



RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
INSTITUTE OF COMPUTER & MANAGEMENT RESEARCH

Approved by AICTE, Govt. of Maharashtra & DTE
Affiliated to Savitribai Phule Pune University, Pune
DTE Code :- 6158 University Code :- IMMPO13230

Certified by ISO : 9001 -2015,
ISO : 14001 -2015



Recognized as Green Educational
Campus

First Cycle 2023-2028

Hon. Shri. Vilas V. Lande
President

Hon. Shri. Sudhir V. Mungase
Secretary

Hon. Shri. Ajit D. Gavhane
Treasurer

6.3.1

The institution has effective welfare measures for teaching and non- teaching staff



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Sr. No.	Particulars
1	Group Insurance Policy for Teaching & Bob-Teaching Faculty
2	Maternity New Policy for Faculty
3	Advanced Payment/Salary to Faculty



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1. Group Insurance Policy for Teaching & Bob-Teaching Faculty

RJSPM's Institute of Computer and Management Research, Dudulgaon, Pune POLICY DOCUMENT

PROMOTIONAL POLICY FOR STAFF

Promotional policy is intended to recruit & retain qualified, competent & constructive staff. Various measures include:

- i. Transparent service conditions & rules.
- ii. Scope for promotion to higher positions.
- iii. Performance based annual increments & other monetary benefits.
- iv. Promotion for growth & intellectual development.
- v. Encouragement for higher studies
- vi. Financial assistance for attending conference, seminars, workshops, Quality improvement programs, Research paper publications/presentation, writing books, filing patents, etc.
- vii. Every promotional effort is directed for generating positive, constructive, & supportive atmosphere in the campus.

PROMOTIONAL POLICY FOR STUDENTS

Promotional policy for students is intended to attract meritorious students for various courses conducted in campus. Various initiatives include:

- a. Offer financial support for research and sports activities
- b. Institution of awards for meritorious students
- c. Institution of 'Best Student' award.
- d. Institution of 'Exemplary Conduct' award.
- e. Establishment of functional 'Student Support Services'
- f. Institution of scholarships/Assistance-ships to needy & poor students.
- g. Promote students to undertake social welfare activities like NSS.




DIRECTOR
"ANANTA JIJAU BHIKSHAN PRASARAK MANDAL"
INSTITUTE OF COMPUTER
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Dudulgaon, Pune-412 105.

STAFF WELFARE POLICY

Staff welfare policy is intended to take care of employee through implementation of various government initiatives. These includes:

- a. Employee Provident Fund
- b. Group Insurance
- c. Employee Mutual Benevolent Fund (EMBF)
- d. Medical Group Insurance

STUDENT WELFARE POLICY

Student welfare policy for is intended to take care of students through implementation of various initiatives. These includes:

- a. Hostel, Mess, Canteen Facility
- b. Student Insurance
- c. Ambulance & Emergency Medical Help Services
- d. Psychological Counseling Services
- e. Fitness Centers & Play Grounds




DIRECTOR
"AMATA JYAU SHIKSHAN PRASARAK MANDAL"
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Daulatabad, Pune-412 105

RESEARCH PROMOTION POLICY

This policy is intended to foster inclination, inculcation & promotion for undertaking research activities & thus promoting students for higher education. Initiatives in this connection includes:

- a) Special budgetary allocation for funds on research activity is made, which may be 4-5% of total budget & separate record should be maintained.
- b) To establish 'Research Committee' by nominating the experts from other colleges, industry, hospitals etc. to monitor & address the issues of research. Define measures through 'Research Committee' with respect to:
 - Autonomy to the Director Investigator
 - Timely availability or release of resources
 - Adequate infrastructure and human resources
 - Time-off, reduced teaching load, special leaves etc. to researcher teachers
 - Support in terms of technology and information needs
 - Facilitate timely auditing and submission of utilization certificate to the funding authorities
- c) Provision should be made to provide assistance for research in the form of making availability of infrastructure & facilities; supporting efforts for getting funding from Govt. & other agencies & providing conducive atmosphere and facilities for conducting research)
- d) Encouragement for higher study
- e) Support for research and academic publications (Research papers, Books, Monographs).
- f) Offering freedom to take research experience in reputed national institutions
- g) Offering freedom to take specialized training in industry, hospitals, research organization for acquisition of new knowledge & skills.
- h) Offering support for filling patents, Technology transfer, Consultancy work
- i) Offering support for MOU with other institutes, industry & research centers for mutual development. This will facilitate inter-disciplinary research projects.
- j) Offering support for attending seminars, conferences, workshops etc.
- k) Offering support for organizing conferences, seminars, workshops and competitions
- l) Conducting innovative projects.
- m) Provision should be made to make available college platform for research activities




DIRECTOR
"G.M.B.A. J.J.A.U. BHIKSHAN PRASARAK MANDAL"
INSTITUTE OF COMPUTER
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Duddhgaon, Pune-412 105

during vacations.

- n) Provision should be made for financial assistance for procurements of chemicals, solvents, instruments, books, travelling etc. for student research projects.
- o) There is need to develop institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research.

POLICY FOR COLLABORATIONS & MOUs

This policy is intended to improve networking of institute for sharing of material & human resources for mutual development. Initiatives in this connection includes:

- a) Institutes, Industries, Research Centers, State & Central Government organizations, NGOs, Local bodies/ communities relevant to the course should be preferred for MOU/Collaboration.
- b) RJSPM promotes collaborations/MOU at various fronts such as Curriculum development, Internship, On-the-job training, Faculty exchange and development, Research, Publication, Consultancy, Extension, Student placement etc.
- c) Written permission should be sought from the management before entering into a MOU/Collaboration
- d) Collaboration /MOU should be active & functional & Director should monitor various exchange activities for perceived benefits.
- e) Any financial transactions should be performed through RJSPM only.
- f) Annual report should be forwarded to RJSPM office for reviewing academic and financial benefits of MOU/Collaboration.




DIRECTOR
RAJAWADE SANSHODHAN PRASARAK MANDAL
INSTITUTE OF COMPUTER
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Daulatabad, Pune-412 105

POLICY FOR CAMPUS SAFETY & SECURITY

Rajmata Jijau Shikshan Prasarak Mandal (RJSPM) is providing a safe & secure working environment for employees, students & visitors through various initiatives.

1. Barrier Free roads and passages.
2. Checks for wiring and electrical installations for leakage and earthing.
3. Fire-fighting measurements: Effective safety arrangements with emergency/multiple exits and ventilation/exhausts in auditoriums and large classrooms/labs,
4. Fire-fighting equipment (Fire Extinguishers) and training, availability of water and such other facilities
5. Safety of civil structures/buildings etc.
6. Handling of hazardous chemicals and such other hazards (Fume Hoods, Safety Goggles, Gloves etc.)
7. Conduction of Safety drills for training of staff & students.
8. Analysis report of drinking water.
9. Prepare Escape Plan in case of fire, earthquake & other natural calamities.
10. 24 x 7 Security arrangements in the campus

CAMPUS SECURITY RULES

To ensure safety and security of all the individuals in the campus following instructions shall be strictly observed and disciplinary action will be initiated against the defaulters:

1. While entering the campus the faculty and students will be in possession of the Identity card held around and clearly visible to the security staff. The identity card will be held on person at all time in the campus.
2. The speed limit for all vehicles inside the campus will be maximum 20 Kmph.
3. The vehicles will be properly parked at the designated places only.
4. Students will not argue with the security staff.
5. Triple riding on the two wheelers inside the campus is strictly prohibited.
6. Parking of vehicles along the road is prohibited.
7. Chewing of tobacco products/ smoking / consuming alcohol in and around the campus are cognizable and punishable offences.




DIRECTOR
RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL'S
INSTITUTE OF COMPUTER
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Duddhgaon, Pune-412 105.

POLICY FOR ACADEMIC AND ADMINISTRATIVE BODIES

1. For smooth & effective functioning of academic institute, Governing Body & College Development Committee should be constituted as per regulatory norms.
2. Their composition, functions & responsibilities should be fixed based on directions of University/ AICTE
3. Regular meetings of GB/CDC should be conducted at intervals as prescribed by norms with circulating the agenda in advance to the members for taking policy decisions & action taken report & MoM should be documented and approved.

POLICY FOR STUDENT ADMISSION PROCESS




DIRECTOR
"SARITA J. JAU BHIKSHAN PRASARAK MANDAL"
INSTITUTE OF COMPUTER
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Daulatabad, Pune-412 105

- a. Since Admissions to various courses are conducted by the Maharashtra Government through Competent Authority by specially designed online Centralized Admission Process (CAP). Keep following documents ready for scrutiny
 - i. Admission schedule published by Competent Authority.
 - ii. MBA-CET Exam conducted by the CET Cell
 - iii. Seat Matrix and Seat allotment charts of CAP rounds
 - iv. List of students admitted (Reservation seat Chart)
 - v. Letter issued by RO for document verification of admitted students
 - vi. Received copies of files submitted to the Admission Regulating Authority (ARA) & University.
 - vii. Merit lists scrutiny and approval by DTE-RO & ARA and final approval by ARA
- b. Documents pertaining to the admission process demonstrating as how access to the diversity & inclusion of SC/ST, OBC, Women, Differently-abled, economically weaker sections, minority community as per National commitment should be made available. Prepare chart of above students of categories are admitted (Three-year data)
- c. Admission process for IL Quota & seats left vacant after completion of CAP rounds.
 - i. Advertisements published by the college for IL Quota Admissions
 - ii. Admission schedule (Advertisement) appeared in Newspapers & Admission criterion.
 - iii. Applications of students.
 - iv. Merit list of students who have applied to be displayed on notice board and website.
 - v. Final merit list.

(Same CAP procedure is applicable to lateral entry – Direct Second Year Admissions.)
- d. After completion of rounds of all types of admissions, admission cell should review process, identify discrepancies & workout on remedies for conducting next year's admission process efficiently.
- e. Admission cell should undertake data analysis immediately after completion of admission process for following:
 - i. Student Profile: minimum & maximum CET merit of admitted students to different categories & comparative statement of last three years- (Cut Offs).
 - ii. Comparative statement of Cut-off with 3-4 nearby institutes.




 DIRECTOR
 "GALBATA JIJAU BHIKSHAN PRASARAK MANDAL"
 INSTITUTE OF COMPUTER
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 Dindugaoon, Pune-412 105

- iii. Changing trends of admission, their reasons, & possible remedies
 - iv. Remedial plan for implementation (visits to the schools/colleges, organizing career guidance program, major changes in teaching-learning processes etc.)
 - v. Long term plan for improving admissions as well as attracting meritorious students & their implementation.
 - vi. Recording of outcomes resulted from implementation of long-term & remedial plans.
- f. Head of institute should inform, approve remedial plan from management & closely monitor remedial measures to improve the admissions/ improve number of meritorious students.

POLICY FOR CONSULTANCY

- a. Need to evolve systems and strategies for establishing institute-industry interface & other interfaces for consultancy work.
- b. Consultancy work is important for advocating and to publicize the expertise of the faculty members. It also encourages the staff to utilize their expertise and available facilities for consultancy services and further improve them.
- c. To promote consultancy work, the concerned faculty member & Institute will share 50:50% of income & the revenue so generated will be used for the development of institute.




DIRECTOR
"ANANTA JIJAU BHIKSHAN PRASARAK MANDAL"
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2. Maternity New Policy for Faculty

Dt - 16/03/2023

To,
The Director,
RJSPM's ICMR
Dudulgaon Pune

Subject: Application for Maternity Leave

Respected Sir,

I am Shubhangi Sawant working as an Assistant Professor RJSPM's ICMR I want Maternity leave for 6 months From 01 April 2023 to 31 Oct 2023 as per doctors advise as I underwent fetal reduction procedure of one fetus last week on

I will let you know incase of any unforeseen with delivery and oregnacy if there is any delay in the joining date I request you to please grant me maternity leave.

Thanking you

Yours Sincerely


Ms. Sawant Shubhangi

Accepted on
medical grounds of
nature's call for her.

Pl. inform a take
Permissiz for
Hon-Secretary
RJSPM

RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL
INSTITUTE OF COMPUTER & MANAGEMENT RESEARCH
DUDULGAON PUNE 412105

Dt- 20/03/2023

प्रति
सचिव
राजमाता जिजाऊ शिक्षण प्रसारक मंडळ
लांडेवाडी भोसरी पुणे


विषयः प्रा शुभांगी सावंत यांच्या गरोदरपणाच्या रजेबाबत...

महोदय

वरिल विषयास अनसरून महाविद्यालयातील प्रा शुभांगी सावंत यांनी दि. एप्रिल २०२३ ते ३१ ऑक्टोबर २०२३ या सहा महिन्यांच्या कालावधीमध्ये गरोदरपणाची रजा मागणी केली आहे प्रा शुभांगी सावंत या आपल्या महाविद्यालयात दि. १५ नोव्हेंबर २०१९ पासून कार्यरत आहेत .

तरी प्रा शुभांगी सावंत यांच्या रजेच्या अर्जावर योग्य तो निर्णय व्हावा .


PRESIDENT
Rajmata Jijau Shikshan Prasarak Mandal
Landedwadi, Bhosari, Pune-411 039.


DIRECTOR
RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL
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सोबत १. प्रा शुभांगी सावंत यांचा अर्ज



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3. Advanced Payment/Salary to Faculty

From

Akash B. Gawade

A/p- Dhanore. Tal-khed,

Dist-Pune, Pin-412105

To

Director

RJSPM's ICMR

A/p- Dudulgaon, Tal-Haveli,

Dist-Pune, Pin-412105

Subject: - Regarding the Advance Money of Rs. 1.5 Lack

Respected Sir,

My name is Akash Balasaheb Gawade. I working as Asst. Prof. in our RJSPM's ICMR MBA department since from 15 Nov 2019. Sir, marriage is held on 9th Dec. 2022. For marriage purpose I need an advance money of amount Rs. One lack fifty thousand only. Sir I will return money in monthly installments from February 2023. It is feasible to me to pay a monthly installment of Rs five thousand per month.

Sir, I requested you to please grant my request and confirm.



Thank you

Akash B. Gawade

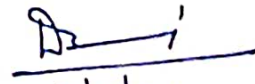
8796879140

RJSPM's ICMR MBA

To,

Hon. secretary RJSPM,

please consider in positive way, since he is getting married. His performance is good.


3/11/22