

Date: 6<sup>th</sup> Dec, 2023

**DEPARTMENT OF INFORMATION TECHNOLOGY**

**ARMY INSTITUTE OF TECHNOLOGY, PUNE**

**Minutes of Meeting: Departmental Meeting**

**Academic year 2023-24**

Departmental Meeting was held on Tuesday, 6<sup>th</sup> Dec 2023 at 11:30am. Following members have attended meeting:-

Sr. No	Name of Member	Status
1	Dr. (Mrs) Sangeeta Jadhav	HOD, IT
2	Dr. Rahul Desai	Associate Professor
3	Dr. Ashwini Sapkal	Associate Professor
4	Prof. Vaishali Ingale	Assistant Professor
5	Dr. G M Walunjkar	Assistant Professor
6	Prof. Yuvraj Gholap	Assistant Professor
7	Prof. Sandeep Samleti	Assistant Professor
8	Prof. Rupali Bagate	Assistant Professor
9	Dr. Dipika Birari	Assistant Professor
10	Prof. Priyanka Sangle	Assistant Professor
11	Prof. Anjali Hudedamani	Assistant Professor

The meeting started at 11:30 am with welcome note by Dr. (Mrs.) Sangeeta Jadhav, HOD IT.

Point discuss in meeting are as follows:

- Dr. (Mrs.) Sangeeta Jadhav, HOD IT took updates on NAAC criterion document and submission
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT instructed to SE faculty to confirm Oral/Practical exam dates and Internal marks entry.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested faculty members to take awareness sessions for elective subject in view of TE/BE Sem-II starts at 11<sup>th</sup> Dec 2023.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested to all faculty to put up new requirements of equipment if required for upcoming budget.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about internal audit comments and suggested to have external audit in Month of January.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT suggested faculty members to propose Workshop/Guest Lecture for Respective Subjects.
- Dr. (Mrs.) Sangeeta Jadhav, HOD IT discussed about Research work, Plans of research /consultancy oriented activities in Dept and reminder about research awareness by:
  - Dr. Rahul Desai and Dr. Rupali Bagate: Publication and Journals awareness
  - Dr. Ashwini Sapkal: Proposal Writing/FDP
  - Dr. Gajana walujkar: IPR/ Copyright (KAPILA) Awareness

The meeting was over at 12:30 pm with concluding remarks from Dr. (Mrs.) Sangeeta Jadhav, HOD IT.



  
Dr. Mrs. Sangeeta Jadhav

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