

7.1.10-1. Proceedings of the Monitoring Committee
attested by the Principal

Part 1 : Academic council Minutes of Meetings

Link : <http://www.siesgst.edu.in/iqac/IQAC.php>

Part 2: Attendance committee Minutes of Meetings

Committee Number	Name of the Committee	Name of the faculty	Responsibilities	Reference System
21.	Attendance Committee	Coordinator: Ms. Leena Ladge- Asst. Prof/IT Members: 1. Ms. Hema Raut- Asst. Prof/ EXTC 2. Mr. Prashanth A- Asst. Prof/MECH 3. Mr. Sagar Wagnare - Asst. Prof/ PPT 4. Ms. Kalyani P- Asst. Prof/CE 5. Ms. Vijaya Patil- Asst. Prof/ H&AS	Monitor the students attendance at departmental level. Collect the monthly defaulter list from respective Hods. Confirm the message of defaulter student is conveyed to their parents. To confirm whether defaulter list of the student is displayed declaring the respective attendance. Submit the recommendations of poor attendance student to principal with evidence at the end of the semester.	Academic development system

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PRINCIPAL
 S.V.E.S. Graduate School of Technology
 Sreechanganur, Changanur, Coimbatore
 Sri Chan
 Sector - 1, Mumbai - 400706



Date:	Feb 10, 2020
Convener:	Ms. Leena V Ladge
Time:	03:45pm – 04:30pm
Venue:	L105

No.	Agenda & Discussions
1.	<p>Generation of First defaulter list</p> <p>It was discussed that the first defaulter list will be prepared considering the attendance of Jan 06, 2020 to Feb 07, 2020. The students' extracurricular attendance/ medical attendances would be considered in the final defaulter list.</p> <p>Class incharge is required to prepare the defaulter list of the class.</p>
2.	<p>Action taken for defaulters</p> <ol style="list-style-type: none"> 1. Mentors are required to call the parents of students having attendance less than 75%. Make sure that if student is participating in any extra/co-curricular activities, then the parents should not be called in this case. Parents are required to meet HOD and mentor. 2. Undertaking and feedback to be taken from parents.
3	<p>Monitoring the attendances for extra-curricular activities</p> <p>It was informed to all members that department attendance coordinator is required to maintain the attendance of students participating in extra/co-curricular activities by getting copy of it from their students on daily basis.</p> <p>Attendance of students participating in extracurricular activities organized by student council, any other professional student chapter, BAHA, Turbocrafter etc. must be approved by Student council incharge.</p> <p>The student council incharge will share these attendances with all the HODs on regular basis so that their activities can be monitored.</p>
4	<p>Tracking of defaulters:</p> <p>The documents supporting tracking of defaulters to be maintained in the department.</p>
5.	<p>Academic activity for defaulter students</p> <p>It was also discussed that subject-in-charge should give some academic activity (any form of assignments) to defaulter students. These students should be carry out the activities by sitting in lab/library in extra time and record of which would be maintained in the department.</p>
6.	<p>Maintaining all defaulter list in drive</p> <p>As discussed in the meeting held on Feb 02, 2019, all defaulter lists to be scanned and uploaded branch wise in the common folder shared by Prof. Leena V Ladge.</p>






MINUTES OF MEETING
Attendance Committee




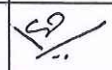


7.	Professional Counseling to students After discussion with HOD and faculty members, the students having less attendance may be referred to the professional counselor if needed.
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Convener:	Ms. Leena V ladge
Signature:	
Date:	11-02-2020




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S. I. E. S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekharendra Saraswathi Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706

The following members were present during the meeting.


S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	Asst. Prof. IT Overall Coordinator	022-61082441	9867801816	ladge.leena@siesgst.ac.in	
2.	Prof. Vijaya Patil	H&AS, Member	022-61082498	9223574820	vijaya.patil@siesgst.ac.in	
3.	Prof. Prashant Ambadekar	MECH, Member	022-61082491	9224636634	prashant.ambadekar@siesgst.ac.in	
4.	Prof. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
5.	Prof. Hema Raut	EXTC, Member	022-61082483	8652777602	hema.raut@siesgst.ac.in	
6.	Prof. Sagar Waghmare	PPT Member	022-61082457	7387481914	Sagar.waghmare@siesgst.ac.in	



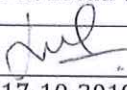
Date:	October 17, 2019
Convener:	Ms. Leena V Ladge
Time:	03:45pm – 04:30pm
Venue:	L105

No.	Agenda & Discussions
1.	<p>Generation of Final Defaulter list</p> <p>It was decided to generate the final defaulter list by Saturday October 19, 2019 (inclusive of all student attendance of extracurricular, T & P activities etc, Medical leaves). The attendance upto October 15, 2019 to be considered for the same.</p>
2.	<p>Calculation of percentage of attendance for extracurricular activities/ T & P activities/Medical leaves:</p> <p>The following formula to be used for calculation of percentage of attendance for extracurricular activities / T & P activities/Medical leaves.</p> <p>% attendance = [(number of lectures attended by student) / (total number of lectures conducted by faculty – number of lectures missed by the student)]*100</p>
3.	<p>Generating various defaulter list :</p> <p>It was decided to generate following defaulter lists.</p> <ol style="list-style-type: none"> <=50% - critical defaulters will be referred to Principal. The parents of these students must meet the Principal. 51%-60% - The parents of these students must meet the respective HOD. These students will also be given academic punishment. Undertaking from parents to be taken. 61%-70% - Only academic punishment to be given to these students. 71%-75% - Only warning by HOD to be given to these students. <p>Note: Students should be made to sit in Labs to complete the academic punishments. Also their attendances have to be marked in the defaulter register kept in the department.</p>
4.	<p>Preparing the data for critical defaulters in the given format:</p> <p>All the class incharges are required to prepare the data for critical defaulter students in the given format by October 21, 2019.</p>




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5.	Tracking of defaulters: The documents supporting tracking of defaulters to be collected.
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Convener:	Ms. Leena V ladge
Signature:	
Date:	17-10-2019




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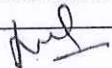
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1.	Prof. Leena Ladge	Asst. Prof. IT Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Prof. Vijaya Patil	H&AS, Member	022-61082498	9223574820	vijaya.patil@siesgst.ac.in	
3.	Prof. Lokpriya Gaikwad	MECH, Member	022-61082469	9892475078	lokpriya.gaikwad@siesgst.ac.in	
4.	Prof. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
5.	Prof. Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
6.	Prof. Sagar Waghmare	PPT Member	022-61082457	7387481914	Sagar.waghmare@siesgst.ac.in	




Date:	September 24, 2019
Convener:	Ms. Leena V Ladge
Time:	04:00pm – 04:30pm
Venue:	L104

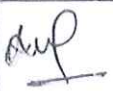
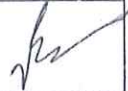
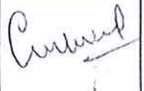
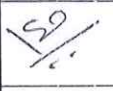

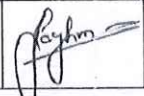
No.	Agenda & Discussions
1.	Students having attendance <= 50% It was decided that Parents should meet Principal and undertaking to be taken from students and academic punishment to be given to students.
2.	Students having attendance <75% Academic punishment to be given to students having less than 75% attendance in whichever subject applicable. Levels of academic punishment will be more if attendance is lesser and vice versa.
3.	Attendance for Extracurricular activities Extra curricular activities attendance should be maintained with dept attendance coordinator. Coordinator should collect copy of such attendances from students on daily basis. Coordinators should make sure that these attendance letters are verified by Professional Body faculty Coordinator/and HOD and Council Incharge. Student Council <i>will not</i> provide at the end, separate consolidated attendance of all students.
4.	Medical Leave consideration Medical leave of min 3 days and max 2 weeks to be considered . In case of few genuine sever cases , severity to be verified by HOD and then to be recommend accordingly.
5.	Attendance of Training & Placement activities T & P attendance, to be given as and when students had appeared / volunteered in placement activities and it's been approved by placement coordinator
6.	Tracking of defaulters: The documents supporting tracking of defaulters to be maintained in the department.

Convener:	Ms. Leena V ladge
Signature:	
Date:	24-09-2019





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Sector - V, Nerul, Navi Mumbai - 400706

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S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
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FH 2019

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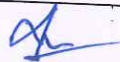
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 <p>SIES Graduate School of Technology RISE WITH EDUCATION</p>	<p>MINUTES OF MEETING Attendance Committee</p>
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Date:	Apr 12, 2019 and Apr 15-16, 2019
Convener:	Dr. Vikram S Patil
Coordinator:	Prof. Leena V Ladge
Time:	10:00am - 05:00pm
Venue:	Principal Board room

No.	<i>Agenda & Discussions</i>
1.	<p>Action taken for critical defaulter students :</p> <p>The Attendance Committee Coordinator from each department were asked to bring the details of their department critical defaulter students.</p> <p>The Principal and all the members analysed the details of all the critical defaulters of all departments. The actions were decided for all these critical defaulters.(enclosed in Annexure - I)</p> <p>The academic punishment and subsequently the journal submission of these critical defaulter students must be completed. HOD, Class/IC, mentor and respective subject teacher must monitor the same and maintain the record.</p>
2.	<p>Points to be noted for the students who are critical defaulters.</p> <ol style="list-style-type: none"> a. Parents of BE (VIII Sem), should only be informed about less attendance, but should not be asked to come to college to meet. Parents of SE/TE should meet the Principal/HOD. b. Undertaking from parents and students to be taken. c. Take apology letter, request letter from the student stating grant of term. d. Term work to be given to the student when all the practicals are performed. e. Academic punishment to be given and record must be maintained in the department for the same. Academic Punishment to be decided by subject in-charge and course coordinator f. Compliance report for these students in the given format to be sent by the department to Attendance committee. g. Student should not be allowed for extra-curricular activities in forth coming semesters. h. These students must attend at least one paid SDP conducted by various departments/Center of Excellence.




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MINUTES OF MEETING

Attendance Committee

3. **Action plan for forthcoming semesters.**


Following important points were also discussed.

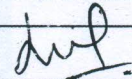
- Mentor allotment must be done very carefully, especially for the students joining back after a drop. Its recommended to have mentor- mentee in-charge in the department.
- Students getting Government Scholarship like EBC, must maintain 75% attendance.
- All communications with parents regarding attendance should be done through e-mail.
- All letters/applications/any documents related to attendance must be forwarded through e-mail to HOD for the approval.
- List of students not completing midterm/final submissions should be e-mailed by subject in-charge to class in-charge, keeping HOD in cc.
- In the beginning of semester, mail should be sent to all students regarding 75% attendance. Also display notice in each class regarding the same.
- No leaves to be granted for competitive exams.
- Attendance for Industry Internship/ Industry Project/ Consultancy Project should be granted only if student has taken an official permission for the same.
- Regular (weekly) counseling to defaulter students by Mentors and if needed by the professional counselor.
- Monitor the attendance of critical defaulter students cautiously from next semester. They should not be granted additional attendance if any such as for extracurricular activities, Medical etc.
- All provisionally admitted students should be treated as regular students and they must attend academics regularly.
- Students having more KT's should not be allowed for any extra-curricular activities. Mentor should identify such student.
- Journal of previous practical session must be submitted by student before performing next practical session.
- Record of student performing extra practical session, is to be maintained by the respective subject in-charge.
- Defaulter student journal should be corrected only when the student has performed the practical.
- Class In-charge should meet the subject teachers regularly.
- Defaulter List and summary sheet of critical defaulters are to be prepared by class in-charges.




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Coordinator :	Prof. Leena V Ladge
Signature:	
Date:	16-04-2019




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Sri Chandrasekarendra Saraswathy Vidyapeeram
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MINUTES OF MEETING
Attendance Committee


ANNEXURE -- I

Department of Computer Engineering

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	117A1071	SE D	Salman Shaikh	Academic Punishment and Not allowed for AOA (PR/OR)
2	218A1102	SE D	Jagdish M	Academic Punishment and Not allowed for AOA(PR/OR) and OSTL(PR/OR)
3	116A1027	TE C	Kshitija Hire	Academic Punishment
4	116A1046	TE C	Ajinkya More	Academic Punishment
5	116A1049	TE C	Akash Nair	Academic punishment
6	116A1039	TE C	Arsh Koul	Academic punishment
7	116A1043	TE C	Mannari Dinesh	Academic Punishment
8	116A1028	TE C	Kushal Inti	Academic punishment
9	116A1025	TE C	Aparna Iyer	Academic punishment
10	116A1081	TE D	Shreemun Pranav	Academic punishment
11	116A1087	TE D	Shubham Tarale	Academic punishment
12	217A1097	TE D	Alve Chaitanya	Academic punishment
13	217A1101	TE D	Siddhesh Iyer	Academic punishment
14	217A1111	TE D	Mrunali Pissal	Academic punishment
15	217A1113	TE D	Pranay Ramani	Academic punishment
16	115A1094	TE D	Karthik Thevar	Academic punishment




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Attendance Committee

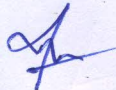
ANNEXURE – I(continued)

Department of Electronics and Telecommunication

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	117A2038	SE A	Kanishk Govil	Submissions not done
2	116A2022	SE A	Kapil Ghotkar	Submissions not done
3	218A2110	SE B	Anupuram Gautam	Submissions not done
4	218A2116	SE B	Shatavari Deo	Submissions not done
5	116A2030	TE A	Trushita Jadhav	Academic Punishment
6	216A2105	TE B	Rohit Desai	Academic punishment.
7	115A2032	TE B	Rajiv Iyer	Academic punishment.
8	115A2019	BE A	Amin Yatish	Academic punishment
9	115A2064	BE A	Alpesh Patil	Academic punishment.
10	216A2117	BE B	Shailendra Jaiswal	Academic Punishment
11	216A2113	BE B	Pratik Hegde	Academic Punishment
12	216A2114	BE B	Sanchita Hole	Academic punishment..
13	216A2095	BE B	Rajendra Baghel	Academic Punishment
14	216A2138	BE B	Trupti Pawar	Academic punishment.
15	216A2143	BE B	Aditya Satare	Academic punishment.




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MINUTES OF MEETING
Attendance Committee

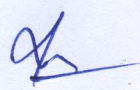
ANNEXURE – I(continued)

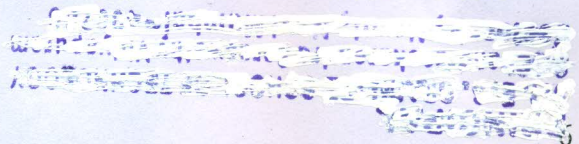
Department of Information Technology

Final Defaulter's List with Action Taken


S.N	Roll No.	Class	Name	Action Taken
1	117A3005	SE E	Azar Mohd Abusali	Submissions not done
2.	117A3027	SE E	Mattoo Piyush	Academic Punishment and not allowed for MPL(PR/OR) and UNIX(PR/OR)
3	115A3027	TE E	Iyer Shrutika	Academic Punishment
4	116A3017	TE E	Jay Gautam	Academic Punishment
5	116A3028	TE E	Kucheria Rohan	Academic Punishment




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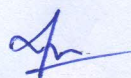
 <p>SIES Graduate School of Technology RISE WITH EDUCATION</p>	<p>MINUTES OF MEETING Attendance Committee</p>
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ANNEXURE – I(continued)

Department of Printing & Packaging Technology


Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	218A4065	SE F	Shinde Yashwini	Academic Punishment and not allowed for OPL(PR/OR)
2.	218A4060	SE F	Patni Sufiyan	Submissions not done



Principal
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ANNEXURE – I(continued)

Department of Humanities & Applied Sciences

Final Defaulter's List with Action Taken

Sr. No.	Roll No.	Class and Div	Name	Action Taken
1	118A2962	FE B	Om Misal	Academic punishment
2	118A2064		Sameer Mohite	Academic punishment and not allowed for AutoCAD (PR/OR) and SPA (PR/OR)
3	118A1001	FE C	Ansh Sagar	Academic punishment.
4	118A1004		Aditya Shunmugham	Academic punishment.
5	118A1006		Akhil Manohar	Academic punishment.
6	118A1013		Jaising Bhandari	Academic punishment.
7	118A1024		Tushant Gokhe	Academic punishment.
8	118A1056		Sarvesh Nayak	Academic punishment.
9	118A1065		Tushar Raina	Academic punishment.
10	118A4030	FE D	Sharan Subramani	Academic punishment
11	118A4037		Dhruvin Vashi	Academic punishment and not allowed for AutoCAD (PR/OR)
12	118A3041	FE E	Raina Devin	Academic punishment
13	118A6006	FE F	Desai Siddhesh	Submissions not done
14	118A6021		Konar Varun	Academic punishment.
15	118A6027		Mahesvaran Murugan	Academic punishment.
16	118A6058		Varun Shriram	Academic punishment and not allowed for SPA (PR/OR)




 Principal
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 PLOT 1C/W/5, SIR CHANDRASEKARAVHIA SARASWATHY VIDYAPURAM
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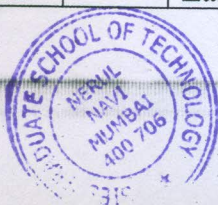
MINUTES OF MEETING
Attendance Committee

ANNEXURE – I (continued)

Department of Mechanical Engineering

Final Defaulter's List with Action Taken

Sr. No.	Roll No.	Class and Div	Name	Action Taken
1	218A6071	SE H	Pranav Mudaliyar	Academic Punishment
2	115A6035	TE H	Aishwarya Kulkarni	Academic punishment
3	116A6062		Waghu Zahid	Academic punishment
4	116A6041		Poojary Rishabh	Academic punishment
5	215A6071	BE H	Shaikh Ashadullah	Academic punishment
6	212A6077		Nair Vineet K	Academic punishment
7	216A6068		Raj Mistry	Academic punishment
8	115A6005		Harish Maharajan	Academic punishment
9	115A6013		Vignesh Subramaniam	Academic punishment
10	115A6025		Dhiraj Gulve	Academic punishment
11	115A6026		Abhishek Gunjal	Academic punishment
12	115A6027		Vedant Haldekar	Academic punishment
13	115A6034		Prasad Kokitkar	Academic punishment
14	115A6044		Ashwin Nair	Academic punishment
15	115A6055		Anish Sohoni	Academic punishment
16	115A6056		Aditya Surve	Academic punishment
17	115A6057		Asiya Tamankar	Academic punishment
18	115A6058		Kautuk Thakur	Academic punishment
19	115A6061		Deepak Venna	Academic punishment
20	115A6063		Muzammil Wangde	Academic punishment
21	215A6076		Ken George	Academic punishment
22	216A6067		Kinnari Bombe	Academic punishment
23	114A6013		Siddhanth Chandan	Academic punishment
24	114A6056		Hariharan V	Academic punishment
25	114A6057		Mohamed Khaja Mohideen Viklar	Academic punishment
26	115A6031		Srijayanth Iyer	Academic punishment
27	115A6065		Eashwar Iyer	Academic punishment



Principal
SIES GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAGURAM
SECTOR-V, ERULI, NAVI MUMBAI - 400 706

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SIES
RISE WITH EDUCATION

Graduate School of
Technology

MINUTES OF MEETING

Attendance Committee

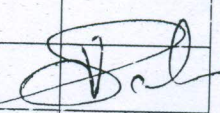
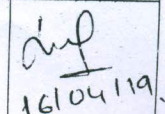
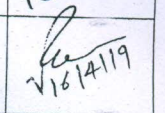
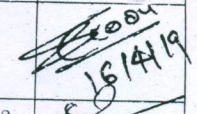
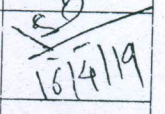
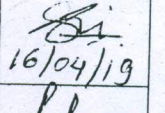
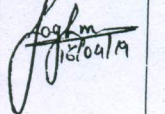
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29	215A6073	Shivshekhar kaghavan	Academic punishment
30	216A6071	Pushparaj Gounder	Academic punishment
31	216A6075	Nandhagopal Pillai	Academic punishment
32	216A6076	Jaydeep Poojari	Academic punishment
33	216A6074	Kartik Mudaliar	Academic punishment
34	114A6038	Nadar Shivkumar Ponraj	Academic punishment
35	115A6040	Ganesh Nadar	Academic punishment
36	216A6077	Lavitesh Poojari	Academic punishment
37	115A6032	Ashutosh Joshi	Academic punishment
38	115A6062	Gaurang Vibhandik	Academic punishment
39	115A6036	Akash Menon	Academic punishment
40	115A6066	Mudassir Mohd	Academic punishment
41	115A6007	Raphel Rajkumar	Academic punishment




Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. Vikram S Patil	Principal & Convener	022-61082401		principal@siesgst.ac.in	
2.	Prof. Leena Ladge	Asst. Prof. IT Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	 16/04/19
3.	Prof. Vijaya Patil	H&AS, Member	022-61082498	9223574820	vijaya.patil@siesgst.ac.in	 16/4/19
4.	Prof. Sagar Kadu	MECH, Member	022-61082492	9970381520	sagar.kadu@siesgst.ac.in	 16/4/19
5.	Prof Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	 16/4/19
6.	Prof, Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	 16/04/19
7.	Prof Sagar Waghmare	PPT Member	022-61082457	9619830314 7387481914	Sagar.waghmare@siesgst.ac.in	 16/04/19




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR GHANDRASEKARENDRA SAKAGWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

FH2019

29



MINUTES OF MEETING Attendance Committee

Date:	April 02, 2019
Convener:	Ms. Leena V Ladge
Time:	03:45pm - 04:30pm
Venue:	R121

No.	Agenda & Discussions
1.	Generation of Final Defaulter list It was decided to generate the final defaulter list (inclusive of all student attendance of extracurricular, T & p activities etc, Medical leaves) by Wednesday April 10, 2019. The attendance upto April 02, 2019 to be considered for the same. Prof. Sumitra P will be sending the attendance of students' extracurricular activities by April 05, 2019.
2.	Preparing Defaulter List: Final defaulter list is to be prepared in Microsoft Excel.
3.	Calculation of percentage of attendance for extracurricular activities/ T & P activities/Medical leaves: The following formula to be used for calculation of percentage of attendance for extracurricular activities / T & P activities/Medical leaves. $\% \text{ attendance} = \left[\frac{\text{number of lectures attended by student}}{\text{total number of lectures conducted by faculty} - \text{number of lectures missed by the student}} \right] * 100$
4.	Generating various defaulter list : It was decided to generate following defaulter lists. <ol style="list-style-type: none"><=50% - critical defaulters will be referred to Principal Sir. The parents of these students must meet the Principal.51%-60% - The parents of these students must meet the respective HOD. These students will also be given academic punishment. Undertaking from parents to be taken.61%-70% - Only academic punishment to be given to these students.71%-75% - Only warning by HOD to be given to these students. <p>Note: Students should be made to sit in Labs to complete the academic punishments. Also their attendances have to be marked in the defaulter register kept in the department.</p>



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/9/15, SIR CHANDRASEKURENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NEERU, NAVI MUMBAI - 400 705.



SIES Graduate School of
Technology
RISE WITH EDUCATION

MINUTES OF MEETING Attendance Committee

- | | |
|----|---|
| 5. | Preparing the data for critical defaulters in the given format:
All the class incharges are required to prepare the data for critical defaulter students in the given format by April 11, 2019. |
| 6. | Tracking of defaulters:
The documents supporting tracking of defaulters to be collected. |

Convener:	Ms. Leena V ladge
Signature:	
Date:	02-04-2019




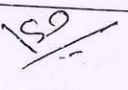



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SGRASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

MINUTES OF MEETING

Attendance Committee

The following members were present during the meeting.

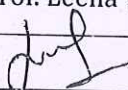
S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	Asst. Prof. IT Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Prof. Vijaya Patil	H&AS, Member	022-61082498	9223574820	vijaya.patil@siesgst.ac.in	
3.	Prof. Sagar Kadu	MECH, Member	022-61082492	9970381520	sagar.kadu@siesgst.ac.in	
4.	Prof Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
5.	Prof, Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
6.	Prof Sagar Waghmare	PPT Member	022-610824	9619830314	Sagar.waghmare@siesgst.ac.in	ABSENT




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/E/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

Action taken on Minutes of Meeting held on April 02, 2019

No.	Agenda & Discussions
1.	Generation of Final Defaulter list The final defaulter list for higher semesters (inclusive of all student attendance of extracurricular, T & p activities etc) was generated on Monday April 10, 2019.
2.	Generating various defaulter list : Various defaulter lists were generated and necessary actions were taken as discussed in the meeting.

Convener:	Prof. Leena V ladge
Signature:	
Date:	11-10-2019




Principal

SIES GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/15, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

FH 2019

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MINUTES OF MEETING

Attendance Committee

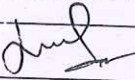
Date:	February 02, 2019
Convener:	Prof. Leena V Ladge
Time:	02:15pm - 03:00pm
Venue:	IT Lab 105

No.	Agenda & Discussions
1.	<p>Attendance entry :</p> <p>It was informed to all members that, the attendance entry to be done in one app, one companion portal to generate the first defaulter list.(attendance upto February 05, 2019)</p>
2.	<p>Generation of First Defaulter list</p> <p>It was discussed that the first defaulter list (from January 07, 2019- February 06, 2019) is to be generated by Monday February, 08, 2019.</p>
3.	<p>Action Taken for Defaulters</p> <ol style="list-style-type: none"> 1. Mentors are required to call the parents of student having attendance less than 75%. (Mentors to make sure that the student is not participating in any extra/co-curricular activities) Parents are required to meet HOD and mentor. 2. Parents of students having attendance less than or equal to 50% must meet Principal Sir. 3. Undertaking and feedback to be taken from parents.
4.	<p>Monitoring the attendance for extra-curricular activities</p> <p>It was informed to all the members that the attendance of students participating in extracurricular activities organized by student council, any other professional student chapter, BAHA, Turbocrafter etc., is maintained by student council through <i>Slack</i>. The access of this will be given to HOD as well as all the faculty members Mentors are required to monitor the attendances of their mentees though <i>Slack</i>.</p>
5.	<p>Maintaining attendance of students performing extra practical</p> <p>It is required that faculty member maintains in the faculty handbook, the attendance of the student performing extra practical. (Below the regular attendance entry) The continuous evaluation to be done only after this entry is made indicating that the student has performed the practical in additional slot.</p>
6.	<p>Record of all defaulter lists</p> <p>It was discussed to maintain the scanned copies of defaulter lists of all branches in common folder/drive.</p>



Principal
 S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 1G/05, SIR CHANDRASEKHAR PANDRA SARASWATHY VIDYAPURAM
 SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

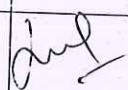
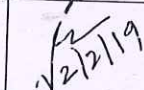
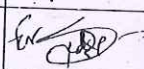
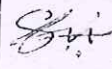
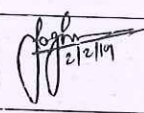
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| 7. | <p>Tracking of previous semester critical defaulters
It was discussed to track regularly, previous semester critical defaulters' attendance for this semester, by the department.</p> |
| 8. | <p>Second PTM regarding
All the mentors are required to inform in advance , the parents about the second PTM to be held on February 16, 2019.(Time and venue to be decided by the department)</p> |

Convener:	Ms. Leena V ladge
Signature:	
Date:	02-02-2019




Principal
SIES GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKHAR D/A SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 401 706.

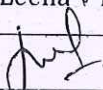
The following members were present during the meeting.

S.No	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Ms. Leena Ladge	Asst. Prof. IT, Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Ms. Vijaya Patil	H&AS, Member	022-61082498	9723574820	vijaya.patil@siesgst.ac.in	 2/2/19
3.	Mr. Sagar Kadu	ME, Member	022-61082492	9970381520	Sagar.kadu@siesgst.ac.in	
4.	Ms. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	for update
5.	Ms. Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
6.	Mr. Sagar Waghmare	PPT Member	022-61082457	9619830314	Sagar.waghmare@siesgst.ac.in	 2/2/19




Action taken on Minutes of Meeting held on February 02, 2019.

No.	Agenda & Discussions
1.	Attendance entry : The attendance entry was made in one app, one companion portal and the first defaulter list.(attendance upto February 05, 2019) was generated on Monday, February 08, 2019..
2.	Action Taken for Defaulters <ol style="list-style-type: none"> 1. Mentors have made phone calls to the parents of student having attendance less than 75%. 2. During PTM, undertaking and feedback was taken from parents.
3.	Monitoring the attendance for extra-curricular activities The access of Slack was provided to HOD as well as all the faculty members.
4.	Maintaining attendance of students performing extra practical The faculty member are maintaining in the faculty handbook, the attendance of the student performing extra practical. (Below the regular attendance entry).


Convener:	Ms. Leena V Iadge
Signature:	
Date:	18-02-2019




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/B/6, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

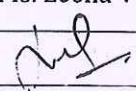
SH2018

(29)

 SIES Graduate School of Technology RISE WITH EDUCATION	MINUTES OF MEETING Attendance Committee
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Date:	August 09, 2018
Convener:	Prof. Leena V Ladge
Time:	01:45pm - 02:30pm
Venue:	IT Lab 105

No.	Agenda & Discussions
1.	Attendance entry : It was informed to all members that, the attendance entry to be done in excel sheet to generate the first defaulter list.(attendance upto August 03, 2018)
2.	Generation of First Defaulter list It was discussed that the first defaulter list (from July 11, 2018-Aug 10, 2018) is to be generated by Monday August 13, 2018.
3.	Action Taken for Defaulters <ol style="list-style-type: none"> 1. Mentors are required to call the parents of student having attendance less than 75%. (Mentors to make sure that the student is not participating in any extra/co-curricular activities) Parents are required to meet HOD and mentor. 2. Undertaking and feedback to be taken from parents.
4.	Monitoring the attendance for extra-curricular activities It was informed to all the members that the attendance of students participating in extracurricular activities is maintained by student council through <i>Slack</i> . The access of this will be given to HOD as well as all the faculty members Mentors are required to monitor the attendances of their mentees through <i>Slack</i> .
5..	Maintaining attendance of students performing extra practical It is required that faculty member maintains in the faculty handbook, the attendance of the student performing extra practical. (Below the regular attendance entry) The continuous evaluation to be done only after this entry is made indicating that the student has performed the practical in additional slot.

Convener:	Ms. Leena V ladge
Signature:	
Date:	09-08-2018





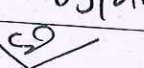
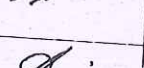




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
 SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

MINUTES OF MEETING

Attendance Committee

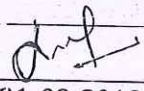
The following members were present during the meeting.

S.No	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Ms. Leena Ladge	Asst. Prof. IT, Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Ms. Pratibha Sharma	H&AS, Member	022-61082497	9969689260	pratibha.sharma@siesgst.ac.in	
3.	Ms. Savita Lohiya	IT. Member	022-61082430	9224366582	Savita.lohiya@siesgst.ac.in	
4.	Ms. Prajakta L Kane	ME, Member	022-61082424	8080403073	prajakta.kane@siesgst.ac.in	
5.	Ms. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
6.	Ms. Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
7.	Mr. Sagar Waghmare	PPT Member	022-61082457	9619830314 9833887402 7337481914	Sagar.waghmare@siesgst.ac.in	




Action taken on Minutes of Meeting held on August 09, 2018

No.	Agenda & Discussions
1.	Attendance entry : The attendance entry was made in excel sheet and the first defaulter list.(attendance upto August 08, 2018) was generated on Monday, August 13, 2018.
2.	Action Taken for Defaulters <ol style="list-style-type: none"> 1. Mentors have made phone calls to the parents of student having attendance less than 75%. 2. During PTM, undertaking and feedback was taken from parents.
3.	Monitoring the attendance for extra-curricular activities The access of Slack was provided to HOD as well as all the faculty members.
4.	Maintaining attendance of students performing extra practical The faculty member are maintaining in the faculty handbook, the attendance of the student performing extra practical. (Below the regular attendance entry).

Convener:	Ms. Leena V ladge
Signature:	
Date:	21-08-2018

The following members were present during the meeting.




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 107/E, SIR CHANDRASEKHWENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 705.

SH-2018 (29)



MINUTES OF MEETING Attendance Committee

Date:	October 17, 2018
Convener:	Prof. Leena V Ladge
Time:	03:45pm -04:15pm
Venue:	IT Lab #04

No.	Agenda & Discussions
1.	<p>Generation of Final Defaulter list</p> <p>It was decided to generate the final defaulter list for higher semesters (inclusive of all student attendance of extracurricular, T & p activities etc) by Monday October 22, 2018. For FE, the final defaulter list will be taken on Nov 06, 2018.</p>
2.	<p>Final Submission</p> <p>The end semester submission for higher semester will be taken on October 24, 2018 and for FE, it will be on November 17, 2018.</p>
3.	<p>Generating various defaulter list :</p> <p>It was decided to generate following defaulter lists.</p> <ul style="list-style-type: none"> a. <50% - critical defaulters will be referred to Principal Sir. The parents of these students must meet the Principal. b. 51%-60% - The parents of these students must meet the respective HOD. These students will also be given academic punishment. Undertaking from parents to be taken. c. 61%-70% - Only academic punishment to be given to these students. d. 71%-75% - Only warning by HOD to be given to these students. <p>Note: Students should be made to sit in Labs to complete the academic punishments. Also their attendances have to be marked in the defaulter register kept in the department.</p>
4.	<p>Tracking of defaulters:</p> <p>The documents supporting tracking of defaulters to be maintained in the department.</p>

Convener:	Prof. Leena V ladge
Signature:	
Date:	19-10-2018

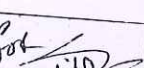


Principal
 S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
 SECTOR-V, MERUL, NAVI MUMBAI - 400 706

MINUTES OF MEETING

Attendance Committee


The following members were present during the meeting.

S.No	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Ms. Leena Ladge	Asst. Prof. IT, Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Ms. Pratibha Sharma	H&AS, Member	022-61082497	9969689260	pratibha.sharma@siesgst.ac.in	
3.	Ms. Savita Lohiya	IT. Member	022-61082430	9224366582	Savita.lohiya@siesgst.ac.in	
4.	Ms. Prajakta L Kane	ME, Member	022-61082424	8080403073	prajakta.kane@siesgst.ac.in	
5.	Ms. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
6.	Ms. Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
7.	Mr. Sagar Waghmare	PPT Member	022-61082457	9619830314 7387481914	Sagar.waghmare@siesgst.ac.in	present. 



Action taken on Minutes of Meeting held on October 17, 2018

No.	Agenda & Discussions
1.	Generation of Final Defaulter list The final defaulter list for higher semesters (inclusive of all student attendance of extracurricular, T & p activities etc) was generated on Monday October 22, 2018.
2.	Final Submission The end semester submission for higher semester was taken on October 24, 2018
3.	Generating various defaulter list : Various defaulter lists were generated and necessary actions were taken as discussed in the meeting.

Convener:	Prof. Leena V ladge
Signature:	
Date:	24-10-2018




SH 2018

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SIES Graduate School of
Technology
RISE WITH EDUCATION

MINUTES OF MEETING

Attendance Committee

Date:	Oct 26, 2018
Convener:	Prof. Leena V Ladge
Time:	09:30am - 02:00pm
Venue:	Principal Board room

No. Agenda & Discussions

1. **Action taken for critical defaulter students :**
 The Attendance Committee Coordinator from each department were asked to bring the details of their department critical defaulter students.
 The Principal and all the members analysed the details of all the critical defaulters of all departments. The actions were decided for all these critical defaulters.(enclosed in Annexure - I)
 The academic punishment and subsequently the journal submission of these critical defaulter students must be completed. HOD, Class/IC, mentor and respective subject teacher must monitor the same and maintain the record.
2. Following points to be noted for the students who are critical defaulters.
 1. Parents must meet the Principal
 2. Undertaking from parents and students
 3. Take apology letter, request letter from the student stating grant of term
 4. Termwork to be given to the student when all the practicals are performed.
 5. Academic punishment to be given and record must be maintained in the department for the same.
 6. Student should not be allowed for extra-curricular activities in forth coming semesters.
 7. These students must attend the paid SDPs conducted by various departments/CoEs.
3. **Action plan for forthcoming semesters.**
 Following important points were also discussed.
 - Regular (weekly) counseling by Mentors and if needed by the professional counselor.
 - Monitor the attendance of critical defaulter students cautiously from next semester. They should not be granted additional attendance if any such as for extracurricular activities, Medical etc.
 - All provisionally admitted students should be treated as regular students and they must attend academics regularly.
 - **Slack** attendance would be shared with the departments every 15 days by Student Council Incharge.



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 10/D/E, SIR CHANDRASEKHAR NEHRU SAVITRY VIDYAPURAM
 SECTOR 15, NERUL, NAVI MUMBAI - 400 706.



SIES Graduate School of
Technology
RISE WITH EDUCATION

MINUTES OF MEETING Attendance Committee

- Students having more KT's should not be allowed for any extra-curricular activities. Mentor should identify such student.
- Journal of previous practical session must be submitted by student before performing next practical session.
- Record of student performing extra practical session, is to be maintained by the respective subject incharge.
- Defaulter student journal should be corrected only when the student has performed the practical.
- Class Incharge should meet the subject teachers regularly.
- Department recommendation through HOD must be included in the summary sheet of the critical defaulter student.
- Defaulter List and summary sheet of critical defaulters are to be prepared by class incharges.

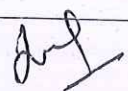

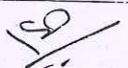

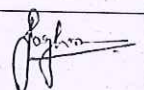
Convener:	Prof. Leena V ladge
Signature:	
Date:	26-10-2018



Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPALAM
SECTOR 14, NERUL, NAVI MUMBAI - 400 705

The following members were present during the meeting.

S.No	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Ms. Leena Ladge	Asst. Prof. IT, Overall Coordinator	022-61082422	9867801816	ladge.leena@siesgst.ac.in	
2.	Ms. Pratibha Sharma	H&AS, Member	022-61082497	9969689260	pratibha.sharma@siesgst.ac.in	present
3.	Ms. Savita Lohiya	IT, Member	022-61082430	9224366582	Savita.lohiya@siesgst.ac.in	
4.	Ms. Prajakta L Kane	ME, Member	022-61082424	8080403073	prajakta.kane@siesgst.ac.in	AB SENT
5.	Ms. Kalyani Pampattiwar	CE, Member	022-61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
6.	Ms. Shubhangi Kharche	EXTC, Member	022-61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
7.	Mr. Sagar Waghmare	PPT Member	022-61082457	9619830314 7387481914	Sagar.waghmare@siesgst.ac.in	




Principal

ANNEXURE – I

Department of Computer Engineering

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	117A1004	SE C	ANSARI ALI	Academic Punishment
2	117A1007	SE C	BHARGAV MANTRA	Academic Punishment and not allowed for DS(PR/OR)
3	117A1048	SE C	NADAR SIDDHESHWAR	Academic Punishment and not allowed for DS(PR/OR)
4	117A1051	SE C	VAISHNAV NAIR	Academic Punishment and not allowed for DS(PR/OR) and ECCF(PR/OR)
5	218A1097	SE D	ALIFIYA	Academic Punishment
6	218A1098	SE D	ANSARI ABDUL	Academic Punishment and not allowed for ECCF(PR/OR)
7	218A1102	SE D	JAGDISH MURUGESAN	Academic Punishment
8	218A1103	SE D	JAGJYOT SINGH	Academic Punishment
9	218A1113	SE D	ANISHA TIWARI	Academic Punishment



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SAKASWATHY VIDYAPURAM
SECTION-V, NERUL, NAVI MUMBAI - 400 706.

ANNEXURE – I(continued)

Department of Electronics and Telecommunication

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	216A2121	BE B	KALAL SAMPAT	Academic Punishment
2	216A2117	BE B	JAISWAL SHAILENDRA	Academic Punishment and not allowed for IVP(PR/OR)
3	115A2064	BE A	ALPESH PATIL	Academic Punishment and not allowed for IVP(PR/OR)
4	115A2030	TE A	ADITYA IYER	Academic Punishment and not allowed for MPI(PR/OR)
5	116A2077	TE B	RANI SHARDUL SACHIN	Academic Punishment and not allowed for MPI(PR/OR)
6	116A2075	TE B	PULUGURTHA SANJANA	Academic Punishment
7	217A2135	TE B	KHAN MOHD ANAS	Academic Punishment and not allowed for OST(PR/OR) and MPI (PR/OR)
8	217A2147	TE B	SAINGAR MOHIT	Academic Punishment
9	116A2118	TE B	WALINBE VARUN	Academic Punishment
10	116A2108	TE B	SUMEDH SATHE	Academic Punishment
11	116A2110	TE B	THEKKILA P	Academic Punishment
12	116A2083	TE B	SAHIL PANDITA	Academic Punishment and not allowed for MPI(P/OR)
13	217A2125	TE B	CHAUDHARI SIDDHESH	Academic Punishment
14	217A2131	TE B	IYER VISHNU	Academic Punishment
15	116A2117	TE B	VISHWAKARMA ROHIT	Academic Punishment
16	116A2114	TE B	VARNIKA PRASAD	Academic Punishment
17	116A2101	TE B	SOWMIK SUNIL	Academic Punishment
18	217A2142	TE B	PARKAR SAKIB	Academic Punishment
19	218A2125	SE B	KARTHIK DASHASHAstra	Academic Punishment
20	218A2117	SE B	SUMEEESH DESHMUKH	Academic Punishment
21	218A2126	SE B	FAISAL KHAN	Academic Punishment
22	218A2129	SE B	ACHUTHA MENON	Academic Punishment
23	218A2113	SE B	SHUBHAM BORADE	Academic Punishment

24	218A2110	SE B	ANUPURAM GAUTAM	Academic Punishment and not allowed for DSD(PR/OR) and EDC-I(PR/OR)
25	218A2130	SE B	GEETA M M	Academic Punishment
26	218A2146	SE B	SURAJ SHARMA	Academic Punishment and not allowed for EDC-I(PR/OR)
27	218A2149	SE B	SHAKTIVEL YADAV	Academic Punishment
28	218A2145	SE B	NIHAL SHAIKH	Academic Punishment
29	118A2105	SE B	VASANT M	Academic Punishment and not allowed for OOPM(PR/OR)
30	117A2075	SE B	N AIR VIGNESH	Academic Punishment and not allowed for OOPM(PR/OR) and EDC-I(PR/OR)
25	117A2066	SE A	VINOD NADAR	Academic Punishment
26	117A2025	SE A	SHARAYU DHAKULKAR	Academic Punishment
27	117A2023	SE A	VAIBHAV DEV	Academic Punishment and not allowed for DSD(PR/OR)
28	117A20121	SE A	CHIVE SHUBHAM	Academic Punishment
29	117A2061	SE A	ASHUTOSH MISHRA	Academic Punishment and not allowed for DSD (PR/OR) and OOPM (PR/OR)
30	117A2065	SE A	SADISH NADAR	Academic Punishment and not allowed for EDC-I(PR/OR) and DSD(PR/OR)
32	2117A2068	SE A	KAUSHALYA	Academic Punishment
34	116A2022	SE A	KAPIL GHOTAKAR	Academic Punishment and not allowed for EDC-I(PR/OR)
35	117A2004	SE A	AFREEN THARA	Academic Punishment
36	117A2086	SE A	HERAMBH R	Academic Punishment
37	117A2019	SE A	UDIT CHATURVEDI	Academic Punishment
38	117A2069	SE A	VIGNESH NAIDU	Academic Punishment
39	117A2038	SE A	KANISKA GOWIL	Academic Punishment and not allowed for DSD(PR/OR) and OOPM(PR/OR)



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
MUMBAI'S SIR CHANDRASEKHARA SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, MUMBAI - 400 706.

ANNEXURE – I(continued)

Department of Information Technology

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	116A3028	TE E	KUCHERIA ROHAN	Academic Punishment
2	117A3004	SE E	ALTAF ALI	Academic Punishment and not allowed for LD(PR/OR)
3	117A3005	SE E	AZAR MOHD ABUSALI	Academic Punishment and not allowed for LD(PR/OR)
4	117A3022	SE E	KONAR MARIMUTHU	Academic Punishment and not allowed for JAVA(PR/OR)
5	117A3027	SE E	MATTOO PIYUSH	Academic Punishment and not allowed for LD(PR/OR) and DMS(PR/OR)
6	117A3034	SE E	NARAYAN ANIRUDH	Academic Punishment
7	117A3052	SE E	SHEDGE SHREYAS	Academic Punishment and not allowed for LD(PR/OR)
8	117A3056	SE E	SHUBHANKAR KRISHNA	Academic Punishment and not allowed for LD(PR/OR) and DMS(PR/OR)
9	117A3060	SE E	THORAT RAHUL	Academic Punishment and not allowed for DMS(PR/OR) and JAVA(PR/OR)



[Handwritten Signature]

Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 107/5, SIR CHABERASEKARENDRASARASWATHY VIDYAPURAM
NERUL, NAVI, MUMBAI - 400 706.

ANNEXURE – I(continued)

Department of Printing & Packaging Technology

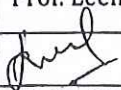
Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	216A4031	BE F	SHUBHAM BAGAL	Academic Punishment and not allowed for AFP(PR/OR)
2	216A4037	BE F	PRAVIN CHAVAN	Academic Punishment and not allowed for AFP(PR/OR)
3	216A4044	BE F	KISHOR GULWE	Academic Punishment and not allowed for AFP(PR/OR)
4	215A4044	BE F	KRITHIKA K	Academic Punishment
5	114A4011	TE F	VINAYAK PUJARI	Academic Punishment
6	117A4031	SE F	OMKAR PARIDA	Academic Punishment and not allowed for PBMTL(PR/OR)
7	218A4052	SE F	KRISHNAN SHANKARRAJ	Academic Punishment
8	218A4054	SE F	BHUSHAN MARATHE	Academic Punishment
9	218A4060	SE F	PATNI SUFIAN	Academic Punishment and not allowed for PBMTL(PR/OR)



Date:	April 04, 2018
Convener:	Prof. Leena V Ladge
Time:	12:30pm – 01:00pm
Venue:	IT Lab 4

No.	Agenda & Discussions
1.	Moodle attendance entry : The status of attendance entry in Moodle was discussed..
2.	Generation of Final Defaulter list It was decided to generate the final defaulter list (inclusive of all student attendance of extracurricular, T & p activities etc) by Monday April 16, 2018.
3.	Generating various defaulter list : It was decided to generate following defaulter lists. <ul style="list-style-type: none"> a. <50% - critical defaulters will be referred to Principal Sir. The parents of these students must meet the Principal. b. 51%-60% - The parents of these students must meet the respective HOD. These students will also be given academic punishment. Undertaking from parents to be taken. c. 61%-70% - Only academic punishment to be given to these students. d. 71%-75% - Only warning by HOD to be given to these students. <p>Note: Students should be made to sit in Labs to complete the academic punishments. Also their attendances have to be marked in the defaulter register kept in the department.</p>
4.	Tracking of defaulters: The documents supporting tracking of defaulters to be collected.


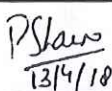
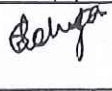
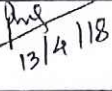
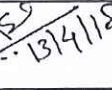
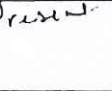
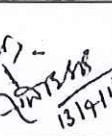
Convener:	Prof. Leena V ladge
Signature:	
Date:	13-04-2018




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAHARAM
SECTOR 11, NAVI MUMBAI - 400 706

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The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	HoD-IT, Overall Coordinator	022- 61082405	9867801816	hod_it@siesgst.ac.in	
2.	Prof. , Pratibha Sharma	H&AS, Member	022- 61082497	9969689260	pratibha.sharma@siesgst.ac.in	 13/4/18
3.	Prof Savita G Lohiya	IT. Member	022- 61082430	9224366582	savita.lohiya@siesgst.ac.in	
4.	Prof . , Prajakta L Kane	MECH, Member	022- 61082424	8080403073	prajakta.kane@siesgst.ac.in	 13/4/18
5.	Prof Kalyani Pampattiwar	CE, Member	022- 61082431	9819370257	kalyani.pampattiwar@siesgst.a c.in	 13/4/18
6.	Prof , Shubhangi Kharche	EXTC, Member	022- 61082463	8652777602	shubhangi.kharche@siesgst.ac.i n	
7.	Prof Sagar Waghmare	PPT Member	022- 610824	9619830314	Sagar.waghmare@siesgst.ac.in	 13/4/18




Date:	April 18, 2018
Convener:	Prof. Leena V Ladge
Time:	11:30am - 04:00pm
Venue:	Principal Board room

No.	Agenda & Discussions
1.	<p>Action taken for critical defaulter students :</p> <p>The Attendance Committee Coordinator from each department were asked to bring the details of their department critical defaulter students.</p> <p>The Principal and all the members analysed the details of all the critical defaulters of all departments. The actions were decided for all these critical defaulters.(enclosed in Annexure - I)</p> <p>Students having attendance less than or equal to 50% but whose names not appearing in the list of final defaulter action taken, are given only academic punishment.</p> <p>The academic punishment and subsequently the journal submission of these critical defaulter students must be completed by 21-04-2018. HOD, Class/IC, mentor and respective subject teacher must monitor the same and maintain the record.</p>
2.	<p>Action plan for forthcoming semesters.</p> <p>Following important points were also discussed.</p> <ul style="list-style-type: none"> • Mentors should send defaulter students to counselor regularly. • Monitor the attendance of critical defaulter students cautiously from next semester • Students having more KT's should not be allowed for any extra-curricular activities. Mentor should identify such student. • Journal of previous practical session must be submitted by student before performing next practical session. • Record of student performing extra practical session, is to be maintained by the respective subject incharge. • Defaulter student journal should be corrected only when the student has performed the practical. • Class Incharge should meet the subject teachers regularly. • Department recommendation through HOD must be included in the summary sheet of the critical defaulter student. • Defaulter List and summary sheet of critical defaulters are to be prepared by class incharges.



(Signature)
Principal



MINUTES OF MEETING
Attendance Committee



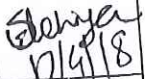
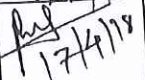



Convener:	Prof. Leena V ladge
Signature:	
Date:	18-04-2018



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, STR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

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The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	Fac-IT, Overall Coordinator	022- 61082405	9867801816	leena.ladge@siesgst.ac.in	
2.	Prof. , Pratibha Sharma	H&AS, Member	022- 61082497	9969689260	pratibha.sharma@siesgst.ac.in	
3.	Prof Savita G Lohiya	IT. Member	022- 61082430	9224366582	savita.lohiya@siesgst.ac.in	
4.	Prof. , Prajakta L Kane	MECH, Member	022- 61082424	8080403073	prajakta.kane@siesgst.ac.in	
5.	Prof Kalyani Pampattiwar	CE, Member	022- 61082431	9819370257	kalyani.pampattiwar@siesgst.ac.in	
6.	Prof , Shubhangi Kharche	EXTC, Member	022- 61082463	8652777602	shubhangi.kharche@siesgst.ac.in	
7.	Prof Sagar Waghmare	PPT Member	022- 610824	9619830314	Sagar.waghmare@siesgst.ac.in	




Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

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ANNEXURE - I

Following points to be noted for the students who are critical defaulters but not detained

1. Parents must meet the Principal
2. Undertaking from parent
3. Take apology letter, request letter stating grant of term from the student
4. Termwork to be given to the student when all the practicals are performed.
5. Academic punishment to be given and record must be maintained in the department for the same.
6. Student should not be allowed for extra-curricular activities in forth coming semesters.



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/C/15, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-11, NERUL, NAVI MUMBAI - 400 706.

SIES- GRADUATE SCHOOL OF TECHNOLOGY

First Year Engineering

Date: April 18,2018

Final Defaulter's List with Action Taken

S.N.	Roll No.	Name	Action Taken
1	EXTC03	Kanishika Goyal	Allowed with Academic Punishment
2	EXTC36	Ganesh Vishwanathan	Allowed with Academic Punishment
3	Extc38	Harshvardhan Ghadge	Allowed with Academic Punishment
4	EXTC48	Iyer Shreyas	Detained
5	CE01	Nair Vaishnav	Allowed with Academic Punishment
6	CE70	Satish Kumar	Allowed with Academic Punishment
7	PPT131	Royson D'souza	Allowed with Academic Punishment
8	IT05	Azhar Mohammed	Allowed with Academic Punishment
9	IT33	Piyush Matto	Allowed with Academic Punishment
10	IT35	Manas Rane	To be allowed with Academic Punishment only if submissions take place by 25-04-18
11	IT45	Rohit Shinde	
12	ME09	Ayan B	Detained
13	ME60	Vignesh Thevar	Allowed with Academic Punishment

Note: These students are required to complete the formalities of Submission. Therefore will not appear for Prelims




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/2/E, SIR CHANDRASEK KENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

SIES- GRADUATE SCHOOL OF TECHNOLOGY

Electronics & Telecommunication

Date: April 18,2018

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	115A2059	SE -B	Apoorv Narkhede	Not allowed in LIC (PR/OR) and PCE(PR/OR)
2	116A2081	SE - A	Roben Sen	He is discontinuing the Course

Printing and Packaging Technology

Final Defaulter's List with Action Taken

S.N	Roll No.	Class	Name	Action Taken
1	216A4042	TE-F	Shubham Gangwade	Not allowed for PMS(PR/OR) and FGP(PR/OR)
2	216A4061	TE-F	Samarth Tejas	Detained

Computer Engineering

Final Defaulter's List with Action Taken

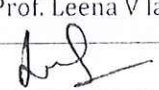
S.N	Roll No.	Class	Name	Action Taken
1	11A1040	BE-C	Mohd. Talla	Allowed with Academic Punishment



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/2/6, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.


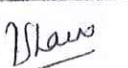
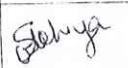
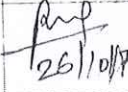
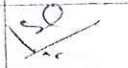
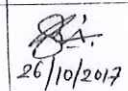
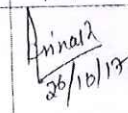
Date:	October 26, 2017
Convener:	Prof. Leena V Ladge
Time:	09:30am - 12:30am
Venue:	Principal Board room

No.	Agenda & Discussions
1.	<p>Action taken for critical defaulter students :</p> <p>The Attendance Committee Coordinator from each department were asked to bring the details of their department critical defaulter students.</p> <p>The Principal and all the members analysed the details of all the critical defaulters of all departments. The actions were decided for all these critical defaulters.(enclosed in Annexure – 1)</p>
2.	<p>Action plan for forthcoming semesters.</p> <p>Following important points were also discussed.</p> <ul style="list-style-type: none"> • Mentors should send defaulter students to counselor regularly. • Monitor the attendance of critical defaulter students cautiously from next semester • Students having more KT's should not be allowed for any extra-curricular activities. Mentor should identify such student. • Journal of previous practical session must be submitted by student before performing next practical session. • Defaulter student journal should be corrected only when the student has performed the practical.

Convener:	Prof. Leena V ladge
Signature:	
Date:	26-10-2017




The following members were present during the meeting.

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Prof. Leena Ladge	HoD-IT, Overall Coordinator	022- 61082405	9867801816	hod_it@siesgst.ac.in	 26/10/17
2.	Prof. . Pratibha Sharma	H&AS, Member	022- 61082497	9969689260	pratibha.sharma@siesgst.ac.in	
3.	Prof Savita G Lohiya	IT. Member	022- 61082430	9224366582	savita.lohiya@siesgst.ac.in	
4.	Prof. , Prajakta L Kane	MECH, Member	022- 61082424	8080403073	prajakta.kane@siesgst.ac.in	 26/10/17
5.	Prof Kalyani Pampattiwar	CE, Member	022- 61082431	9819370257	kalyani.pampattiwar@siesgst.a c.in	
6.	Prof , Shubhangi Kharche	EXTC, Member	022- 61082463	8652777602	shubhangi.kharche@siesgst.ac.i n	 26/10/2017
7.	Prof Avinash Singh.		022-6108	9619830314	avinash.singh@siesgst.ac.in	 26/10/17




ANNEXURE - I

Following points to be noted for the students who are critical defaulters but not detained

1. Parents must meet the Principal
2. Undertaking from parent
3. Take apology letter, request letter stating grant of term from the student
4. Termwork to be given to the student when all the practicals are performed.
5. Academic punishment to be given and record must be maintained in the department for the same.
6. Student should not be allowed for extra-curricular activities in forth coming semesters.



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/15, SIR CHANDRASEKHARENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

A①

Final Defaulter's List with Action Taken

Department: Electronics & Telecommunication

S.N.	Class/ Division	Roll No.	Name	Action Taken
1	BE - A	111A2022	Aditya Mahesh	Not allowed for Oral/practical Exams of OCN-MRE, DCE and academic punishment
2	BE - B	No critical defaulter		
3	TE - A	115A2021	Bhat Aniket Prakash	Not allowed for Oral/practical Exams of MCA and academic punishment
4	TE - A	115A2064	Patil Alpesh Anil	Not allowed for Oral/practical Exams of RSA & IC and academic punishment
5	TE - B	No critical defaulter		
6	SE - A	116A2022	Kapil Ghotakar	Not allowed for ALL Oral/practical Exams and academic punishment
7	SE - B	115A2059	Apoorv Narkhede	Not allowed for ALL Oral/practical Exams and academic punishment
8	SE - B	217A2122	Avinash Balram	Only academic punishment
9	SE - B	217A2139	Priyadarshan Nadar	Only academic punishment
10	SE - B	115A2090	Zakeria Suffian	Decision pending
11	SE - B	116a2118	Varun Walimbe	Only academic punishment



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/7/E, SIR CHANDRASEKHAR MENON SAMITHY VIJAYAPURAM
NEERUL, NAVI MUMBAI - 400 706.

Department: Computer Engineering

S.N.	Class/ Division	Roll No.	Name	Action Taken
1	BE – C, D	No critical defaulter		
2	TE - C	114A1064	Shriganesh Patki	Not allowed for Oral/practical Exams of MP and academic punishment
3	TE - D	115A1096	Yuvaraj V	Only academic punishment
4	TE – D	216A1100	Amin Pratik	Only academic punishment
5	TE - D	216A1103	Rakesh Iyer	Only academic punishment
6	TE - D	216A1111	Rishil Ramesh	Not allowed for Oral/practical Exams of CN and academic punishment
7	SE -	116A1039	Arsh Kaul	Only academic punishment

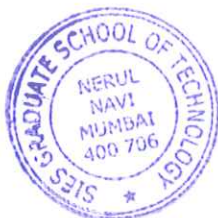


Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKHARENDRA SARKISWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

Department: Information Technology

S.N.	Class/ Division	Roll No.	Name	Action Taken
1	BE - E	114A3059	Abhishek Dyavarisetty	Only academic punishment
2	BE - E	214A3068	Hedla Suraj	Not allowed for Oral/practical Exams of IP and academic punishment
3	TE - E	115A3011	Nikhil Ambati	Only academic punishment
4	TE - E	115A3012	Amin Vaibhav	Not allowed for ALL Oral/practical Exams and academic punishment
5	TE - E	216A3062	Anvesh Gawade	Only academic punishment
6	TE - E	216A3074	Rathnam Venkatesh P	Only academic punishment
7	SE - E	116A3008	Abhishek Avadhani	Only academic punishment
8	SE - E	116A3017	Gautam Jay	Not allowed for Oral/practical Exams of LD and academic punishment
9	SE - E	116A3020	Iyer Vivek	Not allowed for Oral/practical Exams of DMS and academic punishment
10	SE - E	116A3028	Kucheriya Rohan	Not allowed for Oral/practical Exams of DSA & DMS and academic punishment
11	SE - E	217A3067	Jadhav Sanket	Only academic punishment




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/1/5, SIK CHANDR/SEK/SHIDIA SAKAS WADHY VIDYAPURAM
SECTOR 14 - NAVI MUMBAI - 400 706

Department: Printing & Packaging Technology

S.N.	Class/ Division	Roll No.	Name	Action Taken
1	BE – F	112A4001	Abhishek M	Not allowed for Oral/practical Exams of PME & AFP and academic punishment
2	BE – F	215A4033	Saurabh Prakash	Only academic punishment
3	TE – F	115A4006	Manpreet Arora	Not allowed for Oral/practical Exams of GP And academic punishment
4	TE – F	216A4030	Priya Singh	Not allowed for Oral/practical Exams of GP And academic punishment
5	TE – F	216A4061	Tejas Samarth	Not allowed for Oral/practical Exams of GP & IPC and academic punishment
6	SE - F	116A4020	Mitali Shetty	Not allowed for Oral/practical Exams of PGAD & GMT and academic punishment
7	SE - F	116A4021	Sriganesh	Only academic punishment
8	SE - F	217A4047	Suresh Yadav	Not allowed for Oral/practical Exams of PIC and academic punishment




Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/2/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

Department: Mechanical Engineering

S.N.	Class/ Division	Roll No.	Name	Action Taken
1	BE - H	112A6056	Atish Sheriger	Not allowed for Oral/practical Exams of CCC And academic punishment
2	BE - H	214A6066	Vaishaka Vidya	
3	TE - H	115A6040	Ganesh Nadar	Not allowed for Oral/practical Exams of MMC And academic punishment
4	TE - H	216A6069	Aniket Dhamale	Only academic punishment
5	TE - H	216A6076	Jaydeep Pujari	Only academic punishment
6	TE - H	216A6075	Nandgopal Pillai	Only academic punishment
7	TE - H	115A6003	Ajith Ramkrishnan	Only academic punishment
8	TE - H	115A6032	Ashutosh Joshi	Only academic punishment
9	TE - H	216A6071	Pushparaj Gounder	Only academic punishment
10	TE - H	216A6077	Lavitesh Pujari	Only academic punishment
11	TE - H	216A6053	Darshan Sharma	Only academic punishment
12	SE - H	115A6001	Abhishek Raj	Not allowed for ALL Oral/practical Exams and academic punishment



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/2/5, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

Date:	Oct 04, 2017
Convener:	Prof. Leena V Ladge
Time:	03:30pm – 05:15pm
Venue:	Principal Board room

No.	Agenda & Discussions
1.	Minimum Attendance Criteria for Students is 75%
2.	Put 'E' in continuous evaluation performance column for practical/tutorial if the student is absent on a particular turn. Later on the marks can be assigned out of 5 for performance if the student performs it in other turns. But the marks assigned should not be full (5/5) for that student.
3.	Extra lecture conducted should be marked in handbook by specifying the subject name or the faculty whose lecture is borrowed/adjusted. If the extra lecture is conducted during vacant slot then mention the time slot and day in handbook.
4.	60% attendance is mandatory for students working under Students Council or any other student chapter.
5.	Provide the list of zero attendance students (from first week) to class in-charges. Parents of such students must be informed.
6.	Medical Leave must be granted for minimum three days and maximum two weeks. Documents to be submitted by student within a week and these documents to be verified.
7.	Atleast two lectures per day should be attended by the students involved in council activities.
8.	GRE, TOEFL, GATE etc leave should not be sanctioned to Students.
9.	Depending on the involvement of the students in council activities, attendance must be granted.
10.	Every 15 days, the list of critical students must be mailed to student council-I/C for verification purpose.
11.	For critical defaulters (below 50% attendance) the previous academic record must be checked and accordingly decision must be taken. (The decision regarding critical defaulters will be taken by Principal.)
12.	Attendance must be granted for sports, extra-curricular activities, activities under professional bodies, inter collegiate TPP's etc. on producing certificates (Also based on the list received from council in-charge and HOD).
13.	After second defaulters list, classes are scheduled. Final defaulters will be decided at the end of all classes.

Convener:	Prof. Leena V ladge
Signature:	
Date:	




 Principal
 S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 1C/D/5, SIR CHANDRASEKAR ENDA SARASWATHY VIDYAPURAM
 SECTOR 4, NEHUL, NAVI MUMBAI - 400 706.



SIES
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RISE WITH EDUCATION

MINUTES OF MEETING

Attendance Committee Meeting



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/E, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR 14, NAVRI, NAVI MUMBAI - 400 706.

Date:	16.1.2017
Convener:	Prof. Shubhangi Kharche
Time:	3.30 pm to 4.00 pm
Venue:	Lab 208

No.	Agenda & Discussions
1.	Attendance Committee Meeting for First Half 2017
2.	Minimum Attendance Criteria for Students is 75%.
3.*	Put 'E' in continuous evaluation performance column for practical/tutorial if the student is absent on a particular turn. Later on the marks can be assigned out of 5 for performance if the student performs it in other turns. But the marks assigned should not be full (5/5) for that student.
4.*	Extra lecture conducted should be marked in handbook by specifying the subject name or the faculty whose lecture is borrowed/adjusted. If the extra lecture is conducted during vacant slot then mention the time slot and day in handbook.
5.*	65 % attendance is mandatory for students working under Students Council.
6.*	Provide the list of zero attendance students (from first week) to class in-charges.
7.	Medical Leave must be granted for minimum three days and maximum two weeks.
8.	Second Year (Sem III) Students are observed to be involved more in student council activities which creates a cumulative adverse effect on results. So they must be restricted for student council activities. (Very few SE students must be allowed)
9.	Instead of first two lectures, the students must be allowed for student council activities after first four hours.
10.	GRE, TOEFL, GATE etc leave should not be sanctioned to B.E. Students.
11.	Depending on the involvement of the students in council activities, attendance must be granted.
12.	Maximum of seven days attendance must be granted for placement activities.
13.	For critical defaulters (below 50% attendance) the previous academic record must be checked and accordingly decision must be taken.(The decision regarding critical defaulters will be taken by Principal Sir.)
14.	Attendance must be granted for sports, extra-curricular activities, activities under professional bodies, inter collegiate TPP's etc. on producing certificates. (Also based on the list received from council in-charge and HOD)
15.	After second defaulters list, classes are scheduled. Final defaulters will be decided at





AGENDA OF MEETING

Attendance Committee Meeting

the end of all classes.

* Points additional to Previous semesters Attendance MoM.

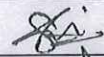
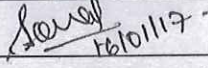
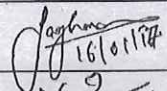
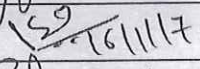
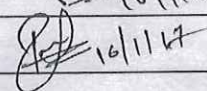
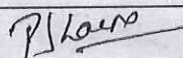
Attendance Committee Converner	Prof. Shubhangi Kharche
Signature:	
Date:	16 January, 2017



16.1.2017

Following Members were present to discuss the issues related to students' attendance.

ATTENDANCE COMMITTEE

S.No.	Name of the Member	Department/ Designation	Signature
1.	Prof. Shubhangi K	EXTC, Overall Coordinator	
2.	Prof. Sonal Jatkar	EXTC, Dept Coordinator	 16/01/17
3.	Prof. Savita Lohiya	IT, Dept Coordinator	
4.	Prof. Sagar Waghmare	PPT, Dept Coordinator	 16/01/17
5.	Prof. Kalyani	CE, Dept Coordinator	 16/01/17
6.	Prof. Pallavi Shinde	BT, Dept Coordinator	 16/01/17
7.	Prof. Prajakta Kane	ME, Dept Coordinator	
8.	Prof. Pratibha Sharma	H&AS, Dept Coordinator	



Shubhangi Kharche

16.1.2017



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/075, S.I.E.S. CHANDRASEKHAR BARWATHY VIDYAPURAM
SECTOR-V, HSRP, DAVE MEDICAL - 400 705.

Date:	16.1.2017
Convener:	Prof. Shubhangi Kharche
Time:	3.30 pm to 4.00 pm
Venue:	Lab 208

No.	Agenda & Discussions
1.	Attendance Committee Meeting for First Half 2017
2.	Minimum Attendance Criteria for Students is 75%.
3.*	Put 'E' in continuous evaluation performance column for practical/tutorial if the student is absent on a particular turn. Later on the marks can be assigned out of 5 for performance if the student performs it in other turns. But the marks assigned should not be full (5/5) for that student.
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11.	Depending on the involvement of the students in council activities, attendance must be granted.
12.	Maximum of seven days attendance must be granted for placement activities.
13.	For critical defaulters (below 50% attendance) the previous academic record must be checked and accordingly decision must be taken.(The decision regarding critical defaulters will be taken by Principal Sir.)
14.	Attendance must be granted for sports, extra-curricular activities, activities under professional bodies, inter collegiate TPP's etc. on producing certificates. (Also based on the list received from council in-charge and HOD)
15.	After second defaulters list, classes are scheduled. Final defaulters will be decided at



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AGENDA OF MEETING Attendance Committee Meeting

the end of all classes.

Points additional to Previous semesters Attendance MoM.

Attendance Committee Converner


Prof. Shubhangi Kharche

Signature:

Date:

16 January, 2017




PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai - 400706

16/01/2017

Following Members are requested to attend the attendance committee meeting today in Lab 208 at 3:30 pm.

- 1) Prof. Sarita Lohiya
- 2) Prof. Pratibha Sharma
- 3) Prof. Kalyani Pampattiwar
- 4) Prof. Sonal Jalkar
- 5) Prof. Sagar Waghmare
- 6) Prof. Prajakta Kane
- 7) Prof. Pallavi Shinde

Sign
Sethya (I have left at 3:30)

Sharo
for Prof

Sonal

Sagar
16/01/17

Prak

Shi

Shubhangi Kharche,



Sh

Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 104/5, SRI CHANDRASEKHAR NENDRA SARASWATHY VIDYAPURAM
SECTOR-V, NERUL, NAVI MUMBAI - 400 706.

16.1.2017

Following Members were present to discuss the issues related to students' attendance.

ATTENDANCE COMMITTEE

S.No.	Name of the Member	Department/ Designation	Signature
1.	Prof. Shubhangi K	EXTC, Overall Coordinator	
2.	Prof. Sonal Jatkar	EXTC, Dept Coordinator	 16/01/17
3.	Prof. Savita Lohiya	IT, Dept Coordinator	
4.	Prof. Sagar Waghmare	PPT, Dept Coordinator	 16/01/17
5.	Prof. Kalyani	CE, Dept Coordinator	 16/01/17
6.	Prof. Pallavi Shinde	BT, Dept Coordinator	 16/01/17
7.	Prof. Prajakta Kane	ME, Dept Coordinator	
8.	Prof. Pratibha Sharma	H&AS, Dept Coordinator	

6458



Shubhangi Kharche

16.1.2017



Principal
S.J.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/D/5, SIR CHANDRASEKHAR SARASWATHY VIDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

Date:	29.04.2017
Convener:	Prof. Shubhangi Kharche
Time:	3.30 pm to 4.00 pm
Venue:	Lab NL3

No.	Agenda & Discussions
1.	Final Action Against Critical Defaulters
2.	After discussions with all departments attendance coordinators, action against critical defaulters was planned as per the attached sheet.
3.	There are no critical defaulters in CE department.
4.	There are no critical defaulters in SE and TE of IT department
5.	There are no critical defaulters in TE of PPT department
6.	There are no critical defaulters in BE of PPT department as they are doing their internship in Industry.
7.	Ajay Sahu of TE Mech, cannot be allowed to appear for University Theory and Practical exams (FH-2017) of following three subjects T&FP, mechatronics and MD1 as he has not done submissions of these subject.
8.	Sangita Chandanshive of SE-B EXTC cannot be allowed to appear for University Theory and Practical (FH-2017) exams as she has not done submissions of any subject.
9.	Anurag Botave, Raut Priyadarshan and Vedant Chandrashekhar of H&AS department cannot be allowed to appear for University Theory and Practical (FH-2017) exams as they have not done submissions of any subject.
10.	Prashanth Singh and Shankar Balasubramaniam of BE IT , cannot be allowed to appear for University Theory and Practical (FH-2017) exam for STQA as they have not done submissions of that subject.
11.	Remaining All students listed in the attached sheet have completed their punishment assignments and have done their submissions. So they are allowed to appear for FH-2017 UoM Theory exams.


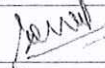
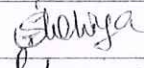
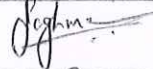

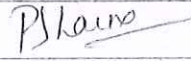
Attendance Committee Convener	Prof. Shubhangi Kharche
Signature:	
Date:	29 April, 2017

28.4.2017

Dear All,

Kindly assemble in CE lab NL3 at 3.30 pm tomorrow i. e. on 29.4.2017 to discuss the issues related to students' attendance.

ATTENDANCE COMMITTEE

S.No.	Name of the Member	Department/ Designation	Signature
1.	Prof. Shubhangi K	EXTC, Overall Coordinator	
2.	Prof. Sonal Jatkar	EXTC, Dept Coordinator	
3.	Prof. Savita Lohiya	IT, Dept Coordinator	
4.	Prof. Sagar Waghmare	PPT, Dept Coordinator	
5.	Prof. Kalyani	CE, Dept Coordinator	
6.	Prof. Pallavi Shinde	BT, Dept Coordinator	
7.	Prof. Prajakta Kane	ME, Dept Coordinator	
8.	Prof. Pratibha Sharma	H&AS, Dept Coordinator	



Shubhangi Kharche



Principal
SIES GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/VE, SIR CHANPASKRANTHRA SHANAGWAI VEDYAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 400 706.

SIES Graduate School of Technology, Nerul, Navi Mumbai

Critical Defaulters Summary Sheet

First Half 2017

29.04.2017

Sr. No	Roll No	Name	Percentage Attendance	Branch/Dept	Year	Action Taken	Remarks
1.	115A6039	Mudliyar Vignesh Kumreshan	34%	Mech	SE	Parents were called and they met Principal Sir	
2.	111A6057	Ajay Sahu	43%	Mech	TE	Parents were informed through letter, but not reported till now. He has not done the submission of all subjects till now.	As submissions are not done, not allowed to appear for University exam FH-2017
3.	113A6044	Parde Roshan Suresh Shobha	37.75%	Mech	BE	Was working in BAHA activity, the attendance was not considered in final defaulter's list	
4.	213A6071	Pillai Rohit Jayakumar Prasanna	43%	Mech	BE	He was hospitalised. His mother had met to Hod and Principal sir	
5.	112a3057	Prashanth Singh	55%	IT	BE	Not allowed for STQA Orals since submission done after orals	As submissions are not done for STQA , not allowed to appear for STQA University theory exam FH-2017
6.	113a3007	Shankar Balasubramaniam	27%	IT	BE	Not allowed for STQA Orals since submission done after orals	As submissions are not done for STQA , not allowed to appear for STQA University




 Principal
 S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 1C/D/E, SIR CHANDRASEKAR/ENDRA SARASWATHY VIDYAPURAM
 SECTOR-V, NERUL, NAVI MUMBAI - 400 705.

							theory exam FH-2017
7.		Ms. Dhanashree Bhalekar	58%	BT	SE	Assignments given to solve university question papers of the subjects.	
8.		Ms. Nivedita Razdan	45%	BT	TE	Assignments given to solve university question papers of the subjects and also weekly reported to Principal Sir	
9.	115A203 0	Aditya Iyer	55.16%	EXTC	SE- A	Assignments given to solve university question papers of the subjects. Telephonic communication with parents. Undertaking signed	
10	115A206 4	Alpesh Patil	46.5%	EXTC	SE- A	Assignments given to solve university question papers of the subjects. Telephonic communication with parents. Undertaking signed	
11	115A207 5	Sayli Shelar	37.33%	EXTC	SE- A	Assignments given to solve university question papers of the subjects. Her mother is hospitalised. Matter discussed with Principal Sir	
12	114A208 4	Aditya Pande	53%	EXTC	SE- B	Assignments given to solve university question papers of the subjects. Medically Unfit	
13	216A209 8	Sangita Chandanshive	5%	EXTC	SE- B	Suffering from Asthama	Submissions not done so not allowed to appear for




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 S.J.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 PLOT 10/D/E, SIR CHANDRASEKARENDRA, SARASWATHY VIDYAPURAM
 SECTOR 4, NEERULI, NAVI MUMBAI - 400 706.

							university theory exams 2017
14	216A211 .9	Jesuraja John	49.66	EXTC	SE- B	Telephonic communication with parents. Assignments given to solve university question papers of the subjects	
15	216A215 .2	Subramanian Sundaram	54%	EXTC	SE- B	Telephonic communication with parents. Assignments given to solve university question papers of the subjects	
16	113A200 .8	Deepak Vincent	58%	EXTC	BE- A	Assignments given to solve university question papers of the subjects	
17	115A403 .0	Priya Singh		PPT	SE	Assignments given to solve university question papers of the subjects	
18	216A403 .2	Yash Bhasin		PPT	SE	Assignments given to solve university question papers of the subjects	
19	216A406 .1	Tejas Samarth		PPT	SE	Assignments given to solve university question papers of the subjects	
20	40	Anurag Botave		H&AS	FE	Did not complete the submission in FH-2017	Submissions not done so not allowed to appear for university theory exams 2017
21		Raut Priyadarshan		H&AS	FE	Did not complete the submission in FH-2017	Submissions not done so not allowed to appear for university theory exams 2017
22	347F	Vedant Chandrashekhar		H&AS	FE	Did not complete the	Submissions not done so



Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/2/S, STR CHAITRANANDRA SAGARWATHY VIDYAPURAM
SECTION-4, NERUL, REV. MUNICIPALITY - 400 706.

						submission in FH-2017	not allowed to appear for university theory exams 2017
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Summary:

There are no critical defaulters in CE department.

There are no critical defaulters in SE and TE of IT department

There are no critical defaulters in TE of PPT department

There are no critical defaulters in BE of PPT department as they are doing their internship in Industry.

Ajay Sahu of TE Mech, cannot be allowed to appear for University Theory and Practical exams (FH-2017) of following three subjects **T&FP, mechatronics and MD1** as he has not done submissions of these subject.

Sangita Chandanshive of SE-B EXTC cannot be allowed to appear for University Theory and Practical (FH-2017) exams as she has not done submissions of any subject.

Anurag Botave, Raut Priyadarshan and Vedant Chandrashekar of H&AS department cannot be allowed to appear for University Theory and Practical (FH-2017) exams as they have not done submissions of any subject.

Prashanth Singh and Shankar Balasubramaniam of BE IT , cannot be allowed to appear for University Theory and Practical (FH-2017) exam for **STQA** as they have not done submissions of that subject.

Remaining All students listed above have completed their punishment assignments and have done their submissions. So they are allowed to appear for FH-2017 UoM Theory exams.



Attendance Committee I/C

Shubhangi Kharche

Principal

Dr Vikram Patil




Principal

S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/E/E, STR CHH. SUR. CHANDANWADI, SANGSWATHY VIDYAPURVA
SECTION-42, NERUL, PUNE (MUMBAI) - 400 705.

Critical Defaulters Summary Sheet

First Half 2017

29.04.2017

Sr. No	Roll No	Name	Percentage Attendance	Branch/Dept	Year	Action Taken	Remarks
1.	115A6039	MudliyarVigneshKumreshan	34%	Mech	SE	Parents were called and they met Principal Sir	
2.	111A6057	Ajay Sahu	43%	Mech	TE	Parents were informed through letter, but not reported till now. He has not done the submission of all subjects till now.	As submissions are not done, not allowed to appear for University exam FH-2017
3.	113A6044	Parde Roshan Suresh Shobha	37.75%	Mech	BE	Was working in BAHA activity, the attendance was not considered in final defaulter's list	
4.	213A6071	Pillai Rohit Jayakumar Prasanna	43%	Mech	BE	He was hospitalised. His mother had met to Hod and Principal sir	
5.	112a3057	Prashanth Singh	55%	IT	BE	Not allowed for STQA Orals since submission done after orals	As submissions are not done for STQA, not allowed to appear for STQA University theory exam FH-2017
6.	113a3007	Shankar Balasubramaniam	27%	IT	BE	Not allowed for STQA	As submission




(Signature)

Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/1/5, STREET NO. 19, MIDC INDIA INDUSTRIAL ESTATE, VILVAPURAM
SECTOR-4, NERUL, NAVI MUMBAI - 401 705.

						Orals since submission done after orals	s are not done for STQA , not allowed to appear for STQA University theory exam FH-2017
7.		Ms. DhanashreeBhalekar	58%	BT	SE	Assignments given to solve university question papers of the subjects.	
8.		Ms. NiveditaRazdan	45%	BT	TE	Assignments given to solve university question papers of the subjects and also weekly reported to Principal Sir	
9.	115A2030	Aditya Iyer	55.16%	EXTC	SE-A	Assignments given to solve university question papers of the subjects. Telephonic communication with parents. Undertaking signed	
10.	115A2064	Alpesh Patil	46.5%	EXTC	SE-A	Assignments given to solve university question papers of the subjects. Telephonic communication with parents. Undertaking signed	
11.	115A2075	SayliShelar	37.33%	EXTC	SE-A	Assignments given to solve university question papers of the subjects. Her mother is hospitalised.	




 Principal
 S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
 MUST. INDIA'S STATE OF THE ART COLLEGE
 NERUL, NERUL, MUMBAI - 401003

						Matter discussed with Principal Sir	
12.	114A2084	Aditya Pande	53%	EXTC	SE-B	Assignments given to solve university question papers of the subjects. Medically Unfit	
13.	216A2098	Sangita Chandanshive	5%	EXTC	SE-B	Suffering from Asthama	Submission s not done so not allowed to appear for university theory exams 2017
14.	216A2119	Jesuraja John	49.66	EXTC	SE-B	Telephonic communication with parents. Assignments given to solve university question papers of the subjects	
15.	216A2152	Subramanian Sundaram	54%	EXTC	SE-B	Telephonic communication with parents. Assignments given to solve university question papers of the subjects	
16.	113A2008	Deepak Vincent	58%	EXTC	BE-A	Assignments given to solve university question papers of the subjects	
17.	115A4030	Priya Singh		PPT	SE	Assignments given to solve university question papers of the subjects	
18.	216A4032	Yash Bhasin		PPT	SE	Assignments given to solve university question papers of the subjects	



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/D/5, SIK. CHAUDHARSENDRANR SAGASWATHY VIDYAPURAM
SECTOR-4, MUMBAI, MAHARASHTRA - 400 706.

19.	216A4061	Tejas Samarth		PPT	SE	Assignments given to solve university question papers of the subjects	
20.	40	Anurag Botave		H&AS	FE	Did not complete the submission in FH-2017	Submissions not done so not allowed to appear for university theory exams 2017
21.		RautPriyadarshan		H&AS	FE	Did not complete the submission in FH-2017	Submissions not done so not allowed to appear for university theory exams 2017
22.	347F	VedantChandrashekhar		H&AS	FE	Did not complete the submission in FH-2017	Submissions not done so not allowed to appear for university theory exams 2017

Summary:

There are no critical defaulters in CE department.

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Prashanth Singh and Shankar Balasubramaniam of BE IT, cannot be allowed to appear for University Theory and Practical (FH-2017) exam for **STQA** as they have not done submissions of that subject.



(Handwritten Signature)

Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 10/D/E, SIR CHANDRASEKHAR KENDRA SARASWATHY VIDYAPURAM
SECTOR-4, NAVI, MUMBAI - 400 705.

Remaining All students listed above have completed their punishment assignments and have done their submissions.
So they are allowed to appear for FH-2017 UoM Theory exams.



Attendance Committee I/C

Shubhangi Kharche

Principal

Dr VikramPatil



Principal
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
PLOT 1C/WE, SIR CHANDRASEKARENDRA SARASWATHY VIDYAPURAM
SECTOR 4, NERUL, NAVI MUMBAI - 400 705.

8

2nd half 2016



AGENDA OF MEETING Attendance Committee Meeting






Date:	30.09.2016
Convener:	Prof. Shubhangi Kharche
Time:	1.30 pm to 2.00 pm
Venue:	Lab 06

No.	Agenda & Discussions
1.	Attendance Committee Meeting for Second Half 2016
2.	Minimum Attendance Criteria for Students is 75%.
3.	Medical Leave must be granted for minimum three days and maximum two weeks.
4.	Second Year (Sem III) Students are observed to be involved more in student council activities which creates a cumulative adverse effect on results. So they must be restricted for student council activities. (Very few SE students must be allowed)
5.	Instead of first two lectures, the students must be allowed for student council activities after first four hours.
6.	GRE, TOEFL, GATE etc leave should not be sanctioned to B.E. Students.
7.	Depending on the involvement of the students in council activities, attendance must be granted.
8.	Maximum of seven days attendance must be granted for placement activities.
9.	For critical defaulters (below 50% attendance) the previous academic record must be checked and accordingly decision must be taken.(The decision regarding critical defaulters will be taken by Principal Sir.)
10.	Attendance must be granted for sports, extra-curricular activities, activities under professional bodies, inter collegiate TPP's etc. on producing certificates. (Also based on the list received from council in-charge and HOD)
11.	After second defaulters list, classes are scheduled. Final defaulters will be decided at the end of all classes.

Attendance Committee Convener	Prof. Shubhangi Kharche
Signature:	
Date:	30 September 2016



The following members were present during the meeting.

S.No.	Name of the member	Department/ Designation	Office Phone Number	Mobile Number	Email -id	Signa
1	Prof. Savita Lohiya	IT Asst. prof	2430	9224366582	savita.lohiya @siesgst.ac.in	
2	Prof. Pratibha Sharma	FE Asst Prof	6458	9969689260	pratibha.sharma @siesgst.ac.in	
3	Prof Sonal Jatkar	EXTC Asst. Prof	2423	9970286104	sonal.jatkar @siesgst.ac.in	
4	Prof. Kalyani Pampattiwar	CE Asst. Prof.	2431	9819370257	Kalyani-Pampa- tiwar @ siesgst.ac.in	
5	Prof Sagar Waghmare					
6	Prof Prajakta Kane	Mech. Engg. Asst. Prof.	2444	8080403073	prajakta.kane @gmst siesgst.ac.in	
7	Prof Pallavi Shinde	Biotech Asst. Prof.	6458	9987777317	shinde.pallavi @siesgst.ac.in	