

MANGAL MURTI BAHUUDDESHIYA KRIDA MANDAL'S
CHHATRAPATI RAJE SAMBHAJI COLLEGE OF EDUCATION, JALGAON

Recognized by NCTE & Affiliated to K.B.C. North Maharashtra University, Jalgaon
Gat No.181, Bambhori, Near K.B.C. North Maharashtra University Main Gate, Jalgaon Phone No.
(0257)2234120

President
Prof. R. V. Patil
9422772274

Secretary
Mrs. Malati R. Patil

Outward No. CRS/crit:51/Fg/2023

Date: 11/11/2023

E-governance policy

Objective

- Implementation Of E-Governance In Execution Of
- College Related Work
- Promoting Paperless Functioning In The College.
- Enhance Transparency –Participation And Accountability From The Stockholders.
- Providing Easy Access To Informative.

In order to provided simpler and efficient system of governance within the institution it is decide to adept and implement e-governance in maximum activities of college functioning .the institution has at least started with e-governance in some aspects of functioning like admission library academics examination account etc. at the same time. We are planning to implement e-governance in some other areas in future.

- **College Website:-** The website should act as mirror of the college activities (Academic and Curricular both) and such information should be provided to outsider for this purpose, college is having fully dedicated team members for uploading the information.
- **Library:-** The library books/journals record shall be maintained on an integrated library management system.
- **Administration:-** All staff members of the college shall communicate through the official email id with the domain.
- **Student Admission:-** C.R.S.college of education,jalgaonhas decided to process all admissions in online and offline mode both. Students can apply for the admission through website.
- **Examination:-** All university related communications shall be made through the college login option available on the university portal.
- **College ERP:-** College is having enterprise resource planning system are of is encouraged among all staff members.
- **Finance:-** The college is using 'Tally Software' and 'SARAL' for maintaining records.

IGAC Coordinator
Chhatrapati Raje Sambhaji
College of Education,
Jalgaon



A.
PRINCIPAL
Chhatrapati Raje Sambhaji
College of Education
Jalgaon

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Outward No. CRS/online/F5/2023

Date: 11/11/2023

Free Search E-Governance Logo/Symbols and Websites.

E- Governance Bodies	Website addresses
1) Government of India  Government Of India	https://www.india.gov.in/
2) Government of Maharashtra  महाराष्ट्र शासन	https://www.maharashtra.gov.in/
3) NCTE  नूतन शिक्षण NCTE	https://ncte.gov.in/website/index.aspx
4) UGC  विश्वविद्यालय अनुदान आयोग University Grants Commission Quality higher education for all	https://www.ugc.gov.in/
5) KBC NM University, Jalgaon 	https://nmu.ac.in/en-us/ https://nmuj.digitaluniversity.ac/
6) DHE Pune 	https://dhepune.gov.in/
7) E-Balbharati  ebalbharati	https://ebalbharati.in/main/publichome.aspx

ICAC Co-ordinator
 Chhatrapati Raju Sambhaji
 College of Education,
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PRINCIPAL
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Circular

Staff Welfare Measure –

C.R.S College of Education adopts the following welfare measures for the Teaching and Non-Teaching Staff Members –

- Medical Leaves** :- Medical leaves are provided to the teaching Staff which has to be earned in advance. These leaves are carried forward if not availed.
- Diwali Bonus** :- 10% of the basic salary is provided as Diwali Bonus every year.
- Maternity Leave** :- Maternity leave can be given to lady Staff Members for six months with an agreement of resuming the work as per her convenience after this period.
- Promotions** :- Promotions or salary hike are given to the qualifications services and outcome of the performance appraisal.
- Research Participation** :- Publications Incentives cast of the registration and participation in the National or International conference seminars are given to the faculty member , seed Money is also provided to the research scholars.
- Career Growth** :- faculty members are sponsored for attending short term courses workshops, and faculty for the teaching & non-teaching staff as per the Institution guidelines.

Miscellaneous

- Uniform will be provided to staff if needed
- Fee concession to the ward of the staff members
- Free medical camp can be arranged for the staff if needed

IOAC Co-ordinator
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Outward No: —

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C.R.S College of Education adopts all necessary measures to provides hygienic environment to the teaching and non-teaching staff as given below.

RO water


Hygienic Washrooms

Neat & clean staffroom with sanitizer available on each seat.

Transport Facility :- is also provided to the teaching staff if needed.

Distribution :-

- 1) HOD – B.Ed
- 2) Teaching Staff
- 3) Non-Teaching Staff


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Date: 11/11/2023

CIRCULAR

All Teaching and Non-Teaching Staff of C.R.S College of Education are informed that conveyance facility has been started for staff members which can be availed by paying the amount consumed for fuel in take (No. of k.m to and for both-side) also for F.D.P. & Research .

The record for the journey will be maintain in the office & payment will be made in Account Office and the rate will be charged as Rs. 03 per K.M

IQAC Coordinator
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Date: 11/11/2023

TRAVEL ALLOWANCE POLICY

1. As per the direction of the management the following rates have both fixed for the Teaching & Non-Teaching Staff prosed on Temporary duty to the University & other places.

Sr.No	Particulars	Rate per Person
1	Break Fast	Rs. 100
2	Tea/coffee	Rs. 20
3	Lunch	Rs. 150
4	Dinner	Rs. 300
5	Accommodation	Rs. 2000 pre-booking by college
6	Local conveyance	As per required
7	To and from to station	As per Riksha fare rates
8	For Faculty & other staff members	As per train/bus fare To & From)
9	Principal and Heads of Department	As per AC train / Bus fare (To & From

2. For accommodation pre-booking will be done by college and preference will be given to booking as per available rooms prices.
3. Any emergency visit the rates of conveyance will be decided as per management
4. This policy will be in effect from 2023

Distribution

- 1) All department & Staff
2) Office file college

IGAC Co-ordinator
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OFFICE ORDER

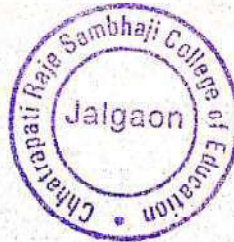
Reimbursement of Allowances

- 1) It is brought to the information of all Teaching and Non-Teaching staff of C.R.S College of Education that henceforth reimbursement of the following allowances will be credited in the monthly salary.
 - a) Reimbursement of conveyance charges of all concerned staff members.
 - b) Reimbursement of some times Recharges of mobile for non-teaching staff.
 - c) Reimbursement of Dish TV Recharge of college.
 - d) Compensation allowance @Rs 2000/ per month to salary for
- 2) The above order will be effected from 2023

Place :

Date:

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Amendment in the Leave Rules for the Employees

1. With reference to Institute/College Leave Rules for the Employees.

2. All teaching staff of CRS College of Education are hereby informed that the 'Duty Leave (O.D.) in addition to the previous leaves as authorized vide our previous Leave Rules for Employees will also authorized for all teaching staff of CRS College of Education on the following grounds :-

(a) Attending Conference, Congresses, Symposia and Seminars on behalf of the University, as a delegate nominated by the university or with the permission of our university/college;


(b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the University Vice-Chancellor/Principal of the College;

(c) Working in another Indian or foreign university and other agency, institution or organization, when so deputed by the University/College;

(d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other similar academic body;

(e) For performing any other duty assigned to him/her by our University/College.

3. All teaching staff will ensure that duty leave will be granted by the principal only on the reasons as mentioned above. However, principals will also ensure that the duty Leave will be sanctioned only if the aforementioned duties have been assigned to concerned staff through the college authorities, No direct individual detailing letter/Email will be accepted.


Vice-Chancellor
Chhatrapati Raju Sambhaji
College of Education,
Jalgaon




PRINCIPAL
Chhatrapati Raju Sambhaji
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(022)2234120

Principal
Prof. R. V. Patil
022-2234120

Secretary
Mrs. Mahati R. Patil

Forwarded to: _____

Date: _____

4. Conditions for sanctioning of Duty Leave. Only one duty leave will be sanctioned in a month to each faculty. Only one faculty will be permitted in a day. If more than one faculties have been detailed by university or other authorities in such case the duty will be sanctioned according to the quality and importance of the duty by principal with the approval of the Management. duty of the principal will be sanctioned by the Management.


5. In addition to the above, all teaching staff will submit their feedback/reports describing benefits of duty for college of the duty in writing immediately on arrival in the college to Principal. Such reports will be attached with the leave Application.

Distribution


- 1. The Principle B.Ed
- 2. All Faculties
- 3. All Faculties
- 4. Notice Board
- 5. File Order

Chairman


PRESIDENT
Shri Chhatrapati Raju Sambhaji
B.Ed. College, Jalgaon


Principal
Chhatrapati Raju Sambhaji
College of Education,
Jalgaon




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