

Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD INSTITUTE OF TECHNOLOGY

[Affiliated to Savitribai Phule Pune University, Pune & Approved by
AICTE]

Gat No. 309/310, off Mumbai Pune Expressway Kurgaon (Bk), Lonavala Pune -
410401 website: sit.sinhgad.edu

Handbook of Policy Documents

INDEX

Sr No.	Contents	Page number
1.	About College	2
2.	Principal's Message	2
3.	Vision & Mission	2
4.	Quality Policy	2
5.	Code of Conduct for Teaching Non-Teaching staff	3
6.	Code of conduct for students	8
7.	Barrier free and disable friendly environment policy	10
8.	Green campus Policy	12
9.	Water Management policy	13
10.	Waste Management(Solid, Liquid, E-Waste, Bio-Medical Waste) Policy	14
11.	Energy Management Policy	15
12.	Green Landscaping Policy	15
13.	Building Maintenance and safety Policy	16
14.	Policy on financial support to faculties	50
15.	Resource Mobilization policy	55
16.	Hostel fee concession Policy	57

(Dr. M. S. Gaikwad)

PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY

Kurgaon (Bk.), Lonavala-410401

ATTESTED





Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kurgaon (Bk), Lonavala Pune -
410401 website: sit.sinhgad.edu

1. About College:

Sinhgad Institute of Technology (Institute Code – EN 6185), Lonavala since its establishment in 2004 is involved in practicing teaching-learning methodologies of excellence to deliver quality engineering education for students all over India. The institute is housed in beautiful surroundings, fully residential campus of 200 acres off Pune-Mumbai expressway at Lonavala. Academic discipline with space for individual innovations, emphasis on life skill development of students, 'willing to work' team of faculty members and initiative for industry interface, have been the salient activities of institute

2. Principals Message:



Dr. M. S. Gaikwad

“SIT being premier Institute is committed to fulfill aspirations for excellence in technical education, produce competent engineers and good human being.

The institute has 175 acres artistically landscaped, lush green campus, conducive to learning. We strive to develop SIT as a benchmark in engineering education. It is an ultimate destination for students to groom their overall personality alongwith academic excellence. These are achieved through Value Addition Programmes (VAPs), Student Training Programmes (STP), Lab Innovations, Project Based Learning, Cultural activities, Technical events, etc.,

Training and Placement Cell with the facility of Corporate Training Centre is dedicated to nurture our students to face global challenges. Sinhgad Sports academy with facilities and coaches of national standards is established to explore hidden sports talents amongst students.

Welcome to such live, vibrant campus and best wishes for your glorious journey towards bright and successful future”

3. Vision

We are committed to produce not only good engineers but good human beings, also.

4. Mission

Holistic development of students and teachers is what we believe in and work for. We strive to achieve this by imbining a unique value system, transparent work culture, excellent academic and physical environment conducive to learning, creativity & technology transfer. Our mandate is to generate, preserve and share knowledge for developing a vibrant Society.

5. Quality Policy

Our Quality Policy is aimed at achieving the excellence in technical education, by acquiring autonomous status to the institutes with recognition at national and international level. For this, we are committed to:

- Provide excellent infrastructure facilities.
- Employ highly qualified and experienced faculty.
- Encourage the faculty for improvement in qualifications.
- Promote the institute - industry interaction.
- Create environment for research and getting industry-sponsored projects for students.

(Signature)
(Dr. M. S. Gaikwad)
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY
Kurgaon (Bk.), Lonavala-410401





SINHGAD TECHNICAL EDUCATION SOCIETYTM

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.
Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/Personnel/2011-12/456

Date: 14.03.2012

CIRCULAR

Subject: Prescribing:

1. General Conduct Rules for Teaching & Non- Teaching Employees;
2. Guidelines for writing and processing of Annual Performance Appraisal Reports / Special Performance Reports of the Teaching & Non-Teaching Employees.

The Rules / Guidelines on following two service matters have been approved:

1. General Conduct Rules for Teaching & Non- Teaching Employees;
2. Guidelines for writing and processing of Annual Performance Appraisal Reports / Special Performance Reports of the Teaching & Non-Teaching Employees.

These Rules shall come into force from the date of this Circular.

The guidelines for writing of Performance Appraisal Report shall be taken into consideration while writing PAR's of the employees for 2011-12.

These rules and guidelines shall be applicable to all Teaching and Non- Teaching employees working in the Institutes / Colleges / Schools / Offices etc. run by the Sinhgad Technical Education Society; Pune, Savitribai Phule Shikshan Prasarak Mandal; Kamlapur, Shrinath Shikshan Prasarak Mandal; Kondhapuri and Shri. Yashwantrao Chavan Shikshan Prasarak Mandal; Mumbai.

All the Heads of Institutes / Colleges / Schools and Chief Executive Officers of all Campuses are directed to circulate the rules amongst all staff members working under them and to ensure the implementation.

Encl: As above

(Prof. M. N. Navale)
President

P.T.O. /-



To,

1. Directors of all Institutes of STES/SPSPM/SSPM/SYCSPM.
2. Principals of all Colleges / Schools of STES/SPSPM/SSPM/SYCSPM.
3. Dean, SKN Medical College and General Hospital, Narhe.
4. Chief Executive Officers of all Campuses of STES/SPSPM/SSPM/SYCSPM.
5. Resident Officer, SSPM, Kondhapuri.
6. Transport Officer, STES, Narhe.
7. Estate Officer, STES, Vadgaon.
8. Select file.

Copy for information to:

1. Founder Secretary, STES.
2. Secretary, SPSPM, Kamlapur.
3. Director (Finance), STES.
4. Director (Administration), STES.
5. Director (Engineering), STES, Vadgaon.
6. Director (Academics)
7. Director (Education), STES.
8. Director (Placement), STES.
9. Project Manager, STES.
10. Sr. Assistant to President, STES.

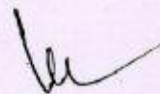
He

General Conduct Rules for the Teaching and Non-Teaching Employees.

Following Conduct Rules are prescribed for all Teaching and Non-Teaching employees in the Sinhgad Technical Education Society, Pune; Savitribai Phule Shikshan Prasarak Mandal, Kamalapur; Shrinath Shikshan Prasarak Mandal, Kondhapuri and Shri Yashwantrao Chavan Shikshan Prasarak Mandal, Mumbai.

1. **Integrity and devotion:** Every employee shall at all times:-
 - i) Maintain absolute integrity.
 - ii) Maintain devotion to duty and do nothing which will bring dis-repute to the Institute/ College /School or affect its interest adversely.
(An employee who habitually fails to perform the task assigned to him within prescribed time and who is habitually not punctual or frequently remains absent without permission shall be deemed to be not maintaining devotion to duty).
 - iii) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
2. **Maintaining confidentiality of information:** Every employee shall maintain confidentiality of the information provided to him while performing duty and shall not disclose it or make private use of it without prior consent of the *President*.
3. Every employee shall endeavour to obey these rules and shall obey all the lawful orders of his superiors under whose control or supervision he has been deployed from time to time.
4. The directions/ instructions of the official superior shall ordinarily be in writing. Oral directions to subordinates shall as far as possible be avoided. Where the issue of oral directions becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
5. An employee who has received oral directions from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the directions in writing.
6. **Prohibition against Trade and Business:** No employee shall except with the previous sanction of the President; engage directly or indirectly in any trade or business or undertake any other employment.
7. **Insolvency and Habitual indebtedness:** When any employee is adjudged or declared an insolvent or when a part of his salary is constantly being attached, or has been continuously under attachment for a period exceeding two years, he shall be liable to be terminated from service.
8. **Taking part in Politics:** No employee shall be a member of or be otherwise associated with any political party or any political organisation.





9. **Prohibition against connection with Press:** No employee without prior approval of the President shall make any statement to media, electronic media or Press, regarding activities of the Sinhgad Technical Education Society/ Associate Trusts.
10. **Publications:** Except the cases where the publication is of a literary, technical or scientific character, previous approval of the President is required for publication of books or articles by himself or through a publisher. This is applicable to radio broadcasts or articles or letters to newspapers or periodicals also.
11. **Acquiring Higher Qualification:** Any Employee desiring to acquire higher qualification / to attend Classes or to do research work while in the service or to continue his studies which have been taken in hands prior to his joining the service shall obtain permission of the President in writing for the same.
12. **Giving evidence before Committee:** No employee shall without previous permission of the President give evidence in connection with the society's/ Associate Trusts' affairs, before any enquiry conducted by any person or authority.
13. **Acceptance of Gifts:** Employee shall not accept gifts from clients/vendors/suppliers.
14. Employee should maintain the highest standards of professional ethics and behaviour. The following guidelines shall be followed:
- Shall be efficient and show due diligence,
 - Shall be impartial and honest in the discharge of the assigned duties,
 - Shall not use any information obtained during the course of work for private use,
 - Shall always treat others in a courteous and professional manner,
15. **Prohibition against outside influence:** No employee shall bring or attempt to bring any political or outside influence pertaining to his service under STES/ Associate Trusts..
16. **Contracting of marriages:**
- a. No employee shall enter into, or contract, a marriage with a person having a spouse living,
 - b. No employee having a spouse living, shall enter into, or contract, a marriage with any person
17. **Prohibition against dowry:** No employee shall
- a. give or take or abet the giving or taking dowry,
 - b. demand, directly or indirectly from parents or guardians of a bride or bridegroom, as the case may be, any dowry.
18. **Sexual harassment :**
- No employee shall indulge in any act of sexual harassment of any female employee at her work place. All employees or persons in charge of workplace should take appropriate steps to prevent sexual harassment at workplace.

19. Taking part in demonstration: No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of sovereignty and integrity of India, the security of the State,

Or

Resort to, or in any way abet, any form of strike in connection with any matter pertaining to his service or service of any other employee.

20. Consumption of Intoxicating Drinks and Drugs: All employees shall;

- a. Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- b. Refrain from consuming any intoxicating drink or drug in a public place;
- c. Refrain from chewing tobacco/ Gutaka or smoking while on duty / at the working place;
- d. Not appear in a public place in a state of intoxication.

Interpretation –

If any doubt/ dispute arise relating to the interpretation of these rules, it should be referred to the *President, Sinhgad Technical Education Society* for final decision.

JK



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 Institution has a prescribed code of conduct for students

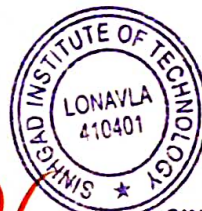
I. Important Notice

- Books & Syllabus are available in library.
- Practical write-ups are available with the respective faculty member.
- First week formalities
 1. Students shall collect library cards & identity card from library.
 2. Students shall fill up eligibility forms as per the schedule to be notified after completion of admission process.
 3. Time table will be displayed on the departmental Notice Board.

II. General rules

Every student of the College shall conduct himself/herself in a disciplined manner both inside and outside the college and campus. He/She is expected to strictly adhere to the rules and regulations of the college

- Ragging/harassment in any form is banned in the college and campus.
- The college timing will be from 8.30.a.m. to 5.00.p.m.
- The college will not work on Saturday & Sunday. However activities would be conducted as per the requirement of the department.
- No student shall come late or leave earlier than college time and must follow time table strictly.
- Students must put-on college I-Card everyday, failing to do so will invite disciplinary action.
- Mobile phones should be switched off during lecture hour and on 'Silent mode' in the Institute premises.
- Student should park their vehicles in the student parking space only.
- Use of Internet for the purpose other than academic related activities is banned.
- Students should read the notice board everyday.
- Smoking and use of alcohol/drugs strictly prohibited within the campus.
- Students shall not cause damage of property or financial loss to the college. In the event the college suffers any damage or loss, financial or otherwise, the concerned student will be liable for compensation of such loss.
- Writing on class room walls, desk, benches, door, toilet wall or pasting of posters on the wall are strictly banned.
- Students should not play or indulge in any activity in open air theatre.
- Minimum 75 % attendance for theory & 100 % practical classes is mandatory, failing which; students shall be detained for University Examinations.




(Dr. M. S. Gaikwad)
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (BK.), Lonavala-410401
of Academic Excellence

Celebrating 25 Years



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

- In case of bonafied reasons, the HoD, Teacher Guardian should be informed well in advance for the leaves .
- Students have to follow the apron code during workshop practical hours.
- For the practical, students must have with them the requirement specified by the lab.incharge.
- Discarding papers ,plastic & similar materials in the campus or corridor is strictly prohibited. The rules for disposal of waste papers ,plastic, etc. are laid down which must be strictly followed.
- Though there is no dress code for the students, decent and presentable attire is expected on all official occasions including annual function, placement related programmes, Invited Talks, industrial visit, exam period etc. Students should come to the class room in a decent and presentable attire
- Students shall be given home assignment by respective teachers which will be considered as an integral part of continuous assessment.
- Attendance for Invited talk ,Industrial visit (if any) are compulsory .
- Students will have to undergo one medical examination as per SPPU procedure.
- Students are neither allowed to sit on the steps, fence walls or loiter in the corridor & campus nor sit in the canteen during college hours.
- Loud talking near & around Principal's cabin, HoD Cabin ,Library & staff room is not allowed.
- Each semester there will be one Insem examination for the theory each of thirty marks by SPPU and internal examinations by the college. However, for Internal examinations separate time table would be notified in advance.
- The passing percentage for theory and practical is 40%.
- In sem + End semester exam = Total marks in each subject head = 30+70 = 100 for syllabus pattern 2015,2019.
- Individual passing in Practical & Theory is compulsory.
- Students with a certified journal along with Term Grant certificate will only be eligible for practical/Oral/Term work/Project ,etc. examination.
- Any kind of unfair means during practical & theory examination is prohibited.
- Mock examination will be conducted during regular schedule of the respective subject slot as per time table.
- For any problem, Query students shall contact to respective Teacher Guardian , Class Teacher, HoD.

In matter of academic discipline, the decision of the Principal will be final.


Principal
(Dr. M. S. Gaikwad)
PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



Celebrating 25 Years of Academic Excellence



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Extract of the Resolution passed in the Meeting of the Managing Council of the Sinhgad Technical Education Society held on 20 Aug 2018 at 5.00 pm in the office of the Society at 19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune – 411004

That the Sinhgad Technical Education Society vide its Managing Council Meeting held on 10th June 2018 at 5.00 p.m. vide item No. 4(a) resolved that, Sinhgad Technical Education Society's Sinhgad Institute of Technology, Kusgaon Bk., Lonavala shall follow the **Policy document for Disabled.**

Proposed by : Dr. (Mrs.) Sunanda M. Navale

Seconded by : Mrs. Rachana Alok Ashtekar

The above resolution was passed unanimously.

The above mentioned resolution has been revised on 01st Sept 2019




Dr. M. S. GAIKWAD
PRINCIPAL
Sinhgad Institute Of Technology, Lonavala



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

SIT/2019-20/134-A

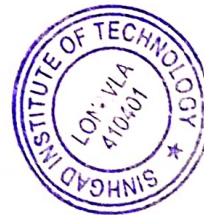
03/09/2019

POLICY DOCUMENT

Barrier-free and disabled-friendly Environment

1. Ensure the inclusive environment and avoid any kind of discrimination amongst students and staff.
2. Provide all possible services and allied facilities for physically challenged person.
3. Ensure the education is accessible to all with necessary comfort
4. Participation of disabled person is encouraged along with availing equal opportunities for development.
5. The provision of help desk, counselling, enquiry for disabled person.
6. Sufficient large space is available for comfortable movements of wheelchair, walkers, etc.
7. Provision of ramps, toilets, signpost, display boards, tactile paths for barrier-free environment.
8. Availability of scribe, necessary human assistance to ensure comfort for appearing for examinations.
9. Overall suitable learning facilities ensured inside and outside classroom with all modern resources and helping hands


(Dr. M. S. Gaikwad)
PRINCIPAL
SINHGAD INSTITUTE OF TECHNOLOGY
Kusgaon (Bk.), Lonavala-410401



Celebrating 25 Years — of Academic Excellence —



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Extract of the Resolution passed in the Meeting of the Managing Council of the Sinhgad Technical Education Society held on 16 July 2018 at 5.00 pm in the office of the Society at 19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune – 411004

That the Sinhgad Technical Education Society vide its Managing Council Meeting held on 16th July 2018 at 5.00 p.m. vide item No.5(d) resolved that, Sinhgad Technical Education Society's Sinhgad Institute of Technology, Kusgaon Bk., Lonavala shall follow the **Green Campus Policy**.

Proposed by : Dr. (Mrs.) Sunanda M. Navale

Seconded by : Mrs. Rachana Alok Ashtekar

The above resolution was passed unanimously.

The above mentioned resolution has been revised on 29 Nov 2020.




Dr. M. S. GAIKWAD
PRINCIPAL
Sinhgad Institute Of Technology, Lonavala



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

GREEN CAMPUS POLICY

1. Purpose : To maintain an Eco-friendly campus.

2. Scope: This policy applies to the Sinhgad Institute of Technology Lonavala faculty staff, students, and visitors. We are encompassing all the activities conducted on the premises.

3. Policy statement: The Sinhgad Institute of Technology acknowledges the importance of an eco-friendly campus to protect the environment by using the available resources sustainably and responsibly.

4. Important Terms: Water Management, Waste Management, Energy Management, Solid Waste Management. Liquid Waste Management, E-Waste Management, Bio-medical Waste Management, Green Landscaping.

5. Water Conservation and Management Policy: The faculties and students will have the following responsibilities to comply with the institutional water conservation and management policy:

- Consume water from the water purifiers installed on each floor of the buildings and in the hostels.
- Should not waste water in the washrooms and wash basins.
- Close all the taps that are running.
- Use water sparingly after sports and games while washing hands and feet.
- Report any water leaks to the maintenance officer or HOD.
- Comply with any institutional policy regarding water management.
- Instead of buying water bottles, use a single bottle or flask to fill in the water, so that problem of plastic bottles is reduced.
- While going home, kindly pour water to the flower plants in the campus if you want to empty your bottles.
- Maintenance staff must keep an eye on the wastage of water.
- Ensure that the faculty staff, students and visitors are aware of this policy.
- Educate and remind students regarding the importance of water through awareness programs.
- Maintain a functional rainwater harvesting unit.



Celebrating 25 Years — of Academic Excellence —



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

6. Waste Management: The faculties and students will have the following responsibilities to comply with institutional waste management policy.

- The institutional waste management policy is based on four philosophies. Namely
 - Reduce
 - Reuse
 - Recycle
 - Refuse
- The waste management policy encompasses the following four type of waste management
 - Solid Waste
 - Liquid Waste
 - E-Waste
 - Bio-Medical Waste

7. Solid Waste Management: The faculties and students will have the following responsibilities to comply with the Institutional solid waste management Policy.

- All the faculty, staff and students will strictly follow four policies: Reduce, Reuse, Recycle Refuse to comply with the Waste Management Policy.
- Through various bodies like NSS, MESA, Estate office, etc., the institute will focus on reducing waste generation and work towards the collection and proper disposal of waste.
- All the faculty, staff and students will dispose of the waste in the respective containers kept in the corridor according to the type of waste: Dry, Wet, Plastic etc.
- The helping staff will dispose /of the waste to the collection vehicle according to the regulations.
- Reduce plastic carry bags as much as possible.
- Lecturers should send the assignments online through Microsoft Teams wherever possible.
- Use both sides of paper for printing and writing assignments.
- Rough printouts should be taken on used one side papers.
- Use of Microsoft Teams platform and Whatsapp groups for communication in order to reduce use of paper.
- Use of Cloth bags instead of Plastic carry bags.

8. Liquid Waste Management:

- The waste treatment plant is installed on the campus where waste is recycled and supplied to the Lonavala city Corporation Sewage system. The maintenance officer is to see to the proper functioning of it.

Celebrating 25 Years



of Academic Excellence



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

9. E-Waste Management:

- As E-waste causes damage to human health and hazard to the environment, the institution shall sale non-working electronic items like computers, printers, and batteries to E-Waste buyers.

10. Energy Management Policy: The faculties, students and management would have the following responsibilities to comply with the Energy Management Policy.

- Turn off the lights and computers when not in use.
- Switching on the generator on-demand only.
- Installation of LED bulbs wherever possible.
- Gradual change over fluorescent tube lights to LED Tube lights in the Institute.
- Step by step installation of Solar PV panels on rooftop of buildings.
- Installation of smart IOT based IOT motion sensors in corridor and classroom, to turn on and off lights, fans etc. as per the movement of occupants.

11. Bio-Medical Waste management:

- Women staff and students shall use the incinerator to dispose of the sanitary pads.
- Bio-Medical waste of any kind should be disposed in proper been.

12. Green Landscaping:

- Faculties and students should involve in tree plantation activities planned throughout the year.
- Institute plans to plant maximum trees every year through various occasions like republic day, Gandhi Jayanti, STES Foundation day, Birthdays, Corporate garden, etc.

Date: 01/12/2020




Principal,

Sinhgad Institute of technology
Lonavala

Celebrating 25 Years — of Academic Excellence —



SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

Sinhgad Institutes

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 9751 Fax : 2545 3456 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES / 2015-16 / 3232

Date:-14.10.2015

CIRCULAR

It has been brought to the notice of the undersigned that in some campuses the terraces of the college / Hostel buildings are not locked and are misused by staff / students. Some unpleasant incidences have also been reported to the undersigned.

In order to check unpleasant incidences and also to avoid misuse of the premises; Management has taken decision to close the terraces of all Buildings (Included Hostel Buildings) by locking doors and to keep watch on use of terraces by staff members as well as students. The terraces shall be locked & sealed and keys to be kept in safe-custody of the Estate Officer / Resident Officer. Strict Vigilance should be maintained by the Security Personnel. It shall be the responsibility of Estate Officer / Resident Officer to follow these instructions scrupulously and to report any untoward / unpleasant incidences or misuse of the premises to the Campus Director immediately for further necessary action.


President

To:-

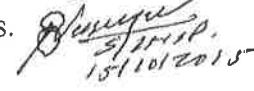
- 1) Campus Director of all Campuses of STES
- 2) Estate Officer / Resident Officer of all Campuses
- 3) Directors / Principal of all Institutes / Colleges / Schools
- 4) Security in-charge of the all Campuses.
- 5) Select File

Copy to: -

1. Founder Secretary, STE Society, Vadgaon Bk, Pune -41
2. Vice-President (HR), STE Society, Vadgaon Bk, Pune-41
3. Vice-President (Admin.) STE Society, Vadgaon Bk, Pune-41

To,
Security Dept.
Pl. keep the all
terraces close on
urgent basis.


15/10/15


15/10/2015


15/10/15

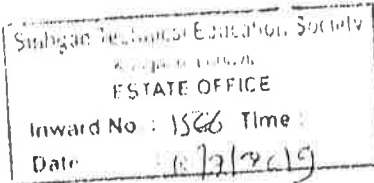
SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH/7199-93/Pune dt 6/7/93 & F-8282 (Pune) dt 12/8/93)

19/15, Erandwane, Sml. Khilare Marg, Off Karve Road, Pune - 411 004.

Telefax. : (020) 2545 4008 Email : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE, MBA
FOUNDER PRESIDENT



DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D
FOUNDER SECRETARY

STES/PROJ/19-20/33

Date: 02.07.2019

CIRCULAR

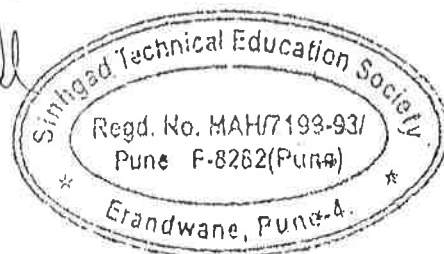
Fire Prevention and Fire Fighting

A) Fire Prevention

It is the responsibility of Head of College/ Institute/School/ Hospital to ensure that all precautions in his buildings are taken to prevent the fire and all fire fighting arrangements are as per norms and are functional and operation of fire fighting is known to all people working in the buildings.

- a) All waste papers are destroyed and not dumped at one place in the building.
- b) All broken furniture is either disposed off or got repaired and put in the use. Broken furniture should not be dumped on terraces or on the top landing of the staircase in the building.
- c) All combustible material should be properly stacked/stored away from the area which has potential fire hazard.
- d) All bulk chemicals which are fire hazards should be properly stored as per norms.
- e) In Chemical and other labs all burners are closed immediately after use.
- f) Main gas supply to the burners is put off before closing the labs.
- i) All A/Cs and Electric switches are put off before closing the rooms in the evening.

Contd....2



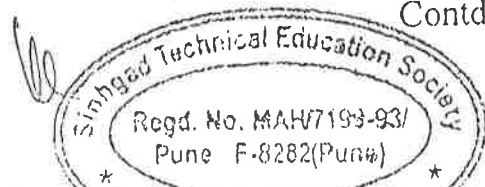
Fire Fighting

- a) All fire fighting equipments provided should be functional all the time. All fire extinguishers provided as per norms shall be within expiry date.
- b) All people working in the building should know the operation of fire fighting equipment and fire extinguishers.
- c) Estate office shall be responsible to keep the fire fighting equipment functional at all time and any repair/replacement shall be carried out without loss of time.
- d) Estate office is responsible to provide ABC and CO2 fire extinguishers as per standard and norms initially. Refilling of extinguishers after expiry date shall be the responsibility of the head of Institute/College/Hospital/School.
- e) Estate Manager is responsible for fire fighting arrangements for Hostels, Messes, Canteens and his office and Society office in his campus. People staying in hostels and staff working there as well as all people working in the Messes and Canteens in the campus should know about the operation of fire fighting arrangements and Estate Manager should ensure this aspect.
- f) Initially Fire fighting equipment should be completed and made functional and handed over in working conditions by Project Department to the Institute/College/Hospital/ School with demonstration to operate the same. Handing/taking over register should be maintained.
- g) Similarly the fire extinguishers shall be initially provided as per norms and handed over by the Estate staff to the Institute/College/Hospital/ School and record of the same is kept.

C) Administrative arrangement for fire Fighting

- a) Head of the Institute/College/School should nominate two staff members as fire officer/reserve for the Institute, who shall be responsible to ensure that the all fire fighting equipment is functional and all fire extinguishers

Contd....3



:3:

are within the expiry date. He shall be also responsible to carry out the Fire fighting drill once in four months and train the people working in the Institute to operate the fire fighting equipment so that during fire no body is caught unaware of the operations of the equipment. Register of such Fire Fighting drill is kept for verification.

He shall also be responsible to get the fire fighting equipment repaired if required from the Estate office of the campus immediately by liaison.

b) In Case of fire he should monitor all activities.

c) Telephone numbers of Municipal Fire Brigade should be displayed prominently at prominent of places in the building.

d) Similarly the Estate office should nominate two members of their staff as Fire officer/ reserve for the buildings under his control as mentioned above. The responsibilities and duties of this Fire officer shall be same as per Fire officer of the institute.

D)Following documents should be sent to me once in six months.

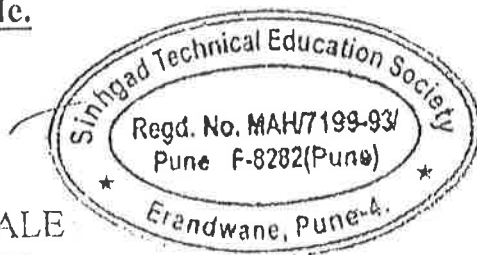
a) Register of Fire drill carried out.

b) Copies of handing over of Fire Fighting equipment and Fire Extinguishers

E)The above instructions should be followed strictly and no laxity on this part is acceptable.



M.N. NAVALE
PRESIDENT



Distribution :

Campus Director - Vadgaon & Ambegaon

Campus Director- Kondhwa

Campus Director- Warje

Campus Director- Narhe Technical campus

✓ Campus Director- Lonavala

Dean SKNMC&GH-Narhe



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. ELECT. ENG. MBA
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/PROJ/19-20/89

Date: 20.11.2019

CIRCULAR

Reference Circular No. STES/PROJ/19-20/61 dt 11.09.2019 .

It is clarified that Asst Estate Manager (Civil Engg and Utility Service) and Maintenance Engineer (Civil) Maintenance Engineer water supply and Electrical Engineer shall be also responsible for monitoring and supervising major works of Civil Engineering and Utility Services in the Campus.


M.N. NAVALE
PRESIDENT

Distribution :

- (a) Campus Director-Vadgaon & Ambegaon
- (b) Campus Director- Narhe Technical Campus
- (c) Campus Director -Kondhwa
- (d) Campus Director- Warje
- (e) Campus Director- Kusgaon-Lonavala
- (f) Campus Director – Erandwane
- (g) Dean, SKNMC&GH, Narhe
- (h) Estate Office, Vadgaon & Ambegaon
- (i) Estate Office, Kondhwa
- (j) Estate Office, Warje
- (k) Estate Office, Kusgaon-Lonavala
- (l) Estate Office, Narhe Technical Campus
- (m) Estate Office, SKNMC&GH, Narhe



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT), MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/PROJ/19-20/73

Date: 07.10.2019

CIRCULAR

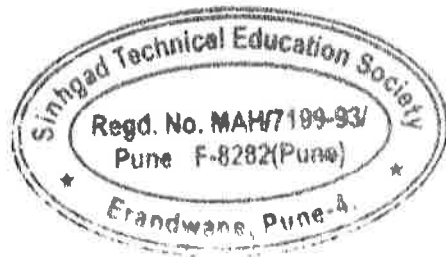
Reference Circular No. STES/PROJ/2019-20/64 dt 16.09.2019 and
STES/PROJ/2019-20/70 dt 25.09.2019.

It is observed that the Estate offices in the campuses are not functioning with due diligence and with the sense of responsibility. The working days for campus Estate office shall be Monday to Saturday and on Sunday and on holiday some responsible official should be available in the office to attend the emergency.

Hence forth, the estate office should function accordingly and if any laxity is found in functioning, action shall be taken against the responsible official. Which please note.

(M.N. Navale)

President



- Copies to :
- (1) Campus Director, Kusgaon-Lonavala
 - (2) Campus Director, Warje
 - (3) Campus Director, Kondhwa
 - (4) Campus Director, Erandwane
 - (5) Estate Office, Kusgaon-Lonavala
 - (6) Estate Office, Warje
 - (7) Estate Office, Kondhwa



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/PROJ/2019-20/64

16.09.2019

C I R C U L A R

1. Reference Circular No.STES/PROJ/19-20/61 dt. 11.09.2019.
2. Following appointments are made :

Assistant Estate Manager (Civil Engineering and Utility Services)

- (a) Mr. M.N. Ranka, Project Engineer appointed as Assistant Estate Manager (Civil Engineering and Utility Services) Vadgaon and Ambegaon Campuses. In addition, he shall work as Maintenance Engineer (Civil) Ambegaon Campus.
- (b) Mr. M.D. Ghanwat, Estate Officer appointed as Assistant Estate Manager (Civil Engineering and Utility Services), Narhe Hospital Campus, Narhe Technical Campus and Warje Campus. In addition, he shall work as Maintenance Engineer (Civil), Narhe Hospital Complex.
- (c) Mr. V.S. Vasekar, Project Engineer appointed as Assistant Estate Manager (Civil Engineering and Utility Services), Kusgaon, Lonavala Campus.

Maintenance Engineer (Civil)

- (a) Mr. K.V. Nevase, Maintenance Engineer appointed as Maintenance Engineer (Civil), Vadgaon Campus.
- (b) Mr. R.B. Mahajan, Site Engineer appointed as Maintenance Engineer (Civil and Water Supply), Kusgaon Campus.
- (c) Mr. N.V. Ingawale, Sr. Technician (Mechanical) appointed as Maintenance Engineer (Water Supply) who will also look after sewage disposal and plumbing work of Narhe Hospital Campus.
- (d) Mr. M.L. Gajarmal, Estate Supervisor appointed as Estate Supervisor, Water Supply of Vadgaon and Ambegaon Campus.
- (e) Mr. V.B. Kondhare, Estate Supervisor appointed as Estate Supervisor (Civil and Water Supply), Narhe Technical Campus.



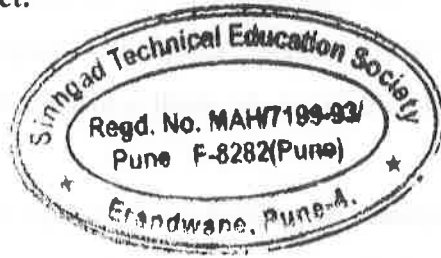
Electrical Engineer

- (a) Mr. S.R. Fernandes, Electrical Engineer appointed as Electrical Engineer, Vadgaon and Kondhwa Campus.
- (b) Mr. P.V. Alegaonkar, Electrical Engineer appointed as Electrical Engineer, Ambegaon and Warje Campus.
- (c) Mr. S.C. Shinde, Electrical Engineer appointed as Electrical Engineer, Narhe Hospital and Narhe Technical Campus.
- (d) Mr. S.S. Shinde, Sr. Electrical Supervisor appointed as Campus Supervisor (Electrical), Narhe Technical Campus.
- (e) Mr. G.P. Thombre, Technical Assistant appointed as Electrical Engineer, Kusgaon.
- (f) Mr. Ansari, Technical Assistant appointed as Assistant Electrical Engineering who will carry out duties entrusted to him by Electrical Engineer.

The above appointments are without any extra financial benefit and shall come into force with immediate effect.


(M.N. Navale)

President



- Copies to :
- (1) Campus Director, Vadgaon & Ambegaon
 - (2) Campus Director, Kondhwa
 - (3) Campus Director, Warje
 - (4) Campus Director, Narhe Technical Campus
 - (5) Campus Director, Kusgaon, Lonavala
 - (6) Campus Director, Erandwane
 - (7) Dean, SKNMC&GH, Narhe
 - (8) Estate Office, Vadgaon & Ambegaon
 - (9) Estate Office, Kondhwa
 - (10) Estate Office, Warje
 - (11) Estate Office, Narhe Technical Campus
 - (12) Estate Office, Kusgaon, Lonavala
 - (13) Estate Office, SKNMC&GH, Narhe



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY®

(Regd. No. MAH / 7199-93 / Pune dt. 6/7/93 & F-8282 (Pune) dt. 12/8/93)

19/15, Erandwane, Smt. Khilare Marg, Off Karve Road, Pune - 411 004.

Tel. : (020) 2545 4008 E-mail : stes@sinhgad.edu Website : www.sinhgad.edu

PROF. M. N. NAVALE
M.E. (ELECT.) MIE., MBA.
FOUNDER PRESIDENT

DR. (MRS.) SUNANDA M. NAVALE
B.A., MPM, Ph.D.
FOUNDER SECRETARY

STES/PROJ/19-20/61

Date: 11.09.2019

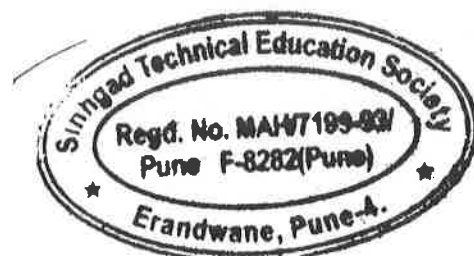
CIRCULAR

1. Assistant Estate Manager

(Civil Engineering and Utility Services)

- a. Hence forth a new post of Assistant Estate Manager (Civil Engineering and Utility Services) shall be created in a major campuses of STES, who shall be responsible for creation and maintenance of all Civil Engineering assets, Water supply assets, Electric supply assets, Lifts, Solar water heaters, Air Conditioning, Geysers, Inter com systems, Water coolers and Fire Fighting Services in the campus with the help of the supporting staff. He shall be reporting to Campus Director, However, he may approach Project Manager for any Technical Advice.
- b. Responsibilities :
- i) He shall be responsible for monitoring the work of Maintenance Engineer (Civil) to ensure that the maintenance of all assets of civil Engg is carried out efficiently and effectively.
 - ii) Similarly he shall be responsible to monitor the work of Electrical Engineer to ensure that maintenance and operation of utility services is carried out efficiently and effectively.

Contd...2



:2:

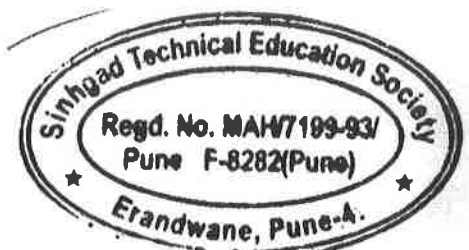
iii) He shall monitor the work of Maintenance Engineer (Water supply)/ Estate Supervisor to ensure that maintenance and operation of water supply assets is carried out efficiently and effectively and quality water is made available to the end user in the campus.

c. Duties

: To ensure that above responsibilities are properly full filled, the duties of Assistant Estate Manager(Civil Engineering and utility services) are laid down as below.

- i) He along with supporting staff shall visit the Institutes and discuss the problems of maintenance once in month. He shall also draw a yearly maintenance programme of the building of the Institution during one of the such visits by inspecting all buildings of the institution.
- ii) Similarly he along with supporting staff shall visit all hostel/Mess/Staff quarters/ corporate/Estate office buildings to know the maintenance problems once in a month. He shall also draw a yearly maintenance programme in one of the such visits by inspecting all buildings.
- iii) Also he along with supporting staff shall inspect all roads/ drains/sewage line and compound/retaining walls to identify the maintenance problems and ensure that no undesirable activity endangering our walls is going on.

Contd...3



:3:

If so immediate suitable action shall be taken by him to notify the same to the owner of adjacent private land, PMC and Police station.

iv) If any major work (s) is going on in the campus, he shall visit and inspect the same once in a day to ensure good quality and progress.

v) He will ensure that all water supply agreements/land lease agreements are renewed in time.

vi) He shall ensure that AMCS for lifts are finalized in time.

vii) He shall carry out any other related work entrusted by campus

Direct/Project Manager/Management.

2. Maintenance Engineer (Civil)/ Estate Supervisor (Civil)

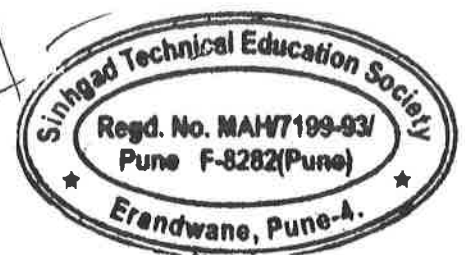
a) For each major campus there is a Maintenance Engineer (Civil) and for small campuses Estate Supervisor to look after the Civil Engineering assets and for effective maintenance of the same.

b) Responsibilities: He is responsible for maintenance of the building roads, area drainage and sewage lines and Compound/Retaining walls. He is also responsible for maintenance and operation of Sewage Treatment plant in the campus.

c) Duties: Duties of the Maintenance Engineer (Civil)/Estate Supervisor are laid down as follows.

i) Each institute shall maintain a complaint register for civil engg, water supply and Electric supply the maintenance Engineer (Civil)/ Estate Supervisor shall visit

Contd...4



:4:

the Institution once in a week and note down the complaints for compliance. He will also inspect all buildings from Engineering point of view of the Institution once in fortnight and take immediate action to rectify any defect in the building.

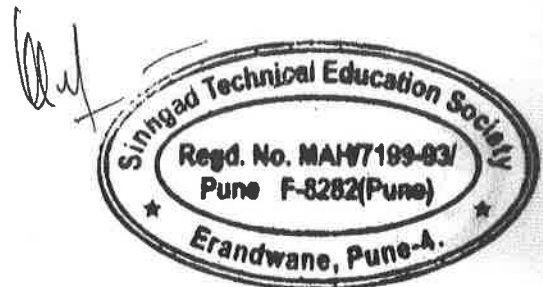
ii) Similarly a complaint register for civil Engg water supply and Electric supply shall be maintained in each hostel and the same shall be seen once in a week by the Maintenance Engineer (Civil)/ Estate Supervisor.

iii) a Complaint Register for civil engg, Water supply and Electric supply for Corporate/Estate office and family quarters shall be maintained in the office of Assistant Estate Manager.

iv) The register kept in Hostel and in the office of the Asst Estate Manager shall be seen by Maintenance Engineer (Civil) /Estate Supervisor and shall note the complaints for compliance once in week.

v) He shall inspect the roads, drains, sewage lines and compound/retaining walls once in 15 days and take promptly corrective actions if any defect is noticed. He should specifically inspect the Compound walls/ Retaining walls from inside as well as from outside where adjacent private land is there and ensure that no undesirable activity is being taken place to endanger our walls and if such activity is found, the same shall be

Contd...5



:5:

brought to the notice of Asst Estate Manager (Civil Engg and Utility services) for notifying the same to the owner of the adjacent land, PMC and Police station.

vi) He shall ensure efficient functioning of the sewage treatment plant located in the campus.

vii) To carry out any other related work, entrusted by Assistant Manager / Campus Director/Project Manager/Management.

viii) He shall maintain up to date layout of the campus showing the buildings, roads drains and sewage lines.

3. Maintenance Engineer water supply/Estate Supervisor

a. Responsibilities :Maintenance Engineer (Water supply)/

Estate Supervisor shall be responsible for supply of quality water to the end users and smooth functioning of water supply pipelines and water treatment plant located in the campus.

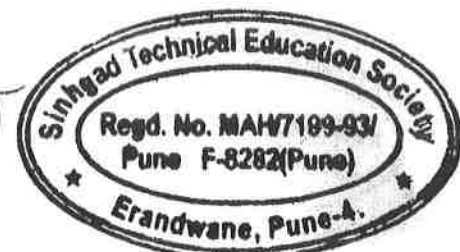
b. Duties

: Duties of Maintenance Engineer (water supply)/ Estate Supervisor are given as below.

i) He shall visit once in week and note down the complaints in complaint Register maintained in Institution, Hostels and in the office of Asst Estate Manager for compliance promptly.

ii) He shall draw a periodical maintenance chart for water treatment plant and Jackwell pump house if any and ensure that the periodical maintenance is carried out accordingly and record of the same is kept.

Contd...6



:6:

iii) He will visit and inspect the major pipe lines periodically and correct the defect if found immediately.

iv) He will ensure that correct chlorine dosing and alum dosing is carried out to ensure the quality to water.

v) He should check daily chlorine in the water at the end point and keep the register of the same. Also he shall get the water at the end point tested from the Engineering College lab for portability and take corrective action as suggested by the Engineering College lab immediately.

vi) He will ensure that the water supply agreement, land lease agreement are renewed in time and maintain the record of the same.

vii) He shall maintain up to date layout of the campus showing bldgs and main water supply pipe lines

viii) Any major break down shall be brought to the notice of Asst Estate Manager for taking prompt corrective action.

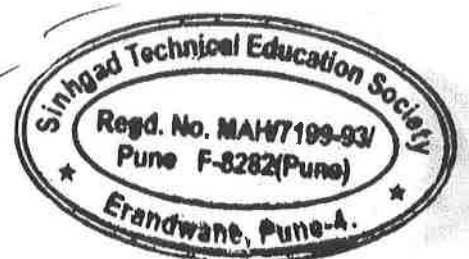
ix) He shall carry out any other related duties entrusted by Campus Director/Project Manager/Management.

4. Electrical Engineer

a. Responsibility :

i) Electrical Engineer is responsible for efficient functioning of Electric supply , water coolers, solar water heaters, Geysers, Air conditioners, Lifts, Fire fighting and intercom system in the campus.

Contd...7



:7:

ii) He is also responsible for efficient functioning of the substation (s) located in the campus.

iii) He is responsible for maintaining the power factor so as to get rebate from MSEDCL.

b. Duties:

Duties of Electrical Engineer are follows:

i) He shall visit once in a week and note down the electrical complaints in complaint Register maintained by the Institutions, Hostels and in the office of Asst Estate Manager for compliance.

ii) He shall draw a periodical maintenance programme for Substation, Panels located at various places and Street lights and shall carry out the maintenance according and keep record of the same.

iii) Similarly such maintenance programme should be drawn for water coolers, solar water heaters, Geysers, Air conditioners, Lifts, Fire fighting and intercom system and carry out the maintenance accordingly and keep record of the same.

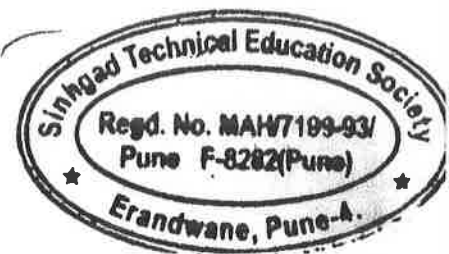
iv) AMC for lifts, water coolers, Air conditioners, should be concluded in time.

v) He shall ensure that fire fighting equipment installed in the campus is functional all the time.

vi) He shall ensure the that power factor is maintained so as to get rebate from MSEDCL.

vii) He shall keep the copies all agreements concluded with MSEDCL.

Contd...8



:8:

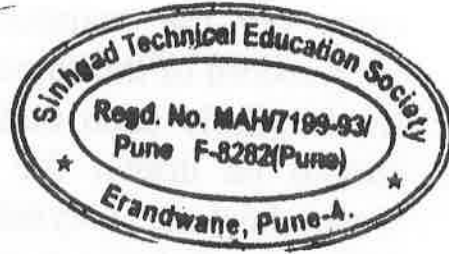
viii)He shall ensure that MSEDCL bills are checked thoroughly before progressed for prompt payment.

ix)He shall draw a periodical maintenance progremme for DG sets and carry out the maintenance according to keep the DG set in operational condition all the time.

x)He shall maintain the uptodate layout of the campus showing buildings and Electric lines and straight lights.

xi)He shall carry out any other duties entrusted by campus Director/ Project Manager/Management.


M.N. NAVALE
PRESIDENT



Distribution :

- a) Campus Director - Vadgaon & Ambegaon
- b) Campus Director- Kondhwa
- c) Campus Director- Warje
- d) Campus Director- Narhe Technical campus
- e) Campus Director- Kusgaon-Lonavala
- f) Dean SKNMC&GH-Narhe
- g) Campus Director- Erandwane
- h) Estate Office- Vadgaon & Ambegaon
- i) Estate Office- Kondhwa
- j) Estate Office- Warje
- k) Estate Office- Lonavala
- l) Estate Office- Narhe Technical campus
- m) Estate Office- SKNMC&GH



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401
website: sit.sinhgad.edu


6.3.2 – Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Institute provides financial support as a registration fee to attend conferences/workshops and also provides financial assistance of membership fees of professional bodies.

Index

Sr. No.	Description	Page No.
01	Association of Computer Machinery Professional Body Membership	01-09
02	IEEE International Conference on Computing, Communication and Green Engineering-2021 Receipt	10
03	4th International Conference on Reliability, Safety and Hazard-2019 Receipt	11
04	Registration Amount Wave-Off Approval Letter	12
05	Registration Amount Wave-Off Approval Letters for Workshops & Conferences	13-16
06	Board of Governance Extract	17
07	Financial Support Policy Document	18-19




Dr. M. S. Gaikwad
Principal
Sinhgad Institute of Technology

SIT-Lonavala - (from 1-Apr-2020)
GAT NO. 309/310,
OPP. MUMBAI PUNE EXPRESSWAY
KUSGAON (BK.), LONAVALA
TAL MAVAL, DIST PUNE
GSTIN/UIN: 27AABTS9900Q1ZS
State Name : Maharashtra, Code : 27
E-Mail : sitaccounts@sinhgad.edu

Purchase Voucher

No. : 2021LSITPU/00083
Ref.: 2021LSITPU/00083 dt. 31-Mar-2021

Dated : 31-Mar-2021

Party's Name : **MADHURI N KUMBHAR**

Particulars	Amount
Student Welfare Expenses SSS Membership & Subscription Charges 10%	₹ 18,290.00
18,290.00	

Amount (in words) :
INR Eighteen Thousand Two Hundred Ninety Only

Buyer's PAN : **AABTS9900Q**

for SIT-Lonavala - (from 1-Apr-2020)

A.P.Ch

Authorised Signatory

Date: 6/10/2021

30/5/2021
[Signature]

To,
The Principal,
SIT, Lonavala

Subject: Regarding disbursement of amount sanctioned for ACM Membership

Respected Sir,

As mentioned in the subject we are providing details of amount sanctioned by institute as per our request for starting ACM student chapter at Computer Department.

ACM (Association of Computing Machinery) globally recognize organization, which allows creation of student chapters at college/university level. The criterion for registering chapter is to take paid student and professional membership of ACM.

The amount sanctioned was RS.18,290/- which was used towards getting 10 student's membership and 2 Professional memberships.

The details of transaction are as follow:

Sr.No	Attached details
1	Statement for Account
2	ACM Student Membership - 10
3	ACM Professional Membership - 2

Per ACM Student Membership Fees Rs.1475 * 10 Students = Rs. 14,750

Per ACM Professional Membership Fees Rs.1770 * 02 Staff = Rs. 3540

Total fees: Rs. 18,290

Enclosure:

1. Statement for Account
2. ACM Student Membership Receipts- 10 Students
3. ACM Professional Membership Receipts – 2 Faculties

Staff Coordinators,

Prof. Shailaja Lohar *[Signature]*
Prof. Madhuri Kumbhar *[Signature]*
(Computer Dept., SIT, Lonavala)



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra
एक परिवार एक बैंक

Summary for Account No 68025955866 from 23/01/2021 to 24/02/2021.			
Total Transaction Count	30	Opening Balance	6,312.44
Total Debit Count	23	Total Debit Amount	62,569.00
Total Credit Count	7	Total Credit Amount	1,34,319.00
		Closing Balance	78,062.44

* END OF STATEMENT - from Internet Banking.

** This is a computer generated statement which has been requested from Bank of Maharashtra's Internet banking.Hence, does not require signature. **

Handwritten signature/initials



Statement for Account No 68025955866 from 23/01/2021 to 24/02/2021

Date	Type	Particulars	Cheque/Reference No	Debit	Credit	Balance	Channel
23/02/2021		SIT			18,290.00	86,352.44	75-LONAVALA
23/02/2021	Transfer	ONLINE ACM Membership MNK VBOM9774716319 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,770.00		94,582.44	Internet Banking
23/02/2021	Transfer	ONLINE ACM membership - SNL VBOM9774754623 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,770.00		92,812.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM student Ch- Sumit Moh VBOM9776818102 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		91,337.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM Student Ch-Janawji VBOM9776842916 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		89,862.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Darshan Patil VBOM9776860911 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		88,387.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM st Ch- Dwani Patil VBOM9776879034 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		86,912.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- D Panage VBOM9776910135 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		85,437.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Ramsha Khan VBOM9776932339 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		83,962.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Govind Majaje VBOM977719019 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		82,487.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Manoj Sharma VBOM977739021 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		81,012.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Manoj Tandulkar VBOM977768989 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		79,537.44	Internet Banking
24/02/2021	Transfer	ONLINE ACM SI Ch- Vipul Patil VBOM977833941 TO BOM ONLINE PAYMENT POOL ACCOUNT		1,475.00		78,062.44	Internet Banking

* All the amounts in the Statement are in INR.

* Unless a constituent notifies the Bank immediately of any discrepancy found by him/her in this statement of a/c, it will be taken that he has found the a/c correct.

* The Summary is on the next page.

Handwritten signature



Association for
Computing Machinery

Advancing Computing as a Science & Profession



ACM Membership

Association for Computing Machinery

Advancing Computing as a Science & Profession

Client Name

Prof Shailaja Nitin Lohar

Client: 0586434

Order: 12292442

Date: 23-Feb-2021

Client No: **0586434**

PROFESSIONAL

Address Information

Ship to:

Prof Shailaja Nitin Lohar

A1-401,

Casa 7,

Behind Rosewood Hotel

Pune 411033

India

Bill to:

Prof Shailaja Nitin Lohar

A1-401,

Casa 7,

Behind Rosewood Hotel

Pune 411033

India

Order Detail

Name	Qty	Service Dates Effective - Expire	Line Total	Amount Paid	Amount Due
Professional Membership	1	03/2021 02/2022	1500 Rs	1500 Rs	\$0.00
Online Cacm	1	04/2021 03/2022	0 Rs	0 Rs	\$0.00
Memberships & Subscriptions Sub-Total			1500 Rs	1500 Rs	0 Rs

Single Purchase Items

Name	Code	Qty	Line Total	Amount Paid	Amount Due
Acw-W Public List Subscription	ACMW	1	0 Rs	0 Rs	0 Rs
Email Forwarding Account	124	1	0 Rs	0 Rs	0 Rs
India Gst	SVCCHRG	1	270 Rs	270 Rs	0 Rs
Single Purchase Sub-Total			270 Rs	270 Rs	0 Rs

Grand Total **1770 Rs** **0 Rs**

Payment Information

Method: (proflvel) Rupees
State of Residence: Maharashtra
Payment: \$0.00
Batch Date/Sequence: 23-Feb-2021 / 999



Association for
Computing Machinery

Advancing Computing as a Science & Profession



ACM Membership

Association for Computing Machinery

Advancing Computing as a Science & Profession

Client Name

Prof Madhuri Narayan Kumbhar

Client: 8643658

Order: 12292397

Date: 23-Feb-2021

Client No: **8643658**

PROFESSIONAL

Address Information

Ship to:

Prof Madhuri Narayan Kumbhar
D-303, Goodwill Palette, Ravet
Pune 412101
India

Bill to:

Prof Madhuri Narayan Kumbhar
D-303, Goodwill Palette, Ravet
Pune 412101
India

Order Detail

Memberships & Subscriptions

Memberships & Subscriptions

Name	Qty	Service Dates Effective - Expire		Line Total	Amount Paid	Amount Due
Professional Membership	1	03/2021	02/2022	1500 Rs	1500 Rs	\$0.00
Online Cacm	1	04/2021	03/2022	0 Rs	0 Rs	\$0.00

Memberships & Subscriptions**Sub-Total****1500 Rs 1500 Rs 0 Rs****Single Purchase Items**

Name	Code	Qty	Line Total	Amount Paid	Amount Due
Acm-W Public List Subscription	ACMW	1	0 Rs	0 Rs	0 Rs
Email Forwarding Account	124	1	0 Rs	0 Rs	0 Rs
Technews	180	1	0 Rs	0 Rs	0 Rs
India Gst	SVCCHRG	1	270 Rs	270 Rs	0 Rs

Single Purchase Sub-Total**270 Rs 270 Rs 0 Rs****Grand Total****1770 Rs 0 Rs****Payment Information**

Method: (proflevel) Rupees
State of Residence: Maharashtra
Payment: \$0.00
Batch Date/Sequence: 23-Feb-2021 / 999

SIT-Lonavala
GAT NO. 309/310,
OPP. MUMBAI PUNE EXPRESSWAY
KUSGAON (BK.), LONAVALA
TAL MAVAL, DIST PUNE

MESHARAM SHARAD
Ledger Account

1-Apr-2018 to 31-Mar-2019

Page 1

Division	:	Branch	:	Quota	:	Page 1
Date	Particulars	Cashier	Vch Type	Vch No.	Debit	Credit
20-2-2019	By Staff Welfare General Goods 18% FDP REGISTRATION FEES ICRECH 2019 IIT CHENNAI - STAFF MESHARAM SHARAD	STES	Purchase	1819LSITPU/00493	3,000.00	3,000.00
To	Closing Balance				3,000.00	3,000.00
					3,000.00	3,000.00

A.P. Chm

Sr. ACCOUNTANT
SINHGAD INSTITUTE OF TECHNOLOGY
Gate No. 309/310, Kusgaon (Bk),
Off Mumbai Pune Express Highway,
Lonavala, Dist. Pune - 410 701.

SIT-Lonavala - (from 1-Apr-2021)
GAT NO. 309/310,
OPP. MUMBAI PUNE EXPRESSWAY
KUSGAON (BK.), LONAVALA
TAL MAVAL, DIST PUNE
State Name : Maharashtra, Code : 27
E-Mail : sitaccounts@sinhgad.edu

BANK PAYMENT Voucher

No. : LSIT/2021/62

Dated : 25-Aug-2021

Particulars	Amount
Account : AHIRE PALLAVI PANKAJ	3,500.00
Through : BOM SIT EXAM A/C- 60303330700	
On Account of : CH. NO. 074438 AMT. PAID TO PROF. PALLAVI AHIRE MAM FOR PAPER PUBLICATION AT IEEECONFERENCE ORGANISED BY RSCOE, PUNE.	
Amount (in words) : INR Three Thousand Five Hundred Only	
	₹ 3,500.00

Receiver's Signature:

Authorised Signatory

A.P. Chus
Sr. ACCOUNTANT
SINHGAD INSTITUTE OF TECHNOLOGY
Gate No. 309/310, Kusgaon (BK),
Off Mumbai Pune Express Highway,
Lonavala, Dist. Pune - 410 401.

SIT-Lonavala
GAT NO. 309/310,
OPP. MUMBAI PUNE EXPRESSWAY
KUSGAON (BK.), LONAVALA
TAL MAVAL, DIST PUNE

Meshram Sharad R.

Ledger Account

1-Apr-2018 to 31-Mar-2019

Page 1

Division	:	Branch	:	Quota	:	Page 1
Date	Particulars	Cashier	Vch Type	Vch No.	Debit	Credit
31-1-2019	To SHRI ANAND CO-OP BANK LTD.CC A/C. 148 CH NO.026998 SALARY ADVANCE & OTHER EXPENSES ADVANCE PAID TO STAFF.	AMITC	BANK PAYMENT	SIT/BKP/12-13/129	3,000.00	
					3,000.00	
By	Closing Balance					3,000.00
					3,000.00	3,000.00



Sr. ACCOUNTANT
SINHGAD INSTITUTE OF TECHNOLOGY
Gate No. 309/310, Kusgaon (Bk),
Off Mumbai Pune Express Highway,
Lonavala, Dist. Pune - 410 401.



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

Date:01/07/2014

To,
The Hon'ble President,
Sinhgad Technical Education Society,
Karve Road, Pune.

Subject: About registration amount wave-off to teaching faculties for attending workshop/Seminar/FDP/Conference organized by all the Institutions of STES.

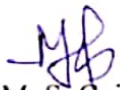
Respected Sir,

Across all the technical institutions of STES family, respecting to recent technologies, many events are organized in terms of Conferences/Workshops/Seminar/FDP. With such recent technology edge events, our teaching faculties will be benefited by attending such events and can apply this knowledge in teaching practices.


We hereby request you to wave-off all the registration amount of such events for teaching faculties across STES.

Thanking You

Yours faithfully,


Dr. M. S. Gaikwad
(Principal)



Approved / Not approved.

Hon'ble President

Celebrating 25 Years — of Academic Excellence —



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401
Website: sit.sinhgad.edu

Date: 21/08/2019

Under the aegis of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching
And
Department of Information Technology

One day Workshop on Linux on 23rd August 2019

The one-day workshop on Linux will be conducted on 23rd August 2019 as a part of college activity under the aegis of Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching. A Teaching learning Centre (TLC) has been setup at IIT Bombay under Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching. Our institute is one of the Remote Center of IIT Bombay.

Department of Information Technology is organizing one day workshop on “Linux” international level IEEE conference on “Wireless Computing and Networking” for the academicians, postgraduates and research scholars on 23th and 24th November 2018.

The registration fees of mentioned workshop are Rs.400. It is hereby requested to wave-off the registration charges to the list of Sinhgad Institute of Technology 31 faculties as per attached.

Thanking you in anticipation,


Prof. V.D. Raskar
Coordinator




Dr. M. S. Gaikwad
Principal



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401
Website: sit.sinhgad.edu

Date: 21/11/2018


**2018 IEEE Global Conference on Wireless Computing and Networking
(GCWCN)**

Department of Electronics and Telecommunication Engineering is organizing two days international level IEEE conference on “Wireless Computing and Networking” for the academicians, postgraduates and research scholars on 23th and 24th November 2018.

GCWCN 2018 is the second global conference which addresses the developments in the field of Wireless technology and networking across the globe. The theme of the event is "Green Technology in Next Generation Network. The conference brings together the academia, industry, standardization forum and SDO's working on green, secure and cognitive communication. This conference explores incremental, ambitious and innovative activities, trends and future challenges towards ICT Globalization. it includes issues in existing and novel wireless technologies i.e., cellular future radio access, and self-organizing networks. Internet of things, signal processing, network without borders, recent advances in information theory and its application, multimedia application and services.

The registration fees of mentioned conference are Rs.2000. It is hereby requested to wave-off the registration charges of the list of Sinhgad Institute of Technology 43 faculties as per attached.

Thanking you in anticipation,


Dr. D. S. Mantri
Co-ordinator




Dr. M. S. Gaikwad
Principal



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401
Website: sit.sinhgad.edu


Date: 7/08/2017

Workshop on Student Centered Teaching Learning Practices

Department of Mechanical Engineering is organizing two days state level workshop on “Student Centered Teaching Learning Practices” for the academicians, postgraduates on 10th and 11th August 2017. This workshop is aimed to improve quality of teaching learning process.

The registration fees of mentioned workshop is Rs.500. It is hereby requested to wave-off the registration charges of the list of Sinhgad Institute of Technology 47 faculties as per attached.

Thanking you in anticipation,


Dr. V. V. Shinde
Co-ordinator




Dr. M. S. Gaikwad
Principal



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

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

Gat No. 309/310, off Mumbai Pune Expressway Kusgaon (Bk), Lonavala Pune – 410401
Website: sit.sinhgad.edu

Date: 19/09/2016

Workshop on Data Mining using Statistica

Department of Computer Engineering is organizing two days state level workshop on “Student Centered Teaching Learning Practices” for the academicians, postgraduates on 23rd and 24th September 2016.

Today's Era is Data Science and Analytics era. This workshop aims to provide a platform for Researchers and Post graduate students think analytically and workout by standard methods of algorithms. The participant will master some of the research and Data Mining concept methodologies. This applies to any domain and verified with sophisticated tools. Statistica will provide immediate results for further analysis towards hypothesis testing.

The registration fees of mentioned workshop are Rs.500. It is hereby requested to wave-off the registration charges to the list of Sinhgad Institute of Technology 31 faculties as per attached.

Thanking you in anticipation,

Dr. T. J. Parvat
Coordinator



Dr. M. S. Gaikwad
Principal



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Extract of the Resolution passed in the Meeting of the Managing Council of the Sinhgad Technical Education Society held on 3rd October 2016 at 5.00 pm in the office of the Society at 19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune – 411004

That the Sinhgad Technical Education Society vide its Managing Council Meeting held on 3rd October 2016 at 5.00 p.m., vide item no. 5(r), 5(s), 5(t) has Resolved that, Sinhgad Technical Education Society's Sinhgad Institute Of Technology Kusgaon(Bk.), Lonavala shall follow the

- E-Governance Policy
- Resource Mobilization Policy
- Financial Support Policy


in the Sinhgad Institute of Technology, Kusgaon (Bk), Lonavala shall apply from the academic year 2016-2017.

Proposed by: Dr. (Mrs.) Sunanda M. Navale

Seconded by: Mrs. Rachana Alok Ashtekar

The above resolution was passed unanimously.




Dr. M. S. Gaikwad
(Principal)



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

Ref: SIT/2016-17/ 4171-A

Date: 5/12/2016

Financial support to attend conferences/workshops and towards membership fee of professional bodies

POLICY

Introduction:

Sinhgad Institute of Technology gives utmost importance to the academic excellence of faculty members. The faculty members are motivated to attend subject based orientation/ refresher courses, trainings, short term programmes and workshops, to gain a deeper knowledge in their respective disciplines. Faculty members are also encouraged to undertake research projects so as to excel in the creation of knowledge. The institute encourages the faculty members to attend national and international level conferences to boost their teaching and research potential. The institution firmly believes that the academic and research excellence achieved by the faculty members will benefit the student community and the nation at large. The institute provides financial support to the faculty with a goal of achieving academic and research excellence.

Objectives

Financial support policy of the institute has the following objectives:

- Promote the faculty members to attend national and international seminars/conferences/workshops.
- Encourage teachers to present their research work and interact with experts in their respective disciplines.
- Support teachers to take membership in professional bodies.

Rules/Guidelines:

- A faculty can participate annually in two international conferences/ seminars/ workshops and two national conferences /seminars/workshops.
- Faculty with a minimum two years of service at the institution is eligible to participate in these conferences/seminars. However, for the first two years of service, a faculty may attend these conferences/seminars with special permission.



SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY (Affiliated

to Savitribai Phule Pune University, Pune & Approved by AICTE)

Sinhgad Institutes Gat No. 309/310, off Mumbai Pune Expressway Kusagaon (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

- A copy of the full paper should be submitted to Dean-Research and Development and after attending Conference/seminar.
- The institute funded conference/seminar participation entitlements are subject to the condition that there will not be any effect on the individual's availability for institutional academic activities.

Grants and Funds Sanctioned by the Management:

All the amounts sanctioned are audited internally as well as externally. On behalf of the management, all daily transactions are verified by the accountant and Principal of the institute.




Dr. M. S. Gaikwad

Principal

Sinhgad Institute of Technology, Lonavala



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY

(Affiliated to Savitribai Phule Pune University, Pune & Approved by AICTE)
Gat No. 309/310, off Mumbai Pune Expressway Kurgaon (Bk), Lonavala Pune – 410401
website:sit.sinhgad.edu

6.4.3 Institutional strategies for mobilization of funds and the optimal utilization of resources


The institute has a well formulated financial policy in place it ensures effective and optimal utilization of financial resources for academic, administrative and development of activities at the institute. Ultimately helps in realizing the institute's vision and mission.

The Institute has made the appropriate provisions in its books of account to ensure that available sufficient funds are used efficiently for each academic year.

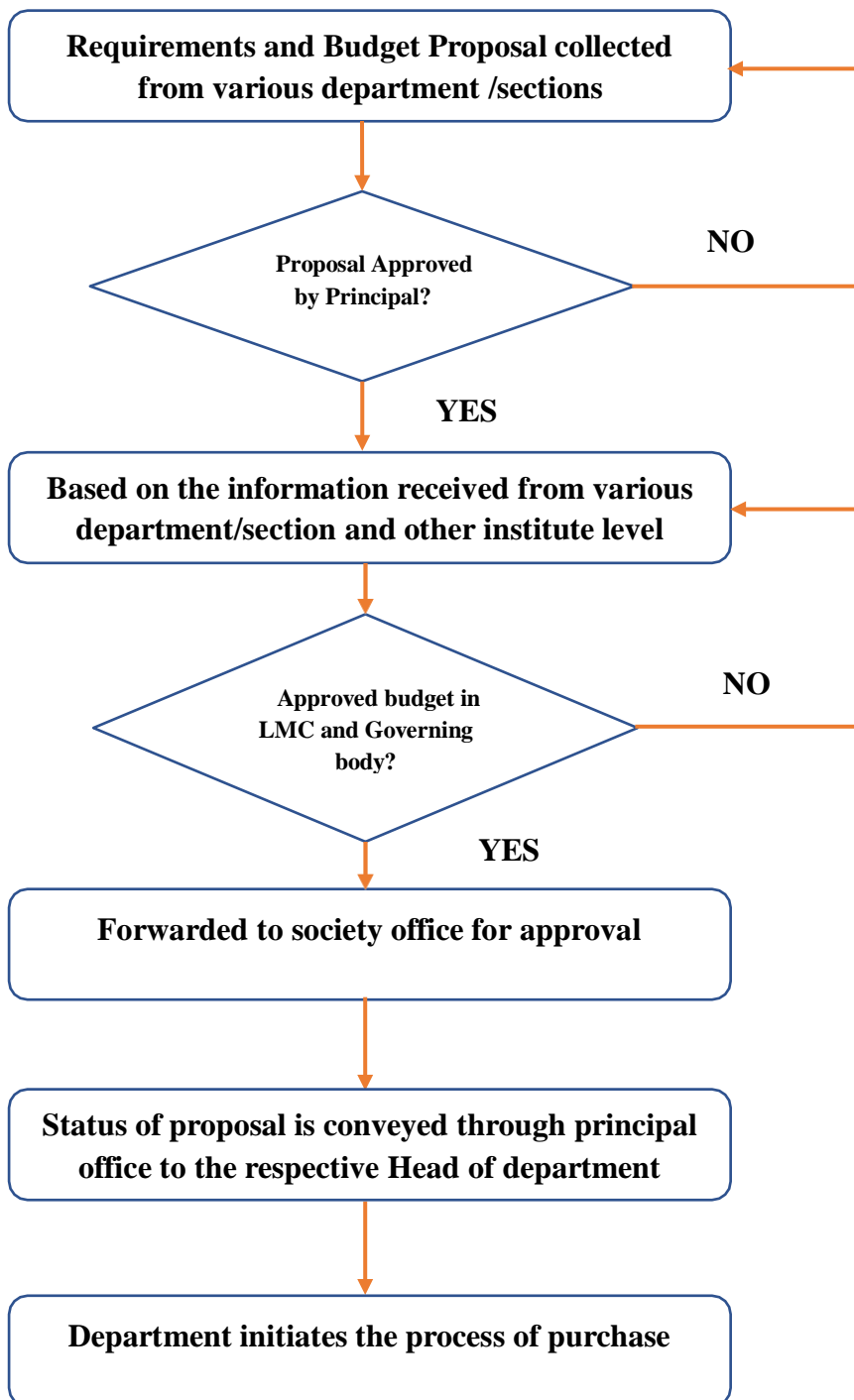
Index

Sr. No.	Description	Page Nos.
01	Stages of Financial Procedure Flowchart	01
02	Board of Governance Extract	02
03	Resource Mobilization Policy Document	3-4




Dr. M. S. Gaikwad
Principal
Sinhgad Institute of Technology

Stages of Financial Procedure:





SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Extract of the Resolution passed in the Meeting of the Managing Council of the Sinhgad Technical Education Society held on 3rd October 2016 at 5.00 pm in the office of the Society at 19/15, Smt. Khilare Marg, Erandwane, Off Karve Road, Pune – 411004

That the Sinhgad Technical Education Society vide its Managing Council Meeting held on 3rd October 2016 at 5.00 p.m., vide item no. 5(r), 5(s), 5(t) has Resolved that, Sinhgad Technical Education Society's Sinhgad Institute Of Technology Kusgaon(Bk.), Lonavala shall follow the

- E-Governance Policy
- Resource Mobilization Policy
- Financial Support Policy


in the Sinhgad Institute of Technology, Kusgaon (Bk), Lonavala shall apply from the academic year 2016-2017.

Proposed by: Dr. (Mrs.) Sunanda M. Navale

Seconded by: Mrs. Rachana Alok Ashtekar

The above resolution was passed unanimously.




Dr. M. S. Gaikwad
(Principal)



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

Ref: SIT/2016-17/ 4171-C

Date: 5/12/2016

Resource Mobilization Policy

The Institution has a transparent and well planned financial management system along with fee received from students. The Resource mobilization policy focuses on achieving the goals and target of the institution ensuring accountability and transparency. The harmonized Governing Body (GB) coordinates and monitors the optimal utilization of the funds for the promotion of learner-centric ecosystem.

The Institution is a centrally managed non-profit organization with honorary governing body members which ensures the income generated is spent optimally in the institution.

Funds are provided to meet the infrastructure requirement of the institution while starting new programmes and centers.

- The management provides financial supports to seminars/workshops/expert talks/Association activities/Faculty Development programmes.
- The extracurricular activities of the students are a major concern and adequate funds provide for Sports and Cultural activities
- Scholarships and free ships to the deserving students
- Provident fund(PF) and Group Insurance Scheme (GIS) benefits are provided to the staffs

Financial Resources of the institution are

- Tuition fee
- Institute Development Fee
- Hostel Fee
- Alumni Contribution
- Corporate grant
- Central development fee
- Grants From individuals

Tuition fee and Development fee are used for the infrastructure and academic activities

Transparency and accountability is ensured by conducting an annual audit of the statements.



SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF TECHNOLOGY (Affiliated

to Savitribai Phule Pune University, Pune & Approved by AICTE)

Sinhgad Institutes Gat No. 309/310, off Mumbai Pune Expressway Kusagaon (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

Scholarship (Policy) Scheme of the institution for student:

- The Institute approved by AICTE/UGC and affiliated to State Government Technical/Professional University and other required government departments.
- Social welfare Department and Institute takes care of admission under scholarship scheme to reduce physical, mental and financial burden on students and their parents due to high fee structure of the Institutes.
- The institute implements the Government schemes like Tuition Fee Waiver Scheme (TFWS), EBC and EWS scholarship, Panjabrao Deshmukh Scheme for accommodation.
- Scholarship amount will be given and adjusted in Institute fee on admission under this scholarship scheme.
- This scholarship scheme is provided by Social welfare Department and Institute. Counseling & Allotment (CAP) Letter is mandatory to take the advantage of this scholarship scheme.
- The Earn and Learn Scheme is effectively implemented for Economically Backward Class students in which apart from University contribution, institute is also contributing for the students.
- Majority of students are from rural families and they requires extensions in paying fees. The Institute allows such type of students to pay fees in installment.

Grants and funds sanctioned by Management

The institution has a strong financial Management of accounts and all the accounts sanctioned are audited internally as well as externally. On behalf of the Management, all daily transactions are verified by the Accountant & Principal of the Institute.



Dr. M. S. Gaikwad
Principal,

Sinhgad Institute of Technology, Lonavala



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Website: sit.sinhgad.edu

Policy Document Of Concession In Hostel Fees For A.Y 2016 -17

Along with various Scholarship/ Freeship offered by Government Sinhgad Technical Education Society offers concession in hostel fees at Lonavala Campus. The needy, poor and hardworking students are allowed to stay in dormitory with concession as per Honourable Founder President Prof. M. N. Navale sir's approval. Around 240 such concessional seats are made available at different hostel buildings on first come first serve basis and as per rules and regulations laid by hostel management.



ATTESTED

Handwritten signature

PRINCIPAL

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



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Website: sit.sinhgad.edu

Policy Document Of Concession In Hostel Fees For A.Y 2017 -18

Along with various Scholarship/ Freeship offered by Government Sinhgad Technical Education Society offers concession in hostel fees at Lonavala Campus. The needy, poor and hardworking students are allowed to stay in dormitory with concession as per Honourable Founder President Prof. M. N. Navale sir's approval. Around 240 such concessional seats are made available at different hostel buildings on first come first serve basis and as per rules and regulations laid by hostel management.



ATTESTED

M.N.

PRINCIPAL

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



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Website: sit.sinhgad.edu

Policy Document Of Concession In Hostel Fees For A.Y 2018 -19

Along with various Scholarship/ Freeship offered by Government Sinhgad Technical Education Society offers concession in hostel fees at Lonavala Campus. The needy, poor and hardworking students are allowed to stay in dormitory with concession as per Honourable Founder President Prof. M. N. Navale sir's approval. Around 240 such concessional seats are made available at different hostel buildings on first come first serve basis and as per rules and regulations laid by hostel management.



ATTESTED

M. N. Navale

PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY

Kusgaon (Bk.), Lonavala - 410 401



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Website: sit.sinhgad.edu

Policy Document Of Concession In Hostel Fees For A.Y 2019 -20

Along with various Scholarship/ Freeship offered by Government Sinhgad Technical Education Society offers concession in hostel fees at Lonavala Campus. The needy, poor and hardworking students are allowed to stay in dormitory with concession as per Honourable Founder President Prof. M. N. Navale sir's approval. Around 240 such concessional seats are made available at different hostel buildings on first come first serve basis and as per rules and regulations laid by hostel management.



ATTESTED

M/S

PRINCIPAL

SINHGAD INSTITUTE OF TECHNOLOGY

Kusgaon (Bk.), Lonavala - 410 401



Sinhgad Institutes

SINHGAD TECHNICAL EDUCATION SOCIETY'S

SINHGAD INSTITUTE OF TECHNOLOGY

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

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

Website: sit.sinhgad.edu

Policy Document Of Concession In Hostel Fees For A.Y 2020 -21

Along with various Scholarship/ Freeship offered by Government Sinhgad Technical Education Society offers concession in hostel fees at Lonavala Campus. The needy, poor and hardworking students are allowed to stay in dormitory with concession as per Honourable Founder President Prof. M. N. Navale sir's approval. Around 240 such concessional seats are made available at different hostel buildings on first come first serve basis and as per rules and regulations laid by hostel management.



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