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INSTITUTES

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NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

DEPARTMENTAL ADVISORY BOARD POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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ZEAL POLYTECHNIC, PUNE
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DEPARTMENT OF COMPUTER ENGINEERING



Policy Document

DEPARTMENTAL ADVISORY BOARD POLICY

Phone: 020-67206022

Website: www.zealpolytechnic.com

Email: polytechnic@zealeducation.com

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This is to state that the following expert team has formed, reviewed and recommended the Departmental Advisory Board for Computer Engineering Department at Zeal Polytechnic, Narhe, Pune.

The Policy is published and implemented after approval from Institute Level Curriculum Implementation Unit (ICIU).

Member 1

Member 2

Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



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1. Preamble:

The Departmental Advisory Board of the department is established to provide functions which support the departmental vision and mission, to promote with latest technologies for the students. It also plays a major role in the review of department activities and future plans of the department. Department Advisory Board undertakes a variety of tasks and functions that greatly benefit the department. Effective organization and management lead to continual improvements in engineering education within the host department that will positively impact both continuing and future students. Advisory Board comprises of Management representatives, HODs, Faculty members of the Department, representative from students, parents along with external experts from academics and industry, alumni and society.

The DAB meetings provide a positive feeling of collective community responsibility among the Board members, the departmental faculty and the departmental students for positive contributions to the overall direction and development of the host department. In these meeting the gaps in the curriculum, teaching-learning process, curricular, co-curricular and extracurricular activities followed in the department are discussed.

2. About Institute:

Zeal Education Society was established in 1996 with the vision to offer education with a difference, the expert guidance of Hon. Shri. S.M. Katkar, a distinguished industrialist. ZES hosts eight institutes that provide quality education to students from pre-primary to Ph.D. courses.

Zeal Polytechnic started in 2008 and offers Diploma Courses in Mechanical Engineering, Civil Engineering, Computer Engineering, Electronics and Telecommunication Engineering & Electrical Engineering.

The institute aims at providing the students with excellent Infrastructure, state of the art facilities, well-equipped laboratories and a strong force of faculty members. This has resulted in incredible performance of the students continually throughout the years.



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3. About Department of Computer Engineering:

The Department of Computer Engineering has been established in 2008 with intake capacity of 60 and presently increased to 180. The aim of the department is to provide students lifelong learning and leadership skills that enable them to grow in their professions and advance to better positions in the IT industry. With proper action plan and resources, we train and educate engineers of outstanding capability.

Computer Engineering Department has 06 well equipped labs with latest software's required to implement curriculum Department also conducts various seminars and workshops for students and staff. All the laboratories are well equipped with the Internet connectivity of 500 MBPS bandwidth.

There is Departmental Advisory Board whose external members are from industries, research institute, who meet as and when required in the department to discuss about different academic courses, project activities & collaborative program with the different industries from where the students and staff of this department improves their credential in academic field.

Since its beginning the department has created soaring impression among the industrialists, academics and students and the journey is going ahead with continuous effort by its excellent faculties, staffs and students.

4. Department Vision and Mission:

Department Vision:

To equip the students with technical and professional skills in Computer Engineering by imparting skill-based education along with industrial knowledge to fulfil the changing needs of the society.

Department Mission:

- ✓ To foster technical skills and competencies with professional ethics through quality education and industry interaction.
- ✓ To imbibe lifelong learning skills through hands on trainings, value added courses to work in multidisciplinary socio- industrial environment.
- ✓ To cultivate proficiency in problem-solving, communication skills and spirit of entrepreneurship as an individual and collaborative team member.



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5. Quality Policy:

Zeal Polytechnic's Computer Engineering Department is committed to provide quality education to the students enabling them to excel in the fields of Computer Engineering to cater to the changing and challenging needs of society and industry through the following initiatives:

- Contributing to the academic standing and overall knowledge development of the students
- Maintaining state-of-the-art infrastructure and pleasant learning environment
- Enhancing the competence of the faculty to a very high level and to make them adopt all modern and innovative methods in teaching-learning process
- Inculcating moral and ethical values among the students and staff
- Collaborating with industry and organizations for mutual benefit
- Disseminating technical knowledge through continuing education programmes

6. Need for DAB:

The Departmental Advisory Board (DAB) has been formed with the objective of remaining up to date with the latest requirements of the industry and incorporating necessary components in the curriculum as much as possible.

The DAB is enriched with members from eminent institutions as well as senior members of faculty who periodically monitor the departmental activities and suggest improvements of the program.

It is highest decision making body at the department level.

- DAB chaired by HOD, monitors the progress of the program.
- DAB focuses on current and future issues related to programs.
- Develops and recommends new or revised program goals and objectives.
- DAB meets at least twice in a semester to review the programs.



7. Primary Accountabilities

A1. Vision, Mission and Strategic Planning:

The DAB shall ensure that:

- The Department draws a clear vision indicating the aims and objectives.
- An objective mission which indicate the action plan for comprehensive identification of physical, financial and human resources to achieve the objectives.
- A strategic plan is developed upon conducting a SWOT analysis involving the prime stakeholders of the Department.

The DAB shall approve them and monitor the implementation of the strategic plan and assess the outcomes for continuous improvement.

A2. Curriculum Development

- To implement MSBTE syllabus and identify topics for upgrading student's knowledge.
- To assess the level of attainment of PEOs, POs once a year and COs once in 6 months for all courses.
- To conduct academic audits at least once a year.

A3. Staff Development

- To organize/depute pedagogical training programmes for new teaching faculty and for those who require additional training

A4. Teaching–Learning Process

- a. To review student performance in CIE tests
- b. To attain 100% utilization of the digital learning platforms by all teaching faculty.
- c. To register and complete at least 1 FDP/industrial training by all teaching faculty per year

A5. Co-Curricular Activities

- a. To organize state/ national level technical events at least once in a year.
- b. To organize various competitions through student chapters.
- c. To conduct Sessions/classes for students to develop soft skills.

A6. Extracurricular Activities

- a. To Periodically carryout extra-curricular activities through student association.

A7. Placement

- a. To facilitate campus placement of eligible & interested candidates.



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A8. Industry- Institute Interaction, Continuing Education, Consultancy

- To sign MoUs or enter into collaborations with a minimum total of three industries for mutually-beneficial interaction and organize at least 2 joint programmes.
- To organize continuing education courses / programmes for the benefit of society.
- To achieve grants and revenue generation through consultancy, training and testing services etc.

A9. Accreditation

- To get NBA accreditation for the Program.

A10. Monitoring Department Performance:

The DAB shall evolve an assessment mechanism and a system with key performance indicators to continuously monitor the performance and quality of the Institute.

Internal quality assurance, peer review, benchmarking with institutions and quality accreditations by national and international agencies shall yield the performance indices. These inputs shall be discussed in DAB for update of action plan.

8. Openness and Transparency in the operation of Governing DAB

The DAB shall promote transparency and openness to ensure public trust and departmental integrity through proper information regarding the outcomes of the deliberations in the DAB. However, confidential matters pertaining to the institutional secrecy, if any, that need not be disclosed, shall be decided by the DAB before making them public.

B1. Conduction of DAB meetings:

The DAB meetings shall be conducted in an open manner by

- Earmarking fixed days of a year.
- Preparing Agenda on all the vital issues of the Institution.
- Sending invitation and agenda in advance to all the members.
- Circular about the event among faculty and staff.
- Minutes of the meeting published.



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9. Key attributes of DAB:

Board Membership: It is very important to organize a Board properly so that it is efficient and effective in carrying out its many activities. New Board members should know the term limits in advance. There should be a limitation of at most two consecutive terms for each Board member, but only in special cases. For most members, a single three-year term allows major contributions from the individual Board member without a burdensome commitment of time and effort.

C1. Size of DAB: The DAB of the Department should be of optimum size in number and it should satisfy the norms of the apex bodies.

C2. Skills, Experience and Competences of members: The Members of the DAB shall be nominated in such a way that they possess equilibrium of skills, experience and competence to provide leadership and mentorship to the department in its quest for excellence. The members shall contribute to the growth and development of the department with selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

C3. Nomination of Independent members: The DAB shall have independent members who are pioneers in their domains and shall provide unbiased criticism and debate issues leading to quality of systems or processes.

C4. Appointment: The appointment of members of the DAB shall be managed by a Nomination Committee. The chairman of the DAB shall be the Chairman of the Nomination Committee.

C5. Representation of Staff and students: The DAB shall consider the representation of students and staff on the body for transparency and encouraging participatory management.

C6. Conduct and Commitment: The DAB shall meet at least 2 times in a semester and if required extraordinary meetings can be convened to discuss urgent issues of importance. The DAB shall observe high level of commitment and maintain standards of quality governance in all its businesses.

C7. Delegation and Clarity of Responsibilities: The DAB shall ensure proper delegation of responsibility to the chair of the DAB, Head of the Department, Member Secretary and Committees. Also, their roles and responsibilities shall be defined clearly. Delegated committees should be empowered to conduct the work judiciously and report to the DAB and certain key functions shall be retained by the DAB itself.



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C8. Meeting Agenda and Activities: The department chair and Board Chair should set the tentative agenda and distribute this well in advance to the Board members. This should allow for any suggestions from the Board or departmental faculty to be considered. An important item on the agenda should be a review of the previous Board meeting and a report on any action items to the Board by the Department Chair.

Major Theme It is very important to have a major theme associated with each Board meeting. Some possible themes include:

- Review of the Program
- Student Recruitment
- Placement of Diploma holders at All Levels
- Program Review Activities for the Institution
- Strategic Planning
- Future Directions for the Departmental Discipline



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10. Effectiveness and Performance Review of DAB

Self-Review of the DAB:

The DAB and its Committees shall undertake a formal and rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically. The statement of primary accountabilities shall be the indicator to measure its effectiveness. The self assessment and review process shall contribute to the restructuring the body or adopting newer processes for development.

11. Regulatory compliance

DAB shall ensure compliance with the ordinances and provisions regulating the Department; and, subject to these, take all final decisions on matters of fundamental concern to the Department.

Also information is furnished by the Department to regulatory agencies indicative of that it complies with the stated purpose of the Institution.



(Annexure I)

Functions of DAB

1. Academic Planning & Curriculum Enhancement

- Review the department's academic performance in the previous semester.
- Suggest improvements in teaching methodologies, curriculum, and pedagogy.
- Identify **curricular gaps** and recommend bridge courses, workshops, or industry interactions.

2. Industry-Academia Collaboration

- Establish connections with industry professionals to provide students with **internships, training, and placement opportunities**.
- Recommend **guest lectures, industry visits, and expert sessions** to enhance practical learning.
- Guide on incorporating **emerging technologies** into academic projects.

3. Research & Innovation

- Promote **final-year projects and research initiatives** in line with industry needs.
- Encourage participation in **paper presentations, hackathons, and technical competitions**.
- Support faculty and students in **publishing research papers and patents**.

4. Student Development & Skill Enhancement

- Plan **training programs, soft skills sessions, and entrepreneurship development initiatives**.
- Ensure student involvement in **extracurricular and co-curricular activities**.
- Guide on preparing students for **competitive exams, certifications, and higher studies**.

5. Infrastructure & Resource Management

- Review **laboratory and infrastructure facilities** for effective practical learning.
- Recommend upgrades in **software, hardware, and library resources**.

6. Quality Assurance & Accreditation

- Monitor compliance with **NBA/ISO accreditation requirements**.
- Ensure **faculty development programs (FDPs)** and training sessions for quality teaching.

7. Parent & Alumni Engagement

- Involve **parents and alumni** in discussions for overall student development.
- Seek alumni guidance for **mentorship and networking opportunities**.

8. Mid-Semester Review & Corrective Actions

- Conduct a **mid-semester review** to track academic progress and implement improvements.
- Address **student feedback, faculty concerns, and administrative challenges**.



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(Annexure II)

Objectives of DAB

1. To establish PEOs based on Vision, Mission of department.
2. To revise PEOs, if necessary based on report submitted by DAB.
3. To submit the report to ICIU on evaluation of attainment of PEOs.
4. To consider the recommendations for achievement of PEOs given by DAB for approval.
5. To formulate the guidelines for attainments and give it to module coordinators.
6. Bringing industry standards in academics in order to bridge gap between industry and academics,
7. Improving department by its structure and its academics by understanding the current and former students need by their parents and alumni respectively and
8. Departmental queries which expects advice to consider enhancing the departmental business process.