

**NAAC SSR – CYCLE 4: 2018-2023**

**Metric No. 1: 1.2.1:** Percentage of new courses introduced out of the total number of courses across all programmes offered during the last five years.

Documents required for verification according to the SOP: Minutes of relevant **Academic Council meetings** and a **list of names of the new courses introduced**.

*This is to certify that the attached documents from page numbers 1 to 38 have been verified and found to be true.*



**Dr. Uma Shankar**  
Principal  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



**College Seal**


## NOTICE

The Meeting of the Academic Council of the college will be held on 04.08.2018 at 10.30 a.m. in the Board Room , Ground floor, to consider the following points:

### Agenda

1. To Approve the syllabi of 21 departments which have been passed by the respective Board of Studies
2. To Approve Post Graduate syllabi of nine science departments
3. To approve the syllabus of value added/ certificate courses
  - a. Six month Certificate course in yoga
  - b. Instrumentation and basic concepts in practical's in biochemistry
  - c. Aquarium setup and maintenance
  - d. Course in Biodiversity
  - e. Prasthavana – six month course in Sanskrit ( for beginners )
  - f. Translation course in Hindi
  - g. Six sigma training program
  - h. Statistics R course
  - i. Maths simplified (BMS)
4. Examination pattern, evaluation methods and statues to be approved.
5. To discuss regarding approval of Research & Recognition Committee for PhD, LIC and queries regarding intake of students and PET examination
6. Any other matter with the permission of the chair

Date: 20.07.2018

  
Member Secretary  
( Prof.Vaishali Falnikar)

cc: 1.Dr.Uma Shankar , Chairman

2.HOD of Physics


3.HOD-Statistics

4.HOD-Mathematics

5.HOD-Chemsitry

6.HOD-Biochemistry



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

7.HOD-Zoology

8.HOD-Botany

9.HOD-Bio-technology

10.HOD-Microbiology

11.HOD-Politics

12.HOD-English

13.HOD-History

14.HOD-Hindi

15.HOD-Economics

16.HOD-Commerce

17.co-ord.-Computer Science

18.Co-ord. Information Technology

19.Co-ord –BMM

20.Co-ord –BMS

21.Co-ord-Psychology

**( Teaching staff Representative )**

22. Dr.Mahavir Gosavi

23.Ms.Maria Fernandes

24.Ms.Rekha Watve

25.Ms.Kamala Srinivas

**( Experts Nominated by Governing Body )**

26.Ms.Ritu Anand,Head-HR -TCS

27.Dr.Hrishikesh Soman , Principal- SYMBIOSIS Institute

28.Ms.Preethi Shah, Director-HR & Administration, SIES

29.Ms.Nandini G Menon, Advocate, High Court

**( University Nominees )**

30.Prof.Sunil Bhagwat-Dean-ICT

31.Prof.Anuradha Mishra , Dept.of Physics, UOM

32. Prof.Sugra Chunawala, Dean-HBCSE,TIFR.



A handwritten signature in blue ink, appearing to be "Jai".

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

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 04.08.2018**


The Academic Council meeting was held on **Saturday, 4th August 2018** at 10.30 am. Chairman, Principal Dr. Uma M.Shankar welcomed and introduced the Vice Chancellor's nominee and industry experts to the council.

- Total members present - **31**.
- The member secretary Ms Vaishali Falnikar was granted leave of absence on personal grounds and Dr Rashmi Bhure, HOD –Politics Department and Vice Principal, was nominated as member secretary for the said meeting.
- Mrs.Maria Fernandes was granted leave of absence .

(A) Syllabus of 21 departments ie. 1) English 2) Hindi 3) History 4) Psychology 5) Philosophy 6) Economics 7) Commerce 8) Politics 9) Chemistry 10) Bio-Chemistry 11) Physics 12) Botany 13) Zoology 14) Microbiology 15) Mathematics 16) Statistics 17) Bio-Technology 18) Information Technology 19) Computer Science 20) Bachelor of Management Studies 21) Bachelor of Mass Media. was tabled.

- Dr.Ritu Anand, Industry Expert suggested that syllabus of Mathematics should be redesigned to overcome the fear of the subject in the minds of the students.
- Vice Chancellor's nominee Prof.Sugra Chunawala offered to collaborate between the Homi Bhabha Centre for Science Education and the department of Mathematics.
- Dr.Hrishikesh Soman, Expert in Education, Prof. Sunil Bhagwat & Prof. Anuradha Mishra, Vice chancellors' Nominee suggested that



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

Page 1

the subject of History should be taught from interdisciplinary approach by introducing history of invention.

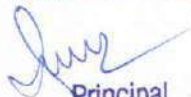
- Ms.Ritu Anand suggested that psychology department can introduce a course on "Stress Management". Dr.Hrishikesh Soman suggested initiating a certificate a course on Relationship/Peer Counselling/Team Organisation.

**Resolution 1:** It was resolved that the syllabus of 21 departments ie. 1) English 2) Hindi 3) History 4) Psychology 5) Philosophy 6) Economics 7) Commerce 8) Politics 9) Chemistry 10) Bio-Chemistry 11) Physics 12) Botany 13) Zoology 14) Microbiology 15) Mathematics 16) Statistics 17) Bio-Technology 18) Information Technology 19) Computer Science 20) Bachelor of Management Studies 21) Bachelor of Mass Media of departments was scrutinised and unanimously passed without any modifications.

- Dr.Hrishikesh Soman and Ms.Ritu Anand suggested that with Autonomy the students should be given more options to choose subjects from across faculties of Arts, Science & Commerce.
- Prof. Sunil Bhagwat suggested that while designing courses, feedback from students, alumni & industry can be taken.
- Prof. Sunil Bhagwat suggested that "Communication Skills" should be made compulsory for all the Arts, Science & Commerce students.
- Ms.Ritu Anand suggested that Internships, field visits and social sensitization programme should be made compulsory.
- Ms.Ritu Anand suggested that Tie ups with Foreign Universities should be explored.

**(B) Syllabus of Post Graduate programme of Master of Science ie.**  
1) Physics 2) Chemistry 3) Bio-Chemistry 4) Botany 5) Zoology  
6) Microbiology 7) Computer Science 8) Information Technology 9) Bio-  
Technology was tabled.



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

**Resolution 2:** It was resolved that the syllabus of Post Graduate programme of Master of Science ie. 1) Physics 2) Chemistry 3) Bio-Chemistry 4) Botany 5) Zoology 6) Microbiology 7) Computer departments was scrutinised and unanimously passed without any modifications.

- Dr.Hrishikesh Soman suggested that each syllabus should have learning outcome as this is mandatory for NAAC and NIRF.

**C) Following Value added course was tabled**

1. Six month Certificate course in Yoga
2. Instrumentation and basic concepts in practical's in Biochemistry
3. Aquarium setup and maintenance,
4. Course in Biodiversity,
5. Prasthavana -Six month course in Sanskrit (for beginners),
6. Translation course in Hindi,
7. Six sigma training program,
8. Statistics R course
9. Maths simplified (BMS)

- Ms. Nandini Menon, Legal Expert suggested that the College to introduce Translation Course in Marathi.

**Resolution 3:** It was resolved that the following Value Added Courses proposed by the Chairman and were passed by the Council.

1. Six month Certificate course in Yoga
2. Instrumentation and basic concepts in practical's in Biochemistry
3. Aquarium setup and maintenance,
4. Course in Biodiversity
5. Prasthavana -Six month course in Sanskrit (for beginners),
6. Translation course in Hindi,
7. Six sigma training program,
8. Statistics R course
9. Maths simplified (BMS)



*Jane*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

**D) Examination Statues, assessment and evaluation pattern was presented by the Examination Convener Ms. Rekha Watve.**

- Prof. Bhagwat suggested that the Class Test should be renamed as Mid-Semester Examination.
- VC Nominee's and Dr.Hrishikesh Soman strongly stated that medical ground should not be considered for allowing student to appear for additional exam. This facility should be given to only NCC, NSS & other students representing College for any activity.
- VC nominee's and industry experts suggested of declaring result within 30 days.
- To set question papers as unpredictable as possible and to avoid uniform pattern.
- Senior teachers from the College can moderate papers or open house system can be started.

**Resolution 4: After detailed discussion and on the basis of suggestions from various representatives following resolution were consider**

- a. It was resolved that term the class test should be termed as MID-SEMESTER EXAMINATION
- b. It was resolved that additional examination will allowed to students who represent college in NCC,NSS and extra curricular activities and sports and if the date of the examination clashes with the activity date
- c. It was resolved that additional examination will not be consider for student on Medical ground.
- d. It was resolved that result of the examination should be declared within 30 days .
- e. It was resolved that set of question papers should be not have uniform pattern and the same should be varied
- f. Senior teachers should moderate or open house system can be opted.



- Dr. Rashmi Bhure presented a report of all the PhD Centre's (English, Philosophy, Politics, Botany, Biotechnology, Microbiology and Zoology) in the College. Dr. Rashmi Bhure stated that as per UGC February 2018 guidelines, provision 3.11 states that the Ph.D Centre's are autonomous.
- Dr.Hrishikesh Soman clarified that 3.12 of UGC guidelines state that the students currently enrolled for Ph.D become part of regularities of autonomy. With autonomy the PhD Centre's do not have to undergo LIC every 5 years.
- College should continues to pay one time or yearly affiliation fee for Ph.D centres to the University. This is to be clarified with the University authority.
- The Ph.D Centre's initiate Research and Regulation Committee and decide about conducting PET and Coursework.
- Meeting terminated with thanks to chairmen.

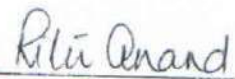
Date: 04.08.2018



The Chairman  
Dr Uma M Shankar

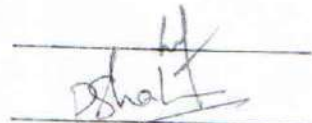
**Experts Nominated by Governing Body**

Ms.Ritu Anand,Head-HR -TCS

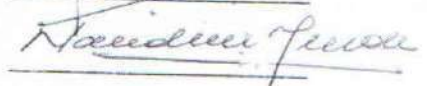


Dr.Hrishikesh Soman , Principal- SYMBIOSIS Institute

Ms.Preethi Shah, Director-HR & Administration, SIES

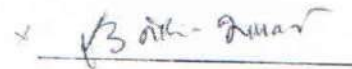


Ms.Nandini G Menon, Advocate, High Court

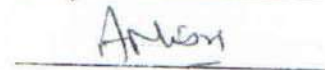


**University Nominees**

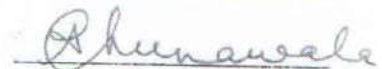
Prof.Sunil Bhagwat-Dean-ICT




Prof.Anuradha Mishra , Dept.of Physics, UOM



Prof.Sugra Chunawala, Dean-HBCSE,TIFR.




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



**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 14.08.2019**

The Academic council meeting was held on Wednesday , 14<sup>th</sup> August 2019 at 11.00 a.m. in Board room

The Principal welcomed all members of the Academic council

Total Members present - 31

Leave of absence was granted to Ms. Ritu Anand, Prof. Anuradha Mishra and Prof. Sugra Chunawala

Principal welcomed Prof. K Venkatramani, who was nominated by the Governing body of SIES in place of Ms.Preethi Shah who resigned and Dr.Shruti Pandey –HOD ,Department of Economics in place of Dr..Manushree Kusnur, who retired on superannuation.

Minutes of the Academic council meeting held on 04.08.2018 was read and confirmed after considering suggestion made by Dr.Hrishikesh Soman ,that minutes of the meeting can be circulated by email to all the members before the meeting.

**1.To approve the minutes of the Board of Studies meeting held for academic year 2019-20.**

Minutes of the Board of Studies of various departments were considered. Changes made in the syllabus by the departments of Statistics, Zoology, Bio-Technology, IT, Hindi, History, Politics and Economics were discussed and passed.

**2.To Review report on Autonomy for the year 2018-19 .**

Principal Dr. Uma Shankar presented the Autonomy report.

Following points were highlighted.

- Due to the renovation work the academic terms for the academic year 2019-2020 are rearranged, the copy of the same is sent to the University.
- Results were declared within 45 days from the last date of the examination.
- It was observed that the result in commerce stream was down as compared to the earlier year. But it was suggested by Dr. Soman not to compare the result with the earlier year as the evaluation pattern was then different from last year. Mr. K.Venkatramni said that earlier the approach was exam oriented but now in autonomy it is academic oriented. Regarding commerce students engaging in Article ship was discussed for which Dr Soman recommended not give any concession with respect to being absent for classes . It was reported that in Autonomy, since there is continuous evaluation , students should seek permission only after the college hours for the same.



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

### 3. To Review Students' feedback on Autonomy

- Students' feedback on Autonomy, regarding syllabus, evaluation pattern is satisfactory.
- Prof. Sunil Bhagwat suggested bringing more automation in the office for the students to complete office related jobs.

### 4. To review syllabus of Post graduate programme ( a) M.Sc. in Bio Analytical Science and ( b) PG Diploma in Food Technology and Nutraceutical Science

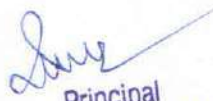
- Dr. Satish Sarfare, HOD-Zoology, briefed about the post graduate programme M.Sc, launched this year in Bio- Analytical Science. Minutes of the Board of Studies was considered and the same was approved.
- Dr. Deepali Kothekar, HOD- Biochemistry, briefed about the one year PG Diploma program in Food Technology and Nutraceuticals Science. . Minutes of the Board of Studies was considered and the same was approved. Dr.Soman suggested increase in the Credit for the course considering the number of hours of teaching.

### 5. To approve Add on courses and its Credits.

Following Add courses with credits were considered and the same was adopted.

- Astronomy (Physics)
- R – Course (Statistics)
- Vertical Garden (Botany)
- Characterization techniques of materials (Physics)
- Basics of Cyber security (IT & CS)
- Tally (Commerce)
- Math simplified (BMS)
- Internship with Praja Foundation (Politics)
- Yoga Upasana (Philosophy)
- Diploma Course in Translation (Hindi)
- Instrumentation & Basic Concepts in practical in Bio-chemistry(Zoology))
- Heritage Tourism in Maharashtra : Study of Forts (History & Politics)
- German Certificate Course (Level I & Level II) (Centre for Excellence)
- Spanish Certificate Course (Level I & Level II) (Centre for Excellence)
- Vedic Mathematics (Level I, II & III) (Centre for Excellence)
- PC Hardware Assembling & Networking (Centre for Excellence)
- Web Animation (Centre for Excellence)
- Embedded System (Centre for Excellence)
- VHDL (Verilog Hardware Description Language) (Centre for Excellence)



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

- VLSI (Very Large-Scale Integration) Microchip Development (Centre for Excellence)
- Computer Programming in C & C++ (Centre for Excellence)
- Computer Programming in C , C++ and Java (Centre for Excellence)
- Level 1 TRIZ Association of Asia Certification (Centre for Excellence)
- Diploma in Banking and Finance (DBF) (Centre for Excellence)
- CFP<sup>CM</sup>(Certified Financial Planner) (Centre for Excellence)
- Diploma in Creative Art Course (Centre for Excellence)
- Diploma in Painting Course (Centre for Excellence)
- Capital Markets (Commerce)
- Entertainment Journalism (BMM)

Principal Dr. Uma Shankar told that the student completing Add on / certificate course will be rewarded extra 2 credits., which will be reflected in the semester mark sheet, was appreciated.

#### **6. To Review the MOU's signed by the college**

Dr. Uma Shankar briefed the MOUs signed by the college.

1. TRIZ Asia Association
2. U Faber
3. Pollex
4. Praja foundation
5. Finmark
6. Ambition Learning Solution
7. Ocean-infotech
8. Einz Consultancy

Committee also briefed that Pollex is part of the BOS of the MSc Bio-Analytical and this also helped in having short term courses for the students.

#### **7. To appraise about the examination system under Autonomous Status during the academic year 2019-2020.**

- Dr. Uma Shankar quoted that last year no exam fees was paid to the University as the exams were conducted by the college under Autonomy. But this year University has asked for 25% of the exam fees in return for using University Logo on the certificate issued by the college. To that Mr. Venkatramani suggested to give nominal fees and not 25%. Dr. Soman was of the opinion that Autonomous colleges should not pay exam fees to the University. Principal informed that Principals of the all autonomous



*Uma Shankar*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

college will be meeting the Vice Chancellor shortly to get clarity on various hurdles faced by autonomous college.

#### **8. To consider the LIC report on Ph.D center and M.Sc.Degree by Research**

Principal then read out the report given by LIC on Ph.D Centre (Arts & Science ) and MA & M.Sc. by Research which is encouraging. Dr. Soman enquired about the decisions to manage PHD centres by college. To that Principal informed that though the permission is for 5 years, it is still not clear whether Ph.D is under Autonomy or not. He suggested that if we are starting a new Ph.D. centre then it is mandate to have visit of LIC. Dr. Rashmi Bhure said that the decision regarding one-time fee payment to the University for Ph.D program, is still under consideration.


#### **9. To review infrastructure Development**

Principal Dr. Uma Shankar reviewed the infrastructure development both completed and planned during the year related to Academic . This included the work taken under RUSA ( sanctioned 5cr ) and those taken by the SIES management. Two classrooms were upgraded as Multimedia rooms and one as virtual classroom. Using virtual classroom to have webinar across different campus was suggested by Dr. Bhagwat

#### **10. Any other Matter**

- Ms. Vaneeta Rane, Co-ordinator of -BMM, informed that degree BMM is now changed to BAMMC ( Bachelor of Arts in Media and Mass Communication ) by the University of Mumbai . The members permitted to change in name in tune with the university.
- On principle four undergraduate programs namely- Capital markets, Printing and packaging technology, Environmental sciences and Clinical Laboratory Technology proposed to begin in 2010-21 was approved. Mr. K.Venkatramani suggested to have Ethical committee for the Course in Clinical Laboratory Technology.
- Dr Soman also told to complete the need analysis of the new program. If the degree is one among the listed degrees from 2014, then college should only inform the University after passing it in Academic council. If the degree itself is new then to tune the title accordingly and take care of the procedures before submitting it to the University. He suggested that while designing a program one should also consider the philosophy of the program , its scope and outcome with respect to students' employability. He also viewed that student mobility ie. students joining our college in SY & TY we can conduct a bridge course, if required
- Ms. Nandini Menon pointed out to include norms and regulations for capital market( proposed UG program) at the global level also. Dr. Uma Shankar said that it shall be



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

discussed in the respective BOS to include rules/ norms and legal inputs for the same. Ms. Menon suggested including, law in cyber security in the course of Urban Heritage. Dr Uma Shankar informed that it had been already included.

Meeting terminated with thanks to Chairman.

Date: 14.08.2019



  
The Chairman  
(Dr. Uma Shankar)  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 03.03.2020**

The Academic Council meeting was held on Tuesday, 3<sup>rd</sup> March 2020 at 11.00am in the Board room.

Member secretary Mrs. Vaishali Falnikar welcomed all the members of the Academic Council. She welcomed Dr. Manju Fadke as Teaching Staff Representative in place of Dr. Mahavir Gosavi who is now member of Academic Council as HOD- Botany after retirement of Mrs. Meena Potnis on superannuation.

Leave of absence was granted to Dr. Hrishikesh Soman, , Ms. Ritu Anand. and Ms. Nandini Menon

Total members present-30

Principal, Dr. Uma Shankar welcomed all the members and proceeded with the agenda.

1. Minutes of the meeting held on 14.08.2019 had been sent to the members via e-mail and. the same was approved .
2. **To pass the minutes of all BoS meetings held during the year**

Minutes of the meeting of various Board of Studies were considered and accepted as there was no change in the respective syllabi.

3. **Review for the add-on courses inclusive of credits.**

- Principal, Dr. Uma Shankar reviewed the add-on courses and she pointed out that the response for the courses offered were very encouraging and many students opted for the same. Some of them being conducted by Centre of Excellence.
- She further said that there is a plan of starting four new courses (B.Sc in Packaging, B.Sc. in Environmental science, BMS in Capital Market and M.Sc. Data science). On principle the council appreciated and approved. Initiative of starting a course of Bachelor degree in Packaging is the first of its kind in India. Dr. Bhagwat asked whether it would require permission from AICT, but it being Bachelor in Packaging or BSc in Packaging, the nomenclature to be framed properly. Permission from AICT may not be required was stated by Prof Venkatramani stated. It was informed by the principal that Designing of Syllabus of this course is under process. The logistics regarding theory and practical shall be shared by both the institutes.( SIES School of Packaging Nerul and SIES Sion west ) The Syllabus for the



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

other courses are also in process and few meetings by respective departments have taken place.

- Principal further stated that a second new course, BMS in logistics, proposed by Central Government, is also under consideration.

#### 4. Infrastructural development (completed and planned for this year)

Principal told the members that the infrastructural development taken up by the Management and under the grant by RUSA, for this year is completed with two of the Departments viz, Physics and Mathematics being named after the well-known Professors from the respective departments (Prof. CP Menon and Prof. Ramakrishnan) .. Dr. Bhagwat suggested that Laboratory and / or a wing can also be considered for honouring the great teachers of the college.

#### 5. MoUs signed by the college this year, activities

Dr. Uma Shankar briefed the MoUs signed by the college this year.

#### **MOU's signed with companies / Course List (2019 – 2020)**

No.	MOU's and Collaboration	Course / Activity Name
1	TRIZ Asia Association	TRIZ Level 1 Certification
2	Internshala – A Platform for Internship	Student Internship and Placements
3	Association of Chartered Certified Accountants (ACCA) UK based MoU	ACCA - International CA Course
4	Khagol Mandal (NGO for astronomy popularization)	Basic Course in Astronomy
5	Atal Incubation Centre	Mentoring for Entrepreneurship through Innovation and Incubation.
6	Einz Consultancy	Vedic Mathematics
7	B.R. Ambekar University of Social sciences, MHOW, Indore	Plan for students/ staff exchange program

Few activities like Workshops, Seminars, Faculty development programs and Guest lectures for the students were carried out in collaboration with respective organization.




*[Signature]*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

6. **ISR engagement.** Principal shared the activities of the college with respect to ISR activities especially
- a. Apron stitching --a total of 976 aprons were stitched by the boys of Kawthewadi . The aprons were sold to our students in our college, St. Xavier's College , Kirti College and Jai hind College
  - b. Department of Psychology-a fund-raising fair named 'Monday with Maslow' Teachers and students together donated more than 150 books and also a few objects like bags, mugs, ear-rings, necklaces, bottles, show-pieces etc. Rs 20,000 collected was handed over to the for Deepstambh Foundation
  - c. Department of English. -The session consisted of three activities - Origami, 'Hanky Game', and Thread Painting for school kids .
  - d. The ROTARACT club of our college has donated a computer to the Kawathewadi school which was handed over to the school headmaster Mr.Ingle
7. **To review syllabus of PG in Bio analytical and PG Diploma course in Food technology and Nutraceuticals.**

Principal stated that the two new courses in PG have successfully started.

- Dr. Deepali Kothekar made a presentation of development of PG Diploma course in Food technology and Neutraceuticals. Dr. Bhagwat confirmed whether the credits of the course are as per BOS and the last Academic Council meeting. Dr. Kothekar briefed that the students are doing extremely well and are going to present posters in the upcoming International seminar 'Natural Products- Quality, Safety and Efficacy' along with the new food products that they have developed such as iron fortified chocolate and a De-tox drink.
- Dr. Satish Sarfare talked about M.Sc in Bio Analytical Science. He said that there are 20 students. He mentioned that Bridge Courses were conducted to upgrade the knowledge of the students at the required level. He said that there were few difficulties initially. Some practical's were conducted at the Nerul SIES college. But now they are completely ready to the extent that even a Refresher course can be conducted in the existing lab. Dr. Bhagwat visited the lab after the meeting. Dr. Bhagwat enquired about the time of internship which is a part of the course. He was told that it would be in the month of June, July, August. Dr. Bhagwat suggested to take the students having bioscience subjects at second year. He also said that it may aid the program to be better. He suggested not to do it in a hurry and if required, passing these points can be done by emails if meeting can not be called immediately.



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



## 8. Examination report

Examination report was presented by the Principal. She said that Examination committee is working as per the guidelines provided for Autonomous colleges and the first meeting took place on 29<sup>th</sup> February 2020.

The external member Dr. Vinod Patil, Controller of Examinations, University of Mumbai, suggested

(a) There should be one external member to set the question paper for each subject in all classes or he/ she should go through the papers set by a faculty member of this college. However Dr. Bhagwat, Dr. Anuradha Mishra and Mr. Venkatramani stated that confidentiality of the Question paper may be lost if an external member is involved. Dr. Rashmi Bhure told that HOD goes through the question papers before submitting to the office and after the examination is over they are open for discussion in BOS meeting. It was decided that due to unavailability of the external teachers to set the question papers, it is advisable to show the question papers to Board of Studies after the exam is over and get their comments on it. Dr. Bhagwat suggested that if a particular paper setter gets negative remarks repeatedly then one can have external paper setter for that subject.

(b) Gracing can be of maximum 4 marks in a paper of 60 marks. This was accepted by everyone Dr Bhagwat confirmed with the principal that Exam Audit is a part of Academic Audit. Dr. Venkatramani suggested incorporating these points in the Examination manual.

## 9. Review of seminars/ conferences organized

Principal reviewed the seminars/ conferences organized during the academic year. She highlighted two International Conferences one in Science and other in Humanities under the aegis of RUSA. She also informed about three National level seminars and other engagements with students.

1. International Seminar on Mapping Indian diaspora: Issues & challenges
2. International Conference – Natural Products: Quality, safety & efficacy
3. Ba Bapu Bagh 3 day event Commemorating 150 years of Kasturiba & Gandhi and 100 years of Jillian wala bagh massacre
4. Two Day National Seminar Gandhi's Writings on Indian Culture jointly organised with Maulana Abul Kalam Azad Institute of Asian Studies (MAKAIAS), Kolkata
5. National seminar on Gandhi's writings by Hindi department



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

#### **10. Plans ahead**

IQAC to initiate activities for teachers and students and prepare for the third year of Autonomy and impending NAAC in 2022

The dates for the next academic year suggested by the Principal are:

First Term : From 08/06/2020 to 27/10/2020 with a mid term break from  
22/08/2020 to 26/08/2020  
Diwali Vacation : From 28/10/2020 to 17/11/2020  
Second Term: From 18/11/2020 to 30/04/2021 with a winter break from  
25/12/2020 to 01/01/2021.


#### **11. Any Other Matter**

- While talking about Academic calendar Dr. Bhagwat asked about the starting date of First Year classes. Principal told him that they begin in the first week of July. The in and out of the students in F.Y.B.Sc goes upto August so their exam is conducted little later. He also asked about co-curricular activities and students' participation in it. Mr. Venkatramani suggested that let IQAC take up these activities so that a report can be presented by it.
- Dr. Bhagwat asked the method of taking attendance. He was told that it is manual but authorities are considering making it digital via RFID card. Dr. Bhagwat suggested to consider the Bio metric method.
- About online courses Dr. Bhagwat said that the connect of the teacher with the student in real classroom is missed by the student taking online course. Principal said that though we have big number in a class, the internal evaluation component brings that connect between the teacher and the student.

Meeting terminated with a vote of thanks to the Chairman.

Date: 03/03/2020



  
(Dr. Uma Shankar)  
Chairman  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 25.11.2020**

The Academic Council meeting was held on Wednesday, 25<sup>th</sup> November 2020 at 11.00am online on MS Teams platform.

Principle Dr. Uma Shankar welcomed all the members of the Academic Council.

Leave of absence was granted to Dr.SugraChunawala and Dr. Anuradha Mishra.

Total members present: 24 via ONLINE and 06 in person.

Principal, Dr. Uma Shankar proceeded with the agenda.

1. **Minutes of the meeting held on 03.03.2020** had been sent to the members via e-mail for their perusal and observation if any. Since no observation or request for amendment was received from any members the same was approved and confirmed . This is the third year of Autonomy status of the college and the syllabus in all the subjects is continued as it was in the last academic year with very minor changes in few courses, which was considered and passed.

2. **To review the new courses**

Dr.Uma Shankar briefed the members about the permission received from the University for 4 new Undergraduate programs and ONE post graduate program vide their letter No.Aff/ICD/2020-21/202 dated 06.10.2020.. Namely BMS in capital market,BSc in environmental Science, B.Sc in Packaging Technology and B.Sc in Environmental Science & M.Sc in Data Science. She also pointed out that as per the said letter the university has given permission to enrol the student on par with the other courses available in the UOM. Hence college started admitting 60 students per course and requested University to issue official order stating the course name and number student to be enrolled per course for all official puposes. And the same is awaited.


Principal also stated that in the current pandemic due to Covid-19 we successfully started two of new courses, BMS in Capital Market and M.Sc. in Data science.

Ms.UmadeviKokku, Co-ordinator- BMS Department, presented the course outline of BMS in Capital Market. The total credit points that the students would earn after completing this course of three years successfully are 126. Dr. Soman pointed out that technically they should be 132, to this Ms. Umadevi informed that the students will have to complete three add-on courses of 2 credit points each which will make it 132. This year the course has started with 53 students enrolled for it.

Ms. Sudha, Co-ordinator- Department of Information Technology and Mr. Manoj Singh, Co-ordinator- Department of Computer Science, presented the course outline of M.Sc in Data Science.

Ms. Sudha informed that the total credits of this course of two years are 96. She said that for the internal assessment component students will have to complete 16 online courses as this will allow students to learn the latest things. Dr. Bhagwat corrected the word



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

'compulsory' and it was made clear that the students will have option to complete internal assessment via online courses or projects.

Mr. Manoj Singh threw light on admission process of this course which consisted of aptitude test and interview. 20 students have enrolled for this course. Dr. Bhagwat also confirmed whether Neural networks is a part of the course.

Dr. Venkataramani suggested to look into whether B.Sc in Data Science can be started in next academic year which was well appreciated by the council.

### 3. To share Autonomy report of the year

Principal Dr. Uma Shankar presented the Autonomy report of the year. She mentioned that all the faculty members participated very actively in various seminars, workshops, FIPs to upgrade themselves in online teaching, conduction of tests/ quizzes and evaluation. They were oriented by IQAC members too.

She told that SY and TY lectures started in August 2020 and FY lectures in September 2020. All teachers are engaging lectures and practical via online successfully. As per the circular received from the University of Mumbai, the first term is upto 31<sup>st</sup> December 2020 and the second term from 2<sup>nd</sup> January to 31<sup>st</sup> May 2021. We plan to have literary festival, Utkarsh on 22<sup>nd</sup> January 2021 and cultural festival, Visions on 23<sup>rd</sup> and 24<sup>th</sup> January 2021 via online.

### 4. To review online Teaching, Examination and Evaluation

Principal Dr. Uma Shankar told the members that online lectures are being conducted on MS Teams platform and teachers have even video recorded experiments in the laboratories and shown it to students. It is observed that absenteeism of students has reduced. She further told that examinations which were scheduled in March/April 2020 were conducted successfully in October/ November 2020 on MS Teams and Google forms as per the guidelines received from the University of Mumbai.

She informed the members that the Management has opted for new ERP system, JUNO-campus, which will handle the tasks from Admissions to the Result. She further told that the Academic module for JUNO is in place and teachers are getting trained for Examination module. Dr. Bhagwat gave a positive remark for the proctored examination module of JUNO. He also suggested G-suit as an alternative. For the current semesters, Principal Dr. Uma Shankar mentioned that the 40 marks internal component is handled by the respective departments as assignments, presentations, viva or quizzes and the semester end of 60 marks is planned to be scheduled through JUNO. As per the permission from Honorable Vice Chancellor we would have blended pattern of examination consisting of 40 marks MCQ and 20 marks short answer questions.

### 5. Infra structural repairs and expense



*Uma*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

Dr. Uma Shankar told that the upgradation of Microbiology, Physics, Biotechnology, Psychology and Tally Laboratories is complete. Renovation of 6 laboratories of Computer Science and Information Technology is also complete, so is Academic Building renovation.

6. **Second instalment of RUSA. (plan of expenditure of 1.25cr)**

Principal Dr. Uma Shankar told that we are one among the three colleges from Maharashtra who have received the next installment of Rs. 1.25cr from RUSA. This is due to the satisfactory performance of our college in utilizing the grant and its timely documentation. Dr. Rashmi Bhure as Nodal officer and Ms. Jyoti Nadar (non-teaching staff) were maintaining the accounts of funds received from RUSA. Dr. Satish Sarfare will be the Nodal officer replacing Dr. Rashmi Bhure, for the current academic. She said that the Grant received shall be utilized to upgrade Gymkhana and Canteen.

7. **Examination report**


Examination report was presented by Ms. Rekha Watve-Paradkar, Chairperson of Examination Committee. She mentioned that all the pending examinations were conducted online as per the guidelines received from the University of Mumbai. Theory exams were MCQs and Practical exams were in the form of viva. The results were also declared as per the schedule.

8. **Plans ahead**

Principal Dr. Uma Shankar said that with JUNO, she is intends to move towards Digital Campus. She reported that procedure of Admission and Payment of fees was smoothly done online. Also continued there shall be blended teaching- learning. The students and teachers shall take courses under Coursera, for we have a subscription under Pfree campus program. This academic year all Curricular, Co-curricular and Extra-curricular activities shall take place online. Add on / Credit courses will be continued as far as possible after reviewing the situation. There are Plans to start B.Sc in Packaging Technology and B.Sc in Environmental Science in the next academic year. She also stated that the Meeting with BOE and Finance committee will be arranged soon. And Governing Council meeting will be arranged by end of December 2020..

Meeting terminated by acknowledging members' presence by the Principal and member secretary Ms Vaishali Falnikar



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

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 19.06.2021**

The Academic Council meeting was held on Saturday, 19<sup>th</sup> June 2021 at 11.00am online on MS Teams platform.

Principle Dr. Uma Shankar welcomed all the members of the Academic Council.

Leave of absence was granted to Dr. Mahavir Gosavi and Dr. Ritu Anand.

Total members present: 31

Principal, Dr. Uma Shankar proceeded with the agenda.


**1. To pass the minutes of the Board of studies meetings of all departments**

Principal Dr. Uma Shankar mentioned that the minutes of the Board of Studies meetings of all the Departments were forwarded to the Academic Council members earlier and were considered as passed. She started her presentation with a mention of various achievements of students and staff members. One of them being Overall Championship (First Rank) for Zone II: Mumbai II in the 14<sup>th</sup> Inter-Collegiate Avishkar Research Convention. Second being the 3<sup>rd</sup> position for Rotaract SIES in Mumbai Division. We have moved from 6<sup>th</sup> position in the last year to 3<sup>rd</sup> position this year. The next being the Young Scientist Award- 2019 (BRSI Award) to Dr. Kirtikumar Badgujar from the Department of Chemistry. Further she mentioned various achievements of NCC and NSS candidates.

IQAC Coordinator Ms. Geeta Paluskar presented list of various activities conducted by IQAC for Teaching and Non-teaching staff and Students in the form of workshops, webinars in areas such as Research, Tools in Online Teaching, IPR, Financial Planning, Health etc. She also told that structured online feedback was taken from the students and its analysis is utilized in curriculum revision of First year degree program. She further said that the work of Program outcomes is completed and the work of mapping PSO and CO is going on.

Principal Dr. Uma Shankar presented the Autonomy report of the year 2020-21 based on 7 Criteria of NAAC. Though all the activities this year were completely online, she said that they were conducted smoothly and efficiently.



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

## **2. To review FY syllabus with new Credit system.**

Principal Dr. Uma Shankar said that

Since the Academic Council had suggested to start Data science at we are now going into fourth year of Autonomy so we are revising the syllabi of First year courses. Also as per UGC recommendation the total credits of any program will be increased to 132 credits from the existing 120 credits. The plan is to have 2 credits more in FY, 4 more in SY and 6 more in TY UG level in the last meeting, the Board of Studies for the same prepared the syllabus which was approved and passed by the Council. .

## **To share the Academic audit report of the year**

Dr. Uma Shankar informed that Academic audit was conducted in March 2021 and the report is satisfactory. She said that students have participated in many quizzes, workshops, webinars, courses under Centre of Excellence, NPTEL, Coursera etc and so does the staff, everything being online.

## **3. To review online teaching, examination, and evaluation**

Though the transition from physical classroom to online classroom appeared difficult in the beginning and everyone was little apprehensive about it, in reality it was pretty smooth and all curricular activities of teaching, examination and evaluation were conducted online by mainly using MS teams and Juno.

## **4. Examination report**


All the examinations were conducted online. The evaluation of internal component of 40 marks was done at the departmental level. Semester end examinations were in the form of MCQ and also uploading descriptive answers for some classes.

## **5. Plans ahead**

Principal Dr. Uma Shankar said that she is working on digitalization of Campus. She stated that we shall continue with Diamond jubilee celebration with more webinars . Since many students are coming from lower economic background, have difficulty in paying fees this year in the current pandemic, we shall connect with Alumni, and other philanthropists to provide financial help

Collaboration with BAUSS and MHAW is under discussion. There is a plan for organizing an International seminar with BAUSS. Our president Dr. V. Shankar is keen to arrange WIFI Science Exhibition early next year.



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

Canteen and Gymkhana will be renovated soon with the grant received from Rusa

Rusa conducted a civil audit to check the work of various departments, labs and the report was satisfactory.. She also said there is a plan to start 2 journals at institutional level this academic year – Humanities & Science- eventually getting listed in UGC care list by next year. This will help in promoting research and innovation culture.

Discussion :

Dr. Soman wanted to know whether the extra 12 credits that are going to be added, will be CGPA or Non-CGPA credits Principal Dr. Uma Shankar said that the credits would be a part of CGPA.

Dr. Bhagwat suggested the students should be informed before the academic year begins. Dr. Venketaramani suggested that we need to take care that while going for higher studies as students should not face problem due to difference in credits. Examination chairperson, Ms Rekha Watve- Paradkar told that the additional credits are being given to students who complete value added courses and these 12 credits will also be shown as per the University circular once it is received.


Ms. Nandini Menon appreciated the idea of journals and about value lab, suggested to have one value every day. She further suggested to provide counselling to the students who need it in the current pandemic. She also appreciated all the educators for conducting online teaching successfully.

To cope up with current financial difficulties faced by family of a student, Dr. Misra suggested 1 Alumni- 1 student - to support the education of the student.

Principal Dr. Uma Shankar told that the academic calendar, exam calendar will be displayed on the college website as and when they are finalized. She also informed that Ms. Nitya Mahajan is appointed as Teacher representative in Academic Council as Ms. Asha venkataramana, HOD of Mathematics has retired after superannuation and the next HOD is already a member of Academic Council as she is the Chairperson of Examinations.

Meeting terminated by acknowledging members' present by the Principal and member secretary Ms Vaishali Falnikar.



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



**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 27.04.2022**

The Academic Council meeting was held on Wednesday, 27<sup>th</sup> April 2022 at 11.00 am. Dr. Hrishikesh Soman, Dr. Kalkoti Gopal Krishnarao and Ms. Nandini G. Menon attended the meeting online on MS Teams platform and all other members attended it in person at the college premises.

Leave of absence was granted to Ms. Ritu Anand.

Total members present: 32

Member secretary Mrs. Vaishali Falnikar welcomed all the members of the Academic Council. Principal, Dr. Uma Shankar proceeded with the agenda.

**1. To confirm the minutes of the previous meeting held on 19th June 2021**

Minutes of the meeting held on 19.06.2021 had been sent to the members via e-mail and the same was approved **approved and confirmed.**

**2. Introduction of new members to Academic Council & Board of Studies members of various departments**

**Introduction of New members of the Academic Council and New members of the Board of Studies**

Principal Dr. Uma Shankar welcomed the new three University nominees, Dr. Anushree Lokur, Principal, Ramnarayan Ruia College, Dr. Dnyaneshwar Doke, Principal, Dahanukar College of Commerce, Dr. Kalkoti Gopal Krishnarao, Principal, M. V. Mandalis' College of Commerce and Science. She also welcomed Mr. Kiran Nabar, Head of the Physics Department, to be a part of Academic Council.

**3. To review Second Year Syllabus**

Principal Dr. Uma Shankar stated that in the academic year 2021-2022 Syllabus of the First Year courses were revised and thereby there will be only minor revision in the syllabus in the Second year in the academic year 2022-2023.

The council agreed and noted the same.

**4. Credit courses with Choice Based Credit System (CBCS) in First Year Semester 2 & plan for the same in Semester 3 & 4**

Principal brought to the notice that in the current academic year 2021-2022 First year students earned one extra credit each in first Semester and Second semester respectively. In the first semester all the students attended a course on Life skills which was conducted by Centre of Excellence. In the second semester the students were given a choice to select a course from the following and earned a credit by doing a course other than their discipline which they belong to.

- समाचार लेखन एवं रिपोर्टिंग
- BASIC APPLIED PHYSICS
- UN Agenda 2030: India towards Zero Hunger
- Critical Thinking Skill
- Insights into field biology
- Appreciation of Poetry
- Basic helping skills in psychological counseling
- Role of Chemistry in Environmental Science and Sustainability



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

- Tree appreciation

**Dr. Dnyaneshwar Doke acknowledged students attending interdisciplinary courses and appreciated as this gives true meaning to Autonomy.**

**Principal also brought to the notice of the committee that second year students in semester 3 shall be doing Elementary / Advance Microsoft Excel Course of 2 credits and in Semester 4 they will be given a choice to select a course and the same will be proposed soon.**

**Dr. Anushree Lokur enquired about the distribution of workload of these additional courses. Principal clarified that the additional workload is shared by the existing teaching staff and where required outside expert is called for and remunerated. She also stated proposal to charge the student a nominal amount of Rs.100/- per students. The same to be place before the Finance committee for its approval.**

**5. To share the Autonomy Audit Report of the year 2018-2021.**

The report of Academic Audit which was **conducted** after completing three years (2018-2021) of Autonomy successfully, was presented by Principal Dr. Uma Shankar. The report is quite satisfactory and encouraging with few suggestions- to increase number of PhD candidates and to enhance more research-based activities

**6. To review online teaching, examination and evaluation**

Principal Dr. Uma Shankar said that most of the Teaching was with online mode and college was partially opened as per the norms of the Government. **From February 2022 college was opened for all.**

Dr. Doke enquired whether feedback from parents was taken?( on what) IQAC Co-ordinator Ms. Geeta Paluskar said that feedback from all the stake holders was taken.

The Controller of Examinations, Ms. Rekha Watve Paradkar presented Examination report. She told that all exams of March 2022 other than TYBSc Practical and FY Semester II (Practical and Theory) were conducted online as per the circular from Mumbai University.


She initiated the topic, whether students having permissible number of KT's in FY and SY years together should be given admission in TY. Currently as per the rules students need to pass one of the years and have permissible number of KT's in the other in order to get the admission in TY.

The members had various views about it.

Dr. Soman proposed one way of evaluation: A student should secure minimum 24 out of 60 and 40 out of 100 to pass in the course with no constraint on marks in the internal of 40 marks. He also said that there are 42 heads of passing and 4 ATKT were allowed. They increased it to 14.

Dr. Manju Phadke said that there is possibility that students may not take internal evaluation seriously and fail because securing 40 out of 60 would be difficult.



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

Mr. Kiran Nabar asked when a student fails, how to examine him next year? To this Dr. Soman said that if the student is securing minimum 24 out of 60 and less than 40 out of 100 then only internal, otherwise both the components.

Mrs. Geeta Paluskar said that Internal assessment gives opportunity of continuous evaluation, by failing in internal, it is lost. So combined passing may be a better option or an old concept of paper minimum may be worked out.

Dr. Mahavir Gosavi added that when a student has decided to take a particular subject in TYBSc, he tends to ignore other subjects in FY and SY.

There was a general view that students may not take internal seriously over a period of time if it is not made a separate head of passing.

Dr. Doke said that getting away with internal evaluation is not good because different ways are used to evaluate students in different subjects. He also stated that generally 40 marks are divided into 20+20 as a test with MCQs and a component with respect to the subject concerned. Students may skip the second component and just pass with MCQ test, this way essence of Autonomy will be lost.

Dr. Soman suggested that we may take feedback about how many students do not take internal evaluation seriously and then decide. Ms. Geeta Paluskar said that we can include questions related to this in student satisfaction survey.

Dr. Manju Phadke suggested that **to make attendance in internal evaluation compulsory and not to consider it as a separate head of passing.**

Dr. Kolkoti said that in fact weightage for internal is increasing

Mr. Venkatramani said that one can conduct 3 tests and take best of 2 or average of 3.

**Dr. Satish Sarfare was of the opinion that there is no need to change the yardstick of evaluating the internals for small percentage of students**


Since there was varied opinion on the subject matter Principal Dr. Uma Shankar suggested that we would do the (evaluate) how many students would be benefitted by changing the rule of ATKT and placed it before BOS. Then get a resolution passed in Exam committee and Academic Council.

Mr. Venkatramni and others supported it.

Dr. Lokur asked whether attainment of PO, CO is measured. Ms. Geeta Paluskar informed that POs, COs are developed but the attainment of them is not yet measured. Dr. Doke commented that without onscreen marking it is very difficult to measure attainment.

## 7. IQAC report



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

Joint co-ordinator of IQAC, Dr. Kamala Srinivas presented IQAC report. She briefed the members of AC about the different activities and initiatives taken by IQAC for quality improvement.


#### 8. Plans ahead

- ✓ Principal Dr. Uma Shankar said that 3 New Programmes B.Sc (Packaging Technology), B.Sc (Environmental Science), B.Sc (Data Science) and NCC as an option to Foundation Course in the First Year ( Mumbai University Approved Syllabus) will be starting.
- ✓ Eight seats in TY Psychology will also be increased as there is a demand for the same. The members agreed to all above and resolved it
- ✓ Digitalization of Campus is an on-going process.
- ✓ Two journals, one in Science and one in Humanities will be launched.
- ✓ It is proposed to have Elementary / Advance Microsoft Excel for SYBA / B.Com / B.Sc (Semester – III : 2 Credits) and for Semester IV for SYBA / B.Com / B.Sc option shall be from NPTEL / Coursera / Foreign and Indian Languages / Internships with the organisations with whom College has signed MOU or has linkage / Courses conducted by various departments-Yoga Upasana (Dept. of Philosophy), Food Microbia (Dept. of Microbiology), Motion Graphics and Visual Effects-I &II (Dept. of Mass Media).
- ✓ Academic year 2022-23 can have hybrid teaching method with certain sessions taken online, specially by the visiting faculty. Dr Doke commented that let the number of students be not very large on online mode.

Mr. Venkatramani thanked University for giving us such good members in Academic Council Meeting terminated with a vote of thanks by the Chairman.

Date: 27/04/2022



  
(Dr. Uma Shankar)  
Chairman  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 24.09.2022**

The Academic Council meeting was held on Saturday, 24<sup>th</sup> September 2022 at 11.00 am.

Dr. Hrishikesh Soman, Mr. Venkatramani, Ms. Nandini G. Menon and Dr. Vaneeta Rane attended the meeting online on MS Teams platform.

Leave of absence was granted to Dr. Kalkoti Gopal Krishnarao.

Ms. Ritu Anand, Dr. D. Doke and Dr. Manju Phadke were absent.

All other members attended it in person at the college premises.

Total members present: 31

Principal, Dr. Uma Shankar welcomed all the members of the Academic Council and proceeded with the agenda.

**1. To confirm the minutes of the previous meeting held on 27<sup>th</sup> April 2022**

On request by Dr. Uma Shankar, Dr. Lokur proposed the minutes of the last Academic council meeting and Dr. Sarfare seconded it.

**2. Introduction of new members to Academic Council & Board of Studies members of various departments**

Principal Dr. Uma Shankar informed the members that Ms. Ritu Anand could not attend last 3 meetings so she has requested to opt out. There is suggestion to include Mr. Vijay Subramanian M& A Cognizant from industry. She said that this suggestion will be taken to Governing Council. She introduced Mr. Shekhar Aiyer who is the HOD of Chemistry Department after Mrs Gayatri Sehgal took VRS. She also introduced Dr. Abuser Ansari, Coordinator for Data Science, Dr. Vishnuprasad, Coordinator -BSc EVS and Mr. Sarvanan Nadar, Coordinator- BMS as the new members in Academic Council as chair persons of respective departments

**3. To review SY /TY Syllabus**

SY syllabus was revised from this Academic year. Different Departments mentioned the small changes that they have made in their syllabus or in the evaluation, all of this after passing it through respective BOS.

**3.1. Department of Politics**

Semester V

- 1.Introduction to International Relations
- 2.Western Political Thought
3. Politics & Society in Maharashtra



*Uma Shankar*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

### Semester VI

1. India's Foreign Policy
2. Indian Political Thought
3. Contemporary Politics in Maharashtra

Paper pattern changed for Semester End Exam -60 marks for FYBA, SYBA and TYBA (from academic year 2022-2023): 4 Question of 10 marks each and 4 short notes of 5 marks from every module.

### 3.2 Department of English

Four SYBA courses titled Indian English Poetry and Drama, Indian English Fiction, American Poetry and Drama and American Fiction have been newly introduced. 100% of the syllabus has been changed. The titles of the courses as well as content were entirely revised. Two FYBA courses on Introduction to English Poetry and Drama and Introduction to English Fiction were newly introduced. 100% of both the courses were newly introduced. The titles of the courses as well as content were entirely revised

Paper pattern changed for 60 marks: Four units have been introduced instead of the earlier three in all the above courses and the paper pattern is retained as 4 questions for 15 marks each.

### 3.3 Department of Economics

Semester 3 – Paper 1 course changed to Public Finance & Banking from Indian Economy: Contemporary concerns. Also in Intermediate Microeconomics

Semester 4 - Course changed to Indian Economy: Evolution & Contemporary Concerns from Development Issues of Maharashtra Economy. Also in Intermediate Macroeconomics

Semester 3/4 - Applied component Demography and Elementary Quantitative Techniques


Four units have been introduced instead of the earlier three in both of AC courses and paper pattern changed to 4 questions from Each module instead of 4th question coming as short notes from all modules.

### 3.4 Department of History

SYBA Semester III and Semester IV 25% of the syllabus is revised. History paper I - Landmarks in World History and History Paper II - Ancient India.

Revision in the syllabus of the TYBA core papers, for Semester V and VI, Medieval history period, Modern Maharashtra and Contemporary India the Archaeology and Heritage Tourism and Museology and Archival Science was discussed and proposed in the first BOS Meeting in June 2022. The Syllabus



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

change for the TYBA semester V and VI is in process and will be finalized in this year's final Meeting at the academic year end.

### 3.5 Department of Management Studies

Semester III subject Foundation course III- (Environmental Management) is being replaced by the FC III - (Business Environment), where the main title of the subject is retained with the changes being made in the sub heading and the content of the subject.

### 3.6 Department of Philosophy

No major change

### 3.7 Department of Psychology

Change in the evaluation of internal assessment like conducting a survey, evaluating a toy/book from Developmental psychological perspective were added

### 3.8 Department of Mass Media

No major change

### 3.9 Department of Microbiology

There is no major revision in syllabus of S.Y.BSc. only the depth of study of each unit has been increased.

### 3.10 Department of Botany

No major change

### 3.11 Department of Chemistry

Sub-topics were modified in chapters like Electrochemistry, Ionic bonding, Covalent bonding, Molecular Orbital Theory, Chemistry of Transition elements, Acidity, Basicity of anions and cations, Epoxides, Voltammetry and Stereochemistry were added in Semester III and IV, Paper I, II and III

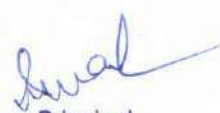
Number of organic preparation experiments was reduced so as to keep par with other branch of experiments. Inorganic preparation was revised. Two experiments were added in Physical and Industrial visit component was shifted from practical component to internal evaluation component.

### 3.12 Department of Mathematics

The third and fourth semester syllabi of Paper 1 were interchanged.

It is observed that the number of teaching hours in Mathematics practical is less than that of other science subjects. Currently there are 5 lectures per batch of



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

practical course of 3 credits in Mathematics, so the suggestion was to have at least 6 lectures per batch so as to have even distribution of lectures per paper.

Certain changes for TYBSc Syllabus 2022-23 like including more of Python/considering SageMath or R programming in AC were suggested.

### 3.13 Department of Hindi

SYBA syllabus for Pr 1 & 2 changed upto 25%.

### 3.14 Department of Physics

Optics and lasers: Transferred from Sem-3 to sem-4. Theory of Errors Introduced in SYBSc

### 3.15 Department of Biochemistry

Continued with the Bridge Course titled "Foundations of Biochemistry" for TYBSc-Biochemistry 3 Units students

### 3.16 Department of Biotechnology

Biostatistics(SIUSBT26)was shifted to SYBSc and was replaced by Applications of immunology and enzymology.

Research Methodology(SIUSBT37) was shifted to TYBSc and replaced by Biosafety

### 3.17 Department of Information Technology

In Semester III in Python Programming Practical & Computer Networks, certain topics were revised. In Database Management Systems, Relational Algebra and Calculus was removed and topics of SQL and PL/SQL were included.

In Semester IV, Core Java, AWT to be replaced with Swing components. Software Engineering to have contents added from Software Project Management in TYBSc(IT) , Semester V and Software Quality Assessment in TYBSc(IT), Semester VI

The contents of Embedded Systems to be merged with Semester V- Internet of Things and named as Introduction to Embedded Systems and Internet of Things.


### 3.16 Department of Zoology

No major change in SYBSc syllabus.

### 3.17 Department of Computer Science

Semester 3- Advance Algorithm subject is replaced with Data Structure and elective subjects Creative Content Writing and Green Technologies will be introduced.



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



Semester 4- Web Programming subject is replaced with Advance Application Development and elective subjects Research Methodology and Management & Entrepreneurship will be introduced.

### Review of MSc Syllabus

#### 3.18 Department of Biochemistry-Food Technology and Nutraceuticals

Major changes in PGDFTN syllabus

Annual pattern converted to semester pattern- two semesters

Four courses (instead of three); addition of Research methodology course

#### 3.19. Department of Biotechnology

GMO and environment (SIPSBT42) was replaced by enzyme engineering, biologics and GMO; Developmental Biology(SIPSBT44) was replaced by Omics and Systems Biology; Topics on regulatory affairs were introduced into Clinical Studies(SIPSBT43)


Four papers of PowerPoint presentations which was a part of the internal evaluation was replaced by two written assessment and two papers of PowerPoint presentations; Submission of project proposal and completion of an 8 week NPTEL course was introduced in the practical component

#### 3.20 Department of Bioanalytical Sciences

M.Sc part 1 syllabus to be effective from academic year 2022-23 was approved by the Board of Studies with some of the changes as follows:

- a) Introduction of Unit on Research Methodology in semester 2 paper SIPSBN22
- b) Introduction of subunit of Internet of Things to support the unit of Genomics and Proteomics in semester 1 paper SIPSBN14
- c) Change in Paper Title of paper SIPSBN22 to Research methodology, Intellectual Property Rights, Stability Studies, and Packaging
- d) Change in Paper Title of paper SIPSBN24 to Drug development, Pharmacokinetics, Pharmacodynamics, Drug properties and Immunoassays
- e) Renaming the Unit New Chemical Entity to Drug Invention and Pharmaceutical Industry in semester 2 paper SIPSBN24 and modifying the subunits included.
- f) Modifying unit on Pharmacokinetics and Pharmacokinetics and unit on Drug Properties and renaming unit 2 as Pharmacokinetics and unit 3 as Pharmacodynamics and Drug Properties in paper SIPSBN24 semester.



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

### 3.21 Department of Zoology

M.Sc part 1 syllabus to be effective from academic year 2022-23 was approved by the Board of Studies with some of the changes as follows:

- a) Introduction of Medical Biotechnology, Applications of Industrial and Agricultural Biotechnology, Aseptic techniques
- b) Restructuring of topics in Tools and Techniques in Biology by introduction of Globally Harmonized System for classification of chemicals, Good Laboratory Practices, Safety signs and pictograms, Hazard communication, Standard Operating Procedures and Calibration for analytical instruments
- c) Restructuring the topics on Research methodology to inculcate research aptitude and develop skills to enable students to adapt to research culture
- d) Formation of Dissection Monitoring Committee to overview the approach in use of dead animals for practicals.

### 3.22 Department of Computer Science

P.G. Syllabus Proposed for A.Y. 2023- 24

Semester 1- Advanced Networking Concepts is replaced with Software Define Network and Robotics & AI subject is replaced with Applied Signal and Image Processing

Semester 2- Four new subject will be introduced in this semester as

1. Machine and Deep Learning
2. Natural Language Processing
3. Web Mining


Embedded and IOT Technology

Various Departments mentioned their proposed value added courses or credit courses, Department of Philosophy, Department of English, Department of History, Department of Botany, Department of Physics to name a few.

#### 4. To introduce PG course in Food technology and Nutraceutical for consideration

Dr. Deepali Kothekar presented the details of starting the new PG course in Food technology and Nutraceuticals. This course will have four semesters with 128 credits. Dr. Lokur and Dr. Soman informed that PG program can be of 80 to 96 credits only. Dr. Kothekar said that she would work on the proposal again in consultation with Board of



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

Studies . She informed that current annual pattern of PG Diploma in Food technology and Nutraceuticals is changed to two semesters, so she asked whether those students be directly admitted to second year in PG program? To this the answer from Dr. Lokur was 'no' due to the programs being different.

Dr. Soman and Dr. Lokur had a discussion on multiple entry and multiple exit in a program which will be available to certain extent in New Education Policy.

#### **5. Credit courses with Choice Based Credit System (CBCS) in SY Sem 3 & Sem 4 and few certificate courses**

Principal Dr. Uma Shankar told that after successfully completing 1 credit courses in the semesters 1 and 2 last year, 2 credit courses will be offered in semester 3 and 4 this year. In semester 3, a course in Excel will be offered and in semester 4, students will have interdisciplinary choice from variety of courses offered by Centre for Excellence, Intershala, and spoken tutorials by NPTEL, A course on Mental health from the department of Psychology along with an NGO-Khula Aasmaan is initiated. A course in Dance appreciation is also being offered.

##### **5.1 Department of English**

The Department is offering a 30 hours 2 credit Value Added Certificate Course on "Training for the International English Language Testing System -IELTS" in January 2023. The proposal has been passed by the Board of Studies in the last meeting.

##### **5.2 Department of History**

Department of History and Philosophy, in collaboration with the Asiatic Society of Mumbai proposed a Credit Course in the academic year 2022-23, Historical And Cultural Heritage of Central Mumbai. The Course will be implemented in the next term of 2022-23 ^The total duration of time is 34 Hours with 2 credits.

##### **5.3 Department of Philosophy**

In Semester IV offering 32 hours 2 credits interdisciplinary course on Practical Ethics

Two credit Certificate course of Yoga Upasana for 6 months revived with 16 beneficiaries enrolled and started the course on hybrid mode

##### **5.4 Department of Mass Media**

Two credit course in Motion Graphics And Visual Effects- Workshop based coaching at the departmental level

##### **5.5 Department of Microbiology**



A handwritten signature in blue ink, appearing to read "Uma", written over the printed name of the Principal.

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

Two Credit course of 30 hours titled 'Food Microbia' for SY students of Sem IV has been passed by the BOS and will be introduced from 2022-2023

#### **5.6 Department of Physics**


Proposed Two-credit Course based on basic Computer Programming Skills was passed in BOS.

#### **6. To present IQAC report**

Mrs. Geeta Paluskar, chairperson of IQAC, presented the report of different programs initiated by IQAC for the students, nonteaching and teaching staff. She also mentioned that IQAC has played an important role in making every classroom, a smart classroom.

After these discussions, the meeting terminated by acknowledging members' presence.



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

**MINUTES OF THE ACADEMIC COUNCIL MEETING HELD ON 27.06.2023**

The Academic Council meeting was held on Tuesday, 27<sup>th</sup> June 2023 at 3.00 pm.

Dr. Hrishikesh Soman, Ms. Nandini G. Menon, Dr. Kalkoti Gopal Krishnarao and Dr. Vaneeta Rane attended the meeting online on MS Teams platform.

Dr. D. Doke and Mr. Venkatramani were absent.

All other members attended it in person at the college premises.

Total members present: 31

Principal, Dr. Uma Shankar welcomed all the members of the Academic Council. She introduced the new members included in Academic Council. Mr. Vijay Subramanian from M& A Cognizant will be in place of Ms. Ritu Anand. Dr. Manju Phadke and Ms. Rekha Watve Paradkar are retiring as HOD of Microbiology and Mathematics Department respectively on 30<sup>th</sup> June 2023 hence it was resolved to have Dr. Pramod Ghogare and Ms. Geeta Paluskar as the Head of respective Departments, will be the members of Academic Council.

Principal, Dr. Uma Shankar then proceeded with the meeting agenda.

**1. To finalize the structure, titles, exam pattern for First year classes and MSc. Part 1 under National Education Policy**

Principal, Dr. Uma Shankar shared the structure and list of subjects for First year under NEP. Dr. Lokure and Dr. Soman suggested that the subject Banking and Finance as Open Elective should not be offered to Commerce students but it can be offered to Arts or Science students.


Dr. Soman asked whether the college can offer Open Electives to the first year students across all streams rather than offering the subject streamwise? It was not possible to accept this suggestion due to the constraints of Timetable and Infrastructure.

Evaluation pattern under NEP was proposed by Ms. Vaishali Falnikar. For the subjects having 4 credits (without Practical or Tutorial), there will be semester end exam of 60 marks and internal assessment of 40 marks.

For the subjects having 4 credits (3+1 where 1 credit is of Practical), there will be semester end exam of 60 marks and internal assessment of 40 marks which will be divided into two parts- practical exam of 25 marks and class test of 15 marks. Attendance in Practical exam will be compulsory to pass the internal assessment.

For the subjects having 4 credits (3+1 where 1 credit is of Tutorial), there will be semester end exam of 60 marks and internal assessment of 40 marks which will be divided into two parts- evaluation in tutorial of 25 marks and class test of 15 marks.



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

To pass in a subject of 100 marks, a student will have to secure minimum 20 marks out of 60 marks of semester end exam, minimum 10 marks out of 40 marks of internal assessment and together 40 marks out 100 marks.

To pass in a subject of 50 marks having semester end exam, a student will have to secure minimum 10 marks out of 30 marks of semester end exam, minimum 5 marks out of 20 marks of internal assessment and together 20 marks out 50 marks.

To pass in a subject of 50 marks not having semester end exam, a student will have to secure minimum 20 marks out of 50 marks in the continuous evaluation.

It was proposed and accepted that in PG, semester end and internal will be separate head of passing.

**2. To review examination and passing criterion for Second and third year**

Students, after appearing for multiple choice questions in the last two years, it is observed that their performance is poor in descriptive type examination. To help students continue their learning, maximum 3 KTs in both the semesters were allowed to move from FY to SY and from SY to TY. This was done for the students of faculties other than science as science faculty already has the same rule. It was proposed that the same rule shall continue for the batches started before implementing NEP. Though Dr.Lokure differed other members accepted and thus it was resolved to continue from following academic year .


**3. Any other matter with the permission of the chair**

Dr. Lakshmi Muthukumar asked about the evaluation of SWAYAM courses, particularly if a student remains absent in online exam of that course, the reply was given as to wait for official communication from the university

Dr. Rashmi Bhure asked about the scheme of evaluation of 2 credits in NCC/ NSS/ Cultural/ Sports activities. The reply was that the guidelines of the same are not yet received.

After these discussions, the meeting terminated by acknowledging members' presence.



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