



!! Sabka Malik Atma!!

Vishwatmak Jangli Maharaj Ashram Trust's

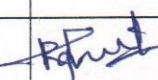
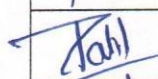






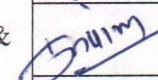
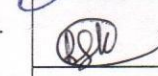


Atma Malik Institute of Technology & Research (AMRIT)

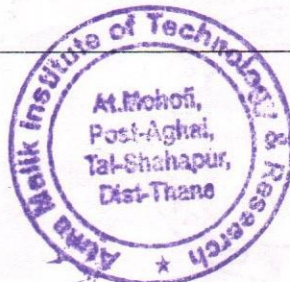
ACAD-DI-02	List of Academic Committees/ Portfolio Distribution	Academic Year: 2022-23
Rev: 00		Semester: ODD
Date: 11-7-2022		

Date: 15/07/2022

Office Order

Following are the Duties & Responsibilities of various committees formed for Academic Year 2022-23.

S. N.	Name of the Committee	Name of Teacher	Class	Dept.	Duties & Responsibility	Sign
1	1. Class Coordinator	Prof. Pravin Throrat	SE	Civil	<ul style="list-style-type: none">• Roll call list, batches, student data with address and mobile no of parents and their relatives.• Check and maintain Monthly attendance record & prepare monthly report.• See all classes regularly conducted and see alternate arrangement of staff• Check all students must be admitted (E-campus) during start of semester• Sending performance letters/SMS to the parents.• Display of test marks & attendance.• TW marks finalization.• Preparing provisional and final detention list & display on notice board• Record of student absentee, absent letter, medical certificate etc.• Maintain the record of all.	
2		Prof. Datta Patil	TE			
3		Prof. Samriddhi Shelavale	BE			
4		Prof. Pooja Shinde	SE	Computer		
5		Prof. Harshada Sonkamble	TE			
6		Prof. Yogeshwari Hardas	BE			
7			SE	EXTC		
8		Prof. Deepak Baviskar	TE			
9		Prof. Nisha Shelar	BE			
10		Prof. B. A. Deshmukh	SE	Mechanical		
11		Prof. D. S. Dhondge	TE			
12		Prof. R. S. Gaikwad	BE			
13		Prof. H. Sonawane	FE	Common		





!! Sabka Malik Atma!!
Vishwatmak Jangli Maharaj Ashram Trust's
Atma Malik Institute of Technology & Research (AMRIT)

Sr. No.	Name of the Committee	Coordinator	Name of Teacher	Year
1	2. Academic Monitoring Committee	Dr. V.A. Kolhe	Prof. Tejaswini Nehe	F.E. Coordinator
2			Prof. Nisha Shelar	EXTC Coordinator
3			Prof. Pravin M. Thorat	Civil Coordinator
4			Prof. Bhagyashri Deshmukh	Mechanical Coordinator
5			Prof. Harshada Sonkamble	Computer Coordinator

Duties & Responsibility

- To design & implement Time Table (fulfilling the norms) & academic calendar. Any small changes in college time table will be reported and approved by Principal and copies will be given to all concerned.
- To monitor the syllabus completion weekly, monthly and submit the report to Vice-Principal.
- To monitor the regular attendance of students & collect monthly attendance report.
- To inform the parents of the defaulter students and display on notice board.
- To make alternatives arrangements in case of faculty is on leave and see that same must be recovered by teacher taking extra lectures.
- Make result-oriented plan and monitored at all FE, SE, TE, BE level.
- Monitoring of Mentor-Mentee meeting.

Dr. D. D. Shinde
Principal

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by - AICTE, A Statutory body under Ministry of HRD, Government of India)

Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)

Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref No: VOGCE/ES/EC/2022-23/

Date: 04/11/2022

Academic Monitoring Committee

Academic Monitoring Committee is an Institute level committee which is responsible for regulating and implementing different academic activities. Its objective is to monitor the academic activities and give timely suggestions for the smooth & uniform conduction of academics.

Following are the members of Academic committee for Academic Year 2022-23:

Sr. No.	Name of the member	Designation	Position
1	Dr. Dnyandeo D. Shinde	Principal	Chairman
2	Dr. Vikram Kolhe	Vice Principal	Committee Coordinator
3	Prof. Sumit Kumar	HOD EXTC Engg.	Member
4	Prof. Ulhas Patil	HOD Mechanical Engg.	Member
5	Prof. Samriddhi Shelavale	HOD Civil Engg.	Member
6	Prof. Vaishali Morankar	HOD DESH Dept.(FE)	Member
7	Prof. Vaishali Shinde	HOD Computer Engg.	Member
8	Prof. Nisha Shelar	DAC EXTC Engg.	Member
9	Prof. Pravin Thorat	DAC Civil Engg.	Member
10	Prof. Tejaswini Nehe	DAC DESH Dept	Member
11	Prof. Harshada Sonkamble	DAC Computer Engg.	Member
12	Prof. Bhagyashri Deshmukh	DAC Mechanical Engg.	Member




Principal



Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by - AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)
Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref No: VOGCE/ES/EC/2022-23/

Date: 04/7/2022

Academic Monitoring Committee Meeting

As per the Mumbai University academic calendar, we are commencing the academics from 11th July 2022. In view of that Academic Monitoring Committee meeting is scheduled on 5th July 2022 in the boardroom at 11:00 am.

Agenda of meeting are as follows:

1. Approval of Institute calendar
2. Review of preparation to commence academics.
3. Review of Co-curricular/Extra Curricular activities planning.
4. Any other point with permission of Principal Sir.

Principal

Cc :

1. Academic Coordinator
2. HoD Computer
3. HoD Mechanical
4. HoD Civil
5. HoD EXTC
6. HoD DESH





Ref No: VOGCE/ES/EC/2022-23

Date: 5/7/2022

Minutes of Meeting

Academic meeting was conducted on 5th July 2022 at 11:00 am in the boardroom in the presence of Principal, Dr. D.D. Shinde and Vice Principal, Dr. Vikram Kolhe.

Following points were discussed:

Agenda 1: Approval of Institute calendar

Academic calendar prepared by academic coordinator was discussed and approved by Principal and all HoDs. Department Academic coordinators are asked to prepare the department academic calendar and to submit it before 7th July 2022. It is discussed to maintain the adherence towards the planned academic calendar.

Agenda 2. Review of preparation to commence academics.

Principal Sir instructed all HoDs and department academic coordinators to take follow up of the preparation of Course plan, students Roll list, Course file. It was also advised to develop the self-learning methodology amongst students by using different MOOC/NPTEL courses.

Agenda 3. Review of Cocurricular/Extra Curricular activities planning.

Vice Principal Sir took review of list of Cocurricular/Extra Curricular activities planned by department activity incharge and approved the same with some minor changes.

Agenda 4. Any other point with permission of Principal Sir.

Principal Sir asked all Heads to prepare and maintain the documents to adhere to the QMS ISO standard of 21001:2018. Also asked department heads to use Virtual Labs and advised faculties to enroll for NPTEL courses.



Dr. D. D. Shinde
Principal



Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by – AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)
Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578

Date: 05/09/2022

Action Taken Report

Action Taken Report on the decision of the academic meeting held on 5th July 2022.

Action Planned	Action Taken
To Prepare Department Academic Calendar	Department academic calendar prepared and got approved
To prepare list of Virtual Labs	Virtual Labs was submitted by department and informed to students
To enroll for NPTEL Course	List of enrollment and NPTEL completion certificate is submitted
To maintain documents as per Academic Manual	All docs are prepared and maintained as per the documented information in academic manual



Dr. D. D. Shinde
Principal



Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by – AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)
Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref No: VOGCE/ES/EC/2022-23/

Date: 01/3/2023

Academic Monitoring Committee

Academic Monitoring Committee is an Institute level committee which is responsible for regulating and implementing different academic activities. Its objective is to monitor the academic activities and give timely suggestions for the smooth & uniform conduction of academics.

Following are the members of Academic committee for Academic Year 2022-23 for Even semester:

Sr. No.	Name of the member	Designation	Position
1	Dr. Dnyandeo D. Shinde	Principal	Chairman
2	Prof. Harshada Sonkamble	Academic Coordinator & HOD Computer Engg.	Committee Coordinator
3	Prof. Govindrao Chavan	HOD Mechanical Engg.	Member
4	Prof. Sumit Kumar	HOD EXTC Engg.	Member
5	Prof. Samriddhi Shelavale	HOD Civil Engg.	Member
6	Prof. Prashant Bijwe	HOD DESH Dept.(FE)	Member
7	Prof. Nisha Shelar	DAC EXTC Engg.	Member
8	Prof. Pravin Thorat	DAC Civil Engg.	Member
9	Prof. Tejaswini Nehe	DAC DESH Dept	Member
10	Prof. Jagruti Gujare	DAC Computer Engg.	Member
11	Prof. Rupali Gaikwad	DAC Mechanical Engg.	Member



Principal



Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by – AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)

Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref No: VOGCE/ES/EC/2022-23/

Date: 02/03/2023

Academic Monitoring Committee Meeting

All academic committee members are informed to attend the academic meeting scheduled on 3rd March 2023

Agenda of meeting are as follows:

1. Review of department academic calendar and its compliance
2. Review of Co-curricular/Extra Curricular activities planned.
3. Review of Academics progress.
4. Any other point with permission of Principal Sir.

Principal

Cc :

1. Academic Coordinator
2. HoD Computer
3. HoD Mechanical
4. HoD Civil
5. HoD EXTC
6. HoD DESH





Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by - AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)
Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578



Ref No: VOGCE/ES/EC/2022-23/

Date: 03/03/2023

Minutes of Meeting

Academic meeting was conducted on 3rd March 2023 at 11:00 am in the boardroom in the presence of Principal, Dr. D.D. Shinde.

Following points were discussed:

Agenda 1: Review of department academic calendar and its compliance

Principal Sir reviewed the department academic calendar of each department and checked for its compliance.

Agenda 2. Review of Cocurricular/Extra Curricular activities planned.

Principal Sir asked to schedule ADD ON course as per the activity calendar and submit the report after completion.

Agenda 3. Review of Academics progress.

Academic coordinator took review of list of Cocurricular/Extra Curricular activities planned for academic by department activity incharge and asked to submit the one page report of activity conducted.

Agenda 4. Any other point with permission of Principal Sir.

Principal Sir asked all heads to prepare and maintain the documents to adhere to the QMS ISO 21001:2018 standard. He instructed to conduct Internal academic audit.



Dr. D. D. Shinde

Principal



Vishwatmak Jangli Maharaj Ashram Trust, Local management Committee
Branch - Mohili - Aghai (Shahapur)

ATMA MALIK INSTITUTE OF TECHNOLOGY & RESEARCH

Formerly VISHWATMAK OM GURUDEV COLLEGE OF ENGINEERING

An ISO 9001 : 2008 Certified Institute

(Approved by - AICTE, A Statutory body under Ministry of HRD, Government of India)
Recognized by Govt. of Maharashtra, DTE & Affiliated to University of Mumbai (for Degree)

Affiliated to MSBTE (Diploma) M.S.B.T.E. code No. 1578

Date: 14/04/2023

Action Taken Report

Action Taken Report on the decision of the academic meeting held on 5th July 2022.

Action Planned	Action Taken
To Prepare Department Academic Calendar	Department academic calendar prepared and got approved
To prepare list of Virtual Labs	Virtual Labs was submitted by department and informed to students
To enroll for NPTEL Course	List of enrollment and NPTEL completion certificate is submitted
To maintain documents as per Academic Manual	All docs are prepared and maintained as per the documented information in academic manual

Dr. D. D. Shinde

Principal

