

No. RK-26 A/364

Dated: 12/12/2024

Office Order

**Subject : Board of Studies in Electronics and Communication Engineering for the period of three years from the issue of this office order.**

The Board of Studies for all the programs running under department of Electronics and Communication Engineering is notified as:

S.No	Nomenclature	Name & Address	Designation
1.	Nominated by the Principal	<b>Dr. Narwant Singh Grewal</b> Associate Professor & Head	Chairperson
2.	Two Associate Professors from the Department	<b>Er. Ameeta Seehra</b> , Associate Professor	Member
		<b>Dr. Munish Rattan</b> , Associate Professor	Member
3.	Five Assistant Professors from the Department	<b>Dr. Baljeet Kaur</b> , Assistant Professor	Member (BoS Convener)
		<b>Er. Harminder Kaur</b> , Assistant Professor	Member
		<b>Er. Gurjot Kaur Walia</b> , Assistant Professor	Member
		<b>Dr. Navneet Kaur</b> , Assistant Professor	Member
		<b>Dr. Gurpurneet Kaur</b> , Assistant Professor	Member
4.	Two Subject experts from outside the Parent University nominated by the Academic Council	<b>Dr. Amit Kohli</b> Associate Professor, Electronics and Communication Engineering, Thapar Institute of Engineering and Technology, Bhadson Rd, Adarsh Nagar, Prem Nagar, Patiala, Punjab-147004, Mobile-9417492528, akkohli@thapar.edu	Member
		<b>Dr. Jyotindra Singh Sahambi</b> Professor, Electrical Engineering, IIT Ropar, Bara Phool, Ropar Punjab-140001, Mobile-9501030257, jsahambi@iitrpr.ac.in	Member
5.	Expert nominated by the Vice-Chancellor of IKG PTU	<b>Dr. Balwinder Singh</b> Head, ACS Division, CDAC, Mohali Mobile :9888000646, balwinder@cdac.in	Member
6.	One representative from industry/corporate sector/allied area nominated by the Principal	<b>Er. Surinder Saini</b> Senior Principal Scientist, Indo-Swiss Training Centre, CSIO, Block C, Sector 30, Chandigarh, 160030, Mobile : 9501010571, Mobile-8360176446, sssaini@csio.res.in	Member
7.	One member of the college alumni of department nominated by the Chairperson	<b>Dr. Manjit Singh Bhamrah</b> Professor, Punjabi University, Patiala Manjitsingh_manjit@rediffmail.com	Member
8.		Dean (Academics) / Nominee	Member
9.		Dean Industrial Relationship/ Nominee	Member
10.		Controller of Examination/ Nominee	Member
11.		Training & Placement Officer/ Nominee	Member
12.		One student member from each year (UG and PG respectively) should be included in BoS with information to the Academic Section	Member

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**Programs**

1.	B.Tech.(Electronics and Communication Engineering)	2.	M.Tech.(Electronics and Communication Engineering)
3.	PhD (Electronics and Communication Engineering)		
<b>In addition:</b> Any other Certificate/Diploma/Advanced Diploma Program etc.			

**Main Functions**

- i) To recommend the curriculum and course of studies including the resource material textbooks for various subjects of all programs running under department to Academic Council.
- ii) To recommend the names of paper setters, internal and external examiners for all courses running under respective department.
- iii) To frame, wherever necessary, model papers for the guidance of paper setters.
- iv) To recommend a list of reference books, periodicals, reports etc., pertaining to the subject concerned, for the library.
- v) To recommend measures for the periodical assessment and improvement of the standard of all programs running under respective department.
- vi) To suggest methods & methodologies for innovative teaching and evaluation techniques and in addition, to suggest course scheme and measures to be taken for developing teaching department as center of excellence in addition to courses being offered.
- vii) To map the syllabus for student migration/re-admission cases (in case of scheme change).
- viii) To recommend any new program relevant to the department.
- ix) To act as a consultative body in regard to all references made to it and to bring to the notice of the concerned authorities any matter connected with subjects under the purview of the Board.

**Quorum:** Quorum of the BoS meeting shall be minimum of Half (1/2) of the members of the BoS constituted including the Chairperson of the BoS.

**General Conditions**

1. Meeting of the Board of studies shall be called by the permission of Chairperson of BoS as and when required, but not less than twice in a calendar year. Also, the agenda of BoS meeting must be sent to the Dean Academics for approval from the undersigned at-least 15 working days before the proposed date of meeting as per office order no.RK-38/4224 dated 15.05.2023.
2. Chairperson of BoS may invite any subject expert (Internal/External) as special invitee with additional specialization during BoS meeting with the permission of Principal through Dean (Academics).
3. TA/DA & Honorarium to the members and other invitees of the meeting (for external only) shall be paid as per College norms.
4. BoS Members at Sr.No.8 to 12 will not be involved in case of any confidential matters as given at Point no (ii) of 'Main Functions'.

*Sell*  
Principal

Copy to:

- 1 HoD-Electronics and Communication Engineering to inform all concerned BoS members
- 2 Dean (Academics)
- 3 Office Copy

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*- Add internal members*  
*- Dr. Baljit K to inform concerned external members*  
*- Date 1-2*  
*1*  
*12/12/24*