



**OFFICE OF THE HEAD  
DEPARTMENT OF BIOCHEMISTRY  
Subharti Medical College**

Recognized by Govt. of India, Ministry of Health & Family Welfare, Govt. Letter No. U.12012/69/96-ME(P)  
Website: medical.subharti.org, e-mail: medical@subharti.org, Ph.: 0121-3055000 (Extn: 2115), Telefax: 0121-2439127, 2439067  
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)

Ref. No. SMC/Biochem/2018/0827

Dated:09.07.18

Where Education is a Passion ....

Constituent Colleges /  
Faculties of the University:

**Subharti Dental College**  
(Estd. 1997)

**Jyotirao Phule Subharti College of  
Physiotherapy**  
(Estd. 1999)

**Subharti Medical College**  
(Estd. 1997)

**Dr. Mahesh Maa Subharti Nursing  
College**  
(Estd. 2000)

**Sardar Patel Subharti Institute of  
Law**  
(Estd. 2002)

**Chhatrapati Shahuji Subharti  
Institute of Technology & Engg.**  
(Estd. 2005)

**Acharya Vishnu Gupta Subharti  
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(Estd. 2007)

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(Estd. 2009)

**Department of Physical Education**  
(Estd. 2009)

**Department of Library Science**  
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**Kharvel Subharti College of  
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**Nandlal Bose Subharti Institute of  
Fine Arts & Fashion Design**  
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**Bhikaji Cama Subharti Institute of  
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(Estd. 2009)

**Faculty of Arts & Social Science**  
(Estd. 2009)

**Department of Para Medical  
Science (Estd. 2009)**

**Maharshi Aurobindo Subharti  
Institute of Naturopathy & Yogic  
Science**  
(Estd. 2011)

**Keral Verma Faculty of Science**  
(Estd. 2013)

Notice

This is for the information of all the faculty members and PGs, that a meeting of "Board of Studies" has been fixed for 16 July, 2018, Monday at 08.30AM in the departmental library cum-seminar room. All are requested to attend.

Agenda of the meeting is as below:

1. To confirm the minutes of board of studies meeting held on 22.12.17.
2. Action taken report of Previous meeting
3. To review and revise UG medical curriculum, teaching and assessment.
4. To suggest measures so that the performance of our students can be improved in PG entrance NEET exam.
5. To review and revise PG medical curriculum, teaching and assessment.
6. Monitoring attendance both for students and faculty.
7. Lesson plan.
8. PG posting in other departments
9. Thesis writing – students and faculty.

**(Dr. B. K. Gupta)  
Professor & Head**

Copy to:

- a) Registrar, SVSU
- b) Principal, SMC
- c) Examination Superintendent, SMC
- d) Dr. Jaskiran Kaur, Assoc prof
- e) Dr. Asish shukla, Assoc prof
- f) Dr. Nilesh Chandra, Asst prof
- g) Dr Ravi, Asst prof
- h) Dr Arun Nagtilak, Demonstrator
- i) Dr Shorya Taliyan, Demonstrator

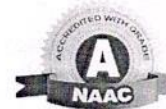
*(Signature)*  
Principal/Dean/Chief Medical Superintendent  
Subharti Medical College  
Chhatrapati Shahuji Subharti Hospital  
MEERUT

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Keral Verma Faculty of Science  
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Ref. No. SMC/Biochem/2018/

Dated: 17.07.18

**Minutes of Meeting of Board of Studies held on 16.07.2018**

**Purpose:** Reference letter no SMC 1077, dated 30/06/2018 and letter no SMC/2018/7393, dated 14/07/2018 of the Dean Academics, SMC - Discussion and Recommendation.

Meeting was held in the library cum-seminar room of the department of biochemistry, SMC, Meerut on 16.07.2018 at 8.30AM, following members attended:

- |                           |                |
|---------------------------|----------------|
| 1. Dr. Bharat Kumar Gupta | Prof & HOD     |
| 2. Dr. Jas Kiran Kaur     | Associate Prof |
| 3. Dr. Ashish Shukla      | Associate Prof |
| 4. Dr. Nilesh Chandra     | Assistant Prof |
| 5. Dr. Ravi P Singh       | Assistant Prof |
| 6. Dr. Arun Nagtilak      | Demonstrator   |
| 7. Dr. Shorya Taliyan     | Demonstrator   |

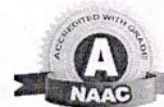
Dr. B. K. Gupta, being senior most, was requested to chair the meeting for which he agreed. The following agenda was discussed-

1. To confirm the minutes of previous board of studies meeting.
2. Action taken report of Previous meeting
3. To review and revise UG medical curriculum, teaching and assessment.
4. To suggest measures so that the performance of our students can be improved in PG entrance NEET Exam.
5. Names of U.G. Examiners for University Examination (5 External, 5 Internal).
6. To review and revise PG medical curriculum, teaching and assessment.
7. Monitoring attendance both for students and faculty.
8. Lesson Plan
9. PG posting in other departments.
10. Thesis writing- students and faculty.
11. Names of P.G. Examiners for University Examination (5 External, 5 Internal).



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### 12. Names of evaluators of P.G. Thesis (5 External)

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(Estd. 2013)

13. Any new course to be introduced in the department

14. Any other agenda

Above agenda was discussed point-wise in detail and decisions were taken unanimously.

**1. To confirm the minutes of previous board of studies meeting:**

a. Minutes of previous bos were read in loud and confirmed by all board members

**2. ATR on minutes of meeting held on 22/12/17**

S.No.	Agenda Item	Decision	Outcome/Re
1.	To make change in any course	No recommendation	Existing curriculum to be followed
2.	To introduce any new course.	No recommendation	Existing MCI approved courses to be taught
3.	To increase decrease intake in any courses.	No change	Admission to be as per MCI norms
4.	To discuss departmental research projects progress	Satisfactory progress	Timely completion
5.	Panel of examiners for MBBS and MD-Batch	Finalized	Smooth conduction of exam

3. To review and revise UG medical curriculum, teaching and assessment.

Decision taken to make some changes in UG curriculum and the whole curriculum is annexed as Annexure I.

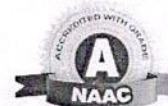
**4. To suggest measures so that the performance of our students can be improved in PG entrance NEET Exam.**

Decision taken to make some suggestions and the suggestions are annexed as Annexure II

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Kerala Varma Faculty of Science  
(Estd. 2013)

**5. Names of U.G. Examiners for University Examination (5 External, 5 Internal).**

Panel was decided unanimously and is annexed as Annexure III

**6. To review and revise PG medical curriculum, teaching and assessment.**

Decision taken to make some changes in PG curriculum and the whole curriculum is annexed as Annexure I

**7. Monitoring attendance both for students and faculty.**

It was decided that the attendance and assessment examinations would be monitored by the respective coordinators of the courses.

It is also suggested that RFID system be developed in collaboration with IT department and implemented for monitoring attendance for both students and faculty.

**8. Lesson Plan**

It is decided that vacant forms for the lesson plan be given to the faculty at the time of distribution of the monthly curriculum so that they can submit the lesson plan immediately after class.

**9. PG posting in other departments.**

The decisions taken are already incorporated in Annexure IV.

**10. Thesis writing- students and faculty.**

It is decided that a seminar be organized in the department to review and revise the thesis writing protocol in the presence of all faculties and PGs.

**11. Names of P.G. Examiners for University Examination (5 External, 5 Internal).**

Panel was decided unanimously and is annexed as Annexure V

**12. Names of evaluators of P.G. Thesis (5 External)**

Panel was decided unanimously and is annexed as Annexure VI

**13. Any new course to be introduced in the department:**

The faculty does not feel any need for addition of any new course

*Signature*  
Subharti Medical Superintendent  
Chhatrapati Shivaji Subharti Hospital  
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Utkal Chandra Chandra  
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Pharmacy  
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Nandlal Bose Subharti Institute of  
Fine Arts & Fashion Design  
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Bhikaji Chandra Subharti Institute of  
Hotel Management  
(Est. 2005)

Faculty of Arts & Social Science  
(Est. 2005)

Department of Para Medical  
Sciences (2003)

Mahadevi Subharti  
Institute of Yoga & Yogic  
Sciences  
(Est. 2005)

Kerka Subharti Faculty of Science  
(Est. 2005)

**14. Any other agenda:**

NABH and its protocols were discussed and it was decided that another meeting for NABH be conducted in this week to revise the protocols.

Tea was served by courtesy of the departmental tea club.

Proceeding approved:

1. Dr. Bharat Kumar Gupta
2. Dr. Jis Kiran Kaur
3. Dr. Ashish Shukla
4. Dr. Nilesh Chandra
5. Dr. Ravi P Singh
6. Dr. Arun Nagtilak
7. Dr. Shorya Taliyan

*(Handwritten signatures on lines)*

*(Handwritten signature)*  
Principal/Dean/Chief Medical Superintendent  
Subharti Medical College  
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