

Right Choice...At Right Time.... At Right Place....

Shri. Balasaheb Mane Shikshan Prasarak Mandal Ambap's

ASHOKRAO MANE POLYTECHNIC

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

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

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*My Polytechnic....My Proud....
11 years of success.... 11 years of glory....*

STUDENT MANUAL

(ACADEMIC YEAR 2024-25)

Our Inspiration

Founder President



Hon. Late Ashokrao Mane

Key Persons of AMPV family

President	Executive President	Principal
		
Hon. Shri. Vijaysinh Mane	Hon. Shri. Vikasrao Mane	Hon. Prof. (Dr.) Yuvraj Gurav

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 Vathar 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	60
2	Diploma in Civil Engineering	30
3	Diploma in Electrical Engineering	60
4	Diploma in Computer Engineering	150
5	Diploma in Electronics and Computer Engineering	60
6	Diploma in Automobile Engineering	60
7	Diploma in Artificial Intelligence and Machine Learning	60

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INSTITUTE VISION MISSION & QUALITY POLICY

Institute Vision

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

Institute Mission

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

M2 : To impart quality technical education with emerging technology to fulfill industrial requirements

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

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

Quality Policy:

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

Working Days

College working days are from Monday to Saturday.

Time

Tuesday to Thursday 9.15 am to 4.00 pm. Buses will leave the campus at 4.30 pm.

Weekly Off on second and fourth Saturday and Sunday. [Schedule](#)

All academic working for academic year 2014-25 shall be followed as per the MSBTE academic calendar.



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001:2013)
4th Floor, Govt. Polytechnic, Bldg, 49, Kherwadi, Bandra(E), Mumbai-400 051
Tel.No. : 022-62542100
Email:secretary@msbte.com web:www.msbte.org.in

No. MSBTE/D-40/Academic Calendar/2024/ 239

Date 22 AUG 2024

A.Y. 2024-25 Academic Calendar (Revised)

1. Academic Schedule					
A) Academic schedule for Semester Pattern Programme					
S.N.	Activities	Odd Semester		Even Semester	
		Other than 1 st Semester (3, 5)	For 1 st semester	(2,4,6)	
1	Academic Term	15 July – 19 November, 2024	*02 September – 30 November, 2024	01 January, 2025 – 17 April, 2025	
2	First Class Test	28 – 30 August, 2024	23 – 25 October, 2024	10 – 12 February, 2025	
3	Second Class Test	12 – 14 November, 2024	27 – 29 November, 2024	07 – 09 April, 2025	
*Starting with One week orientation programme					
B) Academic schedule for Yearly Pattern Programme					
S.N.	Activities	Yearly Pattern (2,3)	Yearly Pattern (1st Year)	Pharmacy 2 nd Year	Pharmacy 1 st Year
1	Academic Term	15 July, 2024 – 17 April 2025	*02 September – 17 April 2025	15 July, 2024 – 17 April 2025	*01 October – 17 April, 2025
2	First Class Test	23 – 25 October, 2024	12 – 14 November, 2024	21 – 25 October, 2024	23 – 28 December, 2024
3	Second Class Test	07 – 09 April, 2025	07 – 09 April, 2025	06 – 10 January, 2025	03 – 08 February, 2025
4	Third Class Test	Not Applicable	Not Applicable	07 – 12 April, 2025	07 – 12 April, 2025
*Starting with One week orientation programme					
2. Examination Form Fill & Confirmation Schedule					
A) Winter 2024 Examination Form Fill & Confirmation Schedule					
S.N.	Activities	Filling Examination forms (Normal Fees)	Filling Examination forms (With Exam form fees + Late fees of Rs. 200/-)	Filling Examination forms (With Exam form fees + Penalty Rs. 1500/-)	
1	Candidate fill	18 September – 06 October, 2024	08 – 09 October, 2024	11 – 13 October, 2024	
2	Institute fill & Confirmation	18 September – 07 October, 2024	08 – 10 October, 2024	11 – 14 October, 2024	
3	RBTE confirmation	15 – 17 October, 2024			
Last date for RBTE confirmation of filled exam form is 17 th October, 2024 upto 5:00 PM					
Note: Enrollment schedule for Newly admitted 1 st / Direct Second Year and Yearly pattern students / Pharmacy students and Winter 2024 Exam form schedule for Newly admitted 1 st / Direct Second Year 3 rd semester students will be declared by separate circular.					

B) Summer 2025 Examination Form Fill & Confirmation Schedule				
S.N.	Activities	Filling Examination forms (Normal Fees)	Filling Examination forms (With Exam form fees + Late fees of Rs. 200/-)	Filling Examination forms (With Exam form fees + Penalty Rs. 1500/-)
1	Candidate fill	18 February – 02 March, 2025	04 – 06 March, 2025	08 – 09 March, 2025
2	Institute fill & Confirmation	18 February – 03 March, 2025	04 – 07 March, 2025	08 – 10 March, 2025
3	RBTE confirmation	11 – 13 March, 2025		
Last date for RBTE confirmation of filled exam form is 13th March, 2025 upto 5:00 PM				
3. Examination Schedule				
S.N.	Activities	Winter 2024 Examination		Summer 2025 Examination
		Exam schedule other than 1st Semester	Exam schedule for 1st semester	Examination Schedule
1	Practical Exam	20 – 28 November, 2024	02 – 07 December, 2024	18 – 28 April, 2025
2	Theory Exam	03 – 24 December, 2024	09 – 24 December, 2024	02 – 24 May, 2025
3	Declaration Result	4 th Week of January, 2025 (Tentatively)		4 th Week of June 2025 (Tentatively)
Start of Academic Year 2025-26 from 01st July, 2025				

Note:

- Institutes have to take measures to conduct additional instructional days for academic activities if needed.
- Institutes have to conduct additional instructional days to complete the curriculum of 1st semester / 1st Year / Direct Second Year admitted students.
- All type of fees & penalties shall be necessarily deposited to regional office of the Board as per the schedule declared by respective RBTE or MSBTE.
- All Practical & term work shall be completed with continuous assessment as per curriculum till the end of term.
- In unavoidable circumstances, the necessary amendment in the schedule of any activity will be notified through separate circular on MSBTE web portal.
- The enrollment of the candidate shall remain provisional till the approval of merit list of admitted students from Regional Joint Director of Technical Education.**


(Dr. Mahendra R. Chitlange)
Secretary,

M. S. Board of Technical Education, Mumbai

Copy to:

- Hon. Director, MSBTE, Mumbai – for information.
- Dy. Secretary, CDC, MSBTE, Mumbai – for information.
- Dy. Secretary, MSBTE Regional Offices, Mumbai, Pune, Nagpur, Chh. Sambahjinagar for necessary action.
- Desk Officer D-40, D-42 & D-43 MSBTE, Mumbai - for necessary action.
- Portal Manager, MSBTE, Mumbai to display on the website



TRANSPORT

Our college buses cover following routes

Kagal, Balinga, Vadanage, Borpadale, Mangale, Bhilavadi, Ichalkaranji, Dudhgaon.

- Prior booking with paying fees is necessary to avail Transport facility.
- Transport facility will be given on first come first basis.
- Transportation fees details is available at Transport department.

Details of Bus Route

Sr.No	Route name	Route Details
1	Kagal	Kagal – Kaneri Phata – Ujalaiwadi – Syber Chowk – Parvati Multiflex – Gokul Hotel – Railway station – C.B.S. – Tararani Putala – Ruikar Colony – Market Yard – Tawade Hotel – Sangli Phata – Shirolí - Nangaon Phata – MIDC Shirolí – Shiye Phata – Toap – Vathar College.
2	Balinga	Balinga – Phulewadi – Rankala - Gangavesh – Shivaji Putala – C.P.R. – Mahaveer College - Kasaba Bawada – Ramnagar – MIDC Shirolí – Shiye Phata – Toap – Vathar College
3	Vadanage	Vadanage – Nigave – Bhuyewadi – Bhuye – Shiye - Shiye Phata – Toap – Vathar College
4	Borapadale	Borapadale – Arale – Satave – Savarde – Mohare – Shahapur – Kodoli – Warananagar – Amrutnagar Phata – Nave Pargaon – Talasande - Vathar College
5	Mangale	Aitawade Khurd – Devarde Phata – Chikurde – Mangale – Kakhe - Kodoli – Warananagar – Amrutnagar Phata – Nave Pargaon – Talasande - Vathar College
6	Bhilawadi	Bhilawadi – Audumbar Phata – Ankalkhop Phata – Nagathane Phata – Ashta – Bagani – Shigaon – Bhadole – Pethvadgaon – Vathar College
7	Ichalkaranaji	Ichalkaranaji – Korochi – Hatakanangale villege – Hatakanangale bus stop – Alate – Narande Phata – Savarde – Minache – Pethvadgaon – Vathar College

IV ATTENDANCE

Student has to attend at least 75% of the classes.

Parents are informed about their wards attendance by SMS monthly.

LEAVE REGULATIONS

All the students should make note of the following leave regulations and are instructed to strictly abide by these rules while availing leave.

ALL LEAVE LETTERS SHOULD BE SUBMITTED TO THE DEPARTMENT THROUGH CLASS COORDINATOR

Absence without leave letters will be viewed seriously.

For Availing One Day Leave:

1. Leave letter should be submitted on the previous day – Leave letter may be signed by the students themselves.

For Availing Two Days Leave:

1. Leave letter should be submitted on the previous day itself with the parents' signature.
(or)
2. Leave letter should be submitted (with the parents' signature) on the first day of the leave availing through any other student.
(or)
3. Parents should call up the department and inform the respective Class co-ordinator regarding the leave matter. For medical treatment, medical documents should be enclosed with the leave letter along with the parent's signature.

For Availing three or More Days leave:

For any family function or on medical grounds, **parents should come in person** and can apply with all **Medical documents** for availing leave through the respective HOD and Class Co-ordinator.

Note to Students:

Whenever there are two or more consecutive holidays, students should not take leave before and after the said holidays. Students are not allowed to extend their leave along with any festival or long holidays such as Ganesh Festival, Diwali Festival etc.

Half – a–Day Leave is not allowed.

Absence for Class Tests I & II, Skill Test Examinations and Submission before Theory Examinations are strictly not allowed.

Mass absence (i.e. more than 15% of the students) from the class is strictly not permitted. All absentees on that day will be considered - One day leave = 2 days leave.

For Availing Symposium / Cultural OD

1. Only the students who have participated / won prizes during Intra-department symposium will be allowed to avail OD to participate in the symposium conducted in other colleges / Universities.
2. For Technical events: Prior OD will be given to the students for presenting papers in other colleges, only upon furnishing 'acceptance letter'.
3. For Non-technical / Cultural events: OD will be given, only to the prize winners, after furnishing certificates.

Winner students are motivated by presenting prizes and certificate during 'Annual Social Function'.



ID CARD

ID card will be provided to each student with his / her Name, Photo, Address and Blood group printed on it. All the students should wear their ID Cards while they are in the campus and in the bus.

Replacement of ID card will be done in the Office.

1. If damaged - Fill in the application for replacement of ID card; and submit the form along with a fee of **Rs. 100/- for replacement.**
2. **Change of Address :** If there is any change in the address or contact number, **Parents should come in person**, report to the Office and submit the application for replacement of ID card along with a **fee of Rs. 100/-.**
3. In case of any violation of departmental discipline or disturbance in the class, ID card taken from the student and will be handed over to the student on the same day with proper warning and advice through Class Coordinator / HOD.
4. In case of any misbehavior or violation of the college rules, ID cards of the students will be with the Disciplinary committee members till the enquiry is over.

VI DRESS CODE

All the students in the campus should be neatly dressed - on all days including during all Examinations.

Dress Code:

Boys : All the boys are expected to wear formal Dress

Girls : All the girls should wear formal churidhar with lengthy tops **below knee level without slit**

VII CONTINUOUS ASSESSMENT

- Continuous assessment will be done after every practical completion and evaluation marks will be given on same day.
- Skill tests will be conducted after 80 % practical syllabi completion. It will be notified to students through notice by concern faculty
- Sessonial work marks will be given on the basis of two class test performance as per MSBTE guidelines.

Note:- Student will be responsible for any academic losses due to absenteeism.

VIII EXAMINATION RULES

Students should not enter the Exam Hall without proper dress code & ID Card.

1. Silence should be maintained in the examination hall.
2. Students should occupy the allotted seats at least 10 minutes before the commencement of all the examinations.
3. For details rules and regulation of Examination please refer Examination Regulation Published on MSBTE website (http://files.msbt.com/msbte_files/news/Exam_Regulations11.pdf).

For Exam timing refer MSBTE Exam Schedule as displayed on MSBTE Website & College Notice Board Time to Time.

IX ELECTRONIC GADGETS

Use of cell phones, cameras, i Pods, MP3 Players or any other electronic gadgets in the buses and college premises is strictly prohibited.

College will not be responsible in case of loss of any electronic gadget in College Campus



INDUSTRIAL VISITS

Industrial Visits are Compulsory for all students.

COMMON RULES FOR INDUSTRIAL VISITS :

All the students must wear ID cards and come in the regular dress code during the Industrial Visit. If there is any violation during the Industrial Visit, driver/staff in-charge has the authority to return the bus to the college immediately.

- a. Information about the Industrial Visit should be sent to the parents. Undertakings signed by the student and parent should be submitted to the visit In-charge **at least 2 days before the Industrial Visit.**
- b. Visit should be conducted with prior permission of Principal
- c. Any indiscipline or misbehavior during the Industrial Visits will be viewed very seriously and no further Industrial Visits will be allowed till the end of their course.
- d. There is no **exchange of duties** by any staff member or the driver allowed, once committed for a particular industrial visit.
- e. The staff member should obtain the signature with seal regarding the entry and exit time to and from the industry in the given format.
- f. Students are allowed to take cell phones with them for the full day outstation Industrial Visits so that they can inform their parents about the arrival time while coming back from the industry.
- g. During the full day Industrial Visits, the staff should communicate to the HOD/Manager.
 - After the attendance
 - On reaching the industry
 - While leaving the industry
 - At a break
 - On reaching

IMPORTANT NOTE:
Stopping for Shopping, Park, River side, Pool side
Beach and Sight Seeing Spots is not allowed.

About Admission Process

- The Centralized admission process (CAP) is carried out as per the norms laid by Admission Regulating Authority (ARA) of State Government of Maharashtra.

About Fees

- Tuition Fee is charged as per the finalized by the Fees Regulating Authority (FRA) of State Government of Maharashtra.
- Fees should be cleared by candidate, time to time as decided at the time of admission reporting.

About Institute Website

- All academic, financial, administrative and other relevant information and news related to institute are published on Institute website.
- For more information refer, www.amietv.org

About Parents Meeting

- Parents meet is arranged at department in every semester.
- Meeting invitation will be conveyed by phone call or through SMS to parents

About Library Facility

- Library remains open during 8.00 am to 6.00pm every day and in exam period during 8.00am to 8.00pm.
- Library is attached with separate reading halls for Boys and Girls.
- Book bank scheme is available.

About Internet, Wi-Fi, CCTV Facility

- High speed internet is available with Wi-Fi facility in campus.
- Surveillance is done through CCTV.

About Canteen Facility

- Separate and hygienic canteen facility is available in campus with reasonable rates.
- Separate canteen committee is formed to maintain the hygienic condition of canteen.

About Remedial classes

- Remedial classes are conducted for backlog students in every semester.

About Student Feedback Mechanism

- Two feedbacks are taken in a semester to improve academic and administrative quality.
- Suggestion box is available at institute to run student feedback mechanism effectively.

About Mentoring System

- One mentor faculty is deputed behind every 20 student.
- Overall progress of student is monitored by deputed mentor faculty.
- Parent should be in touch with mentor for updated information of student.

Important Links

- For viewing Institute Approval www.aicte-india.org
 - For Admission information, www.dtemaharashtra.gov.in
 - For Examination schedule, results, rules etc, www.msbte.ac.in
- For EBC and Scholarship details, www.mahadbt.gov.in
- For online anti ragging affidavit, www.amanmovement.org

DISCIPLINARY ACTIONS

Senior students should not disturb other students, especially their juniors.

Students should not quarrel or fight either with their year mates or with the other year students.

Any damage to the property of the college - identified students / whole class / batch will be given punishment.

Physical assault, mental harassment or any other activities that are considered as Ragging – Punishment as per the Ragging Rules by AICTE, State Government of Maharashtra and Government of India.

Use of abusive / unparliamentarily words and misbehavior - 1 Week suspension

Inducing and provoking others to form groups - 1 week suspension



IMPORTANT PHONE NUMBERS

Institute's Administrative Persons

Important Phone Nos	Phone Number
Nearest Police Station (Peth Vadgaon Police Station)	100/0230 2471021
Nearest Fire Brigade Station (Peth Vadgaon Nagarpalika)	101
Emergency Hospital Services (Ashokrao Mane Hospital & Research Centre, Vathar Tarf Vadgaon)	0230- 2407111
Ambulance (Government Facility through NRHM)	108

