

## 1. P L A N N I N G

### 1.1 Human Resource planning

1.1.1 As per curriculum workload and student-staff ratio, Heads of the department should prepare the staff requirement two month before every semester and to the principal.

1.1.2 The Principal will obtain the staff requirement lists from all the heads of department and arrive at the number of faculty members and administrative staff required as per student staff ratio.

1.1.3 The Principal will consider appointing a Professor to be the Head of every discipline, besides the number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio

1.1.4 The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.

1.1.5 The minimum workload during the week for each category shall be maintained as follows:

Sr.No	Designation	Workload
1	Principal	4
2	Professor	8
3	Associate Professor	12
4	Assistant Professor	16

1.1.6 The Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, and committee of department staff members.

## **1.2 RECRUITMENT**

1.2.1 The selection committee shall prepare a job description and job specification for the candidate to be recruited.

1.2.2 The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:

1.2.2.1 Advertisement in the Newspapers

1.2.2.2 By post / Courier

1.2.2.3 Campus recruitment

1.2.2.4 District or Special Employment Exchanges

1.2.3 The committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

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

1.2.4.1 Personal Interviews

1.2.4.2 Class room demonstrations

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 and the Chairman who in-turn Interviews the candidates and decide on the appointment.

1.2.6 An Offer of appointment shall be released by the Principal/Chairman /Correspondent in the Form 1 appended to this manual.

1.2.7 The educational qualification and experience for the various teaching posts will be as per the norms declared by AICTE from time to time.

1.2.8 PhD with 1st Class in BE/BTECH or ME/MTECH with three years teaching/industry/research experience or ME/M-TECH from Industry/Profession with minimum five years of research experience is eligible for appointment as Associate Professor. Existing

Assistant Professors in 5th pay scale are retained as Associate Professor in 6th pay implementation according to AICTE norms. However, they are advised to complete their Ph.D. within six year.

1.2.9 PhD with 1st Class in BE/BTECH or ME/MTECH with ten years teaching/ industry/ research experience or ME/MTECH from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor according to AICTE norms.

### **1.3 ORIENTATION**

1.3.1 Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

1.3.2 The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.

1.3.3 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.

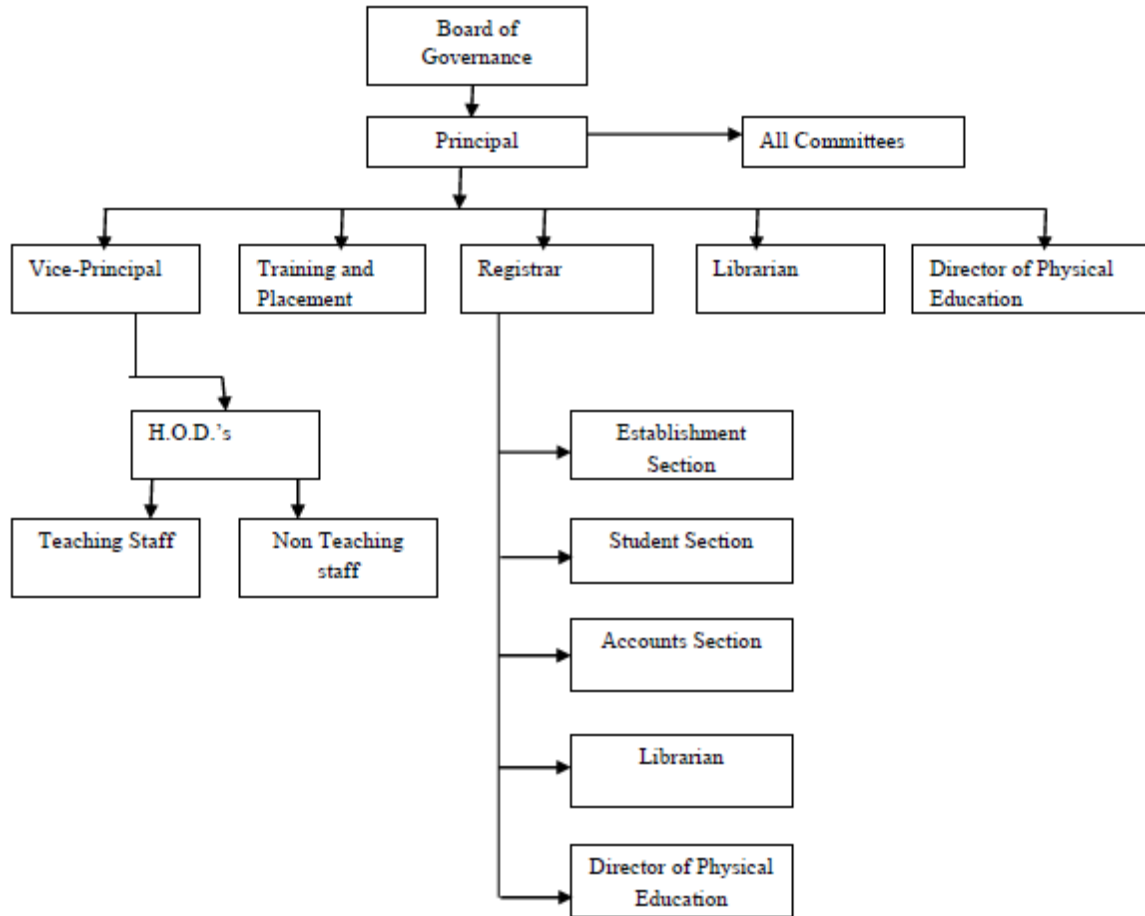
1.3.4 He will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

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

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

## 2. POSITIONS AND PAY SCALES

### Organizational Structure



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

- Principal
- Professor
- Associate Professor
- Assistant Professor

2.1.2 In addition, each department shall have support staff like Programmers, Lab Assistants, Department Clerk and Department Attendant.

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

- Administrative Officer/Office superintendent

- Accountant, Clerical Assistants
- Office Assistants.

2.1.4 The Scales of pay for various teaching positions will be as follows:

- As per AICTE/ UGC/ State Gov. norms, commensurate with the qualifications and experience

2.1.5 Scales of Pay for non-teaching positions shall be as follows:

- Programmer –
- Technical Assistants –
- Lab Assistants –
- Administrative Officers –
- Librarians –
- Assistant Librarians –
- Accountant / Cashier –.
- Junior Asst. –.
- Attendant –.
- Gardener / Scavenger –

## 2.2 DEARNESS ALLOWANCE

2.2.1 In addition to the Basic Salary, a monthly dearness allowance shall be extended to Teaching Faculties.

2.2.2 Management can also decide other allowances for Professor, Principal and Special posts. Yearly increments.

2.2.3 Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution.

2.2.4 Additional Increments shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

### Benefits extended to faculty and non-teaching staff

2.2.5 Employees Provident Fund (EPF).

2.2.6 Group Insurance for students.

## **2.3 INCENTIVES AND REWARDS**

2.3.1 Staff Members are eligible for the following incentives and rewards, based on their performance, contribution in the Institution.

- a) Summer/Winter Schools/Seminars/Conferences -100% TA / Fees / Duty leave the faculties.
- b) Department-wise, Yearly, BEST TEACHER / Mentor / Lab Assistant is Awarded.

## **3. LEAVE**

### **3.1 Casual Leave**

3.1.1. Every employee is eligible to avail up to a maximum of 12 days of Casual Leave in a calendar year.

3.1.2. Normally only one day casual leave will be sanctioned in a month.

3.1.3. Continuous absent beyond 9 days will be treated as Earned Leave or Leave without Pay in case enough Earned Leave is not in credit for the staff for the actual number of days absent.

### **3.2 COMPENSATORY LEAVE**

**3.2.1.** In general, prior approval of Principal should be obtained by the HOD, for carrying out works on compensatory leave basis to the staff. However, compensatory leave towards unscheduled hours of works due to urgency, entrusted to a staff on special occasions by the HOD, will be granted on specific reason and recommendations of the HOD in writing within three days from the date / period of carrying out such work.

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 within two months after the actual date of working.

3.2.3. Compensatory leave will not be granted to any staff of special classes, educational tours, university practical examinations, ISO accreditation, inspection of AICTE/university, other bodies, emergency works and special working on Saturday, etc.

### **3.3 ON DUTY**

3.3.1. On Duty Permission will be granted only on the prior permission in writing from the Head of the Department and an approval by the Principal.

3.3.2. All other ON Duties if any pertaining to the college should be specially allotted by the HOD or Principal and permission obtained in advance from the Principal.

### **3.4 VACATION LEAVE**

3.4.1. Only Teaching Staff members (Professors, Associate Professors and Assistant Professors) & non Teaching are eligible to avail vacation leave.

3.4.2. Vacation can be availed only during the vacation period. The vacation period will be declared by the Principal. Generally the semester and vacation period as follows:

- (i). Odd Semester – July to October succeeding Winter Vacation – November to December.
- (ii). Even Semester – January to April succeeding Summer Vacation – May to June. For both Odd and Even semesters the Vacation Period starts as per the university circular from the date of commencement of University Theory Examinations and ends on the date to be announced then and there.

3.4.3. Every Teaching staff member who has fully served for two semesters in an academic year is eligible to avail sixty (60) days of vacation leave during the academic year.

3.4.4. The eligibility of the vacation leave for the staff members who are doing part-time B.E, M.Phil, M.E., and Ph.D., programmers etc. on sponsoring will be finalized according to the merit of the case and announced by the Principal by the end of April every year.

3.4.5. Vacation Leave may be availed in two spells in each vacation with a minimum of 15 days.

3.4.6. CL, EL, COFF, DL etc cannot be combined with Vacation Leave.

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

3.4.8. Vacation Leave may be curtailed or refused depending upon the exigencies of works.

### **3.5 CONVERTING VACATION LEAVE INTO EARNED LEAVE**

3.5.1. Teaching staff 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. No EL during teaching period.

3.5.2. Earned Leave should be applied in advance and got sanctioned, before being availed.

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

### **3.6 EARNED LEAVE FOR NON TEACHING STAFF**

Every non teaching staff of the college is eligible for the Earned Leave as per the following rules:

- (i). During the probation period, Earned Leave will accrue at the rate of 15 days a year. (1¼ day per month). On completion of the probation period, the rate will be 30 days a year. (2½ days per month). To be consulted
- (ii) Earned Leave should be availed in advance and get sanctioned, before being availed.
- (iii) Earned Leave may be refused or curtailed depending on the exigencies of work.
- (iv) Non teaching staff can carry to their credit only 20 % of the earned leave to the extent to the next academic year.

### **3.7 MATERNITY LEAVE**

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

- (i) Should have completed the minimum of two years of satisfactory service.
- (ii) The maternity leave is limited to a maximum of 3 months only.
- (iii) Should give an undertaking that they will work for two years after rejoining the duty and forego the vacation to the extend of 0 days (at 30 days per year) in the succeeding summer vacation.

### **3.8 MEDICAL LEAVE**

3.8.1. For treatment and hospitalization of illness the medical will be decided on the merit of individual case.



## **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 Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors 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 however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

a. Associate : Prof: Ph.D., with 5 years experience as Assistant Professor.

b. Professor : Ph.D., with 5 years experience as Associate Professor.

4.1.5 Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

### **4.2. RETIREMENT**

4.2.1 All teaching and non teaching staff shall retire on completing the age of superannuation, as per AICTE/UGC/ State Gov. norms declared time to time.

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

4.2.3 If the retiring employee has accumulation of annual leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and appropriate sanction by him.

4.2.4 The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

## 5. DISCIPLINE AND GRIEVANCE PROCEDURE

### 5.1 Code of Conduct for Teachers

5.1.1 Teachers shall be appointed for the classroom without any exception.

5.1.2 Every teacher shall take attendance at the beginning of the teaching hour.

5.1.3 Every teacher shall close the hour punctually at the end of the hour.

5.1.4 A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be

- Taking correctional action if it is within his/her power, or
- Reporting the matter to the Principal/Vice Principal/HOD.

5.1.5 Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

5.1.6 Faculties and staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution to the Department and the College.

5.1.7 Faculties and Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

5.1.8 Teachers shall maintain a respectable work conduct in terms of:

- i. Preparation for the particular day's Classes, with latest information added to earlier course content.
- ii. Keeping all teaching aid material required for conducting the class in an orderly manner.
- iii. Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- iv. Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- v. Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- vi. Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

5.1.9 Teachers shall observe good personal conduct in terms of:

- Not using any abusive language towards students, fellow teachers, parents and other members of public.

- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

5.1.10 Faculties shall conform to the Ethical Standards of a teacher as described in Annexure 6.

## **5.2 DISCIPLINARY PROCEDURE**

5.2.1 Any teacher who is violating the code of conduct defined in *Annexure 6* will be subjected to appropriate disciplinary action by the Principal/Chairman/Correspondent.

5.2.2 If a teacher commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

5.2.3 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.

5.2.4 If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

5.2.5 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 teacher for giving his/her explanation.

5.2.6 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.

5.2.7 The course of action for disciplining a teacher 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 two memo or warning will be given punishments mentioned in c or d.

5.2.8 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.

5.2.9 The Principal shall report the proceedings periodically to the Chairman/Correspondent.

### **5.3 GRIEVANCE PROCEDURE**

5.3.1 The Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.

5.3.2 The Grievance Committee shall be composed of among the ranks of Head of the Departments, Professor/Associate Professor/Principal/Director/Dean and Nominee of Management

5.3.3 The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

5.3.4 The grievance committee shall:

- have a member secretary, to monitor the proceedings
- meet once in a mid of semester on a stipulated day.

5.3.5 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.

5.3.6 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.

5.3.7 The grievances shall be redressed immediately by the committee and by the Chairman/Correspondent.

5.3.8 The Member-Secretary shall record and maintain the minutes of meeting.

### **5.4 Code of conduct for student**

The Code of Conduct for students on / off-campus behavior during

- i. Industry Internships, field trips, as well as study abroad and student exchange program.
  - ii. Student activities: sponsored, conducted authorized by the University or by a registered student organization
- Students are expected to remain present themselves 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, corridor, 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.
  - ii. Students will occupy the computer systems as identified by the lab-in-charge.
  - iii. Students will login with their username and password
- 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 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.

## **6. CONSULTING, R&D AND TEACHING ASSIGNMENTS**

### **6.1 Consulting 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 teacher shall undertake such assignments

- When the College is approached for such help and the Principal assigns such engagement to the particular teacher or
- When the teacher himself/herself is approached by the outside agency for such help.

6.1.3 In either case, the teacher shall take up the assignment by obtaining the approval of the Principal/Chairman/Correspondent in writing.

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

6.1.5 The teacher shall also associate other members of the faculty in working on the assignments.

6.1.6 The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college 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 college & 50% to the staff associated with this consultancy assignment.

6.1.7 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.

6.1.8 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.**

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

6.2.2. A teacher, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same.

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 for remuneration or on honorary basis.

## **7. INHOUSE R&D AND SEMINARS/WORKSHOPS**

### **7.1 In-house R&D**

7.1.1 The College encourages its faculties to undertake department-wise R&D Activities along with Students and other Staff Members.

### **7.2 Seminars/Workshops**

7.2.1 The College encourages its faculties to organize AICTE/ISTE/IEI funded Seminars and Workshops for the benefits of fellow teachers and students.

7.2.2 The Management provides additional funds for any AICTE/ISTE/IEI funded programs on prior approval whenever required.

## **8. INCENTIVES**

### **8.1 INCENTIVES - STUDENTS**

8.1 The Management is pleased to announce the following incentives and rewards for Students:

8.1.1 Student securing 1<sup>st</sup> and 2nd Rank in a year will get cash award, certificate & memento for every class of each department.

8.1.2 There will be a BEST-OUTGOING STUDENT AWARD.

8.1.3 There will be BEST STUDENT AWARD (Department wise) & memento.

8.1.4 There will be two prizes for BEST PERFORMANCE IN SPORTS with memento and certificate.

8.1.5 There will be two prizes for BEST PERFORMANCE IN CULTURAL with memento and certificate.

8.1.6 There will be 50% fee for Students. for specific programs on personality development, entrepreneurship, ethics, and Communications skills, computing skills and placement.

8.1.7 There will be subsidized add-on skills programs as per Industries Requirements.

## **9. Earn & Learn Scheme:**

‘Education through self-help’ was the seminal principle of Shanti Education Society .This is implemented through novel idea of ‘Earn while you Learn’. The values such as self-reliance, confidence, dignity of labor and integrity of mind and character were automatically impressed upon the minds of the students who benefited from this scheme.

## 10. Best Practices:

- Arrangement of Industrial Visits and Educational tours.
- Arrangement of guest lectures by eminent resource persons from Industries and Institutes.
- Use of Moodle for conducting online tests .
- Personality Development Program.
- Staff and students access the NPTEL Video Lectures using Intranet.
- Faculty Development Program.
- Arranging Seminars/workshops/conferences.
- Promote use of Non-Conventional energy source:
  - The Institute has planned to utilize non-conventional energy source and has installed Campus solar street lights.
  - Solar energy is used to generate 50KW power for the campus & excess is sold to MAHADISCOM by net metering facility.
  - Solar water heater for hostels (Boys/ girls)
  - Planned for rain water harvesting.



**Annexure 1**

*Form of appointment letter*

SES/AGPIT/APP/2015-16/

**APPOINTMENT ORDER**

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub : Appointment Order for the post of Assistant Professor...**

**Sir/Madam,**

With reference to your application and interview held on \_\_\_\_\_ for the post of **Professor/Associate Professor/Assistant Professor** in \_\_\_\_\_, I have pleasure to inform you that you have been selected to appoint as **Professor/Associate Professor/Assistant Professor** in the pay scale of Rs. \_\_\_\_\_/- + AGP Rs. \_\_\_\_\_/- with basic pay of Rs. \_\_\_\_\_/- at **A.G. Patil Institute of Technology, Solapur** with effect from \_\_\_\_\_ on the following term and conditions.

1. You will be on probation for two years from your date of joining. After satisfactory completion of your probationary period your services can be confirmed.
2. Your services will be governed by Maharashtra University Act – 1994, statutes code of conduct, ordinances, rules and regulation laid down by the Solapur University, Government of Maharashtra, AICTE and Shanti Education Society from time to time.
3. Your appointment is subject to approval by Solapur University, Solapur.

4. You shall acquire the qualifications (Ph.D /M.Phil /ME or NET/SET) as the case may be laid down by the University or Government of Maharashtra/AICTE within the prescribed period and after completion of Ph.D. you will be given additional increments as per norms.
5. In case you accept the appointment. You shall have to execute deed of contract of service as prescribed in the statutes at the time of joining the duties.
6. You shall submit the certified true copies of relevant testimonials such as Birth date certificate, marks sheets, experience certificates, Discharge/relieving certificates last pay certificate, change of Name certificate (if any), Two Passport size photograph, etc before joining your duties.
7. Your appointment is subject to workload prescribed for the post and job responsibilities of teachers as per Solapur University, AICTE norms.
8. You will not engage yourself in any other job fulltime, part time or otherwise, during continuance of your service, without permission in writing of the competent authority/trust.
9. Your services are transferable to any Institutions run by society/trust.
10. In case you are found irregular and negligent of your duties, your appointment may be terminated without any notice. In normal case you will be giving 1 month notice prior to your leaving & management will give 3 months notice/pay.
11. You have to communicate your acceptance to Management/Institute immediately.

**Place : Solapur**

**Copy to the Principal, A. G. Patil Institute of Technology, Pratap Nagar, Solapur for  
necessary action.**

**Annexure 2**

*Letter of Confirmation*

Date:

To

Dear Mr/Ms

Further to our letter of appointment dated...., we are pleased to confirm your services in the College as a .....with effect from.....

You will continue to receive the same salary and allowances, as you have been receiving at present.

With best wishes,

Faithfully Yours,

For A.G.Patil Institute College,

Principal.



**Annexure 4**

*Form of Show cause notice*

Date:

To

**SHOW CAUSE NOTICE/MEMO.**

It has been reported against you that on..... At...you have..... The original report of which is appended for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken expart.

Principal.

Enc: Copy of the original report.

**Annexure 5**

Date:

To

Dear Prof./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.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, ....

The College 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,  
For A.G. Patil Institute of Technology, Solapur.

Principal.

## Annexure 6

### ETHICAL STANDARDS FOR TEACHERS

#### A Teacher

- shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students
- To respect parents, teachers, 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 Her 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

#### A Teacher

- 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, gutakha, pan masala, 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

#### A Teacher

- 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

**Annexure 7**

**Date :**

**To,**  
**The Principal,**  
**A. G. Patil Institute of Technology,**  
**Solapur.**

**Subject : Joining Report**

**Sir/Madam,**

In response to the appointment order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by Hon'ble Secretary, Shanti Education Society, Jule Solapur, Solapur, I am joining my duties as \_\_\_\_\_ on date \_\_\_\_\_ before noon/afternoon.

I have carefully read and fully understood the terms and conditions of this appointment. I accept these conditions.

Kindly allow me to join my duties.

Thanking you.

**Yours Faithfully**

**Signature :**

**Name :**

**Post :**

**Dept. :**

**Joined duty on date :** \_\_\_\_\_

**Time :** \_\_\_\_\_



**SIGN HOD** : \_\_\_\_\_

**PRINCIPAL**

**Copy to :- Secretary, Shanti Education Society, Solapur.**