Date: 17th March, 2025

<p align="center"><u>**DEPARTMENT OF INFORMATION TECHNOLOGY**</u></p>

<p align="center"><u>**ARMY INSTITUTE OF TECHNOLOGY, PUNE**</u></p>

<p align="center"><u>**Minutes of Meeting: Departmental Meeting**</u></p>

<p align="center"><u>**Academic year 2024-25**</u></p>

Departmental Meeting was held on Monday, 17th March 2025 at 4:00 pm. Following members have attended meeting:-

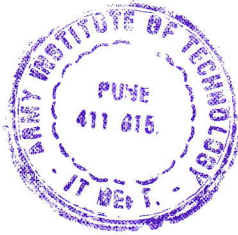| Sr. No	Name of Member	Status
1	Dr. (Mrs.) Sangeeta Jadhav	HOD, IT
2	Prof. D.G. Auradkar	Associate Professor
3	Dr. Rahul Desai	Associate Professor
4	Dr. Ashwini Sapkal	Associate Professor
5	Dr. G M Walunjkar	Associate Professor
6	Prof. Vaishali Ingale	Assistant Professor
7	Prof. Geeta Patil	Assistant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

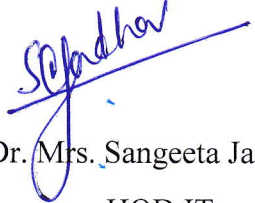The meeting started at 4:00 pm with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

- Dr. (Mrs.) Sangeeta Jadhav instructed BE Class teacher to complete feedback process as per status discussed by Ms. Jyoti Taralkar about Mid- Sem feedback (BE – IT)
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT along with Ms. Jyoti Taralkar informed to all staff regarding Website updation if pending.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT informed about External Academic Audit on 3rd/4th April by Dr. V Attar in view of NBA Compliance.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed all faculties to complete respective Course file with Gap Analysis.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT informed about BOS meeting and discussed syllabus related points and instructed to complete it before 28th March 2025.
  - For FE Syllabus- Syllabus structure should be updated and coordinated by Dr. Gajanan Walunjkar.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed attendance of class SE/TE/BE IT and informed to counsellors and Class Teacher about following points:
  - Letter must be send to parents for attendance below 50%
  - Respective Student Counsellor should call parents with attendance below 60 %
  - Complete the Physical attendance for Hostel allotment excluding BE.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed Activities related to respective subjects
  - Nexus 2.0 Project competition on 8th April 2025.
  - IEEE Student Chapter Inauguration on 8th April 2025.
  - Addition of Mapping of PO's and PSO's in Event Feedback Form.

- Mapping of PO's and PSO's with conducted activities and BE Projects and upload on Website, Faculty also discussed related to target level in PO's and PSO's.

➢ Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed Domain Experts, it was presented by Dr. Gajanan Walunjkar.
  - Experts will confirm the CO – PO Mapping completed and verified (Till Date)
  - All faculty should note the change in PSO3.
  - HoD IT suggested to add the Domain Incharge. Domain Expert can be added from Alumni.
  - Suggested to discuss the Target Level in AAC Meet also.
➢ Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested PBL Review to be conducted on 2nd April.
➢ Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about Parent Meeting related work.

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
ATTENDANCE SHEET

Date: 17/03/2025

SER NO	NAME	DEPT	SIGN	REMARKS
1.	Dr. Mrs. Sangeeta Jadhav	IT		—
02	Dr. Dipika Birari	IT		—
03	Dr. Ashwini Saplcal	IT		
04	Vaishali Ingale	IT		
05	Geeta patil	IT		
06	Dr. Rahu Deja	IT		
07	Dr. L.M. Walunjkar	IT		
08	Y. M. Gholap	IT		
09.	Teupti Najan	IT		
10.	D. G. Auradkar	IT.		
11	Kavita Arakar	IT		
12	Jayshree Lahare	IT		
13.	Priya Jadhav	IT		
14.	Dr. Rupali Bagate	IT	Bagah	
15.	SD Samleg	IT	17/3/25	