



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 1<sup>st</sup> sem. +15 days in 2<sup>nd</sup> 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.
- 2<sup>nd</sup> and 4<sup>th</sup> 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



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







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. D. B. Shelke Designation:- A.P.

Sir/Madam,

Kindly sanction me 01 Day leave from 23.01.23 to 23.01.23 Prefix/Suffix(Sunday/Holiday)






01 Total Period 01 Day. I will be reporting my duty on 24.01.23.

Reason for leave:- Personal

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
	<u>08</u>	<u>01</u>	<u>07</u>
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
				

Shri Chhatrapati Shivajiraje College of Engineering  
Dhargwadi, Tal- Bhor, Dist- Pune

00

APPLICATION FOR CASUAL LEAVE / C.OFF / O.D./M.L.

Name: - B. D. Thorat

Designation:- Assis. Prof.

Sir/Madam,

Kindly sanction me 01 Day leave from 09-11-2022 to 09-11-2022 Prefix/suffix (Sunday/Holiday)  
 Total Period \_\_\_\_\_ Day, I will be reporting my duty on \_\_\_\_\_

Reason for leave: - PhD Progress report.

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  20/11/2022
---------------------	------------------------	--------------------	---------------------	---



Date:- 09-11-2022

To,

The Principal

RD SCSCOE, Dhangwadi, Bor

Pune

Subject- Attendance of Mr. Bhagwan. D. Thorat

Dear sir,

Mr. Bhagwan D. Thorat was present on  
In our institute for his ph. D. work.

09/11/2022 (Wednesday)

  
Ph. D. Guide/ Ph. D. Centre Coordinator  
Head

Department of Computer Engineering  
SKNCOE, Pune 411041

C. off  
 19/11/22

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

Name: - Prof. B.P. Tapase Designation: - Asst. Prof.

Sir/Madam,

Kindly sanction me 01 Day leave from 28/11/2022 to 29/11/2022 Prefix/Suffix (Sunday/Holiday)

Total Period 01 Day. I will be reporting my duty on 29/11/2022.

Reason for leave: - personal

Alternative arrangement made during leave period:-

Sr.No	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1	Prof. A. B. Patil	Lecture (FEB)	
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

**Shri Chhatrapati Shivajiraje College of Engineering**  
237, Dhangwadi, Tal- Bhor, Dist- Pune

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

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

Sir/Madam,

Kindly sanction me 1 Day leave from 4/1/23 to 4/1/23 Prefix/suffix (Sunday/Holiday)

Total Period 1 Day, I will be reporting my duty on 5/1/23

Reason for leave: - External practical Exam

Alternative arrangement made during leave period:-

Sr.No.	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1	Prof. S.S. Nalage		<u>Nalage</u>
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
	01	01	- <u>Debar</u>

Applicant Sign.	Est. Section Sign.	H. O .D. Sign.	Registrar Sign.	Approved by Principal
<u>J.J.</u>	<u>[Signature]</u> 14/1/23	<u>[Signature]</u> 5/1/2023	<u>[Signature]</u>	<u>[Signature]</u>



**SAVITRIBAI PHULE PUNE UNIVERSITY**  
**PRACTICAL/ORAL EXAMINATION SCHEDULE, NOV/DEC 2022**

**Branch:** Electronics and Telecommunication  
**Subject Code:** 204186  
**Subject Name:** Digital Circuits  
**Name of Chairman:** Dr. Dharmendra G. Ganage  
**Contact No:** 9011014546  
**E-mail ID:** dgganage.sc@svpu.ac.in, dgganage@a@gmail.com  
**Address:** Dept. of E&TC, Sinhgad College of Engineering, Vadgaon Bk, Pune - 411041

**Important Note: - Do not change internal and external examiner without prior permission of the chairman.**

Sr. No.	College Code	College Name	Name of Internal Examiner & BCUD ID compulsory	Mobile Number	Date of Exams	Total No of students	Name and Contact No of External Examiner	Contact number of External Examiner	External College Code
1	4013	K. K. Wagh Institute of Engineering Education and Research, Nashik	S. V. Shelke	7350281736	26/12/22 to 29/12/22	154	Prof. Jagdish Ambalal Patel	8793495989	4061
2	4029	Karmaveer Adv. Baburao Ganpatrao Thakare College of Engineering, Gangapur Road, Nashik	Ms. Sarika Madhukar Jagtap	9421444477	28-29/12/2022	77	Prof. Amit Kumar Mishra	8975590171	4083
3	4047	Mumbai Educational Trust Institute of Engineering, BKC, Adgaon, Nashik	Prof. Gupta Anni Udaykhan	9545453367	29/12/22 to 30/12/2022	74	Dr. Devidas D. Dighe	9604030007	4058
4	4058	Matoshri College of Engineering and Research Centre, Nashik	Dr. Devidas D. Dighe	9604030007	27-12-2022 to 28-12-2022	72	Mrs. Chetana Sandip Ahire	7741903784	4086
5	4061	Sandip Institute of Technology & Research Center, Nashik	Prof. Jagdish Ambalal Patel	8793495989	04/01/2023 to 05/01/2023	79	Prof. S. G. Patil	9923203037	4076
6	4069	Gokhale Education Society's, R. H. Sapat College of Engineering, Nashik-5	Dipak Madhukar Raut	9422212203	29/12/22-30/12/22	77	Thakare Sushilkumar Sunil	9225740806	4041
7	4076	Late G.N Sapakal COE, Anjaneri, Nashik	Prof. S. G. Patil	9923203037	28/12/22 TO 29/12/22	72	Prof. P. S. Sonawane	9822531646	4093
8	4083	Sandip Institute of Engineering & Management, Nashik	Prof. Amit Kumar Mishra	8975590171	02/01/23 - 03/01/23	71	S. V. Shelke	7350281736	4013
9	4086	PVG's College of Engineering & SSDIOM, Dindori Road, Nashik	Mrs. Chetana Sandip Ahire	7741903784	04/01/2023 to 05/01/2023	72	Ms. Sarika Madhukar Jagtap	9421444477	4029
10	4009	Dr. Vitthalrao Vikhe Patil College of Engineering, Vilad Ghat, Ahmednagar	Prof. Nilkanth Mukund Deshpande	9028044249	28/12/2022 to 29/12/2022	74	Archana Rajendra Mans	8446216205	4101
11	4101	Shri Chhatrapati Shivaji Maharaj College of Engineering, Ahmednagar	Archana Rajendra Mans	8446216205	03/01/2023	38	Dr. S.R. Gagare	9404750080	4010
12	4113	Rajiv Gandhi College of Engineering, Nagar Kalyan Highway, Karjule Haryu, Tal. Parner	Dive Nilesh Annasaheb	9823850520	30-12-2022	36	Mr. Sachin B. Mandlik	8308031576	4011
13	4010	Amrutvahini College of Engineering, Sangamner	Dr. S.R. Gagare	9404750080	27/12/2022 to 28/12/2022	76	Prof. Nilkanth Mukund Deshpande	9028044249	4009
14	4011	Pravara Rural Engineering College, Loni, Ahmednagar	Mr. Sachin B. Mandlik	8308031576	04/01/2023 to 05/01/2023	74	Dive Nilesh Annasaheb	9823850520	4113
15	4116	Moullana Muktar Ahmed Nadvi Tech Campus, Mansura, Malegaon	Ashfaqe Ahmed Khaleeqe Ahmed	7020960416/9028254536	31-12-2022	11	Thakare Sushilkumar Sunil	9225740806	4041
16	4041	SNJB's Late Sau K. B. Jain College of Engineering, Chandwad - Nashik	Thakare Sushilkumar Sunil	9225740806	02-01-2023	33	Dipak Madhukar Raut	9422212203	4069
17	4019	Shivnagar Vidya Prasarak Mandal COE, Malegaon, Baramati	Prof. K. G. Jagtap	9860667170	02/01/2023 to 03/01/2023	76	Mrs. Varsha S. Surwase	9423207383	4035
18	4035	VPKBIET, Baramati	Mrs. Varsha S. Surwase	9423207383	30-12-2022 to 31-12-2022	80	Prof. A. P. Gargade	9420172936	4078
19	4075	S. B. Patil College of Engineering, Indapur	Prof. Sachin D. Indalkar	966564062	4/01/2023 to 5/01/2023	73	Prof. K. G. Jagtap	9860667170	4019



41	4053	Zenai College of Engineering and Research, Narhe	Prof.Prachiti V Suryavanshi	9404926149	26/12/2022 to 27/12/2022	75	Prof. S. S. Patil	9850029050	4023
42	4057	Sinhgad Institute of Technology and Science, Narhe	Mr. M. D. Patil / Mr. R. R. Kumbale / Mrs. S. B. Gaikwad	8788560976; 8412063153; 7841830068	27/12/2022 TO 29/12/2022	146	Shrenik Suresh Sarade	9011464838	4100
43	4080	TSSM Bhivarabai Sawant College of Engineering and Research, Narhe, Pune	Prof. S. R. Thite	7843024222	29/12/2022 to 30/12/2022	74	Sheetal Waghchaware	9518567598	4118
44	4100	JSPM Technical Campus Narhe	Shrenik Suresh Sarade	9011464838	3/1/23 to 4/1/23	78	Usha Ganesh Chavan	09096855680	4007
45	4102	RMD Singhad School of Engineering Warje	Mrs. Jyoti Ashok Sangogi	8983509989	3 to 4/01/2023	79	Dr. Omprakash Rajankar	9881440260	4060
46	4110	Anantrao Pawar College of Engineering and Research Parvati Pune	Prof. Snehal Veer	9028835257	30-12-2022	37	Ms. Viddalata A. Patil	9975035677	4005
47	4105	NBN Singhad School of Engineering, Ambegaon	Prof. Sunit. P. Deshmukh	9689901860	02/01/23 - 03/01/23	73	Prof. S.R. Thite	7843024222	4080
48	4026	Pune District Education Association COE, Manjary(Bk),Pune	Sushama B. Kamble	7741972082	02/01/2023	37	Prof.Rahimraja shaikh	7798248033	4072
49	4043	STES's Singhad Academy of Engineering, Kondhava, Pune	Mrs. S. T. Sawant Patil	7798707548	02/01/2023 to 04/01/2023	109	Ms. D.D.Kulkarni	95525 42021	4043
50	4040	JSPM's Jaywantrao Sawant college of Engineering, Hadapsar	Dr. Rajesh Navandar	91129 63876	31/12/2022 to 3/01/2023	160	Dr.S.M.Handore	8830787820	4040
51	4118	Keystone school of Engineering, Handewadi, Pune	Sheetal Waghchaware	9518567598	02/01/23 to 03/01/23	67	Mrs. S. T. Sawant Patil	7798707548	4043
52	4065	Trinity College of Engineering and Research, Pune	Dr.S.M.Handore	8830787820	26/12/22- 27/12/22	75	Dr. Rajesh Navandar	91129 63876	4040
53	4072	K J College of Engineering and Management Research, Pune	Prof.Rahimraja shaikh	7798248033	03/01/2022	37	Mr. M. D. Patil	8788560976	4057
54	4089	KJEL'S Trinity Academy of Engineering, Pune	Ms. D.D.Kulkarni	95525 42021	27/12/2022 to 28/12/2022	74	Sushama B. Kamble	7741972082	4026
55	4042	Sinhgad Institute of Technology, Kusagaon, Lonavala	Dr.Dilip Chaudhary	9372810161	03/01/23 to 04/01/23	106	Prof. Balika Tawade	9881603048	4055
56	4044	Sidhant College Of Engineering, Sadumbare	Prof. Argade Geetanjali Arjun	8605431518	04/01/2023 to 05/01/2023	65	Sujata Sachin Virulkar	9767871576	4095
57	4055	Nutan Maharashtra Institute of Engineering and Technology, Talegaon	Prof. Balika Tawade	9881603048	28/12/22 to 29/12/22	76	Prof. Argade Geetanjali Arjun	8605431518	4044
58	4111	Bharati Vidyapeeth College of Engineering, Lavale Pune	Prof. L. K. Wani	9604610137	02/01/2023 to 03/01/2023	75	Prof.S.A.Gandhi	9822809996	4048
59	4103	Dr. DY Patil School of Engineering and Technology, Lohagaon	Anjali Vijay Dagade	9503766535	02/01/2023 to 03/01/2023	74	Prof. Somani Radhika M.	9405787147	4049
60	4088	Dr. D Y Patil School of Engineering, Charholi, via Lohagaon, Pune	Prof. Prajakta Khairnar	9423022565	28-12-2022 to 29-12-2022	78	Prof. Shivam Agrawa	9503645440	4049
61	4049	Parvatibai Genba More College of Engg, Wagholi, Pune	Prof. Somani Radhika M.	9405787147	29/12/2022 to 30/12/2022	37	Suchipriya Vinayak Malge	9518571164	4060
62	4060	Dhole Patil College of Engineering,Wagholi	Prof. Shivam Agrawal and Dr. Omprakash Rajankar	9503645440; 9881440260	30/12/2022 to 31-12-2022	74	Anjali Vijay Dagade	9518571164	4073
63	4063	Alameen College of Engineering, Koregaon bhima	Prof. Deokate Vikram Popat	7709355323	26/12/2022	33	Prof. Shivam Agrawa	9503766535	4103
64	4051	JSPMs Imperial College if Engineering & Research, Wagholi	Mrs.Veena Chitrsekhar	96204 65046	28-12-2022 to 31-12-2022	150	Prof. Deokate Vikram Popat	9503645440	4060
65	4073	JSPM, Bhivarabai Sawant Institute of Technology and Research, Wagholi, Pune	Suchipriya Vinayak Malge	9518571164	2-1-2023 to 3-1-2023	77	Prof. Prajakta Khairnar	7709355323	4063
66	4071	R.D's. Shri Chh. Shivajiraje College of Engg. Dhangwadi, Bhor, Pune	Prof. Jyoti J. Bandal	9373420291	29-12-22 to 30-12-22	75	V. B. Jagdale	9423022565	4088
67	4090	Navsahyadri Education Society Group of Institutions Faculty of Engineering Naigaon Tal Bhor, Dist Pune	V. B. Jagdale	9975157884	04/01/2023	36	Prof. Jyoti J. Bandal	9975157884	4090
68	4078	Government College of Engineering and Research, Avasari	Prof. A P Gargade	9420172936	04-01-23 to 05-01-23	72	Prof. Manoj Kumar J Prasad	9373420291	4071
								9890372841	4099

69	4084	Jai Hind College OF Engineering, Junnar	Prof. Gholap Valmik J.	9767568661	05-01-2022	38	Ajay P. Jagtap	8983741870	04/01/2023
70	4068	Sharadchandra Pawar College of Engineering, Dumbarwadi, Otur	Prof. Somani Radhika M.	9405787147	29/12/2022 to 30/12/2022	37	Prof Satpute Y S	8282825818	4112
71	4092	Samart Group Of Institution, Belhe Bangarwadi, Junnar	Ajay P. Jagtap	8983741870	04/01/2023	36	Prof. Somani Radhika M.	9405787147	4068
72	4112	VidyaNiketan College of Engineering, Bota, Sangamner (Dist)	Prof Satpute Y S	8282825818	4/12/2022	35	Prof. Gholap Valmik J.	9767568661	4084
73	4099	Sahyadri Valley COE, Rajuri, Junnar	Prof. Manoj Kumar J Prasad	9890372841	03-01-2023	36	Prof. Gholap Valmik J.	9767568661	4084

Note : Kindly adjust your dates and conduct exam as per the guidelines from SPPU. For any difficulty, please contact me.

*Dm*

Chairman: Dr. Dharmendra G. Ganage



**SAVITRIBAI PHULE PUNE UNIVERSITY****Certificate of Conduction of Practical Examinations***(To be submitted by the examiner alongwith the individual claim for Pr./T.W./Oral)*Centre: **NESGI-FOE (4090)**

To:  
The Controller of Examinations  
Savitribai Phule University of Pune,  
GaneshKhind, Pune 411007

This is to certify that **Prof. Mrs. J. J. Bandal** has conducted the examination as an examiner in this college for Examination held in **SE E&TC 2019 Patt. Nov/Dec-2022** for the subjects as mentioned below

Sr. No.	Date of Examination	Examination	Subject	No. of Candidates Examined For		
				Pract.	T.W.	Oral
1	4/1/2023 to 4/1/2023 1 day	SE E&TC 2019 Patt	Digital Circuits	36	0	0

**PRINCIPAL**Stamp & Signature  
Principal

National Education Society's  
Group of Institutions  
Faculty of Engineering  
Gate No. 10, H. N. Nagar, 1st Floor  
Pune - 411013

Date: **4/1/2023**

Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engineering  
Dhangawadi, Tal.- Bhor, Dist.- Pune

(E)

APPLICATION FOR CASUAL LEAVE /C.OFF./O.D./M.L.

Name:- Miss Sushama Sambhaji Jadhav Designation:- Asst. Prof.

Sir/Madam,

Kindly sanction me 03 Day leave from 21/12/22 to 23/12/22 Prefix/suffix (Sunday/Holiday)

03 Total Period 03 Day, I will be reporting my duty on 24/12/22

Reason for leave:- Medical

Alternative arrangement made during leave period:-

Sr. No.	Name of the alternative Staff Member	Teaching Load/Duty	Signature
1)	Gaikwad P. G.	I	(Signature)

C.L. Account	<del>mk</del> C.L. Due	<del>mk</del> C.L. Applied	<del>mk</del> C.L. After deduction
	03	03	Nil
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
(Signature) 27/12/22	(Signature) 27/12/22	(Signature) 27/12/22	(Signature)	(Signature)





Date- 25/12/22

**MEDICAL CERTIFICATE**

*This is to certify that*

Mr. / Mrs. / Miss. Sushma S. Jadhav

Age ..... A/p Sakharale

Tal. walwa Dist. Sangli was

under my Rx for Viral infection  
(Common cold with temp)

since 21/12/22 to 23/12/22

*Now he / she is fit to join his / her duty.*

R Jadhav

Dr. RUPA U. JADHAV

Reg. No. -34730 B.H.M.S.

"ShivParvati Clinic"  
Sakharale Dist. Sangli

Pin. 415415 (02342) 265513  
**Thanking you**  
**Yours Sincerely**

Asst. Prof. Mrs. Shraddha Sangram Bhasale.  
Mechanical Engineering Department  
RDTC SCSCOE. Dhangawadi.

To

The Principal.

RDTC SCSCOE. Dhangawadi.

Applications:- Regarding Maternity leave due to Surgery & there by advised Bed Rest till delivery by the Gynaecologist Doctor.

Respected Sir,

I, Asst. Prof. Shraddha Bhasale of our esteemed institute, has been working since 01-Sep-2021 till present and will be continuing my service with the institute in the long term.

As discussed earlier with you and the Dept. HOD regarding my pregnancy and the surgery (Cervix Tightening) performed on me due to short Cervix length on 02-July-2022, total Bed Rest till the delivery is advised by my Gynaecologist Doctor. Doctor's Bed Rest advise letter & prescription is attached with this letter.

Please grant me the permission to avail the maternity leave starting from 12-Jul-2022 till 15-Apr-2023. I am confident and will make sure to join our institute in the full capacity on 15-Apr-2023 and serve the institute. As you know I had been contributing to the institute in many activities like.

a. Excellent Teacher/Asst. Professor.

b. Campaigning for our institute & school associated.

c. TPO of Mechanical Engineering Dept.

I will perform all the activities in full capacity on joining on 15-Apr-2023 with my full dedication.

Faithfully Yours  
*Sau*

Asst. Prof. Mrs. Shraddha Sangram Bhasale.

Forwarded to Principal Sir  
AS  
For necessary action  
15/07/2022



Name : MRS. SHRADDHA SANGRAM BHOSALE Age/Sex : 30 YEARS/F  
Ref By : Dr. DR MANISHA JAGTAP Date : 03 May 2022

## OBSTETRIC USG/NT SCAN

L.M.P:08/02/2022

GA (LMP):12 weeks 0 days

EDD (LMP):15/11/2022

GA (USG): 12 weeks +/-1 week 1 day

EDD (USG):15/11/2022

Study reveals a single live Intrauterine Foetus in changing lie.

Foetus shows normal intrauterine movements.

Foetal cardiac activity is normal and regular. FHR 152 bpm.

The foetal measurements are as follows-

CRL 5.29 cm corresponding to 12 weeks 0 days.

NT measures 1.8 mm which is well within normal range.

Nasal bone is well seen and appears normal. Pre maxillary triangles are normal.

Placenta is posterior and appears low lying -lower edge of placenta is 6.2mm away from internal os. No e/o retroplacental hematoma.

Internal os closed. Cervical length 3.2 cm.

## IMPRESSION:

- A single live intra uterine foetus in changlng lie with CRL of 5.29cm corresponding to GA (USG): 12 weeks +/-1 week 1 day.
- NT - 1.8 mm (is within normal range).
- Fetal growth is appropriate for gestational age.
- Placenta is posterior and appears low lying -lower edge of placenta is 6.2mm away from internal os. No e/o retroplacental hematoma.

**Suggest -follow up at 18 to 20 weeks for Anomaly scan.**

PS: I, Dr. Manisha B Jagtap declare that while conducting ultrasonography/image scanning on MRS. SHRADDHA SANGRAM BHOSALE, I have neither detected nor disclosed the sex of her fetus to anybody in any manner.

PS: All fetal anomalies may not be picked up on USG due to certain maternal, fetal and technical factors.

  
With regards;

Dr Manisha Jagtap

Consultant Radiologist

DECLARATION OF DOCTOR / PERSON CONDUCTING PRE NATAL DIAGNOSTIC PROCEDURE / TEST

I, Dr. Manisha B Jagtap declare that while conducting ultrasonography/image scanning on Mrs./Ms. Shraddha

I have neither detected nor disclosed the sex of her fetus to anybody in any manner.

Date: 03/05/2022 Place: Jupiter Diagnostic Clinic Undri, Pune

DR. MANISHA JAGTAP  
CONSULTANT RADIOLOGIST

Name in Capitals, Registration Number with Seal of the Gynecologist /Radiologist/Registered Medical Practitioner Conducting Diagnostic Procedure

Terms and conditions for the USG report:

1. The USG report is for the information and interpretation of the referring doctor and NOT for interpretation by any non-qualified person.
2. The quality of an ultrasound test depends on multiple factors including (but not limited to) the patients habitus, depth of pathology, intervening air or bone, size of the abnormality etc.
3. Antenatal USG imaging quality and the detection of anomalies is heavily dependent on maternal habitus, amount of liquor, foetal position, location of placenta, gestational age etc.
4. Even under optimal conditions, a number of congenital anomalies are not detected on USG, and are diagnosed only after birth.
5. A number of anomalies are not evident at the time of the Anomaly scan (during the 5<sup>th</sup> month) and develop and evident only during the later months of pregnancy.
6. The combined test (NT Scan and double marker) is a screening test for Down's, Edward's and Patau Syndromes. The test does not pick up all cases of these trisomies and these cases will therefore go undetected during pregnancy.
7. There are known significant inter-observer variations in USG results. The operator dependence of USG is a known limitation.
8. Despite all efforts to produce a report free of typographic errors, these errors do occur in rare instances. Please report the same to the Centre at the earliest for correction.

DECLARATION OF THE PERSON UNDERGOING PRENATAL DIAGNOSTIC TEST/ PROCEDURE

I, Mrs. Shraddha Sangram Bhosale

असे घोषित करते की अल्ट्रा - सोनोग्राफी / प्रतिमा स्कॅनिंग करून मी माझ्या गर्भाचे लिंग जाणून घेऊ इच्छित नाही declare that by undergoing Ultrasonography Prenatal Diagnostic Test / Procedure, I do not want to know the sex of my foetus.

गरोदर स्त्रीची सही / अंगठ्याचा ठसा Signature/Thump impression of the person undergoing the Prenatal Diagnostic Test/ Procedure

Shraddha





(मॅटर्निटी अॅन्ड सर्जिकल नर्सिंग होम, लॅप्रोस्कोपी सेंटर)

Certificate

(बी.एस., डी.जी.ओ.डि.एफ.पी.)  
स्त्रीआरोग्य व प्रसुती शास्त्र तज्ञ  
लॅप्रोस्कोपिक तज्ञ  
रजि.नं.69413

बी.डी.एस. (पुणे)  
दंतरोग तज्ञ  
रजि.नं. A 7961

This is to certify  
that our Shradha  
Bhosale was  
suffered by tooth  
ache, she was  
sent to and advised  
to undergo surgery and  
had her teeth on the  
following -

*[Signature]*

**Dhulabapu Kokare Memorial Hospital**

**Malavarachi Devi Sahyadrasta, Near**

माळावरची देवी बाह्यरस्ता, अशोकनगर, लसत, बारासती, ४१३१०२ (महाराष्ट्र)

फोन : 02112 - 227090 / 226450

Email : rajeshkokare9@gmail.com

ओपीडी वेळ : सकाळी १० ते ३ व सायं. ५ ते ७.३० वा.

## 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: EN6324.



**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/2022-23/5A

Date:25/06/2022

## 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.25/06/2022 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's  
Shri Chhatrapati Shivajiraje College of Engg.,  
Dhangawadi, Pune-412 205



More saurabh lalman → More  
 Kanade Akash suryakant → Kanade  
 Gavhane Pratik uttam → Gavhane  
 Munje Pradeep Ramrao → Munje

- (1) More Saurabh → VRTI → To Para (CP)
- (2) Kanade Akash → Pain in abd → To cylopam  
 AGE → To Methogyl sol
- (3) Gavhane Pratik → Skin infn. (fungal) → To Fraxif 200 100  
 → Lwidern cream
- (4) Munje Pradeep → Urticaria → To cet (B) → Calodryl lotion



DR. Mrs. K. A. Kank  
 B.A.M.S.  
 Medical Officer  
 SCSCOE  
 Dhangawadi, Tal. Shivajinagar  
 Resi No- 156033 A

Kankani  
**Dr. Mrs. K. A. Kank**  
 B.A.M.S.  
 Medical Officer  
 SCSCOE  
 Dhangawadi, Tal. Shivajinagar  
 Resi No- 156033 A



## **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**

<b>Sr. No</b>	<b>Description</b>	<b>Remark</b>
1	Payment Confirmation and Challan copy Employees Provident Fund for the month of April 2022 to March 2023	
2	Sample Employees Provident Fund Statement for the month of March 2023	



**1. Payment Confirmation and Challan copy  
Employees Provident Fund for the month  
of April 2022 to March 2023**





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 11/03/2023 19:27:

**Payment Confirmation Receipt**

TRRN No :	3152303005479
Challan Status :	Payment Confirmed
Challan Generated On :	04-MAR-2023 17:26:36
Establishment ID :	PUPUN0120768000
Establishment Name :	RAJGAD DNYAPEETHS
Challan Type :	Monthly Contribution Challan
Total Members :	160
Wage Month :	FEB-2023
Total Amount (Rs) :	4,56,420
Account-1 Amount (Rs) :	2,89,794
Account-2 Amount (Rs) :	9,128
Account-10 Amount (Rs) :	1,48,370
Account-21 Amount (Rs) :	9,128
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	Bank of Baroda
CRN :	012110323001632
Payment Date :	11-MAR-2023
Payment Confirmation Date :	11-MAR-2023
Total PMRPY Benefit :	0





**COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With  
EMPLOYEES' PROVIDENT FUND ORGANISATION)**

TRRN 3152303005479

ECR Id 85627894

LIN : 1242515240

Establishment Code & Name PUPUN0120768000 RAJGAD DNYAPEETHS

Dues for the wage month of February 2023

Address : BHOR, BHOR, PUNE, PUNE, MAHARASHTRA

Total Subscribers :	EPF 160	EPS 157	EDLI 160
Total Wages :	18,25,672	17,80,672	18,25,672

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	9,128	0	0	0	9,128
2	Employer's Share Of	70,712	0	1,48,370	9,128	0	228,210
3	Employee's Share Of	2,19,082	0	0	0	0	219,082
Grand Total : Four Lakh Fifty-Six Thousand Four Hundred Twenty Rupees Only							4,56,420

(This is a system generated challan on 04-MAR-2023 17:26, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) ( Rs.) -	0	0
B) A/C no 10 (Pension fund) ( Rs.) -	0	0
C) A/C no 1 (Employee share) ( Rs.) -	0	0
D) Total (A + B + C) ( Rs.) -	0	0
E) Total remittance by Employer ( Rs.) -	4,56,420	
F) Total amount of uploaded ECR (D + E) (	4,56,420	



## **2. Sample Employees Provident Fund Statement for the month of March 2023**



Rajgad Dnyanpeeth's  
**Shri Chhatrapati Shivajiraje College of Engg**

Provident Fund March 2023

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	28	15000	136177	1800	1950	3750
2	Mr. Dudhane T. M.	Asso.Prof. (E & TC)	28	15000	107174	1800	1950	3750
3	Mr. Pawar S. K.	Asso.Prof. (Mech)	28	15000	107174	1800	1950	3750
4	Mr. Jagtap G. D.	O. S.	28	15000	61073	1800	1950	3750
5	Mr. Khamkar R. S.	Estate Manager	28	15000	45693	1800	1950	3750
6	Mr. Gade G. T.	Accounts Officer	28	15000	52860	1800	1950	3750
7	Mr. Bandal S. K.	Cashier	31	9016	23919	1082	1172	2254
8	Mr. Tanpure V. G.	Jr. Clerk	31	9183	24342	1102	1194	2296
9	Mr. Chavan N. D.	Jr. Clerk	31	9183	24342	1102	1194	2296
10	Mr. Ravlekar S. B.	Jr. Clerk	31	9016	23919	1082	1172	2254
11	Mr. Malekar K. D.	Jr. Clerk	31	8849	23499	1062	1150	2212
12	Mr. Chavan R. D.	Jr. Clerk	31	8681	23077	1042	1129	2171
13	Mr. Yadav A. A.	Jr. Clerk	31	7928	21179	951	1031	1982
14	Mrs. Dixit V. D.	Lib. Asst.	31	13080	34162	1570	1700	3270
15	Mr. Jagdale S. B.	Tech Asst.	31	13630	35548	1636	1772	3408
16	Mr. Bhelke M. V.	Tech Asst.	31	13630	35548	1636	1772	3408
17	Mr. Maind A. D.	Tech Asst.	31	12793	33439	1535	1663	3198
18	Mr. Newase S. A.	Instructor	25	10548	27550	1266	1371	2637
19	Mr. Malusare N. D.	Instructor	31	13080	34162	1570	1700	3270
20	Mr. Kambale A. D.	Tech Asst.	31	13630	35548	1636	1772	3408
21	Mr. Roman H. R.	Instructor	31	13080	34162	1570	1700	3270





Sr. No.	Name of the Staff	Designation	Present Days	Pay	Gross Salary	Employee Share of PF	Employer Share of PF	Total PF Payable
22	Mr. Tambe S. B.	Instructor	31	12793	33439	1535	1663	3198
23	Mr. Shinde V. B.	Instructor	31	11287	29644	1354	1467	2821
24	Mr. Khamkar S. S.	Lab. Attndnt.	31	7342	19701	881	954	1835
25	Mr. Thopte M. M.	Lab. Attndnt.	31	6995	18828	839	909	1748
26	Mr. Danawale A. S.	Lab. Attndnt.	29	5623	15292	675	731	1406
27	Mr. Tanpure N. B.	Tele. Optr.	31	7342	19701	881	954	1835
28	Mr. Bathe V. M.	Tele. Optr.	31	7210	19369	865	937	1802
29	Mr. Kadam J. G.	Bus Driver	31	7210	19369	865	937	1802
30	Mr. Kondhalkar D. D.	Bus Driver	31	7091	19069	851	922	1773
31	Mr. Salunke R. S.	Bus Driver	31	6971	18768	837	906	1743
32	Mr. Sonawane S. A.	Bus Driver	31	6010	16346	721	781	1502
33	Mr. Tanpure S. R.	Bus Driver	31	6433	17411	772	836	1608
34	Mr. Katkar T. L.	Bus Driver	31	7210	19369	865	937	1802
35	Mr. Chavan D. M.	Security	31	7342	19701	881	954	1835
36	Mr. Palange G. L.	Peon	31	7342	19701	881	954	1835
37	Mr. Renuse S. S.	Peon	30	6977	18744	837	907	1744
38	Mr. Shinde V. H.	Peon	31	7210	19369	865	937	1802
39	Mr. Badhe D. A.	Peon	31	7210	19369	865	937	1802
40	Mr. Gaikwad R. R.	Peon	31	7210	19369	865	937	1802
41	Mr. More S. R.	Peon	31	7091	19069	851	922	1773
42	Mr. More M. N.	Peon	31	6971	18768	837	906	1743
43	Mr. Malekar A. A.	Peon	31	6152	16702	738	800	1538





Sr. No.	Name of the Staff	Designation	Present Days	Pay	Gross Salary	Employee Share of PF	Employer Share of PF	Total PF Payable
44	Mr. Tanpure D. B.	Peon	31	7091	19069	851	922	1773
45	Mr. Khopade L. G.	Peon	28	6297	16952	756	819	1575
46	Mr. Malusare S. D.	Peon	31	6010	16346	721	781	1502
47	Mr. Chorge S. V.	Peon	31	6010	16346	721	781	1502
48	Mr. Waghmare M. M.	Peon	31	7090	19067	851	922	1773
<b>Total Amount</b>				<b>450847</b>	<b>1469425</b>	<b>54103</b>	<b>58610.1</b>	<b>112713</b>



*(Handwritten signature)*

**Principal**

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

## 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







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

Dr. Bhagyashri Patil  
Hon. Secretary

Dr. S. B. Patil  
Principal

Ref. No. SCSOE/RDTC/ SW/2022

Date: 01/07/2022




## NOTICE

I am glad to inform to all Teaching and non teaching staff of the Institute that our "College Development Committee" passed the resolution, *with consent of higher authorities of the Rajgad Dnyanpeeth, Bor*, to continue the **Free Bus facilities to all Teaching and non-teaching staff of the Institute throughout the academic year also i.e. A. Y. 2022-23.**

Kindly, note that the Bus routes and stops are fixed and will be changed on priority of the student only.

Thanking you,

Yours Faithfully,

  
(Dr. S. B. Patil)

Copy to:

1. Staff welfare officer file
2. All HoD
3. Notice Board
4. Office file

Principal  
Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.,  
Dhangawadi, Pune-412 205

# Shri Chhatrapati Shivajiraje College of Engineering

Transport Vehicles bus specifically for college use provided by free of cost to staff

Sr. No.	Name of the staff	Designation	Pickup and Drop location	Per head charges
1	Mr. Dudhane T. M.	<b>Asso.Prof. (E &amp; TC)</b>	Bhor	14000.00
2	Dr. Nipanikar S. I.	<b>Asso.Prof. (E &amp; TC)</b>	Pune	21600.00
3	Mrs. Nipanikar R. S.	Asst.Prof. (E & TC)	Pune	21600.00
4	Mrs. Bandal J. J.	Asst.Prof. (E & TC)	Bhor	14000.00
5	Ms. Shinde S. R.	Asst.Prof. (E & TC)	Pune	21600.00
6	Mr. Sagale L. M.	Asst.Prof. (E & TC)	Bhor	14000.00
7	Mr. Pasalkar S. D.	Asst.Prof. (E & TC)	Pune	21600.00
8	Mrs. Nalage S. S.	Asst.Prof. (E & TC)	Wai	24000.00
9	Mr. Nalage S. R.	Asst.Prof. (E & TC)	Wai	24000.00
10	Mrs. Zende R. R.	Asst.Prof. (E & TC)	Pune	21600.00
11	Mr. Thorat B. D.	Asst.Prof. (Comp)	Pune	21600.00
12	Ms. Khamkar K. S.	Asst.Prof. (Comp)	Wai	24000.00
13	Ms. Bhatti B. R.	Asst.Prof. (Comp)	Jejuri	24000.00
14	Mrs. Shirke S. B.	Asst.Prof. (Comp)	Pune	21600.00
15	Ms. Marne P. M.	Asst.Prof. (Comp)	Pune	21600.00
16	Mrs. Bankar A. M.	Asst.Prof. (Comp)	Shirwal	9000.00
17	Ms. Salunkhe S. P.	Asst.Prof. (Civil)	Shirwal	9000.00
18	Ms. Jadhav S. S.	Asst.Prof. (Civil)	Shirwal	9000.00
19	Ms. Bhosale S. K.	Asst.Prof. (Civil)	Shirwal	9000.00
20	Ms. Yadav G. S.	Asst.Prof. (Civil)	Shirwal	9000.00
21	Mrs. Divekar R. C.	Asst.Prof. (Civil)	Pune	21600.00
22	Mrs. Gaikwad P. G.	Asst.Prof. (Civil)	Pune	21600.00
23	Mr. Gaikwad P. J.	Asst.Prof. (Civil)	Bhor	14000.00
24	Ms. Pol A. B.	Asst.Prof. (Civil)	Pune	21600.00
25	Mr. Shelke D. B.	<b>Asso.Prof. (Mech)</b>	Pune	21600.00

  
**Principal**

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



Sr. No	Name of the staff	Designation	Pickup and Drop location	Per head charges
26	Mr. Bagul N. D.	Asst.Prof. (Mech)	Shirwal	9000.00
27	Mr. Jagtap S. V.	Asst.Prof. (Mech)	Shirwal	9000.00
28	Mr. More D. A.	Asst.Prof. (Mech)	Pune	21600.00
29	Mr. Bankar M. B.	Asst.Prof. (Mech)	Shirwal	9000.00
30	Mr. Jadhav A. T.	Asst.Prof. (Mech)	Shirwal	9000.00
31	Ms. Jamadar S. B.	Asst.Prof. (Mech)	Pune	21600.00
32	Ms. Gole S. P.	Asst.Prof. (Mech)	Pune	21600.00
33	Mr. Maskepatil L. P.	Asst.Prof. (Mech)	Pune	21600.00
34	Mrs. Kale J. G.	<b>Asso.Prof. (Maths)</b>	Bhor	14000.00
35	Mr. Raut R. B.	Assi.Prof. (Phy.)	Bhor	14000.00
36	Ms. Gole A. D.	Assi.Prof. (Phy.)	Bhor	14000.00
37	Mr. Kondhalkar A. K.	Assi.Prof. (Chem.)	Bhor	14000.00
38	Mr. Jagtap G. D.	O. S.	Bhor	14000.00
39	Mr. Khamkar R. S.	Estate Manager	Shirwal	9000.00
40	Mr. Bandal S. K.	Cashier	Bhor	14000.00
41	Mr. Chavan N. D.	Jr. Clerk	Shirwal	9000.00
42	Mr. Ravlekar S. B.	Jr. Clerk	Bhor	14000.00
43	Mr. Malekar K. D.	Jr. Clerk	Bhor	14000.00
44	Mr. Chavan R. D.	Jr. Clerk	Bhor	14000.00
45	Mrs. Dixit V. D.	Lib. Asst.	Shirwal	9000.00
46	Mr. Jagdale S. B.	Tech Asst.	Bhor	14000.00
47	Ms. Thorve S. M.	Tech Asst.	Wai	24000.00
48	Mr. Bhelke M. V.	Tech Asst.	Bhor	14000.00
49	Mr. Maind A. D.	Tech Asst.	Bhor	14000.00
50	Mr. Newase S. A.	Tech Asst.	Malwadi	7500.00
51	Mr. Bhuruk A. P.	Tech Asst.	Velhe	10000.00
52	Mr. Kambale A. D.	Tech Asst.	Shirwal	9000.00

  
**Principal**  
 Rajgad Dnyanpeeth's  
 Shri Chhatrapati Shivaji Raja College of Engg  
 Dhancawadi, Pune-412205



Sr. No	Name of the staff	Designation	Pickup and Drop location	Per head charges
53	Mr. Roman H. R.	Instructor	Bhor	14000.00
54	Mr. Tambe S. B.	Instructor	Bhor	14000.00
55	Mr. Shinde V. B.	Instructor	Bhor	14000.00
56	Mr. Khamkar S. S.	Lab. Attndnt.	Shirwal	9000.00
57	Mr. Thopte M. M.	Lab. Attndnt.	Pune	21600.00
58	Mr. Danawale A. S.	Lab. Attndnt.	Pune	21600.00
59	Mr. Inamdar A. B.	Electrician	Shirwal	9000.00
60	Mr. Palange G. L.	Peon	Bhor	14000.00
61	Mr. Renuse S. S.	Peon	Velhe	10000.00
62	Mr. Shinde V. H.	Peon	Malwadi	4306.00
63	Mr. Badhe D. A.	Peon	Pune	21600.00
64	Mr. Gaikwad R. R.	Peon	Bhor	14000.00
65	Mr. Malekar A. A.	Peon	Bhor	14000.00
66	Mr. Khopade L. G.	Peon	Bhor	14000.00
67	Mr. Chorge S. V.	Peon	Bhor	14000.00
68	Mr. Khopade B. G.	Peon	Bhor	14000.00
69	Mr. Raut S. S.	Peon	Bhor	14000.00
70	Mr. Khopade N. L.	Peon	Bhor	14000.00
71	Mr. Mandhare R. J.	Peon	Shirwal	9000.00
72	Mr. Kondagurta H. R.	Librarian	Pune	21600.00
<b>Total Amount</b>				<b>1105806.00</b>

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



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. No. SCSCOE/RDTC/ SW/2022-23

Date: 01/07/2022




## NOTICE

I am glad to inform to all non teaching staff of the Institute that our "College Development Committee" passed the resolution, *with consent of higher authorities of the Rajgad Dnyanpeeth, Bhor*, to continue the **Free Dress-code facility to all non teaching staff of the Institute in this academic year also i.e. A. Y. 2022-23.**

All are informed to gather in board room, on **Monday, 04/07/2022** to give the measurement of individual dress.

Thanking you,

Yours Faithfully,

  
(Dr. S. B. Patil)

Principal

Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engg.,  
Dhangawadi, Pune-412 205

Copy to:

1. Staff welfare officer file
2. All HoD
3. Notice Board
4. Accounts department



Rajgad Dnyanpeeth's  
Shri Chhatrapati Shivajiraje College of Engineering  
S.No. 237 Dhngawadi, Tal Bhor, Dist Pune.

**Non-Teaching Staff**

**Dress Distribution Record 2022**

Sr	Name	Dsignation	Department	Sign
1	Mr.Jagtap Goraknath Dhondiba	O/S	Office	
2	Mr.Khamkar Rahul Shankar	Est.Man.	RDTC Campus	
3	Mr.Gade Ganesh Tulshiram	A/c	Office	
4	Mr.Bandal Sagar Krishna	Cashier	Office	
5	Mr.Tanpure Vishal Gokul	Clerk	Office	
6	Mr.Chavan Navanath Dinkar	Clerk	Store	
7	Mr.Ravlekar Shamrao Baburao	Clerk	Office	
8	Mr.Malekar Kishor Dattatray	Clerk	Office	
9	Mr.Chavan Rahul Dnyaneshwar	Clerk	Office	
10	Mr.Yadav Avinash Ashok	Clerk	Office	
11	Mrs.Dixit V.D.	Asst.Lib.	Library	
12	Mr.Jagdale Sudhir Balasaheb	Tech.Asst.	Civil	
13	Ms. Thorave Sonali Mahadv	Tech.Asst.	Civil	
14	Mr.Bhelke Mahesh Vilas	Tech.Asst.	Computer	
15	Mr.Maind Amol D.	Tech.Asst.	Computer	
16	Mr. Newase S.A.	Tech.Asst.	Mechanical	
17	Mr.Malusare N.D.	Tech.Asst.	Mechanical	
18	Mr. Bhuruk A. P.	Tech.Asst.	Mechanical	
19	Mr.Kamble Amol Dnyaneshwar	Tech.Asst.	E & TC	
20	Mr.Gurav Sandesh Sanjay	Tech.Asst.	E & TC	
21	Mr.Roman Harshad R.	Instructor	Work Shop	
22	Mr.Tambe Sanjay Balu	Instructor	Work Shop	
23	Mr.Shinde Vikas Baburao	Instructor	Work Shop	
24	Mr.Khamkar Sandip Shivaji	Lab Atten.	Work Shop	
25	Mr.Thopte Mahesh Mukundrao	Lab Atten.	Civil	
26	Mr.Danavle Amol Sampat	Lab Atten.	Mechanical	
27	Mr. Inamdar Ashok Balkrushna	Electrician	RDTC Campus	
28	Mr.Tanpure Narayan Bajirao	Tel.Opretor	Tel.Opretor	
29	Mr.Bathe Vikas Mahadev	Tel.Opretor	Tel.Opretor	
30	Mr.Kondhalkar Dilip Dinkar	Driver (Bus)	Transport	
31	Mr.Chavan Vasant Tukaram	Driver (Bus)	Transport	
32	Mr.Salunkhe R.S.	Driver (Bus)	Transport	
33	Mr.Sonawane Shivaji Abu	Driver (Bus)	Transport	

**STORE INCHARGE**  
Shri Chhatrapati Shivajiraje  
College of Engineering

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





## Non-Teaching Staff

### Dress Distribution Record 2022

Sr	Name	Dsignation	Department	Sign
34	Mr. Mane S P	Driver (Bus)	Transport	
35	Mr. Tanpure Sanjay Ramchandra	Driver (Bus)	Transport	
36	Mr. Shelar G. D.	Driver (Bus)	Transport	
37	Mr. Wadkar V.S	Driver (Bus)	Transport	
38	Mr Katkar Tanaji Laxman	Driver (Bus)	Transport	
39	Mr Chachar Balaso Shankar	Driver (Bus)	Transport	
40	Mr. Khomane Nitin Dattatray	Driver (Bus)	Transport	
41	Mr. Bhoite Ganesh Sahebrao	Driver (Bus)	Transport	
42	Mr. Samgir Sopan Khashaba	Driver (Bus)	Transport	
43	Mr. Raut Atul Ramchandra	Driver (Bus)	Transport	
44	Mr. Jagtap Satish Arjun	Driver (Bus)	Transport	
45	Mr. Renuse Dattatray Tukaram	Driver (Bus)	Transport	
46	Mr. Kamble Dattatraya Prakash	Driver (Bus)	Transport	
47	Mr. Bhalerao Santosh Maruti	Driver (Bus)	Transport	
48	Mr.Chavan Dipak Malhari	Secu.Guard	Wachman	
49	Mr.Palange Ganesh L.	Peon	Office	
50	Mrs.Parmar Sangita Ravindra	Peon	Sweeper	
51	Mr.Renuse Shashikant Sanjay	Peon	Mechanical	
52	Mr.Shinde Vilas Haribhau	Peon	Civil	
53	Mr.Badhe D.A.	Peon	Mechanical	
54	Mr.Gaikwad R.R.	Peon	F.Year	
55	Mr.Parmar Ravindra B	Peon	Sweeper	
56	Mr.More Somnath Ramchandra	Peon	Office	
57	Mr.More M.N.	Peon	E & TC	
58	Mr.Tanpure Dattatray Balasaheb	Peon	Store	
59	Mr.Khopade Laxman Gopal	Peon	Computer	
60	Mr.Malusare Sharad Dattatray	Peon	Office	
61	Mr. Chorge Sandip Vitthal	Peon	E & TC	
62	Mr.Waghmare Mahadeo.M.	Peon	Office	
63	Mr.Tanpure D. G.	Peon	Principal Office	
64	Mr. Khopde B.G.	Peon	Work Shop	
65	Mr. Raut Sunil Sonba	Peon	Computer	
66	Mr. Mandhare Rajaram J	Peon	F.Year	
67	Mr. Malusare Narayan Vitthal	Peon	F.Year	
68	Mr. Khopade Nakul Laxman	Peon	Library	

**STONE INCHARGE**  
Shri Chhatrapati Shivajiraje  
College of Engineering

**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.



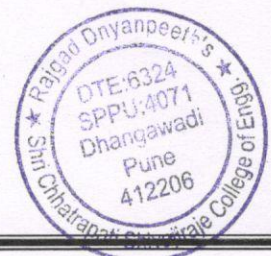


#### **D. Technical/Non teaching staff recruitment process:**

- 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:**

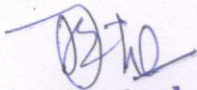
- As per cadre-wise and as per the norms of SPPU/UGC/AICTE the requirement of teaching load, the posts of staff is reviewed.
- At the department level, internal short listing of eligible staff for higher posts is done.
- The preliminary interactions are carried out at college level by concern HOD and 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



## **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 1<sup>st</sup> and 3<sup>rd</sup> 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.

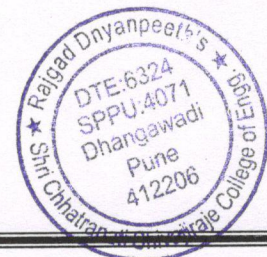
9) Available a copy of question paper of all subjects of the examination like In- semester Exam, End semester Examination.

**Principal**

Rajgad Dnyanpeeth's

Shri Chhatrapati Shivajiraje 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

