

**SPM POLYTECHNIC KUMATHE,
SOLAPUR**

Policy Manual

With Effect From: 2018

Vision

To be a reputed institute preparing competent engineers with professional skills favorable to the industry and society.

Mission

Mission 1: To provide pertinent technical education and training to support students' goal.

Mission 2: To provide platform for development of personality traits like professional attitude, communication skills and ethical values to produce competent engineers.

Mission 3: To inspire students towards life-long learning and helping them to find right career opportunities.

Established in 1998

Approved by All India Council for Technical Education, Govt. of India (A.I.C.T.E.)

Recognized by Govt. of Maharashtra
Affiliated to the Maharashtra State Board of Technical Education (M.S.B.T.E.)
(Inst. Code – 0523)

Rules & Regulation as per DTE Maharashtra (DTE Code –6420)

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1. ADMISSION POLICIES

1.1 Admission Process

- The admissions for First Year Post SSC Diploma Engineering and Direct Second Year Diploma Engineering are carried out as per the norms and schedule framed by the DTE from time to time.
- The admission process will be carried out through CAP-Round as per the norms & standards of DTE & Govt. of Maharashtra.

Eligibility criteria for admissions

❖ First Year of Post SSC

- The Candidate should be an Indian National.
- Passed 10th Std./SSC examination or its equivalent, with at least 35% aggregate marks
Note: Other than Maharashtra State Candidates shall be eligible for Institute quota only.

❖ Direct Second Year of Post SSC

- The Candidate should be an Indian National;
- Passed 10+2 examination with Physics/ Mathematics /Chemistry / Computer Science /Electronics /Information Technology/ Biology / Informatics Practices/ Biotechnology /Technical Vocational subject/ Agriculture/ Engineering Graphics / Business Studies/Entrepreneurship (Any of the three). OR 10th + (2 years ITI) shall be eligible for admission to Second Year Diploma Course(s) in any branch of Engineering and Technology.

❖ Institute level Admission

If the seats reserved for CAP quota remain vacant, those vacant seats may be filled in by the Institution, from the eligible candidates of All India Candidature seats. Preference shall be given to the Maharashtra State Candidature Candidates on the basis of merit.

1.2 Orientation for Newly Admitted Students (First & Direct Second Year)

- After successful admission process of First Year & Direct Second Year students; an orientation program/ Welcome function is organized for newly admitted students.
- Principal will address the function and gives brief introduction of institute, Infrastructure, different facility like Library, Workshop, Bus, Canteen, Wi-fi, Internet, Placement etc.
- Principal will inform about the various extra-curricular activities held like Cultural, Sports, NSS etc. and achievements/ awards received by faculties and senior students.
- First Year Co-Ordinator will provide all the necessary guidelines of syllabus, different subjects, MSBTE exam pattern and overall Academic flow.
- This orientation program also includes awareness about (a) Ragging Act and (b) Policy Manual.

2. Recruitment Policies

2.1 Recruitment of staff

- Advertisement: In leading Newspapers requesting the eligible candidates as per norms to apply within a given time to the Principal. Annually in the month of May Walk-in advertisement for the various vacancies is published in local newspaper & website.
- Application: The applications along with the Resume and supporting documents are collected at the office.
- Listing: After the applications are received, a list of eligible candidates is prepared highlighting the eligibility, qualification and experience.
- An expert panel includes Principal, HOD, Subject Expert and one or two governing members will conduct the interview of eligible candidates.
- In the Interview there will be discussion with the candidate to know their potentials, strengths, teaching skills etc.
- Selection: Based on the Classroom demonstrations candidates will be short listed.
- The committee shall finalize the shortlisted candidates and submit to the Principal.
- Orders: Appointment orders are issued to selected candidates.

2.2 Orientation for New Faculty

- Every appointed faculty shall be given a brief introduction about the institute either by the principal or concern Head of Department on the day of his / her joining.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- He/She will also take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the institute.
- The HOD will introduce the new faculty member to the class first time he/she is going to handle in every section of his/her assignment.
- He/She will be briefed about institute policy manual.

3. PROMOTION POLICY

3.1 Staff Promotion

- All promotions shall be considered on the basis of qualification and experience.
- The committee for promotion shall constitute Principal, Program Coordinator and Management Representatives.
- The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.
- Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher-level position, subject to he/she had completed the years of service in the present position and should have obtained AICTE prescribed basic qualification for various posts viz. Lecturer, Sr. Lecturer and Selection Grade Lecturer.

3.2 Retirement Policy

- All teaching and non-teaching staff shall retire on completing the age of superannuation, as per AICTE/DTE/ State Govt. norms declared time to time.
- The Institute will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.
- Best performing Teaching and Non-Teaching faculty is considered for extension of services with mutual understanding.

4. STAFF LEAVE POLICIES

4.1 Casual and Medical Leave

- Every employee shall eligible to avail up to a maximum of 12[TWELVE] Casual Leaves and 10[TEN] Medical Leaves in academic calendar year.
- If the ten Medical Leaves are not availed by a regular staff (after the completion of two years of satisfactory service) then the balance Medical Leaves would be carried forward for next year.
- If the **Twelve** Casual Leaves are not availed by a regular staff (Completed two years of satisfactory service) then the balance Casual Leaves won't be carried forward for next year.
- In some cases, sanction of leave will be based on Principal decision.

4.2 Compensatory Leaved

- In general, prior approval of Principal should be obtained by the staff, for carrying out works on holiday and then compensatory leave will be sanctioned to the staff.
- Later on, the compensatory leave can be availed only after applying to the Principal and getting it sanctioned in advance. The record of such compensatory leave will be maintained in the Office. The compensatory leave should be availed during the same academic year.
- Compensatory leave will not be granted to any staff for special/extra classes, educational tours, MSBTE practical examinations, inspection of AICTE/MSBTE, other bodies, emergency works and special working on Saturday, etc. In short, for the day wherein staff received remuneration, the Compensatory leave will not be granted.

4.3 On Duty

- On Duty permission regarding institute/departmental work will be granted only on the prior permission in writing from the Head of the Department and an approval by the Principal. E.g. Industrial Visits, Trainings, Workshops, Conferences, PG Curriculum, Seminars etc.

4.4 Study Leave

- Study Leave is granted to staff with minimum two years of service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his/her duties or being capable of widening his/her mind in a manner likely to improve his ability.

- Course should be certified to be of definite advantage to the Institute from the point of view of public interest.
- The competent authority to grant leave should approve the particular study or study tour.
- The official on his/her return should submit a full report on the work done during study leave.
- Maximum period of study leave is completion of course in the entire service and may be granted at a stretch or in different spells.
- Study leave shall not be debited to the leave account. Study leave may be combined with any other leave, but maximum period of continuous absence, including vacation, if any but excluding extraordinary leave.
- Requisite application in the prescribed forms is required to be executed by the official before proceeding on study leave.

4.5 Vacation Leave

- Only Teaching Staff members (HOD, selection grade lecturer, Sr. lecturer and lecturer) and non-teaching staff (excluding Library and Office Staff) are eligible to avail vacation leave.
- Vacation can be availed only during the vacation period declared by DTE, Mumbai. Generally, the semester end vacation period is as follows:
 - Winter Vacation – 15 days including holidays
 - Summer Vacation – 25 days including holidays.
- For both Odd and Even semesters the Vacation Period starts as per the MSBTE circular from the date of commencement of MSBTE Theory Examinations.
- Vacation Leave may be availed in two spells in each vacation.
- CL, EL, C-OFF, DL etc. cannot be combined with Vacation Leave.
- Vacation Leave may be curtailed or refused depending upon the emergency of works.
- If institute is having any Emergency/MSBTE/DTE/AICTE/NBA work faculty must be available at the institute.
- Vacations allocation and approval all the rights are reserved with the principal and management.

4.6 Maternity Leave

- The leave can be granted to all lady staff subject to the following conditions:
 - (i) Should have completed the minimum of one year of satisfactory service.
 - (ii) The maternity leave (with Pay) is limited to a maximum of 6 months only.

5. RESIGNATION

Employee can resign from the services by giving written application. It is preferred and expected that the employee must talk with authority or with the management on the reason before giving formal intimation for resignation. Final dues shall be settled after the last working day.

5.1 Notice Period

Staff members are informed at the time of joining that they can't leave the job in the mid of academic year.

The resignation letter must be submitted in writing with sufficient notice of minimum one month.

5.2 Termination or Dismissal

- a) Major Misconduct
- b) Unsatisfactory Performance
- c) Giving false statement about during the selection process / at the time of joining.
- d) Documents are not valid during verification.

6. SPONSORSHIP FOR HIGHER STUDIES

❖ SCOPE

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

❖ NEED

- Staff member(s) will improve their qualification make the staff member(s) eligible for higher cadre moreover, higher education improves the knowledge, brings academic maturity.
- Staff members will become more stable with the provision of enough growth opportunity.
- Requirement (as a part and partial) of approval / affiliation / accreditation / DTE grading etc.

❖ ELIGIBILITY

- Staff member should be full-time regular employee either on probation or completed probation of the institute.
- Probation of service in the institute will not be counted for sponsorship.
- Institute/University must be affiliated by AICTE.
- Staff member is allowed to take admission in India only.

7. SERVICE RULES AND POLICIES

The institute is governed by the rules and regulations of the AICTE, DTE, and Govt. of Maharashtra and affiliated to Maharashtra state Board of Technical Education

The institute has implemented the service rules since the year of establishment-1998. The rules of conduct, discipline and service conditions for the employees of the institute have been reaffirmed by the management. The copy of the service rules is made available in office, library, departments, principal, TPO Cell and Institute website. The staff members are permitted to refer the institute service rules.

8. DISCIPLINARY PROCEDURE

- Any faculty who is violating the code of conduct defined in Annexure 6 will be subjected to appropriate disciplinary action by the Principal.
- If a faculty commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the HOD/Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, she/he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He/She shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused faculty for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action.

The course of action for disciplining a faculty shall be under the following categories:

- 1) To issue Memo.
- 2) Warning in writing, with recovery of money, where financial loss is involved in the act.
- 3) Suspension from work without remuneration.
- 4) Dismissal or discharge from service.
- 5) Any staff member receiving more than three memos or warning; will be given punishments as mentioned in above points (viz. 3 or 4).
- 6) Where the punishment proposed is in the categories 3 or 4 under more detail 5.2.7, the Principal shall constitute a committee of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

• Code of Conduct for Student

- The Code of Conduct for students on / off-campus behavior should be proper during industry visits, industrial trainings, sport, cultural participating in MSBTE sponsored activities.
- Students are expected to remain present at all the times in the classroom.
- Compulsory attendance on guest lecture, workshop & seminar.
- The use of mobile phone during lectures and practical's is strictly prohibited.
- Disciplinary action will be taken against students who misbehave, argue or ill deeds with the faculty of Institute.
- All library users are required to enter their names and sign the register provided at the entrance.
- Students have to maintain discipline at all times in the campus.
- Students on their own are also not allowed to invite any media person without the permission of the Principal or authorized person.
- Recording of photo images/video recording without the permission of HOD/Principal is prohibited
- Unnecessary touching, patting, hugging or brushing against a student's wish is treated as a guilty.
- Students involved in the ragging incident, a strict action will be taken as per the Ragging Act which may adversely affect their career.
- Such students will appear before Disciplinary Committee which will hear and take appropriate action. Below mentioned all committees are included for grievance & other.

| Sr. No. | Name of Committee |
|----------------|-------------------------------|
| 1. | Anti-ragging Committee |
| 2. | Grievance Redressal Committee |
| 3. | Women's Grievance Cell |

9. RULES AND REGULATIONS FOR STUDENTS

• Rules & Regulations for students:

- Student must behave with discipline in the campus.
- Students must regularly read notices.
- Student must possess their identity card.
- Uniform is compulsory for all the students.
- Every student must complete term work which is prescribed as per the MSBTE Norms.
- As specified in MSBTE rule RG-4 (G), minimum 75% attendance for theory & for practical 100% attendance is compulsory.
- Indecent and rude behavior with any faculty will be viewed seriously.
- Students should not hang around in corridors.
- Students must take care of all their belongings like calculator, vehicles and instruments.
- Any act on part of student causing damages to cleanliness of any part of campus will be charged with heavy fine.
- Student should handle all laboratory instruments & equipment's with due care. Any loss/damages caused to institute property will be recovered.

10. ANTI RAGGING POLICY

The Supreme Court defined ragging in the Vishwa Jagriti matter (1999) as, "Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student."

Objectives of Anti-ragging Committee:

To prohibit and prevent any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from higher educational institutions in the country by regulations provided by AICTE and Maharashtra prohibition of ragging act, to create healthy development, physically and psychologically, of all students.

❖ Penalty for Ragging-

1. Oral/written warning
2. Financial Penalty
3. Suspension from class for one week/ one month/semester
4. Prevention from appearing MSBTE Exams
5. Rustication from institute

11. SAFETY AND SECURITY SYSTEM IN INSTITUTE

For the well-being of students, staff and visitors a comprehensive safety system is implemented in the Institute.

Some key components of security system are:

Access Control: To implement a secure access control system to restrict unauthorized entry to the premises. This can include a security personnel stationed at entry points.

Surveillance Cameras: To install surveillance cameras strategically throughout the institute's premises to monitor activities in real-time. This can deter potential threats and provide valuable evidence in case of incidents.

Cybersecurity Measures: Institute robust cybersecurity protocols to protect sensitive information and prevent unauthorized access to the institute's network. This can involve using firewalls, antivirus, regular software updates, and staff training on safe digital practices.

Emergency Communication System: To install an effective emergency communication system that allows for quick and reliable dissemination of information in case of emergencies. This can include public address systems, text message alerts, etc.

Fire Safety Measures: To ensure the institute has proper fire safety measures in place, such as fire extinguishers. Conduct regular fire drills to educate and prepare occupants in case of a fire emergency.

12. FUNCTIONS & RESPONSIBILITIES OF GOVERNING BODY

- All Staff members are supposed to follow the disciplinary Regulations laid down by the Institute Governing Council or Managing Committee
- Frame directive principles and policies
- Amend and approve policies from time to time
- Study and sanction budget of department & institute
- Exercise administrative and managerial control on departmental & institutional activities of the institute and reporting to chairman pertaining to development of quality manual in the institute.
- Exercise control to implement & establish quality management system in the institution and to promote awareness among students and staff
- To look after day to day academic and teaching activities and assist the institution staff in overall academic activities.
- Approve the testing / maintenance services
- Provide approval for development, administration and management of institutional facilities
- Providing academic and administrative guideline to the institute.

13. ROLE & RESPONSIBILITIES

13.1 Principal

The College Principal will:

- Be the bridge between staff and management.
- Define and delegate responsibilities of various positions in the organization
- Lead the strategic development of the College
- Ensure periodic monitoring & evaluation, of various process & sub-processes
- Ensure effective purchase procedure
- Define quality policy and objectives
- Prepare annual budget
- Conduct periodic meeting of various bodies such as governing body, Grievances Redressal committee, Ant ragging committee, SC/ST committee, Student Grievance Redressal cell and Women Grievance Redressal committee
- Manage the College budget;
- Employee recruitment process
- Office Administration
- Co-ordinate the activities with the AICTE, DTE and MSBTE
- Carry out the admission process as per the norms of DTE
- Conduct MSBTE examinations
- Library up gradation
- Interaction with alumni, students, parents.
- Prepare and execute institute academic calendar
- Oversee the teaching- learning process
- To conduct and monitor student related activities.
- To maintain public relation & interaction with community, work with academic units to represent the College to external stakeholders.
- To have an overall control on internal communication within polytechnic, Training and placement activities, industrial visit, Lab. practical etc.

- Lead initiatives across constituent academic units to enhance the experience of staff, students and alumni.
- Lead initiatives, in collaboration with academic units, to attain national recognition for the institute.
- Administrative management of the institution as per rules and directives of the State Government, DTE, MSBTE and AICTE.
- To exercise administrative and financial powers.

13.2 Head of Department

- Head of Department is answerable to the Principal of the polytechnic for all academic and administrative activities of the department. Prepare and implement department academic calendar.
- To conduct the classes as per timetable and assigned teaching load.
- To maintain the academic record along with cocurricular, extra-curricular activities.
- To maintain disciplined atmosphere in the classes, labs and departments.
- To conduct the seminars, promote, guide, facilitate and participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development
- Provide motivation & guidance to faculty and other staff in the department.
- To report to the Principal for academic changes, if any.
- To exercise academic and administrative control on students and staff.
- Direct the student to undertake industry-oriented projects.
- To monitor all types of examinations, assessment and evaluation etc., as per curricula and MSBTE guide lines and orders.
- To plan and implement the activities to take care of hygiene, safety and housekeeping in the department.
- Prepare and execute departmental budget.
- Motivator and facilitator for carrying co-curricular and extra-curricular activities for developing overall personality of students & faculty.

13.3 Duties and responsibilities of Lecturer

- Lecturer is answerable to the Head of concerned Department
- Effective implementation of curricula of the concerned course/ subject.
- Planning and delivering class room and laboratory instructions.
- Student's assessment and evaluation including tasks related with all tests and term-end Examinations.
- Design and Development of learning resources.
- Planning, setting of laboratories experiments.
- Guiding the concerned Lab Assistant in maintenance and repairs of laboratories and equipment concerned with the course/subject
- Laboratories and academic facilities development
- Preparing and maintaining student's records for the academic term.
- Plan and execute student's' development activities
- Guidance and Counseling to students as per allocation.
- Participate in professional activities through interaction with industries, consultancy, testing, continuing education and trainings, industry sponsored projects, entrepreneurship development and research.
- Assist Head of department in departmental activities and providing students services
- Keep abreast of the newer knowledge, skills and technology through self-up-gradation and dissemination of knowledge through articles, books, journals and seminars etc.
- Self-development through qualification improvement, experience enrichment, professional activities and interactions with professional bodies.
- Participate in non-formal mode of education for benefit of society / community
- To plan and implement the activities to take care of hygiene, safety and housekeeping in institute.
- To plan and try connect with outside world.

13.4 Workshop Superintendent

- Smooth running of college workshop
- Prepare Material Requirement
- Oversee the routine work.

- Perform projects & microproject for social need.

13.5 Training & Placement Officer

- Conduct seminars for the students to improve necessary skills regarding training & placement.
- Visit the industries to improve the industry institute interaction.
- Conduct campus interviews for the students
- Prepare the students to appear for an interview and arrange session for same.
- Maintain the list of companies and their HR heads & regularly touch with all.
- Maintain the record of the student recruited in companies.
- Display the advertisements of leading newspapers for vacancies.
- Maintain good relations with industries & HR.
- Place the maximum number of students in various industries.

13.6 Academic Coordinator

It is desirable to have uniform policy and procedures for institute in the while implementing the curriculum. Academic coordinator is a key person to decide and adopt uniform procedures. The Role and responsibilities of academic coordinator are listed below.

- Get acquainted with the philosophy of curriculum implementation and develop insight regarding theories of learning, systems thinking and theories of knowledge.
- Arrange the meeting of all teachers to elaborate the philosophy and the approach of curriculum implementation. Initially more guidance to the teachers who are implementing laboratory manuals, using CAI package and arranging the activities for developing generic skills.
- Study and explain the different proforma developed and prescribed by MSBTE in CIAAN.
- Maintain the record of all the activities in ICIU.
- Identify the problems occurring regarding curriculum implementation.
- Formulate the remedial measures through discussion with principal and HOD.
- Identify the common resources required for implementing the curriculum and facilitate the same in consultation with Heads of the Department and Principal.

- Arrange the meetings of ICIU and maintain its record.
- Provide facilities to EAMC.
- Arrange and conduct the internal academic audit of institute.
- Identify needs of training for supporting staff and teachers and communicate the same to MSBTE. Additional training shall be organized locally as per needs.
- Encourage the teachers to contribute in various projects undertaken by MSBTE e.g. learning resource development print and no-print.

13.7 Librarian

- Prepare budget for the library as per the requirements of the programs
- ordering books, journals and other resources.
- Maintain disciplined atmospheres in library
- cataloguing and keeping track of library materials.
- Maintain the issue and accession registers properly.
- Provide easy accesses for staff and students for issue and return of the books.
- Carry out stock checking once in a year.
- Procure the new books as per the list given by the concerned program heads and lecturers.
- Plan and execute modus operandi of routine activity of the library.
- Plan and propose expansion / development.
- Facilitates conduct of reading sessions.
- Ensures availability of previous years question papers, syllabus copies.
- Maintain library discipline and culture.
- Advising academics on materials for their courses.
- making sure all users can access library resources.
- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities.

13.8 Lab. Technician / Lab. Assistant/ Instructor

- Maintain record of all the equipment's in the laboratory.
- Conduct the practical of the students as per MSBTE lab manuals

- Identify the equipment's for calibration and servicing.
- Maintain good ambience in the laboratory.
- Maintain and update dead stock and consumable registers from time to time.
- Clean and maintain work area and all laboratory equipment.

13.9 Registrar/ Office Superintendent

- Is directly responsible to the college Principal.
- Assists the Principal in translating the college vision into an action plan.
- Works as a team member with other administrative personnel of the college in the development of administrative practices and regulations.
- To exercise general control over all financial transactions strictly in accordance with the Financial Rules and other administrative matters.
- Administrate the office work.
- Follow and execute the work as per the instructions from the Principal.
- Coordinate between various sections of the office.
- Handle correspondence with MSBTE, DTE, RBTE etc. in consultation with the Principal.
- Maintain the service records/service books.
- Solve day to day problems related to administrative work as per the instruction of the Principal.
- General Supervision over the store accounts, Dead Stock and related matters.
- Dealing with all matters pertaining to budget and ancillary transaction and responsible for submission of all the periodical returns pertaining to accounts

13.10 Accountant

- Maintain admission fee records.
- Maintain cash & cheque book account.
- Maintain voucher/Bill file
- Update account details from time to time
- Check outstanding Bills and clear them
- Collect the student's fees

- Help the office administrative staff

13.11 Store keeper

- Maintain all type of dead stock and other related registers.
- Maintain purchase record, voucher and bill record.
- Keep the central store neat and clean.
- Arrange the stocks properly.
- Help the Principal and office administrative staff, Non-Teaching staff.
- Perform job as per instructions of the Principal.

13.12 Office/ Department Peon

- Work as per the instructions of the Principal, HOD, Lecturers and other Staff members
- He should assist in any office work as may be required of him.
- He should be aware of all the stationery and other requirements. He should keep the office tables, chairs, almirahs, windows, book-shelves, cubicles and cabin clean and tidy.
- Maintain good relation with staff members and students
- Maintain all the laboratories/classrooms/office/library neat and clean
- Before leaving the office, he should check if all the systems are switched off, lights and fans are switched off, doors and windows of the cabinet are closed.

14. ADMISSION CELL (FIRST YEAR & DIRECT SECOND YEAR)

Stage 1:

- Counselling at various schools for SSC appearing students
- Arranging visits of school students to Polytechnic facilities.
- Guidance about the centralized admission process of State Government.
- Guiding the students regarding essential documents to be kept ready for registration

Stage 2:

- Formation of admission committee as per DTE/MSBTE guidelines.
- Publish admission related advertisements in local newspapers.
- Establish facilitation center to guide the student for online admission process.
- Assist the candidates for submitting online registration.
- Assist the candidates to fill option form during CAP rounds.
- Guide the students/parents about course details and future prospects.
- Verify document before confirming the admission
- Provide counselling and guidance to the students for document submission and payment of fees.
- Update website for admissions and other public related activity
- Orient the students for academic and co-curricular activities

Stage 3

- Upload admitted student's data on DTE Portal.
- Keep documentation ready for merit List verification.
- Complete the document verification and merit List approval as per notified schedule by DTE.

15. Examination Cell

Roles and Responsibilities of the Chief Officer-In-Charge

- The Principal of the Institute or head of Institute shall be appointed as Chief Officer-in-charge for the Distribution and Examination center or Examination center alone as the case may be at his Institute.
- Be Overall responsible for smooth conduct of examination at his Institute. He shall see that the examinations are conducted in free, fair manner and that there is favorable environment for conduct of examination at the center.
- Appoint necessary officers such as controller of examination, officer-in-charge examination, officer-in-charge distribution, staff as supervisors and other supporting staff as per the norms of Board. He shall provide necessary guidance and support to the officers-in-charge.
- Maintain desired secrecy and confidentiality in entire examination system.
- Hold meetings as and when necessary, of all officers and staff appointed for examination work and apprise them about their roles and responsibilities.

Roles and Responsibilities of Officer-In-Charge

- The officer-in-charge of examination shall be responsible for the overall conduct of examination, including seating arrangements, appointing supervisors, masking, sealing of answer books, etc. He shall be eligible for due help from the head of the institution/ chief officer-in-charge in this regard.
- Get well acquainted with prescribed examination procedure. He shall keep constant liaison with the Board, Regional office and controller of examination, appointed at the examination center.
- Communicate to the staff and students the Board's rules, regulations, norms, guidelines, latest circulars, examination timetable, notices etc. related to examination and enquiries.
- Maintain information regarding, number of examinees appearing at the center, course-wise semester/year-wise, master-wise, subject-wise, day-wise and session-wise.