



SANKAR POLYTECHNIC COLLEGE
A Government Aided, Autonomous Institution, Approved by AICTE
& Affiliated to DoTE
SANKAR NAGAR – 627 357
DEPARTMENT OF ELECTRICAL AND ELECTRONICS
ENGINEERING



DEPARTMENT ADVISORY COMMITTEE (DAC) MEETING REPORT

Date: 29.04.2026

Time: 12.00 P.M.

Venue: HOD Room, Department of EEE

Chairperson: Head of the Department

Academic Year: 2025–2026

1. Introduction

The Department Advisory Committee (DAC) meeting of the Electrical and Electronics Engineering Department was conducted to review academic activities, student performance and departmental development plans. The meeting focused on improving academic excellence, practical exposure and industry interaction for the benefit of students.

2. Objectives

- To review students, academic performance and examination results.
- To monitor syllabus completion and teaching progress.
- To improve student attendance and learning performance.
- To strengthen placement training and industry interaction activities.
- To enhance laboratory facilities, internships and practical exposure.
- To plan value-added courses and emerging technology programmes.
- To improve documentation of CO, PO mapping and departmental development activities.

3. Agenda

- Review of Previous Semester Academic Performance and End Semester Examination Results
- Discussion on Syllabus Completion Status and Teaching Progress
- Analysis of Internal Assessment Marks and Slow Learners' Performance
- Student Attendance Monitoring and Counselling Activities
- Planning and Implementation of Remedial Coaching Classes
- Placement Activities and Higher Education Guidance
- Improvement of Laboratory Facilities and Practical Exposure
- Conduct of Industrial Visits, Workshops, Seminars and Guest Lectures
- Review of Departmental Documentation and Audit Requirements
- Implementation of Induction Programme for Newly Admitted Students
- Planning of Memorandum of Understanding (MoU) with Industries
- Establishment of Electric Vehicle (EV) Laboratory
- Effective Planning for Internships and Industrial Training
- Strengthening Industry Interaction and Employability Skills
- Planning Value-Added Courses and Emerging Technology Training Programmes
- Other Academic and Department Development Matters



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MEMBERS PRESENT

SL No.	Name	Position
1	Mr. I. SARAVANAN, HoD/EEE	Chairperson
2	Mrs. S. PRIYADHARSINI, Lecturer/EEE	Coordinator
3	Mr. V. JOTHI ARULKUMAR AUSTIN, Alumni	Alumni
4	Mr. P. MURUGAN, AEE/SCOD/TNEB	Industrialist
5	Mr. V. R. VELMURUGAN, HoD/EEE/PSAR Polytechnic	Academic Member
6	Mrs. V. SUBBULAKSHMI, Lecturer/EEE/IRT Govt. Polytechnic	Academic Member
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19	Mr. M. AYYAPPA SELVAM, Lecturer/EEE	Internal Member

MINUTES OF THE DEPARTMENT ADVISORY COMMITTEE (DAC) MEETING

The Department Advisory Committee meeting of the EEE Department was conducted at 12.00 P.M. under the chairmanship of the Head of the Department. The committee reviewed the academic performance, departmental development activities, student progress, curriculum implementation and future plans for enhancing technical competency, practical exposure and employability skills of students.

The following agenda points were discussed and the corresponding decisions and outcomes were recorded.

Agenda 1: Review of Previous Semester Academic Performance and End Semester Examination Results

The committee reviewed the previous semester END SEMESTER examination results and analysed the percentage.

Discussion

- Students with arrears were identified.
- Factors affecting student performance were discussed.
- Measures for improving end semester examination performance were suggested.

Outcomes / Decisions

- Remedial coaching classes were planned for slow learners.
- Additional study materials were given to the students.
- Faculty members were instructed to monitor student progress continuously.
- Students were encouraged to improve academic preparation through regular revision sessions.

Agenda 2: Discussion on Syllabus Completion Status and Teaching Progress

Faculty members presented the syllabus completion status and teaching progress reports for all courses.

Discussion

- The committee reviewed the percentage of syllabus completed for each subject.
- Effective implementation of lesson plans was discussed.
- Delivery of content beyond syllabus to bridge curriculum gaps was emphasized.
- Course outcome statements and CO-PO-PSO mapping correction were discussed with the committee members.
- Proper attainment calculation methods for Course Outcomes (CO) and Programme Outcomes (PO) were discussed.

Outcomes / Decisions

- Faculty members were instructed to complete the syllabus as per academic schedule.
- Periodical monitoring of syllabus coverage was assigned to the Head of the Department.
- Content beyond syllabus was planned to improve students' industry readiness.
- Necessary corrections in course outcomes statements and CO, PO, PSO mapping were recommended.
- Faculty members were instructed to update CO attainment calculations and documentation properly.
- Implementation of audit course documents shall be maintained properly

Agenda 3: Analysis of Internal Assessment Marks and Slow Learners' Performance

Internal assessment marks and student performance were reviewed.

Discussion

- Weak students and slow learners were identified based on internal assessment performance.
- The need for mentoring and individual academic support was discussed.
- Strategies for improving academic involvement and subject understanding were reviewed.

Outcomes / Decisions

- Special coaching classes were planned for weak students.
- Faculty mentors were assigned to monitor academic improvement.
- Unit-wise revision tests and practice sessions were proposed.

Agenda 4: Student Attendance Monitoring and Counselling Activities

Student attendance records were analysed.

Discussion

- Students with low attendance percentage were identified.
- Causes for absenteeism were discussed.
- Need for regular counselling and parent interaction was emphasized.

Outcomes / Decisions

- Counselling sessions were planned for students with poor attendance.
 - Parent meetings were proposed to improve attendance and discipline.
 - Class advisors were instructed to monitor attendance regularly.
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Agenda 5: Planning and Implementation of Remedial Coaching Classes

The committee discussed the need for additional coaching support for academically weak students.

Outcomes / Decisions

- Remedial coaching classes were planned before internal and semester examinations.
 - Revision sessions and model tests were scheduled.
 - Additional assignments and study materials were proposed.
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Agenda 6: Placement Activities and Higher Education Guidance

Placement activities and employability enhancement programmes were reviewed.

Discussion

- The need for improving communication and aptitude skills was discussed.
- Career guidance and higher education awareness programmes were emphasized.
- Industrial institute interaction activities were discussed.

Outcomes / Decisions

The department planned to organize:

- Aptitude training programmes, Communication skill development sessions
 - Technical skill training programmes
 - Resume preparation sessions, Mock interview practices
 - Higher education awareness programmes
 - Industrial institute interaction activities.
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Agenda 7: Improvement of Laboratory Facilities and Practical Exposure

Existing laboratory facilities were reviewed.

Discussion

- The committee discussed the importance of practical exposure for concept-oriented learning.
- Maintenance requirements and procurement needs were analysed.

Outcomes / Decisions

- Necessary laboratory maintenance activities were planned.
 - Procurement of required laboratory equipment was recommended.
 - Faculty members were instructed to improve practical-oriented teaching methodologies.
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Agenda 8: Conduct of Industrial Visits, Workshops, Seminars and Guest Lectures

The committee emphasized the importance of industry interaction and practical exposure.

Outcomes / Decisions

The department planned to organize:

- Industrial visits, Guest lectures, technical workshops, technical seminars
 - Entrepreneurship awareness programmes
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Agenda 9: Review of Departmental Documentation and Audit Requirements

Departmental records and academic documentation were reviewed.

Discussion

- The committee reviewed course files, lesson plans and audit records.
- Proper documentation practices for accreditation and audit purposes were discussed.

Outcomes / Decisions

Faculty members were instructed to update:

- Course files, Lesson plans, CO attainment records, Result analysis reports, Audit documentation, CO-PO mapping documents

Agenda 10: Implementation of Induction Programme for Newly Admitted Students

The committee discussed the implementation of induction programmes for first-year students.

Proposed Contents

- Institution Vision and Mission
- Department profile, Rules and regulations
- Laboratory orientation, Safety measures
- Career opportunities, Placement awareness
- Higher education guidance, Personality development activities

Outcomes / Decisions

- The induction programme was planned at the beginning of every academic year.
- Faculty teams were assigned to conduct orientation sessions effectively.

Agenda 11: Planning of Memorandum of Understanding (MoU) with Industries

The committee discussed strengthening industry collaboration through MoU activities.

Discussion

The MoUs were proposed for:

- Internship opportunities, Industrial training, In-plant training
- Guest lectures, Workshops, Skill development programmes, Placement support activities

Proposed Industry Areas

- Power plants, Renewable energy industries, Solar industries, EV industries
- Electrical maintenance sectors, Automation industries

Outcomes / Decisions

- The department planned to initiate MoU activities with suitable industries for student benefit.

Agenda 12: Establishment of Electric Vehicle (EV) Laboratory

The committee discussed establishing an Electric Vehicle Laboratory considering current industry demand.

Proposed Equipment

- EV trainer kits, Battery Management System, BLDC motor setup, EV charging unit
- Electric drive system, Simulation software, Hybrid vehicle models

Expected Benefits

- Exposure to emerging technologies, Skill enhancement
- Project development opportunities, Improved placement opportunities

Outcomes / Decisions

- Proposal preparation and budget estimation for the EV Laboratory were planned.

Agenda 13: Effective Planning for Internships and Industrial Training

The committee emphasized the importance of practical exposure through internships and industrial training.

Discussion

- Students required industry exposure to bridge the gap between curriculum and industrial practices.
- Training opportunities in solar power plants and electric vehicle industries were discussed.

Outcomes / Decisions

The department planned to:

- Arrange internship opportunities, Monitor internship completion status
- Maintain internship records, Encourage industry certification programmes

Agenda 14: Strengthening Industry Interaction and Employability Skills

The committee recommended strengthening regular interaction with industries.

Proposed Activities

- Guest lectures, technical workshops, Expert talks, Industrial visits
- Skill development training programmes

Outcomes / Decisions

- At least one industry interaction programme was planned every semester.

Agenda 15: Planning Value-Added Courses and Emerging Technology Training Programmes

The need for conducting value-added programmes was discussed.

Suggested Areas

- Electric Vehicle Technology, Solar Energy Systems, PLC and Automation, Industrial Safety
- IoT Applications, Embedded Systems

Outcomes / Decisions

- The department planned to conduct value-added courses periodically.
- Students were encouraged to participate in emerging technology certification programmes.

Agenda 16: Other Academic and Department Development Matters

Additional academic development activities were discussed.

Discussion

- Students requested more solar-based subjects and practical exposure activities.
- The need for renewable energy training and industrial exposure was emphasized.

Outcomes / Decisions

The committee planned:

- Solar-based industrial training programmes, Industrial visits to solar and renewable energy industries, MoU activities with solar companies
- Renewable energy-based value-added courses and student projects

RECOMMENDATIONS OF THE DAC

The committee recommended the following:

1. Improvement of end semester examination results through remedial coaching.
2. Enhancement of student attendance through counselling and parent interaction.
3. Strengthening placement and employability training programmes.
4. Improvement of laboratory infrastructure and practical exposure.
5. Conduct of regular industrial visits, workshops and seminars.
6. Effective implementation of induction programmes.
7. Establishment of MoU with industries.
8. Development of an Electric Vehicle Laboratory.
9. Improvement of internship and industrial training opportunities.
10. Conduct of value-added courses in emerging technologies.
11. Maintenance of proper documentation, audit records and CO-PO mapping records.
12. Strengthening industry-institution interaction activities.

CONCLUSION

The committee concluded that improvement in academic performance, industry collaboration, placement activities, internships, induction programmes and advanced laboratory facilities such as the Electric Vehicle Laboratory would enhance students' technical competency, practical exposure and employability skills.

The Chairperson appreciated all faculty members for their active participation and instructed them to implement the planned activities effectively within the stipulated timeline.


DAC Coordinator EEE

S. PRIYA DHAMINI


HoD EEE


PRINCIPAL



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