



Shree Yashwantrao Bhonsale Education Society's

**YASHWANTRAO BHONSALE POLYTECHNIC**

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# **Rules, Policies and Procedures**

(Controlled Copy)



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## A.HR SECTION

### 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 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 as per student faculty ratio.

1.1.5 Considering the total admissions for FY & DSU; minimum workload during the week for each category shall be maintained as follows:

Sr.No.	Designation	Workload/Week
1	Principal	8
2	HOD	14
3	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





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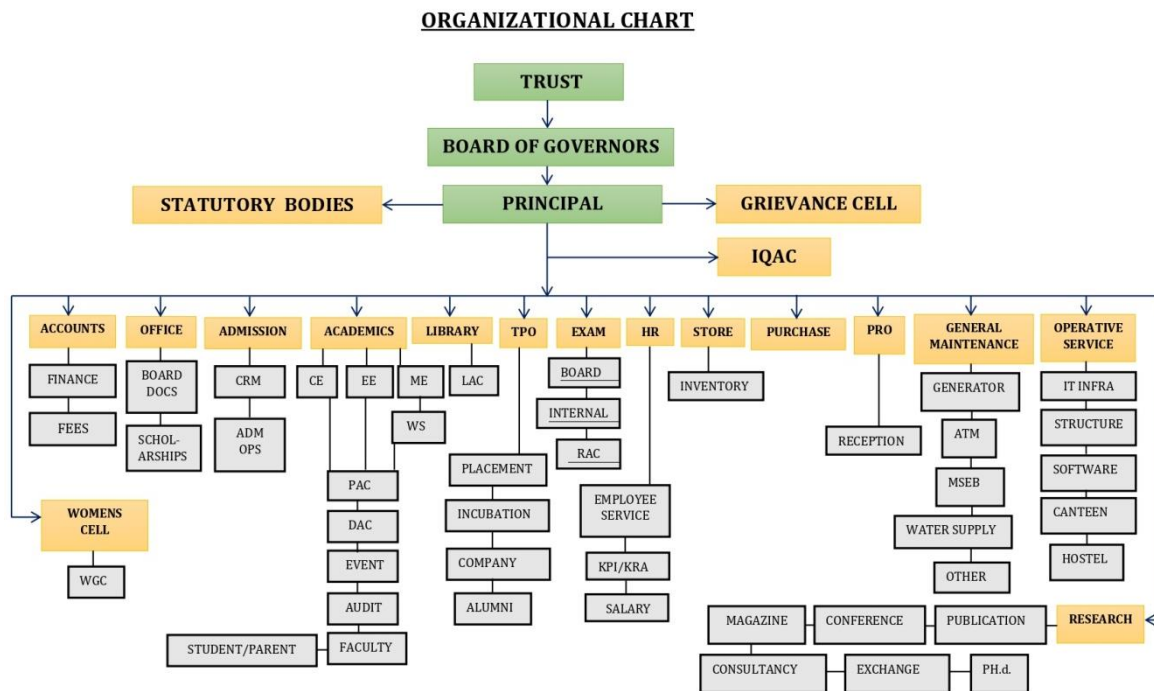
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1.3.5 The HOD will introduce the new faculty member to the class first time he/she is going to handle in every section of his assignment.



## 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
- Head of Department
- 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
- Student Section Clerk/s
- Accounts Officer
- Cashier
- Peon/s



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

- As per AICTE / DTE / MSBTE norms, commensurate with the qualifications and experience.

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

- As per AICTE / DTE / MSBTE / Government / Institute's Management norms from time to time





## 3. LEAVE

### 3.1 CASUAL AND MEDICAL LEAVES

- 3.1.1. Every employee shall eligible to avail up to a maximum of 12 (Twelve) Casual Leave.
- 3.1.2. Every employee shall eligible to avail up to a maximum of 06 (Six) Medical Leaves in a calendar year. Medical Certificate is essential in case of leave taken more than 2 two successive days for claim.

### 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, Seminars, MSBTE Exam Duty etc.

### 3.4 VACATION LEAVE

- 3.4.1. Only Teaching Staff members (HOD, and lecturer) and Non-teaching staff (excluding Library and Office Staff) are eligible to avail vacation leave.



3.4.2. Vacation can be availed only during the vacation period declared by DTE, Mumbai.

Generally the semester end vacation period is as follows:

(i) Winter Vacation – 10 days

(ii) Summer Vacation – 20 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.

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

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

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

3.4.6. Vacation Leave may be curtailed or refused depending upon the emergency of works.

## 3.5 MATERNITY LEAVE

3.5.1 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 is limited to a maximum of 3 (Three) months only.

(iii) After completing 5 years of service lady staff will be eligible for 6 months maternity leave as per standard norms.

## 3.6 MARRIAGE LEAVE

3.6.1 Eight (8) days marriage leave will be given for one's own marriage.



## 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 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 members 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 and should have obtained AICTE prescribed basic qualification for various posts viz. Lecturer or Sr. 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 from 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.



## 5. DEPARTMENT AND GRIEVANCE PROCEDURE

### 5.1 CODE OF CONDUCT FOR FACULTIES

5.1.1 Faculties may be appointed as a class coordinator

5.1.2 Every faculty shall take attendance during the teaching hour.

5.1.3 Every faculty shall close the lecture punctually at the end of the hour.

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

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

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

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 Institute.

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 Faculties shall maintain a respectable work conduct in terms of:

- a) Preparation for the particular day's Classes, with latest information added to earlier course content.
- b) Keeping all teaching aid material required for conducting the class in an orderly manner.
- c) Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- d) Assignments and tests need to be given to students, evaluating in time and discussing with students for performance.
- e) Ensuring the orderly arrangement of Class room and its cleanliness with the help of peon/s.
- f) Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.



5.1.9 Faculties shall observe good personal conduct in terms of:

- Not using any abusive language towards students, faculties, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectable nature.
- Not engaging any activity of business inside the institute premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization; this might cause conflict of interest with the duties of a faculty and the reputation of the Institution.

5.1.10 Faculties shall conform to the Ethical Standards of a faculty as described in Annexure-VI.

## 5.2 DISCIPLINARY PROCEDURE

5.2.1 Any faculty who is violating the code of conduct defined in Annexure 6 will be subjected to appropriate disciplinary action by the Principal/Hon. Secretary.

5.2.2 If a faculty commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the HOD/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, s/he shall proceed with the disciplinary process, depending upon the veracity of such violation.

5.2.5 He will proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.

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 faculty shall be under the following categories:

- a. To issue Memo.



- b. Warning in writing, with recovery of money, where financial loss is involved in the act.
  - c. Suspension from work without remuneration.
  - d. Dismissal or discharge from service.
  - e. Any staff member receiving more than three memos or warning; will be given punishments as mentioned in above points (viz. c or d).
- 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 (verbal and/or written) periodically to the Hon'ble Secretary.

## 5.3 GRIEVANCE PROCEDURE

- 5.3.1 If the case of conflict of severe type, then the Principal shall constitute a Grievance Committee to redress the Grievance of the teaching and non-teaching staff.
- 5.3.2 The Grievance Committee shall be composed by the Principal.
- 5.3.3 Any teaching or non-teaching staff having a grievance, he or she shall make a representation to the Committee.
- 5.3.4 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.
- 5.3.5 The grievances shall be redressed immediately by the committee and presented to the Hon. Secretary.



## 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 help.

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 60% to institute & 40% 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 Institute permits its faculties to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section:



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

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

7.2.2 The Management provides additional funds for any AICTE/MSBTE/ISTE and any other professional bodies funded programs on prior approval whenever required.



## B. STUDENTS SECTION

### 8. RULES AND REGULATIONS FOR STUDENTS

#### 8.1 Rules & Regulations for students:

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

#### 8.2 CODE OF CONDUCT FOR STUDENT

- The Code of Conduct for students on / off-campus behavior during
  - i. Industry visits and In-plant training
  - ii. Student activities: sponsored, conducted or authorized by the MSBTE or by a registered Student organization
- Students are expected to remain present at all the times in the classroom and on campus.
- Compulsory attendance on guest lecture, workshop & seminar must be followed & students involving in proxy attendance will be punished.



- The use of mobile phones, laptop and other wireless equipment is prohibited in the working areas of Institute, which include the classroom, library and laboratories except project work.
- Disciplinary action will be taken against students who misbehave, argue or ill deeds with the faculty of Institute.
- All library users are required to enter their names and sign the register provided at the entrance.
- Students have to maintain silence & discipline at all times in the lab.
- Students on their own are also not allowed to invite any media person without the permission of the Principal or authorized person.
- Recording of photo images/video recording without the knowledge of another person is prohibited.
- Unnecessary touching, patting, hugging or brushing against a student's wish is treated as a guilty.
- Student involved in the ragging incident, a strict action will be taken as per the Ragging Act, which may adversely affect their career.
- The defaulter student 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.

## 8.3 Details of Anti ragging:

### 8.3.1 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.

### 8.3.2 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.

### 8.3.3 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

### 8.3.4 Undertaking for Discipline

Students while confirming the admission shall submit an undertaking that, he/she shall obey disciplinary rules and code of conduct till completion of his/her Diploma Engineering course

## 8.4 ORIENTATION FOR NEW STUDENTS (FY & DSY)

- 8.4.1 After successful admission process of FY & DSY students; an orientation program/ Welcome function is organized for fresher students.
- 8.4.2 Invitation is given to all the newly admitted students & their parents after admission confirmation.
- 8.4.3 Principal will addresses the function and gives brief introduction of institute, Infrastructure, different facility like Library, Workshop, Bus, Canteen, Wi-fi, Internet, Placement etc.
- 8.4.4 Principal will convey the various extra-curricular activities like Cultural, Sports, NSS etc. and achievements/ awards received by faculties and senior students.



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8.4.5 HODs will provide all the necessary guidelines of syllabus, different subjects, MSBTE exam pattern and overall Academic flow.



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## 9. INCENTIVES

### 9.1 INCENTIVES - STUDENTS

The Management shall announce following incentives and rewards for Students:

- 9.1.1 Student securing 1st or 2nd rank at MSBTE level will be awarded.
- 9.1.2 Student securing 1st and 2nd Rank in a year at institute level will get cash award and certificate for every class of each department.
- 9.1.3 There will be a BEST-OUTGOING STUDENT AWARD (Department wise).
- 9.1.4 There will be few prizes for BEST PERFORMANCE IN SPORTS with memento and certificate.
- 9.1.5 For needy students from poor financial background, concession in fees shall be given.
- 9.1.6 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.
- 9.1.7 There will be subsidized add-on skills programs as per Industries Requirements

### 9.2 Procedures for issuing certificates

#### 9.2.1 Bonafide Certificate

1. Student shall submit application to student section.
2. Student needs to apply in standard format for bonafide certificate. The format will be made available at Xerox center.
3. In case of first year & direct second year, students needs to attach leaving certificate of earlier college along with application form.(IF LC is not submitted by the student during the admission process)
4. Bonafide certificate will be given within **2 days** from submission of application.

#### 9.2.2 Fee structure for loan purpose

1. Student shall submit application to student section.
2. Student needs to apply in standard format for fee structure. The format will be made available at Xerox center.
3. Students need to attach following documents with application.
  - a) Xerox copy of Fee receipt.



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4. Fee structure will be given within **2 days** from submission of application.

#### **9.2.3 Refund of excess/advance fee**

1. Student shall submit application to student section.
2. Students need to apply in standard format of refund of excess / advance fee. The format will be made available at Xerox center.
3. Students need to attach following documents with application.
  - a. Excess or advance fee receipt.
4. Students can get refund of excess / advance fee within **7 days** after submission of application if he is not continuing with the institute

#### **9.2.4 Refund of deposit**

1. Student shall submit application to student section.
2. Students need to apply in standard format for refund of deposit. The format will be made available at Xerox center.
3. Students need to attach following documents with application.
  - a. Xerox of deposit receipt.
4. Students can get refund of deposit within **7 days** after submission of application if he is not continuing with the institute

#### **9.2.5 No Objection Certificate for change of institution**

1. Student shall submit application to student section.
2. Students need to apply in standard format of no objection certificate.
3. The format will be made available at Xerox center.
4. Students need to attach following documents with application.
  - a. Last examination result
  - b. Xerox copy of no objection certificate of institute where he / she wants to take admission.
5. Students can get no objection certificate within **2 days** after submission of application.

#### **9.2.6 Cancellation of admission**

1. Student shall submit application to student section.
2. Students need to apply in standard format for cancellation of admission.





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3. The format will be made available at Xerox center.
4. Students need to attach following documents with application.
  - a. Department remarks in prescribed format for pending dues if any
5. Admission cancellation process shall be followed within **2 days** as per the norms set by AICTE, DTE from time to time.

#### **9.2.7 Expenditure Certificate**

1. Student shall submit application to student section.
2. Students need to apply in standard format of expenditure certificate.
3. The format will be made available at Xerox center.
4. Students need to attach following documents with application.
  - b) Xerox copy of Fee receipt.
  - c) All type of expenses quotations or receipts. (Mess, Laptop, Hostel)
5. Students can get expenditure certificate within **4 days** after submission of application.

#### **9.2.8 Character Certificate**

1. Student shall submit application to student section.
2. Students need to apply in standard format of character certificate.
3. The format will be made available at Xerox center.
4. Students can get character certificate within **2 days** after submission of application.

#### **9.2.9 Leaving Certificate**

1. Student shall submit application to student section.
2. Students need to apply in standard format of leaving certificate.
3. The format will be made available at Xerox center.
4. Department remarks are asked by the office for pending dues if any
5. Students can get leaving certificate within **2 days** after submission of application.

#### **9.2.10 Original documents**

1. Student shall submit application to student section.
2. Students need to apply in standard format of original documents.
3. The format will be made available at Xerox center.
4. Students need to attach following documents with application.



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5. Department remarks are asked by the office for pending dues if any
6. Students can get expenditure certificate within **4 days** after submission of application.



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## C. Annexures

### Annexure I - Format of appointment letter

SYBES/YBP/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 Rs. 15600-39100 with **AGP of Rs. 5000/-** at **Yashwantrao Bhonsale Polytechnic sawantwadi** 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 obtained permission of management in writing apply for or accept any post or service or any other profession of partnership with or without remuneration.
2. The Management reserves the right to terminate your services at any time without any reason thereof if your performance is found unsatisfactory.
3. Your services can be terminated with one (1) month notice without giving any reason.
4. In case you desire to leave the service of the institute, you shall have to give One(1) month notice in advance or you will be required to give an amount equal to the salary for the specified notice period.
5. Your Appointment valid from date of joining up to the end of the term of this Academic Year **2018-19** only.
6. Additional interim orders specifying your roles, responsibilities and duties will be issued time to time, and those will be considered as part of your appointment order only.

Date : \_\_\_\_\_ Secretary

Shri Yashwantrao Bhonsale Education Society,

Place : Sawantwadi

Sawantwadi



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Annexure II - Format of Joining Report

Date-

To,  
The Secretary  
Shri Yashwantrao Bhonsale Education Society,  
Charathe, Vazarwadi,  
Sawantwadi.

**Subject: Joining Report**

Respected Sir,

In response to the appointment order no. \_\_\_\_\_ dated \_\_\_\_\_

I am joining as a Lecturer in \_\_\_\_\_ Engineering Department at Yashwantrao  
Bhonsale Polytechnic, sawantwadi on dated \_\_\_\_\_

Thanking you,

Yours Faithfully

\_\_\_\_\_



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Annexure-III - Format of Letter of Confirmation

To,

.....

.....

.....

Sir / Madam,

You are working as a Lecturer in ..... Department of Yashwantrao  
Bhonsale Polytechnic, Charathe, Sawantwadi .

You are hereby informed that the Management of this institute is pleased to confirm your  
services on Permanent Basis Employee of this institute, with effect from .....

You are supposed to work with the same zeal and your sincere effort shall grow up the  
institutional reputation.

Thanking You,

Secretary

Shri Yashwantrao Bhonsale Education Society,  
Sawantwadi

Copy to:

1) The Principal, Yashwantrao Bhonsale Polytechnic



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Annexure IV - Format of Personal Data Form

**Faculty Details**

**Personal Information:**

Name of the Faculty :	Gender:
Date of Birth :	Pan Card No. Aadhar Number:
Category :	Selected for Post Category: Open
Department :	Post:
Email :	Mobile No.:
Address :	
City :	District: Pin Code:

**Professional Details:**

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

**Working Experience in Years:**

1) Teaching:                      2) Industry:                      3) Others:                      4) Research:

**MSBTE Activities:**

1) MSBTE Examination: Yes/No                      Faculty Development Activity:  
Yes/No

**Area of Specialization:**

--

**Subject Taught Till Date:**

--



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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**



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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 ..... years and ..... months, and we wish you a healthy long and pleasant retired life.

With best wishes,

Yours faithfully

Principal,

Yashwantrao Bhonsale Polytechnic





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Annexure VI - Ethical Standards for Faculties

**A Faculty**

1. Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in Students
  - a. To respect parents, faculties, elders.
  - b. To express the love of brotherhood to fellow students.
  - c. To accept and extend due respect to every religion and social grouping.
  - d. To love the nation and commit their Endeavour's to its progress.
2. Shall have a sense of belonging to the Institution.
3. Shall assume total dedication to the teaching profession.
4. Shall always have an urge to excel in profession.
5. Shall wear respectable attire, befitting the society's expectations.
6. Shall keep up immaculate personal hygiene at all times.
7. Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornaments one wears.
8. Shall never have the habit of chewing tobacco and similar products, smoking or consumption of alcoholic drinks, toxic.
9. 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.
10. Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
11. Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.



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Annexure-VII -Letter of undertaking for following disciplinary rules

To,  
The Principal  
Yashwantrao Bhonsale Polytechnic  
Sawantwadi.

**Sub: Letter of Undertaking.....**

Applicant's Name: \_\_\_\_\_

Studying in Class: \_\_\_\_\_ at Yashwantrao Bhonsale Polytechnic,  
Sawantwadi.

Respected Sir/Madam,

I undersigned \_\_\_\_\_ (Name of the student)  
studying in \_\_\_\_\_ (Class) at Yashwantrao Bhonsale Polytechnic, Sawantwadi giving  
undertaking that; I'll obey following disciplinary rules and code of conduct till completion of my  
Diploma Engineering course.

1. I'll obey the instructions given by the Principal from time to time.
2. I will not indulge in any antisocial activity and will not form any type of society or group which causing any damage to the reputation of the college as well as society inside or outside of the campus.
3. I'll not invite any person or parents before submitting my grievance application to concerned cell and without the prior permission of Principal / Management. And also will not conduct any political activity in the college or BKC premises.
4. I'll not involve in any such activity/activities directly and / or indirectly which may cause damage to the college and BKC property. If so, I'll be liable to recover of the cost of damage.
5. I'll not exit the campus within College hours. Only with prior permission of the concerned authority I'll be able to do so, provided that I'll submit my identity card towards security personnel at the gate.
6. I'll not do any arguments or quarrels or show arrogance with teaching and non – teaching staff members of college as well as BKC campus including security guard.



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7. I'll not use any type of threatening words or body language towards my classmates as well as teaching and non – teaching staff members of college.
8. I'll not do any type of activities such as playing games, throwing paper plane, chalks and any such objectives in class room or laboratory which will affect the standard of college.
9. I'll bind to the above rules of discipline which are subject to change or modifications. The modification can be done wherever the Principal deems it fit & proper. The decision of the Principal shall be final and binding on the students.
10. I'll always drive my vehicle and will enter campus gate in a polite, decent manner and behaviour.
11. I know that, ragging in any form inside or outside the campus is strictly prohibited by law. If I found ragging others will be summarily expelled from the College and / or other disciplinary action as per Maharashtra Prohibition of Ragging Act 1999.

**ACKNOWLEDGEMENT**

I have gone through carefully the terms of the above undertaking and understand that following these are for my own benefit and improvement. I also understand that **if I show misbehaviour, misconduct, indiscipline or violate the given specified rules of discipline then I'll be liable for**

- 1. Denial of sports activity, library, class room, laboratory or any other facility for a specified period or for the whole term/year.**
- 2. Cancellation of terms.**
- 3. Expulsion from the College for a specified period.**

I undertake that I will strictly follow the above terms.

**Sign of Student**

Place: \_\_\_\_\_

Date: \_\_\_\_\_ (Name: \_\_\_\_\_)



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Annexure-VIII - Application for Bonafide Certificate

Date:

To,  
The Principal,  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi.

**Sub:** Regarding Bonafide Certificate.

Respected Sir/Madam,

I am student of your Institute and studying in \_\_\_\_\_ class for the  
academic Year \_\_\_\_\_. My personal details are as follows –

1) Name in full:

\_\_\_\_\_  
(Surname) (First Name) (Father Name)

2) Class: \_\_\_\_\_ Roll No. \_\_\_\_\_

3) Last Exam Year: \_\_\_\_\_ Result: Pass/Fail/ATKT \_\_\_\_\_

4) Reason for Requirement of certificate: \_\_\_\_\_

5) Staying in Hostel : YES / No

Please issue me a bonafide certificate as early as possible.

Thanking You,

Yours sincerely,

Sign :

\_\_\_\_\_  
Name :

Enclosures:

1. Attendance Report from the Department

2. Fees Status Report.

Total Fee Due	Paid Fee	Pending Fee

3. ID Proof

4. College Fee Receipt Xerox



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Annexure-IX - Application for fee structure  
(For Bank Loan Purpose)

Date -

To,  
The Principal,  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi.

**Sub: Regarding Fee Structure.**

Respected Sir / Madam,

I am student of your Institute and studying in \_\_\_\_\_ class, Roll No. \_\_\_\_\_ for the academic year \_\_\_\_\_. I have taken admission in \_\_\_\_\_ Category. Please mention following heads in my Fee Structure:

Sr. No.	Fees	Tick (v) applicable head.
1	Tuition Fees	
2	Development Fees	
3	Library Deposit	
4	Laboratory Fee	
5	Insurance	
6	Sports & Gym	
7	Curriculum Activity	
8	Registration & Continuing Charges	
9	Hostel Fee	
10	Bus Service	

Please issue me Fee Structure as early as possible.

Thanking You,

Yours sincerely,

Sign :

Name :

Bank Name:

Branch Name:

**Enclosure: Xerox copy of College/hostel/Mess Fee Receipts.**



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Annexure-X - Request for Cancellation of admission

Name - .....

Address -.....

Date - .....

To,  
The Principal  
YashwantraoBhonsale Polytechnic,  
Sawantwadi

**Sub: - Cancellation of Admission**

Respected Sir,

I am studying at your college in first / Second / Third year Mechanical / Civil / Electrical/Computer Engineering stream for the academic year\_\_\_\_\_

I could not able to complete the above said course due to personal reasons. Hence I request you to cancel my admission & kindly issue me my Leaving Certificate.

Yours Sincerely

-----

(Name and Signature of the Student)

I am fully aware that my son/ daughter is cancelling his / her admission from your college. I do not have any kind of objection for the same.

Yours truly,

-----

(Name and Signature of the parent)



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Annexure-XI - Application for Character Certificate

Name -

Address -

Date -

To,  
The Principal  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi

Sub: - **Requirement of Character Certificate**

Purpose: -----

Respected Sir,

I am/was studying at your college in first / Second / Third year Mechanical / Civil /  
Electrical/Computer Engineering stream for the academic year \_\_\_\_\_

Kindly issue me the Character Certificate as early as possible.

Yours Sincerely,

-----  
(Name and Signature of the Student)



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Annexure-XII - Application for Leaving Certificate

Name -

Address -

Date -

To,  
The Principal  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi

**Sub: - Requirement of Leaving Certificate.**

Respected Sir,

I was studying at your college in Third year Mechanical / Civil / Electrical/Computer Engineering stream for the academic year\_\_\_\_\_

I have passed the above said course successfully. So I request you to issue my Leaving Certificate at the earliest.

Yours Sincerely,

-----

(Name and Signature of the Student)





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Annexure-XIII - Application for Original Documents

Name -

Address -

Date -

To,  
The Principal  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi

**Sub: - Requirement of Original documents.**

Respected Sir,

I am/was studying at your college in first / Second / Third year Mechanical / Civil / Electrical/Computer Engineering stream for the academic year \_\_\_\_\_

Kindly issue me the original documents which I submitted during my admission procedure at your college.

Yours Sincerely,

-----  
(Name and Signature of the Student)



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Annexure-XIV - Application for excess fee refund

Date-

To,  
Principal,  
Yashwantrao Bhonsale Polytechnic  
Sawantwadi.

**Sub:** Application for refund of excess / advance fee

Applicant Name: \_\_\_\_\_

Class: \_\_\_\_\_ Roll No. : \_\_\_\_\_

Branch: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Respected Sir / Madam,

I am student of your College and studying in above class. During the academic year, I have paid Excess amount college fees. Details of the fees paid by me are under:

Sr. No.	Receipt No. & Date	Amount in Rs.

So, I am requesting you to refund me the said excess fee.

Thanking you,

Yours Faithfully,

(Name and Sign)

Enclosure: All Fee Receipts

Official Remark: After deducting the total advances from the fee receivables, student is liable to get the refund of Rs. \_\_\_\_\_



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Annexure-XV - Application for No Objection Certificate  
(In case of Changing of Institute)

Date:

To,  
The Principal,  
Yashwantrao Bhonsale Polytechnic,  
Sawantwadi.

Sub: Regarding No Objection Certificate

Respected Sir / Madam,

I am student of your Institute and studying in \_\_\_\_\_ class for the academic year \_\_\_\_\_. My personal details are as follows –

1) Name in full : \_\_\_\_\_  
(Surname) (First Name) (Father Name)

2) Class : \_\_\_\_\_ Roll No. \_\_\_\_\_

3) Last Exam Year: \_\_\_\_\_ Result : \_\_\_\_\_

4) Reason for Requirement of certificate : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile No. : \_\_\_\_\_

Please issue me a No Objection certificate as early as possible.

Thanking You,

Yours sincerely,

Sign:

Name :



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Annexure-XVI - Application for refund of deposit

Date-

To,  
Principal,  
Yashwantrao Bhonsale Polytechnic  
Sawantwadi.

**Sub:** Application for refund of Deposit

Applicant Name: \_\_\_\_\_

Class: \_\_\_\_\_ Roll No. : \_\_\_\_\_

Branch: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Respected Sir / Madam,

I am student of your College and studying in above class. During the academic year, I have paid following deposit included in my college fees. Details of the fees paid by me are as under:

Sr. No.	Receipt No. & Date	Amount in Rs.

So, I am requesting you to refund me the said deposit fee.

Thanking you,

Yours Faithfully,

(-----)

Name and Sign

Date-

Enclosure: All Fee Receipts in originals

Official Remark: Student is liable to get the refund of Rs. \_\_\_\_\_



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Annexure XVII – List of Certificates

Sr. No.	Name of the Certificate	Certificate Required for	Documents Required for the Certificate	Duration for Issue Certificates	Fees for Certificate
01	Bonafide Certificate	i ) S.T. Pass	i ) Application for Bonafide	On Application given in next 2 days next day	No
		ii ) Scholarship	ii ) Xerox copy of College Leaving Certificate (Only F.Y., D.S.Y. & F.Y. M. Tech. Student		
		iii ) Education			
02	Expenditure Certificate	For Scholarship / Education loan Purpose.	i ) Application for Expenditure Certificate	Within 4 days	No
			ii ) Xerox copies of College, Hostel & Mess Fee Receipt etc.		
03	No Objection Certificate	For Institute Transfer	i ) Application for NOC	Within 2 days	No
			ii ) Xerox copy of the Last Exam Result		
04	Leaving Certificate(LC)	For Higher Studies Elsewhere	i ) Application for L.C.	Within 2 days after receiving application for L.C.	No
			ii) Admission letter or fee receipt. Where admission taken for higher studies		No
			iii ) No Dues Certificate		
			iv ) Xerox copy of the last exam result		
05	Fees Refund	Advance Refund	i ) Application for Fees Refund ii) Xerox copy of Fees Challan	Within 7 days	
06	Character Certificate	Bank Loan	Application for character certificate	Within 2 days	No
07	Duplicate Mark sheet	MSBTE Online Process	Application for duplicate mark sheet	As per MSBTE norms	As per MSBTE norms
08	Department Remarks for NOC	NOC for cancellation of admission	Application for admission cancellation	Within 2 days	No
09	Department Remarks for NOC	NOC for TY passed out students	Application for Leaving certificate	Within 2 days	No
10	Certificate for ST Bus Pass	ST Bus Pass	i ) Application for character certificate	Within 2 days	No



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Annexure XVIII – Bonafide Certificate

Date:  
sawantwadi.

This is to certify that ..... S/o or  
d/o..... bearing roll number  
..... is a bonafide student of Yashwantrao Bhonsale Polytechnic, Sawantwadi,  
pursuing..... In ....., currently ..... year,  
..... semester.

Signature and seal of the Principal

---

He/she is staying at present address:

:

:

Yashwantrao Bhonsale Polytechnic,  
Sawantwadi, Maharashtra, India

He/she is staying in the campus since .....

Signature and Seal of The Hostel Warden

---

His/her date of birth as per record is:

**This certificate is issued for the purpose of.....**

Insert  
Passport  
Size  
Photo

Principal  
Yashwantrao Bhonsale Polytechnic



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Annexure-XIX – Expenditure Certificate

Ref.No.

Date-

TO WHOM EVER IT MAY CONCERN

Certified that the estimated expenditure / fees paid on account of Mr. /Ms  
\_\_\_\_\_ S/D/O Shr/Smt \_\_\_\_\_  
\_\_\_\_\_ bearing Enrolment No. \_\_\_\_\_ admitted  
to diploma course in the year \_\_\_\_\_ as follows –

Estimated expenditure / Fees paid

Particulars	Semester-wise Details				
	1st	2nd	3rd	4th	Total
Fees at the time of admission					
Tuition Fees					
Other fees and funds, Hostel etc					
Total Rs.					

This certificate is hereby issued for the above mentioned student for getting scholarships / Educational loan sanctioned by the funding agency.

Principal

Yashwantrao Bhonsale Polytechnic



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Annexure-XX – No Objection Certificate for Institute Transfer

Ref.No.

Date:

To Whom It May Concern

This is to certify that Mr/Ms \_\_\_\_\_, having enrollment number is a student of our institute. He/She has applied in another college \_\_\_\_\_ for his/her completion of diploma in \_\_\_\_\_

The institute has no objection upon his/her migration to \_\_\_\_\_. This is issued as per requirement of the institute and can be used by student.

Principal

Yashwantrao Bhonsale Polytechnic





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Annexure-XXI – Leaving Certificate

**LEAVING CERTIFICATE**

**Sr. No.** / **Reg. No.**

No Change in any entry in this Certificate shall be made except by the authority issuing & any infringement of the requirement is liable to incur the imposition of a penalty such as that of rustication.

01. Name of the Student :
02. Caste & Sub-caste :
03. Nationality :
04. Place of Birth :
05. Date of Birth, Month & Year :  
According to Christian era and the  
New National Calendar  
Both in Words & Figures :
06. College/Insti. Attended Previously :
07. Date of Admission :
08. Progress :
09. Conduct :
10. Date of Leaving College :
11. Course & Year Last Studied :  
& Since when :
12. Reason of leaving College :
13. Remarks :

Certified that above information is in accordance with the College Register.

Date :

**Prepared by**

**Checked by**

**Principal**



Shri Yashwantrao Bhonsale Education Society's  
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Annexure-XXII Character Certificate

Ref No.

Date:

**CHARACTER CERTIFICATE**

I hereby certify that \_\_\_\_\_ is studying in the  
Class \_\_\_\_\_ of Yashwantrao Bhonsale polytechnic  
since \_\_\_\_\_

To the best of my knowledge and belief he bears a good moral character.

Place: Charathe, Sawantwadi

Date:

Principal

Yashwantrao Bhonsale Polytechnic



Shri Yashwantrao Bhonsale Education Society's  
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Annexure-XXIII – Department remarks for cancellation of admission  
(NOC for Cancellation of admission)

Kum./Kumari \_\_\_\_\_ was studying at our college in First / Second / Third year Mechanical / Civil / Electrical/Computer Engineering stream for the academic year \_\_\_\_\_

He/she has applied for the cancellation of his/ her admission. So hereby you are directed to submit the remarks of yours respective departments.

Sr. No.	Department	Remark	Sign
1	Library Department		
2	Mechanical Department		
3	Civil Department		
4	Electrical Department		
5	Chemistry Department		
6	Physics Department		
7	Workshop Department		
8	Computer Department		
9	Administration Department		

Taking into consideration the aforesaid remarks leaving certificate should be issued only after completing required documentary procedure.

Principal



Shri Yashwantrao Bhonsale Education Society's  
**YASHWANTRAO BHONSALE POLYTECHNIC**

Approved by AICTE, DTE & Affiliated to MSBTE Mumbai

DTE CODE 3470  
MSBTE CODE 1742

Annexure XXIV – Department remarks for TY Passed out Students  
(NOC for TY Passed out students)

Kum./Kumari \_\_\_\_\_ was studying at our college in Third year Mechanical / Civil / Electrical/Computer Engineering stream for the academic year \_\_\_\_\_

He/she has passed the above said course successfully. So hereby you are requested to submit the remarks of your respective departments.

Sr. No.	Department	Remark	Sign
1	Library Department		
2	Mechanical Department		
3	Civil Department		
4	Electrical Department		
5	Chemistry Department		
6	Physics Department		
7	Workshop Department		
8	Computer Department		
9	Administration Department		

Taking into consideration the aforesaid remarks, leaving certificate should be issued only after completing required documentary procedure.

Principal



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Annexure-XXV - Certificate for ST Bus Pass

Ref. No.

Date:

To,  
Depot Manager,  
S.T. Depot,  
\_\_\_\_\_

**Sub – About continuation of S.T. bus pass.**

Respected Sir,

Mr/Ms \_\_\_\_\_ is the student of ..... year .....  
engineering, of Yashwantrao Bhonsale Polytechnic College. After the completion of the .....  
Semester examination our college had vacation from \_\_\_\_\_ to \_\_\_\_\_. Now the college  
is reopened from ----- and regular classes are started from \_\_\_\_\_. This is the  
confirmation to you from our side to issue him a ST Pass.

Yours Faithfully,

Principal

Yashwantrao Bhonsale Polytechnic