

ACADEMIC MONITORING CELL

Session 2016-17 (ODD SEM)

Minutes of Meeting

Minutes of Meeting held on: 03/06/2016	
Next meeting of the department is proposed on: 27/12/2016	
VENUE: AMC Office	
TIME: 10:30 am.	
Members present	Dr. Pramod Patil, Principal, JIT Ms. Mona Mulchandani, HOD, CSE, JIT Dr. D. Bhowmick, Vice-Principal, JIT Mr.. Rohan Ingle, HOD, EE Dept., JIT Ms. Archana Sahasrabhojane, Asst. Prof., First Year Dept, JIT Dr. Swati Rahate, HOD, MBA Dept, JIT
Leave of Absence:	

Sr.No	Observations from Previous Meeting
1	The reports are verified and submitted to AMC and are maintained in the departments.
2	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.
3	All PQAC incharges has submitted report of the same collected from Mentoring Incharge to AMC.
4	The PQAC incharges collected the information of same from all the departmental incharges of projects and submitted report to AMC.
5	All types of feedback reports with their action taken reports are submitted to AMC.
6	The Guest Lecture conduction report must be submitted to AMC
7	Industry Visits conduction report must be submitted to AMC
8	Use of software was made mandatory for the maintenance of records of the library.
9	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.
10	Reports regarding the issues discussed are submitted to AMC.
11	Record of NPTEL, spoken tutorials and related documents were fairly maintained in the departments.

Sr.	AGENDA	DISCUSSION	DECISIONS	RESPONSIBILITY
1	Academic Calendar with the plan of Co/Extra curricular 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

2.	Subject file, Course file & Lab manual preparation	Subject files & Course files, and lab Manuals preparation as per the formats provided by AMC.	All the HODs must ensure that the subject teachers should follow the prescribed formats subject file contents, paper valuation & marks.	HODs of respective department, Exam Incharges & Subject Incharges
3.	Attendance monitoring	The following areas to be monitored 1. Verification of Shortage of Attendance and Issue of warning letters. 2. Verification of Master Attendance (once in month.) 3. Collecting Absenteeism List.	The HODs to monitor the said issues and review the shortage of attendance of students with Principal, Submit Monthly Cumulative Attendance report to AMC.	HODs of respective departments
4.	Students assessment record monitoring	The PQAC incharges should monitor the Verification of Assessment & Tutorial Sheets, Check Course plan and delivery and shall do the Submission of report to the AMC in the prescribed format.	Verification of Faculty Dairy for the following: a. Attendance Entry, b. Class and Series Test Marks, c. Syllabus Coverage, d. Identification of slow learners and above average performers. e. HOD Authentication.	HOD's & PQAC Incharge
5.	Project monitoring	The students shall be segregated in teams as per the 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 necessary steps to be initiated and the progress to be reported to AMC every month or during audits.	HODs of respective departments
6.	Counseling/Mentoring records	Students must be mentored on one to one basis. The mentors must guide the students academically and personally. Mentor must visit mentee home once in a semester.	The counseling of the students must be conducted by their respective mentors on a regular basis.	HODs and mentoring Incharges
7.	Feedback Analysis	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
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

7	Feedback Analysis	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
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
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
10	Nptel, spoken tutorial & guest lecture monitoring	Records of the Video lectures/ Guest lectures conducted are to be cross verified.	Students must be encouraged to appear for the online tests and get certified for NPTEL/Spoken Tutorials, etc.	HODs, College level and departmental e-learning co-ordinators.
11	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
12	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
13	University Exam Monitoring	Discussions regarding composition of the exam committee (winter 2016) 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 2. Rooms to be identified for Seating Plan 3. Requirement of furniture (if any) 4. Budget & Expenses.	OIC for Exams appointed
14	Student Progression Reports	Discussion regarding Placement of the students, students pursuing higher studies and students undertaken Entrepreneurship was held.	GATE classes must be conducted for students appearing for GATE exam. Other entrance training sessions must be arranged for the students interested in higher studies. EDP cell to guide interested students for becoming entrepreneur.	TnP officer, HODs, EDP cell co-ordinator

Conducted By: Principal, JIT

Amal Chaudhari
AMC CO-ORDINATOR

Satish
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JHULELAL INSTITUTE OF TECHNOLOGY,
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