

## **Bharati Vidyapeeth's Institute of Technology (Polytechnic), Palus, Dist: Sangli-416310**



Bharati Vidyapeeth's Institute of Technology (Polytechnic), Palus is started in the year 2000, under the mentorship of Hon'ble Dr. Patangraoji Kadam with a view of imparting quality technical education to the students from rural area. The Institute is affiliated to Maharashtra State Board of Technical Education, Mumbai and is recognized by AICTE, New Delhi. The institute offers the student centric education.

The Institute provides a conducive learning environment for students to enhance their creative skills, utilize their potential in becoming competent engineer.

### **Institute Vision:**

“Transforming and enriching lives of human being through quality technical education”

### **Institute Mission:**

1. To achieve academic excellence in technical education.
2. To contribute significantly to National skill development initiative for sustainable empowerment.
3. To provide opportunities for the development of professional skills and ethical values for social transformation.

Some Salient features of the institute developed over a period are given below:

- ❖ State of the art laboratories and infrastructure.
- ❖ Highly Experienced and dedicated faculty
- ❖ The placement of the students is increasing year by year.
- ❖ Various MOU's are signed by the Departments with Industries.
- ❖ Transportation facility for Students.

# Rules, Policies & Procedures

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## 1. Institute Summary

- **Name and Address of the Institution:**

**Bharati Vidyapeeth's Institute of Technology (Polytechnic), Palus**

A/P-Tal: Palus. Dist: Sangli (MS)-416310, India.

- **Year of Establishment:** 2000

- **Affiliating Board:** Maharashtra State Board of Technical Education, Mumbai.

- **Approved by:** DTE, Mumbai and AICTE, New Delhi.

- **Ownership Status:** Trust

- **Registration Details of Bharati Vidyapeeth, Pune:**

- Public Trust Number: F-277-POONA.

- Society Registration number: BOM/441/PUNE.

- Year of establishment: 1964

- **Type of Courses Being Run by Institute:** Diploma Engineering.

- **Details of all the programs being offered by the Institute.**

Sr.No.	Programme Name	Year of Commencement	Intake Capacity	AICTE Approval
01	Diploma in Computer Engineering	2000	60	Yes
02	Diploma in Civil Engineering	2010	60	Yes
03	Diploma in Mechanical Engineering	2010	60	Yes

## 2. Institutional Management

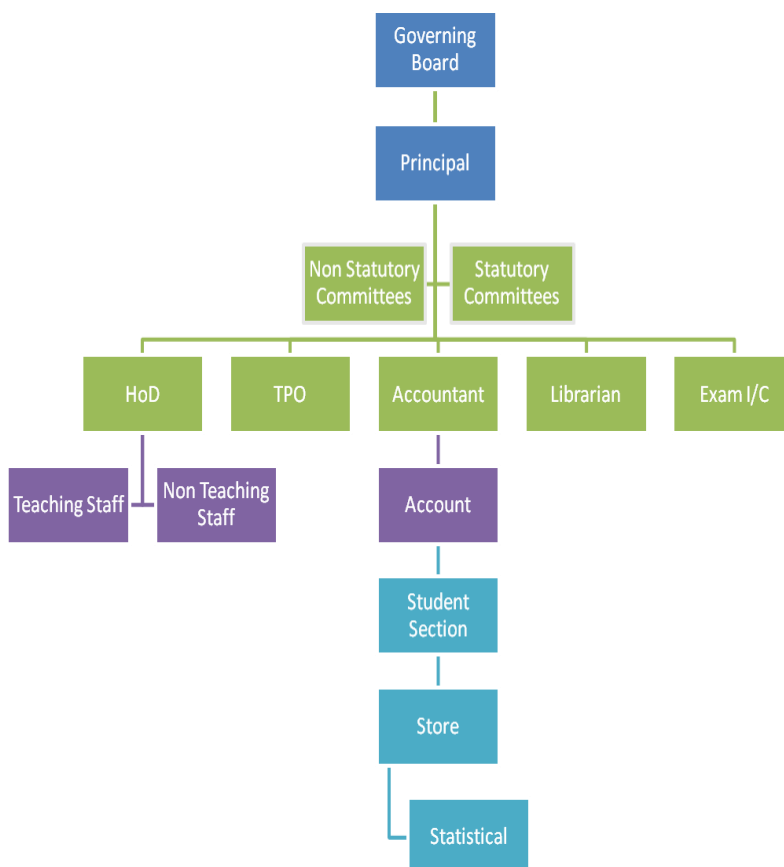


Fig.1: Institutional Management

## 3. Governing Board

### 3.1 Composition of Governing Board

- a) Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below.
- b) Chairman to be nominated by the Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either entrepreneur of an industrialist or an educationist of repute who is interested in development of technical education and has demonstrated an interest in promotion of quality education.
- c) Two to five Members to be nominated by the Registered Trust/ Society/ Company.
- d) Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).
- e) An Industrialist/ technologist/ educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- f) Nominee of the Affiliating Body/ University/ State Board of Technical Education (Not applicable for PGDM Institutions).
- g) Nominee of the State Government – Director of Technical Education (Ex-officio).
- h) An Industrialist/ technologist/ educationist from the Region nominated by the State Government.
- i) Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/ Company) - Member Secretary.
- j) Two Faculty members to be nominated from amongst the regular staff.
- k) The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall, however, not exceed 21.

### 3.2 Constitution of the Governing Body of Institute

The governing body of an Institution has equal representation from the Society/ Trust on the one hand and the Government, Council and Affiliating Body on the other hand. The Principal of the Institute shall be the Member-Secretary of the Governing body. The constitution is so prescribed that the collective wisdom of the members of the Society, Government officials, officials of the affiliating body and the expert members is available for smooth running of the Institution. The Governing Body constitutes of 11 members including the Chairman and Member Secretary. The registered Society/ Trust shall nominate 6 members including the chairman and the member secretary, and the 5 members shall be nominated as indicated below.

Sr.No.	Name	Designation	Status
01	Nominee of Regional office AICTE	W.R.O. AICTE RO, Mumbai	Member
02	Nominee of State Government. Directorate of Technical Education	The Director, DTE, Mumbai	Member
03	Nominee of MSBTE, Mumbai	Dy. Secretary MSBTE, RO, Pune	Member
04	Nominee of State Government Directorate of Technical Education, Mumbai	Nominee DTE, Mumbai	Member
05	Nominee of State Government	Nominee State Government, Maharashtra	Member

### 3.3 Functions and responsibilities of the Governing Body

1. To form the following Sub-Committees and consider the recommendations made by these the following:-
  - o Finance Committee
  - o Equipment Committee
  - o Building Committee
  - o Staff Selection Committee
2. To approve the budget estimates- recurring and non- recurring for the financial year in advance.
3. To scrutinize and accept the audited statement of account for each year.
4. To estimate the workload, approve the staffing pattern and create posts-teaching and non-teaching (technical and administrative) for the Institution.

5. To consider and approve the proposals for creation of infrastructure such as building, equipment, library and staff on a continuous basis.
6. To consider and make provisions for meeting the general and specific conditions laid by the Council (AICTE), the State Government and Affiliating Body and monitor the progress in fulfilling the conditions.
7. To consider the report of the Principal on status of admission.
8. To consider the report of the Principal on the academic performance of the students.
9. To supervise the observance of service conditions of the staff as prescribed by the Affiliating Body/ Government.
10. To consider the proposals of the Principal for improvement in academic performance of the staff.
11. To consider any other matter in so far as it enhances the academic atmosphere in the institution.
12. To consider any proposal for expansion of educational activities to be made to the Council/Government/Affiliating Body.

❖ **Frequency of meeting:** Governing body meets once in a year.

### **3.4 Governing Body of the Institute**

Sr.No.	Name	Designation	Status
01	Hon.Dr.Vishwajit Kadam	Secretary, Bharati Vidyapeeth, Pune	Chairman
02	Principal Dr.K.D.Jadhav	Joint Secretary, Bharati Vidyapeeth, Pune	Member
03	Dr.H.M.Kadam	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
04	Dr.M.S.Sagare	Joint Secretary, Bharati Vidyapeeth, Pune	Member
05	Dr.Mrs.S.R.Chougule	Principal, BVCOE, Kolhapur	Member
06	Nominee of Regional office AICTE	W.R.O. AICTE RO, Mumbai	Member
07	Nominee of State Government. Directorate of Technical Education	The Director, DTE, Mumbai	Member
08	Nominee of MSBTE, Mumbai	Dy. Secretary MSBTE, RO, Pune	Member

Sr.No.	Name	Designation	Status
09	Nominee of State Government Directorate of Technical Education, Mumbai	Nominee DTE, Mumbai	Member
10	Nominee of State Government	Nominee State Government, Maharashtra	Member
11	Mr.M.S.Deshmukh	Principal, BVIT, Palus	Member Secretary

### 3.5 Finance Committee of Institute

#### Function:

- To examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of provisions made.
- To examine the annual statement of the accounts and financial estimates of the Institute prepared by the Account Office and submit it to Governing Board for further action.
- To recommend to Governing Board the limits for the total recurring and non-recurring expenditure for the year based on income and resources of the Institute.
- To recommend to the Governing Board productive investment and the management of the Institute's assets and resources.
- To take necessary steps to have the Institute accounts audited by Auditors appointed by the Governing Board.
- To advise the Governing Board on matters related to the administration of the property and funds of the Institute.
- To report to the Governing Board any lapses or irregularity in the financial matters which comes to its notice.
- To prepare detailed plan of the activities to be undertaken for academic year as advised by Governing Board.
- To ensure smooth functioning of the Institution by coordinating all the activities of different Departments and Committees.
- To take a follow up of activities and to assign tasks to different committees from time to time and advise for any discrepancies.
- To prepare feedback of ongoing activities and forward it to Governing Board.

#### 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.

**Constitution:**

Sr.No.	Representatives	Status
01	Governing Board Chairman or his Nominee	Chairman
02	At least one member of Governing Board	Member
03	Principal	Member Secretary

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

**3.6 Equipment Committee**

- To identify areas other than buildings where consistent maintenance activity is needed. (e.g. computers, Xerox machines etc) and finalize the annual maintenance contracts with prior intimation to finance committee
- To prepare guideline and devise general system for procurements of materials, equipments and items for the Institution.
- To prepare approved vendors list for items, which are of general use and ensure the procurement of such items from approved vendors.
- 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, keeping in view the possibility of its in-house manufacture in the Institute and the requirements specified by the Government, Board. AICTE etc.
- To arrange to call and scrutinize tenders/ quotations for items of purchase and contracts costing beyond the value specified by Governing Board.
- 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 for writing off.
- To report to the Governing Board on all matters mentioned above for approval and sanction.
- To take action on matters incidental or conducive to the attainment of the objects of the Institute by appointing committees, experts, consultants, if necessary.

**Constitution:**

Sr.No.	Representatives	Status
01	Governing Board Chairman or his Nominee	Chairman
02	At least one member of Governing Board	Member
03	Principal	Member Secretary

**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.

### **3.7 Building Committee**

#### **Function:**

- To prepare phase-wise, comprehensive, time-bound plans to construct new buildings (As per AICTE norms), as and when required and get it approved by Governing Board.
- 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 offer better canteen facilities.
- To monitor the house keeping activity keenly.
- To establish ‘Security Service Cell ‘.
- To install the elaborate campus map at the entrance and numbering of buildings, departments, rooms and labs.
- To display inspiring quotes at prominent places.
- To prepare long term and short plans of campus development, prepare the expenditure proposals and forward them to FC for approval.

#### **Procedure:**

- Prepare the Action Plan for the current activities.
- Get approval of Finance Committee to carry out these activities and if required get approval of Governing Board.
- Monitor progress through visits, Identify bottlenecks and take remedial actions.

**Constitution:**

Sr.No.	Representatives	Status
01	Governing Board Chairman	Chairman
02	At least one member of Governing Board	Member
03	HOD, Civil Department	Member
04	Senior Faculty	Member
05	Principal	Member Secretary

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

**3.8 Staff Selection Committee****Functions:**

- To prepare policy regarding recruitment, other faculty, staff related HR work.

Sr.No.	Representatives	Status
01	Governing Board Chairman	Chairman
02	Regional Director, Bharati Vidyapeeth, (Sangli Region)	Member
03	Principal	Member Secretary

- ❖ **Frequency of Meeting:** The committee shall meet once in year.

**3.9 Institute Level Curriculum Implementation Unit (ICIU)****Mechanism for Curriculum Implementation:**

- Institution Curriculum Implementation Unit (ICIU) has been set-up in Institute. This unit will be responsible for institutional planning and monitoring of curriculum implementation and to maintain the records.
- External Academic Monitoring Committee (EAMC) - In order to ensure proper implementation of the curriculum, EAMC committee is formed by MSBTE. The members of the committee are appointed from other institutions by MSBTE. This committee visit institute once in a year for inspection. After assessment committee gives remarks viz. Excellent/Very Good/Good/Poor.

- Internal Academic Monitoring Committee (IAMC) - The ex-officio members of the ICIU forms the committee for internal monitoring. This committee is expected to follow the guidelines provided by Academic Committee through MSBTE and ensure its implementation for all the departments in the Institute.

### Structure of ICIU

The organizational structure of ICIU will comprise of the following officials -

Sr.No.	Representatives	Status
01	Management representative	Chairman
02	Principal	Ex-officio
03	Head of Department	Ex-officio (One from each Department)
04	Representative from Institute teaching staff Member	2 (To be nominated by the Principal)
05	Head of Department/ Sr.Faculty Member	Ex-officio
06	Academic Co-ordinator	Member Secretary - 1
07	Student representative	Members – 2 (One female and one male to be nominated by the principal)
08	Parents Representative	Member - 1 (To be nominated by the principal)

### 3.10 Department Advisory Committee (DAC)

Department Advisory Committee (DAC) has been formed for each Department. Department Advisory Committee has external members from Industry & Academic Institutions and senior faculty members from the department.

#### Functions:

- To finalize all academic decisions of the department.
- Interact and liaison with key stakeholders.
- Develop and recommend new or revised objectives and outcomes of the program.
- Review and analyze the gap in the curriculum and give necessary feedback.
- Receive report of Program Assessment Committee (PAC) and monitor the progress of the program.
- Give guidelines related to following areas:
  - Program Educational Objectives and Program Outcomes

- Academic plans preparation by faculty members for their respective courses allotted by the Department.
- Thrust areas to conduct Co-Curricular activities.
- Topics beyond the syllabus and additional experiments to meet PEOs and POs.
- Value added training courses.

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior faculty members of Department	Member
03	External Academician	Member
04	Industry Representative	Member
05	Head of Department	Member Secretary

❖ **Frequency of Meeting:** The committee shall meet once in semester.

### **3.11 Program Assessment Committee (PAC)**

The Program Assessment Committee (PAC) has been formed for monitoring of different departmental activities and to review continuous assessment of achieving academic excellence of the program.

#### **Functions:**

- To help, coordinate program assessment processes.
- To monitor continuously about effective implementation of assessment plan and tools.
- To develop and implement regularly- student, parent, alumni, and employer surveys.
- To assist academic, administrative, and student-support units of the program.
- To review the attainment of Program Educational Objectives, Program Outcomes and Program Specific Outcomes.
- Monitoring the achievements of Program Outcomes (POs), Program Specific Outcomes (PSOs) and Program Educational Objectives (PEOs).
- Evaluating program effectiveness and proposing necessary changes.

- Preparing periodic reports on program activities, progress, status or other special reports for management.
- Motivating the faculty and students towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
- Interacting with students facilitating the achievement of POs, PSOs and PEOs.

**Constitution:**

Sr.No.	Representatives	Status
01	Head of Department	Coordinator
02	Senior level faculty	Co- coordinator
03	All the faculty members of Department	Member
04	Faculty from other Department	Member
05	Alumni	Member
06	Employers/Industrial experts	Member

- ❖ **Frequency of Meeting:** The committee shall meet twice in Semester and such other times, as may be required.

**3.12 Library Committee**

**Functions:**

- To prepare a budget for books needed by each department and forward it to finance committee.
- To procure text books in adequate number well in advance before the start of semester.
- To give correct Accession Number to the books procured and enters in record books.
- To add more titles every year in consultation with respective departments.
- To enrich the library by procuring leading National /International journals.
- To maintain the records of issues and return of books accurately.
- To get the books bound as when their covers are torn or worn out.
- To prepare bound volumes of journals every year.

- To display new arrivals of books and journals for information to staff and students.
- To keep record of students and staff visiting the library and books referred by them.
- To display the renewal dates of all journals and get them renewed in time, to constantly monitor the pending issues and the necessary follow-up.
- To provide Xerox facilities in library at subsidized rate.
- To provide and maintain the facility of the reading room.
- To provide and maintain Internet facility in Library.
- To maintain library books records as per the norms and update the same from time to time.
- To provide book-bank facility to students.
- To display the number of textbooks, titles and journals available in the library at the entrance of the library.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Head of all Departments	Member
03	Students Representative (2)	Member
04	Librarian	Member Secretary

**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 Finance Committee.
- Communicate the decision of the Committee to concerned department.
- Call and scrutinize tenders/ quotations for books to be purchased
- Carry out discussions and negotiations with suppliers and procure the books with competitive price.



- Arrange for sending the purchase order and doing the final payments.

❖ **Frequency of Meeting:** The committee shall meet at least four times in a year.

### **3.13 Training Placement and Entrepreneur Cell (TPEC):**

Training Placement and Entrepreneur Cell (TPEC) monitors the employment opportunities and arrange campus interviews for the students.

#### **Functions:**

- Nurtures Industry Institute interaction, by organizing and coordinating frequent industrial visits, implant training and projects of industrial relevance for the students.
- Conduct online Technical and Aptitude Test.
- Receives and forwards the feedback.
- Helps every student define his/her career interest through individual expert counseling.
- Makes available updated database and job profile of the companies and thus helps each student analyze and choose company of his interest.
- Organizes and coordinates Campus Placement Program, to fulfill its commitment of a job to every aspirant.
- Organizes Workshops on Soft Skill Training.
- Develop skills in students like integrity, reliability and teamwork, problem solving, entrepreneurship, communication in English and use of modern tools and technologies.
- Organize programs for Effective Entrepreneurship Education.

#### **Constitution:**

<b>Sr.No.</b>	<b>Representatives</b>	<b>Status</b>
01	Training and Placement Officer	Co-ordinator
02	Student Volunteer (1 from each Department)	Member

### **3.14 Alumni Committee (AC)**

Alumni of an educational institute contribute a lot to the growth of the organization. Besides being a major stakeholder of the institute, they give guidance and feedback to their juniors with respect to their career opportunities. This committee shall constitute to keep constant rapport with the alumni.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Head of All Departments	Member
03	Training and Placement Officer	Member
04	Representative from Alumni (2)	Member
05	Senior Faculty Member	Member Secretary

**Frequency of Meeting:** The Committee shall meet once in a year.

**3.15 Admission Committee (AC)****Functions:**

- To prepare clear and well defined policies for admissions.
- Prepare attractive brochures, prospectus and handouts for wider publicity.
- To get acquainted with all the rules and regulations of admissions as prescribed by Government and guide the students seeking admission accordingly.
- To prepare plan for addressing 10<sup>th</sup> standard, ITI, MCVC and 12<sup>th</sup> standard students as a career counseling activity.
- To provide best counseling to students and parents who come to seek admissions.
- To place advertisement in newspapers regarding admissions as and when permitted by DTE.
- To advise the Principal on improving facilities from the feedbacks got from parents and students during admission counseling.
- To maintain the record of admitted students and forward it to concerned department.
- To guide admitted students to complete the admission procedure like paying fees, getting roll nos., getting I-card, fulfilling eligibility criteria, getting time tables etc.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Three Senior Faculty Members Nominated by Principal	Member
03	In-charge Admission Activity	Member Secretary

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

**3.16 Student Grievance Redressal Committee****Functions:**

- Examine and enquire the student(s) involved in malpractice.
- Decide the punishment depending upon the gravity of the offence. Appeal to the Principal.
- It shall take care of the inputs received from students, observers and staff regarding indiscipline, ragging and sexual harassment activities of the student.

**Procedure:**

- All complaints regarding malpractices should be referred to the Chairman of the committee.
- The involvement of the Student shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.
- The Principal shall take necessary action as per the recommendations of the committee.
- Student shall forward the written complaints to member secretary.
- All complaints shall be investigated and all enquiries relating to misconduct of the students shall be presented to the committee.
- If nature of complaint is not severe, students can be counseled.
- If nature of complaint is severe, to check the severity of the complaint, Grievance Redressal Committee may form a subcommittee.
- Enquiry shall be done by sub-committee and enquiry report shall be forwarded to Grievance Redressal Committee.
- Committee shall give appropriate punishment on the basis of severity of the misconduct.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior Faculty Member	Member Secretary
03	Representative from Institute teaching staff Member	2 (To be nominated by the Principal)
04	Representative from Institute Woman teaching staff Member	1 (To be nominated by the Principal)

❖ **Frequency of Meeting:** The Committee shall meet as and when required or twice in a year.

### 3.17 Faculty, Staff Grievance & Redressal Committee

**Functions:**

There shall be grievance committee to deal with the grievances of the teachers and other employees of the Institute to hear and settle grievances.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior Faculty Member	Member Secretary
03	Representative from Institute teaching staff Member	2 (To be nominated by the Principal)
04	Representative from Institute Woman teaching staff Member	1 (To be nominated by the Principal)
05	Representative from Institute Non-teaching staff Member	2 (To be nominated by the Principal)

**Procedure:**

- Any employee of the Institute could address his grievance in writing to the member secretary of the Committee.
- The grievance could be arising out of policy matters or personal reasons.
- Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong, which he/she deemed having been done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower

authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

○ The committee shall call for meeting within a week of receiving any grievance and submit its recommendations to the Principal within a fortnight of having received a grievance. The process could be expedited at the discretion of the Principal if the grievance be of such a nature which may need immediate attention.

○ If the complaint is against any member of the committee, he /she shall not form the quorum of that committee in which his / her case is being heard of and decided. In such a case, the senior most person on the committee will co-opt another suitable member with the permission of Principal to have the quorum of members on the committee.

○ The decision of the Principal will be final.

❖ **Frequency of Meeting:** The Committee shall meet as and when required or twice in a year.

### **3.18 Anti Ragging Committee**

#### **Maharashtra Prohibition of Ragging Act, 1999 (Maharashtra Act No XXXIII of 1999)**

“Ragging” means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes-

1) Teasing, abusing, threatening or playing practical jokes on, or causing hurt to, such student; or

2) Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly, do.

3) Ragging within or outside of any educational institution is prohibited.

4) Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

5) Any student convicted of an offence under section 4 shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16- 05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to

prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutions vide No. 37-3/Legal/AICTE/2009 dated 01.07.2009. These regulations are accepted by BVITP. (*Ref. Annexure 2*).

**Functions:**

- Displaying the charts and other material stating evil nature, punishment of Ragging and also student’s discipline.
- Creation of cordial and free atmosphere.
- Involving seniors and freshers jointly in value based cultural and other activities.
- Entrusting the responsibilities jointly.
- Inter-action and casual warning.
- Ensuring the spot solutions by adapting soft measures.
- In case of need, reporting to the nearest police station.

**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.

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Vice-Pincipal	Convener
03	One representative of Police Admin.	Member
04	Representative of District Admin.	Member
05	Representative of Local Media	Member
06	NGO representative	Member

Sr.No.	Representatives	Status
07	One representative of Parent	Member
08	One Student belonging to fresher Category	Member
09	Academic Co-ordinator	Member

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

**3.19 Anti Ragging Squad:** (Lunch Break) Canteen, Campus, Classrooms, Library.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal / Sr, Faculty Nominated by Principal	Chairman
02	Head of All Departments	Member
03	Student Representative	Member

**3.20 Women Grievance Redressal Cell**

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 from the date of Gazette Notification i.e., w.e.f. 23.04.2013 and same has been published in the Gazette of India, Extraordinary, Part-II, Section-1, dated the 23rd April 2013 as Act No. 14 of 2013. The Act provides for protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. It is highly required that women are protected against sexual harassment at all the work places, be it in public or private. This essentially will contribute to the understanding of their right to gender equality, liberty and moreover, equality in their working conditions. The sense of security at the workplace/study place will improve women's participation in overall progress, resulting in their economic empowerment and inclusive growth as whole.

Bharati Vidyapeeth's Institute of Technology (Polytechnic), Palus (BVITP) has adopted the guidelines in Compliance with the Sexual Harassment of Women at

Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per section 4 of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013, Women Grievance Redressal Cell is formed in order to keep the healthy working atmosphere among the faculty of Polytechnic. This Cell helps women faculty and girl students to record their complaints and solve their problems related to resources and personal grievances. Woman Harassment complaints will be handled as per government guidelines. (Ref. Annexure 3)

**Functions:**

- To build self-esteem & dignity among girl students & ladies faculty member.
- To offer services such as counseling, legal aid in case of atrocities against women.
- To creates awareness regarding women rights.
- To arrange programs regarding health, personality development etc.
- To avoid and prohibit Sexual Harassment at workplace.

**Constitution:**

Sr.No.	Representatives	Status
01	Principal	Chairman
02	Senior Faculty Member	Member Secretary
03	Representative from Institute Woman teaching staff Member	3 (To be nominated by the Principal)
04	Representative from Institute Woman Non teaching staff Member	1 (To be nominated by the Principal)
05	Representative from Institute girl student	1 (To be nominated by the Principal)

**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.



## 4. Administrative Rules and Regulations

### 4.1 Norms and Rules

The polytechnic abides by the norms and rules laid from by All India Council of Technical Education (AICTE)

### 4.2 Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff

As per All India Council for Technical Education Pay Scales and Service Conditions and Qualifications for the Teachers and other academic staff in Technical Institutions (Diploma) Regulation 2010. (*Ref. Annexure 1*)

## 5. Admission Rules and Regulations

### 5.1 Eligibility Criterion

Passed 10<sup>th</sup> Std. / SSC examination. Obtained at least 35% marks at the qualifying examination.

### 5.2 Admission Procedure

The students are admitted in the institute as per the provisions of **Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015**. The Centralized Admission Process (CAP) will be conducted by Competent Authority appointed by the Government of Maharashtra.

Government of Maharashtra State Common Entrance Test Cell. (*Ref. Annexure 4*).

Website: <http://www.mahacet.org> and <http://www.dtemaharashtra.gov.in>

### 5.3 Curriculum and examination rules

The institute implements the Curriculum for all the disciplines as provided by the Maharashtra State Board of technical education, Mumbai. The pattern and rules for the examination conducted at the institute are also as per those laid down by the Maharashtra State Board of technical education, Mumbai. (*Ref. Annexure 5*).

## 6. Recruitment of Teachers and other Academic Staff

The rules and policies regarding recruitment and promotion are as per AICTE and Bharati Vidyapeeth, Pune.

### Eligibility Criterion

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (January 22, 2010)]. Faculty Members are recruited based on the qualifications prescribed by AICTE and DTE, Mumbai for various cadres. At present the following criteria is being followed, as per G.R. No. F.NO. 37-3/Legal/2010 dated January 22, 2010.

### 6.1 Manpower Planning

Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the Department. He will put up the requirement for his / her respective department to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate. Head of the Department calculate the Human resource requirement:

### 6.2 Recruitment Procedure

**Mode 1:** is through the DTE, Mumbai selection procedure.

- 1. Approval:** Approval for filling the post from competent authority is obtained.
- 2. Advertisement:** In leading News Papers requesting the eligible candidates as per AICTE norms to apply within a given time
- 3. Applications:** The applications along with the Resume and supporting documents will be collected at the Central office of Bharati Vidyapeeth, Pune.
- 4. Listing:** After the applications are received, a list will be prepared highlighting the eligibility, qualification and experience.
- 5. Merit List:** List will be prepared as per the requirements of the individual department.

6. **Expert Body:** An expert panel consisting of Secretary, DTE Nominee, B.C. Nominee. Principal, subject expert and a Board nominee will be formed
7. **Call Letters:** Eligible Candidates will be called for interview.
8. **Interview:** Discussions with the candidates to know their potentials, strengths, teaching skills etc. will be conducted.
9. **Appointment Letter:** Issue offer of appointment letter to the selected candidate.

**Mode 2:** Ad-hoc appointment at Institute level through local staff selection committee.

The Procedure followed is as below:

1. Advertisement in leading Newspapers.
2. Fixing of schedule for conduct of interview.
3. Intimation to candidates about the date and time of interview.
4. Reporting of candidate and verification of certificates.
5. Interview by local selection committee.
6. Issue offer of appointment letter to the selected candidate.

## 7. Code of Conduct

All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the Institute
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property of the Institute
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment.

### **7.1 Policy for Physically Handicapped People**

Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

### **7.2 Drug and Alcohol Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment: Abide by the institute's policy on prohibited substances; and inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

### **7.3 Equal Employment Opportunity**

It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.

### **7.4 Sexual Harassment**

Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken.

All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

### **7.5 Attendance**

Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

### **7.6 Conflicts of Interest**

An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

### **7.7 Safety**

Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits. It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. A doctor is available on call for emergencies. First Aid Box is made available to all the employees and students.

### **7.8 Confidential Information**

Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

### **7.9 Gratuities**

Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

### **7.10 Disruptive Behavior**

While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

### **7.11 Outside Employment**

Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict

of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

### **7.12 Malpractices**

No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute.

### **7.13 Revelations**

Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters. Employees and superiors should contact the Registrar immediately if assistance is needed related to these policies.

### **7.14 Disciplinary Proceedings**

- No order imposing any punishment on a Member shall be imposed except after. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- No employee of the Institute shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

## 8. Student Discipline and Conduct

1. Every student will maintain discipline and decorous behavior both inside and outside the campus with faculty and their friends and will not involve in any activity, which shall tend to bring down the prestige of the Institute.
2. Any act of indiscipline of a student reported to the Authorities, shall be discussed in meeting. The Committee shall enquire into the charges and recommend necessary action if the charges are substantiated.
3. During the conduct of lectures / practical / term work student should not loiter in and around the Institute premises.
4. Every student must attend all lectures, practical, term work and examinations conducted by the Polytechnic.
5. Students should not organize on their own picnic, excursion etc. without prior written permission of the Principal.
6. If a student while studying in the institute is found indulging in anti-national activities contrary to provisions of acts and laws enforced by Government s/he is liable to expulsion from the institute without notice.
7. If a student is involved in any kind of ragging, the student shall be liable for strict action as per Maharashtra Anti-ragging act 1999.
8. The students should not involve in any activity such as “common off”. If they are found to be involved in “common off”, are liable to disciplinary action as decided from time to time.
9. Every admitted student shall be issued photo identification (ID) card which must be retained by the student while he/she is registered at Institute. The valid ID card must be presented for identification purpose as and when demanded by authorities. Refusal shall be subjected to disciplinary action
10. Mobile phones are strictly banned during academic hours. Mobile phones must be switched off before entering classrooms or laboratories. If any student is found using mobile phones during academic hours, s/he will be liable to necessary action.
11. All students must handle Laboratory Equipment, Machines and Computers in the institute with proper safety and care.
12. All students must use all internet facilities ethically.



13. The library facilities shall be properly used. All students must adhere to the rules and regulations of Library.
14. Every student should take utmost care of the Institute property and try to keep the Institute and its premises neat, clean and tidy. Any Intentional damage done to the Institute building, furniture, equipments by the students shall be treated as breach of discipline and the students will be severely punished.

## 9. Working Hours and Workload

### 9.1 Muster

A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

### 9.2 The Standard Workweek

Since the requirements of the various operations of the Institute are Diverse, different work schedules are adopted to meet different needs. However, the standard workweek of the employees is Monday to Saturday. The timing is 9:00 am to 5:00 pm for Administrative Staff and Faculty. All days have a forty five minutes break for lunch and 15 minutes of tea break.

### 9.3 Change of Workweek

Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

### 9.4 Overtime

No overtime charges are provided to any employee. Only the administration and Supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the

various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

## **9.5 Leave Rules**

### **9.5.1 Casual Leave**

1. All the employees are entitled for 12 days of casual leaves in a year in an academic year
2. Faculty and staff who have not completed one year of service can avail CLs only on Pro-rata basis.
3. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
4. Casual Leave can either be prefixed or suffixed with vacation.
5. Casual leave not availed in an academic year will lapse.
6. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
7. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
8. Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The Head of Department will monitor and take suitable steps to see that no class is unattended.
9. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

### **9.5.2 Vacation Leave**

1. Faculties who are in regular service are eligible for a vacation leave as per the norms of Bharati Vidyapeeth. Pune.

### **9.5.3 Earned Leave**

All the office employees are entitled for 30 days of earned leave per year.

#### **9.5.4 Medical Leave**

1. All the employees are entitled for Ten Medical Leaves (ML) in an academic year
2. In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.
3. In case of emergency, a special leave may be granted subject to the approval from Secretary, Bharati Vidyapeeth, Pune.
4. In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department.

#### **9.5.5 Maternity Leave**

1. All the lady employees are entitled for 90 days Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time.

#### **9.5.6 Permissions/Movements**

Depending on urgency of the mater faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority. Such permission can be given two times per month only.

Competent Authority:

- For all teaching faculty- Principal
- For all other staff - Respective Head of Department

### **9.6 Other Policies**

#### **9.6.1 Security and Vigilance on campus**

Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras at important locations as outdoor security monitoring.

#### **9.6.2 Biometric Attendance facility**

Every staff member of this Institute is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office staff.

#### **9.6.3 Examination Duties**

All teaching staff is allotted Examination duties for Board and departmental examination.

#### **9.6.4 Private Coaching / Outside Employment Policy**

No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.

#### **9.6.5 Internet Facility policy**

Staff must use the internet facility provided by Institute only for office and academic purpose. Staff must not be involved in sending unsolicited mails through internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

#### **9.6.6 Non smoking, non alcohol and no-tobacco chewing policy**

At Institute no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.

#### **9.6.7 Keys deposition Policy**

Institute main office keys are deposited in the security office. Department classroom, labs, staff room, Library and workshop keys are deposited in the Institute office keyboard. Proper staff members are authorized to close and lock the rooms.

#### **9.6.8 Vehicle parking policy**

All the staff members are required to park preferably at the designated parking lots for proper management. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus. Faculty/Staff shall not park the vehicle continually for days without prior permission; else action will be taken against it.

### **9.7 Faculty Development and Welfare Measures**

#### **9.7.1 Faculty Development**

##### **9.7.1.1 Deputations for Post Graduate Studies**

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal. In case the Management decides, the staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support

to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

#### **9.7.1.2 Deputation for Ph.D. Work**

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal. Such member is required to sign a legal bond before the start of PhD. They also have to submit the progress report to Institute (through Head of the Department) at every interval of six months. For self sponsored staff members doing PhD at IITs, the entire expenses towards completion of PhD are borne by staff member.

#### **9.7.1.3 Seminars / Workshops / Conferences**

Selected staff members are sponsored by the management for seminars workshops and conferences while meeting the expenses towards delegation fee for the first time and also treating the period of absence as “ON DUTY”. The faculties are being deputed to short term/orientation courses during vacation or non-vacation days without hindrance to the academic work; preference will be given to those, who have to fulfill the requirements of rules stipulated for Career Advancement. The period of absence is treated as “ON DUTY” during the period of attending the courses.

#### **9.7.1.4 Promotion of Research Activities**

The Institute aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels. The faculty, who exhibit initiative and receive substantial grants for R & D works or for strengthening the infrastructure in the institute will be suitably be encouraged and receive special commendations. Travel grants can be sanctioned to faculty to present research papers at or to attend National Conferences.

#### **9.7.1.5 Staff Development and Training**

1. All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service are eligible for such deputations. Head of the Department shall decide the usefulness of

such programs and recommend the name of staff members for attending the programs to Principal for approval. After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the department. In addition, the staff is required to make a presentation on the conference or training program attended to the department.

**9.7.2 Welfare scheme for Faculty and Staff:**

1. Free medical checkup facility is provided for the faculty and staff.
2. Sevak Kalyan Nidhi (Staff Welfare Fund) - Financial Assistance is provided to the faculty and staff.
3. Financial Assistance to faculty and staff through Bharati Bank for Housing and personal needs.
4. EPF and Gratuity for Faculty and Staff.

## 10. Job Responsibilities

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability, The Institute follows a well decentralized pattern of working with each staff member being held accountable for the assigned responsibilities.

### **10.1 Functions of Key Administrative Positions:**

#### **Principal: Academic and Administration of the Institution.**

1. Provide effective leadership to the Polytechnic
2. Liaison with Management, AICTE, NBA, DTE, MSBTE, Industries, Parents, Students, Alumni and other stakeholders
3. Implement and monitor policies of management, decisions taken in Governing Body. Guide various committees and cells for effective functioning.
4. Approve Academic calendar, hold Head of Department and faculty meetings, monitor admission, academic and exam related activities. Monitor faculty performance, resolve issues (if any) to create conducive atmosphere.
5. Ensure safety and security measures of Institutional infrastructure and the resources.
6. Evolve future plan and prepare for progress, development and sustainability.

#### **Vice- Principal: Academic and Administration of the Institution.**

1. To discharge routine duty of Principal during absence of Principal.
2. Oversee the Institute bus service.
3. Housekeeping.
4. Prepare and execute academic calendar.
5. Oversee the teaching-learning process.
6. Carry out result analysis and submit corrective measures to Principal.
7. Conduct Co-curricular activities.

#### **Head of the Departments: Academic and Administration of the department**

1. Planning, Implementation, Supervision and General Departmental control over academic activities, class time-tables, etc.
2. Evaluate performance of Faculties and staff, their academic duties such as lectures, demonstrations, assessments, guidance to research, tutorials, workshops, etc

3. Arrange discussions with Class representatives, mentors and seek suggestions for development of department, meetings with parents / guardians regarding attendance, performance of their wards, academic progress and keep records of the same and report to Principal.
4. Entrust Lab Incharge to maintain the Departmental Dead Stock, Consumable Stock Registers and prepare annual requirement of the consumables and seek approval of Principal.
5. Prepare annual budget required for department and forward the same to Principal for consent.
6. Maintain constant vigil on engagement of classes regularly, punctuality in imparting lesson as per syllabus and time table.
7. Conduct weekly meeting with staff and check whether the syllabus has been completed as decided and maintained in the academic diary.
8. The Head of the Department is responsible for the smooth functioning of the department as per the academic calendar.
9. Conduct academic co-curricular, extracurricular activities of the students of the departments.
10. Monitoring the Industry Interaction for Guest faculty, In-plant Training and Projects.
11. Assign various responsibilities such as Guardian Faculty Member, Mentors, Co-curricular coordinators, Academic coordinators, Lab In-charges etc. to Faculties and Laboratory Staff.

#### **Lecturer**

1. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and Academic Booklet in appropriate format.
2. To use innovative teaching aids and adopt innovative teaching-learning methodologies.
3. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
4. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.



5. To participate proactively in any research and development activities conducted in the department.
6. To perform other academic/ administrative duties assigned by Head of the Department.
7. To follow all rules and regulations as laid down by the Institute which includes working time in the Institute, signing of the muster, Institute uniform, leaves updating, submission of tax documents etc.

#### **Workshop Superintendent**

1. Smooth running of Institute workshop.
2. Preparing Material Requirement.
3. Oversee the workshop routine work.
4. Proposing annual budget for workshop.

#### **Administrative Officer cum Accountant**

1. Liasoning with AICTE, DTE and MSBTE.
2. Maintain Service Books of Faculty and Staff.
3. Faculty personal files
4. Maintain minutes of meeting (all)
5. New proposals
6. Co – ordinate day to day activities of office
7. Purchase process
8. Annual Institute budget
9. Fee Regulating Authority requirements

#### **Training and Placement Officer**

1. Liaison with Industry.
2. Facilitate career guidance to students.
3. Student Training and Placement.
4. Arrange campus interviews.
5. Proposing annual T & P budget.
6. To maintain complete information regarding student appearing for placement activities.
7. To conduct placement activities smoothly
8. To update and maintain the contact details of companies interested in recruitment activities.

9. To send invitation to industry and company for campus recruitment and notify the students about the events and take necessary action.
10. To take necessary actions for pre-placements.
11. To arrange Training and Soft skills as per requirements of Companies / Industries.

### **Librarian**

1. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
2. To display all technical articles, literature and new arrivals.
3. Co – ordinate day to day activities of Library
4. Plan and propose expansion and development.
5. Maintain library discipline and culture.
6. Prepare annual budget for library.

### **I/C Examination Section**

1. MSBTE Enrolment of newly admitted students.
2. Smooth conduct of all Internal and External Exams.
3. Examination related guidelines are forwarded to concerned staff and students from time to time.
4. Record Keeping and Safety of Exam stationary and other related Inventory.
5. Exam form filling of Regular and Ex-students.
6. MSBTE Exam Result Analysis. Result Records.
7. Conduct Examination as per MSBTE Norm in free and fair environment.

### **Physical Director**

1. Ensure smooth conduct of sports.
2. Ensure proper use of gymkhana.
3. Purchasing of sport items.
4. Arrange Zonal and Inter zonal Tournaments organized by IEDSSA.
5. Encourage students to participate in Inter Departmental Sports as well as Zonal and Inter Zonal Events.

### **I/C Alumni Association**

1. Ensure alumni registration.
2. Arrange meet.
3. Proposing annual budget.

### **I/C Student Professional Activities**

1. Organize events through students' professional societies / chapters.
2. Organize Technical Paper, Project, Quiz etc. contests.
3. Encourage student participation.
4. Publication of Technical magazine and News letters.
5. Record of student participation and achievements in Co-curricular and extra – curricular activities.
6. Maintain record of such events.

### **In charge: System and Technical Support**

1. To update and maintain institute website with institute data.
2. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
3. To initiate purchasing of equipments.
4. To provide support for various software servers.
5. To ensure continuous internet during assigned hours.
6. To give support to On-line exam, Seminar, Workshop, technical training program.

### **Laboratory/ Technical Assistant:**

1. To prepare the laboratories for smooth conduction of laboratory session.
2. To assist faculty and students during laboratory sessions.
3. To maintain Dead stock register, Instrument Issue register and maintenance register.
4. To conduct installation of new equipments and maintenance of existing equipments.
5. To maintain and update the approved supplier list for equipments.

### **10.2 Performance Appraisal**

Faculty members need to innovate and conduct research for their self-renewal, keep abreast with changes in technology, and develop expertise for effective implementation of curricula. They are also expected to provide services to the industry and community for understanding and contributing to the solution of real life problems in industry. Another role relates to the shouldering of administrative responsibilities and co- operation with other Faculty, Head of Department and Principal.

Performance appraisal system for the staff is that captures the information on multiple activities such as,

- Teaching, learning and evaluation related activities.
- Co-curricular and professional development related activities.
- Research, publications and academic contributions.

Faculty Performance Appraisal Form to be collected at the end of each year from each faculty in which they need to show their innovations and research to cope up with changes in technology and develop expertise for effective implementation of curricula. Forms to be reviewed and following benefits to be accorded.

- Sponsorship for higher studies
- Faculty members who have upgraded their qualification to be benefited by the rise in the scale.
- For certain achievements appreciation letters to be given.

The performance evaluations to be discussed by the HODs and the Principal with the faculty concerned and suitably advised for better performance.

**Key points for faculty appraisal are:**

- Professional Society Membership
- Research projects carried out
- Seminar, Conference, Symposia Workshops etc. attended during the year
- Innovation/Contribution in Teaching
- Community Service
- Membership of Professional Bodies, Societies etc.
- Improvement of Professional Competence
- Research Contributions

**Student Feed Back:**

Confidential student feedback shall be collected once in semester and reviewed by the Principal. This will be maintained in Head of the Department.

**Result analysis:**

Result Analysis of subject taught by the faculty is collected and reviewed by the Principal.

## **Annexure**

- **Annexure 1:** AICTE Pay Scales & Norms Regulations.
- **Annexure 2:** The Maharashtra Prohibition of Ragging Act, 1999. Maharashtra Act No. XXXIII of 1999.
- **Annexure 3:** The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013.
- **Annexure 4:** State Common Entrance Cell Information Brochure
  - <http://www.mahacet.org/>
  - <http://www.dtemaharashtra.gov.in>
- **Annexure 5:** MSBTE Examination Regulations.