

## 7.2. Academic Audit and actions taken thereof during the period of Assessment (15)

Claimed 14

### 7.2.1. Details of the Assessment based on conduct and actions taken in relation to continuous Improvement, Academic Year 2019-2020

No Academic Audit was carried out due to following reasons:

1. *The abrogation of Article 370 in J&K state by the Central Government and remaining incommunicado for around six months following August 5, 2019.*
2. *The surge of COVID-19 cases and subsequent lockdown of the whole country from March-2020 till August-2020.*

### 7.2.2. Details of the Assessment based on conduct and actions taken in relation to continuous Improvement, Academic Year 2018-2019 and Academic Year 2017-2018.

#### (a) Course files Evaluation

Frequency	Conduct Mechanism	Action Plan	Implementation
1. Formulation of Departmental Undergraduate Committee (DUGC) at the start of each session with HOD as a chairman, some faculty of the department as members of the committee and one faculty from a sister department as Director's nominee, besides student member(s).	1. The DUGC during their random checks of the lecture halls, observe and check the mode of delivery of course material by a concerned faculty member. Emphasis is given to the delivery of lectures as per the lesson plan, teaching aids used, communication skills and classroom management etc.	Faculty members incorporate changes suggested by the DUGC and PAC for any gaps and recommends actions to be initiated to ensure quality deliverables.	1. Faculty members have to match the pace of their deliverables as per the students requirements as well as they have to schedule the lecture plans in such a way that the syllabus is completed in time. To achieve this they can arrange extra lectures on appropriate times.
2. Formation of Programme Assessment committee (PAC) at the start of each semester consisting of HOD as chairman and	2. Regular analysis of the results of mid-term and major examinations of all subjects is done.		2. Each faculty member is encouraged to undergo at least one FDP per year. The FDP is mainly focussed to improve the communication skills and to train the faculty in improvised methods of teaching-learning.  3. Regular analysis of the results of mid-term and major examinations of all subjects is done and concerned faculty is guided to initiate necessary actions.

two senior faculties as members.			4. Remedial classes are scheduled in reference to academic progress of the student, who appear for supplementary examinations
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### (b) Lectures/ Lab Evaluation

Frequency	Conduct Mechanism	Action Plan	Implementation
<p>1. Formulation of Departmental Undergraduate Committee (DUGC) at the start of each session with HOD as a chairman, some faculty of the department as members of the committee and one faculty from a sister department as Director's nominee, besides student member(s).</p> <p>2. Formation of Programme Assessment committee (PAC) at the start of each semester consisting of HOD as chairman and two senior faculties as members.</p>	<p>1. The committee performs audit of laboratory files i.e. verify the contents of the lab course file, experimental plan, evaluation procedure etc.</p> <p>2. The PAC undertakes random checks of the laboratories during experiments to assess the quality of the delivery and evaluation.</p> <p>3. Moreover a safety audit is conducted by the PAC in addition to the conduct of laboratory experiments.</p>	<p>The parameters are assessed to ensure the teaching methods of benchmarked standards are being used throughout the institute. Feedback is communicated to the concerned faculty member.</p>	<p>Each faculty member is encouraged to undergo at least one FDP per year. The FDP is mainly focussed to improve the communication skills and to train the faculty in improvised methods of Experimentation &amp; exposure to newer techniques of analysis. The FDPs are carried out at the institute level itself by the learning and development team mainly sponsored under TEQIP-III.</p>

### (c) Academic Audit Report through External Experts

In addition to the above exercise an academic audit by an expert committee from outside the department was initiated from the last few years. The report and the actions taken are summarised as under:

<i>Proposed</i>	<i>Action</i>
Purchasing of few sophisticated instruments like: DSPACE RTI CONTROLLERS, OPAL RT, Power Quality Analyzers etc	Items Purchased: (a) DSPACE MicrolabBox (b) Opal RT (c)Typhoon HIL was won through a worldwide competition. (d) Fluke Power Quality Analyzers.
The trend started by department faculty members of publishing research papers in reputed journals like IEEE Transactions, Elsevier, IET, Taylor-Francis.	The trend has been taken initiated as suggested and details of published papers are given in criteria 5.
The department should initiate interaction with different stake-holders through academia-industry interaction sessions/workshops.	A number of short term workshops and training programmes were conducted by the department.
It is recommended that new M.Tech programme should be started in Power Electronics and Electric Drives, to further enhance the research stronghold of the department	Implemented. M.Tech in PEED started from July 2020.
Renovation of all laboratories of the department may be initiated.	All departmental labs renovated.



Department of Electrical Engineering  
**NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR**  
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**Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA**

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DATE: 26/12/2017

**Minutes of the PAC Meeting**

A meeting of Programme Assessment Committee (PAC) was held on 26/12/2017 to monitor the marks distribution and grading of mid term and end term examinations held in Autumn Session-2017. The meeting was attended by:

- |                   |                                    |
|-------------------|------------------------------------|
| 1. Prof. S.A Lone | Chairman PAC                       |
| 2. Dr. A. H Bhat  | Convenor                           |
| 3. Dr. M.A Bazaz  | Member                             |
| 4. Dr. G. R Beigh | Member from other department (ECE) |

Following was discussed and resolved in the meeting.

1. The marks distribution and grading of all courses for Autumn 2017 was evaluated and found satisfactory.
2. It was unanimously decided that from the upcoming Spring Session, the PAC members will conduct random surprise checks during theory and lab classes, to ensure that all academic activities are being undertaken well.

**Dr. A. H Bhat**  
(Convenor PAC)

**Copy to the following:**

1. All PAC members
2. P.A to Director for information of the Director please
3. Chairman PAC
4. Office File



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DATE: 25/04/2018

**Minutes of the PAC Meeting**

A meeting of Programme Assessment Committee (PAC) was held on 25/04/2018 to discuss the series of surprise visits in departmental labs and classrooms, conducted by PAC members in the preceding week. The meeting was attended by:

- |                   |                                    |
|-------------------|------------------------------------|
| 1. Prof. S.A Lone | Chairman PAC                       |
| 2. Dr. A. H Bhat  | Convenor                           |
| 3. Dr. M.A Bazaz  | Member                             |
| 4. Dr. G. R Beigh | Member from other department (ECE) |

Following was discussed and resolved in the meeting.

1. It was observed that class attendance was poor in early morning classes especially those at 8:45 AM. It was unanimously decided to strictly implement the mandatory 75% attendance rule so that students are encouraged to attend all classes regularly.
2. Due to shortage of space in some laboratories, students have to wait in the corridors for a long time. It was resolved that each lab group should be divided into sub groups and lab resources be optimally used to ensure that the right number of students enter the labs each time.

**Dr. A. H Bhat**  
(Convenor PAC)

**Copy to the following:**

1. All PAC members
2. Chairman PAC
3. All faculty board members
4. All Lab O/Cs, deputy O/Cs and technicians
5. Office File



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DATE: 04/01/2019

**Minutes of the PAC Meeting**

A meeting of Programme Assessment Committee (PAC) was held on 4/01/2019 in the committee room of the department. The marks distribution and grading of mid term and end term examinations held in Autumn Session- 2018 were discussed and approved. The meeting was attended by:

- |                    |                                    |
|--------------------|------------------------------------|
| 1. Prof. A. H Bhat | Chairman PAC                       |
| 2. Dr. M.A Bazaz   | Convenor                           |
| 3. Dr. O.C Sekhar  | Member                             |
| 4. Dr. G. R Beigh  | Member from other department (ECE) |

Following was discussed and resolved in the meeting.

1. The marks distribution and grading of all courses for Autumn 2018 was evaluated and found satisfactory.
2. The attendance files of each course were checked.
3. Course files submitted by faculty members were evaluated for all courses conducted for the students of electrical engineering department. Necessary changes in course files were recommended.

Dr. M.A Bazaz  
(Convenor PAC)

**Copy to the following:**

1. All PAC members
2. Chairman PAC
3. Office File



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**Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA**

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DATE: 09/09/2017

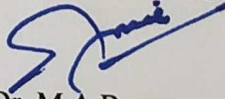
**Minutes of the DUGC Meeting**

A meeting of departmental undergraduate committee (DUGC) along with external members was held on 09/09/2017 in the committee room of the department. The overall functioning of the department and scope for academic/ infrastructural improvement was discussed. The following members were present:

- |                     |                                                              |
|---------------------|--------------------------------------------------------------|
| 1. Prof. S.A Lone   | Chairman DUGC                                                |
| 2. Dr. M.A Bazaz    | Convenor                                                     |
| 3. Dr. A.H Bhat     | Member                                                       |
| 4. Dr. S.J Iqbal    | Member                                                       |
| 5. Dr. G. R Beigh   | Member from other department (ECE)                           |
| 6. Er. Khalid Raja  | External Member from J&K Energy Development Authority        |
| 7. Er. Arshad Iqbal | External Member from Power Grid Corporation of India Limited |

Following was discussed and resolved in the meeting.

1. The external members proposed that the department should initiate interaction with different stake holders through academia-industry interactions, workshops and faculty development programmes.
2. It was resolved that the department will initiate purchases of state of the art research based equipments such as real time simulators/ controllers, power quality analyzers etc
3. It was also proposed by the external members that the department should initiate new M.Tech programmes in order to enhance the research expertise of the department.
4. It was discussed that the department will put forth a proposal for renovation and upgradation of laboratories in the department.

  
Dr. M.A Bazaz  
(Convenor DUGC)

**Copy to the following:**

1. All DUGC members
2. External Committee Members
3. Office File

DEPARTMENT OF ELECTRICAL ENGINEERING

राष्ट्रीय प्रौद्योगिकी संस्थान श्रीनगर

NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR

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(Minutes of the DUGC Meeting)

A meeting of Departmental Undergraduate Committee (DUGC) was held on 31/12/2020 in the Committee Room of the department to discuss the revised scheme and syllabi of B.Tech 3rd and 4th year (Electrical Engineering) and UG Manual of the Institute.

Following were present:

- |                                                   |                               |
|---------------------------------------------------|-------------------------------|
| 1. Dr. M Abid Bazaz, Head EED                     | Chairman DUGC                 |
| 2. Prof. A. H. Bhat, Prof. EED                    | Convener                      |
| 3. Prof. M. D. Mufti, Prof. EED                   | Member                        |
| 4. Prof. S. A. Lone, Prof. EED                    | Member                        |
| 5. Dr. Tabish Nazir Mir, Assistant Professor, EED | Member                        |
| 6. Dr. G. R. Begh, Associate Professor, E&CE      | Member from sister department |
| 7. Dr. Asadur Rahman, Assistant Professor, EED    | Special Invitee               |

Dr. S. J. Iqbal (Convener: DPGC and member DUGC) could not attend the meeting due to pre-occupations.

**A. Revised Scheme and Syllabi of B.Tech (EE), 3rd and 4th year.**

The Committee was informed that the syllabi of following courses have not been received from the concerned faculty members:

Semester	Course Name	Department/ Coordinator	Course
B.Tech 5th Sem (EE)	1. Electric Machines-II	EED/Dr. S. J. Iqbal	
	2. Electric Machines-II Lab.	EED/Dr. S. J. Iqbal	
	3. Digital Electronics & Logic Design	E&CE	
	4. Digital Electronics & Logic Design Lab.	E&CE	
	5. Communications Systems	E&CE	
B.Tech 6th Sem (EE)	1. Digital Signal Processing	EED/Dr. S. J. Iqbal	
	2. Tour & Training	EED/ Dr. Kushal M. Jagtap	
B.Tech 7th Sem (EE)	1. High Voltage Engineering	EED/Dr. S. J. Iqbal	
	2. High Voltage Engineering Lab	EED/Dr. S. J. Iqbal	
	3. Electronics Measurements & Instrumentations	E&CE	
	4. Electronics Measurements Lab	E&CE	
	5. Seminar/Project Preliminary Work	Electrical Engineering Deptt.	
B.Tech 8th Sem (EE)	1. Project	Electrical Engineering Deptt.	
	2. Offline and Online Courses	To be discussed thoroughly in SUGC first	

*[Handwritten signature]*



It was resolved to request the concerned departments and faculty to expedite the framing of revised syllabi of above courses (along with COs, POs) and mail the same urgently to HOD (EE) and Dr. Asadur Rahman (Coordinator for syllabi revision). Dr. Asadur was requested to coordinate the same.

### **B. U.G. Manual**

The B.Tech/UG Manual was thoroughly deliberated upon and following changes/observations were suggested by DUGC members.

#### **Page No. 3**

- i) It was felt that Grade Moderation Committee is significant if relative grading system is followed by the Institute, For our Institute where absolute grading system is followed, this committee will be irrelevant. However in case of monitoring of grades, HOD should be made authorized.
- ii) The word "Synopsis" should be replaced by the word "Abstract". Moreover, since it becomes very difficult to arrange external examiners, it is suggested that as per ongoing practice, an examiner from sister department should be nominated for evaluation of B.Tech final year projects.  
Further, the word Mid-Semester/End-Semester exam should be replaced by the word Mid-Term/End-Term exam as this nomenclature is already approved by the senate and is in vogue in the ERP of the Institute. The word Dean Academic Should be replaced by Dean Academic Affairs.

#### **Page No. 13:**

5. I. NIT Srinagar being located in cold region, it is not possible for students to avail summer semester at the end of 4th semester as the institute does not declare summer vacations.
- 5.1 There is presently no provision of "Open Elective Courses" in the Institute. The same can be incorporated after thorough deliberations in SUGC.
- 5.2 The Institute does not have any provision for Audit courses for B.Tech students. Making audit courses compulsory will put a lot of burden on the students who are already studying six to seven courses in each semester.

#### **Page No. 15:**

- C. **Seminar**: It is recommended to have 70% weightage for presentation and queries and 30% weightage for seminar report.
- D. **Project**: It is recommended that Mid-Term evaluation of project should be carried out by internal departmental committee.

#### **Page No. 16:**

- 6.2 There is presently no provision of having summer classes in the Institute.
- 6.3 This needs clarity.
- A. For B.Tech 7th Semester, the nomenclature "Major Project-I" may be replaced by "Project Preliminary Work" as it is already in vogue in Electrical Engineering department and in 8th Semester, "Major Project-II" must be replaced by "Project". The formation of project groups and allotment of supervisors must be done by "Project Coordinator" as every department has a nominated Project Coordinator.
1. In the committee constituted by HOD for Mid-Term evaluation of Project Preliminary Work, Convener DUGC must be replaced by Project Coordinator. Same composition must be followed in the evaluation of Project in 8th Semester (Project Coordinator must replace Convener DUGC in the evaluation committee).  
It is also recommended that external examiner for evaluation of Project should be from sister department and not from outside Institute. Moreover two faculty members in the project evaluation committee should include project supervisor.

**Page No. 17:**

- B. Industrial training in NIT Srinagar is done by students at the end of 5th Semester (During Winter Vacations) and not during summer vacations.

**Page No. 18:**

Appearing in End-Term exam must be made mandatory for a student even if he/she has secured 40% marks or above in Mid-Term exam and internal Assessment. A student failing to appear in End-Term exam should be awarded "F" grade. Further, a pass percentage marks of 40% should be overall percentage and not in End-Term exam alone.

**Page No. 19:**

3. Grade 'D' does not exist in NIT Srinagar.

**Page No. 24: (C) Stay at Hostel**

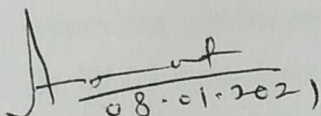
The term Dean (Students & Alumni Affairs) be replaced by the term Dean Students Welfare. Moreover, the term Chief Warden be deleted as in NIT system, Chief warden portfolio does not exist.

**Page No. 31:**

Candidates Registration Number on the front page of Project report must be replaced by candidate, Enrolment number.

Lastly, the DUGC recommends, that the Institute must have a mechanism of mapping from CGPA to Division which may be required by some companies. A generalized certificate of mapping from CGPA to Division(s) must be made available on the Institute website.

The meeting ended with a vote of thanks to the chair.

  
08.01.2022

Prof. A. H. Bhat  
(Convener DUGC)

Copy to:

1. HEED/Chairman DUGC for perusal and further necessary action please
2. Chairman SUGC for Information
3. All DUGC members
4. Record File.



**(Minutes of the DUGC Meeting)**

A meeting of Departmental Undergraduate Committee (DUGC) was held on 19/02/2021 in the Committee Room of the department at 11 A.M. to discuss some important issues related to B.Tech.(EE) scheme and syllabi.

Following DUGC members were present in the meeting:

1. Dr. M Abid Bazaz, Head EED	Chairman DUGC
2. Prof. A. H. Bhat, Prof. EED	Convener
3. Prof. M. D. Mufti, Prof. EED	Member
4. Prof. S. A. Lone, Prof. EED	Member
5. Dr. Tabish Nazir Mir, Assistant Professor, EED	Member
6. Dr. G. R. Begh, Associate Professor, E&CE	External Member
7. Dr. Asadur Rahman, Assistant Professor, EED	Special Invitee

Dr. S. J. Iqbal (Convener: DPGC and member DUGC) could not attend the meeting due to pre-occupations.

Following was resolved in the meeting:

- On the request of HOD: Electronics & Communication Engineering Department, it was resolved to abolish Electronic Measurements lab for B.Tech 7th Semester (EE) and in place of this lab, seminar of one credit will be floated for B.Tech 7th semester (EE) students.
- On the request of Electronics & Communication Engineering Department, it was resolved to float a new course "Switched Mode Power Conversion" as an elective course for B.Tech 8th semester (ECE). The detailed syllabus of this course is enclosed for further necessary action by Electronics & Communication Engineering Department.
- It was resolved that the following members shown against each Elective course below will frame the syllabus of concerned course at an earliest. Further, it was resolved that the online elective courses in B.Tech 8th Semester (EE) will be floated dynamically and this needs to be thoroughly deliberated upon in an SUGC meeting.

Elective list for B.Tech 7th & 8th Semesters (EE)

S.No	Title of Elective Course (03 Credits)	Faculty allotted
1.	Distribution System Automation	Dr. Kushal M. Jagtap
2.	Industrial Process Instrumentation & Telemetry	Prof. S. A. Lone
3.	Selected Topics in Advanced Control	Dr. M. A. Bazaz
4.	Mechatronics	Dr. M. A. Bazaz
5.	Advanced Power System Control	Prof. M. D. Mufti
6.	Power System Transients	Dr. Chilaka Ranga
7.	System Planning & Load Forecasting	Prof. Aijaz Ahmad
8.	Maintenance & Design of Electrical Substations	Dr. Chilaka Ranga
9.	Power System Reliability	Dr. Obbu Chandra Sekhar
10.	Utilization & Traction	Dr. Farhad Ilahi Bakhsh