



Matoshri Education Society's

**Matoshri Institute of Technology (MIT Polytechnic),  
Dhanore, Yeola**

***Faculty Handbook Rules, Policies and Procedures***

**RESPONSIBILITIES OF HODS**

1. To monitor and control overall the working of department.
  2. To distribute the teaching activity among the teacher
  3. To ensure conduct of theory and practical sessions as per time table.
  4. To decide the annual requirement of Lab equipments books, stationery & consumable.
  5. To look after daily department activities.
  6. To implement the actions decided in the Principal Meeting.
  7. To distribute the work other than teaching to staff members. i.e distribution of portfolios.
  8. To carry out leave adjustment.
  9. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
  10. To ensure that the processes are delivering their intended outputs.
  11. To report on the performance of the quality management system and on opportunities for improvement to higher authorities.
  12. To ensure the promotion of student focus throughout the department.
  13. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.
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## **RESPONSIBILITIES OF LECTURER**

1. To conduct lectures and practical as per the timetable.
2. To solve the students problem related to theory and practical.
3. To carry all the teaching load.
4. To plan prepare for the topic wise teaching activity.
5. To make use of new teaching methodology & facilities.
6. To complete the teaching program within the specified time.
7. To evaluate the answer sheet.
8. To conduct the examination under the control of officer Incharge.
9. To attend the assessment of answer paper as per requirement of RBT.
10. To carry of other responsibilities assigned by HOD.
11. To submit monthly attendance report to HOD.
12. To assess the lab work of the students.
13. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
14. To ensure that the processes are delivering their intended outputs.
15. To report on the performance of the quality management system and on opportunities for improvement to higher authorities.
16. To ensure the promotion of student focus throughout the department.
17. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented

## **RESPONSIBILITIES OF LAB INCHARGE**

1. To prepare the lab before the session.
2. To rectify the problem with the help from external agency or maintenance department.
3. To review & analyze requirement given by the teaching staff.
4. To call the quotations & prepare comparative statement.
5. To ensure proper maintenance of lab equipment.
6. To maintain the Dead Stock Register.

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### **RESPONSIBILITY OF LAB ASSISTANT**

1. To assist lab I/C & lecturer for smooth function of lab.
  2. To maintain lab equipments in working condition.
  3. To inform regarding the status of instrument to lab I/C.
  4. To distribute the instruments documents to the student and take them back after the session.
  5. To arrange & set the instruments as per instructions received from lecturer.
  6. To preserve the journals.
  7. To ensure the cleanness of lab (Inside / outside).
  8. To carry out the responsibilities assigned by I/C.
  9. To maintain attendance of student for Practical
  10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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## **RESPONSIBILITY OF PEON:**

1. Opening & closing of department.
2. Cleanness, sweeping department.
3. Help during the examination.
4. Cleaning of instruments.
5. To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
6. To display & remove the notice from notice board.
7. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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## **RESPONSIBILITIES OF TPO**

1. The placement of eligible Polytechnic students. Eligibility of students for placement is decided based on the company's requirements.
2. Organizing various Campus Placement Drives, Campus Pools.
3. Keeping good ties with other Polytechnic institutes for ensuring effective campus pools.
4. Through Entrepreneurship cell providing Polytechnic students a platform to become real Entrepreneurs.
5. Maintaining the records of Students details, Campus placement drives Campus attendance sheets, etc.
6. To coordinate with the companies for registration.
7. To Liaison with companies and student on the matters related to placement procedure / recruitment.
8. Sign and circulate the notices to students pertaining to Training & placements.
9. To obtain feedback from placed students and companies.
10. To plan training for soft skill development of students.

11. To plan personality development and Interview techniques lectures by experts.
12. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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### **RESPONSIBILITIES OF DEPT. T&P COORDINATOR**

1. Collection of student database related to personal information and academic performance.
2. Assist TPO in arranging and conducting campus and training program.
3. Assist TPO in EDP cell activities such as attending meetings/success stories of entrepreneur/Industrial visits.
4. Assist TPO for increasing the campus drive of companies.
5. To maintain a record of placed students.
6. To maintain a record of students who have opted for entrepreneurship.
7. To maintain a record of students who have gone for higher education.
8. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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## **RESPONSIBILITIES OF LIBRARIAN**

1. General Administration
2. Monitor and controlling overall functioning of the library.
3. Getting the requirements of new books from all the departments.
4. Carry out book purchasing, periodical subscription, eBooks, Cds etc.
5. Carry out book accession.
6. Getting the eBooks installed in PC's department wise.
7. Up gradation of the library as per the requirements of the curriculum and change in curriculum as per MSBTE norms.
8. Carry out stock verification periodically.
9. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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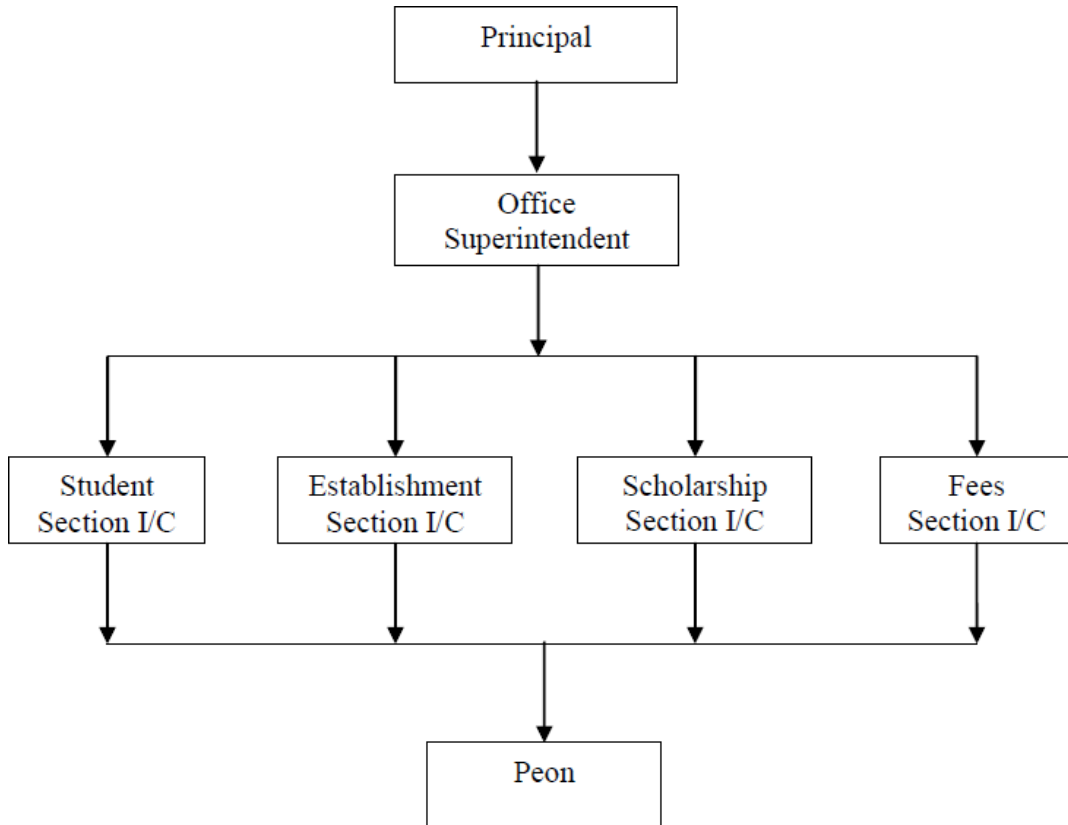
## **RESPONSIBILITIES OF PEON (LIBRARY)**

1. Checking at the entrance.
2. Control at the property counter.
3. Maintaining Library neat, clean and state of order.
4. Repair of Books.
5. Xerox work.
6. Maintaining discipline in the library.

## **RESPONSIBILITIES OF WORKSHOP SUPERINTENDENT**

1. Preparation of annual budget and submit to principal and main budget file as per Procedure.
2. Finalization of Slots of time table and communicate to institute Time table in charge
3. Planning scheduling, organizing, coordinating and monitoring of workshop classes and tasks.
4. Prepare theoretical and workshop instructions.
5. Design, develop and test instructional materials (process sheet and Job drawing).
6. To allocate work among Instructors.
7. To finalize the material, tools and instrument requirement for the year.
8. To plan for maintenance of machinery.
9. To decide the quality objectives for workshop.
10. To take actions against nonconformity observed in the workshop systems.
11. To select the service provider in case maintenance work is outsourced.
12. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
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## OFFICE STRUCTURE



## RESPONSIBILITIES OF OFFICE SUPERINTENDENT

1. To release the advertisement related to admission, appointment of new staff in the newspaper.
2. To renew MSBTE affiliation.
3. To get the admission approval from DTE.
4. To prepare for MSBTE and government audit / inspections.
5. To monitor overall administration activities.
6. To prepare annual budget with principal.
7. To maintain staff personnel files.
8. To Control overall account activity like purchase, outstanding fees.
9. To control NC services within administration department.
10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
11. To ensure that the processes are delivering their intended outputs.
12. To report on the performance of the quality management system and on opportunities for improvement to higher authorities.



13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

### **RESPONSIBILITIES OF STUDENT SECTION I/C**

1. To get enrollment form, exemption form filled from the student on line.
2. To issue identity cards to the students.
3. To distribute hall ticket, mark sheet.
4. To collect filled admission forms from students.
5. To review admission form and certificates for adequacy.
6. To preserve original copies of certificates and distribute to the students after admission approval.
7. To prepare Student register and list of students admitted to course.
8. To collect and submit documents / records to MSBTE.
9. To display notices related to examination, admission, certificate of backlog.
10. To help examination committee for smooth conduct of examination.
11. To prepare and issue leaving certificate / bonafide certificates.
12. Distribution of MSBTE Mark sheet, provisional certificate and Diploma certificates to the students.
13. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
14. To ensure that the processes are delivering their intended outputs.
15. To ensure the promotion of student focus throughout the section.
16. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

### **RESPONSIBILITIES OF FEES SECTION I/C**

1. To finalize college fees structure from Shikshan Shulk Samittee.
2. To prepare student fees structure category wise and distribute / communicate to the all the HoDs and students.
3. To submit admitted student fees receivables estimates to the accounts section.
4. To issue fees structure to the students for education loan assistance.
5. To collect student fees and deposit in accounts.
6. To track fees receivables from students, take follow-up with students and ensure fees payments.

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9. To ensure the promotion of student focus throughout the section.
10. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented