SIES Graduate School of Technology
RISE WITH EDUCATION

Action Taken on Decisions of 7th Meeting INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on Oct 19, 2019

To implement the decisions of the 7th meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Updation in Student Satisfaction Survey(SSS)	Inclusion of quality check for Lab infrastructure, laboratory experiment and question papers in SSS will be done by Prof. Sumitra P.
2	Quality check of question papers	Prof. Shubhangi K and prof. Leena Ladge will conduct the session to convey the guidelines for AICTIE regarding Exam Reform in order to enhance the quality of Question papers.
3	Creating portal and repository	For storing video lectures and e -learning contents prepared by the faculty members, portal and repository will be designed by Prof. Sumitra P.
4	Information of Students pursuing Higher studies.	Mr. Saurabh Prabhu was asked to collect the details of Students/ alumni pursuing Higher studies.
5	Modification in essays in AQAR form	As per the suggestions given by Dr Saraswat, based on quantitative data, the AQAR essays needs to be improved to bring out the areas where the Institute is performing exceptionally well.
6.	Submission of AQAR form	AQAR form was submitted to NAAC on November 14, 2019.

Prof. Leena V Ladge

IQAC Coordinator

Dr. Atul Kemkar

I/C Principal

Action Taken on Decisions of 8th Meeting
INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on March 14, 2020.

To implement the decisions of the 8th meeting of the IQAC, the following actions were taken:

Sl. No.	Decision	Action Taken
1	NBA preparations	• HODs shall update departmental presentations based on the suggested guidelines. • HODs shall conduct regular interactions with faculty members to understand their preparations towards NBA. • Faculty presentations shall be conducted on attainment calculations for their respective courses. • Updation of 2019-20 data is in progress.
2	Institute Website	• Faculty Profiles, Department Information, various student chapter activities shall be restructured. • Parents' feedback regarding Online teaching-learning initiative taken by Institute during lockdown period shall be included. • Annual report shall be included. • Admission Page shall be updated.
3	Student Internships	As per Internship policy guidelines, Departments have initiated, internal and external internships.
4	Pre-Incubation Facility and framing guidelines	• Awaiting final guidelines from MHRD. • MHRD sessions attended by Prof. Sumitra P and Dr Kaustubh Chavan, on April 28, 2020.

Prof. Leena V Ladge

IQAC Coordinator

Dr. Atul Kemkar

I/C Principal

May 01, 2020.

Action Taken on Decisions of 9th Meeting
INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on June 27, 2020.

To implement the decisions of the 8th meeting of the IQAC, the following actions were taken:

Sl. No.	Decision	Action Taken
1	Online Platform for teaching learning and administrative purpose.	• All SIES Institutes have shifted to use Microsoft 365 accounts for academic and administrative purposes. • Prof. Prasad Iyer has conducted a session on "Overview of Microsoft 365 Account and MS Teams", for the faculty members, on July 16, 2020. • Email ids for existing students were created for Office 365.
2	Training students for Soft Skill Development	• A session on "Profile Building for Higher Education & Placements", was conducted by P. N. Santhosh, Co-founder BYJUS on July 01, 2020. • Total 120 Hrs training session covering Aptitude Test, English, Mock PI, GD, Personality Development, Personal Interviews was conducted. • "Profile Building Session", was conducted by Mr. Navneet Anand, Career Launcher, on July 25, 2020.
3	Online Student Development Programs	Total 16 Student Development Programs were successfully conducted using Online platforms during June-July, 2020.
4	Coursera for Campus	Coursera has extended deadline to September 30 for enrolling and completing its courses for free of cost.
5	Incubation Center	• Pre Incubation & Startup policies initiated by MHRD. • Representative from the Institute will be appointed by MHRD. • Policy will be framed at Institute level and activities will be then undertaken accordingly.

Prof. Leena V Ladge

IQAC Coordinator

Dr. Atul Kemkar

I/C Principal

July 31, 2020.

SIES Graduate School of Technology
RISE WITH EDUCATION

Action Taken on Decisions of 6th Meeting INTERNAL QUALITY ASSURANCE CELL

Action Taken Report on the decisions of the IQAC meeting held on Sep 21, 2019

To implement the decisions of the 6th meeting of the IQAC, the following actions were taken:

Sl.No.	Decision	Action Taken
1	Institute Objectives for Academic Year (AY)2019-20	All the departments are asked to prepare the action plan and its tracking for the Institute Objectives for AY 2019-20.
2	Filling up the AQAR form	Form divided in two sections-Qualitative & Quantitative. 90% of data is available for Quantitative. Qualitative data has been prepared & will be opened for further discussion during the next IQAC meeting.
3	Changes in mandatory committees	Changes have been done in Mandatory Committees as suggested by the members during the meeting.
4	Sponsorship policy for faculty pursuing PhD	Under process
5	College Website	Work is in progress for adding
6	Results of Students	As per the instructions by Dr P V Parameswaran, all the faculty members prepared the data for failures in their subjects taught in AY 2018-19. Prof. Sumitra P prepared the statistics for the drop-out and failure students from all the departments. All HODs and subject coordinators have planned remedial lectures for these students for various subjects.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/C Principal

SIES GRADUATE SCHOOL OF TECHNOLOGY

NERUL, NAVI MUMBAI

Notice

31.7.19

Schedule for Orientation Program of F. E.(2018-19)

Date	Time	Branch	Venue
05.08.2019	9.30 am to 10.30am	EXTC	GST auditorium Reporting Time: 9.00 a.m.
	10.45 am to 11.45 am	CE & PPT	SIESCOMS auditorium Reporting Time: 10.15 a.m.
	12 pm to 1 pm	IT & ME	GST auditorium Reporting Time : 11.30 a.m.

- The students should accompany only **ONE Parent** for the orientation program.
- The **Induction Program** will begin immediately after the orientation program and it will be of **5 days (Aug 5 to Aug 9, 2019)**.
- The detailed schedule will be put up on college website on Aug 4, 2019.

Principal,

SIES Graduate School of Technology

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date:	September 21, 2019
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	11:00 a.m. – 12:30 p.m.
Venue:	Seminar Hall

Dr. Atul N Kemker, I/c Principal extended a warm welcome to all the members. Prof Leena V Ladge informed the members about the few changes in the constitution of IQAC from Academic Year 2019-20. Mr. S Srinivasan, who was earlier the parent representative is now included as an Industry Representative, Mr. C. Subramaniam shall be the new Parent member, Prof. Aparna Bannore has taken charge as Head of the Department of Computer Engineering (CE), Prof. Prasad B Iyer and Prof. Sumitra Padmanabhan, are given the charge of NAAC activity and Mr. Tejas Kulkarni is President, Student Council.

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting:

The Minutes of fifth IQAC Meeting conducted on June 29, 2019, was presented by Prof. Leena Ladge, to all the members along with the action taken report. The same was approved by all the members.

2. Discussion on Initiatives undertaken

Prof. Leena V Ladge presented the various initiatives taken by IQAC which included Weekly Monitoring of Students' Attendance, Syllabus Completion report, Internal Assessment Report and Updation of faculty handbook (with inclusion of Details of Remedial Lectures taken, Record of Mentor-Mentee Meeting, Record of Student Counseling, Project Evaluation/Termwork, Performance Appraisal – Direct Teaching). It was also informed that Faculty meeting was conducted on August 19, 2019 where Prof. Prasad Iyer discussed the changes and resolved the queries of faculty members.

Some initiatives taken by Departments/Sections were also informed to the members. Prof. Aparna Bannore, informed that CE Department has planned the conference in March 2020. Dr Atul Kemkar shared that Prof. Shishir Jagtap from EXTC department has filed for a Patent on "A Compact Microstrip MIMO Antenna Using Diversity Techniques". It was informed by Dr. Lakshmi Sudha that three Certification courses, two Consultancy Projects -'Document gathering app' & 'Queue management app ' and two Live projects titled "Intelligent Document handling system" (being developed for the SIESGST office) & "Educational Management System" (being developed for the college) have been undertaken by Department of Information Technology.

In Printing & Packaging Technology, Prof. Prasad Iyer said that two Industry Experts are conducting lectures as visiting faculty. The PPT Department hosted Idealliance South Asia's prestigious G7 Expert / Professional Level training in collaboration with PAPER Academy on August 24-26, 2019 and one faculty Prof. Gaurav Fasate from the department got certified as a G7 Expert. Few students are also undergoing internships in the weekends. Dr. Nehete informed that innovative projects have been allocated to Final students of Mechanical Engineering. For Humanities & Applied Sciences, Dr. Manasi Karkare shared that the Department conducted five days Induction Program, Course on "Universal Human Values" one hour per week, one extra lecture per subject per week, Google Quiz for every subject, Google classroom for academic purpose for First Year Engineering. Mr. Ramesh Bidi highlighted the initiatives undertaken by Library such as Remote access facility to IEEE journals (faculty only), Checking of Library catalogue (in mobile too), circulation history & suggestion/recommendation of books to library remotely, Collecting feedback through Google form/docs (students/faculty).

3. Approval of Institute Objectives

Following Institute Objectives for Academic Year 2019-20 were discussed and approved by the members.

1) *To qualify for platinum category grade in AICTE-CII survey.*
   Mr. Saurabh Prabhu, Alumnus, suggested that more alumni members to be inducted to conduct activities involving Industry expertise. In order to facilitate the strong alumni network, exclusive alumni portal to be created.

2) *To conduct at least two approved technical audit courses by each department and two non-technical audit courses by the Institute.*
   The designed curriculum for the course to be conducted, would be duly approved by the IQAC .

3) *To carry out at least one consultancy project with Industry and/or one in-house development of modules as a solution to Institute requirements.*
   The members of Department Advisory Board can play a major role to guide and help us to identify the company/project.

4) *To conduct at least one Training session for Industry by the faculty members of each department.*
   It was suggested that through industry-institute interactions more contacts can be established with the start-up companies/industries, micro, small & medium-scale companies can be identified.

4. Filling of Annual Quality Assurance Report(AQAR) form:

As discussed in previous meeting, AQAR form needs to be submitted to NAAC through IQAC by November 15, 2019. It was informed by Prof. Prasad Iyer and Dr. Rajesh Kadu that 80% of data has been collected, descriptive data is prepared and AQAR form would be completely filled up by October 15, 2019. It was then suggested by Prof. Venkatramani and Mr. S. Srinivasan to have a special IQAC meeting before its submission for validating and verifying the contents.

5. Approving of various Institute Level Committees:

The list of various committees was presented before the members. It was suggested by Prof. Venkatramani that some changes are required as per the UGC/AICTE norms in the mandatory committees. Other internal committees were unanimously approved. He also suggested that, wherever possible it would be prudent to include student members .

6. Any other matter discussed.

1) *Sponsorship policy for faculty pursuing PhD*: It was decided that the existing policy would be reviewed and decision can be taken in next IQAC meeting.
2) *College Website:* Present college website is being revamped and same is under progress.
3) *Regarding results of students:* Dr. P.V. Parmeswaran expressed his concern about the number of drop out students and suggested to track their results and reduce number of drop out students by taking remedial measures.

7. Next IQAC Meeting:

Since the AQAR form filling would be completed by October 13, 2019, it was decided to have the next IQAC meeting tentatively scheduled on October 19, 2019 with the purpose of verification of AQAR contents and undertake suggestions from all the members.

The meeting concluded with vote of thanks proposed by Prof. Leena V Ladge.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/c Principal

Internal Quality Assurance Cell Meeting

Date: September 21, 2019

NO.	NAME	DESIGNATION	SIGNATURE
1.	Prof. K Venkatramani	Management Representative	
2.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	
3.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal & HOD- Electronics & Telecommunication Engineering	
4.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	
5.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative	Absent
6.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative	
7.	Mr. C Subramaniam HR President, Siyaram's Slik Pvt. Ltd.	Parent Representative	Absent.
8.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	
9.	Prof. Aparna Bannore	HOD – Computer Engineering	
10.	Dr. Lakshmi Sudha	HOD – Information Technology	
11.	Prof. Prasad Iyer	HOD- Printing & Packaging Technology	21/9/19
12.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	
13.	Prof. Seema Khan	I/c – T&P Cell	
14.	Prof. Shubhangi Kadu	I/c – Examination Cell	
15.	Prof. Sumitra Padmanabhan	I/c – Students' Council	Absent.
16.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	
17.	Mrs. V. Vijayalakshmi	Office Superintendent	
18.	Mr. Ramesh Bidi	Librarian	
19.	Mr. Saikrishna	I/c – Network Administration	
20.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative	
21.	Mr. Tejas Kulkarni	President, Student Council	

SIES Graduate School of Technology
RISE WITH EDUCATION

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date:	October 19, 2019
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	10:30 a.m. – 01:00 p.m.
Venue:	Seminar Hall

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting

The Minutes of sixth IQAC Meeting conducted on September 21, 2019, was presented by Prof. Leena Ladge, to all the members along with the action taken report. The same was approved by all the members.

2. Discussion on Qualitative data of Annual Quality Assurance Report (AQAR) form

Prof. Sumitra P. informed about the data requirements for the AQAR portal and the structure of form required to be uploaded. Further Prof. Prasad .I and Prof Sumitra P. presented the criteria wise qualitative data required for AQAR.

In criterion 1, Dr. P.V. Parameswaran suggested strengthen the mentor-mentee scheme. It was also informed that the departments should plan for various value added & certificate courses and the details of the same to be discussed with Dr. P.V. Parameswaran.

In criterion 2, it was discussed to have self improvement feedback, to be taken by mentors for betterment of the existing mentoring system. Dr. P.V. Parameswaran suggested including in Student Satisfaction Survey, the quality check for Lab infrastructure, laboratory experiment and question papers. It was further proposed by the Hon. Advisor that the quality check of question papers is necessary to ensure the optimal structure of examination papers to test the different cognitive skills of students. Dr. S. Saraswat advised to take up for BE Project, the problem statements

which have immediate relevance to the industry. He also suggested that faculty members can allocate the projects based on their research area in which case students' interests can be aligned and work can be progressive. Mr. Tejas K. suggested that project ideas can be collected together from faculty / Alumni / Industry, prior to allocation where students can research and prepare the tentative solution for the same. As regards the innovative teaching requirements of criteria 2, Prof Sumitra.P emphasised on creating portal and repository for storing video lectures and e -learning content prepared by the faculty members. Dr. P.V. Parameswaran insisted on developing MIS for Library system for providing online assistance to students.

In criterion 5, to strengthen the student support and progress, it was discussed to enhance alumni activities. Dr. S. Saraswat suggested using Linkedin Channels for finding star alumni and this obtained data can be published on website. He also recommended utilizing WhatsApp groups/Instagram for effective and fast communication. Mr. Saurabh P. requested to get the data of students gone for higher studies. He also suggested including one member from each department to be included in the Alumni committee.

Regarding Research & Development, it was discussed that faculty members should focus more and work effectively to enhance the research activities.

Dr. S. Saraswat suggested finding the areas based on quantitative data where Institute performs exceptional and then frame/modify the essays. Mr. Saurabh P. suggested that faculty members can write blogs regularly on current technology.

All the heads of department were asked to submit the data regarding Parent Teachers Association (PTA) activities which have benefited the Institute and students like sponsoring student led activities, Instituting awards,, Internships or projects/placements to students etc. It was further informed to encourage students

to become members of professional student chapters which could help students to hone their skills.

Following suggestions were given by the IQAC members regarding the best practices followed in the Institute which is required in Criterion 7 of AQAR such as GST Developer Program, Portal Companion Innovative Project, Conduction of FE Induction, Mechanism for Tracking of Failures, alumni entrepreneurs and Alumni choosing Careers in Diverse fields.

3. Any other matter discussed.

Institute Level Committees: It was decided that committees would be updated whenever there is a necessity.

4. Next IQAC Meeting:

It was decided to have the next IQAC meeting tentatively scheduled December'19/January'20 with the purpose of monitoring the progress of all the departments during the first semester of Academic Year 2019-20.

The meeting concluded with vote of thanks proposed by Prof. Leena V Ladge.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/c Principal

Internal Quality Assurance Cell Meeting

Date: October 19, 2019

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal & HOD- Electronics & Telecommunication Engineering	
2.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	19.10.19
3.	Prof. Aparna Bannore	HOD – Computer Engineering	19/10/19
4.	Dr. Lakshmi Sudha	HOD – Information Technology	
5.	Prof. Prasad Iyer	NAAC Coordinator & HOD- Printing & Packaging Technology	19/10/19
6.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	
7.	Prof. K Venkatramani	Management Representative	—
8.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	
9.	Prof. Seema Khan	I/c – T&P Cell	
10.	Prof. Shubhangi Kadu	I/c – Examination Cell	
11.	Prof. Sumitra Padmanabhan	NAAC Coordinator & I/c – Students' Council	
12.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	
13.	Mrs. V. Vijayalakshmi	Office Superintendent	
14.	Mr. Ramesh Bidi	Librarian	
15.	Mr. Saikrishna	I/c – Network Administration	
16.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative	
17.	Mr. Tejas Kulkarni	President, Student Council	
18.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative	
19.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative	—
20.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative	—
21.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	

21. Prof. Katyayani T. Special Invitee.

SIES Graduate School of Technology
RISE WITH EDUCATION

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date:	October 19, 2019
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	10:30 a.m. – 01:00 p.m.
Venue:	Seminar Hall

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All the heads of department were asked to submit the data regarding Parent Teachers Association (PTA) activities which have benefited the Institute and students like sponsoring student led activities, Instituting awards,, Internships or projects/placements to students etc. It was further informed to encourage students

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3. Any other matter discussed.

Institute Level Committees: It was decided that committees would be updated whenever there is a necessity.

4. Next IQAC Meeting:

It was decided to have the next IQAC meeting tentatively scheduled December'19/January'20 with the purpose of monitoring the progress of all the departments during the first semester of Academic Year 2019-20.

The meeting concluded with vote of thanks proposed by Prof. Leena V Ladge.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/c Principal

Internal Quality Assurance Cell Meeting

Date: October 19, 2019

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal & HOD- Electronics & Telecommunication Engineering	
2.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	19.10.19
3.	Prof. Aparna Bannore	HOD – Computer Engineering	19/10/19
4.	Dr. Lakshmi Sudha	HOD – Information Technology	
5.	Prof. Prasad Iyer	NAAC Coordinator & HOD- Printing & Packaging Technology	19/10/19
6.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	
7.	Prof. K Venkatramani	Management Representative	—
8.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	
9.	Prof. Seema Khan	I/c – T&P Cell	
10.	Prof. Shubhangi Kadu	I/c – Examination Cell	
11.	Prof. Sumitra Padmanabhan	NAAC Coordinator & I/c – Students' Council	
12.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	
13.	Mrs. V. Vijayalakshmi	Office Superintendent	
14.	Mr. Ramesh Bidi	Librarian	
15.	Mr. Saikrishna	I/c – Network Administration	
16.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative	
17.	Mr. Tejas Kulkarni	President, Student Council	
18.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative	
19.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative	—
20.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative	—
21.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	

21. Prof. Katyayani T. Special Invitee.

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date:	March 14, 2020
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	02:30 p.m. – 04:30 p.m.
Venue:	Seminar Hall

Dr. Atul N Kemker, I/c Principal extended a warm welcome to all the members. Prof Leena V Ladge informed that Dr. Preeti Hemnani has taken charge as Head of the Department of Electronics & Telecommunication (EXTC) and is now the part of IQAC .

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting:

Prof. Leena Ladge presented the Minutes of 7th IQAC Meeting conducted on October 19, 2020, along with the action taken report. The same was approved by all the members.

2. Discussion on Initiatives undertaken

Prof. Leena V Ladge presented following initiatives taken by IQAC.

- AQAR Form submitted to NAAC on Nov 14, 2019 has been approved by NAAC.
- Department of Computer Engineering , Electronics & Telecommunications Engineering, Information Technology and Mechanical Engineering have prequalified for accreditation by National Board of Accreditation(NBA).
- Institute website has been revamped by Prof. Sunil Punjabi and his team.
- Guidelines framed by Prof. Sumitra P, Prof. Prasad I, Prof. Katyayani and Dr. Rajesh K for Internship Policy as per AICTE requirements were presented by Prof. Sumitra for the inputs from the members.
- Setting up of Pre-Incubation Facility and framing guidelines as per MHRD was proposed by Prof. Sumitra P.

3. NBA Presentations by HOD- CE, IT, EXTC, MECH:

The head of department of Computer Engineering, Information Technology, Electronics & telecommunication Engineering and Mechanical Engineering presented to the members, NBA information related to their respective department. Following points were discussed and agreed upon.

- Uniform template shall be followed for all Department Presentations. The status of activities conducted in 2019-20 shall also be included in the presentation.
- Maintain the same chronological order starting from latest (2019-20 to 2016-17).
- Figures / flowcharts / images need to be reworked/redesigned in the presentation to make it large and legible in the presentation, instead of copy-pasting it.
- Video links of course modules / topics shall be maintained for every faculty.
- Towards the end of the presentation, instead of adding the responsibilities of PAC, QIC & DAB, it is prudent to include few major actions taken or recommendations included as outcomes of these committee meetings with documentary evidence.
- Presentations should be made visually aesthetic with photographs and lesser text content. High Resolution images shall be used for the same.

The meeting concluded with vote of thanks proposed by Prof. Leena V Ladge.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/c Principal

Internal Quality Assurance Cell Meeting

Date: March 14, 2020

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal	
2.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	14-3-20
3.	Dr. Aparna Bannore	HOD – Computer Engineering	14/03/20
4.	**Dr. Preeti Hemnani**	**HOD – Electronics & Telecommunication Engineering**	14/3/20
5.	Dr. Lakshmi Sudha	HOD – Information Technology	14/3/2020
6.	Prof. Prasad Iyer	HOD- Printing & Packaging Technology	14/3/2020
7.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	
8.	Prof. K Venkatramani	Management Representative	
9.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	
10.	Prof. Seema Khan	I/c – T&P Cell	14/03
11.	Prof. Shubhangi Kadu	I/c – Examination Cell	
12.	Prof. Sumitra Padmanabhan	I/c – Students' Council	
13.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	—
14.	Mrs. V. Vijayalakshmi	Office Superintendent	
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21.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative	—
22.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	

Minutes of the Meeting
INTERNAL QUALITY ASSURANCE CELL

Date:	June 27, 2020
Convenor:	Dr. Atul N Kemkar, I/c Principal & IQAC Chairperson
Time:	11:00 a.m. – 12:30 p.m.
Venue:	Google Meet Room

A warm welcome was extended to all the members by Dr. Atul N Kemker, I/c Principal.

Minutes of the meeting:

1. Confirming minutes of previous IQAC meeting:

The Minutes of 8th IQAC Meeting conducted on October 19, 2020, were presented along with the action taken report., by Prof. Leena Ladge. All the members approved the same.

2. Syllabus Completion through online platforms during lockdown

It was informed to all members that during the lockdown period, the faculty members used online platforms and created the teaching contents by recording videos using softwares like Screenomatic, Camtasia, OBS, Loom etc. Remaining Practical sessions were conducted using Virtual labs, simulation tools. G Suite was used for various teaching-learning activities.

It was discussed that online teaching would be continued for upcoming semester through Microsoft Teams.

3. Online Learning Review from Students:

Prof. Leena Ladge informed that after completing the syllabus through online platforms, to measure the effectiveness, Online Learning Review was conducted between May 18-23, 2020. Students & Parents gave encouraging feedback on Online activities.

As per the request of Mr. C. Subramaniam, Prof. Sumitra P updated about co-curricular and extracurricular activities and Prof. Seema Khan informed about

training sessions conducted with inhouse support and few being outsourced for soft skills enhancements and placement preparations. Mr. C Subramaniam willingly offered any kind of help and support for Students' training.

4. Result Preparations for SE and TE students:

Prof. Shubhangi Kadu informed that as per University of Mumbai Circular No. DBOEE/ICD/2020-21/05 dated 26th May 2020, which included the guidelines for calculating marks of IA/TW/PR/PR/PROJECT/THEORY for lower semesters II, IV and VI, the Exam Cell prepared the results which are to be sent to the University for further processing. It was also informed that for FE, the result related data would be uploaded on the University portal once it is open for data entry and for BE, final guidelines from UoM are yet to be received.

5. Conduction of Online Student Development Programs:

It was informed that Institute has offered around 20, Student Development Programs across various disciplines during mid of June to Mid of July 2020.

As per Mr. Saurabh Prabhu's request, Prof. Sumitra P informed that the course contents are framed by the departments and then approved from the Industry experts. She informed that AICTE has given very detailed guidelines for Students' Internships and Policy has been framed by the Institute to offer internships based on these guidelines. Mr. C Subramaniam suggested to have industry experts for mentoring students to help them choose the career path.

6. Internship for FE, SE, TE Students:

It was discussed that as per Internship policy guidelines, all the departments have initiated, internal and external internships, which includes Industry Internships by alumni and Coursera for Campus Initiative.

It was also discussed that Institute has registered with Indian Institute of Remote Sensing (IIRS), ISRO. Mr. Saurabh P suggested to encourage students to take up other platforms also which are offering the courses as well as an internships. Prof. Sumitra and Prof. Seema Khan updated about the placements of students

7. Any other matter with permission of the chair:

Following points were discussed and members were updated with information for each these points.

A) Faculty Development Program(FDP) – FDP conducted by CE department and also faculty members across departments have contributed in various training programs as a Resource Person.

B) Library Initiatives – Many initiatives taken by Library to provide the remote access to the resources of Library, were highlighted.

C) ***Students' contribution & Achievements*** –

I. Two students from PPT departments, Ms. Shruti & Ms. Arati, working under the guidance of Prof. Katyayini, received Dr. A. P. J. Abdul Kalam Young Researcher Fellowship for their project "Bioleather".

II. Students have designed robotic trolly for Covid -19 patients in collaboration with BAJA & CDAC.

III. SE IT students have created YouTube channel "Rise with education" for helping teachers residing in remote regional areas to find the perfect tool for online teaching-learning.

IV. IEEE Students' chapter bagged the second position in IEEE FLYER competition.

V. Covid Tracker has been designed and added in SIESGST Portal.

VI. GSTian Developer Program, a year long course organised by Technical Team of Student Council (App Development, Web Development, Game Development and Robotics).

VII. Also Alumni Council has started developing portal for Student Mentorship which is currently in Beta Phase.

D) ***ISR activities under project BEACON -*** During the lockdown period our Hon. President Dr. V. Shankar had given task to prepare Facemasks for NMMC. With the help of SIESGST staff and pass out students of Beacon, more than 01 lakh face masks have been stitched and handed over to NMMC.

E) ***Plan for next academic term*** – Dr Atul Kemkar briefed the plan for next Academic calendar. Online teaching would as per UoM guidelines. The Institute shall arrange training session for faculty members on Microsoft teams. SIESGST is ready to face NBA peer visit, which is delayed due to Covid-19 Pandemic. From AY 2020-21, CE branch intake has increased from 90 to 120 and one new branch of Electronics & Computer Science is introduced, with the intake of 60 students. EoA for the year 2020-21 from AICTE has also been received.

At the end, Prof. Venkatramani presented his observations where he asked to plan for establishing an Incubation center in the Institute.

The meeting concluded with vote of thanks proposed by Dr Manasi Karkare.

Prof. Leena V Ladge
IQAC Coordinator

Dr. Atul Kemkar
I/c Principal

Internal Quality Assurance Cell Meeting

Date: June 27, 2020

NO.	NAME	DESIGNATION	SIGNATURE
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal	Present
2.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences	Present
3.	Dr. Aparna Bannore	HOD – Computer Engineering	Present
4.	Dr. Preeti Hemnani	HOD – Electronics & Telecommunication Engineering	Present
5.	Dr. Lakshmi Sudha	HOD – Information Technology	Present
6.	Prof. Prasad Iyer	HOD- Printing & Packaging Technology	Present
7.	Dr. Rupendra S. Nehete	HOD – Mechanical Engineering	Present
8.	Prof. K Venkatramani	Management Representative	Present
9.	Dr. P. V Parameswaran	Hon. Advisor, SIESGST	Present
10.	Prof. Seema Khan	I/c – T&P Cell	Present
11.	Prof. Shubhangi Kadu	I/c – Examination Cell	Present
12.	Prof. Sumitra Padmanabhan	I/c – Students' Council	Present
13.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	Present
14.	Mrs. V. Vijayalakshmi	Office Superintendent	Present
15.	Mr. Ramesh Bidi	Librarian	Absent
16.	Mr. Saikrishna	I/c – Network Administration	Absent
17.	Mr. Saurabh Prabhu – Research Analyst, Crisil Ltd.	Alumni Representative	Present
18.	Mr. Tejas Kulkarni	President, Student Council	Absent
19.	Dr. Sanjay Saraswat - Vice President-India R&D, Airspan Networks	Industry Representative	Present
20.	Mr. S. Srinivasan - Head-Customer Relations, Siemens Healthcare Pvt. Ltd.	Industry Representative	Present
21.	Mr. C. Subramaniam HR President, Siyaram's Silk Pvt. Ltd.	Parent Representative	Present
22.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator	Present

SIES Graduate School of Technology
RISE WITH EDUCATION

Internal Quality Assurance Cell Formation REPORT

Date:	April 21, 2017
Convenor:	Dr. Vikram S. Patil, Principal
Time:	11:00 a.m. – 12:00 p.m.
Venue:	Seminar Hall

Agenda: Formation of Internal Quality Assurance Cell (IQAC)

Members present for the IQAC Formation meeting:

NO.	NAME	DESIGNATION
1.	Dr. Vikram S. Patil	Principal
2.	Dr. Manasi Karkare	Dean – FE
3.	Dr. A. N. Kemkar	HOD – EXTC
4.	Dr. Rizwana Shaikh	HOD – Computer Engineering
5.	Prof. Leena Ladge	HOD – Information Technology
6.	Prof. Sagar Shejwalkar	HOD – Printing & Packaging Technology
7.	Dr. Pradip Patil	HOD – Mechanical Engineering
8.	Prof. Seema Khan	I/c – T&P Cell
9.	Mr. Ramesh Bidi	I/c – Library
10.	Mr. Saikrishna	I/c – Network Administration
11.	Ms. Neena Jacob	I/c – Examination Cell
12	Ms. Sumitra Padmanabhan	I/c – Students' Council
13.	Mr. Prasad B. Iyer	ISO QMS Coordinator
14.	Mrs. Vijayalakshmi V.	Office Superintendent

Minutes of the meeting:

1. The meeting started with welcome note by Dr. Vikram S. Patil followed by elaboration on importance of IQAC formation.

2. Eligibility for assessment and accreditation by NAAC was discussed and it was decided to apply for NAAC accreditation by the end of 2017.

3. Prof. Prasad B. Iyer, Assistant Professor of PPT Dept. and ISO QMS Coordinator was appointed as IQAC coordinator.

4. Dr. Vikram S. Patil, Principal of SIES GST was appointed as IQAC chairperson.

5. Stakeholders including students, alumni and industry representative were suggested by Prof. Sumitra Padmanabhan, Prof. Prasad B. Iyer and Dr. Vikram S. Patil.

6. Heads of all departments and all the section incharges were nominated as members of IQAC.

7. It was discussed by Principal that the ISO 9001:2008 QMS certification may be discontinued from next academic year onwards and with that in view, ISO Coordinator Prof. Prasad B. Iyer was made the IQAC Coordinator.

8. The best practices and systems of ISO Quality Management Systems was agreed unanimously to be followed under the IQAC Cell.

9. It was discussed that the IQAC shall evolve mechanisms and procedures for:

   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
   b) The relevance and quality of academic and research programmes.
   c) Equitable access to and affordability of academic programmes for various sections of society.
   d) Optimization and integration of modern methods of teaching and learning.
   e) The credibility of evaluation procedures.
   f) Ensuring the adequacy, maintenance and functioning of the support structure and services.

g) Research sharing and networking with other institutions in India and abroad.

10. It was discussed that the IQAC will have the following major functions:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

d) Dissemination of information on various quality parameters of higher education

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

f) Documentation of the various programmes/activities leading to quality improvement.

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

11. IQAC will facilitate / contribute in

a) Ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.

c) Provide a sound basis for decision-making to improve institutional functioning.

d) Build an organised methodology of documentation and internal communication.

12. The standard operating procedures of ISO 9001:2008 would be now converted as procedures for IQAC cell. The procdures, if required, may be revised with the help of regular inputs from all the stakeholders and will be finalised in the IQAC meeting. Regular audits will also be continued similar to the ISO QMS audits.

13. **The structure of IQAC in SIESGST was finalized as given below:**

Sr. No.	Designation	Name
1	Chairperson	Principal Dr. Vikram S. Patil
2	Administrative Officer	Office Superintendent Mrs. V. Vijayalakshmi
3	Teachers	All Head of Departments - HODs (Electronics & telecommunication, Computer Engineering, Information Technology, Printing & Packaging Technology, Biotechnology, Mechanical Engineering) All Section I/c (Training & Placement cell, Exam cell, Office, Library, Network Administrator, Student Council)
4	Management Representative	Dr. S. V. Viswanathan – SIES Member
5	Local Society / Students / Alumni / Parents Representative	President of Students' Council, Mr. Saurabh Prabhu, Alumni Member, Mr. S. Srinivasan, Head-Customer Relations, Siemens Healthcare Pvt. Ltd. - Parent member.
6	Industry Representative	Dr. Sanjay Saraswat, Vice President-India R&D, Airspan Networks
7	IQAC Coordinator	Prof. Prasad Balan Iyer, Asst. Professor, PPT dept. & ISO QMS Coordinator

14. The meeting was concluded by vote of thanks proposed by the Principal.

Chairperson - IQAC	Dr. Vikram S. Patil, Principal
Signature:	
Date:	**21/04/2017**

6.5.3 Average number of quality initiatives by IQAC per year for promoting quality culture (3)				
Year	**Name of quality initiative by IQAC**	**Date of conducting activity**	**Duration (from – to)**	**Number of participants**
2012-13	Admin Training on Google Apps for Education	26-Jun-13	26-Jun-13 (1 day)	4
2013-14	Panel Discussion on ERP in Educational Institutions:	21-Sep-13	21/09/2013 (2 hrs)	30
2013-14	The SIES Confluence 2013 – Two presentations by	30-Nov-13	30/11/2013 (1 day)	4
2013-14	Participation in National Centre for Quality Management's (NCQM) BEQET Award Competition by faculty. Special Recognition Received for PPT Department.	1-Feb-14	01/02/2014 (1 day)	10
2014-15	ISO 9001:2008 Internal Quality Auditor Training for	8-Jul-14	08/07/2014 to 09/07/2014	23
2014-15	Participation and presenting Quality Initiatives in Quality	28-Nov-14	28/11/2014 (1 day)	2
2014-15	Faculty Development Programme on "Learning	29-Nov-14	29/11/2014 (2 hrs)	40
2014-15	Faculty Development Programme on "Evaluation of course outcomes using	6/12/2014	06/12/2014 (2 hrs)	30
2014-15	Orientation on incorporation of learning objectives in the	8-Dec-14	08/12/2014 (1 hr)	All faculty members.

2014-15	Faculty Development Programme on “Pedagogy for Effective Use of ICT in Engineering Education” – by T10KT – IITB Blended MOOC.	5-Jan-15	05/01/2015 to 21/01/15	25
2014-15	ISO 9001:2008 Internal Quality Auditor Training for	5/5/2015	05/05/2015 to 06/05/15	17
2014-15	FDP on “Writing and Measuring Learning	17-Jun-15	17/06/2015 (3 hrs)	33
2016-17	Lean Six Sigma Green Belt training for students by Mr. S.	17-Sep-16	17/09/2016 to 18/09/16	60
2016-17	ISO 9001:2008 Internal Quality Auditor Training for	18-Oct-16	18/10/2016 to 22/10/16	15

Internal Quality Assurance Cell Composition 2019-20

SIES Graduate School of Technology

NO.	NAME	DESIGNATION
1.	Dr. Atul N. Kemkar	IQAC Chairperson , I/C Principal & HOD-Electronics & Telecommunication Engineering
2.	Dr. Manasi M Karkare	Dean – Humanities & Applied Sciences
3.	Prof. Aparna Bannore	HOD – Computer Engineering
4.	Dr. Lakshmi Sudha	HOD – Information Technology
5.	Prof. Prasad Iyer	HOD- Printing & Packaging Technology
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21.	Prof. Leena Ladge	Assistant Professor, Information Technology & IQAC Coordinator

SIES GRADUATE SCHOOL OF TECHNOLOGY

NERUL, NAVI MUMBAI

Notice

25.7.18

Schedule for Orientation Program of F. E.(2018-19)

Date	Time	Branch	Venue
30.07.2018	9.30 am to 10.30am	EXTC	GST auditorium Reporting Time: 9.00 a.m.
	10.45 am to 11.45 am	CE & PPT	SIESCOMS auditorium Reporting Time: 10.15 a.m.
	12 pm to 1 pm	IT & ME	GST auditorium Reporting Time : 11.30 a.m.

- The students should accompany only **ONE Parent** for the orientation program.
- The **Induction Program** will begin immediately after the orientation program and it will be of **5 days (July 30 to Aug 3, 2018)**.
- The detailed schedule will be put up on college website on July 29, 2018.

Dr. Vikram Patil

Principal

SIES Graduate School of Technology, Nerul, Navi Mumbai
Career Development Cell
Student Development Program on

GD PI and Role Play

By **Prof. Swapna Tamnhankar, Faculty IBS Mumbai**

Date: 23/08/2018 (3:30pm to 5:30 pm)

Report:

Career development cell has organized a talk by prof.Swapna Tamnhankar ,IBS Mumbai on the topic Group discussion, personal interview for final year students of CE/EXTC/IT and MECH.

The resource person conducted a mock group discussion session for 3 groups on the topic crypto currency hype or myth, Role of India in Globalization and provided insight on how to prepare for facing the personal interview. More than 60 students attended the talk.

SIES GRADUATE SCHOOL OF TECHNOLOGY, NERUL, NAVI MUMBAI

ISTE FACULTY CHAPTER

REPORT ON TWO DAY SESSION ON "ROADMAP TO ACHIEVING INSTITUTE'S EXCELLENCE FOR GLOBAL RECOGNITION"

Date: 30/11/2018

A two days session on "Roadmap to Achieving Institute's Excellence for Global Recognition" was organized at SIES Graduate School of Technology, Nerul, Navi Mumbai under ISTE Faculty Chapter on 26th – 27th November, 2018.

The session focussed on the requirements for the NBA prequalifiers, AICTE –CII Survey, ARIIA Ranking, and how to improve R&D and Consultancy services and International Internships.

On the first day of the session, the presentations and interactive sessions were organized by the In-house experts. And the following day, an external expert was invited to deliver a seminar on how to get start with NBA preparations and what is the essence of Outcome Based Education.

The following were the speakers and the topics that are covered:

Day 1 (26/11/2018):

1. Dr. Vikram S. Patil – Principal SIESGST, Nerul
   Dr. Vikram S. Patil conducted an interaction session on the requirements of NBA. What is the meaning of PEO attainment and Mission Attainment. How the department Vision and Mission should be in-line with the Institute's Vision and Mission.
2. Dr. Rupendra Nehte – Head of the Department (Mechanical Engineering), SIESGST, Nerul.
   Dr. Nehte presented on filling the NBA prequalifier form and what are the requirements for the same.
3. Dr. Kaustubh Chauhan – Entrepreuner Development Cell Incharge, SIESGST, Nerul
   Dr. Kaustubh Chauhan explained about the objectives of Institute Innovation Cell and the requirements for ARIIA ranking for the Institute. How we can achieve it.
4. Dr. Preeti Himnani – R&D Co ordinator, SIESGST, Nerul
   Dr. Preeti H gave an insight on the research and development activities by students and faculty members of SIESGST.

Day 2 (27/11/2018):

5. Mr. Sunil Kumar Panjabi – IIIC Co ordinator, SIESGST, Nerul
   Mr. Sunil K Panjabi presented the objectives of IIIC and also the requirements of AICTE CII Survey.

6. Dr. Atul Khemkar – Head of the Department, SIESGST, Nerul
   Dr. Atul Khemkar gave an insight on how to create opportunities for students to take up International Internship.
7. Dr. Archana Thosar – Professor, Electrical & Electronics Department , College of Engineering, Pune
   Dr. Archana Thosar gave an insight on Outcome Based Education and how it can be implemented in class.

Dr. Vikram S. Patil, Principal SIESGST presenting a token of appreciation to Prof. Archana Thosar from College of Engineering Pune.

Dr. Vikram S. Patil, Principal SIESGST, Nerul addressing Faculties

Dr. Rupendra Nehte, HoD Mechanical Engineering, SIESGST, Nerul presenting on NBA Prequalifier form.