



Date: - 13/03/2023

To,  
Member, Departmental Advisory Board (DAB),  
Department of Mechanical Engineering,  
SJCEM, Palghar

**Subject:** - Departmental Advisory Board (DAB) meeting scheduled on 10<sup>th</sup> March 2023.

**Respected Member,**

The above meeting is scheduled on Monday, 10<sup>th</sup> March 2023 at 02:30 PM.

**Venue:** - Online mode through google meet.

You are requested to attend the meeting to discuss following agenda;

**Agenda of Meeting:** -

1. Confirming minutes of meeting of previous DAB with action taken
2. Student employability enhancement
3. Discussion regarding effective teaching learning
4. Discussion regarding activities important and mandatory activities for accreditation
5. Suggestions regarding best practices followed for effective documentation.
6. Attendance related issue
7. Admission in mechanical engineering
8. Any other point with the permission of chair.

Your presence and kind cooperation for conduct of the meeting is expected.

Thanking You,

*[Handwritten Signature]*  
13/03/2023

**Dr. Kishor Rambhad**  
**HOD, Mechanical Engineering**

Copy to

- 1) Member as invitation
- 2) Member Co-coordinator

