Date:	July 01, 2021
Convener:	Dr. Atul Kemkar
Time:	11:00AM – 12:00PM
Venue:	Microsoft Meet

	Minutes of Meeting
No.	***Agenda & Discussions***
	Agenda- 1. Review of last MoM. 2. Time table of new term for lectures, practical, extracurricular etc. 3. Any other point with permission of chair.
No.	**Discussions**
1	1. Principal briefed about the action items of the last meeting. 2. DVV work and online scrutiny work is over 3. Subject allotment was completed 4. Timetable preparation is pending 5. SDP is being conducted.
2	1. Hon. Advisor said that we are beginning 20th academic year. 2. Prof. Shubangi said that all the results are prepared and sent to university. 3. HOD FE said that FE class are going on as per schedule and last working day is 24th July. 4. FE sem I result is declared yesterday.
3	1. Preparation for academic year 2021-22 2. Hon. Advisor said that faculty handbook has to be prepared with lecture plan, attendance, etc. 3. Every Saturday the faculty handbook has to be completed with weekly planning and given to HOD for verification. 4. Hon. Advisor said that HOD to prepare strengths and weakness of department in terms of subject expertise, number of faculty and areas of improvement and submit by this Saturday. 5. The workload has to be given to Dr. Lakshmi Sudha for timetable preparation. 6. All HOD informed about the electives opted by students and teachers allotted. 7. Prof. Sumitra has plan for final year projects. The flow-chart is shared with all HODs. The focus should be to drive projects towards product, prototype, or research category. HOD EXTC informed that they have followed the flow-chart and have stated with project allocation prior the semester started.

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	8. Hon. Advisor stressed that projects that are viable, innovative and can be used by our college should be promoted. The outcome should ne a gadget, model, prototype. 9. Prof. Sumitra suggested that SDP projects should be documented and become a repository of ideas. The students may prepare a white paper and keep it in library. 10. Hon. Advisor said that Ms. Jayanti and Mr. Vilas to maintain a file for each students with marksheets, participation certificates and achievements. 11. Prof. Sumitra requested to start preparation for NAAC. 12.
4.	**Timetable** 1. Practical will be planned batch-wise for 1 hour. 2. The classes will start at 9:00 AM. 3. Hon. Advisor said that timetable should have that atleast one day break after 3:00 PM (no lecture/practical). 4. It is suggested to finish theory from 9:00 AM to 1:00 PM and schedule practical in afternoon. 5. ILO subjects will be allotted on Monday, Wednesday and Friday.

Signature:	~Varsha~ (signature)
Date:	1-07-2021

The following members were present during the meeting:

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY
Sri C...
Sector...

SIES Graduate School of Technology
RISE WITH EDUCATION

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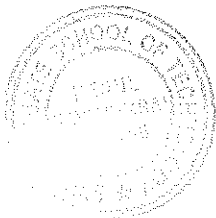
PRINCIPAL
S. I. E. S. GRADUATE SCHOOL OF TECHNOLOGY
Sri C
Sector

Date:	July 19, 2021
Convener:	Dr. Atul Kemkar
Time:	4:00PM – 5:30PM
Venue:	Microsoft Meet

	Minutes of Meeting
No.	***Agenda & Discussions***
	Agenda- 1. A brainstorming session Courses are AIML, AIDS, Cyber security IoT with block chain technology PG courses AIDS, Information security.
No.	***Discussions***
1.	Brainstorming about new courses at undergraduate level. 1. Principal said that we are ready with infrastructure and shown to LIC committee. We have to recruit people for new branches and focus on increasing the admissions to EXTC and Mechanical department 2. Vice-principal, Prof. Prasad said that the new courses are in demand. In regards to admission we have to address questions on data science, machine learning, scope of these subjects, faculty and placements, etc. The showcasing has to be done with good photographs. For Mechanical engineering, the focus on placements, participations in extra-curricular activities, national level projects should be projected during orientation sessions. 3. Vice-principal, Dr. Aparna said that till fifth semester the syllabus will be common. The electives will be introduced from Sem 5 and faculty are told to do courses related to these new technologies. The mathematics is a building block for AI courses thus we need to recruit math faculty. 4. Dr. Preeti said that students will come with a query that how these new courses are different from core courses. We have to show that faculty is also recruited for these branches. 5. Prof. Sumitra said that we have to cross-check with AICTE if these courses are standalone or associated with branches. We have to show that our students are placed in good companies. We have limited presence in social media platform which will help in reaching out to students. 6. Dr. Nehete said that new branches may affect admissions in core branches. He said that we have to target companies which are not visiting us. The videos on the projects are prepared and will be made available on social media platform.
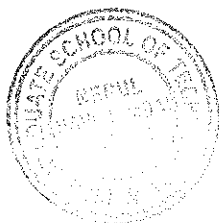
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Sector – V,

7. Dr. Mansi said that we may invite alumni who are working in these emerging areas to talk on the prospects of these branches. The stress has to be given that multidisciplinary courses are the need of the time will help in getting admissions.

8. Prof. Leena said that it will be challenging during orientation to convince to take admissions in new branches.

9. Dr. Deepti said that we may have adjunct faculty from good institutions and industry which will strengthen the scope for admission.

10. Dr. LakshmiSudha said that we may have advisory board and industry experts and the website has to be updated.

11. Hon. Advisor said that we need to highlight our strengths, placements, projects, etc.. The courses are not standalone and part of computer engineering. We have to take courses on emerging fields and gain expertise in these two years. He assured that EXTC seats will be filled up as it is a good field equal to CS. He asked principal to have the new degree named as computer engineering with AIML, etc. instead of only AIML. During vacation atleast two courses should be taken by students in interdisciplinary field e.g., mechanical student may opt for AI course as value added course. Nominal fee can be collected from students.

12. Hon Advisor suggested to conduct SDP/FDP on emerging technologies which will strengthen our shortcomings. Documentation of MoU, paper publications, attendance, results, placements, admissions, etc. are important. Planning and development are very important. We need to have student-interaction department for co-curricular activities and extra-curricular activities headed by faculty team.

13. Hon. Advisor suggested that restructuring of responsibilities is needed to ensure that documentation is maintained.

Signature:	
Date:	19-07-2021

The following members were present during the meeting:

PRINCIPAL

S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kemkar	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Manasi Karkare	Dean, H & AS	022-61082408	9967014191	hod_fe@siesgst.ac.in	Present
4.	Dr. Aparna Bannore	Vice Principal and HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
5.	Prof. Prasad I	Vice Principal and HOD – PPT	022-61082407	9930870845	hod_ppt@siesgst.ac.in	Present
6	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
7.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
8.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
9.	Prof. Sumitra P	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
10.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
11.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	office_supt@siesgst.ac.in	Present
12.	Mr. Ramesh Bidi	Library Incharge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
13.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
14.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present
15	Dr. Pradip Patil	Exam Cell Incharge	022-61082410		examcell_ic@siesgst.ac.in	Present
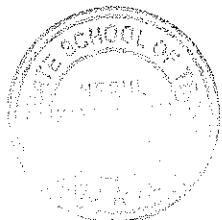
Date:	July 27, 2021
Convener:	Dr. Atul Kemkar
Time:	4:00PM – 5:30PM
Venue:	Microsoft Meet

	Minutes of Meeting
No.	**Agenda & Discussions**
	Agenda- 1. Formation of admission Committee and schedule for operations. 2. Report on the progress at university front. 3. No of posts at various levels for new courses. 4. Any other point with the permission of chair.
No.	**Discussions**
1.	1. Principal summarized the action items of last AC meeting conducted on July 19,2021. 2. Principal informed that Prof. Prasad Iyer is appointed as director of SOP from August 1st and Dr. Sandesh Ramteke will be acting HOD for PPT. 3. Hon. Advisor congratulated Prof. Prasad Iyer and acknowledged his efforts in developing college at many fronts.

2.	**Formation of admission Committee and schedule for operations**
	
	 1. Hon. Advisor said that Prof. Sumitra has to take a lead in FE admission and ensure that all the seats are filled. Everyone has to do our best and work as a team to fill up the seats. He congratulated Prof. Sumitra on receiving a letter as admission incharge.
	 2. Prof. Sumitra gave a brief outline on the planning of the admission process-
	    i. Create a student database by creating a form in the college website.
	    ii. The mock CET test may be taken with a help of external agency.
	    iii. Draft a mail with brief on college activities and mock CET to junior colleges.
	    iv. The posters are also been made with highlights on placement, activities, facilities, etc., of each department which may be displayed at our college and sent on WhatsApp.
	 3. Hon. Advisor asked each member for their inputs-
	    i. Dr. Deepti said that its time to start the publicity as other colleges have already started with the same.
	    ii. Prof. Leena suggested that website has to be updated regularly.
	    iii. Dr. Pradip Patil also agreed that poster will make a good difference.
	    iv. Dr. Preeti said that we can have a student database.

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		v. Dr. Lakshmi suggested to have webpage on new courses and suggested August mid-week is the best time to conducting mock CET test.
		vi. Dr. Aparna suggested to have short series of webinar once in a week for branding purpose. Mock CET can be conducted in multiple iterations.
		vii. Dr. Mansi suggested to have videos of the students from first year on what extra inputs are given and how we stand out. We may also approach parents as enquiries have already started coming.
		viii. Prof. Prasad suggested to have each member to present in turns during admission webinar instead of only having the same person every week. Instead of industry expert we can have alumni to give presentation.
		ix. Dr. Nehete suggested to have active helpdesk to take admission enquiries.
		4. Hon. Advisor summarized on the activities to be planned based on the inputs given-
		    i. Prof. Sumitra to write a letter that we are planning to have mock CET test and information about new courses and mail to junior college principal.
		    ii. The posters regarding mock test may be displayed on notice board of junior college.
		    iii. The website has to be updated regularly and to plan webinars on importance of latest technologies and emerging areas by industry experts and internal faculty.
		    iv. The videos may be prepared by the students (achievers, first year, alumni) from various disciplines and on activities conducted by student chapter.
		    v. The posters and handouts may be prepared and given to coaching classes.
		    vi. Ms. Vijayalakshmi said that almost 50 students have already registered.
		    vii. The audio-visuals also need to be prepared.
		    viii. To have people in rotation for helpdesk.

3.	Hon. Advisor said that the other agenda points about recruitment will be discussed separately with HoD and Principal.	
	Action Items 1. Prof. Sumitra to write a letter regarding mock CET test and one page information about new courses and mail to junior college principal by Monday (03/07/2021). 2. Prof. Sumitra has to form a committee to keep track website updating on new courses and helpdesk. 3. Each department's HOD has to identify one expert from industry.	

Signature:	![signature]
Date:	27-07-2021

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S.No.	Name of the Member	Department / Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kemkar	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
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13.	Dr. Deepti Reddy	Quality Teaching-Learning Incharge	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
14.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present
15	Dr. Pradip Patil	Exam Cell Incharge	022-61082410	9869829395	examcell_ic@siesgst.ac.in	Present

PRINCIPAL
S.I.E.S. GRADUATE SCHOOL OF TECHNOLOGY

Date:	February 17, 2022
Convener:	Dr. Atul N Kemkar
Time:	03:00 to 05.00 PM
Venue:	Seminar Hall, II Floor

No.	**Agenda & Discussions**
	Principal Dr. Atul N Kemkar welcomed all members and asked Dr. Aparna Bannore, Vice-Principal, to continue with agenda on review of academic activities

1.	**Academics:**
	
	Review of academic activities conducted from 7th January to 14th February
	
	Dr. Aparna B presented the review of academic activities conducted with their status.
	
	  i. The lectures started on January 10 in online mode for all branches and in offline mode from February 14 for SE, TE and BE.
	  ii. Defaulter list is prepared till 10 February.
	  iii. Juno ERP system is used for submission of assignments
	
	Lab set ups and addition of one new experiment
	
	  i. Dr. Aparna B informed that labs set ups have been made for all departments and regarding addition of one new experiments and the same discussed in department advisory board (DAB) for all branches including CE.
	
	UT I of offline exams for SE, TE and BE
	
	  i. Prof. Ashwinkumar Chavan informed about UT I exams starting from 3 March in offline mode which will be taken on first 40% of the syllabus. Informed about extra lectures to be taken for students of DSE who have missed the content during Sem. III theory exams.
	
	  ii. Dr. Atul N Kemkar suggested focusing more on UT I exams and requesting HoDs about conducting more activities in offline mode only.
	
	  iii. Dr. R S Nehete informed to check the stationary materials required for exam in offline mode and Dr. Atul N Kemkar instructed Prof. Shubhangi Kadu to check the status of the same.

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Status of academic activities as per NBA

i. Dr. Atul N Kemkar emphasized on the significance of all academic activities in align with NBA / NAAC requirements

Defaulter's list

i. Dr. Aparna B informed about the action to be taken for defaulters in offline due to non-vaccination and Dr. Atul N Kemkar asked to look into loss of practical due to that.

FE syllabus completion and extra lecture required oral and practicals

i. Prof. Ashwinkumar Chavan informed about the syllabus completion of all subjects and more time required for F, G & H divisions. Informed about orals and practical starting from 28 February to 5 March.

ii. Dr. Atul N Kemkar enquired about the time table for FE practical exams and Prof. Shubhangi Kadu suggested conducting mock for them on 26 February.

Conduction of pending/essential practicals (Hardware and Software) for students which was conducted through online mode.

i. Dr. Atul N Kemkar raised the issue of pending/essential practicals not conducted and suggested all to conduct immediately. He said practicals are very important and every department need to plan properly and asked to submit the time table for the same

2 | **R & D related**

**Status of quality publications by each faculty member**

i. Dr. Atul N Kemkar informed HoDs to keep track on the quality publication and motivate the faculty members for publications.

Submission of research proposals to funding agencies in group

i. Dr. Atul N Kemkar suggested for domain-wise research proposals to funding agencies and asked HoDs to look into it.

Discussion on committees under MHRD

i. Dr. Atul N Kemkar enquired the status from Dr. Lokpriya Gaikwad about the activities of innovation committees under MHRD and instructed that in this regard meeting may be convened
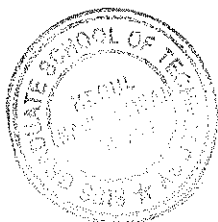
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3	**Student support related activities**
	Mentor mentee
	i. Dr. Aparna B suggested for active participation/involvement of students is must and need to discuss with students from different semesters for selection of topics
	ii. Dr. Atul N Kemkar suggested to have discussion at the HoD level regarding curricular and extracurricular activities.
	Possibility of active involvement of students in various committees
	i. Dr. Aparna B suggested maximum involvement of students in various technical committees especially Smart India Hackathon that help in the overall personality growth of students. The last date is 31 March and informed that Prof. Prachi S would be the single point of contact.
	ii. Dr. Atul Kemkar stressed on the same and suggested more participation of students from all branches including FE.
	Student chapter activities status
	i. Dr. Atul N Kemkar suggested conducting more activities in offline mode only without hampering the academic schedule and to have a meeting with Prof Biju Balkrishnan.
	ii. Dr. R S Nehete informed to conduct in online as well as offline mode to give an opportunity for outside students to participate in activities.
	iii. Prof. Leena Ladge informed about Texter Innovation in offline mode.
	TML and other students council related activities
	i. Dr. Atul N Kemkar congratulated Dr. Smita S Kumar for taking over the charge of Student Council.
	ii. Dr. Smita S Kumar informed about the launching of TML on 7 March and programme on 24 & 25 March
	iii. Dr. Atul N Kemkar suggested planning properly whether it is launch of TML or sponsorship or any other activity that should not to disturb the academic schedule of students.
	iv. Dr. Aparna B informed that usually SE students are targeted for sponsorship work and due to that they miss the lectures.
	v. Prof. Leena Ladge informed to follow all guidelines by student council/chapters regarding sponsorship without affecting academic activities.

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	vi. Mrs Vijaylakshmi V said instead of visiting physically, online or telephonic mode is ideal to contact for sponsorship. **Alumina meet** i. Dr. Atul N Kemkar informed that alumni meet is tentatively planned in the month of March ii. Mrs Vijaylakshmi V said more students would participate if it is in online but interaction would be less.
4	**Examination Related** **Online examination of DSE and FE Sem I examination** i. Prof. Shubhangi Kadu informed about the ongoing DSE examination and last paper on 23 Feb. FE Sem I exams would be in online mode only starting from 7th March (11 to 1.30). Informed about the need of labs for invigilation and correction work as 508 students are there and accordingly the need of supervisors. ii. Dr. Lakshmi Sudha suggested regarding the scattering of systems to make use for invigilation/correction work without affecting any other academic activity. iii. Dr. Atul N Kemkar asked Mr. K Nadar to make arrangements of systems in CC for exam and correction. **Convocation dates** i. Dr. Atul N Kemkar informed all that convocation would be conducted in physical mode only tentatively on 12 March and dress code likely to be traditional Indian attire. Suggested Prof. Shubhangi Kadu to get the consent from students attending for convocation and venue for the same would be decided later.
5	**Review of committees and status** **Internship target** i. Dr. Atul N Kemkar suggested targeting maximum students for internship and provision may be made during summer and winter seasons. Informed to contact and interact with companies/industries to get internship for all. Suggested to set the fortnightly targets ii. Dr. Lakshmi Sudha raised the issue of providing internship to more students to get higher marks in NAAC iii. Dr. Pradp Patil informed about institute lagging in number of MOMs and most of the

existing MoMs not providing internship facility.

MOU status

i. Dr. R S Nehete informed the need to visit industrities/companies physically to get the more MOU that help institute in many ways.

ii. Dr. Atul N Kemkar suggested instead of visiting, using various channels such as mail/telephone to interact with resource persons from industries would be useful.

Action points and general discussions

i. Official information to all SE, TE & BE students regarding offline exam, dates and syllabus.

ii. Office/exam cell need to arrange stationery.

iii. Dr. Preeti Hemnani need to prepare a document/calendar to execute teaching learning process as per NBA guidelines.

iv. Dr. R S Nehete, R&D overall co-coordinator, need to conduct meeting with department co-coordinators for execution of quality publications, research proposals etc.

v. Dr. Lokpriya Gaikwad need to submit report of activities planned under MHRD and activities planned under student chapter of ME department.

vi. Technical committee members and coordinators need to involve maximum student participation in planning and execution of any technical activity.

vii. Dr. Smitha S Kumar, Student Council, In-charge, need to define SOP for conduction of activities under TML.

viii. Alumina committee will plan and execute online meet in the month of March 2022

ix. Academic Council will finalize the chief guest for convocation function.

x. Dr. Pradip Patil, Internship coordinator, need to conduct meeting to review and accordingly plan the internship for the students.
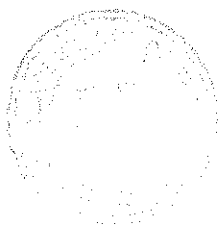
Convener:	Dr. Atul N Kemkar
Signature:	
Date:	17/2/2022

PRINCIPAL

The following members were present during the meeting:

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. Atul N Kemkar	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
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7.	Dr. Sandesh Ramteke	HOD – PPT	022-61082407	9820297053	hod_ppt@siesgst.ac.in	Present
8.	Prof. Ashwinkumar Chavan	HOD – FE	022-61082407	9022682050	hod_fe@siesgst.ac.n	Present
9.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present
10.	Dr. Pradip Patil	Internship Coordinator	022-61082428	9869829395	pradipp@sies.edu.in	Present
11.	Dr. Lokpriya Gaikwad	MHRD - IIC	022-61082491	9892475078	lokpriyag@sies.edu.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	office_supt@siesgst.ac.in	Present
13.	Dr. Smitha Shinekumar	Council Incharge	022-61082453	9967011492	council_incharge@siesgst.ac.in	Present
14.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
15.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Present
16.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Present
17.	Mr. Krishnamurthy Nadar	Network Administrator	022-61082411	9920303651	krishnamurthyn@sies.edu.in	Present

PRINCIPAL

Date:	April 30, 2022
Convener:	Dr. Atul N Kemkar
Time:	2:30 to 04.00 PM
Venue:	Board Room

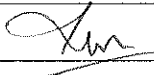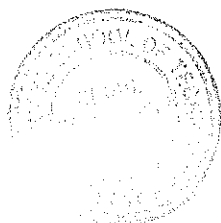| No.	Agenda & Discussions
1.	**Training & Placement (T&P):** 1. Prof. Seema Khan informed all in detail about the salient features of superset, automated placement portal, software. Also explained the comparative features of Superset and Calyxpod software. 2. Demonstration of Calyxpod is planned on 4th May 3. Prof. Seema Khan also informed that most of the colleges are using Superset software and SIESCOMS is using Calyxpod. 4. She also informed that companies bar their employees (our students placed in the company) from sharing appointment letter with any external party, including the institute. Hence, we are not able to get the appointment letters from the alumni, as required for NAAC. 5. Proposed Placement training was planned for 11th to 16th July for third and final year students. Session would be conducted in the afternoon, 2 to 5 pm, tentatively at the seminar hall.
2	**NAAC & DVV** 1. Dr. Atul Kemkar informed about NAAC Data Validation & Verification process followed for various criteria and need of expert talk/session on the same. 2. Dr. Aparna Bannore suggested sharing the SOP (on 30/4/2022) to all criteria co-ordinator for the information and in this regard discussion/meeting tentatively scheduled between 17th to 20th May. 3. Dr. R S Nehete informed that NAAC considers data or every point as per SOP only. Also informed that NAAC considers research articles published in Scopus/Web of Science or UGC Care only. 4. Prof. Seema Khan expressed the concern that companies restrict the institutes from sharing appointment letters of students placed at college level with external agencies

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Sri Chandrasekarendra Saraswathy Vidyapuram
Sector-V, Nerul, Navi Mumbai-400706

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		such as NAAC.
3	**IQAC & MOM**	1. Dr. Atul Kemkar suggested Prof. Leena Ladge to send MoM to all IQAC members for correction or additions, if any, required. 2. Physical stock verification of all departments is planned on 28th May. 3. IQAC Meeting is tentatively scheduled on 24th June. 4. Academic & Administrative Audit (NAAC & NBA) is tentatively planned on 9th July 5. Prof. Ashwin Chavan rasied the issue of different formulas used for attainment level and the problems faced. Suggested for common formulas to be used for attainment level calculations. 6. Dr. Atul Kemkar suggested Dr .Preeti Hemnani to look into it and resolve the issue.
4	**Budget:**	1. Dr. Atul Kemkar advised all HoDs & others to look into the budgetary requirements for various categories such as FDP/SDP planned, remunerations, lab requirements / equipments due to change in syllabus, etc for the year 2022-2023
5	**Exam Cell:**	1. Prof. Shubhangi Kadu informed about the changes in the exam and duty dates planned on 23 & 27 May. 2. Informed about tentative timings of morning and afternoon exams scheduled and uploading of hall tickets on website.
6	**SDP Programmes:**	1. SDP programmes tentatively planned from 22 June to 06 July, 2022
7	**Internship:**	1. Dr. Atul Kemkar suggested Dr. Pradip Patil to conduct meeting regarding internship and companies scheduled for the year 2022-23.

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8	**Feedback:**
	1. Dr. Atul Kemkar suggested collecting 100% feedback from students and the process needs to be completed before the start of theory exams, i.e., on 17th May.
9	**Alumni Meeting:**
	1. Dr. Aparna Bannore informed all that alumni meeting would be tentative scheduled in the months of either June or July with new office bearers.
10	**Any other issue:**
	1. Dr. Atul Kemkar asked to send the status of UT I & UT II results before proceeding on vacation.
	Action points and general discussion:
	1. Dr. Atul Kemkar suggested for demonstration of Calyxpod software on 4th May
	2. The meeting to discuss the NAAC DVV criteria as per SOP is tentatively scheduled between 17th to 20th May.
	3. Physical stock verification of all departments is planned on 28th May.
	4. IQAC Meeting is tentatively scheduled on 24th June.
	5. Academic & Administrative Audit (NAAC & NBA) is tentatively planned on 9th July.
	6. SDP programmes tentatively planned from 22 June to 06 July, 2022

Convener:	Dr. Atul N Kemkar
Signature:	
Date:	30th April 2022

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1.	Dr. Atul N Kemkar	Principal	022-61082404	9819150392	principalgst@sies.edu.in	Present
2.	Dr. Aparna Bannore	Vice Principal & HOD – CE	022-61082403	9920809635	hodce@sies.edu.in	Present
3.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hodextc@sies.edu.in	Present
4.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hodit@ sies.edu.in	Present
5.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hodme@ sies.edu.in	Present
6.	Dr. Deepti Reddy	HOD - ECS	022-64082460	9323420286	hodecs@ sies.edu.in	Present
7.	Dr. Sandesh Ramteke	HOD – PPT	022-61082407	9820297053	hodppt@ sies.edu.in	Present
8.	Prof. Ashwinkumar Chavan	HOD – FE	022-61082407	9022682050	hodfe@ sies.edu.in	Present
9.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqacgst@ sies.edu.in	Present
10.	Dr. Pradip Patil	Internship Coordinator	022-61082428	9869829395	pradipp@sies.edu.in	Present
11.	Dr. Lokpriya Gaikwad	MHRD - IIC	022-61082491	9892475078	lokpriyag@sies.edu.in	Present
12.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	registrargst@sies.edu.in	Present
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14.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	seemak@sies.edu.in	Present
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16.	Mr. Ramesh Bidi	Library Inchrge	022-61082455	9768960974	rameshb@ sies.edu.in	Present
17.	Mr. Krishnamurthy Nadar	Network Administrator	022-61082411	9920303651	krishnamurthyn@sies.edu.in	Present

The following members were present during the meeting: