

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-S

2
Date: 17/08/2023

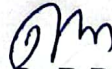
Internal Note

Dear All,

All concern staff member hereby informed that a meeting of Departmental Advisory Board (DAB) for academic audit and quality improvement is scheduled on Friday 18/08/2023 at MS Laboratory of department of Electrical Engineering at 3.30pm.







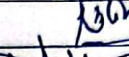
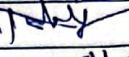

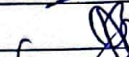
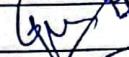

Agenda of Meeting:


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**

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

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. D.V.Malkhede	
11	Prof.Goraksh Polade	
12	Prof. Nilesh Dabe	


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

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

4

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

**Departmental Advisory Board (DAB) Meeting
Attendance Sheet**

Venue: Electrical Machine Lab.

Date: 18/08/23 Time: 10.30 am

A meeting of Departmental Advisory Board for academic audit and quality improvement was conducted on 18th Aug 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 second semester examinations End -Semester results
- Preparation for insem and End-Semester Examination of SE, TE, BE and completion of syllabus.
- Mentorship 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.

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.

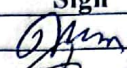


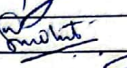



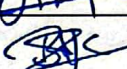
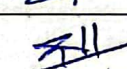

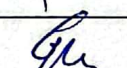

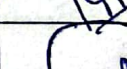
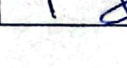
Agenda Point #8 Encouragements for Implant Training for practical skill development among the students.

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	
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.Tushar Pandhi	Committee Member	
8	Prof. Y.R.Patni	Committee Member	
9	Prof. Bhupendra Deshmukh	Committee Member	
10	Prof Diksha Ahire	Committee Member	
11	Prof .A.A .Netke	Committee Member	
12	Prof. Goraksh Polade	Committee Member	
13	Prof. Dinesh Malkhede	Committee Member	
14	Prof. Nilesh Dabe	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/23-24/02

Date: 16/08/2023

To,

Dr. Deepak Sonje,

Professor, R.H.Sapat COE,

Nasik

Sub: Invitation to conduct meeting of DAB (Departmental Advisory board) for academic audit and quality improvement on date 18/08/2023

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2023-24 (SEM-I) as a leading member in Academic Audit and quality improvement 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 IOE-Nashik

Received



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

MET/EED/23-24/01

Date: 16/08/2023.

To,

Mr. Pankaj M. Pail

Additional Executive Engineer,

MSETCL, Nashik

Sub: Invitation to conduct meeting of DAB (Departmental Advisory board) for academic audit and quality improvement on date 18/08/2023

Respected sir,

With reference to above subject, we would like to invite you to conduct Academic Audit for the year 2023-24 (SEM-I) as a leading member in Academic Audit and quality improvement 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,

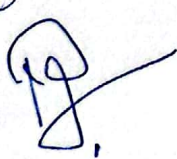
yours faithfully,



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/EED/23-24/03

Date: 18/08/2023

Conduction Letter

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


Subject: Regarding conduction of meeting of DAB (Departmental Advisory board) for academic audit and quality improvement.

Dear Sir,

On behalf of department of Electrical Engineering I would like to thanks you for attending DAB meeting for academic audit and quality improvement on Friday 18/08/23 and providing your valuable guidelines.

Thanking you,

Received



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/LED/23-24/04

Date: 18/08/23

Conduction Letter

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


Subject: Regarding conduction of meeting of DAB (Departmental Advisory board) for academic audit and quality improvement.

Dear Sir,

On behalf of department of Electrical Engineering I would like to thanks you for attending DAB meeting for academic audit and quality improvement on Friday 18/08/23 and providing your valuable guidelines.

Thanking you,

Received
D.


Regards,
Prof. Dr.D.P.Kadam,
Head of Department,
Dept. of Electrical Engg.,
MET BKG IOE, Nashik
Head of Department
Department of Electrical Engineering
MET's Institute of Engineering
Bhujval 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	Result improvement	Remedial classes to be taken	Extra lectures planned	Extra remedial classes were conducted
2.	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



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



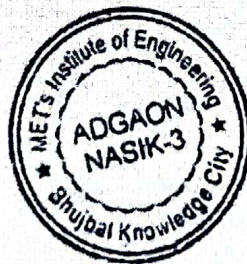
MET Bhujbal Knowledge City

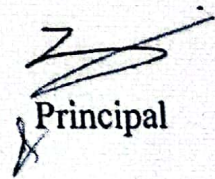
Institute of Engineering

Academic Advisory Committee

Academic Advisory Committee is constituted at institute level, responsible for regulating and implementing different academic activities. It provides guidance & support in improving and implementation of curriculum at institute level. The committee supervises the teaching learning process on regular basis.

Sr. No.	Name	Designation	Post
1	Dr. Vijaykumar P. Wani	Principal	Chairperson
2	Dr. Madan U. Kharat	HOD Computer Engineering	Member
3	Dr. Milind P. Ray	HOD Mechanical Engineering	Member
4	Dr. Shyamkumar V. Gumaste	HOD Information Technology	Member
5	Dr. Deepak P. Kadam	HOD Electrical Engineering	Member
6	Dr. Pavan N. Ghumare	HOD Civil Engineering	Member
7	Prof. Pundlik D. Jadhav	HOD MCA	Member
8	Dr. Vitthal J. Gond	HOD E&TC Engineering and IQAC Co-ordinator	Member
9	Dr. Vinod S. Khairnar	FE - Co-ordinator	Co-ordinator




Principal

Adgaon, Nashik - 422 003

Mobile : (91) 09881100099 | Tel. : (0253) 2303515 | Telefax : (0253) 2303203

E-mail : enquires@bkc.met.edu | www.metbhujbalknowledgecity.ac.in

ISO 9001-2008 certified MET is an NGO in Special Consultative Status with United Nations (ECOSOC)

Ok
6/9/2023

To,
The Principal,
MET'S IOE, Nasik.

A/c
H. O. (Elct)

Date: 06/09/2023.

Sub: Honorarium for Member of the DAB (Departmental Advisory Board) Committee

Respected sir,

A meeting of the members of Departmental Advisory Board committee is organized on 09/09/2023 at 10.30 AM. The following external members of the committee will be attending the meeting and give guidelines to the faculty members for improvements.

- 1) Dr. Deepak Sonje, (Professor, Electrical Engg. Dept., R. S. Sapat COE, Nashik)
- 2) Mr. Pankaj M. Patil (Additional Executive Engineer, MSETCL, Nashik).

You are requested to sanction honorarium of Rs. 3000/- (1500/- each) for the external members.

Thanking you

Agenda:

1. Conclusion of semester teaching, submission schedule and oral practical schedule.
2. Analysis of End-Semester results of FE, SE, TE, BE for the first semester examinations.
3. Preparation for End-Semester Examination of SE, TE, BE.
4. Analysis and corrective actions for Students Feedback during current semester.
5. Discussion on progress evaluation of BE Projects.
6. Guidelines for slow learner and remedial actions for improvement.
7. Fulfillment of Audit course
8. Encouragement for Implant Training for practical skill development among staff and student.
9. Overview of NBA

OK

26/09/23

Yours faithfully,

[Signature]

HOD

Electrical Engg. Dept

MET Bhujbal Knowledge City INSTITUTE OF ENGINEERING

Adgaon, Nashik - 422 003.

Date : 26/09/2023

Voucher No. :

Date :

Account : Department of Electrical Engineering debit
Departmental Advisory Board Committee

Particulars	Amount
Amount being paid to Er. Pankaj M. Patil	of
Additional Executive Engineers, MSETCL, Nashik	
Subject : Departmental Advisory Board	
Committee of	ELECTRICAL Engg
No. of members 1 Rate 1500	1500 = 00
Cash / Cheque :	
Amount in words : Dr. Deepak Kadam	Total

Cash

One Thousand Five Hundred Rupees Only



1500 = 00

Receiver's Signature

Passed by

Accountant

MET Bhujbal Knowledge City INSTITUTE OF ENGINEERING

Adgaon, Nashik - 422 003.

Date : 26/09/2023

Voucher No. :

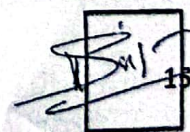
Date :

Account : Department of Electrical Engineering debit
Departmental Advisory Board Committee

Particulars	Amount
Amount being paid to Dr. Deepak Sonje	of
Professor, Electrical Engg Dept, R.S. Sapat COE, Nashik	
Subject : Departmental Advisory Board	
Committee of	ELECTRICAL Engg
No. of members 1 Rate 1500	1500 = 00
Cash / Cheque :	
Amount in words : Dr. Deepak Kadam	Total

Cash

One Thousand Five Hundred Rupees Only



1500 = 00

Receiver's Signature

Passed by

Accountant