

Date: 14<sup>th</sup> Aug 2024

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**ARMY INSTITUTE OF TECHNOLOGY, PUNE**

**Minutes of Meeting: Departmental Meeting**

**Academic year 2024-25**

Departmental Meeting was held on Thursday, 14<sup>th</sup> Aug 2024 at 03:30 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. Ashwini Sapkal	Associate Professor
4	Dr. Gajanan Walunjkar	Associate Professor
5	Prof. Vaishali Ingale	Assistant Professor
6	Prof. Yuvraj Gholap	Assistant Professor
7	Dr. Rupali Bagate	Assistant Professor
8	Dr. Dipika Birari	Assistant Professor
9	Prof. Anjali Hudedamani	Assistant Professor
10	Prof. Kavita Arkeri	Assistant Professor
11	Prof. Jayashre Lavhare	Assistant Professor
12	Mr. Rohan Sonawane	Lab Assistant
13	Mr. Suryanakat Kenjale	Lab Assistant
14	Ms. Shital Suvarnakar	Lab Assistant
15	Ms. Pushpa Kalane	Lab Assistant
16	Mr. Shashikant Mane	Lab Assistant
17	Mr. Makarand Saste	Lab Assistant

The meeting started at 03:30 pm with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

- HOD IT, started discussion about meeting points.
- HOD IT, discussed about calling by counsellor for attendance below 75% and instructed to Class Teachers submit report by Monday.
- HOD IT, discussed about Autonomy FE Syllabus and Presentation given by Dr. Gajanan Walunjkar
- HOD IT given instructions to Lab assistant about
  - Security of Labs
  - CCTV in Labs
  - Bags not allowed for student's notice.
  - Check Dead Stock registers
- HOD IT, informed about Insem Exam and Mid sem Exam for TE and BE students.
- SE IT Class Teachers are instructed to prepare mid sem time table.

The meeting was over at 04:30 pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT.



*S. Jadhav*  
Dr. Mrs. Sangeeta Jadhav  
HOD IT

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