



Shri Balasaheb Mane Shikshan Prasarak Mandal's.

ASHOKRAO MANE POLYTECHNIC

Vathar Tarf Vadgaon, Tal. Hatkanangle, Dist. Kolhapur-416 112(Maharashtra)

Phone: Principal (0230) 2407740, Office: (0230) 2407760 Fax: (0230) 2407750

Website: amietv.org Email: ampolytechnic@amietv.org, ampolytechnicvathar@gmail.com

Date:-27/06/2011

NOTICE

All Heads and staff members are hereby informed that, delegation of Administrative and Financial Powers to key persons has been approved in Governing Council meeting dated 05/03/2011 with resolution no 06 with effect from academic year 2011-12. Details are enclosed herewith this notice. Kindly note the same.


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Encl:

1. Delegation of Administrative Power.
2. Delegation of Financial Power.



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Delegation of Administrative Powers

A) Head of department shall issue appreciation letter to the faculty in following circumstances

- i. Faculty having subject result above 20% of the MSBTE average result of the concerned subject.
- ii. Faculty having student feedback of any subject above 85% or consistent feedback for last three consecutive years of concerned subject or different subjects.
- iii. Faculty having excellent performance in the departmental events or duties assigned at departmental level.

B) Head of department shall issue warning letter or memos to the faculty in following circumstances

- i. Faculty having subject result below 20% of the MSBTE average result of the concerned subject.
- ii. Faculty having student feedback of any subject below 70% or consistent two poor feedbacks of concerned subject or different subjects.
- iii. Faculty having poor performance or negligence in the departmental events or duties assigned at departmental level.
- iv. Faculty who is irregular or taken leaves without permission.


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C) Head of department shall recommend to the faculty for incentives in following circumstances

- i. Faculty can be recommended for additional increment if he/she has consistent performance in department or institute as whole for last three years
- ii. Faculty can be recommended for bonus or rewards if he/she has remarkable performance in department or institute as whole for that year.
- iii. Faculty can be recommended for honorarium for the consultancy work done at departmental or institute level.
- iv. Faculty can be recommended for institute level duties, workshops, conferences, external duties, seminars, trainings depending on the departmental suitability and smooth functioning of institute in which incentives may be applicable or not.

D) Head of department shall recommend to the faculty for discontinuation of service in following circumstances

- i. Faculty having consistent poor performance in a year or previous years.
- ii. Faculty who have breach the service conditions laid by institute.
- iii. Faculty who is irregular or taken the leaves without permission for more than 1 month.
- iv. Faculty who has done misbehavior or not obeying the order from his higher authority.
- v. Faculty engaged in any malpractice or victim in financial frauds in department or institute level.


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- E) Head of departments shall have all authorities of sanctioning the leaves, vacations, organizing student related activities, formation of various committees, formation of student association and necessary policies in context of said can be implemented at department level for smooth functioning with prior permission of Principal and Executive director.**
- F) Principal shall have all administrative power in context of faculty and student development and can make required policies for smooth functioning of institute with prior permission of Executive director.**
- G) Executive director shall have all authorities in context of implementation of necessary policies for the student and faculty development with prior permission of governing council.**


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Delegation of the Financial Powers :

Financial power should be given as under:

1. **Executive Director:** The decision was taken regarding full financial power utilization as per the budget approved by Governing council.
2. **Principal:** The decision was taken regarding financial power up to Rs 50000. And above Rs 50000 with prior Permission of Executive Director.
3. **Head of Department:** The decision was taken regarding financial power up to Rs 5000. And above Rs 5000 with prior Permission of Principal and Executive Director.
4. **Librarian:** The decision was taken regarding financial power up to Rs 5000. And above Rs 5000 with prior Permission of Principal and Executive Director.
5. **In charge (Various Event/Program):** The decision was taken regarding financial power up to Rs 1000. And above Rs 1000 with prior Permission of Principal and Executive Director.


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