



**OFFICE OF THE HEAD, DEPT. OF ANATOMY**  
**SUBHARTI MEDICAL COLLEGE**  
**SWAMI VIVEKANAND SUBHARTI UNIVERSITY**



SUBHARTI PURAM, N.H. 58, DELHI-HARIDWAR, BY PASS ROAD, MEERUT. PIN-250005  
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No. Ana/ /2025

Date: 17/11/2025

**NOTICE**

A meeting of Undergraduate (UG) and Postgraduate (PG) Board of Studies has been scheduled on 18/11/25 (Tuesday) at 12:00 pm in HOD office of the Department of Anatomy.

- 1 Agenda no 1: Confirmation of the minutes of the previous Faculty Board Meeting and ratification of the Action –Taken Report
- 2 Agenda no2: Introduction of any new value-added courses
3. Agenda no 3: To start Post Doctoral Certificate Courses (PDCC)
- 4 Agenda no 4: Ratification of feedback on curriculum, classroom teaching and their Action Taken Report (ATR)
- 5 Agenda no 5: To review ongoing research activities.
- 6 Agenda no 6: To start any new certificate course for Undergraduates and Postgraduates
- 7 Agenda no 7: Any change in CBME
- 8 Agenda no 8: Ratification of guidelines from medical college for proctorial board
- 9 Agenda no 9: To review MoUs.

  
**(Dr. Satyam Khare)**  
Professor & Head  
Department of Anatomy

Copy to:-

1. The Principal, SMC
2. All Members of Undergraduate (UG) and Postgraduate (PG) Board of Studies





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No. Ana/ /2025

Date: 18/11/2025

**Minutes of Meeting of Board of Studies held on 18/11/25.**

A Meeting of Undergraduate (UG) and Postgraduate (PG) Board of Studies was held on 18/11/25 at 12:00 pm in the office of the Professor & Head, Department of Anatomy.

Following members attended the meeting.

1. Dr. Satyam Khare
2. Dr. Shilpi Jain
3. Dr. Ram Kumar Kaushik
4. Dr. Shobhit Raizaday
5. Dr. Pooja Dawani
6. Dr. Neha
7. Dr. Sanjay Pandey
8. Dr. Kamal Swarn
9. Dr. Shubha Srivastava
10. Dr. Mahendra Kathole
11. Dr. Antima Gupta
12. Dr. Swati Yadav

At the onset, the Chairperson BoS welcomed all the members for sparing their time. The items were taken up as per agenda.

**Agenda 1: Confirmation of the Minutes of the Previous Faculty Board Meeting and Ratification of the Action Taken Report**

The minutes of the previous Faculty Board meeting were read and confirmed. The Action Taken Report (ATR) was reviewed and ratified unanimously. Members appreciated the timely implementation of the decisions taken in the previous meeting, particularly regarding the revision of practical schedules and enhancement of small group teaching sessions.

**Decision:** Minutes confirmed and ATR ratified.

**Agenda 2: Introduction of Any New Value-Added Courses**

The Board discussed the feasibility of introduction of any new value-added course in the current session, and decided not to introduce this course because of limited time and resources.



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### **Agenda 3: To Start Post-Doctoral Certificate Courses (PDCC)**

The Board discussed the feasibility of initiating Post-Doctoral Certificate Courses in Anatomy, with a focus on "Histopathological Techniques"

**Decision:** The proposal to start PDCC was approved. The department will draft a detailed curriculum, eligibility criteria, and duration for submission to the Academic Council for further approval.

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### **Agenda 4: Ratification of Feedback on Curriculum, Classroom Teaching and Their Action Taken Report (ATR)**

Feedback from students, faculty, and external experts regarding the curriculum and teaching methodologies was reviewed. Key issues included the need for more interactive sessions, incorporation of 3D anatomy models, and integration with clinical departments.

**Decision:**

- Feedback and corresponding ATR were ratified.
- Faculty members to continue efforts to enhance student engagement through problem-based learning and integrated teaching.

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### **Agenda 5: To Review Ongoing Research Activities**

Ongoing departmental research projects were presented and reviewed. Members appreciated the progress and encouraged faculty and postgraduate students to publish in indexed journals and participate in conferences.

**Decision:**

- Research work to continue with periodic review.

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### **Agenda 6: To Start Any New Certificate Course for Undergraduates and Postgraduates**

Proposals for new short-term certificate courses were discussed. Suggestions included:

- **Certificate Course in Radiological Anatomy** (for undergraduates)
- **Certificate Course in Advanced Dissection Techniques** (for postgraduates), if any PG student joins.

**Decision:** The proposal for **Certificate Course in Radiological Anatomy** (for undergraduates) was approved. Syllabus and duration to be framed and submitted for Academic Council approval.

**Agenda 7: Any Change in CBME**

The members discussed the current implementation of CBME (Competency-Based Medical Education) in the Anatomy curriculum. Suggestions were made to strengthen early clinical exposure and alignment-integration sessions.

**Decision:**

Minor modifications proposed to the existing CBME schedule, with enhanced emphasis on formative assessment and feedback. Changes to be communicated to the Curriculum Committee.

**Agenda 8: Ratification of Guidelines from Medical College for Proctorial Board**

The guidelines issued by the Medical College regarding the functioning of the Proctorial Board were reviewed.

**Decision:** The Board unanimously ratified the guidelines and recommended their implementation in the department with immediate effect.

**Agenda 9: To Review MoUs**

Existing Memorandums of Understanding (MoUs) with collaborating institutions and organizations were reviewed.

**Decision:**


- Ongoing MoUs were ratified.

**Conclusion**

The Chairperson thanked all members for their active participation and valuable suggestions. The meeting concluded with a vote of thanks to the Chair.

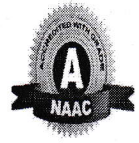
Action to be taken by	Concerned faculty member
Timeline to complete the assigned task	Within 6-9 months

**Signature and stamp of Chairperson**

  
 Dr. Satyam Khare  
 Chairperson  
 Department of Anatomy



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Ana/ 3749 /2025

Date: 11/11/25

The Faculty wise list of Postgraduate Board of Studies is as under.

Faculty	POSTGRADUATE BOARD OF STUDIES UNDER		
	Department	Composition of Bos-PG	Name, Designation & address of Members
Faculty of Medicine	Anatomy	Chairperson	Dr. Satyam Khare, Professor & Head, Dept. of Anatomy, SMC
	Anatomy	Professor/Associate Professor/Assistant Professor of Department	1. Dr. Shilpi Jain (Professor) 2. Dr. Ram Kumar Kaushik (Asso. Professor) 3. Dr. Shobhit Raizaday (Asso. Professor) 4. Dr. Pooja Dawani (Asso. Professor) 5. Dr. Neha (Asst. Professor)
	Orthopaedics	One Senior professor coopted from other Dept.	Dr. Kamal Swarn, Professor. Dept. of Orthopaedics, SMC, Meerut
	Anatomy	One subject expert (Academic)- Expert shouldbe from reputed Central/State Govt. Universities/Private Universities	Dr. Shubha Srivastava, Professor & Head, Dept. of Anatomy, NCR Institute of Medical sciences, Hapur
	Anatomy	One subject expert from R&D/Industry-Expert should be from central/State Govt. organization or from industry	Dr. Mahendra Kathole, Professor, Dept. of Anatomy, VMMC & Safdarjung Hospital, New Delhi
	Anatomy	Senior Alumni (Academic/R&D/Industry)- Alumni members should be at least 5 years of experience in the relevant field	Dr. Antima Gupta, Asso. Professor, Dept. of Anatomy, LLRM, Medical College, Meerut

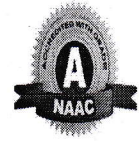
  
**(Dr. Satyam Khare)**  
Professor & Head  
Department of Anatomy

Copy to:-

- 1 The Principal, SMC
- 2 All concerned members



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Ana/ 3750 /2025

Date: 11/11/25

The Faculty wise list of Undergraduate Board of Studies is as under.

Faculty	UNDERGRADUATE (UG) BOARD OF STUDIES		
	Department	Composition of Bos-PG	Name, Designation & address of Members
Faculty of Medicine	Anatomy	Chairperson	Dr. Satyam Khare, Professor & Head, Dept. of Anatomy, SMC
	Anatomy	Professor/Associate Professor/Assistant Professor of Department	1. Dr. Shilpi Jain (Professor) 2. Dr. Ram Kumar Kaushik (Asso. Professor) 3. Dr. Shobhit Raizaday (Asso. Professor) 4. Dr. Pooja Dawani (Asso. Professor) 5. Dr. Neha (Asst. Professor)
	Surgery	One Senior professor coopted from other Dept.	Dr. Sanjay Pandey, Professor. Dept. of Surgery, SMC, Meerut
	Anatomy	One subject expert (Academic)- Expert should be from reputed Central/State Govt. Universities/Private Universities	Dr. Vishnu Gupta, Professor & Head, Dept. of Anatomy, Muzaffarnagar Medical College, Muzaffarnagar
	Anatomy	One subject expert from R&D/Industry-Expert should be from central/State Govt. organization or from industry	Dr. Shubha Srivastava, Professor & Head, Dept. of Anatomy, NCR Institute of Medical sciences, Hapur
	Anatomy	Senior Alumni (Academic/R&D/Industry)- Alumni members should be at least 5 years of experience in the relevant field	Dr. Swati Yadav, Associate Professor, Dept. of Anatomy, Santosh Med. College, Gaziabad

  
**(Dr. Satyam Khare)**  
Professor & Head  
Department of Anatomy

Copy to:-

- 1 The Principal, SMC
- 2 All concerned members



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No. Ana/ /2025

Date: 18/11/2025

Attendance of Board of Studies meeting held on 18/11/25.

**Postgraduate (PG) Board of Studies**

S. No	Name of Faculty	Signature
1	Dr. Satyam Khare	
2.	Dr. Shilpi Jain	
3	Dr. R. K. Kaushik	
4.	Dr. Shobhit Raizaday	
5	Dr. Pooja Dawani	
6	Dr. Neha	
7	Dr. Kamal Swarn	
8	Dr. Shubha Srivastava	
9	Dr. Mahendra Kathole	
10	Dr. Antima Gupta	



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(Dr. Satyam Khare)  
Professor & Head  
Department of Anatomy



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No. Ana/ /2025

Date: 18/11/2025

Attendance of Board of Studies meeting held on 18/11/25.

**Undergraduate (UG) Board of Studies**

S. No	Name of Faculty	Signature
1	Dr. Satyam Khare	
2.	Dr. Shilpi Jain	Shilpi Jain
3	Dr. R. K. Kaushik	R. K. Kaushik
4.	Dr. Shobhit Raizaday	Shobhit Raizaday
5	Dr. Pooja Dawani	Pooja Dawani
6	Dr. Neha	On Leave
7	Dr. Sanjay Pandey	Sanjay Pandey
8	Dr. Shubha Srivastava	Shubha Srivastava
9	Dr. Mahendra Kathole	
10	Dr. Swati Yadav	Swati Yadav



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**(Dr. Satyam Khare)**  
Professor & Head  
Department of Anatomy



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No. Ana/ /2025

Date: 18/11/2025

**Action Taken Report (ATR)**

ATR on minutes of meeting held on 12/3/25 at 12:00pm in the HOD office in the Department of Anatomy.

S. No.	Agenda Item	Resolution	Decision
Agenda-1	To confirm the minutes of the previous Board of studies	The members confirmed the minutes of the previous Board studies meeting	Confirmed
Agenda-2	To report action taken on the minutes of previous board of studies meeting	The members noted the action taken on the minutes of previous Board of studies meeting	ATR of previous meeting sent
Agenda-3	Any change in competency as per the CBME guidelines for upcoming sessions	More small group teaching sessions are incorporated in the schedule	The schedule prepared according to decreased allotted hours. AETCOM classes held as per defined competencies
Agenda-4	Discussion on ongoing research activities	Regular progress reviews are being held to provide feedback and support throughout the research process.	Progress of research work of M.Sc and Ph.D students reviewed
Agenda-5	Any other items with the permission of the Chairperson	To be discussed with the Principal Sir	Employment of new faculty discussed with Principal Sir.

  
**(Dr. Satyam Khare)**  
Professor & Head  
Department of Anatomy

Copy to:-

1. The Principal SMC

