



SINHGAD TECHNICAL EDUCATION SOCIETY'S

# SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to Savitribai Phule Pune University & Approved by AICTE, NBA, NAAC)

Sinhgad Institutes

Gat No. 309/310, Kusgaon (BK.), Off Mumbai - Pune Express way, Lonavala, Dist Pune - 410 401.

**PROF. M. N. NAVALE**  
M E (Elect.) MIE, MBA  
Founder President

**DR. (MRS.) SUNANDA M. NAVALE**  
B A, MPM, Ph D  
Founder Secretary

**DR. M. S. GAIKWAD**  
M E, Ph D (Electronics Engg.)  
Principal

## MINUTES OF THE LOCAL MANAGING COMMITTEE MEETING HELD ON 18<sup>th</sup> Aug, 2020

The meeting of the Local Managing Committee of the Sinhgad Institute of Technology was held on Friday, 18<sup>th</sup> Aug, 2020 03.00 p.m., in the office of Hon'able Founder Secretary at STES Corporate Office, Karve Road, Pune-04 to transact the business as mentioned in the Agenda:-

- |   |   |                                   |
|---|---|-----------------------------------|
| 1. Hon. Prof. M. N. Navale , President, STES          | - | Chairman                          |
| 2. Dr. (Mrs. ) Sunanda M. Navale, Secretary, STES     | - | Member                            |
| 3. Mrs. Rachana Navale Ashtekar, Vice-President, STES | - | Member                            |
| 4. Mr. Rohit M. Navale, Vice-President, STES          | - | Member                            |
| 5. Dr. A. V. Deshpande, (Registrar), STES             | - | Member                            |
| 6. Dr. D. D. Chaudhary – Professor, SIT, Lonavala     | - | Teaching staff representative     |
| 7. Dr. P. S. Patil – Asst. Professor, SIT, Lonavala   | - | Teaching staff representative     |
| 8. Mr. S. M. Gaikwad - Asso. Professor, SIT, Lonavala | - | Teaching staff representative     |
| 9. Mr. A. P. Chaphekar, Accountant, SIT, Lonavala     | - | Non-Teaching Staff representative |
| 10. Dr. M. S. Gaikwad, Principal, SIT, Lonavala       | - | Member Secretary                  |
| 11. Mr. G.K. Shahani                                  | - | Special Invitee                   |

- 1) To discuss the minutes of previous College Development Committee held on 4<sup>th</sup> Oct., 2019  
Discussed the minutes of meeting held on 4<sup>th</sup> Oct, 2019 were read and the same were unanimously confirmed.

Budget approved by Dr. (Mrs.) Sunanda M. Navale

- 2) a) Tuition fees / other fees / Refundable deposits / other sources of Income:-

**Tuition & Development fees:-** Estimated budget for tuition & development fees was Rs. 20,20,91,796/-. Actual Tuition & Development fees Rs. 20,06,70,307/- Budgeted Income for the period from April 2020 to March 2021 from students & Sama] Kalyan is Rs. 24,63,13,322/-.

**Other fees:-** In the month of October budget for Other Fees was Rs. 2,99,11,893/-. Other fees collected from students till March 2020 is Rs. 2,14,29,681/-. Budgeted income for the period from April 2020 to March 2021 from students is Rs. 2,39,15,118/-.

The Principal presented the Tuition Fees / other fees / Refundable deposits / other sources of income. The Committee appreciated and approved the same was unanimously.

Budget approved by Prof. M. N. Navale

**ATTESTED**

*Celebrating 25 Years*



**PRINCIPAL**  
SINHGAD INSTITUTE OF TECHNOLOGY  
Academic Excellence  
Kusgaon (BK.), Lonavala - 410 401

b) Salary:- In the month of October, salary budget for Teaching & Non-Teaching staff was Rs. 18,32,73,245/-. Actual expenses on salary from April 2019 to March 2020 is Rs. 17,57,64,263/-. Budgeted expenses of salary for period from April 2020 to March 2021 Rs. 18,45,52,476/-.

The Principal presented salary of Teaching & Non-Teaching.

**Budget approved by Prof. M. N. Navale**

**3) 1) Non Recurring Expenses:-**

i) Equipment:- Actual purchased of equipment from April 2019 to March 2020 is Rs. 40,970/- & Equipment to be purchased from April 2020 to March 2021 is Rs. 15,46,150/-.

ii) Library:- Actual purchased of Library Books from April 2019 to March 2020 is Rs. 46,305/- & Books to be purchased from April 2020 to March 2021 is Rs. 2,00,000/-.

iii) Furniture & Fixtures:- Actual purchased of Furniture from April 2019 to March 2020 is Rs. Nil/- & Furniture to be purchased from April 2020 to March 2021 is Rs.5,00,000/-.

iv) Renovation & Interior :- Actual expenses from April 2019 to March 2020 is Rs. 90,65,350/- & budgeted from April 2020 to March 2021 is Rs. 25,30,000/-.

The budget sanctioned of Rs. 47,76,150/- for Non Recurring Expenses. The recommendation is respect of the Financial Statement giving the details of expenditure of Non Recurring Expenses this college from 01.04.2020 to 31.03.2021 were discussed and unanimously approved.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**b) Recurring :-**

**Periodicals and Journals :-**

In the month of October 2019 budget for periodicals & Journals was Rs. 78,750/-. Actual expenses upto March 2020 Rs. 7,588/-. Budgeted expenses for periodicals & Journals for period April 2020 to March 2021 Rs. 1,00,000 /-

The Principal presented the Recurring: Periodicals and Journals from 01.04.2020 to 31.03.2021 were approved unanimously.

The same was discussed & unanimously recommended to the Governing Body.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**4) a) Printing and Stationary:-**

College printed Answer sheet, Brochures, drawing sheets, college magazines, letterheads, envelopes, voucher books, photocopy of various documents purchase of stationary for Rs. 2,79,813/- for the period April 2019 to March 2020 & approval taken for printing & stationary for the period April 2020 to March 2021 is Rs. 3,00,000/-.

The recommendations of the made for Printing & Stationary from 01.04.2020 to 31.03.2021 were approved unanimously.

**Budget approved by Mr. Rohit M. Navale**

**b) Software Expenses:-**

The Principal presented the details of Software expenses for the period April 2019 to March 2020 is Rs. 13,178/- & approval taken for Software expenses for the period April 2020 to March 2021 is Rs. 90,000 /-. Details Software Expenses to be purchased for the A.Y. 2020-20 for FE, SE, TE, BE & ME.

The same were discussed and unanimously approved.

**Budget approved by Mr. Rohit M. Navale**

**ATTESTED**

  
**PRINCIPAL**

**SINHGAD INSTITUTE OF TECHNOLOGY**  
Kusgaon (Bk.), Lonavala - 410 401



**c) Gathering / Cultural:-**

The Principal presented the details of Gathering / Cultural expenses for the period April 2019 to March 2020 is Rs. 2,26,377/- & approval taken for Gathering / Cultural expenses for the period April 2020 to March 2021 is Rs. 2,50,000/-.

To consider the expenditure of Gathering / Cultural and Sports for the college were presented and discussed.

**Budget approved by Mr. Rohit M. Navale**

**d) Training and Placement, Soft Skill and Value Addition Program :-**

Details of Training and Placement, Soft Skill and Value Addition Program expenses for the period April 2019 to March 2020 is Rs. 1,61,553/- & approval taken for Training and Placement expenses for the period April 2020 to March 2021 is Rs. 13,00,000/-.

The Principal presented the details of Training and Placement and discussed.

**Budget approved by Mr. Rohit M. Navale**

**e) Student & Staff Welfare:-**

The Principal presented the details of Student Welfare expenses Rs. 1,71,943/- for the period April 2019 to March 2020 and proposed Rs. 3,00,000/- for the period of April 2020 to March 2021. The amount is approved unanimously.

The Principal presented that the details of Staff Welfare expenses Rs. 1,62,916/- for the period April 2019 to March 2020 and approval taken for Rs. 2,50,000/- for the period of April 2020 to March 2021.

**Budget approved by Mr. Rohit M. Navale**

**f) Seminar & Exhibitions:-**

The Principal presented the details of Seminar & Exhibitions expenses Rs. 1,87,957/- for the period April 2019 to March 2020 and proposed Rs. 5,00,000/- for the period of April 2020 to March 2021. The amount is approved unanimously.

**Budget approved by Mr. Rohit M. Navale**

**5) a) Exam Fees / Eligibility Fees / SPPU Prorata Fees / Enrollment Fees:-**

The Principal presented the details of Exam Fees Rs. 63,68,170/- collected and Rs. 62,95,682/- paid to Savitribai Phule Pune University for the period of April 2019 to March 2020 and Rs. 69,56,360/- to be collected and payable Rs. 68,69,380/- to Savatribai Phule Pune University for the period of April 2020 to March 2021.

The principal presented the details of Eligibility fees Rs. 2,83,050/- collected for the period of April 2019 to March 2020 and 60% amount + form fees Rs. 1,79,650/- paid to Savatribai Phule Pune University for the period of April 2019 to March 2020 and Rs. 5,04,950/- to be collected and payable Rs. 3,19,750/- to Savatribai Phule Pune University for the period of April 2020 to March 2021.

The principal presented the details of University Prorata Rs. 10,48,882/- collected for the period of April 2019 to March 2020 and budget for Rs. 11,87,747 April 2020 to March 2021.

**Budget approved by Mr. Rachana M. Navale**

**ATTESTED**



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**SINHGAD INSTITUTE OF TECHNOLOGY**  
**Kusgaon (Bk.), Lonavala - 410 401**

**b) Repair & Maintenance:-**

The Principal presented the details of Repair & Maintenance charges Rs. 1,57,912/- for the period of April 2019 to March 2020 and approval taken for Rs. 1,50,000/- for the period of April 2020 to March 2021.

**Budget approved by Mr. Rachana M. Navale**

**c) Consumables:-**

The Principal presented the details of Consumables charges Rs. 1,41,261/- for the period of April 2019 to March 2020 and approval taken for Rs. 2,00,000/- for the period of April 2020 to March 2021.

**Budget approved by Mr. Rachana M. Navale**

**6) a) Travel & Conveyance:-**

The Principal presented the details of Travel & Conveyance Rs. 97,435/- for the period of April 2019 to March 2020 and approval taken for Rs. 1,00,000/- for the period of April 2020 to March 2021.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**b) Affiliation Fees:-**

The Principal presented the details of Affiliation Fees Rs. 4,16,570/- for the period of April 2019 to March 2020 and approval taken Rs. 4,50,000/- for the period of April 2020 to March 2021.

**Budget approved by Dr. Mrs. Sunanda M. Navale**


**c) Newspapers:-**

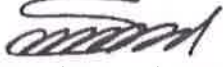
The Principal presented the details of Newspapers expenses Rs. 3,718/- for the period of April 2019 to March 2020 and approval taken for Rs. 3,000/- for the period of April 2020 to March 2021.

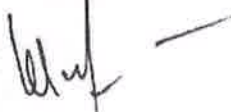
**Budget approved by Dr. Mrs. Sunanda M. Navale**

**7) Any other item with permission of the Chairman.**

Since there was no other item for discussion the meeting was concluded with Vote of Thanks to the Chairman.

  
Dr. M. S. Gaikwad  
Principal &  
Member Secretary

  
Dr. (Mrs.) Sunanda M. Navale  
Founder Secretary STES & Member

  
Hon. M. N. Navale  
Hon. President STES &  
Chairman

**ATTESTED**



  
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Founder Secretary

**DR. M. S. GAIKWAD**  
M E, Ph D (Electronics Engg.)  
Principal

## MINUTES OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING HELD ON 23<sup>rd</sup> April, 2021

The meeting of the College Development Committee of the Sinhgad Institute of Technology was held on 23<sup>rd</sup> April, 2021, 12.30 p.m., in the office of Hon'able Founder Secretary at STES Corporate Office, Karve Road, Pune to transact the business as mentioned in the Agenda:-

- |  |   |                                   |
|--|---|-----------------------------------|
| 1. Hon. Prof. M. N. Navale , President, STES           | - | Chairman                          |
| 2. Dr. (Mrs. ) Sunanda M. Navale, Secretary, STES      | - | Member                            |
| 3. Mrs. Rachana Navale Ashtekar, Vice-President, STES  | - | Member                            |
| 4. Mr. Rohit M. Navale, Vice-President, STES           | - | Member                            |
| 5. Mrs. Shruti Rohit Navale, Member, STES              | - | Member                            |
| 6. Dr. A. V. Deshpande, (Director), STES               | - | Member                            |
| 7. Dr. D. D. Chaudhary, Professor, SIT, Lonavala       | - | Teaching staff representative     |
| 8. Dr. P. S. Patil, Asso. Professor, SIT, Lonavala     | - | Teaching staff representative     |
| 9. Mr. S. M. Gaikwad, Asso. Professor, SIT, Lonavala   | - | Teaching staff representative     |
| 10. Mr. A. P. Chaphekar, Sr. Accountant, SIT, Lonavala | - | Non-Teaching Staff representative |
| 11. Dr. M. S. Gaikwad, Prncipal, SIT, Lonavala         | - | Member Secretary                  |
| 12. Mr. G.K. Shahani                                   | - | Special Invitee                   |

- 1) To discuss the minutes of the College Development Committee meeting held on 15<sup>th</sup> Aug; 2020  
Discussed the minutes of meeting held on 18<sup>th</sup> Aug, 2020 were read and the same were unanimously confirmed.

Budget approved by Dr. (Mrs.) Sunanda M. Navale

- 2) a) Tuition fees / other fees / Refundable deposits / other sources of Income:-

**Tuition & Development fees:-** Estimated budget for tuition & development fees was Rs. 21,85,30,508/-. Actual Tuition & Development fees Rs. 19,90,80,578/- out of which collected from students & Samaj Kalyan till March 2021 is Rs. 9,35,67,352/-. Budgeted Income for the period form April 2021 to March 2022 from students & Samaj Kalyan is Rs. 28,10,48,625/-.

**Other fees:-** Budget for Other Fees was Rs. 2,26,63,514/-. Other fees collected from students till March 2021 is Rs. 1,14,85,178/-. Budgeted Income for the period form April 2021 to March 2022 from students is Rs. 2,44,98,353/-.

The Principal presented the Tuition Fees / other fees / Refundable deposits / other sources of income. The Committee appreciated and approved the same was unanimously.

**ATTESTED**

Budget approved by Prof. M. N. Navale  
*Celebrating 25 Years*

of Academic Excellence  
**SINHGAD INSTITUTE OF TECHNOLOGY**

- b) **Salary:-** Salary budget for Teaching & Non-Teaching staff was Rs.16,54,90,347/-. Actual expenses on salary from April 2020 to March 2021 is Rs. 15,73,15,239/-. Budgeted expenses of salary for period from April 2021 to March 2022 Rs. 17,30,46,763/-. The Principal presented salary of Teaching & Non-Teaching.

**Budget approved by Prof. M. N. Navale**

**3) a) Non Recurring Expenses:-**

- i) **Equipment:-** Actual purchased of equipment from April 2020 to March 2021 is Rs. Nil/- & Equipment to be purchased from April 2021 to March 2022 is Rs. 34,72,280/-.
- ii) **Library:-** Actual purchased of Library Books from April 2020 to March 2021 is Rs. Nil/- & Books to be purchased from April 2021 to March 2022 is Rs. 2,50,000/-.
- iii) **Furniture & Fixtures:-** Actual purchased of Furniture from April 2020 to March 2021 is Rs. Nil & Furniture to be purchased from April 2021 to March 2022 is Rs. 11,50,000/-.

The budget sanctioned of Rs. 48,72,280/- for Non Recurring Expenses. The recommendation is respect of the Financial Statement giving the details of expenditure of Non Recurring Expenses this college from 01.04.2020 to 31.03.2021 were discussed and unanimously approved.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**b) Recurring :-**

**Periodicals and Journals :-**

Budget for periodicals & Journals was Rs. 1,50,000. Budgeted expenses for periodicals & Journals for April 2021 to March 2022 Rs. 11,48,750/-

The Principal presented the Recurring: Periodicals and Journals from 01.04.2020 to 31.03.2021 were approved unanimously.

The same was discussed & unanimously recommended to the Governing Body.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**4) a) Printing and Stationary:-**

College printed Answer sheet, Brochures, drawing sheets, college magazines, letterheads, envelops, voucher books, photocopy of various documents purchase of stationary for Rs. 15,501/- for the period April 2020 to March 2021 & approval taken for printing & stationary for the period April 2021 to March 2022 is Rs. 2,50,000/-.

The recommendations of the made for Printing & Stationary from 01.04.2020 to 31.03.2021 were approved unanimously.

**Budget approved by Mr. Rohit M. Navale**

**b) Software Expenses :-**

The Principal presented the details of Software expenses for the period April 2020 to March 2021 is Rs. Nil/- & approval taken for Software expenses for the period April 2021 to March 2022 is Rs. 1,00,000/-

The same were discussed and unanimously approved.

**Budget approved by Mr. Rohit M. Navale**

**ATTESTED**

  
**PRINCIPAL**

**SINHGAD INSTITUTE OF TECHNOLOGY**  
Kusgaon (Bk.), Lonavala - 410 401



**c) Gathering / Cultural:-**

The Principal presented the details of Gathering / Cultural expenses for the period April 2020 to March 2021 is Rs. 2220/- & approval taken for Gathering / Cultural expenses for the period April 2021 to March 2022 is Rs. 1,50,000/-.

To consider the expenditure of Gathering / Cultural and Sports for the college were presented and discussed.

**Budget approved by Mr. Rohit M. Navale**

**d) Training and Placement, Soft Skill and Value Addition Program :-**

Budget of Training and Placement, Soft Skill and Value Addition Program expenses for the period April 2020 to March 2021 is Rs. 13,00,000/- & approval taken for Training and Placement expenses for the period April 2021 to March 2022 is Rs. 12,70,000/-.

The Principal presented the details of Training and Placement and discussed.

**Budget approved by Mr. Rohit M. Navale**

**e) Student & Staff Welfare:-**

The Principal presented the details of Student Welfare expenses Rs. 1580/- for the period April 2020 to March 2021 and proposed Rs. 50,000/- for the period of April 2021 to March 2022. The amount is approved unanimously.

The Principal presented that the details of Staff Welfare expenses Rs. 1700/- for the period April 2020 to March 2021 and approval taken for Rs.50,000/- for the period of April 2021 to March 2022.

**Budget approved by Mr. Rohit M. Navale**

**f) Seminar & Exhibitions:-**

The Principal presented the details of Seminar & Exhibitions expenses Rs. Nil for the period April 2020 to March 2021 and proposed Rs. 1,50,000/- for the period of April 2021 to March 2022. The amount is approved unanimously.

**Budget approved by Mr. Rohit M. Navale**

**5) a) Exam Fees / Eligibility Fees / SPPU Prorata Fees / Enrolment Fees:-**

The Principal presented the details of Exam Fees Rs. 23,79,010/- collected and Rs. 19,77,230/- paid to SP Pune University for the period of April 2020 to March 2021 and Rs. 49,57,730/- to be collected and payable Rs. 46,48,679/- to Savatribai Phule Pune University for the period of April 2021 to March 2022.

The principal presented the details of Eligibility fees Rs. 2,57,450/- collected for the period of April 2020 to March 2021 and 60% amount plus form fee Rs. 1,63,250/- paid to Savatribai Phule Pune University for the period of April 2020 to March 2021.

The principal presented the details of University Prorata Rs. 9,80,872/- collected for the period of April 2020 to March 2021.

**Budget approved by Mrs. Rachana M. Navale Ashtekar**

**ATTESTED**



*Mrs*  
**PRINCIPAL**  
**SINHGAD INSTITUTE OF TECHNOLOGY**  
Kusgaon (Bk.), Lonavala - 410 401

**b) Repair & Maintenance:-**

The Principal presented the details of Repair & Maintenance charges Rs. 2,51,507/- for the period of April 2020 to March 2021 and approval taken for Rs. 1,00,000/- for the period of April 2021 to March 2022.

**Budget approved by Mrs. Rachana M. Navale Ashtekar**

**c) Consumables:-**

The Principal presented the details of Consumables charges Rs. 54,645/- for the period of April 2020 to March 2021 and approval taken for Rs. 7,90,685/- for the period of April 2021 to March 2022.

**Budget approved by Mrs. Rachana M. Navale Ashtekar**

**6) a) Travel & Conveyance:-**

The Principal presented the details of Travel & Conveyance Rs. 9308/- for the period of April 2020 to March 2021 and approval taken for Rs. 75,000/- for the period of April 2021 to March 2022.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**b) Affiliation Fees:-**

The Principal presented the details of Affiliation Fees Rs. 1,47,500/- for the period of April 2020 to March 2021 and approval taken Rs. 1,50,000/- for the period of April 2021 to March 2022.

**Budget approved by Dr. Mrs. Sunanda M. Navale**

**c) Newspapers:-**

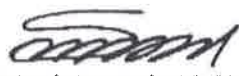
The Principal presented the details of Newspapers expenses Rs. Nil for the period of April 2020 to March 2021 and approval taken for Rs. 5000/- for the period of April 2021 to March 2022.

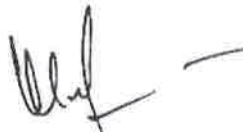
**Budget approved by Dr. Mrs. Sunanda M. Navale**

**7) Any other item with permission of the Chairman.**

Since there was no other item for discussion the meeting was concluded with Vote of Thanks to the Chairman.


  
Dr. M. S. Gaikwad  
Principal &  
Member Secretary

  
Dr. (Mrs.) Sunanda M. Navale  
Founder Secretary STES & Member

  
Hon. M. N. Navale  
Hon. President STES &  
Chairman

**ATTESTED**



  
**PRINCIPAL**  
SINHGAD INSTITUTE OF TECHNOLOGY  
Kusgaon (Bk.), Lonavala - 410 401





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Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune - 410401

**Prof. M.N. Navale**

M E (Elect.) MIE, MBA

**Founder President**

**Dr.(Mrs.) Sunanda M. Navale**

B A , MPM , Ph D

**Founder Secretary**

**Dr. M. S. Gaikwad**

M E , Ph D (Electronics Engg.)

**Principal**

The suggestions / inputs obtained through mentor mentee scheme shall be incorporated in the processes of institute for enhancing performances & outcome.



*MS*  
**(Dr. M. S. Gaikwad)**

**PRINCIPAL**

**SINHGAD INSTITUTE OF TECHNOLOGY**

**Kusgaon (Bk.), Lonavala-410401**

**ATTESTED**

*MS*  
**Dr. M. S. GAIKWAD**  
**PRINCIPAL**

**Sinhgad Institute of Technology, Lonavala**

