

# Institute Rule Book



## Established in 1998

- 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 -0522)
- Rules & Regulation as per DTE, Maharashtra. (DTE Code – 3143)
- ISO 9001:2015 Certification by BSI (British Standard Institution)

## VISION

“We will empower youth by imparting quality technical education and strive to prepare students with excellent technical skills”.

## MISSION

- We will offer value added quality technical education & excellent academic training to our students.
- We will provide state of art infrastructure with latest facilities
- We will strengthen industry institute interaction
- We will make continual improvement in all institutional activities.

## QUALITY POLICY

- We will inculcate in our students the technical and generic skills by using the latest teaching methodologies.
- We will expose the students and faculty to the latest trends and developments in the industry.
- We will strengthen the industry-institute interaction.
- We will imbibe within the students the innovative skills which will make successful entrepreneurs.
- We will take all efforts to maintain and enhance the quality of teaching in the greater interest of the students.

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### **Chapter 1 : About the Institute**

Thakur Polytechnic is affiliated to the Maharashtra State Board of Technical Education (MSBTE) and conduct courses approved by the All India Council for Technical Education (AICTE), New Delhi and recognized by Govt. of Maharashtra. It fulfills all the norms and standards set by the AICTE as well as the Maharashtra State Board of Technical Education. The Polytechnic was accorded approval by AICTE vide their letter no. F-740-80-819 - (F)/FT/98 dt. 24th July 1998.

Thakur Polytechnic (Tpoly) was established in the year 1998. It is primarily to cater to the need of students desirous of pursuing technical education after the Secondary School Certificate examination. It provides the best infrastructure facilities matched by an equally competent teaching faculty and a right academic ambience to make learning a delight full experience.

As reflected in mission statement the Tpoly has set upon itself a responsibility of providing quality technical education comparable to international standards and preparing students with vocational excellence. To meet the quality assurance requirement, the institute has opted for ISO 9001:2008 certifications from BSI (British Standard Institution). To ensure quality education, the management is committed to render quality technical education & is striving continually to improve its effectiveness by taking relevant measures.

## **Chapter 2 : Rules and Regulations of Employment**

### **2.1) Working Hours for Teaching and Non-Teaching Staff.**

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.

### **2.2) Employment Policy of the Institute**

#### **A: For Teaching Staff on Regular basis**

The Institution will recruit the faculty and staff members as per norms, standards and procedures prescribed/recommended by AICTE/DTE/MSBTE/GOVT.OF MAHARASHTRA.

#### **B: For Teaching Staff on Ad-hoc basis**

1. The Institution will recruit and appoint the faculty on an ad-hoc basis and staff members as per qualification norms of AICTE.
2. The initial appointment of the Teaching staff will be done on ad-hoc basis for 2 years subject to the fulfillment of all the terms and conditions pertaining to educational qualifications and experience as per norms.
3. During the ad-hoc period an employee will be given a consolidated salary as per the structure approved by the CEO.
4. During the ad-hoc 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.
5. The new appointment of staff will be as per recommendations of selection committee and as per the discretion of the authority of the institute.
6. The staff appointed on an ad-hoc basis shall not have any right on permanent employment with the institute.

#### **C: For Non-Teaching Staff**

1. The Institution will recruit the staff members as per qualifications, norms, standards of DTE/ Govt. of Maharashtra.
2. The initial appointment of the Non-Teaching staff will be done on ad-hoc basis maximum for 2 years, subject to the fulfillment of all the terms and conditions pertaining to educational qualification and experience.
3. During the ad-hoc period an employee will be given a consolidated salary as per the structure approved by the CEO.
4. During the ad-hoc period performance of the person will be monitored and evaluated by the authorities and subject to the satisfactory performance of an employee, will be considered for appointment on regular post with a probation of 2 years of service, which will be purely based on interview conducted and performance the interview conducted.
5. During the 1<sup>st</sup> year of probation an employee will be given a pay scale and after successful completion of 2 years probation, he will be considered for continuation for the post.
6. The interview for the regularisation of appointment will be conducted by the selection committee formed by the Principal of the institute.
7. The selection committee will be constituted by the Principal and constituted Committee Members consists of internal members both teaching and administrative department.

8. The approval of CEO is required, for the regularization of 5<sup>th</sup> pay as well as 6<sup>th</sup> pay scale.
9. The proposals for the promotion(if prescribed in the rules) of non-teaching staff need to be recommended by respective HOD's after successful completion of minimum years of service as per the rules and regulations of Govt. of Maharashtra/DTE excluding ad-hoc period, which needs to be evaluated and verified by the selection committee appointed for the same.
10. Proposals for promotions will be subjected to the selection committee's recommendation and approval of head of the institute. Final approval will be given by the CEO.
11. The qualification for class IV posts is maximum matriculation. The same terms and conditions will be applicable for class IV Technical staff of the institute where the staff member will be eligible for the higher post unless an employee fulfill the minimum required educational qualification and experience to appear for an interview before the selection committee.
12. Finally, the new appointment and promotion of non-teaching staff will be at the discretion of the authority of the institute.
13. The Ad-hoc services are liable for discontinuation by giving one month notice or one month pay by either side, by an employee or the employer.
14. The regular services are liable to be discontinued by issuing three month notice or paying equivalent notice pay by either party, i.e by the employer or an employee.

### **2.3) Rules pertaining to Leave**

#### **Leave Rules**

(Not to be considered as a matter of right)

#### **2.3.1 Teaching Staff, Supporting Staff and Non Teaching**

##### **Administrative and class IV Staff :-**

##### **1) On ad-hoc:-**

- 8 days leave per year on pro-rata basis.
- Pro-rata basis indicates first leave will be earned which will be accumulated in their leave account and the same can be availed by an employee after working for 45 days,
- Other than pro-rata leave, an employee will not be eligible for any type of leave.

##### **2) During & after Probation**

- An employee those who has been appointed on regular basis are eligible to avail eight days casual leave per year during probation period and thereafter as well.
- These employees are also eligible for twenty days per year half pay leave on medical reason or for a special cause with the approval of Principal /CEO.
- The employees are eligible to avail maternity leave for ninety days at a time, and maximum three times in total length of service.
- The teaching and supporting staff members are eligible to avail vacation as per rules and regulations of D.T.E./MSBTE.
- The teaching staff are also eligible to avail study leave for improving their qualifications, subject to recommendation of Principal and prior approval of management.
- The non-teaching, administrative and class IV staff is non-vacation staff.
- The probation period of an employee can be further extended for one more year, provided the performance of an employee is should up to satisfy the management. Thereafter, if there is no improvement in the performance, the services can be terminated by the Management.

#### **2.3.3 Duty Leave & Compensatory Off:**

It will be at the discretion of Principal with prior approval.

## **Chapter 3. Staff Welfare Scheme**

### **3.1) Employees Provident Fund**

#### **1) For New Entrants:**

- Enrolment: An employee is eligible for membership from the day he joins the covered establishment.
- 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.
- Declare previous employment details, if any, in Form No. 11 to the employer.
- On becoming a member of the Schemes fill details in Form No. 2 (family particulars/nominations) through the employer.
- Rate of contribution payable by a member shall be @ 12% of Basic Pay + DA + DP.

#### **2) For Existing Members:**

- Enrolment:  
Any change in the family status, such as :
  - Marriage of the member.
  - Additions / deletion in the family.
  - Legal adoption of the children.
  - Change of nominee, is to be filled in Form No. 2 through the employer.
- In the event the member is holding a Scheme Certificate (under EPS, 95); he should surrender the same to the concerned EPFO office, through his employer.
- A member is entitled to various benefits & facilities such as withdrawals, advances, pensions, death insurance etc.

### **3.2) Insurance**

#### **3.2.1 Accidental Insurance**

All staff members and students are covered under accidental insurance policy, the premium of which is paid by the institute.

#### **3.2.2 Medical-claim**

All class IV employees are covered under medical-claim policy the premium of which is paid by the institute.

### **3.3) Sponsorship scheme for Faculty.**

#### **3.3.1 Sponsorship Higher Studies Faculties**

##### **I. SCOPE**

Under Career Advancement Scheme (CAS), institute can allow to the deserving faculty members with prior approval from the management, to upgrade their qualification by acquiring P.G. / M. Phil. / Ph.D.

## II. NEED

- Faculty member(s) will improve their qualification
- Make the faculty member(s) eligible for higher cadre which may improve institute cadre ratio
- Moreover, higher education
  - Improves the knowledge
  - Brings academic maturity
  - Makes lecture deliver more effective and hence improves the quality of education.
  - Faculty will become more stable with the provision of enough growth opportunity.
- Requirement (as a part and parcel) of approval / affiliation / NBA accreditation / DTE grading.

## III. ELIGIBILITY

- Faculty member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

## IV. CATEGORIES : Three Categories

**Category – I: Extra Ordinary Leave or by adjusting the full teaching load in half day with full salary.**

<b>Minimum Service</b>	<b>Service not less than 3 years (In this institute)</b>
Terms and conditions	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. 1. In case of extra – ordinary leave If he / she leave the institute within the bond period, need to pay the amount equivalent to three months salary as a penalty. And 2. In case of adjusting the load in half day with full salary If he / she leaves the institute within the bond period, Faculty members need to pay the amount withdrawn as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.
Others	1. No other sponsorship will be given during the period of the course. 2. Faculty coming from the other institute and joining job in our institute and already registered somewhere for higher studies can continue with their course under this category. 3. Total minimum service in the institute will be three years provided three years bond is signed. 4. Selection for sponsorship will be as per order of merit and solely at the discretion of the Management, depending on the exigency of work.

**Category – II: Sponsorship with no load and with half salary or half load with full salary.**

<b>Minimum Service</b>	<b>More than 3 years and less than 5 years (In this institute)</b>
Terms and conditions	Candidate needs to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. <b>“OR”</b> If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.
Others	1. No other Sponsorship will be given during the period of the course. 2. Minimum service with the institute will be three years if bond is valued. 3. Selection will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

**Category – III: Sponsorship with no load and with full salary.**

<b>Minimum Service</b>	<b>Not less than 5 years (In this institute)</b>
Term and condition	Candidate need to execute the bond that he / she will serve the institute for minimum three years after completing the course satisfactorily. <b>“OR”</b> If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.
Others	1. No other Sponsorship will be given during the period of the course. 2. Minimum service with the institute will be of three years if bond is valued. 3. Selection for sponsorship will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the management and applicable for all three categories.

**V. IMPORTANT NOTE**

Faculty members should note the following points before applying for sponsorship.

- Course duration will be specified by University / Deemed University / Autonomous Institution.
- Eligible faculty must submit ~~the~~ a written request to the Principal through HOD for sponsorship well in advance, atleast 3 months in advance.
- Number of faculty members to be sponsored shall not exceed 10 % of the total faculty members in concerned department. If member exceeds 10 % then the decision of the management will be final.
- At most 10 % (rounded to lower integer) of the total faculty in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Sponsorship will be only to UGC approved university / deemed university, national institutes and the AICTE approved autonomous institution offering PG / M.Phil. / Ph.D. programs.
- Second sponsorship will be considered only after completing 8 years of continuous service in the institute after previous sponsorship or at the discretion of the management.

These additional terms and conditions will be applicable to all the above mentioned three categories.

**VI. SELCTION CRITERIA**

- Selection of the faculty will be on the basis of order of the merit of the eligible faculty members.
- The order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their academic performance.
- The order of merit is to be approved by CEO.
- The validity period of merit will be for one academic year.

**VII. BUDGET PROVISION**

1. Amount equivalent to annual salary 10 % of total faculty member per department which will vary from faculty to faculty as per their seniority and cadre in the institute.

**VIII. COMMITMENT**

- Faculty must serve the institute for the bond period.
- Guide the student for diploma projects (in – house)
- Help the institute to compile subject modules and the laboratory manuals.
- Participate in examination work actively.

**3.3.2) Sponsorship for Attending Training / Seminar / Workshop / Conference**

**I. SCOPE**

This is the part of continuing education program (CEP).

**II. NEED**

- To update knowledge so that lecture delivery in the class can be made more effective.
- Group activities for the student which is missing at present can be initiated.
- To enhance networking with the industry and other organization.
- Faculty members can prepare themselves to organize such programs.
- Requirement of ISO/ NBA accreditation / AICTE approval.

**III. ELIGIBILITY**

Sponsorship will be given to all staff member(s).

**IV. CATEGORIES : Two Categories**

**Category – I: Registration Fee**

<b>Minimum Service</b>	<b>More than one year, but less than three years (In this institute)</b>
<b>Term and condition</b>	<ol style="list-style-type: none"> <li>1. Faculty member will be eligible for sponsorship of 50% of registration fee or Rs.500/- whichever is less.</li> <li>2. TA / DA will not be paid.</li> <li>3. Faculty need to submit the report (prescribed ISO format) immediately after coming back from the program.</li> <li>4. Need to give the presentation within one week or the schedule decided by HOD.</li> </ol>
<b>Others</b>	<ol style="list-style-type: none"> <li>1. Only maximum two program per semester.</li> <li>2. Selection will be as per order of merit from the respective dept. and solely at the discretion of the Management, depending on the exigency of work.</li> </ol>

**Category – II: Full Registration Fee for MSBTE Programs.**



<b>Minimum Service</b>	--
<b>Term and condition</b>	<ol style="list-style-type: none"> <li>1. All staff members are eligible for sponsorship of 100 % of registration fee.</li> <li>2. TA / DA will not be paid.</li> <li>3. Faculty members need to submit the report (prescribed format) immediately after coming back from the program</li> <li>4. Need to give the presentation within one week or the schedule decided by HOD.</li> </ol>
<b>Others</b>	<ol style="list-style-type: none"> <li>1. Only one program per semester per staff.</li> <li>2. Selection will be as per order of merit from HOD and solely at the discretion of the Management, depending on the exigency of work.</li> </ol>

Any additional benefits will be at the discretion of the management and applicable for both the categories.

#### **V. IMPORTANT NOTE**

Faculty members should note the following points before applying for sponsorship.

- Eligible faculty must submit the request to the Principal through HOD for sponsorship well in advance, atleast 3 months in advance.
- HOD should ensure that all deserving faculty members should be covered under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that the work or instructions during the semester will not get affected/should do proper adjustment of workload.
- Candidate will be sponsored only in the relevant area.

#### **VI. SELECTION CRITERIA**

Selection of the faculty members will be on the basis of

- The order of merit the need to be prepared by HOD in consultation with Principal.
- The order of merit will be prepared on the basis of appraisal score, service in the institute and total relevant experience along with their academics.
- The order of merit need to be approved by trustee in-charge, and solely at the discretion of the Management, depending on the exigency of work.

Order of merit will be prepared for all eligible faculty members at the end of the every academic year or the start of academic year.

#### **VII. BUDGET PROVISION**

- Maximum two persons per department at a time will be sponsored per semester.
- Maximum budgetary provision Rs. 20000/year.

### **3.3.3) Sponsorship For National / International Conference Paper Presentation And Publication In Journal / Proceeding**

#### **I. SCOPE**

To promote research activity in the institute.

#### **II. NEED**

- **R&D** activities for any institute is very important if we look at the perspective of institutional growth / branding / accreditation.
- Keeps the faculty updated with knowledge in the area of interest.
- Initiation of project development.
- Requirement of NBA accreditation / AICTE approval.

#### **III. ELIGIBILITY**

- Faculty member who is on probation or whose probation is completed is eligible for sponsorship.
- Faculty on ad-hoc will not be covered under sponsorship scheme. However, if they are willing to participate in such activities, may be eligible to get duty leave.

#### **IV. CATEGORIES : Three Categories**

##### **Category – I: Presentation by single author**

<b>Minimum Service</b>	<b>Less than five years (In this institute)</b>
Term and condition	1. Faculty member may be reimbursed full registration fee up to Rs. 2,000/- or the actual registration fee whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one program per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

##### **Category – II: Presentation by multiple authors (Not more than 3 authors)**

<b>Minimum Service</b>	<b>Less than five years (In this institute)</b>
Term and condition	1. Each Faculty member may be reimbursed 50 % of registration fee or Rs. 2,000/- whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one program per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

### Category – III: Presentation by single / multiple author (not more than 3 authors)

Minimum Service	More than five years (In this institute)
Term and condition	1. Faculty member may be reimbursed 100 % of registration fee or Rs. 5,000/- whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one program per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Additional benefits will be at the discretion of the management and applicable for all three categories.

#### V. PAPER PUBLICATION IN JOURNAL / PROCEEDING

Same categories (i.e. Category I – III) as mentioned above for paper publication in conference proceedings and journals (wherever printing charges are applicable). In case of journal one reprint need to be submitted to the institute for a record. Journal paper must include department and institute name.

TA / DA not applicable in this case.

Additional benefits will be at the discretion of the management.

#### VI. IMPORTANT NOTES

Faculty members should note the following points before applying for sponsorship.

- Eligible faculty must submit the request to the principal through HOD for sponsorship well in advance, atleast 3 months in advance.
- HOD should ensure that all the deserving faculty members should be covered under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that instruction during the semester will not be effected.
- Candidate will be sponsored only in the relevant area.

#### VII. SELECTION CRITERIA

Selection of the faculty members will be on the basis of

- The order of merit need to be prepared by principal in consultation with HOD.
- The order of merit will be prepared on the basis of appraisal, score, service in the institute and total academic experience along with their academic performance.
- The order of merit need to be approved by trustee in-charge.

Order of merit will be prepared at the end of every academic year.

#### VIII. BUDGET PROVISION

- Maximum two persons per department will be sponsored per semester.
- Maximum budgetary provision Rs. 20000/- year.

### **3.4) Sponsorship Scheme For Non-Teaching /Admin Staff**

#### **A) SPONSORSHIP FOR HIGHER STUDIES**

##### **I SCOPE**

Institute can provide an opportunity to the deserving staff (Admin./Lab Assistant/Attendant/Supporting Staff)members to upgrade their qualification.

##### **II NEED**

- Staff member(s) will improve their qualification
- Make the staff member(s) eligible for higher cadre
- Moreover, higher education
  - Improves the knowledge
  - Brings academic maturity
  - Staff members will become more stable with the provision of enough growth opportunity.
- Requirement (as a part and partial) of approval / affiliation / NBA accreditation / DTE grading.

##### **III ELIGIBILITY**

- Staff member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

#### **IV. CATEGORIES : Two Categories**

##### **Category – I: Extra Ordinary Leave.**

<b>Minimum Service</b>	<b>Service less than 3 years (In this institute)</b>
Terms and conditions	<ol style="list-style-type: none"><li>1. Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course satisfactorily.</li><li>2. In case of extra – ordinary leave</li><li>3. If he / she leaves the institute within the bond period, need to pay the amount equivalent to three months salary as a penalty.</li></ol>
Others	<ol style="list-style-type: none"><li>1. No other sponsorship will be given during the period of the course.</li><li>2. The staff coming from other institute and joining job in our institute and already registered somewhere for higher studies can continue with their course under this category.</li><li>3. Total minimum service in the institute will be three years provided three years bond is valued.</li><li>4. Selection for sponsorship will be as per order of merit, and solely at the discretion of the Management, depending on the exigency of work.</li></ol>

**Category – II: Sponsorship with no work load and with full salary.**

<b>Minimum Service</b>	<b>Not less than 5 years (In our institute)</b>
<b>Term and condition</b>	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. <b>“OR”</b> If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.
<b>Others</b>	1. No other sponsorship will be given during the period of the course. 2. Minimum service with institute will be 3 years if the bond is valued. 3. Selection for sponsorship will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

**B) SPONSORSHIP FOR ATTENDING TRAINING / SEMINAR / WORKSHOP****Category – I: Registration Fee**

<b>Minimum Service</b>	<b>More than one year, but less than three years (In this institute)</b>
<b>Term and condition</b>	1. Staff members will be eligible for 50 % of registration fee or Rs. 500/- whichever is less. 2. TA / DA will not be paid.  3. Staff need to submit the report (prescribed ISO format) immediately after coming back from the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
<b>Others</b>	1. Only maximum two program per semester. 2. Selection will be as per order of merit from the respective dept. and solely at the discretion of the Management, depending on the exigency of work.

**Category – II: Full Registration Fee for MSBTE Programs.**

<b>Minimum Service</b>	--
<b>Term and condition</b>	1. All staff members are eligible for 100 % of registration fee. 2. TA / DA will not be paid. 3. Staff need to submit the report (prescribed format) immediately after coming back from the program 4. Need to give the presentation within one week or the schedule decided by HOD.
<b>Others</b>	1. Only one program per semester per staff.  2. Selection will be as per order of merit from HOD, and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the institute and applicable for all three categories.

## V IMPORTANT NOTE

Staff members should note the following points before applying for sponsorship.

- Course duration will be specified by Board/ University / Deemed University / Autonomous Institution.
- Eligible staff members must submit the request to the Principal through HOD/Concerned Head for sponsorship well in advance, at least 3 months in advance.
- Number of staff members to be sponsored shall not exceed 10 % of the total staff members in concerned department. If member exceeds 10 % then the decision of the management will be final.
- Maximum 10 % (rounded to lower integer) of the total staff in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Second sponsorship will be considered only after completing 8 years of continuous service in the institute or at the discretion of the management.

These additional terms and conditions will be applicable to all above mentioned three categories.

## VI SELCTION CRITERIA

- Selection of the staff will be on the basis of order of merit of the eligible faculty members and solely at the discretion of the Management, depending on the exigency of work.
- Order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their performance.
- Order of merit need to be approved by CEO.
- Validity period of merit will be for one academic year.

## VII BUDGET PROVISION

- Amount equivalent to annual salary 10 % of total staff member per department which will vary from staff to staff as per their seniority and cadre in the institute.( NA)
- Percentage matches with AICTE requirement.

## VIII COMMITMENT

- Staff must serve the institute for the bond period.
- Should participate in examination work actively.

### 3.5) Incentive and Reward Policy (Motivation)

During each academic year, to motivate the staff members for enhancing their performance Best Employee award is given. It is further divided in to four categories.

**3.5.1) Best Teaching Faculty:** Best Teaching faculty is decided on the basis of Self-appraisal, Peer appraisal, Student's feedback, higher authority appraisal by the PRINCIPAL in consultation with the HOD's.

**3.5.2) Best Non Teaching Faculty:** Best Non Teaching faculty is decided on the basis of the Performance Appraisal of the Lab Assistant by the PRINCIPAL in consultation with the HOD's.

**3.5.3) Best Administrative Staff:** Best Administrative Staff is decided on the basis of the Performance Appraisal of the Administrative Staff by the PRINCIPAL in consultation with the Office Superintendent.

**3.5.4) Best Class IV Employee:** Best Class IV Employee is decided on the basis of the Performance Appraisal of the Administrative Staff by the PRINCIPAL in consultation with the Office Superintendent.

**3.5.5) The decision of the Management in deciding the Best Employee Award will be final and binding.**

## **Chapter 4: Consultancy Policy (Resource generation & utilization)**

### **4.1 Purpose**

- Management encourages the teaching staff members to undertake consultancy to support the achievement of polytechnic objectives, including the advancement of the professional expertise of teachers.

### **4.2 Procedure**

- Consultancy is to be contracted with the external party through the Institute.
- Consultancy will be deemed to be approved between the staff member and the Institute has been executed.
- Consultancy contracts between the Institute and external parties will include provisions with respect to performance management, quality control and cost. Such provisions will be jointly negotiated with, the Institute and staff member(s) concerned.

### **4.3 Determination of Disputes**

- In the event of any dispute between the Institute and a staff members relating to consultancy, such dispute is to be referred it to the arbitration decision by Principal

## **Chapter 5: Disciplinary Regulations**

**5.1 Disciplinary Regulations:** All Staff members are supposed to follow the disciplinary regulations laid down by the Institute.

### **A. Principal**

1. To work as academic and administrative in-charge of the institution.
2. To exercise top-level administration and management within the institution with respective planning, organization, directing & coordinating activities within & external to the institution.
3. Re-sourcing necessary manpower required for the institution as & when required.
4. To have an overall control on internal communication within polytechnic, Training and placement activities, Industrial visits, lab. Practical etc.
5. To promote Industry Institute Interaction, Industrial oriented research & development, organizing & coordinating consultancy services.
6. To participate in policy & system planning at state, Region & National level for development of technical education.
7. To co-ordinate the activities, official correspondence with the AICTE, DTE, MSBTE,
8. To maintain academic atmosphere in the polytechnic and control the students.
9. To maintain public relations & interaction with community.

## **B. Management Representative (MR)**

1. To exercise administrative and managerial control on Departmental & Institutional activities of the polytechnic and reporting to Chairman pertaining to development of Quality Manual in the polytechnic.
2. To exercise control to implement & establish Quality Management System in the institution and to promote awareness among students and staff.
3. To look after day to day academic and teaching activities and assist the institution staff in overall academic activities.
4. To monitor and judge the performance of students in academic field and to implement quality improvement program with intimation to Chairman.
5. Co-ordinate with all the academic activities such as academic planning administration, industrial training, and industrial visit.
6. To exercise administrative control on Dept. lecturers, Non-teaching Staff & Co-ordinate with other department and administrative office pertaining to academic and other activities of the polytechnic.
7. Design & development of laboratory instructions.
8. Participation in the Co-curricular & Extra curricular activities.
9. Student guidance, counseling and helping their character development.
10. Innovation in technical education and evaluation.
11. Providing testing / repair Services.
12. Development, administration and management of institutional facilities.
13. Providing academic and administrative leadership.
14. Monitoring and evaluation of academic activities in the institution.
15. Promotion of entrepreneurship and job creation.
16. Technical support to relevant projects.

## **C. HOD ( all Branches )**

1. To conduct the classes as per timetable & teaching load in their dept.
2. To maintain the record of the all-educational & extra curricular activities.
3. To maintain disciplined atmosphere in the classes, labs & departments.
4. To conduct the seminars in department.
5. To maintain good relation with staff & management.
6. To report to the management, principal for any academic changes.
7. To exercise academic and administrative control on students & staff.
8. To assign individual load to all teaching staff, supporting staff & control on teaching plan.
9. Organizing industry oriented projects.
10. To exercise student guidance, counseling & helping their character development.
11. To conduct all types of examinations, assessment and evaluation etc. as per curricula and MSBTE guide lines and orders.



**D. Lecturer**

1. To exercise academic control over students of the polytechnic in terms of conducting lectures, practical in laboratory and tutorials.
2. Students assessment and evaluation including examination work of the MSBTE and internal unit test and exams.
3. Planning and implementation of instructions in laboratory and developing resources, material and curriculum.
4. Assisting in institution/department administration, planning and its implementation.
5. Public relations and interaction with student community and contribution to other academic social activities.

**E. Laboratory Assistant**

1. To maintain record of all the equipments in laboratory.
2. To work & conduct practical of the students as per instruction of lecturers.
3. To calibrate the equipments due for calibration & servicing.
4. To maintain clean atmosphere in laboratory.

**G. Office Superintendent**

1. To assist office Administration in day to day routine work.
2. To prepare and make day-to-day correspondence.
3. To administrate the work of internal examination, MSBTE Examination.
4. Recovery of fees.
5. To follow & execute the work as per instruction from Chairman/Principal.
6. To coordinate between Students, institute & MSBTE.
7. To handle MSBTE correspondence in consultation of CEO / Principal.
8. To contact and communicate with the MSBTE for examination, question papers, result preparation etc.
9. To settle account with MSBTE pertaining to paper checking, student fees, and examination fees.
10. To streamline all the work related to MSBTE.
11. To receive and deliver MSBTE documents like student's mark sheets, circulars etc to students, institute etc.
12. To solve problems related to MSBTE.

**H. Accountant**

1. To maintain admission fee record register.
2. To maintain cash & cheque book account register.
3. To maintain dead stock register, voucher file.
4. To keep updated account and help Auditor.
5. To check outstanding Bills & clear them.
6. Collection of fees.
7. To update petty cash register on daily basis.
8. To help the office administrative staff

**I. Librarian**

1. To maintain disciplined atmosphere in library.
2. To maintain books in good condition & record of the same.
3. To issue books to students, staff & maintain record of the same.
4. To maintain sections in the library up dated for references.
5. To make easy accesses for staff & student for issue & return of books.
6. To maintain record of the books & magazines in stock register.
7. To carry out stock checking once in a year.
8. Prepare the list of the new books to be purchase in consultation with respective HOD and/lecturers and submit to authority.

**J. Non-Teaching Staff**

1. Conceive job as per instructions of Principal/HOD/Lecturer.
2. Housekeeping.
3. To assist the academic staff.
4. Render day-to-day academic inspection in general.

**K. Training & placement Officer**

1. To conduct seminars for students to improve necessary skills.
2. To visit the corporate companies & other Ltd. Pvt. Companies.
3. To conduct campus interviews for the students.
4. To train the students to appear in an interview.
5. To maintain the list of companies & their HRD Heads.
6. To maintain record of the companies visited.
7. To maintain the record of the student recruited in companies.
8. To display on notice board the advertisements of leading news papers for vacancies.
9. To maintain good relations in corporate world & companies.
10. To see that maximum number of students will be recruited from the institute.

**L. Computer Operator**

1. To assist office Administration in day-to-day Work.
2. To type day-to-day Correspondence.
3. To assist the work concerning to department & office.
4. Collection of fees & issuing fees receipts to students.
5. To follow & execute the work as per instruction from Chairman.
6. All necessary typing, information, data feeding work.

**M. Office Boy**

1. To work as per the instructions of the Principal, HOD, Lecturers and other Staff members.
2. To maintain good relation with staff members & students.