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

Department of Electrical Engineering
MET BKC IOE

Date: 12/07/2022

Internal Note

Dear All,

All concern staff member hereby informed that a meeting of Departmental Advisory Board (DAB) is scheduled on Friday 14/07/202 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	Charl
2	Prof.Y.R.Patni	yreading
3	Prof.K.S.Kulkarni	- Own
4	Prof.R.J,Nikam	3
5	Prof.T.P.Pandhi	1
6	Prof. Mahesh Giri	Mahesh
7	Prof.T.M. Wadghule	
8	Prof. B.V. Deshmukh	13
9	Prof. K.T.Ugale	Jank
10	Prof.A.A.Netake	Peter
11	Prof. D.M.Ahire	74
12	The Principle State of the Stat	

6 Mum

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: 14/07/22

Time: 10.30 am

A meeting of Departmental Advisory Board for academic audit and quality improvement was conducted on 14th July 2022 at 10.30 am at Electrical Machine Lab. The agenda and minutes of meeting are 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 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 # 9NBA Preparation

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

Following committee members were present at the meeting venue:

Sr. No.	Name	Designation	Sign
1	Dr. Deepak Kadam	HOD	1 hely
2	Prof. Deepak Sonje Prof. R.S.Sapat ÇOE, Nashik	Committee Member.	9
3	Mr. P.M. Patil Additional Executive Engineer MSETCL, Nashik	Committee Member.	9
4	Prof. U.L. Mohite	Committee Member.	mout
5	Prof. R.J. Nikam	Committee Member.	1
6	Prof. K.S.Kulkarni	Committee Member	Jan Stranger
7	Prof.Tushar Pandhi	Committee Member	4.
8	Prof. Y. Patni	Committee Member	ypfotu'
9	Prof. Bhupendra Deshmukh	Committee Member	***
10	Prof Diksha Ahire	Committee Member	- H

Head of Department

(Dept. of Electrical Engg.)

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

CS CamScanner

MET/EED/22-23/01

Date: 12/07/2022.

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 14/07/2022

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2022-23 (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 Sectional Engineering
MET's Institute of Engineering
Bhujbal Knowledge City, Nashik-3

fecend

MET/EED/22-23/02

Date: 12/07/2022.

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 14/07/2022

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2022-23 (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

2 (2)/

MET/FED/22-23/03

Date: 14/07/2022

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 dated on Friday 14/07/22 and providing your valuable guidelines.

Thanking you!

() I'm

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

Head of Department
Department
MET a minute on a given and Bhujbal Knowledge City, Nashik-3

2000/A/

MET /EEP/22-23/04

Date: 14/07/22

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 dated on Friday 14/07/22 and providing your valuable guidelines.

Thanking you!

Regards,

Prof. Dr.D.P.Kadam,

Head of Department,

Dept. of Electrical Engg.,

MET BKC IOE, Nashik

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

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.	Agenda	Suggestions	Action plan	Remarks
1	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 was arranged
2.	Discussion on progress evaluation of BE Projects	Discussion on Deadline for completion of BE Project based on current progress of their project work	Paper presentation and project completion targets are given to students	Students participated in several competitions for further improvements in projects

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

Department of Electrical Engineering MET BKC IOE

Date: 22/02/2023

Internal Note

Dear All,

All concern staff member hereby informed that a meeting of Departmental Advisory Board (DAB) is scheduled on Friday 24/02/2023 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	Phot
2	Prof.Y.R.Patni	ypporui.
3	Prof.K.S.Kulkarni	Xinde
4	Prof.R.J.Nikam	3
5	Prof.T.P.Pandhi	*
6	Prof.T.M.Wadghule	017
7	Prof.K.T.Ugale	byle
8	Prof.A.A.Netake	The
9	Prof. D.M.Ahire	511
10	Prof. Nilesh Dabe	Que de la companya della companya della companya de la companya della companya de

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: 24/02/23 Time: 10.30 am

A meeting of Departmental Advisory Board for academic audit and quality improvement was conducted on 24th Feb 2023 at 10.30 am at Electrical Machine Lab. The agenda and minutes of meeting are as follows:

Agenda:

- FE, SE, TE, BE for the first semester examinations End -Semester results
- 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 discussed in 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 # 9NBA Preparation

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

Following committee members were present at the meeting venue:

Sr. No.	Name	Designation	Sign
1	Dr. Deepak Kadam	HOD	Om
2	Prof. Deepak Sonje Prof. R.S.Sapat COE, Nashik	Committee Member.	0
3	Mr. P.M. Patil Additional Executive Engineer MSETCL, Nashik	Committee Member.	1
4	Prof. U.L. Mohite	Committee Member.	Robert
5	Prof. R.J. Nikam	Committee Member.	0
6	Prof. K.S.Kulkarni	Committee Member	Junte
7	Prof.Tushar Pandhi	Committee Member	4
8	Prof. Y.R.Patni	Committee Member	y pperai
9	Prof. Bhupendra Deshmukh	Committee Member	Sels
10	Prof Diksha Ahire	Committee Member	34
11	Prof .A.A .Netke	Committee Member	Love

Head of Department

(Dept. of Electrical Engg.)

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

CS CamScanner

MET/EED/22-23/04

Date: 22/02/2023.

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 24/02/2023

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2022-23 (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.)

Department of Electrical Engineering

MET's institute of Engineering

Bhujbal Knowledge City, Nashik-3



MET/EED/27-23/05

Date: 22/02/2023.

To,

Dr. Deepak Sonje,

R.H. Sapat-COE,

Nashik

Sub: Invitation to conduct Academic Audit as a member of DAB for Electrical Engineering Department on date 24/02/2023

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2022-2023 (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.)



MET/EED 22-23/06

Date: 24/02/2023

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 dated on Friday 24/02/23 and providing your valuable guidelines.

Thanking you!

Regards,

Prof. Dr.D.P.Kadam,

Head of Department, Dept. of Electrical Engg.,

MET BKC IOE, Nashik

Head of Department Department of Electrical Engineering

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

2000

MET/EED/22-23/05-

Date: 24/02/23

Conduction Letter

To, Mr.Pankaj Patil Additional Executive Engineer, MSETCL, 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 24/02/23 and providing your valuable guidelines.

Thanking you!

Regards,

Prof. Dr.D.P.Kadam,

Head of Department,

Dept. of Electrical Engg.,

MET BKC IOE, Nashik

Head of Department Department of Electrical Engineering MET's Institute of Engineering

Bhujbal Knowledge City, Nashik-3





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	Identification of Slow learner	Remedial actions for improvement	Extra remedial classes for slow learner were taken	Identified slow learners results were improved
2.	Implant Training/Industrial exposure	Promote students for more industrial trainings	Industries and students interaction are improved	Implant trainings were done by students

HOD
Department of Electrical Engineering
MET BKC IOE