

Minutes of the meetings of the Academic Council held on 25th April 2025 & 26th April 2025

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

Minutes of the meeting held on 25th April 2025

A meeting of the Academic Council, SIES College of Arts, Science and Commerce (Empowered Autonomous), Sion (West), Mumbai was held on Friday, 25th April 2025, at 11.00 am, in the Board Room, Ground Floor. The meeting was held in hybrid mode (offline and online by using Microsoft Teams).

The agenda for the meeting was as follows:

- a) Review and approve the minutes of the previous meeting of the academic council held on 7th August 2024.
- b) Discussion on curriculum development to scrutinize and approve, revisions or modifications in the syllabi proposed by the Boards of Studies, especially in the context of implementation of National Education Policy (NEP).
- c) Approval and recommendation of new courses/programmes (if any) to the Governing Body.
- d) Discussion on academic regulations and initiatives to review admission of students to different programmes, examination and evaluation methods/procedures, academic/research collaborations etc.
- e) Review the activities of Internal Quality Assurance Cell (IQAC) and overview of NAAC 4th cycle assessment.
- f) Future plans and any other matter under the purview of Academic Council.

The members of the Academic Council present in Offline/Online mode for the meeting were as follows:

Sr.no	Name	Designation	Offline/Online Attendance
1	Dr. Satish Sarfare	Incharge Principal & Chairman, Head, Department of Zoology; Bioanalytical Sciences	Present (Offline)
2	Dr. Uma Shankar	Director – Academics, Management Representative	Present (Online)
3	Mr. Vijay Subramaniam	Expert Nominated by Governing Body	Present (Online)
4	Dr. Hrishikesh Soman, Former Principal- SYMBIOSIS Institute, Pune	Expert Nominated by Governing Body	Present (Online)
5	Prof. K. Venkataramani Honorary Secretary – SIES	Nominated by Governing Body	Present (Online)
6	Ms. Nandini G Menon Advocate, High Court	Nominated by Governing Body	Present (Online)
7	Dr. Anushree Lokur Principal, Ramnarain Ruia College	University Nominee	Leave of Absence
8	Dr. Parag Ajgaonkar Principal, N M College of Commerce & Economics	University Nominee	Leave of Absence
9	Dr. Kalkoti Gopal Krishnarao Principal, M. V. Mandalis College of Commerce & Science	University Nominee	Present (Online)
10	Ms. Vaishali Falnikar	Member Secretary; Controller of Examinations & Head, Department of Mathematics	Present (Offline)
11	Ms. Maria Fernandes	Teaching staff Representative	Present (Offline)
12	Ms. Nitya Mahajan	Teaching staff Representative	Leave of Absence
13	Ms. Biju Ramesh	Teaching staff Representative	Leave of Absence

14	Professor (Dr.) Lakshmi Muthukumar	Head, Department of English	Present (Offline)
15	Dr. Dinesh Pathak	Head, Department of Hindi	Present (Offline)
16	Mr. Roy Mathew	Head, Department of Commerce	Present (Offline)
17	Dr. Varsha Muley	Head, Department of History	Present (Offline)
18	Professor (Dr.) Rashmi Bhure	Vice Principal & Head, Department of Politics	Present (Offline)
19	Dr. Shruthi Panday	Head, Department of Economics	Present (Offline)
20	Dr. Kamala Srinivas	IQAC Coordinator & Head, Department of Philosophy	Present (Offline)
21	Ms. Amruta Padhye	Head, Department of Psychology	Present (Offline)
22	Mr. Kiran Nabar	Head, Department of Physics	Present (Offline)
23	Ms. Pallavi Rege	Head, Department of Statistics	Present (Offline)
24	Dr. Santosh B Katariya	Head, Department of Chemistry	Present (Offline)
25	Dr. Deepali Kothekar	Head, Department of Biochemistry; Food Technology and Nutraceuticals	Present (Offline)
26	Professor (Dr.) Mahavir Gosavi	Head, Department of Botany	Present (Offline)
27	Dr. Pramod Ghogare	Head, Department of Microbiology	Present (Offline)
28	Dr. Tara Menon	Vice Principal & Head, Department of Biotechnology	Present (Offline)
29	Dr. Manoj Kumar Singh	Head, Department of Computer Science	Present (Offline)
30	Ms. Sudha B	Head, Department of Information Technology	Present (Offline)
31	Dr. Vaneeta Raney	Head, Department of Multimedia & Mass Communication	Present (Online)
32	Dr. Abuzar Ansari	Head, Department of Data Science	Present (Offline)
33	Mr. Saravanan Nadar	Head, Department of Management Studies	Present (Offline)
34	Dr. Vishnu Prasad	Head, Department of Environmental Science	Present (Offline)
35	Ms. Mahalaxmi Nadar	Coordinator, Centre for Excellence	Present (Online)

Opening Remarks:

Dr. Satish Sarfare introduced himself as the Incharge Principal appointed with effect from 1st December 2024 and thereafter welcomed all the members of the Academic Council. He started the meeting by giving an overview of the Agenda for the meeting, which was already shared in advance with the schedule for the meeting through email.

Agenda: Review and approve the minutes of the previous meeting of the academic council held on 7th august 2024.

Approval of Previous Minutes: Dr. Sarfare mentioned that it was customary and required as per protocol, that in order to approve the minutes of the earlier meeting of the Academic Council held on 7th August 2024, one member needs to propose the motion and another member needs to second it, therefore, in response to this request, Dr. Soman proposed the motion to approve the minutes of the earlier meeting, and it was seconded by Professor (Dr.) Lakshmi Muthukumar.

Adjournment of meeting due to power failure:

As the meeting continued to discuss the next item on the agenda, unfortunately there was power failure and the meeting had to be adjourned, since it was a major power failure not just restricted to college, but rather the entire locality in and around Sion (West) Mumbai. In lieu of this unfortunate disruption, with the permission of the members of the Academic Council, the meeting was adjourned and postponed to the next day, 26th April 2025, at the same time to continue with the discussion on the remaining items on the agenda for the meeting.

Minutes of the meeting held on 26th April 2025

The members of the Academic Council present in Offline/Online mode for the meeting were as follows:

Sr.no	Name	Designation	Offline/Online Attendance
1	Dr. Satish Sarfare	Incharge Principal & Chairman, Head, Department of Zoology; Bioanalytical Sciences	Present (Offline)
2	Dr. Uma Shankar	Director – Academics, Management Representative	Present (Offline)
3	Mr. Vijay Subramaniam	Expert Nominated by Governing Body	Present (Online)
4	Dr. Hrishikesh Soman, Former Principal- SYMBIOSIS Institute, Pune	Expert Nominated by Governing Body	Present (Online)
5	Prof. K. Venkataramani Honorary Secretary – SIES	Nominated by Governing Body	Leave of Absence
6	Ms. Nandini G Menon Advocate, High Court	Nominated by Governing Body	Present (Online)
7	Dr. Anushree Lokur Principal, Ramnarain Ruia College	University Nominee	Leave of Absence
8	Dr. Parag Ajgaonkar Principal, N M College of Commerce & Economics	University Nominee	Leave of Absence
9	Dr. Kalkoti Gopal Krishnarao Principal, M. V. Mandalis College of Commerce & Science	University Nominee	Present (Online)
10	Ms. Vaishali Falnikar	Member Secretary; Controller of Examinations & Head, Department of Mathematics	Present (Offline)
11	Ms. Maria Fernandes	Teaching staff Representative	Present (Offline)
12	Ms. Nitya Mahajan	Teaching staff Representative	Leave of Absence
13	Ms. Biju Ramesh	Teaching staff Representative	Leave of Absence
14	Professor (Dr.) Lakshmi Muthukumar	Head, Department of English	Present (Offline)
15	Dr. Dinesh Pathak	Head, Department of Hindi	Present (Offline)
16	Mr. Roy Mathew	Head, Department of Commerce	Present (Online)
17	Dr. Varsha Muley	Head, Department of History	Present (Offline)
18	Professor (Dr.) Rashmi Bhure	Vice Principal & Head, Department of Politics	Present (Online)
19	Dr. Shruthi Panday	Head, Department of Economics	Present (Offline)
20	Dr. Kamala Srinivas	IQAC Coordinator & Head, Department of Philosophy	Present (Offline)
21	Ms. Amruta Padhye	Head, Department of Psychology	Present (Offline)
22	Mr. Kiran Nabar	Head, Department of Physics	Present (Offline)
23	Ms. Pallavi Rege	Head, Department of Statistics	Present (Offline)
24	Dr. Santosh B Katariya	Head, Department of Chemistry	Present (Offline)
25	Dr. Deepali Kothekar	Head, Department of Biochemistry; Food Technology and Nutraceuticals	Present (Offline)
26	Professor (Dr.) Mahavir Gosavi	Head, Department of Botany	Present (Online)

27	Dr. Pramod Ghogare	Head, Department of Microbiology	Present (Offline)
28	Dr. Tara Menon	Vice Principal & Head, Department of Biotechnology	Present (Offline)
29	Dr. Manoj Kumar Singh	Head, Department of Computer Science	Present (Offline)
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31	Dr. Vaneeta Raney	Head, Department of Multimedia & Mass Communication	Present (Offline)
32	Dr. Abuzar Ansari	Head, Department of Data Science	Present (Offline)
33	Mr. Saravanan Nadar	Head, Department of Management Studies	Present (Offline)
34	Dr. Vishnu Prasad	Head, Department of Environmental Science	Present (Offline)
35	Ms. Mahalaxmi Nadar	Coordinator, Centre for Excellence	Present (Offline)

Agenda: Discussion on curriculum development to scrutinize and approve, revisions or modifications in the syllabi proposed by the Boards of Studies, especially in the context of implementation of National Education Policy (NEP).

Agenda: Approval and recommendation of new courses/programmes (if any) to the Governing Body.

Key points discussed and resolved:

- Dr. Uma Shankar proposed the option of Marathi language at the second year UG along with Hindi under NEP.
- Dr. Sarfare mentioned the initiative of two faculty members (Dr. Deepali Kothekar and Dr. Vanita Banjan) regarding preparation of Inhouse College Manual for On Job Training which would be like a Standard Operating Procedure helping the faculty and students during On Job Training (OJT)/ Internship.
- The issue related to Field project/ OJT in teacher's workload was also put forth, especially in the context of NEP.
- Dr. Kalkotti asked what we do under Community Engagement Program (CEP) and its Evaluation. He was told that activities like Beach Cleaning and Plastic collection Drive were conducted with the help of NGOs. The evaluation was based on Students' participation, their report and viva voice.
- The new syllabus framed for Third year under NEP which was passed in respective Board of Studies was displayed on the screen. Few Heads of Departments like Philosophy, Economics, Commerce, Botany, Biochemistry, Physics etc gave an idea about the core courses and topics included under Indian Knowledge System in their syllabus.
- The different Open Electives (OE) offered by the faculties/departments were shown as given below:

Class	Odd semester	Even semester	Department offering Open Elective (OE)
FYBA	Landscaping and Urban Gardening	Food Processing Technology	Botany
	Fundamentals of Advertising	Introduction to E-Commerce	Commerce
	Introduction to Elementary Statistics - I	Introduction to Elementary Statistics - II	Statistics
FYBSc	Know your Rights	Democracy and Electoral Politics in India	Politics
	Stress Management	Consumer Psychology	Psychology
	Understanding History of Mumbai	An Overview of Cultural Aspects of Maharashtra	History
	Basics of Banking & Finance	Credit & Insurance Market	Economics
FYBCom	Business Mathematics and Statistics I	Business Mathematics and Statistics II	Mathematics
	Landscaping and Urban Gardening	Food Processing Technology	Botany
	Know your Rights	Democracy and Electoral Politics in India	Politics
FY-SFC	Practical in Bioorganic Chemistry I	Introduction to Forensic Science	BT
	Introduction to Media and Entertainment	Understanding Cinema	BAMMC

	Foundation of Human Skills	Financial Literacy and Investing	BMS
	Environment and Society	Ecotourism	EVS
	Basic Web Designing	Basics of R programming	CS
	Data Presentation and Visualization in MS PowerPoint	Data Analysis in MS Excel	IT
SYBA	Plant Based Remedies	Introduction to Aromatherapy	Botany
	Microbiology In Everyday Life - I	Microbiology In Everyday Life - II	Microbiology
	Insights into field biology	Insights into field biology	Zoology
SYBSc	Health Psychology	Health Psychology	Psychology
	Management Principles and Functions	Marketing Fundamentals	Commerce
SYBCom	Business Mathematics I	Business Mathematics II	Mathematics
	Plant Based Remedies	Introduction to Aromatherapy	Botany
	Health Psychology	Health Psychology	Psychology
SY-SFC	Tools for Data Analytics - I	Tools for Data Analytics - II	IT
	Digital Marketing – I	Digital Marketing – II	DS
	Biodiversity and Conservation	Introduction to Environmental Pollution	EVS
	Media and Marketing Communication	Media and Marketing Communication Practices	BAMMC
	Organizational Behavior I	Organizational Behavior II	BMS

- Mr. Vijay suggested having an audit about students referring books in the college library.
- The courses offered under Centre For Excellence (COE) given below were displayed and approved:
 - a) Personality Development Course: 2 credits module for all disciplines such as Co-Curricular & Extra Curricular Activities.
 - b) Additional Co-curricular / Extra Curricular Course list includes Creative Writing / Creative Art / Painting Course/ Media / Animation / DTP.
 - c) INTERNSHALA Skill Training: Hands-on skill-based certification offered by Internshala eligible for cocurricular activity credit transfer. For example: Art Design, Creative Writing, Music, Film making, AFX, etc. Internship/Apprenticeship done from Internshala should be considered for On Job Training.
 - d) Spoken Tutorial software-based training by IIT Bombay – Hands on Practical skill-based software training equivalent to 1, 2 ,3 or 4 credit courses to enhance technical skill with cocurricular aspects can be used for credit transfer. The same can be used for Skill Enhancement Course (SEC) or Co-Curricular Course (CC) or Ability Enhancement Course (AEC) or Vocational Skill Course (VSC)
 - e) Quantum Learning NASSCOM approved courses: As per MOU can be used for CC and Field Project and OJT for all disciplines.
 - f) COE Volunteering / Internship / E-Newsletter / E-content is applicable for Cocurricular activity under NEP.
 - g) COE Newsletter Portfolios / Student Editorial team / members handling various portfolios will be eligible for OJT certification after completing the publication work.
 - h) NPTEL Courses for Credit transfer under NEP for SEC / VSC / AEC / OE on qualifying NPTEL Online Certification (NOC) Examination held by IIT Madras. In case of failure the ATKT examination shall be conducted by the individual departments of the college via the course mentor so as to avoid loss in years for ATKT students by conducting college level examinations. AEC can include Developing soft skills, Marathi, Hindi, English languages or MIL from NPTEL.
 - i) All Finance and Account based courses and skill-based courses offered through Financial Planning Academy in college premises will be eligible for credit transfer under NEP as well as Co-curricular Activities / VSC.
 - j) SWAYAM / MOOCS / NPTEL / SPOKEN Tutorial / INTERNSHALA / Quantum Learnings NASSCOM/ COURSERA courses can be used for credit transfer for all discipline under-graduate, post-graduate and Ph.D programs students.

- Admission criteria from Second Year to Third Year and Evaluation pattern under NEP in Third Year.
- Whether student of prior to NEP to be absorbed (considered) in Second Year and Third Year (whichever the case may be) under NEP.

Agenda: Discussion on academic regulations and initiatives to review admission of students to different programmes, examination and evaluation methods/procedures, academic/research collaborations etc.

Agenda: Review of the activities of Internal Quality Assurance Cell (IQAC) and overview of NAAC 4th cycle assessment.

Key points discussed:

- Dr. Kamala Srinivas presented report of IQAC highlighting the activities conducted by IQAC and initiatives planned for the academic year in terms of organizing workshops related to Binary accreditation, Mapping of Programme Outcomes, Programme Specific Outcomes and Course Outcomes among others.
- Dr. Satish Sarfare gave an overview regarding visit of the NAAC Peer Team (October 2024) for the assessment and accreditation during the 4th Cycle and the recommendations made by the Peer Team.
- Dr. Satish Sarfare mentioned about the two collaborations related to research project, signed by Department of Bioanalytical sciences with Comenius University, Bratislava, Slovakia and University of Chemistry and Technology, Czech Republic (Signed on October 2024). Moreover, he also mentioned about the recently signed agreement framework, 3rd April 2025, by SIES Sion (West) College with University of Vigo, Galicia, Spain about Academic Collaboration, Implementation of Courses, Development of Research projects and Faculty/ Student Exchange.

Agenda: Future plan and any other matter under the purview of Academic Council.

- Dr. Uma Shankar briefed about the application of SIES with reference to Deemed to be University Status.
- Dr. Sarfare mentioned regarding the application submitted by the college to National Institutional Ranking Framework (NIRF 2025).

Conclusion:

At the end of the meeting, it could be summarized that after fruitful deliberation and interaction, the following issues were put forth and resolved:

- ✓ Syllabus of Third Year under NEP which was passed in BOS of respective departments to be implemented from the academic year 2025-26
- ✓ Field project/ On Job Training/ Internship can be spread over three years. Students may be allowed to gain experience through OJT in any field.
- ✓ The courses offered under Centre of Excellence were approved.
- ✓ The admission criteria for a student of Second Year to go to Third Year, will be similar to that of First Year to Second Year, that is to earn at least 10 credits in each semester III and IV and together at least 28 credits out of total 44 credits, to take admission in the Third year. A student of this college who has done First year and Second year prior to NEP will be eligible to secure admission in Third year if He/ She fits in the earlier rules of ATKTKT but without considering cross KT.
- ✓ In Third Year the minor course of 2 credits will have 20 marks for internal and 30 marks for semester end with both as separate heads of passing. The courses having practical will have the internal evaluation consisting of practical examination.
- ✓ Some equivalence to be formulated for a non-NEP student taking admission in a course under NEP.
- ✓ Marathi is included as Ability Enhancement Course in Second Year along with Hindi.
- ✓ Students may take up Diploma in performing Arts at Shanmukhananda Sabha.

The undersigned thanked all the members for their cooperation, and appreciated the support given by the members, especially since the meeting had to be convened on two consecutive days due to the technical issue (power failure) experienced on the previous day.

- **Adjournment:** Meeting adjourned at 1.45 pm
- **Minutes submitted by:**



Dr. Satish Sarfare
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