



अखिल भारतीय मराठा शिक्षण परिषद, पुणे ४११ ००९

(स्थापना : १९०७ शिवशक : २३४)

Registered under Societies Registration Act XXI of 1860
& Bombay Public Trust Act XXIX of 1950

पुणे कार्यालय : अखिल भारतीय मराठा शिक्षण परिषदेचे प्रशासकीय भवन, शाहू कॉलेज कॅम्पस, पर्वती रमणा, पुणे-४११ ००९
☎ : (०२०) २४२१५१४२, २४२२०३८२
मुंबई कार्यालय : राजर्षि शाहू महाराज विद्यार्थी वसतिगृह, वांद्रा (पूर्व), मुंबई ४०० ०५१.
☎ : (०२२) २६४४२०६२

जा.क्र. २९५/१७-१८

दिनांक : २७/०९/२०१७

प्रति,

मा. प्राचार्य

अनंतराव पवार कॉलेज ऑफ इंजिनिअरिंग अँड रिमच,
पुणे-४११००९

विषय :- सन २०१७ ते २०२२ या पाच वर्षांकरिता आपल्या शाखेची गठीत करण्यात आलेली विकास समिती/स्थानिक व्यवस्थापकीय समिती/शालेय समितीबाबत...

महोदय/महोदया,

वरील विषयास अनुसरून आपणास कळविण्यात येते की, संस्थेच्या नियामक मंडळ सभा दि. ०२ सप्टेंबर २०१७ नुसार आपल्या शाखेची विकास समिती/स्थानिक व्यवस्थापकीय समिती/शालेय समिती गठीत करण्यात आलेली आहे. कृपया याची नोंद घेऊन पुढील कार्यवाही करावी.



[Signature]

(प्रमिला गायकवाड)

सरचिटणीस

अखिल भारतीय मराठा शिक्षण परिषद, पुणे-९

सोबत:- आपल्या शाखेची विकास समिती/स्थानिक व्यवस्थापकीय समिती/शालेय समिती यादी

APCOER, Parvati, Pune-09	
Inward No.	11396
Date	27/09/2017
Receiver's Name & Signature	Vik. Khadke
Remark	<i>[Signature]</i> Principal

[Signature]

अखिल भारतीय मराठा शिक्षण परिषद, पुणे-४११ ००९
अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग अँड रिसर्च विकास समिती
सन २०१७ ते २०२२

१.	मा. अजितदादा अनंतराव पवार	संस्थेचे अध्यक्ष/नामनिर्देशित व्यक्ती
२.	मा. प्रमिला भागवतराव गायकवाड	संस्थेचे सचिव
३.	प्रा. गणेश एकनाथ कोंढालकर	प्राचार्य नामनिर्देशित विभाग प्रमुख
४.	प्रा. मनोज आनंदराव मुळीक	अध्यापक प्रतिनिधी
५.	प्रा. दत्तात्रय पांडुरंग कांबळे	अध्यापक प्रतिनिधी
६.	प्रा. स्नेहल मोहन वीर	अध्यापक प्रतिनिधी (महिला)
७.	श्री. सागर रावसाहेब वालुंज	अध्यापकेतर प्रतिनिधी
८.	मा. शशिकांत शंकरराव सुतार	शिक्षण, उद्योग, संशोधन आणि समाजसेवा या क्षेत्रातील नामनिर्देशित केलेल्या व्यक्ती
९.	मा. संदीप सुदामराव कदम	
१०.	मा. धैर्यशील वसंतराव वंडेकर	
११.	मा. डॉ. नवनाथ पासलकर	
१२.	प्रा. शैलेश शिवाजी हजारे	समन्वयक, महाविद्यालयांतर्गत गुणवत्ता हमी समिती
१३.		महाविद्यालय विद्यार्थी परिषद सभापती व सचिव
१४.		
१५.	मा. डॉ. सुनिल भिमराव ठाकरे	महाविद्यालय प्राचार्य/सचिव





Pratima Gayakwad

(प्रमिला गायकवाड)

सरचिटणीस

अखिल भारतीय मराठा शिक्षण परिषद, पुणे-९

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			


Ref No: APCOER/ Office / 0014/

Sub:- Constitution of Internal Quality Assurance Cell Committee at the Institute.

The following Internal Quality Assurance Cell Committee is hereby constituted at the Institute level

Chairperson	
Dr. Sunil B. Thakare	Principal
IQAC Coordinator	
Prof. Shilesh Hajare	H.O.D Electronics & Telecommunication Engg.
Teaching Faculty	
Prof. Gawande S.M.	Member
Prof. Kondhalkar G.E.	Member
Dr. Sandeep Kadam	Member
Dr. D. P. Kamble	Member
Dr. Abhay Shelar	Member
Ms. Sneha Salvekar	Member
Dr. Kashinath H. Munde	Research Coordinator
Dr. Soojey Deshpande	NAAC Coordinator
Administrative staff	
Prof. Nitin Mukne	Office Superintendent
Students Representative	
Mr. Shreyas Bhawe	BE E&TC Engineering
Mr. Rutvik Deshpande	B.E Mechanical Engineering
Alumni Representative	
Mr. Hariom Thakare	
Miss. Akshada Gogawale	
Community Representative	
Mr. Pilgonde A. I.	(Director, ASHOK Constructions, Pune.)
Dr. Padmakar Kelkar	(Director, Bright star Electronics, Pune)




Dr. Sunil B. Thakare
Principal



**Akhil Bharatiya Maratha Shikshan Parishad's
Anantrao Pawar College of Engineering & Research**



D. I. No.: QMS / D / 01

Issue No. 01 Dtd. 21-01-2019

Rev. No. 01 Dtd. 09/06/2022

List of Internal Auditors

Sr. No.	Name of Auditor	Department	Trainer Name	Training Dates
1.	Mr. Kondhalkar Ganesh Eknath	Mechanical	Mr. Sumant Parkhi	20 th March 2019
2.	Mr. Tanaji Shivaji Mali	Library		
3.	Dr. Munde Kashinath Haribhau	Mechanical		
4.	Mr. Shailesh S. Hajare	E&TC		
5.	Dr Balaji Sidram Selukar	FE		
6.	Mrs. Sneha. S Salvekar	E&TC		
7.	Mr. Sandeep Vijay Raut	Mechanical		
8.	Mr. Jitendra Chandrakant Musale	Computer		
9.	Mr. Dattatraj P Kamble	FE		
10.	Dr. P. J. Awasare	Mechanical		
11.	Mr. Sarode Navnath Mahadev	Sports		
12.	Mr. Abhay Shelar	Civil		
13.	Mr. Gawande Sagar	Civil		

Note: Few members have left the organization - *Revision copy current List*

9/6/2022

Prepared By ISO
Coordinator



Approved By Principal

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	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	D. I. No.: QMS / D / 01	Issue No. 01 Dtd. 21-01-2019	
		Rev. No. 00 Dtd. 21-01-2019	
List of Internal Auditors			

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2.	Mr. Tanaji Shivaji Mali	Library		
3.	Dr. Munde Kashinath Haribhau	Mechanical		
4.	Mr. Shailesh S. Hajare	E&TC		
5.	Dr Balaji Sidram Selukar	FE		
6.	Mrs. Sneha. S Salvekar	E&TC		
7.	Mr. Sandeep Vijay Raut	Mechanical		
8.	Mrs. Dhanashri Pramod Joshi	IT		
9.	Prof. Manoj A. Mulik	Computer		
10.	Mr. Jitendra Chandrakant Musale	Computer		
11.	Mr. Bansode Nagnath Mukund	Office		
12.	Mr. Dattatraj P Kamble	FE		
13.	Mr. Mandar Kakade	E&TC		
14.	Dr. P. J. Awasare	Mechanical		
15.	Mr. Rahul Bhaurao Diwate	IT		
16.	Mr. Sarode Navnath Mahadev	Sports		
17.	Mr. Abhay Shelar	Civil		
18.	Mr. Gawande Sagar	Civil		
19.	Mr. Kamlesh Jetha	IT		


 11/4/2019.
 Prepared By ISO
 Coordinator




 Approved By Principal

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	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4690A /2021-22

Sub:- Constitution of Anti Ragging Committee at the Institute.

Ref:- AICTE, New Delhi, Notification Dated 01/07/2009

The following Anti Ragging Committee is hereby constituted at the institute level

Sr. No.	Name of the member	Contact number	Position
1	DR. S. B. THAKARE	9422863496	PRINCIPAL
2	MR. SARODE N. M.	9730694725	PHYSICAL EDUCATION DIRECTOR (COMMITTEE COORDINATOR)
3	PROF. G. E. KONDHALKAR	9822676607	HOD MECHANICAL ENGINEERING
4	PROF. S. M. GAWANDE	9922169404	HOD CIVIL ENGINEERING (PG)
5	DR. ABHAY SHELAR	9850543355	HOD CIVIL ENGINEERING (UG)
6	PROF. SHAILESH S. HAJARE	9579707373	HOD E&TC ENGINEERING
7	PROF. SNEHA SALVEKAR	7387772481	HOD AI&DS
8	DR. D. P. KAMBLE	8855024330	F.E. COORDINATOR
9	PROF. K. S. JETHA	9975545842	COORDINATOR IT ENGINEERING
10	PROF. R. B. GAIKWAD	8600014367	ASSISTANT PROFESSOR
11	PROF. MONIKA JAGTAP	9422386219	ASSISTANT PROFESSOR
12	MR. TANAJI MALI	9960424904	LIBRARIAN
13	POLICE SUB INSPECTOR, DATTAWADI POLICE STATION	2024220205	PSI DATTAWADI, POLICE STATION
14	MR. GHADGE S. B.	9822716265	BOYS HOSTEL COORDINATOR
15	SMT. GIRIJA TIKONE	2068004640	GIRLS HOSTEL COORDINATOR
16	MR. SANJAY PATIL	9850150101	PARENT
17	MR. DNANESHWAR KHENGARE	9921480631	PARENT
18	SHWETA GHOGARE	9657331006	STUDENT REPRESENTATIVE

Committee shall also constitute a smaller body be known as the anti ragging squad for maintaining vigil, oversight and

Address:

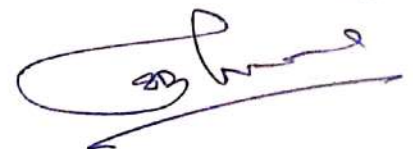
Sr. No. 103, Parvati, Pune- 411 009,



Contact Details:

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

Website:

<http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

patrolling functions and shall remain mobile, alert and active at all the time. Anti ragging squad shall have representation of various members of the campus community and shall have no outside representative. It shall be the duty of anti ragging squad to called upon to make raids on hostels. and other places.

It shall be the duty the anti ragging committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force concerning ragging, and also to monitor and oversee the performance of the anti ragging squad in prevention of ragging in the institution and institute hostel.

The copy of the-detailed notification of AICTE is enclosed herewith for reference and further action.

This committee will be in force from the date of the issue of this order till further orders.

Date: 07 / 07 / 2021






 Principal

Copy to :

1. All Concern Members.
2. Office File.

Address: Sr. No. 103, Parvati, Pune- 411 009,
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929
 Website: <http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4690A / 2021-22

Sub:- ICC Committee at the Institute.

Ref:- AICTE, New Delhi, Notification Dated 01/07/2009

The following ICC Committee is hereby constituted at the institute level

Sr. No.	Name of the member	Contact number	Position
1	DR. SUNIL THAKARE	9422863496	CHAIR PERSON
2	PROF. NILESH JADHAV	9975303670	MEMBER
3	PROF. SNEHA SALVEKAR	7387772481	MEMBER
4	MR. TANAJI MALI	9960424904	MEMBER
5	PROF. SUPRIYA B. SHINDE	8149246475	MEMBER
6	MS. RUCHA BABAR	9764470533	MEMBER
7	MR. YASH NADKARNI	8390338181	STUDENT
8	MS. OJASWI PATIL	8605370042	STUDENT
9	SHINDE PRANAV VINAYAK	7507153462	STUDENT

Date: 07 / 07 / 2021



[Signature]
Principal

Copy to :

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	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4858/2021-22


Code of Conduct Committee

Following Committee is Constituted as Code of Conduct Committee

Sr. No.	Name of the member	Contact Number	Position
1	Dr. S. B. Thakare	9923217056	Chairman
2	Prof. G. E. Kondhalkar	9822676607	Member
3	Dr. D. P. Kamble	8855024330	Member
4	Dr. A. B. Shelar	9850543335	Member
5	Prof. S. S. Hajare	9579707373	Member
6	Prof. R. B. Gaikwad	8600014367	Member
7	Prof. K. S. Jetha	9975524232	Member
8	Prof. S. S. Salvekar	7387772481	Member

Date: 07 / 07 / 2021




 Principal

Copy to :

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	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			



Ref No: APCOER/ Office / 0014/

Sub:- Constitution of Internal Quality Assurance Cell Committee at the Institute.
 The following Internal Quality Assurance Cell Committee is hereby constituted at the Institute level

Chairperson	
Dr. Sunil B. Thakare	Principal
IQAC Coordinator	
Prof. Shilesh Hajare	H.O.D Electronics & Telecommunication Engg.
Teaching Faculty	
Prof. Gawande S.M.	Member
Prof. Kondhalkar G.E.	Member
Dr. Sandeep Kadam	Member
Dr. D. P. Kamble	Member
Dr. Abhay Shelar	Member
Ms. Sneha Salvekar	Member
Dr. Kashinath H. Munde	Research Coordinator
Dr. Soojey Deshpande	NAAC Coordinator
Administrative staff	
Prof. Nitin Mukne	Office Superintendent
Students Representative	
Mr. Shreyas Bhawe	BE E&TC Engineering
Mr. Rutvik Deshpande	B.E Mechanical Engineering
Alumni Representative	
Mr. Hariom Thakare	
Miss. Akshada Gogawale	
Community Representative	
Mr. Pilgonde A. I.	(Director, ASHOK Constructions, Pune.)
Dr. Padmakar Kelkar	(Director, Bright star Electronics, Pune)




Dr. Sunil B. Thakare
 Principal

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / ~~4630A~~ / 2021-22

Office Order

Sub:- Constitution of Reservation Grievance Committee at the Institute.

The Following Reservation Grievance Committee is hereby constituted at the institute level.

Sr. No.	Name of the member	Contact number	Position
1	Dr. D. P. Kamble	8855024330	Chairman
2	Dr. G. S. Kamble	9922745673	Member
3	Prof. V. K. Mhetre	8975960529	Member
4	Prof. V. V. Bhimte	7387678834	Member
5	Prof. Mhetre K. V.	9766751414	Member
6	Ms. Rutika Bhise	9370251874	Member
7	Ms. Sanjana Patil	8208907404	Member
8	Mr. Vaibhavi Kakade	7507760991	Member
9	Ms. Arati Khatik	9850213656	Member
10	Mr. Abhijeet Kanade	7038380112	Member
11	Mr. Piyush Raskar	9822006161	Member

This committee will be in force from the date of the issue of this order till further orders.

Date: 07 / 07 / 2021



Copy to :

1. All Concern Members.
2. Office File.




 Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address: Sr. No. 103, Parvati, Pune- 411 009,
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929
 Website: <http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / ~~469A~~2021-22

Sub:- Constitution of Grievance Redressal Committee at the Institute.

Ref:- AICTE, New Delhi, Notification /Dated 09/07/2012.

AICTE regulations for establishment of a Grievance Redressal Committee; and appointment of Ombudsman, by AICTE approved Institutions are available on AICTE web portal www.aicteindia.org>Bureau>Administration>Rules and Regulations. It was informed to this technical Institute with reference number No. 1-101/DPG/AICTE/Ombudsman/2012 date 9th July, 2012.

It was informed to this technical Institute with reference number No. 1-101/DPG/AICTE/Ombudsman/2012 dated 9th July, 2012.

It is for the purpose of redressal of grievances of the students, parents and others in respect of all AICTE approved Institutions from the academic year 2012-13.

Accordingly, this technical Institution has established a registry, headed by an employee of this Institute to receive the grievance, where an aggrieved student or person shall send their representation for redressal of their grievance in the Grievance Redressal Committee. The appointment of the employee of this Institute was made as per the rules and regulations.



The Procedure as defined in this regulation would be followed strictly by this Institution. The same was complied in the order with AICTE along with the details of the establishment of a Grievance Redressal Committee, and establishment of a registry headed by an employee of this Institute.

Sr. No.	Name of the Grievance Redressal Committee Member	Address / Contact No. of the Member	Designation in Committee
1	Dr. S. B. Thakare	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9422863496	Chairman
2	Dr. Dattatray Shankar Bormane	AISSMS College of Engineering, Pune 411001. Mo: 9850282286	Ombudsman, (Appointed by University of Pune)
3	Prof. Ganesh Eknath Kondhalkar	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9822676607	Member
4	Prof. Sagar M. Gawande	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9922169404	Member
5	Prof. Shailesh Shivaji Hajare	Anantrao Pawar College of Engineering & research Pune 411009. Mo: 9579707373	Member

Address:
Contact Details:
Website:

Sr. No. 103, Parvati, Pune- 411 009,
Tel: 020-24218901/8959, Tele Fax:- 020-24213929
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6	Prof. Rama B. Gaikwad	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9850662294	Member
7	Prof. Kamlesh S. Jetha	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9975524232	Member
8	Dr. D. P. Kamble	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 8855024330	Member
9	Prof. Sneha Salvekar	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9975545842	Member
10	Dr. Abhay Shelar	Anantrao Pawar College of Engineering & research, Pune 411009. Mo: 9503358920	Member

All aggrieved students, their parents and others and others may thenceforth approach to the Grievance Redressal Committee of the Institution accordingly.

Date: 07/07/2021



Copy to :

1. All Concern Members.
2. Office File.


 Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

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Akhil Bharatiya Maratha Shikshan Parishad's
Anantrao Pawar College of Engineering &
Research



Record No.: ADM/R/002
Revision: 00

DoI: 21/01/2019

Office order of Committee

Ref No: APCOER/ Office / 4690A /2021

Date:

Sub:- Constitution of Student Grievance Redressal Cell at the Institute.

Student Grievance Redressal Cell is hereby constituted at the institute level as follows

Sr. No.	Name of the Member	Contact No.	Authority	Position
1.	Dr. Sunil Thakare	9923217056	Principal	Chairman
2.	Prof. Ganesh Kondhalkar	9822676607	Student Development Officer	Member
3.	Dr. Abhay shelar	9850543335	Head, Civil Engineering Department	Member
4.	Prof. Shailesh Hajare	9579707373	Head, E&TC Engineering Department	Member
5.	Prof. Kamlesh Jetha	9975524232	Head, IT Engineering Department	Member
6.	Prof. Rama Gaikwad	8600014367	Computer Engineering Department	Member
7.	Prof. Sneha Salvekar	7387772481	Coordinator, AI&DS Engineering Department	Member
8.	Dr. Dattatray Kamble	7972579673	Head, First Year Engineering Department	Member
9.	Mr. Soham Naik	9028907339	Student	Member
10.	Miss. Apeksha Gaurkhede	7038451776	Student	Member
11.	Mr. Umesh Akim	9518969832	Student	Member

Date: 7/7/2021



Principal
Dr. Sunil B. Thakare
Principal
Anantrao Pawar College of Engineering
& Research, Parvati, Pune - 9



AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD'S ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH

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Approved by AICTE & Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University
DTE CODE :- EN 6794, AISHE CODE :- C-41484
Savitribai Phule Pune University Identification No. PU/PN/Engg. / 441/2012



25/10/2021

प्रति,
मा.संचालक,
विद्यार्थी विकास मंडळ,
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे-७.

विषय :- कोंढाळकर गणेश एकनाथ यांना विद्यार्थी विकास अधिकारी (SDO) म्हणून मान्यता मिळणेबाबत...

महोदय,

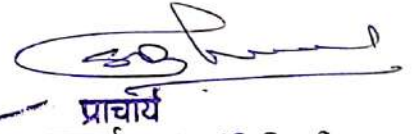
आमच्या अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च सावित्रीबाई फुले पुणे विद्यापीठ विद्यार्थी विकास मंडळ ह्या विद्यापीठ प्राधिकरणाच्या विविध योजना व शैक्षणिक उपक्रम प्रभावीपणे राबवण्याकरिता कोंढाळकर गणेश एकनाथ यांची शैक्षणिक वर्ष २०२१-२०२२ ते शैक्षणिक वर्ष २०२३-२०२४ या कालावधीसाठी विद्यार्थी विकास अधिकारी (SDO) म्हणून नेमणूक करण्यात येत आहे. तरी कोंढाळकर गणेश एकनाथ यांना विद्यार्थी विकास अधिकारी म्हणून मान्यता मिळावी.

वरील कालावधी दरम्यान विद्यार्थी विकास अधिकारी (SDO) यांच्या नियुक्तीबाबत काही बदल झाल्यास किंवा वरील कालावधी पूर्ण झाल्यानंतर विद्यार्थी विकास अधिकारी मान्यतेबाबत विद्यार्थी विकास मंडळ कार्यालयास पुन्हा प्रस्ताव सादर करण्यात येईल.

विद्यार्थी विकास मंडळ प्राधिकरणामार्फत वेळोवेळी निर्गमित केलेल्या परिपत्रकांचे जबाबदारीने पालन करण्याकरिता विद्यार्थी विकास अधिकारी यांना महाविद्यालयातर्फे सर्व प्रकारचे सहकार्य करण्यात येईल.

तसेच विद्यार्थी विकास अधिकार्यावर रासेयो/परीक्षा/क्रीडा समन्वयक वा तत्सम जबाबदारी सोपवली जाणार नाही हेही सूचित करित आहे.
कळावे, ही विनंती.



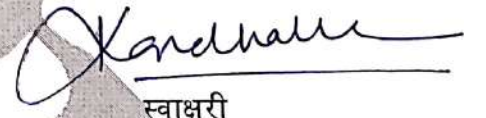

प्राचार्य

अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग
सावित्रीबाई फुले पुणे विद्यापीठ, पुणे-९

शैक्षणिक वर्ष २०२१-२०२२ ते शैक्षणिक वर्ष २०२३-२०२४ या कालावधीसाठी विद्यार्थी विकास अधिकारी (SDO) म्हणून काम करण्यास माझी संमती आहे व विद्यार्थी विकास मंडळाच्या नियमावली पुस्तिकेचे अवलोकन केले असून ती नियमावली मान्य आहे आणि मी विद्यार्थी विकासाच्या उपक्रमांशी बांधील आहे. विद्यार्थी विकासाचे ध्येय समोर ठेऊन पद व अधिकारांचा सन्मान राखेन, अशी खात्री देत आहे.

मोबाईल : ९८२२६७६६०७

ई-मेल : ganeshkondhalkar@gmail.com


स्वाक्षरी

विद्यार्थी विकास अधिकारी (S.D.O)
(कोंढाळकर गणेश एकनाथ.)

Student Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
S. No. 103, Pune - 411009



EAL2100023



East & Learn
वि.वि.मं.नॉंदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

महाविद्यालयाचे नाव व पत्ता	:	अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009			
महाविद्यालय स्थापना	:	2012	महाविद्यालय अनुदानाचा प्रकार	:	विना-अनुदानीत
प्राचार्य	:	डॉ. सुनिल भीमराव ठाकरे	प्राचार्य नियुक्ती	:	कायम
विद्यार्थी विकास अधिकारी	:	कोंडाळकर गणेश एकनाथ	नेमणूक मान्यता	:	होय
महाविद्यालयातील एकूण सहभागी विद्यार्थी संख्या	:	0	महाविद्यालयातील शिक्षकांची संख्या	:	83
मागील शैक्षणिक वर्षात कमवा व शिवा योजना राबविली होती का?	:	नाही			

प्रवर्ग										
मुले	मुली	खुला	अनुसूचीत जाती	अनुसूचीत जमाती	भटक्या व विमुक्त जाती	विशेष मागासवर्ग	अल्पसंख्यांक	निराधार	विशेष विद्यार्थी	सहभागी एकूण विद्यार्थी
मुले	मुली	0	0	0	0	0	0	0	0	0

मागील शैक्षणिक वर्षासाठी विद्यापीठाकडून प्राप्त झालेली रक्कम	:	रु. 0	अक्षरी रु	
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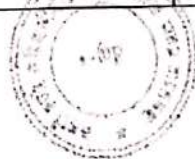
पदवी स्तर एकूण विद्यार्थी									
खुला	अनुसूचीत जाती	अनुसूचीत जमाती	भटक्या व विमुक्त जाती	इतर मागास वर्ग	विशेष मागासवर्ग	अल्पसंख्यांक	निराधार	विशेष विद्यार्थी	सहभागी एकूण विद्यार्थी
655	89	5	78	182	19	0	0	0	1028

पदव्युत्तर स्तर एकूण विद्यार्थी									
खुला	अनुसूचीत जाती	अनुसूचीत जमाती	भटक्या व विमुक्त जाती	इतर मागास वर्ग	विशेष मागासवर्ग	अल्पसंख्यांक	निराधार	विशेष विद्यार्थी	सहभागी एकूण विद्यार्थी
56	1	2	1	0	0	0	0	0	60

महाविद्यालयाचा परिसर					
ग्रंथालय	:	होय	शेती	:	नाही
उद्यान	:	नाही	परिसर स्वच्छता	:	होय
प्रयोगशाळा	:	होय	कार्यालय	:	होय
इतर	:	होय	क्रीडांगण	:	नाही
भांडार	:	नाही	हॉस्टेल	:	नाही
भोजनशाळा	:	नाही	सोलर पॅनल	:	होय

विद्यार्थी तक्रार निवारण कक्ष				
अ.क्र	समितीचे सदस्य		पदाचे नाव	सदस्यांची नावे
१	प्राचार्य/संचालक	:	अध्यक्ष	THAKARE SUNIL BHIMRAO
२	वरिष्ठ अध्यापक	:	सदस्य	Kondhalkar Ganesh Ekanath
३	वरिष्ठ अध्यापक	:	सदस्य	Shelar Abhay Baburao

प्रीति विद्यापीठ कलेज, नॉंदणी, महाराष्ट्र
- 411009, पिनकोड - 411009





EAL2100023



वि.वि.मं.नॉंदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

विद्यार्थी विकास कक्ष				
अ.क्र	समितीचे सदस्य		पदाचे नाव	सदस्यांची नावे
१	उपप्राचार्य/वरिष्ठ शिक्षक	:	अध्यक्ष	श्री. गणेश कोंढाळकर
२	शिक्षक प्रतिनिधी	:	प्रतिनिधी	डॉ. अभय शेलार
३	शिक्षक प्रतिनिधी(महिला)	:	प्रतिनिधी	प्रा. सुप्रिया शिंदे
४	सामाजिक कार्यकर्ता	:	प्रतिनिधी	श्री. सुभाष जगताप
५	समुपदेशक	:	प्रतिनिधी	श्री. किशोर बाबर
६	विद्यार्थी परिषद पदाधिकारी	:	प्रतिनिधी	प्रा. सागर गावंडे
७	विद्यार्थी परिषद पदाधिकारी	:	प्रतिनिधी	प्रा. जितेंद्र मुसळे
८	विद्यार्थी परिषद पदाधिकारी	:	प्रतिनिधी	प्रा. कमलेश जेटा
९.	विद्यार्थी परिषद पदाधिकारी	:	प्रतिनिधी	प्रा. शैलेश हजारे

विद्यार्थी परिषद स्थापना	:	नाही
महाविद्यालयात अंटी रॅंगिंग कक्ष रचना स्थापना केली आहे का ? असल्यास मागील दर सहा महिन्यात अहवाल पाठविला आहे काय ?	:	होय

समान संधी कक्ष (Equal Opportunity Cell)				
अ.क्र	समितीचे सदस्य		पदाचे नाव	सदस्यांची नावे
१	मा. प्राचार्य	:	अध्यक्ष	डॉ. सुनिल भीमराव ठाकरे
२	मा. उपप्राचार्य / विद्याशाखा प्रमुख / कार्यालय प्रमुख / इतर	:	प्रतिनिधी	डॉ. काशिनाथ मुंडे
३	विद्यार्थी कल्याण अधिकारी	:	प्रतिनिधी	कोंढाळकर गणेश एकनाथ
४	शिक्षक प्रतिनिधी (पुरुष)	:	प्रतिनिधी	Gawande Sagar Mukundrao
५	शिक्षक प्रतिनिधी (महिला)	:	प्रतिनिधी	Salvekar Sneha Shrikant
६	तज्ज्ञ मार्गदर्शक / सामाजिक / कार्यकर्ता / समुपदेशक १	:	प्रतिनिधी	श्री. किशोर बाबर
७	तज्ज्ञ मार्गदर्शक / सामाजिक / कार्यकर्ता / समुपदेशक २	:	प्रतिनिधी	श्री. सुभाष जगताप
८	विद्यार्थी प्रतिनिधी १	:	प्रतिनिधी	कुमार. गणेश कुरकुले
९.	विद्यार्थी प्रतिनिधी २	:	प्रतिनिधी	कुमारी. सिद्धी गवळी
१०	पालक प्रतिनिधी १	:	प्रतिनिधी	श्री. पंकज रासकर
११	पालक प्रतिनिधी २	:	प्रतिनिधी	श्री. राजेंद्र मोहिते

Kandhane

Student Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
स्वाक्षरी
S.No.103, Pune-411009



Anant Rao Pawar

अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
स्वाक्षरी व मोहोर
अॅण्ड रिसर्च, पर्वती, पुणे-१

टिप : प्रस्ताव मुद्रण केल्यानंतर महाविद्यालयाच्या प्राचार्याची स्वाक्षरी करून अपलोड करणे आवश्यक आहे.



NKA2100766



वि.वि.मं.नोंदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

निर्भय कन्या अभियान योजना प्रस्ताव- २०२१-२०२२

महाविद्यालयाचे नाव	: Akhil Bharatiya Maratha Shikshan Parishad Pune Anantrao Pawar College of Engineering & Research Addr: S No 103 Shahu College Campus Parvati Pune 09 Tal: Pune (corporation Area) Dist: Pune Pincode: 411009		
प्राचार्य	: THAKARE SUNIL BHIMRAO	प्राचार्य मोबाईल	: 9422863496
विद्यार्थी विकास अधिकारी	: कोंढाळकर गणेश एकनाथ	मोबाईल	: 9822676607
महाविद्यालय स्थापना	: 2012	महाविद्यालयातील विद्यार्थी संख्या	: 0
महाविद्यालयातील प्राध्यापकांची संख्या	: 83		
महाविद्यालयाचे नाव व पत्ता	विद्यार्थी विकास अधिकारी	सहभागी विद्यार्थी संख्या	
-	-	-	
निर्भय कन्या अभियान योजनेच्या माध्यमातून द्यावयाच्या स्वसंरक्षण प्रशिक्षणासाठी स्थानिक प्रशिक्षक उपलब्ध आहेत काय ?			होय

विद्यार्थी विकास अधिकारी
(S.D.O)
स्वाक्षरी



अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
स्वाक्षरी व मोहोर
ऑण्ड रिमिच, पर्वती, पुणे-९

टिप: प्रस्ताव मुद्रण केल्यानंतर महाविद्यालयाच्या प्राचार्याची स्वाक्षरी करून अपलोड करणे आवश्यक आहे.



DMS2100560



वि.वि.म.नॉंदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

आपती व्यवस्थापन प्रशिक्षण योजना प्रस्ताव- २०२१-२०२२

महाविद्यालयाचे नाव	: Akhil Bharatiya Maratha Shikshan Parishad Pune Anantrao Pawar College of Engineering & Research Addr: S No 103 Shahu College Campus Parvati Pune 09 Tal: Pune (corporation Area) Dist: Pune Pincode: 411009		
प्राचार्य	: THAKARE SUNIL BHIMRAO	प्राचार्य मोबाईल नं	: 9422863496
विद्यार्थी विकास अधिकारी	: कोंढाळकर गणेश एकनाथ	महाविद्यालय स्थापना	: 2012
महाविद्यालयातील प्राध्यापकांची संख्या	: 83	महाविद्यालयातील विद्यार्थी	: 0
महाविद्यालयाचे नाव	विद्यार्थी विकास अधिकारी	सहभागी विद्यार्थी	
-	-	-	
आपती व्यवस्थापन स्थानिक प्रशिक्षक :-			होय
आपती व्यवस्थापन कक्ष स्थापना :-			होय
आपती व्यवस्थापन प्रशिक्षण उपलब्ध सुविधा :-			
GROUND, BUILDING AND OTHER PREMISES			

Kondhan

विद्यार्थी विकास अधिकारी
(S.D.O)

Student Development Officer
(विद्यार्थी विकास अधिकारी)

Anantrao Pawar College of Engineering & Research



अनंतराव पवार

प्राचार्य
अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
स्वाक्षरी व मोहोर
अण्ड रिमच, पर्वती, पुणे-९

टिप: प्रस्ताव मुद्रण, केल्यानंतर महाविद्यालयाच्या प्राचार्याची स्वाक्षरी करून अपलोड करणे आवश्यक आहे.



Akhil Bharatiya Maratha Shikshan Parishad's
Anantrao Pawar College of Engineering &
Research



DISASTER MANAGEMENT WORKSHOP

PROGRAMME SCHEDULE ACADEMIC YEAR- 2021-22

Sr. No	Activity	Time
1	Day I Registration of Students	9.00 am -10.00 am
2	Tea & Breakfast	10.00 am- 11.00 am
3	Inauguration	11.00 am - 11.30 am
4	Session -I Mr. Sunil Gilbile Dy.Chief Fire Officer Fire Brigade , Pune	11.30 am - 01.00 pm
5	Lunch	1.00 pm - 2.00 pm
6	Demonstration by Fire Brigade Team	2.00 pm - 3.00 pm
7	Session -II Mr. Vitthal Banote Disaster Mangement Cell Collector Office, Pune	03.00 pm - 04.30 pm
8	Documentary on Disaster Management	4.30 pm - 5.00 pm
1	Day II Tea & Breakfast	9.00 am -10.00 am
2	Inauguration.	10.00 am- 10.30 am
3	Session -III Mr. Milind Vaidya Project Director Disaster Management Cell All India Institute of Local Self Government	10.30 am - 12.30 pm
4	Documentary by FSAI, Pune chapter	12.30 pm - 01.00 pm
5	Lunch	1.00 pm - 2.00 pm
6	Session -IV Session By NDRF officials	02.00 pm - 04.00 pm
7	Valedictory & Thanks Giving	4. 00 pm - 4.30 pm
8	Certificate Distribution	04.30 pm -5.00 pm

G. E. Kondhalkar

Prof. G.E. Kondhalkar
Student Development Officer
A.P.C.O.E.R, Pune



S. B. Thakare

Dr. S.B. Thakare
Principal
A.P.C.O.E.R, Pune

Principal
Anantrao Pawar College of Engineering
& Research, Parvati, Pune - 9



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकार्याचे नाव	: कोण्डाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		

शैक्षणिक उपक्रम/योजना नाव	: करियर गायडन्स प्रोग्राम		
राबविण्याऱ्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 24/12/2021

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकूण	मुले	मुली	परलैंगिक	एकूण
100	100	0	200	50	50	0	100

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.To Aware Students about various Carrier Options	२.To guide them to chose correct path as per students skill
३.To aware them about various sectors for their carrier	४.To Guide students regarding opportunities in the market and Skills Required

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium to Experts	10000.0000
2	Stationary and Others	5000.0000
एकूण खर्च :-		15000.0000



विद्यार्थी कल्याण अधिकारी (S.W.O)

स्वाक्षरी व मोहोर

Student Development Officer

(विद्यार्थी विकास अधिकारी)

Anant Rao Pawar College of Engineering & Research

S. No.103, Pune - 411009





प्राचार्य

अनंतराव पवार कॉलेज ऑफ इंजिनीअरींग
स्वाक्षरी व मोहोर
अँड रिसर्च, पर्वती, पुणे-९



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकाऱ्याचे नाव	: कोंढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		

शैक्षणिक उपक्रम/योजना नाव	: One Day Workshop on Scientific Paper Writing		
राबविण्याऱ्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 10/02/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकुण	मुले	मुली	परलैंगिक	एकुण
250	200	0	450	20	20	0	40

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१. Guide Students How to Prepare Paper	२. Publication Ethics
३. To discuss about various Journals for Technical Paper Publication	४. To Discuss Effect of Good Publications and Rules Regulations

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium to Experts	6000.0000
2	Stationary and Others	5000.0000
एकुण खर्च :-		11000.0000

Kandhale

विद्यार्थी कल्याण अधिकारी (S.W.O)
स्वाक्षरी व मोहोर

Student Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
S. No.103, Pune - 411009



Anant Rao Pawar
प्राचार्य
अनंतराव पवार कॉलेज ऑफ इंजिनीअरी
स्वाक्षरी व मोहोर
अँड रिसर्च, पर्वती, पुणे-१



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकाऱ्याचे नाव	: कोंढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		

शैक्षणिक उपक्रम/योजना नाव	:	One Day Workshop On Intellectual Property Rights			
राबविणाऱ्या शैक्षणिक उपक्रम / योजना गट	:	क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	:	स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	:	1	उपक्रमची संभाव्य दिनांक	:	04/02/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकूण	मुले	मुली	परलैंगिक	एकूण
250	100	0	350	20	20	0	40

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.To Create Awareness about IPR	२.To Discuss Procedure of Filing and Publication of Patent
३.To Motivate Students to File Patents	४.Guidance regarding conversion of original work into patent

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium to Experts	5000.0000
2	Stationary and Others	5000.0000
एकूण खर्च :-		10000.0000

Kandhar

विद्यार्थी कल्याण अधिकारी (S.W.O)
स्वाक्षरी व मोहोर

Student Development Officer
(विद्यार्थी विकास अधिकारी)

Anant Rao Pawar College of Engineering & Research
S. No.103, Pune - 411009



प्राचार्यांचा मोहोर

Anant Rao Pawar

अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
स्वाक्षरी व मोहोर
अँड रिसर्च, पुणे-१



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनिअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्याचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकाऱ्याचे नाव	: कोंढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		
शैक्षणिक उपक्रम/योजना नाव	: One Day Workshop On Recent Advancement in Embedded System & Wireless Technologies		
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 18/02/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकुण	मुले	मुली	परलैंगिक	एकुण
250	200	0	450	50	20	0	70

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.To discuss about Wireless Technology	२.to Discuss About Embedded System
३.To Discuss about the Advances in Technology	४.Hands on experience

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium To Experts	6000.0000
2	Stationary and Others	4000.0000
एकुण खर्च :-		10000.0000

Kandham

विद्यार्थी कल्याण अधिकारी (S.W.O)

Student Development Officer

(विद्यार्थी विकास अधिकारी)

Anantrao Pawar College of Engineering & Research

S. No.103, Pune - 411009



पुणे-१

Anant Pawar

प्राचार्य
अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
अँड रिसर्च, पर्वती, पुणे-१



वि.कं.मं.नॉदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकाऱ्याचे नाव	: कोंढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		

शैक्षणिक उपक्रम/योजना नाव	:	One Day Workshop On Entrepreneurship Development			
राबविणाऱ्या शैक्षणिक उपक्रम / योजना गट	:	क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	:	स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	:	1	उपक्रमची संभाव्य दिनांक	:	10/01/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकुण	मुले	मुली	परलैंगिक	एकुण
200	100	0	300	100	50	0	150

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.To Aware Students about the Entrepreneurship	२.To discuss about various sectors for Entrepreneurship
३.To Guide students regarding Various Government Schemes	४.To guide students regarding Bank Loan Procedure

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium to Experts	6000.0000
2	Stationary and Others	5000.0000
एकुण खर्च :-		11000.0000

विद्यार्थी कल्याण अधिकारी (S.W.O)

Student Development Officer

(विद्यार्थी विकास अधिकारी)

Anant Rao Pawar College of Engineering & Research

S. No.103, Pune - 411009



प्राचार्य

अनंतराव पवार कॉलेज ऑफ इंजिनीअरींग
अँड रिसर्च, पर्वती, पुणे-९



वि.क.मं.नॉदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकार्याचे नाव	: कोढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		
शैक्षणिक उपक्रम/योजना नाव	: Placement Drive		
राबविण्याऱ्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 18/01/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकुण	मुले	मुली	परलैंगिक	एकुण
150	100	0	250	100	100	0	

उपक्रम कार्यशाळेचे वैशिष्ट्ये


१.200	२.To Call various sector companies to institute Campus for Recruitment
३.To give chance to student for getting Job through interview	४.Its a Platform for students to get chance for job in good company with options

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Travelling Allowance for Company Delegates	15000.0000
2	Arrangement and Other Expenses	5000.0000
3	Refreshment	5000.0000
4	Stationary and Others	5000.0000
एकुण खर्च :-		30000.0000


Student Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
S. No.103, Pune - 411009




प्राचार्य
अनंतराव पवार कॉलेज ऑफ इंजिनीअरींग
अँड रिसर्च, पर्वती, पुणे-९



वि.कं.मं.नोंदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकार्याचे नाव	: कोंढाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		

शैक्षणिक उपक्रम/योजना नाव	: Covid 19 Awareness Program		
राबविणान्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 15/02/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकूण	मुले	मुली	परलैंगिक	एकूण
250	250	0	500	0	0	0	

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.0	२.COVID-19 Precautions during Offline Classes
३.To discuss Impact of COVID-19 on Education	४.How to Aware Local Public regarding COVID 19

सन २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium To Experts	6000.0000
2	Stationary and Certificate	5000.0000
एकूण खर्च :-		11000.0000

Kandham
विद्यार्थी कल्याण अधिकारी (S.W.O)
स्वाक्षरी व मोहोर

Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
S. No.103, Pune - 411009



मोहोर

Anant Rao Pawar
प्राचार्य
अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग
स्वाक्षरी व मोहोर
अँड रिसर्च, पर्वती, पुणे-९



वि.कं.मं.नॉदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

शैक्षणिक उपक्रम / योजना प्रस्ताव २०२१-२०२२

महाविद्यालयाचे नाव व पत्ता	: अखिल भारतीय मराठा शिक्षण परिषद पुणे अनंतराव पवार कॉलेज ऑफ इंजिनिअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009		
प्राचार्याचे नाव	: डॉ. सुनिल भीमराव ठाकरे	प्राचार्यांचा मोबाईल नं.	: 9422863496
विद्यार्थी कल्याण अधिकाऱ्याचे नाव	: कोंडाळकर गणेश एकनाथ	विद्यार्थी कल्याण अधिकारी मोबाईल नं.	: 9822676607
महाविद्यालयाचे स्थापनेचे वर्ष	: 2012		
शैक्षणिक उपक्रम/योजना नाव	: Software Awareness Program		
राबविणान्या शैक्षणिक उपक्रम / योजना गट	: क	शैक्षणिक उपक्रमाचे / योजनेचे स्वरूप	: स्थानिक
राबविण्यात येणाऱ्या शैक्षणिक उपक्रम / योजना कालावधी	: 1	उपक्रमची संभाव्य दिनांक	: 25/02/2022

शैक्षणिक उपक्रम / योजनेत सहभागी संभाव्य विद्यार्थी संख्या खालील तक्त्यात :-

आयोजक महाविद्यालय विद्यार्थी संख्या				इतर महाविद्यालय विद्यार्थी संख्या			
मुले	मुली	परलैंगिक	एकुण	मुले	मुली	परलैंगिक	एकुण
100	100	0	200	50	20	0	70

उपक्रम कार्यशाळेचे वैशिष्ट्ये

१.To Aware students about the Basic Software	२.To give Hands on Experience on Basic Software
३.How to Download Free Source Software	४.Types of Software and their applications


सन् २०२१-२०२२ या शैक्षणिक वर्षात सदर उपक्रम/योजना राबविण्याकरीता येणाऱ्या संभाव्य खर्चाचा आराखडा / तपशील :-

अ.क्र.	तपशील	अंदाजित खर्च
1	Honorarium	5000.0000
2	Stationary and Others	5000.0000
एकुण खर्च :-		10000.0000


विद्यार्थी कल्याण अधिकारी (S.W.O)
स्वाक्षरी व मोहोर

Student Development Officer
(विद्यार्थी विकास अधिकारी)
Anant Rao Pawar College of Engineering & Research
S. No.103, Pune - 411009




प्राचार्य
स्वाक्षरी व मोहोर
प्राचार्य

अनंतराव पवार कॉलेज ऑफ इंजिनिअरींग
अँड रिसर्च, पर्वती, पुणे-२



वि.कं.मं.नॉदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

UNIVERSITY GRANTS COMMISSION

Academic Year - 2021-2022 (Semester1)

10	Anti Ragging Committee -	
	10 (a) Date of Formation	07/07/2021
	10 (b) No.of Members	17
	10 (c) Names of Members	1.DR. S.B. THAKARE 2.POLICE SUB INSPECTOR 3.PROF. G.E. KONDHALKAR 4.PROF. S.M. GAWANDE 5.PROF. S.S HAJARE 6.DR. A.B. SHELAR 7.PROF. R.B. GAIKWAD 8.PROF. SNEHA SALVEKAR 9.PROF. K.S. JETHA 10.DR. D.P. KAMBLE 11.PROF. MONIKA JAGTAP 12.MR. NAVNATH SARODE 13.MS. GHOGARE SHEWTA 14.MR. S.B. GHADGE 15.MS. GIRIJA TIKONE 16.DR. SANJAY PATIL 17.MR. DNYANESHWAR KHENGARE
	10 (d) No . of raids	0
	10 (e) Frequency of raids	2
	10 (f) Surprise raids	0
	10 (g) Others Measures taken by the squad	NIL
	10 (h) No.of cases detected	0
	10 (i) Action taken as follow up	NIL
11	Inquiry(ies) Conducted ?	NIL
12	Panishment meted out ?	
	12 (a) Suspension	No
	12 (b) Rustication	No
	12 (c) Expulsion	No
13	No. of F.I.R.(s) lodged by institution with details	0
14	As per UGC norms online undertaking forms submitted from students,Mention students count	Yes-0



Signature and Stamp
Principal/Director

Dr. Sunil B. Thakare
Principal

Anant Rao Pawar College of Engineering
& Research, Parvati, Pune - 9



वि.कं.मं.नॉदणी क्रमांक :- PC165

सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी कल्याण मंडळ

UNIVERSITY GRANTS COMMISSION

Academic Year - 2021-2022 (Semester1)

Proforma for monitoring the directions of Hon'ble Supreme Court of India on measures against Ragging in educational institutions

Sr.No	Name of Institute / College	Akhil Bharatiya Maratha Shikshan Parishad Pune Anantrao Pawar College of Engineering & Research Addr: S No 103 Shahu College Campus Parvati Pune 09 Tal: Pune (corporation Area) Dist: Pune Pincode: 411
	Principal Name	THAKARE SUNIL BHIMRAO
1	Whether Anti ragging Squads were Constituted ?	Yes
2	Whether Anti ragging Committees were Constituted ?	Yes
3	Whether prospectus mention possible actions against Ragging ?	Yes-Prospectus Mention Possible Actions against Ragging
4	Whether names,telephone nos. of authorities to be contacted have been publicized / made available to Freshers?	Yes-Telephone nos. of Authorities to be Contacted have been Publicized/made Available to Freshers
5	Whether students are allowed free access to phone (cell & Landline) in hostel(s) for timely reporting?	Yes-Students are allowed Free Access to Phone (Cell & Landline) in Hostel for Timely Reporting
6	Whether Seniors counseled?	Yes
7	Whether Freshers counseled?	Yes-Freshers Counseled
8	Whether orientation courses for freshers counseled?	Yes-Orientation Courses For Freshers Counseled
9	Anti Ragging Squads -	
	9 (a) Date of Formation	07/07/2021
	9 (b) No.of Members	13
	9 (c) Names of Members	1.PROF. R.B. GAIKWAD 2.PROF. J.C. MUSALE 3.PROF. C.E. KOLAMBE 4.PROF. S.J. YADAV 5.PROF. R.S. LAVHE 6.MR. S.B. GHADGE 7.SMT. GIRIJA TIKONE 8.MS. NIKITA BHAGAT 9.MS. POOJA PATIL 10.MR. SHREYAS BHAVE 11.MR. SHUBHAM PAWAR 12.MR. KESHAV ZANJE 13.MISS. GAUTAMI KHENGARE
	9 (d) No . of raids	0
	9 (e) Frequency of raids	2
	9 (f) Surprise raids	0
	9 (g) Others Measures taken by the squad	NIL
	9 (h) No:of cases detected	0
	9 (i) Action taken as follow up	NIL



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

विद्यार्थी तक्रार निवारण कक्ष - २०२१-२०२२

महाविद्यालयाचे नाव	:	Akhil Bharatiya Maratha Shikshan Parishad Pune Anantrao Pawar College of Engineering & Research Addr: S No 103 Shahu College Campus Parvati Pune 09 Tal: Pune (corporation Area) Dist: Pune Pincode: 411009	
महाविद्यालय स्थापना	:	2012	
प्राचार्य	:	THAKARE SUNIL BHIMRAO	
प्राचार्य नियुक्ती	:	Permanent Principal	
मोबाईल	:	9422863496	
विद्यार्थी तक्रार निवारण कक्ष			
अ.क्र	समितीचे सदस्य	पदाचे नाव	सदस्यांची नावे
१	प्राचार्य/संचालक	: अध्यक्ष	THAKARE SUNIL BHIMRAO
२	वरिष्ठ अध्यापक	: सदस्य	Kondhalkar Ganesh Ekanath
३	वरिष्ठ अध्यापक	: सदस्य	Shelar Abhay Baburao

विद्यार्थी विकास अधिकारी (S.D.O)
स्वाक्षरी

महाविद्यालयाची
मोहोर



(Signature)

प्राचार्य
स्वाक्षरी व मोहोर

Dr. Sunil B. Thakare
Principal
Anantrao Pawar College of Engineering
& Research, Parvati, Pune - 9



सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ

समान संधी कक्ष - २०२१-२०२२

महाविद्यालयाचे नाव	:	Akhlil Bharatiya Maratha Shikshan Parishad, Pune Anantrao Pawar College of Engineering & Research Addr: S No 103 Shahu College Campus Parvati Pune 09 Tal: Pune (corporation Area) Dist: Pune, Pincode: 411009		
महाविद्यालय स्थापना	:	2012		
प्राचार्य	:	THAKARE SUNIL BHIMRAO		
प्राचार्य नियुक्ती	:	Permanent Principal		
मोबाईल	:	9422863496		
समान संधी कक्ष				
अ.क्र	समितीचे सदस्य		पदाचे नाव	सदस्यांची नावे
१	मा. प्राचार्य	:	अध्यक्ष	डॉ. सुनिल भीमराव ठाकरे
२	मा. उपप्राचार्य / विद्याशाखा प्रमुख / कार्यालय प्रमुख / इतर	:	उपाध्यक्ष	डॉ. काशिनाथ मुंडे
३	विद्यार्थी कल्याण अधिकारी	:	सदस्य	कोंढाळकर गणेश एकनाथ
४	शिक्षक प्रतिनिधी (पुरुष)	:	सदस्य	Gawande Sagar Mukundrao
५	शिक्षक प्रतिनिधी (महिला)	:	सदस्य	Salvekar Sneha Shrikant
६	तज्ज्ञ मार्गदर्शक / सामाजिक / कार्यकर्ता / समुपदेशकधिकारी	:	सदस्य	श्री. किशोर बावर
७	तज्ज्ञ मार्गदर्शक / सामाजिक / कार्यकर्ता / समुपदेशक	:	सदस्य	श्री. सुभाष जगताप
८	विद्यार्थी प्रतिनिधी	:	सदस्य	कुमार. गणेश कुरकुले
९	विद्यार्थी प्रतिनिधी	:	सदस्य	कुमारी. सिध्दी गवळी
१०	पालक प्रतिनिधी	:	सदस्य	श्री. पंकज रासकर
११	पालक प्रतिनिधी	:	सदस्य	श्री. राजेंद्र मोहिते

विद्यार्थी विकास अधिकारी (S.D.O)
स्वाक्षरी



प्राचार्य
स्वाक्षरी व मोहोर
Dr. Sunil B. Thakare
Principal
Anantrao Pawar College of Engineering
& Research, Parvati, Pune - 9





सावित्रीबाई फुले पुणे विद्यापीठ
विद्यार्थी विकास मंडळ
विद्यार्थी विकास कक्ष - 2021-2022

महाविद्यालयाचे नाव	:	अखिल भारतीय मराठा शिक्षण परिषद, पुणे अनंतराव पवार कॉलेज ऑफ इंजिनीअरिंग अँड रिसर्च पत्ता: पुणे ता.: पुणे (महानगर पालिका हद्द) जि: पुणे पिनकोड: 411009	
महाविद्यालय स्थापना	:	2012	
महाविद्यालयाचा प्रकार	:	विना-अनुदानीत	
प्राचार्य	:	डॉ. सुनिल भीमराव ठाकरे	
प्राचार्य नियुक्ती	:	कायम	
मोबाईल	:	9422863496	
विद्यार्थी विकास कक्ष			
अ.क्र	समितीचे सदस्य	पदाचे नाव	सदस्यांची नावे
१	उपप्राचार्य/वरिष्ठ शिक्षक	: अध्यक्ष	श्री. गणेश कोंढाळकर
२	शिक्षक प्रतिनिधी	: प्रतिनिधी	डॉ. अभय शेलार
३	शिक्षक प्रतिनिधी(महिला)	: प्रतिनिधी	प्रा. सुप्रिया शिंदे
४	सामाजिक कार्यकर्ता	: प्रतिनिधी	श्री. सुभाष जगताप
५	समुपदेशक	: प्रतिनिधी	श्री. किशोर बाबर
६	विद्यार्थी परिषद पदाधिकारी	: प्रतिनिधी	प्रा. सागर गावंडे
७	विद्यार्थी परिषद पदाधिकारी	: प्रतिनिधी	प्रा. जितेंद्र मुसळे
८	विद्यार्थी परिषद पदाधिकारी	: प्रतिनिधी	प्रा. कमलेश जेठा
९.	विद्यार्थी परिषद पदाधिकारी	: प्रतिनिधी	प्रा. शैलेश हजारे
१०	विद्यार्थी विकास कक्ष स्थापन करण्यास विलंब झाला असल्यास कारणमीमांसा	:	विद्यार्थी कक्ष वेळेत स्थापन केला आहे.

विद्यार्थी विकास अधिकारी
 (S.D.O.)
 स्वाक्षरी



प्राचार्य
 स्वाक्षरी व मोहोर
Dr. Sunil B. Thakare
 Principal
 Anant Rao Pawar College of Engineering
 & Research, Parvati, Pune - 9

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4690A/2021-22

Office Order

Sub:- Constitution of Hostel Committee for Boy's and Girl's Hostel at the Institute.

Following Hostel Committee is hereby constituted at the institute for A. Y. 2021- 22

Sr. No.	Name of the member	Contact number	Position
1	Prof. R. B. Gaikwad	8600014367	Chairman
2	Prof. J. C. Musale	7709224404	Member
3	Prof. C. E. Kolambe	9552201336	Member
4	Prof. S. J. Yadav	9440239237	Member
5	Prof. R. S. Lavhe	7507070663	Member
6	Mr. Ghadge S. B.	9822716265	Member
7	Smt. Girija Tikone	02068004640	Member
8	Ms. Nikita Bhagat	8308684128	Member
9	Ms. Pooja Patil	9168939692	Member
10	Mr. Shreyas Bhawe	8177887714	Member
11	Mr. Shubham Pawar	9834571236	Member
12	Mr. Keshav Zanje	9119493849	Member
13	Ms. Gautami Khengare	9921480631	Member

This committee will be in force from date of the issue of this order.

Date: 07 / 07 / 2021




 Principal

Dr. Sunil B. Thakare
 Principal

Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Copy to :

1. All Concern Members.
2. Office File.

Address:



Contact Details:

Website:

Sr. No. 103, Parvati, Pune- 411 009,

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

<http://www.abmspcorpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / ~~4690A~~ / 2021-22

Office Order

Sub:- Constitution of Hostel Squad for Boy's and Girl's Hostel at the institute.

Following Hostel Squad is hereby constituted at the institute for A. Y. 2021-22 Boy's Hostel Squad:

Sr. No.	Name of the member	Contact number	Position
1	Prof. S. S. Hajare	9579707373	Chairman
2	Prof. N. A. Jadhav	9975303670	Member
3	Prof. S. M. Gawande	9922169404	Member
4	Mr. Ghadge S. B.	9822716265	Member
5	Mr. Suryakant Jambhale	7709984102	Student Member
6	Mr. Shrayas Bhawe	8177887714	Student Member

Girl's Hostel Squad:

Sr. No.	Name of the member	Contact number	Position
1	Prof. R. B. Gaikwad	8600014367	Chairman
2	Prof. Sneha Salvekar	7387772481	Member
3	Smt. Girija Tikone	02068004640	Member
4	Ms. Madhuri Pendem	7875448855	Student Member
5	Ms. Manasi Narkhede	9665914973	Student Member

This Committee will be in force from date of the issue of this order.

Date: 07 / 07 / 2021



Copy to :

1. All Concern Members.
2. Office File.




Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address: Sr. No. 103, Parvati, Pune- 411 009,
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929
 Website: <http://www.abmspcorpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE /4690A/2021-22

Circular

Women's Grievances Committee

Following committee is constituted as Women's Grievances Committee

Sr. No.	Name of the member	Contact number	Position
1	Prof. Snehal Veer	9028835257	Coordinator
2	Prof. Spriya Shinde	8149246475	Member
3	Dr. Rashmi Kenvat	8149932792	Member
4	Prof. Sayali Kokane	7776953414	Member
5	Prof. Sneha Salvekar	7387772481	Member


The committee members will start functioning with immediate effect. The meeting of staff and students in the institute should be conducted and related issues should be discussed with solutions. The report should be submitted to the principal for further needful actions.

Date: 07 / 07 / 2021



Copy to :

1. All Concern Members.
2. Office File.




Principal
Dr. Sunil B. Thakare
Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address: Sr. No. 103, Parvati, Pune- 411 009,
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929
 Website: <http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Committee shall also constitute a smaller body be known as the anti ragging squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the time. Anti ragging squad shall have representation of various members of the campus community and shall have no outside representative. It shall be the duty of anti ragging squad to called upon to make raids on hostels. and other places.

It shall be the duty the anti ragging committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force concerning ragging, and also to monitor and oversee the performance of the anti ragging squad in prevention of ragging in the institution and institute hostel.

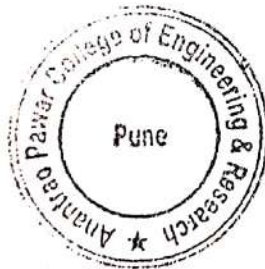
The copy of the-detailed notification of AICTE is enclosed herewith for reference and further action.

This committee will be in force from the date of the issue of this order till further orders.

Date: 07 / 07 / 2021

Copy to :

1. All Concern Members.
2. Office File.



Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address:



Sr. No. 103, Parvati, Pune- 411 009,

Contact Details:

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

Website:

<http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / ~~4692A~~ / 2021-22

Sub:- Constitution of Anti Ragging Committee at the Institute.

Ref:- AICTE, New Delhi, Notification Dated 01/07/2009

The following Anti Ragging Committee is hereby constituted at the institute level

Sr. No.	Name of the member	Contact number	Authority	Position
1	Dr. S. B. Thakare Principal, APCOER	✓ 9422863496	Principal	Chairman
2	Police Sub Inspector Dattawadi Police	✓ 020-24220205	Local Police Authority	Member
3	Prof. G. E. Kondhalkar	✓ 9822676607	HOD Mechanical Engineering	Member
4	Prof. S. M. Gawande	✓ 9922169404	HOD Civil Engineering	Member
5	Prof. S. S. Hajare	✓ 9579707373	HOD E&TC Engineering	Member
6	Dr. Abhay Shelar	✓ 9850543335	HOD Civil Engineering	Member
7	Prof. R. B. Gaikwad	✓ 8600014367	HOD Computer Engineering	Member
8	Prof. Sneha Salvekar	✓ 7387772481	HOD AI&DS	Member
9	Prof. K. S. Jetha	✓ 9975524232	HOD Information Tecnology	Member
10	Dr. D. P. Kamble	✓ 8855024330	F. E. Co-ordinator	Member
11	Prof. Monika Jagtap	✓ 9422386219	Assistant Professor	Member
12	Mr. Sarode Navnath Mahadev	✓ 9730694725	Physical Education Director	Member
13	Ms. Shewta Ghogare	✓ 9657331006	Student Representative	Member
14	Mr. Ghadge S. B.	✓ 9822716265	Boys Hostel coordinator	Member
15	Smt. Girija Tikone	✓ 020 68004640	Girls Hostel Coordinator	Member
16	Dr. Sanjay Patil	✓ 9850150101	Parent	Member
17	Mr. Dnyaneshwar Khengare	✓ 9921480631	Parent	Member (I.T)

Address:

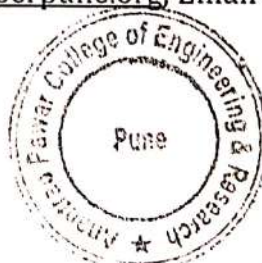
Sr. No. 103, Parvati, Pune- 411 009,



Contact Details:

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

Website:

<http://www.abmspcorpune.org>, Email : abmspcoe@yahoo.com



	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 46994/2021-22

Office Order

Sub:- Constitution of Student & Parents Grievance Committee at the Institute.

The Following Student & Parents Grievance Committee is hereby constituted at the institute level.

Sr. No.	Name of the member	Contact number	Position
1	Dr. Sunil Bhimrao Thakare	9923217056	Chairman
2	Prof. Ganesh Eknath Kondhalkar	9822676607	Member
3	Prof. Sagar M. Gawande	9922169404	Member
4	Dr. Abhay Shelar	9850543335	Member
5	Prof. Shailesh Shivaji Hajare	9579707373	Member
6	Prof. Rama B. Gaikwad	8600014367	Member
7	Prof. Kamlesh S. Jetha	9975524232	Member
8	Prof. Sneha Salvekar	7387772481	Member
9	Mr. Sarode Navnath Mahadev	9730694725	Member
10	Mr. Tanaji Mali	9960424904	Member

This committee will be in force from the date of the issue of this order till further orders.

Date: 07 / 07 / 2021

Copy to :

1. All Concern Members.
2. Office File.




 Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address:



Contact Details:

Website:

Sr. No. 103, Parvati, Pune- 411 009,

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

<http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE /4690A /2021-22

Office Order

Sub:- Internal Complaint Committee at the Institute to prevention, prohibition, and redressal of Sexual Harassment of women at workplace as per the Act 2013.

Ref:- 1) Savitribai Phule Pune University Letter 165/2016 Date 16/09/2016.

2) The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act 2013, Dated 23rd April 2013.

As per the reference letters following Internal Complaints Committee is constituted in our institute to prevent The Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal). Act 2013.

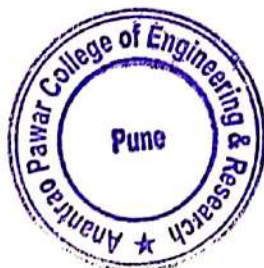
Sr. No.	Name of the member	Designation in Institute	Position in the Committee	Contact number
1	Prof. Sneha Salvekar	Assistant Professor	Presiding Officer	7387772481
2	Prof. Supriya B. Shinde	Assistant Professor	Member	8149246475
3	Prof. Nilesh Jadhav	Assistant Professor	Member	9975303670
4	Mr. Tanaji Mali	Librarian (Non-Teaching Staff Representative)	Member	9960424904
5	Ms. Rucha Babar	Non-Teaching Staff Representative	Member	9764470533
6	Mr. Yash Nadkarni	UG Student Representative	Member	8390338181
7	Ms. Ojaswi Patil	PG Student Representative	Member	8605370042

The committee should work as per the rules and regulations given by ministry of Law and Justice, New Delhi in Act 2013. For any guidance please concern the undersigned.

Date: 07/07/2021

Copy to :

1. All Concern Members.
2. Office File.





Principal
Dr. Sunil B. Thakare
Principal

Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Address:



Sr. No. 103, Parvati, Pune- 411 009,

Contact Details:

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

Website:

<http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4690A/2021-22

Office Order

RIGHT TO INFORMATION (RTI) COMMITTEE

According to Right to information Act 2005. RTI Cell is formed at ABMSP'S Anantrao Pawar College of Engineering & Research, Pune.

Sr. No.	Position	Name of the Officer	Designation	Contact number
1	Appellate	Dr. S. B. Thakare	Principal	9923217056
2	Information Officer	Mr. Ganesh Kondhalkar	HOD Mechanical	9822676607

Date: 07 / 07 / 2021






 Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Copy to :

1. All Concern Members.
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Address: Sr. No. 103, Parvati, Pune- 411 009,
 Contact Details: Tel: 020-24218901/8959, Tele Fax:- 020-24213929
 Website: <http://www.abmspcoerpune.org>, Email : abmspcoe@yahoo.com

	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Ref. No: APCOER / OFFICE / 4630A/2021-22

Sub:- Constitution of Grievance Redressal Committee at the Institute.

Ref:- AICTE, New Delhi, Notification Dated 09/07/2012.

AICTE regulations for establishment of a Grievance Redressal Committee, and appointment of Ombudsman, by AICTE approved Institutions are available on AICTE web portal www.aicteindia.org>Bureau>Administration> Rules and Regulations. It was informed to this technical Institute with reference number No. 1-101/DPG/AICTE/Ombudsman/2012 dated 9th July 2012.

It is for the purpose of redressal of

Sr. No.	Name of the member	Contact number	Authority	Position
1	Dr. S. B. Thakare Principal, APCOER	9422863496	Principal	Chairman
2	Police Sub Inspector Dattawadi Police	020-24220205	Local Police Authority	Member
3	Prof. G. E. Kondhalkar	9822676607	HOD Mechanical Engineering	Member
4	Prof. S. M. Gawande	9922169404	HOD Civil Engineering	Member
5	Prof. S. S. Hajare	9579707373	HOD E&TC Engineering	Member
6	Prof. R. B. Gaikwad	8600014367	HOD Computer Engineering	Member
7	Prof. K. S. Jetha	9975524232	HOD Information Technology	Member
8	Dr. D. P. Kamble	8855024330	F. E. Co-ordinator	Member
9	Prof. Sneha Salvekar	7387772481	HOD AI&DS	Member
10	Prof. Monika Jagtap	9422386219	Assistant Professor	Member
11	Mr. Sarode Navnath Mahadev	9730694725	Physical Education Director	Member
12	Mr. Sanket Pasalkar	9139382016	Student Representative	Member
13	Mr. Ghadge S. B.	9822716265	Boys Hostel coordinator	Member
14	Smt. Girija Tikone	020 68004640	Girls Hostel Coordinator	Member
15	Dr. Sanjay Patil	9850150101	Parent	Member
16	Mr. Dnyaneshwar Khengare	9921480631	Parent	Member

Address:

Contact Details:


Website:

Sr. No. 103, Parvati, Pune- 411 009,

Tel: 020-24218901/8959, Tele Fax:- 020-24213929

<http://www.abmspcorpune.org>, Email : abmspcoe@yahoo.com



	Akhil Bharatiya Maratha Shikshan Parishad's Anantrao Pawar College of Engineering & Research		
	Record No.: ADM/R/002 Revision: 00	DoI: 21/01/2019	
Office order of Committee			

Committee shall also constitute a smaller body be known as the anti ragging squad for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all the time. Anti ragging squad shall have representation of various members of the campus community and shall have no outside representative. It shall be the duty of anti ragging squad to called upon to make raids on hostels, and other places.

It shall be the duty the anti ragging committee to insure compliance with the provision of the regulations as well as the provision of any law for the time being in force concerning ragging, and also to monitor and oversee the performance of the anti ragging squad in prevention of ragging in the institution and institute hostel.

The copy of the-detailed notification of AICTE is enclosed herewith for reference and further action.

This committee will be in force from the date of the issue of this order till further orders.

Date: 07 / 07 / 2021




Principal
Dr. Sunil B. Thakare
 Principal
 Anantrao Pawar College of Engineering
 & Research, Parvati, Pune - 9

Copy to :

1. All Concern Members.
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AKHIL BHARATIYA MARATHA SHIKSHAN PARISHAD'S

**ANANTRAO PAWAR COLLEGE OF
ENGINEERING & RESEARCH,
PARVATI, PUNE**

ADMINISTRATION PROCESS MANUAL

AS PER INTERNATIONAL STANDARD ISO 9001:2015

ISSUE NO: 01 DTD. 21 - 01 - 2019

MASTER COPY



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,
PARVATI, PUNE
ADMIN PROCESS MANUAL**



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Rev.: 01 Date: 08-04-2019	Clause: 7.5	Page: 01 / 02

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ADM PR / B	Revision Sheet	7.5	01	08-04-2019
ADM PR / C	List of Documented Information (Documents)	7.5	01	08-04-2019
ADM PR / D	List of Retained Documented Information (Records)	7.5	00	21-01-2019
ADM PR / E	Staff position	5.3	00	21-01-2019
ADM PR / F	Responsibilities and Authorities	5.3	00	21-01-2019
ADM PR / G	Monitoring of Quality objectives	6.2	00	21-01-2019
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STUD/PR/02	Eligibility	8.2.2	00	21-01-2019
STUD/PR/03	Issue of Certificates	8.5.1	00	21-01-2019
STUD/PR/04	Correspondence with Parents	8.2.1, 7.4	00	21-01-2019
STUD/PR/05	Scholarships / Free ship / EBC	8.5.1	00	21-01-2019
STUD/PR/06	University Examinations	8.5.1, 9.1.3	00	21-01-2019
STUD/PR/07	Issue of documents to passed out students	8.5.1	00	21-01-2019
STUD/PR/08	Control of Student Property	8.5.3	01	08-04-2019
EST/PR/01	Teaching Staff Recruitment	7.1.2	00	21-01-2019
EST/PR/02	Non Teaching Staff Recruitment	7.1.2	00	21-01-2019
EST/PR/03	Time Office management	8.5.1	00	21-01-2019
EST/PR/04	Leave management	8.5.1	00	21-01-2019
EST/PR/05	New course addition and Affiliation	8.1, 8.2.2	00	21-01-2019
EST/PR/06	Control of outsourced activity – AMC	8.4.2	00	21-01-2019
STR/PR/01	Purchasing Process	8.4	00	21-01-2019
STR/PR/02	Annual Budget	7.1.1	00	21-01-2019
STR/PR/03	Material Receipt	8.5.4	00	21-01-2019
STR/PR/04	Material Issue	8.5.4	00	21-01-2019
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HSK/PR/01	Housekeeping Practices Management	7.1.4	00	21-01-2019
SEC/PR/01	Material Movement Control	8.5.1	00	21-01-2019
EM /PR/01	Annual Budget	7.1.1	00	21-01-2019
EM /PR/02	Electrical Maintenance	7.1.3	00	21-01-2019
EM /PR/03	Earthing	7.1.3	00	21-01-2019
EM /PR/04	D. G. Management	7.1.3	00	21-01-2019

ADM / PR / A





Rev.: 01 Date: 08-04-2019

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Clause: 7.5

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IC/PR/04	Management of Servers	8.5.1	00	21-01-2019	55

ALL THE PROCEDURES IN THIS MANUAL ARE			
			
Prepared By: Office Superintendent	Reviewed By: Principal	Approved By: Principal	Issued by: ISO Coordinator



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,
PARVATI, PUNE
ADMIN PROCESS MANUAL**



ADM / PR / B

Revision Sheet

Rev.: 02 Date: 05-05-2019

Clause: 7.5

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D. I. No.	Rev. No.	Rev. Date	Nature of Change	Approved By
All	00	21-01-2019	Original Issue, Issue No. 01 dtd. 21-01-2019.	Principal
STUD/PR/08	01	08-04-2019	Control of Student Property Process Added	
STUD/PR/01	01	08-04-2019	Added system process for allotting unique identity number after admission	
ADM/PR/F	01	15-05-2019	Redefined Duties & Responsibilities of System & Technical Assistant Lab Assistant IC Section	



**ANANTRAO PAWAR COLLEGE OF ENGINEERING & RESEARCH,
PARVATI, PUNE
ADMIN PROCESS MANUAL**



ADM / PR / C

List of Documented Information (Documents)

Rev.: 01 Date: 08-04-2019

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INTERNAL DOCUMENTED INFORMATION								
ADM/PR/A	Administration Process Manual	00	Principal, O.S.	O.S.	File	All	Permanent	--
ADM/D/040	Process Risks & Opportunities - Administration	00	All HoD, Principal	O.S.	File	All	Permanent	--
ADM/D/001	A.B.M.S. Parishad Correspondence	00	--	O.S.	File	All	Permanent	N.A.
ADM/D/02 A	Application Form – Teaching	00	--	Establish Section / O.S.	File	All	5 Years	Shred
ADM/D/02 B	Application Form Non-teaching	00	--	Establish Section / O.S.	File	All	5 Years	Shred
ADM/D/03	Joining Report Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/04	Relieving Letter	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/05	Application Workshop Seminar industrial visit for staff	00	--	Establish Section	File	All	5Years	Shred
ADM/D/06	Bonafide Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/07	Change of Branch Application	00	--	Student Section	File	All	5Years	None
ADM/D/08	Indemnity Bond undertaking	00	--	Student Section	File	All	5 Years	None
ADM/D/09	Installment in Fees Application	00	--	Account Section	File	All	5Years	Shred
ADM/D/10	Provisional Admission Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/11 A	Refund of caution money Application	00	--	Account Section	File	All	Permanent	N.A.
ADM/D/11 B	Refund of fees in case of YD students Application	00	--	Account Section	File	All	Permanent	N.A.
ADM/D/12	Faculty/ Staff Attendance	00	--	Establish Section	File	All	5 Years	None
ADM/D/12 A	Transfer certificate - PG Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/12 B	Transfer certificate - UG Application	00	--	Student Section	File	All	5 Years	Shred
ADM/D/13 A	Certificate for File	00	--	Student Section	File	All	5 Years	Shred
ADM/D/13 B	Index for student File	00	--	Student Section	File	All	5Years	Shred
ADM/D/13 C	Journal	00	--	Student Section	File	All	5 Years	Shred

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ADM/D/14	Bonafide Certificate	00	--	Student Section	File	All	5 Years	None
ADM/D/15	Fees Structure Application	00	--	Student Section	File	All	5 Years	None
ADM/D/16 A	No dues Certificate Non-Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/16 B	No dues Certificate Teaching	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/17 A	No. Dues certificate PG	00	--	Student Section	File	All	5 Years	Shred
ADM/D/17 B	No. Dues certificate UG	00	--	Student Section	File	All	5 Years	Shred
ADM/D/18 A	Non Teaching Staff Experience certificate	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/18 B	Staff Experience certificate	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/19	Transfer Certificate	00	--	Student Section	File	All	Permanent	N.A.
ADM/D/20 A	Alumni Registration Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/20 B	Alumni Association form	00	--	Alumni Coordinator	File	All	5 Years	Shred
ADM/D/21 A	FE Admission form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 B	SE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 C	DSE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 D	TE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 E	BE Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 F	ME-I Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/21 G	ME-II Admission Form	00	--	Student Section	File	All	5 Years	Shred
ADM/D/22	Correspondence for AICTE	00	--	Establish Section/ Dy. Registrar	File	All	5 Years	Shred
ADM/D/23	Correspondence for parents	00	--	Class Teacher	File	All	5 Years	Shred
ADM/D/24	Correspondence for Pravesh niyantran Samiti	00	--	Establish Section/ Accountant	File	All	5 Years	Shred
ADM/D/25	Correspondence for Shikshan Shulka Samiti	00	--	Account Section	File	All	5 Years	Shred
ADM/D/26	Correspondence for SPPU	00	--	Students/ Establish Section	File	All	5 Years	Shred

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ADM/D/27	Correspondence for DTE	00	--	Students/ Establish Section	File	All	5 Years	Shred
ADM/D/28	No Objection certificate (DTE)	00	--	Students section	File	All	5 Years	Shred
ADM/D/29	Correspondence to Samaj kalyan (SWO)	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/30	Covering letter MahaDBT Application form Scholarship or Freeship	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/31	MahaDBT Application form RCSMFRS	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/32	MahaDBT Application form Scholarship or Free ship	00	--	Scholarship section	File	All	5 Years	Shred
ADM/D/33A	Ad-Hoc card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/33B	Non Teaching Leave card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/33C	UGC Staff Leave card	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34A	Leave application	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34B	Leave on duty	00	--	Establish Section	File	All	5 Years	Shred
ADM/D/34C	Special leave application- to be done	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/35A	Notice format for faculty	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/35B	Notice format for students	00	--	Students section	File	All	Permanent	N.A.
ADM/D/36A	Internal Correspondence for Office	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/36B	Internal Correspondence for Department	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/37	Student Information Form	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/38A	Correspondence in General	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/38B	Student General Register	01	--	Student Section	File	All	Permanent	N.A.

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ADM/D/39A	Notice for meeting of Committee	00	--	Establish Section	File	All	Permanent	N.A.
ADM/D/39B	Proof of meeting of committee	00	--	Establish Section	File	All	Permanent	N.A.
ADM-D-040A	Comparative	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040B	Purchase Order	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040C	Inquiry Letter	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040D	Inspection Report	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040K	Advance Slip	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-040L	Advance Clearance Slip	00	--	Store Section	File	All	Permanent	N.A.
ADM-D-041	Inward Register	01	--	Store Section	File	All	Permanent	N.A.
ADM-D-042	Outward Register	01	--	Store Section	File	All	Permanent	N.A.
EXTERNAL DOCUMENTED INFORMATION								
--	AICTE Handbook, Information Brochure		All HOD, Admin staff	O.S.	Soft copy	All	Permanent	--
--	AICTE, DTE, SPPU, GOI, GOM Circulars, notifications		--	O.S.	Soft copy	All	Permanent	--
--	DTE admission information brochure		Admin coordinator	O.S.	Soft copy	All	Permanent	--
--	Shikshan shulk samiti report (PNS)		Students section, Accountant	O.S.	Soft copy/ Hard copy	All	Permanent	--



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QMS-R-10	Quality Objective Status	00	ISO Coordinator	O.S.	File	All	3 Years	Shred
ADM-R-01	Faculty Attendance	00	--	Establish Section	File	All	3 Years	Shred
ADM-R-02	Committees	00	--	Establish Section	File	All	3 Years	Shred
ADM-R-03	Purchase Committee	00	--	Store Section	File	All	3 Years	Shred
ADM-R-04	Office order for stock verification	00	--	Store Section	File	All	3 Years	Shred
ADM-R-05	Dead stock verification report	00	--	Store Section	File	All	3 Years	Shred
ADM-R-06	Compliance Report	00	--	Store Section	File	All	3 Years	Shred
ADM-R-07	Recommendation for Obsolesce	00	--	Store Section	File	All	3 Years	Shred
ADM-R-08	Letter of Obsolesce	00	--	Store Section	File	All	3 Years	Shred
ADM-R-09	List of outsourced agencies	00	--	Store Section	File	All	3 Years	Shred
ADM-R-010-	Material Requisition Slip	00	--	Store Section	File	All	3 Years	Shred
HOUSE KEEPING SECTION								
HSK/R/01	Duty Register	00	Concern staff	Coordinator , House Keeping	File	All	3 Years	Shred
HSK/R/02	Duty Roaster	00	Concern staff	Coordinator , House Keeping	File	All	3 Years	Shred
ELECTRICAL MAINTENANCE SECTION								
EM/R/01	Electrical Maintenance Register	00	-	Lab Assistant Electrical	Reg -1	All	3 Years	Shred
EM/R/02	Earth Pit Testing Register	00	-	Lab Assistant Electrical	Reg -2	I/C	3 Years	Shred
EM/R/03	DG log sheet	00	-	Lab Assistant Electrical	Reg -3	I/C	3 Years	Shred
EM/R/04	Diesel Receipt Record	00	-	Lab Assistant Electrical	Reg.4	clerk	3 Years	Shred
EM/R/05	Spares Stock Register	00	-	Lab Assistant Electrical	Reg.5	clerk	3 Years	Shred
EM/R/06	Indent	00	-	Lab Assistant Electrical	Reg.6	clerk	6 M	Shred
EM/R/07	D.G. Maintenance Record	00	-	Lab Assistant Electrical	Reg.3	I/C	3 Years	Shred
EM/R/08	Electrical Inspection Report	00	-	Lab Assistant Electrical	File 1	I/C	3 Years	Shred

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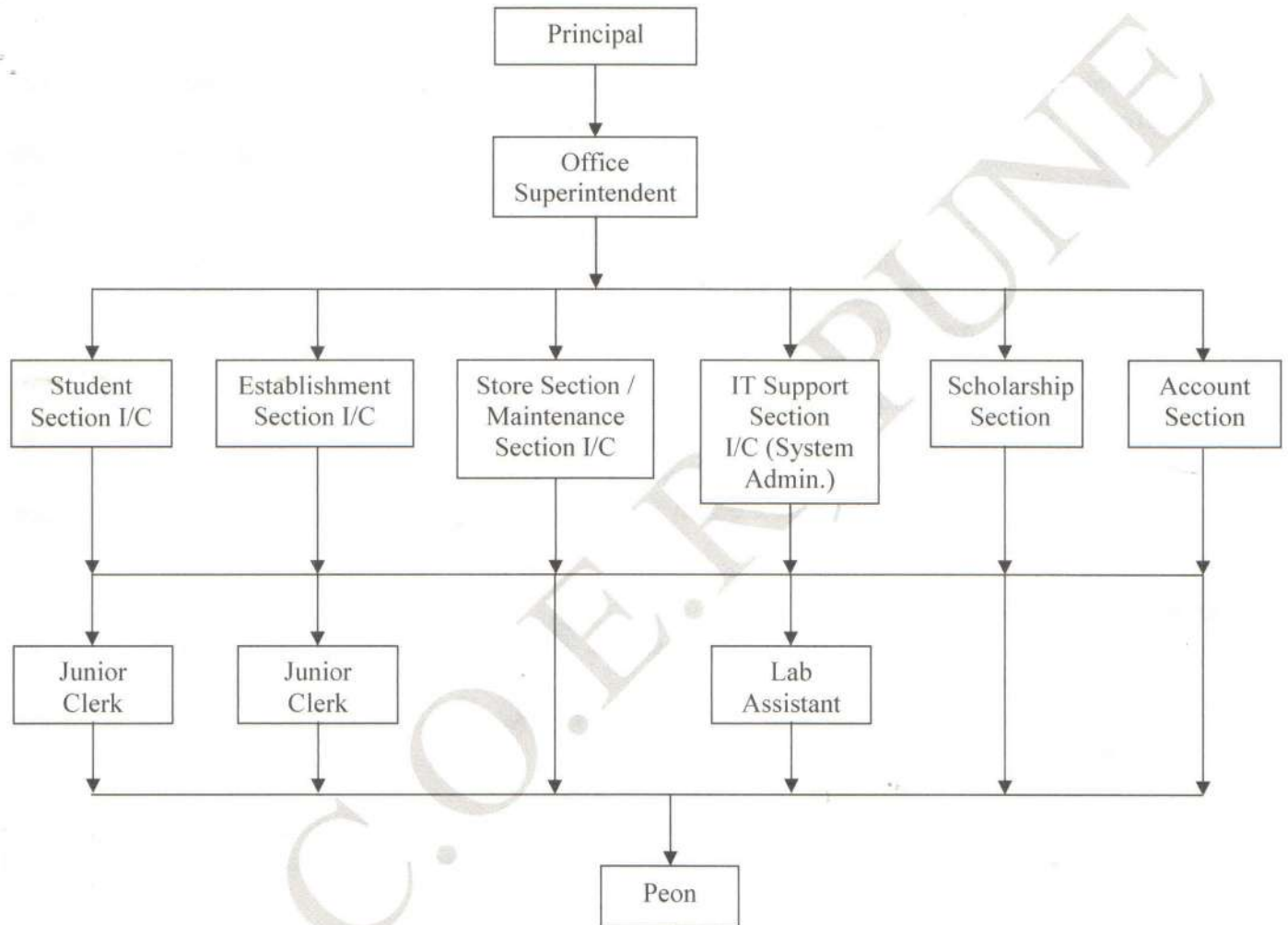
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Staff Position

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Responsibilities and Authorities

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Duties of Office Superintendent:

1. To monitor and control activities in Student, Establishment and Examination section, Account and Store.
2. To take actions on the nonconformities observed in administrative sections.
3. To take necessary affiliation from University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.
4. To Co ordinate activities related to academics and administrative.
5. To Execute policies laid down by University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.
6. To provide necessary information to management, academics and other agencies whenever necessary.
7. To process regarding Recruitment, Management Permission letters.
8. Advertisement, Application, Call letter, report submission to University
9. Maintain Administrative Calendar of Office.
10. BCUD Proposals, QIP Proposals, Annual Report to University
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To report on the performance of the quality management system and on opportunities for improvement to top management.

Duties of Student Section Clerk:

1. To complete all online activities related to student admission as directed by University, DTE, ARA and other authorities
2. To carry out correspondence with University, DTE, ARA and other authorities involved in admission procedure.
3. To obtain approval to admission from DTE & ARA.
4. To prepare & get approval for institute admission form, from Principal and other Authorities.
5. To prepare and forward final admitted students list with Unique Identification Numbers to Heads of the Department & other concerns.
6. To process the student scholarships, Eligibility.
7. To Issue Bonafide Certificate, Transfer Certificate & Bus/Railway Concession Pass.
8. To maintain all student data in ERP System and update regularly.
9. To maintain all original documents of admitted students and keep the record of the same.
10. To make all general correspondences related to students.
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To report on the performance of the quality management system and on opportunities for improvement to top management.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.
15. Any other duties assigned by the higher authority time to time.



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Duties of Examination Section Clerk:

1. To work in coordination with College Exam Officer.
2. To display the notice related to examination such as Examination Form, Hall Ticket, Online/In-sem/Theory Examination Timetable, Result, Photocopy and Revaluation.
3. To collect examination form and maintain record in Examination form register.
4. To prepare & forward the list of students those have submitted examination forms in hard copy to Head of the Department and concern,
5. To inward and submit examination forms on regular basis through SPPU online portal & generate fee challan in time to accounts department through Office Superintendent.
6. To display final list of students those have submitted online Examination form & have inward Examination form through college login on Examination Notice Board.
7. To download Name List , Hall Tickets, College Summary and distribute to respective departments through College Exam Officer.
8. To make arrangements for smooth conduct of All examinations.
9. To prepare course wise summary for Online & Theory Examinations.
10. To Provide Examination Stationary to respective department as per requirement.
11. To Provide Block Summary & Block Arrangement of Theory Examination as per Examination timetable declared by SPPU.
12. To prepare Theory/Online/In-sem Examination Bills & Submit to account section of Institute in time through College examination officer. Collect bills of Oral/Practical Examination from departmental examination coordinator, summarize the same & submit to accounts section of institute.
13. To download college ledger of examination result & distribute to respective head of departments. Collect & Distribution of mark sheet to respective head of Departments.
14. To process Applications of Photocopy & reevaluation of Result from students.
15. Perform Any other duties assigned by the higher authority time to time.
16. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
17. To ensure that the processes are delivering their intended outputs.
18. To report on the performance of the quality management system and on opportunities for improvement to top management.
19. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Establishment section Clerk

1. To Maintain Staff leave management.
2. To Maintain Service Book & Personal File of Teaching & Non-Teaching.
3. To Prepare workload & roster from SPPU as well as VIDHAN BHAVAN (Magas-varga Kaksh)
4. To conduct University Interview Process as per University Grant Commission norms.
5. To follow the staff joining process after conduction of Interview Process.
6. To submit report of Interview process & Get Approval of Joined staff from SPPU.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
8. To ensure that the processes are delivering their intended outputs.
9. To report on the performance of the quality management system and on opportunities for improvement to top management.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.



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Duties of Accountant

1. To Maintain Daily Cash Book, Ledgers, and Journal entry. Also daily entry in ERP Software and Etc.
2. To submit Eligibility Fee, Student Pro-rata Fee challan, Exam, Photo Copy & Revaluation Fee challan etc. in time to SPPU.
3. To submit Theory/Online/INSEM and Oral/Practical Examination Bills, SPPU Grants in time to SPPU.
4. To Collect and Deposit Students fee and monthly generate Pending Fees Notice.
5. To maintain college Bank Accounts daily.
6. To collect monthly staff attendance from Establishment Section and Credit Salary to Staff Account. Submit PF & TDS to relative Authority in time.
7. To timely payments of Contract & Suppliers.
8. To give Pay Slip, Fee Structure, Fee Demand Letter, Etc.
9. To issue & clear advance Payment from Staff time to time.
10. To release fund approved by higher authorities for various Events & Processes.
11. To finalize the fee structure every year from Fees Regulating Authority.
12. To Prepare Annual Budget in coordination with of all the Departments.
13. To Submit the Report & Fees to Admission Regulating Authorities (PNS) & Fees Regulating Authority.
14. To submit annual affiliation fees to SPPU & Extension of Approval to AICTE
15. To Prepare Balance sheet, Profit & Loss Account, Audit statement and audit report.
16. Fund management of necessary fulfillment of expenses.
17. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
18. To ensure that the processes are delivering their intended outputs.
19. To report on the performance of the quality management system and on opportunities for improvement to top management.
20. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.



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Duties of Store Section Incharge

1. To send request for quotation to the suppliers/vendors.
2. To prepare comparative statement.
3. To call suppliers/vendors for negotiation meeting with Higher Authorities.
4. To prepare & seek approval on Purchase Order.
5. To plan & execute local purchases after receiving approval from the Principal.
6. To track the supplier performance.
7. To update Dead Stock Register.
8. To ensure receipt of material as per Purchase Order.
9. To issue material to concerned section and maintain Dead Stock Register.
10. To carry out physical stock verification annually.
11. To get the requirements of all departments and get it fulfilled after Principal Approval.
12. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
13. To ensure that the processes are delivering their intended outputs.
14. To report on the performance of the quality management system and on opportunities for improvement to management.
15. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of System Admin

1. To plan for Hardware & Networking maintenance.
2. To compile & maintain the data related to Hardware & Networking maintenance
3. To initiate necessary actions in case of Major and / or repetitive failure in Network, Computer system hardware.
4. To maintain the internet service available without any interruption
5. To configure, troubleshoot & manage the ERP, Hardware & Networking Services & Various Servers
6. Duties of Technical Assistant Lab Assistant IC Section
 1. To work under the instruction of system admin
 2. Maintain & prepare Maintenance Register
 3. To Update documentation & Records of IC Section.
 4. To keep & manage the records of system softwares, application softwares, & servers.
7. To coordinate between service providers.
8. To report the issues with Head of Computer Engineering Department from time to time.
9. To raise requirements of Hardware & Networking components.

ADM/PR/G
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Monitoring of Quality Objectives
Clause: 6.2
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Sr. No.	Objectives (What will be done)	Indicator	Resources Required	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
STUDENT SECTION						
01	To ensure the completeness of documents submitted to University, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	Number of incidences	Competent staff, availability of required infrastructure	Count the number of incidences where notice is received due to incomplete documentation related to (admission and examination from SPPU, DTE, Maharashtra Govt., AICTE, and other) statutory bodies.	As and When required	Exam section, Student Section, Establishment Section, Account Section.
02	To increase student admissions for all branches	Number of admitted students.	Competent staff, availability of required infrastructure	Count the number of students admitted in all the branches with respect to the sanctioned intake.	Yearly	O.S. /Admission Coordinator, All HOD
ESTABLISHMENT SECTION						
01	To ensure the completeness of documents submitted to university, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	Number of incidences	Competent staff, availability of required infrastructure	Count the number of incidences where notice is received due to incomplete documentation related to staff recruitment from university, DTE, Maharashtra Govt., AICTE, and other statutory bodies.	As and When required	Establishment Section.
HOUSE KEEPING SECTION						
01	To provide Cleanness inside / Outside the campus	Number of incidence.	Approved Budget, tools/ Material availability for House Sweeper provision	Count the number of incidences happened inside / Outside the campus and update about the same to the Principal and higher authorities of the organization.	Daily	HOD, OS
ELECTRICAL MAINTENANCE SECTION						
01	To Provide / Maintain the functioning electric supply within the campus.	Number of incidences	Competent staff, availability of required infrastructure	Count number of unresolved maintenance issues at the end of the each month	Monthly	Electrical Engg. Faculty & Lab Assistant (Electrical)



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ADM/PR/G

Monitoring of Quality Objectives

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Sr. No.	Objectives (What will be done)	Indicator	Resources Required	Methodology of Measurement (How)	Frequency of monitoring (When)	Responsibility
INFO. TECH. SUPPORT SECTION						
01	To ensure uninterrupted availability of internet service with security	Numbers	Availability of Server Room	Count number of incidences of internet service unavailability or security issues	Monthly	Head of Computer Engineering Department & System Admin
02	Provide quick & smooth IT service to employee as well as students	Numbers	Availability of required infrastructure	Count number of incidences of complaints from staff and students related to IT services	Monthly	Head of Computer Engineering Department & System Admin

Process

Sr. No	Activity	Responsibility	Stage Output
01	Establish the quality objectives with relevant functions, levels and processes.	Principal, Office Superintendent & Section Head	--
02	Ensure that quality objectives are : <ul style="list-style-type: none"> Consistent with the quality policy Measurable & targets are defined. Applicable to requirements and are taken into consideration Relevant to the services and enhancement of student satisfaction Monitored and frequency of monitoring is predefined Communicated to relevant functions & levels 	Principal, Office Superintendent & Section Head	--
03	Determine the following for achieving quality objectives : <ul style="list-style-type: none"> What will be done What resources will be required Who will be responsible When it will be completed How the results will be evaluated 	Principal, Office Superintendent & Section Head	--
04	Maintain the data as per above requirements at relevant functions & levels.	Section Head	Quality Objective Status
05	Compare it against the set target/time limit and determine level of performance.	Section Head	Quality Objective Status
06	In case of non-achievement of the target/time limit, analyze, evaluate the failure and initiate necessary actions.	Section Head	Quality Objective Status
07	Present the data and actions initiated (if any) related to Quality Objectives in the Management Review Meeting.	Section Head	Quality Objective Status



Student Section



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Admission

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Clause: 8.2.1, 8.2.2, 8.2.3, 8.2.4

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Input		Admission Rules, list of Candidates from DTE.	
Sr. No	Activity	Responsibility	Stage Out put
A	FE/DSE Admission		
	As per the rules of Government of Maharashtra MHCET/Joint Entrance Examination test of Engineering Examination main and Advance will be conducted for FE and 3 Year Diploma/B Sc passed for DSE and distributes the seats as per the merit in above said examination and on the basics of HSC Examination marks in PCM/Vocational subject will be eligible for admission to first year engineering in Maharashtra State.	--	--
01	Receive the List of Allotted Candidates from Director of Technical Education, Mumbai. In process of CAP	Admission Incharge	List of Admitted Candidate
02	List of confirmed candidates is received at DTE Portal Institute Login for admission after confirmation to ARC	Student section	
03	College admission form, Student Information & I-Card Form filled up by the student. submit Original and 1 photo copy sets of all documents for eligibility and scrutinized by ARC, allotment letter along with the duly filled Admission form.	Student section	Admission Form, Student Information and I-Card form received
04	Verify the original documents, handover the receipt giving details of fees to be deposited to the candidate.	Student section	Original Documents Collected and proceeded for Fee Deposition
05	Deposit fees (Demand Draft/Cash/Online Transfer) in the accounts section/Bank	Candidate	Fees Receipt
06	Confirmation of candidates at DTE Portal of Individual college.	Office Superintendent/ Senior Clerk	Confirmation Receipt
07	Review the receipt submitted by the candidate & update the admission of candidates detail through Software and issuing I card for further process	Library	Candidates I Card
08	Prepare final list of admitted candidate and forward the list duly signed by the Principal to the Regional office DTE, RO Pune after the DTE Notification.	Student section	Final List of Admitted Candidate
B	Institute Level Quota/Admission after all CAP rounds		
01	20% management quota/Vacant seats after all CAP round from centralized admission process (only for FE & ME).	--	--
02	Release advertisement in Local and National level newspapers giving details related to 1. Starting and Last date for collecting the admission form. 2. Address of web site for on-line submission of admission form/or in Hard copy to be submitted personally	Principal, Managment	--



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STUD / PR / 01

Admission

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Clause: 8.2.1, 8.2.2, 8.2.3, 8.2.4

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Sr. No	Activity	Responsibility	Stage Out put
03	Review the admission form received. Prepare merit list and display on main notice board and also upload on the website.	Student Section	--
04	Make necessary arrangements for counseling and carry out the counseling.	Student Section	--
05	Scrutinize the documents / certificates submitted by the candidates, handover the receipt giving details of fees to be deposited.	Student Section	Fees Receipt
06	Deposit fees (Demand Draft/cash/NEFT/RTGS) in the accounts section.	Candidate	Fees Receipt
07	Handover the receipt of paid fees to the candidate.	Accounts Section	Fees Receipt
08	Confirmation of candidates at DTE Portal from Institute Login as per the type of candidature, update all the admission and candidates details through ERP System.	Office Superintendent, Junior Clerk	Student Data Updated
09	Issuing Candidate Identity Card to complete admission process	Library	Admitted Candidate designated as student of Institute
C	Approval		
01	The list of Admitted candidates gets approved from DTE Pune and DTE Mumbai, Pravesh Niyantaran Samiti/ Admission Regulating Authority, Mumbai within stipulated time.	Student Section	--
02	Send a copy of approved List of candidates to the university and retain a copy of the same with the institute for further reference	Student Section	
D	Returning back the original documents to the candidates		
01	Application from candidate with valid reason requesting for original documents	Student section	List
02	Check the purpose and severity by the concern authorities before returning the original documents [except leaving certificates, gap certificate and the Affidavit submitted by candidates if any]	Account Section and Head of the Department	Approval from Principal
03	After approval from Principal return of original documents	Student section	Original Documents Returned
04	After Successful completion of one year of admission and promoted to next year student section shall return original documents [except leaving certificates, gap certificate and the Affidavit submitted by candidates if any]	Student Section	Original Documents Returned
E	Regular SE, TE, BE and ME admission		
01	Notice for regular students who fulfill the eligibility criteria of SPPU mentioning Schedule of Dates for filling Admission form and Submitting the filled form in Office to student section.	Office Superintendent/ Student Section	Notice of Admission
02	Scrutiny of form and documents	Student Section	Duly filled Admission Form
03	Deposit fees in the accounts section/Bank	Student Section	Fee Receipt
04	Handover the receipt to the candidate.	Student Section	Fee Receipt
05	Add procedure for part payment of fees		



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Sr. No	Activity	Responsibility	Stage Out put
F	Admission Cancellation for FE, DSE, SE, TE, BE and ME (After Completion of CAP rounds)		
01	Request for Cancelling Admission on ARA/DTE web portal from Student Login.	Candidate	Auto generated Admission Cancellation Receipt
02	Application addressed to the Principal for Cancellation of Admission from Student to receive the submitted documents.	Candidate	Application for Admission Cancellation with Auto generated Admission Cancellation Receipt
03	Student has to fulfill the fee criteria as per the norms of Admissions Regulating Authority (ARA), Government of Maharashtra.	Student Section	No Dues Form
04	Approving the request for Cancelling Admission of student via Institute DTE Login.	Student Section	Candidate Admission Cancelled
05	Handover all original Documents which are submitted at the time of admission and take a acknowledgement of the same from the candidate/guardian.	Student Section	Admission Cancelled
06	Finally prepare analysis report of admission Department wise.	Student Section	Report of admission
07	Conduct review of students admitted in Second year as per the sanctioned intake after completion of CAP round process. Initiate appropriate actions to call applications against the vacant seats, in case of short fall.	Principal	Admission record
08	Fill-up online Institute admission form on ERP Software of all students admitted in First and Direct Second year in Engineering after Cut-off Date for all type of admissions for the Academic Year. Also take a print out of the record and preserve carefully.	Student Section	General Register
09	Monitor student admission process and ensure fulfillment of sanctioned intake for all the courses. Review student admission data for initiating any actions to fulfill intake.	Principal, O.S.	Admission data
10	For ensuring on time fees payment by the students, take undertaking from the parents & students for on time payment. Review fees receivable on monthly basis and initiate appropriate actions for fees recovery.	Student Section	Balance Fee

Output	Student admitted for the courses.
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Completion of admission processes as per the schedule	Number	Count of Admitted Student	Yearly	Admission Cell, Student Section, O.S.	Final Admission Report



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STUD / PR / 02

Eligibility

Rev.: 01 Date: 15-05-2019

Clause: 8.2.2

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Input	Student admitted, University/DTE Norms
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
01	Collection of filled eligibility forms along with eligibility fee	Student Section	Eligibility form
02	Preparation of Excel sheet in given format by University	Student Section	Soft copy in Excel sheet
03	Upload the excel sheet on University portal	Student Section	Soft copy in Excel sheet
04	Print in eligibility report and fee challan	Student Section	Hard copy report and challan
05	Fee Deposition in bank as per challan generated	Account Section	Fee paid receipt
06	Submission of eligibility Report and Fee payment details in University	Student Section	Receipt of Submission
07	Getting Eligibility Numbers of each students in college login	Student Section	Eligibility Numbers

Output	Eligibility List
---------------	------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Error free eligibility process	Numbers	Count number of errors in eligibility process	Annually	Student Section I/C	Eligibility documents



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STUD / PR / 03

Issue of Certificates

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

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Input	Request from student, student passing out of college
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
General guideline			
	a. Issue leaving certificate after student is passed out from the college i.e. after passing B.E. b. Issue Appearing certificate when the result of final year (BE) is awaiting. c. Issue Bonafide/ Fee structure for loan certificate as per request received from student.	--	--
01	Receive the application form/Entry in students application register for the issuing various certificates.	Student Section	Application
02	Issue the certificates as per the request. Maintain record.	Student Section	Record

Output	Certificates issued to the students
---------------	-------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of certificates to the students	Numbers	Count number of certificates issued to the students delayed more than one week	Monthly	Student Section I/C	Applications/Students entry register.



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STUD / PR / 04

Rev.: 00 Date: 21-01-2019

Correspondence with parents

Clause: 8.2.1, 7.4

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Input Student Performance

Sr. No	Activity	Responsibility	Stage Out put
General Communication			
01	Communicate with parents/student on the matters related to: a. Opening of the semester and Fees to be deposited for the coming year to SE, TE, BE by notice b. Student performance by posting letter	Student Section	--
Academic Progress			
01	Compile a data related to Attendance and internal test result.	Tutor/Class Teacher	Monthly Student record
02	Receive the Parent communication report duly signed by concern HOD and Principal. Send the progress report to parents by post	Student Section	Parent communication report
03	Maintain the record of correspondence	Student Section	--

Output Communication with the parents.

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Ensure letters received from dept., section are dispatched	Number	Number of letters are dispatched	Each incidence	Office Superintendent	Parents communication record

Issue No.: 01 Date: 21/01/2019

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Scholarships / Free ship / EBC

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Input	Eligible Students
--------------	-------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Display of notice for online application giving details necessary.	Student Section	Application form for scholarship
02	Online verification and confirmation of duly filled application form with required documents.	Student Section	--
03	Scrutinize the form with online submitted documents.	Student Section	--
04	Prepare list as per Government format.	Student Section	Application form for scholarship
05	Check the statement/website login for status of approval of any scholarship.	Student Section	--

Output	Approval of scholarship and fee deposition.
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accurate processing of scholarship or fee concession processes	Numbers	Count number of errors in student scholarship or fee concession processes	Annually	Scholarship Section I/C	Scholarship and fees concession record



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STUD / PR / 06

University Examinations

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Clause: 8.5.1, 9.1.3

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Sr. No	Activity	Responsibility	Stage Out put
06	Submit answer papers to the CAP center notified by the university. Verify CAP Center address is accurate on the sealed bundle of answer scripts.	Examination Section	--
07	After end of examination, prepare remuneration bills of all staff involved in examination duty.	Examination Section	Remuneration Bill
08	Forward the bills to the accounts section for final settlement of bill.	Examination Section	--
Results			
01	Receive the information related to result declaration date and also for collecting the results from the university.	Examination Section	--
02	Collect the result as per schedule from the university.	Examination Section	--
03	Handover the Mark sheet to the concerned class teacher for distribution.	Examination Section	Mark Sheet
04	Handover the Marksheet to the concerned student by verifying the Identity Card.	Class Teacher	
05	Make subject wise and course wise analysis of the result.	Class Teacher	Subject wise analysis of Result Course wise analysis of Result
Verification and Revaluation			
01	Display of notice for filling Photocopy form giving details a. Photocopy fees b. Last date of submission	Examination Section	Notice
02	Filling & printing online form for Photocopy	Student Section	Photocopy Form
03	Ask the students to deposit Photocopy fees in the accounts section.	Examination Section	
04	Issue of receipt after collecting the fees	Accounts	Receipt
05	Receive & submit the Photocopy form, scrutinize the forms	Examination Section	Photocopy Form
06	Prepare name list and summary – subject wise number of student appearing for the Photocopy by using university online portal.	Examination Section	Name List, Subject wise Summary of student
07	Submit Photocopy form, name list and summary (soft and hard copy) along with Photocopy fees DD/online to the university. As per the challan generated	Examination Section	
08	Receive the photocopy from the university & distribute to the student.	Examination Section	List of Marks



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STUD / PR / 06

University Examinations

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Clause: 8.5.1, 9.1.3

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09	Filling & printing online form of Revaluation / Verification	Examination Section	
10	Ask the students to paid Revaluation/Verification fees in the accounts section.	Examination Section	
11	Issue of receipt after collecting the fees	Accounts	Receipt
12	Receive & submit the Revaluation / Verification form, scrutinize the forms	Examination Section	Reevaluation / Verification Form
13	Prepare name list and summary – subject wise number of student appearing for the Reevaluation/Verification by using university online portal.	Examination Section	Name List, Subject wise Summary of student
14	Submit Revaluation/Verification name list and summary (soft and hard copy) along with Revaluation/Verification fees DD/online to the university, as per the challan generated	Examination Section	--
15	Receive the result of Revaluation/Verification from the university and inform to the students.	Examination Section	List of Marks
16	Collect the Old Mark sheet from the student in case of change in Marks.	Examination Section	--
17	Handover the old mark sheet and collect the revised mark sheet receiving from the university and distribute it to the student.	Examination Section	Mark Sheet

Output	Examination conducted. Distributed marks sheets
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Fare conduction of exam	Number	Number of unfair means cases	Every exam	Invigilator / Senior Supervisor	Report of unfair means



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STUD / PR / 07

Issue of Documents to the Passed out Students

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

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Input	Passed out students
--------------	---------------------

Sr. No	Activity	Responsibility	Stage Out put
01	Receive no dues form from student duly signed by respective section / department	Student	
02	Receive request from the student for Leaving certificate	Students Section	
03	Issue Mark sheet, provisional passing certificate and Leaving Certificate. Original Documents if any & take signature on Office copy of LC	Students Section	LC, List of Student, Provisional passing certificate, Statement of Marks

Output	Documents issued to students
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of all respective documents to the passed out students	Numbers	Count no. of student complaints related to the issue of the documents	Monthly	Student Section I/C	Record of student application and documents issued



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STU/PR/ 08

Control of Student Property

Rev.: 01 Date: 08-04-2019

Clause: 8.5.3

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Input Students Original Documents

Sr. No.	Activity	Owner	Process Output
01	Assign the responsibilities to control Student property	Principal and O.S.	Admission
02	Student Property & its retention period A. Original- DTE Verification/ 1 year whichever is later. B. Mark sheet:- (SSC, HSC, Diploma Final Year, BE Final Year. C. CET/ JEE/ Gate- Score Card/ Mark Sheet. D. School Leaving/Transfer Certificate (Diploma, HSC, BE) E. Migration Certificate (if applicable) F. Caste Certificate, Cast validity, Non-Creamylayer (if applicable) G. Domicile Certificate, Nationality Certificate. H. Gap Certificate (if applicable)	Students Section Clerk	--
03	Ensure the Submission of the Student property	Students Section Clerk	--
04	Preserve & check the Student property till the retention period.	Students Section Clerk	--
05	Decide the action to be taken after its retention period. (Maintain Photocopy & All original certificates & original TC/LC after Retention period)	Principal and OS	--
Data in the computer or Office/ General Register			
06	Enter student details in students General Register; communicate General Register No.	Students Section Clerk	
07	After complete of the Course / Cancellation of admission before course duration issue LC/TC		Student Pass out

Output Preservation of Student property

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Proper preservation of student property	Number	Number of incidents of loss of student property	Every Year	Students Section Clerk	--



Establishment Section

A.P.C.O.E.R.



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EST / PR / 01

Teaching Staff Recruitment

Rev.: 00 Date: 21-01-2019

Clause: 7.1.2

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Input	Requirement from department
--------------	-----------------------------

Sr. NO	Activity	Responsibility	Stage Out put
01	Verify cadre ratio and norms of SPPU for Teaching staff recruitment and initiate process to fulfill cadre ratio.	Principal	
	A. Before date of Interview		
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	
02	Prepare roaster as per University guideline and get sanction from SPPU & Magas Varg Kaksh Pune.	Estt. Section	Sanction of roaster
03	Publish the advertisement in Newspaper mentioning last date of receiving application	Estt. Section	Advertisement
04	Receive the Eligible Candidate list from Reservation Section SPPU, Samajkalyan Ghodegaon Office, Employment Office Pune city, Council hall pune, application and shortlist it department wise.	Estt. Section	Sorting application
05	Fix suitable date of interview consulting with SPPU experts.	Estt. section	Interview date
06	Send the call letters to eligible candidates after scrutinizing applications.	Estt. section	Call letter
	B. On the day of Interview		
07	Register the candidate at reception counter, collect the resume, verify documents and collect attested copies of documents.	Estt. section	Registration
08	Send the candidate with the documents to the concern location for interview.	Estt. section	Interview by expert
09	Collect the evaluation sheet from experts.	Estt. section	Recommendation
10	Inform the selected candidate through Mail/SMS/Phone Call	Estt. section	Call letter
11	Collect acceptance from candidate	Estt. Section	Joining of staff
12	Giving Offer letter/ Appointment order	Estt. Section	Joining letter

Output	Joining of Staff
---------------	------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of advertisement for appointment	Correctness	Check the advertisement prepared is correct as per roaster	As and When required	Office superintendent	Recruitment record
Proper conduction of recruitment process	Plan Vs Actual	Ensure actual conduction of recruitment process as per plan	As and When required	Office superintendent	Recruitment record



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EST / PR / 02

Non Teaching Staff Recruitment

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Clause: 7.1.2

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Input	Requirement from each department
--------------	----------------------------------

Sr.No	Activity	Responsibility	Stage Out put
01	Collect the requirement from each department for the recruitment of staff.	Estt. Section	List of requirement
02	Call the candidate for interview on suitable date.	Estt. Section	Interview
03	Recruit Non-Teaching staff as per the higher authorities on timely basis	Estt. Section	--

Output	Recruitment of Non-Teaching staff
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Proper conduction of recruitment process	Plan Vs Actual	Ensure actual conduction of recruitment process as per plan	As and When required	Office superintendent	Recruitment record



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EST / PR / 03

Time Office Management

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Clause: 8.5.1

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Input	College Schedule
-------	------------------

Sr.No	Activity	Responsibility	Stage Out put
	General Guidelines-		
	i. Academic Staff College time 09.00 am to 4.30 pm ii. Late mark [2 times in a month only] – 9.05 am to 9.15 am [After 2 attempts of Late mark, CL will be deducted] iii. Half CL-9.15 am to 01.00 pm or 01.00 pm to 04.30 pm	Estt. section	
	i. Admin Staff College time 09.30 am to 5.30 pm ii. Late mark – 9.35 am to 9.45 am iii. Half CL – 9.45 am to 01.30 pm or 01.30 pm to 05.30 pm		
01	Collect the signing muster after 09.05 am (Academic Staff) & 9.35 am (Admin Staff) after signing of in time reporting staff	Estt. section	In time staff sign
02	Late mark on signing muster for the staff who not signed in time	Estt. section	Late mark
03	Take the signature of staff on late muster who report late and then on signing muster	Estt. section	Late reporting staff.
04	The staff who report in between 9.10 am to 04.30 pm, ask to fill leave form for half CL	Estt. section	Half CL
05	Red mark for staff who have not signed when in/outgoing without intimating	Estt. section	--

Output	Ensuring college time process
--------	-------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of staff attendance record	Number	Count number of errors in staff attendance	Monthly	OFFICE SUPRINTENDENT	staff muster



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Leave Management

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Clause: 8.5.1

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Input	Leave availability, Staff requirement for leave
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
For Casual Leave			
01	Receive the leave application in form the Hard Copy by the staff who want to avail leave	Estt. Section	Leave application
02	Give the remark considering requirement and leave of concern staff available	Estt. Section	Remark of Estt. section
03	Get Sanction/appropriate remark by Office Superintendent & Principal with signature	Estt. Section	Leave sanction
04	Mark the leave on muster	Estt. Section	
For Medical Leave			
01	Receive leave form with medical certificate	Estt. Section	
02	Give the remark considering requirement and leave of concern staff available	Estt. Section	Remark of Estt. section
03	Get Sanction/appropriate remark by HOD & Principal with signature	Estt. Section	Leave sanction
04	Mark the leave on muster	Estt. Section	
For OD/DL			
01	Receive the leave application with OD / DL sanction letter	Estt. Section	
02	Give the remark considering requirement of leave on leave form.	Estt. Section	Remark of Estt. section
03	Get Sanction/appropriate remark by HOD & Principal with signature	Estt. Section	Leave sanction
04	Receive the necessary document from the staff after availing the leave	Estt. Section	Verification of OD
05	Mark the leave on muster	Estt. Section	

Output	Leave sanction/Not sanction
---------------	-----------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
On time completion of leave record	Day	Count no. of days delayed for finalization of leave record of all staff	Weekly	Office Superintendent	Staff CL/ML register



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New Course Addition and Affiliation

Clause: 8.1, 8.2.2

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Input	AICTE /University guideline
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Sr. No	Activity	Responsibility	Stage Out put
I. Affiliation			
01	Collect necessary documents / certificates in prescribed format from each section of department	Office Superintendent	Documentation
02	Applying every year as per the notification Received by University/AICTE/DTE on time.	Office Superintendent	Application
03	Report/challan generation through respective portal	Office Superintendent	Report & challan
04	Payment of affiliation fee and report submission to respective agencies. In case of any change in statutory or regulatory requirements related to any of the authorities, understand the changed requirements and ensure on time compliance of the requirements.	Office Superintendent	Payment & report submission
05	Invite Expert committee/Enquiry committee on suitable date for verification	Principal & O. S.	Date finalization
06	Make the compliance and Submit to respective agencies if any	Principal & O. S.	Compliance report
J. New course / Intake addition & deletion			
01	Management resolution for addition / reduction of new course / intake	--	--
02	Collect necessary documents / certificates in prescribed format from each section and department	Office Superintendent	Documentation
03	Applying every year as per the notification of University / AICTE / DTE	--"--	Application
04	Report / challan generation through respective portal	--"--	Report & challan
05	Payment of affiliation fee and report submission to respective agencies	--"--	Payment & report submission
06	Invite Expert committee / Enquiry committee on suitable date	Principal & O. S.	Date finalization
07	Document verification and personal visit of committee	Principal, O.S. & HOD	Inspection
08	Make the compliance and Submit to respective agencies if any	Principal & O. S.	Compliance report

Output	Affiliation letter and addition/ reduction letter
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely completion of affiliation process	Plan Vs Actual	Within time completion of affiliation process and compliance	Each year	Office Superintendent	Compliance report



EST / PR / 06

Control of Outsourced Activity – AMC

Rev.: 00 Date: 21-01-2019

Clause: 8.4.2

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Input	Maintenance requirements of available Facilities.
--------------	---

Sr.	Activity	Responsibility	Stage Out put
1.	Decide the processes to be outsourced considering the requirement of Institute. Presently following service is outsourced: Annual Maintenance Contracts of VRIDHI library software, D.G. Genset, R.O. Plant & House Keeping	Principal	--
2.	Identity the suppliers of outsourcing services, discuss the rates of services and finalize the suppliers.	Office Superintendent	Supplier list
3.	Prepare list of outsource suppliers and compare the same.	Office Superintendent	Comparative Statement
4.	Prepare the work order for the outsourced activity and take approval from Principal and Management.	Office Superintendent	Contract for Outsourcing Services
5.	Call the suppliers as per the need, explain the work to be carried out.	O.S. & Concerned Process Owner	--
6.	Supervise the suppliers' work.	Concerned Process Owner	--
7.	Verify the work is done as per the requirements and upto satisfaction.	Concerned Process Owner	--
8.	Release the supplier's payment for the work done.	Accounts Section	--

Output	Upkeepment of college infrastructure
---------------	--------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of AMC Services	Numbers	Count number of complaints related to the AMC services per month	Monthly	Office Superintendent	--



Store Section

A.P.C.O.E.R. PUNE



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Purchasing Process

Clause: 8.4

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Input	Requirement received from the Departments /Sections in the form of request letter.
--------------	--

Note: This procedure is applicable for purchasing of departmental equipment / instruments, departmental stationary, purchasing of college stationary, purchasing of books.

Sr. No.	Activity	Responsibility	Stage Out put
01	Purchase request is forwarded to Principal through respective Head of department (HOD) for Approval	Head /Coordinator of the respective Department/Section	Request letter for demanding quotations
02	After approval from Principal the Purchase request is forwarded to Management for approval including permission for demanding quotations from suppliers/vendors/service providers.	Office Superintendent	Approval Letter from Management
03	Upload the purchase tender on institute website. Identify the potential suppliers, send request for quotation, and Receive the quotation along with brochure from the suppliers.	Office Superintendent, Store Section, Website Coordinator	Quotations
04	Evaluate on the basis of service/product quality/ adherence to the requirement, after sales support & Prepare Comparative Statement.	Respective Head of Department, Office Superintendent, Store Section	Comparative statement/ Evaluation Report
05	Refer to the Comparative Statement and Send Call for negotiation meeting, conduct the meeting in the presence of Higher Authorities	Store Section	--
06	Negotiation with the suppliers to finalize the rates and other commercial conditions. Finalize the supplier.	Purchase Committee	Supplier Finalized



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Sr.No.	Activity	Responsibility	Stage Out put
07	Prepare Purchase Order(P.O.) and get it approved from Principal & Higher authorities Original Copy: Supplier & Copy to Accounts Section, Store section, Academics Section Head of the Department.	Store section	Purchase Order
08	Maintain record of P.O.	Store section	--
09	Forward the P.O. to supplier.	Store section	Outward Register/ Received Copy
C	Emergency Purchasing		
01	Receive the requirement from indenter approved by HOD, review the requirement and decide the need for purchase, put appropriate remark. Get it approved from the Principal/Higher Authorities.	Head/Coordinat or of respective Department	Requirement
02	Purchase the required material from the market and handover the material to concerned section after receipt of indent.	Store section	Material Indent
03	For maintenance related purchases, get approval from Principal for departmental requirement and purchase from local market.	Store section	Approved Requirements
04	Send the details of all emergency purchasing to Management/Higher Authorities for necessary information.	Store section	--
D	Post Purchasing Activities/ Procurement		
01	Update Dead Stock Register/Consumable Register at respective departments	Laboratory Assistant/ Laboratory Incharge/ Respective Head of Department	Updated Dead Stock Register
01	If any non-conformity (failures) like bad quality of the material and bad response from supplier are observed, communicate the same to the Store section.	Store Section & Respective Head of Department	---

Output	Release of Purchase order and equipment/service received.
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely completion of purchasing process	Numbers	Count the number of incidences of delays in academics delivery due to late purchasing	As and when required	Store section, Office Superintendent, Head of Department	Purchase Report



STR / PR / 02

Annual Budget

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Clause: 7.1.1

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Input	Maintenance and enhancement of existing facilities and infrastructure.
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Send a request to all the departments to prepare purchase budget for the next academic year considering maintenance and enhancement of existing facilities and infrastructure in the department in the month of January every year.	Store section and O.S.	Notice
02	Receive the annual budget from all the department HODs and consolidate the data.	Store section	Annual Budget for the College
03	Put the budget to the Management Committee and seek suggestions for same.	Principal & Store section	--
04	Get the approval of the budget from the Management Committee.	Store section	Approved Annual Budget
05	Communicate the copy of approved budget to all the departments.	Store section	--

Output	Provision of financial resources for improvement
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization	Every Financial Year	Store section, O.S., Principal	Approved budget and expenditure



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STR / PR / 03

Material Receipt

Rev.: 00 Date: 21-01-2019

Clause: 8.5.4

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Input	Material received from supplier, Purchase Order
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Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the material from the supplier along with delivery challan / invoice.	Store section	Delivery Challan, Invoice
02	Verify the material for quantity received against Purchase order.	Store section & Conc. Lab I/C	--
03	Check the received material and verify as per P.O.	Store section & Conc. Lab I/C	P.O.
04	In case of Rejection, identify the rejected material and keep it separately. Make arrangements to send back the rejected material.	Store section & Conc. Lab I/C	Sorting rejected material
05	If material is accepted by the concerned dept., get the material indent form duly filled from the concerned department.	Store section	Material Indent
06	For OK material, Update the Material Inward register & Item wise stock register after receipt of departmental indent.	Store section	Material Inward Register, Stock register
07	Store the material in the stores at identified location.	Store section	--
08	Put indent no. on the Bill. Get it approved from Principal.	Store section	--
09	Forward the reviewed bill to accounts section for final settlement of bill.	Store section	--
10	For technical purchases of material / equipment, after receipt of material / equipment, call the supplier for demo / installation in college.	Concerned HoD	--
11	Arrange the demo in presence of concerned HoD, lab I/C and concerned faculties.	Concerned HoD	Checking the material
12	After successful demo, give approval of the instrument / equipment to stores dept.	Concerned HoD	Approved Memo
13	Put indent no. on the Bill. Get it approved from Principal after receipt of approved memo.	Store section	Approval
14	Forward the reviewed bill to accounts section for final settlement of bill.	Store section	Bill settlement

Output	Accepted material kept at designated location
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Ensure receipt of materials as per purchase order	Numbers	Calculate number of damaged, short quantity materials received from the supplier	On receipt of each purchased materials	Store section	Supplier Sales Invoice



STR / PR / 04

Material Issue

Rev.: 00 Date: 21-01-2019

Clause: 8.5.4

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Input	Material in stock, requirement received from department / individual
--------------	--

Sr.No.	Activity	Responsibility	Stage Out put
01	Receive the material indent approved by concerned HoD.	Store section	Indent
02	Check for the availability of material in stock; issue the material as per requirement.	Store section	--
03	Update the Stock Register with issued quantity, put indent reference on Stock register and Stock register reference on Indent.	Store section	Stock register, Indent

Output	Material Issued as per requirement
---------------	------------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Timely issue of material	Days	Number of days taken to complete material issue.	Every indenting	Store section	Material issue record



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STR / PR / 05

Physical Stock Verification

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Input	Material in stock
--------------	-------------------

Sr.No.	Activity	Responsibility	Stage Out put
01	Yearly once i.e. at the end of the academic Year, carry out physical stock verification. A committee is formed. The committee verifies the stock and submits the report to the Principal.	Committee Members	Annual Stock Verification Report
02	During verification, ensure the quantity of material as per stock record and Physical stock in the stores. Submit report to the Principal for necessary action.	Committee Members	Annual Stock Verification Report

Output	Annual Stock Verification Report
---------------	----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Accuracy of stock updations	Number	Count no. of items / material with variance between physical stock and record stock found in stock verification	Annually	Committee Members	Annual Stock Verification Report



House Keeping Section



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HSK / PR / 01

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Housekeeping Practices Management

Clause: 7.1.4

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Input	Available manpower, area covered under the premises
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Sr.No.	Activity	Responsibility	Stage Out put
01	Identify the cleaning duties based on total area of the premises and the importance of the location.	O. S.	Duty Register.
02	Prepare 2 groups. Display it in the Office.	O. S.	Duty roaster.
03	Ensure that the all the cleaning personnel are carrying out their duties as per the schedule through Daily Rounds.	O. S.	--

Output	Cleanliness of College
---------------	------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of housekeeping practices	Incidences	Count number of complaints related to the housekeeping each month	Daily	O. S.	--



SEC / PR / 01

Material Movement Control

Rev.: 00 Date: 21-01-2019

Clause: 8.5.1

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Input	Material received from supplier, material going out
--------------	---

Sr.No.	Activity	Responsibility	Stage Out put
	Material Receipt		
01	Receive the material along with Challan / invoice / Bill from the supplier.	Jamadar, Security Guard on gate	--
02	Check for the indenter (i.e. consignee department) and material description against challan. Prepare gate pass		Gate Pass
	Material Outward		
01.	Receive the gate pass from the departments.	Jamadar, Security Guard on gate	--
02	Verify the material against the gate pass.		--
03	Enter the details in outward register.		Outward Register

Output	Controlled Material Movement
---------------	------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of material in / out movement control	Numbers	Count number of complaints from departments related to material movement	Monthly	Security Officer	--



Electrical Maintenance Section

A.P.C.O.E.R., PUNE



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EM / PR / 01

Annual Budget

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Clause: 7.1.1

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Input	Maintenance and enhancement of existing facilities and electrical infrastructure.
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Sr. No	Activity	Responsibility	Stage Out put
1.	Based on cost of electrical maintenance incurred in the previous year, prepare estimate for the current year along with estimates of new purchases and maintenance.	Laboratory Assistant (Electrical), Electrical Engg. Faculty, Office Superintendent	Yearly Requirement Estimate
2.	Send the estimate to the Principal for approval.	Office Superintendent	Approval for annual maintenance budget
3.	Receive the requirement approved by the Principal and forward for Purchase Process.	Office Superintendent	Purchase Process

Output	Provision of financial resources for maintenance /improvement.
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization (Actual / Budget)	Every Financial Year	Office Superintendent, Electrical Technician, Electrical Engg. Faculty	Approved budget and expenditure



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EM / PR / 02

Electrical Maintenance

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Clause: 7.1.3

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Input	Notice issued by office and Request/Complaints of electrical maintenance from various departments.
--------------	--

Sr. No	Activity	Responsibility	Stage Out put
01	Notice to be issued by office	Office Superintendent	Notification to all department
02	Receive & Record the request/complaints in written related to electrical maintenance from the various departments.	Office Superintendent	Electrical Maintenance Register
03	Assign the received requests/ maintenance work to the Laboratory Assistant (Electrical).	Office Superintendent	Work Assigned
04	Visit the location, understand the problem, do necessary repair work. Issue required material from store. Take trials and ensure smooth working and resolution of complaint. If the problem cannot be solved, Report to Office Superintendent for new procurement & purchase process.	Laboratory Assistant (Electrical), Office Superintendent	Electrical Maintenance Register
05	If help of external agency is required to solve the problem, approach the approved agency with annual maintenance contract (AMC), get the problem solved from the agency and ensure for proper resolution of problem.	Laboratory Assistant (Electrical), Office Superintendent	Electrical Maintenance Register
06	At the end of semester an audit is to be conducted, compile the data related to electrical maintenance, identify the major and / or repetitive problems (excluding replacement of bulbs/ tubes), analyze the failures, decide necessary corrective actions.	Laboratory Assistant (Electrical), Electrical Faculty	Experience Recorded.

Output	Smooth execution of Electrical maintenance & services
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of Electrical maintenance services	Number	Count number of complaints received & Resolved related to the maintenance services per semester	Half Yearly	Laboratory Assistant (Electrical), Electrical Faculty	Electrical Maintenance Register & Audit Report



EM / PR / 03

Earthing

Rev.: 00 Date: 21-01-2019

Clause: 7.1.3

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Input	Electrical Earthing Plan
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Sr. No	Activity	Responsibility	Stage Out put
01	Ensure proper earthing is provided for all electrical power lines and availability of adequate numbers of earth pits.	Laboratory Assistant (Electrical)	Electrical Maintenance Register
02	Periodically carry out the earth pit maintenance.	Laboratory Assistant (Electrical) , Office Superintendent	Electrical Maintenance Register
03	Check earth pits resistance once in a year in dry season and maintain record of checking.	Laboratory Assistant (Electrical)	Electrical Maintenance Register
04	Carry out the electrical inspection and maintain record of inspection.	Laboratory Assistant (Electrical), Electrical Faculty	Electrical Inspection Report.

Output	Proper earthing within resistance limits.
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Earthing maintenance	Numbers	Count number of complaints related to the earthing maintenance per month	Yearly	Laboratory Assistant (Electrical), Electrical Faculty	--



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EM / PR / 04

Diesel Generator (D.G.) Management

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Input	Requirements of Functional / Shutdown D. G. maintenance
--------------	---

Sr. No	Activity	Responsibility	Stage Out put
A	Maintenance of D.G. set (out sourced)		
01	Call the annual maintenance contract service engineer, help him to carry out maintenance.	Laboratory Assistant (Electrical)	-
02	Once the work is completed take trial run and ensure smooth running. Obtain a copy of service report.	Laboratory Assistant (Electrical)	Service Report Received
B	D. G. set running		
01	Once the MSEB power is cut off, switch ON the D.G. set, and keep record of time and D.G. set meter reading.	Laboratory Assistant (Electrical)/Peon	D.G. Log Sheet
02	As soon as MSEB power is resumed, switch OFF the D.G. set, take down the time and meter reading, calculate D.G. set running hours.	Laboratory Assistant (Electrical)/Peon	D.G. Log Sheet
03	Keep adequate diesel in tank.	Laboratory Assistant (Electrical)	Diesel Purchase Receipt

Output	D.G. working for sufficient hours
---------------	-----------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of D. G Services	Hours	Actual hours of operational D. G.	As and when required	Laboratory Assistant (Electrical)	D.G. Log Sheet
Diesel Consumption	Liter	Percentage of Diesel	Before Every usage of D.G.	Laboratory Assistant (Electrical)	D.G. Log Sheet



**Info. Tech. Support
Section**



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IC / PR / 01

Annual Budget

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Input	Maintenance requirements of available Facilities.
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Based on cost of maintenance incurred in the previous year, prepare estimate for the current year.	Head Computer Engineering / System Admin.	Yearly Requirement Note
02	Forward the statement to the Principal for approval.	Head Computer Engineering / System Admin.	--
03	Receive the requirement sanctioned by the Principal; forward the sanctioned requirement to the Purchase Section for Purchasing of necessary equipment.	Head Computer Engineering / System Admin.	--

Output	Upkeepment of IT infrastructure
---------------	---------------------------------

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effective utilization of the budget	%	Calculate percentage of budget utilization	Every Financial Year	System Admin	Approved budget and expenditure report



IC / PR / 02

Hardware & Network Maintenance

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Clause: 7.1.3

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Input	Request (Verbal & written) & Notice DP issued by college / higher authorities
--------------	---

Sr. No.	Activity	Responsibility	Stage Out put
01	Receive the request (Verbal / written) related to network failure, internet service, hardware failure from the departments in the college. Record the received complaint.	System Admin.	Maintenance Register
02	Visit the location; understand the trouble, do the necessary repair work. Take trials and ensure smooth working and resolution of complaint. If the problem cannot be solved internally, inform to System Admin/Head of the Department	Technical assistant / System Admin.	Maintenance Register Indent
04	If help of external agency is required to solve the problem, approach the approved agency with due permission from Head of the Department/Principal, get the problem solved from the agency, ensure for proper resolution of problem.	System Admin.	Maintenance Register
05	At the end of semester i.e. once in six months, compile the data related to network & hardware failure, identify the major and / or repetitive problems analyze the failures, decide necessary corrective actions and bring it to the notice	System Admin.	Maintenance Register
06	Carry out the activity of Network maintenance once in a month to ensure smooth functioning of the Institute Centralized Network.	System Admin. / Technical assistant	Maintenance Register
07	Once the Network maintenance work is completed, take trial of network connectivity and ensure smooth Service. Keep record of trouble shooting steps. Submit the copy of maintenance work done to concerned Head of the Department for information.	System Admin. / Technical assistant	Maintenance Register

Output	Proper maintenance of IT Infrastructure & Networking services
---------------	---

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of maintenance services	Numbers	Count number of complaints related to the maintenance services per month	Monthly	System Admin. / Technical assistant	Maintenance Register



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IC / PR / 03

Firewall Management

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Input	To provide network security
--------------	-----------------------------

Sr. No.	Activity	Responsibility	Stage Out put
01	Configure firewall policy to ensure and prevent the unauthorized access from the private network. Implement firewall to prevent unauthorized Internet users from accessing private networks connected to the Internet.	System Admin.	--
02	Monitor the network traffic logs & internet user's logs to ensure authorized use of internet.	Technical Assistant	--

Output	Smooth execution of IT & Networking services
---------------	--

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of maintenance services	Numbers	Count number of complaints related to the maintenance services per month	Monthly	System Admin.	--



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IC / PR / 04

Management of servers

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Clause: 8.5.1

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Input	Issue / requirement from service users
--------------	--

Sr. No.	Activity	Responsibility	Stage Out put
01	Maintain the different services of the server available to the department	System Admin.	--
02	Installation of Server operating system as well as well application software	System Admin.	--
03	Maintain and ensure continual server connectivity	System Admin.	--
04	Maintain the server backup process for information security	System Admin.	--
05	Monitor the server logs for unauthorized access and to ensure the proper usage of Internet.	System Admin.	--

Output	Smooth execution of server services
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Effectiveness of services	Numbers	Count number of services per month	Monthly	System Admin.	--



अंतर्गत भारतीया मराठा शिक्षण परिषद's

Anantur Pawar college of Engineering & Research, Parvati, Pune



Issue No. 01 dtd. 21/01/2019

D.I. No.: ADM/D/040

Rev. No. 00 dtd. 21/01/2019

Process Risks and Opportunities

Department : Administration

Process			Assessment							Classification	Cross Reference		
Sr. No.	Activity	Sub-activity	Risk / Opportunity	Quality (Q)/ Service Delivery (D)	Severity (S)	Probabilit y (P)	RISK Rating (S x P)	Risk Level	Action Plan	Responsibility	Evaluation of Effectiveness of action	Control Procedure OCP No.	Improvement Programme
1	University Examinations	Written examination	Missing papers in blank answer scripts (R)	Q	2	1	2	Tolerable	verification of blank answer scripts before issuing to the exam supervisor	College Exam Officer, Senior & Assistant senior supervisor, & Exam Peon	Review of student complaints regarding no. of pages in answer script	STUD/PR/06	
			Scrambling or mixed up answer scripts to wrong candidates	Q & D	3	1	3	Moderate	verification of address on sealed bundle of answer scripts	College Exam Officer, Senior & Assistant senior	Reduction in complaints received from SPPU		
2	Continuation of affiliation with SPPU / AICTE	Continuation of affiliation	Delayed continuation of affiliation (R)	Q & D	3	1	3	Moderate	In time submission of required documents to SPPU / AICTE	Registrar, Section Head	Notices received from SPPU / AICTE regarding late submission	EST/PR/05	
3	Receipt of material / equipments	Material / equipment receipt	Academics delayed due to late receipt of material / equipment (R)	Q & D	2	2	4	Moderate	Delivery schedule communication and follow-up with the supplier	Store keeper	Review of practicals completion by HoD	STR/PR/01	
4	Electrical Maintenance	Annual Maintenance Budget	Expenses exceed budgeted Calculation (R)	D	2	1	2	Tolerable	Plan for occurred unexpected budget and forward for approval.	Office Superintendent/ Electrician	Financial Audit Report	EM / PR / 01	
		Electrical Maintenance	Frequent Maintenance required (R)	D&Q	2	2	4	Moderate	Regular inspection of recurring issues	Office Superintendent/ Electrician/ Electrical Faculty	Maintenance Register	EM / PR / 02	
		Earthing	Risk of broken earthing (R)	D & Q	3	1	3	Moderate	Maintenance of Earthing pits	Electrician	Maintenance Register	EM / PR / 03	
		D. G. Management	Insufficient Fuel (R)	D & Q	3	1	3	Moderate	Keep adequate fuel in tank	Office Superintendent/ Electrician	Maintenance Register	EM / PR / 04	

Prepared by O.S.:

Approved By Principal

Master copy stamp:

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