Date: 12th February, 2025

DEPARTMENT OF INFORMATION TECHNOLOGY

ARMY INSTITUTE OF TECHNOLOGY, PUNE

### Minutes of Meeting:Departmental Meeting

Academic year 2024-25

Departmental Meeting was held on Wednesday, 12th February 2025 at 4:00 pm. Following members have attended meeting: -

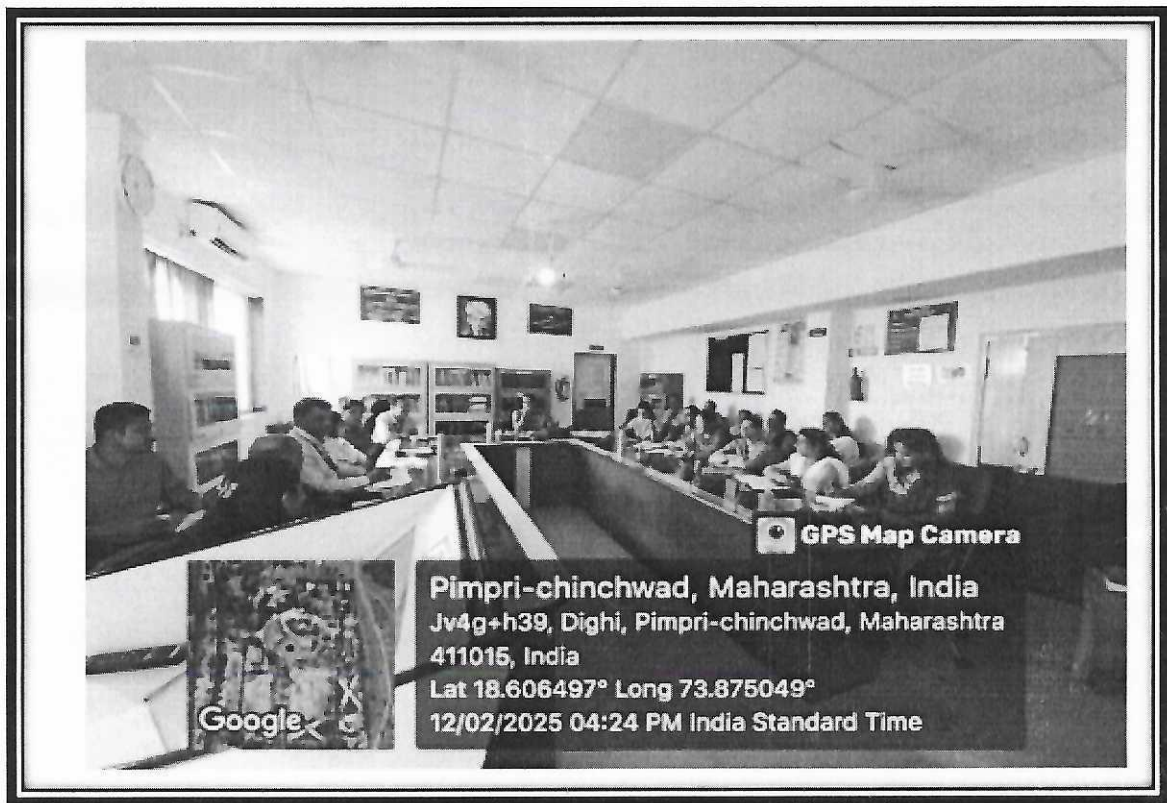| Sr. No	Name of Member	Status
1	Dr. (Mrs.) Sangeeta Jadhav	HOD, IT
2	Dr. Rahul Desai	Associate Professor
3	Prof. D. G. Auradkar	Associate Professor
4	Dr. G M Walunjkar	Assistant Professor
5	Prof. Geeta Patil	Assistant Professor
6	Prof. Yuvraj Gholap	Assistant Professor
7	Prof. Sandip Samleti	Assistant Professor
8	Dr. Rupali Bagate	Assistant Professor
9	Dr. Dipika Birari	Assistant Professor
10	Prof. Anjali Hudedamani	Assistant Professor
11	Prof. Kavita Arkeri	Assistant Professor
12	Prof. Priya Jadhav	Assistant Professor
13	Prof. Jayshree Lavhare	Assistant Professor
14	Prof. Trupti Najan	Assistant Professor
15	Ms. Jyoti Taralkar	Computer Programmer
16	Ms. Shital Suvarnkar	Lab Assistant
17	Ms. Pushpa Kalane	Lab Assistant
18	Mr. Makarand Saste	Lab Assistant
19	Mr. Shashikant Mane	Lab Assistant
20	Mr. Ashirwat Gajale	Lab Assistant
21	Mr. Tejas Parbate	Lab Assistant
22	Ms. Shrushti Babar	Data Entry Operator

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 ITwelcome new Lab Assistant and wishes to Mr. Shankar and Ms. Aditi for their future.

➢ Dr. Gajanan Walunjkar discussed Lab distribution and respective Lab Assistants.

➢ Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed Yellow and Blue Book submission reminder.

➢ Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about Following Points:

   o Congratulated all faculty for good result of SE-IT, TE-IT and BE-IT.

   o Attendance below 75%, call to parents and inform to parentsabout current attendance and not allowed for INSEM Exam.

   o Instructed Counsellor to update ERP data and counselling register, if possible in Lab itself.

   o Conduct Midsem Exam in 1st week of March, if student will be absent,instruct them to solve 2 full paper in Lab, it is applicable for failure student also.
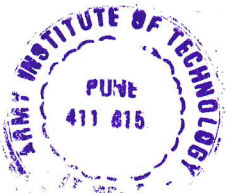
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed activity related to subjects, if not planned then plan in March.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed Autonomy preparation and BOS meeting.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed Course file for NBA – Get checked.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested Moodle data updation along with videos if any.
- Dr. (Mrs.) Sangeeta Jadhav,HOD IT discussed about recently conducted IPR activity and Copyright activity
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested paper publication of BE project Topics, add Prof. Priya Jadhav as co – guide instructed to Dr. Gajanan Walunjkar.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about Autonomy syllabus.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT informed about upcoming Alumni meet and responsibilities given to Prof. Gholap and Prof. Geeta Patil.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed Budget review will be conducted soon. Lab – III renovation under current budget will be initiated by Prof. Anjali Hudedamani and Prof. Gholap.

GPS Map Camera

Pimpri-chinchwad, Maharashtra, India
Jv4g+h39, Dighi, Pimpri-chinchwad, Maharashtra
411015, India
Lat 18.606497° Long 73.875049°
12/02/2025 04:24 PM India Standard Time

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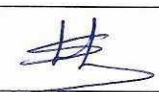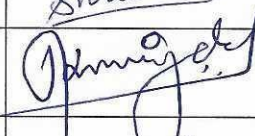
Dr. Mrs. Sangeeta Jadhav

HOD IT

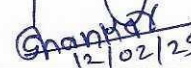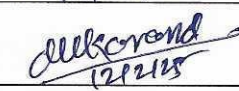# Army Institute of Technology
Department of Information Technology
Departmental Meeting
Teaching Attendance Sheet

Sr.No	Faculty Name	Sign
01.	Priya Jadhav	Jdhoft
2		
3	Dr. Rahul Desa	RnD
4	Dr. Rupali Bagate	Bagak
5	Dr. Dipika Birari	DBirari
6.	Prof. Anjali Hadedamaw	
7)	Prof Kavita Arakeri	DK
8)	Prof. Jayshree Lavhare	JK
9)	Mr. D.G. Auradkar	
10)	q. N. Ghojap	
14)	Geeta patil	Geed
12)	Dr. G. M. Walunjkar	
13)	Prof. Teupti Najan	Trichj
14)	Dr. Sangeeta Jadhav	Jadhav

Army Institute of Technology
Department of Information Technology
Departmental Meeting
Non-Teaching Attendance Sheet

12/02/2025

Sr.No	Faculty Name	Sign
1.	shital Suraonkar	
2.	pushpa Kalane	
3.	Jyoti J	
4.	Aditi Ganure	
5.	Shrushti Babar	
6.	Suryakant Kenjale	
7.	Shankar Lavhare	12/02/25
8.	Makarand Saste	12/2/25
9	Shashvkant Mane	
10.	Tejas Parbate	
11.	Ashirwad L. Gajale	