

6.1.1 content

- 1.MBA and BFA course approval
- 2.Organogram
- 3.IQAC formation
- 4.Academic Advisory Board formation
- 5.Academic Monitoring Committee formation
- 6.Research Advisory Board formation
- 7.Core Supervisory Council formation
- 8.HR manual
- 9.Moms of HoD meetings with Principal
- 10.Budget copy
- 11.Vision 2025 perspective plan



Estd : 1962

“ A++” Accredited by
NAAC (2021)
With CGPA 3.52

SHIVAJI UNIVERSITY, KOLHAPUR - 416 004 MAHARASHTRA

PHONE: EPBX - 2609000 FAX:0091-0231-2691533 & 0091-0231-692333

DLL 0231 2609091, 2609135 Website : www.unishivaji.ac.in E-mail : affiliation.t2@unishivaji.ac.in

Website Conduit : (1) Affiliation → Affiliation T2 Circulars (2) Affiliation → Affiliation T2 Information Lists

शिवाजी विद्यापीठ, कोल्हापूर - ४१६ ००४ महाराष्ट्र

दूरध्वनी ईपीबीएक्स- २६०९०००, फॅक्स ००९१ ०२३१ २६९१५३३ व ००९१ ०२३१ ६९२३३३

संलग्नता टी २ विभाग थेट दूरध्वनी क्र. ०२३१ २६०९०९१, २६०९१३५

Ref. No.: Shivaji Uni/Affiliation/T-2/Pri.Affi./2023-24/

Date : **19 OCT 2023**

To,

The Chairman,

Holy-Wood Academy,

Panhala, Tal.Panhala,

Dist.Kolhapur.

No - 1096

Subject :- University Approval of Primary Affiliation to your institution's new college proposal.

Reference :- 1. Your Proposal Outward No.SETI/Est./2023-24/245 A, dt.13.07.2023.

2. All India Council for Technical Education, New Delhi Approval No.

Western/1-36450442231/2023/EOA Dt. 22 June, 2023.

3. Government Order Reference No. : ADR/Pra.Kra.62/Mashi-6, dated on 10 July, 2023.

Respected Sir/Madam,

In accordance with the above subject and reference, you are informed by order that the following affiliation type and course proposal has been received from your Institution from June, 2023 for approval. The said proposal has been approved by the above mentioned government decision. University governing board has granted under the completion of conditions laid down by Local Investigation Committee's report and the scrutiny committee.

Name of College	Type of Affiliation	Type of proposal /Curriculum/ Subject	Approval of University
Sanjeevan Engineering & Technology Institute, Panhala, Tal.Panhala, Dist.Kolhapur.	Primary affiliation	Management (M.B.A.) - PG Programme 1. M.B.A.Part I- Human Resource Development and Management (60) 2. M.B.A.Part I- Marketing and Finance Management (60) 3. M.B.A.Part I- Business Analytics (60) 4. M.B.A.Part I- Information Technology and Systems Management (60)	From June 2023 For the One (01) year
		Applied Art and Craft UG Programme – 1. B.F.A. - Painting & Drawing (30) 2. B.F.A. - Commercial Art (30)	

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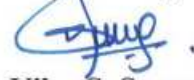
The conditions lay down by the Local Inquiry Committee/ Scrutiny Committee is as follows.

1. A full-time qualified director and 12 teachers should be appointed through the selection committee.
2. Smart classroom should be provided for students.
3. The syllabus of the said course should be approved by the university.
4. Physical facilities should be provided for the students.

Since approval of preliminary affiliation is subject to fulfilment of the conditions recommended and laid down by the Local Inquiry Committee and the Scrutiny Committee, your institution/college should fulfil all the said conditions and submit the condition fulfilment's report to the University within two months from the date of this letter along with the true copies of the relevant documents. After fulfilling those conditions and approval of the same by the senate, the said preliminary affiliation fee will be approved. You are requested to take a note of this.

Also due care should be taken to submit the proposal for approval of further affiliation to the University within the prescribed fee keeping in mind the timeline of above approval.

Yours faithfully,



(Shri. Vilas S. Soyam)

Dy.Registrar

Affiliation / T-2 Section

Enclosed copy :- For information and further action

- | | | |
|----------------------------|--|------------------------|
| 1. Eligibility Section | 2. Concerned Examination Section | 3. Appointment Section |
| 4. Boards of Study Section | 5. Affiliation (Department of Teacher Accreditation) Section | |
| 6. P. G. Section | 7. Statistics Section | 8. NAAC Section |

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DTE Code : **EN6315**

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AICTE ID : 1-8019451
AISHE Code : C-11165

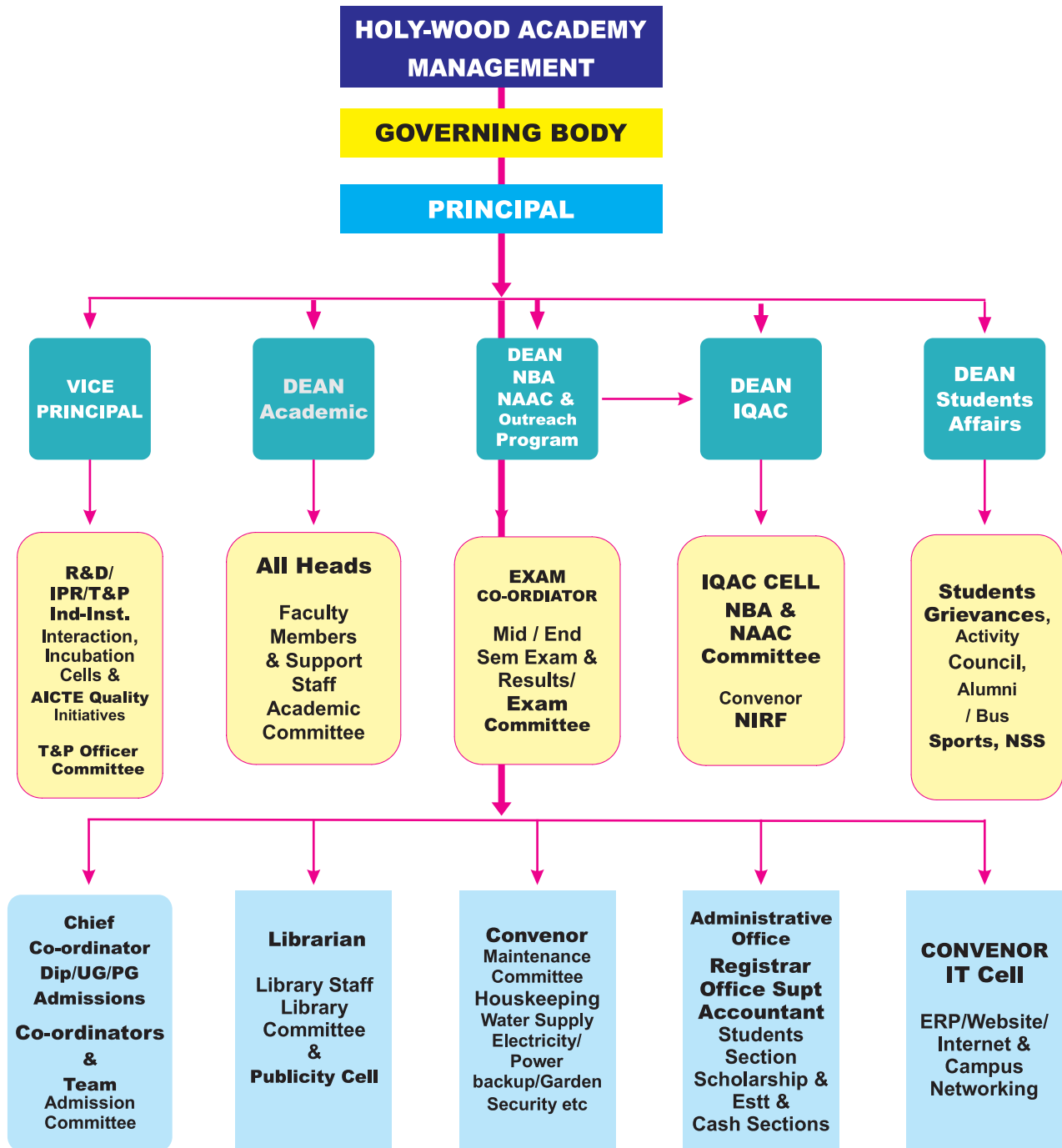
ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.
Pin- 416 201 (Maharashtra) Phone : 9146999500

○ Approved By AICTE, New Delhi ○ Recognized by Govt. of Maharashtra & DTE
○ Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad

ORGANIZATION STRUCTURE

(w.e.f. 2022-23 - as per BOG Res.No.07, dt.04/2022)



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Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE
Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur- 416 201
Phone : 0231 - 2686600 / 23 / 24 / 28 Fax : 0231 - 2686629

■ Approved By AICTE - New Delhi ■ Recognized by Govt. of Maharashtra & DTE ■ Affiliated to DBAIIU, Lonare.

Website : www.seti.edu.in Email : office@seti.edu.in / admission@seti.edu.in

EN 6315

Circular

Date: 03/04/2021

Internal Quality Assurance Cell (IQAC) is restructured as per NAAC guidelines which is as below:

Sr. No.	Name	Designation & Department	IQAC Position
1.	Dr. Mohan B. Vanarotti	Principal	Chairperson
2.	Shri. N. R. Bhosale	Joint Secretary, HWA	Management Representative
3.	Dr. G. C. Koli	Asst. Prof., Mechanical Engg.	Coordinator, IQAC
4.	Dr. S.L. Ghodake	Head, Mechanical Engg.	Member
5.	Prof. S.K. Pisal	Head, Automobile Engg.	Member
6.	Prof. J. S. Mevekari	Head, Civil Engg.	Member
7.	Prof. M. M. Hajare	Head, CS & Engg.	Member
8.	Prof. S.V. Vanmore	Head, E&TC Engg.	Member
9.	Prof. P. P. Kulkarni	Head, Electrical Engg.	Member
10.	Dr. V.A. Patil	Head, Basic Sciences & Humanities	Member
11.	Mr. B. V. Kumbhar	Registrar	Member
12.	Dr. V.V. Karjinni	Director, KII's College of Engineering, Kolhapur	Societal Representative
13.	Mr. Shubham Narake	Student	Member
14.	Shri. Uday Atkeere	Parent	Member
15.	Miss. Prachi P. Bhosale	Alumni	Member
Departmental IQAC Coordinators			
1	Prof. S. P. Jadhav	Asst. Prof.	Automobile Engg.
2	Prof. J.J. Gavade	Asst. Prof	Civil Engg.
3	Prof. S.A. Babar	Asst. Prof	CS & Engg.
4	Prof. N. S. Jadhav	Asst. Prof.	Electrical Engg.
5	Prof. C.R. Dongarsane	Asst. Prof.	F. & TC Engg.
6	Prof. A.B. Chavan	Asst. Prof.	Mechanical Engg.
7	Prof. A.B. Kolekar	Asst. Prof.	Basic Sciences & Humanities


Dr. Mohan B. Vanarotti
Principal

Copy to, All members and coordinators

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AISHE Code : C-11165

HOLY-WOOD ACADEMY'S
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ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA
Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.
Pin- 416 201 (Maharashtra) Phone : 9146999500

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Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad

Ref. : Estt/NEP/2023/618
Date : 19/10/2023

ACADEMIC ADVISORY BOARD

OFFICE ORDER

To review, monitor the academic activities and progress of the Institute, the Academic Advisory Board of the Institute is reformed with immediate effect as below.

Sr.No.	Name of Staff	Designation
1	Dr.S.N.Jain, Principal	Convenor
2	Dr.S.G.Sapate, Vice-Principal	Co-Convenor
3	Prof.E.P.Salokhe, Dean - Academics	Co-Convenor
4	Dr.V.V.Puranik, Head – Electrical Engg	Member
5	Dr. M.N.Hiremath Head, Civil Engg	Member
6	Prof.R.S.Nejkar Head, CSE	Member
7	Dr.V.H.Deokar Head, Mech.Engg & Dean –Students Affairs	Member
8	Prof.S.P.Nangare, Head, BS&H	Member
9	Prof.S.K.Pisal, Exam Co-ordinator	Member

All members are hereby informed to note the same.

Copy to : 1) Vice-Principal/Deans/All Heads
2) AAG members



PRINCIPAL

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Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

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DTE Code : **ENG315**



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Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur,
Pin-416 201, Maharashtra Phone : 9146999500

Approved By AICTE, New Delhi Recognized by Govt. of Maharashtra & DTU
Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Ra

Ref. : Estt/NEP/2023/195

Date : 15/06/2023

ACADEMIC MONITORING COMMITTEE

OFFICE ORDER

To monitor the regular academic activities as per the academic time-table of the Institute in view of the academic calendar of DBATU, the Academic Monitoring Committee of the Institute is reformed as below.

Sr.No.	Name of Staff	Designation
1	Prof.E.P.Salokhe (Dean - Academics)	Convenor
2	Prof.A.C.Thoke, Civil Engg.	Member
3	Prof.S.B.Deshmukh, Mech Engg.	Member
4	Prof.S.A.Babar, CSE	Member
5	Prof.V.T.Metkari, Electrical Engg.	Member
6	Prof.Samina A.Sayyad	Member

All members are hereby informed to monitor the academic activities in the Institute and submit timely report, records as per the requirement.

Copy to : 1) Vice-Principal/Deans/All Heads
2) AMC members


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Somwar Peth, Panhala, Dist. Kolhapur. (MS)



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AISHE Code : C-11165

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Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.
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○ Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad

Ref. : Estt/Estt/2022/ 343

Date :17/11/2022

Research Advisory Board

OFFICE ORDER

To formulate, guide and monitor the Research and Development activities in the Institute, the **RESEARCH ADVISORY BOARD (RAB)** of the Institute is hereby formed as below with immediate effect.

S.N.	Name of the Member	Designation & Affiliation	Role
1.	<i>Dr. Sanjeev N. Jain</i>	Principal	Chairman
2.	<i>Dr. Suhas G. Sapate</i>	Dean- Research & Development	Member Secretary
3.	<i>Dr. Sachin M. Pore</i>	Dean R&D, DBATU, Lonere	University Nominee
4.	<i>Mr. Arvind N. Parushetti</i>	Ex. Scientist, TIFR, Mumbai	Industry Nominee
5.	<i>Dr. Rajesh Ingle</i>	Professor, IIIT Naya Raipur	Member-CSE
6.	<i>Dr. Dhananjay Talange</i>	Professor, RIT, Sakhrale	Member-Elect
7.	<i>Dr. K. B. Prakash</i>	Professor, SGBIT, Belagavi	Member-Civil
8.	<i>Mr. Avinash Puranik</i>	DY GM, SCM, inYANTRA, Pune	Industry Nominee
9.	<i>Mr. Rajesh Mangire</i>	Program Manager, Tata Technologies, Pune	Industry Nominee
10.	<i>Dr. Deepak C. Sonawane</i>	Dean, R&D, SSVPM CoE Dhule	Member-Mech
11.	<i>Dr. Saurav Mitra</i>	Professor, Dept. of E&TC, Gogte Institute of Technology, Belagavi.	Member, E&TC
12.	<i>Dr. Akshay Dudhane</i>	Research Scientist, MBZ University of Artificial Intelligence, Abudhabi,UAE.	Member-IT
13.	<i>Dr. Prashant Patil</i>	Asst. Prof. Mehta Family School of Data Science and Artificial Intelligence, Indian Institute of Technology, Guwahati, India.	Member-Data Science & AI
14	<i>Dr. Chirag Modi</i>	Associate Professor, National Institute of Technology, Goa.	Member-CSE

The RAB will work as per the Research and Development (R&D) Policy of the Institute and guide the R&D Cell on the issues of the effective functioning and strategic inputs on R&D. All members are hereby informed to note same.

- Copy to : 1) RAB members
2) Vice-Principal/Dean/All Heads
3) NAAC/IQAC Cell



PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala - 416 201

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AISHE Code : C-11165

HOLY-WOOD ACADEMY'S

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ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

Sanjeevan Knowledge City, Somwar Peth-Injole, Panhala, Tal. Panhala, Dist. Kolhapur.
Pin- 416 201 (Maharashtra) Phone : 9146999500

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○ Permanent Affiliation by Dr. Babasaheb Ambedkar Technological University, Raigad

Ref. : Estt/Estt/2022/314

Date :10/11/2022

RESEARCH STEERING COMMITTEE (RSC)

OFFICE ORDER

The **RESEARCH STEERING COMMITTEE (RSC)** of the Institute is hereby formed as below with immediate effect.

S.N.	Name of the Member	Designation & Dept.	Duties
1.	Dr. Sanjeev N. Jain	Principal	Chairman
2.	Dr. Suhas G. Sapate	Dean- Research & Development	Vice-Chairman
3.	Dr. G. C. Koli	Dean, IQAC	Member
4.	Prof. Eknath Salokhe	Dean, Academics	Member
5.	Dr. V. Puranik	Head, Dept. of Electrical	Member
6.	Dr. Hiremath	Hrad, Dept. of Civil	Member
7.	Dr. Vinayak Deokar	Head, Dept. of Mechanical	Member
8.	Prof. R. S. Nejkar	Head, Dept. of CSE	Member
9.	Prof. Sudhir Nangare	Head, Dept. of BSH	Member
10.	Prof. Jabbar Mevekari	Coordinator (Civil Dept.)	Member
11.	Prof. N. Khan	Coordinator (BSH Dept.)	Member
12.	Dr. D. S. Bhosale	Coordinator (Computer Dept.)	Member
13.	Prof. N. S. Jadhav	Coordinator (Electrical Dept.)	Member
14.	Prof. R. P. Urunkar	Coordinator (Mechanical Dept.)	Member
15.	Dr. Sachin Jadhav	Coordinator (Automobile Dept.)	Convener

The Research Steering Committee will work as per the guidelines of the RAB and Research and Development (R&D) Policy of the Institute.

Copy to : 1) RAB/RSC members
2) Vice-Principal/Dean/All Heads
3) NAAC/IQAC Cell




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Somwar Peth, Panhala - 416 201

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DTE Code : **EN6315**

Ref. : Estt/NEP/2023/662

Date : 05/12/2023

CORE SUPERVISORY COUNCIL

OFFICE ORDER

In view of the NAAC accreditation process of the Institute the CORE SUPERVISORY COUNCIL of the Institute is hereby formed as below.

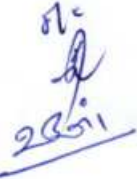
Sr.No.	Name of Staff	Designation
1	Shri.N.R.Bhosale, Jt.Secretary-HAK	Chairman
2	Dr.S.N.Jain, Principal	Convenor
3	Dr.S.G.Sapate (Vice-Principal)	Member-Secretary
4	Prof.E.P.Salokhe (Dean-Academic)	Member
5	Dr. V.V.Puranik (Head, Electrical Engg)	Member
6	Dr. M.N.Hiremath (Head, Civil Engg)	Member
7	Prof.R.S.Nejkar (Head, CSE)	Member
8	Dr.V.H.Deokar (Head, Mech.Engg)	Member
9	Prof.S.P.Nangare (Head, BSH)	Member

- Copy to : 1) CSC members
2) Vice-Principal/Dean/All Heads
3) NAAC/IQAC Cell




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2023/12/05

INDEX

Sr. No.	Content	Year	Link
1	H. R. Policy	2018-19	http://www.seti.edu.in/uploads/about/SETI_H%20R%20POLICY%202015%20(manual)%20Revised%20June%202018-1.pdf
2	H. R. Policy	2019-20	http://www.seti.edu.in/uploads/about/SETI_H%20R%20POLICY%202015%20(manual)%20Revised%20June%202018-1.pdf
3	H. R. Policy	2020-21	http://www.seti.edu.in/uploads/about/SETI_H%20R%20POLICY%202015%20(manual)%20Revised%20June%202018-1.pdf
4	H. R. Policy	2021-22	http://www.seti.edu.in/uploads/about/SETI_H%20R%20POLICY%202015%20(manual)%20Revised%20June%202018-1.pdf
5	H. R. Policy	2022-23	http://www.seti.edu.in/uploads/about/SETI_H%20R%20POLICY%202015%20(manual)%20Revised%20June%202018-1.pdf

H.R. Policy 2018-19, 2019-20, 2020-21



H.R. POLICY

(Revised from April 2018)

Holy-Wood Academy's
**Sanjeevan Engineering &
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Index

Chapter No.	Contents
	Vision, Mission & Quality Policy
1	Institute at Glance
2	2.1 Board of Governors
	2.2 Organizational Chart
	2.3 Recruitment of faculty and Staff- Minimum qualification & Procedure
	2.4 Mode of Selection
3	Service Rules and Regulations- Service conditions, Promotion Policy, Retirement, Resignation, Termination, Code of Conduct & Disciplinary Proceedings, Job Responsibilities, Research & Consultancy, Working hours , Work Load,
4	4.1 Performance Appraisal of Employees 4.2 Leaves Rules
5	Faculty / Supporting Staff Development & Welfare Measures



A handwritten signature in blue ink, appearing to read "Sanjeev Natvar Jain".

PRINCIPAL
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Holy-Wood Academy's



Vision

SETI to Educate to Excel in Social Transformation.

Mission

- *To inculcate academic excellence in pursuit of technical education and to strive hard for good academic result and placements.*
- *To attract nurture and to retain the best faculty and technical manpower.*
- *To develop holistic personality of students to be a responsible citizen with ethical values and lifelong learning.*
 - *To promote industry institute interaction for employability and entrepreneurship.*

Quality policy

We promise a conducive environment to our faculty, staff and students to realize the vision.

Environment Policy

Green Sanjeevan, Clean Sanjeevan

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CHAPTER 1

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

1.1 INSTITUTE AT A GLANCE –

Sanjeevan Engineering & Technology Institute (SETI) started in 2009 by Hon. Shri. P. R. Bhosale, Holy-Wood Academy. The Trust is a non-profit organization dedicated to the cause of imparting Quality Education.


SETI is a self-financed Engineering College and it is affiliated to Shivaji University, Kolhapur, approved by All India Council of Technical Education (AICTE), recognized by the Government of Maharashtra, affiliated to Shivaji University, Kolhapur & Maharashtra State Board of Technical Examinations. The Institute is reputed for its high academic standards, excellent infra-structural facilities, knowledgeable and dynamic faculty and an atmosphere of well maintained discipline.

The Institute has a beautiful campus with more than 70 Acres, Spacious College Building separate hostel for boys and girls, canteen, mess, Medical facility, 24 hours Wi-Fi internet connectivity etc.

1.2 LOCATION –

The institute is situated in Panhala town. Panhala is located adjoining to Kolhapur-Ratnagiri state highway. It is 22 kms. from Kolhapur & at the foot hills of Panhala fort.




PRINCIPAL
Sanjeevan Engg. & Tech. Institute
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ENGINEERING &

CHAPTER 2

BOARD OF GOVERNORS

2.1: The College is governed by the Board of Governors, the constitution of which is shown below:

Sr. No.	Name of Governing Body Member	Governing Body Members Designation	Office Address, Phone Number Mobile if any
1	Mr. P. R. Bhosale	Chairman	9823284444
2	Mr. G. N. Kharade	Member (Management Nominee)	8390328038
3	Mr. N. R. Bhosale	Member (Management Nominee)	9545453822
4	Ms. Nirmala V. Ghorapade	Member (Management Nominee)	9021291060
5	Mr. M. S. Lohar	Member (Management Nominee)	9420457999
6	Mr. A. A. Chavan	Member (Management Nominee)	9423037765
7	Mr. Nitin Wadikar	Member (Industrialist)	0231-2692858
8	AICTE, Regional Officer	Member (AICTE - Ex. Officio Member)	022 - 22838502
9	Mr. D. G. Thombare	Member (University Nominee)	9970700740
10	DTE, Regional Officer	Member (DTE - Ex. Officio Member)	020-25656234
11	Mr. S.P.Nangare	Member (Faculty Nominee)	9970890301
12	Mr.V.S.Mane	Member (Faculty Nominee)	7387917318
13	Principal, S.E.T.I.Panhala	Member – Secretary	9146999500



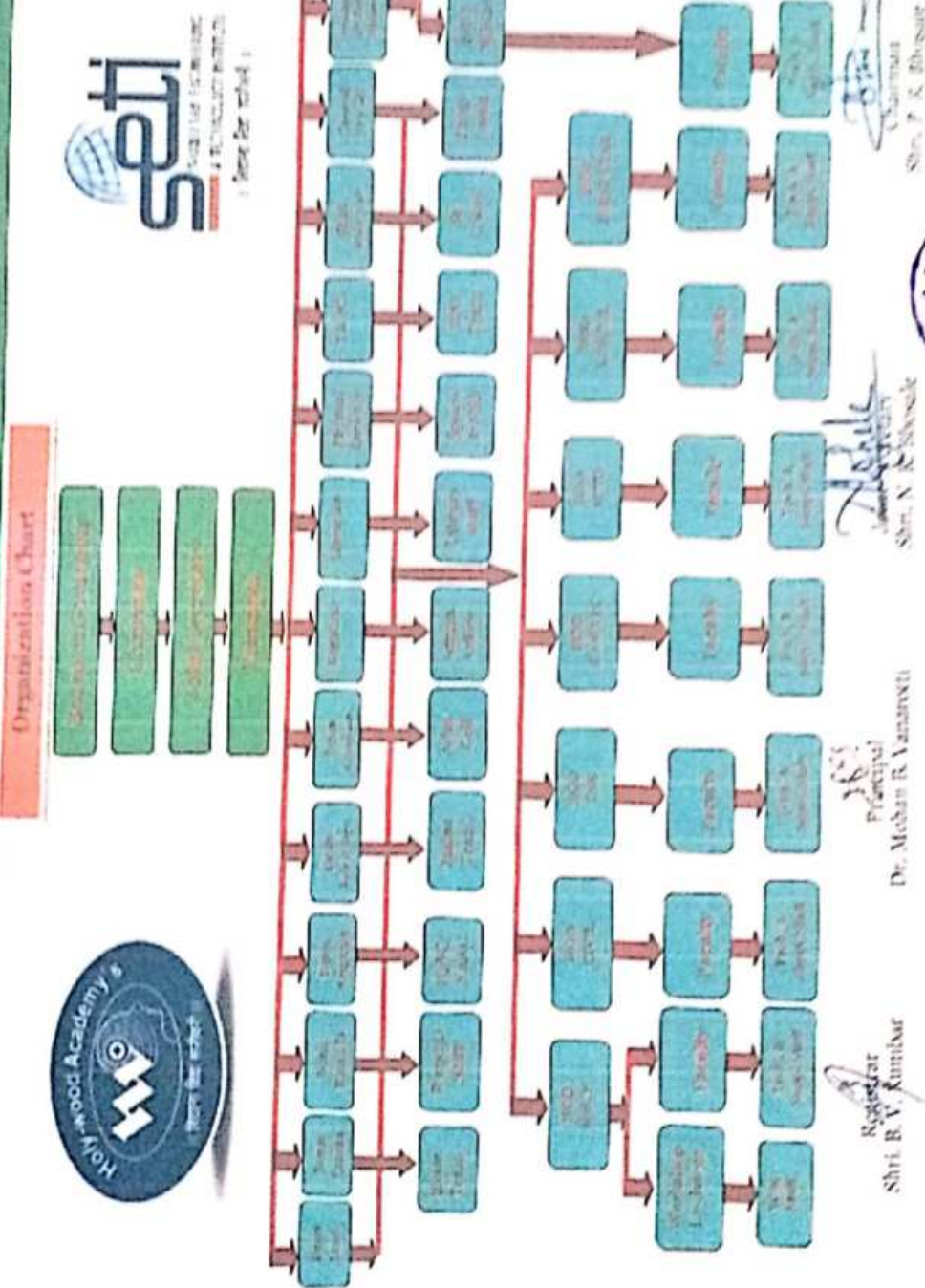
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2.2: ORGANIZATIONAL CHART

BOG Meeting Item No 56

Holy-Wood Academy's Saijeevan Engineering and Technology Institute (SETI), Pambala



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 Dr. Mohan R. Vanaratti
 4/10/2021

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2.3: RECRUITMENT

ELIGIBILITY CRITERION:

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05th March 2010)

2.3.1 For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per Notification No. F.NO. 37-3/Legal/2010 dated 05/03/2010

Engineering and Technology

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with




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			active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
04	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential



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Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching /research / Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications / IPR/ patents etc. as deemed to fit by the expert members of the selection committee.




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If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

2.3.2: Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.

a) Librarian

Sr. No.	Cadre	Qualification	Experience
01	Librarian	<p>Master's degree in Library science / information science/Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree</p>	

b) Director of Physical Education

Sr. No.	Cadre	Qualification	Experience
01	Director of Physical Education	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However, candidates, who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	<p>Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.</p>



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c) Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor's Degree or equivalent	3 years of experience of administration
03	ACCOUNTANT	Master degree in Commerce or equivalent	Min 3 years of Experience in Accountancy
04	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II)Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
05	SENIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	3 years service category of Jr. Clerk
06	JUNIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	
07	Sr. Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	3 years of experience
08	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Assst. (Science)	First Class B. Sc. in concerned branch of Science	
10	Workshop Instructor	A certificate from I.T.I. / NCTVT in relevant Trade or equivalent	
11	Electrician/ Plumber Welder	I.T.I certificate in relevant Trade	
12	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
12	PEON	10th Standard Able to ride a bicycle in respect of male members	
13	HOUSE KEEPING ASSISTANT	No formal education is required	



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2.4: MODE OF SELECTION.

2.4.1: Faculty Members

A) PROCEDURE

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed-

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post such as workload, Advt., Roster is obtained.
2. Advertisement in leading Newspapers at Regional and National Level.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University, Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

2.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members. The selection committee shall take decision to waive the qualification / experience criteria, in case of deserving candidates for appreciate Non-teaching post.

- (a) Chairman
- (b) Jt. Secretary
- (c) Principal
- (d) Respective Head of Department
- (e) Registrar




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The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.



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CHAPTER 3

SERVICE RULES AND REGULATIONS

3.1: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
03	Superintendent	9300-34800	4300
03	Accountant	9300-34800	4300
04	Stenographer	9300-34800	4300
05	Head Clerk/Assistant Superintendent / Asstt. Accountant	9300-34800	4200
06	Library Assistant/Assistant Librarian	5200-20200	2800




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07	Technical Assistant / Sr. Technician Asstt. (Diploma)	5200-20200	2800
08	Senior Clerk	5200-20200	2400
09	Jr. Laboratory Assistant / Instructor ITI Holder / Electrician / Skilled Technician	5200-20200	2400
10	Store Keeper	5200-20200	2000
11	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
12	Semi-Skilled Technician/ Wiremen / Plumber / Xerox Operator	5200-20200	1900
13	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
14	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.



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3.2: POLICY RELATED TO PROBATION

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

3.3: POLICY RELATED TO INCREMENTS:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- ii. In all cases, the increment is sanctioned by the Head of the institution based on Appraisal report of the employee.



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3.4: POLICY RELATED TO RETIREMENT

An employee of the College shall be retired on Superannuation when he/she attaining 60 years in case of Teaching employees, & 58 Years in case of Non-Teaching employees. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

3.5: POLICY RELATED TO RESIGNATION

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**
- ii. Any member of the Support Staff in permanent service shall give three months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**
- iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**
- iv. However, the management reserves the right to waive the notice period or the compensation there of.




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3.6: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE

- i. The services of Ad-hoc / Temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, that has taken cognizance by Police authority, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties or having continuous poor teaching performance.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

3.7: CODE OF CONDUCT : STAFF

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.




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- vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- viii. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.




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3.8: DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

3.9: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

The job responsibilities as a faculty consist of four components viz.

- a) Academic
- b) Research & Consultancy
- c) Administration and
- d) Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components.

3.10: JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components

- a) Academic
- b) Research & Consultancy
- c) Administration.
- d) Extension Services.
- e) Mentoring Services.

Each of them is described below.



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3.10.1: Academic

1. Class Room Instructions.
2. Laboratory Instructions.
3. Curriculum Development.
4. Development Learning Resources Material & Laboratory Development.
5. Student Assessment & Evaluation including examination work of University.
6. Participation in Co-curricular & Extra Curricular Activities.
7. Students" guidance & Counseling & helping their ethical, moral, and overall character development.
8. Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book's publication, seminars, etc.
9. Counting Education Activities.
10. Self development through upgrading qualification, experience and professional activities.

3.10.2: Research & Consultancy

- a) Research & Development Activities and Research Guidance.
- b) Industry sponsored Projects

Provide Consultancy and Testing Service Promotion of industry institution interaction and R&D.

3.10.3: Administration

- a) Academic and Administrative management of the Department/Institution.
- b) Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- c) Design and development of new programs.
- d) Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- e) Monitoring and Evaluation of Academic and research activities.
- f) Participation in policy planning at the Regional/National level for development of technical education.
- g) Helping mobilization of resources for the institution.
- h) Develop, update and maintain MIS.
- i) Plan and implement Staff Development activities.
- j) Conduct Performance Appraisal.
- k) Maintain accountability.



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3.10.4: Extension Services.

- a) Interaction with Industry and Society.
- b) Participation in Community Services.
- c) Providing R&D Support and consultancy services to industry and other User agencies,
- d) Providing non-formal modes of education for the benefit of the Community.
- e) Promotion of entrepreneurship and job creation.
- f) Dissemination of knowledge.
- g) Providing technical support in areas of social relevance.

3.10.5: Mentoring Services

- a) Interaction with Students & Parents.
- b) Counseling to poor students to improve academics
- c) Guardianship.

Any other relevant work assigned by the Head of the Institution.

3.11: WORKING HOURS OF THE COLLEGE

The college"s working week consists of 36 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 4.30 p.m. with 1 hr break. The College remains closed on First and Third Saturdays & Sundays.

3.13: TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours/ sports etc.

3.14: WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	:	4 hours/week
Professor	:	8 hours/week.
Associate Professor	:	12 hours/week.
Assistant Professor	:	16 to 18 hours/week.

These teaching contact hours includes minimum 4 to 6 hours theory load.




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CHAPTER 4

PERFORMANCE APPRAISAL OF EMPLOYEES

4.1 : PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- a. Appraisal by Students
- b. Appraisal by Head of Department
- c. Appraisal by Peer group
- d. The Academic Performance Index (API) system shall be implemented in due course of time as per the guidelines of AICTE / UGC.

The weight age for various levels of appraisal will be as follows-

- a. Appraisal by Students 50%
- b. Appraisal by Head of Department 25%
- c. Appraisal by peer group 25%

4.2: TRANSPARENCY

The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- a. Internal promotions.
- b. Selection Grade Promotions.
- c. Eligibility for Study Leave and other benefits.
- d. Awards / Apparition

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.



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4.3: LEAVES RULES

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

4.3.1: Casual Leave

- All Faculty and staff are eligible for 12 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after taking consent by informing to the concerned authority. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal.

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

- In addition to central record, the HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.



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4.3.2: Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be give two times per month only.

*Competent Authority:

For Heads and all teaching faculty - Principal
For all other staff - Respective Heads of Department

4.3.3: Vacation Leave

1. Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.
 2. Laboratory staff who have completed minimum 2 years of service are eligible for vacation as per rules.
- However, the vacation will not be a right. He/she may be retained during vacation, if required by the Institute.

4.3.4: Earned Leave

Principal, Librarian, TPO and Supporting Staff who are not eligible for vacation, will be eligible earned leave as per rules.

4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.




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CHAPTER 5

FACULTY DEVELOPMENT & WELFARE MEASURES

5.1: FACULTY DEVELOPMENT

5.1.1: Higher Studies.

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management / Principal at institutions like IITs and IISCs, and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management / Principal. In this connection following guidelines will be followed:

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 3 years after awarding the Ph.D. Degree & after completion of masters program.
- 2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

5.1.2: Seminars/ workshops/Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as "ON DUTY" during the period of attending the courses.




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Yearly 1 lakh will be earmarked for registration fees, traveling and dearness allowance for the college staff & students with the following distribution :

Rs. 15,000 to each department (12,000 for faculty and 3000 for student) and 10,000 at the college level for all supporting staff.

$(12000 + 3000) \times (6 + 1 \text{ for FE}) = 1,05,000$

Supporting staff training = 10,000

- Only one National / International conference (organized in India) per person in the a year.
- Registration and TA (shortest route, sleeper class) will be paid.
- Maximum allowance for paper presentation at National / International Conference / STTP/ Workshop is Rs. 2000/- per year. (After a year of service.)
- Maximum service requirement after availing the financial benefit for attending the conference / workshop will be for at least 1 year from the date of workshop / conference. If resigning before that, assistance claimed has to be returned to college.

5.1.3: Promotion of Research

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

5.1.4: Awards

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been be put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

5.2: STAFF DEVELOPMENT AND TRAINING: SUPPORT / ADMINISTRATIVE STAFF




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Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre and online computer software trading as per requirement of the work.

5.3: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

5.4: WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

5.5: GRIEVANCES REDRESSAL CELL

- To redress the genuine grievances of staff and students/ so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

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Holy-wood Academy, Kolhapur's
SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE

Sanjeevan Knowledge City, Somwar Peth- Injole, Panhala, Tal. Panhala, Dist. Kolhapur

Pin- 416 201. (Maharashtra) Phone : 0231 - 2686600, 21 Fax : 0231 - 2686629

• Approved By AICTE - New Delhi • Recognized by Govt. of Maharashtra & DTE • Affiliated to Shivaji University, Kolhapur

Website : www.seti.edu.in Email : principal@seti.edu.in / office@seti.edu.in

EN 6315

CODE OF CONDUCT : STUDENTS

1. Students are required to carry at all times their Identity card and produce for inspection when requested by any member of the authority, faculty or staff of the Institute.
 2. Students are expected to have 100% attendance. However minimum 75% attendance is mandatory to qualify for appearing for the university exams. Late comers are commencement of classes will not be allowed to enter the class / premise.
 3. In case a student requires to remain absent, he/she would obtain prior permission for the Head of the Department / Principal written, clearly stating the reason of absence along with supporting documentation.
 4. Student should behave and present themselves properly in class, laboratory as well as in the campus.
 5. Smoking and consumption of liquor, gutka, drugs or any such intoxicating substances is strictly prohibited in the campus. Anybody found in possession or under the influence of such items would face sever disciplinary action.
 6. Students must attend each and every event as and when organized by the department / Institute, examinations scholarship etc. The institute accepts no responsibility for loss of any advantage by a student on account of his / her failure to do so.
 7. Students must regularly read the notices relating to time tables, activity schedule, examinations. Scholarship etc. the institute accepts no responsibility for loss of any advantage by a student on account of his/her failure to do so.
 8. Vehicles of the students will not be allowed in the campus. The Institute will accept no responsibility for the safety and security of students' vehicle.
 9. Students should strictly observe the safety norms during practicals in the laboratory and premises of the Institute.
 10. Any change in the Address, E-mail ID, Cell No. should be notified by the student in writing to the Institute.
 11. Using mobile in the premises in strictly prohibited. Mobiles should be strictly in switched of mode during college hours and within the premises.
 12. The attitude and behavior of every student must demonstrate his/her commitment to Institute's vision, mission and goals.
 13. Any damage to Institute/Hostel/Mess property, misconduct in hostels, sexual harassment, ragging, intoxication found inside the campus will lead to strict disciplinary action of termination. The rules and regulations of the hostel shall also be strictly obeyed by the hostellers. Any damage to the Institute's property may attract heavy fines or replacement of the same.
 14. Maharashtra prohibition of Anti-ragging Act, 1999 defines the meaning of ragging within the campus or outside is strictly prohibited. Any student convicted of an offence o ragging shall be liable to punish as per the provision in Maharashtra Prohibition of Anti ragging Act, 1999 and AICTE regulations.
 15. He / she should strictly follow the rules and regulations of the Institute, AICTE, DTE, Shivaji University which are in existence and that may be framed hereinafter.
 16. Students will generally be in uniform dress for normal classes. Slippers, short plants and banyan type tee shirts without collar are not allowed in the classrooms. For specific functions and events the students should have formal dress including a coat and tie, whatever the institute decides.
 17. In case of any legal matter, the case shall be exclusively under the jurisdiction of Kolhapur District.
- Any student violating the rules and regulations of the Institute may lead to his / her termination from studentship or debarring from examinations.

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H. R. Policy 2021-22, 2022-23



H.R. POLICY

(Revised from April 2018)

Holy-Wood Academy's
**Sanjeevan Engineering &
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Index

Chapter No.	Contents
Vision, Mission & Quality Policy	
1	Institute at Glance
2	2.1 Board of Governors
	2.2 Organizational Chart
	2.3 Recruitment of faculty and Staff- Minimum qualification & Procedure
	2.4 Mode of Selection
3	Service Rules and Regulations- Service conditions, Promotion Policy, Retirement, Resignation, Termination, Code of Conduct & Disciplinary Proceedings, Job Responsibilities, Research & Consultancy, Working hours , Work Load,
4	4.1 Performance Appraisal of Employees
	4.2 Leaves Rules
5	Faculty / Supporting Staff Development & Welfare Measures



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Holy-Wood Academy's



Vision

SETI to Educate to Excel in Social Transformation.

Mission

- *To inculcate academic excellence in pursuit of technical education and to strive hard for good academic result and placements.*
- *To attract nurture and to retain the best faculty and technical manpower.*
- *To develop holistic personality of students to be a responsible citizen with ethical values and lifelong learning.*
 - *To promote industry institute interaction for employability and entrepreneurship.*

Quality policy

We promise a conducive environment to our faculty, staff and students to realize the vision.

Environment Policy

Green Sanjeevan, Clean Sanjeevan



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CHAPTER 1

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

1.1 INSTITUTE AT A GLANCE –

Sanjeevan Engineering & Technology Institute (SETI) started in 2009 by Hon. Shri. P. R. Bhosale, Holy-Wood Academy. The Trust is a non-profit organization dedicated to the cause of imparting Quality Education.

SETI is a self-financed Engineering College and it is affiliated to Shivaji University, Kolhapur, approved by All India Council of Technical Education (AICTE), recognized by the Government of Maharashtra, affiliated to Shivaji University, Kolhapur & Maharashtra State Board of Technical Examinations. The Institute is reputed for its high academic standards, excellent infra-structural facilities, knowledgeable and dynamic faculty and an atmosphere of well maintained discipline.

The Institute has a beautiful campus with more than 70 Acres, Spacious College Building separate hostel for boys and girls, canteen, mess, Medical facility, 24 hours Wi-Fi internet connectivity etc.

1.2 LOCATION –

The institute is situated in Panhala town. Panhala is located adjoining to Kolhapur-Ratnagiri state highway. It is 22 kms. from Kolhapur & at the foot hills of Panhala fort.




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CHAPTER 2

BOARD OF GOVERNORS

2.1: The College is governed by the Board of Governors, the constitution of which is shown below:

Sr. No.	Name of Governing Body Member	Governing Body Members Designation	Office Address, Phone Number Mobile if any
1	Mr. P. R. Bhosale	Chairman	9823284444
2	Mr. G. N. Kharade	Member (Management Nominee)	8390328038
3	Mr. N. R. Bhosale	Member (Management Nominee)	9545453822
4	Ms. Nirmala V. Ghorapade	Member (Management Nominee)	9021291060
5	Mr. M. S. Lohar	Member (Management Nominee)	9420457999
6	Mr. A. A. Chavan	Member (Management Nominee)	9423037765
7	Mr. Nitin Wadikar	Member (Industrialist)	0231-2692858
8	AICTE, Regional Officer	Member (AICTE - Ex. Officio Member)	022 - 22838502
9	Mr. D. G. Thombare	Member (University Nominee)	9970700740
10	DTE, Regional Officer	Member (DTE - Ex. Officio Member)	020-25656234
11	Mr. S.P.Nangare	Member (Faculty Nominee)	9970890301
12	Mr.V.S.Mane	Member (Faculty Nominee)	7387917318
13	Principal, S.E.T.I.Panhala	Member – Secretary	9146999500



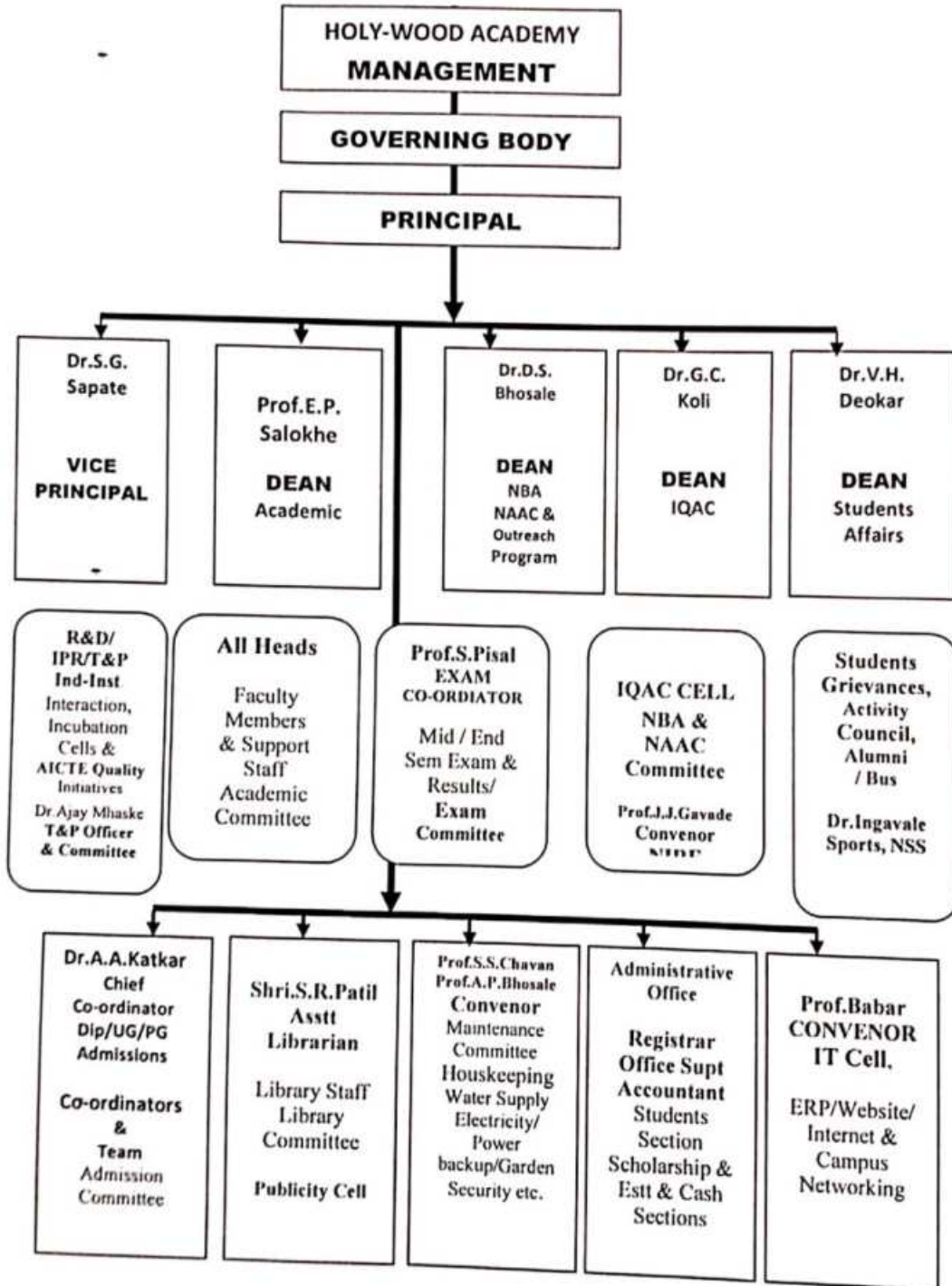

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ORGANIZATION STRUCTURE

(w.e.f. 2022-23 - as per BOG Res.No.07, dt.04/2022)



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2022-23

Principal -	Dr.S.N.Jain
Vice-Principal	Dr.S.G.Sapate
Dean (Academic)	Prof.E.P.Salokhe
Dean (NBA/NAAC)	Dr.D.S.Bhosale
Dean (IQAC)	Dr.G.C.Koli
Dean (Students Affairs)	Dr.V.H.Deokar
Admission Cell	Dr.A.A.Katkar, Prof.N.S.Jadhav & Prof.N.B.Tharkar
Exam - Co-ordinator	Prof.S.K.Pisal
NIRF Convenor	Prof.J.J.Gavade
Convenor - IT Cell	Prof.S.A.Babar
Building Maintenance	Prof.S.S.Chavan & Prof.A.P.Bhosale
NSS & Sports Officer	Prof.R.A.Ingavale
Alumni Association	Prof.S P.Jadhav & Dr.Vishal Patil
Cultural Co-ordinators	Prof.Nilopher Khan & Prof.Nasrin Khan
Innovation, Incubation & Ind Consultancy	Dr.V.H.Deokar- Co-ordinator
Incubation Cell (under Dr.Deokar)	Prof.Vinayak Ghewari
Unnat Bharat Abhiyan	Prof.Vishal T. Metkari
PUBLICITY Cell	Shri.Sangram R.Patil, (Print Media), Prof.Amol Chavan, (Electronic Media), Prof.Ranjit Mane (Electronic Media)
SOCIAL MEDIA Cell	Prof.Ms.Pallavi Patil (Twitter/Facebook/LinkedIn)
Day's Special	Prof.Ashok Kolekar & Prof.Ankita Kulkarni
R&D Cell & Technical Pub	Dr.S.S.Potdar & Prof.Sagar Shinde
Entrepreneurship Dev. Cell (EDC)	Prof.Amrut P. Bhosale & Prof.Amit C.Thoke
IPR & IETE Students Chapter	Prof.C.R.Dongarsane & Prof.Y.R.Naik
Industry-Institute Interaction Cell	Prof.A.N.Naik
Industry Internship Activity	Prof.Pravin S. Atigre
BUS/Transport	Prof.N.B.Tharkar & Prof.A.A.Katkar



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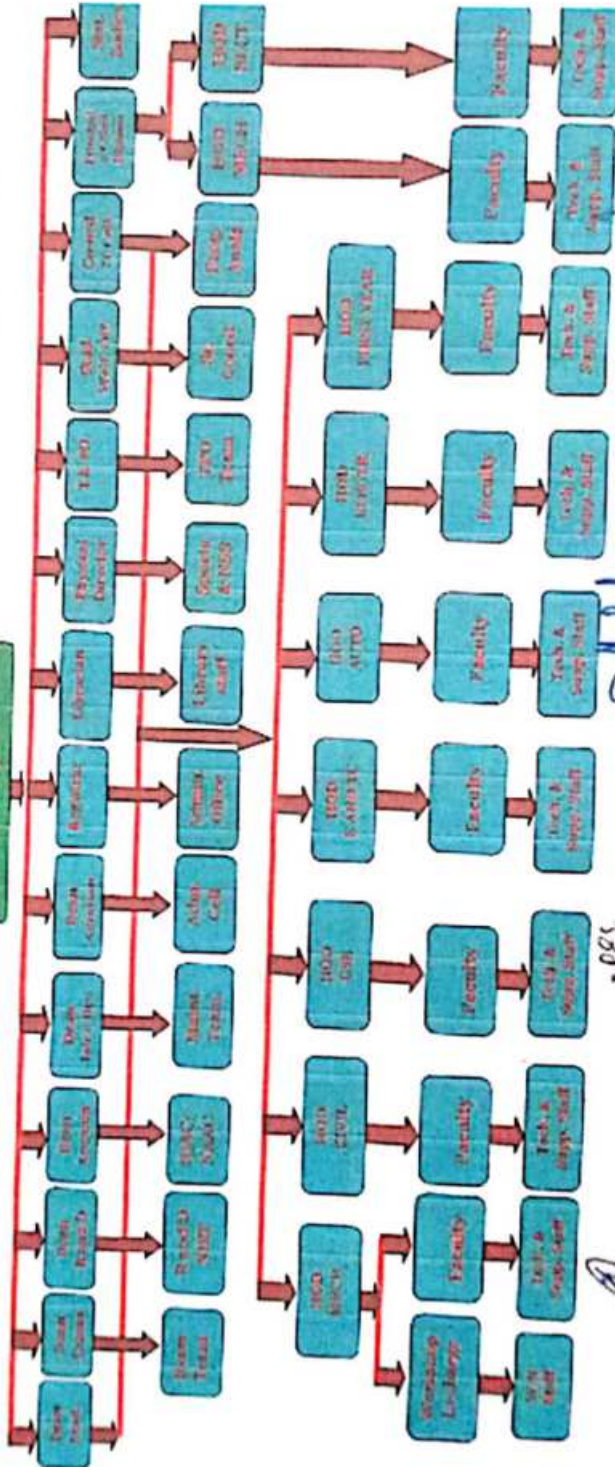
2.2: ORGANIZATIONAL CHART

BOG Meeting Item No 5/2

Holy-Wood Academy's Sanjeevan Engineering and Technology Institute (SETI), Pambhala



Organization Chart



Registrar
Shri. B. V. Kumbhar

Principal
Dr. Mohan B. Vanarotti

Joint Secretary
Shri. N. R. Bhosale

Chairman
Shri. P. R. Bhosale



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2.3: RECRUITMENT

ELIGIBILITY CRITERION:


With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05th March 2010)

2.3.1 For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Shivaji University, Kolhapur for various cadres. At present the following criteria is being followed, as per Notification No. F.NO. 37-3/Legal/2010 dated 05/03/2010

Engineering and Technology

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech.	No minimum Exp. Requirement
02	Associate Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech and PhD or equivalent, in appropriate discipline. Post. Ph.D. publications and guiding PhD Students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech. or ME/M.Tech. and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/research/ Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with




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			active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee.
04	Principal	BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech & PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable Qualification as above that is for the post of Professor as applicable.	Minimum of 10 years teaching/research/ Industrial experience of which at least 3 years should be at the level of Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications/ IPR/ patents etc. as deemed to fit by the expert members of the selection committee. Flair for Management and Leadership is essential



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Humanities & Science

Sr. No.	Cadre	Qualification	Experience
01	Assistant Professor	Good Academic record with at least 55% marks or an equivalent CGPA at the Master's Degree level in the relevant subject from an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications candidates should have cleared the National Eligibility Test (NET) for lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	No minimum Experience require
02	Associate Professor	Qualification as above that is for the post of Asstt.Prof, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 5 yrs experience in teaching/research/ industry of which 2 years post PhD experience is desirable
03	Professor	Qualification as above that is for the post of Associate Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching /research / Industrial experience of which at least 5 years should be at the level of Associate Professor Or Minimum of 13 years experience in teaching and/or Research and/or Industry. In case of research experience good academic record and books/research paper publications/IPR/ Patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising designing, Planning, executing, analyzing, quality control innovating, training technical books/research paper publications / IPR/ patents etc. as deemed to fit by the expert members of the selection committee.




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If a class/division is not awarded at BE/ME/equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to First class/division. If a grade point system is adopted the CGPA will be converted into equivalent marks as given below.

Grade Point	Percentage Equivalent
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

2.3.2: Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.

a) Librarian

Sr. No.	Cadre	Qualification	Experience
01	Librarian	<p>Master's degree in Library science / information science/Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree</p>	

b) Director of Physical Education

Sr. No.	Cadre	Qualification	Experience
01	Director of Physical Education	<p>A Master's degree in Physical Education (two year course) or Master's degree in Sports or an equivalent degree with at least 55% marks or its equivalent CGPA and consistently good academic record.</p> <p>Passed the physical fitness test. Qualifying in the national test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>However, candidates , who are or have been awarded Ph.D. in accordance with UGC, Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SET</p>	<p>Represented the university/College at the inter-university/inter-collegiate competitions or the State in national championships.</p>




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c) Administrative

Sr. No.	Cadre	Qualification	Experience
01	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
02	SUPERINTENDENT	A Bachelor' s Degree or equivalent	3 years of experience of administration
03	ACCOUNTANT	Master degree in Commerce or equivalent	Min 3 years of Experience in Accountancy
04	STENOGRAPHER	A Bachelor's Degree of equivalent Technical I) Typewriting English Grade High e and II) Shorthand English Lower Grade III) Knowledge of MS Office	1 or 2 years of service as Stenographer is desirable.
05	SENIOR CLERK	A Bachelor' s Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	3 years service category of Jr. Clerk
06	JUNIOR CLERK	A Bachelor' s Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	
07	Sr. Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	3 years of experience
08	Laboratory Assistant (Engineering)	Diploma in appropriate branch of Engineering/Technology	
09	Laboratory Asstt. (Science)	First Class B. Sc in concerned branch of Science	
10	Workshop Instructor	A certificate from I.T.I. / NCTVT in relevant Trade or equivalent	
11	Electrician/ Plumber Welder	I.T.I certificate in relevant Trade	
12	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable.
12	PEON	10th Standard Able to ride a bicycle in respect of male members	
13	HOUSE KEEPING ASSISTANT	No formal education is required	



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2.4: MODE OF SELECTION.

2.4.1: Faculty Members

A) PROCEDURE

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed-

Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

1. Shivaji University approval for filling the post such as workload, Advt., Roster is obtained.
2. Advertisement in leading Newspapers at Regional and National Level.
3. Scrutiny of applications received till the last date mentioned in the advertisement.
4. Selection committee is constituted by the Shivaji University, Kolhapur.
5. Fixing of schedule for conduct of interview.
6. Intimation to candidates about the date and time of interview.
7. Reporting of candidate and verification of certificates.
8. Process of interview.
9. Submission of recommendation report to university for consideration and approval.
10. Issue offer of Appointment to the selected candidate.
11. Inclusion of the candidate in regular muster roll.
12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

2.4.2: Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members. The selection committee shall take decision to waive the qualification / experience criteria, in case of deserving candidates for appreciate Non-teaching post.

- (a) Chairman
- (b) Jt. Secretary
- (c) Principal
- (d) Respective Head of Department
- (e) Registrar




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The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.



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CHAPTER 3

SERVICE RULES AND REGULATIONS

3.1: SERVICE CONDITIONS INCLUDING PROMOTION POLICY

- I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).
- II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor	15600-39100 AGP 6000, 7000 & 8000
Associate Professor	37400- 67000 AGP 9000
Professor	37400-67000 AGP 10000

- IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government,

Sr. No.	Designation	Pay Band	AGP
01	Registrar	9300-34800	4400
03	Superintendent	9300-34800	4300
03	Accountant	9300-34800	4300
04	Stenographer	9300-34800	4300
05	Head Clerk/Assistant Superintendent / Asstt. Accountant	9300-34800	4200
06	Library Assistant/Assistant Librarian	5200-20200	2800




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07	Technical Assistant / Sr. Technician Asstt. (Diploma)	5200-20200	2800
08	Senior Clerk	5200-20200	2400
09	Jr. Laboratory Assistant / Instructor ITI Holder / Electrician / Skilled Technician	5200-20200	2400
10	Store Keeper	5200-20200	2000
11	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
12	Semi-Skilled Technician/ Wiremen / Plumber / Xerox Operator	5200-20200	1900
13	Laboratory Attendant/Library Attendant / Field Collector	4440-7440	1600
14	Peon/Hamal	4440-7440	1300

- V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.
- IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.



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3.2: POLICY RELATED TO PROBATION

- i. Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management incase of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

3.3: POLICY RELATED TO INCREMENTS:

- i. Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- ii. In all cases, the increment is sanctioned by the Head of the institution based on Appraisal report of the employee.




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3.4: POLICY RELATED TO RETIREMENT

An employee of the College shall be retired on Superannuation when he/she attaining 60 years in case of Teaching employees, & 58 Years in case of Non-Teaching employees. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.

However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

3.5: POLICY RELATED TO RESIGNATION

- i. Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally they will not be relieved in the middle of a semester.**
- ii. Any member of the Support Staff in permanent service shall give three months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Again, normally they will not be relieved in the middle of a semester.**
- iii. Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. **Normally Teaching faculty members will not be relieved in the middle of a semester.**
- iv. However, the management reserves the right to waive the notice period or the compensation there of.




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3.6: POLICY RELATED TO TERMINATION OF SERVICES OF AN EMPLOYEE

- i. The services of Ad-hoc / Temporary employee are liable to be terminated at any time without assigning any reasons whatsoever.
- ii. The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii. The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, that has taken cognizance by Police authority, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties or having continuous poor teaching performance.
- iv. A service file shall be maintained in case of all employees.
- v. Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- vi. The Management, subject to the ratification of the BoG, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

3.7: CODE OF CONDUCT : STAFF

- i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.




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- vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- viii. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.
- xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.




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3.8: DISCIPLINARY PROCEEDINGS

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing.
- ii. Such representation, if any, is taken into consideration by the competent authority.

No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punished except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

3.9: TEACHING FACULTY JOB RESPONSIBILITIES – AICTE GUIDELINES

The job responsibilities as a faculty consist of four components viz.

- a) Academic
- b) Research & Consultancy
- c) Administration and
- d) Extension Services.

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components.

3.10: JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components

- a) Academic
- b) Research & Consultancy
- c) Administration.
- d) Extension Services.
- e) Mentoring Services.

Each of them is described below.




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3.10.1: Academic

1. Class Room Instructions.
2. Laboratory Instructions.
3. Curriculum Development.
4. Development Learning Resources Material & Laboratory Development.
5. Student Assessment & Evaluation including examination work of University.
6. Participation in Co-curricular & Extra Curricular Activities.
7. Students" guidance & Counseling & helping their ethical, moral, and overall character development.
8. Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book's publication, seminars, etc.
9. Counting Education Activities.
10. Self development through upgrading qualification, experience and professional activities.

3.10.2: Research & Consultancy

- a) Research & Development Activities and Research Guidance.
- b) Industry sponsored Projects

Provide Consultancy and Testing Service Promotion of industry institution interaction and R&D.

3.10.3: Administration

- a) Academic and Administrative management of the Department/Institution.
- b) Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- c) Design and development of new programs.
- d) Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- e) Monitoring and Evaluation of Academic and research activities.
- f) Participation in policy planning at the Regional/National level for development of technical education.
- g) Helping mobilization of resources for the institution.
- h) Develop, update and maintain MIS.
- i) Plan and implement Staff Development activities.
- j) Conduct Performance Appraisal.
- k) Maintain accountability.



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3.10.4: Extension Services.

- Interaction with Industry and Society.
- Participation in Community Services.
- Providing R&D Support and consultancy services to industry and other User agencies,
- Providing non-formal modes of education for the benefit of the Community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Providing technical support in areas of social relevance.

3.10.5: Mentoring Services

- Interaction with Students & Parents.
- Counseling to poor students to improve academics
- Guardianship.

Any other relevant work assigned by the Head of the Institution.

3.11: WORKING HOURS OF THE COLLEGE

The college's working week consists of 36 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 4.30 p.m. with 1 hr break. The College remains closed on First and Third Saturdays & Sundays.

3.13: TEACHING DAYS

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours/ sports etc.

3.14: WORK LOAD

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	:	4 hours/week
Professor	:	8 hours/week.
Associate Professor	:	12 hours/week.
Assistant Professor	:	16 to 18 hours/week.

These teaching contact hours includes minimum 4 to 6 hours theory load.




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CHAPTER 4

PERFORMANCE APPRAISAL OF EMPLOYEES

4.1 : PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- a. Appraisal by Students
- b. Appraisal by Head of Department
- c. Appraisal by Peer group
- d. The Academic Performance Index (API) system shall be implemented in due course of time as per the guidelines of AICTE / UGC.

The weight age for various levels of appraisal will be as follows-

- a. Appraisal by Students 50%
- b. Appraisal by Head of Department 25%
- c. Appraisal by peer group 25%

4.2: TRANSPARENCY

The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- a. Internal promotions.
- b. Selection Grade Promotions.
- c. Eligibility for Study Leave and other benefits.
- d. Awards / Apparition

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.




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4.3: LEAVES RULES

It may please be noted that any leave or compensatory off including permission/movement is not a right of the employee by a privilege and should be treated as such

4.3.1: Casual Leave

- All Faculty and staff are eligible for 12 days CLs in a year during the calendar year.
- Faculty and Staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 3 days only at a stretch.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a calendar year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.

Casual leave is availed by individuals only on prior sanction. However, due to emergency, the individual can be absent from duty after taking consent by informing to the concerned authority. This is permitted only in emergencies. The number of absences will be governed as per the casual leave rules so far mentioned. However, the absence must be intimated by telephone to the competent authority. The competent authority for all employees will be the concerned Heads of the Department. For all the Heads of the Departments, the competent authority is the Principal.

It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended. The same should be intimated to the Principal.

- In addition to central record, the HOD should maintain the casual leave register and permission granted for the faculty/staff under his/her control and should submit before the last working day to the Accountant for preparing the pay bill.
- The rules and regulations given above may be followed while working out the pay bill for that month,
- Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.




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4.3.2: Permissions/Movements

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the *competent authority. Such permission can be give two times per month only.

*Competent Authority:

For Heads and all teaching faculty - Principal
For all other staff - Respective Heads of Department

4.3.3: Vacation Leave

1. Faculties who have completed 1 year of service are eligible for a vacation leave of 70 days.
 2. Laboratory staff who have completed minimum 2 years of service are eligible for vacation as per rules.
- However, the vacation will not be a right. He/she may be retained during vacation, if required by the Institute.


4.3.4: Earned Leave

Principal, Librarian, TPO and Supporting Staff who are not eligible for vacation, will be eligible earned leave as per rules.

4.4.: APPOINTMENTS TO IMPORTANT FUNCTIONAL POSTS.

The position of Head of Department, Deans, Chairman of Committees, representation in management Committee, etc, if any, to be made by rotation on tenure basis. This gives to all the Senior Professors faculty members a sense of involvement and enhances their commitment to the institution.




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CHAPTER 5

FACULTY DEVELOPMENT & WELFARE MEASURES

5.1: FACULTY DEVELOPMENT

5.1.1: Higher Studies.

The faculty can be granted study leave for higher studies in the fields of specialization desirable as decided by the management / Principal at institutions like IITs and IISCs, and other institutions of repute. The said facility is limited to one faculty member per department every year. However this number can be increased at the discretion of the management / Principal. In this connection following guidelines will be followed:

- 1) Preference will be given to those opting for doctoral programs, followed by Master's degree and second master's degree on execution of a bond to the effect that he/she shall serve the college for a period of 3 years after awarding the Ph.D. Degree & after completion of masters program.
- 2) In case the sponsored faculty fails to successfully complete the said program he/she would have to refund the expenses incurred by the college due to sponsoring the faculty for such a program.

5.1.2: Seminars/ workshops/Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as "ON DUTY".

The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement.

The period of absence is treated as "ON DUTY" during the period of attending the courses.




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Yearly 1 lakh will be earmarked for registration fees, traveling and dearness allowance for the college staff & students with the following distribution :

Rs. 15,000 to each department (12,000 for faculty and 3000 for student) and 10,000 at the college level for all supporting staff.

$$(12000 + 3000) \times (6 + 1 \text{ for FE}) = 1,05,000$$

$$\text{Supporting staff training} = 10,000$$

- Only one National / International conference (organized in India) per person in the a year.
- Registration and TA (shortest route, sleeper class) will be paid.
- Maximum allowance for paper presentation at National / International Conference / STTP/ Workshop is Rs. 2000/- per year. (After a year of service.)
- Maximum service requirement after availing the financial benefit for attending the conference / workshop will be for at least 1 year from the date of workshop / conference. If resigning before that, assistance claimed has to be returned to college.

5.1.3: Promotion of Research

The College aims at providing, promoting research, development, consultancy and such other profession – promotional activities, involving the faculty at various levels.

Such of those faculty, who exhibit initiative and drive by getting substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations.

5.1.4: Awards

Excellent Teacher Awards and Excellent Support Staff Awards have been instituted to encourage teachers to put in their best efforts. An appraisal system to select awardees annually for the Awards has been be put in place so that no abuse or misuse of the provisions may take place.

Faculty members are encouraged to take up minor research and development projects. Grants will be sanctioned to the extent possible. Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.

5.2: STAFF DEVELOPMENT AND TRAINING: SUPPORT / ADMINISTRATIVE STAFF




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Arranging in house training programme for improving communication skills, particularly skills of writing (with such inputs as grammar at basic level) with the help of the Department of English. Arranging two-week training programme by way of requesting resource persons including the retired senior Government officials with experience in Administration and Accounts areas besides utilizing the services of the Senior Officers. The training programme covers different functional and ministerial skills as required by the office of a private engineering College.

Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre and online computer software trading as per requirement of the work.

5.3: STAFF DEVELOPMENT & TRAINING: SUPPORT STAFF (TECHNICAL)

In respect of Technical Staff such as Lab Assistants, Lab Technicians etc., refresher Training & Retraining Programmes shall be arranged in such technical areas, as required in view of changed curricula (Lab Practical) and also as suggested by the respective Heads of the Departments and functional heads. Service Benefits & Welfare Measure.

5.4: WELFARE MEASURES

The following are service benefits and welfare measures extended to the employees of the College.

- Provision of canteen in the campus.
- In the event of death of an employee while in service, an ex-gratia of Rs.10000/- is granted to the dependants of the deceased employee, towards funeral expenses.
- The Management grant maternity leave to the women employees, for a period of 180 days and limited to the first two living children.

5.5: GRIEVANCES REDRESSAL CELL

- To redress the genuine grievances of staff and students/ so that congenial atmosphere for studies and smooth working of administration, the College has constituted a grievances redressal cell.

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ENGINEERING &

CODE OF CONDUCT : STUDENTS

1. Students are required to carry at all times their Identity card and produce for inspection when requested by any member of the authority, faculty or staff of the Institute.
2. Students are expected to have 100% attendance. However minimum 75% attendance is mandatory to qualify for appearing for the university exams. Late comers are commencement of classes will not be allowed to enter the class / premise.
3. In case a student requires to remain absent, he/she would obtain prior permission for the Head of the Department / Principal written, clearly stating the reason of absence along with supporting documentation.
4. Student should behave and present themselves properly in class, laboratory as well as in the campus.
5. Smoking and consumption of liquor, gutka, drugs or any such intoxicating substances is strictly prohibited in the campus. Anybody found in possession or under the influence of such items would face sever disciplinary action.
6. Students must attend each and every event as and when organized by the department / Institute, examinations scholarship etc. The institute accepts no responsibility for loss of any advantage by a student on account of his / her failure to do so.
7. Students must regularly read the notices relating to time tables, activity schedule, examinations. Scholarship etc. the institute accepts no responsibility for loss of any advantage by a student on account of his/her failure to do so.
8. Vehicles of the students will not be allowed in the campus. The Institute will accept no responsibility for the safety and security of students' vehicle.
9. Students should strictly observe the safety norms during practicals in the laboratory and premises of the Institute.
10. Any change in the Address, E-mail ID, Cell No. should be notified by the student in writing to the Institute.
11. Using mobile in the premises in strictly prohibited. Mobiles should be strictly in switched of mode during college hours and within the premises.
12. The attitude and behavior of every student must demonstrate his/her commitment to Institute's vision, mission and goals.
13. Any damage to Institute/Hostel/Mess property, misconduct in hostels, sexual harassment, ragging, intoxication found inside the campus will lead to strict disciplinary action of termination. The rules and regulations of the hostel shall also be strictly obeyed by the hostellers. Any damage to the Institute's property may attract heavy fines or replacement of the same.
14. Maharashtra prohibition of Anti-ragging Act, 1999 defines the meaning of ragging within the campus or outside is strictly prohibited. Any student convicted of an offence o ragging shall be liable to punish as per the provision in Maharashtra Prohibition of Anti ragging Act, 1999 and AICTE regulations.
15. He / she should strictly follow the rules and regulations of the Institute, AICTE, DTE, Shivaji University which are in existence and that may be framed hereinafter.
16. Students will generally be in uniform dress for normal classes. Slippers, short plants and banyan type tee shirts without collar are not allowed in the classrooms. For specific functions and events the students should have formal dress including a coat and tie, whatever the institute decides.
17. In case of any legal matter, the case shall be exclusively under the jurisdiction of Kolhapur District.

Any student violating the rules and regulations of the Institute may lead to his / her termination from studentship or debarring from examinations.

HODs Meeting – 24/07/2018

The meeting of the HODs along with departmental examination co-ordinators was held on 24th July, 2018 at 2.00 pm. The minutes of the meeting as per the agenda are as below -

1. Conduction of Shivaji University Mid-Term Tests

The mid-term tests will be conducted on 2nd, 3rd and 4th August, 2018. This Test will be conducted centrally with the help of HOD & departmental examination coordinators. As decided, the guidelines for conduction of this test shall be as below-




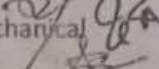
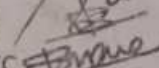
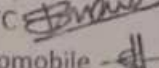
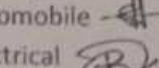
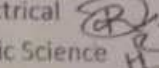
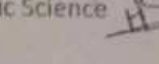
- Format for test question papers should be as per the guidelines sent to all and the questions for the tests shall be based on the previous examinations papers of the University.
- All tests should be conducted strictly in disciplined manner with fair evaluation, as per University examination system.

2. Conduction of DBATU Mid-Term Tests

- BATU mid-term tests should be conducted centrally as per academic calendar.
- The internal marks of BATU students should be given with fair evaluation as per students' competency and should justify the end exam marks.

3. Discipline and Attendance

- Attendance and discipline of the students should be strictly monitored and regular students should be given proper time & justice.
- The poor attendance of the students should inform to their parents from time to time.
- Appoint group-wise Mentor and co-ordinate the parents meet. Each mentor can personally contact and call minimum 10 to 15 parents for the meet.
- HOD & one Sr. faculty member from each deptt. Should monitor morning discipline of the students at the entrance of the college.

- 1) Principal 
- 2) Dean Academics 
- 3) Registrar 
- 4) HOD Mechanical 
- 5) HOD Civil 
- 6) HOD E&TC 
- 7) HOD Automobile 
- 8) HOD Electrical 
- 9) HOD Basic Science 
- 10)

Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 10/08/2018

The weekly meeting of HODs was held on 10th August, 2018 at 1.00 pm. The minutes of the meeting as per the agenda are as below –

1. Review on the mid-term examination conducted was taken. Accordingly, HODs were informed to keep ready the detail result analysis and inform to the parents.
2. The review on the forthcoming BATU mid-term examination preparations was also taken. It should be conducted in a smooth manner as per the academic calendar issued by BATU.
3. Appointment of department-wise co-coordinators separately for BATU and Shivaji University examination should be there. All depts. should have same pattern.
4. It is observed that till the discipline and attendance of the students is not strictly monitored, the monitoring should be improved and all HODs should take care of this. HODs to convey all concerned that there will be one more Mid-Term Test before the end of Semester.
5. For Lab/practical work, every student should have Observation Note-book, He/she should carry the same during his/her lab work and note the observations/readings of the experiments and get it verified / signed from the concerned faculty member on the same day after completion of lab work. Lab work should be conducted in 4 separate batch with distributing equal students and necessary experiments should be made available.
6. HODs are informed to check that all labs are having manuals, if not get it prepared within a week, as per the lab requirements.
7. All dept should check the results of previous class of S.Y. students. If required inform the FY faculty to guide students, who are failures in a particular subject.
8. Review on the syllabus coverage was also taken. All HODs should check whether it is going as per the academic time-table. Ask their faculty members to get updated their academic diaries from time to time.
9. It is observed that till some of the faculty members are carrying the text-books for their lecture and also teaching in Marathi. They should be strictly warned and asked to go with preparations and get prepared their own notes and try to teach in English.
10. Attendance and punctuality of the faculty was also discussed, they should be informed to be punctual.
11. It is decided to extend one hour (4.15 pm to 5.15 pm) weekly for continuous three days (Monday, Tuesday & Wednesday) for organizing Extra-curricular activities; this will be effective from 20th August, 2018.
12. Feedback of some of the faculty members is very poor, it should be improved.
13. As per the academic calendar the Parents Teachers Meet is scheduled on Saturday 11th August 2018 and all departments have prepared accordingly. HODs are informed to organize the same at department level in a smooth manner. However, it is observed that Electronics & Telecom. Dept has not taken it seriously and not called the Parents Meet on 11th August as per schedule. Also

Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

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E&TC department has delayed their final year students' project/synopsis. This point is taken seriously and noted in the meeting, it will be noticed to the Management for further information.

With this, the meeting was concluded with vote of thanks.

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- 1) Principal
- 2) Dean Academics
- 3) Registrar
- 4) HOD Mechanical
- 5) HOD Civil
- 6) HOD E&TC
- 7) HOD Automobile
- 8) HOD Electrical
- 9) HOD Basic Science
- 10)

Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting - 13/10/2018

The meeting of HODs was held on 13th October, 2018 at 3.00 pm. The minutes of the meeting as per the agenda are as below -

1. Review on the minutes of the last meeting was taken.

2. Review on the academic issues -

Syllabus and lesson plan completion as per the academic calendar and issue of improvement of attendance of the students during the semester was discussed. It is underlined that the attendance improvement should be reflected in the examination results of this semester.

The review on the conduction of experiment in the departments was also taken. Care should be taken to strictly conduct all available experiments during the semester.

Internal assessment of students should be done with proper documentation and it should justify the students' attendance, sincerity and discipline.

3. Annual Social Function for 2018-19

The probable dates of Annual function were discussed in the meeting and accordingly it is decided that our Annual function will be conducted separately, not with the School. The final date of for the annual function and number of days will be decided in the next meeting.

4. Winter Vacation for faculty

It is decided that to give winter as per the following criteria -

- 1) All faculty members (Approved & Ad-hoc) having more than 01 year service - 2 weeks
- 2) All faculty members having Less than 01 year service - 1 weeks

Examination and CAP duties attendance should be there and HOD should take care of.

5. Review on the BATU/SU exam conduction

- 1) For theory examination conduction, the names of the In-charge, Sr. Supervisors and exam staff will be reviewed before commencement of the exam. by the Dean-Exam.
- 2) Strict discipline and code of conduct in and around the Examination Wing/Hall will be observed from the forthcoming exam.

6. Other Issues

Congratulations - On behalf of the all staff & students the Principal congratulated the Team of Department of Electronics & Telecom Deptt. for successfully conduction of Lead College programme on Antena and to the Team of Diploma for successfully conduction of inspection by MSBTE Monitoring Committee.

Students Dues - all heads were requested to strictly check the college fee dues and submission proof of scholarship applications (caste category/EBC etc.) from the students before the submission / PO examination.






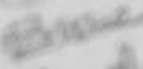



College Bag/Advt. - Some colleges are sponsoring the admission kit which contains the School Bag/Sack with college name/logo, this practice should also be implemented by our Institute from coming year with the approval of management.

Workload of 2nd Semester - 2nd Semester workload will be reviewed and decided before last day of this semester.

Laboratory Maintenance - All heads were informed to submit the details along with expenses made for of the lab maintenance done in the previous year and expected to be done in the coming years, by Monday 15th October.

Some other issues like Training & Placement improvement, appointment of TPO & Soft Skill Trainer, department wise staff by external faculty, salary in time and welfare fund were also discussed in the meeting.

With that, the meeting was concluded with vote of thanks.

- 1) Principal 
- 2) Dean Academics 
- 3) Registrar 
- 4) HOD Mechanical 
- 5) HOD Civil 
- 6) HOD I&TC 
- 7) HOD Automobile 
- 8) HOD Electrical 
- 9) HOD Basic Science 

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 21/12/2018

The meeting of HODs was held on 21st November, 2018 at 11.30 am. The minutes of the meeting as per the agenda are as below –

1. Review on the minutes of the last meeting was taken.

2. Review on the academic issues –

Lesson plan for the current academic year as per the academic calendar, is to be prepared by every faculty as per the allotted load.

The review on the conduction of experiment in the departments was also taken. Care should be taken to strictly conduct all available experiments during the semester.

3. Review on the BATU/SUK exam conduction

All the examinations were conducted smoothly and in a good manner. Principal Sir congratulated Dean Examinations and his team for the same.

4. Other Issues

Students Dues – all heads were requested to strictly check the college fee dues and submission proof of scholarship applications (caste category/EBC etc.) from the students.

Workload of 2nd Semester – 2nd Semester workload will be reviewed.

Laboratory Maintenance – All heads were informed to go through their department labs and make sure that all equipments are working in good condition.

Some other issues like Training & Placement improvement, appointment of TPO, Discipline in college timings & Soft Skill Trainer were also discussed in the meeting.

With this, the meeting was concluded with vote of thanks.

*** **

1) Principal

2) Dean Academics

3) Registrar

4) HOD Mechanical

5) HOD Civil

6) HOD E&TC

7) HOD Automobile

8) HOD Electrical

9) HOD Basic Science

10) HOD CSE

Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting – 29/11/2018

The meeting of HODs was held on 29th November, 2018 at 2.15 pm. The minutes of the meeting as per the agenda are as below –

1. Review on the minutes of the last meeting was taken.

2. Review on Academic Calendar for 2nd Semester 2018-19

The review on the academic calendar prepared was taken –

- Commencement of classes and reporting by SE/TE/BE students – 17th December, 2018
- Commencement of classes and reporting by FE students – 8th January, 2019

It is suggested that during the next semester every department should conduct one FDP/Worshop/Seminar. These programmes should be planned in every fortnight (two program in a month) and accordingly the academic calendar be revised.

3. Review on NAAC Preparation

Overall review on the status of NAAC application preparation was taken in presence of the NAAC Committee, and accordingly the departments were informed to complete the assigned work as per the deadline below –

- Criteria I & IV : 8th December, 2018
- Criteria II : 7th December, 2018
- Criteria III & VII : 6th December, 2018
- Criteria V & VI : 5th December, 2018

The department HOD & Co-ordinators should work and complete their task of the respective criteria as assigned, as per NAAC Cell guidelines/directives.

4. Other issues

- a) **Vacation Plan** – During this semester, winter vacation shall be for 6 days during 10th to 16th December, 18 and it will be subject to completion of NAAC work before 8th December.
- b) It is discussed that w.e.f. January, 2019 department wise In/Out Attendance Musters will be maintained. After signing by the staff daily in the morning, it should be sent to the Principal's office and taken back to department in the afternoon for Out signing.
- c) HODs should maintain the report/register of the daily academic assignments completion of the faculty.
- d) HODs are advised to take care to avoid the negative discussions in the department and premises. If happens, point out to the Principal, strict action against such members will be initiated.
- e) For Admission and other work, every department should have two responsible staff to show the departments around to the parents and stakeholders. For this the following staff will take care of it –

Civil – Prof.A.C.Thoke / Shri.S.M.Birajdar

Mech – Prof.A.T.Bhosale / Shri.Mahesh Ayarekar

CSE – Prof.S.S.Pujari / Shri.Abhijit Bhosale

ETC – Prof.S.V.Vanmore / Shri.S.B.Patil

Auto – Prof.Virkar / Shri.Dakave

Elect – Prof.P.B.Gurav / Shri.N. Karnik

f) The Magazine Committee for 2018-19 shall be as below –

- 1) Shri.Sangram Patil-Lib, 2) Shri.Redekar-Elect, 3) Shri.S.S.Kumbhar – Auto,
- 4) Shri.C.M.Gaikwad – ETC, 5) Mrs.Deokar, CSE, 6) Shri.Nidsosi, Mech, 7) Ms.Nita Patil – Civil, 8) Ms.Nasreen Khan – General Engg, 9) Shri.N.B.Tharkar – Diploma

With this, the meeting was concluded with vote of thanks.

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Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting - 3/01/2019

The meeting of HODs was held on 3rd January, 2019 at 2.30 pm. The minutes of the meeting as per the agenda are as below -

1. As this is the first meeting during 2019, all members were greeted with New Year greetings.
2. Review on the points like BATU exam marks uploading, completion of both university examinations, discussed in the last meeting was taken.
3. **Attendance of the Students**
The attendance of the students and fine collection issue was discussed. It is decided to collect the fine from irregular students. The method of fine collection should be same in all the departments.
4. **HOD office - Daily report by faculty**
As per the format provided by Prof.P.P.Kulkarni, the daily reports should be updated by all faculty and should be on the table of every HOD.
5. **PMKVY**
A separate meeting of PMKVY cell will be conducted to discuss and decide the activity plan. PMKVY coordinator to note the same.
6. **Smart India Hackathon** - All respective departments to try to apply the programmes.
7. **PARIKRAMA**
Parikrama activity may be planned on 28th February 2019, which should be jointly organized by Civil and Electrical Department.
8. **Annual Day**
The annual day function be arranged on 1st March, 2019.
9. **Sport Day**
Sports day activity - inter class, staff & students tournaments be planned. The sports activity be organized on 18th and 19th January 2019. The working of 19th January (3rd Saturday) be compensated on 23rd February 2019.

After above discussions, the meeting was concluded with vote of thanks.

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① IJQA application submission - 8/12/18 (295007)

② NAAC - Receipt 250,000/- 30/1/2019 (2212507)

Academic Advisory Committee

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANHALA

HODs Meeting - 30/01/2019

The meeting of HODs was held on 30th January, 2019 at 2.30 pm. The minutes of the meeting as per the agenda are as below -

1. Review on the points like lesson plans, lab repairs, students attendance, report on HODs table by faculty discussed in the last meeting held on 3rd January 2019 was taken alongwith the sports/NSS activities.

2. **Result of higher classes**

The results of higher classes (TE/BE) are being declared by Shivaji University, All HODs were informed to check and analyse the results received.

3. **BATU - SU Examination conduction**

• As per revised guidelines 02 sets of Q.papers needs to be set, accordingly HODs to take care of through their faculty members.

• **Unit Tests/CA1/CA2 Examination Conduction - Departmentwise Co-ordinators**

- | | |
|---------------|--|
| 1) F.E. | - Dr.Potdar |
| 2) Mechanical | - Prof.U.S.Ghorpade / Prof.A.T.Bhosale |
| 3) Automobile | - Prof.Kekare |
| 4) E&TC | - Prof.Smt.S.S.Lad |
| 5) Electrical | - Prof.N.S.Jadhav |
| 6) Civil | - Prof.A.C.Thoke |
| 7) CSE | - Prof.J.B.Metkari |

It is collectively decided to conduct both BATU & SU Unit Tests/CA1 examinations during the period 14th, 15th and 16th February, 2019.

4. **Revised Dates of the activities in view of the Unit Tests/CA1**

- | | |
|------------------------|---|
| i) Unit / CA1 Tests | 14 th , 15 th and 16 th February, 2019 |
| ii) Abhiyanta Parishad | 1 st March 2019 |
| iii) Parikrama | 2 nd March 2019 |
| iv) Annual Function | 3 rd March 2019 |

5. **Compensatory Off**

- | | |
|----------------------------------|---|
| 1) 18/01/2019 Sports Day working | - CO on 09/02/2019 (2 nd Saturday) |
| 2) 16/02/2019 Tests working | - CO on 18/02/2019 (Monday) |

There will be continuous break for 3 days on 17, 18 & 19 February 2019 including Shiv Jayanti holiday.

6. **NAAC Status & Awareness**

The present status of the NAAC report submission was taken and congratulated the NAAC team for completion of the scheduled activities as per the target. As the online NAAC report is submitted, there is a need of awareness amongst the present students, alumni and stake holders. Therefore, it is decided to make awareness/counselling amongst the present students, so that the students may give positive online feedback. HODs to make necessary arrangements as per schedule given.

NAAC feedback awareness Schedule (for present students)

- | | |
|--------------|---|
| • 31/01/2019 | 10.15 - Electrical and ETC
02.30 - FE (all) & S.E(Civil) |
| • 01/02/2019 | 10.15 - Mechanical (all)
02.30 - Civil(remaining)/Auto & CSE |

7. **Alumni Awareness for NAAC**

It is decided to counsel the alumni through the respective Faculty who guided their personal Project during their studies. All HODs were informed to take care of accordingly.

Forwarded
[Handwritten signature]

8. **Admission**

Feedback on the data and follow-up on the admission issue was taken. HODs were informed to improve the admissions activities as per the strategy.

9. **Any Other Issues -**

The other issues like dress-code compulsion to the students, DST funded projects for SC etc. were also discussed.

After thorough discussions on the above items the meeting was concluded with vote of thanks.

*** **

The meeting of all HODs was held on 4th March 2019 at 3:00 pm in the office of the Principal. The agenda was placed before the meeting and resolved as below -

1) Syllabus completion -

The review on the completion of syllabus taken in the meeting was taken. Every department has completed at about 50% to 60% syllabus; however, it is noticed that the E&TG department has put incorrect information of syllabus completion i.e. 95%; the concerned HOD should check and correct the same. Finally every departments were asked to get it completed the syllabus with almost 100%, by arranging extra classes. HODs should submit the information on what measures are taken to complete the syllabus.

2) Project Reports

As decided earlier, the project reports of all department should be in same format. The presentation format should also be in same or similar format in all Deptt.

3) Workload / Time Table Preparation

The workload allotment for forthcoming semester should be done before 20th April 2019. All academic workload arrangement should be done before going on vacation / admission work. if any in the deptt. should be fully allotted the necessary workload.

4) Meeting of Deptt.-level -

The department meeting should be conducted regularly and minutes of meeting should be kept in proper manner in the form of register. The sitting arrangement of every HODs should be made in new place, as decided with new sitting arrangement.

5) Central Seminar Hall / Deptt. Halls.

The maintenance and cleaning of Central Seminar hall by Central's (Office) with the help of Shi. Raja Parit (librarian) and Deptt. Seminar Halls should be taken care combinely as below -

- 1) Mech./Auto - by Mechanical Deptt.
- 2) ETC / CSE - by ETC Deptt.
- 3) Civil / Electrical - by Electrical Deptt.

6) Research Projects

Every deptt. should take initiative to submit minimum 02 R&D funding projects to respective funding Agency. HODs and Deans should take care of this before commencement of next semester.

7) Usage of library

The usage of library facility should be increased by every deptt. Minimum 02 hours by every faculty should spend in library. Care should be taken by respective HODs.

8) Assessment Duties

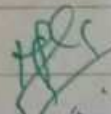
The faculty should attend the assessment work for paper checking. For granting D.L. For assessment minimum 40 papers/day checking should be there. HODs to check before recommending for DL to Principal. The assessment record should be kept/updated by each Deptt.

9) Examination Duties

P/O examiners, schedule and list of examiners expected to visit should be submitted.

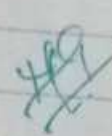
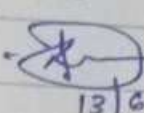
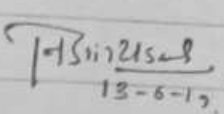
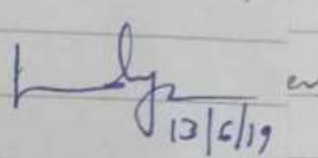
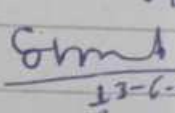
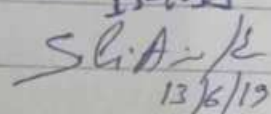
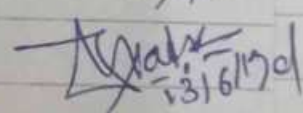
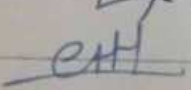
Every faculty should do the exam. Duty as assigned by college; The Professors and HODs will have an exemption due to their administrative duties.

After thorough discussions, the meeting was concluded with vote of thanks.


Principal.

HODs Meeting

The meeting of all HODs was held on Thursday 13th June, 2019. On this occasion, the following members were present -

- 1) Dr. Mahesh B. Vansutti, Principal - 
- 2) Mr. Prasad P. Kulkarni, HOD Electrical  13/6/19.
- 3) Prof. Nishant B. Tharkar, Diploma  13-6-19.
- 4) Mrs. Vidya. N. Abdulpur ETC  13/6/19
- 5) Mr. Nitish M. Shinde C.S.E  13-6-19
- 6) Dr. S. G. Aravinda/Kumar Med  13/6/19
- 7) Mr. J. J. Gavade Civil  13/6/19
- 8) Dr. V. A. Patil BSN 
- 9) Mr. S. P. Jadhav — Automobile — Para.

The following points were discussed and resolved as per the agenda -

- 1. Academic activities for 2019-20. - Academic Calendar
- The academic calendar for the 1st semester of 2019-20 was discussed in the meeting and according to the activities planned, Academic Calendar preparation be made. It is therefore recommended that Prof. P. P. Kulkarni to prepare the Academic Calendar and circulate it to all concerned after final approval from the Principal.

required for Lesson Plan in view of the NBA requirement, be prepared by Prof. S.G. Arvindkumar and circulated to all concerned after approval by the Principal.

→ Commencement of Classes - 2019-20

The regular classes be commenced w.e.f. 19th June for all higher classes; i.e. S.E/TE/BE. regularly. All Heads were informed to communicate to all students and ask the students to pay Rs. 500/- for provisional admission and remaining after declaration of results.

→ HODs were informed to not to take academic workload of 1st hour. They should supervise the students attendance, discipline, proper conduction of classes by each faculty, in the morning. HOD should take care of basic quality of academic and its maintenance. continuation.

→ Result Analysis - As the result analysis is most important in view of the NAAC/NBA. All Dept. should prepare result analysis within 02 days after the declaration of result of respective class. The required format for result analysis will be provided by Prof. P.P. Kulkarni

→ HODs Responsibility -

- Monitoring of syllabus coverage
- Students attendance monitoring
- Students feedback as per the academic calendar

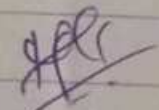
- Unite Test (Question Papers) papers must be in proper format as per the NBA requirement.
- Organization of research related programmes
- Daily reports on academic activities w.e.f. 1st day
- Monitoring on O.Ds. (duty leave) of their respective faculty, whether respective faculty is gone for respective work or not, especially the Admission work.

→ - Proper permissions

All faculty should take proper permission, before proceeding on leave or leaving the campus. Proper hierarchy should be maintained, like -

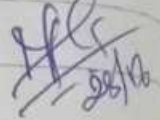
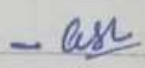
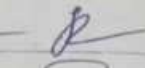
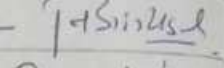
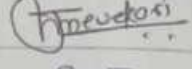
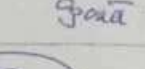
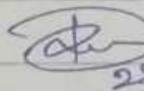

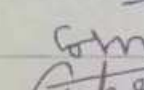
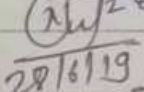

HODs → Principal's permission
Faculty → HOD's permission.

After thorough discussions, the meeting was concluded with vote of thanks.


Principal.

HODs Meeting.

The meeting of all HODs was held on 28/06/2019 in the office of the Principal; at 3:00 pm. On this occasion, the following members were present -

1. Dr. Mohan B. Vanarotti, Principal. 
2. Dr. S.L. Ghodake, Deans-Exam. - 
3. Dr. S.G. Aravind/Kurva - 
4. N.B. Tharkar - Diploma - 
5. J. S. Mevkar - 
6. S. P. Jadhav. - 
7. Prasad P. Kulkarni  28/6/19.
8. Dr. S.T. Jadhav. - 
9. M.M. Shinde  28-6-19
10. Na. G. Khan  28/6/19
11. B.V. Kumbhar 

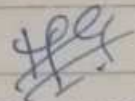
In presence of the above members, the meeting ~~is~~ commenced and discussed the following items as per the agenda.

1. Review taken on the minutes of the previous meeting held on 13 June, 2019.
2. **Weekly Meetings of Heads** with Principal on every Thursday, followed by the Department level meetings on every Friday. The HODs were informed to maintain the minutes of department level meetings in separate book.
3. **Uniform Outward Reference No.** - Every letter issued by the department should have Uniform Reference No. and recorded in a separate Outward Register in the Department. The reference number format will be made available to all soon.
4. **Students Discipline** be strictly observed by the HOD with the help of one senior faculty in the premises of the Institute and department corridor.
5. **Conduction of Classes/Practicals/Tutorials/Projects** - The issue of regular conduction of classes, laboratory experiments, and tutorial was thoroughly discussed and decided to conduct all sessions as per the time-table seriously. The faculty should reach in class in time. They should update their teaching diary from time to time.
6. **Experiment** observation books should be maintained in the lab and completed on the same day with sign and submission issue of the journals also completed on the same day. The journals conducted, which will help for completion of timely submission of the journals in the discipline.


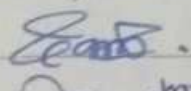
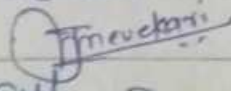
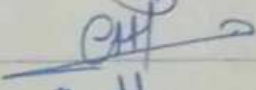
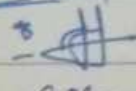

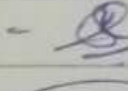
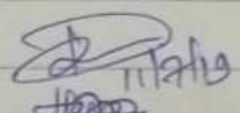
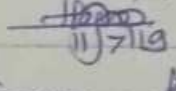

Sr. No.	Committee Name	Activities Involved
1	ADMISSION COMMITTEE	FC, ARC, Admissions (UG/PG/Dip)
2	ACCREDITATION COMMITTEE	NBA, NAAC, IQAC, NIRF
3	ALUMNI ASSOCIATION	Alumni association
4	NSS COMMITTEE	NSS, Social awareness activities, Blood Donation camp, Tree plantation,
5	HOSTEL COMMITTEE	Hostel, Mess
6	PUBLICITY COMMITTEE	Website, Magazine, Media & Paper News/ College Advt.
7	R&D COMMITTEE	R&D, Consultancy, Project Based Learning, National /International / Technical Events FDPs, Guest Lecture, Projects Evaluation, ISTE/IE(I) Staff chapters
8	STUDENTS WELFARE & DISCIPLINE COMMITTEE	Students welfare & financial help, Webnair, Moodle Server, Earn & Learn, Students Discipline
9	TRAINING AND PLACEMENT CELL	T&P Cell, Industry-Institute Interaction, Industrial Visit /Educational Tour
10	ACADEMIC CALENDAR & TIME-TABLE COMMITTEE	Academic calendar & Time-table

Sr. No.	Committee Name	Activities involved
11	CULTURAL COMMITTEE	Cultural activities, Youth Festivals, Students Council activities, Annual Function
12	LIBRARY COMMITTEE	Library workings, New arrivals, Utilization planning & review
13	SPORTS & GYMKHANA COMMITTEE	Sports & gymkhana activities
14	INFRASTRUCTURE AND BUILDING MAINTENANCE COMMITTEE	Campus & Building Planning, Infra, building maintenance
15	ENTREPRENEURSHIP DEVELOPMENT COMMITTEE	EDC, CDC
16	CANTEEN COMMITTEE	Canteen food, hygiene & cleanliness monitoring
17	FURNITURE & DEADSTOCK COMMITTEE	Furniture identification & distribution, Deadstock verification
18	DISASTER MANAGEMENT COMMITTEE	Natural calamities, disaster management & prevention measures etc.
19	TRANSPORTATION COMMITTEE	Students & Staff Transportation

After thorough discussions on the above issues, the meeting was concluded with vote of thanks.


PRINCIPAL

The meeting of all Heads of the Department was held on 11/07/2019 in the office of the Principal. The agenda discussed and resolved are as below; in presence of the following members -

1. Dr. Mohan B. Vanarotti, Principal 
2. Prof. V.H. Deskar 
3. Prof. J.S. Murekari 
4. Dr. Vishal A. Patil 
5. Prof S.K. Pisal 
6. Dr. S.L. Ghodake 
7. Dr. S.T. Jadkar 
8. Mr. P.P. Kulkarni 
9. M.M. Hajare 
10. ~~Dr. S.G. Aravinth Kumar~~ 

In presence of the above members, the meeting was commenced and resolved the following items as per the agenda -

1. Review taken on the minutes of the previous meeting held on 4th July, 2019, the points reviewed are
 - Students reporting in class
 - Results analysis of Third Year
 - Punctuality and conduction of academic sessions, monitoring the students attendance, records of proper academic diary etc.
 - Discipline - while reviewing the previous minutes the issue of discipline of the faculty in classroom, examination hall was discussed and decided not to carry mobile in classroom or during examination supervision. Strict warning to be given to all staff by the concerned heads.
2. Academic Quality Improvement - the excellence in academic performance is most important and it is expected from all departments. For this, continuous efforts are needed from each dept.
3. News/Events Publicity - The issue of wide publicity of the news of any achievement or events was discussed and decided to bring to the notice with related matter immediately to the Publicity Committee. The concerned head should take care of the same.
4. UG First Year CAP Round-I allotment - The review on CAP-I allotment list was taken and accordingly 113 (108+5) students have opted our Institute. Looking into the response of the student there is poor response to Mechanical and other courses except CSE. Therefore, it is requested to all heads to convert these students in reporting to the college.
5. DSE admission - According to the admission cell sources, the department-wise data of Diploma students is already made available. After discussions, it is decided to convert this in DSE registration, if department wise FC activities may be conducted. Heads to take care of.
6. Revised Committee: The various committees are revised as per the decision in last meeting. The names of department wise members were discussed and finalized the committee formation as per the separate list.

Item No. 6. 1/2

SANJEEVAN ENGINEERING AND TECHNOLOGY INSTITUTE, PANDHARA

Office Order

The various committees are revised w.e.f 2019-20, as per the discussions and decision taken in the meeting of all Heads. All concerned members are hereby informed to take of this and initiate the activities

REVISED COMMITTEES 2019-20 (As per the decision in the meeting of HODs-11/07/2019)

Sr. No.	Committee Name	Activities Involved	Name of the Nominated Faculty							Co ordint
			Civil	Mechanical	E&TC	CSE	Electrical	Automobile	RS&HA other	
1	ADMISSION COMMITTEE	EC, ARC, Admissions (UG/PG/Dip)	S S Chavan	A S Shelke	G R Desai	S A Babar	D M Koriyagi	D S Virkar	V A Patil	V A P.
2	ACCREDITATION COMMITTEE	NBA, NAAC, IQAC, NIRF	A N Dhende	V V Vanmore & A B Chavan	C R Dongarsane	J B Medkari	N S Jadhav	S A Patal	A B Kolekar	Dea (Acad) A. S. Kol
3	ALUMNI ASSOCIATION	Alumni association	A M Momin	R U Urunkar	S V Vanmore	S S Pujari	P B Gurav	A S Kekare		
4	NSS COMMITTEE	NSS, Social awareness activities, Blood Donation camp, Tree plantation.	H D Bhosale	A A Katiar	C M Galkwad	R S Neekar	M M Hajare	D S Virkar	Nisifer Khan	R S. Neel
5	HOSTEL COMMITTEE	Hostel Mess	A C Thoke	V D Thorat	S N Shinde	M M Hajare	Y R Nalk		Nasim Khan	M M Ha
6	PUBLICITY COMMITTEE	Website, Magazine, Media & Paper News/College Advt.	HOD	HOD	HOD	HOD	HOD	HOD	HOD	Sangh Pati
7	R&D COMMITTEE	R&D, Consultancy, Project Based Learning, National / International / Technical Events, FDPs, Guest Lectures, Projects Evaluation, ISTE, IETI Staff chapters	A K Khebudhar	U S Ghorpade	Vidya Abdulpur	S A Babar	Y R Nalk	S L Ghodake	S S. Potdar	S. G. Arvindia
8	STUDENTS WELFARE & DISCIPLINE COMMITTEE	Students welfare & financial help, Website, Moodle Server, Exam & Learn, Students Discipline	A C Thoke	S G Arvindkumar.	S N Shinde	T V Deekar	P P Kulkarni	S L Ghodake	V A Patil	S B. Deshm

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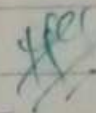


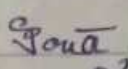
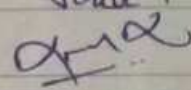
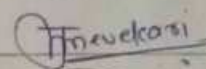
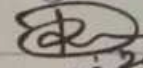
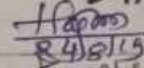
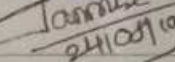
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After discussing of the above items, the mee with vote of thanks.

Signature Not Verified
SANJEEV NATVAR JAIN
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SANJEEV NATVAR JAIN
D-SANJEEVAN
ENGINEERING &

Academic HODs Meeting

The meeting of all Heads of the Department was held on 24/08/2019 in the office of the Principal. The following members were present on this occasion.


1. Dr. Mohan B. Vanarotti, Principal. 
2. Dr. S.G. Asavinda Kumar - 
3. Dr. S.L. Ghoshal (Dean Exam) 
4. Mr. S.P. Jadhav - 
5. Dr. S.S. Potdar 
6. Mr. J.S. Mevkar - 
7. P.P. Kulkarni 
8. M.M. Hajare 
9. S.V. Vanmool 

In presence of the above members, the meeting was commenced and following items were resolved as per the agenda -

1. Review taken on the minutes of the previous meeting.
2. Absency of staff members on 15th August on the occasion of flag hoisting. Those who were absent, 03 days vacation be reduced from next Vacation as a disciplinary action. All national celebration event needs to be attended by HODs compulsory.
3. Punctuality was discussed, HODs to take care and be present in the college premises as discussed earlier to monitor students discipline. In absence of HOD, senior faculty should be there.
4. Dress Code - The faculty should be in proper formal dress code during the college hours.
5. Leave - Hereafter, every faculty member should take prior permission of the HOD and then Principal in person and after approval of the Principal, it should be submitted in office to Estt. Section.
6. Final Year Project - The final year Projects and their Guide was discussed. Quality projects need to be defined and implemented Project Group as per the discussions. It is noted that the Projects of E&TC Deptt are not yet defined, explanation to be sought by deptt.
7. Conferences - As per academic calendar every deptt should organize the Conference/Workshop in a semester.
8. Japanese Language Course - The Japanese Language Course award being organized on Tuesday, 27th August, 2019 - all final years students should attend the same. Electrical and Civil Engg Deptt to co-ordinate the same.



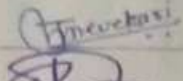
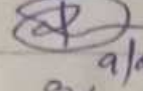

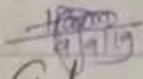
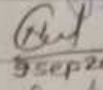
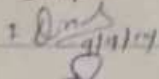

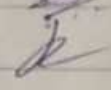
9. **BATU exam, Criteria of Credit System** - Staff should have thorough knowledge of DBATU Academic Calendar, Curriculum System / structure, Examination pattern, Minimum Credits for carry-on, Results etc. For this, department wise staff meeting will be organized w.e.f. Wednesday 28th August - as below -
- 28/08/2019 - 11.30 - Automobile Engg
 - 28/08/2019 - 12.30 - Electrical Engg
 - 29/08/2019 - 11.30 - Civil Engg
 - 29/08/2019 - 12.30 - Computer Sc & Engg
 - 30/08/2019 - 11.30 - Mech Engg
 - 30/08/2019 - 12.30 - Electronics & Telecom Engg
10. **Readmission in Third Year under DBATU** - As per DBATU letter, the process of Transfer of students in Third Year level under DBATU is in process, all HODs to make awareness amongst the students.

After discussions of the above items, the meeting was concluded with vote of thanks.


Principal

H.O.Ds Meeting

The meeting of all Heads of the Department was held on 9/9/2019 in the office of the Principal. On this occasion the following members were present -

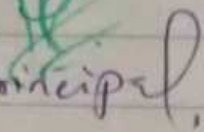
1. Dr Mohan B. Vanarotti, Principal - 
2. Dr. Ghodake S.L. Dean Exam 
3. Mr. Jabbar S. Mavekari 
4. Mr P.P. Kulkarni 
5. Mr. S. P. Jadhav 
6. Mr. M.M. Hajare 
7. Ms. Na. G. Khan 
8. Mr. D.P. Dinda (Diploma) 
9. Dr. S.T. Jadhav 
10. Dr. S.G. Aravinda Kumar 

On this occasion, the following items were resolved -

1. Review taken on the minutes of the previous meeting.
2. **Students Development Program** - Students Development Program is planned on 11/09/2019 for our pre-final/final year students in presence of UPSC Director. All heads to take care to inform all students to attend the programme.
3. **Students Attendance** - Follow-up of the students, who are not regular and having below 50% attendance during this semester (since starting), be taken. Don't allow them to attend the Mid-Sem. Test, schedule on 26, 27 & 28 September, 2019. Message to be conveyed to such students and their parents.
4. **Mid-Sem. Test**, schedule on 26, 27 & 28 September, 2019 - syllabus for the mid-sem test will be based on 3 units, however minimum 4 units teaching should be completed before mid-term tests.
5. **Department Activity** - As per academic calendar one activity be planned during the semester, the details should ready before the next meeting.
6. **National Level Conference** - combine activity for National Level Conference to be organized by all the deptt.

7. **Welcome Function** for newly admitted students of UG/PG be planned on Monday 23rd or Wednesday 25th September. For Diploma students this function may be conducted separately.
8. **Staff Attendance & Performance** by HOD – Monthly Staff Attendance & Performance report received from HOD will be considered for salary related issues.
9. Other issues like – BATU exam related queries/issues to be raised on DBATU online link, Result analysis of each deptt be provided to the Principal, Japan Language programme interested students, Observation of students behavior and arrogance in the deptt etc. were also discussed in the meeting.

After thorough discussions on the above issues, the meeting was concluded with vote of thanks.

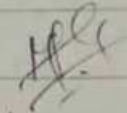

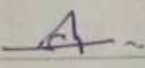

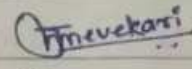
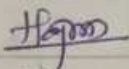
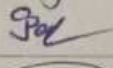
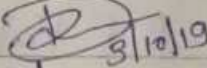
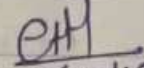

Principal,

HODs Meeting.

The meeting of all Heads of the Department was held on 27th September, 2019 at 3:30 pm. in the office of the Principal. The following members were present on this occasion. -

1. Dr. Mohan B. Vansatti
2. Dr. S. G. Aravind Kumar - JK
3. N. B. Tharkar - 1-12/11/2019
4. J. B. Metkari - Jimeth
5. S. V. Vansore - Tanrose
6. Dr. Ghodake S. L. - all.
7. Dr. V. A. Patil - CH
8. P. P. Kulkarni - 29/9/19
9. J. S. Mevkar - Mevekar
10. S. P. Jadhav - Jadhav

The meeting of all Heads of the Department was held on 03/10/2019 at 3:00 pm in the office of the Principal. The following members were present on this occasion -

1. Dr. Mohan B. Vanarotti - 
2. Mr. S. L. Ghodake - 
3. S. B. Deshmukh - 
4. Dr. S. T. Jadhav - 
5. J. S. Mevekar - 
6. M. M. Hajare - 
7. S. P. Jadhav - 
8. P. P. Kulkarni -  3/10/19
9. Dr. V. A. Patil -  3/10/19

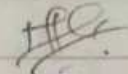
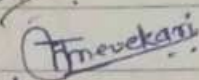
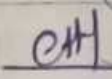
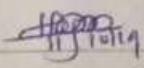
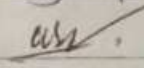

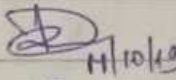

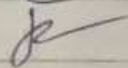
1. Review taken on the minutes of the previous meeting.
2. **Review on Mid-Sem Exam.** - Review on Mid-Sem Exam conduction was taken. It is decided to inform the performance of MSE to all parents along with the attendance report and previous semester result. It is suggested to use the uniform format.
3. **Review on Academics** - Monitoring on students discipline, CA marks, Absentees, classroom discipline of faculty members, avoiding usage of mobile in class etc. was discussed and informed accordingly to maintain the discipline.
4. **Students Feedback** - HODs to personally make awareness about the Feedback System amongst the students. Get feedback from students for each class separately as per the guidance of the Principal, who are regular and having minimum 50% attendance. The class wise feedback files should be ready by next week meeting.
5. **Exam related Issues** - Some following issues related to DBATU exam were discussed like and explained by the Dean (examination) -
 - 1) Department wise exam awareness sessions
 - 2) Proper record to be kept on CA1 / CA2 and MSE by each deptt, which needs to be maintained for verification by BATU authorities.
 - 3) Absent students for MSE be assumed as absent for final exam.
 - 4) Exam form online submission schedule and form generation etc.
 - 5) Fees collection and Scholarship form submission follow-up during the examination form schedule be monitored.
6. **Freshers Day Programme** - Freshers day programme be planned on 12th October, 2019 - combine event by Civil and Mechanical Engineering Departments.

Finally, the meeting was concluded with vote of thanks.

Academic Advisory Committee

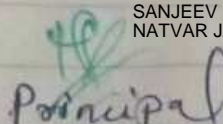
HODs Meeting

The meeting of all Heads of the Department was held on 11/10/2019 @ 10.30 am. in the office of the Principal. The following members were present on this occasion -

1. Dr. Mohan B. Vanarotti - 
2. Mr. J. S. Mevekar - 
3. Dr. V. A. Patil - 
4. Mr. M. M. Hajare - 
5. Dr. Ghoshale S. L. - 
6. Dr. S. T. Jadhav - 
7. P. P. Kulkarni - 
8. S. P. Jadhav - 
9. Dr. S. G. Aravind Kumar - 

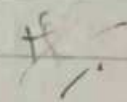
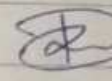
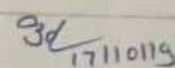
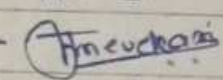
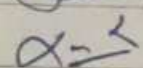
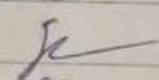
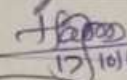
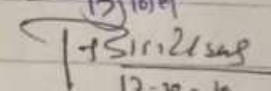
- Review taken on the points discussed in the last meeting like - Monitoring the discipline of the students, awareness of the students on discipline in college premises, exam issue awareness, attendance report letter to parents etc.
- **Students Feedback** - As decided in previous meeting, the report on the feedback as it received from the students be submitted to the Principal by Monday.
- **Letter to Parents** - As decided in earlier meeting the performance of MSE along with the attendance report and previous semester result be sent to all parents immediately. It is
- **Freshers Day Programme** - Freshers day programme is planned on 12th October, 2019 in the afternoon session. All heads were informed to take care of. The programme is being planned combinely by Civil and Mechanical Engineering Departments.
- **BATU Transfer/Migration Students Credit Calculation** - As per DBATU circular dt.05/10/2019, credit points of Transfer/Migration students be calculated on priority basis for submission to BATU for approval. The industrial training part in compliance of syllabus requirement of second year may be arranged in departments with special training on ANSYS or on other tools.

After discussion on the above agenda, the meeting was concluded with vote of thanks.


Principal

Academic Advisory Committee HODs Meeting

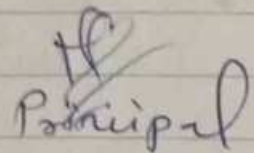
The meeting of all Heads of the Departments was held on 17/10/2019 in the office of the Principal. The following members were present on this occasion -

1. Dr. Mohan B. Vanarotti, - 
2. Mr. P. P. Kulkarni  17/10/19.
3. Mr. S. P. Jadhav -  17/10/19
4. Mr. J. S. Mavkari - 
5. Dr. S. S. Potdar 
6. Dr. S. G. Aravindakumar 
7. M. M. Hazare  17/10/19
8. N. B. Tharkar  17-10-19.

- From next meeting, the regular HODs meeting will be held on every Thursday, at 3.15.
- **Absence of Head, E&TC** - In spite of meeting intimation, Prof. S. T. Jadhav, Head, E&TC was absent. His absence was seriously noted.
- **Fee Collection** - Review on department wise fees collection from the students was taken in the meeting. After discussions, departmentwise expected fees collection by 22/10/2019 is as below -
 - 1) Mechanical - 7 lakhs
 - 2) Electrical - 4.7 lakhs
 - 3) Automobile - 5 lakhs
 - 4) CSE - 2 lakhs, 5 lakhs after Diwali
 - 5) Civil - 5 lakhs
 - 6) F.E. - 10 lakhs by 18/10/2019
 - 7) Diploma - 1 lakhs
- **Review on Students Feedback collection** - The students' feedback reports from some departments is still pending. They were informed to submit the same. In some feedback, students are commenting that there is no action on previous feedback taken earlier years, hence, the action on feedback will be considered seriously. The feedback on SU syllabus completion should be done before term end - 18/10/19. Prof. M. M. Hazare was informed to take care of the E&TC students' feedback report.
- **Medium of Teaching/Instruction** - As feedback from most of the students is that most of the Teachers are teaching in local language. HODs were informed to take care that all Classroom teaching should be strictly in English only. If any faculty is poor in English language, special workshop be arranged for them.


- **SU Exam Time-table / Internal Marks** – SU exam theory exam draft time-table is received and accordingly exams are commencing from 23rd November. All heads were informed to check the time-table / overlapping etc. The internal marks (SU & BATU) get signed from the student and approved from HOD and Principal before uploading on University portal.
- **HODs & Associate HODs** – Henceforth, the S.E./T.E./B.E. Class co-ordinators will be considered as Associate HOD. They will also involve in all the processes of academic and department activities. HODs to bring them for HODs weekly meeting from the forthcoming meeting.
- **Mid-Sem Exam-II** – Mid sem exam –II be planned individually in the department. However all records of exam (exam notice, time-table, papers, results) be properly kept in record for NBA purpose.
- **Workload of Lab Asstt** – Weekly workload of Laboratory Assistants in the department should be submitted to review and inter-departmental gap arrangement.
- **Department Good Things/Achievements** - Some good things/achievements other than academic activity should be there by each department. Some Social /Community awareness activities be planned in nearby villages during the holiday and proper reports with photographs be prepared. During the year minimum 10 events from all the department are expected. The Village awareness on the topics like - Importance of Voting in Democracy, Pollution due to Plastic Use, Clean village, Health awareness, State & Central Govt. schemes on Child Literacy, Vaccination schemes, Women empowerment, and other suggested areas by AICTE, BATU etc. be arranged.
- **Congratulations to Students** – It is learnt that some of the students from Electrical, Automobile and other departments have been nominated on BATU University Sport Team. Their achievement is appreciable and the meeting congratulates them. The list will be available from Sports section soon.
- **Diploma Meeting** – There will be separate meeting of all faculty under Diploma on 23/10/19. Prof.Tharkar to take care.

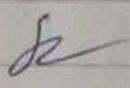
finally, the meeting was concluded with vote of thanks.

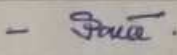

Principal

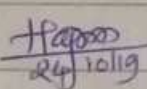
HODs Meeting.

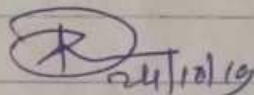
The meeting of all Heads of the Dept was held on 24th October, 2019 at 11.00 in the office of the Principal. On this occasion, the following members were present -

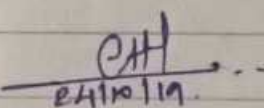
1) Dr. Mahesh B. Vanarotti - 

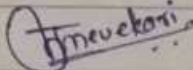
2) Dr. Aravind Kumar S. G. - 

3) Mr. S. P. Jadhav - 

4) Mr. M. M. Hajare - 

5) Mr. P. P. Dulkarni - 

6) Dr. V. A. Patil - 

7) Mr. J. S. Mevkar - 

On this occasion, review on the minutes of previous meeting was taken, and discussed the points as below, as per the agenda.

1. Feedback of students - As per the discussions held in the earlier meeting, review on the feedback taken from the students was taken.

2. Review on fees collection - The review on the pending fees collection was taken departmentwise.

3. Review on W/L of Lab. Asstt. / Associate Head.
The review on the workload of Lab. Asstt and

responsibilities to senior faculty as Associate Head was also taken.

4. DBATU - Internal Academic Audit - As per the guidelines and academic calendar, the internal academic audit is to be conducted in line with the NAAC IQAC formats. The formats have already been forwarded to all heads. The data of 2018-19 and 2019-20 is required as per the format. All heads were requested to provide the data to IQAC coordinator Prof. G. C. Koli, before 10/11/2019.

5. SWAYAM - As per AICTE guideline the activities under Swyam needs to be conducted. In this regard, Prof. S. A. Babar will look after the same.

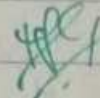
6. Japan Language course - As discussed earlier, all deptt. were informed to prepare the detail list of students, who are interested in Japan language course. The mail recd from the Agency will be forwarded.


7. DBATU Question Paper - As per guidelines, the model question papers can be set by each deptt. as per the University instructions.


After discussions on above points, the meeting was concluded with vote of thanks.

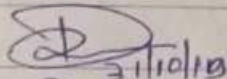
Academic Advisory Committee
HODs Meeting

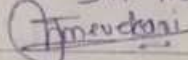
The meeting of all Heads of the Deptl. was held on 31st October, 2019 at 11:00 am in the office of the Principal. On this occasion the following members were present.

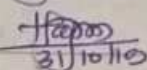
1) Dr. Mohan B. Vanaratti - 

2) Mr. Shivaji Ghodake - 

3) Mrs. S. P. Jadhav - 


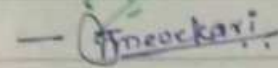
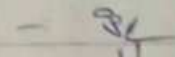
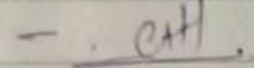
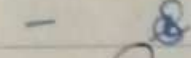
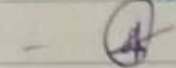
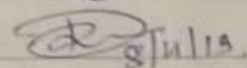
4) Mrs. P. P. Kulkarni - 

5) Mr. J. S. Mevkar - 

6) Mr. M. M. Hajare - 

Academic Activity Committee
HODs Meeting

The meeting of all Heads of the Deptt. was held on 5th November, 2019 in the office of the Principal. On this occasion, the following members were present -

1. Dr. Mohan B. Vanaratti. 
2. Prof. J. S. Mewkari 
3. Mr. S. P. Jadhav 
4. Dr. Vohal A. Patil 
5. Dr. S. T. Jadhav 
6. S. A. Baber 
7. P. P. Kulkarni 

The regular weekly meeting of all Heads of the Department was held on 08/11/2019 at 02.30 pm. The minutes of the meeting as per the agenda are as below -



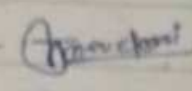
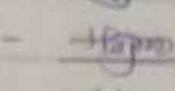
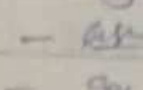
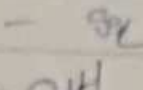
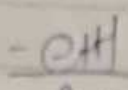
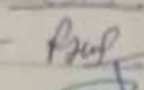
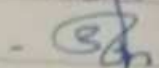
- **Students' admission and MAHADBT applications** - The issue of students not reported to the office till today for 2019-20 admission and students who have not submitted online application of scholarships/freeships on MAHADBT portal was discussed and accordingly HODs were informed to take care of the issues in time.
- **Discipline** - The issue of students and staff discipline was discussed.
- **Syllabus Coverage** - As per DBATU revised dates, 1st Term ends on 14th November. Therefore care should be taken for 100% syllabus completion.
- **Term End Meeting** - The term end meeting will be conducted on 14th November, 2019 at 11.00 am. On this occasion, the issues like - Admissions, Examination, and Academic etc/ will be discussed. According to the Shivaji University schedule 2nd Term commences on 23rd December, 2019. The vacation plans will be decided after the term end meeting.
- **Conduction of Uni. P/O & theory examination** - The university examinations should be conducted in proper discipline, with proper experiments etc. And also as decided earlier, the internal marks should be prepared with proper justification and verified at appropriate levels.
- **Status of DBATU Internal Audit format data** - As per the deadline, the documents/formats for DBATU internal audit are not ready in some of the deptt till date. The last date for this is 10/11/2019, else 3rd Saturday will be kept working.

After discussions on the above items, the meeting was concluded with vote of the


PRINCIPAL

HODs Meeting

The meeting of all heads of the department was held on 14/11/2019 in the office of the Principal. On this occasion following members were present

1. Dr. Mohan B. Vanaratti - 
2. Dr. S. G. Aravind Kumar - 
3. Prof. Jabbar S. Murchasi - 
4. Mr. M. M. Hojare - 
5. Mr. Ghodake S. G. - 
6. Mr. S. P. Jadhav - 
7. Dr. V. A. Patil - 
8. Mr. A. A. Jagavute - 
9. Mr. A. K. Khabardkar - 







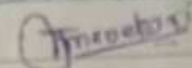

The minutes of meeting as per the agenda, are as below -

- **Internal/Term Work mark Records** - The issue of students Term work & internal marks submission to University and records was discussed. All members were directed to maintain records of internal marks, including CA1, CA2, Mid-Sem Exam etc. in proper format, as it is necessary for accreditation process/IQAC.
- **Students Representatives** - The process of formation of College Students Council for 2019-20 is withheld, as per the directives from Govt. However, for smooth conduction of extra-curricular activities like Sports, Cultural and NSS activities, students' representatives are to be appointed. Hence, the concerned faculty In-charges were instructed to take nominations by giving notice to students and recommend suitable names for Sports & Cultural Secretary. For NSS, nomination of active NSS students' member may be made through NSS Cell.
- **Academic Audit** - The audit documents need to be prepared carefully, especially the Academic Diaries should be well updated and made ready, the Audit Committee will verify the same. Further, review on preparation of the formats for DBATU internal audit was also taken in the meeting. Still some of the members in Electrical, ETC (SVV/SNS/CMG), CSE (SAB/NMS/Deokar) have not updated the formats. The heads were directed to inform concerned members and get it done by today.
- **Online Submission of Uni. Marks** - The process of online confirmation of TW/PO marks of SU is going on. The online marks confirmation of BATU - CA1, CA2, MSE is also commenced; all heads to take care for timely confirmation through respective login.

After discussions on above issues, the meeting was concluded with vote of thanks

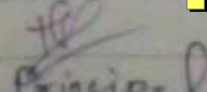
Academic Advisory Committee
HODs Meeting

The meeting of all Heads of the Department was held on 22/11/2019 in the office of the Principal. On this occasion, the following members were present.

1. Dr. Mahesh B. Vanaratti -
2. Dr. S.G. Aravinda Kumar - 
3. Dr. S.L. Ghoshale - 
4. S.P. Jadhav - 
5. MM-Hajare - 
6. Na.G. Khan - 
7. P.P. Kulkarni - 
8. J.S. Morekoti - 
9. B.V. Kumbhar - 

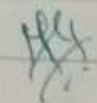
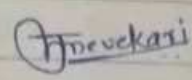
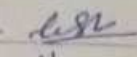

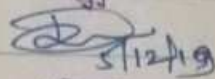
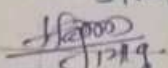
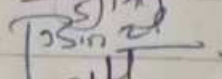
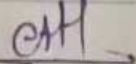
The minutes of the meeting as per agenda are as below

- **DBATU Academic Audit** - As per BATU's guidelines the academic audit has been conducted smoothly with the help of 2 external experts. Congratulations to all Heads, faculty and the IQAC Team Prof.Koli & Prof.Manik Patil.
- **NAAC Academic Audit** - As per NAAC accreditation guidelines the annual academic audit is to be conducted by January 2020, hence all heads should take care to complete all formats/templates before 2nd term commencement and provide to IQAC cell.
- **SU/DBATU Exam activities** - Strict observation of the students discipline during exam. This should help to improve the regularity of the students. Exam supervision duties are to be carried as per the guidelines of the Exam Dean. There will be min. 6 to 7 duties to each faculty. For 2nd Term the existing Exam Co-ordinators in each deptt. will continue their work under Dean(Exam) guidance.
- **Japanese Language Training** - List of interested students be provided by today evening.
- **2nd Term Activities** - The actual activities of 2nd Term will commence from 1st January, 2020 for both SU & BATU students. The other activities like sports, NSS and annual function will be decided by considering the dates of Annual Function by Sanjeevan. The workload allotment of faculty be made before going on vacation.
- **Community Project** - The community project work of 6th semester be done seriously at actual field and given wide publicity. Prof.Khebudkar will be overall In-charge. Further each deptt should conduct minimum one activities (Seminar/Workshop) during the semester.
- **Other Issues** - The other issues like admission counseling for FE/DSE, expert lectures by Mech/Electrical Degree staff to Diploma students; R&D and other project funding initiatives, Parikrama date was discussed.

Finally, the meeting was concluded with vote of

Principal

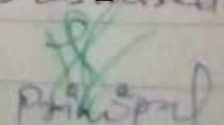
Academic Advisory Committee HODs Meeting

The meeting of all Heads of the Department was held on 5/12/2019 in the office of the Principal. On this occasion, the following members were present -

- 1) Dr. Mohan B. Vanarathi 
- 2) Prof. Jabbar S. Mevkar 
- 3) Dr. Shivaji K. Ghodake 
- 4) Prof. S. K. Pisal 
- 5) P. P. Kulkarni 
- 6) M. M. Hajare 
- 7) N. B. Tharkar 
- 8) Dr. V. A. Patil 

The minutes of the meeting are as below -

1. Second semester activities like Annual Function, Parikrama, convocations etc. was discussed.
2. Review on data collection for admission, department wise targets, assessment of minimum 60 papers by each faculty, etc. was taken.
3. Workload of all faculty members - all faculty should take minimum 8 hrs. theory load.
4. BATU Cap Centre - for PG (regular + supplementary) UG (supplementary) will be at our Institute co-ordinator will be Prof. Smt. Vidya madam.
5. Other issues like vacation slots, duties and examination work etc. was discussed.


Principal

Academic Advisory Committee
HODs Meeting

The meeting of all Heads of the department was held on 03/02/2020 in the office of the Principal. On this occasion, the following members were present

1. Dr. Mohan B. Vanarathi
2. Dr. S.G. Aravinda Kumar
3. Mr. P. P. Kulkarni (Electrical)
4. Mr. J. S. Menekekar
5. Mr. M.M. Hajare (BSE BERC)
6. Dr. V. A. Patil
7. Sandeep Kyatanaval (TPO)
8. Mrs. S. P. Jadhav (HOD)
9. B. V. Kumbhar - Office

The minutes of the meeting as per the agenda is as below -

1. Review as commencement of classes & attendance - HODs to send department's master time-table for Principal office use.
2. LIC visit of DBATU is expected in a month. All departments should take care to furnish all required information in light with the DBATU LIC format. Awareness be made amongst the faculty.
3. Data required for IQAR be provided to the Co-ordinator and details to be updated, with Prof. G.C. Koli.
4. Forthcoming Activities - 1) 29th February
2) 2nd March - Lead College Project Competition.
3) 3rd March - Parikrama, 4) 4th March - Annual

social functions and Convocation, etc.

The co-ordination of these activities be done by department wise -


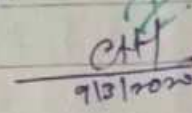
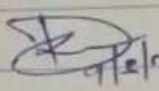
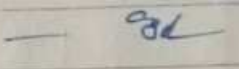
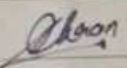

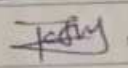



- 1) Convocation - Electrical Dept.
- 2) Annual Social function - CSE Dept.
- 3) Parikrama - Mechanical Dept.
- 4) Lead College Activity } - Mechanical Dept.
& Parikrama } and first year.

Lead college competitions would be combined with Parikrama activity, with two group - 1) FE/SE and 2) FE/BE.

5. Fees collection from students, redemption of the scholarship applications be informed to the student and necessary intimations be given at Dept. level.
6. Students feedback - As initial level all Dept. should take students feedback before Thursday. HOD should personally make awareness amongst the students regarding the feedback.
7. Students attendance, Class engage timings, First class commencement in time @ 9.30 sharp, should be strictly monitored.
8. One day in a week extended hours 4.30 to 5.45 pm be conducted on Wednesday, especially for Mentorship / Guardianship implementation.
9. Other issues like results analysis, placement training modules, salary as per piz is also discussed.

HODs Meeting

The meeting of all Heads of the Department was held on 09/03/2020 at 2:30 pm. in the office of the Principal. On this occasion the following members were present -

1. Dr. Mohan B. Vanarodhi - 
2. Dr. Vishal A. Patil - 
9/3/2020
3. Prasad P. Kulkarni - Electrical 
9/3/2020
4. Mr. S. P. Jadhav - 
5. Mr. S. S. Chavan - Civil 
6. Sandeep K. - TPO 
7. Dr. K. B. Manwade - CSE & ETC 
8. Dr. S. G. Aravinthana Kumar - Mech. 
9. Dr. S. L. Ghodake - 
10. Shri B. V. Kulkarni - 

The minutes of the meeting are as below -

1) Review on ongoing academic and co-curricular activities was taken.

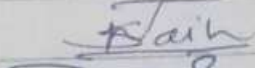
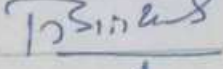


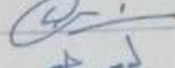
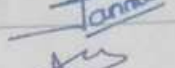

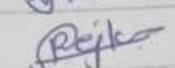
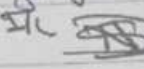


2) Review on Annual Activities conducted - The various events of college were conducted in the last week.

- 1) 2nd March - Project Competition
 - 2) 3rd March - Parikrama
 - 3) 4th March - Convocation / Annual Day
 - 4) 5th March - Annual Day
- the events were very grand and all heads / coordinators were congratulated. special thanks to all faculty members. In this regard, all Heads were informed to prepare event wise detail report for NBA record. Copy of the report be submitted by 13th March.

- 3) Remedial Exam of BATU - 11th and 12th March
- 4) Lead College Event - Project competition for all Lead college members be arranged. Coord. shall be Prof. Anandkumar and Mrs Deskar.
- 5) Lead College - Training session for students under TPO.
- 6) Pool Campus Event by T.P. Cell - on 12th March at 9:30 am, by Mr/Mhaske - HODs to take care to involve maximum students and non-attenders to strictly warn.
- 7) Job Fair for current and past students. HODs to provide data of all students in time to TPO.
- 8) BATU Mid-Sem Exam - may be scheduled on 26th or 27th March. / SU Mid Term - 16th March
- 9) Updated Faculty list to be provided to Dean (Exam) for exam related work.
- 10) Attendance of Faculty members - be properly monitored. Early leaving/Late permission be notified by HODs. and HODs' permission by Principal.
- 11) Other issues like NAAC paper submission, fees collection, academic calendar, S.E. exam students sign, final year farewell function were also discussed.

HODs Meeting (Academic Advisory Committee)

The meeting of all Heads of the Department was held on 15/10/2022 at 3:00 pm. in the office of the Principal. On the occasion the following members were present -

- 1) Dr. S.N. Jain, Principal - 
- 2) Prof. N.B. Tharkar - BSH - 
- 3) Prof. S.B. Deshmukh - Mech - 
- 4) Prof. S.K. Pisal - Auto - 
- 5) Dr. G.C. Koli - IQAC - 
- 6) Dr. S.V. Vanmore - E&TC - 
- 7) Prof. A.C. Thoke - Civil - 
- 8) Dr. Suhas G. Sapate, Vice Principal - 
- 9) Prof. R.S. Nejkar - CSE - 
- 10) Mrs. Jadhav ~~Wadhwa~~ S. - Elect. - 
- 11) Mr. B.V. Kumbhar - Registrar - 

The discussions were held as per the agenda of the meeting and resolutions passed as below -

- 1) To review the admission status of S.E. to B.E. Class for 2022-23.

The review on the students admission and reporting to college was taken departmentwise. Accordingly departmentwise not admitted students data was placed before all Heads as below -

- 1) CSE - 34, 2) Civil - 78, 3) ~~Electrical~~ ^{Electrical} - 56,
- 4) Mech - 47, 5) Auto - 04, 6) E&TC - 02

All heads were informed to take follow-up and ask their students to report before 18th October 2022 and take admission. Around 221 students are to the college till today.

The review on ongoing activities was taken in the meeting, percentage of syllabus coverage, preparation for CA1 Test etc. The CA1 Test is going to be conducted in next week.

3) To review the Status of Internal Academic Audit and IQAC..

The status of the internal academic audit conducted and IQAC was briefed by the IQAC coordinators.

After discussions it is recommended to -

- Check last 03 yrs data before the external audit by BATU, which is expected after 1st Nov. 2022
- Observe IQAC norms, which are not being followed
- Conduct students related activities and strengthen
- Execute strong and quality based academic plans
- Explain department academic plans and quality issues during Induction Program of First Year students, by every faculty - HOD.
- List out the slow learners student and plan remedial classes.
- Introduce SWYAM/NPTEL courses in each dept and display the schedules on N.B.
- Use digital library by students and staff.
- Include Outcome Based issues, CAs conduct procedure, new schemes etc. in academic diary
- Check the ERP s/w for uploading PO/COS
- Plan and conduct CO/POs objective mapping awareness one day program for staff.
- Intimate the department's data for uploading - correcting on college web under cc to the Principal.

4) Any other issue with the permission of the Chair -

After discussions as per the agenda, the following issues were also discussed -

- a) Prof. S.V. Vanmore, Head QTC is assigned to organise one International Conference in the next academic year in our Institute. He is informed to list out the details on proposed International Conference and initiate the activities under intimation to the Principal at the earliest.
- b) Nomination of department Coordinators for T&P Cell to streamline the T&P activities.
- c) Arranging guest lectures of Adjunct Faculty (retired) and Visiting faculty (industry) in each Deptt.
- d) Submission of exam marks by allotted Faculty in time and uploading on DBATU portal. The CA1 marks should be submitted before 27th October.
- e) The next sem. workload allotment when ready, should be submitted for review to the Principal.
- f) Online workshops/webinars schedule be notified in the department and to attend by students and staff.

After thorough discussions and resolution as above, the meeting was concluded with vote of the thanks. The next fortnight meeting will be held on 29th October, 2022 @ 3 pm.


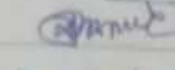


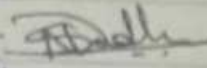

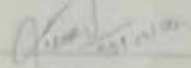



Jain
Principal
Sanjeevan Engineering & Technology Institute
Somwar Peth, Panhala, Kolhapur

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Academic Advisory Committee
(HODs Meeting)

The meeting of Academic Advisory Committee (HODs) was held on Saturday, 29th October 2022 at 3.30 pm. In the office of the Principal. On this occasion the following members were present -

- 1) Dr. S. N. Jain, Principal - 
- 2) Dr. S. G. Sapate, Vice-Principal - 
- 3) Prof. Sandar B. Dashmuth, HOD, Mechanical.
- 4) Asst. Prof. S. A. Bchar, CSE - 
- 5) — S. M. Shinde Ail - 
- 6) Mr. Jadhav Nilesh S. - 
- 7) Mr. Pisal Sachin K. -  (HOD Auto)
- 8) Mr. Champal V. Vanmore - 
- 9) B. V. Kankar, Registrar - 

The minutes of the meeting as per the agenda are as below -

1. To review the proceedings of last meeting and action....

The review on minutes of the meeting held on 15/10/2022 was taken.

2. Final Year Students' Project allotment - The project batches and allotment status in each department was reviewed with following suggestions -

- The deadline for identifying and list out the projects shall be 12/11/2022.
- Identify real ground problem related areas for projects as well as interdisciplinary projects like - Solar based projects, E-Vehicle, Hydroelectric generation by using rain water, Wind Mill power generation, Water tank level sensor, Energy Audit - which should be solution finders and prestigious to our Institute.
- Organize department wise open evaluation of project in Phase-I
- Students should be encouraged to participate in outside technical events.

3. Formation of Departments Professional Bodies - The guidelines were circulated to all, accordingly all Heads were informed to submit the details of formation and activities planned before 31/10/2022.

4. International Conference - As decided earlier the International Conference will be organized jointly by Prof.S.V.Vanmore and Dr.Vishal Patil in February 2023.

5. Status of Admission - higher class admission & students reporting (SE to BE) was taken. All admissions should complete by 04/11/2022.

6. ERP implementation - The feedback on present status of ERP of academic issues be given immediately.

7. Practical / Oral examination will be conducted with External Examiners from

8. **PARIKRAMA** - As per the rotation, this academic year the Parikrama will be conducted by Mechanical Engineering Department.

9. **Irregular/Defaulters Students** - Irregular and defaulter students be fined in the form of additional assignment like NPTEL course (technical/non-technical) as mandatory.

10. **Mid-Sem Exam** - The MSE will be conducted at central level as prevailing system of University examination.

11. **Industry Interaction by Deptt** - Minimum two faculty members should be nominated for one week to industry this semester during MSE period. The report of the interaction activity and proper documents should be maintained in Deptt with copy to Vice-Principal.

12. **Awareness on Department to Freshers (FE/DSE)** - FE/DSE students will visit to each department for one hour. HODs should arrange to present their department to students. One additional session on DBATU evaluation will be conducted for these students through Exam Deptt.

13. **Magazine/Newsletter** - Department wise bi-monthly technical magazine/magazine be prepared & published.

14. **Notices with deadlines** - All notices issued by Principal Office should be taken seriously and complied with the deadline.

After discussions on the above issues, the meeting was concluded with vote of thanks.



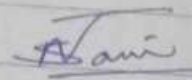
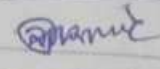
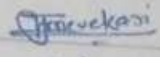
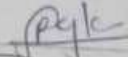
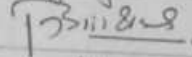

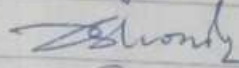
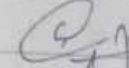


Sanjeevan
PRINCIPAL

Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala - 416 201

Academic Advisory Committee (+HODs Meeting)

over

The meeting of Academic Advisory Committee and NBA Advisory members was held on 25/03/2023 at 11:00 am in the office of the Principal. On the occasion, the following members were present.

- 1) Dr. S.N. Jain, Jt. Principal 
- 2) Dr. Subhas G. Sapate, Vice Principal 
- 3) Prof. J. S. Mevkar 
- 4) Prof. R. S. Nejkar 
- 5) Prof. Nishant B. Tharkar 
- 6) Prof. Sachin K. Pisal 
- 7) Dr. D. S. Bhosale 
- 8) Dr. G. C. Koli 
- 9) Dr. S. V. Vanmore 
- 10) B. R. Kumbhar 


The minutes of meeting as per the agenda are as below -

Item No. 1. To review the academic activities and ongoing examinations of DBATU.

The ongoing activities in the institute were discussed. The academic sessions for higher class are already commenced as per the schedule of DBATU. In addition, the examination of winter semester (first term) of B.Tech. First Year are being carried out as per the DBATU schedule. The item was discussed thoroughly and resolved to monitor accordingly by each head of the dept.

Item No. 2. To review suggest modifications to the existing Vision, Mission, Quality Policy etc.

The existing Vision, Mission, Quality Policy etc. of the Institute are revised before five years. It is necessary to rethink, review the same and suggest the appropriate Vision, Mission and Quality Policies. The existing Policy statements are as below -



Vision
SETI to educate to excel in social transformation

Mission
To inculcate academic excellence in pursuit of technical education and to strive hard for good academic results and placements
To attract nurture and retain the best faculty and technical manpower
To develop holistic personality of students to be a responsible citizen with ethical values
To promote industry institute interaction for employability and entrepreneurship

Quality Policy
We promise a conducive environment to our faculty, staff and students to realize the vision

Environment Policy
Green Sanjeevan, clean Sanjeevan

Quality Objectives

1. To enhance Professional skills and ideas
2. To cultivate fraternal spirit amongst teachers and staff
3. To bring about effective linkage between industry, institute, society
4. To develop healthy and ethical attitude among student towards work and life
5. To emphasize in education for development of attitude, knowledge and skill for entrepreneurship and self employment
6. To provide opportunities through education to rural and deprived sections of society

The existing policy statement was reviewed in the meeting & suggested some modifications to statement as below -

Vision - To be the Institution of excellence by imparting quality education and transforming students into competent professionals with societal relevance.

Mission - * To practice innovative & outcome based teaching Learning process. * To imbibe conducive research ambience towards developing environment friendly engg. solutions. * To strengthen the interactions with industries for research, internships employment & Promoting entrepreneurial skills. * To accelerate equitable & harmonious development of stake holders.

The revision, modifications suggested and Policy statements is to be approved by the Board of Governors of the Institute or the Trust, hence it is recommended to place before the appropriate approval body to incorporate the policy statements in Institute's Policy in view of the accreditation work.

Item No. Any other item with the permission of the Chair.

The ongoing activities in the Institute like IIR Workshop, IQAC activities and DBATU Internal Academic Audit, startup events conducted, Students Training, Workshop on life skill etc. were discussed with the permission of Chair.



A handwritten signature in black ink, appearing to read "Sanjeevan Jain".

PRINCIPAL
Sanjeevan Engg. & Tech. Institute
Somwar Peth, Panhala, Dist. Kolhapur. (MS)

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.

Annual Financial Statement (Budget) 2022 - 2023

Approved in BOG Meeting Dt. 27.04.2022

Resolution No. 03



Sl. No.	Particulars	Proj 2022-23	Ref. No. for related Documents	Current 2022-23						Proj 2023-24	Proj 2024-25
				Overdue fees	Q1-21	Q2-21	Q3-21	Q4-22	Total		
1	2	5	6	7	8	9	10	11	12	13	14
A	Realistic Income										
1	Fees Current Year 2022-23 (Cast Students Scholarship = 00000/-)	78140500			19535125	19535125	19535125	19535125	78140500	85954550	94550005
2	ALL Years Old Pending Fees	58312719			14578180	14578180	14578180	14578180	58312719	0	0
3	Online Exam Consultancy fees	0							0	0	0
4	University Grant for Exam	150000							150000	165000	181500
5	Interest SB/FD	0							0	0	0
6	Other Income	220000							220000	0	0
	Total	136823219							136823219		
Cash Flow Statement (Income)											
		Proj 2022-23			Current 2022-23					Proj 2023-24	Proj 2024-25
	Particulars (Rs.)				Q1-21	Q2-21	Q3-21	Q4-22	Total		
B	Total Income	136823219							136823219	150505541	165556095
	(-) Expenses	90220000							90220000	99242000	109166200
	Capital Expenses	9556932							9556932	10512625	11563888
	Total Rs.	99776932							99776932	109754625	120730088
	Cash Flow (A-B)								37046287	40750916	44826007
	Prog. Cash flow										
V-C (Considering inst. & Depreciation of assets)											
	Particulars (Rs.)	Proj 2022-23			Q1-21	Q2-21	Q3-21	Q4-22	Total	Proj 2023-24	Proj 2024-25
C	TOTAL	5200000									
	Income								136823219	150505541	165556095
	(-) Expenses	99776932							99776932	109754625	120730088
	Surplus/Deficit								37046287	40750916	44826007
	Prog. Surplus/Deficit	104976932							31846287		

Accountant

O/S.

Registrar

Principal

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SANJEEV
NATVAR JAIN
Secretary
SANJEEVAN
ENGINEERING &
TECHNOLOGY INSTITUTE
PANHALA

Chairman & Man. Director

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2022-23.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2022-23					Proj	24-25	
		2022-23		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total		23-24
1	2	5	6	7	8	9	10	11	12	13	14
D Capital Expenses											
1	Administration Dept.	220000			55000	55000	55000	55000	220000	242000	266200
2	Library Books	1500000			375000	375000	375000	375000	1500000	1650000	1815000
3	Civil Department	800000			200000	200000	200000	200000	800000	880000	968000
4	Mechanical Department	470000			117500	117500	117500	117500	470000	517000	568700
5	Computers Department	1700000			425000	425000	425000	425000	1700000	1870000	2057000
6	E & T C Department	5000			1250	1250	1250	1250	5000	5500	6050
7	Automobile Department	5000			1250	1250	1250	1250	5000	5500	6050
8	Electrical Department	800000			200000	200000	200000	200000	800000	880000	968000
9	General Engg. /Chemistry Lab	165000			41250	41250	41250	41250	165000	181500	199650
10	General Equi.	55000			13750	13750	13750	13750	55000	60500	66550
11	Furniture & Dead Stock	1650000			412500	412500	412500	412500	1650000	1815000	1996500
12	Sports Equip / Play ground	110000			27500	27500	27500	27500	110000	121000	133100
13	Pending bills All 2021-22	2076932			519233	519233	519233	519233	2076932	2284625	2513088
Sub Total (D)		9556932		-	2389233	2389233	2389233	2389233	9556932	10512625	11563888
E Running Expenses											
I Salary :-					-	-	-	-	-		
1	Teaching Faculty Salary	40000000			10000000	10000000	10000000	10000000	40000000	44000000	48400000
2	Non Teaching Salary	15000000			3750000	3750000	3750000	3750000	15000000	16500000	18150000
3	Visiting Faculty	250000			62500	62500	62500	62500	250000	275000	302500
Sub Total (E I)		55250000		-	13812500	13812500	13812500	13812500	55250000	60775000	66852500

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 SANJEEV NATVAR
 JAIN
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SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2022-23.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2022-23					Proj	Proj	
		2022-23		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	23-24	24-25
1	2	5	6	7	8	9	10	11	12	13	14
II	Running Expenses :-										
1	Admission Exp.	300000			75000	75000	75000	75000	300000	330000	363000
2	Advert & Promotion	450000			112500	112500	112500	112500	450000	495000	544500
3	Affiliation Fees	900000			225000	225000	225000	225000	900000	990000	1089000
4	Audit Fee	175000			43750	43750	43750	43750	175000	192500	211750
5	Bank Charges	60000			15000	15000	15000	15000	60000	66000	72600
6	Building Usage Charges	8200000			2050000	2050000	2050000	2050000	8200000	9020000	9922000
7	Consumables (Phy+Chem)	200000			50000	50000	50000	50000	200000	220000	242000
8	Consumables Autom. Dept.	50000			12500	12500	12500	12500	50000	55000	60500
9	Consumables Civil Dept.	550000			137500	137500	137500	137500	550000	605000	665500
10	Consumables Comp. Dept.	50000			12500	12500	12500	12500	50000	55000	60500
11	Consumables E&TC	1000			250	250	250	250	1000	1100	1210
12	Consumables Electrical Dept.	600000			150000	150000	150000	150000	600000	660000	726000
13	Consumables Mech. Dept.	450000			112500	112500	112500	112500	450000	495000	544500
14	Consumables Workshop	550000			137500	137500	137500	137500	550000	605000	665500
15	Electricity Exp.	2000000			500000	500000	500000	500000	2000000	2200000	2420000
16	Gardening Exp.	220000			55000	55000	55000	55000	220000	242000	266200
17	Generator Diesel Exp.	350000			87500	87500	87500	87500	350000	385000	423500
18	Guest Lecture / FDP/ Conference Exp.	250000			62500	62500	62500	62500	250000	275000	302500
19	House Keeping/Casual Labour	520000			130000	130000	130000	130000	520000	572000	629200
20	Insurance Student	250000			62500	62500	62500	62500	250000	275000	302500

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Viability Chart Showing Capital & Running Expenses for the year 2022-23.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2022-23					Proj	Proj	
		2022-23		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	23-24	24-25
1	2	5	6	7	8	9	10	11	12	13	14
21	Internet Exp.	1650000			412500	412500	412500	412500	1650000	1815000	1996500
22	Legal & Professional Exp.	250000			62500	62500	62500	62500	250000	275000	302500
23	Library Exp. (NewsPaper/Magaz/Quat'Bul)	350000			87500	87500	87500	87500	350000	385000	423500
24	Maintanance Computer	800000			200000	200000	200000	200000	800000	880000	968000
25	Maintenance & Repaires (Building)	600000			150000	150000	150000	150000	600000	660000	726000
26	Maintenance for All Dept.	1260000			315000	315000	315000	315000	1260000	1386000	1524600
27	NBA Accreditation Expenses	1400000			350000	350000	350000	350000	1400000	1540000	1694000
28	NSS Exp.	85000			21250	21250	21250	21250	85000	93500	102850
29	Other Expenses + Misc. Exp	750000			187500	187500	187500	187500	750000	825000	907500
30	Postage & frieght	260000			65000	65000	65000	65000	260000	286000	314600
31	Printing Exp.	750000			187500	187500	187500	187500	750000	825000	907500
32	Rent for Staff Quarters	210000			52500	52500	52500	52500	210000	231000	254100
33	Software	650000			162500	162500	162500	162500	650000	715000	786500
34	Sports *	150000			37500	37500	37500	37500	150000	165000	181500
35	Staff PF	4224000			1056000	1056000	1056000	1056000	4224000	4646400	5111040
36	Stationery Exp.	1050000			262500	262500	262500	262500	1050000	1155000	1270500
37	Student Annual Functions/ photo .	850000			212500	212500	212500	212500	850000	935000	1028500
38	Student Palacement & Training	1370000			342500	342500	342500	342500	1370000	1507000	1657700
39	Students Scholarship Exp.	450000			112500	112500	112500	112500	450000	495000	544500
40	Student's Workshop Exp.	570000			142500	142500	142500	142500	570000	627000	689700
41	Telephone / intercom/int/AMC	350000			87500	87500	87500	87500	350000	385000	423500

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 SANJEEV NATVAR JAIN,
 CHIEF FINANCIAL OFFICER,
 SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE,
 PANHALA.

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2022-23.

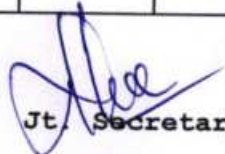
Sl. No.	Particulars (Rs. In Lacs.)	Proj 2022-23	Ref. No. for related Documents	Current 2022-23					Proj 23-24	Proj 24-25	
				Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22			Total
1	2	5	6	7	8	9	10	11	12	13	14
42	Transportation/ vehicle	25000			6250	6250	6250	6250	25000	27500	30250
43	Travelling Exps	650000			162500	162500	162500	162500	650000	715000	786500
44	University Fee Exp. (BATU)	50000			12500	12500	12500	12500	50000	55000	60500
45	University Fee Exp. (Shivaji)	50000			12500	12500	12500	12500	50000	55000	60500
46	Web Portal Exp.	40000			10000	10000	10000	10000	40000	44000	48400
Sub Total (E II)		34970000		-	8742500	8742500	8742500	8742500	34970000	38467000	42313700
Total (E1 + E II)		90220000		-	22555000	22555000	22555000	22555000	90220000	99242000	109166200
F	Total Interest @ 10%	0							0	0	0
	Total Depreciation	5200000							5200000	5720000	6292000
	Sub Total	5200000							5200000	5720000	6292000
Grand Total (D + E + F)		104976932							104976932	115474625	127022088


Accountant


Office Superintendent


Registrar


Principal


Jt. Secretary


Chairman & Man. Director

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SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.

Annual Financial Statement (Budget) 2021 - 2022

Approved in BOG Meeting Dt. 20.10.2021

Resolution No. 03



Sl. No.	Particulars	Proj 2021-22	Ref. No. for related Documents	Current 2021-22					Total	Proj	Proj
				Overdue fees	Q1-21	Q2-21	Q3-21	Q4-22		2022-23	2023-24
1	2	5	6	7	8	9	10	11	12	13	14
A	Realistic Income										
1	Fees Current Year 2021-22 (Cast Students Scholarship = 00000/-)	75482600			18870650	18870650	18870650	18870650	75482600	83030860	91333946
2	ALL Years Old Pending Fees	67130535			16782634	16782634	16782634	16782634	67130535	0	0
3	Online Exam Consultancy fees	100000							100000	110000	121000
4	University Grant for Exam	100000							100000	110000	121000
5	Interest SB/FD	0							0	0	0
6	Other Income	50000							50000	0	0
	Total								142863135		
Cash Flow Statement (Income)											
		Proj			Current 2021-22					Proj	Proj
	Particulars (Rs.)	2021-22			Q1-21	Q2-21	Q3-21	Q4-22	Total	2022-23	2023-24
B	Total Income	142863135							142863135	157149449	172864393
	(-) Expenses	86519000							86519000	95170900	104687990
	Capital Expenses	50644135							50644135	55708549	61279403
	Total Rs.	137163135							137163135	150879449	165967393
	Cash Flow (A-B)								5700000	6270000	6897000
	Prog. Cash flow										
V-C (Considering inst. & Depreciation of assets)											
		Proj								Proj	Proj
	Particulars (Rs.)	2021-22			Q1-21	Q2-21	Q3-21	Q4-22	Total	2022-23	2023-24
C	TOTAL	5700000							142863135	157149449	172864393
	Income								137163135	150879449	165967393
	(-) Expenses	137163135							5700000	6270000	6897000
	Surplus/Deficit										
	Prog. Surplus/Deficit	142863135									


Accountant



O/s.


Registrar


Principal

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SANJEEV NATVAR
JAIN
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ENGINEERING &


Secretary


Chairman & Man. Director

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2021-22.

Sl. No.	Particulars (Rs.In Lacs.)	Proj 2021-22	Ref. No. for related Documents	Current 2021-22					Proj	Proj	
				Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	22-23	23-24
		5	6	7	8	9	10	11	12	13	14
D	Capital Expenses										
1	Administration Dept.	200000			50000	50000	50000	50000	200000	220000	242000
2	Library Books	1200000			300000	300000	300000	300000	1200000	1320000	1452000
3	Civil Department	700000			175000	175000	175000	175000	700000	770000	847000
4	Mechanical Department	400000			100000	100000	100000	100000	400000	440000	484000
5	Computers Department	1500000			375000	375000	375000	375000	1500000	1650000	1815000
6	E & T C Department	50000			12500	12500	12500	12500	50000	55000	60500
7	Automobile Department	50000			12500	12500	12500	12500	50000	55000	60500
8	Electrical Department	700000			175000	175000	175000	175000	700000	770000	847000
9	General Engg. /Chemistry Lab	150000			37500	37500	37500	37500	150000	165000	181500
10	General Equi.	50000			12500	12500	12500	12500	50000	55000	60500
11	Furniture & Dead Stock	1500000			375000	375000	375000	375000	1500000	1650000	1815000
12	Sports Equip / Play ground	100000			25000	25000	25000	25000	100000	110000	121000
13	Pending bills All 2018-19	44044135			11011034	11011034	11011034	11011034	44044135	48448549	53293403
	Sub Total (D)	50644135		-	12661034	12661034	12661034	12661034	50644135	55708549	61279403
E	Running Expenses										
I	Salary :-				-	-	-	-	-		
1	Teaching Faculty Salary	37500000			9375000	9375000	9375000	9375000	37500000	41250000	45375000
2	Non Teaching Salary	14500000			3625000	3625000	3625000	3625000	14500000	15950000	17545000
3	Visiting Faculty	200000			50000	50000	50000	50000	200000	220000	242000
	Sub Total (E I)	52200000		-	13050000	13050000	13050000	13050000	52200000	57420000	63162000

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 ENGINEERING &

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2021-22.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2021-22					Proj	Proj	
		2021-22		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	22-23	23-24
1	2	5	6	7	8	9	10	11	12	13	14
II	Running Expenses :-										
1	Admission Exp.	250000			62500	62500	62500	62500	250000	275000	302500
2	Advert & Promotion	350000			87500	87500	87500	87500	350000	385000	423500
3	Affiliation Fees	700000			175000	175000	175000	175000	700000	770000	847000
4	Audit Fee	150000			37500	37500	37500	37500	150000	165000	181500
5	Bank Charges	50000			12500	12500	12500	12500	50000	55000	60500
6	Building Usage Charges	8500000			2125000	2125000	2125000	2125000	8500000	9350000	10285000
7	Consumables (Phy+Chem)	250000			62500	62500	62500	62500	250000	275000	302500
8	Consumables Autom. Dept.	50000			12500	12500	12500	12500	50000	55000	60500
9	Consumables Civil Dept.	450000			112500	112500	112500	112500	450000	495000	544500
10	Consumables Comp. Dept.	650000			162500	162500	162500	162500	650000	715000	786500
11	Consumables E&TC	50000			12500	12500	12500	12500	50000	55000	60500
12	Consumables Electrical Dept.	500000			125000	125000	125000	125000	500000	550000	605000
13	Consumables Mech. Dept.	400000			100000	100000	100000	100000	400000	440000	484000
14	Consumables Workshop	650000			162500	162500	162500	162500	650000	715000	786500
15	Electricity Exp.	1700000			425000	425000	425000	425000	1700000	1870000	2057000
16	Gardening Exp.	150000			37500	37500	37500	37500	150000	165000	181500
17	Generator Diesel Exp.	250000			62500	62500	62500	62500	250000	275000	302500
18	Guest Lecture / FDP/ Conference Exp.	300000			75000	75000	75000	75000	300000	330000	363000
19	House Keeping/Casual Labour	450000			112500	112500	112500	112500	450000	495000	544500
20	Insurance Student	250000			62500	62500	62500	62500	250000	275000	302500

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2021-22.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2021-22					Proj	Proj	
		2021-22		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	22-23	23-24
1	2	5	6	7	8	9	10	11	12	13	14
21	Internet Exp.	1600000			400000	400000	400000	400000	1600000	1760000	1936000
22	Legal & Professional Exp.	125000			31250	31250	31250	31250	125000	137500	151250
23	Library Exp. (NewsPaper/Magaz/Quat'Bul)	210000			52500	52500	52500	52500	210000	231000	254100
24	Maintanance Computer	700000			175000	175000	175000	175000	700000	770000	847000
25	Maintenance & Repaires (Building)	500000			125000	125000	125000	125000	500000	550000	605000
26	Maintenance for All Dept.	1380000			345000	345000	345000	345000	1380000	1518000	1669800
27	NBA Accreditation Expenses	1600000			400000	400000	400000	400000	1600000	1760000	1936000
28	NSS Exp.	70000			17500	17500	17500	17500	70000	77000	84700
29	Other Expenses + Misc. Exp	800000			200000	200000	200000	200000	800000	880000	968000
30	Postage & frieght	260000			65000	65000	65000	65000	260000	286000	314600
31	Printing Exp.	700000			175000	175000	175000	175000	700000	770000	847000
32	Rent for Staff Quarters	210000			52500	52500	52500	52500	210000	231000	254100
33	Software	750000			187500	187500	187500	187500	750000	825000	907500
34	Sports *	100000			25000	25000	25000	25000	100000	110000	121000
35	Staff PF	4104000			1026000	1026000	1026000	1026000	4104000	4514400	4965840
36	Stationery Exp.	1200000			300000	300000	300000	300000	1200000	1320000	1452000
37	Student Annual Functions/ photo .	900000			225000	225000	225000	225000	900000	990000	1089000
38	Student Palacement & Training	1200000			300000	300000	300000	300000	1200000	1320000	1452000
39	Students Scholarship Exp.	150000			37500	37500	37500	37500	150000	165000	181500
40	Student's Workshop Exp.	750000			187500	187500	187500	187500	750000	825000	907500
41	Telephone / intercom/int/AMC	240000			60000	60000	60000	60000	240000	264000	290400

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 OFFICE OF SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2021-22.


Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2021-22						Proj	Proj
		2021-22		Pending bills Amt	Q1-21	Q2-21	Q3-21	Q4-22	Total	22-23	23-24
1	2	5	6	7	8	9	10	11	12	13	14
42	Transportation/ vehicle	20000			5000	5000	5000	5000	20000	22000	24200
43	Travelling Exps	500000			125000	125000	125000	125000	500000	550000	605000
44	University Fee Exp. (BATU)	60000			15000	15000	15000	15000	60000	66000	72600
45	University Fee Exp. (Shivaji)	50000			12500	12500	12500	12500	50000	55000	60500
46	Web Portal Exp.	40000			10000	10000	10000	10000	40000	44000	48400
Sub Total (E II)		34319000		-	8579750	8579750	8579750	8579750	34319000	37750900	41525990
Total (E1 + E II)		86519000		-	21629750	21629750	21629750	21629750	86519000	95170900	104687990
F	Total Interest @ 10%	0							0	0	0
	Total Depreciation	5700000							5700000	6270000	6897000
	Sub Total	5700000							5700000	6270000	6897000
Grand Total (D + E + F)		142863135							142863135	157149449	172864393



Accountant


Office Superintendent


Registrar


Principal


Jt. Secretary


Chairman & Man. Director

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Annual Financial Statement (Budget) 2020 - 2021

Sl. No.	Particulars	Proj 2020-21	Ref. No. for related Documents	Current 2020-21						Proj	Proj
				Overdue fees	Q1-20	Q2-20	Q3-20	Q4-21	Total	2021-22	2022-23
1	2	5	6	7	8	9	10	11	12	13	14
A	Realistic Income										
1	Fees Current Year 2020-21 (Cast Students Scholarship = 00000/-)	70000000			17500000	17500000	17500000	17500000	70000000	77000000	84700000
2	ALL Years Old Pending Fees	31378971			7844743	7844743	7844743	7844743	31378971	0	0
3	Online Exam Consultancy fees	300000							300000	330000	363000
4	University Grant for Exam	60000							60000	66000	72600
5	Interest SB/FD	0							0	0	0
6	Other Income	50000							50000	0	0
	Total								101788971		
Cash Flow Statement (Income)											
		Proj			Current 2020-21					Proj	Proj
	Particulars (Rs.)	2020-21			Q1-20	Q2-20	Q3-20	Q4-21	Total	2021-22	2022-23
B	Total Income	101788971							101788971	111967868	123164655
	(-) Expenses	67465000							67465000	74211500	81632650
	Capital Expenses	22076689							22076689	24284358	26712794
	Total Rs.	89541689							89541689	98495858	108345444
	Cash Flow (A-B)								12247282	13472010	14819211
	Prog. Cash flow										
V-C (Considering inst. & Depreciation of assets)											
	Particulars (Rs.)	Proj 2020-21			Q1-20	Q2-20	Q3-20	Q4-21	Total	Proj 2021-22	Proj 2022-23
C	TOTAL	5000000									
	Income								101788971	111967868	123164655
	(-) Expenses	89541689							89541689	98495858	108345444
	Surplus/Deficit								12247282	13472010	14819211
	Prog. Surplus/Deficit	94541689							7247282		



Accountant


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Registrar


Principal

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Secretary
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ENGINEERING &
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PANHALA


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SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year 2020-21.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2020-21					Proj	Proj		
		2020-21		Pending bills Amt	Q1-20	Q2-20	Q3-20	Q4-21	Total	21-22	22-23	
1	2	5	6	7	8	9	10	11	12	13	14	
D	Capital Expenses											
1	Administration Dept.	200000			50000	50000	50000	50000	200000	220000	242000	
2	Library Books	700000			175000	175000	175000	175000	700000	770000	847000	
3	Civil Department	200000			50000	50000	50000	50000	200000	220000	242000	
4	Mechanical Department	200000			50000	50000	50000	50000	200000	220000	242000	
5	Computers Department	200000			50000	50000	50000	50000	200000	220000	242000	
6	E & T C Department	100000			25000	25000	25000	25000	100000	110000	121000	
7	Automobile Department	100000			25000	25000	25000	25000	100000	110000	121000	
8	Electrical Department	190000			47500	47500	47500	47500	190000	209000	229900	
9	General Engg. /Chemistry Lab	150000			37500	37500	37500	37500	150000	165000	181500	
10	General Equi.	100000			25000	25000	25000	25000	100000	110000	121000	
11	Furniture & Dead Stock	400000			100000	100000	100000	100000	400000	440000	484000	
12	Sports Equip / Play ground	100000			25000	25000	25000	25000	100000	110000	121000	
13	Pending bills All 2018-19	19436689			4859172	4859172	4859172	4859172	19436689	21380358	23518394	
	Sub Total (D)	22076689			-	5519172	5519172	5519172	5519172	22076689	24284358	26712794
E	Running Expenses											
I	Salary :-				-	-	-	-	-			
1	Teaching Faculty Salary	33500000			8375000	8375000	8375000	8375000	33500000	36850000	40535000	
2	Non Teaching Salary	12000000			3000000	3000000	3000000	3000000	12000000	13200000	14520000	
3	Visiting Faculty	200000			50000	50000	50000	50000	200000	220000	242000	
	Sub Total (E I)	45700000			-	11425000	11425000	11425000	11425000	45700000	50270000	55297000

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Viability Chart Showing Capital & Running Expenses for the year 2020-21.

Sl. No.	Particulars (Rs.In Lacs.)	Proj 2020-21	Ref. No. for related Documents	Current 2020-21					Proj 21-22	Proj 22-23	
				Pending bills Amt	Q1-20	Q2-20	Q3-20	Q4-21			Total
1	2	5	6	7	8	9	10	11	12	13	14
II	Running Expenses :-										
1	Admission Exp.	100000			25000	25000	25000	25000	100000	110000	121000
2	Advert & Promotion	250000			62500	62500	62500	62500	250000	275000	302500
3	Affiliation Fees	500000			125000	125000	125000	125000	500000	550000	605000
4	Audit Fee	150000			37500	37500	37500	37500	150000	165000	181500
5	Bank Charges	50000			12500	12500	12500	12500	50000	55000	60500
6	Building Usage Charges	7500000			1875000	1875000	1875000	1875000	7500000	8250000	9075000
7	Consumables (Phy+Chem)	150000			37500	37500	37500	37500	150000	165000	181500
8	Consumables Autom. Dept.	50000			12500	12500	12500	12500	50000	55000	60500
9	Consumables Civil Dept.	150000			37500	37500	37500	37500	150000	165000	181500
10	Consumables Comp. Dept.	150000			37500	37500	37500	37500	150000	165000	181500
11	Consumables E&TC	50000			12500	12500	12500	12500	50000	55000	60500
12	Consumables Electrical Dept.	60000			15000	15000	15000	15000	60000	66000	72600
13	Consumables Mech. Dept.	150000			37500	37500	37500	37500	150000	165000	181500
14	Consumables Workshop	150000			37500	37500	37500	37500	150000	165000	181500
15	Electricity Exp.	1200000			300000	300000	300000	300000	1200000	1320000	1452000
16	Gardening Exp.	100000			25000	25000	25000	25000	100000	110000	121000
17	Generator Diesel Exp.	50000			12500	12500	12500	12500	50000	55000	60500
18	Guest Lecture / FDP/ Conference Exp.	100000			25000	25000	25000	25000	100000	110000	121000
19	House Keeping/Casual Labour	200000			50000	50000	50000	50000	200000	220000	242000
20	Insurance Student	250000			62500	62500	62500	62500	250000	275000	302500

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Viability Chart Showing Capital & Running Expenses for the year 2020-21.

Sl. No.	Particulars (Rs.In Lacs.)	Proj 2020-21	Ref. No. for related Documents	Current 2020-21						Proj	Proj
				Pending bills Amt	Q1-20	Q2-20	Q3-20	Q4-21	Total	21-22	22-23
1	2	5	6	7	8	9	10	11	12	13	14
21	Internet Exp.	1200000			300000	300000	300000	300000	1200000	1320000	1452000
22	Legal & Professional Exp.	50000			12500	12500	12500	12500	50000	55000	60500
23	Library Exp. (NewsPaper/Magaz/Quat'Bul)	100000			25000	25000	25000	25000	100000	110000	121000
24	Maintanance Computer	500000			125000	125000	125000	125000	500000	550000	605000
25	Maintenance & Repaires (Building)	200000			50000	50000	50000	50000	200000	220000	242000
26	Maintenance for All Dept.	1350000			337500	337500	337500	337500	1350000	1485000	1633500
27	NBA Accreditation Expenses	600000			150000	150000	150000	150000	600000	660000	726000
28	NSS Exp.	50000			12500	12500	12500	12500	50000	55000	60500
29	Other Expenses + Misc. Exp	500000			125000	125000	125000	125000	500000	550000	605000
30	Postage & frieght	30000			7500	7500	7500	7500	30000	33000	36300
31	Printing Exp.	500000			125000	125000	125000	125000	500000	550000	605000
32	Rent for Staff Quarters	200000			50000	50000	50000	50000	200000	220000	242000
33	Software	150000			37500	37500	37500	37500	150000	165000	181500
34	Sports *	100000			25000	25000	25000	25000	100000	110000	121000
35	Staff PF	2580000			645000	645000	645000	645000	2580000	2838000	3121800
36	Stationery Exp.	250000			62500	62500	62500	62500	250000	275000	302500
37	Student Annual Functions/ photo .	500000			125000	125000	125000	125000	500000	550000	605000
38	Student Palacement & Training	350000			87500	87500	87500	87500	350000	385000	423500
39	Students Scholarship Exp.	100000			25000	25000	25000	25000	100000	110000	121000
40	Student's Workshop Exp.	300000			75000	75000	75000	75000	300000	330000	363000
41	Telephone / intercom/int/AMC	250000			62500	62500	62500	62500	250000	275000	302500

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Viability Chart Showing Capital & Running Expenses for the year 2020-21.



Sl. No.	Particulars (Rs. In Lacs.)	Proj 2020-21	Ref. No. for related Documents	Current 2020-21						Proj	Proj
				Pending bills Amt	Q1-20	Q2-20	Q3-20	Q4-21	Total	21-22	22-23
1	2	5	6	7	8	9	10	11	12	13	14
42	Transportation/ vehicle	5000			1250	1250	1250	1250	5000	5500	6050
43	Travelling Exps	400000			100000	100000	100000	100000	400000	440000	484000
44	University Fee Exp. (BATU)	50000			12500	12500	12500	12500	50000	55000	60500
45	University Fee Exp. (Shivaji)	50000			12500	12500	12500	12500	50000	55000	60500
46	Web Portal Exp.	40000			10000	10000	10000	10000	40000	44000	48400
Sub Total (E II)		21765000		-	5441250	5441250	5441250	5441250	21765000	23941500	26335650
Total (E1 + E II)		67465000		-	16866250	16866250	16866250	16866250	67465000	74211500	81632650
F	Total Interest @ 10%	0							0	0	0
	Total Depreciation	5000000							5000000	5500000	6050000
	Sub Total	5000000							5000000	5500000	6050000
	Grand Total (D + E + F)	94541689							94541689	103995858	114395444


Accountant


Office Superintendent


Registrar


Principal


Jt. Secretary


Chairman & Man. Director

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Somwar Peth, Tal. Panhala, Dist. Kolhapur

Annual Budget 2019-20

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Annual Financial Statement (Budget) 2019 - 2020



Approved in BOG Meeting Dt. 19.06.2019

Resolution No. 03

Sl. No.	Particulars	Proj 19-20	Ref. No. for related Documents	Current 2019-20					Proj	Proj	
				Overdue fees	Q1-19	Q2-19	Q3-19	Q4-20	Total	20-21	21-22
1	2	5	6	7	8	9	10	11	12	13	14
A	Realistic Income										
1	Fees Current Year 19-20 (Cast Students Scholarship = 00000/-)	73220000			18305000	18305000	18305000	18305000	73220000	80542000	88596200
2	ALL Years Old Pending Fees	31687876			7921969	7921969	7921969	7921969	31687876	0	0
3	Online Exam Consultancy fees	300000							300000	330000	363000
4	University Grant for Exam	50000							50000	55000	60500
5	Lead College Receipt	120000							120000	132000	145200
6	Interest SB/FD	0							0	0	0
7	Other Income	250000							0	0	0
	Total								250000	0	0
									105627876		
	Cash Flow Statement (Income)										
		Proj			Current 2019-20				Proj	Proj	
	Particulars (Rs.)	19-20			Q119	Q219	Q319	Q420	Total	20-21	21-22
B	Total Income	105627876							105627876	116190664	127809730
	(-) Expenses	74857000							74857000	82342700	90576970
	Capital Expenses	24770876							24770876	27247964	29972760
	Total Rs.	99627876							99627876	109590664	120549730
	Cash Flow (A-B)								6000000	6600000	7260000
	Prog. Cash flow										
	V-C (Considering inst. & Depreciation of assets)	Proj								Proj	Proj
	Particulars (Rs.)	19-20			Q119	Q219	Q319	Q420	Total	20-21	21-22
C	TOTAL	6000000									
	Income								105627876	116190664	127809730
	(-) Expenses	99627876							99627876	109590664	120549730
	Surplus/Deficit								6000000	6600000	7260000
	Prog. Surplus/Deficit	105627876							0		


Accountant


O/s.


Registrar


Principal

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ENGINEERING & TECHNOLOGY INSTITUTE
PANHALA


Chairman & Man. Director

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year April 2019 - March 2020.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2019-20					Proj	Proj		
		19-20		Pending bills Amt	Q1-19	Q2-19	Q3-19	Q4-20	Total	19-20	20-21	
1	2	5	6	7	8	9	10	11	12	13	14	
D	Capital Expenses											
1	Administration Dept.	0			0	0	0	0	0	0	0	
2	Library Books	500000			125000	125000	125000	125000	500000	550000	605000	
3	Civil Department	200000			50000	50000	50000	50000	200000	220000	242000	
4	Mechanical Department	200000			50000	50000	50000	50000	200000	220000	242000	
5	Computers Department	200000			50000	50000	50000	50000	200000	220000	242000	
6	E & T C Department	0			0	0	0	0	0	0	0	
7	Automobile Department	0			0	0	0	0	0	0	0	
8	Electrical Department	200000			50000	50000	50000	50000	200000	220000	242000	
9	General Engg. /Chemistry Lab	200000			50000	50000	50000	50000	200000	220000	242000	
10	General Equi.	0			0	0	0	0	0	0	0	
11	Furniture & Dead Stock	500000			125000	125000	125000	125000	500000	550000	605000	
12	Sports Equip / Play ground	0			0	0	0	0	0	0	0	
13	Pending bills All 2018-19	22770876			5692719	5692719	5692719	5692719	22770876	25047964	27552760	
	Sub Total (D)	24770876			-	6192719	6192719	6192719	6192719	24770876	27247964	29972760
E	Running Expenses											
I	Salary :-				-	-	-	-	-			
1	Teaching Faculty Salary	37500000			9375000	9375000	9375000	9375000	37500000	41250000	45375000	
2	Non Teaching Salary	14700000			3675000	3675000	3675000	3675000	14700000	16170000	17787000	
3	Visiting Faculty	300000			75000	75000	75000	75000	300000	330000	363000	
4	Reserve for new Faculty	1200000			300000	300000	300000	300000	1200000	1320000	1452000	
	Sub Total (E I)	53700000			-	13425000	13425000	13425000	13425000	53700000	59077000	64977000

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Viability Chart Showing Capital & Running Expenses for the year April 2019 - March 2020.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2019-20					Proj	Proj	
		19-20		Pending bills Amt	Q1-19	Q2-19	Q3-19	Q4-20	Total	19-20	20-21
1	2	5	6	7	8	9	10	11	12	13	14
II	Running Expenses :-										
1	Admission Exp.	200000			50000	50000	50000	50000	200000	220000	242000
2	Advert & Promotion	200000			50000	50000	50000	50000	200000	220000	242000
3	Affiliation Fees	500000			125000	125000	125000	125000	500000	550000	605000
4	Audit Fee	40000			10000	10000	10000	10000	40000	44000	48400
5	Bank Charges	100000			25000	25000	25000	25000	100000	110000	121000
6	Building Usage Charges	6777000			1694250	1694250	1694250	1694250	6777000	7454700	8200170
7	Consumables (Phy+Chem)	300000			75000	75000	75000	75000	300000	330000	363000
8	Consumables Autom. Dept.	100000			25000	25000	25000	25000	100000	110000	121000
9	Consumables Civil Dept.	300000			75000	75000	75000	75000	300000	330000	363000
10	Consumables Comp. Dept.	300000			75000	75000	75000	75000	300000	330000	363000
11	Consumables E&TC	100000			25000	25000	25000	25000	100000	110000	121000
12	Consumables Electrical Dept.	300000			75000	75000	75000	75000	300000	330000	363000
13	Consumables Mech. Dept.	300000			75000	75000	75000	75000	300000	330000	363000
14	Consumables Workshop	100000			25000	25000	25000	25000	100000	110000	121000
15	Electricity Exp.	1200000			300000	300000	300000	300000	1200000	1320000	1452000
16	Examination *	50000			12500	12500	12500	12500	50000	55000	60500
17	Gardening Exp.	100000			25000	25000	25000	25000	100000	110000	121000
18	Generator Diesel Exp.	50000			12500	12500	12500	12500	50000	55000	60500
19	Guest Lecture / FDP/ Conference Exp.	100000			25000	25000	25000	25000	100000	110000	121000
20	House Keeping/Casual Labour	300000			75000	75000	75000	75000	300000	330000	363000
21	Inauguration / PTA / Alumni	50000			12500	12500	12500	12500	50000	55000	60500
22	Insurance Student	200000			50000	50000	50000	50000	200000	220000	242000

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 SANJEEV NATVAR JAIN
 SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.



Viability Chart Showing Capital & Running Expenses for the year April 2019 - March 2020.

Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2019-20						Proj	Proj
		19-20		Pending bills Amt	Q1-19	Q2-19	Q3-19	Q4-20	Total	19-20	20-21
1	2	5	6	7	8	9	10	11	12	13	14
23	Internet Exp.	1250000			312500	312500	312500	312500	1250000	1375000	1512500
24	Lead College Exp.	150000			37500	37500	37500	37500	150000	165000	181500
25	Legal & Professional Exp.	100000			25000	25000	25000	25000	100000	110000	121000
26	Library Exp. (NewsPaper/Magaz/Quat'Bul)	100000			25000	25000	25000	25000	100000	110000	121000
27	Maintanance Computer	150000			37500	37500	37500	37500	150000	165000	181500
28	Maintenance & Repaires (Building)	500000			125000	125000	125000	125000	500000	550000	605000
29	Maintenance for All Dept.	300000			75000	75000	75000	75000	300000	330000	363000
30	NAAC / NBA Expenses	500000			125000	125000	125000	125000	500000	550000	605000
31	NSS Exp.	50000			12500	12500	12500	12500	50000	55000	60500
32	Other Expenses + Misc. Exp	200000			50000	50000	50000	50000	200000	220000	242000
33	Postage & frieght	20000			5000	5000	5000	5000	20000	22000	24200
34	Printing Exp.	400000			100000	100000	100000	100000	400000	440000	484000
35	Rent for Staff Quarters	280000			70000	70000	70000	70000	280000	308000	338800
36	Software	50000			12500	12500	12500	12500	50000	55000	60500
37	Sports *	150000			37500	37500	37500	37500	150000	165000	181500
38	Staff PF	2900000			725000	725000	725000	725000	2900000	3190000	3509000
39	Stationery Exp.	200000			50000	50000	50000	50000	200000	220000	242000
40	Student Annual Functions/ photo .	500000			125000	125000	125000	125000	500000	550000	605000
41	Student Fee Disc.	0			0	0	0	0	0	0	0
42	Student Palacement & Training	200000			50000	50000	50000	50000	200000	220000	242000
43	Students Scholarship Exp.	200000			50000	50000	50000	50000	200000	220000	242000
44	Student's Workshop Exp.	300000			75000	75000	75000	75000	300000	330000	363000
45	Telephone / intercom/int/AMC	380000			95000	95000	95000	95000	380000	418000	459800

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SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE, PANHALA.

Viability Chart Showing Capital & Running Expenses for the year April 2019 - March 2020.



Sl. No.	Particulars (Rs.In Lacs.)	Proj	Ref. No. for related Documents	Current 2019-20					Proj	Proj	
		19-20		Pending bills Amt	Q1-19	Q2-19	Q3-19	Q4-20	Total	19-20	20-21
1	2	5	6	7	8	9	10	11	12	13	14
46	Transportation/ vehicle	5000			1250	1250	1250	1250	5000	5500	6050
47	Travelling Exps	300000			75000	75000	75000	75000	300000	330000	363000
48	University Fee Exp. (BATU)	100000			25000	25000	25000	25000	100000	110000	121000
49	University Fee Exp. (Shivaji)	150000			37500	37500	37500	37500	150000	165000	181500
50	Web Portal Exp.	50000			12500	12500	12500	12500	50000	55000	60500
51	Xerox Exps	5000			1250	1250	1250	1250	5000	5500	6050
Sub Total (E II)		21157000		-	5289250	5289250	5289250	5289250	21157000	23272700	25599970
Total (E1 + E II)		74857000		-	18714250	18714250	18714250	18714250	74857000	82342700	90576970
F	Total Interest @ 10%	0							0	0	0
	Total Depreciation	6000000							6000000	6600000	7260000
	Sub Total	6000000							6000000	6600000	7260000
	Grand Total (D + E + F)	105627876							105627876	116190664	127809730


Accountant


Office Superintendent


Registrar


Principal


Jt. Secretary


Chairman & Man. Director

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NATVAR JAIN
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SANJEEV NATVAR
JAIN,
D-SANJEEVAN
ENGINEERING &

Sanjeevan Engineering & Technology Institute, Panhala.

Annual Budget for the year 2018-19.

Viability Chart Showing Income (Based on earlier V-Cs)

Approved in BOG Meeting Dt. 25.4.2018
Resolution No. 03.

Sl. No.	Particulars	Proj 18-19	Ref. No. for related Documents	Overdue fees	Current 2018-19					Total	Proj 19-20	Proj 20-21
					Q1-18	Q2-18	Q3-18	Q4-19	13			
A	Realistic Income	6	7	8	9	10	11	12	13	14	15	
1	Fees Current Year 18-19 (Cast Students Scholarship = 15936360/-)	79681800			19920450	19920450	19920450	19920450	79681800	87649980	96414978	
2	ALL Years Old Pending Fees	32070230			8017558	8017558	8017558	8017558	32070230	0	0	
3	Online Exam Consultancy fees	250000							250000	275000	302500	
4	University Grant for Exam	55000							55000	60500	66550	
5	Lead College Receipt	150000							150000	165000	181500	
6	Interest SB/FD	0							0	0	0	
7	Book Bank Scheme	285500							285500	0	0	
	Total								112492530			
Cash Flow Statement (Income)												
	Particulars (Rs.)	Proj 18-19			Q118	Q218	Q318	Q419	Total	Proj 19-20	Proj 20-21	
B	Total Income	112492530							112492530	123741783	136115961	
	(-) Expenses	74910626							74910626	82401688	90641857	
	Capital Expenses	40509586							40509586	44560545	49016599	
	Total Rs.	115420212							115420212	126962233	139658456	
	Cash Flow (A-B)								-2927682	-3220450	-3542495	
	Prog. Cash flow											
V-C (Considering Inst. & Depreciation of assets)												
C	Particulars (Rs.)				Q118	Q218	Q318	Q419	Total	Proj 19-20	Proj 20-21	
	Income								112492530	123741783	136115961	
	(-) Expenses	115420212							115420212	126962233	139658456	
	Surplus/Deficit								-2927682	-3220450	-3542495	
	Prog. Surplus/Deficit								-2927682			



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Somwar Peth, Panhala.

CHAIRMAN & MANAGING DIRECTOR
Sanjeevan Engg. & Tech. Institute, Panhala.



Sanjeevan Engineering & Technology Institute, Panhala

Viability Chart Showing Capital & Running Expenses for the year April 2018 - March 19

Sl. No.	Particulars (Rs. In Lacs.)	Act		Ref. No. for related Documents	Current 2018-19					Total	Proj 18-19	Proj 19-20
		17-18	18-19		Q1-18	Q2-18	Q3-18	Q4-19	12			
1	2	5	6	7	8	9	10	11	12	13		
D	Capital Expenses											
1	ADMIN AREA	0	1000000			250000	250000	250000	250000	1000000	1100000	1210000
2	Furniture & Dead Stock	0	3000000			750000	750000	750000	750000	3000000	3300000	3630000
3	Library Books	250	2080000			520000	520000	520000	520000	2080000	2288000	2516800
4	Civil Department Equi.	137250	300000			75000	75000	75000	75000	300000	330000	363000
5	Mechanical Department Equi.	169500	300000			75000	75000	75000	75000	300000	330000	363000
6	Computers Department Equi.	616032	200000			50000	50000	50000	50000	200000	220000	242000
7	E & T C Department Equi.	0	350000			87500	87500	87500	87500	350000	385000	423500
8	Automobile Department Equi.	0	100000			25000	25000	25000	25000	100000	110000	121000
9	Electrical Department Equi.	153990	400000			100000	100000	100000	100000	400000	440000	484000
10	General Equi.	24600	1100000			275000	275000	275000	275000	1100000	1210000	1331000
11	General Engg. Equi. /Chemistry Lab	162329	200000			50000	50000	50000	50000	200000	220000	242000
12	Workshop Equi.	0	200000			50000	50000	50000	50000	200000	220000	242000
13	Sports Equip / Play ground		100000			25000	25000	25000	25000	100000	110000	121000
14	House keeping Equi.		100000			25000	25000	25000	25000	100000	110000	121000
15	IT facility Enhancement		500000			125000	125000	125000	125000	500000	550000	605000
16	Cyber roam		55000			13750	13750	13750	13750	55000	60500	66550
17	Drainage & Painting of College		500000			125000	125000	125000	125000	500000	550000	605000
18	Solar Generator		0			0	0	0	0	0	0	0
19	Improvement of Seminar Hall		2500000			625000	625000	625000	625000	2500000	2750000	3025000
20	Pending bills All 2017-18		27524586			6881147	6881147	6881147	6881147	27524586	30277045	33304749
	Sub Total (D)	1263951	40509586			10127397	10127397	10127397	10127397	40509586	44560545	49016599

[Signature]
CHAIRMAN & MANAGING DIRECTOR
 Sanjeevan Engg. & Tech. Institute, Panhala.

[Signature]
संस्था सचिव
 सोनी-बुध अकेडमी, काकरापूर
 जि. कोल्हापूर

[Signature]
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 Somwar Peth, Panhala.



Sanjeevan Engineering & Technology Institute, Panhala
Viability Chart Showing Capital & Running Expenses for the year April 2018 - March 2019

Sl. No.	Particulars (Rs. in Lacs.)	Act 17-18	ProJ 18-19	Ref. No. for related Documents	Current 2018-19					Total	ProJ 18-19	ProJ 19-20
					Pending bills Amt	Q1-18	Q2-18	Q3-18	Q4-18			
1	2	5	6	7	8	9	10	11	12	13		
E	Running Expenses											
I	Salary :-											
1	Teaching Faculty Salary	44167540	45612665			11403166	11403166	11403166	11403166	45612665	50173931	55191325
2	Non Teaching Salary	11378081	11834577			29586644	29586644	29586644	29586644	11834577	13018035	14319838
3	Visiting Faculty	543000	600000			150000	150000	150000	150000	600000	660000	726000
4	Reserve for new Faculty		2880000			720000	720000	720000	720000	2880000	3168000	3484800
	Sub Total (E I)	56088631	60927242			15231810	15231810	15231810	15231810	60927242	67019966	73721963
II	Running Expenses :-											
1	Advert & Promotion	176654	200000			50000	50000	50000	50000	200000	220000	242000
2	Affiliation fees+NAAC	550600	1300000			325000	325000	325000	325000	1300000	1430000	1573000
3	Bank Charges	28379	30000			7500	7500	7500	7500	30000	33000	36300
4	Software	15356	350000			87500	87500	87500	87500	350000	385000	423500
5	Consumables Civil Dept.	0	150000			37500	37500	37500	37500	150000	165000	181500
6	Consumables Mech. Dept.	1811	150000			37500	37500	37500	37500	150000	165000	181500
7	Consumables Comp. Dept.	3050	150000			37500	37500	37500	37500	150000	165000	181500
8	Consumables E&TC	0	150000			37500	37500	37500	37500	150000	165000	181500
9	Consumables Autom. Dept.	85397	150000			37500	37500	37500	37500	150000	165000	181500
10	Consumables Electrical Dept.	25146	150000			37500	37500	37500	37500	150000	165000	181500
11	Consumables (Phy+Chem)	81336	150000			37500	37500	37500	37500	150000	165000	181500
12	Consumables Workshop	66664	150000			37500	37500	37500	37500	150000	165000	181500
13	Computer maintenance	0	250000			62500	62500	62500	62500	250000	275000	302500
14	Maintenance for All Dept.	0	600000			150000	150000	150000	150000	600000	660000	726000


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Sanjeevan Engineering & Technology Institute, Panhala

Viability Chart Showing Capital & Running Expenses for the year April 2018 - March 2019

Sl. No.	Particulars (Rs. in Lacs.)	Act 17-18	Proj 18-19	Ref. No. for related Documents	Current 2018-19					Total	Proj 18-19	Proj 19-20	
					Pending bills Amt	Q1-18	Q2-18	Q3-18	Q4-18				
1	2	3	4	5	6	7	8	9	10	11	12	13	
15	Student Annual Functions/ photo .	157933	200000					50000	50000	50000	50000	200000	242000
16	Students Scholarship Exp.	253374	250000					62500	62500	62500	62500	250000	302500
17	Building Tax (including arrs. + Hostel)	0	0					0	0	0	0	0	0
18	House Keeping/Casual Labour	13907	150000					37500	37500	37500	37500	150000	181500
19	Cleaning materials	0	60000					15000	15000	15000	15000	60000	72600
20	Electricity Exp.	0	0					0	0	0	0	0	0
21	Generator Diesel Exp.	0	0					0	0	0	0	0	0
22	Gardening Exp.	0	0					0	0	0	0	0	0
23	Inauguration / PTA / Alumni	0	200000					50000	50000	50000	50000	200000	242000
24	Legal & Professional Exp.	96860	500000					125000	125000	125000	125000	500000	605000
25	Insurance Student	204096	220000					55000	55000	55000	55000	220000	266200
26	Examination *	0	70000					17500	17500	17500	17500	70000	84700
27	Guest Lecture / FDP/ Conference Exp.	0	600000					150000	150000	150000	150000	600000	726000
28	IT Maintenance	0	0					0	0	0	0	0	0
29	Stationery Exp. *	195234	250000					62500	62500	62500	62500	250000	302500
30	Library Exp. (NewsPaper/Magaz/Quar'Bul)	204333	350000					87500	87500	87500	87500	350000	423500
31	Other Expenses + Misc. Exp	67399	150000					37500	37500	37500	37500	150000	181500
32	Web Portal Exp.	10000	12000					3000	3000	3000	3000	12000	14520
33	Postage & freight	13139	45000					11250	11250	11250	11250	45000	54450
34	Printing Exp.	544269	600000					150000	150000	150000	150000	600000	726000
35	Staff PF	981196	2901384					725346	725346	725346	725346	2901384	3510675
36	NSS Exp.	24750	50000					12500	12500	12500	12500	50000	60500


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Sanjeevan Engineering & Technology Institute, Panhala

Viability Chart Showing Capital & Running Expenses for the year April 2018 - March 2019

Sl. No.	Particulars (Rs. In Lacs.)	Act	Proj	Ref. No. for related Documents	Current 2018-19					Total	Proj	Proj
		17-18	18-19		Pending bills Amt	Q1-18	Q2-18	Q3-18	Q4-19		18-19	
1	2	5	6	7	8	9	10	11	12	13		
37	Lead College Exp.	97072	100000			25000	25000	25000	25000	100000		110000
38	Repaires & Maint	159472	200000			50000	50000	50000	50000	200000		220000
39	Security	0	0			0	0	0	0	0		0
40	Sports *	39830	50000			12500	12500	12500	12500	50000		55000
41	Student's Workshop Exp.	427635	350000			87500	87500	87500	87500	350000		385000
42	Internet Exp.	789879	1400000			350000	350000	350000	350000	1400000		1540000
43	Telephone / intercom/int/AMC	233626	240000			60000	60000	60000	60000	240000		264000
44	Transportation/ vehicle *	1700	10000			2500	2500	2500	2500	10000		11000
45	Travelling Exps	219755	350000			87500	87500	87500	87500	350000		385000
46	Palacement & Training	115927	200000			50000	50000	50000	50000	200000		220000
47	Water Management/Aquaguard AMC	0	0			0	0	0	0	0		0
48	Xerox Exps	0	45000			11250	11250	11250	11250	45000		49500
49	University Fee Exp. (Shivalji)	262472	300000			75000	75000	75000	75000	300000		330000
50	University Fee Exp. (BATU)	119713	200000			50000	50000	50000	50000	200000		220000
	Sub Total (E II)	6267964	13983384			3495846	3495846	3495846	3495846	13983384		15381722
	Total (E1 + E II)	62366595	74910626			18727656	18727656	18727656	18727656	74910626		82401688
F	Total Interest @ 10%	0	0							0		0
	Total Depreciation	14525298	14600000							14600000		16060000
	Sub Total	14525298	14600000							14600000		17666000
	Grand Total (D + E + F)	78145844	130020212							130020212		143022233


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SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere)



Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

“Vision 2027” perspective plan

By 2027, **Sanjeevan Engineering & Technology Institute**, Panhala, Kolhapur looks forward to be the center of excellence and a distinguished Hub of Higher Education, placements and Social outreach.

Contents

- Vision, Mission and Goals
- Sanjeevan Engineering & Technology Institute: An Overview
- Teaching, Learning and Curricular Aspects
- Research, Consultancy and Extension
- Scholarly Resources and Library Upgradation
- Infrastructure
- Institutional Governance
- Student Progression,
- Support and Inclusion
- Social Outreach

Vision, Mission, and Goals..

Vision

To be the institution of excellence by imparting quality education & transforming students into competent professionals of societal relevance.

Mission

- To practice innovative & outcome based teaching learning process.
- To imbibe conducive research ambience towards developing environment friendly engineering solutions.



SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere)

Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

- To strengthen the interactions with industries for research, internship, employment opportunities & promoting entrepreneurial skills.
- To accelerate equitable & harmonious development of stakeholders.

Goals

- To make Selfless efforts for the spread of education in the field of Engineering and Technology among classes and communities which are socially and educationally underprivileged.
- To make special provisions for promoting Engineering education in the rural area and assist them for getting jobs in their field.
- To supervise and control the conduct and discipline of the students of the institute and provide them counseling for their physical and mental well being
- To motivate young researchers/teachers/industrialists/entrepreneurs/agripreneurs to acquire knowledge and scientific curiosity
- To provide opportunities to the community to reach its highest personal and professional potentials
- To develop the personality and character of students through value education and ICT based training.

Holy Wood Academy's Sanjeevan Engineering & Technology Institute: An Overview

Hon'ble Shri. P. R. BHOSALE, Founder–Chairman of Holy-wood Academy, Kolhapur, was born in a family having agriculture background at Narande Village in Kolhapur District.

In 1992, he has established the Holy-wood Academy to impart best quality education at Primary, Secondary, Higher-Secondary, Graduation and Post-graduation in various disciplines. With a batch of only 7 students, he laid the foundation stone of SANJEEVAN KNOWLEDGE CITY by starting Sanjeevan Public School in 1994.

The **Sanjeevan Engineering & Technology Institute** was established in 2009. At the time of establishment, the institute was then affiliated to Shivaji University, Kolhapur.

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

Sanjeevan Engineering and Technology Institute, is located in Western Maharashtra near foot-hills of FORT PANHALA (near Teen-Darvaja), a historical place and famous Hill Station. Panhala is 21 kms away from Kolhapur City and is one of the most charming and scenic hill stations in Maharashtra. It's refreshing and scintillating natural beauty attract tourists from every nook and corner of the world. Panhala is gifted with unmatched beauty in the world. Its pristine hills, beautiful valleys, eye-catching monuments of bygone era are still untouched, pure and safe. Nature is always at its best, which make tourists visit this place as the mercury level rises up. The campus, raised in about 100 acres, against the backdrop of captivating cultural/historical heritage. The main administrative building along with various departments and other blocks and hostels for students are skillfully developed. The Institute has scenic beauty of nature enriched by, various trees, creepers, and flowering plants.

The Institute is approved by All India Council for Technical Education, New Delhi, recognized by Directorate of Technical Education, Govt. of Maharashtra and affiliated to Dr. Babasaheb Ambedkar Technological University (DBATU), Lonere. Today, there are more than 3000 students studying from all over the state from KG to PG.

Academic Excellence

The Institute started functioning with 4 under graduate departments and about ___ students on the campus. Today, the number of under graduate and post graduate departments has gone up to 06 with 5000 students on the campus. The student's strength of the institute today is above 3000. The Institute imparts education in 5 major disciplines, viz. Computer Science & Engineering, Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Computer Engineering under the faculty of Engineering and Technology. During the initial years after the establishment of the institute, efforts of the Institute were concentrated on expansion of higher education in and nearby Kolhapur. The Institute, which was founded primarily to cater to the local aspirations, has now geared up to transcend the initial local image and has emerged as one of the premier institutes of higher education in the region of Maharashtra. Initially, this Institute was known as a rural Institute, as it was instituted to cater to needs of the locals. The Institute has consolidated its base during this phase by 'taking education to the people'. The recent phase of the Institute has been 'a pursuit of academic excellence'. We now look ahead to ensure this

SANJEEVAN ENGINEERING & TECHNOLOGY INSTITUTE

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

pursuit of excellence, transformed into a centre of higher learning across the state during next couple of decades, in order to accomplish our vision and to create a fine band of capable researchers and scholars bestowed with social commitment. The Institute has also maintained its high standards of general administration, efficient teaching-learning system, and cordial relations with Industries and funding agencies with its continued efforts.

Teaching, Learning and Curricular Aspects

Goal

Promoting excellence in teaching with focused curriculum and developmental approach.

Current Scenario

Presently, Institute imparts education in 5 disciplines, viz. Computer Science & Engineering, Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics & Computer Engineering under the faculty of Engineering and Technology. In the last couple of years, new Departments were established for starting new courses in the front-line areas of knowledge, in addition to diversification and enrichment of the academic content. The courses are made available as per the requirements of the Industry. The Institute has also adopted the mechanism of bridge courses for establishing the link between academic courses and the professional expertise. Multiple approaches have been initiated to achieve the high standards of teaching. The faculties also taking apt steps to advance promote and propel the overall development of the students through innovative teaching programs. The faculties have taken care of curriculum aspects by the continuous enhancement of the pedagogical tools and methods. The Institute is also keen on harnessing the Information and Communication Technology (ICT) based instructive strategies by equipping the faculty members with laptops/desktops and instituting smart classroom facilities in all Departments.

Action Plan...

Following core strategies will be adopted to achieve the Vision-2027 goal concerning the teaching, learning and curricular aspects:-

- Facilitate career development in numerous areas of Engineering and Technology.
- Develop learning through high-quality interactive teaching resources.



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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

- Increase the success ratio of degree holders.
- Emerge as knowledge hub at national level by offering world class learning resources and programmes.
- Initiate a need-based Add on courses to infuse best skills among students.
- Ensure the participation of students, teachers and non-teaching staff in sharing the task of social responsibility.
- Establish relations by way of MoUs with institutes of higher learning & Industries.
- Offer good number of online programs.
- Encourage more interdisciplinary, interfaculty teaching programs.
- Generate effective system that will support and promote teaching excellence.
- Develop successful recruitment and retention strategies that will address to our entire student population.
- Ensure holistic personality development of the students through counseling and guidance, in-house and outside training programs.
- Conduct effective counseling of the students for their well-being in professional, community, social, and personal areas.
- Attract expert and multifaceted faculty for ensuring teaching excellence.
- Create faculty positions in the Departments to maintain ideal teacher / student ratio.
- Create scholarship funds to cover most of the students.
- Coordinate the activities of government and NGOs to support the social, economic and cultural cause that leads to development of the state and nation.
- Promote industrial partnerships for imparting hands on training and experiential training.
- Increase the number of students and faculties getting national and international awards.
- Encourage need based research with due emphasis on doctoral research.
- Develop the students' mindset towards eradication of superstitions and social evils.

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

Research, Consultancy and Extension

Goal

To create an outstanding band of passionate researchers by enduring a culture of innovation, creative and critical thinking through scholarly pursuits to attain the solution of problems in all domains of human endeavor through alliance with various funding agencies, government and non-government organizations.

Current Scenario...

In the last couple of years several steps have been taken to improve the standards of research so as to match the national and international benchmarks. New areas of research are currently being explored in the rapidly emerging fields like Computer Science, AI, EV, Modeling, Embedded Systems, and VLSI Design, Renewable and non-renewable sources of energy, Materials Science etc. The faculties have also geared up in conduct of research to meet the demands of the changing times. Faculty members were encouraged to take up research projects under 'Research Project for Faculty Scheme'.

Action Plan...

Following core strategies will be adopted to achieve the VISION 2027 goal concerning the research, consultancy & extension:

- Recruiting the faculty with high research credentials.
- Attracting students with research aptitude through proper scheme.
- Promoting inter-disciplinary/multi-disciplinary research as well as industry oriented research by developing research skills among students and faculty on a broad spectrum upcoming area.
- Promoting applied research strongly linked to practical use for addressing the societal needs.
- Setting up research centres.
- Increasing participation of undergraduates and postgraduates in research.
- Encouraging faculties to participate in national research activities to inculcate research culture at undergraduate level.

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- Inducting new faculty members to cultivate the research culture.
- Diversifying and pursuing applied research based on the core strengths in the areas of national importance such as: Nano Materials & Manufacturing, Embedded System and VLSI Design, Energy and water, Advanced Engineering and Technology, Renewable energy for sustainable development.
- Encouraging the faculty members to file patents.
- Emphasizing collaborative research and group research among the faculty members.
- Promoting the culture of research ethics.
- More national and international patents.
- More inflow of research grants.
- Scholarly Resources and Library Upgradation

Scholarly Resources and Library Upgradation

Goal:

Strengthening and modernizing the Library services for effective dissemination of scholarly resources.

Current Scenario

Institute has a Central library. It caters to the academic, research and scholarly needs of students and faculties. The library has over 20,000 printed documents and it subscribes to over 50 national and international printed journals. The Institute has Digital Library and access to over 5000 e-journals. The whole campus is equipped with internet connectivity. Under this necessary infrastructure and facilities are being created to upload the distinguished/potential project reports of undergraduate students.

Action plan ...

Thus the Library aims at rediscovering the academic space and services that will be engaging, adaptive, productive, responsive, ubiquitous and sustainable.

- Improving access through mobile and wireless technologies, for interacting, communicating and disseminating the information to the stakeholders.

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- Transforming the library catalogues and other search tools, reference services and information resources into ICT Based sources and making them user friendly and mobile-friendly.
- Delivering the Library services in various multimedia forms such as visual, audio, location and action based.
- Digitizing the personalized portfolios of Library staff and the stakeholders on the campus to enable easier access.
- Adopting flexible work patterns for the library staff and shifting the focus from traditional and time-consuming tasks to delivering more stakeholder-focused services.
- 24 by 7 library facility for students.

Infrastructure

Goal:

Upgrade and establish infrastructure to support and enhance curricular and co-curricular aspects of the students by creating new physical spaces, renovating existing facilities and instructional amenities.

Infrastructure plays a vital role in the smooth administration of teaching carried out in the institutes. It also enhances the outlook of the institute to a substantial level. This theme puts forth the future action plan pertaining to infrastructure.

Current Scenario...

Facilities available.....

Smart Classroom in every Department

Ladies and Gents hostels equipped with internet connectivity. R

Wi-Fi Enabled Campus.

CCTV enabled campus surveillance system

Institutional Repository of teaching material on the website

Filtered drinking water facility.

Action plan ...

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Construction of new Classrooms

Renovation and extension of the class rooms.

Laying/renovating sewerage lines

Construction of Internal Roads, Fencing/Boundary walls

Plantation and landscaping (Green Campus initiatives)

solar energy generation and rain water harvesting

Providing necessary facilities for differently-abled persons

Institutional Governance

Goal:

To instill a governance structure to oversee academic and research progress by following the practices of transparency, timely communication and all-encompassing participation.

Current Scenario...

Effective governance is decisively important for fulfilling the aspirations of the stakeholders and is very much essential for overall success of the Organization. This section highlights the proposed reforms in governance to complement the academic and research vision foreseen by “Vision 2027”. Presently, the Institute administration is using e-governance. The administrative information being published on the web site of the institute, presently includes general notices, academic calendar, notification for admission etc. The bio-metrics system for monitoring the staff attendance has also been installed by the Institute.

Action Plan...

Launching the recruitment tab as “Careers” on web portal of the institute for speedy processing of the faculty applications. Following points are to be incorporated for guiding and monitoring of institutional performance

- Proactive Management with clear vision and mission to ensure quality education
- Development and good Governance Policy
- Institutional Leadership Development
- Transparent system of governing
- Employee recognition / Appraisal Cell

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

- Establish e – office or paperless office for day to day administration
- Create an Office of the Administrative Dean (D -ADMN)
- Establishing Accreditation Facilitating Cell
- Creating contemporary Website of the Institution
- Inviting outside agencies for Outsourcing key facilities

Academic Initiatives

- Establish an Office of the Dean of Academic Affairs (D -AA)
- Adopt OBE system through Quality syllabi with freedom to fine tune the contents
- Develop / upgrade laboratory infrastructure and equipment facilities
- Establishing an Industry ready learning centre
- Pool of courses for choice based selection
- Flexibility to choose (including self-learning courses) and offer courses
- Robust & Transparent internal evaluation process
- Faculty / Staff Training
- Faculty Appraisal by the students
- Self Evaluation of Faculty
- Semester End Academic Feed back
- Offer new, interdisciplinary and applied programmes
- Stabilize basic sciences and humanities programmes
- OBE based tool to set the question papers (CIE & SEE)
- Creating a full-fledged Soft Skill Development Centre
- Initiate linkages with institutes imparting foreign languages efficiently

Financial Freedom Initiatives

- Have a Finance Advisor (FA)
- Create a post of CFO
- Establish an Office of CFO
- Develop a robust on – line, easily accessible & useable finance portal
- Make all the transactions on-line and transparent through e-finance / eaccounts portal
- Develop and install e-salary portal for employees with smart card option

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

- Develop Financial Sustainability plan

Examination & Evaluation Processes Initiatives

- Establish an Office of the Dean (D – E&E)
- Continuous Internal Evaluation
- Semester End Examination
- Transparent & unbiased Evaluation / Digitized Evaluation
- State - of - the - art facilities for conducting examinations, valuation
- Student Grievances Redressal Cell
- Disciplinary Committee
- Internal Academic Evaluation Committee

Student Progression, Support and Inclusion

Goal:

To deliver an excellent, most comprehensive and professional service to our students for their overall development.

Current Scenario...

- Few students opt to go for further studies
- Awareness among the students as regard to the career opportunities with further studies.

Action Plan...

- Sessions from HEIs involved in higher studies to be conducted
- Collaborating with foreign universities to facilitate the access for further studies
- Awareness with career guidance to be conducted.
- Interaction with alumni who have undertaken further study to be arranged.

Social Outreach

Goal:

- Technology based projects for societal issues
- Educating the public
- Social Service (Blood donation, eye camp, health camp, environmental camp etc.)

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Somwar Peth-Injole, Tal. Panhala Dist. Kolhapur – 416 201

Current Scenario...

- A few projects have been done.
- SETI conducts programs on various issues & needs
- About 5 programs or events conducted every year through NSS, Women development club.
- NSS conducts blood donation camps
- Tree plantation drives
- Awareness on plastic-free society

Action Plan...

- Identification of societal issues to be solved using technology.
- Effective utilization of resources of departments
- More programs useful for the community like healthcare, agriculture, technology issues, etc. to be conducted.
- Awareness creation among students, staff, faculty.
- Green Clean campus
- Short-term Courses/Workshops/ Skill based programs for Women, senior citizens, unemployed youth, etc.
- The events may include: Rallies, fund raising programmes,
- To associate with NGOs and self Help Groups.

Placement

- Placement and Entrepreneurship: The placement activities will be strengthened and more number of entrepreneurship awareness camps will also be held.
- Skill/Personality Development Program: The University shall intensify the organization of such programs where the students will be groomed to make them mentally fit and technically sound and are employable.