

# New Leave Policy

A.Y.-2023-2024

Dinkarrao K. Shinde Smarak Trust's



# Dr. A. D. Shinde College of Engineering

Accredited by NAAC "B+", ISO 9001:2015 and ISO14001:2015


Approved by AICTE, New Delhi, DTE, Mumbai, Govt. of Maharashtra and Affiliated to Shivaji University, Kolhapur.



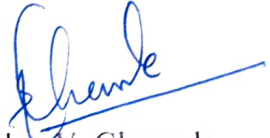
Date: -01/04/2024

## New leave policy

1. A leave card shall be maintained by all Teaching and Non-Teaching staff which will be kept in office as a record. All Teaching and Non-Teaching staff shall get the sanction to leave, before utilizing it. If prior sanction is not taken then it will be treated as Leave without pay (LWP). It is applicable to all kinds of leaves. (Except emergency with intimation to Principal).
2. All Teaching and Non-Teaching staff is entitled to get 12 casual leaves (CL) per year (Jan.-Dec.).
3. All Teaching and Non-Teaching staff is entitled to get 10 full pay medical leaves (SL) per year (Jan. – Dec.)
4. Maximum 2 consecutive CL will be permitted at the HOD'S level.
5. Up to 3 consecutive CL will be permitted with Principal prior permission.
6. After 10.05 AM thumb will be considered as late mark. Maximum 3 late marks will be allowed in a month. For more than 3 late marks half day CL will be consumed. If CL is not in balance, it will be treated as LWP.
7. Movement register will be kept in the office. The teaching and non-teaching staff, who are going outside the college have to enter their names in the movement register.
8. Compensatory off (CO) will be entered in the leave card by the office and can be utilized with prior permission.
9. Duty leave (DL) will be permitted with prior permission of the principal. DL will be sanctioned only after submission of required documents.
10. Study leave may differ from case to case with the Management decision.

  
Mr. Hemanth Karigar  
Registrar



  
Dr. Dinkar V. Ghewade  
**PRINCIPAL**  
**A.D. Shinde College of Engineering**  
Bhadgaon, Tal. Gadhinglaj, Dist. Kolhapur

## Duty Leave Card

Name of the Faculty					Designation		Available Balance		Staff Code No. :- 064	
Dr. Vireshkumar G. Nanded					Assoc. Professor		CL-12 SL-10		Contact No. :- 7795737622	
Date of Appointment				Regular/Local				Recommendation		Sanction
Sr. No.	Date of Application	Type of Leave	Leave From to	Total Days	Reason	Sign. Employee	Work Load Adjustment with name	Sign.	HOD	By Principal
01	22/4/24	DL	24/4/24	1	Examination without BEC	<i>[Signature]</i>	Prof. S. C. Gondekar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
02	17/5/24	DL	18/5/24	1	Visit to Pune for tech. conference	<i>[Signature]</i>	Prof. S. C. Gondekar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
3	5/6/24	DL	31/5/2024 4/6/2024	4	SVC CAP	<i>[Signature]</i>	Prof. A. C. Karmale	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
4	10/6/24	DL	11/6/24 - 12/6/24 15/6/24	3	POE Exam duty	<i>[Signature]</i>	Prof. S. S. Bhargave	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
5	18/9/24	DL	21/9/24	1	IEEE Conference	<i>[Signature]</i>	Prof. S. C. Gondekar	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
6	9/12/24	DL	31/12/24 to 6/1/25	4	SVC CAP	<i>[Signature]</i>	Prof. A. Bhargave	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7	9/12/24	DL	7/12/24	1	Visit to Belagavi lab	<i>[Signature]</i>	Prof. A. Bhargave	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8	21/1/25	DL	23/1/25 to 2/2/25	2	GIT, Belagavi	<i>[Signature]</i>	Prof. A. Bhargave	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

	Balance	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
CL	12	12	10	10	10	9							
SL	10	10	10	10	10	10							
Duty Leave	-				1	2							
Study Leave	-												
Earn Leave	-												
Late Marks	-												
LWP	-												
Movement	-												
Other													

Sign of Staff Faculty

Estt. Section Clerk

Registrar

Principal



**Branch :**

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# Duty Leave Card

Name of the Faculty					Designation		Available Balance		Staff Code No. :- 061	
Mr. Patel Vinayak S.					Asst. Prof.		CL - 12 SL - 10		Contact No. :- 8308842332	
Date of Appointment					Regular/Local				Recommendation	
									Sanction	
Sr. No.	Date of Application	Type of Leave	Leave From to	Total Days	Reason	Sign. Employee	Work Load Adjustment with name	Sign.	HOD	By Principal
1.	11/01/24	DL	10/01 to 10/01	01	Degree Clg Work @ Kop.	<i>[Signature]</i>	-	-	<i>[Signature]</i>	
2.	14/02/24	DL	12/02 to 14/02	02	Campaigning @ Ajara	<i>[Signature]</i>	-	-	<i>[Signature]</i>	
3.	23/04/24	DL	26/04 to 27/04	02	SUK POE at SGMCOE	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>
4.	25/05/24	DL	17/05 to 24/05	06	SUK GAP	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>
5.	31/05/24	DL	30/05 to 30/05	01	SUK GAP	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>
6.	14 <sup>to</sup> 15/10/24	DL	14/10 to 15/10	02	SUK POE @ SGMCOE	<i>[Signature]</i>	Ms. Padil H.R.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
7.	18 <sup>to</sup> 19/10/24	DL	18/10 to 19/10	02	SUK POE @ SGMCOE	<i>[Signature]</i>	Ms. Padil H.R.	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
8.	02/12/24	DL	05/12 to 03/12	01	SUK CAP	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>
9.	04/12/24	DL	05/12 to 05/12	01	SUK CAP	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>
10.	07/12/24	DL	09/12 to 10/12	02	SUK POE @ SGMCOE	<i>[Signature]</i>	-	-	<i>[Signature]</i>	<i>[Signature]</i>

	Balance	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
CL	12	-	-	-	1/2	-							
SL	10	-	-	-	01	01							
Duty Leave	-	01	02	-	02	06							
Study Leave													
Earn Leave													
Late Marks													
LWP													
Movement													
Other													

Sign. of Staff / Faculty

Estt. Section Clerk

Registrar

Principal

**Dr. A. D. Shinde College of Engineering, Guddai, A/p- Bhadgaon.**

## Leave Card

Name of the Faculty										Designation		Available Balance					Staff Code No. :- 061	
Mr. Patil Vinayak S.										Asst. Prof.		CL - 12		SL - 10			Contact No. :- 8308842332	
Date of Appointment					Regular/Local								Closing Balance		Recommendation		Sanction	
Sr. No.	Date of Application	Type of Leave	Leave From to	Total Days	Reason	Sign. Employee	Work Load Adjustment with name	Sign.	CL	SL	CO	HOD		By Principal				
1.	06/04/24	CL	06/04 to 06/04	1/2	Personal		—	—	11 1/2	—	—							
2.	19/04/24	SL	16/04 to 16/04	01	Medical issue		—	—	—	09	—							
3.	13/05/24	SL	11/05 to 11/05	01	Medical issue		—	—	—	08	—							
4.	14/08/24	CL	07/08 to 07/08	01	Personal		—	—	10 1/2	—	—							
5.	27/08/24	CL	27/08 to 27/08	1/2	Personal		—	—	10	—	—							
6.	28/08/24	CL	29/08 to 29/08	01	Personal		—	—	09	—	—							
7.	05/09/24	CL	06/09 to 06/09	01	Personal		—	—	08	—	—							
8.	12/09/24	CL	13/09 to 13/09	01	Personal		—	—	07	—	—							
9.	18/09/24	SL	14/09 to 14/09	01	Medical issue		—	—	—	07	—							
10.	28/09/24	SL	28/09 to 28/09	1/2	Medical issue		—	—	—	6 1/2	—							
11.	01/10/24	SL	30/09 to 30/09	01	Medical issue		Telvelkar P.R. Patil H.R. K.J. Patil	—	—	5 1/2	—							
12.	14/11/24	SL	14/11 to 14/11	1/2	Medical issue		—	—	—	05	—							
13.	16/11/24	SL	16/11 to 16/11	1/2	Medical issue		—	—	—	4 1/2	—							
14.	21/11/24	CL	18/11 to 19/11	02	Personal		Savarnam R.V.	—	—	05 1/2	—							
15.	29/11/24	SL	29/11 to 29/11	01	Medical issue		—	—	05 3/4	—	—							

# Insurance for Teaching and Non-Teaching staff





SHIVAJI UNIVERSITY, KOLHAPUR  
BANK RECEIPT(By Net Banking)

Receipt No. : 19928  
Receipt Date : 08/06/2024  
College Code : C-50898  
Received From : Dr.A.D. Shinde College of Engineering, Guddal, At Post-  
Bhadgaon Tal- Gadhingla], Dist-Kolhapur.  
Purpose : ACCOUNTS AND FINANCE  
Deposit In A/c : A/c 915020055386875 AXIS Payment Gateway Shivaji  
University  
Transaction No. : 159608954

Sr.No.	Particular	Budget	Amount
1	Receipt for Students Parents Teachers and Administrative Staff welfare fund.	E.3.R.49	93,700.00
Total (Rs.)			93700

Rupees NINETY-THREE THOUSAND SEVEN HUNDRED ONLY

Particulars: 2023-24 llllll llll

(Computer Generated Receipt And Therefore Does Not Require Signature )

2024-22-11 02:05 PM

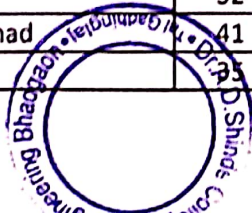
Finance Department

Shivaji University, Kolhapur





अ.क्र	शिक्षक व प्रशासकीय कर्मचारी यांचे नाव	वय	वारसदाराचे नाव	नाते	निधी रकम
1	Dr. Ghewade Dinkar Vishnu	58	Shobhana D Ghewade	Wife	500
2	Mr.Joshi Kishor Sadashiv	33	Sunita Kishor Joshi	Wife	500
3	Dr. Mehta Sachin Ananda	52	Archana S Mehta	Wife	500
4	Mr.Desai Abhay Madukar	38	Madukar Desai	Father	500
5	Mr.Bandi Mahadev Appasaheb	38	Pradnya Bandi	Wife	500
6	Mr.Bhoi Anirudha Subashrao	30	Ragini Bhoi	Wife	500
7	Miss.Chougale Vaibhavi Vittal	29	Vittal Chougale	Father	500
8	Mr.Kamble Ashish Gurusiddha	26	Anita Kamble	Mother	500
9	Mr.Solapure Sajid Shabbir	30	Shabbir solapure	Father	500
10	Miss.Telvekar Priyanka Ravan	25	Ravan Telvekar	Father	500
11	Mr.Wadgule Suraj Ragunath	32	Sunanda Wadgule	Mother	500
12	Mrs.Patil Hemlata Raghunath	27	Ragunath Patil	Father	500
13	Mr.Hasabe Mahesh Kakaso	35	Kakaso Hasabe	Father	500
14	Miss.Dundage Shradha Tukaram	25	Tukaram Dundage	Father	500
15	Mrs.Barage Shamal Tukaram	35	Vinayak Barge	Husband	500
16	Mrs.Shelar Mrunal Shrikant	30	Shrikant Shelar	Husband	500
17	Mr.Magdum Abhishek Anasaheb	38	Priya Magdum	Wife	500
18	Mr.Chavan Shailesh Chandrakant	35	Rajeshree Chavan	Mother	500
19	Bagadi Shripad Pundlik	41	Megha Bagadi	Wife	500
20	Mr.Kumbar Gururaj Maruti	35	Rashmi Kumbhar	Wife	500
21	Mrs.Shiragavi Pooja Sanjay	30	Sanjay shirgave	Husband	500
22	Mr.Angadi Basawraj Annappa	32	Minaxi Angadi	Father	500
23	Mr.Savyanavar Rohit Vijay	32	Vijay Savyanavar	Father	500
24	Mr.Bagave Sneha Sunil	24	Sunil Bagave	Father	500
25	Mr.Khorate Digambar Sambhaji	32	Sambhaji Khorate	Father	500
26	Mr.Shinde Sagar Dhondiba	34	Dhondiba Shinde	Father	500
27	Mr.Patil Vinayak Shivgonda	39	Vidya V Patil	Wife	500
28	Mrs.Kokitkar Pallavi Tanaji	34	Parag Davane	Husband	500
29	Mr.Madkari Amit Satish	39	Supriya Madkari	Wife	500
30	Miss.More Nishigandha Bhairu	30	Bhairu More	Father	500
31	Mr.Killedar Sharad Anandrao	42	Madhavi Killedar	Wife	500
32	Mr.Patel Imran Tayyabali	36	Karishma Patel	Wife	500
33	Miss.Rashida Abdulmunaf Utturkar	34	Abdulmunaf Utturkar	Father	500
34	Mr.Swapnil Vidyaarjun Aryan	38	Vidyaarjun Aryan	Father	500
35	Miss.Prachi Vishwanath Kumbhar	30	Vishwanath Kumbhar	Father	500
36	Miss.Gosavi Prachi Sanjay	28	Sanjay Gosavi	Father	500
37	Mr.Hebbale Basawaraj Shivappa	32	Shivappa Hebbale	Father	500
38	Mr.Kambale Indrajeet Shashikant	33	Kavita Kamble	Mother	500
39	Miss.Jondhale Punam Shivaji	29	Bharti Jondhale	Mother	500
40	Mr.Kambar Nagaraj Tippanna	32	Shanta Kumbhar	Mother	500
41	Mr. Amrut M. Nadgouda	34	Mahesh Nadgouda	Father	500
42	Mr. Vishal C. Chougule	32	Chandrakank Chougale	Father	500
43	Miss.Arati Sanjay Gaikwad	30	Sanjay Gaikwad	Father	500
44	Mr.Darshan S Diwane	32	Sunil Diwane	Father	500
45	Dr. Vireshkumar Gadigayya Mathad	41	Geeta Mathad	Wife	500
46	Mr.Guruprasad Raghunath Joshi		Ragunath joshi	Father	500



47	Mr. Siddalingappa Channabasappa Gandh	32	Chanbassappa gandh	Father	500
48	Mr.Karigar Hemant Sidhappa	47	Rajeshree Karigar	Wife	500
49	Mr.Walki Vishwanath Mallappa	45	Pratibha Walki	Wife	500
50	Mr.Powar Sarjerao Chandrakant	36	Shital Powar	Wife	300
51	Mr.Mahesh Mallappa Talikoti	40	Asmita Talikoti	Wife	300
52	Mr.Lohar Prakash Mahadev	40	Mahadev Lohar	Father	300
53	Mr.Patil Shailendra Shivaji	39	Manjula Patil	Wife	300
54	Mr.Kamble Raju Basavaraj	34	Shruti Kamble	Wife	300
55	Mr.Maldhar Sanaulla Mahamad	36	Taimeen Mhaldhar	Wife	300
56	Mr.Bhadarge Dhanaji Maruti	46	Vimal Bhadarge	Wife	300
57	Miss.Kambale Antakshari Budhappa	29	Jayashree Kamble	Mother	300
58	Mr.Dalavi Vhaibhav Maruthi	26	Maruti dalvi	Father	300
59	Mr.Kadoli Chandrakant Vishwanath	54	Ashwani Kodoli	Wife	300
60	Mr.Shinge Arjun Sidram	53	Kamal S Shinge	Wife	300
Total					27800



*A.D. Shinde*  
**PRINCIPAL**  
 A.D. Shinde College of Engineering  
 Bhadgaon, Tal. Gadhinglaj, Dist. Kolhapur