



*SWAMI VIVEKANAND SUBHARTI UNIVERSITY*  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**  
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(Approved by AICTE)



**Ref: OFFICE OF THE HOD/ME/SITE/ 16/01/23/01**

**Date: 16/01/2023**

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 2022-2023 (Even Semester) with following members for your kind approval.

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

Submitted for your kind approval.

**Prof. (Dr.) Ravish Kumar Srivastava**  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**  
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/SITE/ 23/01/23/01

Date: 23/01/2023

Attendance

A meeting of Board of Studies was held on 23/01/2023 at 02:00 pm in the H-2 hall of Mechanical Engineering Department. Following members attended the meeting.

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

Prof. (Dr.) Ravish Kumar Srivastava  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**  
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/SITE/ 16/01/23/02

Date: 16/01/2023

Notice for Meeting of Board of Studies

A meeting of Board of Studies has been scheduled on 23/01/2023 at 02:00 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 23/01/2023.

**Agenda No. 2:** To report action taken on the Board of Studies which were held on 23/01/2023.

**Agenda No. 3:** To motivate the faculties to use ICT tool-based student centric teaching methods.

**Agenda No. 4:** Strengthen of parents-teachers meet for students Enrichment.

**Agenda No. 5:** Promotions of student's centric activities, value-added course and carrier counseling

**Agenda No. 6:** Extension 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:** To finalized the list of inter disciplinary subjects.

  
Prof. (Dr.) Ravish Kumar Srivastava  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**

Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org

**DEPARTMENT OF MECHANICAL ENGINEERING**

(Approved by AICTE)



**Ref: OFFICE OF THE HOD/ME/SITE/ 20/01/23/01**

**Date: 20/01/2023**

To,

The BOS Members,  
Deptt. of Mechanical Engineering,  
SITE, SVSU, Meerut, U.P.

**Sub:- Invitation for External Members for BOS meeting.**

Dear Sir,

It is hereby informed to all members of Board of studies, a meeting is scheduled on **23/01/2023** at 02:00 pm in the H-2 hall of Mechanical Engineering Department.

Following agenda items are enclosed with this letter.

**Prof. (Dr.) Ravish Kumar Srivastava**  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP

Enclosed:

1. Agenda items of the meeting.



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**  
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/SITE/ 24/01/23/02

Date: 24/01/2023

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 23/01/2023.**

**Resolution:** The minutes of meeting held on 23/01/2023 were approved.

**Agenda No. 2: To report action taken on the Board of Studies held on 23/01/2023.**

**Resolution:** The members noted the action taken report of the minutes of board of studies held on 23/01/2023.

**Agenda No. 3: 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. 4: 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. 5: Promotions of student's centric activities & value-added course and carrier counseling.**

**Resolution:** Faculties are ensured that students will be imparted with practical knowledge through video tutorials and give some home-works. Planning a value added course for the ME students on "Solid Edge Software".

**Agenda No. 6: Extension and skill Oriented Program**

**Resolution:** To impart extension and skill oriented program department will depute a coordinator for the activity mention in agenda 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.



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
**SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING**  
Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website: www.subharti.org  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/SITE/ 24/01/23/02

Date: 24/01/2023

**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: To finalized the list of inter disciplinary subjects.**

**Resolution:** Based on the students feedback and availability of faculty member has been finalized.

Meeting ends with vote of thanks.

**Prof. (Dr.) Ravish Kumar Srivastava**  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
Ph.: 0121-2439157, Ext. 2222, 2221, Fax: 0121- 2439108  
E-mail: principle.site@gmail.com, principal.engg@gmail.com, Website : www.subharti.org

DEPARTMENT OF MECHANICAL ENGINEERING

(Approved by AICTE)



Ref: OFFICE OF THE HOD/ME/ SITE /25/06/23/02

Dated: 25/06/2023

**ACTION TAKEN REPORT ON BOS MEETING HELD ON 23/01/2023**

Sr No	Agenda taken	Decision	Outcome/Result
1.	To confirm the minutes of Board of studies meeting was held on 23/01/2023.	The BOS members confirmed the minutes of meeting.	Noted
2.	To examine feedback analysis for the B. Tech (ME) program for the session 2019-23 (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.	To organize a outreach activity	The BOS members accepted the proposal.	A visiting tour was organized at Shamli Sugar Mill to provide knowledge on sugar making process on dated 29/03/2023.
5.	To consider running of value added course	It was recommended to commence.	Conducted the value added courses named as "NX-CAM-2022" on 13/03/2023 for improve the domain knowledge of students.

  
Prof.(Dr.)Ravish Kumar Srivastava  
Professor & HOD (ME)  
SITE, SVSU, Meerut, UP