

NIT POLYTECHNIC, NAGPUR

STAFF MANNUAL

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CHAPTER 1

ABOUT THE INSTITUTE

VISION

Excellence in technical education to empower youth

MISSION

- 1) Impart quality technical education to prepare students with excellent technical skills

- 2) Develop competent and employable diploma engineers with responsible citizen
- 3) Strengthening industry institute interaction

NIT Polytechnic is a brand name in Central India for conveying Quality Education that gathers International Standards. It is one of the rapid budding technological institutes of elevated status in the region and is one of the **Top Polytechnic in Nagpur**. This institute is very well known for its farsighted management, full-fledged and marked guidance, superior enthusiastic faculty, and state of art infrastructure, towering academic principles, stringent academic restraint, outstanding co-curricular and extracurricular bustles and much endowed scholars. The college places exceptional and unique prominence interrelated to the expansion of the students such as all-round progress, option of international revelation at Diploma echelon, temperament and proficiency edifice, industrial training and industrial projects. NIT Polytechnic was established in 2009 and is a self-financed institution affiliated to Maharashtra State Board of Technical Education (MSBTE) and approved by All Indian Council for Technical Education (AICTE), New Delhi and Government of Maharashtra and Directorate of Technical Education (DTE), Mumbai...

PROGRAMES OFFERED

Sr. No.	Name of Programs	Intake
1	Civil Engineering	60
2	Mechanical Engineering	60
3	Electrical Engineering	60
4	Computer Engineering	60
5	Electronics and Telecommunication	60
6	Mechanical Engineering 2 nd shift	60
7	Electrical Engineering 2 nd shift	60

CHAPTER 2

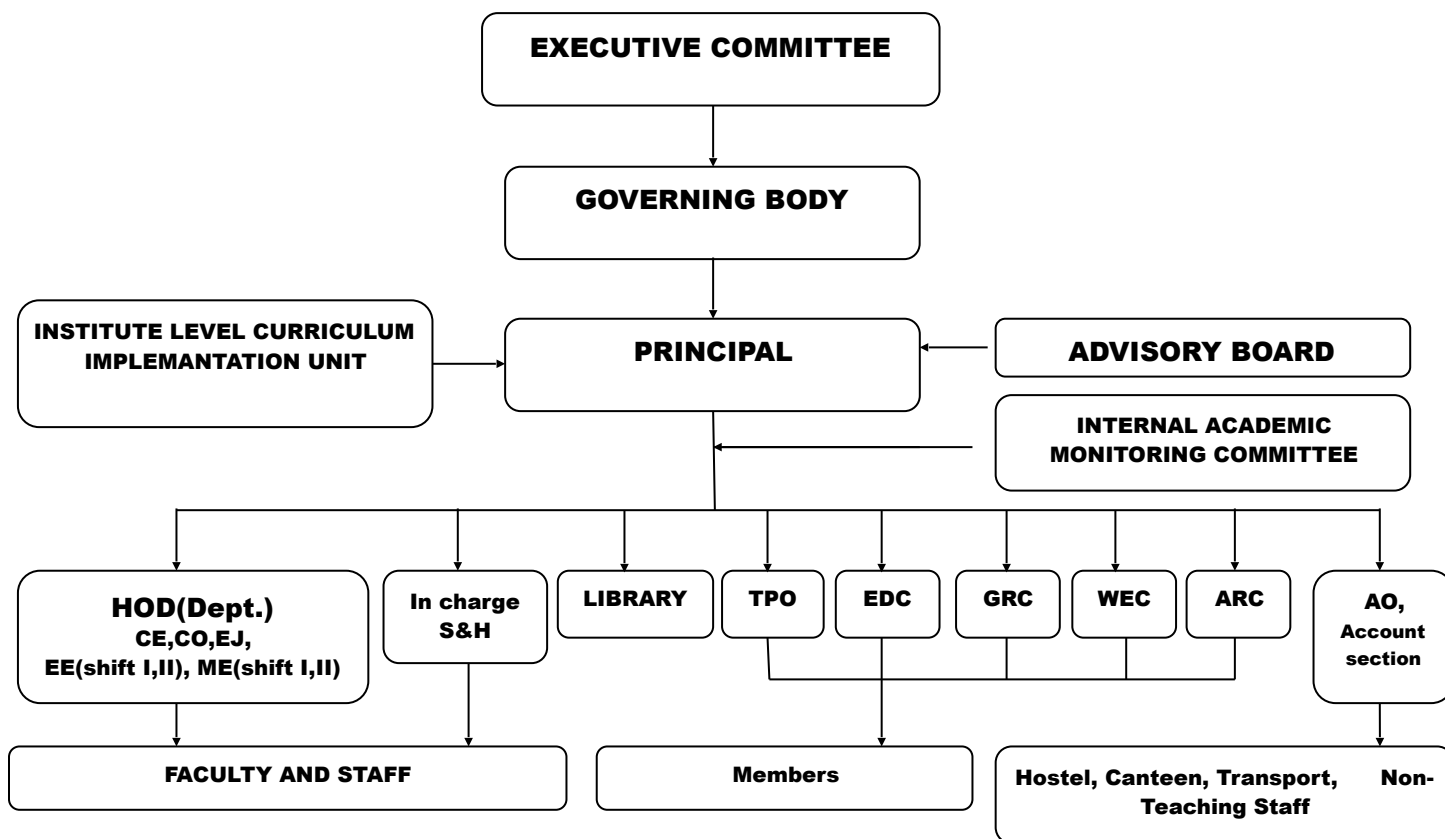
EXECUTIVE COMMITTEE

Sr. No.	Name of Executive committee members	Designation
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1	Honorable Anil Deshmukh	President
2	Sau.Aartitai Deshmukh	Vice President
3	Shri Salil Deshmukh	Secretary
4	Sau Ridhitai Deshmukh	Treasurer
5	Dr.Pooja Deshmukh	Joint Secretary
6	Shri Rushikesh Deshmukh	Member
7	Shri Kundan Shinde	Member
8	Dr.Rajesh Waigaonkar	CEO

CHAPTER 3

ORGANIZATIONAL CHART



Dept./ Unit/ Committee	Abbreviation
Science and Humanities	S & H
Training and Placement Officer	TPO
Entrepreneurship Development Cell	EDC
Grievance Redressed Committee	GRC
Women Empowerment Cell	WEC
Anti-Ragging Cell	ARC
Administrative Officer	AO

CHAPTER 4

Functions at various level positions

The functions of various level Positions are depicted in table below.

Positions	Functions
Executive Committee	<ul style="list-style-type: none"> ▪ Approves the budget presented by the Principal and monitors the budget utilization. ▪ Mobilizes resources for the development of the institution. ▪ Approves academic plans proposed by the Principal and allocates funds for its execution. ▪ Oversees the overall development of the Institute.

Governing Body	<ul style="list-style-type: none">▪ Guides the institution in academics, students and faculty development, research and development.▪ Helps the institution in its pursuit to become a center of excellence and establish milestones in continuous improvement.
Advisory Board	<ul style="list-style-type: none">▪ Provides non-binding strategic advice to the development of technical and physical infrastructure of the Institute.▪ Encourages the development of a governance framework that enables sustainable growth.▪ Advise polices for overall development.▪ Encourages and supports exploration of innovative ideas.

Principal

- Defines and delegates various responsibilities in the organization.
- Ensures periodic monitoring & evaluation of various processes in the institute.
- Ensures effective purchase procedure.
- Prepares annual budget in consultation with HODs.
- Conducts periodic meeting of various bodies such as Library Committee, Anti ragging committee and Women's Grievances Redresser Committee etc.
- Prepares and executes academic calendar.
- Monitors and evaluates teaching learning process periodically and suggests corrective measures.
- Constitutes student council.
- Arranges internal audits.
- Maintains minutes of all meetings.
- Initiates new academic proposals.
- Arranges Faculty/Staff Development Programs.
- Conducts Students' feedback analysis.
- Conducts meetings with H.O.Ds and periodic meetings with Faculty/Staff members to review the academic progress

<p>Institute Level Curriculum Implementation Unit</p>	<ul style="list-style-type: none"> ▪ Study curriculum development process and prepare curriculum implementation plan at Institute level ▪ Identify the resource gaps at Institute level and develop plan to make up the deficiencies ▪ Plan for academic calendar of the institute taking into consideration the calendar from MSBTE ▪ Ensure uniform implementation of MSBTE norms for student assessment ▪ Analyze the report of internal & external monitoring committee and take remedial action ▪ Maintain record of all activities in prescribed formats.
<p>Internal Academic monitoring committee</p>	<ul style="list-style-type: none"> ▪ Oversees the Teaching Learning Process ▪ Verify and ensure Continuous Assessments, Monitor effective implementation of curriculum. ▪ Initiates supplementary teaching measures. ▪ Arranges periodic Academic audits ▪ Take feedback of curriculum implementation. ▪ Ensure the quality of journals, manuals, project

Heads of Departments

- Allocates workload for faculty members.
- Guides faculty members to organize lectures and laboratory sessions and monitors the same.
- Ensures alternative arrangement when faculty goes on leave.
- Review students' performance.
- Adopts measures for modernizing and developing labs
- Initiates measures for motivating faculty and developing team spirit
- Chairs Academic Committee.
- Deputes staff in the proper conduct of examinations and evaluations.
- Organizes interactive meetings with students, and arranges feedback sessions.
- Oversees the creation and maintains departmental database of faculty, alumni and students.
- Motivates staff members to organize consultancy and continuing education programs.
- Identifies new courses and programs.
- Oversees planning of departmental activities: Time table, Schedule of laboratories etc.
- Identifies training needs of faculty and supporting staff.
- Reviews the progress of sponsored projects, if any.
- Recommends and forwards Leaves and submissions to administration.
- Carries out performance assessment of faculty to improve faculty performance.
- Conducts meetings of supporting staff of the department at appropriate intervals.
- Conducts monthly meeting of faculty to review the department work

<p>Administrative Office</p>	<ul style="list-style-type: none"> ▪ Coordinates the administrative and accounting activities. ▪ Maintains up-to-date master documents with history of revision. ▪ Oversees Employee Attendance System & maintains the monthly attendance report. ▪ Manages public relations. ▪ Maintains personal files of Faculty/Staff.
<p>Training and Placement Cell</p>	<ul style="list-style-type: none"> ▪ Arranges student Training and Placement programmers ▪ Maintains list of companies offering jobs / career opportunities for the students ▪ Organizes special programs for career guidance. ▪ Organizes personality development program ▪ Identify the Job needy and student wants to go for higher studies ▪ Arrange various skill development activities to improve employability of students ▪ Arrange campus placement drives ▪ Assist department to arrange internship training in vacation ▪ Maintains database of placed students ▪ Conducts special training and counseling programs for job needy students ▪ Establishes a strong relationship between the Institute and industry, creating a mutually beneficial partnership. ▪ Arranges visits of staff members to various industries.

<p>Library Committee</p>	<ul style="list-style-type: none"> ▪ Plans and implements routine activities of the library. ▪ Maintains records regarding the titles / volumes of books available. ▪ Maintains Digital Library, online subscriptions etc. ▪ Generates requirement / purchase orders for new titles / volumes in accordance with the requirements. ▪ Maintains budgetary requirements and expenditure statements / records. ▪ Maintains library discipline and promotes library usage.
<p>Entrepreneurship Development Cell</p>	<ul style="list-style-type: none"> ▪ Organizes entrepreneurship awareness camps, orientation workshops, entrepreneurship development programs, Faculty development programs and skill development programs in the institution. ▪ Initiates innovative sponsored & application level student projects. ▪ Guides and assists prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals , loans and facilities from agencies of support system ▪ Arranges interaction with entrepreneurs and mentorship scheme for student entrepreneurs.
<p>Grievance redresser cell</p>	<ul style="list-style-type: none"> ▪ Brings to the notice of the higher authorities complaints from Students / Staff regarding the amenities / facilities. ▪ Maintains records of complaints registered and pertinent actions taken. ▪ Maintains a harmonious atmosphere in the campus/ hostels with a feel of concern and sense of belonging.
<p>Women's cell</p>	<ul style="list-style-type: none"> ▪ To address all issues related to well-being of women students and staff members ▪ To conduct expert talks and programs on related issues. ▪ To arrange all necessary women's requirements ▪ Provide Secure environment to staff and students

<p>Anti-Ragging Squad</p>	<ul style="list-style-type: none"> ▪ Appraises students about the contents of the anti-ragging act and advises them not to involve in the incidents of ragging. ▪ Makes frequent checks in the campus to prevent any acts of ragging. ▪ Visits class rooms and explain to the students about the severity of punishments and the consequences likely to be imposed as per the act. ▪ Accompanies students in the college buses at the end of the day's work. ▪ Prepares and exhibits Charts and Banners depicting the seriousness of actions to be taken in case of any ragging incident at salient locations inside and outside the campus.
<p>Counseling cell</p>	<ul style="list-style-type: none"> ▪ Facilitates career guidance to students. ▪ Assists students suffering from psychological disorders. ▪ Arranges for professional counselors, as and when a need is identified. ▪ Maintains records of counseling activities. ▪ Offers Student academic counseling. ▪ Provides “slow pace program” for weaker students.

Lecturer**ACADEMIC**

- Teaching Diploma courses including lectures, laboratory & tutorials
- Students Assessment & Evaluation including Examination work at institute level and of Maharashtra State Board of Technical Education(MSBTE)
- Planning & implementation of Developing Resource Material & Curriculum Design & developing of laboratory instructions
- Participation in the Co-curricular & Extracurricular activities, Student guidance & counseling & helping their character development innovation in Technician Education & Evaluation
- Courses. Promoting & coordinating Continuing Education Activates
- Self-development through Up-gradation of Knowledge & skills

ADMINISTRATION

- Assisting in Institution / Department Administration. Planning & its implementation. Organizing R & D work in industrial problems & projects
- Academic & Administrative management of institution Preparation of project proposals for funding
- Development, administration & management of institutional facilities. Providing Academic & Administrative leadership
- Monitoring & Evaluation of academic activities in the

Lab Assistant

- Coordinates daily laboratory schedules, services and staff: ensures efficient operation of a laboratory
- Assists faculties in the design and construction of new demonstrations
- Troubleshoots and resolves laboratory – related problems and issues
- Ensures appropriate maintenance and documentation of all student records, laboratory usage records, equipment purchases and service records, and other relevant as required
- Assists students with problems and demonstrates techniques and requirements: instructs students on appropriate materials and equipment, including computers and software
- Advises students regarding course objectives and requirements ;instructs students on appropriate materials and equipment, including computers and software
- Maintains current materials and knowledge in the instructional areas to which assigned in order to provide students with the timeliest information
- Attends departmental and administrative meetings to coordinate laboratory services
- Ensures security of laboratory and equipment; ensures availability of laboratory materials for students
- Installs, upgrades & maintains related software; evaluates new software, and reconfigures computers
- Performs administrative duties as required
- Supervises student & also Coordinate the activities of laboratory to supplement classroom instruction; instruct students, identifies problems and recommend solutions; maintains accurate records

<p>Librarian</p>	<ul style="list-style-type: none"> • General Administration of Library • Planning of Budget for purchase of books • Selection and acquisition of Book • Planning and development of the Library • Orienting the users towards effective utilization of Library service • Supervising of cataloguing and indexing • Allocating Book Bank Scheme and Centrally sponsored Scheme for deserving students • Maintaining and up keep of Learning Resources and Utility Centre as well multi media room • In addition to above the Librarian may himself generate/ suggest duties in the interest/improvement of the library • Any other duties/work assigned from time to time
<p>Library Assistant</p>	<ul style="list-style-type: none"> • Cataloguing and classification of books and periodicals • Issuing and receiving books for staff and students • Restoring books and Periodicals • Arrangement of non-book materials • Assist the Library in Charge in certain functions as and when required Typing works • Any other duties/ work assigned from time to time

<p>Workshop Instructor</p>	<ul style="list-style-type: none"> • Erection/installation/commissioning of equipment • Procurement, storage, accounting of raw materials, tools and instruments • Planning, scheduling, organizing, coordinating and monitoring workshop instructions and task • Issue of raw materials, tools and equipment's for workshop jobs • Plan, deliver and evaluate theoretical and workshop instruction • Guide the students in performance of practical tasks and skill exercises and evaluate their performance • Arrange for preventive and breakdown maintenance of institute machinery • Assist students and faculty members in the fabrication of their project work • Participate in professional development activities • Assist the workshop superintendent in certain functions as and when necessary • Inculcate safety procedures and safety practices among students • Any other duties/work assigned from time to time
<p>Peon</p>	<ul style="list-style-type: none"> • To maintain neatness and tidiness in the section/departments • To deliver the correspondence & files to the respective department & to collect similar correspondence • To arrange tables, cupboard in order as per instructions of the supervisors/authorities • To convey the messages to and fro as instructed by the supervisors • To carry out miscellaneous job such as display notice etc. • To carry out routine tasks as closing of windows, locking of gates etc. • To take Xerox and cyclostyling work as per instructions of the supervisors • Any other duties/work assigned form time to time

Watchman	<ul style="list-style-type: none"> • To guard and protect the entire property of the Institute at all the hours • To carry out routine tasks such as closing of windows, locking of gates etc. • Switching on and off streetlights and other lights required to be used for illumination of campus • The control the entry of outside vehicle inside the campus • To prevent wastage of resource such as water, electricity etc. • To check the incoming and outgoing material and correspondence documents • To take rounds frequently around the Institute campus during the entry duty hours • Any other duties/work assigned from time to time
Maintenance in charge	<ul style="list-style-type: none"> • To maintain neatness and tidiness in the institute • To initiate all maintenance work like civil, carpentry, plumbing etc. • Prepare budget of all type of maintains whenever needed get it sanction and complete the work • Ensure sufficient sanitary and potable water • Maintenance of RO so that every time get safe drinking water • Keep the campus net and clean
House Keeping	<ul style="list-style-type: none"> • To maintain neatness and tidiness in the institute • Keep the campus net and clean • Keep neat and clean all washrooms & common rooms etc.

CHAPTER 5

Recruitment procedure

Faculty Requirement

The HODs will prepare the department faculty work load as per curriculum and norms, one month before the commencement of academic year. Relevant details used to arrive at the department faculty

workload shall be attached and explained. The Principal shall scrutinize the department faculty workload and after necessary modifications, if required, get the approval of the CEO of the Santa.

Notification and Selection

- Vacancies arising from time to time shall be consolidated and notified in the leading newspapers with due permission of the management. The advertisement shall specify minimum qualifications and other requirements for the Posts so as to meet the norms prescribed by AICTE and other competent authority.
- The vacancies shall also be notified on the institutional website on a regular basis and applications received against this notification shall also be considered for filling up the vacancies.
- The screening and short listing of the applications shall be done by the HOD with the help of the faculty of the departments concerned and in consultation with the Principal.
- The shortlisted applications will be tabulated depart wise in the prescribed form, showing the personal details of the candidates, the marks or grades obtained by them at bachelor /post-graduation or equivalent examination onwards, their academic or other achievements over and above the minimum prescribed qualification and previous relevant experience.
- Only teaching/industry experience gained after getting B.Tech. /B.E. or M. Tech will be considered as qualifying experience for direct recruitment to teaching Post's.
- Candidates who teaches in AICTE/UGC recognised institution in one full academic year will be considered as having one year of teaching experience. Part time/guest teaching experience will not be considered for reckoning teaching experience.
- Interviews shall normally be conducted in the month of May-June. But interviews may also be conducted at other times if situation so arise.
- Date of interview shall be decided by the Principal in consultation with the CEO. Notice of interview shall be issued by voice call and sufficient time will be given to the candidates at least 2-3 days before the date of interview. Candidates shall also be given intimation on What Sapp/SMS.
- Interview shall be conducted by the recruitment committee constituted by Shri Sai Shikshan Sanstha, Nagpur. The Principal and the HOD of the concerned department shall be the ex-officio members of

the interview board. The interview board may co-opt an external Course expert or others as it deems fit.

AICTE Norms:

- The workload for the faculty as per AICTE norm is 40 hours per week.
- A relaxation of two hours in the workload may, however, be given to HODs who are actively involved in administration.
- For a group/batch size is generally 60-70 for Theory & 30-35 for Practical. For a batch of 60 students the number of electives that can be offered in a semester is only 2.
- Academic Project one hour to be calculated in the workload. All faculty members have to find time to guide, listen to the presentations and evaluate their students project team. Project batches of 5-6 students each shall be assigned to the faculty.
- For laboratory practical work, a group/batch of 30-35 students shall be formed and there will be two faculties to conduct practicals. Amongst these two faculties one will be the main teacher while other will act as assistant teacher. For Asst. teacher two hours practical period will be considered as one hour load.
- As per AICTE norms, student-faculty ratio is 25:1. The student-faculty ratio is computed at the institutional level and not at the departmental level. The ratio is calculated on the basis of intake of the institute.
- No substitute appointment will be made to fill a vacancy caused by a faculty member proceeding on maternity leave. However, in case there are two or more faculty members from a department proceeding on maternity leave around the same time, a faculty will be appointed on contract basis for that period, based on need.
- Additional workload caused by a vacancy that is likely to exist only for a few months has to be shared among faculty members of the concerned departments.

Recruitment

Recruitment committee members

Sl. No	Member
1	President of the Trust.
2	Secretary of the Trust.
3	Members from the Trust.
4	The Principal and HOD of the concerned department shall be the ex-officio members of the interview board.
5	An external Course expert.

- Recruitment of candidates shall be on merit basis of interview board and a rank list of suitable candidates shall be prepared based on the assessment of the board.
- The rank list of selected candidates shall normally be valid for one month but this period may be extended by the management depending on the need and circumstances.
- The interview board may, if deemed necessary, recommend the stage at which the pay of a candidate maybe fixed in the relevant scale or may make other suitable recommendations regarding the pay or service conditions of a candidate, considering the previous experience, qualifications and other academic achievements of the candidate. If the interview board does not make any such recommendation, the candidate shall be offered only the starting pay of the relevant scale and other benefits as per the Rules of Shri Sai Shikshan Sanstha (SSSS).
- Appointment order signed by the President/Secretary shall be sent to the candidate. One week time or as per discussion during personal interview will be given to join the Institute; if he did not join in given time then a chance will be given to the next candidate on the basis of merit number (performance) in the interview. Intimation of the offer shall also be conveyed to the candidate over phone or by SMS.
- If any meritorious candidate applies for any Post even without notification by SSSS, the management will be free to consider him/her for a suitable Post.

Appointment

Qualification for Appointment of Faculty

- Qualification for appointment of faculty shall be as notified by AICTE from time to time.
- Only experience after acquiring the basic academic qualification for the post shall be considered as relevant.
- Only degrees from university or autonomous institutes recognize by the AICTE/UGC shall be treated as valid.
- If a class/division is not awarded, 60% marks in the aggregate shall be considered as equivalent to first class/division. If Grade Point System is adopted it will converted into equivalent marks as stipulated in AICTE Notification F.No.37-3/Legal/2010 dt. January 22, 2010 or as per the conversion formula of MSBTE.

Appointment, Probation and Regularization:

- The appointing authority shall be the president/secretary.
- The first appointment in the case of regular faculty shall be on probation for a period of two years.
- At the time of first appointment, the management has the right to direct the candidate to undergo an induction course or any other similar programme. The time spent on such course or programme shall be treated as part of the probation. While in service, the management may direct a faculty member for further training or refresher course.
- The performance of new faculty members on probation shall be reviewed at session end and if the services of those found unsuitable as assessed by the management shall be terminated either during the period of probation or at the end of the probation. If the management considers it desirable, it may give an extension of probation for a suitable period not longer than one year but no second extension of probation shall be given under any circumstances.
- On satisfactory completion of probation as decided by the management, the probationer will be given regular appointment.
- The performance of regular faculty members shall be reviewed once in a year
- Appointment of retired persons will normally be on contract basis and on consolidated salary.

- A newly appointed faculty member shall submit a joining report to the principal at the time of joining and is required to submit his/her Xerox copies of the certificates of age, academic qualification and experience (if any claimed by him/her) to the administrative office.

Principles for deciding seniority:

- Generally the seniority is based on the date of joining. However, if in the same selection process more than one candidate has been recruited, their seniority will be decided on the basis of the rank secured by them, irrespective of the date of joining.
- If a candidate has been given much more than the normal joining time, say for completing a course of study or for similar reasons, his seniority will be decided on the basis of the date of joining.
- Faculty members who are granted leave for higher studies will retain their original seniority when they join back after the completion of their studies.
- Before the introduction of the new pay scales as per AICTE notification F. No. 37-3/Legal/ 2010 dt. March, 05, 2010, there were three grades of lecturers, viz. Lecturer, Senior Lecturer and Selection Grade Lecturer, but as per the above notification all these grades have been merged into Lecturer, Head of Department and Workshop Superintendent.

CHAPTER 6

Working days, hours and Leave Rules

- Monday to Saturday is the working days for the Institute.
- Co- curricular activities will be arranged generally on Saturdays and if such activities spread over more than a day they will be so arranged that one of the days is a Saturday. If any working day is lost due to natural calamities, agitations of any kind, declaration of holiday by Govt. / District Collector or for other reasons then Sunday or by increasing number of working hours on regular days or curtailing some holidays, if that is found necessary to make up shortfall in total number of working days in a semester will be made.
- Classes start at 9.30 am to 5 p.m. Lunch break is from 11.30 a.m. to 12.00 noon and 2nd shift from 12 noon to 6pm
- The non-teaching staff members are required to report at 9.10a.m. and leave only after 5.00 p.m. Faculties to report at 9.10 a.m. and leave from 4.30 pm onwards depending on their last class.

- For emergency reasons 10 minutes grace time shall be given, after the grace time late mark will be noted and for 3 late in a month, one leave shall be deducted & in every month two days one hour either late coming or early going is permitted with proper permission of immediate authority and submitting the prescribed condonation form.
- 'Forgot to signature on muster shall not be accepted as a reason for not signature. In such cases the faculty member should submit his/her explanation to the H.O.D at the earliest opportunity and in any case not later than the next day. The H.O.D. shall forward the explanation with his comment to the Principal and his decision in the matter shall be final. If the explanation is not satisfactory, the day shall be treated as leave.
- All public holidays and Sundays are holidays for all faculty members
- Holidays declared by the govt. (with the clause 'for all educational institutions including professional colleges') will be holidays for both the students and the faculty.
- Days of hartal, restricted holidays, Absence on these days shall be treated as leave; application for leave should be submitted to the competent authority.
- Conduct of classes on days of hartal, restricted holidays etc. will be decided by the management. As a general rule, if the college buses play, the classes will be conducted.
- The management reserves the right to convert any holiday into a working day in special circumstances.

Compensatory Off

- The management has the right to assign employees on duty on public holidays. In such cases the employee will be entitled to avail compensatory off on any working day with the previous permission of the leave sanctioning authority. Cash compensation will not be considered. Compensatory off should be availed in the same academic year.

Casual Leave

- All members of the staff who are eligible for vacation are eligible for 08 days casual leave in a calendar year. For contractual staff casual leave shall be sanctioned one per month.
- Application for casual leave should be submitted to the H.O.D/ Competent authority in advance with an alternate arrangement to engage the classes or to attend to the day's work.

- Due to some emergency or unforeseen reason, information should be given to HOD over the phone at the earliest so that the H.O.D. should be able to make arrangements to engage the class.
- Failure to engage the class on account of leave shall be treated as dereliction of duty on the part of the faculty member availing leave.
- Casual leave cannot be availed for more than three days at a stretch and it cannot be combined with any other type of leave.
- Principal is the sole authority to sanction casual leave to teaching as well as non-teaching staff.
- Any absence without proper sanction will be treated as unauthorized absence and salary will be deducted at double the normal rate for the days of such absence.

Duty Leave:

Duty leave of a maximum of 15 days in a calendar year will be granted with full pay to the faculty members for the following:-

- Attending conferences/seminars/workshops.
- Delivering invited talks.
- To interact with industry.
- To attend meetings of the MSBTE.
- To perform any other task assigned /approved by the Principal.
- All eligible faculties are allowed to attend valuation work at RAC assigned by MSBTE for board examinations in rotation so as to limit the duty leave to a maximum of 15.
- Management may sanction duty leave in excess of 15 days if it is found necessary to enable the faculty member/staff to perform duties assigned by the MSBTE or the Principal.

VACATIONS:

- a. Regular staff shall be eligible for maximum 20 days' vacation.
- b. HODs have to prepare the vacation schedule for their staff as per norms ensuring that least 25% of their total strength is maintained always during the vacation. This should be in advance of approval of the CEO/Principal once that dates of vacation.

- c. Contractual staff shall not eligible to vacation.

Maternity Leave:

- All female staff, who has satisfactorily completed the probation and has been confirmed in the service, is eligible for maternity leave.
- Maternity leave will be for a period of 90 days and will be with full pay and other allowances but maternity leave facility will not be available for abortions.
- Normally maternity leave should commence 15 days before the expected date of child birth or as per doctors' advice and application for leave should be submitted to the competent authority sufficiently in advance.
- Information on child birth should be given to the sanctioning authority promptly.
- No other leave except medical leave will be allowed to be combined with maternity leave. Medical leave, if available to the credit of the mother, may be permitted, at the discretion of the management, to be combined with maternity leave.
- Management may sanction loss of pay leave to be combined with maternity, on production of medical certificate, in the case of serious sickness of mother or child but this will be limited to a maximum period of 30 days.
- All leaves combined should not exceed 120 days.
- If necessary substitute will be appointed to fill up the vacancy due to maternity leave or if possible the classes to be engaged by the person on leave shall be shared by the other faculty members of the department.

Medical/ Extraordinary Leave (ML):

- Claimed as per medical certificate

- In unavoidable circumstances and there is no other balance leaves the then medical leave shall treated as extra ordinary leave.
- In a calendar year, 10 ML will be credited in the account of regular staff.
- Every application for medical leave on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.

Loss of Pay Leave:

- Loss of pay leave may be granted by the principal in the case of genuine need such as sickness, if the principal is satisfied that the staff member will not be able to attend duties in spite of his best efforts and that he has exhausted all other types of eligible leave.
- A medical certificate will be insisted in the case of leave on account of sickness.
- Leave on loss of pay will be granted only for one month at a stretch and the maximum loss of pay leave that can be granted in one instance will be limited to three months.
- Loss of pay leave beyond three months in a calendar year, if sanctioned by the management as a special case, will not count for increment but will count for seniority.
- Loss of pay for a day at a time may be granted by the principal in other cases if the principal is satisfied that due to unforeseen exigencies the faculty member/staff member is not able to attend duty and all casual leave is exhausted but the total number of such leave shall be limited to three days in a semester.

General provisions on leave:

- Approval of the competent authority should be obtained before availing any type of leave.
- If, on account of emergency or unforeseen reasons, previous approval could not be taken, the competent authority should be contacted over phone at the earliest possible opportunity and oral permission obtained. This should be followed by written application and ratification of availing the leave.

- Availing leave without previous sanction will be treated as unauthorized absence and for such period of absence the pay shall be deducted at double the normal rate.
- Unauthorized absence for a continuous period of more than 30 days will be treated as voluntary desertion of service and the service of such persons shall be treated as automatically terminated.
- All kinds of authorized leave will count for seniority and increment, except study leave, unless otherwise specified. Study leave on QIP/FIP scheme of AICTE/UGC will count for seniority and increment, but other types study leave will count for seniority only.
- Leave not availed in a calendar year will not be permitted to be carried over to the subsequent year except the medical leave.
- It is the duty of the faculty member/other staff member going on leave to make alternate arrangement, with the approval of the HOD/Principal, to engage the classes/ attend to the work during his/her absence.

Exit Policy:

Retirement and Resignation:

- Age of retirement for all staff is as per the Govt. of Maharashtra norms. The management reserves the right to appoint a retired person on suitable terms if it considers that such a step is in the interest of the Institution.
- Retired teachers will not be given extension as per AICTE after the age of 65. However their services can be availed on a contract payment if the management desires so.
- Management has the right to terminate the services of a staff member by giving notice of 3 months/3 months' pay in lieu of notice if his/her performance/conduct is not satisfactory.
- Notice of resignation should be given three months in advance. If there is shortage in notice period, salary for a proportionate period should be paid to the management. Normally mid-semester resignation will not be accepted.
- Casual and compensatory leave not availed in Calendar year will not be permitted to be carried over to the subsequent year.

Disciplinary Proceedings:

- In the case of indiscipline, misconduct, moral turpitude or other conduct unbecoming of a faculty/ staff member, disciplinary action will be initiated by the management either suo moto or on the report of H.O.D. or another faculty/staff member.
- Management has the right to terminate the service of a staff member by giving 3 months' notice or three months' pay in lieu of notice, if his/her performance/conduct is not satisfactory.

Applicability:

Provisions of this Manual shall apply to all the teaching staff of the polytechnic. This shall also apply to the non-teaching technical staff, office staff and other members of the staff employed by in NIT Polytechnic in the, to the extent applicable to them.

Pay and other Benefits:

- The management of NIT Polytechnic adopts the pay scales notified by AICTE from time to time to fix the pay notified by the State Government for similar staff or the scales of pay approved by the Board of Directors of Shri Sai Shikshan Santha, Nagpur
- Dearness allowance and other allowances will be paid as decided by the Board of Directors of Shri Sai Shikshan Santha, Nagpur, from time to time.
- Increments in the scale of pay are payable on the 1st of July every year, based on the performance evaluation of both odd and even semesters (as per the Academic Performance Indicators given in the Annexure).
- Increment is neither automatic nor mandatory. No increment may be awarded if the overall performance appraisal indicates that the performance score is below the minimum fixed.