents weekly. This will improve the student's performance

5. **Agenda Item No. 5:** Promotion of student's centric activities.

**Resolution:** 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 in to 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.

6. **Agenda Item No.6:** Extension and skill oriented programs:

**Resolution:** students with faculty members will visit nearby villages for making awareness about the technology development and also will get the problems that the village people have and will 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.

7. **Agenda Item No. 7:** Participation in project competitions and other

**Resolution:** For 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.

8. **Agenda Item No. 8:** Research promotion activities.

**Resolution:** In each semester student should go for attending conference/publish papers. We should make it compulsory

The member confirmed the minutes.

The meeting then came to end with thanks to the chair.

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**Signature of Participants:**

S.No	BOS Members	Credentials	Role	Signature
1	Dr. Sanjiv Kumar	Asso. Professor & HOD, EEE SITE, SVSU Meerut	Chair Person	
2	Er. T. Ramachandran	Assistant Professor, SITE, SVSU Meerut	Secretary	
3	Er. P.K.Kaushal	Assistant Professor, SITE, SVSU Meerut	Member	
4	Er. Ravi Agarwal	Assistant Professor, SITE, SVSU Meerut	Member	
5	Er. Ajay Kumar	Assistant Professor, SITE, SVSU Meerut	Member	
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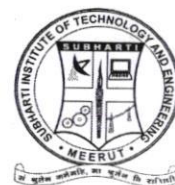
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**OFFICE OF THE HOD (EEE)**

**Dated: 08.01.2021**

**Ref:SITE/EEE/BOS/2021/12**

Action taken report up on the agenda of BOS meeting held on 22.10.2020.

S.No	Agenda	Action Taken	Out come
1	To conform the minutes of the Board of Studies meeting was held on 10.01.2020	The minutes meeting held on 10.01.2020 were approved	The minutes meeting held on 10.01.2020 were approved
2	To report action taken on the minutes of Board of Studies held on 10.01.2020	The minutes meeting held on 10.01.2020 were approved	The minutes meeting held on 10.01.2020 were approved
3	To motivate faculties to use ICT based student centric methods	At the present technology development the teaching learning takes place with online mode and all the faculty members are using Microsoft team for their teaching to the students. The faculty members are continuously improving the online mode of teaching	At the present technology development the teaching learning takes place with online mode and all the faculty members are using Microsoft team for their teaching to the students. The faculty members are continuously improving the online mode of teaching
4	Strengthen of Parents-Teachers meet for student Enrichment	Mentor of the concern student may have frequent call with the parents according to the students performance. In case of the poor performing students the mentor make have discussion with the parents weekly. This will improve the student's performance	Mentor of the concern student may have frequent call with the parents according to the students performance. In case of the poor performing students the mentor make have discussion with the parents weekly. This will improve the student's performance
5	Promotion of student's centric activities	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 in to different group and each group will be consists of good performing, medium performing and poor performing students. It will help	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 in to 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