Date: 11th April, 2025

DEPARTMENT OF INFORMATION TECHNOLOGY

ARMY INSTITUTE OF TECHNOLOGY, PUNE

Minutes of Meeting: Departmental Meeting

Academic year 2024-25

Departmental Meeting was held on Friday, 11th April 2025 at 4:00pm. Following members have attended meeting:-

Sr. No	Name of Member	Status
1	Dr. (Mrs.) Sangeeta Jadhav	HOD, IT
2	Prof. D.G. Auradkar	Assistant Professor
3	Dr. Rahul Desai	Associate Professor
4	Dr. Ashwini Sapkal	Associate Professor
5	Prof. Vaishali Ingale	Assistant Professor
6	Dr. G M Walunjkar	Assistant Professor
7	Prof. Yuvraj Gholap	Assistant Professor
8	Prof. Sandeep Samleti	Assistant Professor
9	Prof. Geeta Patil	Assistant Professor
10	Dr. Dipika Birari	Assistant Professor
11	Prof. Anjali Hudedamani	Assistant Professor
12	Prof. Kavita Arakeri	Assistant Professor
13	Prof. Trupti Najan	Assistant Professor
14	Prof. Priya Jadhav	Assistant Professor

The meeting started at 4:00 pm with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about comments of External Academic Audit held on 4th April 2025 by Attar Ma'am. Following points are highlighted:
  o Identify Industry related courses to map with fast and slow learners.
  o Highlight best practices as dept level like Twice feedback, Academic Audit yearly, MidSem Feedback analysis with action taken and Question Paper Quality checking etc.
  o Increase Industry Projects and Collaborations
  o Prepare Minutes of discussion on Analysis before Action Taken.

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT informed all about upcoming parent meet on 16th April at Dept and 17th April at central level.

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about action taken on absent students on day of Chairman Visit.
  o Counsellors are instructed to call parents and inform about Parent meet.
  o Counsellors are instructed to call parents for physical visit to AIT, for students having attendance below 60%.
  o Counsellors are instructed to create a WhatsApp group for Parents.

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT informed about Practical exam starting from 28th April - 12th May. Complete submission in Last week before 25th April 2025.

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT Informed about NBA visit date is 25th April 2025. Update course file, personal file or related data.

The meeting was over at 5:00 pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Dr. Mrs. Sangeeta Jadhav

HOD IT

Dept. MEETING

Date :- 11 APR. 2025

Sr. No	Name	Signature	Remarks
1	Dr. Mrs. Sangeeta Jadhav		
2	Dr. Rahul Desai		
3.	D. G. Auradkar		
4.	Dr. Ashwini Sapkal.		
5	Dr G. M. Walunjkar		
6	Vaishali Ingale		
7	S D Samlaej		
8.	Prof Anjali Hudedamani		
9	Dr. Dipika Birari		
10.	Priya Jadhav		
11	Trupti Najan		
12	Kavita Arakeri		
13	Geeta Patil		