## DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

### Meeting Notice

Ref:SITE/BOS/2018/02                                        Date : 11/05/2018
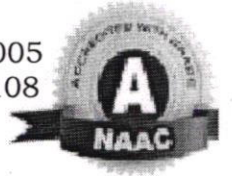
A meeting of the BOS is scheduled on 19th May 2018 at 10:00 am in the office of the Head of Department, ECE to discuss the BOS agenda.

Copy to : All faculty members of ECE Department, SITE

(HoD ECE)

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## DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

Ref: SITE/BOS/2018/03

Date: 12/05/2018

### AGENDA FOR MEETING OF BOARD OF STUDIES

A meeting of Board of Studies has been scheduled on 19th May 2018 at 10:00 AM in the office of the Head of Department, ECE. Location: RF LAB, 1st FLOOR, SITE. Following are agenda items for the same.

1. **Item No. 1:** To confirm the minutes of the Board of Studies meeting held on 30th December 2017 (As per Annexure-1)
2. **Item No. 2:** To report action taken on the minutes of Board of Studies held on 30th December 2017 (As per Annexure-2)
3. **Item No. 3:** To adopt and implement CBCS (Choice Based Credit System) system for UG and PG programmes as prescribed by the AICTE guidelines from session 2018-19. (As per Annexure-3).
4. **Item No. 4:** To consider running of value added course in the programme of UG as per the annexure (As per Annexure-4).
5. **Item No. 5:** To identify interdisciplinary courses in the department in collaboration with other department.(As per Annexure-5).
6. **Item No. 6:** To examine feedback analysis for the UG programme for the year 2017-18 Even Sem.(As per Annexure-6).
7. **Item No. 7:** To consider and approve Board of Examiners for theory and practical examination for the UG and PG programme of Odd Sem 2018-19. (As per Annexure-7).
8. **Item No. 8:** To consider implementing patent filing,further processes. (As per Annexure-8).
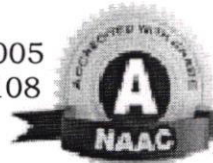9. Any other items with the permission of the chairman.

HoD , ECE

Manoj Kapil

CC: Principal (SITE)

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**DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING**

Ref: SITE/BOS/2018/04                                                   Date: 21/05/2018

**Minutes for Meeting of Board of Studies held on 19th May 2018 at Department of Electronics & Communication Engineering**

A meeting of Board of Studies was held on **19th May 2018** at **10:00 AM** in the office of the Head of Department, ECE. Location: RF LAB, 1st FLOOR, SITE.

Following members attended the meeting

| Sr No | Name of Faculty Member | Designation | Role | Signature |
|---|---|---|---|---|
| 1 | Er. Amit Kumar | Assistant Professor &HoD, ECE | Chair person | |
| 2 | Dr.Sharad Sharma | Professor &HoD, ECE, MMU, MULLANA | Outside Academic Expert | |
| 3 | Mr. Vijay Kumar | Manager, HPCL, Meerut | Outside Industry Expert | |
| 4 | Er. Vishwas Mishra | Assistant Professor, ECE | Member | |
| 5 | Er. Neha Verma | Assistant Professor, ECE | Member | |
| 6 | Er. Supratim Saha | Assistant Professor, ECE | Member | |
| 7 | Er. Rajesh Parihar | Assistant Professor, ECE | Member | |
| 8 | Er. Vikas Sharma | Assistant Professor, ECE | Member | |
| 9 | Er. Jainendra Kumar | Assistant Professor, ECE | Member | |

At the onset, the Chairperson 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 the minutes of the Board of Studies meeting held on 30thDecember 2017.*
   **Resolution: The member confirmed the minutes**

2. *Item No. 2: To report action taken on the minutes of Board of Studies held on 30th December 2017.*
   **Resolution: The members noted the action taken**

3. *Item No. 3: To adopt and implement CBCS (Choice Based Credit System) system for UG and PG programmes as prescribed by the AICTE guidelines from session 2018-19.*

   **Resolution: It was recommended to implement CBCS system for coming session 2018-19 as prescribed by the AICTE guidelines. CBCS Shift in focus from the teacher-centric to student-centric education, allows students to choose inter-disciplinary, intra-disciplinary courses, skill oriented papers.**
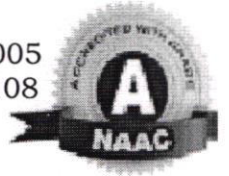
## DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

4. *Item No. 4: To consider running of value added course in the programme of UG as per the annexure.*
   **Resolution: It was recommended to commence the value added courses. The members reiterated that such courses would add value to their employability and provide additional skills.**

5. *Item No. 5:To identify interdisciplinary courses in the department in collaboration with other department.*
   **Resolution: Discuss and implemented interdisciplinary courses in the department in collaboration with other department.**

6. *Item No. 6: To examine feedback analysis for the UG  programme for the year 2017-18 Even Sem.*
   **Resolution: The members noted the feedback analysis and approved the action taken on the feedback.**

7. *Item No. 7:To consider and approve Board of Examiners for theory and practical examination for the UG and PG programme of Odd Sem 2018-19.*
   **Resolution: Approved and recommended to COE**

8. *Item No. 8:* To consider implementing patent filing and further processes

There being no other matter, the meeting was concluded with a vote of thanks to the chair.
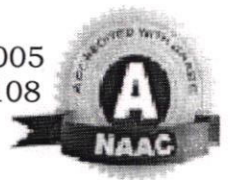
HoD , ECE

Manoj Kapil

## DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

### ACTION TAKEN REPORT ON BOS MEETING OF MAY 2018

Ref: SITE/BOS/2018/10

Date: 14.12.2018

| Sr No | Agenda taken | Decision | Outcome/Result |
|---|---|---|---|
| 1 | To consider running of value added course in the programme of UG . | It was recommended to commence the value added courses. The members reiterated that such courses would add value to their employability and provide additional skills. | Value added course named "Verilog" had been proposed and started from the relevant semester and executed properly. |
| 2 | To adopt and implement CBCS (Choice Based Credit System) system for UG and PG programmes as prescribed by the AICTE guidelines from session 2018-19. | It was recommended to implement CBCS system for coming session 2018-19 as prescribed by the AICTE guidelines. | The curriculum was changed to CBCS from the relevant session and was implemented successfully by getting prior approval from faculty board. |
| 3 | To examine feedback analysis for the UG programme for the session 2017-18 Even Sem | The members noted the feedback analysis and approved the action taken on the feedback. | The faculty members applied all the inputs provided by the HoD for improvements in the way they deliver the classes and focused more towards outcome oriented process. |
| 4 | To consider and approve Board of Examiners for theory and practical examination for the UG and PG programme of Odd Sem 2018-19. | Approved and recommended to COE | All the examiners were informed officially after getting approval from COE regarding the same. |
| 5 | To consider implementing patent filing and further processes | Department faculty members to concentrate on at least two thrust area to work towards patenting process. | Three faculty members successfully registered 3 patents in the relevant field for the concerned semester. |

HoD , ECE

Manoj Kapil

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