



# Jhulelal Institute of Technology

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Vision: To become an eminent institution through knowledge and research

## ACADEMIC MONITORING CELL

Session 2014-15 (EVEN SEM)

### Minutes of Meeting

<b>Minutes of Meeting held on: 9/12/2014</b>	
<b>Next meeting of the department is proposed on: 17/12/2014</b>	
<b>VENUE: AMC Office</b>	
<b>TIME: 11:00 am.</b>	
<b>Members present</b>	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. Swati Rahate, HOD, MBA Dept, JIT
<b>Leave of Absence:</b>	

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	Project monitoring	The students shall be segregated into teams and guides to be allotted by the respective departments.	The topics for projects should also be verified and submitted with AMC.	HoDs and Incharge	The PQAC incharges to collect 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	Guest Lecture from Industry	Plan of Guest Lectures to be conducted by Experts from the Industry	The HODs of respective departments must submit the plan of Guest Lectures to be conducted to AMC.	Student Activity Incharge	The Guest Lecture conduction report must be submitted to AMC
9	Industry visits	Plan of Industry Visits to be conducted for the students	The HODs of respective departments must submit the plan of Industrial Visits to be conducted to AMC .	Student Activity Incharge & HOD's	Industry Visits conduction report must be submitted to AMC
10	Library Utilization Records	The following discussions were made - 1. Record of Books/ Issue-return records of books must be fairly maintained. 2.Daily visitors records to be maintained. 4.Budget & Expenditure (as per the requirement) of Books and Journals must be taken care of. 5. Damage books Inventory maintenance.	Record of books issued and returned to be maintained in the software. Record of footfall to be maintained in a register.	Library In- Charge	All types of records must be maintained in library
11	University Exam Monitoring	Discussions regarding composition of the exam committee (Summer 2015) Control Room Hand Over, exam conduction rules.	Plans for the following issues to be made and to be verified by Principal – 1.Teachers to be identified for Invigilation Duty	OIC for Exams appointed	Ms Nisha Balani was appointed as the OIC for University Exam Summer 2015along with other committee

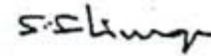
			2. Rooms to be identified for Seating Plan 3. Requirement of furniture (if any) 4. Budget & Expenses.		members.
12	Training & Placement Records	Annual Training & Placement activity calendar to be planned & executed for the set targets.	Training activities must be planned and executed through departments. 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**

Mona Nisichandani  
HOD, CS-Dept.  
Jhulelal Institute of Technology, Nagpur



**PRINCIPAL**

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NAGPUR.**