



SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

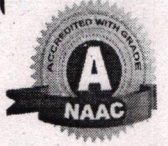
(College established in 2005 & Approved by AICTE)

Ph: 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 Principal

Ref. No. PRI/SITE/2017

Dated: 27.07.2017

To

- All HODs- CS/IT, EC, EEE, ME, CE, EEM, Oil & Pet, FT, ASH, Language
- Incharge – Admission Cell

Notice

1. I am directed to convey that Faculty Board Meeting will be held in Principal Office at 02:00 PM on 28.07.2017 (Friday) on the various points related to this Institute..
2. All HODs are requested to present in the meeting.

(Virender Singh)
Office Supdt.

CC.

- Principal - SITE
- Notice Board



SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

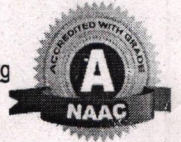
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Office of the Principal

Ref. No. PRI/SITE/2017

Dated: 31.07.2017

MINUTES OF THE MEETING

1. A faculty Board Meeting chaired by Dr. Bikas Prasad, Principal, SITE was held on 28.07.2017 at 02:00 PM in Principal Office, SITE. During the Meeting the following were present:-

(a)	Dr. Bikas Prasad	Professor, Principal (ME)	Chairman
(b)	Dr. Amit Ashthana	Associate Professor, CS	Member
(c)	Er. Amit Kumar	Assistant Professor, ECE	Member
(d)	Er. Mukesh Ruhela	Associate Professor, EEM	Member
(e)	Er. Anil Kumart	Associate Professor, ME	Member
(f)	Er. Pramod Kumar Kaushal	Assistant Professor, EEE	Member
(g)	Er. Ramesh Kumar Sharma	Assistant Professor, CIVIL	Member
(h)	Dr. Vishal Kumar	Assistant Professor, Food & Tech	Member
(i)	Er. Aman Kumar	Assistant Professor, Oil & Pet.	Member

Invitees two experts outside University

(a)	Dr. Sanjeev Singh	Professor, KIET, Ghaziabad (UP)	Member
(b)	Mr. A.K. Ojha	Associate Professor, SIET, Hapur (UP)	Member

2. The Principal, SITE welcomed all the attendees in the meeting to discuss certain issues related to day to day function 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 soon. Agenda points will be forwarded by us for inclusion the same in the Agenda Points of the Academic Counsel Meeting for approval.

4. The Faculty Board Member expressed deep concern on the issue of steep decline in the admissions in Engineering courses particularly in B.Tech level. Therefore there is need to take more action for admission promotional activities in the NCR region so that we can increase admission in engineering courses.

5. ✓ The Faculty Board members opined also that the curriculum in each subject should be suitably redesigned by involving industrial experts to equip students with modernized skills needed to render their syllabi industry based, employment oriented and in consonance with the emerging technological needs.

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 help main Class Coordinator to complete and monitor all students 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) Sessional examination of Odd (B.Tech & M.Tech) Semester will be conducted as under:-

(i) 1st Sessional Examination 27.09.2017 to 01.10.2017

(ii) 2nd Sessional Examination 09.11.2017 to 12.11.2017

(iii) 3rd Sessional Examination 09.12.2017 to 13.12.2017

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

(i) Minimum 35% subject course by 1st Sessional

(ii) Minimum 65% subject course by 2nd Sessional

(iii) 100% subject course by 3rd Sessional

(h) Placement activities have to be taken seriously. All faculty member should make maximum effort /liaison with Placement Cell to invite Companies for campus drive.

(i) 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.

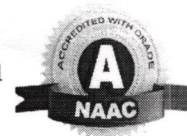
Distribution:-

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

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Office of the Principal

Ref. No. PRI/SITE/2017

Dated 28 July 2017

ATTENDANCE SHEET FOR THE FACULTY BOARD MEETING HELD ON 28 JULY 2017

The following faculty members were present during the Faculty Board Meeting on 28.07.2017 at 02:00 PM in the Principal Office :-

Sl. No.	Name of faculty members	Designation		Signature
1	Dr. Bikas Prasad	Professor, Principal	Chairman	
2	Dr. Amit Ashthana	Associate Professor, HOD-CS	Member	
3	Dr. Vishal Kumar	Assistant Professor, HOD-Food Tech.	Member	
4	Er. Mukesh Ruhela	Associate Professor, HOD-EEM	Member	
5	Er. Anil Kumar	Associate Professor, HOD-ME	Member	
6	Er. Amit Kumar	Assistant Professor, HOD-ECE	Member	
7	Er. Pramod Kumar Kaushal	Assistant Professor, HOD-EEE	Member	
8	Er. Ramesh Kumar Sharma	Assistant Professor, HOD-Civil Engineering	Member	
9	Er. Aman Kumar	Assistant Professor, HOD-Oil & Pet.	Member	
Invitees two experts outside University				
1	Dr. Sanjeev Singh	Professor, KIET, Ghaziabad (UP)	Member	
2	Mr. A.K. Ojha	Associate Professor, SIET, Hapur (UP)	Member	

(Dr. Bikas Prasad)
Principal

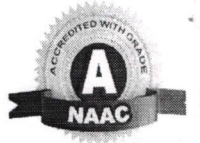




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Office of the Principal

Ref. No. PRI/SITE/2017

Dated 17 Aug. 2017

ACTION TAKEN REPORT (ATR) OF FACULTY BOARD MEETING HELD ON 28 JULY 2017

Sl. No.	Agenda Points No.	Action taken on points
1	Agenda Point No. 01	Point regarding finalization agenda points for Academic Council Meeting discussed in the meeting and submitted the same.
2	General Agenda Point No. 05 to 06(a to i)	General points discussed in the meeting and being implemented in letter and spirit.

(Dr. Bikas Prasad)
Principal



Distribution :-

- All Concerned.