

Date: 16<sup>th</sup> Jan, 2024

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**ARMY INSTITUTE OF TECHNOLOGY, PUNE**

**Minutes of Meeting: Departmental Meeting**

**Academic year 2023-24**

Departmental Meeting was held on Tuesday, 16<sup>th</sup> January 2024 at 03:30pm. 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. G M Walunjkar	Assistant Professor
5	Prof. Yuvraj Gholap	Assistant Professor
6	Dr. Rupali Bagate	Assistant Professor
7	Dr. Dipika Birari	Assistant Professor
8	Prof. Priyanka Sangle	Assistant Professor
9	Prof. Anjali Hudedamani	Assistant Professor

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 Internal audits points and suggested to cover all remarks before 30<sup>th</sup> Jan 2024.
- HOD IT, informed about external audit for NBA in second week of February.
- Discussions about Readiness NBA related files, also instructed to update Course Files and Personal file. Department level and Faculty level responsibilities/Portfolio distribution are discussed. Formats are presented by NBA Team.
- HOD IT suggested faculty members to update counselling Records.
- HOD IT suggested faculty members to write Research Proposal and submit on link shared by Dr. Ashwini Sapkal.
- HOD IT, informed about ACM Chapter approval and suggested for ACM Membership to faculty.
- HOD IT suggested to all faculty to put up new requirements for Budget Expenditure if required.
- HOD IT, took update regarding Phase-II Autonomy team and asked them to present updates by 18<sup>th</sup> Jan 2024.
- HOD IT, informed the change in Lab Execution of CGL to PL-I instead of SL-II.

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



*S. Jadhav*  
17/01/24  
Dr. Mrs. Sangeeta Jadhav  
HOD IT

HOD  
Department of Information Technology  
Army Institute of Technology  
Dighi Hills, Pune - 411015.