



**Bramhadevdada Mane Polytechnic,
Belati,
Solapur**

Rules, policies & procedures

Controlled by,

**Revised on
Date: 1st August 2023**



Kai. Amdar Brahmdevdada Mane Shikshan Va Samajik Prathishthan, Belati Sanchalit
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 (Approved by AICTE, New Delhi, recognized by Govt. of Maharashtra & affiliated to M.S.B.T.E., Mumbai)

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BRAMHADEV DADA MANE POLYTECHNIC BELATI, SOLAPUR

1. PLANNING

1.1 HUMAN RESOURCE PLANNING

- The Principal will consider appointing a Head for every department, besides the number of teaching faculty required in accordance with the student faculty ratio.
- The faculty student ratio shall be maintained as per AICTE, New Delhi norms.
- As per curriculum workload and student-faculty ratio, Head of the department should prepare the staff requirement one month before every semester and submit the same to Principal.
- The Principal will obtain the staff requirement list from all the Head of department and decide the number of faculty members and administrative staff required as per student faculty ratio.
- Considering the total admission for First Year & Direct Second Year; minimum workload during the week for each category shall be maintained as follows:
- The Principal shall appoint a selection committee for short listing / recruitment of teaching and non-teaching faculty in each department. The selection committee composed of the HOD, one senior staff of concerned dept. and two inter-department staff members.

Sr. No.	Designation	Workload(hrs/week)
1	Principal	-
2	Head of Department	-
3	Selection Grade Lecturer	-
4	Senior Lecturer	-
5	Lecturer	-

1.2 RECRUITMENT

- The committee shall augment candidature from any or all of the following sources:
- Advertisement in the Newspapers

- Applications received by Post / Courier / Email (online) / Personally
- Through Direct Reference by Current Employee / Management
- The committee deems it fit, may also conduct “Walk in Interviews” for augmenting the required candidates, in case of urgency.
- The committee shall short list the candidates in the following processes:
 - Personal Interviews
 - Class room demonstrations
 - (Note: 1.2.3.1 & 1.2.3.2 can be swapped as and when needed)
- The educational qualification and experience for the various teaching posts will be as per the norms declared by AICTE, New Delhi from time to time.
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal . Further; the Principal and Hon. Secretary of BMP Belati, Solapur, Solapur (M.S.), can discuss with the shortlisted candidates and decide the appointment/s.
- An “Appointment Letter” shall be released by Hon. Secretary in prescribed format. The format is mentioned in Appendix-1 appended to this handbook.
- ME/ M.Tech completion criterion- After completion of ME/ M.Tech.; The faculty shall be appreciated by Management.

1.3 ORIENTATION FOR NEW FACULTY

1.3.1 Every appointed faculty shall be given a brief introduction about the Institute either by the Principal or Concern Head of Department on the day of his/her joining.

1.3.2 The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.

1.3.3 S/He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the Institute.

1.3.4 The HOD will also ensure that all the registration formalities, including submission of joining report etc are completed by obtaining the assistance of the Administration Office team.

1.3.5 The HOD will introduce the new faculty member to the class first time he/she is going to handle in every section of his assignment.

1.4 ORIENTATION FOR NEW STUDENTS (First Year & Direct Second Year)

After successful admission process of First Year & Direct Second Year students; an orientation program/ Welcome function is organized for fresher students.

Invitation is given to all the newly admitted students & their parents after admission confirmation.

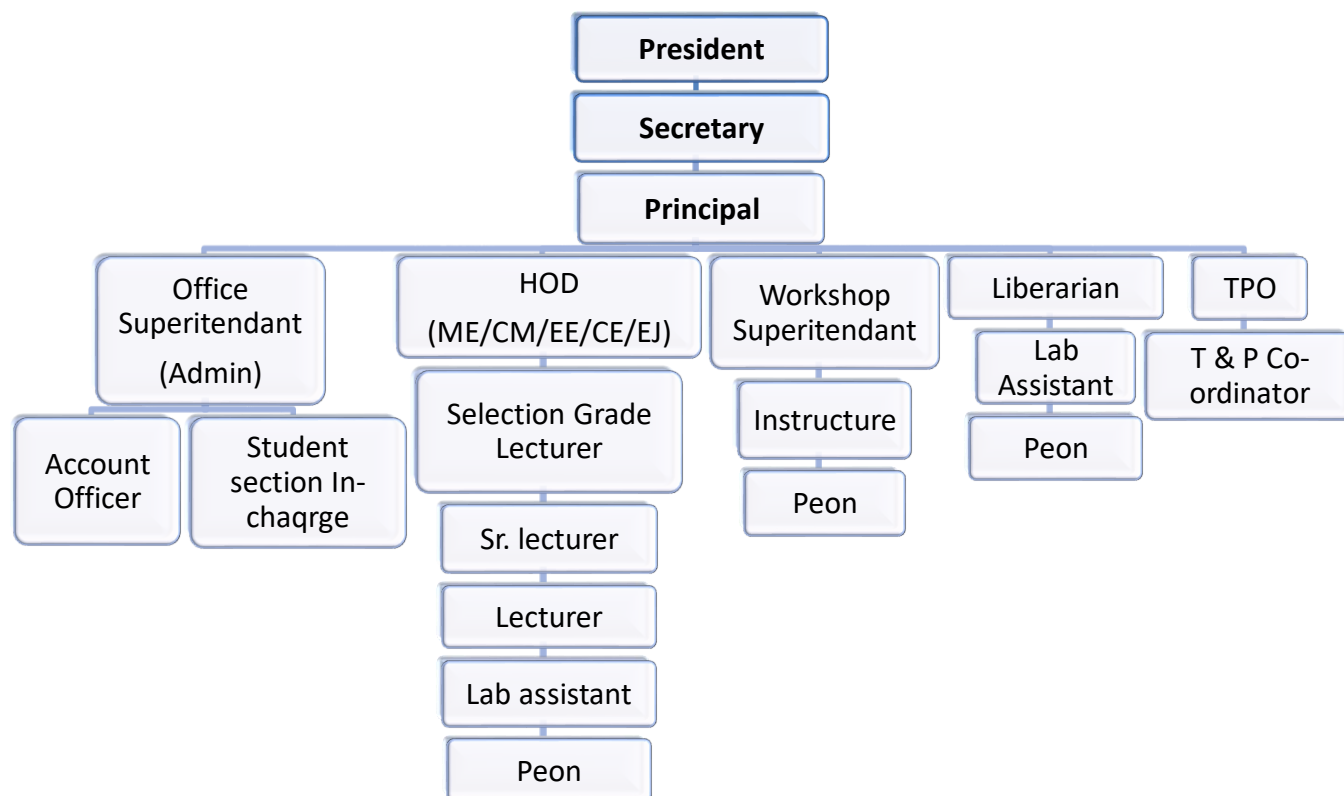
Principal will addresses the function and gives brief introduction of institute, Infrastructure, different facility like Library, Workshop, Bus, Canteen, Wi-fi, Internet, Placement etc.

Principal will convey the various extra-curricular activities like Cultural, Sports, NSS etc. and achievements/ awards received by faculties and senior students.

Principal/ FY Co-ordinator will provide all the necessary guidelines of syllabus, different subjects, MSBTE exam pattern and overall Academic flow

2. POSITIONS AND PAY SCALES

2.1 ORGANIZATIONAL STRUCTURE



- ❖ The Institute will have the following positions of hierarchy in the teaching departments:
 - Principal
 - Head of Department
 - Selection Grade Lecturer
 - Senior Lecturer
 - Lecturer
- ❖ In addition, each department shall have supporting staff like, Lab Assistants and Lab Attendant.
- ❖ The Institute Office will have the following positions of hierarchy in the administrative department.
 - Office Superintendent
 - Accounts Officer
 - Student Section In-charge
- ❖ • Student Section Clerk/s
 - Junior Clerk
 - Cashier
 - Peon/s
- ❖ The Scales of pay for various teaching/ non teaching positions will be as follows:
 - As per AICTE/ DTE/ State Gov. norms, commensurate with the qualifications and experience

2.2 Benefits Extended to Faculty and Non-Teaching Staff / Dearness Allowance / Yearly Increments / Incentives and Rewards

- As per AICTE / DTE / MSBTE / Government / Institute's Management norms from time to time
- Yearly, BEST EMPLOYEE and BEST DEPARTMENT shall be awarded

3. LEAVE

3.1 CASUAL AND MEDICAL LEAVES

- ❖ Every employee shall eligible to avail up to a maximum of **12 [Twelve]** Casual Leave and **10 [Ten]** Medical Leaves in a calendar year.
- ❖ If the ten Medical Leaves are not availed by a permanent staff (Completed two years of satisfactory service) then the balance Medical Leaves would be carry forward for next year.
- ❖ if the twelve Casual Leaves are not availed by a permanent staff (Completed two years of satisfactory service) then the balance Casual Leaves won't be carry forward for next year.

3.2 COMPENSATORY LEAVE

- ❖ In general, prior approval of Principal should be obtained by the staff, for carrying out works on holiday and then compensatory leave will be sanctioned to the staff.
- ❖ Later on the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed during the same academic year.
- ❖ Compensatory leave will not be granted to any staff for special/extra classes, educational tours, MSBTE practical examinations, inspection of AICTE/MSBTE, other bodies, emergency works and special working on Saturday, etc. In short, for the day wherein staff received remuneration, the Compensatory leave will not be granted.

3.3 ON DUTY

On Duty permission regarding institute/departmental work will be granted only on the prior permission in writing from the Head of the Department and an approval by the Principal. E.g. Industrial Visits, Training s, Workshops, Conferences, PG Curriculum, Seminars etc.

3.4 STUDY LEAVE

- ❖ Study Leave is granted to staff having more than three years of service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability. Study Leave shall always be without leave salary.

- ❖ Course should be certified to be of definite advantage to the Institute from the point of view of public interest.
- ❖ The competent authority to grant leave should approve the particular study or study tour.
- ❖ The official on his/her return should submit a full report on the work done during study leave.

3.5 VACATION LEAVE

- ❖ Only Teaching Staff members (HOD, selection grade lecturer, Sr. lecturer and lecturer) and Non-teaching staff (excluding Library and Office Staff) are eligible to avail vacation leave.
- ❖ Vacation can be availed only during the vacation period declared by DTE, Mumbai. Generally the semester end vacation period is as follows:
 - ❖ Winter Vacation – 20 days
 - ❖ Summer Vacation – 40 Days
- ❖ For both Odd and Even semesters the Vacation Period starts as per the MSBTE circular from the date of commencement of MSBTE Theory Examinations.
- ❖ Vacation Leave may be availed in two spells in each vacation.
- ❖ CL, EL, C-OFF, DL etc cannot be combined with Vacation Leave.
- ❖ Vacation Leave should be applied well in advance and got sanctioned before availing the same.
- ❖ Vacation Leave may be curtailed or refused depending upon the emergency of works.

3.6 CONVERTING VACATION LEAVE INTO EARNED LEAVE FOR TEACHING AND NON-VACATIONAL STAFF

- ❖ Teaching staff those who are working in Vacation (in case of urgency); can carry only 50% of their vacation leave at the rate of one day EL for two days of vacation leave to the next academic year as Earned Leave.
- ❖ Earned Leave should be applied in advance and get sanctioned, before being availed.
- ❖ CL, C-OFF, DL or other leave cannot be combined with Earned Leave.
- ❖ For Non Vacation Staff, Earned Leave is provided.

3.7 MATERNITY LEAVE

- ❖ The leave can be granted to all married lady staff subject to the following conditions:
- ❖ Should have completed the minimum of two years of satisfactory service.
- ❖ The maternity leave (with Pay) is limited to a maximum of 3 (Three) months only. The maternity leave can be extended depending on the demand by faculty; however it would be WITHOUT PAY.

4. PROMOTION POLICY

4.1 STAFF PROMOTION

- ❖ All promotions shall be considered on the basis of merit- cum –seniority.
- ❖ The committee for promotion shall constitute Principal and management representatives.
- ❖ The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- ❖ Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject to he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed basic qualification for various posts viz. Lecturer, Sr. Lecturer and Selection Grade Lecturer.

4.2. RETIREMENT

- ❖ All teaching and non teaching staff shall retire on completing the age of superannuation, as per AICTE/DTE/ State Govt. norms declared time to time.
- ❖ The Institute will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- ❖ Best performing Teaching and Non Teaching faculty is considered for extension of services with mutual understanding.

5. DEPARTMENT AND GRIEVANCE PROCEDURE

5.1 CODE OF CONDUCT FOR FACULTIES

- ❖ Faculties may be appointed as a class coordinator
- ❖ Every faculty shall take attendance during the teaching hour.
- ❖ Every faculty shall close the lecture punctually at the end of the hour.
- ❖ A faculty finding a student committing any act of misconduct in the class or in the premises, shall
- ❖ immediately take appropriate action, which shall be
 - Taking corrective action if it is within his/her power, or
 - Reporting the matter to the HOD/Principal.
- ❖ Every faculties and staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.
- ❖ Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution to the Department and the Institute.
- ❖ Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.
- ❖ Faculties shall maintain a respectable work conduct in terms of:
- ❖ Preparation for the particular day's Classes, with latest information added to earlier course content.
- ❖ Keeping all teaching aid material required for conducting the class in an orderly manner.
- ❖ Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- ❖ Assignments and tests need to be given to students, evaluating in time and discussing with students for performance.
- ❖ Ensuring the orderly arrangement of Class room and its cleanliness with the help of peon/s.
- ❖ Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.
- ❖ Faculties shall observe good personal conduct in terms of:
 - Not using any abusive language towards students, faculties, parents and other members of public.
 - Not entering into quarrels, fights or any act of disrespectable nature.

- Not engaging any activity of business inside the institute premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
 - Not to affiliate with any political organization; this might cause conflict of interest with the duties of a faculty and the reputation of the Institution.
- ❖ Faculties shall conform to the Ethical Standards of a faculty as described in Appendix 6.

5.2 DISCIPLINARY PROCEDURE

- ❖ Any faculty who is violating the code of conduct defined in Appendix 6 will be subjected to appropriate disciplinary action by the Principal/Hon. Secretary.
- ❖ If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the HOD/Principal.
- ❖ The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- ❖ If the Principal is satisfied with the facts of the Complaint on such enquiry, s/he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- ❖ S/he shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- ❖ On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- ❖ The course of action for disciplining a faculty shall be under the following categories:
 - a. To issue Memo.
 - b. Warning in writing, with recovery of money, where financial loss is involved in the act.
 - c. Suspension from work without remuneration.
 - d. Dismissal or discharge from service.
 - e. Any staff member receiving more than three memos or warning; will be given punishments as mentioned in above points (viz. c or d).
- ❖ Where the punishment proposed is in the categories c or d under Section 5.2.7, the Principal shall constitute a committee of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

- ❖ The Principal shall report the proceedings (verbal and/or written) periodically to the Honble Secretary.

5.3 GRIEVANCE PROCEDURE

- ❖ If the case of conflict of severe type, then the Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- ❖ The Grievance Committee shall be composed by the Principal.
- ❖ Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- ❖ The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
- ❖ The grievances shall be redressed immediately by the committee and presented to the Hon. Secretary.

5.4 CODE OF CONDUCT FOR STUDENT

- ❖ The Code of Conduct for students on / off-campus behavior during
- ❖ Industry visits and Industrial trainings
- ❖ Student activities: sponsored, conducted or authorized by the MSBTE or by a registered
- ❖ Student organization
- ❖ Students are expected to remain present at all the times in the classroom and on campus.
- ❖ Compulsory attendance on guest lecture, workshop & seminar must be followed & students involving in proxy attendance will be punished.
- ❖ The use of mobile phones, laptop and other wireless equipment is prohibited in the working areas of Institute, which include the classroom, library and laboratories except project work.
- ❖ Disciplinary action will be taken against students who misbehave, argue or ill deeds with the faculty of Institute.
- ❖ All library users are required to enter their names and sign the register provided at the entrance.

- ❖ Students have to maintain silence & discipline at all times in the lab.
- ❖ Students on their own are also not allowed to invite any media person without the permission of the Principal or authorized person.
- ❖ Recording of photo images/video recording without the knowledge of another person is prohibited.
- ❖ Unnecessary touching, patting, hugging or brushing against a student's wish is treated as a guilty.
- ❖ Student involved in the ragging incident, a strict action will be taken as per the Ragging Act which may adversely affect their career.
- ❖ The defaulter students in case of misbehave will be issued a Show Cause notice wherever necessary.
- ❖ Such students will appear before Disciplinary Committee which will hear and take appropriate action.
- ❖ Below mentioned all committees are included for grievance & other.

6. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

6.1 CONSULTANCY AND R&D

- ❖ The Institute encourages its faculty members for consultancy and enhancing R&D assignments within or with other institutions and Industries.
- ❖ The faculty shall undertake such assignments
 - When the Institute is approached for such help and the Principal assigns such engagement to the particular faculty or
 - When the faculty himself/herself is approached by the outside agency for such help.
- ❖ In either case, the faculty shall take up the assignment by obtaining the approval of the Principal in writing.
- ❖ The faculty shall avail the administrative and infrastructure facilities available in the institute for carrying out his/her assignment.
- ❖ The faculty shall also associate other faculties for the assignments.
- ❖ The faculty shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the institute on the following basis:
 - Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 50% to institute & 50% to the staff associated with this consultancy assignment.
- ❖ Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately.
- ❖ The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

6.2 TEACHING ASSIGNMENTS

- ❖ The Institute permits its faculties to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section
- ❖ A faculty, who has been approached for giving guest lecture in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and may approve the same.

- ❖ Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

7. INHOUSE R&D, SEMINARS/WORKSHOPS, AND NBA SUPPORTING ACTIVITIES

7.1 IN-HOUSE R&D

- ❖ The Institute encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.
- ❖ The 75% fees paid towards Patent registration will be reimbursed by Institute to faculty for all accepted patents.
- ❖ The 100% fees paid for research paper published in Reputed journals will be reimbursed by Institute to faculty.

7.2 SEMINARS/WORKSHOPS

- ❖ The Institute encourages its faculties to organize AICTE/MSBTE/ISTE/IEI and any other professional bodies funded Seminars and Workshops for the benefits of fellow faculties and students.
- ❖ The Management provides additional funds for any AICTE/MSBTE/ISTE/IEI and any other professional bodies funded programs on prior approval whenever required.

7.3 NBA SUPPORTING ACTIVITIES

- ❖ The institute helps the nearby polytechnics by allowing the physical visit to this institute. Also guides them for NBA Documentation and Procedures.
- ❖ The faculties are allowed to conduct NBA workshops/ Seminar at invited polytechnics.

8. INCENTIVES

8.1 INCENTIVES - STUDENTS

- ❖ The Management can announce following incentives and rewards for Students:
- ❖ Student securing 1st, 2nd or 3rd rank at Maharashtra level in MSBTE Final Theory Examination will get the entire fees paid back.
- ❖ Student securing 1st and 2nd Rank in a year at institute level will get cash award and certificate for every class of each department.
- ❖ There will be a BEST-OUTGOING STUDENT AWARD (Department wise).
- ❖ There will be few prizes for BEST PERFORMANCE IN SPORTS with memento and certificate.
- ❖ For needy students from poor financial background, concession in Institute's fees shall be given.
- ❖ If Possible, there will be discount in fees for Students for specific programs on personality development, entrepreneurship, ethics, and Communications skills, computing skills and placement.
- ❖ There will be subsidized add-on skills programs as per Industries Requirements.
- ❖ Hostel is free for Needy & Poor student.
- ❖ Bus facility is made available at concession rate.
- ❖ The girl students winning in Jagruti Events, will get cash prizes and certificates.
- ❖ All financial support including Travelling, Stay and Meal for Sports activities will be paid by Institute.

9. RULES AND REGULATIONS FOR STUDENTS

9.1 Rules & Regulations for students:

- ❖ Student must behave with discipline in the campus.
- ❖ Students must regularly read notices.
- ❖ Student must possess their identity card.
- ❖ Uniform is compulsory for all the students.
- ❖ Every student must complete term work which is prescribed as per the MSBTE Norms.
- ❖ As specified in MSBTE rule RG-4 (G), minimum 75% attendance for theory & practical is compulsory for each subject.
- ❖ Indecent and rude behavior with any faculty will be viewed seriously.
- ❖ Students should not hang around in corridors.
- ❖ Students must take care of all their belongings like calculator, vehicles and instruments.
- ❖ Any act on part of student causing damages to cleanliness of any part of campus will be charged with heavy fine.
- ❖ Student should handle all laboratory instruments & equipments with due care. Any loss/damages caused to institute property will be recovered.

9.2 Details of Anti ragging:

- ❖ Objectives of Anti-ragging Committee:

To prohibit and prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from higher educational institutions in the country by regulations provided by AICTE and Maharashtra prohibition of ragging act, to create healthy development, physically and psychologically, of all students.

❖ What constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

❖ 9.2.3 Penalty for Ragging-

- Oral/written warning
- Financial Penalty
- Suspension from class for one week/ one month/semester
- Prevention from appearing MSBTE Exams
- Suspension from hostel
- Rustication from institute

Appendix-I

Format of appointment letter

BMP _____

APPOINTMENT ORDER

To,
Mr. /Ms. _____

Subject: - Appointment order for the post of Lecturer

Sir/Madam,

With reference to your application and interview held on Dt. _____ before the undersigned / Local Selection Committee for the post of **Lecturer**, the undersigned is pleased to inform you that, you are here by appointed as **Lecturer** in _____ **Engineering Department** in the Pay Scale of _____ with basic pay of _____ at **Bramhadevdada Mane polytechnic, Belati, Solapur** with effect from Dt. _____ on the following terms and conditions.

Your appointment is subject to condition of services in force and as amended from time to time by Management and as governed by AICTE and DTE norms.

1. The Appointment is a fulltime one and you are required to devote whole time to the service of the institute and shall not, without having first optioned permission of management in writing apply for or accept any post or service or any other profession of partnership with or without remuneration.
2. The Management reserves the right to terminate your services at any time without any reason thereof if your performance is found unsatisfactory.
3. In case your desire to leave the service of the institute; you shall have to give one month notice in advance.
4. You will get TA, DA and other allowances as prescribed by AICTE, DTE Mumbai and the BMP Belati, solapur's rules in force from time to time.
5. Your Appointment valid from date of joining up to the end of the term of this Academic Year (2022-23) only.

Date : _____

Place : Solapur

Secretary

BMP Belati, solapur,

Solapur

Copy to: Principal, **Bramhadevdada Mane polytechnic, Belati, Solapur**

Appendix-II

Format of Joining Report

Date:

To,

.....

.....

.....

Subject: Joining Report

Respected Sir,

In response to the appointment order No. _____ dated _____. I am joining as a Lecturer in _____ Engineering Department at Bramhadevdada Mane Polytechnic, Solapur on dated _____ B.N.

Thanking you,

Yours faithfully,

Appendix-III

Format of Letter of Confirmation

To,

.....

.....

.....

Sir / Madam,

You are working as a Lecturer in Department of Bramhadevdada Mane Polytechnic, Solapur. You are hereby informed that the Management of this institute is pleased to confirm your services on Permanent Basis Employee of this institute, with effect from You are supposed to work with the same zeal and your sincere effort shall grow up the institutional reputation.

Thanking You,

Secretary

B.M.P, Belati, Solapur

Appendix-IV

Format of Personal Data Form

Faculty Details**Personal Information :**

Name of the Faculty:		
Gender:		
Date of Birth :	PAN Card No. :	Aadhar Number:
Category :		
Department :	Post:	
Email :		
Address :		
City :	District:	Pin Code:

Professional Details:

1. SSC Board:	SSC Percentage:
SSC Class:	SSC Year of Passing:
2. HSC/Diploma Board:	HSC/Diploma Percentage:
HSC/Diploma Class:	HSC/Diploma Year of Passing:
3. Degree University:	
Degree Name:	Degree Percentage:
Degree Class:	Degree Passing Year:
4. PG University:	
PG Name:	PG Percentage:
PG Class:	PG Passing Year:

Working Experience in Years:

Total Experience:

1) Teaching:

2) Industry:

3) Others:

4) Research:

MSBTE Activities:

1) MSBTE Examination: Yes / No

2) Faculty Development Activity: Yes / No

Area of Specialization :

Subject Taught Till Date:

Number of Book Published:

Book Published Details: Number of Paper Published:

Paper Published Details:

Training Details:

External Projects Implemented:

Membership of Professional Organization: YES / NO

The information furnished by me is true and complete to the best of my knowledge. If the information is found be incorrect at any point, My Approval will stand cancelled & Institute/MSBTE will not be responsible for the same.

Name & Sign

Appendix-V

Format of Retirement letter

Date:

To

Dear Mr. _____

We wish to bring it to your attention, that you will be attaining the age of superannuation on.....and you will be due to retire on that date.

The Institute places on record the services rendered by you for ...yrs and...months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal

BMP Belati Solapur

Appendix-VI

ETHICAL STANDARDS FOR FACULTIES

A Faculty

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
- To respect parents, faculties, elders
- To express the love of brotherhood to fellow students
- To accept and extend due respect to every religion and social grouping
- To love the Nation and commit their Endeavour's to its progress
- Shall have a sense of belonging to the Institution
- shall assume total dedication to the teaching profession
- Shall always have an urge to excel in professional expertise
- Shall wear a respectable attire, befitting the society's expectations
- Shall keep up immaculate personal hygiene at all times
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears
- Shall never have the habit of chewing tobacco and similar products, smoking or consumption of alcoholic drinks, toxic.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions