



6.2.1

The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan, etc.

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Principal

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Near Shedung Toll Plaza, Old Mumbai-Pune Highway,
Shedung-Panvel. 410206



6.2.1

QLM

Introduction

The Organogram of the College embodies the organizational structure of the institution. It shows the relationship among departments, heads, teaching, and non-teaching staff etc.

1. The top-to-bottom status of different units. The main purpose of an organogram is to distribute responsibility/workload equally and effectively among the employees. 1. Governing Body: - It consists of management executives. This body is responsible for the overall growth of the institution including building, college surroundings, expansion, modernization, renovation, etc. This Governing body executes the decisions through the principal.

2. Principal: - At the institutional level, the principal as the head of administration acts as a bridge between the Management and staff. The principal executes all major decisions taken by the governing body. As an academic head, the Principal finalizes the schedule of all academic activities. The principal serves under the Governing Council and adheres to all rules and regulations. Both teaching and non-teaching staff work under her. She is the chairman of all administrative committees.

3. IQAC is functioning as the advisory body for various policy matters, structures, and documentation as mandated by the statutory authorities.

4. Committees: - The Principal constitutes various committees for the smooth administration of the institution. Through these committees, all curricular and extracurricular activities are planned and incorporated into the academic calendar for further execution.

5. Parent-Teacher and Alumni Association: - These two bodies are associated with the institution to help and suggest adopting various measures for the holistic development of the learners. Regular feedback from these bodies helps the head of the institution to frame various policies for the progress of the institution.

6. Teaching and Non-Teaching Staff: - Recruitment of teaching and non-teaching staff is done as per the directives of the management. A code of conduct is issued to these staff and the same is implemented. Workload, duty hours, placement, etc. are followed as per norms. The performance appraisal report is taken from all the departments for better performance and institutional growth. The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies. "Students" are the main focus of the Institution. Hence, the Management has adopted a "student-centric approach" in teaching-learning process.




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The Management has taken the following efforts to bring all-round development of students and ensure their success:

1. Academic Planning and Implementation
2. Teaching-Learning Processes
3. Infrastructure & best amenities with well-equipped laboratories
4. ERP-based Administration
5. Library resources
6. Research, Collaboration and Extension Activities are promoted.
7. Transparent grievance mechanism
8. Continuous Internal assessment
9. Skill enhancement and career guidance activities.
10. Regular Campus placement

One such broad area in which the Institution's Perspective and Strategic Plan has been successfully implemented is that of Teaching, Learning and Research. This has been achieved through the deployment of Action Plan for the following initiatives:

Faculty Development and Student development programs.

- Introduction of innovative Add-on/Certificate Courses.
- MOUs are signed with Industrial & social sectors for training, development, and placements.
- Emphasis on using the ICT tools for making teaching and learning effective.
- Conferences and Seminars are organized by various departments to give an exposure to both faculty and students to the latest global trends in academics, industry, sciences and environment.



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Online Accessible Work

1. **Online Admission Process:** The college has implemented an online admission process, which makes it easier for students to apply for courses and pay fees online. This has not only reduced the administrative workload but also made the admission process faster and more transparent

Online Enquiry Process

EnqNumber	FormNo	Date	Name	Father Name	Class	Inquiry Type	Mobile	Status	Assigned To	Action
ADMI-HLP-1433		08-May-2024	Parth Patil		B.E. 2nd Year Computer Engineering	New Enquiry	8756154916			
ADMI-JXE-1432		07-May-2024	ANIKET NANDKUMAR WAIKAR		B.E. 4th Year Mechanical Engineering	New Enquiry	7021344976			
ADMI-XHL-1431		03-May-2024	ABDUL RAHEEMAN NAWAZ		B.E. 4th Year Mechanical Engineering	New Enquiry	8149232870			
ADMI-CCM-1430		30-Apr-2024	SWARAJ SANJAY NIKAM		B.E. 4th Year Civil Engineering	New Enquiry	8451000956			
ADMI-MST-1426		27-Apr-2024	ABHJIIT RAJENDRA DIVTE		B.E. 4 TH YEAR	New Enquiry	9773406997			
ADMI-THN-1425		26-Apr-2024	YADAV VIVEK RAMDULAR		B.E. 4 TH YEAR	New Enquiry	9137771909			
ADMI-RWD-1424		18-Apr-2024	AJAY REVANSIHADA RUHI		B.E. 4th Year Civil Engineering	New Enquiry	-			
ADMI-YHY-1423		18-Apr-2024	AJAY REVANSIHADA RUHI		B.E. 4th Year Civil Engineering	New Enquiry	9833686418			
ADMI-IPS-1422		18-Apr-2024	PRADNYA YASHWANT PATIL		B.E. 4 TH YEAR	New Enquiry	8237019359			
ADMI-TIL-1421		18-Apr-2024	DEEPAK SURESH		B.E. 4th Year Civil Engineering	New Enquiry	9070714977			

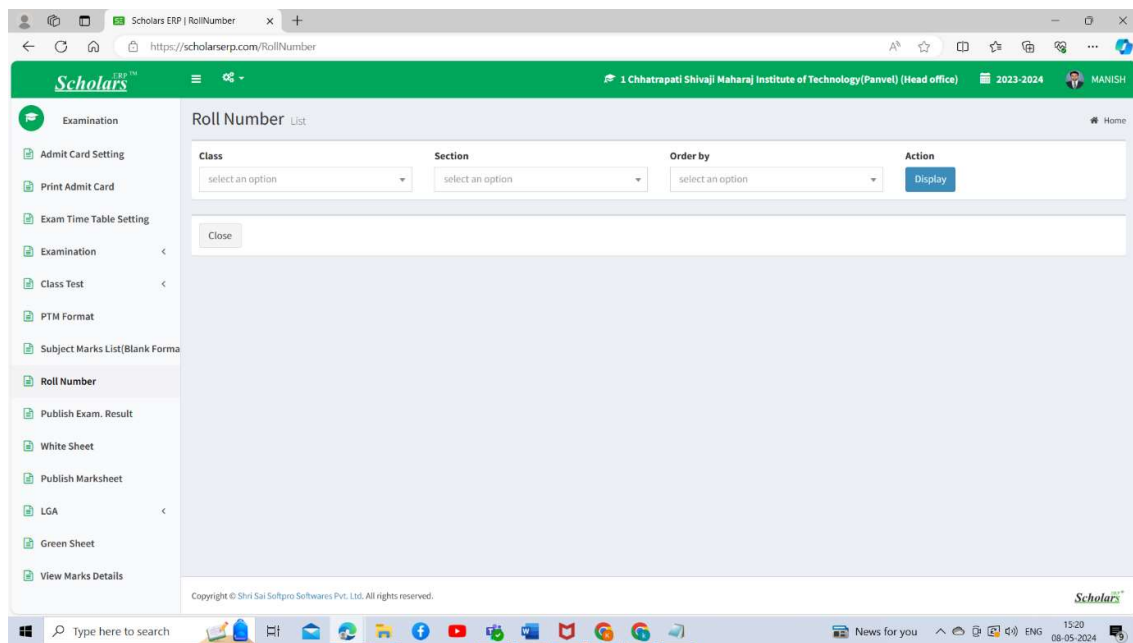



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Online Admission Form

2. **Online Examination System:** SWPG is using the online examination system provided by University of Mumbai, which has made the examination process more efficient and transparent.




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The system allows the uploading of practical examination marks and sharing of the list of on roll students their attendance sheet and all exam related documents quickly and accurately uploaded and shared with the University of Mumbai which ensures prompt communication between the University and the college. All the notices related to examination also received through the official Website of University of Mumbai <https://www.mu.ac.in> .



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Form Verification By College

The screenshot shows a web browser window displaying the 'Scholars ERP | Student' interface. The page title is '1 Chhatrapati Shivaji Maharaj Institute of Technology(Panvel) (Head office) 2023-2024'. The user is logged in as 'MANISH'. The main content is a 'Student List' table with the following columns: SR./[Reg.No], Name/[Status], Father/[Mother Name], F.Mobile, Admission in Class, Last Class, DOB/[Gender], and Action. The table contains 10 rows of student data.

SR./[Reg.No]	Name/[Status]	Father/[Mother Name]	F.Mobile	Admission in Class	Last Class	DOB/[Gender]	Action
2738 [556151]	SUJAL GHARAT [Active]	DINESH/ DISHA	9028489617	B.E. 2nd Year Mechanical Engineering-A [2023-2024]	B.E. 2nd Year Mechanical Engineering-A [2023-2024]	28-Mar-2004 [Male]	
2737 [555013]	VAISHNAVI KILAS KALAS [Active]	KAILAS/ SHRUTIKA	7843097410	B.E. 1ST YEAR-CS [2023-2024]	B.E. 1ST YEAR-CS [2023-2024]	14-Aug-2005 [Female]	
2736 [550613]	SOHAM MAHENDRA JOSHI [Active]	MAHENDRA JOSHI/ MAHENDRA	9619063111	B.E. 1ST YEAR-CS [2023-2024]	B.E. 1ST YEAR-CS [2023-2024]	02-May-2005 [Male]	
2735 [553757]	RIDDIHI PRADEEP SHETKAR [Deactive]	PRADEEP/ POOJA	9082063951	B.E. 1ST YEAR-CS [2023-2024]	B.E. 1ST YEAR-CS [2023-2024]	12-Aug-2005 [Female]	
2734 [553794]	PRATIK RADSASHEB WALUNJ [Active]	RAOSAHEB/ VANDANA	8999274407	B.E. 1ST YEAR-A [2023-2024]	B.E. 1ST YEAR-A [2023-2024]	07-Nov-2005 [Male]	
2733 [554532]	SHUBHAM DINKAR MOKAL [Active]	DINKAR MOKAL/ AAYA MOKAL	8806646069	B.E. 2ND YEAR-CE [2023-2024]	B.E. 2ND YEAR-CE [2023-2024]	04-Dec-2002 [Transgender]	
2732 [556257]	YELDODE ANUJA ANIL [Active]	ANIL/ MANKARNA	7498209873	B.E. 2ND YEAR-CE [2023-2024]	B.E. 2ND YEAR-CE [2023-2024]	08-Jun-2004 [Female]	
2731 [553815]	YASH MILIND KOLAMBKAR [Active]	MILIND KOLAMBKAR/ MANSI	8928818951	B.E. 1ST YEAR-A [2023-2024]	B.E. 1ST YEAR-A [2023-2024]	29-Dec-2004 [Male]	
2730 [552892]	SHARAWANI SHRINATH [Active]	SHRINATH/ SUNANDA	8857079447	B.E. 1ST YEAR-A [2023-2024]	B.E. 1ST YEAR-A [2023-2024]	19-May-2005 [Female]	




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University Portal

Examination - University of Mu

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University of Mumbai
FOR ACCREDITED WITH A++ GRADE
(CGPA 3.86) by NAAC (18th Cycle 2023)

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Examination

University of Mumbai - Examination

Examination House, Mahatma Jyotirao Phule Bhavan

Results

Type here to search

32°C Haze

06:53
11-05-2024




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HUMAN RESOURCE POLICIES SERVICE RULES & APPOINTMENTS

HUMAN RESOURCE PLANNING

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- She will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- She will consider appointing a Professor to be the Head of every discipline, besides the number of associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed here in the ratio of 1:2:6.
- The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.
- The minimum Working hours during the week for each category shall be maintained as follows:
 - a. Principal 6
 - b. Professors 14
 - c. Associate Professors 16-18
 - d. Assistant Professors 18-20
- The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts.

RECRUITMENT

- The selection committee shall prepare a job description and job specification for the candidate to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
 - Advertisement published in the Newspapers.
 - Campus recruitment
- The committee shall shortlist the candidates in the following processes:
 - Personal Interviews
 - Class room demonstrations
- The committee shall finalize the shortlisted candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal and the Chairman/Correspondent who will in turn Interview the candidates and decide on the appointment.
- An Offer of appointment shall be released by the Principal/Chairman.



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ORIENTATION

- Every teacher appointed in the College shall be given a brief introduction about the college by the Principal on the day of his/her joining.
- The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct to be observed in availing the facilities in the College.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc, by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

HIERARCHY

- The College will have the following positions of hierarchy in the teaching departments:
 - a. Principal
 - b. Professors
 - c. Associate Professors and
 - d. Assistant Professors
- In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendants.
- The College Office will have the following positions of hierarchy in the administrative department.
 - a. Administrative Officer
 - b. Accountant, PA to The Secretary, Clerical Assistants
 - c. Office Assistants.

YEARLY INCREMENTS

Staff Members are eligible to the increments prescribed at the end of 12 months of service in the Institution. Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management

APPOINTMENT AND RECRUITMENT POLICY

The Chhatrapati Shivaji Maharaj Institute of Technology has an orderly process for recruiting and appointing faculty. It offers faculty appointments on the basis of educational qualifications, experience, teaching ability, scholarship, and personal and professional integrity. Each academic year, projected faculty needs are established and communicated by the College Deans to the




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Vice President for Academic Affairs and the President.

CSMIT is an Equal Employment Opportunity institution, and as such, encourages applications from all qualified candidates, regardless of race, colour, religion, sex, sexual orientation, sexual identity, gender, gender expression, or gender identity, age, national origin, ancestry, citizenship, disability, gender related status, pregnancy, genetic disposition, veteran or military status, marital status, familial status or any other protected characteristic as established by law.

Procedures/Guidelines

Full-Time Faculty Recruitment and Appointment Procedures/ Part-Time & Special Appointment Faculty Recruitment and Appointment:

The following is intended to provide standard procedures for the recruitment and appointment of faculty. This process should be followed for the hiring of all full-time faculty members.

General Guidelines

The recruitment process begins after approval for the faculty position has been obtained from the HR and the Principal of the college is premised on the following assumptions:

1. The Appointing Authority shall be the Chairman of the College.
2. Hiring decisions should reflect student needs, College and academic program development, and fiscal responsibility.
3. The process should be completed in an expeditious manner.
4. Confidentiality is essential at all phases of the search process and after the search is completed.
5. The first appointment in the case of regular faculty shall be on the scale / pay range with a probationary period of one year.
6. At the time of joining on probation, the faculty member shall undergo a one week's induction program conducted by the institution.
7. The Performance of all new regular faculty members shall be reviewed at six-month intervals during the period of probation, and those found not suitable shall be terminated either during the probation period or at the end of probation.
8. On satisfactory completion of probation as assessed and decided by the management, the staff member shall be regularized.
9. The frequency of formal performance review for regular faculty shall be once 3 months.
10. Appointment of retired persons shall be on contract basis and on a consolidated salary. Their performance and service conditions shall be reviewed on a yearly basis at the end of every academic year.
11. All newly appointed faculty are required to submit a joining letter at the time of joining, and will have to submit his/her original certificates of age and qualifications to the college office for verification and return.



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12. A faculty member who acquires a doctoral degree, while serving the college shall be considered for three increments from the date on which the Provisional Degree Certificate of his/her higher degree is submitted to the college office.



Qualification for Appointment of Faculty

CADRE	QUALIFICATION	EXPERIENCE
Assistant Professor	For Sciences & Humanities: M.Sc with first class or equivalent & NET, SET/ME/M.Tech/Ph.D .	0 to 3 Years
Associate Professor	Same as that of Assistant Professor and PhD or equivalent, in the appropriate discipline	Minimum of 8 years of experience in Teaching/research/ industry of which 2 years post PhD experience is desirable.
Professor	Same as that of Associate Professor. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching /research / industrial experience of which at least 5 years should be at the level of Associate Professor. Or Minimum of 13 years of experience in teaching and/ or Research and/or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/Intellectual Property Rights (IPR)/patents record shall be required as deemed fit by the expert members of the Selection committee.

Note.

1. The experience mentioned should be after acquiring the basic academic qualification for the respective post.
2. The minimum academic qualifications to all posts shall be as per the UGC norms.
3. All degrees i.e. Bachelors", Masters" and Doctoral shall be from a College recognized by UGC. Candidates shall present an equivalence certificate from Association of Indian Universities (AIU)/ AICTE/ UGC for any degree which is not recognized by UGC.

Manpower Planning:

Manpower planning has to be carried out every year in the month of May. This has to be done by considering the faculty workloads in each department. The workload for the faculty as per UGC norm in which direct teaching learning contact hours is as follows:

- Assistant Professor – 16 hours
- Associate Professor/Professor – 14 hours

A relaxation of two hours in the workload may, however, be given to Professors/HODs who are actively involved in administration and extension activities.



A minimum of 6 hours per week may have to be allotted to a teacher who is actively involved in research. The teaching learning process includes direct contact hours of the prescribed period as above and is the bounden responsibility of the faculty to guide the students for seminar project/ Mini-project and other co-curricular activities as per the direction of the Principal.

1. The laboratory works are divided among the two faculty members for 30 students in a batch and the workload is taken as 0.5 times table hour for individual faculty.
2. No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time ad-hoc faculty will be appointed on contract basis for that period, based on need.
3. Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Identifying and Interviewing Candidates

1. The applicable search committee, in consultation with the applicable College Principal, will evaluate applicants and determine those who will be invited for an interview.
2. References and background checks will be completed for all candidates selected for a formal interview.
3. As appropriate, candidates for faculty appointments will be asked to teach, demonstrate clinical procedures, etc.
4. During the interview process, the candidate will be notified that any job offer is contingent upon successful completion of background and reference checks, as well as verification and approval of academic or alternative qualification credentials. Moreover, notice of the availability of the Lynn College annual security report will be provided to the interviewee if the position was advertised.

Final Decision Making and Hiring

1. After all the final candidates are interviewed and evaluated, the HR will meet to make recommendations to the Principal of the college.
2. The Principal will share these recommendations with the Secretary of St. Wilfred's Education Society.
3. The HR manager will negotiate the final salary and other job-related issues with the candidate.
4. The HR Department will draft the contract.
5. HR Manager, the College Principal, and Secretary of St. Wilfred's Education Society will receive copies of the signed contract.




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LEAVE POLICY

General Rules

1. All Staff members are required to do punching for attendance before 9.00 a.m. and punch-out after 4.00 p.m. from Mondays to Saturdays, unless otherwise specified.
2. In respect of those staff joining the college during the calendar year, leave availability for that calendar year will be calculated on a proportionate basis from the date of joining.
3. For all kinds leave are to be applied and submitted to the Principal through the Head of the Department.
4. Leave shall be availed only with the prior approval of the concerned Department Head except in unavoidable circumstances like sickness, unforeseen need or emergencies.
5. Where prior clearance could not be availed due to unforeseen circumstances, leave application shall be submitted at the earliest on resuming duty.
6. Before proceeding on leave, faculty members are required to arrange their work schedule for the period of leave in consultation with the HOD / Principal.
7. All leave application forms duly recommended by the concerned Dept. Head / Authority shall be forwarded to the Principal for necessary approval and also for the purpose of proper leave administration and maintenance of records.
8. Absence on days of Strike or special holidays declared by government from time to time shall be treated as leave, and a leave application shall be submitted by concerned staff.
9. The Approving Authority for all leave shall be the Principal.
10. Any un-availed eligible leave during a calendar year cannot be carried over to the subsequent year.
11. Processing and administration of leave shall be as per procedure laid down by the Management
12. The days of absence without written approval and / or days of approved leave in excess of permitted and available leave will be treated as leave on loss of pay.
13. Salary deduction will be calculated by dividing the total monthly salary by 30, and multiplying by the number of day's loss of pay leave taken during the month. For this purpose, total salary shall include all allowances, if any, paid on a monthly basis as part of the salary.
14. Any absence not supported with an approved leave application form and / or note recommended by the HOD will be treated as unauthorized leave and salary deduction will be effected for such days.

Teaching and Non- Teaching staff

1. As per the norms minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below.
2. No leave shall be claimed as a matter of right by an employee. The Principal / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/




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in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Principal for approval.

3. The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.
4. No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.
5. Leave accounts shall be maintained for each employee by the Principal Office (H.R Office). Leave status can be ascertained by the employee from the HR Office.

Kinds of Leaves Admissible To Faculty Staff

Casual Leave

1. Casual Leave is intended to meet urgent, personal requirements / circumstances.
2. Maximum of 12 days during a year at the rate of 1 per month.
3. Application for leave is ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Principal.

Block Leave/ Vacation Leave

1. For faculty members joining during a calendar year block leave shall be calculated proportionately for that year.
2. Block leave has to be availed during the months of May/June as decided / directed by the Principal/Principal.
3. Block leave not availed during the months of May / June of that year shall lapse, unless specifically approved by the Principal / Principal for availing later in that year.
4. Block Leave cannot be combined with other leave.

Medical/Sick Leave

1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However, the Competent Authority will examine the seriousness of incidence and his/her decision will be final.
2. Five (05) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital, Medical leave if not availed will be accumulated for three years up to the max. Of 15 (Fifteen). Therefore, the number of medical leaves accumulated, at a given point of time, will not exceed 15 (Fifteen).
3. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.
4. Sundays, holidays and off days falling in between the leave shall be counted as a part of the



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Medical Leave.

Maternity Leave

All regular female teaching staff is eligible for maternity benefit subject to the following conditions:

1. She should have satisfactorily completed one year probationary period and also completed one year's regular service as confirmed employee before commencement of leave for maternity. Long periods of leave, if any, taken during this period will be excluded while calculating and arriving at the completed years of probationary service and regular service.
2. Maternity benefit is applicable to female employees only for their first and second delivery.
3. Maternity benefit shall be limited to a maximum of 180 (one eighty) days.
4. Leave for Maternity shall not commence earlier than 15 days prior to delivery (childbirth) / miscarriage.
5. Maternity benefit (equal to 90 days salary) shall be paid one month after the employee rejoins duty after her delivery / miscarriage.
6. Maternity benefits shall not be applicable for abortion.
7. Application for maternity benefit shall be submitted sufficiently in advance and intimation of delivery shall be given as soon thereafter.
8. Leave taken for Maternity purposes cannot be combined with study leave/duty leave/ block leave etc.

OD/ DL

1. OD – Official Duty: An employee who has gone for official work, assigned by the Principal / Principal in the interest of College will be treated as on official duty.
2. DL- Duty Leave may be granted to the Teaching Faculty for:
 - ❖ Attending one conference / seminar / workshop in an academic year.
 - ❖ Delivering lectures at other Colleges or Universities on invitation.
 - ❖ Ph.D. dissertation of other Universities/ institutions.
3. Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangements made before forwarding the application for such purposes

Other Leave / Holidays

1. All public holidays, and Sundays are holidays for all faculty members.
2. Holidays declared by the Government (with the clause „for all educational institutions including professional colleges“) will be holidays for both the students and the faculty.
3. However, skeleton services would be provided by the non-teaching staff in the college office except on Sundays.
4. Hartals, restricted holidays, district holidays etc will not be working days for the faculty members and it will be compensated later.
5. Conduct of classes on hartals, restricted holidays etc will be decided by the management on a



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case-by-case basis based on attendance.

6. Absence on days of hartal or special holidays declared by the government from time to time shall be treated as leave, and an online leave application shall be submitted by concerned faculty member.
7. The compensatory working day in lieu of hartal or strike will be at the discretion of the management.
8. In special circumstances, the management reserves the right to convert a holiday into a working day.

Special Cases Late Attendance:

Late Attendance

If the total duration of late punch-in (after 9 a.m.), or early punch-out (before 4.00 p.m.) exceeds 60 minutes (one hour) in a month, it will be treated as half-day casual leave and if it exceeds 3 ½ hours it will be treated as full days" leave. However, the number of late punch-in and early punch- out will be limited to a total of 5 per month for this calculation. Beyond five instances in a month each late punch-in or early punch- out will be treated as half-day/one-day leave as the case may be. If CL is not available, it will be treated as LOP.

Forgot to punch

In cases of "Forgot to punch", the staff member is required to submit the hard copy of the request, giving reasons, if any, and recommended by the HOD, to the Principal on the very next working day and his decision shall be final. Such instances shall not be repeated unless there was official duty or circumstances that caused it. This can be availed only once in an academic year. All other cases will be considered as leave.

Compensatory Off

1. Compensatory Off can be availed of by staff members against duty performed on a holiday.
2. Compensatory Off will not be granted for any external duty for which extra remuneration is paid.
3. No Compensatory Off shall be granted for normal extra work done in SWES, as it is part of one"s duty.
4. In cases of special classes on a holiday, half day Compensatory Off can be availed of against a minimum of 3 hours duty, and 1 day off against a minimum of 5 hours duty.
5. Compensatory Off shall be taken within one month of extra duty.

RESIGNATION

1. Staff members are expected to give advance notice of 3 months/ 3 months" pay in lieu of notice in case of resignation, so that alternatives can be arranged without disruption to academic activities.
2. Staff members should desist from leaving the job while the semester is in progress.
3. The management reserves the right not to accept the resignation while the semester is in



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progress, if it would affect the academic activity of students.

4. Staff members, who wish to get relieved of their duties, are required to get the No-Dues Form signed by the HODs and other authorities mentioned therein, before they are issued the Relieving Order.

GENERAL RULES

Exit Policy

1. The age of superannuation for the teaching, technical and non-teaching staff is as per the Mumbai Government norm.
2. If the management desires, in case of shortage of expertise, a faculty member beyond the superannuation age, can be reappointed on contract basis for a period of one year or more at the discretion of management.
3. SWES Management has the right to terminate the service of a staff member by giving notice of 3 months / 3 months" pay in lieu of notice if his/ her performance / conduct are not satisfactory.



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Near Shedung Toll plaza,

Panvel-410206

Handbook

Human Values and Professional Ethics



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Chapter I

Introduction

&

Human Values



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INTRODUCTION

Every Indian person is guaranteed the fundamental right to education under the India's Constitution. The development of a community and a country's social and economic conditions depends heavily on higher education, which is the keystone of career and leadership development. Higher education institutions (HEIs) have a significant role to play in developing strong leadership and a close-knit society through academic achievement, ethical curricula, and community involvement. The goal of education in general and higher education in particular is to enable the actualization of human potential by fostering awareness of moral principles and professional ethics among its constituents, especially administrators, professors, and students. As a result, Higher Education Institutes must develop high-quality procedures and a setting that is based on moral principles.

HUMAN VALUES

Human values are the fundamental, inborn moral tendencies towards goodness. Like truth, beauty, justice, courage, temperance, wisdom, love, equality, modesty and hope. These are values that all humans should try to uphold as they go through their day-to-day lives. It is also important for society at large to recognize these values and make them explicit in social systems, institutions and organizations so that people will always know what they stand for. They are the values that people appreciate and share, consciously or unconsciously, in the majority of the locations and periods, and they put them into practice. Human values shape one's vision of the world and aid in understanding one's attitude, motivation, and behavior. They make it possible to define "right and wrong" and offer approaches for comprehending people and organizations.

Importance of Human Values

- Understanding attitudes, motivations, and behaviors.
- Helps us better understand ourselves and the world around us.
- It also influences how we interpret what is "right and wrong".
- Provides a way to understand humans and organization.

Human values which are expected in all human beings, irrespective of whether they are employees or not in whichever profession or service, are:



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- **Right Conduct:** Consists of moral principles such as ownership, courage, efficiency, initiative, and self-reliance. It also includes self-help ideals such as modesty, self-reliance, and hygiene.
- **Peace:** Peace contains values like equality, humility, optimism, patience, self-confidence, self-control, self-esteem etc. Its scope includes peace at the levels of individual, society and the world.
- **Truth:** Truth deals with the ultimate and immutable reality, it is eternal and unchangeable. Accuracy, fairness, honesty, sincerity, justice, courage, integrity, the pursuit of knowledge, tenacity, and other qualities are imprinted on it.
- **Non-Violence:** Non-violence is the deliberate avoidance of causing any harm whether physical or psychological to any entity, alive or not. To be non-violent, one must abstain from hatred while cultivating love and compassion for all living things.
- **Love & Compassion:** Genuine concern for others, kindness, sensitivity, and compassion for everyone are manifestations of love. True compassion is the result of pure love. It can be observed at work in people's deeds of charity, mercy, and generosity.
- **Service:** An act of service is one that is done out of love. It also symbolizes sacrifice and compassion for others. Service values demand impartiality without restrictions or prejudice based on caste, creed, race, geography, or religion.
- **Peaceful co-existence:** Cohesive and coherent partnerships are characterized by peaceful coexistence. It includes psychological and social qualities like kindness, compassion, thoughtfulness, morality, forgiveness, fraternity, equality, tenacity, respect for others, environmental awareness, etc.
- **Autonomy:** The capacity to act independently and with self-direction. When a person has autonomy, they are able to make their own decisions about their course in life and follow the career or way of life they desire without feeling pressured to do so.
- **Creativity:** is all about having fun with new ideas and thinking outside the box. It's important because it helps us solve problems in creative ways so we don't have to rely on old methods that might not work anymore.



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- **Justice:** implies treating everyone fairly and providing for the most vulnerable, even if it means spending more money than normal.
- **Self-direction:** refers to taking control of one's life and making decisions based on personal convictions rather than following the advice of others.
- **Discipline:** refers to the regulated standards that an individual upholds for all creatures. It contains principles like order, direction, and regulation.

Core Values of Chhatrapati Shivaji Maharaj Institute of Technology

Values must be acquired through actions in order to serve as the cornerstone of a robust human society. Therefore, administrators and educators in HEIs must keep in mind that their peers and students pick up values from their behavior and conduct. Institutions with higher human values prosper and are admired.

Chhatrapati Shivaji Maharaj Institute of Technology has attained the status of a premier HEI by following the above mentioned human values. The core values followed by Chhatrapati Shivaji Maharaj Institute of Technology are mentioned below:

- Student Focus
- Strong Ethics
- Excellence Sports & Games Facilities.
- Social Development
- Quality Education and Research
- Striving for Excellence
- Strong Professional Ethics
- Student Centric Academic Environment
- Social Well-being and Development



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Chapter II

Code

Of

Professional Ethics



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NEED FOR PROFESSIONAL ETHICS

Professional ethics and human values are complementary to one another. Human values express personal conviction, whereas ethical standards reflect the generally recognized rules of behavior on moral obligations and virtues as they apply to an organization.

Making people adhere to a sound, standard code of ethics is the fundamental tenet of professional ethics. The committed faculty, officers, employees, and students of a given institution are what make its mission and vision successful because they act with integrity and morality. Chhatrapati Shivaji Maharaj Institute of Technology must follow these elements of professional ethics in their code of conduct.

- **Integrity:** adhering to the moral standards of honesty, trust, openness, and fairness in the performance of one's tasks.
- **Inclusiveness:** adopting requirements, guidelines, and procedures to ensure that no one is discriminated against when pursuing employment, advancement, or other opportunities within an organization.
- **Commitment:** committing oneself to the institution's vision and objective while developing the knowledge, abilities, and attitudes necessary to achieve excellence within the constraints of the law.
- **Respectfulness:** Fostering an atmosphere of trust, reliability, and quality interaction, as well as ensuring the equitable involvement of institution's employees and beneficiaries.
- **Trusteeship:** operating effectively, morally, and honestly while promoting collaboration among participants and a system of checks and balances inside an institution.
- **Harmony:** Establishing a culture of tolerance, open communication, and forgiveness among stakeholders will help to balance diversity and difference.
- **Accountability:** fostering an atmosphere of openness and trust that can accept mistakes and encourage people to accept responsibility for their actions.




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- **Belongingness:** Creating an environment where everyone feels encouraged, included, and safe within the College.
- **Sustainability:** Ensuring optimal economic, environmental, and social resource use to produce a long-lasting and secure future.

CODES OF PROFESSIONAL ETHICS

Administrative Authority

It would include Chairman, Honorary Secretary, Dean Academic Affairs, Dean Students' Welfare, Registrar, Human Resource Development Cell, Proctor, Deans of various Faculties, Heads of Departments, etc.

The authority would:

- Be accountable for making sure that the College's rules, laws, ordinances, and regulations are rigorously followed in all of its operations.
- Comply with all applicable governmental laws, rules, and regulations.
- Preserve the privacy of the records and other sensitive information.
- Make an effort to advance a work environment and code of ethics that foster excellence, professionalism, and contentment.
- Avoid misusing any resources, both financial and non-financial.
- Assist academic and executive leadership through the development of policies, operational management, human resource optimization, and consideration for the environment and sustainability.
- Make decisions that are in the best interests of the College while upholding the highest standards of ethics.
- Create an atmosphere that is supportive of teaching, learning, research, and development in line with the university's full capacity in order to bring about social transformation and subsequently national development.
- Comply with the College's goals and policies and make a positive contribution to realizing its goals.




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Administrative Staff

Administrative staff would:

- Maintain the institution's property with care.
- Create a friendly environment.
- Refrain from discriminating in any way.
- Encourage the team to work as efficiently as possible.
- Make the environment conducive to cooperation.
- Act quickly to redress the legitimate complaints.
- Maintain the highest levels of performance by faithfully and impartially carrying out government directives and policies.
- Keep the records' and other sensitive information's privacy.
- Cooperate and establish close relationships with coworkers.
- Not take bribes or participate in any corrupt activities.
- Make every effort to finish the task at hand by the deadline.

The Teachers

A teacher is constantly under the scrutiny of his / her students and the society at large. Teaching is a noble and devoted profession which tends to instill in student's knowledge and values. His/her precepts and practices should reflect idealism, perfection and proficiency. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers would:

- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Co-operate and assist in the admission, examination, supervision, and




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invigilation and evaluation process of the College.

- Manage their private affairs in a manner consistent with the dignity of the profession.
- Perform duties, in the form of teaching, tutorial, practical, seminar, research work entrusted by the University with diligence, dedication and punctuality.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- Maintain active membership of professional organizations and strive to improve education and profession through them.
- Participate in extension, co-curricular and extra-curricular activities including community service
- Respect the right and dignity of the student in expressing his/her opinion,
- Deal justly and impartially with students regardless of their religion, caste, political economic, social and physical characteristics.
- Re-organize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Contribute to professional growth through continuous research and presentations in conferences, seminars and professional meetings.
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and conformity with dignity of the profession.
- Should adhere to the conditions of contract
- Recognize that education is a public service and strive to keep the public informed of the educational program which are being provided
- Co-operate in the formulation of policies of the College by accepting various offices and discharge responsibilities which such offices may demand.




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- Abide by Act, Statutes, Ordinances, rules, policies, and procedures of the College and respect its ideals, vision, mission, cultural practices and traditions.
- Adhere to responsible conduct and behavior expected of them by the society.
- Create conducive teaching–learning environment through innovative practices and knowledge sharing.
- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Act as role models for students by displaying good conduct and character. Act as friends, philosophers and mentors of students in identifying their potentials and encourage them to improve their personality and contribution to the community welfare, environment and national heritage.
- Encourage students to actively participate in activities of national priorities.
- Refrain from harassment of students in any form.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Deal justly and impartially with students regardless of their religion, caste, and political, economic, social and physical characteristics.
- Refrain from taking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Behave with dignity and courtesy with staff and fellow colleagues.




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The Students

At the time of admission, every student would have to sign a statement that they agree to follow the outlined codes and also confirm their commitments that:

- Students are expected to maintain the highest discipline standards and dignified behavior on campus of the college.
- Any physical or verbal discrimination based on a person's gender identity, caste, race, religion or religious beliefs, color, region, language, disability, marital or family status, physical or mental disability, etc.
- Indulging ragging, anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable.
- Punishment would be applicable for damage to or destruction of the College's or any other property on the site. A committee will be present to investigate any potential violation of the aforementioned codes of conduct by a student.
- Every student is obliged to keep the classrooms, laboratories, and campus generally clean.
- Every student is required to carry his or her identity card when on the college premises.
- The student must attend classes regularly and finish all of his or her coursework at the College.
- It is definitely forbidden to engage in any activity that hinders the college's administrative, teaching, or research activities.
- It is completely forbidden to smoke, chew tobacco, or consume any other intoxicating substances.
- Inside the college and hostel campus, playing cards, spitting, and loitering are completely forbidden and will result in harsh punishment/disciplinary action.
- Cell phone use is categorically forbidden during class time.
- On or off campus, theft attempts or actual thefts of, damages to, or destruction of College property, community member property, or other private or public property will be punished.
- Students are asked to make the most of the library during free time and to take good care of the college's property.




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- A fine or suspension from the college may result from damage to the furniture or any other materials.
- If a student leaves a college, all outstanding debts must be paid, and if the student received a scholarship when they enrolled, that scholarship will be forfeited.
- The College is committed to fostering a secure and productive environment by upholding behavioural standards. Academic integrity must be upheld by every student.
- Students are encouraged to utilize the library as often as possible during free time.
- Driving (four-wheeler, two-wheeler, bicycle, etc.) into a no-parking zone or into a space designated for someone other than students.) Improper driving on campus that might annoy other students.
- Failing to disclose a pre-existing medical condition, either physical or mental, that could impede the student's academic progress.
- Plundering or unauthorized use of others' resources.
- Without the authorization of the College administrators, students are not permitted to engage in media relations on behalf of the institution or invite reporters to the campus.
- Without authorization, students are not allowed to record the audio or video of lectures given in classrooms or the behavior of other students, faculty, or staff.
- Students are expected to be cautious and responsible and exhibit restraint while using Social Media.
- Students are not allowed to send audio and video clippings of any activity in the campus to print and/or electronic media without advance permission.
- Without the permission of the Principal, Students are not allowed to circulate any printed materials within the college campus.
- Latecomers will not be entertained to enter into the classroom.
- A student should maintain at least 75% attendance in the Lectures of every subject and 100% overall performance. Otherwise, he or she will be debarred from the University Examination.




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Achievements on Short term and Long Term Goals

The institution has a long term planning for the growth and development that is reflected in its Perspective Plan. The Internal Quality Assurance Cell (IQAC) of the college takes initiatives in the preparation of the perspective plan. The Institutional head and IQAC considers the quality indicators of certain criteria determined by NAAC. Also, the framework of plan is inclined towards the development of the institution that refers to the quality sustenance and quality enrichment. It intends to cover social, economic and spatial development.

The following table focuses on the Institutional perspective plan for the next five years 2022-2027



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Trust Area	Action Plan	Mechanism	Outcome
Quantitative expansion	<ul style="list-style-type: none">· NAAC Accreditation (prerequisite as per Maharashtra Public Universities Act 2017)· Introduction of UG Courses	<p>Accreditation Process to be completed by 31st July 2023</p> <p>Introduction of new programmes to start U.G. programmes from June 2024</p>	Diversified programed options offered in cutting edge areas
Preventive System of education	Mentoring System & Counselling Cell	<ul style="list-style-type: none">· Professional assistance to stress related issues· Challenging the mentee to move beyond his or her comfort zone.· Sharing resources and networks.· To develop specific skills and knowledge	<p>Enhancement of person's professional and personal growth.</p> <ul style="list-style-type: none">· Creates a safe learning environment for taking risks.· Focuses on the mentee's total development.
ERP Software	Increase levels of administrative automation at CSMIT	<ul style="list-style-type: none">· Develop in house ERP software for CSMIT for course management, examinations, admissions, railway concessions for ease of administration.· Increase server space to accommodate large databases for the above activities	<ul style="list-style-type: none">· Easy access to finding student details.· Easy for E - campus data
Outcome Base Education	Improve implementation of Outcome Based Education	<ul style="list-style-type: none">● OBE should be part of the routine academic work of the institute and must be included in the academic calendar.● More OBE workshops should be organized to further sensitize faculty on OBE	Improvement of faculty knowledge about their respective subjects.
Alumni	Improved	<ul style="list-style-type: none">● More frequent alumni activities to be organized.● Encourage passed out alumni to	Alumni get connected long

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DTE Maharashtra (DTE Code : 3477)

St. Wilfred's Education Society, Near Shedung Toll Plaza, Old Mumbai-Pune Highway, Panvel - 410206.

Tel.: 0214 - 239091 / 61. Mob.: +91-92234 34581 / 92244 34581. Email : swc.mumbai@gmail.com

Connection	engagement of CSMIT alumni with the institute	<p>come back and conduct seminars and workshops for current students.</p> <ul style="list-style-type: none"> ● Increase social media presence of CSMIT on facebook, linkedin and twitter. 	time with the institute.
Extracurricular Activities	Increased support for student extracurricular activities	<ul style="list-style-type: none"> ● Request a budget for student activities that can be used to sponsor students for various external competitions. ● Give students space on campus where they can work and develop their projects. 	Students get always motivated with such extracurricular activities.



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Appointment Letters





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Old Mumbai-Pune Highway, Near Shedung Toll Plaza, Shedung-Panvel - 410206.

Mob.: +91-8655678500/8104281696 • Email : swc.mumbai@gmail.com/csmit.mah@gmail.com

www.csmit.in

Ref: Ref: CSMIT/2015-16/02

Dated: 04.01.2016

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Mr.Shreyas Pande** for the Post of **Assistant Professor** in the department of **Civil Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology–Appointment Order – Reg.

We are pleased to appoint you as **Assistant Professor** in the department of **Civil Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvel-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.15,600-39100 + 6000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 06/01/2016, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of **AICTE/MU/DTE**

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.




HR

To
Mr. Shreyas Pande,
Panvel,
Navi Mumbai

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Old Mumbai-Pune Highway, Near Shedung Toll Plaza, Shedung-Panvel - 410206.

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Ref: CSMIT/2021-22/03

Dated: 01.02.2022

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Dr. Neelam Dwivedi** for the Post of **Associate Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology—Appointment Order – Reg.

We are pleased to appoint you as **Associate Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvel-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.37,400-67,000+8000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 03/02/2022, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of AICTE/MU/DTE

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.

To
Dr. Neelam Dwivedi,
Vashi,
Navi Mumbai



Boy
HR

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Ref: CSMIT/2021-22/05

Dated: 07.04.2022

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Mr.Anup Maurya** for the Post of **Assistant Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology–Appointment Order – Reg.

We are pleased to appoint you as **Assistant Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvei-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.15,600-39100 + 6000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 08/04/2022, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of **AICTE/MU/DTE**

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.

To
Mr. Anup Maurya,
Kalyan,
Thane-Mumbai




HR

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Old Mumbai-Pune Highway, Near Shedung Toll Plaza, Shedung-Panvel - 410206.

Mob.: +91-8655678500/8104281696 • Email : swc.mumbai@gmail.com/csmiit.mah@gmail.com

Ref: Ref: CSMIT/2022-23/04

Dated: 26.09.2022

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Mr.Kalidas Bhawale** for the Post of **Assistant Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology–Appointment Order – Reg.

We are pleased to appoint you as **Assistant Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvei-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.15,600-39100 + 6000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 28/09/2022, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of AICTE/MU/DTE

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.

To
Mr. Kalidas Bhawale,
Badlapur,
Thane-Mumbai



[Handwritten Signature]
HR

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CHHATRAPATI SHIVAJI MAHARAJ INSTITUTE OF TECHNOLOGY

Affiliated to the Mumbai University, Approved By AICTE - New Delhi. DTE Maharashtra (DTE Code : 3477)
Old Mumbai-Pune Highway, Near Shedung Toll Plaza, Shedung-Panvel - 410206.
Mob.: +91-8655678500/8104281696 • Email : swc.mumbai@gmail.com/csmit.mah@gmail.com

Ref: CSMIT/2023-24/04

Dated: 03.07.2023

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Dr. Gajanan Bherde** for the Post of **Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology–Appointment Order – Reg.

We are pleased to appoint you as **Professor** in the department of **Computer Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvel-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.37,400-67,000+10000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 05/07/2023, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of **AICTE/MU/DTE**

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.

To
Dr. Gajanan Bherde,
Airoli,
Navi Mumbai



B.M.
HR

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www.csmit.in

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Ref: CSMIT/2023-24/04

Dated: 01.08.2023

APPOINTMENT ORDER

Sub: - Establishment- Selection of **Dr.Manish Sharma** for the Post of **Associate Professor** in the department of **Mechanical Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology–Appointment Order – Reg.

We are pleased to appoint you as **Associate Professor** in the department of **Mechanical Engineering** at Chhatrapati Shivaji Maharaj Institute of Technology ,Panvel-Navi Mumbai - 410216, based on the selection committee proceedings.

You will be paid a Salary of in the Pay scale of Rs.37,400-67,000+8000(AGP). You will be eligible for DA, HRA and other allowances as applicable from time to time

You should report to the duty on or before 03/08/2023, however, prior information may be given for delay.

The appointment is bound by the rules and regulations of **AICTE/MU/DTE**

The appointment is subject to fulfillment of the general and specific conditions stipulated in Annexure, which will be handed over at the time of joining.

To
Dr. Manish Sharma,
Panvel,
Navi Mumbai




HR

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PA to HR for filing