EMPLOYEE RULE BOOK

Established in 1998

Jagdu Singh Charitable Trust's (Regd.)

THAKUR POLYTECHNIC

(Approved by AICTE, Recognised by Govt. of Maharashtra & Affiliated to MSBTE)
(Accredited by : National Board of Accreditation, New Delhi*, ISO 9001:2015 Certified Institute)

www.tpolymumbai.in

*1st Time Accrediated Programmes : Mechanical Engineering | Electronics & Tele-Communication Engineering | Electronics Engineering (w.e.f-15-03-2012 for 3 Years)
*2nd Time Accrediated Programmes : Mechanical Engineering| Electronics & Tele-Communication Engineering | Electronics Engineering | Computer Engineering | Information Technology (for 3 Years upto 30-06-2020)
*3rd Time Accrediated Programmes : Mechanical Engineering | Electronics & Tele-Communication Engineering | Computer Engineering Information Technology (for Academic Years 2020-2021 to 2022-2023 i.e. upto 30-06-2023)

Estd. 1998

VISION

"We will empower youth by imparting quality technical education and strive to prepare students with excellent technical skills".

MISSION

- We will offer value added quality technical education & excellent academic training to our students.
- We will provide state of art infrastructure with latest facilities
- We will strengthen industry institute interaction
- We will make continual improvement in all institutional activities.

QUALITY POLICY

- We will inculcate in our students the technical and generic skills by using the latest teaching methodologies.
- We will expose the students and faculty to the latest trends and developments in the industry.
- We will strengthen the industry-institute interaction.
- We will imbibe within the students the innovative skills which will make successful entrepreneurs.
- We will take all efforts to maintain and enhance the quality of teaching in the greater interest of the students.

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Chapter 1 : About the Institute

Thakur Polytechnic is affiliated to the Maharashtra State Board of Technical Education (MSBTE) and conduct courses approved by the All India Council for Technical Education (AICTE), New Delhi and recognized by Govt. of Maharashtra. It fulfills all the norms and standards set by the AICTE as well as the Maharashtra State Board of Technical Education. The Polytechnic was accorded approval by AICTE vide their letter no. F-740-80-819 - (F)/FT/98 dtd. 24th July 1998.

Thakur Polytechnic (Tpoly) was established in the year 1998. It is primarily to cater to the need of students desirous of pursuing technical education after the Secondary School Certificate examination. It provides the best infrastructure facilities matched by equally competent teaching faculty and a right academic ambience to make learning a delightful experience.

As reflected in mission statement the Tpoly has set upon itself a responsibility of providing quality technical education comparable to international standards and preparing students with vocational excellence. To meet the quality assurance requirement, institute has opted for ISO 9001:2015 from BSI (British Standard Institution). To ensure quality education, management is committed to render quality technical education & is striving continually to improve its effectiveness by taking relevant measures.

Thakur Polytechnic was accredited by **National Board of Accreditation (NBA),** New Delhi with effect from 15-03-2012 for three years for Mechanical Engineering, Electronics & Telecommunication Engineering & Electronics Engineering. The Institute has second time for Five courses i.e. Mechanical Engineering, Electronics & Telecommunication Engineering, Electronics Engineering, Computer Engineering & Information Technology for three years with effect from 01/06/2017. Third time for Four courses Mechanical Engineering, Electronics & Telecommunication Engineering, Computer Engineering & Information Technology for Academic Years 2020-2021 to 2022-2023 i.e. up to 30-06-2023.

Chapter 2 : Rules and Regulations of Employment

2.1) Working Hours for Teaching and Non-Teaching Staff.
Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system. Working hours should be strictly followed by all the Staff Members and also they should adhere to the timings prescribed by MSBTE and as decided by the institute.

2.2) Employment Policy of the Institute
A: For Teaching Staff on Regular basis

- The Institution will recruit the faculty and staff members as per norms, standards and procedures prescribed/recommended by AICTE/DTE/MSBTE/Government of Maharashtra.
- The institute may release/ issue the addendum of appointment order as and when required for the smooth running of the institute as per the guidelines of AICTE/DTE/MSBTE/Government of Maharashtra.
- The regular services are liable to be discontinued by issuing three month notice or paying equivalent notice pay by either party, i.e. by the employer or an employee.

B: For Teaching Staff on Ad-hoc basis

- The Institution will recruit and appoint the faculty on an ad-hoc basis and staff members as per qualification norms of AICTE.
- The institute may release/ issue the addendum of appointment order as and when required for the smooth running of the institute as per the guidelines of AICTE/DYTE/MSBTE/Government of Maharashtra.
- The initial appointment of the Teaching staff will be done on ad-hoc basis subject to the fulfillment of all the terms and conditions pertaining to educational qualifications and experience as per norms.
- During the ad-hoc period an employee will be given a consolidated salary approved by the Management.
- During the ad-hoc period, performance of the person will be monitored and evaluated by the authorities and will be recommended for the Interview before selection committee as per the rules and regulations of AICTE/DTE/MSBTE subject to the satisfactory performance of an employee.
- The new appointment of staff will be as per recommendations of selection committee and as per the discretion of the authority of the institute.
- The staff appointed on an ad-hoc basis shall not have any right to permanent employment with the institute.
- The Ad-hoc services are liable for discontinuation by giving one month notice or one month salary by either party, i.e. by the employer or an employee

C: For Non-Teaching Staff

- The Institution will recruit the staff members as per qualifications, norms, and standards of DTE / Govt. of Maharashtra.
- The initial appointment of the Non-Teaching staff will be done on ad-hoc basis subject to the fulfillment of all the terms and conditions pertaining to educational qualification and experience.

- During the ad-hoc period an employee will be given a consolidated salary approved by the MANAGEMENT.
- During the ad-hoc period performance of the person will be monitored and evaluated by the authorities and subject to the satisfactory performance of an employee, will be considered for appointment on regular post with probation period, which will be purely based on interview conducted and performance the interview conducted.
- During the probation an employee will be given a pay scale and after successful completion of probation, he will be considered for continuation for the post.
- The interview for the regularisation of appointment will be conducted by the selection committee formed by the Principal of the institute.
- The selection committee will be constituted by the Principal and constituted Committee Members consists of internal members both teaching and administrative department.
- The proposals for the promotion(if prescribed in the rules) of non-teaching staff need to be recommended by respective HOD's after successful completion of minimum years of service as per the rules and regulations of Govt. of Maharashtra/DTE excluding ad-hoc period, which needs to be evaluated and verified by the selection committee appointed for the same.
- Proposals for promotions will be subjected to the selection committee's recommendation and approval of head of the institute. Final approval will be given by the MANAGEMENT.
- The qualification for class IV posts is maximum matriculation. The same terms and conditions will be applicable for class IV as that of technical staff of the institute where the staff member will be eligible for the higher post unless an employee fulfill the minimum required educational qualification and experience to appear for an interview before the selection committee.
- Finally, the new appointment and promotion of non-teaching staff will be at the discretion of the MANAGEMENT of the institute.
- The Ad-hoc services are liable for discontinuation by giving one month notice or one month pay by either side, by an employee or the employer.
- The regular services are liable to be discontinued by issuing three month notice or paying equivalent notice pay by either party, i.e. by the employer or an employee.

2.3) Rules pertaining to Leave

Leaves can be broadly classified as:

Casual Leaves [CL]:
- All employees are entitled to 8 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also. Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD. It is necessary to get prior sanction of CL by reporting to the authority.
- New Joining staff - Pro-rata basis indicates first leave will be earned which will be accumulated in their leave account and the same can be availed by an employee after working for 45 days.
- New Joining staff - Other than pro-rata leave, an employee will not be eligible for any type of leave.

Sick Leaves [SL]
- Only Confirmed employees are entitled to 10 days of full pay SL.
- An employee returning from long SL will be required to submit a physician's certificate and a fitness certificate. For one to two days Sick Leave there is no need to produce Medical Certificate. For more than Two days leaves there is need to submit the Medical Certificate authorized by MBBS doctors. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return. Unused SLs will be carried forward into the subsequent year[s].

Privilege Leaves (PL):
Only Administrative & Supporting Staff members are privileged to have 30 days PL facility only after completion of 3 year.

Vacation – Winter / Summer:
The Teaching and Laboratory staff members are eligible to avail vacation as per rules and regulations of D.T.E./MSBTE/Institute.

Maternity Leave (ML):
Confirmed staff will be privileged to have facility for availing Maternity leave for 3 Months.
The employees are eligible to avail maternity leave for ninety days at a time, and maximum two times in total length of service.

Paternity Leave:
The confirmed male employees are eligible to avail paternity leave for 15 days at a time, and maximum two times in total length of service.

Study Leave :
The teaching staff are also eligible to avail study leave for improving their qualifications, subject to recommendation of Principal and prior approval of Management.

Saturdays:
Staff will be privileged to avail holidays on 2nd & 4th Saturdays in every month at the discretion of Management.

Other Rules :
Late arrival:
Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy). For 3 late arrivals half day leave is considered. Repeated incidences of late arrival is recorded in personal file and attracts negative points in performance evaluation.

Leaving the campus before time:
> In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.

On Duty leave:
> The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

Compensatory Off
> It will be at the discretion of Principal and HOD with prior approval.

Leaving Institute during working hours
> In case of emergency or any other personal work, staff can leave the institute with prior permission of HOD/Principal and should enter the OUT and IN time respectively in the register maintained at the institute gate.

Timing during curricular/extracurricular activities
> According to the need of hour the institute timing during the curricular activities like MSBTE Exam / RAC, Technofest etc. and Extra-curricular activities like Annual function, sports etc., will be modified and intimated through circular/ notice displayed, All staff members should follow the same till further notice.

Chapter 3. Staff Welfare Scheme

3.1) Employees Provident Fund

For New Entrants:
- Enrolment: An employee is eligible for membership from the day he joins the institute.
- Employee has submit previous employment declaration form in form no.11
- If an employee's emoluments exceed Rs. 15,000/- per month, he has the option to join the Scheme(s) with the consent of employer by filling Form No. 11.
- Declare previous employment details, if any, to the employer with UAN.
- On becoming a member of the Schemes fill details in Form No. 2 (family particulars/ nominations) through the employer.
- Rate of contribution payable by a member shall be as per the rules of regulations EPF.
- Any change in the family status is to be filled in Form No. 2 through the employer, such as :
  - Marriage of the member.
  - Additions / deletion in the family.
  - Legal adoption of the children.
  - Change of nominee
- In the event the member is holding a Scheme Certificate (under EPS, 95); he should surrender the same to the concerned EPFO, through his employer.
- A member is entitled to various benefits & facilities such as withdrawals, advances, pensions, death insurance etc., as per EPF rules and regulations.

3.2) Gratuity: Gratuity shall be given to all the eligible employees as per prevailing government rules.

3.3) Insurance

3.3.1 Accidental Insurance
All staff members and students are covered under accidental insurance policy, the premium of which is paid by the institute.

3.3.2 Medical-claim
All Regular Laboratory staff, Administrative staff & Class IV (Supporting staff) employees are covered under the medical-claim policy, the premium of which is paid by the institute.

3.4) Sponsorship scheme for Faculties.

3.4.1 Sponsorship for Higher Studies

I.   **SCOPE**
Under Career Advancement Scheme (CAS), institute can allow the deserving faculty members with prior approval from the management, to upgrade their qualification by acquiring P.G. / M. Phil. / Ph.D.

II.   **NEED**
- Faculty member(s) will improve their qualification.
- Make the faculty member(s) eligible for higher cadre which may improve institute cadre ratio
- Moreover, higher education
    - Improves the latest knowledge
    - Brings academic maturity
    - Makes lecture deliver more effective and hence improves the quality of education.
    - Faculty will become more stable with the provision of enough growth opportunity.
- Requirement (as a part and parcel) of approval / affiliation / NBA accreditation / DTE grading.

III.   **ELIGIBILITY**
- Faculty member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

IV. CATEGORIES : Three Categories

Category – I: Extra Ordinary Leave or by adjusting the full teaching load in half day with full salary.

Minimum Service	Service less than 3 years (In this institute)

Terms and conditions	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully.
	1. In case of extra – ordinary leave
	    If he / she leave the institute within the bond period, need to pay the amount equivalent to three months salary as a penalty.
	 and
	2. In case of adjusting the load in half day with full salary
	    If he / she leaves the institute within the bond period, Faculty members need to pay the amount withdrawn as salary equivalent to Basic + DA + DP (if applicable)

Others	1. No other sponsorship will be given during the period of the course. 2. Faculty coming from the other institute and joining job in our institute and already registered somewhere for higher studies can continue with their course under this category. 3. Total minimum service in the institute will be three years provided three years bond is signed. 4. Selection for sponsorship will be as per order of merit and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Sponsorship with no load and with half salary or half load with full salary.

Minimum Service	More than 5 years and less than 10 years (In this institute)
Terms and conditions	Candidate needs to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable).
Others	1. No other Sponsorship will be given during the period of the course. 2. Minimum service with the institute will be three years if bond is valued. 3. Selection will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

Category – III: Sponsorship with no load and with full salary.

Minimum Service	More than 10 years (In this institute)
Term and condition	Candidate need to execute the bond that he / she will serve the institute for minimum three years after completing the course satisfactorily. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable).
Others	1. No other Sponsorship will be given during the period of the course. 2. Minimum service with the institute will be of three years if bond is valued. 3. Selection for sponsorship will be as per the order of merit and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the management and applicable for all three categories.

V. IMPORTANT NOTE

Faculty members should note the following points before applying for sponsorship.

- Course duration will be specified by University / Deemed University / Autonomous Institution.
- Eligible faculty must submit a written request to the Principal through HOD for sponsorship well in advance.
- Number of faculty members to be sponsored shall not exceed 10 % of the total faculty members in concerned department. If member exceeds 10 % then the decision of the management will be final.
- At most 10 % (rounded to lower integer) of the total faculty in the department will be sponsored.
- Candidate will be sponsored only in the relevant area.
- Sponsorship will be only to UGC approved university / deemed university, national institutes and the AICTE approved autonomous institution offering PG / M.Phil. / Ph.D. programs.
- Second sponsorship will be considered only after completing 8 years of continuous service in the institute after previous sponsorship or at the discretion of the management.

These additional terms and conditions will be applicable to all the above mentioned three categories.

VI. SELECTION CRITERIA

- Selection of the faculty will be on the basis of order of the merit of the eligible faculty members.
- The order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their academic performance.
- The order of merit is to be approved by MANAGEMENT.
- The validity period of merit will be for one academic year.

VII. BUDGET PROVISION

- Amount equivalent to 10 % of annual salary of total faculty member per department. which may vary as per their seniority and cadre in the institute.

VIII. COMMITMENT

- Faculty must serve the institute for the bond period.
- Guide the student for diploma projects (in – house)
- Help the institute to compile subject modules and the laboratory manuals.
- Participate in all institute activities.
- Faculty must try for revenue generation for the institute

3.4.2) Sponsorship for Attending Training / Seminar / Workshop / Conference

I. SCOPE

This is the part of continuing education program (CEP).

II. NEED

- To update knowledge for better lecture delivery.
- To enhance networking with the industry and other organization.
- Faculty members can prepare themselves to organize above said programs.
- Requirement of AICTE/ NBA/ MSBTE/ ISO.

III. ELIGIBILITY

Sponsorship will be given to all staff member(s).

IV. CATEGORIES : Two Categories

Category – I: Partial Registration Fee

Minimum Service	More than one year, but less than three years (In this institute)
Term and condition	1. Faculty member will be eligible for sponsorship of 50% of registration fee or Maximum of Rs.2000/- whichever is less. 2. TA / DA will not be paid. 3. Faculty need to submit the report (in prescribed ISO format) immediately after coming back from the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Only maximum two program per semester. 2. Selection will be as per order of merit from the respective dept. and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Full Registration Fee

Minimum Service	More than five years
Term and condition	1. All staff members are eligible for sponsorship of 100 % of registration fee. 2. TA / DA will not be paid. 3. Faculty members need to submit the report (in prescribed ISO format) immediately after coming back from the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Only maximum two program per semester 2. Selection will be as per order of merit from HOD and solely at the discretion of the Management, depending on the exigency of work.

Any additional benefits will be at the discretion of the management and applicable for both the categories.

V. IMPORTANT NOTE

Faculty members should note the following points before applying for sponsorship.

- Eligible faculty must submit the request to the Principal through HOD for sponsorship well in advance.
- HOD should ensure that all deserving faculty members should be promoted under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester so that the work or instructions during the semester will not get affected or else faculties should do proper adjustment of workload.
- Candidate will be sponsored only in the relevant area.

VI. SELECTION CRITERIA

Selection of the faculty members will be on the basis of

- The order of merit the need to be prepared by HOD in consultation with Principal.
- The order of merit will be prepared on the basis of appraisal score, service in the institute and total relevant experience along with their academics.
- The order of merit need to be approved by management, and solely at the discretion of the Management, depending on the exigency of work.

Order of merit will be prepared for all eligible faculty members at the end of the every academic year or the start of academic year.

VII. BUDGET PROVISION
- Maximum two persons per department at a time will be sponsored per semester.
- Maximum budgetary provision Rs. 50000/- year for the entire institute.

3.4.3) Sponsorship For National / International Conference/ Reviewed Paper Presentation and Publication in reputed Journal / Proceeding

I. SCOPE
To promote research activity in the institute.

II. NEED
- Looking at the perspective of institutional growth / branding / accreditation, **R&D** activities for any institute is very important to keep the faculty updated with knowledge in the area of interest.
- Initiation of project development.
- Requirement of AICTE/ NBA/ MSBTE/ ISO/ NEP.

III. ELIGIBILITY
- Faculty member who is on probation or whose probation is completed is eligible for sponsorship.
- Faculty on ad-hoc will not be covered under sponsorship scheme. However, if they are willing to participate in such activities, may be eligible to get duty leave.

IV. CATEGORIES : Three Categories

Category – I: Presentation by single author

Minimum Service	Less than five years (In this institute)
Term and condition	1. Faculty member may be reimbursed full registration fee up to Rs. 5,000/- or the actual registration fee whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Presentation by multiple authors (Not more than 3 authors)

Minimum Service	Less than five years (In this institute)
Term and condition	1. Each Faculty member may be reimbursed 50 % of registration fee or Rs. 5,000/- whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Category – III: Presentation by single / multiple author (not more than 3 authors)

Minimum Service	More than five years (In this institute)
Term and condition	1. Faculty member may be reimbursed 100 % of registration fee or Rs. 10,000/- whichever is less. 2. TA / DA will not be paid. 3. Paper must include college address and department name.
Others	1. Only one research paper per semester. 2. Selection will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Additional benefits will be at the discretion of the management and applicable for all three categories.

V. PAPER PUBLICATION IN JOURNAL / PROCEEDING

Same categories (i.e. Category I – III) as mentioned above for paper publication in conference proceedings and journals (wherever printing charges are applicable). In case of journal one reprint need to be submitted to the institute for a record. Journal paper must include department and institute name.

TA / DA not applicable in this case.

Additional benefits will be at the discretion of the management.

VI. IMPORTANT NOTES

Faculty members should note the following points before applying for sponsorship.

- Eligible faculty must submit the request to the principal through HOD for sponsorship well in advance.
- HOD should ensure that all the deserving faculty members should be promoted under the scheme.
- As far as possible, faculty member should be sponsored at the end of the semester or they should adjust their teaching load so that teaching learning process during the semester will not be effected.
- Candidate will be sponsored only in the relevant area.

VII. SELECTION CRITERIA

Selection of the faculty members will be on the basis of

- The order of merit need to be prepared by principal in consultation with HOD.
- The order of merit will be prepared on the basis of appraisal, score, service in the institute and total academic experience along with their academic performance.
- The order of merit need to be approved by management.

Order of merit will be prepared at the end of every academic year.

VIII. BUDGET PROVISION

- Maximum two persons per department will be sponsored per semester.
- Maximum budgetary provision Rs. 200000/- year for entire institute.

3.4.4) Sponsorship Scheme for Non-Teaching /Admin Staff

A) **SPONSORSHIP FOR HIGHER STUDIES**

I **SCOPE**

Institute can provide an opportunity to the deserving staff (Admin./Lab Assistant/Attendant/Supporting Staff)members to upgrade their qualification.

II **NEED**
- Staff member(s) will improve their qualification
- Make the staff member(s) eligible for higher cadre
- Moreover, higher education
  - Improves the latest knowledge
  - Brings academic maturity
- Requirement of AICTE/ NBA/ MSBTE/ ISO/ NEP.

III **ELIGIBILITY**
- Staff member should be full-time regular employee either on probation or completed probation of the institute and not on ad-hoc.
- Ad-hoc period of service in the institute will not be counted for sponsorship.

IV. CATEGORIES : Two Categories

Category – I: Extra Ordinary Leave.

Minimum Service	Service less than 3 to 5 years (In this institute)
Terms and conditions	1. Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course satisfactorily. 2. If he / she leave the institute within the bond period, need to pay the amount equivalent to three months salary as a penalty.
Others	1. No other sponsorship will be given during the period of the course. 2. The staff coming from other institute, joining in our institute and already registered somewhere for higher studies can continue with their course under this category. 3. Total minimum service in the institute will be three years provided three years bond is valued. 4. Selection for sponsorship will be as per order of merit, and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Sponsorship with no work load and with full salary.

Minimum Service	More than 5 years (In our institute)
Term and condition	Candidate need to execute the bond that he / she will serve the institute for minimum period of three years after completing the course successfully. **"OR"** If he / she leaves the institute within the bond period, need to pay the amount equivalent to the amount paid during the course as salary equivalent to Basic + DA + DP (if applicable) with interest @ 12 % p.a.

Minimum Service	More than 5 years (In our institute)
Others	1. No other sponsorship will be given during the period of the course. 2. Selection for sponsorship will be as per the order of merit, and solely at the discretion of the Management, depending on the exigency of work.

V   IMPORTANT NOTE

Staff members should note the following points before applying for sponsorship.

- Course duration will be specified by Board/ University / Deemed University / Autonomous Institution.
- Eligible staff members must submit the request to the Principal through HOD/Concerned Head for sponsorship well in advance.
- Number of staff members to be sponsored shall not exceed 10 % of the total staff members in concerned department. If member exceeds 10 % then the decision of the management will be final.
- Candidate will be sponsored only in the relevant area.

These additional terms and conditions will be applicable to all above mentioned three categories.

VI   SELCTION CRITERIA

- Selection of the staff will be on the basis of order of merit of the eligible faculty members and solely at the discretion of the Management, depending on the exigency of work.
- Order of merit will be prepared on the basis of appraisal, number of years of service in the institution and the earlier valid experiences along with their performance.
- Order of merit need to be approved by management.
- Validity period of merit will be for one academic year.

VII   BUDGET PROVISION

- Amount equivalent to 10 % of annual salary of total staff member per department which will vary as per their seniority and cadre in the institute.
- Percentage matches with AICTE requirement.

VIII   COMMITMENT

- Staff must serve the institute for the bond period.
- Should participate in examination work actively.

B)   SPONSORSHIP FOR ATTENDING TRAINING / SEMINAR / WORKSHOP

Category – I: Registration Fee

Minimum Service	More than one year and less than three years (In this institute)
Term and condition	1. Staff members will be eligible for 50 % of registration fee or Rs. 2000/- whichever is less. 2. TA / DA will not be paid. 3. Staff need to submit the report (prescribed ISO format) immediately after coming back from the program. 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	1. Maximum two program per semester. 2. Selection will be as per order of merit from the respective dept. and solely at the discretion of the Management, depending on the exigency of work.

Category – II: Full Registration Fee for MSBTE Programs.

Minimum Service	More than three years (In this institute)
Term and condition	1. All staff members are eligible for 100 % of registration fee. 2. TA / DA will not be paid. 3. Staff need to submit the report (prescribed format) immediately after coming back from the program 4. Need to give the presentation within one week or the schedule decided by HOD.
Others	3. Maximum two program per semester. 1. Selection will be as per order of merit from HOD, and solely at the discretion of the Management, depending on the exigency of work.

Other benefits will be at the discretion of the institute and applicable for all three categories.

3.4.5) INCENTIVE AND REWARD POLICY (MOTIVATION)

During each academic year, to motivate the staff members for enhancing their performance Best Employee award is given. It is further divided in to four categories.

3.5.1) Best Teaching Faculty: Best Teaching faculty is decided on the basis of Self-appraisal, Student's feedback, Peer appraisal, higher authority appraisal by the Principal in consultation with the HOD's.

3.5.2) Best Non Teaching Faculty: Best Non Teaching faculty is decided on the basis of the Performance Appraisal of the Lab Assistant by the Principal in consultation with the HOD's.

3.5.3) Best Administrative Staff: Best Administrative Staff is decided on the basis of the Performance Appraisal of the Administrative Staff by the Principal in consultation with the Office Superintendent.

3.5.4) Best Class IV Employee: Best Class IV Employee is decided on the basis of the Performance Appraisal of the Administrative Staff by the Principal in consultation with the Office Superintendent.

The decision of the Management in deciding the Best Employee Award will be final and binding.

Appreciation Letter and reward for activities such as excellent academic result, extra ordinary achievement or any other work which brings laureate to the Institute.

Chapter 4: Consultancy and Testing Policy (Resource generation & utilization)

4.1 Purpose
- Management encourages the teaching staff members to undertake consultancy to support the achievement of polytechnic objectives, including the advancement of the professional expertise of teachers.

4.2 Procedure
- The Consultancy and Testing work should be carried out as per the laid down Policy of the Institute.
- Consultancy is to be contracted with the external party through the Institute.
- Consultancy will be deemed to be approved between the staff member and the Institute has been executed.
- Consultancy contracts between the Institute and external parties will include provisions with respect to performance management, quality control and cost. Such provisions will be jointly negotiated with, the Institute and staff member(s) concerned.

4.3 Determination of Disputes
- In the event of any dispute between the Institute and a staff members relating to consultancy, such dispute is to be referred it to the arbitration decision by Principal and the Management.

Chapter 5: Disciplinary Regulations

5.1 Disciplinary Regulations: All Staff members are supposed to follow the disciplinary Regulations lay down by the Institute.

A. Principal
- To work as academic and administrative in-charge of the institution.
- To exercise top-level administration and management within the institution with respective planning, organization, directing & coordinating activities within & external to the institution.
- Re-sourcing necessary manpower required for the institution as & when required.
- To have an overall control on internal communication within polytechnic, Training and placement activities, Industrial visits, laboratories up gradation, Theory and Practical etc.
- To promote Industry Institute Interaction, Industrial oriented research & development, organizing & coordinating consultancy services.
- To participate in policy & system planning at state, Region & National level for development of technical education.
- To co- ordinate the activities, official correspondence with the AICTE, DTE, NBA, MSBTE,
- To maintain academic atmosphere in the polytechnic and control the students.
- To maintain public relations & interaction with stake holders and community
- Development, administration and management of institutional facilities.

B. Management Representative (MR)

- To exercise control to implement & establish Quality Management System in the institution and to promote awareness among students and staff.
- Co-ordinate with all the academic activities such as academic planning, administration, industrial training, and industrial visit.
- Innovation in technical education and evaluation.
- To coordinate with all departments and institution for implementation of QMS.
- Formation of internal quality team and looking after smooth functioning of audit.
- Revision of ISO formats, Quality Manual and Quality Procedure and policies.
- Coordinate with External surveillance audit team.
- To monitor, maintain, control and upgrade ISO implementation in the institute.

C. HOD (all Branches)

- To work as academic and administrative in-charge of the department.
- To conduct the classes as per timetable & teaching load in their dept.
- To maintain the record of the all-educational & extra curricular activities.
- To maintain disciplined atmosphere in the classes, labs & departments.
- To conduct the seminars in department.
- To maintain good relation with staff & management.
- To report to the management, principal for any academic changes.
- To exercise academic and administrative control on students & staff.
- To assign individual load to all teaching staff, supporting staff & control on teaching plan.
- Organizing industry oriented projects.
- To exercise student guidance, counseling & helping their career development.
- To conduct all types of examinations, assessment and evaluation etc., as per MSBTE guide lines and orders.
- To maintain healthy atmosphere in the department.
- To upgrade their qualification and knowledge by various platforms like higher studies, trainings, research publication, consultancy and testing services as per NEP.

D. Lecturer

- To follow the instruction and guidelines of the Head of the Institute and Department.
- To conduct the classes as per timetable & teaching load in their dept.
- To maintain the record of the all-educational & extra-curricular activities.
- To maintain disciplined atmosphere in the classes, labs & departments.
- To conduct the seminars in department.
- To maintain good relation with staff & management.
- To report to the Head of the department, principal for any academic changes.
- To exercise academic and administrative control on students & supporting staff.
- Organizing industry oriented projects.
- To exercise student guidance, counseling & helping their career development.
- To conduct all types of examinations, assessment and evaluation etc., as per MSBTE guide lines and orders.
- Planning and implementation of instructions in laboratory and developing resources, material and curriculum.
- Assisting in institution/department administration, planning and its implementation.

- Public relations and interaction with student community and contribution to other academic social activities.
- To upgrade their qualification and knowledge by various platforms like higher studies, trainings, research publication, consultancy and testing services as per NEP.

E. Laboratory Assistant
- To keep all equipment's in working conditions and maintain record of all the equipments in laboratory.
- To work & conduct practical of the students as per instruction of lecturers.
- To update the equipment's due for calibration & servicing.
- To maintain clean atmosphere in laboratory.
- To upgrade their qualification and knowledge by various platforms like higher studies, trainings, research publication, consultancy and testing services as per NEP.

G. Office Superintendent
- To assist office Administration in day to day routine work.
- To prepare and make day-to-day correspondence.
- Recovery of fees.
- To follow & execute the work as per instruction from Management/Principal.
- To coordinate between Students, institute & MSBTE.
- To handle MSBTE correspondence in consultation of MANAGEMENT / Principal.
- To contact and communicate with the MSBTE for examination, question papers, result preparation etc.
- To settle account with MSBTE pertaining to paper checking, student fees, and examination fees.
- To streamline all the work related to MSBTE.
- To receive and deliver MSBTE documents like student's mark sheets, circulars etc to students, institute etc.
- To solve problems related to MSBTE.

H. Accountant
- To maintain admission fee record register.
- To maintain cash & cheque book account register.
- To maintain dead stock register, voucher file.
- To keep updated account and help Auditor.
- To check outstanding Bills & clear them.
- Collection of fees.
- To update petty cash register on daily basis.
- To help the office administrative staff

I. Librarian
- To maintain disciplined atmosphere in library.
- To maintain books in good condition & record of the same.
- To issue books to students, staff & maintain record of the same.
- To maintain sections in the library up dated for references.
- To make easy accesses for staff & student for issue & return of   books.
- To maintain record of the books & magazines in stock register.
- To carry out stock checking once in a year.
- Prepare the list of the new books to be purchase in consultation with respective HOD and/lecturers and submit to authority.

J.   Non-Teaching office Staff
- Conceive job as per instructions of Principal/HOD/Lecturer.
- Housekeeping.
- To assist the academic staff.
- Render day-to-day academic inspection in general.

K.   Training & placement Officer
- To conduct seminars for students to improve necessary skills.
- To visit the corporate companies & other Pvt. Ltd. companies.
- To conduct campus interviews for the students.
- To train the students to appear in an interview.
- To maintain the list of companies & their HRD Heads.
- To maintain record of the companies visited.
- To maintain the record of the student recruited in companies.
- To display on notice board the advertisements of leading news papers for vacancies.
- To maintain good relations in corporate world & companies.
- To see that maximum number of students will be recruited from the institute.

L.   Computer Operator
- To assist office Administration in day-to-day Work.
- To type day-to-day Correspondence.
- To assist the work concerning to department & office.
- Collection of fees & issuing fees receipts to students.
- To follow & execute the work as per instruction from Chairman.
- All necessary typing, information, data feeding work.

M.   Office Boy
- To work as per the instructions of the Principal, HOD, Lecturers and other Staff members.
- To maintain good relation with staff members & students.

Chapter 6: Institute Committees

1.   Anti-Ragging Committee
2.   Anti-Ragging Squad Committee
3.   Establishment of Committee for SC, ST
4.   Ombudsman, Grievances Redressal Committee
5.   Internal Quality Assurance Cell.
6.   Students Counsellor Committee.
7.   Women Grievances Redressal Committee.
8.   Innovative Cell
9.   Institution -Industry cell.
10.   Internal Complaint Committee.
11.   Student Mentoring Cell

1. Anti-Ragging Committee.
Anti-Ragging Committee is for prevention and prohibition of Ragging in technical Institutions.

2. Anti-Ragging Squad Committee
Anti-Ragging Squad will keep a vigil and stop the incidences of Ragging, if any, happening / reported in the places of Student aggregation including, Classrooms, Canteens, Buses, Grounds etc.

3. Establishment of Committee for SC, ST
The Scheduled Castes and Scheduled Tribes Cell was established at the Institute as per Government of India and UGC directives in the year 1987 to facilitate the overall welfare of the students, staff and faculty belonging to these communities.

4. Ombudsman/ Grievances Redressal Committee.
To provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions.

5. Internal Quality Assurance Cell(IQAC)
All Institute processes and Management processes are checked through internal audit conducted twice in a year and done as per clause given in ISO 9001:2015 standards.

6. Students Counselor committee.
To counsel the students and staff members for education, personal and psychological problems.

7. Women Grievances Redressal Committee
To attend and handle any cases/ complaints from the students related to eve teasing, indecent behavior towards women, sexual harassment of women and related issues.

8. Innovative Cell
To nurture the students' ideas and encourage them to bring up business proposals, facilitate in getting funds and in execution of the project.

9. Institution -Industry cell.
To bridge the gap between the institute and industry and thus enhancing the relationship among each other through seminars, workshops and various other industrial training programmes.

10. Internal Complaint Committee.
To work towards creating an atmosphere promoting equality, non-discrimination and gender sensitivity.

11. Students Mentoring Cell.
To do the mentoring of students for their studies and their personal problems.