

## ACADEMIC MONITORING CELL

Session 2012-13 (EVEN SEM)

### Minutes of Meeting

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| <b>Minutes of Meeting held on: 12/05/2013</b>                    |  |
| <b>Next meeting of the department is proposed on: 15/12/2013</b> |  |
| <b>VENUE: AMC Office</b>   |  |
| <b>TIME: 11:00 am.</b>   |  |
| <b>Members present</b>   | Dr. Shyamkant S. Limaye<br>Principal, JIT<br>Prof. Mona Mulchandani,<br>Dean Academics, JIT<br>Prof. Rohan Ingle, HOD, Electrical Dept, JIT<br>Prof. Archana Sahasrabhojane, Asst. Prof, First Year Dept, JIT<br>Dr. Indrani Das Sharma, Associate Prof, First year, JIT |
| <b>Leave of Absence:</b>   |  |

| Sr. | AGENDA  | DISCUSSION   | DECISIONS   | RESPONSIBILITY                 | ACTION TAKEN   |
|-----|---|--|---|--------------------------------|--|
| 1   | Academic Calendar with the plan of activities | Academic Calendars preparation before the session starts (all the departments of engineering as well as MBA) and planning of activities. | The HODs of respective departments have to submit the duly verified calendar to AMC.  | HODs of respective departments | All the HODs 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 formats were finalized  | PQAC coordinators ensured the prescribed formats for attendance of the students, Class and series test marks are followed by all faculties also identified and submitted their respective Teaching plan for the semester in the given format. | HoDs and all subject teachers  | The respective PQAC incharges of all the departments confirmed the availability of the same and the files are maintained in the respective departments.            |
| 3   | Attendance monitoring                         | Shortage of Attendance record and Issue of warning letters and Master Attendance in Automation (once in month.) are discussed.           | The PQAC incharges monitored the said issues and collected the Monthly Cumulative Attendance Report from respective incharges.  | HoDs Incharges and PQAC        | The reports are verified and submitted to AMC and are maintained in the departments.   |
| 4   | Students assessment record monitoring         | Assessment & Tutorial Sheets to be monitored were discussed including PQAC Incharges   | Verification for the following was done:<br>1. Syllabus Coverage,<br>2. Identification of below and above average performers.<br>3. Attendance Entry,<br>4. Class and Series Test Marks   | HoDs and PQAC In-Charge        | Submission of report to the AMC was done for verification and report of Course plan and delivery was maintained in the form of daily diary and test result sheets. |
| 5   | Counseling/                                   | Responsibilities of the monitoring Incharges   | The counseling of the students were conducted by their  | HoDs and mentoring             | All PQAC incharges   |

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|   | Mentoring records   | and counseling/mentoring records of the students were discussed.  | respective mentors twice in a month as per the schedule and record is maintained.                                     | Incharge                                | submitted report of the same collected from Mentoeing Incharge to AMC.  |
| 6 | Project monitoring  | The students segregation into teams and guides to be allotted by the respective departments were discussed. Report format was reviewed                                    | The topics for projects were verified,report format was finalized and submitted with AMC.                             | HoDs and Departmental Project Incharges | The PQAC incharges collected the information of same from all the departmental incharges of projects and submitted report to AMC. |
| 7 | Feedback Analysis and action taken                        | Student feedback , Parent feedback & Programme exit survey of final year students was conducted and analysed. Action was taken on the basis of feedback (for improvement) | Timely corrective decisions were made accordingly to achieve desired outcome and were recorded with feedback incharge | HODs and feedback Incharges             | All types of feedback reports with their action taken reports are 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 were reviewed   | The HODs of respective departments submitted record of Guest Lectures and Industry Visits conducted to AMC.           | Student Activity Incharge               | The Guest Lecture and Industry Visit conduction report was then submitted to AMC by the Activity Incharge.                        |
| 9 | Training & Placement Monitoring                           | Annual Training & Placement activity calendar plannings & execution were complained for the set targets.  | Training activities planned and executed through departments. Mock interviews must be conducted for guiding students. | TnP coordinator                         | Plans and Reports are submitted to AMC.   |

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

  
**AMC CO-ORDINATOR**  
Mona Murchandani  
HOD, CS-Dept.  
Jhulelal Institute of Technology, Nagpur.

  
**PRINCIPAL**  
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**JHULELAL INSTITUTE OF TECHNOLOGY,**  
**NAGPUR.**

