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|  | **J.C. BOSE UNIVERSITY OF SCIENCE & TECHNOLOGY****YMCA, FARIDABAD-121006****(Established by Haryana State Leg. Act No.21 of 2009,****Approved by AICTE & Recognized by****U.G.C. U/s. 2(f) and 12(B) of U.G.C. Act 1956)****--------------------------------------------------------------------------------** |

**COMMUNITY COLLEGE OF SKILL DEVELOPMENT**

Sub: **Minutes of 5th meeting of Board of Studies, Community College for Skill Development held on18.01.2019 at 11.00 AM in the University.**

Present:

1. Dr.Sanjeev Goyal, Principal, CCSD : In Chair

2. Dr.Rashmi Popli, Vice-Principal, CCSD : Member

3. Mr Sandeep Dutta, M/s Escorts Ltd : Outside Member

4. Mr. Prabhakar Yadav, M/s Durga Threading Tools : Outside Member

5. Mrs Sandhya Dixit, JCBUST, Faridabad : Member

6. Dr.Anju Gupta, JCBUST, Faridabad : Member

7. Mr.Virendra Vats, NSIC, Neemka : Special Invitee

 The following members could not attend the meeting:-

1. Mr.Pankaj Munjal

2. Dr.Sandhya Chintala

3. Mr.Anand Kumar Singh

4. Ms Richie

At the outset, Dr.Sanjeev Goyal, Principal-CCSD and Chairman of Board of Studies warmly welcomed all the members of the Board. The Chairman also appreciated the interest and the presence of outside members, who took pain to attend this meeting for the healthy discussion on the development of the College.

The Agenda Items taken up and after detailed deliberation/discussion, the following decisions were taken.

Item No. 05/01: **To consider and approve the modified syllabus of certificate**

 **and Diploma courses for Electrician Trade.**

The Board considered and approved the proposal for modification of syllabi of Certificate and Diploma courses of Electrician Trade, as per requirement.

Item No. 05/02: **To consider and approve the modified syllabus of certificate**

 **and Diploma courses in RAC** **Trade.**

The Board considered and approved the proposal for modification of syllabi of Certificate and Diploma courses of RAC Trade, as per requirement.

Item No. 05/03: **To consider and approve the modified syllabus of Diploma in**

 **computer software, Hardware & Networking.**

The Board considered and approved the proposal for modification of syllabi of Diploma courses in Computer Software and Hardware & Networking, as per requirement.

Item No. 05/04: **To consider and approve the modified syllabus of Diploma**

 **course in Web Designing.**

The Board considered and approved the proposal for modification of syllabi of Diploma course in Web Designing, as per requirement.

Item No.05/05: **To consider and approve the syllabus of B.Voc course in**

 **Electrician branch.**

The Board considered and approved the syllabi of B.Voc course in Electrician branch, as placed before it.

Item No. 05/06: **To consider and approve the syllabus of B.Voc course in Web**

 **Designing branch.**

The Board considered and approved the syllabi of B.Voc course in Web Designing branch, as placed before it.

Item No. 05/07: **To consider and approve the syllabus of B.Voc course in**

 **Automobile branch.**

The Board considered and approved the syllabi of B.Voc course in Automobile branch, as placed before it.

Item No. 05/08: **To consider and approve the syllabus of B.Voc course in**

 **Manufacturing branch.**

The Board considered and approved the syllabi of B.Voc course in Manufacturing branch, as placed before it.

Item No. 05/09: **To consider and approve the internal and external evaluation**

 **system of Community College of Skill Development.**

The Board considered and approved the internal and external evaluation system for Certificate, Diploma and Degree courses alongwith the following guidelines :-

(1) The scheme of examination for internal and external evaluation system.

(2) It was resolved that the maximum attempts to clear the B.Voc course should be 5 years and for Diploma course should be 3 years.

(3) The passing marks for subjects should be 40%.

Item No. 05/10: **To consider and approve list of teachers for taking classes of**

 **Community College.**

The Board considered and approved the list of following teachers engaged/appointed for taking classes of Community College :-

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| S. No. | Name | Designation | Institute |
| 1 | Mr. Vimlesh Kumar Ojha | Assistant Professor | Community College |
| 2 | Mrs. Poonam | Assistant Professor | Community College |
| 3 | Mrs. Meenu | Assistant Professor | Community College |
| 4 | Mrs. Kanchan | Assistant Professor | Community College |

Item No. 05/11: **To consider and approve the issuance of certificates to the**

 **students of Batch 2018-19**

The Board considered and approved the proposal regarding issuance of certificates to the students admitted in certificate, Diploma and B.Voc. courses under CCSD by J C Bose University of science and Technology, Faridabad.

 Item No. 05/12: **To consider and approve 75% as a minimum attendance**

 **for appearing in final exams. of CCSD.**

The Board considered and approved the following Attendance Rules for the students of CCSD on the pattern of JCB UST, Faridabad :-

 1. 75% Normal

2. 10% deficiency can be condoned by the Chairperson/Principal concerned i.e.

 upto 65% on account of Medical Ground, Sports & other extra curricular

 activities etc.

3. Those students having below 65% attendance will be detained. Such cases

 are to be approved by the Hon’ble Vice-Chancellor on the recommendation

 of concerned Chairperson/Principal.

Item No. 05/13: **To consider and approve the Promotion Rules from one level to**

 **next level of the specific program.**

After detailed deliberations, the Board approved the new Promotion Rules for the promotion of student from one level to next, as placed before it.

 Item No. 05/14: **To consider and approve the Academic Calendar.**

The Board considered and approved the Academic Calendar for Community College of Skill Development for the session 2018-19.

Item No. 05/15: **To consider and approve code of conduct and punishment.**

After detailed discussion on the issue, the Board approved the Code of Conduct & Punishment Rules for the CCSD students, as placed before it.

Item No.05/16: **To consider and approve the format of question paper for semester examination.**

 The Board considered and approved the format of question paper for semester examination of CCSD students.

Item No.05/17 : **To consider and approve the list of examiners for conducting**

 **examinations of Community College students.**

 The Board considered and approved the list of examiners for conducting the examination of Community College students, as proposed in the agenda item

The meeting ended with a vote of thanks to the Chair.

**(Chairman)**

**Board of Studies(CCSD).**