

ACADEMIC MONITORING CELL

Session 2012-13 (ODD SEM)

Minutes of Meeting

Minutes of Meeting held on: 06/06/2012	
Next meeting of the department is proposed on: 12/12/2012	
VENUE: AMC Office	
TIME: 11:00 am.	
Members present	Dr. Shyamkant S. Limaye Principal, JIT Prof. Mona Mulchandani, Dean Academics, JIT Prof. Rohan Ingle, HOD, Electrical Dept, JIT Prof. Archana Sahasrabhojane, Asst. Prof, First Year Dept, JIT Dr. Indrani Das Sharma, Associate Prof, First year, JIT
Leave of Absence:	

Sr.	AGENDA	DISCUSSION	DECISIONS	RESPONSIBILITY	ACTION TAKEN
1	Academic Calendar with the plan of activities	Academic Calendars to be prepared before the session starts (all the departments of engineering as well as MBA).	The HODs of respective departments must submit the duly verified calendar to AMC.	HODs of respective departments	All the HODs need to mail their verified copy of academic calendar to AMC.
2	Subject file and lab manual monitoring	The subject files, Subject Files and lab Manuals shall be verified as per the NBA formats.	PQAC coordinators shall ensure the prescribed formats for attendance of the students, Class and series test marks are followed by all faculties also identify and submit their respective Teaching plan for the semester in the given format.	HoDs and all subject teachers	The respective PQAC incharges of all the departments shall confirm the availability and the files to be maintained in the respective departments.
3	Attendance monitoring	Verification of Shortage of Attendance and Issue of warning letters and Master Attendance in Automation (once in month.)	The PQAC incharges to monitor the said issues and stand responsible for Collection of Monthly Cumulative Attendance Report.	HoDs Incharges and PQAC	The reports to be verified by AMC and to be maintained in the departments.
4	Students assessment record monitoring	Verification of Assessment & Tutorial Sheets to be monitored by the PQAC incharges	Verification of Faculty Dairy for the following: 1. Syllabus Coverage, 2. Identification of below and above average performers. 3. Attendance Entry, 4. Class and Series Test Marks	HoDs and PQAC In-Charge	Course plan and daily delivery report shall be maintained in the department.
5		The students shall be segregated into teams	The topics for projects should also be verified and submitted with	HoDs and Incharge	The PQAC incharges to collect

	Project monitoring	and guides to be allotted by the respective departments.	AMC.		the information of the same from all the departmental incharges of projects and report to AMC.
6	Counseling/ Mentoring records	The incharges should monitor counseling/mentoring records of the students of their respective departments.	The counseling of the students should be conducted by their respective mentors twice in a month.	HoDs and mentoring Incharge	All PQAC incharges shall report the same to AMC.
7	Feedback Analysis and action taken	Student feedback , Parent feedback & Programme exit survey of final year students must be conducted. Action must be taken on the basis of feedback (for improvement)	Timely corrective decisions are to be made accordingly for the desired outcome.	HODs and feedback Incharges	All types of feedback reports with their action taken reports must be submitted to AMC.
8	Compulsory guest lecture and Industry Visit from Industry	Plan of Guest Lectures to be conducted by Experts from the Industry and Industry Visits	The HODs of respective departments must submit the plan of Guest Lectures and Industry Visits to be conducted to AMC.	Student Activity Incharge	The Guest Lecture and Industry Visit conduction report must be submitted to AMC
9	Training & Placement Monitoring	Annual Training & Placement activity calendar to be planned & executed for the set targets.	Training activities must be planned and executed through departments. Mock interviews must be conducted for guiding students.	TnP coordinator	Plans and Reports to be submitted to AMC.

Co-ordinated By: Dr. Shyamkant S. Limaye, Principal, JIT


AMC CO-ORDINATOR
 Monica Metchandani
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