



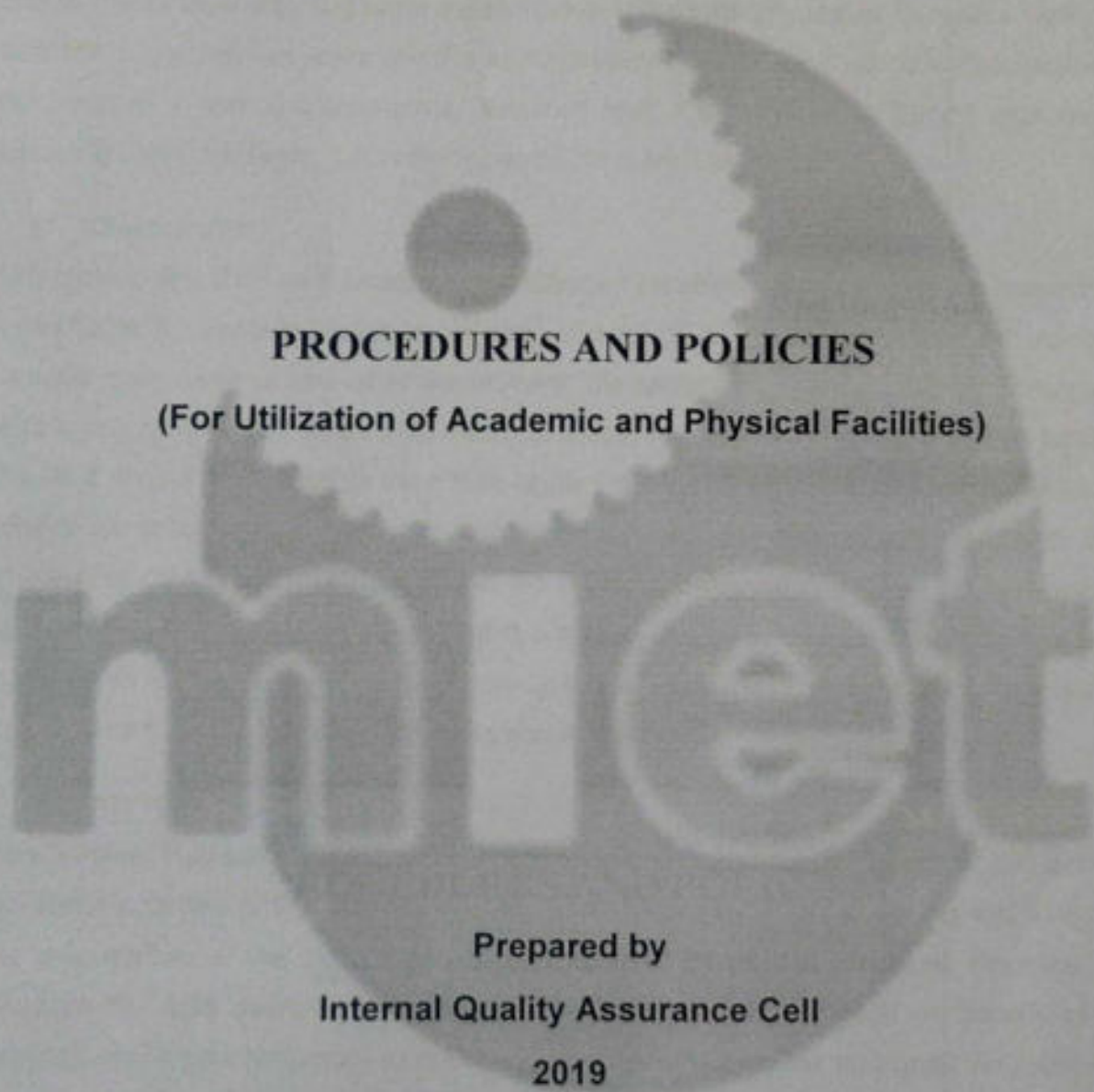
Gondia Education Society's

**Manoharbai Patel Institute of Engineering &
Technology Shahapur, Bhandara- 441906 (M.S)**

(Affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

PROCEDURES AND POLICIES

(For Utilization of Academic and Physical Facilities)



Prepared by

Internal Quality Assurance Cell

2019

PROCEDURES AND POLICIES

(For Utilization of Academic and Physical Facilities)

The academic facilities and associated infrastructure at the institute forms the backbone of any education institution. Therefore these facilities should be optimally used to its capacity and also be maintained in an efficient manner. In this regard a proper procedure and policy for their utilization and maintenance should be formulated to have a better co-ordination between the users and the administration. The policy shall cover the facilities in the institute including Classrooms, Seminar Hall, Play ground & Sports equipments, Library & Reading Room, Laboratories and Computer Center.

1. Classrooms

The classrooms shall be allocated to the different faculties/classes as per the respective Time-Table for various branches. In case of special needs of any faculty for using a specific class room of any other department, the matter may be resolved by consulting with permission of the respective Head of Department (HOD). In case of any further issues it should be brought to the notice of the Principal. The faculty can use the allotted rooms for their co-curricular activities as and when needed without disturbing the classes. In case there is a need to shift the classes, it may be done with the permission of the HOD. The college being located in a district can be used as a centre for different competitive exams. The conducting agency should seek a written approval for using the classrooms from the Principal for the said examination.

2. Seminar Hall

The Seminar Hall can be used for conducting various academic, co-curricular and extra-curricular activities of the college. The seminar hall can be made available and allotted for programmes of the college by taking the permission of the Principal. However, it shall be the sole discretion of the Principal to allot the hall based on priority of a programme to be conducted. In case, if a programme is to be arranged an external agency / Government Agency/ NGO prior intimation with programme details in written programme in-charge must be given to the Principal and after his final consent it shall be made available.

3. Play Ground for Sports and Facilities

The college has a vast play ground and other open space with helipad within the campus with Basket-ball Court, Volley ball, Badminton Court, a well-maintained ground for different sports activities. This is being used extensively by the students of the college during the sports week. All these facilities shall be coordinated by the Sports In-charge. People from outside the college may be allowed to use the play ground facility or for conducting sports matches with written application to the Principal and his approval.

4. Library and Reading Room

The college has a Library and a reading room with access to books and journals and periodicals. The cleanliness in the Library should be maintained at all times so that the users feel comfortable using the library and reading room. The recommendations by the faculty for the purchase of the journals and books shall be reviewed by the respective HOD's and forwarded to the Principal for the approval.

5. Computer Centre

Each department has its own separate computer centre. This is used for conducting practicals as per the syllabus or for learning relevant software's related to respective branches. The computer centre can be used by both students and individual faculty for their work. Apart from this the concerned lab in-charge and the HOD can allow other departmental students faculty to conduct their practicals or any other academic purpose. The Principal can permit on receipt of request from government and private agencies to conduct different online examinations utilize its computer laboratories on mutually agreed charges.

6. Laboratories

Most of the Departments of all engineering branches have been provided with well equipped laboratories for the conduct of their practicals. These laboratories may be shared within the departments with consent of laboratory in-charge and permission of the HOD. If an external research scholar or any other external agency wishes to use laboratory facility for research or testing purposes they shall submit an application to the

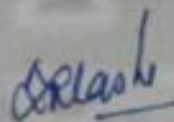
concerned HOD. The HOD in consultation with the respective laboratory In-charge after discussion with the Principal and his approval shall permit the use of the facility with charges.

7. Sponsorship of faculty or the students for attending FDP/ STTP/Conferences/ Seminar

It is very necessary for the faculty to continuously upgrade their knowledge and get in touch with the latest prevalent trends in engineering and technology. In view of this faculty members shall be encouraged to attend the various sponsored courses (such as FDP/STTP/Conferences/Seminar) run by government agencies for which they shall be granted paid leaves for the duration and travel to other places with the written consent and permission of the Principal. However, the number of courses in a academic semester shall be limited to one number per semester (for 1 week FDP/STTP) and in extreme cases at maximum three courses for one academic year if permitted by the Principal. Similarly number of conferences/ Seminars (one to two days) shall be limited to two numbers per semester. In case, the principal with his discretion may also financially sponsor registration fees and TA/DA to attend any such courses for both faculty and students.



IQAC Coordinator



Chairman (IQAC)

Principal, MIET, Shahapur, Bhandara

Principal
MIET, Bhandara



8. Purchase and Procurement:-

Purchase and Procurement of different consumable and non consumable items is an continues process as different items are required from time to time at administrative and department level. Stationary shall be made available at the stores and can be obtained directly from the stores by the faculty from the stores In-charge. While, if the bulk

quantity is required by any faculty it has to be forwarded through the HOD of respective department to the Principal after whose approval it can be obtained/ ordered by the stores in-charge. In case of any other requirement at department level or for any laboratory, the respective faculty/ laboratory In-charge shall get it forwarded through the HOD and submit it to the Principal for the approval. The request letter must contain general specifications, approximate cost of the item to be procured.

9. College Maintenance Activities:-

The Maintenance activities at the college can be divided into three categories; a) Superstructure of the institute with fittings & campus maintenance, b) Those related to electrical, electronic machine and computers and accessories and c) Departmental laboratories.

The decisions of maintenance issues related to superstructure of building which includes procurement, repairing and maintenance (Superstructure- painting, repairing, electrical fittings, pumps/ motors, lift, cleaning of floors, water tanks, urinals & w/c, maintenance of lawns and gardens) shall come under the College Development Committee comprising of senior administrative staff at the college with Principal as chair person. The maintenance team shall consist of maintenance engineer, supervisor, electrician, plumber and labors. The team shall work as directed under supervisor and report to the maintenance engineer who will verify and further report and follow the instructions as directed by the administration and Principal.

Different electrical machines such as fans, water coolers, AC, other major electrical fittings shall be maintained by the college electrician and for major faults by the respective service centre. For computers with accessories and internet connection (through service provider) an external service agency shall be provided to maintain the same from time to time as required.

Similarly, maintenance related to the repairs of instruments in the laboratories shall be carried as per the requirement and at the request submitted by the respective laboratory in-charge, forwarded through the HOD to the Principal. If this is possible at the college level by technicians/ electricians it can be immediately resolved. However, if an external agency is to be invited to do so, prior permission must be taken from Principal to invite them.

10. Financial Support to economically weak students

The institute is established to cater the education. The majority of the students in the Institute are from Bhandara and Gondia districts, which are economically challenged. While the government provides the various scholarships to the students, i.e. GOI and Freeship, those are not enough to sustain. Many students' background is agricultural and is economically weak and they are sometimes unable to pay exam fees.

The institute shall make every effort to ensure that the education of the students coming from disadvantaged socio-economic sections of the society is not affected due to financial problems. The principal of the institute with permission of the management shall provide the concession in admission fee of the needy students so that they do not deprive of their interested course.

College Development Committee

Bhandara



S. K. Singh

Principal

MIET, Shahapur,
Principal
MIET, Bhandara

MIET, Bhandara
BE First Year (2016-17)
Fees Concession Record

Sr. No.	Name of Student	Cat	Mobile No.	Branch	Fee Finalized up to 4 Years	Fees Concession
1	Rupesh Hariram Mehar ACAP	OBC	7875852230	Mech	35000/- Against FF	57960-35000/- = 22960/-
2	Tapeshkumar Indraraj Yele	OBC	8806114434	Mech	30000/-	2079/-
3	Kartik Ravindra Tumlam	ST	9673509892	E&C	No Fee	1000/-
4	Nikhil Sukhdev Mehar	OBC	9049790519	Mech	30000/-	2079/-
5	Sujit Gyaniram Ukey	NTB	9673234636	Mech	5000/-	2700/-
6	Jitendra Raju Vaidya	OBC	7878170895	E&C	20000/-	12079/-
7	Jitendra Mohan Thote ACAP	OBC	8390779121	Mech	35000/- Against FF	57960-35000/- = 22960/-
8	Shubham Sudhakar Thakre ACAP	OBC	7350720709	Mech	41000/- against FF	57960-41000/- = 16960/-
9	Ashish Dilip Lilhare	OBC	7030433243	Mech	45000/- Against FF	57960-45000/- = 12960/-
10	Anshul Vijay Tidke	OBC	7773939150	Civil	45000/- Against FF	57960-45000/- = 12960/-
11	Rekhchand Bhagwandas Patle	OBC	8007884375	Civil	45000/- Against FF	57960-45000/- = 12960/-
12	Keshar Tularam Patle ACAP	OBC	9325554704	Comp	35000/- Against FF	57960-35000/- = 22960/-
13	Afreen Kadeer Sheikh ACAP	OBC	9021726049	Comp	35000/- Against FF	57960-35000/- = 22960/-
14	Mohit Jeevan Sindhpure ACAP	OBC	7768895174	Comp	35000/- Against FF	57960-35000/- = 22960/-
15	Tejashwini Dilip Sathwane ACAP	OBC/F F	7798142595	Comp	35000/- Against FF	57960-35000/- = 22960/-
16	Atul Vijay Bhoyar ACAP	OBC	9403386902	Comp	45000/- Against FF	57960-45000/- = 12960/-
17	Prajakta D Kulmethe	ST	8275813141	E&C	No Fee	1000/-
18	Shital Dhanpal Ishwarkar	OBC	9890744967	E&C	25000/-	32079-25000/- = 7079/-
19	Shrutika Shekhar Shendre	OBC	8956154821	E&C	20000/-	32079-20000/- = 12079/-
20	Shubham Brijlal Pardhi	OBC	8408015638	E&C	20000/-	32079-20000/- = 12079/-
Direct Second Year						
1	Nidhi Madhukar Nikhar	SBC	8698814798	Comp	2500/- DSY	6178-2500= 3678/-

Inf.
02/03/2016

Madhukar
02/03/2016

Principal
02/03/2016
Principal
MIET, Bhandara.

MIET, Bhandara
BE First Year (2017-18)
Fees Concession Record

Fees to be paid to the College as per discussion/condition between Students & Admission
Authority

Sr. No.	Name of Student	Cat	Mobile No.	Branch	Fee Finalized up to 4 Years	Fees Concession
1	Kundan Narendra Burade ACAP	OBC/FF	9673430139	Civil	50000/- /FF	57200-50000 = 7200/-
2	Rahul Parasram Rahangdale ACAP	OBC	9764612877	Mech	25000/-	32428-25000 = 7428/-
3	Vipul Vinod Ramteke	SC	9673125008	Mech	No Fee	2700/-
Only reduced and finalized fee will be recovered.						

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Principal
MIET, Bhandara.

Admission BE First Year – 2018

Reduced Fee Structure (As Per Requirement/Settlement)

Sr. No	Name of Student	Branch	Cat	Fee is to be paid (only for 2018-19)
1	Tejashwini Sukhdeo Matala	Computer	OBC	Rs. 25000/- (-7292) $\frac{1}{2}$
2	Saeel Deepak Karemeore	Mech	OBC	Rs. 25000/- (-7292) $\frac{1}{2}$
3	Achal Manohar Meshram	Civil	SC	Rs. 1000/ Per year
4	Sakshi Waman Sukhdeve	Civil	SC	No Fee
5	Abhjit Dipak Tembhurnikar	Mech	SC	No Fee
6	Kunal Santosh Raut	E&C	SBC $\frac{1}{2}$	Rs. 5000/- (-2524) $\frac{1}{2}$
7	Pankaj Ravindra Kaware	E&C	SBC $\frac{1}{2}$	Rs. 5000/- (-2524) $\frac{1}{2}$
8	Mithun Sunil Shahare	Mech	SC	No Fee
9	Riya Rajendra Shahare	Mech	SC	No Fee
10	Aishwarya Purushottam Meshram	Civil	SC	No Fee
11	Puja Duryodhan Parteki	Computer	ST	No Fee
12	Yashwant Mukru Kosare	Civil	NTB	Rs. 2500/- (-5000) $\frac{1}{2}$
13	Pallavi Bharat Kharpaté	Civil	ST	No Fee
14	Pooja Sadguru Uikey	Civil	NTB	No Fee
15	Santosh Maroti Balpande	Mech	OBC	27292/- (-5000) $\frac{1}{2}$
16	Ganesh Devaji Thombre	Civil	OBC	27292/- (-5000) $\frac{1}{2}$
17	Madhuri Ramprasad Neware	Computer	SBC	No Fee
18	Pratik Arun Tidke	Civil	OBC	27292/- (-5000) $\frac{1}{2}$
19	Sonali Revendra Patle	Computer	OBC	30292/- (-2000) $\frac{1}{2}$
20	Nikita Jaiprakash Prajapati	Computer	Open/OBC	32292/- (OBC Fee for all four Years)
21	Chandrashekhar H Tirpude	Civil	SC	No fee
22	Ekant Kishor Pardhi	Mech	OBC	27292/- (-5000) $\frac{1}{2}$

n/s.
9/9/2018

bhalchandra
04/09/2018

Dr. Ashu
04/09/2018

Principal
MIET, Bhandara.

MIET, Bhandara
BE First Year (2019-20)

Fees to be paid to the College as per discussion/condition between Students & Admission Authority

Sr. No.	Name of Student	Cat	Mobile No.	Branch	Fee Finalized up to 4 Years	Fee Concession
1	Punam D Panchbhai	OBC	9370695408	Comp	30000/-	2698/-
2	Monika P Zanzad	OBC	9960749555	Comp	27698/-	5000/-
3	Pallavi J Devahare	OBC	9673483052	Comp	30000/-	2698/-
4	Hushree p Bopche	OBC	7709964213	Comp	30000/-	2698/-
5	Payal R Titirmare	OBC	9579084457	Comp	30000/-	2698/-
6	Trunal R Sarve	OBC	9049985172	Comp	27698/-	5000/-
7	Rohit D Bhoskar	OBC	8888933008	Civil	27698/-	5000/-
8	Akshay S Dongre	SC	9823494198	Mech	No Fee	2698/-
9	Sakshi A Meshram	NTB	7559301261	Comp	2698/-	5000/-
10	Prachi B Dahare	NTB	8975147837	Civil	2698/-	5000/-
11	Minakshi M Maske	OBC	8926071665	Civil	25000/-	7698/-
12	Nupur Girhepunje	OBC	9623712127	Civil	27698/-	5000/-
13	Rina Zitoba Dokrimare	OBC	8390378273	Comp	27698/-	5000/-
14	Dnyaneshwar M Deshmukh	OBC	9373760038	Mech	27698/-	5000/-
15	Hemant D Baghele ACAP	OBC/FF	9881131370	Civil	48000/-	9698/-
16	Rajshree D Kagde	NTB	7498701995	Civil	2698/-	5000/-
17	Trupti B Chauhan	SC	8698112479	Civil	No Fee	2698/-
18	Nilesh Y Lanjewar	OBC	9022168288	Mech	25000/-	7698/-
19	Shubham D Patle	OBC	9545903018	Mech	27698/-	5000/-
20	Pratik M Chaware	SC	9145365122	Civil	No Fee	2698/-
21	Anup M Borkar	SC	7498604168	Civil	No Fee	2698/-
22	Runali D Bhajankar	OBC	8380026110	Comp	27698/-	5000/-
23	Milan O Gajbhiye	SC	9921564126	Comp	No Fee	2698/-
24	Piyusha V Meshram ACAP	OBC FF	8421038949	Comp	50000/-	7698/-

The finalized fee shall be paid by the students into the respective installments

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Principal
MIET, Bhandara.

MIET, Bhandara
BE First Year (2020-21)
Fees to be paid to the College as per discussion/condition between Students & Admission Authority

Sr. No.	Name of Student	Branch	Cat	College Fees	Fee Finalized up to all 4 Years	Fees Concession
1	Mahima P Bawane	Comp	NTB	7198/-	Rs. 4500/-	2698/-
2	Durgesh Kewatram Kosre	Comp	NT-B	7198/-	Rs. 4500/-	2698/-
3	Sameer Devnath Kalambe	Civil	OBC	32198/-	Rs. 27198/-	5000/-
4	Sanket dayaram Kirnapure	Civil	OBC	32198/-	Rs. 27198/-	5000/-
5	Roshni Ekaram Damahe	Comp	OBC	32198/-	Rs. 28198/-	4000/-
6	Sanjana Dadaram Meshram	Comp	NT-B	7198/-	Rs. 5000/-	2198/-
7	Achal Shivshankar Damahe	Comp	OBC	32198/-	Rs. 28198/-	4000/-
8	Sohan Bholaram Madame	Comp	NT	7198/-	Rs. 5000/-	2198/-
9	Pratiksha Bhojraj Invate	Civil	ST	2198/-	1198/- (from WF)	1000/-
10	Pratiksha Vinod Gharade	Comp	SC	2198/-	1198/-	1000/-
11	Adityasingh Jitendra Bisen	Comp	OBC	32198/-	Rs. 32198/-	-----
12	Pratima Ravindra Parteki	Civil	ST	2198/-	1198/-	1000/-
13	Nalini Naresh Mandade	Comp	OBC	32198/-	Rs. 22198/-	10000/-
14	Achal Bhojraj Invate	Comp	ST	2198/-	1198/- (from WF)	1000/-
15	Durgasagar Sukhdeo Marbate	Civil	NTB	7198/-	Rs. 5000/-	2198/-
16	Atharva C Bramhankar	Comp	OBC	32198/-	Rs. 27198/-	5000/-
17	Akash Vijay Kapgate	Comp	OBC	32198/-	Rs. 27198/-	5000/-
18	Amisha Chandrabhan Ghatole	Comp	OBC	32198/-	Rs. 27198/-	5000/-
19	Yeshushree Narayan Dipte	Comp	OBC	32198/-	Rs. 27198/-	5000/-
20	Rohit Tekchand Shahre	Mech	OBC	32198/-	Rs. 27198/-	5000/-
21	Sahil Sanjay Meshram	Civil	SC	2198/-	Rs. 1198/-	1000/-
22	Prachi Mahendra Gondane	Comp	SC	2198/-	Rs. 1198/-	1000/-
23	Komal Gangadhar Kumbhre	Mech	ST	2198/-	1198/- (from WF)	1000/-
24	Chetan Khushal Lanjewar	Comp	OBC	32198/-	Rs. 27198/-	5000/-
25	Tejas Vinayak Kapgate	Mech	OBC	32198/-	Rs. 27198/-	5000/-
26	Ashish Khemlal Chikhlonde	Civil	OBC	32198/-	Rs. 27198/-	5000/-
27	Pawan Dnyaneshwar Mandhare	Mech	NTB	7198/-	Rs. 5000/-	2198/-
28	Swejal Banduji Shende	Comp	OBC	32198/-	Rs. 27198/-	5000/-
29	Tejas Yograj Yelmule	Mech	OBC	32198/-	Rs. 27198/-	5000/-
30	Shyam Jageshwar Bhandarkar	Comp	OBC	32198/-	Rs. 27198/-	5000/-
31	Rutuja Hemant Anne FF	Comp	Open	57198/-	Rs. 52198/-	5000/-
32	Lalit Ashok Hanwatkar	Comp	OBC	32198/-	Rs. 30000/-	2198/-
33	Kajal Rupchand Chicham	Comp	ST	2198/-	Rs. 1198/-	1000/-
34	Isha Suresh Telmasre	Comp	OBC	32198/-	Rs. 27198/-	5000/-
35	Dinesh Manikrao Bhure	Comp	OBC	32198/-	Rs. 27198/-	5000/-

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Principal
MIET, Bhandara.

36	Shejal Hemant Deshmukh	Civil	OBC	32198/-	Rs. 27198/-	5000/-
37	Saumya Balram Turaskar FF	Comp	Open	57198/-	Rs. 47198/-	10000/-
38	Mrunal Shankar Shende	Mech	NTB	7198/-	Rs. 5000/-	2198/-
39	Mrunal Ramlal Bhure	Mech	OBC	32198/-	Rs. 27198/-	5000/-
40	Vrutiksha Bansod NCAP	Mech	SC	2198/-	Rs. 1198/-	1000/-
41	Samir D Bhujade NCP	Civil	OBC	32198/-	Rs. 27198/-	5000/-
42	Sunil Bhojram Bharade	Civil	NTB	7198/-	Rs. 5500/-	1698/-
43	Aniket Dipak Bansod	Comp	SC	2198/-	Rs. 1198/-	1000/-
44	Sahil Vijay Meshram	Civil	NTB/OBC	32198/-	Rs. 32198/-	-----
45	Masur Mahendra Ramteke	Mech	SC	2198/-	1198/- (from WF)	1000/-

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Principal
MIET, Bhandara.

MIET, Bhandara
BE Direct Second Year (2020-21)
Fees to be paid to the College as per discussion/condition between Students & Admission Authority

Sr. No	Name of Student	Cat	Branch	Fee Finalized up to all 3 Years	Fees Concession
1	Prashant Iswar Pise	OBC	Civil	21971/- (26971/- from next yr)	10000/- for this year 5000/- from next year
2	Sanket Laxman Jane	OBC	Civil	21971/- (26971/- from next yr)	10000/- for this year 5000/- from next year
3	Rutuja Ravindra Bokade	SBC	Civil	5000/-	1971/-
4	Chandraprakash Baliram Tarare	OBC	Civil	26971/-	5000/-
5	Bhagyashree P Mule	OBC	Civil	26971/-	5000/-
6	Girish Kantharaj Aglawe	OBC	Civil	26971/-	5000/-
7	Shivam Murlidhar Pardhi **	OBC	Civil	26971/-	5000/-
8	Mahendra Shrikrushna Motghare	OBC	Civil	26971/-	5000/-
9	Harshal Tulsidas Kharkate	OBC	Civil	26971/-	5000/-
10	Shrikant Dhanraj Vaidya	OBC	Civil	45000/- against FF	11971/-
11	**Pranav Prabhakar Lakade	OBC	Civil	26971/-	5000/-
12	Payal Nilkanth Sonewane	SBC	Civil	5000/-	1971/-
13	Akash Subhash Rakhade	OBC	Civil	26971/-	5000/-
14	Mehtab Ahmed Mansuri	Open	Civil	50000/-	6971/-
15	Kaustubh Rajesh Kalbandhe	OBC	Civil	26971/-	5000/-
16	Akshay Sewak Thombre **	OBC	Mech	21971/-	10000/-
17	Kamesh Deoram Lanjewar	OBC	Civil	26971/-	5000/-
18	Shubham Shatrughn Nandurkar	OBC	Civil	26971/-	5000/-
19	Manish Bhimrao Dongare	SC	Mech	1000/-	971/-
20	Mohit Lekhpal Katre	OBC	Civil	26971/-	5000/-
21	**Gaurav Lokchand Parwate	OBC	Comp	26971/-	5000/-
22	**Maheshawri Krurshna Badwaik	OBC	Comp	26971/-	5000/-
23	Anubhav Lallankumar Yadav FF	Open	Civil	52000/- against FF	4971/-
24	Nelson Ashok Bhoyar	OBC	Civil	52000/- against FF	4971/-
25	Vishal Devaji Sakharwade **	OBC	Mech	26971/-	5000/-

10/03/2021

10/03/2021

10/03/2021
Principal
MIET, Bhandara.