

Shri. Vatvruksha Swami Maharaj Devasthan's



**KAI. KALYANRAO (BALASAHEB) INGALE
POLYTECHNIC COLLEGE, AKKALKOT.**



**Approved by AICTE and DTE and affiliated to MAHARASHTRA
STATE BOARD OF TECHNICAL EDUCATION, MUMBAI.**

STAFF HAND BOOK



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STAFF HAND BOOK
Kai. Kalyanrao (Balasaheb) Ingale Polytechnic

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CHAPTER I INTRODUCTION

Kai. Kalyanrao (Balasaheb) Ingale Polytechnic College, Akkalkot is one of the technical educational institutes and is managed by Shi. Vatvruksha Swami Maharaj Devasthan's Trust, Akkalkot established in 2009. Kai. Kalyanrao (Balasaheb) Ingale is the founder of the College and Shri. Mahesh Ingale is the Chairman.

Our aim is to impart good education with accent to develop the total personality of the students with the emphasis on moral values. We, in this institution will strive hard to shape the students in such a way that they will be an asset to the community and nation at large.

For making the rural area students well versed in case of technical field, the trust established polytechnic college in the year 2009.

Our college is the only source of enlightenment in this backward rural area. We are trying our level best to push the rural talents in to the main stream of life. "Our aim is to create very dynamic youth with the global knowledge and local culture. Sincerity, regularity, punctuality, cooperation and mutual integrity are the highlighted operating canons of our institution." With all the hopes and efforts we are moving ahead towards a better tomorrow. Join us we are always ready to work hard for your success.

QUALITY POLICY:

Kai. Kalyanrao (Balasaheb) Ingale Polytechnic College is committed to provide quality education in engineering and technology, to transform the youth into committed technical personnel for the social and economical well-being of the nation with integral development of personality and character building.

VISION:

“To uplift the rural students by providing quality technical education”

MISSION:

M1:- To incorporate technical skills with the help of hands on education.

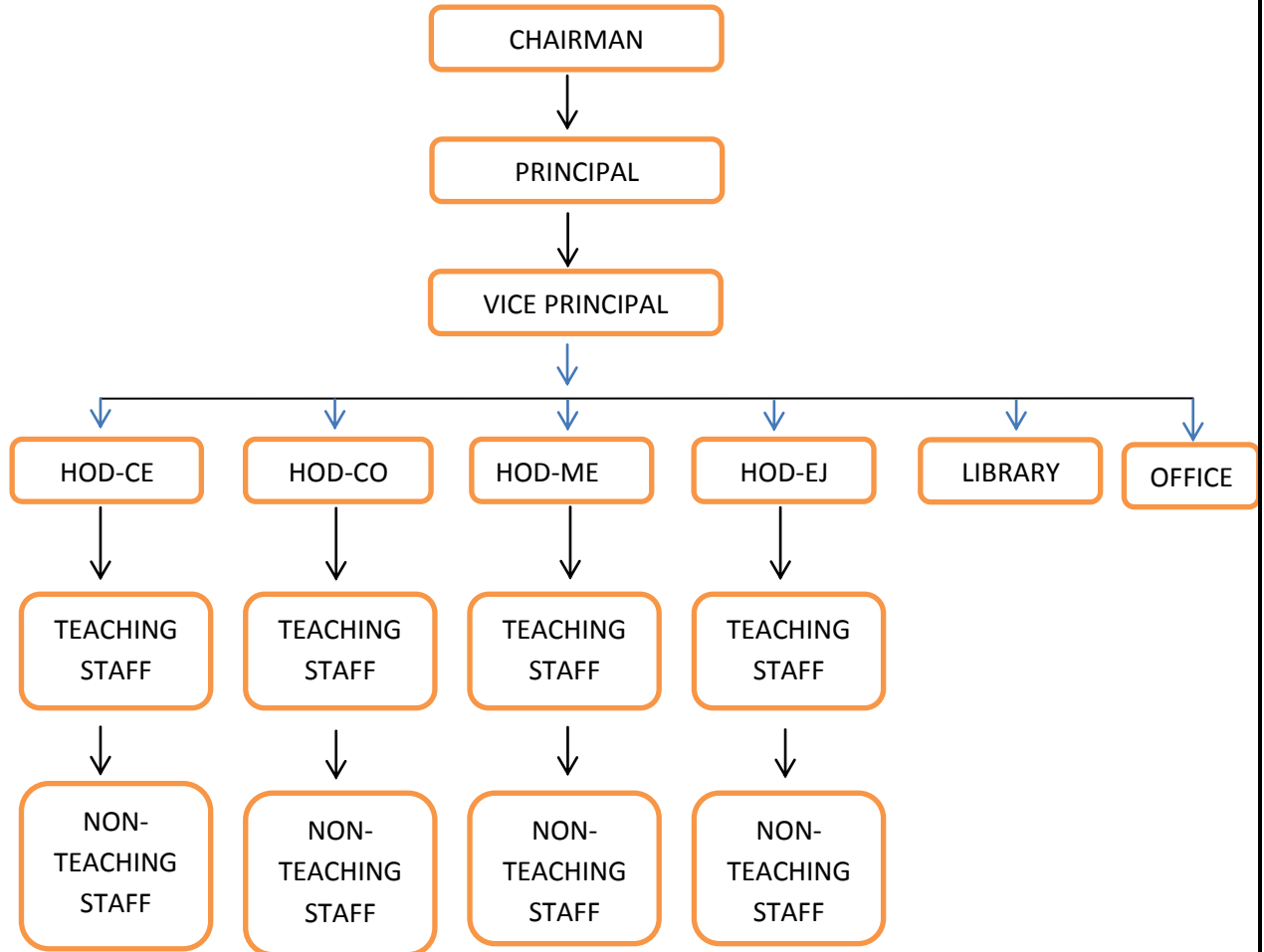
M2:- To familiarize the students about latest technology by conducting industry oriented activities.

M3:- To inculcate the professionalism by imparting quality trainings

ACCREDITATION:

The institution is preparing itself to be equipped so as to present itself for accreditation. Hence all members of staff are accepted to put in maximum effort to lift the Institute and the Department in which they are working to the highest possible level of excellence.

ORGANISATIONAL CHART:



CHAPTER II JOB DESCRIPTION

Objective: To ensure mutual respect and freedom for everyone and be role models to student community.

❖ REPORTING FOR DUTIES ON TIME :

- College working hours are, normally from 9.30 a.m. to 5 p.m. or any other timing as directed by HOD/Vice-Principal / Principal.
- A six day working schedule from Monday to Saturday is followed except second and fourth Saturdays. Classes are scheduled from 9.30 am to 4.00 p.m.
- All members of the staff shall be at their workplace (offices, classrooms, Labs, staff room etc.) at least 5 minutes before their reporting time.
- Anyone coming late / leaving early for more than 60 minutes on 2 occasions in a month may be allowed by HOD/Vice-Principal/Principal.
- Anyone needing to go out of the College premises during working hours (except lunch break) shall seek necessary permission from HOD/Vice-Principal/Principal and register his/her absence (i.e. OUT and IN timing Register kept at gate).
- Staff members shall compulsorily wear College ID while in the College premises.
- Staff members shall submit their investment details to the Account Section before 2nd week of February each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
- Faculty shall ensure that discipline is maintained in the classroom, labs and college premises. In case of serious matters of indiscipline, the same shall be reported to the HOD/Vice-Principal/ Principal.
- Staff members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
- All members of staff are expected to present themselves in decent attire. Clothes like sleeveless tops, T-shirts etc. are not permitted. Earrings, pony tails/long hair, bangles etc. are not permitted for gents.
- Staff members may arrange meeting of any kind with permission/request to HOD /Vice-Principal /Principal only.

CHAPTER III GENERAL GUIDELINES/POLICIES

❖ SERVICE CONDITIONS:

- All appointments shall ordinarily be made on probation for a period of two years in the case of teaching staff and one year in the case of non-teaching staff. The staff member is treated as “Regular” on completion of two years.
- No teacher is permitted to leave during the middle of the semester excluding the summer vacation suffering the class work. One months’ notice is to be served or one month’s salary on either side need to be paid in due of such notice.
- All the employees must pledge their original certificates at the time of joining. If anyone has any requirement, they should give bank cheque (1months’ salary) and soon after the need, they can return the original certificates to collect back the cheque given.
- All employees should come to the college presenting a smart and decent appearance to project professionalism.
- The yearly increments are given only in August (paid in September salary), after completion of a year of service in this institution. The increments are given on the recommendation of performance review committee consisting of Principal, HOD, and Senior Faculty. The members ascertain the performance and recommend for increment.
- All the employees whose salary is less than Rs.15,000/- shall be governed by the compulsory contributory provident fund scheme (CCPF). However, the employee contributory provident fund scheme is continued to the employees who have already opted for the scheme earlier.
- If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else any outside employment like involving in consultancy for private/self owned institution without the permission of Principal is under taken, the following penalties for sufficient and good reasons would be imposed upon the employees of the institution
 - a. Withholding of increments or promotion
 - b. Reduction to a lower rank in seniority or lower post or lower stage in time scale.
 - c. Removal from the service, the Principal shall be competent authority to impose any of above punishments and an appeal against orders can be made in the EC whose decision is final.
- All the employees of the college shall be governed by the leave rules that are framed as following:
 - a. All the employees are entitled to avail 12 days of CL per annum. The CL can be availed over phone with proper work adjustment to colleagues. The number of CLs that can be availed should not be more than 5 days at a stretch excluding the public holidays in between CL should not be combined with any other leave or LOP or C-off’s.
 - b. Those who work on Sundays or any other Government holidays upon specific instruction from Principal or Management can avail compensatory holiday on any day in that annum with prior application.

c. Each teaching staff is entitled for 10 days of “Medical Leave” after the completion of 1 year service. The MLs should be supported by sick and fit certificates. The non-teaching staff is entitled to 6 days per year of service completed.

(Public holidays either prefixed or suffixed to EL or ML or LOP will not be considered under leave the holidays in between will be accounted for the concerned leave)

d. Teaching staff and non-teaching staff members are eligible for vacation leave in the summer and winter as per direction given by DTE and management. Further, those who retained the leave during vacation will be compensated EL equal to half the unvacated vacation. Attender, cleaners, and book keepers are not for vacation leave.

e. Those who want to go on duties like Controller/spot valuation/observer/examiner/MSBTE/Board meeting avail 5 days of “On-duty”/academic leave with prior invitation. Attendance certificate should submit after the spot valuation/observer/examiner.

f. The staff pursuing PhD, can also avail 3 days of “on duty” leave per month either to write or to meet research supervisor and The staff pursuing M. tech, can also avail 2 days of “on duty” leave per month either to write or to meet research supervisor

g. At the discretion of the Principal and Management committee and extraordinary leave of pay and allowances may be granted to an employee where he/she is not eligible for any other or where the employee himself/herself applies for such a leave irrespective of title for any other such leave may be granted for a period not exceeding 6 months.

h. Absence of any such leave will be treated as “Break of Service” and the further increments postponed by that time.

RECRUITMENT PROCEDURE

1. Introduction

The vision of SVSMD'S KKI Polytechnic, Akkalkot is translated into an organizational goal to identify and recruit and retained highly qualified, talented and diverse faculty/staff for positions in all academic fields.

The recruitment of faculty/staff is a crucial activity at SVSMD'S KKI Polytechnic, Akkalkot. The staff selection committee is constituted specifically for the governing the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates.
- b. Short listing of prospective candidates
- c. Preliminary selection- staff selection committee
- d. Institute ratification of selected candidates

2. Search for prospective candidates:

The search for prospective candidates implemented in the following 2 days simultaneously:

- Advertisements are placed in the leading Marathi daily news papers listing the openings
- The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the advertisement.
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

3. Application procedures:

- The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the administrative office, on or before, the scheduled date.
- Retired personnel from teaching/industry and R &D are encouraged to apply for the post.
- The application should include all the relevant authenticated data regarding age, academic qualifications with clause/grades, experience, post held, publication list, statement of teaching interests, phone no., e-mail ID and together with attested copies of certificates and marks cards (of all the years/semester) etc., in duplicate (in 2 sets)
- Separate application is to be submitted in the event of candidates applying for more than one category of post.
- Candidates, who had applied for the same post before, have to apply a fresh again.
- The age limit is as per the AICTE/DTE norms and subsequent orders in force.

4. Short listing of prospective candidates

- Applications, when received, are organized, relevant information summarized, and sent to the respective HODs by the administrative office for short listing. The objective of short listing is two folds:
 - a. To reject applications that do not meet the eligibility criteria
 - b. To short list the candidates from the remaining list so that the number of candidates to be called for the interview with the Staff Selection Committee remains within manageable limits.
- Usually, primary concerns at the stage are the educational back ground previous experience and research activities done by the candidates. The concern HOD short list the candidates based on the requirement of the respective department. The resumes of the short listed candidates are further ranked in the order of merits by the concern HOD and sent to the administrative office along with their comments and observations for the next level of the recruitment process.

5. Staff selection committee:

- The selection committee is constituted in the following manner, with representatives as listed under each department.
 - a. Head of the Institution/ Principal - Chairman of the selection committee
 - b. Representative of the management - Member of the selection committee
 - c. HOD of the department - Member of the selection committee
 - d. Subject expert - Member of the selection committee
- The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The succeeded candidates are issued offer letters with a 15 days' time frame to accept the offer. After recent acceptance letters from the candidates, appointment orders are issued to them. The Principal of college has a refusal in selection.

CHAPTER IV ROLES AND RESPONSIBILITIES

❖ THE DUTIES & RESPONSIBILITIES OF PRINCIPAL:

Objective: Institute Manager/executive responsible for all academic & administrative processes.

- To promote the comprehensive development of the instructions as the head of institution.
- To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
- To review salary fixation norms as and when required; keeping in mind, the practices in and around colleges.
- To fix salaries, increments, etc., to teaching and non-teaching staff.
- To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- To conduct HOD's meeting at regular intervals to know the state of affairs - both academic and non-academic.
- To plan for campus placements through training and placement officer.
- To review the student results and academic performance.
- To instruct the Hostel authorities about the rules to be followed while permitting the students to go outside, including their native places.
- To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year. To go round the class rooms to ensure that the class work is being conducted effectively.
- To go through the letters found, if any in the suggestion box and act them, if required.
- To conduct Governing Body and Academic Meetings.
- To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA guidelines.
- To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
- To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
- To monitor the activities of the AICTE, DTE and MSBTE.

❖ THE DUTIES & RESPONSIBILITIES OF VICE PRINCIPAL

- Assist the Principal in administrative and academic work.
- To monitor the activities of the AICTE, DTE and MSBTE.
- To review the student results and academic performance,
- To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
- Planning, scheduling, coordinating and monitoring the curriculum implementation pertaining to the department.
- To plan and implement the activities to take care of hygiene, safety and house-keeping in the institute
- To develop and maintain inter departmental relation for effective working in the institute

- Development and implementation of short term and long term plan for department development and quality improvement
- Evaluate the performance of the faculty and supporting staff

❖ THE DUTIES & RESPONSIBILITIES OF HEAD OF DEPARTMENT

Objective: Department Manager/executive responsible for all academic & administrative processes.

- Head of Department is answerable to the Principal/Vice-Principal for all academic and administrative/personnel activities of the department.
- Academic and administrative management of the department
- Assessing the requirements of the material, financial and human resources for effective implementation of prescribed curricula of program offered by the department.
- Planning, scheduling, coordinating and monitoring the curriculum implementation pertaining to the department.
- Responsible authority to perform academic, personnel and security functions and to maintain necessary records (like DSR) of the departmental assets in stipulated formats.
- To act as facilitator for the departmental faculty in laboratory development, laboratory set-up, and laboratory maintenance
- Provide motivation & guidance to faculty and other staff in the department.
- Participate, motivate, guide & facilitate professional development through continuing education, testing and consultancy & research.
- Identify and organize faculty and supporting staff development programs
- To act as authority for coordinating and conducting examinations / test examinations
- Maintaining students attendance record submitted by lecturers and students evaluation record
- Development and implementation of short term and long term plan for department development and quality improvement
- Preparation of timetable and mobilization of teaching-learning resources.
- Provide guidance & counseling and other students services at department level
- Plan, organize and facilitate industry visits and expert lectures
- To plan and implement the activities to take care of hygiene, safety and house-keeping in the department
- Take teaching load prescribed as per the norms issued time to time by state government.
- Evaluate the performance of the faculty and supporting staff
- Create, maintain and motivate cordial relations and team spirit in the team working under him/her & provide impartial opportunities for contribution to faculty & staff.
- Promote, guide, facilitate and participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development
- Assist Principal in institute level activities.

- Keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through articles, books, journals and seminars etc.
- Self development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.
- Participate in non-formal mode of education for benefit of society/ Community
- Certify and recommend the vouchers/bills of department/ related expenditures for further processing
- Motivator and facilitator for carrying co-curricular and extracurricular activities for developing overall personality of students.

❖ THE DUTIES AND RESPONSIBILITIES OF A TEACHING FACULTY

❖ General :

- The Faculty Member should come to the college at least 15 minutes before the commencement of classes and should leave the college not earlier than 15 minutes after the end of the last hour.
- All the Faculty Members are expected to follow the rules and regulations of the Institute as prevalent from time to time.
- The work load of all the staff shall be fixed by the AICTE/DTE/MSBTE/ Management. The work load of the teacher should not be less than **30 hours a week**, of which teaching-contact hours should be at least as per AICTE norms
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.
- Faculty Members should attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Faculty Member must strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large. Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively with such extra-curricular activities which he / she is interested in or assigned to him/her from time to time.
- Groupism of any kind should be absolutely avoided. Faculty Members found indulging in such activities will be subject to discipline proceedings.

❖ IN DEPARTMENT :

- The Faculty Member should always first talk to the HOD and keep the HOD in confidence about the member's professional and personal activities.
- The teaching load will be allotted by the HOD after taking into account the Faculty Member's interests and area of specialization
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD /vice principal/ Principal/ Chairman in academic, co-curricular or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday as soon as the classes/laboratory hours are over.

- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab /invigilation. In case of emergency, the HOD must be informed with appropriate alternate arrangements suggested.
- The Faculty Member should make himself / herself presentable. The Faculty Member should show no partiality to any segment / individual student.

❖ **IN CLASS ROOM TEACHING :**

- Once the subject is allotted, the Faculty Member should prepare the lecture and hour wise lesson plan.
- The Faculty Member should get the lesson plan and course file - approved by HOD and Principal.
- The course file is an official record, a compilation of the planning and execution of teaching/learning activities, carried out throughout a semester in an academic year for a particular subject .The course file consists of preface, previous year question papers, notes, PPT, test/exam question papers, three model answer scripts for each test/exam (top, middle and bottom), Assignment plan, topics and copy of assignment, feedback analysis report etc.
- The teaching faculty has to get verified their course file by their HOD at least once in a month and submit it to the concerned HOD within three weeks of the last instruction day of the concerned semester.
- The Faculty Member's Diary must be regularly updated and put up for inspection by HOD/Vice Principal/Principal as the case may be.
- The Faculty Member should go to the class at least 5 minutes before and enter the class without delay when the bell rings.
- The Faculty Member should engage the full period and should not leave the class early.
- Attendance must be taken for each lecture/practical/tutorial preferably at the beginning of each lecture/practical/tutorial.
- The Faculty Member should make use of PPT, Models etc., as teaching aids. The Faculty Member should encourage students asking doubts / questions.
- The Faculty Member should get the feedback from students and act / adjust the teaching appropriately.
- The Faculty Member should take care of academically backwards students and pay special attention to their needs in special classes.
- In problem oriented subject, regular tutorials have to be conducted. The Tutorial problems have to be handed over to the students at least in week in advance of actual class.
- The Faculty Member shall give all possible pattern (2-marks, 4 mark, 6 mark etc.) questions of each unit to the students.
- The Faculty Member should interact with the class tutor/Mentor or counselor and inform him / her about the habitual absentees, academically backward student, objectionable behavior etc.
- The Faculty Member should always aim for 100% pass results in his / her subjects and work accordingly.
- The Faculty member should regularly visit library and read the latest journals / magazines in his / her specialty and keep oneself abreast of latest advancements.
- The Faculty Member should make himself/ herself available for doubt clearance.

- The Faculty Member should motivate the students and bring out the creativity / originality in the students.

❖ IN LABORATORY

- The Faculty Member going for laboratory class must perform the experiments personally and be satisfied with the results before asking the students to conduct the experiments.
- Whenever possible, additional experiments to clarify or enlighten the students must be given.
- The lab observations/records must be corrected then and there or at least by next class.
- Allow the students inside the lab only on submission of the required records written up to date.
- To give crystal clear instructions.
- To attest the readings of the experiment. To let the students know the percentage of error he/she commits for every experiment.
- To sign the manual /rough record before the end of each practical class.
- Faculty conducting practicals / projects shall be responsible for the respective labs during their practical hours.
- Faculty shall follow the guidelines/instructions as prepared by the Lab in- charge. However, faculty can suggest changes in these matters with the consent of the HOD.
- In order to prevent theft, faculty members are advised to take the following action.
- Before starting the practical's/projects, students shall be asked to check the PCs/equipments etc. and report in case of any missing items/irregularity to the lab In-Charge.
- As far as possible, allot the same PC to the same individual/same group of students (in case of projects).
- Students shall not be permitted to carry bags into the labs.
- In case of any missing/damaged item, the matter shall be immediately reported to the Lab In-Charge.

❖ DUTIES AND RESPONSIBILITIES OF THE LABORATORY /WORKSHOP INSTRUCTOR AND LAB ASSISTANT

- ❖ **Laboratory and workshop Objective:** To help students analyze Evaluate & Create Themselves through experiments, what they learn in the classroom
 - To maintain the Dead Stock Register and Consumable Registers.
 - To find out the requirements for consumables for the laboratory and procure the same, before the start of every term.
 - To plan for the procurement of equipment for the coming term well in advance. This can be done by visits to other colleges, by contacting teachers who are teaching or have taught similar subjects in our college or other colleges, etc.
 - To see that the infrastructure facilities in the labs are adequate so that each batch has ample opportunity to complete practical's satisfactorily.
 - To organize the laboratory for oral and practical examinations.
 - To hold those responsible for any breakage / loss etc. and recover costs.
 - To ensure the cleanliness of the lab and switch off all equipment after use.

- Requisition of consumables shall be submitted to the HOD, who in turn shall verify the same and forward to the Principal for necessary action.
- The Lab. Assistants are required to assist the respective Lab in-Charge for smooth functioning of the laboratories.
- Lab Assistants and in charge shall be available for maintenance and care of resources/services of the institute
- All the Lab. Assistants, in coordination with the respective Lab In-Charge, are required to report matters, like maintenance/repairing, theft, damage etc. within the respective labs, to the HOD through faculty in charge of lab.
- **Lab Assistants in coordination with Lab In-charge should display**
 - (i) List of Equipments/software with cost
 - (ii) List of Experiments
 - (iii) Lab Time Table
 - (iv) Names of Lab In-charge / Lab Assistants etc. on the Lab Notice board.
- Any other duty as may be assigned by the faculty in charge of lab /HOD/Vice-Principal/Principal/Chairman from time to time.

❖ **DUTIES AND RESPONSIBILITIES OF CLASS TUTOR/CO-ORDINATOR:**

Objective: To help students in their pursuit of knowledge and to maintain a close watch and build bond with students and parents.

- To ensure that every student is well supported to fulfill his/her learning potential
- In order to monitor the progress and quality of students, appraise them and consult their parents.
- To encourage the students to learn beyond the syllabus contents.
- Give awareness to students about the rules of attendance (general), Industrial Visits, sports, leave etc.
- To maintain student discipline in the class as per the college policies.
- To keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree
- Address students' queries.
- Meeting the parents of students, especially defaulters.
- To inform the HOD about making alternative arrangement for lectures and practical's when a faculty is absent.
- To produce and update student handbook, department brochure for placement/consultancy and updating of information on college website pertaining to the Class
- To lead an effective induction programme and value added course for student's in consultation with HOD.
- To produce the assessment plan for every semester well in advance
- To manage the production and dissemination of reports to students, parents, College Management, MSBTE, DTE, NBA, AICTE and other governing bodies from time to time
- Implement the actions based on the minutes of class committee meetings.
- Cooperate with the college discipline committee and management in matters affecting general discipline and workplace ethics.

- Arrange PTA meetings and all common functions of the college to represent the class.
- Take charge of any special projects assigned by the management from time to time.
- Make sure students of the department are regularly attending class and coming to the college in time in proper uniform.
- Make sure the academic targets in terms of board results and placement targets in terms of number of students placed are met.
- Be the academic leader of the designated class in the Department.
- To lead the development and maintenance of appropriate standards and quality assurance in the delivery of course materials, assignment and question paper setting and its valuation.
- To monitor the semester progress regularly based on approved semester and assessment plan
- To arrange industrial visits and guest lecturers for students to improve their learning experience in the consultation with HOD
- To encourage the students to participate in technical competitions conducted outside the college.
- To maintain the desired academic standards in the assignments and tests administered in the class
- Collect information regarding weaker students (in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
- Prepare a subject wise list of the final attendance, practical and lectures together and make forwarded to Principal within 3 days of a semester closing in the prescribed format through HOD.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- Arrange class committee meetings as per norms.
- Any other duty the HOD/Vice-Principal/ Chairman/ Principal may assign.

❖ **EXAMINATION SECTION IN-CHARGE: (Internal & External Examinations)**

❖ **Internal examinations:**

1. Estimation of stationary requirements for tests
2. Preparation of internal examination time table
3. Conduct of internal examination
5. Collection of attendance/internal marks prescribed format from the class incharges.
6. Any other related works

❖ **External examinations:**

1. Estimation of stationary requirements for the end semester examinations (both theory and Practical).
2. Display and Preparation of time tables of end semester examinations (both theory and Practicals)
3. Conduct of end examinations (both theory and Practicals) of MSBTE.
4. Preparation of remuneration bills and maintenance of Acquaintance register.
5. Any other related works.
6. Appointment of supporting staff for exam.

7. Maintaining and implementing rules as prescribed by MSBTE.

❖ **ROLES AND RESPONSIBILITIES OF “OFFICE STAFF”:**

“Office Staff” means employee of academic, administration and accounts section

1. Sign in the attendance register at 09:15 a.m. on every working days unless and otherwise He / She is on leave.
2. Shall perform their duties with sincerity and maintain confidentiality
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as an when the in-charge allots.
5. Pre plan the day's / week's works and perform the duties assigned for time to time in a systematic way to create a courteous atmosphere. All are expected to improve/ update their skills in filling, drafting and essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangements to the works assigned and give full cooperation to all sections with proper dignity and decorum.
7. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely talking on telephones
8. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes, in case of females; attend the college with formal dress i.e. saree.
9. Wear ID card as long as you stay in the college campus.
10. Follow the guidelines/instructions given by the principal from time to time.
11. Seek the permission (max one hour and 3 permissions in a month) whenever He / She intends to come or to go early by applying in the prescribed letter signed by the concerned HOD and the Principal.

❖ **RULES AND RESPONSIBILITIES OF ADMINSTRATIVE OFFICER:**

1. Maintenance of principal's office as per Principal's direction
2. Student's admission related works
3. All kinds of scholarships and related work
4. Helping the Principal in conducting Governing body/Academic council meetings
5. Recording the resolutions of the Governing Body/Academic Council meeting and dispatching the same to the members.
7. Assist the Principal for AICTE/DTE/NBA/MSBTE related works
8. Maintenance and purchase of stationary from the stores
9. Maintenance of leave record of Teaching and Non-Teaching staff
10. Preparation and submission of number of days for salary to be paid to the account section, for the preparation of salary bills.
11. Maintaining the personal files of staff members.
12. Maintaining the budget files
13. Maintenance of student's files and records and issue of original certificates to staff and students as directed by the principal from time to time except salary certificate.
14. Consult the principal on any other issue which needs principal's directions and intervention

❖ शिपाई कामकाज व जबाबदाऱ्या:

- दररोज सकाळी वेळेवर कामाच्या ठिकाणी किंवा विभागात हजर राहणे .
- दररोज सकाळी ९.२० च्या आत सर्व वर्गखोली, विभागप्रमुख कार्यालय, स्टाफ केबीन व सर्व लॅब उघडून टेबल, खुर्ची स्वच्छ करून पाणी भरून ठेवणे तसेच वर्ग भरायच्या आत वर्गातील टेबल व फळा पुसून घेणे.
- एक दिवसा आड विभागकार्यालय, वर्गखोल्या, लॅब व विभागपरिसर स्वच्छ करून घेणे.
- विभागप्रमुख व शिक्षकांनी दिलेले काम वेळेत पूर्ण करणे .
- नेमलेल्या ठिकाणी किंवा विभागात पूर्ण वेळ कार्यरत असणे आवश्यक आहे. महत्वाच्या कामासाठी विभाग सोडत असाल तर विभागप्रमुखांची परवानगी घेणे बंधनकारक राहिल .
- प्राचार्य, उपप्राचार्य किंवा दुसऱ्या विभागाच्या विभागप्रमुखांनी सांगितलेले काम तातडीने पूर्ण करणे.
- महाविद्यालय संबंधीत कार्यक्रमाच्या वेळेस सर्व जण एकत्रित येऊन काम करणे गरजेचे आहे.
- विभागप्रमुख व संबंधीत लॅब इंचार्जेच्या परवानगी शिवाय कुठलेही लॅब बंद करू नये .
- संबंधीत विभागातील विभागप्रमुख व शिक्षक जो पर्यंत विभागात उपस्थित असतील तोपर्यंत उपस्थित राहणे बंधनकारक राहिल
- बदली शिपाईस वरील सर्व काम संबंधीत विभागात पूर्ण करणे बंधनकारक राहिल .

CHAPTER V OTHER COMMITTEES

❖ Building Committee

Function:

- To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required.
- Completing all the necessary formalities regarding the sanction from the concerned authorities
- To complete the legal formalities regarding land, building and municipal taxes.
- To supervise and monitor all the work under construction and get the work completed strictly as per schedule.
- To prepare a plan for furniture required for various Departments / cells of the Institution.
- To monitor the status of all buildings, to forward the proposals of renovation and maintenance, carry out routine maintenance of the buildings.
- The committee shall review the work in progress and prepare a report.
- To take up a special drive for providing better common facilities like drinking water, electrification, dustbins and urinals and campus vigilance.
- To install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.
- To display inspiring quotes at prominent places.

Procedure:

- Prepare the Action Plan for the current activities.
- Get approval from Finance Committee to carry out these activities.
- Monitor progress and take remedial actions.

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

❖ Equipment Purchase Committee

Function:

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, Xerox machines, machine tools etc.)
- To coordinate all the purchases of various Departments and ensure the procurement of required items as per schedule.
- To scrutinize requisitions for equipment of various Departments and decide upon the necessity of purchasing the equipment.
- To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing
- To carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- To review the proposals passed and get the feedback of the proposals kept pending by the respective Departments and forward the same to Finance Committee.

- To invite quotations for items well within time and arrange their procurement after negotiations.
- To arrange for order, inspection and acceptance/ rejection of the equipment received.
- To consider and scrutinize the reports and inspect the items/ equipment.

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 Chairman, Equipment Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for items of purchase, with the help of department.
- Carry out discussions and negotiations with suppliers and procure the best quality items with competitive price.
- Arrange for sending the purchase order, inspection and acceptance/ rejection of the equipment received, with the help of department.

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

❖ **Finance Committee of Institute**

Function:

- To examine the accounts, the progress of expenditure and all new proposals.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Account Office.
- To recommend limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute.
- Report any lapses or irregularity in the financial matters.
- To prepare detailed plan of the activities to be undertaken for academic.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.

Procedure:

- The member Secretary, in consultation with the Chairman of the Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All the decisions should be taken on the basis of majority.
- 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.

❖ **Grievance Redresses Committee**

The College has a Students' Grievance Redress Committee. The functions of the Committee are to look into the complaints lodged by any student, and judge its merit. The Grievance Redressal Committee is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Grievance Redressal Committee members in person. In case the person is unwilling to appear in self, grievances may be sent in writing to Grievance Redressal Committee or Principal.

Objective:-

The objective of the Grievance Redressal Committee is to develop a responsive and accountable attitude among all the stakeholders in order to maintain the healthy educational atmosphere in the institute. A Grievance Redressal Committee has been constituted for the Redressal of the problems reported by the Students of the College with the following objectives:

Upholding the dignity of the College by ensuring conflict free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc. Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Suggestion / complaint Box have been installed in the Institute, in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.

Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises. Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason. Ragging in any form is strictly prohibited in the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Scope:-

The Committee deals with Grievances received in writing from the students about any of the following matters:-

Academic Matters: Related to timely issue of Mark-sheets, other examination related matters.

Financial Matters: Related to dues and payments for various items from library, accounts etc,

Other Matters: Related to certain misgivings about conditions of sanitation, canteen, administration etc.

Functions:-

The cases are attended promptly on receipt of written grievances from the students.

The Committee formally meets to review all cases, prepares a statistical reports about the number of cases received, attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

Procedure:-

The setting of the Grievance Redressal Committee for students will be widely published.

- The students may feel free to put up a grievance in writing and drop it in boxes placed in the Institute.

- The GRC will act upon those cases which have been forwarded along with the necessary documents.
- The GRC will take up only those matters which have not been solved by the different departments.
- The Committee is requested to Contribute effectively to dispose the grievances at the earliest.
- The Committee will meet, with the information to the complainant on their day of Convenience.

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

❖ INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE

STRATEGIES:

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic programmes.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.

FUNCTIONS:

Some of the functions expected of the IQAC are:

- a. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- b. Dissemination of information on the various quality parameters of higher education.
- c. Organization of workshops, seminars on quality related themes and promotion of quality circles.
- d. Documentation of the various programs/activities leading to quality improvement.
- e. Acting as a nodal agency of the institution for quality-related activities.
- f. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NBA based on the quality parameters.

BENEFITS:

IQAC will facilitate/contribute:

- a. To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- b. To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- c. To provide a sound basis for decision making to improve institutional functioning.
- d. To act as a change agent in the institution.
- e. To better internal communication.

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

❖ ANTI RAGGING COMMITTEE

Objectives:-

To prohibit and prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from higher educational institutions in the country by regulations provided by AICTE and Maharashtra prohibition of ragging act, to create healthy development, physically and psychologically, of all students.

What constitutes Ragging?-

Ragging constitutes one or more of any of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Penalty for Ragging:

1. Oral/written warning
2. Fine
3. Suspension from class for one week

4. Suspension from class for one month/semester
5. Prevention from appearing MSBTE Exams
6. Suspension from hostel
7. Rustication from college

❖ Women's Grievance Redressal Committee

Objectives of the Cell

- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- To provide the healthy and safe environment in the Institute for the female students/employees.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.

Prohibited Activities

Sexual harassment has been defined as a form of sexual discrimination, consisting of unwanted sexual advances.

Complaint Procedure

Any female who wants to file a complaint can do so by writing an application to the Chairperson of WGRC. In case of Sexual harassment the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of a member Women's Redressal Committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

Discipline

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of membership.

a) A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.

b) Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

Complaint and Redressal mechanism:

Complaint of harassment will be promptly and carefully investigated and Investigation will include interview with all relevant persons, including the aggrieved and other potential witnesses in the case of sexual harassment and decision on grievances to be taken at a fairly senior level. After hearing of complaints, the committee shall take appropriate decision and then same is communicated to the complainant if required. If any student filing a complaint is not satisfied with the decision of the committee then she can make appeal before the Director of the Institution. A women grievance redressal committee shall take rational decisions to discharge its duties/responsibilities for a smooth and efficient functioning of the Institute and to monitor, or the overall discipline.

Punishment for Sexual harassment

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the complainant will face severe disciplinary

action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

Frequency of Meeting: The committee shall meet Twice per semester and such other times, as may be required.

❖ **INTERNAL ACADEMIC MONITORING COMMITTEE (IAMC)**

Before the commencement of academic session, action plans are discussed with principal sir & Head of various departments for delivering effective teaching learning process. Once the academic session is in full swing & all the laid action plans are being followed, the academic monitoring committee reviews the effectiveness of these action plans as well as suggests measures for improvement.

The function of Academic monitoring committee is:-

1. IAMC shall flow the criteria & sub-criteria wise marking system given in Annexure-I. They also follow the guideline given in Annexure-II.
2. IAMC shall carry out monitoring ones in each semester prior to visit EAMC (External Academic monitoring committee)

Frequency of Meeting: The committee shall meet twice in a year (one per semester).

❖ **Institute Level Curriculum Implementation Unit (ICIU)**

Roles and Responsibilities of ICIU

1. Study Curriculum development process and prepare curriculum implementation plan at institute level
2. Identify the resource gaps at institute level and develop plan to make up the deficiencies.
3. Plan for Academic Calendar of the institute taking into consideration the calendar from MSBTE
4. Guide the departments regarding the philosophy of curriculum design and its implementation.
5. Ensure uniform implementation of MSBTE norms for student assessment
6. Analyze the reports of internal and external monitoring committees and take remedial action
7. Maintain the records of all activities in the prescribed performs

Terms of Reference

1. Ex-officio members are permanent members
2. All external members will be by rotation
3. The term of external members shall be for minimum 1 year and maximum 3 years
4. ICIU will meet at least once in 6 months
5. Academic coordinator will prepare the agenda, maintain the minutes of the meeting and prepare the action taken report.
6. Minimum quorum shall be half the number of members +1

Roles and Responsibilities of Principal

1. Establish a separate cell in the Institute to plan, implement and monitor the progress of curriculum implementation.
2. Provide infrastructure facilities to the identified Academic Co-Ordinator such as space, computer and one clerical staff.
3. Conduct meetings of the heads of Department and teacher to ensure smooth functioning of ICIU.
4. Provide guidance to support the Academic coordinator.

Roles and Responsibilities of Academic Co-Ordinator

It is desirable to have uniform policy and procedures for all the departments in the institute while implementing the curriculum. Academic co-coordinator is a key person to decide and adopt uniform procedures.

1. Get acquainted with the philosophy of curriculum implementation and develop insight regarding theories of learning, systems thinking and theories of knowledge.
2. Arrange the meeting of all teachers to elaborate the philosophy and the approach of curriculum implementation. Initially more guidance may, be provided to the teachers who are implementing laboratory manuals, using CAI packages and arranging the activities for developing generic skills
3. Study and explain the different performs developed and prescribed by MSBTE
4. Maintain the record of all the activities in ICIU
5. Identify the problems occurring regarding curriculum implementation
6. Formulate the remedial measures through discussion with principal and HOD
7. Identify the common resources required for implementing the curriculum and facilitate the same in consultation with Heads of the Department and Principal.
8. Arrange the meetings of ICIU and maintain its record.
9. Provide facilities to EAMC.
10. Identify needs of training for supporting staff and teachers and communicate it to MSBTE. Additional training be organized locally as per needs.
11. Encourage the teachers to contribute in various projects undertaken by MSBTE e.g. Learning resource development print and non-print.

Frequency of Meeting: The committee shall meet twice in a year (one per semester).

❖ Staff Selection Committee

Introduction

The vision of SVSMD'S KKI Polytechnic, Akkalkot is translated into an organizational goal to identify and recruit and retained highly qualified, talented and diverse faculty/staff for positions in all academic fields.

The staff selection committee is constituted specifically for the governing the recruitment procedure.

The process of recruitment includes:

- a. Search for prospective candidates.
- b. Short listing of prospective candidates
- c. Preliminary selection- staff selection committee
- d. Institute ratification of selected candidates

Staff selection committee:

- The selection committee is constituted in the following manner, with representatives as listed under each department.
 - a. Head of the Institution/ Principal - Chairman of the selection committee
 - b. Representative of the management - Member of the selection committee
 - c. HOD of the department - Member of the selection committee
 - d. Subject expert - Member of the selection committee
- The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The succeeded candidates are issued offer letters with a 15 days' time frame to accept the offer. After recent acceptance letters from the candidates, appointment orders are issued to them. The Principal of college has a refusal in selection.

Recruitment:

- i. The committee shall augment candidature from any or all of the following sources:

- Advertisement in the Newspapers
 - Applications received by Post / Courier / Email (online) / Personally
 - Through Direct Reference by Current Employee
- ii.** The committee deems it fit, may also conduct “Walk in Interviews” for augmenting the required candidates, in case of urgency.
- iii.** The committee shall short list the candidates in the following processes:
- a) Personal Interviews
 - b) Class room demonstrations
- (Note: a & b can be swapped as and when needed)
- iv.** The educational qualification and experience for the various teaching posts will be as per the norms declared by AICTE, New Delhi from time to time.
- v.** The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data sheets of the candidates to the Principal via Vice-Principal/H.O.D. Further; the Principal and Hon. Chairman of SVSMD Trust, Akkalkot (M.S.), can discuss with the shortlisted candidates and decide the appointment/s.
- vi.** An “Appointment Letter” shall be released by Hon. Principal in prescribed format.
- vii.** ME/ M.Tech Completion criterion- After completion of ME/ M.Tech. The faculty shall be appreciated by Management.