



STAFF JOINING PROCEDURE TO BE COMPLETED

NAME OF THE STAFF : _____
DEPARTMENT : _____
DESIGNATION : _____
DATE OF JOINING : _____
CONTACT NO/EMAIL-ID : _____

Sr. No.	Particulars	Incharge	Room No	Signature
1.	Appointment order & Joining report	HOD		
2.	Submission of Testimonials (Attested copy of all documents) & Photographs submission (To be attached in Personal File)	HOD		
3.	Submission of Form 16 of last Financial Year	HOD		
4.	Inclusion in Department Website	Ms. Sayali Kand	315	
5.	Issue of Institute Email Id	Prof. Sachin Malave	314	
6.	Issue of Internet Credentials	Dr. Kiran Deshpande	318	
7.	Issue of Moodle Credentials	Dr. Kiran Deshpande	318	
8.	Issue of Laptop	Dr. Kiran Deshpande	318	
9.	Biometric Attendance Registration	Dr. Kiran Deshpande	318	
10.	Issue of Library Credentials	Dr. Kiran Deshpande	318	
11.	Formalities related to Salary/PF account	Accounts	108	
12.	Formalities Library Membership F	Mr. Uchit	Central Library	
13.	Issue of Institute ICard	Mr. M.T.Mehara (Singh)	110	
14.	Inclusion in staff database	Mrs. Snehal Therade	110/317	
15.	Submission of Duplicate Personal File	Reception	1 st Floor	
16.	Handover of Testimonials in Soft Copy through Mail	Reception	1 st Floor	

Please take note of following points:

- Testimonials includes Updated Resume, Academic documents (SSC, HSC, BE/BTech/B.Sc, ME/MTech/M.Sc,SET/NET & Ph.D. Degree Certificates and Marksheets), All Experience and Relieving certificates till date, Permanent and Local address proof, PAN Card, Adhar card, Leaving Certificate, Caste Certificate and Caste Validity (if any).
- Mail passport size Photograph with complete name to idphoto@apsit.edu.in keeping HOD in CC.
- Softcopy of all testimonials in JPEG format is to be mailed to testimonial@apsit.edu.in keeping respective HOD in CC.
- Mail the filled format of mandatory disclosure to smkondawar@apsit.edu.in keeping respective HOD in CC.
- Collect stationary kit from Department office.