

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's

New Arts, Commerce and Science College, Shevgaon



INTERNAL QUALITY ASSURANCE CELL

CRITERION VI: Governance, Leadership and Management



6.4.1: Human Resource Management



**Ahmednagar Jilha Maratha Vidya Prasarak Samaj's,
New Arts, Commerce & Science College, Shevgaon
Dist- Ahmednagar 414 502**

- NAAC Re accredited A Grade College * Best Rural College Award 2012 By SPPU
- E-Mail: principal@nacscs.ac.in * Website: www.nacscs.ac.in

ID No: PU/AN/ASC/20/(1978)
U.G.C. New Delhi 2(F) Inclusion
Letter No: F-8-87/81(CPP) 21 Aug. 1991
U.G.C. New Delhi 12 (B) Inclusion
Letter No: F-8-17/95(CPP-1) 17 Oct. 1997
Phone No 02429-222593 (F) 221267

Senior College Code No. 123
HTESEvaarth Code No. 06220100151
A.I.S.H.E Code No. C- 41346
Junior College Code No. J.12.12.004
Shalarth Code No. 05540100168
U Dise Code No. 27261109041

Dr. P.R. Kunde
I/C Principal
M.A Ph,D, M.Phil
Mobile No 9552554284

6.4.1: Sample Proofs of Human Resource Management

Alternative Arrangement of Responsibilities on Casual Leave

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce & Science College
Shevgaon, Dist. Ahmednagar

CASUAL LEAVE APPLICATION
Date: 12/11/2023

1) Name : Jadhav Dattabai Hanishchandra
2) Designation : Asst Prof.
3) Period of C.L. applied : From 19/10/2023 To 20/10/2023
No. of Days : 2
4) Reason of C.L. : Personal Work

5) Alternate Arrangement :

Period No.	First Day		Second Day	
	Class	Name & Sign. of Lecturer	Class	Name & Sign. of Lecturer
1	T.Y.B.Sc	Patphode Y.V.	T.Y.B.Sc	Padale S.S.
2				
3				
4				
5				

REMARKS OF THE DEPARTMENT / SECTION
Shri. / Smt. Jadhav D.H. may / may not be granted Casual Leave because: 1) Proper Alternative Arrangement is made / not made.
2) _____
3) _____
Head of Department _____

TO FILLED BY OFFICE

Page No. _____
Casual Leave recorded in Muster Roll on
Date: _____
Remarks: _____
Est. Clerk _____ O.S. _____ Principal _____

Ahmednagar Jilha Maratha Vidya Prasarak Samaj's
New Arts, Commerce & Science College
Shevgaon, Dist. Ahmednagar

CASUAL LEAVE APPLICATION
Date: 20/10/2023

1) Name : _____
2) Designation : प्र. डॉ. चवि प्र. पु.
3) Period of C.L. applied : माहा प्रास्तावक From _____ To _____
No. of Days : २०/१०/२०२३
4) Reason of C.L. : वैयक्तिक काम

5) Alternate Arrangement :

Period No.	First Day		Second Day	
	Class	Name & Sign. of Lecturer	Class	Name & Sign. of Lecturer
1				
2	टी.यू.बी.ए. प्र. डॉ. मुंदे जी. एन.			
3				
4				
5				

REMARKS OF THE DEPARTMENT / SECTION
Shri. / Smt. प्र. डॉ. चवि प्र. पु. may / may not be granted Casual Leave because: 1) Proper Alternative Arrangement is made / not made.
2) _____
3) _____
Head of Department _____

TO FILLED BY OFFICE

Page No. _____
Casual Leave recorded in Muster Roll on
Date: _____
Remarks: _____
Est. Clerk _____ O.S. _____ Principal _____



PRINCIPAL
New Arts Commerce & Science College
Shevgaon, Dist. Ahmednagar