



## BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, KOLHAPUR

### **IMPORTANT INSTRUCTIONS TO STAFF**

- 1) All employees should carry their Identity Cards daily.
- 2) All employees should come in dress code on Monday & Thursday.
- 3) All kind of leaves should be get sanctioned before the date of leave except Medical Leaves.
- 4) Only a single Gate Pass is allowed for two hours per month.
- 5) All teaching employees should remain present near classroom/laboratory five minutes early as per the time table.
- 6) Mobile phones should be strictly switched off during lectures & practicals.
- 7) All Heads should follow the academic calendar strictly.
- 8) All employees are requested to conserve energy by switching off electrical equipments when not in use.
- 9) All employees should keep the premises as clean as possible.