



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE



NARHE | PUNE -41 | INDIA

Doc. No.: ZEAL/POLY/ADMIN/SOP-22/F-20

Rev. No.: 00

Rev. Date: 01.09.2023

Ref. No. - ZP/2024-25/211

Date - 10/09/2024

नोटीस क्रमांक ०१

Department: Administration

Academic Year: 2024 - 2025

Date: 10/09/2024

विषय : हिवाळी परीक्षा २०२४ साठी परीक्षा अर्ज भरणेबाबत.....

संदर्भ : मरातंशिमं/का-४०/ Academic Calendar /२०२४/२९९ दि. २२.०८. २०२४

शैक्षणिक वर्ष २०२४-२५ मधील द्वितीय (थेट द्वितीय वर्ष सोडून) व तृतीय वर्षाच्या सर्व शाखांमधील (Civil, Computer, E & TC, Electrical , Mechanical Engineering, Artificial Intelligence (AI) & Machine Learning, Automation and Robotics) विद्यार्थ्यांना कळविण्यात येते कि, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई यांच्या Academic Calender नुसार हिवाळी परीक्षा २०२४ साठी रेग्युलर (1st, 3th, 5th Semester) व बॅकलॉग (1st, 2th, 3rd, 4th, 5th, 6th Semester) परीक्षांचे अर्ज दिनांक १८/०९/२०२४ ते ०५/१०/२०२४ या कालावधीत Stake Holder Committee (SRC) यांच्या मार्गदर्शनाखाली सर्व विद्यार्थ्यांनी भरावयाचे आहेत.

ज्या विद्यार्थ्यांचे कॉलेजचे उर्वरीत शुल्क (फि) भरणे बाकी आहे, अशा विद्यार्थ्यांनी परीक्षा अर्ज भरण्यापुर्वी कॉलेजचे संपुर्ण शुल्क (फि) भरावे.

तसेच सर्व विद्यार्थ्यांना सुचित करण्यात येते कि, शैक्षणिक वर्ष २०२४-२५ मध्ये शिष्यवृत्तीचे अर्ज भरण्याकरिता खाली नमुद केलेली कागदपत्रे तयार ठेवावीत.

➤ **प्रथम व थेट द्वितीय वर्षासाठी :**

- १) शाळा सोडलेचा दाखला
- २) १० वीची गुणपत्रिका व १२ वीची गुणपत्रिका (थेट द्वितीय वर्षासाठी)
- ३) वडिलांच्या नावे उत्पन्नाचा दाखला (वैधता मार्च २०२५ पर्यंत) वडील हयात नसतील तर आईचा उत्पन्नाचा दाखला व वडिलांचा मृत्युचा दाखला
- ४) जातीचा दाखला
- ५) नॉनक्रिमीलेअर
- ६) रहिवाशी दाखला (Domicile Certificate)





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७) पोस्ट ऑफिस किंवा Nationalised Bank यामध्ये स्वतःचे खाते ओपन करून बँक खात्याला स्वतःचे आधारकार्ड लिंक करावे.

८) आधारकार्डची छायांकित प्रत

९) गॅप सर्टिफिकेट (जर शैक्षणिक खंड असेल तर)

➤ **रेग्युलर द्वितीय व तृतीय वर्षासाठी :**

१. वडिलांच्या नावे उत्पन्नाचा दाखला (वैधता मार्च २०२५ पर्यंत) वडील हयात नसतील तर आईचा उत्पन्नाचा दाखला व वडिलांचा मृत्युचा दाखला

२. द्वितीय वर्षासाठी 1st & 2nd Semester Mark sheet

३. तृतीय वर्षासाठी 1st, 2nd, 3rd, 4th Semester Mark sheet

ज्या विद्यार्थ्यांचे बँकलॉग विषय राहिलेले आहेत त्यांना सत्रनिहाय (Semester wise) परीक्षा

फि रुपये ६०० /- लागू राहिल याची नोंद घ्यावी.

परीक्षा अर्ज भरताना विद्यार्थ्यांने स्वतःचा मोबाईल क्रमांक व ईमेल आयडी अचुक नमुद करावा. सदर मोबाईल क्रमांकाचा परीक्षाविषयक माहिती देण्याकरीता उपयोग करता येईल.

(उदा. Examination Link, Online Exam Username & Password etc.)

सोबत :




PRINCIPAL
ZES's Zeal Polytechnic
Narhe, Pune-411 041

1) Stake Holder Committee Members (SRC) List

टिप : अधिक माहितीसाठी ऑफिसमध्ये श्री. सुहास शेवाळे (९६०४४३५२०९) यांच्याशी सकाळी ९.०० ते सायंकाळी ५.३० या वेळेत संपर्क साधावा.



Ref. No.: ZP/2024-25/52

Date : 25/07/2024

OFFICE ORDER

To enhance operational efficiency and provide optimal support to students, the Institute is establishing a **Stakeholders Relationship Committee**. This committee will streamline administrative processes, address student concerns, and facilitate communication between the institute, students, and parents.

By creating specialized committees, we aim to promptly resolve stakeholder issues and continuously improve our services. The committee will comprise administrative staff, who will play a crucial role in supporting assigned student groups. Committee members will serve as mentors to their allocated students and parents throughout the diploma program. Their responsibilities include handling administrative tasks, maintaining open communication with students and parents, and providing guidance and support. This committee structure is designed to foster a strong relationship between the institute and its stakeholders, ensuring a positive and supportive learning environment.

| Sr. No. | Year | Class & Div. | Strength | Name of SRC Member | Designation | Mobile No. |
|-------------------------------------|------------------------------|----------------------|---------------|-----------------------|--------------------|----------------|
| Coordinator Name : Shewale Suhas B. | | | | | Sr. Clerk | 9604435209 |
| 1 | First Year (All Branches) | FY AIML (A) | 264 | KADAM SAGAR VILAS | W/S Instructor | 9403250887 |
| | | FY AIML (B) | | PATSUTE CHAITANYA M. | Lab Assistant | 8530670565 |
| | | FY AIML (C) | | | MOZAR MAHESH A. | W/S Instructor |
| | | FY A&R (A) | 132 | KARANDE-PATIL SARIKA | Lab Assistant | 8329041562 |
| | | FY A&R (B) | | | | |
| | | FYCE (A) | 198 | MORE HARSHAL ANIL | Lab Assistant | 9657639756 |
| | | FYCE (B) | | | | |
| | | FYCO (A) | | | | |
| | | FYCO (B) | 132 | MOHITE RAJU SANJAY | Lab Assistant | 9673590425 |
| | | FYCO (C) | | | | |
| | | FYME (A) | 132 | AUCHAR ABA | Lab Assistant | 9730305868 |
| | | FYME (B) | | | | |
| | | FYEE (A) | 198 | PRAMOD TATE | Lab Assistant | 8830235569 |
| | | FYEE (B) | | | | |
| | | FYEJ (A) | | | | |
| FYEJ (B) | 66 | PATSUTE CHAITANYA M. | Lab Assistant | 8530670565 | | |
| FYEJ (C) | | | | | | |
| 2 | AI & ML | SY (A) | 62 | NANGARE PRASHANT S. | Lab Assistant | 7387531010 |
| 3 | A & R | SY (A) | 83 | KARANDE-PATIL SARIKA | Lab Assistant | 8329041562 |
| 4 | Civil Engg. | SY (B) | | | | |
| | | TY (A) | | SHINDE RUTUJA | Department Clerk | 7757015698 |
| TY (B) | | | | | | |
| 5 | Computer Engg. | SY (A) | 204 | JAGTAP RAJASHREE M. | Department Clerk | 7030137023 |
| | | SY (B) | | | | |
| | | SY (C) | | | | |
| | | TY (A) | 209 | PAWAR UDAY P | Lab Assistant | 8806035008 |
| | | TY (B) | | | | |
| TY (C) | | | | | | |
| 6 | Mechanical Engg. | SY (A) | 108 | HAGWANE ROHIT R. | Lab Assistant | 8180036601 |
| | | SY (B) | | | | |
| | | TY (A) | 155 | SONKAMBLE SIGAL J. | W/S Instructor | 9881285228 |
| | | TY (B) | | | | |
| TY (C) | | | | | | |
| 7 | Electrical Engg. | SY (A) | 91 | AVHAD VRUSHALI | Department Clerk | 9146339936 |
| | | SY (B) | | | | |
| | | TY (A) | 64 | | | |
| 8 | E&TC Engg. | SY (A) | 69 | PARDESHI ANIKET SINGH | Teaching Assistant | 8180976543 |
| | | TY (A) | 76 | | | |

Roles and Responsibilities of SRC Member

Student Support and Scholarship Management

- **Student Outreach:**
 - Regular communication with parents about: Student attendance (monthly and overall), Class test, unit test, and MSBTE exam results
 - Provide timely information and support to students and parents regarding scholarships, fees, deadlines, and required documents.
 - Conduct regular phone calls and maintain detailed records of interactions.
 - Offer guidance on filling out online applications, forms, and certificates.
- **Scholarship Administration:**
 - Ensure timely submission of scholarship applications for all eligible students.
 - Monitor application status and address any deficiencies promptly.
 - Communicate scholarship-related information to students and parents clearly.
- **Fee Management:**
 - Inform students and parents about fee structures and payment deadlines.
 - Follow up on outstanding fee payments and provide reminders.
 - Maintain accurate records of fee-related correspondence.

Administrative Support

- **Student Services:**
 - Assist students with various administrative procedures, including:
 - Bonafide certificates
 - Admission forms
 - Exam forms
 - Library cards
 - Identity cards
 - Book borrowing
 - Lab manuals
 - Journals
 - Uniforms
 - No-dues certificates
 - Leaving certificates
 - Application for Caste Validity
- **Record Keeping:**
 - Maintain comprehensive records of all student interactions, correspondence, and activities.
 - Provide requested documentation to higher authorities as needed.

General Responsibilities


- **Committee Participation:**
 - Attend required committee meetings and actively participate in discussions.
 - Adhere to committee guidelines and directives.
 - Submit weekly progress reports to the designated authorities.
- **Student Counseling:**
 - Dedicate at least two hours daily for student counseling and support.

Key Performance Indicators (KPIs)

- Percentage of eligible students receiving scholarships
- Timely submission of scholarship applications
- Fee collection rate
- Student satisfaction with support services
- Accuracy and completeness of records

Committee members will report to the Office Superintendent and follow their instructions. The committee coordinator will submit weekly progress reports to the Director (Academics, Admissions, and Administration), ZES, Pune.




Prof. A. A. Tamboli
Principal
ZES's Zeal Polytechnic
Narhe, Pune- 411041