



Key Indicator 6.3- Faculty Empowerment Strategies

METRIC NO. :- 6.3.1 *The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development progression.*

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Performance appraisal system

LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S PRIYADARSHINI J. L. COLLEGE OF PHARMACY

Circular

Date: - 08.07.2014

Subject – Committee for verification of records pertaining to performance Appraisal of Asstt. Professor.

Ref: - Standing Order LTJSS/ED/HR/2013-14/7073 dt. 12.12.2013

The 02 member committee has been constituted for verification of records pertaining to performance Appraisal of Assistant Professors. The members of committee are as follows:

1. Dr. A. J. Asnani - Member
2. Mrs. K. P. Upadhye - Member

They should verify the per Appraisal of Asstt. Professor as per guidelines of above standing order and submit report on or before 15th July 2014 to the undersigned.

(Signature)
(Dr. D. R. Chapple) 9/7/14

Asnani
08/07/14
K.P. Upadhye
08/07/14



Office of the Executive Director
Lokmanya Tilak Jankalyan Shikshan Sanstha,
Lokmanya Tilak Bhavan, Laxminagar, Nagpur
Tel: 0712-2230665, 2235777, Direct-2245121, Fax 2221430

Ref - LTJSS/ED/HR/2013-14/7075

Date: 12.12.2013

Standing Order:

Subject: Guidelines for verification of records pertaining to Performance Appraisal of Assistant Professors.

Ref:

Every year performance appraisal reports of teachers are submitted by the colleges. They are scrutinized in Central Office. Comments are communicated to the institutes for further disposal. However, this year it has been observed that proper care has not been taken by some colleges to verify the record before submitting to Central Office.

Observations:

- Before name of the teacher Mr. /Mrs./Ms. Is not written.
- No mechanism is established to verify entire data.
- Data filled by the faculty is not verified by mechanism.
- There is no signature of verifying officer on the items verified.
- Calculations are not correct and no body checked them.
- Sometimes there appears eyewash done by the faculty purposefully.
- Comparison with 3 years data is not properly filled.
- Whatever data is submitted by HoD is simply forwarded to Central office.
- In item No 9, sub item is not verified and signed by the officer who has verified.
- In item No 10 i.e. functional performance all tick marks are shown in first 2 columns as if there is no scope for improvement. This indicates very poor assessment on the part of reporting officer. Moreover it is not convincing also in most cases.
- Remarks of reporting column at the end does not tally with final grade achieved by the candidate.

Committees:

- Principal should constitute separate committees for each department.
- There should be 2 persons in each committee.
- Members of the committees should be very senior persons.
- Members should be from other department.
- Committees should be rotated every year.
- List of committee should be attached with the bunch of performance approvals while submitting to Central Office.

Guidelines for verification of records pertaining to PADS

1/3





Lokmanya Tilak Jankalyan Shikshan
 Sanstha,

Performance Appraisal Report for Lecturers/Assistant Professors

Name of Institute : Priyadarshini J. L. College of Pharmacy
 Department : Pharmacy
 Name of the Teacher : GURUNANI SHAILJU GULSHAN
 Designation : Assistant
 Professor Date of Joining on the present post : 01/09/2007
 Length of Service in LTJSS : 15.9 years. Duration 1st July 2021 to 30th June 2022

1. Engaging Theory Lectures:

SN	Class & Course	Subjects taught	Univ. Target	Lectures Engaged	% Target Achieved	Average of Col. (6)	Multiplying factors	Max Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	B.Pharm SEM V	Pharmacognosy- II	45	45	100	100	95 - 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.5 < 80 % 0.0	40	40
02	B.Pharm SEM VI	Herbal Drug Technology	45	45	100				
03	M.Pharm SEM I	Phytochemistry	60	60	100				
04	M.Pharm SEM II	Medicinal Plant Biotechnology	60	60	100				

2. Engaging Practical* / Tutorial Classes:

SN	Class & Course	Subjects taught	Target Turns	Turns Actually Engaged	Target % Achieved	Average of Col. (6)	Multiplying factors	Max. wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	B.Pharm SEM V	Pharmacognosy- II	15	15	100	100	95 - 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.5 < 80 % 0.0	20	20
02	B.Pharm SEM VI	Herbal Drug Technology	15	15	100				
03									
04									

* If teacher is not required to conduct practical classes, Reproduce the weight achieved in Item No1.

3. Attendance in Theory Classes:

SN	Class & Course	Subjects taught	Sum of Present Students	Lectures Engaged	Students on Roll	Col(4) x100 Col. (5) x (6)	Av. of Col.(7)	Multiplying factors	Max.W t.	Weight Achieved (9) x (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01	B.Pharm SEM V	Pharmacognosy- II	3650	60	66	92.17	94.87	95 - 100 % 1.0 80 - 94.99 % 0.8 60 - 79.99 % 0.5 < 60 % 0.0	50	50
02	B.Pharm SEM VI	Herbal Drug Technology	3372	60	66	94.00				
03	M.Pharm SEM I	Phytochemistry	348	60	06	96.66				
04	M.Pharm SEM II	Medicinal Plant Biotechnology	348	60	06	96.66				



4. Attendance in Practical / Tutorial Classes:

SN	Class & Course	Subjects taught	Sum of students present	Turns Actually Engaged	Students on Roll	Col(4) x100Col. (5) x (6)	Av. of Col.(7)	Multiplying factors	Max. Wt.	Weight Achieved (9) x (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
01	B.Pharm SEM V	Pharmacognosy- II	980	15	66	98.98	97.99	95 - 100 % 1.0 80 - 94.99 % 0.8 75 - 79.99 % 0.5 <75 % 0.0	20	20
02	B.Pharm SEM VI	Herbal Drug Technology	971	15	66	97.00				
03										
04										

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5. Result Analysis of Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	No of students passed	% ge passing	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	B.Pharm SEM V	Pharmacognosy- ii	66	66	100	100	95 - 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	50
02	B.Pharm SEM VI	Herbal Drug Technology	66	66	100				
03	M.Pharm SEM I	Phytochemistry	6	6	100				
04	M.Pharm SEM II	Medicinal Plant Biotechnology	6	6	100				

6. Marks scored by students in Theory subjects:

SN	Class & Course	Subjects taught	No. of students appeared	Total No. of Marks scored by students	Av. % Col. (5)/(4)	Average of Col. (6)	Multiplying factors	Max. Wt.	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	B.Pharm SEM V	Pharmacognosy- ii	66	5272	79.87	80.50	95 - 100 % 1.0 90 - 94.99 % 0.8 80 - 89.99 % 0.6 60 - 79.99 % 0.4 < 60 % 0.0	50	30
02	B.Pharm SEM VI	Herbal Drug Technology	66	5195	78.72				
03	M.Pharm SEM I	Phytochemistry	6	477	79.50				
04	M.Pharm SEM II	Medicinal Plant Biotechnology	6	507	84.50				

7. Comparison with 3 years-Average Results:

(If 3 years average is above 90 %, and result is 90 % or above, multiplying factor shall be 1, otherwise as below)

S N	Class & Course	Subjects taught	Average of 3 yrs. %	Result %ge as per Table 5	Rise +Fall -	Algebraic Average of Col. (6)	Multiplying factors for Improvement by	Max.Wt .	Weight Achieved (8) x (9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	B.Pharm SEM V	Pharmacognosy- ii	100	100		result is 90 % or above, multiplying factor shall be 1,	20 % or more 1.0 10 - 19.99 % 0.6 01 - 9.99 % 0.5 For fall - 0.5	30	30
02	B.Pharm SEM VI	Herbal Drug Technology	100	100					
03	M.Pharm SEM I	Phytochemistry	100	100					
04	M.Pharm SEM II	Medicinal Plant Biotechnology	100	100					



8 Students' Feedback: (As communicated by Dean (Academics, LTJSS))

SN	Class & Course	Subjects taught	% ge feed back	Average FB	Multiplying factors	Max.Wt.	Weight Achieved (10 x (11))
(1)	(2)	(3)	(4)	(5)	(06)	(07)	(08)
01	B.Pharm SEM V	Pharmacognosy- ii			81 – 100 1	100	100
02	B.Pharm SEM VI	Herbal Drug Technology	86.53		71 – 80 0.8		
	M.Pharm SEM I	Phytochemistry	89.69		61 – 70 0.5		
	M.Pharm SEM II	Medicinal Plant Biotechnology	83.11		51 – 60 0.3 0.0 - 50 0		

9. Professional Endeavour:

SN	Particulars	No	Wt/ each	Max	W/A
9.01	Number of memberships of Professional Bodies such as IPA, APTI,ISTE,IPS,etc.	02	10	20	20
9.02	Number of subjects of which hard copy of Notes are submitted to HoD	02	20	40	40
9.03	No. of text books written/Membership of editorial Board of Tech. Journal	01	20	20	20
9.04	Number of students guided for PG (for PG Teacher only)	02	20	40	40
9.05	Number of papers published in National journals	01	05	10	05

SN	Particulars	No	Wt/ each	Max	W/A
9.06	Number of papers published in Inter-national journals	01	20	20	20
9.07	Number of papers presented in National/Inter-national Conference	01	10	20	10
9.08	Number of activities in which actively involved out of Consultancy/ Organizing Seminars /Examination/ Committees at Institute Level/ College Level Portfolio/ Career Fair etc.	04	05	20	20
9.09	Number of activities in which actively involved out of Cultural Programs / Sports/ Blood Donation/Plantation Camps/ NCC/ NSS/ Extra Curricular etc.	04	05	20	20
9.10	Number of proposal submitted for R&D / MODROB/TAPTEC/ DST/ CSIR/ S&T/R.G. Cell etc	00	05	10	00
9.11	Number of Sponsored projects Received	00	10	10	00
9.12	Number of Presentations held under Journal Club/Study Group	00	10	10	00
9.13	Number of Expert lectures delivered beyond syllabus-Inside institute	02	10	20	20
9.14	Number of Expert lectures delivered beyond syllabus-Outside institute	01	20	20	20
9.15	Number STTP/ CEP / Seminar / Workshops attended	02	05	10	10
9.16	Prizes/Awards won for projects guided at UG/PG Level	00	10	20	00
	Total		-	310	245

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10. Functional Performance: (To be evaluated by Reporting Officer only. Mark in appropriate column)



SN	Performance Indicator to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
(1)	(2)	(3)	(4)	(5)	(6)
10.01	Quality of Sessionals / Assignments given to the students				
10.02	Timely Assessment of Assignment/Unit Test/ Sessionals etc.				
10.03	Timely display of notices about less attendance of students				
10.04	Documentation as per NBA				
10.05	Innovations in Paper Setting / Evaluation				
10.06	Record keeping of Assignments, Sessional marks				
10.07	Maintaining overall Students' discipline				
10.08	Organizing Industrial visits				
10.09	Organizing Departmental Activities				
10.10	Participation in Departmental Seminars				
10.11	Preparing / Updating question banks				
10.12	Adding new experiments to lab				
10.13	Arranging lectures of outside faculty from Industry/ NIT/IIT				
10.14	Regular checking of journals / Drawing sheets / Conducting special classes for low profile students				
10.15	Punctuality / Sincerity				
10.16	Behaviour with parents/guardians of students				
Marks allotted to each grade		05	03	01	0
Total Weight Achieved out of 80					

Final Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved in Item 1 to 10 out of 750	575
02	Special weight on nature of subject taught & results out of 20	
03	Special weight based participation in procurement process of equipment out of 10	
04	Special weight for participation in R&D activities out of 10	
Total performance out of 790		

Remarks of Reporting Officer:



Signature of Reporting Officer
(Seal)

Place
Date

Remarks of Reviewing Officer:

Assessment

SN	Particulars of Assessment	Score
01	Weight Achieved as above out of 790	
02	Special weight for outstanding performance beyond department out of 20	
03	Total weight achieved out of 810	
04	Conversion to out of 100	
Final score achieved out of 100		

Note: Reviewing Officer may or may not agree with the evaluation by Reporting Officer or may change evaluation in any parameter and make necessary corrections duly authenticated by scratching the previous entry and by writing afresh a new entry.

Grade to be awarded by Reviewing Officer:

100 – 91% -> A+ Outstanding	90-81 % -> A Very Good	80-71 % -> B + Positively Good	70 -> 51 B Average	Below 50 -> C Poor
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Comments:

Final Grade Awarded:

Place
Date

Signature of Reviewing Officer
(Seal)



Effective welfare measures for teaching and non-teaching staff

Office of the Director

LTJSS

LTJSS/DIR/HR/2017-18/261

Date: 05-03-2018

STANDING ORDER

Sub: Amendment to Leave Rules – Maternity Leave

Ref: LTJSS/ED/H/2011/3094 dated 18-10-2011, LTJSS/ED/H/Leave/2012/3617 dated 14-08-2012 & LTJSS/D/HR/Leave/2014/7175 dated 24.03.2014.

Consequent upon the decision of the management the following amendments have been added to the provisions of Maternity Leave.

Amendments:

- Increase in the maternity leave benefit from existing period of 90 days to 180 days.
- In view of the above enhancement, the permission to suffix or prefix any other type of leaves including vacations granted previously is withdrawn.
- The female employee entitled to maternity benefit shall proceed on her maternity leave for a period exceeding not more than 8 weeks/56 days preceding the date of her expected delivery.
- The female faculty intending to avail maternity leave has to submit an application stating her probable date of proceeding on maternity leave at least 3 months prior to the actual commencement of maternity leave.
- In case of a female employee availing maternity leave, she will be able to resume her duties only at the commencement of the subsequent academic session.

Please note that the prevailing maternity leave rules excluding the above amended provisions would continue to remain in force.

By order

For L.T.J.S.S.,

Director, LTJSS

- Copy submitted to Hon'ble Director (G.B.) for information.
- Copy to Principal PCE, LTCE, PIET, PBCE, PJLCE, PIGCE, PIADS, LTIADS, PPN, JLCCP(Deg), JLCCP(Dip), JCPE, PCED, Pallavi D.Ed & BITC for necessary information and action.
- Copy to CAFO, LTJSS for information.

file 5/0
Sub



Office of the Director

LTJSS

LTJSS/DIR/Estt/2021-22/7804

Date: 10-11-2021

OFFICE ORDER (For internal Office purpose only)

Sub - Appointment of Dean Academics and Planning & Development, LTJSS and Director Engineering, LTJSS

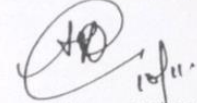
This is to inform that consequent upon the Management decision following merger of Engineering Institutes administered by the Sanstha, the following officials have assumed charge of the posts mentioned against their respective names with immediate effect: -

- 1) Dr. M.P. Singh formerly Principal PCE is now appointed as Dean Academics and Planning & Development, LTJSS.
- 2) Dr. Vivek Nanoti formerly Principal PIET is now appointed as Director Engineering, LTJSS.

The duties assigned to the above officials are largely towards Academic development and Institute progression/growth, the Principals are hence requested to co-ordinate with the above authorities during their routine visits to the Institutes and extend full support and co-operation.

By order

For LTJSS,


Director, LTJSS

P.J.L.C.P., Nagpur

In Word No. 7189

Date 11/11/2021

- Copy to Principal PCE, LTCE, PBCoE, PJLCE, PPN, PJLCP(Deg), PJLCCP(Dip), PIADS, LTIADS, JCPE for information and necessary action.
- Copy to CAFO LTJSS for information.

IO
file Dir, LTJSS
swb
11/11/21



Office of the Director

LTJSS

LTJSS/DIR/HR/2018-19/389

Date: 05-01-2019

CIRCULAR

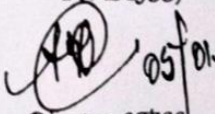
Sub: Clarification in the age limit for superannuation.

Ref: Office Order no. LTJSS/DIR/ESTT/2010/1002 dated 25.02.2010

Consequent upon the revision and reconsideration on the age of superannuation after decision on the same by Govt. of Maharashtra Government, all Heads of Institute are directed to take note of the following:-

- The age of superannuation shall be attainment of 60 years of age for teaching faculty.
- The faculty shall retire from services on the last day of the month in which he attains the age of 60 years and would stand automatically relieved on the last day of the month in which the employee attains 60 years of age.
- In case of an employee who attains 60 years of age on the 1st day of any month then, the employee would stand automatically relieved on the last day of the previous month.

By order

For LTJSS,

Director, LTJSS

- Copy submitted to the Director (G.B.) for information.
- Copy to Principal - PCE, LTCE, PIET, PIGCE, PBCE, PJLCE, PIADS, LTIADS, PPN, PJLCP(Deg), PJLCCP(Dip), BITC, JCPE, P.B.Ed, Pallavi D.Ed.
- Copy to CAFO, LTJSS.



Maternity Leave allotted to staff

To
The Principal
Priyadarshini J.L. College of Pharmacy
Nagpur.

Date: 13/03/2020

Subject:- Regarding waiving attendance on holidays

Dear Sir,

With respect to above cited Subject I,
Mrs. S. v. Mangsulkar, request you to please waive
my attendance on holidays as I am at my
32nd week of pregnancy and can't work or sit for
long hours as advised by my doctor. So please
allow me to remain absent on holidays.

I have reported this to my criteria Incharge and
assured to complete my ^{NBA} work from home itself.
Please go through the matter and do the
needful.

Thanking You.

Yours faithfully
Mrs. S. v. Mangsulkar

K.P. Patil
13/3/2020

→ Allow her
13/3/20



Office of the Director

LTJSS

LTJSS/DIR/HR-MTL/2019-20/431

Date: 05-03-2020

Office Order

Sub: Grant of Maternity Leave to Mrs. S. V. Mangrulkar, Asst. Professor, PJLCP.

In accordance with the application and recommendation by the **Principal PJLCP** vide letter no. PJLCP/2019-20/6088 dated 28.02.2020, the Management of LTJSS is pleased to sanction maternity leave to **Mrs. S. V. Mangrulkar, Assistant Professor in Department of Pharmacology for 180 days for her 2nd child w.e.f. from 02.05.2020 to 28.10.2020** (Total 180 days) vide standing order no. LTJSS/DIR/HR-LRules/2019-20/425 dated 04.01.2020.

By order

For LTJSS,

Director, LTJSS

- Copy to Principal PJLCP for information and necessary action. He is requested to please take necessary entry in service book and send certificate to that effect to CAFO. (Need not be issued to incumbent). He is further requested to take an undertaking from the faculty to the extent that in case of more than 60 days LWP either suffixed or prefixed to the period of maternity leave, the entire period may be treated as Leave without Pay including the period of maternity leave applied for.
- Copy to CAFO. He is requested to release the payment of sixth month of maternity leave only after receiving certificate of entry in the service book from Principal PJLCP.

*ADD
Iw/ file
entry in service
Book
DL*

P.J.L.C.P., Nagpur
In Word No. 7/50
Date 5/3/2020



Ref: PJLCP/2019-20/6088

Dr. D. R. Chaple
Principal

O/N

Date:28-02-2020

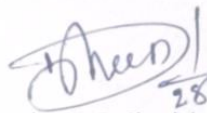
Subject: Maternity leave – Mrs. S. V. Mangrulkar, Assistant Professor.

With reference to the above cited subject, I am herewith submitting the Maternity Leave application of Mrs. S. V. Mangrulkar, Assistant Professor for 6 months from 02/05/2020 to 30/10/2020 (180 days).

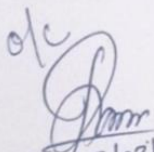
The details of her service is as -

Particular	Details	Remarks
Date of Joining	27.08.2009	-
Selection	Through interview	-
Service Record	Satisfactory	-
Total Services	10 years 05 months	-
Nature of appointment	Full time	-
Weather MTL availed Previously	Yes (90 days)	-
Applied MTL	02/05/2020 to 30/10/2020	01/05/2020 - 30/06/2020 vacation period. MTL leave can be granted attached to the vacation for 180 days.

- Encl.: 1. Application for leave
2. Medical Certificate
3. ~~Undertaking~~
4. Details of her service
5. ~~Service Book~~


28/02/20
(Dr. D. R. Chaple)
Principal
Priyadarshini J.L. College of
Pharmacy, Nagpur.

Submitted to
Hon'ble Director, L.T.J.S.S., Nagpur.


03/03/20



DR. WAGH MATERNITY & NURSING HOME

Reg. No. 898

DR. MANISHA S. WAGH

M.B.B.S., M.D., (OBGY)
Regd. No. 2001/03/1637

OBSTETRICIAN & GYNAECOLOGIST

- OPD Time : 11 a.m. to 2 p.m. to 6:30 p.m. to 8:30 p.m.
- Ex-Lecturer: Grant Medical College & Sir. J. J. Hospital, Mumbai
- Consultant : Care Hospital

Name :

Medical certificate

Date :

27/2
2020

This is to certify that
Mrs. Shubhada. Mangsulkar

Age 34 yrs.

DOB 14/6/1985.

D^oS = G₂P₁L₁ & Pse LSCS.

Due date 15/5/2020

She is under my treatment.

Thanks

Dr. Manisha Wagh
MD (OBGY)
Reg. No. 2001/03/1637

M. Wagh



Avenues for career development progression

Ref. No. PJLCP/2022/

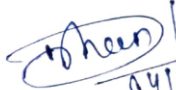
O/N

Dr. D. R. Chaple
Principal

Date -04.02.2022

Subject: Entries of participants in Intercollegiate Faculty & Staff tournament 2021-22
Ref. No. : LTJSS/DIR/SPORTS/2021-22/7843 dated :31/01/2022

With reference to the above cited subject, please find enclosed herewith entries of participants of Priyadarshini J. L. College of Pharmacy, Nagpur in Intercollegiate Faculty & Staff tournament 2021-2022. The participants alongwith their mobile nos. and participating events are attached herewith.


04/02/22
(Dr. D. R. Chaple)

PRINCIPAL
Priyadarshini J. L. College of
Pharmacy, Nagpur.

To,
The Principal
Jyotiba College of Physical Education
Hingna Road, Nagpur



Sr. No.	Name of Participant	Designation	Participating Sports / Events	Mobile No.
1.	Mr. Gothane R. M.	Assistant Librarian	Carom Team 1	9850182820
2.	Mr. Pande M. R.	Lab. Assistant		9765239833
3.	Mr. Bhagwate A. H.	Lab. Assistant		9326558883
4.	Mr. AvhadDatta	Assistant Professor		8806418845
5.	Mr. Shah S. K.	Assistant Professor	Carom Team 2	9665006696
6.	Mr. Amale P. N.	Assistant Professor		9730463753
7.	Mr. KoseSudhir	Lab. Assistant		8605428119
8.	Dr. Kawade D. P.	Associate Professor		9545383111
9.	Mrs. Belasre N. S.	Lab. Assistant	Carom Team 3	932525365
10.	Dr. Mrs. Upadhye K. P.	Associate Professor		9850324585
11.	Dr. Mrs. Deshpande S. A.	Associate Professor		9422443171
12.	Dr. Mrs. Dixit G. R.	Assistant Professor		9881332296
13.	Ms. BarethiyaVarsha	Assistant Professor	Carom Team 4	8669459729
14.	Mrs. Gurunani S. G.	Assistant Professor		8275298312
15.	Mrs. Rathod S. A.	Assistant Professor		8378910627
16.	Dr. Mrs. Motghare S. P.	Assistant Professor		9766223683
17.	Mr. Gholve Y. N.	Assistant Professor	Chess	9371713126
18.	Dr. Mrs. Asnani A. J.	Professor		9823048952
19.	Mrs. Dhande Suwardna	Lab. Assistant		9373190428
20.	Dr. Gulkari V. D.	Associate Professor		8806566555
21.	Mr. Thakre A. R.	Assistant Professor	Running (M)	9960266233
22.	Mr. Amale P. N.	Assistant Professor		9730463753
23.	Dr. Mrs. Asnani A. J.	Professor	Running (W) 50 Yr.	9823048952
24.	Dr. Mrs. Bakhle S. S.	Associate Professor		9049800995
25.	Mr. Shah S. K.	Assistant Professor	TT Singles	9665006696
26.	Dr. Mrs. Motghare S. P.	Assistant Professor	Badminton 1	9766223683
27.	Mrs. Gurunani S. G.	Assistant Professor		8275298312
28.	Dr. Mrs. Upadhye K. P.	Associate Professor		9850324585
29.	Mrs. Rathod S. A.	Assistant Professor		8378910627
30.	Ms. Barethiya Varsha	Assistant Professor	Badminton 2	8669459729
31.	Dr. Mrs. Bakhle S. S.	Associate Professor		9049800995
32.	Dr. Mrs. Deshpande S. A.	Associate Professor		9422443171
33.	Dr. Mrs. Dixit G. R.	Assistant Professor		9881332296
34.	Dr. Mrs. Asnani A. J.	Professor	Tug of War	9823048952
35.	Dr. Mrs. Bakhle S. S.	Associate Professor		9049800995
36.	Mrs. Gurunani S. G.	Assistant Professor		8275298312
37.	Dr. Mrs. Motghare S. P.	Assistant Professor		9766223683
38.	Ms. Barethiya Varsha	Assistant Professor		8669459729
39.	Mrs. Rathod S. A.	Assistant Professor		8378910627
40.	Mrs. Dhande Suwardna	Lab. Assistant		9373190428
41.	Mrs. Belasre N. S.	Lab. Assistant		932525365
42.	Mrs. Bhagwat A. B.	Steno Typist		9960065962
43.	Dr. Mrs. Asnani A. J.	Professor		9823048952

44	Dr. Mrs. Bakhle S. S.	Associate Professor		9049800995
45	Dr. Mrs. Deshpande S. A.	Associate Professor	Musical Chair	9422443171
46	Dr. Mrs. Dixit G. R.	Assistant Professor		9881332296
47	Mrs. Gurunani S. G.	Assistant Professor		8275298312
48	Dr. Mrs. Motghare S. P.	Assistant Professor		9766223683
49	Ms. Barethiya Varsha	Assistant Professor		8669459729
50	Mrs. Rathod S. A.	Assistant Professor		8378910627
51	Mrs. Dhande Suwardna	Lab. Assistant		9373190428
52	Mrs. Belasre N. S.	Lab. Assistant		932525365
53	Mrs. Bhagwat A. B.	Stenotypist		9960065962



Participation of Faculty Members in sports and cultural programs organised by Sanstha



Birthday Celebration of Faculty Members



Appreciation of Faculty by Principal





Office of the Executive Director
Lokmanya Tilak Jankalyan Shikshan Sanstha,
Priyadarshini College of Engineering & Architecture Premises,
Near C.R.P.F. Campus, Hingna Road, Nagpur - 440 019
STD : 07104 Tel : 35908, 37681, 36179 (F) 37681

LTJSS/ED/STTP/ 2001/ 0351

Date 27/11/2001

STANDING ORDERS:

Subject: Deputation of teaching faculty for training programmes

Preamble:

Considering the rapid growth of technology in industries, it is necessary to upgrade the knowledge of teaching faculty from time to time so as to impart knowledge of new technology to the students so that they will be prepared to cope up with the advancement in industries. Sometimes faculty is to be trained in use of modern equipment and application soft wares procured by the institutes. Therefore teaching faculty is to be deputed from time to time. It is therefore felt necessary to frame some guidelines on deputation of staff for training programmes.

Programmes Covered:

The various programmes for which the faculty is to be deputed shall cover following programmes.

- STTP conducted by the own institute.
- STTP conducted by other institutes.
- Seminars, Conferences and workshops
- Industrial Training


Procedure for deputation:

1. Only those teachers who are members of ISTE shall be eligible to apply under this scheme.
2. The teacher who is interested in attending training programme, shall apply in writing to the Principal through controlling office i.e. HoD.
3. The application shall be accompanied by brochure of the programme.
4. The application shall be necessary even for programmes conducted by own institute.
5. The HoD shall assess the situation whether deputation will cause academic loss to the students, whether the training programme is related to the discipline, whether it will benefit the faculty etc.
6. The application shall be submitted to the Principal with his recommendation and details about the alternative arrangement made during the period of deputation.
7. The Principal shall take a final decision based on other on going academic & co-curricular activities and financial implications.
8. If approved, necessary order of deputation shall be issued by the office subject to the production of the certificate from the organizing institute.
9. The period of training and journey period shall be treated as duty period.



Post Training:

1. On resuming duties after training, teacher shall produce the certificate of participation which will be forwarded to the Principal.
2. The teacher shall submit to HoD, a brief report and literature received in the programme.
3. A copy entire literature/ notes/ handouts shall be sent to the Library by HoD for reference.
4. HoD shall organize a presentation of the teacher who was deputed for the benefit of other teachers in the department. This should preferably be done within a week.
5. The faculty shall also put up his claim towards the expenditure incurred if any for participation if not paid by the organizing institute through the HOD to the Principal which shall be processed in accordance with the existing Standing Order no. LTJSS/ED/SGM/Exp/03, dated. 03/04/2000 on the subject.


(O.S. Bihade)
Executive Director

- Copy submitted to Hon'ble Secretary, L.T.J.S.S., for information
- Copy to Principal PCEA, LTCE, JLCCP (Deg), CVRIT for information and necessary action.
- ED file, Stores, CAFO

Copy to HOD: ME|BE|ET|PH|CH|AM|CT.



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Priyadarshini College of Engineering & Architecture Premises, Near C.R.P.F. Campus,
Hingna Road, Nagpur

STD: 07104 Tel: 35908, 37681, 360 48, 361 79, 363 81 (F) 37681

Ref : LTJSS/ED/H-Su/2000/04

Date : 03-04-2000

Circular :

Subject: Guidelines for issuing permission to pursue higher studies during service

The Management receives number of applications from employees seeking permission to pursue higher studies appearing as an external candidates or joining part time courses run in the morning or evening. The question of formulating a policy in this regard was under the consideration of the Management. Now, the management is pleased to formulate and announce the following policy in this regard. All the Heads of the institutions are hereby requested to examine the cases as per the framework prescribed below and decide them accordingly. However, a copy of the order of grant of permission should be submitted to the undersigned and also to the Hon'ble Secretary.

1. Presently the scheme shall be applicable to (1) Priyadarshini College of Engineering and Architecture Nagpur, (2) Lokmanya Tilak College of Engineering Navi Mumbai (3) Dr. C.V.Raman Institute of Technology Nagpur and , (4) J.L.Chaturvedi College of Pharmacy (Degree and Diploma) , Nagpur (5) Bhawani Industrial Training Centre, Nagpur
2. The policy shall be applicable for the teaching and non-teaching employees.
3. The employee shall apply in writing to the Head of the Institution through his or her Head of the Department for the permission giving details of the course, timings, examination schedule, nature of course, usefulness in career development etc.
4. If the course is not full time, the Heads of the Institutions shall grant permission to the employee on following conditions.
 - He or she will not be allowed to attend classes during working hours of the instituion.
 - Long leave will not be grante dfor th rpurpose of studies.



- He or she will have to apply for casual leave for the period of actual examination – preferably half day casual leave will be granted if it is at the credit of the concerned employee. The employee shall submit a copy of hall ticket.
- The employee shall not claim any kind of benefit of qualification acquired on account of this permission.
- The permission may be withdrawn at any time on administrative grounds.
- The employee shall not resign for a period of 2 years after acquiring the higher qualification.

5. The applications seeking permission to join full time courses should not be decided at institution level but should be submitted to the office of the undersigned. No employee shall join full time course without permission from the Management otherwise it will be treated as misconduct.

(O.S. Bihade
Executive Director)

Copy submitted to the Hon'ble Secretary, LTJSS, Nagpur

Copy forwarded for necessary action to

1. Principal, Priyadarshini College of Engineering and Architecture, Nagpur
2. Principal, Lokmanya Tilak College of Engineering, Kopar khairane, Navi Mumbai
3. Director, Dr. C.V.Raman Institute of Technology, Nagpur
4. Principal, J.L.Chaturvedi College of Pharmacy, (Degree and Diploma) Nagpur
5. Principal, Bhawani Industrial Training Centre, Nagpur



Office of the Executive Director
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Priyadarshini College of Engineering & Architecture Premises, Near C.R.P.F. Campus,
Hingna Road, Nagpur

STD: 07104 Tel: 35908, 37681, 360 48, 361 79, 363 81 (F) 37681

Ref: LTJSS/ED/SEM/EXP/०३

Date : 03-04-2000

Circular :

Subject: Participation in National / International seminars

Teaching faculty of engineering / pharmacy colleges submit their research papers for seminars, symposiums, conferences at University / State / National level or at International level. Many a time papers are accepted and teachers are invited to present their papers. Whenever teacher is invited for presentation, he seeks financial assistance from Management. Therefore the question of providing some financial assistance to such teachers was under the active consideration of the Management.

2. Now, the management is pleased to formulate and announce the following policy in this regard. All the Heads of the institutions are hereby requested to examine the cases as per the framework prescribed below and decide them accordingly. However, a copy of the order of grant of financial assistance provided should be submitted to the undersigned and also to the Hon'ble Secretary.

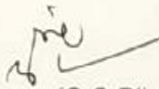
- Presently the scheme shall be applicable to (1) Priyadarshini College of Engineering and Architecture Nagpur, (2) Lokmanya Tilak College of Engineering Navi Mumbai (3) Dr. C.V.Raman Institute of Technology Nagpur and , (4) J.L.Chaturvedi College of Pharmacy (Degree), Nagpur.
- The scheme shall be applicable for the teachers approved by the University.
- The teacher may submit his or her paper to the organizer of the seminar/ symposium/ conference etc. as per schedule at own cost. There is no need of seeking permission for the purpose of submission of paper at this point of time.
- The expenditure towards stationery, typing, printing / xeroxing , postage etc. shall be borne by the concerned teacher.
- The teacher shall communicate in writing to the Head of the Institution, the details of seminar for which paper is submitted along with a copy of paper.
- No financial assistance shall be extended by the institution prior to attending such a seminar, symposium or conference.
- As soon as the teacher receives acceptance letter, a copy of letter of acceptance shall be submitted to the Head of the Institution along with application seeking permission to leave HQ.
- The teacher shall attend the seminar at his or her own cost if the Head of the Institution grants permission.
- The teacher shall produce attendance certificate from the organisers for considering his or her absence as duty period.
- Whenever a paper is selected for presentation in seminar, symposium or conference held at University/ State/ National or International level, the minimum period required for to and fro journey and for the duration of seminar shall be considered as duty leave. This leave shall be over and above any other permissible leave. The Head of the Institution shall maintain the record of such leaves.



- The teacher shall submit a brief report to the Head of the Institution after attending such a conference or seminar.
- The financial claim shall be considered only after producing all the documents such as acceptance letter, attendance certificate, details of journey, a copy of paper etc.
- The teacher shall apply to the Head of the Institution for reimbursement only after paper is presented.
- The Head of the Institution shall allow reimbursement as shown in the following table.

S. N.	Particulars of claim	Univ. Level	State Level	National Level	International Level in India	International Level outside India
1	Stationery, Printing, Postage etc	Nil	Nil	Nil	Nil	Nil
2	Registration fee	50 %	50 %	50 %	100 %	Nil
3	Travel at local place	Nil	Nil	Nil	Nil	Nil
4	Bus fare to and fro Bus journey	50 %	50 %	50 %	50 %	Nil
5	Railway fare to and fro (Actuals)	50 %	50 %	50 %	50 %	Nil
6	Stay in Hotels etc.	Nil	Nil	Nil	Nil	Nil
7	Incidental expenses	Nil	Nil	Nil	Rs. 200/-	3000/-

- In case the teacher accepts the reimbursement from institution as per the above norms, he or she shall have to submit an undertaking that he or she shall not resign for a period of 6 months from the date of receipt of reimbursement claim otherwise he or she shall be liable for refund 1.5 times the amount received by him or her subject to other prevailing rules.
- The teacher shall request in writing to take necessary entry in the service book. On receiving such request, Head of the Institution shall take necessary entry in the service book of the concerned teacher.


(O.S. Bihade)
Executive Director

Copy submitted to the Hon'ble Secretary, LTJSS, Nagpur
Copy forwarded for necessary action to

1. Principal, Priyadarshini College of Engineering and Architecture, Nagpur
2. Principal, Lokmanya Tilak College of Engineering, Kopar khairane, Navi Mumbai
3. Director, Dr. C.V.Raman Institute of Technology, Nagpur
4. Principal, J.L.Chaturvedi College of Pharmacy, (Degree) Nagpur
