

6.1.2.



SIES Graduate School of Technology
Sri Chandrasekarendra Saraswati Vidyapuram
Sector 5, Nerul, Navimumbai-400706

6.1.2: *The governance of the institution is reflective of and in tune with the vision and mission of the institution*

SIESGST Governance (Administration and support systems)										
Management and Hon. Advisor										
Principal										
HOD/ EXTC	HOD/CE	HOD/IT	HOD/MECH	HOD/PPT	HOD/FE					
Faculty, Students, Parents, Alumni, Industry experts, Supporting staff										
Academic development system	Student development system	Faculty development system	Technical development system	Accreditation system	Industry Interaction system	General development system	Quality development system	Examination system	Social Responsibility system	Mandatory System
1. Academic Council and Discipline committee (COM-1)	1. Student support committee (COM-7)	1. Research and Development Committee (COM-25)	1. Website committee (COM-17)	1. NAAC committee (COM-4) NIRF Committee (COM-4a)	1. Placement committee (COM-12)	1. Admission committee (COM-10)	1. IQAC (COM-5) (Mandatory committee)	1. Examination committee (University level) (COM-23)	1. NSS, Swachh Bharat Abhiyan and Disaster Management Committee (COM-19)	1. Standing Committee for SC/ST (COM-9)
2. Timetable Committee (COM-22)	2. Alumni committee (COM-16)	2. STTPs/ Workshops/ Conference Committee (COM-26)	2. Technical and Uppat Bharat / Uppat Maharashtra Abhiyan committee (COM-18)	2. NBA committee (COM-3)	2. Higher studies committee (COM-12a)	2. Canteen committee (COM-28)	2. TQIP (COM-2)	2. Internal Test committee (COM-24)	2. ISR- BEACON (COM-20)	2. Grievance Redressal and PTA. (COM-11)
3. Library committee (COM-27)	3. Student achievements and welfare (COM-29)				3. Career/ Skill development committee (COM-12b)	3. MIS and Publicity Committee (COM-15)				3. College Women Development Cell (CWDC) (COM-8)
4. Attendance Committee (COM-21)					4. Industry Institute interaction committee (COM-13)					4. Anti Ragging committee (COM-6)
5. Academic committee (COM-30)					5. Entrepreneur development, innovation and incubation committee (COM-14)					5. ICC committee (COM-31)
Total Number of Systems: 11										
Total Number of committees: 31										

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

Committee Number	Name of the committee	Name of the Faculty- Designation/ Department	Responsibilities	Reference system
1.	Academic Council and Discipline committee	Convener: Dr. Atul Kerkar - Incharge Principal & HoD/ EXTC Members: 1. Ms. Aparna Bannore- HoD/ CE 2. Dr. Lakshmi Sudha -HoD/ IT 3. Dr. Rupendra S Nehete- HoD/MECH 4. Mr. Prasad Iyer- HOD/PPT 5. Dr. Manasi Karkare- HoD/ H&AS 6. Ms. Shubhangi Kadu -Exam Cell In charge 7. Ms. Seema Khan- Training & Placement In charge 8. Mr. Ramesh Bidi- Librarian 9. Ms. Leena Ladge- IQAC coordinator 10. Ms. Sumitra Padmanabhan- NAAC coordinator 11. Ms. Deepti Reddy- QIP coordinator 12. Ms. Vijaya Lakshmi-Registrar 13. Mr. Saikrishna- Network Administration	Holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Institute. > Prepare the Academic Calendar before starting of the semester with the approval of the Principal. > Track the Syllabus completion of Theory/Lab for all the departments. > To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards. > To make arrangements for the conduct of examinations in conformity with the University directives from time to time. > To maintain proper standards of academic records. Namely hand-book, course file content as per the university requirements / regularity authority etc. > To take active measures for improvement of standards of teaching, research and training. > To consider the recommendations of the sub-committees and discuss the issues/ developments at least once in a month. > To monitor and discuss the students' learning outcomes and the overall performance of the <u>students</u> . > To discuss and review the co/extracurricular activities of the college. > Maintaining discipline in the campus. > Maintain the Minutes of the Meeting. > Organizing Conferences/ Workshops.	Academic development system
2.	Teaching Quality Improvement and Session Plan Coordination Committee	Coordinator: Ms. Deepti Reddy- Associate. Prof/ CE Members: 1. Ms. Swati Rane- Asst. Prof/ EXTC 2. Ms. Preeti G-Asst. Prof/ CE 3. Ms. Bushra S-Asst. Prof/ IT 4. Ms. Katyayini T- Asst. Prof/ PPT 5. Ms. Onkar P- Asst. Prof/ MECH 6. Mr. Ashwin C- Asst. Prof/ H& AS 7. Ms. Leena Ladge- Asst. Prof/ IT 8. Ms. Pranjali, T- Asst. Prof/ CE	> All the procedures to be defined for NBA, NAAC and IQAC > Verify session plans, update faculty members with the changes in the session plan > Documentation of the various programmes/activities leading to quality improvement > Maintaining the documents related to attainment. > Incharge coordination. > Attainment calculation, PO-PSO mapping, Question paper and Assignment validation, BMW methods.	Quality development system

3.	NBA Committee	Coordinator: 1. Dr. Rupendra S Nehete- HoD/ MECH 2. Dr. K. Lakshmi Sudha- HoD/ IT Members: 1. Ms. Subhangi Karche- Associate. Prof/ EXTC 2. Dr. Rizwana Sheikh- Associate. Prof/ CE 3. Ms. Seema Redekar- Asst. Prof/ IT 4. Dr. Sandesh Ramteke - Asst. Prof/ PPT 5. Mr. Prashanth A- Asst. Prof/ MECH 6. Ms. Pratibha S- Asst. Prof/ H& AS	<ul style="list-style-type: none"> ➤ Coordinate with IQAC to conduct at least one internal Audit per semester. ➤ Submission of <u>NIRF</u> form based on the requirement. ➤ Each Criteria Coordinator has to coordinate with the department coordinators to update the data in the files. ➤ Coordinate with Quality Improvement Cell for defining the processes. ➤ Coordinate with IQAC to maintain the formats as per NBA requirement. 	Accreditation system
1.	NAAC Committee	Coordinators: 1. Mr. Prasad Balan Iyer- HoD/ PPT 2. Ms. Sumitra Padmanaban - Asst. Prof/ H& AS 3. Dr. Rajesh Kadu - Associate. Prof/ CE Members: 1. Dr. Preeti Hemnani- Associate. Prof/ EXTC 2. Dr. Rizwana Sheikh- Associate. Prof/ CE 3. Ms. Mrinal Khadse- Asst. Prof/ IT 4. Ms. Katyayini- Asst. Prof/ PPT 5. Ms. Onkar Poddar- Asst. Prof/ MECH 6. Dr. Kantimathi- Asst. Prof/ H& AS	<ul style="list-style-type: none"> ➤ Each Criteria Coordinator has to coordinate with the department faculty to update the data in the files. ➤ Coordinate with IQAC to conduct at least one internal Audit per semester. ➤ Documentation and updation of NAAC related documents. ➤ Coordinate with IQAC to maintain the formats as per NAAC requirement. 	Accreditation system
4a.	NIRF Committee	Coordinators: 1. Dr. K. Chavan- Asst. Prof/ MECH 2. Ms. Katyayini- Asst. Prof/ PPT	<ul style="list-style-type: none"> ➤ Prepare the <u>Nirf</u> form and submit the same. 	
2.	IQAC	Members: 1. Prof. K Venkatramani- Management Representative 2. Dr. P. V Parameswaran- Hon. Advisor, SIESGST 3. Dr. Atul N. Kemkar- IQAC <u>Chairperson</u> , In charge Principal & HoD/ EXTC 4. Prof. Leena Ladge- Asst. Prof/ IT & IQAC Coordinator. 5. Dr. Sanjay Saraswat - Industry <u>Representative</u> , Vice President-India R&D, Airspan Networks	<ul style="list-style-type: none"> ➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution; ➤ Dissemination of information on various quality parameters of higher education; ➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles; ➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. ➤ Coordination of Academic audits and MRM meetings. ➤ Coordination of Stock verification Audit. 	Quality development system

	<p>6. Mr. S. Srinivasan - Industry Representative, Head-Customer Relations, Siemens Healthcare Pvt Ltd.</p> <p>7. Mr. C. Subramaniam- Parent Representative, HR President, Sivaram's Silk Pvt Ltd.</p> <p>8. Ms. Apama Bannore -HoD/ CE</p> <p>9. Dr. Lakshmi Sudha -HoD/ IT</p> <p>10. Dr. Rupendra S Nehete- HoD/Mech</p> <p>11. Mr. Prasad Iyer- HOD/PPT</p> <p>12. Dr. Manasi Karkare- HoD/ H&AS</p> <p>13. Ms. Sumitra Padmanabhan- Students' Council In charge</p> <p>14. Dr. Rajesh Kadu- Industry Institute Interaction Coordinator</p> <p>15. Ms. Shubhangi Kadu -Exam Cell In charge</p> <p>16. Ms. Seema Khan- Training & Placement In charge</p> <p>17. Mr. Ramesh Bidi- Librarian</p> <p>18. Ms. V. Vijayalakshmi-Registrar</p> <p>19. Mr. Sankrishna- Network Administration</p> <p>20. Mr. Saurabh Prabhu – Alumni Representative, Research Analyst, Cpsil Ltd.</p> <p>21. Mr. Tejas Kulkarni- President, Student Council</p> <p>Stock Verification In charge: Ms. Katvavini- Asst Prof/ PPT</p> <p>Auditors:</p> <p>1. Dr. A. N. Kemkar- Incharge Principal & HoD/ EXTC</p> <p>2. Dr. Preeti Hemnani- Associate Prof/ EXTC</p> <p>3. Ms. Apama Bannore- Associate Prof/ CE</p> <p>4. Dr. Manasi Karkare- HoD/H&AS</p> <p>5. Ms. Deepti Reddy- Associate Prof/ CE</p> <p>6. Ms. Mrinal Khadse- Asst. Prof/IT</p> <p>7. Mr. Prasad Balan Iyer-HoD/ PPT</p> <p>8. Ms. Leena Ladga- Asst Prof/IT</p> <p>9. Mr. Ramesh Bidi-Librarian</p> <p>10. Mr. Gaurav Fasate- Asst Prof/PPT</p> <p>11. Mr. Onkar Potdar- Asst Prof/MECH</p> <p>12. Mr. Siddique Ahmed- Asst Prof/MECH</p> <p>13. Ms. Katvavini T- Asst Prof/PPT</p>	<p>► Maintenance of MoM of all the committees and submit the file to NAAC and NBA team whenever it is required.</p>	
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		14. Dr. Sandesh Ramteke- Asst. Prof/PPT 15. Ms. Anandita Khade- Asst. Prof/CE 16. Ms. Shyamala Mathi- Asst. Prof/EXTC 17. Ms. Sumitra Padmanabhan- Asst. Prof/H&AS		
6.	Anti Ragging Committee, Anti Ragging Squad	<p>Head of Institution: Dr. Atul Kemkar – Incharge <u>Principal</u> & HoD/ EXTC</p> <p>Civil/Police administration:</p> <p>Local media: Mr. Manoj Jainawala, Senior reporter, Maharashtra Times, Navi Mumbai.</p> <p>NGO: Ms. Vandana Chicharkar</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Dr. Manasi Karkare- Dean/ H&AS 2. Dr. Rupendra Nehete- HoD/MECH 3. Ms. Aparna Bannore- HoD/ CE 4. Mr. Vivek Kulkarni- Parent Rep. 5. Ms. Sobha Shetty- Parent Rep. 6. Mr. Bam Nihar Parag- Student Rep. (Fresher) 7. Ms. Maske Shreya - Student Rep. (Fresher) 8. Mr. Tejas Kulkarni- Student Rep. (Senior) 9. Ms. Trisha Shetty- Student Rep. (Senior) 10. Ms. Vani Shankar Poojary – Parent Rep. 11. Ms. Vijaya Lakshmi- Non-teaching staff Rep. 12. Mr. Sachin Pawar- Non-teaching staff Rep. <p>Anti Ragging Squad: Coordinator: Dr. Atul Kemkar- In charge Principal & HoD/ EXTC</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Ms. Leena Ladge- Asst. Prof/ IT 2. Ms. Pranita Mahajan - Asst. Prof/ CE 	<p>➤ Anti-ragging Workshops; Updating all websites with complete details, alarm bells etc.; Regular interaction and counseling with the students Identification of trouble-triggers; Mention of anti-ragging warning in the Institution's prospectus and information booklets/ brochures shall be ensured.</p> <p>➤ Anti Ragging Squad- Surprise inspection of canteens, rest cum recreational rooms, toilets, corridors, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior/ incident shall be undertaken.</p>	Mandatory system

		<p>3. Mr. Sagar Waghmare - Asst. Prof/ PPT 4. Mr. Mohd Ansari Ali- Asst. Prof/ MECH 5. Mr. Pushkar Sathe - Asst. Prof/EXTC 6. Mr. Ananthkumar - Lab Assistant/ H& AS</p>		
7.	Student support committee	<p>Coordinator: Ms. Sumitra Padmanabhan - Asst. Prof/ H& AS Cultural coordinator: Ms. Sumitra Padmanabhan - Asst. Prof/ H& AS Technical coordinator: Dr. Pradip Patil- Associate. Prof/ MECH Members: 1. Mr. Biju Balakrishnan(IEEE)- Asst. Prof/EXTC 2. Ms. Suvarna Chougale(CSI)- Asst. Prof/CE 3. Ms. Leena Ladge(IETE) - Asst. Prof/IT 4. Mr. Prashant Ambadekar(SAE)- Asst. Prof/MECH 5. Dr. Kaustubh Chavan(ISHRAE)- Asst. Prof/MECH 6. Prof Sagar Waghmare(TPI)- - Asst. Prof/ PPT Sports coordinator: 1. Mr. Mohd Ansari Ali- Asst. Prof/ MECH 2. Mr. Gaurav Fegade- Asst. Prof/ PPT 3. Ms. Vijaya Patil- Asst. Prof/ H& AS</p>	<p>➤ Conducting Technical, Sports and cultural events in the college. ➤ Addressing students needs.</p>	Student development system
8.	College Women Development Cell (CWDC)	<p>President: Dr. Atul Kemkar - In charge Principal & HoD/ EXTC Members: 1. Dr. Manasi Karkare - Member 1 (Convener) 2. Ms. Prajakta Kane- Member 2 3. Ms. Jayanthi V. - Non-academic staff/Exam Cell 4. Ms. Vandana Chicharkar-NGO 5. Ms. Suvarna Chougale- Member from category 6. Ms. Anusha Deshpande- Student women representative</p>	<p>➤ Holistic empowerment of the women by conduction of awareness workshops, seminars covering self defense and women's rights. ➤ Redressal of Grievances related to sexual harassment and other gender related issues.</p>	Mandatory system
9.	Standing Committee for SC/ST	<p>Chairman: Dr. Atul Kemkar - Incharge Principal & HoD/ EXTC Dr. Sandesh Ramteke- Liaison officer</p>	<p>➤ Effective implementation of the policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged. ➤ Suggest measures for achieving the objectives laid down by the various</p>	Mandatory system

		Ms. Vijaya Lakshmi- Registrar and Member Members: 1. Ms. Suvama Chaurse - Asst. Prof/ CE 2. Mr. Senthil Kumar- Asst. Prof/ EXTC 3. Mr. Sagar Wagmare- Asst. Prof/ PPT 4. Ms. Ganesh Kadam - Asst. Prof/ MECH	government agencies.	
10.	Admission Committee	Coordinator: Dr. Manasi Karkare- Dean/ H&AS Members: FE faculty and the faculty representative from each department as per the requirement.	➤ Admission related documents and have to maintain the complete database of the admitted students branch wise with all the details.	<u>General development system</u>
11.	Grievance Redressal and PTA.	Coordinator: Ms. Subhangi Kharche- Associate. Prof/ EXTC Members: 1. Mr. Ashwin Chavan- Asst. Prof/H& AS 2. Ms. Prachi S - Asst. Prof/ CE 3. Ms. Savita Lohiya- Asst. Prof/ IT 4. Ms. Vandana Sawant - Asst. Prof/ EXTC 5. Mr. Ajay H- Asst. Prof/ MECH 6. Mr. Gaurav Fasate- Asst. Prof/ PPT	➤ Redressal of Internal Grievances related to facilities and any other problems. ➤ Preventing unfair practices and to provide a mechanism to students for redressal of their grievances. ➤ To promote better participation of parents in various programs of the college and to establish better liaison with teachers. ➤ Maintain the PTM reports of each department and coordinate with each department.	<u>Mandatory system</u>
12.	<u>Placement and Higher studies Cell</u>	Coordinator: Ms. Seema Khan- Asst. Prof/ H & AS Members: 1. Ms. Varsha Patil- Asst. Prof/ CE 2. Ms. Bushra S- Asst. Prof/ IT 3. Ms. Hema Raut- Asst. Prof/ EXTC 4. Mr. Ajay H- Asst. Prof/ MECH 5. Mr. Gaurav Fasate- Asst. Prof/ PPT	➤ Preparation of Placement Brochure for final placement. ➤ Pre-placement visits (PPV) to the companies. Communication, networking and relationship building with the potential recruiters. Invitation to potential recruiters to visit the Institute. ➤ Continuation of placement activities after the stipulated period, till all the students are placed. Grooming and training of the candidates for the placements so that their chances of selection increase. ➤ General follow-up, joining formalities and other administrative activities.	<u>Industry Interaction system</u>
12a.	Higher Studies	Coordinator: Ms. Preeti Godbole- Asst. Prof/ CE Members: 1. Ms. Kintu Patel- Asst. Prof/ EXTC 2. Mr. Chandan C- Asst. Prof/ MECH 3. Ms. Saritha L R- Asst. Prof/ IT 4. Ms. Subhangi Kadu- Asst. Prof/ PPT 5. Mr. Saurabh Prabhu- Alumni	➤ Maintain the Higher studies data base of the each department as per the NAAC and NBA requirement.	
12b.	Career /Skill Development	Coordinator: Dr. Rupendra Nehete- HoD/ MECH	➤ Undertake various academic and non-academic initiatives for the students to be equipped to meet varied industry requirements.	

	Committee	Members: 1. Dr. Lakshmi Sudha- HoD/IT 2. Ms. Subhangi Kharche- Associate. Prof/ EXTC 3. Ms. Pranita M- Asst. Prof/ CE 4. Dr. Savita Katiyaar- Asst. Prof/ H&AS 5. Mr. Pushkar S- Asst. Prof/ EXTC	> Implement and promote Chief Minister/Prime minister kaushal vikas yojana type of events. Take care of the necessary documentation for the same. > Conduction of college level certification, add on courses, Value added courses and Bridge courses and maintain the file for the same. > IPR, personality development, Basics of accounting, Technical writing, sales and marketing etc. Foreign languages, Universal <u>human values</u> or Technical certification like CAD design, Micro soft etc.	
13.	<u>Industry</u> <u>Institute</u> interaction committee	Coordinator: Dr. Rajesh Kadu- Associate. Prof/ CE Members: 1. Mr. Prasad Balan Iyer- HoD/ PPT 2. Ms. Sumitra Padmanabhan - Asst. Prof/ H& AS 3. Dr. Pradip Patil- Associate Prof/ MECH 4. Mr. Sunil Punjabi- Asst. Prof/ CE 5. Mr. Shishir J- Asst. Prof/ EXTC 6. Ms. Shyji Ahuja- Asst. Prof/ IT 7. Mr. Vishal Gaikwad- Asst. Prof/ EXTC	> To evolve educational programmes which are consistent with the broad requirements of the industry and which can give rise to engineering personnel capable of coping-up with the accelerating pace of the technological development. > To create adequate facilities of updating knowledge of professional engineers and technologists to meet growth and developmental needs of the industry. > To identify continuing education opportunities, short-term programmes and training needs of the industry, which the institution can provide. > To facilitate joint research work, consultancy involving faculty and students. > Coordinate with Industry and establish the MoU. > Facilitate the Internships.	Industry Interaction system
14.	Entrepreneur Development Cell, innovation and incubation	Coordinator: Dr. Kaustubh Chavan- Asst. Prof/ MECH Members: 1. Dr. Atul Kemkar - Incharge Principal & HoD/ EXTC 2. Ms. Aparna Bannore- HoD/ CE 3. Dr. Lakshmi Sudha- HoD/ IT 4. Dr. Rupendra S Nehate- HoD/ Mech 5. Mr. Prasad Iyer- HOD/ PPT 6. Dr. Manasi Karkare- HoD/ H&AS 7. Ms. Sumitra Padmanabhan- Asst. Prof/ H&AS 8. Ms. Savita Lohiya- Asst. Prof/ IT 9. Dr. Kantimati- Asst. Prof/ H&AS 10. Ms. Prajakta Kane- Asst. Prof/ MECH 11. Ms. Prachi S- Asst. Prof/ CE	> To provide a platform for interaction with entrepreneurs. > Impart entrepreneurial education/skills amongst students through various trainings and exercise. Motivate students to develop their own startups. Develop business incubators. > Create corpus fund to seed ventures. > Coordination of all MHRD, Webinars and Start up related seminars and maintain the documents for the same. > ARIA, MHRD activities have to be coordinated.	Industry Interaction system

		12. Mr. Senthil Kumar- Asst. Prof/ EXTC 13. Mr. Sagar Waghmare- Asst. Prof/ PPT		
15.	MIS and Publicity Cell	Coordinator: Ms. Sumitra Padmanabhan- Asst. Prof/ H&AS Members: 1. Dr. Geetanjali M- Asst. Prof/ H&AS 2. Ms. Vaishali M- Asst. Prof/ EXTC 3. Ms. Katyayini T- Asst. Prof/PPT 4. Mr. Ganesh Kadam – Asst. Prof/MECH 5. Dr. Kantimati- Asst. Prof/ H&AS 6. Ms. Pranjali T. - Asst. Prof/CE 7. Ms. Saritha L.R. – Asst. Prof/ IT	➤ Maintain the database of reports of all the departments. ➤ Compile the reports and send it to <u>the website</u> coordinator ➤ Responsible for college <u>brochure, Newsletters</u> and Magazine ➤ Maintain the Newsletters / Magazine of <u>the each</u> department	General development system
16.	Alumni Committee	Coordinator: Dr. Atul Kemkar – Incharge Principal & HoD/ EXTC Members: 1. Ms. Aparna Bannore- HoD/ CE 2. Dr. Lakshmi Sudha- HoD/ IT 3. Dr. Rupendra S Nehete- HoD/ Mech 4. Mr. Prasad Iyer- HOD/PPT 5. Dr. Manasi Karkare- HoD/ H&AS 6. Ms. Subhangi Kharche- Associate. Prof/ EXTC 7. Ms. Prachi S- Asst. Prof/ CE 8. Ms Savita L- Asst. Prof/ IT 9. Mr. Sagar Waghmare- Asst. Prof/PPT 10. Ms. Asharaj Asst. Prof/ H&AS 11. Mr. Siddique- Asst. Prof/ MECH 12. Ms. Sumitra Padmanabhan- Asst. Prof/ H&AS 13. Ms. Saurabh Prabhu- Alumni	➤ To provide a platform for meeting and exchange of ideas among the alumni, present student, faculty members and other members of the Association. ➤ To perform any other constructive activities leading towards the enhancement of skill and knowledge of all the members of the Association. ➤ Maintain continuous communication with alumni. ➤ To collect the data of the alumni by coordinating with placement committee and other faculty in the department. ➤ To maintain the data base of the Alumni. ➤ To maintain and update the current status of the alumni. ➤ To collect the achievements of the alumni. ➤ To collect the mentee record of each student and maintain the same batch wise. ➤ All the FE coordinators have to assist <u>the each</u> department faculty to	Student development system

			create the file. ➤ Maintain the database of Alumni.	
17.	Website	Coordinator: Mr. Sunil Punjabi- Asst. Prof/ CE Members: 1. Ms. Deepthy Reddy- Associate. Prof/ CE 2. Ms. Masooda M- Asst. Prof/ CE 3. Mr. Amit P- Asst. Prof/ CE 4. Ms. Namrata Patel- Asst. Prof/ CE	➤ Development of website. ➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. ➤ To update the information regularly on the college website, maintain activity reports along with photographs for all the events, share it with all the other faculty members. ➤ Develop data collection mechanism using IT tools. ➤ Social media publicity like uploading videos on you tube and website etc.	<u>Technical development system</u>
18.	Technical Committee and Unnat Bharat Unnat Maharashtra Abhiyan	Coordinator: Ms. Preeti Godbole – Asst. Prof/CE Members: 1. Ms. Prachi Sahane- Asst. Prof/ CE 2. Mr. Shishir J- Asst. Prof/ EXTC 3. Mr. Mohd. Ansari Ali- Asst. Prof/ MECH 4. Dr. Sandesh Ramteke - Asst. Prof/ PPT 5. Ms. Sayita Lohiya- Asst. Prof/IT 6. Ms. Ashwin Chavan- Asst. Prof/H&AS 7. Ms. Anindita Khade-- Asst. Prof/ CE 8. Ms. Bushra Sheikh- Asst. Prof/IT	➤ Facilitate students with necessary guidance and support to participate in national level events. ➤ Smart India Hackathon. ➤ Monitoring the quality of final year projects. ➤ Coordinating with department project coordinators. ➤ Encourage and guide the students for project competitions. ➤ Coordinate with EDC cell for <u>encouraging students</u> for innovative projects. ➤ Maintain the quality projects and coordinate with the project <u>coordinators</u> as per University guidelines.	<u>Technical development system</u>
19.	NSS, Swatch Bharat Abhiyan and Disaster Management Committee.	Principal, Chairperson :- Dr. Atul Kemkar – In charge Principal & HoD/ EXTC SIES GST N.S.S. Programme Officer, Secretary: Mr. Mahesh Biradar SIES GST N.S.S Representative (Student): Mr. Gupta Prithviraj 1. <u>Staff member</u> having social work background – Member: Dr. Ram Bhise- Asst. Prof/ H&AS 2. <u>Staff member</u> having social work background – Member: Ms. Kranti Bade- Asst. Prof/ CE 3. Representative of the Development Department- Member: Ms. Mrinal Khadse- Asst. Prof/ IT	➤ Coordinating the NSS team ➤ Help college in preparation and evaluation of disaster management plan. Look into structural safety of the college. Workout preparedness and mitigation and measures. ➤ Conduct disaster management mock drills. ➤ Conduction of programs as per University Guidelines. ➤ Extension Activities like Tree plantation and others.	<u>Social Responsibility system</u>

		<p>4. Representative from the Adopted Area – Member: Mr. Bhore</p> <p>5. N.S.S. Student Leader (Male) Member: Mr. Nadar Siddeshwar</p> <p>6. N.S.S. Student Leader (Female) Member: Mr. Kulkarni Pranita</p> <p>7. NSS Dist. Coordinator (invitee) University Representative: Mr. Nikhil Karkhanis</p>		
20.	ISR Committee	<p>Coordinator: 1. Dr. Ramhise - Asst. Prof/ H&AS</p> <p>Trainers: 2. Dr. K Lakshmi Sutha - Computer Operator- HoD/ IT</p> <p>3. Ms. Namrata Patel - Web Design- Asst. Prof/CE</p> <p>4. Mr. Gaurav Easate - Trainer Printing-Asst. Prof/ PPT</p> <p>5. Mr. Bhagyesh W- Computer Operator-Lab Asst/ CE</p> <p>6. Mr. Perumal- Electrician</p> <p>7. Mr. Vinayak C Plumbing - Lab Asst/MECH</p> <p>8. Mr. Mohd Ali Ansari-Department coordinator- Asst. Prof/ MECH</p> <p>9. Ms. Mrinal Khadse-Asst. Prof/ IT</p> <p>10. Ms. Preksha Rathod -Sewing and Tailoring</p>	<ul style="list-style-type: none"> ➤ Take responsibility of admissions in all the trade. Ensure publicity and implementation. Take regular feedbacks. ➤ Periodically review the fulfillment of the objectives of the ISR activity from time to time. ➤ Take responsibility of arranging trainers and necessary certifications if possible, for all the trades. 	Social Responsibility system
21.	Attendance Committee	<p>Coordinator: Ms. Leena Ladge- Asst. Prof/IT</p> <p>Members: 1. Ms. Hema Raut- Asst. Prof/ EXTC</p> <p>2. Mr. Prashanth A- Asst. Prof/MECH</p> <p>3. Mr. Sagar Wagnare - Asst. Prof/ PPT</p> <p>4. Ms. Kalyani P- Asst. Prof/CE</p> <p>5. Ms. Vijaya Patil- Asst. Prof/ H&AS</p>	<ul style="list-style-type: none"> ➤ 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

22.	Time Table Committee	Coordinator: Dr. K. Lakshmisudha- HoD/IT Members: 1. Ms. Smita K - Asst. Prof/H& AS 2. Ms. Pranjali Mhatre - Asst. Prof/ EXTC 3. Ms. Pranjali T. - Asst. Prof/CE 4. Ms. Saritha L R- Asst. Prof/ IT 5. Mr. Ajay H- Asst. Prof/ MECH 6. Ms. Katyayini T- Asst. Prof/PPT	All the timetables (related to lectures/practicals) have to be prepared.	Academic development system
23.	Examination Committee	Coordinators: 1. Ms. Shubhangj Kadu - Asst. Prof/PPT 2. Ms. Shubhika Ahuja - Asst. Prof/IT 3. Dr. Pradip Patil - Asst. Prof/MECH	All examination related work in coordination with the exam cell.	Examination system.
24.	Internal Test Committee	Coordinator: Mr. Ashwin Chavan - Asst. Prof/H&AS Members: 1. Mr. Ashwin Chavan - Asst. Prof/H&AS 2. Ms. Savitha Lohiya - Asst. Prof/IT 3. Ms. Ujjwala Rayale - Asst. Prof/CE 4. Ms. Masooda Modak - Asst. Prof/CE 5. Mr. Gaurav Fesate - Asst. Prof/PPT 6. Mr. Chandan Chaudhari - Asst. Prof/MECH 7. Ms. Pratibha Joshi - Asst. Prof/EXTC 8. Ms. Priyanka Kadam - Asst. Prof/EXTC	Responsible for conduction of internal tests.	Examination system
25.	R & D committee	Coordinator: Dr. Preeti Hemnani - Associate. Prof/ EXTC Members: 1. Dr. Rizwana Sheikh- Associate. Prof/ CE 2. Dr. Sandesh Ramteke - Asst. Prof/ PPT 3. Dr. Savita Katiyar- Asst. Prof/ H&AS 4. Ms. Saritha L R - Asst. Prof/ IT 5. Ms. Preeti G-Asst. Prof/ CE 6. Mr. Lokpriya Gaikwad - Asst. Prof/MECH	> To promote research and research Projects. > Encourage students to publish papers in Journal/ conferences. > Coordinate with technical committee and conference committee. > To encourage and submit the maximum proposals from each department. > Conducting various sessions on different topic pertaining to research. > Awareness programs on grants.	Faculty development system

26.	STTPs/ Workshops (Minimum six days) / Conference committee	Coordinator: Dr. Rizwana Sheikh- Associate. Prof/ CE Members: 1. Dr. Preeti Hemnani- Associate. Prof/ EXTC 2. Dr. Pradip Patil - Asst. Prof/MECH 3. Ms. Shubhangi Kharche -Asst. Prof/EXTC 4. Ms. Deepthi Reddy -Associate. Prof/ CE 5. Ms. Katyayini T-Asst. Prof/PPT 6. Ms. Savita Lohiya- Asst. Prof/ IT 7. Ms. Vijaya Patil- Asst. Prof/ H&AS	> Monitoring the departments to conduct at least one STTP / workshops per semester. > Conduction of IEEE/ Springer conference at least once in a year. > Maintain the records for the same.	Faculty development system
27.	Library Committee	Coordinator: Dr. Sandesh Ramteke- Asst. Prof/PPT Members: 1. Ms Kranti bade- Asst. Prof/CE 2. Dr. Savita Katiyar- Asst. Prof/H&AS 3. Mr. Siddique- Asst. Prof/MECH 4. Ms. Saritha L R- - Asst. Prof/IT 5. Ms. Sonal J- Asst. Prof/ EXTC 6. Ms. Sonal J- Asst. Prof/ EXTC	> To act as channel of communication between the institute library and its users. It shall assist in developing operational procedures. Suggest various measures for improvement and development of the library resources.	Academic development system
28.	Canteen Committee	Coordinator: Mr. Senthil Kumar- Asst. Prof/ EXTC Members: 1. Ms. Shyamala M- Asst. Prof/ EXTC 2. Mr. Ajay H- Asst. Prof/ MECH 3. Ms. Vijaya Lakshmi-Registrar 4. Ms. Jayanthi- Non Academic staff- Exam cell 5. Mr. Tejas Kulkarni- President/ Student Council	> Monitor at regular intervals the quality and quantity of services provided by the canteen and work together with the canteen incharge, to improve the services.	General development system
29.	Student achievements and welfare committee	Coordinator: Dr. Rajesh Kadu-Associate. Prof/ CE Scholarships and Awareness: 1. Dr. Rajesh kadu- Associate. Prof/ CE Prof. 2. Pushkar S- Asst. Prof/ EXTC Mentor- Mentee and Counseling: Ms. Kalyani P- Asst. Prof/ CE Student Achievements: Ms. Swati Rane- Asst. Prof/ EXTC Ms. Ujjwala Rayale- Asst. Prof/ CE Student Coordinator: Mr. Ananda Krishna- Secretary/ Student Council	> Awareness on National/ International student scholarships and maintain the file for the same. > Maintaining all the departments Mentor- Mentee Interaction and counseling data base and the files. Collection of the Academic and extracurricular achievements from the department in each semester and maintain the file for the same. > Student welfare- University level documentation for extracurricular activities. Collection of various Academic and non Curricular achievements from each department and maintain the file for the same. > Maintaining the database and the file related to Mentor mentee Interaction.	Student development system

30.	Academic committee	<p>Coordinator: Dr. K. Lakshmi Sudha – HoD/ IT</p> <p>Members:</p> <ol style="list-style-type: none"> Ms. Asha Raj- Asst. Prof/ H& AS Mr. Biju Balakrishnan (IEEE)- Asst. Prof/EXTC Mr. Sagar Waghmare - Asst. Prof/ PPT Ms. Deepti Reddy- Associate. Prof/ CE Mr. Siddique Ahmed- Asst. Prof/MECH Ms. Shrutti Ahuja - Asst. Prof/IT <p>Feedback committee:</p> <p>Coordinators: Dr. K. Lakshmi Sudha – HoD/ IT Mr. Prasad Iyer- HOD/PPT</p> <p>Members:</p> <ol style="list-style-type: none"> Mr. Ashwin C- Asst. Prof/ H& AS Ms. Asha Raj- Asst. Prof/ H& AS Ms. Pratibha Sharma - Asst. Prof/ H& AS Mr. Biju Balakrishnan (IEEE)- Asst. Prof/EXTC Mr. Siddique Ahmed- Asst. Prof/MECH 	<ul style="list-style-type: none"> ➤ Attendance Monitoring, Regularity of teachers to the classes, Result monitoring. ➤ Academic review meeting and the and corrective measurements and report the same to Academic council ➤ Feedback of the faculty to be monitored and discussion on corrective measures. ➤ Feedback related documents to be prepared and maintain the same. 	Academic development system
31.	ICC committee	<p>Women employed at senior level: Ms. Asha Raj- Asst. Prof/ H& AS</p> <p>Member 1: Ms. Mrinal Khadse- Asst. Prof/ IT</p> <p>Member 2: Ms. Pranita Mahajan- Asst. Prof/ CE</p> <p>Non Government Organization member: Ms. Vandana Chicharkar</p>	<ul style="list-style-type: none"> ➤ Holistic empowerment of the women by conduction of awareness workshops, seminars covering self defense and women's rights. ➤ Redressal of Grievances related to sexual harassment and other gender related issues. 	Mandatory system