![SIES College of Arts, Science & Commerce (Autonomous) - RISE WITH EDUCATION - NAAC REACCREDITED - 'A' GRADE logo]
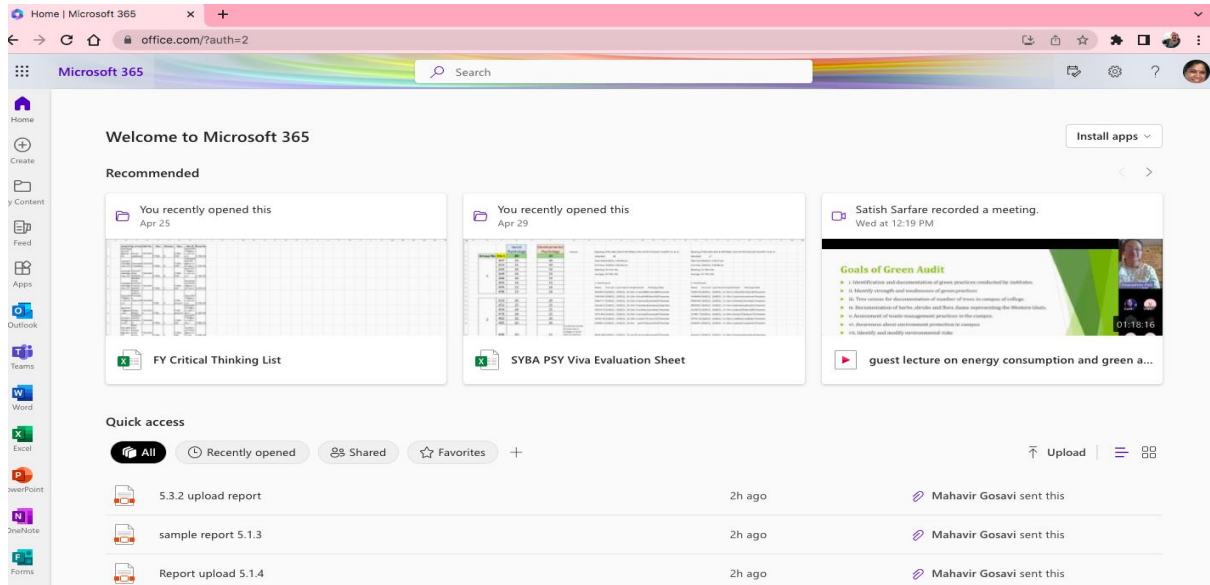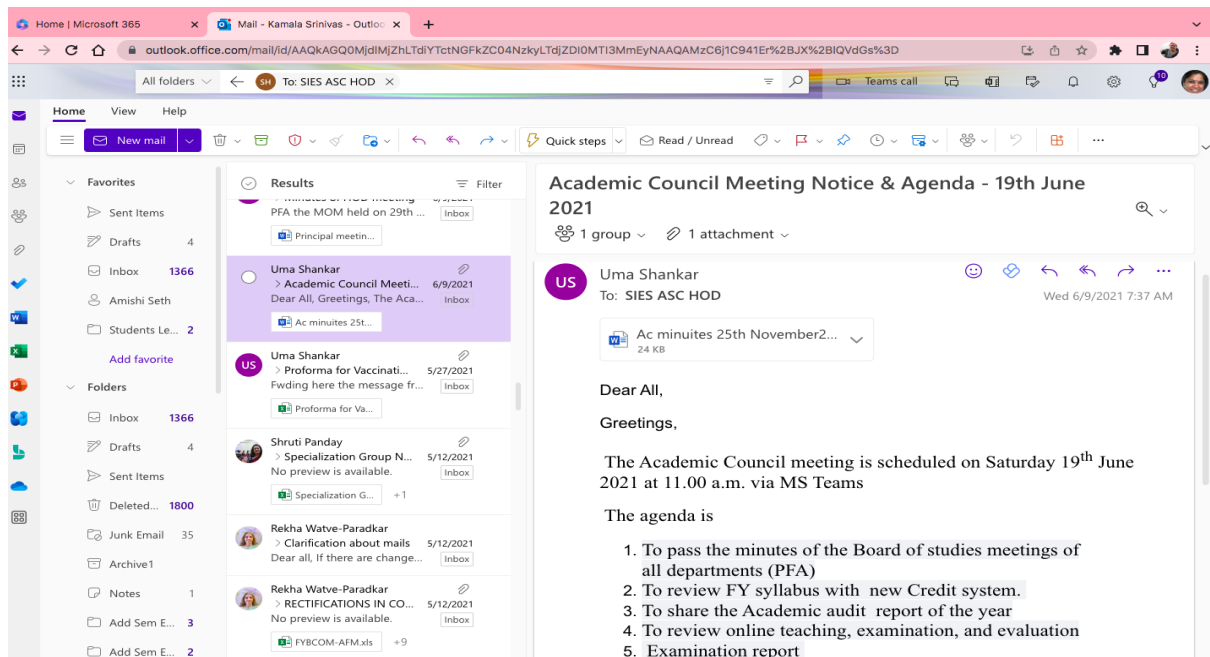
Implementation of E-governance in areas of operation 2021-2022
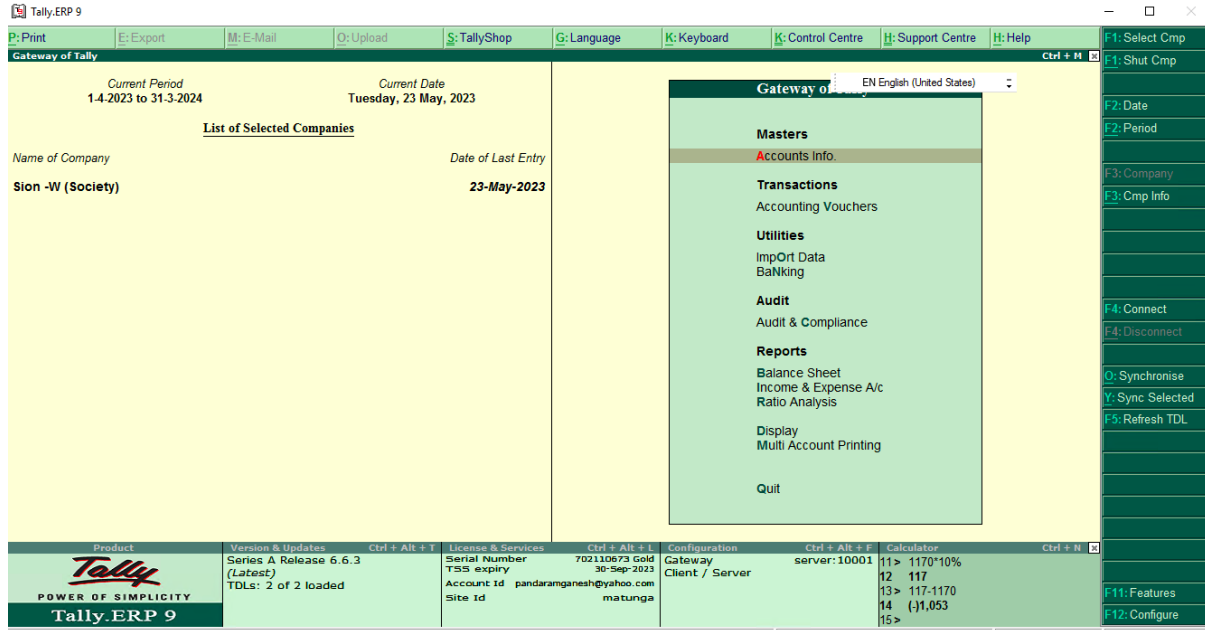## 1. ADMINISTRATION

Microsoft Outlook Interface

Principal's email to HOD Mail group

2. FINANCE AND ACCOUNTS

Tally ERP

3. ADMISSION AND STUDENT SUPPORT

Faculty Receiving email regarding admissions
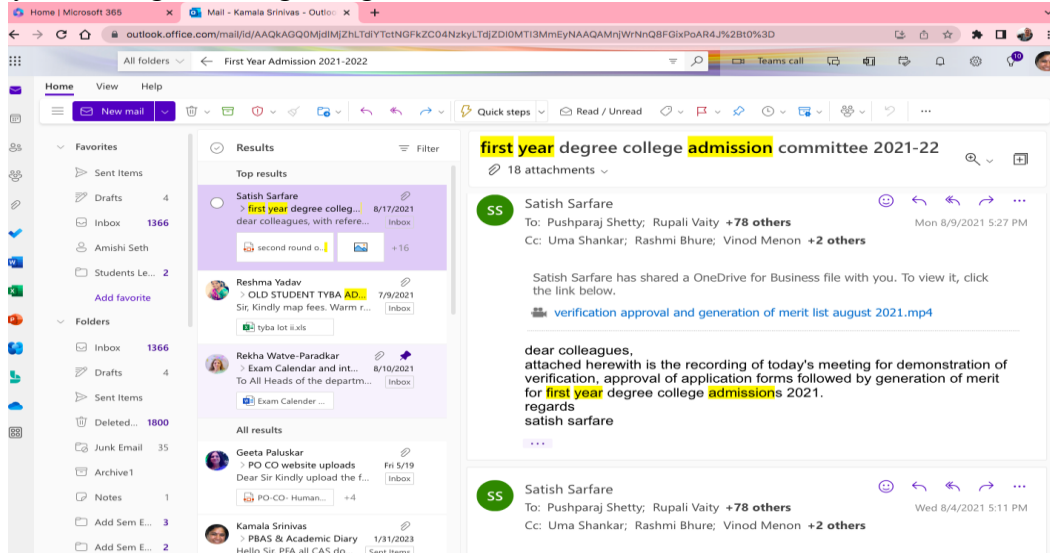
SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Standard Operating Procedure to be followed by the faculty for accepting admission form from

Open Category Students on college premises

1. Faculty is provided with a printed merit list having University Application form number and name of the student specific for the course (FYBA/FYBSc etc) for Open Category Students.
2. Faculty checks the University Form number and students name on the printed merit list and compares it with the University Application form given by the student (Note that University Application Form has the University logo in the left corner).
3. Faculty checks the name of the college on the University Application Form and the College code (183)
4. Faculty checks the HSC mark statement printout/photocopy (need not be attested)
5. Faculty encircles the University Form number on the printed merit list and puts his/her initials and date against the student's name.
6. After verification of the application form and HSC mark statement printout, the faculty endorses the University application form given by student by putting his/her initials and date on the application form.
7. Faculty gives the student the following two options for payment of fees as per the fee structure given in the table: -

Course	Fee Structure
FYBSc (General)	Rs. 5825/-
FYBA	Rs. 5225/-
FYBcom	Rs. 8765/-
FYBAMMC	Rs. 21313/-
FYBMS	Rs. 26353/-
FYBMS (Capital Markets)	Rs. 26353/-
FYBSc - Biotechnology	Rs. 29675/-
FYBSc- Information technology	Rs. 22831/-
FYBSc – Computer Science	Rs. 29675/-

Option A): The student can pay online by using the following details –

Savings Account Name: SIES College of Arts, Science and Commerce
Bank Name: Bank of Baroda
Branch: Sion
Account No: 04160100011478
IFSC code: BARB0SIONXX (Fifth character is ZERO)
OR

Option B): The student can pay by **Demand Draft in favour of 'SIES College of Arts, Science and Commerce'.**

8. Once the student chooses the above options, then, the faculty gives the student a blank form of temporary fee receipt, this form of temporary fee receipt has two portions which the student is asked to fill with all the necessary details including transaction or demand draft details. Thereafter, the faculty gives to the student one portion of temporary fee receipt endorsed with college round stamp as an acknowledgement; note that the other portion of temporary fee receipt is retained by the faculty.
9. Finally, the faculty keeps the following documents accepted from the student:
   a) **Temporary fee receipt portion retained by the faculty**
   b) **Demand draft given by the student (in case of payment by demand draft)**
   c) **University Application form of the student (required/mandatory)**
   d) **HSC mark statement/printout (required/mandatory)**
   e) College online application form filled from juno portal is not mandatory – in case a student has a printout, attach it to the above, however, do not insist on the same, since, note that a student may have filled college online google form, therefore, we will rely on University Application form, HSC mark statement verification and College merit list for confirming eligibility of admission.

SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai

Room chart for faculty for accepting admission form from Open Category Students on college premises

First Merit List – First Year Degree Admission - Academic Year 2021-2022

Course	Floor and Room Number
FYBCom	**Ground floor – 2**
FYBMS and FYBMS (Capital Markets)	**Ground floor – 3**
FYBA	**First floor – 8**
FYBAMMC and FYBSc - Biotechnology	**First floor – 9**
FYBSc (General)	**First floor – 10**
FYBSc – Information Technology and Computer Science	**First floor – 11**
Waiting Room for Parents	**Ground floor – 4**

Dates for first year open category admission – 18/8/21, 20/8/21, 21/8/21, 23/8/21, 24/8/21, 25/8/21
Timings for first year open category admission – 11.00 am to 2.00 pm

SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai - 400 022

9th August 2021

Check List for Verification of Application Form for First Year Degree Admission 2021

1	College Code 183 in UOM form		
2	College name in UOM form		
3	Course name in UOM form		
4	Marks and Marks out off with the marksheet		
5	Stream		
6	Name as per HSC Marksheet		
7	Minority form according to Mother tongue		
8	Do not disapprove any form		
9	Discrepancy if any, SMS to be sent simultaneously once the form is verified.		
	IN House & Minority	**Open & Other**	
10	INHOUSE & MINORITY FORM registration will be closed at 1.00 p.m on 10.08 2021	Open & Other Category registration will be closed at 1.00 p.m on 14.08 2021	
11	On the basis of point 10 above, form verification, including one for whom we have sent SMS should be completed by 11.08.2021 - 12.00 noon	Form verification, including one for whom we have sent SMS should be completed by 15.08.2021 - 12.00 noon	
12	Verification and approval of student name should be completed by 11.08.2021 - 4.00 p.m. Including the one for whom we have sent SMS.	Verification and approval of student name should be completed by 16.08.2021 -11.00 a.m. Including the one for whom we have sent SMS.	
13	Merit List generation for MINORITY and In House Category.	Merit List generation	
14	Display of Merit List of Minority & in House Category 12.08.2021 - 4.00 p.m.	Display of Merit List 17.08.2021- 11.00 a.m.	
15	Payment of Fees for above 13.08.2021 to 14.08.2021	Payment of Fees for above 18.08.2021 to 25.08.2021	

<u>**Standard format for sending SMS messages for discrepancy**</u>

<u>Note to the faculty who will send the SMS:</u>

a) The matter highlighted in <mark>yellow</mark> – correct course needs to be mentioned by the faculty while typing the sms.
b) The matter highlighted in <mark>green</mark> – select the appropriate option of the document which has been missed out by the applicant.

<u>University form of another college</u>

Your application to SIES ASC SION WEST {COURSE} has a discrepancy as you have attached the University form of another college. Please log in again and upload the form of our college code 183 and resubmit again within 6 hours or before last date / time for submission **by clicking on Edit Documents (blue colour) shown at bottom left of application form**, whichever is earlier, South Indian Education Society.

<u>University form of another course</u>

Your application to SIES ASC SION WEST {COURSE} has a discrepancy as you have attached University form of {COURSE}. Please log in again and upload form of {COURSE} college code 183 and resubmit again within 6 hours or last date / time for submission **by clicking on Edit Documents (blue colour) shown at bottom left of application form**, whichever is earlier, South Indian Education Society.

<u>Non readable documents</u>

Your application to SIES ASC SION WEST {COURSE} has a discrepancy as image of University form is not readable. Please log in again and upload clear image and resubmit again within 6 hours or before last date / time for submission **by clicking on Edit Documents (blue colour) shown at bottom left of application form**, whichever is earlier, South Indian Education Society.

<u>Missing document</u>

Your application to SIES ASC SION WEST {COURSE} has a discrepancy as (University enrolment form / HSC mark sheet / Minority form, if applicable) document is not attached. Please log in again to upload and resubmit again within 6 hours or before last date / time for submission **by clicking on Edit Documents (blue colour) shown at bottom left of application form**, whichever is earlier, South Indian Education Society.

SIES College of Arts, Science & Commerce
(Autonomous)

RISE WITH EDUCATION

AFFILIATED TO UNIVERSITY OF MUMBAI - NAAC REACCREDITED - 'A' GRADE

14/7/2021

NOTICE
DEGREE COLLEGE
ACADEMIC YEAR 2021-2022
SECOND ROUND
ADMISSION TO SECOND YEAR / THIRD YEAR B.A.

Students seeking admission to the above class have to apply on or before 17th July 2021. Eligible students should send their application along with semester I/II/III/IV scanned copies of the marksheets to the following departmental email id –
Economics- siesecodept@gmail.com
English - engdeptsies@gmail.com
Hindi – sieshindi@gmail.com
History – historydeptsies1@gmail.com
Philosophy – siesphilo@gmail.com
Politics – siespoliticsdept@gmail.com

Student eligible for admission will be intimated in the due course.

PRINCIPAL

SIES College of Arts, Science & Commerce(Autonomous),
Sion (West), Mumbai
FIRST YEAR DEGREE COLLEGE ADMISSION 2021-2022
FYBA/FYBSC(GENERAL)/ FYBCOM/FYBSC –CS/FYBSC –IT/ FYBSC –BT/
FYBMS/FYBMS-CM/FYBAMMC/FYBSC –EVS/FYBSC - PACKAGING

<mark>First Year admission 2021 second round - open, In-house, minority</mark>

Students can register for First Year class admission through **Google link** given below . They should complete the form in all respects including documents required to be attached and payment of Rs.100/- towards Form money by NEFT detail given below. They have to attach the payment confirmation receipt with UTR no. , in the appropriate place in the Google form before uploading final form.

Name of the Bank	Bank of Baroda
Branch	Sion
District	Mumbai
Account number	04160100011478
IFSC Code	BARB0SIONXX (fifth character is Zero)
Name	SIES College of Arts, Science & Commerce.

<mark>CLICK HERE TO GO TO ADMISSION LINK PAGE :-</mark>

http://siesascs.edu.in/admissions/admissions.php

PRINCIPAL

Students' notified through college website about Academic Calendar

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) SION WEST
Academic Calendar 2021-22

A.   TERM CALENDAR 2021-22

Title	START DATE	END DATE
TERM 1	13-06-2021	30-10-2021
TERM 2	15-11-2021	30-4-2022
Ganapati Break	10-09-2021	14-09-2021
Diwali Break	01-11-2021	14-11-2021
Winter Break	26-12-2021	01-01-2022

B. Holiday Calendar

Date	Holiday
21-07-2021	Bakri Eid
15/08/2021	Independance day
16-08-2021	Parsi New Year
19-08-2021	Muharram
10-09-2021	Ganesh Chaturthi
02-10-2021	Mahatma Gandhi Jayanti
15-10-2021	Dussehra
19-10-2021	Kojagiri Poornima/ Eid e Milad
19-11-2021	GuruNanak Jayanti
25-12-2021	Christmas
26-01-2022	Republic Day
19-02-2022	Chatrapati Shivaji Maharaj Jayanti
01-03-2022	Mahashivratri
18-03-2022	Holi
02-04-2022	Gudi Padwa
14-04-2022	Dr. Ambedkar Jayanti
15-04-2022	Good Friday
01-05-2022	Maharashtra Day
03-05-2022	Akshaya Tritiya
16-05-2022	Buddha Purnima

C. Academic Calendar 2021-22

JUNE 2021	
SY all classes lectures begin	15-06-2021
TY all classes lectures begin	15-06-2021
SEPTEMBER-2021	
Orientation of Students and Parents of First Year Classes	04-09-2021
All FY classes begins	06-09-2021
OCTOBER-2021	
All TY and SY classes concluded	08-10-2021
November-2021	
Second Term All classes begin	15-11-2021

D. Event Calendar 2021-2022

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS), Sion (west), Mumbai 400022
Tel: 24072729 . E-mail: siesascs@sies.edu.in,   website: www.sies.edu.in

Tentative timeline for various events , subject to modification depending upon guidelines received from University of Mumbai	
Utkarsh - Literary Festival	Second week of January-2022
Visions -Cultural Festival	Second week of January-2022
Sports Day	First week of January-2022

Students notified through website about Examination Calendar, Time Table

15/09/2021

EXAMINATION CALENDER 2021-2022
(FIRST TERM)

Following are the dates of commencement of various examinations to be held in the first term of the academic year 2021-2022.

CLASS	EXAM TYPE	DATE OF COMMENCEMENT
SY and TY all classes	Internal Evaluation	12th August 2021
SY and TY all classes	Practical Exams (Wherever applicable)	25th September 2021
SY and TY all classes	Semester III & Semester V	11th October 2021
FY, SY, TY all classes	ATKT Semester II, IV VI	4th October 2021
M.Sc. Semester	ATKT Semester II, IV	4th October 2021
M.Sc.	Semester I and III Theory & Practicals	18th October 2021

- Above dates are tentative and may be changed under unavoidable circumstances.
- The exams will be held ONLINE.
- The exams may begin on the date mentioned or later.
- The timetable will be uploaded on the website before commencement of the exam.

Chairperson, Examinations

Principal

SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) Sion (West), Mumbai - 400 022.
Tel: 2407 2729 • E-mail: siesascs@sies.edu.in • www.siesascs.edu.in

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SIES COLLEGE OF ARTS, SCIENCE & COMMERCE
(AUTONOMOUS)
SION (WEST), MUMBAI-400022

NOTICE
DEGREE COLLEGE

Regular Semester- III & V
(For Batch-2021-2022)

B.A. / B.COM / B.SC
B.SC-CS/ B.SC-BT / B.SC-IT / BAMMC / BMS / BMS-CM

Internal Evaluation

All the students of above classes should note the following:

Internal evaluation for regular students has already started by the staff members at department level. The students who do not appear for the test / viva / presentation etc. due to any reason will be marked absent. No retest will be conducted on any grounds. Students should also note that if submissions are not done at stipulated time, set by the teacher they will be marked absent.
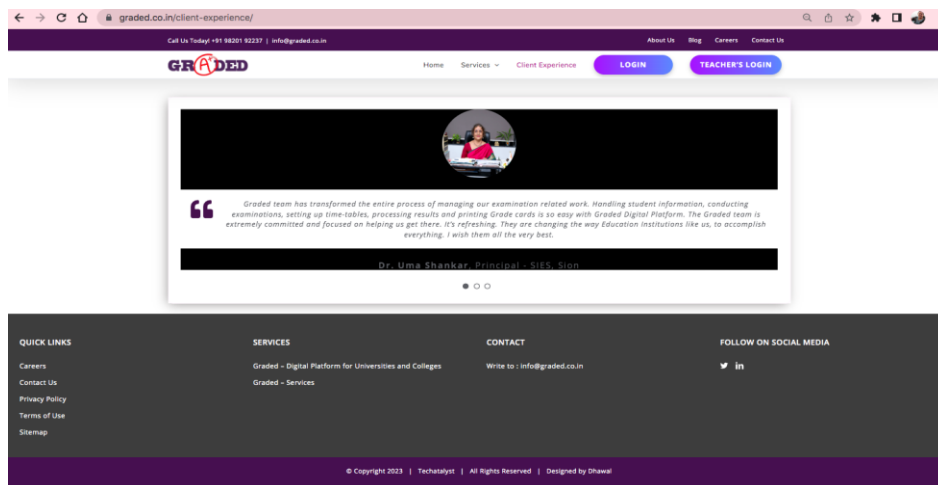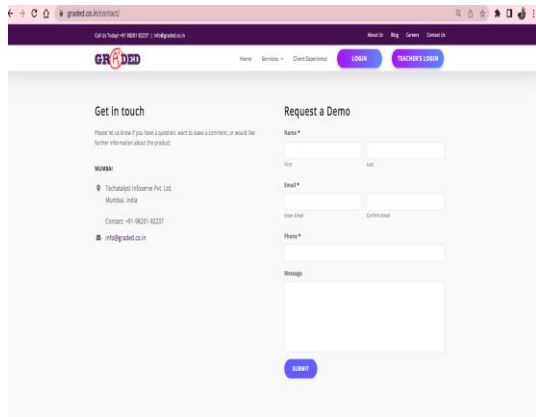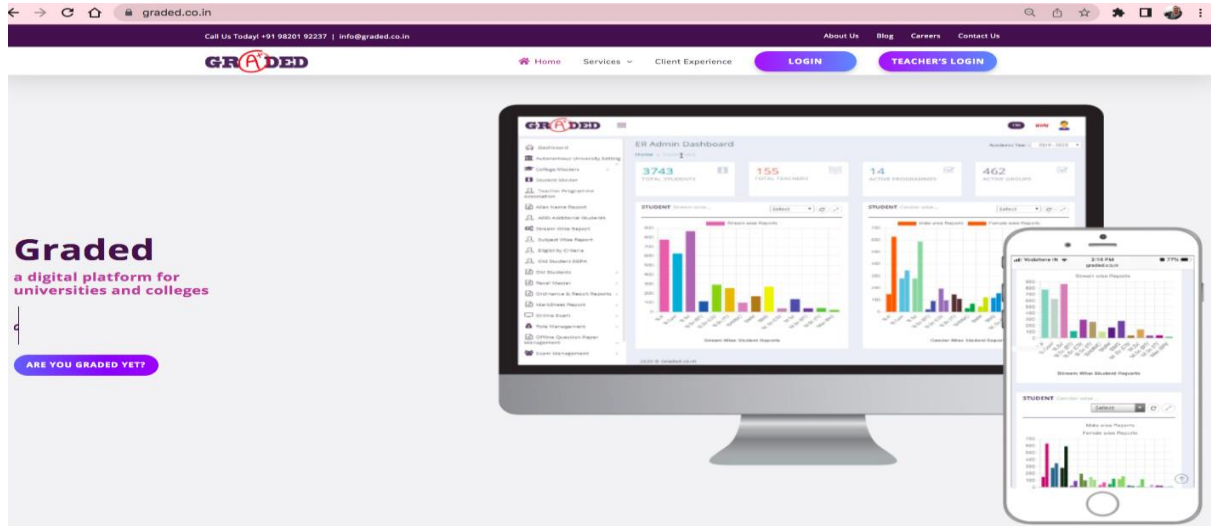
For any issues faced by the students, they have to communicate with the respective teachers during the lectures.

No queries will be entertained if students do not put themselves in communication with the respective teachers before 28th August 2021.
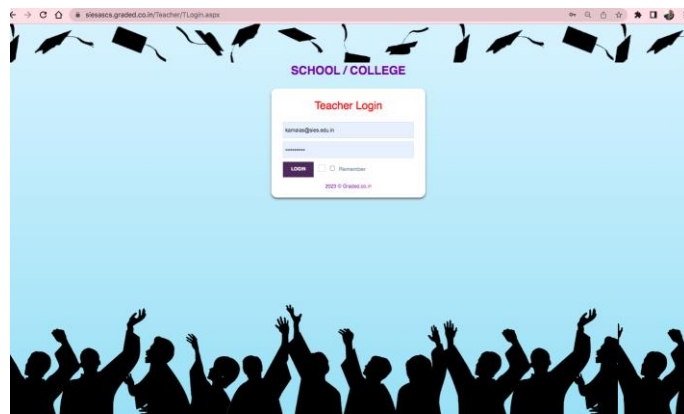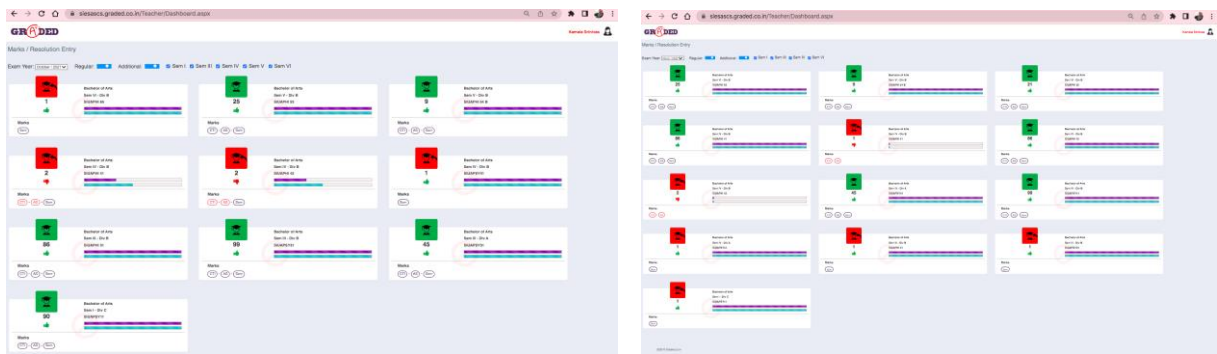
Sd/-
Chairperson, Examinations   Principal

24/08/2021

4. EXAMINATION

Teacher Login-in

Teacher's dashboard to enter marks

Dr. Uma Shankar
Principal