

Sinhgad Technical Education Society's

SINHGAD INSTITUTE OF HOTEL MANAGEMENT & CATERING TECHNOLOGY



Sinhgad Institutes

(Approved by AICTE, New Delhi, Recognized by Govt. of Maharashtra & Affiliated to Savitribai Phule Pune University)

Gat No. 309/310, Kusgaon (Bk.), Off Mumbai - Pune Expressway, Lonavala, Dist, Pune - 410 401
Phone : 02114 - 673313 / 14, E-Mail : principal.sihmct@sinhgad.edu Website : www.sinhgad.edu

Accredited by NAAC with 'A' Grade

Prof. M. N. Navale
M.E (Elect.), MIE, MBA
FOUNDER - PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B.A., M.P.M., Ph.D.
FOUNDER - SECRETARY

Dr. (Mrs.) Ayesha Siddiqui
DHMCT, BA, Msc, HTM, Ph.D.
PRINCIPAL

Ref: - SIHMCT/SPPU-Exam/2022-23

Date: - 21/06/2023

To,
The Director,
Board of Examinations and Evaluation
SPPU, Pune.


Subject: - Regarding Absent report entry.

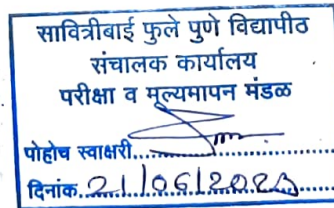
Respected Sir/ Madam

In view of subject mentioned above we are unable to fill online absent report of BHMCT 2016 pattern, 2008 pattern & B.Sc.H.S 2019 pattern.

So we are request you to make available the absent entry link for above pattern.

Thanking you, with regards


Prof. Partho Nath
I/C Principal



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To,
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Board of Examinations and Evaluation
SPPU, Pune.

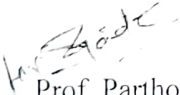
Subject: - Regarding internal & practical marks of BHMCT 2008 pattern.

Respected Sir/Madam

In view of subject mentioned above we have 1 student of BHMCT 2008 pattern Mr. Siddhartha kale as internal marks link is not available we are unable to fill his internal & practical marks.

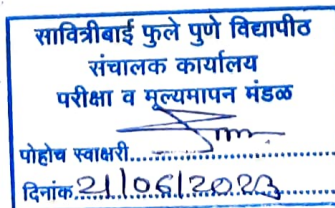
So we are requesting you to give the internal marks link as soon as possible.

With regards.


Prof. Partho Nath

I/C Principal

Encl: - Hall Ticket of Mr. Siddhartha Kale



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PRINCIPAL

Ref: - SIHMCT/SPPU/2022-23

Date: - 15/05/2023

To,
The Director,
Board of examination & evaluation
Savitribai Phule Pune University

Sub: - Request Letter for in-warding BHMCT. 2016 Pattern exam form April may 2023.

Respected Sir,

With reference to above and as per communication with university we would like to request you to open a link to in-ward the pending exam form of **Mr. Prathamesh Buchade**, as he has not submitted his exam form in schedule given by university for in-warding and submitted on 9th May 2023 when date was over and at this moment we are not able to in-ward the form. When the same thing communicate to student he told us the his father is suffering from cancer and due to this he couldn't able to complete the process and approached to university for requesting to in-ward his exam form.

So we would like to request you to kindly open the link to in-ward his exam form, his details are mentioned below for reference:

Name of Student: BUCHADE PRATHAMESH DILIP
PPRN; 1051800231
Exam Form No. : 1215-00066

Thanking You,

With warm regards,

Prof. Partho Nath
I/c Principal.

Date — 12 - 05 - 2023

Respected principal sir,

I am Prathmesh Dilip Buchade.
Honorable principal I had some problems
at my home that is my father is
going through cancer & i had to go to the
Hospital frequently for this radiation therapy
Because of that I could not fill the
exam form, However, I went to the university
& took their permission I have mentioned
my father's Hospital document here so
please accept my exam form

~~Prathmesh~~
Yours faithfully
Prathmesh Dilip Buchade

Sir / Madam Kindly
help the student &
allow to fill the form
12/5/23



O/C

Ref No.: SIHMCT/SPPU-Exam/22-23/361

Date: 12/06/23

To,
The Director of
Coordination,
SPPU, Pune.

Subject: Request letter for BHMCT 2016 pattern time table.

Respected Sir/Madam,

In view of subject mentioned above we request you kindly provide us BHMCT 16 pattern time table as we have 4 students who are currently studying in final year along with 2019 pattern students as they have following subjects like 305 AE Environment Science, 704 SE MICE, 706 GE A Managerial Economics, above subject time table is not mentioned in 2019 pattern time table.

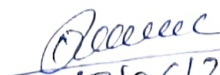
Please resolve & guide us as 2019 pattern exam is starting from 15/06/2023.

Thanking you with regards



Prof. Partho Nath

I/C Principal


13/06/23. 3.45

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PRINCIPAL

Ref No.: SIHMCT/SPPU-Exam/22-23/

Date: 03/07/23

To,
The Director
Bar Code section,
SPPU, Pune.

Subject: Submission of Absent Report.

Respected Sir/Madam,

With reference to subject to mention above we would like to submit absent report one of our student Mr. Pravachan Yadav his seat no. is 10888 as his seat no. & hall ticket & summary sheet was received in last moment due to this we were not able to fill absent report while exam was going on his seat no. was not reflecting in summary sheet.

So we kindly request you to update absent report

Thanking You,

Yours faithfully,

Prof. Partho Nath

Principal

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Dr. (Mrs.) Ayesha Siddiqui
DHMCT, BA, Msc, HTM, Ph.D,
PRINCIPAL

Ref: SIHMCT/EXAM23-24/

Date: 11/09/23

To,
The Director Board of Examination and Evaluation
Savitribai Phule Pune University.
Pune.


Subject: Unable to do revaluation of student due to result not displayed online.

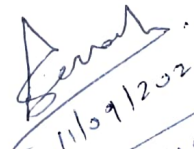
Respected Sir,

With reference to above subject and as per earlier correspondence through web mail we have one student by name **Rutwik Atul Saraf** has seat no. **1012** with **PNR No. 1062000379** he has not able fill his revaluation as his result is not displayed online for his reference. Now his result is available so we like to request you to do needful by allowing him to fill revaluation form.

Thanking you,

Yours Truly


Prof. Partha Pratim Nath
I/C Principal


11/09/2023
2:54 PM

**Partha
Pratim
Nath** Digitally signed
by Partha Pratim
Nath
Date: 2023.12.09
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दूरध्वनी क्रमांक.
०२०-२५६२१४४०
०२०-२५६२१४४१

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)



परीक्षा समन्वय विभाग
गणेशखिंड,
पुणे-४११००७
Website : www.unipune.ac.in
e-mail : coe@unipune.ac.in

परीक्षा/समन्वय/६८

दिनांक : १९/०९/२०२०

प्रति

मा. प्राचार्य/संचालक,
सर्व संलग्नित महाविद्यालये व मान्यताप्राप्त संस्था.
पुणे, अहमदनगर व नाशिक जिल्हा

विषय : मार्च/एप्रिल २०२० (नियोजन ऑक्टोबर २०२० व डिसेंबर २०२०)
मधील ऑनलाईन व ऑफलाईन परीक्षेच्या मानधनाबाबत...

महोदय/महोदया,

उपरोक्त विषयान्वये आपणास कळविण्यात येते की, विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार मार्च/एप्रिल २०२० ची परीक्षा विद्यापीठ परीक्षा विभागाने ऑक्टोबर २०२० व डिसेंबर २०२० या महिन्यात आयोजित करण्यात आली होती. सदर परीक्षेसाठी विद्यापीठ अधिकार मंडळाने घेतलेल्या निर्णयानुसार ऑनलाईन पेपर सेटींग संबंधीचे मानधन व ऑफलाईन परीक्षा आयोजनासंबंधीच्या मानधनास पुढीलप्रमाणे सोबत जोडलेल्या मानधन तक्त्याप्रमाणे मान्यता दिली असून त्याप्रमाणे सर्व संबंधितांना मानधन अदा करण्याची कार्यवाही करण्यात येईल.

कळावे,

आपला विश्वासू,

(महेश काकडे)

संचालक,

परीक्षा व मूल्यमापन मंडळ

सोबत : मानधनाचा तक्ता

PART – I

REMUNERATION FOR THE CONDUCT OF ONLINE EXAMINATIONS FOR THE EXAMINATIONS MARCH/APRIL, 2020 (HELD DURING OCT/NOV 2020)

Paper Setting

Sr. No.	Particulars	Rate
1.	Per English Question	10
2.	Per English Question Answer key	2
3.	Per Marathi Question	10
4.	Per Marathi Question Answer key	2
5.	Chairman Allowance	400
6.	Less than 80 questions <i>or equal to 80</i>	1000
7.	More than 80 questions	As per Sr. No. 1 to 4

PART – II

I. REMUNERATION FOR THE CONDUCT OF THEORY EXAMINATIONS

1.1 Remuneration to Senior Supervisors, Junior Supervisors, Peons, Waterman etc.

Written Examination

Sr. No.	Particulars	For each session/ paper Rs.	
1	Senior Supervisor	Per paper / session	150
2	Coordinators/Observers	Per paper / session	150
3	Assistant to Senior Supervisor, CEO	Per paper / session	125
4	Junior / Relieving Supervisor	Per paper / session	130
5	Dispatch Clerk	Per paper / session	90
6	Stationery Store Clerk	Per examination season	500
7	Peon	Per paper / session	55
8	Waterman	Per paper / session	40
9	Watchman	For twelve hours attendance	100
10	Sweeper / Hamal / Scavenger	Per paper / session	50

A schedule of staff, which can be appointed for University Theory Examination at approved centres shall be as follows :

1. Two assistants out of which One Assistant to the Senior Supervisor and other to the College Exam Officer of the status of Head Clerk or Senior Clerk or Junior Clerk with five years of administrative experience in Senior College, for one examination or group of examinations held simultaneously in a day.
2. One Junior Supervisor for one block of 15 to 20 students.
3. One Relieving Supervisor (i.e. one Relieving Supervisor up to ten blocks and thereafter in multiple of ten blocks).
4. One Dispatch Clerk upto 800 students and two such Clerks if the number is more than 800 students.
5. Two Peons for Office of the Senior Supervisor one of whom shall work as Bellman also.
6. One Block Peon for each group of every four blocks.
7. One Watchman for twelve hours.
8. One Hamal / Sweeper for sweeping of each group of ten blocks.
9. One Wet Sweeper for cleaning W.C.

10. Junior Supervisor on the examination block require some time to fill up the particulars of candidates in prescribed formats and during that time additional Junior Supervisor (one against every six blocks of 15 to 20 candidates) will assist the Junior Supervisor on block by undertaking following responsibilities :

- (a) The junior supervisor will check the seat numbers barcode etc. of the candidates and verify the report.
- (b) If required, check the Admit Card and Identity Card of the candidates.
- (c) He/She will see that no unfair practices shall be adopted by the candidates and for that purpose he/she may take physical verification of the candidates.

11. It shall be the duty of all persons involved in examination work to conduct the examinations smoothly, discouraging all kinds of unfair practices. All staff will carry the responsibilities assigned by the Principal of the concerned affiliated College/Director of the concerned recognised Institute Head of the University Teaching Department pertaining to the examination work.

No additional staff more than that noted above will be paid, unless the prior approval of the Director, BOEE/Deputy Registrar Exam Coordination is obtained for such additional appointments with full justification.

1.2 Remuneration to Principal & others. :

- (a) The Principal or in his absence his nominee, who will look after smooth conduct of examination work will be paid Rs. 500/- per day for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (b) An amount at the rate of Rs. 200/- per day will be paid to only one Internal Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (c) An amount at the rate of Rs. 150/- per day will be paid to the Assistant to Senior Supervisor for two days, one day for preparation and one day for conclusion of examination work for each examination session.
- (d) The work of Pre/Post Examinations wherever is applicable be entrusted to the person by the Principal/Head of the University Department and be paid Rs. 8/- per candidate for examination work. This amount will be paid to the persons concerned from the share of the University Examination Fee retained by the College for the conduct of University Pre/post Examinations.
- (e) In case of situation of examination paper sessions of two hours and three hours or more than three hours duration are conducted simultaneously, remuneration to the Senior Supervisor will be granted for three hours session only.
- (f) The Principal of the College will be paid Rs. 2,500/- per examination session for acceptance of Manuscripts of Question Papers, appointment of Jr. Supervisors, other staff for the conduct of University Examinations, overall supervision of examinations and submission of necessary record in time to the University. Such claims should be paid from the advance paid at the disposal of the College for conduct of the theory examination.

Generally the duration of each examination session shall not be less than 15 working days.

1.3 Writer's Charges: (To be paid from the factotum charges)

The Writer appointed to write answer papers of the blind, disabled or such other examinee will be paid Rs. 150/- per paper in respect of examination upto and inclusive of graduation and Rs. 175/- in respect of post-graduate examination. The Senior Supervisors are authorized to make the appointment of a Writer at an Examination for a candidate who, in their opinion, is unable to write the answer-scripts on serious medical grounds, blind or disabled. The Writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The Senior Supervisors will recover the prescribed fee of Rs. 150/- per paper, upto graduation and Rs. 175/- per paper for Post-graduate examination from the candidate asking for the Writer. The Principal or Senior Supervisor is permitted to collect the writer fee at the prescribed rate mentioned above from the candidate concerned and disburse them to Writer appointed by them directly. **No writer fee shall be collected from the blind candidate.**

2. REMUNERATION FOR CUSTODIAN

2.1 Remuneration to Custodian:

The Custodian appointed to receive and to make distribution of question papers of the university examination to the Senior Supervisors of the examination centres, will be paid T.A./D.A. as per University rules and remuneration at the rate of Rs. 200/- per paper session.

2.2 Remuneration to the College Examination Officer:

The College Examination Officer appointed at the college will be responsible for overall conduct of examination and pre and post examination activities at the college. He can be entrusted with the responsibility of the custodian too. The same shall be at the discretion of the Principal/Director of the college, as per requirements for smooth conduct of examination and responsibility allocation.

When assigned responsibility of the custodian, he/she is liable for the remuneration of custodian for the duration for which he/she has shouldered custodian's responsibility. This remuneration will be in addition to CEO's compensation per session/semester.

2.3 Coordinators/Observers.

Remuneration to one coordinator/Observer for prevention and follow up standard operating procedure of Covid 19 shall be applicable for 10 blocks.

PART – III

MISCELLANEOUS

- A) **Sanitization Charges.** A amount Rs. 20/- per candidate but the minimum Rs. 5,000/- and the maximum Rs. 30,000/- shall be applicable for maintaining social distance and proper planning of sanitization for the safety of students.
- B) **Insem Examination.** Above mentioned remuneration rates are also applicable to Insem Examinations.
- C) **Distribution of statement of marks.** For distribution of statement of marks, clerk concerned will be paid at the rate of Re. 2.00/- per candidate.
- D) **Bill Submission.** College can use old format forms of 2013 academic year, while submitting the remuneration claim file.
- E) **Time of Submission.** College should submit remuneration claim file before 31 March 2021.
- F) **Factotum Charges.** The charges will be paid at the rate of Rs. 15/- per candidate registered for all examinations held during every examination season by giving number of students for each written examination at the centre and will include following miscellaneous charges. The minimum factotum charges will be of Rs. 2500/- only.
- G) **Translation.** Remuneration for English version Questions and Marathi version Questions shall be paid separately.
- H) **Scope.** These rates of remuneration are applicable only for the examination Mar/Apr 2020 and Oct/Nov 2020 conducted under the Covid-19 pandemic conditions.

Partha
Pratim
Nath

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by Partha Pratim
Nath
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PRINCIPAL

Ref: SIHMCT/SPPU/2022-23/ 356

Date: - 05/06/2023

To.

The Godown section.
Savitribai Phule Pune University,
Pune

Sub:-Requisition for 16pages answer sheet.

Respected Sir.

With reference to above subject we would like to inform you that we tried to fill stationary requisition but it's not getting save on portal, so we would like to request you to please send us the 1000 Nos answer sheet of 16 pages for conducting the BSCHS examination April-May 2023 smoothly.

Please do the needful.

Thanking you, with regards,

Prof. Partho Nath

Principal

**Partha
Pratim
Nath**

Digitally signed
by Partha Pratim
Nath

Date: 2023.12.09
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SAVITRIBAI PHULE PUNE UNIVERSITY

Exam Month/Year : March/April-2020

Exam Stationary Requisition Application

Name Of Your College/Institute : [cmmp012150]- Sinhgad Technical Education Society Sinhgad
Institute of Hotel Management and Catering Technology Addr: Gat
No 309 Kusgav Bu Lonvala Tal: Mawal Dist: Pune Pincode: 410401

Sr No.	Item Name	Required Quantity
Exam Name : B.Sc. (Hospitality Studies)		
Total Candidates :		100
1	(16 Pages) Main Answer-books	800
2	(04 Pages) Supplement Answer-books	0
3	(04 Pages) Practical Answer-books	500
4	Centimeter Graph Sheet	0
Exam Name : Bachelor of Hotel Management & Catering Technology		
Total Candidates :		180
1	(24 Pages) Main Answer-books	1000
2	(04 Pages) Supplement Answer-books	0
3	(04 Pages) Practical Answer-books	500
4	Centimeter Graph Sheet	0



Handwritten signature

