



STAFF MANUAL

(2024-2025)

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)

Vathar Tarf Vadgaon, Tal. Hatkanangale, Dist Kolhapur. Maharashtra State Pin 416 112 (India)

Phone No (0230) 2407740, 2407760 Fax (0230) 2407750. E-mail:-ampolytechnicvathar@gmail.com

Website: www.amietv.org.

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Institute Vision

Achieve excellence in quality technical education to create competent technocrats with ethical and social responsibilities 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 impart quality technical education with emerging technology to fulfill industrial requirements

M3 : To develop culture for holistic development of an individual including social as well as ethical responsibilities.

M4 : To strengthen relationship with industries for empowering the students to work in adverse conditions.

Quality Policy:

We at AMP, 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

| Sr. No | Leave Type | Description |
|---------------|-----------------------|---|
| 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) ACADEMIC</p> <ul style="list-style-type: none"> • Teaching PG/Degree/Diploma courses including lectures, laboratory & tutorials • Students Assessment & Evaluation including Examination work of the University/ Technical Board • Planning & implementation of instructor Developing Resource Material & Curriculum Design & developing of laboratory instructions • Participation in the Co curricular & Extracurricular activities, Student guidance & counseling & helping their character development innovation in Technician Education & Evaluation. • Courses. Promoting & coordinating Continuing Education Activities. • Self development through Up-gradation of Knowledge & skills. <p>(2) ADMINISTRATION</p> <ul style="list-style-type: none"> • Assisting in Institution / Department Administration. Planning & its implementation. Organizing R & D work in industrial problems & projects. • Academic & Administrative management of institution Preparation of project proposals for funding. • Development, administration & management of institutional facilities. Providing Academic & Administrative leadership. • Monitoring & Evaluation of academic activities in the institution. • Participation policy & system planning at State , Regional & National level for development of Technical Education Assisting in resource mobilization for the institution. • Maintaining Account ability , Developing , Updating & Maintaining MIS To Conduct performance appraisal. <p>(3) RESERCH & CONSULTANCY</p> <ul style="list-style-type: none"> • R & D work on industrial problems & projects. • Publication of Technical papers. • Promotion of industry institution collaboration & industry oriented R & D Organizing & coordinating consultancy services. • Providing testing/ repair Services • Follow guide lines by Dean R & D <p>(4) EXTENSION</p> <ul style="list-style-type: none"> • Assisting in extension to the industry • Contributing to community activities. • Public relations & interaction with community Providing non formal/ distance mode of Education for benefit of community Promotion of Entrepreneurship & job creation • Dissemination of knowledge. • Technical support to Socially Relevant Projects <p>(5) To undertake any other duty as specified by higher authority not</p> |

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

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