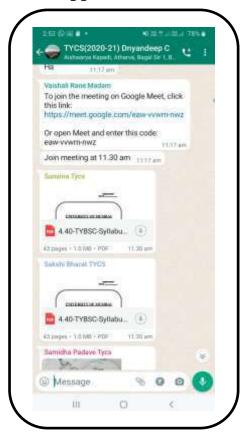
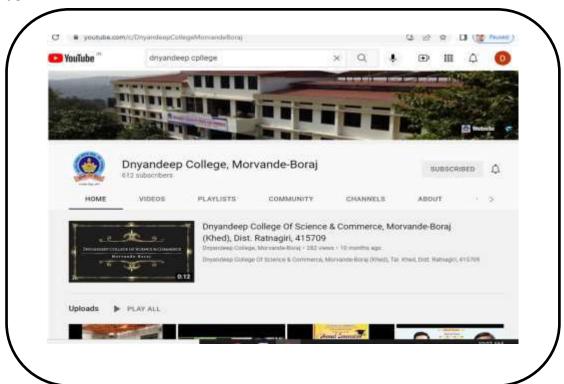
2.3.2. Teachers use ICT enabled tools for effective teaching-learning process

- Use of Social Media
- 1. WhatsApp



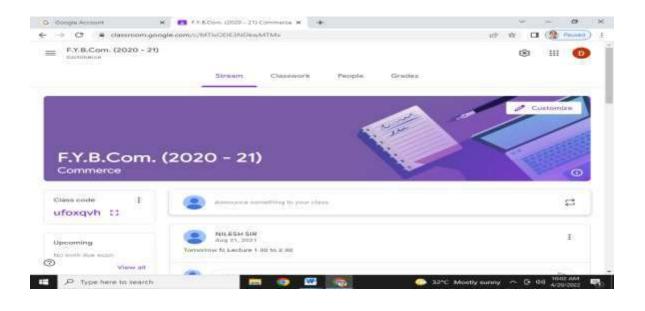


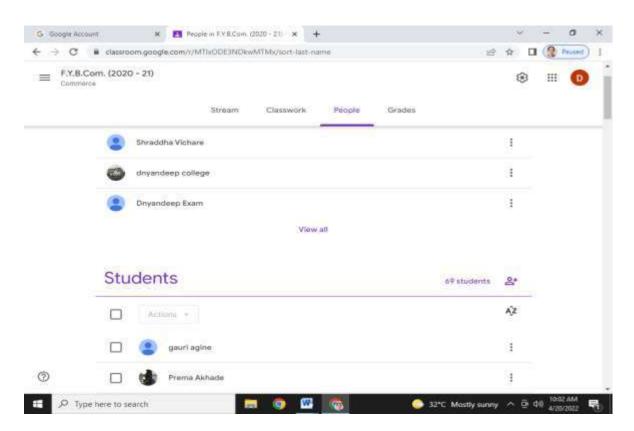
YouTube :-

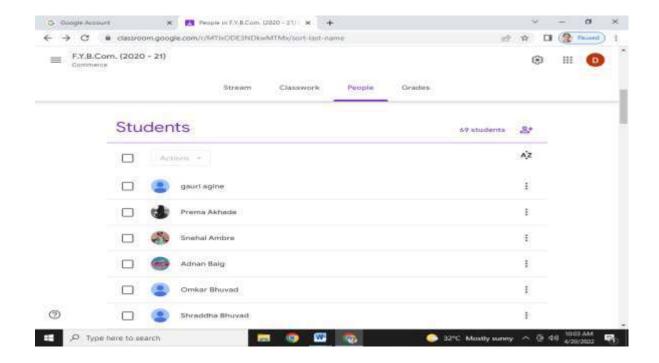


• Screenshots of online teaching, Google classrooms and Google forms

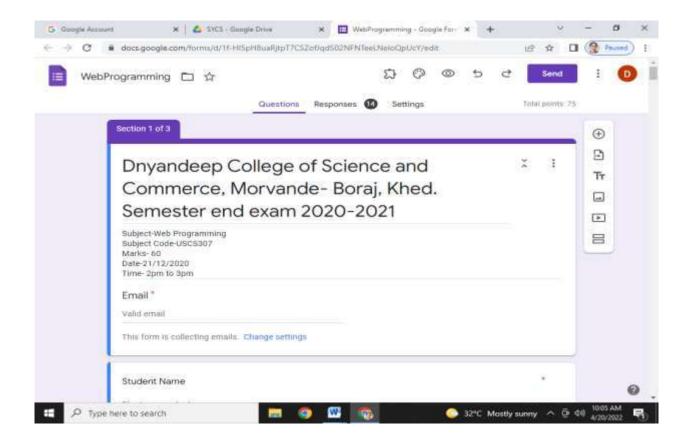
Google Classrooms

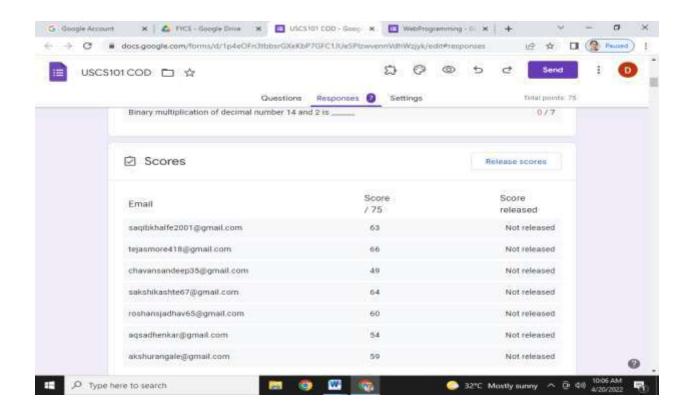




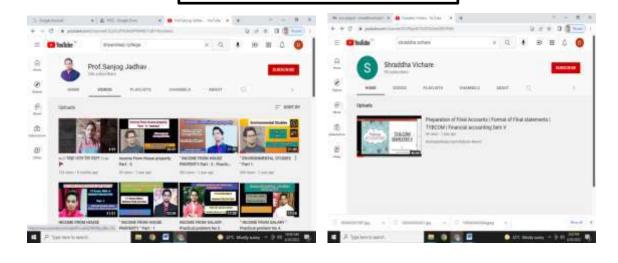


Google Forms





YouTube Lectures







PPT Upload on Slideshare (Links)

• Web services PPT upload on Slideshare:

https://www.slideshare.net/HemlataShinde4

• Data Structures PPT upload on Slideshare:

https://www.slideshare.net/DhanashriAmbre

Workshop organized by IQAC for encouraging teachers for using of ICT enabled teaching

Dnyandeep ShikahanPranarakMandal's Dnyandeep College of Science & CommerceMoravando-Boraj Academic Year; 2021-2022 IQAC Department Organized One day workshop on "MOOC"



Report

Subject:- One day workshop on MOOC

Date:-29/10/2020

Venue:- Dayandeep College of Science and Commerce

Dryandeep College of science and commerce and IQAC Department has organized "One day workshop on MOOC".

For this Workshop we invited Mrs. Sayali Ghadge, Assistant Professor, VBDBA College. Mandangad as a resource person.

Dr. Umeshkumar M, Bagal (I/c Principal, Dayandeep College of Science and Commerce), And approximately 20 Teaching and Non-teaching staff were present for this Workshop. How. Miss. Dhanashri Ambre introduced the guests & welcome ceremony took place.

The resource person Mrs. Sayali Ghadge addressed the Teachers by informing them about how to handle Google classroom, different courses under SWAYAM and NPTEL. Introduction about Massive Open Online Courses, how to conduct examination on MOODLE and how to conduct online lectures using ICT tools.

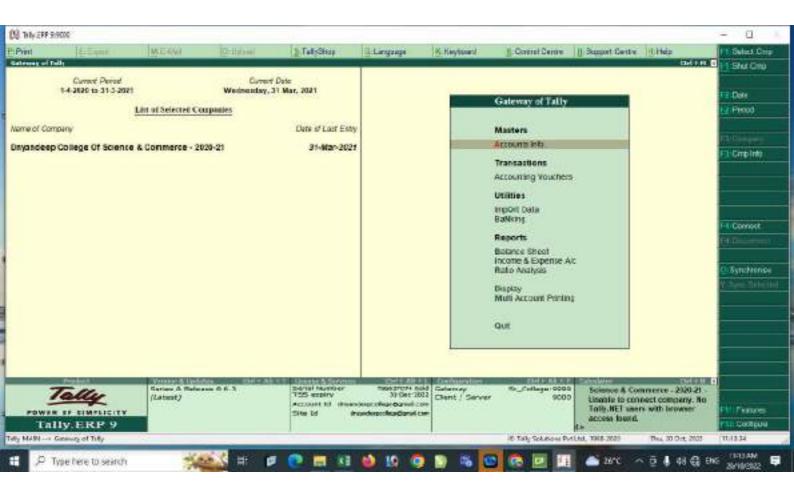
After this informative session resource persons also clear doubts of participants. This way the whole program was a great success and proved productive to all of us. Teachers gave their positive feedbacks towards it. Mrs. Vaishali Rane proposed vote of thanks and seminar was over with the bag full of knowledge with the students.

Total no. of participants= 20

Co-Ordinator (Dayandeep College of Science & Commerce)

Unique Dollage
Oryandeep Collage
of Science & Commerce
AP Morvande-Borai (Khed)





ARN A	SSOCIATES
Nr. Pee	er Lote Bus Stop.
B1, Sne	ehalata Apt.
Tal. Kh	ed Dist Ratnagiri.
GSTIN	/UIN: 27BCKPK8770N
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1ZQ State Name: Maharashtra, Code: 27 E-Mail: amassociateslote@gmail.com

Buyer

Dnyandeep Shikshan Prasarak Mandal

Khed Khonde Road Bhdgaon, Tal-Khed, Dist-Ratnagiri.

State Name

: Maharashtra, Code : 27

Invoice No.	Dated
GST/20-21/193	24-Oct-2020
Delivery Note	Mode/Terms of Payment
Supplier's Ref.	Other Reference(s)
GST/20-21/193	
Buyer's Order No.	Dated
Despatch Document No.	Delivery Note Date
Despatched through	Destination

Terms of Delivery

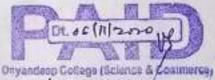
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Amount Chargeable (in words)

IND Twelve Thousand Seven Hundred Forty Four Only

HSN/SAC	Taxable	Central Tax		State Tax		Total
HONONO	Value	Rate	Amount	Rate	Amount	Tax Amount
000040	10.800.00	9%	972.00	9%	972.00	1,944.00
998313 Total	10.800.00	0.000	972.00	-	972.00	1,944.00

Tax Amount (in words): INR One Thousand Nine Hundred Forty Four Only



Ch NO. 03347

Company's PAN

: BCKPK8770N

Declaration

We declare that this invoice shows the actual price of the goods/services described and that all particulars are true and correct.

SUBJECT TO KHED JURISDICTION

This is a Computer Generated Invoice





प्रो. स्जनीश जैन संविद

Prof. Rajnish Jain Secretary



विश्वविद्यालय अनुदान आयोग University Grants Commission

(मानव संसाधन विकास मंद्रालय, भारत सरकार) (Ministry of Human Resource Development, Govt. of India)

यहादुरशाह प्रफ़र मार्ग, नई दिल्ती-110002 Bakadur Skok Zafur Mong, New Delki-118002

> Phys 011-23234289/23239337 For : 011-2323 8856 E-mail : sequage@nicin

F.No. 14-4/2012(CPP-II)

7th December, 2018

PUBLIC NOTICE ON

UGC (GRIEVANCE REDRESSAL) REGULATIONS, 2018

UGC had notified UGC (Grievance Redressal) Regulations, 2012 in official Gazette of India on 23rd March, 2013. These regulations were aimed at addressing and effectively resolving grievances of students related to Higher Educational Institutions.

The UGC had received a number of responses on these regulations and hence constituted an Expert Committee to revisit UGC (Grievance Redressal) Regulations, 2012. The draft University Grants Commission (Grievance Redressal of Students) Regulations, 2018 prepared by the Committee is attached herewith for observations and suggestions of stakeholders. The feedback and comments on the above draft may be sent to UGC via email grmhei.2018@gmail.com on or before 31th December, 2018.

(Prof. Rajnish Jain)

UNIVERSITY GRANTS COMMISSION BAHADUR SHAH ZAFAR MARG NEW DELHI - 110 002

NOTIFICATION

F.No.14-4/2012 (CPP-II)

New Delhi, the __ October, 2018

In exercise of the power conferred under clause (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the University Grants Commission (Grievance Redressal) Regulations, 2012, the University Grants Commission hereby makes the following regulations:

1, SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as the University Grants Commission (Grievence Redressal of Students) Regulations, 2018.
- b) They shall apply to all HEIs, whether established or incorporated by or under a Central Act or a State Act, and every institution recognised by the University Grants Commission under clause (f) of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a university declared as such under Section 3 of the said Act.
- c) They shall come into force from the date of their publication in the Official Gazette.

2. DEFINITION: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

- (a) "Act" means the University Grants Commission Act, 1956 (3 of 1956);
- (b) "aggrieved student" means a student who has any complaint in the matters concerned with the grievances defined under these regulations, and includes a person seeking admission to any institution of higher education;
- (c) "college" means any institution, whether known as such or by any other name, which provides for a course of study for obtaining any

qualification from a university and which, in accordance with the rules and regulations of such university, is recognised as competent to provide for such course of study and present students undergoing such course of study for the examination for the award of such qualification;

- (d) "Commission" means the University Grants Commission established under section 4 of the UGC Act, 1956.
- (e) "declared admission policy" means such policy for admission to a course or program of study as may be offered by the institution and published in the prospectus referred to in sub-regulation (1) of regulation 3;
- (f) "grievances" include the following complaints of the aggrieved students, namely:
 - making admission contrary to merit determined in accordance with the declared admission policy of the institution;
 - ii. irregularity in the admission process adopted by the institution;
 - iii. refusing admission in accordance with the declared admission policy of the institution;
 - iv. non publication of prospectus, (either hard copy / online) as specified in these regulations;
 - publishing any information in the prospectus, which is false or misleading, and not based on facts;
 - vi. withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a students for the purpose of seeking admission in such institution, with a view to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue;
 - vii. demand of money in excess of that specified in the declared admission policy to be charged by such institution;

- viii. breach in reservation policy in admission as may be applicable;
 - nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by University Grants Commission, or by any other authority;
 - delay in conduct of examinations or declaration of results beyond the specified schedule in the ecademic calendar;
 - xi. on provision of student amenities as may have been promised or required to be provided by the institution;
- xii. non transparent or unfair evaluation practices;
- xiii. Refund of fees, in case a student withdraws the admission within the stipulated time as mentioned in the prospectus, as notified by the Commission from time to time.
- (g) "Department Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a Department.
- (h) "Institutional Grievance Redressal Committee" means a committee constituted under these regulations, at the level of an Institution.
- (i) "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college.
- (j) "University Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a University.
- (k) "Higher Educational Institution" means a University within the meaning of clause (f) of Section 2, a college within the meaning of clause (b) of sub-section (1) of Section 12A, and an institution deemed to be a University declared under Section 3, of the University Grants Commission Act, 1956;
- "Institution" for the purposes of these regulations, means any university, college or such other institutions, as the case may be;
- (m) "Office of profit" means an office which is capable of yielding a profit or pecuniary gain, and to which some pay, salary, emolument, remuneration or non-compensatory allowance is attached;

- (n) "Ombudsperson" means the Ombudsperson appointed under these regulations;
- (o) "University" means a university established or incorporated by or under a Central Act or a State Act and includes an institution deemed to be university declared as such under Section 3 of the Act.

3. MANDATORY PUBLICATION OF PROSPECTUS, ITS CONTENTS AND PRICING:

- i. Every higher educational institution, shall publish and/or upload on its website, before expiry of at least sixty days prior to the date of the commencement of the admission to any of its courses or programs of study, a prospectus containing the following for the information of persons intending to seek admission to such institution and the general public, namely:
 - (a) the list of programs of study and courses offered along with the broad outlines of the syllabus specified by the appropriate statutory authority or by the institution, as the case may be, for every course or program of study, including teaching hours, practical sessions and other assignments;
 - (b) the number of seats approved by the appropriate statutory authority in respect of each course or program of study for the academic year for which admission is proposed to be made;
 - (c) the conditions of educational qualifications and eligibility including the minimum and maximum age limit of persons for admission as a student in a particular course or program of study, specified by the institution;
 - (d) the process of selection of eligible candidates applying for such admission, including all relevant information in regard to the details of test or examination for selecting such candidates for admission to each course or program of study and the amount of fee prescribed for the admission test;

- (e) each component of the fee, deposits and other charges payable by the students admitted to such institution for pursuing a course or program of study, and the other terms and conditions of such payment;
- (f) rules / regulations for imposition and collection of any fines specified heads or categories, minimum and maximum fine may be imposed.
- (g) the percentage of tultion fee and other charges refundable to a student admitted in such institution in case such student withdraws from such institution before or after completion of course or program of study and the time within and the manner in which such refund shall be made to that student:
- (h) details of the teaching faculty, including their educational qualifications, alongwith the category they belong to Regular / visiting — and teaching experience of every member of its teaching faculty.
- (i) information with regard to physical and academic infrastructure and other facilities including hostel accommodation and its fee, library, hospital or industry wherein the practical training to be imparted to the students and in particular the facilities accessible by students on being admitted to the institution;
- (j) all relevant instructions in regard to maintaining the discipline by students within or outside the campus of the institution.
- (k) any other information as may be specified by the Commission:

Provided that an institution shall publish / upload Information referred to in items (a) to (k) of this regulation, on its website, and the attention of prospective students and the general public shall be drawn to such publication on the website through advertisements displayed prominently in different newspapers and through other media:

 Every institution shall fix the price of each printed copy of the prospectus, being not more than the reasonable cost of its publication and distribution and no profit be made out of the publication, distribution or sale of prospectus.

4. GRIEVANCE REDRESSAL COMMITTEES (GRC):

A. Department Grievance Redressal Committee (DGRC)

- (i) In case of universities, all complaints relating to a department shall first be addressed to Department Grievance Redressal Committee (DGRC) to be constituted at the level of departments/school/center whose composition shall be as follows:
 - a) Head of the Department / School / Center Chairperson
 - a Professor from outside the department / school / center to be nominated by the Head of HEI – Member
 - A faculty member well-versed with grievance redressal mechanism to be nominated by the Head of the Department – Member.
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The DGRC shall follow the principles of natural justice while deciding the grievances of the students.
- (v) The DGRC shall make efforts to resolve the grievance within the stipulated period and shall submit its report to the Head of the Institution within a period of 15 days from the date of receipt of complaint to the DGRC.
- (vi) The DGRC shall provide a copy of the report to the aggrieved person(s).

B. Institutional Grievance Redressal Committee (IGRC)

- (i) The complaints not related to departments/schools / center and the grievances not resolved at the DGRC shall be referred to the Institutional Grievance Redressal Committee (IGRC) to be constituted by Head of the HEI, whose composition shall be as follows:
 - (a) Pro-Vice Chancellor / Dean/ Senior academician of HEI – Chairperson.
 - (b) Dean of students/Dean, Students Welfare
 - (c) Two senior academicians other than Chairperson.
 - (d) Proctor / Senior academician
- (ii) The above Committee shall be approved by the statutory body of institution (Executive Council or its equivalent).
- (iii) The Chairperson of IGRC and DGRC shall not be the same. The tenure of the Committee members shall be two years.
- (iv) The quorum for the meetings shall be three, including Chairperson.
- (v) The IGRC shall consider the recommendation of DGRC while giving its recommendations. However, the IGRC shall have the power to review recommendations of the DGRC.
- (vi) The IGRC shall follow the principles of natural justice white deciding the grievances.
- (vii) The IGRC shall send the report and the recommendations to the Head of the HEI within in a period of 15 workings days from the date of receipt of grievance, or appeal or recommendations of the DGRC.
- (viii) The IGRC shall provide a copy of the report to the aggrieved person(s).
- C. College Grievance Redressal Committee (CGRC)

- in case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows;
 - a) Principal of the college -Chairperson
 - Two senior faculty members nominated by the principal of the College.
- (ii) The tenure of the members shall be two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.
- (iv) The CGRC shall follow the principles of natural justice while considering the grievances of the students.
- (v) The CGRC shall send the report and recommendations to the Vice-Chancellor of the affiliating university within a period of 15 days of receiving the complaint.

D. <u>University Grievance Redressal Committee (UGRC)</u>

- (i) In case of grievances not resolved by CGRC, it shall be referred to University Grievance Redressal Committee (UGRC) for which the Vice-chancellor of the affiliating university shall constitute a University Grievance Redressal Committee (UGRC) consisting of five members for a individual colleges or a group of colleges keeping in view the location of the college(s). The UGRC shall be constituted by the Vice-chancellor of the affiliating university consisting of :
 - a) A senior Professor of the university Chairperson
 - b) Dean, Student Welfare or its equivalent Member
 - Three Principals drawn from the affiliating colleges, on rotation basis to be nominated by the Vice-Chancellor - Members
- (ii) The Chairperson and members of the committee shall have a term of two years.
- (iii) The quorum for the meeting shall be two, including Chairperson.

- (iv) The CGRC shall follow the principle of normal justice while deciding the grievance of the students.
- (v) The CGRC shall send the report and the recommendations to the principal of the college within a period of 15 days of receiving the complaint.
- E. Any person aggrieved by the decision of the Institutional Grievance Redressal Committee or University Grievance Redressal Committee may within in a period of six days prefer an appeal to the Ombudsperson.

5. APPOINTMENT, TENURE, REMOVAL AND CONDITIONS OF SERVICES OF OMBUDSPERSON:

- (i) Each HEI shall appoint an Ombudsperson for redressal of grievances of students under these regulations.
- (ii) The Ombudsperson shall be a person not related to the university and who is a retired Vice-Chancellor. Registrar or a faculty member who has at least ten years of experience as a Professor.
- (iii) The Ombudsperson shall not be in any conflict of interest with the university, either before or after his appointment.
- (iv) The Ombudsperson, or any member of his immediate family shall not -
 - (a) hold or have held at any point in the past, any post or, employment in any office of profit in the university;
 - (b) have any significant relationship, including personal, family, professional or financial, with the university;
 - (c) hold any position in university by whatever name called, in the administration or governance structure of the university.
- (v) The Ombudsperson in a State University shall be appointed by the Executive council of the university on part-time basis from a panel of three names recommended by the search committee consisting of the following members, namely:-

- (a) Nominee of the Governor of the State or his nominee -Chairperson
- (b) Vice-Chancellor of a University of State to be nominated by the State Government – Member
- (c) Vice-Chancellor of the concerned State University Member
- (d) Registrar of the concerned State University Secretary (non-voting)
- (vi) The Ombudsperson in a Central University and institution deemed to be university shall be appointed by the Executive Council of the Central University or the equivalent statutory body of the Deemed to be University, as the case may be, on part - time basis from a panel of three member recommended by the search committee consisting of the following members, namely:-
 - (a) Nominee of University Grants Commission Chairperson
 - (b) One Vice Chancellor from Central University to be nominated by UGC (for Central Universities) – Member

OR

One Vice Chancellor from institution deemed to be university to be nominated by the UGC (for Deemed to be Universities).

- Member

- (c) The Vice Chancellor of the university Member
- (d) The Registrar of the university Secretary (Non-Voting)
- (vii) The Ombudsperson shall be a part time officer appointed for a period of three years from the date he/she assumes the office and may be reappointed for another one term in the same university.
- (viii) The Ombudeperson shall be paid the sitting fee per day as per the norms of the university for hearing the cases, in addition to the reimbursement of the conveyance.

(ix) The Ombudsperson may be removed on charges of proven misconduct or misbehavior or as defined under these regulations, by the concerned appointing authority i.e. the Executive Council of the University.

FUNCTIONS OF OMBUDSPERSON:

- (i) The Ombudsperson shall hear any appeal of an applicant for admission as student or student of the university against the university or institution affiliated to it as the case may be, after the student has availed all remedies available in such institution for redressal of grievance such as IGRC / UGRC;
- (ii) No application for revaluation or remarking of answer sheets shall be entertained by the Ombudsperson. However, the issues of malpractices in the examination and evaluation processes may be referred to the Ombudsperson.
- (iii) Ombudsperson may seek the assistance of any person as amicus curiae, for hearing complaints of alleged discrimination.
- (iv) The Ombudeperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the student(s).

7. PROCEDURE FOR REDRESSAL OF GRIEVANCES BY OMBUDSPERSON AND GRIEVANCE REDRESSAL COMMITTEE:

- (i) Each institution shall, within a period of three months from the date of issue of this notification, have an online portal where any aggrieved student of that institution may submit an application seeking grievance redressal.
- (ii) On receipt of any online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal. Committee, as the case may be, along with its comments within 15 days of receipt of complaint on online portal.
- (iii) The Grievance Redressal Committee, as the case may be, shall fix a date for hearing the complaint which shall be communicated to the institution and the aggrieved person.

- (iv) An aggrieved person may appear either in person or be represented by such person as may be authorized to present his/her case.
- (v) The Grievances not resolved at the appropriate Grievance Redressal Committee(s) shall be referred to the Ombudsperson.
- (vi) The institution shall co-operate with the Ombudsperson or the Grievance Redressal Committee(s), as the case may be, in redressal of grievances and failure to do so may be reported by the Ombudsperson to the Vice Chancellor.
- (vii) On the conclusion of proceedings, the Ombudsperson shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue, after giving due hearing to both the parties.
- (viii) Every order under the signature of the Ombudsperson shall be provided to the aggrieved person and the institution and shall be placed on the website of the institution.
- (ix) The institution shall comply with the recommendations of the Ombudsperson. Any recommendations of the Ombudsperson not complied with by the institution shall be reported by the Ombudsperson to the Commission.
- In case of any false or frivolous complaint, the Ombudsperson may recommend appropriate action against the complainant,

8. INFORMATION REGARDING OMBUDSPERSON GRIEVANCE REDRESSAL COMMITTEE:

The institution shall provide detailed information regarding provisions of Grievance Redressal Committee(s) and Ombudsperson on their website and in their prospectus prominently.

9. CONSEQUENCES OF NON-COMPLIANCE:

The Commission shall in respect of any institution which willfully contravenes these regulations or repeatedly fails to comply with the recommendation of the Ombudsperson or the Grievance Redressal

Committee(s), as the case may be, may proceed to take one or more of the following actions, namely:

- (a) withdrawal of declaration of fitness to receive grants under section 12B of the Act;
- (b) withholding any grant allocated to the Institution;
- declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programs of the Commission;
- informing the general public, including potential candidates for admission, through a notice displayed prominently in suitable media and posted on the website of the Commission, declaring that the institution does not possess the minimum standards for redressal of grievances;
- recommend to the affiliating university for withdrawal of affiliation, in case of a college;
- (f) The Commission may take necessary and appropriate action as it may deemed fit, in case of an institution deemed to be university;
- recommend to the concerned State Government for necessary and appropriate action, in case of a university established or incorporated under a State Act;
- (h) The Commission may take necessary and appropriate actions against any institution for non-compliance.

Provided that no action shall be taken by the Commission under this regulation unless the institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

(Prof. Rajnish Jain) Secretary



DNYANDEEP SHIKSHAN PRASARAK MANDAL, KHED (RATNAGIRES)

DNYANDEEP COLLEGE (SCIENCE & COMMERCE)

AL/Post, Morvande - Boraj, Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. मोरवंडे-बोरज, ता. खेड, वि. स्ट्नागिरी, पिन - ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbel University Vide Aff /Recog - 1/2980 of 2009 dt. 9/6/09

Outward No. 1

Date: 01/06/2020

LETTER OF APPOINTMENT AS ASSISTANT PROFESSOR

To,

Miss. Vichare Shraddha Ravindra M.Com, SET, NET (JRF)

Dear Sir / Madam

With reference to your application dated 25/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of HOD of Commerce in our college, on the starting pay Rs. 25000/- p. m. (Total emoluments) with effect from 01/06/2020

- 1. Your appointment is purely temporary up to 30/04/2021.
- 2. The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- 3. You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- 6. You hereby agree to work with this institute/college till 30/04/2021 without break.
- 7. If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Yours faithfully,

Place:- Morvande-Boraj

Date:-

Local Management Committee

Dnyandeep College (Science & Commerce)



DNVANDEEP SHIKSHAN PRASARAK MANDAL, WHED (RATNACIRES)

DNYANDEEP COLLEGE (SCIENCE & COMMERCE)

AL/Post. Morvande - Boraj, Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. भोरवंडे - बोरज, ता. खेड, जि. स्तामिरी, पिन - ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbai University Vide Aff /Recog - 1/2980 of 2009 dt. 9/6/08

Outward No. 1

01/06/2020

LETTER OF APPOINTMENT AS ASSISTANT PROFESSOR

To,

Miss. Ambare Dhanashri Bhaskar M. Sc. (Comp. Sci.)

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of **HOD** of Information Technology in our college, on the starting pay Rs. 20000/-p. m. (Total emoluments) with effect from 01/06/2020.

- 1. Your appointment is purely temporary upto 30/04/2021.
- 2. The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- 3. You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- 6. You hereby agree to work with this institute/college till 30/04/2021 without break.
- 7. If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Local Management Committee Dnyandeep College(Science & Commerce)

Yours faithfully,

Place:-Morvande-Boraj

Date:-





DNYANDEEP COLLEGE (SCIENCE & COMMERCE)

Mary महाविद्यालय (विज्ञान व वाणिक्य) AL/Post, Morvande - Boraj, Tal. Khed, Diss. Ratnagiri, Pin. - 415 709.

मु.पो. मोरवंडे-बोरज, ता. खेड, बि. रत्नागिरी, पिन - ४१५ ७०९. Tel.: 7718810000

Permanently Unaided College

Affiliated to Mumbal University Vide Aff /Recog - 1/2980 of 2009 dt. 9/6/09

Outward No. 1

01/06/2020

LETTER OF APPOINTMENT AS ASSISTANT PROFESSOR

To,

Mrs. Ingavale Hemlata Swapnil, M. C. A.

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of HOD of Computer Science in our college, on the starting pay Rs. 12000/- p. m. (Total emoluments) with effect from 01/06/2020.

- 1. Your appointment is purely temporary upto 30/04/2021.
- 2. The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- 3. You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- 6. You hereby agree to work with this institute/college till **30/04/2021** without break.
- 7. If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj

Date:-

Local Management Committee

Dnyandeep College(Science & Commerce)

Yours faithfully,

Dnyandeep Shikshan Prasarak Mandal khed (Ratnagiri) Dnyandeep College Of Science & Commerce Morvande-Boraj Employee Provident Fund: May 2020

Sr.no	Name	PF Amoun	
1	Dr. Umeshkumar M Bagal	8928	
2	Sitarampant W Jamkar	4861	
3	Kunal B Mali	3148	
4	Dhanashri Niraj Kasar	2400	
5	Gauri Mangesh Kadam	1560	
6	Hemlata Swapnil Ingavale	1680	
7	Priya Pundlik Bavkar	1440	
8	Rajashri Bandhu patil	3142	
9	Sandesh Shigvan	1975	
10	Sahesh Nandesh Jadhay	1840	
11	Audumber vasant Audumber	960	
12	Yogesh Shinde	960	
13	Prashant pawar	480	
14	Sanjog Subhash jadhav	1440	



Dnyandeep College
Of Science & Commerce
A/p.Morvande-Borai (Khed)

Dnyandeep Shikshan Prasarak Mandal Khed (Ratnagiri)

Dnyandeep College Of Science & commerce Morvande-Boraj

IQAC Committee: 2020-21

Sr.No.	Name of the member	Designation		
1 Dr. Umeshkumar M.Bagal		Incharge Principal	CHAIRMAN	
2	Mr. Prakash Parashuram Gujrathi	Secretary, Dnyandeep Shikshan Prasarak Sanstha, Khed	Representative of Management	
3	Mr. Mahadev Mahiman	Sr. Vice President, Vinati Organics Ltd.	External Expert	
4	Mr.Ananda Madhukar Patankar	HR Manager, Excel Industries Ltd.	External Expert	
5	Ms. Ambare Dhanashri Bhaskar	HOD, Department of Information Technology	COORDINATOR	
6	Mrs.Hemlata Swapnil Ingavale	HOD, Department of Computer Science	Member	
7	Ms. Vichare Shraddha Ravindra	HOD, Department of Commerce	Member	
8	Mr. Bandgar Mahesh Somaya	Teacher Representative	Member	
9	Mr. Jamkar Sitarampant W.	Head Clerk	Member	
10	Mr.Darekar Kiran Harishchandra	Alumni	Member	
11		Student Representative	Member	



I/C Principal
Dnyandeep College
Of Science & Commerce
A/p.Morvande-Boraj (Khed)

Teachers' Appointment Letters

LETTER OF APPOINTMENT AS ASSISTANT PROFESSOR

To,

Mr. Bandgar Mahesh Somraya M. Sc., SET.

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Mathematics in our college, on the starting pay Rs. 25000/-p. m. (Total emoluments) with effect from 01/06/2020.

- Your appointment is purely temporary upto 30/04/2021.
- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj Date:-

Lodden Hengame for Continuities

Dryandeep Continue of Continue Continue Continue of Continue Continue

To.

2

Miss. Vichare Skraddha Ravindra M.Com, SET, NET (JRF)

Dear Sir / Madam

With reference to your application dated 25/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Commerce in our college, on the starting pay Rs. 25000/- p. m. (Total emoluments) with effect from 01/06/2020

- Your appointment is purely temporary up to 30/04/2021.
- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:- Morvande-Boraj

Date:-

Chairman Lotalchi mangenyeod Gonnasittee

Dayandeep College Dayandeep College (Science & Commerce)

To.

Miss, Rane Vaishali Nitin M.E CSE

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Computer Science in our college, on the starting pay Rs. 20000/-p. m. (Total emoluments) with effect from 01/06/2020.

Your appointment is purely temporary upto 30/04/2021.

- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above
- You hereby agree to work with this institute/college till 30/04/2021 without
- If the above mentioned terms & conditions are acceptable to you, please return. the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Local@Adamagesmank@memmemtee Dnyandeep Constant

Place:-Morvande-Boraj

Date:-

To,

Miss. Bavkar Priya Pundalik MSc. CS

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Computer Science in our college, on the starting pay Rs. 12000/- p. m. (Total emoluments) with effect from 01/06/2020.

- Your appointment is purely temporary upto 30/04/2021.
- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return
 the duplicate copy of this letter duly signed by you within three days from the
 date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj Date:- Localchianagement Committee

Dryandeep Commerce & Commerce)

To

Miss. Ambare Dhanashri Bhaskar M. Sc. (Comp. Sci.)

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Information Technology in our college, on the starting pay Rs. 2000Q-p. m. (Total emoluments) with effect from 01/06/2020.

Your appointment is purely temporary upto 30/04/2021.

- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without
- 7. If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj Date:-

Dnyandeep College (Season Commerce)

(Science & Commerce)

To.

Miss. Kadam Gauri Mangesh M. Sc. (CS)

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Computer Science in our college, on the starting pay Rs. 12000/-p. m. (Total emoluments) with effect from 01/06/2020.

- Your appointment is purely temporary upto 30/04/2021.
- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj

Date:-

Local Wainteness Communities to Day and eep College ommerce

To.

Miss. Wavgharkar Ikhtisam Abdul Jaleel M. Sc. (Comp. Sci.)

Dear Sir / Madam

With reference to your application dated 20/11/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Information Technology in our college, on the starting pay Rs. 12000/-p. m. (Total emoluments) with effect from 01/12/2020.

- Your appointment is purely temporary upto 30/04/2021.
- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return
 the duplicate copy of this letter duly signed by you within three days from the
 date of this letter, failing which your appointment will be treated as cancelled.

Place:- Morvande-Boraj Date:- Locabidh Maganum Gellonnitettee

Dnyandeep Collagan Sean Follow Commerce)

To.

Mrs. Ingavle Hemlata Swapnil, M. C. A.

Dear Sir / Madam

With reference to your application dated 31/05/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Computer Science in our college, on the starting pay Rs. 12000/- p. m. (Total emoluments) with effect from 01/06/2020.

Your appointment is purely temporary upto 30/04/2021.

- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- 7. If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj Date:-

Local PM https://www.documenttee Dnyandeep C

To.

Mr. Karve Nilesh Shrikant M. Com.

Dear Sir / Madam

With reference to your application dated 25/06/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Commerce in our college, on the starting pay Rs. 25000/-p. m. (Total emoluments) with effect from 01/07/2020.

- Your appointment is purely temporary upto 30/04/2021.
- 2. The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
- 5. You shall abide by all general rules of service and the terms & conditions which are now or may hereafter be in force including amendments to the above mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without break.
- If the above mentioned terms & conditions are acceptable to you, please return the duplicate copy of this letter duly signed by you within three days from the date of this letter, failing which your appointment will be treated as cancelled.

Place:-Morvande-Boraj

Date:-

Local quantage agreement downwait tee Dnyandeep Coffee (Commerce)

LETTER OF APPOINTMENT AS ASSISTANT PROFESSOR

To.

Mr. Jadhav Sanjog Subhash, M.Com, D.T.L, GDCA, B.Com

Dear Sir / Madam

With reference to your application dated 22/08/2020 the Local Management Committee is pleased to inform you that you are hereby appointed for the full-time post of Asst. Professor in the subject of Commerce in our college, on the starting pay Rs. 12000/- p. m. (Total emoluments) with effect from 01/09/2020.

Your appointment is purely temporary upto 30/04/2021.

- The quality of your work & conduct should be quite good so that the students in particular and the college administrative in general will be satisfied to a great extent.
- You will not be entitled to any other allowances.
- 4. In case you accept the appointment, you will have to submit discharge certificate (s) from your present employer (s), if any, at the time of joining the duties and submit the necessary academic qualification certificates in original which under any circumstances will not be returned to you till 30/04/2021.
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 are now or may hereafter be in force including amendments to the above
 mentioned terms & conditions.
- You hereby agree to work with this institute/college till 30/04/2021 without
- If the above mentioned terms & conditions are acceptable to you, please return
 the duplicate copy of this letter duly signed by you within three days from the
 date of this letter, failing which your appointment will be treated as cancelled.

Chairman

Locales the Magazine de Guinner de Dryandeep Commerce)

Place;-Morvande-Boraj Date:-



Dnyandeep Shikshan Prasarak Mandal, Khed Ratnageri's Dnyandeep College of Science and Commerce At.Post:Morvande-Boraj, Tal-Khed, Dist-Ratnagiri, 415709

Affiliated to University of Mumbai NAAC Accredited 'B' Grade College Development Committee (2020-2021)

College Development Committee is formed as per Section 97 of the Maharashtra Public Universities Act, 2016.

Sr.No.	Name	Designation
1	Mr. Deepak Jagdish Laddha	CDC Chairman
2	Mr.Prakash Parashuram Gujarathi	Member, Secretary Representative
3	Miss.Hemlata Swapnil Ingavale	Member, HOD Computer Science
4	Miss.Shraddha Ravindra Vichare	Member, Teacher's Representative
5	Miss.Priya Pundalik Bavkar	Member, Teacher's Representative
6	Mr.Vinayak Gajanan Surve	Member, Teacher's Representative
7	Mr.Kunal Bhupal Mali	Member, Non-Teacher's Representative
8	Mr. Ananda Madhukar Patankar	Member, HR Manager, Excel Industries Ltd
9	Mr.Madhav Yashwant Pethe	Member, Businessman
10	Mr.Anil Balkrishna Shivade	Member, Businessman
11	Mr.Kiran Harishchandra Darekar	Member, Teaching Profession (Alumnus)
12	Miss.Dhanashri Bhaskar Ambare	Member, Co-ordinator IQAC
13	Miss.Mayuri Madhukar Ambre	Membere, Secretary, Students' Council
14	Dr.Umeshkumar Murlidhar Bagal	Member, Secretary I/C Principal



1/C Principal
Dnyandeep College
Of Science & Commerce
A/p.Morvande-Boras (* bed)

Dnyandeep Shikshan Prasarak Mandal's

Dnyandeep College of Science And Commerce

Cultural Committee

(2020-21)

Sr.No.	Name	Designation
1	Mr.Vinayak Gajanan Surve	Co-Ordinator
2	Miss.Gauri Mangesh Kadam	Member, Teacher's Representative
3	Miss.Ikhtisam wavgharkar	Member, Teacher's Representative
4	Mr.Hritik Sandeep Mahakal	Member, Students' Representative
5	Miss.Samidha Manohar Padave	Member,Students' Representative
6	Miss.Pournima Pramod Awale	Member,Students' Representative
7	Miss.Shambhavi Rajendra Jangam	Member,Students' Representative



I/C Principal

Dnyandeep College
Of Science & Commerce
A/p.Morvande-Borai (Khed)

Dnyandeep Shikshan Prasarak Mandal's

Dnyandeep College of Science And Commerce

Purchase Committee

(2020-21)

Sr.No.	Name	Designation
1	Mr. Sitarampant Wamanrao Jamkar	Chairman
2	Mr.Kunal Bhupal Mali	Secretary
3	Mr.Arvind Bhikushet Todakari	Trustee
4	Mr.Prakash Parashuram Gujarathi	Trustee
5	Dr. Umeshkumar Murlidhar Bagal	Principal
6	Mr.Nilesh Shrikant karve	Member, Teacher's Representative
7	Mr. Yogesh Mohan Shinde	Member, Non-Teacher's Representative

Dnyandeep Shikshan Prasarak Mandal's

Dnyandeep College of Science And Commerce Cultural Committee

(2020-21)

Sr.No.	Name	Designation
1	Mr.Vinayak Gajanan Surve	Co-Ordinator
2	Miss.Gauri Mangesh Kadam	Member, Teacher's Representative
3	Miss.Ikhtisam wavgharkar	Member, Teacher's Representative
4	Mr.Hritik Sandeep Mahakal	Member,Students' Representative
5	Miss.Samidha Manohar Padave	Member, Students' Representative
6	Miss.Pournima Pramod Awale	Member,Students' Representative
7	Miss.Shambhavi Rajendra Jangam	Member, Students' Representative



1/C Principal
Dnyandeep College
Of Science & Commerce
A/p.Morvande-Boraj (Khed)

Dnyandeep Shikshan Prasarak Mandal's

Dnyandeep College of Science And Commerce Sports / Gymkhana Committee

(2020-21)

Sr.No.	Name	Designation
1	Dr. Umeshkumar Murlidhar Bagal	Chairman
2	Mr.Mahesh Somraya Bandgar	Member, Asst.Hon.Secretary
3	Mr.Vinayak Gajanan Surve	Member, Teacher's Representative
4	Miss.Priya Pundalik Bavakar	Member, Teacher's Representative
5	Mr. Sitarampant Wamanrao Jamkar	Member, Non-Teacher's Representative
6	Mr. Vedant Shidhar Sawant	Membere, Secretary, Students' Council
7	Mr.Chirag Rajesh Agine	Membere, Secretary, Students' Council
8	Miss.Ravina Dhirndra Paswan	Membere, Secretary, Students' Council



I/C Principal
Dnyandeep College
Of Science & Commerce
A/p.Morvande-Borai (Khed)

Dnyandeep Shikshan Prasarak Mandal, Khed (Ratnagiri's

Dnyandeep College of Science and commerce

At.post:morvande-Boraj, Tal-Khed, Dist-Ratnagiri, 415709

Affiliated to University of Mumbai

NAAC Accredited 'B'Grade

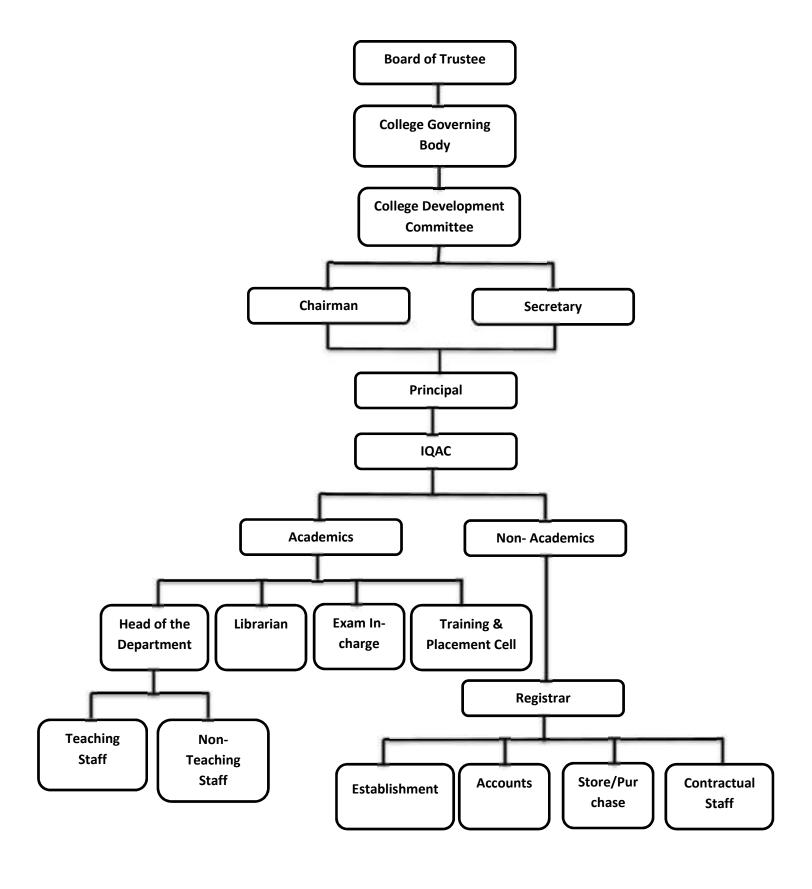
Learning Resource Center Committee 2020-21

Sr.No	Member Name	Designation
1	Dr.AdvU.M.Bagal (I/C Principal)	President
2	Mr.A.V .Aldar (Librarian)	Secretary
3	Miss.H.S.Ingavale (Computer Science)	Member
4	Miss.D.B Ambare (Information Technology)	Member
5	Miss.S.R Vichare (Commerce)	Member
6	Mr.S.W.Jamkar(Head Clerk)	Member
7	Mr.P.P.Pawar (peon)	Member
8	Mr.V.,S.Patil	Member
9	Mr.R.R.Jade	Member



1/C Principal
Doyandeep College
Of Science & Commerce
A Je Murvande-Bora (Khed)

Organization Chart



DNYANDEEP SHIKSHAN PRASARAK MANDAL, KHED (RATNAGIRI'S) DNYANDEEP COLLEGE (SCIENCE & COMMERCE) ज्ञातदीप महाविद्यालय (विज्ञान व वाणिज्य)

At./Post. Morvande - Boraj, Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. मोरवंडे-बोरज, ता. खेड, जि. रत्नागिरी, पिन – ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbai University Vide Aff./Recog - 1/2960 of 2009 dt. 9/6/09

No: 15/2/122

Date: 10/8/2021

NO OBJECTION CERTIFICATE

Mast. JADYAR ADITYA ANANT was a bonafide student of this College. He was studying in F. Y. B. Com. Class during 2020-21.

He has paid all fees and there are no other dues to be recovered from him.

This No Objection Certificate is issued to him for joining any other College / Institution as on this date.

> of Science & Commerce A/P. Morvande-Boral (Khed)

(2)

DNYANDEEP SHIKSHAN PRASARAK MANDAL, KHED (RATNAGIRI'S)

DNYANDEEP COLLEGE (SCIENCE & COMMERCE) ज्ञान व वाणिज्य)

Al./Post. Morvande - Boraj. Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. मोरवंडे-बोरज, ता. खेड, जि. रत्नागिरी, पिन - ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbai University Vide Aff./Recog - 1/2960 of 2009 dt. 9/6/09

ward No.: 20/21-22

Date: 27 / 8 / 2024

BONAFIDE CERTIFICATE

This is to certify that Miss. MUTAWALLI JARIN AYYUB is a bonafide student of this college and studying in F.Y.B.Com. class during the year 2021-22.

According to our official record she belongs to **MUSLIM** caste and her date of birth is **6th SEP. 2003**.

This certificate is issued on the student request for the issuing of Non-Creamy layer certificate purpose.

Organdes College of Science 3 Commerce AIP, Monvetir's Boral (Mines)

Received Received



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj -



University of Mumbai

Duplicate Transfer Certificate

700					
01	64	000	060	63	32

Transfer Certificate Code : AFDKHCFKBJBJKBGCJJGA

Transfer Certificate Number : 2020206732



RTIFIED that Shri/ Kumari/ Smt. MOMERE ADNAN KAUSAR ALI has been a student of Dnyandeep ikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

After Passing the B.Com. Examination in the year 2020-2021, He has kept terms in the college

June		
November	to October	(down)
	to March	(days)
	to October	(days)
NOVember	to Marsh	(days)
would have been in the S v	to March	(days)
mode nave been in the CV	D.C.	(

- Hewould have been in the S.Y. B.Com. Sem III class if He had continued in this college.
- HePassed/ Failed/ ATKT at the F.Y. B.Com. Regular Rev16 Examination held in
- He has no books belonging to this college in His possession.
- He owe nothing on account of college dues.
- His conduct and character are good.
- His Date of Birth in college register is 03 Jul 2002
- He has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects:-He has satisfactorily carried out the practical work in Faculty of Commerce
- He has satisfactorily gone through the course of Physical Training prescribed by the University. He was exempted from physical training on medical grounds/ on the ground of His being a member of NCC. te:

ward with compliments to the Principal/Registrar ! C.S. College, Kned

SIDI & Principal

Dnyandeep Shikshan Prasarak Mandal Dnyandeep Dnyandeep College (Science And Commerce)

of Science & Commerce

Checked by :-

A/P. Morvande-Boral (Khed)

te: Transfer Certificate code given above will be required to admit the student in Digital College® software.



DNYANDEEP SHIKSHAN PRASARAK MANDAL, KHED (RATNAGIRI'S)

DNYANDEEP COLLEGE (SCIENCE & COMMERCE) ज्ञातदीप महाविद्यालय (विज्ञान व वाणिज्य)

At./Post. Morvande - Boraj, Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. मोरवंडे-बोरज, ता. खेड, जि. रत्नागिरी, पिन - ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbal University Vide Aff JRecog - 1/2960 of 2009 dt. 9/6/09

Dutward No.: 13/21-22

Fees structure

Date: 06/ 08/2021

This is to certify that Miss. KADAM RUTUJA SANTOSH is a student of our Dnyandeep College of Science & Commerce, she was studying in T.Y. C. S. for academic year 2020-21. Her

No	Fees Structure B. Sc. (
1	Particulars Tution Fees (Special Subject)	F. Y.	S. Y.	T. Y.
2	Library Fees	11000	12500	14000
3	Gymkhana Fees	600	600	600
4	Other Fees/Extra Curricular Activities	200 250	200	200
5	College Exam Fees	585	250	250
6	Admi. Processing	200	585	
7	Enrolment Fees	220	200	200
8	Utility Fees	250	250	050
9	Magazine Fees	50	50	250
10	Gr Insurance Fees	40		50
11	Students Welfare Fund	50	40	40
12	Development Fees	W-77-17-	50	50
13	Vice Chancellors' Fund	1000	1000	1000
14	Uni Sports & Cultural Activity	20	20	20
15	Disaster Relief Fund	30	30	30
		10	10	10
16	E- Charges	20	20	20
17	E- Suvidha	50	50	50
18	Laboratory Fees	3000	3000	3000
19	Computer Practicals	2500	2500	2500
20	Marksheet	50	50	50
21	I.D. Card & Library Card	50	50	50
22	Project	2000	2000	2000
23	Document Verification	400	400	-
24	NSS	10	10	400
25	Caution Money (Refundable)	150	10	10
26	Library Deposit (Refundable)	200		
		400	400	400
27	Laboratory Deposit (Refundable)		400	400
	- Sal Tarretor Cortilicate - Rs	23335	24265	25180

Ronafied Certificate - Rs. 20/- Transfer Certificate - Rs. 100/- No. Objection Certificate - Rs. 20/- Project herever applicable) - Rs. 500/- Document Verification Fee - Rs. 400/- (for other University Students

E-mail : dnyandeepcollege@gmail.com,
 ■ Website : www.dnyandeepcollege.org

DNYANDEEP SHIKSHAN PRASARAK MANDAL, KHED (RATNAGIRI'S)



DNYANDEEP COLLEGE (SCIENCE & COMMERCE)

ज्ञातदीप महाविद्यालय (विज्ञान व वाणिज्य)

At./Post. Morvande - Boraj, Tal. Khed, Dist. Ratnagiri, Pin. - 415 709. मु.पो. मोरवंडे-बोरज, ता. खेड, जि. रत्नागिरी, पिन - ४१५ ७०९.

Tel.: 7719810000

Permanently Unaided College

Affiliated to Mumbai University Vide Aff./Recog - 1/2960 of 2009 ct. 9/6/09

ward No.: 18/21-22

Date: 27/08/2021

BONAFIDE CERTIFICATE

This is to certify that Mast. BOBALE PRAKASH PRADIP is a bonafide student of this college and studying in S. Y. B. Sc. I.T. class during the year 2021-22.

According to our official record he belongs to KUNBI caste and his date of birth is 29th Jan. 2003.

This certificate is issue on the student request for the Bank Account opening purpose.

Pohle

Dryandeep College of Science & Commerce A/P. Morvande-Boral (Khad)



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj -415709



University of Mumbai

Duplicate Transfer Certificate

PRN: 2018016401064091

Transfer Certificate Code : AFDKHCFKBJAHKIHBDBE

Transfer Certificate Number : 2018212397

CERTIFIED that Shri/ Kumari/ Smt. SHAH AQSA ISHTIYAK has been a student of Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

 After Passing the B.Com. Examination in the year 2020-2021, She has kept terms in the college as under:

(.....days) to October June..... (.....days) to March November..... (.....days) to October June..... (.....days) to March November.....

- Shewould have been in the class if She had continued in this college.
- ShePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October) 2020-2021 .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is 05 Jun 2000
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects:-
- She has satisfactorily carried out the practical work in Faculty of Commerce
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.
- She belongs to Category: Open as per record.

Date:

Forward with compliments to the Principal/Registrar_ DRJ college. Chiplum

Doyandeep Shikshan Prasarak Mandal Dnyandeep
(C Principal College (Science And Commerce)

Doyandeep College

Entered By :- KBMahi

of Science & Commerce

Checked by :-

AIP. Morvande-Borai (Khed)

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.





At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj - 415709 University of Mumbai



PRN:

2017016401701542

Transfer Certificate Code : AFDKHCFKB3AGKA3AFEFD

Duplicate Transfer Certificate Transfer Certificate Number : 2017215199

Horack .

CERTIFIED that Shri/ Kumari/ Smt. DAREKAR PRATIKSHA HARISHCHANDRA has been a student of Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

 After Passing the B.Com. Examination in the year 2019-2020, She has kept terms in the college as under;

to October (.....days) November..... to March (.....days) June..... to October (.....days) November (.....days) to March

- Shewould have been in the class if She had continued in this college.
- ShePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October) 2019-2020 .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is 24 Mar 2000
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- She has satisfactorily carried out the practical work in Faculty of Commerce
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.
- She belongs to Category: Open as per record.

Date:

Forward with compliments to the Principal/Registrar | DOL, Mumbai

Principal

Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce)

UC Principal Dnyandeep College

of Science & Commerce

Checked by :-

A/P Morvande-Boral (Khed)

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.

Entered By :- Klyman

Recional 210121



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj -415709



University of Mumbai

Duplicate Transfer Certificate PRN: Transfer Certificate Code : 2017016401701267

AFDKHCFKBJAGKAJJHBBF

Transfer Certificate Number : 2017180303

CERTIFIED that Shri/ Kumari/ Smt. PAWAR ASTIKA DINESH has been a student of Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

 After Passing the B.Com. Examination in the year 2019-2020, She has kept terms in the college as under:

June	to October	(days)
November	to March	(days)
June	to October	(days)
November	to March	(days)

- Shewould have been in the class if She had continued in this college.
- ShePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October) 2019-2020 .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is 25 Feb 1999
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- She has satisfactorily carried out the practical work in Faculty of Commerce
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.
- She belongs to Category: as per record.

Date:

Forward with compliments to the Principal/Registrar_Bhavan's H. Somanicallege, Mumbai

UC Principal

Dayandeep Shikshan Prasarak Mandal Dnyandeep

College (Science And Commerce)

Entered By :- KARMAL

Dnyandeep College of Science & Commerce

Checked by :-

A/P, Morvande-Boral (Khed)

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj - 415709 University of Mumbai



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2016016400274545

Duplicate Transfer Certificate

Transfer Certificate Code : AFDKHCFKBJAFKIBJFJFB

Transfer Certificate Number : 2016235226

Kudalkar

CERTIFIED that Shri/ Kumari/ Smt. KUDALKAR TANVI RAJENDRA has been a student of Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

 After Passing the B.Com. Examination in the year 2018-2019, She has kept terms in the college as under:

(.....days) June to October (.....days) November..... to March (.....days) June..... to October (.....days) November..... to March

- Shewould have been in the class if She had continued in this college.
- ShePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October) 2018-2019.
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is 18 Oct 1998
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects:-
- She has satisfactorily carried out the practical work in Faculty of Commerce
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.

She belongs to Category: Other Backward Classes (OBC) and Caste: VAISHYAWANI (OBC) as per record.

Forward with compliments to the Principal/Registrar_ 1DoL, Mumbai

Principal

Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce)

Dnyandeep College

of Science & Commerce AIP Moreande-Borel (Khed)

Checked by :-

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.

Tkudalkar

Entered By :- Kigmali



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj - 415709



Duplicate Transfer Certificate

PRN : 2017016401701387

Transfer Certificate Code : AFDKHCFKB)AGKAJAAIJD

Transfer Certificate Number : 2017235651

CERTIFIED that Shri/ Kumari/ Smt. DUDUKE HASAN ASIF has been a student of Dnyandeep Shikshan Prasarak

After Passing the B.Com. Examination in the year 2019-2020, He has kept terms in the college as

June..... November..... to October (.....days) June..... to March (.....days) November..... to October (.....days) to March (.....days)

- Hewould have been in the class if He had continued in this college.
- HePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October)
- He has no books belonging to this college in His possession.
- He owe nothing on account of college dues.
- His conduct and character are good.
- His Date of Birth in college register is 22 Sep 1999
- He has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-He has satisfactorily carried out the practical work in Faculty of Commerce
- He has satisfactorily gone through the course of Physical Training prescribed by the University. He was exempted

Principal

Date:

Entered By :- Kemah

Forward with compliments to the Principal/Registrar_100L, Mumber

@736(1)11.6 Dnyandeep Shikshan Prasarak Mandal Dnyandeep I/C Principal College (Science And Commerce) Checked by :-

Dnyandeep College of Science & Commerce Note: Transfer Certificate code given above will be required to



At. Post. Morvande-Boraj, Khed, Ratnagiri, (Maharashtra), Morvande-Boraj -415709



University of Mumbai

Duplicate Transfer Certificate

PRN: 2018016401063911

Transfer Certificate Code : AFDKHCFKB]AHKIHBBDD

Transfer Certificate Number :

2018238100



CERTIFIED that Shri/ Kumari/ Smt. RAJPUT SEJAL SUDIN has been a student of Dnyandeep Shikshan Prasarak Mandal Dnyandeep College (Science And Commerce).

 After Passing the B.Com. Examination in the year 2020-2021, She has kept terms in the college as under;

June (.....days) to October November..... (_____days) to March June..... (.....days) to October November..... (.....days) to March

- Shewould have been in the class if She had continued in this college.
- ShePassed/ Failed/ ATKT at the T.Y. B.Com. Regular Rev16 Examination held in (March/October) 2020-2021 .
- She has no books belonging to this college in Her possession.
- She owe nothing on account of college dues.
- Her conduct and character are good.
- Her Date of Birth in college register is 16 Nov 2000
- She has attended courses of instruction at this college in Voluntary Subjects or Group of Subjects :-
- She has satisfactorily carried out the practical work in Faculty of Commerce
- She has satisfactorily gone through the course of Physical Training prescribed by the University. She was exempted from physical training on medical grounds/ on the ground of Her being a member of NCC.

. She belongs to Category: Open as per record.

Forward with compliments to the Principal/Registrar Institute of Distance and Open learning University of Mumbos

Principal

Dnyandeep Shikshan Prasarak Mandal Dnyandeep

#C Principal College (Science And Commerce)

Doyandsep College

of Science & Commerce

Checked by :-

Entered By :- Many A/P Morvanda-Boral (Khed)

Note: Transfer Certificate code given above will be required to admit the student in Digital College® software.



Morvande-Boraj, Tal. Khed, Dist. Ratnagiri

COMPUTER LABORATORY

INDEX

- 1. SOP's for Laboratories
- 2. Lab Layout.
- 3. Lab Details (Items/Furniture etc.)
- 4. Lab Hardware & Software Details.
- 5. Preventive Maintenance of Lab.
- 7. Do's & don't in Lab.
- 8. Safety in Lab
- 9. Lab Timetable.



Dnyandeep Shikshan Prasarak Mandal's Dnyandeep College of Science & Commerce Maryanda Parai, Tal, Whad, Diet, Patragini

Morvande-Boraj, Tal. Khed, Dist. Ratnagiri

COMPUTER LABORATORY

Aims and objectives

- 1. To improve quality and result 100%
- 2. Practical facility and well equipment.
- 3. Internet facility.
- 4. Well teaching staff.
- 5. By giving personal attention towards students.

Standard Operating Procedures:

Name of Laboratory	Computer Lab1					
Laboratory Area	375.22 sq.ft.					
	Directly	Related	Ancillary			
	PARTICULAS	QUANTITY	PARTICULARS	QUANTITY		
Infrastructure:	Desktop Computers	20	Computer Compartments	04		
	Student Chairs	20				
Name of Lab Assistant & Technician	Mr. Yogesh M. Shinde					

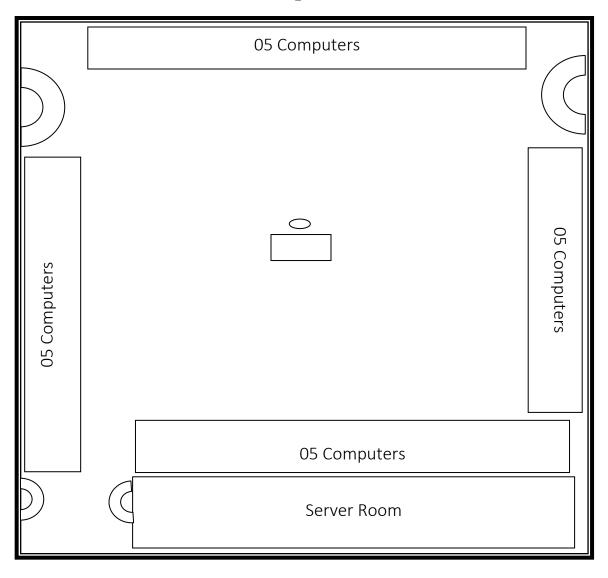
Standard Operating Procedures:

Name of Laboratory	Computer Lab2			
Laboratory Area	375.22 sq.ft.			
	Directly Related		Ancillary	
Infrastructure:	PARTICULARS	QUANTITY	PARTICULARS	QUANTITY
	N Computing Computers	20	Computer Compartments	03
	Student Chairs	20		
Name of Lab Assistant & Technician	Mr. Yogesh M. Shinde			

Standard Operating Procedures:

Name of Laboratory	Computer Lab3			
Laboratory Area	375.22 sq.ft.			
	Directly Related		Ancillary	
	PARTICULARS	QUANTITY	PARTICULARS	QUANTITY
Infrastructure:	Desktop Computers	10	Computer Compartments	03
	Student Chairs	10		
Name of Lab Assistant & Technician	Mr. Yogesh M. Shinde			

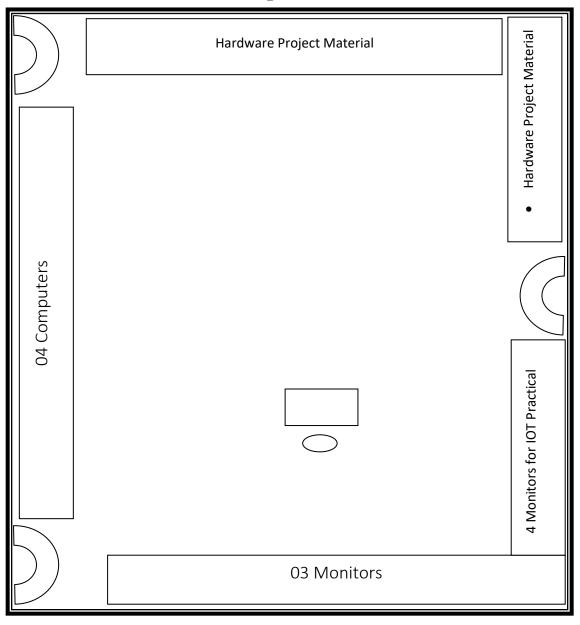
COMPUTER LAB LAYOUT Computer Lab 1



COMPUTER LAB LAYOUT Computer Lab 2

	09 N-Computing
05 N-Computing	
	06 N-Computing

COMPUTER LAB LAYOUT Computer Lab 3



Computer Lab- 1 Details

S/N	Item Details	Quantity
1	Numbers of Computers	20
2	Computer Compartment	04
3	Student Chairs	20
4	Cupboard	01
5	Faculty Table	01
6	Faculty Chairs	02
7	Fan	02
8	Tube Lights	03

Computer Lab- 2 Details

S/N	Item Details	Quantity
1	Numbers of N Computing Device	20
2	Computer Compartment	03
3	Student Chairs	20
4	Faculty Table	1
5	Faculty Chairs	2
6	Fan	2
7	Tube Lights	2
8	Telephone Instrument	1

Computer Lab- 3 Details

S/N	Item Details	Quantity
1	Numbers of Computers	10
2	Computer Compartment	03
3	Monitors for IOT Practical	10
3	Student Chairs	10
4	Faculty Table	01
5	Faculty Chairs	02
6	Fan	02
7	Tube Lights	02

DO's & DON'Ts

DO's

- 1. Do...Shut down your Computer properly.
- 2. Do...Push in your chairs as you leave.
- 3. Do...Raise your hand and wait to be called on to speak.
- 4. Do...Respect properly and people.
- 5. Do...Keep trying and do your best.
- 6. Do...Remove shoes and keep on shoe rack.
- 7. Do...Keep your bags in rack.

DON'Ts

- 1. Don't...Alter the machines in any way.
- 2. Don't...Rest your feet on the inside of your desk.
- 3. Don't...GO to games unless given permission.
- 4. Don't...Put in your mouth or chew on the headphone chords.
- 5. Don't...Ever give up.

Preventive Maintenance Checklist

- **Empty the Recycle Bin.** Some users need to be reminded to periodically empty the Recycle Bin.
 - **Delete .tmp files**. Before running ScanDisk and Defragmenter, delete all *.tmp files that have been created prior to the current day. It will surprise most people to learn how much hard drive space has been used by .tmp files.
- **Delete files that begin with a tilde.** When cleaning the system of garbage files, readers might also like to check for any files beginning with a tilde (~). Make sure that all your application programs, such as word-processing, spreadsheet, and graphics programs, are closed first since sometimes the temporary file you are currently viewing uses a tilde. If the application programs are closed, the tilde files can be deleted. Some users find they have a lot of these on their systems!
- **Delete old .zip files.** Users tend to unzip the files but then leave the zipped file on their computer
- Run ScanDisk and defrag the drive as needed. If your Windows 95 users aren't running these utilities themselves, it doesn't hurt to check the disk and make sure the number of disk errors and the percentage of fragmentation are within acceptable limits. For Windows 98 clients, use the Task Scheduler to automate ScanDisk.
- Check browser history and cache files. Internet cache settings are set properly (cache size). Delete the cache files and history files then reset the history files to no more than three days unless the user specifically needs to store that information longer. By freeing up the cache, downloads from the Web actually speed up since there is more space available to store the temporary files.
- Clean out Windows temporary Internet files. If the browser is Microsoft's Internet Explorer, clean out the c:\Windows\Temporary Internet files folder.
- **Update drivers as needed.** Make sure you've installed the latest drivers for printers, modems, sound cards, video cards, and other devices.
- Check the connections. Users love to move their equipment around. Make sure
 all the plugs are snug in their connections. And make sure your users are using
 surge protectors and not a string of extension cords to power their machines.
 While the computer is open, re-seat all connections including expansion cards,
 CPU, memory, data cables and power connections. You'd be surprised how often
 an expansion card isn't seated all the way, especially AGP video cards and PCI
 cards.

- **Change passwords.** Unless you can enforce a "change your password every X days" policy via your network software, use the preventive maintenance visit to remind your users to change their system passwords.
- **Check the printers.** Print a test page on your users' printers. Make sure the printers are producing clean copies, and that the toner cartridges aren't about to run out.
- **Update the anti-virus software.** Make sure your users know how to update their anti-virus software. While you're there, update it for them.

Safety in the Computer Lab

Safety in the Computer Lab

Always Remember: Safety First!

These guidelines are important. It is possible to do serious damage in the Computer Lab- both to yourself and to some expensive equipment. Please, follow these guidelines!

Protecting Yourself:

In the Computer Lab:

- Please, no running.
- Coats, bags and other items should be placed under your desks or on the coat rack. It's easy to trip!
- Periodically glance away from the screen. Staring into a computer monitor too long will strain your eyes.
- Let an instructor know if the colour scheme, font size, or other settings of your computer are causing strain on your eyes. There are many built-in ways to adjust these settings for comfort.
- Avoid long sessions of typing as they may cause repetitive stress injuries to your hands.
- Maintain good posture to ease your back.
- Keep the noise level to a minimum.
- Be aware of the fire exits and the location of this room's fire extinguishers.

When working inside of a computer case...

- Don't attempt to touch any live wires. The high voltage in it can kill!
- Don't open the computer's power supply or monitor. There is nothing inside either that can be repaired except by a professional, but there are many things that can injure you.
- Watch out for sharp metal edges!
- Beware of static electricity! The mild shock that would startle you can destroy the sensitive electronics inside of a computer. Wear an anti-static strap to ensure that you are "grounded" to the PC.
- Do not touch any of the circuit boards directly! If you must add or remove them, please handle them by their edges. They can be damaged, and the fingerprints that you leave behind can cause short circuits
- Especially, do not touch the gold or silver contacts where the component connects to the motherboard!
- Keep dust away from the computers. This can cause short circuits

Finally...

- Don't sit in front of the computer all day. It is not your friend, it's just a tool! Get out and exercise, chat with your mates, and have a life
- Please, no food or drink near the computers!
- Always shut down the computer via Windows' Start button
- Use a surge protector to keep excess electric power from damaging your computer
- Unplug the computer or turn off the wall socket when the machine is not in use.
- Excessive heat can damage the computers. Please ensure that the room temperature stays cool.
- Motion can damage some computer components. Try to move laptop computers as little as possible, especially when the hard drive or the floppy drive is whirring.
- Note all serial numbers, in case of theft.
- Always have at least two copies of all your important files, in case the worse happens! Especially in busy offices, the data on your computer is soon more valuable than the hardware itself.
- Turn off the computer when not in use. Like a car engine, parts wear out after a certain 'mileage'!

Safety Procedures for Computer Use

Hazards associated with computer use

- Repetitive strain injury
- Neck, shoulder and back pain
- Eye strain
- Headaches

Chair

- Use an adjustable chair, comfort is important.
- Adjust your seat height so that your forearms are parallel to the floor, or sloping slightly downward when using the keyboard. Your shoulders should be relaxed and not hunched. Elbows and upper arms should be close to your body.
- Adjust the backrest angle of your chair to feel comfortable.
- Using a footrest if required, thighs should be parallel to the floor, or sloping slightly downward. There should be no pressure caused by the front edge of the seat under your thighs.

Monitor

- Your monitor should be directly in front.
- The screen should be located at a comfortable viewing distance approximately an arm's length away.
- The top of the screen should be at eye height.
- Eliminate glare and reflections.

Mouse

- Use a mouse mat, close to the keyboard, to prevent over-reaching.
- Use a straight wrist.

Portable computers

Where possible, connect portable computers to an external keyboard and mouse. Position screen above desk height (see above), or consider using an external monitor.

Breaks

Have a break to relieve the fixed posture and fixed visual focus. Varying the task throughout the day is best. For extended computer work, short frequent breaks for say 2-3 minutes every 20-30 minutes is recommended. Moving is good.

Maintenance

Keep your equipment is good working order. Screen flicker, sticking keys on keyboards, and rough-running mice should be adjusted or repaired.

