

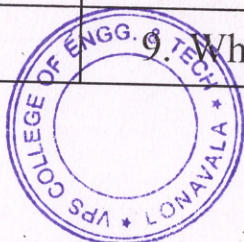


COLLEGE OF ENGINEERING & TECHNOLOGY  
NAAC Accredited

Date:- 11/06/2023

**6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**  
The institute has variety of additional facility for teaching as well as non-teaching Staff as follows:

S.R No.	Name of Policy
1	Casual Leave
2	Compensatory Off
3	Sick Leave
4	Concession/Advance Payment
5	Half Day with Paid Leave
6	Biometric for staff
7	Miscellaneous
	1. Cab For Staff
	2. Hostel
	3. Canteen
	4. Appreciate to staff /Annual picnic
	5. Annual Festival/Staff Birthday celebration
	6. Xerox Center
	7. Library
	8. Vending and disposal machines
	9. Wheelchair and Bed



**Principal**  
**PRINCIPAL**

VPS College of Engineering & Technology

Approved by AICTE Delhi

Recognized by DTE (6815)

Affiliated to SPPU Pune (CEGP02002)

**Address:** Gat No. 685, Mauje,  
Waksai, Maval, Lonavala, Pune  
410405, Maharashtra, India

**Tel:** 8830513028 | 9762853831

**Email:** principal@vpset.in | admin@vpset.in

**URL:** www.vpset.in



### **Leaves Policy VPSCET, Lonavala AY 2022-23**

All teaching and non-teaching staff are hereby informed that the leave policy is following below for the Year 2023.

#### **1) Casual Leave**

- 1) The faculty who have completed one year of his/her service is entitled to 10 days of casual leave during the Academic year.
- 2) Only one CL will be approved each month.
- 3) The application for casual leave shall ordinarily be sent before the date of casual leave is applied for.
- 4) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
- 5) CL must be pre-sanctioned. After availing CL then the leave form will not be accepted.
- 6) If anyone is availing CL leaves on Saturday then reporting should be done on Monday otherwise three days LWP will be considered.
- 7) Half-day casual leave may also be granted for the absence of half or less than half a working day.

#### **2) Compensatory Off**

- 1) The faculty members if called upon to work on Sundays or holidays shall avail compensatory off for the duties performed during the same.
- 2) The Compensatory off shall be as far as possible availed during the same Month/Term/ Semester.
- 3) No Compensatory off will be carried forward. For availing the
- 4) Compensatory Off working hours must be completed.

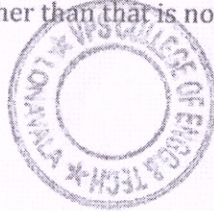
#### **3) Sick Leave**

- 1) The approved faculty and the faculty who have completed one year of his/her service shall be entitled to 12 days of leave on medical grounds during the calendar year.
- 2) When anyone is availing Medical Leaves then, they have to submit the MBBS / MD Doctor Medical Certificate. Other than that is not allowed.

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Waksai, Maval, Lonavala, Pune  
410405, Maharashtra, India

**Tel:** 8830513028 | 9762853831  
**Email:** [principalevpset.in](mailto:principalevpset.in) | [adminvpset.in](mailto:adminvpset.in)  
**URL:** [www.vpscet.in](http://www.vpscet.in)

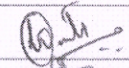

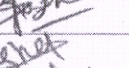
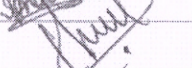
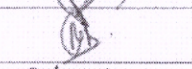
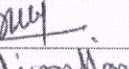
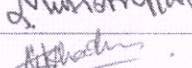
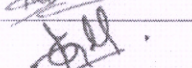
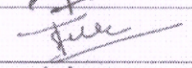
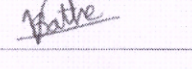
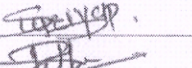
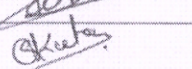
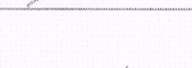
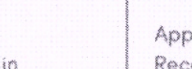
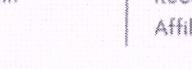
Approved by AICTE Delhi  
Recognized by DTE (6815)  
Affiliated to SPPU Pune (CEGP020020)





#### 4) Miscellaneous

- 1) The teaching staff shall work five days a week and not less than 8 hours per working day.
- 2) No leave shall be granted to an employee once he/she gives notice of resignation.
- 3) If anyone is availing CL, ML, OD, or COFF then that member has to put an email to the admin department &, if possible, have to inform the principal office by message.
- 4) If anyone is availing of any type of leave then that person has to adjust the workload/ Academic Load by message or on paper & have to submit the same while doing the leave formalities. Duly signed by HOD/Admin/ Principal.
- 5) Holidays & Sundays may be prefixed or suffixed, however, Sundays and Holidays falling within the leave period will be counted as leave.
- 6) Absence in excess of the sanctioned leave shall be treated as leave without pay.

Sr.no	Staff Name	Signature
1	Dr.Harish Harsurkar	
2	Prof. Pranesh Chawhan	
3	Prof. Soni Ragho	
4	Prof. Manisha Kachare	
5	Prof. Husain Shaikh	
6	Prof. Rashmi Bhumbare	
7	Prof. Priti Chorade	
8	Prof. Mubin Khan	
9	Prof. Shruti Sukhadhan	
10	Prof. Poonam Pophalkar	
11	Prof. Tanuja Hulawale	
12	Mr Vivek Sathe	
13	Mrs. Supriya Sathe	
14	Mrs. Pooja Sathe	
15	Mrs. Snehal Kute	




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**URL:** [www.vpscei.in](http://www.vpscei.in)

Approved by AICTE Delhi  
Recognized by DTE (6815)  
Affiliated to SPPU Pune (CEGP020020)



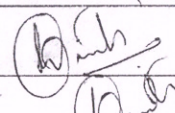

  
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VPS College of Engineering & Technology  
Lonavala



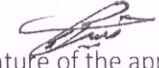
## LEAVE APPLICATION

1. Name of the Applicant : Prof: Mubin Khan
2. Post Held : Asistant Professor
3. Department : Allied Science
4. No. of days of leave required : 02, Days
5. Period of Leave : 02/2023 to 03/2023
6. Nature of Leave : CL/ML/OD/C-Off/LWP
7. Reason : Death of cousin uncle
8. Mobile : 9890781621

Alternate arrangement for duties.

Date	Class	Duties assigned by the Authority	Staff member with whom arrangement is made	Signature of the staff member with whom adjustment is done
02/23	FE	Principal/Dean/HOD/Registrar.	Dr. Harish.	
03/01/23	FE	Principal/Dean/HOD/Registrar	Dr. Harish	

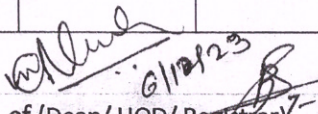
Date: 06/10/2023

  
Signature of the applicant

Balance Leave Account: For office use only

CL	ML	"C" off	LWP	Signature of the Office Clerk
5	10			Date: <u>06/10/2023</u>

Remark (if  
.....  
.....  
.....  
.....

  
Sign of (Dean/ HOD/ Registrar)

(Leave Recommended / Leave not recommended)



Principal


  
PRINCIPAL

VPS College of Engineering & Technology  
Lonavala



Sr. No.	Staff Name	CL	LWP	CO	ML	Leave balance		#####	#####	#####	#####
						CL	ML				
1	Prof. Husain Shaikh	0	0	0	0	11	10			WO	WO
2	Prof. Harish Harsurkar	0	0	0	0	9	10			WO	WO
3	Prof. Mamta Shinde	3	0	0	0	4.5	10			WO	WO
4	Prof. Soni Ragho	0	0	0	0	8	10			WO	WO
5	Prof. Shruti Kale	1	0	0	3	7	7			WO	WO
6	Prof. Satyam Kalyane	1	0	1	0	8	7			WO	WO
7	Prof. Supriya Boraste	0	0	1	0	10	9			WO	WO
8	Prof. Swati Sardar	0	0	0	0	10	10			WO	WO
9	Mr. Sanjiv Halbe	2	0	0	0	6.5	10			WO	WO
10	Mrs. Reshma Lad	0	1	0	10	0.5	0	ML	ML	WO	WO
11	Mr. Rohit Jagtap	1	0	0	0	10	10	OD		WO	WO
12	Mr. Parag Marathe	0	0	0	0	8	10			WO	WO
13	Mr. Kishor Deshmukh	1	0	0	0	13	10		CO	WO	WO
14	Mr. Kiran Rokade	1	0	0	0	10.5	10			WO	WO
15	Prof. Mobin Khan	1	0	0	0	7	10	N/A	N/A	WO	WO



  
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 Lonavala



# College of Engineering & Technology, Lonavala.

685, Mouje Waksai, Lonavala, Tal. Maval, Dist. Pune.

Tally VR NO.:

Date: 09/11/2023

## DEBIT VOUCHER

Debit A/C

Traveling allowance

Pay to Mr./Mrs./Ms.

Pragya Nandke

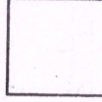
Particulars	Rs.	Amount	Ps.
On account of Lunch -	116/-		
RO office to nears Nigdi	308/-		
Boharan chauri (Dundh) to RO office	94/-		
Cheque No. ....			
Rs. in words Five hundred eighteen			
Total	518/-		

Accountant

Principal

President / Secretary

Receiver's Signature



**PRINCIPAL**  
VPS College of Engineering & Technology  
Lonavala




Date : 09 / 01 / 2023

**Biometric system in VPS College for staff.**  
**Attendance System**



The attendance monitoring systems faced the following challenges:

1. Largely manual – register based systems
2. Electronic systems are implemented in silos, uneasy to monitor across various levels
3. Card-based systems are liable for misuse or proxies.
4. Several officials work across multiple locations, or move elsewhere for official duties to different locations.
5. Standalone systems cannot collate their presence in such cases and are registered absent during such instances.
6. Compilation and monitoring of attendance data in standalone systems is difficult.
7. facilities available for staff use.
8. Real time check available in systems.
9. Employees stay duration hours properly.
10. More wastage of Papers and environment unfriendly.



  
PRINCIPAL  
VPS College of Engineering & Technology  
Lonavala





User Name

Admin

Password

\*\*\*\*\*

Login

Exit

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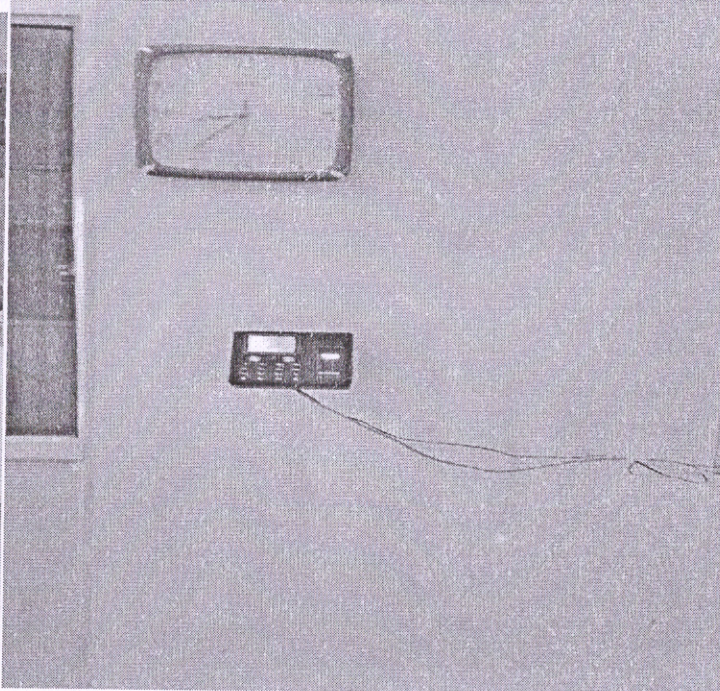
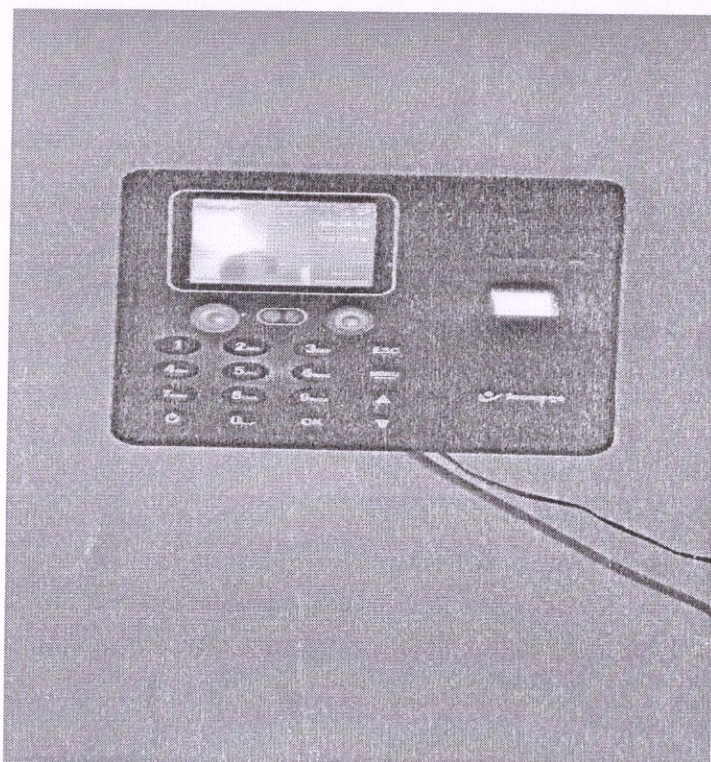
Type here to search

28°C Sunny  
ENG 14:22 AM  
IN 1/11/2023



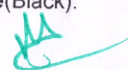
  
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Lonavala





Time Office **Fingerprint** and Card Based **Attendance System** with Excel Report from Device(Black).



  
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**Lonavala**

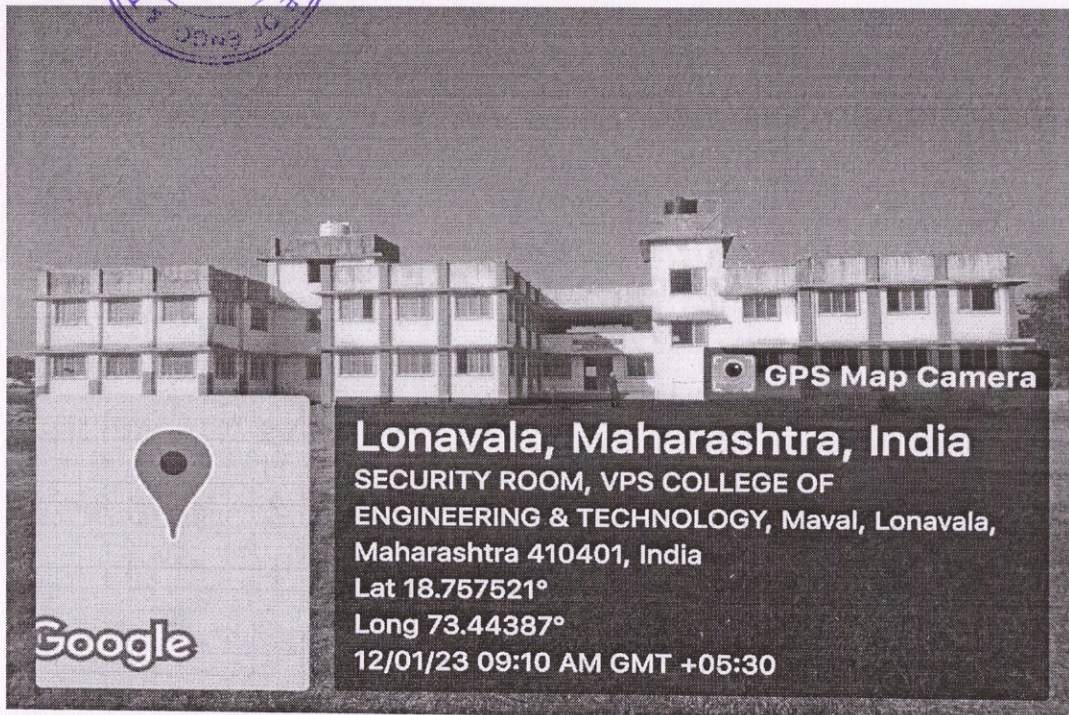


# Miscellaneous

## 1. Cab For Staff

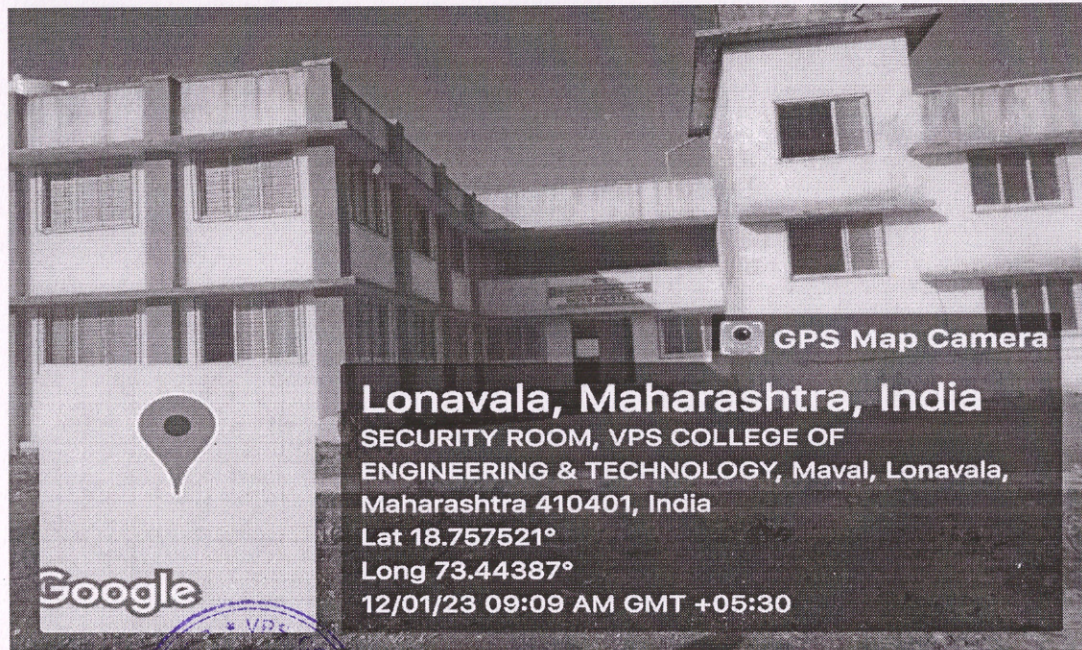


## 2. Hostel

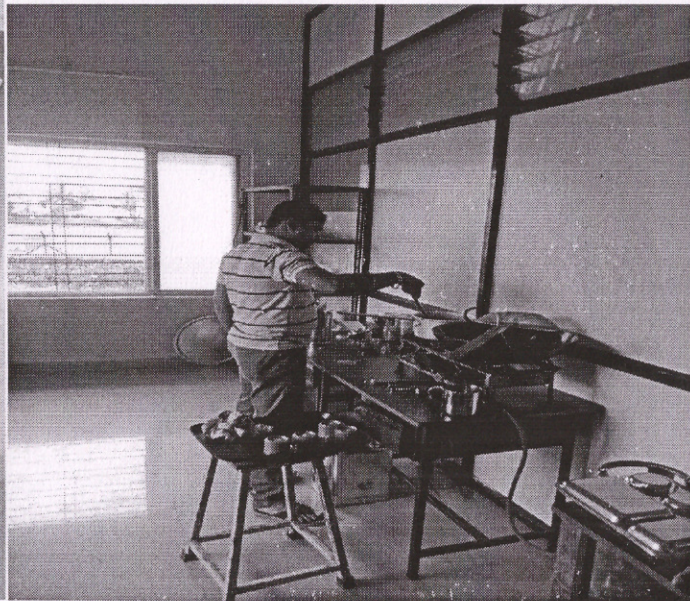
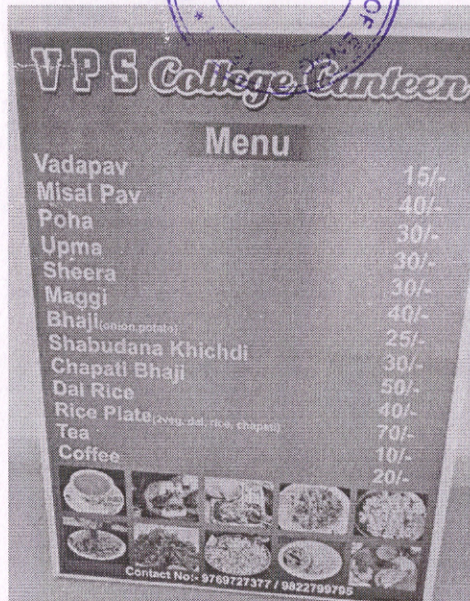




## 2. Hostel



## 3. Canteen





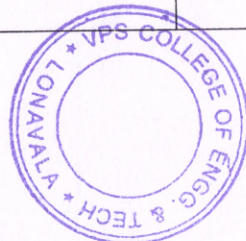
Date : 01 / 04 / 2023

## Employee Appreciate certificate list

**A.Y.2022-23**

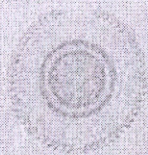
An appreciation certificate is a kind of award given to a person for his extraordinary performance in colleges. It is a good manner to appreciate a person for his hard work and dedication. The award encourages them to work harder and get good results.

Sr. No.	Name of Staff	Certificate	Page No.
1	Dr.Harish Harsurkar	Appreciations certificate of Rubicon	01
2	Mrs. Priti Chorade	Appreciations certificate of good work	02
3	Mr. Rohit Jagtap	Best Employee of the Month December	03
4	Mrs. Mamta Shinde	Best Employee of the Month January	04
5	Mr. Husain Shaikh	Best Employee of the Month February	05

  
PRINCIPAL  
VPS College of Engineering & Technology  
Lonavla



JANUARY 2023



rubicon

# Certificate of Appreciation

PRESENTED TO



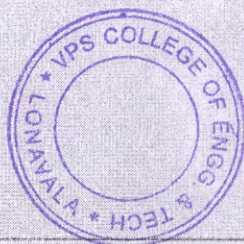
*Dr. Harish Harsurkar*

HOD and Training & Placement Officer - VPS College of Engineering & Technology,  
Lonavla, Maharashtra

*In acknowledgement of the outstanding professional skill, leadership, and ceaseless efforts exhibited, resulting in major contributions to the effectiveness and success of the LifeSkills Programme.*

*We extend our sincere gratitude to you for your kind support throughout the program, right from its conception to completion. It is commendable to see your commitment to students' training and welfare. We admire your passion for the cause and your contribution to the field. Students will always flourish under your guidance and support. Heartfelt thank you for being a part of this journey and wish you a bright future!*

*This certificate is a symbol of our appreciation for your dedication and determination towards the program.*



*Dhanya*

Dhanya Narayanan  
CHIEF OPERATING OFFICER

VPS College of Engineering & Technology  
Lonavla



# Certificate of Appreciation

*Prof. Preeti Chorade*

We VPSCET, Lonavala would like to express our sincere admiration for your outstanding efforts in the workplace. We appreciate everything that you have done for VPSCET since you joined us. The endless hours you have spent working here, and the professionalism you have shown has motivated the entire management team immensely.

We pride ourselves on your hard work and dedication to making every critical situation a great success. As always, we are counting on you to go the extra mile.

*Mr.*

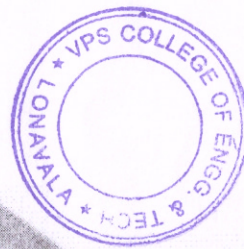
Dr. Manav A Thakur  
PRINCIPAL  
VPSCET Lonavala

*Dr. S. B. Gayali*

Dr. S. B. Gayali  
SECRETARY (AC)  
V. P. SABHA PUNE

*Dr. G. V. Shingare*

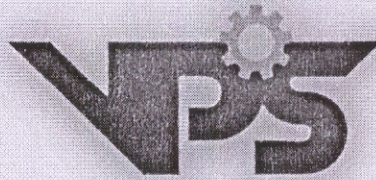
Dr. G. V. Shingare  
CHAIRMAN  
GOVERNING COUNCIL  
V. P. SABHA PUNE



*Principal*

VPS College of Engineering & Technology  
Lonavala





College of Engineering & Technology, Lonavala

# Certificate

## BEST EMPLOYEE OF THE MONTH



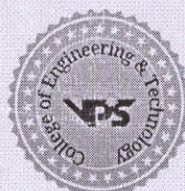
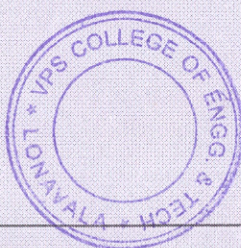
**This certificate is presented to**

*Mr. Rohit Ravindra Jagtap*

**By**

**VPS College of Engineering & Technology, Lonavala**

**In recognition and appreciation of  
the contribution you made towards the institute over a month.**

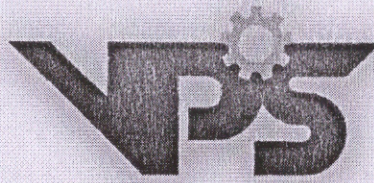


*Dr. Manav A Thakur*  
PRINCIPAL  
VPSCET Lonavala

PRINCIPAL

VPS College of Engineering & Technology  
Lonavala





College of Engineering & Technology, Lonavala

# Certificate

## BEST EMPLOYEE OF THE MONTH



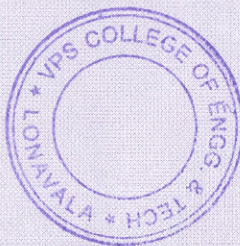
**This certificate is presented to**

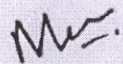
*Prof. Mamta Shinde*

By

**VPS College of Engineering & Technology, Lonavala**

**In recognition and appreciation of  
the contribution you made towards the institute over a month.**



  
**Dr. Manav A Thakur**  
PRINCIPAL  
VPSCET Lonavala

PRINCIPAL

VPS College of Engineering & Technology  
Lonavala





College of Engineering & Technology, Lonavala

# Certificate

## BEST EMPLOYEE OF THE MONTH



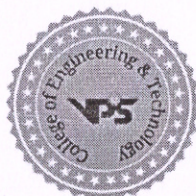
**This certificate is presented to**

*Prof. Husain Shaikh*

By

**VPS College of Engineering & Technology, Lonavala**

**In recognition and appreciation of  
the contribution you made towards the institute over a month.**



**Dr. Manav A Thakur**  
PRINCIPAL  
VPSCET Lonavala

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VPS College of Engineering & Technology  
Lonavala



# VPS College of Engineering and Technology Lonvala

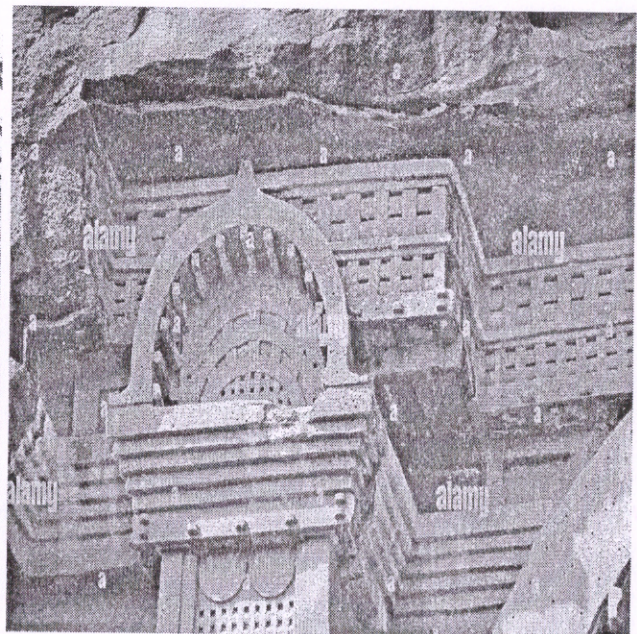
## College Picnic for staff

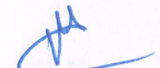
The annual picnic at Lonavala Multi-Faculty College was held last Sunday on 15 of may 2022 with great enthusiasm and merriment. This year the venue was the Baja Cave and **Karla Caves**.

There were great enjoyment and pleasure in the launch such as singing. We spent about five hours there. It gave us a new vision and a new thought. Then we returned to the launch, took lunch and started the, return journey.

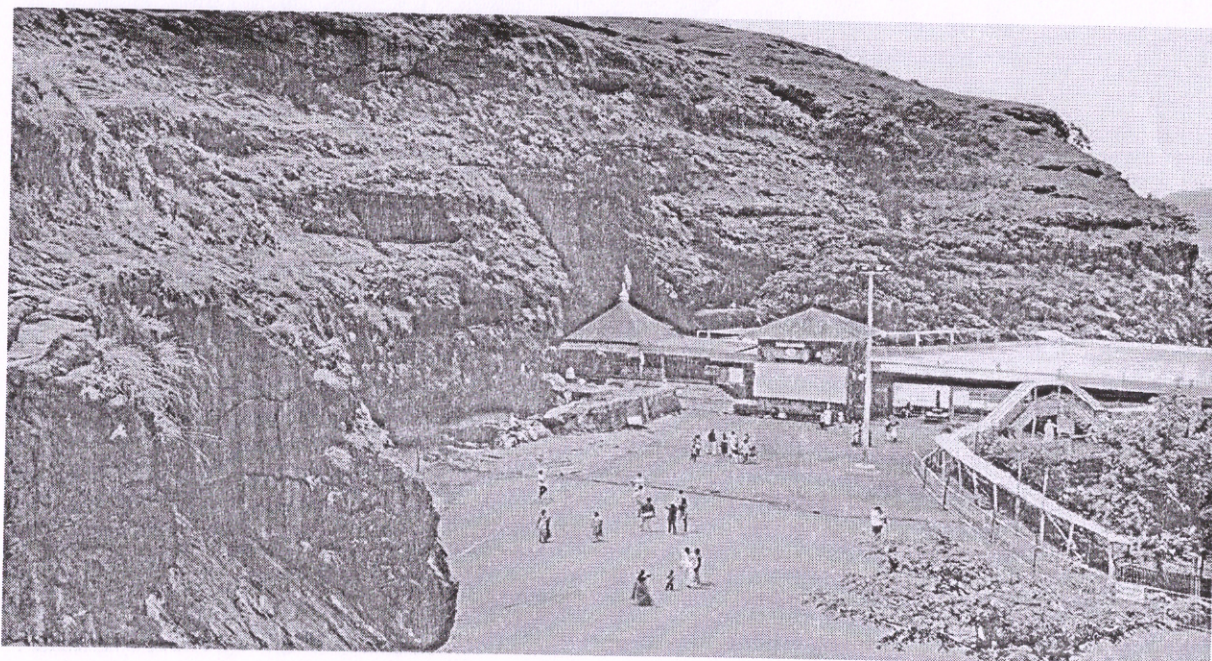
At last, the picnic came to an end at about 4.00 p.m. through a lot of joy and pleasure and we reached to the college compound at 5.30 p.m.

A college picnic is an event for staff workplace gathers to eat food and enjoy fun games and activities. These events are often hosted outdoors during the summer.

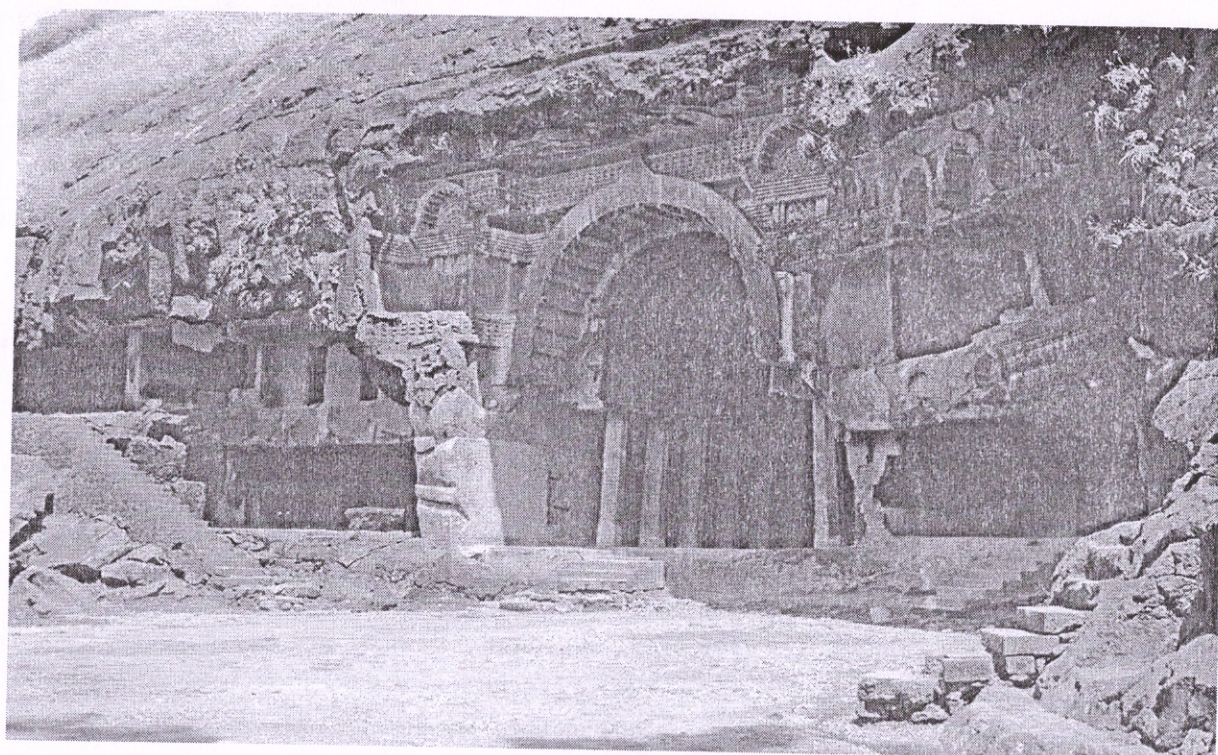


  
PRINCIPAL  
VPS College of Engineering & Technology  
Lonavala





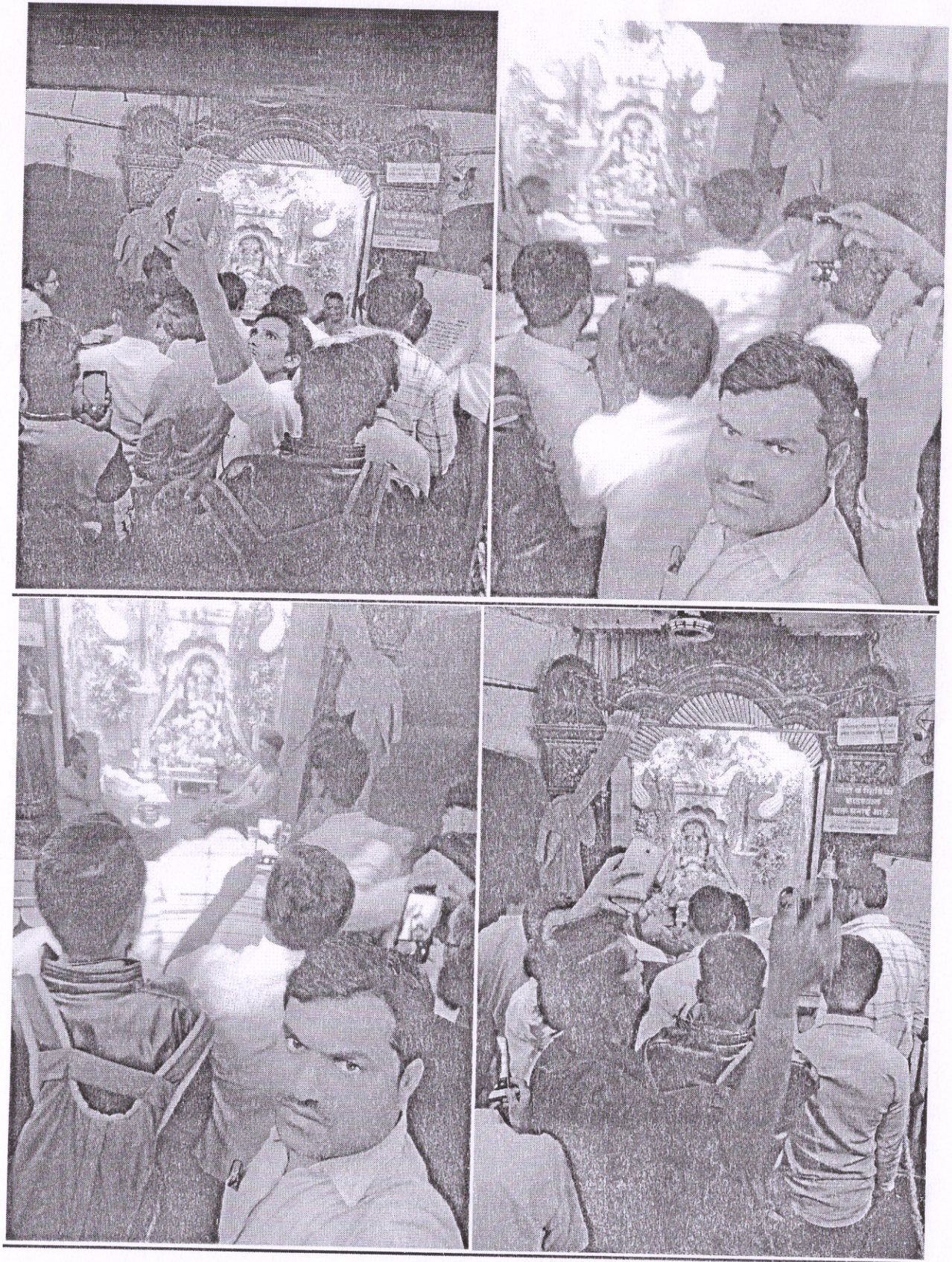
**1. BAJA CAVE LONAWALA Picnic on dated 15/05/ 2022**



**2. Karla Caves LONAWALA Staff Picnic on dated 15/05/ 2022**







Karla Ekvira Temple –visiting staff member Dr. Harish Harsurkar sir





# VPS College of Engineering and Technology Lonvala

## College Picnic for staff

The annual picnic at Lonavala Multi-Faculty College was held last Sunday on 02 of jun 2022 with great enthusiasm and merriment. This year the venue was the **Tiger's Leap** and **Bhushi Dam**.

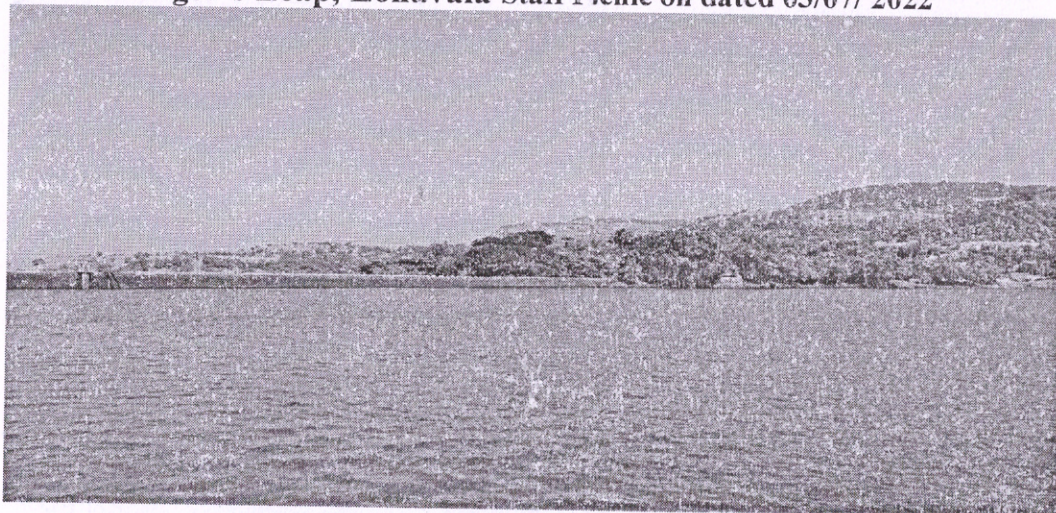
There were great enjoyment and pleasure in the launch such as singing, dancing, etc. There was a lot of fun with the loud music too.

We spent about five hours there. It gave us a new vision and a new thought. Then we returned to the launch, took lunch and started the, return journey.

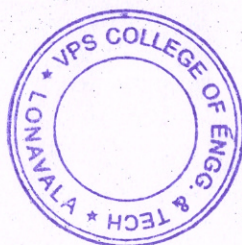
A college picnic is an event for staff workplace gathers to eat food and enjoy fun games and activities. These events are often hosted outdoors during the rainy seson.



**Tiger's Leap, Lonavala Staff Picnic on dated 03/07/ 2022**



**Bhushi Dam Academic Year 2021-22 Staff Picnic on dated 03/07/ 2022**





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## Celebration of Chatrapati Shivaji Maharaj Jayanti 2023

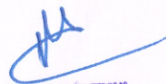
Chhatrapati Shivaji Maharaj Jayanti marks the birth anniversary of Chhatrapati Shivaji Maharaj, the first Chhatrapati and founder of the Maratha Empire is celebrated on 19<sup>th</sup> February every year. The Chatrapati Shivaji Maharaj was born in 1630 at Shivneri fort, near Pune. The day is celebrated to commemorate the birth anniversary of the great leader. This year's celebration marks the 393<sup>rd</sup> birth anniversary of the great Maratha warrior. Chatrapati Shivaji Maharaj was known for establishing a competent and liberal civil rule with well-structured administrative organizations.

VPS College of Engineering & Technology, Lonavala, took pride to celebrate Chhatrapati Shivaji Maharaj Jayanti. The objective of celebrating the Shiv-Jayanti festival is to remember the innumerable qualities of Chhatrapati Shivaji Maharaj, like Efficacious organizer, Strategic Visionary, Great warrior, Enlightened administrator, Inspiring leader and Obedient son etc.

Chhatrapati Shivaji Maharaj Jayanti was celebrated in presence of a total 65 of students and faculty members from the institute. The Festival started with *pooja* followed by *aarti* of the idol by Dr. Manav A Thakur , Principal of the college accompanied by faculty members and students.

For the event, the hall was decorated with *rangoli* by the students. This event was successfully coordinated by Prof.Priti Chorade.



  
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“Shivjaynti” Festival celebrate in VPSCET





## **Report on celebration of 13th National Voters' Day**

The National Voters' Day has been celebrated on January 25<sup>th</sup> every year since 2014, all across the country to mark the foundation day of Election Commission of India, i.e. 25th January 1950. Theme for this year's NVD is 'Making Elections Inclusive, Accessible and Participative' The main purpose of the NVD celebration is to encourage, facilitate and maximize enrolment, especially for the new voters.

Dedicated to the voters of the country, the day is utilized to spread awareness among voters and for promoting informed participation in the electoral process. In our college we have conducted series of competition during 19th January to 21st January 2023 in online mode. More than participants participated in the following competition and these events under the guidance of Principal Dr. Manav A Thakur, Dean students' Activities Prof. Mamta Shinde, HOD (Mechanical Dept) Dr Harish Harsurkar and CEO Prof. Husain Shaikh.



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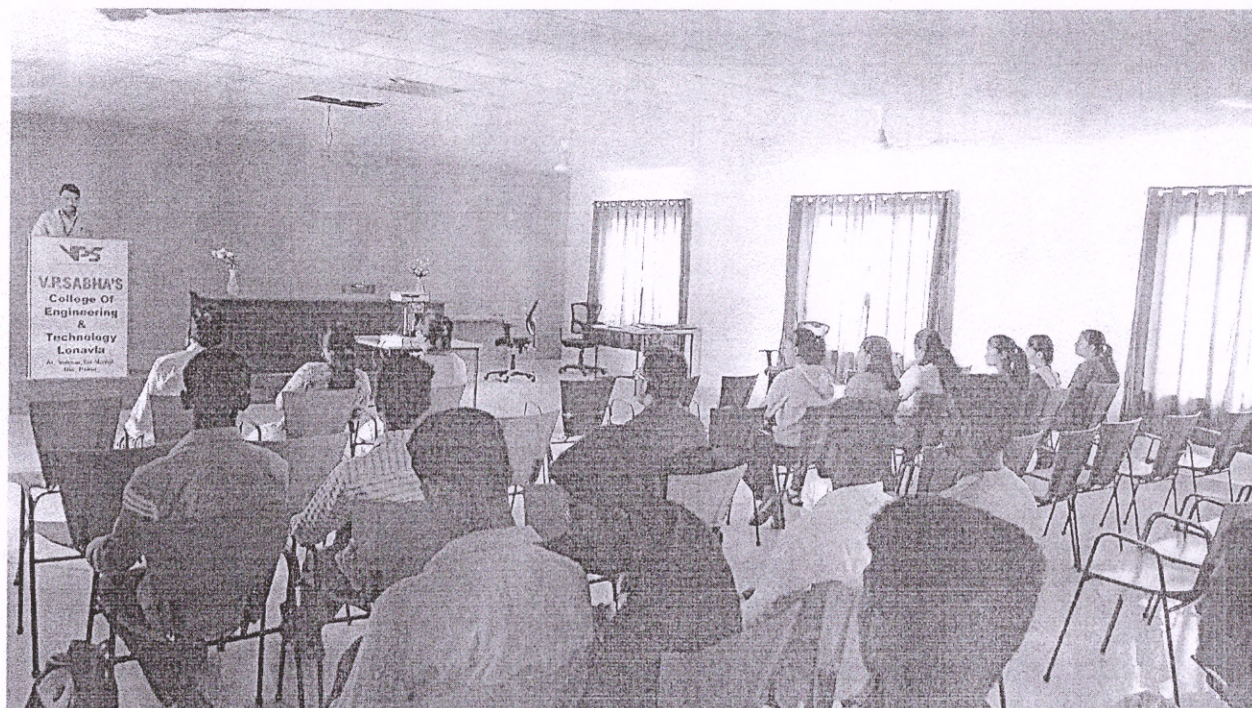
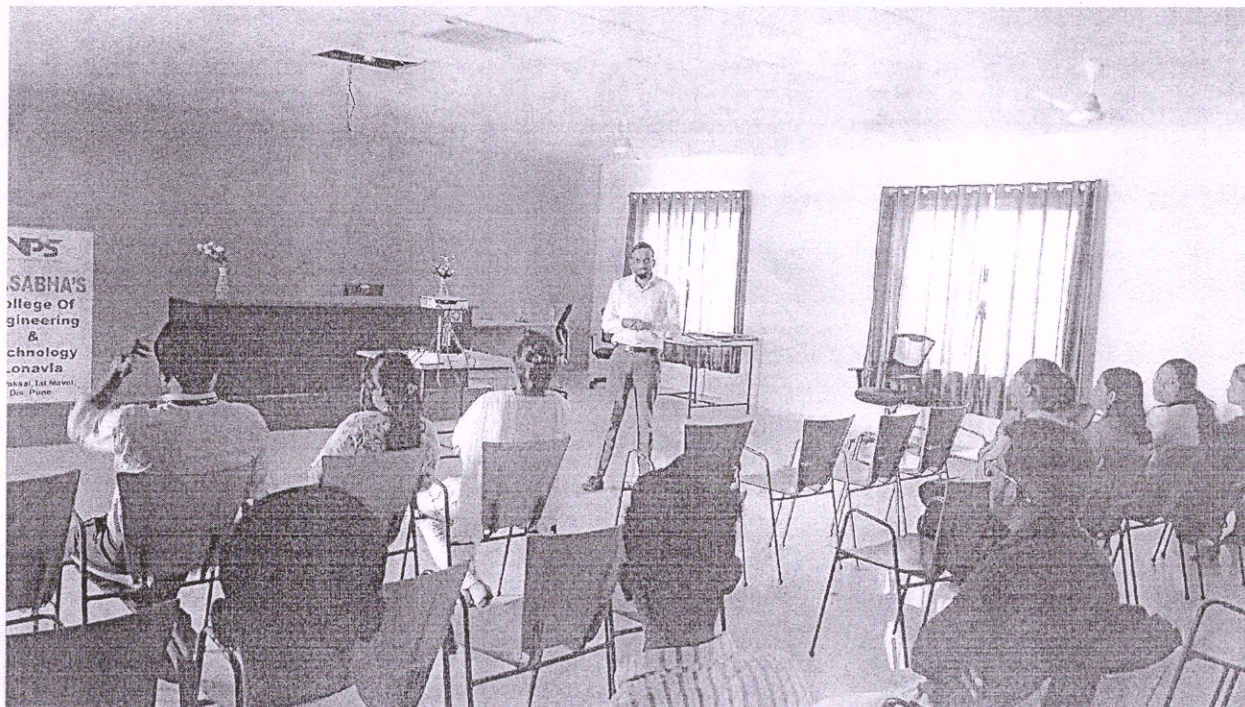


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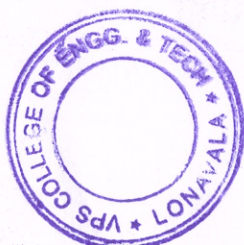
  
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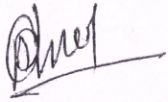


Date: 28/01/2023

## Notice

All the Students, Teaching and Non-Teaching Staff are hereby informed that NSS Unit has organized **Hutatma din** on the occasion Father of The Nation, Mahatma Gandhi was assassinated by Nathuram Godse on 30<sup>th</sup> Jan 1948.

All the Students gather at College Ground at 10.30 Am. On 30<sup>th</sup> Jan 2023



NSS Programme Officer

Prof. Priti Chorade



Principal  
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Lonavala  
Dr. Manav A. Thakur



## Report of the program

VPS College of Engineering and Technology, Lonavala celebrated this day in the honour of our brave martyrs who have laid down their lives for the country. Principal, Dr Manav A Thakur Said that, every year on 30th January, India celebrates Martyrs' Day or Shaheed Diwas. The day has been chosen to honour our brave martyrs who have laid down their lives for the country. On January 30, 1948, during his evening prayers in the Birla House, the Father of The Nation, Mahatma Gandhi, was assassinated by Nathuram Godse.

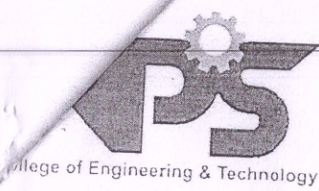
Dr. Harish Harsurkar (HOD, Mechanical) gave information that every year on the day Bapu breathed his last, Martyr's Day is celebrated by the country. On this day, the President, Vice-President, Prime Minister, and Defence Minister gather at Rajghat to pay tribute to Mahatma Gandhi. A two-minute silence in memory of Indian martyrs is observed throughout the country.

All Staff members of college were present for two-minute silence in memory of Indian martyrs.



  
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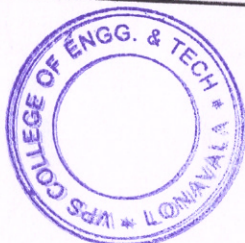
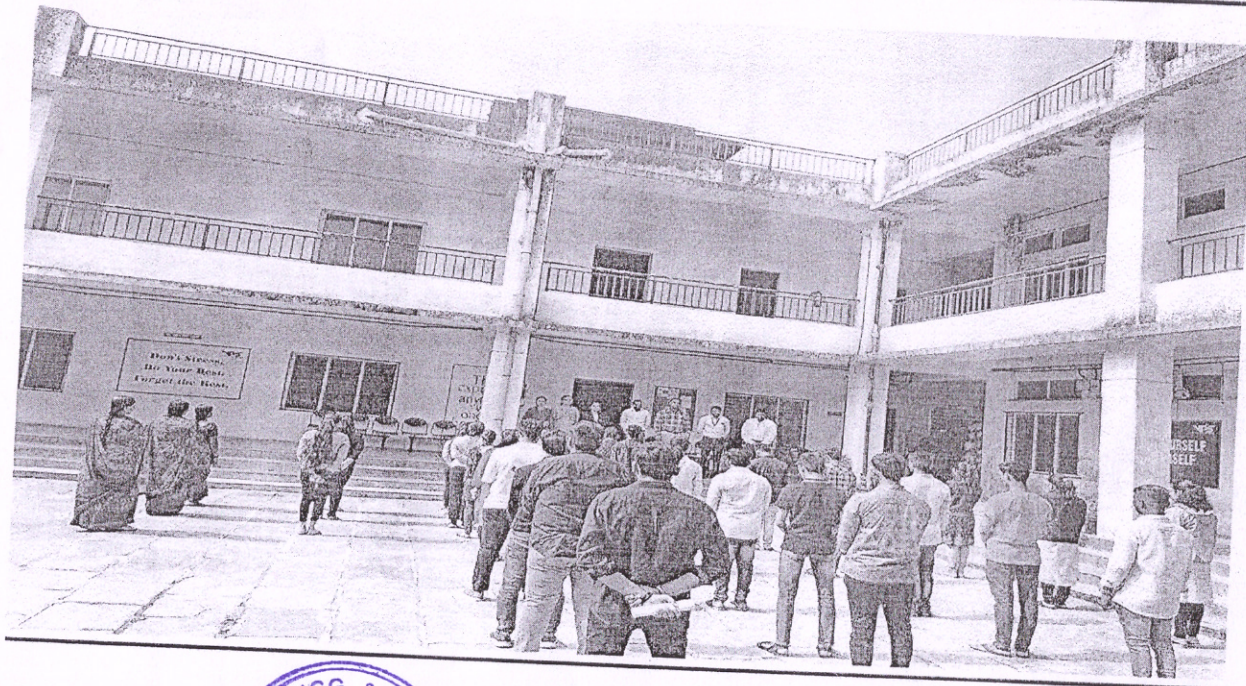
# Vidya Prasarini Sabha's College of Engineering and Technology, Lonavala

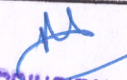
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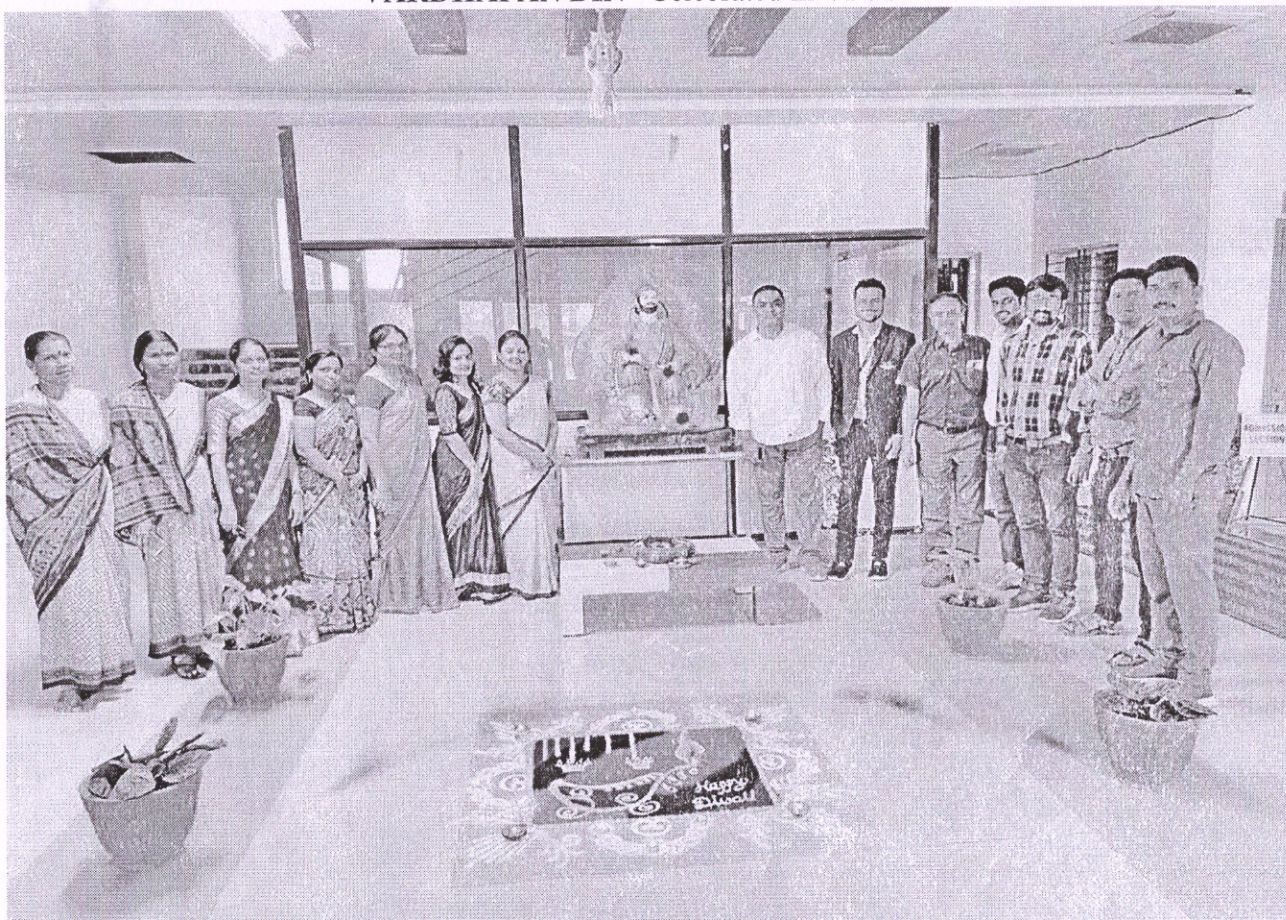
  
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# VPS College of Engineering and Technology Lonavala



“VARDHAPAN DIN” Celebrated in VPSCET



“DIWALI” Festival Celebrated in VPSCET





Ref. No. vpscet/

Date : 06 / 03 / 2023

## Notice

All the Students, Teaching and Non-Teaching Staff are hereby informed that NSS Unit has organized **Women's Day** on the occasion of **International Women's Day** in the campus.

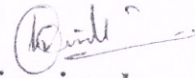
All the students can attend the program at 11.00 AM. On 8<sup>th</sup> March 2023



NSS Program Officer



For



Principal

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“Woman Day” celebration in VPSCET on 8<sup>th</sup> March 2022

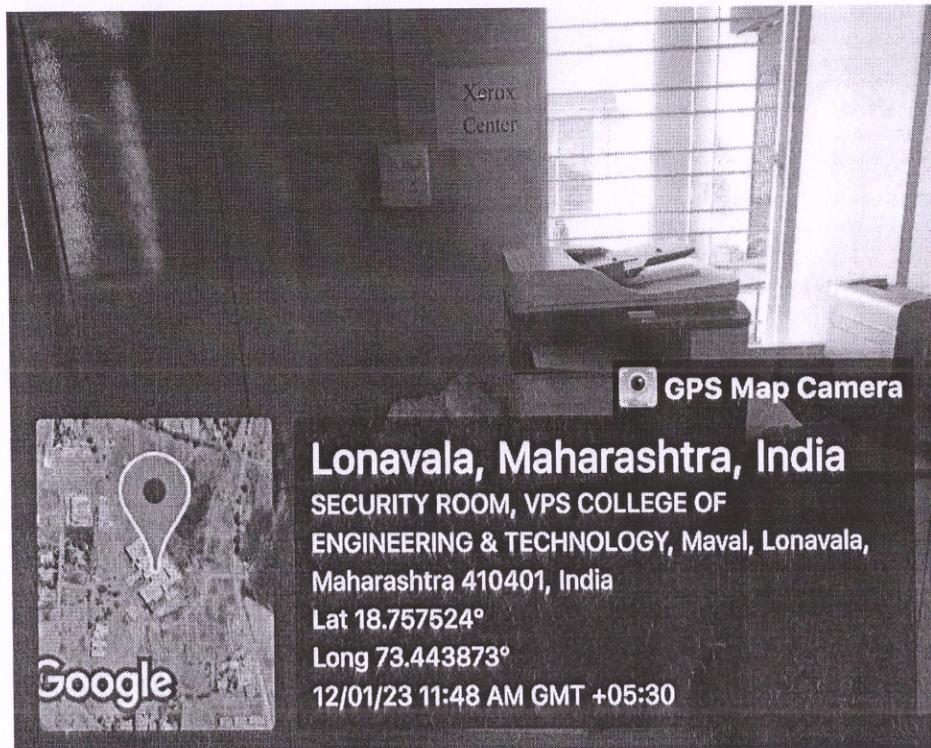


“Woman Day” special speech by Prof. Husain Shaikh and Mrs. Naik



  
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**Fig. Xerox Center**



**Fig. Library**





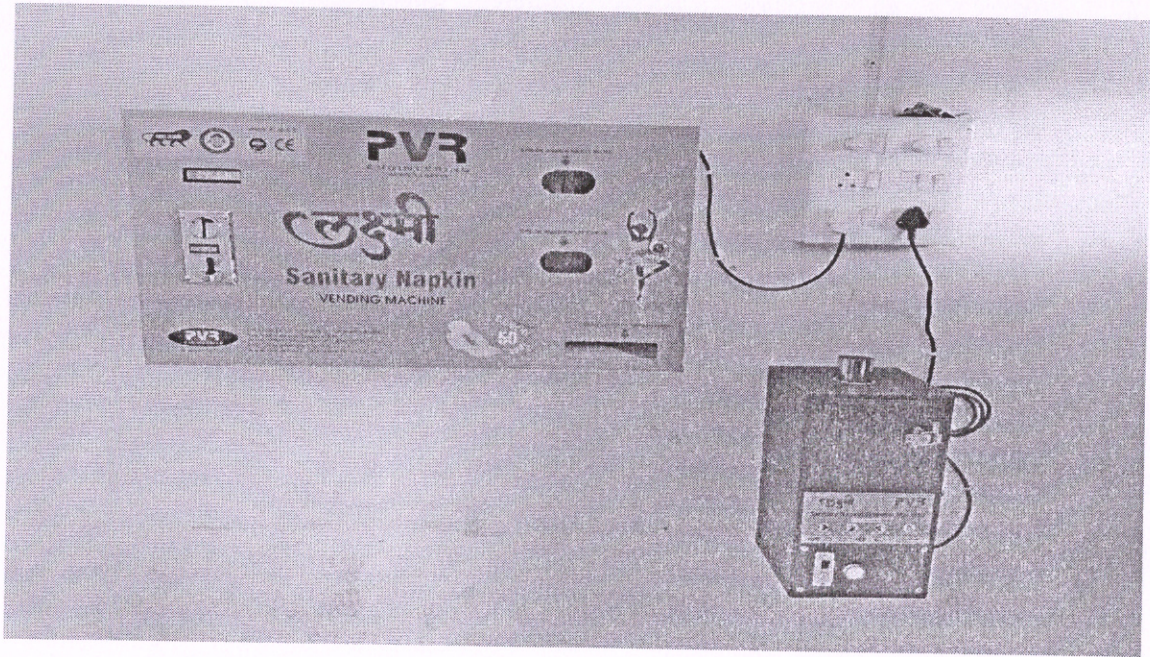


Fig-Vending and disposal machines

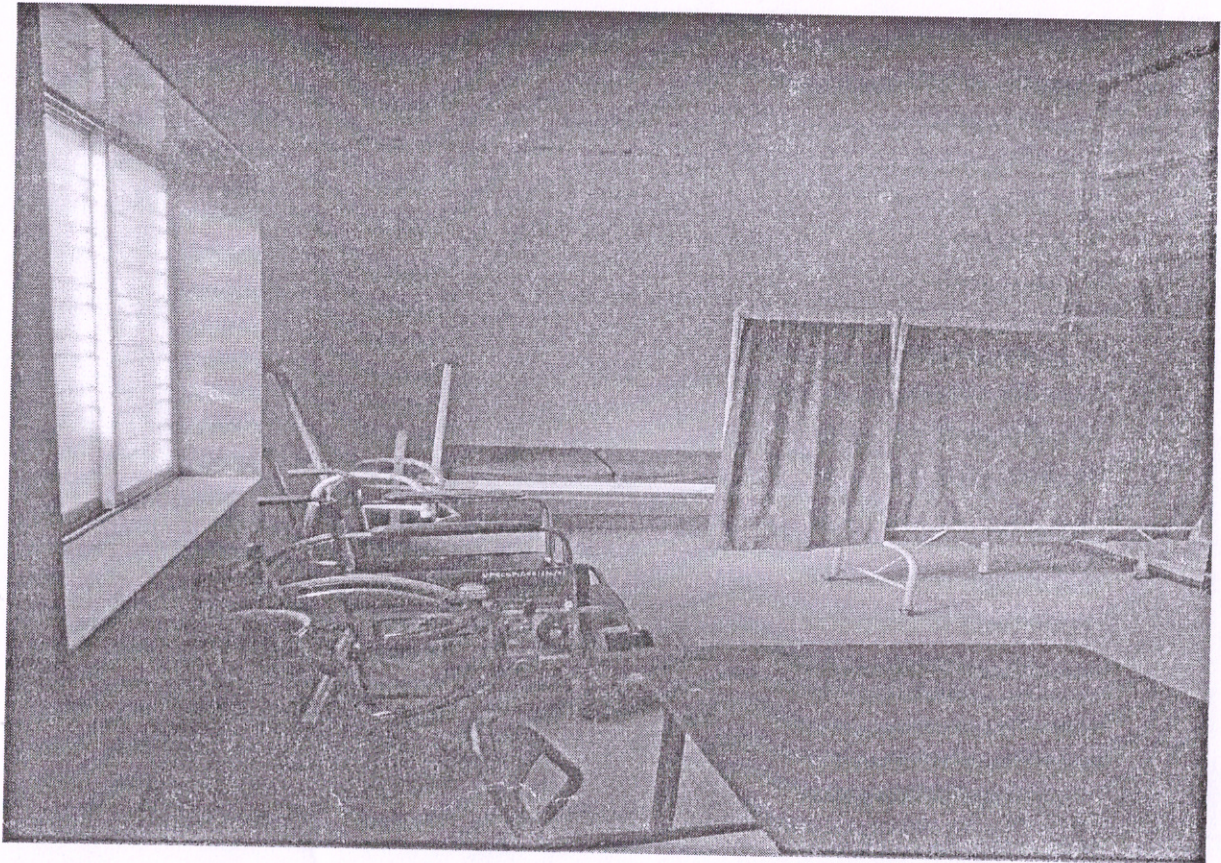


Fig. Wheelchair and Bed available