



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



**Jai Mahakali Shikshan Sanstha's**  
**Shri Shankarprasad Agnihotri College of Engineering**  
 Approved by AICTE, New Delhi (06/07/MS/Engg./2007/05, dated 18/06/2007)  
 DTE Mumbai, Recognised by Govt. of Maharashtra, Affiliated to R.T.M. Nagpur University, Nagpur



---

**Pt. Shri. Shankarprasad Agnihotri**  
President

**Dr. C.B. Kothare** (M.E., Ph.D.)  
Principal


---

Ref. Date :

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


**INDEX**

Sr.No	Content	Page no.
1	HEALTH INSURANCE DETAIL	2-4
2	DUTY LEAVES FOR PROFESSIONAL WORK ATTENDANCE REGISTER SHOWING DUTY LEAVE OF STAFF	5-6
3	APPLICATION FOR DL CASUAL LEAVE ATTENDANCE REGISTER SHOWING CASUAL LEAVE OF STAFF APPLICATION FOR CL	7-8
4	ATTENDANCE REGISTER SHOWING MATERNITY LEAVE OF STAFF APPLICATION FOR MATERNITY LEAVE	9-10
5	DIWALI VACATON	11
6	INTERNET AND FREE WI-FI FACILITIES	12
7	FREE PARKING FACILITY IN CAMPUS	13
8	INDIVIDUAL CABIN FOR FACULTY MEMBERS	14



**PRINCIPAL**

**PRINCIPAL**  
 Shri Shankarprasad Agnihotri  
 College of Engineering, WARDHA



---

Agnihotri College Campus, Bapuji Wadi, Sindi (Meghe), Wardha - 442 001 (M.S.)  
 Phone : (07152) 250007 Fax : 07152 - 250159 Website : www.sspace.ac.in

**HEALTH INSURANCE DETAILS**  
Insurance Policy of Employees (2023-24)

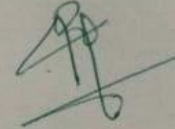
**HEALTH INSURANCE DETAILS**  
Insurance Policy of Employees (2023-24)

SR NO	NAME OF EMPLOYEE	POLICY NO.
1.	MR SUNIL N NAITAM	2309024222P108298320
2.	KIRAN C BUDHABAWARE	2309024222P108298323
3.	RAJESH T BADWAIK /	2309024222P108298323
4.	MR PRAVIN V BHAGWAT	2309024222P108298324
5.	MR PRASHANT B TODKAR	2309024222P108298325
6.	MR RAHUL C BUDHABAWARE	2309024222P108298326
7.	MISS SUNAINA S KAMBLE	2309024222P108298327
8.	MR VIJAY B SHRIRAME	2309024222P108298328
9.	MR TUSHAR W PARATE	2309024222P108298329
10.	MR SUNIL B NARSE	2309024222P108298715
11.	MR HARISH B GAYKWAD	2309024222P108298716
12.	MR RAHUL R WANKHADE	2309024222P108298717
13.	MR SHRIKANT R NAGOSHE	2309024222P108298718
14.	MISS SAKSHI ANANT ZAMBRE	2309024222P108305345
15.	MR IMRAN S KHAN	2309024222P108305364
16.	MRS SWATI S KULKARNI	2309024222P108305373
17.	MRS MANISHA R MUNJEWAR	2309024222P108305389
18.	MISS PRIYANKA A JAGTAP	2309024222P108305413
19.	MRS MAMTA A RAMTEKE	2309024222P108305490
20.	MRS ANUPRITA P LINGE	2309024222P108305492
21.	MR SAGAR TAIWADE	2309024222P108305497
22.	MISS SUMAIYA MOENUDDIN SHAIKH	2309024222P108305575
23.	MR ASHWINI A HINGANKAR	2309024222P108305597
24.	MISS PRIYA N TAYWADE	2309024222P108305701
25.	MISS NITA V THAKARE	2309024222P108305731
26.	MRS PRIYA W GAWANDE	2309024222P108305747
27.	MR DEVENDRA B DANDEKAR	2309024222P108305762
28.	MRS VAISHALI V JIKAR	2309024222P108305779
29.	MRS ASHMITA R GHONGADE	2309024222P108305792
30.	MR CHANDAN D SAWARKAR	2309024222P108305801
31.	MISS NIKITA B VAIRAGADE	2309024222P108305812
32.	MR WASIQUE RAZA	2309024222P108305829
33.	MR ABHIJIT A KANASKAR	2309024222P108305844
34.	MR PRASHANT S SAKHARE /	2309024222P108305851
35.	MR RAHUL K THORAT	2309024222P108305854
36.	MRS DWARAKA G NAGOSE	2309024222P108305872
37.	MR JAY P MAHATWANE	2309024222P108305874
38.	MR NILESH V KHATI	2309024222P108305876
39.	MRS VAISHALI GOVARDHAN DHOKE	2309024222P108306051
40.	MR VIJAY S DANDEKAR	2309024222P108306050
41.	MRS SUNANDA S DHARMIK	2309024222P108306047
42.	MRS SHOBHA R RAUT	2309024222P108306044
43.	MRS SAVITA P FULBANDE	2309024222P108306043
44.	MRS PRTIKSHA P NAGRALE	2309024222P108306028
45.	MRS MADHURI G KHADSE	2309024222P108306026
46.	MR MANOJ R DESHMUKH	2309024222P108306024
47.	MR DILIP R RANGARI	2309024222P108306021
48.	MR UMESH N GALAT	2309024222P108306018
49.	Ms POONAM P TAGADE	2309024222P108306010

**PRINCIPAL**

Shri Shankar ... Amthof

50.	MR SANDIP S JAWRE	2309024222P108306009
51.	MR PROF VRENDRA KOTEWAR	2309024222P108306003
52.	MR ANUP JAGSHETTIWAR	2309024222P108305362
53.	MR MAHESH RAUT.	2309024222P108305577
54.	MR MUDASSIR USMANI	2309024222P108305579
55.	MS ANSHALI BABUTKAR	2309024222P108305812
56.	MR ATUL BHAGAT	2309024222P108298726
57.	MS KANCHAN DESHMUKH	2309024222P108305827
58.	MR MANGESH WASEKAR	2309024222P108305885



**PRINCIPAL**  
Shri Shankar ... Annihotri  
College of Engineering, WARDHA





INDIVIDUAL PERSONAL ACCIDENT POLICY  
SCHEDULE

Policy No.	2309024222P108298320		Prev. Pol. No.		
Name Of Insured/ID	MR SUNIL N NAITAM /23184661210				
Tel.(O)		Fax		Tel. (R)	Mobile 8830387330
Business/Occupation	.Others			Email	gajudandade@gmail.com
Period of Insurance	From	02:05 Hrs of 20/11/2022	To	Midnight of 19/11/2023	

Coinsurance	UIIC 230210 : 100%
-------------	--------------------

Coverage Details:-

Insured Name	Sunil N Naitam	DOB	16/08/1980
Address	Agnihotri College Campus, Bapuji Wadi, Sindhi (meghe), Dist - Wardha 442001.	Profession	Others
Previous Illness(If Any)		Remarks	
Assignee Name	Ms Rajkanya Divnathe	Assignee Relationship	Spouse
Cover Opted	PA Death PTD Table II	SI	₹500,000.00
Premium	₹225.00		

CB Details:-

Sl. No.	SI(₹)	Percentage(%)	Amount(₹)
1	500,000.00	0	0.00

Net Premium:	₹	225.00
CGST(9%):	₹	20.00
SGST(9%):	₹	20.00
Stamp Duty:	₹	25.00
<b>Total :</b>	₹	<b>265.00</b>
Receipt Number :		
Receipt Date:		

Agency/Broker Code :	AGD0123797
Dev. Officer Code :	47363
Direct Business :	

Attendance Register showing Duty Leave of Staff

Sl. No.	Name of Staff	Designation	Month																																																		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec															
15	Abhijit Kamakar	PA																																																			
16	Prasanna Taralade	PA																																																			
17	Sumaya Sheikh	PA																																																			
18	Vasuhale Jigar	PA																																																			
19	Arnabha Shengade	PA																																																			
20	Nita Thakare	PA																																																			
21	Ashvini Ningankar	PA																																																			
22	Chandan Sant Sawantkar	PA																																																			
23	Vaibhav Kothewar	PA																																																			

Application for DL

*by [unclear] 26/1/24*

*Jai Mahakali Shikshan Sanstha's*  
**SHRI SHANKARPRASAD AGNIHOTRI**  
**COLLEGE OF ENGINEERING, WARDHA**  
AGI Campus, Ramnagar, Wardha

**Leave Application**

Name Prof. Neeta Thakare Date 05/01/2024

Department Applied Sci & Huma.

Type of Leave EL  CL  DL  ML  CCL  VL  ECL

Leave Period From 8/01/2024 to 12/01/2024 total days 05

Purpose of Leave External exam

Alternate arrangement of Teaching staff during Leave period

Date	Period						
	1	2	3	4	5	6	7

Charge given to Prof. Pragna Taywade. Availed \_\_\_\_\_

Balance \_\_\_\_\_

Note : CCL Against \_\_\_\_\_

[Signature] Sign of staff      [Signature] Sign of HOB      \_\_\_\_\_ Sign of Principal

FOR OFFICE USE

Leave App. No. one / [unclear] Leave Register Folio No. \_\_\_\_\_

[Signature] Sign of Clerk

Attendance Register showing Casual Leave of Staff

Happy New Year - 2024

**Shri Shankarprasad Agnihotri College of Engineering, Wardha** Daily Attendance for the Month of \_\_\_\_\_

Sl. No.	Name	Department	Designation	Date of Absence																														
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dr. Chandrakant B. Kothare	CIVIL	Prof. in Charge	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
2	Mr. Devendra Dandekar	CSE	HEAD	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
3	Mr. Shikant Nagarkar	CIVIL	HEAD	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321	321
4	Mr. Anupita Lingre	E-ITC	HEAD	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
5	Dr. Sushil Kulkarni	Electrical	HEAD	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
6	Ms. Manisha Munjeshwari	1st year	Asst Prof	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>
7	Mr. Imran Khan	1st year	Asst Prof	<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>	<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>	<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>	<del>31</del>

**APPLICATION FOR CL**

Jai Mahakali Shikshan Sanstha's  
**SHRI. SHANKARPRASAD AGNIHOTRI**  
**COLLEGE OF ENGINEERING, WARDHA**  
 AGI Campus, Ramnagar, Wardha

**Leave Application**

Name Prof. S.R. Nagashe Date 11/01/24  
 Department Civil Engg

Type of Leave EL  CL  DL  ML  CCL  VL  SL

Leave Period From 12/01/24 To 12/01/24 Total days 01 day

Purpose of Leave Personal Reason

Alternate arrangement of Teaching staff during Leave period

Date	Period						
	1	2	3	4	5	6	7
<u>12/01/24</u>		<u>[Signature]</u>					
						<u>[Signature]</u>	

HOD change given to prof. T.W. Parate

Balance \_\_\_\_\_ Availed \_\_\_\_\_

Note : CCL Against \_\_\_\_\_

[Signature] Sign of staff     
 [Signature] Sign of HOD     
 [Signature] Sign of Principal

FOR OFFICE USE :

Leave App. No. \_\_\_\_\_ Leave Register folio No. \_\_\_\_\_

Sign of Clerk



Attendance Register showing Maternity Leave of Staff

Sl. No.	Name of Staff	Designation	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
15.	Mr. Abhijit Kanskar.	ME Asst Prof.	CL	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
16.	Ms. Priya Taiwade	Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	
17.	Ms. Sumaya Sheikh.	Civil Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
18.	Ms. Vaishali Jikar.	CSE Asst Prof.	Maternity	Maternity	Maternity	CL	CL	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
19.	Ms. Asmita Ghongade.	CSE Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
20.	Ms. Nita Thakare.	Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
21.	Ms. Ashvini Hingankar.	Civil Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
22.	Ms. Chandan Raut Sawarkar.	CSE Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity
23.	Mr. Virendra Kotewar.	Asst Prof.	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity	Maternity

**APPLICATION FOR MATERNITY LEAVE**

Application

Date - 13/01/24

To,  
The principal,  
SSPACE, Wardha

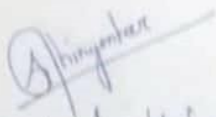
Subject :- Request for maternity leave for  
6 Month.

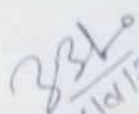
Respected Sir,


I am prof. Ashwini A. Hingankar, writing this letter to inform you about my pregnancy & I want to take the maternity leave for 6 Month. My expected due date is 24 Feb 2024. I am planning to start my leave from 15th June 2024 & return to the job by 15th July 2024.


During my absence, I have made arrangement to ensure a smooth transition of my responsibility. I kindly request your assistance in processing my maternity leave application.

Thanking You.

  
Yours faithfully  
Prof. Ashwini A.  
Hingankar

  
15/01/2024

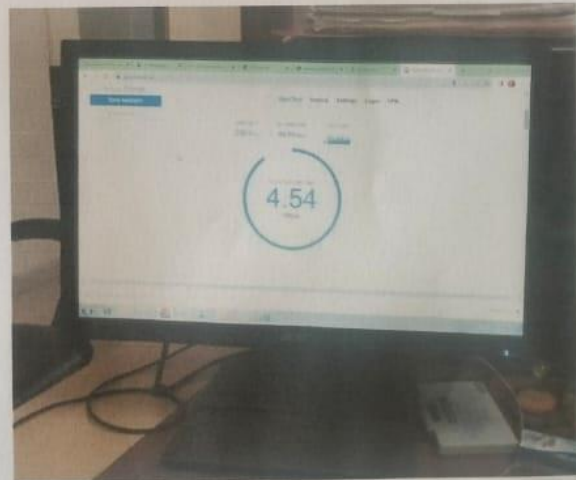
Permitted  


  
15/1/2024



**INTERNET AND FREE WI-FI FACILITIES**

INTERNET AND FREE WI-FI FACILITIES



A handwritten signature in green ink, consisting of stylized letters.

**PRINCIPAL**  
Shri Shankarji and Agnihotri  
College of Engineering, WARDHA

Free parking for Students and Staff

SHRI SHANKARPRASAD AGNIHOTRI COLLEGE OF ENGINEERING, WARDHA

**Free parking for Students and Staff**



  
**PRINCIPAL**  
Shri Shankarprasad Agnihotri  
College of Engineering, WARDHA

**Individual Cabin For Faculty Members**

Individual Cabin For Faculty Members



A handwritten signature in green ink, consisting of stylized, overlapping lines.

PRINCIPAL  
Shri Shankarprasad Amthori  
College of Engineering, WARDHA