SIES Graduate School of Technology
RISE WITH EDUCATION

MINUTES OF MEETING
Academic Council

Date:	October 29, 2019
Convener:	Dr. Atul N Kemkar
Time:	01:30pm – 03:30pm
Venue:	Principal Board Room

No.	*Agenda & Discussions*
1.	**Revision of Curriculum:** It was informed to all members that the curriculum of Sem II and Sem VIII which are revised, will be now followed from coming semester. Dr. P. V. Parameswaran insisted that all the faculty members must impart to the students, the necessary knowledge, skills as per the industry relevance during their course delivery.
2.	**Internship:** To provide internships for TE and BE students, its mandatory for all faculty members to search companies. Faculty research projects can also be given to students as internship. Students can take the projects based on technical/life skills and also with NGOs to build the projects for their requirements. Prof, Aparna B also informed that projects carried out under **Anvesha**, can also be considered for an internship. All the departments were asked to float the Student Development Programs during winter vacation and two weeks project work should be given to the students at the end of training. This project work can be considered for an internship. Dr. P. V. Parameswaran advised that students should be motivated enough which will help them to create the interest in subjects.
3.	**Induction Program:** Dr. P. V. Parameswaran appreciated the Induction Program carried out in August 2019, by H & AS department for newly admitted FE students. Dr. Manasi Karkare was asked to submit the report of the same to IQAC. Also she was asked to plan few additional sessions in next year induction Program such as Yoga /sports/Health.
4.	**Examination reform:** Prof. Aparna B. informed that Prof. Deepti R. has conducted a session in CE Department. Prof. Leena L. informed that a workshop organized by AICTE at Pune was attended by herself and Prof. Shubhangi Kadu. Dr. P. V. Parameswaran suggested to have a presentation given to all the faculty members by above three faculty members on Nov 08, 2019, to convey the guidelines given by AICTE.
5.	**Accreditation :** Dr. P. V. Parameswaran informed that Prof. Prasad I. and Prof. Sumitra P. will be overall accreditation incharge for both NAAC and NBA. He also asked Dr. Lakshmisudha to find the areas as per NBA where improvement is required, and same to be informed to Dr. A.N. Kemkar.
6.	**Perspective Plan :** It was discussed to find the need of human resource for the courses which are currently run

	as well for the newly introduce courses. Prof. Prasad I. and Prof. Sumitra P. informed that a strategic plan for five years is to be prepared for the institution which will help to achieve best results, placements, quality education, delivering latest technologies etc. Dr. P. V. Parameswaran advised to identify experts from industry / reputed institutes to deliver the courses which will help to develop the students.
7.	**Industry Connects :** It was discussed that Industry Institute Interaction needs to be strengthen. Dr. P. V. Parameswaran informed Dr. Rajesh Kadu and Dr. Rizwana S. to put more efforts towards the same with the help of Prof. Seema Khan.
8.	**Innovation / Startup :** Currently major work in this regard is carried out by PPT Department and some work by Mechanical Department. The Departments of EXTC, IT, CE, where asked to develop more projects which can be used in the Institute. Dr. P. V. Parameswaran asked to identify the students who are inclined to be entrepreneur and motivate them by supporting their ideas.
9.	**Teachers Training :** It was suggested by Dr. P. V. Parameswaran that the faculty members should attend the courses conducted by AICTE/ISTE/IIT/ reputed colleges without affecting the regular academic sessions.
10.	**College Exam related activities :** It was discussed that necessary steps to be taken for the smooth conduction of oral / practical exams. Feedback to be collected from external examiners. Mentors need to have effective communication with their mentees.
11.	**Institute & Department Level Electives :** Dr. A N Kemkar informed that there are 9 Institute Level electives whose information is already sent to the BE students. He also informed that meeting with the subject teachers would be conducted to finalize the electives. Dr. P. V. Parameswaran would be having a discussion on Institute Level Electives, with all BE students at the end of OR/PR exams..
12.	**Institute Level Committees:** Dr. Lakshmi Sudha informed that few changes with the permission of Dr A N Kemkar, will be done in the committees list. Meeting will be called by the I/C Principal with Committee members to ask their action plans.
13.	**National Institutional Ranking Framework (NIRF)** : It was informed by Dr. Lakshmi Sudha that November 30, 2019 is the last date for data submission in Data Capturing System(DCS) of NIRF.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	29-10-2019

SIES Graduate School of Technology
RISE WITH EDUCATION

MINUTES OF MEETING
Academic Council

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401		advisor@siesgst.ac.in	
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	
7.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	
8.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	
9.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	
10.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	
11.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	
12.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	—
13.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	—
14.	Mr. Sai Krishna	Network Adminstartor	022-61082411	9920303651	saikrishnaj@sies.edu.in	—
15.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	

MINUTES OF MEETING
Academic Council

Date:	May 11, 2020
Convener:	Dr. Atul N Kemkar
Time:	04:00pm – 05:15pm
Venue:	Google Meet Room

No.	***Agenda & Discussions***
1.	**Application to AICTE for new courses:** With respect to the application to AICTE for new courses, Ms. Vijalakshmi M informed the members that Online process of scrutiny would start from May 11, 2020by AICTE. Institute wise schedule will be sent by AICTE.
2.	**Discussion regarding present course content delivery, Termwork evaluation** The HODs of all the departments informed to Hon. Advisor and Principal that the content delivery for all the present courses of Sem II, IV, VI and VIII has been completed and faculty members have taken assignments, MCQs and online Tests for the students. They also mentioned that students staying in remote places were not able to submit the work online due to internet issues. So its was decided to give more time for these students for their submissions. HODs also informed that Termwork evaluation is also been completed for all the online submissions of journals and assignments.
3.	**Regarding Students' Internship Programs:** The discussion was carried on the students carrying out online internships. All the HODs informed the members regarding the information they have collected from their department students who are undergoing online internships. This data is also been shared with Dr. Rajesh Kadu, Industry Institute Interaction Coordinator.
4.	**Online courses to be offered to Students by the Departments:** Dr. P. V. Parameswaran asked all the Heads of the Departments about the Online courses that they have planned to be offered to students. Dr. Aparna B mentioned that Department of Computer Engineering(CE) has planned for 05 technical courses for one week duration. Dr. Nehete informed that 08 technical courses of 2-3 weeks duration, have been planned by Department of Mechanical Engineering(ME). Dr. Preeti Hemnani informed that Department of Electronics & Telecommunication(EXTC) has planned to offer 04 courses of two weeks duration. Department of Printing and Packaging Technology(PPT) has planned one technical and one non-technical course of 40 Hrs duration. This was informed by Prof. Prasad Iyer. Dr; K Lakshmisudha mentioned that two technical courses have been planned by the department of Information Technology(IT) for one week duration. For the department of Humanities & Applied Science(H&AS), Dr. Manasi Karkare was asked to design Non-Technical Audited Courses. Prof. Leena Ladge suggested that the syllabus of the these courses should be approved from expert, so that these courses can be floated as Audited Courses. She also mentioned that the

	non-technical course planned by PPT department can be considered at Institute level to fulfil one of the Intuitional Objectives. Prof. Sumitra P, also suggested that departments can prepare brochure/pamphlets for these courses which can circulated to students along with mail information. Dr. Deepti Reddy recommended that all these courses if conducted in two time slots, then interested students can join in more than one course. Prof. Prasad Iyer suggested to conduct these courses tentatively from June 01, 2020 for which all the members agreed. Hon. Advisor asked Prof. Leena and Prof. Sumitra to coordinate for courses offered by all departments.
5.	**Submission of Internal marks to University of Mumbai(UoM) :** Prof. Shubhangi Kadu mentioned about the recommendations sent by AICTE regarding evaluation of students of FE, SE, & TE.
6.	**Coursera for Campus :** It was informed by Dr. Aparna B that she had sent an application to Coursera regarding providing Coursera for Campus so that the Coursera courses will be made available to our students free of cost. Coursera has agreed to give total 750 licenses to the campus. As per the interest taken across all departments, total 926 students from CE, IT and EXTC departments including few first year, are interested to take up these courses. So after discussion with all members and taking their reviews, it was decided to give opportunity to SE, TE and BE students of CE, IT and EXTC departments.
7.	**Regarding conduction of online Internal Assessments :** It was decided all the members to plan online Internal Assessments of students should be planned only after receiving the guidelines from the University of Mumbai.
8.	**Conduction of online Expert Talks:** Prof. Leena shared that she is planning to conduct online expert talk for her subject Enterprise Resource Planning for Sem VIII. Hon. Advisor informed that such sessions can be conducted if faculty members are interested.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	11-05-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Present
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Absent
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Adminstartor	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	May 22, 2020
Convener:	Dr. Atul N Kemkar
Time:	05:00pm – 06:20pm
Venue:	Google Meet Room

No.	*Agenda & Discussions*
1.	**Conduction of STTP/WORKSHOP/WEBINARS:** Dr. Atul Kemkar, Principal, proposed to all HODs to plan for the ISTE/AICTE approved One Week STTP on " Online Teaching Learning". He also suggested that this course can be open for faculty members from other colleges. Prof. Prasad I, also added that the course contents can be on the similar lines with that of the course conducted by CE department few days back with more elaboration. Dr. Aparna B. & Dr. Deepti R. also agreed for the same. Dr Lakshmisudha suggested that if the demonstration of some tools/ software which are based on next semester subjects to be included, it would be very much beneficial to the faculty members. Prof. Sumitra I, suggested that few online evaluation techniques can also be demonstrated in this course. Based on the suggestions and reviews, Dr. Parameswaran recommended to frame the title of the course as "Online Teaching Learning & Evaluation". Prof. Leena Ladge requested to conduct this course under IQAC, SIES GST. All the members agreed for the same.
2.	**Regarding Term work evaluation:** After the discussion, it was decided to wait for the guidelines from University of Mumbai regarding evaluation of Termwork and Internal Assessment marks.
3.	**Annual report of departments for website:** Prof. Prasad I informed the members that Institute website has been accommodated with the suggested changes and the same was done very nicely by Prof. Sunil P and his team.. He also added that the template for Annual report which has to be uploaded on website, would be made by him and prof. Sumitra and sent to all HODs. Hon, Advisor suggested to add in the report, Parents' feedback regarding Online teaching-learning initiative taken by Institute during lockdown period.
4.	**NBA Presentation by Principals /HOD:** Principal stressed on preparation of NBA presentations to be given by Principal and respective HODs. This time should be utilised fully for the same. NBA coordinators, Prof. Sumitra P and Prof. Prasad I, informed all the members that we must be prepared well if in case NBA also decides to go for online evaluation. In this regard, Hon. Advisor stressed on complete preparations by the departments to present in best manner, the information which is asked by Peer Team during online evolution. He discussed the importance of presentation in Online assessment.

	Dr. Atul Kemkar informed the members that he would be sending the templates to HODs.
5.	**Students' Internship Programs:** Dr. Rajesh Kadu informed the members about the status of students internships in all departments. Dr. Kemkar asked him to get more problem statements from Industries which can be given to the students as an Internship. Dr. Manasi Karkare, Dean FE, informed that 200+ students have enrolled for Coursera courses and few would be taking up the courses that various departments would be offering in the month of June 2020. Dr. Parameswaran asked Dr Rajesh Kadu to monitor the FE students internships and help the department to achieve 100% students' internships.
6.	**Coursera for Campus :** Dr. Aparna B informed that 41 licenses are remaining out of total 750, which will be also given to the interested students of FE. She also informed that 269 students have not yet joined the courses. It was discussed that departments would look into this ask their students to take up the courses.
7.	**Regarding conduction of Online Learning Review:** All the HODs informed that they have sent the schedule to students for conducting Online Learning Review, from May 26, 2020. Also they have advised their faculty members regarding the format of the quiz to conduct this review.
8.	**SDP details :** All the HODs were informed to mail the details of SDPs planned to IQAC and Prof. Sumitra P, in the given format by Tuesday May 26, 2020.
9.	**Regarding Training & placement Activities:** Prof. Seema Khan, T&P Incharge, informed that It companies have started approaching as Work From Home can be carried out by the employees of IT sectors. She also told that there is a positive response from these companies. She also discussed her plan to conduct Online Aptitude Training for SEM VI students. This would be conducted in coordination with Ms. Suma Nair, SIES Central Training Department and Prof. Vilas Choudhary, SIESCOMS.
10.	**Handing over the face masks to NMMC:** Registrar, Ms. Vijaylakshmi informed that 25000 masked which were prepared with the help of faculty of SIESGST, have been now handed over to NMMC. She also informed that another 25000 masks would be stitched as per the requirement of NMMC.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	22-05-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
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5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Present
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	May 29, 2020
Convener:	Dr. Atul N Kemkar
Time:	11:00am – 01:00pm
Venue:	Google Meet Room

No.	***Agenda & Discussions***
1.	**Discussion on University of Mumbai Circular No. DBOEE/ICD/2020-21/05 dated 26th May 2020:** All the points as listed below, and stated in the circular No. DBOEE/ICD/2020-21/05 dated 26th May 2020 sent by University of Mumbai, were elaborately explained by Prof. Shubhangi Kadu, Exam Cell Incharge. ***1.1 Guidelines for conducting exams for BE sem VIII students FH 2020*** 1.1.1 Internal Assessment: a. Average of 2 tests to be considered for IA marks. b. Retest for those who were absent for Test 1 (only for valid reason like medical leave and event participation at University level. Individual department should consult with Principal) c. Test 2 should be conducted on any of the platform like online MCQ test or assignment problems (preferably different problems to each of the student). d. Portion for test 2 will be on remaining portion till 13th March after Test 1. Decisions: i. Test 2 will be conducted from 8th June with one paper for 20 marks scheduled per day. Question paper pattern can be in the form of MCQs/Online Assignments/preparing sets of 2 or 4 question papers and the final decision should be taken by respective HOD. ii. For retest of Test 1, syllabus will be same as that of regular Test 1. iii. Retest of Test 1 and previous Internal KT of IA is planned to be conducted in the week commencing from 15th June. 1.1.2 Termwork a. Marks for attendance will be considered based on actual attendance till 13th March and adding number of days from 13th March till the end of the semester due to lockdown, the students be given the term-grant for the academic year 2019-2020. b. Termwork for all students to be taken online on any of the suitable platforms like email/ LMS etc. c. Calculation of term work marks be based on the regular lab course submission completed till 13th March.

1.1.3 Practical/ Oral

Practical and Orals for subjects and Project has to be clarified with UoM. Circular is expected till 20th of June.

1.1.4 Theory

a. Written theory exam will be conducted in the month of July from 1st till 31st. Time Table will be issued by UOM in June.
b. Syllabus for the examination will be the one which is covered before 13th March. UoM will give the guidelines about the same.
c. Theory KT exams will also be conducted for SEM 5,6,7 in the month of July.

1.2 Guidelines for calculating marks for FE/ SE/TE exams FH 2020

The guidelines for calculating marks of IA/TW/PR/PR/PROJECT/THEORY for lower semesters II, IV and VI were also explained by Prof. Shubhangi K. She demonstrated the examples given in the circular which are also presented in the ANEXURE enclosed herewith.

1.3 Processing of Results of FE, SE, TE & BE

Prof. Shubhagi Kadu informed the members that after completion of all the exams, institute will prepare the results for these exams as per the UoM guidelines/ norms and will communicate the same to the University for further processing.

1.4 Term Grant and Carry Forward:

Necessary instructions are provided in ANEXURE enclosed herewith.

1.5 Internship:

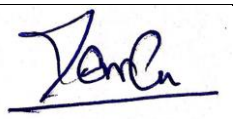
It was informed to all members that the students are to be allowed to take up 'online internships/ activities' including the activities that can be carried out digitally or otherwise from home. Students can also engage themselves to work as interns on ongoing projects. Delay in the start date for internship as well as reduction in the period of internship should be allowed.

After reviewing all the guidelines, following major decisions were taken.

- ✓ Since Faculty Handbook is required for the calculation of TW/IA etc, all departments need to arrange to collect the handbooks from the college in first week of June. This may be done by any 1-2 faculty staying close to college and arranging to send the handbooks to other faculty if possible or taking snapshots of the handbook and sending them to other faculty. In this case, **faculty visiting college must inform priorly to the Principal/Registrar.**
- ✓ The responsibility of the HOD to get this done as calculation of marks will be done majorly by June 08, 2020.

	✓ The marks of retest can be added subsequently so that the results are ready by June 15, 2020 for lower semesters so that Exam Cell gets sufficient time for processing the results of all departments. After the above discussion, Dr. Parameswaran, Hon. Advisor requested all HODs to provide all the help and support to Exam Cell for carrying out the exam related work in effective and efficient manner. He also asked Prof. Shubhangi Kadu to plan all the tasks and timelines necessary to process the overall result of all departments. Prof. Shubhangi mentioned that the meeting of department exam coordinators and exam cell staff will be conducted to discuss about these guidelines provided by UoM. Result related data will be first checked by Department exam coordinator and then will be verified and approved by respective HOD before sending to Exam Cell. In case the staff is required to go to college for exam related work, College will provide all safety measurements. It was discussed that the faculty and staff members are required to be present for the exam related /other administrative work as and when required by the institute.
2.	**Regarding First Year Admissions:** Dr. Manasi Karkare, Dean FE, presented the points necessary to carry out First Year admission related activities. To channelize the work , Hon. Advisor requested HODs to depute 2 faculties from department who will interact online with parents/students to clarify their doubts and help them in admission process. He also requested Prof. Sumitra P and Prof. Prasad I. , to prepare sample videos and send to HODs . Departments will then prepare similar videos which can be later posted on Institute website for publicity purpose. If videos prepared previously, can be modified as per the sample video. Prof. Sumitra P will prepare the schedule for deputing faculty members on rotation basis for the counselling the parents/students. Ms. Vijaylakshmi M, Registrar, informed that registrations through website has been started and office is receiving the queries regarding admissions.
3.	**NBA preparations:** Dr. Atul Kemkar, Principal, requested all HODs to plan all the pending work related to NBA and start its execution. Prof. Prasad Iyer, suggested HODs to prepare departmental presentation and to have regular interactions with faculty members to understand their preparations towards NBA. Keeping in mind the preparations, the STTP which was earlier discussed to be conducted at Institute level under IQAC, and few at department level are now not required to be conducted as many faculty members are attending / attended FDPs or webinars in this period and also STTPs conducted in last semester will suffice for current Academic Year(AY). Principal also emphasized that in next two weeks all faculty members will work on Course Attainment for Current AY(CAY). They would create individual folders in their google drives for Course Content and Attainment calculation for CAY. Hon Advisor requested Registrar and prof. Sumitra P to have regular follow-up with NBA for the updates.

4.	**SDPs planned by all the departments.:** It was informed by Prof. Leena Ladge that as per the previous meeting, data regarding the SDPs planned by all departments, has been consolidated by Prof. Sumitra and herself and the SDPs were to be conducted from June 01 , 2020. But looking at the scenario of conduction of exams for BE and calculation of marks for FE, SE and TE, she proposed to postpone the SDP conduction by till June 15, 2020, for which all the members agreed. Students interests/enrollments for various SDPs can be taken in next week. HODs were asked to offer those SDPs which have atleast 20 students enrolled.
5.	**Regarding Training & placement Activities:** Prof. Seema Khan, T&P Incharge, informed about AICTE-Clean Exit Webinar that she attended on May 18, 2020. The webinar focused on the Clean Exit program, an AICTE-ISAC (Information Sharing and Analysis Center) initiative. The initiative aims at introducing the Clean Exit Program across all colleges in India, to guide and train the graduates in Ethical considerations. Ethics will soon be introduced as a mandatory eligibility condition to apply for Internship. She also mentioned the change in hiring pattern and emphasis on ethical behaviour during the screening process in Campus hiring. She mentioned that it is required for the AICTE affiliated colleges to register and upload the database of all students on the Clean Exit Portal. Registration is free for all AICTE affiliated Institutes. Hon. Advisor asked Prof. Seema Khan to take all necessary steps to fulfill the requirements.
6.	**Post Covid-19 Activity under IIC:** Prof. Sumitra P mentioned that as per MHRD, there is a requirement to conduct session on Post Covid Measures and Dr. Kaustubh Chavan has identified a doctor for the same. It was further discussed that suitable date will be decided for conducting the session in discussion with all HODs.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	22-05-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Present
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

ANNEXURE

Guidelines for conducting exams for BE sem VIII students FH 2020

(UoM circular No. DBOEE/ICD/2020-21/05 dated 26th May 2020)

Internal Assessment:

1. Average of 2 tests to be considered for IA marks.
2. Retest for those who were absent for Test 1 (only for valid reason like medical leave and event participation at University level. Individual department should consult with Principal)
3. Test 2 should be conducted on any of the platform like online MCQ test or assignment problems (preferably different problems to each of the student).
4. Portion for test 2 will be on remaining portion till 13th March after Test 1.

   Proposed:

   1. Test 2 should is proposed to be conducted in the week commencing 8th June. One paper per day for 20 marks.
   2. For retest of Test 1, syllabus will be same as that of regular Test 1.
   3. Retest of Test 1 and previous Internal KT of IA is proposed to be conducted in the week commencing 15th June.

Term Work:

1. Marks for attendance will be considered based on actual attendance till 13th March and adding number of days from 13th March till the end of the semester due to lockdown, the students be given the term-grant for the academic year 2019-2020.
2. Term work for all the students to be taken online on any of the suitable platforms like email/ LMS etc.
3. Calculation of term work marks be based on the regular lab course submission completed till 13th March

Practical/ Oral:

Practical and Orals for subjects and Project has to be clarified with UoM. Circular is expected till 20th of June.

Theory:

1. Written theory exam will be conducted in the month of July from 1st till 31st.
2. Time table will be issued by the UoM in the month of June.
3. Syllabus for the examination will be the one which is covered before 13th March. UoM will give the guidelines about the same.
4. If the student is having theory KT in the previous semester like sem 5, 6 & 7 will be conducted in the month of July 2020.

Guidelines for calculating marks for FE/ SE/TE exams FH 2020

Internal Assessment:

1. Test 1 is conducted before lockdown. Test 2 is not been conducted, so only Test 1 marks to be considered to grade the internal assessment of the students.
2. Online retest should be conducted for the students who were **absent** for any subject/s of the current semester. (only for valid reason like medical leave and event participation at University level. Individual department should consult with Principal) Marks obtained in this retest are to be accounted.
3. Online retest should be conducted for the students (if they are willing to improve their performance) **failed in Test 1** of the current semester. If the student appears for the retest, the average of marks obtained in the two tests (Test 1 conducted during regular term and retest) should be considered for further calculations needed for performance evaluation. If any student does not opt for the retest, then the marks obtained in Test 1 only be considered for the further calculations.

   Proposed:

   1. Retest of Test 1 is proposed to be conducted in the week commencing 8th June.

   2. For retest of Test 1, syllabus will be same as that of regular Test 1.

Term Work:

1. Marks for attendance will be considered based on actual attendance till 13th March and adding number of days from 13th March till the end of the semester due to lockdown, the students be given the term-grant for this academic year.
2. Term work for all the students to be taken online on any of the suitable platforms like email/ LMS etc.
3. Calculation of term work marks to be based on the regular lab course submission completed till 13th March with necessary assignments/ lab write-ups duly completed as mentioned in the syllabus.

Course	Attendance marks (5)	Marks obtained from journal including assignments (20)	Total TW marks (25)
DEML	4	15	19

Note: This is just an example. You can follow the term work calculation for your subject based on UoM guidelines given in syllabus.

Practical/ Oral/ Project:

1. Pr/ Or/Mini Project marks evaluation can be done as mentioned below:
    a. For the laboratory course connected to theory subjects in that semester, the oral/practical/mini project marks be evaluated by extrapolating/ converting the average of TW marks for that lab course and IA-1 marks of that relevant subject.

Lab Course of even sem	**Connected theory of the same even sem**	**IA-1 marks scored in connected theory (20)**	**TW marks of the lab course (25)**	**Total of IA-1 & TW (45)**	**PR/ OR marks of the lab course (25)**
Plastic Material Testing (Pr)	Plastics in Packaging	15	22	37	= (25x37)/45 =20.56 ≈ 21
Packaging Machinery & Systems (Tu)	Packaging Machinery & Systems	16	20	36	= (25x36)/45 = 20

    b. For the laboratory course not connected to any theory subjects in that semester, the oral/practical/mini project marks be evaluated by extrapolating/ converting the marks of the TW for that lab course.

Lab Course of even sem	**Connected theory of the same even sem**	**TW marks of the lab course (25)**	**PR/ OR marks of the lab course (25)**
Principles of Graphic Arts & Design II	---	22	22

Theory:

1. To calculate the marks for each of the subject, 50 % marks based on internal performance evaluation of the students for that subject be accounted along with the 50% marks calculated based on the previous semester performance.

2. 80 marks of each of the subject to be calculated following way:
    a. 50 marks out of 80 to be evaluated based on marks obtained in previous semester. Here Theory, TW, Pr and Or marks of all the subjects are to be considered.
    b. For passed students of Test 1, the remaining 30 marks out of 80 to be evaluated based on the Test 1 of the subject in the current semester.
    c. For absent students of Test 1 and appeared for retest, retest marks to be considered to calculate the remaining 30 marks out of 80.
    d. For failed students of Test1 and appeared for retest, average of two (Test 1 conducted during regular term and retest) to be considered to calculate the remaining 30 marks out of 80.

Examples for performance gradation and preparation of results of FE, SE and TE examinations:

Case I: ESE **80 Marks**; IA **20 Marks** in all courses

Sem V (previous marks) (Nov-2019):

Considering all subject heads scored marks, if the student has scored overall 600 marks out of 750, overall percentage score is 80.00%

Hence, average marks out of 50, will be =50 x 0.8 = 40**

Semester **VI marks for May 2020** to be calculated in following manner:

Courses	Internal assessment score in current sem (out of 20)	End semester exam marks to be calculated (out of 80) Internal 30* (Based on current semester Internal Assessment, 30% of Total marks + ESE 50** (Based on previous semester performance, 50% of total marks)	Out of 100
Course 1	15	23+40=63	15+63=78
Course 2	20	30+40=70	20+70=90
Course 3	18	27+40=67	18+67=85
Course 4	19	29+40=69	19+69=88
Course 5	17	26+40=66	17+66=83

*convert current internal **marks out of 20 to out of 30**, fractional marks converted to full next integer.

Case II : ESE 80 Marks; IA 20 Marks in all courses

Sem III (previous marks) (Nov-2019):

Considering all subject heads scored marks, if the student has scored overall 390 marks out of 750, overall percentage score is 52.00%

Hence, average marks out of 50, will be = 50 x 0.52 = 26**

Semester **IV marks for May 2020** to be calculated in following manner:

Courses	Internal assessment score in current sem (out of 20)	End semester exam marks to be calculated (out of 80) Internal 30* (Based on current semester Internal Assessment, 30% of Total marks + ESE 50** (Based on previous semester performance, 50% of total marks)	Out of 100
Course 1	15	23+26=49	15+49=64
Course 2	12	18+26=44	12+44=56
Course 3	07	11+26=37	07+37=44
Course 4	06	09+26=35	06+35=41
Course 5	14	21+26=47	14+47=61

*convert current internal **marks out of 20 to out of 30**, fractional marks converted to full next integer.

Case III: ESE **60 Marks**; IA **15 Marks** in few courses of a semester

Sem I (previous marks) (Nov-2019):

Considering all subject heads scored marks, if the student has scored overall 400 marks out of 700, percentage score is 57.14%. Hence, average marks out of 38 (50% of 75 i.e. 37.5 ≈ 38, fraction converted into next integer), which will be

=38 x 0.5714 = 21.71 = 22**

Semester **II marks for May 2020** to be calculated in following manner:

Courses	Internal assessment score in current sem (out of 15)	End semester exam marks to be calculated (out of 60) Internal 22* (Based on current semester Internal Assessment, 30% of Total marks) + ESE 38**(Based on previous semester performance, 50% of Total marks)	Out of 75
Course 1	10	15+22=37	10+37=47

*convert current internal **marks out of 15 to out of 22**, fractional marks to be converted into full next integer.

Case IV: ESE **40 Marks**; IA **10 Marks** in few courses of a semester

Sem I (previous marks) (Nov-2019):

Considering all subject heads scored marks, if the student has scored overall 420 marks out of 700, percentage score is 60.00%

Hence, average marks out of 25 (50% of Total Marks 50 = 25),

which will be = 25 x 0.60 = 15**

Semester II marks for May 2020 to be calculated in following manner:

Courses	Internal assessment score in current sem (out of 10)	End semester exam marks to be calculated (out of 60) Internal 15* (Based on current semester Internal , 30% of Total marks) + ESE 25**(Based on previous semester performance, 50% of Total marks)	Out of 50
Course 1	08	12+15=27	08+27=35

*convert current internal **marks out of 10 to out of 15**, fractional marks to be converted into full next integer.

Processing of Results of FE, SE, TE & BE:

After completion of all the exams, institute will prepare the results for these exams as per the UoM guidelines/ norms and will communicate the same to the University for further processing.

Term Grant:

If student is having the term-grant for semester I or III or V, but could not appear for theory/ practical or oral exams from these semesters due to some reasons, be granted admission to the next academic year, but then student should appear for both semester examination in the next attempt.

Carry forward:

1. As directed in GR issued by Govt. of Maharashtra, all the FE/SE/TE undergraduate students having ATKT in previous semesters, will be promoted (Carry Forward) in next semester only for the current academic year 2019-2020.
2. Any of the second year students having backlog in first year or any of the third year students having backlog in second year, should be promoted (carry forward) to the next semester.
3. Examinations for such subjects be scheduled by UoM within four months from the beginning of the next academic year.

If the revaluation result of any student/students is pending, then the results of revaluation for such students should be declared first followed by the result of current semester.

Internship:

The students are to be allowed to take up 'online internships/ activities' including the activities that can be carried out digitally or otherwise from home. Students can also engage themselves to work as interns on ongoing projects. Delay in the start date for internship as well as reduction in the period of internship should be allowed.

All the above guidelines are applicable to those students who have filled the exam forms.

MINUTES OF MEETING
Academic Council

Date:	June 05, 2020
Convener:	Dr. Atul N Kemkar
Time:	11:00am – 12:15pm
Venue:	Google Meet Room

No.	*Agenda & Discussions*
1.	**Conduction of Unit Test2(UT2) and KT for Internal Assessment(IA) for SEM VIII, Retest for FE/SE/TE:** HOD of CE, EXTC and MECH expressed the concern of Sem VIII students of their department for UT2 as some of them were not able to prepare well due to unavailability of power supply and internet services during this week. After taking the reviews of all members , it was decided to postpone UT2 conduction from planned date June 08, 2020 to June 12, 2020 onwards.(on 12th ,13th ,15th and 16th June). Subsequently, IA KT exams for SEM VIII students scheduled on 15th and 16th June will be rescheduled.
2.	**Staff members going to College for official work:** It was discussed that from June 08, 2020 at the max 12 staff members are permitted to go to college for official work like marks entry in Khushi software, NBA related work , office related work etc. Dr. Atul Kemkar, Principal, informed various works to be carried out. Based on the discussions and information provided by various members, Dr. Parameswaran advised following points to be taken care. ✓ Four staff members from Exam Cell, two from office, Principal and rest staff members from other departments can report to college where number should not exceed 12. ✓ Members staying far away or in containment zones should not be called. ✓ Staff members should not travel in public transport. ✓ Staff members would first inform respective HOD and HOD will inform to registrar one day prior. ✓ No one would be allowed without the permission of the Registrar. ✓ As per the instructions of HR, SIES, all staff members should have Aarogya Setu app installed in their phones. The security in charge will not let anyone enter the premises without checking the status of that person on the Aarogya Setu app. ✓ Principal & Registrar to ensure the sanitization and other safety measures. ✓ Hand sanitizer to be provided to the non-teaching staff members who are travelling to college. ✓ Maximum care to be taken for Exam Cell where staff members are working for more time. ✓ Forms sent by President, SIES, to be filled up by all the staff members. ✓ Principal would be monitoring all the activities.

	✓ Maximum work should be done in minimum number of days, so that travelling can be avoided.
3.	**Collecting Faculty Handbooks from College:** As it was decided in last Academic Council Meeting to collect the faculty handbooks from college which are required for term work calculation, only department of PPT and IT have collected and other departments will be collecting them in a day or two.
. 4.	**Termwork calculation:** It was decided that all the departments would be preparing the termwork marks by 8th June. KHUSHI software will be installed in some PCs of Computer Centre and made available on **9th June** for filling marks of TW / IA by the faculties for a limited period of time. Login ID and Password will be given to the Heads of the Departments. Prof. Shubhangi Kadu, Exam Cell Incharge was asked to prepare the complete plan to marks entry by the department faculty members and then preparation of result. Prof. Shubhangi informed that results would be prepared tentatively by June 20, 2020.
5.	**Regarding attendance marks required for Termwork calculation:** It was discussed that as per University of Mumbai Circular No. DBOEE/ICD/2020-21/05 dated 26th May 2020, marks for attendance will be considered based on actual attendance till 13th March and adding number of days from 13th March till the end of the semester due to lockdown. In this regard, Principal asked Prof. Leena Ladge to prepare the necessary guidelines which can then be sent to all faculty members.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	06-06-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	June 12, 2020
Convener:	Dr. Atul N Kemkar
Time:	04:30pm – 05:30pm
Venue:	Google Meet Room

No.	***Agenda & Discussions***
1.	**Status of SE and TE result preparations:** Dr. Atul Kemkar, Principal briefed to all members about the minutes of meeting regarding examination. He also informed that Retest marks are submitted to Exam Cell by departments and UT 2 exam for SEM VIII have started. Faculty members have gone to college to enter the IA and TW marks in Khushi and hard copies of marks are submitted to the exam cell. Status of the work is below. i. Kushi software data entry is completed by all departments. Kushi software entry for faculty is disabled and result preparation is completed. On getting marks for retest, further result will be updated. Result verification will begin from June 15, 2020. ii. HODs have to manually check one or two subject marks and calculations are done correctly. iii. Prof. Prasad informed that when verifying PPT internal/termwork marks, it was found that if a student gets 24/25 in termwork then his Practical / Oral marks may also be the same in case of Lab course. Hence it's important that HoDs review the marks before finalizing. The term work shall also be reviewed by Principal before finalising.
2.	**Progress of NBA work:** All the HODs of concerned departments informed the status of the NBA work. i. ***EXTC Department***: Started with attainment calculation, CO-PO justification presentation by faculty where 12 faculties have completed and 5 are remaining. HOD presentation will be completed by Monday. Most of the faculties were not clear about attainment calculation and after presentations faculties are having more clarity. Faculties are also preparing the posters of the project which may be presented to NBA committee. DR. PARAMESWARAN sir suggested that posters may be prepared by other department also highlighting objective, results, etc. ii. ***CE Department:*** Criteria 4 tasks were taken up and completed. Criteria 3 data updating is undertaken and faculties are suggested to map to performance indicators. Criteria 2, 5 and 6 work are completed. Project poster will be taken up. Working on P25 file updation. Current batches (2017-21, 2018-22) calculations

	are to be completed as NBA will ask current batch data and show that the same process is followed. The presentations of 5 faculties has started. iii. ***IT Department:***- Faculty presentations are completed and major doubts are resolved and if any queries will be presented to Prof. Prasad and Prof. Sumitra. Criteria wise presentation is also completed. Completed attainment calculation till SH 2019 excepts FH 2020. iv. ***Mech Department:***- Faculty presentation is completed in last week. This week criteria wise presentation has started. Task pending are noted like taking printout of PO, PSO to be taken and pasted in the faculty room. The attainment calculation for 2018-22 is remaining. v. ***PPT Department***: Started with aligning everything to NBA, as earlier NAAC was followed. Attainment calculations are done for current academic year. vi. ***FE Department:*** Prof. Prathiba has coordinated with Sumitra and presentations will start on Monday. vii. ***Office***- The data is ready till last year and only current year has to be prepared. Dr. Parameswaran advised that all department have noted down doubts which has to be clarified by Prof. Sumitra and Prof. Prasad on Monday. He also suggested to have a combined meeting to clarify doubts. Prof. Prasad has sent the mail to HODs regarding the same. Monday compilation will be done and Tuesday the meeting may be conducted to discuss doubts. By Thursday all departments will be sending the presentations to Prof. Prasad and Prof. Sumitra.
3.	**Allotment of new NBA related work:** It was informed by Prof. Sumitra and Prof. Prasad that they have already allotted work in two phases and mailed to HODs.
4.	**Revised Circular from University of Mumbai:** Principal suggested that atleast one faculty from each department should be present once in a week and HOD has to come twice in a week. i. HODs are requested to give list of the faculty by tomorrow. (according to Govt rule 15% of staff can be called for non-academic work) ii. HODs have to give instructions to non-teaching staff about the work to be done such as computer maintenance, data entry, lab manuals, switching on equipment and cleaning, checking equipment, NBA related work etc. The faculty has to assist lab assistant in handling equipment. iii. Dr. Parameswaran suggested not switch on the AC as the sanitization work is not been done. iv. Ms. Vijaylaxmi, Registrar informed that ACs are serviced and one AC may be used in the department. v. Dr. Lakshmisudha proposed that instead of calling one faculty, call two-three will be useful in completing the NBA task. vi. People from containment zone should be avoided to be called to college and proof has to be given from society incase of quarantine.

	vii. Decision on calling staff on Saturday will be taken by higher management (advisor).
5.	**FE admission planning progress by Dr. Manasi K, Dean,FE** i. Meeting was held on 30th May. Email id is generated and FAQ are generated and will be reviewed by Prof. Prasad and Prof. Sumitra. ii. Meeting with admission committee will be held tomorrow at 2PM. iii. HOD are asked to update poster and videos updated with last year SDP and achievement by June 18, 2020. iv. The admission status of EXTC and CE has to be updated on website after we get extension of approval. v. Dr. Parameswaran suggested that faculty members' phone numbers should not published on the website as it is violating the rule given by management. Only reception number has to be given and later the call be forwarded to department if needed. vi. One mobile number will be linked to office number to take parents call after office hour.
6.	**Website update status:** i. The work assigned to Prof. Sunil is completed. ii. The admission page is updated and will be completed by next week. iii. Standard formats will be used for uploading on the website. iv. Dr. Parameswaran suggested that feedback from students and parents has to be included in the website. v. Consultancy projects, Student achievements, have to be highlighted in the website.
7.	Dr. Nehete informed that, Mechanical department conducted webinar successfully and one more is planned in third week of June on "Machine Learning".

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	14-06-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
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8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Absent
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Absent

MINUTES OF MEETING
Academic Council

Date:	June 22, 2020
Convener:	Dr. Atul N Kemkar
Time:	11:45am – 01:00pm
Venue:	Google Meet Room

No.	*Agenda & Discussions*
1.	**Confirming the Minutes and Action taken report of last Academic Council meeting held on June 12, 2020.** 1) ***Status of SE and TE result preparations:*** Prof. Shubhangi K informed that the SE and TE results are prepared and ready to be sent to UoM. Regarding FE and BE , UoM has designed the software module for result preparation and it will be sent to colleges in due course of time. **2)** ***Progress of NBA work:*** Prof. Sumitra- informed that they have received the reports of NBA activities carried out by all departments and also the department presentations. They will verify and update the departments accordingly. ***3)*** ***Allotment of new NBA related work:*** Prof. Prasad I informed that the new work has been allotted to the departments. ***4)*** ***Revised Circular from University of Mumbai:*** It was decided that the faculty and staff should be informed that the Institute will operate only for nonteaching activities as per the revised guidelines of University of Mumbai. It was further decided that faculty members should notify to principal if they are residing in the containment zone, or having health issues from time to time. ***5)*** ***FE admission planning progress by Dr. Manasi K, Dean, FE:*** Dr Manasi Karkare informed that departments have prepared the videos and posters to be uploaded on website for the information & publicity purpose. It was suggested to provide 2-3 alternate phone numbers for enquiry purpose. ***6)*** ***Website update status:*** Prof. Prasad and Prof. Sumitra informed that Annual report, ISTE and all other Student chapters details included. Contents of individual departments, faculty profiles, Admission data with FAQ will be updated. Testimonials will be added. 7) ***Webinar conduction from Mechanical Department:*** Webinar on Machine Learning conducted on June 20, 2020.
2.	**Planning of next semester Academic Activities:** • It was decided by all the members to start the next semester Academic activities from July 20, 2020 tentatively. Teaching – Learning sessions will be conducted be on digital platforms.

	• It was informed by Dr Preeti Hemnani that the orientation programs for revised SEM III subjects would also be planned by UoM in July first week. • HODs should make the workload distribution such that one subject must be allotted based on the faculty expertise where the best contents can be delivered to the students. The other subject can be based on the requirement of the department. Workload distribution to be completed by second week of July. Project topics should be based on recent technology and realistic in nature. HODs are required to conduct the meeting regarding workload distribution and send the MOM to the Hon. Advisor & I/C Principal.
3.	**New Digital Platform Transformation and Real-Time lectures:** • Dr. Parameswaran appreciated the efforts taken by Prof. Prasad Iyer to train the faculty members for online teaching. He also advised that many other faculty members can take such initiatives. Prof. Prasad informed that he would be conducting the second such session this week for few other faculty members. • Prof. Prasad Iyer informed that other than Google Meet Room, MS Teams is also very good platform for online sessions. He also conveyed the views of CIO, SIES about faculty members being well versed with all the apps of MS Teams Office 365. Office 365 tool is available with SIES since 2014, but many faculty members are not regularly using their sies.edu.in email ids. • Prof. Sumitra P, suggested that MS Teams can be very useful in creating good assignments for the students. Since Prof. Prasad Iyer has taken couple of training sessions on MS Teams for two of the colleges , he would be joined by Dr. Aparna, Dr K Lakshmisudha and Prof. Sumitra for training our faculty members. • Dr. Nehete suggested that every department should be created with one multimedia lab for the conduction of online sessions. • Dr. Atul Kemkar informed that accessories such as Stylus for the better online content delivery.
4.	**Additional faculty members in Computer Engineering and Printing & Packaging Technology:** Hon Advisor requested all the members to find for new candidates who are academically strong and completed with PG/Ph.D. These candidates can be preferably from the area of Data analytics.
5.	**Elective Subjects for SEM V and SEM VIII:** HODs are requested to finalize the elective subjects for SEM V and SEMVII, considering many aspects such that placements, recent technological trends, proficiency of the subjects and need of an hour. Dr. Aparna also informed that all HODs have to discuss together regarding the Institute Level Optional Courses to be offered for SEM VII students for SH2020.

6.	**Multishift and maintaining Social distancing when college reopens:** Hon Advisor stressed on the scenario when college may reopen by mid of September , in which case there would be need of conduction of classes in multiple shifts by rearranging the class rooms to maintain the social distancing.
7.	**Analysis of Japanese model for cost and efficiency :** Dr. Parameswaran asked all the HODs to get one page report from their department faculty members regarding their views on Cost VS Efficiency which is based on Japanese model. This exercise would bring a systematic approach and create a thought process for quality improvement.
8.	**Confidential reports:** Hon. Advisor asked all the HODs to prepare the confidential reports for their department staff members. This confidential report should be prepared with clear and pragmatic approach, reflecting the actual performance of the member. These reports are to be submitted to the Registrar and inturn registrar will submit to the I/C Principal . Necessary action will be taken by Hon. Advisor & I/C Principal in consultation of HODs.
9.	**Seeking permission from I/C principal for conduction of any activity:** Dr. Atul Kemkar asked all the HODs and various Sections Incharges to seek his prior permission for conducting any activity for students and faculty members. This will help to conduct the activities in more effective manner.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	26-06-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Absent
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	July 07, 2020
Convener:	Dr. Atul N Kemkar
Time:	11:00am – 12:30pm
Venue:	Microsoft Teams

Dr. Parameswaran, Hon. Advisor, informed all the members that Management of SIES, has appointed Dr. Aparna Bannore and Prof. Prasad Iyer as Vice Principal of SIES Graduate School of Technology from AY 2020-21. He also congratulated them for the same.

No.	***Agenda & Discussions***
1.	**Fee collection from students for next academic year 2020-21:** It was discussed that all the HODs are required to talk to students and parents regarding payment of fee for the academic year 2020-21. HODs have been asked to monitor the collection of fee from students from respective department and also assist the Registrar for the same.
2.	**First Year Admission for 2020-21:** Hon. Advisor informed that for the process of first year engineering admissions for 2020-21, HODs will be assisted by students and faculties of the respective departments. He also emphasized on need to reach out to current 12th standard passed students with online platforms. The plans of all HODs and suggestions from other members are as listed below. 1. ***Dr. Nehete*** **–** informed that he has been coordinating with his MECH department members who are part of Admission Committee. He is looking into the process initiated by Dr Manasi. He informed that has asked his faculty members to contact parents and help them by solving their queries. He also suggested that the log to be maintained for all the parents and students who have been contacted. 2. ***Dr. Preeti Hemnani***- informed that the in the department of EXTC, poster and video are prepared to be uploaded on website. Students will also be joining in advertising the department. Online meeting can be held with students and parents. Dr Kemkar added that IEEE students chapter help can be taken to publicise through their contacts. Hon Advisor suggested to also focus on new branch E & CS. 3. ***Dr. K Lakshmisudha***- proposed to conduct in IT department, an orientation or webinar to attract 12th passed out students in which IT department achievements will be highlighted. She also plans an orientation of current SE TE BE students of IT, to promote the department. This will help students to publicise about department . Similar meeting would be taken with parents this will help publicise in society. Fees payment will also be informed to parents and students. In addition she plans to contact Jr. Colleges and getting students data to publicise about the college and branch.

4. ***Dr. Aprna Bannore***- informed the members that she has planned for WhatsApp status to be used for publicity apart from video and posters uploaded on website. She also plans for getting more contacts through current students. She informed that she plans to mail parents regarding increase in intake from 90-120. She suggested that Thane, Panvel and Vashi based colleges can be contacted to get students data. She also brought to the notice of members that students have raised questions about the library and other infrastructure which is not used by them , so she proposed for contacting parents directly about fees payment.

5. ***Prof. Prasad Iyer***- informed that he is trying to clear the doubt of the students regarding fee payment, by explaining them the fact that though the college is closed temporarily, but all other expenses are prepaid. College has spent on creating additional licenses, online platforms , sanitisation etc. Regarding admission he informed that as it's always difficult for the Printing & packaging department, they have planned to show videos to parents and 12th passed out students with the help of current students. Current students will create small videos featuring one of the strengths of the department. He also added that counselling for 12th students would be provided apart from publicising college. He suggested that course related contents can be added in all department videos.

6. ***Dr. Atul Kemkar*** - informed that there is a need to focus on Tamil minority admissions , get the list of such students through SIES Sion college, and other Tamil minority junior colleges like Vaze College in Mulund. He also asked HODS to arrange for sessions with mentees to explain them about next academic term and also tell them about fees payment.

7. ***Prof Sumitra P-*** suggested for hosting the facilitation centre which will bring all parents and students to campus and will help branding the Institute. She also suggested to approach 11th -12th coaching classes , as many CE students take admission through JEE. She informed that the challenge is for EXTC and a new branch E & CS as many minority students take admissions and there is a need to do analysis from last two years data.

8. ***Prof. Leena Ladge -*** suggested to highlight about SIESGST on the website of SIES Sion college and link can be provided to our Institute website. She also suggested to identify few students per class to give them the information articles to be posted and ask them communicate to their classmates to also post on their social media account.

9. ***Dr. Deepti Reddy*** – suggested for branding through WhatsApp and Facebook media, students to have write ups and post them on their own Facebook and Instagram accounts.

After getting the plans and suggestions from all the members, Dr. Parameswaran advised the following points.

- ✓ SIES Sion college to be contacted to get the students' details.

	✓ Webinar on career guidance to be conducted by all departments as suggested by Dr. K. Lakshmisudha. ✓ Orientation to students of Sem III to be organised to explain the structure of revised syllabus R-2019, necessary guidelines and scope. Also requested HODS to inform students about the value addition provided in their First Year of Engineering. ✓ Best efforts to be put by all HODs and faculty members for the branding of the college. ✓ Social media like Facebook, Instagram to be used for publicity.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	10-07-2020

The following members were present during the meeting.

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kamker	I/C Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6.	Prof. Prasad I	HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	Industry Institute Interaction Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	training_incharge@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	September 10, 2020
Convener:	Dr. Atul N Kemkar
Time:	12:15 PM – 1:45 PM
Venue:	Microsoft Meet

No.	*Agenda & Discussions*
1.	**Online Internal Test for current semester on the portion covered till date and Final year exams (BE Sem VIII FH2020).** i. Dr. Aparna suggested that the Online Internal Test for the current semester should be planned from Sep 15- 23,2020, as most of the faculty members will be involved in preparation and conduction of the final year exams.(BE Sem VIII FH2020) ii. Dr. Laksmisudha suggested to start Online Internal Test from Sep 17-21, 2020, as students would get one week time for the preparation. Prof. Prasad, Dr. Nehete and Dr. Preeti also agreed to the same. iii. Dr. P.V. Parameswaran advised to give preparation leave to students from Sep 17- 19 and conduct test from Sep 21- 25, 2020 and declare this period as non-academic which would help faculty members for completing the necessary preparations required for the University exams. iv. Dr. Nehete suggested that pending NBA activities can also be undertaken in this period. v. Prof. Prasad informed that the duration of Final Year exam would extend upto Oct 17, 2020,and proper planning of academics should be done in this period.
2.	**FDP and SDP** i. Prof. Sumitra informed that she has reviewed the details of proposed FDPs and SDPs of each department. She further requested all HODs, to modify the planned activities which would conform with the requirements of NBA, NAAC and other regulatory bodies. In this regard, she would be sharing a document containing the requirements. ii. Prof. Sumitra informed that Teacher's Day celebration will be held on Sep 12, 2020 at 10:00AM. The agenda would include cultural program by students followed by a session by Dr. Archana B, on how to take care of eyes during the Covid-19 Pandemic situation. iii. Dr. P. V. Parameswaran expressed his concern on low attendance of aspiring students, during admission related webinar and suggested to skip one or two sessions. Prof. Prasad explained the reason for the low attendance which may be due to ongoing JEE exams and suggested to continue as CET dates have been announced and participants may have queries related to CET.

3.	**Review on preparation for University exams** Prof. Shubangi presented points regarding preparation of University exams for final year students which was discussed in the Principals meeting held by UoM(as attached in Annexure). a) Dr. Kemkar further clarified that the syllabus to be considered for Sem 8 examination, will be conveyed by cluster head and the same will be confirmed. b) Wrt Pt19 in the Annexure, Dr. P. V. Parameswaran clarified that in case of any technical or security issues, Exam I/C has to address it after discussion with the Principal, Vice Principals and committee members. c) Wrt Pt19 - i. Dr. Aparna raised the concern on maintaining confidentiality. Prof. Prasad proposed that faculty members can be instructed to create final Question Bank using email id of exam cell only. ii. Dr. Atul Kemkar informed that lead college will appoint the examiner and will set the question paper. On receiving the question paper from the lead college, Prof. Shubhangi Kadu would be responsible for distributing it to the concerned subject teacher. Prof. Sumitra I, suggested that separate email ids can be created branch-wise for the same. iii. Prof. Sumitra raised the concern that some of the students may have forgotten the password of siesgst mail id, she requested the Exam Cell I/C, to share such cases with her. d) Wrt Pt 20. - Exam will be avoided on dates of any competitive exams. Such dates to be communicated by the students asap. Dr. Kemkar informed that he would clarify the list of competitive exams to be considered under this point. e) Wrt Pt 21. - Exam cell will follow up with university for Sem VII evaluation gazette report. f) Prof. Shubhangi Informed that question bank of MCQs have to be submitted as word document. g) Dr. Atul Kemkar informed to appoint the external examiners for conducting OR/PR exams from the cluster colleges only.

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	14-09-2020

The following members were present during the meeting:

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kemker	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Aparna Bannore	Vice Principal & HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
4.	Prof. Prasad I	Vice Principal & HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
5.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
6.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	IIIC Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	office_supt@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

MINUTES OF MEETING
Academic Council

Date:	September 26, 2020
Convener:	Dr. Atul N Kemkar
Time:	12:00 PM – 2:00 PM
Venue:	Microsoft Meet

No.	***Agenda & Discussions***
	Principal Dr. Atul Kemkar started with highlights and action taken in last meeting regarding BE university exam related work.
1.	**Review of academic activities conducted till date and planned for the month October 2020** Dr. Aparna B presented the review of academic activities conducted till date along with their status. i. The lectures started on July 22 and nearly 27to 30 lectures were conducted for SE, TE and BE. ii. Since Aug 07, CE, IT, EXTC has stared with practical and Mech department started from Sept 1. iii. First attendance list is prepared from July 22 to Sept 11, 2020. Few students who are defaulters with attendance less than 50 % majorly because of network issues (staying in Jammu and villages). Principal sir suggested to send notification to parents whose wards are defaulters. iv. Hon. Advisor Dr. P. V. Parameswaran raised concern about the students from J&K who have 2G network and thus having zero attendance. He also advised HoDs to contact them and to check that they start attending Lectures. v. Dr. P. V. Parameswaran also suggested to send notification to parents whose ward has not given Online Evaluation1. vi. Online Evaluation1 is conducted successfully and result will be declared on Oct 03, 2020. vii. If any assignments are to be submitted then it should be scheduled from Sept 29 and Juno ERP system to be used for same . viii. Parent-Teacher Meeting has to be planned. Prof. Sumitra specified how other colleges conducted PTM by giving overview of online activities. It will help parents to have confidence in how the situation is handled. Hon. Advisor specified to use it as a platform to advertise our college which will help in admissions. Meet some parents randomly and take feedback on positive points and improvements if any.

	ix. Handbooks are in printing phase . Dr. Aparna informed that maintaining record of curricular and cocurricular activities in Juno and handbook. Dr. Parameswaran explained the importance of maintaining records in hardcopy which is required by various committee and will reduce the dependencycy on Juno software. HoD Mechanical Dr. Nehete seconded his opinion.
2	**Discussion and finalization of academic calendar for SH2020**. i. Dr. Aparna has shared draft copy to all members before the meeting. ii. Hon. Advisor specified to that all Academic council members must discuss and finalize academic calendar. Sir also instructed that all the Saturdays to be considered as instructional days . This is needed to restrict number of hours sitting in form of computer. iii. Dr. K. Laxmisudha informed that Saturday has been allocated for project review.Sir advised to keep lectures on Saturdays for 2 to 3 hours and project reviews could be conducted on weekdays.
3	**University examination updates and ongoing activities** i. Prof. Shubangi Kadu informed that the 5^{th} and 6^{th} semester exam has started and no issues till now. ii. For Sem 7th and 8^{th}, university will provide software and exam will be conducted using that software. iii. Regarding internet issues, survey is already taken and analyzed and found that there are no network connectivity issue for all the students appearing for exam
4	**NBA, NAAC and R&D activities** i. Hon. Advisor mentioned the necessity of tracking the NBA and NAAC activities. ii. R&D is a serious problem and President of SIES has conveyed that most of the committees who visit have a feeling that research and development activities are zero. iii. Hon. Advisor guided that real good work can begin at student project level. If teacher has expertise in a particular topic then should give a problem to student as project. Students may do lots of study and propose a solution. This same project may be given to next batch and after lot of thinking has gone into it then it will be projected as good research work. iv. All those who have completed PhD should form a committee and formulate problem statement. Every fortnight the progress has to be assessed. The observer from other department will check if procedure is followed and document. v. Dr. Deepti suggested to form committee domain wise and initiate research activities like paper reading and invite students to attend and participate.

5	**Planning and approval of various SDP/FDP, startup policy**. i. Prof. Sumitra has asked HoD about FDP and SDP to be conducted. Based on the points discussed accordingly the topics may be planned. The meeting has to be conducted along with Principal to decide the topics. ii. Professional chapters are planning to start short training programs. Since the exam is over, the sessions may start as value added session on Saturdays. iii. Dr. P. V. Parameswaran suggested to have quiz, competition and call for expert which will also be useful in placements . The expert has to be approved by the committee. The funds are also available for the same. iv. Dr. K. Laxmisudha suggested to call alumni as expert.
6.	**FE admission related activity** Dr. Manasi had meeting with admission committee and following points were discussed i. CET is from Oct 12 onwards, admission committee is planning for mock CET. ii. Dr. Parameswaran sir suggested that instead of webinar we may have mock CET. iii. Sir explicitly mentioned that today's webinar will have only questions answer session and demonstration of case studies like how one cracked or gone abroad. iv. Prof. Siddique proposed the idea that once CET is over, we can start series on engineering mechanics for aspiring students. Hon. Advisor appreciated the idea and mentioned that lectures could be conducted on few interesting questions in mechanical engineering.
7.	**Fees collection status.** i. The Registrar Ms. Vijaya Laxmi, said that the students who have paid the fees were concerned about the evaluation test and submissions. ii. Dr. Atul Kemkar informed to send those students list to department and it will be taken care.
8.	**Action points and general discussions** i. Dr. Atul Kemkar informed that all activities related to NBA, NAAC, and R&D will start after Oct 6th since till that we be busy with final year related exams. ii. The timetable of BE Sem 7th and 8th has come from university and forwarded to HoDs. iii. The confusion related to syllabus covered and informing the same to students has to be clarified from lead college. iv. It is suggested that the official mail to be sent to students from exam cell or HoD. v. Minimum three units have to be covered for sem 8 exam. vi. Prof. Leena raised issue under IQAC that two Management Review Meeting are pending for AY 2019-20 and both to be combined and conducted. **vii.** Dr. Atul Kemkar suggested to have a meeting on Monday to incorporate IQAC meeting.

SIES Graduate School of Technology
RISE WITH EDUCATION

MINUTES OF MEETING
Academic Council

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	30-09-2020

The following members were present during the meeting:

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kemker	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Aparna Bannore	Vice Principal & HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
4.	Prof. Prasad I	Vice Principal & HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Absent
5.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
6.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Dr. Rajesh Kadu	IIIC Coordinator	022-61082465	9833869680	rajesh.kadu@siesgst.ac.in	Absent
11.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	office_supt@siesgst.ac.in	Present
13.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
14.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
15.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
16.	Mr. Sai Krishna	Network Administrator	022-61082411	9920303651	saikrishnaj@sies.edu.in	Absent
17.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present