



**POST GRADUATE DEPT.OF OTORHINOLARYNGOLOGY ,
HEAD & NECK SURGERY, SUBHARTI MEDICAL COLLEGE,
SWAMI VIVEKANAND SUBHARTI UNIVERSITY**

SUBHARTI PURAM, N.H. 58, DELHI-HARIDWAR, BY PASS ROAD, MEERUT. PIN-250005
Ph: 0121-2439056, 3058034 Ext.2138, Tale Fax: 0121-2439127 E-mail: smc_ent2001@rediffmail.com, www.subharti.org



Ref. No/SMC/ENT/2025

Date: 04/10/2025

Office of the P.G. Dept. Of ENT

Office Order

The meeting of Board of Studies of Department of ENT will be held on Saturday, 04/10/2025 at 11:30 am in the department. All faculty members are required to be present.

Date- 4/10/2025

Time – 11:30 am

Venue – seminar room, ENT department

The agenda for meeting is as follow-

1. Introduction of any new value - added courses
2. To start post -Doctoral Certificate Courses (PDCC)
3. Ratification of feedback of curriculum classroom teaching and their Action Taken Report (ATR)
4. To review ongoing research activities
5. To start any new certificate course for undergraduates and postgraduates.
6. Any change in CBME
7. Ratification of guideline from medical college for Proctorial board
8. To review MoUs
9. Any other item with the permission of the Chair

**Dr. Chandresh Agarwal
Prof. & Head
Department of ENT**



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1. Minutes of meeting : ENT
2. Date : 04/10/2015
3. Members : (Chairperson) Dr. Chandresh Agarwal

Members-

1. Dr. Pradeep Singh Rawat
2. Dr. Anshika Anand
3. Dr. Ekta Agarwal
4. Dr. Lakshay Gupta

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

1. Agenda Item No. 1: Minutes of last BOS meeting – The Last Meeting of Board of study was discussed.. The Members confirmed the minutes.
2. Agenda Item No. 2: The Chairman discussed about the ongoing value added course in department – Assessment of hearing in children. It was decided no new implementation were requires. Upcoming course will be held in month of January 2026
3. Agenda item No. 3: : The Chairman discussed that there is no need of starting and Post doctoral certificate course as of now.
4. Agenda item No. 4 : feedback on teaching was satisfactory which could be rectified by the academic performance of post graduate students.
5. Agenda item No. 5 : ongoing research topic in the department were discussed and reviewed.



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6. Agenda item No. 6 : Discussion about BCBR to be completed by all postgraduates and starting a new certificate for post graduate students in Allergy Testing was initiated. Further discussions are required for finalization of the course.
7. Agenda item No. 7 : It was discussed that no changes in CBME curriculum required as of now.
8. Agenda item No. 8 : no change
9. Agenda item No. 9 : Nil
10. Agenda item No. 10 : Nil

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S.No	Department	Composition of BOS for UG	Name of ,Designation and Address of Members
1	E.N.T	Chairperson	Dr. Chandresh Agarwal
2	E.N.T	Members	Dr. Pradeep Singh Rawat Dr. Anshika Anand Dr. Ekta Agarwal Dr. Lakshay Gupta
3	Psychiatry	One senior Person to opted from other department	Dr. Vivek Kumar , Professor, SMC
4	E.N.T	One subject expert (academics) from request central /state/private University	Dr. Manu Malhotra , Professor & Head, AIIMS Rishikesh
5	E.N.T	One Subject expert from R&D (expert should be from state & govt organization	Dr. Vineet Kumar Sharma, Professor & Head, LLRM Medical College, Meerut
6	E.N.T	Senior alumni (who has 05 years of experience in relevant field)	Dr. Sanjay Kumar , Professor & Head , NCR Medical College


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Date: 04/10/2025

Office of the P.G. Dept. Of E.N.T

To ,
The Principal
Subharti Medical College
Meerut

Subject : submission of composition of board of studies (BOS) for PG & UG programs – in reference to letter no SMC/G/M-60/6374 dated 07.11.2025

Sir,

With reference to above mentioned letter (Letter No. SMC/G/M-60/6374 dated 07.11.2025) regarding the composition of Board Of Studies (BOS) for postgraduate (PG) and undergraduate (UG) programs, please find below the proposed composition for your kind perusal and approval.

S.No	Department	Composition of BOS for PG	Name of ,Designation and Address of Members
1	E.N.T	Chairperson	Dr. Chandresh Agarwal
2	E.N.T	Members	Dr. Pradeep Singh Rawat Dr. Anshika Anand Dr. Ekta Agarwal Dr. Lakshay Gupta
3	Dermatology	One senior Person to opted from other department	Dr. Arvind Krishna, Professor, SMC
4	E.N.T	One subject expert (academics) from request central /state/private University	Dr. Manu Malhotra , Professor & Head, AIIMS Rishikesh
5	E.N.T	One Subject expert from R&D (expert should be from state & govt organization	Dr. Vineet Kumar Sharma, Professor & Head, LLRM Medical College, Meerut
6	E.N.T	Senior alumni (who has 05 years of experience in relevant field)	Dr. Sanjay Kumar , Professor & Head , NCR Medical College



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DATE-04/10/2025

In reference to letter no SMC/G/M/-60/6374 dated 07/11/2025

Boss Meeting was held on 04/10/2025 in department of ENT, which was attended by-

S.NO	DOCTOR NAME	SIGNATURE
1	Dr. Chandresh Agarwal	
2	Dr. Manu Malhotra	
3	Dr. Sanjay Kumar	
4	Dr. Vinit kumar	
5	Dr. Arvind Krishna	
	Dr. Vivek Kumar	
5	Dr. Pradeep Singh Rawat	
6	Dr. Ekta Agarwal	
7	Dr. Anshika Anand	
8	Dr. Lakshay Gupta	