



## Minutes of the 1st Academic Council Meeting

The 1<sup>st</sup> Academic Council Meeting (ACM) of VIVA Institute of Technology, Virar, held on Wednesday, June 24, 2026, at 11.30 am. In the Conference room, on 3<sup>rd</sup> floor, at VIVA College, old campus, virar (west). The meeting was conducted in a hybrid mode.

The following Members were present for the meeting in person, while 5 members joined through video conferencing (Zoom platform),

| Sr.No. | Name                                      | Designation                                                                      | Position |
|--------|-------------------------------------------|----------------------------------------------------------------------------------|----------|
| 01     | Dr. Arun Kumar                            | Principal                                                                        | Chairman |
| 02     | Dr. Archana Ingle                         | Head of Dept. of Electronics & Telecommunication Engg.                           | Member   |
| 03     | Dr. Ashwini Save                          | Head of Dept. of Computer Engineering                                            | Member   |
| 04     | Dr. Karishma Raut                         | Head of Dept. of Computer Science & Engg. (AIML)                                 | Member   |
| 05     | Dr. Niyati Raut                           | Head of Dept. of Mechanical Engineering                                          | Member   |
| 06     | Mrs. Chandani Patel                       | Head of Dept. of MCA                                                             | Member   |
| 07     | Mr. Bhushan Save                          | Head of Dept. of Electrical & Computer Engineering                               | Member   |
| 08     | Mr. Akshay Mistry                         | Head of Dept. of Civil Engineering                                               | Member   |
| 09     | Dr. Deepak Sajnekar                       | Associate Professor                                                              | Member   |
| 10     | Dr. Brijesh Joshi                         | Associate Professor                                                              | Member   |
| 11     | Mr. Omkar Joshi                           | Asst. Professor                                                                  | Member   |
| 12     | Mrs. Meena Perla                          | Asst. Professor                                                                  | Member   |
| 13     | Dr. Vijay N. Gohokar<br>(Attended Online) | Education, Former Principal-Marathwada Mitramandal College of Engineering, Pune. | Member   |
| 14     | Dr. Usha Ananthkumar<br>(Attended Online) | Education, Professor, IIT Bombay                                                 | Member   |



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| 15 | Dr. Aswalekar Uday                         | Professor & HOD, Vidyavardhini COE Tech, Vasai (W.)                             | Member           |
| 16 | Mr. Gaurav Purandare                       | Industry, Senior Manager, Cloud Operations Company: Contentstack India Pvt Ltd. | Member           |
| 17 | Ms. Aparna Thakur                          | Industry                                                                        | Member           |
| 18 | Shri. Sanjeev Patil                        | Engineering                                                                     | Member           |
| 19 | Shri. V.S. Patil                           | Administration                                                                  | Member           |
| 20 | Shri. Sanjay Pingulkar                     | Industry                                                                        | Member           |
| 21 | Shri. S.N. Padhye                          | Commerce                                                                        | Member           |
| 22 | Shri. K.P.N. Kutty                         | Education                                                                       | Member           |
| 23 | Dr. Sudhakar S. Mande<br>(Attended Online) | Principal, Don Bosco Institute of Technology, Kurla, Mumbai                     | Member           |
| 24 | Dr. Lata Ragha<br>(attended Online)        | Principal, Xavier Institute of Engineering, Mahim, Mumbai                       | Member           |
| 25 | Dr. Subhash K. Shinde<br>(Attended Online) | Principal, Lokmanya Tilak College of Engineering, Navi Mumbai                   | Member           |
| 26 | Mrs. Manju Mishra                          | Controller of Examination                                                       | Member           |
| 27 | Dr. Trupti Patil                           | Assistant Professor                                                             | Member Secretary |

Leave of absence was condoned for Shri. K.P.N. Kutty



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The Agenda for the Academic Council Meeting was as below:

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| <b>Agenda 1: Scrutinize and approve the proposal of board of studies.</b>                             |
| <b>Agenda 2: Regulations regarding admission, sports, new courses, scholarship &amp; Studentship.</b> |
| <b>Agenda 3: Suggestions pertaining to academic affairs.</b>                                          |
| <b>Agenda 4: Recommendation to governing body if any.</b>                                             |
| <b>Agenda 5: Any other matter with permission of chair.</b>                                           |

### Welcome by the Chairman of the Academic Council

The Principal and the Academic Council Chairman, **Dr. Arun Kumar**, extended a warm welcome to all the esteemed members of the first Academic Council meeting of the VIVA Institute of Technology. Upon confirming the quorum, the meeting officially commenced. He then presented the Agenda of the Meeting for discussion and deliberation

The Academic Council duly recorded the following items:

| <b>Agenda Number-1</b> | <b>Scrutinize and approve the proposal of the Board of Studies (BoS)</b><br><br><b>Presentation of Schemes &amp; Syllabi:</b> The Chairman presented the curriculum schemes and syllabi for all undergraduate (UG) and postgraduate (PG) programs, from the first to the final year, as recommended by the respective Boards of Studies. It was noted that the credit framework for all semesters aligns strictly with Government Resolution (GR2023) and adheres to the National Education Policy (NEP) guidelines across all designated categories and verticals.<br><br><b>Compliance:</b> The chairman informed the Council that while drafting the syllabi, the Mumbai University syllabus and UGC guidelines were referred to. It was noted that semester credits align with <b>GR2023</b> and strictly follow <b>NEP guidelines</b> across various categories and verticals.<br><br><b>Discipline Grouping:</b> The first year engineering course has been grouped as follows:<br><br><b>Group A:</b> Computer Science & Engineering (AI & ML), Mechanical Engineering, and Civil Engineering.<br><br><b>Group B:</b> Computer Engineering, Electronics & Telecommunication Engineering and Electrical and Computer Engineering. |
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|                 | <p><b>Syllabus Adaptation:</b></p> <p><b>UG:</b> The existing University of Mumbai syllabi for Semesters III to VIII will be adapted. Key modifications in the First-Year UG syllabus, including branches of Computer Engineering, Civil Engineering, Computer Science &amp; Engineering (AI &amp; ML), Electrical and Computer Engineering, Electronics &amp; Telecommunication Engineering, and Mechanical Engineering were highlighted, discussed, and recorded with formal validation.</p> <p><b>PG:</b> The existing University of Mumbai syllabi for ME in Mechanical (Manufacturing Systems Engineering) and MCA for Semesters I to IV will be adapted with minor changes as proposed by the Board of Studies MCA.</p> <p><b>Credit Structure:</b> Total and semester-wise credits for both UG and PG programs were evaluated with reference to state government GR2023, NEP, and University of Mumbai directives.</p> <p><b>Exam Rule Book &amp; Evaluation:</b> The Chairman briefed the council on the exam rule book covering paper setting, internal assessment, exam conduction, assessment/moderation of answer books, result declaration timelines, revaluation/photocopy protocols, and re-examinations. The Guidelines for promotion rules were noted. The council proposed that final question papers must cover all modules, featuring compulsory questions along with internal choices</p> <p><b>Resolution:</b> The Academic Council unanimously approved the schemes and syllabi of all UG and PG courses as proposed by the various Boards of Studies.</p> |
| Agenda Number-2 | <p><b>Regulations regarding admission, sports, new courses, scholarship &amp; studentship</b></p> <p>The chairman briefed on the recommendations of the Governing Body regarding student admissions, sports, new courses, scholarships, and studentships.</p> <p><b>Resolution:</b> The council noted the regulations and approved the same.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Agenda Number-3 | <p><b>Suggestions pertaining to academic affairs</b></p> <p><b>Credit Monitoring:</b> The Academic Council recommended the compilation of comprehensive, consolidated credit summary sheets, considering all semesters of UG and PG, to ensure absolute clarity and adherence to credit limits.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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|                 | <p><b>Curriculum Tracking:</b> It was proposed that a detailed summary document explicitly highlighting all specific changes, deviations, and updates made to the First-Year undergraduate (UG) syllabi be maintained as a record.</p> <p><b>Academic Schedule Alignment:</b> The members reviewed the proposed institutional timeline and provided inputs for the Academic Calendar (A.Y. 2026-2027) for smoother operational execution.</p> <p><b>Resolution:</b> The suggestions offered by the Academic Council to update the Academic Calendar were accepted and incorporated.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                  |                    |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
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| Agenda Number-4 | <p><b>Recommendation to Governing Body if any</b></p> <p>During the discussion on institutional development under autonomy, Mr. Gaurav Purandare emphasized the critical need to align academic growth with rapid industry advancements. He suggests to design course structure and conduct training programs for students and faculty of all departments in the emerging areas such as artificial intelligence and allied fields.</p> <p>The Institute conducts a training program for students and faculty annually.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                  |                    |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| Agenda Number-5 | <p><b>Any other matter with permission of chair.</b></p> <p><b>To nominate subject experts from outside the parent University for the BOS of all the departments.</b></p> <p>Academic Council members unanimously approved the nomination of the following subject experts from outside the parent university in the respective programs of BOS as proposed by the chairman.</p> <p>The details are as under:</p> <table><tr><th>Sr.No.</th><th>Name of the Member</th><th>Designation</th><th>Department</th></tr><tr><td>1.</td><td>Dr. S. B. Heggond</td><td>Associate Professor, Basveshwar Engineering college, Bagalkot, Karnataka.</td><td>Civil</td></tr><tr><td>2.</td><td>Dr. Sachin J. Mane</td><td>Associate Professor, D Y Patil College of Engineering, Akurdi, Pune</td><td>Civil</td></tr><tr><td>3.</td><td>Dr. Sumedh N. Pundkar</td><td>Assistant Professor, Usha Mittal Institute of Technology SNTD women's University, Santacruz West</td><td>Computer</td></tr><tr><td>4.</td><td>Dr. Bhavna Arora</td><td>Assistant Professor &amp; HOD, Atharva college of Engineering, Mumbai</td><td>Computer</td></tr><tr><td>5.</td><td>Dr. Shashikant Patil</td><td>Director and Professor, uGDX School of Technology, Atlas SkillTech University Mumbai.</td><td>CSE (AIML)</td></tr></table> | Sr.No.                                                                                           | Name of the Member | Designation | Department | 1. | Dr. S. B. Heggond | Associate Professor, Basveshwar Engineering college, Bagalkot, Karnataka. | Civil | 2. | Dr. Sachin J. Mane | Associate Professor, D Y Patil College of Engineering, Akurdi, Pune | Civil | 3. | Dr. Sumedh N. Pundkar | Assistant Professor, Usha Mittal Institute of Technology SNTD women's University, Santacruz West | Computer | 4. | Dr. Bhavna Arora | Assistant Professor & HOD, Atharva college of Engineering, Mumbai | Computer | 5. | Dr. Shashikant Patil | Director and Professor, uGDX School of Technology, Atlas SkillTech University Mumbai. | CSE (AIML) |
| Sr.No.          | Name of the Member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Designation                                                                                      | Department         |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| 1.              | Dr. S. B. Heggond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Associate Professor, Basveshwar Engineering college, Bagalkot, Karnataka.                        | Civil              |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| 2.              | Dr. Sachin J. Mane                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Associate Professor, D Y Patil College of Engineering, Akurdi, Pune                              | Civil              |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| 3.              | Dr. Sumedh N. Pundkar                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Assistant Professor, Usha Mittal Institute of Technology SNTD women's University, Santacruz West | Computer           |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| 4.              | Dr. Bhavna Arora                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Assistant Professor & HOD, Atharva college of Engineering, Mumbai                                | Computer           |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |
| 5.              | Dr. Shashikant Patil                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Director and Professor, uGDX School of Technology, Atlas SkillTech University Mumbai.            | CSE (AIML)         |             |            |    |                   |                                                                           |       |    |                    |                                                                     |       |    |                       |                                                                                                  |          |    |                  |                                                                   |          |    |                      |                                                                                       |            |



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|                                                                                                                                                                                                   | 6.  | Dr. Madhura Ranade           | Assistant Professor, SVKM's Shri Bhagubhai Mafatlal Polytechnic and College of engineering, Mumbai                           | CSE (AIML)            |
|                                                                                                                                                                                                   | 7.  | Dr. Pravin Shrinath          | Associate Professor, Mukesh Patel School of Technology Management & Engineering, Mumbai                                      | Electrical & Computer |
|                                                                                                                                                                                                   | 8.  | Dr. Jagannath Haridas Nirmal | Professor, K J Somaiya School of Engineering, Mumbai                                                                         | Electrical & Computer |
|                                                                                                                                                                                                   | 9.  | Dr. Manoj Sankhe             | Professor, EXTC Engineering, Mukesh Patel School of Technology and Management, NMIMS Deemed to be University, Mumbai         | EXTC                  |
|                                                                                                                                                                                                   | 10. | Dr. Uttam Waghmode           | Assistant Professor, Computer Engg Department, Ramrao Adik Institute of Technology, D Y Patil Deemed to be University, Nerul | EXTC                  |
|                                                                                                                                                                                                   | 11. | Dr. Gajanan Thokal           | Associate Professor, Pillai University, Panvel                                                                               | Mechanical            |
|                                                                                                                                                                                                   | 12. | Dr. Rajesh Bisane            | Assistant Professor, Symbiosis Institute of Technology, Pune                                                                 | Mechanical            |
|                                                                                                                                                                                                   | 13. | Dr. Harshali Patil           | Associate Professor, Somaiya School of Basic and Applied Sciences, Somaiya Vidyavihar University, Mumbai                     | MCA                   |
|                                                                                                                                                                                                   | 14. | Dr. Prashant Chordiya        | Associate Professor, D. Y. Patil Institute of Master of Computer Applications and Management, Pune                           | MCA                   |
| <p>With no further topics for discussion, the chairman expressed gratitude to all members of the Academic Council for their valuable inputs.<br/>The meeting concluded with a vote of thanks.</p> |     |                              |                                                                                                                              |                       |

Dr. Trupti Patil  
Member Secretary-Academic Council

Dr. Arun Kumar  
Chairman-Academic Council