



Criteria 6 – Governance, Leadership, and Management (100)

6.2 Strategy Development and Deployment (12- marks)

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/perspective/development plan etc. (08- marks)

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Sr. No.	Contents (Documents)
A	Policy Document
B	Perspective Plan
C	Organogram
D	Service Rules
E	Case study-
	1. Nasa Participation
	2. Consultancy Cell



6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan, etc.

A) Policy Document



Pravara Rural Education Society's,
PRAVARA RURAL COLLEGE OF ARCHITECTURE

Sadatpur Road, Loni Kd, Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)

Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996

& Council of Architecture, New Delhi

INSTITUTION GOVERNANCE

Roles and Responsibilities of Faculty, Staff, and Institutional Bodies



2018-2023

PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI

INSTITUTION GOVERNANCE

Roles and Responsibilities of Faculty, Staff, and Institutional Bodies
Pravara Rural Education society,

PRAVARA RURAL COLLEGE OF ARCHITECTURE

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)

Founder Father



Padmashri Dr. Vitthal Rao Vikhe Patil

Source of Inspiration Leadership



Late Dr. Balasaheb Vikhe Patil
(Padma Bhushan Awardee)

Dynamic



Shri. Radhakrishna Vikhe Patil
Chairman, Pravara Rural Education Society

Founder Father: Padmashri Dr. Vitthal Rao Vikhe Patil



Legendary in the history of co-operative enterprise in the country, and a humble farmer by birth, pioneer of the co-operative movement as a tool for social, educational, and economic upliftment of the rural masses. His untiring efforts changed the rural scene of Maharashtra and created awareness amongst the people to lead a prospective purposeful life. He was awarded **Padmashri**, the distinguished title in appreciation of his life's work with the cooperative movement, in the hands of the **First President of India, Late Dr. Rajendra Prasad in 1961**. He was felicitated with the honorary **D.Lit. degree by the University of Pune in 1978 and Doctor of Science in 1979 by Mahatma Phule Krishi Vidyapeeth, Rauri**. Padmashri Dr. Vitthal Rao Vikhe Patil, the pioneer of the Sugar Co-operative movement, who had a humble beginning, was chiefly instrumental in, organizing the much-exploited sugarcane growers of the 44 villages, in and around Pravaranagar, way back in 1948, and establishing **Asia's first co-operative sugar factory**, which was commissioned in 1950. Born in a farmer's family at Loni in 1901, he was distressed by the pitiable plight of the poor, the illiterate, and the downtrodden peasantry who were exploited by the money-lenders, feudal lords, and private sugar factory owners. In those days the local peasant, try of Pravara area had to face difficulties in marketing sugarcane, as the conversion of sugarcane into Sugar was totally uneconomical and the "Jaggery Prices, reached rock bottom.

The keel of **Pravara Rural Education Society** was laid by founder Chairman Padmashri Vikhe Patil in the year 1964. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmashri Vikhe Patil's firm conviction that rural youth play a dominant role in nation-building if they were provided with quality education. He also advocated that the education of a woman means the education of the whole family. He knew that the success of social transformation in rural areas depended a good deal on the gradual upliftment and active participation of the women folk bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmashri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded Late Mrs. Gangubai Eknath Rao Vikhe Patil Trust. Similarly, he introduced the Earn and Learn Scheme to intelligent and needy students pursuing higher studies. Subsequently, a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, and medical streams turning the founder's father's dream into a reality.

Source of Inspiration: Late Padma Bhushan Shri Balasaheb Vikhe Patil



"Think Globally Act Locally"

Dr. Eknath Rao Balasaheb Vikhe Patil, (10th April 1932 - 30th December 2016) was a **member of the 14th Lok Sabha of India**. He represented the **Kopergaon and Ahmednagar (South) constituency of Maharashtra** and was a member of the **Indian National Congress (INC)** political party. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of an illustrious family. He was the Prominent Leader of Maharashtra and the eldest son of Padmashri Vitthalrao Vikhe Patil. Throughout his life, he strived to translate the dreams of Padmashri into concrete realities. He provided dynamic and pragmatic leadership to the society. He worked for the Social Educational and Economic improvement of the rural masses. He acted on the maxim **"Think globally and act locally"**. He was elected as MP for eight times. He was the **former Unministerial of Faineance and Heavy Industries, Government of India**. He was awarded with prestigious civilian award **"Padma Bhushan"** on 31st March 2010 for his outstanding social work.

Dynamic Leadership: Hon'ble Shri. Radhakrishna Vikhe Patil



**Minister of Revenue, Government of Maharashtra
Chairman, Pravara Rural Education Society, Pravaranagar**

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Namdar Shri. Radhakrishna Eknath Rao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community, persevered to provide them educational facilities, employment and ushered reforms in the rural agro-industries, water conservation and its distribution, agriculture, financial, and health sectors. Under his dynamic leadership, the Pravara Rural Education Society is working earnestly to achieve the goals set by his father.

The need of the hour is **'Excellence in Education and** in every field of operations. Starting an educational institution in such a remote place and making it run successfully was a task next to impossible. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. English medium public school and a separate school for girls were started in the early days. Further for Higher Education he started Arts, Science, and Commerce College. It was the humble beginning to provide urban amenities to rural areas. Many centers of Primary, Secondary, and Higher Education in and around, recognizes Pravara as an Educational hub. In today's competitive world, our aim is to equip aspiring students with the knowledge that will help them to excel in life and contribute to the development of our economy. Most of the institutions have expanded vertically as well as horizontally and Pravara has become a role model of rural educational center in the country under dynamic leadership.

Pravara Rural Education Society: At the Glance

The keel of Pravara Rural Education Society was laid by founder **Chairman Padmashri Vikhe Patil** in the year **1964**. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmashri Vikhe Patil's firm conviction that rural youth play dominant role in the nation building, if they were provided quality education. He also advocated that education of a women mean education of the whole family. He knew that the success of social transformation in rural area depended a good deal on gradual upliftment and active participation of the women folk. In order to accomplish these objectives, **Pravara Public School, Pravara Kanya Vidya Mandir, and the** residential schools were established. Bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmashri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded **Late Mrs. Gangubai Eknath Rao Vikhe Patil Trust**. Similarly, he introduced the **Earn and Learn Scheme** to intelligent and needy students pursuing higher studies. Subsequently a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, Medical streams turning the founder father's dream into a reality.

Late Dr. Eknath Rao Balasaheb Vikhe Patil was a member of the **14th Lok Sabha of India**. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of an illustrious family. Such a visionary who quoted and acted as per his own maxim "**Think globally and act locally**", was awarded with the prestigious civilian award "**Padma Bhushan**" on 31st March 2010 for his outstanding social work.

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Namdar Shri. Radhakrishna Eknath Rao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community, He persevered to provide them with educational facilities, employment, and ushered reforms in the rural ago-industries, water conservation and its distribution, agriculture, financial, and health sectors. Under his dynamic leadership the Pravara Rural Education Society is working earnestly to achieve the goals set by his father.

Starting an educational institution in such a remote place and making it run successfully was a task next to impossible. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. Further for the Higher Education he started Arts, Science and Commerce College. It was the humble beginning to provide urban amenities to rural area. Many centers of Primary, Secondary and Higher Education in and around, recognizes **Pravara as an Educational hub** and become a **role model of rural educational center in the country**.

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VISION:

To create an excellent Professional graduate for the contemporary industry and socially responsible beings who will play a key role in shaping rural and urban sustainable development.

MISSION:

1. To develop professionals in the field of architecture, who can serve as innovators and creators of national and economic growth.
2. To develop students for leadership roles with skills and knowledge to improve the quality of the built environment on both national and international levels through collaborations in the field of architecture.
3. To develop students for professional excellence and personal development in the field of architecture.

SHORT TERM GOALS:

1. To introduce students to the rural context through surrounding case studies.
2. To take up live / socially relevant projects as part of subjects like town planning, architectural design, etc.
3. To tie up and collaborate with various universities, sign MOUs, and explore various collaboration avenues.
4. Conducting study tours.
5. To network and work for various organizations like IIA, AESA, ISOLA, IGBC, COA, IIID, INTACH, etc.
6. To organize state-level, and national-level seminars and conferences.
7. To enhance the knowledge level and skills of the teachers, Faculty Development Programs to be organized within the institute and also to encourage the teachers to visit programs organized by other institutes.
8. To revamp the curriculum to align with NEP guidelines within the next academic year

LONG-TERM GOALS:

1. To introduce the Master in Architecture program in the institute.
2. To collaborate with various colleges and Universities for knowledge exchange programs.
3. To organize international-level seminars and conferences
4. To introduce skill enhancement courses to increase the employability of the students.
5. To develop and nurture a strong alumni network.
6. To develop and establish centers/chapters of various academic and professional bodies.
7. To motivate students to take up internships out of Maharashtra to gain experience.
8. To provide facilities for students to pursue higher education in various countries.
9. to become a pioneering institution known for its transformative and contemporary pedagogy.

POLICY DOCUMENT

Functions / Outies and Responsibilities

1. GOVERNING BODY

The Governing Body of the institute has, among others, members drawn from the industry, affiliating Universities and experts from the academic field. The Governing Body gives direction to the institute.

Its Functions and Responsibilities are —

1. Formulate academic aims and objectives of the institution and guide the institute towards the achievement of the same.
2. Examine and consider the recommendations of the College Development Committee (CDC) and prepare a road map for achieving the goals of the Institution.
3. Monitor academic, research, and other related activities of the institute and guide them in the correct direction.
4. Consider the important communications, policy decisions received from the University, Government, COA, AICTE, UGC, etc.
5. Encourage and facilitate the institute to apply for Accreditations/Certifications, if any.
6. Facilitate starting of new UG /PG Programs, deciding on discontinuing any existing programs and increase/decrease intake into any UG / PG programmed
7. Facilitate checking the audited income and expenditure accounts and approve the same for the institute annually.
8. Consider the recommendations of the staff selection committee and approve the same.
9. Facilitate and encourage institute faculty to apply for research projects/proposals.
10. Consider and facilitate institute to resolve legal/court cases, if any.
11. Monitor the student and faculty development programs to achieve the end objective.

2. COLLEGE DEVELOPMENT COMMITTEE (CDC)

As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) clause 97, College Development Committee (CDC) is established for every five years by the Organization. Its Functions and Responsibilities are —

1. Planning and executing the overall academic growth of the institute by making recommendations to the Governing Body, wherever necessary.
2. Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council (NAAC), etc.

Prepare an overall comprehensive development plan of the institute regarding academic, administrative, and infrastructural growth; and Enable Institute to foster excellence in curricular, co- curricular, and extra- curricular activities.

Recommending the Governing Body for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the institute.

Facilitating, functioning of library, labs, workshop, sports department and other learning resources of the institute.

Make specific recommendations to the Organization to encourage the use of information and communication technology in teaching and learning process for faculty and staff.

Encouraging collaboration with other academic institutes and industry to strengthen teaching and research.

Make specific recommendations regarding the improvement in teaching and suitable training programs for the employees of the institute.

Make specific recommendations to the Organization to encourage and strengthen research culture, consultancy, and extension activities in the institute.

Plan major annual events in the institute, such as annual day, sports events, cultural events, extension activities etc.

Creating a conducive environment for development of entrepreneurship.

Recommending the Organization for encouraging students with awards, stipends, scholarships, medals and prizes and soon.

Facilitating the co-curricular activities of the students.

Inspiring students to be creative and innovative and recommending Organization to encourage them with financial support towards the same.

Prepare the annual financial estimates (budget) and financial statements of the institution and recommend the same to the management for approval.

Formulate proposals of new expenditure not provided in the annual financial estimates (budget).

Make recommendations regarding the students' and employees' welfare activities.

Recommend the administration about appropriate steps to be taken regarding the discipline, safety, and security issues of the institute or institution.

Discuss the reports of the IQAC and make suitable recommendations.

Prepare the annual report on the work done by the committees and submit it to the Organization.

Involve the institute in activities and events organized by the Organization in various capacities.

Appointing committees amongst the institute teaching faculty and experts from outside, in order to

son out and advice on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

Recommend to the Organization about introducing new academic courses.

3. PRINCIPAL

Responsibilities include:

Reporting to the CDC of the Institute and assisting them in the following functions —

- a) Regulation / Monitoring
- b) Visionary Functions
- c) Leadership Functions
- d) Strategic Planning and Implementation
- e) Developmental Functions
- f) Code of Conduct for Principal

3.1 Visionary Functions

The following are some of the visionary functions of the principal —

- Developing a long-term model for the institution and working for realizing the Vision in close association with CDC & Executive Council of the Organization.
- Establishing necessary systems, procedures, and policies facilitating towards realizing the Vision.
- Taking steps at regular intervals which facilitates realizing the Vision.
- Should take up many more functions suiting the requirement and needs of the institution from time to time.
- The Principal requires to prepare long-term as well as short-term plans and present them to the Organization.

Execution and Reporting

- The principal requires to present regular annual reports to CDC about all the activities and functions that have been conducted in the preceding year, and proposed activities in the coming year.

3.2 Leadership Functions

These are the most critical functions of a Principal of an academic institution. With the fulfillment of these functions, the Principal will exhibit the true qualities of a leader by being a role model to all his / Her colleagues.

The following are some of the leadership functions —

- The principal shall prove himself as an excellent teacher and prove as one of the best among all his colleagues.
- Take up research, publication, consultancy & training, and establish credentials as an academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
- To set high standards of discipline, commitment, and involvement in work pattern.
- To inspire all his / her colleagues towards the achievement of the goals of the institute and lead them from the forefront.
- Exhibiting sacrificial attitude and set model for all the staff.
- Work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
- To develop, monitor and guide IQAC for excellence in systems/pedagogies and academics.

3.3 Developmental Functions

Principal also needs to take-up developmental functions which are very important for the development of the institution.

The following are some of the developmental functions to be taken up by the principal —

- Developing the working and learning culture in the institution.
- The principal needs to locate, contact, and invite the right kind of the faculty members suitable for the institution keeping in view the future needs of the institution.
- Nurturing and facilitating the faculty and giving all the necessary guidance and support.
- Identifying the core competencies of the institution either existing or probabilistic and projecting these core competencies.
- Focusing on building the quality for the institution par excellence.
- Developing necessary infrastructure more importantly library, workshop, labs with an ambience.

3.4 Strategic Planning & Implementation

Principal needs to shoulder various strategic functions which are aimed at developing network and develop alliances which pay rich dividends in long term.

The following are some of the strategic functions —

- Developing a strong association with industry, research, and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the institute.

- Developing strong industry /professional support and getting the professionals /industrialists and business people on various advisory bodies of the institute.
- Developing Institutional Collaborations.

3.5 Regulation / Monitoring

One of the important responsibilities of a principal is the regulation of academic and general administration and monitoring of the systems, policies, procedures, and functioning of the institution so as to fulfill the expectations of the governmental monitoring bodies such as the council of Architecture (CoA), Phule Pune University (SPPU), Department of Technical Education (DTE), and the Social Welfare Department; along with the expectations of the Organization, students and their parents.

The following are some of the important responsibilities —

- Monitoring the functioning of the academic and administrative staff and see that they fulfill all their responsibilities as prescribed.
- Monitoring the conduct of both administrative and academic staff in terms of their regularity, discipline, and conduct.
- Monitoring the student discipline and conduct (including attendance) and maintaining the decorum of the institution.
- Monitoring effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / CoA / Organization.
- Monitoring all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases & procurements, accounts & audit, and any such other matter related to the administration of the institute.
- Monitoring all the activities with government, corporate, academic bodies / institutions.
- Monitoring the liaison of activities with departments within the institute and most importantly with the Organization.
- Monitoring the conduct of meetings on behalf of the institution which include the meetings of CDC, IQAC, Faculty and staff members, Class Coordinators, Academic Heads, and Committees.
- Monitoring the procurement and purchase of the entire necessary infrastructure like Furniture & fittings, lab equipment, books, and any such other requirement for the institution as per the prescribed procedures.
- Monitoring the auditing and inspections of the institution conducted by the regulatory bodies such as CoA, Government, University, and the ones conducted by the Organization.
- Maintaining the infrastructure of the institution with the help of concerned staff.

3.6 Code of Conduct

- The post of the principal is appointed by the Organization as per rules of CoA and Govt. of Maharashtra and it is approved by affiliating University — Savitribai Pune University (SPPU)
- Principal is the full-time academic and administrative officer of the college and will act as drawing and disbursing authority.
- Pune
- Principal should prepare a budget, put it before the LMC (Local Management Committee)/CDC for sanction, and execute it with commitment.
- Principal has to administer faculty and staff on the campus and make optimum utilization of the available Infrastructure.
- Principal should be punctual and cooperative with all his colleagues and seniors.

4. INTERNAL QUALITY ASSURANCE CELL (IQAC)

Reference-. Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions (AQAR format based on the revised manual of Affiliate Constituent Colleges) (Revised in April, 2020)

.1 Objective

The primary aim of the IQAC is —

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

.2 Strategies

IQAC shall evolve a mechanism and procedures for -

- Ensuring timely efficient & progressive performance of academic, administrative & financial tasks.
- Ensuring credible assessment and evaluation processes.
- Optimization and integration of modern methods of teaching and learning.
- Ensuring the proper allocation, adequacy and maintenance of support structure and services.
- Adoption of relevant and quality academic and research programs.
- Sharing of research findings and networking with other institutions in India and abroad.

.3 function

- Development and application of quality benchmarks.
- Setting parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameter to all the stakeholders.
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles.
- Documentation of various Programs / activities leading to quality improvement.
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

.4 Formation

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic & administrative units and a few teachers as well as few distinguished educationists and representatives of the local management and stakeholders.

- The IQAC should meet at least twice in each semester.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

The composition of the IQAC is as follows —

1. Chairperson: Head of the Institution
2. One of the senior teachers as the Coordinator / Director of the IQAC
3. Teachers to represent all levels (three to eight) — Prof., Asso. Prof., Assi. Prof.
4. One member from the Management
5. Few Senior administrative officers
6. One nominee each from local society, Students and Alumni
7. One nominee each from Employee / Industrialists/Stakeholders

.5 Role of the IOAC and IQAC Coordinator

- The IQAC Coordinator has a major role in implementing the functions of IQAC.
- To conduct the Perspective Plan meeting at the beginning of year.
- To define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- To devise procedures and instruments for assuring quality for CIE, for Mentor-Mentee activity, for Stakeholder management, and for Feedback forms
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively.
- To first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.
- The Operational features, and functions should be implemented by the IQAC coordinator for academic excellence and institutions may adapt them to their specific needs.
- To discuss with the chairman for deriving and implementing functions as and when necessary.
- To organize an interactive and feedback session with faculty members and students, parents, alumni, industry following the guidelines given by Governing Body, Institute development committee to strengthen the Teaching Learning process.
- To organize review-based planning of academic policies for the growth of the Institute.
- To develop a monitoring system for quality assurance of the policies.
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/NAAC.
- The IQAC shall create its exclusive window tab on its institutional website for keeping the records/ files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload / report on its activities, as well as for hosting AQAR.

.6 Academic Activities

1. Preparation of Academic activities & guidelines before the commencement of the Semester.
2. Uploading of Academic Plans prepared by respective faculty members on the institute portal.
3. To conduct the meeting of faculty members for various academic tasks to discuss the plan of action for their respective responsibilities.
4. To assist in monitoring following activities —
Tutorials / Unit Tests, Assignments, Seminars, Remedial Classes, Mock-Up Tests
5. Preparation of mentoring guidelines to be followed.
6. To suggest various value-added programs and to coordinate the execution of the same.
7. To suggest academic exercises / projects / site-visits / guest lectures for implementing the Philosophy of the College.
8. To develop the CIE process and monitor them for effective implementation.
9. To guide, develop, analyze and implement the academic policies for the institution as a whole.
10. To assist in the preparation of various rubrics regarding feedbacks from students and stakeholders, examination result, Course assessment, placement, etc.
11. To coordinate the process of online feedback from students about Teaching-Learning process and communicate the assessment of the same to respective faculty members and Department.
12. To assist in collection and analysis of feedbacks from the following stake-holders—
Parents, Industry Experts / Academicians who are visiting the institute, Executives of professional bodies like IIA, HID, A & E association, and Alumni
13. Collection of 'Teaching Course Outcome Feedback' from students at the end of the semester.
14. Collection of 'Program Exit Survey' from final year students at the end of the academic year.
15. To coordinate with Subject Heads in IQAC for academic activities organized for respective subjects, completion of the syllabus at the beginning, in the middle, and at the end of each semester.
16. To coordinate the collection & compilation of self-appraisal forms from faculty members at the end of academic year.
17. To organize the review /audit of all the academic activities by a team of internal experts and external expert and present the observation in the meeting of CDC for further guidelines

6. CLASS COORDINATOR

The class coordinators are assigned with the various responsibilities such as —

- Establishes good communication with the students and discusses all significant issues like - Attendance Attendance-Importance of not missing even one lecture as continuity is important in Architecture & Design education (understanding of current day's lecture is dependent upon understanding of previous lecture).
- Number of credits required to get promoted.
- Semester system and how it's different from Annual system & vice versa.
- Importance of sessional work and how they may lose marks if they are absent for studio / non- submission of assignments, project reports, etc.
- Importance of assignments and how students lose marks for non/incomplete submissions. Importance of having higher percentages, and how it helps in the development of their career.
- Makes students fully aware of their responsibility to meet performance standards (Putting in 75% attendance and passing with good marks) and that failure to do so may result in detention.
- Coordinates with the student class representatives regarding establishment of study groups and nominate one student as leader of each group.
- Ensures all students shall be encouraged to participate in study groups on a continuing basis. Class coordinator shall monitor inclusiveness to insure participation by all students in the class.
- Acts as mentor and counsellor in resolving student related difficulties.
- Conducts monthly reviews with class representatives, documents the same if required, and submits to the principal.
- Encourages class cohesiveness and camaraderie through inclusive, appropriate events, i.e. social activities, community service, etc.
- Explaining the rules of detention and promotion from previous year to further years.
- Informs Principal about necessity of making alternate arrangement for lectures and practical when a faculty is absent.
- Inform the parents of the students whose attendance are < 75 % and arrange to ensure parents meet the principal particularly in the case where student's attendance is < 50 %.
- Assists the Vice Principal with dispatch of student's attendance midterm reports to parents.
- Assists the Vice Principal with computation of semester attendance of the corresponding class at the end of semester and ensures submission of the same to Principal's office.
- Any other responsibility that may be assigned by Principal from time to time.

7. FACULTY

7.1. Appointments

The Institution follows the guidelines given by SPPU and Council of Architecture for eligibility criteria for appointments of the faculty members at all positions. Selection for appointments is done from the applications received which are eligible and are competent to serve in the Institution. The selection procedure prescribed by SPPU, Govt. of Maharashtra and CoA are followed.

The Organization has laid down the policies for Professional Academic Units. These policies give the guidelines for appointment, recruitment, administrative set-up, service rules and procedures. The roles and responsibilities of Personnel at various posts are broadly defined in the Policy of the apex body. This is adhered to by the entire Faculty. The Institution is permitted to do the necessary modifications and implement them with the approval from CDC / LMC for effective and smooth day-to-day conduct.

7.2. Code of Conduct and Academic Duties

- The faculty members are given the freedom to formulate the exercises in a manner suitable to the class conduct within the syllabus as mentioned by SPPU.
- The teaching faculty members will be assigned administrative duties and responsibilities other than their academic responsibilities.
- All the faculty members are expected to have good coordination and teamwork with each other.
- Various committees are formed for the smooth running of the institute and faculty members are assigned responsibilities as per their experience, area of interest and capabilities.
- Senior faculty to help/guide junior faculty in various academic activities, lesson preparations, etc.
- A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment evaluation as the principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
- Develop methodology in consultation with IQAC to educate students about the topic (problem solving, small group discussions, site visits, hands on working, etc.) and then implementing the same in the classroom.
- Development of course handouts and reference material.
- Development of audiovisual / multimedia materials for the lessons.
- Prepares and executes Lesson Plan.
- Completes the syllabus within the stipulated time.
- In consultation with the Subject Head, assures that course content, allows students to meet outcomes associated with that course.

- Be available for student consultation on a regular basis, informing students of their availability for student consultations (both with and without appointments and makes sincere attempt to solve their difficulties (academic and personal counselling).
- Provides data relating to results in assessment tasks, exams and attendance, if required, to the Academic Head.
- Attends meetings of the Subject Head and Class coordinator to discuss issues affecting learning and other classroom issues.
- A faculty shall help the principal to enforce and maintain discipline amongst the students.
- A faculty shall perform any other co-curricular work related to the Institute as may be assigned to him from time to time by the principal.
- Maintain attendance record of students.
- Provides information about job opportunities in their respective field to placement cell.
- Guides students on career opportunities.
- if associated with the Workshop —
 - .1 Designs new experiments, if any.
 - .2 Prepares workshop reports.
 - .3 Ensures the availability of himself / herself in the workshop during workshop periods for explanation, if needed.
 - .4 Ensures availability of equipment needed for the workshop in proper functioning.
 - .5 Recommends for procurement of equipment, if any for the smooth conduct of all experiments.
- Ensures quality, maintenance and cleanliness of the institute, classrooms, and studio.
- Carries out research/innovative programs in the institute.
- Organizes need based workshop / seminars / symposia / visits / excursions etc.by coordinating with the principal.
- Invites guest speakers and experts from industry / profession for interaction and guidance to the students.
- Should exercise leadership in their role as supervisors by acting as positive role models, acknowledging the work of staff and encouraging initiatives, responsiveness, and leadership amongst staff.
- Should facilitate for weak and strong students' extra efforts learning by implementing the educational goals and priorities of the college and system.
- Teachers should exercise efficient and effective resource management.
- Does alternate teaching arrangements while applying for any leave in discussion and approval of the Principal.
- Prepares document for approval from IQAC and Principal with all details.
- Conducts revision classes / practice question banks before exams.
- Should accept and cooperate for all exam related responsibilities and duties.
- Faculty should follow the code of conduct specified by SPPU.

- Seek to make continuous growth through study, research, and practice.
- Maintain active membership of professional Organizations for personal growth and increasing the collaborations and associations for the institute.
- Participate in extension, co-curricular and extra-curricular activities including community service.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Any other responsibility that may be assigned by Principal / Vice Principal.

7.3. Punctuality

- Teachers reports to the class on time.
- Biometric system is used to maintain the duty hours, the reporting time being 8.00 am.
- Teachers coming after 8:15 are considered fare.
- Three late comings are marked as one casual leave. If Teachers come after 9:30 half day's leave is considered for the same.
- Teachers leaving the campus during work hours, take a gate pass duly signed by the principal. A teacher can avail the gate pass maximum 2 times a month for 45 minutes each.

7.4. Career Advancement Scheme

The institution believes in being abreast with the developments in the profession as well as the field. All the teachers are encouraged and supported to participate in workshops academic, seminars, conferences conducted and organized by professional Organizations and other academic institutions.

- Paper presentations are to be done by faculty in appropriate conferences based on the individual's area of expertise.
- The faculty is supported for 50% expenses for paper presentations in conferences.
- The registration charges of the training programs attended by faculty of B-Arch are borne by the institute as prescribed by COA.
- To guide the faculty towards preparing their personal academic file for regular promotions to higher posts.
- To identify the faculty for advancement programs such as COA organized FDP in a rotation pattern.
- To assure all the faculty members are supported for benefitting from academic upgrading activities and professional upgrading activities.

8. SUPPORT STAFF

8.1 Appointments for Support Staff

The Organization appoints the administrative staff such as Office Superintendent, Accountant, Senior & Junior Clerk for Exams, Admission and Scholarship department. Competent and Eligible persons are appointed through a selection process.

Service rules are framed by the organization referring to the Govt. of Maharashtra.

8.2 Code of Conduct

- Support staff has to adhere to the official timings as stipulated and maintain punctuality.
- Use all work hours productively and ensure that their activities in the workplace do not impede the effective operation of their department.
- Maintain a supportive environment while performing their assigned duties.
- Respect confidentiality in all matters.
- Understand the job scope, practices, and procedures relating to their position.
- Ensure accuracy and thoroughness in the performance of the assigned duties and complete them to the best of their ability.
- Manage time effectively.
- Be well-organized.
- Demonstrate ability to solve problem within the scope of their position.
- Demonstrate ability to work independently when appropriate.
- Take initiative for regular work and developing one's abilities.
- Notify office Superintendent (O.S.) if they are unable to come to work.
- Submit leave application to the O.S. if want to avail vacation well in advance.
- Staff has to maintain confidentiality of all documents. All letterheads, forms and other stationery bearing the logo of the Institute shall be used responsibly.

8.3 Office Superintendent

Administrative officer is the over-all in charge of administrative functions, responsible to Principal for Campus maintenance, Security of institute property, and personnel, canteen operations, public relations, Health Centre, transport among others; and implementation of ERP in areas of - Administration, Finance & Accounts, Student's Admission & Support (Library, Exam, etc.).

His specific duties and responsibilities are as follows -

- Assists the Principal in the day-to-day administrative functions of the institute.
- Assists the Principal in procedures of approval from **SPPU**, CoA, **SSS**, **PNS**, SWD, AICTE etc.
- Assists the Principal in the admission process, scholarship department and various related processes.
- As the custodian of the institute property records, manages the filing, storage and security of documents.
- Co-ordinates provision of, and maintains, the campus infrastructure, installations, office equipment like class room, staff rooms, laboratories, washrooms, electrical installations, RO plants, bore wells, furniture, transport vehicles, telephones, photo copiers, Fax machines, Air conditioners, Computers, Printers, CC Cameras, Water Coolers, etc.
- Ensures campus security and safety of personnel through administering the Agreement with security service providers.
- Oversees the functions of Caretaker, responsible for the upkeep of buildings, grounds, offices, etc.
- Monitors CC TV and other surveillance equipment, if any, to guard against vandalism, break-ins and reports such incidents to the Principal, Organization, and to Police, with proper approvals.
- Identifies training needs of office staff, and organizes staff development Programmers.
- Recruits ministerial, contingency staff, and drivers in co-ordination with Organization following prescribed procedures.
- Monitors and controls repairs and maintenance expenses towards vehicles, furniture, sanitary fittings, plumbing work, etc.
- Any other functions assigned by the principal from time to time.
- Monitors coordination within Accounts Section, Submission Dept., Exam Dept., Workshop, Library, Admission, and Scholarship for effective administration.
- Coordinates with the office of the Organization for permission and approvals of activities of the institution.
- Coordinates with agencies / supplies / service providers for implementation of proposals according to the guidelines of the Organization.

8.4 Librarian

Major roles and responsibilities are as follows —

- To approve the identification of Books / Magazines / Journals / etc. for procurement; recommended by various entities such as - University, Faculty, Students, Visiting Faculty, etc.
- To prepare Annual Budget for the Library.
- To discuss the quotations for new purchase, vendors with Principal.
- To do periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Computers, Racks, Seating, Computerized Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- To implement e-Governance in the library.
- To guide for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.
- To supervise the overall discipline of the library, and to resolve the grievances regarding the library matters.
- To update the library according to the 'Standard Format' etc. the listing, segregation, and numbering of the books & shelves.
- Roles and responsibilities are developed and maintained in the library for smooth functioning.

8.5 Accounts Officer

Responsible for the following activities in consultation with the Office Superintendent —

- Writing and maintaining accounts, cash books / ledgers.
- Preparation of monthly accounts including writing of cash books, books of accounts.
- Verifying bills prepared.
- Preparation and consolidation of budgets pertaining to all departments / sections / centers.
- Cash collection to deposit in bank particularly.
- Supervision of challan writing and remittance to bank
- Preparation of daily receipts and challans and submission of associated details along with remittance details to Office Superintendent / Principal for scrutiny.
- Maintaining & renewing the Fixed Deposits in banks on a timely basis in consultation with O.S. and the Principal
- Verification of cheques and bills.
- Writing daily collection register for institute accounts.
- Writing demand draft register, and other forms of money value register
- Preparation of audit reports and replies.
- To disburse the payments / remunerations to guest lecturers, experts coming for academic conduct.
- Preparation of salary reports.

- Attending to the subject of income tax, and performing TDS at source for all payment transactions
- Monitor and Assist in Group Insurance, Student Welfare scheme, and Scholarships.
- Writing Caution deposit register, if any.
- Any other accounts-related function assigned from time to time.
- Responsible of keeping the following in safe custody —
 - ✓ Bill books/receipt books
 - ✓ Files pertaining to accounts/purchases Registers
 - ✓ Cash books
 - ✓ Ledgers
 - ✓ Vouchers
 - ✓ Cheque books/passbooks
 - ✓ Bank challans
 - ✓ Fixed deposit certificates
 - ✓ Other important office documents

8.6 Administrative Training for Staff

- The Organization shall conduct Training Programs as proposed by the government authorities and department.
- The Organization shall coordinate with the institution for the staff to attend the courses.
- The institute shall organize upgrading sessions and seminars for the staff of all departments with the ERP consultants as and when required.
- The institute shall arrange for training programmed regarding ethical, responsible behavior, peer group working, time-bound work completion, etc. for improving the work performance.

9. LEAVE RULES

a) Casual leaves

- The staff should make an application to the principal for leave twodays prior/in advance.
- To adjust the academic schedule with respective co teachers and inform them.
- 8 casual leaves can be availed in one academic year.
- Casual leaves cannot be taken between two holidays.
- Casual leaves should not be taken in continuation of weekend holidays.

b) Medical leaves

- Medical leaves are granted as per the code decided by the Organization.

c) Sabbatical leaves

- Sabbatical leaves are granted as per the policy defined by the Organization from time to time.

d) Compensatory leaves & Douw Leaves

- Extra working hours and days apart from regular working days can be convened into leaves if required by the faculty and staff.
- Compensatory leaves should be discussed with the Principal /Vice Principal /HOD and then applied for; io take care of academicschedules.
- Compensatory off cannot be taken in- between two holidays or in continuation of weekend holidays.
- The faculty members who are assigned examiner duties in other colleges are granted Duty leave for the same.
- Faculty members attending Conference for Paper presentations, accompanying students for Study Tours are granted Duty Leaves.
- The faculty member should discuss in advance for the grant of Duty Leave with the Principal.
- The faculty members should submit necessary documents of attendance for claiming the leaves.

10. PERFORMANCE AND EVALUATION OF STAFF

- The institution / Organization evaluates faculty based on leaching, research, administrative responsibilities and participation in development activities & administrative responsibilities and due importance is given to all the activities.
- The institute evaluates non-teaching staff based on performance in technical work and administration-related activities, co-curricular, professional, development related activities, general conduct and qualities.
- A structured "Self-Appraisal Form" is provided to each faculty member for this purpose at the end of each Academic Year.
- Staff & faculty members give the details of his / her performance and participation in all the activities

assigned to him / her in the college for the last academic year completed.

- Faculty & staff is conveyed their evaluation report and is suggested ways of improving their performance under various heads.
- The principal gives remarks on the performance of the faculty & staff members and the form is sent to the Organization for further perusal.

11. STUDENTS: CODE OF CONDUCT

- The students should keep their identity card with them regularly.
- Whenever the identify cards are requested by the relevant authorities, they should submit it.
- Smoking, chewing tobacco, use of explosive or dangerous substances, consuming drugs or alcohol in any form is strictly prohibited in the college campus.
- Copying in any examination, keeping, notebook pages, directly or indirectly possessing the wrong way, exchanging answer sheets or supplementary of answer sheets, allowing proxy writer will be treated as an offence and necessary action will be taken on the student.
- No student shall collect money without written permission of the principal.
- No notice shall be put on the notice boards, including black boards without the written permission of the principal or the faculty members authorized in the matter concerned.
- Students shall not organize picnic, excursion trips etc., on their own, without the written permission of principal. All programs, meetings, gatherings, picnics etc. will be organized only with prior written permission of the principal.
- Students are prohibited from doing anything inside or outside the college that will interfere in college administration or affects its public image.
- No outside influence, political or any other should be brought into the college, directly or indirectly.
- The rules set by the college principal needs to be followed time to time. The principal's decision is final in all cases and it is mandatory for all students.
- The students who bring bicycles or two wheelers have to park their vehicles in the parking area allotted for them in the college.
- Follow strict adherence of discipline in and out of college campus and public places.
- Stringent actions will be taken if rules are violated.

A) Classroom

- The students are expected to be punctual and reach college by 8.00 am. Disciplinary action is initiated against latecomers.
- Courtesy and respect must be the key aspects of student's behavior. Disrespect and disobedience may result in disciplinary action, involving suspension or even expulsion.
- Attendance in all lectures/studios/tutorial /test/examination is compulsory for all subjects.
- A student, who is not regular in attendance or fails to carry out his/her work satisfactorily, is liable to

cancellation of his/her terms.

- Every student must have a minimum attendance of 75%. The student who does not have minimum required attendance of 75% of actual lectures/studios/tutorials/tests/assignments conducted in each term or do not show satisfactory progress in their internal assessment will not be allowed for college/university examinations.
- The student who remains absent for the internal assessment/examination due to his/her illness shall be required to submit the medical certificate, along with the application endorsed by parent.
- Scribbling on the walls and desks etc. is prohibited. If any student is found scribbling the walls/desks, disciplinary action shall be taken against him/her.
- Act in a safe and responsible manner.

B) Extra-Curricular Activities

- Students should attend the various programs arranged by the college from time to time.
- The attendance for national events is compulsory.
- The students have to ensure that they take care of college property during socials and in various activities such as Ganesh Idol making, Dahi Handi etc.
- Students have to obtain permissions with the help of faculty from various authorities to conduct programs with loud speakers beyond the stipulated time limit.

C) Exhibitions and Socials

- The dates and duration of socials and Exhibition to be decided along with the concerned faculty
- The students should get the schedule of exhibition, theme of the socials and the workshops to be conducted in the Socials, approved from the faculty members of the Socials and Cultural Committee.
- The student should maintain discipline and behavior while working in the campus in the post college hours.
- The students should get the budgets and the guest identified for the socials approved from the faculty members of the Socials and Cultural Committee.
- The students should adhere to the pre decided timings of the various programs.
- Students are strictly prohibited from getting outsiders for college programs.

D) Study Tour

- The students should submit the Parent's No-Objection Certificates and Medical Certificates before embarking on the tour.
- To maintain appropriate dress code during the tour.
- Drinking and Smoking is strictly prohibited in the duration of the tour.

- The students should maintain a correct decorum and uphold the image of the college.
- The students should behave properly and cooperate with fellow passengers during travelling.
- The students have to follow the directions issued by the faculty from time to time.

E) Ragging

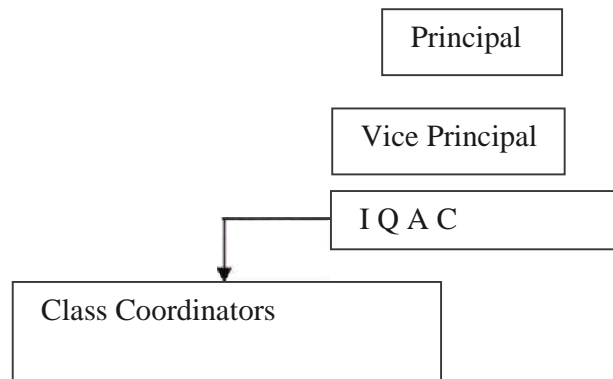
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per “UGC Regulations on curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July 2009.
- Such students will be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students with a previous record of ragging are not admitted to this college.
- Anti-Ragging Committee and Anti-Ragging Squad is constituted to control and prohibit ragging.
- Inform students of the two committees, their roles, etc. at the beginning of each Academic Year, especially for the 1st Yr. B-Arch.

f) Ruler for Parking

- All Vehicles should be parked in the parking area provided by the institute.
- A vehicle should be properly locked and parked.
- A vehicle without a lock will not be allowed in the parking.
- The institute will not be held responsible for vehicle parked outside parking area of the institute.
- Parking for faculty members is separate.
- Procuring of PUC and wearing of helmets is mandatory for vehicular users.

12. ACADEMIC POLICY

- The Institute is headed by the principal. The Academic Conduct of the college is monitored by the (IQAC). Class coordinators are appointed for all the classes. The roles and responsibilities for Class coordinators and Subject Teachers are identified in the previous chapters. The Flow Chart shown below, explains the Academic responsibilities at various levels.



- The Vice Principal is in charge of teaching load calculations, Subject Allotment, getting the Teaching plan from all the Academic Heads and checking it. The Vice Principal also monitors and advises about the conduction of various Certificate Courses, Identification of Visiting Faculty. The settlement four, the environmental perception tour and Crafts and Cultural Documentation is also monitored by the Vice Principal. Activities that involve practical exposure and field works are planned for the students are also monitored by Vice Principal.
- The IQAC works actively towards framing the policies for CIE, Integrative pedagogy, Design Projects Exercises and Studio conduction, preparation of E-resource, Documentation, Mentor Mentee, Feedback Mechanism., Audit Courses, and Execution of Institute Philosophy.

a. Academic Conduct

The academic conduct for B-Arch is conducted as specified by the SPPU syllabus. The syllabus is designed to prepare the students to face the challenges which the profession will throw at them. The interdisciplinary nature of architecture is considered while integrating various subjects which will familiarize the students with various knowledge domains. These domains include Humanities, technology, Construction Techniques, domains like Services, Civil Engineering etc. The core Subject of Design is supported by Building Technology, Working Drawings, Services and various courses which give the students a holistic learning experience. Design studios are planned to encourage student participation and foster collective learning. Working on Design briefs from the real-life context is encouraged whenever it is possible. Architectural education is not limited to the classroom; hence it is ensured that a semester of Practical Training is included to give the student a well-rounded education.

The institute takes special efforts to ensure an integrated learning experience. The course assessment is done based upon the Credit Based System. The institute promotes many hands-on workshops, Seminars and Guest Lectures to support the syllabus. The institute also promotes various Social Service activities and Social and Cultural programs to ensure that the student develops a well-rounded personality.

b. Continuous Internal Evaluation (CIE)

- The institute follows the Evaluation system as specified by the SPPU; as per which the method of 'Continuous Internal Evaluation' is followed to have a clear and methodical assessment process.
- At the beginning of the academic year, each faculty prepares a stage-wise CIE declaration schedule for their particular Subject(s).
- The CIE and its declaration to the students is integrated with the Subject Teaching Plan and overall Academic Calendar prepared in the beginning of each semester.
- The IQAC reviews the Academic Calendar; which also indicates the stage-wise CIE declaration schedule and approves it to be displayed on the institute website.
- The assessment is based on the subject requirements (Aim & Objectives in the Syllabus) and broadly distributed under various heads as: Written Assignment, Graphical Assignment/Sheets, Model making / Software's, Site Visit Reports, Design Problems, Numerical, Field Work, etc.
- The evaluation done till In-Sem Exams is submitted by the faculty member to the class coordinator for comprehensive review.
- Students who are defaulting and/or needs improvement are identified by the class coordinator.
- The class coordinator conveys the names to the administration for communication with parents.
- The improvements required in the submissions are communicated to the students.
- At the end of the semester the faculty members compile all the internal evaluation of all the stages for final Assessment.

Mid Term Review

A review of student's performance is taken at midterm by class coordinators. This Midterm assessment helps faculty to identify weak and good students, their attendance and if there are other issues so that appropriate action can be taken to improve their performance. The students who are weak in performance are encouraged to complete or improve their assignments. The Midterm report is also communicated to their parents.

c. Preparation of E- resources

The IQAC guides the subject teachers for the preparation of content. The e-content is prepared in four categories:

- a) PowerPoint presentations for basic content of the topic.
- b) Reading material/Notes/ References of books
- c) Assignments/ Project works on the given topic

d. Documentation

The IQAC shall give guidelines for documentation of the settlement studies, Environmental Perception Tours, Craft Documentation as a part of the syllabus. The Documentation committee is constituted for this activity of Documentation. The documentation shall be available in the library for other students and faculty for reference.

13. ELIGIBILITY AND ADMISSION:

As per the Council of Architecture guidelines, (Minimum Standards of Architectural Education) Minimum Regulations, 2020, Candidate shall be admitted to architecture course if she/ he has passed an examination at the end of the 10+2 scheme of examination with at least 50% aggregate marks in Physics, Chemistry & Mathematics and also at least 50% marks in aggregate of the 10+2 level examination or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 50% marks in aggregate.” [Refer to “ <https://www.CoA.gov.in/> ” for further details)

14. EXAM POLICY

- The Principal / Head of the Institute of the college is the overall in charge / Presiding Officer for conduct of university examinations.
- The principal appoints CEO (College Examination Officer), who is responsible for smooth conduct of university examinations. The CEO in coordination with the University and Principal will plan for exam conduction in the college.

The CEO has the following roles and responsibilities -

- To display Exam related notices published by the University for the students.
- To display information/ dates/notices on college website if required.
- To appoint paper setter for college level In-sem. exams.
- To appoint Senior supervisor and Junior supervisors (Block wise) for In-Sem and End-Sem exams in consultation with the principal.
- To prepare and display Timetable of In-Sem exam 10 days prior to the Exam dates.
- To appoint Faculty for paper checking of In-Sem exams.
- To appoint Internal and External examiners for Sessional and Viva-voce schedule in coordination with pairing college and as suggested by the University.
- To take confirmation from External Examiners.
- To prepare and display Examination Timetable of Viva-voce and to notify the changes if any.
- To prepare subject and year wise faculty list for Paper Checking and Moderator of End-Sem papers.
- To furnish details required by the Exam Department as and when required or asked by the University.
- To check and update the latest Examination Rules and Regulations prescribed by the University. To

intimate the faculty members about the same before the exam schedule begins.

- To make the arrangements on the day of Viva w.r.t availability of classrooms, marksheets and attendance lists.
- To maintain the College & University examination records and to prepare yearly result summary.
- To check and collect final mark sheets and send them to the respective authorities such as University, Chairman etc.
- To collect and assess the internal mark lists from all the class coordinators.
- To allot Batches year and division wise to faculty for online marks filling process.
- To keep confidentiality while printing University paper, Password received from University.
- To allot Blocks & seating arrangement of students along with non-teaching staff in Theory exams.
- To make necessary arrangements for smooth conduction of various In-Sem and End-Sem written, Sessional or Viva-voce Exams.
- To remain present while written Exams so as to coordinate difficulties of students with Exam Department and subject chairman.
- To resolve and coordinate between staff for their various difficulties while filling online marks.
- To check and follow the deadlines suggested by the university for various exams.
- To address students' complaints, queries related to results and exams within stipulated period.

15. POLICY FOR COMMITTEES

The following Committees are formed and work as per the guidelines laid down by the respective government authorities. The members of the committee carryout their responsibilities as specified by the respective statutory authority.

15.1 MANDATORY COMMITTEES:

15.1.1 Scholarship Committee

- i) SC/ST Committee
- ii) OBC Committee
- iii) Minority Committee
- iv) VJNT / DT / NT / SBC / EBC

15.1.2 Anti-Ragging Committee

15.1.3 Anti-Ragging Squad

15.1.4 Internal Complaint Committee (ICC) and Woman's anti sexual harassment cell

15.1.5 Student Welfare Committee

15.2 INSTITUTE LEVEL COMMITTEES:

The college has various committees which are appointed for smooth functioning of the activities. Committees are guided by the IQAC and work independently as well to initiate and execute activities with proper approval. These committees function as Institute Committees. They are as follows.

15.2.1 Admission Committee

- To submit the letter of surrendering of seats to DTE.
- To study the Admission Brochure published by Director of Technical Education.
- To download and display the Admission Schedule given by DTE on the website and the Notice Board.
- To arrange for the provisions for the Facilitation Centre as prescribed by the DTE.
- To appoint persons from the college for all the functions and responsibilities within the facilitation center; such as scrutiny of documents, uploading of documents, registering the students.
- To arrange for the counseling of the students regarding the seat allotment, submission of papers, listing of documents, etc.; required for the admission process.
- To communicate with the DTE offices, with the regional DTE offices for the inquiries and doubts of the candidates at various admission stages.
- To communicate with the concerned students for resolving their queries regarding admission process
- To confirm the admission of the students in the college during the Confirmation Week.
- To prepare the files for the approval from the regional DTE office.
- To seek the approval of admitted candidates from the DTE on the given date.

15.2.2 Disciplinary Committee

- The Committee displays the 'Code of Conduct' in the College Premises.
- It monitors the arrival of students in the college by 8:00 am.
- It informs the parents about late arrivals of the students.
- The committee coordinates with the NASA committee members and Exhibition & Socials Committee members for the extended student working time in the college.
- It ensures the closure of activities at the decided timings.
- It ensures the satisfactory conduction of extracurricular activities such as Ganapati Idol Making, 15th August Celebration, 26th January National Day Program, other programs and workshops.
- It improves awareness among the students about environment, pollution, cleanliness.
- To report to the principal about any mischievous student behavior in the campus.

15.2.3 Infrastructure and Maintenance Committee

- It decides for the improvements and development necessary for the current and upcoming Academic Year;

such as provision of desks, provision of classrooms, repairs in the existing facilities, etc.

- It prepares the estimates for various works to be done.
- It discusses with the principal about the works to be done.
- It invites the vendors appointed by the Organization for various works to be done.
- It monitors the progress of the work.
- It ensures the completion of the work.

15.2.4 Training and Placement Committee

- The committee conducts a lecture for the students at the end of seventh semester for students to help them in preparing their Portfolios as a part of application for Professional Training in the Sem IX.
- Intimates the students for the duration and dates of training in coordination with the Academic Schedule.
- Provides information to the students regarding the employment opportunities.
- Guides the students with the selection of the Architect's offices/ Designers to undergo the professional training.
- It undertakes intermediate reviews of the confirmation of Training Placements.
- It helps resolve the difficulties etc. health conditions and economic difficulties.
- It prepares & updates the year-wise list etc. offices, industries, firms, organizations, etc.; where the students have completed their Professional / Industrial Training.
- It arranges for guidance of various competitive examinations and post-graduation opportunities.

15.2.5 Website and Publicity Committee

- It reviews the College Website for required updates.
- It suggests the necessary improvements from time to time.
- It coordinates with respective Committees / Faculty members for the preparation of the information & images to be displayed on the College Website.
- It prepares the news with articles of the student achievements, activities/workshops & seminars conducted.
- It coordinates with the Media Centre of the Organization for publication in newspapers.
- It co-ordinates with IQAC coordinator to upgrade the website for NAAC/IQAC purpose /activities/documentation.

15.2.6 Workshop and Labs Committee

- The committee takes a review of the current status / conditions of all Workshop Tools, Machinery, Surveying Equipment's, Climatology Equipment's, Equipment for Plumbing & Electrification, and Acoustics; and their maintenance.
- Arranges for the new / upgraded / replacement materials & tools as required.

- Arranges for the sufficient & appropriate display & storage facilities.
- Prepares the list of new procurements to be done, to specify the urgency, and to provide optional quotations received from different suppliers / vendors.
- Checks the quality and to confirm the working condition of newly purchased tools & equipment.

15.2.7 Library Committee

- It approves the identification of Books / Magazines / Journals / etc. for procurement; recommended by various entities such as - University, Teaching Faculty, Students, Visiting Faculty, etc.
- It prepares an Annual Budget for the Library.
- It discusses the quotations for new purchase from vendors with Principal.
- It conducts periodic check-up of the condition of Books, Magazine & Thesis Sections, Storage, Computers, Racks, Seating, Computerized Book Search Facility, Photo-copy Facility, Digitalization Process, etc.
- It guides for the Digitization / e-Governance of the library.
- It guides for the e-Resource Data preparation; such as e-Books, Academic Database, e-Linkages to other Institutional Libraries, etc.
- It supervises the overall discipline of the library, and to resolves the grievances regarding the library
- It updates the library according to the 'Standard Format' etc. the listing, segregation, and numbering of the books & shelves.
- It ensures the application of the guidelines as prepared by the Librarian. (Guidelines attached)

15.2.8 Tour Committee

- The tour Committee takes reviews of the Tours conducted in the last three years.
- Decides the schedule of Tours for the current Academic Year, in accordance with the Annual Academic Schedule.
- Decides the type of Tour whether Settlement / Leisure / both inclusive; for the current Academic Yr.
- Discusses & finalizes with the Design Studio coordinators about the possible destinations of the Tour for the respective Academic Year.
- Invites quotations from various Tour Organizers.
- Finalizes the Tour Operator and discuss with him / her about the details of the Tour e.g., Finance, Transportation, accommodation, settlement for study, etc.
- Declares the dates for the payment of Tour Charges to the students.
- Maintains and Monitor the Tour accounts w.r.t collection from the students, payments to the Tour Operator, etc.
 - Communicates to the faculty and students about the Tour.
 - Ensures that the Parent's No-Objection Certificates, Medical Prescriptions if any from each student is taken.
- Documents the proceedings of the tour within one month after the Tour in a prescribed format.

15.2.9 Research and Documentation Committee

- In keeping with its Vision & Mission, the institute, plans to establish Research recognition committee with academic Research Co-Ordinator under the direction of the principal — to promote the research ambience, create and sustain a research culture, motivate staff and students to engage in research activities.
- The aim is to inspire, guide and coordinate the initiatives of the staff and students towards research in Architecture, design and Humanities with major and minor research projects, towards organizing of national and international conferences, towards presentation of research papers and their publication in reputed journals, and similar other research-related matters.
- To establish the Centre of research and development to facilitate applying for grants and to guide researchers for potential funding sources.
- To explore the private funding potential for research support through industry, Organization collaborations
- Providing the rights and freedom to all academic staff to conduct research and encourage them to publish their findings as well as their rights where applicable to seek research fund in support of their research.
- It recognizes the research activity of academic staff for career growth and administrative responsibility.
- To convert academic research into innovation and then into products and services.
- Institution of academic excellence will be created through interdisciplinary collaborations and shared facilities within the campus.

Objectives

- To encourage and support academic staff to conduct research in all fields and disciplines of Architecture, Design and humanities.
- To publish research findings through dissemination in a peer reviewed journal.
- To upgrade and accelerate teaching and professional practice.
- To support scholarly and intellectual development of academic staff.

Documentation

- To plan a comprehensive documentation strategy which can be taken up as a series of documentations to be conducted over a period of time.
- To guide students about prescribed formats of documentations required by the college.
- To get the on-site documentations done by the students compiled in a set format.
- To prepare hard copies of the compiled documentation for Library reference.
- To identify potential journals/ competitions where they can be sent for publication.

15.2.10 NASA Committee

The National Association of Students of Architecture, India (NASA India) is one of the largest Architectural Student Organizations in India with student participants from more than two hundred colleges all over the India. The main objective of NASA is to create a platform for architecture students to team and interact, engage them directly and indirectly through both online and offline platforms.

There are regional NASA associations called as Zonal NASA; such as North, South, East, West, & Central Zones. The colleges are classified in a particular Zone. Regional NASA activity is conducted every year by the Regional NASA committee, in one of the colleges in that region. NASA conducts events, conventions, seminars, workshops, design competitions & trophies and many other activities. Functions of the Committee are —

- The committee reviews the different NASA Trophies and on-the-spot competitions; and discusses with the students and faculty members.
- let forms the appropriate Student Teams to work on specific Trophies.
- It prepares the budget for the NASA activities (Registration Details, Fees, Travel Expenses, Caution Money, etc.)
- let guides the students for the work for various NASA Trophies.
- It facilitates students with required material & tools for NASA work & it's documentation (e.g., Work Space, Computers, Scanner, Stationary & drafting tools, printing, etc.)
- It checks the accounts & expenditures on a daily basis.
- It provides the list of students working for NASA to all the Teaching Faculty.
- It instructs all Teachers to separately prepare their lectures & studios attendance & absentia records for the students participating in NASA Trophies.
- let prepares the list of Students going for the NASA.
- It finalizes the Faculty Appointments to accompany the students going for NASA.
- let monitors the details of Travel, Transportation, & Student's Stay for the NASA event.

15.2.11 Exhibition Committee

- Each year the institute provides students a platform to exhibit & present their academic work including the documentation from study tours. The Committee plans it as a major activity, which also involves implementation of Institute Philosophy: Learning by Doing & Co-existence with Nature.

- Committee assigns the tasks to small teams of Students monitored by designated faculty members, and motivates & assists them through various tasks like installation of exhibits. Committee also develops the Schedules for Student Teams to finish in time. Committee makes it sure that all teams work on the design of the exhibit considering the practical issues like time limit, financial resource, structural detailing and visual aesthetics as per exhibition themes.
- Committee with the help of Faculty, plans the Photography Exhibition in multiple sections based on themes. An eminent professional photographer &/or artist is invited to judge and to choose the best three entries from student section and three best entries from faculty section. Photography Exhibition is an important part of the exhibition, which usually stays open to visitors for an extended time period.

Design Excellence

Primary objective is to celebrate the student's academic excellence, and to encourage the students to advance their individual skills in achieving better designs.

Learning Experience

Students learn in three ways during the Annual Exhibition week. Firstly, through the lecture series by eminent architects of the country. Secondly through practical experience of designing & execution of the exhibits. And from the work exhibited (academic, extracurricular, and competitions).

Public Awareness & Engagement

Another major objective of the exhibition is to bring citizens in touch with the design environment through exhibits, and participation in presentations. It also provides a forum to initiate a dialogue between students and citizens about the importance of quality design through various architectural issues; such as beautiful public spaces, good civic architecture, and sustainable, family-friendly neighborhoods. Such events also execute the important task of educating the society about these Academic Programs, and the future potential of education in Architecture and Design.

Execution

Students design as well as execute the installation of exhibits in the supervision of the faculty. Teams of students and their supervising faculty have specific tasks to finish. All teams work on the exhibition design while keeping in mind the practical issues like time limit, financial resource limit, structural detailing, visual aesthetics as per exhibition themes, and execution. The enthusiasm shown by the students is a clear indicator of their willingness for learning, hard work. and collaborative

Functions of the Exhibition Committee -

- It decides the dates & duration of the Exhibition for the current Academic Year.

- It decides the Theme / Focus / Objective of the Exhibition.
- It motivates the students to participate in these activities.
- It discusses the various locations for the class-wise Academic Work Display.
- It finalizes the 'Exhibit Display Details' and the finance for it.
- It reviews & finalizes the financial budget for all the activities and workshops.
- It guides the students to search & get the maximum sponsorships for the event.
- It prepares a list of service providers required to do various tasks (e.g., lighting, Stage, Loudspeakers, D.J., etc.)
- It prepares lists of various professionals & other guests to be involved (e.g., Guests at the inauguration ceremony, judges for various events like Photography Exhibition, representative from the Management, etc.)
- It identifies & collects the Academic Work for the display from all classes.
- It schedules the presence of Staff and faculty members for the various programs.
- It ensures the execution of the Exhibition as per schedule.
- It ensures that the students uninstall the Exhibition in proper time for resuming the further Academic Work.

15.2.12 Cultural Committee

- It decides the dates & duration of the Socials for the current Academic Year.
- It approves the Theme of the Socials & respective details proposed by the students.
- Various activities to be conducted in the Socials are discussed with Students and Faculty before finalizing them.
- It organizes various competitions such as - Dance, Music, Singing, acting, etc.
- It finalizes the Workshops to be conducted during the Socials.
- It finalizes the Cultural Events / Activities and the guests for the same.
- The committee decides the Budget / Finance for the various Events.
- It reviews and finalizes the details of the entire programmed etc. contribution from the students.
- It prepares a list of service providers required to do various tasks (e.g., lighting, Stage, Loudspeakers, D.J., etc.)
- It distributes the various duties undertaken by Faculty & Staff during the Socials.
- It ensures the necessary permissions are taken from various authorities.

15.2.13 Extension and Social Services Committee

- The committee takes a review in the first/second week of each semester; of the activities.
- It declares the content and objective of the upcoming Workshops in consultation with the faculty members.
- It decides the structure of Workshop conduction. (Hands-on, Competition, lecture & Presentations, etc.)
- It identifies the necessary resources for the Workshops.
- It decides the schedule and Faculty placement for the workshops.
- It decides the expenses to be incurred for the same.

15.2.14 Sports Committee

- It prepares the budget for the Sports activities.
- It informs the students about the Sports Competitions at intercollege, City, University, State, and National levels.
- It finalizes the participation of the students in the above competitions.
- It provides Games and Sports Facilities to the students.
- It conducts various Sports Activities.
- It assists the students to practice for various events.
- It assists the students for competition registration, necessary paperwork, travel, stay, etc.
- It arranges the college Prize Distribution Ceremonies.

15.2.15 Alumni Association

- Contacts alumni of the department and finding the various opportunities that may be available to students for internships, placements, etc. in the Organization in which alumni is working.
- Contact alumni and apprise them about the various activities undertaken by the institute.
- Contacts the alumni and requests them to deliver some lectures for the benefit of the students (lectures on special topics of relevance, career guidance to students, etc.)
- Requests alumni to attend alumni association meeting conducted from time-to-time.
- Maintain database of the department's alumni and sharing the same with the Placements Cell.
- Keep close contact with alumni who went for higher education and enquire vis-a-vis their well-being and performance and share the same with the Principal/Hood, and the Placements Cell. Passes this information to the student's concerned on request.

- To get Alumni feedback and conduct Alumni Survey and keep the record for the same.
- As per the Alumni feedback and survey devise action plan.
- Any other responsibility that may be assigned by Principal/Vice Principal.

15. Policy for Divyang

- General Consideration for Disabled friendly environment on campus.
- Institute is committed to facilitate the process of making institute environment barrier-free as per the prescribed principles of universal design. This includes both building and infrastructure institute takes responsibility to guide and interact with individual with special in a right based approach as against the charity approach.
- Institute ensures to implement reservation, exemption and concession policy in tune with prescribed norms in current legislation to individuals having certified disability in terms of education (particularly for students) and employment (particularly for the staff).
- Institute is dedicated to use technology to benefit students with special needs. Identify and deploy technology to benefit teaching-learning for students and faculty with special needs, wherever possible as need arises.
- Institute will ensure barrier free provisioning of learning resources and additional facilities in the library to cater to needs for students and faculty with special needs. This can range from academic material to additional technology support for discovery, access and the use as per needs.
- Institute will sensitize teaching & non-teaching staff on issues related to disability & special needs.
- The administration department will ensure easy access to soft versions of various forms like admission / eligibility/ exam / re-evaluation etc.
- The institute will abide by the rules and regulations laid out by the government for the assessment of students with disabilities.
- The institute building is designed for universal access on ground floor with provision of a ramp.
- To provide counseling to differently-abled students on the types of courses they could study at the higher education institutions.
- To ensure admission of as many differently-abled students as possible through the open quota and also through the reservation meant for them.
- To gather orders dealing with fee concessions, examination procedures, reservation policies, etc., about differently-abled persons.

Appendix

Policy for academic conduction in Corona Pandemic Period

The institution shall abide by the guidelines and timely instructions given by the central government, state government, collector orders, Council of Architecture, and UGC. The guidelines / GRs given by the above authorities are attached for reference on the home Page of the Institute Website.

The institution shall conduct Academic Activities such as Lectures, Studios, Seminars, Guest Lectures, Discussions, Examinations, etc. in online format till the directives of off-line conduction are availed from the above authorities. The institution shall carry out the activities such as the admission process, and examination process according to the schedules declared by the Maharashtra State Government and Savitribai Phule Pune University.

The institution shall make the necessary arrangements and provisions for the online conduct of academics. The institution shall facilitate the training of the Teaching and non-teaching staff for various online activities.

The institution shall take due cognizance of any critical situation in the campus/city for the safety and well-being of the employees. The institution shall facilitate the vaccination activity as and when available as an initiative and as directed by the authorities.



6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan, etc.

B) Perspective Plan



Pravara Rural Education Society's,

PRAVARA RURAL COLLEGE OF ARCHITECTURE

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)

Affiliated to Savitribai Phule Pune University, Pune Id No. PU/AN/ARCH/51/1996
& Council of Architecture, New Delhi



PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI

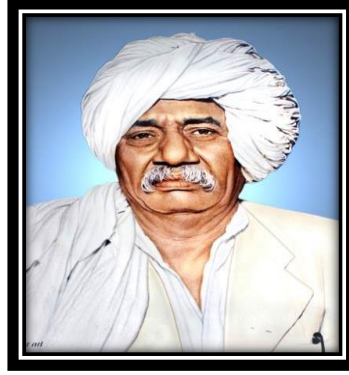
Strategy Development and Deployment Document (2018 -19 to 2022-23)

Pravara Rural Education Society's,

PRAVARA RURAL COLLEGE OF ARCHITECTURE

Sadatpur Road, Loni Kd., Tal.: Rahata, Dist.: Ahmednagar 413 736, (M.S.)

Founder Father



Padmashri Dr. Vitthalrao Vikhe Patil

Source of Inspiration



Late Dr. Balasaheb Vikhe Patil
(Padma Bhushan Awardee)

Dynamic Leadership



Shri. Radhakrishna Vikhe Patil
Chairman, Pravara Rural Education Society

Founder Father: Padmashri Dr. Vitthalrao Vikhe Patil



A legendary in the history of co-operative enterprise in the country, and humble farmer by birth, pioneered co-operative movement as a tool for social, educational and economic upliftment of the rural masses. His untiring efforts changed rural scene of Maharashtra and created awareness amongst the people to lead a prospective purposeful life. He was awarded **Padmashri**, the distinguished title in appreciation of his life's work with co-operative movement, in the hands of the **First President of India, Late Dr. Rajendra Prasad in 1961**. He was felicitated with the honorary **D.Lit. degree by University of Pune in 1978 and Doctor of Science in 1979 by Mahatma Phule KrishiVidyapeeth, Rahuri**. Padmashri Dr. Vitthalrao Vikhe Patil, the pioneer of Sugar Co-operative movement, who had a humble beginning, was chiefly instrumental in, organizing the much exploited sugarcane 'growers of the 44 villages, in and around Pravaranagar, way back in 1948, and establishing **Asia's first co-operative sugar factory**, which was commissioned in 1950. Born in a farmer's family at Loni in 1901, he was distressed by the pitiable plight of the poor, the illiterate and the downtrodden peasantry who were exploited by the money-lenders, feudal lords, and private sugar factory owners. In those days the local peasantry of Pravara area had to face difficulties in marketing of sugarcane, as conversion of sugarcane into Sugar was totally uneconomical and the "Jaggery Prices, reached the rock bottom.

The keel of **Pravara Rural Education Society** was laid by founder Chairman Padmashri Vikhe Patil in the year 1964. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmashri Vikhe Patil's firm conviction that rural youth play dominant role in the nation building, if they were provided quality education. He also advocated that education of a woman mean education of the whole family. He knew that the success of social transformation in rural area depended a good deal on gradual upliftment and active participation of the women folk bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmashri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded Late Mrs. Gangubai Eknathrao Vikhe Patil Trust. Similarly he introduced Earn and Learn Scheme to intelligent and needy students pursuing higher studies. Subsequently a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, Medical streams turning the founder father's dream into a reality.

Source of Inspiration: Late Padma Bhushan Shri Balasaheb Vikhe Patil



"Think Globally Act Locally"

Dr. Eknathrao alias Balasaheb Vikhe Patil, (10th April 1932 - 30th December 2016) was a **member of the 14th Lok Sabha of India**. He represented the **Kopergaon and Ahmednagar (South) constituency of Maharashtra** and was a member of the **Indian National Congress (INC)** political party. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of illustrious family. He was the Prominent Leader of Maharashtra and the eldest son of Padmashri Vitthalrao Vikhe Patil. Throughout his life, he strived to translate the dreams of Padmashri into concrete realities. He provided dynamic and pragmatic leadership to the society. He worked for the Social Educational and Economic improvement of the rural masses. He acted on the maxim **"Think globally and act locally"**. He was elected as MP for eight times. He was the **former UnMinister of Financeance and Heavy Industries, Government of India**. He was awarded with prestigious civilian award **"Padma Bhushan"** on 31st March 2010 for his outstanding social work.

Dynamic Leadership: Hon'ble Shri. Radhakrishna Vikhe Patil



**Minister of Revenue, Government of Maharashtra
Chairman, Pravara Rural Education Society, Pravaranagar**

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Namdar Shri. Radhakrishna Eknathrao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community. He persevered to provide them educational facilities, employment, and ushered reforms in the rural agro-industries, water conservation and its distribution, agriculture, financial, and health sectors. Under his dynamic leadership the Pravara Rural Education Society is working earnestly to achieve the goals set by his father.

The need of hour is '**Excellence in Education**' and in every field of operations. Starting an educational institution in such a remote place and making it run successfully was a task next to impossible. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. English medium public school and a separate school for girls were started in the early days. Further for the Higher Education he started Arts, Science and Commerce College. It was the humble beginning to provide urban amenities to rural area. Many centers of Primary, Secondary and Higher Education in and around, recognizes Pravara as an Educational hub. In today's competitive world, our aim is to equip the aspiring students with the knowledge that will help them to excel in life and contributing in the development of our economy. Most of the institutions have expanded vertically as well as horizontally and Pravara has become a role model of rural educational center in the country under dynamic leadership.

Pravara Rural Education Society: At the Glance

The keel of Pravara Rural Education Society was laid by founder **Chairman Padmashri Vikhe Patil** in the year **1964**. Pravara Rural Education Society is widely recognized as Rural India's novel Education Society. Today it has blossomed into an ultra-modern and multidimensional education complex. It was Padmashri Vikhe Patil's firm conviction that rural youth play dominant role in the nation building, if they were provided quality education. He also advocated that education of a women mean education of the whole family. He knew that the success of social transformation in rural area depended a good deal on gradual upliftment and active participation of the women folk. In order to accomplish these objectives, **Pravara Public School, Pravara Kanya Vidya Mandir, and** the residential schools were established. Bringing the girls for enrollment was an uphill task. Undaunted in spirit, Padmashri Vikhe Patil went from door to door motivating the parents; and to ease their financial constraints, he founded **Late Mrs. Gangubai Eknathrao Vikhe Patil Trust**. Similarly he introduced **Earn and Learn Scheme** to intelligent and needy students pursuing higher studies. Subsequently a chain of several institutions mushroomed in this Pravara region for providing education in Technical, Vocational, Medical streams turning the founder father's dream into a reality.

Late Dr. Eknathrao alias Balasaheb Vikhe Patil was a member of the **14th Lok Sabha of India**. He took upon himself the task of translating the dreams of Padmashri into concrete realities by providing dynamic and pragmatic leadership to the society, true to the tradition of illustrious family. Such a visionary who quoted and acted as per his own maxim **"Think globally and act locally"**, was awarded with prestigious civilian award **"Padmabhushan"** on 31st March 2010 for his outstanding social work.

Pravara Rural Education Society is bound to grow enormously under the dynamic leadership of **Hon'ble Namdar Shri. Radhakrishna Eknathrao Vikhe Patil**, whose entire life was dedicated to the service of the farmers and the rural community, He persevered to provide them educational facilities, employment, and ushered reforms in the rural agro-industries, water conservation and its distribution, agriculture, financial, and health sectors. Under his dynamic leadership the Pravara Rural Education Society is working earnestly to achieve the goals set by his father.

Starting an educational institution in such a remote place and making it run successfully was a task next to impossible. The challenge was taken by the visionary Padmashri Vikhe Patil and his associates. Further for the Higher Education he started Arts, Science and Commerce College. It was the humble beginning to provide urban amenities to rural area. Many centers of Primary, Secondary and Higher Education in and around, recognizes **Pravara as an Educational hub** and become a **role model of rural educational center in the country**.

VISION:

To create an excellent Professional graduate for the contemporary industry and socially responsible beings who will play a key role in shaping rural and urban sustainable development.

MISSION:

1. To develop professionals in the field of architecture, who can serve as innovators and creators of national and economic growth.
2. To develop students for leadership roles with skills and knowledge to improve the quality of the built environment on both national and international levels through collaborations in the field of architecture.
3. To develop students for professional excellence and personal development in the field of architecture.

SHORT TERM GOALS:

1. To introduce students to the rural context through surrounding case studies.
2. To take up live / socially relevant projects as part of subjects like town planning, architectural design, etc.
3. To tie up and collaborate with various universities, sign MOUs, and explore various collaboration avenues.
4. Conducting study tours.
5. To network and work for various organizations like IIA, AESA, ISOLA, IGBC, COA, IIID, INTACH, etc.
6. To organize state-level, and national-level seminars and conferences.
7. To enhance the knowledge level and skills of the teachers, Faculty Development Programs to be organized within the institute and also to encourage the teachers to visit programs organized by other institutes.
8. To revamp the curriculum to align with NEP guidelines within the next academic year

LONG-TERM GOALS:

1. To introduce the Master in Architecture program in the institute.
2. To collaborate with various colleges and Universities for knowledge exchange programs.
3. To organize international-level seminars and conferences
4. To introduce skill enhancement courses to increase the employability of the students.
5. To develop and nurture a strong alumni network.
6. To develop and establish centers/chapters of various academic and professional bodies.
7. To motivate students to take up internships out of Maharashtra to gain experience.
8. To provide facilities for students to pursue higher education in various countries.
9. to become a pioneering institution known for its transformative and contemporary pedagogy.

PRINCIPAL'S MESSAGE

They provide the guiding principles that shape our strategic vision, ensure accountability, and foster an environment of trust and cooperation. Governance, leadership, and management form the backbone of any educational institution's success story. conducive to holistic growth in our rural background.

Effective governance is the cornerstone of any successful institution. It involves creating a transparent, accountable, and participatory decision-making structure that nurtures an environment of trust and cooperation. Our institution's governing body plays a pivotal role in shaping policies, strategies, and resources to ensure our academic and administrative functions are aligned with our vision.

Leadership transcends titles; it is about inspiring and empowering every member of our institution. Our leaders, be it at the departmental level or within student bodies, must exhibit visionary thinking, integrity, and a strong commitment to our shared goals. Their actions exemplify the values we hold dear, fostering a culture of collaboration, innovation, and continuous improvement.

Efficient resource allocation, effective communication, and streamlined processes are all part of the management framework that drives our daily operations to deliver exceptional educational experiences in the rural background. From planning to implementation of curriculum to infrastructure development, our management processes are dynamic and adaptive. Regular assessments, data-driven decision-making, and a focus on enhancing the teaching-learning experience are central to this criterion.

Our collective efforts in upholding these criteria not only enhance our institutional quality but also elevate our standing in the academic community. We wish to showcase our commitment to governance that is inclusive, leadership that is inspiring, and management that is efficient.

Best regards.

Ar. Tejashree Thangaokar

Principal PRCA

Internal Quality Assurance Cell

Academic Year- (2021-22)

Sr.No	Name of the Members	IQAC Designation	Designation
1.	Ar. Rajeshwari Jagtap	Chairperson	Principal
2.	Ar. Anurag Doshi	Teacher Member	Professor
3.	Ar. Surendra Pawar	Teacher Member	Design Chair
4.	Ar. Sonali Chaskar	Teacher Member	Associate Professor
5.	Hon. Shri. Annasaheb Mhaske Patil	Management Representative	Trustee, PRES, Pravaranagar
6.	Hon. Shri. Bharat Ghogare Patil	Management Representative	Jt. Secretary, PRES
7.	Dr. Sanjay. Gulhane	Nominee from local society	Principal, PRCE, Loni
8.	Dr. Pradip Dighe	Nominee from local society	Principal, PVP College, Loni
9.	Ar. Shankar Buchade	Alumni Representative	Principal Architect
10.	Ar. Smita Rayate.	Alumni Representative	HOD, B. Des., MVP College of Architecture, Nashik
11.	Miss Anushka Abhang	Nominee from student	Second Year B. Arch.
12.	Mr. Sanjay Kataria	Nominee from stakeholders	Parent Representative
13.	Ar. Shital Bhutada	Nominee from Industrialists	Principal Architect, Bhutada Associates, Shrirampur
14.	Ar. Dipeeka Arbatti	IQAC Coordinator	Assistant Professor, PRCA
15.	Shri. Sunil Vikhe	Administrative members	Establishment Section



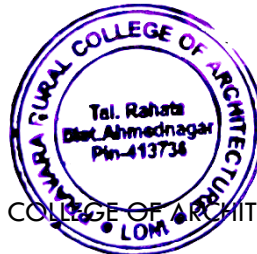
PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI

Rajeshwari
PRINCIPAL
Pravara Rural College of
Architecture, Loni

Internal Quality Assurance Cell

Academic Year- (2021-22)

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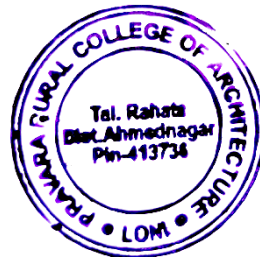
PRAVARA RURAL COLLEGE OF ARCHITECTURE, LONI


Rajeshwari
PRINCIPAL
Pravara Rural College of
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4.	Ar. Kapil Burhade	Teacher Member	Associate Professor
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PRINCIPAL
Pravara Rural College of
Architecture, Loni

SWOC Analysis

Strength	Opportunities	
<ul style="list-style-type: none"> • The college is located in 2.5 acres of lush green campus present a magnificent picture in this rural scenario. • Beautiful landscaping and architectural elements contribute to a visually pleasing campus environment, enhancing the overall quality of student life. • The college is equipped with spacious infrastructure, with adequate number of classrooms, workshops, computer laboratories, and library and sports facilities for overall development of students. • The campus is designed to be accessible to all, with ramps, and other facilities for differently-abled individuals. • Faculty participation in conferences demonstrates a commitment to continuous learning and professional growth. It enhances their knowledge, skills, and teaching methods, ultimately benefiting students' education. • .The College is always actively organizing conferences which allows it, as a host institute to demonstrate its commitment to professional development, positioning itself as a hub for learning and knowledge exchange along with creating network opportunities and exposure to the trends in the faculty and fraternity. • Publishing research papers allows faculty to contribute new knowledge, insights, and advancements to their respective fields, fostering intellectual growth. • The college has an active design cell consultancy. A design cell can serve as a creative hub where students and faculty can collaborate, exchange ideas, and work on innovative design projects. 	<ul style="list-style-type: none"> • New value-added courses • NGO sponsored research projects • Collaborative research activities <ul style="list-style-type: none"> • Student participation in sports at national and international levels • Exchange programmes • Integrating renewable energy technologies and sustainability practices into the curriculum can enhance the educational experience 	
	Weaknesses	<ul style="list-style-type: none"> • Institution is Permanent non grant basis so insufficient funds from the State Govt. and University. • The funds generated through fees are insufficient to meet the expenses. • Funds for research purposes. • Research projects need to be funded by NGO's.
	Challenges	<ul style="list-style-type: none"> • Dependence on other resources for college activities and development • Excess use of social media by the students • Increasing intake in Architecture colleges in urban Areas attract rural population • Lack of employment avenues is frustrating student as well as parent community.

- | | |
|---|--|
| <ul style="list-style-type: none">• The college is committed to use renewable energy sources, rain water harvesting and perform green audits, energy audits etc. Integrating renewable energy technologies provides a hands-on learning experience for students, fostering their understanding of sustainable practices.• Well-equipped and full-fledged library with reading hall.• Placement and Career Guidance Centre is playing a big role in post degree phase of students.• Various activities and programmes organized by the college for educational and academic excellence for students.• College offers remedial classes.• Clean drinking water facility by RO water plant.• Participation of faculty in national and international seminars, conferences, workshops and FDP's.• Wi-Fi campus with Lease line internet facility. | |
|---|--|

Areas of Focus

Sr. No.	Target
1.	Strengthen the student support and progression system through learner-centric activities
2.	Widen educational areas
3.	Widen eco-friendly activities by organizing various awareness program
4.	Strengthen research and placement activities
5.	Quest for excellence
6.	Increase the alumni interactions for exposure to the creativity of students
7.	Optimum use of infrastructural facilities
8.	Widen the funding base
9.	Enhancement of the student experience
10.	Develop a Cleaner and Greener Campus

Strategy Development and Deployment Document

Academic Year 2018-19 to 2022-23

1. Strengthen the student progression system through Student-centric activities and different methods of learning

Perspective Plan	Deployment
To promote Experiential learning culture amongst the students for their holistic development	<ul style="list-style-type: none">• Student-centric methods, such as experiential learning, participative learning, and problem-solving methodologies are used for enhancing learning experiences using ICT tools• Experiential learning in which 1st-year students experience the value of Vadas of palashi and appreciate the beauty of its carving 2021-22• Case Study for Architectural Design problem, Yeola, in which they are required to design the Paithni house in First Year Students (2019-20)• Settlement Study for Architectural Design problem, Goa. 2nd Year Students have experienced the areas in school, required for children. (2022-23)• The 4th year students have experienced the Housing campus in site visit at Parksyde residence & and Ashoka Astoria case study at Nashik (2022-23)• Experiential learning through pot painting activity for the subject of basic design & Experiential learning of Building paint finishes through wall painting activity in the year 2019-20, and 2021-22 respectively.• Experiential Learning of Building Technology and materials subject through construction courtyard activities- Brick masonry wall in double Flemish.• Participative learning activity in which students explore the vada structure and perform measurement drawing subject in 1st year B-Arch in 2022-23.• Participatively students have surveyed the site for the ANDC trophy of NASA competition 2022-23.

To arrange the programs that give the platform to develop the skills in the students	<ul style="list-style-type: none"> • Annual gathering is arranged to promote cultural activities. • Student participates in the Annual Exhibition in the institute and displays their skills in Various domain like Photography, sculpture making, and Art installation. • To promote the skills of the students, the Rangotsav event is arranged in the Pravara Rural Engineering College on DDMMYYYY.
To inculcate the moral values in students	<ul style="list-style-type: none"> • Various Audit Courses were conducted in the institute like advanced courses in Yoga, Civics, Right to Information- • For the development of moral values and ethics amongst the students, the institute celebrates the birth and death anniversaries of late eminent personalities. • National festivals like Republic Day, Independence Day, and National Constitution Day are organized in the institute.
To develop the social responsibilities among the student	<ul style="list-style-type: none"> • Blood donation camps are arranged by the NSS unit of the institute with the help of Pravara Medical Trust.
	<ul style="list-style-type: none"> •

2. Widen educational areas

Perspective Plan	Deployment
To introduce various certificate courses in the institute	<ul style="list-style-type: none"> • Certificate Course in ‘Yoga and Meditation’ to develop the interest of the students towards fitness and health. This course was introduced by the college in A. Y. 2019-20 and 2020-21. • Certificate Course in ‘M.S. Office’ introduced by the college from A. Y. 2022-23 to enhance the computing skills among the students. • Certificate Course in ‘Autodesk 3ds Max Design Essentials Training’ introduced by the college from A. Y. 2019-20 and 2022-23. This course is essential for architecture students to produce basic 3D modeling, apply material, render the scene, and create animation. • Certificate Course in ‘Revit in Architecture’ is introduced from A. Y. 2018-19 and 2019-20. The course gives a thorough grounding in 3D fundamentals and explores the main features of Autodesk Revit's 3D environment.

<p>To develop the social responsibilities among the student</p>	<ul style="list-style-type: none"> • An awareness rally for Traffic Rules and road safety was organized by the college in A. Y. 2018-2019 • The Clean and Healthy City Campaign was organized by the college in A. Y. 2018-2019. • Street play on Beti Bachao Beto Padhao was organized by the college in A. Y. 2018-2019. • Yoga Day Celebration and Rally was organized by the college in A. Y. 2019-2020. • Street Play on Apla Bharat, Gender Equality, and Women Empowerment were organized by the college in A. Y. 2019-2020. • Donations for Flood Relief At. Sangli, Kolhapur, and Vansthali Ngo For Hobby Classes were organized by the college in A. Y. 2019-2020. • PRCA Corona Awareness Initiative: An Online Drawing Competition was organized by the college in A. Y. 2020-2021. • Old clothes donation in collaboration with Inner Wheel Club Shrirampur in A. Y. 2020-2021. • Mass Tree Plantation drives were initiated by college in A.Y. 2021-22 • Sharing is Caring initiative initiated by the college during Covid-19 in A.Y. 2021-22. Students distributed food packets and gifts in their respective neighbourhood. • Street Play on Azadi ka Amrut Mohotsav at the weekly market of Loni. Bk in A.Y. 2022-23 • Blood donation camps are regularly arranged by the NSS unit of the institute with the help of Pravara Medical Trust. • To develop a culture of hard work among the students. 07 days NSS special winter Camp was organized between 8 -14 January 2023 at Adgaon Budruk, Rahta, Ahmednagar. • Free Dental camp was organized in NSS Camp in 2023.
<p>To develop creative skills among the architecture students</p>	<ul style="list-style-type: none"> • Story writing workshop • Short-film making workshop • Bird watching workshop • Madhubani painting workshop

3. Widen eco-friendly activities by organizing various awareness program

<p>Perspective Plan</p>	<p>Deployment</p>
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To conduct the activities to minimize vehicle pollution	<ul style="list-style-type: none"> • Use of sharing bikes by the staff and students • Students from nearby towns and villages come to college using state transport college bus facility. • Use of bi-cycle by staff and students for coming to college who stay at staff quarters and Girls & Boys hostel. • Staff members and students are motivated to use E- e-bikes. • Two bi-cycle competitions organized on the campus in A.Y 2021-22 & and 2022-23 to celebrate bi-cycle day
Flourish the rainwater harvesting system in the college	<ul style="list-style-type: none"> • The college set up a Water harvesting system. In A.Y. 2022-23 • This water is used for the garden.
Increase use of low power consuming devices viz LED	<ul style="list-style-type: none"> • Most of the power supply is through LED tubes. • Computers with LED screens are used • Awareness among the students and staff to shut down the electrical equipment when not in use. • Sensor-based lights are used in toilets • 5-star rating equipment is used in the academic block
To promote the use of renewable energy sources	<ul style="list-style-type: none"> • Online Quiz Competition on Awareness of The Development of Renewable Energy in collaboration with Inner Wheel Club Shirampur in A.Y. 2021-2022

4. Strengthen research and placement activities

Perspective Plan	Deployment
To organize a Seminar/ Conference	<ul style="list-style-type: none"> • Virtual National Conference on ‘Rural Architecture and Regional Planning’ & and ‘Peri-Urban Architecture and Planning’ were organized by the college on 3-4 Feb 2021. • Virtual National Conference on ‘Peri-Urban Architecture and Planning’ were organized by the college on 2 to 4 Feb 2022 respectively. • Research seminars were conducted During COVID-19 in 2020-2021. like a career in arch visualization, seminar on personality development- zero to hero. Seminar on the introduction of DelNet. • During the COVID-19 discussion forum started by the college, various eminent speakers Dr. KTV Reddy on Research Methodologies.

	<ul style="list-style-type: none"> • (https://youtu.be/ iq7GVJCjig) • College-level seminar on “Sustainable planning” by Ar. Vijay Pandey and Ar. Sameer Shinde was organized in our college on 15th October 2022.
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5. Quest for the excellence

Perspective Plan	Deployment
Recruitment of teaching and non-teaching faculty	<ul style="list-style-type: none"> • Qualified teaching faculties are recruited as per the guidelines of the UGC and COA. • Adequate non-teaching staff has been appointed • 12 staff members qualify for M. Arch/ M. Plan Degree.
Faculty Development Programmes	<ul style="list-style-type: none"> • Online Faculty development Program is completed by 35 faculty members from 2018-19 to 2022-23. • All the teaching staffs are actively participated in faculty development programmes organized by various agencies.

Increase the alumni interactions for exposure to increase creativity among the students

Perspective Plan	Deployment
To increase the alumni registrations on portal	<ul style="list-style-type: none"> • Separate Alumni Coordinator has been appointed. • Alumni association is registered in 2018-29. • Alumni association donates books to the institute
To increase interaction with alumni	<ul style="list-style-type: none"> • Alumni meet is held on every academic year from 2018-19 to 2022-23. • Central Mega Alumni meet was organised at Ahmednagar, Lonawala, Bangalore and New Delhi by PRES. • Alumni activities like lecture series, webinars was conducted which was helpful to present student for their carrier.

6. Enhancement of Students Experience

Perspective Plan	Deployment
To arrange industrial and field visits	<ul style="list-style-type: none"> • Industrial and field visits are organized by various subject teachers every academic year. • Visit to the Housing project is organized by the 4th year subject coordinators to give the knowledge of Housing design/planning to the students. • A bamboo workshop was arranged in college premises to develop a Practical approach in students. •
To increase the participation of students in innovative Design/ competitions.	<ul style="list-style-type: none"> • Students are Actively participating in NASA Competition every year. • Students actively participated in exhibitions and competitions by preparing models and posters to represent their innovative ideas and get awards.

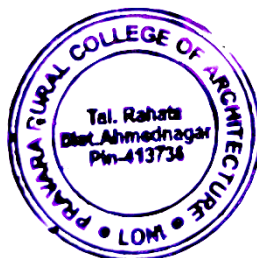
7. Develop A Cleaner and Greener Campus

Perspective Plan	Deployment
To arrange tree plantation, cultivation and care campaign	<ul style="list-style-type: none"> • On the occasion of birth anniversary of renowned persons tree plantation is carried out. • Awareness about the plantation and saving of trees is increased through a rally. • NSS students adopt the Adgaon village for green innovation.
To set up the CCTV for systematic vigilance	<ul style="list-style-type: none"> • 24x7 CCTV has been installed in the college premises for systematic vigilance.
To increase culture of cleanliness	<ul style="list-style-type: none"> • NSS volunteers actively participated in on and off college campus cleaning program.

8. Optimum use of infrastructural facilities

Perspective Plan	Deployment
To improve the Classrooms and Studios	<ul style="list-style-type: none"> Institute has 03 spacious classrooms and 04 practical studios with all essential equipment's and other facilities. Construction courtyard had been made available to students for hands on training. Facility of ICT based teaching and learning is made available. Computer laboratory with highspeed internet facility is made available for students.
To procure new computers with architectural software.	<ul style="list-style-type: none"> 40 No's Computers purchased.in A Y 2018-19
To increase the number of books and references in library	<ul style="list-style-type: none"> Various recent books related to syllabus of B. Arch. and interior design and related references have been purchased. Books related to Architecture entrance exam and competitive exams were purchased. Facility of J-Gate Engineering and technology, Elsevier from MOU's signed with PREC sister institute is made available for the students and staff members for easy access of e- content along with our DelNET facility.
Provide the hygienic drinking water to the students and faculty in campus	<ul style="list-style-type: none"> RO Water system with water cooler has been established.
To provide facilities to Divyang Students	<ul style="list-style-type: none"> Wash room is made available to the Divyang students. Ramp is made available. Boards are displayed at various places as helping hands for divyang students. Wheel chair facility is made available.

Shakti
Coordinator
 Internal Quality Assurance Cell (IQAC)
 Pravara Rural College of Architecture
 Loni, Tal.Rahata, Dist.Ahmednagar-413736
 IQAC Coordinator



Kaishwari
PRINCIPAL
 Pravara Rural College of
 Architecture, Loni
 Principal



6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan, etc.

C) Organogram

ORGANOGRAM A.Y.-2018-21



LOKNETE. DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)

PRAVARA
RURAL EDUCATION
SOCIETY

Pravara Rural Education Society

LMC/ CDC

Principal

Professor

Associate Professor

Assistant Professor

Vice principal

Administration

Managing Committees

Establishment
Jr. Clerk

Mandatory

College Level

Account
Jr. Clerk

Scholarship
Committee

Admission
Committee

Examination
Jr. Clerk

Anti-Ragging
Committee

Disciplinary
Committee

Store

Grievance and
Redressal Cell

Training and
Placement Committee

scholarships

Student Welfare
Committee

Library Committee

Hostel & Mess
Asst. Rector

Women's anti-
sexual Harassment
cell

NASA Committee

Peon

Right to
Information Cell

Cultural & Exhibition
Committee

Anti Ragging Squad

Sports Committee

Alumni Association

NASA Committee

Workshop
Committee



[Signature]
PRINCIPAL
Pravara Rural College of
Architecture, Loni

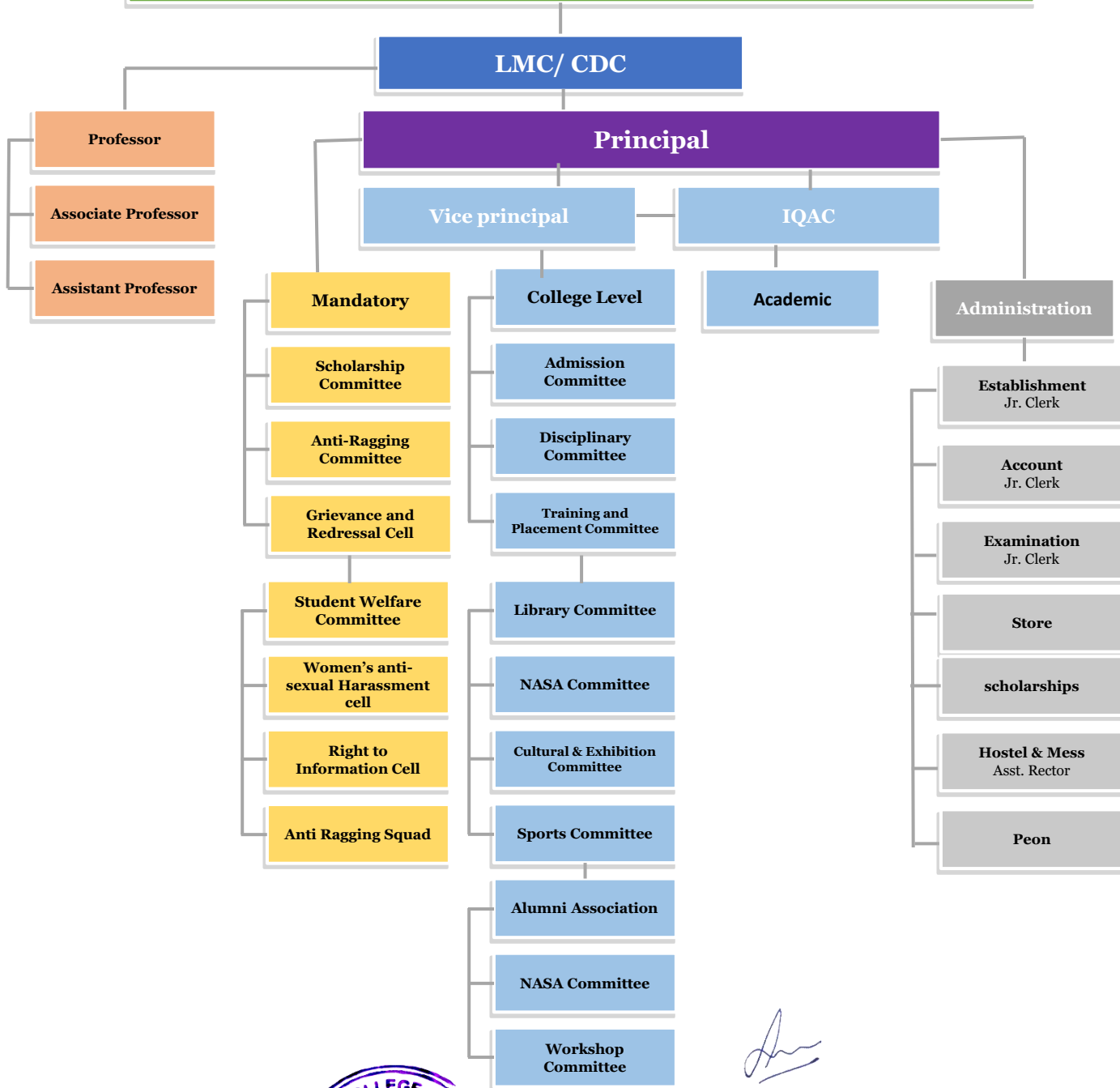
ORGANOGRAM A.Y.-2021-23



LOKNETE. DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)

PRAVARA
RURAL EDUCATION
SOCIETY

Pravara Rural Education Society



PRINCIPAL
Pravara Rural College of
Architecture, Loni



6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan, etc.

D) Organogram Appointments

E) Service Rules

F) Case studies

1. Nasa Participation

2. Consultancy cell



प्रवरा ग्रामीण शिक्षण संस्था, प्रवरानगर

मु.पो.लोणी खुर्द, ता.राहाता, जि.अहमदनगर.

सुवर्ण महोत्सवी वर्ष २०१४-१५

आयएसओ ९००१-२००८ प्रमाणित/महाराष्ट्र शासन आदर्श शिक्षण संस्था पुरस्कार प्राप्त

Society Reg. No. Bom. Ah.Nagar

Dt. 13-03-1964

B.P.T. Reg. No. F 52 Ah.Nagar. Dt. 11-08-1964

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Email : pres@pravaraes.org.in

जा.नं. : पीआरईएस/प्रशासन/२०१५-१६/४४७०

दिनांक : ०१.१२.२०१५

कार्यालयीन आदेश

रजा नियम

प्रवरा ग्रामीण शिक्षण संस्थेमधील सर्व कायमस्वरुपी शिक्षक-शिक्षकेत्तर कर्मचाऱ्यांना दि.०१.०१.२०१६ पुढीलप्रमाणे रजेचे नियम लागू राहतील.

१६.०१ रजा :-

- i) सदरच्या रजेचे नियम पी.आर.ई.एस.ला लागू असलेला कायदा किंवा सेवा करार किंवा अर्वाड, कंत्राट यांचे पात्रतेनुसार लागू राहिल.

रजा हा कर्मचाऱ्याचा हक्क नाही. कायम कर्मचाऱ्याला रजा मंजूर करणे हे कामाच्या गरजेनुसार व रजा मंजूर करणाऱ्या अधिकाऱ्यांच्या अधिकारानुसार ठरविले जाईल.

- ii) जो कायम कर्मचारी रजेवर जावू शकतो त्याने रजा मंजूर करणाऱ्या अधिकाऱ्याला लेखी स्वरुपात कळविले पाहिजे.

- iii) तातडीच्या अगर आकस्मिक कारणामुळे रजेवर जाणेअगोदर रजा मंजूर करून घेणे शक्य नाही अशा कारणाव्यतिरिक्त किरकोळ व आजारी रजेव्यतिरिक्त ४ दिवस रजा हवी असल्यास कमीत कमी २४ तास रजा घेण्याअगोदर अर्ज दिला पाहिजे आणि जर रजा ४ दिवसांपेक्षा जास्त दिवस हवी असेल तर कमीत कमी ७ दिवस अगोदर रजेचा अर्ज दिला पाहिजे. एखाद्या कर्मचाऱ्याला तातडीची रजा हवी असेल आणि रजेचे कारण आकस्मिक असेल अशी रजा सदरच्या कर्मचाऱ्याच्या विनंतीवरून मंजूर केली जावू शकते. त्या रजेचा अर्ज नंतर जमा केला पाहिजे.

- iv) रजा मंजूर करणारा अधिकारी रजेच्या अर्जावर रजा तातडीची असल्यास ताबडतोब व इतर वेळी रजा ४ दिवसांपेक्षा जास्त असेल तर रजा अर्ज दिल्यापासून ३ दिवसात सदरच्या अर्जावर हुकूम देतील.

जर रजा मंजूर केली तरच रजा मंजूरीचा पास सदरच्या कर्मचाऱ्याला देण्यात यावा.

- v) कुठलाही कर्मचारी अपरिहार्य कारणे सोडून रजा मंजूरीचा पास घेतल्याशिवाय रजेवर जावू शकत नाही.

- vi) जर रजा नामंजूर करण्यात आली किंवा पुढे देवू करण्यात आली तर रजा नामंजूर केल्याची किंवा पुढे देवू केल्याची तो हजर असल्यास त्यास ताबडतोब कळविले जाईल.



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- vii) एखादा कर्मचारी रजेवर गेल्यानंतर ती वाढवून पाहिजे असल्यास त्याने त्याकरीता शक्य असेल तेंव्हा लेखी अगर तोंडी किंवा दुसऱ्या व्यक्ती मार्फत रजा मंजूर करणाऱ्या मुळ मंजूर रजेची मंजूरी संपण्याआधी अर्ज केला पाहिजे. त्याची रजा वाढ मंजूर किंवा नामंजूर केल्याबद्दल लेखी उत्तर ते मुळची रजा संपण्यापूर्वी पोहचण्याची शक्यता असल्यास त्याने दिलेल्या पत्त्यावर पाठविले पाहिजे.
- मुळ रजा मंजूर झालेल्या अगर नंतर वाढविलेल्या मुदतीबाहेर एखादा कर्मचारी गैरहजर राहिला तर तो कर्मचारी सदरच्या गैरहजेरीच्या काळात कुठल्याही रजेच्या पगाराला पात्र राहणार नाही व ही बाब कर्मचार्याचे गैरवर्तन समजले जाईल.
- viii) जास्त दिवस रजेवर जाण्यापूर्वी प्रत्येक कर्मचार्याने आपल्या रजेच्या काळातील पत्ता पी.आर.ई.एस.ला किंवा संबंधित शाखा प्रमुखांना कळविला पाहिजे.
- ix) कुठल्याही कर्मचार्याला तो मंजूर रजेवर गेल्यानंतर जर त्याच्या सेवेची आवश्यकता भासल्यास त्याची राहिलेली रजा रद्द करून त्याला कामावर बोलविण्याचा पीआरईएस ला पूर्ण अधिकार आहे. सदरची रद्द केलेली रजा त्याच्या खात्यात जमा केली जाईल.
- x) जर कर्मचार्याच्या खात्यावर रजा शिल्लक नसतील व विशेष परिस्थितीत कर्मचार्यास रजेची आवश्यकता असेल त्यावेळी त्यास विनावेतन रजा मंजूर करण्यात येईल, त्याबाबत व्यवस्थापनाचा निर्णय अंतिम राहिल.
- xi) एखाद्या कर्मचार्यास तो करत असलेल्या कोर्सच्या अभ्यासासाठी कोर्स कालावधीचा विचार करून पगारी अथवा बिनपगारी रजा व्यवस्थापनाकडून मंजूर करण्यात येईल, मात्र त्याबाबतचा निर्णय व्यवस्थापनाचा राहिल.
- xii) एखाद्या कर्मचार्याने रजा मंजूर करून घेतली, मात्र त्यास मंजूर रजा रद्द करावयाची असल्यास त्याने संबंधित अधिकाऱ्याकडे मंजूर रजा रद्द करण्याबाबत अर्ज केला पाहिजे व संबंधित अधिकारी अशा अर्जाचा विचार करून योग्य तो निर्णय घेतील.
- xiii) रजेचे वर्ष प्रत्येक वर्षाच्या जानेवारी ते डिसेंबर या कालावधीचे गृहीत धरले जाईल.
- xiv) पीआरईएस ने जाहीर केल्या सुट्ट्या आणि आठवड्याची साप्ताहिक सुट्टी यांना जोडून आधी किंवा नंतर कर्मचार्याला किरकोळ व हक्काची रजा घेता येईल आणि जर उपरोलेखित सुट्ट्या कर्मचार्यांच्या हक्काच्या रजा कालावधीत येत असतील तर त्या दिवसाची सुट्टी रजा कालावधीत धरण्यात येईल.
- xv) संस्थेचे विश्वस्त मंडळ किंवा सचिव बिनपगारी सुट्टी एकावेळी एक वर्षाच्या कालावधीपेक्षा जास्त मंजूर करणार नाही.
- xvi) पीआरईएस रजेसंबंधीचे रेकॉर्ड रजिस्टर व्यवस्थित ठेविले व त्यामध्ये मंजूर, नामंजूर, पुढे ढकललेल्या, रद्द केलेल्या रजा तसेच रजा नामंजूर करणे, पुढे ढकलणे, रद्द करणे याबद्दलची कारणे प्रत्येक केसप्रमाणे रजिष्टरमध्ये नोंदी करण्यात येतील.



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- xvii) प्रत्येक कर्मचार्याला त्याच्या रजेबाबतचे अद्यावत रेकॉर्ड पुरविण्यात येईल व त्यामध्ये कर्मचार्याच्या शिल्लक रजा दाखविण्यात येतील. कार्यालयीन वेळेत कर्मचार्यास त्याचे रजेबाबतचे रेकॉर्ड पाहता येईल.
- xviii) कर्मचार्याच्या राजीनाम्याच्या सुचनेच्या कालावधीपोटी (नोटीस पिरिअड) कुठल्याही रजा अॅडजस्ट केल्या जाणार नाही.

१६.०२ किरकोळ/नैमित्तिक रजा :-

- i) प्रत्येक कायम कर्मचार्यास, परिविक्षाधीन कालावधीतील कर्मचार्यासह (प्रोबेशनर) संस्थेशी झालेल्या करारानुसार/सेटलमेंटनुसार प्रत्येक वर्षी १५ दिवस किरकोळ/नैमित्तिक रजा देण्यात येतील. तथापि, त्या संख्येत बदल करण्याचा अधिकार व्यवस्थापनास राहिल.
- ii) किरकोळ/नैमित्तिक रजा साठवून ठेवता येणार नाही. तसेच इतर कुठल्याही रजेस जोडून घेता येणार नाही.
- iii) किरकोळ रजा एकावेळी ३ पेक्षा जास्त दिवस घेता येणार नाही. किरकोळ रजा विशेष किंवा अचानक उद्भवणाऱ्या परिस्थितीत घेता येतील. विशेष प्रसंगी किरकोळ रजा पुन्हा ३ दिवस वाढवून मिळतील.
- iv) रजा मंजूर करणाऱ्या अधिकाऱ्याकडून किरकोळ रजेसाठीची मंजूरी अगोदरच घ्यावी लागेल. जेव्हा हे शक्य नसेल तेव्हा पीआरईएस व्यवस्थापनाला अथवा शाखा प्रमुखांना लेखी कळविणे आवश्यक राहिल. अपरिहार्य कारणामुळे लेखी कळविणे शक्य न झाल्यास एखाद्या व्यक्तीकडून तोंडी स्वरूपात गैरहजेरीबद्दल व गैरहजेरीच्या कालावधीबद्दल कळविणे आवश्यक राहिल.
- v) अर्ध्या दिवसाची किरकोळ रजा देण्यात येईल. जरी शनिवार अर्धा दिवस कामाचा असला तरी सदरच्या दिवशीची रजा पूर्ण दिवसाची ग्राह्य धरण्यात येईल.
- vi) सदर रजेचे कोणत्याही प्रकारचे व कॅव्हाही रोखीकरण करता येणार नाही.

१६.०३ आजारी रजा :-

- i) प्रत्येक कायम कर्मचारी व परिविक्षाधीन कालावधीतील कर्मचारी (प्रोबेशनरसह) १० पूर्ण दिवस किंवा २० अर्धपगारी आजारी रजा मिळविण्यास संस्थेशी झालेल्या नियमानुसार/ सेटलमेंटनुसार पात्र राहिल.
- ii) सदरहू रजा जर ३ दिवसांपेक्षा कमी कालावधीची व पूर्वसुचना देवून घेतली असेल तर वैद्यकिय दाखला देणे आवश्यक राहणार नाही.



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- iii) आजारी रजा तीन दिवसांपेक्षा जास्त असल्यास वैद्यकीय दाखला दिल्यानंतरच मंजूर करण्यात येईल. सदरचा वैद्यकीय दाखला संस्थेने नेमणूक केलेल्या मेडीकल बोर्डाने प्रमाणित केलेला असावा व त्यावर किमान दोन डॉक्टरांच्या सहा असाणे आवश्यक आहे.
- iv) कर्मचार्याने तीन दिवसांच्या आंत आजारी रजेच्या अर्जासोबत संस्थेने नेमलेल्या मेडीकल बोर्डाचा तो काम करण्यास अयोग्य (अनफीट) असलेबाबतचा दाखला द्यावा लागेल. तसेच जर तो तीन पेक्षा जास्त दिवस आजारी रजेवरती असेल तर कामावर हजर होतांना तो काम करण्यास योग्य (फीट) असल्याचा दाखला देणे आवश्यक राहिल.
- v) सदर रजेचे कोणत्याही प्रकारचे व कॅव्हाही रोखीकरण करता येणार नाही.
- vi) साप्ताहिक सुट्ट्यांसह इतर सुट्ट्या आजारी रजेच्या कालावधीत येत असतील तर त्या आजारी रजा म्हणूनच समजण्यात येतील.
- vii) विशेष परिस्थितीमध्ये बिनपगारी आजारी रजा वैद्यकीय कारणास्तव एक वर्षभरासाठी कर्मचार्याला देण्यात येईल.
- viii) सदर आजारी रजा न उपभोगल्यास तीन वर्षांपर्यंत म्हणजेच ३० दिवसांपर्यंत साठवू शकता येतील. त्यापुढील न उपभोगलेल्या रजा आपोआप संपुष्टात येतील.

१६.०४ बाळंतपणाची रजा :

- i) मॅटरनिटी बेनिफीट अॅक्ट १९६१ च्या तरतुदीनुसार स्त्री कर्मचारी बाळंतपणाच्या रजेला पात्र राहिल.
- ii) स्त्री कर्मचार्यांना जर तिच्या आजारी रजा असतील तर बाळंतपणाच्या रजेला जोडून देण्यात येतील.
- iii) बाळंतपणाची रजा किमान दोन वर्ष सलग सेवेनंतर १२० दिवस पगारी रजा म्हणून देण्यात येईल.
- iv) बाळंतपणाची रजा फक्त दोन अपत्यांसाठीच दिली जाईल.

१६.०५ अर्जित रजा :

- i) कायम कर्मचारी की जो व्हेकेशनसाठी (दीर्घ सुट्टीसाठी) पात्र नाही अशा कर्मचार्याची रजेच्या वर्षाचे कालावधीत जर त्याची सलग सेवा झालेली असेल आणि जर त्याने पी.आर.ई.एस. मध्ये वेतनश्रेणी मिळालेनंतर एक वर्षाचा कालावधी पूर्ण केलेला असेल तर तो ३० दिवसांची अर्जित रजा मिळणेस पात्र राहिल.
- ii) अर्जित रजा ६० दिवसांपर्यंत साठवता येईल त्यापुढील न उपभोगलेल्या रजा आपोआप संपुष्टात येतील/लॅप्स होतील. अशा संपुष्टात आलेल्या रजेच्यापोटी कुठल्याही प्रकारची बदली सुट्टी किंवा रोख रक्कमेच्या स्वरूपात मोबदला दिला जाणार नाही.



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- iii) अर्जित रजा एकावेळी किमान ४ दिवस घ्यावी लागेल व जास्तीत जास्त ३० दिवसांपर्यंत मंजूर केली जाईल.
- iv) जर एखाद्या कर्मचार्याची आधिचे रजेच्या वर्षात २४० दिवस सलग सेवा झालेली नसेल तर तो अर्जित रजा मिळणेस पात्र ठरणार नाही.
- v) जो कायम कर्मचारी व्हेकेशनला पात्र आहे अशा कर्मचार्याने जर व्हेकेशन काळात ड्युटी केलेस तो ३:१ या प्रमाणे रजा मिळणेस पात्र राहिल.

१६.०६ बदली सुट्टी

- i) ज्या कर्मचार्यास रविवार किंवा इतर सार्वजनिक सुट्टीच्या दिवशी कामाकरीता हजर राहणे विषयी लेखी आदेश दिलेले असतील तर त्यांना खालील अटीवर इतर कामाचे दिवशी बदली सुट्टी मंजूर केली जाईल.
- ii) अशा बदली सुट्ट्यांची संख्या ज्या रविवारीचे किंवा इतर सार्वजनिक सुट्टीच्या दिवशी त्यांना कामाकरीता हजर राहण्यास सांगितले असेल व त्याप्रमाणे त्यादिवशी इतर दिवसांच्या कामाचे तासाइतकेच प्रत्यक्ष काम केलेले असेल तितक्या दिवसांच्या संख्येइतकी बदली सुट्टी दिली जाईल.
- iii) अशा बदली सुट्ट्या ३ दिवसांपेक्षा जास्त साठवता येणार नाहीत.
- iv) अशी बदली सुट्टी पुढील कॅलेंडर वर्षात जमेस धरता येणार नाही.
- v) बदली सुट्टी रविवार/सार्वजनिक सुट्टीच्या आणि किंवा देय रजेच्या पूर्वी किंवा नंतर जोडून घेता येईल.


सहसचिव



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- १) रजा हक्क म्हणून मागता येणार नाही.
- २) नैमित्तिक रजेव्यतिरिक्त रजा मंजूर करणे, ती नाकारणे किंवा रद्द करणे याबाबतचा अधिकार व्यवस्थापनाकडे राखून ठेवण्यात आला आहे.
- ३) नैमित्तिक रजेव्यतिरिक्त इतर रजेसाठी, रजा वाढीसाठी किंवा मोठ्या सुट्टीनंतर रजेवर जाण्यासाठी करावयाचा अर्ज, रजा वा रजावाढ ज्या तारखेपासून पाहिजे असेल त्या तारखेपूर्वी पुरेसा आधी करावा लागेल. कर्मचाऱ्यांच्या अटोक्या बाहेरील परिस्थितीमुळे आगाऊ अर्ज करणे शक्य नसेल अशा अपवादात्मक बाबतीत देखील, अनुपस्थितीच्या तारखेपासून सात दिवसांच्या आत अर्ज न केल्यास त्याने सेवा सोडली असे मानण्यात येईल.
- ४) ज्या कर्मचाऱ्याला अनुपस्थितीच्या तारखेपासून सात दिवसांच्या आत अर्ज न करण्यामागे पुरेसे कारण नसेल अशा कायम कर्मचाऱ्यांच्या बाबतीत, ही गोष्ट शिस्तभंग म्हणून समजण्यात येईल आणि योग्य चौकशी केल्यावर योग्य त्या शिस्तभंगाच्या कार्यवाहीस तो पात्र ठरेल.
- ५) जो कर्मचारी तीन वर्षांपेक्षा अधिक काळ रजा न मागता सातत्याने अनुपस्थित राहिला असेल अशा स्थायी कर्मचाऱ्याने स्वेच्छेने सेवा सोडली असल्याचे मानण्यात येईल.
- ६) पूर्णपगारी किंवा अर्धपगारी किंवा बिनपगारी असाधारण रजेवर असणाऱ्या कर्मचाऱ्यांस रजेच्या कालावधीत पगारी किंवा बिनपगारी नोकरी स्विकारता येणार नाही.
- ७) रजेवर असणाऱ्या कर्मचाऱ्यास रजा संपण्यापूर्वी कामावर परत येता येणार नाही. मात्र रजा मंजूर करणाऱ्या अधिकाऱ्यांनी परवानगी दिली तर त्यास कामावर येता येईल.
- ८) अपवादात्मक परिस्थितीत प्रशासकीय गरज म्हणून रजा मंजूर करणारा अधिकारी रजेवर असणाऱ्या कर्मचाऱ्याला कामावर परत बोलवू शकेल व अशावेळी कामावर येणे कर्मचाऱ्यांवर बंधनकारक राहिल.

किरकोळ रजा (नैमित्तिक रजा) -

प्रत्येक शैक्षणिक वर्षासाठी (जून ते मे) खालीलप्रमाणे किरकोळ रजा अनुज्ञेय राहतील.

- १) मुख्याध्यापक - ०८ दिवस
- २) उपमुख्याध्यापक, पर्यवेक्षक, शिक्षक व दीर्घ सुट्टी पात्र शिक्षकेत्तर (तृतीयश्रेणी व चतुर्थश्रेणी) सेवक - १२ दिवस.
- ३) दीर्घ सुट्टी पात्र नसलेले तृतीयश्रेणी व चतुर्थश्रेणी शिक्षकेत्तर कर्मचारी - ०८ दिवस.



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- ४) किरकोळ रजा एका वेळी ०३ दिवस घेता येईल. किरकोळ रजेला कितीही रविवार आणि / किंवा कितीही सुट्ट्या जोडून घेता येतील. त्याचप्रमाणे किरकोळ रजा कालावधीत एक किंवा कितीही सुट्ट्या आल्या तरी चालतील. तथापि, किरकोळ रजा व त्यात येणाऱ्या सुट्ट्या यांची एकूण संख्या ०७ दिवसांचेवर असता कामा नये, परंतु अपवादात्मक प्रकरणात ती संख्या १० दिवसांपर्यंत वाढविता येईल.
- ५) किरकोळ रजा मंजुरीचे अधिकार शिक्षक/शिक्षकेतर कर्मचारी यांचे बाबतीत मुख्याध्यापकांना राहतील व मुख्याध्यापकांची किरकोळ रजा मंजूर करण्याचे अधिकार संस्थेचे सचिव/मुख्य कार्यकारी अधिकारी यांना राहतील.
- ६) व्यवस्थापनाचे पुर्वपरवानगीशिवाय मोठ्या सुट्ट्यांना जोडून सुट्टी सुरू होण्यापूर्वी किंवा त्यानंतर नैमित्तिक रजा घेता येणार नाही.
- ७) अनुपस्थितीचा कालावधी हा कामाच्या दिवसांच्या अर्धा किंवा त्यापेक्षा कमी असेल तर अर्ध्या दिवसाची नैमित्तिक रजा घेण्यास परवानगी आहे.
- ८) शनिवार किंवा शाळेने ठरवून दिलेला अन्य कोणताही वार हा कामाचा अर्धा दिवस असेल तर त्या दिवसाची अनुपस्थिती ही अर्ध्या दिवसाची रजा न समजता पूर्ण दिवसाची नैमित्तिक रजा समजली जाईल.
- ९) नैमित्तिक रजा शिक्षणसेवकांनाही दिली जाईल.

अर्धवेतनी रजा -

- १) दि. ०१.०७.१९९५ पासून दीर्घ सुट्टीस पात्र असलेल्या कर्मचाऱ्यांना २० दिवसांच्या अर्धपगारी रजेऐवजी विशेष अर्जित रजा कॅलेंडर वर्षासाठी १० दिवस जमा होईल. ही अर्जित रजा प्रत्येक सहामाहीच्या जानेवारी व जुलैमध्ये आगाऊ ०५ दिवस जमा होईल. कोणत्याही कारणासाठी सदर रजा घेता येईल. रजा साठविण्याबाबत मर्यादा नाही. ही रजा विकता येणार नाही व घेतली नाही तर रजा बुडेल. मुख्याध्यापकांनाही हिच रजा देय राहिल.

३० जून १९९५ पर्यंत दीर्घ सुट्टी विभागात काम करणाऱ्या कर्मचाऱ्यांच्या खाती शिल्लक असलेली अर्धपगारी रजा वेगळी दाखविण्यात येईल व ती संपेपर्यंत पूर्वीच्या शर्तीनुसार अर्धपगारी / परिवर्तीत रजा मंजूर करण्यात येईल. अर्धवर्षामध्ये असाधारण रजा/गैरहजर कालावधी असल्यास पुढील वर्षी अशा असाधारण रजा कालावधीच्या १/३० या प्रमाणात अर्धपगारी रजा कमी करण्यात येतील. मात्र कमी करण्यात येणाऱ्या रजेचा कालावधी किमान ०५ दिवस इतका असेल.

- २) दीर्घ सुट्टीस पात्र नसलेल्या कर्मचाऱ्यांना प्रती वर्षी २० दिवस अर्धपगारी रजा मिळेल. सदर रजा साठविता येईल. या रजेचे रोखीकरण होणार नाही व उपभोगली नाही तर शिल्लक अर्धपगारी रजा बुडेल.



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परिवर्तित रजा -

देय अर्धवेतनी रजेच्या अर्ध्याहून अधिक होणार नाही एवढी परिवर्तित रजा वैद्यकीय प्रमाणपत्राचे आधारे मंजूर करता येईल. उपभोगलेल्या रजेच्या कालावधीच्या दुप्पट अर्धपगारी रजा खर्ची पडेल.

अर्जित रजा -

- १) मोठी सुट्टी नसलेल्या विभागातील शिक्षकेत्तर कर्मचाऱ्यांना त्यांच्या सेवेच्या पूर्ण वर्षाला ३० दराने अर्जित रजा देय होईल.
- २) मुख्याध्यापकांना त्यांच्या मुख्याध्यापक पदाच्या सेवेच्या पूर्ण वर्षाला १५ दराने पूर्ण दराने अर्जित रजा देय होईल.
- ३) अर्जित रजा ३०० दिवसांपर्यंत साठविता येईल मात्र ३०० दिवसांपेक्षा जास्त दिवसांच्या रजा लॅप्स होतील.
- ४) अर्जित रजा समर्पित (सरेंडर) करता येणार नाहीत किंवा त्याच्यापोटी पगार दिला जाणार नाही.
- ५) सेवानिवृत्तीवेळी अर्जित शिल्लक रजेचे रोखीकरण करता येईल.
- ६) एकावेळी फक्त ९० दिवसांची सलग अर्जित रजा घेता येईल. तथापि, दोन अर्जित रजा कालावधीतील अंतर हे ९० दिवसांपेक्षा कमी असणार नाही.

प्रसूती रजा -

- १) महिला शिक्षक - शिक्षकेत्तर कर्मचाऱ्यांना १८० दिवस अनुज्ञेय राहिल.
- २) सुविधा लाभ दोन अपत्य मर्यादेपर्यंत राहिल.
- ३) महिला शिक्षणसेवक तसेच महिला शिक्षकेत्तर शिक्षणसेवक कर्मचारी यांचे बाबतीत त्यांचा शिक्षणसेवक कालावधी पूर्ण करित असतांना प्रसूती रजा घ्यावी लागल्यास शिक्षणसेवक कालावधी त्याप्रमाणात वाढविण्यात येईल.
- ४) शिक्षणसेवक महिला कर्मचारी अनुज्ञेय प्रसूती रजा -
 - १ वर्षाचे आत सेवा - ९० दिवस बिनपगारी
 - १ वर्ष ते २ वर्षांच्या आत सेवा - ९० दिवस पूर्णपगारी
 - २ वर्षाचे वर सेवा - ९० दिवस पूर्ण पगारी
- ५) प्रसूती रजा ही रजेच्या खात्यात खर्ची टाकण्यात येणार नाही. वैद्यकीय प्रमाणपत्रासह विनंती केली असता प्रसूती रजेस जोडून अन्य कोणत्याही प्रकारची रजा मंजूर करता येईल.



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- ६) रजेच्या अर्जाच्या पुष्ट्यर्थ वैद्यकीय प्रमाणपत्र सादर करणे आवश्यक राहिल. सदरचे वैद्यकीय दाखला/प्रमाणपत्र हे संस्थेने नेमलेल्या मेडीकल बोर्डाकडून प्रमाणित केलेले असावे.
- ७) अनाथ मुल दत्तक घेतले असेल तर त्या मातेस विशेष रजा ९० दिवसांची अनुज्ञेय राहिल आणि मुल दत्तक घेण्याच्या दिनांकापासून ९० दिवस किंवा मुलाचे वय ३ वर्ष पूर्ण होईल तो दिनांक यापैकी जो अगोदरचा दिनांक येईल त्या दिनांकापर्यंतच्या कालावधीसाठी अनुज्ञेय राहिल.
- शासनमान्य अनाथालय किंवा संस्थामधून ३ वर्षापेक्षा कमी वयाचे मूल दत्तक घेतलेले असावे.
 - मुल दत्तक घेण्यासंबंधातील कायदेशिर कागदपत्रे सादर करणे आवश्यक राहिल.
 - मूल दत्तक घेणेसाठीची रजा संपूर्ण सेवेत एकदाच घेता येईल.
 - फक्त स्वतःचे मूल नसलेल्या महिला कर्मचाऱ्यांनाच ही रजा अनुज्ञेय राहिल.

विशेष नैमित्तिक रजा (प्रमाणपत्राच्या आधारे) -

- १) स्त्री / पुरुष नसबंदी - ०६ कामाचे दिवस
- २) प्रसुतीकालीन निर्बिजीकरण - १४ दिवस
- ३) लुप / आय.यु.सी.डी. बसविणे - ०१ दिवस
- ४) प्रसुती कालावधी व्यतिरिक्त निर्बिजीकरण केलेल्या पत्नीच्या देखभालीसाठी - ०७ दिवस
- ५) प्रसुतीकालीन निर्बिजीकरण शस्त्रक्रियेनंतर पत्नीच्या देखभालीसाठी - ०४ दिवस
- ६) कुत्रा चावल्यावर उपचारार्थ - २१ दिवस
- ७) राष्ट्रीय / आंतरराष्ट्रीय क्रीडा स्पर्धा - ३० दिवस
- ८) प्रशिक्षण शिबीर वा क्रीडा पंच - ३० दिवस
- ९) गिर्यारोहण - ३० दिवस
- १०) मोफत रक्तदान - ०१ दिवस
- ११) क्षयरोग / कर्करोग / कुष्ठरोग / पक्षाघात उपचारार्थ - ३६५ दिवस

असाधारण रजा -

नियमानुसार अनुज्ञेय असलेली इतर कोणतीही रजा कर्मचाऱ्याच्या खाती शिल्लक नसेल किंवा असाधारण रजा मंजूर करण्याकरीता त्याने लेखी अर्ज केला असेल तरच त्यास असाधारण रजा मंजूर करता येईल. कायम कर्मचाऱ्याच्या बाबतीत कोणत्याही एकावेळी असाधारण रजेचा कालावधी ०३ वर्षापेक्षा अधिक असणार नाही

कायम कर्मचाऱ्यांव्यतिरिक्त इतर कर्मचाऱ्यांच्या बाबतीत असाधारण रजेचा कालावधी हा कोणत्याही एका वेळी तीन महिन्यांहून अधिक असणार नाही. वैद्यकीय वा अध्ययन या कारणास्तव घेतलेल्या असाधारण रजेचा कालावधी वेतनवाढीसाठी हिशोबात घेतला जाईल.

सहसचिव

Date: 20/06/2019

CIRCULAR

[redacted]) has permitted [redacted]
to establish an Institutional Architectural Consultancy Cell at [redacted]
as per guidelines of Council of Architecture.

Aim:

The aim of establishment of this cell is to promote the architectural practice for the teachers of [redacted] so that the teachers gain professional experience.

Objective:

1. To provide quality professional services in rural as well as urban areas.
2. To provide professional experience to faculty members serving as Full time teachers in [redacted]
3. To provide opportunities for teachers and students to work as professional consultants thereby enhancing the quality of education.
4. The contact with the live projects would enable the students to perceive properly and be relevant to the curriculum

NAME AND ADDRESS OF THE INSTITUTIONAL CONSULTANCY CELL:

The Institutional Architectural Consultancy Cell shall be named as [redacted]

The [redacted] Design Consultancy Cell will have Head Office at [redacted]

TIMING OF [redacted] DESIGN CONSULTANCY CELL:

AFTER COLLEGE HOURS: 4:00 PM TO 7:00 PM

ROLES AND RESPONSIBILITIES OF THE FACULTY MEMBERS OF

1. The Principal, [redacted], will be the Principal Architect for the Pravara Design Consultancy Cell.
2. The Principal, [redacted], will be entrusted to appoint Project Architect for the project.
3. The Principal, [redacted], will be entrusted for entering into agreement with the clients on behalf of the [redacted] Design Consultancy Cell and to negotiate the fees thereof with the approval of the Consultancy Cell Committee.
4. The Principal can appoint expert consultants for Structural Design, Electrical Design, HVAC Design and Fire Protection Design, if required for the project.
5. **All teachers will be voluntarily working on the projects allocated to the [redacted] Design Consultancy Cell.**
6. The Principal can form and allocate the projects based on the expertise of the concerned teacher and as per the requirement of the project.
7. The work of the [redacted] Design Consultancy cell will be carried out by the teachers without hampering the academic curriculum and other academic responsibilities.
8. The [redacted] Design Consultancy Cell shall participate in various Competitions held at State National, and International Level.
9. The faculty members shall submit progress reports to the Consultancy cell twice a year for review.
10. The Consultancy Cell shall manage the receipts and payments.

PROFESSIONAL FEES:

The remuneration paid to the faculty shall be as per the Memorandum of Understanding signed between [redacted] and [redacted].

With regards to this endeavor, [redacted], would requests your consent to work on the projects allotted to [redacted] Design Consultancy Cell- An Initiative of [redacted].

Kindly convey your willingness to get associated with [] Design Consultancy Cell to enhance your professional experience.

Sr. No.	Name of the Teacher	Willing to Work in PDC Signature	Not Willing to Work in PDC Signature
1	Ar. Rajeshwari Jagtap	Rajeshwari	
2	Ar. Anurag Doshi		
3	Ar. Sonali Chaskar	Sonali	
4	Ar. Kapil Bhurade		
5	Ar. Pankaj Bankar		Pankaj Bankar
6	Ar. Deepika Arbatti		Arbatti
7	Ar. Pravin Jamdade		Pravin
8	Ar. Jameer Mulani		Jameer
9	Ar. Charuta Sonparote		
10	Ar. Kanchan Shelar	Kanchan Shelar	
11	Ar. Shrikant Nikam	Shrikant Nikam	
12	Ar. Vrushali Jadhav	Vrushali Jadhav	
13	Ar. Ashwini Gholap	Ashwini Gholap	
14	Ar. Tejaswini Gholap	Tejaswini Gholap	
15	Ar. Surendra Pawar		Surendra Pawar
16	Mr. Nikhil Vikhe		



PRAVARA RURAL EDUCATION SOCIETY
(Estd.1964)
Creating Noble Minds



Letter of Appointment

Date: 05/03/2019

To

Design Consultancy Cell,

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect
Subject: Appointment as Architectural Consultant for Civil & Interior work for Guest House in Paper mill Campus, Loni.

Dear Madam;

We are pleased to offer your firm consultancy for architectural Consultancy for Statutory Approval of

Project:

Service: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Fees: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Other terms and conditions are as per current Council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement. Should you accept this offer, kindly endorse the duplicate copy and return the same to our office.

Yours faithfully,


Joint Secretary

Pravara Rural Education Society,
Pravara, A.P. Loni Kd
Tal. Rahata, Dist. Ahmednagar (M.S.)

Accepted

Signature of Architect

Ar. Rajeshwari Jagtap

CA/99/25363

Place: Loni Kd Date:

Seal

Society Reg. No. Bom.94, Ah. Nagar Dt. 13.3.1964 B.P.T. Reg. No.F.52, Ah. Nagar Dt. 11.8.1964

(Pravarantagar) Loni Kd., Tal- Rahata, Dist- A'Nagar, (M.S.) Pin - 413736. Ph. :+91-2422-273527/273700/273698
- Fax: 02422-273704 -Web : www.pravara.in



PRAVARA RURAL EDUCATION SOCIETY
(Estd.1964)
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Letter of Appointment

Date: 05/03/2019

To

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect
Subject: Appointment as Architectural Consultant for Interior work for Guest House at Pravara Public School, Pravaranagar.

Dear Madam,

We are pleased to offer your firm consultancy for architectural Consultancy for Statutory Approval of Project:

Service: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Fees: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Other terms and conditions are as per current Council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement. Should you accept this offer, kindly endorse the duplicate copy and return the same to our office.

Yours faithfully,

Joint Secretary

Pravara Authorized Signatory, Society.

(Signature) of Ar. Loni Kd

Tal. Rahata, Dist. Ahmednagar (M.S.)

Accepted

Signature of Architect

Ar. Rajeshwari Jagtap

CA/99/25363

Place: Loni Kd Date:

Seal

Society Reg. No. Bom.94, Ah. Nagar Dt. 13.3.1964 B.P.T. Reg. No.F.52, Ah. Nagar Dt. 11.8.1964

(Pravaranagar) Loni Kd., Tal- Rahata, Dist- A'Nagar, (M.S.) Pin - 413736. Ph.:+91-2422-273527/273700/273698
- Fax: 02422-273704 -Web : www.pravara.in



PRAVARA RURAL EDUCATION SOCIETY

(Estd.1964)

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Letter of Appointment

Date: 05/03/2019

To

Loni.

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect

Subject: Appointment as Architectural Consultant for Planning & design of Secondary School at Pravara Madyamic Vidyalay, Cholakewadi.

Dear Madam;

We are pleased to offer your firm consultancy for architectural Consultancy for Statutory Approval of Project:

Service: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and I

Fees: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and I

Other terms and conditions are as per current Council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement. Should you accept this offer, kindly endorse the duplicate copy and return the same to our office.

Yours faithfully,


Joint Secretary

Pravara Rural Education Society,
Tal. Rahata, Dist. Ahmednagar (M.S.)

Accepted

Signature of Architect

Ar. Rajeshwari Jagtap

CA/99/25363

Place: Loni Kd Date:

Seal

Society Reg. No. Bom.94, Ah. Nagar Dt. 13.3.1964 B.P.T. Reg. No.F.52, Ah. Nagar Dt. 11.8.1964

(Pravaranagar) Loni Kd., Tal- Rahata, Dist- A'Nagar, (M.S.) Pin - 413736. Ph.:+91-2422-273527/273700/273698
- Fax: 02422-273704 -Web: www.pravara.in



PRAVARA RURAL EDUCATION SOCIETY
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दि. 07 / 03 / 2019

जा. न. पीआरईएस/सिखिल/18-19/

प्रती,

विषय - प्रवरा पब्लिक स्कूल, प्रवरानगर येथील गेस्टहाउसचे इंटेरीयर कामाबाबत.


महोदय,

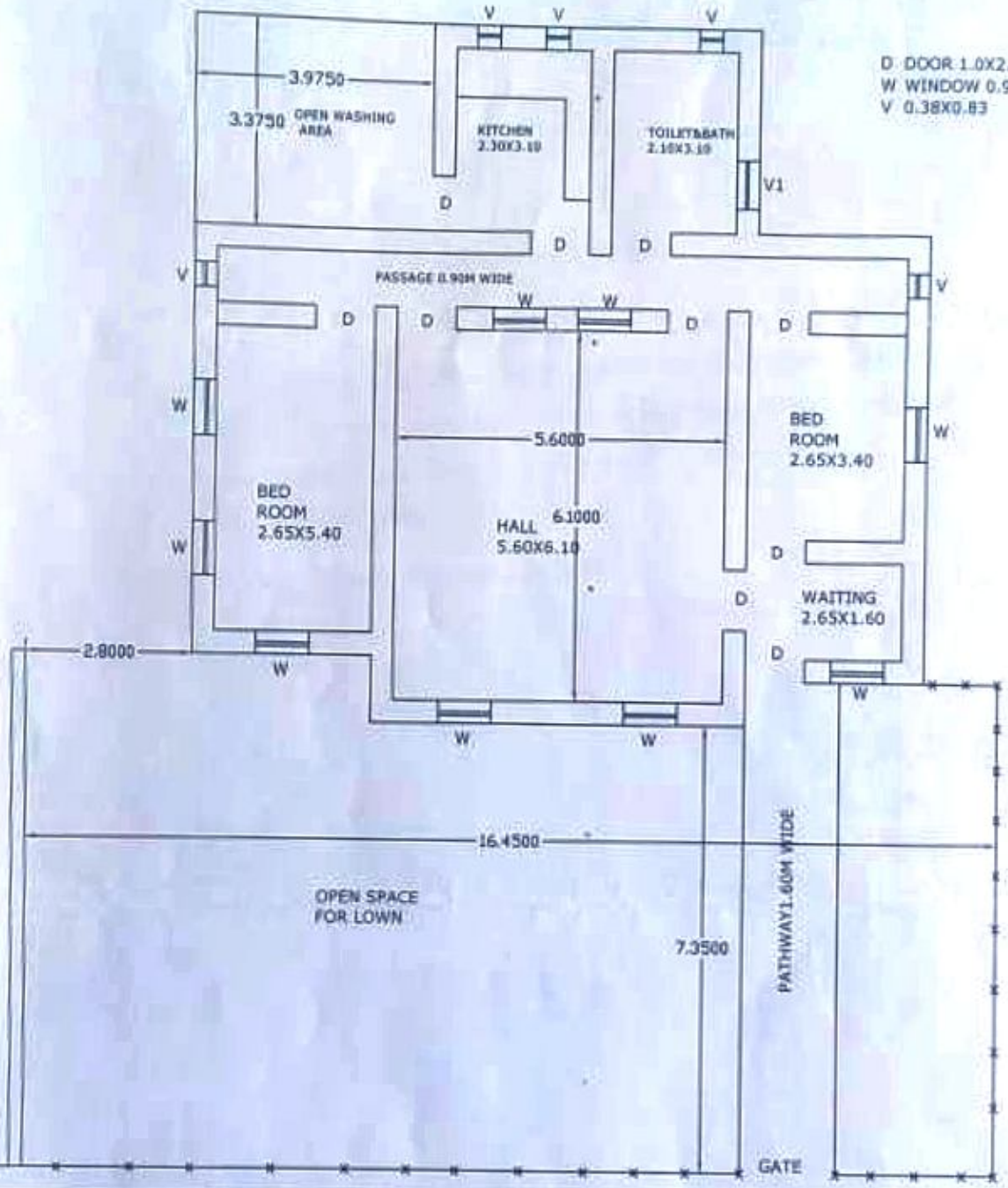
मा. मुख्य कार्यकारी अधिकारी सुचनेनुसार प्रवरा पब्लिक स्कूल, प्रवरानगर येथे गेस्ट हाउसचे इंटेरीयरचे काम करावयाचे आहे. सदरचे गेस्ट हाउसमध्ये मा. श्री. थोरात साहेब यांचे निवासाची व्यवस्था करावयाची आहे. त्यासाठी सदरचे गेस्ट हाउसमध्ये मध्ये इंटेरीयर, सिखिल, प्लंबिंग व इलेक्ट्रिकल काम करणे गरजेचे आहे. त्याकरिता आपण दोन पर्याय असलेले प्लॅन संस्थेच्या मध्यवर्ती कार्यालयाकडे सादर करावेत.

तरी आपण सदरचे गेस्टहाउसची पहाणी करून प्लॅनिंग करावे ही विनंती

कळावे,

सोबत :- गेस्ट हाउस नकाशा


मुख्य स्थापत्य अभियंता



D DOOR 1.0X2.40
W WINDOW 0.90X1.60
V 0.38X0.83

ROAD 3.0M WIDE

EXISTING GUEST HOUSE PLAN PRAVARA PUBLIC SCHOOL, PRAVARANAGAR



PRAVARA RURAL EDUCATION SOCIETY

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Letter of Appointment

Ref. no. PRES/Civil/19-20/ 76

Date: 03/04/2019

To

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect
Subject: Appointment as Architectural Consultant for Checking the Estimate for Furniture & Renovation for various Institute PRES.

Dear Madam;

We are pleased to offer your firm consultancy for architectural Consultancy for Statutory Approval of
Project: Checking the Estimate as below :-

S. No.	Name of Work	Estimate Cost
01	Renovation work of Lab at College of Agri Business Management, Loni	8,24,118=00
02	Renovation work of Food Court Building in ITI Campus, Loni	24,47,573=00
03	Renovation work of Shivaji Hostel Toilet Block at Pravara Rural Engineering College, Loni.	18,00,000=00

Service: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Fees: As mentioned in Memorandum of Understanding between Pravara Rural Education Society , Loni and

Other terms and conditions are as per current Council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement. Should you accept this offer, kindly endorse the duplicate copy and return the same to our office.

Yours faithfully,


Authorized Signatory
(Signature)
Pravara Rural Education Society,
Pravaranagar, A/P Loni Kd
Tal. Rahata, Dist. Ahmednagar (M.S.)

Accepted
Signature of Architect
Ar. Rajeshwari Jagtap
CA/99/25363
Place: Loni Kd Date: Seal

Society Reg. No. Bom 94, Ah. Nagar Dt. 13.3.1964 B.P.T. Reg. No.F.52, Ah. Nagar Dt. 11.8.1964

(Pravaranagar) Loni Kd., Tal- Rahata, Dist- A'Nagar, (M.S.) Pin - 413738, Ph. +91-2422-273527/273700/273698
- Fax: 02422-273704 -Web : www.pravara.in



LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)

PRAVARA
RURAL EDUCATION
SOCIETY

PRAVARAPRAGAR

Ref.No. : PRES/P&A/2019-20/

Date : 09.05.2019

Letter of Appointment

To

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect

● **Subject: Appointment as Architectural consultant for Statutory approval of Existing Institutional Building, () in Gat No. 637&667(P), Loni Kd, Tal: Rahata, Ahmednagar.**

Dear Madam,


We are pleased to offer your firm consultancy for Statutory Approval of
Project: Development of Various Lab at B. Pharmacy College, Loni. Tal: Rahata, Ahmednagar.

Service: Statutory Approval

Fees: As Mentioned In Appendix- 2 Attached Herewith.

Other terms and conditions are as per current council of Architecture norms as applicable. This letter together with terms and conditions constitutes the ahreement. Should you accept this offer, kindly endorse the duplicate copy & return the same to our office.

Yours Fatihfully


Authority Signature

Accepted

Signature of Architect
Ar. Rajeshwari Japtap
CA/99/25363

Date:

Seal

Place:

Societies Reg. No. : 94 / Ahmednagar Dt. 13.3.1964, B.P.T. Reg. No. F 53 Ahmednagar Dt. 11.8.14

Address: Pravara Nagar, A/P Loni Kd., Tal. Rahata, Dist. Ahmednagar (M.S.) PIN - 433713

Ph No. : +91-2422-273527 / 273700 / 273695 | Email ID : ceo.pres@pravara.in | Website: www.pravara.in



LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)

PRAVARA
RURAL EDUCATION
SOCIETY
PRAVARANAGAR

Ref.No. : PRES/P&A/2019-20/

Date : 09.05.2019

Letter of Appointment

To

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect

- **Subject: Appointment as Architectural consultant for Statutory approval of Existing Institutional Building(.....) in Gat No. 637&667(P), Loni Kd, Tal: Rahata, Ahmednagar.**

Dear Madam,

We are pleased to offer your firm consultancy for Statutory Approval of
Project: Construction of Mess building for Pravara Public School, Pravar Nagar, Tal: Rahata, Ahmednagar.

Service: Statutory Approval

Fees: As Mentioned In Appendix- 2 Attached Herewith.

Other terms and conditions are as per current council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement.

Should you accept this offer, kindly endorse the duplicate copy & return the same to our office.

Yours Faithfully


Authority Secretary
Pravara Rural Education Society.

Accepted

Signature of Architect
Ar. Rajeshwari Jagtap
CA/99/25363
Place:

Date :

Seal

Societies Reg. No.: Bom / 34 / Ahmednagar Dt. 13.3.1964, B.P.T. Reg. No. F. 52 Ahmednagar Dt. 11.8.1964

Address : Pravar Nagar, Vp, Loni Kd., Tal. Rahata, Dist. Ahmednagar (M.S.) PIN : 413213
Ph No. : +91-2422-273527 / 273700 / 273888 | E-mail ID : ceo.pres@pravara.in | Website: www.pravara.in



LOKNETE DR. BALASAHEB VIKHE PATIL
(PADMA BHUSHAN AWARDEE)

PRAVARA
RURAL EDUCATION
SOCIETY
PRAVARANAGAR

Ref.No. : PRES/P&A/2019-20/

Date : 10.03.2019

Letter of Appointment

To

Kind Attention: Ar. Rajeshwari Jagtap, Principal Architect

Subject: Appointment as Architectural consultant for Statutory approval of Existing Institutional Building, [Redacted] ii) in Gat No. 637&667(P), Loni Kd, Tal: Rahata, Ahmednagar.

Dear Madam,

We are pleased to offer your firm consultancy for Statutory Approval of **Project: Development of Chemistry Lab at Padmashri Dr. V. Vikhe Patil Sainik School, Loni. Tal: Rahata, Ahmednagar.**

Service: Statutory Approval

Fees: As Mentioned In Appendix- 2 Attached Herewith.

Other terms and conditions are as per current council of Architecture norms as applicable. This letter together with terms and conditions constitutes the agreement.

Should you accept this offer, kindly endorse the duplicate copy & return the same to our office.

Yours Faithfully

Joint Secretary

Pravara Rural Education Society,

Authority Signature Kd

Tal: Rahata, Dist: Ahmednagar (M.S.)

Accepted

Signature of Architect

Ar. Rajeshwari Jagtap

CA/99/25363

Place:

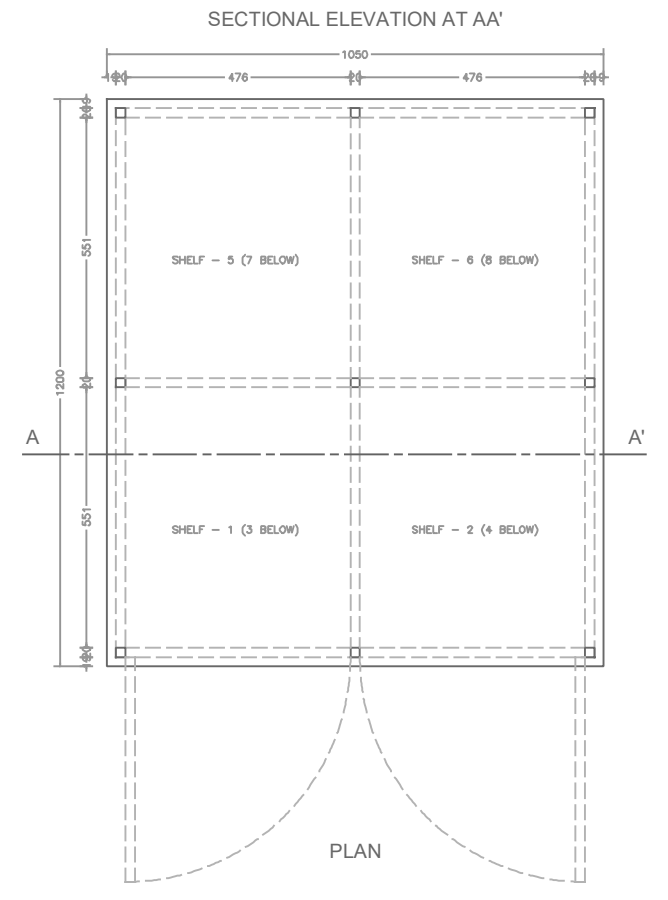
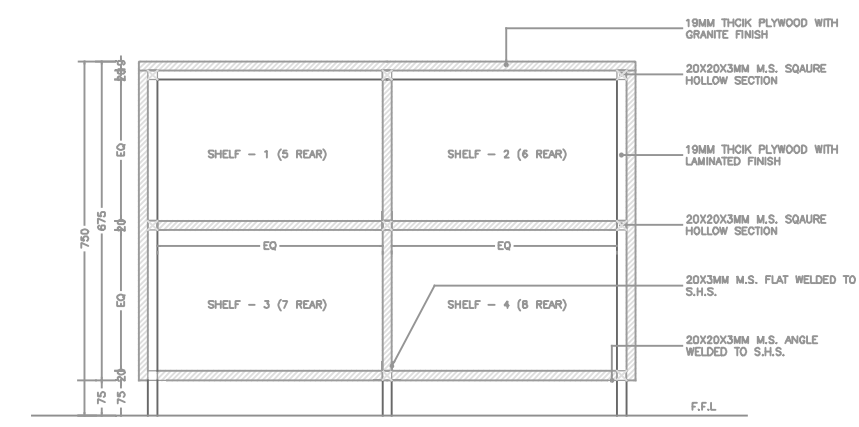
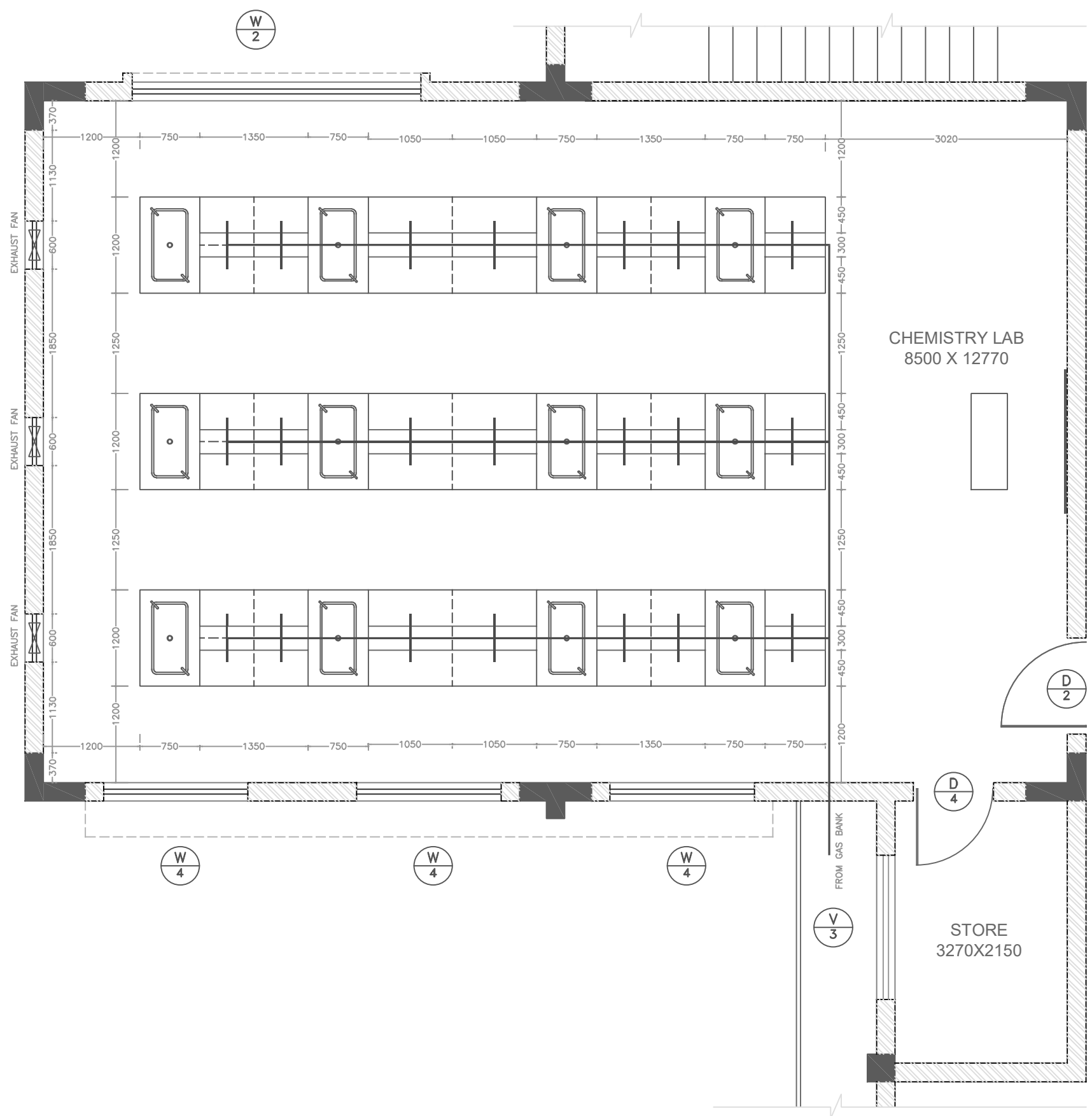
Date :

Seal

Societies Reg. No.: Bom / 94 / Ahmednagar Dt. 13.3.1964; B.P.T. Reg. No. F. 52 Ahmednagar Dt. 11.8.1964

Address : Pravaranagar, A/p. Loni Kd., Tal. Rahata, Dist. Ahmednagar (M.S.) PIN : 413713

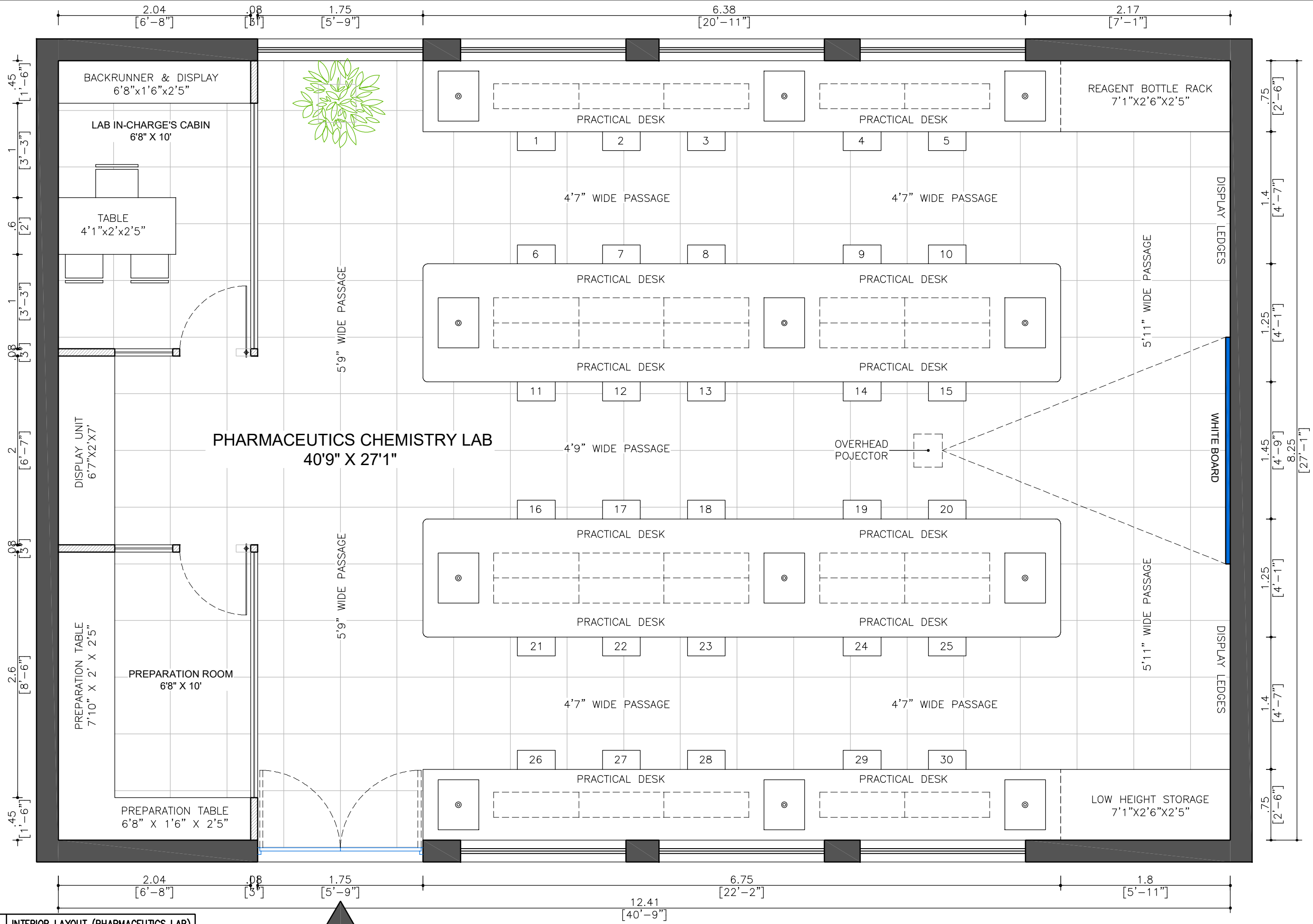
Ph No. : +91-2422-273527 / 273700 / 273698 | E-mail ID : ceo.pres@pravara.in | Website: www.pravara.in



N INTERIOR LAYOUT (CHEMISTRY LAB)
SCALE 1:60

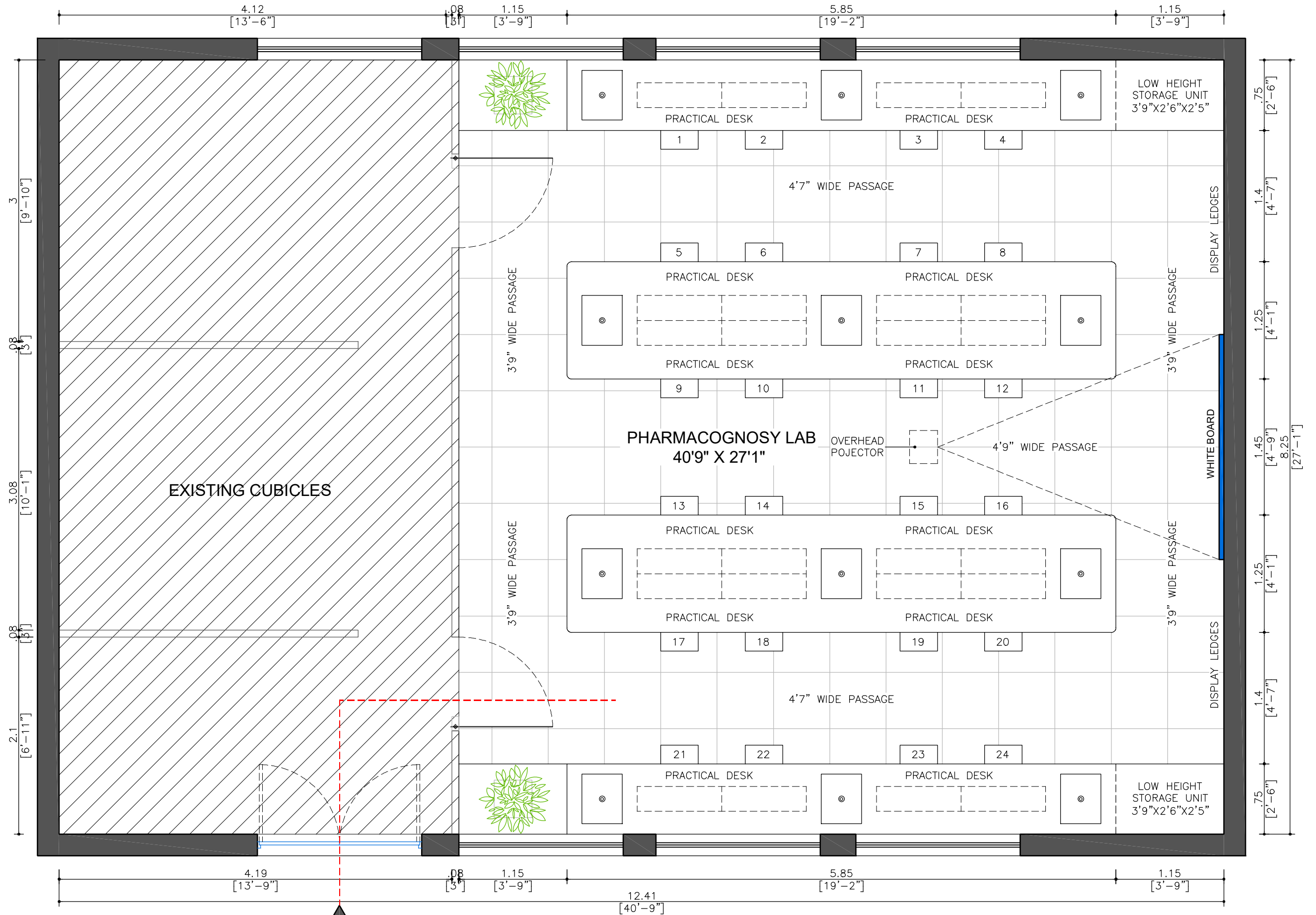
DETAILS OF SHELF
SCALE 1:15

PROJECT TITLE / LOCATION :	OWNER DETAILS :	APPROVED BY :	PROJ. TYPE	RESIDENTIAL	SCALE :	1:60	SHEET CONTENTS	DRAWING NUMBER
PROPOSED: INTERIOR RENOVATION OF CHEMISTRY LABS	PADMAHREE DR. VITHALRAO VIKHE PATIL SAINIK SCHOOK, LONI. KD. TAL: RAHATA, DIST: A.NAGAR (M.S.)	ARCHITECT	PROJ. NO.: 1802	1802	DRAWN BY :	VAISHNAVI G.	INTERIOR LAYOUT	CD1001
			PROJ. CODE.:	1802_SS-GG	CHECKED BY :	PRAVNI	-	CONCEPT DRAWING



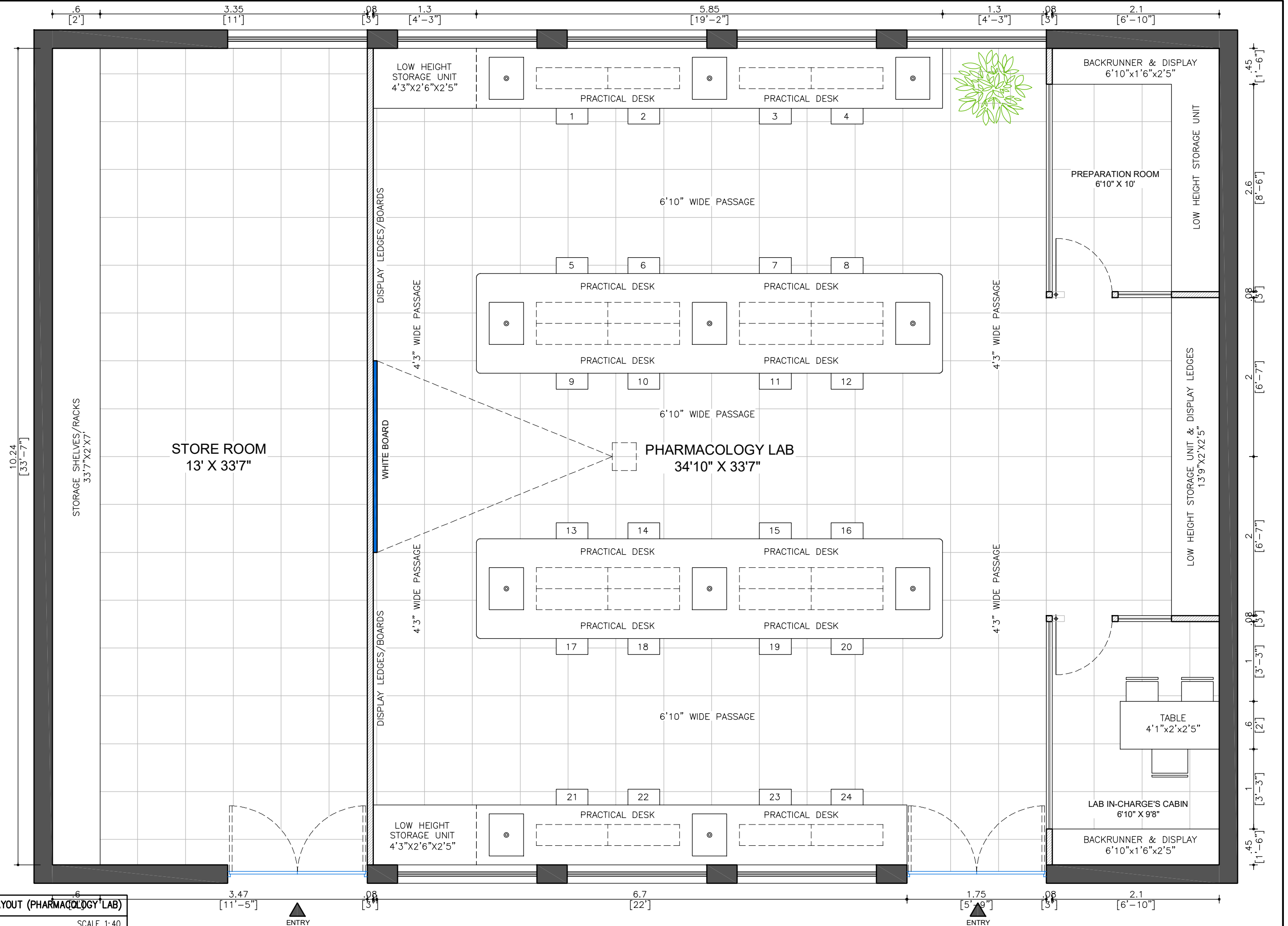
INTERIOR LAYOUT (PHARMACEUTICS LAB)
SCALE 1:40


PROJECT TITLE / LOCATION : PROPOSED: INTERIOR RENOVATION OF PHARMACY LABS	OWNER DETAILS : P.R.C.O.P. (DIPLOMA), PRAVARANAGAR LONI BK., TAL: RAHATA, DIST: AHMEDNAGAR (M.S.) 413736	APPROVED BY: _____ ARCHITECT	PROJ.TYPE PROJ.NO.: PROJ CODE:	INSTITUTIONAL 1801 1801_PP-CH	SCALE : 1:40 DRAWN BY : CHECKED BY :	1:40 VARUN PRAWN	SHEET CONTENTS INTERIOR FURNITURE LAYOUT_R1 PHARMACEUTICS	DRAWING NUMBER CD1001 CONCEPT DRAWING
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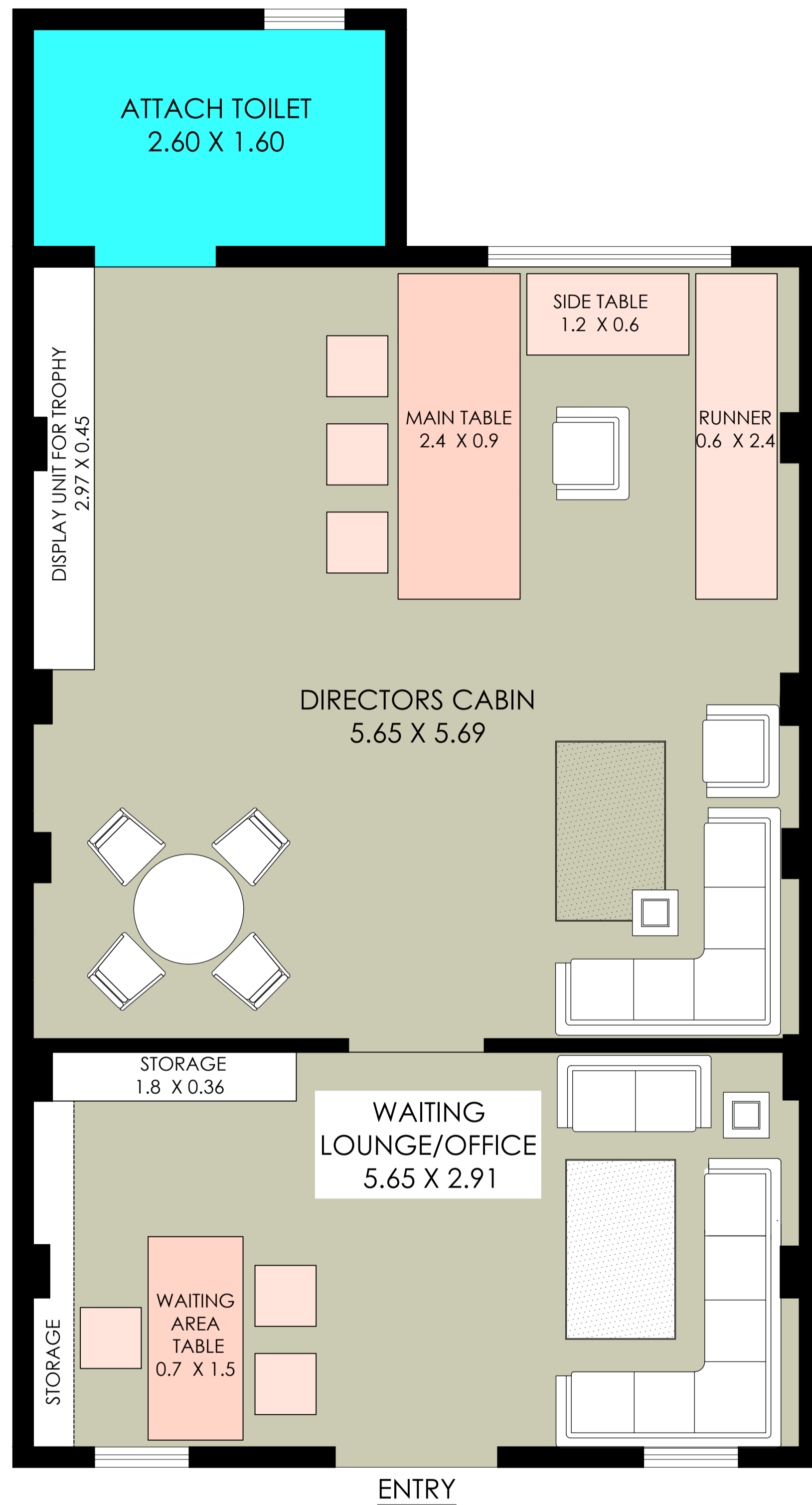
INTERIOR LAYOUT (PHARMACOGNOSY LAB)
 SCALE 1:40

PROJECT TITLE / LOCATION :	OWNER DETAILS :	APPROVED BY:	PROJ.TYPE	INSTITUTIONAL	SCALE :	1:40	SHEET CONTENTS	DRAWING NUMBER
PROPOSED: INTERIOR RENOVATION OF PHARMACY LABS	P.R.C.O.P. (DIPLOMA), PRAVARANAGAR LONI BK., TAL: RAHATA, DIST: AHMEDNAGAR (M.S.) 413736	_____ ARCHITECT	PROJ.NO.: PROJ CODE.:	1801 1801_PP-CH	DRAWN BY :	AKSHAYA	INTERIOR FURNITURE LAYOUT PHARMACOGNOSY LAB_R1	CD1001 CONCEPT DRAWING
					CHECKED BY :	PRAVIN		




INTERIOR LAYOUT (PHARMACOLOGY LAB)
 SCALE 1:40

PROJECT TITLE / LOCATION :	OWNER DETAILS :	APPROVED BY:	PROJ.TYPE	INSTITUTIONAL	SCALE :	1:40	SHEET CONTENTS	DRAWING NUMBER
PROPOSED: INTERIOR RENOVATION OF PHARMACY LABS	P.R.C.O.P. (DIPLoma), PRAVARANAGAR LONI BK., TAL: RAHATA, DIST: AHMEDNAGAR (M.S.) 413736	_____ ARCHITECT	PROJ.NO.: 1801	1801_PP-CH	DRAWN BY :	HRUTHIKA	INTERIOR FURNITURE LAYOUT PHARMACOLOGY LAB_R1	CD1001 CONCEPT DRAWING
			PROJ CODE:	1801_PP-CH	CHECKED BY :	PRAVIN		



SR. NO.	DESCRIPTION	DIMENSIONS			ESTIMATED COST(RS.)
		L	W	H	
	MAIN TABLE	2.4	0.9	0.8	125000
	SIDE TABLE	1.2	0.6	0.8	
	RUNNER	2.4	0.6	0.8	
	WAITING AREA TABLE	1.5	0.7	0.76	30000
	DISPLAY UNIT	2.97	0.45	2.1	
	SOFA				30000
	DIRECTORS CHAIR				30000
	TOTAL				215000

PROJECT TITLE: PROPOSED INTERIOR LAYOUT OF DIRECTORS OFFICE AT PRAVARA INSTITUTE OF AGRICULTURE SCIENCES , AT- LONI, TAL.- RAHATA, DIST.- AHMEDNAGAR.

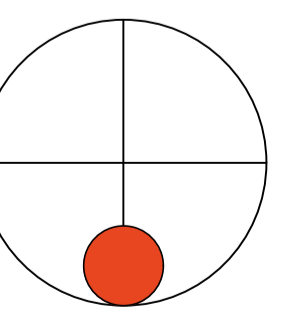
DRAWING TITLE: INTERIOR LAYOUT

PRINCIPAL - AR. TEJASHREE THANGAOKAR

DESIGN CELL:
AR. SURAJ UBALE

SCALE:

DATE:
13.05.2022



NORTH



TREE LEGEND		
Tree Species	Symb.	Numbers
Magnifera Indica at 8 m o/c		21
Cesalpinea pulchurima- Red at 2.5 m o/c		30
Tecoma Gaudichaudi at 2.5 m o/c		25



Magnifera Indica



Tecoma Gaudichaudi



Cesalpinea pulchurima

PROJECT TITLE: PROPOSED TREE PLANTATION LAYOUT FOR JANSEVA KARYALAY CAMPUS, AT- LONI, TAL.- RAHATA, DIST.- AHMEDNAGAR.

DRAWING TITLE: PLANTING PLAN

PRINCIPAL - AR. TEJASHREE THANGAOKAR

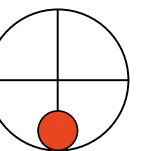
DESIGN CELL:
AR. RAHUL DESHMUKH

SCALE:

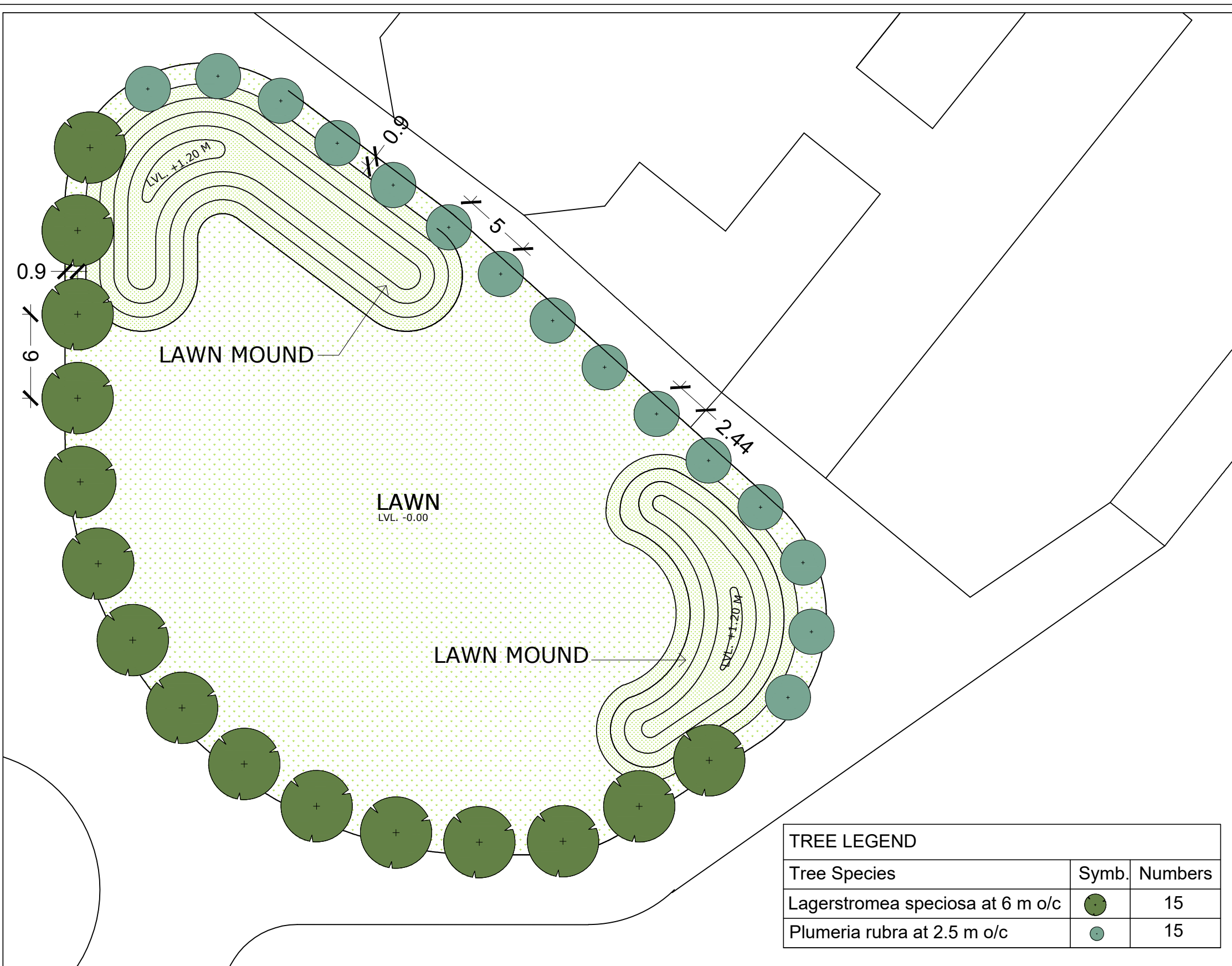
1:500

DATE:

13.06.2022



NORTH



TREE LEGEND		
Tree Species	Symb.	Numbers
Lagerstromea speciosa at 6 m o/c		15
Plumeria rubra at 2.5 m o/c		15



Plumeria rubra



Lagerstromea speciosa

PROJECT TITLE: PROPOSED TREE PLANTATION LAYOUT FOR ENGINEERING COLLEGE CAMPUS, AT- LONI, TAL.- RAHATA, DIST.- AHMEDNAGAR.

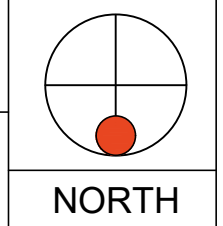
DRAWING TITLE: PLANTING PLAN

PRINCIPAL - AR. TEJASHREE THANGAOKAR

DESIGN CELL:
AR. RAHUL DESHMUKH
AR. PRADIP DESHMUKH

SCALE:
1:500

DATE:
13.06.2022



Appointment letter Format

Ref:

Date:

To:

Pravara Consultancy Cell,
Pravara Rural College of Architecture, Loni

Dear Sir,
We have great pleasure in appointing your firm as our architects for Comprehensive Architectural services/ Urban Design/ Landscape Architecture/ Interior Architecture as detailed below :

Project_____

Services_____

Fees_____

This letter of appointment together with Conditions of Engagement and Scale of Charges of Council of Architecture, as appended herewith, shall govern the agreement. This letter is being sent in duplicate. One copy may please be signed in token of your acceptance and returned to us.

Thanking You,

Yours faithfully,

ACCEPTED

Sign and seal of Principal Architect

Name of Architect_____

COA Registration No._____

Date_____

Place_____



Your order#1049 on <https://nasaindia.co> is successful.

1 message

<orders@ccavenue.com>
To: jamdade.pravin@gmail.com

Mon 7 Jan, 2019 at 4:39 PM

null

Dear **Pravin Baban Jamdade**,

Thank you for your order from <https://nasaindia.co>

For your convenience, we have included a copy of your order below. The charge will appear on your credit card / Account Statement as '**www.ccavenue.com**'

Order#	CCAvenue Reference #	Order Date
1049	108500443244	07/01/2019 16:39:57

Billing Details

Customer: Pravin Baban Jamdade | jamdade.pravin@gmail.com | 8796596111
Address: Shrushti At Ayoshyanagar, Post Tisgaon Tal Rahata Dist Ahmednagar 413712 ,Maharashtra, ahmednagar 413712. Iceland
Customer IP: 117.240.212.232
Pay Mode: Debit Card - MasterCard Debit Card
Bank Ref #: 983015
Instructions: NASA India Publication Cell Fee 2017-18

Order Amount:	INR	5580.00
Net Payable:	INR	5580.00

Shipping Details

Contact Person: Pravin Baban Jamdade | 8796596111
Address: Shrushti At Ayoshyanagar, Post Tisgaon Tal Rahata Dist Ahmednagar 413712, Maharashtra, ahmednagar 413712. Iceland

CUSTOMER CARE
<http://www.nasaindia.co>
Email : treasurer@nasaindia.co
Contact Info : 0000-9643992376





Your order#1048 on <https://nasaindia.co> is successful.

1 message

<orders@ccavenue.com>
To: jamdade.pravin@gmail.com

Mon 7 Jan, 2019 at 4:34 PM

null

Dear **Pravin Baban Jamdade**,

Thank you for your order from <https://nasaindia.co>

For your convenience, we have included a copy of your order below. The charge will appear on your credit card / Account Statement as '**www.ccavenue.com**'

Order#	CCAvenue Reference #	Order Date
1048	108500436975	07/01/2019 16:34:21

Billing Details

Customer: Pravin Baban Jamdade | jamdade.pravin@gmail.com | 8796596111
Address: Shrushti, At Ayodhyanagar, Post Tisgaon, Tal Rahata, Dist Ahmednagar ,Maharashtra ,Ahmednagar 413712. India
Customer IP: 117.240.212.232
Pay Mode: Debit Card - MasterCard Debit Card
Bank Ref #: 974013
Instructions: NASA India Subscription, FEE NASA INDIA PUBLICATION CELL FEE, FINE

Order Amount:	INR	22320.00
Net Payable:	INR	22320.00

Shipping Details

Contact Person: Pravin Baban Jamdade | 8796596111
Address: Shrushti, At Ayodhyanagar, Post Tisgaon, Tal Rahata, Dist Ahmednagar, Maharashtra, Ahmednagar 413712. India

CUSTOMER CARE
<http://www.nasaindia.co>
Email : treasurer@nasaindia.co
Contact Info : 0000-9643992376





Your order#1050 on <https://nasaindia.co> is successful.

1 message

<orders@ccavenue.com>
To: jamdade.pravin@gmail.com

Mon 7 Jan, 2019 at 4:53 PM

null

Dear **Pravin Baban Jamdade**,

Thank you for your order from <https://nasaindia.co>

For your convenience, we have included a copy of your order below. The charge will appear on your credit card / Account Statement as '**www.ccavenue.com**'

Order#	CCAvenue Reference #	Order Date
1050	108500449549	07/01/2019 16:51:11

Billing Details

Customer: Pravin Baban Jamdade | jamdade.pravin@gmail.com | 8796596111
Address: Shrushti at Ayodhyanagar Post tiswaon Tal Rahata Dist Ahmednagar 413712 ,Maharashtra ,Ahmednagar 413712. India
Customer IP: 117.240.212.232
Pay Mode: Debit Card - MasterCard Debit Card
Bank Ref #: 009157
Instructions: NASA India Subscription FEE, NASA INDIA PUBLICATION CELL FEE, FINE

Order Amount:	INR	20880.00
Net Payable:	INR	20880.00

Shipping Details

Contact Person: Pravin Baban Jamdade | 8796596111
Address: Shrushti at Ayodhyanagar Post tiswaon Tal Rahata Dist Ahmednagar 413712, Maharashtra, Ahmednagar 413712. India

CUSTOMER CARE
<http://www.nasaindia.co>
Email : treasurer@nasaindia.co
Contact Info : 0000-9643992376





Your order#1051 on <https://nasaindia.co> is successful.

1 message

<orders@ccavenue.com>
To: jamdade.pravin@gmail.com

Mon 7 Jan, 2019 at 4:54 PM

null

Dear **Pravin Baban Jamdade**,

Thank you for your order from <https://nasaindia.co>

For your convenience, we have included a copy of your order below. The charge will appear on your credit card / Account Statement as '**www.ccavenue.com**'

Order#	CCAvenue Reference #	Order Date
1051	108500451641	07/01/2019 16:54:22

Billing Details

Customer: Pravin Baban Jamdade | jamdade.pravin@gmail.com | 8796596111
Address: Shrushti at Ayodhyanagar, Post Tisgaon Tal Rahata, Dist Ahmednagar, 413712, Maharashtra, Ahmednagar 413712. India
Customer IP: 117.240.212.232
Pay Mode: Debit Card - MasterCard Debit Card
Bank Ref #: 022264
Instructions: NASA INDIA SUBSCRIPTION FEE, NASA INDIA PUBLICATION CELL, FINE

Order Amount:	INR	5220.00
Net Payable:	INR	5220.00

Shipping Details

Contact Person: Pravin Baban Jamdade | 8796596111
Address: Shrushti at Ayodhyanagar, Post Tisgaon Tal Rahata, Dist Ahmednagar, 413712, Maharashtra, Ahmednagar 413712. India

CUSTOMER CARE
<http://www.nasaindia.co>
Email : treasurer@nasaindia.co
Contact Info : 0000-9643992376





Form X - Payment Successful

Inbox



noreply@nasaindia.co 3/26/2021

to me ▾



Dear Unit Secretary,

Greetings from NASA India

We have received 5250.00 as subscription fee from 175 student for the 2020-2021 on 26-Mar-2021. Please find attached the receipt for the same.

COLLEGE CODE	Z316
COLLEGE NAME	Pravara Rural College Of Architecture.
SESSIONS	63rd Year - 2020-2021
NO. OF STUDENTS	175
MEMBERSHIP STATUS	Observer
DATE OF PAYMENT	26-Mar-2021
ACCOUNT TYPE	NASA
AMOUNT	5250.00
FINE	0.00
TOTAL AMOUNT	5250.00
PAYMENT STATUS	Paid via ONLINE

This is an automatically generated email, please do not reply. For further Queries write to the council members.

Regards
63rd Year Council | NASA India



**NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE,
INDIA**

S.P.A. Delhi Architecture Block, 6-Block B, IP Estate, New Delhi, Delhi 110002
Registered under Societies Act 1860, AN ISO 9001:2015 certified
organization

Form X

COLLEGE CODE	Z316
COLLEGE NAME	Pravara Rural College Of Architecture.
SESSIONS	64th Year - 2021-2022
NO. OF STUDENTS	146
MEMBERSHIP STATUS	Observer
DATE OF PAYMENT	25-Jan-2022
ACCOUNT TYPE	NASA
AMOUNT	21900.00
FINE	0.00
TOTAL AMOUNT	21900.00
PAYMENT STATUS	Paid via ONLINE

**This is an automatically generated receipt hence signature is not required.

NASA membership payment



ORIGINAL

College Code: Z316 Session: 64th Annual NASA Convention 2021-22
College Name: Pravara Rural College of Architecture

Delegation Fee

Unit Designee: 1
Delegation Amount: INR 3,000.00
Total Amount: INR 3,000.00
Slot: Round 02



National Treasurer
National Association of
NASA Students of Architecture

National Association of Students of Architecture, India

HQ: Department of Architecture, School of Planning and Architecture, 6 Block B, I. P. Estate, New Delhi - 110002
Website - www.nasaindia.co

NASA delegation fee



**NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE,
INDIA**

S.P.A. Delhi Architecture Block, 6-Block B, IP Estate, New Delhi, Delhi 110002
Registered under Societies Act 1860, AN ISO 9001:2015 certified
organization

Delegates Payment

COLLEGE CODE	Z316
COLLEGE NAME	Pravara Rural College Of Architecture.
SESSIONS	2021-2022
USEC NAME	Dimpal Omprakash patel
SLOT NAME	64th ANC - Round 1 (Delegates)
NO. OF STUDENTS	2
DATE OF PAYMENT	17-May-2022
ACCOUNT TYPE	NASA
TOTAL AMOUNT	12000.00
PAYMENT STATUS	Paid via ONLINE

**This is an automatically generated receipt hence signature is not required.

OUTLAY OF ANNUAL NASA CONVENTION							
SR. NO.	REGISTRATION OF MEMBERS			PAYMENT MODE		FEEES	TOTAL
1	X UNIT SECRETARY			CASH		6000	6000
2	UNIT SECRETARY			CASH		3000	3000
						TOTAL AMOUNT	9000
TRAVELLING OUTLAY							
SR. NO.	MEMBERS			PAYMENT MODE	ARIVAL DESTINATION	TICKET COST	TOTAL
1	X UNIT SECRETARY			CASH	BELGAVI TO BENGALUR	615	1509
					KSR TO PUNE	894	894
2	UNIT SECRETARY			CASH	KSR TO NGP	1709	1709
					NGP TO KSR	1848	1848
						TOTAL AMOUNT	5960
TOTAL OUTLAY							
1. REGISTRATION OUTLAY						9000	
2. TRAVELLING OUTLAY						5960	
			TOTAL AMOUNT			14960	

Outlay of NASA convention



**NATIONAL ASSOCIATION OF STUDENTS OF ARCHITECTURE,
INDIA**

S.P.A. Delhi Architecture Block, 6-Block B, IP Estate, New Delhi, Delhi 110002
Registered under Societies Act 1860, AN ISO 9001:2015 certified
organization

Form X

COLLEGE CODE	Z316
COLLEGE NAME	Pravara Rural College Of Architecture.
SESSIONS	65th Year - 2022-2023
NO. OF STUDENTS	109
MEMBERSHIP STATUS	Observer
DATE OF PAYMENT	18-Dec-2022
ACCOUNT TYPE	NASA
AMOUNT	16350.00
FINE	0.00
TOTAL AMOUNT	16350.00
PAYMENT STATUS	Paid via ONLINE

**This is an automatically generated receipt hence signature is not required.

OUTLAY OF ZONAL CONVENTIONAL MEETING (ZCM)						
SR.NO.	REGISTRATIONS OF MEMBERS	FEEES	PAMENT MODE		TOTAL	
1	UNIT SECRETARY	900	ONLINE		900	
2	UNIT DESIGNEE	900	ONLINE		900	
			TOTAL AMOUNT		1800	
TRAVELLING OUTLAY						
I.BUS						
SR.NO.	ROUTE	TICKET COST	PAMENT MODE		MEMBERS	TOTAL
1	LONI TO SANGMNER	40	CASH		2	80
2	SANGMNER TO PUNE	210	CASH		2	420
3	SANGMNER TO LONI	40	CASH		2	80
4	PUNE TO SANGMNER	210	CASH		2	420
5	SHRIRAMPUR TO LONI	45	CASH		2	90
			TOTAL AMOUNT		1090	
II.AUTO RIKSHAW						
SR.NO.	ROUTE	COST	PAYMENT MODE		TOTAL	
1	PUNE STATION TO ZCM	300	CASH		300	
2	ZCM TO PUNE STATIO	300	CASH		300	
			TOTAL AMOUNT		600	
TOTAL OUTLAY						
1.REGISTRATION OUTLAY					1800	
2.TRAVELLING OUTLAY					1090	
					600	
					3490	

65 IGBM NASA Meeting Expenses

NO	DATE		PAYMENT MODE			Fare
1	25-03-2023	Registration Fees	ONLINE		(UD, USEC)	2300
2	29-03-2023	Loni to Belapur Railwaystaion	CASH	BY (Bus)	(UD, USEC)	60
3	29-03-2023	Belapur to Phagwara(JN)	CASH	BY (Train)	(UD, USEC)	5410
4	29-03-2023	Dinner in train (Day 1)	CASH	in Train	(UD, USEC)	140
5	45015	Breckfast in train (Day 2)	CASH	in Train	(UD, USEC)	120
6	30-03-2023	Lunch in train (Day 2)	CASH	in Train	(UD, USEC)	240
7	30-03-2023	Dinner in train (Day 2)	CASH	in Train	(UD, USEC)	240
8	31-03-2023	Phagwara to LPU Campus	CASH	BY (Local Auto)	(UD, USEC)	140
9	31-03-2023	Breckfast at (Day 0)	ONLINE	in Campus	(UD, USEC)	100
10	31-03-2023	Lunch at (Day 0)	ONLINE	in Campus	(UD, USEC)	180
11	31-03-2023	Dinner at (Day 0)	CASH	in Campus	(UD, USEC)	150
12	03-04-2023	LPU Campus to Phagwara (JN)	ONLINE	BY (Cab)	(UD, USEC)	240
13	03-04-2023	Phagwara (Jn) to Belapur	CASH	BY (Train)	(UD, USEC)	5200
14	03-04-2023	Breckfast in train (Day 1)	ONLINE	in Train	(UD, USEC)	120
15	03-04-2023	Lunch and Dinner in Train (Day 1)	CASH	in Train	(UD, USEC)	480
16	04-04-2023	Breckfast at (Day 2)	ONLINE	in Train	(UD, USEC)	80
17	04-04-2023	Belapur to Loni (Bus)	CASH	BY (Bus)	(USEC)	30
		TOTAL				15230

NOTE:-

The train ticket considered for calculation was Rs 5000/- but actual fare paid was Rs 5410/- while going and RS 5200/- While returning. The extra amount of RS 610/- was spend on travel ticket.

OUTLAY OF FIRST GENERAL BODY MEETING					
SR.NO.	REGISTRATION OF MEMBERS	FEES	PAYMENT MODE	TOTAL	
1	UNIT SECRETARY	800	CASH	800	
2	UNIT DESIGNEE	800	CASH	800	
		TOTAL AMOUNT		1600	

TRAVELLING					
I.BUS					
SR.NO.	ROUT	TICKET COST	PAYMENT MODE	MEMBERS	TOTAL
1	LONI TO SANGMNER	40	CASH	2	80
2	SANGMNER TO PUNE	210	CASH	2	420
3	PUNE TO SANGMNER	210	CASH	2	420
4	SANGMNER TO LONI	60	CASH	2	120
				TOTAL AMOUNT	1040

II.AUTO RIKSHAW					
SR.NO.	ROUT	TICKET COST	PAYMENT MODE	MEMBERS	TOTAL
1	PUNE BUS STAND TO RAILWAY STATION	75	CASH	2	150
2	JAIPUR STATION TO HOTEL	75	CASH	2	150
3	JAIPUR STATION TO HOTEL	75	CASH	2	150
4	PUNE RAILWAY STATION TO BUS STAND	75	CASH	2	150
				TOTAL AMOUNT	600

III.TRAIN					
SR.NO.	ROUT	TICKET COST	PAYMENT MODE	MEMBERS	TOTAL
1	PUNE TO JAIPUR	1586	CASH	2	3172
2	JAIPUR TO PUNE	1586	CASH	2	3172
				TOTAL AMOUNT	6344

FOOD					
I.TRAIN					
PUNE TO JAIPUR					
DAY 1	COST	PAYMENT MODE	MEMBERS	TOTAL	
LUNCH	100	CASH	2	200	
DINNER	100	CASH	2	200	
DAY2					
LUNCH	100	CASH	2	200	
DINNER	100	CASH	2	200	
				TOTAL AMOUNT	800

JAIPUR TO PUNE					
DAY1	COST	PAYMENT MODE	MEMBERS	TOTAL	
DINNER	100	CASH	2	200	
DAY2					
LUNCH	100	CASH	2	200	
				TOTAL AMOUNT	400

II.FGBM				
SR.NO.	FOOD	COST	MEMBERS	TOTAL
1	DAY 0 DINNER	150	2	300
2	DAY 1 LUNCH + DINNER	300	2	600
3	DAY 2 LUNCH + DINNER	300	2	600
4	DAY 3 LUNCH + DINNER	300	2	600
5	DAY 4 LUNCH	150	2	300
			TOTAL AMOUNT	2400

TOTAL OUTLAY		
1.REGISTRATION OUTLAY		1600
2.TRAVELLING OUTLAY	I.BUS	1040
	II.AOTO RIKSHAW	600
	III.TRAIN	6344
3.FOOD OUTLAY	I.TRAIN	1200
	II. FGBM	2400
	TOTAL AMOUNT	13184