



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

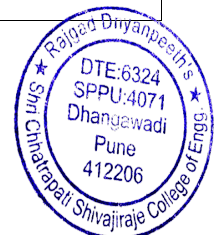
Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.3 Faculty Empowerment and Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff.

Sr. No	Description	Remark
1.	Description of Welfare Scheme	
2.	Policy for Various Leaves	
3.	Sample case study of Casual, Compensatory off, Higher Studies Leave, On Duty Leave, Medical Leave, Special Leave	
4.	Doctor on Call Facility	
5.	Employment Provided Fund Facility	
6.	Policy for Support Facility	
7.	Policy for Recruitment, Service Rule and Promotion for Teaching and Non-teaching Staff	
8.	Policy for Academic Facility	
9.	Policy for Central Library	
10.	Research policy for Faculty and Student	



1. Description of Welfare Scheme





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff.

Rajgad Dnyanpeeth's Shree Chhatrapati Shivajiraje College of Engineering provides welfare facilities and services for teaching and non-teaching staff at workplace for continuous improvement in the work are as follows:

- 1) 10 full days or 20 half days Medical leave per year and 70 days per year for Teaching staff and 30 days per year for non-teaching staff vacation leave is provided
- 2) On Duty leave 10 days per Academic Year is provided to attend workshops, seminars, FDP's, conferences and university examination duties for all teaching and non-teaching staff.
- 3) Special Study Leave to pursue higher education.
- 4) 15 days Marriage leave is given to all teaching and non teaching staff.
- 5) The institute has provides Doctor on call facility whenever there is a medical emergency in institute.
- 6) Institute provides 180 days maternity leave to the female staff according to the norms.
- 7) As per the provisions of provident fund act, institute contributes to Provident Fund.
- 8) Our Institute provided free uniform to non-teaching staff.
- 9) Wi-Fi campus for Teaching, Non Teaching staff and Students.
- 10) Institution provides free transport facility to all non teaching staff.
- 11) Faculty members opting to stay in hostel are given free accommodation.



2. Policy for Various Leaves





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Leave Policy

Policy for Vacation, Different Leaves, Academic calendar and Timings etc. for RDTC'S, SCSCOE with effect from Academic year 2015-16.

1) Policy for Vacation:-

The vacation is given against academic load during academic semester and the same is used for development of labs, preparation of next semester subjects and university duties like CAP, Supervision of theory and online exams, practical exams, etc. The record of vacation is to be kept with administrative office.

A. Teaching Staff:-

- Eligibility – minimum service of 2 years of completion at Institute.
- 70 days per year (30 days winter +40 days summer).
- This vacation is availed from the day declared by the SPPU'S academic calendar.

B. Non- teaching, laboratory staff, Administrative/ office staff, including TPO, Librarian:-

- Eligibility- minimum service of 2 years of completion at Institute.
- 30 days per year (15 days 1st sem. +15 days in 2nd sem as EL) Diwali vacation is a part of 15 days in first semester and declared by Head of the institute.
- Is availed from the day declared by the SPPU'S academic calendar.

2) Policy for Leaves:

Casual Leave (CL), Compensatory Off (CO), Detention Leave (DL), Medical leave(ML), Maternity Leave, Duty Leave, Study Leave, etc.

Casual Leave (CL) :

- Eligibility:- All regular staff (Teaching and Non-teaching).
- 15 days per academic year and 1 and 1/2 CL per month with prior permission from HOD, administrative office and Head of institute.
- Accumulated CL can avail more than one day and maximum 3 days in a single slot.
- Half day CL is permitted.



- Records in the institute office and respective department.

Compensatory Off (CO):

- Eligibility: - To be given for non-remunerative work done beyond working hours and during holidays to teaching and non-teaching staff.
- 1 CO for every 8 hours of additional work.
- To be availed after 1 month from generation of the CO, with prior permission by HOD and administrative office and head of the institute.
- Records to be kept in institute office and in the respective dept.
- Extra working hours are to be calculated as follows. .
 - i) Worked for 8 hours on a holiday =1CO.
 - ii) If worked for more than 3 hours beyond regular hours on a working day= 3 Hours.
 - iii) If worked for less than 3 hours, not counted for calculation of the CO.

Detention Leave:

- For detention leave, head of institute releases specific office order.
- This leave to be preferably availed by clubbing to next vacation slot.
- Not to be availed during academic sessions.
- 1 day for every 2.5 days (2 and half day) of detention during summer/winter vacation.
- To be availed with prior permission by HOD, sanction by head of institute.
- Record to be kept in institute office and respective department.

Medical Leave:

- 10 full days or 20 half days per year.
- Eligibility:- minimum service of 1 year of continuous at Institute.
- Cumulative in nature.
- At a time more than 3 days or minimum 3 days, should be availed.
- A Supporting certificate by a doctor (having minimum MBBS degree) and fitness certificate on joining is needed.
- Availed with permission from HOD and Head of Institute.

Maternity Leave:

- Eligibility –Minimum Service of more than 2 years continuous at Institute.
- 6 months (180 days) with full day.
- Additional leave if needed will be treated as leave without pay (LWP).



Duty Leave:

- 10 days per academic year for university and other related work like LIC, NSS, meeting except CAP work etc.

3) Policy for Timings:


- Minimum contact hours 42 per week.
- 2nd and 4th Saturday not working.
- Minimum 8 hours per day in the campus.
- Records to be verified by the principal on weekly basis.
- Signature on muster at office and at the respective dept.
- Late mark is considered after 10 minutes of stipulated reporting time.
- For every three such late marks considered as one CL if not available 1 LWP may be considered on monthly basis.

4) Uniform Academic calendar:

- Minimum 90 academic days per semester (excluding holidays) needs to be fulfilled.
- This is followed from the directions of SPPU at the start of each semester.
- 3 days per year optional / local holidays at the direction of the principal.

NOTE:-

Kindly follow the academic calendar as per the directions of SPPU, DTE and AICTE.


Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206





Mechanical Engineering Department

Leave Record

01 June 2021 to 31 May 2022

Department: Mechanical Engineering

Name: Prof. Dr. C.N. Kulkarni

Date of Birth: 10/09/21
Designation: HOD

Employee No: 260

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark	
Casual Leave (CL)	07/09/21	21/09/21	05/10/21	07/10/21	13/10/21	19/10/21	19/10/21	18/12/21	→			Nil	←			Nil	
Medical Leave (ML)	← Nil →															98	
Duty Leave (DL)																	
Compensatory Off (CO)	Worked Dates								Availed Dates								
	19/11/21								22/12/21								
Earned Leave (EL)																	

Name: Prof. S.K. Pawar

Designation: ASSO. Prof.

Employee No: 62

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark	
Casual Leave (CL)	16/09/21	18/09/21	11/10/21	12/10/21	13/11/21	08/11/21	11/11/21	22/10/21	26/10/21	23/11/21	22/11/21	20/11/21				98	
Medical Leave (ML)																	
Duty Leave (DL)																	
Compensatory Off (CO)	Worked Dates								Availed Dates								
	21/07/21	21/11/21							26/07/21	25/11/21							
Earned Leave (EL)																	



CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
CO: With Prior Permission Only EL: For Non Vacational Staff 32/33

Department: Mechanical Engineering

Name: Prof. D. B. Shelke

Designation: ASSO. PROF

Employee No:- 186

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	24/07/21	26/08/21	29/09/21	11/10/21	12/10/21	11/12/21	12/12/21	13/12/21	14/12/21	18/12/21	/					
Medical Leave (ML)	14/10/21 to 19/10/21, 20/11/21 to 30/11/21, 01/12/21 to 10/12/21															
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates								Availed Dates							
	14.11.21	19.12.21							04.01.22	28.01.22						
Earned Leave (EL)																

Name: Prof. L. P. Maskepati

Designation: Assit. Prof.

Employee No:- 126

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	22/09/21	24/10/21	27/11/21	29/12/21	/											
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates								Availed Dates							
	07/12/21	14.11.21	17.12.21						07/12/21	04.01.22	28.01.22					
Earned Leave (EL)																

CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 DL: With Prior Permission Only CO: With Prior Permission Only EL: For Non Vacational Staff 32 33



Department: Mechanical Engineering

Name: Prof. S. D. Thorbole

Designation: Assist. prof.

Employee No:- 209

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark	
Casual Leave (CL)	19/01/22	29/04/22	09/05/22	23/3/22	23/3/22	27/4/22	/										/
Medical Leave (ML)	27/10/21 to 29/10/21 (03)																
Duty Leave (DL)	17/8/22																
Compensatory Off (CO)	Worked Dates								Availed Dates								
	05/12/21								09/12/21								
Earned Leave (EL)																	

Name: Prof. M. B. Bankar

Designation: Assist. Prof.

Employee No:- 130

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	22/07/21	12/10/21	20/10/21	11/12/21	20/12/21	21/12/21	03/01/22	29/01/22	4/5/22	13/05/22	31/5/22	/				/
Medical Leave (ML)	17/07/21, 26/07/21 to 28/07/21, 17/08/21 (03)															
Duty Leave (DL)	07/03/2022 to 17/03/2022															
Compensatory Off (CO)	Worked Dates								Availed Dates							
Earned Leave (EL)																



CL: 15 (For Approved and Adhoc-Approved), 10 (Not Eligible) in 1 Year; 05 (Adhoc-Approved but after 1 Year); 05 (Adhoc-Approved but after 1 Year)
 ML: 10 (For Approved but after 1 Year), 05 (Adhoc-Approved but 1 Year)
 EL: For Non Vocational Staff 32/33
 CO: With Prior Permission Only

Department: Mechanical Engineering

Name: Prof. N. D. Bagul

Designation: Assist. Prof.

Employee No:- 153

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	16/07/21	13/09/21	14/09/21	07/10/21	14/10/21	03/10/22	04/01/22	06/05/22	21/2/22	06/14/22	30/05/22	/				
Medical Leave (ML)	14/08/21	10/03/22	22/10/22	/				Nil	22/03/22	25/03/22	/				Nil	
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
	14/11/21							30/12/21								
Earned Leave (EL)																

Name: Prof. D. A. More

Designation: Assist. Prof.

Employee No:- 148

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	09/08/21	05/09/21	01/10/21	14/10/21	11/02/22	13/05/22	25/11/22	30/05/22	/							
Medical Leave (ML)	08/03/2022	04/03/2022	/													
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
	21/11/21	01/12/21	10/12/21					08/11/21	04/10/22	13/01/21						
Earned Leave (EL)																



15 (For Approved and Adhoc Approved), 10 (Not Eligible) 1 Year) D + A, ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year) With Prior Permission Only
 CO: With Prior Permission Only
 EL: For Non Vocational Staff 32/33

Department: Mechanical Engineering

Name: Prof. A. T. Jadhav

Designation: Assist. Prof.

Employee No: 248

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	08/10/21	26/11/21	09/12/21	20/12/21	03/01/22	05/01/22	22/01/22	9/2/22	9/5/22	14/05/22	<hr/>					28
Medical Leave (ML)	20-1-22 to 25-01-22															
Duty Leave (DL)	07/03/2022 to 17/03/22, 04/04 to 07/04 & 14/04, 15/04, 19/05/22															
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																

Name: Prof. P. G. Gawade

Designation: - Assist. Prof

Employee No: 217

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	16/09/21	17/09/21	04/10/21	09/11/21	17/11/21	07/12/21	24/12/21	19/1/22	10/2/22	12/4/22	<hr/>					8
Medical Leave (ML)	10/01/22 to 21/01/22, 19/4/22 to 27/4/22															
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
	07/1/22	19/1/22	4/1/22					4/1/22	28/1/22	07/01/22						
Earned Leave (EL)																

CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 CO: With Prior Permission Only EL: For Non Vacational Staff 32/33



Department: Mechanical Engineering

DOJ :- 01/09/21

Name: Prof. S. S. Bhosale

Designation: - Assist. Prof

Employee No:- 258

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	29/09/21	05/11/21	24/11/21	13/01/22	17/02/22	23/3/22	18/5/22									
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates								Availed Dates							
	14/11/21								24/12/21							
Earned Leave (EL)																

Name: Prof. Gole S.P

Designation: Asst Prof

Employee No: 284

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	21/4/22	9/05/22														
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates								Availed Dates							
Earned Leave (EL)																



CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) (For Approved), 05 (Adhoc Approved but 1 Year)
 ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 DL: With Prior Permission Only
 CO: With Prior Permission Only
 EL: For Non Vocational Staff 32/33

Department: Mechanical Engineering

Name: Prof. S. B. Jamdar

Designation: Asst Prof

Employee No: 285

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	9/5/22	11/4/22	2/05/22	_____												
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																

Name: Prof. ~~Gata~~ Biradar R.R. Designation: Asst Prof

Employee No: 13

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	7/8/21	8/10/21	28/1/22	12/2/22	26/5/22	_____										
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																

CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) 05 (Adhoc Approved but after 1 Year) ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 DL: With Prior Permission Only CO: With Prior Permission Only EL: For Non Vacational Staff 32/33



Department: Mechanical Engineering

Name: Mr. S. A. Newase

Designation: - Lab ASSIST.

Employee No:- 73

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	30/08/21	31/08/21	09/09/21	21/09/21	22/09/21	29/10/21	19/11/21	20/11/21	22/11/21	23/11/21	06/04/22	22/04/22				
Medical Leave (ML)	10/08/21 to 13/08/21, 24/01/22 to 27/01/22															
Duty Leave (DL)	04/09 & 10/09/22															
Compensatory Off (CO)	Worked Dates								Availed Dates							
Earned Leave (EL)																

Name: Mr. N. D. Malusare

Designation: Lab Assist.

Employee No:- 74

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	30/07/21	26/08/21	14/09/21	18/09/21	21/09/21	15/11/21	01/12/21	04/10/21	19/09/21	21/09/21	29/09/21	08/05/21				
Medical Leave (ML)	23/09/21 to 24/09/21, 27/04/22 to 28/04/22															
Duty Leave (DL)	01/04/22, 07-08/03/22, 12/03/22,															
Compensatory Off (CO)	Worked Dates								Availed Dates							
Earned Leave (EL)																



CL: 5 (For Approved and Adhoc-Approved), 10 (Not Eligible) 1 Year), 05 (Adhoc-Approved but 1 Year)
 ML: 10 (For Approved but after 1 Year), 05 (Adhoc-Approved but 1 Year)
 DL: With Prior Permission Only
 CO: With Prior Permission Only
 EL: For Non Vacational Staff 32/33

Department: Mechanical Engineering

Name: Mr. A. S. Danawale

Designation: Lab Tech. AssisT

Employee No: - 159

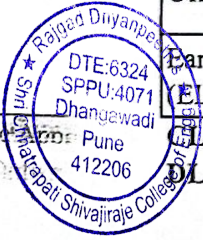
Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	28/09/24	31/09/24	03/10/24	07/10/24	31/10/24	31/12/24										
Medical Leave (ML)	01/09/24 to 02/09/24, 07/09/24 to 08/09/24															
Duty Leave (DL)	27/01/22															
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																

Name: Mr. A. P. Bhuruk

Designation: Tech. AssisT

Employee No: - 221

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	09/09/24	09/09/24	09/10/24	20/11/24	27/11/24	16/12/24	27/01/22	02/02/22	02/02/22	07/03/22						
Medical Leave (ML)	18/09/24 to 20/09/24, 29/12/24 to 30/12/24, 10/03/22 to 11/03/22															
Duty Leave (DL)	28/01/22															
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																



CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) 1 Year 05 Adh ML: 10 (For Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 DL: With Prior Permission Only CO: With Prior Permission Only EL: For Non Vacational Staff 32/33

Department: Mechanical Engineering

Name: Mr. S. S. Renuse

Designation: Pcon

Employee No: 101

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	18/09/21	21/09/21	29/09/21	13/11/21	26/12/21	29/09/22	21/09/22									
Medical Leave (ML)																
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
Earned Leave (EL)																

Name: Mr. A. A. Malakar

Designation: Pcon

Employee No: 137

Leave Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	Remark
Casual Leave (CL)	01/09/21	05/10/21	16/11/21	13/09/21	16/09/21	17/09/22										
Medical Leave (ML)	14/09/21	12/10/21	to 14/10/21, (3)													
Duty Leave (DL)																
Compensatory Off (CO)	Worked Dates							Availed Dates								
	09/12/21	19/12/21	01/01/22					21/12/21	22/12/21	04/01/22	14/01/22	20/01/22				
Earned Leave (EL)																

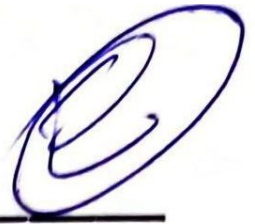


CL: 15 (For Approved and Adhoc Approved), 10 (Not Eligible) (1 Year), 05 (Adhoc Approved but after 1 Year), 05 (Adhoc Approved but 1 Year)
 DL: With Prior Permission Only
 CO: With Prior Permission Only
 EL: For Non Vacational Staff 32/33

**3. Sample case study of Casual,
Compensatory off, Higher Studies Leave,
On Duty Leave, Medical Leave, Special
Leave**



**Rajgad Dnyanpeeth Techncl Campus
Shri Chhatrapati Shivajiraje College of Engineering
237, Dhangwadi, Tal-Bhor, Dist-Pune**



APPLICATION FOR CASUAL LEAVE/C.OFF/OD/ML

Name: - Bandal J.J. Designation:- Asst. prof.

Sir/Madam,

Kindly sanction me 1 Day leave from 9/5/2022 to 9/5/2022 Prefix/Suffix(Sunday/Holiday)

1 Total Period 1 Day.I will be reporting my duty on 10/5/2022.

Reason for leave:- Personal work

Alternative arrangement made during leave period:-

Sr.No	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1	Prof. S.S. Nalage		Nalage S.S.
2			

C.L. Account	C.L. Due	C.L. Applied	C.L. After Deduction
	03	01	02
C.off Account	O.D. Due	O.D. Applied	O.D. Balance

Applicant Sign	Est. Section Sign.	H.O.D. Sign	Registrar Sign.	Approved By Principal
<u>J.J. Bandal</u>	<u>[Signature]</u>	<u>[Signature]</u> 20/05/2022	<u>[Signature]</u>	<u>[Signature]</u>



Rajagd Dnyanpeeth
Shri Chhatrapati Shivajiraje College of Engineering
 Dhangwadi, Tal- Bhor, Dist- Pune

(B)

✓ (21-11-21 Sunday)

APPLICATION FOR CASUAL LEAVE /C.OFF /OD/M.L.

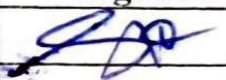
Name: - Dr. S. S. Sayyed Designation:- Associate Prof.

Sir/Madam,

Kindly sanction me 01 Day leave from 24-01-22 to 24-01-22 Prefix/suffix (Sunday/Holiday)
 Total Period 01 Day, I will be reporting my duty on 25-01-22

Reason for leave: - Personnel Work

Alternative arrangement made during leave period:-

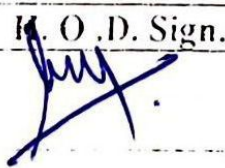
Sr.No.	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1	Prof. S. R. Sutar	-	
2			

C.L.Account	C. L. Due	C. L. Applied	C. L. After deduction
C. Off. Account	O. D. Due	O. D. Applied	O. D. Balance

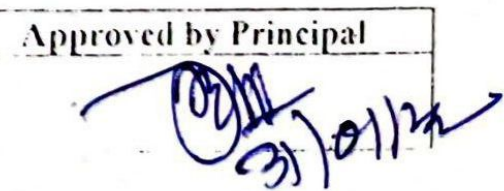


Applicant Sign. 

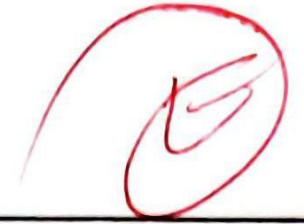
Est. Section Sign. 

H. O. D. Sign. 

Registrar Sign. 

Approved by Principal 
 31/01/22

Rajgad Dnyanpeeth Technical Campus
Shri Chhatrapati Shivajiraje College of Engineering
237, Dhangwadi, Tal-Bhor, Dist-Pune



APPLICATION FOR CASUAL LEAVE/C.OFF/OD/ML

Name: Prof. Shrikanth D. B. Designation:- A.P.

Sir/Madam,

Kindly sanction me 01 Day leave from 09.04.22 to 09.07.22 Prefix/Suffix(Sunday/Holiday)

01 Total Period 01 Day. I will be reporting my duty on 11.09.22.

Reason for leave:- Observed for MTA exam (GOI)

Alternative arrangement made during leave period:-

Sr.No	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1	-	-	-
2			

C.L. Account	C.L. Due	C.L. Applied	C.L. After Deduction
C.Off Account	O.D. Due	O.D. Applied	O.D. Balance

Applicant Sign	Est. Section Sign.	H.O.D. Sign	Registrar Sign.	Approved By Principal





राष्ट्रीय परीक्षा एजेंसी
National Testing Agency

Excellence in Assessment



(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

F.No.1/11/1/2/2022-TA

STRICTLY CONFIDENTIAL

Date: 01-04-2022

Name: Prof. Digvijay Bhaskarrao Shelke


Test Admin ID: NTA-TA-O-31513

Organization: Mechanical Engineering, Dhangwadi Pune, PUNE, MAHARASHTRA

Subject: Provisional appointment as Observer for the conduct of Graduate Pharmacy Aptitude Test (GPAT) 2022 and Common Management Admission Test (CMAT) 2022.

Dear Observer,

1. The National Testing Agency (NTA) is conducting the **GPAT-2022** and **CMAT-2022** in 121 & 124 cities respectively in Computer Based Test (CBT).
2. I am pleased to inform you that you have been appointed as **Observer** by NTA for the conduct of the below-given Examination(s) and the details of the duties are as follows:

	Examination	Date and Shift(s) of Duty*
	Graduate Pharmacy Aptitude Test (GPAT) 2022 and Common Management Admission Test (CMAT) 2022	09-04-2022,

* Payment will be made only for duty days.

Compensatory time for PwD candidates of 20 minutes for one-hour examination, whether PwD candidate uses the facility of Scribe or not.

** The details of examination centre, shift, candidates count, centre contact details, National Coordinator, Regional Coordinator, City Coordinator is available on Test Admin dashboard.

3. Observers are NTA representatives entrusted with the responsibility to monitor all aspects of the conduct of examination and ensure that the examinations are conducted in a punctual fair and transparent manner at the examination Centre, thus enhancing the general credibility of the NTA examination system. **At the same time, the Observer needs to ensure that COVID-19 related guidelines in accordance with the state government, safety measures and social distancing norms are being followed religiously.**
4. In order to perform their duties effectively, Observers are requested to download and read carefully Guidelines and COVID-19 related Advisory available at NTA Test Admin Dashboard <https://www.nta.ac.in/Testadmin/Landing>.
5. **Responsibilities of Observers in addition to those related to COVID-19 Advisory are given below**

Pre-Exam:

1. To establish communication with the City Coordinator and share the consent
2. Date and time of the mock drill is available on your dashboard, coordinate with the concerned persons at Centre for the same. In case of any confusion or non-cooperation, kindly inform the concerned City Coordinator immediately



पहली मंजिल, एनएसआईसी-एमडीसीपी बिल्डिंग, ओखला इंडस्ट्रियल एस्टेट, नई दिल्ली - 110020

First Floor, NSIC-MDBP Building, Okhla Industrial Estate, New Delhi - 110020

Generated Date: Thursday, 07 April 2022 16:45:00 Generated IP: 103.120.237.234

Page 1





सत्यमेव जयते



राष्ट्रीय परीक्षा एजेंसी National Testing Agency

Excellence in Assessment

75
आज़ादी का
अमृत महोत्सव

(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

The NTA has reposed its faith in you for the conduct of these prestigious and high-stake examinations. We expect that you would be very alert and careful throughout the conduct of the examination. I am sure that together we can change society by ensuring fair conduct of examinations.

Regards

S. Parashar

**Dr Sadhana Parashar
Senior Director, NTA**



4. Doctor on Call Facility





Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra & DTE. Mumbai, and Affiliated to Savitribai Phule Pune University, Pune (ID. PU/PN/Engg./376/2009), DTE CODE : EN3624,

॥ प्रत्यक्षितो ब्रह्मण्यः प्रथितः ॥



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Sau. Swarupa S. Thopte
Hon. Secretary

Dr. S. B. Patil
Principal

Ref:RD/SCSCOE/2021-22]

Date:-25/06/2021

APPOINTMENT OF DOCTOR

To,

Dr. Mrs. K.A. Kank

Mahad Pandarpur Road,

Sahajivan Society, Nagoba Ali, Bhor.

Pune. 412206

Subject:- Appointment as Campus Medical Officer in RDTC, SCSCOE Dhangawadi.

Sir/Madam,

With reference to above subject I am pleased to inform that you have been appointed as Campus Medical Officer w.e.f.25/06/2021 on following term and conditions.

- 1) You will be paid Honorarium Rs.1000/-per visit.
- 2) You are requested to visit our College Campus at least once in a week.
- 3) You are supposed to visit at an emergency illness of the students.

Please communicate your acceptance within seven days from the date of receiving of this appointment letter



Prof. Dr. S.B. Patil

Principal

Rajgad Dnyanpeeth Technical Campus
Shri Chhatrapati Shivajiraje College of Engineering
Dhangawadi, Bhor, Pune- 412 205

Wani Kush Dipak ~~KUSH~~

Waghmare vijay Tulshiram

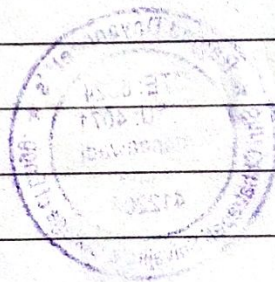
Vikas Ambavale

~~Vijay~~
~~(Signature)~~

(1) Wani Kush Dipak URTI To Para / CPM

(2) Waghmare Vijay Conjunctivitis Ciplox eye drop.

(3) Vikas Ambavale LRTI To Para / CPM



~~Dr. Mrs. K. A. Kank~~
~~B.A.M.S~~
~~Medical Officer~~
~~Dhangewadi, Tal. ...~~

Kank
Dr. Mrs. K. A. Kank
B.A.M.S
Medical Officer
30000E
Dhangewadi, Tal. ...
Raj. ... A



omkar shinde
Nagraj Hiremath

~~Shinde~~
~~Naghej~~

(1) Omkar Shinde

Tooth Gum bleeding

Vit C

Asp. A 102 5ml BID

(2) Nagraj Hiremath

Throat Ulcers

TB E Folate 5mg
100

TB Zidovudine 100 x 1

~~Dr. Mrs. K. A. Kank~~
~~B.A.M.S.~~
~~Medical Officer~~
~~SCSCO~~
~~Dhangawadi, Tal-Bhor~~
~~Resi No-156080A~~

Kank
Dr. Mrs. K. A. Kank
B.A.M.S
Medical Officer
SCSCO
Dhangawadi, Tal-Bhor
Resi No-156080A



Aakash pangare
omkar chirmu

Aakash
chirmu

(1) Aakash pangare

Backache

Tb Aceclo 1BD-

(2) Omkar chirmu

URTI

Tb para / CPM

Kank

Dr. Mrs. K. A. Kank

B.A.M.S

Medical Officer

SCS/ OE

Dhangawadi, Tal. ...

Resi No. ...

Dr. Mrs. K. A. Kank

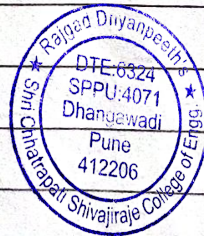
B.A.M.S

Medical Officer

SCS/ OE

Dhangawadi, Tal. ...

Resi No. ...



5. Employment Provided Fund Facility





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

5. Employment Provided Fund Facility

Sr. No	Description	Remark
1	Payment Confirmation and Challan copy Employees Provident Fund for the month of April 2021 to March 2022	
2	Sample Employees Provident Fund Statement for the month of March 2022	



**1. Payment Confirmation and Challan copy
Employees Provident Fund for the month
of April 2021 to March 2022**





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 21/01/2022 12:47:

Payment Confirmation Receipt

TRRN No :	3152201014581
Challan Status :	Payment Confirmed
Challan Generated On :	12-JAN-2022 14:05:11
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	169
Wage Month :	DEC-2021
Total Amount (Rs) :	4,77,518
Account-1 Amount (Rs) :	3,00,515
Account-2 Amount (Rs) :	9,550
Account-10 Amount (Rs) :	1,57,901
Account-21 Amount (Rs) :	9,552
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012200122000660
Payment Date :	20-JAN-2022
Payment Confirmation Date :	20-JAN-2022
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 08/04/2022 19:24:

Payment Confirmation Receipt

TRRN No :	3152203017339
Challan Status :	Payment Confirmed
Challan Generated On :	11-MAR-2022 10:07:40
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	166
Wage Month :	FEB-2022
Total Amount (Rs) :	4,69,850
Account-1 Amount (Rs) :	2,94,462
Account-2 Amount (Rs) :	9,397
Account-10 Amount (Rs) :	1,56,592
Account-21 Amount (Rs) :	9,399
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012080422001046
Payment Date :	08-APR-2022
Payment Confirmation Date :	08-APR-2022
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 09/02/2022 16:26:

Payment Confirmation Receipt

TRRN No :	3152202006233
Challan Status :	Payment Confirmed
Challan Generated On :	05-FEB-2022 15:55:29
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	167
Wage Month :	JAN-2022
Total Amount (Rs) :	4,73,660
Account-1 Amount (Rs) :	2,96,849
Account-2 Amount (Rs) :	9,473
Account-10 Amount (Rs) :	1,57,863
Account-21 Amount (Rs) :	9,475
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012080222001041
Payment Date :	08-FEB-2022
Payment Confirmation Date :	08-FEB-2022
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 14/12/2021 16:41:

Payment Confirmation Receipt

TRRN No :	3152112008627
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Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	169
Wage Month :	NOV-2021
Total Amount (Rs) :	4,78,726
Account-1 Amount (Rs) :	3,00,027
Account-2 Amount (Rs) :	9,574
Account-10 Amount (Rs) :	1,59,551
Account-21 Amount (Rs) :	9,574
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012131221002822
Payment Date :	13-DEC-2021
Payment Confirmation Date :	13-DEC-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 17/11/2021 17:50:

Payment Confirmation Receipt

TRRN No :	3152111015439
Challan Status :	Payment Confirmed
Challan Generated On :	12-NOV-2021 16:13:58
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	167
Wage Month :	OCT-2021
Total Amount (Rs) :	4,72,692
Account-1 Amount (Rs) :	2,96,242
Account-2 Amount (Rs) :	9,454
Account-10 Amount (Rs) :	1,57,540
Account-21 Amount (Rs) :	9,456
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012171121000499
Payment Date :	17-NOV-2021
Payment Confirmation Date :	17-NOV-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 21/10/2021 18:10:

Payment Confirmation Receipt

TRRN No :	3152110012111
Challan Status :	Payment Confirmed
Challan Generated On :	09-OCT-2021 16:32:35
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	158
Wage Month :	SEP-2021
Total Amount (Rs) :	4,49,746
Account-1 Amount (Rs) :	2,81,862
Account-2 Amount (Rs) :	8,995
Account-10 Amount (Rs) :	1,49,894
Account-21 Amount (Rs) :	8,995
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012191021000387
Payment Date :	19-OCT-2021
Payment Confirmation Date :	19-OCT-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 11/09/2021 16:57:

Payment Confirmation Receipt

TRRN No :	3152109007400
Challan Status :	Payment Confirmed
Challan Generated On :	07-SEP-2021 16:01:39
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	157
Wage Month :	AUG-2021
Total Amount (Rs) :	4,46,395
Account-1 Amount (Rs) :	2,79,761
Account-2 Amount (Rs) :	8,928
Account-10 Amount (Rs) :	1,48,775
Account-21 Amount (Rs) :	8,931
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012110921001247
Payment Date :	11-SEP-2021
Payment Confirmation Date :	11-SEP-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 12/08/2021 10:57:

Payment Confirmation Receipt

TRRN No :	3152108010035
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Challan Generated On :	09-AUG-2021 15:25:34
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	155
Wage Month :	JUL-2021
Total Amount (Rs) :	4,38,688
Account-1 Amount (Rs) :	2,74,932
Account-2 Amount (Rs) :	8,774
Account-10 Amount (Rs) :	1,46,204
Account-21 Amount (Rs) :	8,778
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012120821000348
Payment Date :	12-AUG-2021
Payment Confirmation Date :	12-AUG-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 20/07/2021 16:09:

Payment Confirmation Receipt

TRRN No :	3152107029696
Challan Status :	Payment Confirmed
Challan Generated On :	18-JUL-2021 13:19:15
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	160
Wage Month :	JUN-2021
Total Amount (Rs) :	4,13,418
Account-1 Amount (Rs) :	2,59,102
Account-2 Amount (Rs) :	8,268
Account-10 Amount (Rs) :	1,37,776
Account-21 Amount (Rs) :	8,272
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012200721000555
Payment Date :	20-JUL-2021
Payment Confirmation Date :	20-JUL-2021
Total PMRPY Benefit :	0





कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization

भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 02/07/2021 12:13:

Payment Confirmation Receipt

TRRN No :	3152106031906
Challan Status :	Payment Confirmed
Challan Generated On :	23-JUN-2021 17:58:40
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	161
Wage Month :	MAY-2021
Total Amount (Rs) :	3,83,926
Account-1 Amount (Rs) :	2,40,625
Account-2 Amount (Rs) :	7,678
Account-10 Amount (Rs) :	1,27,945
Account-21 Amount (Rs) :	7,678
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012010721000324
Payment Date :	01-JUL-2021
Payment Confirmation Date :	01-JUL-2021
Total PMRPY Benefit :	0



2. Sample Employees Provident Fund Statement for the month of March 2022

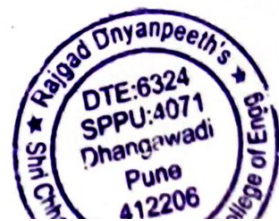


Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg
Provident Fund February 2022

Sr. No.	Name of the Staff	Designation	Present Days	Pay	Gross Salary	Employee Share of PF	Employer Share of PF	Total PF Payable
1	Prof. Dr. Patil S. B.	Principal	31	15000	136177	1800	1950	3750
2	Mr. Dudhane T. M.	Asso.Prof. (E & TC)	31	15000	107174	1800	1950	3750
3	Mr. Pawar S. K.	Asso.Prof. (Mech)	31	15000	107174	1800	1950	3750
4	Mr. Thorat B. D.	Asst. Pro. Comp.	31	15000	63112	1800	1950	3750
5	Mr. Jagtap G. D.	O. S.	31	15000	61073	1800	1950	3750
6	Mr. Khamkar R. S.	Estate Manager	31	15000	45693	1800	1950	3750
7	Mr. Gade G. T.	Accountant	31	15000	45693	1800	1950	3750
4	Mr. Bandal S. K.	Cashier	31	9016	23378	1082	1172	2254
5	Mr. Tanpure V. G.	Jr. Clerk	31	9183	23791	1102	1194	2296
6	Mr. Chavan N. D.	Jr. Clerk	31	9183	23791	1102	1194	2296
7	Mr. Ravlekar S. B.	Jr. Clerk	31	9016	23378	1082	1172	2254
8	Mr. Malekar K. D.	Jr. Clerk	31	8849	22968	1062	1150	2212
9	Mr. Chavan R. D.	Jr. Clerk	31	8681	22556	1042	1129	2171
10	Mr. Yadav A. A.	Jr. Clerk	31	7928	20703	951	1031	1982
11	Mrs. Dixit V. D.	Lib. Asst.	31	13080	33377	1570	1700	3270
12	Mr. Jagdale S. B.	Tech Asst.	31	13630	34730	1636	1772	3408
16	Mr. Bhelke M. V.	Tech Asst.	31	13630	34730	1636	1772	3408
17	Mr. Maing A. D.	Tech Asst.	31	12793	32672	1535	1663	3198
20	Mr. Newase S. A.	Instructor	31	13080	33377	1570	1700	3270
21	Mr. Malusare N. D.	Instructor	31	13080	33377	1570	1700	3270
24	Mr. Kambale A. D.	Tech Asst.	31	13630	34730	1636	1772	3408



Sr. No.	Name of the Staff	Designation	Present Days	Pay	Gross Salary	Employee Share of PF	Employer Share of PF	Total PF Payable
27	Mr. Roman H. R.	Instructor	31	13080	33377	1570	1700	3270
28	Mr. Tambe S. B.	Instructor	31	12793	32672	1535	1663	3198
29	Mr. Shinde V. B.	Instructor	31	11287	28967	1354	1467	2821
30	Mr. Khamkar S. S.	Lab. Attndnt.	31	7342	19261	881	954	1835
31	Mr. Thopte M. M.	Lab. Attndnt.	31	6995	18408	839	909	1748
32	Mr. Danawale A. S.	Lab. Attndnt.	30	5817	15470	698	756	1454
34	Mr. Tanpure N. B.	Tele. Optr.	31	7342	19261	881	954	1835
35	Mr. Bathe V. M.	Tele. Optr.	31	7210	18937	865	937	1802
36	Mr. Tanpure P. D.	Bus Driver	31	7342	19261	881	954	1835
37	Mr. Kadam J. G.	Bus Driver	31	7210	18937	865	937	1802
38	Mr. Kondhalkar D. D.	Bus Driver	31	7091	18643	851	922	1773
40	Mr. Salunke R. S.	Bus Driver	31	6971	18350	837	906	1743
41	Mr. Sonawane S. A.	Bus Driver	31	6010	15986	721	781	1502
44	Mr. Tanpure S. R.	Bus Driver	31	6433	17025	772	836	1608
48	Mr. Katkar T. L.	Bus Driver	31	7210	18937	865	937	1802
53	Mr. Chavan D. M.	Security	31	7342	19261	881	954	1835
54	Mr. Palange G. L.	Peon	31	7342	19261	881	954	1835
56	Mr. Renuse S. S.	Peon	31	7210	18937	865	937	1802
57	Mr. Shinde V. H.	Peon	31	7210	18937	865	937	1802
58	Mr. Badhe D. A.	Peon	31	7210	18937	865	937	1802
59	Mr. Gaikwad R. R.	Peon	31	7210	18937	865	937	1802
60	Mr. Parmar R. B.	Peon	31	7210	18937	865	937	1802
61	Mr. More S. R.	Peon	31	7091	18643	851	922	1773



Sr. No.	Name of the Staff	Designation	Present Days	Pay	Gross Salary	Employee Share of PF	Employer Share of PF	Total PF Payable
62	Mr. More M. N.	Peon	31	6971	18350	837	906	1743
63	Mr. Malekar A. A.	Peon	31	6152	16333	738	800	1538
64	Mr. Tanpure D. B.	Peon	31	7091	18643	851	922	1773
65	Mr. Khopade L. G.	Peon	31	6971	18350	837	906	1743
66	Mr. Malusare S. D.	Peon	31	6010	15986	721	781	1502
67	Mr. Chorge S. V.	Peon	31	6010	15986	721	781	1502
68	Mr. Waghmare M. M.	Peon	31	7090	18641	851	922	1773
Total Amount				484032	1551285	58085	62924.2	121009



6. Policy for Support Facility





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Policy for Support Facility

SCSCOE is committed to provide the supportive physical facilities to all stakeholders like:-

- Transport
- ATM
- Store in the campus
- Cafeteria in the campus
- Girls common room
- Boys Common room
- Medical / First Aid
- Indoor, outdoor games setup
- Fire and life safety measures
- Wi-Fi
- Counseling
- Gymkhana

RDTC's SCSCOE adheres to the infrastructure and supportive norms laid down by AICTE.

Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



7. Policy for Recruitment, Service Rule and Promotion for Teaching and Non-teaching Staff





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Policy Document

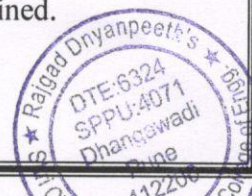
Recruitment, service rules and promotional policy for Teaching and Non-teaching staff.

For effective administration and smooth functioning of the institute, management frames, the service rules and recruitment policy for employers.

Part I) Recruitment policy:-

A. The process of recruitment:

- As per the norms of SPPU/UGC/AICTE, considering cadre ratio, the requirement of teaching staff is calculated.
- The approval of required posts is taken from approval section and from reservation cell of SPPU and Govt. reservation cell.
- In leading newspaper, the advertisement for the posts viz. professor, Associate Professor, Assistant Professor is published.
- Application format is provided on institute website within the stipulated time, generally 15 days for eligible candidates.
- Application are also invited from-
 - a) SPPU employment exchange cell
 - b) Reservation cell of SPPU
 - c) Reservation cell of Government of Maharashtra.
- The received applications are sorted by post wise, department wise, category wise. and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.
- From Savitribai Phule University of Pune (SPPU), selection committee is obtained.



- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- A selection committee appointed by SPPU, conducts the interviews of the eligible candidates and selection report is submitted to university within 72 hours as per university rules.
- Rajgad Dnyanpeeth, issues the appointment orders to the selected candidates and they have given a time period of 15 days for joining the Institute Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled.
- The same process is carried out for the next candidate in queue.
- The reports of selection committee along with the required documents are submitted to the University for Approval.

B. Local selection committee, recruitment process:

- As per cadre ratio and requirement of teaching staff is reviewed at the end of academic year and requirement of faculties is calculated as per norms laid down by SPPU/UGC/AICTE.
- Category wise and post wise Viz. Professor, Associate professor, Assistant professor, Advertise is published in leading newspaper.
- Applications are invited and format is provided on institute website within stipulated time.
- The received applications sorted by post wise, department wise, category wise and summary is prepared.
- Short listing of eligible candidates application is done by concerned HOD in consultation with head of the institute.



- Principal and management form the selection committee with two subject experts of other institutes which are on the university selection panel.
- The date of interview is finalized, after coordinating with members of selection committee.
- The date, time and venue of interview is intimated to the shortlisted candidates in advance, generally minimum 15 days, through telephone call/email/letter.
- Original document verification is carried out before candidates attend the interview, on the day of interview.
- Local selection committee conducts the interview of the eligible candidates.
- Selection committee reports, along with the required documents are submitted for approval to the university. The approval given by the approval section of SPPU, is for one academic year in case of local selection.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment .Failing of this presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The process of recruitment of faculties on Ad-hoc:

- Immediate requirement of faculty is needed in some situations, and then faculties are recruited on ad hoc basis.
- From reference or at Department level / Faculties / HOD / Principal, few candidates are shortlisted. At the college level, technical interviews are conducted by an internal committee consisting of senior faculty, HOD and Principal .The selected candidates are recommended for further approval from the management
- After the approval /consent from the management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.

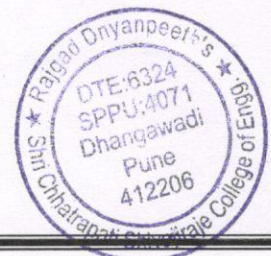


D. Technical/Non teaching staff recruitment process:

- As and when required, the availability and the requirement of technical and non-teaching staff is reviewed.
- The advertisement is published in leading news paper.
- Applications are invited in specific format and made available on Institute website within the stipulated time.
- The received applications are sorted and summary is prepared.
- As per the eligibility norms, HOD in consultation with the principal, shortlists the applications of eligible candidates.
- Management and the principal, forms the selection committee with subject expert and HOD.
- The date, time and venue of interview is intimated in advance to the shortlisted candidates through telephone /email/letter.
- Original documents are verified before candidates attend the interview, on the day of interview.
- Committee carries the interview of eligible candidates.
- Along with the required documents, the report of selection committee is submitted to principal and management.
- Appointment orders issued by Rajgad Dnyanpeeth to the selected candidates and they have given a time period of 15 days for joining the Institute. Candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of this, it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Part II) Service Rules for Teaching and Non-Teaching Staff as applicable:

The services of employees are governed by the Maharashtra Universities Act, 1994, statutes, code of conduct, ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government and Rajgad Dnyanpeeth from time to time.



- Appointment is on full time basis on probation period of two years from the date of joining for the staff selected from university selection committee and one year for candidate selected from local selection committee. During this period, if the performance is not satisfactory, services may be discontinued.
- The pay scale and other allowances like dearness allowance, house rent allowance, CLA, TA and the benefit of Employees provident Fund is given as per the norms of UGC/SPPU for selected candidates and for local selection candidates payment and other benefits are given as decided at the time of interview.
- Staff has to qualify the minimum qualification viz. NET/SET/ME/PhD in stipulated time laid down by the SPPU/UGC/State government as the case may be.
- The examination and academic/administrative work assigned by the institute/university from time to time is mandatory on the staff.
- At the time of joining the duties, staff shall produce the original documents for verification along with true copies of relevant documents such as mark sheets, Birth certificate, experience certificate, cast certificate, caste validity certificate, relieving certificate whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.
- Service books are maintained for all staff.
- Without the permission of the management, staff will not undertake any full time/ part time job, during continuance of service.
- Staff will not conduct any private coaching classes or private tuitions.
- Without the prior permission of the management, staff will not register for any diploma / degree / certificate or other course. If permitted, staff will follow all the rules and regulations.
- At the sole discretion of the management of Rajgad Dnyanpeeth, the services of the staff can be transferred to other Department / college / institutions.
- If staff found absent continuously for more than 30 days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the competent Authority / Management as the case may be.



- Staff is required to be sincere, loyal and committed towards responsibility entrusted time to time and further the staff is required to maintain sense of subordination towards seniors.
- If required, staff may be asked to undergo medical check-up /examination by approved medical officer or by the civil surgeon for mental and physical fitness.
- During service period, if the performance of staff is found unsatisfactory and / or in case of violation of the service rules , the services may be discontinued by giving three months notice or one / three months basic pay in lieu of notice period.
- The staff is required to maintain strict privacy and not to disclose any information regarding the Institute / Management.
- Above rules and regulations may revise / updated which would be binding on the staff.

Part III) Promotional policy:

The management gives a due consideration for the deserving faculties for promotion to higher post / pay scale depending on the availability of the vacancies.

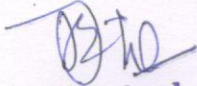
a) Teaching Staff:

- As per cadre-wise and as per the norms of SPPU/UGC/AICTE the requirement of teaching load, the posts of staff is reviewed.
- At the department level, internal short listing of eligible staff for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance appraisal and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted faculties are required before management for consideration of promotion /revision of pay scale / additional increments / incentives etc.
- For getting final approval from university, those faculties promoted for higher posts are need to appear before local selection committee / University selection committee interviews.



b) Non-Teaching staff:

- As per the need of the institute, the requirement of non-teaching staff is reviewed.
- At the department / office / level, an internal short listing of eligible candidates for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and Principal on the basis of previous performance and then shortlisted names are finalized for further recommendations to the management.
- All such shortlisted staff are required to appear before management committee for consideration of promotion /revision of pay-scale / additional increments / incentives etc.


Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

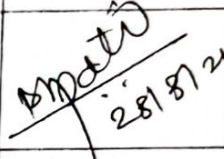



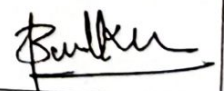
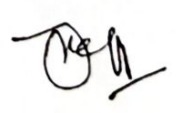


LOCAL STAFF SELECTION COMMITTEE REPORT

Name of the College: **Rajgad Dnyanpeeth's**
Shri Chhatrapati Shivajiraje College of Engineering,
S. No. 237, Dhangwadi, Tal - Bhore, Dist - Pune

Name of the Managing Society: **Rajgad Dnyanpeeth, Bhore, Dist. Pune**

A meeting of the Local Staff Selection Committee to select **Professor, Associate Professor, Assistant Professor** in **Computer Engineering** was held on Date **28/08/2021** at 10.00 am at **Rajgad Dnyanpeeth's Shri Chhatrapati Shivajiraje College of Engineering, S. No. 237, Dhangwadi, Tal. Bhore, Dist. Pune.**

Sr. No.	Following members were present	Name	Signature With Date
1	Chairperson of the Governing Body or his Nominee as a Chairperson	Dr. Mrs. Bhagyashri S. Patil Hon. Secretary, Rajgad Dnyanpeeth	 28/8/21
2	V. C. Nominee	-----	
3	V. C. Nominee (Reservation)	-----	
4	V.C. Nominated Subject Expert	-----	
5	Joint Director of Higher Education or his nominee	-----	
6	Three Subject experts nominated by the Chairperson out of a panel of four experts "nominated by the Vice- Chancellor of the University	1) Prof. Dr. P. N. Mahalle VIIT, Pune	
		2) Prof. Mrs. G. B. Yadav RDTC, Bhore	
		3) Prof. Mrs. K. S. Diwate RDTC, Bhore	
7	The Head of the Department of the concerned Subject from the College	Prof. Mrs. A. S. Sondkar RDTC, Bhore	
8	Principal	Prof. Dr. Sanjay Bapuso Patil RDTC, Bhore	



Taking into consideration the qualification, experience of the candidates and the requirement of the college the Local Staff Selection Committee unanimously recommends the name of the following candidate in order of merit for the selection to the post of **Professor, Associate Professor and Assistant Professor in Computer Engineering**

Post: - Professor

Subject: - Computer Engineering

Merit No	Name	Qualification	Category	Selected against Reserved Post or Open Post
(1)	(2)	(3)	(4)	(5)
1	NIL	NIL	NIL	NIL

Post: - Associate Professor

Subject: - Computer Engineering

Merit No	Name	Qualification	Category	Selected against Reserved Post or Open Post
(1)	(2)	(3)	(4)	(5)
1	Dr. Manjusha Abhyut Dondare	PhD. Computer Engg.	Open	

Post: - Assistant Professor

Subject: - Computer Engineering

Merit No	Name	Qualification	Category	Selected against Reserved Post or Open Post
(1)	(2)	(3)	(4)	(5)
1	Mr. Bhagwan Dinkar Thorat	M. Tech Computer	Open	
2	Mrs. Ashwini Ranjit Nawadkar	M. Tech Computer	Open	
3	Mrs. Sonali Bharat Shirke	M.E Computer	NT-B	
4	Mr. Mayur Balaso Bhosale	M.E Computer	Open	
5	Miss. Rohini Ramesh More	M.E Computer	Open	


Chairperson


Subject Expert


Subject Expert


Subject Expert


Principal

Hon. Secretary,

Prof. Dr. P. N. Mahalle

Prof. G. B. Yadav

Prof. K. S. Diwate

Rajgad Dnyanpeeth

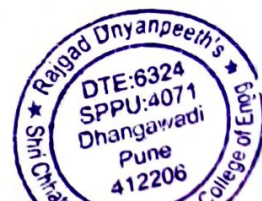
VIIT, Pune

RDTC, Bhore


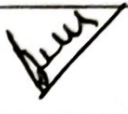

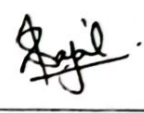
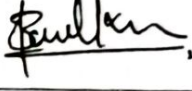

RDTC, Bhore

RDTC

Bhore



It is hereby assured that the Candidate recommended by the Committee have fulfilled all qualification required and experience (if essential) for the post.

Sr. No.	Following members were present	Name	Signature With Date
1	Chairperson of the Governing Body or his Nominee as a Chairperson	Dr. Mrs. Bhagyashri S. Patil Hon. Secretary, Rajgad Dnyanpeeth	
2	V.C. Nominee	-----	
3	V. C. Nominee (Reservation)	-----	
4	V.C. Nominated Subject Expert	-----	
5	Joint Director of Higher Education or his nominee	-----	
6	Three subject experts nominated by the Chairperson out of a panel of four experts "nominated by the Vice- Chancellor of the University	1) Prof. Dr. P. N. Mahalle VIIT, Pune	
		2) Prof. Mrs. G. B. Yadav RDTC, Bhor	
		3) Prof. Mrs. K. S. Diwate RDTC, Bhor	
7	The Head of the Department of the concerned Subject from the College	Prof. Mrs. A. S. Sondkar RDTC, Bhor	
8	Principal	Prof. Dr. Sanjay Bapuso Patil RDTC, Bhor	

As per Circular No. 240/2015, dated 29.10.2015 issued by the University, the Local Staff Selection Committee hereby recommend to the Honorable Vice Chancellor of the University to give approval as per statue No. 415 (2) (e) of the University to the candidate recommended for appointment

LIST OF ENCLOSURES -

A	Copy of the advertisement published in a News Paper of All India level. (Pasted on separate sheet mentioning date of publishing & Name of the news papers)	Annexure 1
B	List of the candidates applied. (Category wise) (This list contains applicants applied through advertisement, Names received from other agencies like Employment Exchange, Social Welfare, Reservation Cell etc.)	
C	List of qualified candidates called for the interviews with their qualification (Category wise)	



D	List of qualified candidates present for the interview with their Signature (Attendance Report) (Category wise)	Annexure 2
E	Information about action taken with regard to advertisement	-
F	V.C. Nominee Reservation Report	-
G	Statistical Information about no. of subject wise posts Advertised & Interviews conducted, Nil Report etc.	-

ACTION TAKEN REGARDING ADVERTISEMENT

1. (a) All India advertisement issued on : 24th August 2021
 (b) Name of the News Papers (All India Level) : Sakal Times and Sakal
2. No. of vacancies for the post of Professor, Asso. Professor :
 And Asst. Professor in **Computer Engineering**
3. Nature of the post advertised : (a) Ad hoc
 : (b) ---
4. Last date to submit application : ---
5. (a) Interview calls issued on (Date) : ---
 (b) Interview calls issued to B.C. Candidates by : ---
6. Date of the interview : 28/08/2021
7. No. of Applications received from various categories :

Open	SC	ST	DT/NT	VJ	SBC	OBC	Total
-	-	-	-	-	-	-	-

8. No. of candidates attended the interview from various categories:



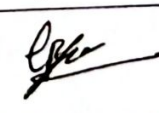
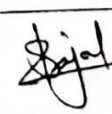
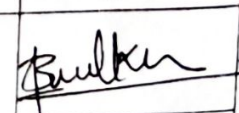
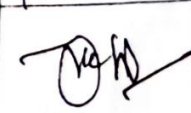
Open	SC	ST	DT/NT	VJ	SBC	OBC	Total
-	-	-	-	-	-	-	-



9. Whether names were called from other agencies (If, yes mention letter No./ if no give reasons)

- (a) Reservation Cell, S. P. Pune University, Pune :- ---
 (b) University Employment Bureau :- ---
 (c) Social Welfare Officer :- ---
 (d) Tribal Development Directorate, Nashik Road :- ---
 (e) Tribal Development Officer, Pune :- ---
 (f) Project Officer, Seal :- ---
 (g) M.S.Co-Op. Tribal Development Corporation, Nashik: - ---

10. Any other information (if Committee wants to specify) :

Sr. No.	Following members were present	Name	Signature With Date
1	Chairperson of the Governing Body or his Nominee as a Chairperson	Dr. Mrs. Bhagyashri S. Patil Hon. Secretary, Rajgad Dnyanpeeth	 28/8/21
2	V.C. Nominee	-----	
3	V. C. Nominee (Reservation)	-----	
4	V.C. Nominated Subject Expert	-----	
5	Joint Director of Higher Education or his nominee	-----	
6	Three subject experts Nominated by the Chairperson out of a panel of four experts "nominated by the Vice- Chancellor of the University	1) Prof. Dr. P. N. Mahalle VIIT, Pune	
		2) Prof. Mrs. G. B. Yadav RDTC, Bor	
		3) Prof. Mrs. K. S. Diwate RDTC, Bor	
7	The Head of the Department of the concerned Subject from the College	Prof. Mrs. A. S. Sondkar RDTC, Bor	
8	Principal	Prof. Dr. Sanjay Bapuso Patil RDTC, Bor	





Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje College of Engineering

Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra and Affiliated to Savitribai Phule Pune University, Pune (ID. PU/PN/Engr./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
M.L.A, Executive President

Dr. Bhagyashri Patil
Hon. Secretary

Dr. S. B. Patil
Principal

Ref No. RD/SCSCOE/Local Staff Selection /2021-2022/ 70

Date: 30/08/2021

To,

The Deputy Registrar,
Academic Section,
Savitribai Phule Pune University Pune,
Pune - 411007.

Sub: Submission of Local Staff Selection Committee Report for the post of **Professor/Associate Professor/Assistant Professor/ Librarian/Physical Director/T&P/**

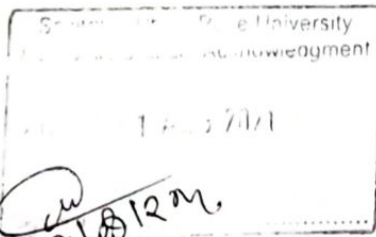
Sir,

With reference to the subject mentioned above, the Local Selection Committee meeting for the selection of various teaching posts in our Rajgad Dnyanpeeth's Shri Chhatrapati Shivajiraje College of Engineering, S. No. 237, Dhangwadi, Tal-Bhor, and Dist-Pune was held on 28/08/2021 at 10.00 a.m.

In context to the above please find enclosed herewith the Local Staff Selection Committee Reports for various teaching posts with necessary enclosures.

Kindly accept the same and oblige.

Thanking you.



Yours faithfully

(Prof. Dr. Sanjay B. Patil)

Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg
Dhangawadi Pune-412205





22005320

RD'S SCSCOELetter No. - 113Date: 23/05/22Savitribai Phule Pune University
(formerly University of Pune)

Telephone Nos. :

020-25621156

25621157

25621161

25621163

ACADEMIC SECTION
Ganeshkhind, Pune-411 007,
INDIA

Telegraph : 'UNIPUNE'

Website : www.unipune.ac.in

Email : approval@unipune.ac.in

Ref.No.- CCO/1164

Date:- 08/04/2022







To,

The Principal/Director ,
Rajgad Dnyanpeeth
Shri Chhatrapati Shivajiraje College of
Engineering
Addr: S.NO.237 Dhangwadi
Ta: Bhor Dist: Pune - 412205

Subject : Approval to the Appointment of Teachers...

Sir/Madam


With reference to the Selection Committee report of teacher submitted by the college authorities to the Academic Section of the University and your subsequent letter No. RD/SCSCOE/Adhoc Teachers Approval/2021-2022/189, Dated : 23/09/2021 regarding the proposal for seeking teacher approval, I am directed to inform you that the appointment of following teachers are hereby approved with following particular:-

Sr.No	Name of the teacher	Post	Subject	Date and period of approval
1	Ms. Shweta Satish Sonawane  210900341	Assistant Professor (Full Time)	Electronics & Telecommunication	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)
2	Smt. Swati Santosh Korarkar  210900342	Assistant Professor (Full Time)	Electronics & Telecommunication	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)
3	Smt. Sonali Bharat Shirke  210900346	Assistant Professor (Full Time)	Computer Engineering	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)
4	Smt. Rucha Chinmay Divekar  210900354	Assistant Professor (Full Time)	Civil Engineering	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)
5	Shri. Swanand Dnyanoba Pasalkar  210900355	Assistant Professor (Full Time)	Electronics & Telecommunication	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)
6	Shri. Bhagwan Dinkar Thorat  210900362	Assistant Professor (Full Time)	Computer Engineering	W.e.f.01.09.2021 to end of Academic Year 2021-2022 (Only On Adhoc)

The above said approval is issued on the basis of the certificate issued by the college authorities regarding fulfillment of all prescribed eligibility criteria, such as qualifications, experience (if essential), etc. by the

1 of 2

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23/05/2022



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candidate's before calling them for interview and the recommendations made by the Selection Committee to the University for according approval to the appointment of candidate's recommended by it

If any suggestion / correction in the content of this approval letter, then please notify the same in writing within a period of three months from the date of issuance of this letter to the undersigned. No communication will be entertained thereafter.

In the event of any information or document submitted by the college authorities being found false or incorrect at any stage, an appropriate action will be initiated against the college authorities and the candidate concerned

Teacher Approval awarded by the University shall stand cancelled from the date on which the teacher ceases in service of the affiliated college/recognized institute for any reason, except the transfer of services from one college to other under the same society. It is essential to inform the University about transfer of teacher from one college to another under the same society within a period of fifteen days from the date of joining of the services in new college.

It is essential for the appointing authority of the affiliated College/Recognized Institutes to inform the University if the approved teacher resigned/terminated/superannuated from the services of the affiliated College/Recognized Institute.

Dr. M. V. Rasve
Deputy Registrar
Academic Section

Copy to:-

1. All Concerned Teachers.
2. The Deputy Registrar, Reservation Cell, Savitribai Phule Pune University, Pune-411007



8. Policy for Academic Facility





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Policy for Academic Facility

SCSCOE is committed to provide adequate academic facilities like

- Central library
- Digital Library
- Department library
- Seminar Hall with LCD
- Classrooms with LCD projector
- Secure Wi-Fi Facility
- Reprographic facility
- Centralized workshop
- Common computing facility
- Barrier free Academic Built environment for disabled stakeholders (Divyangjan)

SCSCOE, adheres to the Academic facility norms as per AICTE and DTE.

Principal
Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206



9. Policy for Central Library



Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Policy for Central Library

1) Policy for Book Purchase:-

- Purchasing the books as per the norms of AICTE.
- Purchasing the books according to the revision of syllabus
- Purchasing of the books should be before the starting of Academic year.

2) Policy for unused books:-

- Library committee and subject teachers will decide unused, out of syllabus books after every revision of syllabus by SPPU.

3) Books issue and Return policy for category students and all students and staff:-

- A set of books (5 books) for 3 category students (as per requirement)
- For all students
- For Teaching staff
- For non-teaching staff

4) Arranging various activities for inspiring utilization of library:-

- Reading at one place with maximum time
- Competition, Exhibition.

5) Flexibility of Time during Exam period:-

- Regular Timing – 9.30 am to 9.00 pm
- During Exam (on all working days) – 9.00 am to 9.00 pm
- During Exam 1st and 3rd Saturday – 9.30 am to 6.00 pm

6) Library committee for Upgradation, Verification & Effective Functioning:-

The composition of library committee includes –

- Chairman
- Librarian
- From each department, one faculty as member
- Student representative as member

7) All books and available facilities of library should be displayed in library.

8) Organize open book test at the department level for improving utilization of library.

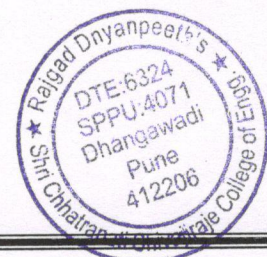
9) Available a copy of question paper of all subjects of the examination like In- semester Exam, End semester Examination.

Principal

Rajgad Dnyanpeeth's

Shri Chhatrapati Shivaji Rajee College of Engg.

Dhangawadi, Pune-412206



10. Research policy for Faculty and Student





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

Gat No. 237, Pune Bangalore Highway, Dhangawadi, Tal – Bhor, Dist- Pune (Maharashtra)

Research policy for Faculty and Students

Vision:

Support for innovation, research to provide healthy environment.

Objectives:

- Establish healthy atmosphere for faculties and students to engage research by providing required infrastructure and necessary financial assistance.
- Keep faculties and students up to date with latest inventions in their field through seminars and workshops and faculty development programs.
- Equip students to solve relevant challenges through interaction with society.
- To encourage faculty to apply for intellectual property rights and patents.
- To promote research publications in reputed journals and conferences.

Composition of research and development cell:

- Dean research and Development – Chairperson.
- Project co-ordinator from each department – Members.

Motivating Faculty for Higher Education:

The institute has adopted a policy to inspire the faculties for higher education.

- To provide needed support at the time of admission for pursuing Ph.D.
- To make provision of study leave for the faculty pursuing Ph.D. in order to complete the research work.
- To make provision of duty leave in order to attend workshops, seminars, skill development, faculty development programs etc.

Motivating Faculty and Students for Conference, Publications and IPRS:

- The faculty can avail duty leave for attending the National / International conferences with prior permission of the head of the institute.



- Provision of financial assistance in the annual budget is made for the organizing national / international conferences, paper presentation, quiz competition, attending orientation programs, project competition, technical events etc.
- The institute also supports for getting patents (Intellectual property rights) in the respective areas of the faculty.

Organizing / Attending Training Programs:

- The institute provides workshop, laboratory facilities, computer laboratory with internet connection to support the research projects.
- The institutes encourage participation of the students at University / State/ National / International level of competitions like AVISHKAR, SAEINDIA, SUPRA etc. by providing financial assistance and training / expert guidance to the students.
- Institute supports to faculties in paying registration fees to attend the training programs / workshop.
- Institute supports in paying registration fee to get the membership of professional bodies / societies like ISTE/IME etc.

Collaboration with Training centers and Industries through MOU's:

- Memorandum of Understanding (MOU) is made between institute and the training centres and industry (Industry institute interaction).
- Conduction of workshops, project internship, guest lectures, faculty development programs (FDP), sharing of infrastructure and other resources for mutual beneficial relationship can be made possible through MOU's.



Principal

Rajgad Dnyanpeeth's
Shri Chhatrapati Shivajiraje College of Engg.,
Dhangawadi, Pune-412206

