



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

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DEPARTMENT OF MECHANICAL ENGINEERING

(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/SITE/ 30/01/24/01

Date: 30/01/2024

To,  
The Principal,  
SITE, Meerut, U.P.

Sub:- Approval of Board of Studies in the Department of Mechanical Engineering.

Respected Sir,

As discussed in the academic council meeting, department of mechanical engineering constitute a Board of Studies for the session 2023-2024 (Even Sem.) with following members for your kind approval.

S.No.	BOS Members	Designation	Role
1.	Dr. Sanjeev Kumar	Asso. Professor & Head	Chairman
2.	Er. G.S. Kesharwani	Assistant Professor	Member
3.	Er. Sachin Kumar	Assistant Professor	Member
4.	Er. K K Sharma	Assistant Professor	Member
5.	Er. Ayush Goel	Assistant Professor	Member
6.	Er. Juhi Verma	Assistant Professor	Member
7.	Dr Ajeet Kumar Rai	Associate Professor	External Member
8.	Er. Ankit Sharma	Assistant Professor	External Member
9.	Er. Veer Pal Singh	AGM	External Member
10.	Er. Vikas Mandal	HOD (Foundry)	External Member

Submitted for your kind approval.

*Sharma*

*Sanjeev Kumar*  
Dr. Sanjeev Kumar  
Asso. Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



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Ref: OFFICE OF THE HOD/ME/SITE/ 30/01/24/02

Date: 30/01/2024

Agenda for the Meeting of Board of Studies

Agenda No. 1: To confirm the minutes of Board of studies meeting was held on 04/08/2023.

Agenda No. 2: To report action taken on the Board of Studies which were held on 04/08/2023.

Agenda No. 3: To consider and introduce a Value added course.

Agenda No. 4: To Organize Seminar /Workshop/industrial tour to enhance the knowledge of students.

Agenda No. 5: To organized the career guidance lecture by expert.

Agenda No. 6: To organize extension activity and skill oriented Program.

Agenda No. 7: Research promotion Activities for quality improvement of Faculties.

Agenda No. 8: To organize Faculty Development Program.

Agenda No. 9: MOU with Industry and collaboration with universities.

Agenda No. 10: To motivate the faculties to use ICT tool-based student centric teaching methods.

Agenda No. 11: Strengthen of parents-teachers meet for students Enrichment.

Agenda No. 12: To finalized the list of inter disciplinary courses.

Dr. Sanjeev Kumar

Asso.Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



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**Ref: OFFICE OF THE HOD/ME/SITE/ 31/01/24/01**

**Date: 31/01/2024**

**Notice for Meeting of Board of Studies**

A meeting of Board of Studies has been scheduled on **03/02/2024** at 12:00 pm in the H-2 hall of Mechanical Engineering Department. Following are the agenda items for the same.

- Agenda No. 1:** To confirm the minutes of Board of studies meeting was held on 04/08/2023.
- Agenda No. 2:** To report action taken on the Board of Studies which were held on 04/08/2023.
- Agenda No. 3:** To consider and introduce a Value added course.
- Agenda No. 4:** To Organize Seminar /Workshop/industrial tour to enhance the knowledge of students.
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Date: 03/02/2024

Attendance

A meeting of Board of Studies was held on 03/02/2024 at 12:00 pm in the H-2 hall of Mechanical Engineering Department. Following members attended the meeting.

S.No.	BOS Members	Designation	Role	Signature
1.	Dr. Sanjeev Kumar	Asso. Professor & Head	Chairman	
2.	Er. G.S. Kesharwani	Assistant Professor	Member	
3.	Er. Sachin Kumar	Assistant Professor	Member	
4.	Er. K K Sharma	Assistant Professor	Member	
5.	Er. Ayush Goel	Assistant Professor	Member	
6.	Er. Juhi Verma	Assistant Professor	Member	
7.	Dr Ajeet Kumar Rai	Associate Professor	External Member (Academics)	
8.	Er. Ankit Sharma	Assistant Professor	External Member (Academics)	
9.	Er.Veer Pal Singh	AGM	External Member (Industry)	
10.	Er. Vikas Mandal	HOD (Foundry)	External Member (Industry)	

Dr. Sanjeev Kumar  
Asso. Professor & HOD  
SITE, SVSU, Meerut, UP

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**Date: 05/02/2024**

**Minutes of Meeting of Board of Studies**

At the onset, the chairperson welcomed all the BOS members and thanked outside experts for sparing their time. The items were taken up as per agenda.

**Agenda No. 1: To confirm the minutes of Board of studies meeting was held on 04/08/2023.**

**Resolution:** The minutes of meeting held on 04/08/2023 were approved.

**Agenda No. 2: To report action taken on the Board of Studies held on 04/08/2023.**

**Resolution:** The members noted the action taken report of the minutes of board of studies held on 04/08/2023.

**Agenda No. 3: To consider and introduce a Value added course.**

**Resolution:** Consideration and Introduction of a Value-Added Course.

**Agenda No. 4: To Organize Seminar /Workshop/industrial tour to enhance the knowledge of students.**

**Resolution:** A coordinator will be appoint to schedule and coordinate these events, ensuring alignment with academic goals.

**Agenda No. 5: To organized the career guidance lecture by expert.**

**Resolution:** A career guidance lecture by an industry expert will be organized to provide students with professional insights and career advice.

**Agenda No. 6: To organize extension activity and skill oriented Program.**

**Resolution:** To implement an extension and skill-oriented program, the department will appoint a coordinator to oversee the activity as outlined in the agenda, aligning with the current scenario

**Agenda No. 7: Research promotion Activities for quality improvement of Faculties.**

**Resolution:** Faculty members are emphasized to publish research papers in different field of their interest and attend international/national seminar/ Conferences/ Patents as time to time.



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**Date: 05/02/2024**

**Agenda No. 8: To organize Faculty Development Program.**

**Resolution:** Faculties are inspired to take FDP on How to maintain the record of students in mentor mentee file.

**Agenda No. 9: MOU with Industry and collaboration with universities.**

**Resolution:** It is proposed to do MoUs with industries and collaboration with other premier universities for strengthening placement and academics.

**Agenda No. 10: To motivate the faculties to use ICT based student centric methods.**

**Resolution:** To motivate faculties as well as students to use ICT based classes regularly in Department through Audio, videos lecture, PPT, short clips and all the assignments/Quizzes/class test etc. in due time to be provided to students during semester.

**Agenda No. 11: Strengthen of parents-teachers meeting for students Enrichment.**

**Resolution:** It is decided that every second Saturday a parent teacher meeting with students will be conducted online through different plat forms like ZOOM/Google Meet/ etc.

**Agenda No. 12: To finalized the list of inter disciplinary courses.**

**Resolution:** It Based on the students feedback and availability of faculty member, the inter disciplinary courses has been finalized.

**Meeting ends with vote of thanks.**

**Dr. Sanjeev Kumar**

Asso. Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



SHRUTI VIKRAM AND SUBHARTI UNIVERSITY  
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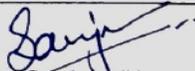
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Dated: 05/02/2024

**ACTION TAKEN REPORT ON BOS MEETING HELD ON 04/08/2023**

Sr No	Agenda taken	Decision	Outcome/Result
1.	Confirm the minutes of Board of studies meeting was held on 04/02/2023.	The BOS members confirmed the minutes of meeting.	Noted
2.	Examine feedback analysis for the B. Tech (ME) program for the session 2022-23 (Even Sem.)	The member noted the feedback analysis and approved the action taken on the feedback.	The faculty members applied all the inputs provided by the HoD for improvements in the way they deliver the classes and focused more towards outcome oriented process.
3.	To consider and approve Board of Examiners for theory and practical examination for 2 <sup>nd</sup> Year, 3 <sup>rd</sup> Year And 4 <sup>th</sup> Year classes for B.Tech Mechanical Engineering program.	The List of External examiner prepared by the department and sent to COE for approval.	All the examiners were informed officially after getting approval from COE regarding the same.
4.	Promotions of student's centric activities, value-added course and carrier counseling	The BOS members accepted the proposal.	Organize the value added course on "Introduction to CAD/CAM", "Origin-Pro & Image-J Software", "3D Printing Technology (FDM/SLA)" in this semester
5.	Extension or outreach program.	The BOS members accepted the proposal.	A plantation drive is organized in Afjalpur Pawati gram on dated 16/09/2023.
6.	Students skill enhancement Oriented Program	The BOS members accepted the proposal.	A guest lecture is organized on the topic of "Fundamental principal and future of heat transfer" on dated 25/08/2023
7.	Promotions of student's carrier guidance program.	The BOS members accepted the proposal.	Started the classes for the preparation of GATE 2024 exam.
8.	To finalized the list of inter disciplinary courses.	It Based on the students feedback and availability of faculty member, the inter disciplinary courses has been finalized.	Runnings inter disciplinary courses in the department with help of other department.

  
**Dr. Sanjeev Kumar**

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