

CSMSS
Chhatrapati Shahu Maharaj Shikshan Sanstha's
College of Polytechnic
Kanchanwadi Paithan road, Aurangabad

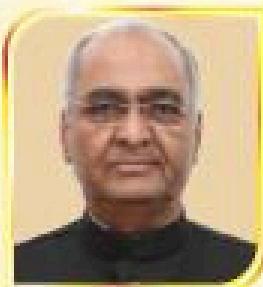
STUDENT'S
Hand Book



Student's Handbook
EXECUTIVE COMMITTEE MEMBERS



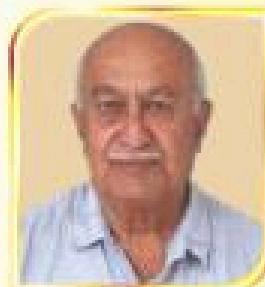
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(Secretary)**



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(Treasurer)**



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(Member)**



**Smt. Lata P. Mulay
(Member)**



**Shri. Adv. Udaysing Shisode
(Member)**



**Shri. Smeer Mulay
(Member)**

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Our Motivators



Dr. S. G. Deshmukh
A.O. (Sanstha)



Dr. G. B. Dongre
Principal

Message

Dear Student friends,

Greetings of The Season!!

Success comes to those who work hard. Today's era is the world of competition, in each and every field. The global competition is a great challenge in front of us. Our duty is to look at the challenges with an engineer's eye. It's time to put together our potential and make the maximum use of available resources. This is a phase when the students gets exposed to the external market and find themselves as a part of race, where the rule is "Survival of the fittest". I firmly believe that technical education has great potential to change the quality of people with the emergence of vast domestic market and relatively low cost market with advanced technical skills and knowledge. India is at the verge of becoming superpower. Polytechnic is a field where students get admission in Technical Education immediately after the completion of SSC and within three years they become engineers. We have good infrastructure with well equipped laboratory, classrooms, Library, Computer center, Cafeteria, Sports facilities, Hostel for boys and girls, good Transportation facilities, Medical heath check-up facility in campus and Sprawling lawn. We are proud of competent team of trained, dedicated and committed faculty with advanced teaching aids. As we strive for excellence in what we do, the institute is constantly making a new height by developing synergy between academic knowledge, technical skills set in the line with industry needs. Therefore, apart from academic co-curricular activities, sports, cultural development will form an important part of life in the college of polytechnic from the very beginning.

Student's Handbook

Institute Vision and Mission

Vision

“To provide value based technical education so as to meet the needs of industry and society”.

Mission

M1 - Imparting technical knowledge and skills through effective implementation of teaching and learning.

M2 - Strengthening interaction between industry and institute to fulfill the requirements of industries.

M3 - To inculcate the professional and ethical values for social and environmental concern.

All Programs Vision & Mission

Civil Engineering

Vision

To become a leading department that provides civil engineers with technical competency to meet the requirement of industry and society.

Mission

1. Develop knowledge and skills in civil engineering discipline through advanced teaching learning process.
2. To provide quality education which helps to fulfill the needs of industry through academics.
3. Inculcate ethical values among the students as civil engineers with social commitment.

Computer Engineering



Vision

To provide skilled technical professionals in Computer Engineering for fulfilling needs of industry and society.

Mission

1. Inculcate the fundamental and practical skills in the students through effective teaching-learning process.
2. Create skilled Technical professionals to enhance innovations, problem solving, team-spirit and ethical responsibilities.
3. Training faculty and students in order to meet the challenges of socio-technical environment through industry and institute.

Electronics & Telecommunication Engineering



Vision

To become a role model department for diploma in Electronics and Tele-communication engineering by imparting value based technical education

Mission

1. Implement advanced teaching, learning and evaluation methods to achieve academic excellence.
2. Develop industry-institute interaction to impart professional and entrepreneurship skills in students.
3. Inculcate social integrity and ethics among students through extra-curricular activities for overall development and life-long learning.

Electrical Engineering



Vision

To develop the competent Electrical Engineers with hands-on skills and moral values to face the challenges of Society and Industry

Mission

1. To impart the technical knowledge of the discipline among the students with reference to multidisciplinary approach.
2. To provide platform to the students through strong linkage with industry for their professional skills.
3. To create effective awareness among the students regarding social and environment responsibilities.
4. To prepare students having ethical standards and leadership qualities for life-long learning.

Mechanical Engineering



Vision

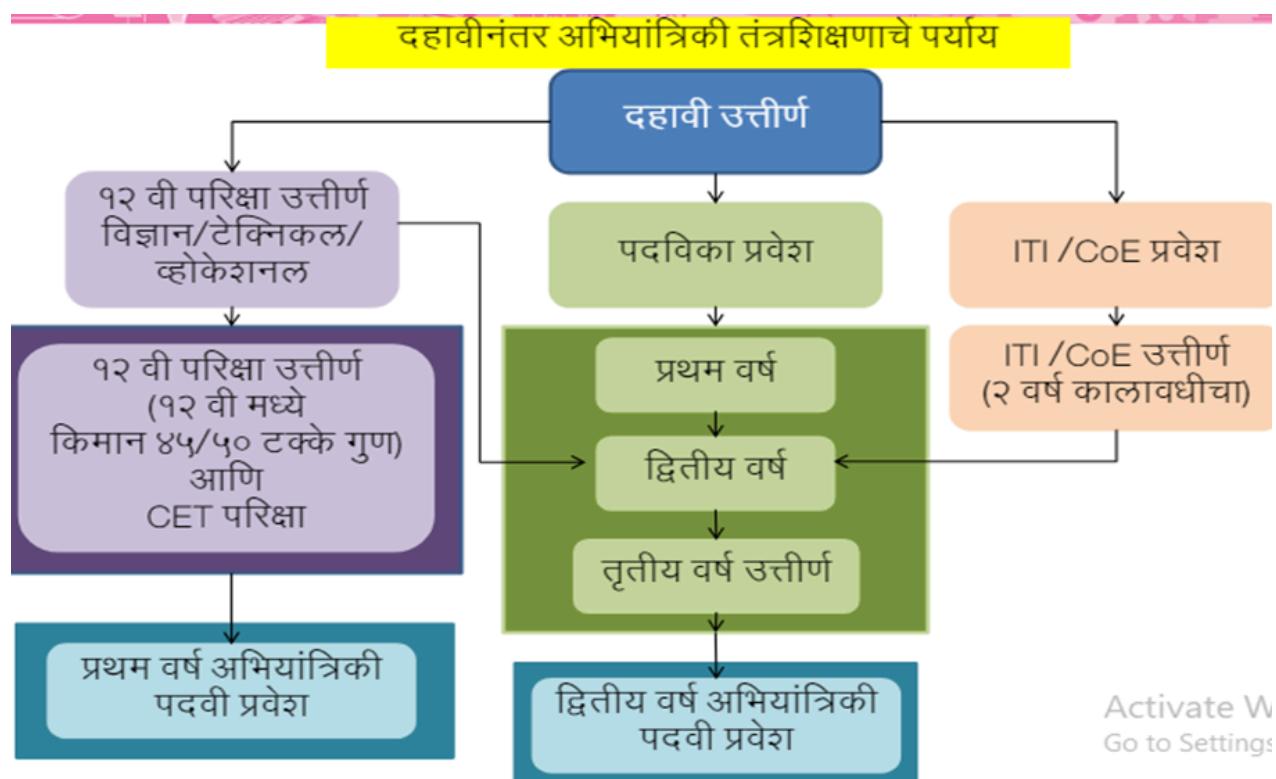
To Develop Mechanical Engineers who serves the society and industry through their technical knowledge

Mission

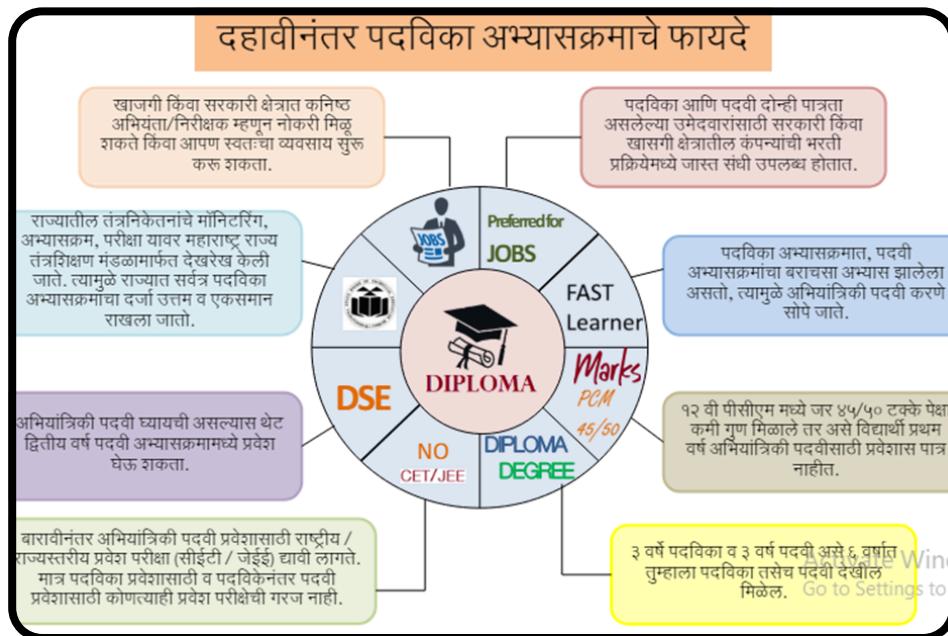
1. To provide quality technical education by effective utilization of available resources and defined teaching learning process.
2. To aware students about mechanical industrial needs by exposing them to industry.
3. To develop quality consciousness by imparting moral values.

Benefits of Post SSC Diploma

1. The candidates having Diploma in engineering field possess optimum chances of selection in private, government sector jobs as well as finds easy to accomplish Engineering Degree as maximum curriculum is studied at Diploma level.
2. It is mandatory to attempt State Level or National Level (JEE/CET) entrance exams after 12th to get admission in Engineering degree colleges.
3. It is mandatory to secure minimum 40/45 marks in PCM group in 12th. But for the admission in Diploma Engineering, there is no requirement of entrance exam.
4. Eligible for Direct Second Year Admission in Engineering degree after Diploma course.
5. Diploma in Engineering is considered as equivalent to 12th science and the students are eligible to get the admission in various professional courses.
6. Either you could do jobs after Diploma in Engineering or option for higher education. So, Post SSC Diploma in Engineering is the best option to pursue.



Sr. No.	Program Name	Branch Choice Code for admission
1	Civil Engineering (CE)	217619110
2	Computer Engineering (CO)	217624510
3	Electrical Engineering (EE)	217629310
4	Electronics & Telecommunication Engineering (EJ)	217637210
5	Mechanical Engineering (ME)	217661210
6	Artificial Intelligence & ML	217699810



पदविका अभ्यासक्रमांच्या प्रवेशासाठी असलेले विविध आरक्षण

अ. क्र.	आरक्षणाचा प्रकार	आरक्षणाची टक्केवारी	दिव्यांग उमेदवारांसाठी आरक्षण (PWD)	५%
१	अनुसूचित जाती / अनुसूचित जाती बौद्ध धर्माभियंत्रित (SC)	१३.०	अनाथ उमेदवारांसाठी आरक्षण (Orphan)	१%
२	अनुसूचित जमाती (ST)	७.०	संरक्षण सेवा कर्मचाऱ्यांच्या मुला / मुलींसाठी आरक्षण (Defence)	५%
३	विमुक्त जाती (VJ) / निरधिसूचित जमाती (DT) (NT-A)	३.०	महिला उमेदवारांसाठी आरक्षण (Female)	३०%
४	भटक्या जमाती-ब (NT-B)	२.५	आर्थिकष्ट्या दुर्बल घटकांतील उमेदवारांसाठी आरक्षण (EWS)	१०%
५	भटक्या जमाती-क (NT-C)	३.५		
६	भटक्या जमाती-ड (NT-D)	२.०		
७	इतर मागास वर्ग (OBC)	१९.०		
८	सामाजिक, शैक्षणिक मागास प्रवर्ग (SEBC)	१२.०		

संचालनालयामार्फत राबविण्यात येणाऱ्या विविध शिष्यवृत्ती योजना

 संघरेख जपने		राजर्षी छत्रपती शाहू महाराज शिक्षण शुल्क प्रतिपूर्ती योजना	 महाराष्ट्र सरकार महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग
महाराष्ट्र शासनाच्या उच्च व तंत्र शिक्षण विभागातर्फे मान्यताप्राप्त निवडक व्यावसायिक अभ्यासक्रमांसाठी शिक्षण शुल्क शिष्यवृत्ती (EBC)			
<ul style="list-style-type: none"> • केंद्रीय प्रवेश प्रक्रिये (CAP) द्वारे पदविका / पदवी / पदव्युत्तर पदवी या व्यावसायिक अभ्यासक्रमांमध्ये प्रवेश घेतलेल्या आर्थिक मागासवर्गीयांना आर्थिक सहाय्य करणे हे या योजनेचे उद्दीष्ट आहे. • आर्थिकदृष्ट्या दुर्बल घटकातील विद्यार्थी ज्यांच्या पालकांचे एकूण वार्षिक उत्पन्न रु. ८.०० लक्ष वा त्यापेक्षा कमी आहे. • यामध्ये पात्र असलेल्या विद्यार्थ्यांना शिक्षण शुल्काच्या ५०% व परीक्षा शुल्काच्या ५०% शिष्यवृत्ती मिळते. 			
 Scholarship			
या योजनेचे ऑन लाईन अर्ज शासनाच्या आपले सरकार महाराष्ट्रीयी पोर्टल (AAPLE SARKAR MAHADBT PORTAL) वर भरले जातात.			

 संघरेख जपने		डॉ. बाबाराव देशमुख वसतिगृह निवाह भत्ता योजना	 महाराष्ट्र शासन महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग	
महाराष्ट्र शासनाच्या उच्च व तंत्र शिक्षण विभागातर्फे मान्यताप्राप्त निवडक व्यावसायिक अभ्यासक्रमांत शासनाच्या सक्षम प्राधिकरणामार्फत केंद्रीभूत प्रवेश प्रक्रियेद्वारे प्रवेश घेतलेल्या राज्यातील पात्र विद्यार्थ्यांना वसतिगृह निवाह भत्ता खालील प्रमाणे अनुज्ञेय आहे.				
अ.क्र.	प्रकार	प्रवेशित अभ्यासक्रमाच्या संस्थेचे ठिकाण	वार्षिक वसतीगृह निवाह भत्त्याची एकूण रक्कम (शैक्षणिक वर्षातील ९० महिन्याकरिता)	राज्याच्या प्रत्येक जिल्ह्यासाठीचा संच (Quota)
1	ज्या विद्यार्थ्यांचे पालक अल्पमुळारक शेतकीरी किंवा नोंदणीकृत मजूर आहेत.	(मुंबई व पुणे महानगर प्रादेशिक विकास प्राधिकरण क्षेत्रातील सर्व शहरे, औरंगाबाद, नागपूर) राज्यातील अन्य ठिकाणी	रु. ३०,०००/- रु. २०,०००/-	सर्व पात्र विद्यार्थी
2	आर्थिक दृष्ट्या दुर्बल घटकातील विद्यार्थ्यांसाठी (कुटुंबाचे वार्षिक उत्पन्न मयादा - १ लाख पर्यंत)	(मुंबई व पुणे महानगर प्रादेशिक विकास प्राधिकरण क्षेत्रातील सर्व शहरे, औरंगाबाद, नागपूर) राज्यातील अन्य ठिकाणी	रु. ९०,०००/- रु. ८,०००/-	सर्व पात्र विद्यार्थी
3	आर्थिक दृष्ट्या दुर्बल घटकातील विद्यार्थ्यांसाठी (कुटुंबाचे वार्षिक उत्पन्न मयादा - १ लाखापुढे ते ८ लाखापर्यंत)	(मुंबई व पुणे महानगर प्रादेशिक विकास प्राधिकरण क्षेत्रातील सर्व शहरे, औरंगाबाद, नागपूर) राज्यातील अन्य ठिकाणी	रु. ९०,०००/- रु. ८,०००/-	५०० पर्यंत मयादित संच

 संघरेख जपने	उच्च व्यावसायिक अभ्यासक्रमांसाठी राज्यातील अल्पसंख्यांक विद्यार्थ्यांकरीता शिष्यवृत्ती योजना	 महाराष्ट्र शासन महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग महाराष्ट्र शिक्षण विभाग
महाराष्ट्र शासनाच्या अल्पसंख्यांक विकास विभागाकडून राज्यातील तांत्रिक व व्यावसायिक अभ्यासक्रम (पदविका, पदवी व पदव्युत्तर पदवी) मध्ये शिक्षण घेणाऱ्या मुस्लिम, बौद्ध, ख्रिश्चन, शिख, पारशी, जैन व ज्यू या अल्पसंख्यांक समाजातील आर्थिकदृष्ट्या दुर्बल व गुणवत्ताधारक विद्यार्थ्यांसाठी शिष्यवृत्ती योजना.		
शिष्यवृत्तीची रक्कम :- संबंधित शैक्षणिक अभ्यासक्रमाकरिता आकारण्यात येणारे प्रत्यक्ष वार्षिक शैक्षणिक शुल्क किंवा रु. २५,०००/- या पैकी जी रक्कम कमी असेल तेवढी रक्कम		

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Cut-off marks / rank for admission during the last three years

Admission to the CSMSS College of Polytechnic Aurangabad is done through the DTE Maharashtra State's CAP. The cutoff of the College is released by DTE Maharashtra. For taking admission in CSMSS College of Polytechnic Aurangabad minimum marks according to the cut-off are required for admission. Students whose marks are more than the cutoff have to report to the institute with the required documents. For more detailed information of cutoff marks is available on the following link/ https://poly24.dtemaharashtra.gov.in/diploma24//admin/uploads/POST_SSC_CAP1_CutOff_2024_25.pdf

Eligibility for Diploma Admission

Admission for First Year

- 01) Candidate should be an Indian (Nationality) and should have passed the SSC (Std. X) examination of Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent examination with minimum 35% marks in subjects like Mathematics, General Science and English.
- 02) Candidate must have participated in Centralized Admission Process (CAP).

For Maharashtra State Board Candidates

Candidate who has passed SSC Examination, his best of 5 subjects will be taken into consideration as mentioned on the mark sheet.

1. Candidate who has passed with Math/Mathematics (Code 71 for Maharashtra State Board candidates) and Science & Technology (Code 72 for Maharashtra State Board candidates) are only eligible for admission.
2. In case marks against sports activities are given on the mark sheet, these shall be added to the aggregate marks for deciding merit.

For ICSE Candidates

1. Student seeking admission on the basis of Group 1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks.
2. Student seeking admission on the basis of Group 1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.

For CBSE Candidates

The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared on Marksheets.

1. In case the result of the candidate is given in terms of grades, such candidates are required to submit the graded result into the equivalent marks authorized from the concerned institute/Board. Candidates passing SSC from other than State Boards or Central Boards shall bring equivalent certificate from Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE).

Admission for Direct Second Year (DSY)

1. Candidate should be Indian National Domiciled in Maharashtra state and must have passed HSC Science or HSC (Bifocal/Technical) or HSC (Vocational/MCVC) Examination of Maharashtra State Board of Secondary and Higher Secondary Education or SSC with 2 year ITI/ITI COE with 3 modules with appropriate specialization or its equivalent.
2. Admission procedure, reservation and other rules are followed as laid down by the Director of Technical Education and Government.

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List Of Documents Required at The Time of Admission.

Original documents along with two attested photocopies of the following are required:

Sr. No	Documents	Remark
1	S.S.C (Std. X) mark-sheet All candidates	All candidates
2	H.S.C. (STD. XII) mark sheet	If Applicable
3	School Leaving Certificate of H.S.C. (Std. XII) / Diploma	All candidates
4	MT-CET score card	All candidates
5	Admission seat allotment letter from competent authority	All candidates
6	Caste Certificate and Caste Validity Certificate (If required)	For S.C./S.T./V.J./N.T.-1/N.T.-2/N.T.-3/ O.B.C./S.B.C. categories
8	Non Creamy layer (Issued after 1st April of current year)	For V.J./N.T.-1/N.T.-2/N.T.-3/O.B.C./S.B.C. Categories
9	Educational GAP affidavit (If required)	If candidates has passed Std XII/ Diploma Exam prior to current year
10	Migration Certificate	If candidates is passed (Std XII) Exam other than Maharashtra State Board
11	Nationality Certificate & Domicile Certificate	All candidates
12	Ex-servicemen Certificate (Def-1)/(Def-2)/(Def-3)	If applicable
13	Physically Handicapped Certificate	If applicable
14	Migration Certificate (For J&K quota admission)	Certificate in proforma (J), (K) & (L)
15	Undertaking regarding anti-ragging & fees payment & attendance	On a stamp paper of Rs. 100/-

Additional Information / Documents Required:

1. Mobile numbers of student & parent
2. Email Id of student
3. Passport size photo
4. Aadhaar card Xerox
5. Bank Account No. with IFSC code
6. Eligibility Certificate for Economically Weaker Section
7. Certificate of Disability (more than 40%)-Physically Handicapped
8. Intermediate Drawing Certificate (Optional)



College General Rules

1. As per MSBTE rule RG-4 D (i) Students have to maintain satisfactory attendance of at least 75% of the total Lectures/Periods in each Theory/Practical/Term work/Tutorials/Project work separately in each and every subject of the Semester as per the Teaching scheme of the Board.
2. Students have to complete all the specified laboratory Practical's/Term work/Projects/ Sessionals etc. as prescribed in the curriculum for the respective Semester /year.
3. Students must attend all the lectures, tutorials, practical as per the time table displayed on Notice Board time to time.
4. Students should not be absent for lectures, tutorials, practicals, and examinations without written permission of the Class Teacher and Mentor.
5. Prolong absent even on ground of ill health may also lead to detention.
6. Students will not be given any concession in the matters of attendance or rules regarding appearance in the college examination, disciplinary action will be taken against them.
7. The Identity card is meant for identifying bonafide students and is used for permitting the students to participate in various activities and programs of the college else may be fined.
8. Lost of I-Card must be immediately reported to college office and if not found then application for duplicate I-Card with Principal's sign. should be submitted in College office.
9. Every student should wear Uniform while coming to the college.
10. No student is allowed to display any notices/circulars/posters/banners in the college premises without the prior permission of the HOD/Principal.
11. The Class Representatives of all the classes for Academic Year are nominated strictly on Merit Basis as per the rules of the DTE, Maharashtra State.
12. Ragging of any student in any form and nature within or outside the Institute and hostel shall result in instant expulsion of guilty students from the Institute. Action as per Anti-Raging Law of Maharashtra State will be applicable.
13. Candidates admitted on false or incorrect information/documents shall be expelled from the Institute and the fees will be forfeited.
14. Damage to the property of the Institute like tempering with fixtures, equipments, instruments, furniture, books, periodicals, wall paints, computers and machinery everything inside the campus, shall be viewed very seriously and might result in instant expulsion of the guilty student.
15. Smoking, Drug addiction, Narcotics, Consumption of Alcoholic Drinks, chewing Tobacco, Spitting, writing on wall, and any other evil habits are strictly prohibited in the premises of the Institute and Hostel.
16. No students will be allowed to conduct any kind of political activities in the college premises.
17. If, for any reason continuance of a student in the college is found detrimental to the best interest of the college, the principal may ask the student to leave the college without assigning any reason and the decision will be final and binding to the student.
18. Students should be liable to read the notices put up on the Notice Boards of the college. The college shall not take any responsibility for the loss of any advantage by the student due to his failure to read the notice in time.
19. Students are not allowed to communicate any information about college matters to press/Media.

Salient features of the Institute



- 15 years wide experience.
- Excellent Grade by MSBTE Mumbai to all the programs.
- Qualified and Experienced faculty.
- Good Final Year Results.
- Excellent Higher Study and Placement Record.
- Green and Clean Campus located near DMIC-Delhi Mumbai industrial corridor.
- Full AC Open access in library enriched with more than 15000 books, Journals and Magazines.
- Large Play Ground on 3.5 Acres area for outdoor sports like; Cricket, Volleyball, Kabbadi, Basket Ball etc. and indoor sports like; Badminton, Table Tennis, Chess, Carom etc.
- Fully AC Auditorium of 550 seating capacity with advanced facilities.
- MOU/Tie-up with renowned industries.
- Hub institute under Hub and spoke model for all the institutes in the district.
- SAT-COM lab for training of the students.
- Good placement track.
- Good industry interaction.
- Regular Industrial Visits and Expert Talks.
- Digital Studio with advanced equipments.
- Well equipped laboratories with advanced equipments and software's.
- Wi-Fi facility, World class Auditorium, Bus facility, Hostel for Boys and Girls, Gym, Hospital, Medical, ATM, Post-office, Canteen etc..
- Student centric education.
- Good infrastructure.
- Internet Leased Line and Broad band Facility.
- Language Laboratory.
- Conducive academic atmosphere.
- Modern teaching learning methodology and tools.
- 24hrs Power Backup (320 KVA Genset).
- Mentor facility for individual mentee/students.
- Active Institute Industry Interaction Cell (IIIC).
- Linked with city by college bus & city buses from all parts of the city.

Academic Calendar

The Institute follows the academic calendar as laid down by the MSBTE Board; however, the Institute may modify the academic calendar for effective management of teaching-learning process and for balancing the co-curricular and extra-curricular activities. The academic calendar is notified to the students through the notice board and through their respective departments groups.

Download the academic calendar through:

<https://www.csmsspoly.com/academic-schedule.php>



Time Table

A senior faculty shall be the Academic Coordinator who shall act as single point source of preparing and notifying routine time-tables of respective departments. He /she shall also notify /display the schedule for class tests and all other academic activities of the department.

Download the TimeTable of respective semester from:

<https://www.csmsspoly.com/college-timetable.php>



Summer Training / Internship Training

Industrial In-plant Training:-

1. Objective of industrial training is to develop the traits of industry culture among the students before they enter into the world of industry.
2. Employer gives students exposure for the following competency through industrial training –
 - Soft Skills – Communication, Presentation.
 - Life Skills – Time Management, Safety, Innovation, Team Building.
 - Hands on – Design, Implementation, Quality Assurance Aspects.
 - Industry Specific Tool – TPM, 6 Sigma, Lean Manufacturing.

As per MSBTE guidelines for industrial training after Fourth Semester students undergoes for the vacation training. For this activities following schedule is followed.

Sr. No.	Activity	Schedule
1	Collecting the information about industry for training along with their capacity.	Before completion of 3 rd semester.
2	Student & mentor allocation.	Before commencement of 4 th semester.
3	Communication with industry & its confirmation.	Before first unit test of 4 th semester.
4	Obtaining consent letter from parent.	Before commencement of 4 th semester.
5	Issue training letter to the industry along with students & mentor details.	During the 4 th semester exam.
6	Mentor carry out progressive assessment during the training.	Each week of training.

Benefits of Industrial In-plant Training

1. The industrial training is intended to acquire the competency as mentioned above to supplement those through several courses up to forth semester of program.
2. Communicate effectively the work carried out.
3. Prepare & Present the report of the work carried out.
4. Exercise the team management & safety in work environment.
5. Working in Team.
6. Demonstrate various quality assurances.
7. Exhibits the work carried out.
8. Transition from Classroom learning to Work experience.
9. Develop leadership qualities and acquire new skills.
10. Help to develop sense of responsibility and trust.



Institute Fees

It is required to pay the Institute fees once in a year as per the prescribed schedule by the management. There is no Security deposit the institute fee should be paid in Two installments only if needed and permitted. Students can pay fee only by **RTGS,NEFT, IMPS,PHONE PE,GOOGLE PAY,PAYTM. CASH will not be accepted.**



Mode of Payment

Admission Fees : If paid through a demand draft/cheque in the name of

Account Holder Name :	College of Polytechnic U/O CSMSS
Name of the Bank	HDFC Bank ltd.
Bank A/C No.	50200039649405
IFSC Code	HDFC0009319
Branch	Divekar Plaza, Station Road, Aurangabad
Branch Code	9319

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BUS Fee The bus fees is to be paid through a demand draft/cheque in the name of

Account Holder Name :	Chhatrapati Shahu Maharaj Shikshan Sanstha
Name of the Bank	State Bank of India
Current A/C No.	35332258909
IFSC Code	SBIN0018021
Branch	Kanchanwadi, Aurangabad
Branch Code	018021

Other Fees Students have to pay 'Re-appear Examination Fee' and 'Rechecking Fee' as prescribed by the MSBTE Board through Demand draft, RTGS,NEFT,IMPS,PHONE PE,GOOGLE PAY,PAYTM. No CASH will be accepted.

COMPUTER CENTER

Computer Centre at the Institute is Lab No.2 of Computer Engineering Department at first floor of the main building. Entry and exit of the students into the respective computer center shall be controlled in accordance with the Time-Table prepared by the respective HOD for each class. Students have to use computer center in the stipulated timings only.

1. Students should take permission from the concerned Lab In charge.
2. Dos and Don'ts for the use of computer labs are given below. All students are strictly bound to obey the rules.
3. I-card is compulsory while entering into the computer center.

DOs

1. Switch-on and Switch-off the computer in systematic and proper way.
2. Keep your work-files at the assigned location/place only.
3. In case of power failure, save your data within 15 minutes and switch-off computer and monitor systematically to avoid battery drainage of the UPS.



4. CD or Pen Drive can be used with prior permission of Lab In-charge and after a proper scan for virus.
5. Before leaving the Lab ensure that chairs are kept in proper manner.
6. Show your Identity Card if asked by the Lab In charge.

DON'Ts

1. Don't upload any outside software/hardware.
2. Don't delete or rename any system/programme file.
3. Don't shift any hardware within or outside the Lab.
4. Don't make an attempt to repair any hardware or software problem by yourself. Bring it to the notice of Lab In-charge.
5. Don't bring any eatables or drinks inside the Lab.
6. Wandering and gossiping inside the Lab is strictly prohibited.

DON'T FORGET

CLASS REPRESENTATIVE:



1. To develop leadership qualities among the students, to make them responsible citizens and to provide a mechanism for presenting their perspective in a peaceful and responsible manner a system of “Class Representative” has been introduced.
2. Each class shall elect two “Class Representatives” one from boys and one from girls
3. The tenure of “Class Representative” shall be for one academic year only.
4. In case no student comes forward to be the Class Representative, the HOD and Class teacher of the respective dept can nominate the Class Representative(s).
5. The HOD along with ‘Class Teacher’ and Class Representatives of respective programmes shall hold at least one meeting per month to review the programme.

Role of Class Representatives

- The Class Representatives are to act as interface between the class and the HOD.
- All issues related to academics and discipline of students is to be reported to the HOD through Class Teacher.
- All issues related to facilities are to be reported to the Registrar directly.
- Class Representatives are to look after safety of the teaching aids, furniture and fixtures available in the class.
- Any in-service inability or damage/breakage in the class is to be reported to the Registrar/Class Teacher immediately.
- They are to ensure that communication between the class and the authorities of the Institute
- (Class Mentor, Programme Director, Registrar and HOD) are always maintained for timely resolution of any issue.

Participation in Co-curricular & Extra-curricular Activities

Institute, during the conduct of semesters, carry out many co-curricular and extra-curricular activities. It is mandatory for all the students to participate in these activities. Failure to do so shall be treated as an act of indiscipline & be dealt with accordingly. Such non-participation shall also be taken into consideration for Continuous Evaluation purposes. For participation in any activities students should contact to **Extra-curricular Activities coordinator** of the department for further details and schedules.

Working Hours: Monday to Saturday 10am to 5pm.

Exam Hours: 6am to 12am

Provision of borrowing Books from the Library

Every student after admission in the Institute is entitled to borrow 2 books from the Library. Books are issued to the members for a period of 2 weeks and a penalty of Rs.2/- per day, per book will be charged for the delayed period. In addition to this, students can join Book Bank scheme to borrow additional books and they can retain these books till the end of the semester examination and the related scheme is as follow

LIBRARY AND BOOK BANK FACILITY



Library Rules

The Institute provides two library facilities one common for all programmes called CENTRAL LIBRARY and other is respective departmental library. Central Library consists of an array of Books with well trained, polite, helpful Library Staff. The Library facility consists of Central Library, Departmental Libraries and Reference section collectively which supports teaching, research and extension activities of the Institute. Library and Information Centre has a variety of video cassettes, and CD-ROMs pertaining to different disciplines. The Library has subscribed more than 25 National and International journals. Library activities are completely computerized using bar-code technology.

For using the Central library facilities students need to adhere to the following rules:

1. Identity Cards is compulsory while entering the library.
2. Books will be issued on Library Cards for the period of a week.
3. Books should be returned within due date.
4. No Reference books/Journals will be issued to the students at home.
5. Books can be reserved for issuance or for extended use if no other user has demanded for the same book.
6. Books borrowed during the examination are to be returned within One Week after the Exam.

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8. Borrowers are responsible for the safety of books.
9. On loss or damaging/disfiguring a book, the cost of replacement will be charged.
10. Students are to ensure, at the time of issue, that the book is in good condition. At the time of return, no plea about its condition at the time of return shall be accepted, if returned in damaged/disfigured condition.
11. No book/reading material is to be taken outside the library for any purpose without the proper issuance.
12. Bags/eatables/personal books/reading material and use of cell phone are not permitted within the Library.
13. Students shall maintain complete silence while in the Library.
14. At the time of passing out from the Institute a clearance is to be done by students.
15. Students should return the Library card on completion of the programme. Cost of any loss or damage would be deducted from the dues.
16. Any violation of the above rules shall be treated as an act of indiscipline and be dealt with accordingly.

Alumni Association

The Institute has an active alumni association. The aim of this association is to promote the ex-students networking, guiding the present students and provide feedback and support to the institute for desired improvement to the curriculum. CSMSS College of Polytechnic Alumni Association shall hold its annual meeting during March every year as notified on the Institute's website. The membership of the association is compulsory for all students on payment as mentioned below:

Life membership fee: 100 rs

Final Clearance

A student who withdraws from the programme permanently on his/her own accord or on completion of the programme shall obtain "No-dues Form" from the concerned department. The students should also return their identity cards, books to Library and department before final clearance.

Rules for Branch Change / Institution Transfer

- (1) The candidate seeking for a change in course or shift after successfully completing the First Year of studies will be allowed to do so in the same institution subject to the availability of seats and changes will be carried out based on the marks of First Year or First and Second Semester together. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred. List of such changes shall be communicated to the office of the Admissions Regulating Authority.
- (2) Transfer of Candidates (Course or Institution) after one Year shall be made in the following manner,-
- (a) The Candidate once admitted in First Year shall not be eligible for transfer to any other institution during the same academic year;
 - (b) The Candidate passing the First Year or both first and second semester examination in full or not failed in one of the heads of passing are considered as eligible for transfer of institution or course;
 - (c) There shall be no transfer of students at any stage in any case from Unaids Institutions to Government or Government Aided Institutions. However, the Candidate from Government or Government Aided Institutions may seek transfer to Unaids Educational Institutions.
 - (d) There shall be no transfer of students at any stage to Autonomous Institutions;
 - (e) Transfer to Unaids Institutions.- The Principal of Unaids Institutions shall consider the Candidates from other institutions for transfer with prior approval from the Admissions Regulating Authority on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from MSBTE and Vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the MSBTE for the course to which the Candidate is being transferred;
 - (f) No Application without recommendation of the Principal of Institution shall be entertained
 - (g) If the result of the MSBTE or Institution is not declared before the process of transfer, Candidates of that Board or Institution will lose claim on transfer.
- (3) The candidates admitted under supernumerary quota seats are not eligible for Change of course or institution.

Student's Handbook

Transfer in Government or Government aided Institutions- Eligible Candidates aspiring for a transfer from Government or Government Aided Institutions to other Government or Government Aided Institutions, shall apply in writing to the Principal in which he/she studied first year or second semester. The Principal or Director shall forward the consolidated branch wise merit list of eligible candidates giving details like Name, Course, Percentage of Marks, Name of the Courses and Institutions in order of preference to which candidates desire to seek transfer, reasons for transfer and Remark, along with course wise vacancy position in as to reach him as per the schedule given by him. All the Principals of Government or Government Aided Institutions shall submit vacancy position of all courses to the Directorate of Technical

Education Mumbai before stipulated date by the Admission Regulating Authority.



BUS FACILITY

College Transport Facility : College Bus Covers the Routes in Aurangabad City are as Follows.

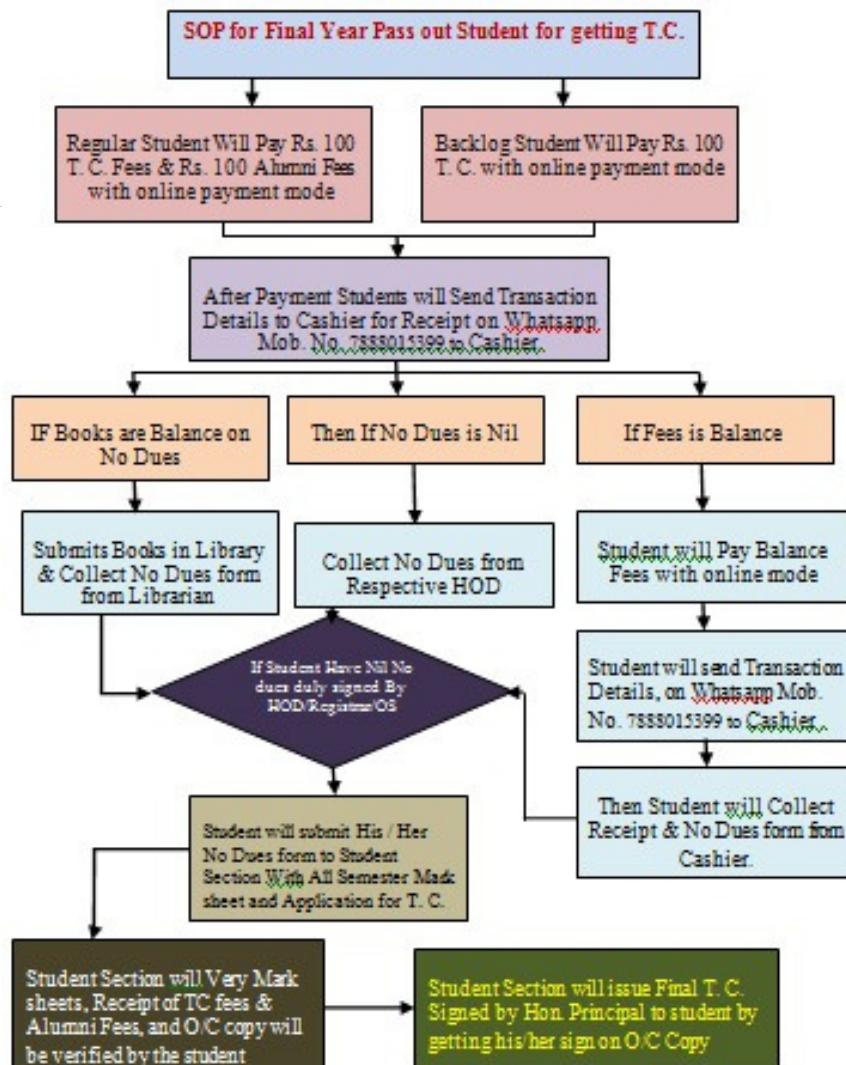
Rout No. 1	Rout No. 2	Rout No. 3	Rout No. 4	Rout No. 5	Rout No. 6
Harsul T Point	Chikalthana	Kamgar Chouk	Baliram Patil Hign School	Waluj	Bidkin
SBOA	Cidco	Mahalxmi Chouk	Chistiya Chouk	Bajaj Nagar	Chitegaon
TV Center	Akashwani	Pundalik Nagar	Seven Hill	Ranjangaon Phata	Georai Tanda
Collector Office	Dudh Dairy	Gajanan Maharaj Mandir	Gajanan Maharaj Mandir	Colgate	Nakdhrawadi
Mill Corner	Kranti Chouk	Stadium	Shivaji Nagar	Mohtadevi Mandir	Collge
Baba petrol Pump	Vits Hotel	Darga	Deolai Chouk	A. S. Club	
Railway Station	Railway Station	Renuka Mata Mandir	Beed Bypass Chouk	South City	
College	Collge	MIT	Beed Bypass Chouk	Collge	
		Collge	College		

Student's Handbook

PROCEDURE FOR BONAFIDE CERTIFICATE

- Student collects the printed Bonafide Format from the college office and duly fill it and take the signature of Registrar/Principal Sir.
- Submit the format to the admin office. Collect the Bonafide Certificate approximately after 1 hour.

PROCEDURE FOR LEAVING CERTIFICATE:



Institute/MSBTE Exam Rules

1. MSBTE Examination Regulation Students will fill their Online exam form as per MSBTE schedule (Detail schedule given on MSBTE Website) Students should complete their files and manuals regularly.
2. All files and manuals should be signed and submitted before time.
3. No dues form should be signed and submitted to respected class teacher /HOD after the file and manual submission.
4. After submission of No dues form students should take their Hall ticket from Department.

1. Students should visit MSBTE website to know the time-table of Board exam.
2. For External oral and practical exam regularly visit the notice board.
3. Hall ticket, Fee receipt and Identity Card are must during theory and practical examinations.
4. Mobile phones are not allowed at the time of examination.
5. Remove shoes and scandals while entering into the examination hall.
6. No letter pad or Writing board are allowed in examination hall.

Important guidelines for all the students of Final and Pre-final year looking for campus placements

1. Refer the T&P Notice Board every day. Read each line of the notice for any doubt contact to your department TPO Coordinator.
2. Only eligible students are allowed to sit for the placements as per criteria set by the companies. If, any students are found sitting beyond the criteria will be out from the placement process. Be on time on the day of campus placements. Must carry your Identity card and updated copy of resume with all your mark sheets in a folder.
3. Go through the website of a particular company one day before the placements. Maintain peace and dignity throughout the process especially during the presentation.
4. Inform your parents on the day of campus placements as the process may go on till late evening while coming for the campus interview, with proper college uniform is necessary.

Procedure to Collect Documents from College

PASSING CERTIFICATE

It is mandatory that student should collect his/her passing certificate personally  from the Students section Counter. But in case of some unavoidable circumstances parents should come along with the following documents:

1. Authority Letter of Student with parents sign.
2. Photo Identification-PAN card.
3. Photocopy of Provisional Passing Certificate.

The Authority Letter should be, duly signed by Principal Sir and Registrar and submitted to the Students section Counter along with required documents.

ID CARD

1. The Polytechnic will issue a Smart Identity card to every bonafide student. It is mandatory for the students to prominently display the I-card while they are in the college campus.
2. Student can collect the ID card Format from the admin office and duly fill it with the current information and paste the latest photograph over it, also take the signature of respective HOD
3. Submit the format to the Admin office counter
4. Carefully verify the draft copy of ID card. If any Correction found immediately inform to respective HOD.
5. Collect the ID Card approximately after 8 days.



UNIFORM/ DRESS CODE

For Boys : Black Pant (Jeans not allowed) and White Shirt (Full Sleeves) with Black Shoes and white Socks. For Girls : Black Jeans with White Shirt with full sleeves with black shoes and white socks (No Capris/shorts pants allowed in campus)

Procedure to Collect the Mark sheet from college

1. Carefully verify the Dept/college Notice board for Mark sheet distribution dates.
2. Collect Mark sheet from respective class teacher with duly sign on mark sheet received page.
3. If you have misplaced your mark memo, at that condition institute is responsible .

DUPLICATE MARKSHEET

1. Student Application addressing to Secretary MSBTE
2. Police FIR
3. Affidavit on 100 Rs. Stamp Paper stating the details of Mark sheet.
4. Xerox copy / Online print of Mark sheet
5. Pay requisite fees to MSBTE office.

DUPLICATE PASSING CERTIFICATE

1. Student Application addressing to Secretary MSBTE.
2. Police FIR
3. Affidavit on 100 Rs. Stamp Paper stating the details of Passing Certificate.
4. All semester mark sheet Xerox and provisional passing certificate Xerox.
5. Pay requisite fees to MSBTE office.

DUPLICATE LEAVING CERTIFICATE

1. Student Application addressing to Principal Sir and take the signature of Principal Sir & Registrar.
2. Police FIR and News paper copy of news.
3. Affidavit on 100 Rs. Stamp Paper stating the details of Leaving Certificate and if found, student will return it back to the institute.
4. Pay requisite fee to Account section.

Students should not wear valuable ornaments or carry electronic gadgets including mobile phones etc.

1. Students are requested to take care of their personal belongings such as calculator,
2. journals, files, books notes etc. The Polytechnic Authorities will not be held responsible for the loss.
3. Every student must preserve original fee receipt (students copy), Identity card and
4. Library card. Loss of the same has to be duly reported to the concerned authorities.
5. Students are expected to check up notices being displayed on the respective Notice Boards.

Workshop Safety

Policy Statement

Departmental workshops play an important role in both teaching and research. However, inappropriate use of workshop equipment can cause serious injuries. To minimize the likelihood of injuries, the following procedures shall apply to all to departmental workshops and to the work of students and staff (other than professionally qualified workshop staff) who are permitted to work in such workshops. Operation of dangerous workshop equipment, outside of a designated workshop, will not normally be permitted.

General Workshop Safety Rules

1. Safety Glasses Must Be Worn.
2. Safety Footwear Must Be Worn When Working In The Workshop.
3. Ask Workshop Supervisor Before Using Equipment.
- You Must Have Been Inducted And Deemed Competent!
4. Visitors Must Remain Within Marked Walkways.
5. Long Hair Must Be Tied Back.
6. Clean Machines After Use.
7. Take Care When Using Compressed Air.
8. Hearing Protection Should Be Worn When Using Machinery.
9. Working Alone After Hours Is Not PERMITTED (Normal Workshop Hours 10.15AM – 5PM)
10. Never adopt a casual attitude in the workshop and always be conscious of the potential hazards.
11. Ensure that personal clothing is suitable to the workshop conditions, e.g. Safety footwear with steel capping. Thongs or open footwear should not be worn in the workshop.
12. Always wear eye protection when using power operated hand or machine tools, or while performing physical tests that could lead to eye damage.
13. Use protective clothing and devices appropriate to the type of operation being carried out, giving due consideration to the work being carried out in the vicinity.
14. Never indulge in reckless behavior in the workshop.
15. Always exercise care when opening and closing doors and entering or leaving the workshop.
16. Do not smoke within Campus.
17. Regard all substances as hazardous unless there is definite information to the contrary.
18. Before any work is carried out in the workshop, permission must be obtained from the Workshop Supervisor



20. Never undertake any work unless the potential hazards of the operation are known as precisely as possible, and the appropriate safety precautions are adopted. Any flame producing activity is not to commence until the immediate area has been cleared of dusts. Many materials, which are nonflammable in a lump state, become quite volatile when in powdered or dust cloud form.
21. Take additional care when carrying or moving any potentially hazardous material or substance.
22. Warning signs and barriers are to be erected at entrances to the workshop before any testing is carried out when using materials of an excessively dusty nature, or are toxic or otherwise unpleasant.
23. Label all safety equipment and maintain it in good operating condition. Check and inspect safety equipment for correct operation in accordance with the manufacturer's instructions and report to workshop supervisor, any requirement for maintenance. Ensure that all safety equipment remains accessible to the workshop personnel at all times.



Anti Ragging Rules & Regulation of AICTE

What constitutes Ragging: - Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b. Any indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

Student's Handbook

- g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Action to be taken by the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff of technical institution,

The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty. The technical Institution, University including Deemed to be University imparting technical education should incorporate a clause in their letter of appointment that the Director, Faculty and other administrative Heads should ensure all possible steps for prevention of ragging in the premises of the educational institutions, and that they are liable for action, in case of non-compliance.

1. The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the Institution including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly in any case of ragging which comes to his/her notice. A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
2. Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
3. The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in any technical institution, University including Deemed to be University imparting technical education.

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
4. a. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 1. Cancellation of admission
 2. Suspension from attending classes
 3. Withholding/withdrawing scholarship/fellowship and other benefits
 4. Debarring from appearing in any test/examination or other evaluation process
 5. Withholding results
 6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

Suspension/expulsion from the hostel Rustication from the institution for period ranging from 1 to 4 semesters Expulsion from the institution and consequent debarring from admission to any other institution Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential ridders.

b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie, In case of an order of an institution, affiliated to or constituent part, of the University, to the Vice-Chancellor of the University; In case of an order of a University, to its Chancellor. In case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.



छत्रपती शाहू महाराज शिक्षण संस्थेचे
कॉलेज ऑफ पॉलिटेक्निक
CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S
CSMSS COLLEGE OF POLYTECHNIC,
 (Approved by AICTE & DTE (Govt. of Maharashtra),
 Affiliated to MSBTE, Mumbai)



CSMSS | Poly | 23-24 | 04.C

DATE : 03/06/2024

ORDER**Sub:** Constitution of Anti-Ragging Squad.**Ref:** AICTE, New Delhi, Approval Process Hand book

This is to informed you that in tune with the policy of CSMSS College of Polytechnic (COP), Aurangabad, to ensure complete ragging free environment in CSMSS campus and in compliance with guidelines of AICTE, New Delhi, Approval Process Hand book Anti-Ragging Squad is constituted with the following members till further order. You have to report to the undersigned frequently.

ANTI-RAGGING SQUAD

S.NO.	NAME OF THE STAFF	Designation/Dept.	Position
1	Prof. K. B. Tidake	I/C Academics	Chairman
2	Prof. M. R. More	HOD CE	Member
3	Prof. R. S. Pophale	HOD CO	Member
4	Prof. C. V. Rahane	HOD EE	Member
5	Prof. M. D. Narangale	HOD EJ	Member
6	Prof. V. R. Shelke	HOD ME	Member
7	Prof. M. B. Sakhare	Lecturer	Member
8	Prof. B. G. Dhanwade	Registrar	Member Secretary
9	Mr. Kailas Chikane	Security Officer	Member


PRINCIPAL

Student's Handbook

Internal Compliant Committee (ICC) Vishakha - Women Grievance Redressal Committee



A new section known as the "Women's Grievance Redressal Committee" (WGRC) has started functioning in the college from the academic session 2012. WGRC is formed in order to keep the healthy working atmosphere among the faculties of Polytechnic. This Cell helps women faculty and students to record their complaints and solve their problems related to resources and personal grievances. Woman Harassment complaints will be handled as per government guidelines.

Functional view of WGRC

Women's Grievance Redressal committee functions with a view to look after the general well-being of the women folk in the campus. It organizes different women empowerment programmes. All women staff and students are members of the cell. Any type of sexual harassment physical, verbal or mental shall come under the purview of the cell, and it is empowered to initiate proactive actions against such offences

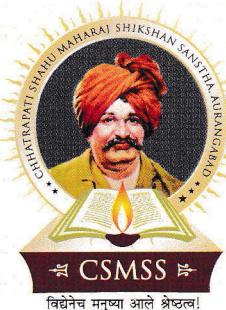
INTERNAL COMPLAINT COMMITTEE (ICC)



INTERNAL COMMITTEE (IC)

S.NO.	NAME OF THE STAFF	DESIGNATION	POSITION
1	Mrs. Manisha B. Sakhare	Lecturer	Chairman
2	Mrs. Dhanshri R. Lahore	Lecturer	Member
3	Mrs. Sonal R. Borakhade	HOD AN	Member
4	Mr. Aniket A. Sonwane	Lecturer	Member
5	Mr. Bharat G. Dhanwade	Registrar	Member
6	Mrs. Ketaki P. Dhalerao	Office Superintendent	Member
7	Mrs. Sonali P. Wadkar	Clerk Student Section	Member
8	Ms. Pratiksha Dhamale	Student Representative	Member
9	Ms Janhavi Paul	Student Representative	Member
10	Ms. Riya kakde	Student Representative	Member


PRINCIPAL



छत्रपती शाहू महाराज शिक्षण संस्थेचे
कॉलेज ऑफ पॉलिटेक्नीक
CHHATRAPATI SHAH MAHARAJ SHIKSHAN SANSTHA'S
CSMSS COLLEGE OF POLYTECHNIC,
 (Approved by AICTE & DTE (Govt. of Maharashtra),
 Affiliated to MSBTE, Mumbai)



CSMSS/P614/23-24/04-F

DATE : 03/06/2023

ORDER

Sub: Constitution of Grievance Redressal Committee (GRC) for faculty/staff.

Ref: AICTE, New Delhi, Approval Process Hand book

This is to informed you that in tune with the policy of CSMSS College of Polytechnic (COP), Aurangabad, as per AICTE regulation vide F.No.1-101/PGRC/AICTE/Regulation/2019, Dated : 07/11/2019 this committee is constituted under Grievance Redressal Cell (GRC) to resolve the complaints of faculty/staff. You have to report to the undersigned frequently.

GRIEVANCE REDRESSAL COMMITTEE (GRC)

S.NO.	NAME OF THE STAFF	DESIGNATION	POSITION
1	Dr. G. B. Dongre	Principal	Chairperson
2	Jt. Director	Jt. Director, RO, Aurangabd	State Govt./DTE Member
3	Dy. Secretary	Dy. Secretary, RBTE, Aurangabad	Affiliating Board Member
4	Mr. K. B. Tidke	I/C Academics	Faculty member
5	Mr. C. V. Rahane	HOD EE	Senior Faculty Member
6	Mr. M. D. Narangale	HOD EJ	Senior Faculty Member
7	Mrs. M. B. Sakhare	Lecturer	Senior Faculty Member
8	Mr. B. G. Dhanwade	Registrar	Member Secretary

PRINCIPAL

SC/ST COMMITTEE A.Y. 2023-24

SC/ST COMMITTEE

S.NO.	NAME OF THE STAFF	Designation/Dept.	Position
1	Dr G. B. Dongre	Principal	Chairmen
2	Mr. M. A. Dhopate	Lecturer	Member
3	Mr A. N. Shinde	Clerk	Member
4	Mr. M. B. Nannaware.	Lab-Asst	Member
5	Mr. B.G. Dhanwade	Registrar	Member
6	Mrs. K. P. Bhalerao	Office Superintendent	Member
7	Mrs. S. P. Wadkar	Clerk	Member



PRINCIPAL

Student's Handbook



Annexure no.1 CSMSS COLLEGE OF POLYTECHNIC

Kanchanwadi Paithan Road, Aurangabad - 431011

Student Application for Bona-fide Certificate

To,

The Principal, CSMSS

College of Polytechnic,
Kanchanwadi, Aurangabad

Respected Sir,

I wish to apply for getting a Bona-fide Certificate. My particulars are as under :

1. Name in full :
(Surname) (Name) (Father's Name)

2. Course :- CE/CO/EE/EJ/ME Enrollment no.:----- Sem: - I/II/III/IV/V/VI

3 Date of Birth : ----- Place of Birth : -

4. Purpose for which Bona-fide Certificate is required :

Yours faithfully,

Place :

Mobile no.:-----

(Signature of the head of the Department) -----

Certificate No. : Issued on : Dated

(Signature of the concerned
person)

Student's Handbook

Annexure no.2



CSMSS COLLEGE OF POLYTECHNIC

Kanchanwadi Paithan Road,Aurangabad -431011

Student Leave Application form

1. Full Name: _____

[Surname]

First name

Middle Name]

2. Clas : FY/ SY/ TY Enrollment no :_____ Roll No :_____

Application Date: _____

3 Dates for which leave is applied : _____ to _____

4 From Total number of leave days: _____

5 Reasons for leave: _____

Signature of Parent _____

Name :

Mobile Number :

Signature of Student

Name : _____

Mobile Number :

Signature of Class Teacher

Copy To: 1) Class Teacher

Signature of H.O.D

Student's Handbook

Annexure no.3

No Dues



CSMSS

**CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S
COLLEGE OF POLYTECHNIC,**

Kanchanwadi, Paithan Road, Aurangabad.
Ph. No. (0240) 6646402, 6646404 Fax No. (0240) 2376655
Website www.espresso.com Email espresso@vsnl.com

Website : www.csmsspoly.com, www.csms

Email : office@csmsspoly.com, csmsspoly@gmail.com

AICTE & DTE (Govt. of Maharashtra) Affiliated

(Approved by AICTE & DTE (Govt. of Maharashtra), Affiliated to MSBTE Mumbai)
DTE CODE : 2176 MSBTE CODE : 1152

MSBTE CODE : 1152

NO DUES WINTER 2018

Date: / /2018

Name : _____ Branch : _____

Roll No.: _____ Enrollment No.: _____ Sem. _____ Mobile _____

Parent Mobile No _____ Guardian Mobile No _____

Signature of Student

Sr. No.	Department	Balance Fees/ Dues Amount	Name of Head	Signature & Stamp
1	Scholarship section			
2	Library			
3	Hostel			
4	Accounts Dept.	GOI Regular Fees		

Accountant / Cashier recover the amount as shown above.

HOD O S

Registrar

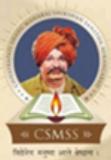
Principal

A.O.(Sanstha)

Annexure no.4
CSMSS College of Polytechnic
Kanchanwadi Paithan Road,Aurangabad
I CARD FORMAT

Name of Student:-	_____	_____
Branch:-	Year :	
Enrollment No.:-		_____
Date of Birth :-		_____
Local Address:-		_____
Mobile No.		_____
Blood Group :-		_____
Signature		

Name of Student:-	_____	_____
Branch:-	Year :	
Enrollment No.:-		_____
Date of Birth :-		_____
Local Address:-		_____
Mobile No.		_____
Blood Group :-		_____
Signature		



CSMSS

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA
CSMSS Educational Institutions



CSMSS Ayurved Mahavidyalaya
& Rughnalaya (Est.1989)



CSMSS Dental College
& Hospital (Est.1991)



CSMSS College of Agriculture
(Est. 2006)



CSMSS College of Polytechnic
(Est. 2009)



CSMSS Chh. Shahu Maharaj
Super Specialty Hospital (Est. 2013)



CSMSS Chh. Shahu College
of Engineering (Est. 2013)

Facilities



Central Canteen



Digital Studio



Sport's Ground



Gymkhana



Auditorium

Facilities



Buses



Library



Girl's Hostel



Boy's Hostel



Hospital