

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshop and towards membership fee of professional bodies during the last five years

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support received (in INR)
2017-18	Ar. Mohite Jyoti Rajendra	Rational & Systematic Approach Towards Responsive & Qualitativethesis at UG Level	Council Of Architecture	40000/-
2017-18	Ar. Sonal Rohit Jagdale	Rational & Systematic Approach Towards Responsive & Qualitativethesis at UG Level		
2017-18	Ar. Snehal S. Shedge	Documentation & Technical Writing		
2017-18	Ar. Swarali D. Sagare	Vastu Shastra in Design Application		
2018-19	Ar. Suhas Talekar	Architectural Education in Rural Areas	Council Of Architecture	2500/-
2018-19	Ar. Vrushali Pawar	Architectural Education in Rural Areas	Council Of Architecture	2500/-
2018-19	Er. Amol Jadhav	Architectural Education in Rural Areas	Council Of Architecture	2500/-
2018-19	Ar. Jyoti Mohite	Architectural Education in Rural Areas	Council Of Architecture	2500/-
2018-19	Ar. Jyoti Mohite	Research & Thesis Workshop	Council Of Architecture	40000/-
2018-19	Ar. Shobhan Sadhan Kelkar	Innovating Teaching Methods for Technical Subjects in Architecture Curriculum		
2018-19	Ar. Rakhi Aditya Begampure	Futuric, Resilient & Smart Urban Development	JSPM	3000/-
2018-19	Ar. Shobhan Sadhan Kelkar	Socio-Economic Valunerability & Livelihood	Visvesvaraya National Institute of technology Nagpur	2000/-
2019-20	Ar. Kiran Dhanjay Patil	Context Sensitive Design Approach	Council Of Architecture	40000/-
2019-20	Ar. Talekar Sujata Suhas	Context Sensitive Design Approach		
2019-20	Ar. Rakhi Aditya Begampure	Intergrating Effective & Innovative Methods for Technical Subjects in Architectural Curriculum		
2021-22	Ar. Pawar Vrushali S.	Nurturing Natural & Cultural Heritage : A Legacy for the future generations	Council Of Architecture	1500/-



[Handwritten signature]



Council of Architecture

(An Autonomous Statutory Body of Government of India under the Architects Act, 1972)
India Habitat Centre, Core 6-A, 1st Floor, Lodhi Road, New Delhi - 110003
Phone: [011] 49412100 [30 LINES] Fax: [011] 24647746
E-mail: coaindia@rediffmail.com, Website : www.coa.gov.in

Receipt No. : **E39598**

Date : **11/Jul/2019**

Institute Code:		MH84	Payment Mode	Card Payment
Name		YASHODA COLLEGE OF ARCHITECTURE SATARA		Debit Card
Address		S.NO.242/2, NH-4, WADHE PHATA WADHE, , SATARA MAHARASHTRA		Invoice No.: 596000
Payment Details				
SL.No	Particulars	From	To	Amount ₹
1	PARTICIPATION FEE - (QIP)			40,000.00
			Total ₹:	40,000.00

Received with thanks a sum of ₹ 40,000.00 (Forty Thousand Only).Payment subject to realisation.
Remarks: Payment Received thro NEFT on 5.7.2019

E. & O. E

For Council of Architecture

6/30/2017

Transaction Details

Cyber Receipt !

Date:30/06/2017 2:39:45 PM

Transaction Details	
Account Number	0451102000010593 ✓
Transaction Date	30/06/2017 ✓
Transaction Amount	INR 40,000.00 ✓
Transaction Type	DR
Transaction Description	IPAY/INST/NEFT/127990560/52142908286 ✓

Save Print Cancel

7/8/2018

Transaction Details

Cyber Receipt !

Date:08/07/2018 11:39:28 AM

Transaction Details	
Account Number	0451102000010593
Transaction Date	06/07/2018
Transaction Amount	INR 40,000.00
Transaction Type	DR
Transaction Description	IPAY/INST/NEFT/173248582/52142908286

Save Print Cancel



AUDITED FINANCIAL STATEMENTS

FOR THE PERIOD FROM

1-4-2017 TO 31-3-2018

OF

YASHODA SHIKSHAN PRASARAK MANDAL'S

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Ref. No. :

Date :

Auditor's Report

To,
The Principal/Director,
Yashoda College of Architecture,
YSPM Campus,
Satara -

We have audited the attached Balance Sheet of **Yashoda College of Architecture**, as at **31st March, 2018** and also the Income & Expenditure Account for the period ended on the date annexed thereto.

These financial statements are the responsibility of the Management. Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in India. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall statement presentation. We believe that our audit provides a reasonable basis of our opinion.

These Financial Statements of **Yashoda College of Architecture**, for the year ended **31st March 2018** incorporates apportionable and/or identifiable assets, liabilities and expenditure of the **Yashoda Shikshan Prasarak Mandal, Satara** relating to this institute.

Further to our comments in the Annexure referred to above, we report that:

- (i) We have obtained all the information and explanations; which to the best of our knowledge and belief were necessary for the purposes of our Audit;
- (ii) In our opinion, proper books of account as required by law have been kept so far as appears from our examination of those books:
- (iii) The Balance Sheet & Income & Expenditure dealt with by this report are in agreement with the books of account.
- (iv) In our opinion, the Balance Sheet & Income & Expenditure Account dealt with by this report complies with the Accounting standards.
- (v) In our opinion and to the best of our information and according to the explanations given to us, these financial Statements together with the schedules attached thereto and read with the Accounting Policy and Notes forming parts of the accounts give a true and fair view in conformity with the accounting principles generally accepted in India ;

Branch Office:

1. At Pune

6th Floor, Vidyadhar Heights,
Garud Ganpati Square,
Narayan Peth, Pune - 411 030.
Maharashtra, India.

2. At Sangli

Pandurang Bunglow,
Samarth Chowk,
Shivajinagar, Sangli - 416 416
Maharashtra, India.

3. At Belgaum

S-1, Herambha Plaza,
2nd Floor, Civil Hospital Road,
Belgaum - 590 010
Karnataka, India
Off : +91-8336-222325

4. At Khanapur

H. No. 1119,
Samadevi Galli,
Khanapur - 591 302
Karnataka, India
Off : +91-8336-222432



(a) In the case of the Balance Sheet, of the state of affairs of the Institute as at 31st March, 2018;

(b) In the case of the Income & Expenditure, the Deficit/Surplus for the period ended on that date;

(vi) Reports of the Auditors under section 33 & 34 read with rule 19 and Statement in Schedule IX-C Bombay Public Trust Act have not been annexed to the Institute Statements of the accounts since the same are required to be submitted by the statutory auditor along with the consolidated statements of accounts **Yashoda Shikshan Prasarak Mandal**.

Place:- Pune

Date:-24/9/2018

For P C Patil & Associates
Chartered Accountants



**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Balance Sheet as on 31st March 2018

Particulars	Amount	Amount
Sources of Funds :		
Yashoda Shikshan Prasarak Mandal	5553756.00	5553756.00
Total	5553756.00	5553756.00
Application of Funds :		
Fixed Assets	1602727.00	1602727.00
Investment		0.00
Working Capital	2123151.30	2123151.30
Current Assets		
Advance	15982.00	
Sundry Debtors	3203884.00	
Cash-in-hand	7130.00	
Bank Accounts	6068.30	
Sub total	3233064.30	
Less : Current Liabilities		
Provision		
Other Liabilities	550198.00	
Securith Deposit	510500.00	
Sundry Creditors	49215.00	
Sub total	1109913.00	
Income & Expenditure Account.		1827877.70
Opening Balance	0.00	
Current Period	1827877.70	
Less : Transferred	1827877.70	
	0.00	
Total	5553756.00	5553756.00

For P. C. Patil & Associates
Chartered Accountants

P. C. Patil
Partner



**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Income & Expenditure Statement

1-Apr-2017 to 31-Mar-2018

Particulars	Architecture	Amount
Income		9499163.00
Fees Collected	9499163.00	
	9499163.00	
Expenditure		
Salary Expenses	7831242.00	
Visiting Faculty	747968.00	
Consumable	41156.00	
Research & Development Exp	36224.00	
Cleaning Expenses	38265.00	
Affiliation / AICTE Fee	213000.00	
Staff Welfare	76198.00	
Fee Regulity exp	5858.00	
Admission Regularity Fee	20000.00	
Security Expenses	60544.00	
Office Exp	59388.00	
Professional Fees	30782.00	
Journals & Periodicals	92476.00	
Repairs & Maintnace	160857.00	
Student Welfare	168613.00	
E Journal	68027.00	
Telephone Expenses	58142.00	
Travelling & Conveyance Exp	148789.00	
Medical Expenses	50680.00	
Postage & Courier Expenses	47030.00	
Training & Placement	110544.00	
Advertisement Exp	81633.00	
Bank Charges	296.70	
Student Cultural Activity	122449.00	
Depreciation	504327.00	
Power & Fuel Exp	46769.00	
Industrial Visit	40646.00	
Internet Expenses	36224.00	
Printing & Stationery Exp	18200.00	
Garden Expenses	69728.00	
Sports Expenses	102041.00	
Insurance Expenses	35204.00	
Water Expenses	37415.00	
Seminar & Workshop	166325.00	
	11327040.70	11327040.70
Excess of Expenditure over Income	1827877.70	1827877.70

For P. C. Patil & Associates
Chartered Accountants

(Signature)
Partner



DDA-24/09/2018

SHODA COLLEGE OF ARCHITECTURE

SATARA

Schedules Of Fixed Assets.

Assets	Rate Of Dep.	Opening WDV 01.04.2017	Addition		Total Deduction	Total Assets 31/03/2018	Depriciation on Op.Bal	Depriciation on addition before 180	Depriciation on addition after 180 days	Total Depreciation	Closing WDV 31.03.2018
			Before 180 days	After 180days							
Computer	40%	662560.00	52000.00	39000.00	0.00	753560.00	265024.00	20800.00	7800.00	293624.00	459936.00
Liabrary Books	40%	115382.00	119178.00	20329.00	0.00	254889.00	46153.00	47671.00	4066.00	97890.00	156999.00
Equipment	15%	122182.00	23296.00		0.00	145478.00	18327.00	3494.00	0.00	21821.00	123657.00
Furniture	10%	712943.00	153784.00	86400.00	0.00	953127.00	71294.00	15378.00	4320.00	90992.00	862135.00
Grand Total		1613067.00	348258.00	145729.00	0.00	2107054.00	400798.00	87343.00	16186.00	504327.00	1602727.00



YASHODA COLLEGE OF ARCHITECTURE
SATARA

A. Cash In Hand

Sr. No.	Particulars	Amount
1	Cash	7,130.00
	Total...	7,130.00

B. Cash At Bank

Sr. No.	Particulars	Amount
1	IDBI Bank Ltd	1,282.30
2	Karad Urban Bank Ltd	4,786.00
	Total...	6,068.30



YASHODA COLLEGE OF ARCHITECTURE

SATARA

Receipt & Payment Statement

From 1-4-2017 to 31-3-2018

Receipt		Amount	Payment		Amount
To	Opening Balance		By	Salary Expenses	7831242.00
	Cash In Hand	84.00	By	Visiting Faculty	747968.00
	Cash At Bank	92896.00	By	Consumable	41156.00
		92980.00	By	Research & Development Exp	36224.00
To	Fees & Other Receipts	9499163.00	By	Cleaning Expenses	38265.00
To	YSPM Trust	1737756.00	By	Affiliation / AICTE Fee	213000.00
			By	Staff Welfare	76198.00
			By	Fee Regularity exp	5858.00
			By	Admission Regularity Fee	20000.00
			By	Security Expenses	60544.00
			By	Office Exp	59388.00
			By	Professional Fees	30782.00
			By	Journals & Periodicals	92476.00
			By	Repairs & Maintnance	160857.00
			By	Student Welfare	168613.00
			By	E Journal	68027.00
			By	Telephone Expenses	58142.00
			By	Travelling & Conveyance Exp	148789.00
			By	Medical Expenses	50680.00
			By	Postage & Courier Expenses	47030.00
			By	Training & Placement	110544.00
			By	Advertisement Exp	81633.00
			By	Bank Charges	296.70
			By	Student Cultural Activity	122449.00
			By	Power & Fuel Exp	46769.00
			By	Industrial Visit	40646.00
			By	Internet Expenses	36224.00
			By	Printing & Stationery Exp	18200.00
			By	Garden Expenses	69728.00
			By	Sports Expenses	102041.00
			By	Insurance Expenses	35204.00
			By	Water Expenses	37415.00
			By	Seminar & Workshop	166325.00
			By	Additon Fixed Assets	493987.00
			By	Closing Balance	
				Cash In Hand	7130.00
				Cash At Bank	6068.30
					13198.30
Total		11329899.00	Total		11329899.00



SIGNIFICANT ACCOUNTING POLICIES & NOTES TO ACCOUNTS:

BASIS OF ACCOUNTING

The financial statements are prepared under Going concern and historical cost convention and materially comply with the accounting standards issued by the Institute of the Chartered Accountants of India.

MEIHODOF ACCOUNTING

The accounts have been prepared using the mercantile system of accounting.

FIXED ASSETS

Fixed assets are stated at cost of acquisition. Acquisition cost includes taxes, duties, freight, insurance and other incidental expenses related to acquisition and installation where applicable.

DEPRECIATION :

Depreciation on fixed assets is provided using the written down method (WDV) method as per Income Tax act.

REVENUE RECOGNITION :

Income includes fees received from the students and interest on deposits made .Sundry debtors includes fees receivable from the students.

INVESTMENTS

Investments are shown at cost.

GENERAL:

The accounting Policy not specifically referred to above are consistent with the generally accepted accounting Principles.

Notes to Accounts.

- 1.We have conducted audit on the basis of information and explanations provided by the auditee.
- 2.As per information given by the auditee there is no Foreign contribution received during the year.
- 3.The value of the investment had been taken as provided by the management .
- 4.Debtors and creditors Balances are subject to confirmation.



AUDITED FINANCIAL STATEMENTS

FOR THE PERIOD FROM

1-4-2018 TO 31-3-2019

OF

YASHODA SHIKSHAN PRASARAK MANDAL'S

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Balance Sheet as on 31st March 2019

Particulars	Amount	Amount
Sources of Funds :		
Yashoda Shikshan Prasarak Mandal	16040.29	16040.29
Total	16040.29	16040.29
Application of Funds :		
Fixed Assets	1858569.00	1858569.00
Investment		0.00
Working Capital	(4475794.36)	(4475794.36)
Current Assets		
Advance	25162.00	
Sundry Debtors	3973466.50	
Cash-in-hand	9734.00	
Bank Accounts	30521.14	
Sub total	4038883.64	
Less : Current Liabilities		
Provision	4230601.00	
Other Liabilities	3344810.00	
Securith Deposit	715500.00	
Sundry Creditors	223767.00	
Sub total	8514678.00	
Income & Expenditure Account.		2633265.65
Opening Balance	1827877.70	
Current Period	805387.95	
	2633265.65	
Less : Transferred	0.00	
Total	16040.29	16040.29



For P. C. Patil & Associates
Chartered Accountants

(Signature)
Partner
24/10/2019

UDIN: 18112226AAAAC19000

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Income & Expenditure Statement

1-Apr-2018 to 31-Mar-2019

Particulars	Architecture	Amount
Income		12387200.00
Fees Collected	12387200.00	
	12387200.00	
Expenditure		
Salary Expenses	10469640.00	
Visiting Faculty	1021775.00	
Consumable	46538.00	
Affiliation / AICTE Fee	396400.00	
Staff Welfare	62768.00	
Admission Regularity Fee	22637.89	
Office Exp	156898.00	
Repairs & Maintnace	10890.00	
Student Welfare	14200.00	
Telephone Expenses	1073.00	
Travelling & Conveyance Exp	6084.00	
Medical Expenses	295.00	
Postage & Courier Expenses	171.00	
Advertisement Exp	46478.00	
Bank Charges	1041.06	
Student Cultural Activity	10000.00	
Depreciation	649262.00	
Printing & Stationery Exp	23410.00	
Pravesh Niyrantran Samiti Exp	22400.00	
Fee conession	230627.00	
	13192587.95	13192587.95
Excess of Expenditure over Income	805387.95	805387.95

For P. C. Patil & Associates
Chartered Accountants

Partner

24/10/2019



UDIN.No. 19113836AAAEU7840

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Schedules Of Fixed Assets.

Sr. No.	Assets	Rate Of Dep.	Opening WDV 01.04.2018	Addition		Total Addition	Total Deduction	Total Assets 31/03/2018	Depreciation on Op Bal	Depreciation on addition before 180	Depreciation on addition after 180 days	Total Depreciation	Closing WDV 31.03.2019
				Before 180 days	After 180days								
1	Computer	40%	459936.00	425095.00		425095.00	0.00	885031.00	183974.00	170038.00	0.00	354012.00	531019.00
2	Liabrary Books	40%	156999.00	266087.00	6898.00	272985.00	0.00	429984.00	62800.00	106435.00	1380.00	170615.00	259369.00
3	Equipment	15%	123657.00	0.00	0.00	0.00	0.00	123657.00	18549.00	0.00	0.00	18549.00	105108.00
4	Furniture	10%	862135.00	190410.00	16614.00	207024.00		1069159.00	86214.00	19041.00	831.00	106086.00	963073.00
	Grand Total		1602727.00	881592.00	23512.00	905104.00	0.00	2507831.00	351537.00	295514.00	2211.00	649262.00	1858569.00



**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

A. Cash In Hand

Sr. No.	Particulars	Amount
1	Cash	9,734.00
	Total...	9,734.00

B. Cash At Bank

Sr. No.	Particulars	Amount
1	IDBI Bank Ltd	30,082.64
2	Karad Urban Bank Ltd	438.50
	Total...	30,521.14



SIGNIFICANT ACCOUNTING POLICIES & NOTES TO ACCOUNTS:

BASIS OF ACCOUNTING

The financial statements are prepared under Going concern and historical cost convention and materially comply with the accounting standards issued by the Institute of the Chartered Accountants of India.

METHOD OF ACCOUNTING

The accounts have been prepared using the mercantile system of accounting.

FIXED ASSETS

Fixed assets are stated at cost of acquisition. Acquisition cost includes taxes, duties, freight, insurance and other incidental expenses related to acquisition and installation where applicable.

DEPRECIATION :

Depreciation on fixed assets is provided using the written down method (WDV) method as per Income Tax act.

REVENUE RECOGNITION :

Income includes fees received from the students and interest on deposits made .Sundry debtors includes fees receivable from the students.

INVESTMENTS

Investments are shown at cost.

GENERAL:

The accounting Policy not specifically referred to above are consistent with the generally accepted accounting Principles.

Notes to Accounts.

- 1.We have conducted audit on the basis of information and explanations provided by the auditee.
- 2.As per information given by the auditee there is no Foreign contribution received during the year.
- 3.The value of the investment had been taken as provided by the management .
- 4.Debtors and creditors Balances are subject to confirmation.



AUDITED FINANCIAL STATEMENTS

FOR THE PERIOD FROM

1-4-2019 TO 31-3-2020

OF

YASHODA SHIKSHAN PRASARAK MANDAL'S

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

**YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Balance Sheet as on 31st March 2020

Particulars	Amount	Amount
Sources of Funds :		
Yashoda Shikshan Prasarak Mandal	8982928.83	8982928.83
Current Liabilities		9272279.00
Provision	6619253.00	
Other Liabilities	1814727.00	
Securith Deposit	775500.00	
Sundry Creditors	62799.00	
Total	18255207.83	18255207.83
Application of Funds :		
Fixed Assets	1430340.00	1430340.00
Current Assets		3732415.76
Advance	10180.00	
Sundry Debtors	3707015.00	
Cash-in-hand	10384.00	
Bank Accounts	4836.76	
Excess of Expenditure over Income		13092452.07
Opening Balance	2633265.65	
Current Period	10459186.42	
	13092452.07	
Less : Transferred	0.00	
Total	18255207.83	18255207.83

For **Ajit P. Ranade & Co.**
Chartered Accountants
FRN. 100231W

CA Ajit P. Ranade
Partner
M. No 034397



UDIN - 22034397 AAAAAK5031

**YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Income & Expenditure Statement

1-Apr-2019 to 31-Mar-2020

Particulars	Amount	Amount
Income		13218200.00
Fees Collected	13218200.00	
	13218200.00	
Expenditure		
Advertisement Exp	1610.00	
Affiliation / AICTE Fee	131080.00	
Bank Charges	3368.36	
Depreciation	428229.00	
Journals & Periodicals	36076.00	
Printing & Stationery	1258532.00	
Student Welfare Expenses	1248540.00	
Student Cultural & Activity	1642050.00	
Bank Interest Paid	1118935	
Remuneration Exp	64351.00	
Office Exp	18607.00	
Repairs & Maintenance	20710.00	
Salary Expenses	16843765.00	
Staff Welfare	47624.00	
Travelling & Conveyance Exp	1020.00	
Visiting Faculty	812889.00	
	23677386.42	23677386.42
Excess of Income over Expenditure	-10459186.42	-10459186.42

For **Ajit P. Ranade & Co.**
Chartered Accountants
FRN. 100231W

CA **Ajit P. Ranade**
Partner
M. No 034397



UDEN - 22034397AAAAAK5031

YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE
SATARA

Schedules Of Fixed Assets.

Sr. No.	Assets	Rate Of Dep.	Opening WDV 01.04.2019	Addition		Total Addition	Total Deduction	Total Assets 31/03/2020	Depreciation on Op.Bal	Depreciation on addition before 180 days	Depreciation on addition after 180 days	Total Depreciation	Closing WDV 31.03.2020
				Before 180 days	After 180 days								
1	Computer	40%	531019.00			0.00	0.00	531019.00	212408.00	0.00	0.00	212408.00	318611.00
2	Liabrary Books	40%	259369.00			0.00	0.00	259369.00	103748.00	0.00	0.00	103748.00	155621.00
3	Equipment	15%	105108.00			0.00	0.00	105108.00	15766.00	0.00	0.00	15766.00	89342.00
4	Furniture	10%	963073.00			0.00	0.00	963073.00	96307.00	0.00	0.00	96307.00	866766.00
	Grand Total		1858569.00			0.00	0.00	1858569.00	428229.00	0.00	0.00	428229.00	1430340.00



YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE
SATARA

A. Cash In Hand

Sr. No.	Particulars	Amount
1	Cash	10,384.00
	Total...	10,384.00

B. Cash At Bank

Sr. No.	Particulars	Amount
1	IDBI Bank Ltd	2,814.14
2	Karad Urban Bank Ltd	1,142.96
3	The Baramati Sah Bank Ltd	879.66
	Total...	4,836.76



**YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE
Receipt & Payment Statement
From 1-4-2019 to 31-3-2020**

Receipt	Amount	Payment	Amount
To Opening Balance		By Advertisement Exp	1610.00
Cash In Hand	9734.00	By Affiliation / AICTE Fee	131080.00
Cash At Bank	30521.14	By Bank Charges	3368.36
	40255.14	By Journals & Periodicals	36076.00
To Student Fee Received	13218200.00	By Printing & Stationery	1258532.00
To Yashoda Shikshan Prasarak Mandal	10005923.04	By Student Welfare Expenses	1248540.00
		By Student Cultural & Activity	1642050.00
		By Bank Interest Paid	1118935.06
		By Remuneration Exp	64351.00
		By Office Exp	18607.00
		By Repairs & Maintenance	20710.00
		By Salary Expenses	16843765.00
		By Staff Welfare	47624.00
		By Travelling & Conveyance Exp	1020.00
		By Visiting Faculty	812889.00
		By Closing Balance	
		Cash In Hand	10384.00
		Cash At Bank	4836.76
Total	23264378.18	Total	23264378.18

For **Ajit P. Ranade & Co.**
Chartered Accountants
FRN. 100231W

CA Ajit P. Ranade
Partner
M. No 034397



UDIN - 22034397 AAAAA 5031

AUDITED FINANCIAL STATEMENTS

FOR THE PERIOD FROM

1-4-2020 TO 31-3-2021

OF

YASHODA SHIKSHAN PRASARAK MANDAL'S

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,

Satara - 415011.


Ph.No.02162 271238/39/40/41/42.

Income and Expenditure Statement

1-Apr-2020 to 31-Mar-2021

Particulars	1-Apr-2020 to 31-Mar-2021	Particulars	1-Apr-2020 to 31-Mar-2021
Indirect Expenses	2,15,19,344.70	Indirect Incomes	
Salary	1,48,76,388.00	Direct Income	1,33,66,400.00
Advertisement Expenses	39,078.00	DEVELOPMENT FEE 2020-21	12,15,128.00
Affiliation Fees Expenses	1,94,247.00	TUITION FEE 2020-21	1,21,51,272.00
Audit Fees, Legal & Prof.Charges	3,000.00		
Bank Commission & Charges	4,136.50		
BANK LOAN INTEREST	6,95,665.00	Excess of expenditure over income	81,52,944.70
Cleaning Exp	65,200.00		
Deprection A/c	2,89,769.60		
Employer Provident Fund	54,065.00		
EXAM REMUNARATION	1,63,400.00		
Internet Expenses	35,387.00		
Office Exp	11,313.00		
PF Administrative Expenses	5,179.00		
Power & Fuel Exp	1,25,671.00		
PRESIDENT SCH. 2020-21	2,23,187.00		
Printing & Stationery Expenses	9,450.00		
Repair & Maintenance	6,94,603.00		
Research & Development	55,600.00		
Staff Welfare Expenses	1,05,400.00		
Student Welfare Expenses	1,46,983.00		
Training & Placement Exp	1,02,560.00		
Traveling Exp	55,205.00		
Visiting Chargs	35,63,857.60		
Total	2,15,19,344.70	Total	2,15,19,344.70

For Rajeshwar Kasar & Associates
Chartered Accountants
F.No.-134237W


Rajeshwar H. Kasar
Proprietor
M.No.-147509

SATARA
10 JAN 2022

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,

Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Balance Sheet

1-Apr-2020 to 31-Mar-2021

Liabilities		as at 31-Mar-2021	Assets		as at 31-Mar-2021
Capital Account			Fixed Assets		11,40,570.40
Loans (Liability)			BOOKS PURCHASE	93,373.00	
Current Liabilities		25,10,874.00	Computers	1,91,167.00	
Provisions	11,70,575.00		Equipment	75,941.00	
Other Liability	5,60,299.00		Furniture & Fixtures	7,80,089.40	
Security Deposit Payable	7,80,000.00		Current Assets		93,21,318.70
Branch / Divisions		1,71,96,411.81	Loans & Advances (Asset)	10,180.00	
Yashoda Shikshan Prasarak Mandal	1,71,96,411.81		Sundry Debtors	92,99,657.00	
Suspense A/c			Bank Accounts	11,481.70	
Excess of expenditure over income		(-92,45,396.71)			
Opening Balance	(-)10,92,452.01				
Current Period	(-)81,52,944.70				
Total		1,04,61,889.10	Total		1,04,61,889.10

For Rajeshwar Kasar & Associates

Chartered Accountants

F.No.-134237W



Rajeshwar H. Kasar

Proprietor

M.No.-147509

SATARA

10 JAN 2022

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Fixed Assets

Group Summary

1-Apr-2020 to 31-Mar-2021

Particulars	Opening Balance		Closing Balance	
	Debit	Credit	Debit	Credit
BOOKS PURCHASE	1,55,621.00		93,373.00	
Computers	3,18,611.00		1,91,167.00	
Equipment	89,342.00		75,941.00	
Furniture & Fixtures	8,66,766.00		7,80,089.40	
Grand Total	14,30,340.00		11,40,570.40	

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Current Assets

Group Summary

1-Apr-2020 to 31-Mar-2021

Particulars	Closing Balance	
	Debit	Credit
Loans & Advances (Asset)	16,000.00	5,820.00
General Advance	15,800.00	5,820.00
<i>GEN. ADVANCE SAGARE SACHIN</i>	200.00	
Sundry Debtors	92,99,657.00	
Cash-in-Hand		
Bank Accounts	11,481.70	
IDBI Bank Ac No.0451102000010593 - ARCHITECTURE	2,643.14	
KUB Ac No.1003016002308 - ARCHITECTURE	5,000.00	
The Baramati Sah. Bank Ltd A/c No. 710	3,838.56	
Institute		
Grand Total	93,27,138.70	5,820.00

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,

Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Current Liabilities

Group Summary

1-Apr-2020 to 31-Mar-2021

Particulars	Closing Balance	
	Debit	Credit
Provisions		11,70,575.00
Provident Fund Payable		
Salary Payable		11,70,575.00
Sundry Creditors		
Other Liability		5,60,299.00
Exam Fee Payable		12,438.00
EXAM FEE MARCH/APRIL 2018		1,500.00
Exam Remuneration Receivable		3,64,028.00
OTHER RECEIPT PAYABLE		24,841.00
PHOTOCOPY & VERIFICATION FORM		6,050.00
UNI. FEE -2019-20		63,580.00
University Fees Payable		87,862.00
Security Deposit Payable		7,80,000.00
Security Deposit 2015-16		1,10,000.00
Security Deposit 2016-17		1,40,000.00
Security Deposit 2017-18		1,95,000.00
Security Deposit 2018-19		2,05,000.00
SECURITY DEPOSIT 2019-20		60,000.00
SECURITY DEPOSIT 2020-21		70,000.00
Grand Total		25,10,874.00

Yashoda College of Architecture, Satara

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.
Ph.No.02162 271238/39/40/41/42.

Branch / Divisions

Group Summary
1-Apr-2020 to 31-Mar-2021

Particulars	Closing Balance	
	Debit	Credit
Yashoda Shikshan Prasarak Mandal		1,71,96,411.81
Grand Total		1,71,96,411.81

Yashoda College of Architecture, SataraS.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Sundry Debtors

Group Summary

1-Apr-2020 to 31-Mar-2021

Particulars	Closing Balance	
	Debit	Credit
EBC RECEIVABLE	47,490.00	
<i>EBC RECEIVABLE</i>	47,490.00	
Scholarship Receivable	15,25,051.25	
<i>Scholarship Receivable</i>	15,25,051.25	
Tuition Fee 18-19		
4th Year 18-19 K		
Tuition Fee Receivable	95,27,421.50	7,01,301.25
1st Year Students	11,71,100.00	
2nd Year Students Ok	7,43,786.00	
3rd Year Students K	30,64,873.00	
4th Year Students Ok	18,84,295.00	
5th Year Student	8,36,754.00	
Students	18,26,613.50	7,01,301.25
EBC FEE		10,99,004.50
Grand Total	1,10,99,962.75	18,00,305.75

AUDITED FINANCIAL STATEMENTS

FOR THE PERIOD FROM

1-4-2021 TO 31-3-2022

OF

YASHODA SHIKSHAN PRASARAK MANDAL'S

**YASHODA COLLEGE OF ARCHITECTURE
SATARA**

Yashoda College of Architecture, Satara [2021-22]

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.
Ph.No.02162 271238/39/40/41/42.

Income and Expenditure Statement

1-Apr-2021 to 31-Mar-2022

Particulars	1-Apr-2021 to 31-Mar-2022	Particulars	1-Apr-2021 to 31-Mar-2022
Direct Expenses	1,74,69,411.00	Indirect Incomes	
Salary Non Teaching	39,87,822.00	Direct Income	1,17,04,400.00
Salary Teaching Expenses	1,34,81,589.00	DEVELOPMENT FEE 2021-22	10,64,039.00
Indirect Expenses	33,97,882.30	TUITION FEE 2021-22	1,06,40,361.00
Advertisement Expenses	1,00,000.00	Excess of expenditure over income	91,62,893.30
Affiliation /inspection	1,94,518.00		
Bank Interest/commission/charges	2,886.10		
Communication Expenses	1,15,000.00		
Conference and Seminar	1,00,000.00		
Establishment Expenses	3,64,524.00		
Fee Regulating Authority Fees	55,352.00		
Insurance	19,092.00		
Lab. Material, Other Consumable	64,000.00		
Magazines Journals Etc Subscriptions	40,000.00		
Meeting Fees and Expenses	3,04,060.00		
Other Expenses	50,000.00		
Printing and Stationery	55,000.00		
Property Insurance	19,055.00		
Remuneration/ Professional Charges to Visting Facul	9,61,528.20		
Repairs & Maint	2,15,917.00		
Social Gathering/functions Exp.Welfare	1,20,000.00		
Depection A/c	6,00,935.00		
Grampanchayat Tax	16,015.00		
Total	2,08,67,293.30	Total	2,08,67,293.30

Prepared as per information given
For Rajeshwar Kasar & Associates
Chartered Accountants
F.No.-134237W

R.H. Kasar

Rajeshwar H. Kasar
Proprietor
M.No.-147509

SATARA

30 SEP 2022



G. K. Anr

Principal
Yashoda College of Architecture
Satara

Yashoda College of Architecture, Satara [2021-22]

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Balance Sheet

1-Apr-2021 to 31-Mar-2022

Liabilities		as at 31-Mar-2022	Assets		as at 31-Mar-2022
Capital Account			Fixed Assets		36,92,588.65
Loans (Liability)			Computers & Peripherals	13,95,080.00	
Current Liabilities		39,02,575.60	BOOKS PURCHASE	56,024.00	
Provisions	13,41,455.60		Equipment	64,550.00	
Sundry Creditors	11,50,000.00		Furniture & Fixtures	21,76,934.65	
Other Liability	5,99,970.00		Current Assets		96,12,363.00
Security Deposite Payable	8,11,150.00		Loans & Advances (Asset)	24,280.00	
Branch / Divisions		2,78,10,666.06	Sundry Debtors	94,75,762.75	
Yashoda Shikshan Prasarak Mandal	2,78,10,666.06		Bank Accounts	1,12,320.25	
Suspense A/c			Excess of expenditure over income		1,84,08,290.01
			Opening Balance	92,45,396.71	
			Current Period	91,62,893.30	
Total		3,17,13,241.66	Total		3,17,13,241.66

Prepared as per information given
For Rajeshwar Kasar & Associates
Chartered Accountants
F.No.-134237W

RH Kasar

Rajeshwar H. Kasar
Proprietor
M.No.-147509

SATARA

30 SEP 2022



G. Kasar

Principal
Yashoda College of Architecture
Satara

Yashoda College of Architecture, Satara [2021-22]

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.
Ph.No.02162 271238/39/40/41/42.

Direct Expenses

Group Summary

1-Apr-2021 to 31-Mar-2022

Particulars	Closing Balance	
	Debit	Credit
Salary Non Teaching		39,87,822.00
Employer Provident Fund		60,528.00
PF Administrative Expenses		5,084.00
Salary Non-Teaching		39,22,210.00
Salary Teaching Expenses		1,34,81,589.00
Salary Teaching Staff		1,34,81,589.00
Grand Total		1,74,69,411.00



Principal
Yashoda College of Architecture
Satara

Yashoda College of Architecture, Satara [2021-22]S.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Indirect Expenses

Group Summary

1-Apr-2021 to 31-Mar-2022

Particulars	Closing Balance	
	Debit	Credit
Advertisement Expenses	1,00,000.00	
<i>Adv. of Admissions</i>	65,000.00	
<i>Adv. of Recuritment</i>	35,000.00	
Affiliation/inspection	1,94,518.00	
<i>Affiliation Fees Expenses</i>	1,94,518.00	
Bank Interest/commission/charges	2,886.10	
<i>Bank Commission & Charges</i>	2,886.10	
Communication Expenses	1,15,000.00	
<i>Internet Charges</i>	95,000.00	
<i>Postage & Courier Expenses</i>	5,000.00	
<i>Telephone & Mobile Expenses</i>	15,000.00	
Conference and Seminar	1,00,000.00	
<i>Conference Seminar Faculties</i>	60,000.00	
<i>Student Compition</i>	40,000.00	
Establishment Expenses	3,64,524.00	
<i>Cleaning Expenses</i>	70,000.00	
<i>Electricity Expenses</i>	2,39,524.00	
<i>Gardening Expenses</i>	5,000.00	
<i>Sweeping Expenses</i>	35,000.00	
<i>Water Expenses</i>	15,000.00	
Fee Regulating Authority Fees	55,352.00	
<i>ARA Processing Fee</i>	40,000.00	
<i>Fee Regulatory Authority Proceesing Fees</i>	15,352.00	
Insurance	19,092.00	
<i>Building Insurance</i>	19,092.00	
Lab. Material , Other Consumable	64,000.00	
<i>Consumable , Chemicals Etc</i>	4,000.00	
<i>Demonstration Material</i>	35,000.00	
<i>Labotoray Material</i>	25,000.00	
Magzines Journals Etc Subscriptions	40,000.00	
<i>Journals & Perodicals</i>	40,000.00	
Meeting Fees and Expenses	3,04,060.00	
<i>Conveyance & Travelling Expenses</i>	3,01,060.00	
<i>Other Meeting Expenses</i>	3,000.00	
Other Expenses	50,000.00	
<i>Expenses Related to Students</i>	50,000.00	
Printing and Stationery	55,000.00	
<i>Exam Paper and Form Printing</i>	15,000.00	
<i>Other Stationery</i>	5,000.00	
<i>Prospectus Printing</i>	35,000.00	
Property Insurance	19,055.00	
<i>Furniture, Equipment , Vehicle Insurance</i>	19,055.00	
Remuneration/ Professional Charges to Visting Facul	9,61,528.20	
<i>Visiting Chargs</i>	9,61,528.20	
Repairs & Maint	2,15,917.00	
<i>Maint of Equipments</i>	2,15,917.00	
Carried Over	26,60,932.30	



Ar. S. S. Talekar

Ar. S. S. Talekar

Principal

Yashoda College of Architecture
Satara.

Yashoda College of Architecture, Satara [2021-22]

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.

Ph.No.02162 271238/39/40/41/42.

Fixed Assets

Group Summary

1-Apr-2021 to 31-Mar-2022

Particulars	Opening Balance	Transactions		Closing Balance
		Debit	Credit	
Computers & Peripherals	1,91,167.00 Dr	16,00,475.00	3,96,562.00	13,95,080.00 Dr
BOOKS PURCHASE	93,373.00 Dr		37,349.00	56,024.00 Dr
Equipment	75,941.00 Dr		11,391.00	64,550.00 Dr
Furniture & Fixtures	7,80,089.40 Dr	15,52,478.25	1,55,633.00	21,76,934.65 Dr
Grand Total	11,40,570.40 Dr	31,52,953.25	6,00,935.00	36,92,588.65 Dr



A handwritten signature in blue ink, appearing to be "D. K. K. S.", written over a faint circular stamp.

Principal
Yashoda College of Architecture
Satara

Yashoda College of Architecture, Satara [2021-22]

S.No.244, NH-4, Wadhe Phata,
Satara - 415011.
Ph.No.02162 271238/39/40/41/42.

Bank Accounts

Group Summary

1-Apr-2021 to 31-Mar-2022

Particulars	Closing Balance	
	Debit	Credit
AU SMALL FINANCE BANK AC NO-27290		31,500.00
IDBI Bank Ac No.0451102000010593 - ARCHITECTURE		27,890.49
KUB Ac No.1003016002308 - ARCHITECTURE		17,329.00
The Baramati Sah. Bank Ltd A/c No. 710		35,600.76
Grand Total		1,12,320.25



A handwritten signature in blue ink, appearing to be 'G. D. K. S.', written over the printed name of the Principal.

Principal
Yashoda College of Architecture
Satara

**YASHODA SHIKSHAN PRASARAK MANDAL'S
YASHODA COLLEGE OF ARCHITECTURE,
SATARA**

POLICY DOCUMENT



**Yashoda Shikshan Prasarak Mandal's
Yashoda College of Architecture**

NH-4, Wadhe Phata,

Satara-415011

Phone; (02162)271239/40/41/42

Web: www.ycoa.org.in

YSPM's YCA POLICY DOCUMENT



YSPM YCA Employment

Acknowledgement of Understanding

The purpose of the YSPM YCA Personnel Policy Manual is to provide guidance in using current best practices as foundational guidelines for creating clear and culturally relevant proactive policies to ensure a healthy, well-run institution for all employees. Please bear in mind that your employment with YCA is a voluntary one and nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of YSPM's YCA employees.

The policy of employment-at-will may not be modified by an officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Trustees, whichever is applicable. These personnel policies are not intended to be a contract of employment or a legal document.

I hereby acknowledge that I have been informed that the YSPM YCA Personnel Policy Manual (PPM) is available with me today and I have read all the terms and conditions mentioned in it.

Prof. D. B. Sagare
President,
Yashoda Shikshan Prasarak Mandal, Satara

YSPM's YCA POLICY DOCUMENT

FOUNDER PRESIDENT



Dear Staff Members,

I welcome you to Yashoda College of Architecture, and the institution which inculcates true values while disseminating quality education for shaping the career of our students.

All our institutes are approved by the concerned statutory bodies and fulfill all the norms and standard laid down by them. Our technical campus is located in a lush green, pollution free, pictures environment. We provide students a platform to excel not only in academics but also in co-curricular and extracurricular activities. We encourage individual growth, team building, Industry Interaction and a multi-disciplinary study structure.

We are committed to impart value based quality education along with development of positive attitude, skills and abilities to apply knowledge in order to meet the challenges of future. In order to maintain discipline in our campus this is one of our core values. We have designed the policy document for the campus which will naturally help you all to give you a proper guideline about the rules, regulations, duties and responsibilities.

Let us all work together as a family member for the excellence of the institute and achieve the vision set by all the stakeholders.

Prof. D. B. Sagare

President

Yashoda Shikshan Prasarak Mandal, Satara

YSPM's YCA POLICY DOCUMENT

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YSPM's YCA POLICY DOCUMENT

1. INTRODUCTION OF THE INSTITUTE

Yashoda Shikshan Prasarak Mandal, Satara (YSPM) education trust was established in 2009, under the efficient and vibrant leadership of Founder President, Hon. Prof. Dasharath Sagare. YSPM has many eminent personalities from the field of education and industry on its advisory board, whose rich experience and guidance benefits the institute to achieve excellence in the field of academics and sports. Yashoda College of Architecture was established in 2015 to provide quality technical education to the students, serve the society, industry and all the stake holders through value added quality education.

YSPM- YCA is conducting different courses approved by AICTE, New Delhi & Govt. of Maharashtra, DTE, Mumbai; Affiliated to Shivaji University, Kolhapur.

In a world where technology is changing very fast, it is indeed a challenging task to cater the needs of industry for proficient manpower. Satara being a growing city is filled with potential but an untapped pool of talent. We at Yashoda College of Architecture, part of Yashoda Shikshan Prasarak Mandal are working towards polishing this talent and to bring them out so that they can touch the sky. We earnestly hope that our student will be able to meet all the challenges throughout their carrier. Many of them are occupying key positions in many private and public sector undertakings in India and have brought laurels to the college.

1.1 Courses run under YSPM- YCA

Sr. No.	Details of Courses	Intake
1	Bachelor of Architecture	40

2. VISION, MISSION AND QUALITY POLICY OF YSPM's YCA

Vision

- To empower the students with knowledge, Values, Skills, Innovative / Creative lateral thinking and meet the educational , social , global, environmental and economic needs of the region and nation to create Humane Society.

Mission

- To impart quality education & training to students for shaping their career with providing opportunities to students & faculty and continuous learning opportunities.
- To empower the students with recent knowledge, skills and right attitude in order to meet the challenges of future by guidance, seminars & lecture's as well as Environmental issues.
- To generate new knowledge and promote excellence in research and extension activities.
- To make efforts for the spread of technical education among classes and communities, which are socially and educationally underprivileged specifically for rural areas.

YSPM's YCA POLICY DOCUMENT

2.1. Internal quality assurance policy

- To providing World class infrastructure with personal attention
- By providing effective teaching learning process
- By providing Staff involvement in innovation and research
- To impart required knowledge skill and positive attitude among the students.
- To provide ethical and moral base education.
- Controlled assessments, coursework and portfolios of evidence

3. GUIDING PRINCIPLES

Policy Statement of YSPM YCA operates a robust internal quality assurance system, to maintain the consistency and accuracy of assessments. Internal Quality Assurance Cell (IQAC) is the process of ensuring that training delivering and assessment practice is monitored in order to ensure that they meet national standards.

3.1.Preamble:

Organization should have policies in place to ensure equality to conduct all the activities equally. It is good practice for all organization to have a written statement on equality. This could be an equality scheme, policy or strategy, procedure or rules and regulations

Organization should aim to develop a diverse workforce which draws on the skill and experience of a wide range of communities. Workforce can become a key way of expressing the diversity of your organization and engaging effectively with different groups. An important way of demonstrating commitment is to develop a diverse team of both staff (Teaching, supporting and non-teaching) is through preparation of an equal opportunities policies. This could cover the approach to recruitment, promotion and training and methods of ensuring equality of opportunity for different equalities group.

Organization ensures that all staff (Teaching Supporting and Non-Teaching) is able to work for the organization in a pleasant and safe environment without experiencing harassment or discrimination. Having a policy on harassment and discrimination helps to set out exactly what is expected from staff and sets out clear procedures if problems are experienced.

3.2. Policy Aims:

1. To provide a continuous check on the consistency and quality of delivery and the consistency, quality and fairness of marking, grading and overall assessment of student's work.
2. To meet and exceed the requirements placed upon us by IQAC, the awarding bodies, and the student charter.
3. To ensure that valid assessment decisions are reached for all our students and that external requirements are fully met.
4. To support academic staff in their classroom delivery by affording them the opportunity to receive critically supportive comment and to be able to conduct peer observation.
5. To support academic staff in their assessment activities by affording them the opportunity to receive critically supportive comment on the assessment decisions reached. The key features of an effective system are that it must:
 - a. Include the monitoring of assessments and a way of standardizing assessment judgments sample assessments on a 'formative' basis, therefore giving feedback to assessors on an ongoing basis (not at the end of the accreditation process)

YSPM's YCA POLICY DOCUMENT

- b. Support and develop the assessment team
- c. Be accurately recorded to provide a clear audit trail
- d. Be carried out by suitably qualified and occupationally competent staff.

3.3. Scope

For the purpose of this policy, the term IQAC encompasses all forms of activity that check and validate assessment. It may be implemented through the systems of verification as required or laid down by examining or awarding bodies; or it may occur through shared observation of student activities, second marking of students' work, or team grading/assessment of students' work. Any task, activity, essay or project that contributes to the students' final achievement in a vocational area, academic subject or key skill will fall within the scope of this policy.

3.4. Reporting

Reporting of the different staff members will be according to the policy designed by YSPM YCA which is as follows

Staff	Reporting Authority
Principal	President / Vice President / Secretary
Vice- Principal	Principal
HOD	Principal / Vice-Principal
Registrar/ Dy. Registrar	Principal / Vice-Principal
Teaching staff	Head of the Department / Principal
Laboratory Staff	Head of the Department / Principal
Librarian and Library staff	Principal/ Registrar
Administrative /students section / accounts / Office staff	Registrar/ Dy. Registrar/ OS
Store Staff	Registrar/ Dy. Registrar
Peon	Respective HOD' s/Registrar/ Dy. Registrar

3.5. Working Hours

At Present the working hours of the staff members is as follows

Category	Architecture	
	Working Hours	Lunch and Tea breaks
Teaching	8.00am - 3:45pm	11:00pm-11:45 pm
Non-teaching	9:30am - 5:30pm	1:00pm-1:30 pm
Peon	7:30am - 5:30pm	1:00pm-1:30 pm

Note: The campus will have a holiday on every first and third Saturday of the month.

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Leadership

The institute's leadership at all sites and in all capacities, communicates the institutes goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement and encourages innovation and capacity to respond to changes. In doing so the institute's leadership encourages each employee to take active responsibility for the mission and vision of the institute and foster the development and use of each employee's capability.

3.6. Quality of Employment

The institute is committed to creating and sustaining a workforce of highly qualified faculty and staff to provide a positive environment of work for all and one that encourages balancing the work and personnel commitments

3.7. Compensation Reward and Recognition

The institute's compensation programme is administered fairly and equitably strengthening the tie between pay, performance and organizational success. The staff members are rewarded for their outstanding performance during the *Sanstha foundation day on Dasera and also on 26 January during employee's day*

3.8. Continuous learning and development

The institute supports and motivates the staff to attain the various staff development programme which naturally supports continuous learning so that it can provide structured development and integrates institutional mission, organizational and individual needs and performance expectations.

3.9. Response to change

The institute constantly prepares itself for the challenges of the future. In doing so during periods of changing needs, the institute creates opportunities for employees to acquire the needed skills to achieve the mission of the institute

4. CLASSIFICATION OF EMPLOYEES

At Yashoda College Of Architecture employees are classified on the functional basis to increase the efficiency of the work by assigning proper authority and responsibility at different levels

The employees are classified into two categories

- **Faculty:**
 - Full Time
 - Visiting

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- **Staff**
 - Technical
 - Administrative
 - Supporting staff

4.1. Full time Faculty

The full time faculty comprises of the persons who are involved in teaching at the institutes on a full time basis who are either approved by the University selection committee on permanent basis or through local selection committee on ad-hoc basis whose salaries are paid on a monthly basis

4.2. Visiting Faculty

The visiting faculty is from the industry & institution that contributes for the academic excellence of the institute and is paid as per the norms of YSPM YCA

4.3. Staff

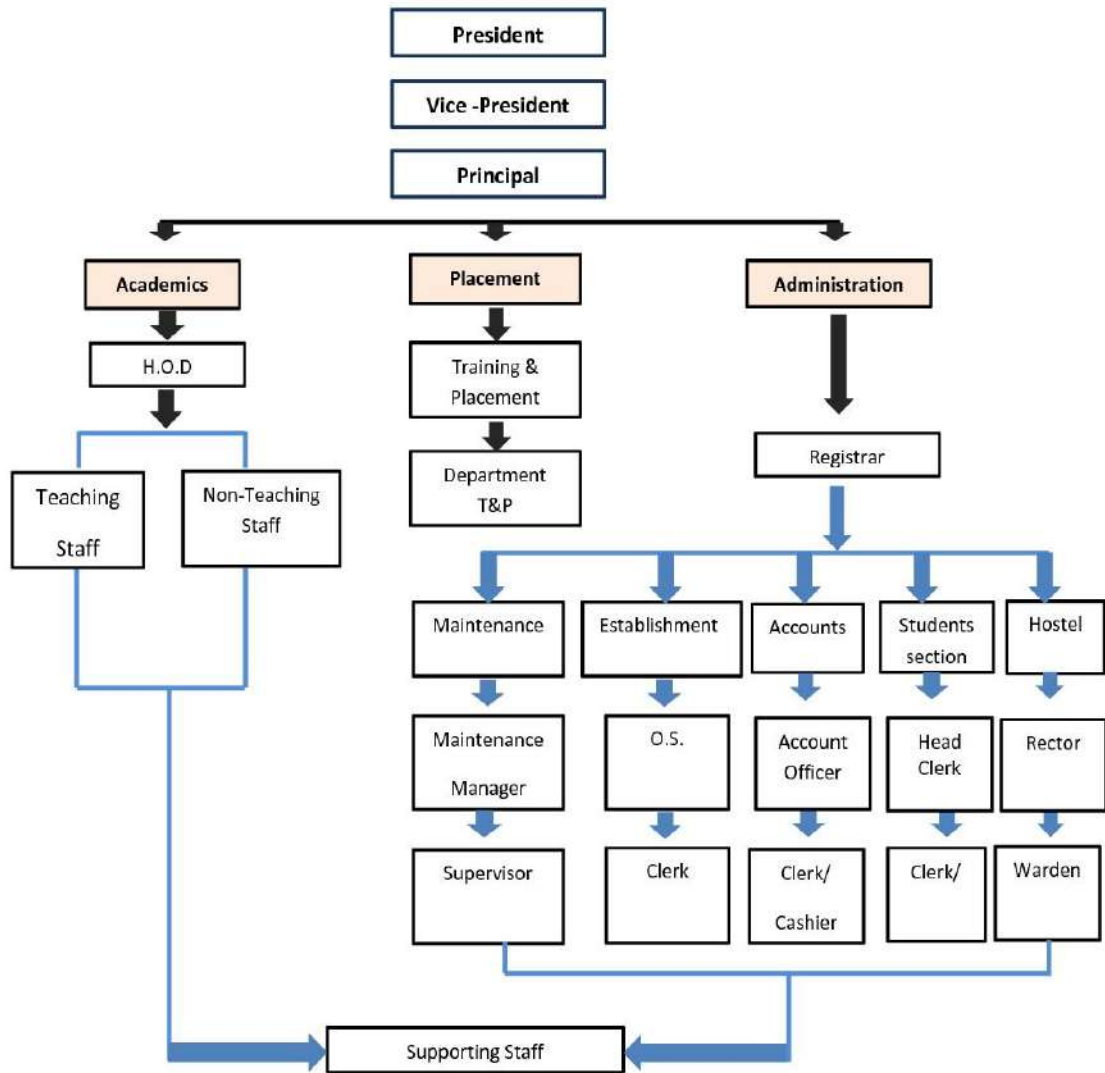
4.3.1. **Technical Staff** :- it comprises of Technical assistants, Lab. assistants, Lab. Technicians, Workshop Instructors, Network administrators, Computer Programmers, Librarian, Assistant Librarian and library Assistants

4.3.2. **Administrative staff**:- It includes Registrar, Accounts and finance officer, Office superintendent, Head of students section, stores and purchase officer, Medical officer, Hostel rector, accountants, assistants, clerks, data entry operator

4.3.3. **Supporting staff**: - it comprises of Lab Attendant, Peons, Electricians, Carpenters, Plumbers, Drivers, Watchman, Sweepers, Gardner's, assistant to Rectors, lift man.

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5. HIERARCHY (ORGANIZATION CHART)



Organization Structure Of YCA, Satara

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6. GOVERNING BODY

Sr. No	Name of Member	In the Capacity of	Designation
1	Prof. D. B. Sagare President, YSPM, Satara	Management Representative Nominated by Trust	Chairman
2	Mrs. S. D. Sagare Secretary, YSPM, Satara	Management Representative Nominated by Trust	Member
3	Mr. A. D. Sagare Vice-President, YSPM, Satara	Management Representative Nominated by Trust	Member
4	The Registrar, Shivaji University, Kolhapur.	Nominee of Shivaji University, Kolhapur	Member
5	Dr. Vinod M. Mohitkar Principal of Technical Education	Nominee of State Govt. Principal of Technical Education	Member (Ex-Officio)
6	Ar. R. J. Sawant Former Principal, D. Y. Patil College of Architecture, Kolhapur.	An Educationist from the Region to be nominated by the State Government	Member
7	Dr. R. B. Koli Principal, Anantrop Pawar College of Pharmacy, Pune.	Academician	Member
8	Mr. P. K. Gandhi Head, Pankaj Engineering, Satara	An Industrialist from the Region to be nominated by the State Government	Member
9	Ar. Snehal Shedge HOD, Associate Professor, YCA	Member Faculty Representative	Member
10	Ar. Rakhi Begampure Professor, YCA	Member Faculty Representative	Member
11	Ar. Suhas Talekar Principal, Yashoda College of Architecture	Principal, Yashoda College of Architecture as a Nominee of trust	Member Secretary

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7. COLLEGE DEVELOPMENT COMMITTEE

Sr. No.	Name of Member	In the Capacity of	Designation
1	Prof. D. B. Sagare President, YSPM, Satara	Management Representative Nominated by Trust	Chairman
2	Mrs. S. D. Sagare Secretary, YSPM, Satara	Management Representative Nominated by Trust	Member
3	Mr. A. D. Sagare Vice-President, YSPM, Satara	Management Representative Nominated by Trust	Member
4	Mr. A. S. Mali Teacher, Art of living	Social Representative Nominated by Trust	Member
5	Ar. Sudhir Shinde Architect & Builder, Satara	Industry Representative Nominated by Trust	Member
6	Ar. Sujata S. Talekar Associate Professor, YCA Satara	Teachers Representative Nominated by Trust	Member
7	Ar. Swarali D. Sagare Assistant Professor, YCA Satara	Teachers Representative Nominated by Trust	Member
8	Ar. Amol V. Jadhav Assistant Professor, YCA Satara	Teachers Representative Nominated by Trust	Member
9	Ar. Shehal Shedge HOD, IQAC Co-ordinator, YCA	Teacher Representative Elected by the Teachers of the College	Member
10	Mr. G. K. Suravase Registrar, YCA	Non- Teaching Representative Elected by the Non- Teaching staff of the College	Member
11	Ar. Vishal Supekar Architect	Alumna's Representative Nominated by Trust	Member
12	Ar. Rakhi Begampure Professor, YCA	IQAC Representative	Member
13	Mr. Chaitanya Inamdar Student, YCA	President, Student Council, YCA	Member
14	Miss. Anuja Shinde Student, YCA	Secretary, Student Council, YCA	Member
15	Ar. Suhas Talekar Principal, Yashoda College of Architecture	Principal, Yashoda College of Architecture as a Nominee of trust	Member Secretary

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8. DECENTRALIZATION OF DUTIES AND RESPONSIBILITIES

The management and Principal on time to time basis assign the duties and responsibilities to the staff members based on the various programs conducted in the college campus. Such as:

1. Induction programme
2. Annual Sports
3. Cultural programme
4. Guest lectures
5. Seminars/Techfest/conference
6. Admission
7. Student development events
8. Employees meet/ Republic day/ Independence day/ Alumina meet

The staff needs to follow the instructions laid down by the higher authorities and perform the duties and responsibilities. If staff refuses to perform the duties allocated to him he should give in written for not performing the duty to the respective departmental HOD.

9. INSTITUTE WORKING COMMITTEES AND THEIR RESPONSIBILITY

Sr. No.	Name of the Committee	Responsibilities
1	Strategic Planning Group	Mission, Vision, Quality Policy, SWOT Analysis, Short term & long term plans, preparing action plan, Monitoring
2	Accreditation Steering Committee (NAAC)	Documentation, Internal Quality Assessment Cell (IQAC), Internal Inspection
3	Academic Monitoring and Evaluation cell(UG)	Workload Distribution, Timetable, Student attendance, Academic Calendar, Daily performance record (staff), Attendance theory, practical, Course file, Promoting PBL (Problem based Learning), Guide Allotment, Schedule for Project work, Assessment of PG Seminars, Induction Programme to first year, Student Council
4	Central Examination Cell (UG)	Sessional Exams, University Theory & Practical Exams, Maintaining all registers & Files, Schedule for Examination, Revaluation & Remuneration
5	Extra-curricular activity Cell	Cultural Activities within & outside campus, Annual Social Gathering, Yasho-techfest Event
6	Sports Co-ordination or Physical education cell	Sports Activities throughout year, Arranging sports competitions, Annual Sports, Arranging blood donation, blood group detection, health awareness camps etc.

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7	Placement Cell (Industry-institute interaction)	Arranging campus interviews, Placement of student in industries, Industry Institute Partnership Cell, Industrial visits (UG), International Collaboration / MoUs. To provide guidance for International Collaboration/linkages among the academicians / research students across the globe.
8	Alumni Association Steering Committee cell	Registration of alumni association, audit etc., Creating & updating the database of past students, Get together, Arranging various Competitions, Seminars by ex-students, Scholarships to needy students
9	Magazine Committee cell	Articles display on notice board, Competitions-Photography, Rangoli, etc., Collection of Advertisements, Photo Session, Messages from eminent personalities, Publishing of Magazine, Participation in University Magazine competition
10	Research and Development Cell	Student Publications & Presentations, Staff Publications & Presentations, Supervising research activities, Sending research proposals to funding agencies, MOU's, Research Grants & Utilization Certificates
11	Value Added Training, Soft Skill training & staff welfare Cell (Center for skill & Entrepreneurship development)	Staff Seminars, Records of STTP's/ Conferences / workshops attended by staff. Staff Training, Inplant Training to students, Arranging seminars & guest lectures, Designing of various value addition courses, Continuing Education Programmes, Staff Development Programmes, soft skill training
12	Website updations	Regular, Department wise Website updations, Circulars from AICTE/DTE/University/PCI, Daily updation in website is expected and keep a daily record of these.
13	Maintenance Work Committee	Building Maintenance, Furniture Maintenance, Instruments Maintenance, Housekeeping, Infra- developmental Work, Computer Maintenance, Computer Lab Co- ordination
14	External Regulatory Works Committee	COA, DTE, New Proposals, University
15	Internal Regulatory Works Committee	CDC, Standing Committee, Governing Council, Anti-ragging Committee, RTI
16	Public Relation or Brand building cell	News reports drafting, Counseling to students for admission purpose, Publicity in Newspapers, Visiting various colleges to develop relations, Strategies for improving admissions
17	Stores & Purchase Committee	Deadstock checking, Annual Consumption & requirements, Quotations and approvals, purchase
18	Library Co-ordination cell	Library issues, Requirements, Book purchase, Notice boards, Medicinal Plant Garden, library correspondence
19	Competitive Examination Cell	To prepare the student to face the different competitive examination like GATE / UPSC / MPSC / GRE / TOEFL
20	Social Entrepreneurship	Adopting a mission to create and sustain social value , Recognizing and relentlessly pursuing new opportunities to

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	Cell	serve that mission, Engaging in a process of continuous innovation, adaptation, and learning, Acting boldly without being limited by resources currently in hand, and Exhibiting a heightened sense of accountability to the constituencies served and for the outcomes created.
21	Internal Complaint Committee (ICC)	Provide a safe working environment, The composition of the Internal Complaints Committee, organize workshops and awareness programmes at regular intervals for sensitizing employees, students on the issues and implications of workplace sexual harassment and organizing orientation programmes for members of the Internal Complaints Committee, Treat sexual harassment as a misconduct under the service rules and initiate action for misconduct required to monitor the timely submission of reports by the ICC.
22	Admission Cell	Admission Campaigning planning, Counseling of students and parents, Promotion activity, Publicity
23	Human Resource Development cell	Provide a platform for full expression of students talents, develop total personality (traits) (relationship), make students employable, develop team spirit, develop entrepreneurial skills
24	Student Welfare & Grievance cell	Address the grievances of the students, staff and faculty both academic and personal, Address motivational disorders of students, staff and students and to counsel them. Help in conducting the student activities and encouraging students to perform well. Keep track of the weak students and guide them for improvement. Linking of health care problems with medical professionals, wherever it is applicable. Once the student submits a grievance, it should be acknowledged within 24 hours and resolved within 30 days
25	Staff Welfare & Grievance cell	The cell will function for the overall benefit and welfare of the employee fraternity of the department to ensure the various welfare aspects of the employees. This cell will also look after the genuine needs, requirements and grievances or complaints of the employees, if any
26	Disciplinary Cell	Strict regulatory implicit obedience, politeness and courtesy in speech and conduct, cleanliness of dress and person are expected of each student. Hence irregular attendance, habitual idleness unsatisfactory application to studies, disobedience, object able moral influence and unsatisfactory conduct in and out of school may justify suspension of a student.
27	Software Development Cell	Development of software as per requirement of NAAC
28	Moodle S/W Usage	Implementation of Moodle S/W in YCA

POLICY

10. RECRUITMENT AND SELECTION POLICY

10.1. Recruitment

(1) Ordinarily, in the month of February/March, the Principal of the Campus, shall take a review of the existing workload in each of the subject and probable increase in the workload for the next academic year either due to the rise in students' strength or due to the introduction of new courses/subjects with prior permission of the management and the University and submit the proposal to the management for getting approval for appointment of additional teachers in the subject, if any.

(2) After receipt of such proposal(s) from the Principal, the management scrutinize the same as per the existing norms of the workload and reservation rules and grant approval for the creation of additional post(s) of full-time or part-time teachers, proportionate period Teachers, as the case may be, within fifteen days or in any case before the end of the first week of April of every academic year.

(3) (a) The same procedure shall be followed by the Principal and the University in respect of the vacancy of an existing post caused by various reasons such as resignation, retirement, promotion, study/medical leave, etc.

(b) After receipt of the approval, the Principal shall prepare the draft of the advertisement as per the Statutes and submit the same to the University for its Approval within 10 days.

(4) After receipt of the draft of the advertisement, the "Special Cell" in the University shall, after scrutinizing as per the norms of reservation, the roster maintained, and other related information which is to be incorporated in the advertisement, give approval to the advertisement, with modifications if any, if necessary.

(5) The College or Recognized Institution, after getting approval for the advertisement from the University, shall publish the advertisement in two leading newspapers, one at the District level and other at the State level.

10.2. Advertisement of Vacancies

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the University as indicated, together with the minimum and desirable qualification, as prescribed, the Scale of Pay and number of posts to be reserved for the members of Backward Classes, differently abled and women candidates and reasonable time, which shall not be less than fifteen days, within which the applicant may, in response to the advertisement, submit his/her application.

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After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the Scrutiny Committee.

10.3. Scrutiny Committee

There shall be a separate Scrutiny Committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

- (a) The Chairman of the Management or his/her nominee (Chairman)
- (b) The Principal
- (c) The Head of the Department of the subject concerned;

Provided that, if the regular Principal is not appointed, the Acting Principal shall be the member of the Scrutiny Committee, Provided further that, if there is no Head of the Department in the subject concerned, then the senior most teacher in the subject shall be a member of the Scrutiny Committee. Provided further that, if the post is of a 'Professor' the Scrutiny Committee shall verify the qualification, experience, research publications, conferences attended. The Scrutiny Committee shall scrutinize all the documents submitted by the candidates and, after getting satisfied with the documents, shall recommend the names of the candidates for the interview. Ordinarily, the suitable and qualified candidates with higher merits shall be invited for the interview and shall not exceed the following ratio of the number of vacancies to the number.

10.4. Steps for University selection Process

- 1 Affiliation approval
- 2 Approval of posts as per workload maintenance of Roaster
- 3 Approval of advertisement as per Roaster
- 4 Publication of advertisement
- 5 Constitution of Faculty Selection Committee (FSC) by University
- 6 Meeting of FSC- Interviews
- 7 Recommendations by FSC for candidates
- 8 Approval by university and appointment, joining etc.
- 9 Submission of changes in staff form
- 10 Personal file and service book maintenance

Report on faculty selection committee is maintained in Shivaji University information book.

10.5. Appointment of Principal / Principal And Teaching Staff In Approved Institution / Program As Per The University Act

The appointment of Principal / Principal, Teaching staff shall be as per the rules and regulations for minimum qualification, pay scale prescribed in the approval process hand book of AICTE. Institutions shall appoint Principal / Principal, Teaching staff strictly in accordance with the methods and procedures of the concerned affiliating University, State

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Governments and Honorable Court directions (if any) and as applicable in the case of selection procedures and selection Committees.

Recruitment of the faculty is made as per Maharashtra University Act 1974 / 1994. However prior to University selection procedure, screening will be done by the local selection committee. Recommendation of the in-house candidate will be done by the Management for the University interview provided He / She passes the interview of the local committee. For Non-approval / Adhoc Staff recruitment; selection is done by the management by appointing expert committee.

Process of faculty selection was through University Selection committee as per Shivaji University, Kolhapur information book.

The selection committee for selection of principals or Principals or heads of institutions shall consist of the following, namely:-

- (a) Hon. The Vice-Chancellor Chairman;
- (b) Dean of Faculty Member
- (c) Three members as experts, nominated by the Vice-Chancellor
- (d) one member belonging to Scheduled Castes or Scheduled Tribes or Denotified Tribes (VimuktaJatis)/Nomadic Tribes Other Backward Classes, by rotation nominated by the Vice-Chancellor ;
- (e) Principal, Higher Education or his nominee not below the rank of Joint Principal;
- (f) Principal, Technical Education or his nominee not below the rank of Joint Principal.

10.6. Qualifications for the various cadres of the teachers

The qualifications for other cadres of the teachers working in the professional colleges (*viz.* Architecture.) shall be as recommended by the All India Council of Technical Education, and / or respective Central Councils established by the Act of the parliament and accepted by the government and the University, from time to time.

Annexure I/ II, III to be filled by the staff once they joined the organization and submit the photocopy of documents.

11. INTERNAL PROMOTIONAL POLICY

Eligibility criteria-

11.1. Assistant Professor(On consolidated Salary):-

1. B. Arch faculty will be getting consolidated salary.
2. On the satisfactory performance the scale will be offered as per the management discretion.

11.2. Assistant Professor (On scale, increase of AGP eligibility)

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, one year increase in the said resolution as against approved eligibility criteria.

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1. Must have attended at least Two training programs conducted by AICTE/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal
3. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
4. Result must be good in subject taught (More than 90%)
5. Student feedback must be very good.

11.3. From Assistant Professor to Associate Professor

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

1. Must have attended at least Four training programmes conducted by COA/SUK/ISTE/TEQIP
2. Must have published at least two papers in referred national Journal and one in international journal with ISSN No.
3. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
4. Must have handled at least one coordinator ship satisfactory apart from handling academic responsibilities.
5. Student feedback must be very good.
6. Result must be good in subject taught (More than 90%)

11.4. From Associate Professor to Professor

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

1. Must have published at least three papers in referred national Journal and at least two papers in international journal with ISSN No.
2. For the purpose of this requirement one International referred publication will be considered as a equivalent to two National refereed Publications.
3. Must have organized at least one National Seminar/Workshop/Conference at National level in the college.
4. Industrial consultancy work is desirable.
5. Student feedback must be very good.

11.5. Librarian at degree level

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010, but only one year increase in the said resolution as against approved eligibility criteria.

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11.6. Entry level increments norms

As per the Govt. of Maharashtra higher and Technical education department resolution No SPC-2010(34/10)/TE-2/20-08-2010.

11.7. Non-Teaching Staff

Promotion after completing 3 years on scale depending upon performance

The staff needs to submit the performance appraisal form to the respective HOD and the HOD need to submit it to the Associate Principal / Principal. The Associate Principal / Principal needs to verify the documents as per the record available. Once verified it has to be sent to the Principal for authorization. The management reserves the right to decide about the increment of the employees as per his performance for the academic year.

12. PURCHASE POLICY

The purchase policy designed by YSPM YCA is to meet the desired requirement of the department for the financial year. The HOD need to follow the following rules and procedures regarding the purchase for the academic year

- 12.1.** The staff needs to follow the defined purchase procedure by the core committee of YSPM YCA.
- 12.2.** The HOD needs to get the requisition for the required items/ consumables/ materials from the staff members and lab in charge and prepare the budget for the academic year in the month of May and forward it to the principal for further approval.
- 12.3.** Head/Principal will scrutinize the requirement and certify taking into consideration of the allocated budget of the department as approved by the Principal
- 12.4.** The budget will be placed before the Governing body for the approval. The Governing committee will approve the budget of the departments. Once it is finalized it will be sent to the stores department.
- 12.5.** The stores department needs to request for the quotation from the suppliers. The 3 best quotations need to be put forth before the core committee and get one of them to be sanctioned with terms and conditions of delivery.
- 12.6.** The stores will receive the material, duly checked as per the specification and issue the material to the departments as per their requirement. The invoice of the purchased material should be forwarded to the Principal and then to the register for checking and submitted to the accounts department. The dead stock of the same has to be maintained in stores register. The audit of the stores should be done after every quarter of the academic year.

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- 12.7. The department should check the material received and make the entry in the DSR. The Head of the Department will be responsible for the material received and has to check the material/Instrument before installation.
- 12.8. The department also needs to keep a separate record of the stationary used by the staff members. They also have to submit the report of the consumables at the end of the financial year.
- 12.9. The stores should not issue any material to the staff members without the indent and signed by authorized authority.

13. STAFF DEVELOPMENT AND TRAVELLING POLICY

13.1. Objectives:-

1. To ensure uniformity and consistency in employee utilization of travel facility as made applicable to their Level/Grade.
2. To provide guidelines to employees for reimbursement expenditure incurred during travel within India.
3. The underline principal of this policy is to mitigate inconvenience to employees. It is not means or source of earning.
4. To motivate staff for their upgradation in qualification and knowledge by promoting them for higher education and participation in conferences.

13.2. Policy & Procedure:-

1. If the visit is a place outside the city limits from respective location and the distance to the place of visit is more than 50 km one side/ or duration of the travel is more than 6 hours will be treated as a Tour.
2. For the purpose of allowance, a day is considered as 24 hours from the commencement of the journey and the allowances for the partial day will be payable as follows.
 - Beyond 10 hours =100%
 - Less than 10 hours = 50%
3. Employee should proceed on tour only after obtaining prior sanction or Ratification of the head of the department on Travel Request Form (*Annexure-IV*)
5. Employee should stay in hotel as per the staff position.
6. Employee should travel only by mode of travel as per their eligibility.
7. Employee should submit Travel Expense Voucher and settle travel advance within 3 working days from completion of tour. No further advance shall be granted otherwise.
8. Where Travel Expenses Statement not submitted promptly or an employee does not settle an advance in the stipulated time of 5 working days, the amount of advance taken by the employee will be deducted from his or her salary.

13.3. Grades & Travel entitlement

Grade	The person who travel	Class of travel
A	Chairman/Vice Chairman/Secretary/ Trustee	First AC/By Air

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A1	Principal / Registrar	Second AC up to 500 Km by Air
B	HOD/Associate Professor	Third AC
C	Assistant professor	Sleeper
D	Senior Clerk	Sleeper
E	Junior Clerk	Sleeper
F	Peon	Sleeper

1. Bookings/ Cancellations shall be made in the prescribed format available with respective administration department duly approved by the HOD.
2. Actual conveyance charges shall be payable (To & fro Bus sanction/ Railway sanction /Airport sanction as case may be).
3. Employee himself shall control conveyance charges and they may however travel by taxi/Auto considering the exigency of the work.
4. For travelling in a class or mode of transport different than what is given as eligibility, prior approval or ratification for performing the travel must be obtained from Trustee/ Principal. A Trustee is approving authority for the grade D and above level.

13.4. Mileage allowance for travel

Employees travelling by motor vehicle own, supplied by institution or organization with the prior permission of HOD for the journey exceeding per kilometers but not exceeding 50 KM. are entitled to claim mileage for every km of journey as under

Type of Vehicle	Own (Per KM) Rs. (Or as per petrol rate whichever is less)	Supplied by organization (per KM) RS
Two Wheelers	4.50	As per transport department
Car (petrol)	10.00	As per transport department
Car (diesel)	8.00	As per transport department

Note: - Employees travelling by an organization motor car or staff car are not entitled any road mileage.

- 13.5. Teaching faculty pursuing Ph.D. are provided with on-duty leaves for carrying out research work. This includes attending the course work for Ph. D. / research activities with prior permission of concerning head of institute.
- 13.6. Faculty members wish to attend the conference(s) will provided with on duty leave. Also the actual travelling and daily allowances are paid as the policy. Moreover, 50% of the registration fees are also paid to the staff.

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14. EMPLOYEE RELATION POLICY

14.1. Introduction

Employee relations may be defined as those policies and practices which are concerned with the management and regulation of relationships between the organization, the individual staff member, and groups of staff within the working environment.

The employee relations section is responsible for liaison with employee, monitoring procedures, and developing proposals for the YSPMs YCA consideration.

14.2. Objectives

Sound employee relations are based on

- Effective mechanisms for communication and participation.
- A safe and effective work environment.
- Commitment and motivation of all staff.
- Promoting channels of communication at all levels.
- Identifying and expanding common areas of interest between all staff.
- Anticipating and defusing conflict wherever possible.
- Encouraging staff to articulate concerns and conflict and seek resolution of underlying issues.
- Providing channels for conflict resolution and developing mutual trust in their reliability.

14.3. Communication and consultation

The management of YSPM YCA recognizes the importance of open communication and joint consultation between management and staff. It therefore encourages the exchange of information, ideas and views about matters of mutual interest and concern through both formal and informal channels.

14.4. Informal systems

The YSPM YCA encourages informal communication and consultation at all levels. Department and section heads are encouraged to develop appropriate arrangements to promote discussion of any matters of interest and concern at the workplace.

14.5. Grievance resolution

The management of YSPM YCA considers it essential that, where a staff member (or a group of staff members) is dissatisfied for any reason arising from the work situation or employment relationship, this should be articulated and resolved as quickly as possible, at the lowest possible level.

14.6. Discipline

A staff member is required to maintain certain standards of conduct. Any staff member who fails to maintain acceptable standards of conduct in accordance with his/her employment contract, specific job requirements and/or the YSPM YCA rules, renders himself/herself liable to disciplinary action. Such disciplinary action

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is designed to be corrective and to improve conduct (other than where dismissal is warranted) and should be taken as soon as possible after the event.

14.7. Poor performance

A staff member is required to maintain certain standards of performance. A staff member who fails to maintain laid-down standards of performance in accordance with his/her employment contract, specific job requirements and/or the YSPM YCA rules, renders himself/herself liable to corrective action.

14.8. Employee relations training

The YSPM YCA provides staff training to promote informed and sound employee relations practices.

15. LEAVE AND VACATION POLICY

The leave and vacation policy can be changed with prior notice to the staff members depending upon the nature of the work in the college campus; *Annexure VI* for leave application.

Leave Type	Approved staff		Ad-hoc staff	
	Teaching staff	Non-teaching staff	Teaching staff	Non-teaching staff
Casual	12 days	12 days	12 days	12 days
Medical	10 days	10 days	05 days	05 days
Maternity	3 Months	3 Months	3 Months *	3 Months *
Earn leaves	NA	15 days **	NA	NA
Special leaves for research work	10days	***	***	***
Leaves in case of relatives death	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves	Adjusted from medical leaves

Number of days per semester – vacation can avail during semester/winter session

Teaching staff		
Sr. No.	Category	Vacation period
1	Approved faculty having experience more than 1 year	15 days
2	Approved faculty having experience less than 1 year	7 days
3	Non-Approved faculty having experience more than 3 years	15 days
4	Non-approved faculty having experience between 1-3 years	10 days
5	Non-approved faculty having experience less than 1 year	5 days
Non-teaching staff		
Sr. No.	Category	Vacation period
1	On scale technical staff	10 days
2	Non-teaching Adhoc having experience more than 1 year	7 days
3	Non-teaching Adhoc having experience less than 1 year (Minimum experience 6 month)	5 days

Note--

* *Minimum 2 years working experience at YCA*

** *Earned leaves are only for on Scale admin and account staff*

*** *At the discretion of management*

YSPM's YCA POLICY DOCUMENT

1. Casual leave:-

An employee who completes at least one month of period after his joining date will be eligible for the casual leave. The period of casual leave for approved staff is from the month of June to May. The non approved staffs whose services have been continued without a break is also entitled for the casual leave period from June to May. Other Non-approved staff will be given casual leave from their joining date to the date of completion mention on their appointment order.

2. Maternity leaves

Ad-hoc employees applying for Maternity leave should have completed at least two years' service in the institute.

3. Vacation

Vacation is given as per academic calendar of Shivaji University to the Teaching & Non-teaching staff.

16. DISCIPLINARY POLICY

16.1. Dress code and I-Card

Dress Code and Uniform	Students, Teachers and Non-Teaching Staff	Except on Wednesday and Saturday
I-Card	All students, Teachers and Non-Teaching Staff	All Working days

The staff members have to follow the dress code as prescribed by the management. If there is any deviation in the dress code or the standard days, the same will be informed by way of separate notice.

16.2. Principal/Principal/HODs dress code:

They need to wear blazers during the working hours and any visit or functions in the college premises except during the off days as per the guidelines provided. I-Card will be compulsory for all working days.

16.3. Faculty dress code:

Members: all the gents' faculty members need to wear formal dress prescribed by the management along with a tie and formal shoes except during the off days as per the guidelines provided. All ladies staff as per the dress code decided by the core committee. I-Card will be compulsory for all working days.

If a particular staff is found not wearing the uniform, disciplinary action will be taken against him/her. Initially a warning will be given to such staff member. It is compulsory for all the staff members to wear uniform during vacation also.

16.4. Reporting on duty upon arrival

Every day, all staff members are required to record their time of arrival in the attendance muster/ Biometric attendance recording unit. The attendance muster will be transformed to the Registrar after the prescribed scheduled time of arrival

YSPM's YCA POLICY DOCUMENT

16.5. Late arrival

Teachers and all staff members need to arrive at the prescribed time given by the institute late arrival staff needs to submit the application in writing to the reporting person. Frequent irregularity will be monitored and will be informed to the Principal. The core committee is authorized to take appropriate disciplinary action against the defaulting staff members and same will be recorded in the personnel file which can impact on the appraisal of an individual.

16.6. Leaving the campus before time

In general the teaching staff members are not allowed to leave the campus before the official working hours. Leaving the campus early for personal reasons is not allowed. The security needs to have a check and the irregularities will be reported to the higher authorities. The staff members need to inform the HODs if they leave the department for any purpose.

16.7. On duty leave

All the staff members need to fill up the printed leave form for on duty application mentioning the purpose of duty leave, take HODs signature and also the Principals signature and submit the same to the administrative office. The staff needs to precede the proof or evidence of the duty leave after their arrival within 2 working days. Failing to do so the Duty leave sanctioned will be transformed to Casual leave

17. BUDGETARY POLICY

All the Departmental Heads need to prepare the annual budget of their department for the academic year starting from June to May in the format provided by the management and submit it till 15 April of every year. The budget prepared by the departments have to submit it to the Principal, the Principal need to prepare a common budget of their faculty/Department and submit it to the Principal till 30th April of every year. This budget will be sanctioned by the Governing Body during their meeting in the month of May. Once the budget is sanctioned the departments will not be allowed to make expenses above the sanctioned limit. The accounts department needs to make an audit of the same after every quarter under the guidance of Principal and Registrar.

18. WOMEN GRIEVANCE & SEXUAL HARASSMENT POLICY **VISHAKHA CELL**

18.1. Definition of Woman Grievance

According to the Hon. Supreme Court of India definition of sexual harassment is any unwelcome sexually determined behavior.

18.2. Objectives of the Cell

- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.

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- To provide the healthy and safe environment in the Institute for the female students/employees.
- To provide guidelines for the Redressal of grievances related to sexual harassment of female students/employees of the institution.

18.3. Prohibited Activities

Sexual harassment has been defined as a form of sexual discrimination, consisting of unwanted sexual advances.

18.4. Complaint procedure

Any female who wants to file a complaint can do so by writing an application to the Chairperson of Internal Complaint Committee of YSPM YCA. In case of Sexual harassment the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of members of Women's Redressal Committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

18.5. Discipline

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including suspension or termination of membership.

- a) A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.
- b) Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

18.6. Complaint and Redressal mechanism:

Complaint of harassment will be promptly and carefully investigated and Investigation will include interview with all relevant persons, including the aggrieved and other potential witnesses in the case of sexual harassment and decision on grievances to be taken at a fairly senior level. After hearing of complaints, the committee shall take appropriate decision and then same is communicated to the complainant if required. If any student filing a complaint is not satisfied with the decision of the committee then she can make appeal before the Principal of the Institution. A women grievance redressal committee shall take rational decisions to discharge its duties/responsibilities for a smooth and efficient functioning of the Institute and to monitor, or the overall discipline.

18.7. Punishment for Sexual harassment

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the

YSPM's YCA POLICY DOCUMENT

complainant will face severe disciplinary action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

18.8. Constitution of Internal Complaints Committee

Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee". Provided that where the offices or administrative units of the workplace are located at different places

The internal Committee shall consist of the following members to be nominated by the employer.

1. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees
2. Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace
3. Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from other workplace of the same employer or other department or organization.
4. Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
5. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment
6. Provided that at least one-half of the total members so nominated shall be women.
7. The Presiding Officer and every Member of the Internal Committee shall hold office for such period not exceeding three years, from the date of their nomination as may be specified by the employer.
8. The member appointed from amongst the non-governmental organizations or association shall be paid such fees or allowances for holding the proceedings of the internal Committee by the employer as may be prescribed.

19. HEALTH AND INSURANCE POLICY

20.1 Policy:-Institute has made group insurance of Rs. 2.0 Lakhs

20.2 Procedure: - Institute has made Yearly group insurance policy of assurance of Rs. 2.0 Lakhs. There is one time premium paying facility. Employee is pay premium through their salary.

ANNEXURE

YSPM's YCA POLICY DOCUMENT

ANNEXURE 1



YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute _____

APPLICATION FORM FOR TEACHING POST

- ❖ **POST APPLIED FOR :** _____
- ❖ **At YSPM'S – Faculty of :** _____
- ❖ **CATEGORY :- OPEN/SC/ST/NT/VJ/SBC/OBC/OTHER :** _____

Photo

1) PERSONAL DETAILS :

- a) **Name in Full:** _____
- b) **Date of Birth:** _____ c) **Age *(in Years):** _____
- d) **Religion:** _____ e) **Marital Status : Married / Unmarried:** _____
- f) **Full Name of Father :** _____ g) **Mother Name :** _____
- h) **Address for Correspondence(with Pin Code):** _____
- _____ **Tal:** _____ **Dist:** _____
- Mobile No:** _____ **E-mail ID** _____
- PAN No:** _____ **Aadhar Card No:** _____

2) Particulars of qualifications *(Attach Attested Certificates)

Sr. No	Degree With Specialization	University	College / Institute Name	Year	Class / %

YSPM's YCA POLICY DOCUMENT

3) Experience Details*: [Latest at top]

Sr. No	Position Held	Name of Organization / Institute	Period		
			From	To	Total

Total Experience: _____ Years _____ Months

4) Details Of Training, if any: _____

5) Achievements / Awards and any other information : Attach Details

6) Why do you want to be a Teacher: _____

Declaration: I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been canceled / distorted.

Date: _____

Signature: _____

Place: _____

Name: _____

Attach Proof / attested certificates for any other information separate sheet may be attached

For office use only:

YSPM's YCA POLICY DOCUMENT

ANNEXURE 2



YASHODA SHIKSHAN PRASARAK MANDAL'S,

Name of Institute _____

APPLICATION FORM FOR NON-TEACHING POST

❖ **POST APPLIED FOR :**

❖ **At YSPM'S – Faculty of :**

❖ **CATEGORY :- OPEN/SC/ST/NT/VJ/SBC/OBC/OTHER :**

Photo

1) PERSONAL DETAILS :

a) **Name in Full:**

b) **Date of Birth:** c) **Age *(in Years):**

d) **Religion:** e) **Marital Status : Married / Unmarried:**

f) **Full Name of Father :** g) **Mother Name :**

h) **Address for Correspondence(with Pin Code):**

Tal: Dist:

Mobile No: E-mail ID

PAN No: Aadhar Card No:

2) Particulars of qualifications *(Attach Attested Certificates)

Sr. No	Degree With Specialization	University	College / Institute Name	Year	Class / %

YSPM's YCA POLICY DOCUMENT

3) Experience Details*: [Latest at top]

Sr. No	Position Held	Name of Organization / Institute	Period		
			From	To	Total

Total Experience: _____ Years _____ Months

4) Details of Training, if any: _____

5) Achievements / Awards and any other information : Attach Details

Declaration: I certify that the above information is correct and complete to the best of my knowledge and belief and nothing has been canceled / distorted.

Date: _____

Signature: _____

Place: _____

Name: _____

Attach Proof / attested certificates for any other information separate sheet may be attached

For office use only:

YSPM's YCA POLICY DOCUMENT

ANNEXURE 3

Date :- _____

JOINING REPORT

To,
The President / Secretary,
Yashoda Shikshan Prasarak Mandal's,
Name of Institute _____.

Subject: -Joining report for the post of _____.

Respected Sir / Madam,

I, Dr./Mr./Ms./Mrs. _____

Thank you for appointing me for the post of _____
in Yashoda Shikshan Prasarak Mandal's, _____, Faculty of _____.

I, accept the terms & conditions of the appointment order
_____ dated _____. I will abide by all the
terms of the appointment order. I will join my duties for the post of
_____ as Yashoda Shikshan Prasarak Mandal's,
_____, Faculty of _____ from today
_____(day), _____(date) at _____ am/pm.

Thanking You,

Yours Faithfully,

(.....)

Received & recorded on: -

Name of Authority _____ Sign _____

YSPM's YCA POLICY DOCUMENT



यशोदा शिक्षण प्रसारक मंडळ, सातारा.

-: वाहन मागणी अर्ज :-

प्रति,
मा. ट्रान्सपोर्ट अधिकारी,
वायएसपीएम, सातारा.

मी, _____ पद _____

शाखा _____ येथे कार्यरत असून मला / आम्हाला खालीलप्रमाणे प्रवास
करण्यासाठी महाविद्यालयाच्या वाहनाची आवश्यकता आहे, त्यास मंजूरी मिळावी.

प्रवास मार्ग	प्रवासाचे कारण
दिनांक	वेळ

दिनांक

कळावे,
आपला विश्वासू,

सही

ड्रायव्हरचे नाव : _____ सही _____

वाहन प्रकार : _____ वाहन नं. _____

सुरुवातीचे कि. मी. _____ अखेरचे कि. मी. _____ एकूण कि. मी. _____

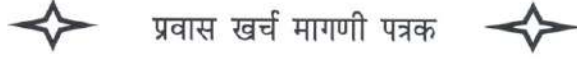
ट्रान्सपोर्ट अधिकारी

कुलसचिव

उपाध्यक्ष

सदर मागणी अर्ज प्रवासाच्या १ दिवस अगोदर मंजूर करून घेण्यात यावा.

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प्रवास खर्च मागणी पत्रक

जा.नं.

पावतीनं.

दिनांक : / /

१) अर्जदाराचे नांव व पत्ता : _____

२) शाखेचेनांव: _____

३) आउटडोअर ड्युटी रजिस्टरवरील नोंद क्रमांक तारीख : _____

४) प्रवासाच्या मुदतीत केलेल्या कामाचा तपशील: _____

५) वर नमूद केलेल्या कामाकरीता यापूर्वी प्रवास केला असल्यास त्याची तारीख: _____

६) मिटिंगसाठी प्रवास असल्यास मिटिंगच्या तारखा: _____

तारीख	कोणत्या ठिकाणापासून	कोणत्या ठिकाणापर्यंत	मुक्कामाचे ठिकाण	एकूण कि.मी.	वाहनाचा प्रकार	दैनिक भत्ता	एकूण

एकूण अक्षरी रुपये _____

मी प्रतिज्ञेवर सांगतो की, या प्रवासाच्या मुदतीत इतर कोटूनही प्रवास खर्च घेतलेला नाही.

तारीख _____ अर्जदाराची सही _____

फक्त ऑफिससाठी

मंजूरकेलेली रक्कम अक्षरी रु. _____ | कुलसचिव _____

YSPM's YCA POLICY DOCUMENT



YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara- 415011.

Name of the Institute _____

Leave Application (For Teaching & Non-Teaching)

Date of submission: / / 201

To,
Registrar / Principal / Asso. Director / Director,

Respected Sir / Madam,

I am _____ the undersigned request you please grant me casual/duty/
Medical/Maternity/Study/C.off leave from date _____ to date _____ total days _____
prefix/suffix with Reason for leave _____

Emergency Contact No:- _____ & Email ID:- _____

1) For Teaching (Alternative arrangement made in my absence.)

Sr. No.	Date	Time	Class	Subject	Name of alternative staff	Signature

Dated Signature of HOD

Designation of Applicant:

Dated Signature of Applicant

2) For Non-Teaching- Alternative arrangement made in my absence:

Name.....Designation.....Dept.....
Signature of alternative staff.....

Dated Signature of HOD

Dated Signature of Applicant

3) For office use only:

Joining Date:

Sr. No.	Leave Type	Used till date	Balance till date of application
1	Casual Leave		
2	Medical Leave		
3	Study Leave		
4	Compensatory Off		
5	Extra-Ordinary Leave		

EST clerk

Dy. Registrar

4) Leave Approval Status:

a) Leave recommended with pay total days..... b) Leave recommended without pay total days.....
c) Leave not recommended days with remarks.....

Registrar / Principal / Asso. Director / Director

5) To be Returned to Applicant

Name Total..... casual/duty/Medical/Maternity/Study/C.off leave from
date.....to datesanctioned / not sanctioned with pay / without pay.

Date:

Est. Clerk

O.S. / Registrar

YSPM's YCA POLICY DOCUMENT



YASHODA SHIKSHAN PRASARAK MANDAL, SATARA

NH-4, Wadhe Phata, Satara 415011

Name of the Institute _____

Date:

CLEARANCE / NO DUES CERTIFICATE

(Only for Teaching / Non-teaching Staff)

To,
The Principal/Director/President,

Respected Sir,

I,..... Designation.....in

YSPM's, faculty of.....

My Clearance / No Dues in various departments is as follows :-

SR. NO.	DEPARTMENT	NAME OF THE INCHARGE	DUES	SIGN
1.	Accounts Dept.			
2.	Library Dept.			
3.	Store Dept.			
4.	Est. Section			
6.	H.O.D. / Laboratories (D.S.R.)			
7.	System Administrator			
8.	Transport Dept.			
9.	Boys / Girls Hostel			
10.	GYM / Sports Dept.			
11.	Canteen			
12.	Workshop			

Thanking You.

Resignation Date:

Yours faithfully,

Notice Period: From.....to.....

Sign:.....

Name:

Registrar

Principal /Asso. Director/ Director

Remark:.....

Place:

Date:

President / Vice President

Thanking You