

Panchsheel Teachers Education Society, Akola's
**Dr. Manorama & Prof. H. S. Pundkar, Arts, Commerce
& Science College, Balapur, Dist. Akola (M.S.)**
Affiliated to Sant Gadge Baba Amravati University, Amravati

Shri Bhimrao Kukade
Hon'ble President

Dr. D.H. Pundkar
M.A., Ph.D.,
I/C Principal & Secretary

Letter No. A.C.S.C.B./App.No. 06/2023

Date : 01/07/2023

APPOINTMENT ORDER

To,
Mr. Gaurav Satish Patil
R.H. No. G-31,
Devgiri Valley, Mitmita,
Aurangabad 431002

Subject : Your appointment as Assistant Professor

Ref.: Your application dated 16/02/2023 for appointment against the post of Assistant Professor in the subject Sociology at this Institute.

In view of recommendation of selection committee constituted by Sant Gadge Baba Amravati University, Amravati and the resolution of the Governing Body of the Panchasheel Teacher's Education Society, Akola Regd. F-596 you are **hereby appointed as Full time Assistant Professor in Sociology** in the Department of Sociology of **Dr.Manorama & Prof.H.S. Pundkar, Arts, Commerce & Science College, Balapur, Dist. Akola (M.S.)** in the **category of OBC**. You will be given Pay and Allowances as per the rules sanctioned by Govt. of Maharashtra from time to time on the following terms & conditions:-

- 1) Your appointment shall be on probation for two years from the date of approval by Sant Gadge Baba Amravati University, Amravati. **Your appointment will be on probation for two years** from date of appointment. However your appointment in College as Assistant Professor will be subject to the onward approval from Sant Gadge Baba Amravati University Amravati. During the period of probation or on the completion of your probation, your appointment can be terminated without assigning any reason, and without giving any notice.
- 2) Kindly note that your appointing authority is the Management of Panchasheel Teacher's Education Society, Akola Regd. F-596 and hence management of this institute will be the dismissing authority. The governing body of Panchasheel Teacher's Education Society, Akola will be the competent authority to take appropriate decision. Also note that if you want to terminate your Appointment / Contract or leave the job you will have to give 3 months Notice to the management in advance.

- 3) Kindly Note that in case of non-satisfactory performance by you as a teacher and Assistant Professor in Subject Sociology. The Management of College can terminate your Services during Probation or on completion of Probation period of 2 Years, by a Resolution of management to that effect and same shall be communicated to you by the management.
- 4) You shall be governed by the New Pension Scheme.
- 5) Your appointment is subject to onwards approval, Rules and Regulations of Sant Gadge Baba Amravati University and Govt. of Maharashtra and UGC, existing at the time of your appointment or made subsequently.
- 6) Your services are likely to be terminated at any time if your performance and behavior are not found satisfactory without giving any notice.
- 7) That you are required to be present in the college premises at least for five hours daily on working days and you shall not proceed on leave or remain absent without prior permission by competent authority.
- 8) That the college / Management will not take any responsibility for payment of salary if the approval is not granted from the authorities mentioned above. In such an event your appointment shall be terminated automatically without notice.
- 9) If at any time in future, it is found that through oversight or calculation mistake excess payment has been made or excess leave is given or during audit or assessment is disallowed and the same has been recovered from the college it shall be reimbursed from you to the college immediately you shall cooperate accordingly.
- 10) Your appointment is subject to **submission of Caste Validity Certificate**, if applicable. Original of all certificates regarding date of birth/academic qualifications / professional experience and caste shall have to be submitted by you for verification along with attested copies thereof before joining the post.
- 11) You will have to undergo Medical Examination by Dr. Sumit Dhuldhule, M.D. Medicine, Near GMD Market, Narayana Hospital Akola and certificate of physical fitness from the Dr. Sumit Dhuldhule will have to be produced by you at your own expenses.
- 12) It shall be obligatory on your part to enter into an "**Agreement of Service**" as per rules with the management / Institute. Which shall duly stamped as per the Govt. rates applicable.
- 13) As the programme of study introduced by this Institute involves inter-disciplinary approach, you are required to take up teaching/academic work assigned to you in any Department or Faculty of the Institute. Your performance as a teacher and for the promotion shall be assessed by the Management on your commitment to teaching based on following observable indicators
 - a) **Teaching-Learning and Evaluation:** Your commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counseling and

mentoring, additional teaching to support the college/ University as and when the need arises, etc. Examination and evaluation activities like performing of examination supervision duties, question-papers setting for university/college examinations, participation in the evaluation of examination answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each Academic Session and returning and discussing the answers in the class.

- b) **Personal Development** Related to Teaching and Research Activities: Attending orientation/refresher/methodology courses, development of e- contents and MOOC's, organizing seminar/conference workshop/ presentation of papers and chairing of sessions/guiding and carrying out research projects and publishing the research output in national and international journals etc. Kindly note it will be mandatory for you to complete one MOOCS course (with e-certification) or development of e-contents in four-quadrant/ MOOCS course **during the probation period.**
- c) You shall extend **Administrative Support** and Participation in Students' Co-curricular and Extra-curricular Activities and cooperate and follow with the directions, orders issued by Head of Institute and Management. You shall strictly restrain yourself in indulging anti institute, anti management, anti national, anti society, anti student activities in your entire services as a teacher of this institute.
- d) You shall submit to Principal of the college an annual self-appraisal report in the prescribed Proforma. The report should be submitted at the end of every academic year. within the stipulated time. You shall provide documentary evidence for the claims you made in the annual self-appraisal report, which is to be verified by the concerned HOD/Teacher- in-charge etc. The submission should be through the Head of the Department (HOD)/teacher-in-charge and the Principal / Management shall finally assesses your performance. **You should get a 'satisfactory' or 'good' grade in the annual performance.**
- e) It shall be your Responsibility to conduct yourself in accordance with the ideal of the profession. You should see that there is no incompatibility between your precepts and practice. The national ideals of education which have already been set forth in **New Education Policy (NEP)** and which you should seek to inculcate among students must be your own ideal. You should be calm, patient and communicative by temperament and amiable in disposition. You should Adhere to a responsible pattern of conduct and demeanor expected from Management and by the community. You shall manage your private affairs in a manner consistent with the dignity of the profession. Seek to make professional growth continuous through study and research. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge. You should active membership of professional organizations with prior permission of College / Management.

- f) You shall perform your duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication; Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research. You shall abide by the Act, Statute and Ordinance of the University and to respect its ideals.
- g) You shall adhere with the vision, mission of the college cultural practices and tradition. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co-curricular and extra-curricular activities, including the community service.
- h) You shall respect the rights and dignity of the student in expressing his/her opinion. Deal justly and impartially with students regardless of their religion, cast gender, political, economic, social and physical characteristics. You will perform all such duties that may be assigned to you from time to time. As and when needed your services can be transferred anywhere in any of the programmes of the Institute.
- i) You shall Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs. Encourage students to improve their attainments, develop their personalities and same time contribute to community welfare. You shall Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace. Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason. You shall pay attention to only the attainment of the student in the assessment of merit, Make yourself available to the students even beyond their class hours and help and guide students without any remuneration or reward. Aid students to develop an understanding of our national heritage and national goals. Refrain from inciting students against other students, colleagues or administration.
- j) You shall treat other members of the profession in the same manner as they themselves wish to be treated. Speak respectfully of other teachers and render assistance for professional betterment. It is important for you to refrain yourself from making **unsubstantiated / false allegations against the management, principal or teaching, nonteaching colleagues to higher authorities; and Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.**
- i) You shall discharge your professional responsibility according to the existing Rules and adhere to procedures and methods consistent with your profession. You shall refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities. You shall co-operate to the policies of the institution by accepting various offices and discharge responsibilities which such offices may demand:

- k) You shall recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided, Work to improve education in the community and strengthen the community's moral and intellectual life; Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole. You shall perform the duties of citizenship, participate in community activities.
- l) You shall 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.

14) Kindly note that the conditions of services shall be governed by the UGC, Rules of Govt. of Maharashtra and Sant Gadge Baba Amravati University Amravati and Memorandum of Association, Rules, Regulations, and Bye-laws of the Management and policies and office orders, directions, communication oral or in writing issued by Institute / Management as framed from time to time.

15) If the offer as made above is acceptable to you, you are requested to acknowledge receipt of this letter and join your duties as early as possible latest within a week.

In case the above terms and conditions are acceptable to you, you are requested to communicate to the undersigned your acceptance of the appointment immediately on receipt of this letter and report for duty within one week from the date of issue of this letter to the Principal, failing which this appointment order shall stand cancelled. In case no reply is received from you within a period of one week from the date of issue of this appointment order, it will be presumed that you are not interested in securing the said employment in this Institute and therefore, this appointment order offer shall automatically stand cancelled.

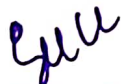
Please acknowledge receipt of this letter.

Date : 01/07/2023

Place : Balapur

With regards.

Secretary / Principal (Incharge)


Dr. D.H. Pundkar
I/c. Principal,
Dr. Manorama & Prof. H. S. Pundkar
Arts, Comm. & Sci. College,
Balapur, Dist. Akola

President


Shri Bhimrao Kukade
PRESIDENT,
Panchsheel Teachers Education
Society, AKOLA