Date: 10th Oct 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, 10th Oct 2024 at 03:00 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. Gajanan Walunjkar	Associate Professor
5	Prof. Yuvraj Gholap	Assistant Professor
6	Prof. Sandeep Samleti	Assistant Professor
7	Dr. Rupali Bagate	Assistant Professor
8	Dr. Dipika Birari	Assistant Professor
9	Prof. Anjali Hudedamani	Assistant Professor
10	Prof. Kavita Arakeri	Assistant Professor
11	Prof. Priya Jadhav	Assistant Professor
12	Prof. Trupti Najan	Assistant Professor
13	Prof. Jayshree Lavhare	Assistant Professor

The meeting started at 03:00 pm with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

- ➢ HOD IT, started discussion about Autonomy Syllabus Designing.
- ➢ Dr. Gajanan Walunjkar presented Autonomy syllabus.
  - o Explained about the status of completion by faculty for Both Sem-I and II
  - o Discussed guidelines given for central syllabus design
  - o Syllabus structure is discussed for branch specific subjects
    - ▪ Foundation of Computer Programming
    - ▪ Object Oriented Programming
- ➢ HOD IT, discussed Internal Audit remarks
  - o Course file related
    - ▪ Keep year wise flag for CO-PO
    - ▪ Yearly addition of notes should be highlighted
    - ▪ Keep Question paper, mark sheet and sample paper of Test conducted
    - ▪ Class test should be reflected in Yellow Book
  - o Outside world interaction record should be added to personal file
  - o For Gap analysis, map with activities conducted
  - o Instructed to complete Insem Paper checking.
  - o Discussed SE, TE and BE Term end and Exams
  - o Informed about Khandenavami celebration at dept level on 11th Oct 2024.

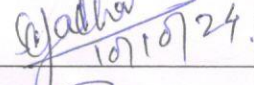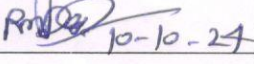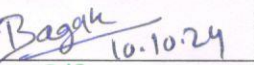The meeting was over at 04:00 pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT.
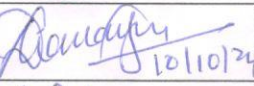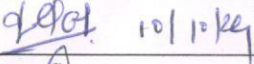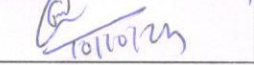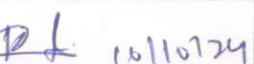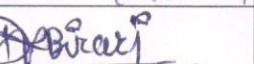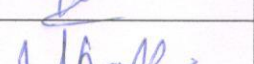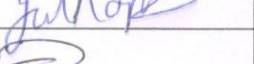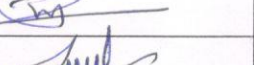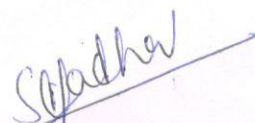
Dr. Mrs. Sangeeta Jadhav

HOD IT

Army Institute of Technology

Department of Information Technology

Dept. Meeting dated on 10/10/2024

Sr. No.	Name of Staff	Sign
1	Dr. Sangeeta Jadhav	Jadhav 10/10/24
2	Dr. Rahul Desai	10-10-24
3	Dr. Rupali Bagate	Bagate 10.10.24
4	Prof. Samleti Sandeep Dwarkanath	10/10/24
5	D. G. Auradkar	10/10/24
6	Y. M. Gholap	10/10/24
7	Dr. A. M. Walunjkar	10/10/24
8	Prof. Kavita Trakerr	10/10/24
9	Dr. Dipika Birari	
10	Prof. Jayshree Lahare	
11	Prof. Priya Jadhav	
12	Prof. Trupti Khou (Majan)	
13	Prof. Anjali Hudedamani	
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Dr. (Mrs.) Sangeeta Jadhav
HOD, IT