

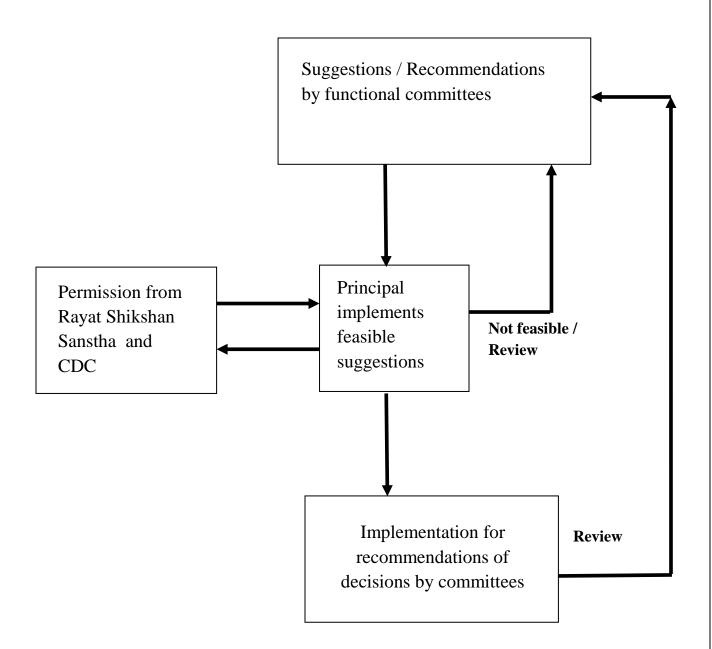
# Criterion 7 – Institutional Values and Best Practices Key Indicator - 7.1 Institutional Values and Social Responsibilities

# 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Sr.No.	Documentary Evidences / Sample Documents	Page No.
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#### Participative Management in the Institute





#### Stores and procedure for procurement of material

Stores will be procuring centrally the equipments, consumables, stationary etc. for various sections of the institute. After sanctioned requirement received by stores, process to procure / purchase will be initiated by stores. Stores will be calling quotations, get approved through purchase committee, place orders, procure material, get inspected, and recommend the bill for payment after recording to General Inward register (GIR). There will be no goods in stock in stores. Goods will be procured subject to demand and supplied to demander, on submission of Indent. Demander (department or office or workshop etc.) will issue indent to stores, and after goods is received as per indent, same will be recorded in a dead stock register with the department, Laboratory, office etc. Store Keeper will be responsible to maintain records, to follow purchase procedure,

- 1. All the departments, office, workshop, maintenance section etc. all sections will procure required furniture, equipments, consumables etc. through central stores only.
- 2. All the departments, office, workshop, maintenance section etc. all sections will provide list of required goods with detailed specifications to central stores, to enable stores call for quotations. The list of material to be procured, and cost of total procurement should be duly sanctioned by Principal for further processing. For some special identified requirements the department should supply the list of suppliers and related information. If purchase is of value more than INR 20,000/- then permission from CDC and subsequently from Secretory Rayat Shikshan Sanstha, should be sought.
- 3. Stores should call for quotations through proper procedure, following the guidelines of Sanstha.
  - a. Send enquiry letters, or advertise tender notice if cost of total material to be procured is more than Rs. 50,000/- or as specified.
  - b. Get quotations through Post or courier and prepare blank comparative statement
  - c. Call for purchase committee meeting, open quotations in purchase committee meeting, Call suppliers and negotiate, and finalize supplier by finalizing comparative statement.
  - d. Place order
- 4. While demanding goods from stored, demander (department, office, workshop, and maintenance section etc.) section will put a demand note to the principal. This demand note will be giving list of goods with detailed specifications, approximate costing, and proposed expenditure. The note should also specify the availability funds and its budget provision for proposed expenditure. Such demand note with approval and sanction from principal to be forwarded to the stores for further processing.
- 5. Stores should call for quotations through proper procedure, on behalf of principal. If the total purchase cost is more than the approval limit of the principal then quotations should be called by publishing the tender notice in paper. Three or more respondent should be there, submitting quotations in response to the public tender notice. To complete the process through Purchase committee three or more quotations must be available.



- 6. Quotations will be collected by stores. The stores will put forth the quotations to purchase committee. For scrutinizing the quotations, interrogating and assuring quality of supply, stores should ask for experts help from concerned departments.
- 7. After Purchase committee has approved the rates and supplier, stores will maintain a copy of Purchase committee meeting and place the orders accordingly.
- 8. Stores will get inspected supplied goods received from demander department, and after approval and inspection report from department bills to be recorded in GIR, and GIR registration to be marked on bills. After receipt of installation and commissioning report from concerned department, office etc bills may be certified for payment as per terms and conditions mentioned in purchase order. Bills to be submitted to accounts will all originals attached, and a copy of all to be maintained with stores.
- 9. Received goods are to be transferred to the department only after receipt of indent from the department, office. Department must register the goods to the related dead stock or consumable register. **No department should maintain separate GIR.**
- 10. Stores should confirm that supplier has fulfilled the terms of earnest money deposits, tender cost payments etc. from accounts section before placing the order. Accounts section must confirm, and issue payment subject to the terms and conditions of payments mentioned in a purchased order.
- 11. If Purchase order specifies about bank guarantee, than that is to be obtained by accounts section and maintain the record before payment. After completion of guarantee period original bank guarantee papers may be returned to supplier, on demand, after retaining its photocopy in the file.
- 12. Format for comparative Statement is as attached.
  - a. Do not delete any line / words in comparative statement though not applicable



Com	Comparative Statement (print back to back) Date 1st April 2014									
Comparative statement showing the comparative rates for the material required byOffice (Xerox Center) department vide										
A) Requisition letter noKBPCE/1234dated08/03/2018B) Enquiry letter send to suppliers vide ref No:KBPCEPS/4642 to 4649 dated12/03/2014 C) Tender Notice Published in daily on date (attach a copy of publication and tender document)  Is put for consideration inLocal purchase committee meeting held on date  In reply to the above enquiry following parties have responded.										
Sr No	Name of Party	Location/ Address	Quotation Reference No. and Date	Inward number and date						
Party 1	Yash Enterprises	"Shanti Sadan" Flat No.12 opp. Police Head Quarter, Sadubhau Gosavi Marg Vishrambag, Sangali-416415	YE/14/03/309 date 24-03- 2014	4113 date 26-03- 2014						
Party 2	Swastik Enterprises	Shivtej Bunglow No.1, Deshmukh Colony,Sadarbazar,Satara.415001	SE/PC/97/13-14 date nil	4107(2) date 25- 03-2014						
Party 3	Shricom Office Automation	Pawar tower, Guruwar peth Nr. Kamani Haud, Rajpath Satara.415002.	SC/SA/QT/SA/PC/18/13- 14 date Nil	5107(1) date 25- 03-2014						
Party 4										
Party 5										

Continued on page 2

Page 1



#### Continued from page 1

The material description and quoted rates are as below

Item	Description of	Qty	Rates quoted by party	Rates quoted by party	Rates quoted by
No	material		1, YAsh Enterprises,	YAsh Enterprises, 2, Swastic Enterprise,	
	(Specifications,		in Rs. per unit	in Rs. per unit	Office Automation,
	make, model etc)				in Rs. per unit
1	Toner cartridge for	12	Basic rate	Basic rate	Basic rate
	Richo make model	No	Rs. 3246.00	Rs. 2902.86	Rs. 3200
	No officio		Net Rate inclusive of	Net Rate inclusive of	Net Rate inclusive of
	MP2000L2, Part		All levies and	All levies and%	All levies and%
	No 1230D Black		%GST	GST	GST
			Rs3408.30	Rs3048.00	Rs <u>3360.00</u>
3	Quotation Valid up			30 days	30 days
	to				
4	Delivery period		Ex Stock		
5	EMD amount,				
	receipt No and				
	Date				

#### Remarks:

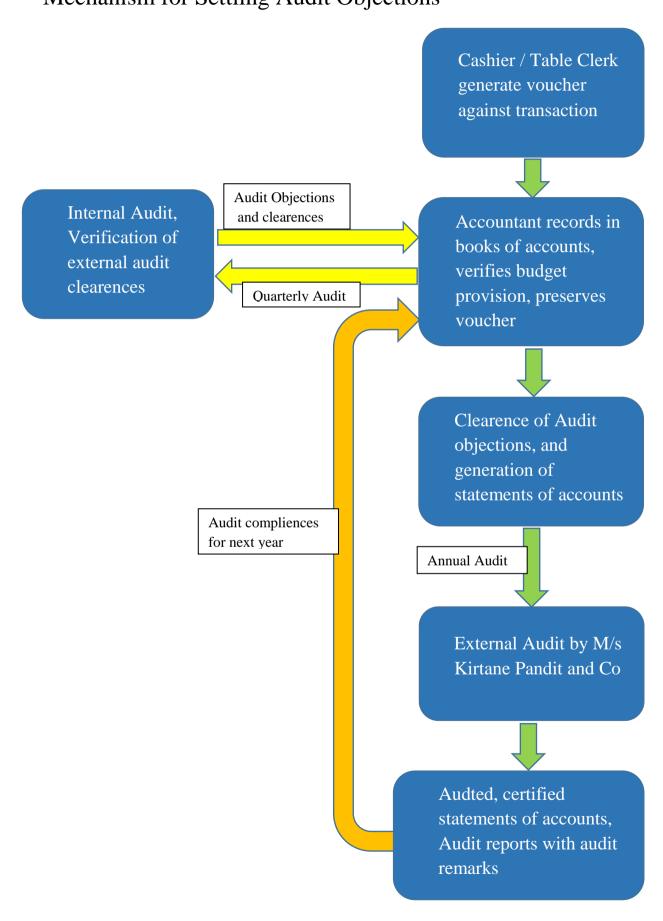
- 1. The rates mentioned in comparative statement are inclusive of all levies and taxes, and for free delivery at institute.
- 2. The rates mentioned are after deduction of discount offered.
- 3. The technical specifications of the material quoted are same as per requirements mentioned in A above
- 4. Further after comparing the rates it is recommended to place the order for
  - a. Item no 1 above with party no 2, i.e. with Swastic Enterprises, Shivtej Bunglow No.1, Deshmukh Colony, Sadarbazar, Satara.415001
  - b. Item no 2 above with party no 3, i.e. with Shricom office, Deshmukh Colony, Sadarbazar, Satara.415001
- 5. The Total Order Value against this comparative statement is Rs.\_\_\_\_\_ (Rs in words)

Sign and name: Prepared By:	Checked By:	
Sign and name:		
Member 1	Member 2	Member3

Principal KBP College of Engineering, Satara



### Mechanism for Settling Audit Objections





Academic Year: 2017-18

Name of the Program: Computer Science & Engg Name of the Course: Web Technology i

Course Code: CS7L05

#### Notice

Following pattern of evaluation scheme, is going to be used during semester I of academic year 2017-18 - for theory course and laboratory work for the subject. Web Technology I on the date 20 6 2017

#### **Evaluation Scheme**

Examination Scheme	Theory	Term Work	POE	Total		
Max. Marks	The state of the s	50	50	100		
Contact Hours/ week	3(TH) + 4(PR)					
	Schem	e of Marks				
Unit No.	Title	Marks .				
1	Front End Web Designing	50(TW)+50(P	OE)			
2	Introduction to XML					
3	Working with XML					
4	Basics of Servelet					
5	Advanced Topics in Servlet					
6	Java Server Pages (JSP)					

#### **Termwork Evaluation**

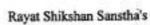
Unit Test I	Unit Test II	Continuous Assessment of Practical & Project Based Learning	Oral	Total
10	10	20	10	50

Course Co-ordinator Prof. Rasal S.A.

CSE Deptt.



DOI: 1





### Karmaveer Bhaurao Patil College of Engineering Satara

#### Mechanical Engineering Department Year 2017-18 (SEM I)

#### Notice

Date: 12/06/2817

To B.E. Mechanical Students are hereby informed that As per the Shivaji University Kolhapur curriculum, internal term work of 50 Marks is assigned to B.E. Phase-I Evaluation. The detailed continuous assessment sheet is prepared to evaluate the term work marks of that B.E. Project Phase-I in Acadmic Year 2017-2018 Semester I.

Search of Project (Scope Of Project)	Log Book/Work Diary	Schedule	Execution Of Project	Presentation	Total Marks
10 marks	10 marks	10 marks	10 marks	10 marks	50 Marks

B.E Project Conedicator

Mochacical Engineering Decartment



# Karmaveer Bhaurao Patil College of Engineering, Satara

Undertaking of Lesson/Lecture Plan and Evaluation Scheme

I have seen the entire lesson/lecture plan and evaluation scheme, that is going to be used during semester // II of academic year 2017- for theory course and laboratory work for the Course/ subject: Theory of Machine-I on the date 14/14/17

Program with code:

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Course / Lab Coordinator

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### Rayat ShikshanS anstha's

# Karmaveer Bhaurao Patil College of Engineering, Satara.

Computer Science and Engineering Department AY 2017-18

## Unit Test - II(SEM-II) ( CORRECTION CONTROL

**Answer Sheets Shown Report** 

				ts Shown Repor	nate: 31/3/18	
	Class: TE-Con	nputer Subject: _	PL-	10	_ Date: 31 3 18	e a an
SR No	Unique ID	Name of the Student	Marks Out of 30	Any Grievance	Grievance Redressed? (yes/no) details	Signature of Student
1	CS2015032	Aishwarya Nilapwar	2)			distant
2	CS2013011	Alisha Shaikh	3		4000	4.4.
3	CS2016002	Amruta Kale	7			Male
4	CS2016001	Amruta Pawar	3			(B) rate
	CS2015033	Ankita Gaikwad	27			Bailons
6	CS2014033	Apurava Jadhav	22.			· putos
7	CS2014034	Ashwini Ranaware	2.			Ronavare
8	CS2015034	Astika Chopra				Auth
9	CS2015035	Bhushan Kadam	3		4	Dyrodn.
10	CS2015036	Chaitrali Kulkarni	16	(g )	yes	Fra Toll
11	CS2015037	Chetan Aware	13			Queen
12	CS2016003	Dipti Salunkhe	11			Sale
13	CS2014035	Gaurav Kadam	8			
14	CS2015038	Himanshu Devi	15	1		JAS
15	CS2015039	Hrishikesh Shinde	22			Binde
16	CS2015040	Kajal Kadam	4		1001 100 0 0 000 100 0 1	Eleus
17	CS2014036	Kajal Shinde	15	· · · · · · · · · · · · · · · · · · ·		Rehide
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<b>7</b> 9	CS2015042	Mayuri Rajebhosale	22			1
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21	CS2016004	Minal Gaikwad	12			nea
22	CS2016005	Neha Sartape	9			. —
23	CS2015044	Nirmala Devmane	8			Bulker
24	CS2014037	Omkar Nandle	5	ma	(les	dunte
25	CS2014038	Pankaj Gandhi	4		ч	O Last
26	CS2014039	Pooja Rathod	25	· i	- 20%	anthon.
27	CS2015045	Poonam Nisalkar	6			(N) ab
28	CS2015046	Pradnya Nalawade				Witch.
29	CS2016006	Prajakta Salunkhe	27			Quiland
30	CS2015047	Pranita Ahirekar	18			7
31	CS2015048	Prathmesh Dake	10		· · · · · · · · · · · · · · · · · · ·	200
32	CS2016007	Pratibha Pawar	. 4			Psawor
33	CS2016008	Pratik Dhulekar	5	<u> </u>		DOLL
34	CS2015049	Pratiksha	11			Posher

SR No	Unique ID	Name of the Student	Marks Out of	Any Grievance	Grievance Redressed? (yes/no) details	Signature of Student
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35	CS2014040	Pratiksha Deshmukh	4	mas	yes.	
36	CS2014041	Priyanka Duduskar	3			Lough
37	CS2016009	Priyanka Nikam	4			Likail
38	CS2015050	Puja Navale	14			grande
39	CS2016010	Rakhee Suryawanshi	2			Res
40	CS2014042	Rohit Badekar	S			Ryal_
41	CS2015051	Rucha Doshi	16			Roshi.
42	CS2016011	Sabah Bagwan	8		<del>ere</del> n wer nary i no rive	60
43	CS2015052	Sai Mandape	6			What
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45	CS2016013	Samruddhi Benkar	19			Both
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51	CS2014043	Shraddha Gaikwad	6			OR A.
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53	CS2015056	Shrutika Oswal	28	21		But.
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58	CS2015057	Snehal Kudale	0			- BEELES
59	CS2015058	Sunanda Zore	27 !			Str
60	CS2016019	Sunita Kanwalu	9			Domoalu
61	CS2014046	Swapnali Kachare	9			S.S.Kachowe
62	CS2015059	Tabassum Mujawar	16	Q2	yes.	poiasa
63	CS2015060	Tejas Kurle	16			THE POLICE
64	CS2015061	Vishakha Gursale	15			Cishan
65	CS2016020	Yogita Ranaware	15			Line
66	CS2015062	Yugandhara Bhosale	3			The male

Subject teacher

Academic Coordinator

HOD(Computer)

# Dr. Babasaheb Ambedkar Technological University, Lonere

Centre: K.B.P. College of Engineering, Satara

Mid Sem Oct 2017  Ject with Code :- Engg Seet No. (PRN No.)	· Mo	ths-	LLMA	One 4	Oue 5	Total	Sign of Student as
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Examineer Name & Signature with Date

Patil S.P.

#### Rayat Shikshan Sanstha's . Karmaveer Bhaurao Patil College of Engineering, Satara. T.E.Mechanical Internal Termwork ( 2017-18) d Code: Metrology and Quality Control Course Teacher: Prof Miss. Pawar P.F. Project ROLL Internal Oral UID LT Total NAME OF THE STUDENT Rendence Marks (5+5) NO. learning Sign arks out of (5) out of 5) (Dut Of 5) lost of 25% report submissio ME2016064 BAGWAN SHAHABAZ SHAKIL 53 5 55 22 1.75 ME2016077 BAGWAN SUNEL HAIDAR 5 5 5 Jane 5 23 V-MEX 15041 BARGE MAYUR BALKRISHNA 5 3 3 5 2 4.8 Bear MEX 16000 BASWANT RAVERAL SUBBLASH 17 5 498 3 2004 36 MED-15032 BHANAGE PRATHMESH SANJAY MED-15027 BHONDA'S MRUNAL SATISH (12) 8 F 584 d d (Ahasaa (Phasaa MEZ: 15024 BHOSALE SANYUKTA R. \* ME2 (1400) CHAVAN (KASH ME2 (150)7 CHAVAN PARESH GANAPATI 21 2 17 MEN 16067 C HAVAN GRADHA ISHWAR MEN 15061 C HAWAD WALE HUAAT ALI MEN 14065 IMLVI SHWETA 12 20 22 585 AT PARTY 50 3 12 3 2 13 MEN 16066 DESHMULH SNEHAL R 11 5 MEX 16078 INHADAM : SHIVANIALIS 4 14 24 V 55 3 15 MEN 14009 GADIWAE DAR GOPAL M Sherops 20 V 2 3 MEX-150(0) (THADAG) DHIRAJ DHANA RAJ 16 4 MEZ-15032 INAMDAR SOHAB, ASHFACUE 153 . 3 4 18 MEN 15013 JADHAV ABHISHIK SUNIL 100 20 19 29 ME2015031 PADMAY CANESH AJAY ā MEX 15067 JADHAV VIKAS 5 21 MEX 16085 JAGATAP GIRISH VIJAY 东 2 20 5 5 3 MED-19012 SAGTAP PRATIK SANTAJIR 40 3 21 MEX-1986 JANGAM KIRAN SOPAN 449 20 在五 MEX 14024 PRANGE PARAG P D Thomas MEN 15006 ILADAM CHANDAN RAJENDRA 21 26 MEDI 19064 KADAM SURAJ Coassedwalington HOD



#### Karmaveer Bhaurao Patil College of Engineering, Satara Academic Year - 2017-18 Department of Mechanical Engineering Seminar Evaluation Sheet, T.E. Mechanical



Roll No	Name of Student	Content of Seminar(10)	Presentation of Seminar(5)	Question & Answer(5)	Total (25)	Sign of Student
1	Bagwan Shahabaz Shakil	14	4	4	22	2010
2	Bagwan Suhel Haidar	14	4	-	23	17
3	Barge Mayur Balkrishna	12	3	3	18	9000
4	Baswant Ravitaj Subhash	13	4	4	21	(P)
5	Bhanage Prathmesh Sanjay	11	2	2	15	P.S.Bly
6	Bhondave Mrunal Satish	43	4	4	21	
7	Bhosale Sanyukta R	13	4	3		(Males
8	Chavan Akash	11	3	3	17	194
9	Chavan Paresh Ganapati	13	2	2		-
10	Chavan Shradha Ishsvar	13	3	2	17	Chan
11	Chawadiwale Musaj Akil	14	5	4	18	MAC
12	Dalvi Shweta	5	3	2	23	7
13	Deshmukh Snehal R.	14	4		10	Spelere .
14	Dhadame Shivanjali S.	13	3	3	22	Dehmukto
15	Gadiwaddar Gopal M.	11	2		19	Samonn's
16	Ghadage Dhiraj Dhanaraj	12	4	2	15	1.0
17	Inamdar Sohail Ashfaque	12		3	19	200
18	Jadhav Abhishek Sunil	12	3	4	19	Bash
19	Jadhav Ganesh Ajay	11	3	4	49	0493
20	Jadhav Vikas	14	2	2	15	9
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7           Barge Shubham CT         6	Pilaware Akshay Tukaram         12         3           Pol Omkar Chandrakant         10         3           Rathod Swapnil Ramdas         ±4         3           Raut Omkar Manaji         ±4         2           Sawant Akash Sanjay         ±3         4           Sawant Sapana Rajendra         ±3         4           Sawant Sapana Rajendra         ±3         4           Sayyed Jaid         ±3         3           Shinde Sahil Sanjaykumar         ±3         4           Shinde Shailesh         ±3         3           Shinde Shailesh         ±3         3           Shirke Rajesh Jaywant         ±3         4           Sirsat Vikas Shrihari         ±4         2           Sutar Omkar Machindra         7         4           Tarange Madhav Shivaji         ±3         3           Urade Pranjali         4         4           Wagh Rohit Arjun         ±3         3           Yadav Dhanaji Shivaji         ±3         3           Kambale Shrikant Satish         ±2         3           Kore Saraswati A         ±2         3           Mane Avinash N         8         4           More Rutuja         7<	Pilaware Akshay Tukaram         12         3         3           Pol Omkar Chandrakant         10         3         3           Rathod Swapnil Ramdas         ±4         3         2           Raut Omkar Manaji         ±4         2         2           Sawant Akash Sanjay         ±3         4         4           Sawant Sapana Rajendra         ±3         4         4           Sayyed Jaid         ±3         3         2           Shinde Sahil Sanjaykumar         ±3         3         2           Shinde Shailesh         ±3         3         2           Shirke Rajesh Jaywant         ±3         3         2           Shirke Rajesh Jaywant         ±3         4         3           Sitsat Vikas Shrihari         ±4         2         2           Sutar Omkar Machindra         7         4         2         2           Sutar Omkar Machindra         7         4         2         2           Urade Pranjali         4         4         3         2           Wagh Rohit Arjun         ±3         3         2           Yadav Dhanaji Shivaji         ±3         3         2           Kambale Shrikant Satish </td <td>Pilaware Akshay Tukaram         12         3         3         18           Pol Omkar Chandrakant         10         3         3         16           Rathod Swapmil Ramdas         14         3         2         19           Raut Omkar Manaji         14         2         2         15           Sawant Akash Sanjay         43         4         4         24           Sawant Sapana Rajendra         13         4         4         24           Sayyed Jaid         13         3         2         18           Shinde Sahil Sanjaykumar         13         4         4         24           Shinde Shailesh         13         3         2         18           Shirke Rajesh Jaywant         13         3         2         18           Shirke Rajesh Jaywant         13         3         2         18           Sitsat Vikas Shrihari         14         2         2         15           Sutar Omkar Machindra         7         4         2         13           Urade Pranjali         4         4         3         11           Wagh Rohit Arjun         13         3         2         18           Kambale Shrik</td>	Pilaware Akshay Tukaram         12         3         3         18           Pol Omkar Chandrakant         10         3         3         16           Rathod Swapmil Ramdas         14         3         2         19           Raut Omkar Manaji         14         2         2         15           Sawant Akash Sanjay         43         4         4         24           Sawant Sapana Rajendra         13         4         4         24           Sayyed Jaid         13         3         2         18           Shinde Sahil Sanjaykumar         13         4         4         24           Shinde Shailesh         13         3         2         18           Shirke Rajesh Jaywant         13         3         2         18           Shirke Rajesh Jaywant         13         3         2         18           Sitsat Vikas Shrihari         14         2         2         15           Sutar Omkar Machindra         7         4         2         13           Urade Pranjali         4         4         3         11           Wagh Rohit Arjun         13         3         2         18           Kambale Shrik

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# 6.2.2 Recruitment Procedure Faculty & Staff Requirement of KBP COE Satara. Rayat Shikshan Sanstha, Satara. Post Sanction from University. Roaster Approval from University/Government. Advertisement Approval from **Application** University under CAS Publication of Advertise In National Daily & Application Received. **University Appointed Interview** Committee Interviews. University Approvals. Faculty Appointed.



#### Recruitment Procedure and Promotion Policy

Rayat Shikshan Sanstha's Karmaveer Bhaurao Patil College of Engineering, Satara is established in 1983. Since establishment the institute is affiliated to Shivaji University Kolhapur.

The faculty and staff appointing authority for institute Karmaveer Bhaurao Patil College of Engineering Satara, is parent institution, Rayat Shikshan Sanstha, Satara.

The Faculty recruitment was done as per prevailing regulations of Shivaji University Kolhapur. In 1994 AICTE taken over the approvals to the institutes and since then AICTE guidelines are mandatory for faculty recruitment. The faculty to students' ratio is maintained to 1:15 as per guidelines of AICTE and the approval for recruitment is accorded by Shivaji University, Kolhapur.

The faculty in cadre ratio of 1:2:6 (Professor: Associate Professor: Assistant Professor) is recruited with the post sanction from Shivaji University.

Establishment section of the Institute receives the work load computation and accordingly faculty requirement from every department. Accordingly requirement of faculty is computed. If available approved faculty is less than required then post sanction is requested to the affiliating University. After posts are sanctioned from University, approval for advertising the posts is taken from University. Advertisement is published in national newspapers. Posts are filled by selection from University appointed selection committee. Further approval is granted by University.

Normally posts are vacant due to resignation or retirement of faculty. When university approval process is likely to take a long time, to avoid inconvenience faculty is appointed on ad-hoc basis.

For faculty the promotion is by selection on higher posts. Some higher posts are filled by CAS (Career Advancement Scheme) as per AICTE guidelines.

Various posts in staff are filled as per requirements through advertisement and interviews by parent institution Rayat Shikshan Sanstha, Satara. Time to time additional requirements of staff are fulfilled by appointing the staff on ad-hoc basis.