



**Holy-Wood Academy's
SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA**

Criteria VI

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Sr.No.	Committee	Page No.
1	Committees	1- 17
2	AAC Minutes of meeting	18-41



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur
Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

BOARD OF GOVERNORS (BOG)

Sr. No.	Name	Designation
1.	Shri. P. R. Bhosale (Chairman, Holy-wood Academy)	Chairman
2.	Shri. N. R. Bhosale (Nominee of the Trust)	Member
3.	Shri. G. N. Kharade (Nominee of the Trust)	Member
4.	Smt. Nirmala V. Ghorapade (Nominee of the Trust)	Member
5.	Shri. M. S. Lohar (Nominee from Holy-wood Academy)	Member
6.	Regional Officer, WRO, AICTE (Ex-officio member)	Member
7.	Shri. Nitin Wadikar (Industrialist)	Member
8.	Dr.S.H.Pawar (former VC) (Educationalist)	Member
9.	Prof. D. G. Thombare (Nominee of the University)	Member
10.	Jt. Director, DTE (Ex-officio member)	Member
11.	Dr. G. V. Mulgund (Principal - Ex-Officio Member)	Member-Secretary
12.	Shri. B. M. Mohite (Nominated Faculty)	Member
13.	Prof. S. T. Jadhav (Nominated Faculty)	Member

PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur
Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

LOCAL MANAGEMENT COMMITTEE (LMC)

(Oct 2016 to Sept 2021)

Sr. No.	Name	Designation
1.	Shri. P. R. Bhosale (Chairman, Holy-wood Academy)	Chairman
2.	Shri. N. R. Bhosale (Nominee of the Trust)	Member
3.	Smt. Nirmala V. Ghorapade (Nominee of the Trust)	Member
4.	Shri. T. A. Chavan (Nominee of the Trust)	Member
5.	Prof. G. C. Koli (Teaching Staff Representative)	Member
6.	Prof. E.P.Salokhe (Teaching Staff Representative)	Member
7.	Prof. Smt.Sneha S.Lad (Teaching Staff Representative)	Member
8.	Shri. K. S. Shinde (Non-teaching Staff Representative)	Member
9.	Dr. G. V. Mulgund (Principal, Ex-officio Member)	Member-Secretary

STANDING COMMITTEE

Sr. No.	Name	Designation
1.	Dr. G. V. Mulgund (Principal of the Institute)	Chairman
2.	Shri. R. S. Kulkarni (Head of the Department)	Member
3.	Shri. A. A. Katkar (Senior Faculty Member 1)	Member
4.	Shri. A. N. Naik (Senior Faculty Member 2)	Member
5.	Shri. N. B. Karnik (Representative of Non-Teaching)	Member
6.	Smt. S.S.Lad (Women Representative 1 -Teaching)	Member
7.	Smt. P. V. Chavan (Women Representative 2 -Non-Teaching)	Member
8.	Shri. D. Z. Patil (Office Suptd.)	Member-Secretary

PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

INTERNAL COMPLAINT COMMITTEE (Previously known as Sexual Harassment Prevention Committee)

Sr.No.	Name	Designation
1.	Prof.Smt.A.M.Momin (Nominated Teacher UG)	Convenor
2.	Prof.S.L.Ghodake (Nominated Teacher UG)	Member
3.	Prof.S.T.Jadhav (Nominated Teacher II nd Shift Diploma)	Member
4.	Prof.Smt.Sneha S.Lad (Nominated Teacher UG)	Member-Secretary
5.	Prof.Smt.P.L.Gaikwad (Nominated Teacher UG)	Member
6.	Prof.Nasrin G.Khan (Nominated Teacher II nd Shift Diploma)	Member
7.	Adv.Smt.Shital Bhosale (Legal Expert, Panhala)	Member
8.	Smt. Deepa Sunil Kashid (Panhala) Woman from NGO	Member
9.	Ms. Moni Khopade (Girls Students Representative UG)	Member
10.	Ms. Pradnya Chougule (Girls Students Representative UG)	Member
11.	Ms. Snehal Kashid (Girls Students Representative Diploma)	Member

PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

ANTI-RAGGING COMMITTEE

Sr. No.	Name	Designation
1.	Dr.G.V.Mulgund, (Principal)	Chairman
2.	Prof.R.S.Kulkarni (Teaching Staff)	Convenor
3.	Shri.Vijay Patil (Civil Admin. Representative)	Member
4.	Shri.Devdas D.Varekar (Media Representative)	Member
5.	Shri.Sunil Kashid (NGO Representative)	Member
6.	Shri.Sudhir P.Nangare (Teaching Staff)	Member
7.	Ms.Nilofer G.Khan (Teaching Staff)	Member
8.	Mr.Vinayak H.Deokar (Parents Representative)	Member
9.	Mr.Vishal A.Patil (Parents Representative)	Member
10.	Shri.D.Z.Patil (Non-Teaching Staff)	Member
11.	Shri.D.S.Patil (Non-Teaching Staff)	Member
12.	Shri.Bhaskar Kambale (Boys Hostel Warden)	Member
13.	Mrs.Vijaymala S.Chavan (Girls Hostel Warden)	Member

ANTI-RAGGING SQUAD

Sr.No.	Name of the member	Designation
1)	Prof. R.S.Kulkarni (HOD, Mech. Engg)	Chairman
2)	Prof.S.P.Nangare (Teaching Staff Representative)	Member
3)	Shri. Ranjit A. Ingawale (Physical Director)	Member
4)	Prof.(Smt.) A.M.Momin (Teaching Staff Representative)	Member
5)	Shri.Arun Bagade, (Non-teaching Representative)	Member
6)	Shri.Nitin Patil, (Boys Hostel Warden)	Member
7)	Smt.Vijaymala S.Chavan (Girls Hostel Warden)	Member
8)	Shri. Bhaskar Kambale, (Boys Hostel Warden)	Member-Secretary

(Signature)

PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS).



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

COLLEGE STUDENTS COUNCIL – 2016 -17

(Institute level Students Council)

Sr.No.	Name of the Member	Designation
1	Dr. Gopal Vasantrao Mulgund Principal	Chairman
2	Prof. Sameer A. Agnihotri Nominated Teacher	Member
3	Mr. Vishwajeet P. Bhosale Representative from FE	Member
4	Mr.Suhas Yuvraj Patil (SE CSE) Representative from SE	Member
5	Mr. Umesh Shankarrao Patil (TE Civil) Representative from TE	Member
6	Mr. Akash Sarjerao Chavan (BE Auto) Representative from BE	Member
7	Prof. Ingavale Ranjit Anantrao Physical Director	Member
8	Mr. Rohit Krishnat Gonugade (BE Mech) Representative from Sports	Member
9	Mr. Aniket R. Shinde (BE Electrical) Representative from Cultural	Member
10	Mr. Rohit Shamrao Dinde (BE Mech) Representative from NSS	Member
11	Ms. Pradnya Rajendra Chougale Representative from Girls	Member
12	Ms. Poonam Bhagavan Patil (TE E & TC) Representative from Girls	Member
13	Prof. S. T. Jadhav Principal, Diploma Wing	Member
14	Mr. Rushikesh Rajendra Powar (TY Mech.) Representative from Diploma	Member
15	Mr. Supriya Hanamant Patil (TY Elect) Representative from Diploma	Member

PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Sports Committee 2012-13

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr.E.P.Salokhe, Construction	Member
3	Mr.S.P.Nangare – Mechanical (W/s)	Member
4	Ms. A.M.Momin - Civil	Member
5	Mr.P.P.Kulkarni – Electrical Engg	Member
6	Mr.P.S.Landage – CSE	Member
7	Mr.V.S.Mane – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Vishal Patil - FE	Member
10	Mr.Deepak Konde – Workshop	Member
11	Mr.D.P.Dinde - Mechanical	Member
12	Mr.S.V.Acharya – Electrical	Member
13	Mr.K.S.Jadhav – Computer Sc.	Member
14	Mr.R.G.Bendre – Electrical Maint.	Member
15	Mr.N.B.Karnik – E&TC	Member
16	Mr.Arun N.Bagade – FE	Member

Physical Director

Principal



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Sports Committee 2013-14

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr.E.P.Salokhe, Construction	Member
3	Mr.S.P.Nangare – Mechanical (W/s)	Member
4	Ms. A.M.Momin - Civil	Member
5	Mr.P.P.Kulkarni – Electrical Engg	Member
6	Mr.P.S.Landage – CSE	Member
7	Mr.V.S.Mane – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Vishal Patil - FE	Member
10	Mr.Deepak Konde – Workshop	Member
11	Mr.D.P.Dinde - Mechanical	Member
12	Mr.S.V.Acharya – Electrical	Member
13	Mr.K.S.Jadhav – Computer Sc.	Member
14	Mr.R.G.Bendre – Electrical Maint.	Member
15	Mr.N.B.Karnik – E&TC	Member
16	Mr.Arun N.Bagade – FE	Member

Physical Director

Principal



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE
Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur
Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Sports Committee 2014-15

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr. Sameer A. Agnihotri, Civil	Member
3	Mr.D.V.Patil – Mechanical	Member
4	Ms. N.G.Khan- FE	Member
5	Mr.P.B.Gurav – Electrical Engg	Member
6	Mr.S.N.More – CSE	Member
7	Mr.C.M.Gaikwad – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Deepak Konde – Workshop	Member
10	Mr.D.P.Dinde - Mechanical	Member
11	Mr.S.V.Acharya – Electrical	Member
12	Mr.K.S.Jadhav – Computer Sc.	Member
13	Mr.N.B.Karnik – E&TC	Member
14	Mr.Arun N.Bagade – FE	Member

Physical Director

Principal



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Sports Committee 2015-16

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr. Sameer A. Agnihotri, Civil	Member
3	Mr.D.V.Patil – Mechanical	Member
4	Ms. N.G.Khan- FE	Member
5	Mr.P.B.Gurav – Electrical Engg	Member
6	Mr.S.N.More – CSE	Member
7	Mr.C.M.Gaikwad – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Deepak Konde – Workshop	Member
10	Mr.D.P.Dinde - Mechanical	Member
11	Mr.S.V.Acharya – Electrical	Member
12	Mr.K.S.Jadhav – Computer Sc.	Member
13	Mr.N.B.Karnik – E&TC	Member
14	Mr.Arun N.Bagade – FE	Member

Physical Director

Principal



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Sports Committee 2016-17

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr. Sameer A. Agnihotri, Civil	Member
3	Mr.D.V.Patil – Mechanical	Member
4	Ms. N.G.Khan- FE	Member
5	Mr.N.S.Jadhav – Electrical Engg	Member
6	Mr.M.M.Hajare – CSE	Member
7	Mr.C.M.Gaikwad – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Deepak Konde – Workshop	Member
10	Mr.D.P.Dinde – Mechanical, Diploma	Member
11	Mr.S.V.Acharya – Electrical	Member
12	Mr.K.S.Jadhav – Computer Sc.	Member
13	Mr.S.B.Patil- E & TC	Member

Physical Director

Principal

Sports Committee 2017-18

Sr.No.	Name	Designation
1	Prof. Ingavale Ranjit Anantrao Physical Director	Chairman
2	Mr. Sameer A. Agnihotri, Civil	Member
3	Mr.D.V.Patil – Mechanical	Member
4	Ms. N.G.Khan- FE	Member
5	Mr.N.S.Jadhav – Electrical Engg	Member
6	Mr.M.M.Hajare – CSE	Member
7	Mr.C.M.Gaikwad – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr.Deepak Konde – Workshop	Member
10	Mr.D.P.Dinde – Mechanical, Diploma	Member
11	Mr.S.V.Acharya – Electrical	Member
12	Mr.K.S.Jadhav – Computer Sc.	Member
13	Mr.S.B.Patil- E & TC	Member



Physical Director



Principal



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth, Panhala, Tal. Panhala, Dist. Kolhapur - 416 201.

Phone : 02328 - 235241, 235493 Fax : 02328 - 235241 Mobile : 9545451966, 9545453831

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in / setipanhala@gmail.com

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur


Date: 01/09/2015


Circular

As per prerequisite of NAAC, Internal Quality Assurance System (IQAS) has to be initiated for which Internal Quality Assurance Cell (IQAC) for our institute is formed. This Cell should work as per the guidelines of NAAC in coordination with Principal and NAAC coordinators. The IQAC should start its functioning with immediate effect.

The Internal Quality Assurance Cell (IQAC) is structured as under

Sr. No.	Name	Department & Designation	IQAC position
1.	Dr. G.V.Mulgund	Principal	Chairperson
2.	Shri. N.R. Bhosale	Joint Secretary	Management Representative
3.	Dr. V.V. Karjini	Principal, KIT	Society representative
4.	Prof. P.P.Kulkarni	Assistant Professor, Electrical Engg.	Coordinator, IQAC
5.	Prof. V.H. Deokar	Assistant Professor, Mechanical Engg.	Member
6.	Prof. D.V. Patil	Assistant Professor, Mechanical Engg.	Member
7.	Prof.D.G. Bhosale	Assistant Professor, Automobile Engg.	Member
8.	Prof.A.N. Dhende	Assistant Professor, Civil Engg.	Member
9.	Prof. C.R. Dongarsane	Assistant Professor, Electronics & Telecommunication Engg.	Member
10.	Prof. P.S. Landge	Assistant Professor, Computer Science & Engg.	Member
11.	Mr. P. P.Pawar Mr. Nikhil Katkar	Alumnus	Member
12.	Mr. H.S. Ghodake Mr. B.R. Sharma	Student	Member


NAAC Chief coordinator
Prof. R.S.Kulkarni


Principal
Dr. G.V.Mulgund



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur Pin- 416 201 (MS.)

Phone : Dept.: 0231 - 2686613, PBX : 0231 - 2686600, Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

Date: 02nd January, 2016

CIRCULAR

Formation of Entrepreneurship Development Cell (EDC) 2016-17

This is for information of all concerned that ED Cell is formed for A.Y.2016-17. The members of the same are listed below. All the said members are instructed work with immediate effect.

Sr. No.	Members	Department
1	Asst. Prof. Patil Akshta A.	Mechanical Dept.
2	Asst. Prof. Vikram Patil	Basic Sciences & Humanities
3	Asst. Prof. Y. D. Gavali	CSE Dept.
4	Asst. Prof. C. R. Dongarsane	E&TC Dept.
5	Asst. Prof. P. A. Pandav	Automobile Dept.
6	Asst. Prof. Ms. P. G. Bendre	Electrical Dept.
7	Asst. Prof. S. A. Agnihotri	Civil Dept.

PRINCIPAL



Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur
Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

LOCAL MANAGEMENT COMMITTEE (LMC)

(Oct 2016 to Sept 2021)

Sr. No.	Name	Designation
1.	Shri. P. R. Bhosale (Chairman, Holy-wood Academy)	Chairman
2.	Shri. N. R. Bhosale (Nominee of the Trust)	Member
3.	Smt. Nirmala V. Ghorapade (Nominee of the Trust)	Member
4.	Shri. T. A. Chavan (Nominee of the Trust)	Member
5.	Prof. G. C. Koli (Teaching Staff Representative)	Member
6.	Prof. E.P.Salokhe (Teaching Staff Representative)	Member
7.	Prof. Smt.Sneha S.Lad (Teaching Staff Representative)	Member
8.	Shri. K. S. Shinde (Non-teaching Staff Representative)	Member
9.	Dr. G. V. Mulgund (Principal, Ex-officio Member)	Member-Secretary

STANDING COMMITTEE

Sr. No.	Name	Designation
1.	Dr. G. V. Mulgund (Principal of the Institute)	Chairman
2.	Shri. R. S. Kulkarni (Head of the Department)	Member
3.	Shri. A. A. Katkar (Senior Faculty Member 1)	Member
4.	Shri. A. N. Naik (Senior Faculty Member 2)	Member
5.	Shri. N. B. Karnik (Representative of Non-Teaching)	Member
6.	Smt. S.S.Lad (Women Representative 1 -Teaching)	Member
7.	Smt. P. V. Chavan (Women Representative 2 -Non-Teaching)	Member
8.	Shri. D. Z. Patil (Office Suptd.)	Member-Secretary


PRINCIPAL

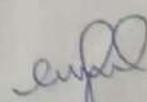
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

Sanjeevan Engineering & Technology Institute, Panhala
Library

LIBRARY COMMITTEE - 2016-2017

Sr. No.	Name of the Member	Designation
1	Dr. G. V. Mulgund (Principal)	Chairman
2	Mr. S. T. Jadhav (Principal Diploma)	Member
3	Mr. S. P. Nangare (HOD Mechanical)	Member
4	Mr. S. L. Ghodake (HOD Automobile)	Member
5	Mr. V. S. Mane (HOD E&TC)	Member
6	Mr. B. M. Mohite (HOD Civil)	Member
7	Mr. S. B. Bhosale (HOD CSE)	Member
8	Mr. P. P. Kulkarni (HOD Electrical)	Member
9	Mr. Dr. Vishal Patil (HOD FE)	Member
10	Mrs. V. N. Bhosale (Librarian)	Secretary


Librarian


Principal



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

COMMITTEE FOR SC / ST (Prevention of Atrocities)

Sr. No.	Name	Designation
1.	Dr.G.V.Mulgund (Principal of the Institute)	Chairman
2.	Prof. A.N.Naik	Convenor
3.	Prof. S.T.Jadhav	Member
4.	Shri.N.B.Karnik	Member

GRIEVANCE REDRESSAL COMMITTEE (GRC)

Sr. No.	Name	Designation
1	Prof.R.S.Kulkarni (Senior Faculty)	Chairman
2	Prof.S.L.Ghodke (Head, Automobile Deptt)	Member
3	Prof.S.T.Jadhav (Principal, Diploma Wing)	Member
4	Prof.B.M.Mohite (Head, Civil Deptt)	Member
5	Prof.V.S.Mane (Head, E&TC Deptt)	Member
6	Prof.Sameer Bhosale (Head, CSE Deptt)	Member
7	Prof.P.P.Kulkarni (Head, Electrical Deptt)	Member
8.	Dr.V.A.Patil (Head, General Engg)	Member
9.	Mrs.V.N.Bhosale (Librarian)	Member

PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)



Holy-wood Academy, Kolhapur's

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

DISASTER MANAGEMENT & SAFETY COMMITTEE

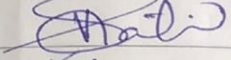
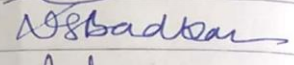
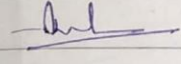
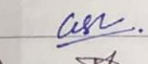

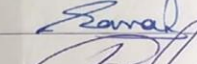
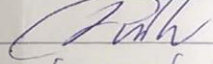
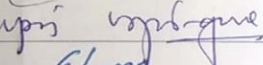
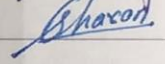
Sr.No.	Name	Designation
1	Mr.Ranjit A.Ingavale	Chairman
2	Mr.E.P.Salokhe, Construction	Member
3	Mr.S.P.Nangare – Mechanical (W/s)	Member
4	Smt.A.M.Momin - Civil	Member
5	Shri.P.P.Kulkarni – Electrical Engg	Member
6	Mr.P.S.Landage – CSE	Member
7	Mr.V.S.Mane – E&TC	Member
8	Mr.S.P.Jadhav – Auto	Member
9	Mr. Vishal Patil - FE	Member
10	Mr.Deepak Konde – Workshop	Member
11	Mr.D.P.Dinde - Mechanical	Member
12	Mr.S.V.Acharya – Electrical	Member
13	Mr.K.S.Jadhav – Computer Sc.	Member
14	Mr.R.G.Bendre – Electrical Maint.	Member
15	Mr.N.B.Karnik – E&TC	Member
16	Mr.Arun N.Bagade – FE	Member


PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

AAC minutes of meeting

Academic Advisory Committee

The meeting of Academic Advisory Committee was organised on Wednesday, 17th October, 2012 at 11:15 am in the office of Principal. The following members were present on this occasion.

1. Dr. Vikram S. Patil, Principal 
Dr. Duradundi S. Badkar 
2. Kulkarni R. S. HOD Mech 
3. Ghodake S.L. HOD (Auto) 
4. Kulkarni P. P. (Elect) 
5. Gavali Y. D. HOD CSE 
6. Ranjit Mukherjee T&P 
7. Nangare S.P. Workshop Supri 
8. Charan Shivallabh S. HOD Civil 
9. S. T. Jadhav, HOD-ETZ

The points discussed in the meeting are as below -

1) Review of departmentwise P/O examination schedule of Oct/Nov. 12.

The schedule of P/O examination is received from Shiraji University, by each department. All heads were informed to plan the examination as per University guidelines. At the same time submission and TW marks status was discussed in detail.

2) Academic schedule till next month.

The institute will work on 3rd Saturday (20/10/2012) and 26th October 2012 (Bakri Id), only academic working will be there. On 3rd Saturday only FE and DSE classes will be conducted to cover the syllabus in time.

3) To decide Vacation Plan of Winter (Nov/Dec)

The details of vacation plans for each Deptt. Faculty has been discussed thoroughly. It is unanimously decided to plan the vacations as below -

- A) Vacation Period - 19th Nov. to 23rd Dec. 12
- B) Uni. approved regular Faculty - 35 days
- C) Adhoc-faculty joined in 2009 - 35 days
- D) One year Uni. Approved Faculty - 2 weeks
- E) Newly joined faculty (after April 12) - 1 week (Ad-hoc)

- Before going on vacation, the faculty should present on last day in Institute and at the same time after availing vacation, he/she should attend the college immediately on next day. There will be no tenure/holiday prefixed/suffixed to the vacation. The examination duty (so. supervision, assessment), if any will be mandatory. He/she should attend the exam duty compulsary. In case he/she wants to adjust the exam duty, he/she should make alternate arrangement in writing with consent of concerned faculty.

On 16th Nov. and 12th November (before and after Diwali holidays, attendance will be compulsory.

4) Academic Planner for Term-II (2012-13)

The academic planner for Term-II (Semester II) 2012-13 shall be prepared by Prof. R.S. Kulkarni and Prof. S.L. Ghodke. While planning the calendar

the Annual School function and Sports week should be considered in 1st week of January 2013 (immediately after the commencement of academic term.

All heads of dept. were also informed to prepared the workload (subject distribution) distribution of 1st and 2nd semester.

5) Dept. activities reports -

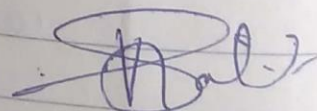
All heads were also informed to report the activities of their dept to website and magazine committee.

6) Other

1) Each staff should assess minimum 400 to 500 papers in ~~the~~ 10 day period. He/she will not be allowed/deputed more than 10 days to Div.

2) Department-wise workshop should be arranged by each dept. Minimum one workshop by a dept. in the semester be planned.

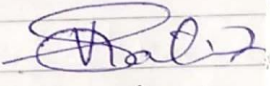
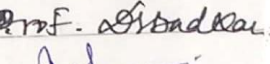
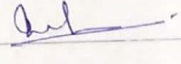
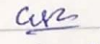
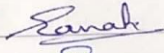

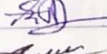
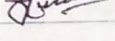
Finally, the meeting was concluded with vote of thanks.



PRINCIPAL

Academic Advisory Committee

The meeting of the Academic Advisory Committee (Heads of the Deptt) was held on Wednesday, 26th December, 2012 at 11:00 am in the office of the Principal. On the occasion, of the following members were present -

- 1) Dr. Vikram S. Patil, Principal - 
- 2) Dr. Duradundi S. Badkar Prof. 
- 2) R. S. Kulkarni HOD Mech Engg 
- 3) S. L. Ghodake HOD Auto Engg 
- 4) Y. D. Gavali HOD CSE 
- 5) S. T. Jadhav HOD ETC 
- 6) E. P. Salokhe HOD Civil 
- 7) A. E. Sonkamble HOD Electrical 

The various points discussed on the occasion are as below -

1) Academic Calendar for 1st Term - 2012-13

The academic calendar for 1st Term, commencing from 1st January, 2012 was discussed in details. All members of the Committee were informed to go through the same and strictly plan the events as per the calendar. This year the Sports and Annual activities are planned at the time of commencement week (1st week); therefore all deptt. should start the actual classes from 14th January 13. Some of the events highlighted are as below -

- a) Sports week - 1st to 8th January 13.
- b) Annual function - 9th and 10th January 13.
- c) PTA meeting - 9th January 13 (9:00 pm)

Looking into the revised schedule of Annual function, students are insisting on to finish the 100% syllabus

before the end of semester. All heads were informed to see this.

It is also discussed that some of the students are complaining on the partiality in awarding the Term Work marks by some of the Faculty members. If anybody found is doing this practice, then severe action will be taken against such faculty.

Finally at the conclusion of this points, it is strictly informed to all heads to see that the academic activities are conducted in smooth manner.

2) Annual Social Function 2013

As per the revised academic calendar, this year Annual Function is planned in the first fortnight of January, 2013 and actual functions will be held on 9th and 10th January 2013. The daywise activities shall be as below -

- a) 9th January, 2013 } - Inauguration, Funny Games, PTA meeting, Lunch, Main function (shows)
- b) 10th January, 2013 - Main Programme, Variety show etc.

Hon'ble Shri Atul Kahate, IT Expert has accepted our invitation to be as Chief Guest.

After completion of annual function, the Institute will remain closed on 11th, 12th January 2013, as the annual function of Sanjivani school will be held on these days.

In view of the annual functions, the activities should be planned in nice and smooth manner. There were complaints against the last year's dinner. This year the students are demanding caterers from outsiders. The Annual Function Co-ordinator and all the Committee members should take precaution while organizing the activities.

3) Assessment work.

The University assessment work should be done by each faculty member; however at the same time they should finish the duty at college in the morning, as per requirement, and do the assessment. After doing assessment duties, all staff should enter the details of the assessment done and in examination section.

4) Upkeeping of Departments.

In the forthcoming semester, 2/3 committees are expected to visit our Institute for inspecting the physical facilities. All deptt. should be ready with all sense. There should be proper cleaning and laboratories should be well setup. The concerned staff should be instructed accordingly.

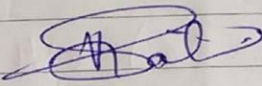

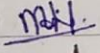
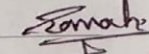
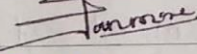
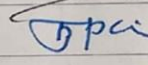
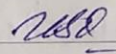
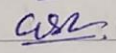
5) Others

There are dues/pending fees of our students; these students should strictly informed to pay the dues in time.

SDV
PRINCIPAL

Academic Advisory Committee

The meeting of Academic Advisory Committee (HODs) was arranged on Monday, 8/7/2013 at 11.15 am. On the occasion, the following members were present -

- 1) Dr. Vikram S. Patil 
- 2) Prof. Kulkarni R-S 
- 3) Prof. Mohite B.M. 
- 4) Prof. Gavali Y. D. 
- 5) Prof. Vanmore S.V. 
- 6) Prof. V.M. Patil 
- 7) Dr. Mrs. U.S. Sachinik 
- 8) Prof. Ghodake S.L. 

The points discussed on the occasion are as below -

1) Commencement of Academic Year 2013-14
As per our academic ~~time~~ calendar, the academic activities are already began. It is brought to the notice of the heads that every students should take provisional admission on or before 15/07/2013. Every student should take at least provisional admission before their results. All heads are informed to inform all the students that the classes/practicals have already began on 1/7/2013.

2) Formation of Committees for AY 2013-14.
The formation of various committees, except the statutory committees, was discussed in the meeting. All heads were also informed to suggest the names of their

Faculty members for various committees for AY 2013-14. The list of the committees was already circulated.

3) NBA Preparation

As the institute will be eligible for applying to NBA for accreditation purpose in 2015, the necessary preparations need to be done. Therefore, it is suggested to all heads to appoint one co-ordinator from each dept. Prof. B.M. Mohite, Head, Civil Engg will act as Chief Co-ordinator of NBA at Institute level.

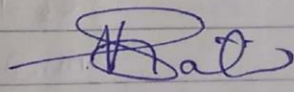
4) F.E. Commencement - 22/07/2013

For the AY 2013-14, the FE classes will commence w.e.f. 22/07/2013. Prof. V.M. Patil was informed to prepare the welcome function. As the FE syllabus is revised from AY 2013-14, there will be four divisions containing 40 students.

5) Website Cell and others

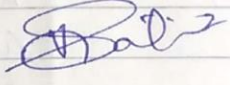


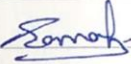
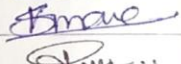
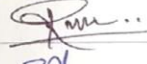

The website cell is being reformed, all heads are informed to nominate one coordinator for each dept. and they should be informed to update the information of their respective dept.

The other issues like T & P cell, industry-institute activities improvement, MOUs with industries is also discussed in the meeting. Finally the meeting was concluded with vote of thanks.


PRINCIPAL

Academic Advisory Committee

The meeting of Academic Advisory Committee (AAC) was held on 23/12/13 at 11:15 am. in the office of the Principal. On the occasion following members were present -

1. Dr. Vikram S. Patil, Principal 
2. R. S. Kulkarni HOD Mech Engg 
3. S. L. Chedake HOD Auto Engg 
4. Y. D. Gavali HOD Comp. Sci. Engg. 
5. V. S. More HOD E & TC 
6. A. E. Sonbamble HOD Electrical Engg 
7. E. P. Salokhe Civil Dept 

1) Academic activities - Second Term

The regular classes/practicals for Second Term will commence w.e.f. Monday, 6th January, 2014. Accordingly, all students and parents are informed to note and attend classes.

The requirement of classrooms, laboratories and other physical facilities were discussed in detail. The present status of the infrastructure ready and required was put on the table. These the required classrooms will be sufficient, when the present Jr. College occupied classrooms made available for Engg. College.

2) Attendance Monitoring System -

The attendance monitoring system should be strictly implemented by each Deptt. The CSE Deptt has developed the "Moodle", can be used by other Deptt too. All Heads were informed to take review

on the students attendance and classes conduction, on every working Saturday during 9:30 a.m. to 10:30 a.m., and ⁱⁿ afternoon session it will be discussed thoroughly in HODs meeting with Principal. At the same time, all HODs were informed to note the following -

- 1) Give assignment / journal completion task to the students well in advance.
- 2) Arrange meeting with the parents of all Defaulter students. Attendance register for Parents of defaulter be kept.
- 3) Every staff should involve in the innovative ideas / projects. Students should be assigned and guided innovative ideas.

3) Other issues

The other issues like forthcoming LIC visit, licence copies for system and academic calendar in detail were discussed.

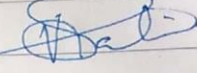
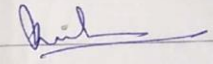
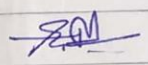
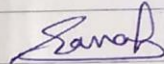
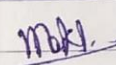
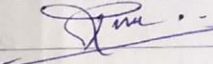


Shri S.L. Ghodke and Shri V.S. Mane were informed to prepare the Academic Calendar for Second Semester and arrange to circulate to all concerned.

Finally, with vote of thanks, the meeting was concluded.

PRINCIPAL

Academic Advisory Committee

The meeting of Academic Advisory Committee (HODs) was held on 14/06/2014 at 11:00am in the office of the Principal. On this occasion the following members were present.

- 1) Dr. Vikram S. Patil, Principal. 
- 2) R. S. Kulkarni HOD (Mech) 
- 3) E. P. Salokhe (Civil) 
- 4) Y. D. Gavali HOD (SE) 
- 5) B. M. Mohite HOD (Civil) 
- 6) Anurag S. Sonalkar HOD (Elect.) 
- 7) S. T. Jadhav HOD (ETC) 
- 8) S. K. Pisal for HOD (Auto) 

On this occasion the following points were discussed -

1) PG LIC Revisit -

For our proposed P.G. courses pending affiliation since 2012-13, the PG LIC committee will revisit within next 5 days. All Deptt. should be ready for LIC's visit, especially the Mechanical Engineering and Electronics and Telecommunications Deptt. should be ready with all infrastructure arrangement for UG and PG. The PG labs should be arranged and made ready. The concerned heads were informed to prepare accordingly.

2) SE to BE students Reporting -

As discussed in the earlier meeting, the A.Y. 2014-15 will commence from 30/0/2014, attendance of all students should be strictly monitored. Further the Class. Admision and Guardian System should be strictly taken care. Irrespective of the previous class result, the students should take admission and report from 1/2/14 without fail. If any Deptt neglect to implement this system, concerned HOD should strictly instruct to the concerned faculty.

3) NBA Preparations

In view of the present scenario and compulsions by AICTE, the accreditation preparations should be made by each Deptt. As the NBA is 2-3 years process, all HODs are informed to initiate the NBA preparations immediately.

4) Other Issues

Other items like - 1) Deptt. information updation on websites and college PPT to be made. This info. is to be forwarded to Shri Hanase (ETC Deptt) for ppt.
2) Website information of each Deptt to be evaluated by third party. 3) Industry Interactions/POUs activity to be initiated by each Deptt. as a regular support.
4) Deptt. wise Meeting - Every Deptt. should conduct the departmental staff meeting on every working Saturday. In this regard the review of conductors of lectures, syllabus coverage, attendance monitoring be taken. 5) E-course Co-ordinator - for E-course every Deptt should appoint one faculty as Co-ordinator. In this regard they should consult with Shri Y.D. Carali.

SD
PRINCIPAL

31/10/17.

Date
Page

HOD Meeting

* Agenda :-

- 1) Reg. POE & Term ^{work} mark submission.
- 2) Reg. faculty vacation.
- 3) Reg. Next semester plan.
- 4) Reg. Annual gathering.
- 5) Reg. Admission work for next year 2018-19.
- 6) Reg. Pending fees of students.

* Minutes of meeting

① - Reg. winter vacation - for faculty.

It has been resolved that winter vacation will be from 3rd Nov. 2017 to 22nd Nov 2017. 23rd will be reporting.

Any university/college work will be compulsory during vacations.

Assessment work will be max. for 8-10 days.

For Adhoc who completed more than 5 years they have given 10 days vacation.

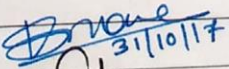
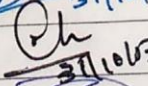
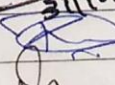

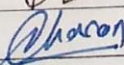


Less than one year no vacation. For staff Lab assistants will have 1 week vacation. 1-5 years ~~2~~ 1 week vacation.

② - Non-regular work is compulsory.

③ - Commencement of next year will be on 19th Dec. 2017.

- ④ Allow the students for GATE, CAT etc. classes.
- ⑤ Ensure the dept. planning during 23rd Nov. to 30th Nov.
- ⑥ Annual social function is on 28th & 29th Dec 2017.
- ⑦ Reg. pending fees:-
Fees to be collected from students.

Dr. G. V. Mulgund.

- 1 V. S. Mane.  31/10/17.
- 2 Dr. M. H. Madaf  31/10/17
- 3 P. P. Kulkarni 
- 4 Prof. Subhas. A. Mali 
- 5 S. S. Chavan 
- 6 Dr. V. A. Patil 
- 7 Ghodake S L 

17/07/17

Agenda

- ① Induction Program of F.E at BATU. from 18th July to 27th July 2017.
- ② Discussion on session schedule.
- ③. ~~Transp~~ Transport arrangement of faculty to attend the workshop.

1) Dr. G. V. Mulgund,

2) P. P. Kulkarni

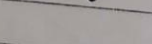
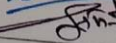
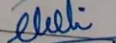
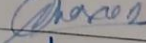
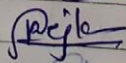
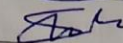
3) S. J. Lavate

4) R. S. Nejkar

5) S. S. Charan

6) C. M. Gaikwad

7) A. S. Shelake



SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 24/07/2018

The meeting of the HODs along with departmental examination co-ordinators was held on 24th July, 2018 at 2.00 pm. The minutes of the meeting as per the agenda are as below -

1. Conduction of Shivaji University Mid-Term Tests

The mid-term tests will be conducted on 2nd, 3rd and 4th August, 2018. This Test will be conducted centrally with the help of HOD & departmental examination coordinators. As decided, the guidelines for conduction of this test shall be as below-





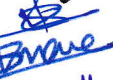
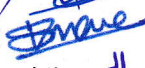



- Format for test question papers should be as per the guidelines sent to all and the questions for the tests shall be based on the previous examinations papers of the University.
- All tests should be conducted strictly in disciplined manner with fair evaluation, as per University examination system.

2. Conduction of DBATU Mid-Term Tests

- BATU mid-term tests should be conducted centrally as per academic calendar.
- The internal marks of BATU students should be given with fair evaluation as per students' competency and should justify the end exam marks.

3. Discipline and Attendance

- Attendance and discipline of the students should be strictly monitored and regular students should be given proper time & justice.
- The poor attendance of the students should inform to their parents from time to time.
- Appoint group-wise Mentor and co-ordinate the parents meet. Each mentor can personally contact and call minimum 10 to 15 parents for the meet.
- HOD & one Sr. faculty member from each deptt. Should monitor morning discipline of the students at the entrance of the college.

- 1) Principal 
- 2) Dean Academics 
- 3) Registrar 
- 4) HOD Mechanical 
- 5) HOD Civil 
- 6) HOD E&TC 
- 7) HOD Automobile 
- 8) HOD Electrical 
- 9) HOD Basic Science 
- 10)

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 10/08/2018










The weekly meeting of HODs was held on 10th August, 2018 at 1.00 pm. The minutes of the meeting as per the agenda are as below –

1. Review on the mid-term examination conducted was taken. Accordingly, HODs were informed to keep ready the detail result analysis and inform to the parents.
2. The review on the forthcoming BATU mid-term examination preparations was also taken. It should conduct in a smooth manner as per the academic calendar issued by BATU.
3. Appointment of department-wise co-coordinators separately for BATU and Shivaji University examination should be there. All depts. should have same pattern.
4. It is observed that till the discipline and attendance of the students is not strictly monitored, the monitoring should be improved and all HODs should take care of this. HODs to convey all concerned that there will be one more Mid-Term Test before the end of Semester.
5. For Lab/practical work, every student should have Observation Note-book, He/she should carry the same during his/her lab work and note the observations/readings of the experiments and get it verified / signed from the concerned faculty member on the same day after completion of lab work. Lab work should be conducted in 4 separate batch with distributing equal students and necessary experiments should be made available.
6. HODs are informed to check that all labs are having manuals, if not get it prepared within a week, as per the lab requirements.
7. All dept should check the results of previous class of S.Y. students. If required inform the FY faculty to guide students, who are failures in a particular subject.
8. Review on the syllabus coverage was also taken. All HODs should check whether it is going as per the academic time-table. Ask their faculty members to get updated their academic diaries from time to time.
9. It is observed that till some of the faculty members are carrying the text-books for their lecture and also teaching in Marathi. They should be strictly warned and asked to go with preparations and get prepared their own notes and try to teach in English.
10. Attendance and punctuality of the faculty was also discussed, they should be informed to be punctual.
11. It is decided to extend one hour (4.15 pm to 5.15 pm) weekly for continuous three days (Monday, Tuesday & Wednesday) for organizing Extra-curricular activities; this will be effective from 20th August, 2018.
12. Feedback of some of the faculty members is very poor, it should be improved.
13. As per the academic calendar the Parents Teachers Meet is scheduled on Saturday 11th August 2018 and all departments have prepared accordingly. HODs are informed to organize the same at department level in a smooth manner. However, it is observed that Electronics & Telecomm. Deptt has not taken it seriously and not called the Parents Meet on 11th August as per schedule. Also

E&TC department has delayed their final year students' project/synopsis. This point is taken seriously and noted in the meeting, it will be noticed to the Management for further information.

With this, the meeting was concluded with vote of thanks.

** * **

- 1) Principal 
- 2) Dean Academics 
- 3) Registrar 
- 4) HOD Mechanical 
- 5) HOD Civil 
- 6) HOD E&TC 
- 7) HOD Automobile 
- 8) HOD Electrical 
- 9) HOD Basic Science 
- 10)

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 13/10/2018

The meeting of HODs was held on 13th October, 2018 at 3.00 pm. The minutes of the meeting as per the agenda are as below –

1. Review on the minutes of the last meeting was taken.

2. Review on the academic issues –

Syllabus and lesson plan completion as per the academic calendar and issue of improvement of attendance of the students during the semester was discussed. It is underlined that the attendance improvement should be reflected in the examination results of this semester.

The review on the conduction of experiment in the departments was also taken. Care should be taken to strictly conduct all available experiments during the semester.

Internal assessment of students should be done with proper documentation and it should justify the students' attendance, sincerity and discipline.

3. Annual Social Function for 2018-19

The probable dates of Annual function were discussed in the meeting and accordingly it is decided that our Annual function will be conducted separately, not with the School. The final date of for the annual function and number of days will be decided in the next meeting.

4. Winter Vacation for faculty

It is decided that to give winter as per the following criteria –

- 1) All faculty members (Approved & Ad-hoc) having more than 01 year service – 2 weeks
- 2) All faculty members having Less than 01 year service – 1 weeks

Examination and CAP duties attendance should be there and HOD should take care of.

5. Review on the BATU/SU exam conduction

- 1) For theory examination conduction, the names of the In-charge, Sr. Supervisors and exam staff will be reviewed before commencement of the exam. by the Dean-Exam.
- 2) Strict discipline and code of conduct in and around the Examination Wing/Hall will be observed from the forthcoming exam.

6. Other Issues

Congratulations - On behalf of the all staff & students the Principal congratulated the Team of Department of Electronics & Telecom Deptt. for successfully conduction of Lead College programme on Antena and to the Team of Diploma for successfully conduction of inspection by MSBTE Monitoring Committee.

Students Dues – all heads were requested to strictly check the college fee dues and submission proof of scholarship applications (caste category/EBC etc.) from the students before the submission / PO examination.

College Bag/Advt. – Some colleges are sponsoring the admission kit which contains the School Bag/Sack with college name/logo, this practice should also be implemented by our Institute from coming year with the approval of management.










Workload of 2nd Semester – 2nd Semester workload will be reviewed and decided before last day of this semester.

Laboratory Maintenance – All heads were informed to submit the details along with expenses made for of the lab maintenance done in the previous year and expected to be done in the coming years, by Monday 15th October.

Some other issues like Training & Placement improvement, appointment of TPO & Soft Skill Trainer, department wise audit by external faculty, salary in time and welfare fund were also discussed in the meeting.

With this, the meeting was concluded with vote of thanks.

* * * * *

- 1) Principal 
- 2) Dean Academics 
- 3) Registrar 
- 4) HOD Mechanical 
- 5) HOD Civil 
- 6) HOD E&TC 
- 7) HOD Automobile 
- 8) HOD Electrical 
- 9) HOD Basic Science 
- 10)



hod electrical <hodelectrical@seti.edu.in>

Minutes of HODs meeting held on 11/07/2018

1 message

Registrar Seti <registrar@seti.edu.in>

To: hod <hod@seti.edu.in>, Siddappa Bekinal <siddappa.bekinal@seti.edu.in>, Tejashri Deokar <tejashri.deokar@seti.edu.in>, "vinayak.deokar"
Thu, Jul 12, 2018 at 3:29 PM

Sirs,

The weekly meeting of all HODs with final year Project Co-coordinators was held on Wednesday 11th July, 2018. The minutes of the meeting as per the agenda are as below -

1) To review the admission status of higher classes -

As the Shivaji University S.E./T.E. results are declared, all higher classes are already commenced. The eligible students are reporting to the college for admissions in higher class. Accordingly necessary instructions were given in the earlier meetings. In this context, all heads were informed to strictly insist the students to pay minimum 50% of their applicable fees and take admission immediately within 3 days.

2) Observations on class conduction

It has been observed by the Principal that some of the faculty members are not fully engaging the practicals load. All heads were accordingly informed to strictly monitor and look into that their faculty is engaging his full lecture/practical load till the end, as per the allotted time-table.

3) Result analysis

Result declared so far should be analysed subject-wise by each faculty, and review should be taken on the poor results. This analysis will be reviewed separately in due course of time. HODs to take care of it.

4) IT Cell

It is decided to form a separate IT Cell for the Institute/Trust and one expert faculty member should be nominated as In-charge for the same. Accordingly, Mrs. Tejashree V.Deokar (Asstt. Professor in CSE) is assigned the additional charge as In-charge of IT Cell with immediate effect. She will look after the overall work of the IT and workout the present status, requirement and maintenance of the Computers, Hardware, Software, Networking etc in the Institute, with the help of hardware/network supporting staff.

5) Work-culture and harmony in the department

Their should be harmony among all the staff in every department. The disciplined work-culture and healthy competition should be there. The respective HOD has to take in-confidence with all and try to bring required outcome.

6) Direct SE admission - registration

The Direct SE registration status was explained by the Admission In-charge Dr.Vishal Patil; accordingly the present status is not satisfactory. Therefore all Heads were

informed to take care to get more and more registrations as per the available data.

7) Final Year Projects

The review on the present project group/batch assignment in the department was taken from the departmental Project co-coordinators. For such projects some following guidelines should be followed -

- a) Project batch should be qualitywise
- b) Assign in-house project, not readymade
- c) At least one paper publication by each project group.
- d) Insist to use college library / digital library

8) Examination Co-ordination

To coordinate all the examination in the Institute under DBATU & SU, Institute level one Central In-charge is needed. Accordingly Dr.S.L.Ghodake shall look after as Central In-charge for all examinations. He will be assisted by all Heads and One coordinator from each department. All heads were informed to accordingly provide necessary help and support as per the requirements.

--

Regards,

B.V.Kumbhar

Registrar

Sanjeevan Engg & Tech Institute

Panhala, Dist.: Kolhapur, M.S.

0231-2686600



hod electrical <hodelectrical@seti.edu.in>

Minutes of HODs Meeting - 05th July, 2018

1 message

Registrar Seti <registrar@seti.edu.in>

To: hod <hod@seti.edu.in>, Siddappa Bekinal <siddappa.bekinal@seti.edu.in>, NISHANT THARKAR <nishant.tharkar@seti.edu.in>, SHIVAJI GHODAKE <shivaji.ghodake@seti.edu.in>

Fri, Jul 6, 2018 at 1:10 PM

The regular meeting of all HODs held on on Thursday 5th July, 2018 in the office of the Hon'ble Principal. The minutes of the meeting as per the agenda are as below -

1) To review the minutes of the last meeting -

The minutes of the last meeting held on 31/05/2018 were reviewed, the concerned points discussed on the occasion like ongoing academic activities, academic diary updation, lesson plan, faculty punctuality etc.

2) Academic workload as per BATU syllabus -

The workload distribution as per the revised syllabus received from BATU was discussed. The workload of additional subjects like Human Right, Soft Skill development at S.E. level was discussed.

For Human Right subject for S.E. (except Civil), one Guest Faculty will visit on MONDAY, TUESDAY and WEDNESDAY and conduct the classes w.e.f.9th July, 2018. All HODs were informed to keep free slot for the subject. The strength and department-wise classes will be clubbed, so that their will be 3 to 4 hrs load in day. All heads were asked to club and prepare the time-table in consultation with the Principal.

Further, the load of Soft skill for S.E.Civil will be shared by the Training and Placement Officer and faculty of Communication Skill.

3) Admission and Fee collection from higher class Students -

As the result of higher classes are being declared by the University, all HODs were requested to take care and co-ordinate the Fees Collection matter at the time of reporting by students. They were requested to ask the students to pay minimum 50% of the applicable fees at the time of admission and the admission should be taken by student within three days from declaration of their result. After 50% fee collection the phase wise fee collection should be monitored by the Deptt.

4) Examination -

To co-ordinate examination systematically (Internal/Mid-term Exam as well University End Examination), the Examination Team will be restructured Headed by a senior & strict faculty member. All heads were asked to assign one Faculty to Co-ordinate the Examination activities in the respective Department. All examination processes should be strictly conducted as the BATU system and calendar.

6) Other issues -

Other issues like - admission condition for diploma holder working candidates in class SE and above, faculty discipline, weekly meetings of departments staff with Principal, department wise discipline of faculty, classrooms upkeeping, placing of smart boards in each deptt., use of library by faculty etc. were also discussed thoroughly.

-- Regards,

B.V.Kumbhar

Registrar

Sanjeevan Engg & Tech Institute

Panhala, Dist.: Kolhapur, M.S.

0231-2686600