

MET's Institute of Engineering
Bhujbal Knowledge City, Adgaon, Nashik
Department of Electrical Engineering

Departmental Advisory Board committee for Academic Audit and quality improvement

a) Objectives and Functions of committee:

- Analysis of End -Semester results of FE, SE, TE, BE for the first semester examinations.
- Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.
- Analysis and corrective actions for Students Feedback during current semester.
- Discussion on progress evaluation of BE Projects.
- Guidelines for slow learner and remedial actions for improvement.
- Fulfillment of Audit course II & IV.
- Industrial Linkage with Department for increasing placement ratio.
- Encouragement for Inplant Training for practical skill development among the students.
- NBA Preparation
- Discussion about Course Outcomes

b) Constitution member:

HOD , Department staff members and 2 external members

c) Frequency of meeting:

Twice in a year

d) Mechanism:

- Invitation to committee members
- Conduction of meeting
- Action Plan
- Implementation


HOD

Department of Electrical Engineering
MET BKC IOE

Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

Date: 11/08/2021

Internal Note

Dear All,

All concern staff member hereby informed that a meeting of Departmental Advisory Board (DAB) is scheduled on Friday 13/08/2021 at MS Laboratory of department of Electrical Engineering at 3.30pm.






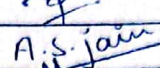

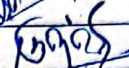
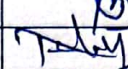
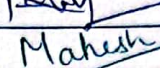

Agenda of Meeting:


1. Schedule formation of academic activities.
2. Plan for STTP, workshop, expert talk, industry visit and guest lectures.
3. Mentoring and slow learners' activities.



**Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET's BKC IOE, Nashik**

Following committee members were present for meeting.

Sr. No.	Name of Staff	Signature
1	Prof.U.L.Mohite	
2	Prof.Y.R.Patni	
3	Prof.K.S.Kulkarni	
4	Prof.R.J.Nikam	
5	Prof.T.P.Pandhi	
6	Prof. A.S.Jain	
7	Prof.T.M.Wadghule	
8	Prof.K.T.Ugale	
9	Prof.A.A.Netake	
10	Prof Mahesh Giri	
11	Prof. Mayur Parmale	
12		


Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET's BKC IOE, Nashik

**MET's Institute of Engineering
Bhujbal Knowledge City
Department of Electrical Engineering.**

Departmental Advisory Board (DAB) Meeting

Attendance Sheet

Venue: Electrical Machine Lab.

Date: 13/08/21 **Time:** 10.30 am

Attendance for meeting of Departmental Advisory Board for academic audit and quality improvement which was conducted on 13th August 2021 at 10.30 am at Electrical Machine Lab. The agenda for the meeting is as follows:

Agenda:

- FE, SE, TE, BE for the first semester examinations End -Semester results of
- Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.
- Analysis and corrective actions for Students Feedback during current semester.
- Discussion on progress evaluation of BE Projects.
- Guidelines for slow learner and remedial actions for improvement.
- Fulfillment of Audit course II & IV.
- Industrial Linkage with Department for increasing placement ratio.
- Encouragement for In plant Training for practical skill development among the students.
- NBA Preparation
- Discussion about Course Outcomes

Minutes:

HOD , Dr. Deepak kadam requested Dr. Deepak Sonje to chair the meeting. At the start of meeting, HOD Dr. D.P.Kadam welcomed all the members of DAB, faculty and read out the agenda of meeting. Dr. Deepak Kadam, shared views and focused on various aspects like methodology adopted for teaching and learning, results, expert suggestions and their implementation. He also gave stress on need to perform academic audit at regular intervals (once in Semester). He further suggested to focus specifically on practical problems that supports to achieve overall academic improvement. He further suggested that faculty members should plan for giving inputs beyond academics in fulfilling the Program objectives.

Agenda Point #1 Analysis of End-Semester results of FE, SE, TE, BE for the first semester examinations.

Result analysis of FE, SE, TE, BE for End-Semester examinations of First semester were Discussed among committee members.

Against Poor result Mr. P.M. Patil for some subjects and suggested remedial actions must be taken over backlog students (slow learners) and must focus on exam writing skills He also appreciated the results of subjects like Power systems , Electrical machines I etc overall results for the same subjects at University level are comparatively low and give guidelines for further improvements.

Agenda Point#2 Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.

Dr. D. P. Kadam informed about the term end dates of FE, SE, TE and BE and schedule of oral Practical examinations.

Mr. P.M. Patil informed to Faculties complete the syllabus and prepare question bank for their respective subjects and get practiced by students to improve results of respective subjects. Mr. P.M. Patil pointed that students do not devote much time for reading the Reference books they must be encouraged to read reference books rather than text books and refer own prepared notes.

Agenda Point#3 Analysis and corrective actions for Students Feedback during current semester.

Corrective actions on Student's feedback from September 2019 DAB meet is been implemented. Staffs have implemented the MCQ practice, Group discussions.

Agenda Point #4 Discussion on progress evaluation of BE Projects.

Discussion on Deadline for completion of BE Project based on current progress of their project work. Dr. D.P. Kadam informed the members about the number of student Publications till date. Mr. P.M. Patil appreciated for student's publications and also suggested student's participation in various State and National Level Project Competitions for more exposure.

Agenda Point #5 Guidelines for slow learner and remedial actions for improvement.

Prof. U.L. Mohite discussed present system for slow learner students and remedial actions those are implemented. Mr. P.M. Patil asked to identify the slow learners through their previous examination results. He insisted department should conduct extra coaching and concept clearing sessions for these identified students and these students must through counseling sessions and rectify their problems towards poor performance.

Agenda Point #6 Fulfillment of Audit course II & IV.

Prof. U.L. Mohite and Prof. D.P Kadam presented the details of contents seminars and Workshops conducted towards fulfillment of Audit Course-I and Audit Course-III.

Mr. P.M. Patil suggested to carry site visits in solar and wind related industries for Audit course-I and additional hands on practice workshop for Audit Course-III.

Agenda Point #10 CO-PO Mapping and Target Attainment:

It was discussed in the DAB meeting that the CO's are formed in 2015 and 2019 by University syllabus, but we are going to consider the CO's which are formed in 2019 pattern syllabus by SPPU.

Agenda Point #11 Direct and Indirect Method:

CO-PO-PSO attainment by direct and indirect method for previous semester was analyzed and it is advised to improve the attainment level for all the subjects who have not achieved the target set. It was also discussed to set the next semesters target attainments. The subjects whose targets were not achieved are advised to plan strategies and see that targets are achieved and results are improved.

Agenda Point #7 Industrial Linkage with Department for increasing placement ratio.

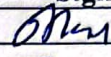

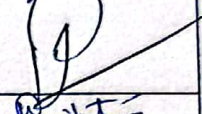
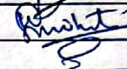
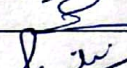
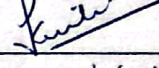
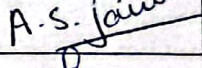


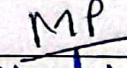
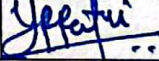
Mr. P.M. Patil have suggested to increase the industrial linkage to improve the placement ratio. Sign MOU's and formation of Department level T&P. Dr. D.P. Kadam informed to Department T&P Coordinator to see the MOU's and T&P related activities to improve placement.

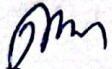
Agenda Point #8 Encouragements for Implant Training for practical skill development among the students.

Mr. P.M. Patil suggested members to increase students count in Implant Training starting from Second / Third Year Engineering itself so that industrial technical awareness will improve among the students. Dr. D.P. Kadam informed the class Coordinators to take follow up with students for Implant training and providing the necessary documents required to students for Implant Training and other skill development programmes

Agenda Point # 9NBA Preparation

NBA Preparation Guidance given by Dr. Deepak Sonje on respective criteria.

Sr. No.	Name	Designation	Sign
1	Dr. Deepak Kadam	HOD	
2	Prof. Deepak Sonje Prof. R.S.Sapat COE, Nashik	Committee Member.	
3	Mr. P.M. Patil Additional Executive Engineer MSETCL, Nashik	Committee Member.	
4	Prof. U.L. Mohite	Committee Member.	
5	Prof. R.J. Nikam	Committee Member.	
6	Prof. K.S.Kulkarni	Committee Member	
7	Prof. A.S.Jain	Committee Member	
8	Prof.Tushar Pandhi	Committee Member	
9	Prof. Nitesh Kumar	Committee Member	
10	Prof. Mayur Parmale	Committee Member	
11	Prof. Y.P.Patni	Committee Member	


Head of Department


Principal

(Dept. of Electrical Engg.)
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

MET/EED/21-22/01

Date: 11/08/2021

To,

Mr. Pankaj M. Patil

Additional Executive Engineer,

MSETCL, Nashik

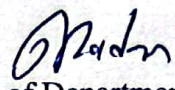
Sub: Invitation to conduct Academic Audit as a member of DAB for Electrical Engineering Department on date 13/08/2021

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2021-22 (SEM-I) as a leading member in Departmental Advisory Board committee for giving guidance to the faculty members and department for improvements in the regular monitoring of teaching-learning process and overall development.

Thanking you,

Yours faithfully


Head of Department

(Dept. of Electrical Engg.)
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

Received


MET/EEEP/21-22/02

Date: 11/08/2021.

To,

Prof. Deepak Sonje,

R.H.Sapat COE, Nashik


Sub: Invitation to conduct Academic Audit as a member of DAB for Electrical Engineering Department on date 13/08/2021

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2021-22 (SEM-I) as a leading member in Departmental Advisory Board for giving guidance to the faculty members and department for improvements in the regular monitoring of teaching learning process and overall development.

Thanking you,

yours faithfully


Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

Recd


MET/EED/21-22/03

Date: 13/08/2021

Conduction Letter

To,
Prof. Deepak Sonaje,
Professor,
Dept. of Electrical Engineering,
R.H. Sapat COE, Nashik.

Subject: Regarding conduction of Institute Departmental Advisory Board (DAB) meeting.

Dear Sir,

On behalf of department of Electrical Engineering I would like to thanks you for attending DAB meeting dated on Friday 13/08/21 and providing your valuable guidelines.

Thanking you!



Regards,
Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET BKC IOE, Nashik

Received


MET/EED/21-22/04

Date: 13/08/21

Conduction Letter

To,
Mr. Pankaj Patil
Additional Executive Engineer,
MSETCL, Nashik

Subject: Regarding conduction of Departmental Advisory Board (DAB) meeting.

Dear Sir,

On behalf of department of Electrical Engineering I would like to thank you for attending DAB meeting dated on Friday 13/08/21 and providing your valuable guidelines.

Thanking you!

Received
[Signature]

[Signature]

Regards,
Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET BKC IOE, Nashik



**MET's Institute of Engineering
Bhujbal Knowledge City, Adgaon, Nashik
Department of Electrical Engineering**

Departmental Advisory Board committee for Academic Audit and quality
improvement

Action Plan and Implementation

Sr. no.	Agenda	Suggestions	Action plan	Remarks
1	Industrial Linkage with Department for increasing placement ratio	Industrial interactions to be increased	Guest lectures by industrial persons are planned	Expert talks by industrial person was organized for Job scenario
2.	Identification of Slow learner	Remedial actions for improvement	Extra remedial classes for slow learner were taken	Identified slow learners results were improved



HOD

Department of Electrical Engineering
MET BKC IOE

MET's Institute of Engineering
Bhujbal Knowledge City, Adgaon, Nashik
Department of Electrical Engineering

Departmental Advisory Board committee for Academic Audit and quality improvement

a) Objectives and Functions of committee:

- Analysis of End -Semester results of FE, SE, TE, BE for the first semester examinations.
- Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.
- Analysis and corrective actions for Students Feedback during current semester.
- Discussion on progress evaluation of BE Projects.
- Guidelines for slow learner and remedial actions for improvement.
- Fulfillment of Audit course II & IV.
- Industrial Linkage with Department for increasing placement ratio.
- Encouragement for Inplant Training for practical skill development among the students.
- NBA Preparation
- Discussion about Course Outcomes

b) Constitution member:

HOD , Department staff members and 2 external members

c) Frequency of meeting:

Twice in a year

d) Mechanism:

- Invitation to committee members
- Conduction of meeting
- Action Plan
- Implementation



HOD

Department of Electrical Engineering
MET BKC IOE

Date: 09/03/2022

Internal Note

Dear All,

All concern staff member hereby informed that a meeting of Departmental Advisory Board (DAB) is scheduled on Friday 11/03/2022 at MS Laboratory of department of Electrical Engineering at 3.30pm.

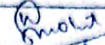





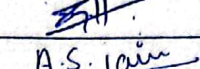
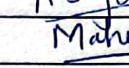

Agenda of Meeting:

1. Schedule formation of academic activities.
2. Plan for STTP, workshop, expert talk, industry visit and guest lectures.
3. Mentoring and slow learners' activities.



**Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET's BKC IOE, Nashik**

Following committee members were present for meeting.

Sr. No.	Name of Staff	Signature
1	Prof.U.L.Mohite	
2	Prof.Y.R.Patni	
3	Prof.K.S.Kulkarni	
4	Prof.R.J.Nikam	
5	Prof.T.P.Pandhi	
6	Prof.T.M.Wadghule	
7	Prof.K.T.Ugale	
8	Prof.A.A.Netake	
9	Prof. D.M.Ahire	
10	Prof.A.S.jain	A.S. Jain
11	Prof. Mahesh Giri	Mahesh
12		



**Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET's BKC IOE, Nashik**

MET/EEED/21-22/07.

Date: 11/03/2022

Conduction Letter

To,
Prof. Deepak Sonaje.
Professor,
Dept. of Electrical Engineering,
R.H. Sapat COE, Nashik.

Subject: Regarding conduction of Departmental Advisory Board (DAB) meeting.

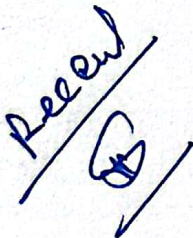
Dear Sir,

On behalf of department of Electrical Engineering I would like to thanks you for attending DAB meeting on Friday 11/03/22 and providing your valuable guidelines.

Thanking you!



Regards,
Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET BKC IOE, Nashik



**MET's Institute of Engineering
Bhujbal Knowledge City
Department of Electrical Engineering.**

Departmental Advisory Board (DAB) Meeting

Attendance Sheet

Venue: Electrical Machine Lab.

Date: 11/03/22 **Time:** 10.30 am

A meeting of Departmental Advisory Board was conducted on 11th March 2022 at 10.30 am at Electrical Machine Lab. The agenda for the meeting is as follows:

Agenda:

- Analysis of End -Semester results of FE, SE, TE, BE for the first semester examinations.
- Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.
- Analysis and corrective actions for Students Feedback during current semester.
- Discussion on progress evaluation of BE Projects.
- Guidelines for slow learner and remedial actions for improvement.
- Fulfillment of Audit course II & IV.
- Industrial Linkage with Department for increasing placement ratio.
- Encouragement for In plant Training for practical skill development among the students.
- NBA Preparation
- Discussion about Course Outcomes

Minutes:

HOD , Dr. Deepak kadam requested Dr. Deepak Sonje to chair the meeting. At the start of meeting, HOD Dr. D.P.Kadam welcomed all the members of DAB, faculty and read out the agenda of meeting. Dr. Deepak Kadam, shared views and focused on various aspects like methodology adopted for teaching and learning, results, expert suggestions and their implementation. He also gave stress on need to perform academic audit at regular intervals (once in Semester). He further suggested to focus specifically on practical problems that supports to achieve overall academic improvement. He further suggested that faculty members should plan for giving inputs beyond academics in fulfilling the Program objectives.

Agenda Point #1 Analysis of End-Semester results of FE, SE, TE, BE for the first semester examinations.

Result analysis of FE, SE, TE, BE for End-Semester examinations of First semester were Discussed among committee members.

Against Poor result , Mr. P.M. Patil suggested remedial actions must be taken over backlog students (slow learners) and must focus on exam writing skills He also appreciated the results of subjects whose result was good and gave guidelines for further improvements.

Agenda Point#2 Preparation for End-Semester Examination of SE, TE, BE and completion of syllabus.

Dr. D. P. Kadam informed about the term end dates of FE, SE, TE and BE and schedule of oral Practical examinations.

Mr. P.M. Patil informed to Faculties complete the syllabus and prepare question bank for their respective subjects and get practiced by students to improve results of respective subjects. Mr. P.M. Patil pointed that students do not devote much time for reading the Reference books they must be encouraged to read reference books rather than text books and refer own prepared notes.

Agenda Point#3 Analysis and corrective actions for Students Feedback during current semester.

Corrective actions on Student's feedback from September 2019 DAB meet is been implemented. Staffs have implemented the MCQ practice, Group discussions.

Agenda Point #4 Discussion on progress evaluation of BE Projects.

Discussion on Deadline for completion of BE Project based on current progress of their project work. Dr. D.P. Kadam informed the members about the number of student Publications till date. Mr. P.M. Patil appreciated for student's publications and also suggested student's participation in various State and National Level Project Competitions for more exposure.

Agenda Point #5 Guidelines for slow learner and remedial actions for improvement.

Prof. U.L. Mohite discussed present system for slow learner students and remedial actions those are implemented. Mr. P.M. Patil asked to identify the slow learners through their previous examination results. He insisted department should conduct extra coaching and concept clearing sessions for these identified students and these students must through counseling sessions and rectify their problems towards poor performance.

Agenda Point #6 Fulfillment of Audit course II & IV.

Prof. U.L. Mohite and Prof. D.P Kadam presented the details of contents seminars and Workshops conducted towards fulfillment of Audit Course-I and Audit Course-III.

Mr. P.M. Patil suggested to carry site visits in solar and wind related industries for Audit course-I and additional hands on practice workshop for Audit Course-III.

Agenda Point #7 Industrial Linkage with Department for increasing placement ratio.

Agenda Point #10 CO-PO Mapping and Target Attainment:

It was discussed in the DAB meeting that the CO's are formed in 2015 and 2019 by University syllabus, but we are going to consider the CO's which are formed in 2019 pattern syllabus by SPPU.

Agenda Point #11 Direct and Indirect Method:

CO-PO-PSO attainment by direct and indirect method for previous semester was analyzed and it is advised to improve the attainment level for all the subjects who have not achieved the target set. It was also discussed to set the next semesters target attainments. The subjects whose targets were not achieved are advised to plan strategies and see that targets are achieved and results are improved.



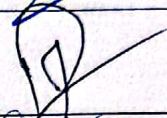


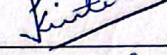
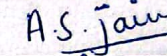



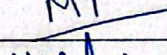

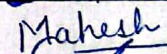
Mr. P.M. Patil have suggested to increase the industrial linkage to improve the placement ratio. Sign MOU's and formation of Department level T&P. Dr. D.P. Kadam informed to Department T&P Coordinator to see the MOU's and T&P related activities to improve placement.

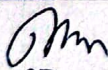
Agenda Point #8 Encouragements for Implant Training for practical skill development among the students.

Mr. P.M. Patil suggested members to increase students count in Implant Training starting from Second / Third Year Engineering itself so that industrial technical awareness will improve among the students. Dr. D.P. Kadam informed the class Coordinators to take follow up with students for Implant training and providing the necessary documents required to students for Implant Training and other skill development programmes

Agenda Point # 9 NBA Preparation

NBA Preparation Guidance given by Dr. Deepak Sonje on respective criteria.

Sr. No.	Name	Designation	Sign
1	Dr. Deepak Kadam	HOD	
2	Dr. Deepak Sonje Prof. R.S.Sapat COE, Nashik	Committee Member.	
3	Mr. P.M. Patil Additional Executive Engineer MSETCL, Nashik	Committee Member.	
4	Prof. U.L. Mohite	Committee Member.	
5	Prof. R.J. Nikam	Committee Member.	
6	Prof. K.S.Kulkarni	Committee Member	
7	Prof. A.S.Jain	Committee Member	
8	Prof.Tushar Pandhi	Committee Member	
9	Prof. Nitesh Kumar	Committee Member	
10	Prof. Mayur Parmale	Committee Member	
11	Prof. Y.P.Patni	Committee Member	
12	Prof. Mahesh Giri	Committee Member	
13	Prof. Kishore Ugale	Committee Member	


Head of Department


Principal

(Dept. of Electrical Engg.)
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bajjal Knowledge City, Nashik-3

MET/EED/21-22/05

Date: 09/03/2022

To,

Mr. Pankaj M. Patil

Additional Executive Engineer,

MSETCL, Nasik

Sub: Invitation to conduct Academic Audit as a member of DAB for Electrical Engineering Department on date 11/03/2022

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2021-22 (SEM-II) as a leading member in Departmental Advisory Board committee for giving guidance to the faculty members and department for improvements in the regular monitoring of teaching learning process and overall development.

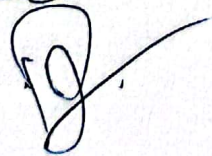
Thanking you,

yours faithfully



Head of Department

(Dept. of Electrical Engg.)
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

Received


MET/EEED/21-22/06

Date: 09/03/2022.

To,

Prof. Deepak Sonje

Dept. of Electrical Engg. , R.H.Sapat -COE,

Nashik

Sub: Invitation to conduct Academic Audit as a member of DAB for Electrical Engineering Department on date 11/03/2022

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2021-22 (SEM-II) as a leading member in Departmental Advisory Board committee for giving guidance to the faculty members and department for improvements in the regular monitoring of teaching learning process and overall development.

Thanking you,

yours faithfully



Head of Department

(Dept. of Electrical Engg.)
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

Received
(Signature)

MET/EED/21-22/08

Date: 11/03/22

Conduction Letter

To,
Mr. Pankaj Patil
Additional Executive Engineer,
MSETCL, Nashik


Subject: Regarding conduction of Departmental Advisory Board (DAB) meeting.

Dear Sir,

On behalf of department of Electrical Engineering I would like to thanks you for attending DAB meeting on Friday 11/03/22 and providing your valuable guidelines.

Thanking you!

Received
D.P.


Regards,
Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET BKC IOE, Nashik

MET's Institute of Engineering
Bhujbal Knowledge City, Adgaon, Nashik
Department of Electrical Engineering

Departmental Advisory Board committee for Academic Audit and quality improvement

Action Plan and Implementation

Sr. no.	Agenda	Suggestions	Action plan	Remarks
1	Result improvement	Remedial classes to be taken	Extra lectures planned	Extra remedial classes are conducted
2.	Preparation for End-Semester Examination and syllabus completion	New teaching tools to be implemented	Industrial visits for faster grasping and syllabus completion to be planned	Industrial visit are arranged


HOD

Department of Electrical Engineering
MET BKC IOE

Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3