

Date:	July 4, 2022
Convener:	Dr. Atul Kemkar
Time:	11:00AM – 12:00PM
Venue:	Board Room

<i>Minutes of Meeting</i>	
No.	<i>Agenda & Discussions</i>
	Agenda- <ol style="list-style-type: none"> 1. Review of Previous MOM 2. Review of NAAC Status 3. Timetable preparation and workload distribution of new term for lectures, practical, extracurricular etc. 4. Any other point with permission of chair.
No.	Discussions
1	<ol style="list-style-type: none"> 1. Principal briefed about the action items of the last meeting. 2. Discussed regarding NAAC committee file completion. 3. Workload distribution for lectures and practicals has been discussed. 4. Guest Lectures to be conducted. 5. SDP will be conducted.
2	<ol style="list-style-type: none"> 1. Guidelines for load distribution given. To make 3 batches. 2. HOD FE said that FE class are going on as per schedule and last working day. 3. FE sem II result is declared.
3	<ol style="list-style-type: none"> 1. Preparation for SH 2022 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. The focus should be to drive projects towards product, prototype, or research category 8. Hon. Advisor stressed that projects that are viable, innovative and can be used by our college should be promoted. The outcome should be a gadget, model, prototype.



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MINUTES OF MEETING

Academic Council

4. Timetable

1. Practical will be planned batch-wise for 2hour.
2. The classes will start at 9:00 AM.

Signature:

Date:

4-7-2022

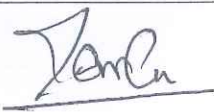
The following members were present during the meeting:

S.No	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	Present
2.	Dr. Atul N Kemkar	Principal	022-61082404	9819150392	principal@siesgst.ac.in	Present
3.	Dr. Aparna Bannore	Vice Principal and HOD – CE	022-61082403	9920809635	hod_ce@siesgst.ac.in	Present
4.	Prof. Ashwin Chavan	HOD-FE	022-61082407	9022682050	hodfe@sies.edu.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hod_it@siesgst.ac.in	Present
6	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hod_extc@siesgst.ac.in	Present
7.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hod_mech@siesgst.ac.in	Present
8.	Dr. Sandesh Ramteke	HOD-PPT	022-61082407	9820297053	hodppt@sies.edu.in	Present
9	Dr. Varsha Patil	HOD-AIML, IOT	--	9768287505	hodaiml@sies.edu.in	Present
10.	Dr. Rizwana Shaikh	HOD-AIDS		9619197014	hodaims@sies.edu.in	Present
11.	Dr. Deepti Reddy	HOD-ECS	022-64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
12.	Dr. Smitha Shinekumar	Council Incharge	022-61082453	9967011492	Council_incharge@siesgst.ac.in	Present
13.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	training_incharge@siesgst.ac.in	Present
15.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	office_supt@siesgst.ac.in	Present
16.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcell_ic@siesgst.ac.in	Absent
17.	Mr. Ramesh Bidi	Library Incharge	022-61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
18.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqac@siesgst.ac.in	Present

Date:	Nov 09, 2022
Convener:	Dr. Atul Kemkar
Time:	11:00AM – 12:00PM
Venue:	Board Room

<i>Minutes of Meeting</i>	
No.	<i>Agenda & Discussions</i>
	<p>Agenda-</p> <ol style="list-style-type: none"> 1. Review of last MoM. 2. Load distribution of new term for lectures, practical, extracurricular etc. 3. Any other point with permission of chair.
No.	Discussions
1	<ol style="list-style-type: none"> 1. Principal briefed about the action items of the last meeting. 2. DVV work and online scrutiny work is over 3. Subject allotment will be completed. 4. Timetable preparation is pending 5. SDP will be conducted.
2	<ol style="list-style-type: none"> 1. Hon. Advisor said that we are beginning 20th academic year. 2. Guidelines for load distribution given. To make 3 batches. 3. HOD FE said that FE class are going on as per schedule and last working day. 4. FE sem II result is declared.
3	<ol style="list-style-type: none"> 1. Preparation for academic year 2022-23 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. 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. 8. Hon. Advisor stressed that projects that are viable, innovative and can be used by our college should be promoted. The outcome should be a gadget, model, prototype.

4.	Timetable
	<ol style="list-style-type: none">1. Practical will be planned batch-wise for 2hour.2. The classes will start at 9:00 AM.3. ILO subjects will be allotted on Monday, Wednesday and Friday.

Signature:	
Date:	9-11-2022

The following members were present during the meeting:



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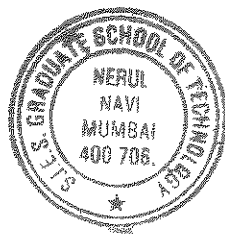
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MINUTES OF MEETING Academic Council

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. Aparna Bannore	Vice Principal and HOD – CE	022- 61082403	9920809635	hod_ce@siesgst.ac.in	Present
4.	Prof. Ashwin Chavan	HOD-FE	022- 61082407	9022682050	hodfe@sies.edu.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022- 61082405	9987512269	hod_it@siesgst.ac.in	Present
6	Dr. Preeti Hemnani	HOD – EXTC	022- 61082463	9930870845	hod_extc@siesgst.ac.in	Present
7.	Dr. R.S.Nehete	HOD – ME	022- 61082412	9869551731	hod_mech@siesgst.ac.in	Present
8.	Dr. Sandesh Ramteke	HOD-PPT	022- 61082407	9820297053	hodppt@sies.edu.in	Present
9	Dr. Varsha Patil	HOD-AIML, IOT	--	9768287505	hodaiml@sies.edu.in	Present
10.	Dr. Rizwana Shaikh	HOD-AIDS	--	9619197014	hodaims@sies.edu.in	Present
11.	Dr. Deepti Reddy	HOD-ECS	022- 64082460	9323420286	deepti.reddy@siesgst.ac.in	Present
12.	Dr. Smitha Shinekumar	Council Incharge	022- 61082453	9967011492	Council_incharge@siesgst.ac.in	Present
13.	Prof. Seema Khan	Training & Placement Incharge	022- 61082444	9969187466	training_incharge@siesgst.ac.in	Present
15.	Ms. Vijaylakshmi	Registrar	022- 61082402	9323619235	office_supt@siesgst.ac.in	Present
16.	Prof. Shubhangi Kadu	Exam Cell Incharge	022- 61082410	9221095965	examcell_ic@siesgst.ac.in	Absent
17.	Mr. Ramesh Bidi	Library Incharge	022- 61082455	9768960974	ramesh_bidi@siesgst.ac.in	Absent
18.	Prof. Leena Ladge	IQAC Coordinator	022- 61082422	9867801816	iqac@siesgst.ac.in	Present

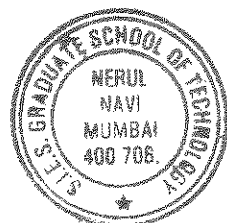
Date:	June 21, 2023
Convener:	Dr. Lakshmi Sudha
Time:	11.30 am to 1.00 PM
Venue:	IT Lab -1

No.	Agenda & Discussions
1.	<p>Students Attire and MRM:</p> <ol style="list-style-type: none"> Principal Dr. Lakshmi Sudha asked council members to inform faculty to check the neatness of students' attire. Students should wear descent clothes. Dr. Lakshmi Sudha informed that in July MRM, Institute level objectives will be defined.
2	<p>Admission:</p> <ol style="list-style-type: none"> Honorary Advisor Dr. P.V. Parameswaran told to treat FE admissions as first priority and asked about FE admission status to Dr. Preeti Hemnani (HoD EXTC) Dr. Preeti H informed that more than 850 queries have been received regarding FE admissions, faculty from each department is assigned admission duties and details of admission schedule will be discussed in webinar scheduled on June 23rd, 2023. Last year Dr. Ashwin Chavan conducted a webinar on admission procedures. This year also he can conduct or Prof. Pratibha Sharma can conduct. Dr. Nehete (HoD Mech) said there is good response this time for admissions, particularly for Mech department. Dr. Pradeep Patil told that admission committee is convincing parents and students for admissions in SIESGST. Hon. Advisor Dr. P. V. Parameswaran asked for the status of statistics collection on branch choices in admission form and provided guidance for quality admissions for 2023-24: <ul style="list-style-type: none"> Contact and convince students, explain them importance of Mech. And EXTC. Identify what is required for placements, design some value added courses accordingly Provide overview on all things which students will go through entire 4 year course. Invite industry people, understand what is expected and design courses accordingly. <p>Dr. Nehete said; last year Tata motors wanted students with 6 months internships for placements.</p>




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	<p>6. Hon. Advisor Dr. PVP Sir said that autonomous Institutes can follow sandwich pattern, which we cannot as our system does not support the same. So, convince industry people accordingly during placements. There should be zero vacancies in admissions. Ask students to opt for Mechanical as first preference in the form.</p> <p>7. Dr. Aparna Bannore (HoD CE) insisted that the faculty sitting in admission cell should have more involvement.</p>
3	<p>Academics:</p> <ol style="list-style-type: none">1. Dr. Aparna Bannore confirmed the semester commencement dates for SE, TE and BE: TE/BE: July 10, 2023 SE: July 17, 20232. Hon. Advisor Dr. PVP Sir informed to take care of FE results. Ensure quality admissions for achieving good FE results and good grades in NBA. Final year ECS projects should be taken care of. Every faculty from each department should prepare abstract of projects to be implemented in 2023-24. They can take industry people guidance if required.
4	<p>NIRF:</p> <ol style="list-style-type: none">1. Hon. Advisor Dr. PVP Sir informed that NIRF coordinator Dr. Shubhangi Kharche should start with the industry expert talks for improving Institute perception. Make it a habit of introducing the industry experts to all HoDs and Principal.
5	<p>Library Activities:</p> <ol style="list-style-type: none">1. Hon. Advisor Dr. PVP Sir informed that Librarian Ms. Arunadevi Lingam should plan for library expansion and to improve library activities.2. Informed about tentative timings of morning and afternoon exams scheduled and uploading of hall tickets on website.
6	<p>IQAC:</p> <ol style="list-style-type: none">1. IQAC In-charge Prof. Leena Ladge discussed the date wise schedule for MRM, Internal audit, stock verification audit, API verification etc. to seek approval from Principal Dr. Lakshmi Sudha.



[Signature]

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7.

STTP:

Dr. Varsha Patil briefed about the ongoing STTP on AR/VR

Action points and general discussion:

1. Hon. Advisor Dr. PVP Sir informed all the academic council members that admission should be top priority.

Convener:

Dr. Lakshmi Sudha

Signature:

Date:

21.06.2023

The following members were present during the meeting:



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Sector-V, Nerul, Navi Mumbai-400706

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2.	Dr. Lakshmi Sudha	Principal	022-61082404	9819150392	principalgst@sies.edu.in	Present
3.	Dr. Aparna Bannore	Vice Principal & HOD – CE	022-61082403	9920809635	hodce@sies.edu.in	Present
4.	Dr. Preeti Hemnani	HOD – EXTC	022-61082463	9930870845	hodextc@sies.edu.in	Present
5.	Dr. Lakshmi Sudha	HOD – IT	022-61082405	9987512269	hodit@sies.edu.in	Present
6.	Dr. R.S.Nehete	HOD – ME	022-61082412	9869551731	hodme@sies.edu.in	Present
7.	Dr. Sandesh Ramteke	HOD – PPT	022-61082407	9820297053	hodppt@sies.edu.in	Absent
8.	Dr. Rizwana Shaikh	HOD-AIDS	-	9619197014	hodaims@sies.edu.in	Absent
9.	Dr. Varsha Patil	HOD-AIML, IoT	-	9768287505	hodaiml@sies.edu.in	Present
10.	Prof. Pratibha Sharma	FE-Coordinator	022-61082407	9022682050	hodfe@sies.edu.in	Absent
11.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqacgst@sies.edu.in	Present
12.	Dr. Pradip Patil	Internship Coordinator	022-61082428	9869829395	pradipp@sies.edu.in	Present
13.	Dr. Shubhangi Kharche	NIRF Coordinator	022-61082463	8652777602	shubhangik@sies.edu.in	Present
14.	Dr. Lokpriya Gaikwad	MHRD - IIC	022-61082491	9892475078	lokpriyag@sies.edu.in	Present
15.	Ms. Vijaylakshmi	Registrar	022-61082402	9323619235	registrargst@sies.edu.in	Absent
16.	Dr. Smitha Shinekumar	Council Incharge	022-61082453	9967011492	councilinchargegst@sies.edu.in	Absent
17.	Prof. Seema Khan	Training & Placement Incharge	022-61082444	9969187466	seemak@sies.edu.in	Absent
18.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcellgst@sies.edu.in	Present




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MINUTES OF MEETING Academic Council

19	Ms. Arunadevi Lingam	Library Inchrge	022- 61082455	9890391884	librarian@sies.edu.in	Present
20	Mr. Krishnamurthy Nadar	Network Administrato r	022- 61082411	9920303651	krishnamurthyn@sies.edu.in	Absent

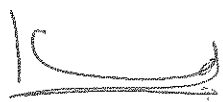


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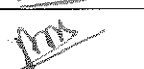

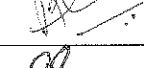



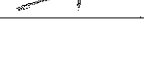
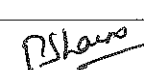
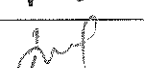
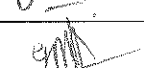
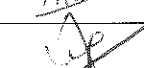

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Date:	July 28, 2023
Convener:	Dr. Lakshmi Sudha
Time:	2:30 to 4:00 pm
Venue:	Seminar Hall, Second floor

No.	Agenda & Discussions
	<p>Agenda-</p> <ol style="list-style-type: none"> 1. Induction program for FE- FE HoD 2. Admission status and Preparation for FE lectures- FE HoD 3. Solar power project- HoD - Mech 4.. Preliminary Discussion on AICTE. BE/ BTech program for working professionals. 5. Any other points with the permission of chair.
1	<p>Induction program for FE- FE HoD</p> <ol style="list-style-type: none"> 1. Prof Pratibha Sharma has informed members that the orientation program will be organized for FE students on 7th August followed by an induction program from 8th August to 14th August 2023. The regular lectures will start on 17th August 2023. 2. Dr. P. V. Parameswaran advised proper conduction of the orientation. He informed to address the FE students in the auditorium, department-wise. He also informed HODs to accustom students regarding working of the department.
2	<p>Admission status and Preparation for FE lectures- FE HoD</p> <ol style="list-style-type: none"> 1. Dr. Prathiba Sharma informed 309 seats are allotted in the First year out of 432 seats through CAP. As on date, 110 students have confirmed admission at the Institute. 2. Dr. P. V. Parameswaran informed FE HOD to prepare the schedule of instruction, check the condition of classrooms and conduct the FE classes as per the branch.
3	<p>Solar power project- HoD - Mech</p> <ol style="list-style-type: none"> 1. Prof Nehete informed about the installation of battery boxes and structure and the project would be completed in 3-4 days time. 2. Dr. P. V. Parameswaran advised to take up two projects as final year projects by the students and theses would be innovative research-orientated projects.

4	<p>Preliminary Discussion on AICTE. BE/ BTech program for working professionals -</p> <ol style="list-style-type: none"> 1. Dr Lakshmisudha proposed BE/ BTech program for working professionals. 2. Dr. P. V. Parameswaran advised preparing a feasibility report and plan for faculty, likely budget, remuneration to staff, and fee structure. He also pointed out the requirement of approval from Mumbai University and AICTE. He informed Principal to conduct separate meeting and discuss starting of courses for Mechanical, Electronics, and Computer Engineering.
5	<p>Any other points with the permission of chair.</p> <ol style="list-style-type: none"> 1. Dr. Prathiba Sharma briefed about FE result and bring to the attention about poor result in the subject Engineering Mechanics and BEE. 2. Dr. P. V. Parameswaran pointed out immediate concern and informed concerned HODs to discuss this issue and plan the remedial action in consultation with principal.
	<p>Action Plan-</p> <ul style="list-style-type: none"> FE orientation schedule FE induction schedule FE time table and class room condition monitoring Completion of solar project AICTE BE/BTECH program application Remedial classes FE students failed in EM and BEE.
<p>Signature:</p> 	
<p>Date:</p>	<p>28-07-2023</p>

The following members were present during the meeting:

S.No.	Name of the Member	Department/ Designation	Off. No	Mobile No.	emailid	Signature
1.	Dr. P. V. Parameswaran	Hon. Advisor, SIES GST	022-61082401	9892649343	advisor@siesgst.ac.in	
2.	Dr. Lakshmi Sudha K.	Principal	022-61082404	9987512269	principalgst@sies.edu.in	
3.	Dr. Aparna Bannore	Vice Principal & HOD - CE	022-61082403	9920809635	hodce@sies.edu.in	
4.	Dr. Preeti Hemnani	HOD - EXTC	022-61082463	9930870845	hodextc@sies.edu.in	
5.	Prof Seema Redekar	HOD - IT	022-61082405	9892498741	hodit@sies.edu.in	
6.	Dr. R.S.Nehete	HOD - ME	022-61082412	9869551731	hodme@sies.edu.in	
7.	Dr Shubhangi Kharche	HOD - ECS	022-61082437	8652777602	hodiect@sies.edu.in ecs	
8.	Dr Varsha Patil	HOD - AIML	022-61082438	9768287595	hodaiml@sies.edu.in	
9.	Dr. Rizwana Shaikh	HOD-AIDS		9619197014	hodaims@sies.edu.in	
8.	Dr. Sandesh Ramteke	HOD - PPT	022-61082407	9820297053	hodppt@sies.edu.in	
9.	Dr. Pratibha Sharma	HOD - FE	022-61082407	9022682050	hodfe@sies.edu.in	
10.	Prof. Leena Ladge	IQAC Coordinator	022-61082422	9867801816	iqacgst@sies.edu.in	
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16.	Prof. Shubhangi Kadu	Exam Cell Incharge	022-61082410	9221095965	examcellgst@sies.edu.in	
17.	Mr. Krishnamurthy Nadar	Network Administrator	022-61082411	9920303651	krishnamurthy@sies.edu.in	