



STAFF MANUAL

(2017-2018)

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.

Our Inspiration**Founder President**

Hon. Late Ashokrao Mane

Key Persons of AMPV family**President**Hon. Shri Vijaysinh
Mane**Executive President**Hon. Shri Vikasrao
Mane**Executive Director**Hon. Dr. Dipak
Mudgal**Principal**Hon. Prof. Appasaheb
Vagyani**About AMPV**

The Ashokrao Mane group of Institutions is well known educational campus in Maharashtra. The educational complex runs under the trust of Shri Balasaheb Mane Shikshan Prasarak Mandal, Ambap. Trust has formed by Hon Late Ashokrao Mane (Founder President). The educational campus of Ashokrao Mane Polytechnic is located at Vatar Tarf Peth Vadgaon; Tal-Hatkanangale; Dist-Kolhapur. Institute is established in 2008 and it is approved by AICTE, New Delhi, Government Of Maharashtra, DTE Mumbai, and affiliated with MSBTE, Mumbai. Institute has a certification of ISO 9001:2008 and is having professional membership of Indian Society for Technical Education, New Delhi. Institute is achieving consistent academic excellence in academic monitoring of MSBTE, Mumbai.

Course Information

Sr. No	Course	Intake
1	Diploma in Mechanical Engineering	180
2	Diploma in Civil Engineering	120
3	Diploma in Electrical Engineering	60
4	Diploma in Computer Engineering	60
5	Diploma in Electronics and Telecommunication Engineering	60
6	Diploma in Automobile Engineering	60

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INSTITUTE VISION MISSION AND QUALITY POLICY

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.



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 AND VACATION 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

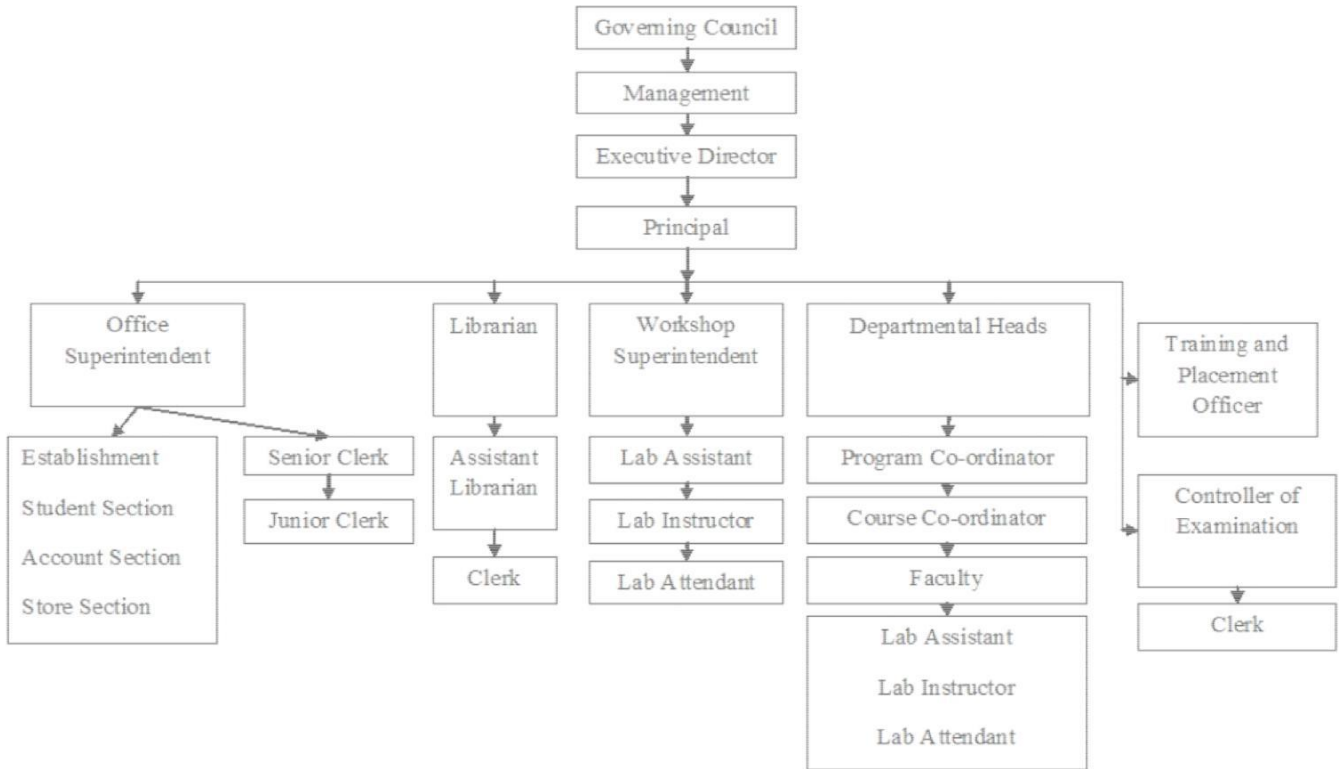
Sr. No	Leave Type	Description
1	Casual Leave (CL)	12 days in a Calendar Year. (Max 8 days CL to Ad-hoc staff)
2	Compensatory Off (CO)	Min 4Hrs working on Holiday with prior permission. All mandatory duties shall not be compensated
3	On Duty Leave (DL)	Maximum 15 days shall be permitted
4	Academic Leave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

IV

ORGANIZATIONAL CHART





ROLES AND RESPONSIBILITIES

POSITION	FUNCTIONS
GOVERNING COUNCIL	<ul style="list-style-type: none">• Frame directives, principles and policies• Support for implementation of policies• Amend and correct policies• Approve budget
EXECUTIVE DIRECTOR	<ul style="list-style-type: none">• Design organizational structure• Ensure effective purchase procedures• Conduct periodic meetings of various bodies as governing council, LMC, standing committee etc.• Manage accounts and finance• Inward correspondence coordination• Office administration• Plan and provide facilities to ensure teaching learning process• Employee recruitment• Mobilize external resources• Transport facility• Award incentives and penalize defaults• Allocate budget• Approve expenses• Approve leave policy• Approve the advances needed to discharge responsibilities• Approve projects and consultancy to faculty• Issue necessary circulars• Issue certificates of merit

PRINCIPAL

- Identify training needs of employees
- Observe employee conduct
- Annual magazine and report publication
- Budget preparation
- Issue circulars about academics
- Ensure effective teaching learning process
- Ensure compliance to NBA and prepare documentation
- Identify the resource persons for every activity
- ISTE staff chapter
- Conduct periodic Monitoring and evaluation of academic process
- Ensure qualification enhancement of faculty and staff
- Prepare Academic Calendar
- Result analysis and suggest corrective measures
- Initiate additional teaching measures
- Internal and external examinations
- Preparing budget for each department with the help of concerned Head
- Leave recommendation of HODs and faculties
- Compliance of AICTE, DTE and MSBTE
- Public relations Tracking and circulating AICTE, DTE and MSBTE notifications
- Approve leave policy
- Approve expenses propose budgetary requirement
- Inform defaults in conduct
- Suggest project and consultancy to faculty
- Recommend advances to discharge responsibilities
- Approve academic calendar
- Recommend training needs and related expenses
- Issue circulars to all heads about academics
- Sign the seminar reports, projects and faculty about academics
- Issue letters for defaults in teaching learning
- Recommend library requirements from each department
- Recommend budget of academic program.
- Approve industrial visit and recommend expenses
- Observe discipline and culture in each department
- Assigning work to faculty about academics
- Authorize assessment criteria for evaluation of students
- Issue certificates such as bonafide certificate, character certificate, provisional passing certificate and all other student related work

<p>CONTROLLER OF EXAMINATION</p>	<ul style="list-style-type: none"> • Examination In charge is responsible for academic related activities. • Is a coordinator between the MSBTE and Institute • To conduct regular class test and term end examination for the students' during the semester • To forward marks of practical/oral examination to MSBTE • Prepare supervision time table • Display examination results and invite applications for verification, reassessment of mark and forward it to MSBTE. • To maintain a database of the record of current students as well as passed out students in order to convey the information as per requirement <p>Any other duties/ work assigned from time to time</p>
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<p>TRAINING AND PLACEMENT OFFICER</p>	<ul style="list-style-type: none"> • Appraise the student for job opportunities available • Arrange in and out campus interviews • Arrange visits to the industries/training for the students during the academic year • Arrange expert lectures for students on technical or general topics • Coordinate the training programs for technical and non- technical staff • Maintain database of passed out, recruited and opted for higher studies students for further communication
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**HEAD OF
DEPARTMENT**

- To review progress in syllabus, laboratory resources in the department
- To implement college policies and procedures
- Ensure effective teaching and learning activities
- Propose evaluation methods of assessment of students
- To actively monitor and promote students
- To submit staff appraisal report to Principal
- To counsel the defaulter students in a semester and organize parent-teacher meeting
- To analyze the students feedback and ask for corrective action from faculty and promote the faculty for better performance
- To recommend the faculty for their excellent performance at higher authorities
- Maintenance of equipment, furniture
- To assist the Principal in timely procurement of equipment and stores preparation of comparative statement and submission of recommendations etc.
- Annual physical verification of departmental laboratories, stores, shops. Get list prepared for write off, obsolescence removal etc.
- Plan and conduct MSBTE Internal, External Practical Oral examinations
- Enhancing capability of faculty through Career Development Program
- Interaction with industries and professional bodies
- To participate in the interview process for teaching post
- Any other assignments given by the Principal or administration
- Maintain the records of departmental activities and achievements

LECTURER

(1) ACADEMIC

- 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 activates, Student guidance & counseling & helping their character development innovation in Technician Education & Evaluation.
- Courses. Promoting & coordinating Continuing Education Activates.
- Self development through Up-gradation of Knowledge & skills.

(2) ADMINISTRATION

- 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.

LECTURER

(3) RESERCH & CONSULTANCY

- 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

(4) EXTENSION

- 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

(5) To undertake any other duty as specified by higher authority not mentioned it the above.

**LAB
ASSISTANT**

- 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

<p>LIBRARIAN</p>	<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
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<p>LIBRARY ASSISTANT</p>	<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. • Assist the Library in Charge in certain functions as and when required Typing works. • Any other duties/ work assigned from time to time
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<p>WORKSHOP INSTRUCTOR</p>	<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 equipments 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.
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<p>WORKSHOP ATTENDANT</p>	<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 equipments and furniture in the assigned shop. • Any other duties/work assigned from time to time
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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.
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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.
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