



**PHALTAN EDUCATION SOCIETY'S
COLLEGE OF ENGINEERING
(DIPLOMA)**

Sr.No.31 Takurki Tal-Phaltan Dist-Satara Maharashtra State (INDIA) Pin-415523
Approved by AICTE, New Delhi, Govt.of Maharashtra (DTE,Mumbai),
Affiliated to Maharashtra Board of Technical Education, Mumbai

***Institute
Rule
Book***

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Rules Regulations & Policy of Employment

| Sr. No. | Rule | Description |
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| 1. | Working Hours for Teaching and Non-Teaching Staff | 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. | Attendance System | All employees should mark their attendance daily in the morning and in the evening in Bio-Metric Attendance and sign on Muster |
| 3. | Public Holidays | National & Festival holidays are declared as per rule. |
| 4. | Salary | Salary will be paid regularly to the respective saving account of employees in every month as per norms |
| 5. | Annual Increment | Annual increment cycle i.e. once in a year to eligible employees |
| 6. | Tax deducted at source (TDS) | Tax will be deducted at source as per the provision of Income Tax Act. |
| 7. | Safety | a) First aid box b) Fire extinguisher c) Fire Hydrant System |
| 8. | Identity Card | Identity cards issued to all eligible employees. It is expected that employees do not misuse the identity card in any manner |
| 9. | Taking Care in the Institute/Department | a) Employee must handle institute equipment carefully b) Employee must switch off computers, monitors, unwanted lights and electricity operated appliances before leaving institute premises. c) It is expected from employees to complete their day's work before leaving at the end of day. d) Usage of internet for requirements not pertaining to job during the office hours is prohibited. e) No Smoking, gambling or consuming alcohol or tobacco or pan masala, at work or anywhere on |

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| | | <p>the institute premises.</p> <p>f) Employee must follow processes identified by the management from time to time so as to improve working in institute.</p> <p>g) Employee shall not commit theft, fraud, misappropriation or dishonesty in connection with institute work.</p> <p>h) Employee shall not interfere with any other employee's shall not disturb the peaceful atmosphere in college.</p> <p>i) Employee shall not misuse or damage internet, software applications, stationeries, machine, papers, any raw material, property etc.</p> <p>j) Employee shall not perform any personal activity during the institute premises.</p> |
| <p>10. Resignation</p> | | <p>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.</p> |
| <p>11. Notice Period</p> | | <p>The resignation letter must be submitted in writing with sufficient notice of minimum one month or as mentioned in the letter of appointment. In special case as per management/principal decision notice period will be reduced.</p> |
| <p>12. Retirement</p> | | <p>a) Every Employee shall retire on the last day of the month which he attains the age of 58 / 60.</p> <p>b) The final dues of the employee shall be settled as per the normal procedure.</p> |

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| 13. | Pay Scale and allowances | Pay scale & allowances shall be adopted as per AICTE /Govt. rules. |
| 14. | Accounting controls, Procedures & Records | Institute maintain account books and records accurately. |
| 15. | <i>Employment Policy of the Institute</i> | |
| | For Teaching Staff on Regular Basis | The Institution will recruit the faculty and staff members as per norms, standards and procedures prescribed by AICTE / DTE/ MSBTE/ GOVT.OF MAHARASHTRA |
| | For Teaching Staff on Ad-hoc basis | The Institute will recruit and appoint the faculty on ad-hoc basis as per qualification norms of AICTE. |
| | For Non-Teaching Staff | The Institution will recruit the staff members as per qualifications, norms, and standards of Govt. of Maharashtra |
| | Recruitment policies | <ul style="list-style-type: none"> ❖ Advertisement: In Newspapers requesting the eligible candidates as per norms to apply within a given time. ❖ Application: The applications along with the Resume and supporting documents are collected at the office. ❖ Listing: After the applications are received, a list is prepared of eligible candidates ❖ Expert Body: An expert panel consisting of Officer, Principal, HOD, Subject Expert, Governing Member. ❖ Demo Lecture & Interview: Candidate called for demo lecture of 15 to 20 min. on subject related topic. Demo taken by Principal/HOD and Senior faculty members. After demo, interview of the candidate is done to know their potentials, strengths, etc., |

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| | | <p>is conducted.</p> <ul style="list-style-type: none"> ❖ Selection: Based on the performance and requirement, selection list in the order of merit will be prepared. ❖ Orders: Appointment orders are issued to selected candidates. ❖ Joining Report: Selected Candidates used to report to the duty on or before the given time |
| | <p>SPONSORSHIP FOR HIGHER STUDIES</p> | <p>SCOPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Institute can provide an opportunity to the deserving staff (Faculty / Admin / Lab Assistant / Attendant /Supporting Staff) members to upgrade their qualification. <p>NEED</p> <ul style="list-style-type: none"> ❖ 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 / DTE grading <p>ELIGIBILITY</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff member should have one year experience in the institute |
| 16. | <p>Rules pertaining to Leave Leave Rules: Teaching Staff, Supporting Staff and Non-Teaching Administrative and class IV Staff</p> | |
| | <p>A. Casual Leave (CL)</p> | <ul style="list-style-type: none"> a) Casual leave cannot be claimed as of right and is subject to a maximum of 8 days in a calendar year. b) CL should not be granted for more than 3 days at any time. |

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| | | <p>c) CL can be taken for half day also.</p> <p>d) CL cannot be combined with EL/ML/Vacation etc.</p> |
| | B. Compensatory Off | a) Any Employee work on holiday can be availed for Compensatory off |
| | C. Earned Leave (EL) | a) The EL admissible to a member of the staff shall be 30 days in a calendar year. 15 days of EL is credited in advance on the first January and first July every year |
| | D. Vacation | <p>a) Eligible Teachers can avail 60 days' vacation in an academic year partly in winter and partly in summer period or entire 40 days in summer & 20 days for winter period. Other employees are not eligible for vacation.</p> <p>b) The duration of winter vacation period and summer vacation period will be notified by the Principal, as per DTE guidelines</p> |
| | E. Medical Leave | a) 10 ML per year with carry forward. |
| | F. Study Leave | a) Study leave is granted to staff a special course consisting of higher studies |
| | G. Duty Leave | a) Faculty/staff deputed for official work , Training , Exam Related work etc. availed duty leave |
| | H. Maternity Leave | <p>a) Maternity Leave may be granted to a female staff with less than two surviving children, for a period of up to 180 days from the date of its commencement</p> <p>b) Maternity Leave may be combined with leave of any other kind except Casual leave</p> |

**17 PROCEDURE FOR PROCESSING APPLICATIONS FOR VARIOUS
TYPES OF LEAVE**

| Type of leave | Sanctioning authority | Through | Request for leave must be received at least |
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| Study leave (Long Leave) | Principal | HOD | 3 Days in advance |
| On duty / Teachers Vacation (Summer / Winter) | Principal | HOD | Sanction in advance |
| Earned Leave / Medical Leave | Principal | HOD | Sanction in advance(except on Medical Grounds) |
| Maternity leave/ Adoption leave | Principal | HOD | 15 days in advance |
| Casual Leave | Principal | HOD | -- |

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| 18 | Staff Welfare Scheme : | |
| A. | Employees Provident Fund | <p>As per Govt. of Maharashtra</p> <p>Enrolment: An employee is eligible for membership from the day he joins the covered establishment. Rate of contribution payable by a member shall be @12% Basic Pay + DA+ AGP (Max Rs. 1800/- p.m.)</p> |
| B | Group insurance Policy | Group insurance policy is covered to eligible employees in establishment. |
| C | PAPER PUBLICATION IN JOURNAL/PROCEEDING | <p>SCOPE</p> <p>❖ To promote research activity in the institute.</p> |

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| | | <p>NEED</p> <ul style="list-style-type: none"> ❖ R&D activities for any institute is very important if we look at the perspective of institutional growth / branding / accreditation ❖ Keeps the faculty updated with knowledge in the area of interest. ❖ Initiation of project development. ❖ Requirement of NBA accreditation/AICTE approval. <p>ELIGIBILITY</p> <ul style="list-style-type: none"> ❖ Faculty member who is on Regular employee is eligible for sponsorship. |
| 19 | <p>The Published Service rules, policies and procedure with year of publication</p> | <p>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 (MSBTE).</p> <p>The institute has implemented the service rules. 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 the office.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program approvals: Granting approvals for new courses and continuing the existing courses based on the fulfillment of norms & standards. <input type="checkbox"/> Publication: AICTE handbook consisting of norms, standards and procedures available on AICTE portal (yearly publication). <input type="checkbox"/> Fees Fixation: Fee for the institute is fixed by the Fees Regulating Authority appointed by the Govt. of Maharashtra. <input type="checkbox"/> Admission to Post SSC Diploma in |

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| | | <p>Engineering & Technology: The admission process is carried out as per the norms of DTE & Govt. of Maharashtra. Publication: DTE Admission Brochure (Yearly Publication), on DTE Website</p> <p>□ Program Affiliation by MSBTE: Getting approval for continuation of programme by Maharashtra State Board of Technical Education (MSBTE)</p> <p>Publication: MSBTE affiliation guidelines (Yearly publication)</p> <p>□ Recruitment and Promotional Policies: Recruitment and Promotional Policies are as per the guidelines of AICTE, DTE, MSBTE and Govt. of Maharashtra. Publication: AICTE, DTE and MSBTE</p> |
| 20. | <p>Extent of awareness among the employees/ students</p> | <p>Awareness among the employee/students is created through the following mediums:</p> <p>1. Website: - Following information is provided on the institutional websites:</p> <ul style="list-style-type: none"> • Governing body/management • Institute rule book • Student Rule Book • Program details • Other committees • Important messages, notification, circulars issued from Principal Office • Academic results, sports, cultural activities, • Faculty and student achievements, etc. <p>2. E-mail: - Institute has the provision for sending email to all faculty members as well as students for internal</p> |

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| | | and external communication |
| 21 | Disciplinary Regulations | All Staff members are supposed to follow the disciplinary Regulations laid down by the Institute |
| | ❖ Principal | <ul style="list-style-type: none"> • Define and delegate responsibilities of various positions in the organization • Ensure periodic monitoring & evaluation, of various process & sub-processes • Ensure effective purchase procedure • Define quality policy and objectives • Annual budget approval from BOG • Conduct periodic meeting of various bodies such as Grievances redressal committee, Anti ragging committee, SC/ST committee, student grievance redressed cell and women grievance redressal committee • 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 of MSBTE examinations • Library up gradation • Interaction with alumni • Prepare and execute institute academic calendar <ul style="list-style-type: none"> • Oversee the teaching- learning process • Initiate supplementary teaching measures • To conduct and monitor student related activities. |

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| | | <ul style="list-style-type: none"> • To maintain public relation & interaction with community • To have an overall control on internal communication within polytechnic, Training and placement activities, industrial visit, Lab. practical etc. • Provide academic and administrative guidance and leadership to the staff and students • Administrative management of the institution as per rules and directives of the State Government, DTE, MSBTE and AICTE. • To exercise administrative and financial powers |
| | <p>❖ Head of Department</p> | <ul style="list-style-type: none"> • Prepare and execute department academic calendar • To conduct the classes as per timetable and assigned teaching load • To maintain the academic record along with co-curricular, extra-curricular activities. • To maintain disciplined atmosphere in the classes, labs and departments. • To conduct the seminars in department <ul style="list-style-type: none"> • To maintain good relation with staff. • 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. |

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| | | <ul style="list-style-type: none"> • To exercise student guidance, counseling activity helping for their all-round development. • To conduct all types of examinations, assessment and evaluation etc., as per curricula and MSBTE guide lines and orders <p>Maintain the department neat and clean.</p> <ul style="list-style-type: none"> • Prepare and execute departmental budget. |
| | <p>❖ Lecturer</p> | <ul style="list-style-type: none"> • Conduct the teaching activities as per the academic calendar • Exercise academic control over students of the institute in terms of conducting lectures, practical in laboratory and tutorials. • Student’s assessment and evaluation including examination work of the MSBTE. • 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 |
| | <p>❖ Training & Placement Officer</p> | <ul style="list-style-type: none"> • Conduct seminars for the students to improve necessary skills • Visit the industries to improve the industry institute interaction. • Conduct campus interviews for the |

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| | | <p>students</p> <ul style="list-style-type: none"> • Prepare the students to appear for an interview • Maintain the list of companies and their HR heads <ul style="list-style-type: none"> • Maintain the record of the student recruited in companies • Display the advertisements of leading newspapers for vacancies • Maintain good relations with industries • <p>Place the maximum number of students in various industries</p> |
| | ❖ Librarian | <ul style="list-style-type: none"> • Prepare budget for the library as per the requirements of the programs • Maintain disciplined atmospheres in library • Maintain books in good condition <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Plan and execute modus operandi of routine activity of the library • Plan and propose expansion / development • Maintain library discipline and culture |
| | ❖ Lab. Technician / Lab. Assistant/ Instructor | <ul style="list-style-type: none"> • Maintain record of all the equipment's in the laboratory. |

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| | | <ul style="list-style-type: none"> • 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 |
| | <p>❖ Registrar/ Office Superintendent</p> | <ul style="list-style-type: none"> • Assist office administration in day to day routine work • Make day-to-day correspondence • 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 AICTE MSBTE, DTE, Society office, 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. |
| | <p>❖ Accountant</p> | <ul style="list-style-type: none"> • Maintain cash & cheque book account. • Maintain voucher/Bill file • Prepare annual budget • Update account details from time to time • Check outstanding Bills and clear them • Update petty cash register on daily basis • Help the office administrative staff • Yearly Financial Audit |

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| | | <ul style="list-style-type: none"> • Yearly Fee Approval from Regulating Authority of Govt. of Maharashtra |
| | ❖ Establishment Section | <ul style="list-style-type: none"> • Maintain Faculty Personal Record • Maintain Muster • Faculty Approval as per guideline by MSBTE • AICTE , MSBTE and DTE Work • Any work allotted by Principal or Registrar /OS |
| | ❖ Cashier | <ul style="list-style-type: none"> • Maintain admission fee records • Collect All types of fees viz . Tuition Fee , Exam Fee , MSBTE Fees time to time • Deposit all collected amount in bank • Any work allotted by Principal or Registrar /OS |
| | ❖ Clerk | <ul style="list-style-type: none"> • Handle Student Section |
| | ❖ Inward /Outward Section | <ul style="list-style-type: none"> • Handle Inward- outward Section |
| | ❖ Store keeper | <ul style="list-style-type: none"> • Maintain all type of dead stock and other related registers • Issue store material to staff /student • Keep the central store neat and clean • Arrange the stocks properly • Any work allotted by Principal or Registrar /OS |
| | ❖ Non-Teaching Staff | <ul style="list-style-type: none"> • Perform job as per instructions of the Principal • Assist the academic and administrative staff |

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| | <p>❖ Peon</p> | <ul style="list-style-type: none"> • Work as per the instructions of the Principal, HOD, Lecturers and other Staff members • Maintain good relation with staff members and students • Maintain all the laboratories/classrooms/office/library neat and clean |
| | <p>❖ House Keeping Assistant</p> | <ul style="list-style-type: none"> • Maintain all the laboratories/classrooms/office/library neat and clean • Gardening Work |
| | <p>❖ Gymnasium/ Sports</p> | <ul style="list-style-type: none"> • Ensure smooth conduct of sports activities • Ensure proper use of gymnasium • Purchase sport items • Encourage students to participate in zonal/inter zonal tournaments • Create and upkeep of sports facilities • <p>Prepare annual sports budget</p> |
| | <p>❖ Admission Cell: First Year and Direct Second Year</p> | <p>Stage 1 :</p> <ul style="list-style-type: none"> • Counseling 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 <p>Stage 2:</p> <ul style="list-style-type: none"> • Formation of admission committee as per DTE/MSBTE guidelines • Publish admission related advertisements |

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| | | <p>in local newspapers</p> <ul style="list-style-type: none"> • Establish facilitation center to guide the student for online admission process. • Assist the candidates for submitting online admission form • Assist the candidates to update details during grievance redressal period. • 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 counseling 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 <p>Stage 3 :</p> <ul style="list-style-type: none"> • 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. |
| | <p>❖ Examination Cell</p> | <ul style="list-style-type: none"> • Conduct of all internal and external exams smoothly • Forward the guidelines related to |

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| | | <p>examination to concerned staff and students from time to time.</p> <ul style="list-style-type: none">• Guide Learning Disability (LD) students for applicable concessions as per MSBTE norms.• Maintain the examination related inventory in safe custody |
| | <p>❖ ICIU</p> | <ul style="list-style-type: none">• Prepare and execute institute academic calendar.• Plan and schedule co-curricular activities and extracurricular activities |
| | <p>❖ IIMC</p> | <ul style="list-style-type: none">• Perform Internal Academic Monitoring (CIAN- norms 2017)• Prepare the various programme for external academic monitoring |