

Criterion 1 : Curriculum Aspect

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Index

Sr. No.	Documents details	Page no.
1	University calendar (commencement & conclusion of teaching, practical, oral examination & end sem examination)	2
2	Institute calendar	6
3	Department Time-table	8
4	Conduction of internal tests :Unit test 1	11
5	Conduction of internal tests: Unit test 2	16
6	Conduction of internal tests : prelim exam	18
7	Extra-Curricular activities (Techtonic)	20
8	Review in meetings of Principal with HODs	24

1. University calendar (AY 16-17 sem I) (for SE TE & BE only)

Savitribai Phule Pune University
 (Formerly University of Pune)



**ACADEMIC CALENDAR FOR VARIOUS ACTIVITIES FOR
 ENGINEERING COURSES FOR THE YEAR 2016-2017**

FIRST TERM


Sr. No.	Details of Activities	Year	Date
1	Commencement of Teaching	S.E/T.E/B.E. & MCA - II / III Year	15/06/2016
2	Conclusion of Teaching	S.E/T.E/B.E. & MCA - II / III Year	06/10/2016
3	Commencement of Teaching	M.E. II Year	18/07/2016
4	Conclusion of Teaching	M.E. II Year	07/11/2016
5	Practical/Oral/ Project Examination	S.E/T.E/B.E.	13/10/2016 to 27/10/2016
6	Practical Examination	M.E. II Year	15/11/2016 to 22/11/2016
7	Theory Examination	S.E/T.E/B.E. & MCA - II / III Year	04/11/2016 to 30/11/2016

SECOND TERM

Sr. No.	Details of Activities	Year	Date
1	Commencement of Teaching	F.E/S.E/T.E/B.E. & MCA - I/ II/III Year	15/12/2016
2	Conclusion of Teaching	F.E/S.E/T.E/B.E. & MCA - I/ II/III Year	03/04/2017
3	Commencement of Teaching	M.E. I & II Year	12/01/2017
4	Conclusion of Teaching	M.E. I & II Year	02/05/2017
5	Practical/Oral/ Project Examination	S.E/T.E/B.E. & MCA - I/ II/ III Year	10/04/2017 to 27/04/2017
6	Theory Examination	S.E/T.E/B.E. (*) & MCA - I/II/III Year	02/05/2017 to 29/05/2017
7	Practical Examination	M.E. I & II Year	08/05/2017 to 13/05/2017
8	Theory Examination	M.E. I & II Year	17/05/2017 to 30/05/2017

(*) Project examination will start three days later from conclusion of theory examination

Ganeshkhind, Pune- 07
 Ref. No. PGS/ 1854
 Date : - 28/05/2016


 Asstt. Registrar
 (P.G. Admission)

University academic calendar (for AY 16-17 sem I) (for FE only)

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 160 of 2016

**Academic Calendar for various activities for Engineering (F.E. Fresh & MCA-I)
Courses for the Academic year 2016 – 17.**

First Term

Sr. No	Details	Year	Date
1	Commencement of Teaching	F.E. – I MCA – I	08/08/2016
2	Conclusion of Teaching	F.E. – I MCA – I	26/11/2016
3	End – Semester Examination	F.E. – I MCA – I	01/12/2016

**Revised date of commencement and conclusion of FE & MCA (I) of IInd term
for the Academic year 2016-17.**

Sr. No	Details	Year	Date
1	Commencement of Teaching	F.E. – I MCA – I	19/12/2016
2	Conclusion of Teaching	F.E. – I MCA – I	07/04/2017

Note : To comply with academic requirements, Colleges may utilize holidays including Sunday for F.E. Students.

Che. 8/9/2016
Asstt. Registrar
(PG Admissions)

Ganeshkhind
Pune-411007
Ref. No. PGS/ 3508
Date: 08/09/2016

Copy to : for information & necessary action

1. The Members of the Management Council.
2. The Deans of Faculties.
3. Director, B.C.U.D, Savitribai Phule Pune University, Pune.
4. The Registrar, Savitribai Phule Pune University, Pune.
5. Controller of Examination, Savitribai Phule Pune University, Pune.
6. The Co-ordinators of all Faculties.
7. The Principals of all Affiliated Colleges.
8. The Directors of all Recognized Institutes.
9. The Heads of all the Administrative Sections of the University Office.
10. Asstt. Registrar, Office of the Hon. Vice-Chancellor, Savitribai Phule Pune University, Pune.

NOTE

1. In case, the Principal of the Affiliated Colleges require to give additional holiday in exceptional circumstances, he/she may do so by compensating the same by keeping the College working on Sunday.
2. The Term & holidays for the Post-graduate courses conducted in the Colleges/Institutes will be as per the University Department.
3. Details of Various Activities for Engineering and Architecture Courses for the Academic Year 2017-18 attached Separately.



Deputy Registrar
(P.G.Admission)

Ganeshkhind, Pune-07
Ref. No. PGS/ 1532
Date: 27/04/2017

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The Members of the Management Council
The Deans of all Faculties
The Registrar, Savitribai Phule Pune University
The Director, Board of Examinations & Evaluation, Savitribai Phule Pune University
The Head of all University Departments
The Principal of all Affiliated Colleges
The Directors of all Recognised Institutes
The Head of the Administrative Sections of the University office

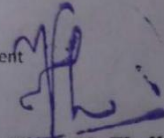
2. Institute calendar (AY 16-17 sem I) (for SE of all branches)

 <p style="text-align: center;">Sinhgad Technical Education Society's SINHGAD ACADEMY OF ENGINEERING (Affiliated to Savitribai Phule Pune University and Approved by AICTE, New Delhi) S.No.40/4A, Near Octroi Post, Kondhwa-Saswad Road, Kondhwa (Bk), Pune-411048. ☎: 020-26934441, Email: saeprincipal@sinhgad.edu, Website: www.sinhgad.edu</p> <p style="text-align: center;">Academic Calender (2016-17) SEM-I (SE)</p>		
1	Commencement of Academic Semester	15/06/2016 (Wed)
2	AMCAT	4 – 17/07/2016 (Mon - Sun) (Tentative)
3	SE Mock Online Examination - 2 Units	18 – 20/07/2016 (Mon -Wed)
4	Declaration of Result (Online Exam) & Submission of Mark sheets to HOD	20/07/2016 (Wed)
5	Mid-Term Submission	01 – 05/08/2016 (Mon - Fri)
6	(SE Mock Online Exam) 2 Units	16 – 23/08/2016 (Wed – Wed)
7	Declaration of Result (SE Mock) Online Examination	23/08/2016 (Wed)
8	Conclusion of Class room teaching	23/09/2016 (Fri)
9	Prelim Exam (50 Marks / 2 Hours) (SE- Theory Exam) All 6 Units	26 - 30/09/2016 (Mon - Fri)
10	Declaration of Prelim Results, submission of mark sheets. Prelim Exam and discussion of Paper with Students	03/10/2016 (Mon)
11	Mock Oral / Repeat Turns for Practical Submission Work	03 - 07/10/2016 (Mon - Fri)
12	Issue of Term Grant Certificate to All Clear students in Prelim Exam and Mock Practical	07/10/2016 (Fri)
13	Practical / Oral Examination to be conducted by Uni. of Pune (SE/ TE /BE)	13 - 27/10/2016 (Thu - Thu)
14	Theory Examinations to be conducted by Uni. of Pune	04 - 30/11/2016 (Fri - Wed)
15	Mock Online Examination	To be declared...
16	(SE Phase I & II Pune University Online Examination) 4 Units	01/12/2016 (Thu) Onwards (Tentative)
17	Commencement of Second Term for the Year 2016-17	15/12/2016 (Thu)

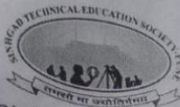
• Midterm 50%Submission Should be completed & duly certified by the faculty & HOD.
 • Holidays as per the circular from Savitribai Phule Pune University.

Note : [1] Amcat Test – 04 -17/07/2016 (Tentative)
 [2] QA&LR Test -1 – 27 – 30/07/2016
 [3] QA&LR Test -2 – 08 – 14/08/2016

All these Activities need to be incorporated in academic calender of the department


(Dr. Vijay M. Wadhai)
Principal

Institute calendar (AY 16-17 sem I) (for TE of all branches)


Sinhgad Institutes

Sinhgad Technical Education Society's
SINHGAD ACADEMY OF ENGINEERING
 (Affiliated to Savitribai Phule Pune University and Approved by AICTE, New Delhi)
 S.No.40/4A, Near Octroi Post, Kondhwa-Saswad Road, Kondhwa (Bk), Pune-411048.
 ☎ : 020-26934441, Email: saeprincipal@sinhgad.edu, Website: www.sinhgad.edu


Academic Calender (2016-17) SEM-I (TE)

1	Commencement of Academic Semester	15/06/2016 (Mon)
2	AMCAT	04 – 17/07/2016 (Mon – Sun) Tentative
3	TE InSem MOCK Exam (30Marks) 3 Units	18 – 20/07/2016 (Mon - Wed)
4	SP Pune University InSem Examination TE(30Marks) 3 Units	08 – 12/07/2016 (Mon to Fri) (Tentative)
5	MID TERM SUBMISSION	01 - 05/08/2016 (Mon - Fri)
6	Conclusion of Class room teaching	23/09/2016 (Fri)
7	Prelim Exam (70 Marks / 2.5 Hours) (TE Theory Exam) All 6 Units	26 - 30/09/2016 (Mon - Fri)
8	Declaration of Prelim Results, submission of mark sheets. Prelim Exam and discussion of Paper with Students	03/10/2016 (Mon)
9	Mock Oral / Repeat Turns for Practical Submission Work	03 - 07/10/2016 (Mon - Fri)
10	Issue of Term Grant Certificate to All Clear students in Prelim Exam and Mock Practical	07/10/2016 (Fri)
11	Practical / Oral Examination to be conducted by Uni. of Pune (SE/ TE /BE)	13 - 27/10/2016 (Thu - Thu)
12	Theory Examinations to be conducted by Uni. of Pune	04 - 30/11/2016 (Fri - Wed)
13	Commencement of Second Term for the Year 2016-17	15/12/2016 (Thu)


- Midterm 50%Submission Should be completed &duly certified by the faculty & HOD.
- Hoilday as per the circular from Savitribai Phule Pune University.

Note : [1] Amcat Test – 04 – 17/07/2016 (Tentative)
 [2] QA&LR Test -1 – 16 – 21/08/2016
 [3] QA&LR Test -2 – 01 – 04/09/2016

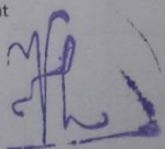
All these Activities need to be incorporated in academic calender of the department



Institute calendar (AY 16-17 sem I) (for BE all branches)

 <p align="center">Sinhgad Technical Education Society's SINHGAD ACADEMY OF ENGINEERING (Affiliated to Savitribai Phule Pune University and Approved by AICTE, New Delhi) S.No.40/4A, Near Octroi Post, Kondhwa-Saswad Road, Kondhwa (Bk), Pune-411048. ☎: 020-26934441, Email: saeprincipal@sinhgad.edu, Website: www.sinhgad.edu</p>		
Academic Calender (2016-17) SEM-I (BE)		
1	Commencement of Academic Semester	15/06/2016 (Mon)
2	BE InSem MOCK Exam (30Marks) 3 Units	18 – 20/07/2016 (Mon - Thu)
3	SP Pune University InSem Examination BE (30Marks) 3 Units	08 – 12/07/2016 (Mon to Wed) (Tentative)
4	MID TERM SUBMISSION	01 - 05/08/2016 (Mon - Fri)
5	Conclusion of Class room teaching	06/10/2016 (Thu)
6	Prelim Exam (70 Marks / 2.5Hour) (BE Theory Exam) All 6 Units	26 - 30/09/2016 (Mon - Fri)
7	Declaration of Prelim Results, submission of mark sheets. Prelim Exam and discussion of Paper with Students	03/10/2016 (Mon)
8	Mock Oral / Repeat Turns for Practical Submission Work	03 - 07/10/2016 (Mon - Fri)
9	Issue of Term Grant Certificate to All Clear students in Prelim Exam and Mock Practical	07/10/2016 (Fri)
10	Practical / Oral Examination to be conducted by Uni. of Pune (SE/ TE /BE)	13 - 27/10/2016 (Thu - Thu)
11	Theory Examinations to be conducted by Uni. of Pune	04 - 30/11/2016 (Fri - Wed)
12	Commencement of Second Term for the Year 2016-17	15/12/2016 (Thu)

• Midterm 50%Submission Should be completed & duly certified by the faculty & HOD.
 • Holiday as per the circular from Savitribai Phule Pune University.
 Note : [1] QA&LR Test -1 – 01 – 03/07/2016
 [2] QA&LR Test -2 – 18 – 24/07/2016
 [3] QA&LR Test -3 – 25 – 31/07/2016
 [4] QA&LR Test -4 – 01 – 07/08/2016
 All these Activities need to be incorporated in academic calender of the department


(Dr. Vijay M. Wadhai)
 Principal

3. Department time tables (example of computer department)

Time table of SE computer division A

Sinhgad Institutes

Sinhgad Technical Education Society

Sinhgad Academy Of Engineering, Kondhwa (BK) , Pune -48

DEPARTMENT OF COMPUTER ENGINEERING
ACADEMIC YEAR 2016-2017 SEM -I

SEA

	Monday	Tuesday	Wednesday	Thursday	Friday
1 7:45 - 8:45	CR-131 COA SVP	CR-131 OOP SNS	CR-131 DSA GSB	CR-131 DM SPG	CR-131 DELD SRP
2 8:45 - 9:45	CR-131 DM SPG	CR-131 COA SVP	CR-131 DELD SRP	CR-131 COA SVP	CR-131 OOP SNS
3 9:45 - 10:45	Small Break				
4 10:45 - 12:00	CR-131 DSA GSB	CR-131 DELD SRP	CR-131 OOP SNS	CR-131 OOP SNS	CR-131 STP-I SEA
5 12:00 - 1:00	CR-131 DELD SRP	CR-131 DSA GSB	CR-131 COA SVP	CR-131 DSA GSB	CR-131 DSA GSB
6 1:00 - 2:00	CR-131 OOP SNS	CR-131 DM SPG	CR-131 DM SPG	CR-131 DELD SRP	CR-131 DSA GSB
7 2:00 - 3:00	GSB MES SRP SNS	SNS GSB NP KJ	AC SRP SNS GSB	SRP BST GSB SW	GSB SNS KJ SRP
8 3:00 - 4:30	DSL STP-I DELD L OOP L	OOP L DSL STP-I DSL	STP-I DELD L OOP L	DELD L DSL STP-I	DSL OOP L DSL DELD L
9 4:30 - 5:30	ML-129 2-4	HL-104 PG-127	PG-127 ML-129 317	RL-218 317	HL-104 PG-127
10 5:45 - 6:45	ML-129 2-4	HL-104 PG-127	PG-127 ML-129 317	RL-218 317	ML-129 PG-127
11 6:45 - 7:45	ML-129 2-4	HL-104 PG-127	PG-127 ML-129 317	RL-218 317	ML-129 PG-127

Teachers

AC	Akshita Chanchlani	SNS	S.N.Shelke
BST	B.S.Thakare	SPG	S.P.Godse
GSB	Bhange G.S.	SRP	S.R.Pawara
KJ	Kanchan Jadhav	SVP	S.V.Pawar
MES	M.E.Sanap	SW	Shalini Wankhede
NP	Nannaware Priyanka		

Subjects

COA	Computer Organization Architecture	DSL	Data Structures Lab
DELD	Digital Electronics and Logic Design	OOP L	Object Oriented Programming Lab
DELD L	Digital Electronics and Logic Design	OOP	Object Oriented Programming
DM	DISCRETE MATHEMATICS	STP-I	SOFT SKILL
DSA	Data Structures and Algorithm		

T T INCHARGE

HOD

Vice-Principal

PRINCIPAL

Time table of TE computer division A

Sinhgad Technical Education Society		Sinhgad Academy Of Engineering, Kondhwa (BK) , Pune -48									
Sinhgad Institutes		DEPARTMENT OF COMPUTER ENGINEERING ACADEMIC YEAR 2016-2017 SEM -I									
		Monday		Tuesday		Wednesday		Thursday		Friday	
1	7:45 - 8:45	CR-135	FCA	MES	PL-II	PL-I	PL-I	PL-I	PL-I	PL-I	PL-I
2	8:45 - 9:45	CR-135	TOC	AC	ISS-115	DL-130	PL-105	PL-110	PL-105	ISS-115	DL-130
Small Break											
3	9:45 - 10:45	CR-135	DBMS	DP	CR-135	DCWSN	SW	CR-135	DBMS	DP	CR-135
4	10:45 - 12:00	CR-135	OSD	HK	CR-135	DBMS	DP	CR-135	FCA	MES	CR-135
5	12:00 - 1:00	CR-135	DCWSN	SW	CR-135	TOC	AC	CR-135	TOC	AC	CR-135
6	1:00 - 2:00										
7	2:00 - 3:00	HK	SW	DP	LJS	CR-135	FCA	MES	CR-131	OSD	HK
8	3:00 - 4:30	PL-I	PL-II	PL-I	ESDL	CR-135	OSD	HK	ISS-115	SL-111	PL-110
9	4:30 - 5:30										
10	5:45 - 6:45										
11	6:45 - 7:45										
Teachers		Subjects									
AC Akshita Chanchlani MES M.E.Sanap		DBMS DataBase Management System PL-II Programming Lab-II									
DP Dipanshu Chawde STP-III STP-III		DCWSN Data Communication and Wireless SPL-I Programming Lab-I									
HK Hemangi Kute SW Shalini Wankhede		ESDL Employability Skills Development LaSTP-III STP-III									
LJS L.J.Sankpal		FCA Forensic and Cyber Application TOC Theory of Computation									
		OSD Operating Systems Design									
T T INCHARGE		HOD		Vice-Principal		PRINCIPAL					

Time table of BE computer division A

Sinhgad Technical Education Society

Sinhgad Academy Of Engineering, Kondhwa (BK), Pune -48

Sinhgad Institutes

DEPARTMENT OF COMPUTER ENGINEERING
ACADEMIC YEAR 2016-2017 SEM -I

BE-A

	Monday	Tuesday	Wednesday	Thursday	Friday
1 7:45-8:45	CR-128 SSDA HK	CR-134 DAA PP	SPG AC JJ SVP CL-II CL-II CL-I	CR-134 DAA PP	CR-134 SSDA HK
2 8:45-9:45	CR-128 E-I SVP	CR-134 E-II SSV	NL-114 SL-111 PL-110 CL-I SDT-10	CR-134 PCD KJ	CR-134 E-I SVP
3 9:45-10:45	Small Break				
4 10:45-11:45	CR-128 PCD KJ	CR-134 E-I SVP	CR-134 E-II SSV	CR-134 E-II SSV	CR-134 PCD KJ
5 11:45-1:00	AR SVP AC SH CL-I CL-I CL-II CL-II	CR-134 SSDA HK	CR-134 DAA PP	CR-134 SSDA HK	CR-134 DAA PP
6 1:00-2:30	PL-110 ML-129 NL-114 SL-111	CR-134 PCD KJ	CR-134 PCD KJ	CR-134 E-I SVP	CR-134 E-II SSV
7 2:30-3:00	PW	SVP AR SPG AC CL-I CL-I CL-II CL-II	PW BE-A CL-II CL-II CL-I CL-I	SH AC SVP JJ CL-II CL-II CL-I CL-I	STP-V BE-A
8 3:30-4:30	BE-A	NL-114 6	SL-111 Pr-105	PL-114 6	PG-127
9 4:30-5:30					
10 5:30-6:45					
11 6:45-7:45					

Teachers

AC	Akshita Chanchani	PP	P Pate
AR	Ashish Ramdasi	SH	Shital Hande
HK	Hemangi Kute	SPG	S.P.Godse
JJ	Jayant Jadhav	SSV	S.S.Vanjire
KJ	Kanchan Jadhav	SVP	S.V.Pawar

Subjects

CL-I	Computer Lab I
CL-II	CL-II
DAA	Design Analysis of Algorithms
E-I	Elective I

E-II	Elective II
PCD	Principles of Compiler Design
PW	Project Work
SSDA	Smart System Design and Application

T T INCHARGE

HOD

Vice-Principal

PRINCIPAL

4. Adherence to University Academic calendar including CIE

i) University Academic calendar (AY 16-17 sem I) (example of FE dept.)

Savitribai Phule Pune University
(Formerly University of Pune)



Circular No. 160 of 2016

Academic Calendar for various activities for Engineering (F.E. Fresh & MCA-I)
Courses for the Academic year 2016 – 17.

First Term

Sr. No	Details	Year	Date
1	Commencement of Teaching	F.E. – I MCA – I	08/08/2016
2	Conclusion of Teaching	F.E. – I MCA – I	26/11/2016
3	End – Semester Examination	F.E. – I MCA – I	01/12/2016

**Revised date of commencement and conclusion of FE & MCA (I) of IInd term
for the Academic year 2016-17.**

Sr. No	Details	Year	Date
1	Commencement of Teaching	F.E. – I MCA – I	19/12/2016
2	Conclusion of Teaching	F.E. – I MCA – I	07/04/2017

Note : To comply with academic requirements, Colleges may utilize holidays including Sunday for F.E. Students.

C. K. 5/9/2016
Asstt. Registrar
(PG Admissions)

Ganeshkhind
Pune-411007
Ref. No. PGS/ 3508
Date: 08/09/2016

Copy to : for information & necessary action

1. The Members of the Management Council.
2. The Deans of Faculties.
3. Director, B.C.U.D, Savitribai Phule Pune University, Pune.
4. The Registrar, Savitribai Phule Pune University, Pune.
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6. The Co-ordinators of all Faculties.
7. The Principals of all Affiliated Colleges.
8. The Directors of all Recognized Institutes.
9. The Heads of all the Administrative Sections of the University Office.
10. Asstt. Registrar, Office of the Hon. Vice-Chancellor, Savitribai Phule Pune University, Pune.

ii) Department calendar (example of FE dept)



Sinhgad Technical Education Society's
Sinhgad Academy of Engineering, Kondhwa (Bk), Pune.

First Year Engineering (F.E.)

Academic Calendar 2016-17 Semester I

Sr. No	Particulars	Date
1	Commencement of Teaching	08/08/16
2	Unit Test I(Theory and Online)	01/09/16 to 09/09/16
3	Declaration of result of Unit Test I	10/09/16
4	SPPU online Exam Phase I	13/09/16 to 22/09/16
5	Unit Test II(Theory and Online)	03/11/16 to 08/11/16
6	Declaration of result of Unit Test II	10/11/16
7	SPPU online Exam, Phase II	17/10/16 to 22/10/16
8	Remedial Lectures	07/11/16 to 17/11/16
9	Conclusion of Teaching	18/11/16
10	Prelim Exam	22/11/16 To 25/11/16
11	Declaration of result	26/11/16
12	Term work submission	26/11/16
13	SPPU Theory exam	05/12/16 onwards


Dkaur

Dr. Daljeet Kaur
FE Coordinator (Ist shift)

Mr. S.P. Saptale

Mr.S.P.Saptale
FE Coordinator (IInd shift)

iii) Notice for Unit test -1 (example of FE dept)



Sinhgad Technical Education Society's
SINHGAD ACADEMY OF ENGINEERING, KONDHWA (BK), PUNE.
(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)
S. No. 40/4 A, Near Octroi Post, Kondhwa –Saswad Road, PUNE – 411048

NOTICE
First Year Engineering only (F. E.)


Date: 23/08/2016

The FE students (1st shift) are hereby informed that the Unit test I will be held from 01/09/16 TO 09/09/16 from 7.45 a.m. to 8.45 a.m .
The Unit test I will be of 30 marks Subjective (Only theory based, NO MCQ's) of 01 hour duration.

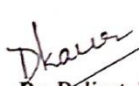
TIME TABLE FOR UNIT TEST-I (SEM-I -2016-17)

ate/day	Time	Division A,B,C,D	Division E,F,G,H,I,J
		Subject ↓	Subject ↓
01/09/2016 Thursday	7.45 a.m.To 8.45a.m.	Basic Electronics Engg	Basic Electrical Engg.
02/09/2016 Friday	7.45 a.m.To 8.45a.m.	Engg. Chemistry	Engg Physics
Date/day	Time	Div-A,B,C,D,E Subject ↓	Div-F,G,H,I,J Subject ↓
06/09/2016 Tuesday	7.45 a.m.To 8.45a.m.	Engg. Graphics – I	Fundamental Programming Languages– I
07/09/2016 Wednesday	7.45 a.m.To 8.45a.m.	Fundamental Programming Languages– I	Engg. Graphics – I
08/09/2016 Thursday	7.45 a.m.To 8.45a.m.	Basic Civil Engg.	Engg Maths - I
09/09/2016 Friday	7.45 a.m.To 8.45a.m.	Engg Maths - I	Basic Civil Engg.

Note: 1) Attendance is compulsory for every subject of Internal Unit Test-I. If a student remains absent for the Internal Unit Test-I, he/she will have to pay a fine of Rs.300 per subject.
2) Passing percentage is 40%.
3) Passing is compulsory. Marks will be counted for term work.
4) During this period (i.e. today onward) absentee will not be entertained in any case.



Ms. A.M. Kulkarni
Exam. Co-ordinator



Dr. Daljeet Kaur
FE Co-ordinator



Sinhgad Institutes

Sinhgad Academy of Engineering

(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)

S. No. 40, Kondhwa -Saswad Road, Kondhwa (Bk), Pune - 411048.

☎ : (020) 26934441, 26934550, Website : www.sae.sinhgad.edu

iv) Conduction of unit test-I as per calendar (example of FE dept)

Sinhgad Academy of Engineering, Kondhwa, Pune
Unit Test -I Examination (Sem. - I, 2016-17) Room No.- 314
Name of Supervisor: Ms. P.H. Pawar Date: 09/10/2016
Subject: EM-I Block No.- 03
ATTENDANCE & MARK SHEET FOR FE UNIT TEST-I EXAM

ROLL NO.	NAME OF THE STUDENT	SIGNATURE OF STUDENT	MARK OBTAINED
201	KHUSHBU AVINASH CHAUDHARI	<i>[Signature]</i>	13
202	PRATIK HANUMANT BAGAL	<i>[Signature]</i>	12
203	SURAJ SANJAY SALUNKE	<i>[Signature]</i>	10 F
204	ANUJA SUNIL SAVANE	<i>[Signature]</i>	19
205	VIJAY BALAJI MAHAKE	<i>[Signature]</i>	17
206	SHIVANI ANIL GAIKWAD	<i>[Signature]</i>	AB
207	NEHA PRAMOD GIRME	<i>[Signature]</i>	14
208	ANUPRABHA SANJAY TEKE	<i>[Signature]</i>	13
209	BHAGYASHRI PRAVIN DESHMUKH	<i>[Signature]</i>	18
210	RISHIKESH MOHAN KADAM	<i>[Signature]</i>	AB
211	MANGESH VINAYAK GHAIAS	<i>[Signature]</i>	12
212	PRITI RAJENDRA KHAMKAR	<i>[Signature]</i>	14
213	SHUBHAM MAHESH JEWARE	<i>[Signature]</i>	14
214			
215	SURYAKANT M.MOTIPAVALE	<i>[Signature]</i>	10 F
216	DHEERAJ SALGOTRA	<i>[Signature]</i>	30
217	RISHABH RAKESH KUMAR	<i>[Signature]</i>	07 F
218	PRATHAMESH TANAJI PAWAR	<i>[Signature]</i>	AB
219	SIMRAN CHAUDHARY	<i>[Signature]</i>	19
220	SHASHWAT NAMDEV KATKADE	<i>[Signature]</i>	AB
221	ASHISH NATHA KHANDARE	<i>[Signature]</i>	20 F
222	MAHESH MADHAV PHARANDE	<i>[Signature]</i>	14
223	DURGVIJAY KUMAR	<i>[Signature]</i>	09 F
224	RUSHIKESH DINKAR MANTE	<i>[Signature]</i>	07 F
225	RUSHIKESH ASHOK KHEDEKAR	<i>[Signature]</i>	18
226	VAIBHAV SINGH	<i>[Signature]</i>	23
227	YOGESH ASHOKRAO AMBHORE	<i>[Signature]</i>	AB
228	RIMMY	<i>[Signature]</i>	20
229	PRATIK NAKUL DESHMUKH	<i>[Signature]</i>	27
230	SHUBHAM KIRANRAO PANDE	<i>[Signature]</i>	16
231	SHAMBHAVI ANIRUDHA KHARE	<i>[Signature]</i>	15
232	PANKAJ YADAV	<i>[Signature]</i>	AB

Sign of the Supervisor

Sign of the Subject Teacher



Sinhgad Institutes

Sinhgad Academy of Engineering

(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)

S. No. 40, Kondhwa - Saswad Road, Kondhwa (Bk), Pune - 411048.

☎ : (020) 26934441, 26934550, Website : www.sae.sinhgad.edu

v) Assessment of unit test 1

Sinhgad Academy of Engineering, Kondhwa, Pune

Unit Test - I Examination (Sem. - I, 2016-17)

Room No.- 223

Name of Supervisor: M. S. Poojari Date: 9/9/2016.

Subject: M-I

Block No.- 4

ATTENDANCE & MARK SHEET FOR FE UNIT TEST-I EXAM

ROLL NO.	NAME OF THE STUDENT	SIGNATURE OF STUDENT	MARK OBTAINED
233	PRADEEP DEELIP KARDILE	Praadeep	14
234	NIKHIL SANJAY KOLHE	Nikhil	10 F
235	SHEETAL SHARAD DEKATE	Sheetal Dekate	15
236	VAISHALI GUPTA	Vaishali G	25
237	NISHANT WAMAN KHANDEKAR	Nishant	16
238	SUMIT SANJAY BHAVSAR	Bhavsar	23
239	RUHI RAVINDRA DESHPANDE	Ruhi	29
240	SHUBHAM RAMESHWAR BHATLAVANDE	Shubham	09 F
241	PRIYAM SUDHIR JAIN	Priyam	12
242			
243	SUMIT KUMAR KALIDAS MAHADIK	Sumit	21
244	ABUL HASAN WAHEED KHAN	Abul	13
245	MANSI AMAR PATIL	Mansi	17
246	SHUBHAM RAVIKANT MANDE	Shubham	12
247	YASHKUMAR SANDEEP PATEL		
248	SONAL VILAS KOKANE	Sonal	14
249	AASHI MAHESHWARI	Aashi	19
250	BONGIRWAR TEJAS RAJESH	Bongirwar	21
251	CHINTWAR PRANAV KISHOR	Chintwar	13
252	ESLAVATH NIKHILKUMAR NAIK	Eslovath	04 F
253	MITHAIWALA HUSSAIN SIRAJALI	Mithaiwala	17
254	MITHAIWALA MURTAZA QAIDJOHER	Mithaiwala	14
255	PHILIP MELVIN SAM	Philip	13
256	RAGIB ALI ASGHER SHABBIR	Ragib	15
257	GODALWAR NIKHIL CHANNA REDDY	Nikhil	16
258	GOPAL SHRMA		
259	ROHAN	Rohan	13
260	PARSE CHETAN RAMESH	C. R. Parse	06 F
261	NABIL ABDULRASHID KADIRI	Nabil	08 F
262			
263			
264			

Total no. of Pass students = 40

Total fail student = 11

Total no. of student absent = 10

percentage result = %

Sign of the Supervisor

Sign of the Subject Teacher

5. Conduction of unit test 2 as per academic calendar (example of FE dept)

i) Notice for unit test 2



Sinhgad Technical Education Society's
SINHGAD ACADEMY OF ENGINEERING, KONDHWA (BK), PUNE.
(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)
S. No. 40/4 A, Near Octroi Post, Kondhwa –Saswad Road, PUNE – 411048.

NOTICE

First Year Engineering only (F. E.)

Date: 19/10/2016

The FE students (1st shift) are hereby informed that the Unit test II will be held from 03/11/16 TO 08/11/16 from 7.45 a.m. to 8.45 a.m .
The Unit test I will be of 30 marks Subjective (Only theory based, NO MCQ's) of 01 hour duration.

TIME TABLE FOR UNIT TEST-II (SEM-I -2016-17)


Date/day	Time	Division A,B,C,D	Division E,F,G,H,I,J
		Subject ↓	Subject ↓
03/11/2016 Thursday	7.45 a.m.To 8.45a.m.	Engg. Chemistry	Engg Physics
04/11/2016 Friday	7.45 a.m.To 8.45a.m.	Basic Electronics Engg	Basic Electrical Engg.
07/11/2016 Monday	7.45 a.m.To 8.45a.m.	Basic Civil Engg.	Engg Maths - I
08/11/2016 Tuesday	7.45 a.m.To 8.45a.m.	Engg Maths - I	Basic Civil Engg.

Note: 1) Attendance is compulsory for every subject of Internal Unit Test-II. If a student remains absent for the Internal Unit Test-II, he/she will have to pay a fine of Rs.300 per subject.

2) Passing percentage is 40%.

3) Passing is compulsory. Marks will be counted for term work.

4) During this period (i.e. today onward) absentee will not be entertained in any case.


Ms. A.M. Kulkarni
Exam. Co-ordinator


Dr. Daljeet Kaur
FE Co-ordinator



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☎ : (020) 26934441, 26934550, Website : www.sae.sinhgad.edu

ii) Conduction of unit test 2 as per academic calendar (example of FE dept)

Sinhgad Academy of Engineering, Kondhwa, Pune
Unit Test - II Examination (Sem - I, 2016-17) Room No. 305
Name of Supervisor Dr. S. P. Patil Date 03/11/2016
Subject Engg. Chemistry Block No. 1
ATTENDANCE & MARK SHEET FOR FE UNIT TEST-II EXAM

ROLL NO.	NAME OF THE STUDENT	SIGNATURE OF STUDENT	MARK OBTAINED
101.	MOHAMMAD LAISAL RAHMA DESHMUKH	<i>[Signature]</i>	12
102.	APARNA SHRIVASTAVA	<i>[Signature]</i>	11
103.	VAISHNAVI MOHAN GAIKWAD	<i>[Signature]</i>	01
104.	ABHINAV SHASHIKANT DESHPANDE	<i>[Signature]</i>	05
105.	YOGESH SANJAY SINGH	<i>[Signature]</i>	15
106.	KHADJA ASGAR HASTA	<i>[Signature]</i>	02
107.	GANESH SHIVAJI MIASEE	<i>[Signature]</i>	05
108.	PRAKASH SHASHIKANT DESHPANDE	<i>[Signature]</i>	06
109.	ADITI PRAKASH TALGULEKAR	<i>[Signature]</i>	01
110.	MOHAMMED ZOHUB AJIBAL	<i>[Signature]</i>	12
111.	REVAJI UTTAMRAO NAIK	<i>[Signature]</i>	10
112.	NIKITA PRAVIN MOKASHI	<i>[Signature]</i>	06
113.	PRAJAKTA PRAKASH RATHOD	<i>[Signature]</i>	15
114.	AKANKSHA SUSHIL KUMAR GUJAR	<i>[Signature]</i>	07
115.	ABHILASHA ASHOK KADLAG	<i>[Signature]</i>	07
116.	CHAITRALI M. WAGHMARE	<i>[Signature]</i>	08
117.	ISHAQ MUSTAFA POLISHIWALA	<i>[Signature]</i>	04
118.	SRUSHITI NAMDEV SHINDE	<i>[Signature]</i>	08
119.	SANDIP ANANDA WARGHADE	<i>[Signature]</i>	01
120.	MITESH SHAILENDRA PARMAR	<i>[Signature]</i>	14
121.	APEKSHA BALASAHEB LAAD	<i>[Signature]</i>	03
122.	SHRUTI RAVINDRA PATIL	<i>[Signature]</i>	10
123.	ASHUTOSH BAPU GARUDKAR	<i>[Signature]</i>	03
124.	ROHAN RAMESH BOLLA	<i>[Signature]</i>	03
125.	SAYALI RAJENDRA BORKAR	<i>[Signature]</i>	19
126.	FATEMA ADIL GHADIALI	<i>[Signature]</i>	05
127.	AKSHAY RAJKUMAR PATIL	<i>[Signature]</i>	02
128.	ABHJEET GANESH SHINDE	<i>[Signature]</i>	11
129.	NIDHI GHANSHYAM AGRAWAL	<i>[Signature]</i>	04
130.	KRUPALI KAILAS MAHALE	<i>[Signature]</i>	04
131.	SAGAR BHUJANGRAO CHANDNE	<i>[Signature]</i>	28
132.	MAYUR ASHOK DARRKUNDE	<i>[Signature]</i>	16

Sign of the Supervisor

Sign of the Subject Teacher

6. Conduction of prelim exam as per academic calendar (example of FE dept)

i) Notice to students about prelim exam



Sinhgad Technical Education Society's
SINHGAD ACADEMY OF ENGINEERING, KONDHWA (BK), PUNE.
(Affiliated to University of Pune and Approved by, AICTE, New Delhi.)
S. No. 40/4 A. Near Octroi Post, Kondhwa –Saswad Road, PUNE – 411048.

NOTICE

First Year Engineering only (F. E.)

Date: 07/11/2016

The FE students (1st shift) are hereby informed that the Prelim Exam will be held from 22/11/16 TO 25/11/16 from 8.00 a.m. to 10.00 a.m. & 11.15 a.m. to 1.15 p.m

The Prelim Exam will be of 50 marks Subjective (THEORY BASED on all 6 units, NO MCQ's) of 02 hour duration.

TIME TABLE FOR PRELIM EXAM (SEM-I -2016-17)

Date/day	Time	Division A,B,C,D,E	Division F,G,H,I,J
		Subject ↓	Subject ↓
22/11/2016 Tuesday	8.00 a.m.To10.00a.m.	Engg Maths - I	Basic Civil Engg.
22/11/2016 Tuesday	11.15 a.m.To 1.15p.m.	Basic Civil Engg.	Engg Maths - I
Date/day	Time	Div-A,B,C,D	Div-E,F,G,H,I,J
		Subject ↓	Subject ↓
24/11/2016 Thursday	8.00 a.m.To10.00a.m.	Basic Electronics Engg	Basic Electrical Engg.
24/11/2016 Thursday	11.15 a.m.To 1.15p.m.	Engg. Chemistry	Engg Physics
25/11/2016 Friday	8.00 a.m.To10.00a.m.	Engg. Graphics – I (All Division)	

Note: Note: 1) Attendance is compulsory for every subject of Internal Prelim Exam.
2) Passing in the prelim exam is compulsory.
3) Prelim Exam marks will be considered for Term work

Ms. A.M. Kulkarni
Ms. A.M. Kulkarni
Exam. Co-ordinator

Dr. Daljeet Kaur
Dr. Daljeet Kaur
FE Co-ordinator



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☎ : (020) 26934441, 26934550, Website : www.sae.sinhgad.edu

ii) Assessment of prelim exam

Sinhgad Academy of Engineering, Kondhwa, Pune
Prelim Examination (Sem. I, 2016-17) Room No. 304
Name of Supervisor: A. C. Patil Date: 14/11/2016
Subject: BEE Block No. 02

ATTENDANCE & MARK SHEET FOR FE PRELIM EXAM

ROLL NO.	NAME OF THE STUDENT	SIGNATURE OF STUDENT	MARK OBTAINED
32	ROHIT SUDHIR R. DELE	Rohit Dele	42
R01	GABRIEL HANDESHWAR SHINDE	Gabriel Shinde	30
R02	HAYAN PRAMODRAO DE SHIMUKH	Hayan Deshmukh	06
R03	KETAN DILIP CHAVAN	Ketan Chavan	04
R04	ROHAN ASHOK SHINDE	Rohan Shinde	04
R05	SACHIN SHASHI LONDE	Sachin Londe	06
R06	ROHIT BALASAHEB DESHMUKH	Rohit Deshmukh	16
R07	KRISHNA BABASAHEB SHINDE	Krishna Shinde	12
R08	KRISHNA RAMESH TAMHANE	Krishna Tamhane	22
R09	PRASHANT GAJANAN WAGH	Prashant Wagh	18
R10	ANKIT SURI SHINDE	Ankit Shinde	24
R11	SHUBHAM CHANNAYYA SWAMI	Shubham Swami	04
R12	SATYAM RAMESH PATIL	Satya Patil	17
R13	TANMAY SOPAN SHIRSAT	Tanmay Shirsat	13
R14	MOHAMMED OWAS RAMZAN SHAIKH	Muhammad Owais Ramzan Shaikh	10
R15	KAUSHIK KESHAV PRASAD	Kaushik Prasad	12
R16	AKSHAY KANTILAL MANE	Akshay Mane	30
R17	MANGESH SATISH KENDRE	Mangesh Kendre	00
R18	ISHWAR SHRIKANT KOTALWAR	Iskhar Kotalwar	15
R19	VISHAL GOKULDAS BAMBOLE	Vishal Bambole	07
R20	PRASAD VIJAY SONAWANE	Prasad Sonawane	20
R21	BIJUSHAN POPAT THORAT	Bijushan Thorat	02
R22	SANKET VISHWAS DHOMASE	Sanket Dhomase	20
R23	NIKHIL PRALHAD NAGRE	Nikhil Nagre	23
R24	ASHWIN RUBESH KRISHNAN	Ashwin Krishnan	08
R25	SHUBHAM SAMBHAJI KADAM	Shubham Kadam	20
R26	SARVESH NITIN BHAGWAT	S.N. Bhagwat	16
R27	KIRTI RAMDAS TAWHARE	K.R. Tawhare	01
R28	NIKHIL PRASHANT BAIKAGI	Nikhil Baikagi	15
R29	ADITYA VIJAY KANADE	Aditya Kanade	12
R30	SHRIHARI CHANDRAKANT BASARKODE	Shrihari Basarkode	28
R31	GAURAV DHANRAJ PATIL	Gaurav Patil	15

Sign of the Supervisor: [Signature]
Sign of the Subject Teacher: [Signature]

7. co curricular & Extracurricular activities (techtonic, Neon & Sinhgad karandak)

i) Circular to all engineering colleges under STES



PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

S. No. 44/1, Vadgaon (Budruk), Off Sinhgad Road, Pune - 411 041.

Tel. / Fax : (020) 2435 4721 Email : stes@sinhgad.edu Website : www.sinhgad.edu

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/2019-20/3486

Date: 12 Dec. 2019

To,
All Principal/Directors,
STES.

The Sinhgad Karandak 2020 schedule is revised in view of the revised SPPU academic calendar for FE and MBA programmes. The details are as follows:

1. Intercampus and Inter Collegiate final round of Sinhgad Karandak NEON 2020 will be held at Vadgaon Campus from 5th February 2020 to 8th February 2020, details regarding the same are attached herewith.
2. Preliminary round of all the NEON 2020 events will be held from 20th January 2020 to 22nd January 2020 at various campuses, details regarding the same are attached herewith.
3. Sinhgad Karandak Techtonic 2020 will be held from 6th February 2020 to 8th February 2020, Sinhgad Karandak Spectrum 2020 will be held from 7th February 2020 to 8th February 2020.
4. Sinhgad Sports Karandak 2020 will be held during 7th January 2020 to 31st January 2020.



Dr. (MRS.) SUNANDA M. NAVALE
FOUNDER SECRETARY, STES &
SECRETARY, SINHGAD CULTURAL CENTRE,
STES, PUNE

ii) Inclusion of co curricular & Extracurricular activities (techtonic, Neon & Sinhgad karandak) in Institute academic calendar

SINHGAD ACADEMY OF ENGINEERING KONDHWA (BK),PUNE.

Ref. No.: SAE/Academic/2019-20/ Sem-II/1287 (A)

Date: 23rd December 2019

ACADEMIC CALENDAR SEM-II [2019-20]

[SE/TE/BE]

[w.e.f. 16th Dec. 2019]

Duration of Semester: **16/12/2019 to 30/05/2020**

Total Weeks: 24

Total weeks for Teaching: 14

Total No. of Instructional days: 89

WEEK NO.	DATES	PROGRAMME
I	Mon., 16 th Dec. 2019	Commencement of Teaching – Learning Process
	Mon., 16 th Dec. 2019 to Fri., 20 th Dec. 2019	Registration for Value Added Program (VAP)
V	Mon., 13 th Jan. 2020 to Fri., 17 th Jan. 2020	SE: Mock Online Examination –I / Unit Test-I [Based on Unit-I & Unit II] (Max. Marks-30) & Teaching
	Wed., 15 th Jan. 2020 to Fri., 17 th Jan. 2020	BE Project Review-I
VI	Mon., 20 th Jan. 2020 to Fri., 24 th Jan. 2020	SE: S.P.P. U. Phase-I Online Examination (Max. Marks 25) [Based on Unit-I & Unit II] (Tentative dates); TE Seminar Review-I
VIII	Wed., 5 th Feb. 2020 to Sat., 8 th Feb. 2020	Cultural/ Sports / Technical Activities [Techtonic/ Neon / Sinhgad Karandak]
IX	Mon., 10 th Feb. 2020 to Fri., 14 th Feb. 2020	SE, TE & BE: Mid Semester Submission*
	Wed., 12 th Feb. 2020 to Fri., 14 th Feb. 2020	BE Project Review-II
	Sat., 15 th Feb. 2020	Parents, Alumni Meet
X	Mon., 17 th Feb. 2020 to Thur., 20 th Feb. 2020	TE Seminar Review-II
XI	Mon., 24 th Feb. 2020 to Fri., 28 th Feb. 2020	SE: Mock Online Examination-II / Unit Test-II (Max. Marks 30) & Teaching [Based on Unit-III & Unit IV]
	Wed., 26 th Feb. 2020 to Fri., 28 th Feb. 2020	TE & BE: Unit Test-I Examination (Max. Marks 30) [Based on Unit-I, II & III]
XII	Mon., 2 nd March 2020 to Sat., 7 th March 2020	TE/BE: S.P.P. U. In Sem Examination [Based on Unit I, II & III] (Max. Marks 30) [Tentative]
		SE: S.P.P. U. Phase-II Online Examination (Max. Marks 25) [Based on III & IV Units] [Tentative]
XV	Wed., 25 th March 2020	Display of In Sem / Online Exam Result.(SE/TE/BE)
	Mon., 23 rd Mar. 2020 to Fri., 27 th Mar. 2020	Remedial Lectures/ Repeat / Practice Practical Turns; TE Seminar Review-III
XVI	Tue., 31 st March 2020	End of Teaching (Theory & Practical)
	Thur., 2 nd April 2020	Display of Attendance / Provisional Detention List Students. [Communicate with Parents]
XVI-XVII	Wed., 1 st April 2020 to Tue., 7 th April 2020	SE, TE & BE: Prelim Theory Examination [Based on Unit IV, V, VI] (For SE, TE & BE: Max. Marks 50)
	Tue., 7 th April 2020	BE Project Review-III / BE Project Competition (All Dept)
XVII	Wed., 8 th April 2020	Display of Prelim Theory Exam Result.(SE/TE/BE)
	Wed., 8 th April 2020 to Fri., 10 th April 2020	Mock Practical & Final submission of all practical subjects to respective teacher.
	Sat., 11 th April 2020	Conclusion of Semester
		Issue Term Grant Certificate to students after successfully completion of all subject T/W file duly signed by respective practical Subject teacher & Mock Oral / Practical Exam.(if possible, Only OR/PR subjects)
XVIII- XX	Mon., 13 th April 2020 to Mon., 27 th April 2020	Compilation & Display of T/W Marks
		University (Oral / Practical) Examination
IX	Mon., 20 th April 2020	Submit T/W marks through web portal of SPPU.
XXI-XXIV	Tue., 5 th May 2020 to Sat., 30 th May 2020	Dates for University Exam. (Theory)
15 th June 2020		Commencement of First Term for Academic Year 2020-21.

- *50% Submission should be completed & duly certified by the Faculty & HOD
- Internal Examination [Unit Test/Online Exam]/S.P.P. U. Examination schedule will be displayed separately.
- Schedule for Cultural/Sports Events will be displayed separately.
- Holiday's as per circular from SPPU / STES will be displayed separately.
- Attendance will be displayed on the 2nd day of every month.

- Identification of Non-Performing students & remedial action will be displayed separately.
- Academic Monitoring of all departments will be checked by Principal & Vice Principal along with HOD's.
- Internal Assessment guidelines will be displayed separately. For STP, T & P activities students should refer departmental notice boards

Copy To: 1. Executive Director, STES (for Information)
2. All H.O.D. (For circulation to all staff)

PRINCIPAL

iii) One sample of event conduction



Detailed Event Information

Name of College: Sinhgad Academy Of Engineering

Name of Campus : Kondhwa

Name of Department: Information Technology

Name of the Event	<i>Blind Coding</i>
Type of the Event	<i>Theme Event</i>
Dates of the Event	<i>7/02/2020 - 8/02/2020</i>
Numbers of Registrations	<i>40</i>
Registration Fees	<i>In Rs. 50</i>
Prizes	<i>1st Prize –Rs. 1200 2nd Prize – Rs 800.</i>
Description of Event	<p>Round 1: <i>A code with syntax error will be given on paper. Participants have to correct errors and supposed code with their monitors off with in 10 minutes.</i></p> <p>Round 2: <i>Short listed students from round1 will execute problem statement with their monitors off with in 20 minutes.</i></p>
Faculty Coordinator for the Event	<i>Mrs. Pawar Poonam</i>
Student Coordinator for the Event	<i>Mr. Shaikh Mizan</i>

Blind Coding



Image Description: Inauguration by Vice Principal of SKNCOE and Principal of SAE kondhwa.



Image Description: Student coordinator explaining about competition and rules.



Image Description: Winner for blind voting theme event.



Image Description: Runner Up blind coding theme event.

*. Minutes of meetings of the Principal with the HOD

Ref. No. : SAE/2019-20/ Admin. /

Date: 26/08/2019

MINUTES OF HOD MEETING: 26/08/2019

1. Weekly HOD's meeting was held at the Principal's office on 26/08/2019 at 11.15.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Prof. S. S. Yevale (HOD Mechanical)
2	Prof. A. N. Adapanwar (HOD IT)
3	Prof. B. B. Gite (HOD Computer)
4	Dr. Daljit Kaur (HOD FE)
5	Prof. R. B. Bajare (HOD Civil)
6	Prof. R.U. Yawale (E&TC Department)
7	Col. D. D. Daarke (Registrar)
8	Mrs. Sneha Deole (Librarian)

2. Points discussed are.

Sr. No.	Details	Action	Information
a	<p>Direct Second Year: Principal asked all HODs to prepare action plan to complete syllabus in time for all admitted DSE students. He further advised to plan additional/extra classes so that these students get quality lessons from our staff. He therefore asked all HODs to put up their plan by 28th August 2019. It was further decided to organize address by Principal and HODs to all admitted DSE students on 04th September 2019.</p> <p>Principal further directed that the college will be working on 21st September and 28th September (both Saturday) to cover the holidays declared by collector on 05th and 06th June 2019, so that the syllabus of all classes is covered suitably.</p>	All HODs	All faculty Members

c	<u>Attendance</u> : Principal instructed all to be strict on students attendance . Regular feed back to his office and parents must be ensured.	All HODs	All faculty Members
d	<u>Fee collection</u> : Principal asked all to ensure balance fee collection by 31 st August as per letter issued earlier.	All HODs	Account Section

3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

All HOD's

Ref. No. : SAE/2019-20/ Admin. /

Date: 23/09/2019

MINUTES OF HOD MEETING: 23/09/2019

1. Weekly HOD's meeting was held at the Principal's office on 23/09/2019 at 11.15.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. K. M. Gaikwad (Vice Principal)
2	Prof. S. S. Yeale (HOD Mechanical)
3	Prof. A. N. Adapanwar (HOD IT)
4	Prof. B. B. Gite (HOD Computer)
5	Dr. N. P. Dharmadhikari (HOD FE)
6	Prof. R. B. Bajare (HOD Civil)
7	Prof. A. B. Ingole (E&TC Department)
8	Col. D. D. Daarke (Registrar)

2. Points discussed are.

Sr. No.	Details	Action	Information
a	<u>Budget</u> : Principal asked all HODs to compile and submit the budget requirements for LMC immediately. Work load, time table to be submitted to Registrar by 24 th September 2019.	All HODs	All faculty Members
b	<u>Attendance</u> : Poor attendance of particular class must be taken seriously concerned TG should be instructed to take appropriate measures outlined earlier. If no improvement is seen it will be brought to the notice of principal.	All HODs	All faculty Members
c	<u>Fee Collection</u> : Registrar informed that e-mail on the subject has been sent to all HODs. As on date outstanding fees from students is about 170, 00000/- (1 Cr 17 lakhs). Principal asked all HODs to get the students to Registrar for further action.	All HODs, Account Section	All
d	<u>Syllabus</u> : All HODs confirmed that complete syllabus will be covered as per schedule by due date i.e. 04 th October or 11 th October (For DSE) 2019.	All HODs	All faculty Members

3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

All HOD's

Ref. No. : SAE/2018-19/ Admin. /

Date: 20/08/2018

MINUTES OF HOD MEETING: 20/08/2018

1. Weekly HOD's meeting was held at the Principal's office on 20/08/2018 at 11.00.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. M. M. Sardeshmukh (HOD E&TC)
2	Prof. A. N. Adapanawar (HOD IT)
3	Prof. B. B. Gite (HOD Computer)
4	Prof. R. B. Bajare (HOD Civil)
5	Prof. S. R. Patil (Mech. Deptt.)
6	Mrs. V. A. Liman (FE Deptt.)
7	Col. D. D. Daarke (Registrar)
8	Mrs. Sneha Deole (Librarian)

2. Points discussed are.

Sr. No.	Details	Action	Information
a	<u>Weekly HOD Meeting</u> : Principal directed that the meeting will be held on every Monday at 11.15am. All should be present in time.	All HODs	All faculty Members
b	<u>Defaulters List</u> : Reviewed by Principal, following instructions passed. i) List of students with less than 75% attendance to be displayed on Notice Board every Monday. ii) List will be discussed with Principal every Friday between 3.00pm to 4.00pm iii) Letters to the parents of absent students.	All HODs.,	All faculty Members
c	<u>Class wise Meetings</u> : Principal directed all to conduct class wise meetings on every Monday to monitor students attendance, defaulters and syllabus coverage. Minutes will be put up on Tuesday.	All HODS,	All faculty Members
d	<u>Feedback From students</u> : Principal desires that online feedback on faculties given by students to be seen critically and short comings should be communicated to respective faculties. Same will be intimated to Principal.	All HODs,	All faculty Members

e	<u>Teachers course file Report</u> : Principal directed to put up this report by 27 th August 2018 positively.	All HODs,	All faculty Members
f	<u>In Sem Assessment</u> : Principal asked all HODs to ensure that their faculty members carry out assessment as per plan. It will be also ensured that marks entries online is done carefully so that there are no mistakes and no loss to students.	All HODs, All faculty Members	
g	<u>Teacher Guardian Report</u> : It was brought out by Principal that TG Report on their efforts to improve students attendance and minimizing defaulters, so also students overall improvement must be recorded. Same will be put up to Principal every week.	All HODs, All faculty Members	
h	<u>DSE Classes</u> : Principal directed all to ensure that separate division of DSE Students be formed and students should be taken care of so that complete syllabus is properly covered.	All HODs,	All faculty Members
i	<u>Identity Cards</u> : Principal asked all HODs to enforce possessing of 'I' card students strictly. He also directed that in the absence of 'I' card students should not be allowed to attend the classes.	All HODs, All faculty Members	
j	<u>Temporary 'I' Card</u> : Registrar brought out that students approach the office for temporary 'I' card at the time of exam and try to pressurizes the office staff. If there is regular 'I' card check carried out at classes level such cases will minimize.	All HODs,	All faculty Members
l	<u>Fee Status</u> : Registrar informed all that list of outstanding fees by students will be sent by email today .	All HODs, A/C Sect.	
m	<u>Parking</u> : Registrar brought out that the faculty members should be instructed not to park their 4 wheelers in the space allotted to HODs, Further he requested that all boys students should be informed to park their 2 wheelers behind college building and not in the parking area for girl students and staff i.e. near hostel building.	All HODs,	All faculty Members

4. There being no further points the meeting was closed at 11.45am.

5. Please see e-mail for the copy.

Copy to

All HOD's

Ref. No. : SAE/2018-19/ Admin. /

Date: 02/07/2018

MINUTES OF HOD MEETING: 02/07/2018

1. Weekly HOD's meeting was held at the Principal's office on 02/07/2018 at 11.15.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Prof. S.C. Shilwant (HOD Mech.)
2	Dr. P. N. Shinde (HOD E&TC Engg.)
3	Prof. R. B. Bajare (HOD Civil)
4	Prof. A. N. Adapanawar (HOD IT)
5	Prof. B. B. Gite (HOD Computer)
6	Col. D. D. Daarke (Registrar)
7	Mrs. Sneha Deole (Librarian)

2. On the outset : Principal extended welcome to all in the first meeting of new academic year. He also welcomed Dr. P. N. Shinde as newly appointed HOD of E&TC Dept. and expressed the hope that he will be able to give guidance to his staff. Principal then welcomed our new Librarian Mrs. Sneha Deole on promotion to our college and expressed the hope that she will be able to maintain proper discipline in the Library, reading hall. She should also ensure that maximum students and staff take benefit of the Library.

3. Other Points discussed are.

Sr. No.	Details	Action	Information
a	<u>Attendance</u> : Principal after going through today's attendance of all departments expressed satisfaction. However he instructed all to further improve the attendance. He desires that all HODs should personally ensure that attendance report is prepared in the morning periods.	All HODs	All faculty Members
b	<u>Faculty Requirement</u> : Principal asked HODs having deficiency to identify the faculties and finish the formalities so that the appointment orders can be taken out.	All HODs.,	All faculty Members

c	<u>Roll call list</u> : Discussion was held to ensure correctness updating and monitoring of the list at department level. It emerged that the list initially forwarded by Admin Office (Student section) will be updated on receipt of YD list, provisional admission & readmission. It was also decided that Mobile No. of student & parents will be mentioned in the e-mail sent to the department.	All HODS, Admin office (Student Section)	All faculty Members
d	<u>Online & Insem exam schedule</u> : Principal read out the schedule and requested all HODs to see that all students are informed to do their studies accordingly.	All HODs	All faculty Members
e	<u>Academic Calendar</u> : Principal informed all that he will soon circulate the academic calendar. We have to ensure that complete syllabus is properly covered	All HODs	All faculty Members

4. There being no further points the meeting was closed at 12.30pm.

5. Please see e-mail for the copy.

Copy to

a. All HOD's

Ref. No. : SAE/2018-19/ Admin. /

Date: 01/11/2018

MINUTES OF HOD MEETING: 01/11/2018

1. Weekly HOD's meeting was held at the Principal's office on 01/11/2018 at 11.30.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. K. M. Gaikwad – Vice Principal
2	Dr. M. M. Sardeshmukh (HOD E&TC)
3	Prof. B. B. Gite (HOD Computer)
4	Prof. R. B. Bajare (HOD Civil)
5	Dr. N. P. Dharmadhikari (HOD FE-II Shift)
6	Prof. S. R. Patil (HOD Mech.)
7	Prof. Devata Anekar (IT Deptt.)
8	Col. D. D. Daarke (Registrar)
9	Mrs. Sneha Deole (Librarian)

2. Points discussed are.

Sr. No.	Details	Action	Information
a	<u>Vice Principal:</u> Dr.K.M.Gaikwad has been appointed as Vice Principal by president STES. We all extend our good wishes to him and congratulations. He will take care of academic activities. All are requested to co-operate and assist him in improving academics.	All HODs	All faculty Members
b	<u>In – Semester :</u> All should take care that result of no students get affected due to any mistakes on parts of staff. Everyone must be careful.	All HODs	All faculty Members
c	<u>Load Distribution:</u> All to submit it to Vice Principal by today. Senior faculty should be allotted to FE & SE. They must prepare course file. It should be submitted by 10/12/2018. The file must be checked scrupulously by HODs & Vice Principal.	All HODs	All faculty Members

d	<u>Lab Preparation</u> : Must be taken care of before the commencement of Sem-II.	All HODs	All staff Members
e	<u>Elective Subject</u> : This is to be strictly finalized in the beginning of next semester. In no case the finalization should be extended beyond 1 st January 2019. Exam forms filled by the students will be checked at department level for correctness & Elective subjects as per list prepared at department level. TG to check & counter sign the exam forms before submitting to exam section.	All HODs	All faculty Members
f	<u>Supervision Exam</u> : All staff members to follow University instructions sincerely. Any defaulters will be served MEMO & administrative action may be initiated. Request for adjustment will not be accepted within 24 hours of one's duty.	All HODs	All faculty Members
g	<u>Vacation</u> : Submit the schedule if not already done.	All HODs	All faculty Members
h	<u>'I' Card</u> : All staff members must have their 'I' card & should be wearing it during college hours. No student or staff members will be allowed to enter the campus by security staff. With effect from 12/11/2018.	All HODs	All Staff Members

4. There being no further points the meeting was closed at 12.30pm.

5. Please see e-mail for the copy.

Copy to

All HOD's

Ref. No. : SAE/2016-17/ Admin. /

Date: 31/05/2017

MINUTES OF HOD MEETING: 31/05/2017

1. Weekly HOD's meeting was held at the Principal's office on 31/05/2017 at 10.00 am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. S. S. Kore (HOD Mech. Engg.)
2	Dr. M. M. Sardeshmukh (HOD E&TC)
3	Dr. R. R. Sorate (HOD Civil)
4	Prof. A. N. Adapanawar
5	Prof. B. B. Gite (HOD Computer)
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)
7	Dr. S. P. Saptale (FE Co-ordinator II Shift)
8	Col. D. D. Daarke (Registrar)
9	Mrs. A. A. Karanjkar (Librarian)

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	<p><u>Review of Previous HOD Meeting points (17/04/2017)</u></p> <p>Principal asked all HODs to give progress and feedback on these points as under</p> <ul style="list-style-type: none"> i. CAP Attendance by today (31/05/2017) ii. Course files, Utilization of vacation period, use of studio by 01/06/2017. iii. AQAR – To be submitted by June end by the co-ordinator Dr. C. G. Patil. 	All HODs Dr C G Patil	All faculty Members
b	<p><u>Faculty Orientation Programme</u> : Principal read out the STES instruction on this subject. He further asked all the HODs to ensure attendance by the faculty members at their respective place of the programme. He asked Mechanical HOD to ensure smooth conduct of programme of Mechanical faculties at our college.</p>	All HODs	All faculty Members

c	<u>Second Shift</u> : Principal informed all that Second shift timing will be from 01.00pm to 8.00pm. Accordingly the timing to be worked out and time table prepared.	All HODs	All faculty Members
d	<u>Adhoc Approval</u> : Principal asked Registrar to expedite the approval of faculties who do not have Savitribai Phule Pune University.	All HODs Admin Office	All faculty Members

3. There being no further points the meeting was closed at 11.30pm.

4. Please see e-mail for the copy.

Copy to

- a. All HOD's

Ref. No. : SAE/2016-17/ Admin. /

Date: 19/06/2017

MINUTES OF HOD MEETING: 12/06/2017

1. Weekly HOD's meeting was held at the Principal's office on 12/06/2017 at 11.00 am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff	Signature
1	Dr. S. S. Kore (HOD Mech. Engg.)	
2	Dr. M. M. Sardeshmukh (HOD E&TC)	
3	Dr. R. R. Sorate (HOD Civil)	
4	Prof. A. N. Adapanawar	
5	Prof. B. B. Gite (HOD Computer)	
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)	
7	Dr. S. P. Saptale (FE Co-ordinator II Shift)	
8	Col. D. D. Daarke (Registrar)	
9	Mrs. A. A. Karanjkar (Librarian)	

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	<u>Review of Previous HOD Meeting points (31/05/2017)</u> i. Second Shift timing be amended to 1.00pm to 8.30pm ii. Adhoc approval process to be expedited	All HODs	All faculty Members
b	<u>Academic Calendar</u> : Dr. Sardeshmukh to prepare Academic Calendar for our college Online & midsem exam dates as and when received to be noted and action be taken by all.	All HODs., CEO, System Administra tor	All faculty Members
c	<u>Faculty Orientation Programme</u> : All HODs to get feedback from the faculties. It will be discussed with Principal for further improvement.	All HODs	All faculty Members
d	<u>Course File</u> : Principal expressed his displeasures as some of the faculties have yet not completed/shown their course files. This is serious and it shows how that particular faculty member is casual in his approach in teaching. Due actions must be initiated by	All HODs Admin Office	All faculty Members

	HODs to get this task completed.		
e	<u>Time Table</u> : Final Time Table must be completed today and shown to the Principal.	All HODs	All faculty Members
f	<u>In/Out Timings</u> : All departments must submit the timings by today to office through the Principal.	All HODs	All faculty Members
g	<u>Video Lectures</u> : HODs must see these lectures and advise faculties accordingly.	All HODs	All faculty Members
h	<u>Leave</u> : All must see that their leave is updated on GEMS software. Also giving priority to Academics all types of leave should be controlled.	All HODs	All faculty Members
i	<u>AQAR</u> : It will be checked by Dr. Sardeshmukh along with Dr. C. G. Patil & Prepared for submission to NAAC at the earliest.	All HODs	All faculty Members
j	<u>Students Attendance</u> : Principal directed all HODs to work out an attendance system to improve students attendance.	All HODs	All faculty Members
k	<u>Fee collection</u> : All HODs to monitor and direct students to pay fees as per our earlier directions. This drive must be taken seriously.	All HODs	All faculty Members
l	<u>Students List</u> : Registrar informed that list of students of respective classes/branches will be sent to the HODs by today.	All HODs	All faculty Members

3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

- a. All HOD's

Ref. No. : SAE/2016-17/ Admin. /

Date: 10/04/2017

MINUTES OF HOD MEETING: 10/04/2017

1. Weekly HOD's meeting was held at the Principal's office on 10/04/2017 at 11.00 am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. S. S. Kore (HOD Mechanical)
2	Dr. M. M. Sardeshmukh (HOD E&TC)
3	Prof. A. N. Adapanwar (HOD IT)
4	Prof. R. R. Sorate (HOD Civil)
5	Prof. B. B. Gite (HOD Computer)
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)
7	Dr. S. P. Saptale (FE Co-ordinator II Shift)
8	Col. D. D. Daarke (Registrar)
9	Mrs. A. A. Karanjkar (Librarian)

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	<p><u>Review of Minutes:</u></p> <p><u>i) Alumni Meet:</u> Principal congratulated all HODs and team Alumni for successful conduct of the meet. He further expressed happiness on overwhelming response of Alumni.</p> <p><u>ii) Staff Requirement:</u> The shortfall in the staff by Mechanical, Civil and Computer department need to be addressed on urgent basis. AICTE requirements must be fulfilled without further delay.</p> <p><u>iii) Adjunct Faculty:</u> HODs are further asked by Principal to get the names earliest to cater for AICTE requirement.</p> <p><u>iv) Academic Calendar:</u> Principal asked all to complete the task by 11/04/2017 as this information is to be submitted to Hon'ble Secretary STES by 13/04/2017. He further emphasized that</p>	All HODs	All faculty Members

	separate staff to be marked for second shift since the availability of staff is quite satisfactory. He wanted that sufficiently senior faculty be appointed as a Second Shift co-ordinator to exercise affective control		
b	<u>Vacation:</u> Principal informed all that as per directions received from Vice President. Admin, Vacation period will be 21 st April to 30 th May 2017. This may be communicated to all staff members.	All HODs	All faculty Members
c	<u>MOU with Foreign University</u> : Principal desired that minimum 5 to 6 students (Computer, IT, and E&TC 2 each) must be motivated for Internship with Alborg & Copenhagen Universities.	All HODs	All faculty Members
d	<u>IQAC:</u> Principal asked all HODs to work on the points discussed and complete AQR as given out by IQAC co-ordinator.	All HODs	All faculty Members

3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

- a. All HOD's

Ref. No. : SAE/2016-17/ Admin. /

Date: 10/04/2017

MINUTES OF HOD MEETING: 10/04/2017

1. Weekly HOD's meeting was held at the Principal's office on 10/04/2017 at 11.00 am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. S. S. Kore (HOD Mechanical)
2	Dr. M. M. Sardeshmukh (HOD E&TC)
3	Prof. A. N. Adapanwar (HOD IT)
4	Prof. R. R. Sorate (HOD Civil)
5	Prof. B. B. Gite (HOD Computer)
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)
7	Dr. S. P. Saptale (FE Co-ordinator II Shift)
8	Col. D. D. Daarke (Registrar)
9	Mrs. A. A. Karanjkar (Librarian)

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	<p><u>Review of Minutes:</u></p> <p><u>i) Alumni Meet:</u> Principal congratulated all HODs and team Alumni for successful conduct of the meet. He further expressed happiness on overwhelming response of Alumni.</p> <p><u>ii) Staff Requirement:</u> The shortfall in the staff by Mechanical, Civil and Computer department need to be addressed on urgent basis. AICTE requirements must be fulfilled without further delay.</p> <p><u>iii) Adjunct Faculty:</u> HODs are further asked by Principal to get the names earliest to cater for AICTE requirement.</p> <p><u>iv) Academic Calendar:</u> Principal asked all to complete the task by 11/04/2017 as this information is to be submitted to Hon'ble Secretary STES by 13/04/2017. He further emphasized that</p>	All HODs	All faculty Members

	separate staff to be marked for second shift since the availability of staff is quite satisfactory. He wanted that sufficiently senior faculty be appointed as a Second Shift co-ordinator to exercise affective control		
b	<u>Vacation:</u> Principal informed all that as per directions received from Vice President. Admin, Vacation period will be 21 st April to 30 th May 2017. This may be communicated to all staff members.	All HODs	All faculty Members
c	<u>MOU with Foreign University</u> : Principal desired that minimum 5 to 6 students (Computer, IT, and E&TC 2 each) must be motivated for Internship with Alborg & Copenhagen Universities.	All HODs	All faculty Members
d	<u>IQAC:</u> Principal asked all HODs to work on the points discussed and complete AQR as given out by IQAC co-ordinator.	All HODs	All faculty Members

3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

a. All HOD's

Ref. No. : SAE/2016-17/ Admin. /

Date: 4/7/2017

MINUTES OF HOD MEETING: 4/7/2017

1. HOD's meeting was held at the Principal's office on 4/7/2017 at 10.15 am. Following were present.

Sr. No.	Name of Staff
1	Dr. S. S. Kore (HOD Mech. Engg.)
2	Dr. C. G. Patil (E&TC)
3	Mrs. Madhura Joshi (Civil)
4	Prof. A. N. Adapanawar (HOD IT)
5	Prof. B. B. Gite (HOD Computer)
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)
7	Dr. S. P. Saptale (FE Co-ordinator II Shift)
8	Col. D. D. Daarke (Registrar)

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	Faculty and staff who are graduates/post graduates from SPPU should register themselves on SSPU website for 2017 elections. All departments should submit the printout of registrations along with fee of Rs. 20 each, to Mr. Wasekar (Mechanical dept) by 4 July 4, 2017 evening.	All HODs	All faculty Members
b	All HODs were informed to fill the dates for VAP under STP-5 in the google sheet sent by central coordinator committee, by 4 July 4, 2017 evening.	All HODs.	
c	Banners of all departments are ready . Mr. Wasekar (workshop) to instruct the workshop staff for fitting of the banners .	All HODs	
d	The details of ladies faculty and ladies students need to be sent to Police dept for mobile app "Buddycop" . Mrs. Pallavi Bangare will coordinate.	All HODs Admin Office	All faculty Members

e		All HODs	All faculty Members
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3. There being no further points the meeting was closed at 12.30pm.

4. Please see e-mail for the copy.

Copy to

a. All HOD's

Ref. No. : SAE/2017-18/ Admin. /

Date: 17/07/2017

MINUTES OF HOD MEETING: 17/07/2017

1. Weekly HOD's meeting was held at the Principal's office on 17/07/2017 at 09.30.am.

Principal Dr. K. P. Patil was in chair. Following were present.

Sr. No.	Name of Staff
1	Dr. S. S. Kore (HOD Mech. Engg.)
2	Dr. M. M. Sardeshmukh (HOD E&TC)
3	Dr. R. R. Sorate (HOD Civil)
4	Prof. A. N. Adapanawar(HOD IT)
5	Prof. B. B. Gite (HOD Computer)
6	Dr. Daljeet Kaur (FE Co-ordinator I Shift)
7	Col. D. D. Daarke (Registrar)

2. Points discussed are given below.

Sr. No.	Details	Action	Information
a	<p><u>Walk in Interview :</u></p> <p>Principal informed all that this interview is scheduled on 18/07/2017 at Vadgaon Campus at 10.00am onwards. Principal himself is co-ordinating interview at STES level along with Dr. C. B. Bangal, Principal RMD Warje. Our college is coordinating interview for Civil Engineering. Prof. Dr. R. R. Sorate, HOD Civil dept, Dr S P Saptale, F E , Prof R B Bajare, civil & Mrs. M. M. Vichare establishment clerk to be present by 9.00am at the venue.</p>	All HODs	All faculty Members
b	<p><u>Result Analysis :</u> Principal spoke about Result Analysis of TE exam. He emphasized of Result Analysis submission within 24 hours of declaration of result. Delay is not acceptable. In future all should ensure the same.</p>	All HODs.,	All staff Members
c	<p><u>Attendance Reporting :</u> Principal brought to the notice that departments are not submitting Attendance Report regularly and depend on the input given by someone else. This is not</p>	All HODs	All faculty Members

	acceptable. Every department must have its own mechanism for all such tasks and should the HOD not available, person nominated must complete the task. No excuses are acceptable. Also every effort must be made to improve attendance.		
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3. There being no further points the meeting was closed at 10.00am.

4. Please see e-mail for the copy.

Copy to

a. All HOD's

Ref. No. : SAE/2020-21/ Admin. /

Date: 31/01/2021

MINUTES OF HOD MEETING: 31/01/2021

HOD's weekly meeting was held on Monday, 31/01 /2021 at 02.00 pm; Principal Dr. K P Patil was in the chair. Following were present.

Sr. No.	Name of Staff	Signature
1.	Prof. Dinesh Gawatre (Civil Dept)	
2.	Prof. Abhay Adapanwar (HOD COMP)	
3.	Dr. D K Kaur (FE Coordinator)	
4.	Dr. Bangare (IT Dept)	
5.	Prof. Yevale S S (HOD Mech)	

1. Points discussed are.

Sr. No	Details	Action	Information
a	Daily reporting to college:- As per SPPU circular 23/2022 dt. 25/01/2022, Principal has informed all staff members to report regularly to college as mentioned in notice SAE/2020-21/1359.	All HODs	All staff Members
b	Conduction of off-line and online class:- Principal has directed all HODs to inform staff members to conduct off-line classes for students with double dose of vaccination and on-line classes with single dose of vaccination.	All HODs	All staff Members
c	NAAC report preparation:- Principal has informed all criteria heads to complete the preparation for NAAC in this week.	All HODs, College NAAC coordinators	All Dept. NAAC coordinators
e	Conduction of Alumni meet:- Principal has directed all HODs and college alumni coordinator to make preparation to conduct alumni meet on 12 th February 2022.	All HODs, College Alumni coordinators	All Dept. Alumni coordinators

3. There being no further points the meeting was concluded at 03.15pm.

4. Please see e-mail for the copy.

Copy to

All HOD's

Ref. No. : SAE/2020-21/ Admin. /

Date: 24/01/2021

MINUTES OF HOD MEETING: 24/01/2021

HOD's weekly meeting was held on Monday, 24/01/2021 at 12.30 pm; Vice Principal Dr. K M Gaikwad was in the chair. Following were present.

Sr. No.	Name of Staff	Signature
1.	Prof. Dinesh Gawatre (Civil Dept)	
2.	Prof. Abhay Adapanwar (HOD COMP)	
3.	Prof. AB Ingole (HOD E&TC)	
4.	Dr. D K Kaur (FE Coordinator)	
5.	Dr. S S Kulkarni (HOD IT)	
6.	Prof. Yevale S S (HOD Mech)	

1. Points discussed are.

Sr. No	Details	Action	Information
a	<p>NAAC report preparation:- Vice-Principal has informed all criteria heads with regards to above:-</p> <p>1. QIM presentation to be given by respective Criteria heads from tomorrow, 25/01/2022.</p> <p>2. Geotag photos of department facilities to be submitted to Criteria-IV head by all respective department coordinators in this week.</p> <p>3. All department criteria coordinators to mail NAAC data to respective Criteria coordinators and also c.c the mail to their HODs.</p>	All HODs, College NAAC coordinators	All Dept. NAAC coordinators
b	<p>Conduction of STP:- Vice Principal has given following instructions all HODs with regard to above</p> <p>1. To schedule STP program in class Timetable and maintain attendance record of same.</p> <p>2. To conduct VAP for students under STP-V before 15th February, 2022.</p>	All HODs, College STP coordinator	Dept. STP coordinator
c	<p>Alternate day reporting to college:- As per SPPU circular guidelines of 50% reporting of staff</p>	All HODs	All staff Members

	member, Principal has informed all departments to report as per following schedule in coming week:- 1. Mech + E&TC + FE – 01 st & 03 rd February. 2. Civil+ Comp + IT – 31st Jan, 02 nd & 04 th February Schedule of alternate day reporting for next week to be posted to department staff on friday.		
d	<u>On-line seminars, workshop & other activities:</u> Principal has informed all HODs to inform staff members to conduct and attend webinars during the semester.	All HODs	All staff Members
e	<u>Conduction of TG meeting:-</u> Vice principal has directed all HODs to inform teacher guardian to conduct two meetings before 10 th , February and maintain record of same as per NAAC format	All HODs	All staff Members

3. There being no further points the meeting was concluded at 01.45 pm.

4. Please see e-mail for the copy.

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All HOD's

Ref. No. : SAE/2020-21/ Admin. /

Date: 17/01/2021

MINUTES OF HOD MEETING: 17/01/2021

1. HOD's weekly meeting was held on Monday, 17/01 /2021 at 11.45 am; Principal Dr. K P Patil was in chair and Vice Principal Dr. K M Gaikwad in co-chair. Following were present.

1.

Sr. No.	Name of Staff	Signature
1.	Prof. R B Bajare (HOD Civil)	
2.	Prof.Abhay Adapanwar	
3.	Prof.AB Ingle (E&TC)	
4.	Dr.D K Kaur (FE)	
5.	Dr. S S Kulkarni (HOD IT)	
6.	Prof.Yevale S S (HOD Mech)	

2. Points discussed are.

Sr. No	Details	Action	Information
a	Conduction of STP:- Principal has informed all HODs to schedule STP program for students and maintain attendance record of same	All HODs	All staff Members
b	NAAC progress report:- Principal has informed all criteria heads to complete the compilation of data of QnM & QIM before 31 st Jan,2022.	All HODs	All staff Members
c	Alternate day reporting to college:- As per SPPU circular guidelines of 50% reporting of staff member, Principal has informed all departments to report as per following schedule in this week:- 1. Mech+E&TC+FE – 19 th , 20 th & 21 st Jan 2. Civil+Comp+IT – 18 th & 20 th Jan. Schedule of alternate day reporting for next week to be posted on friday weekly.	All HODs	All staff Members
d	VLAB registration- Principal has informed HODs E&TC inform college VLAB coordinator to do the registration for activation of VLAB before 24/01/2022.	All HODs, College VLAB Coordinator.	Dept. VLAB coordinator

d.	<u>Alumni Meet 2022:-</u> Principal has informed all HODs and College Alumni coordinator to conduct Alumni meet on 12 th february, 2022.	All HODs, College Alumni Coordinator	Dept.Alumni Coordinator
e	<u>PhD yearly progress presentation:-</u> Principal has informed HOD E&TC dept. to schedule the above presentation.	E&TC HOD	E&TC PhD Coordinator
e	<u>Conduction of On-line seminars, workshop & other activities:</u> Principal has informed all HODs to conduct above activities as per NAAC requirement.	All HODs	All staff Members

3. There being no further points the meeting was concluded at 01.15 pm.

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All HOD's

Ref. No. : SAE/2020-21/ Admin. /

Date: 13/12/2021

MINUTES OF HOD MEETING: 13/12/2021

1. HOD's weekly meeting was held on Monday, 13/12/2021 at 12.00 pm; Vice Principal Dr.K M Gaikwad was in chair. Following were present.

1.

Sr. No.	Name of Staff	Signature
1.	Prof. R B Bajare (HOD Civil)	
2.	Prof. Abhay Adapanwar (HOD Comp)	
3.	Prof. A B Ingole (HOD E&TC)	
4.	Dr.D K Kaur (FE)	
5.	Dr. S S Kulkarni (HOD IT)	
6.	Prof.Yevale S S (HOD Mech)	
7.	Dr.Vishal Bharte (IQAC coordinator)	

2. Points discussed are.

Sr. No	Details	Action	Information
a	Review of previous meeting : -Vice Principal has taken review and feedback of minutes of meeting held earlier.	All HODs,	All staff Members
b	SPPU Or/Pr/Tw examination Nov 2021:- Vice principal has all HODs the following:- 1. Timetable of examination to be posted today to students. 2. Or/Pr/Tw examination to be conducted using Google Platform. 3. All guidelines of SSPU to be followed by examiner while conduction of examination.	All HODs,	All staff Members
c	Students satisfaction survey:- Vice principal has informed E&TC HODs share Google form of satisfaction survey with all HODs.	All HODs,	All staff Members
d	FE & DSE Admission:- The duty charts of staff members for admission A.Y 2021-22 to be shared by FE & DSE Admission coordinator.	All HODs,	All staff Members
e	Fees collection of A.Y 2020-21 & 2021-22:- Vice Principal has directed all HODs to inform SE, TE &	All HODs, AO	All staff Members

	BE TGs to collect e-copy of fees receipt from students.		
f	<u>FE induction Program for A.Y 2021-22:-</u> Vice Principal has informed FE coordinator to make preparation for FE induction program as per SPPU guidelines.	All HODs,	All staff Members
g	<u>AQAR 2020-21:-</u> Vice principal has informed HODs to submit AQAR data for A.Y 2020-21. IQAC coordinator to compile data of all departments.	All HODs, College IQAC coordinator	All staff Members, Dept. IQAC coordinators
h	<u>NAAC report preparation:-</u> Vice Principal has directed all criteria heads (HODs) to ensure completion of data collection in prescribed format. Criteria II, III & V to be completed in this week.	All HODs, College NAAC coordinator	All staff Members, Dept. NAAC coordinators

3. There being no further points the meeting was concluded at 1.30 pm.

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Ref. No. : SAE/2020-21/ Admin. /

Date: 15/11/2021

MINUTES OF HOD MEETING: 15/11/2021

1. HOD's weekly meeting was held on Monday, 15/11/2021 at 12.00 pm; Principal Dr. K. P. Patil and Vice Principal Dr. K M Gaikwad were in chair. Following were present.

1.

Sr. No.	Name of Staff	Signature
1.	Prof. R B Bajare (HOD Civil)	
2.	Prof. M K Nivangune (Comp Dept)	
3.	Dr.Dharmadhikari (FE)	
4.	Prof. Abhay Adapanwar (HOD IT)	
5.	Prof A B Ingole (HOD E&TC)	
6.	Prof.Yevale S S (HOD Mech)	

2. Points discussed are.

Sr. No	Details	Action	Information
a	<u>Academic review of SE, TE & BE : -</u> Principal has taken feedback from all HODs and informed the following: 1. Syllabus to be completed as per SPUU notification. 2. MCQ test to be conducted for all completed units. 3. Staff feedback to be taken before term end.	All HODs,	All staff Members
b	<u>Leave application:-</u> Principal has directed all HODs to inform staff members the following regarding leave:- 1. Leave application to be filled promptly by staff members after reporting for duty. 2. Staff members availing medical leave should not conduct online lectures/practicals from home.	All HODs	All staff Members
c	<u>FE Admission 2021:-</u> Principal and Vice Principal had directed all HODs and coordinators of admission cell the following:- 1. To prepare for offline seminar to be conducted in Kondhwa campus for XII students staying in vicinity of college. 2. Offline seminar to be conducted in Satara city.	All HODs, DC	All staff Members

d	<u>NAAC data verification (Stage-II)</u> :- Principal has informed all HODs and coordinators of NAAC to prepare for stage-II criteria verification to be conducted as per schedule by committee members.	All HODs, College NAAC coordinator	All staff Members,Dept Coordinators
e	<u>SE Credit Course:-</u> The syllabus of credit course on 'Environmental Science' conducted by Civil department for all SE courses is to be completed as per SPPU notification.	All HODs	All staff Members

3. There being no further points the meeting was concluded at 1.10 pm.

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All HOD's