


**SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS),**  
**SION (W), MUMBAI -400 022**  
**NAAC SSR – CYCLE 4 : 2018-2023**

**Metric No. 6: 6.2.2**

The Enterprise Resource Planning (ERP) documents and the screenshots of user interface of each module stating the implementation of E-governance in areas of operation as mentioned below:

Sr. No.	Quality Assurance initiatives	Page numbers
1.	Administration – ERP Reports	1 - 7
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	Finance and Accounts – TALLY Screenshots	16
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*This is to certify that the attached documents have been verified and found to be true.*

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



**Principal**

**College Seal**

Purchase Order

Pur/I-N/251/030

13 December 2019

Compusoft (Authorized Microsoft Representative),  
Aggarwal Estate, Chitalsar Manpada, S.V. Road,  
Thane 400610, Maharashtra India,  
Contact: Ms. Madhavi, Fax: 25890162 Mr. Devesh Agarwal Ph: 25890100/65771513

**SIES**  
RISE WITH EDUCATION

**Billing To be made in the name of: South Indian Education Society,**  
SIES Nerul- Sri Chandrasekarendra Saraswathy Vidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706.  
Contact for delivery: Mr. Sachin Jade IT -6119 6466.

SN	Product ID	Description	Qty	Rate	Final Negotiated Rate	Total Value
1	5FV-00001	Office 365 EDU E3 for Faculty Open	800	1295	1250	10,00,000
2	3LN-00001	Intune Open ALNG	800	440	360	2,88,000
3	KW5-00359	Windows 10 Upgrade License	800	1045	1030	8,24,000
4	R18-03499	Windows Server CAL	800	140	137	1,09,600
5	7NQ-00050	SQL Svr Standard Core	11	17250	17200	1,89,200
6	D87-06005	Visio Professional ALNG	2	2715	2700	5,400
7	H30-03427	Project Professional ALNG	184	3140	3133	5,76,472
8	77D-00161	Visual Studio Pro with MSDN	355	3155	3148	11,17,540
9	9EM-00292	Windows Server Standard	34	2550	2535	86,190
<b>Total</b>						<b>41,96,402</b>
<b>Add: GST 18%</b>						<b>7,55,352</b>
<b>Total Value</b>						<b>49,51,754</b>

Microsoft Campus Anniversary order third year renewal of agreement Period from

1<sup>st</sup> Jan 2020/ 31<sup>st</sup> December 2020 as per your agreement. (CNS: V8216820) *Wijay*

Terms and Conditions:

1. This is meant for SIES & all the Institution under it at Sion, Matunga & Nerul as per the Agreement. Prices quoted are for subscription & for perpetual licenses. *Chattopadhyay*
2. The Agreement for renewal if any would be signed by the Hon. Secretary of SIES for the initial and subsequent renewal subscriptions.
3. **Payment** 50 % in advance against proforma invoice & balance against documentation and submission of original bill along with it.
4. The bill has to be made in the name of SIES only.
5. Bill is to be sent directly to Purchase Department, Nerul at SIES- Sri Chandrasekarendra Saraswathy Vidyapuram, Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706.

*Wijay*  
13/12/19  
**Head Purchase**

For South Indian Education Society

CC to: Purchase / Accounts/IT Dept/ Head of the Institution or Registrar or HOD.

*MS*  
**Authorised Signatory**

South Indian Education Society

*Wijay*  
13/12/19  
**Purchase Manager**

**Account Code: E008 - License Fee Renewal**  
**Account Head - E0081 - Computers; Softwares License Renewal**

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramanian Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

E-mail: society@sies.edu.in • www.sies.edu.net

**Purchase Order ( Amended)**

WO/I-N/0492 A/046/20-21

27<sup>th</sup> December 2020



**SIES**  
RISE WITH EDUCATION

**GENIE INFOTECH PRIVATE LIMITED**

5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India  
Contact Person : Mr Suketu Shah (93700 35495)  
E-mail : suketu.shah@gitpl.com  
**GSTIN 27AADCG7610E1ZV, PAN AADCG7610E**

**Billing Address:**

**The South Indian Education Society,**  
Sri Chandrasekarendra Saraswathy Vidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
Contact: Mr. Pankaj Srivastava : Head IT ( 88503 89408)  
GST No: 27AAAAS6062R1ZV PAN No: AAAAS6062R

**Amendment Reason - PO amended for Terms & Condition on 27.12.2020**

<b>SIES Campus - Microsoft EduCloud Licenses &amp; Additional MS Components for 3 Years Contract Period ( 28<sup>th</sup> December 2020 to 27<sup>th</sup> December 2023)</b>					
SN	Part Number	Item Name	Quantity per Year ( Nos)	Rate/Unit ( Rs)	Total Annual Value ( Rs)
1	W77-00001	Defender for O365 Plan 1 Open Fac Alng SubVL OLV E 1Mth Acad AP Per User	800	950	760000
2	FYS-00001	IntuneOpenFcilty ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	500	400000
3	HVH-00007	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	2350	1880000
4	QLU-00003	Microsoft Defender For Endpoint EDU	800	1507	1205600
5	KW5-00359	WINEDUperDVC ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	800	1160	928000
6	R18-03499	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	800	195	156000
7	H30-03427	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	140	3696	517440
8	7NQ-00050	SQLSvrStdCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic	6	18287	109722
9	D87-06005	VisioPro ALNG LicSAPk OLV E 1Y Acdmc AP	4	3136	12544
10	77D-00161	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	345	3424	1181280
11	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	33	3003	99099
12	JNN-00001	O365EDUA3OpenStuUseBnft ShrdSvr ALNG OLV NL 1M Stdnt PerUsr STUUseBnft	32000	0.01	320
		Total Value without Taxes			<b>72,50,005</b>
		<b>Add: GST 18%</b>			13,05,001
		<b>Total Value including Taxes</b>			<b>85,55,006</b>

*Wajana*  
28/12/2020

*MS*

*halo*  
28/12/20

*Sankh*  
28-12-2020

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramaniam Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

E-mail: society@sies.edu.in • www.siesedu.net



**Purchase Order ( Amended )**

WO/I-N/0492 A/046/20-21

27<sup>th</sup> December 2020

**GENIE INFOTECH PRIVATE LIMITED**

5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India



**Terms & conditions: ( As amended on 27.12.2020)**

1. This Contract is for SIES & all it's institutions located at Matunga, Sion (East), Sion (West), Ghatkopar, Nerul, Shiravane, Juinagar MIDC
2. The Contract Period is for three Years from the start of signing online OVS-ES and CSP agreement ( 28<sup>th</sup> December'2020 till 27<sup>th</sup> December'2023. This PO is issued for First Year Contract period. For Second & Third Year, POs will be issued in every year December month.
3. The Prices for O365 SKU ( Line Item 1 to 4) from above PO will change for Second & Third Year anniversary with mutual consideration. On Premise SKU ( Line Item 5 to 12 ) shall remain same for 3 years Contract Period.
4. The Invoices are to be made as per above Billing address . Our IT Head Mr Pankaj Srivastava ( IT Head, 88503 89408) will be Single Point of Contact (SPOC)
5. Payment Terms : 98% of Basic + Taxes within 10 days post Online installation of all Licenses against GITPL Invoice. Balance 2% retained and will be paid after 60 days post successful deployment, Training to Users.
6. Delivery Timeline- All software Licenses to be visible Online on MS Portal within 4 days from the PO issuance date.
7. Additional Scope of Services/Deliverables to be complied during 3-years Contract Period:
  - Provide Timely Technical support for MS Teams and other O365 technologies deployment.
  - Provide Technical consultation for the migration of one website (out of 11) to Azure.
  - Provide Timely support to Technical support to 20 users in Deployment and management of EM+S /ATP/Threat management under the campus agreement.
  - Suggest and implement Out Of Box tools to increase the Secure Score of 0365 online.
  - Have BI monthly review calls on all Microsoft new releases and existing activities wrt Campus agreement deployment.
  - Provide Soft Skills Training via online medium for SIES Teams, whenever the need is requested by SIES for Microsoft products included in campus agreement.
  - You being the Fast track Partner as certified by Microsoft , SIES will sign the FastTrack form with you.

*Wagon*  
28/12/2020

**Head Purchase  
For South Indian Education Society  
Society.**

*San*  
28-12-2020

**Head IT**

*MS*  
28/12/20

**Authorized Signatory  
For South Indian Education**

CC to: Purchase / FA / Head of the Institution or Registrar or HOD.

**Account Head : Computer Software License Fees**

**Purchase Manager**

*Kala*  
28/12/20

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramaniam Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

E-mail: society@sies.edu.in • www.siesedu.net



**SIES**  
RISE WITH EDUCATION

**Purchase Order**

WO/I-N/0106/005/21-22

21<sup>st</sup> December 2021

**GENIE INFOTECH PRIVATE LIMITED**

5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India  
Contact Person : Mr Suketu Shah (93700 35495)  
E-mail : suketu.shah@gitpl.com  
**GSTIN 27AADCG7610E1ZV, PAN AADCG7610E**

**Billing Address:**

**The South Indian Education Society,**  
Sri ChandrasekarendraSaraswathyVidyapuram,  
Plot No 1C, Sector 5, Nerul, Navi Mumbai 400706  
Contact: Mr. Pankaj Srivastava : Head IT ( 88503 89408)  
GST No: 27AAAAS6062R1ZV PAN No: AAAAS6062R

<b>SIES Campus - Microsoft EduCloud Licenses &amp; MS Components for Second Year ( Dec'21 - Dec'22 ) : - 3 Years Contract Period ( 28<sup>th</sup> December 2020 to 27<sup>th</sup> December 2023)</b>					
SN	Part Number	Item Name	Quantity per Year ( Nos)	Rate/Unit ( Rs)	Total Annual Value ( Rs)
1	W77-00001	Defender for O365 Plan 1 Open Fac AlngSubVL OLV E 1Mth Acad AP Per User	800	1197	9,57,600
2	FYS-00001	IntuneOpenFclyShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	630	5,04,000
3	HVH-00007	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	2965	23,72,000
4	QLU-00003	Microsoft Defender For Endpoint EDU	800	1650	13,20,000
5	KW5-00359	WINEDUperDVC ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	800	1160	9,28,000
6	R18-03499	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	800	195	1,56,000
7	H30-03427	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	140	3696	5,17,440
8	7NQ-00050	SQLSvrStdCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic	6	18287	1,09,722
9	D87-06005	VisioPro ALNG LicSAPk OLV E 1Y Acdmc AP	4	3136	12,544
10	77D-00161	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	345	3424	11,81,280
11	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	33	3003	99,099
12	JNN-00001	O365EDUA3OpenStuUseBnft ShrdSvr ALNG OLV NL 1M StdntPerUsrSTUUseBnft	32000	0.01	320
		Total Value without Taxes			81,58,005
		Discount 1.50 %			1,22,370
		<b>Net Discounted Value without Taxes</b>			<b>80,35,635</b>
		Add: GST 18%			14,46,414
		<b>Total Value including Taxes</b>			<b>94,82,049</b>

21/12/2021

*MA*

*Sanu*





## Purchase Order

WO/I-N/0106/005/21-22

21<sup>st</sup> December 2021

### **GENIE INFOTECH PRIVATE LIMITED**


5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India

### **Terms & conditions:**

1. This Contract is for SIES & all its institutions located at Matunga, Sion (East), Sion (West), Ghatkopar, Nerul, Shiravane, Juinagar MIDC
2. This PO is for Contract Period of second Year : 28<sup>th</sup> Dec'2021 to 27<sup>th</sup> Dec'2022 ) in reference to three Years Contract started from 01st January'2021 till 31st December'2023.
3. The Prices for O365 SKU ( Line Item 1 to 4) in above PO are revised based on mutual considerations . The same will change for Third Year anniversary with mutual consideration. On Premise SKU ( Line Item 5 to 12 ) , the prices shall remain same during 3 years Contract Period.
4. The Invoices are to be made as per above Billing address . Our IT Head Mr Pankaj Srivastava ( IT Head) will be Single Point of Contact (SPOC)
5. Payment Terms : 98% within 10 days post Online installation of all Licenses. Balance 2% retained and will be paid after 60 days post successful deployment, Training to Users.
6. Delivery Timeline- All Licenses to be Online Installed within 4 days from the PO issuance date.
7. Additional Scope of Services/Deliverables to be complied during 3-years Contract Period:
  - Provide Timely Technical support for MS Teams and other O365 technologies deployment.
  - Provide Technical consultation for the migration of one website (out of 11) to Azure.
  - Provide Timely support to Technical support to 20 users in Deployment and management of EM+S /ATP/Threat management under the campus agreement.
  - Suggest and implement Out Of Box tools to increase the Secure Score of O365 online.
  - Have BI monthly review calls on all Microsoft new releases and existing activities wrt Campus agreement deployment.
  - Provide Soft Skills Training via online medium for SIES Teams, whenever the need is requested by SIES for Microsoft products included in campus agreement.
  - You being the Fast track Partner as certified by Microsoft , SIES will sign the FastTrack form with you.

  
**Head Purchase**  
**For South Indian Education Society**

  
**Head IT**

  
**Authorized Signatory**  
**For South Indian Education Society.**

CC to: Purchase / FA / Head of the Institution or Registrar or HOD.

**Account Head : Computer Software License Fees**

  
**Purchase Manager**

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramaniam Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

E-mail: society@sies.edu.in • www.sies.edu.net

**PurchaseOrder**

WO/I-M/0029/22-23

16<sup>th</sup> December 2022



**SIES**  
RISE WITH EDUCATION

**GENIE INFOTECH PRIVATE LIMITED**

5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India

Contact Person : Mr Suketu Shah (93700 35495)

E-mail : suketu.shah@gitpl.com

**GSTIN 27AADCG7610E1ZV, PAN AADCG7610E**

**Billing Address:**

**The South Indian Education Society,**

K.A.Subramaniam Road Matunga

Contact: Mr. Sachin Jade IT Deputy Manager (8767261671)

GST No: 27AAAAS6062R1ZV PAN No: AAAAS6062R

**SIES Campus - Microsoft Edu Cloud Licenses & MS Components for Third Year (28 Dec'22 – 27 Dec'23):-  
3 Years Contract Period ( 28<sup>th</sup> December 2020 to 27<sup>th</sup> December 2023)**

SN	Part Number	Item Name	Quantity per Year ( Nos)	Rate/Unit ( Rs)	Total Annual Value ( Rs)
1	W77-00001	Defender for O365 Plan 1 Open Fac AlngSubVL OLV E 1Mth Acad AP Per User	800	1197	9,57,600
2	FYS-00001	IntuneOpenFclyShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	630	5,04,000
3	HVH-00007	O365EDUA3OpnFac ShrdSvr ALNG SubsVL OLV E 1Mth Acdmc AP	800	2965	23,72,000
4	QLU-00003	Microsoft Defender For Endpoint EDU	800	1650	13,20,000
5	KW5-00359	WINEDUperDVC ALNG UpgrdSAPk OLV E 1Y Acdmc Ent	800	1160	9,28,000
6	R18-03499	WinSvrCAL ALNG LicSAPk OLV E 1Y Acdmc Ent UsrCAL	800	195	1,56,000
7	H30-03427	PrjctPro ALNG LicSAPk OLV E 1Y Acdmc AP w1PrjctSvrCAL	140	3696	5,17,440
8	7NQ-00050	SQLSvrStdCore ALNG LicSAPk OLV 2Lic E 1Y Acdmc AP CoreLic	6	18287	1,09,722
9	D87-06005	VisioPro ALNG LicSAPk OLV E 1Y Acdmc AP	4	3136	12,544
10	77D-00161	VSPProSubMSDN ALNG LicSAPk OLV E 1Y Acdmc AP	345	3424	11,81,280
11	9EM-00292	WinSvrSTDCore ALNG LicSAPk OLV 16Lic E 1Y Acdmc AP CoreLic	33	3003	99,099
12	JNN-00001	O365EDUA3OpenStuUseBnft ShrdSvr ALNG OLV NL 1M StdntPerUsrSTUUseBnft	32000	0.01	320
		Total Value without Taxes			81,58,005
		Discount 1.50 %			1,22,370
		<b>Net Discounted Value without Taxes</b>			<b>80,35,635</b>
		Add: GST 18%			14,46,414
		<b>Total Value including Taxes</b>			<b>94,82,049</b>

*Handwritten signatures and dates:*  
16/12/22  
19/12/2022

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramaniam Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

E-mail: society@sies.edu.in • www.siesedu.net



## Purchase Order

WO/I-M/0029/22-23

16<sup>th</sup> December 2022

### **GENIE INFOTECH PRIVATE LIMITED**

5th Floor, Office No 504, Corporate Plaza,  
Senapati Bapat Road, Near Chaturshringi Temple,  
Pune 411016, Maharashtra, India



### **Terms & conditions:**

- 1.This Contract is for SIES & all it's institutions located at Matunga, Sion (East), Sion (West), Ghatkopar, Nerul, Shiravane, Juinagar MIDC
2. This PO is for Contract Period of Third Year : 28<sup>th</sup> Dec'2022 to 27<sup>th</sup> Dec'2023) in reference to three Years Contract started from 01st January'2021 till 31st December'2023. The PO is issued for Last Year of the Contract Period.
3. The Prices for O365 SKU ( Line Item 1 to 4) in above PO are revised for Third Year anniversary with mutual considerations . The same will change for Third Year anniversary with mutual consideration. On Premise SKU ( Line Item 5 to 12 ) , the prices shall remain same during 3 years Contract Period.
- 4.The Invoices are to be made as per above Billing address . Our IT Incharge Mr Sachin Jade a ( IT Manager 8767261671) will be Single Point of Contact (SPOC).
5. Payment Terms : 100% within 10 days post Online installation of all Licenses.
6. Delivery Timeline- All Licenses to be Online Installed within 4 days from the PO issuance date.
- 7.Additional Scope of Services/Deliverables to be complied during 3-years Contract Period:
  - Provide Timely Technical support for MS Teams and other O365 technologies deployment.
  - Provide Technical consultation for the migration of one website (out of 11) to Azure.
  - Provide Timely support to Technical support to 20 users in Deployment and management of EM+S /ATP/Threat management under the campus agreement.
  - Suggest and implement Out Of Box tools to increase the Secure Score of 0365 online.
  - Have BI monthly review calls on all Microsoft new releases and existing activities wrt Campus agreement deployment.
  - Provide Soft Skills Training via online medium for SIES Teams, whenever the need is requested by SIES for Microsoft products included in campus agreement.
  - You being the Fast track Partner as certified by Microsoft, SIES will sign the FastTrack form with you.

*[Signature]*  
19/12/2022  
**Head Purchase**  
**For South Indian Education Society**

**IT Deputy Manager**

*[Signature]*  
**Authorized Signatory**

**For South Indian Education Society.**

CC to: Purchase / FA / Head of the Institution or Registrar or HOD.

**Account Head : Computer Software License Fees**

*[Signature]*  
16/12/22  
**Purchase Manager**

**THE SOUTH INDIAN EDUCATION SOCIETY**

SIES Chowk, K. A. Subramaniam Road, Matunga, Mumbai-400 019.

Tel: 2401 0051 / 2404 4242 • Fax :2404 3232

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## Criterion VI - Governance, Leadership and Management

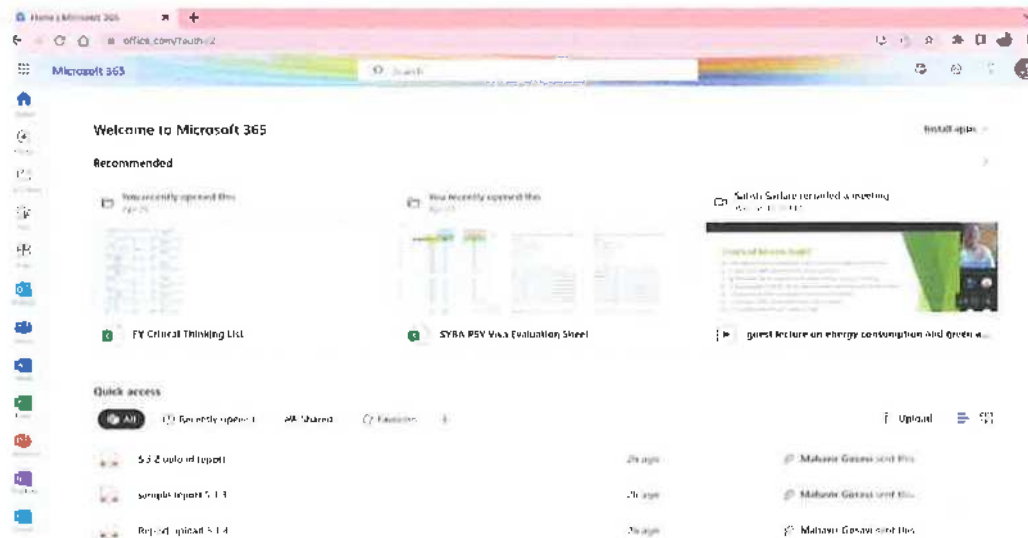
### 6.2.2 The Implementation of E-governance in areas of operation

The Institution implemented its e-governance based on the IT Policy and followed the standard procedure as per the guidelines mentioned in it.

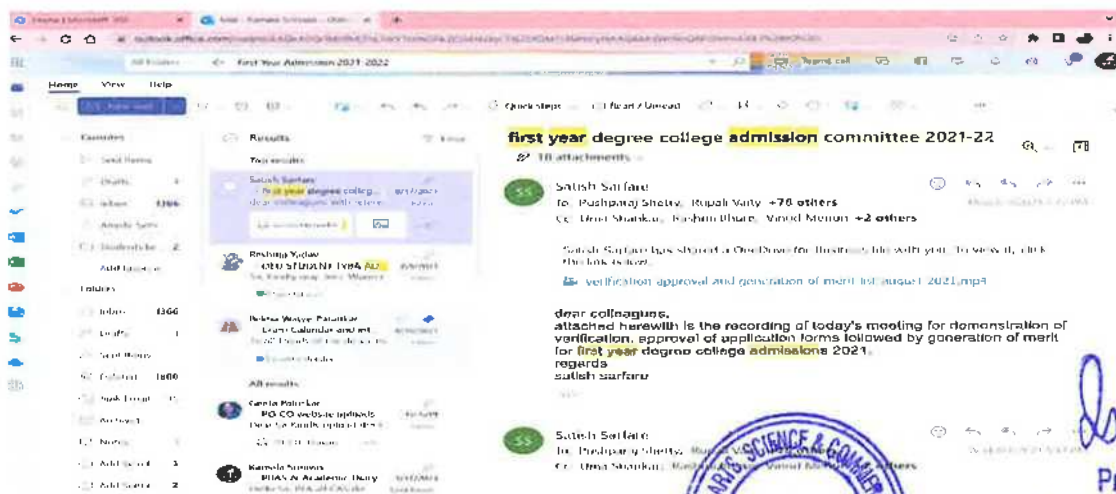
<https://siesascs.edu.in/admin/uploads/8b120ac7915f719c7cb40cd2fabc1fdbIT%20Policy.pdf>

### 1. ADMINISTRATION including complaint management

#### a) Microsoft Outlook Interface

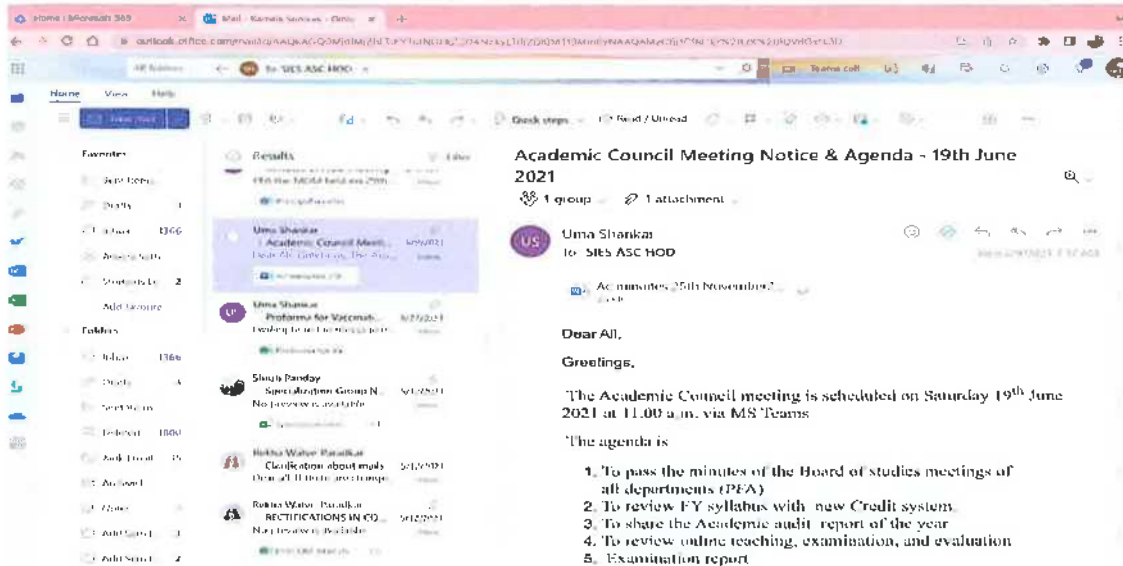


#### b) Principal's email to HOD Mail group



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

c) Faculty Receiving email regarding admissions with SOP



**SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai**

**Room chart for faculty for accepting admission form from Open Category Students on college premises**

**First Merit List – First Year Degree Admission - Academic Year 2021-2022**

Course	Floor and Room Number
FYBCom	Ground floor – 2
FYBMS and FYBMS (Capital Markets)	Ground floor – 3
FYBA	First floor – 8
FYBAMMC and FYBSc - Biotechnology	First floor – 9
FYBSc (General)	First floor – 10
FYBSc – Information Technology and Computer Science	First floor – 11
Waiting Room for Parents	Ground floor – 4

**Dates for first year open category admission – 18/8/21, 20/8/21, 21/8/21, 23/8/21, 24/8/21, 25/8/21**

**Timings for first year open category admission – 11.00 am to 2.00 pm**



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



9<sup>th</sup> August 2021

**Check List for Verification of Application Form for First Year Degree Admission 2021**

1	College Code 183 in UOM form	
2	College name in UOM form	
3	Course name in UOM form	
4	Marks and Marks out off with the marksheet	
5	Stream	
6	Name as per HSC Marksheet	
7	Minority form according to Mother tongue	
8	Do not disapprove any form	
9	Discrepancy if any. SMS to be sent simultaneously once the form is verified.	
	<b>IN House &amp; Minority</b>	<b>Open &amp; Other</b>
10	INHOUSE & MINORITY FORM registration will be closed at 1.00 p.m on 10.08 2021	Open & Other Category registration will be closed at 1.00 p.m on 14.08 2021
11	On the basis of point 10 above, form verification, including one for whom we have sent SMS should be completed by 11.08.2021 - 12.00 noon	Form verification, including one for whom we have sent SMS should be completed by 15.08.2021 - 12.00 noon
12	Verification and approval of student name should be completed by 11.08.2021 - 4.00 p.m. Including the one for whom we have sent SMS.	Verification and approval of student name should be completed by 16.08.2021 - 11.00 a.m. Including the one for whom we have sent SMS.
13	Merit List generation for MINORITY and In House Category.	Merit List generation
14	Display of Merit List of Minority & in House Category 12.08.2021 - 4.00 p.m.	Display of Merit List 17.08.2021- 11.00 a.m.
15	Payment of Fees for above 13.08.2021 to 14.08.2021	Payment of Fees for above 18.08.2021 to 25.08.2021

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

**Standard Operating Procedure to be followed by the faculty for acceptance admission form from**

**Open Category Students on college premises**

- Faculty is provided with a printed merit list having University Application form number and name of the student specific for the course (FYBA/FYBSc etc) for Open Category Students.
- Faculty checks the University Form number and student name on the printed merit list and compares it with the University Application form given by the student (Note that University Application Form has the University logo in the left corner)
- Faculty checks the name of the college on the University Application Form and the College code (183)
- Faculty checks the HSC mark statement printout/photocopy (Need not be attested)
- Faculty enters the University Form number on the printed merit list and puts his/her initials and date against the student's name.
- After verification of the application form and HSC mark statement printout, the faculty endorses the University application form given by student by putting his/her initials and date on the application form.
- Faculty gives the student the following two options for payment of fees as per the fee structure given in the table -

Course	Fee Structure
FYBSc (General)	Rs. 5225/-
FYBA	Rs. 5225/-
FYBcom	Rs. 5765/-
FYBANDMC	Rs. 21313/-
FYBMS	Rs. 26353/-
FYBMS (Capital Markets)	Rs. 26353/-
FYBSc - Biotechnology	Rs. 26675/-
FYBSc - Information technology	Rs. 22831/-
FYBSc - Computer Science	Rs. 29975/-

Option A): The student can pay online by using the following details -

Savings Account Name: SIES College of Arts, Science and Commerce  
 Bank Name: Bank of Baroda  
 Branch: Sion  
 Account No: 04346188011478  
 IFSC code: BARB0SI0000 (5th character is ZERO)  
 OR

Option B): The student can pay by Demand Draft in favour of 'SIES College of Arts, Science and Commerce'.

- Once the student chooses the above options, then the faculty gives the student a blank form of temporary fee receipt, this form of temporary fee receipt has two portions which the student is asked to fill with all the necessary details including transaction or demand draft details. Thereafter, the faculty gives to the student one portion of temporary fee receipt endorsed with college round stamp as an acknowledgement note that the other portion of temporary fee receipt is retained by the faculty.
- Finally, the faculty keeps the following documents accepted from the student:
  - Temporary fee receipt portion retained by the faculty
  - Demand draft given by the student (in case of payment by demand draft)
  - University Application form of the student (required/mandatory)
  - HSC mark statement/printout (required/mandatory)
  - College online application form filled from your portal is not mandatory - in case a student has a printout, attach it to the above, however, do not insist on the same, since, note that a student may have filled college online form, therefore, we will rely on University Application form, HSC mark statement verification and College merit list for confirming eligibility of admission.

6.2.2. Institution's implementation of e-governance



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

**Standard format for sending SMS messages for discrepancy**

**Note to the faculty who will send the SMS:**

- a) The matter highlighted in yellow – correct course needs to be mentioned by the faculty while typing the sms.
- b) The matter highlighted in green – select the appropriate option of the document which has been missed out by the applicant.

**University form of another college**

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as you have attached the University form of another college. Please log in again and upload the form of our college code 183 and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

**University form of another course**

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as you have attached University form of (COURSE). Please log in again and upload form of (COURSE) college code 183 and resubmit again within 6 hours or last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

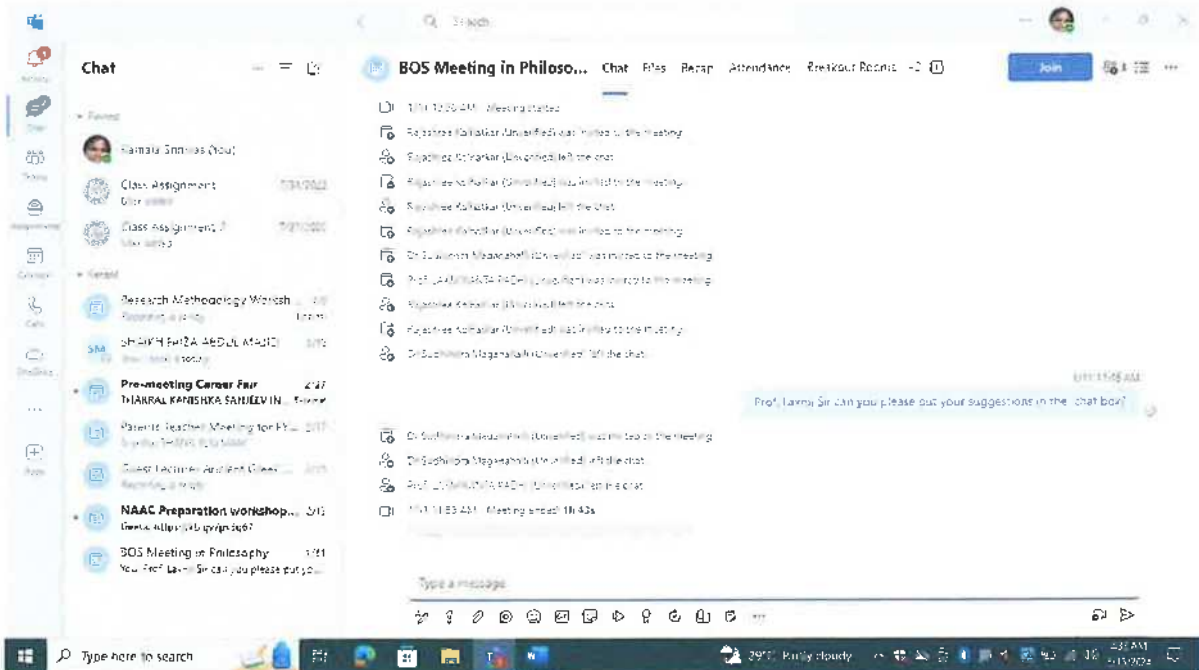
**Non readable documents**

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as image of University form is not readable. Please log in again and upload clear image and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

**Missing document**

Your application to SIES ASC SION WEST (COURSE) has a discrepancy as (University enrolment form / JSE mark sheet / Minority form, if applicable) document is not attached. Please log in again to upload and resubmit again within 6 hours or before last date / time for submission by clicking on Edit Documents (blue colour) shown at bottom left of application form, whichever is earlier, South Indian Education Society.

**d) Administration complaint management takes place on Microsoft Teams**



**6.2.2. Institution's implementation of e-governance**



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



**Tax Invoice**



**SEERWEB ERP SOLUTIONS PRIVATE LIMITED**  
 502, Thacker Tower, Sector-17, Vashi  
 Next to Saraswat Co-Op Bank, Navi Mumbai  
 GSTIN/UIN: 27ABCCS0444E1ZO  
 State Name : Maharashtra, Code : 27  
 CIN: U72900MH2019PTC325274  
 E-Mail : accounts@visionsol.in

Invoice No. <b>SESPL/1153/21-22</b>	Dated <b>15-Mar-22</b>
Delivery Note	Mode/Terms of Payment <b>100 % Advance</b>
Reference No. & Date. <b>SESPL-SO/2544/21-22 dt. 15-Mar-22</b>	Other References
Buyer's Order No. <b>SESPL-SO/2544/21-22</b>	Dated <b>15-Mar-22</b>
Dispatch Doc No.	Delivery Note Date
Dispatched through <b>Online</b>	Destination

Buyer (Bill to)  
**The South Indian Education Society (SIES)**  
 Sri Chandrasekarendra Saraswathy Vidyapuram,  
 Plot No. 1 -C, Sector - 5, Nerul - E  
 Navi Mumbai  
 State Name : Maharashtra, Code : 27



Sl No.	Description of Goods and Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	<b>Annual Support Cover (AMC/ASC) for Centralized Server Multi Location</b> AMC Services for TallyPrime Multi User Locations :- Matunga / Nerul Sion East / Sion West AMC Validity Period :- 1st April 2022 To 31st March 2023	998313	<b>4 Nos</b>	18,000.00	Nos	25 %	<b>54,000.00</b>
2	<b>Annual Support Cover (AMC/ASC) (Advance) (Silver)</b> AMC Services for Tally Single User Tally Serial No :- 755003259 Location :- Shri Bhakta AMC Validity Period :- 1st April 2022 To 31st March 2023	998313	<b>1 Nos</b>	9,000.00	Nos	25 %	<b>6,750.00</b>
							60,750.00
							<b>CGST</b>
							<b>5,467.50</b>
							<b>SGST</b>
							<b>5,467.50</b>
<b>Total</b>			<b>5 Nos</b>				<b>₹ 71,685.00</b>

Amount Chargeable (in words) E. & O.E  
**INR Seventy One Thousand Six Hundred Eighty Five Only**

HSN/SAC	Taxable Value	Central Tax		State Tax		Total Tax Amount
		Rate	Amount	Rate	Amount	
998313	60,750.00	9%	5,467.50	9%	5,467.50	10,935.00
<b>Total</b>	<b>60,750.00</b>		<b>5,467.50</b>		<b>5,467.50</b>	<b>10,935.00</b>

Tax Amount (in words) : **INR Ten Thousand Nine Hundred Thirty Five Only**

Company's PAN : **ABCCS0444E**  
Declaration  
 I / WE hereby confirm that software supplied vide this invoice is acquired in a subsequent transfer and it is transferred without any modification and tax has been deducted under section 194J / Section 195 deposited under PAN No ABCCS0444E by the PAN holder. Hence no TDS is to be deducted on this invoice as per Notification No. 21/2012[F No.142/10/2012-SO(TPL)] S.O. 1323 (E) dated 13.06.2013

Company's Bank Details  
 Bank Name : **Axis Bank Ltd**  
 A/c No. : **918020070748189**  
 Branch & IFS Code : **Nerul, Navi Mumbai & UTIB0000386**  
**for SEERWEB ERP SOLUTIONS PRIVATE LIMITED**  
 Authorised Signatory

**PROFORMA INVOICE**



**SEERWEB ERP SOLUTIONS PVT.LTD.**  
 Office No. 1902, 19th Floor, G-Square Business Park,  
 Opp. to Sanpada Railway Station Road, Sector- 30A,  
 Vashi, Navi Mumbai- 400703, Maharashtra, India.  
 GSTIN/UIN: 27ABCCS0444E1ZO  
 State Name : Maharashtra, Code : 27  
 CIN: U72900MH2019PTC325274  
 Contact : 62466246,8655771433  
 E-Mail : accounts@visionsol.in  
 www.seerweb.in

Voucher No. <b>SESPL-SO/1738/23-24</b>	Dated <b>22-Mar-24</b>
	Mode/Terms of Payment <b>100% Advance</b>
Buyer's Ref./Order No. <b>SESPL-SO/1738/23-24</b>	Other References
Dispatched through <b>Online</b>	Destination
Terms of Delivery	

Buyer (Bill to)  
**SIES College of Management Studies**  
 Sri Chandrasekarendra Saraswathy Vidyapuram,  
 Plot No. 1 -C, Sector - 5, Nerul - E  
 Navi Mumbai  
 State Name : Maharashtra, Code : 27

SI No.	Description of Services	HSN/SAC	Quantity	Rate	per	Amount
1	<b>Tally on Cloud</b> Tally On Cloud for One Year User Name :- SIES No. of Users :- 14 Users TOC Validity Period :- 1st April 2024 To 31st March 2025 Note :- RAM - 22 GB Storage - 375 GB Processor - 7.5 core Security - RDS Protector Server - Window Bandwith - Unlimited	998313	<b>14 Nos</b>	10,000.00	Nos	<b>1,40,000.00</b>
2	<b>Annual Support Cover (AMC/ASC) (Advance) (Gold)</b> Advance AMC for TallyPrime Gold (Multi User) Tally Serial No :- 772110675 AMC Validity Period :- 1st April 2024 To 31st March 2025 Note :- 1. Unlimited Remote support 2. Total 04 Visits in 12 Months 3. No changes and requirement will be added in customisation under AMC	998313	<b>1 Nos</b>	24,000.00	Nos	<b>24,000.00</b>
	<b>CGST</b>					<b>1,64,000.00</b>
	<b>SGST</b>					<b>14,760.00</b>
						<b>14,760.00</b>

continued to page number 2



**PROFORMA INVOICE(Page 2)**



**SEERWEB ERP SOLUTIONS PVT.LTD.**  
 Office No. 1902, 19th Floor, G  
 -Square Business Park,  
 Opp. to Sanpada Railway  
 Station Road, Sector- 30A,  
 Vashi, Navi Mumbai- 400703,  
 Maharashtra, India.  
 GSTIN/UIN: 27ABCCS0444E1ZO  
 State Name : Maharashtra,  
 Code : 27  
 CIN: U72900MH2019PTC325274  
 Contact : 62466246,8655771433  
 E-Mail : accounts@visionsol.in  
 www.seerweb.in

Voucher No. <b>SESPL-SO/1738/23-24</b>	Dated <b>22-Mar-24</b>
Buyer's Ref./Order No. <b>SESPL-SO/1738/23-24</b>	Mode/Terms of Payment <b>100% Advance</b>
Dispatched through <b>Online</b>	Other References
Terms of Delivery	Destination

Buyer (Bill to)  
**SIES College of Management Studies**  
 Sri Chandrasekarendra Saraswathy Vidyapuram,  
 Plot No. 1 -C, Sector - 5, Nerul - E  
 Navi Mumbai  
 State Name : Maharashtra, Code : 27

SI No.	Description of Services	HSN/SAC	Quantity	Rate	per	Amount
	<b>Round Off</b>					
	<b>Total</b>		<b>15 Nos</b>			<b>₹ 1,93,520.00</b>

Amount Chargeable (in words)  
**INR One Lakh Ninety Three Thousand Five Hundred Twenty Only**

*E. & O.E*



Scan to pay

Company's PAN : **ABCCS0444E**

Declaration

I / WE hereby confirm that software supplied vide this invoice is acquired in a subsequent transfer and it is transferred without any modification and tax has been deducted under section 194J / Section 195 deposited under PAN No. AKYPC 0160H by the PAN holder. Hence no TDS is to be deducted on this invoice as per Notification No. 21 /2012[F No. 142/10/2012-SO(TPL)] S.O. 1323 (E) dated 13.

Company's Bank Details

Bank Name : **Axis Bank Ltd**  
 A/c No. : **918020070748189**  
 Branch & IFS Code : **Nerul, Navi Mumbai & UTIB0000386**

for **SEERWEB ERP SOLUTIONS PVT.LTD.**

Authorised Signatory

This is a Computer Generated Document

TAX INVOICE




**SEERWEB ERP SOLUTIONS PVT.LTD.**  
 Office No. 1902, 19th Floor, G-Square Business Park,  
 Opp. to Sanpada Railway Station Road, Sector- 30A,  
 Vashi, Navi Mumbai- 400703, Maharashtra, India.  
 GSTIN/UIN: 27ABCCS0444E1ZO  
 State Name : Maharashtra, Code : 27  
 CIN: U72900MH2019PTC325274  
 Contact : 62466246,8655771433  
 E-Mail : accounts@visionsol.in  
 www.seerweb.in

Invoice No. <b>SESPL/0113/24-25</b>	Dated <b>3-Apr-24</b>
Delivery Note	Mode/Terms of Payment <b>100% Advance</b>
Reference No. & Date. SESPL-SO/1687/23-24 dt. 3-Apr-24	Other References
Buyer's Order No. <b>SESPL-SO/1687/23-24</b>	Dated <b>12-Mar-24</b>
Dispatch Doc No.	Delivery Note Date
Dispatched through <b>Online</b>	Destination
Terms of Delivery	

Buyer (Bill to)  
**SIES College of Management Studies**  
 Sri Chandrasekarendra Saraswathy Vidyapuram,  
 Plot No. 1 -C, Sector - 5, Nerul - E  
 Navi Mumbai  
 State Name : Maharashtra, Code : 27

SI No.	Description of Services	HSN/SAC	Quantity	Rate	per	Disc. %	Amount
1	<b>Annual Support Cover (AMC/ASC) for Centralized Server Multi Location</b> AMC Services for TallyPrime Multi User Locations :- Matunga / Nerul Sion East / Sion West AMC Validity Period :- 1st April 2024 To 31st March 2025	998313	<b>1 Nos</b>	72,000.00	Nos	15 %	<b>61,200.00</b>
2	<b>Annual Support Cover (AMC/ASC) (Advance) (Silver)</b> AMC Services for Tally Single User Tally Serial No :- 755003259 Location :- Shri Bhakta AMC Validity Period :- 1st April 2024 To 31st March 2025	998313	<b>1 Nos</b>	9,000.00	Nos	15 %	<b>7,650.00</b>
							<b>68,850.00</b>
							<b>6,196.50</b>
							<b>6,196.50</b>
<b>CGST SGST Round Off</b>							
<b>Total</b>			<b>2 Nos</b>				<b>₹ 81,243.00</b>

Amount Chargeable (in words) E. & O.E  
**INR Eighty One Thousand Two Hundred Forty Three Only**

	HSN/SAC	Taxable Value	CGST		SGST/UTGST		Total Tax Amount
	998313	68,850.00	Rate	Amount	Rate	Amount	
			9%	6,196.50	9%	6,196.50	12,393.00
<b>Total</b>		<b>68,850.00</b>		<b>6,196.50</b>		<b>6,196.50</b>	<b>12,393.00</b>

Tax Amount (in words) : **INR Twelve Thousand Three Hundred Ninety Three Only**

Company's PAN : **ABCCS0444E**

Declaration

I / WE hereby confirm that software supplied vide this invoice is acquired in a subsequent transfer and it is transferred without any modification and tax has been deducted under section 194J / Section 195 deposited under PAN No ABCCS0444E by the PAN holder. Hence no TDS is to be deducted on this invoice as per Notification No. 21/2012[F

Company's Bank Details

Bank Name : **Axis Bank Ltd**  
 A/c No. : **918020070748189**  
 Branch & IFS Code : **Nerul, Navi Mumbai & UTIB0000386**

for SEERWEB ERP SOLUTIONS PVT.LTD.

Authorised Signatory



## 2. FINANCE AND ACCOUNTS

### Tally ERP 9

The screenshot shows the Tally ERP 9 Gateway menu. The current period is 1.4.2023 to 31.3.2024, and the current date is Tuesday, 23 May, 2023. The company name is Sion -W (Society) with a last entry date of 23-May-2023. The Gateway menu is open, showing options like Masters, Accounts Info, Transactions, Accounting Vouchers, Utilities, Import Data, Bookling, Audit, Audit & Compliance, Reports, Balance Sheet, Income & Expense A/c, Ratio Analysis, Display, Multi Account Printing, and Quit.

Types of Vouchers	Sion -W (Society) 1-Apr-2023 to 23-May-2023	Types of Accounts	EN English (United States) Sion -W (Society) 1-Apr-2023 to 23-May-2023
Coates	0	Groups	125
Credit Note	0	Ledgers	6,919
Debit Note	0	Cost Categories	5
Delivery Note	0	Cost Centres	268
Fee - receipt - web	310	Voucher Types	76
Job Work In Order	0	Currencies	2
Job Work Out Order	0		
Journal	5		
Journal Expenses	30		
Journal Remuneration	51		
Material In	0		
Material Out	0		
Memorandum	0		
Payment	30		
Payment - web	1		
Physical Stock	0		
Purchase	0		
Purchase Order	0		
Receipt	18		
Receipt Note	0		
Rejections In	0		
Rejections Out	0		
Reversing Journal	0		
Safe	1		
Sales Order	0		
Stock Journal	0		
<b>Total</b>	<b>455</b>		



*[Handwritten Signature]*

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

**CONTRACT FOR  
LICENSE, IMPLEMENTATION, TRAINING, MAINTENANCE & SUPPORT**

**OF**

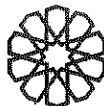
**JUNO CAMPUS**

**BETWEEN**



**THE SOUTH INDIAN EDUCATION SOCIETY  
SIES Chowk, K.A.Subramaniam Road, Matunga, Mumbai 400019.**

**AND**



**JUNO Software Systems Private Limited  
N-11, Sacred Heart Town, Wanawadi, Pune – 411 040**

**AGREEMENT FOR LICENSING, IMPLEMENTATION, TRAINING AND  
SUPPORT OF JUNO CAMPUS AT THE SOUTH INDIAN EDUCATION  
SOCIETY**

**THIS AGREEMENT is made and entered into at Mumbai on 16<sup>th</sup> day  
of July, 2020.**

**BY AND BETWEEN**

**THE SOUTH INDIAN EDUCATION SOCIETY ("SIES"), K.A.  
Subramaniam Road, Matunga, Mumbai – 400 019, through Shri M.V.  
Ramnarayan , their Hon. Secretary and authorised signatory**

**AND**

**JUNO SOFTWARE SYSTEMS PVT. LTD ("JUNO"), N-11, Sacred Heart  
Town, Wanawadi, Pune – 411 040 through Shri Amod Singh, their Director  
and authorised signatory.**

The parties to this Agreement will be referred to by their names "SIES"  
and "JUNO" when referring to each of them and as "PARTIES" when  
referring to them jointly.

**PREAMBLE:**

**I. LEGAL ENTITY OF BOTH PARTIES :**

- a. SIES is registered under the Societies Registration Act, 1860, under  
Registration No. 626 of 1932-1933 and also under The Maharashtra  
Public Trusts Act, 1950, under Registration No. F-146.
- b. JUNO is incorporated under the Companies Act, 2013, and its CIN is  
U72900PN2013PTC149948.

**II. REGISTERED ADDRESS OF BOTH THE PARTIES :**

- a. SIES is K.A. Subramaniam Road, Matunga, Mumbai – 400 019.
- b. JUNO is N-11, Sacred Heart Town, Wanawadi, Pune – 411 040

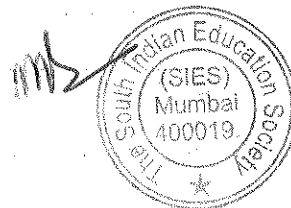
**III. PAN, GST DETAILS OF BOTH PARTIES :**

**SIES :**

**PAN : AAAAS6062R**

*M*

Software Systems (P) Ltd.





GST : 27AAAAS6062R1ZV

**JUNO:**

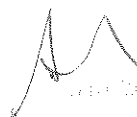
PAN : AADCJ2425L

GST : 27AADCJ2425L1ZI

IV. SIES is dedicated to the cause of education and has established and administers kindergartens, primary and secondary schools under the SSC curriculum receiving grant in aid, 2 junior colleges under the HSC Curriculum receiving grant in aid and 1 junior college under the HSC Curriculum not receiving grant in aid, degree colleges receiving grant in aid, grant in aid degree colleges conducting self financing degree courses, degree colleges not receiving grant in aid, self financing engineering college, management college, school of business studies. The degree colleges are affiliated to the University of Mumbai, the engineering and management colleges are affiliated to the University of Mumbai and approved by the All India Council for Technical Education and the School of Business Studies is approved by the All India Council for Technical Education. They have also established and administer and manage institutes not requiring affiliation to any university or regulatory body but offering several courses tailored for career needs and advancement. The colleges are also under the regulatory control of the University Grants Commission (UGC). The colleges and schools are also required to abide by and implement all rules, directions, laws of the State Government, as applicable. Each of the existing institutions has a full-fledged academic / administration office which takes care of all the requirements of running day to day administration of the institutes. In addition, SIES has administrative offices for accounts, purchase, human resources, legal compliances, information technology, secretarial functions and other allied activities. SIES is expanding its educational footprint and is in the process of starting several new institutions, each with its set of statutory and regulatory controls.

V. The activities of SIES are located at Campuses at Matunga, Sion (East), Sion (West), Ghatkopar, Nerul, MIDC (No. Plot D125, Shiravane & D388, Juinagar MIDC) and there is proposed expansion of activities at other locations also.

VI. SIES is seeking a total solutions provider who can take care of all the educational and administrative requirements for a seamless, integrated software which takes care of all Campus requirements and

  
 Software Systems (P) Ltd.



office requirements including modules relating to daily schedules, academic calendars, academic planning, admission, fee collection, attendance records of staff and students, Human resources functions and records, salary calculation and disbursement, statutory and regulatory compliances of schools and colleges, vendor registration, student activities accessible to students, to parents, real time information monitoring and availability, placements, conducting classes, uploading class content, material, marking attendance of teachers and students etc.

VII. JUNO has represented to and assured SIES that:

1. They are the Owners and the Intellectual Property Right holders of the software 'JUNO Campus' an end-to-end Automation product for education institutes.
2. They have been informed about the requirements of SIES.
3. They possess the technical and administrative resources and support to meet all the requirements required by SIES.
4. Their software can be tailored and modified to meet specific SIES requirements.
5. There are no legal or other restrictions or issues that will prevent them from discharging their obligations under this Agreement.

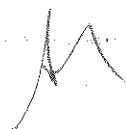
VIII. Based on the representations and assurances given by JUNO, SIES has selected JUNO to implement their proprietary software JUNO Campus, across all SIES Campuses, on the terms and conditions set out in this Agreement.

IX. By their Resolution dated 04<sup>th</sup> July 2020, SIES has authorised Shri. M.V. Ramnarayan, their Hon. Secretary and JUNO has authorised Mr. Amod Singh, their Director to sign and execute this Agreement on their respective behalf.

**NOW THIS AGREEMENT WITNESSES AND THE PARTIES  
AGREE AND ACCEPT AS UNDER:**

**1. TERM OF THIS AGREEMENT**

This Agreement has commenced on 1<sup>st</sup> July, 2020. Unless terminated under the Termination clauses set out in this Agreement, this



Software Systems (P) Ltd.



South Indian Education Society

Agreement is for a period of five (5) years and will expire on 30<sup>th</sup> June, 2025.

## 2. CONTENT OF THIS AGREEMENT, DEFINITIONS, PARAGRAPH HEADINGS

2.1. This Agreement documents the terms and conditions under which JUNO will sell/provide services to SIES, and SIES will buy/avail services from JUNO, JUNO Campus License, Implementation, Training, Maintenance & Support. The parties may mutually agree from time to time to modify this Agreement for specific modules, customizations and uses and such modification shall be documented in a separate, written supplementary agreement. ("New Order Documentation"). All the exhibits and schedules attached to this Agreement are an integral part of this Agreement.

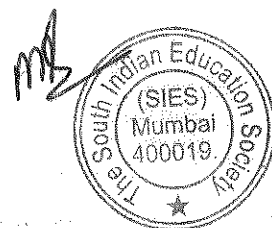
2.2. The definitions and terms and paragraph headings used in this Agreement have no independent meaning and are not open to isolated interpretation, but have to be read along with the clauses, Annexures and Schedules in the Agreement for its true and correct interpretation. The headings and terms used in this meaning are for ease of reference and cannot be sought to be used or enforced de hors the terms and conditions of this Agreement.

## 3. DEFINITIONS

3.1 "Confidential Information" means all information, not available in public domain, in whatever form, about and relating to SIES. In relation to the business of JUNO or the Products, Software, Services and Licensed Software Products, including, , product specifications, drawings, designs, source codes, or other information or data regarding JUNO programming, systems or technical information, books, records, diagrams, manuals, training materials, know-how, JUNO general business plan, pricing, financial or accounting data, business processes and marketing plans and strategies or any other data, which may be disclosed by either party to the other party and which bears a legend or notice regarding its proprietary or confidential nature or, if not in tangible form, which the disclosing party describes as proprietary or confidential at the time of disclosure and subsequently sends a written summary to the receiving party within thirty (30) days of disclosure, the Agreement, and any Purchase Order. Even if there is no written disclosure by SIES, confidential information includes, without limitation, any information about SIES and its

*A*

JUNO Software Systems (P) Ltd.



Authorized Signatory / Director



educational institutions and departments , their management structure, financial information, human resource processes and information, employees, admissions, student strength, educational programs and planning, educational content, student and employee feedback, organisational structure of SIES' institutions, financial or accounting data, strategies, any other information relating or connected to SIES and its institutions and departments.

3.2 **"JUNO Campus"** means an integrated education management system designed and developed by JUNO, its modules and related technical/support documents, which is the proprietary software of JUNO.

3.3 **"Licence"** means the right to use the latest version of the software product during the agreement period, including all upgrades to the modules mentioned in Schedule B.

3.4 **"Implementation"** means configuration as well as customization and upgradation of JUNO Campus and its modules as per the processes at each Campus of SIES, to make it usable by SIES.

3.5 **"Software users"** and **"authorised persons"** for access to and use of software ' means any of the persons of the Managing Council, employees, students, their parents, alumni, student applicant, employee applicant and hiring company HR. consultants and advisers of SIES. Any reference to SIES in this Agreement shall include these persons, where deemed appropriate or, as per the context and meaning and usage.

3.6 **"Training"** means training the software users and authorized persons of SIES on effective usage of the JUNO Campus system, including upgrades to the software or any modules.

3.7 **"Maintenance & Support"** means all product upgrades and support services provided to SIES to ensure the complete and uninterrupted usage of JUNO Campus post implementation.

3.8 **"Agreement Term"** means Five-year period from the 1<sup>st</sup> July 2020 to 30th June 2025, subject to the termination clause set out in this Agreement

Juno Software Systems Pvt Ltd

Registered Office



3.9 "Effective Date" means effective date of commencement of this agreement, i.e 1<sup>st</sup> July 2020.

3.10 "Admin" means various roles defined for SIES 's representatives under JUNO Campus for configuring the system and performing various activities on the system to fulfil the requirements of the SIES.

#### 4 LICENSING AND USE OF SOFTWARE , INCLUDING THIRD PARTY SOFTWARE AND SYSTEMS AND OPEN SOURCE LICENSES

4.1 JUNO shall license their JUNO CAMPUS to SIES during the validity of the agreement. The License doesn't give SIES ownership of any kind over JUNO Campus software, its modules, its features/functionality/intelligence, or any printed/electronic collateral/marketing material. The list of institutions, departments and Campuses covered under the License is at SCHEDULE A.

4.2 JUNO declares that it has used some open source technologies to develop its proprietary IT product JUNO Campus and uses some open source technologies to setup server environment for hosting JUNO Campus application and database. JUNO assures that SIES would not have to pay or incur any additional costs for accessing the functionalities listed under Schedule B. The list of open source technologies used by JUNO Campus is listed at SCHEDULE D.

4.3 SIES requires and JUNO has agreed to issue separate invoices in the name of each institution and other entities, as required. However, for the purpose of coordination, approval and for ensuring payments, JUNO will have to liaise with only one single point of contact within SIES.

4.4 SIES has opted for and licensed JUNO Campus to be operated as a cloud based system. Usage will be governed by the Institutions covered under SCHEDULE A and modules covered under SCHEDULE B.

4.5 Since the software is cloud based and operates on a browser mode, there are no applications or other software required to be downloaded or installed other than that required for running the browsers.

4.6 While the licence is operational, JUNO shall ensure that they shall not tamper modify or alter the source code of the operating systems on

Mr. Manoj K. Patil (P) Ltd.



the machines, block access to any other software or features, including installed anti virus software without written approval from SIES authorised person

4.7 JUNO shall use its knowledge, experience and resources at its disposal to ensure that their software has been protected and continue to be protected against hackers, phishers, vishers, bots, malware, worms , phishing, vishing , adware, bugs, rootkit, spyware, trojans, viruses , stealth programs, botnets, ransomware , fileless malware, malvertising , keyloggers, mobile malware, tablet malware etc. and that SIES systems and machines would be isolated from any glitches or failure in the operation of the software and any issue arising in SIES use of JUNO Campus would be protected and isolated from such events.

4.8 JUNO shall use its knowledge, experience and resources at its disposal to ensure that SIES systems would be automatically isolated and protected in the event of any of the events happening in the foregoing clause and that in the event JUNO Campus is rendered non operational for the aforesaid reasons, SIES will have complete access to all the other programs and software installed on their machines.

## 5. END USER LICENCE AGREEMENT ( EULA)

This Agreement overrides and renders non operational and enforceable any terms and conditions under the EULA which SIES or any user is required to accept before using the software for the first time or at other times. This Agreement will prevail over any conflicts between this Agreement and the EULA.

## 6. HARDWARE AND SOFTWARE REQUIREMENTS

6.1. The Application is recommended to run on the following web browsers only:

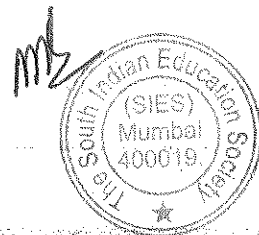
6.1.1. Apple Safari

6.1.2. Goggle Chrome

6.1.3. Mozilla – Firefox.

6.2. The Hardware device is recommended to have a minimum RAM capacity of 2 GB.

6.3. The internet connectivity required for use of this application is 1 MBPS.





## 7. FEES

7.1 The Purchase order shall be issued by each individual institution, as indicated in **SCHEDULE A**. The invoices shall be raised by JUNO institution wise in the name of each of the schools, colleges and educational institutions and, in the name of SIES for the departments and sections.

7.2 The annual licence fee for college will be Rs. 350/- per year per college student and Rs. 200/- per year per school student. If any student cancels their admission or leaves the Institution or his/ her name is removed from the institute rolls for any reason within 3 months of commencement of the academic year, such student's will not be included in any further billing cycle

7.3 In addition to the licence fee per student user, the following charges will be paid by SIES:

- 7.3.1. Cloud space charges : (At Actuals as seen on the Microsoft Azure site)
- 7.3.2. SMS charges
- 7.3.3. Email Gateway charges if applicable

## 8. ESCALATION OF FEES:

8.1 The fees listed in Clause 7.2 are valid from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2022.

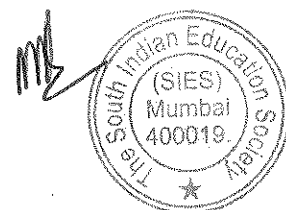
8.2 The licence fees will be increased by 5% of the rate agreed above in clause 7.2 for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023. Thereafter, escalation of fees from 01<sup>st</sup> July, 2023 will be as mutually agreed in writing.

## 9. TAXES

9.1 All payments made to JUNO are subject to Tax Deduction at Source (TDS) at applicable rates.

9.2 GST, at present is 18% on this agreement. If there is any retrospective reduction or increase in this rate / slab or the service rendered under this Agreement are dropped from the list of chargeable services, SIES will be entitled to be refunded or charged extra over the amounts paid towards GST under this Agreement.

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Gateway Systems (P) Ltd.

Authorized Signatory / Director

**10. NO ADDITIONAL COSTS, EXPENSES AND CHARGES FOR TRAINING, MAINTENANCE, SUPPORT**

JUNO shall not be entitled to any additional costs and / or charges towards training, maintenance, support and trouble shooting.

**11. SCHEDULE OF PAYMENT OF AGREEMENT FEES:**

**11.1. FOR THE FIRST YEAR**

11.1.1 25% of the Annual fees shall be paid along with the Purchase Order;

11.1.2 25% of the annual fees shall be paid within 10 days of JUNO raising an invoice dated 01<sup>st</sup> September, 2020;

11.1.3 25% of the annual fees shall be paid within 10 days of JUNO raising an invoice on 1<sup>st</sup> October, 2020;

11.1.4 25% of the annual fees shall be paid within 10 days of JUNO raising an invoice on 1<sup>st</sup> April 2021.

**11.2. FROM THE SECOND YEAR ONWARDS**

From the beginning of the Second Year of this Agreement i.e from 01<sup>st</sup> July, 2021 onwards, JUNO shall raise invoices on SIES and its institutions every quarter, and after verification by SIES, the payment shall be made within 15 days of the receipt of the invoice.

**12. NO WITHHOLDING OF SERVICES UNDER THIS AGREEMENT:**

12.1. SIES will adhere to the payment schedules as aforementioned for all undisputed invoices.

12.2. If there are any disputes regarding an invoice or part thereof, JUNO shall not withhold or deny any of the services under this agreement, for any delay in processing payments till disputes if any in the invoices are duly resolved.

12.3. Disputed invoices shall be resolved by both parties within 15 days.



12.4. If the dispute pertains only to a part of an invoice, SIES shall not withhold payment for the undisputed part of the invoice.

### 13. TIME REQUIRED FOR INSTALLATION OF AND MAKING THE SOFTWARE OPERATIONAL

13.1. JUNO will require 60 days for installation of and making operational the software across all sites, after receiving all data and after freezing final requirements from the institutions and the departments in the agreed formats.

13.2. The installation and testing of the software will not interfere with the daily administrative work and use of the machines at each of the sites.

13.3. JUNO has assured and represented that the use of the platform will be in an incremental manner across all colleges and institutions and departments.

13.4. Purchase Department and Accounts and Finance Department are excluded from the Agreement.

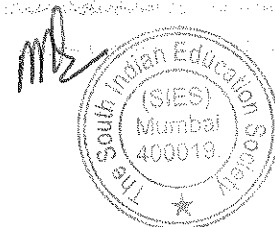
### 14. CUSTOMISATION OF SOFTWARE AND ADDITIONAL COSTS FOR THE SAME

14.1. SIES will provide detailed document on the changes required to be made to the software, during the implementation and before the software becomes fully operational.

14.2. Changes in the software are classified as under:

14.1.1. Minor changes are those changes, which do not require any changes to source code, but involve changes in formatting and display of basic data in reports. This will not incur any additional costs and charges for SIES.

14.1.2. Major changes are those changes, which involves changes to the source code, either across all modules or, in a single module. JUNO agrees that before such changes are acted upon, they will give an estimate in writing to SIES as to the number of manhours to be deployed for implementing such changes. During the implementation process, any such major changes will not incur



Authorized signatory / Date



any additional costs and charges for SIES, provided the number of such estimated manhours does not exceed 500.

14.2. Notwithstanding anything mentioned elsewhere in this agreement, any major changes are required to be made and effected in the software, due to government and / or regulatory and / or statutory changes, they shall not incur any additional costs and expenses for SIES and JUNO shall carry out the necessary changes, to make such changes effective and operational within a mutually agreed time frame

#### 15. COMPLETION OF IMPLEMENTATION

15.1. All necessary data/work-flows needed for implementation will be provided by SIES in soft copy (row-column format) within a week of such request being made.

15.2. Implementation of any module/functionality/feature of JUNO Campus will be considered completed if no new inputs are received within 7 days of the last delivery, commencement of live usage and sign-off is provided by SIES.

#### 16. TRAINING OF SIES PERSONNEL IN THE USE OF THE SOFTWARE AND THE PLATFORM

16.1. JUNO shall conduct training sessions of SIES for all the Campuses on the use of the software and platform. This shall be without any costs or expenses to SIES.

16.2. The dates and timings for such training shall be decided and finalised in consultation with the Head-IT.

16.3. JUNO agrees and accepts that they shall continue to give cost free additional training or trouble shooting or replies to queries raised by SIES during implementation

16.4. The training also covers any upgrades/ modifications made to the software.

16.5. JUNO will impart extensive training to all users during the implementation phase.



16.6. A schedule for user training will be made in consultation with the IT Head.

16.7. Training will be conducted on the test server.

16.8. Admin/s will be shown possible configuration options. This will be followed by the process flow and how it changes according to the changes in configuration rules.

16.9. The Admin/s will then be encouraged to make configuration changes on his/her own, and also validate it on his/her own.

16.10. All detailed documents pertaining to training and operations shall be handed over to SIES during / after completion of the implementation.

16.11. Further training will be conducted by JUNO for any/all users depending on mutually agreed requirements.

#### 17. PASSWORDS

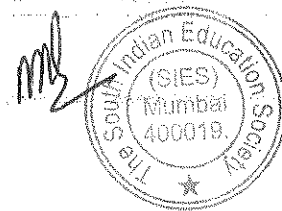
17.1. The control of passwords shall always remain with SIES and SIES alone shall have the right to change the passwords.

17.2. Super admin access of the Microsoft Azure server and the resources in the cloud like Virtual machines, Database, etc.. will be with JUNO and shared with SIES as required.

#### 18. MAINTENANCE

18.1. Maintenance of the JUNO Campus will commence immediately after completion of implementation. Maintenance will include scheduled and unscheduled maintenance, attending to and fixing all reported/non-reported issues relating to the use and operation of the software. Any issue related to software will be resolved by JUNO Campus HelpDesk at [www.JUNO.org.in/support](http://www.JUNO.org.in/support) (or e-mail at [support@JUNO.org.in](mailto:support@JUNO.org.in)) using Ticketing System.

18.2. Maintenance shall also include sunset maintenance.



Authorized Signatory / Director

18.3. Any system change will be done at the backend and concerned users or admin/organization will be appropriately notified through email/popups.

18.4. JUNO will provide service levels Turn Around Time (TAT) as listed in **SCHEDULE C**.

18.5. JUNO will ensure application uptime of 99% during admission and examination period and overall uptime of 97%. Uptime calculated will be exclusive of any mutually agreed scheduled downtime, agreed in writing for upgrade, backup and other maintenance and support purposes.

18.6. JUNO will enable Load Balancing and horizontal autoscaling features on virtual machines deployed on cloud.

18.7. JUNO will make provision of daily incremental back up and weekly full back up with retention time of 30 days on cloud server. JUNO will provide the Data back up to SIES on any machine or alternate cloud specified/provided by SIES as per mutually agreed time schedule and data format.

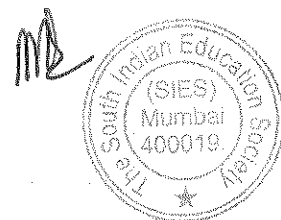
18.8. JUNO will manage all cybersecurity related compliance of SIES with regard to JUNO Campus. This will include without limitation all activities like updating Operating System versions, Security Patches, Threats, etc.

#### 19. BREACH BY JUNO

19.1. In the event of JUNO committing any breach of the warranties of the JUNO Campus, JUNO shall remedy the breach at no extra costs to SIES.

19.2. In case such replacement is not possible, JUNO shall refund SIES the entire fees paid by SIES for the quarter for which the breach has occurred.

19.3. In the event any software or services or platform licensed by JUNO infringes the intellectual property rights of a third party or commits breach of open source licences and terms and conditions of the use of the same, JUNO shall ensure that SIES shall have the right to use the software subject to such claim of infringement.



19.4. If the software, services or platform cannot be used due to JUNO infringing the intellectual property rights of a third party, JUNO shall refund SIES the entire fees paid by SIES for the quarter for which such services or software or platform cannot be used.

19.5. However, if JUNO is in a position to convincingly demonstrate to SIES that the platform, services and software can be used without the disputed services or platform or software, SIES shall have the option to continue with this licence and the decision of SIES in this regard shall be final and binding.

## 20. CONFIDENTIALITY, NON-DISCLOSURE AND ASSIGNMENT OF IPRs

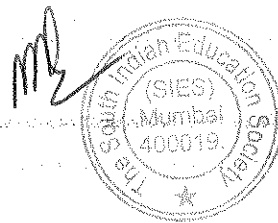
20.1. Under this Agreement, JUNO shall have access to SIES information, including those of the management members, employees, financials, operational methods, student and employee data base, systems and protocols, statutory and regulatory compliances.

20.2. JUNO agrees and accepts that this information is proprietary and confidential to SIES and shall not be disclosed or shared or revealed to any person or entity.

20.3. The contents of this agreement are also confidential and shall not be disclosed to any person or entity.

20.4. In the event of JUNO being required to disclose this information under any notice from any statutory or regulatory authority or receives notice from any 3<sup>rd</sup> party seeking disclosure of such confidential and proprietary information, JUNO shall give SIES written notice of such demand, to enable SIES, if they so decide, to seek remedy against such disclosure or release of information. This includes any third party with whom JUNO may have entered into understandings or agreement for the use of such third party's resources or, any agreement for the same.

20.5. Under this Agreement, SIES shall have access to JUNO information, including the feature/functionality/intelligence of JUNO Campus, those of the management members, employees, financials, operational methods.





20.6. SIES agrees and accepts that this information is proprietary and confidential to JUNO and shall not be disclosed or shared or revealed to any person or entity. The contents of this agreement are also confidential and shall not be disclosed to any person or entity.

20.7. In the event of SIES being required to disclose this information under any notice from any statutory or regulatory authority or receives notice from any 3<sup>rd</sup> party seeking disclosure of such confidential and proprietary information, SIES shall give JUNO written notice of such demand, to enable JUNO, if they so decide, to seek remedy against such disclosure or release of information.

20.8. JUNO agrees and accepts that all intellectual property rights arising or flowing from information and data entries, uploading of information and content on the platform or on cloud under this Agreement, from any site, shall belong to SIES, without having to enter into any separate agreement or contract for such rights.

20.9. This Agreement revokes and cancels the earlier Confidentiality and non disclosure Agreement dated 07<sup>th</sup> June, 2020, which had been signed only for the purposes of negotiation of the terms and conditions of this Agreement and for demonstration of the operation of the software and platform.

## 21. NON SOLICITATION

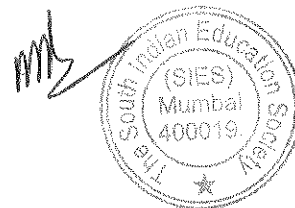
SIES and JUNO agree that for the period of this agreement and 1 year post the expiry or termination of this agreement, they shall not seek to engage or employ each other's employees/consultants/contractors, in any capacity whatsoever.

## 22. ASSIGNMENT

22.1. JUNO agrees and accepts that for the duration of this licence, they shall not assign or transfer, in whole or in part, this Agreement, any part thereof, or, their duties and obligations under this Agreement to any 3<sup>rd</sup> party, for any reasons, unless agreed to in writing by SIES.

22.2. JUNO agrees and accepts that they shall not create any charge on this Agreement or shall not create any rights in any 3<sup>rd</sup> parties, for any reason whatsoever.

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### 23. FORCE MAJEURE

23.1. SIES and JUNO agree and accept that circumstances may arise due to which either or both of them may be unable to discharge or will be forced to postpone the performance of their duties and obligations under this Agreement, that is, force majeure. The force majeure is restricted to war, epidemics, pandemics, civil strife, disruption or ban on all traffic movement, disruption due to earthquakes and floods.

23.2. In the event of a force majeure, JUNO shall make all possible efforts to ensure that they shall render remote assistance, maintenance and trouble shooting, at their costs, to ensure that the systems remain operational, functional and usable at all the sites.

23.3. In the event of a force majeure, SIES will make all possible efforts to ensure timely payments to JUNO as per the terms agreed in this contract.

### 24. BREACHES OF THIS AGREEMENT

24.1. Non compliance of the terms and conditions of this Agreement, or the representations, assurances and warranties given by each of them shall constitute a breach of the terms and conditions of this Agreement.

24.2. If the breach committed is a remediable breach, the party affected shall give written notice to the party committing breach to remedy and rectify the breach and restore services within 30 days. If the party in breach does not remedy the breach within the time specified, the party affected shall have the option to terminate this Agreement.

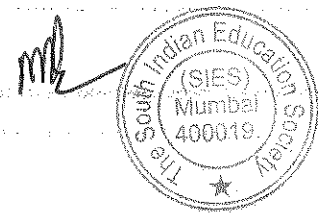
24.3. If the breach is a non remediable breach, then the party affected shall have the option to terminate this Agreement.

### 25. TERMINATION

25.1. This Agreement can be terminated at the option of either party after completion of one year without any material breach, without assigning any reasons, with an advance written notice of 6 months.

25.2. The Agreement can be terminated by either party, by giving advance written notice of 3 months to the other party, for breach of the terms and conditions of this Agreement or of the EULA.

*[Handwritten signature]*



Authorized Signatory Director

25.3. SIES has the right to terminate this Agreement if JUNO or its Director/s faces/ face any prosecution under any laws from any person or entity or, for winding up or for appointment of an Official Liquidator or proceedings under the Insolvency and Bankruptcy Code or for appointment of an Insolvency Resolution Professional, whether such proceedings or litigation has concluded or not. This does not include any prosecution faced by JUNO Directors for issues in their personal capacity which will not impact their position as Directors and which will not impact discharge of their obligations under this Agreement.

25.4. JUNO agrees, undertakes and assures that they shall continue to render all their duties and obligations under this Agreement, whatsoever may the notice period given by each side, till the end of the Academic Year, to ensure that there is no disruption in the administration at any of the sites.

25.5. SIES undertakes that their fee payment obligations will be met will not be disrupted during the notice period, subject to Clause 12. This is a non negotiable component of the Agreement.

25.6. All upgrades, modifications, improvements to the software during the notice period shall be made available to SIES, to enable SIES to effectively use the software.

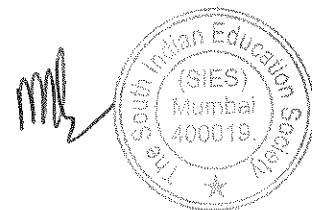
## 26. INDEMNITY AND PAYMENT OF COSTS INCURRED BY SIES

JUNO, through its Directors and officers, undertakes to indemnify SIES and its office bearers and employees and keep them indemnified from any action / litigation faced by SIES and its office bearers and employees for use of the platform because of any infringement caused by JUNO. This indemnity shall survive the expiry or termination of this Agreement.

## 27. NO DEEMED WAIVER

Non enforcement by SIES of any of their rights under this Agreement shall not be deemed to be, construed as or interpreted as or read as or accepted as waiver of any of SIES rights under this Agreement or under the EULA.

## 28. MODIFICATION OF THE TERMS AND CONDITIONS



Any modification of the terms and conditions of this Agreement shall become operational and effective and after written consent of both the parties.

**29. PRINCIPAL TO PRINCIPAL RELATIONSHIP**

This Agreement is only on a principal to principal basis and shall not create any other rights or relationship between the parties and / or their employees.

**30. OPERATING LAW AND JURISDICTION**

This Agreement shall be governed by Indian laws and subject to the jurisdiction of Mumbai courts.

**31. ADDRESS FOR SERVICE OF NOTICES AND COMMUNICATIONS**

31.1. SIES : SIES Chowk, K.A.Subramaniam Road, Matunga, Mumbai 400019.

31.2. JUNO : is N-11, Sacred Heart-Town, Wanawadi, Pune – 411 040.

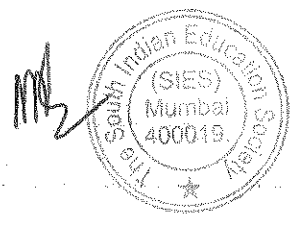
31.3. Notice, if served by email, shall be deemed to have been served immediately, if there is no failure in transmitting or delivering the email.

31.4. If notice is served by Regd. A.D. / Speed Post A.D., the same shall be deemed to have been served when proof of such service is available on the postal department website.

32. This Agreement sets out the agreement between the parties of the terms and conditions for licensing of the software and platforms and use of open source licences and other software and codes etc used by JUNO Campus or which is a part of their software and platform and revokes and cancels any other understanding or document arrived at between the parties.

~~In witness whereof, the parties have set and subscribed their seals and signatures on the day and date mentioned on the first page of this document.~~

Signed and delivered by )  
M.V. Ramnarayan , the Hon. Secretary )  
And authorised signatory of SIES )



... Software system (P) Ltd.

In the presence of

1. Mr. Pankaj Srinivas Jave )

*[Handwritten signature]*

2. Lali Sabu )

*[Handwritten signature]*

Signed and delivered by )  
Amod Singh , the Director )  
and authorised signatory of JUNO )

*[Handwritten signature]*

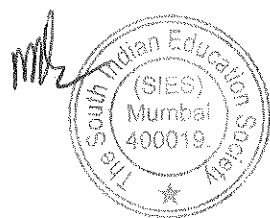
In the presence of )

Juno Software Systems (P) Ltd.

1. Ameeta Singh )

Authorized Signatory / Director

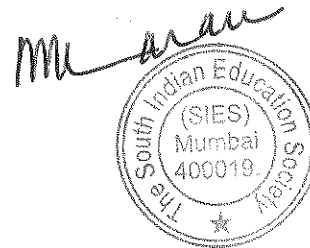
2. Seema )





**SCHEDULE: A**

<b>List of Institutes</b>	
<b>I</b>	<b>SCHOOLS</b>
1	SIES Kindergarten (Nursery, Jr. Kg, Sr. Kg), Ghatkopar
2	SIES (Dr. APJ. Abdul Kalam) Memorial High School (Primary), Ghatkopar
3	SIES (Dr. APJ. Abdul Kalam) Memorial High School (Secondary), Ghatkopar
4	SIES Kindergarten (Golden Nursery, Jr. Kg, Sr. Kg), Matunga
5	SIES High School (Primary), Matunga
6	SIES High School (Secondary), Matunga
<b>II</b>	<b>COLLEGES</b>
1	SIES College of Arts, Science & Commerce - Jr. (Aided & SFC), Sion West
2	SIES College of Arts, Science & Commerce (Aided & SFC), Sion West
3	SIES College of Commerce & Economics - Jr. (Aided & SFC), Sion East
4	SIES College of Commerce & Economics (Aided & SFC), Sion East
5	SIES Institute of Medical and Laboratory Technology, Sion West
7	SIES Institute of Comprehensive Education (Sion West & Nerul)
8	SIES College of Arts, Science & Commerce - Jr. (SFC), Nerul
9	SIES College of Arts, Science & Commerce - (SFC), Nerul
10	SIES Graduate School of Technology, Nerul
11	SIES College of Management Studies, Nerul
12	SIES School of Business Studies, Nerul
13	SIES Indian Institute of Environment Management, Nerul
14	SIES School of Packaging, Nerul
15	SIES Centre for Excellence in Management Research & Development, Nerul
16	SIES Centre for Professional and Distance Education, Nerul
17	SIES Vedapathshala, Nerul
<b>III.</b>	Other institutes / departments / sections as when communicated by SIES to JUNO

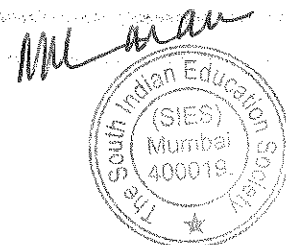


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**SCHEDULE: B****High Level Scope of Work:**

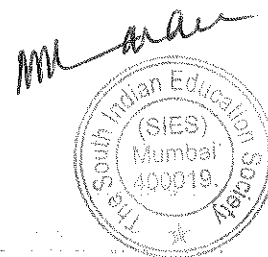
Module	Module wise Feature List
Academics	Courses, Subject, Syllabus, Subject allocation, timetable, attendance, evaluation, feedback, Class register, daily monitoring, on-line test.
Teaching	A integrated module with academic calendar, academic planning, scheduling, course file, mentoring, practical's, projects. MS teams integration.
Admissions	Course configuration, admission process, criteria and seats. Seats categories, eligibility of admission, Entrance test, fees, admission cancellations, applicant profile, document management, online forms, ID cards.
Examination	Exam centres, assessment centres, paper setting, exam scheduling, invigilation, result compilation, revaluation, mark sheets generation, exam log generation.
Attendance	Muster, attendance entry, login-based attendance, biometric-based attendance, barcode-scanning based attendance, analytical reports.
Course File	Course File includes academic calendar, lesson plan, delivery report, assignments, tests, question banks, subject notes, attendance and evaluation.
Performance	Goal settings, student feedback, standard academic appraisal, customized appraisal, and analytical reports.
Feedback	Academic-specific feedback, customizable evaluation parameters, key process areas, grading, and analytics
Placements	Manages the entire Campus placement process. Jobs posting, walk-ins, and registration of eligible students, placement event handling, career guidance, pre-screening, testing and reports.
Research	Research projects, publications, conferences, journals, patents, copyrights and reports.
Profile	Profiles of employee and students includes personal, educational, work experience, contributions and achievements, research, patents, conferences, and related reports

*M*



Test	This module facilitates objective tests, subjective tests, question banks, question paper generation, evaluation scheme, time-bound answering, negative marking, and reports.
Discussion	This module includes discussion forum, blogs, document sharing, discussion threads and announcements, notices, messages and poll questions
Communication	Communication thru emailing, attachments, categorization, sending SMS and maintaining history.
Committee	Governance through committee, external/internal members, organizing meetings, organizing events, duties allocation, budget making, expenditure reporting, and related reports.
Project	This module helps students display projects, get mentorship, experienced guidance, idea sharing, sell/buy projects.
Mentoring	Multi-level mentoring, stakeholder meetups, parent reporting, and more.
Worksheet	Includes daily worksheet, on-duty reporting, goal-mapping, and monitoring and control, effort calculation, reporting and analytics.
Scheduler	Personal planner, academic planner, financial planner, placement planner, event planner, reminders, emailing, sending SMS, scheduling, to-do lists, reporting.
Recruitment	Roaster, advertisements, marketing, reservations, applications, scrutiny for eligibility, interviews, grade pays, appointment orders, reporting and analytics.
Office	Muster, roaster, service book, leave accounting, salaries, fees, inward/outward, documentation, and related reports.
Salary	Grade pay, basic, HRA, gross pay, arrears, deductions, tax saving, salary slips and payroll
Library	Stocking of books/journals/CDs/DVDs/magazines management, membership management, catalogue management, Online Public Access Control (OPAC), transactions, and reporting.
Documents	Desktop-like interface for easy document management, searching, sharing and accessibility from anywhere over the Internet.
Event	Event planning, event designing, participation, logistics, committees, announcements, meetings, budgeting, expenses, resource people, sponsorships, printing, registration, attendance, prizes, summaries, feedback, press coverage, media and reporting.

*M*



### SCHEDULE C

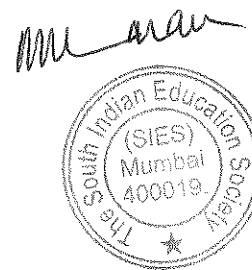
#### Service Levels for JUNO Campus Maintenance and Support:

Severity Levels	Severity Type	Description	Resolution Duration
1 – Usage Standstill	Critical	<ul style="list-style-type: none"> <li>Application is unavailable and blocks the execution of the Institute process. A workaround is not possible.</li> <li>Operations -critical part of the application is not available. A workaround is not possible.</li> <li>Operations -critical functions cannot be executed. A workaround is not possible.</li> </ul>	0 - 12 Hrs.
2 - Performance Degradation / Partial Impact	High	<ul style="list-style-type: none"> <li>Important functions perform with response times that deviate significantly.</li> <li>The user is able to work but is unable to achieve a normal productivity level due to the problem.</li> <li>Partial unavailability of system or components.</li> </ul>	0 - 24 Hrs.
3 - Regular, Default Category	Medium	<ul style="list-style-type: none"> <li>A non-critical part of the application is unavailable. A workaround is not possible but the user is able to achieve a normal productivity level.</li> <li>The problem has few consequences for the user and workaround is possible.</li> <li>The majority of the functions operate normally</li> </ul>	0 - 72 Hrs.
4 - No Immediate Impact to Institute	Low	<ul style="list-style-type: none"> <li>The problem has few consequences for the user and there is a workaround.</li> <li>The application or its parts are used by very few users &amp; the unavailability will not affect Institute.</li> </ul>	As Agreed mutually for each case.



**SCHEDULE D: LIST OF OPEN SOURCE LICENCES USED IN JUNO CAMPUS.**

MySQL 5.1.73
OpenJDK
Apache Webserver (HTTP)
Apache Tomcat Application Server
CentOS 6.10
Apache 2.0
Spring Framework
Hibernate Framework
Bootstrap UI Framework
JQuery UI Framework
MySQL 5.1.73
OpenJDK
Apache Webserver (HTTP)
React JS




Junoo Software Systems Pvt. Ltd.

Junoo Software Systems Pvt. Ltd.



## ADMINISTRATION



**JUNO Campus**  
AI-POWERED AUTOMATION SYSTEMS  
FOR EDUCATION INSTITUTES

Smart. Powerful. Comprehensive. Adaptive. Flexible

**JUNO Software Systems Pvt. Ltd.**  
Visit <http://juno.org.in> for more information

Year of Implementation 2020

### Academic Module Implementation – How to Begin / Getting Started

Use the following link given below to begin:

Log in: <https://siesedu.in/login.htm>

Type your own user name (your official sies email id)

For example: [satishs@sies.edu.in](mailto:satishs@sies.edu.in)

temporary password: 123456

you can change the password

For example new password: VICEprincipal@2020

Press Enter

You will see the home page with the link given below:

<https://siesedu.in/home.htm>

Refer to the standard operating procedure (pdf document Academic Admin Check List)

Follow the standard operating procedure with the help of screen shots

Start data entry for all the headings except for Infrastructure Uploading

In case you experience technical glitch/trouble shooting, then send email to the following:

Inhouse technical expert (mr. swapnil jawkar): [swapnilj@sies.edu.in](mailto:swapnilj@sies.edu.in)

JUNO Software systems analyst (mr. ishan chakkarwar): [ishan.chakkarwar@juno.org.in](mailto:ishan.chakkarwar@juno.org.in)

Dr. Satish Sarfare

Official Email: [satishs@sies.edu.in](mailto:satishs@sies.edu.in)

Personal Email: [satishsarfare@gmail.com](mailto:satishsarfare@gmail.com)

Mobile – 9224161076



## Academic Module Implementation – Points to Ponder

20<sup>th</sup> October 2020

- a) As per the academic admin check list (the pdf which was shared by JUNO), there are 10 headings/functions, now, it is important for the team member to know which among these headings/functions is a dependent function (meaning the data entry for that function will rely or depend upon data entry completed for one or more headings/functions which are related to each other as a prerequisite) and which among these headings/functions is an independent function (meaning the data entry for that function does not rely or depend on any other heading/function); refer to the next step for clarification.
- b) As per the above step, consider the following:
- The data entry for heading/function no. 1 (Infrastructure Uploading) is an independent function and does not come under the purview of Academic Admin, in other words, the team member will not get access to do any data entry for this heading/function, therefore the team member will not do any data entry for the same.
  - The data entry for heading/function no. 2 (Syllabus Management) is the responsibility of JUNO, since IQAC has already shared the data with them, therefore, JUNO will upload the syllabus configuration. The team members are not required to upload the details of the syllabus, however, the team members will verify and check the details already incorporated by JUNO. In case, if the team member feels that minor correction / editing is required, then, in consultation with the respective head and academic admin, it may be done, however, in case any major correction / editing is required, then the team member is required to inform IQAC and JUNO systems analyst.
  - The data entry for heading/function no. 3 (Batch Management) and heading/function no. 10 (Class Coordinator Allocation) are independent since they do not require any prerequisite data entry for other headings/functions to be completed. As of now, team members need not do any data entry for heading/function no. 10 (Class Coordinator Allocation).
  - The data entry for heading/function no. 3 (Batch Management) although it is independent, the team members will be required to refer to the inputs given in Academic Calendar.
  - The data entry for heading/function no. 4 (Faculty Course Allocation) will depend or rely upon the data entry done for heading/function no. 2 (Syllabus Management), in other words, if a team member wishes to do data entry for Faculty Course Allocation, then, prior to that, the data entry for Syllabus Management should have been completed, since it will be related and required for doing data entry for Faculty Course Allocation.
  - The data entry for heading/function no. 5 (Employee Name Abbreviation) will depend or rely upon the data entry done for heading/function no. 4 (Faculty Course Allocation), in other words, if a team member wishes to do data entry for Employee Name Abbreviation, then, prior to that, the data entry for Faculty Course Allocation





should have been completed, since it will be related and required for doing data entry for Employee Name Abbreviation.

- The data entry for heading/function no. 6 (Holiday Calendar) will depend or rely upon the data entry done for heading/function no. 3 (Batch Management), in other words, if a team member wishes to do data entry for Holiday Calendar, then, prior to that, the data entry for Batch Management should have been completed, since it will be related and required for doing data entry for Holiday Calendar.
- The data entry for heading/function no. 7 (Academic Calendar) will depend or rely upon the data entry done for heading/function no. 3 (Batch Management), in other words, if a team member wishes to do data entry for Academic Calendar, then, prior to that, the data entry for Batch Management should have been completed, since it will be related and required for doing data entry for Academic Calendar.
- The data entry for heading/function no. 8 (Time Table Creation) will depend or rely upon the data entry done for heading/function no. 1 (Infrastructure Uploading), heading/function no. 2 (Syllabus Management) and heading/function no. 4 (Faculty Course Allocation), in other words, if a team member wishes to do data entry for Time Table Creation, then, prior to that, the data entry for Infrastructure Uploading, Syllabus Management and Faculty Course Allocation should have been completed, since they will be related and required for doing data entry for Time Table Creation.
- The data entry for heading/function no. 9 (Student course allocation) will depend or rely upon the data entry done for heading/function no. 2 (Syllabus Management), heading/function no. 4 (Faculty Course Allocation) and also the data entry done by college office staff (roll call, division etc, note that this roll call data entry is not in our academic admin check list, since it will be done by college office staff as per the duty allotted to them), in other words, if a team member wishes to do data entry for Student course allocation, then, prior to that, the data entry for Syllabus Management, Faculty Course Allocation, Roll call and Division data should have been completed, since they will be related and required for doing data entry for Student course allocation.

**Note:** Team members will make a check list of all doubts / questions / uncertainties / ambiguities / difficulties experienced by them while using the JUNO systems for Academic Module Implementation and mail me the same in the form of a word document at the earliest.

Dr. Satish Sarfare  
Vice Principal  
Official Email: [satishs@sies.edu.in](mailto:satishs@sies.edu.in)  
Personal Email: [satishsarfare@gmail.com](mailto:satishsarfare@gmail.com)  
Mobile – 9224161076



## ✚ Checklist for Academic Admin

### 1. Infrastructure Uploading

- a. Role: Head Admin
- b. Path: Organization >> Infrastructure >> Institute Building

Do you want to specify the infrastructure on

Campus:

CAMPUS:

#### Building Details

<input type="checkbox"/>	Sl. No.	Building Type	Building Name	Area(In square feet)	Capacity	No. Of Floors	Action
<input type="checkbox"/>	1	College Bldg	SIES COLLEGE OF ARTS,SCIENCE & COMMERCE, SION (W), MUMBAI	9781	2000	5	Action

- c. Path: Organization >> Infrastructure >> Institute Room

Campus:

Campus:  Building:  Room No.:

Total no. of rooms:

File to upload:  No file selected.

Upload excel file type

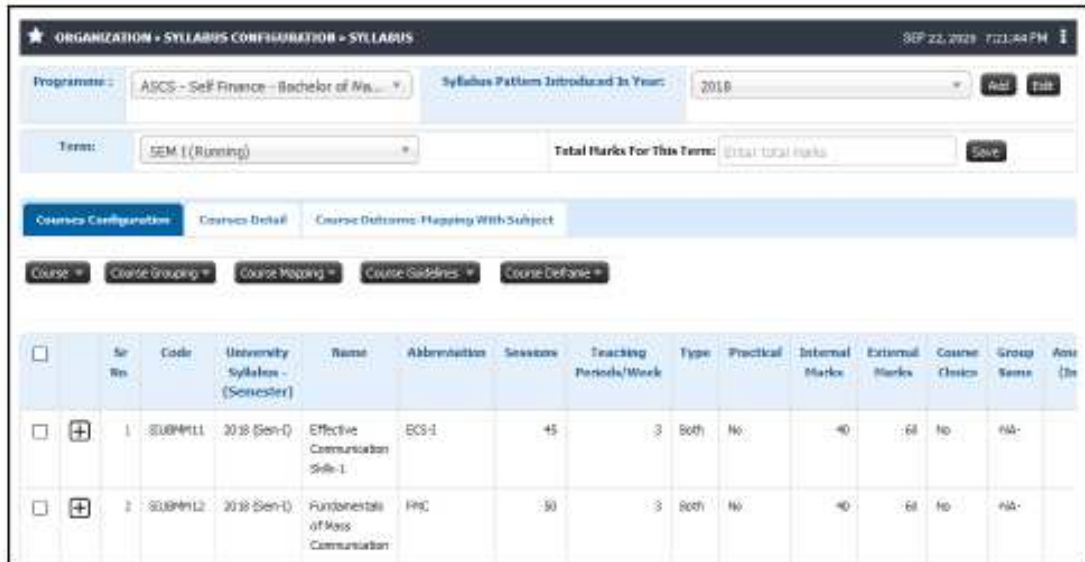
#### Available Room Details

<input type="checkbox"/>	Sl. No.	Room Type	Room No.	Room Alias	Area(In square feet)	Capacity	No. Of Doors	No. Of Windows	Accommodation Fee	Occupancy Type	IP Configuration	Event Availability	Action
<input type="checkbox"/>	1	Board Room	BR1	Board Room	450	30	2	2	0	BR	<input type="button" value="IP Configuration"/>	(N)	<input type="button" value="CR: Details"/>
<input type="checkbox"/>	2	Class Room	CR2	Class Room	450	40	1	1	0	CR	<input type="button" value="IP Configuration"/>	(N)	<input type="button" value="CR: Details"/>



## 2. Syllabus Management

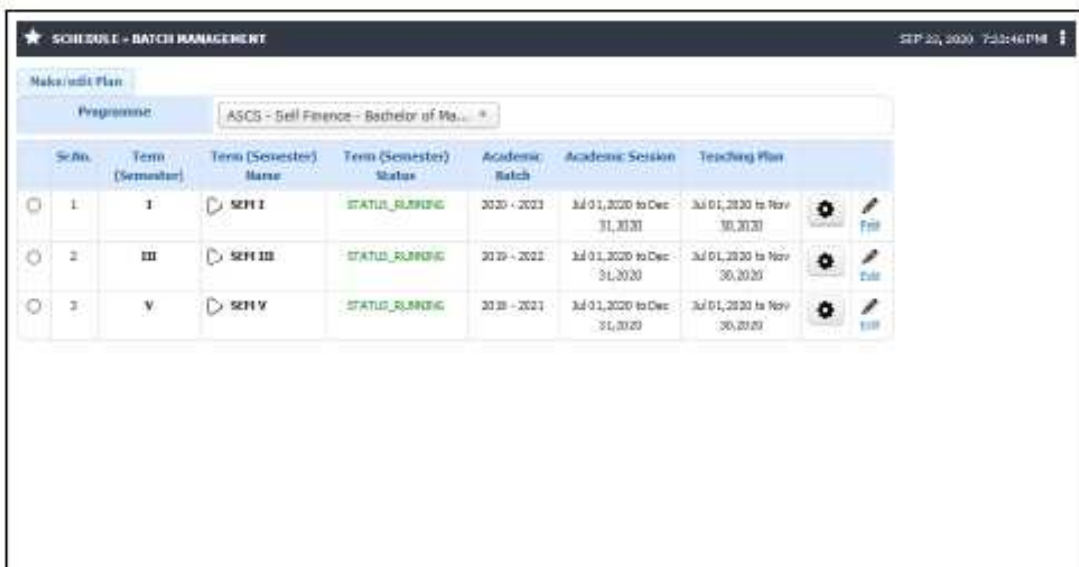
- a. Role: Academic Admin
- b. Path: Organization >> Syllabus Configuration >> Syllabus



Sr No	Code	University Syllabus - (Semester)	Name	Abbreviation	Sessions	Teaching Periods/Week	Type	Practical	Internal Marks	External Marks	Course Credits	Group Name	Ass (In)
1	SEBPM11	2018 (Sem-I)	Effective Communication Skills-I	ECS-I	45	3	Both	No	40	60	No	NA	
2	SEBPM12	2018 (Sem-I)	Fundamentals of Mass Communication	PMC	30	3	Both	No	40	60	No	NA	

## 3. Batch Management

- a. Role: Academic Admin
- b. Path: Schedule >> Batch Management



Sr.No	Term (Semester)	Term (Semester) Name	Term (Semester) Status	Academic Batch	Academic Session	Teaching Plan
1	I	SEM I	STATUS_RUNNING	2020 - 2021	Jul 01, 2020 to Dec 31, 2020	Jul 01, 2020 to Nov 30, 2020
2	III	SEM III	STATUS_RUNNING	2020 - 2021	Jul 01, 2020 to Dec 31, 2020	Jul 01, 2020 to Nov 30, 2020
3	V	SEM V	STATUS_RUNNING	2020 - 2021	Jul 01, 2020 to Dec 31, 2020	Jul 01, 2020 to Nov 30, 2020



#### 4. Faculty Course Allocation

- a. Role: Academic Admin
- b. Path: Schedule >> Course Allocation >> Faculty Course Allocation

SCHEDULE - COURSE ALLOCATION - FACULTY COURSE ALLOCATION SEP 22, 2020 7:32:02 PM

Programme: SCH - Secondary - Secondary Term (Academic Session): Slt- Btl (2020-2025)

**Submit**

**Faculty Course Allocation** Display/Addit Course Gonna

Refresh grid Show Course Choice Show Employees Course Choice Over All Course Choice Send as announcement Import Employees

Course	A	B	C	D	E	F
ENGLISH [ENG005]	[REEJA S. JHON]	[RINCY TOM]	[SIBITA VILAS KURNE]	[SAPRINA SUDHAKUMAR]	[SIBITA VILAS KURNE]	[SUSRELA DAYANAND BOBADE]
EVSI [E106]	[ADITHANESH KANDLAPALLE]	[PARSHAL EKNATH MALI]	[MARIA SELWAN]	[SUJATA SUYOG KARANDE]	[VINIT NARI PANGANKAR]	[MARIA RANCA MARIA LONGHEUS]

#### 5. Employee Name Abbreviation

- a. Role: Academic Admin
- b. Path: Organization >> Employee Management >> Employee Name Abbreviation

ORGANIZATION - EMPLOYEE MANAGEMENT - EMPLOYEE NAME ABBREVIATION SEP 22, 2020 7:38:41 PM

Programme: ASCS - Self Finance - Bachelor of Ms... Selection type: Teaching

**Submit**

10 records per page Search:

Sr.No.	Employee Name	Abbreviation	Action
1	Admin Admin	Admin	save
2	M V Ramnarayan	Prof.M V Ramnarayan	save
3	RAGHVENERA LAKSHMIPRASADHAN	RV	save
4	UNAKHESHWARI SHANKAR	Uma	save

Showing 1 to 4 of 4 entries Previous Next

## 6. Holiday Calendar

a. Role: Academic Admin

b. Path: Schedule >> Time Table >> Holiday Calendar

The screenshot displays the 'HOLIDAY CALENDAR' interface. At the top, the breadcrumb is 'SCHEDULE > TIME TABLE > HOLIDAY CALENDAR' and the date is 'SEP 25, 2020 4:29:19 PM'. Below the breadcrumb, there is a 'Policy Name' dropdown menu set to 'SES High School Secondary BMC Re...'. There are 'Previous' and 'Next' buttons. The main content is a calendar grid for the months of January, February, March, and April 2021. The grid shows days of the week (Sa, Su, Mo, Tu, We, Th, Fr, Sa) and dates. Several dates are highlighted: January 1st (red), January 14th (red), January 26th (red), February 19th (red), March 11th (red), March 29th (red), and April 2nd (red). Other dates are highlighted in yellow.

## 7. Academic Calendar

a. Role: Academic Admin

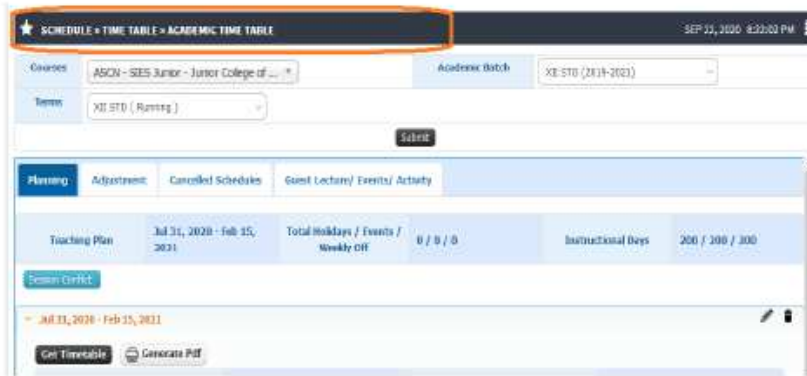
b. Path: Schedule >> Academic Calendar

The screenshot displays the 'ACADEMIC CALENDAR' interface. At the top, the breadcrumb is 'SCHEDULE > ACADEMIC CALENDAR' and the date is 'SEP 25, 2020 7:33:04 PM'. Below the breadcrumb, there are 'Academic Calendar' and 'Report' buttons. There is a 'Programme' dropdown menu set to 'SCH - Secondary - Secondary' and a 'Term' dropdown menu with options: '6th Std / 2019-2020', '7th Std / 2019-2020', '8th Std / 2017-2023', and '9th Std / 2016-2023'. There is a 'Get Plan' button. Below the dropdowns, there are buttons for 'ADD ADVISY', 'DELETE EXIST', and 'GENERATE PDF'. There is a search bar and a 'records per page' dropdown set to 'All'. The main content is a table with columns for months from June 2020 to January. The table contains the following data:

Academic Calendar	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January
1	Mon	Wed	Sat RE EXAM (ORALS - ONLINE)	Tue aranti chaturdashi Anant Chaturdashi	Thu	Sun First Semester Exam First Semester First Semester	Tue School Reopen School Reopen School Reopen	Fri Christ Vacat Christ vacat Christ Vacat

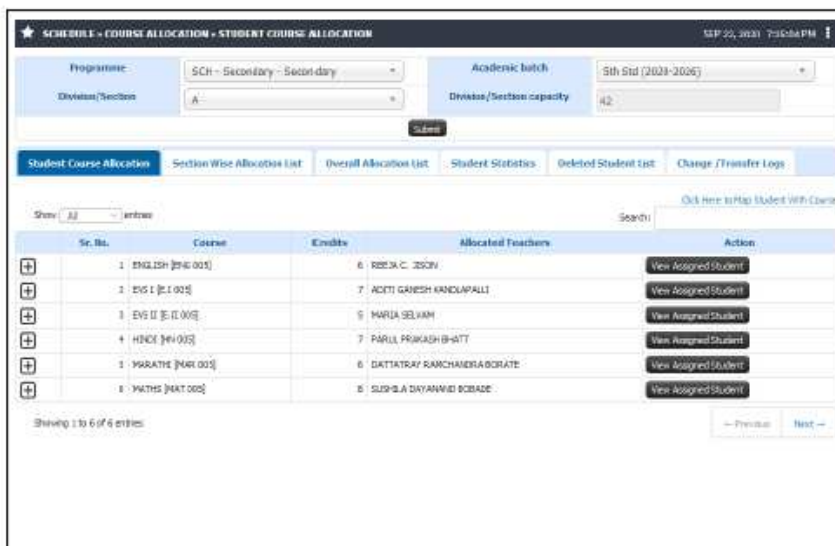
**8. Time Table Creation**

- a. Role: Academic Admin
- b. Path: Schedule >> Time Table >> Academic Time Table



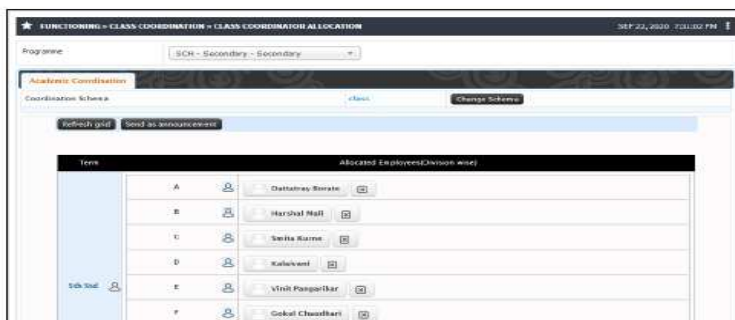
**9. Students course allocation**

- a. Role: Academic Admin
- b. Path: Schedule >> Course Allocation >> Student Course Allocation



**10. Class Coordinator Allocation**

Functioning >> Class Coordination >> Class Coordinator Allocation.



\*\*\*\*\*

# Administration Configuration

End Date: Aug 20, 2021

End Time: 11:55 PM

Start Date for Update of Score: [Empty]

Time: [Empty]

Application Payment Mode:  Demand Draft  Pre Paid Cash Receipt  Post Paid Cash Receipt  NEFT  Online Payment

Category Wise Application Form Fee ?

Amount (In ₹): 100 Is Manual Fee:  Re-Registration Amount (In ₹): 0

Application Form fee for Category Applicant: 100 Application Form fee for Category Applicant Re-Registration (In ₹): [Empty]

Processing Fees (In ₹): [Empty] Fee Taxes (In ₹): [Empty]

Preferences Fee (In ₹): [Empty] Preferences Category Fee (In ₹): [Empty]

Processing Fees Flexibility: [Empty]

Admission Payment Mode:  Online Payment  Bank Challan  Offline Payment

Full/Partial Payment ?  Allow Full /Partial Payment

Submit Close

Programme	Entrance Exam	Value (in %)	Student per Batch	Over & Above	Description	Display In Application Form ?	Action
ASCS - Govt. - F.Y.BA(General)	French	50	-	1	2		
	Foundation Course and Communication Skills in English are compulsory papers	360	-	1	2		
ASCS - Govt. - FY BA-Eco Pol His	Economics-Politics-History	50	-	1	2		
ASCS - Govt. - FY BA-Eco Pol Eng (Lit)	Economics-Politics-English Literature	50	-	1	2		
ASCS - Govt. - FY BA-Eco Pol Hin (Lit)	Economics-Politics-Hindi Literature	50	-	1	2		
ASCS - Govt. - FY BA-Eco Pol Psy	Economics-Politics-Psychology	50	-	1	2		
ASCS - Govt. - FY BA-Pol Phil Psy	Politics-Philosophy-Psychology	50	-	1	2		
ASCS - Govt. - FY BA-Pol Psy Eng (Lit)	Politics-Psychology-English Literature	50	-	1	2		
ASCS - Govt. - FY BA-Pol Psy Hin (Lit)	Politics-Psychology-Hindi Literature	50	-	1	2		
ASCS - Govt. - FY BA-Pol His Phil	Politics-History-Philosophy	50	-	1	2		
ASCS - Govt. - FY BA-Pol His Eng (Lit)	Politics-History-English Literature	50	-	1	2		
ASCS - Govt. - FY BA-Pol His Hin (Lit)	Politics-History-Hindi	50	-	1	2		
ASCS - Govt. - FY BA-Phil Psy Eng (Lit)	Philosophy-Psychology-English	50	-	1	2		
ASCS - Govt. - FY BA-Phil Psy Hin (Lit)	Philosophy-Psychology-Hindi	50	-	1	2		
ASCS - Govt. - FY BA-Eco Psy Eng (Lit)	Economics-Psychology-English	50	-	1	2		
ASCS - Govt. - FY BA-Eco Psy Hin (Lit)	Economics-Psychology-Hindi	50	-	1	2		

Programme: ACS - Govt. - F.Y.BA(General) Admission Year: F.Y. BA (2021-2022)

Programme Entrance Exam Admission Quota & Document Configuration Admission Intake Admission Rounds General Eligibility Criteria Categorywise Eligibility Criteria

Manual Admission Intake Merit Per-se Merit List Configuration List Order

Admission Quota Details

Admission Type	Value (in %)	Student per Batch	Over & Above	Description	Display In Application Form ?	Action
In House Quota	55.00%	250	0	In House	No	
Open/Other	16.00%	459	0	OPEN	Yes	
Other Linguistic Minority (Kannada, Telugu, Malayalam, Kokani, Tulu)	6.00%	30	0	OLM	No	
Linguistic Minority(Tamil)	9.00%	35	0	LM	No	
J & K	1.00%	0	1		No	

Print





# FINANCE AND ACCOUNTS

## Fee Processing in JUNO ERP System

**FEES PAYABLE #623974 ( Closed on 03/12/2021) Remarks:- JV passed by Juno Team.**


<b>Ticket Status:</b>	Open
<b>Department:</b>	Support
<b>Create Date:</b>	11/16/2021 4:43 PM

User Information	
<b>Name:</b>	Shunmuga P
<b>Email:</b>	shunmugap@sies.edu.in
<b>Phone:</b>	(986) 763-3454

**Shunmuga P** posted 11/16/2021 4:43 PM

Dear Sir,

The below student paid full fee. but still showing Rs. 5000 is outstanding. please check.

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td><b>Name</b></td><td>Tanisha Jadhav Prakash</td></tr> <tr><td><b>Roll No</b></td><td>FC2122119</td></tr> <tr><td><b>Programme / Semester / Division</b></td><td>Bachelor of Commerce / SEM I / A</td></tr> <tr><td><b>Admission type</b></td><td>Open/Other</td></tr> <tr><td><b>Admission category name</b></td><td>General (OPEN)</td></tr> <tr><td><b>Admission Status</b></td><td>PURSUIING</td></tr> </table>	<b>Name</b>	Tanisha Jadhav Prakash	<b>Roll No</b>	FC2122119	<b>Programme / Semester / Division</b>	Bachelor of Commerce / SEM I / A	<b>Admission type</b>	Open/Other	<b>Admission category name</b>	General (OPEN)	<b>Admission Status</b>	PURSUIING	<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px; color: red; font-size: small;">Admission Cancellation with Bank of Baroda(04160100011478)</div> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px; color: red; font-size: small;">Admission Cancellation with BANK OF BARODA(04160100012250)</div> <div style="text-align: center; margin-bottom: 5px;"> <a href="#" style="color: blue; text-decoration: none;">Download Bank Chalan</a>    <a href="#" style="color: green; text-decoration: none;">Late Fee</a> </div> <div style="text-align: center; margin-bottom: 5px;"> <a href="#" style="color: green; text-decoration: none;">Instalment</a> </div> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th colspan="4">Student Receivable (In ₹)</th> </tr> </thead> <tbody> <tr> <td>Academic Fees (In ₹)</td> <td>₹5,000.00</td> <td>Hostel Fees (In ₹)</td> <td>₹0.00</td> </tr> <tr> <td>Sponsorship Receivable (In ₹)</td> <td>₹0.00</td> <td>Miscellaneous Fees (In ₹)</td> <td>₹0.00</td> </tr> <tr> <td colspan="2" style="text-align: center;"><a href="#" style="color: black; text-decoration: none;">View</a></td> <td colspan="2" style="text-align: center;"><a href="#" style="color: black; text-decoration: none;">Student Fine</a></td> </tr> </tbody> </table>	Student Receivable (In ₹)				Academic Fees (In ₹)	₹5,000.00	Hostel Fees (In ₹)	₹0.00	Sponsorship Receivable (In ₹)	₹0.00	Miscellaneous Fees (In ₹)	₹0.00	<a href="#" style="color: black; text-decoration: none;">View</a>		<a href="#" style="color: black; text-decoration: none;">Student Fine</a>	
<b>Name</b>	Tanisha Jadhav Prakash																													
<b>Roll No</b>	FC2122119																													
<b>Programme / Semester / Division</b>	Bachelor of Commerce / SEM I / A																													
<b>Admission type</b>	Open/Other																													
<b>Admission category name</b>	General (OPEN)																													
<b>Admission Status</b>	PURSUIING																													
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Sponsorship Receivable (In ₹)	₹0.00	Miscellaneous Fees (In ₹)	₹0.00																											
<a href="#" style="color: black; text-decoration: none;">View</a>		<a href="#" style="color: black; text-decoration: none;">Student Fine</a>																												

**Academic Fees**   Student Misc.   Student Ledger Details

[Make Payment](#)   [Refund](#)   [Adjustment Entry](#)

Red indicate this invoice is reset but not generated yet.

Fee Structure Details													
Fee Structure Name	Admission Type	Admission Category	Fee Structure Year	Total Fees (In ₹)	Student Paid Amount (In ₹)	Concession Given (In ₹)	Student Receivable (In ₹)	Student Payable (In ₹)	Sponsorship Receivable (In ₹)	Sponsorship Received (In ₹)	Sponsorship Receipt	Generate Invoice	Action
FY BCOM	Open/Other	General (OPEN)	2021-2022	₹8,765.00	₹8,765.00	₹0.00	₹0.00	₹0.00	₹0.00	₹0.00		<a href="#" style="color: black; text-decoration: none;">Generate Invoice</a>	<a href="#" style="color: black; text-decoration: none;">Receipts</a>





# STUDENT ADMISSION AND SUPPORT



NAAC REACCREDITED - 'A' GRADE • BEST COLLEGE AWARD - UNIVERSITY OF MUMBAI

## NOTICE

UOM CIRCULAR NO: 311 of 2020 dt:31.10.2020

ENROLMENT/ELIGIBILITY

FIRST YEAR COURSES(2020-21)

Students are required to note that they have to forward the scanned copy in PDF format of the following document in the below mentioned college email ID on or before 06.11.2020.

**HSCresult20-21@sies.edu.in**

Board	Documents to be submitted
The Maharashtra state Board students	HSC marks statement & Caste certificate if applicable
Other Board students	HSC marks Statement & Migration certificate.**

Students are required to write their Name, Class, Division and Roll no. on the zerox copy of the marksheet before scanning and forwarding the same.

Scanned copy should be clear in all aspect since same is to be forwarded to university of Mumbai for students enrolment purpose.

(\*\* students should note that they have to complete certain other procedures apart from the above, which will be intimated in due course.)

04.11.2020

  
PRINCIPAL

23-11-2020

**NOTICE**  
**DEGREE COLLEGE**  
**S.Y./T.Y. - B.A / B.COM/ B.SC / B.M.M. / B.M.S. / B.SC-IT /**  
**B.T./C.S./BMS(C.M.) M.SC - II, RESEARCH, M.Sc.(IT)/BT/CS-II**  
**(2020-2021)**

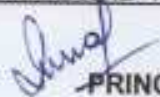
**SUBMISSION OF PROVISIONAL ELIGIBILITY FORM**  
**FOR STUDENTS FROM OTHER THAN UNIVERSITY OF MUMBAI**

Students' who have secured admission for the above classes during the academic year 2020-21, but those who have not applied for provisional eligibility, should apply for provisional eligibility on 23<sup>rd</sup> November 2020 in the college office between 10.30 a.m. and 12.30 p.m.

**Documents Requirement**

- 1) Photocopies of Marksheet, Migration & Passing Certificate, six sets each without attestation and Original Migration Certificate.
- 2) Fees  
SY/TY/MSc-II Classes:
  - i) Provisional Eligibility Fees - Rs.370/-
  - ii) Enrolment Eligibility Fees - Rs.220/-
  - iii) Verification Charges - Rs.600/-

**STUDENTS THOSE WHO FAIL TO COMPLY WITH THE ABOVE PROCEDURE THEIR ADMISSION WILL BE TREATED AS NULL AND VOID.**

  
-PRINCIPAL

**Standard Operating Procedure for admission cancellation and refund of fees from college**

**Procedure for cancelling admission and applying for refund of fees**

1. Admission cancellation/refund form to be collected by the student from college office or the student can download it from college website ([www.siesascs.edu.in](http://www.siesascs.edu.in)). The application form is available under students' corner on college website.
2. Admission cancellation/refund form should be filled with relevant details and must be attached with cancelled cheque and printout/photocopy of the fee receipt.
3. Admission cancellation/refund form with relevant details and with the attached documents must be submitted to the cash counter.
4. Student is given acknowledgement receipt for the acceptance of form.
5. If a student is unable to visit college to apply for admission cancellation, then, the student may authorize parent/guardian/relative with a valid letter of authority signed by the student to complete the above procedure. However, in such cases the student must mail in advance to the college office (email: [siesascs@sies.edu.in](mailto:siesascs@sies.edu.in)) the letter of authorization, scanned copy/image of cancelled cheque and fee receipt.
6. Refund of fees as per institution/university guidelines and eligibility for refund will be done by online/neft transfer by college to the bank account with reference to the details mentioned in cancelled cheque.
7. Minimum 15 working days from the date of application of cancellation/refund will be required for verification/processing of the application and refund.



# PROVISIONAL ELIGIBILITY - DEGREE COLLEGE OTHER THAN MAHARASHTRA BOARD

## For All First Year Classes

Documents Requirement: -

### 1) Photocopies of Std-XII

- Mark statement
  - Passing Certificate,
  - **Original** Migration Certificate + Xerox  
OR Equivalent Documents
- } 2 - SETS & 4 SETS after college reopens

### 2) Online Admission Form – University of Mumbai

#### 3) Fees: -

- Other than Maharashtra Board – Rs.370/-
- Foreign Board – Rs.800/-

4) Students who have passed out from school outside India; they are required to register on [www.mu.admissiondesk.org](http://www.mu.admissiondesk.org) after Registration. University of Mumbai will allot the college. (Refer college website for circular and admission procedure)

5) International Board student's school in India (i.e., Cambridge, IB Board) they are required to get **Prima Facia Letter** from University of Mumbai, Eligibility Section, Kalina.

# PROVISIONAL ELIGIBILITY-DEGREE COLLEGE OTHER THAN UNIVERSITY OF MUMBAI

## For all SY/TY Classes

Documents Requirement: -

### 1) Photocopies of Std-XII Onwards 6 set each:

- Mark statement
- Passing Certificate,
- **Original** Migration Certificates

Student seeking admission in SY/TY Classes pass out from other than University of Mumbai they have first visit to Eligibility Section for checking their eligibility.

### 2) Online Admission Form - University of Mumbai

#### 3) Fees: -

- Provisional Eligibility Fees – Rs.370/-
- Verification Charges – Rs.600/-
- Enrolment Eligibility Fees – Rs.220/-





**Standard Operating Procedure for outsider student's admission**

**SECOND YEAR AND THIRD YEAR FOR ALL COURSES IN DEGREE COLLEGE**

1. No objection certificate (from previous college)
2. Eligibility status report (from previous college)
3. 12<sup>th</sup> marksheet photocopy
4. All previous semester marksheets
5. After confirmation of admission procedure, transfer certificate is mandatory.



## Path

Registration URL

## Input Needed

Student Personal and family Details

SSC, HSC, Graduation details

Entrance Details

## Functionality

- Admission module effectively manages admission through merit, entrance exam or a government regulated agency. It's features include course specification, intake for each course, no. of shifts, seat division, eligibility, merit and merit per se, fee structures, revisions, concessions and sponsorship on fee for different category of students, admission cancellation policies, late fee policy and integration with finance module.
- To take admission student have to registered using link which is generated at the time of admission configuration.
- Using that link registration has to be done then only applicant login will created and further admission process can move on.
- Applicant can download the hall ticket, able to give online test etc...



## Step by Step

- Go to application form link. Fill all the details and click on register button.
- User will get the username and password in his email and mobile number. so that he can login whenever he wants and can check other details.

- Once the student registered successfully, Applicant login will be Created.
- After registration application form will open as per admission configuration and student can able to fill the form details.
- Fill all details and save in each tab of application form.

### **Standard Operating Procedure for students applying to other University.**

#### **Documents required for applying for Transfer Certificate (T.C) & Migration Certificate**

**Note:** Student should read the notice displayed on the college website under the heading latest news Notice “**ONLINE TRANSFERENCE CERTIFICATE**” and should download and fill the Google Form using the link given in the notice.

**After complying to the above point, then the student should submit the following documents in college office:**

- 1) Properly and duly filled “**MIGRATION FORM**” – from University of Mumbai (download from University of Mumbai website <https://archive.mu.ac.in/migrationform.pdf>).
- 2) Properly and duly filled “**TRANSFERENCE CERTIFICATE FORM**” – from sies college office.
- 3) Eligibility status report copy from college where the student enrolled for first year degree admission.
- 4) 2 sets of Photocopies of Marksheets – From 10<sup>th</sup> Std, 12<sup>th</sup> Std. to Final Year – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college) (**Bring Original Marksheets for verification**)
- 5) Demand Draft of Rs.220/- in favour of “Finance and Accounts Officer, University of Mumbai” as per instructions given in the University of Mumbai Migration form.
- 6) Transfer Certificate Fees of Rs.100/- to be paid in cash at cash counter.
- 7) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

### **Standard Operating Procedure for students applying from sies college to other colleges/institutions affiliated to University of Mumbai.**

#### **Documents required for applying for Transference Certificate (T.C)**

**Note:** Student should read the notice displayed on the college website under the heading latest news Notice “**ONLINE TRANSFERENCE CERTIFICATE**” and should download and fill the Google Form using the link given in the notice.

**After complying to the above point, then the student should submit the following documents in college office:**

- 1) Properly and duly filled “**TRANSFERENCE CERTIFICATE FORM**” – from the other college where student has taken admission and to be submitted to sies college office.
- 2) 1 set of Photocopies of Marksheets – From Semester I to Semester VI (Marksheets of postgraduation required, only if the student has completed postgraduation from this college).
- 3) Transfer Certificate Fees Rs.100/- to be paid in cash at cash counter.
- 4) Time for Application: 11.00 am to 1.00 p.m. (Wednesday and Friday).

**Note:** Students should ensure that all the required information is provided to enable smooth processing of their application.





**SIES College of Arts, Science and Commerce (Autonomous), Sion (West), Mumbai**

**Standard Operating Procedure for obtaining documents from college office**

**Procedure for getting Transcripts from college office**

1. Application by the student with relevant details.
2. Semesters I, II, III, IV, V and VI marksheet photocopies (Degree College)
3. FYJC & SYJC marksheet photocopies (Junior college)
4. Payment of Rs. 1000/- to be paid at the cash counter.
5. Minimum 15 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting No Objection Certificate / Bonafide Certificate / Medium of Instruction Letter from college office**

1. Application by the student to college office (for example NOC form).
2. ID card photocopy or Current year marksheet photocopy.
3. Fee structure  
NOC = Rs. 25/- to be paid at the cash counter.  
Bonafide- Rs. 20/- to be paid at the cash counter.  
Medium of Instruction- Rs. 50/- to be paid at the cash counter.
4. Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting Special Certificate from college office**

1. Application by the student to college office with relevant details.
2. ID card or Current year marksheet.
3. Relevant Document for applying Special Certificate.
4. Payment of Rs. 50/- to be paid at the cash counter.
5. Minimum 3 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Procedure for getting Backlog Certificate from college office**

1. Application by the student to college office with relevant details.
2. Semesters I, II, III, IV, V and VI marksheet photocopies.
3. Payment of Rs. 50/- to be paid at the cash counter.
4. Minimum 5 working days from the date of payment will be required for preparation and disbursement of document/certificate.

**Note:** Students should ensure that all the required information is provided to enable smooth processing of their application.



## **Standard Operating Procedure for obtaining letter of recommendation from college office**

### **Procedure for getting college letter heads for recommendation letter**

1. Application by the student to the college Principal, with relevant details such as name of the student, class, division, roll number, subject/course, email address, contact number.
2. Application must be attached with photocopy of the Identity card.
3. Application must specify the number of letters/copies required (maximum number of letter heads issued will be 10 per student)
4. Application must be forwarded by the head/coordinator/teacher in charge with remarks and signature with date to the college office for approval. Under exceptional circumstances, the head/coordinator/teacher in charge can give consent/permission by sending email to the college office or concerned clerical staff.
5. Application forwarded by the head/coordinator/teacher in charge will be signed by the Principal or Registrar for approval of issuing college letter head for recommendation.
6. Payment of Rs. 10/- per letter head to be paid by the student at the cash counter.
7. Printed letter of recommendation to be signed by the head/coordinator/teacher in charge.
8. The concerned teacher signing the letter of recommendation will keep a photocopy/image of the recommendation letter issued to the student as a part of documentation/record at the department.



# TEACHING AND LEARNING

Institute Name: SIES College of Arts, Science and Commerce, Sion West

Number benefices:

Staff: approx. 300

Students: approx.6000

Microsoft Teams Education brings together classes virtually.

Easy lecture conduction.

Lecture scheduling for 6 months or 1 year is possible.

Easily upload assignments and work in one place

Collaborate with other students on projects and homework

Safe and secure working environment and file storage.

Pankaj R Srivastava



Head-IT

South Indian Education Society



## TLE using Teams during lockdown period: a short report

### 1> Training the faculty in using Teams:

- Online trainings in months of May 2020 and June 2020 by management
- IQAC CEI workshop- 1 session on teams and 1 on Onenote (July 2020)

### 2> Teaching Learning Activity:

#### Lecture Delivery

- Class teams are formed Coursewise (Paperwise and subjectwise)
- Teams meetings are arranged to conduct lectures as per timetable prepared by timetable committee.
- Students are required to join lecture meetings using their edu ids as members.
- Students' difficulties regarding joining teams are solved by teachers and admin.
- Meeting controls are used effectively to prevent notorious students from causing trouble during lectures.
- Lectures attendance is downloaded in Excel csv files

#### Interaction with students:

- Chat box and polly used for interaction during lectures
- Class Notebooks are used for content sharing.
- Also content uploaded in files section of teams.
- Microsoft whiteboard, Onenote are used for content sharing during lectures, apart from ppts

#### Breakout rooms:

- Breakout rooms are used for tutorials, practicals, and classes where students need to work in smaller teams
- Channels are used for organizing students in batches
- Practical are conducted as demonstrations by teachers through teams.
- Students are allowed to present on-screen during internal assessment and vivas

### 3>Teams for Evaluation:

- Assignment tab of teams is used for Journal and assignment submission
- MS forms is used by some faculties for conduction internal tests and quizzes
- Internal and Semester end examinations were proctored through Teams meeting, with students' videos on.

### 4> Teams for other activities:

Teams platform is used for conduction workshops, webinars, guest lectures ; resulting in greater outreach.

### 5> Difficulties:

The faculty members have adjusted with teaching using Teams and are enjoying it.

Students are also satisfied with Teams. However certain difficulties faced by users are

- **heavy bandwidth requirement and data requirement.** Poor network and bandwidth result into frequent **call drops**. This results into participant getting out of the meeting.
- **Insufficient data to be able to attend online activities for more than 3 to 4 hours. Specially during Examination, with video on, the data gets exhausted very fast.**
- **large memory requirement.** Many students don't have a good device. They face problems in effectively utilizing all the features of teams





# EXAMINATION

## Guidelines for FY ONLINE EXAM on JUNO PORTAL

1. The Exam will be conducted through Juno portal and instructions detailing how to upload and configure have been communicated. If any help is needed, Swapnil Jawkar or the technical team contact for your department can be approached for assistance with configuration of the exam.
2. Please check that students allotted to your courses match with the Roll Call given by the office. Any discrepancies observed, please contact the office and get it rectified by them.
3. Please ensure that in all configuration setup, you select the flexible option for the exam.

### Instructions about the Mock Test

4. The mock test will be conducted on 4<sup>th</sup> Jan 2021 at 11 am and 2 pm respectively. The mock test will run for about 30 - 40 minutes so as to help us identify where problems can arise during the conduct of the actual exam.
5. For FyBsc, FyBA classes batches of the students will be communicated to you by respective vice principals, Vinod Menon and Rashmi Bhure.
6. For self-finance courses mock test will be conducted in respective departments.
7. Question paper is a dummy paper.
8. Give necessary instructions to students. Ask the students to log in to the portal prior to see if they are able to and so clear any issues if the students are unable to do so.


### Instructions to be given to students:

1. Initial instructions are as per SOP sent. When students log in, they will see the link for the online test. The link will become active when the timer starts.
2. Students are advised to use either Mozilla FireFox or Chrome as a default browser. Student must login once, no switching from one browser to other. In case test is not visible on the page, student should refresh before starting the online assessment. No refreshing in between.
3. Once they submit, whether they get prompts while submitting and message on screen when done. The link for MCQ will turn green and show the button for score which will give message of no score as test has not been evaluated.
4. Exam committee members who had set up the mock test for the SY/TY students will set up the MOCK Test
5. The students are to be called into the teams meeting about 20-25 minutes earlier so that they can be briefed about what is to be expected from them during Mock test and the actual exams. Warnings about using unfair means are to be announced with emphasis on the possible penalties the students could face if caught. For regular exams, the students can be invited 15 mins prior to the start of the exam
6. Please ensure that the student log in to the Juno portal well before their scheduled exam start time. This is to ensure that they are not facing any log in issues
7. The log in id of the student the same id used by the student while applying for admission. In most cases it is their gmail id. The id can be looked up by going to the following tab in the Juno portal: Shortcut → Course Name → Course wise Student.

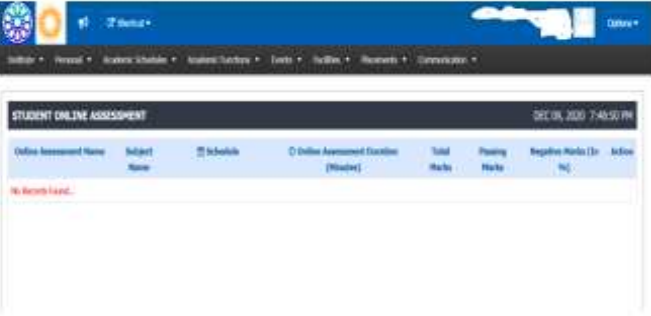
8. The ID's can also be obtained from the excel file that is downloaded when you do the print key option.
9. As there is only MCQ questions in the online exam, desktop mode need not be activated. But Mozilla Firefox should be the preferred browser that is used on mobiles. For users having issues with Firefox, Chrome can be the alternate browser.
10. For any issue reported of save and next not happening, please ask them to turn on Desktop mode and try to continue and if that doesn't help, switch browsers. Also call the technical team member assigned to your department for assistance if needed
11. Please ensure students know how to reset their Juno password if they cannot remember the password that they had set during the admission process.

**Student Login Process Flow**

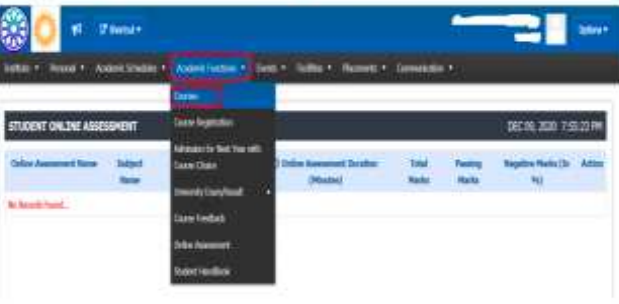
**Step 1: Enter below path to login**  
**URL: [siesedu.in/Demoserver2.juno.org.in](https://siesedu.in/Demoserver2.juno.org.in)**  
**And login with user id and password share by college.**



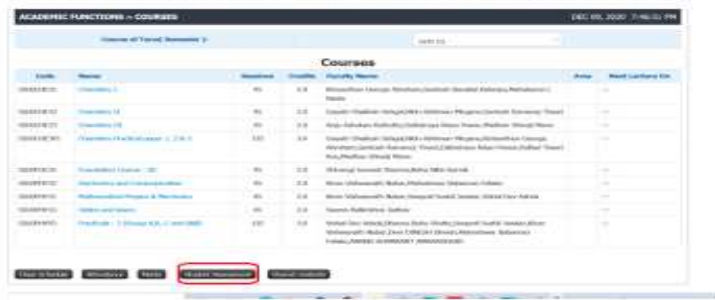
**Step 2: once login by default page will be this**



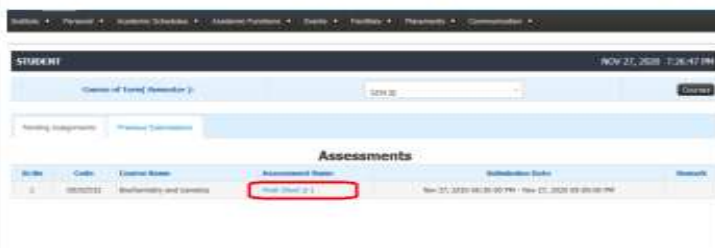
**Step 3: click on Academic Function and then Course**



Step 4: All Courses will display click on Student assessment which is highlighted.



Step 5: Once click on Student Assessment below screen will open click on file highlighted.



Step 6: To download question paper click on file and to upload answer sheet click on upload button.



### Revised SOP For Online Exam (with proctoring module)

1. The student Profile image should be updated latest one captured by webcam or camera.
2. Students login must be enabled
3. Safe exam browser setup downloaded attached in PFD
4. Click on web seb file shared by faculty before exam.
5. Please check the attached PPT for download SEB Steps

For PC/Laptop

1. Must install Safe Exam Browser

For Mobile/Tablet

1. Use Latest version of web browser Mozilla Firefox with desktop view
2. All camera popup should be enabled.



## SOP Exam

- Operating system: Any
- Browser: Mozilla Firefox, Chrome, Safari (Latest Version)
- Login URL: <https://siesedu.in> (Enter user name and password)
- Upon typing the URL, you will get this below page:



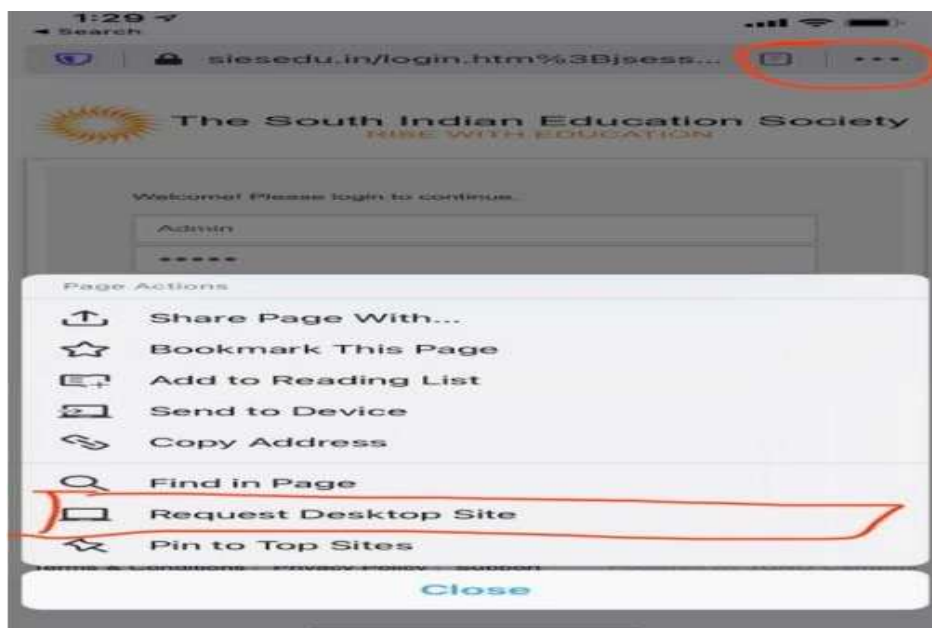
- Enter your login and password. You will get the page shown below:



- Test will be shown on this page
- Please refresh page before start the test.
- **Do not use back button or close button/icon. Do not shuffle to other screen/pages**
- Test will end automatically once the time is up.
- All Questions which are marked as save or mark as review will be consider as attempt.

### Note:

- It is advised to log in 10 minutes prior to exam start time.
- Responses are saved question wise on server for each click on Save and Next or Save & Mark for Review.
- So do not worry even if you are logged out in between due to net or power issues.
- Only for those typing their answers on mobile: Please Set browser as desktop mode.



# Quiz Creation & Configuration

(Academic Admin Login)

## 1) Evaluation Universe.

(Organization » Syllabus Configuration » Evaluation Universe)

i) By Clicking on "Add New", button we can added new parameter.

The screenshot shows the top part of the 'Evaluation Universe' configuration page. The breadcrumb trail is 'ORGANIZATION » SYLLABUS CONFIGURATION » EVALUATION UNIVERSE'. The 'Programme' dropdown is set to 'FET - Mechanical and Manufacturing ...'. A dark 'Add New' button with a plus icon is visible at the bottom left.

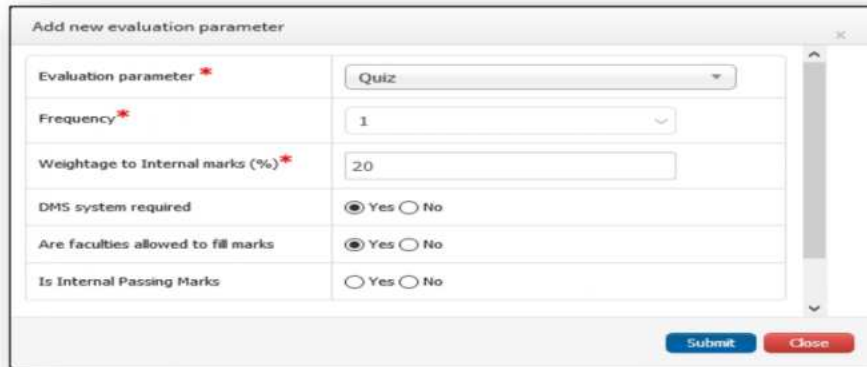
ii) Evaluation parameter is used to define assessment criteria for students in academics.

The screenshot shows the 'Add New' form for an evaluation parameter. The breadcrumb trail is 'ORGANIZATION » SYLLABUS CONFIGURATION » EVALUATION UNIVERSE'. The 'Programme' dropdown is set to 'FET - Mechanical and Manufacturing ...'. The form contains the following fields:

Evaluation parameter:	Quiz	Assessment Type:	Continuous Evaluation
Min Frequency:	1	Max Frequency:	5
Min Weighage:	20	Max Weighage:	40

There is a checkbox labeled 'Is this evaluation parameter for PROJECT' which is currently unchecked. At the bottom right, there are 'Save' and 'Back' buttons.

iii) Adding "New Evaluation parameter " in subjects. (Valid data)



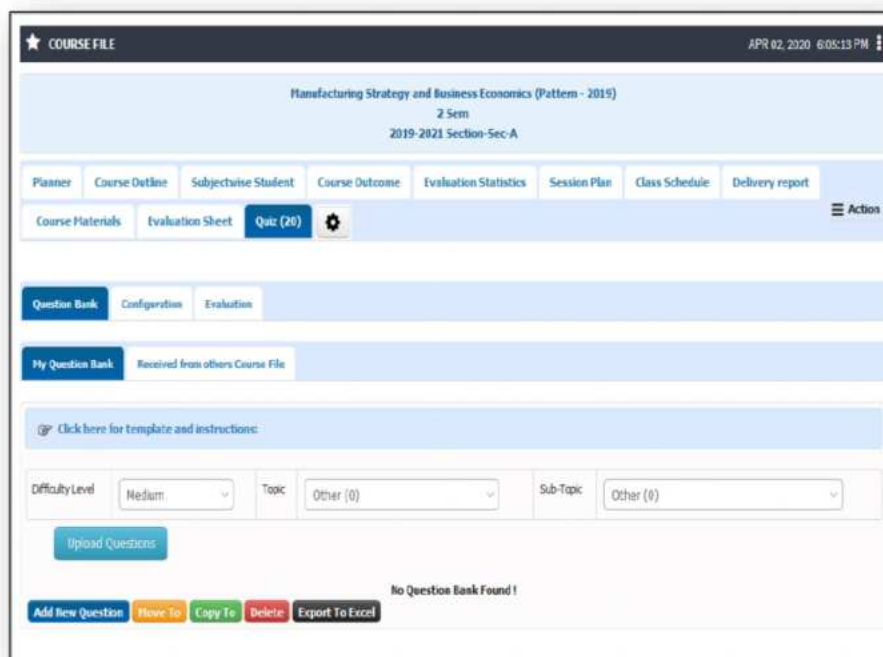
The screenshot shows a form titled "Add new evaluation parameter". It contains the following fields and options:

Evaluation parameter *	Quiz
Frequency *	1
Weightage to Internal marks (%) *	20
DMS system required	<input checked="" type="radio"/> Yes <input type="radio"/> No
Are faculties allowed to fill marks	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is Internal Passing Marks	<input type="radio"/> Yes <input type="radio"/> No

At the bottom right, there are "Submit" and "Close" buttons.

2) Course Files. (Go to Shortcuts)

- i) Its use is for maintaining Teaching Logs (Course Files), which includes , Online test, Assignments, Teaching notes and material.



The screenshot shows the "COURSE FILE" interface for "Manufacturing Strategy and Business Economics (Pattern - 2015) 2 Sem 2019-2021 Section-Sec-A". The interface includes a navigation menu with options like "Planner", "Course Outline", "Subjectwise Student", "Course Outcome", "Evaluation Statistics", "Session Plan", "Class Schedule", and "Delivery report". Below this, there are tabs for "Course Materials", "Evaluation Sheet", and "Quiz (20)". The "Quiz (20)" tab is active, showing a "Question Bank" section with "Configuration" and "Evaluation" sub-sections. A "My Question Bank" section shows "Received from others Course File". There are filters for "Difficulty Level" (Medium), "Topic" (Other (0)), and "Sub-Topic" (Other (0)). An "Upload Questions" button is present, along with a message "No Question Bank Found!". At the bottom, there are buttons for "Add New Question", "Move To", "Copy To", "Delete", and "Export To Excel".



ii) Faculty can “Add or upload Questions”.

- Define level of difficulty for quiz
- Topic and sub-topics based quiz

The screenshot displays the 'My Question Bank' interface. At the top, it says 'Received from others, Course File'. Below this is a link: 'Click here for template and instructions:'. There are three dropdown menus for 'Difficulty Level' (set to 'Easy'), 'Topic' (set to 'Other (1)'), and 'Sub-Topic' (set to 'Other (1)'). A blue 'Upload Questions' button is present. Below the button is a 'Records Per Page' dropdown set to '100' and a search box. The main part of the interface is a table with the following data:

Select	Question	Question Type	Out of marks	Mapped CO's	Edit	View Details
<input type="checkbox"/>	Testing Question1	Objective	10	-		
<input type="checkbox"/>	Testing Question 2	Objective	10	-		
<input type="checkbox"/>	Testing Question 3 (Subjective)	Subjective	10	-		
<input type="checkbox"/>	Testing Question 4	Objective	10	-		
<input type="checkbox"/>	Testing Question 6	Objective	10	-		

At the bottom of the table, it says 'Showing 1 to 5 of 5 entries'. Below the table are several action buttons: 'Add New Question', 'Move To', 'Copy To', 'Delete', 'Export To Excel', and 'CO Mapping'. There are also navigation buttons for 'Previous', '1', and 'Next'.

### 3) Quiz Configuration.

- i) Click to "Configuration" and then click "Add Quiz/Test".

Name	Duration	Total Marks	Sets	
Quiz	0	40	0	<a href="#">Configure Quiz</a> <a href="#">Configure Schedule</a> <a href="#">Status</a>

- ii) Test Configuration.(Fill Up all Details and Click Save & Next)

**TEST CONFIGURATION** APR 02, 2020 8:38:36 PM

1. Test Details 2. Difficulty Level 3. Topic 4. Sub-Topic 5. Confirmation

Test Name: Quiz

Paper Pattern:  Fixed  Auto-Generated

Negative Marking Sys.

Server Timing:  Fixed  Flexible

Time Settings:  Overall Timing

Duration (In minute(s)): 30

Grading Schema: Highest

Marks Settings:  Overall Passing Marks

Passing Marks: 12

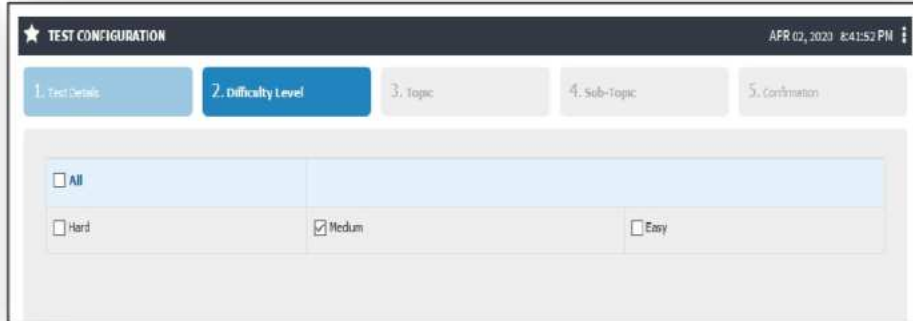
Total Marks: 40

Navigation Type: Free

Show Marks To Student:  Yes  No  Detailed  Summary

Instructions

- Define level of difficulty for quiz.



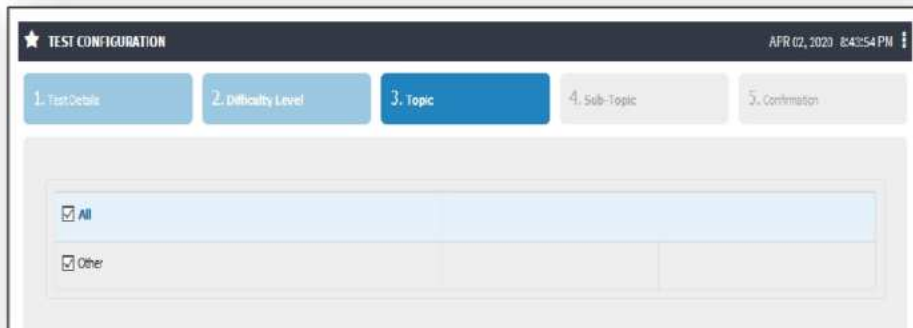
★ TEST CONFIGURATION APR 02, 2020 8:41:52 PM

1. Test Details 2. Difficulty Level 3. Topic 4. Sub-Topic 5. Confirmation

All

Hard  Medium  Easy

- Topic and sub-topics based quiz

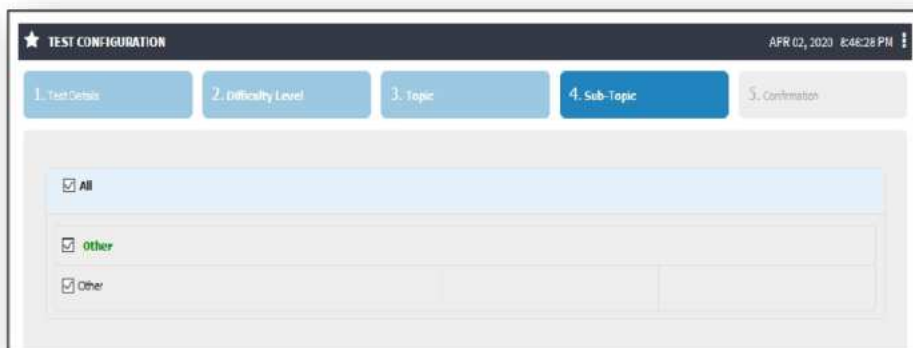


★ TEST CONFIGURATION APR 02, 2020 8:43:54 PM

1. Test Details 2. Difficulty Level 3. Topic 4. Sub-Topic 5. Confirmation

All

Other



★ TEST CONFIGURATION APR 02, 2020 8:48:28 PM

1. Test Details 2. Difficulty Level 3. Topic 4. Sub-Topic 5. Confirmation

All

other

Other





- Test Confirmation.

**TEST CONFIGURATION** APR 02, 2020 8:47:45 PM

1. Test Details | 2. Difficulty Level | 3. Topic | 4. Sub-Topic | 5. Confirmation

### Test Overview

Test Name	Quiz	Duration In Mins	30
Total Test Marks	40	Total Marks of Question Selected	0

How many sets do you want to generate?

### Questions Selected

[Add Schema](#)

Level	Topic	Sub-Topic	Question Type	Marks	Quantity	Total	Remove
-------	-------	-----------	---------------	-------	----------	-------	--------

Manage Schedules

- By Clicking **Add Schema**, Schema formation- Required number of questions can be selected from available quantity of questions.

### Add Schema

Difficulty Level :  | Topic :

Sub-Topic :  | Question Type:

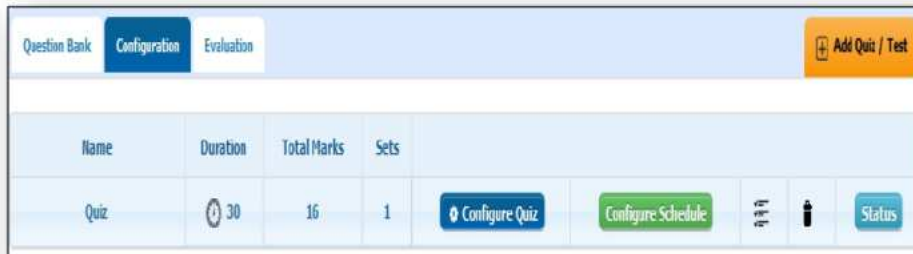
Difficulty Level	Topic	Sub-Topic	Type	Marks	Available Quantity	Select Quantity	Total Marks
Medium	Other	Other	Objective	2	8	8	16

**Total Marks :**

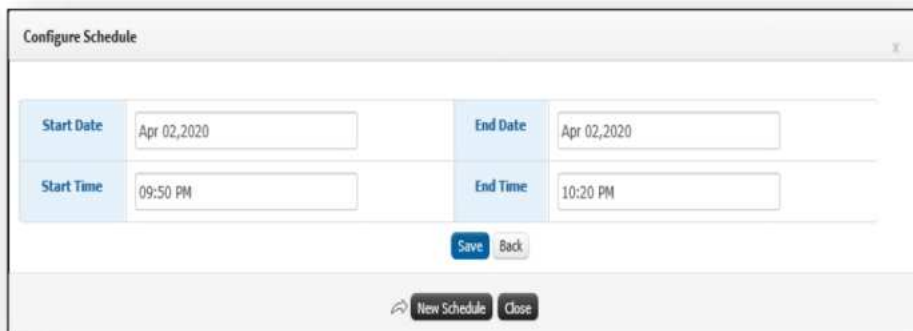
[Save](#) [Close](#)

#### 4) Configured Schedule.

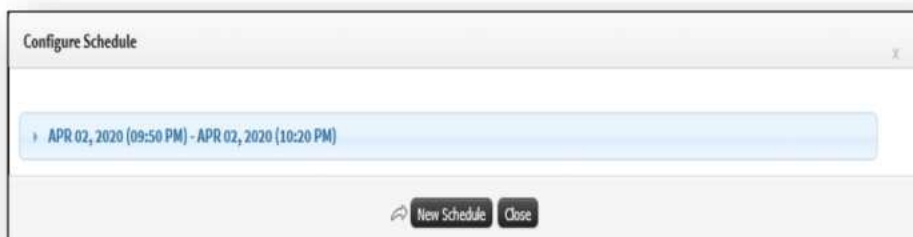
- i. By Clicking on “Configured Schedule”, Faculty can be Configure Schedule for the Added Quiz



- ii. By Clicking on “New Schedule”, Faculty can mention here, Start Date, End Date, Start Time, End Time

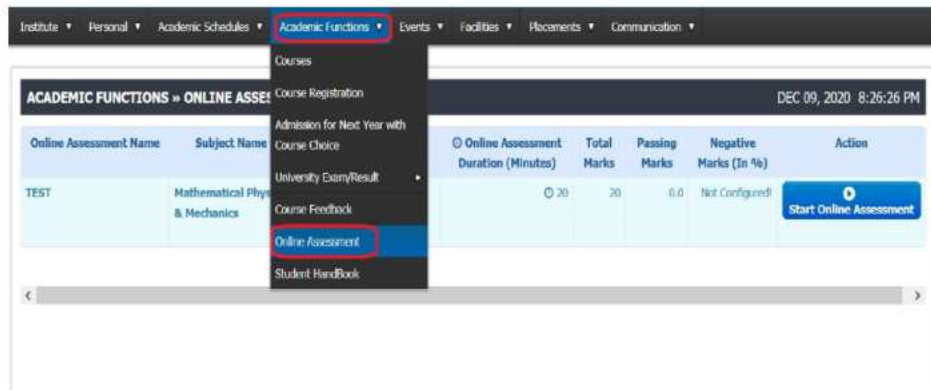


- iii) Test Schedule has been Configured.

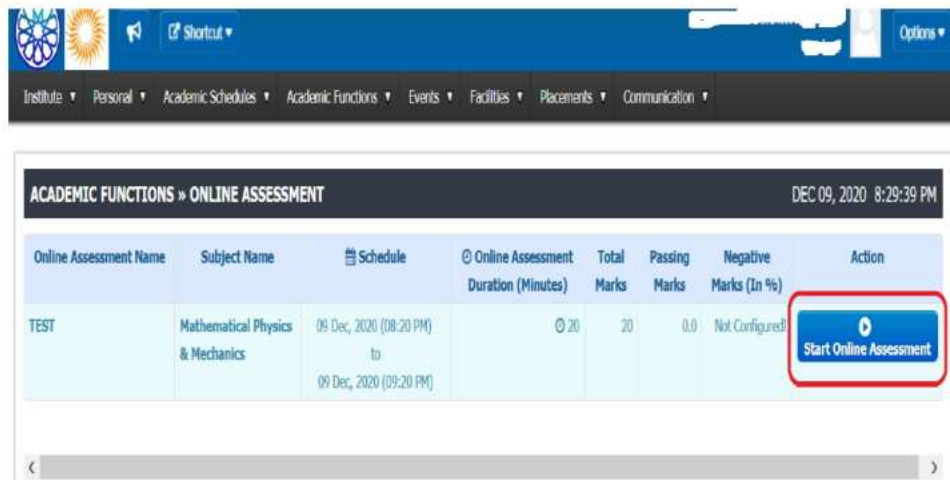


### 5) Online test.

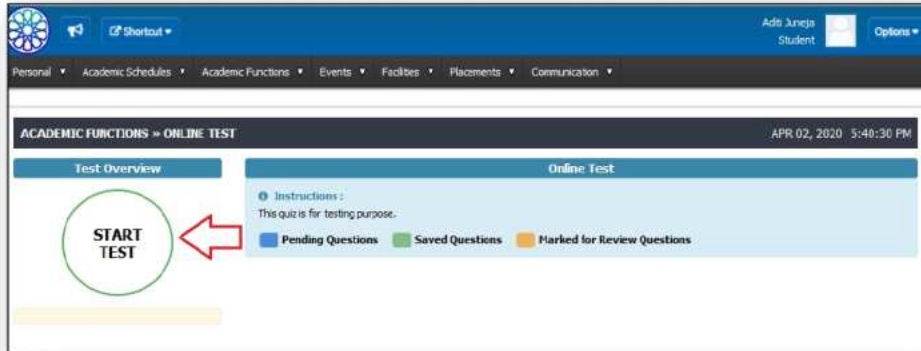
- i) Applicant can give the online test from his login. To give online test go to online Test menu and applicant able to see the test details. To start the online test click on “**Start Test**”, button.



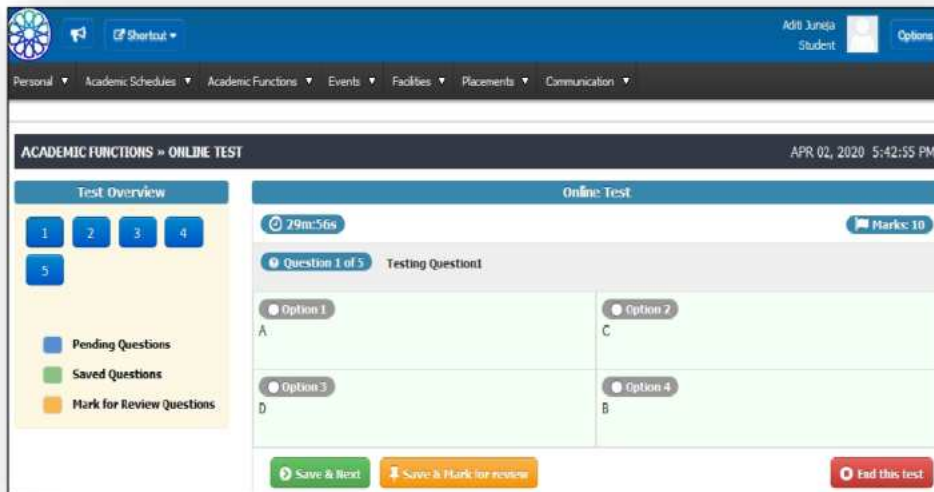
Click on Start Online Assessment



III) Once the verification is done successfully applicant able to see the test instruction available in the test.

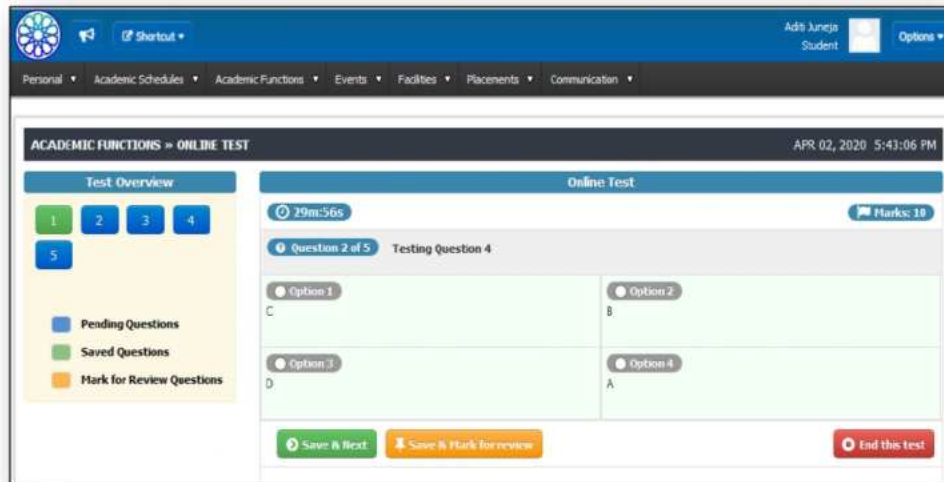


- To start the online test click on "Start Test", button.



A handwritten signature in blue ink, located in the bottom right corner of the page.

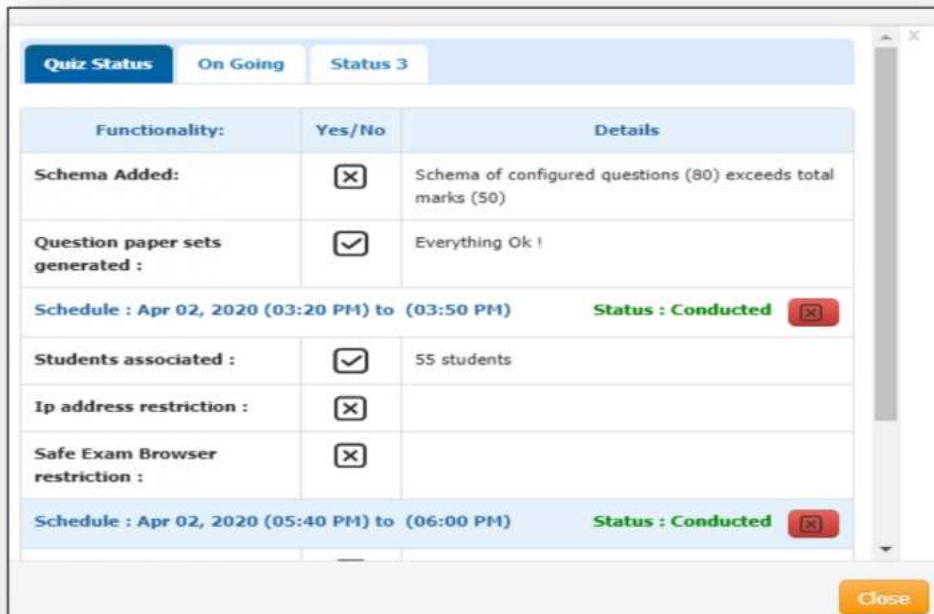
- IV) Read the question carefully and give the answer and click on **"Save & Next"**, if applicant wants to submit answers for random questions click on the question number. After submitting all question answers click on **"End this test"**, button.



A handwritten signature in blue ink, appearing to be 'Aditi Juneja', is located in the bottom right corner of the page.

## 6) Result.(Faculty Login)

- i) Faculty can be check "Quiz Status", Submitted score will be automatically evaluated by system. Score of only those applicants will be evaluated who have submitted test by their end.

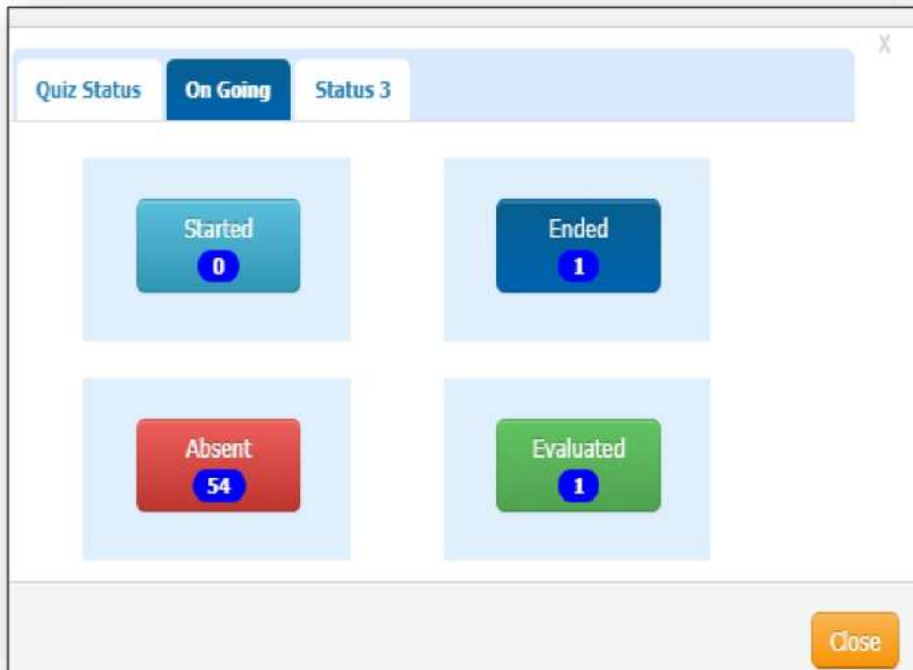


Functionality:	Yes/No	Details
Schema Added:	<input type="checkbox"/>	Schema of configured questions (80) exceeds total marks (50)
Question paper sets generated :	<input checked="" type="checkbox"/>	Everything Ok !
Schedule : Apr 02, 2020 (03:20 PM) to (03:50 PM)		Status : Conducted <input type="checkbox"/>
Students associated :	<input checked="" type="checkbox"/>	55 students
Ip address restriction :	<input type="checkbox"/>	
Safe Exam Browser restriction :	<input type="checkbox"/>	
Schedule : Apr 02, 2020 (05:40 PM) to (06:00 PM)		Status : Conducted <input type="checkbox"/>





- On Going Status.



A handwritten signature in blue ink, appearing to be 'h' followed by a checkmark-like flourish.

7) Evaluation:-

- i) Submitted score will be automatically evaluated by system. Score of only those applicants will be evaluated who have submitted test by their end.

- Attended Students List

The screenshot displays the 'TEST EVALUATION' interface. At the top, it shows the breadcrumb 'FUNCTIONING > ACADEMIC CONTENT > CONFIGURATION > TEST EVALUATION' and the date 'APR 13, 2020 8:14:12 PM'. Below this, there is a 'Select Policy' dropdown set to 'MIT Food Technology'. A 'records per page' selector is set to '10'. A search bar is present on the right.

Test Name	Test Level	Duration(Minutes)	Negative Marking (%)	Skipped Negative Marking (%)
student food tech test	Easy	5	0	0
Student Test	Easy	5	0	0

Showing 1 to 2 of 2 entries

Navigation: -- Previous 1 Next --

Buttons: **Attended** (selected), Not Attended, Evaluate All, Export to Excel

Records per page: 10

Student Name	Email	Mobile	Evaluation	Evaluation Status	Obtain Marks	Passing Marks	Total Marks
ABHISHEK MAVARE	abshk.mavare@mit.asia	8459040662	Evaluate	<input checked="" type="checkbox"/>	4	3	5
NITIN KADAM	nitin.kadam@mit.asia	9923685409	Evaluate	<input checked="" type="checkbox"/>	3	3	5
Saikiran Racchawar	sakiran.racchwar@mit.asia		Evaluate	<input checked="" type="checkbox"/>	2	3	5

Showing 1 to 3 of 3 entries

Navigation: -- Previous 1 Next --

- Not Attended Students

Attended		Not Attended						
Export to Excel								
Student Name	Email	Mobile	Evaluation	Evaluation Status	Obtain Marks	Passing Marks	Total Marks	
RUSHKESH BAWARE	rushkesh.baware@mit.asia	9146563946	Evaluate	<input type="checkbox"/>	0	2	5	
KRUSHIA CHAVAN	krushia.chavan@mit.asia	9170445202	Evaluate	<input type="checkbox"/>	0	2	5	
SWAPNIL DHURANDHARE	swapnil.dhurandhare@mit.asia	9156574343	Evaluate	<input type="checkbox"/>	0	2	5	
DIPALI GAJARE	dipali.gajare@mit.asia	7028275055	Evaluate	<input type="checkbox"/>	0	2	5	
AJIT GAVALI	ajit.gavali@mit.asia	9921728321	Evaluate	<input type="checkbox"/>	0	2	5	
SANJAY GHATUL	sanjay.ghatula@mit.asia	7776964034	Evaluate	<input type="checkbox"/>	0	2	5	
AJAY JADHAV	ajay.jadhav@mit.asia	8408832690	Evaluate	<input type="checkbox"/>	0	2	5	
SHUBHAM JADHAV	shubham.jadhav@mit.asia	8601573302	Evaluate	<input type="checkbox"/>	0	2	5	
KIRAN JOGDAND	kiranjogdand@mit.asia	9179540148	Evaluate	<input type="checkbox"/>	0	2	5	
MAHESH KAKADE	mahesh.kakade@mit.asia	9158728760	Evaluate	<input type="checkbox"/>	0	2	5	
YASHHANYI KAWADE	yashhanyika Wade@mit.asia	9143038965	Evaluate	<input type="checkbox"/>	0	2	5	
YUNRAJ KEDAR	yunraj.kedar@mit.asia	9123038544	Evaluate	<input type="checkbox"/>	0	2	5	
Shubham KHAPRE	shubham.khapre@mit.asia	9184519902	Evaluate	<input type="checkbox"/>	0	2	5	

Back

Attended ● Skipped ●

Answer Sheet of GAJARAN PAYGHAN

Question	Category Name	Expected Answer	Given Answer	Run Code	Status	Marks	Marks out of	Explanation
A train passes a station platform in 36 seconds and a man standing on the platform in 20 seconds. If the speed of the train is 54 km/hr, what is the length of the platform?	Food Aptitude Test	2	3		<span style="color: green;">●</span>	<input type="text" value="0"/>	1	<a href="#">View</a>
Two trains running in opposite directions cross a man standing on the platform in 27 seconds and 17 seconds respectively and they cross each other in 23 seconds. The ratio of their speeds is:	Food Aptitude Test	2	2		<span style="color: green;">●</span>	<input type="text" value="1"/>	1	<a href="#">View</a>
A train running at the speed of 60 km/hr crosses a pole in 9 seconds. What is the length of the train?	Food Aptitude Test	4	2		<span style="color: green;">●</span>	<input type="text" value="0"/>	1	<a href="#">View</a>
A train 125 m long passes a man, running at 5 km/hr in the same direction in which the train is going, in 10 seconds. The speed of the train is:	Food Aptitude Test	2	1		<span style="color: green;">●</span>	<input type="text" value="0"/>	1	<a href="#">View</a>
The length of the bridge, which a train 130 metres long and travelling at 45 km/hr can cross in 30 seconds, is:	Food Aptitude Test	3	3		<span style="color: green;">●</span>	<input type="text" value="1"/>	1	<a href="#">View</a>

Calculate Result

THANK YOU



*Uma Shankar*

Dr. Uma Shankar

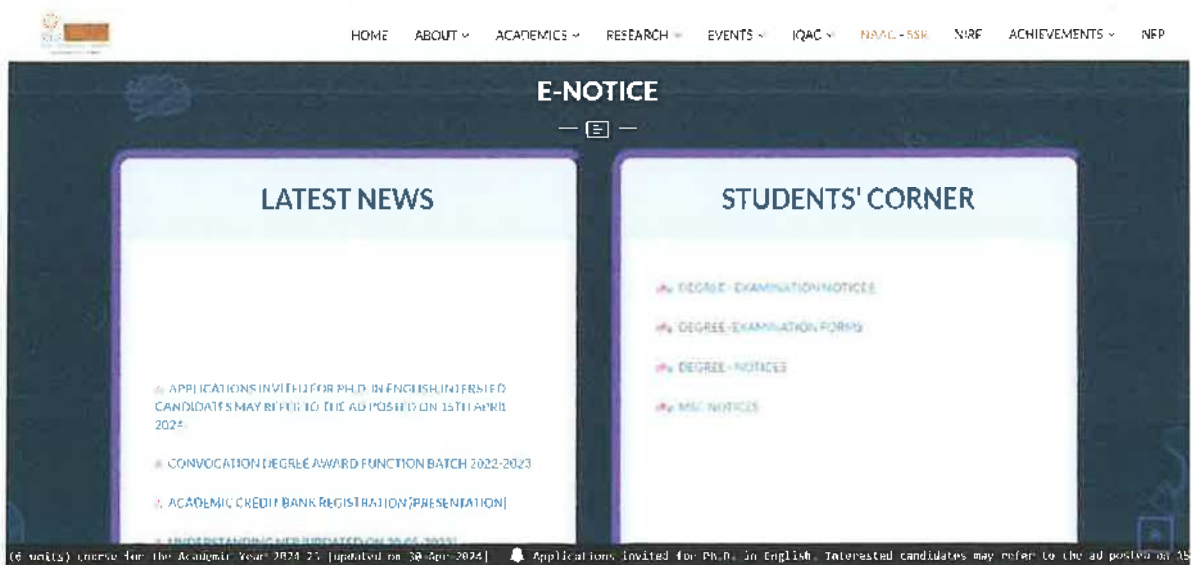
Principal  
Principal  
SIES College of Arts, Science & Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

### 3. STUDENTS' ADMISSION AND SUPPORT

a) College Website home page



b) Students' Corner on the website home page with all notice updates



#### 6.2.2. Institution's implementation of e-governance



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

c) Students notified through college website about Academic Calendar



AFILIATED TO UNIVERSITY OF MUMBAI, NAAC 'A' ACCREDITED (UVC/02)

**SIES COLLEGE OF ARTS, SCIENCE & COMMERCE (AUTONOMOUS) SION WEST  
Academic Calendar 2021-22**

A. TERM CALENDAR 2021-22		
Title	START DATE	END DATE
TERM 1	13-06-2021	30-10-2021
TERM 2	15-11-2021	30-4-2022
Ganapati Break	10-09-2021	14-09-2021
Dwali Break	01-11-2021	14-11-2021
Winter Break	26-12-2021	01-01-2022
B. Holiday Calendar		
21-07-2021	Bakri Eid	
15-08-2021	Independence day	
16-08-2021	Parsi New Year	
19-08-2021	Muharram	
10-09-2021	Ganesh Chaturthi	
02-10-2021	Mahatma Gandhi Jayanti	
15-10-2021	Dussehra	
19-10-2021	Kojagari Poornima/ Eid e Milad	
19-11-2021	Guru Nanak Jayanti	
25-12-2021	Christmas	
26-01-2022	Republic Day	
19-02-2022	Chatrapati Shivaji Maharaj Jayanti	
01-03-2022	Mahashivratri	
18-03-2022	Holi	
02-04-2022	Gudi Padwa	
14-04-2022	Dr. Ambedkar Jayanti	
15-04-2022	Good Friday	
01-05-2022	Maharashtra Day	
03-05-2022	Akshaya Tritiya	
16-05-2022	Buddha Purnima	
C. Academic Calendar 2021-22		
JUNE 2021		
	SY all classes lectures begin	15-06-2021
	TY all classes lectures begin	15-06-2021
SEPTEMBER-2021		
	Orientation of Students and Parents of First Year Classes	04-09-2021
	All FY classes begins	06-09-2021
OCTOBER-2021		
	All TY and SY classes concluded	08-10-2021
November-2021		
	Second Term All classes begin	15-11-2021

**D. Event Calendar 2021-2022**

SIES COLLEGE OF ARTS, SCIENCE AND COMMERCE, (AUTONOMOUS), Sion (west), Mumbai 400022  
Tel: 24072729 | E-mail: [siesarc@sies.edu.in](mailto:siesarc@sies.edu.in) | website: [www.sies.edu.in](http://www.sies.edu.in)

*Tentative timeline for various events, subject to modification depending upon guidelines received from University of Mumbai*

Utkarsh - Literary Festival	Second week of January-2022
Visions - Cultural Festival	Second week of January-2022
Sports Day	First week of January-2022




*[Handwritten Signature]*

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



d) Students notified through website about Examination Calendar, Timetable



**EXAMINATION CALENDAR 2021-2022  
(FIRST TERM)**


15/08/2021

Following are the dates of commencement of various examinations to be held in the first term of the academic year 2021-2022.

CLASS	EXAM TYPE	DATE OF COMMENCEMENT
SS and TV classes	Internal / External	12 August 2021
SS and TV all classes	Practical Exam (Website application)	28 August 2021
SS and TV all classes	Science III & Semester V	11 October 2021
UG, SS, TV all classes	AIK Semester II (VVI)	23 October 2021
MS Semester	AIK Semester III (V)	23 October 2021
MS	Semester I and III Theory & Practical	18 November 2021

- Above dates are tentative and may be altered under unavoidable circumstances.
- The exams will be held ONLINE.
- The exams may begin on the date mentioned or later.
- The timetable will be updated on the website before commencement of the exam.

Chairperson, Examinations Principal



**SIES COLLEGE OF ARTS, SCIENCE & COMMERCE  
(AUTONOMOUS)  
SION (WEST), MUMBAI-400022**

**NOTICE  
DEGREE COLLEGE**

**Regular Semester- III & V  
(For Batch-2021-2022)**

**B.A. / B.COM / B.SC  
B.SC-CS / B.SC-BT / B.SC-IT / BAMMC / BMS / BMS-CM**

**Internal Evaluation**

All the students of above classes should note the following:

Internal evaluation for regular students has already started by the staff members at department level. The students who do not appear for the test / viva / presentation etc. due to any reason will be marked absent. No retest will be conducted on any grounds. Students should also note that if submissions are not done at stipulated time, set by the teacher they will be marked absent.

For any issues faced by the students, they have to communicate with the respective teachers during the lectures.

No queries will be entertained if students do not put themselves in communication with the respective teachers before 28<sup>th</sup> August 2021.

Chairperson, Examinations Sd/-  
Principal

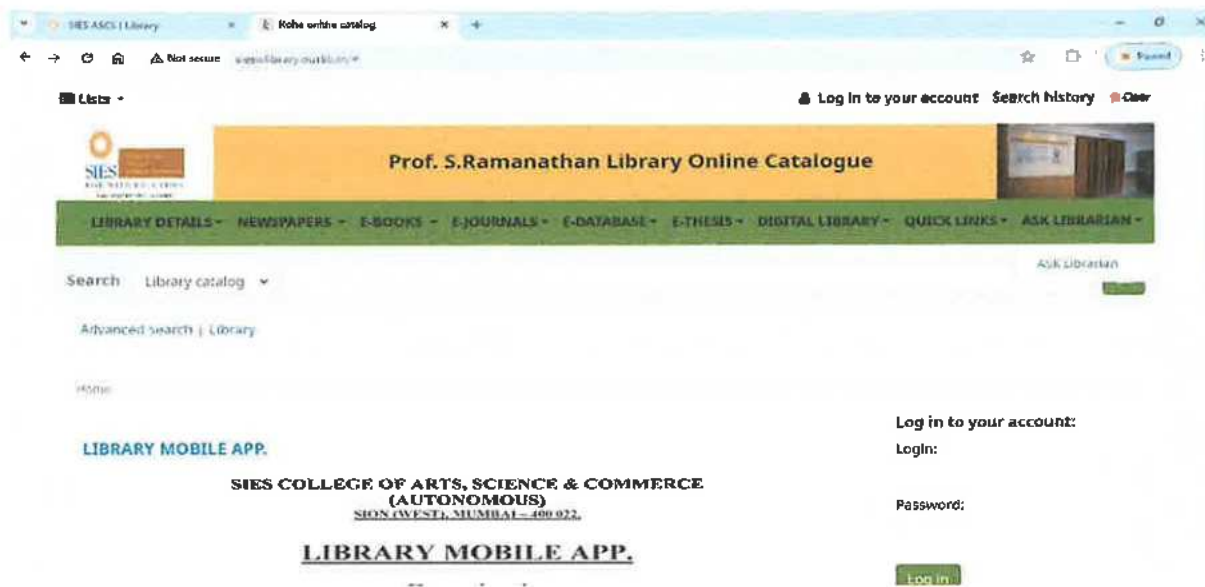
24/08/2021



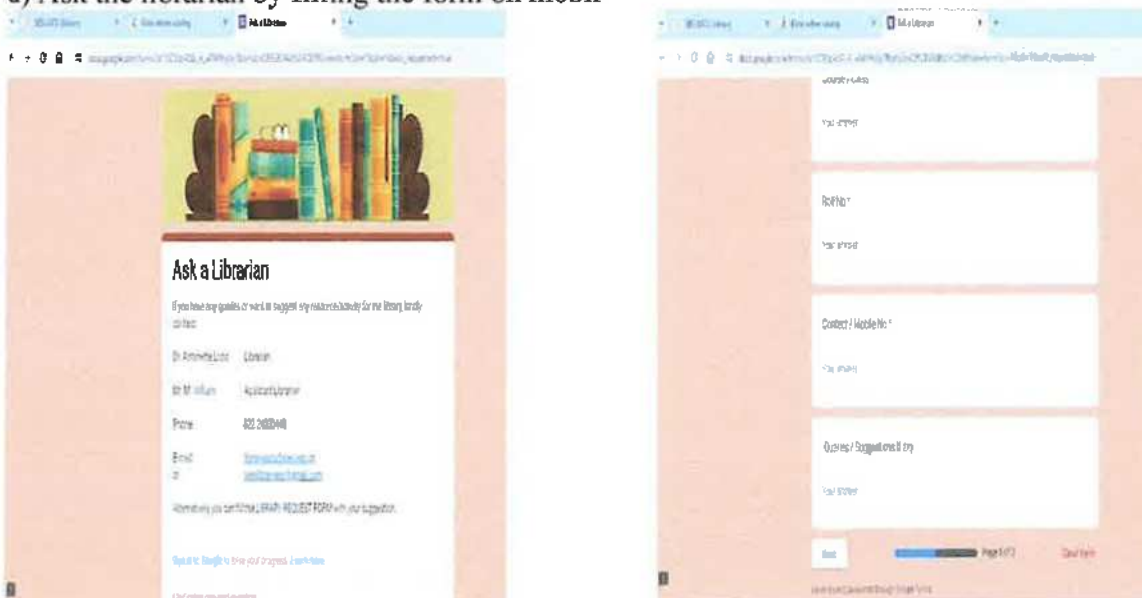
*(Signature)*  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



e) Students availing library mobile app facility



d) Ask the librarian by filling the form on mobil



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



महाराष्ट्र MAHARASHTRA

2018

TY 794536

प्रधान मुद्रांक कार्यालय, मुंबई  
प.सू.वि.क. ८००००९५

23 OCT 2018

सक्षम अधिकारी

Terms of Service

श्री. दि. क. गवई

Effective Date: Oct 23, 2018.

THIS IS AN AGREEMENT BETWEEN **SIES College of Arts, Science, and Commerce** (hereinafter "Customer" "You" or "Your") with its principal place of business at *Jain Society, Sion West, Mumbai 400022* AND **Techatlyst Infoserve Pvt Ltd** (hereinafter "Techatlyst") its principal place of business at *Unit # 106, 1st Floor, Multistoried Building, SEEPZ-SEZ, Andheri (E), Mumbai -- 400 096* GOVERNING USE OF **GRADED SUITE OF ONLINE BUSINESS SOFTWARE** (hereinafter "Graded").

#### Parts of this Agreement

This Agreement consists of the following terms and conditions (hereinafter the "General Terms") and terms and conditions, if any, specific to use of individual Services (hereinafter the "Service Specific Terms"). The General Terms and Service Specific Terms are collectively referred to as the "Terms". In the event of a conflict between the General Terms and Service Specific Terms, the Service Specific Terms shall prevail.





### Description of Service

We provide an array of services for **online student information, admission processing, online examination, grade processing and institutional facilities management application focused on Education Industry** ("Service" or "Services"). You may use the Services for business use or for internal business purpose in the organization that you represent. You may connect to the Services using any Internet browser supported by the Services. You are responsible for obtaining access to the Internet and the equipment necessary to use the Services. You can create and edit content with your user account and if you choose to do so, you can publish and share such content.

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As part of your choosing annual subscription license, Techatylst grants you a fee-bearing, nonexclusive, non-transferable, world-wide license to Use the Licensed Software including user documentation, updates and upgrades to which you are entitled as well as any plug-ins provided to you during the period of your subscription, provided that such access and Use of the Licensed Software is in accordance with the Single Installation License granted by Techatylst. Under the Subscription License, the Licensed Software is licensed only for a subscription period of one year. You must renew your license at least 1 month before the expiry of the subscription period in order to continue using the Licensed Software. If you do not renew the license, you agree to stop using the Licensed Software after end of the subscription period and remove the Licensed Software from your systems (if installed). Your right to internally use the Software is limited to the aggregate number of Licenses based on Licensing Metrics & Fees (Exhibit A) Customer has paid the applicable license fees in full to Techatylst or its authorized sales agents.

### License Restrictions

Customer acknowledges that all intellectual property rights in the Software are, and shall remain, the property of Techatylst or the relevant third-party owners (as the case may be) and that Customer shall have no rights in or to the Software other than the right to use it in accordance with the express terms of this License Agreement. Customer shall at all times comply with the following license restrictions in exercising the rights granted in Section above:

a. Customer shall not reverse engineer, decompile, disassemble, or otherwise reduce or seek to reduce the Software to a human readable (source code) form, except and only to the extent that such activity is expressly permitted by applicable law, and then only upon prior written notice to Techatylst. Customer shall not reproduce, copy, distribute, or transmit the Software.

b. Customer shall not rent, lease, or transfer the Software to any third party, nor use it to operate a rental, leasing, or service bureau business or any similar hosting or subscription arrangement. Customer may use the Software only for its internal business purposes.

c. Customer shall inform its employees and agents who use the Software of the terms and conditions governing such use, and shall be responsible for their compliance with the terms of this License Agreement.

### Third Party Products:

The Licensed Software may contain software which originated with third party vendors and without limiting the general applicability of the other provisions of this Agreement, you agree that (a) the title to any third party software incorporated in the Licensed Software shall remain with the third party which supplied the same; and (b) you will not distribute any such third party software available with the Licensed Software, in any manner.

### Ownership & Intellectual Property

Techatylst owns all right, title and interest in and to Graded, the Licensed Software. Techatylst expressly reserves all rights not granted to you herein, notwithstanding the right to discontinue or not to release any Licensed Software and to alter prices, features, specifications, capabilities, functions, licensing terms, release dates, general availability or characteristics of the Licensed Software. The Licensed Software is only licensed and not sold to you by Techatylst.

### Changes in Service Terms

Techatylst may modify the Terms upon notice to you at any time through a service announcement or by sending email to your primary email address. If we make significant changes to the Terms that affect your rights, you will be provided with at least 30 days advance notice of the changes by email





to your primary email address. You may bring to Techatylst's notice by email within 30 days of being notified of the availability of the modified Terms if the Terms are modified in a manner that substantially affects your rights in connection with use of the Services. Your continued use of the Service after the effective date of any change to the Terms will be deemed to be your agreement to the modified Terms.

### Organization Accounts and Administrators

When you sign up for an account for your organization you may specify one or more administrators. The administrators will have the right to configure the Services based on your requirements and manage end users in your organization account. If your organization account is created and configured on your behalf by a third party, it is likely that such third party has assumed administrator role for your organization. Make sure that you enter into a suitable agreement with such third party specifying such party's roles and restrictions as an administrator of your organization account.

You are responsible for i) ensuring confidentiality of your organization account password, ii) appointing competent individuals as administrators for managing your organization account, and iii) ensuring that all activities that occur in connection with your organization account comply with this Agreement. You understand that Techatylst is not responsible for account administration and internal management of the Services for you unless you purchase additional services from Techatylst for the same.

You are responsible for taking necessary steps for ensuring that your organization does not lose control of the administrator accounts. You may specify a process to be followed for recovering control in the event of such loss of control of the administrator accounts by sending an email to [tech\\_admin@graded.co.in](mailto:tech_admin@graded.co.in), provided that the process is acceptable to Techatylst. In the absence of any specified administrator account recovery process, Techatylst may provide control of an administrator account to an individual providing proof satisfactory to Techatylst demonstrating authorization to act on behalf of the organization. You agree not to hold Techatylst liable for the consequences of any action taken by Techatylst in good faith in this regard.

### Personal Information and Privacy

Personal information you provide to Techatylst through the Service is governed by Techatylst Privacy Policy. Your election to use the Service indicates your acceptance of the terms of the Techatylst Privacy Policy. You are responsible for maintaining confidentiality of your username, password and other sensitive information. You are responsible for all activities that occur in your user account and you agree to inform us immediately of any unauthorized use of your user account by email to [tech\\_admin@graded.co.in](mailto:tech_admin@graded.co.in) or by calling us on any of the numbers listed on <https://www.graded.co.in/contact.html>. We are not responsible for any loss or damage to you or to any third party incurred as a result of any unauthorized access and/or use of your user account, or otherwise.

### Communications from Techatylst

The Service may include certain communications from Techatylst, such as service announcements, administrative messages and newsletters. You understand that these communications shall be considered part of using the Services. As part of our policy to provide you total privacy, we also provide you the option of opting out from receiving newsletters from us. However, you will not be able to opt-out from receiving service announcements and administrative messages.

### Fees and Payments

The Services are available under subscription plans of various durations. Payments for services can be made only by NEFT payment. Your subscription will be automatically renewed at the end of each subscription period unless you inform us that you do not wish to renew the subscription. At the time of automatic renewal, the subscription fee invoice will be sent to the registered address last used by you. In case you do not wish to renew the subscription, you must inform us at least one month prior to the renewal date.

From time to time, we may change the price of any Service or charge for use of Services that are currently available free of charge. Any increase in charges will not apply until the expiry of your then current billing cycle. You will not be charged for using any Service unless you have opted for a paid subscription plan.





**Restrictions on Use**

In addition to all other terms and conditions of this Agreement, you shall not: (i) transfer the Services or otherwise make it available to any third party; (ii) provide any service based on the Services without prior written permission; (iii) use the third party links to sites without agreeing to their website terms & conditions; (iv) post links to third party sites or use their logo, company name, etc. without their prior written permission; (v) publish any personal or confidential information belonging to any person or entity without obtaining consent from such person or entity; (vi) use the Services in any manner that could damage, disable, overburden, impair or harm any server, network, computer system, resource of Techatalyst / Graded; (vii) violate any applicable local, state, national or international law; and (viii) create a false identity to mislead any person as to the identity or origin of any communication.

**Suspension and Termination**

We may suspend your user account or temporarily disable access to whole or part of any Service in the event of any suspected illegal activity, extended periods of inactivity or requests by law enforcement or other government agencies. Objections to suspension or disabling of user accounts should be made to tech\_admin@graded.co.in within thirty days of being notified about the suspension. We may terminate a suspended or disabled user account after thirty days. We will also terminate your user account on your request.

**Termination:**

This Agreement is effective until terminated by either party. Techatalyst may terminate this Agreement for any reason, including but not limited to your breach of any of the terms of this Agreement. All provisions relating to confidentiality, proprietary rights, non-disclosure, and limitation of liability shall survive the termination of this Agreement.

You have the right to terminate your user account if Techatalyst breaches its obligations under these Terms and in such event, you will NOT be entitled to any refund of any prepaid fees.

Termination of user account will include denial of access to all Services, deletion of information in your user account such as your email address and password and deletion of all data in your user account.

If you terminate the Agreement before the term of 3 years, Techatalyst will claim damages as agreed.

**Trademark**

Techatalyst, Graded, Graded logo, the names of individual Services and their logos are trademarks of Techatalyst. You agree not to display or use, in any manner, the Techatalyst/ Graded trademarks, without Techatalysts's prior permission.

**Disclaimer of Warranties**

YOU EXPRESSLY UNDERSTAND AND AGREE THAT THE USE OF THE SERVICES IS AT YOUR SOLE RISK. THE SERVICES ARE PROVIDED ON AN AS-IS-AND-AS-AVAILABLE BASIS. TECHATALYST EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. TECHATALYST MAKES NO WARRANTY THAT THE SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR FREE. USE OF ANY MATERIAL DOWNLOADED OR OBTAINED THROUGH THE USE OF THE SERVICES SHALL BE AT YOUR OWN DISCRETION AND RISK AND YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM, MOBILE TELEPHONE, WIRELESS DEVICE OR DATA THAT RESULTS FROM THE USE OF THE SERVICES OR THE DOWNLOAD OF ANY SUCH MATERIAL. TECHATALYST WILL NOT BE RESPONSIBLE FOR ANY DATA ACCURACY, OR OTHER CONTENT IN THE SYSTEM, PROCESSING ERRORS, OUTPUTS, OR ANY ERRORS CAUSED DUE TO OUTAGE OF THE SYSTEM. NO ADVICE OR INFORMATION, WHETHER WRITTEN OR ORAL, OBTAINED BY YOU FROM TECHATALYST, ITS EMPLOYEES OR REPRESENTATIVES SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TERMS.

**Limitation of Liability**

YOU AGREE THAT TECHATALYST SHALL, IN NO EVENT, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR OTHER LOSS OR DAMAGE WHATSOEVER OR FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, COMPUTER FAILURE, LOSS OF BUSINESS INFORMATION, OR OTHER LOSS ARISING OUT OF OR CAUSED BY YOUR USE OF OR INABILITY TO USE THE SERVICE, EVEN IF TECHATALYST HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. IN NO EVENT SHALL TECHATALYST'S





**Restrictions on Use**

In addition to all other terms and conditions of this Agreement, you shall not: (i) transfer the Services or otherwise make it available to any third party; (ii) provide any service based on the Services without prior written permission; (iii) use the third party links to sites without agreeing to their website terms & conditions; (iv) post links to third party sites or use their logo, company name, etc. without their prior written permission; (v) publish any personal or confidential information belonging to any person or entity without obtaining consent from such person or entity; (vi) use the Services in any manner that could damage, disable, overburden, impair or harm any server, network, computer system, resource of Techatalyst / Graded; (vii) violate any applicable local, state, national or international law; and (viii) create a false identity to mislead any person as to the identity or origin of any communication.

**Suspension and Termination**

We may suspend your user account or temporarily disable access to whole or part of any Service in the event of any suspected illegal activity, extended periods of inactivity or requests by law enforcement or other government agencies. Objections to suspension or disabling of user accounts should be made to tech\_admin@graded.co.in within thirty days of being notified about the suspension. We may terminate a suspended or disabled user account after thirty days. We will also terminate your user account on your request.

**Termination:**

This Agreement is effective until terminated by either party. Techatalyst may terminate this Agreement for any reason, including but not limited to your breach of any of the terms of this Agreement. All provisions relating to confidentiality, proprietary rights, non-disclosure, and limitation of liability shall survive the termination of this Agreement.

You have the right to terminate your user account if Techatalyst breaches its obligations under these Terms and in such event, you will NOT be entitled to any refund of any prepaid fees.

Termination of user account will include denial of access to all Services, deletion of information in your user account such as your email address and password and deletion of all data in your user account.

If you terminate the Agreement before the term of 3 years, Techatalyst will claim damages as agreed.

**Trademark**

Techatalyst, Graded, Graded logo, the names of individual Services and their logos are trademarks of Techatalyst. You agree not to display or use, in any manner, the Techatalyst/ Graded trademarks, without Techatalysts's prior permission.

**Disclaimer of Warranties**

YOU EXPRESSLY UNDERSTAND AND AGREE THAT THE USE OF THE SERVICES IS AT YOUR SOLE RISK. THE SERVICES ARE PROVIDED ON AN AS-IS-AND-AS-AVAILABLE BASIS. TECHATALYST EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. TECHATALYST MAKES NO WARRANTY THAT THE SERVICES WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR FREE. USE OF ANY MATERIAL DOWNLOADED OR OBTAINED THROUGH THE USE OF THE SERVICES SHALL BE AT YOUR OWN DISCRETION AND RISK AND YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM, MOBILE TELEPHONE, WIRELESS DEVICE OR DATA THAT RESULTS FROM THE USE OF THE SERVICES OR THE DOWNLOAD OF ANY SUCH MATERIAL. TECHATALYST WILL NOT BE RESPONSIBLE FOR ANY DATA ACCURACY, OR OTHER CONTENT IN THE SYSTEM, PROCESSING ERRORS, OUTPUTS, OR ANY ERRORS CAUSED DUE TO OUTAGE OF THE SYSTEM. NO ADVICE OR INFORMATION, WHETHER WRITTEN OR ORAL, OBTAINED BY YOU FROM TECHATALYST, ITS EMPLOYEES OR REPRESENTATIVES SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TERMS.

**Limitation of Liability**

YOU AGREE THAT TECHATALYST SHALL, IN NO EVENT, BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, PUNITIVE, OR OTHER LOSS OR DAMAGE WHATSOEVER OR FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, COMPUTER FAILURE, LOSS OF BUSINESS INFORMATION, OR OTHER LOSS ARISING OUT OF OR CAUSED BY YOUR USE OF OR INABILITY TO USE THE SERVICE, EVEN IF TECHATALYST HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE. IN NO EVENT SHALL TECHATALYST'S





ENTIRE LIABILITY TO YOU IN RESPECT OF ANY SERVICE, WHETHER DIRECT OR INDIRECT, EXCEED THE FEES PAID BY YOU TOWARDS SUCH SERVICE.

**Indemnification**


You agree to indemnify and hold harmless Techatalyst, its officers, directors, employees, suppliers, and affiliates, from and against any losses, damages, fines and expenses (including attorney's fees and costs) arising out of or relating to any claims that you have used the Services in violation of another party's rights, in violation of any law, in violations of any provisions of the Terms, or any other claim related to your use of the Services, except where such use is authorized by Techatalyst.

**Force Majeure**

Neither party shall be responsible for failure or delay of performance if caused by: an act of war, hostility or sabotage; act of God; Internet, telecommunication or electrical outage that is not caused by the obligated party; government restrictions (including the denial or cancellation of any export or other license); or other event outside the reasonable control of the obligated party (collectively, "Force Majeure Events"). The parties will use reasonable efforts to mitigate the effect of any Force Majeure Events. If such Force Majeure Event continues for more than 90 days, either party may cancel unperformed services upon written notice. This Section does not excuse either party's obligation to take reasonable steps to follow normal disaster recovery procedures or Customer's obligation to pay for Licensed Software or Technical Support and Maintenance as provided.

**Settlement of Disputes**

Techatalyst Infoserve Pvt Ltd

Sign:   
Name: Waman Duklé  
Title: CEO  
Date: 27.08.2018



All disputes or differences, including claims for damages and compensation whatsoever, arising between the parties, out of or relating to the construction, meaning, operation or effect of this Agreement or the breach thereof shall be settled amicably. However, if the parties are not able to resolve them amicably within Sixty (60) days or any mutually agreed further period from the date of start of such negotiations, and the value of dispute is over Rs 60,00,000/- (Rs Sixty Lakhs) the same shall be resolved by arbitration in accordance with the Arbitration and Conciliation Act, 1996. The dispute may be referred to arbitration by either Party only after notice in writing to the other, clearly mentioning the nature of the dispute/ differences. Such arbitration shall be conducted by an arbitral tribunal consisting of three arbitrators one arbitrator to be appointed by each Party, and the third arbitrator to be nominated by such arbitrators appointed by the parties. The Arbitration and Conciliation Act 1996 or any statutory modification thereof shall apply to the arbitration proceedings and the venue for the arbitration proceedings shall be Mumbai. All the arbitration proceedings shall be carried out in English language.


**Application Law & Jurisdiction**

This Agreement shall be governed by and construed in accordance with the laws of India in force and the Courts of MUMBAI shall have exclusive jurisdiction.

**END OF TERMS OF SERVICE**

If you have any questions or concerns regarding this Agreement, please contact us at [support@graded.co.in](mailto:support@graded.co.in).

SIES College of Arts, Science, and Commerce

Sign:   
Name: DR. UMA SHANKAR  
Title: Principal, SIES College of Arts, Science & Commerce  
Sion (West), Mumbai - 400 022.  
Date: 27.08.2018

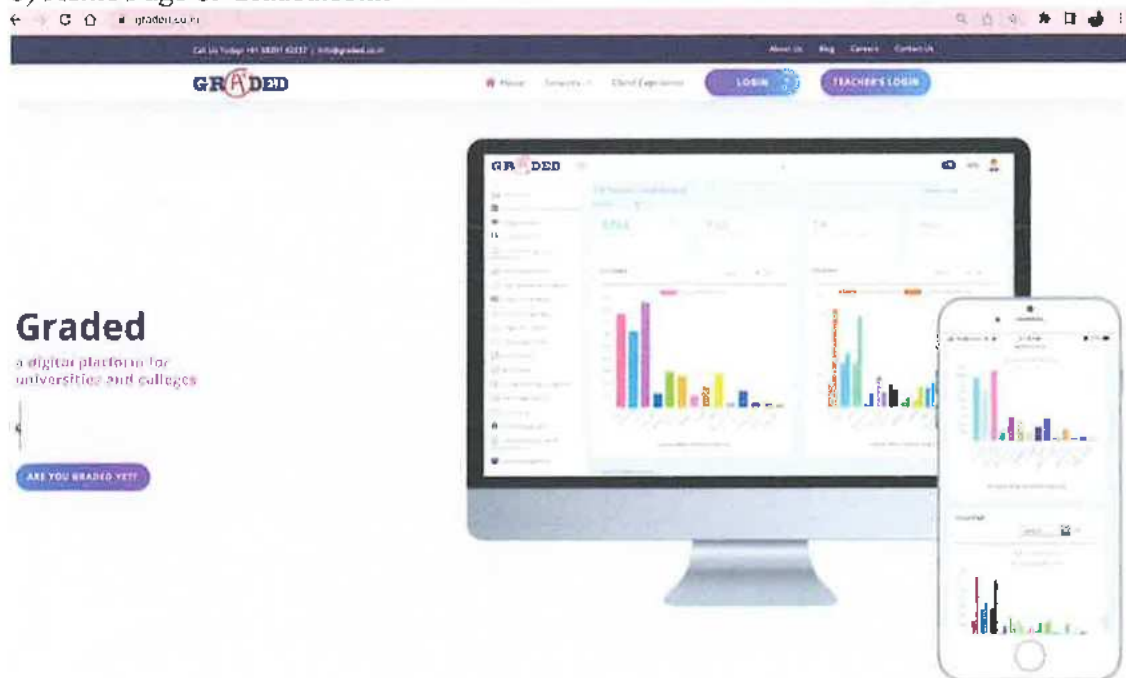


## 4. Examination

a) User Interface of examination module reflecting the name of the Institution



b) Home Page of Graded.co.in

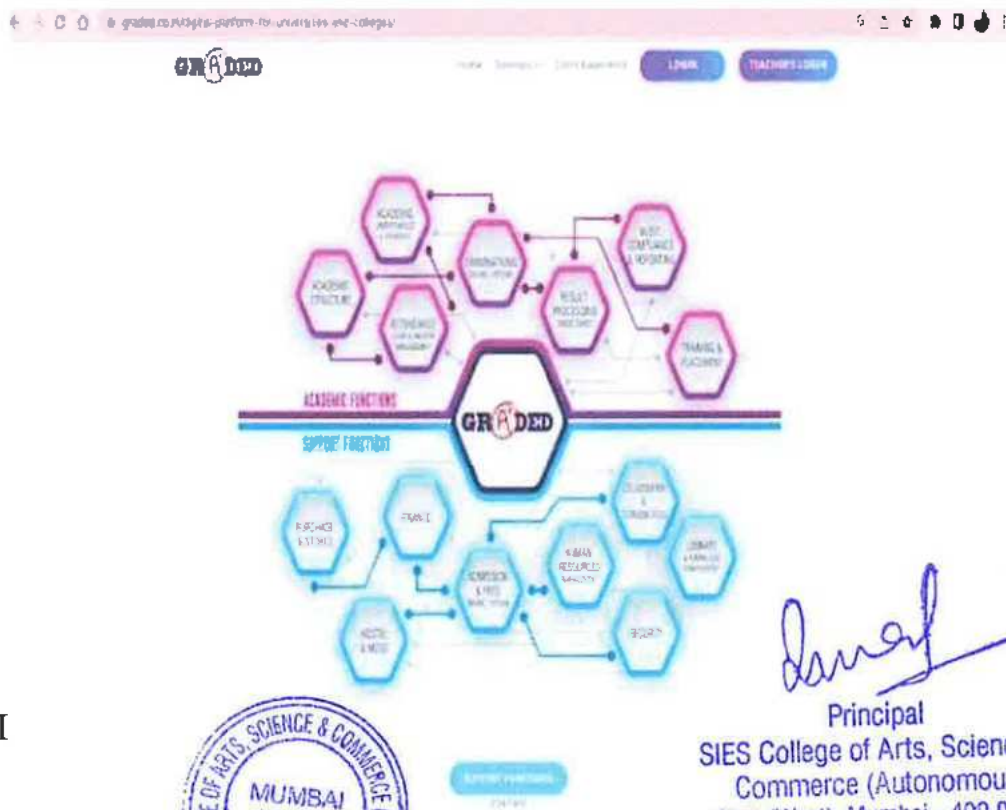
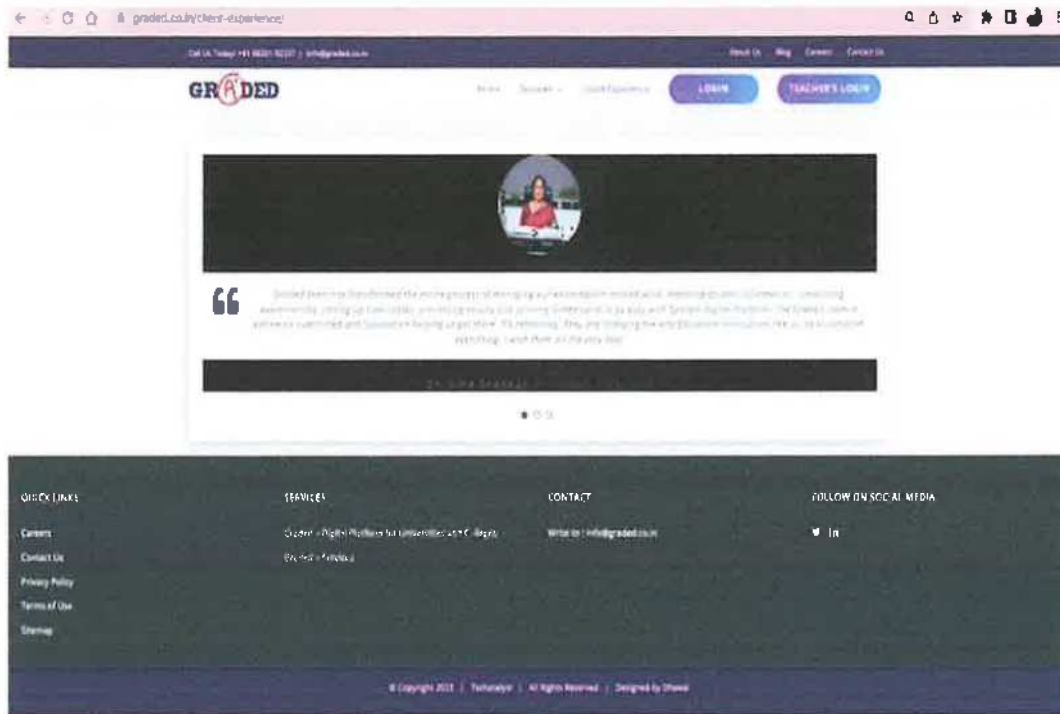


6.2.2. Institution's implementation of e-governance



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

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6.2.2. I



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

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a) Teacher Login-in




b) Teacher's Dashboard with month, year class, & division of exam specified to choose and then marks entered



6.2.2. Institution's implementation of e-governance



  
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Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.



*Uma Shankar*

Dr. Uma Shankar  
Principal

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