



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: 18/05/2017
Next meeting of the department is proposed on: 20/05/2017

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.No	Decisions taken during last meeting
1	All the HODs to mail their verified copy of academic calendar to AMC.
2	HODs of all the departments shall confirm the availability of all academic departmental files to be maintained in the prescribed formats.
3	Monthly conduction reports must be submitted to AMC.
4	Course plan and delivery Submission of report to the AMC for verification.
5	Monitoring of the projects, students in teams and the guide faculty and all the related details should be fairly recorded and documented.
6	Mentoring records are to be properly maintained by each department.
7	All types of feedback reports with their action taken reports must be submitted to AMC.
8	The Guest Lecture conduction report must be submitted to AMC
9	Industry Visits conduction report must be submitted to AMC
10	HODs to keep track of adequate number of guest lectures/ spoken tutorial trainings imparted must be documented
11	Plans and Reports to be submitted to AMC.
12	All types of records must be maintained in library
13	New OIC was appointed for University Exam Summer 2017 along with other committee members.
14	GATE classes scheduled in regular time table. Aptitude/Other trainings to be planned in the upcoming session. EDP cell to guide interested students for developing entrepreneurship skills.

Sr.	AGENDA	DISCUSSION	DECISIONS	RESPONSIBILITY
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
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
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
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
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
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
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
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
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	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
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

			placement cell.	
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
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.

Conducted By: Principal, JIT

M. Chandani
AMC CO-ORDINATOR

Sadik
PRINCIPAL
PRINCIPAL
JHULELAL INSTITUTE OF TECHNOLOGY
NAGPUR

J. J. J.
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APR