

Date: 9th November 2023

DEPARTMENT OF INFORMATION TECHNOLOGY

ARMY INSTITUTE OF TECHNOLOGY, PUNE

Minutes of Meeting: Departmental Meeting

Academic year 2023-24

Departmental Meeting was held on Thu, 9th November 2023 at 10:45am. Following members have attended meeting:-

Sr. No	Name of Member	Status
1	Dr. (Mrs) Sangeeta Jadhav	HOD, IT
2	Prof. D G Auradkar	Associate 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. Rupali Bagate	Assistant Professor
9	Dr. Dipika Birari	Assistant Professor
10	Prof. Priyanka Sangle	Assistant Professor
11	Prof. Anjali Hudedamani	Assistant Professor

The meeting started at 10:45 am 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 submission of all documents for AQAR , Internal Audit for NBA to respective incharges.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT, instructed to all faculty to maintain Counselling Records and also informed about Counselling session is arranged on 29th and 30th Nov 2023.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT. instructed to Class Teachers to collect Achievements/ Certificates from students.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about internal audits. Internal audit will be on 21st and 22nd Nov 2023, also instructed to update Course Files and Personal file.
- Dr. (Mrs.) Sangeeta Jadhav, HOD discussed about research awareness and It will be handled by
 - Dr. Rahul Desai and Dr. Rupali Bagate: Publication and Journals awareness
 - Dr. Ashwini Sapkal: Proposal Writing/FDP
 - Dr. Gajana walujkar: IPR/ Copyright (KAPILA) Awareness
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about vacation slots for faculty.

The meeting was over at 11:30 am with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT.



S. Jadhav

Dr. Mrs. Sangeeta Jadhav

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