



॥ Tamaso ma Jyotirgamaya ॥
Shri Someshwar Shikshan Prasarak Mandal's

Sharadchandra Pawar College of Engineering & Technology

Someshwarnagar, Tal. Baramati, Dist. Pune (Pin : 412 306) Maharashtra, India

Approved by AICTE New Delhi, Recognised by Govt. of Maharashtra &

Affiliated to Savitribai Phule Pune University, Pune, Id. No. PU/PN. Engg./445/2012

Ph : (02112) 253185, Fax : (02112) 283185

Ref. No. : SPCE/ / /20 - 20

Date : / /20

"Leaves Policy SPCOET, Someshwarnagar"

All teaching and non teaching staff are hereby informed that the leave policy is following below for the Year 2022-23

1. *Casual Leave*

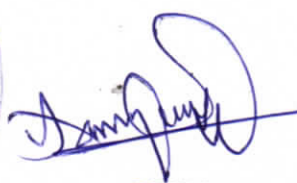
1. The approval faculties and the faculty those who have completed one year of his/her service are entitled for 12 days of casual leave during the Academic year.
2. Only one CL will be approved each month.
(If Any Emergency provide extra CL to Teaching & Non Teaching Staff)
3. The Application for Casual Leave shall ordinarily be sent before the date form which casual leave is applied for.
4. Casual leave cannot be combined with any other kind of leave or cannot be prefixed or suffixed with vacation.
5. CL must be pre sanctioned. After availing CL then the leave form will be not accepted.
6. If anyone is availing CL leaves on Saturday then reporting should be done on Monday otherwise three days LWP will be considered.
7. Half day casual leave may also be granted for absence of half or less than half working days.

2. *Compensatory Off*

The faculty members if called upon to work on Sunday or holidays shall avail compensatory off for the duties performed during the same. The Compensatory off shall be as far as possible availed during the same Month/Term/Semester. No Compensatory off will be carried forward.

- The Director / Principal are not eligible for Compensatory Off.




PRINCIPAL

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3. *Sick Leave*

1. The Approved faculty and the faculty those who have completed two year of his/her service shall be entitled to 12 days leave on medical ground during the calendar year.
2. When anyone as availing Medical leaves then, they have to submit the MD Doctor Medical Certificate. Other than that is not allowed.

4. *Miscellaneous*

1. The teaching staff shall work six days a week and not less than 8 hours per working day.
2. No leave other than casual leave shall be granted to an employee once he/she gives notice of remigration.
3. If anyone is availing CL, ML, OD or COff then that member has to put an email to the admin department & if possible have to inform the Principal office by message.
4. If anyone is availing of any type of leave then that person has to adjust the workload / Academic Load by message or on paper & have to submit the same while doing the leave formalities. Duly signed by HOD/DEAN/Admin/Principal.
5. Holidays & Sundays may be prefixed or suffixed, however Sunday and Holidays falling within the leave period will be counted as leave.
6. Absence in excess of the sanctioned leave shall be treated as leave without pay.



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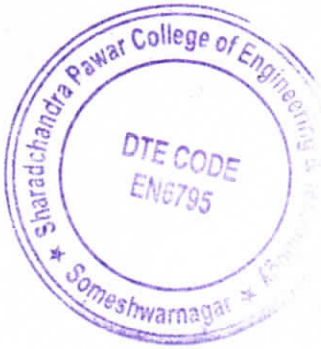
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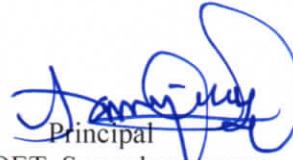
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Date : / /20

6.3.1 The institution has effective welfare measures for teaching and non – teaching staff.
The institute has variety of additional facility for teaching as well as non – teaching Staff as follows.

S.N.	Name of Policy	Page. No.
1	Casual Leave	01
2	Compensatory Off	01
3	Sick Leave/ Medical Leave	02
4	Concession / Advance Payment	03
5	Half Day with Paid Leave	04
6	Miscellaneous	05




Principal

SPCOET, Someshwarnagar
Tal : Baramati, Dist: Pune



**Sharadchandra Pawar College of
Engineering & Technology, Someshwarnagar**

Tal. : Baramati Dist. Pune – 412 306

APPLICATION FOR DL LEAVE

Name of the Applicant Mr. Rahul Balasa Lukade
Designation clerk Dept. office
Leave applied for 1 day, From 15/05/23 to 15/05/23
Reason for Leave DTE RO Pune & SPPU Pune official work,
Contact No. & Address 9552158270

Date: 15/05/2023

Rahul
Signature of Applicant

_____ Leave already availed _____ days. Applicant has worked
extra on _____ Leave due _____ days.

[Signature]
Signature of Clerk

[Signature]
Leave Recommending
Authority

[Signature]
Leave Sanctioning
Authority

LOAD ARRANGEMENT OF LEAVE

Days & Date	Name of the Substitute	Designation	Signature of Substitute
15/05/23	Mr. Molite S. R.	O.S.	<u>[Signature]</u>



Shri. Someshwar Shikshan Prasarak Mandal's
**Sharadchandra Pawar College of
Engineering & Technology,**
Someshwarnagar Tal. : Baramati
Dist. Pune - 412 306

MOVEMENT ORDER

Date: 15/05/2023

The Principal
Sharadchandra Pawar College
of Engineering & Technology,
Someshwarnagar

Mr./Miss/Mrs. Rahul B. Lakade
Working as clerk in our institute
may kindly be allowed to go to Pune
for (description of work) DTE RO office
pune & SPPU pune for
official work
for 1 days from 15/05/2023

Raul
Signature

Remark

Lakade
Head of the Department

[Signature]
The Principal
Sharadchandra Pawar College
of Engineering & Technology,
Someshwarnagar



**Sharadchandra Pawar College of
Engineering & Technology, Someshwarnagar**

Tal. : Baramati Dist. Pune – 412 306

APPLICATION FOR ML LEAVE

Name of the Applicant Yogesh Uttamrao Jaytap
Designation Peon Dept. Office
Leave applied for 06 days day, From 10/03/2023 to 15/03/2023
Reason for Leave Medical Probleme.
Contact No. & Address 7387558465

Date: 16/3/2023

Sy.H.T.V.
Signature of Applicant

_____ Leave already availed _____ days. Applicant has worked
extra on _____ Leave due _____ days.

[Signature]
Signature of Clerk

Leave Recommending
Authority

[Signature]
Leave Sanctioning
Authority

LOAD ARRANGEMENT OF LEAVE

Days & Date	Name of the Substitute	Designation	Signature of Substitute
_____	<u>Nil</u>	_____	_____



SHREE CHAITANYA ICU AND HOSPITAL

Indapur Road, Near Market Yard, Harikrupa Nagar,
BARAMATI, Dist. Pune - 413 102. Ph.: 02112 - 220977

DISCHARGE SUMMARY

Routine / Request / Transfer / Ama / Death

Dr. Shashank Jalak - M.D. (Med.)



Name: Mrs. Rohini Yogesh Jagtap Sex: male Age: 35 Years
Address: Alp murum, Tal. Baramati Date of Birth: DD MM YYYY
Dist pune

IPD No.: 4713/23 MRN No.: 28396 MLC No.:
Consultant: Dr. Shashank Jalak DOA: 10 03 2023
DD MM YYYY
DOD/T: 14 03 2023
DD MM YYYY

Final Diagnosis: Acute psychosis & Rickettsial fever.

Summary: Incoherent talk
Disturbed sleep } yesterday
Used Intake

Advice on Discharge: CAP. ZERAB-D 100
1-0-0

SYP. EURICH 9 चमचा उकेवा.

TB. OLIRAMP 5MG 1/2 - BD

(सुज जडपणा वाढल्यास सकाळी एक घेणे)

TB. CLONOTRIL 0.5 MG 1/2 - BD

(सोप जासा लागल्यास सकाळी बंद करणे)

पेशवरी सकाळी घेणे.

8 दिवसांनी केरळपासणी सही घेणे

8 4 days

When and how to obtain urgent care.
if you feel / have any

- 1) Chest Pain
- 2) Vomiting
- 3) Bleeding
- 4) Obstruction
- 5) Any other Severe Complaint

Signature of Consultant

पुढील तपासणीची तारीख: 18/03/2023

Emergency No.: (02112) 220977 / Mobile : 9325676921

Reg. No.: 200402/007
Shree Chaitanya Hospital
Harikrupanagar, Indapur Road,
Baramati, Dist. Pune - 413 102

प्रत्येक वेळेस हॉस्पिटलमध्ये येताना हे कार्ड आणावे.

Clinical Course :

Pulse : 105/min B.P. : 110/70
SpO2 - 98%

CVS - S1 & S2 (+)

CNS - con & oriented

Rs - clear

PA - soft

E.C.G. : Findings

Special Events : CBC, urine (R), BSL \leftarrow F, \leftarrow PP, ~~serum~~ electrolytes
well felix test

Investigations : On Admission

(R)

BSL

(F)

(PP)

At Discharge

(F)

(PP)

Treatment Given :

Inj esopraz 40 mg BD

Inj tramset 4mg 20 BD

TB. olizamb 0.5 ~~tab~~

INS II (D) + Inj ylabo - C

Inj c-tri 1gm + 100ml NS BD

Cap. doxy 100mg - BD

TB. sista 5mg \rightarrow 1/2 kg

TB. clonotri 1/2 - BD

Cap. zeraab - 1 - BD