

**RAMCO INSTITUTE OF TECHNOLOGY**  
**Department of Electrical and Electronics Engineering**

Ref.: RIT/EEE/DAC Meeting/2019-2020/02

Date: 18.12.2019

**Minutes of Department Advisory Committee Meeting - II**

The second Department Advisory Committee Meeting (DACM) agenda are

- Confirmation of minutes of DACM – I
- Review of SAR prepared for submitting in e – NBA portal.
- Quality improvement suggestions and initiatives.
- Any other matter.

It was held on 11.12.2019 (Wednesday) at Electrical and Electronics Engineering Seminar Hall and the following points were discussed

**Members present:**

Name of the Member	Position
Dr. B. V. MANIKANDAN, Senior Professor – EEE, Mepco Schlenk Engineering College, Sivakasi.	Academic Member
Mr. K. SUBRAMANIAM, Graduate Engineer Trainee (Electrical), Rajapalayam Mills Limited, Rajapalayam, Virudhunagar District	Alumni
Mrs. M. SWARNA SUDHA, AP(SG)/CSE	Internal Member
Mr. K. SUBRAMANIAM, AP/(SG)/Maths	Internal Member
Mr. K. KARPAGAVEL, AP/(SG), Chemistry	Internal Member
Mr. N. GANESH, AP(SG)/EEE	DACM Coordinator

Sl.No.	Points discussed	Target Date	Responsibility
1.	The meeting started with a welcome address, and the following points were discussed. <ul style="list-style-type: none"> <li>• Briefed the NBA SAR report (Criteria 1 to Criteria 8) of department as on 11.12.2019 by the respective criterion coordinators.</li> </ul>	-----	-----
2.	<b><u>Suggestions /Comments / Remarks given by the DAC members:</u></b> <b><u>Criterion 1</u></b> <ul style="list-style-type: none"> <li>• Dissemination of Vision, Mission, POs, PEOs and PSOs in laboratories, department (inside and outside)</li> <li>• Familiarization of Vision, Mission, POs, PEOs and PSOs among students, faculty members,</li> </ul>		

<p>parents, Alumni, Industrial experts.</p> <ul style="list-style-type: none"> <li>• Framing of Vision, Mission, PEOs and PSOs should be in the order (Vision and Mission of college, Vision and Mission of Department, POs, PEOs and PSOs)</li> <li>• Evaluation of the same should be in the order (PSOs, PEOs, POs, Vision and Mission of Department and Vision and Mission of college)</li> <li>• Instructional System Design (ISD) should be prepared and distributed to students for each subject.</li> <li>• Evidence for process of defining the PEOs should be prepared.</li> <li>• Round table arrangement should be made to show the evidences (files)</li> </ul> <p><b>Criterion 2</b></p> <ul style="list-style-type: none"> <li>• Improvement of 5 – 10% can be shown in Lab manual, Theory courses and practical courses.</li> <li>• Lab manual should be revised (maximum three revisions)</li> <li>• Curricular identification process – number of curricular gaps should be identified and listed. Professional bodies can be shown as evidence</li> <li>• Curricular gap rectification process should be shown below the curricular identification process.</li> <li>• Class Committee form need to be circulated among the class committee members.</li> <li>• CO Attainment tool and the process should be explained to stakeholders.</li> <li>• Alumni member in a good position can be called during NBA visit</li> <li>• Solar lamp fabrication photos can be included in project based learning.</li> <li>• Utilization register for expensive equipments can be maintained.</li> <li>• Details and documentary evidences of students attended counseling provided by external counselor can be maintained</li> <li>• Photos of Students practices should be displayed separately for both EEE and ECE in NI LabVIEW.</li> <li>• Students can be motivated to do virtual lab experiments in all practical courses.</li> <li>• Project working model can be showcased during the visit</li> <li>• Impact analysis of industry institute interaction can be done</li> <li>• Internship details can be includes.</li> <li>• Paid internship strength should be increased.</li> </ul>	<p>Continuous</p>	<p>All Faculty members/HoD</p>
--	-------------------	--------------------------------

**Criterion 3 & 8**

- In PSO and Cos “student can be able to” should be included.
- In laboratory courses, Continuous assessment and PVRT can be done for all lab courses.
- PO and PSO calculation process should be known to stakeholders.

**Criterion 4**

- Placement, higher studies and entrepreneurship evidences should be maintained.  
Educational verification, appointment order should be maintained.
- External Placement count can be included.

**Criterion 5**

- Appointment, confirmation and promotion orders should be maintained.
- Innovative teaching – faculty name should be in the first column.
- Peer review can be included for the presentation uploaded in Slideshare.
- Publication details need to be categorized into academic year wise.
- Viva notification details of research scholars to be filed separately.
- Poster presentation can be prepared in laboratories.
- Details from Faculty Appraisal form should be included.

**Criterion 6**

- Investment as on date (Laboratory wise) has to done
- Laboratories relevant to all departments can be included.

**Criterion 7**

- Table consisting of salary range and no. of students placed can be shown.

Prepared by:

*[Signature]*  
18/12/2019

Department NBA Coordinator

Verified by:

*S. Ka*  
18/12/2019

HoD/EEE

Approved by:

*[Signature]*  
18/12/19

PRINCIPAL

Copy submitted to DAC Members for reference.

Copy to: 1) All the Faculty members through e-mail for information and needful action.

2) File