



RAJGAD DNYANPEETH'S
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
Gat.No-237, Pune Banglore Highway, Dhangawadi, Tal-Bhor, Dist-Pune (Maharashtra)

CRITERION 6 – Governance, Leadership and Management

Key Indicator - 6.2 Strategy Development and Deployment

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sr. No.	Document Details	Remark
01	Description of The Organogram of The Institute	
02	Organogram of The Institute	
03	Policy Documents	
04	Local Staff Selection Committee Report 2022-23	
05	Grievance Redressal Committee	
06	Grievance Redressal Mechanism	



Description of The 'Organogram of The Institute'



Criterion 6 - Governance, Leadership and Management

Key Indicator- 6.2 Strategy Development and Deployment

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Organogram-

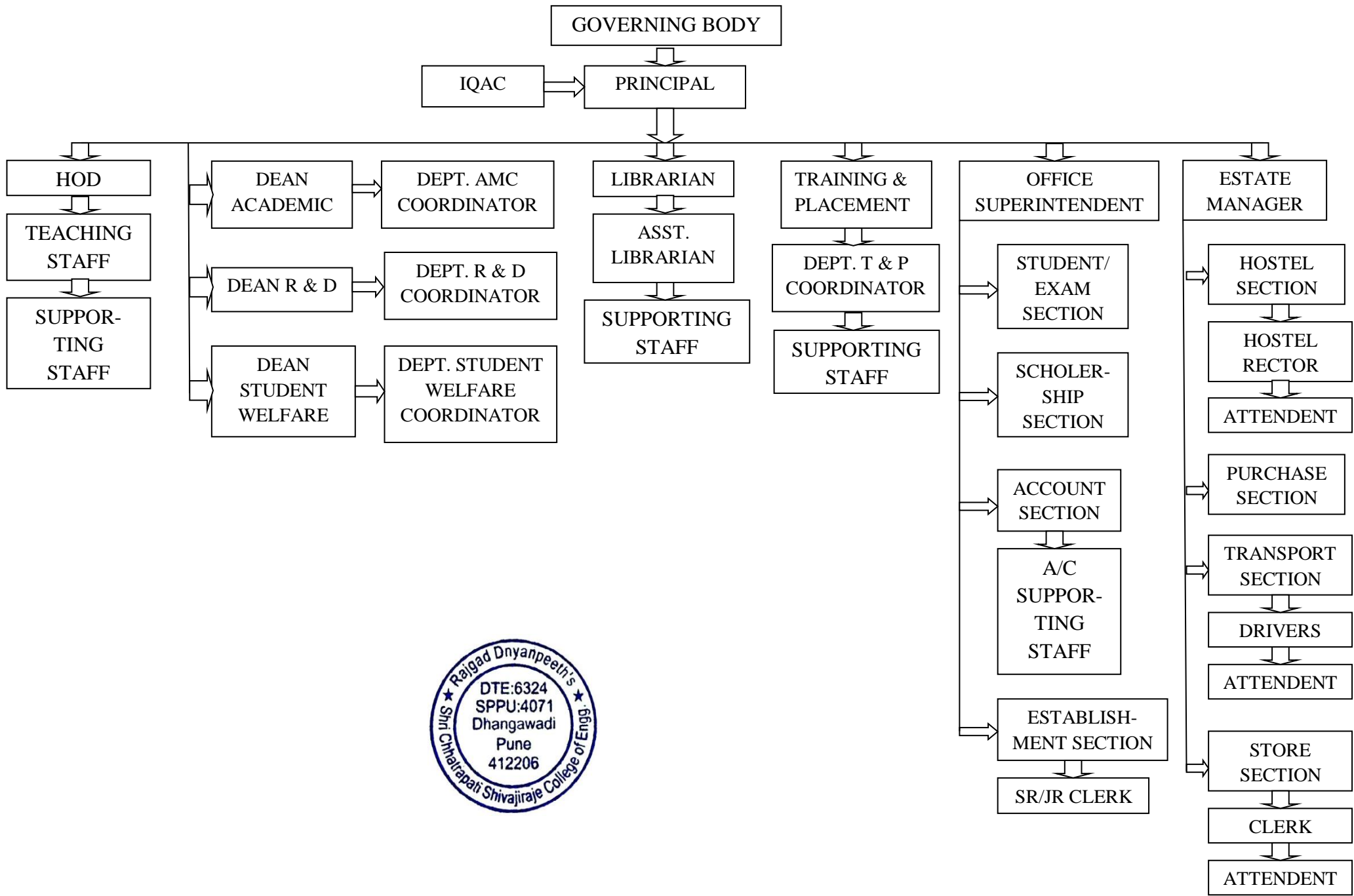
Governing body which is monitor by management & constituted as per guidelines of competent authorities; plays key role in policy making & verifying the reports through secretary & correspondent. Statutory body such as IQAC cell is an important part of organization which is responsible to maintain quality of education of institution. Various committees comprising of faculty member & administrative staff are involved in planning & implantation, academic & evaluation. The academics, administrative departments, different functional committees/cells consisting faculty members & students are lead by Principal, Deans & HoDs. As per requirement & benefits of institution, governing body takes the decision and the same has executed through the principal and heads of academics & administration. College has different cells to conduct activities & programs as per the guidelines of IQAC cell. The cells like Academic Monitoring Cell (AMC), Research and Development (R & D), Industry Institute Interaction Cell (IIIC), Entrepreneurship Development Cell (EDC), Examination cell, Anti-ragging cell, alumni cell, National Social Service Cell (NSS), Grievance redressal cell etc. are functioning at institute level. The HoDs along with teaching and non-teaching staff works in coordination with AMC. Office superintendent (OS) leads various administrative sections.



‘Organogram of The Institute’



ORGANIZATIONAL CHART



‘Policy Documents’





Rajgad Dnyanpeeth's

SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING

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

Leave Policy

Policy for Vacation, Different Leaves, Academic calendar and Timings etc. for RDTCS, 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 availed 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:

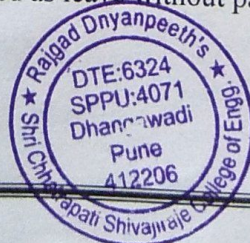
- For detention leave, head of institute releases specific office order.
- This leave to be preferably availed by clubbing to next vacation slot.
- Not to be availed during academic sessions.
- 1 day for every 2.5 days (2 and half day) of detention during summer/winter vacation.
- To be availed with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

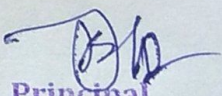
4) Uniform Academic calendar:

- 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 Shivaji College of Engg.
Dhangawadi, Pune-412206



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:

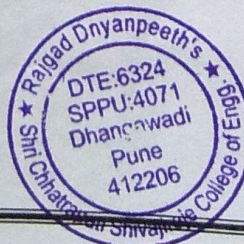
- As per the norms of SPPU/UGC/AICTE, considering cadre ratio, the requirement of teaching staff is calculated.
- The approval of required posts is taken from approval section and from reservation cell of SPPU and Govt. reservation cell.
- In leading newspaper, the advertisement for the posts viz. professor, 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 forms 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, 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.

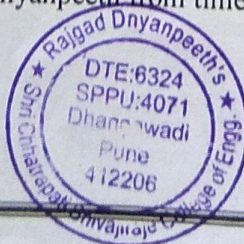


D. Technical/Non teaching staff recruitment process:

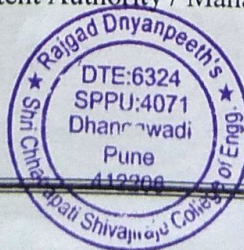
- As and when required, the availability and the requirement of technical and non-teaching staff is reviewed.
- The advertisement is published in leading news paper.
- Applications are invited in specific format and make available on Institute website within the stipulated time.
- The received applications 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/Ph.D 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 marksheets, 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 revised / 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.



A handwritten signature in blue ink, appearing to be "R. H. W.", written over a horizontal line.

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

‘Local Staff Selection Committee Report 2022-23’





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/Engg./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Since - 1972

Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Sau. Swarupa S. Thopte
Hon. Secretary

Dr. S. B. Patil
Principal

प्रमाणपत्र

असे प्रमाणित करण्यात येते की राजगड ज्ञानपीठ, भोर संचलित, राजगड ज्ञानपीठ टेक्नीकल कॅम्पस, श्री छत्रपती शिवाजीराजे कॉलेज ऑफ इंजिनिअरींग, धांगवडी ता.भोर जि.पुणे या महाविद्यालयात ज्या विषयांसाठी दिनांक ०२/०८/२०२२ अन्वये सकाळ या वर्तमानपत्रांमध्ये रिक्त पदांची जाहिरात देण्यात आली होती, या जाहिरातीस अनुसरून सोबत जोडलेल्या यादीतील उमेदवारांची सर्व शैक्षणिक अर्हतेची प्रमाणपत्रे, अनुभव व इतर बाबी तसेच विद्यापीठ अनुदान आयोग, अखिल भारतीय तंत्र शिक्षण परिषद, राष्ट्रीय अध्यापक शिक्षण परिषद, बार कौन्सिल ऑफ इंडिया तसेच उच्च व तंत्र शिक्षण विभाग, महाराष्ट्र शासन आणि सावित्रीबाई फुले पुणे विद्यापीठ यांनी वेळोवेळी निर्गमित केलेले आदेश, परिपत्रके व निर्णयानुसार अर्जाची छाननी व तपासणी करून उमेदवारांना दि.०४/०८/२०२२ रोजी झालेल्या निवड समितीच्या सभेमध्ये WALK-IN INTERVIEWS साठी मुलाखतपत्र देऊन बोलविण्यात आले.

संस्थेने उपरोक्त सर्व बाबी तपासल्या असून त्याची सर्व माहिती निवडसमितीवरील प्रतिनिधींना देण्यात आलेली आहे व त्यांनीही सदर बाबी तपासलेल्या आहेत.

Electronics & Telecommunication Engineering

Sr.No	Name of the selection committee members	Signature
1	Prof. Dr. N. S. Narawade (G.S.Moze College Wagholi)	
2	Prof. Ms. R. S. Nipanikar (RDTC, Bhor)	
3	Prof. L. M. Sagale (RDTC, Bhor)	
4	Prof. T. M. Dudhane (HOD, E&TC-Dept.)	
5	Prof. Dr. S. B. Patil (Principal, RDTC, Bhor)	

Sau. Swarupa S. Thopte
Hon Secretary
Rajgad Dnyanpeeth, Bhor
Tal- Bhor, Dist-Pune



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/Engg./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Since - 1972

Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Sau. Swarupa S. Thopte
Hon. Secretary

Dr. S. B. Patil
Principal

प्रमाणपत्र

असे प्रमाणित करण्यात येते की राजगड ज्ञानपीठ, भोर संचलित, राजगड ज्ञानपीठ टेक्नीकल कॅम्पस, श्री छत्रपती शिवाजीराजे कॉलेज ऑफ इंजिनिअरींग, धांगवडी ता.भोर जि.पुणे या महाविद्यालयात ज्या विषयांसाठी दिनांक ०२/०८/२०२२ अन्वये सकाळ या वर्तमानपत्रांमध्ये रिक्त पदांची जाहिरात देण्यात आली होती, या जाहिरातीस अनुसरून सोबत जोडलेल्या यादीतील उमेदवारांची सर्व शैक्षणिक अर्हतेची प्रमाणपत्रे, अनुभव व इतर बाबी तसेच विद्यापीठ अनुदान आयोग, अखिल भारतीय तंत्र शिक्षण परिषद, राष्ट्रीय अध्यापक शिक्षण परिषद, बार कौन्सिल ऑफ इंडिया तसेच उच्च व तंत्र शिक्षण विभाग, महाराष्ट्र शासन आणि सावित्रीबाई फुले पुणे विद्यापीठ यांनी वेळोवेळी निर्गमित केलेले आदेश, परिपत्रके व निर्णयानुसार अर्जाची छाननी व तपासणी करुण उमेदवारांना दि.०४/०८/२०२२ रोजी झालेल्या निवड समितीच्या सभेमध्ये WALK-IN INTERVIEWS साठी मुलाखतपत्र देऊन बोलविण्यात आले.

संस्थेने उपरोक्त सर्व बाबी तपासल्या असून त्याची सर्व माहिती निवडसमितीवरील प्रतिनिधींना देण्यात आलेली आहे व त्यांनीही सदर बाबी तपासलेल्या आहेत.

Electronics & Telecommunication Engineering

Sr.No	Name of the selection committee members	Signature
1	Prof. Dr. N. S. Narawade (G.S.Moze College Wagholi)	
2	Prof. Ms. R. S. Nipanikar (RDTC, Bhor)	
3	Prof. L. M. Sagale (RDTC, Bhor)	
4	Prof. T. M. Dudhane (HOD, E&TC-Dept.)	
5	Prof. Dr. S. B. Patil (Principal, RDTC, Bhor)	

Sau. Swarupa S. Thopte
Hon Secretary
Rajgad Dnyanpeeth, Bhor
Tal- Bhor, Dist-Pune

LOCAL STAFF SELECTION COMMITTEE REPORT

Name of the College:

Rajgad Dnyanpeeth's

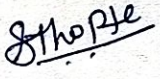
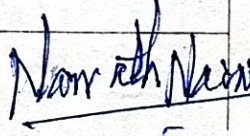

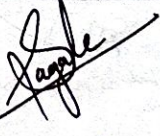


Shri Chhatrapati Shivajiraje College of Engineering,

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 Electronics & Telecommunication Engineering** was held on Date **04/08/2022** 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	Mrs. Swarupatai S. Thopte 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. N. S. Narawade G.S.Moze College Wagholi	
		2) Prof. Ms. R. S. Nipanikar RDTC, Bhore	
		3) Prof. L. M. Sagale RDTC, Bhore	
7	The Head of the Department of the concerned Subject from the College	Prof. T. M. Dudhane 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 Electronics & Telecommunication Engineering**

Post: - Professor

Subject: - Electronics & Telecommunication 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: - Electronics & Telecommunication Engineering

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

Post: - Assistant Professor

Subject: - Electronics & Telecommunication Engineering

Merit No	Name	Qualification	Category	Selected against Reserved Post or Open Post
(1)	(2)	(3)	(4)	(5)
1	Ms. Reshma Ranjit Zende	M.E. E&TC	OBC	
2	Mr. Milind C. Patil	M.E. E&TC	OPEN	
3	Mrs. Sandhya Sandeep Nalage	M.E. E&TC	OPEN	
4	Mr. Sandeep Ravikant Nalage	M.Tech. E&TC	OPEN	

Shopte
Chairperson

Narawade
Subject Expert

Ratani
Subject Expert

Sagale
Subject Expert

Principal
Principal

Hon. Secretary, Prof. Dr. N.S. Narawade
Rajgad Dnyanpeeth G.S.M.C, Wagholi,


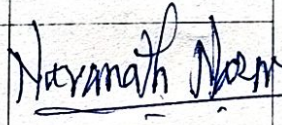

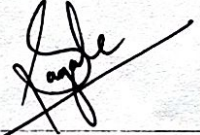


Prof. Ms. R.S. Nipanihar
RDTC, Bhor,

Prof. L.M. Sagale
RDTC, Bhor

RDTC
Bhor



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	Mrs. Swarupatai S. Thopte 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. N. S. Narawade G.S.Moze College Wagholi	
		2) Prof. Ms. R. S. Nipanikar RDTC, Bhor	
		3) Prof. L. M. Sagale RDTC, Bhor	
7	The Head of the Department of the concerned Subject from the College	Prof. T. M. Dudhane 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.	-

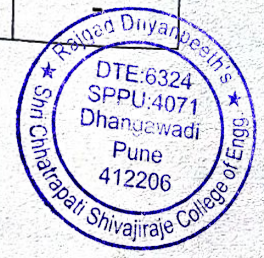
ACTION TAKEN REGARDING ADVERTISEMENT

1. (a) All India advertisement issued on : **02nd August 2022**
- (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 **Electronics & Telecommunication Engg.** :
3. Nature of the post advertised : **(a) Ad hoc**
4. Last date to submit application : **(b) ---**
5. (a) Interview calls issued on (Date) : **---**
- (b) Interview calls issued to B.C. Candidates by : **---**
6. Date of the interview : **04/08/2022**
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
-	-	-	-	-	-	-	-

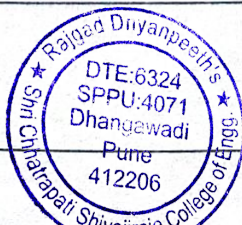


9. Whether names were called from other agencies (If, yes mention letter No./ if no give reasons)

- (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	Mrs. Swarupatai S. Thopte Hon. Secretary, Rajgad Dnyanpeeth	<u>Sthopte</u>
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. N. S. Narawade G.S.Moze College Wagholi	<u>Narawade</u>
		2) Prof. Ms. R. S. Nipanikar RDTC, Bhor	<u>Rahni</u>
		3) Prof. L. M. Sagale RDTC, Bhor	<u>Sagale</u>
7	The Head of the Department of the concerned Subject from the College	Prof. T. M. Dudhane RDTC, Bhor	<u>Dudhane</u>
8	Principal	Prof. Dr. Sanjay Bapuso Patil RDTC, BHOR	<u>Patil</u>



RAJGAD DNYANPEETH TECHNICAL CAMPUS

Shri Chhatrapati Shivajiraje College of Engineering

S. No. 237, Dhangawadi, Tal- Bhor, Dist- Pune

List of candidates appeared for the interview for the post of Assistant Prof. Dept: ESTC

Sr. No.	Name & Address	Category	Degree Marks %			Experience		Remark
			Dip.	U.G.	P.G	Teaching	Industrial	
1	Reshma Ranjit Zende AIP Ambegaon Bk. Pune	OBC (C)	-	63.73	63.53	1.5 year	6 month	Zende
2	Sandeep Ravikant Malage. Samarth Ula, lane No. 07, Sahyadri Nagar. Wai - 412803	OPEN	64.10	68.64	61.20	17 Year	4 Yers.	Malage
3	Sandhya Sandeep Malage Samarth Ula, lane no. 07, Sahyadri Nagar, Wai - 412803	OPEN	63.10	68.58	67.58	2 years	-	Malage

Namath Narawade
(Dr. M.S. Narawade)

Subject Expert 1



Dr. M.S. Narawade

Subject Expert 2

Interview Report

Recruitment at: Degree Engineering / Polytechnic. Post: Assistant Prof. Number of Post: 4

Dept: E & TC. Interview conducted on Day: Thursday Date: 27/01/2022.

Required Minimum Qualification: M.E.

Name of Candidate: Mrs. Sandhya J. Dhanve Qualification: M.E. (Electrx.)

UG Completion Year: 2014 PG Completion year: 2021 Ph. D. Status: No Registration.

Birth Date: 23/06/1984 Cast: Hindu-Maratha Contact No. 9922948572.

Permanent Address: 9, Sanjeevani Hou. Soc. shaunagar, Jagtapwadi, Satara, 415002

Correspondence Address: As Above.

Total Experience (in years): — [Teaching: — + Industrial: —]

Interview Performance:

Name of Expert	Subject Knowledge	Communication Skill	Presentation Skill	Confidence Level	Board Writing	Total Grade*	Sign
<u>Prof. T.M. Dudhane</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>4</u>	<u>3.2=3</u>	<u>T.M. Dudhane</u>
<u>Prof. B.D. Thorat</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>3</u>	<u>4</u>	<u>3.6=4</u>	<u>B.D. Thorat</u>

*5: Excellent, 4: Very Good, 3: Good, 2: Average, 1: Poor

Average Grade: Good. Any other specialty of Candidate: Helpful for admissions from wai region.

Present Salary: — Expected Salary: —

T.M. Dudhane
 Prof. T.M. Dudhane. Expert 1 (Dept. HOD) B.D. Thorat
 Expert 2 (Other Dept.) Expert 3 (Dept. Sr. Staff) Expert 4(Dept. Sr. Staff)

For Office Use only: Minimum salary paying to staff presently working in Dept..... with qualification M.E. and Experience ofyears is of Rs.....

Office Superintendent

Principal Remark: Recommended for appointment on negotiated salary of Rs.....

Any Other Remark:

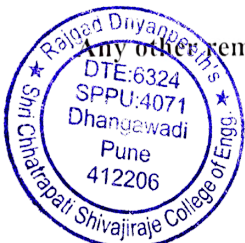
[Signature]
Principal

Management Use only:

Approved for Appointment on Salary of Rs...../ Not Approved

Any other remark:

S. Thorpe
Hon. Secretary



Interview Report

Recruitment at: Degree Engineering Polytechnic Post: Assistant prof. Number of Post: 4

Dept: E & TC Interview conducted on Day: Thursday Date: 27/01/2022.

Required Minimum Qualification: M.E.

Name of Candidate: Shri Sandeep R. Nalage Qualification: M.E. (E & TC)

UG Completion Year: 2003 PG Completion year: 2015 Ph. D. Status: NO Registration.

Birth Date: 5/9/1979 Cast: Hindu-Maratha Contact No. 9922901691.

Permanent Address: 9, Sanjeevani Hou. soc. Shaunagar, Jagtapwadi, Satara, 415002

Correspondence Address: As Above.

Total Experience (in years): 19 Yrs. [Teaching: 15 Yrs.+ Industrial: 4 Yrs.]

Interview Performance:

Name of Expert	Subject Knowledge	Communication Skill	Presentation Skill	Confidence Level	Board Writing	Total Grade*	Sign
Prof. T.M. Dudhane	3	4	3	4	4	3.6=4	<i>T.M. Dudhane</i>
Prof. B.D. Thopte	4	4	3	4	5	4	<i>B.D. Thopte</i>

*5: Excellent, 4: Very Good, 3: Good, 2: Average, 1: Poor

Average Grade: Very Good. Any other specialty of Candidate: 15 years, working in one Institute

Present Salary: Expected Salary:

Expert 1 (Dept. HOD) *T.M. Dudhane* Expert 2 (Other Dept.) *B.D. Thopte* Expert 3 (Dept. Sr. Staff) Expert 4 (Dept. Sr. Staff)

For Office Use only: Minimum salary paying to staff presently working in Dept. 4 with qualification M.E. and Experience of years is of Rs.....

Office Superintendent

Principal Remark: Recommended for appointment on negotiated salary of Rs..

Any Other Remark:

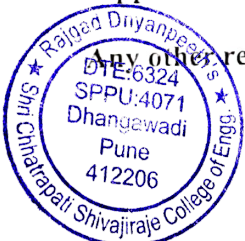
S. Thopte
Principal

Management Use only:

Approved for Appointment on Salary of Rs...../ Not Approved

Any other remark:

S. Thopte
Hon. Secretary





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/Engg./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Dr. Bhagyashri Patil
Hon. Secretary

Dr. S. B. Patil
Principal

Ref. RD/SCSCOE/ Appt.-Adhoc /2022-23/07

Date: 01/09/2022

To,
Prof. Nalage Sandeep Ravikant
Samarth Lila, Lane No-07, Sahyadrinagar Wai,
Tal-Wai, Dist-Satara

Subject: Appointment order for the post of Assistant Professor in E&TC Engineering

With reference to your application and subsequent interview before the Adhoc Staff Selection Committee the undersigned is directed to inform you that, you are hereby appointed as **Assistant Professor in E&TC Engg.** at **Shri Chhatrapati Shivajiraje College of Engineering at Dhangawadi, Tal – Bhor, Dist – Pune** with effect from Dt.01/09/2022 Your appointment is subject to the following terms and conditions:

- 1) You will be paid basic salary of **Rs 57,700/-** per month as per 7th pay scale. You will also be entitled to Dearness Allowance, Home Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time.
- 2) Your services will be governed by the Maharashtra University Act, 2016, Statues Code of Conduct, Ordinances and rules and regulation laid down by the Savitribai Phule Pune University and State Government from time to time.
- 3) Your appointment is on adhoc basis for the Academic year 2022-2023
- 4) In case you accept the appointment you shall have to execute deed of contract of Service as prescribed in the statutes at the time of joining the duties.
- 5) You should produce the originals and submit certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Degree Certificate, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste & Validity Certificate (if applicable), Change of Name Certificate (if any), Two passport size Photographs etc. at time of joining your duties.
- 6) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.

- 7) Your appointment is subject to the minimum number of students and the workload prescribed for the post.
- 8) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director.
- 9) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/Rajgad Dnyanpeeth.
- 10) Your services are transferable to any other Colleges/Institution run by the Rajgad Dnyanpeeth.
- 11) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
- 12) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the Rajgad Dnyanpeeth.
- 13) Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's basic pay in lieu of notice period in case the period spent in service is more than six months.
- 14) You have to communicate your acceptance to the Management/College/Institution within four days from the date of receipt of this order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,



(Prof. Dr. S. B. Patil)

Principal

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



JOINING REPORT

Date: 01/09/22

To,
The President,
Rajgad Dnyanpeeth,
Bhor, Dist - Pune

Subject: Joining Report.

Ref: Appointment Order No. RJTC/SCSCE/MPRT order/2223/07 Dated: 01/09/22

Respected Sir,

With reference to above, I Mr. Nalage Sandeep R. is joining the duties as ASST prof ESTC at Shri Chhatrapati Shivajiraje College of Engineering, Dhangwadi, Tal - Bhor, Dist - Pune Today i.e. 01/09/22 at 10.00 am

Please accept the same and do the needful.

Thanking you,



Principal

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

Yours truly,



Name: Sandeep R. Nalage

Copy to:

- Office: 1) Office Rajgad Dnyanpeeth, Bhor
2) Office Shri Chhatrapati Shivajiraje College of Engineering, Dhangawadi
3) Personal File



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/Engg./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Dr. Bhagyashri Patil
Hon. Secretary

Dr. S. B. Patil
Principal

Ref. RD/SCSCOE/ Appt.-Adhoc /2022-23/10

Date: 01/09/2022

To,
Prof. Zende Reshma Ranjit
Venktesh Kshitij, Ambegaon,
Tal-Haveli, Dist-Pune.


Subject: Appointment order for the post of Assistant Professor in E&TC Engineering

With reference to your application and subsequent interview before the Adhoc Staff Selection Committee the undersigned is directed to inform you that, you are hereby appointed as **Assistant Professor in E&TC Engg. at Shri Chhatrapati Shivajiraje College of Engineering at Dhangawadi, Tal – Bhor, Dist – Pune** with effect from Dt.01/09/2022 Your appointment is subject to the following terms and conditions:

- 1) You will be paid basic salary of **Rs 57,700/-** per month as per 7th pay scale. You will also be entitled to Dearness Allowance, Home Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time.
- 2) Your services will be governed by the Maharashtra University Act, 2016, Statues Code of Conduct, Ordinances and rules and regulation laid down by the Savitribai Phule Pune University and State Government from time to time.
- 3) Your appointment is on adhoc basis for the Academic year 2022-2023
- 4) In case you accept the appointment you shall have to execute deed of contract of Service as prescribed in the statutes at the time of joining the duties.
- 5) You should produce the originals and submit certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Degree Certificate, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste & Validity Certificate (if applicable), Change of Name Certificate (if any), Two passport size Photographs etc. at time of joining your duties.
- 6) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.

- 7) Your appointment is subject to the minimum number of students and the workload prescribed for the post.
- 8) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director.
- 9) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/Rajgad Dnyanpeeth.
- 10) Your services are transferable to any other Colleges/Institution run by the Rajgad Dnyanpeeth.
- 11) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
- 12) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the Rajgad Dnyanpeeth.
- 13) Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's basic pay in lieu of notice period in case the period spent in service is more than six months.
- 14) You have to communicate your acceptance to the Management/College/Institution within four days from the date of receipt of this order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,



(Prof. Dr. S. B. Patil)

Principal

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



JOINING REPORT

Date: 01/09/22

To,
The President,
Rajgad Dnyanpeeth,
Bhor, Dist - Pune

Subject: Joining Report.

Ref: Appointment Order No. Rdgc/scsew/APP/0006/22-23/10 Dated: 01/09/22

Respected Sir,

With reference to above, I Ms. Zende Reshma R. is joining the duties as Asst Prof UGC at Shri Chhatrapati Shivajiraje College of Engineering, Dhangwadi, Tal - Bhor, Dist - Pune Today i.e. 01/09/22 at 10.00 am

Please accept the same and do the needful.

Thanking you,



Principal

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

Yours truly,

Rzende

Name: Prof. Zende Reshma R.

Copy to:

- Office: 1) Office Rajgad Dnyanpeeth, Bhor
2) Office Shri Chhatrapati Shivajiraje College of Engineering, Dhangawadi
3) Personal File



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/Engg./376/2009), DTE CODE: EN6324, AISHE CODE : C-41588



Anantrao Thopte
Founder President, Ex. Edu. Minister

Sangram Thopte
MLA, Executive President

Dr. Bhagyashri Patil
Hon. Secretary

Dr. S. B. Patil
Principal

Ref. RD/SCSCOE/ Appt.-Adhoc /2022-23/08

Date: 01/09/2022

To,
Prof. Nalage Sandhya Sandeep
2232, Saili Park Songirwadi,
Near Panchayat Samiti,
Tal-Wai, Dist-Satara

Subject: Appointment order for the post of Assistant Professor in E&TC Engineering


With reference to your application and subsequent interview before the Adhoc Staff Selection Committee the undersigned is directed to inform you that, you are hereby appointed as **Assistant Professor in E&TC Engg. at Shri Chhatrapati Shivajiraje College of Engineering at Dhangawadi, Tal – Bhor, Dist – Pune** with effect from Dt.01/09/2022 Your appointment is subject to the following terms and conditions:

- 1) You will be paid basic salary of **Rs 57,700/-** per month as per 7th pay scale. You will also be entitled to Dearness Allowance, Home Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time.
- 2) Your services will be governed by the Maharashtra University Act, 2016, Statues Code of Conduct, Ordinances and rules and regulation laid down by the Savitribai Phule Pune University and State Government from time to time.
- 3) Your appointment is on adhoc basis for the Academic year 2022-2023
- 4) In case you accept the appointment you shall have to execute deed of contract of Service as prescribed in the statutes at the time of joining the duties.
- 5) You should produce the originals and submit certified true copies of relevant testimonials such as Birth Date Certificate, Mark-sheets, Degree Certificate, Experience Certificate, Discharge/Relieving Certificate, Last pay Certificate, Caste & Validity Certificate (if applicable), Change of Name Certificate (if any), Two passport size Photographs etc. at time of joining your duties.
- 6) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining duties.

- 7) Your appointment is subject to the minimum number of students and the workload prescribed for the post.
- 8) You are required to give the correct mailing address as soon as you join the duties and any changes in the address given earlier should be communicated to the Principal/Director.
- 9) You will not engage yourself in any other job paid full-time, part time or otherwise, during the continuance of your service, without the permission of the competent authority/Rajgad Dnyanpeeth.
- 10) Your services are transferable to any other Colleges/Institution run by the Rajgad Dnyanpeeth.
- 11) In case of you are found irregular and negligent of your duties; your appointment may be terminated without any notice.
- 12) If you are found absent continuously for more than thirty days without permission your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the Rajgad Dnyanpeeth.
- 13) Your appointment may be terminated, at any time, by either side/party, by giving one month's notice or one month's basic pay in lieu of notice period in case the period spent in service is more than six months.
- 14) You have to communicate your acceptance to the Management/College/Institution within four days from the date of receipt of this order of Appointment, failing which your appointment is liable to be cancelled.

Yours faithfully,




(Prof. Dr. S. B. Patil)
Principal

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

JOINING REPORT

Date: 01/09/22

To,
The President,
Rajgad Dnyanpeeth,
Bhor, Dist - Pune

Subject: Joining Report.


Ref: Appointment Order No. RDTC/SCSCO E/MPPT/Order/22.23/08 Dated: 01/09/2022

Respected Sir,

With reference to above, I Ms. Nalage Sandhya S. is joining the duties as Asst prof. ESTC at Shri Chhatrapati Shivajiraje College of Engineering, Dhangwadi, Tal – Bhor, Dist – Pune Today i.e. 01/09/2022 at 10.00 am

Please accept the same and do the needful.

Thanking you,



Principal

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

Yours truly,



Name: Sandhya S. Nalage

Copy to:

- Office: 1) Office Rajgad Dnyanpeeth, Bhor
2) Office Shri Chhatrapati Shivajiraje College of Engineering, Dhangawadi
3) Personal File

‘Grievance Redressal Committee’





Rajgad Dnyanpeeth's
SHRI CHHATRAPATI SHIVAJIRAJE COLLEGE OF ENGINEERING
S. No. 237, Satara-Pune, NH-4, Dhangawadi, Tal: Bhor, Dist: Pune -412205 (MS), India.
Website: www.rajgad.edu.in, Email Id: scscoe@gmail.com

Ref.: RD/SCSCOE/DA/2022-2023/


Date: 25/08/2022

GRIEVANCE REDRESSAL CELL

Established As per All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F. No. 1-101/PGRC/AICTE/Regulation/2019 dated 07.11.2019

Sr. No	Name	Designation
1	Prof. Dr. Sanjay. B. Patil <i>Principal</i>	Chairman
2	Dr. C. T. Kunjeer <i>Ex. Assistant Director, DTE, RO, Pune</i>	Ombudsman
3	Prof. Digvijay B. Shelke <i>Teaching Staff Representative</i>	Member Secretary
4	Prof. Dr. Sanjaykumar I. Nipanikar <i>Dean Academics</i>	Member
5	Prof. Tanaji M. Dudhane <i>NSS Cordinator</i>	Member
6	Prof. Sumod K. Pawar <i>Student Welfare Officer</i>	Member
7	*Prof Mrs. Jija G. Kale <i>FE Coordinator</i>	Member
8	Prof. Bhagwan D. Thorat <i>Alumni Association Cordinator</i>	Member
9	Prof. Swanand D. Pasalkar <i>Training and Placement Officier</i>	Member
10	Mr. Rahul. S. Khamkar <i>Non Teaching Staff Representative</i>	Member
11	Mr. Gorakhnath D. Jagtap <i>Office Superintendent</i>	Member
12	<i>Parent Representative</i>	Member
13	<i>Student representative</i>	Member




Prof. Dr. S. B. Patil

Principal

Principal

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

‘Grievance Redressal Mechanism’



GRIEVANCE REDRESSAL CELL

INTRODUCTION:

The **Grievance Redressal Cell (GRC)** Committee is formed as per AICTE Regulation for Establishment of Grievance Redressal Committee and Appointment of Ombudsman, by the Technological & Affiliating Universities/AICTE Approved Institutions and as per Letter from AICTE No. 1-101/DPG/AICTE/ombudsman/2012 Dated 9th July, 2012. The **Grievance Redressal Cell** at SCSCOE is formed to provide a fair, secure and harmonious work environment. Grievance Redressal Cell listen the grievances in a confidential, unbiased and fair manner.

OBJECTIVES:

- To provide consistent, fair and impartial mechanism to resolve grievances of students, parents and employees.
- To initiate responsive and accountable perspective among all the stakeholders to maintain harmonious work environment in the College campus.
- To develop an organisational framework to resolve Grievances of Students and other stakeholders
- To maintain cordial Student – Student relationship, Student- Teacher relationship, Teacher- Teacher relationship.
- To ensure effective solution to the grievances in scheduled time and with complete confidentiality.



FUNCTIONS:

- To conduct formal hearings on receipt of written grievances from students, parents and staff members and to hold the investigation according to the case.
- The Committee will review all cases formally and act accordingly.
- To investigate grievances to maintain privacy and confidentiality.
- To work out a resolution of the issues to obtain the facts through relevant sources in a fair manner.
- To ensure disposal of every application in a maximum period of one month of the receipt of application.

TYPES OF GRIEVANCES:

The Grievances may broadly include the following complaints of the aggrieved students

- Academic issues
- Non-Academic issues
- Extra – curricular
- Amenities and Maintenance
- Placement and Internships
- General Administration
- Harassment by colleague students or the teachers etc

PROCEDURE FOR REDRESSAL OF GRIEVANCES:

- In case of any grievance the student, Parent or Staff member who want to place a grievance shall give written complaint first to the Head of the respective Department to resolve the issue.
- The respective Department unable to solve the grievance or grievant is dissatisfied with the resolution the grievant is free to approach the Grievance Redressal cell.
- If, the grievance is against the respective Head of Department/office, then the grievant may directly submit his/her grievance in writing to the Chairman of Grievance Redressal Cell.



- The following procedure is followed to solve the grievances by considering the welfare of the students.
- 1. **FORMAL REGISTRATION:** Any aggrieved student or parent or staff member with a genuine grievance will submit his/her Grievance in writing along with necessary documents to the Chairman of Grievance Redressal Cell.
In case the person is unwilling to appear in self, grievance may be dropped in writing at letter box/ suggestion box of the Grievance cell.
- 2. **ACKNOWLEDGEMENT:** The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately.
- 3. **FORWARDING:** Upon receipt of grievance the Grievance Redressal Cell shall classify, analyse the grievance, and forward the grievance to the respective department/individual requesting them to enquire the grievance and redress within the specified period, not exceeding 7 days from the receipt of grievance complaint.
- 4. **FOLLOW UP & MONITORING:** Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending upon the seriousness of grievance the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.
- 5. **SCRUITINY:** Grievance Redressal Committee will make a thorough review of the redressal process. In case the committee feels satisfied with the resolution provided by the respective individual, then it will intimate the same to the grievant. Once the grievant indicates acceptance of the resolution at this level, then the matter is considered as closed.
- 6. **CALL FOR HEARING:** If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/individual or upon the grievant's written request, the committee shall fix a date for hearing, and intimate the same to the respective department/individual as well as the grievant. If, at the conclusion of the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents.
- 7. **INVESTIGATION:** If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the grievance as it determines necessary to reach a conclusion on the merits of the grievance application. Grievance Redressal Committee will have the



right to interview witnesses, if, it determines necessary and/or helpful to the investigation including those recommended by a party to the grievance.

8. FINAL DECISION: After the hearing or investigation the Grievance Redressal Committee shall use its best efforts to work out a resolution of the issues involved with the parties named in the grievance application - pass an order indicating the reasons for such order, as may be deemed fit.
9. COMMUNICATING THE DECISION: Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties which shall be binding on both the parties.
10. CLOSURE OF COMPLAINT: The complaint shall be considered as disposed off and closed when:
 - a. the grievant has indicated acceptance of the resolution;
 - b. the grievant has not responded within four weeks from the date of receipt of information on resolution

The proceeding concerning each grievance will be recorded in a systematic manner. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of Grievance Redressal Committee, for the purpose of investigation.



Prof. Dr. S. B. Patil

Principal

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