

Rules & Regulation Handbook of Padm. Dr. V. B. Kolte College of Engineering, Malkapur

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Padm. Dr. V. B. Kolte College of Engineering, Malkapur, Dist: Buldana-443101

Padm Dr. V. B. Kolte College of Engineering, Malkapur is started in the year 2010 and second shift Polytechnic is started in the year 2011, under the mentorship of Hon'ble Shri. D. N. Patil with a view of imparting quality technical education to the students from rural area. The Institute is affiliated to Maharashtra State Board of Technical Education, Mumbai and is recognized by AICTE, New Delhi. The institute offers the student centric education.

The Institute provides a conducive learning environment for students to enhance their creative skills, utilize their potential in becoming competent engineer.

Institute Vision:

To be an Organization providing quality Education to the masses to bring about a social change in the region by establishing and nurturing the technical and allied institutions to become centres of excellence.

Institute Mission:

1. To nurture and maintain quality environment for academic excellence, research and development of entrepreneurship, through dedicated staff and transparent management for bringing about a social change, through affordable education.
2. To impart holistic training to all students so that they develop right kind of attitude, knowledge & skills which will help them to serve the nation in a better way.
3. To imbibe in the students, basic human values in order to help them, develop individually.
4. To Provide education at reasonable expenditure, especially for middle class population.
5. To provide up-to-date and trained professionals to industry who will serve as an entrepreneur and will lead their companies successfully.

RULES, POLICIES & PROCEDURES**Index**

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1. Institute Summary:

- **Name and Address of the Institution:** Padm. Dr. V. B. Kolte College of Engineering, Muktainagar Road, Malkapur, Tal- Malkapur.Dist- Buldhana 443101, India.
- **Year of Establishment:** 2010
- **Affiliating Board:** Maharashtra State Board of Technical Education, Mumbai.
- **Approved by:** DTE, Mumbai and AICTE, New Delhi.
- **Ownership Status:** Trust
- **Registration Details of Lok Sewa Shikshan Bahuddeshiya Mandal, Malkapur:**
 - Public Trust Number. F36
 - Year of establishment: 1961
- **Type of Courses Being Run by Institute:** Degree and Diploma Engineering.

Details of all the programs being offered by the Institute:

Sr. No.	Programme Name	Year of Commencement	Intake Capacity	AICTE Approval
1	Post-Graduation in Mechanical (CAD/CAM)	2012	18	Yes
2	Post-Graduation in Computer Engineering	2012	18	Yes
3	Post-Graduation in Electrical Engineering (Electronics & Power)	2013	24	Yes
4	BE in Electrical Engineering	2010	60	Yes
5	BE in Computer Science & Engineering	2010	60	Yes
6	BE in Mechanical Engineering	2010	60	Yes
7	BE in Civil Engineering	2010	60	Yes
8	Diploma in Mechanical Engineering	2011	60	Yes
9	Diploma in Computer Science & Engineering	2012	30	Yes
10	Diploma in Electrical Engineering	2013	30	Yes

2. Institutional Management

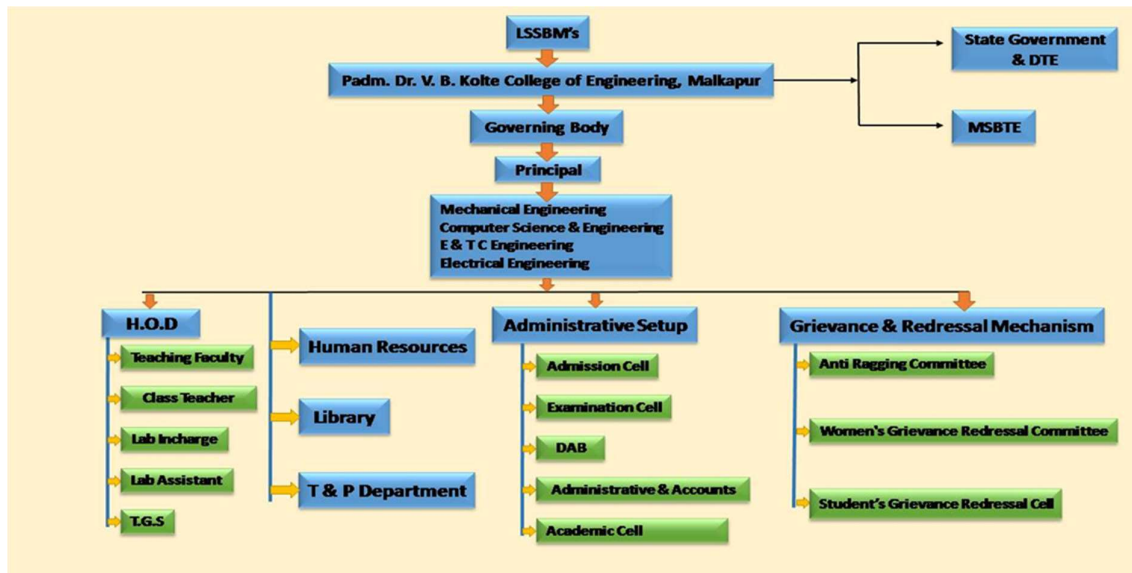


Fig: Institutional Management

3. Governing Board

3.1 Composition of Governing Board

- The Governing Body shall have at least eleven members including the Chairman and the Member secretary. The Register Trust/Society/ Company shall have nominated six members including the Chairman and Member – Secretary and the remaining five members shall be nominated as indicated below.
- Chairman to be nominated by the Register Trust/Society/ Company. The Chairman of the Governing Body preferably be a technical person either entrepreneur of an industrialist or an educationalist or depute who is interested in development of technical education and has demonstrated an interest in promotion of quality education.
- Two to five Members to be nominated by Registered Trust/Society/Company.
- An industrialist/technologist/educationist from the Region to be nominated by the concerned Regional Committee as nominee of the council, out of the panel approved by the Chairman.
- Nominee of the state Government /Director of Technical Education (Ex-officio)
- An Industrialist /Technologist/ educationist from the Region nominated by the state government.
- Principal/Director of the concerned Technical Institution (as nominee of the Trust/Society/company) - Member secretary.
- Two faculty members to be nominated from amongst the regular staff.
- The faculty members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the technical institution.

3.2 Functions and responsibilities of the Governing Body

- To consider any other matter in so far as it enhances the academic atmosphere in the institution.
- To consider proposals for expansion of educational activities to be made to AICTE, DTE, MSBTE such as change of Course, increase/decrease in intake capacity.\To consider and make provisions for meeting the General and Specific conditions laid down by AICTE, State Government, DTE, MSBTE, NAAC, NBA and monitor the progress in fulfilling the conditions
- **Frequency of meeting:** Governing body meets once in a year.

3.3 Department Advisory Board (DAB)

Department Advisory Committee (DAB) has been formed for each Department. Department Advisory Board has external members from Industry & Academic Institutions and senior faculty members from the department.

Functions:

1. To finalize all academic decisions of the department.
2. Interact and liaison with key stakeholders.
3. Develop and recommend new or revised objectives and outcomes of the program.
4. Review and analyse the gap in the curriculum and give necessary feedback.
5. Give guidelines related to following areas:
 - ✚ Program Educational Objectives and Program Outcomes
 - ✚ Academic plans preparation by faculty members for their respective courses allotted by the Department.
 - ✚ Thrust areas to conduct Co-Curricular activities.
 - ✚ Topics beyond the syllabus and additional experiments to meet PEOs and PO's.
 - ✚ Value added training courses.
6. **Frequency of Meeting:** The committee shall meet once in semester.

3.4 Library Committee

Functions:

- To prepare a budget for books needed by each department and forward it to finance committee.
- To procure text books in adequate number well in advance before the start of semester.
- To give correct Accession Number to the books procured and enters in record books.
- To enrich the library by procuring leading National /International journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year.
- To display new arrivals of books and journals for information to staff and Students.
- To keep record of students and staff visiting the library and books referred by them.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.

- To provide and maintain the facility of the reading room
- To provide and maintain Internet facility in Library.
- To maintain library books records as per the norms and update the same from time to time.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of the library.

Procedure:

- The Member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- Collect the requirements from all departments.
- Verify that the requirements are within the sanctioned budget and get the sanction for the proposals from Finance Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for books to be purchased
- Carry out discussions and negotiations with suppliers and procure the books with competitive price.
- Arrange for sending the purchase order and doing the final payments.

Frequency of Meeting: The committee shall meet at least four times in a year.

3.5 Admission Committee (AC)

Functions:

- To prepare clear and well defined policies for admissions.
- Prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Government and guide the students seeking admission accordingly.
- To prepare plan for addressing 10th standard, ITI, MCVC and 12th standard students as a career counselling activity.
- To provide best counselling to students and parents who come to seek admissions.
- To place advertisement in newspapers regarding admissions as and when permitted by DTE.

- To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counselling.
- To maintain the record of admitted students and forward it to concerned department.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting I-card, fulfilling eligibility criteria, getting time tables etc.

3.6 Student Grievance Redressal Committee

Functions:

1. Redressal of Students' Grievances to solve their academic and administrative problems.
2. To co-ordinate between students and Departments / Sections to redress the grievances.
3. To guide ways and means to the students to redress their problems.

Rules:

1. To deals with all the genuine grievances of students and staff of the college.
2. All complainants should file their grievances either by writing in paper to the committee
3. To take conclusive decision and submit its recommendations to the deciding authority for removal of alleged grievances.
4. The student/staff shall bring up his grievance in a prescribe format immediately to the grievance cell without fail. The number of grievance settled or pending will be report to the Principal.

Procedure:

- A compliant box is provided at the ground floor for students.
- All grievances referred to the Grievance Redressal committee shall be entered in a Register by designated member.
- All complaints should be resolved within a time frame by looking into its seriousness and by two-way approach.
- The result of the grievance will be informed to the complainant within the period.
- Any staff/ student may report directly to the principal/Director for resolving their grievance if he/she is dissatisfied by the SGRC

Exclusions:

SGRC shall not entertain following issues.

- Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the college.
- Decisions with regard to award of scholarships / fee concessions / awards / medals.

- Decisions made by college under the Discipline Rules and Misconduct.
- Decisions of the college in admissions of my courses.
- Decisions of the competent authority on assessment and examination result

Frequency of Meeting: The Committee shall meet as and when required or twice in a semester.

3.7 Anti Ragging Committee

Maharashtra Prohibition of Ragging Act, 1999 (Maharashtra Act No XXXIII of 1999)
 “Ragging” means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes-

- Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or
- Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.
- Ragging within or outside of any educational institution is prohibited.
- Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.
- Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

In view of the directions of the Honourable Supreme Court in SLP No. 24295 of 2006 dated 16- 05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by VBKCOE, Malkapur.

Functions:

- Displaying the charts and other material stating evil nature, punishment of Ragging and also student’s discipline.
- Creation of cordial and free atmosphere.

- Involving seniors and fresher's jointly in value based cultural and other activities.
- Entrusting the responsibilities jointly.
- Inter-action and casual warning.
- Ensuring the spot solutions by adapting soft measures. In case of need, reporting to the nearest police station.

Procedure:

1. The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
2. It shall be circulated to all Members of the Committee before meeting.
3. All the decisions should be taken on the basis of majority.
4. After the meeting, the Committee shall approve a report embodying its views, recommendations and decisions.

Frequency of Meeting: The committee shall meet once in year and such other times, as may be required.

3.8 Women Grievance Redressal Cell

A new section known as the “Women Grievance Redressal Committee” (WGRC) has started functioning in the college. WGRC is formed in order to keep the healthy working atmosphere among the faculty. This Cell helps women faculty and students to record their complaints and solve their problems related to resources and personal grievances. Woman Harassment complaints will be handled as per government guidelines.

Functions:

- The Cell will deal with the cases / complaints of sexual harassment and any other type of harassment of the female students, teaching and non-teaching women staff of the college.
- The Cell shall process all the individual complaints and take immediate suitable action.
- The Cell will provide assistance to the Faculty/Colleges for taking preventive steps in the matter of gender discrimination and sexual harassment.
- The senior faculty will be the Chairman of the Cell and may appoint members of the cell with the consultation of principal.

Procedure:

- Any women employee or female student will have the right to lodge a complaint concerning sexual harassment against a male student or the employee of the institute by writing a letter or putting the complaint in the Principal's office.
- After receiving the complaint, the chairman shall convene the meeting of the cell.
- The chairman will appoint investigation committee; Coordinator will convene the meetings.
- The investigation committee shall then decide the course of action to proceed.
- The complaint will stand dropped if in accordance to the committee the complaint has not been able to disclose prima-facie an offence of sexual harassment by complainer /her representative.
- In case the investigation committee decides to proceed with the complaint, the wishes of the complainer shall be ascertained and if the complainer wishes that a warning will suffice then alleged offender shall be called to the meeting of the committee, heard and if satisfied that a warning is just and proper, he will be warned about his behaviour and non-occurrence of it.
- In case the complainer requests that the complaint should be proceeded with beyond mere a warning, the same may be proceeded with in the manner prescribed hereafter.
- Frequency of Meeting: The committee shall meet once in year and such other times, as may be required.

4. Administrative Rules and Regulations

4.1 Norms and Rules

The polytechnic abides by the norms and rules laid from by All India Council of Technical Education (AICTE)

4.2 Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff

As per All India Council for Technical Education Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff in Technical Institutions (Diploma) Regulation 2010.

5. Admission Rules and Regulations

5.1 Eligibility Criterion

Passed 10th Std. / SSC examination Obtained at least 35% marks at the qualifying examination.

5.2 Admission Procedure

The students are admitted in the institute as per the provisions of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015. The Centralized Admission Process (CAP) will be conducted by Competent Authority appointed by the Government of Maharashtra.

Government of Maharashtra State Common Entrance Test Cell.

Website: <http://www.mahacet.org> and <http://www.dtemaharashtra.gov.in>

5.3 Curriculum and examination rules

The institute implements the Curriculum for all the disciplines as provided by the Maharashtra State Board of Technical Education, Mumbai. The pattern and rules for the examination conducted at the institute are also as per those laid down by the Maharashtra State Board of technical education, Mumbai.

6. Recruitment of Teachers and other Academic Staff

The rules and policies regarding recruitment and promotion are as per AICTE and VBKCOE, Malkapur

Eligibility Criterion

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff Faculty Members are recruited based on the qualifications prescribed by AICTE and DTE, Mumbai for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated January 22, 2010.

6.1 Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important.

6.2 Recruitment Procedure

Mode 1: is through the DTE, Mumbai selection procedure.

- Approval: Approval for filling the post from competent authority is obtained.
- Advertisement: In leading News Papers requesting the eligible candidates as per AICTE norms to apply within a given time
- Applications: The applications along with the Resume and supporting documents will be collected at the office.
- Listing: After the applications are received, a list will be prepared highlighting the eligibility, qualification and experience.
- Merit List: List will be prepared as per the requirements of the individual department.
- Call Letters: Eligible Candidates will be called for interview.
- Interview: Discussions with the candidates to know their potentials, strengths, teaching skills etc. will be conducted.
- Appointment Letter: Issue offer of appointment letter to the selected candidate.
- Code of Conduct

General

The following behaviours constitute violation of the general conduct rules and students who are responsible for it will be subject to disciplinary action.

- Violation of college policy, rules and regulations.
- Indecent conduct.
- Disruption of regular college activities.
- Threatening a person through unwanted conduct and intimidation causing reasonable fear for safety.
- Theft and damage to the property of the college.
- Public intoxication or possession of narcotics and other dangerous material causing public threats.
- Falsification, forgery and providing misinformation.
- Unauthorized access to the college property and using college property for unauthorized activities.
- Gambling, stalking and sexual misconduct in the campus.
- Filing complaints without basis intentionally.

- Failure to attend the summons extended by the respective authorities.
- Failure to comply with sanctions imposed on pending disciplinary violations of rules and orders.
- Violation of rules and orders given by the Director from time to time according to the contingent situation.

The due procedure is in place in the college for resolving violation of general conduct matters including:

- Reporting the incident.
- Preliminary investigation of the incident by an appropriate authority.
- Promoting the charges as needed, arrange an administrative meeting, notices and hearing as per due procedure, administrative action, interim action till final resolution is made.
- Resolution by either mediation or disciplinary procedure.
- Formal hearing as per legal procedure and sanctions imposed.

7.1 Policy for Physically Handicapped People

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

7.2 Drug and Alcohol, Tobacco and Tobacco Products Free Workplace Policy

- The college prohibits the possession, use, transaction or distribution of alcohol and alcoholic beverages, tobacco and tobacco products.
- Events with alcohol are subject to the policy prescribed by the college.
- The college prohibits the presence of drugs in the campus as directed by the Government of India.
- The violation of the code of conduct in the case of drugs possession leads to disciplinary action not only by the college but also by the Government of India.

7.3 Equal Employment Opportunity

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, colour, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees /

students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

7.4 Sexual Harassment

- The college prohibits sexual misconduct of any nature and strives to the end all types of sexual Discrimination and misconduct in the campus.
- Even consensual sexual contacts are prohibited at public level. Dating violence, Domestic violence, any kind of sexual contacts, sexual exploitation, sexual harassment, hazing and stalking etc. are banned in the campus.

7.5 Attendance

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department an employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

7.6 Conflicts of Interest

An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

7.7 Safety

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. A doctor is available on call for emergencies. First Aid Box is made available to all the employees and students.

7.8 Confidential Information

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

7.9 Disruptive Behaviour

While honouring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favourable to productive study, has adopted a policy prohibiting disruptive behaviour on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

7.10 Outside Employment

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavours is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

7.11 Malpractices

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute.

8. Student Discipline and Conduct

- Every student will maintain discipline and decorous behaviour both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.
- Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
- During the conduct of lectures / practical student should not loiter in and around the Institute premises.
- Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.
- Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.
- If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.
- If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.
- The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
- Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute.
- Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.
- All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
- All students must use all internet facilities ethically.
- The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
- Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the

Institute building, furniture, equipment's by the students shall be treated as breach of discipline and the students will be severely punished.

9. Working Hours and Workload

9.1 Muster

A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

9.2 The Standard Workweek

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday.

9.3 Overtime

No overtime charges are provided to any employee. Only the administration and Supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet centre, and workshop or admission procedures.

9.4 Leave Rules

9.4.1 Casual Leave

- All the employees are entitled for 20 days of casual leaves in a year in an academic year
- Faculty and staff who have not completed one year of service can avail CLs only on Pro-rata basis.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in an academic year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.

- Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The Head of Department will monitor and take suitable steps to see that no class is unattended.
- The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

9.4.2 Permissions/Movements

Depending on urgency of the matter faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only.

Competent Authority:

- For all teaching faculty- Principal
- For all other staff - Respective Head of Department

9.5 Other Policies

9.5.1 Security and Vigilance on campus

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

9.5.2 Biometric Attendance facility

Every staff member of this Institute is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.

9.5.3 Examination Duties

All teaching staff is allotted Examination duties for Board and departmental examination.

9.5.4 Internet Facility policy

Staff must use the internet facility provided by Institute only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

9.5.5 Keys deposition Policy

Institute main office keys are deposited in the security office. Department classroom, labs, staff room, Library and workshop keys are deposited in the Institute office keyboard. Proper staff members are authorized to close and lock the rooms.

9.6 Faculty Development and Welfare Measures

9.6.1 Faculty Development

9.6.1.1 Deputations for Post Graduate Studies

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory can request management to depute them for completing PG from recognized institutions. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

9.6.1.2 Deputation for Ph.D. Work

Staff members having Postgraduate qualification are encouraged to pursue Ph.D. qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions.

9.6.1.3 Seminars / Workshops / Conferences

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as “ON DUTY”. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfil the requirements of rules stipulated for Career Advancement. The period of absence is treated as “ON DUTY” during the period of attending the courses.

9.6.1.4 Promotion of Research Activities

The Institute aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will

be suitably be encouraged and receive special commendations. Travel grants can be sanctioned to faculty to present research papers at or to attend National Conferences.

10. Job Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability, The Institute follows a well decentralized pattern of working with each staff member being held accountable for the assigned responsibilities.

10.1 Functions of Key Administrative Positions:

Principal: Academic and Administration of the Institution.

- Provide effective leadership to the Polytechnic
- Liaison with Management, AICTE, NBA, DTE, MSBTE, Industries, Parents, Students, Alumni and other stakeholders
- Implement and monitor policies of management, decisions taken in Governing Body. Guide various committees and cells for effective functioning.
- Approve Academic calendar, hold Head of Department and faculty meetings, monitor admission, academic and exam related activities. Monitor faculty performance, resolve issues (if any) to create conducive atmosphere.
- Ensure safety and security measures of Institutional infrastructure and the resources.
- Evolve future plan and prepare for progress, development and sustainability.

Head of the Departments: Academic and Administration of the department

- Planning, Implementation, Supervision and General Departmental control over academic activities, class time-tables, etc.
- Evaluate performance of Faculties and staff, their academic duties such as lectures, demonstrations, assessments, guidance to research, tutorials, workshops, etc.
- Arrange discussions with Class representatives, mentors and seek suggestions for development of department, meetings with parents / guardians regarding attendance, performance of their wards, academic progress and keep records of the same and report to Principal.
- Entrust Lab in charge to maintain the Departmental Dead Stock, Consumable Stock Registers and prepare annual requirement of the consumables and seek approval of Principal.

- Prepare annual budget required for department and forward the same to Principal for consent.
- Maintain constant vigil on engagement of classes regularly, punctuality in imparting lesson as per syllabus and time table.
- The Head of the Department is responsible for the smooth functioning of the department as per the academic calendar.
- Conduct academic co-curricular, extracurricular activities of the students of the departments.
- Monitoring the Industry Interaction for Guest faculty, In-plant Training and Projects.
- Assign various responsibilities such as Guardian Faculty Member, Mentors, Co-curricular coordinators, Academic coordinators, Lab In-charges etc. to Faculties and Laboratory Staff.

Lecturer

- To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and Academic Booklet in appropriate format.
- To use innovative teaching aids and adopt innovative teaching–learning methodologies.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- To participate proactively in any research and development activities conducted in the department.
- To perform other academic/ administrative duties assigned by Head of the Department.
- To follow all rules and regulations as lay down by the Institute which includes working time in the Institute, signing of the muster, Institute uniform, leaves updating, submission of tax documents etc.

Workshop Superintendent

- Smooth running of Institute workshop.
- Preparing Material Requirement.
- Oversee the workshop routine work.

Administrative Officer cum Accountant

- Liaison with AICTE, DTE and MSBTE.

- Faculty personal files
- Maintain minutes of meeting (all)
- New proposals
- Co – ordinate day to day activities of office
- Purchase process
- Annual Institute budget
- Fee Regulating Authority requirements

Training and Placement Officer

1. Liaison with Industry.
2. Facilitate career guidance to students.
3. Student Training and Placement.
4. Arrange campus interviews.
5. To maintain complete information regarding student appearing for placement activities.
6. To conduct placement activities smoothly
7. To update and maintain the contact details of companies interested in recruitment activities.
8. To send invitation to industry and company for campus recruitment and notify the students about the events and take necessary action.
9. To take necessary actions for pre-placements.
10. To arrange Training and Soft skills as per requirements of Companies / Industries.

Librarian

1. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines.
2. To display all technical articles, literature and new arrivals.
3. Co – ordinate day to day activities of Library
4. Plan and propose expansion and development.
5. Maintain library discipline and culture.
6. Prepare annual budget for library.

I/C Examination Section

- MSBTE Enrolment of newly admitted students.
- Smooth conduct of all Internal and External Exams.

- Examination related guidelines are forwarded to concerned staff and students from time to time.
- Record Keeping and Safety of Exam stationary and other related Inventory.
- Exam form filling of Regular and Ex-students.
- MSBTE Exam Result Analysis. Result Records.
- Conduct Examination as per MSBTE Norm in free and fair environment.

Physical Director

- Ensure smooth conduct of sports.
- Ensure proper use of gymkhana.
- Purchasing of sport items.
- Arrange Zonal and Inter Zonal Tournaments organized by IEDSSA.
- Encourage students to participate in Inter Departmental Sports as well as Zonal and Inter Zonal Events.

I/C Alumni Association

- Ensure alumni registration.
- Arrange meet.
- Proposing annual budget.

Laboratory/ Technical Assistant:

- To prepare the laboratories for smooth conduction of laboratory session.
- To assist faculty and students during laboratory sessions.
- To maintain Dead stock register, Instrument Issue register and maintenance register.
- To conduct installation of new equipment's and maintenance of existing equipment's.
- To maintain and update the approved supplier list for equipment's.

10.2 Performance Appraisal

Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and co-operation with other Faculty, Head of Department and Principal.

Performance appraisal system for the staff is that captures the information on multiple activities such as,

- Teaching, learning and evaluation related activities.
- Co-curricular and professional development related activities.
- Research, publications and academic contributions.

Faculty Performance Appraisal Form to be collected at the end of each year from each faculty in which they need to show their innovations and research to cope up with changes in technology and develop expertise for effective implementation of curricula. Forms to be reviewed and following benefits to be accorded.

- Sponsorship for higher studies
- Faculty members who have upgraded their qualification to be benefited by the rise in the scale.
- For certain achievements appreciation letters to be given.

The performance evaluations to be discussed by the HODs and the Principal with the faculty concerned and suitably advised for better performance.

