S. E. S. POLYTECHNIC, SOLAPUR

Academic Regulations Manual

Index

Department load calculation:

1) HOD should calculate approximate numbers of student likely to be admitted for Second and Third year.
2) Form a batch of 20 students or as suggested by Principal to calculate practical load.
3) Consider the other department load.
4) HOD should consider all above factors to calculate department load.
5) HOD should allocate and change faculty subjects as & when needed.
6) Load for faculty is as per the following table

Faculty	Total Min. Load
Principal	4
HOD	12
Lecturer (Permanent Faculty)	16
Lecturer (Contract Faculty)	18

Reporting time

1) Staff should report and make a thumb mark on biometric machine as per the following table

Sr. No.	Category	Reporting Time
1	Peon (Dept., Office, W/S/, Lib)	09:30
2	Lab assistant / Instructor	09:45
3	Lecturer (Teaching Staff)	09:55
4	Office / Library	09:45

2) Sign on muster & biometric punching is mandatory.
3) Three late are permissible,in a month after three late mark, half leave will be considered for every late.
4) Check out before leaving institute is mandatory.
5) For half Leave (Morning or Afternoon) Punch should be at 12.00 pm.

Movement

Those who want to avail the facility of movement of one hour for personal work. Procedure for movement will be as follow
Collect gate pass from department.
1) Fill the gate pass with all details & take signature of HOD.
2) HOD should allow only 02 movement to the staff per month.
3) Take the signature Vice-Principal and enter details of movement in the register maintained at biometric machine.
4) Submit the gate pass to the security at rviain 3;3ta.
5) Make the entry of incoming time on the same gate pass & that you have submitted to the security when you enters- in the premises of Institute. Also write on movement register.
6) For Official work adopt same above procedure.

Preparing Time Table

1) HOD should appoint a class coordinator as time table in charge.
2) In charge should collect all necessary information like teaching plan of all year, name of Faculty, No. of students, Batch size, class room No, laboratory No etc.
3) He should prepare time table without overlaps.
4) He should prepare time table for class room (Format 2), laboratory, drawing hall & Individual staff etc.
5) He should also prepare Master Time table copy for Department (Format 3).
6) Off slot should be in the last session of working hours.
7) Time table should be such that every day includes of both theory and practical.
8) Final time table should have class room number, laboratory numbers, drawing hall numbers, name of staff with subject, practical batch size , date of commencement, year and course, Signature of class coordinator, HOD and Principal.
9) Final time table copy should be distributed to all concerned staff and department, Principal.

Time table of every class room, Laboratory, and drawing wing hall should be displayed outside the room on notice board

Preparing Lecture Plan (Theory)

1) Once the load is distributed & conformed, staff should collect teaching scheme & syllabus of allotted subject.
2) Prepare lecture plan.
3) Count the number of lectures allotted as per teaching scheme and find no. of lectures required to complete syllabus as per speed of faculty & grasping of students (Lectures may be required more than teaching scheme)
4) Find the number of lectures available as per the department calendar to complete the syllabus before target date decided by department.
5) Plan for extra lectures on Holidays/ Sunday to complete the syllabus before the last date as planned by department.
6) Allot the lectures for each topic and mention the dates in lectures plan.
7) Utilization of LCD should be mentioned on lectures plan.
8) Try to conduct test on completed syllabus between the terms.
9) Plan for Guest lecturers for additional information to student. Mention in lecture session plan and department plan.
10) Take the signature of HOD and Principal on session plan.
11) Mention the date of completion for each topic in session plan.
12) HOD should take care that syllabus is completed as per session plan.
13) If syllabus is lagging HOD should ask to take extra periods on Sunday in same week to cover the syllabus as per session plan & report to the principal.

Example:

a) Lectures required as per curriculum to complete syllabus =48 (16 week x 3)
b) Lectures required completing syllabus as per speed of teacher & grasping of student to complete syllabus before target date.   =55
c) Periods available as per academic calendar up tc last date of target date   =48
d) Plan for extra lectures on holiday & Sundays(b-c)   =10
e) Mention all dates of 55 lectures on Session plan.

Preparing Practical plan

1) Once the load is distributed and confirmed staff should collect teaching scheme and syllabus of allotted subject.
2) Prepare Practical plan.
3) Count the number of Practical as per teaching scheme and plan, number of Practical hours required to complete syllabus.
4) Find the number of practical hrs. available as per the department calendar.
5) Plan for extra practical on Holidays & Sundays to complete the practical syllabus before the last date as planned by department.
6) Concerned Staff should check the required equipment is available and whether they are in working condition.
7) In the beginning of semester staff should set question and answer on each experiment in the lab manual.
8) Staff should prepare the assignment.
9) During practical hours student should note down all the finding of practical in laboratory manual.
10) When students enter in laboratory for practical L.A should take signature of all students in lab log book and on muster.
11) L.A should keep all equipment ready for practical before the students enter in laboratory.
12) Practical are to be performed in the group as per the AICTE norms. Each Group should note down separate observation.
13) Entire work related to the practical Le calculation, diagram, question & answer in manual should be completed during practical hours.
14) Staff should check the practical as per the parameters or guidelines of MSBTE and give the mark for each experiment.
15) Teacher should enter the marks on manual and on Assessments book.
16) Teacher should sign with date of completion.
17) After completion of practical LA should keep all equipment on its position.
18) If practical is lagging, extra practical should be conducted on holidays.

Example:
Practicals required as per curriculum to complete syllabus =14 (13 expt + 1 for skill test)

a) Practicals available as per academic calendar up t,*7 last date of target date.= 12

b) Plan for extra Practical's on holiday & Sundays(a-b)   =2
c) Mention all dates of 14 practical's on session, plan. Verne extra practical against 2 practical's

Purchase:

1) HODs of all departments should submit their approximate budget and get it sanctioned at the beginning of academic year.
2) All laboratory I/C should submit the list of material / equipments to be purchased to the concerned HOD.
3) HOD should get purchase requisition in duplicate and get sanction from Principal & Management.
4) After sanction of purchase requisition. HOD should invite quotations from different agencies & make a comparative statement. Comparative statements are to be signed by lab I/C & HOD.
5) Submit the comparative statement to Principal & Manahement to finalize the agency
6) After the confirmation of agency place an order with all terms and conditions.
7) Immediately after the material is received, Lab I/C should check the material as per the specification in purchase order & make a record of it in central stock register.
8) Lab I/C & HOD should verify the material & make a record of it in laboratory dead stock. While entering in Lab dead stock central dead stock page no. & Sr. no. is to be mentioned against each equipment's.
9) After material is recorded in lab dead stock Lab I/C should forward the bill to the accountant along with necessary documents Le Purchase requisition , Comparative statement, purchase order , cheque requisition etc.

Maintenance of equipment

1) At the end of each semester laboratory in charge should test all equipment in his/her laboratory to check its working condition. Detailed report about repairing, calibration should be submitted to HOD before proceeding to vacation.
2) If repairing of equipment's is possible at college level follow purchase procedure to purchase spare parts.
3) If outside experts are required for repairing and maintenance, Laboratory in charge should invite experts for investigation and collect quotations related to the investigation done.
4) After collecting quotations Laboratory in charge should study comparative statements. Considering quality & required specification I/C should give remark.
5) Final order will be placed by concerned authority.
6) After carrying out the repairs of equipments the experts should demonstrate the working of equipment. Bill of repairs will only be released after the satisfactory remark of laboratory In charge and HOD.
7) All repairing details are recorded on machine card or dead stock. Repairing amount is

recorded in consumable register

Laboratory I/C should retain all the details about the work done in department maintenance register.

Maintenance of Infrastructure

1) Principal should appoint a Maintenance In charge (For civil work, electric work, electronics work & computer work) with a member consisting an electrician and Peon.
2) HOD should submit the demand slip mentioning the nature of maintenance work to Maintenance In charge.
3) After receiving demand slip Maintenance In charge should inspect the nature of work & report to the Principal.
4) If repairing is possible at college level follow purchase procedure to purchase materials.
5) If outside experts are required for repairing and maintenance, in charge should invite experts for investigation and collect quotations related to the investigation done.
6) After collecting quotations in charge should study comparative statements. Considering quality & required specification I/C should give remark.
7) Final order will be placed by in charge.
8) After carrying out the repairs the Bill of repairs will only release after the satisfactory remark in charge and HOD.
9) Maintenance In charge should record all details in department maintenance register.
10) Maintenance In charge should keep all records in separate register.
11) Maintenance In charge should inspect daily and kept daily report in prescribed card.

Grievances Addressal System

1) Principal holds the right to appoint committee members.
2) Principal, senior lecturer and faculties will be the member of committee.
3) The staff/student who wants to raise complaints should produce his/her application at the time of meeting.
4) Time & dates of committee meeting will be displayed on notice board.
5) Concerned staff/students will be called for hearing in front of committee.
6) Committee members will declare the result
7) If staff is not satisfied by the decision of committee members he/she has a right to appeal to management.
8) Meeting should be conducted onlast Saturday of every month. In case of Holiday the meeting should be conducted on next working days. In case of emergency, Principal should arrange urgent meeting.
9) All records are maintened in separate file.

Library Management

1) Librarian should collect the demand for books/Journals from HOD at the beginning of semester.
2) In the beginning of every odd semester librarian should submit approximate budget to purchase book and other things and get it sanctioned.
3) Invite quotations from different book seller and publisher.
4) Study quotations and prepare comparative statements.
5) After finalizing the Supplier agency. order is placed with all terms and conditions.
6) Keep open access of books for teaching and nonteaching staff.
7) Provide book bank facility to minimum 50% students in affordable charges.
8) Library will provide the facility of accessing e-journals and printed journals.
9) Student can borrow two book at a time on his/her borrow card(for one week) & one book on his/her ID card for reading section.
10) Teaching staff can borrow maximum 10 books each semester on his/her account.
11) If any book is lost, an issuer has to submit a new copy of the same book, or pay current amount of the lost book.
12) Arrange book exhibition and display all titles so everyone would come to know the different titles in the library.
13) Retail all cutting from newspaper related to college activities.
14) Make separate register for transaction of books of the staff members & students. The register should have details about incoming and outgoing timing.
15) At the end of academic year all staff members should submit the book borrowed from library and collect NOC from librarian.
16) HOD should submit three rankers from each class to the librarian. Librarian should issue a set of books for that semester under book bank scheme without charging any fee in addition to facility provided.

Sports

1) At the beginning of academic year Principal will appoint sports I/C for Boys and Girls students.
2) I/C of sport committee will depute event in charges.
3) Event in charge should collect the application from all students. He will select students by evaluating their performance.
4) Event in charge should submit the expenditure to the sport In charge (Purchase of sports material, sport dress TA, DA etc.).
5) Sport in charge should collect expenditures from all events in charge and submit it to the management for provision in budget.
6) After approval of budget quotations are collected from three different sport agencies and follow purchase procedure.
7) Event In charge should make necessary arrangement for the practice for the selected students on Sunday and holidays.
8) Dead stock should be maintained by sport In charge.
9) Sport In charge may appoint special coach for sport if necessary.

10) In charge should maintain all records in separate register.
11) After finalizing all team sport in charge should submit all details to HOD

Institute Magazine

1) In the beginning of academic year Magazine committee of minimum 11 members should be formed. Committee members should consist of faculties from all cadres, 3 girl and 3 boys as a student representative.
2) Magazine committee should elect magazine committee secretary.
3) Magazine secretary should send the notice to all students and staff and inform them to submit the literature to the respective department committee member.
4) Magazine secretary should collect the advertisement from all suppliers, distributors and purchase agencies.
5) Secretary should scrutinize all collected material to be printed in magazine.
6) Follow the steps mentioned in purchase procedure to confirm the agency for printing of the magazine.
7) Magazine should be published during Prize distribution function.
8) Committee members should distribute magazine to all students, management, suppliers etc.

Committee should keep 20 copies of magazine in Library for the purpose of Visitors/guest Lecturers or VIP.

Deadstock Numberings ,Checking & Write Off Material

1) Maintain dead stock register for equipment with dead stock number for each lab and keep in the custody of Lab assistant.
2) After the purchase of equipment bill should be forwarded to central store to enter in central register. Once it is entered in central register, dead stock number is given to all machines. The dead stock number should be recorded in department dead stock register. The dead stock register should have specification of machine, name of company, cost, date of purchase .The dead stock number should be given as follows
   "SESP/NAME OF DEPT/NAME OF LAB/MACHINE NAME/NUMBER-3
3) Same procedure is adopted for furniture in laboratory.
4) Dead stock register should have signature of Principal, HOD and LA.
5) Laboratory I/C should display total cost of equipment's, cost of furniture's on laboratory notice board.

Checking of Dead Stock

1) At the end of year Principal forms a committee to check all dead stock.
2) Committee should check all material in laboratory and submit the report to principal with all remarks.
3) Committee will make dated signature on register.

Write Off Material

1) Laboratory I/C should report about the Nonuse / Scrap of equipments to HOD.
2) HOD should report to committee about the same.
3) Principal should form a committee (members from all dept.)
4) After inspecting the equipment/ material Committee should submit report to HOD. HOD should hand over the Nonuse machine to workshop in charge.
5) Workshop I/C will sell out the machine in the month of Feb & July of every year.
6) In case of sale of machine following procedure are adopted.
    a. Approval from Management.
    b. Advertisement in Local newspaper.
    c. Submission of sealed quotations.
    d. Making Comparative statement.
    e. Negotiations.
    f. Deposition of amount in office.
    g. Sale of machine
7) HOD should record in a separate register. Committee members & W/S In charge should sign on Department register

Guest Lecture

1) In the beginning of every semester prepare a schedule of Guest lectures for the department, in the prescribed format of MSBTE.
2) Guest lecture should be well experienced and renowned person from technical field/ Industry.
3) Minimum 04 guest lecturers should be arranged each semester.
4) Invitation letter, thanking letter should be issued to Guest lecturer in time.
5) Presence of students must be recorded in attendance page.
6) Attach selected photograph and attendance page along with the report of Guest lecture.
7) Preserve all documents (Invitation letter , Thanks letter , Photo , Student attendance) in separate file
8) Rs 500/- will be sanctioned as remuneration to Guest lecturer (local) & Rs 1000/- for outsider.
9) Concerned staff should submit the detail report to the HOD of respective department

Industrial Visit

1) In the beginning of every semester prepare a schedule of visit for the department as per MSBTE format.
2) Minimum 04 industrial visits should be arranged in the department.
3) Invitation letter, thanking letter should be issued to Industry in time.
4) Photo during visit and present of student must be compulsory.
5) Preserve all documents (Invitation letter , Thanks letter , Photo , Student

attendance) in separate file

6) One Teaching staff for a batch of 30 students is allowed to visit to respective place. Only Teaching staff should be allowed to Visit

7) Information and details about visit should be given at least one day before the visit. Every student should submit report of visit to concerned staff within three days after the visit.

8) Staff should submit gate pass before leaving the campus.

Parent Meeting

1) At least one parent meeting should be conducted in each semester within fifteen days after completion of class test.

2) Letter regarding the parent meeting should be issued to the parents at least three days before parent meet.

3) Signature of parents & feedback from parents should be taken in separate home assignment.

4) All Information like Student present for all subjects, class test marks, should be given to the parents.

5) Department information should be displayed by power point presentation.

6) Collect parent feedback in prescribed format.

7) Submit summery of feedback to the principal within two days from the date of meeting.

8) One Parent from each class should be selected as a parent representative for the department.

Co- Curricular Activity

1) Activities should be performed in the academic year as per MSBTE monitoring guidelines.

2) List of activities to be performed are Paper presentation, Technical Quiz Competition, Poster presentation, Project competition, Seminar Competition for student or faculty.

3) Competition should be held at District level / State level / National level.

4) Budget for the activity should be submitted one month before the activity.

5) All documents related to the competition should be preserved in separate file.

6) Competition should be held for at least one day.

Class Coordinator

1) Prepare time table (Time table without overlapping or clashing) and set a Master time table.

2) Class coordinator should mark the changes every day without fail in master timetable. If the period or practical is engaged by other staff , encircle that period and practical by red color and write the initial of staff who engaged the period.

3) HOD should keep watch on master time table. If particular staff is on leave, instruct him/her to complete period and practical's by taking extra period on Saturday to complete weekly syllabus. Make the entry of extra period and practical's on master time table.

4) On 1^{5th} and 15th day of every absentee record of students should be collected.

5) After collecting absentee record of student those who are below 75% have a discussion

with HOD to find out the cause of absenteeism and what effort would be taken for improvement.

6) Call the Parents of students having attendance less than 75%.
7) Record the Discussion with parents in separate note book register.
8) If the same trend is continued make them aware that their ward will be disallow for the examination, by sending letter to their parents.
9) Class Coordinator should have watch on activities of students in respective class. If there is off period adjust the lecture/practical immediately.
10) HOD should check the formats and see whether the syllabus is lagging and instruct the concerned staff to complete it by engaging extra lecture.

College Website

Institute website should be updated continuesly. Website should include following details :
1) Vision & mission of Institute and programs.
2) Information about institute.
3) News & Notices.
4) Department Information.
5) Information of Events conducted.
6) Presenty & Class Test marks of students.
7) Admission process, admission form etc.
8) FRA approved fees.
9) Mandatory disclosure.
10) MSBTE link.
11) Link for Alumi.
12) Link for HOD/Staff notice
13) T&P data , etc

Committee of only two members is to be formed and one of them is In charge of committee.
Agency for updating website is finalized as per procedure.
HOD should submit all data to be displayed on website to committee through Principal.
Committee should submit all data to agency for updating on website.
Committee should preserve all data in a separate file.

Student Feedback

1) For every semester Student Feedback is to be collected from students.
2) Class Coordinator should collect feedback form from all students.
3) Class coordinator should make consolidated report of student feedback.
4) Class Coordinator should submit all formats and consolidated report to HOD.
5) HOD should take signature of all staff on consolidated report & submit one copy to Principal for necessary action.

Leave Card

1) All Leave CL, EL, CO, ML, OD Should be recorded on Leave card.
2) Staff should take their EL & ML balance from Office superintendant.
3) Staff should finally take signature of Principal on all leave application & Leave card.
4) CL, CO, OD application should be submitted to HOD. EL application should be submitted to Principal .Department should preserve all leave application in separate file.
5) HOD should mark leave entry on muster with red pen after signing on leave application.
6) Leave card is important document & should be preserved by staff & should be produced whenever necessary.
7) At the end of term all staff should submit their Leave card to HOD. HOD should submit all leave card within two days to Office superintend for checking.
8) Office superintendant will preserve all leave cards in office. OS will check all EL leave entry on card with office register and balance will be forwarded on new leave card.

Class Test

1) MSBTE class test 1 & 2 should be conducted by respective departments.
2) In charge will prepare time table and seating arrangement and distributed it to all concerned.
3) Duties of department for class test
    a. Appoint one L.A to prepare attendance sheet and record attendance of students during class test exam.
    b. Department peon must remain present near the exam room.
    c. HOD should take the review of attendance sheet and informs name of absent student to class coordinator.
    d. Class coordinator should immediately call the parents of students who are absent for class test.
    e. Inform to all supervisor to remain present 15 minutes before exam time in exam office.
4) Duties of examination committee
    a. Collect question paper from all staff.
    b. Question paper for exam should remain same for same subject code.
    c. Take required zerox copies (No of students +2QP for staff + 2 QP for department record).
    d. Collect list of supervisor from all department and prepare supervision list. Supervision should be allotted for only teaching staff.
    e. Distribute list of supervision to all staff two days before the commencement of class test.
    f. Committee should give required question paper, answer paper, supervisor report & required staionary.
    g. Committee should collect answer paper, supervisor report from supervisor .Committee should distribute papers to concerned staff member with printed

mark sheet on the same day.

  h. All committee members should remain present in exam office to supply supplement in exam room.

5) DUTIES OF VIGILENCE COMMITTEE

  a. Before exams, HOD will appoint vigilance committee to perform vigilance duties.

  b. Committee should remain present in exam hall to check for malpractice.

  c. Committee should issue notice to student if he found copying.

  d. Committee should inform to students to present with parents in front of Principal for hearing as per the date mentioned in notice.

  e. Committee should submit report of malpractice to exam committee daily.

Department Calendar

1) At the beginning of semester HOD should prepare department calendar in line with MSBTE calendar.

2) Department calendar should consist of planned dates as per MSBTE which includes dates of class test, display of rank list, skill test, parent meeting , student feedback, extra co curricular activity, social activity, provisional and final detention list, theory and practical time table, Last dates of completion of practical & theory syllabus commencement of next semester, date of filling exam form, Internal and external monitoring, Commencement of only theory periods, Educational visit, Dates of meeting with staff and students. etc

3) HOD should collect all above data and take a department staff meeting to prepare calendar.

4) HOD should allot event in charge for all department activity.

5) Final calendar copy should be displayed on notice board and printout is issued to all staff.

6) HOD should take care that department activity will be performed as per calendar.

DEPARTNENT & LABORATORY DETAILS

A. HOD Room

 1) Separate notice board should be placed in HOD cabin with following details.

  a) Number & area of all laboratory and classroom in department with room number.

  b) List of staff with designation, Qualification, Experience.

  c) Total sanction strength & intake during last 3 years in Department.

  d) Result for last three years.

  e) Placement details.

  f) Academic plan of department.

  g) Visit & guest lecture planning.

  h) Total cost of equipment's & furniture of all lab in department.

  i) Meeting schedule.

  j) List of students securing top in final year exam of last 3 years.

B. Laboratory

1) Lab In charge should maintain lab log book (Entry of student during practical)
2) Display the name of specification, price, manufacturer, calibration date of all equipment in laboratory.
3) Display chart on the walls in departments in proper order so that it would facilitate students to understand related topic.
4) All lab should have notice board at the entrance of lab with following details
   a. Laboratory plan, area, cost of equipment's, cost of furniture.
   b. Name of laboratory I/C & name of LA.
   c. List of experiment performed in laboratory.
   d. Session plan of practical including date of performance and date of completion of experiment by subject teacher.
   e. Laboratory time table.
5) Keep Maintenance record in department maintenance register.
6) Maintain all Consumable expenditure in department consumable register.
7) All machines should be in working condition otherwise label it with "Non-working" or wipe out.
8) Display all Instructions for the students in laboratory.

C. CLASS ROOM

1) Each class room should have sufficient no of fans, tube lights, black board, Provision for LCD.
2) Time table of respective class should be displayed outside the classroom.
3) Name of class IV (For Cleaning of room) is displayed outside the class room.

TRAINING

Every students admitted in the program has to undergo training

A. During Third year - Training in college campus on Entrepreneurship Development. (3 days)
B. During Summer Vacation of Second Year - Vocational Training in industry in Solapur or outside to Solapur. (6 Week)

The above trainings are compulsory for students. No extra amount will be charged for such training. For vocational training correspondence letter to Industry will be issued by department. While taking admission to third year, a student has to attach training report with admission form.

HOD should appoint senior faculty for vocational training program to issue letters & to preserve all training details in separate file.

MOUs

As a part of Industry Institute Interaction Department should have at least 05 active MOU with different Industries.

- HOD should appoint senior faculty to make MOU.
- Care should be taken to fulfill the conditions mentioned in MOU.
- All MOUs should be framed and displayed in HOD Cabin. After the completion of Period, MOU are extended for next 3 years by making necessary changes in MOU (If required).
- HOD should take at least one meeting of department staff with Chairperson of Industry. All records are preserved in separate file.