



जा.क्र.: SES/ /20 -20

दि. 25/05/2022

प्रति,

प्राचार्य / प्राचार्या / संचालिका,

वरिष्ठ व व्यावसायिक महाविद्यालये,

शिरपुर एज्युकेशन सोसायटी, शिरपुर व आर.सी.पटेल एज्युकेशनल ट्रस्ट, शिरपुर

याद्वारे आपणांस कळविण्यात येते की, कर्मचाऱ्यांसाठी थंब बाबतीत नियमावली दिनांक 1 जुन 2022 पासून खालीलप्रमाणे लागू राहिल.

1. प्राध्यापक / शिक्षक व शिक्षकेत्तर कर्मचाऱ्यांना रजा खालीलप्रमाणे देय असतील.

कर्मचारी	CL	EL	ML	DL
प्राचार्य	12	30	10	Other University/Exam./State Govt (15 DL) Home University/State/Central Govt. (Unlimited DL)
प्राध्यापक	12	--	10	
प्राध्यापकेत्तर कर्मचारी वृंद	8	14	--	

2. आपल्या अधिनस्त सर्व प्राध्यापक व प्राध्यापकेत्तर कर्मचाऱ्यांचा जुन 2017 पासून मे 2022 पर्यंतचा उपभोगलेल्या / शिल्लक अर्जित रजा (EL) व वैद्यकिय रजा (ML) रजेचा तपशिलाचे अद्ययावत एक स्वतंत्र रजिस्टर बनवून कॉलेज दफ्तरी ठेवणे. व शिल्लक अर्जित रजा (EL) व वैद्यकिय रजा (ML) चा तपशिल दिनांक 31 मे 2022 पर्यंत संस्थेत सादर करणे.
3. जर कर्मचाऱ्याचा महिन्यातून एका वेळेस 10 मिनीट पर्यंत तसेच दोन वेळा 5 मिनीट पर्यंत उशिरा झालेला थंब प्राचार्य यांच्या लेखी संमतीने ग्राह्य धरण्यात येईल.
4. कर्मचाऱ्याकडून महिन्यातून एकदा MISS Punch झाल्यास अशावेळेस संबंधित विभागप्रमुख / रजिस्ट्रार व प्राचार्य यांच्या लेखी पत्रान्वये ग्राह्य धरली जाईल. अन्यथा एक CL अथवा CL शिल्लक नसल्यास LWP लावण्यात येईल.
5. महाविद्यालयीन वेळेआधी Out Punch केल्यास ग्राह्य धरले जाणार नाही. त्याकरिता एक CL अथवा CL शिल्लक नसल्यास LWP लावण्यात येईल.
6. प्राचार्य यांनी कर्मचाऱ्यांना सुट्टीच्या दिवशी पूर्णवेळ ड्युटीसाठी बोलविल्यास कर्मचाऱ्यास त्याच महिन्यात मागेल त्या दिवशी 1 भरपाई सुट्टी (1 CCL) देय राहिल. पुढील महिन्यात देय राहणार नाही.
7. अर्जित रजा (EL) / वैद्यकिय रजा ML हया केवळ कर्मचाऱ्यांना उपभोगण्यासाठीच असतील त्या Thumb Queries मध्ये कुठल्याही सबबीवर ग्राह्य धरण्यात येणार नाहीत.
8. कर्मचाऱ्यांनी ऑनलाईन टाकलेल्या रजा संबंधित विभागप्रमुख / प्राचार्य यांनी त्याच महिन्या अखेर पर्यंत Approved करणे बंधनकारक राहिल. अन्यथा नियमानुसार CL अथवा CL शिल्लक नसल्यास LWP लावण्यात येईल.
9. प्राचार्यांची महाविद्यालयात उपस्थिती किमान 20 दिवस (कर्तव्य रजा वगळता) अनिवार्य राहिल.

उपाध्यक्ष

शिरपुर एज्युकेशन सोसायटी

दि. शिरपुर एज्युकेशन सोसायटी
शिरपुर जि. धुळे ४२५ ४०५

मध्यवर्ती कार्यालय: आर. सी. पटेल मेन बिल्डींग, शिरपुर टेलीफोन एक्सचेंज ऑफीसजवळ, शिरपुर, जि. धुळे

Tel: (02563) 251005, 255238, 258213 Email: ses.centraloffice@gmail.com

MINUTES OF MEETING OF THE PRINCIPAL'S BY CHAIRMAN & C.E.O.

A meeting of all college principals held on 3rd March 2011 at 4.30 pm. In the conference Hall of RCP Pharmacy College convened by Maj. N. S. Sheikdar C.E.O. Following members were present.

- 1) H'ble R. C. Bhandari – Chairman – SES & RCPET, Shirpur
- 2) Maj. N. S. Sheikdar – C.E.O. SES & RCPET, Shirpur
- 3) Dr. J. B. Patil – Principal – RCPIT College, Shirpur
- 4) Dr. D. R. Patil – Principal – RCP Senior College, Shirpur
- 5) Dr. S. J. Surana – Principal – RCP Pharmacy College, Shirpur
- 6) Dr. D. A. Suryawanshi – Principal – RCP B.Ed. College, Shirpur
- 7) Dr. S. P. Patil – Principal – HRP Mahila College, Shirpur
- 8) Mrs. Vaishali Patil – Director – RCP IMRD College, Shirpur
- 9) Dr. S. J. Gattani – Principal – HRP Pharmacy College, Shirpur
- 10) Mr. J. L. Chaudhari – Officiating Prin. – RCP D.Ed. College, Shirpur

Mr. R. C. Bhandari, Chairman SES and RCPET, Shirpur presided over the meeting and following decisions were taken:-

1. **Dress Code :-**

- a) 2 sets of uniforms will be prepared in June every year. Cost of one set will be borne by institution and the other set by the individual staff member. The institution will initiate the process in April/May so that Uniforms will be ready by June.
- b) For Ladies Saree will be compulsory for married staff and Panjabi dress will be optional for single ladies. Mrs. Vaishali Patil Director IMRD College will be I/C for Ladies Dress code.
- c) For Principals Tie will be worn on the normal daily dress and suit will be worn for the Functions, Seminars, etc.
- d) Leather shoes will be compulsory for Teaching Staff. Sport shoes will not be permitted.
- e) Physical Directors are permitted to use track suit with sports shoes only for ground work and staff uniform during the college hours.
- f) Registrar and Librarian will have uniform as per teaching staff.
- g) Centralized Uniform for Non-Teaching Staff of all colleges will be prepared for which a committee of following members will decide and prepare the **Uniform :-**
 - 1) Mr. Prashant Mahajan – Regi., RCPIT College
 - 2) Mr. Ganesh Sonar – OS, Senior College
 - 3) Mr. Jagdish Chaudhari – OS, Mahila College
 - 4) Mr. Jitesh Jadhav – Regi., RCP Pharmacy College
 - 5) Mrs. Vaishali Gorle – Regi., IMRD College
- h) Off Day for Uniform –

Students	- Wednesday
Teaching Staff	- Thursday
Non-Teaching / Peons / Attendants	- No off day.

2. **Staff Attendance :-**

- a) All Colleges must send Daily Leave Report on the same day or till 11 am. next day. Signed by Principal / Vice Principal only.
- b) Biometric Statement will be generated by Mr. Nitin Patil of Society Office. No changes in the original statement will be accepted.
- c) Separate Punchig Machines will be installed in each college to obtain accurate attendance report.

3. **Leave Policy for Staff :-** (Applicable after completion of one year)

Type of Leave	Teaching	Non-Teaching	Remarks
CL	12	12	-
ML	10 p.a	10 p.a.	Accumulated up to 240 days.
EL	Nil.	30 p.a.	Accumulated up to 300 days.

Maternity Leave for ladies -3 months (up to 2 children)

Compensatory Casual Leave – if a staff performs official duty on order of the Principal on off days / holidays he will be authorized CCL for 50% days of the actual days of work. A separate account of the same will be maintained by the college. While sanctioning leave the college will maintain the record of leave Availed and leave balance every time.

4. **Use of Language Lab:-**

Colleges provided with language lab must make maximum use of lab for students. Periods must be allotted in the weekly Time Table. A staff member will be made I/C of the lab who will maintain the day-to-day record of use of Lab.

Workshops for staff and students will be organized for beginners and for those who can speak English.

A plan to start the activities from June 11 will be given **within 15 days**

5. **Updating Qualifications by staff:-**

Staff members must take interest in updating their qualifications. Publishing Research papers, books & articles will be encouraged and record will be maintained.

Registration fees for Ph.D.: - Rs.40,000/-P.A (Faculty)
- Rs.60, 000/- (for Full Time scholar)

R.D. of Rs.4000/- per month for faculty.

An undertaking – To serve minimum 3 yrs. after completion of Ph.D.

6. **Record of Aluminis:-**

Colleges to maintain the record of past students and organize meeting of past students after every 2 yrs.

7. **Websites:-**

A website of the society is to be prepared. Colleges to update their websites.

8. **Hostel Meetings:-**

Monthly Hostel Meeting will be organized between 1st to 5th of every month Rectors will coordinate with Principals to decide the date & time of meeting. Meeting of Ladies Hostel and Boys Hostel will be conducted on the same day one followed by another.

9. Fees Recovery :-

All the Heads will ensure the recovery of the pending fees before the exams.

10. dead stock checking :-

All the colleges will keep the dead stock ready for final checking till 15thAug.2011. and submit their reports to Society Office.

11. Students Parking :-

Barrigates will be prepared to stop the entry of unwanted vehicles inside the premises, Parking of students vehicles will be located near the gate.



C.E.O.

SES & RCPET, Shirpur



Chairman

The Shirpur Education Society