



Shanti Education Society's
A. G. Patil Polytechnic Institute,
Solapur [M.S.]

Rules, policies & procedures

Controlled Copy

Version-3

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Shanti Education Society's
A. G. Patil Polytechnic Institute, Solapur [M.S.]

1. PLANNING

1.1 HUMAN RESOURCE PLANNING

1.1.1 The Principal will consider appointing a Head for every department, besides the number of teaching faculty required in accordance with the student faculty ratio.

1.1.2 The faculty student ratio shall be maintained as per AICTE, New Delhi norms.

1.1.3 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.

1.1.4 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.

1.1.5 Considering the total admission for First Year & Direct Second Year; minimum workload during the week for each category shall be maintained as follows:

Sr. No.	Designation	Workload (hrs/week)
1	Principal	4
2	Head of Department	12
3	Selection Grade Lecturer	12
4	Senior Lecturer	16
5	Lecturer	18

1.1.6 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.

1.2 RECRUITMENT

1.2.1 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

1.2.2 The committee deems it fit, may also conduct “Walk in Interviews” for augmenting the required candidates, in case of urgency.

1.2.3 The committee shall short list the candidates in the following processes:

1.2.3.1 Personal Interviews

1.2.3.2 Class room demonstrations

(Note: 1.2.3.1 & 1.2.3.2 can be swapped as and when needed)

1.2.4 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.

1.2.5 The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal via Vice-Principal. Further; the Principal and Hon. President/Secretary of Shanti Education Society, Solapur (M.S.), can discuss with the shortlisted candidates and decide the appointment/s.

1.2.6 An “Appointment Letter” shall be released by Hon. President/ Secretary in prescribed format. The format is mentioned in Annexure-1 appended to this manual.

1.2.7 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)

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

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

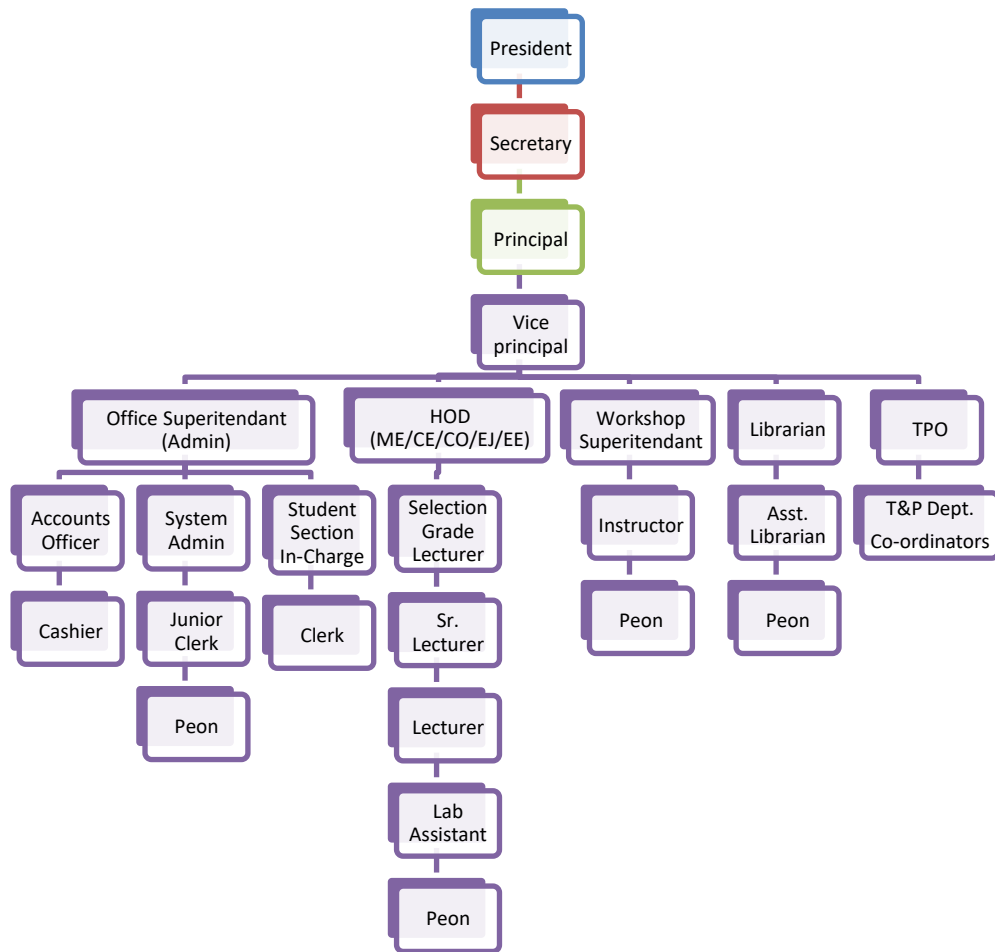
1.4.3 Principal will addresses the function and gives brief introduction of institute, Infrastructure, different facility like Library, Workshop, Bus, Canteen, Wi-fi, Internet, Placement etc.

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

1.4.5 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



2.1.1 The Institute will have the following positions of hierarchy in the teaching departments:

- Principal
- Vice principal
- Head of Department
- Selection Grade Lecturer
- Senior Lecturer
- Lecturer

2.1.2 In addition, each department shall have supporting staff like, Lab Assistants and Lab Attendant.

2.1.3 The Institute Office will have the following positions of hierarchy in the administrative department.

- Office Superintendent
- Accounts Officer
- System Admin
- Student Section In-charge

- Student Section Clerk/s
- Junior Clerk
- Cashier
- Peon/s

2.1.4 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

3.1.1. Every employee shall eligible to avail up to a maximum of **08 [Eight]** Casual Leave and **10 [Ten]** Medical Leaves in a calendar year.

3.1.2 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.

3.1.3 if the eight 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

3.2.1. 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.

3.2.2. 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.

3.2.3. 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

3.3.1. 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, Trainings, Workshops, Conferences, PG Courses, Seminars etc.

3.4 STUDY LEAVE

3.4.1 Study Leave is granted to staff 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.

3.4.2 Course should be certified to be of definite advantage to the Institute from the point of view of public interest.

3.4.3 The competent authority to grant leave should approve the particular study or study tour.

3.4.4 The official on his/her return should submit a full report on the work done during study leave.

3.5 VACATION LEAVE

3.5.1. 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.

3.5.2. Vacation can be availed only during the vacation period declared by DTE, Mumbai in line with MSBTE activities.

Generally the semester end vacation period is as follows:

(i) Winter Vacation – 20 days

(ii) 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.

3.5.3. Vacation Leave may be availed in two spells in each vacation.

3.5.4. CL, EL, C-OFF, DL etc cannot be combined with Vacation Leave.

3.5.5. Vacation Leave should be applied well in advance and got sanctioned before availing the same.

3.5.6. 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

3.6.1. 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.

3.6.2. Earned Leave should be applied in advance and get sanctioned, before being availed.

3.6.3. CL, C-OFF, DL or other leave cannot be combined with Earned Leave.

3.6.4 For Non Vacational Staff, Earned Leave is provided.

3.7 MATERNITY LEAVE

3.7.1 The leave can be granted to all married lady staff subject to the following conditions:

- (i) Should have completed the minimum of two years of satisfactory service.
 - (ii) 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

4.1.1 All promotions shall be considered on the basis of merit- cum –seniority.

4.1.2 The committee for promotion shall constitute Principal, Vice-Principal and management representatives.

4.1.3 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.

4.1.4 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

4.2.1 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.

4.2.2. The Institute will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.

4.2.3. Best performing Teaching and non-teaching faculty is considered for extension of services for 2 to 3 years with mutual understanding considering their requirement for institute.

5. Faculty Development and Training Policy

5.1 The Institute believes that Faculty plays a key role in student development and thus the following policy is framed with the objective of Fostering the development and continuance of Excellence amongst the faculty.

1. Institute has provided Staff Accidental Insurance Policy.
2. The Institute will organize Faculty Development Programs, Workshops and Conferences for the development of Faculty Every Year.
3. The Institute also encourages faculty to participate in FDPs, Workshops, Conferences/Seminar organized by other institutions & universities.
4. The Institute will Provides Duty Leaves, Reimbursement of registration fees and travel expenses to the faculty members for Conferences.
5. **Institute will give reimbursement to faculty members for publishing paper in a only Scopus Indexed/ SCI Publication listed Journal & UGC approved Journals.**

First Author: 100% Reimbursement

Co Authors: 50% Reimbursement

6. Each Faculty member of the Institute is encouraged to register for FDP's & MOOC.
Institute will give reimbursement to faculty members after successful completion of FDP or MOOC.

FDP: 100% Reimbursement only of Registration Fees

MOOC: 100% Reimbursement of Registration Fees

7. Each faculty member of the institute is encouraged for upgradation of education qualification by motivating them for higher education, Pursuing Ph.D.
8. Institute will provide duty leave (Study leaves) for faculty member pursuing higher education or pursuing Ph.D.
9. The classes are scheduled in such a way to allow sufficient time for the faculty members to carry out administrative tasks and pursue their research
10. Institute will provide all the required support facilities (Computers, Printers, available Software's) to the faculty members for their academic and research purpose.
11. Every year Institute gives Best Employee Award

5.2 SEMINARS/WORKSHOPS

5.2.1 The Institute encourages faculties to organize AICTE/MSBTE/ISTE/IEI and any other professional bodies funded Seminars and Workshops for the benefits of faculties and students.

5.2.2 The Management provides financial support for any AICTE/MSBTE/ISTE/IEI and any other professional bodies funded/ non funded programs on prior approval whenever required.

5.3 For newly recruited faculties -

Newly joined faculties are need to be trained in pedagogy, lesson planning, class room management, student's evaluation and testing, conduct of laboratories, record keeping etc. It is made compulsory for newly joined faculties to participate in induction training programme organized at Institute level or offered by NITTTR.

6. CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

6.1 CONSULTANCY AND R&D

6.1.1 The Institute encourages its faculty members for consultancy and enhancing R&D assignments within or with other institutions and Industries.

6.1.2 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 requirements.

6.1.3 In either case, the faculty shall take up the assignment by obtaining the approval of the Principal in writing.

6.1.4 The faculty shall avail the administrative and infrastructure facilities available in the institute for carrying out his/her assignment.

6.1.5 The faculty shall also associate other faculties for the assignments.

6.1.6 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.

6.1.7 Where staff members are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately.

6.1.8 The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed with the funding agencies.

6.2 TEACHING ASSIGNMENTS

6.2.1. The Institute permits its faculties to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section

6.2.2. A faculty, who has been invited for guest lecture by other educational institutions, shall make a request to the Principal for approval.

6.2.3 Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether it may be of remunerative or on honorary basis.

7. PATENT POLICY

7.0 INTRODUCTION TO IPR

7.1 Introduction

Intellectual Property Rights (IPR), very broadly, are rights granted to creators and owners of works that are results of human intellectual creativity. These works can be in the industrial, scientific, literary and artistic domains, which can be in the form of an invention, a manuscript, a suite of software, or a business name. The importance of intellectual property is well established at all levels - statutory, administrative and judicial. The World Trade Organization (WTO) Agreement, inter-alia, contains an Agreement on Trade Related Aspects of Intellectual Property Rights (TRIPS) which came into force from 1st January 1995. It lays down minimum standards for protection and enforcement of intellectual property rights in member countries which are required to promote effective and adequate protection of intellectual property rights with a view to reducing distortions of and impediments to international trade. The obligations under the TRIPS Agreement relate to provision of minimum standard of protection within the member countries legal systems and practices.

The Agreement provides for norms and standards in respect of following areas of intellectual property:

- Patents
- Copyrights and related rights
- Trade Marks
- Geographical Indications Industrial Designs
- Layout Designs of Integrated Circuits
- Protection of Undisclosed Information (Trade Secrets) Plant varieties

IPR is a general term covering patents, copyright, trademark, industrial designs, geographical indications, protection of layout design of integrated circuits and protection of undisclosed information (trade secrets).

7.2 The Policy Objectives

AGPPI has formulated this intellectual property policy for the management of intellectual property to:

- Foster, stimulate and encourage creative activities in the widest sense in the areas of Technology, Science and Management;
- Protect the legitimate interests of AGPPI, faculty, scholars, students and other members of AGPPI and the society at large and to help resolving possible conflicts of opposing interests;

- Put in place a transparent administrative system for the ownership control and assignment of intellectual properties and sharing of the revenues generated by the intellectual properties developed and owned by AGPPI;
- Evolve an organization structure and procedures through which inventions and discoveries made in the course of institutional research may be made readily available to the public through channels of commerce;
- Establish standards for determining the rights and obligations of AGPPI, creator of intellectual property (for example inventions, developers, authors) and their sponsors with respect to inventions, discoveries and works created at AGPPI;
- Ensure compliance with applicable laws and regulations and enable AGPPI to secure sponsored research funding at all levels of research; and
- Enhance the reputation of AGPPI as an academic research institution and a member of society by pursuing the highest ideals of scholarship and teaching and by conferring the benefits of that scholarship and teaching on the community and society.

The IPR policy provides the mechanism for preservation and use of intellectual property and procedures through which invention and discoveries made in the course of institutional research are disseminated to the public through the transfer of technology. As the scope of intellectual property and the mechanism for the transfer of technology are vast, it is not possible to address all the possibilities in this policy. AGPPI aims to generate intellectual property for society use and benefit while raising income to support research and education.

7.3 REIMBURSEMENT FOR PATENT FEES

1. Institute will give reimbursement to faculty members only after final grant from the Indian Patent office.

For Design Patent: 75% Reimbursement

Utility patent: 75% Reimbursement

2. **For Design Patent:** If Intellectual property is developed in A. G. Patil Polytechnic Institute Solapur, utilizing Institute resources during Institute Hrs. in that case Institute will hold 25 % share from the revenue generated through IP.
3. **For Utility Patent:** If Intellectual property is developed in A. G. Patil Polytechnic Institute Solapur, utilizing Institute resources during Institute Hrs. in that case Institute will hold 25 % share from the revenue generated through IP.

8. INCENTIVES

8.1 INCENTIVES - STUDENTS

The Management announced following incentives and rewards for Students:

- Student securing 1st, 2nd or 3rd rank in various curricular and Co-curricular activities at State or National level will get the paid entry fees back.
- Student securing 1st and 2nd Rank in MSBTE Theory Examination 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.
- There will be 100% sponsorship for Research Paper / Patent for the students.
- We are acting as facilitator offering Learn & Earn Scheme
- To get membership of Professional bodies, institute also contributes some amount to support the student.

9. RULES AND REGULATIONS FOR STUDENTS

9.1 Rules & Regulations for students:

- Students must behave respectfully toward their peers and teaching and non-teaching faculty members.
- 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.
- Students should seat in the lecture halls 5 minutes before the commencement of the class.
- Students should maintain perfect order and strict silence inside the lecture / drawing halls/ labs/ workshop at all times.
- Movement outside the classroom in between lectures should be minimum and for valid reasons only.
- As per MSBTE rule RG-4D (i) Students have to put in satisfactory attendance of at least 75% of the total Lectures /Periods in each Theory /Practical /Term work/Tutorials/Project work separately in each and every subject of the Semester as per the Teaching scheme of the Board.
- Indecent and rude behavior with any faculty will be viewed seriously.
- Students should not linger in corridors.
- Students must take care of all their belongings like calculator, Laptops, vehicles and instruments etc.
- Any act on part of student causing damages to cleanliness of any part of campus will be charged with fine.
- Student should handle all laboratory instruments & equipments with due care. Any loss/damages caused to institute property will be recovered.
- No function shall be arranged by the students in the hostel or college campus without prior permission from the Principal / Vice-Principal.
- No student is allowed to display any notices/circulars/posters/banners in the college premises without the prior permission of the HoD / Principal.

- No students will be allowed to conduct any kind of political activities in the college premises.
- Writing on walls, pillars, bath rooms, furniture or black boards is strictly prohibited.
- Students are advised to switch off fans and lights when they leave the class rooms.
- Students are not allowed to bring their relatives/friends in college premises without permission.
- Students shall not do anything inside or outside college that will interfere with college discipline.
- Students are not allowed to communicate any information about college matters to the press or any other social media
- College timing should be followed strictly.
- E-library can be used after college timing and with proper permission.
- Student should read notices and regularly visit college website.
- Students are prohibited in using mobile phones in the class and during any other academic activity.
- Students are also expected to behave respectfully to all administrators, faculty, staff, students, and visitors in a college environment and to behave respectfully when representing the colleges at off-campus events
- Use of electronic gadgets like mobile phone, digital camera, I-phone, MP3 players are strictly prohibited during lectures and practicals and also in the college premises, failing which they may be fined and if the same mistake is repeated their gadget may be seized.
- In case student is absent for more than 3 days they need to submit the letter duly signed by parents/ guardian to the class teacher with duly signed application from the respective HOD.

9.2 Details of Anti ragging:

Every admitted student has to fill & submit an antiragging form on Antiragging website in online mode & print copy to be submitted to HoD with duly signed by student & parents.

9.2.1 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.

9.2.2 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;
- b. 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;
- c. 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;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

- g. 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;
- h. 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;
- i. 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-

- 1. Oral/written warning
- 2. Financial Penalty
- 3. Suspension from class for one week/ one month/semester
- 4. Prevention from appearing MSBTE Exams
- 5. Suspension from hostel
- 6. Rustication from institute

Annexure-I

Format of appointment letter

SES/AGPPI/APP/_____

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 **A. G. Patil Polytechnic Institute, 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 or 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 Shanti Education Society'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 (2014-15) only.

Date : _____

Place : Solapur

President
Shanti Education Society,
Solapur

Copy to: Principal, A. G. Patil Polytechnic Institute, Solapur.

Annexure-II

Format of Joining Report

Date:

To,
The President
Shanti Education Society,
264/1, Shivganga Nagar,
Jule Solapur,
Solapur.

Subject: Joining Report

Respected Sir,

In response to the appointment order No. _____ dated _____.

I am joining as a **Lecturer** in _____ **Engineering Department** at **A.G. Patil Polytechnic Institute, Solapur** on dated _____ B.N.

Thanking you,

Yours faithfully,

Annexure-III

Format of Letter of Confirmation

To,

.....
.....
.....

Sir / Madam,

You are working as a Lecturer in Department of
A. G. Patil Polytechnic Institute, 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,

President
Shanti Education Society,
Solapur

Copy to:

- 1) The Principal, A. G. Patil Polytechnic Institute, Solapur

Annexure-IV*Format of Personal Data Form***Faculty Details****Personal Information:**

stick photo

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:
<u>Working Experience in Years:</u>		Total Experience:
1) Teaching:	2) Industry:	3) Others:
		4) Research:
<u>MSBTE Activities:</u>		
1) MSBTE Examination: Yes / No		2) Faculty Development Activity: Yes / No

Area of Specialization:

--

Subject Taught Till Date:

With subject abbreviation

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

Annexure-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

A. G. Patil Polytechnic Institute, Solapur.

Annexure-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