



# **STAFF MANUAL**

**(2019-2020)**

## **ASHOKRAO MANE POLYTECHNIC**

*An ISO 9001:2008 Certified Institute, An Excellent gradation by MSBTE*

**(Affiliated to MSBTE, Mumbai , approved by AICTE & DTE Mumbai, Govt Of Maharashtra)**

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### **Institute Vision**

Strive for excellence in quality technical education and social responsibilities to create competent technocrats for the betterment of society.

### **Institute Mission**

**M1.** To provide a scholarly and vibrant learning environment that enables students to achieve professional growth.

**M2.** To provide programs focusing on the holistic development of the individual with the emphasis on personality grooming, physical fitness, strong sense of social and environmental responsibilities.

**M3.** To impart quality education through demanding academic programs to fulfill industrial requirements.

**M4.** To strengthen interaction with industries through partnerships and collaborative development for empowering the students to work in adverse conditions.

### **Quality Policy:**

We at AMGOI, are committed to impart quality technical education and managerial skills with active involvement of all stakeholders and strive hard for our students satisfaction by continual improvement and systematic approach.

## **A.RULES & REGULATIONS**

### **APPOINTMENTS AND PAY-SCALES**

#### **1. Appointments :**

- a) Qualification required for concern post should be as per norms prescribed by the AICTE / MSBTE.
- b) Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- c) President /Executive Director shall be the appointing authority for all the posts in the Institute.
- d) All appointments are followed as per the norms & regulations published by the AICTE through the gazette notification dated 5th March 2010. **(Pay scales Service Conditions and qualifications for the teachers and other academic staff in Technical Institutions (Diploma) regulations, 2010)**

#### **2. Pay Scale :**

- a) Teaching Staff: AICTE scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.
- b) All Other Posts: Scales, as prescribed by the Governing Body from time to time.
- c) Pay scale is fixed as per the norms & regulations published by the AICTE through the gazette notification dated 5th March 2010. **(Pay scales Service Conditions and qualifications for the teachers and other academic staff in Technical Institutions (Diploma) regulations, 2010)**

#### **3. Allowances :**

Dearness allowance and house rent allowance shall be adopted as per Maharashtra State Government rates and ratified by the Governing Body.

#### **4. Increments :**

- a) All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.
- b) The President and Executive Director shall be the authority to sanction the increment for the Principal and other staff.

## **LEAVE RULES**

### **General**

- a) Leaves shall be submitted in appropriate form and with prior permissions and proper arrangement.
- b) Leave cannot be claimed as a matter of right. **The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.**
- c) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- d) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- e) Every application for medical leave or extra-ordinary leave, on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.
- f) The Principal shall be the competent authority to grant leave to all employees. In the case of the Principal the Executive Director will be the authority to sanction leave.

### **Guidelines For Leaves**

<b>Sr. No</b>	<b>Leave Type</b>	<b>Description</b>
1	Casual Leave (CL)	12 days in a Calendar Year. (Max 8 days CL to Ad-hoc staff)
2	Compensatory Off (CO)	Min 4Hrs working on Holiday with prior permission. All mandatory duties shall not be compensated
3	On Duty Leave (DL)	Maximum 15 days shall be permitted
4	Academic Leave (AL)	Maximum 5 days shall be permitted
5	Medical Leave (ML)	Claimed as per Medical Certificate

### **Vacation**

- a. Regular staff shall be eligible for maximum 30 days vacation.
- b. HODs have to prepare the vacation schedule for their staff as per norms ensuring that least 25% of their total strength is maintained always during the vacation. This should be in advance of approval of the Executive Director once that dates of vacation.
- c. Ad-hoc staff shall not eligible to vacation.

## Responsibility

Post	Responsibility
Principal	
HOD	
TEACHER	<p>(1) <b>ACADEMIC</b></p> <ul style="list-style-type: none"> <li>• Teaching PG/Degree/Diploma courses including lectures, laboratory &amp; tutorials</li> <li>• Students Assessment &amp; Evaluation including Examination work of the University/ Technical Board</li> <li>• Planning &amp; implementation of instructor Developing Resource Material &amp; Curriculum Design &amp; developing of laboratory instructions</li> <li>• Participation in the Co curricular &amp; Extracurricular activities, Student guidance &amp; counseling &amp; helping their character development innovation in Technician Education &amp; Evaluation.</li> <li>• Courses. Promoting &amp; coordinating Continuing Education Activities.</li> <li>• Self development through Up-gradation of Knowledge &amp; skills.</li> </ul> <p>(2) <b>ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>• Assisting in Institution / Department Administration. Planning &amp; its implementation. Organizing R &amp; D work in industrial problems &amp; projects.</li> <li>• Academic &amp; Administrative management of institution Preparation of project proposals for funding.</li> <li>• Development, administration &amp; management of institutional facilities. Providing Academic &amp; Administrative leadership.</li> <li>• Monitoring &amp; Evaluation of academic activities in the institution.</li> <li>• Participation policy &amp; system planning at State , Regional &amp; National level for development of Technical Education Assisting in resource mobilization for the institution.</li> <li>• Maintaining Account ability , Developing , Updating &amp; Maintaining MIS To Conduct performance appraisal.</li> </ul> <p>(3) <b>RESERCH &amp; CONSULTANCY</b></p> <ul style="list-style-type: none"> <li>• R &amp; D work on industrial problems &amp; projects.</li> <li>• Publication of Technical papers.</li> <li>• Promotion of industry institution collaboration &amp; industry oriented R &amp; D Organizing &amp; coordinating consultancy services.</li> <li>• Providing testing/ repair Services</li> <li>• Follow guide lines by Dean R &amp; D</li> </ul> <p>(4) <b>EXTENSION</b></p> <ul style="list-style-type: none"> <li>• Assisting in extension to the industry</li> <li>• Contributing to community activities.</li> <li>• Public relations &amp; interaction with community Providing non formal/ distance mode of Education for benefit of community Promotion of Entrepreneurship &amp; job creation</li> <li>• Dissemination of knowledge.</li> <li>• Technical support to Socially Relevant Projects</li> </ul> <p>(5) <b>To undertake any other duty as specified by higher authority not</b></p>

	<b>mentioned it the above.</b>
<b>Post</b>	<b>Responsibility</b>
<b>Lab Assistance</b>	<ul style="list-style-type: none"> <li>• Coordinates daily laboratory schedules, services and staff: ensures efficient operation of a laboratory.</li> <li>• Assists instructors in the design and construction of new demonstrations</li> <li>• Troubleshoots and resolves laboratory – related problems and issues .</li> <li>• Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant as required.</li> <li>• Assists students with problems and demonstrates techniques and requirements: instructs students on appropriate materials and equipment, including computers and software.</li> <li>• Advises students regarding course objectives and requirements ;instructs students on appropriate materials and equipment, including computers and software.</li> <li>• Maintains current materials and knowledge in the instructional areas to which assigned in order to provide students with the timeliest information.</li> <li>• Attends departmental and administrative meetings to coordinate laboratory services.</li> <li>• Ensures security of laboratory and equipment; ensures availability of laboratory materials for students.</li> <li>• Installs, upgrades &amp; maintains related software; evaluates new software, and reconfigures computers.</li> <li>• Performs administrative duties as required.</li> <li>• Supervises student &amp; also Coordinate the activities of laboratory to supplement classroom instruction; instruct students, identifies problems and recommend solutions; maintains accurate records.</li> <li>• Typing works</li> <li>• Any other duties/work assigned by higher authority time to time</li> </ul>
<b>Librarian</b>	<ul style="list-style-type: none"> <li>• General Administration of Library</li> <li>• Planning of Budget for purchase of books</li> <li>• Selection and acquisition of Book</li> <li>• Planning and development of the Library</li> <li>• Orienting the users towards effective utilization of Library Service</li> <li>• Supervising of cataloguing and indexing</li> <li>• Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students</li> <li>• Maintaining and up keep of Learning Resources and Utility Centre as well multi media room.</li> <li>• In addition to above the Librarian may himself generate/suggest duties in the interest/improvement of the library.</li> <li>• Any other duties/work assigned from time to time</li> </ul>
<b>Library Assistant</b>	<ul style="list-style-type: none"> <li>• Cataloguing and classification of books and periodicals.</li> <li>• Issuing and receiving books for staff and students</li> <li>• Restoring books and Periodicals</li> <li>• Arrangement of non-book materials.</li> </ul>

	<ul style="list-style-type: none"> <li>Assist the Library in Charge in certain functions as and when required Typing works.</li> <li>Any other duties/ work assigned from time to time</li> </ul>
<b>Post</b>	<b>Responsibility</b>
<b>Workshop Instructor</b>	<ul style="list-style-type: none"> <li>Erection/installation/commissioning of equipment</li> <li>Procurement, storage, accounting of raw materials, tools and instruments</li> <li>Planning, scheduling, organizing, coordinating and monitoring workshop instructions and tasks</li> <li>Issue of raw materials, tools and equipments for workshop jobs</li> <li>Plan, deliver and evaluate theoretical and workshop instruction.</li> <li>Guide the students in performance of practical tasks and skill exercises and evaluate their performance.</li> <li>Arrange for preventive and breakdown maintenance of institute machinery.</li> <li>Assist students and faculty members in the fabrication of their project work.</li> <li>Participate in professional development activities</li> <li>Assist the workshop superintendent in certain functions as and when necessary.</li> <li>Inculcate safety procedures and safety practices among students</li> <li>Any other duties/work assigned from time to time.</li> </ul>
<b>Workshop Attendant</b>	<ul style="list-style-type: none"> <li>The Workshop Attendant is responsible to Workshop in charge.</li> <li>Assist the Workshop in charge/Instructor in the performance of his duties.</li> <li>Routine maintenance of machines, work benches etc.</li> <li>Cleaning and arranging in order all equipments and furniture in the assigned shop.</li> <li>Any other duties/work assigned from time to time</li> </ul>
<b>Peon</b>	<ul style="list-style-type: none"> <li>To maintain neatness and tidiness in the section/departments.</li> <li>To deliver the correspondence &amp; files to the respective department &amp; to collect similar correspondence.</li> <li>To arrange tables, cupboard in order as per instructions of the Superiors.</li> <li>To convey the messages to and fro as instructed by the Superiors.</li> <li>To carry out miscellaneous job such as display notice etc.</li> <li>To carry out routine tasks as closing of windows, locking of gates etc.</li> <li>To take Xerox and cyclostyling work as per instructions of the Superiors.</li> <li>Any other duties/work assigned form time to time.</li> </ul>
<b>Watchman</b>	<ul style="list-style-type: none"> <li>To guard and protect the entire property of the Institute at all the hours.</li> <li>To carry out routine tasks such as closing of windows, locking of gates etc.</li> <li>Switching on and off streetlights and other lights required to be used for illumination of campus.</li> <li>The control the entry of outside vehicle inside the campus.</li> <li>To prevent wastage of resource such as water, electricity etc.</li> <li>To check the incoming and outgoing material and correspondence documents.</li> <li>To take rounds frequently around the Institute campus during the entry duty hours.</li> <li>Any other duties/work assigned from time to time.</li> </ul>