Date: 27th April 2023

DEPARTMENT OF INFORMATION TECHNOLOGY
ARMY INSTITUTE OF TECHNOLOGY, PUNE

Minutes of Meeting: Departmental Meeting
Academic year 2022-23

Departmental Meeting was held on Thursday, 27th April at 4.00pm. 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 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 IT, discussed with faculty members regarding No leave/No punch leave status and suggested to update leave on ERP.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT updated all faculty about late arrival report.
➤ Dr. Sangeeta Jadhav, HOD IT, suggested conducting test 2 for SE, TE & BE based on CO3 & CO4.
➤ Dr. Sangeeta Jadhav, HOD IT, suggested giving assignment for SE, TE & BE based on CO5 & CO6.
➤ Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed to all faculty to update Yellow & Blue book and get it signed by 10th May 2023.
➤ Dr. Sangeeta Jadhav, HOD IT, briefed to class teacher about attendance. Internship attendance will be monitor strictly.
➤ Dr. Dipika Birari, Assistant Professor given presentation to all faculty on YouTube channel creation

The meeting was over at 4.45pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT

Dr. (Mrs) Sangeeta Jadhav
HOD IT

HOD
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