



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

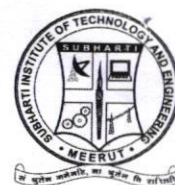
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005

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**ELECTRICAL AND ELECTRONICS ENGINEERING**

(Approved by AICTE)



**OFFICE OF THE HOD (EEE)**

**Dated: 15.01.2022**

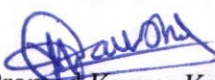
**Ref:SITE/EEE/BOS/2022/01**

**BOS MEETING NOTICE**

The meeting of Board of Studies (BOS) of the Electrical & Electronics department will be held on 20.01.2022 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 16.08.2021
2. Agenda Item No. 2: To report action taken on the minutes of Board of Studies held on 16.08.2021.
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: Participation in project competitions and other activities
7. Agenda Item No. 7: Research promotion activities.

All the members are requested to attend the meeting.

  
Er. Pramod Kumar Kaushal  
(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)**

DATED: 20/01/2022

Ref:SITE/EEE/BOS/2022/02

**Minutes for Meeting of Board of Studies held on 20.01.2022**

A meeting of Board of Studies was held on 20.01.2022 at 11.00 AM in the office of the HOD of EEE.  
Following members attended the meeting

S.No	BOS Members	Credentials	Role
1	Er. P.K.Kaushal	Assistant Professor & HOD, EEE SITE, SVSU Meerut	Chair Person
2	Er. T. Ramachandran	Assistant Professor, SITE, SVSU Meerut	Secretary
3	Er. Ravi Agarwal	Assistant Professor, SITE, SVSU Meerut	Member
4	Er. Ajay Kumar	Assistant Professor, SITE, SVSU Meerut	Member
5	Er. Pankaj Kumar Gautam	Assistant Professor, SITE, SVSU Meerut	Member
6	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 16.08.2021.

**Resolution:** The minutes of the Board of Studies meeting was held on 16.08.2021 were approved.

2. **Agenda Item No. 2:** To report action taken on the minutes of Board of Studies held on 16.08.2021

**Resolution:** the members noted the action taken on the minutes of Board of Studies held on 16.08.2021.

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

**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



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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:** Participation in project competitions and other activites

**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.

7. **Agenda Item No. 7:** 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.

**Signature of Participants:**

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

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



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**OFFICE OF THE HOD (EEE)**

Dated: 22.03.2022

Ref:SITE/EEE/BOS/2022/06

Action taken report up on the agenda of BOS meeting held on 20.01.2022.

S.No	Agenda	Action Taken	Out come
1.	To confirm the minutes of meeting held on 16.08.2021.	The minutes of the Board of Studies meeting was held on 16.08.2021 were approved.	Implemented
2.	To report action taken on the minutes of Board of Studies held on 16.08.2021	The members noted the action taken on the minutes of Board of Studies held on 16.08.2021.	Implemented
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	Implemented
4.	Strengthen of Parents-Teachers meet for student Enrichment	To improve the relations between students' 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	Parents-Teachers meeting will be conducted on 26.03.2022



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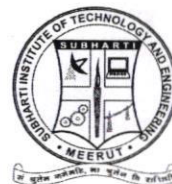
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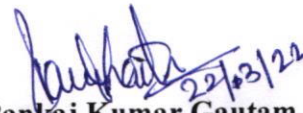
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5.	Promotion of student's centric activities.	According to the level of the students coach them so that the students can improve their performance in exams. The students in each class may be divided in to different group and each group will be consists of good performing, medium performing and poor performing students. It will help them to share their knowledge and will lead to improve the performance of poor students as well.	Many activities are being conducted and many activities are in pipe line
6.	Participation in project competitions and other activities	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	Students are participating in other college project competition events
7.	Research promotion activities	In each semester student should go for attending conference/publish papers. We should make it compulsory	Students are participating in research promotion events

  
Er. Pankaj Kumar Gautam  
HOD

Department of Electrical & Electronics  
Subharti Institute of Tech & Engg  
Swami Vivekanad Subharti University, Meerut.