"Techno-social Excellence"
Marathwada Mitra Mandal's
Institute of Technology (MMIT)
Lohgaon, Pune 411047

INDEX

Vision, Mission & Core Values of the Institution

Vision **:** "Techno-Social Excellence"

Mission **:** The Mission of the Institution is to

- Enhance technology transfer

- Implement entrepreneurship

- Promote global competency

- Integrate innovative pedagogy

- Create excellent human resource

Core Values: The Core Values of the Institution are

- Teamwork

- Value based ethics

- Societal trust

- Pleasant environment

- Industrial approach

- Committed faculty

- Standard report writing

- Adaptive research

- Lifelong learning

Principal
MMIT, Lohgaon, Pune

Ref. No.: MMIT/CCC Meeting/ 2021-22 /144   Date: 23/08/2021

Submitted:

Subject: Regarding **Campus Co-ordination Committee** Meeting

Respected Sir,

All EC members are requested to attend Campus Co-ordination Committee (CCC) meeting of Marathwada Mitramandal's Institute of Technology, Lohgaon, Pune on **Saturday, 28 Aug 2021 at 1 p.m at MMIT Lohgaon.**

Agenda is

1. To read & confirm the Minutes of the Previous CCC meeting held on 22/02/2021
2. To update status of outstanding fees of previous years and current year
3. To update status of details of pending claim of scholarship / freeship
4. To update about submission of 2nd Annual Quality Assurance Report (AQAR)
5. To discuss about the appointments of Teaching and non teaching staff
6. To discuss about the admission campaigning Budget, activities and planning
7. To discuss about the new furniture and foundations for new civil engg laboratories.
8. To update status of the legal matters pending in courts
9. To discuss about staff issues
10. Any other subject with the permission of the Chair

Principal
MMIT, Lohgaon

To,
Hon. Executive President,
Marathwada Mitra Mandal,
Pune-411004.

"Techno - Social Excellence"

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Accredited with "A" Grade by NAAC

Survey No 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University

Email : principal@mmit.edu.in   Website : www.mmit.edu.in

Tel No. : +91 7447786623 / +91 7447786624   **DTE Institute Code : 6203**

ATTENDANCE OF CAMPUS CO-ORDINATION COMMITTEE MEETING

Day, Date and Time of Meeting: -- **Saturday, 28-08-2021 (Time- 1.00 pm)**

Venue: Marathwada Mitramandal's Institute of Technology, Lohgaon Pune 411047.

Sr.No.	Name	Designation	Signature
1.	Shri. Prin. D. S. Bhandari	Chairman- CCC & Member- MMM	
2.	Shri. S. S. Garge	Member-CCC & Joint Secretary – MMM	
3.	Shri. Jitendra M. Pawar	Member- CCC & Member – MMM	
Management Members:			
4	Shri. S. D. Ganage	President- MMM (Invitee)	
5.	Prin. Bhausaheb G. Jadhav	Exec. President (Invitee)	*signature*
6.	Dr. Madhavrao V. Suryawanshi	Vice-President (Invitee)	
7.	Dr. Nagnath V. Biradar	Dy. Exec. President (Invitee)	
8.	Shri. Kishor H. Mugale	Secretary (Invitee)	
9.	Shri. Annasaheb S. Pawar	Treasurer (Invitee)	
10.	*illegible*	*illegible*	
11.	Dr. Sakharam H. Gawhane	Member (Invitee)	*signature*
12.	Dr. Vishwas S. Patil	Member(Invitee)	
13.	Shri. Tej P. Niwalikar	Member(Invitee)	*signature*
14.	Shri. Sanjay S. Suryawanshi	Member(Invitee)	
15.	Dr. Rupesh V. Bhortake	Principal MMIT	*signature*

Minutes of Campus Co-ordination Committee meeting held on 28th Aug 2021

Campus Co-ordination Committee meeting was held on Saturday, 28th Aug 2021 at 1:00 pm at MMIT, Lohgaon, Pune – 411 047. The meeting was attended by following members:

Sr.	Name of CCC Members	Designation
1	Prin. Bhausaheb G. Jadhav	Exec. President-MMM
2	Shri. Annasaheb S. Pawar	Treasure-MMM
3	Dr. Sakharam Gavhane	Member -MMM
4	Shri. Tej P. Niwalikar	Member -MMM
5	Dr. Rupesh V. Bhortake	Principal MMIT

Dr. Rupesh V. Bhortake, the Principal of MMIT welcomed all the members. The Principal of MMIT briefed the agenda of the meeting and requested to start the meeting.

Due to some urgent work Prin. D. S. Bhandari, Chairman of CCC was unable to be present in the meeting. His leave of absence was noted by the committee. Hon. Shri. Annasaheb S. Pawar requested Hon. Prin. B. G. Jadhav sir to chair today's committee.

Following points were discussed in the meeting:

Agenda point No.-1: To read and confirm the minutes of the previous Campus Coordination Committee meeting held on 22 February 2021

Resolution No.-1
Principal-MMIT read the MOM of previous meetings held on 22 February 2021 which were confirmed by the members.

Proposed by: Shri. Tej P. Niwalikar
Seconded by: Shri. Annasaheb S. Pawar
Resolution passed unanimously

Agenda point No.-2 To update status of outstanding fee of AY 2019-20 and 2020-21

Resolution No.-2

Principal-MMIT updated about the status of outstanding fees of previous and current academic year.

Fees outstanding details of AY: 2019-20

Branch / Year	Applicable Fees	Paid by student	Outstanding Fees from Student	Received From Govt.	Outstanding from Govt.	Total Oustanding
FE 2019-20	13,028,502	7,146,732	49,893	5,040,325	60,161	110,054
Comp 2019-20	18,534,151	10,360,150	- 35,688	7,941,527	15,389	- 20,299
E & TC 2019-20	1,557,245	665,929	60,708	830,608	-	60,708
Mech 2019-20	22,308,405	10,888,679	436,077	10,624,377	148,332	584,409
Grand Total	**55,428,303**	**29,061,490**	**510,990**	**24,436,837**	**223,882**	**734,872**

Fees outstanding details of AY: 2020-21

Sr.	Applicable Fees (in Rs.)	Paid by Students (in Rs.)	Outstanding fees from students (in Rs.)	Fees received from Government (in Rs.)	Outstanding from Government (in Rs.)	Total Outstanding (in Rs.)
1	FE	87,05,808/-	3,53,037/-	4,65,222/-	63,08,046/-	66,61,083/-
2	Comp	1,48,35,769/-	1,65,552/-	8,59,076/-	1,07,73,429/-	1,09,38,981/-
3	Mechanical	1,03,13,049/-	9,09,819/-	8,59,314/-	86,84,270/-	95,94,089/-
4	Civil	23,41,366/-	1,96,786/-	5,25,667/-	27,60,218/-	29,57,004/-
5	E&TC	2,68,348/-	28,128/-	--	2,73,634/-	3,01,762/-
Total (in Rs.)		**3,64,64,340/-**	**16,53,322/-**	**27,09,279/-**	**2,87,99,597/-**	**3,04,52,919/-**

Principal shared the information about the court case filed by association of management (49 colleges) for outstanding fees of AY 18-19, 19-20, 20-21 from various Govt, Departments.

The above details were noted by all committee members.

Agenda point No.- 3 To update status of details of pending claim of Scholarship / Freeship

Resolution No.-3 Principal, MMIT updated the status of details of pending claim of Scholarship / Freeship. The following details of the pending claims were noted by the committee members.

Agenda point No. - 10.6: Appointment of HOD for new branch AI & DS
Resolution No.- 10.6

Principal, MMIT has briefed the committee members that with effect from AY 2021-22, a new branch of Artificial Intelligence and Data Science (AI & DS) is commenced. In this view, the HoD-Computer Engineering called the application for HoD-AI&DS from the interested faculties of computer engineering. After taking into consideration the willingness and opinions of all the faculties and opinion of HoD-Comp, **Principal recommended the name of Mr. Sajay Agrawal as HOD for AI & DS. This recommendation is accepted by the committee members.**

Proposed by: Shri. Tej P. Niwalikar
Seconded by: Dr. Sakharam Gavhane
Resolution passed unanimously

The Committee Members had an interaction with all faculties and staff. They appreciated the efforts of all faculties and staff for the development of the institution.

The Principal expressed vote of thanks to the chair and the meeting was concluded.

Dr R.V. Bhortake
Principal- MMIT, Pune

Shri. Prin. Bhausaheb G. Jadhav
Exec. President- MMM

Place: MMIT, Lohgaon, Pune
Date: 28 Aug 2021

THE TWELFTH MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)
(A. Y. 2021-22)

Date: 22.01.2022, Time: 10:00 A.M. to 01:00 PM, Venue: Classroom No. E-201

AGENDA

Agenda

1. Review of minutes of 11th IQAC Meeting and subsequent action taken.
2. Review of activities Carried out in A.Y.2021-22 Sem I and planning for Sem II
3. Status of Resources and Infrastructure requirement for all departments
4. Status of AQAR Submission of A.Y.2020-21
5. Any other point with permission from the chair.

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Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

Ref No.: MMIT/IQAC/2021-22/010   Date: 22/01/2022

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Internal Quality Assurance Cell (IQAC)
Minutes of IQAC Twelfth Meeting

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Meeting 11 – 10.08.2021

The 11th IQAC meeting for Academic Session 2020-21 was held on 10thAugust 2021. The following members attended the meeting.

Sr. No.	Designation & Affiliation	Name of Person
Chairperson:		
01	Principal	Dr. R. V. Bhortake
Teacher Faculties:		
02	Member, H.O.D. Mechanical	Prof. S. S. More
03	Member, H.O.D. Computer	Prof. S.G.Rathod
	Member, H.O.D. Civil	Prof. L. A. Deshmukh
04	Member, H.O.D. Mechatronics	Dr. A. J. Joshi
05	Member, H.O.D. Engineering Sciences	Dr. U. P. Moharil
06	Member, Dean, Academics	Prof. D. B. Satre
07	Member, Dean, R&D	Prof. A. S. Bhanage
08	Member, Dean, Administration	Dr. G. L. Allampallewar
09	Member, Dean Student Affairs	Prof. E. D. Kurhe
Administrative Officers:		
10	Member, Account Officer	Mr. UdayWankhede
11	Member, TPO Officer	Prof. A. S. Bhanage

The Chairperson Dr. R. V. Bhortake welcomed the members for the eighth meeting followed by a review presentation made by Dr. Anjali Joshi, Coordinator of IQAC.

The following points were discussed in the meeting:

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Agenda 1: Review of minutes of 11th IQAC Meeting and subsequent action taken

Resolution 1: The 11th IQAC meeting was conducted on 10th August 2021 at 1:00 p.m. The minutes of the meeting were read out with a formal discussion with all IQAC members. These minutes of the meeting were approved by the IQAC members.

Sr. No.	Recommendation given by IQAC Committee	Action Taken for Implementation & Outcomes
1.	To Carried out activities in A.Y. 2020-21 by all Departments	**Discussions -** The institute has to adapt online teaching-learning methodologies in AY 2020-21. In view of guidelines for offline teaching from SPPU, it is discussed that the institute should prepare for offline (classroom) teaching in a phased and planned manner. It is discussed to initiate and conduct more offline activities from AY 2021-22 Sem II. **Action Taken -** An initial consent is obtained from the students for choice of offline / online teaching. Partial resume of offline teaching is initiated.
2.	To enhanced the resources and Infrastructure requirement for Civil and Mechatronics	**Discussion -** The process of new purchases is initiated. It is discussed to complete the purchase and infrastructural work by March 2022. **Action Taken -** Work of partition is over. The purchase of new high end PCs (i7 configuration) is in process. Also purchase of new equipment is also under process.
3	To prepare the plan of AY 2021-22 by Deans	**Discussion -** It is discussed that all the Deans would obtain a plan of activities from the functional committee heads and members. **Action Taken -** The heads of the functional committee under the deans have submitted their academic year plan to the respective deans.

Above action taken report is noted by all the IQAC Members.

Proposed By: Dr. U. P. Moharil

Seconded By: Dr. A. J. Joshi

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Agenda 2: Review of activities Carried out in A.Y.2021-22 Sem I and planning for Sem II

Resolution: The various activities carried out by the departments were summarized and put before the committee members. The activities included - Workshops/Seminars, Number of extension and outreach programmes conducted through NSS, Innovative teaching-Learning Techniques, Professional development programmes attended by faculties and participation in cultural activities / competitions. In view of shifting of the teaching methodology to full-fledged offline from AY 2021-22 Sem II, it is discussed to give more focus on offline activities such as - organizing technical events, annual social gathering in offline mode.

Proposed By: Prof. S. G. Rathod

Seconded By: Prof. S. S. More

Agenda 3: Status of Resources and Infrastructure requirement for all departments

Resolution: In view of establishment of the Civil, Mechatronics and AI & DS the fulfillment of requirement for successive academic years is in process. Also, in the existing departments, upgradation in the infrastructure in classroom and laboratories such as purchase of Higher configuration PCs, Furniture, Laboratory Equipments, Multifunction PCs, LCD Projectors, screens, etc is under process. Also, the repainting of the institute building is to be done.

Proposed By: Mr. S. A. Agrawal

Seconded By: Prof. L. A. Deshmukh

Agenda 4: Status of AQAR Submission of A.Y.2020-21

Resolution: It is planned to submit the AQAR for AY 2020-21 by March 2022.

Proposed By: Dr. A. J. Joshi

Seconded By: Dr. U. P. Moharil

Agenda 5: Any other point with permission from the chair.

Resolution:

Revision of AAA formats

Keeping in view requirements of NBA pre qualifiers, it is discussed to revise the format of Academic and Administrative Audit (AAA)

Proposed By: Dr. U. P. Moharil

Seconded By: Dr. A. J. Joshi

Dr. Anjali Joshi, IQAC Coordinator, proposed the vote of thanks to all IQAC members.

Dr. Mrs. A.J. Joshi
Coordinator (IQAC)
Attendance Report:

Dr. R. V. Bhortake
Principal

Quality Policy

MMIT strives for imparting quality technical education by adopting best possible standards for continual improvement in skills with awareness of social responsibilities to meet expectations of stake holders.

Principal
MMIT, Lohgaon, Pune

Policy Document
Recruitment, Service Rules and Promotional Policy for Teaching and Nonteaching Staff

Recruitment policy and service rules are framed by the management for the effective administration and smooth functioning of the institute.

Part - I: Recruitment Policy

A. The Process of recruitment of faculties by University Selection Committee

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/UGC/SPPU.

2. The approval of posts is obtained from approval section and also from reservation Cell of Savitribai Phule Pune University (SPPU) and state government reservation cell.

3. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.

4. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.

5. Applications also invited from -
   a) SPPU employment exchange cell
   b) Tribal office of the state government
   c) Various backward class cells as directed by SPPU
   d) Maharojgar cell of state government

6. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.

7. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.

8. Selection Committee is obtained from SPPU.

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9. After coordinating with Selection Committee members the dates of interview are finalized.

10. The shortlisted candidates are intimated minimum 15 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.

11. On the day of interview, original document verification is carried out before candidates attend the Interview.

12. Interview of Eligible candidates is carried out by Selection Committee appointed by SPPU and selection report is submitted within 72 hours to SPPU as per University rules.

13. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

14. The reports of selection committee along with the required documents are submitted to approval section of SPPU.

B. The Process of recruitment of faculties by Local Selection Committee

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need, the requirement of faculties is calculated considering Student Teacher ratio /Cadre ratio as per the norms laid down by AICTE/UGC/SPPU.

2. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.

3. Applications are invited in specific format (to be made available physically on institute website) within the stipulated time.

4. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.

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5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE / UGC/SPPU/GOVT.

6. Selection Committee is formed by Principal and Management with two subject experts of other institutes which are on the University Panel.

7. After coordinating with Selection Committee members the dates of interview are finalized.

8. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.

9. On the day of interview, original document verification is carried out before candidates attend the Interview.

10. Interview of Eligible candidates is carried out by Local Selection Committee.

11. The reports of selection committee along with the required documents are submitted to approval section of SPPU. In case of local selection, candidates, the approval is given by the SPPU for one academic year.

12. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.

2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at college level by an internal committee consisting of senior faculties, HOD and Principal. The selected candidates are recommended for further approval from management.

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3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year.

D. The Process of recruitment of Technical/Non-Teaching staff

1. The requirement and availability of technical and non-teaching staff is reviewed as and when required.

2. The advertisement is published in leading newspapers and applications are invited in specific format (to be made available physically on institute website) within the stipulated time.

3. After stipulated number of days, the received applications are sorted and a summary is prepared.

4. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.

5. Selection Committee is formed by Principal and Management with subject expert and head of department.

6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.

7. On the day of interview, original document verification is carried out before candidates attend the Interview.

8. Interview of eligible candidates is carried out by the Committee.

9. The reports of selection committee along with the required documents are submitted to Principal and Management.

10. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of one month for joining. However, candidate need to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Part - II: Service Rules for teaching and non-teaching staff as applicable

The services of employees are governed by the <u>Maharashtra Universities Act, 1994, Statutes,</u> Code of Conduct, Ordinances, rules and regulations laid down by the Savitribai Phule Pune University, State Government, Marathwada Mitra Mandal from time to time.

1. For the staff selected from University Selection Committee, appointment is on full-time basis on probation for a period of two year from the date of joining and one year for candidates selected from Local Selection Committee. During this period, if the performance is not satisfactory, the probation period can be further extended or services may be discontinued.

2. The pay scale and other allowances such as dearness allowance, house rent allowance, transport allowance, CLA and the benefit of Employees provident Fund is given as per the norms to UGC selected candidates and for local selection candidates payment and other benefits is given as decided at the time of interview.

3. Staff has to qualify the NET/SET or similar test (as the case may be) in stipulated time period laid down by the SPPU/State Government/UGC as the case may be.
   Staff shall have to acquire higher qualifications as prescribed by the AICTE / University / State Govt. within the stipulated period as the case may be.

4. The appointment is subject to the availability of minimum number of students and the workload prescribed for the post.

5. The examination work assigned by the College/University from time to time is mandatory on the staff.

6. Staff shall produce the original documents at the time of joining the duties for verification along-with true copies of relevant documents such as birth date certificate, marksheets, experience certificate, degree certificate, relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name etc. as the case may be / whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.

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7. Staff is required to give the correct mailing address at the time of joining the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by the Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by staff.

8. Service books are maintained for all staff

9. Staff will not conduct in any private tuitions or private coaching classes.

10. Staff will not undertake any other job paid full-time, part-time or otherwise, during the continuance of service, without the permission of the Management.

11. Staff will not undertake any testing, consultancy or R&D work without the prior approval of the Management.

12. Staff will not register for any degree/diploma/certificate or other course without the prior permission of the Management. If permitted, staff will follow all the rules and regulations.

13. The services of staff can be transferred to other Department / College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Staff may be required to travel on official duties as and when needed.

14. If staff found absent continuously for more than thirty days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the Competent Authority/Management as the case may be. During the period of service, staff shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students. In such case, appointment may be terminated immediately and necessary legal actions may be initiated.

15. Staff is required to be sincere, loyal and committed towards responsibility entrusted from time to time and display a visible sense of integrity towards the institute. Further, the staff is required to maintain sense of subordination towards seniors.

16. The staff is required to maintain strict privacy and not to disclose any information regarding the Management / Institution, its activities or any other details which become

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known to the staff during the course of the service. Nor shall the staff handover any document without seeking permission of the Principal / Management.

17. If required, staff may be asked to undergo medical check-up / examination by approved medical officer or by the civil surgeon for mental and physical fitness.

18. If required, staff may have to execute a deed of contract / undertaking of service at the time of joining the duties.

19. During service period, if the performance of staff is found unsatisfactory and/or in case of violation of the service rules, the services may be discontinued216 by giving three months notice or one/three month's pay in lieu of notice period.

20. Above rules and regulations may revised / updated which would be binding on the staff.

Part - III: Promotional Policies

To encourage staff, the management gives a due consideration for the deserving faculties for promotion to higher post / pay-scale depending on the availability of the vacancies.

A. Teaching Staff

1. The requirement of teaching positions of staff is reviewed as per the norms specified by AICTE/UGC/SPPU as per subject-wise and cadre-wise.

2. An internal shortlisting of eligible candidates for higher posts is done at department level

3. On the basis of previous performance appraisal, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.

4. All such shortlisted faculties are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.

5. Faculties promoted for higher posts are need appear for local selection committee / University Selection Committee interviews for getting final approval from University.

6. To encourage the faculties, due consideration is given for achievement of faculties such as - R&D, publications, technical events, etc in the form of incentives.

B. Non-teaching staff

1. The requirement of non-teaching is reviewed as per the need.

2. An internal shortlisting of eligible candidates for higher posts is done at department level.

3. On the basis of previous performance, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.

4. All such shortlisted staff are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.

Principal

MMIT, Lohgaon, Pune

Policy Document
Appraisal System for Teaching and Non-Teaching Staff

Background

The policy document is designed by HODs of all departments in consultation with Principal. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy.

Purpose of Appraisal System

This policy sets out the framework for a clear and consistent assessment of the overall performance of teaching and non-teaching staff for supporting their development within the context of the institution plans. The broad purpose of appraisal is to help them for their professional growth and development.

The staff appraisal is evaluation of their performance on measurable parameters. This appraisal is done of the vital parameter for future appreciations. Appraisal will be based on evaluation parameters of both semesters for an Academic Year. Benchmark for feedback is defined clearly. The staff will be made aware of benchmark well before the commencement of the academic year.

Performance Based Appraisal System for Teaching Staff:

The institute has designed the performance-based appraisal system based on the guidelines of the All India Council for Technical Education (AICTE) 360 degree appraisal, Government of Maharashtra and Savitribai Phule Pune University.

Self-appraisal is carried out on the parameters that include –

(A) Teaching – Learning Activities

- Development and quality of Teaching Material and e-contents
- Subjects Taught in the year / Class Conduction
- Student's feedback
- Assessment and evaluation including CO-PO mapping and Attainment
- Innovative teaching-learning activities

(B) Co-curricular activities and extra-curricular

- Participation in Department / Institute level Committees
- Involvement in NAAC / NBA activities related to department
- Student Support, help, Concern, Feedback to students on their performance
- Steps taken / initiated for betterment of student's experience in the Department / Institute

(C) R&D

- Publications in Journals, conference proceedings / workshops / seminars / symposium / books etc.
- Seminar / workshops attended / organized, by faculty, seminar/workshop organized by faculty, contribution as guest / expert lecture, consultancy etc.
- Industry Liaison and efforts for placement

An appraisal committee (consisting of senior staff from all departments) verifies the self-appraisal. The HOD and Principal carries out a personal interaction with staff and reviews the performance appraisal in the next step.

Appraisal System for Non-Teaching Staff

The appraisal of non-teaching staff is carried out on certain defined parameters including - Laboratory activities, Participation in department / institute level activities, work assigned and completed by staff, etc. The appraisal is carried out by HOD and Principal in a personal interaction with the staff.

Suggestions for improvement and betterment are given and corrective actions are suggested to staff wherever necessary. This appraisal is one of the major factors for further appreciation, regular increments and promotion. Punitive action is recommended to the management as per the case may be. Wherever necessary, the management interacts with staff for their problems, difficulties and suggest ways for improving their performance.

Principal
M.M.I.T.

"Techno – Social Excellence"

Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

"येथे बहुतांचे हित"

ACADEMIC POLICY

Prepared By

Academic Monitoring Committee (AMC)

INDEX

1. Academic Monitoring System (AMS)

The Academic Monitoring System is an integral part of the Institute. It is used to improve performance and develop beyond the curriculum contents to facilitate students. The system is categories as mentioned below.

1.1 Continuous Evaluation Process:
There are many parameters by which the performance of a student can be evaluated.
1. Assignments
2. Unit tests
3. Surprise tests
4. Mock Practical exams
5. Presentation/Group Discussion on a specific topic

Extra lectures for weak students and remedial coaching for failed students are conducted.

1.2 Add-on facilities:
Add-on courses are designed and arranged to bridge the gap between the industry and existing curriculum which will help the students to become industry compatible. It is accomplished by arranging,
1. Guest lectures
2. Expert lectures
3. NPTEL lectures
4. Add-on courses

1.3 Quality Assurance in AMS:
Quality in academics is ensured by conducting staff audit and feedbacks of different stakeholders such as students, parents, alumni, Industry, advisory board etc. Feedbacks from different stakeholders are considered for quality improvement of AMS.

Staff Audit:
Interdepartmental Staff audit is conducted per semester by AMC for quality assurance. Academic summary report which shows status of completion of course conduction is prepared at the end of semester by respective Departmental Academic Coordinator.

Feedback System:
Feedback points out the shortcomings in the existing system. Every stakeholder plays important role by giving correct feedback. Table below focus more

Sr.	Stakeholder	Feedback
1.	Students	Teaching and Non teaching staff.
2.	Parents	About the overall facilities of department/Institute.
3.	Alumni	The curriculum and requirement in the Industry.
4.	Industry	How students can be industry compatible?
5.	Advisory Board	About the overall functioning of department/Institute.

1.4 Attendance Monitoring Process:

Institute has follows strict norms to regulate student attendance. Student attendance is beneficial for knowledge acquisition and in-depth understanding of subject. Attendance is rigorously monitored to ensure very least students will be defaulter. Daily attendance report, monthly defaulter list, provisional defaulter list and final defaulter list are part of attendance monitoring process. Parents are informed about ward attendance by regular telephonic calls/SMS.

1.5 Teacher Guardian Scheme:

The teacher Guardian scheme is developed to ensure that the performance of students will improve and their parents should receive complete details of their ward. Some of the functions of

T.G. System is as follows:-

1. A teacher guardian is assigned to a group of students of a class. The same teacher guardian is associated with that group of students till they graduate. The teacher guardian will maintain individual personal information, awards, achievements etc.

2. The students update their teacher guardian if they are facing any issue. Necessary solution can be found out after discussion,

3. Teacher guardian takes a monthly meeting with the students and discuss with them about various topics.

4. Teacher guardians maintain complete record of the students and update their parents about the developments by regular telephonic call/SMS.

5. Parents meeting is arranged every semester to communicate with them progress of their ward.

2. Policy for Theory Subjects

2.1 Subject Distribution

Teaching work distribution is an important phase in Teaching Learning Process. Right allocation of subjects and practical's to teachers not only improves imparting of knowledge to students but also helps to improve the results.

1. Teaching work distribution involves distributing subjects, practical's, seminar, projects etc. It must be done immediately after the term end. This ensures that, staff gets sufficient time to thoroughly prepare the allocated subject and practical's and completes the course file before commencement of the next semester.

2. Teaching work distribution should be done as per the syllabus structure given by the University. The entire workload of the semester of a department should not be less than the University prescribed workload of that semester.

3. Senior staff of the department must be encouraged to teach difficult subjects

4. Extra lecture/tutorial should be assigned for difficult subjects

Head of the department can ensure that subject distribution among the departmental staff is fair and according to expertise or trust area of the staff.

2.2 Lecture Preparation

1. Keep lesson plan, session plan & lecture notes ready before start of term. Post the study material on Google Apps

2. Handwritten Lectures Notes should be prepared. It should be reviewed by peer/HOD.

3. While preparing lecture notes- make use of **ONLY** Standard text books (called as Bibles of the respective subject). E.g. Mathematics- Grewal, Waritkar; Basic Electrical- Theraja, Books from Schaum Series, The Art of Computer Programming (Vol. I, II, III, IV) and so on. Inculcate this habit into minds of the students as well.

4. Use of the standard books on JEE, CAT, GATE, GRE for preparing subject material.

5. Prepare subject wise list of standard books, circulate to all colleagues & students. It should be verified by HOD/Academic Committee every semester**.**

6. While preparing session plan, highlight chapters from standard books, so that students will be forced to refer to these books.

7. Prepare and follow **Session Plan** for every Lecture.

8. Supplement your L/P/T with brain teasers, quizzes so that student's interest will be maintained in the classroom especially late afternoon sessions.

9. Form a resource pool from or across department. Share lecture notes, assignments, practical's etc. across departments.

10. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, White papers from industry website for providing Extra Material/Notes to students.

11. Arrange expert lectures by Industry persons on upcoming technology or career opportunities in the respective subject.

2.3 Conduction of Lectures

1. Carry Lesson/Session Plan and handwritten notes in the classroom

2. Engage class for entire duration of 60 min

3. Reach the classroom 2 min before the schedule. This sends a strong message to students regarding your commitment & makes them to come on time.

4. Allow latecomers to enter class but make them stand in the class

5. Keep the door closed while conducting L/T so that you can conduct class without interruptions.

6. Ensure readable, large & neat writing on blackboard

7. Make restricted use of the PPTs (no more than 15 min in one Hour) this ensures student participation.

8. Make session interactive by discussing case studies and problem solving.

2.4 Conduction of Tutorials, Home work, Assignments

1. All the Assignments/Tutorials (i.e. numeric problems, software programs) to be solved by respective subject teachers in advance.

2. Make exhaustive list of problems for every assignment.

3. Minimize/Avoid - Describe, Compare and Explain type of questions.

4. Tutorial/Assignments are to be designed such that there is no repetition.

5. Each Tutorial/Assignment must have at least 5 questions.

6. Give Batch wise assignments per Unit.

7. Make extensive use of Standard books for this activity.

2.5 Student Performance Improvement

Extra Lectures
1. Identify week students and arrange extra lectures after college hours.

2. Arrange extra lectures for difficult subjects.

Remedial Coaching
1. Decision of conducting remedial classes for subjects should be taken at departmental level in consultation with HOD based on,

   a. Difficulty of subject

   b. Subject result is decreased compared to previous year result analysis

   c. Subject result is below specified threshold (Ex. Result is below 80% etc)

2. For every unit prepare question bank using University question papers with model answers and marking scheme.

3. Discuss Questions and answers with students in one lecture

4. Conduct unit test per unit based on that question bank. Let's assume, if you have a question bank of 20 questions per unit then prepare a test paper with 8 questions and allow students to solve any five.

5. In this manner, conduct 2 lectures per unit. Likewise 12 lectures for one subject

Expert Lecture
Academics, industrial visits, co-curricular activities are important aspect in knowledge building of the students. Along with this, MMCOE has recognized that there is one more realm where students can learn a lot from expert lectures delivered by experts in their area. Hence, expert lectures plays very important role to understand opportunities, industry perspective of the subject Following guidelines should be used to arrange the expert lecture in the department
1. At least one 2 hour expert lecture should be organized for every subject delivered by the Industry experts

2. Expert lecture should be conducted by industry experts who have worked on that area.
3. Preferably our experienced alumni should be called as expert

4. Expert lecture should be conducted on the following topic,

   a. Content beyond syllabus of the subject

   b. State of the art and Research opportunities in the subject

   c. Career opportunities in the subject

   d. Any other topic based on case study or real life experiences of the experts on the subject

5. Expert lecture co-ordinator of the department should prepare semester wise plan of the expert lecture and should make budgetary provisions before commencement of the semester.

It is the strength of the department to conduct excellent quality expert lectures to improve alumni connection and Industry-Institute Interaction. Hence, Head of the department should encourage faculty members of the department to conduct excellent quality expert lecture. They can help and guide the staff to identify experienced and renowned experts in the subject.

Resource pooling
Resource pool is a team of interdepartmental staff members working in same area or subject.

1. Resource pool of Interdepartmental subject experts should be formed for uniform conduction of courses which are common amongst the departments.

2. These subject experts should conduct meeting of respective staff, discuss syllabus and common topics and decide the strategy for conduction of lectures. It is expected to share notes and arrange interdepartmental lecture on topics based on area of expertise by the identified faculty member.

3. At least 3 such lectures per department should be conducted within a semester

Slow Learner and Advanced Learner

During the teaching the every subject teacher identify the slow learner and advance learner based on following criteria
- Qualifying marks
- Performance in lecture and practical
- Internal evaluation by Unit Test, Oral or Practical Mock examination

The special treatment is given to slow learning student by conducting extra session of lectures and giving some assignment. In practical session, group of advance learning student and slow learning student is made so that it will benefit to slow learner.

3. Policy for Conduction of Lab Practical's

3.1 Experimental Preparation/Setup

1. Perform the experiment/ Program on your own to ensure setup is ready & functioning well.

2. Lab assignment list should contain University prescribed list of assignments along with some innovative assignments

3. All equipments should be tested, calibrated and functioning as per the standard

4. Ensure lab manuals are updated before the start of every term.

5. The Experimental write up should be neatly typed. It should be error free, no typo mistake, grammatically correct and reviewed by HOD/Academic Committee/Peer review

6. Enrich your journals with FAQs on each experiment so that students become ready to face orals exams. Make students write the answers of these FAQs.

7. Add new experimental setup / innovation in practical assignments. Take help of seniors to ensure this.

8. Follow the **standard template** for Lab Manual Preparation. Keep the uniformity across the department.

3.2 Lab Conduction

1. Staff member should be present in the lab for entire 2 hour session.

2. Complete practical assignment and its write-up in the stipulated time, so that students (and you as well) need not carry the burden till the end of term.

3. Oral should be conducted in a group of 3 students while checking write-up of assignment

4. Avoid poor quality of submission by strict on time assessment.

5. Keep Journals in the custody of Lab assistants and ask the students to sit in the Labs for completing the journal, if not completed.

4. Policy for Continuous Evaluation

4.1 Unit Test

1. Conduct unit-wise class tests.

2. Prepare & make available a comprehensive question bank for each unit and/or experiment.

3. Refer previous years University question papers for making question bank.

4. Give the model answers for the questions.

5. The questions for the Unit Test should be from the question bank itself.

6. Keep records of performance of the students in class and in Unit Test.

7. Maintain a record of action taken on the results of the Unit Test for improvement (reappear/assignments).

4.2 Assignments

1. Upload Unit wise assignments on G-apps.
2. Timely check the assignments & keep record for evaluation.

4.3 Mock PR/OR Examination

1. Conduct Mid-term and End-term mock Practical/Oral exam as per the academic calendar
2. Detailed time table should be displayed on the departmental notice board
3. There should be a panel of 2-examiners from the same department to evaluate students in mock PR/OR exam (office order should be prepared for the same)
4. Evaluation sheet for mock PR/OR exam should contain parameters as suggested by the BOS of their respective department
5. Conduct oral in every lab session to ensure proper understanding by students.
6. Upload updated PR/OR questions with answers on Google Apps

4.4 Group Discussion/Presentation

1. Arrange Quizzes, Group discussions, Questionnaire Sessions etc for individual student.
2. Schedule student presentations on beyond syllabus topics.

4.5 Final Year Project Assessment

1. Final year project should be selected as per the guidelines given in the course curriculum

2. Final year project assessment should be based on the continuous project evaluation sheet (Project Log Booklet) and guidelines given by the University

3. Faculty guide of the sponsored project must visit to the industry once in month to monitor progress of the project

4. Final year project repository can be created in the department which will be useful for next batches. Repository can include,

   a. 5 minute video presentation of the project features

   b. Identify and encourage students to donate these projects which could be used in labs as demo experiments

5. Policy of Monitoring Academics

5.1 Responsibilities of Principal/HOD/Dean

1. Principal/HOD/Dean should daily take round to monitor the lecture.
2. They are encouraged to randomly seat in the ongoing classes and monitor quality of the lecture and suggest for improvements
3. Principal/HOD/Dean should conduct academic audit

5.2 Responsibilities of Departmental Academic Coordinator

1. Maintain departmental Academic file as per given format (Refer Annexure A.1).
2. Prepare departmental Academic Calendar
3. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline along with class teacher.
4. Make sure that daily attendance report of each class is filled properly before submitting.
5. Monitor work of class teacher & teacher guardian for smooth conduction of academics.
6. Conduct audit of course file, TG file & G-apps records twice in a semester (at the begging & at the end) and submit the report.
7. Conduct interdepartmental Audit per semester.
8. Observe lecture conduction of faculty member along with senior faculties.
9. Maintain discipline among staff & students.

5.3 Responsibilities of Class Teacher

1. Maintain class teacher file in given format (Refer Annexure A.2).
2. Report 10 minutes before commencement of classes and wait in corridor to maintain discipline
3. Adjustment of lectures and practical sessions in case of absenteeism of faculty members
4. Preparation of monthly defaulter list with the help of assigned lab assistant
5. Submission of daily attendance report
6. Display monthly defaulter list at the end of each month & final detention list at the end of semester.
7. Monitor the attendance of each student and keep track of students who remain absent continuously and call their parent (involve Teacher Guardian of respective batch).
8. Check Student I-card daily and uniform on every Tuesday and Friday.
9. Take action on students who are using mobile phones in college campus.
10. Maintain overall discipline among students.

5.4 Responsibilities of Teacher Guardian:

1. Maintain Teacher guardian file in prescribed format (Refer Annexure A.3).
2. Maintain batch wise student roll call list
3. Keep contact details of students & parents
4. Record of student Previous Semester Result
5. Record of TG-Student meeting (Once in a month).
6. Provide information about students to the class teacher whenever required.
7. Student counseling whenever required.
8. Maintain record of monthly defaulter list
9. Send letters to parent for parents meet.
10. Telephonic call record of defaulter students should be maintained.
11. Leave application form of students along with necessary documents should be kept
12. Maintain record of monthly undertakings of defaulter students
13. Maintain data of students achievements
14. Maintain discipline among students.

5.5 Guidelines for Audit conduction

Staff audit is conducted three times per semester.

Pre Sem Audit

It is conducted at the department level by respective academic coordinator along with HODs before the commencement of new semester. Course files including session plan, notes, assignments, lab manual etc. are checked and academic monitoring checklist is prepared.

In Sem Audit

Departmental audit should be conducted in the presence of HOD, departmental academic coordinator and audit supervisor (Academic coordinator of other department). It is conducted in the mid of semester for verification for academic activities.

Following files/data should be kept ready at department level:

1. Course files of all staff

2. Hard copy of Lab Manuals

3. Class teachers file

4. TG files

5. Weekly monitoring report file

6. Daily attendance monitoring file

7. Google-Apps verification report

8. Academic Monitoring checklist

Audit report should be submitted to Academic Coordinator with following enclosures:

1. Staff Audit Report
2. Google-apps verification report
3. Academic Monitoring checklist report
4. Weekly monitoring report (Sample copy).

End Sem Audit

It is conducted at the end of semester which will ensure conduction of academics as per plan. Academic summary report is prepared by Departmental Academic Coordinator.

Audit Outcomes

1. Quality assurance in Academic Monitoring system.
2. Uniformity in policy implementation throughout the Institute.
3. Area for improvements may be identified.

Corrective Action

The staff is given stipulated time for overcoming the deficiency if any, reflected in their work.

6. Policy for Students

1. Make use of **ONLY** Standard text books (called as Bibles of the respective subject). E.g. Mathematics- Grewal, Waritkar, Basic Electrical- Theraja, Books from Schaum Series, The Art of Computer Programming (Vol. I, II, III, IV) and so on.

2. Make use of the standard books on JEE, CAT, GATE, GRE etc. which do have such high quality questions & most of these are valid for all 4 years.

3. View/Listen/Use NPTEL; MIT OCW (MIT Open Course Ware); Khan Academy; Recent papers published, white papers from industries website for Extra Material/Notes.

4. Referring local author books (like TechMax etc.) is strictly prohibited.

5. Always be present on time for every Lecture and Practical.

6. Students should perform experiments & complete the write ups in 120 min of practical session.

7. Regular checking of Files/Journals within the time slots of practicals is required.

8. Journals will be kept in the custody of Lab assistants and students should sit in the Labs for completing the journal, if not completed.

9. Students should **not** sit in the corridors and/or on stair case for File/ Journal completion.

10. Submit the Class assignments given by the respective subject teachers within prescribed time.

11. 75% Attendance is compulsory.

12. Reduce the rate of Absenteeism. Take prior permission from Teacher Guardian before leave.

13. Do not spend spare time in - reading newspapers, chatting, talking/texting on mobile or netsurfing. Use this spare time for anything which adds value to your candidature like- reading research journals, reading technical articles from Magazines kept in library etc. etc.

14. Maintain discipline – Wear Uniform and I-card.

15. No use of mobiles in Corridors/College.

7. Policy for Time table preparation

After subject distribution to departmental staff, departmental time table co-ordinator should prepare following time tables,

- Class time table

- Lab time table

- Individual time table

- Master time table

Following guidelines should be used to prepare all the above time tables,

1. Class time table should include Subject, Practical, Seminar, Project, TG slot, TPO lecture and Guest lecturer whichever is relevant

2. Individual time table must include Subject, Practical, Seminar, Project work load along with slots for TG, Departmental meeting, Library and Research, whichever is relevant

3. There should not be any teaching load during Departmental meeting time slot. Hence, every staff of the department will be free during the departmental meeting.

4. Class and Lab time table should reflect its utilization. Utilization can be calculated as the ratio of total weekly teaching time slot in the class to the weekly academic time

   Utilization = Classroom or Lab total hours engaged / Weekly academic time

5. Time table monitoring committee should ensure that,

   a. All the time table must be prepared and class time tables must be displayed on the departmental notice board and institution website before commencement of the semester

   b. Classrooms and labs must be fully utilized for teaching learning and imparting knowledge to the students.

Annexure A: Index list

A.1 Academic Coordinator File Index

1. Academic coordination committee.

2. Academic Planner

3. Academic Calendar (Copy enclosed)

4. Class wise time tables & teaching load distribution

5. Class wise Roll call list (Copy enclosed)

6. Class Teacher & Teacher Guardian scheme(Copy enclosed)

7. Departmental Portfolio

8. Subject Experts : per subject group (Only for FE)

9. Display of Monthly Defaulter List

10. Display of unit test marks of all subjects (Copy enclosed)

11. Display of provisional detention list (before term end) calling parents of these students & taking final undertaking of student & parent.

12. Final detention notice on the last day of term end.

13. Staff Audit Report (Pre Sem Audit, In Sem Audit, End Sem Audit)

14. Record of Guest/Expert lectures/Resource Pooling

15. Record of Visiting lectures

16. Industrial visits

17. Result of University Exam (Summary)

18. Remedial Coaching Time Table

19. Notices

A.2 Class Teacher File Index

1. Student Roll Call List

2. Monthly Defaulter List

3. Unit Test Marks sheet

4. Provisional Detention List

5. Final Detention List

6. Telephonic Record (calling detained students parent)

7. Final Undertaking

8. Student Applications (Medical Reports)

A.3 Teacher Guardian File Index

1. Batch wise Roll Call list

2. Contact Details of students

3. Record of student Previous Semester Result

4. Record of TG-Student meeting (Once in a month).

5. Monthly Defaulter List

6. Telephonic Record

7. Leave Applications

8. Monthly undertakings of Defaulter Students

A.4 Course File Index

INDEX

1. "Academic Calendar

   A. College (Pink Book)

   B. Department (Pink Book)"

2. Class Time Table

3. Individual Time table

4. Structure of FE/SE/TE/BE

5. Syllabus of Respective Subject

6. CO PO Mapping

7. Theory & Practical Attendance (Pink Book)

8. Teaching Plan

9. Lesson Plan (Pink Book)

10. Practical Plan (for each batch)

11. List of Lab Assignments (Pink Book)

12. Lab Manual (Hard/Soft copy)

13. Oral Question Bank

14. Unit wise Theory Assignments

15. "University questions Papers & Marking Scheme"

16. Unit Test

    A. Question Paper

    B. Mark list

    C. Sample Answer Sheet
    (Best,Average,Weak)
    (Performance improvement of low profile students)"

17. MCQs Question Bank
    (FE & SE)"

18. Assessment sheet for lab
    (Term Work)"

19. "Teaching Material - Theory Notes
    (Uploaded on Goggle Apps)
    /PPTs/PDFs/Doc/Any Other"

20. Guest Lecture/Workshop Record

21. Record of related contents beyond syllabus

22. "Last 3 years comparison of subject result
    (Performance improvement of low profile students)"

A.5 Google apps Uploading Format

Create Five Folders per subject on Google apps with following names

1. Subject Material
Content: University syllabus, lesson plan, list of books, question bank with model answers,university question papers.

2. Teaching Material
Content: Create six subfolders. Per unit notes/ppts per folder.

3. Assignments
Content: Separate folder for each assignment

4. Laboratory
Content: Lab manual, Lab List, University Lab list, Oral Question

5. Additional
Content: Content beyond syllabus, white papers, journal papers, NPTL lecture links etc.

A.6 PTM file Index

INDEX
1. Parent Letter Format

2. Parent Registration report

3. Parents feedback form

4. Minutes of Meeting

A.7 Unit Test Index

INDEX

1. Unit test Time table

2. Seating arrangement Record

3. Supervision Duty Chart

4. Summary of Unit test

5. Class wise Unit test Marksheet

A.8 Micro-Lesson plan format

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Lohgaon, Pune-411047

Academic Year:-	LECTURE PLAN	Class:-	Date:-
Faculty :-			
Subject :-	**Unit No. :-**	**Lecture No. :- -- / [Total No.of Lect.]**	

Objective of Lecture:-

Actually Covered :-

Remaining Portion (If any):-

Remark :-

Guideline (PDF/PPT/Ref. Book/Text Book/Hand Notes/Research Paper) :-

Google Apps (Uploaded Yes/No) :-

Subject Incharge   **HOD**

Annexure B: Proforma

B.1 Parents letter (Strictly on college letter head)
Ref No: MMIT/COMP**/BE**/2016-17/   Date:-

To,

_____

_____

Subject: Cumulative Attendance report of your ward till *31st Jan. 2017.*

Sir/Madam,

         Your ward _____Class: _____Roll No: _____ who is Studying in *Final Year of Computer Engineering*** in the college has attendance report as follows:

1. His/her* cumulative attendance report till *31/01/2017* is
    BELOW NORMS / NOT SATISFACTORY / SATISFACTORY*.
    - Below norms means below 75%, Not Satisfactory means 75% to 90%, satisfactory means above 90%
    - If he/she does not fulfill the University criteria of attendance, his/her term is not likely to be granted.

2. His/her* University result of Nov/Dec 2016 Exam is **All Clear/___ Subject Fail***. The copy of Mark Statement of University Result is issued to your ward.

3. His/her Unit Test-I Performance is as follows,

Sr. No.	Subject	Marks out of (50)	Remark(s)
1.			
2.			
3.			
4.			
5.			

4. You are requested to instruct your ward to attend all the lectures & practical regularly, study hard & show progress.

5. **Please spare some time for the review of progress & feedback of your ward & attend the Parents meeting** *on Saturday 04/03/2017 at 11.30** a*m in college in **Department of Computer Engineering**.**

6. For any information, contact his/her Teacher Guardian: _____
    Class Teacher : _____**(Mob. No-_____)**

Expecting your cooperation
Thanking You,

        HOD   **Principal**
Computer** Engineering   **MMIT, Lohgaon, Pune**

*Strike out which is not applicable
**To be filled by department

B.2 Students Leave Application

STUDENT'S APPLICATION FORM FOR LEAVE

Date

To,
The Teacher Guardian,
Div…. Batch…..

Respected Sir/Madam;

I require the…… day(s) leave for the following reason. Please sanction the leave.
Name of the Student…………………….. Division………….. Roll No…………..
Date(s) on which leave(s) required………….. Total day(s)…………….
Contact no. when at leave………….
Thanking You.

<div align="right">

Yours Obediently

………………..

Sign of the student

</div>

Leave sanctioned/not sanctioned

……………………………
Name & Signature of Teacher Guardian

……………………………………………. cut on this line………………………………………...
Student's Copy

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Lohgaon, Pune-411047

PERMISSION LETTER FOR LEAVE FROM TEACHER GUARDIAN

To,
The Concerned Teachers

The following student has taken my permission for…………. days leave(s).
Name of the Student………….. Division…….. Roll No………
Date(s) on which leave(s). ……………. sanctioned....................

<div align="right">

……………………………..
Name & Signature of Teacher Guardian

</div>

Note: student should keep this part with them and produce whenever asked by the teachers

B.3 Undertaking for Cumulative Attendance

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Lohgaon, Pune-411047

<u>UNDERTAKING</u>
(FOR CUMMULATIVE ATTENDANCE)
(From   / To /   )

I, the undersigned student Mr. /Miss..
Class...........: Div:........... Roll No:................ am not regular for the theory/practical.

The Cumulative attendance record till .... is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in...............................as per rules of SPPU. Because of this, I will have to seek admission in the same class next year...by paying full fees.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms.

In future if my attendance falls below the norms of SPPU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date: /   /20   Sign of Student

B.4 Letter of Detention
(Strictly on college letter head)
Ref No: MMIT/Brach**/Class**/2016-17/   Date:-

To,

_____

_____

_____

Subject: Detention of your ward in the 2nd term of academic year 2016-17.

Sir/Madam,

    Your ward _____Class: _____Roll No: _____ who is studying in -------------------------** during academic year 2016-17 have not completed & submitted the term work of all subjects on the last day of 2nd term i.e. 3rd April 2017. Hence, as per University norms, he/she* is detained for the 2nd term of academic year 2016-17. He/She will not be allowed to appear for Oral/Practical/Theory examination of Apr/May 2017. He/She* has to take the fresh admission in the same class in the next academic year 2017-18 by paying full fee of college.

This is for your kind information.

Thank you.

      HOD   **Principal**
---------------- Engineering**   **MMIT, Lohgaon, Pune**

*Strike out which is not applicable
**To be filled by department

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B.5 Telephonic Records

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

SE/TE/BE (A.Y. 20   -   ) SEM- <u>TELEPHONE RECORD OF TEACHER GUARDIAN</u>

Name of Teacher Guardian………………………………… Class……….. Div……… Batch…………
Roll No………… To……….. Total………….

Sr. No.	Date	Roll No.	Name of the Student	Tel. No.	Report of telephonic talk with parents	Remark

Name & Sign of Teacher

Date

Annexure C: Quality Assessment
C.1 Google Apps Verification format

"Techno – Social Excellence"

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

Department:

Academic Year: Sem:

Summary of Teaching Material Available to Student on Google Apps

Sr. No.	Name of Faculty	Class	Subject	PPTs	Question Bank/ Th. Assgn.	Univ. QP	Lab Manual	Videos	Numericals	Scan Theory Notes	MCQs	Any Other	Share with Student	Sign

Verified By   HOD

C.2 Academic Summary Report

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

MMIT, Lohgaon, Pune-47		Progressive Syllabus Status Report (Month-wise)																			
		Department														Page No. :					
		Academic Year											Class			Term I / II:					
Sr. No	Subject	Month 1				Month 2				Month 3				Month 4				Total			
	Faculty	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd	Lect Alloc	Lect Eng	Pract. Covrd	% Syl Covrd
1	Subject1																				
	Faculty1																				
2	Subject2																				
	Faculty2																				
3	Subject3																				
	Faculty3																				
4	Subject4																				
	Faculty4																				
5	Subject5																				
	Faculty5																				
Sign of CT																					
Sign of HoD																					

C.3 Staff Audit Form

<u>Performance Appraisal Form for Faculty</u>
[In consultation with HOD & Principal]

Department : _____
Name of the Faculty member : _____
Designation : _____
Mobile No. : _____
E-mail : _____
Date of Joining MMIT : _____
Experience at MMIT : _____
Whether Approved Faculty : Yes / No
Total Experience (incl. MMIT) : Teaching _____ yrs, Industry _____, Research _____

Education Qualification

Qualification	Yr. of Passing	Subject/ Specialization	University	% of marks/Grade
Ph.D.				
PG				
UG				
Other				

Appraisal Grades (Last 3 years)

Sr.	Academic Yr.	Appraisal Grade	Remark/Justification (if any)
1	2015-16		
2	2014-15		
3	2013-14		

Subject Taught, Result, Feedback:

Subject	Aca. Yr.	2014-15		2015-16		2016-17	
	Semester	Sem I	Sem II	Sem I	Sem II	Sem I	Sem II
Subject 1	Subject						
	Result %						
	Feedback						
Subject 2	Subject						
	Result %						
	Feedback						
Subject 3	Subject						
	Result %						
	Feedback						

Self / HOD / Principal Appraisal

1. Lessons planning and effective execution

Sr.	A.Y. and Sem	Lesson Plan (5 marks each)	Teaching Plan (5 marks each)	Effective Execution (5 marks each)	Self Analysis Marks (Averaged to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	2015-16 (Sem-II)					
2	2016-17 (Sem-I)					

2. Teaching Material shared with students / Use of library

Sr.	Particulars	Availability (5 marks each)	Quality (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Notes (Hard/Google Apps)				
2	PPTs / Models				
3	Question Bank				
4	Videos / other				
5	Prev. Yr. Univ. QP shared with students		---		
6	Use of library books, journal, periodical		---		

3. Practical / Term Work / Theory Assignments

Sr.	Particulars	Effective Execution (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Planning & Execution of Practical			
2	Continuous Assessment of TW			
3	Planning & Assessment of Assignments			
4	Extra efforts for academic improvement of students			

4. Efforts for low profile students / Teacher Guardian / Mentoring / Guidance

Sr.	Particulars	Marks (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Efforts for low profile students (incl. Remedial classes)			
2	Effective Teacher Guardianship			
3	Mentoring/Guidance to students for academic/personal development			

5. Publications- Journals/Conference/Books

Sr.	Particulars	Number	Marks	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Patent (10 marks)				
2	Publications in reputed Journals (5/3 marks for 2/1 papers)				
3	Conference (5/3 marks for 2/1 papers)				
4	Books (5 marks)				

6. Pursue of higher education / Involvement in University level activities

Sr.	Particulars	Marks (5 marks	Self Analysis Marks	HOD / Prin. Analysis Marks

		each)	(Converted to 5)	(Out of 5)
1	Progress / completion higher education (Ph.D.)			
2	Clearing of NET/SET/GATE Examination			
3	Paper setting, moderation, paper checking (Univ. Level)			

7. Fulfillment of administrative responsibilities at College / Dept. Level

Sr.	Particulars / Details of responsibility	**Marks** (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				
3				

8. Initiative, Involvement in Extracurricular activities / College Activities

Sr.	Particulars / Details of activities	**Marks** (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				
3				

9. Other aspects

Sr.	Particulars / Details of activities	**Marks** (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1	Cooperation/cordial relations amongst other faculty/staff members			
2	Problem solving abilities			
3	Positive attitude / devotion / sincerity / Attendance / Punctuality			
4	Multitasking and Leadership qualities			

10. Noteworthy achievements / student related activities not covered above (e.g. BAJA, SAE, Robocon, Hackathon, etc)

Sr.	Particulars / Details of activities	**Marks** (5 marks each)	Self Analysis Marks (Converted to 5)	HOD / Prin. Analysis Marks (Out of 5)
1				
2				

Sr.	Name	**Self Analysis Marks (Out of 50)**	**Marks (Converted to 40)**	Signature	Date
Faculty					
HOD					
Principal					

Annexure D: Feedback Forms
D.1 Parent's Feedback Form

"Techno – Social Excellence"

Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

PARENTS FEEDBACK FORM

Parents Name:		
Address:		
Mobile No.:		
Email:		
Occupation:		
Ward Name:		Mob. No:
Department :		Class: FE/SE/TE/BE

Rate the Institute on Scale 1 to 4 on the basis of following aspects:

Excellent: 4   Good: 3   Satisfactory: 2   Poor: 1

Sr. No.	Questions	Rating
1	Are you happy with the progress of your ward in academics?	
2	How do you rate the infrastructure (Library/Laboratory/Internet/Wi-Fi Facility/ Hostel) facility provided by the institute?	
3	How do you rate the treatment given to your ward by the faculty?	
4	Are you happy with the curricular (Industrial Visit/Add-on Courses/Seminar/Guest lecture etc) & extra-curricular (Sports/Cultural/NSS) Activities organized by the institute?	
5	How do you rate the overall development of your ward?	
6	Are you satisfied with the Administration of MMIT?	
7	How do you rate the quality and relevance of the courses included into the semester?	
8	Do you feel that course contents are adequate to make your ward capable of Analyzing/solving the real life problem?	
9	Do you feel the course has inculcated social and ethical values in your ward?	
10	Rate the quality of education your ward has gained from course?	

Any other Suggestions: _____

Date   **Signature**

D.2 Alumni Feedback Form

"Techno – Social Excellence"

Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

ALUMNI FEEDBACK

Alumni Details		
Name of the Alumni		
Degree	Engineering	
Branch (Engg. Only)	Mech / Comp / E&TC	
Year of Passing		
Mobile No.		
Email		
1	How do you find overall infrastructure at MMIT	Excellent Satisfactory
2	Did the program prepare you for a Job/Higher Studies?	Yes No
3	Do you get sufficient Industry/field visit during course?	Yes No
4	Has your knowledge gained (mathematics, science and engineering) helped you to cope up with the current job challenge?	Yes No
5	Whether sufficient efforts are taken to develop soft skill?	Yes No
6	Does the institute has provided enough facility & expertise in all subjects?	Yes No
7	Do you feel the existing curriculum fulfill the industry requirement? If no then suggest.	Yes No
8	During your study, what were the positive aspects of MMIT/your department?	
9	What are your suggestions for further improvement at MMIT?	
10	After completion of your course, what positive/negative changes you observed now at MMIT?	

Date: **Signature**

D.3 Employer Feedback Form

Marathwada Mitra Mandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Lohgaon, Pune-411047

EMPLOYER FEEDBACK FORM

Employer Name	
Designation	
Industry Name	
Mobile No.	
Email-id	

Rate the Institute on Scale 1 to 4 on the basis of following aspects:

Excellent: 4   **Good: 3**   **Satisfactory: 2**   **Poor: 1**

Sr. No.	Questions	Rating
1	Syllabus is suitable for Employability	
2	Syllabus is need based and as per current trends in market	
3	Syllabus matches with the demands of the job market	
4	Syllabus takes care of knowledge and skills of the students	
5	The syllabus has good balance between theory and application	
6	Engineering Knowledge	
7	Ethical Professional Skills Development through Curricular	
8	Improvement of technical skills	
9	Fulfillment of Communication Skills required by industry	
10	Aptitude and Problem Analysis Skills	

Any other Suggestion:

_____

Date: **Signature**

MANAGEMENT / GOVERNING BODY

IQAC → **PRINCIPAL**

HOD Mech Engg	**DEAN** ADMINISTRATION	**DEAN** ACADEMICS	**DEAN** STUDENT AFFAIRS	**DEAN** Research & Industry Relations	**ADMIN. OFFICER**

HOD Mech Engg

HOD Civil Engg

HOD Comp Engg.

HOD Engg. Scie.

HOD Mchtrx. Engg.

HOD AI & DS Engg.

DEAN ADMINISTRATION
- SC/ST CELL
- GRIEVANCE REDRESSAL CELL
- OBC CELL
- LIBRARY
- PERMANENT AFFILIATION
- FACULTY/ STAFF APPRAISAL
- PUBLIC RELATIONS
- MAINTENANCE, HOUSEKEEPING & WRITE OFF
- WEB DEV. & UPDATION
- PURCHASE, DSR AND STOCK VERIFICATION, FURNITURE
- WOMEN'S GRIEVANCE CELL
- MAINT. OF HARDWARE, SOFTWARE & INTERNET TASK
- AICTE/ DTE /NIRF/ AISHE
- FACILITY MAINTAINANCE & AUDIT
- ADMISSION, CAMPAIGNING & BRANDING
- STAFF LIST

DEAN ACADEMICS
- ACADEMIC MONITORING
- TIME-TABLE
- UNIVERSITY & INSTITUTION EXAMINATION
- INSTITUTE MIS SOFTWARE (ERP)
- VIRTUAL LAB
- NPTEL/SWAYAM/ MOOCS
- ADD-ON & VALUE ADDED COURSES
- PROJECT BASED LEARNING

DEAN STUDENT AFFAIRS
- ANTI-RAGGING
- ANTIRAGGING SQUAD
- HOSTEL
- MESS & CANTEEN
- SPORTS & GYM
- TECHNICAL EVENTS
- EXTRA-CURRICULAR ACTIVITIES
- MAGAZINE, BROCHURE & NEWSLETTER
- STUDENT WELFARE & DEVELOPMENT
- ALUMNI
- NSS
- SCHOLARSHIP & FEES COLLECTOION
- STUDENT PROGRESSION

DEAN Research & Industry Relations
- R & D / IPR CELL
- GRANT- QIP/AICTE/ BCUD/DST/ ARDB/ISRO
- MoU's & CONSULTANCY
- ENTREPRENEURSHIP & INNOVATION CELL
- INDUSTRY INSTITUTE INTERACTION
- PROFESSIONAL BODY MEMBERSHIP
- TRAINING & PLACEMENT and INTERNSHIP
- CENTRE OF EXCELLENCE / MCIII

ADMIN. OFFICER
- Office Super-intendant
- HR
- ACCOUNTS
- Student's section

Marathwada Mitra Mandal's Institute of Technology (MMIT)

S.N. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411047

Accredited with "A" grade by NAAC

Date: 09.04.2022

REVISED OFFICE ORDER
Functional Committees-Academics

The following members are assigned the responsibility of functional committees under Dean Academics

Academic Monitoring Committee			
Sr. No.	Name of Committee Member	Designation	Department
1	Dr. G. L. Allampallewar	Functional Head	Mechanical/Mechatronics
2	Mrs. S. K. Patil	Member	Computer
3	Mrs. M. R. Yashwante	Member	Engineering Science
4	Mrs. M. D. Bhise	Member	Civil
5	Dr. B. D. Patil	Member	Mechanical/Mechatronics
6	Mr. Vijay Chavan	Student Member	BE Comp (Div-A)
7	Mr. Diraj Pande	Student Member	BE Mech (Div-A)
8	Mr. Rahul Korade	Student Member	BE Mech (Div-B)
9	Mr. Kartik More	Student Member	TE Comp (Div-A)
10	Mr. Shrutika Naik	Student Member	TE Comp (Div-B)
11	Mr. Athrarva Etane	Student Member	TE Mech (Div-A)
12	Mr. Onkar Jadhav	Student Member	TE Mech (Div-B)
13	Mr. Yash Deshmukh	Student Member	TE Civil

Time-Table Committee			
Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. M. R. Yashwante	Functional Head	Engineering Science
2	Mrs. T. S. Bhoye	Member	Computer
3	Mr. D. M. Bhoge	Member	Mechanical/Mechatronics
4	Mr. Vaibhav Sawant	Member	Civil
5	Ms. U. B. Karanje	Member	Computer

University & Institute Examination			
Sr. No.	Name of Committee Member	Designation	Department
1	Mr. D. P. Yesane	Functional Head	CEO
2	Ms. S. G. Nerkar	Member	Mechanical/Mechatronics
3	Mrs. S. K. Patil	Member	Computer
4	Mrs. M. R. Yashwante	Member	Engineering Science
5	Mrs. M. D. Bhise	Member	Civil
6	Mr. A. R. Bagade	Member	Civil
7	Mr. A. S. Jadhav	Member	Network Admin
8	Mr. S. L. Gund	Member	Office

Institution MIS Software (ERP)/Moodle

Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. D. J. Bonde	Functional Head	Computer
2	Dr. A. G. Pal	Member	Engineering Science
3	Mr. D. P. Yesane	Member	Mechanical/Mechatronics
4	Mrs. M. D. Bhise	Member	Civil
5	Ms. P. D. Shinde	Member	Civil

Virtual Lab

Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. D. J. Bonde	Functional Head	Computer
2	Mr. D. M. Bhoge	Member	Mechanical/Mechatronics
3	Mrs. M. D. Bhise	Member	Civil
4	Dr. A. G. Pal	Member	Engineering Science
5	Ms. A. R. Ulhe	Member	Mechanical/Mechatronics

NPTEL/SWAYAM/MOOCS

Sr. No.	Name of Committee Member	Designation	Department
1	Mrs. S. K. Patil	Functional Head	Computer
2	Dr. A. G. Pal	Member	Engineering Science
3	Mr. N. B. Dhamane	Member	Mechanical/Mechatronics
4	Mrs. M. D. Bhise	Member	Civil
5	Mr. Tophik Naikwadi	Member	Engineering Science

Add-on & Value Added Courses

Sr. No.	Name of Committee Member	Designation	Department
1	Dr. A. J. Joshi	Functional Head	Mechatronics
2	Dr. U. P. Moharil	Member	HoD, Engineering Science
3	Mr. S. G. Rathod	Member	HoD, Computer
4	Mr. S. S. More	Member	HoD, Mechanical
5	Mrs. L. A. Deshmukh	Member	HoD, Civil
6	Mr. R. P. Kelkar	Member	Mechanical/Mechatronics

Sr. No.	Project Based Learning		
	Name of Committee Member	Designation	Department
1	Mr. S. G. Rathod	Functional Head	Computer
2	Mr. S. S. More	Member	Mechanical
3	Dr. U. P. Moharil	Member	Engineering Science
4	Mrs. L. A. Deshmukh	Member	Civil
5	Dr. A. J. Joshi	Member	Mechatronics
6	Mr. V. D. Sawant	Member	Civil

Principal

Copy to:
1. All Head of Department
2. All Concerned Staff

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Email : principal@mmit.edu.in   Website : www.mmit.edu.in
Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

Date: 19/04/2022

Functional Committees under Dean Administration
(Revision - April 2022)

1. WOMEN'S GRIEVANCE CELL / INTERNAL COMPLAINTS COMMITTEE (ICC)
Objectives:
1. To promote a healthy working environment for all our female staff, students and faculty
2. To work towards building a gender-sensitized environment at our institute
3. To organize workshops and awareness programmes at regular intervals towards building a gender-neutral workplace
4. To ensure the fair and timely resolution of sexual harassment complaints, if received

Sr.	Name of Members	Designation	Department
1	**Mrs. M. R. Yashwante**	**Functional Head**	**Engg. Sciences**
2	Dr. Mrs. Anjali Joshi	Secretary	Mechanical / Mechatronics
3	Mrs. D. J. Bonde	Member	Computer
4	Ms. M. D. Bhise	Member	Civil
5	Adv. Mrs. V. M. Temgire	Lawyer	Local Body
6	Mrs. L. P. Shinde	Member	Non-Teaching Staff
7	Mrs. Jyoti Kadam	Member	Office Staff
8	Ms. Shrunika Jadhav	Student Member	Student (BE), Mechanical
9	Ms. Rutuja Kakde	Student Member	Student (TE), Civil Engg.
10	Ms. Aishwarya Maval	Student Member	Student (SE), Mechatronics
11	Ms. Gayatri Gaikwad	Student Member	Student (FE), Computer

The following will also be included as members of the committee in case the victim or alleged perpetrator is a student from hostel - Smt. Sarika Shelar.

Dr. Umesh P. Moharil   Dr. R. V. Bhortake
Dean Administration   Principal

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Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

Date: 19/04/2022

Functional Committees under Dean Administration
sion - April 2022)

SC/ST cell is established with the purpose to empower SC/ST students in the institute. Institute provides guidance to these students in facilitating financial support in the form of scholarship and freeship from the government. Students are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives:

1. To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of SC/ST students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth
7. To aware the SC/ST students regarding various scholarships programs of the Government.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Sr.	Name of Members	Designation	Department
1	**Mrs. Tejaswini Bhoye**	**Functional Head**	**Computer / AI & DS**
2	Mrs. Meghna Yashwante	Member	Engineering Science
3	Mrs. Reena Kokane	Member	Librarian
4	Student Invitee	Invitee	Student nominated by Principal
5	Student Invitee	Invitee	Student nominated by Principal

Dr. Umesh P. Moharil   Dr. R. V. Bhortake
Dean Administration   Principal
                                                            Date: 19/04/2022

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Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

Functional Committees under Dean Administration
3. OBC Cell (Revision - April 2022)

OBC cell is established with the purpose to empower OBC students in the institute. Institute provides guidance to these students in facilitating financial support in the form of scholarship and freeship from the government. Students are also encouraged to enroll for career orientation programs, which would equip them with the necessary skills to choose a career option.

Objectives:

1. To counsel and guide OBC students and help them to manage academic and personal issues of college life effectively.
2. To ensure provisions of an environment where all such students feel safe and secure.
3. To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
4. To provide the mechanism to redress the grievance of OBC students, if any
5. To ensure protection and reservation as provided in the constitution of India.
6. To arrange for special opportunities to enhance the career growth
7. To aware the OBC students regarding various scholarships programs of the Government.
8. To take such follow up measures to achieve the objectives and targets laid down by the Govt. of India and the UGC.

Sr.	Name of Members	Designation	Department
1	**Mr. Swapnil Chaudhari**	**Functional Head**	**Computer/ AI & DS**
2	Mr. Uday Wankhede	Member	Office
3	Mr. Pankaj Thombare	Member	Mechanical
4	Student Invitee	Invitee	Student nominated by Principal
5	Student Invitee	Invitee	Student nominated by Principal

Dr. Umesh P. Moharil   Dr. R. V. Bhortake
Dean Administration   Principal

Date: 19/04/2022

"Techno - Social Excellence"

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Functional Committees under Dean Administration
(Revision - April 2022)

As per this revised office order following Teaching and Non-Teaching staff members are assigned the responsibilities of Functional committees working under Dean Administration.

4. Library Committee

Sr.	Name of Committee Members	Designation	Department
1	Mrs. Reena Kokane	Functional Head	Library
2	Mr. S. S. More	Member	Mechanical
3	Dr. A. J. Joshi	Member	Mechatronics
4	Mr. S. G. Rathod	Member	Computer/ AI & DS
5	Mrs. L. A. Deshmukh	Member	Civil
6	Dr. U. P. Moharil	Member	Engineering Science
7	Mr. Vikram Pawar	Member	Office
8	Ms. Komal Sharma	Student Member	Computer/ AI & DS
9	Mr. Hrushikesh Dongre	Student Member	Mechanical / Mechatronics
10	Miss. Vaishnavi Kulkarni	Student Member	Civil
11	Miss. Sharayu Malekar	Student Member	Mechatronics

5. Permanent Affiliation

Sr.	Name of Committee Members	Designation	Department
1	**Mr. G. L. Allampallewar**	**Functional Head**	**Mechanical / Mechatronics**
2	Mr. U. R. Wankhede	Member	Office

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6. Web Development and Updation

Sr.	Name of Committee Members	Designation	Department
1	**Mrs. Shwetal Patil**	**Functional Head**	**Computer / AI & DS**
2	Mrs. Laxmi Shinde	Member	Engineering Science

7. Public Relations

Sr.	Name of Committee Members	Designation	Department
1	**Mr. U. R. Wankhede**	**Functional Head**	**Office**
2	Mr. S. S. Chaudhari	Member	Computer/ AI & DS
3	Mrs. Laxmi Shinde	Member	Engg. Sciences
4	Mrs. D. P. Yesane	Member	CEO
5	Mrs. Reena Kokane	Member	Library
6	Student University Representative	Member	Student Representative
7	Student Ladies Representative	Member	Student Representative

8. Faculty / Staff Appraisal

Sr.	Name of Committee Members	Designation	Department
1	**Dr. U. P. Moharil**	**Functional Head**	**Engg. Sciences**
2	Mr. S. G. Rathod	Member	Computer
3	Mr. L. A. Deshmukh	Member	Civil
4	Mr. S. S. More	Member	Mechanical
5	Dr. A. J. Joshi	Member	Mechatronics
6	Mr. S. A. Agrawal	Member	AI & DS
7	Mr. U. R. Wankhede	Member	Office

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Email : principal@mmit.edu.in   Website : www.mmit.edu.in
Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

9. Maintenance, Housekeeping and Write-Off

Sr.	Name of Committee Members	Designation	Department
1	**Mr. D. M. Bhoge**	**Functional Head**	**Mechanical / Mechatronics**
2	Mr. Madan Pawar	Member	Civil
3	Mr. Anil Pawase	Member	Rector, Boys Hostel
4	Smt. Sarika Shelar	Member	Rector, Ladies Hostel
5	Mrs. Laxmi Shinde	Member	Engg. Sciences
6	Mr. K. B. Walunj	Member	Workshop
7	Mr. A. S. Jadhav	Member	Computer/ AI & DS
8	Mr. Santosh Gund	Member	Office
9	Mr. N. A. Patil	Member	Workshop

10. Maintenance of Hardware, Software and Internet Task

Sr.	Name of Committee Members	Designation	Department
1	**Mr. Sagar Patil**	**Functional Head**	**Office**
2	Mrs. Laxmi Shinde	Member	Engg. Sciences
3	Mr. A. S. Jadhav	Member	Computer/ AI & DS

11. AICTE / NIRF / DTE / AISHE

Sr.	Name of Committee Members	Designation	Department
1	**Mrs. S. G. Nerkar**	**Functional Head**	**Mechanical / Mechatronics**
2	Mrs. M. D. Bhise	Member	Civil
3	Mr. U. R. Wankhede	Member	Office
4	Mrs. Reena Kokane	Member	Library
5	Mr. Kishor Gadakh	Member	Office
6	Mr. Santosh Gund	Member	Office

"Techno - Social Excellence"
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Approved by AICTE, New Delhi, Recognised by DTE, M.S.Mumbai, Affiliated to Savitribai Phule Pune University
Email : principal@mmit.edu.in   Website : www.mmit.edu.in
Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

12. Purchase, DSR and Stock Verification, Furniture

Sr.	Name of Committee Members	Designation	Department
1	**Mr. N. B. Dhamane**	**Functional Head**	**Mechanical / Mechatronics**
2	Mr. S. A. Agrawal	Member	Computer/ AI & DS
3	Mrs. D. J. Bonde	Member	Computer/ AI & DS
4	Mrs. M. D. Bhise	Member	Civil
5	Mrs. A. G. Pal	Member	Engg. Sciences
6	Mr. Madan Pawar	Member	Civil
7	Mrs. Laxmi Shinde	Member	Engg. Sciences
8	Mr. A. S. Jadhav	Member	Computer/ AI & DS
9	Mr. U. R. Wankhede	Member	Office
10	Mr. K. C. Kale	Member	Office
11	Mr. P. S. Thombre	Member	Mechanical / Mechatronics
12	Mrs. Reena Kokane	Member	Library
13	Mr. K. B. Walunj	Member	Workshop
14	Mr. M. T. Toke	Member	Workshop
15	Mr. A. K. Pawase	Member	Hostel
16	Mr. S .L. Adsure	Member	Mechanical

13. Facility Maintenance & Audit (Biogas, Green, Energy, etc)

Sr.	Name of Committee Members	Designation	Department
1	**Mrs. L. A. Deshmukh**	**Functional Head**	**Civil**
2	Mr. Madan Pawar	Member	Civil
3	Mr. K. B. Walunj	Member	Workshop
4	Mr. B. S. Kothawadekar	Member	Workshop

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14. Grievance Redressal Cell (General)

Sr.	Name of Committee Members	Designation	Department
1	**Mr. S. S. More**	**Functional Head**	**Mechanical**
2	Dr. U. P. Moharil	Member	Engg. Sciences
3	Mr. S. G. Rathod	Member	Computer
4	Dr. A. J. Joshi	Member	Mechatronics
5	Mrs. L. A. Deshmukh	Member	Civil
6	Mr. S. A. Agrawal	Member	AI & DS
7	Mr. U. R. Wankhede	Member	Office
8	Mrs. Reena Kokane	Member	Library
9	Mr. Anil Pawse	Member	Boys Hostel
10	Smt. Sarika Shelar	Member	Girls Hostel

15. Admission, Campaigning and Branding

Sr.	Name of Committee Members	Designation	Department
1	**Mr. S. S. More**	**Functional Head**	**Mechanical**
2	Dr. G. L. Allampallewar	Member	Mechanical
3	Dr. B. D. Patil	Member	Mechanical
4	Mr. S. G. Rathod	Member	Computer/ AI & DS
5	Mr. S. A. Agrawal	Member	Computer/ AI & DS
6	Mr. S. S. Chaudhari	Member	Computer/ AI & DS
7	Dr. U. P. Moharil	Member	Engg. Sciences
8	Mrs. L. A. Deshmukh	Member	Civil

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16. Staff List (Cross check at AICTE, DTE, SPPU, NBA, NAAC)

Sr.	Name of Committee Members	Designation	Department
1	**Dr. Amita Pal**	**Functional Head**	**Engg. Sciences**
2	Mr. Santosh Gund	Member	Office

Dr. Umesh P. Moharil   Dr. R. V. Bhortake
Dean Administration   Principal

Copy through mail for information and necessary action to:
1. All Heads of the Departments
2. All faculties, staff and students
3. All Concerned Staff (Via Email)
4. Administrative Officer
5. IQAC

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Date: 11/04/2022

OFFICE ORDER (Revised)

Functional Committees – Research & Industry Relations

As per this revised office order the following members are assigned responsibilities of following functional committees of our institution, under the Dean (**Research & Industry Relations**).

	1. R&D and IPR CELL		
Sr. No.	**Name of Committee Members**	**Designation**	**Department**
1	**Dr. R.V. Bhortake**	**Chairman**	**Principal**
2	Mr. A. S. Bhanage	Functional Head	Mechanical /Mechatronics
3	Mr. Sandip Bhale	Industry Representative	Sr. Director, Cognizant Tech Solution
4	Mr. Ashok Kalagate	Industry Representative	Proprietor, Samarth Precision
5	Dr. S. S. Pardeshi	Member from Academics	COEP, Pune
6	Dr. M. S. Bhende	Member	Computer /AI&DS
7	Mr. S. S. More	Member	Mechanical /Mechatronics
8	Dr. U. P. Moharil	Member	Engineering Science
9	Mrs. L. A. Deshmukh	Member	Civil
10	Mr. S. G. Rathod	Member	Computer /AI&DS
11	Dr. A. J. Joshi	Member	Mechanical /Mechatronics
12	Mr. S. A. Agrawal	Member	Computer /AI&DS

2. GRANT- QIP/AICTE/BCUD/DST/ARDB/ISRO

Sr. No.	Name of Committee Members	Designation	Department
1	Dr. M. S. Bhende	Functional Head	Computer /AI&DS
2	Mrs. M. R. Yashwante	Member	Engineering Science
3	Mr. N. B. Dhamane	Member	Mechanical /Mechatronics
4	Mr. A. R. Bagade	Member	Civil

3. TRAINING AND PLACEMENT & INTERNSHIP

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. A. S. Bhanage	T&P Officer	Mechanical
2	Mrs. S. K. Patil	Member	Computer /AI&DS
3	Mr. Rigved Kelkar	Member	Mechanical /Mechatronics
4	Mr. V. D. Sawant	Member	Civil
5	Mr. S. A. Adsure	Member	Mechanical /Mechatronics

4. MoU's & CONSULTANCY

Sr. No.	Name of Committee Members	Designation	Department
1	Mrs. L. A. Deshmukh	Functional Head	Civil
2	Mr. S. S. More	Member	Mechanical /Mechatronics
3	Mr. S. G. Rathod	Member	Computer /AI&DS
4	Dr. A. J. Joshi	Member	Mechanical /Mechatronics
5	Dr. U. P. Moharil	Member	Engineering Science

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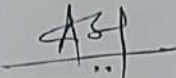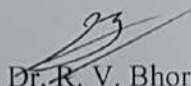Tel No. : +91 7447786623 / +91 7447786624   DTE Institute Code : 6203

5. ENTREPRENEURSHIP & INNOVATION CELL (MEIC)

Sr. No.	Name of Committee Members	Designation	Department
1	**Mr. A. S. Bhanage**	**Functional Head**	**Mechanical/Mechatronics**
2	Mrs. T. S. Bhoye	Coordinator	Computer /AI&DS
3	Mrs. A. R. Ulhe	Member	Mechanical /Mechatronics
4	Mrs. P. B. Kokate	Member	Civil
5	Miss. Shreyasi Desai	President	Computer
6	Miss. Shubhada Ghule	Vice-President	Mechanical
7	Mr. Kshitij Bhagwat	Secretary	Mechanical
8	Miss. Anushka Darvatkar	Student Member	Computer
9	Mr. Kartik More	Student Member	Computer
10	Mr. Kedar Karche	Student Member	Computer
11	Mr. Simant Asawale	Student Member	Computer
12	Miss. Sharayu Malekar	Student Member	Mechatronics
13	Mr. Amit Jadhav	Student Member	Mechanical
14	Mr. Smeet Kadam	Student Member	Civil

6. CENTRE OF EXCELLENCE / MCIII

Sr. No.	Name of Committee Members	Designation	Department
1	**Mr. S. S. More**	**Functional Head**	**Mechanical /Mechatronics**
2	Dr. B. D. Patil	Member	Mechanical /Mechatronics
3	Mrs. D. J. Bonde	Member	Computer /AI&DS
4	Mrs. P. B. Kokate	Member	Civil

7. INDUSTRY INSTITUTE INTERACTION

Sr. No.	Name of Committee Members	Designation	Department
1	Mr. S. A. Agrawal	Functional Head	Computer /AI&DS
2	Mr. D. M. Bhoge	Member	Mechanical/Mechatronics
3	Mr. S. S. Chaudhari	Member	Computer /AI&DS
4	Mrs. M. D. Bhise	Member	Civil

8. PROFESSIONAL BODY MEMBERSHIP

Sr. No.	Name of Committee Members	Designation	Department
1	Mrs. D. J. Bonde	Functional Head	Computer /AI&DS
2	Mr. R. P. Polas	Member	Mechanical/Mechatronics
3	Mrs. M. D. Bhise	Member	Civil
4	Mrs. Reena Kokane	Member	Library

Prof. A. S. Bhanage
Dean, R&ID

Dr. R. V. Bhortake
Principal

Copy for information and necessary action to:

1. Central office, MM Mandal, Pune – 04
2. All Heads of Departments & Deans
3. All concerned teaching and non-teaching-staff

Date: 01/06/2022

OFFICE ORDER

Functional Committees - Student Affairs

As per this revised office order the following members are assigned responsibilities of respective functional committees of our institution, under the Dean (Student Affairs).

	1. Anti Ragging Committee		
Sr.	**Name of Committee Members**	**Designation**	**Department**
1	***Prof. Dr. R.V. Bhortake***	***Functional Head***	***Principal***
2	Prof. S.S.More	Member	HOD, Mechanical Engg.
3	Prof. S.G.Rathod	Member	HOD, Computer Engg.
4	Dr. Brian Tucker	Member	Medical Practitioner
5	Mr. Gopal Khandve	Member	Police Administrator
6	Mr. Krishnakant Kobal	Member	Journalist
7	Dr. Mrs. Sunita More	Member	Social Worker
8	Mr. Nitin J. Shinde	Member	Business
9	Mr. Pankaj Thombare	Member	Technical Assistant
10	Vedant Atnurkar	Student Member	TE Civil
11	Aishwarya Maval	Student Member	SE Mechatrinics
12	Krishna Sarovar	Student Member	BE Mech
13	Rushikesh Bidwe	Student Member	BE Comp

2. Anti Ragging Squad

Sr.	Name of Committee Members	Designation	Department
1	*Prof. E.D.Kurhe*	*Functional Head*	**Dean, Student Affairs**
2	Prof. Dr.U.P.Mohhril	Member	*Engineering Science*
3	Prof. Dr. Anjali Joshi	Member	Mechanical/Mechx
4	Prof. S. A. Agrawal	Member	Computer / AI & DS
5	Prof. Mrs. D. J. Bonde	Member	Computer / AI & DS
7	Mr. Madan Pawar	Member	Civil Engineering
6	Mr. Uday Wankhede	Member	Admin Office
8	Mr. A. K. Pawase	Member	Rector (Boy's Hostel)
9	Mrs.Sarika Shelar	Member	Rector (Girl's Hostel)

3. Hostel

Sr.	Name of Committee Members	Designation	Department
1	*Mr. A.K.Pawase*	*Functional Head*	*Rector (Boy's Hostel)*
2	Mrs.Sarika Shelar	Member	Rector (Girl's Hostel)
3	Mr. Madan Pawar	Member	Civil Engineering
4	Mr.Baba Khawale	Member	Workshop
5	Tejas Dorge	Student Member	TE Comp
6	Prajwal K. Behare	Student Member	TE Civil
7	Yevale Omkar	Student Member	BE Mech
8	Deshmukh Prathmesh Sushil	Student Member	SE Mechatronics
9	Priyanka Y. Joshi	Student Member	TE Comp

4. Mess and Canteen

Sr.	Name of Committee Members	Designation	Department
1	Mrs. Sarika Shelar	Functional Head	Rector (Girl's Hostel)
2	Mr. A. K. Pawase	Member	Rector (Boy's Hostel)
3	Mrs. Reena Kokane	Member	Library
4	Mr. Madan Pawar	Member	Civil Engineering
5	Mr. Pankaj Thombare	Member	Mechanical/Mechx
6	Mr.G.B.Madure	Member	Workshop
7	Shital Yangandul	Student Member	BE Comp
8	Akansha Sawant	Student Member	TE Comp
9	Anandi Deshmukh	Student Member	TE Comp
10	Joshi Siddhesh	Student Member	BE Mech

5. Sports & Gym.

Sr.	Name of Committee Members	Designation	Department
1	Miss. Aishwarya Pawar	Functional Head	Sports
2	Mr. Rahul Tapkir	Member	Workshop
3	Ashish B. Auti	Student Member	SE Comp
4	Akshay Ravindra Shinde	Student Member	TE Mech
5	Dinesh Bamble	Student Member	SE Mech
6	Rajdeep Raut	Student Member	BE Mechanical
7	Aniket Thosar	Student Member	BE Mechanical

6. Technical Events

Sr.	Name of Committee Members	Designation	Department
1	**Mr. Swapnil Choudhary**	*Functional Head*	*Computer / AI & DS*
2	Mrs.Meghana Yashwante	Member	Engineering Science
3	Dr. B.D.Patil	Member	Mechaniccal
4	Mrs. Jagtap Mrunal S.	Member	Computer / AI & DS
5	Miss. Appurva Ulhe	Member	Mechx
6	Mrs. Kokate Punam B.	Member	Civil Engineering
7	Vishal Bendre	Students Member	BE Comp
8	Shantanu Hule	Students Member	TE Comp
9	Neel karnavat from	Students Member	SE Comp
10	Shaikh Toheed	Students Member	BE Mech
11	Atharv Itane	Students Member	TE Mech

7. Extra Curricular Activities

Sr. No.	Name of Committee Members	Designation	Department
1	**Mrs. S. G. Nerkar**	*Functional Head*	*Mechanical/Mechx*
2	Mrs.Pranjali Deshmukh	Member	Computer / AI & DS
3	Mrs.M.D.Bhise	Member	Engineering Science & Civil
4	Mr.Pankaj Thombare	Member	Mechanical/Mechx
5	Kajal Singh	Students Member	BE Mechanical
6	Ashutosh Kale	Students Member	BE Mechanical
7	Sweta Kamat	Students Member	BE Computer
8	Shrutika Naik	Students Member	BE Computer
9	Vaishnavi Kulkarni	Students Member	TE Civil
10	Yash Deshmukh	Students Member	TE Civil
11	Shubham Chavan	Students Member	TE Mechanical
12	Anupam Pandey	Students Member	SE Comp

8. Magazine, Brochure & News Letter

Sr.	Name of Committee Members	Designation	Department
1	*Mrs. Reena Kokane*	*Functional Head*	*Library*
2	Mrs. D.J.Bonde	Member	Computer / AI & DS
3	Mrs. Leena Deshmukh	Member	Civil
4	Mr. N.B. Dhamane	Member	Mechanical/Mechx
6	Mr. Bagade A.R.	Member	Civil
7	Komal Sharma	Student Member	TE Comp
8	Vijay Chavan	Student Member	BE Comp
9	Dhiraj Pandey	Student Member	BE Mech
10	Manali Pundkar	Student Member	BE Comp

9. Student Welfare and Development (SDO)

Sr. No.	Name of Committee Members	Designation	Department
1	*Mrs.T.S.Bhoye*	*Student Development Officer*	*Computer / AI & DS*
2	Mr.D.M. Bhoge	Member	Mechanical/Mechx
3	Dr.Mrs.A.G.Pal	Member	Engg.Science & Civil
4	Mrs.Shinde Prajakta D.	Member	Civil Engineering
4	Mrs. R. R. Paralkar	Member	Library
5	Ganesh Jambhale	Student Member	BE Mech
6	Rishikesh Ravindara Bidave	Student Member	BE Comp
7	Shubham Bhardwaj	Student Member	BE Mech
8	Rakhi Mohan Manaware	Student Member	TE Comp
9	Nikhil Hotkar	Student Member	TE Mech
10	Nana Dandade	Student Member	TE Mech
11	Rutika Rahul Wadke	Student Member	TE Comp
12	Rahul Saindane	Student Member	BE Mech

10. Alumni

Sr.	Name of Committee Members	Designation	Department
1	*Mrs. D. J. Bonde*	*Functional Head*	*Computer / AI & DS*
2	Mr. D.P.Yesane	Member	Mechanical/Mechx
3	Mr.Gadakh Kishor	Member	Office
4	Mrs. L. P. Shinde	Member	Engg. Science
5	Mr. Nanaso Gadhave	Alumni President	Alumni
6	Mr. Ajay Kalbhor	Alumni Secretary	Alumni
7	Mr. Ganesh Acharya	Alumni Treasurer	Alumni
8	Mr. Pardip Magar	Student Member	Alumni
9	Mr. Ganesh Dhamdhere	Student Member	Alumni
10	Mr. Akshay Jalali	Student Member	Alumni

11. NSS

Sr.	Name of Committee Members	Designation	Department
1	*Mr. R.P. Polas*	*Program Officer*	*Mechanical*
2	Mrs. M.D.Bhise	Co-ordinator	Civil Engineering
3	Dr.A.G.Pal	Co-ordinator	Engineering Science/Civil
4	Mr. Kelkar Rigved	Co-ordinator	Mechx
5	Mr.Pranjali Deshmukh	Co-ordinator	Computer / AI & DS
6	Ganesh Jambhale	Student member	BE Mech
7	Prakash Poul	Student member	BE Mech
8	Shrunika Jadhav	Student member	BE Mech

12. Scholarship & Fees Collection

Sr.	Name of Committee Members	Designation	Department
1	*Dr. G. L. Allampallewar*	*Functional Head*	*Mechanical/Mechx*
2	Dr.U.P.Mohril	Member	Engineering Science
3	Mr. Touphic Naikwadi	Member	Engineering Science
4	Dr.Anjali Joshi	Member	Mechx
5	Mr. Rigved P. Kelkar	Member	Mechx
6	Mr.S.S More	Member	Mechanical
7	Mr.M.T.Toke	Member	Mech (Workshop)
8	Mr.S.G.Rathod	Member	Computer
9	Mrs. Leena Deshmukh	Member	Civil Engineering
10	Mr.Ajinkya Bagade	Member	Civil Engineering

13. Student Progression

Sr.	Name of Committee Members	Designation	Department
1	**Mr. N. B. Dhamane**	*Functional Head*	*Mechanical*
2	Mrs. Jagtap Mrunal S.	Member	Computer/AIDS
3	Mr.Kishor Gadakh	Member	Admin Office
4	Mr.Santosh Gund	Member	Admin Office

Dean,
Student Affairs

Principal

Copy for information and necessary action to:
1. Central office, MM Mandal, Pune – 04
2. All Heads of Departments
3. All Deans
4. All concerned staff
5. Administrative office
6. NAAC Cell.

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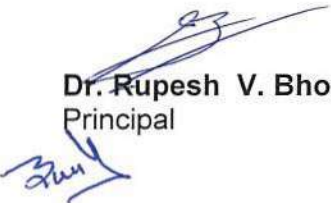
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Email : principal@mmit.edu.in   Website : www.mmit.edu.in

Tel No. : +91 7447786623 / +91 7447786624   **DTE Institute Code : 6203**

Office Order

Following Faculties and Staff are appointed for Facilitation Center duties for FE and DSE Admission Process 2021-22.

Sr.	Faculty / Staff	Responsibility
1	Coordination, document scrutiny and verification	Mrs. D. J. Bonde (FE) Mr. D. P. Yesane (DSE) Mr. G. L. Allampallewar (FE & DSE) Mr. K. N. Gadakh (FE & DSE)
2	Scanning of original documents	Mr. Abhay Jadhav Mr. D. S. Talegaonkar Mr. Sandeep L. Adsure
3	Helping Students for registration and completion of the process	Mr. Mukesh Sharma Ms. Sonali R. Khamkar Ms. Mrunal S. Jagtap Mr. Ajit Karanjkar Mrs. Apurva Ulhe

All above faculties and staff will report to the Computer Center with immediate effect till the FC Center work is over.

Dr. Rupesh V. Bhortake
Principal

सेवा पुस्तक

राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्यांकरिता

[शासकीय अधिसूचना, वित्त विभाग, क्र. २७०६-सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित), महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन]

(मूळ पुस्तक केवळ शासकीय वापरासाठी आहे)

[किंमत रु. ८=००]

(१) पूर्ण नाव – SUDHIR SITARAM HARGUDE

(२) धर्म, जात (प्रवर्गसह) Hindu – Maratha (open)

(३) (अ) सध्याचा पत्ता – Ganesh Nagar, Sr. No. 48/3, (Near Patil chawl)
    (ब) घोषित केलेले स्वग्राम व पत्ता – Vadgaon shen, Pune – 411014

(४) वडिलांचे नाव व राहण्याचे ठिकाण – SITARAM PIRAJI HARGUDE
    Ganesh Nagar, Sr. No. 48/3 (Near Patil) chawl)
    Vadgaonshen, Pune – 411014.

(५) जन्मदिनांक नक्की करून तो ख्रिस्ती सनाप्रमाणे 20/08/1976
    लिहिता येईल तेवढा अचूक लिहावा.

    Birth date verified from S.S.C. passing certificate

(६) तंतोतंत उंची – 176 cm

(७) ओळखण्यासाठी अंगावरील खुणा – Moss in left eye

(८) (अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता – Bsc. (chemistry)
    (ब) नियुक्तीनंतर प्राप्त केलेली शैक्षणिक अर्हता – Bsc (chemistry)

    Educational qualification verified from B.Sc. Marksheet.

(९) शासकीय कर्मचाऱ्याची दिनांकित सही – Hargude

UPMohan
PRINCIPAL
Marathwada Mitra Mandal's
Institute of Technology
UPM Lohgaon, Pune - 411047

(१०) क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय
     प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची
     दिनांकित सही व पदनाम.

(११) वैद्यकीय तपासणीचा अहवाल :–
     (एक) प्रमाणपत्र क्रमांक व दिनांक :–
     (दोन) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम :–

टीप :– या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षानंतर नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात.

शाखा नं. ९

जो अराजपत्रित [...] कर्मचारी इंग्रजीत, हिंदीत किंवा मराठीत आपली सही करण्याइतपत [...] अशा कर्मचाऱ्याच्या अंगठ्याचे [...]

टीप :— निवृत्तिवेतनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा पुस्तकात पुढील प्रकाराची भास्त उत्तरे दिलेली असतील, याची विशेष काळजी घ्यावी.

परिस्थिती	प्रश्न
(१) कायम कनिष्ठ कर्मचाऱ्यांची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल.	रिक्त पदाचे स्वरूप कोणते ? ते पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्तिवेतना- साठी हिशेबात घेत आहे ?

सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :—

(२) ''स्थानापन्न'' ...

वरीलप्रमाणे

(३) ''परिवीक्षाधीन'' ...

ही विशेषदिशा नेमून दिलेली परिवीक्षाधीन नेमणूक आहे की, केवळ (२) खालील प्रकरण आहे ?

(४) तात्पुरत्या नेमणुकीत स्थानापन्न ...

तात्पुरती नेमणूक नंतर कायम करण्यात आली काय?

(५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन ...

निलंबनाचा कालावधी रजा व निवृत्तिवेतन यासाठी हिशेबात घेण्याचे आदेश देण्यात आले आहेत काय?

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्याने दिलेले प्रमाणपत्र

प्रमाणित करण्यात येते की, सेवा पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि
* .... चा अपवाद करता त्या बरोबर असल्याचे आढळून आले.

दिनांक २०

VP Mohan

कार्यालय प्रमुखाची सही

Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY,
Lohgaon, Pune-47

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967
Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967
Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039
E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President
Bhausaheb G. Jadhav, Exe. President
Kishor H. Mungale, Secretary

LETTER OF APPOINTMENT

Ref No: MMM/MMIT/APNT/2022-23/844

Date: 30/8/2022

To,

Dr. Manisha Sunil Bhende
J1004, Camellia Greens Society, Thergaon,
Pune-411033

Subject:- Appointment to the post of Professor in Computer Engineering Department
at Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune - 411 047.

Dear Sir/Madam ,

In response to your application to our advertisement in Loksatta and Indian Express dt.28/04/2022 & Sakal dt.29/04/2022 & the interview conducted by Local Staff Selection Committee on 27th, 28th and 29th August 2022, appointed by the Management, I am pleased to inform you that the Management is pleased to appoint you as full time **Professor in Computer Engineering Department** in Marathwada Mitra Mandal's Institute of Technology, S.No.35, Plot No.5/6, Lohgaon, Pune 411047 on the scale as per AICTE and Maharashtra State Government and SPPU Norms w.e.f. 30th August 2022 or from the date of your joining, whichever is later.

Your appointment is subject to the following terms and conditions:-

1. Your services will be governed by the Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances and rules and regulations laid down by the University of Pune, State Government, Marathwada Mitra Mandal, Pune from time to time.

2. Your appointment is open against open category on full-time ad-hoc basis for A.Y. 2022-2023 for a period from 30th August 2022 or from the date of your joining whichever is later to 25th May 2023, subject to selection/approval by Pune University.

3. You will be also paid other allowances as the Norms prescribed by the State Government/Marathwada Mitra Mandal, Pune.

4. Your appointment and salary shall be subject to approval by the Savitribai Phule Pune University and Director of Technical Education, Central Council, New Delhi, as the case may be.

5. You shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, mark-sheets, experience certificate, degree certificate, discharge/relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name certificate (if any) etc., before joining your duties.

6. You are requested to submit the following documents at the time of joining: A) Two Passport size photographs, B) Character Certificate from two eminent persons, one of whom should be a Government Gazetted Officer; and C) Discharge Certificate from previous employer.

7. You are required to give the correct mailing address as soon as you join the duties and any change in the address given later should be communicated. It will be presumed that any letter sent by the Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by you.

8. You will not engage yourself in any other full-time/ part-time / consultancy/Training, during the continuance of your service.

9. You will follow all the rules and regulations existing at the time of application for registration to any degree/diploma/certificate or other course.

10. Your services can be transferred to other College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Similarly, the place of your deployment / posting could be changed at any time. You may be required to travel on official duties as and when needed.

11. Your appointment may be terminated at any time (by either Side) by giving one month's notice or one month's pay in lieu of notice period.

12. a) You shall have to qualify the NET or the SET or B.Ed. or similar test (as the case may be) as laid down by the University or State Government/UGC or the Central Council pertaining to your faculty within the stipulated period.

b) You shall have to acquire the qualifications **N.A.** (M.Phil./Ph.D.,M.S.,M.D.S.,M.E. etc.) as prescribed by the University, State Govt. or the Central Councils concerned within the **N.A.**period.

13. If you are found absent continuously for more than thirty days without prior permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the Competent Authority as provided for in the statues. During the period of your services you shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students.

14. You are required to communicate your acceptance within 7 days from the receipt of this order of appointment, failing which it will be presumed that you are not interested in the offer and this appointment will be treated as cancelled. No further communication will be entertained in this regard after the due date.

Prin. B.G. Jadhav
Executive President

DECLARATION

I, the undersigned **Dr. Manisha Sunil Bhende** have read and understood the background of my appointment and all the terms and conditions, I accept the Appointment withal its terms and conditions mentioned herein above in totality after assimilating them in their proper perspective and undertake to abide to the same.

Place   :   Pune - 411 047

Date   :

Signature   :

Name   :

Witness :

Signature   :

Name   :

Copy forwarded for information to:

1. **The Principal,**
   Marathwada Mitra Mandal's Institute of Technology,
   S.No.35, Plot No.5/6, Lohgaon,
   Pune - 411 047

2. Service file of **Dr. Manisha Sunil Bhende**

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967
Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967
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E-mail : mmmandal67@gmail.com

Shivajirao D. Ganage, President
Bhausaheb G. Jadhav, Exo. President
Kishor H. Mungale, Secretary

MMM/MMIT/OO/2022-2023/554

Date: 19th July, 2022

Office Order

1. Mr. Maruti Tukaram Toke was appointed as a Foremen in workshop department at Marathwada Mitra Mandal's Institute of Technology, .No.35, Plot No.5/6,Vadagaon Shinde Road, Lohgaon, Pune- 411 047 vide his last appointment order No. MMM/ COE/APNT/2009-10/733A dated 23/12/2009.

2. The Services of Mr. Maruti Tukaram Toke are hereby transferred to Marathwada Mitra Mandal's Polytechnic, S.No.4/17, Sector No.34, PCNTDA, Off. Kalewadi Phata - Pimpri Road , Thergaon (Kalewadi), Pune - 411 033 with effect from 01/08/2022.

3. The other Terms & Conditions of the appointment order of Mr. Maruti Tukaram Toke will remain the same

4. The Personal file, Service book & Last pay certificate of Mr. Maruti Tukaram Toke be sent to Principal, Marathwada Mitra Mandal's Polytechnic, S.No.4/17, Sector No.34, PCNTDA, Off. Kalewadi Phata - Pimpri Road , Thergaon (Kalewadi), Pune - 411 033.

Prin.B.G.Jadhav
Executive President

To,

Mr. Maruti Tukaram Toke
Foremen in workshop department
Marathwada Mitra Mandal's Institute of Technology,
S.No.35, Plot No.5/6,Vadagaon Shinde Road, Lohgaon,
Pune- 411 047.

Copy to :-

1. **Principal**
   Marathwada Mitra Mandal's Institute of
   Technology, Lohgaon
   Pune- 411047

   : Directed to relieve Mr. Maruti Tukaram Toke as mentioned above

2. **Principal**
   Marathwada Mitra Mandal's Polytechnic
   Polytechnic, S.No.4/17, Sector No.34, PCNTDA,
   Off. Kalewadi Phata - Pimpri Road ,
   Thergaon (Kalewadi),
   Pune - 411 033.

   : Directed to submit the joining report to Central Office, as mentioned above.

3. **Personal file of Mr. Maruti Tukaram Toke**

20/7/22

Policy Document
Funds Mobilization and Optimal Utilization of Resources

The institution has mechanism to monitor effective use of funds received from various sources viz., fees, scholarships, consultancies, conduction of competitive examinations of State and Central Government etc. The following procedure is adopted for utilization of resources.

- **Planning:** The Head of the department and section heads calls a departmental meeting to finalize the annual budget. The individual faculties are invited to propose requirements with supporting documents.

- **Budget Formulation:** An annual budget of the department is prepared and forwarded by all HOD's to the Principal for his/her consent. The Principal review the budget of all departments and asked Administrative office to prepare consolidated budget of the institution and then forwarded to the Management committee for its final approval.

- **Allocation:** The Management Coordination Committee reviews the proposed budget received from the Head of the Institution and then allocates the budget as per necessity of proposed expenses. If there is no incongruity, then the budget is sanctioned and funds are released.

- **Expenses:** Funds are utilized for the development of laboratories, procurement of books, national / international journals, staff salary, development and maintenance activities. In case any additional funds are required for unplanned activities like attending seminars / workshops / conferences / technical competitions, then the concerned faculty has to prepare a note stating the details of the importance with supporting documents. In exceptional cases, the concerned faculty may require to give a presentation to authorities before sanctioning the funds as per requirement. The concerned person is instructed to produce a detailed report for the utilization of funds. Thereafter, the note is forwarded to Principal through HOD for the consideration and approval by the Principal. Looking to the importance of the requirement, Principal forwards the note to the Management for its final

approval. Once the approval is received from the Management, Principal directs the HOD for the utilization of requested fund.

- **Audit:** The Accounts section of Administrative office verifies the expenses carried out under various institutional / departmental activities from supporting documents and give their remarks for the final settlement of the account. Internal and external audits are carried out by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.

The policy for funds mobilization and optimal utilization of resources for Marathwada Mitra Mandal's Institute of Technology, Lohgaon is approved by the Management of Marathwada Mitra Mandal, Pune.

Principal
MMIT, Lohgaon, Pune

"Techno-Social Excellence"

Marathwada Mitramandal's

INSTITUTE OF TECHNOLOGY (MMIT)

Survey No. 35, Plot No. 5/6, Lohgaon, Pune 411 047.

Voucher No.

Date:- 28/03/2022

Account Head : JP Techno Instruments

Particulars	Amount
Name : J.P. Techno Instruments.	
Masur, Tal. Karad, Dist. Satara.	
Payment towards Purchase of lab	
Equipment for kinematics of	
machinery lab.	
Total amount:- Rs. 32,645 +	
Advance payment Done :- Rs. 16322/-	
Remaining Payment to be Done :-	
Rs. 16323/-	16323+
Details: -	
J.P. Techno Instruments,	
953, A18. Masur, Tal. Karad, Dist. Satara.	
Alc. No. 01625600005 26	
HDFC0000165	
HDFC Bank Karad. Total Rs.	16323 +

Received from Principal, Marathwada Mitramandal's, INSTITUTE OF TECHNOLGY, a sum of

Rupees Sixteen thousand three hundred twenty three only. as specified above.

PRINCIPAL
Marathwada Mitra Mandal's
INSTITUTE OF TECHNOLOGY
Lohgaon, Pune-47

Paid Vide Ch. No. 001908 Dated: 28/3/22

Rs. 16323/- Drawn on HDFC Bank

Mayur Colony Branch A/c. No.: 97517

J.P. TECHNO INSTRUMENTS
Choice of Today's Technology

INVOICE

Details of receiver	Details Of Consignee :
The Principal	J.P Techno Instruments
Marathwada Mitramandal 's	953,BazarPeth Road,Masur,Tal:Karad,Dist:Satara
Institute of Technology ,Lohgaon,	Maharashtra,415106
Pune-47	ORD-REF-MMM/MMIT/PUR/2021-22/1219
	JPTI-65/2021/2022/GST-- INV-09
GSTIN-27AAATM9698N1ZI	DATE - 17/03/2022
	GSTIN NO-27AGGPP8867N2ZB

Sr.No.	DESCRIPTION	HSN CODE	PRICE PER UNIT IN RUPEES
1	WORKING MODEL OF DIFFERENTIAL GEARBOX model	8419	10430=00
2	Crank and Slotted Link Mechanism model		3220=00
3	Oscillating Cylinder Mechanism model		3960=00
4	Witworth Quick Return Mechanism model		4992=00
5	Scotch Yoke Mechanism model		4370=00
	Total		26,972=00
	(10 % Discount)		2,697=00
	Total		24,275=00
	GST 18%		4,370=00
	Total Including GST		28,645=00
	Transport Charges Approx		4000=00
	Total		32,645=00

(Rs :- Thirty Two Thousand Six Hundred Forty Five Only

I/we hereby certify that my/our registration certificate under the GST ACT 2017 in force on the date on which the sale of the goods specified in this tax invoice is made by me/us and it shall be accounted for in the turnover of sales while filling of return and the due tax	J.P Techno Instruments AUTHORISED SIGNATURE. SUBJECT TO KARAD JURDICTION

J.P. TECHNO INSTRUMENTS

Choice of today's Technology

INVOICE

Details of receiver	Details Of Consignee :
The Principal **Marathwada Mitramandal 's** **Institute of Technology ,Lohgaon,** **Pune-47** **GSTIN-27AAATM9698N1ZI**	J.P Techno Instruments 953,BazarPeth Road,Masur,Tal:Karad,Dist:Satara Maharashtra,415106 QT-REF-Visit **JPTI-65/2021/2022/GST-- INV-09** **DATE - 17/03/2022** **GSTIN NO-27AGGPP8867N2ZB**

Sr.No.	DESCRIPTION	HSN CODE	PRICE PER UNIT IN RUPEES
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(Rs :- **Thirty Two Thousand Six Hundred Forty Five Only**

I/we hereby certify that my/our registration certificate under the GST ACT 2017 in force on the date on which the sale of the goods specified in this tax invoice is made by me/us and it shall be accounted for in the turnover of sales while filling of return and the due tax	**J.P Techno Instruments** AUTHORISED SIGNATURE. SUBJECT TO KARAD JURDICTION

MMIT, Lohgaon
GST Inward No. M4A0224 64
GST Bill Date : 17 03 22
Bill Recd Date 23 03 22

Marathwada Mitra Mandal's
Institute Of Technology,
Lohgaon, Pune.

Inv 09

3 messages

Jagadish Purohit <sagarmasur@yahoo.com>   Mon, Mar 21, 2022 at 2:02 PM
Reply-To: Jagadish Purohit <sagarmasur@yahoo.com>
To: "dhananjay.bhoge@mmit.edu.in" <dhananjay.bhoge@mmit.edu.in>

Sent from Yahoo Mail on Android

📄 **Marathwada PUNE PROF INV.docx**
   44K

Dhananjay Bhoge <dhananjay.bhoge@mmit.edu.in>   Mon, Mar 21, 2022 at 2:21 PM
To: Jagadish Purohit <sagarmasur@yahoo.com>

Received, thank you.

On Mon, Mar 21, 2022 at 2:02 PM Jagadish Purohit <sagarmasur@yahoo.com> wrote:

Sent from Yahoo Mail on Android

Dhananjay Bhoge <dhananjay.bhoge@mmit.edu.in>   Mon, Mar 21, 2022 at 2:21 PM
To: Eknath Kurhe <eknath.kurhe@mmit.edu.in>

---------- Forwarded message ---------
From: **Jagadish Purohit** <sagarmasur@yahoo.com>
Date: Mon, Mar 21, 2022 at 2:02 PM
Subject: Inv 09
To: dhananjay.bhoge@mmit.edu.in <dhananjay.bhoge@mmit.edu.in>

Sent from Yahoo Mail on Android

📄 **Marathwada PUNE PROF INV.docx**
   44K

HDFC BANK

REQUEST FOR NEW CHEQUE BOOK

CLASSIC

Date : ....

Please supply _____ book(s) of ☐ 25 leaves ☐ 50 leaves

I/We agree and acknowledge that the cheque book(s)
☐ Will be collected at the Branch by the undersigned Or
☐ Will be despatched by courier

I/We confirm that I/We have read or will read "Conditions for Issue and Use of Cheque Books" on the cover and agree to abide by such conditions or such other conditions applicable from time to time . I/We hereby acknowledge the need to exercise care when drawing cheques and agree that I/We will not draw cheques by any means which may enable a cheque to be altered in a manner which is not readily detectable.

Your Tel / Mobile No is required to enable timely delivery of your cheque book and to facilitate identification for security reasons. We may not be able to deliver the cheque book if we do not have the required identification. Please update your Tel/ Mobile No below

RESI................................/ OFF............................/ MOBILE.............................

A/c No :0165256000000526   **Cust ID :5241505**
Mail - ID :
Off. Tel : 252306

Cheque Leaves enclosed -:   25
Cheque Series From   -: 706926   To   706950

Res. Tel :   253120
Mobile No : 9198220484448

As the cheque is payable at par through clearing/transfer at all branches of HDFC Bank across India.

For J P TECHNO INSTRUMENTS

Signature(s) of Account Holder(s)

HBW07093579$6290
J P TECHNO INSTRUMENTS
953 AT POST MASUR TAL KARAD
DIST SATARA

KARAD - 415106
MAHARASHTRA, INDIA
(R) 253120
(O) 252306
(M) 9198220484448

SPD EA712790557IN

PAP cheque books can be requested only at the branch. As the cheque is payable at par through clearing/transfer at all branches of HDFC Bank across India, it is advisable to draw the cheque in English. We appreciate your cooperation.

If undelivered, Please return to HDFC BANK LTD. (0165)
Central Processing Unit, 26-A, Narayan Properties,
Chandivali Farm Road, Off Saki Vihar Road, Chandivali,
Andheri (E), Mumbai - 400 072.

This cheque book contains 25 leaves, please count the cheque leaves before use.

Marathwada Mitramandal's
Institute of Technology (MMIT)
Accredited with "A" Grade by NAAC

Survey No. 35, Vadgaon Shinde Road, Lohgaon, Pune - 411 047

Approved by AICTE, New Delhi, Recognised by DTE, M.S. Mumbai, Affiliated to Savitribai Phule Pune University

E-mail : principal@mmit.edu.in   Website : www.mmit.edu.in

Tel No. +91 7447788823 / +91 7447788824   **DTE Institute Code : 6203**

Ref. No. MMIT/MECH/21-22/477   Date: 25/2/2022

Submitted:

Subject: **Request to sanction the budget for Purchase of Lab Equipment for KOM Lab**

Respected Sir,

We have purchase requirement of follow mentioned equipment for Kinematics of Machinery Lab as per the revised syllabus of Second year Mechanical Engineering.
Budget for the same is mentioned below.

A) Kinematics of Machinery Lab

Sr.	Hardware Item	Number of items required	Cost per item in Rupees	Total Cost (Rupees)
1	Differential Gear Box cut section	1	10430	10430
2	Crank & Slotted lever mechanism display model (small)	1	3220	3220
3	Whithworth quick return mechanism display model	1	3960	3960
4	Oscillating cylinder engine mechanism	1	4992	4992
5	Scotch Yoke Mechanism	1	4370	4370
	Total			Rs. 26,972 /-
	Total after discount (10 % Discount on Base price)			Rs. 24,275 /-
	GST 18 %			Rs. 4370 /-
	Total Including GST			Rs. 28,645 /-
	Transport charges Approx.			Rs. 4000 /-
	Grand Total			Rs. 32,645 /-

Total amount in words-
We request you to kindly sanction the budget of **Rs. Thirty Two Thousand Six Hundred Forty Five Only /-** for the same.

Thanking You.

HOD
Mechanical Engg. Department

Principal,
MMIT

* Yes, As above

No. 1627
2/3/2022

To,
Hon. Executive President / Hon.Secretary,
Marathwada Mitra Mandal,
Pune-411 004

2/3/22

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967
Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967
Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039

Shivajirao D. Ganage, **President**
Bhausaheb G. Jadhav, **Exe. President**
Kishor H. Mungale, **Secretary**

Ref No: MMM/MMIT/PUR/2021-22/**1219**

Date: 04/03/2022

PURCHASE ORDER

To,

JP Techno Instruments
(GSTIN: 27AGGP8867N2ZB)
953, Bazar Peth, Masur, Tal .Karad
Dist. Satara- 415106
Mob. No.: 9552551880

Subject: Purchase order for Kinematics of Machinery Lab equipment at Mechanical Engg Department
Reference: Your Quotation dated 23rd Feb. 2022

Dear Sir,

With reference to the above mentioned subject and subsequent discussion, we are pleased to place the Purchase Order for below mentioned Lab equipment at Marathwada Mitramandal's Institute of Technology, Lohgaon, Pune - 411 047. The Bill/Invoice should be raised in favor of "The Principal, Marathwada Mitramandal's Institute of Technology, Lohgaon, Pune – 47".

Kinematics of Machinery Lab

Sr.	Item Description	Number of items required	Cost per item in Rupees	Total Cost (Rupees)
1	Differential Gear Box cut section	1	10430	10430
2	Crank & Slotted lever mechanism display model (small)	1	3220	3220
3	Whithworth quick return mechanism display model	1	3960	3960
4	Oscillating cylinder engine mechanism	1	4992	4992
5	Scotch Yoke Mechanism	1	4370	4370
	Total			Rs. 26,972/-
	Total after discount (10 % Discount on Base price)			Rs. 24,275 /-
	GST 18 %			Rs. 4370 /-
	Total Including GST			Rs.28,645 /-
	Transport charges Approx.			Rs. 4000 /-
	Grand Total			Rs. 32,645 /-

Amount in words – **Rupees Thirty Two Thousand Six Hundred Forty Five Only**

MARATHWADA MITRA MANDAL, PUNE

202/A, Deccan Gymkhana, Pune - 411004

Registration Under Societies Registration Act 1860-Mah./523 dated 6/1/1967

Registration Under Bombay Public Trust Act 1950-f-338(P) dated 19/1/1967

Tel. : 020-25665320, 8149032328 Telefax: 020 - 25653039

Shivajirao D. Ganage, President

Bhausaheb G. Jadhav, Exe. Pres

Kishor H. Mungale, Secretary

GST No.:- **27AAATM9698N1ZI**

Terms & Conditions:

i)   Taxes: Included in grand total price

ii) Payment: 50 % advance at the time of PO and 50% at the time of delivery

iii) Delivery: Within a week from date of work order

We reserve the right for deducting the substantial amount from the amount payable, for the use of or making of poor quality work.

Thanking you,

Hon. Exe. President
Marathwada Mitra Mandal, Pune.

C.C. to:

1. Principal, Marathwada Mitra Mandal's Institute of Technology, Lohgaon, Pune-411047 for arranging payment & taking delivery as per terms and conditions.

Date: 10/6/2022

Submitted

Sub: *Inspection Report for payment of Bill/Tax Invoice.*

Ref.: Purchase Order No. MMM/MMIT/PUR/2021-22/1219 dated 04/3/2022 for Rs. 32,645/—

In response to our above Purchase Order, M/s. J.P. Techno Instruments have supplied Working model of Differential gearbox (equipment /materials) vide their bill/ tax invoice No. INV-09 dated 17/3/2022 for Rs. 32,645/—. The equipment/materials mentioned in the above bill/tax invoice have been checked and found new and strictly as per the specification/ sample.

The above equipment/materials have been tested (where applicable) and found working properly. The test report (where applicable) is enclosed.

The above equipment/materials have taken on the charge of Mechanical department dead stock No. MMIT/MECH/KOM/WMODGBM/2022/13(A) on page No./s 046.

In view of the above, M/s. J.P. Techno Instruments attached bill/tax invoice No. INV-09 dated 17/3/2022 is passed for payment. The necessary payment may kindly be released by cheque in favor of M/s. J.P. Techno Instruments

Signature

Name of the staff member D.M. Bhoge

Designation Assist Prof

Through HOD

To,

The Principal,
MMIT, Lohgaon,
Pune

13(B) :- crank & slotted link mechanism model
MMIT/MECH/KOM/CASLMM/2022/13(B)

13(C) :- oscillating cylinder mechanism model
MMIT/MECH/KOM/OCMM/2022/13(C)

13(D) :- witworth quick Return mechanism model
MMIT/MECH/KOM/WQRMM/2022/13(D)

13(E) :- scotch yoke mechanism model
MMIT/MECH/KOM/SYMM/2022/13(E)