



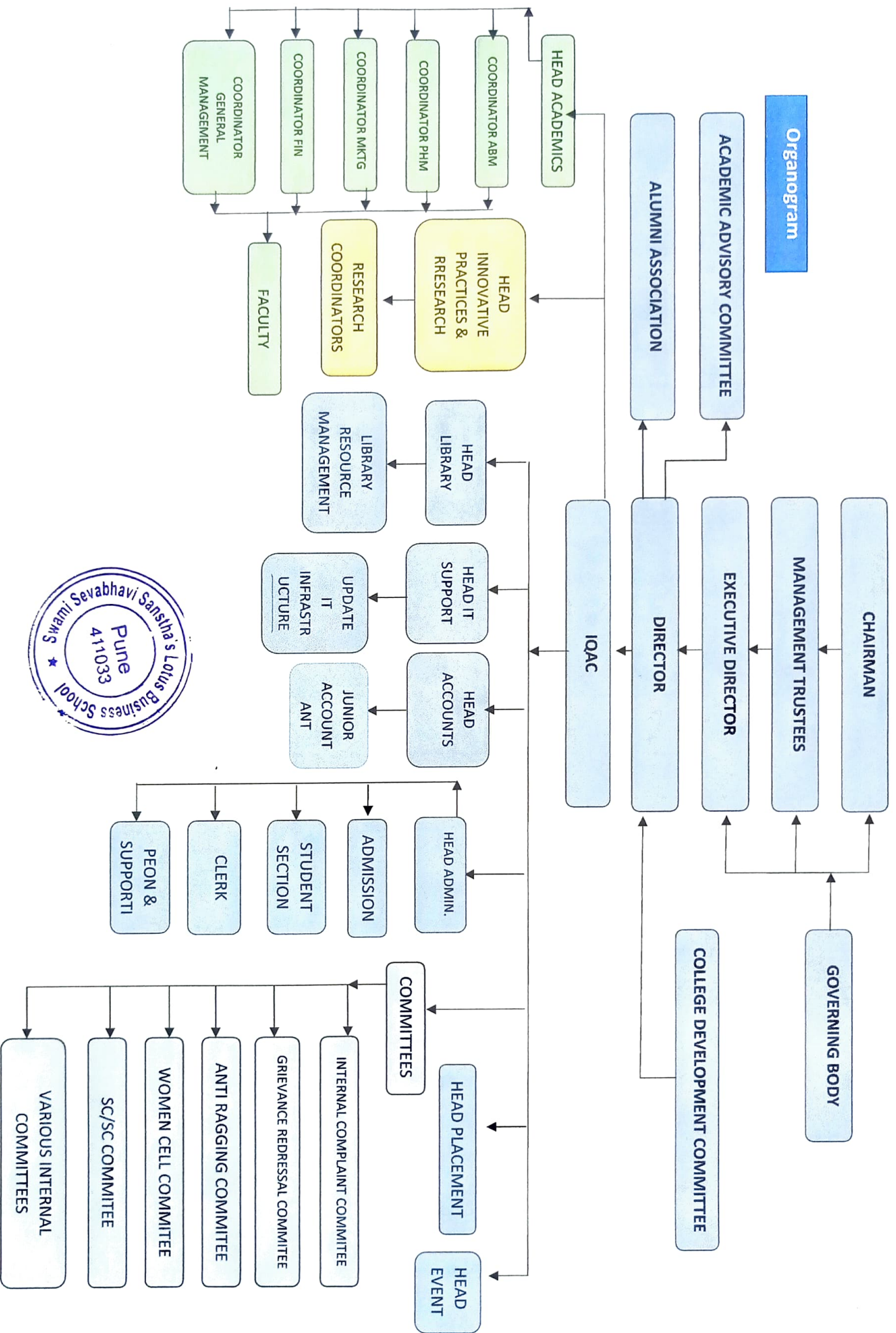
Lotus Business School

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Deepak
Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033



Academic Calendar for MBA (CPP) (2022-23)

January 2022

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 2022							1
	2	3	4	5 Induction	6	7	8
	9	10	11	12	13	14 Industry Environment Analysis	15 Industry Environment Analysis
	16	17	18	19	20	21 Agriculture & Food Industry Environmental Analysis	22 Agriculture & Food Industry Environmental Analysis
	23 Agriculture & Food Industry Environmental Analysis	24	25	26 Republic Day Ideation ceremony	27	28 SMART-Gen, SMART-ABM SMART-PHM (Prof. Rajesh Gade Birthday)	29 SMART-Gen, SMART-ABM SMART-PHM
	30 SMART-Gen, SMART-ABM SMART-PHM	31					

February 2022

February 2022			1 (Internal Exams- Sem-III)	2 (Internal Exams- Sem-III)	3 (Internal Exams- Sem-III)	4 (Mr. Bhavesh Bhai Patel-B'Day) (Internal Exams- Sem-III)	5
	6	7	8	9	10	11	12
	13	14	15	16	17 (Ms. Nutan Gholap-B'day)	18	19 Shiv Jyanti
	20	21	22	23 (Ms. Vanashree Gosavi-B'Day)	24	25 Business Analysis for Decision Making	26 Business Analysis for Decision Making
	27	28					

March 2022

March 2022			1	2	3	4	5
	6	7	8 Women's Day	9	10	11 CPP-Digitization	12 CPP-Digitization
	13	14	15	16 (Mr. Charudatta Bhodhankar-B'Day)	17	18	19
	20	21	22	23	24 (Dr. Dhananjay Deshpande-B'Day)	25	26
	27	28	29	30			



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Pune - 411 033

Sunday/Holidays	Program/ Activity	Guest Lecture/student Activity/Industrial visit	Examination
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April 2022

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Gudi Padava
3	4	5	6	7 CPP-Digital Marketing	8 CPP-Digital Marketing	9 CPP-Digital Marketing
10	11	12	13	14 (Dr.B.R Ambedkar Jayanti) (Dr. Ganesh Pathak-B'Day)	15 CPP- Agriculture and Food Product/Pharmaceutical Packaging Management	16 CPP- Agriculture and Food Product/Pharmaceutical Packaging Management
17 CPP- Agriculture and Food Product/Pharmaceutical Packaging Management	18	19	20	21	22	23
24	25	26	27	28	29 Synnovation (Dr.Anil Poman-B'Day)	30 HR-Insight

May 2022

May 2022

1 Maharashtra Day	2	3	4 (Shyam Puyed-B'Day)	5	6	7
8	9	10	11	12 (Mr. Vivek Keskar-B'Day)	13	14
15 (Mr. Sunil Prajapati-B'Day)	16	17	18 (Ms. Sonali Indalkar-B'Day)	19	20 CPP -Export Import Management in Agriculture and Food Sector/ Pharmaceutical and Healthcare Industry	21 CPP -Export Import Management in Agriculture and Food Sector/ Pharmaceutical and Healthcare Industry
22	23	24	25	26	27	28 Industry Visit
29	30	31				

June 2022

June 2022

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15(Prof. Pranita Arbat-B'Day)	16	17	18
19	20	21 Yoga Day	22	23 CPP- Intellectual Property Right for Pharmaceutical and Healthcare Industry	24 CPP- Intellectual Property Right for Pharmaceutical and Healthcare Industry	25 CPP- Intellectual Property Right for Pharmaceutical and Healthcare Industry
26	27	28	29	30		

Sunday/Holiday

Program/ Activity

Guest Lecture/student Activity/Industrial visit

Examination



July 2022

July 2022	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15 CPP- Financial / Banking Analytics CPP-Marketing Analytics	16 CPP- Financial / Banking Analytics CPP-Marketing Analytics
	17	18 (Dr. Makarand Deshpande- B'Day)	19	20	21 (Mr. Rajnikant Dhamal & Mr. Navnath Tanpure- B'Day)	22	23
	24	25	26	27	28	29 (Dr. Manisha Purohit-B'Day)	30
	31						

August 2022

August 2022		1	2	3	4CPP- Marketing of Financial Products	5 CPP-Marketing of Financial Products	6 CPP-Marketing of Financial Products
	7	8	9	10	11	12	13
	14	15 Independence Day	16	17	18	19 (Mr. Rushikesh Kolhe-B'Day)	20
	21	22	23	24	25	26	27 UDDAN
	28	29	30	31 (Ganesh Chaturthi)			

September 2022

September 2022					1	2	3
	4	5 Teacher's Day	6	7	8	9 Ganesh Visarjan	10
	11	12	13	14	15 (Dr. Jasmeet Chhabda- B'Day)	16(CPP- Presentations Skill & Presentation)	17 (CPP- Presentations Skill & Presentation)
	18	19	20	21	22	23 (CPP-Investment Advisor)	24 (CPP-Investment Advisor)
	25	26	27 (CPP-Quality Assurance& Control Mgt)	28 (CPP-Quality Assurance& Control Mgt)	29 (CPP-Quality Assurance& Control Mgt)	30 (CPP-Quality Assurance& Control Mgt) (Dr. Satish Warpade-B'Day)	
	Sunday/Holiday		Program/ Activity		Guest Lecture/student Activity/Industrial visit		Examination



October 2022

October 2022	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1 (Garba Night) (Prof. Chandrakant Thorat B'day)
	2 Gandhi Jyanti	3	4	5 (Dussehra)	6	7	8
	9	10	11	12 (Bhaishree Ji-Chairman B'day)	13 CPP-SAPM CPP-Production Planning & Control	14 CPP-SAPM CPP-Production Planning & Control (Prof. Sudarshan Babar-B'Day)	15 CPP-SAPM CPP-Production Planning & Control
	16 CPP-SAPM CPP-Production Planning & Control	17	18	19	20	21	22
	23	24 (Diwali Vacation)	25 (Diwali Vacation)	26 (Diwali Vacation)	27 (Diwali Vacation)	28 (Diwali Vacation)	29 (Diwali Vacation)
	30	31					

November 2022

November 2022			1	2	3 CPP-Supply Chain Mgt	4 CPP-Supply Chain Mgt	5 CPP-Supply Chain Mgt
	6 CPP-Supply Chain Mgt	7	8	9 (Mr. Pravin Talekar B'Day)	10	11 CPP- Corporate Etiquettes & Business Ethics	12 CPP- Corporate Etiquettes & Business Ethics
	13	14	15	16	17	18	19 International Men's Day
	20	21	22	23	24	25 CPP-Financial Reporting Analysis	26 CPP-Financial Reporting Analysis
	27	28	29	30			

December 2022

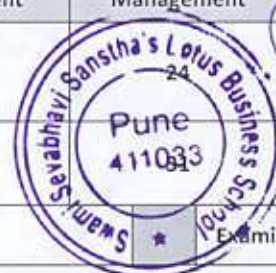
December 2022				1	2	3	4
	5	6 (JUNOON)	7	8	9	10	11 (Mr. Sachin Bagave B'Day)
	12	13	14 (Prof. Prajakta G. B'Day)	15	16 CPP- Event Management	17 CPP- Event Management	18
	19	20	21	22	23	24	25 Christmas
	26	27	28	29	30		

Sunday/Holiday

Program/ Activity

Guest Lecture/student Activity/Industrial visit

Examination



(Time Table) MBA-CPP II First Year-Pharma and Healthcare Management-Glory 2021-2022

11-07-2022 to 16-07-2022

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00 AM - 10:00 AM	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Placement Session/Alumni Session (Placement Team)
10:00 AM - 11:00 AM	CPP-Presentation Skills & Public Speaking Time:- 10: to 4.00 PM(Selective)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	
11:00 AM - 12:00 PM	Lecture Decision Science(302)(CT)	Lecture Financial Management (AAP)	Lecture Strategic Management 301)(MP)	Lecture Strategic Management 301)(MP)	Lecture Decision Science(302)(CT)	
12:00 PM - 01:00 PM	Lecture Strategic Management 301)(MP)	Lecture Start Up & New Venture Management(DD)	Lecture Start Up & New Venture Management(DD)	Lecture Financial Management (AAP)	MS-Excel Lab MS Excel (SSI)	
01:00 PM - 02:00 PM	Recess	Recess	Recess	Recess	Recess	
02:00 PM - 03:00 PM	MS-Excel Lab MS Excel (SSI)	Lecture International Business Environment-307 (D)	Lecture Decision Science(302)(CT)	Lecture International Business Environment-307 (D)	Lecture Financial Management (AAP)	Recess
03:00 PM - 04:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/OSCM-205	
04:00 PM - 05:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	IT	



Swami Sevabhavi Sanstha's

Lotus Business School

Jhambhe Road, S.No. 52/53, Old Mumbai - Pune Hwy, Punawale, Pune, Maharashtra 411033

Email : Website : <https://lotuscentre.ac.in> Phone No. : 09881042965

(Time Table) MBA II First Year-General Management-Shine 2021-2022
11-07-2022 to 16-07-2022

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00 AM - 10:00 AM	Communication Lab Verbal (PVG)	Communication Lab Verbal (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal (PVG)	Communication Lab Verbal (PVG)	Placement Session/Alumni Session (Placement Team)
10:00 AM - 11:00 AM	Communication Lab Verbal (PVG)	Communication Lab Verbal (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal (PVG)	Communication Lab Verbal (PVG)	
11:00 AM - 12:00 PM	Financial Management (AAP)	Lecture Operations n Supply Chain Management (CT)	Lecture Marketing Management (PAA)	Lecture Contemporary Frameworks in Management (DDD)	Lecture Marketing Management (PAA)	
12:00 PM - 01:00 PM	Lecture Contemporary Frameworks in Management (DDD)	Group Discussion (Placement Team)	Lecture Qualitative Research Methods (GPP)	Lecture Human Resources Management (MP)	Lecture Financial Management (AAP)	
01:00 PM - 02:00 PM	Recess	Recess	Recess	Recess	Recess	
02:00 PM - 03:00 PM	Library	Lecture Marketing Management (PAA)	Lecture Contemporary Frameworks in Management (DDD)	Lecture Operations n Supply Chain Management (CT)	Lecture Human Resources Management (MP)	Recess
03:00 PM - 04:00 PM	Lecture Marketing Management (PAA)	Lecture MKT/FIN 205	Lecture MKT/FIN 206	Lecture MKT/FIN 205	MS-Excel Lab MS Excel (SSI)	



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00 AM - 10:00 AM	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Placement Session/Alumni Session (Placement Team)
10:00 AM - 11:00 AM	CPP-Presentation Skills & Public Speaking Time:- 10: to 4.00 PM(Selective)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	
11:00 AM - 12:00 PM	Lecture Start Up & New Venture Management(DDD)	Lecture International Business Environment-307 (D)	Lecture Start Up & New Venture Management(DDD)	Lecture International Business Environment-307 (D)	Lecture Strategic Management 301)(MP)	
12:00 PM - 01:00 PM	Lecture Financial Management (AAP)	Lecture Decision Science(302)(CT)	Lecture Financial Management (AAP)	Lecture Decision Science(302)(CT)	Lecture Decision Science(302)(CT)	
01:00 PM - 02:00 PM	Recess	Recess	Recess	Recess	Recess	
02:00 PM - 03:00 PM	Lecture Strategic Management 301)(MP)	Lecture Strategic Management 301)(MP)	MS-Excel Lab MS Excel (SSI)	MS-Excel Lab MS Excel (SSI)	Lecture Start Up & New Venture Management(DDD)	Recess
03:00 PM - 04:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/OSCM-205	
04:00 PM - 05:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Library	

[Signature]

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
09:00 AM - 10:00 AM	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Placement Session/Alumni Session (Placement Team)
10:00 AM - 11:00 AM	CPP-Presentation Skills & Public Speaking Time:- 10: to 4:00 PM(Selective)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	Communication Lab Verbal Communication Lab (PVG)	
11:00 AM - 12:00 PM	Lecture Human Resources Management (MP)	Lecture Human Resources Management (MP)	Lecture Decision Science(302)(CT)	Lecture Financial Management (AAP)	Lecture Financial Management (AAP)	
12:00 PM - 01:00 PM	Lecture Decision Science(302)(CT)	Lecture Financial Management (AAP)	Lecture Human Resources Management (MP)	Lecture Start Up & New Venture Management(DDD)	Lecture International Business Environment-307 (D)	
01:00 PM - 02:00 PM		Recess	Recess	Recess	Recess	
02:00 PM - 03:00 PM	Lecture Start Up & New Venture Management(DDD)	MS-Excel Lab MS Excel (SSI)	Lecture International Business Environment-307 (D)	Lecture Human Resources Management (MP)	Lecture Start Up & New Venture Management(DDD)	
03:00 PM - 04:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM- 206	Lecture MKT/OSCM-205	
04:00 PM - 05:00 PM	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-206	Lecture MKT/FIN/OSCM-205	Lecture MKT/FIN/OSCM-	MS-Excel Lab MS Excel (SSI)	

LOTUS BUSINESS SCHOOL
INTERNAL EXAMINATIONS
SEMESTER-I-PRIDE/HONOUR/GLORY/ASPIRE

S.No	Day & Date	Time	Subject Name & Code
1	14/03/22 (Monday)	10.00 AM to 11.00 AM	101 GC- 01 Managerial Accounting
		12.00 PM to 1.00PM	102 GC - 02 Organizational Behaviour
2	15/03/22(Tuesday)	10.00 AM to 11.00 AM	103 GC - 03 Economic Analysis for Business Decisions
		12.00 PM to 1.00PM	104 GC - 04 Business Research Methods
3	16/03/22 (Wednesday)	10.00 AM to 11.00 AM	105 GC - 05 Basics of Marketing
		12.00 PM to 1.00PM	106 GC - 06 Digital Business
4	17/03/22(Thursday)	10.00 AM to 11.00 AM	107 GE - UL - 01 Management Fundamentals
		12.00 PM to 1.00PM	109 GE - UL - 03 Entrepreneurship Development
	18/03/22(Friday)	Dhulivandan(Holiday)	
5	19/03/22(Saturday)	10.00 AM to 11.00 AM	110 GE - UL - 04 Essentials of Psychology for Managers
		12.00 PM to 1.00PM	115 GE - IL - 03 Selling & Negotiation Skills Lab
6	21/03/22(Monday)	10.00 AM to 11.00 AM	116 GE - IL - 04 MS Excel
		12.00 PM to 1.00PM	113 GE - IL - 01 Verbal Communication Lab

[Signature]
Dr. Manisha Parohit
Academic & Examination Head



[Signature]
Dr. Satish Warpade
Director
Lotus Business School

Fwd: Campus Recruitment - DMIT - Reliance Retail

External
Inbox

Devang Joshi <devangj.lotus@gmail.com>

11:45 AM (4 hours ago)

to me

----- Forwarded message -----

From: **Devang Joshi** <devangj.lotus@gmail.com>

Date: Wed, 25 May 2022 at 14:20

Subject: Fwd: Campus Recruitment - DMIT - Reliance Retail

To: <devangj.lotus@gmail.com>

----- Forwarded message -----

From: <Rupali.Shree@ril.com>

Date: Wed, 25 May 2022 at 13:51

Subject: Campus Recruitment - DMIT - Reliance Retail

To: <devangj.lotus@gmail.com>

Dear Devang,

Greetings!!

Hope my email finds you well.

We, Reliance Retail Ltd. are pleased to inform you that our company is offering campus placements for efficient graduates from your college. We offer different positions for fresher's based on their skills.

As per our verbal discussion about campus placement for **Reliance Retail (Grocery format)**, kindly go through the below required details for your reference.

Company: Reliance Industries Limited

Group: Reliance Retail – Grocery Format

Job Role: DMIT – Department Manager in Trainee

Shift timings: Day Shift - Rotational

Week Off: any one weekday – as per the roaster

Work Location: In ROM(anywhere)- will be informed post your training is completed

Training Period: Until certification is completed

Once training and certification is completed you will be mapped to a store – for work




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• **Hiring and capability building:-**

- o Capability building through 3 months tailored training program.
- o Deployment as DM – SMART/SM Smart Point after successful completion of the training program and as per availability.

• **Compensation:-**

- o CTC of 2.75 Lacs per annum Fixed

- **Other Benefits-**As per grade hired for Provident Fund, Gratuity, Medi-claim/ESIC, Group Health Insurance, company sim card, etc.

Position Name and Job Description
<p>Position Name: DMIT (Department Manager in Trainee)</p> <p>Job Description:</p> <ul style="list-style-type: none">• Handling day to day Store Operations and ensures maximum profitability for the store.• Maintains store staff by recruiting, selecting, orienting, and training employees.• Delineate and achieve financial objectives by achieving an annual budget; scheduling expenditures; analysing variances; initiating corrective actions. Plan and achieve margins to achieve bottom line.• Communicates, drives and utilizes key reporting tools and monthly hindsight to drive business and implement plans to improve store performance• Develop and maintain suitable measures and systems for controlling stock control, to ensure sufficient levels of stock at minimum stock holding and to keep write-off stock to a minimum.• Connect with every customer; Respond to customers' immediate needs; Explore customers' needs and demonstrate products; conducts regular Customer Connect activities in store for generating excitement• Maintain awareness of market trends in the retail industry, understanding forthcoming customer initiatives and monitoring what local competitors are doing; Competition mapping/benchmarking activities.

Feel free to connect if any query.

Regards,

Rupali Shree
Talent Acquisition
Reliance Retail
rupali.shree@ril.com
+919699856307



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Attachments area





drishtik. lotus <lotusdrishtik@gmail.com>

Final Round interview- 12th July 2022

3 messages

Rupali.Shree@ril.com <Rupali.Shree@ril.com>
To: lotusdrishtik@gmail.com

Tue, Jul 12, 2022 at 10:08 AM

Dear Drishti,

Greetings from Reliance Retail !!!

As discussed, Please make sure students availability for Interview on Tuesday-12-07-2022 2:00 PM to 4:00 PM

Please Download the **Microsoft Team Application** in your phone or Laptop and register yourself. Please find below link for Join Video call Interview.**Note : Don't Join the call directly will give you the call before 2 to 5 min.**

Microsoft Teams meeting**Join on your computer or mobile app****Click here to join the meeting**

Regards,

Rupali Shree

HR-Reliance Team

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drishtik. lotus <lotusdrishtik@gmail.com>

Reliance Retail Online Interview scheduled on 12.07.2022

13 messages

drishtik. lotus <lotusdrishtik@gmail.com>

Thu, Jul 7, 2022 at 12:37 PM

To: rushikeshbangar0707@gmail.com, rajbondre8@gmail.com, adityadoke2016@gmail.com, dhirajdoke8612@gmail.com, gadepachi29@gmail.com, vkhade068@gmail.com, sandeepmungade596@gmail.com, vishwarajparmar2000@gmail.com, tusharpokharkar100@gmail.com, saurabhsankpald@gmail.com, vermatanushri17@gmail.com, balaji4221@gmail.com, ashwinidhamane99@gmail.com, ram84840@gmail.com, khatrisaurabh561@gmail.com, suyogilhare879@gmail.com, lokhandegaurav143@gmail.com, mahureshashi1999@gmail.com, yashnal2121@gmail.com, toufikparsuwale@gmail.com, salameaditya01@gmail.com, aakashshindeas23@gmail.com, satishtalole7116@gmail.com, shubhamthorve8436@gmail.com, sachindhawade6599@gmail.com, chandurkarmeher07@gmail.com, sachideshmukh97794@gmail.com, siddhideshmukh204@gmail.com, Prashantdhanure2016@gmail.com, rj1090594@gmail.com, kishorkhedkar000@gmail.com, prasadkhengare32@gmail.com, samadhanlandge71@gmail.com, sanketmande999@gmail.com, vaibhavmaske71@gmail.com, pratikmukund99@gmail.com, muleydipak048@gmail.com, padolmayur418@gmail.com, nikitaparwe02@gmail.com, srushtisp99@gmail.com, aviratsalunke2112@gmail.com, amolsanap1307@gmail.com, aareebisayyad@gmail.com, vaibhavshingare104@gmail.com, rutujasuryawanshi1903@gmail.com, ajaytale1212@gmail.com, waghchetan9921@gmail.com, Nileshs.mali98@gmail.com
Cc: devangj.lotus@gmail.com, vivekk@lotuscentre.ac.in, tusharp.lotuscentre.ac.in@gmail.com

Dear All,

We are pleased to inform you all, Reliance Retail Interview is scheduled on tuesday 12.07.2022.

Mode of Interview will be online.

Request you to send your updated CV in institute format on this email id by Friday 11.00am.

-

Thanks & Regards

Drishti Kaj

Assistant Professor

Lotus Business School

Punawale Campus

Pune-411033

Tel No. +91 - 7715070159

www.lotuscentre.ac.in



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Pune - 411033



drishtik. lotus <lotusdrishtik@gmail.com>

Lotus Business School Revised list for Reliance Retail Online Interview

2 messages

Rupali.Shree@ril.com <Rupali.Shree@ril.com>
To: lotusdrishtik@gmail.com

Wed, Jul 13, 2022 at 11:45 AM

Hi Drishti,

PFB the shortlisted Candidate.

From: drishtik. lotus <lotusdrishtik@gmail.com>**Sent:** 12 July 2022 14:54**To:** Rupali Shree <Rupali.Shree@ril.com>**Cc:** devangj.lotus@gmail.com; tusharp.lotuscentre.ac.in@gmail.com**Subject:** [External] Lotus Business School Revised list for Reliance Retail Online Interview

Caution: The e-mail below is from an external source. Please do not open attachments or click links unless this email comes from a known sender and you know the content is safe.

Dear Ma'am,

Kindly find the revised list of students for online interview.

Thanks & Regards

Drishti Kaj

Assistant Professor

Lotus Business School

Punawale Campus

Pune-411033

Tel No. +91 - 7715070159

www.lotuscentre.ac.in



[Signature]
Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033



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Campus Hiring Reliance-Lotus.xlsx
17K

drishtik. lotus <lotusdrishtik@gmail.com>
To: tusharp.lotuscentre.ac.in@gmail.com

Fri, Jul 15, 2022 at 5:48 PM

[Quoted text hidden]

Campus Hiring Reliance-Lotus.xlsx
17K

[Handwritten signature]

Students Selected For Reliance Retail

Sr. No	Age	Name of the Candidate	Mobile No	E-Mail Id	Status
1	23	Aditya Namdev Doke	9096449688	adityadoke2016@gmail.com	Selected
2	23	Vishal Diwakar Khade	7387505132	vkhad068@gmail.com	Selected
3	22	Mungde Sandeep Bhimrao	9359165588	sandeepmungade596@gmail.com	Selected
4	23	Tushar kisan Pokharkar	9960767406	tusharpokharkar100@gmail.com	Selected
5	22	Saurabh Devidas Sankpal	7219455333	saurabhsankpal@gmail.com	Selected
6	23	Tanushri verma	8109884668	vermatanushri17@gmail.com	Selected
7	22	Ashwini Vitthal Dhamane	7841985480	ashwinidhamane99@gmail.com	Selected
8	22	Saurabh Khatri	7798543342	khatriSaurabh561@gmail.com	Selected
9	23	Suyog Bhedial Lihare	9021585674	suyoglihare879@gmail.com	Selected
10	23	Shashikant Wasudeo Mahure	7350642733	mahureshashi1999@gmail.com	Selected
11	22	Yash Dilip Nalawade	8830814568	yashnal2121@gmail.com	Selected
12	24	Aditya Prakash Salam	7083965677	salameaditya01@gmail.com	Selected
13	24	Akash Angadrao Shinde	9373768950	aakashshindeas23@gmail.com	Selected
14	24	Satish Sanjay Talole	8805187111	satishtalole7116@gmail.com	Selected
15	23	Thorve Shubham Bharat	8999464389	shubhamthorve8436@gmail.com	Selected
16	22	Meher Shatrughna Chandurkar	9325142148	chandurkarmeher07@gmail.com	Selected
17	23	Siddhika Deshmukh	9067990520	siddhideshmukh204@gmail.com	Selected
18	23	Rajesh Gajanan Jadhav	9767188344	rj1090594@gmail.com	Selected
19	22	Kishor Dattu Khedkar	8888942601	kishorkhedkar000@gmail.com	Selected
20	23	Prasad Namdev Khengare	9511210994	prasadhengare32@gmail.com	Selected
21	22	Samadhan Ashok landge	9552654370	samadhanlandge71@gmail.com	Selected
22	22	Sanket chandrabhan mande	9325689942	sanketmande999@gmail.com	Selected
23	22	Pratik Dilip Mukund	9637061118	pratikmukund99@gmail.com	Selected
24	23	Dipak Muley	8459096726	muleydipak048@gmail.com	Selected
25	22	Nikita Sahebrao Parwe	7499782968	nikitaparwe02@gmail.com	Selected
26	23	Srushti Satish Patil	7030743293	srushtisp99@gmail.com	Selected
27	22	Amol Vilas Sanap	7020187374	amolSanap1307@gmail.com	Selected
28	24	Aareeb Ahemad Sayyad	7972442073	aareebSayyad@gmail.com	Selected
29	23	Shingare Vaibhav Ghansham	9730929925	vaibhavshingare104@gmail.com	Selected



Swami Sevabnavi Sanstha's
Lotus Business School,
Pune - 411 033

Director



drishtik. lotus <lotusdrishtik@gmail.com>

Fwd: Acknowledgement of Registration

1 message

Aditya doke <adityadoke2016@gmail.com>

Wed, Jul 20, 2022 at 12:29 PM

To: lotusdrishtik@gmail.com

Thanks and Regards.

Mr. Aditya Namdev Doke.
Lotus Business school, Punawale, Pune.

----- Forwarded message -----

From: **Careers RelianceRetail** <careers.relianceretail@ril.com>

Date: Wed 13 Jul, 2022, 5:37 PM

Subject: Acknowledgement of Registration

To: <adityadoke2016@gmail.com>

Dear Aditya , Welcome to Reliance Retail ! Thank you for registering on our career website www.ril.com. Your user id is 9096449688 . Your password is abmoscm@2 Your candidate ID is 60636293 . We encourage you to explore and apply for exciting opportunities with us . Follow us on LinkedIn [Click Here](#) to get more insights about India's Largest Retail Company." Best Wishes ! Thank You, Human Resources, Reliance Retail. **This is a system generated email. Please do not reply.** Copyright © 2015 Reliance Retail. All rights reserved. **Confidentiality Warning:** This message and any attachments are intended only for the use of the intended recipient(s), are confidential and may be privileged. If you are not the intended recipient, you are hereby notified that any review, re-transmission, conversion to hard copy, copying, circulation or other use of this message and any attachments is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system. **Virus Warning:** Although the company has taken reasonable precautions to ensure no viruses are present in this email. The company cannot accept responsibility for any loss or damage arising from the use of this email or attachment.

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Director
Swami Sevabhi Sanstha's
Lotus Business School
Pune - 411 033

Training & Recruitment Activity
Emcure Pharmaceuticals




Director
Swami Sevabhai Sanstha's
Lotus Business School
Pune - 411 033

Admission Process




Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033

Attendance Record Report

Tabulator 2022-06-01

Att. Time 2022-05-01 ~ 2022-05-31

Date: 2022-08-01																														
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
ID: 1																														
Name: Rajnikant Dhamal																														
Dept.: Company																														
10:16	18:25		10:23	10:21	10:03	10:03		09:58	10:09	10:03	10:00	09:56	10:01		L	L	L		10:05	09:49	09:52		10:09	10:18	10:04	10:19	09:07	10:25	10:12	
			20:19	18:39	18:10	18:04		18:00	18:10	19:15	18:13	18:38	18:03					20:45	19:20	17:28		18:26	18:58	18:23	23:02	21:31		19:25	18:22	
ID: 2																														
Name: Nutan Gholap																														
Dept.: Company																														
10:25	18:21		09:53	09:54	10:06	09:44		09:28	09:46	09:30	09:19	09:32			L			09:47	09:48	09:47	17:51	09:31		09:50	10:00	09:53	09:56	20:01	09:50	09:51
			19:07	18:38	18:10	17:46		18:28	18:28	17:35	17:22	18:13					17:48	18:03	17:45		17:33		17:54	18:03	18:02	19:31		18:03	17:54	
ID: 3																														
Name: Rajesh Gade																														
Dept.: Company																														
10:24	18:43		09:56	20:00				13:30	13:13	13:37	11:27			10:15	10:17	13:56	10:34					11:20	10:27	10:06	10:22	20:05			10:17	
								18:33	18:24	18:56	19:15			18:52	18:11	18:01	18:39				18:57	18:35	18:56	21:06						
ID: 4																														
Name: Sachin Bagave																														
Dept.: Company																														
09:42	18:37		10:08	L	09:58	10:02		09:37	10:39	10:12	09:44	L	09:46		09:50	10:47	09:58	09:42	09:40	09:39		10:11	09:59	09:54	10:19	08:50		10:17		
			18:40		18:13			18:15	18:16	19:26	18:23		18:31		17:41	18:03		18:05	17:55	18:09		18:16	18:12	L	18:13	18:19	18:46		18:22	
ID: 6																														
Name: Pranita Arbat																														
Dept.: Company																														
10:30	19:17		10:34	10:33	10:35	10:39		10:07	18:38	18:27	18:07	18:13	18:15		10:19	10:28	10:17	10:20	10:27	10:10		11:39	10:20	09:32	10:38	09:19		10:37	10:18	
			18:54	19:00	18:42	18:41		18:38	18:39						18:17	18:16	18:09	18:22		18:33		18:44	18:22	18:00	18:58	20:02		18:07	18:32	
ID: 7																														
Name: Navnath Tanpure																														
Dept.: Company																														
08:59	18:09		08:51	1	2	3	4	5	6		08:43	08:52		08:43	08:53	08:53	08:50	08:40	08:40		08:49	08:50	08:50	09:16	08:39	07:49		08:45	08:58	
			17:48								19:06	18:51			17:46	17:36	17:55	17:42				18:11	17:25	09:16	20:31		17:53	18:42		
ID: 8																														
Name: Rushikesh Kolhe																														
Dept.: Company																														
ID: 9																														
Name: DrAnil Poman																														
Dept.: Company																														
09:07	17:37		09:11	09:08	09:08	11:02		09:21	10:11	09:15	09:15	09:14	09:20		09:14	09:10	09:08	09:12		07:55		10:01		09:16	09:12	08:57		09:35	09:18	
			17:37	17:43		18:31		17:54	17:55	17:46	17:32	17:38			18:16	17:55	17:48	18:05		17:29		17:54		17:34	09:12	08:57		18:07	18:17	
ID: 11																														
Name: Pravin Talekar																														
Dept.: Company																														
11:00	19:17		10:56	21:03				10:26	10:56	10:56	10:48			10:35	10:37	10:40	10:42	10:36	10:43		07:01		10:18	09:42	10:03	08:26		10:43		
								19:23	19:53	20:21	20:19			20:06	19:35	18:41	18:57	18:52		23:47		L		19:09	19:07	20:26	20:04		19:29	
ID: 34																														
Name: Dhananjay Deshpande																														
Dept.: Company																														
10:05	18:37		10:21	SD	SD	SD		10:10	10:07	10:22	10:13	10:17	10:05		10:02	10:41	10:13	10:09	10:21	10:23		10:29	10:10	10:23	09:46	10:11	09:14		10:22	10:23
			19:45					18:32	19:00	18:24	18:42	18:37	18:30		18:18	18:07	18:11	18:32	18:42	18:33		18:17	18:21	18:31	18:50	20:16	20:04		18:43	19:04
ID: 30																														
Name: Sudarshan Babar																														
Dept.: Company																														
09:07	17:37		09:37	09:36	09:09	09:06		L	L		09:15	09:14	09:18		09:14	09:34	09:07	18:06	09:07	08:59		17:11	17:54	17:41	17:33	19:20	19:01	09:35	09:15	
			17:40	17:37	17:13	17:23		L	L		17:43	17:28	17:36	18:01		18:16	17:42	17:45	18:25	17:11		17:11	17:54	17:41	17:33	19:20	19:01	09:35	09:15	

3

8

15

22

29

Name: Chandrakant Thorat

Dept.: Company

07:48	09:07	09:11	09:08	09:09	09:06	07:57	09:21	10:11	09:15	09:14	09:14	09:20	09:14	09:10	09:07	09:11	09:07	07:55	08:00	10:01	09:20	09:15	09:12	08:57	09:35	09:18
13:35	17:36	17:37	17:45	17:13	17:22	13:01	17:54	17:53	17:43	17:27	17:38	18:07	18:16	17:52	17:46	18:05	18:29	17:27	14:10	10:01	17:41	17:28	19:18	08:57	18:03	18:16

ID:	10	Name:	Sushma Mavshi	Dept.:	Company
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08:33	08:29	08:36	08:41	08:35	08:42	08:38	08:35	08:43	08:44	08:42	08:41	08:37	08:48	08:44	08:35	08:38	08:37	08:36	08:43	08:41	08:40	07:58	08:45	08:45
17:32	17:36	17:32	17:32	17:30	17:30	17:30	17:30	17:30	17:30	17:30	16:57	17:30	17:42	17:31	17:31	17:39	17:30	17:32	17:31	17:30	17:34	18:08	17:30	17:34

ID:	23	Name:	Sunil Prajapati	Dept.:	Company
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10:20	10:40	10:03	09:56	09:22	09:50	09:48	10:22	10:03	10:00	10:04	09:58	10:07	10:20	10:21	09:34	10:10	18:54	10:21	18:55	20:12	09:13	10:20	10:21
18:38	13:48	19:11	18:14	18:00	18:32	19:37	09:06	18:31	18:19	18:11	18:12	18:32	18:42	18:28	14:37	18:21	18:39	18:59			18:32	19:04	
	OD						OD																
		19:11					OD																

ID:	24	Name:	Shyam Puyed	Dept.:	Company
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09:53	11:59	14:20	09:39	10:46	21:42	18:51
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ID:	28	Name:	Sonali Indalkar	Dept.:	Company
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10:22	10:25	18:40	10:22	10:20	10:30	10:29	10:18	10:28	18:22	10:19	10:18	10:43	10:17	10:27	10:15	10:14	18:08	10:19	18:37	19:38	10:15	10:23
18:16	19:07	18:24	18:24	18:20	18:39	18:35	18:17	18:51	18:25	18:36	18:18	17:55	18:24	18:22	18:44	10:14	18:32	18:32	19:39	19:38	18:42	18:39

ID:	29	Name:	Vanashree Gosavi	Dept.:	Company
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09:31	08:55	09:54	09:52	08:50	09:00	09:01	09:12	08:57	09:03	09:08	09:24	09:08	10:01	09:36	18:39
19:16	18:38	18:46	18:05	18:33	18:22	18:15	17:49	18:15	17:49	18:59	18:59	18:59	20:03	18:42	18:39

ID:	144	Name:	Vanashri Mannonalkar	Dept.:	Company
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ID:	5	Name:	Prajakta Gajare	Dept.:	Company
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09:18	09:54	09:21	18:16	10:31	10:06	09:55	10:03	10:01	10:04	09:23	10:02	09:08	09:10	09:55	18:33	10:39	11:39	10:02	09:40	09:31	08:31	09:18	10:39
19:17	19:38	19:00	18:41	18:31	18:23	18:30	18:18	18:06	18:18	17:52	18:18	18:28	18:04	18:43	18:34	18:46	18:22	17:56	20:35	20:05	18:07	18:42	18:42

ID:	16	Name:	Tushar Pokharnikar	Dept.:	Company
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17:14	10:21	10:07	10:10	10:06	10:15	10:09	10:17	10:13	10:17	10:16	10:44	07:03	12:10	10:10	10:08	10:15	08:57	10:05	10:04
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Swami Sevabhavi Sanstha's
Lotus Business School

Near Sai Expressway Petrol Pump, Mumbai Pune Expressway, Punawale, Pune 411 033.

info@lotuscentre.ac.in www.lotuscentre.ac.in

PAYMENT RECEIPT

Receipt No.: **6104** Date: **07-10-21** Reg. No.:

Received From: **Avirat Salunke**
a sum of Rs. **Five Thousand only.**

By cash / Cheque / D.D.No. **Trf** Drawn on _____
towards Registration / full / Part Payment of fees for the **MBA** course (s)
for the academic year **2021-22**

Rs. **5000/-**

For: Lotus Business School

UPS-128064716724

[Signature]
Cashier

- Cheque / D.D Should be drawn in favour of "Swami Sevabhavi Sanstha's Lotus Business School, Pune"
- Fees once paid will not be refunded under any circumstance,
- Received above payment subject to realized on of cheque D.D.
- Late fees will be applicable in cash for delay in payment.

Total Fees (Rs.)	Fees Paid (Rs.)	Balance Fees (Rs.)	Due Date

Narration : _____



[Signature]
Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033



Swami Sevabhavi Sanstha's
Lotus Business School

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PAYMENT RECEIPT

Receipt No. : **6101** Date : **04/10-21** Reg. No.:

Received From Sheerin Khobragade
a sum of Rs. Ten Thousand only.

By cash / Cheque / D.D.No. Trf Drawn on _____
towards Registration / full / Part Payment of fees for the MBA course (s)
for the academic year 2021-22

Rs. 10,000/-

For : Lotus Business School

UPI-127723648763

[Signature]
Cashier

- Cheque / D.D Should be drawn in favour of "Swami Sevabhavi Sanstha's Lotus Business School, Pune"
- Fees once paid will not be refunded under any circumstance,
- Received above payment subject to realized on of cheque D.D.
- Late fees will be applicable in cash for delay in payment.

Total Fees (Rs.)	Fees Paid (Rs.)	Balance Fees (Rs.)	Due Date

Narration : _____



[Signature]
Director
Swami Sevabhavi Sanstha's
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Actions > Institute > Academic Year > Program > Class > Student Name > Media Type > Issue Type > Legacy No. > Issued Book-Accession No.

Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021028	Akash Sanjayrao Moon	Book	Fortnightly	Marketing Management 4th ed(395)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021028	Akash Sanjayrao Moon	Book	Fortnightly	Marketing Research 4th ed(2692)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021028	Akash Sanjayrao Moon	Book	Fortnightly	Consumer Behavior 9th ed(361)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021004	Meher Sharughna Chandurkar	Book	Fortnightly	Human Resource Management Principles and Practice(995)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021004	Meher Sharughna Chandurkar	Book	Fortnightly	Swami Vivekananda: A Biography(4018)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021004	Meher Sharughna Chandurkar	Book	Fortnightly	Consumer Behavior 9th ed(338)
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Details

Lotus Business School	2021-2022	MBA-CPP	First Year-Agr Business Management-Pride	LBSAC2021086	Yash Dilip Nalawade	Book	Fortnightly	
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Signature

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Pune - 411 034

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STUDENT DETAILS

Institute	Lotus Business School	Student Name	Akash Sanjayrao Moon	Issue Type	Fortnightly
Academic Year	2021-2022	GR No.	LBSAC2021028	Media Type	Book
Program	MBA	Roll No.	P028	Book Per User	3
Class	First Year-Agni Business Management-Pride	Remarks			

Details

ISSUE DETAILS

Legacy No.	Accession No. *	Title *	Author	Issue Date *	Due Date *
	395	Marketing Management, 4th ed	Saxena, Rajan	18-Jul-2022	2-Aug-2022

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Institute *

Lotus Business School

Student Name *

Shinde Akash Angadrao

Remarks

Academic Year *

2021-2022

GR No.

LBSAC2021096

Program *

MBA-CPP

Roll No.

H046

Details Form

RETURN DETAILS

Accession No *

Title *

Author

Issue Date *

Due Date *

Return Date

Is Return ? Remarks

2728

Human Resource Managen

Ivanovich, Jahn M.

12-Jul-2022

27-Jul-2022

19-Jul-2022

623

Financial Accounting for M.

Gupta, Anbrish

12-Jul-2022

27-Jul-2022

19-Jul-2022

910

Marketing Management 13t

Kotler, Philip

12-Jul-2022

27-Jul-2022

19-Jul-2022

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Pune - 411 033



Add Row



Lotus Business School

EVENT LIST

Date	Name of the event/activity
5th January 2022	Ankuran 2021
26th January 2022	Republic Day
19th February 2022	Chhatrapati Shivaji Maharaj Jayanti
8th March 2022	International Women's Day Celebration
21st June 2022	International Yoga Day
26th January 2021	Republic Day
19th February 2021	Chhatrapati Shivaji Maharaj Jayanti
8th March 2021	Women's Day Celebration
21st June 2021	International Yoga Day
2nd August 2021	AD ON SHOW-An online
15th August 2021	Independence Day
15th August 2021	Singing
15th August 2021	Dancing
15th August 2021	Speeches
15th August 2021	Filmography
15th August 2021	Instrument Playing
15th August 2021	Rangoli Art Presentation
29th August 2021	UDAAN –Excellence Unfolded 2019-21 & farewell party
Oct-21	Ganesh Festival
19th November 2021	Men's Day Celebration
14th December to 18th December 2021	JUNOON 2021:
25th November 2021	LPL Auction
11th December 2021	LPL Conference
14th & 15th December 2021	LBS Premier League-LPL (Cricket Matches)
16th & 17th December 2021	Volleyball
16th & 17th December 2021	Table tennis
16th & 17th December 2021	Golf
16th & 17th December 2021	Tug of War
16th & 17th December 2021	Carrom
16th & 17th December 2021	Chess
16th & 17th December 2021	sack race
16th December 2021	Zoomba Session
18th December 2021	Cultural Night
18th December 2021	Solo Dance
18th December 2021	Group Dance
18th December 2021	Drama
18th December 2021	Fashion Show



Signature
Director

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Lotus Business School
Pune - 411 033

IT DEPARTMENT

Dept Head	Work Details Nov 2020
IT - ACADEMICS	1. Shifted Creative 2.1 Speaker to ganesh sir cabin for 5 days, require for FDP.
	2. Coordinate with Vivek sir for his session on new students, do recording session.
	3. Talk with Manisha Maam for Login problem in zoom account, resolve, Also Install Printer on her system.
	4. Led Strip light fitting with power adapter in ankuran hall.
	5. Talk with Pankaj Salunkhe Sir for 32 MBPS new LL Connection Proposal. Proposal send to sunil sir. Dt 2/11/2020
	6. Install Canon IR2004 Printer to Rushikesh Sir Laptop. Send zoom recuring bill to rushikesh sir.
	7. Download zoom session recording from dt of 11/02/20, save it to the server shared folder
	8. Do login in zoom from Lenovo Laptop for Deshpande Sir session.
	9. discuss with ganesh sir regarding photographs with Geo Tag and which area cover in campus.
	10. Check Blank Certificate of NAFARI and give it to the Manisha Maam for NAAC Record.
	11. Download Recorded Zoom session from Zoom Account
	12. Do Start Zoom Session for Vivek Sir Lecture.
	13. Download and Save Zoom recording dt 5th & 6th Sessions.
	14. Rajesh Sir session in Ankuran Hall, white board, tripod with mobile stand ready. Dt 6/11/20
	15. Download Zoom recording and save to server folder. Dt 7/11/20
	16. Zoom srating problem of Manisha Maam Lecture, reinstall and Login again, Now working fine.
	17. Download Zoom recording on the date of 12 and 23 nov, save in server folder. Delete from Zoom Account
	18. Lenovo Laptop unwanted software remove due to slow speed, do basic troubleshooting for ccleaner ,chkdsk,
	19. Boardroom meeting start TV and Connect with Guest Laptop, arrange whiteboard if require.
IT - ADMIN	1. Do Neat and Clean admin office cupboard near by fridge and align properly, scrap unwanted papers and other materials.
	2. do arrange carom board, chess, TT, and Snooker in Gym for taking photos for NAAC Purpose.
	3. Click some good photos for Gym with Geo Tag for NAAC Purpose.
	4. Arrange Canteen Table and chair, Do clean with help of Maushi, and click some Photos with Geo Tag for NAAC Purpose.
	5. Sunil Sir system HDD cable problem, system not start properly, change the connection from Motherboard side, now working fine
	6. Dhananjay sir Laptop Wi-Fi adapter problem, not connecting to wi-fi, uninstall the drivers, reinstall again, problem not resolve. Need to replace the wi-fi adapter from laptop or purchase new wi-fi adapter.
	7. Clean parking area nearby electrical pannel and room nearby canteen with the help of Navnath, Mavshi, Pravin Sir, Security Guard and Mali.
	8. Nutan Maam System Dead due to Extention board problem, Shift HDD to adnother same config system, and do start. Need to repair old system.
	9. Shift Ankuran Router to WINE Classroom for Rajesh Sir Class.
	10. Diwali Celebration in office, click some photos of Pooja and Gift distribution to the faculty and staff.
	11. Talk with HP customer care regarding how to use monitor camera, need usb cable for camera connection, do check, working now.
	12. talk with New ISP for when the installition begin in LBS campus, wait till Notice period of existing ISP.
	13. Nutan Maam System not working, clean, repalce the RAM, change Power Supply, Not Resolve...need to reapir from Kavya
	14. Nutan Maam System change give another HP system & shift to sonali madam place, copy old data from server, old
	15. Lenovo Laptop slow speed problem not resolve need to format, update Qh, Zoom taking much time for start.
	16. Pravin Sir system not started, repair windows, some of system files was currepted. Do repairing
	17. Hp Compaq 6200 system problem, no display, need to repair
	18. Zoom recording download save to sever folder, delete from zoom account
	19. talk with Pankaj Sir for require documents for new LL Setup in LBS.
	20. Lenovo Webcam and Cardreader bill send to Sunil Sir and Rushikesh sir for inverd to register, material handover to csb sir for IDRAC purpose use.
	21. O Hotel MOU Photos and Zoom Invoices send to Manisha Maam for NAAC Use.



Director

Swami Sevabnavi Sanstha's
Lotus Business School
Pune - 411 033

Ref No: LBS/Acd/Selection/2021/01/012

Date: 21st Jan 2021

Appointment Letter

Dear Mr. Chandrakant Thorat
Grande View, 7 Building- E- 104,
Behind Podar International School,
S.R.No. 5/6, Ambegaon BK, Pune-411046

With reference to your application and subsequent interview with us, we are pleased to give you an adhoc appointment in our "**Swami Sevabhavi Sanstha's - Lotus Business School**" for the post of "**Assistant Professor**" on the following terms and conditions.

Date of Joining and contract Period: You would be joining us on 21st Jan 2021 for a contract period of 11 Months from Date of Joining (21st Jan 2021).

Place/Transfer: Your present place of work will be at Pune, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Institute's Projects or any other establishment in India or outside, at the sole discretion of the Management.

Notice Period: Once you are confirmed the notice period would be of 3 months. The institute reserves the right to relieve you before the mandatory 3 months of notice period in lieu of salary as appropriate. Also if Institute wants to relieve you before the mandatory period of 3 months then Institute has right to relieve you with in one month notice period.

Salary: Your Salary details is been given in the Annexure attached below.

Your roles and responsibilities and KRA will be given to you by immediate senior.

Leave: You will be eligible to the benefits of the Institute's Leave Rules on your confirmation in the Institute's Service.

Tour and Travel: You will have to strictly adhere to Lotus Business School's Tour and Travel policy.

Phone, Mobile and internet: You will have to strictly adhere to Lotus Business School's Communication and internet usage policy.

You will be informed of your KRA's by your direct reportee from time to time basis as the institute reserves the right to modify your role and responsibilities as per the requirement of the institute.

Lotus Business School

Near Sai Expressway Petrol Pump, Mumbai Pune Expressway, Punawale, Pune 411 033.

+91 20 6529 1092 info@lotuscentre.ac.in www.lotuscentre.ac.in



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Lotus Business School
Pune - 411 033

During the period of your employment with the Institute, you will devote full time to the work of the Institute. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Institute.


1. You will not (except in the normal course of the Institute's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Institute's products or to any matter with which the Institute may be concerned, unless you have previously applied to and obtained the written permission from the Institute.
2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, pedagogy, gradation, placement dossier, Institute's policies, Institute's patterns & Trade Mark and Institute's Human assets profile. The Institute at its discretion can check your work related documents, projects, official e-mails, writings etc.
3. You will be required to comply with all such rules and regulations as the Institute may frame from time to time.
4. Any of our important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Institute shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Institute having dealing with the Institute and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all Institute property, which may be in your use, custody or charge.




Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Lotus Business School With best wishes,


Director
Swami Sevabhavi Sanstha's
Lotus Business School.



Annx I

Sr. no.	Heads	Rupees
1.	Basic Salary	24160.00
2.	HRA	6073.00
3.	Travelling Allowance	3712.00
4.	Daily Allowance	4855.00
5.	Grade Pay	6200.00
	Gross Total	45000.00
	Total CTC per Year	540000.00

PS. Please submit the following documents for our records

1. Education Qualification certificates in originals
2. Experience certificates
3. Passport Copy / Address Proof
4. Awards certificates.
5. Pan-card Xerox
6. All relieving letters
7. 2 Photos




Director:
Swami Sevabhavi Sanstha's
Lotus Business School
Pune 411033

SERVICE BOOK

सेवा पुस्तक

TO BE KEPT BY GAZETTED
&
NON-GAZETTED OFFICER

राजपत्रित व अराजपत्रित शासकीय कर्मचार्यांकरिता

(शासकीय अधिसूचना, वित्त विभाग,
क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित),
महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन)

नाव : Prof. Sunil Ramdas Prajapati

पद : Assistant Professor



Director

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Pune - 411 033

(१) पूर्ण नाव :-

(1) Name :- Sunil Ramdas Prajapati

(२) धर्म, जात (प्रवर्गासह) :-

(2) Race :- Hindu - Kumbhar

(३) (अ) सध्याचा पत्ता :- Sai Planet, Flat No. 402, Borgewada,
(ब) घोषित केलेले स्वग्राम व पत्ता :- above ICICI ATM, Punawale

(3) Residence :-
Declared Village & Address :- Pune-411033

(४) वडिलांचे नाव व राहण्याचे ठिकाण :- Ramdas Prajapati

(4) Father's Name and Residence :- Mahajanapeth, behind Bardiya Oil Mill Burhanpur-45

(५) जन्मदिनांक नक्की करून तो ख्रिस्ती सनाप्रमाणे
लिहिता येईल तेवढा अचूक लिहावा :-

(5) Date of Birth by the Christain Era as
nearly as can be ascertained :- 15/05/1977

(६) तंतोतंत उंची :-

(6) Exact height by measurement :- 172 cm

(७) ओळखण्यासाठी अंगावरील खुणा :-

(7) Personal marks for identification :- Mole on chest

(८) (अ) नियुक्तीच्या वेळची शैक्षणिक अर्हता :-

(ब) नियुक्तीनंतर प्राप्त केलेली शैक्षणिक अर्हता :-

(8) (A) Educational qualifications at the time of an appointment :- B.Sc, MCA, MPM

(B) Educational qualifications post appointment :-

(९) शासकीय कर्मचाऱ्याची दिनांकित सही :-

(9) Signature of (non-gazetted) Government servant :-

(१०) क्रमांक १ ते ९ मधील नोंदी तपासल्याबद्दल कार्यालय-
प्रमुखाची अथवा इतर कोणत्याही साक्षांकन अधिकाऱ्याची
पदनामासहित सही व तारीख :-

(10) Signature and designation of the Head of
the Office or other Attesting Officer :-

(११) वैद्यकीय तपासणीचा अहवाल :-

(एक) प्रमाणपत्र क्रमांक व दिनांक :-

(दोन) प्रमाणपत्र देणारा प्राधिकारी व त्याचे पदनाम :-

(11) Report of medical Test :-

(i) Certificate No. and date

(ii) Issuing Authority and his designation

टीप :- या पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्या
आणि (९) व (१०) या ओळींतील सहीखाली तारीख घालण्यात यावी. या नियमानुसार प्रत्येक ५ वर्षांनंतर बोटांचे नवीने ठ
घेण्याची गरज नाही.

N.B. :- The entries in this page should be renewed or re-attested at least every five years and the signature in lin
(9) and (10) should be dated. Finger prints need not be taken afresh every 5 years under this rule.



Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033

(१)

जो अराजपत्रित शासकीय कर्मचारी इंग्रजीत, हिंदीत किंवा मराठीत आपला सहा करणारा असतो, तो 'Left hand thumb and finger impressions of (non-gazetted) Government servant'.



टीप :- निवृत्तिवेतनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा-पुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील, याची विशेष काळजी घ्यावी.

प्रश्न

परिस्थिती

रिक्त पदाचे स्वरूप कोणते? हे पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्तिवेतनासाठी हिशेबात घेत आहे?

(१) कायम कनिष्ठ कर्मचार्याची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली असेल.

सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :-

वरीलप्रमाणे

(२) "स्थानापन्न" ...

ही विशेषरीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे की, केवळ

(३) "परिवीक्षाधीन" ...
(Probation)

(२) खालील प्रकरण आहे?

(४) तात्पुरता नेमणुकीत स्थानापन्न ...

तात्पुरती नेमणूक नंतर कायम करण्यात आली काय?

(५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन ...

निलंबनाचा कालावधी रजा व निवृत्तिवेतन यासाठी हिशेबात घेण्यासाठी आले आहेत काय?

(२)



Signature
Director
Swami Sevabnavi Sanstha's
Lotus Business School
Pune - 411 033

सत्यमेव जयते

[illegible][illegible]

2018

2000

Pravna

2007-08-21

12

(c) *See* (b).

$$(\mathcal{M}, \mathcal{A}) \models \mathcal{L}^{\text{LTL}}_{\text{LTL}} \text{ iff } \mathcal{M} \models \mathcal{L}^{\text{LTL}}_{\text{LTL}} \text{ and } \mathcal{A} \models \mathcal{L}^{\text{LTL}}_{\text{LTL}}.$$
$$E_{\text{eff}} = E_0 + \frac{1}{2} \frac{d^2 E}{d\omega^2} \omega^2 + \frac{1}{6} \frac{d^3 E}{d\omega^3} \omega^3 + \dots$$

Abstract The purpose of this study was to determine the effect of a 12-week, low-intensity, low-impact, and low-impact aerobically and resistance training program on the physical fitness of sedentary, middle-aged women. The study was a randomized, controlled trial. The subjects were divided into three groups: a control group, a low-intensity group, and a low-impact group. The control group did not exercise, the low-intensity group exercised at a low intensity, and the low-impact group exercised at a low intensity with low-impact exercises. The study was conducted over a 12-week period. The results showed that the low-intensity and low-impact groups had significant improvements in physical fitness compared to the control group. The low-impact group had the greatest improvements in physical fitness. The results suggest that a 12-week, low-intensity, low-impact, and low-impact aerobically and resistance training program can improve the physical fitness of sedentary, middle-aged women.

1994-2000

On a fait un essai de la méthode de M. Biot, et on a obtenu les résultats suivants :

३. अर्थ

१०. जहाँच्या आतर्काती संवागनामार्गिनेस माझा मूख झाट्याने झागनाकडून मंद दूर रावण्याने याचघराच कुठूच निवृत्तीवनेन माझा कुठूचिवांचेकी रावणी उड्डिजितेना व्यक्तीने जगती स्वीकितेना उजमेने मिळवावनेन मी पाहिले नामनिर्दिष्टान करीन आहे.

नामनिर्देशित व्यक्तीचे नांव या घना १	ग्राहकद्वारा कर्मचाऱ्याशी नाते २	या या ३	प्रियाहित, की अतिरिक्त ४
Sushma Prajapati	wife	41	married

श्री पूर्वी

सुंदरी केन्द्या नामानन्दानाम ह नामानन्दान आध्यात्मल वृत्तान आह आशा न पूवा

नामनिर्देशान् यद् ज्ञाते आह, अतो भरण्यात् यद्वत्.

टीप : गोंयच्या मॅट्रोपॉलिटन विकासामा जागतिक शासकीय कामे पाह्यात. मित्राच्या रूपा भावल्यात, म्हणजे त्यांना ते कामांना देऊन लक्षात घेतले. गोंयचातंर त्यात कोणासही आपजी एण्डचे नाव समाविष्ट करता येणार नाही.

Figure 1: 

Figuras:

सहीत माहितीत -

2)

..... (2)

(अराजकशिव कर्मशास्त्रानां अष्टादश-प्रमुखां अराजकशिवे)

कायांतलप-प्रमुखाची सही

नामनिर्देशान् करणानां कर्मव्याख्यां नानि

[illegible]

100



कार्यालय - गुमनाथी सहरी
 Director
 Swami Sevabnavi Sanstha
 Lotus Business School
 Pune - 411 003



APPROVAL PROCESS 2020-21

APPLICATION REPORT

INSTITUTION DETAILS

INSTITUTION DETAILS: BASIC DETAILS

Current Application Number	1-7014299894	Application Type	Extension-Expansion-Closure
Current Status	Submitted	Sub Status	Payment Received
Permanent Institution ID	1-460701771	Academic Year	2020-2021
Approval Status of Application	Data Not Available	Application Opened Date	03/04/2020
Application Submitted Date	02/29/2020	Attend Scrutiny Committee Date	Data Not Available
Appeal Requested Date	Data Not Available	Reopened Application Date	09/09/9999 00:00:00
Overall Deficiency	No		

INSTITUTION DETAILS: MORE INFORMATION

Name of Institution	Lotus Business School	Address of Institution	S.No. 52/53, Jambhe Road, Punavale, Chinchwad, Near Sai Petrol Pump, Pune 411033
State/ UT	Maharashtra	District	Pune
Town/ City/ Village	Punavale, Pune	AICTE Region	Western
PIN	411033	Women's Institution	No
Institution Type	Private-Self Financing	Any Self- Financed Course	Yes
Percentage Grant Received from Government	0	Are you an Institution for PWD Students	No
Minority Institution	No	Type of Minority	NA
Minority Name, if Linguistic	NA	Year of LOA	2011

ORGANIZATION

Name of the Parent Organization (Trust/ Society/ Company)	Swami Sevabhavi Sanstha	Type of the Organization (Trust/ Society/ Company)	Trust
Registered With	Charity Commissioner, Jalna	Registration Date	03/27/2001
Registration Number	MAH/86/2001	Organization Address	Swami Sevabhavi Sanstha; Deolgaonraja, Jalna
State/UT	Maharashtra	District	Pune
Town / City / Village	Jalna	PIN	431203
Land Phone STD Code	240	Land Phone Number	6600410
PAN	AAGTS6993L	Organization Website	www.lotuscentre.ac.in

QUESTIONS

Do you wish to Apply for 'Extension of Approval (EOA)'?	Yes
Do you wish to apply for any change(s) as per the provisions of this year Approval Process Handbook?	No

CONTACT PERSON/REGISTRAR DETAILS

Title:	Dr.	First Name:	Satish
Last Name:	Warpade	Address:	02, Emerald Palace Pimple-Gurav Road, Pimple Saudagar, Pune
Designation:	Director	State/ UT:	Maharashtra



Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune - 411 033

District:	Pune	Town/ City/ Village:	Pune
Postal Code:	411027	STD Code:	20
Land Phone Number:	65291082	Mobile Number:	8408911641
Alternate Mobile Number:	9673739111	Email Address:	satishw@lotuscentre.ac.in
Alternate Email Address:	csb@lotuscentre.ac.in		

PROGRAMS & COURSES

PROGRAMS

Programme	New/ Existing Programme
MANAGEMENT	Existing Programme

COURSE DETAILS

Programme	MANAGEMENT										
Sr. No.	Course Name	Level	FT/PT	Affiliating body/ University	Intake approved 2018-19	Intake Approved 2019-20	Applied For	Applied Intake 2020-21	NRI Approval Status	PIO/OCI/ FN Approval Status	Status of NBA accreditation
1	MASTERS IN BUSINESS ADMINISTRATION	PG	FT	University of Pune, Pune	120	120	EcA & Increase in Intake	180	Not interested	Not interested	ELIGIBLE-NOT APPLIED

VOCATIONAL COURSES

Sr. No.	Course Unique Id	1-3809879288	Program	MANAGEMENT/IT/ ITES
1	Course	PRINTING AND PACKING TECHNOLOGY	Level	BACHELOR OF VOCATION (B. VOC)
	Approved Intake for 2019-20		Intake Applied for 2020-21	30
Sr. No.	Course Unique Id	1-3814166454	Program	MANAGEMENT/IT/ ITES
2	Course	TRAVEL AND TOURISM	Level	BACHELOR OF VOCATION (B. VOC)
	Approved Intake for 2019-20		Intake Applied for 2020-21	30
Sr. No.	Course Unique Id	1-3814166457	Program	MANAGEMENT/IT/ ITES
3	Course	TRAVEL AND TOURISM	Level	DIPLOMA IN VOCATION (D. VOC)
	Approved Intake for 2019-20		Intake Applied for 2020-21	30
Sr. No.	Course Unique Id	1-3814166459	Program	MANAGEMENT/IT/ ITES
4	Course	SOFTWARE DEVELOPMENT	Level	DIPLOMA IN VOCATION (D. VOC)
	Approved Intake for 2019-20		Intake Applied for 2020-21	30

HOI & Faculty Members

PRINCIPAL / DIRECTOR

PERSONAL DETAILS

Surname/Family name	Warpade	First Name	Dr. Satish
Father's Name	Angadrao	Mother's Name	Vimal
Date of Birth	10/30/1974	Mobile Number	8408911641
STD code	20	Land Phone Number	65291082
Email	satishw@lotuscentre.ac.in	PAN	AANPW3739P

EDUCATIONAL DETAILS

Doctorate Degree	Yes	Master's Degree	MBA
Bachelor's Degree	B. Pharma	Other Qualifications	PHD
International Certification (If)	NA	Field of Specialization	Marketing



Any)			
DETAILS RELATED TO PROFESSION			
Date of joining the Institution	09/01/2015	Appointment Type	Regular
Exact Designation	Director		
WORK EXPERIENCE DETAILS			
Teaching Experience (Years)	10	Research Experience (Years)	5
Industry Experience (Years)	13		
OTHER DETAILS			
Research Projects Guided - UG	0	Research Projects Guided - PG	150
Research Projects Guided - PhD	7	Number of Books Published	
Papers Published - National	20	Papers Published - International	3
FACULTY NORMS AND PAY SCALE			
Are all Approved teaching Faculty Members being paid as per present AICTE pay scale?			Yes
Are all the teaching Faculty Members, as per AICTE/UGC Norms?			Yes
List of Faculty Members and data uploaded on the institution's web portal.			Yes

FACULTY MEMBERS LIST													
<i>Details available as on AICTE Web Portal</i>													

Sr. No.	Faculty ID	Programme	Course	Faculty Type	FT/PT	First Name	Surname	Exact Designation	Date of Joining the Institution	Appointment Type	Doctorate	Master's Degree	Bachelor's Degree	Other Qualifications	Aadhar Card	PAN Card	Total Gross Salary for the Last Financial Year	Pay Scale
1	1-2182717386	MANAGEMENT	MASTERS IN BUSINESS ADMINISTRATION	PG	FT	MANISHA	PURCHIT	ASSOCIATE PROFESSOR	08/01/2013	Regular	Yes	MBA	B.COM	PHD	951697893793	APCPP4534M	511008	Vith Pay Scale
2	1-2302095283	MANAGEMENT	MASTERS IN BUSINESS ADMINISTRATION	PG	FT	SATISH	WARPADE	PROFESSOR	08/21/2014	Regular	Yes	MBA	B PHARMA		502232443545	AANPW3739P	2004000	Vith Pay Scale
3	1-2915955669	MANAGEMENT	MASTERS IN BUSINESS ADMINISTRATION	FT	FT	SUNIL	PRAJAPATI	ASST PROFESSOR	07/01/2015	Regular	No	MCA,MPM	B.SC		752247669423	ARAPP9524H	780000	Vith Pay Scale





10	9	8	7	6	5	4
1-7451396208	1-7450830043	1-4745759323	1-4248165301	1-4248164810	1-4228900350	1-3558940494
MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT
MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION/GENE RAL MANAGEMENT)	MASTERS IN BUSINESS ADMINISTRATION
FT	FT	FT	FT	FT	FT	FT
NILOFAR	GANESH	SHOMA	PUSHKARNI	SUDHIR	PRAJITA	RAJESH
SAYYAD	PATHAK	SHRIVASTAVA	KHADE	PATIL	ARBAT	GADE
ASST PROFESSOR	ASSOCIATE PROFESSOR	ASSOCIATE PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASST PROFESSOR
07/15/2019	08/21/2019	09/28/2018	01/15/2018	01/01/2018	01/05/2018	11/20/2017
Regular	Regular	Regular	Regular	Regular	Regular	Regular
No	Yes	Yes	No	No	No	No
		MBA	MBA	MMM	MBA	MBA
		B. PHARMA	B.COM	BA	BBA	B.COM
				BA		
AMWFB1985B	ANUPP9516D	ATJPS2652L	DMGPK2897G	AZHPP8168Q	ANDPA2018C	APNPG9765J
		780000	780000	780000	780000	780000
	Vith Pay Scale	Vith Pay Scale	Vith Pay Scale	Vith Pay Scale	Vith Pay Scale	Vith Pay Scale



17	16	15	14	13	12	11
1-468924915	1-7518533077	1-7518533071	1-7518275884	1-7502052662	1-7499512786	1-7451398255
MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT	MANAGEMENT
MASTERS IN BUSINESS ADMINISTRATION	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)	MASTER IN BUSINESS ADMINISTRATION(GENE RAL MANAGEMENT)
PG						
FT	FT	FT	FT	FT	FT	FT
JASMEET	SAMEER	ROHIT	TRUPTI	KETKI	VIVEK	DHARMANLAY
CHHABDA	GORDE	DOLPHODE	RAI	RAMAVAT	KESKAR	DESHPANDE
PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASST PROFESSOR	ASSOCIATE PROFESSOR
08/01/2011	01/16/2020	07/19/2019	01/09/2020	09/24/2019	11/18/2019	07/25/2019
Regular/Approved	Regular	Adhoc	Adhoc	Adhoc	Regular	Regular
Yes	No	No	No	No	No	Yes
MMS						
BE						
960084078526						
ADYPC0397D	AEVPG8100R	AOHPD6239K	APBPRG325B	BHHPR5018N	ABRPK7767J	ATLPD7945D
960000						
With Pay Scale						

1R	1-471165289	MANAGEMENT	MASTERS IN BUSINESS ADMINISTRATION	PG	FT	PRAVEEN	SOMANI	PROFESSOR	08/01/2011	Regular	Yes	MBA	B.SC	782255038865	AXYPS0989B	960000	With Pay Scale
1R	1-1511215323	MANAGEMENT	MASTERS IN BUSINESS ADMINISTRATION	PG	FT	ANAMICA	BANSAL	ASST PROFESSOR	06/05/2012	Regular	No	MBA	BA	897886719144	AKWPB7410M	369996	With Pay Scale

INFRASTRUCTURE DETAILS

LAND DETAILS

Location:	Urban	Land in Hilly Area:	No
Total Area in Acres:	.5	FSI:	Data Not Available
Built Up Area (Sqm):	Data Not Available	Number of Pieces:	1
Land Piece Area 1 in Acres:	.5	Land Piece Area 2 in Acres:	Data Not Available
Land Piece Area 3 in Acres:	Data Not Available	Max distance in farthest land pieces (Km):	Data Not Available
Land registered with:	Pimpri Chinchwad Municipal Corporation	Date of Registration:	01/27/2010
Land use certificate issued by:	Pimpri Chinchwad Municipal Corporation	Land use certificate issued Date:	02/04/2010
Ownership Details:	Registered Sale Deed	Is the Land Mortgaged:	No
Mortgaged Purpose:			
Land (North/South):	North	Latitude Degree:	18
Latitude Minute:	38	Latitude Second:	1
Longitude (East/West)	East	Longitude Degree:	73
Longitude Minute:	44	Longitude Second:	23

LAND DETAILS: MORE INFORMATION

Sr. No.	Land Registration Number:	HVL5-00964-2010	Date of Registration:	01/27/2010
1	Area of Land:	21780	Khasra Number:	9
	Plot Number/ Survey Number:	52/4+53/8	Land Situated At:	Punawale Pune
	Land Registered in the Name of:	Swami Sevabhavi Sanstha Through Chairman Shri Bhav	Ownership or Government Lease:	Ownership
	Land use Certificate Issued	Yes	Land Use Certificate Issuing Authority:	Deputy Director Of Town Planning, Pcmc, Pune
	Is it for Change of Site	No		

BUILDING DETAILS

Building Status:	Available	Total built up Area (ready) Sqm:	2190.65
Activities in the building other than courses approved by AICTE:	NONE	Whether Access & Circulation Area and Toilet Area are maintained as per National Building Code (NBC) Norms?	Yes
Total Carpet Instructional Area (ready) -Sqm:	736.77	Total Carpet Administrative Area (ready) -Sqm:	501.37



Access and Circulation Area (Sqm):	438	Total built up Area -Sqm Planned:	2190.65
Total Carpet Amenities Area (ready) -Sqm:	514		

BUILDING DETAILS: MORE INFORMATION

Sr. No.	Building Name:	Lotus Business School	Building Approval Number:	BP/Punawale//2/2012
1	Sanctioned Built Up Area:	2190.65	Constructed Built Up Area:	2190.65
	Approved Carpet Area-Instructional:	736.77	Constructed Carpet Area-Instructional:	736.77
	Approved Carpet Area-Administrative:	501.37	Constructed Carpet Area-Administrative:	501.37
	Approved Carpet Area-Amenities:	513.76	Constructed Carpet Area-Amenities:	513.76
	Total Area Approved:	2190.65	Total Area Constructed:	2190.65
	Activities Conducted in the Building:	One	Non AICTE Approved courses running in the Building (if any):	0
	Building Plan Approving Authority:	City Engineer Pcmc, Pune	Building Plan Approval Date:	01/31/2012

LABORATORY DETAILS

Sr. No.	Programme:	MANAGEMENT	Department:	Business Administration
1	Course:	BUSINESS ADMINISTRATION	Level:	Post Graduate
	Name of the Laboratory:	Language Lab	Is it Research lab for PG Course(Y/N):	No
	Major Equipments:	Computers, Cds, Headphones	Building Name	Data Not Available
	Building Number	Data Not Available		

ADMINISTRATIVE AREA

Sr. No.	Room ID/ Name:	Lbs10	Room Type:	Department Office
1	Area in Sqm:	37.68	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs11	Room Type:	Cabin for Head of Dept
2	Area in Sqm:	10.15	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs12	Room Type:	Cabin for Head of Dept
3	Area in Sqm:	10.15	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs13	Room Type:	Faculty Room
4	Area in Sqm:	81.2	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready



	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs14	Room Type:	Central Store
5	Area in Sqm:	30.72	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs15	Room Type:	Maintenance
6	Area in Sqm:	10.05	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs16	Room Type:	Security
7	Area in Sqm:	10.05	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs17	Room Type:	Housekeeping
8	Area in Sqm:	10.18	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs18	Room Type:	Pantry for Staff
9	Area in Sqm:	10.13	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs19	Room Type:	Exam Control Office
10	Area in Sqm:	37.68	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs20	Room Type:	Placement Office
11	Area in Sqm:	50	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs7	Room Type:	Principal Directors Office
12	Area in Sqm:	33.81	Building Name:	Lotus Business School



	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs8	Room Type:	Board Room
13	Area in Sqm:	26.79	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs9	Room Type:	Office All Inclusive
14	Area in Sqm:	155.1	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready

AMENITIES AREA

Sr. No.	Room ID/ Name:	Lbs21	Room Type:	Toilet
1	Area in Sqm:	150	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs22	Room Type:	Girls Common Room
2	Area in Sqm:	80.19	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs23	Room Type:	Boys Common Room
3	Area in Sqm:	75.26	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs24	Room Type:	Cafeteria
4	Area in Sqm:	185.54	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs25	Room Type:	Stationery Store
5	Area in Sqm:	12.69	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and	Ready



	Air Conditioning	Not Available	Lighting Readiness of furniture/fixtures	Ready
Sr. No.	Room ID/ Name:	Lbs27	Room Type:	First aid cum Sick Room
6	Area in Sqm:	10.08	Building Name:	Lotus Business School
	Building Number:	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Air Conditioning	Not Available	Readiness of furniture/fixtures	Ready

CIRCULATION AREA

Sr. No.	Area Type	Other Common Area (in Sq m)	Average Carpet Area:	438.35
1	Flooring	Yes	Painting Done	Ready
	Electrification and Lighting	Ready	Building Name:	Data Not Available
	Building Number:	Data Not Available		

INSTRUCTIONAL AREA

Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
1	Room Type	Computer Laboratory	Room ID/ Name	CL1
	Area of Room in Sqm	66	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
2	Room Type	Classroom	Room ID/ Name	LBS1
	Area of Room in Sqm	70.07	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
3	Room Type	Classroom	Room ID/ Name	LBS2
	Area of Room in Sqm	70.07	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
4	Room Type	Laboratory	Room ID/ Name	LBS28
	Area of Room in Sqm	19.8	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available



Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
5	Room Type	Classroom	Room ID/ Name	LBS31
	Area of Room in Sqm	70.07	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
6	Room Type	Classroom	Room ID/ Name	LBS32
	Area of Room in Sqm	70.07	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
7	Room Type	Tutorial Room	Room ID/ Name	LBS36
	Area of Room in Sqm	66	Building Name	Lotus Business school
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
8	Room Type	Classroom	Room ID/ Name	LBS5
	Area of Room in Sqm	66	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
Sr. No.	Programme	MANAGEMENT	Level	Post Graduate
9	Room Type	Seminar Hall	Room ID/ Name	LBS6
	Area of Room in Sqm	140.74	Building Name	Lotus Business School
	Building Number	1	Readiness of Flooring	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Available

INSTRUCTIONAL AREA – COMMON FACILITIES

Sr. No.	Room Type:	Computer Center	Room ID/ Name:	LBS4
1	Area of Room in Sqm:	174.45	Readiness of Flooring:	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Available
	Building Name	Lotus Business School	Building Number:	1
Sr. No.	Room Type:	Library&Reading Room	Room ID/ Name:	LBS5



2	Area of Room in Sqm:	103.62	Readiness of Flooring:	Ready
	Readiness of Wall and Painting	Ready	Readiness of Electrification and Lighting	Ready
	Readiness of furniture/fixtures	Ready	Air Conditioning	Not Available
	Building Name	Lotus Business School	Building Number:	1

HOSTEL FACILITIES

Data not entered by Institution

COMPUTATIONAL FACILITIES

PCs/Laptop exclusively available to students:	60	PCs/Laptop available in Library:	4
PCs/Laptop available in Administrative Office:	7	PCs/Laptop available to Faculty Members:	16
Number of PCs/Laptop in language lab:	20	Internet Bandwidth in Mbps:	32
Number of Legal Application software:	10	Printers available to student:	6
Number of A1 Size Color Printers:	0	Number of Legal System software:	2
Number of Open Source Software	Data Not Available	Number of Proprietary	Data Not Available

SOLAR PANEL INSTALLATION DETAILS

Total land available (Sqm):	2023	No. of buildings with roof tops:	2
Land available for placing solar photovoltaic panels (Sqm):	400	Annual electricity consumption No. of units during 2018-19:	35000
Total approximate roof- top area available for placing solar photovoltaic panel (Sqm):	550	Average rate per unit paid during 2018-19 (Rs. / unit):	10
Renewable Energy Type		Remarks:	
Whether a policy has been adopted to use only LED lamps:	Yes	Renewable Energy used at present (if any):	

OMBUDSMAN & ANTI-RAGGING

ANTI-RAGGING

S.No.	Particulars	Status
1.	Constitution of Anti-Ragging Committee (will be set automatically after adding Anti-Ragging Committee details):	Yes
2.	Constitution of Anti-Ragging Squad (will be set automatically after adding Anti-Ragging Squad details)	Yes
3.	Affidavit obtained from all Students:	Yes
4.	Affidavit obtained from parents of all the students:	Yes
5.	Affidavit obtained from students staying in Hostel:	No Hostel
6.	Affidavit obtained from parents of students staying in Hostel:	No Hostel
7.	Appointment of Counselors:	Yes

ANTI-RAGGING COMMITTEE DETAILS

Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	LBS/Adm/2016/032
1	Date of Appointment:	07/02/2018	Name of the Committee Member:	Rajesh Gade
	Profession:	Teaching	Address:	Ravet Pune
	Associated With:	Lotus Business School	Mobile Number:	9527449527
	Email Address:	rajeshg@lotuscentre.ac.in		
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	LBS/Adm/2013/041
2	Date of Appointment:	08/20/2013	Name of the Committee Member:	Dr. Manisha Purohit



Sr. No.	Profession:	Teaching	Address:	C-2,Gokuldham Vishal Nagar,
	Associated With:	Lotus Business School	Mobile Number:	9881304592
	Email Address:	manishap@lotuscentre.ac.in		
	Committee Type:	Anti-Ragging Squad	Appointment Order Reference Number:	LBS/Adm/2018/031
3	Date of Appointment:	07/02/2018	Name of the Committee Member:	Pranita Arbat
	Profession:	Teaching	Address:	Ravet Pune
	Associated With:	Lotus Business School	Mobile Number:	8087111873
	Email Address:	pranitaa@lotuscentre.ac.in		
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	LBS/Adm/2012/17
	Date of Appointment:	09/01/2015	Name of the Committee Member:	Charudatta Bodhankar
	Profession:	Teaching	Address:	Flat No. C-302 Eisha Foot Print Society Opp. Indira International School, Bangalore-Mumbai Highway,Wakad, Pune-411033,
	Associated With:	Lotus Business School	Mobile Number:	9673739111
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	LBS/Adm/2014/39
	Date of Appointment:	09/18/2014	Name of the Committee Member:	Dr. Satish Warpade
	Profession:	Teaching	Address:	Flat No-02, Emerald Palace,Pimple Gurav Road,Pimple Saudagar Pune-27
	Associated With:	Lotus Business School	Mobile Number:	9422711641
Sr. No.	Committee Type:	Anti-Ragging Committee	Appointment Order Reference Number:	LBS/Adm/2012/17
	Date of Appointment:	07/18/2012	Name of the Committee Member:	Sunil Prajapati
	Profession:	Non-Teaching	Address:	S. No 59, Orm Colony, Shiv Nagri, Bijali Nagar Chinchwad, Pune-33
	Associated With:	Lotus Business School	Mobile Number:	9881042965
Sr. No.	Committee Type:	Anti-Ragging Squad	Appointment Order Reference Number:	LBS/Adm/2016/032
	Date of Appointment:	07/02/2018	Name of the Committee Member:	Pushkarni Khade
	Profession:	Teaching	Address:	702, Imperium Balewadi Pune
	Associated With:	Lotus Business School	Mobile Number:	8308446868
Sr. No.	Committee Type:	Anti-Ragging Squad	Appointment Order Reference Number:	LBS/Adm/2016/032
	Date of Appointment:	07/02/2018	Name of the Committee Member:	Pushkarni Khade
	Profession:	Teaching	Address:	702, Imperium Balewadi Pune
	Associated With:	Lotus Business School	Mobile Number:	8308446868
Sr. No.	Committee Type:	Anti-Ragging Squad	Appointment Order Reference Number:	LBS/Adm/2016/032
	Date of Appointment:	07/02/2018	Name of the Committee Member:	Pushkarni Khade
	Profession:	Teaching	Address:	702, Imperium Balewadi Pune
	Associated With:	Lotus Business School	Mobile Number:	8308446868
Sr. No.	Committee Type:	Anti-Ragging Squad	Appointment Order Reference Number:	LBS/Adm/2016/032
	Date of Appointment:	07/02/2018	Name of the Committee Member:	Pushkarni Khade
	Profession:	Teaching	Address:	702, Imperium Balewadi Pune
	Associated With:	Lotus Business School	Mobile Number:	8308446868

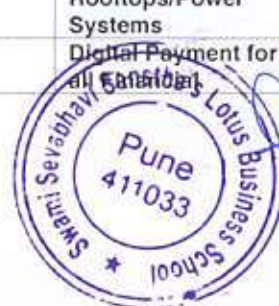
LIBRARY & FACILITIES

LIBRARY BOOKS

Sr. No.	Programme	MANAGEMENT	Number of Tiles	610
1	Number of Volumes	5558	Number of Journals published in India	6
	Number of Journals published at Abroad	6	Number of eBook Volumes-UG	0
	Number of eBook Volumes-PG	2750	Number of eBook Volumes-Diploma	0
	Number of eBook Titles-UG	0	Number of eBook Titles-PG	275
	Number of eBook Titles-	0		



Diploma					
LIBRARY FACILITIES					
Sr. No.	Working hours from to	10 AM to 8 PM	Reprographic Facility	Yes	
1	Current Annual Budget Rs.	200000	Bar Code or RF Tab Book handling	No	
	Reading Room Seating Capacity	75	Library Networking	Yes	
	Name of E Journal Subscription available	HTTP://WWW.JGAT EPLUS.COM/JGAT EADMIN	Library Management Software	Yes	
	Number of Multimedia PCs	10	Total Library Area in Sqm	103.6	
OTHER FACILITIES I					
Particulars	Status	Particulars	Status	Particulars	Status
Potable Water Supply	Yes	Backup Electric Supply	Yes	CCTV Security	Yes
Barrier free Environment	Yes	Institution Web Site	Yes	Insurance for Students	Yes
General Insurance	Yes	All Weather Approach (Motorized Road)	Yes	Fire and Safety Certificate	Yes
Post & Banking/ATM	No	Projectors in Classrooms	Yes	Medical & Counselling	Yes
Staff Quarters	No	Public Announcement System	No	Group Insurance for Employees	Yes
Electrical Grid Power Supply Connection	Yes	Telecom & FAX	Yes	Safety Provisions	Yes
Rain Water Harvesting	Yes	ERP Software	Yes	Transport Facility	Yes
First Aid	Yes	Sewage Disposal System	Yes	Appointment of Student Counselor	Yes
Sports Facilities	Yes	Innovation Cell/Club	No	Participation in the National Innovation Ranking	Yes
Establishment of Committee For SC/ST	Yes	Vehicle Parking	Yes	Establishment of Anti Ragging Committee	Yes
Implementation of examination reforms	Yes	Auditorium	Yes	Implementation of teacher training policy	Yes
Institution-Industry Cell	Yes	Media Cell	Yes	At least 5 MoUs with Industries	Yes
Intellectual Property of Right Cell	No	Implementation of Startup Policy	Yes	Internal Quality Assurance Cell	Yes
Implementing Food Safety and Standard Act,2006in the Institution	Yes	Applied for Membership of National Digital Library	Yes	Group Accident Policy to be provided by Employees	Yes
Participation in the National Institutional Ranking Framework (NIRF)	Yes	Establishment of Online Grievance Rederssal Mechanism	Yes	General Notice Board and Departmental Notice Board	Yes
Provision to watch MOOCS Courses through Swayam	Yes	Implementation of the schemes announced by Government of India	Yes	Establishment of Internal Complaint Committee (ICC) Committee	Yes
Offering of Skill Development Courses Approved by the Council	No	Implementation of mandatory internship policy for Students	Yes	Installation of Grid Connected Solar Rooftops/Power Systems	No
Compliance of the National Academic	Yes	Implementation of Unnat Bharat	Yes	Digital Payment for all Sanitation	Yes



Depository (NAD) as per MHRD Directives		Abhiyan/ Saansad Adarsh Gram Yojana (SAGY)		Transactions as per MHRD Directives	
Whether the Institution has implemented Safety and Security measures in the Campus?	Yes	Fabrication Facility Laboratory (FABLAB) Tinkering Laboratory/ Innovation Laboratory	No	In the classrooms available, at least ONE shall be a smart Classroom per Department	Yes
Whether your Institution has introduced online Aadhar linked Biometric attendance for regular faculty members?	No	Efforts to encourage Final Year students to appear for GATE Examination	No		

OTHER FACILITIES II

Sr. No.	Particulars	Status
1.	Copies of AICTE Approvals (LOA and EOA of subsequent years) obtained since Inception of Institution till date shall be placed in the Website of the Institution	Yes
2.	Display Board within the premises as well as in the Website of the Institution Indicating the Feedback Facility of Students and Faculty Members Available in the AICTE Web Portal	Yes
3.	Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University	Yes
4.	Display of Course(s) and "Approved Intake" in the Institution at the entrance of the Institution. Course(s) taken through duly recognized MOOCs shall be used as Supplementary Course(s)	Yes
5.	Availability of quality sanitary napkins through sanitary napkin vending machines and ensuring safe and environment friendly disposal of used sanitary napkin	No
6.	Display of information submitted to AICTE (including the accreditation status and Board of Governors) along with mandatory disclosures in the Web site of the Institution	Yes

OTHER FACILITIES III

Sr. No.	Particulars	Status
1.	Whether mandatory disclosure is uploaded in Institution's website?	Yes
2.	Whether the Institution following ICAI (Institute of Chartered Accountants of India) Accounting Formats?	Yes
3.	Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by State Govt?	Yes
4.	Fees to be charged, Reservation policy, Admission policy and Document retention policy are duly approved by Affiliating University?	Yes
5.	Fees to be charged, Reservation policy, Admission policy and Document retention policy are uploaded in Institution's Website?	Yes
6.	Courses/Approved Intake displayed at the entrance of the Institution?	Yes
7.	Is the Cafeteria shared among other institution?	No
8.	Is Library and Reading Room shared among other institution?	No
9.	Is the Computer Centre shared among other institution?	No
10.	Whether Institution is operating from Permanent Site/Temporary Site?	Permanent Site

BANK DETAILS, INCOME & EXPENDITURE

BANK DETAILS

Bank Name:	AXIS BANK	Bank IFSC:	UTIB0000103
Bank Account:	909010036836133		
Do You wish to change Bank Name? :	No		

INCOME & EXPENDITURE DETAILS

INCOME

Income from Central Govt:	0	Income from State Government:	0
Income from Student Fees:	23811971	Income from Donations:	0
Income from UGC:	0	Income from Other Bodies:	0
Total Income:			

EXPENDITURE



Salary Teaching Staff:	15378391	Salary Non-Teaching Staff:	1402858
Library:	301340	Equipment:	343387
Building Maintenance:	305684	Other Expenditure:	10422912
Total Expenditure:	28154572		

Application 2020-21



[Signature]
 Director
 Swami Sevabhavi Sanstha's
 Lotus Business School
 Pune - 411 033

DECLARATION

BY THE PRINCIPAL/DIRECTOR/REGISTRAR OF THE INSTITUTION DEPARTMENT

I, as the Head of the Institution, hereby declare that:

- a) I have carefully gone through the AICTE Regulations 2020, published in the Gazette of India Extraordinary Part III, Section- 4 dated 04th February, 2020, also all provisions mentioned in the Approval Process Hand Book 2020-21.
- b) I am fully aware of the data uploaded by me in respect of my Institution on the web portal.
- c) I am aware that there is no provision for correction of data, alteration of data, subsequent editing and appeal etc. for the online application once uploaded on the web portal.
- d) I am also aware that application for seeking Extension of Approval(EOA), Increase/Reduction of Intake, Addition of new courses, Change of site, Closure of course, Supernumerary Seats under PIO/FN/Gulf quota Approval status/OCI, NRI, Change of name, and Conversion of women Institution into Co-ed Institution and vice versa (as applicable), shall be processed as per relevant provisions enumerated in the Approval Process Hand Book 2020-21.
- e) I am aware of the Deficiencies (if any) pointed out in the Report generated online, based on the factual data uploaded by my Institution on the portal.
- f) I am also aware that University is eligible for grant of Extension of Approval to the Existing Institution, Extended EoA(if Applicable as per APH 2020-21), Increase in Intake/ Additional Course(s), only on fulfillment of prescribed norms & requirements as mentioned in the Approval Process Hand Book 2020-21.

Signature of Director/Registrar/ Principal

Name :

Seal/Stamp of the University /Institution Department



Director
Director
Swami Sevabnavi Sanstha's
Lotus Business School
Pune 411033

All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2020-21

Extension of Approval (EoA)

F.No. Western/1-7014299894/2020/EOA

Date: 09-Jun-2020

To,

The Secretary,
Tech. & Higher Education Deptt.
Govt. of Maharashtra, Mantralaya,
Annexe Building, Mumbai-400032

Sub: Extension of Approval for the Academic Year 2020-21

Ref: Application of the Institution for Extension of Approval for the Academic Year 2020-21

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations 2020 notified by the Council vide notification number F.No. AB/AICTE/REG/2020 dated 4th February 2020 and norms standards, procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval to

Permanent Id	1-460701771	Application Id	1-7014299894
Name of the Institute	LOTUS BUSINESS SCHOOL	Name of the Society/Trust	SWAMI SEVABHAVI SANSTHA
Institute Address	S.NO. 52/53, JAMBHE ROAD, PUNAVALE, CHINCHWAD, NEAR SAI PETROL PUMP, PUNE 411033, PUNAVALE; PUNE, PUNE, Maharashtra, 411033	Society/Trust Address	SWAMI SEVABHAVI SANSTHA; DEOLGAONRAJA, JALNA, JALNA, PUNE., 431203
Institute Type	Private-Self Financing	Region	Western

To conduct following Courses with the Intake indicated below for the Academic Year 2020-21

Program	Level	Course	Affiliating Body (University /Body)	Intake Approved for 2019-20	Intake Approved for 2020-21	NRI Approval Status	PIO / FN / Gulf quota/ OCI/ Approval Status
MANAGEMENT	POST GRADUATE	MBA	University of Pune, Pune	120	180	NA	NA

Approved Vocational Courses for 2020-21:

Sr.No.	Program	Level	Course (Specialization)	Intake Approved 2020-21
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Application No: 1-7014299894

Note: This is a Computer generated Report. No signature is required.
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ALL INDIA COUNCIL FOR TECHNICAL EDUCATION



Director

Swami Sevabnavi Sanstha's
Lotus Business School
Pune - 411 033

Page 1 of 3

Printed On: 12 June 2020

1.	MANAGEMENT/IT/ ITES	UNDER GRADUATE	Printing And Packing Technology	30
2.	MANAGEMENT/IT/ ITES	UNDER GRADUATE	Travel And Tourism	30
3.	MANAGEMENT/IT/ ITES	DIPLOMA	Travel And Tourism	30
4.	MANAGEMENT/IT/ ITES	DIPLOMA	Software Development	30

Important General Conditions for Vocational Courses:

1. It is mandatory to comply with all the provisions as given in APH 2020-21 (Chapter VI) and also in the 'Guidelines for Institutes Applying for Running Vocational Courses' uploaded at www.aicte-india.org/education/vocational-education
2. The Institute will ensure that the minimum batch size of 10 students shall be maintained for each course.
3. The courses must be conducted as per the guidelines issued under SAMVAY (Skill Assessment Matrix for vertical advancement of Youth). Training under these courses must be aligned with the outcome at each level as prescribed under National Skill Qualification Framework (NSQF).

It is mandatory to comply with all the essential requirements as given in APH 2020-21 (Appendix 6)

Important Instructions

1. The State Government/ UT/ Directorate of Technical Education/ Directorate of Medical Education shall ensure that 10% of reservation for Economically Weaker Section (EWS) as per the reservation policy for admission, operational from the Academic year 2020-21 is implemented without affecting the reservation percentages of SC/ ST/ OBC/ General. However, this would not be applicable in the case of Minority Institutions referred to the Clause (1) of Article 30 of Constitution of India. Such Institution shall be permitted to increase in annual permitted strength over a maximum period of two years beginning with the Academic Year 2020-21
2. The Institution offering courses earlier in the Regular Shift, First Shift, Second Shift/Part Time now amalgamated as total intake shall have to fulfil all facilities such as Infrastructure, Faculty and other requirements as per the norms specified in the Approval Process Handbook 2020-21 for the Total Approved Intake. Further, the Institutions Deemed to be Universities/ Institutions having Accreditation/ Autonomy status shall have to maintain the Faculty: Student ratio as specified in the Approval Process Handbook. All such Institutions/ Universities shall have to create the necessary Faculty, Infrastructure and other facilities WITHIN 2 YEARS to fulfil the norms based on the Affidavit submitted to AICTE.
3. In case of any differences in content in this Computer generated Extension of Approval Letter, the content/information as approved by the Executive Council / General Council as available on the record of AICTE shall be final and binding.
4. Strict compliance of Anti-Ragging Regulation: - Approval is subject to strict compliance of provisions made in AICTE Regulation notified vide F. No. 373/Legal/AICTE/2009 dated July 1, 2009 for Prevention and Prohibition of Ragging in Technical Institutions. In case Institution fails to take adequate steps to Prevent Ragging or fails to act in accordance with AICTE Regulation or fails to punish perpetrators or incidents of Ragging, it will be liable to take any action as defined under clause 9(4) of the said Regulation.

Prof. Rajive Kumar
Member Secretary, AICTE

Copy to:

1. The Director Of Technical Education**, Maharashtra
2. The Registrar**,
University Of Pune, Pune



[Signature]
Director
Swami Sevabhavi Sanstha's
Lotus Business School
Pune 411033

3. **The Principal / Director,**
LOTUS BUSINESS SCHOOL
S.No. 52/53, Jambhe Road, Punavale, Chinchwad, Near Sai Petrol Pump, Pune 411033,
Punavale; Pune,Pune,
Maharashtra,411033
4. **The Secretary / Chairman,**
SWAMI SEVABHAVI SANSTHA; DEOLGAONRAJA, JALNA
JALNA,PUNE
,431203
5. **The Regional Officer,**
All India Council for Technical Education
Industrial Assurance Building
2nd Floor, Nariman Road
Mumbai - 400 020, Maharashtra
6. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

** Individual Approval letter copy will not be communicated through Post/Email. However, consolidated list of Approved Institutions(bulk) will be shared through official Email Address to the concerned Authorities mentioned above.



[Signature]
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Human Resource Manual

Lotus Business School

Address

S.No. 52/53, Jhambe Road, Pune Mumbai Expressway,
Punawale – 411033, Pune, Maharashtra, India
Email: admissions@lotuscentre.ac.in
Website: www.lotuscentre.ac.in




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Lotus Business School

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Lotus Business School

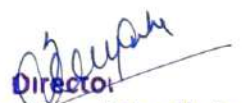
The Vision

To provide an ecosystem that nurtures and enhances managerial competencies through value-based education.

Mission

- To nurture creativity and encourage leadership among students by providing world-class infrastructure, industry-academia interface, along with proficient human capital.
- To develop leadership in the competitive business environment through excellence and innovative management education.
- To inculcate values among students towards work ethics and corporate and social responsibilities.




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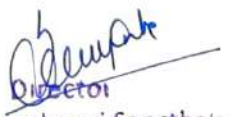


Lotus Business School

Core Values

- Quality Education
- Research Culture
- Innovation and Creativity
- Ethics and Accountability
- Social Commitment and Equity
- Empowerment of Individuals
- Holistic Development




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Lotus Business School

About Institute

Lotus Business School is an Institute that has been created with a vision of imparting quality management education and creating world-class leaders. Lotus Business School encourages the students to challenge the very basic concepts of management and leadership. The Lotus core team comprises individuals who are the alumni of IIMs, JBIMS, Symbiosis, etc., and other ex-corporate employees from renowned organizations.

In today's world where the industry and corporate life have become highly demanding and dynamic, it is imperative that the future leaders are innovative and do not take things for granted. Therefore, the challenge is to be innovative and be a maverick. The same is the essence of the Lotus Pedagogy, formed by a group of renowned industrialists and academicians.




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Lotus Business School

Governing Body

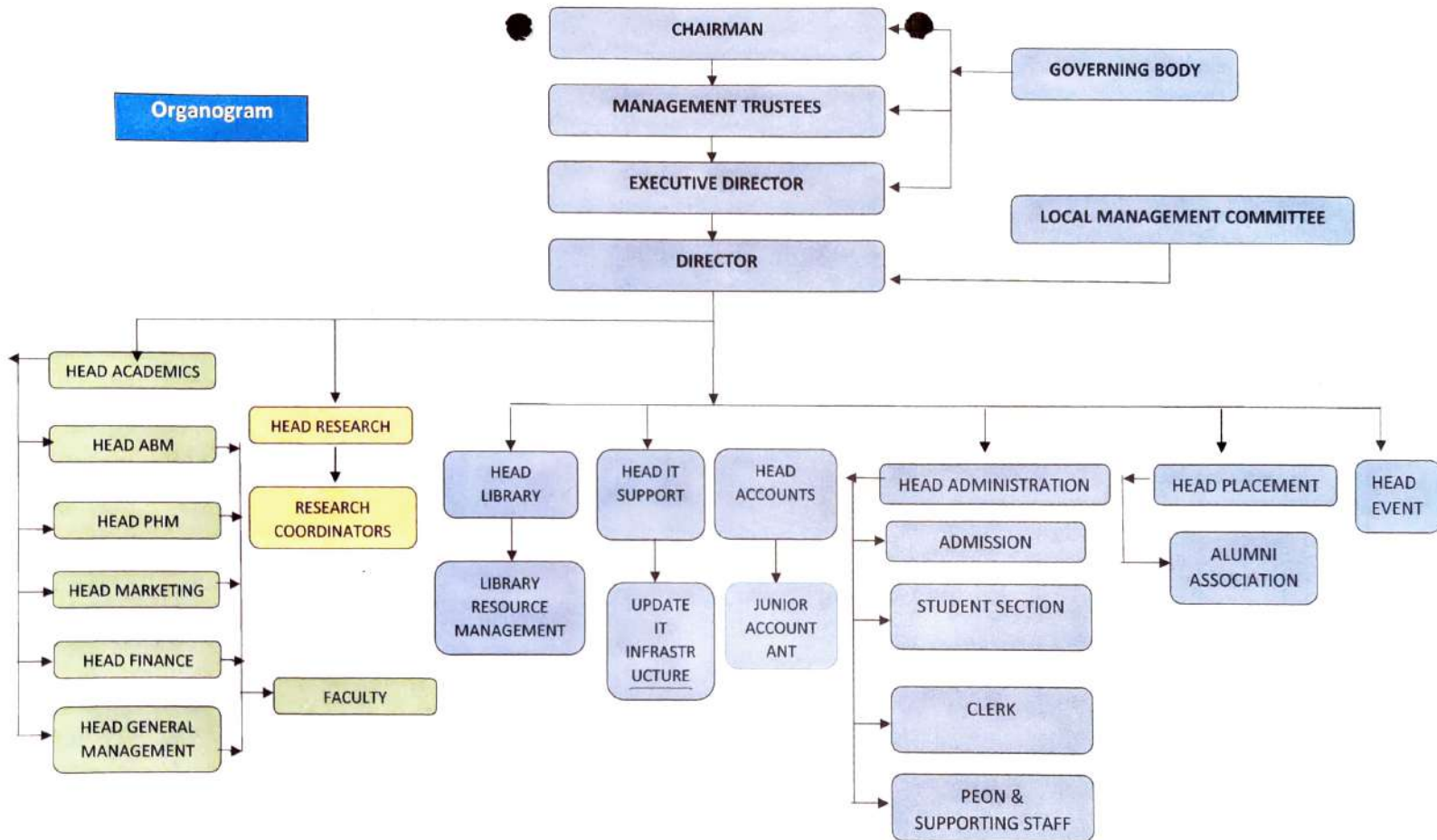
Swami Sevabhavi Sanstha

Sr. No.	Name	Role
1	Mr. Rameshbhai Chotabhai Patel	Chairman
2	Mr. Bhaveshbhai Rameshbhai Patel	Vice Chairman
3	Mr. Makarand Dwarkanath Deshpande	Secretary
4	Mr. Nirajkumar Mahendrakumar Patel	Joint Secretary
5	Mr. Jasmitsingh kuldipsingh Chhabda	Treasurer
6	Mr. Rameshwar Radhakisan Mundada	Member
7	Mr. Ramprasad Badrinarayan Dhoot	Member




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Organogram




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1. Recruitment Policy

RECRUITMENT

ELIGIBILITY CRITERION:

With reference to AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff. (05th March 2010)

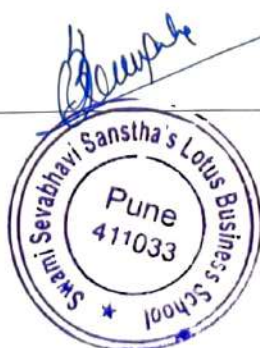
For Faculty members: Faculty Members are recruited based on the qualifications prescribed by AICTE and Savitribai phule Pune University, Pune for various cadres. At present the following criteria is being followed, as per Notification No. F.NO. 37-3/Legal/2010 dated 05/03/2010

a) Faculty of Management

Sr. No.	Cader	Qualification	Experience
	Asstt. Professor	First Class or equivalent in Masters Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualification as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline Post PhD publications and guiding PhD student is highly desirable.	Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate



			Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
	Principal / Director	Qualifications as above that is for the post of Professor, as applicable Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.



1. Equivalence for PhD is based on publication of 5 International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the authors' area of specialization.
2. PhD shall be from a recognized University.
3. For an incumbent Assistant Professor, experience at the level of Assistant Professor will be considered equivalent to experience at the level of Associate Professor, provided the incumbent Assistant Professor has acquired or acquires Ph. D Degree in the relevant discipline.
4. Experience at Diploma Institutions is also considered equivalent to experience in degree level Institutions at appropriate level and as applicable. However, qualifications as above shall be mandatory.
5. If a class/ division is not awarded, minimum of 60% marks in aggregate shall be considered equivalent to first class/ division. If a Grade Point System is adopted the CGPA will be converted into equivalent marks as below

Grade Point	Equivalent Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

b) Staff/Non-Teaching: The eligibility criteria for various posts of staff are given below.

Sr. No.	Cadre	Qualification	Experience
1	LIBRARIAN	Master's degree in Library science / Information science/Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	
2	ADMINISTRATIVE OFFICER /REGISTRAR	Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norms	At list 5 years experience in academic Institution or equivalent post in academic administration
3	SUPERINTENDENT	A Bachelor's Degree or equivalent	3 years of experience of administration
4	ACCOUNTANT	Master degree in Commerce or equivalent	Minor years of Experience in Accountancy



5	SENIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	3 years service category of Jr. Clerk
6	JUNIOR CLERK	A Bachelor's Degree or equivalent Typewriting English & Marathi at higher grade, knowledge of computer operation- MS Office	
7	DRIVER	10th Standard, and should posses professional driving license	1 or 2 Years experience as Driver is desirable
8	PEON	10th Standard Able to ride a bicycle in respect of male members	
9	HOUSE KEEPING ASSISTANT	No formal education is required	



2. Mode Of Selection

a) Selection Procedure Faculty Members

The procedure as specified by AICTE in their regulation dated 05th March, 2010 is followed-

- Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly Constituted Committees. The following procedure is adopted in selection of faculty members.
1. Savitribai Phule Pune University approval for filling the post such as workload, Advt., Roster is obtained.
 2. Advertisement in leading Newspapers at Regional and National Level.
 3. Scrutiny of applications received till the last date mentioned in the advertisement.
 4. Selection committee is constituted by the Savitribai Phule Pune University, Pune.
 5. Fixing of schedule for conduct of interview.
 6. Intimation to candidates about the date and time of interview.
 7. Reporting of candidate and verification of certificates.
 8. Process of interview.
 9. Submission of recommendation report to university for consideration and approval.
 10. Issue offer of Appointment to the selected candidate.
 11. Inclusion of the candidate in regular muster roll.
 12. Submission of report on "Change in Staff" for university approval. On receipt of approval, regularization of appointment.

b) Selection Procedure -Non-Teaching Staff

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members. The selection committee shall take decision to waive the qualification / experience criteria, in case of deserving candidates for appreciate Non-teaching post.

- (a) Chairman
- (b) Jt. Secretary
- (c) Principal
- (d) Respective Head of Department
- (e) Registrar

The following procedure adopted for selection of supporting staff-

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue offer of Appointment to the selected candidate.
8. Inclusion of the candidate in regular muster roll, on receipt of regularization of appointment.



3. SERVICE RULES AND REGULATIONS

a) SERVICE CONDITIONS INCLUDING PROMOTION POLICY

I. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.

III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor 15600-39100 AGP 6000, 7000 & 8000

Associate Professor 37400- 67000 AGP 9000

Professor 37400-67000 AGP 10000

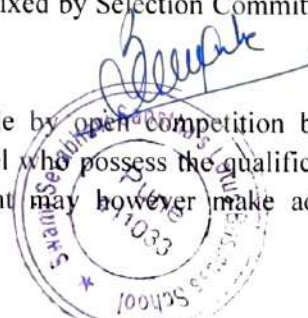
IV. The pay of Non-Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by Government.

Sr. No.	Designation	Pay Band	AGP
1	Registrar	9300-34800	4400
2	Superintendent	9300-34800	4300
3	Accountant	9300-34800	4300
4	Head Clerk/Assistant Superintendent / Asstt. Accountant	9300-34800	4200
5	Library Assistant/Assistant Librarian	5200-20200	2800
6	Senior Clerk	5200-20200	2400
7	Junior Clerk/ Store Clerk/Library Clerk/ Typist	5200-20200	1900
8	Peon/Hamal	4440-7440	1300

V. The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.

VI. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.

VII. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.



VIII. Save as otherwise provided every employee of the College shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Principal and copy thereof shall be furnished to employee concerned.

IX. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

b) Probation policy :

i. Initially the appointment of the selected candidate will temporary, for a period of six month, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.

ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of six month and the period of probation can be extended by management in case of non-satisfactory performance.

iii. If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.

iv. If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.

v. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

c) Increment Policy:

i Increments will be sanctioned only on satisfactory report of performance of the Employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such withholding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.

ii. In all cases, the increment is sanctioned by the Head of the institution based on Appraisal report of the employee.

d) Retirement Policy:

i. An employee of the College shall be retired on Superannuation when he/she attaining 60 years in case of Teaching employees, & 58 Years in case of Non-Teaching employees. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill health and the like.

ii. However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management.

e) Code of Conduct: Staff

i. An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other



work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

ii. Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

iii. No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.

iv. No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.

v. Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

vi. No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

vii. No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

viii. An employee shall not, without the knowledge and approval of the Principal & Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.

ix. The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

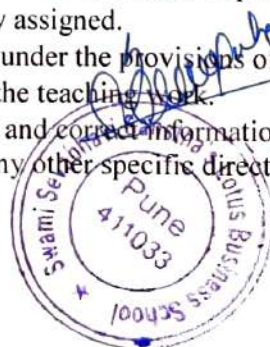
x. No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

xi. Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

xii. No employee shall after reporting himself/herself for work, absent himself/herself during the period of work assigned to him.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.



4. JOB RESPONSIBILITY OF FACULTY

As per AICTE Pay Commission recommendations. The job responsibility of faculty consists of the following components:

a) Academic

1. Class Room Instructions.
2. Laboratory Instructions.
3. Curriculum Development.
4. Development Learning Resources Material & Laboratory Development.
5. Student Assessment & Evaluation including examination work of University.
6. Participation in Co-curricular & Extra Curricular Activities.
7. Students' guidance & Counseling & helping their ethical, moral, and overall character development.
8. Keeping Abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book's publication, seminars etc.
9. Counting Education Activities.
10. Self development through upgrading qualification, experience and professional activities.

b) Research & Consultancy

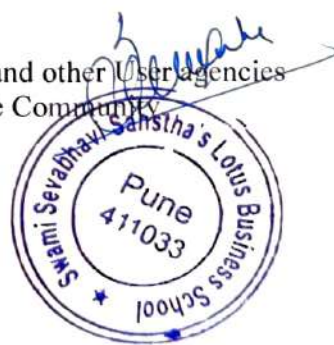
- 1) Research & Development Activities and Research Guidance.
- 2) Industry sponsored Projects Provide Consultancy and Testing Service Promotion of industry institution interaction and R&D.

c) Administration

- 1) Academic and Administrative management of the Department/Institution.
- 2) Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- 3) Design and development of new programs.
- 4) Preparing project proposals for funding in areas of R & D work. Laboratory Development, Modernizations, Expansion, etc.
- 5) Monitoring and Evaluation of Academic and research activities.
- 6) Participation in policy planning at the Regional/National level for development of technical education.
- 7) Helping mobilization of resources for the institution.
- 8) Develop, update and maintain MIS.
- 9) Plan and implement Staff Development activities.
- 10) Conduct Performance Appraisal.
- 11) Maintain accountability.

d) Extension Services.

- 1) Interaction with Industry and Society.
- 2) Participation in Community Services.
- 3) Providing R&D Support and consultancy services to industry and other User agencies.
- 4) Providing non-formal modes of education for the benefit of the Community.
- 5) Promotion of entrepreneurship and job creation.
- 6) Dissemination of knowledge.
- 7) Providing technical support in areas of social relevance.



e) Mentoring Services

- a) Interaction with Students & Parents.
- b) Counseling to poor students to improve academics
- c) Guardianship.

f) Other: Any other relevant work assigned by the Head of the Institution.

g) Working hours of the college

The college's working week consists of 36 working hours. This excludes lunch break. The normal working hours of the College is from 9.00 a.m. to 4.30 p.m. with 1 hr break. The College remains closed on First and Third Saturdays & Sundays.

h) Teaching days

The College shall have at least 180 full teaching day per year or 90 full teaching days per semester. "Teaching Days" here shall mean actual class room/laboratory contacting teaching days and do not include days of examination / tours/ sports etc.

i) Work load

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

Principal	: 4 hours/week
Professor	: 8 hours/week.
Associate Professor	: 12 hours/week.
Assistant Professor	: 16 to 18 hours/week.

These teaching contact hours includes minimum 4 to 6 hours theory load.



5. PERFORMANCE APPRAISAL OF EMPLOYEES

1) PERFORMANCE APPRAISAL SYSTEMS : Annual Staff Performance Appraisal Systems have been introduced. The System consists of

- a. Appraisal by Students
- b. Appraisal by Head of Department
- c. Appraisal by Peer group
- d. The Academic Performance Index (API) system shall be implemented in due course of time as per the guidelines of AICTE / UGC.

The weight age for various levels of appraisal will be as follows.

- a) Appraisal by Students 50%
- b. Appraisal by Head of Department 25%
- c. Appraisal by peer group 25%

2) TRANSPARENCY

The Management, Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for

- a. Internal promotions.
- b. Selection Grade Promotions.
- c. Eligibility for Study Leave and other benefits.
- d. Awards / Apparition

Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with.



Leave Policy

Date of Origination : 01st Apr. 2012

Authority : Ex. Director - Lotus Group of Institutes

Policy No. : 01 / 2012

Applicable to whom : All employees

Revision No. : 0 / 2012 / HR

Introduction to Leave Policy

This is one of the important HR policies prepared and maintained by LBS management. It is updated periodically. The normal period fixed is one year.

Objectives

"Leave is provided to employees not only to comply with the statutory requirements, but also as a measure for providing adequate rest and recreation to employees in order to enable them to come back refreshed for their normal job. The Institute encourages all its employees to avail at least one planned vacation during the year."


"A leave can be treated as a leave only if it has been sanctioned/granted by the employer."

Types of Leave

Casual Leave: Casual leaves are leaves that can be availed anytime during the year, however prior intimation is needed to be given to the employer if an employee needs to avail casual leave. A leave can be treated as casual leave only if it has been sanctioned/granted by the employer.

Emergency leave: Emergency leave or Sick leaves are those leaves that are provided to an employee for any kind of sickness or family contingencies.




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Short Leave: This leave is granted to the employees, wherein the employee can leave maximum 3 hours earlier or come to office up to three hours late. This facility can be availed only once in a month with prior (one working day) approval from the supervisor. Short Leave cannot be carried forward. HR should be notified about the same one working day hours in advance.

Leave without Pay (LWP): Leave without pay is prior permission accorded by the Director/Academic Head to the staff to be absent from the place of work to meet any personal need when he/she does not have any leave credit to their Annual leave account. Usually to be availed by new employees in case there is no leave balance.

Special day Leave*: Special day leave is a leave that can be availed with prior permission in a day that is important to the employee like an employee's marriage anniversary. One special day leave can be availed in a calendar year. Special day leave

Maternity leave (ML): This is applicable only to women employees in the case of childbirth. A 12-Week leave period is provided for a maximum of two live births. This is applicable for any employee who has joined the organization.

Paternity leave*: This shall be applicable to male employees for a period of five days for a Maximum of two children. Although this leaves are provided at the discretion of management. All supervisors are advised to approve this leaves.

Leave during Probation

All employees on probation who have completed 6 months can avail leave subject to a maximum of 7 days (4 casual and 3 emergency leaves) for a period of next 6 months. As long he is in probation 7 days leave will be credited to him for every 6 months of service.

Other "Leave" terms & Conditions

Leave cycle:

Leave cycle shall start from first day of June to last day of May of the next calendar (Academic year).

Leave Units:

Leave shall be calculated so as to include any holidays including Sunday incase it falls between the leave period. It can be availed for half a day also as required by the staff member. *

Accumulation Limit:

Un-availed leaves shall be allowed to carry forward to the next year subject to an accumulation limit of maximum of 18 days.



Encashment & set off against Notice Period:

Maximum of 30 days annual leave can either be adjusted against notice period or encashed at the time of exit from the services of the Institute. No encashment of accumulated annual Leave is permitted while in service. Only the basic pay shall be considered for encashment purpose. The management will have sole discretion in deciding to accept set off against notice period.

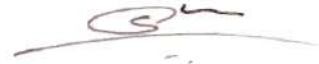
Classification of Employees

New Joiners: Any employee who has spent less than 6 months in the institute. No leaves shall be provided to new joiners. Information Annex - 1

Employees in probationary period after 6 Months of service: Any employee who completes his 6 months of service but is not yet confirmed will avail leaves as per Annex-1

Confirmed Employees: The employees who are confirmed but have spent less than 2 years in the institute, will avail leaves as per Annex - 1

Vintage Employees: Confirmed Employees who have spent continuous 2 years or more of employment with the organization will avail leaves as per Annex - 1




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Annexure

Annex -1


	TYPE OF EMPLOYEES	New Joiner	Employee in Probation	Confirmed	Vintage
LEAVES					
Casual Leave		NIL	4 days	18 days	18 days
Emergency Leave		NIL	3 days	6 days	6 days
Special Day Leave		NIL	NIL	NIL	1 day
Maternity Leave		12 weeks	12 weeks	12 weeks	12 weeks
Paternity Leave		NIL	NIL	NIL	5 days

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Procedure to avail leave

- 1) Granting leave to an employee shall depend strictly on the exigencies of work and it would be the discretion of the immediate superior of the employee / Director to grant, refuse, revoke or curtail leave of employees.
- 2) A leave can be treated as a leave only if it has been duly sanctioned/granted by the authorized person / employer.
- 3) All leave requisitions for up to 2 days shall be requested 2 working days in advance from immediate supervisor / Director.
- 4) All leave requisition for 3 or more days shall be submitted to the concerned immediate superior / Director at least seven working days in advance.
- 5) As a policy Lotus Business School discourages faculties from taking leaves during the semester. Faculties are expected to take leaves during the semester break.
- 6) Faculties are required to get in touch with the Academic Head regarding the leave requirement, who in turn will approve the leave only after consulting the Executive Director.
- 7) In case of other employees (excluding faculty), who needs to avail leave he has to email his immediate superior and send a CC to the Executive Director and the HR/ Admin Coordinator. He should clearly write the reason why he would like to avail leave also should mention the duration of the leave and incase travelling outstation provide all details including the place travelling to and the local no. through which the institute could get in touch with him / her (while he is outstation) before travelling outstation so that in case of any emergency the college could assist him in his time of need.
- 8) In case of a dire situation the employee cannot request for the leave in advance he needs to call his immediate superior / Executive Director and send an email requesting the urgent leave that he requires. He shall send a SMS in a very serious situation; otherwise he would have to follow the regular procedure. Also he could get his relatives or someone close to him to call on his behalf.
- 9) A continuous absence of duty for a period of 5 days or more without the leave being sanctioned shall be considered as absconding.


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Lotus Business School

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Website: www.lotuscentre.ac.in

ANNEXURE-2

Leave Policy

1 July 2017

Introduction of the Policy:

This is one of the important policies prepared and maintained by Lotus Business School management. It is updated periodically.

Objectives:

Leave is provided to employees not only to comply with the statutory requirement but, also as a measure for providing adequate rest and recreation to employee in order to enable them to come back refreshed for their normal job. The institute encourages employees to avail at least on planned vacation during the year.

A leave can be treated as a leave only if it has been sanctioned / granted by the Director

Types of Leave:

1) Casual Leaves

- All employees shall be entitling for 6 days casual leaves during the academic year.
- An employee can apply casual leave in advance, and get it approved by the authorities.
- An ex-post-facto sanction for the casual leave shall be ordinarily obtained by the employee in exceptional circumstances, in such cases employee should get sanction within two days after joining the duty.
- Employee can not apply casual leave for 3 continuous days
- Holidays or weekly off days falling between the periods of sanctioned casual leave shall not be counted as casual leave.
- The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.



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g) Employee has to avail all casual leaves within the academic year and balanced leaves will not be carrying forward to next academic year

f) Four late marks will be considered as one day leave taken by the employee, unless employee has obtained permission from Director.

g) Employee has to take permission from Director for early office leaving.

2) Paid Leave: Total 12 days paid leaves provided to the employees in a defined year, which can be applicable after one year in the institute. Employee can avail the leaves during the year and balance leaves are carrying forward to the next year.




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SEPARATION POLICY

Date of Origination : 01st Apr 2012

Authority : Ex. Director - Lotus Group of Institutes

Policy No. : 03/2012

Applicable to whom : All employees

Revision No. : 0/2012/HR

Introduction to Separation policy

This is one of the important HR policies prepared and maintained by LBS management. It is updated periodically. The normal period fixed is one year.

Objective

The objective of separation policy is to educate all the staff, faculties and other employees to whom this policy is applicable to, about the terms and conditions of their employment and their separation.

Separation of Services can be on account of following reasons:

- Voluntary Resignation
- Termination of service

In case of Confirmed employees, either party can terminate the contract of service by giving one month's notice in writing or on payment of one month's basic salary in lieu of such notice. The management will have the final say in this matter. Management can either choose to accept one month's basic salary or ask the employee to serve the notice period. Management could also relieve the employee by paying him one month's basic salary.

During notice period, employee shall not be eligible for any leave.




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An employee leaving the services of the institute shall return all documents and property belonging to the institute before last working day in order to obtain the 'Relieving Letter' from the institute.

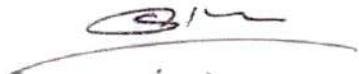
In case of gross misconduct by the employee, the institute has full discretionary powers to terminate an employee without prior notice and without payment of any compensation as per the terms of the mentioned in the appointment letter.

At the time of an employee leaving the organization an exit interview shall be held. The panel for exit interviews shall be appointed by the director.

Termination of Service:

Termination of service is a conscious act on the part of the Institute and may be for the following Reasons:

- 1) Consistent non-performance
- 2) Indiscipline
- 3) Abandonment of service
- 4) Breach of any clause provided in the appointment letter.
- 5) Expiry of a contract on employment for a specific period
- 6) Any other reasonable reason that calls for termination.



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PROCEDURE FOR TERMINATION

- 1) For "**consistent non performance**" a notice would be given to the employee providing details regarding the "areas of improvement", the expectation of the employer and the time frame within which he has to perform. In case there is still no improvement then either the employee will be given a final warning letter or he would be put on a "Performance Improvement Program" (PIP), this would be for a period of 15 days. In case the employee still does not provide the minimum desired performance then he would be terminated at the end of 15 days.
- 2) In the case of "**Indiscipline**" or "**Breach of any clause provided in the appointment letter**", such actions would qualify for immediate termination of the employee.
- 3) In the case of "**expiry of a contract on employment for a specific period**", unless the contract is renewed the employment would be automatically terminated at the end of the contractual period.
- 4) An employee will be deemed to have voluntarily "**Abandoned the services**" of the Institute if.
 - The employee fails to report for duty after 5 days from the date of expiry of his/her sanctioned leave without notice.
 - Is absent for a period of 5 consecutive days or more without notice/sanction
 - Rejoins duty after an unauthorized absence of more than 5 days and is unable to explain his/her absence to the satisfaction of the Institute.

An employee abandoning from service for a period more than 5 days shall be served a notice, "to report within 5 days of receiving the notice" failure to do so shall lead to the termination of employee from the services of the Institute and no payments of any kind would be made to the employee or his representatives.


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PROCEDURE FOR VOLUNTARY RESIGNATION

- 1) The employee has to get in touch with his immediate supervisor with a written communication regarding his intent to resign.
- 2) The immediate supervisor would have to send an email to the HR, the finance department as well as his supervisor communicating the employee's resignation, his approval and the last working day. He would also have to fill up the 'separation form' on the employee's behalf.
- 3) The finance department shall put the salary on hold and confirm the same with the HR.
- 4) In case the finance department is not informed it would be the responsibility of the HR to get in touch with the finance department and ensure that the salary or any other payment is put on hold.
- 5) The HR would get in touch with the immediate supervisor and would understand the reason of the employees resignation and coordinate with the Director incase an effort has to be made to retain the employee.
- 6) The HR should also announce the resignation of the employee by email to all other employees with consent from the director. (Not without approval from the director)
- 7) The HR would collect the resignation letter and the separation form from the immediate supervisor, make necessary copies of it and attach one of the copies to the clearance form & obtain clearances from Accounts, Library, IT, admin departments.
This would be done within 2 to 5 working days from the resignation intimation.
- 8) It would be the responsibility of the HR to arrange for the exit interview. It would as far as possible be a skip interview with the immediate supervisor not present. The interview panel will be appointed by the Director. The main objective would be to understand the circumstances under which an employee has resigned. This has to be done within 5 working days of the resignation and only under circumstances beyond control this would be delayed. A report would have to be made by the HR regarding the interview and has to be provided to the director immediately.
- 9) On getting approval to the exit report from the director H.R. would provide the duly signed "clearance form" with HR report mentioning amount payable / receivable to / from employee on account of balance leaves, notice payment etc. to the finance department within 5 working days from the directors approval.
- 10) The finance department would calculate the full and final payment after the last working day and take approval for the payment from the HR & director & transfer the amount to employees account directly through electronic transfer along with the F&T statement within in 45 days from the last working day of the employee on receiving all the necessary documents from the employee.


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Separation Information Form

Name of the Employee:

Designation:

Grade:

Reasons for separation:

Please specify the reason:

Date of Joining:

Date of Resignation:

Last working day:

Deviation taken:

Name of the supervisor:

Designation:

Signature of the Supervisor:




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TRAVEL & MISCELLANEOUS REIMBURSEMENT POLICY

Date of Origination : 01st Apr. 2012

Authority : Ex. Director - Lotus Group of Institutes

Policy No. : 02/2012

Applicable to whom : All employees

Revision No. : 0/2012/HR

Introduction to "Travel & Miscellaneous reimbursement policy"

This is one of the important HR policies prepared and maintained by LBS management. It is updated periodically. The normal period fixed is one year.

Objective

These policies and procedures are designed to act as a guideline for business travel and miscellaneous expense reimbursements. While these policies does contain suggested expense limits, we challenge all employees to use professional judgment when incurring expenses on behalf of the Institute.

GENERAL GUIDELINE

All approved expenses incurred must be in accordance with your individual departmental budget. If you are unclear as to your expense budget, please contact your department head or finance prior to incurring any expenses.




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This policy is designed to accomplish the following key points:

- Ensure all employees have a clear and consistent understanding of policies and procedures for business travel and expenses.
- Provide employees who must travel with a reasonable level of service and comfort at the lowest possible cost.
- Maximize the company's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Provide the appropriate level of accounting & business controls for the company to ensure that expenses are reviewed & approved by the appropriate person.

Responsibility

The employee is responsible for complying with the Travel Policies. The accounts executive who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. It is responsibility of the immediate supervisor to brief the employee and ensure compliance to the policy. The institute assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. The Travel authorizer must approve any deviation from this policy.

Enforcement

Employees who do not comply with this policy may be subject to delay or withholding of reimbursement and/or disciplinary action.

Documentation Requirements

Employees must provide the following information in order to be reimbursed for any business related meals or entertainment expenditures:

- Names of individuals present, their titles and company name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Receipts for all expenditures over Rs. 100
- Receipts for meals, in excess of Rs 100



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Employees must submit the following documentation with their expense report incase he has gone on a tour:

- Air/Rail – original passenger receipt.
- Hotel – hotel payment receipt.
- Car Rental – rental agency invoice.
- Meals – credit card receipt or register receipts for meal expenses over Rs100

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect, incomplete or include disorganized receipts:

- Will be returned back to the employee for completion.
- May result in delay or non-reimbursement of specific items.

Disregard for company policy or altering of receipts can result in disciplinary action up to and including termination.

REPORTING GUIDELINES

Employees must file expense reports no later than a week following the completion of the trip or of incurring the expense. Expenses must be submitted for reimbursement after 3 months of being incurred will not be reimbursed.

Lodging / Hotel

Hotel reservations should be made in such a manner as to secure the best available rate and must be booked through the assistance of a Travel Desk/ Travel agent. Employees are required, whenever possible, to use properties appropriate for the occasion and as per the requirement.

Hotel Telephone Usage

Employees should avoid making phone calls through land lines at the hotel. To avoid substantial charges added by hotels to telephone bills, employees can use their cell phone while travelling and Rs.50.00 will be reimbursed per day as cell phone usage charges (included in incidentals)

Incidental Expenses

Incidentals are provided to the employees to ensure that incidental expenses such as cell phones, laundry, snacks while travelling, internet charges, tips to waiter etc. are taken care of. It should be ensured by the employee that the actual incidentals are claimed, and the limit provided is not exceeded.

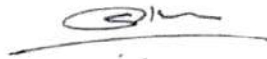
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The following items are not reimbursable under this policy:

- Expenses for travel incurred by companions & family members
- Expenses related to vacation or personal days while on a business trip
- Loss/ Theft of personal funds or property/ Lost baggage
- Non-Compulsory insurance coverage for airline travel.
- Parlor Charges
- Repairs due to accidents
- Mini-bar charges in hotel




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Annexure - I

Grade	Mode of travel	Office\ residence\ station\ Airport to Hotel and Vice Versa	Lodging & Boarding per day	Food etc	Incidental per day, including cell phone charges.
L1	Economy flight / 2 nd AC/ AC Bus/AC Cab	Institute Car or AC Cab	As per Actuals	As per Actuals	Actuals
L2	Economy flight / 2 nd AC/ AC Bus / AC Cab	Institute Car or AC Cab	As per Actuals	As per Actuals	Actuals
L3	2 nd AC/ AC Bus/ Share AC Cabs	Institute Car or AC Cab	Metro Rs.2500 Class A Rs.1750 Class B Rs.1500 Class C Rs.1250 Class D Rs.1000	Metro Rs.400 Class A Rs.350 Class B Rs.300 Class C Rs.300 Class D Rs.250	Rs.200
L4	3 rd AC/ AC Bus/ Share AC Cabs	Institute Car or AC Cab	Metro Rs.2250 Class A Rs.1750 Class B Rs.1500 Class C Rs.1000 Class D Rs.750	Metro Rs.400 Class A Rs.350 Class B Rs.300 Class C Rs.300 Class D Rs.250	Rs.200
L5	3 rd AC/ AC Bus/ Share AC Cabs	Institute Car or AC Cab	Metro Rs.1750 Class A Rs.1500 Class B Rs.1250 Class C Rs.800 Class D Rs.600	Metro Rs.350 Class A Rs.300 Class B Rs.250 Class C Rs.250 Class D Rs.250	Rs.150
L6	2 nd class train/ Bus / shared taxi	Institute Car or 3 wheeler	Metro Rs.1500 Class A Rs.1200 Class B Rs.1000 Class C Rs.800 Class D Rs.600	Metro Rs.300 Class A Rs.250 Class B Rs.200 Class C Rs.200 Class D Rs.200	Rs.150
L7	2 nd class train/ Bus/ shared taxi	Institute Car or 3 wheeler	Metro Rs.1300 Class A Rs.1100 Class B Rs.900 Class C Rs.700 Class D Rs.500	Metro Rs.250 Class A Rs.200 Class B Rs.150 Class C Rs.150 Class D Rs.150	Rs.75


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Few things to be kept in mind while travelling

Metros - Delhi, Mumbai, Kolkata, Chennai, Bangalore.


Class A - Hyderabad, Ahmadabad, Pune, Baroda, Indore & Equivalent

Class B - Nagpur, Goa, Surat, Jodhpur, Varanasi, Allahabad, Agra, Dehradun, Guwahati & Equivalent

Class C - Aurangabad, Nasik, and equivalent

Class D - Rest of the locations.

- No supporting is required for claiming incidentals
- In the case lodging & boarding are not supported by bills/ cash memos or in the event of own arrangements made by employees the reimbursement shall be restricted to 50% of the daily limit.


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PROCEDURE

- 1) The employee is informed that he has to go on a business/ branding/ or any other tour by the marketing team/ supervisor/ director or any other person holding similar capacity.
- 2) He immediately gets the travel form filled up providing all necessary details and the estimates that he requires for the trip.
- 3) He gets the "Travel form" signed by his immediate superior and the concerned department that recommends his tour/trip just to ensure that all are on the same page.
- 4) He also gets his itinerary regarding his train/air travel approved by his superior and the concerned department sending him on tour (travel itinerary can be filled up by marketing department in case he is being send on the tour by them, care should be taken to fill complete details in the booking form) and provides the travel itinerary to the travel desk or travel agent.
- 5) He submits a copy of the approved "Travel authorization form" to the accounts department and collects the advance needed to make this trip.
- 6) When he arrives from the tour he has to get in touch with the accounts department and provide details regarding his expenses and bills as and where applicable. This has to be done as soon as possible not later than a month. Incase he has to be reimbursed for the expenses paid by him he has to do it no later than 3 months or the expenses shall not be reimbursed.
- 7) In case of Reimbursement the/c's department has to reimburse the travel and miscellaneous expenses not later than 3 working days.

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