



SWAMI VIVEKANAND SUBHARTI UNIVERSITY  
SUBHARTI INSTITUTE OF TECHNOLOGY & ENGINEERING

Subhartipuram, NH-58 Delhi-Haridwar Bypass Road, Meerut -250 005  
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DEPARTMENT OF MECHANICAL ENGINEERING  
(Approved by AICTE)

Ref: OFFICE OF THE HOD/ME/SITE/ 01/08/24/01

Date: 01/08/2024

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

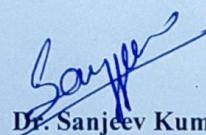
Sub:- Approval of Board of Studies in the Department of Mechanical Engineering.

Respected Sir,

As discussed in the academic council meeting, department of mechanical engineering constitute a Board of Studies for the session 2024-2025 (Odd 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. Juhi Verma	Assistant Professor	Member
6.	Dr. Tameshwer Nath Tiwari	Assistant Professor	External Member (Academics)
7.	Dr. Manoj Kumar Triveni	Assistant Professor	External Member (Academics)
8.	Mr. Ritu Raj	Senior DX Consultant (Yokogawa Ind. Ltd.)	External Member (Industry)
9.	Mr. Rajib	Production Manager (Bridgestone Tyre)	External Member (Industry)

Submitted for your kind approval.

  
Dr. Sanjeev Kumar

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



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National Assessment & Accreditation Co.

DEPARTMENT OF MECHANICAL ENGINEERING

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Ref: OFFICE OF THE HOD/ME/SITE/ 02/08/24/01

Date: 02/08/2024

Notice for Meeting of Board of Studies

A meeting of Board of Studies has been scheduled on **10/08/2024** 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 03/02/2024.

Agenda No. 2: To report action taken on the Board of Studies which were held on 03/02/2024.

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.

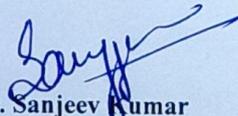
Agenda No. 5: Promotions of student's centric activities, value-added course and carrier counseling

Agenda No. 6: Extension and skill Oriented Program.

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

Agenda No. 8: MOU with Industry and collaboration with universities.

Agenda No. 9: To finalized the list of inter disciplinary courses.

  
Dr. Sanjeev Kumar

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

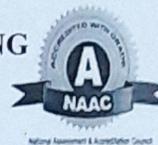


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DEPARTMENT OF MECHANICAL ENGINEERING

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Ref: OFFICE OF THE HOD/ME/SITE/ 10/08/24/01

Date: 10/08/2024

Attendance

A meeting of Board of Studies was held on 10/08/2024 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. Juhi Verma	Assistant Professor	Member	
6.	Dr. Tameshwer Nath Tiwari	Assistant Professor	External Member (Academics)	
7.	Dr. Manoj Kumar Triveni	Assistant Professor	External Member (Academics)	
8.	Mr. Ritu Raj	Senior DX Consultant (Yokogawa Ind. Ltd.)	External Member (Industry)	
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Ref: OFFICE OF THE HOD/ME/SITE/ 12/08/24/01

Date: 12/08/2024

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 03/02/2024.**

**Resolution:** The minutes of meeting held on 03/02/2024 were approved.

**Agenda No. 2: To report action taken on the Board of Studies held on 03/02/2024.**

**Resolution:** The members noted the action taken report of the minutes of board of studies held on 03/02/2024.

**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:** Faculty members will ensure that students gain practical knowledge through video tutorials and assigned homework. A value-added courses on "Introduction to CAD/CAM", "Origin-Pro & Image-J Software", "3D Printing Technology (FDM/SLA)" is being planned for Mechanical Engineering students, aimed at enhancing their technical skills. This course will focus on providing hands-on experience and industry-relevant knowledge.

**Agenda No. 6: Extension 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



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**Date: 12/08/2024**

**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.

**Agenda No. 8: 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. 9: 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.**

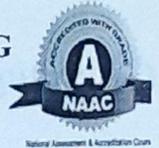
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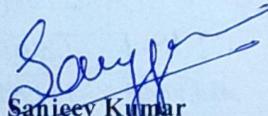
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**Ref: OFFICE OF THE HOD/ME/ SITE / 10/08/24/02**

**Dated: 10/08/2024**

**ACTION TAKEN REPORT ON BOS MEETING HELD ON 03/02/2024**

Sr No	Agenda taken	Decision	Outcome/Result
1.	To confirm the minutes of Board of studies meeting was held on 03/02/2024.	The BOS members confirmed the minutes of meeting.	Noted
2.	To examine feedback analysis for the B. Tech (ME) program for the session 2023-24 (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 student's centric activity (Industrial Visit)	The BOS members accepted the proposal.	A Industrial visiting tour was organized at Moon Beverages Limited, Noida to provide practical knowledge on dated 26/11/2024.
5.	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.

  
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