Date: 19th May 2023

DEPARTMENT OF INFORMATION TECHNOLOGY
ARMY INSTITUTE OF TECHNOLOGY, PUNE

Minutes of Meeting: Departmental Meeting
Academic year 2022-23

Departmental Meeting was held on Friday, 19th May at 11.15am. Following members were 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. Sandeep Samleti	Assistant Professor
9	Prof. Rupali Bagate	Assistant Professor
10	Dr. Aparna Joshi	Assistant Professor
11	Dr. Dipika Birari	Assistant Professor

The meeting started at 11.15 am with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT, suggested updating parent mobile number, student achievement, student result, student signature and week & strong student in counseling register.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT, instructed to all faculty to complete prior vacation documents.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT, instructed to all faculty to submit Appraisal and 360° feedback form from 1st July 2022 to 30th June 2023.
➤ Dr. Ashwini Sapkal suggested taking student Exit feedback and course feedbacks.
➤ Dr. (Mrs) Sangeeta Jadhav, HOD IT, instructed SE class teacher Prof. Rupali Bagate and TE class teacher Prof. Yuvraj Gholap to take Elective choices from student for AY 2023-24 SEM-I.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed to all faculty to update Yellow & Blue book.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT, discussed with all faculty about the subject choices & distributed the teaching load for AY 2023-24 SEM-I.

The meeting was over at 12.30pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT

22/05/23

Dr. (Mrs) Sangeeta Jadhav
HOD IT

HOD
Department of Information Technology
Army Institute of Technology
Dighi Hills, Pune - 411015