



# Jhulelal Institute of Technology

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Vision: To become an eminent institution through knowledge and research

## ACADEMIC MONITORING CELL

Session 2016-17 (EVEN SEM)

### Minutes of Meeting

**Minutes of Meeting held on: 12/01/2017**

**Next meeting of the department is proposed on: 10/5/2017**

**VENUE: AMC Office**

**TIME: 10:30 am.**

**Members present**

Mr. Pramod Pampatwar, Director Technical, JIT  
Ms. Madhavi Wairagade, Director HR Admin, JIT  
Dr. Pramod Patil, Principal, JIT  
Dr. Debashish Bhowmick, Vice -Principal, JIT  
Ms. Mona Mulchandani, HOD, CSE, JIT  
Mr. Dhananjay Tiwari, Asst. Administrative Officer, JIT  
Prof. Rohan Ingle, HOD, Electrical Dept, JIT  
Dr. Swati Rahate, HOD, MBA Dept, JIT  
Dr. Indrani Das Sharma, Associate Prof, First year, JIT  
Dr. Sanjay. B Bodke, Dean Academics, RKNEC, Nagpur  
Ms. Vrushali Kulkarni, CSE Dept, JIT  
Mr. Anurag Sukhija, First Impression Technologies, Nagpur  
Mr. Ashwin Balani, CEO, First Impression Technologies, Nagpur  
Mr. Vinod Takarkhede, Sr. Project Manager, Advance Technology, Nagpur  
Dr. Sachin Chaudhary, Asst Prof. CSE Dept, JIT

**Leave of Absence:**

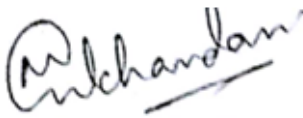
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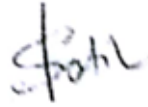
Sr.	AGENDA	DISCUSSION	DECISIONS	RESPONSIBILITY	ACTION TAKEN
1	Academic Calendar with the plan of Co/Extracurricular activities.	Some of the events were not conducted as planned (all the departments of engineering as well as MBA).	Delay in execution of some of the events was observed due to schedule of retests.	HoDs and forum incharge	The academic calendar was promptly followed.
2	Subject file, Course file & Lab manual preparation	The status of all course files, Subject Files and lab Manuals was seen and verified.	Authentication by the HoDs was found to be pending for some of the formats as certain corrections were required in the reports.	HoDs and all subject teachers	All the required files were maintained and available with all the departments of engineering.
3.	Attendance monitoring	Monthly Cumulative Attendance Report was scrutinized and discussed. The issue of less attendance of students was discussed with reasons and actions taken to correct the same	It was observed that the attendance was less initially, later due to corrective actions, the attendance was improved.	HoDs and Class In-charges	Parents were called and informed about the absence of their wards. Warning letters were issued to the students. The said issue was audited and monitored by AMC.

4.	Students assessment record monitoring	The students assessment records (like Attendance, assignments, activities, their performance in Unit test & Sessional exams.) and the concerned consolidated reports were analyzed and discussed .	It was found that the students were assessed as per the guidelines prescribed by AMC and documentation was done accordingly and duly maintained in the respective departments.	HoDs of respective departments	All the concerning records and documents like course plan and daily delivery report were fairly maintained in the department.
5.	Counseling/ Mentoring records.	Some of the documents were still not submitted. Some of the home visits of the mentees were found to be pending by the mentors.	Mentoring records with all the reports of the students (all departments) were verified by AMC.	HoDs and mentoring Incharge	The mentors to pay the visit positively in the even sem.
6	Project monitoring	The students teams were made as per policies defined by AMC. Emphasis must be laid on getting live projects. Technical papers must be published by each group in UGC certified journals.	The progress regarding the project was audited by AMC.	HODs of respective departments	Progress of the projects must be recorded, all the related details should be fairly recorded and documented.
7.	Feedback Analysis	Student feedback Parent feedback Programme exit survey of final year students Action taken on the basis of feedback (for improvement)	Timely corrective actions were taken by mentors for desired outcome.	HODs and feedback Incharges	All types of feedback reports with their action taken reports were submitted to AMC.
8.	Guest Lecture from Industry	Plan of Guest Lectures to be conducted by Experts from the Industry were discussed and reviewed	The HODs of respective departments submitted the Report of Guest Lectures 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	Nptel, spoken tutorial & guest lecture monitoring	Number of Video lectures, tutorials and guest lectures conducted by each department was reviewed and discussed.	Video lectures, spoken tutorial & guest lecture are amply executed by all the departments.	E- Learning Coordinators	Record of NPTEL, spoken tutorials guest lectures and related documents were fairly maintained in the departments.

11	Student Progression	Discussion regarding Placement of the students, students pursuing higher studies and students undertaken Entrepreneurship was held.	GATE classes were scheduled and conducted for students appearing for GATE exam. Other entrance training sessions must be arranged for the students interested in higher studies.	TnP officer, HODs, EDP cell co-ordinator	GATE classes scheduled in regular time table. Aptitude/Other trainings were planned and executed in the upcoming session.
12	Training & placement records	Training and development needs of the students and plans for career fair were discussed.	Annual Training & Placement activity calendar was planned & executed for the set targets. Career fairs were organized in the even sem for final year students and Mock interview and personality tests were conducted by training and placement cell.	TnP coordinator	Reports regarding the issues discussed are submitted to AMC.
13	Library Utilization Records	The following discussions were made: 1. Availability and of furniture 3.Catalogue and bibliography record 4.Daily visitors and internet usage record 5.Budget of Books and Journals 6. Expenditure 7. Damage books Inventory	Record of books issued and returned to be maintained in the software. Record of footfall to be maintained in a register.	Library In-charge	Use of software was made mandatory for the maintenance of records of the library.
14	University Exam Monitoring	Discussions regarding composition of the exam committee (Summer 2017) Control Room Hand Over, blank answer sheet record, seating plan was made.	Plans for the following issues were submitted and amended by Principal: 1.schedule of invigilation duties 2.Rooms and Seating Plan 3.Requirement of furniture 4. budget & expenses prepared and verified	OIC for Exams appointed.	The budget was approved after certain amendments. Control room and authority over committee members and non teaching staff was handed over to the OIC. The invigilation duties were assigned to the faculties.

Conducted By: Principal, JIT

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

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