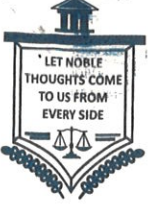


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Date: 29/06/2022

Office Order

The following committee has been constituted as “Academic Monitoring Committee” to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Sign
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

The committee will be responsible for smooth academic plan as per the Academic Calendar and Complete all the monitoring with the same effect including conducting events and other co-curricular activities.

The Committee should conduct meetings as per requirements and record be maintained accordingly.

The entire concerned are requested to take the note and act accordingly.

PRINCIPAL

CC:-

1. All the concerned
2. Office Copy



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Date : 29/06/2022

NOTICE FOR THE 1st MEETING OF THE ACCADEMIC MONITORING COMMITTEE FOR THE AY 2022-2023

The Academic Monitoring Committee Meeting is scheduled on 4th July 2022 at 11.30 am in the Institution, Conference Room

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To effectively work for Hybrid Mode after COVID-19
- 5) To ensure that students are mentored for academic as well as personality development
- 6) To ensure the attainment of course outcomes and eventually the program outcomes
- 7) Executing Academic Audit for semester.

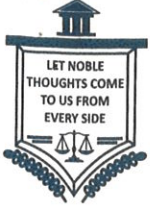
You are requested to be attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 4th July 2022 at 11.30 am in the Institution, Conference Room

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Rashmi Oza	Chairman	Present
2	Dr. Priya V. Prabhu	Member	Present
3	Prof. Jyoti Minocha	Member	Present
4	Prof. Sandeep Sawalkar	Member	Present
5	Adv. Gopal Jetly	Member	Present


Members Absent: 00

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To effectively work for Hybrid Mode after COVID-19
- 5) To ensure that students are mentored for academic as well as personality development
- 6) To ensure the attainment of course outcomes and eventually the program outcomes
- 7) Executing Academic Audit for semester.





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Meeting Review:

- 1) Chairman informed that role of responsibilities of the members have been allotted to prevent any ragging incident as well as to work for adequate information to fresher's for their right and to seniors for consequences for indulging in ragging. Resolved to authorize to assign role and responsibilities to the members and to amend the same as and when required.
- 2) Chairman informed that preparation of academic calendar and display on website and department notice boards and to get it circulated to students WhatsApp group etc. Clarified expectations and outlined the scope of each assigned role. Established communication channels and reporting structures to ensure effective coordination among team members.
- 3) Reviewed and finalized the Academic Calendar for the semester, including important dates such as registration deadlines, exam periods, and holidays. Determined the distribution channels and methods for circulating the Academic Calendar to students, such as email, website, or physical copies. Ensured that the Academic Calendar was accurately updated and accessible to all students.
- 4) Collaborated with relevant departments to prepare the master timetable, incorporating course schedules, instructor assignments, and room allocations. Coordinated the preparation of individual timetables for students and faculty members, ensuring alignment with the master timetable. Resolved any scheduling conflicts and allocated resources as needed to finalize the timetables.
- 5) Discussed plans and strategies for transitioning to a hybrid mode of teaching and learning post-COVID-19. Identified technology requirements and infrastructure needs for supporting hybrid learning. Developed guidelines and training programs for faculty to effectively teach in a hybrid environment. Established protocols for ensuring the safety and well-being of students and staff during the transition to hybrid mode.
- 6) Reviewed mentoring programs and initiatives aimed at supporting students' academic and personal growth. Identified opportunities for enhancing mentorship activities to address both academic and personality development. Discussed the




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roles and responsibilities of mentors and provided support and resources to facilitate effective mentoring relationships.

- 7) Planning of an academic audit to assess the effectiveness and quality of academic programs and processes. Reviewed curriculum, teaching methodologies, assessment practices, and student outcomes to identify strengths and areas for improvement.
- 8) Developed action plans based on audit findings to address any deficiencies and enhance the overall academic experience for students.
- 9) Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics without fail. Chairman informed to examination cell and HOD to prepare for hybrid mode after COVID-19 .

10) VOTE OF THANKS

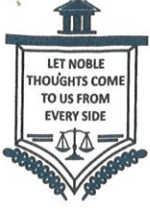
Chairman thanked all the members present in the meeting.


Chairman




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Date : 02/01/2023

NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2022-2023

The Academic Monitoring Committee Meeting is scheduled 7th Jan 2023 at 11.30 am in the Institution, Conference Room

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.

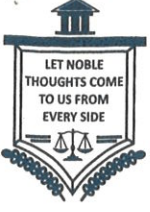
You are requested to be attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Estd:1955



Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 7th Jan 2023 at 11.30 am in the Institution, Conference Room

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Rashmi Oza	Chairman	Present
2	Dr. Priya V. Prabhu	Member	Present
3	Prof. Jyoti Minocha	Member	Present
4	Prof. Sandeep Sawalkar	Member	Present
5	Adv. Gopal Jetley	Member	Present

Members Absent: No member was absent.

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.
- 5) To understand the students' needs and potential .
- 6) To personally help the students to improve upon in academics, soft skills, personal development etc.
- 7) To guide the students to overcome the problems in academics and personality development.





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Meeting Review:

- 1) The master timetable underwent thorough review and finalization, integrating course schedules, instructor assignments, and room allocations seamlessly. Coordination efforts with academic departments were prioritized to guarantee harmony with course offerings and scheduling preferences. Scheduling conflicts were diligently addressed, and resources were allocated as needed to optimize efficiency. Furthermore, discussions were held regarding the meticulous process of creating individual timetables for students and faculty, emphasizing strict adherence to the master timetable for cohesive scheduling.
- 2) The student performance data and grade distributions from the previous semester were carefully analyzed and evaluated. Through this analysis, trends and areas for improvement in student achievement were identified. Deliberations ensued regarding potential modifications to the curriculum or teaching methodologies based on the findings. Additionally, strategies were devised to offer supplementary support to students encountering difficulties, aiming to enhance their academic success and overall learning experience.
- 3) Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics without fail.
- 4) Students requiring remedial support were identified based on their performance in the previous semester. Following this identification, the subjects and courses necessitating remedial classes were determined. Comprehensive planning was undertaken to schedule these remedial classes in a manner that avoided conflicts with regular classes. Instructors were diligently assigned to these classes, and the necessary resources for their effective implementation were confirmed.
- 5) Faculty members' teaching assignments and responsibilities were thoroughly discussed during the meeting. This discussion encompassed considerations of their preferences, areas of expertise, and the need for workload balance. Ensuring fairness, the distribution of teaching responsibilities across departments and




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courses was carefully balanced. Subsequently, the final teaching assignments were confirmed and communicated to the faculty members involved.


- 6) Discussed methods for, gaining insight into students' individual needs and potential. Explored ways to gather feedback from students, such as surveys, focus groups, or one-on-one meetings. Identified resources and support services available to meet students' academic and personal development needs.
- 7) Discussed the importance of personalized support for students' academic and personal growth. Identified opportunities for one-on-one mentoring or coaching to help students improve in various areas. Assigned mentors or advisors to work closely with students and provide individualized guidance and support.
- 8) Discussed common challenges students face in academics and personal development. Developed strategies for addressing these challenges and providing appropriate guidance and support. Identified resources and support services available to help students overcome obstacles and achieve their goals
- 9) .Encouraged open communication and collaboration between students, faculty, and support staff to address individual needs effectively.

10) VOTE OF THANKS

Chairman thanked all the members present in the meeting.


Chairman




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Date: 15/06/2021

Office Order

The following committee has been constituted as “Academic Monitoring Committee” to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Sign
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

The committee will be responsible for smooth academic plan as per the Academic Calendar and Complete all the monitoring with the same effect including conducting events and other co-curricular activities.

The Committee should conduct meetings as per requirements and record be maintained accordingly.

The entire concerned are requested to take the note and act accordingly.

PRINCIPAL

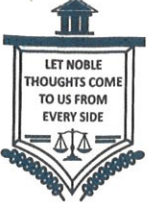
CC:-

- 1.All the concerned
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Date : 15/06/2021

NOTICE FOR THE 1st MEETING OF THE ACCADEMIC MONITORING COMMITTEE FOR THE AY 2021-2022

The Academic Monitoring Committee Meeting is scheduled on 19th Jun 2021 at 11.30 am in the Institution, Conference Room

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To provide clear guidelines to all teaching staff regarding curriculum planning and implementation
- 3) To circulate Academic Calendar for students.
- 4) To prepare master and individual timetable prior to semester start.
- 5) To ensure that effective continuous assessment and evaluation is taking place to support teaching - learning
- 6) To prepare for Hybrid Mode after COVID-19

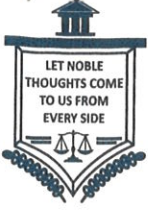
You are requested to attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 04/06/2021 at 11.30 am in the Institution Auditorium Hall.

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Rashmi Oza	Chairman	Present
2	Dr. Priya V. Prabhu	Member	Present
3	Prof. Jyoti Minocha	Member	Present
4	Prof. Sandeep Sawalkar	Member	Present
5	Adv. Gopal Jetley	Member	Present

Members Absent: 00

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To provide clear guidelines to all teaching staff regarding curriculum planning and implementation
- 3) To circulate Academic Calendar for students.
- 4) To prepare master and individual timetable prior to semester start.
- 5) To ensure that effective continuous assessment and evaluation is taking place to support teaching - learning
- 6) To prepare for Hybrid Mode after COVID-19



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Meeting Review:

1. Discussed and assigned specific roles and responsibilities to members based on their skills and expertise. Clarified expectations and accountability for each assigned role. Established communication channels and reporting structures for effective coordination among team members.
2. Presented and discussed comprehensive guidelines for curriculum planning and implementation. Ensured that all teaching staff understood the objectives, requirements, and expectations for curriculum development. Provided support and resources to assist teaching staff in effectively implementing the curriculum in their courses.
3. Reviewed and finalized the Academic Calendar for the upcoming semester. Determined the distribution channels and methods for circulating the Academic Calendar to students. Ensured that the Academic Calendar included important dates such as registration deadlines, exam periods, and holidays.
4. Collaborated with relevant departments to prepare the master timetable, incorporating course schedules, instructor assignments, and room allocations. Coordinated the preparation of individual timetables for students and faculty members, ensuring alignment with the master timetable. Resolved any scheduling conflicts and allocated resources as needed to finalize the timetables.
5. Reviewed the existing processes for continuous assessment and evaluation.
Identified areas for improvement and enhancement in assessment methods and practices.
Discussed strategies for providing feedback to students and supporting their learning through on-going assessment. Planned initiatives to ensure that assessment practices aligned with learning objectives and supported student progress.
6. Discussed plans for transitioning to a hybrid mode of teaching and learning post-COVID-19. Identified technology requirements and infrastructure needs for supporting hybrid learning. Developed guidelines and training programs for faculty to effectively teach in a hybrid environment. Established protocols for ensuring the safety and well-being of students and staff during the transition to hybrid mode.
7. Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics




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without fail. Chairman informed to examination cell and HOD to prepare for hybrid mode after COVID-19.

8. VOTE OF THANKS

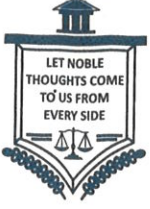
Chairman thanked all the members present in the meeting.


Chairman



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Date: 04 /01/2022

NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2021-2022

The Academic Monitoring Committee Meeting is scheduled on 8th Jan 2022 at 11.30 am in the Institution Conference Room

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Rashmi Oza	Chairman	
2	Dr. Priya V. Prabhu	Member	
3	Prof. Jyoti Minocha	Member	
4	Prof. Sandeep Sawalkar	Member	
5	Adv. Gopal Jetly	Member	

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.
- 5) To ensure the attainment of course outcomes and eventually the program outcomes
- 6) To monitoring the academic performance, training and placement of the students

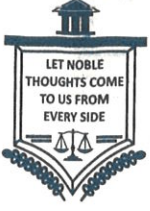
You are requested to attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 8th Jan 2022 at 11.30 am in the Institution Conference Room

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Rashmi Oza	Chairman	Present
2	Dr. Priya V. Prabhu	Member	Present
3	Prof. Jyoti Minocha	Member	Present
4	Prof. Sandeep Sawalkar	Member	Present
5	Adv. Gopal Jetly	Member	Present

Members Absent: No member was absent.

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.
- 5) To ensure the attainment of course outcomes and eventually the program outcomes
- 6) To monitoring the academic performance, training and placement of the students



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Meeting Review:

- 1) Reviewed and finalized the master timetable, incorporating course schedules, instructor assignments, and room allocations. Coordinated with academic departments to ensure alignment with course offerings and scheduling preferences. Addressed any scheduling conflicts and allocated resources accordingly. Discussed the process for preparing individual timetables for students and faculty, ensuring adherence to the master timetable.
- 2) Reviewed student performance data and grade distributions from the previous semester. Identified trends and areas for improvement in student achievement. Discussed potential adjustments to curriculum or teaching methods based on the results. Developed strategies for providing additional support to students who may have struggled.
- 3) Identified students in need of remedial support based on previous semester results. Determined the subjects and courses requiring remedial classes. Planned and scheduled remedial classes, ensuring they did not conflict with regular classes. Assigned instructors and confirmed the resources needed for remedial classes.
- 4) Discussed teaching assignments and responsibilities for faculty members. Considered faculty preferences, expertise, and workload balance. Ensured equitable distribution of teaching load across departments and courses. Confirmed final teaching assignments and communicated them to faculty.
- 5) Reviewed course outcomes and program objectives. Discussed strategies for aligning course content, assessment methods, and teaching practices with desired outcomes. Identified opportunities for improvement in curriculum design and delivery to enhance student learning and achievement of program goals.
- 6) Reviewed academic performance data, including grades, attendance, and feedback. Discussed student training and placement activities, including internships, workshops, and career guidance programs. Identified areas for improvement in student support services and career development initiatives.
- 7) Planned interventions to address any challenges or concerns related to student academic performance, training, or placement.




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8) Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics without fail.

9) VOTE OF THANKS

Chairman thanked all the members present in the meeting.


Chairman




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Date: 06/06/2019

Office Order

The following committee has been constituted as "Academic Monitoring Committee" to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Sign
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Adv. Gandhar Raikar	Member	

The committee will be responsible for smooth academic plan as per the Academic Calendar and Complete all the monitoring with the same effect including conducting events and other co-curricular activities.

The Committee should conduct meetings as per requirements and record be maintained accordingly.

The entire concerned are requested to take the note and act accordingly.

PRINCIPAL

CC:-

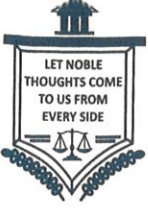
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Date: 03/07/2019

NOTICE FOR THE 1st MEETING OF THE ACCADEMIC MONITORING COMMITTEE FOR THE AY 2019-20

The Academic Monitoring Committee Meeting is scheduled on 8th July 2019 at 11.30 am in the Institution, Conference Room.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Adv. Gandhar Raikar	Member	

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display board in campus.

You are requested to be attend the meeting on the date, time and at the venue as aforesaid.

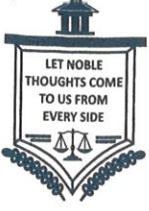
Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 8th July 2019 at 11.30 am in the Institution Conference Room.

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Dinkar Pawar	Chairman	Present
2	Prof. Sandeep Sawalkar	Member	Present
3	Adv. Neha Jagtap	Member	Present
4	Adv. Anish Desai	Member	Present
5	Adv. Gandhar Raikar	Member	Present

Members Absent: 00

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display boards in campus



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Meeting Review:

The meeting addressed key tasks related to roles and responsibilities, communication with students, timetable preparation, and campus communication, ensuring effective planning and organization within the Institution.

- 1) Discussed the specific roles and responsibilities needed for the smooth functioning of the academic institution. Identified suitable candidates for each role based on their skills, expertise, and availability. Assigned roles and responsibilities to members, ensuring clarity and accountability. Established communication channels and reporting structures for effective coordination.
- 2) Reviewed the Academic Calendar for the upcoming semester, including important dates such as registration deadlines, exam periods, and holidays. Ensured the accuracy and completeness of the Academic Calendar. Determined the distribution channels for circulating the Academic Calendar to students, such as email, website, or physical copies. Confirmed the timeline for circulation and any necessary follow-up communication.
- 3) Reviewed the requirements for the master timetable, including course schedules, instructor assignments, and room allocations. Coordinated with academic departments to finalize course offerings and scheduling preferences. Discussed the process for preparing individual timetables for students and faculty, ensuring alignment with the master timetable.
- 4) Identified the locations and purposes of display boards on campus, such as informational displays, event announcements, or academic notices. Determined the content and design specifications for each display board. Assigned responsibility for creating and updating content on display boards. Establish a schedule for regularly maintaining and refreshing display board content.




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5) Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics without fail.

6) VOTE OF THANKS

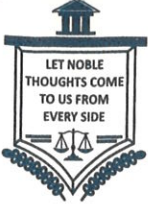
Chairman thanked all the members present in the meeting.


Chairman




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Date: 04 /01/2020

NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2019-20

The Academic Monitoring Committee Meeting is scheduled on 11th Jan 2020 at 11.30 am in the Institution Conference Room.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Dr. Priya V Prabhu	Member	

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.
- 5) To ensure that effective teaching - learning is taking place throughout the semester
- 6) Planning and monitoring for Faculty development

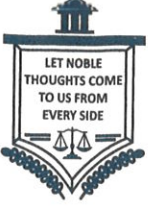
You are requested to attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 11th Jan 2020 at 11.30 am in the Institution Conference Room.

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Dinkar Pawar	Chairman	Present
2	Prof. Sandeep Sawalkar	Member	Present
3	Adv. Neha Jagtap	Member	Present
4	Adv. Anish Desai	Member	Present
5	Dr. Priya V Prabhu	Member	Present

Members Absent: No member was absent.

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.
- 5) To ensure that effective teaching - learning is taking place throughout the semester
- 6) Planning and monitoring for Faculty development



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Meeting Review:

1. Reviewed and finalized the master timetable, incorporating course schedules, instructor assignments, and room allocations. Coordinated with academic departments to ensure alignment with course offerings and scheduling preferences. Addressed any scheduling conflicts and allocated resources accordingly. Discussed the process for preparing individual timetables for students and faculty, ensuring adherence to the master timetable.
2. Reviewed student performance data and grade distributions from the previous semester. Identified trends and areas for improvement in student achievement. Discussed potential adjustments to curriculum or teaching methods based on results. Developed strategies for providing additional support to students who may have struggled.
3. Identified students in need of remedial support based on previous semester results. Determined the subjects and courses requiring remedial classes. Planned and scheduled remedial classes, ensuring they did not conflict with regular classes. Assigned instructors and confirmed the resources needed for remedial classes.
4. Discussed teaching assignments and responsibilities for faculty members. Considered faculty preferences, expertise, and workload balance. Ensured equitable distribution of teaching load across departments and courses. Confirmed final teaching assignments and communicated them to faculty
5. Discussed strategies for monitoring and evaluating teaching effectiveness. Identified tools and techniques for gathering feedback from students and instructors. Planned interventions to address any issues or challenges that arose during the semester. Reviewed resources and support available for enhancing teaching and learning experiences.
6. Discussed goals and objectives for faculty development initiatives. Identified areas for improvement and skill development among faculty members. Planned workshops, seminars, and training sessions to support faculty development. Established monitoring mechanisms to track progress and evaluate the impact of faculty development efforts
7. VOTE OF THANKS

Chairman thanked all the members present in the meeting.




Chairman


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Date: 6/07/2018

Office Order

The following committee has been constituted as “Academic Monitoring Committee” to have smooth functioning of academic session and course completion as per Academic Calendar. Regular Monitoring on syllabus completion and maintain a record for the same.

Sr. No.	Members	Designation	Sign
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Adv. Gandhar Raikar	Member	

The committee will be responsible for smooth academic plan as per the Academic Calendar and Complete all the monitoring with the same effect including conducting events and other co-curricular activities.

The Committee should conduct meetings as per requirements and record be maintained accordingly.

The entire concerned are requested to take the note and act accordingly.

PRINCIPAL

CC:-

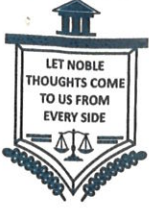
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Date: 6/07/2018

NOTICE FOR THE 1st MEETING OF THE ACCADEMIC MONITORING COMMITTEE FOR THE AY 2018-19

The Academic Monitoring Committee Meeting is scheduled on 14th July 2018 at 11.30 am in the Institution, Conference Room.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Adv. Gandhar Raikar	Member	

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display board in campus.

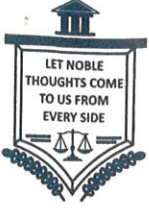
You are requested to be attend the meeting on the date, time and at the venue as aforesaid.


Chairman




In-charge Principal
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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 14th July 2018 at 11.30 am in the Institution Auditorium Hall.

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Dinkar Pawar	Chairman	Present
2	Prof. Sandeep Sawalkar	Member	Present
3	Adv. Neha Jagtap	Member	Present
4	Adv. Anish Desai	Member	Present
5	Adv. Gandhar Raikar	Member	Present

Members Absent: 00

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To assign role and responsibilities to members.
- 2) To circulate Academic Calendar for students.
- 3) To prepare master and individual timetable prior to semester start.
- 4) To display boards in campus




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Meeting Review:

- 1) Chairman informed that role of responsibilities of the members have been allotted to prevent any ragging incident as well as to work for adequate information to fresher's for their right and to seniors for consequences for indulging in ragging.

Resolved to authorize to assign role and responsibilities to the members and to amend the same as and when required.


- 2) Chairman informed that preparation of academic calendar and display on website and department notice boards and to get it circulated to students WhatsApp group etc.
- 3) Chairman informed that we have decided to inform students about master time table and starting of semester prior to starting date so that students will start attending academics without fail.

4) VOTE OF THANKS

Chairman thanked all the members present in the meeting.


Chairman




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Date :22/12/2018

NOTICE FOR THE 2nd MEETING OF THE ACADEMIC MONITORING COMMITTEE FOR THE AY 2018-19

The Academic Monitoring Committee Meeting is scheduled on 5th Jan 2019 at 11.30 am in the Institution, Conference room.

Sr. No.	Members	Designation	Signature of Member Present
1	Dr. Dinkar Pawar	Chairman	
2	Prof. Sandeep Sawalkar	Member	
3	Adv. Neha Jagtap	Member	
4	Adv. Anish Desai	Member	
5	Adv. Gandhar Raikar	Member	

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.

You are requested to be attend the meeting on the date, time and at the venue as aforesaid.

Chairman



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Minutes of the meeting of Academic Monitoring Committee held under Chairmanship on 03/01/2019 at 11.30 am in the Institution Auditorium Hall.

Members Present:

Sr. No.	Members	Designation	Present
1	Dr. Dinkar Pawar	Chairman	Present
2	Prof. Sandeep Sawalkar	Member	Present
3	Adv. Neha Jagtap	Member	Present
4	Adv. Anish Desai	Member	Present
5	Adv. Gandhar Raikar	Member	Present

Members Absent: No member was absent.

QUORUM: Chairman took the chair and declared that the required quorum was present to convene the meeting.

Agenda for the meeting.

- 1) To prepare master and individual timetable prior to semester start.
- 2) To discuss previous semester results.
- 3) Preparation of remedial classes time table
- 4) Load distribution for next upcoming semester.



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Meeting Review:

1. The committee reviewed and finalized the master timetable, including course schedules, room assignments, and instructor assignments. Discuss and confirm individual timetables for students and faculty. Confirm deadlines for the finalization and distribution of timetables.
2. Reviewed student performance data and grade distributions from the previous semester. Identified trends and areas of concern in students' achievement. Discussed potential adjustments to curriculum or teaching methods based on results. Developed strategies for supporting students who may need additional help.
3. Identified students who require remedial support based on previous semester results. Determined the subjects and courses that need remedial classes. Planned and scheduled remedial classes, ensuring they do not conflict with regular classes. Assigned instructors and confirm the resources needed for remedial classes.
4. Discussed teaching assignments and responsibilities for faculty members. Considered faculty preferences, expertise, and workload balance. Ensured equitable distribution of teaching load across departments and courses. Confirmed final teaching assignments and communicated with faculties.
5. VOTE OF THANKS
Chairman thanked all the members present in the meeting.


Chairman




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