



Kai. Amdar Brahmdevdada Mane Shikshan Va Samajik Prathishthan, Belati Sanchalit  
**BRAHMDEV DADA MANE INSTITUTE OF TECHNOLOGY, SOLAPUR**

Solapur-Mangalwedha-Kolhapur State Highway, Belati - 413 002, Tal. North Solapur, Dist. Solapur (Maharashtra).

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Approved by AICTE, New Delhi, DTE and Govt. of Maharashtra,  
Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur

DTE Institute Code: EN6293 / MB6293

Accredited by National Assessment and Accreditation Council, Bangalore (NAAC)



### Short Term Perspective Plan:

1. Enhancing infrastructure to support research and incubation
2. Enhancing teachers' skills and qualification.
3. Increasing green initiatives in the campus.
4. Upgrading NAAC Accreditation grade.
5. Increasing MoUs to fulfill the requirements of NEP.
6. Forming cluster for use of sophisticated equipments.
7. To be a center of excellence and development
8. To develop human Values

### Long Term Perspective Plan:

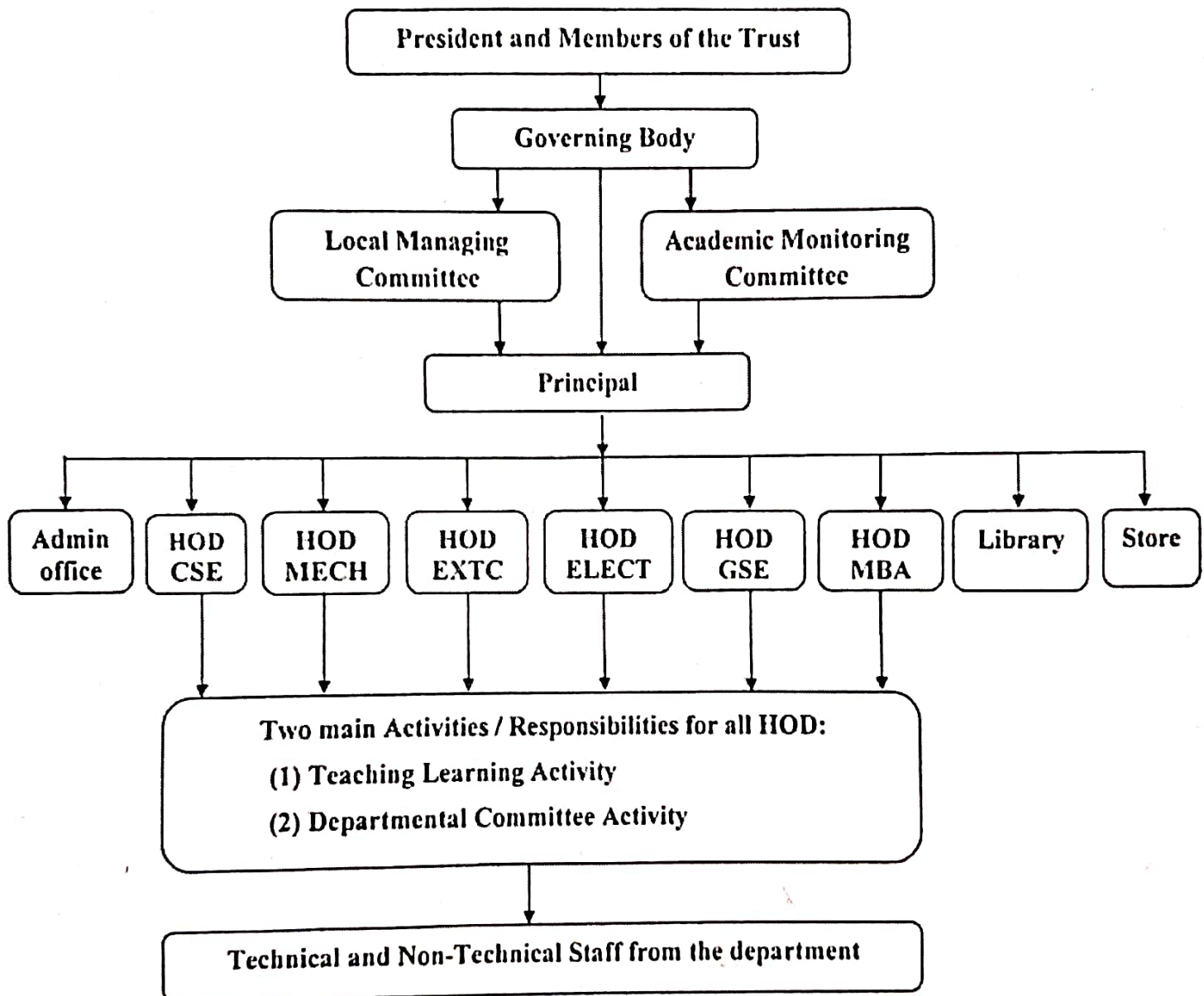
- 1 Creating centre of excellence in each discipline
2. Obtaining NBA accreditation
3. Starting Ph.D. programs in each discipline
4. Getting Autonomous status for the Institute
5. Obtaining NIRF ranking
6. Fetching funding from Government/Non Government Organizations
7. Getting ISO Certification





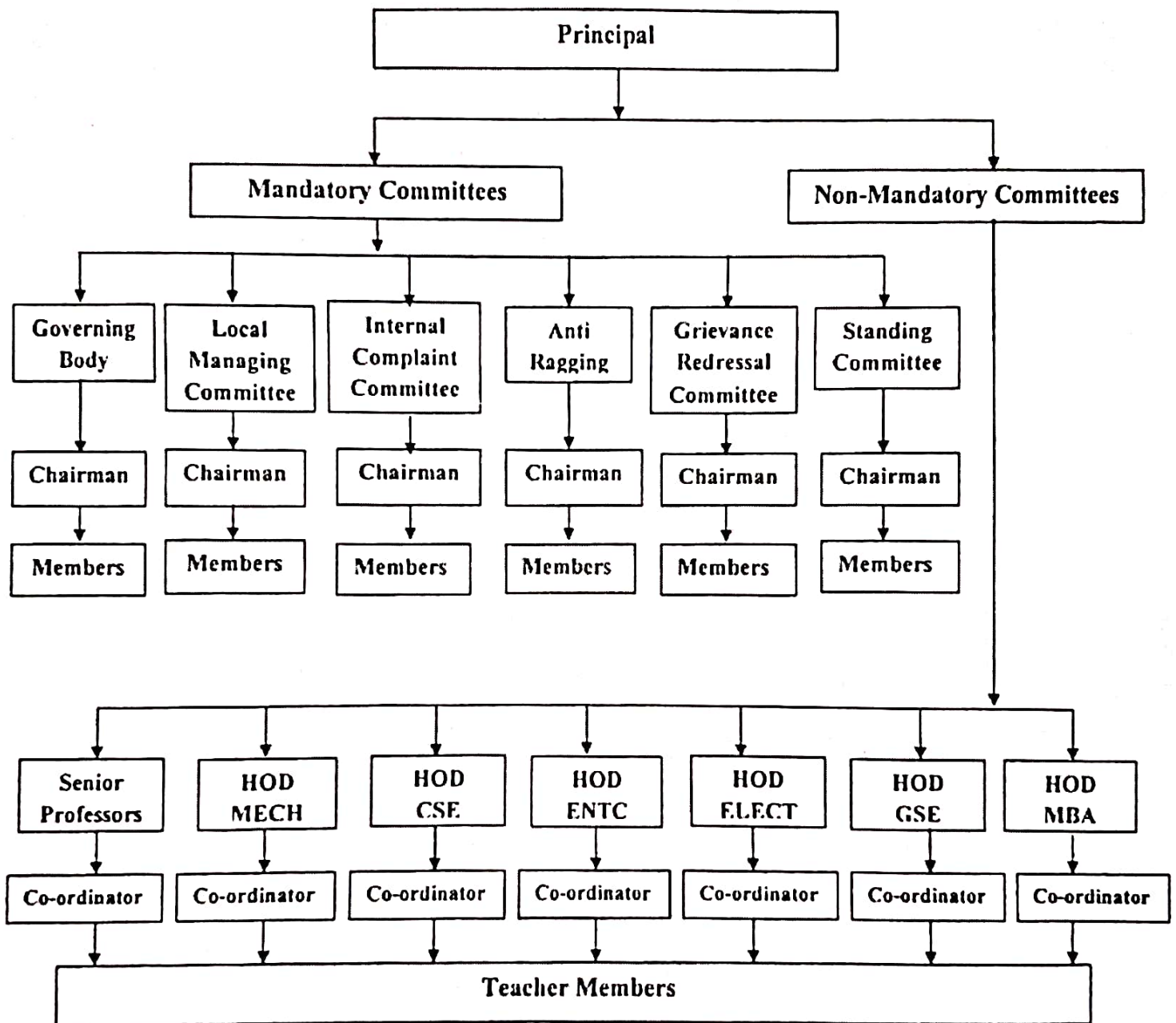
## Organizational Chart of Brahmdevdada Mane Institute of Technology, Solapur

### (A) For Academic (Teaching Learning) Activities





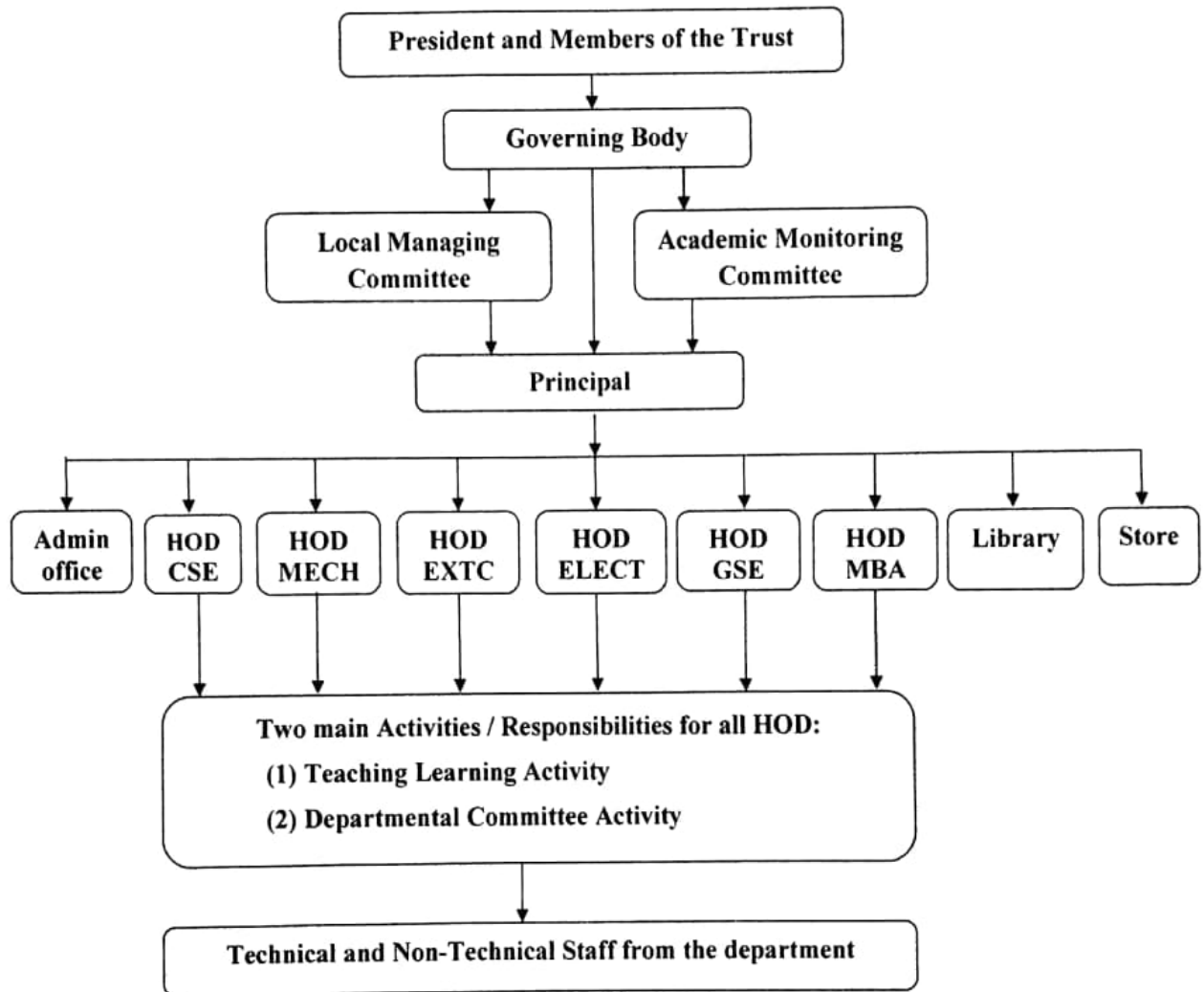
**B) For Curricular co-curricular and extracurricular activities**





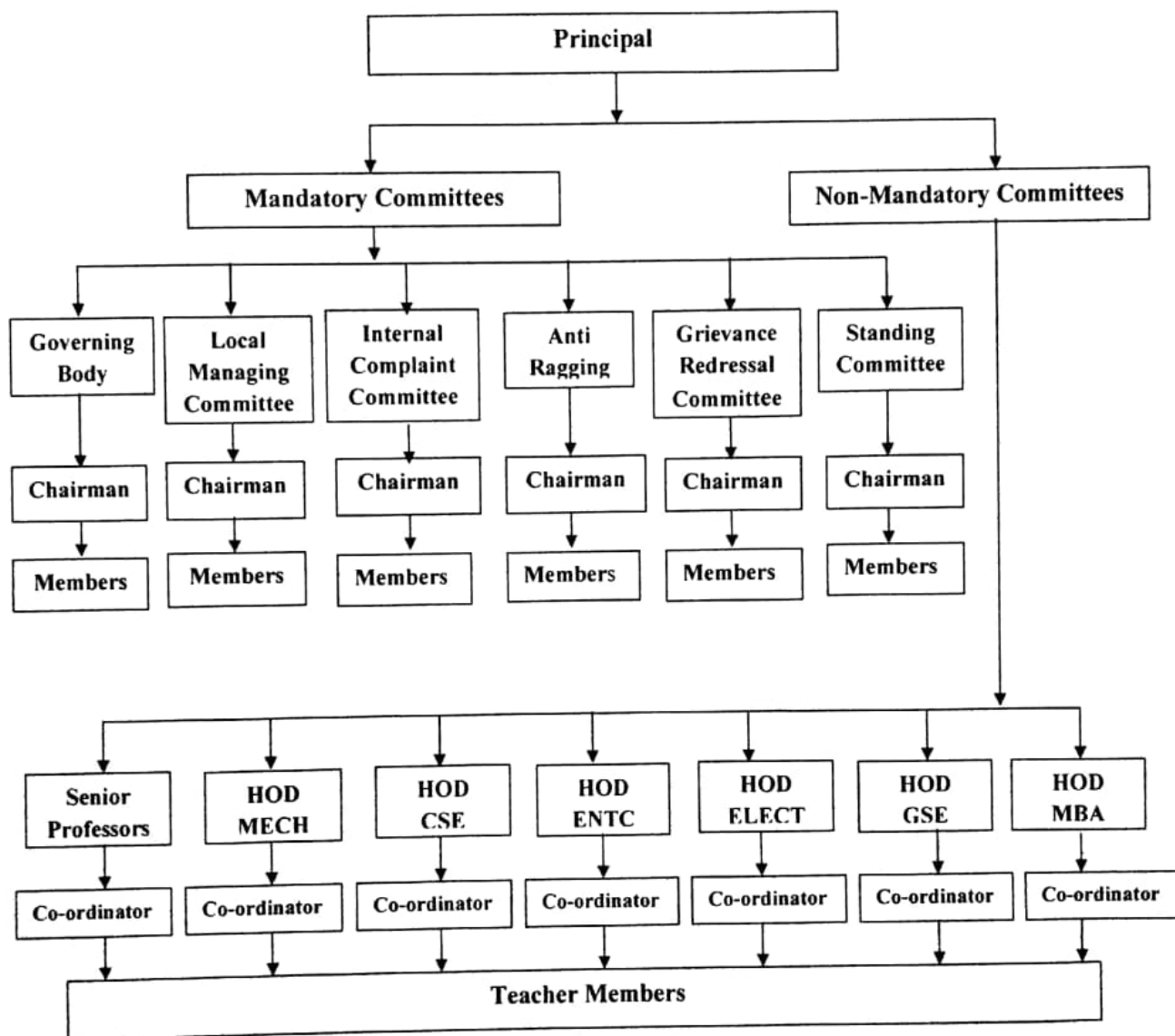
## Organizational Chart of Brahmdevdada Mane Institute of Technology, Solapur

### (A) For Academic (Teaching Learning) Activities





**B) For Curricular co-curricular and extracurricular activities**





## **The functions of Governing, Academic and Administrative bodies:**

### **I. Functions of Mandatory Committees:**

#### **1. Functions of Governing Body:**

1. To use the expertise and experience of experts in the field to decide the long term as well as short term policies.
2. To create the safe, secure and care taking environment to the student and staff in the college.

#### **2 .Functions of Local Managing Committee (LMC):**

1. Local Managing committee executes the decision taken by governing body
2. Local Managing committee approves the human resource and campus infrastructure facilities required for teaching learning.

#### **3 .Function of Internal Complaint Committee (ICC):**

1. To ensure provision of a work and educational environment that is free from sexual harassment.
2. To take all reasonable steps (active and preventive in nature) to prevent the harassment occurring. To address any oral/written complaint about unwelcome sexual advances, unsolicited acts of physical intimacy, unwelcome requests for sexual favours or other unwelcome conduct of a sexual nature.
3. To maintaining a work and study environment free from sexual harassment.
4. Display anti-sexual harassment posters on notice boards in common work areas and include information in brochures. Conduct regular awareness rising sessions for all staff on sexual harassment issues.
5. Ensure that complaints processes: are clearly documented addresses complaints in a manner which is fair, timely and confidential are based on the principles of natural justice; provide clear guidance on internal investigation procedures and record keeping.

#### **4. Function of Anti Ragging Committee:**

1. Ensure taking a signed undertaking from students in tune with the provisions of anti-ragging verdict by Supreme Court. Publicise and ensure all students read the recommendations of Supreme Court recommendations. The recommendations imply the role and responsibility of ant ragging committee:
2. The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.



3. Every single incident of ragging where the victim or his parent/guardian or the Head of institution is not satisfied with the institutional arrangement for action, a First Information Report must be filed without exception by the institutional authorities with the local police authorities.
4. In the prospectus issued for admission, it shall be clearly stipulated that in case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he has indulged in ragging, admission may be refused or he shall be expelled from the educational institution.
5. Committee role shall also be open to scrutiny for the purpose of finding out whether they have taken effective steps for preventing ragging.
6. Anti-ragging committees and squads shall be forthwith formed by the institutions and it shall be the job of the committee or the squad, as the case may be, to see that the Committee's recommendations are observed without exception.
7. The Committee constituted pursuant to the order of this Court shall continue to monitor the functioning of the anti-ragging committees and the squads to be formed. They shall also monitor the implementation of the recommendations to which reference has been made above.

#### **5. Function of Grievance Redresser Committee:**

1. To deal with the grievance which are within the jurisdiction of college.
2. To hear and settle grievance within 6 months.

#### **6. Function of Standing Committee:**

1. To collect information and maintain records regarding the number of students belonging to SC/ST/DTNT/OBC/SBC categories that are enrolled in the college.
2. To supervise and see that the admissions to the colleges and hostels are made in accordance with the reservation policy declared by the state government from time to time.
3. To maintain a roster of teaching and non teaching staff of the college.
4. To scrutinize and approve the advertisement that may issued by the management for recruitment to both teaching and non teaching post.
5. To supervise the allotment and distribution of scholarship for various reservation candidates.
6. To deal with representations received from the B.C. candidates regarding their admissions and recruitment, promotion and other similar matters in the colleges.
7. To circulate information regarding matter related to B.C. persons to the teaching and non teaching staff and the students of the college.
8. To review the present position of backlog in non teaching categories. State details of non teaching post filled in, in the reported year.
9. To initiate any action or scheme sumoto this is in consonance with the mandate of the state government/ UGC reservation policy.



## **II. Function of Non-Mandatory Committees:**

### **Responsibility of In Charge:**

1. To participate to decide the target for the committee
2. To prepare the schedule to conduct the activities in the year
3. To estimate and provide the facilities to coordinator to conduct the activities.

### **Responsibility of Coordinator:**

1. To prepare the budget well before the activity and get the approval from Secretary/Principal
2. To distribute the work for various members and student for conducting the activities.
3. To communicate to all the progress and difficulties to in charge /principal.
4. To organize the activities.

### **Responsibility of committee member:**

1. To distribute the work for various student for conducting the activities.
2. To complete the work assigned.
3. To communicate to coordinator the progress and difficulties.
4. To increase the participation of student from the department in the activities.



## **1) Teacher Section**

### **Code of Conduct for Teachers / Support staff**

1. All teachers / Support staff must observe discipline in the premises.
2. Drinking of alcoholic products, smoking or chewing of tobacco or related product in the premises is strictly prohibited.
3. All teachers / Support staff should be in proper dress code as specified by college authority (ANNEXURE-I)
4. All leaves have been sanctioned to all incumbents as per ANNEXURE-II
5. All teachers / Support staff should have respectful relation with students, fellow staff members, subordinates, other staff and superiors.
6. During working hours teachers / Support staff should not leave the premises without permission of principal.
7. As teacher should not conduct or engage any private tuition.
8. All teachers / Support staff should not engage outside business, consultancy, testing or any other type of outside work without permission of authority.
9. All teachers / Support staff should not directly or indirectly do such things which are subversive to the interest of the society/ university/Institute /College /Students.
10. Breach of the rule (s) is punishable as per the management decision.

### **Code of professional Ethics for teachers**

#### **Preamble:**

##### **1. Goal of higher education in our country-**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, socialism and peace and the principal enunciated in the preamble to our constitution.

Higher education has to produce leaders of society and economy in all dress of manifold activities with a commitment to the aforesaid ideals.



Higher education should strive for academic excellence and progress of arts and science. Education, research and extension should be conducted in conformity with our best talents make befitting contributions to international Endeavour on societal needs.

## **2. Teachers and Their Rights:**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a **right to adequate emoluments, social position, just condition of service, professional independence** and adequate social insurance.

## **The Code professional Ethics**

### **1. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of the students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- ii) Manage their private affairs in a manner consistent with the dignity of the profession:
- iii) Seek to make professional growth continuous through study and research
- iv) Express free and frank opinion by participation at professional meeting, seminars, conferences etc. towards the contribution of knowledge :
- v) Maintain active membership of professional organizations and strive to improve education and profession through them:
- vi) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication:
- vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: Assisting in appraising applications for admission, advising and counseling students as well as assisting in the



conduct of university and college examinations, including supervision, invigilation and evaluation, and

viii) Participate in extension, co-curricular and extracurricular activities including community service.

## **II. Teachers and the students:**

Teachers should

- i. Respect the right and dignity of the student in expressing his/her opinion:
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs:
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare:
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason:
- vii. Pay attention to only the attainment of the student in the assessment of merit:
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward:
- ix. Aid students to develop an understanding of our national heritage and national goals and:
- x. Refrain from inciting students against other students, Colleagues or administration.

## **III. Teachers and Colleagues**

Teachers should

- i. Treat other members of the profession in the same manner as they themselves wish to be treated:
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.



- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

#### **IV. Teachers and Authorities:**

Teachers should

- i. Discharge their professional responsibilities according to the existing rule and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional :
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities :
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices:
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- vi. Should adhere to the conditions of contract.
- vii. Give and expect due notice before a change of position is made and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. Teachers and Non-teaching Staff:**

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, with in every educational institution:
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

#### **VI. Teachers and Guardians:**



Teachers should try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. Teachers and Society:**

Teachers should

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided:
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole:
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices:
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



## **ANNEXURE - I**





Kai. Amdar Brahmedvdada Mane Shikshan Va Samajik Prathishthan, Belati Sanchalit  
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 (Approved by AICTE, New Delhi and Govt. of Maharashtra affiliated to Solapur University, Solapur)



दि. २२/०९/२०१५

## रजेचे सर्वसामान्य नियम

- १) शिक्षक व शिक्षकेतर स्टाफना रजेचा कालावधी शैक्षणिक वर्ष १ जूलै ते ३० जून असा राहिल
- २) कोणतीही (किरकोळ रजा, अर्जित रजा, स्पेशल रजा) घेताना पूर्व मंजूरी घेऊन रजेवर जावे
- ३) नवीन रुजू झालेल्या शिक्षकेतर कर्मचा-यांना सेवा काळानुसार दोन वर्षा पर्यंत किरकोळ रजा ७ व वैद्यकीय रजा ५ मिळतील.
- ४) नवीन रुजू झालेल्या शिक्षकांना सेवा काळानुसार (दोन वर्षा पर्यंत) रजा मिळतील.
- ५) जर अपरिहार्य कारणामुळे अचानक रजा घ्यावी लागली तर शक्य झाल्यास तसे फोनवरून कळवावे. रजेवरून परत आल्यावर रजेचा अर्ज त्वरीत द्यावा. रजेनंतर तीन दिवसात अर्ज न आल्यास रजा बिनपगारी होईल. नंतर कोणतीही सबब चालणार नाही.

### अ) किरकोळ रजा (Casual leave):-

- शिक्षकांना पूर्ण वर्षामध्ये १५ दिवस (सत्र १ साठी ८ दिवस व सत्र २ साठी ७ दिवस) शिक्षकेतर स्टाफना १२ दिवस (सत्र १ साठी ६ दिवस व सत्र २ साठी ६ दिवस) व कॅज्युअल कर्मचा-यांना ०७ दिवस (सत्र १ साठी ४ दिवस व सत्र २ साठी ३ दिवस) रजा देय होईल.
- एकाच वेळी जास्तीत जास्त ०३ दिवस किरकोळ रजा उपभोगता येईल.
- रजे पूर्वी व रजेनंतर सुट्टी असल्यास सुट्टीची रजा धरण्यात येईल.
- किरकोळ रजा एक वर्षानंतर साठविता येणार नाही.
- किरकोळ रजा रजेवर जाण्यापूर्वी मंजूर करून घेतली पाहिजे.

### ब) वैद्यकीय रजा (Sick leave) :-

- शिक्षक व शिक्षकेतर स्टाफना एका वर्षात पूर्ण १० दिवस किंवा अर्धी २० दिवस तसेच कॅज्युअल कर्मचा-यांना ०५ दिवस किंवा अर्धी १० दिवस अशी वैद्यकीय रजा देय होईल.
- रजेचा कालावधी तीन दिवसापेक्षा जास्त दिवस राहिल्यास कामावर हजर होताना वैद्यकीय प्रमाणपत्र (Doctor Certificate) दाखल करणे बंधनकारक राहिल.
- वैद्यकीय रजा १८० दिवसांपर्यंत साठविता येईल.
- वैद्यकीय रजेसोबत किरकोळ रजा जोडून घेता येणार नाही.

डॉ. एम. एस. पवार  
 प्राचार्य



## **ANNEXURE - II**





Kai. Amdar Brahmdevdada Mane Shikshan Va Samajik Prathishthan, Belati Sanchalit  
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Website: [www.bmssp.org/bmit](http://www.bmssp.org/bmit) Email: [bmit@bmssp.org](mailto:bmit@bmssp.org), [principal\\_bmit@bmssp.org](mailto:principal_bmit@bmssp.org)  
(Approved by AICTE, New Delhi and Govt. of Maharashtra affiliated to Solapur University, Solapur)



(Principal Office)

## Circular

Date: 25/02/16

All Teaching & Non-Teaching staff are hereby informed that,

1. They must wear college I -Card.
2. Jeans & T-shirt is not allowed.
3. They should wear formal shoes (Gents staff only).
4. They should check in before 9.15am, late coming will be considered if, they will check in after 9.15am upto 9.30am **(Three lates only will be considered as 1 casual leave in a month)** after first three lates for every late  $\frac{1}{2}$  CL will be debited.
5. Application for CL must be submitted at least 1 day before availing leave & for SL application must be submitted on next day of leave. Otherwise availed leave will be considered as LWP.

All the above mentioned instructions should be **followed strictly from 29/02/2016**, otherwise action will be taken.

  
(Dr M.M. Mulkutkar)  
Principal

Copy to: All HOD's  
Accounts  
Library



## **Recruitment process:**

The institution tries to attract and recruit well qualified staff and faculty who would be instrumental in contributing for the development of the organization. The procedure of recruitment process in the organization is as follows -

1. The institution keeps a proposal to fill up vacant posts depending on available workload and vacancies before the university.
2. University sanctions for filling up the posts including reservation vacant posts.
3. The institutions presents previous approved roster by university selection committee for verification.
4. After the initial verification by university authorities, the roster is forwarded to reservation special cell at Pune for verification and getting approval for conducting interviews.
5. Meanwhile the college prepares an advertisement and forwards it to the university for inviting applications.
6. The advertisement is displayed in leading newspapers to invite applications from suitable candidates.
7. The institute receives application from interested candidates, which are screened and eligible candidates are called for interviews as per date specified by the university.
8. The university appoints a "SELECTION COMMITTEE" to conduct the interviews for eligible candidates.
9. The committee is invited to the organization on the specified date and an interview of present candidate is conducted.
10. The list of selected candidates is sent to the university by the selection committee for further approval.
11. The university sanctions the recruitment of selected candidates and provides a list to the institution.
12. The selected candidates are given offer letters along with joining dates.
13. The organization forwards list of candidates who have taken and accepted the offer letters.



### **The published service rules, policies procedures with year of publication:**

Ours is an affiliated college, affiliated to Solapur University, Solapur. We have to follow all the rules, regulations, policies, procedures framed by university, from time to time.

The university follows Maharashtra Public Universities Act, 2016 (Available on university website [su.digitaluniversity.ac](http://su.digitaluniversity.ac)). Solapur university follows the statute in which all the service rules such as appointment of Principal, Professors, Associate Professors, standard order, leave rules, vacation are given.

College follows all the rules & regulations for pay scales, allowances declared time to time by Government of Maharashtra.

### **Mechanism and grievance redressal cell.**

Three tier systems for grievance handling are available. The students can approach to Discipline and student grievance committee. Then they can approach to college level grievance committee. If the grievance is not settled then the student or parents can approach ombudsman appointed at university.

Three committees for grievance handling are

1. Student Grievance and Discipline committee
2. College level Grievance Committee
3. University level Grievance Committee