



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 | Notice | 2024-25 | 508

नोटीस क्रमांक ०२

Department: Administration

Academic Year: 2024 - 2025

Date: 18/02/2025

विषय : उन्हाळी परीक्षा २०२५ साठी परीक्षा अर्ज भरणेबाबत.....

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

शैक्षणिक वर्ष २०२४-२५ मधील प्रथम, द्वितीय व तृतीय वर्षाच्या सर्व शाखांमधील (Artificial Intelligence & Machine Learning (AIML), Automation & Robotics, Civil, Computer, E & TC, Electrical, Mechanical Engineering, Advanced Diploma in Industrial Safety (IT)) विद्यार्थ्यांना कळविण्यात येते कि, महाराष्ट्र राज्य तंत्रशिक्षण मंडळ, मुंबई यांच्या Academic Calendar नुसार उन्हाळी परीक्षा २०२५ साठी रेग्युलर (2nd, 4th, 6th Semester) व बॅकलॉग (1st, 2th, 3rd, 4th, 5th, 6th Semester) परीक्षांचे अर्ज दिनांक १८/०२/२०२५ ते ०२/०३/२०२५ 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.




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सोबत :

- Stake Holder Committee (SRC) List

टिप : अधिक माहितीसाठी ऑफिसमध्ये श्री. सुहास शेवाळे (९६०४४३५२०९) यांच्याशी संपर्क साधावा.



Ref. No.: zpl/office order/2024-25/508

Date : 18/02/2025

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)	192	KADAM SAGAR VILAS	W/S Instructor	9403250887	
		FY AIML (B)			Lab Assistant	8530670565	
		FY AIML (C)					
		FY A&R (A)	127	MOZAR MAHESH A.	W/S Instructor	7744023216	
		FY A&R (B)					
		FYCE (A)	94	MHETRE PIRRAPA B.	Clerk	8796540736	
		FYCE (B)					
		FYCO (A)	257	MORE HARSHAL ANIL	Lab Assistant	9657639756	
		FYCO (B)					
		FYCO (C)					
		FYCO (D)					
		FYME (A)	126	MOHITE RAJU SANJAY	Lib. Attendant	9673590425	
		FYME (B)					
		FYEE (A)	126	AUCHAR ABA	Lab Assistant	9730305868	
		FYEE (B)					
		FYEJ (A)	191	PRAMOD TATE	Lab Assistant	8830235569	
FYEJ (B)							
FYEJ (C)							
2	AI & ML	SY (A)	72	.MADHURI KADAM	Department Clerk	9765193402	
3	A & R	SY (A)	72	BHIKULE SHIVANI	Teaching Assistant	8669180752	
4	Civil Engg.	SY (A)	97	SAGAR BAJAD	W/S Instructor	8999299106	
		SY (B)					
		TY (A)	109	BHOSALE SAHIL KAILAS	Clerk	8624998370	
		TY (B)					
5	Computer Engg.	SY (A)	224	PAWAR UDAY PRADEEP	Lab Assistant	8806035008	
		SY (B)					
		SY (C)					
		TY (A)	214				
		TY (B)					
		TY (C)					
6	Mechanical Engg.	SY (A)	131	HAGWANE ROHIT R.	Lab Assistant	8180036601	
		SY (B)					
		TY (A)	158	SONKAMBLE SIGAL J.	W/S Instructor	9881285228	
		TY (B)					
		TY (C)					
7	Electrical Engg.	SY (A)	109	AVHAD VRUSHALI	Department Clerk	9146339936	
		SY (B)					
		TY (A)	70				
8	E&TC Engg.	SY (A)	75	RAJPUT BHAVNA AJIT	Lab Assistant	8805541939	
		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.




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