



No. Office/Dept./2023

06th September, 2023

INTERNAL MEMO

To : The concerned staff members, DJSCE
From : Dr. Hari Vasudevan, Principal, DJSCE.
CC : Heads of Departments
Dr. Trupti Paradkar, F.E. Co-ordinator & I/C Vigilance Committee
Registrar
Staff Notice Board.
Sub : Vigilance Committee for A.Y. 2023-24.

Remarks		For Information/Necessary Action	
#Urgent	#For Review	#Please Comment	#Please Reply

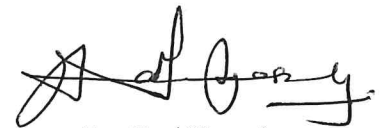
As per our usual practice, it has been decided to assign duty & responsibility, to monitor regularity and punctuality of lectures and practicals, to following staff members on different days of the week. They are requested to monitor the above on the days and time mentioned against their names (column-wise), by taking rounds (at least twice) in the college, thereby helping students and faculty members for the smooth conduct of the daily operations in the college. In case of their absence on a particular day, mutual adjustment may be made and accordingly the same information be informed to Dr. Trupti Paradkar, Incharge, Vigilance Committee.

Sr. No.	Faculty Members		Day	Floor
Overall Incharge – Dr. Trupti Paradkar				
	Morning (07.45 a.m.)	Evening (04.45 p.m.)		
1.	Ms. Smita Rane Dr. Sanjay Deshmukh	Mr. Naresh Deshpande Ms. Sindhu Nair	Monday	2 nd & 4 th 3 rd , 5 th & 6 th
2.	Dr. Meeta Gandhi Mr. Avadhut Samant	Ms. Manisha Keshab Dr. Nilesh Marathe	Tuesday	2 nd & 3 rd 4 th , 5 th & 6 th
3.	Dr. Anjali Samuel Dr. Aarti Ambekar	Dr. Smita Bhatavadekar Ms. Yukti Bandi	Wednesday	2 nd & 6 th 4 th , 3 rd & 5 th
4.	Dr. Gayatri Pandya Mr. Rahul Taware	Dr. Yogesh Parab Mr. Prashant Patankar	Thursday	4 th , 5 th & 6 th 2 nd , 3 rd
5.	Dr. Vinayak Khatawate Ms. Shirley Mathew	Ms. Ranjushree Pal Dr. Venkata Chavali	Friday	4 th & 6 th 2 nd , 3 rd & 5 th
6.	Mr. Pankaj Sonawane Dr. Nilesh Rathod	Mr. Prasad Shirodkar Dr. Darshana Sankhe	Saturday	2 nd & 3 rd 4 th , 5 th & 6 th

This is to be with effect from 08th September, 2023 till further orders.

They are requested to send a report by e-mail on the same day of their duty to Dr. Trupti Paradkar with cc to info@djsce.ac.in for remedial actions and overall suggestions & improvements, which will then be looked into on a regular basis.

Best wishes!


Dr. Hari Vasudevan
(Principal)