



**AISSMS**  
**POLYTECHNIC**  
CENTER OF ACADEMIC EXCELLENCE



# Institute Rule Book

# Index

Sr. No.	Item	Page. No.
	• Vision & Mission	4
	• Objective & Quality Policy	4
	<b>Rules Regulations &amp; Policy of Employment</b>	
1	Working Hours for Teaching and Non-Teaching Staff	5
2	Attendance System	5
3	Public Holidays	5
4	Salary	5
5	Annual Increment	5
6	TDS	5
7	Safety	5
8	Identity Card	5
9	Taking Care in the Institute/Department	5
10	Resignation	6
11	Notice Period	6
12	Retirement	6
13	Termination / Dismissal	6
14	Death while in service	7
15	Transfer Policy :	7
16	Pay scale & Allowances	7
17	Accounting controls, Procedures & Records	7
18	Employment Policy of the Institute	7
19	Rules pertaining to Leave	9
	A. Casual Leave (CL)	10
	B. Earned Leave (EL)	10
	C .Vacation	11
	D. Half Pay Leave/ Sick Leave	11
	E. Maternity Leave	11
	F. Adoption Leave	12
	G. Study Leave	12

<b>Sr. No.</b>	<b>Item</b>	<b>Page. No.</b>
20	Staff Welfare Scheme	15
21	Paper Publication in Journal/Proceeding	15
22	Sponsorship for Higher Studies	16
23	The Published Service rules, policies and procedure with year of publication	16
24	Extent of awareness among the employees/ students	18
25	Recruitment policies	18
26	Disciplinary Regulations	19

- ❖ **Established in 1994**
- ❖ **Approved by All India Council for Technical Education, Govt. of India (A.I.C.T.E.)**
- ❖ **Recognized by Govt. of Maharashtra**
- ❖ **Affiliated to the Maharashtra State Board Of Technical Education (M.S.B.T.E.)  
(Inst. Code – 0141)**
- ❖ **Rules & Regulation as per DTE Maharashtra ( DTE Code –6415)**

### **-: VISION:-**

**Achieve excellence in quality technical education by imparting knowledge, skills and abilities to build a better technocrat.**

### **-: MISSION:-**

- Empower the students by inculcating various technical and soft skills.
- Upgrade teaching-learning process and industry-institute interaction continuously.

### **-: Objectives:-**

- To inculcate learning habits in students by project based learning.
- To strengthen all the departments by encouraging faculty development.
- To motivate students for personality development, career guidance and encourage the spirit of team work.
- To strengthen industry – institute interaction and develop entrepreneurship skills.

### **-: Quality Policy:-**

- The AISSMS Polytechnic is committed to empower the students to meet global challenges in technical industry through technical education.
- Our highly qualified and committed faculty is constantly exploring newer frontiers of knowledge with the intention to build quality technocrats.
- We believe in grooming the overall persona of our students through excellence in academics, co-curricular and extracurricular activities.
- We strive to develop a sense of social obligation and discipline among the students to become a better human being.

## Rules Regulations & Policy of Employment

Sr. No.	Rule	Description
1.	<b>Working Hours for Teaching and Non-Teaching Staff</b>	Working hours should be strictly followed by all the staff Members and also they should adhere to the timings prescribed by MSBTE and as decided by the institute.
2.	<b>Attendance System</b>	All employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance.
3.	<b>Public Holidays</b>	National & Festival holidays are declared as per rule.
4.	<b>Salary</b>	Salary will be paid regularly to the respective saving account of employees in every month.
5.	<b>Annual Increment</b>	Annual increment cycle i.e. once in a year to eligible employees
6.	<b>Tax deducted at source (TDS)</b>	Tax will be deducted at source as per the provision of Income Tax Act.
7.	<b>Safety</b>	a) First aid box b) Fire extinguisher
8.	<b>Identity Card</b>	Identity cards issued to all eligible employees. It is expected that employees do not misuse the identity card in any manner
9.	<b>Taking Care in the Institute/Department</b>	a) Employee must handle institute equipment carefully b) Employee must switch off computers, monitors, unwanted lights and electricity operated appliances before leaving institute premises. c) Employee must remember that cell phone is not allowed in the institute premises, or as not to disturb others. d) It is expected from employees to complete their day's work before leaving at the end of day. e) Usage of internet for requirements not pertaining to job during the office hours is prohibited. f) No Smoking, gambling or consuming alcohol or tobacco or pan masala, at work or anywhere on the institute premises.

		<p>g) Accessing personal emails/ personal chatting during official work hours is not allowed.</p> <p>h) Employee must follow processes identified by the management from time to time so as to improve working in institute.</p> <p>i) Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with institute.</p> <p>j) Employee shall not interfere with any other employee's work.</p> <p>k) Employee shall not disturb the peaceful atmosphere in college.</p> <p>l) Employee shall not misuse or damage internet, software applications, telephone, appliance, stationeries, machine, papers, any raw material, property etc.</p> <p>m) Employee shall not perform any personal activity during the institute premises.</p>
<b>10.</b>	<b>Resignation</b>	Employee can resign from the services by giving written application. It is preferred and expected that the employee must talk with authority or with the management on the reason before giving formal intimation for resignation. Final dues shall be settled after the last working day.
<b>11.</b>	<b>Notice Period</b>	The resignation letter must be submitted in writing with sufficient notice of minimum one month or as mentioned in the letter of appointment.
<b>12.</b>	<b>Retirement</b>	<p>a) Every Employee shall retire on the last day of the month which he attains the age of 58 / 60.</p> <p>b) The final dues of the employee shall be settled as per the normal procedure.</p>
<b>13.</b>	<b>Termination / Dismissal</b>	<p>a) Major Misconduct</p> <p>b) Unsatisfactory Performance</p> <p>c) Giving false statement during the selection process / at the time of joining.</p>

		<p>d) Involvement of criminal offence.</p> <p>e) Violation of the terms contract and undertaking given at the time of joining / thereafter.</p> <p>f) Non-adherence to any institute rules &amp; regulation.</p>
14.	<b>Death while in service</b>	All dues shall settled in favour of the nominees as appearing in the records.
15.	<b>Transfer Policy</b>	Employee shall transferred to institute / department when the need arises or as per requirement.
16.	<b>Pay scale &amp; Allowances</b>	Pay scale & allowances shall be adopted as per AICTE / Govt. rules.
17.	<b>Accounting controls, Procedures &amp; Records</b>	Institute maintain account books and records accurately.
18.	<b>Employment Policy of the Institute</b>	
	<b>A. For Teaching Staff on Regular Basis</b>	The Institution will recruit the faculty and staff members as per norms, standards and procedures prescribed by AICTE/DTE/MSBETE/GOVT.OF MAHARASHTRA
	<b>B. For Teaching Staff on Ad-hoc basis</b>	<p>1.The Institute will recruit and appoint the faculty on adhoc basis as per qualification norms of AICTE.</p> <p>2.During the ad-hoc period an employee will be given a consolidated salary as per the structure approved by the Management.</p> <p>3.During the adhoc period, performance of the person will be monitored and evaluated by the authorities and will be recommended for the Interview before selection committee as per the rules and regulations of AICTE/DTE/MSBTE subject to the satisfactory performance of an employee</p> <p>4.The new appointment of staff will be as per recommendations of selection committee and as per the discretion of the authority of the institute.</p> <p>5.The Staff appointed on an adhoc basis shall not have any right on permanent employment with the institute</p>
	<b>C. For Non-Teaching Staff</b>	1. The Institution will recruit the staff members as per qualifications, norms, and standards of Govt. of

		<p>Maharashtra.</p> <ol style="list-style-type: none"> <li>During the adhoc period employee will be given a consolidated salary as per the approval by the Management.</li> <li>During the adhoc period performance of the person will be monitored and evaluated by the authorities and subject to the satisfactory performance, the employee, will be considered for appointment on regular post.</li> <li>During the first year of probation an employee will be given a pay Scale and after successful completion of first year probation, he will be considered for continuation for the post.</li> <li>Proposals of promotions will be subjected to be selection committee's recommendation and approval of head of the institute. Final approval will be given by the Management.</li> <li>The new appointment and promotion of non-teaching staff will be at the discretion of the authority of the institute.</li> <li>The adhoc services are liable for discontinuation by giving one month notice or one month pay by either side by an employee or the employer.</li> <li>The regular services are liable to be discontinued by issuing one month notice or paying equivalent notice pay by either party, i.e. by the employer or an employee.</li> </ol>
<b>19.</b>	<b>Rules pertaining to Leave</b>	
	<b>1. Leave Rules: Teaching Staff, Supporting Staff and Non-Teaching Administrative and class IV Staff:</b>	
	<b>I. On adhoc</b>	<ul style="list-style-type: none"> <li>❖ 8 days leave per year on pro-rata basis.</li> <li>❖ Other than pro-rata leave, an employee will not be eligible for any type of leave.</li> </ul>
	<b>II. During &amp; after Probation</b>	<ul style="list-style-type: none"> <li>❖ An employee who has been appointed on regular</li> </ul>



		<p>basis is eligible to avail eight days casual leave per year.</p> <ul style="list-style-type: none"> <li>❖ After completion of probation period these employee are also eligible for twenty days per year half pay leave on medical reason.</li> <li>❖ The employee is eligible to avail maternity leave for one hundred eighty days at a time, and maximum two times in total length of service.</li> <li>❖ The teaching staff member are eligible to avail vacation as per rules and regulations of D.T.E./MSBTE.</li> <li>❖ The teaching staff are also eligible to avail study leave for improving their qualifications, subject to recommendation of Principal and prior approval of management.</li> <li>❖ The non-teaching, administrative and class IV staff is non-vacation staff.</li> <li>❖ The probation period of an employee can be further extended for one more year, provided the performance of an employee is not found satisfactory.</li> <li>❖ Thereafter, if there is no improvement in the performance, the services can be terminated by the Management.</li> </ul>
	<b>2. Leave Types:</b>	
	<b>A. Casual Leave (CL)</b>	<ul style="list-style-type: none"> <li>a) Casual leave cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year.</li> <li>b) Saturdays, Sundays, restricted holiday and holidays, whether intervening, prefixed or suffixed, shall not be counted as Casual Leave.</li> <li>c) CL should not be granted for more than 3 days at any time.</li> <li>d) CL can be taken for half day also.</li> <li>e) CL cannot be combined with EL/ML/Vacation etc</li> </ul>
	<b>B. Earned Leave (EL)</b>	<ul style="list-style-type: none"> <li>a) The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited</li> </ul>

		<p>in advance on the first January and first July every year.</p> <p>b) The advance credit for the half-year in which a staff is appointed will be at the rate of 2½ days for each completed calendar month of service.</p> <p>c) EL can be accumulated up to 300 days. When the credit of EL at the start of any half year, results in the total accumulation of EL being more than 300 days, the 15 days EL for that half year shall be kept separately and set off against the leave availed during that half year. Any portion of this separately credited leave not availed within the half year, shall be accumulated with the previous EL to the credit of EL account, provided the total accumulated EL does not exceed 300 days. Such procedure may be restored to in cases where the earned leave at the credit of the Institute employee on the last day of December or June is 300 days.</p>
	<b>C. Vacation</b>	<p>a) Regular Teachers can avail 60 days' vacation in an academic year partly in winter and partly in summer period or entire 40 days in summer &amp; 20 days for winter period. Other employees are not eligible for vacation.</p> <p>b) The duration of winter vacation period and summer vacation period will be notified by the Principal, as per DTE guidelines</p>
	<b>D. Half Pay Leave/ Sick Leave</b>	<p>a) The half pay Leave admissible to a member of the staff in respect of each completed year of service shall be 20 half days</p> <p>b) Half pay Leave is credited in advance at the rate of 10 half days on the 1st January and 1st July every year.</p>
	<b>E. Maternity Leave</b>	<p>a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 180 days from the date of its commencement.</p> <p>b) Maternity Leave shall not be debited to the leave</p>

		<p>account.</p> <p>c) Maternity Leave may be combined with leave of any other kind except Casual leave.</p>
	<b>F. Adoption Leave</b>	<p>a) Female employee on adoption of a child may be granted leave 180 days.</p> <p>b) The facility will not be available to an adoptive mother already having two living children at the time of adoption.</p>
	<b>G. Study Leave</b>	<p>a) Study leave is granted to staff a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability. Study Leave shall always be without leave salary.</p> <p>b) The competent authority to grant leave should approve the particular study or study tour.</p> <p>c) The official on his/her return should submit a full report on the work done during study leave.</p> <p>d) Study leave is not admissible</p> <ol style="list-style-type: none"> <li>I. for studies out of India if facilities for such studies exist in India;</li> <li>II. to an official due to retire within three years on return from the study leave;</li> <li>III. to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.</li> </ol> <p>e) Maximum period of study leave is 24 months in the entire service and may be granted at a stretch or in different spells.</p> <p>f) Study leave shall not be debited to the leave account.</p> <p>g) Requisite Bonds in the prescribed forms are required to be executed by the official before proceeding on study leave.</p>

### 3. PROCEDURE FOR PROCESSING APPLICATIONS FOR VARIOUS TYPES OF LEAVE

Type of leave	Sanctioning authority	Through	Request for leave must be received at least
<b>Study leave (Long Leave)</b>	Board of Director/ Management	Principal	4 months in advance
<b>For any type of leave for going abroad/ for attending Conference/ Seminar/ Workshop/ Symposium</b>	Board of Director/ Management	Principal	2 months in advance.
<b>On duty /Teachers Vacation (summer/winter)</b>	Principal	--	Sanction in advance
<b>Earned Leave / Medical Leave</b>	Management	Principal	Sanction in advance (except on Medical Grounds)
<b>Maternity leave/ Adoption leave</b>	Board of Director/ Management	Principal	15 days in advance
<b>Casual Leave</b>	Principal	--	--

### 4. LEAVE RULES AT A GLANCE

Type of Leave	Duration	Purpose	Remark
<b>Casual Leave (It cannot be combined with any other leave).</b>	8 days per year	Personal Work etc.	Maximum 3 days at time
<b>Medical Leave- Half-Pay Leave (HPL) (20 half days for each year of completed service)</b>	10 half days credit for every six months	Medical grounds	
<b>Earned Leave</b>	EL can be availed up to a maximum of 180 days at a stretch		Accumulated up to 300 days only

**Formula for calculating EL:**

**Non-Vacation Staff : 30 days per year (15 days for every six months)**

**Vacation Staff: No of days on duty during vacation period /2**

	<b>Maternity Leave</b>	Maternity: 180 days	Maternity	Not to be debited to any other Leave account.
20.	<b>Staff Welfare Scheme :</b>			
	<b>Employees Provident Fund</b>	<b>As per Govt. of Maharashtra</b> <ul style="list-style-type: none"><li>❖ Enrolment: An employee is eligible for membership from the day he joins the covered establishment.</li><li>❖ If an employee's emoluments exceed Rs. 15,000/- per month, he has the option to join the Scheme (s) with the consent of employer.</li><li>❖ Rate of contribution payable by a member shall be @12% Basic Pay + DA+ AGP ( Max 1800/- Rs .p.m.)</li></ul>		
	<b>Group insurance Policy</b>	❖ Group insurance policy is covered to eligible employees in establishment		
21.	<b>PAPER PUBLICATION IN JOURNAL/PROCEEDING:</b>			
	<b>Sponsorship For National / International Conference Paper Presentation and Publication In Journal / Proceeding.</b>	<b>SCOPE</b> <ul style="list-style-type: none"><li>❖ To promote research activity in the institute.</li></ul> <b>NEED</b> <ul style="list-style-type: none"><li>❖ R&amp;D activities for any institute is very important if we look at the perspective of institutional growth / branding / accreditation</li><li>❖ Keeps the faculty updated with knowledge in the area of interest.</li><li>❖ Initiation of project development.</li><li>❖ Requirement of NBA accreditation/AICTE approval.</li></ul> <b>ELIGIBILITY</b> <ul style="list-style-type: none"><li>❖ Faculty member who is on probation or whose probation is completed is eligible for sponsorship.</li><li>❖ Faculty on adhoc will not be covered under sponsorship scheme.</li></ul>		

22	<b>SPONSORSHIP FOR HIGHER STUDIES</b>	<p><b>SCOPE</b></p> <ul style="list-style-type: none"> <li>❖ Institute can provide an opportunity to the deserving staff (Admin / Lab Assistant / Attendant /Supporting Staff) members to upgrade their qualification.</li> </ul> <p><b>NEED</b></p> <ul style="list-style-type: none"> <li>❖ Staff member(s) will improve their qualification</li> <li>❖ Make the staff member(s) eligible for higher cadre</li> <li>❖ Moreover, higher education.</li> <li>❖ Improves the knowledge</li> <li>❖ Brings academic maturity</li> <li>❖ Staff members will become more stable with the provision of enough growth opportunity.</li> <li>❖ Requirement ( as a part and partial ) of approval / affiliation / NBA accreditation / DTE grading</li> </ul> <p><b>ELIGIBILITY</b></p> <ul style="list-style-type: none"> <li>❖ Staff member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.</li> <li>❖ Ad-hoc period of service in the institute will not be counted for sponsorship</li> </ul>
23	<b>The Published Service rules, policies and procedure with year of publication</b>	<p>The institute is governed by the rules and regulations of the AICTE, DTE, and Govt. of Maharashtra and affiliated to Maharashtra state Board of Technical Education (MSBTE).</p> <p>The institute has implemented the service rules since the year of establishment-1994. The rules of conduct, discipline and service conditions for the employees of the institute have been reaffirmed by the management. The copy of the service rules is made available in the office.</p> <ul style="list-style-type: none"> <li>❖ <b>Programme approvals:</b> Granting approvals for new courses and continuing the existing courses based on the fulfillment of norms &amp; standards.</li> </ul> <p><b>Publication:</b> AICTE handbook consisting of norms, standards and procedures available on AICTE portal (yearly publication).</p> <ul style="list-style-type: none"> <li>❖ <b>Fees Fixation:</b> Fee for the institute is fixed by the</li> </ul>

		<p>Fees Regulating Authority appointed by the Govt. of Maharashtra. Fixation is based on the total expenditure in the financial year divided by the total intake in the institute excluding the students under the Tuition Fee Waiver Scheme (TFWS).</p> <p>❖ <b>Admission to Post SSC Diploma in Engineering &amp; Technology:</b> The admission process is carried out as per the norms of DTE &amp; Govt. of Maharashtra.  <b>Publication:</b> DTE Admission Brochure (Yearly Publication), on DTE Website</p> <p>❖ <b>Program Affiliation by MSBTE:</b> Getting approval for continuation of programme by Maharashtra State Board of Technical Education (MSBTE)  <b>Publication:</b> MSBTE affiliation guidelines (Yearly publication)</p> <p>❖ <b>Recruitment and Promotional Policies:</b> Recruitment and Promotional Policies are as per the guidelines of AICTE, DTE, MSBTE and Govt. of Maharashtra.  <b>Publication:</b> AICTE, DTE and MSBTE</p>
24	<b>Extent of awareness among the employees/ students</b>	<p>Awareness among the employee/students is created through the following mediums:</p> <p>1. <b>Website:</b> - Following information is provided on the institutional websites:</p> <ul style="list-style-type: none"> <li>• Governing body/management</li> <li>• Institute rule book</li> <li>• Student Rule Book</li> <li>• Program details</li> <li>• Other committees</li> <li>• Important messages, notification, circulars issued from Principal Office</li> <li>• Academic results, sports, cultural activities,</li> <li>• Faculty and student achievements, etc.</li> </ul> <p>2. <b>E-mail:</b> -</p> <ul style="list-style-type: none"> <li>• Institute has the provision for sending email to all faculty members as well as students for internal</li> </ul>

		and external communication. <b>3. Group messages to the students and staff:</b> <ul style="list-style-type: none"><li>• Important messages are sent to the parents and students through message box / ERP</li></ul>				
25	<b>Recruitment policies:</b>	<ul style="list-style-type: none"><li>❖ <b>Advertisement:</b> In leading Newspapers requesting the eligible candidates as per norms to apply within a given time to the Principal. Annually in the month of May advertisement for the various vacancies is published in local newspaper.</li><li>❖ <b>Application:</b> The applications along with the Resume and supporting documents are collected at the office.</li><li>❖ <b>Listing:</b> After the applications are received, a list is prepared highlighting the eligibility, Qualification and experience.</li><li>❖ <b>Expert Body:</b> An expert panel consisting of Officer, Principal, HOD, Subject Expert, governing member and DTE nominee is formed.</li><li>❖ <b>Call Letters:</b> Eligible Candidates are called for interview.</li><li>❖ <b>Interview:</b> Discussion with the candidate to know their potentials, strengths, teaching skills etc., is conducted.</li><li>❖ <b>Selection:</b> Based on the performance and requirement, selection list in the order of merit will be prepared.</li><li>❖ <b>Orders:</b> Appointment orders are issued to selected candidates.</li><li>❖ <b>Joining Report:</b> Selected Candidates used to report to the duty on or before the given time.</li></ul>				
26	<b>Disciplinary Regulations:</b>	All Staff members are supposed to follow the disciplinary Regulations laid down by the Institute.				
	<table><tr><th>Position</th><th>Functions</th></tr><tr><td>❖ <b>Governing Council or Managing Committee</b></td><td><ul style="list-style-type: none"><li>• Frame directive principles and policies</li><li>• Amend and approve policies from time to time</li><li>• Approve budgets</li></ul></td></tr></table>		Position	Functions	❖ <b>Governing Council or Managing Committee</b>	<ul style="list-style-type: none"><li>• Frame directive principles and policies</li><li>• Amend and approve policies from time to time</li><li>• Approve budgets</li></ul>
Position	Functions					
❖ <b>Governing Council or Managing Committee</b>	<ul style="list-style-type: none"><li>• Frame directive principles and policies</li><li>• Amend and approve policies from time to time</li><li>• Approve budgets</li></ul>					



		<ul style="list-style-type: none"> <li>• Approve the financial power of Rs.10, 000/- to the principal</li> <li>• Exercise administrative and managerial control on departmental &amp; institutional activities of the institute and reporting to chairman pertaining to development of quality manual in the institute.</li> <li>• Exercise control to implement &amp; establish quality management system in the institution and to promote awareness among students and staff</li> <li>• To look after day to day academic and teaching activities and assist the institution staff in overall academic activities.</li> <li>• Judge the performance of students in academic field and to implement quality improvement program with intimation to chairman</li> <li>• Co- ordinate the academic activities such as academic planning administration, industrial training and industrial visit</li> <li>• Exercise administrative control on teaching and non-teaching Staff and co- ordinate with other department and administrative office pertaining to academic and other activities of the institute.</li> <li>• Innovation in technical education and evaluation</li> <li>• Approve the testing /repair services</li> <li>• Development, administration and management of institutional facilities</li> <li>• Providing academic and administrative leadership</li> <li>• Monitoring and evaluation of academic activities in the institution.</li> <li>• Technical support to relevant projects</li> <li>• Approve the various committees and bodies which are formed by the principal</li> </ul>
	❖ <b>Secretary</b>	<ul style="list-style-type: none"> <li>• Look after the overall development of the institute.</li> <li>• Mobilize external resources to strengthen the institute</li> </ul>

		<ul style="list-style-type: none"> <li>• Plan and provide for necessary facilities / equipment for development.</li> <li>• Instill confidence and devotion in every member of the institute</li> </ul>
	❖ <b>Principal</b>	<ul style="list-style-type: none"> <li>• Define and delegate responsibilities of various positions in the organization</li> <li>• Ensure periodic monitoring &amp; evaluation, of various process &amp; sub-processes</li> <li>• Ensure effective purchase procedure</li> <li>• Define quality policy and objectives</li> <li>• Prepare annual budget</li> <li>• Conduct periodic meeting of various bodies such as governing body, grievances redressal committee, anti-ragging committee, sc/st committee, student grievance redressal cell and women grievance redressal committee</li> <li>• Manage account and finance</li> <li>• Employee recruitment process</li> <li>• Office Administration</li> <li>• Co-ordinate the activities with the AICTE, DTE and MSBTE</li> <li>• Carry out the admission process as per the norms of DTE</li> <li>• Conduct of MSBTE examinations</li> <li>• Library up gradation</li> <li>• Interaction with alumni</li> <li>• Prepare and execute institute academic calendar</li> <li>• Oversee the teaching- learning process</li> <li>• Initiate supplementary teaching measures</li> </ul>

		<ul style="list-style-type: none"> <li>• To conduct and monitor student related activities.</li> <li>• To maintain public relation &amp; interaction with community</li> <li>• To have an overall control on internal communication within polytechnic, Training and placement activities, industrial visit, Lab. practical etc.</li> <li>• Provide academic and administrative guidance and leadership to the staff and students</li> <li>• Administrative management of the institution as per rules and directives of the State Government, DTE, MSBTE and AICTE.</li> <li>• To exercise administrative and financial powers.</li> </ul>
	❖ <b>Head of Department</b>	<ul style="list-style-type: none"> <li>• Prepare and execute department academic calendar</li> <li>• To conduct the classes as per timetable and assigned teaching load</li> <li>• To maintain the academic record along with co-curricular, extra-curricular activities.</li> <li>• To maintain disciplined atmosphere in the classes, labs and departments.</li> <li>• To conduct the seminars in department</li> <li>• To maintain good relation with staff.</li> <li>• To report to the Principal for academic changes, if any.</li> <li>• To exercise academic and administrative control on students and staff.</li> <li>• Direct the student to undertake industry oriented projects.</li> <li>• To exercise student guidance, counseling activity helping for their all-round development.</li> <li>• To conduct all types of examinations, assessment and evaluation etc., as per curricula and MSBTE guide lines and orders.</li> <li>• Maintain the department neat and clean.</li> <li>• Prepare and execute departmental budget.</li> </ul>
	❖ <b>Lecturer</b>	<ul style="list-style-type: none"> <li>• Conduct the teaching activities as per the academic</li> </ul>

		<p>calendar</p> <ul style="list-style-type: none"> <li>• Exercise academic control over students of the institute in terms of conducting lectures, practical in laboratory and tutorials.</li> <li>• Student's assessment and evaluation including examination work of the MSBTE.</li> <li>• Planning and implementation of instructions in laboratory and developing resources, material and curriculum.</li> <li>• Assisting in institution/department administration, planning and its implementation.</li> <li>• Public relations and interaction with student community and contribution to other academic social activities.</li> </ul>
	❖ <b>I/C Alumni Association</b>	<ul style="list-style-type: none"> <li>• Form student council.</li> <li>• Arrange periodic meeting of student council</li> <li>• Motivate the alumni to take active participation in the activities related to development of the institute</li> <li>• Ensure alumni registration.</li> </ul>
	❖ <b>I/C Workshop</b>	<ul style="list-style-type: none"> <li>• Smooth running of college workshop</li> <li>• Prepare Material Requirement</li> <li>• Oversee the routine work</li> </ul>
	❖ <b>Training &amp; Placement Officer</b>	<ul style="list-style-type: none"> <li>• Conduct seminars for the students to improve necessary skills</li> <li>• Visit the industries to improve the industry institute interaction.</li> <li>• Conduct campus interviews for the students</li> <li>• Prepare the students to appear for an interview</li> <li>• Maintain the list of companies and their HR heads</li> <li>• Maintain the record of the student recruited in companies</li> </ul>

		<ul style="list-style-type: none"> <li>• Display the advertisements of leading newspapers for vacancies</li> <li>• Maintain good relations with industries</li> <li>• Place the maximum number of students in various industries</li> </ul>
	❖ <b>Librarian</b>	<ul style="list-style-type: none"> <li>• Prepare budget for the library as per the requirements of the programs</li> <li>• Maintain disciplined atmospheres in library</li> <li>• Maintain books in good condition</li> <li>• Maintain the issue and accession registers properly</li> <li>• Provide easy accesses for staff and students for issue and return of the books.</li> <li>• Carry out stock checking once in a year.</li> <li>• Procure the new books as per the list given by the concerned program heads and lecturers</li> <li>• Plan and execute modus operandi of routine activity of the library</li> <li>• Plan and propose expansion / development</li> <li>• Maintain library discipline and culture</li> </ul>
	❖ <b>Lab. Technician / Lab. Assistant/ Instructor</b>	<ul style="list-style-type: none"> <li>• Maintain record of all the equipment's in the laboratory.</li> <li>• Conduct the practical of the students as per MSBTE lab manuals</li> <li>• Identify the equipment's for calibration and servicing</li> <li>• Maintain good ambience in the laboratory</li> <li>• Maintain and update dead stock and consumable registers from time to time</li> </ul>
	❖ <b>Registrar/ Office Superintendent</b>	<ul style="list-style-type: none"> <li>• Assist office administration in day to day routine work</li> <li>• Make day-to-day correspondence</li> <li>• Administrate the office work</li> <li>• Follow and execute the work as per the instructions from the principal</li> <li>• Coordinate between various sections of the office</li> </ul>

		<ul style="list-style-type: none"> <li>• Handle correspondence with MSBTE, DTE, Society office, etc. in consultation with the Principal.</li> <li>• Maintain the service records/service books</li> <li>• Solve day to day problems related to administrative work as per the instruction of the Principal.</li> </ul>
	❖ <b>Accountant</b>	<ul style="list-style-type: none"> <li>• Maintain admission fee records.</li> <li>• Maintain cash &amp; cheque book account.</li> <li>• Maintain voucher/Bill file</li> <li>• Update account details from time to time</li> <li>• Check outstanding Bills and clear them</li> <li>• Collect the student's fees</li> <li>• Update petty cash register on daily basis</li> <li>• Help the office administrative staff</li> </ul>
	❖ <b>Store keeper</b>	<ul style="list-style-type: none"> <li>• Maintain all type of dead stock and other related registers</li> <li>• Maintain purchase record, voucher and bill record</li> <li>• Maintain the record of all departmental budget</li> <li>• Keep the central store neat and clean</li> <li>• Arrange the stocks properly</li> <li>• Help the Principal and office administrative staff</li> </ul>
	❖ <b>Non-Teaching staff</b>	<ul style="list-style-type: none"> <li>• Perform job as per instructions of the Principal</li> <li>• Assist the academic and administrative staff</li> </ul>
	❖ <b>Office/ Department Peon</b>	<ul style="list-style-type: none"> <li>• Work as per the instructions of the Principal, HOD, Lecturers and other Staff members</li> <li>• Maintain good relation with staff members and students</li> <li>• Maintain all the laboratories/classrooms/office/library neat and clean</li> </ul>
	❖ <b>Counselling Cell</b>	<ul style="list-style-type: none"> <li>• Facilitate career guidance to students</li> <li>• Assist students suffering from psychological disorders</li> <li>• Arrange for professional counselors</li> <li>• Maintain record of counselling activities</li> </ul>
	❖ <b>Gymnasium/ Sports</b>	<ul style="list-style-type: none"> <li>• Ensure smooth conduct of sports activities</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure proper use of gymnasium</li> <li>• Purchase sport items</li> <li>• Encourage students to participate in zonal/inter zonal tournaments</li> <li>• Create and upkeep of sports facilities</li> <li>• Prepare annual sports budget</li> </ul>
	<p>❖ <b>Admission Cell: First Year and Direct Second Year</b></p>	<p><b>Stage 1:</b></p> <ul style="list-style-type: none"> <li>• Counseling at various schools for SSC appearing students</li> <li>• Arranging visits of school students to Polytechnic facilities.</li> <li>• Guidance about the centralized admission process of State Government.</li> <li>• Guiding the students regarding essential documents to be kept ready for registration</li> </ul> <p><b>Stage 2:</b></p> <ul style="list-style-type: none"> <li>• Formation of admission committee as per DTE/MSBTE guidelines</li> <li>• Publish admission related advertisements in local newspapers</li> <li>• Establish facilitation center to guide the student for online admission process.</li> <li>• Assist the candidates for submitting online admission form</li> <li>• Assist the candidates to update details during grievance redressal period.</li> <li>• Assist the candidates to fill option form during CAP rounds.</li> <li>• Guide the students/parents about course details and future prospects.</li> <li>• Verify document before confirming the admission</li> <li>• Provide counseling and guidance to the students for</li> </ul>

		<p>document submission and payment of fees.</p> <ul style="list-style-type: none"> <li>• Update website for admissions and other public related activity</li> <li>• Orient the students for academic and co-curricular activities</li> </ul> <p><b>Stage 3</b></p> <ul style="list-style-type: none"> <li>• Upload admitted student's data on DTE Portal.</li> <li>• Keep documentation ready for merit List verification.</li> <li>• Complete the document verification and merit List approval as per notified schedule by DTE.</li> </ul>
	❖ <b>Examination Cell</b>	<ul style="list-style-type: none"> <li>• Conduct of all internal and external exams smoothly</li> <li>• Forward the guidelines related to examination to concerned staff and students from time to time.</li> <li>• Guide Learning Disability (LD) students for applicable concessions as per MSBTE norms.</li> <li>• Maintain the examination related inventory in safe custody</li> </ul>
	❖ <b>ICIU/PQAC</b>	<ul style="list-style-type: none"> <li>• Prepare and execute institute academic calendar.</li> <li>• Plan and schedule co-curricular activities and extra-curricular activities.</li> </ul>
	❖ <b>IAMC</b>	<ul style="list-style-type: none"> <li>• Perform internal Academic Monitoring (KPI norms)</li> <li>• Prepare the various programmes for external academic monitoring</li> </ul>