

ACADEMIC MONITORING CELL

Session 2013-14 (ODD SEM)

Minutes of Meeting

Minutes of Meeting held on: 11/12/2013	
Next meeting of the department is proposed on: 10/05/2014	
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 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: 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	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/ Mentoring records	Responsibilities of the monitoring Incharges and counseling/mentoring records of the students were discussed.	The counseling of the students were conducted by their respective mentors twice in a month as per the schedule and record is maintained.	HoDs and mentoring Incharge	All PQAC incharges submitted report of the same collected from Mentoring 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.
10	University Exam Records	Discussions regarding composition of the exam committee (winter 2013) Control Room Hand Over, exam conduction rules was held and committee was finalized.	Plans for the following issues were reviewed and were verified by Principal – 1. Teachers were identified for Invigilation Duty 2. Rooms were identified for Seating Plan 3. Requirement of furniture was given (if any) 4. Budget & Expenses.	OIC for Exams appointed	New OIC was appointed for University Exam winter 2013 along with other committee members.
11	NPTEL Videos & spoken tutorial Monitoring	Records of the Video lectures/ Guest lectures conducted were cross verified.	Students were encouraged to enroll for the online courses and NPTEL videos/Spoken Tutorials, etc.	HODs, College level and departmental e-learning co-ordinators.	HODs have record of adequate number of NPTEL Video Lectures conducted/ spoken tutorial trainings that were imparted

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


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 Mona Mulchandani
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