



SHRI's VITHAL EDUCATION & RESEARCH INSTITUTE'S
COLLEGE OF ENGINEERING (POLYTECHNIC), PANDHARPUR.
Gopalpur -Ranjani Road, Gopalpur, P.B. No. 54, Tal - Pandharpur- 413 304,
Dist. Solapur (Maharashtra) Ph.: (02186) 216128, Mo.No.7767003372
(Approved by AICTE, New Delhi and affiliated to MSBTE Mumbai)

SYSTEM MANUAL

A] Principal:

I) Role :

1. Convening the meeting(s) of:-
 - a. Governing Body (at least three in a year).
 - b. Sub-committees of Governing Body (as & when required but at least two in a year).
 - c. Local Managing Committee (at least two in a year).
 - d. Standing Committee (at least two in a year).
 - e. H.O.D.s (at least once in a week).
 - f. Students' Council (at least three in a year).
 - g. Grievance Redressal Committee (as & when required but at least two in a year).
 - h. Anti-Ragging/High Level Standing Committee (as & when required but at least two in a year).
 - i. Women Grievance Redressal (as & when required but at least two in a year).
 - j. Staff meeting (as & when required but at least two in a year).
 - k. Meeting with Rector(s) (at least once in a month).
 - l. Meeting of Training, Placement and Industry Interaction Cell (at least two in a year).
 - m. Other meetings as per the requirement.
2. Ensuring that feedback sessions are conducted effectively on regular basis.
3. Arranging the sessions on all classes in respect of "Maharashtra Prohibition of Ragging Act, 1999" at the beginning of the Academic Year.
4. Ensuring that required committees are formed and further observe the smooth functioning of the Institute.
5. Ensuring that PPPE introductory sessions for F.Y. students are conducted.
6. Taking all types of decisions, as per the directives from Management, Governing Body, Sub-committees of Governing Body, MSBTE, DTE, AICTE, Government, etc.

7. Discharging all kinds of duties deemed fit as head of the Institution.

II) Authority Delegated:

- 1) Purchases / Maintenance / Agreements or related issues maximum up to Rs. 2,00,000/- (Rupees Two Lakh only) for year & 40,000 at a time.
- 2) To sanction or otherwise any kind of back dated leave which is more than two days to the teaching & non- teaching staff.
- 3) To sanction or otherwise any kind of leave greater than five days at a time.
- 4) Authority to overrule the decisions of all other lower in hierarchy.

B] Vice- Principal

I) Role:

1. Ensuring that authority delegated to him/her be effectively exercised.
2. Ensuring that the role of Principal, defined in this manual, in his/her absence, when charge of Principal is handed over, be played effectively.
3. Ensuring that working in all the departments is going on as per the PPPE and System Manual taking due steps in case of discrepancies.
4. Ensuring that feedback process is conducted and handled effectively.
5. Ensuring that all functions in the college are organized after his/her due endorsement.
6. Ensuring the effective result oriented working of Training, Placement and Industry Interactions Cell.
7. Resolving Students' problems which are not solved at Dean Level.
8. Ensuring effectiveness of AICTE, D.T.E, Jt. D.T.E, MSBTE related work.
9. Ensuring effective implementation of Earn and Learn scheme.
10. Gusting permission for attending duty without uniform by teaching and non-teaching staff

II) Authority Delegated:

1. Sanctioning or otherwise Casual leave, Compensatory off (CO) and duty (DL) leave of teaching & non- teaching staff at a time for three to five days.
2. Crediting COs which are more than two and upto five days of staff for working on holidays.
3. Taking decision about paying advance to the students for the amount greater than Rs. 1,000/- (Rupees One Thousand only) and up to maximum Rs. 2,000/- (Rupees Two Thousand only) per student.
4. Purchases up to Rs. 25,000/- (Rupees Twenty Five Thousand only) at a time subject to maximum of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) during one financial year.
5. **6 to 10** days leave of students at a time.
6. Sanction of duty leave of staff after confirmation through document.

7. Signing of I- Card of students on behalf of Principal.
8. Any kind of back dated leave excluding Deans, HODs & In charges for maximum two days at a time.

C. Academics Co-ordinator

I. Role

1. Co-ordination of the development, implementation and review of College Vision and Mission statements.
2. Preparation of the Institute Academic Calendar and effective monitoring of implementation.
3. Co-ordination of effective implementation of PPPE and related circulars.
4. Ensuring up-to-dateness of Subject Files and Teaching Plan.
5. Ensuring effectiveness of Attendance recording by teachers.
6. Co-ordination of Feed-back of students.
7. Co-ordination of GD and MOODLE sessions.
8. Co-ordination of Students attendance and test performance communication to parents.
9. Co-ordination of Pre-submission of students.
10. Co-ordination of Examinations at Board and College level and results of College level examinations.
11. Co-ordination of Board Exam Assessment work.
12. Co-ordination of centers of excellence.
13. Co-ordination of academic programs.
14. Ensuring effectiveness of weekly meetings at Departmental level.
15. Co-ordination of Faculty Development Programs(FDP).
16. Co-ordination of communication related to academics.
17. Co-ordination of matters related to academics not covered in above points.
18. Co-ordination of Accreditation work.
19. Co-ordination of other matters as and when referred by the Principal.
20. Get acquainted with the philosophy of curriculum implementation & develop insight regarding theories of learning, systems thinking & theories of knowledge.
21. Arrange the meeting of all teachers to elaborate the philosophy & the approach of curriculum implementation. Initially more guidance to the teachers who are implementing laboratory manuals, using CAI packages & arranging the activities for developing generic skills.
22. Study & explain the different proforma developed & prescribed by MSBTE.
23. Maintain the record of all the activities in ICIU.
24. Identify the problems occurring regarding curriculum implementation.
25. Formulate the remedial measures through discussion with Principal & HOD.

26. Identify the common resources required for implementing the curriculum & facilitate the same in consultation with Heads of the Department & Principal.
27. Arrange the meetings of ICIU & maintain its record.
28. Provide facilities to EAMC.
29. Identify the needs of training for supporting staff & teachers & communicate the same to MSBTE. Additional training shall be organized locally as per needs.
30. Encourage the teachers to contribute in various projects undertaken by MSBTE e.g learning resource development print & non print.

D. Research and Development (R & D) Co-ordinator

I. Role:-

1. Preparation of policy documents related to R & D and implementation of approved policies.
2. Co-ordination of R & D events such as Conferences, STTPs, Workshops, Students and Faculty Development Programs related to Research.
3. Promoting Research Publications, Patents, Technology Transfer, Projects and maintaining records thereof.
4. Co-ordination in respect of National and International Collaborations in the field of academic and Research Organizations and Industry and signing of MOUs to formalize such collaborations.
5. Co-ordination of Sponsored Research, Consultancy and Testing.
6. Co-ordination of P.G. and Ph.D. Research activities.
7. Co-ordination of communication related to R & D activities
8. Preparation of Budget and monitoring effective utilization of funds from internal and external funding projects.
9. Co-ordination of R & D related Publicity & Institute Newsletter.
10. Conduct of Research meetings-Agenda, minutes, follow-up and maintaining record accordingly.
11. Co-ordination of other matters as and when referred by the Principal.

E. Students Co-ordinator

I. Role:-

1. Preparation/modification of policies related to students and implementation of approved policies.
2. Ensuring maintenance of Ragging Free Campus and co-ordination of Anti – Ragging Session.

3. Act as a Proctor of the Institute.
4. Co-ordination of students' activities such as Functions, NSS, Industrial Visits, Sports, Cultural, Students Development Programs, etc.
5. Ensure discipline in and outside of the Institute.
6. Act as a liaison with parents/guardians about the students' progress.
7. Co-ordination of **Parents'** meets.
8. Co-ordination of Alumni Affairs.
9. Co-ordination of Upkeep and up-gradation of library.
10. Co-ordination of Students Council related activities.
11. Resolving problems of the students not settled at departmental level.
12. Co-ordination of publication of College Magazine.
13. Co-ordination of students Grievance Redressal mechanism.
14. Co-ordination of communication in respect of students' functions and activities.
15. Co-ordination of preparation and utilization of budget in respect of students activity and sports.
16. Co-ordination of other matters as and when referred by the Principal.

II. Authority Delegated:-

1. Maximum up to five days leave to the Students at a time.

F] Training, Placement and Industry Interactions Officer (TPI² Officer):-

I. Role :

1. Plan and act as a marketing/ representative person of Institute to industries.
2. Maintaining up-to-date data in respect of academic performance of all the students of our college in format(s) required by the industries.
3. Prepare/obtain/create classified list/database for industries in different areas.
4. Ensuring that in house training sessions from our faculty be arranged for the students during vacation.
5. Ensuring that proper coordination is maintained in respect of Training & Placement among all the departments.
6. Ensuring that students are motivated for training in various industries and record be maintained accordingly.
7. Engaging at least one lecture for each class of SY and TY students each semester and should introduce the students to current market trend and their expectations from the fresher's and should motivate them for personality development activities. He should maintain the record accordingly.
8. Arranging and coordinating the in house training activities for the students as well as staff for the remote and sparse areas of strength, if required, from expert persons in industry/academics.
9. Arranging Entrepreneur Development Program (EDP), with the help of experts/ Govt. bodies, at least once in a year.

10. Ensuring that, in addition to placement, students are motivated for other competitive examinations for higher education .
11. Ensuring that ample number of aptitude and technical test papers are made available.
12. Ensuring that industrial visits are made for promoting Training & Placement activities.
13. Ensuring that PPT presentation concerning the profile of college be prepared and maintained up-to-date.
14. Ensuring that hospitality as per the culture and tradition of this Institute is extended to guest coming for session or placement.
15. Ensuring that feed back is obtained from the employers about the working of our students and record be maintained accordingly.
16. Ensuring that students are well prepared from the point of view of Aptitude Tests, Technical Tests, GDs., Personal interviews and presentation etc.
17. Ensuring that proper notices regarding arrival of company are displayed; students are informed well ahead about the profile of the company visiting and their requirements, if possible.
18. Preparing whole list of out-going students every year and keep track of their progressive career. The record should be maintained accordingly.
19. Ensuring that get-together of the ALUMNI of one batch be rearranged every year. Get-together of ALUMNI of all the passed out batches till date be arranged every year at appropriate location.
20. Creating and maintaining the database of all the passed out students of the Institute till date and form/ enrich the **ALUMNI**.
21. Ensuring that the results of placement efforts displayed at proper places of the institute that catch the attention of the visitors.
22. Preparing a report indicating number of companies visited the campus, number of students absorbed through campus, number of students absorbed in out of campus, the branch-wise and company-wise number of students placed in every academic year before the start of admission process.
23. Ensuring that students are motivated for reading English News Papers.
24. Ensuring that students are motivated to speak in English amongst themselves.
25. Co-ordinating of Training Programs.
26. Co-ordinating of Industry-Institute Interaction.

G. Admissions Co-ordinator:-

I. Role

1. Co-ordination of Admission related activities.
2. Co-ordination of visits to Schools, Jr. Colleges by staff for Campaigning and Career Guidance.

3. Co-ordination of visits of Schools and Jr. College students to SVERI when required.
4. Co-ordination of various advertisements viz. in newspapers, Radios, Banners at different places, on Cable networks, etc. related to admissions.
5. Co-ordination of Pamphlet distribution during SSC result & when required.
6. Co-ordination of Diary, Calender, Gift distribution to Schools, Jr. Colleges.
7. Inviting Principals/ Head Masters as a Guest for College functions.
8. Sending appreciation letters to the Schools/ Colleges based on the performance of our outstanding students who have completed their SSC/ HSC from that school/College.
9. Sending appreciation letters to the parents based on the outstanding performance of their ward in our College.
10. Arranging regularly Principal/ Head Masters' Meets in SVERI.
11. Preparation of budget related to Admission activity.
12. Co-ordination of Institute Publicity which include, apart from others, Information Brochure, Advertisements and News in various media.
13. Co-ordination of Students' admissions, branch transfers and related matters.
14. Co-ordination of repository in hard as well as soft copy of students' data such as admission records, branch transfer documents.
15. Co-ordination of other matters as and when referred by the Principal.

H] H.O.D.:

I) Role:

1. HOD through Principal, should ensure availability of sufficient staff well in advance before the distribution of the load for the next semester.
2. HOD should assign the following duties to various staff and faculty in the department----
 - a) Library Representative.
 - b) Training, Placement and Industry Interactions Representative.
 - c) Time Table In-charge.
 - d) Test Co-ordinator.
 - e) Lab In- charges.
 - f) Class co-ordinators.
 - g) Proctor Teachers.
 - h) Parent Teacher Association In-charge.
 - i) NBA documentation In-charge.
 - j) Maintenance In-charge.
 - k) Stationery Representative.
 - l) Faculty/Staff development coordinator.
 - m) Project Co-ordinator.
 - n) Representatives on Students Associations.

The role of the above activities be defined by HOD, in case it is not already defined at Institute level.

3. Distribution of the load for the next semester before the start of vacation after earlier semester.
4. Ensuring that before the start of the semester, lab manuals are maintained up-to-date and all the setup in the labs are in working condition, and should give occasional visits to the laboratory to ensure that the setup are in working condition during the semester also.
5. Ensuring that result analysis is submitted to Principal within 7 days from the date of making the result available at department level.
6. Conducting department level meetings in a semester of -
Staff (at least three, including semester start and end), Lab-in-charges (at least two), Class Co-ordinators (at least two), Proctor Teachers (at least two), and Class Representatives (at least 2) and maintaining the records accordingly.
7. Conducting the class-wise meeting of First 10 rankers at the beginning of the academic year after declaration of earlier year's result and one more meeting at the beginning of next semester to understand the problems/ suggestions from students and provide additional facilities and resources to boost their morale to secure University ranks.
8. Visiting each concerned class at least once in a fortnight and do the following :-
 - i. Verification of implementation of PPPE & System Manual and taking necessary steps in case of discrepancy.
 - ii. Understanding the problems of the students and taking the suggestions, if any.
 - iii. Maintaining the record in respect of above.
9. Ensuring that Guest lectures are arranged at least 3 in month.
10. Conducting the feedback sessions for the concerned classes and ensure the compliance of shortcomings.
11. Ensuring to arrange for adjusting the load of absent teacher(s). However seeking explanation from such teacher(s) after they join the duty.
12. Arranging Parents' Meet at least once in an academic year.
13. Arranging conferences, workshops, FDTPs, Project exhibitions etc.
14. Ensuring the participation of the department in preparation of the budget.
15. Ensuring affective utilization of departmental Budget, Ensuring effective implementation of office orders, notices, circulars etc. coming from higher authorities or on behalf of higher authorities in respect of the department requirements.
16. Ensuring that students present in the department without complete uniform are with the proper permission or have fine paid receipt.

17. Taking monthly review of defaulters in respect of attendance and accordingly ensure the display of notices and dispatch of RPAD letters to the parents through the Class Co-ordinator and preserves the record accordingly.
18. Ensuring that there is contribution from department faculty in respect of publishing/ presenting papers in National/ International Conferences / Journals.
19. Arranging the training for the staff in respect of new software, new equipments, materials, apparatus, instruments etc. as per requirement.
20. Ensuring that our 'Give Respect - Take Respect' policy is observed by everybody in the department and taking due steps in case of discrepancy.
21. Ensuring that the staff from the department is in complete uniform. In case of discrepancy necessary steps be taken by him/her.
22. Ensuring up-to-date display boards in respect of faculty, staff position, Role of honor, graphical result analysis, student position (Boys & Girls class-wise.) and profiles of distinguished and associated alumni and name lists of associated industries in National/International Level & colleges.
23. Ensuring that letters be dispatched to the parents well in advance before start of the semester, informing the starting date of the semester along with fees details, if required.
24. Ensuring that the records in respect of curricular, co-curricular and extra-curricular activities related to students of the department are maintained by respective In-charges.
25. Two teachers from the department should be made to go for one month's in-plant training every year by rotation.
26. Oral/ Practical Exam. bills be submitted to the office within one week after the last day of Practical/Oral examination.
27. Ensuring that monthly purchases under his/her authority at department level are executed and proper records maintained.
28. Forwarding the original copy received from Monitoring Committee to Hon. Principal with specific remarks in respect of actions taken.
29. Reviewing the coverage of syllabi and ensure that 100% syllabus is covered in related subjects of his/her department.
30. Making analysis of the Department results immediately, after declaration of the result by the MSBTE and taking corrective steps for the failure students.
31. To the extent possible, ensuring that a group allotted to a Proctor Teacher at S.Y. level be continued with up to final year.

I) Authority Delegated:

1. Up to 3 campus leaves in a month for the staff concerned, after confirming about the balance during the month.
2. Maximum one day Casual Leave/C.O. at a time to the staff concerned.
3. Advance to the students up to Rs. 500/- (Rupees Five Hundred only) per student.
4. Departmental purchases, up to Rs. 10,000/- (Rupees Ten Thousand only) at a time subject to maximum of Rs. 50,000/- (Rupees Fifty Thousand only) during one financial year.

5. Department level Repairs and Maintenance worth up to Rs. 5,000/- (Rupees Five Thousand only), where proper procedure cannot be followed.
6. Maximum up to two days leave of any kind to students concerned, at a time.
7. Signing applications of concerned students for No Dues.
8. Solving Students' Problems.
9. Signing of quotation call letters.
10. Signing application on plain paper by staff indicating willingness to go on leave/on duty leave.

J] Class Co-ordinator:

I) Role:

1. Maintain the list of the students concerned with his/her class with Roll No., Name of the student as well as their parents address (local and permanent), phone numbers, e-mail id, etc.
2. Prepare lists of students i) staying in hostels, staying in city and coming by, ii) college bus, iii) S.T. bus, and iv) their own vehicle. One copy of each of these lists be given to all Subject Teachers for theory and practical.
3. Maintain the copy of his/her class time table.
4. Ensure that journal and other stationery be distributed to the students before the end of first week of the semester and record be maintained accordingly.
5. Maintain result analysis of his / her class students for at least earlier two examinations.
6. Ensure that xerox copy of MSBTE examination mark sheet be sent to the parents as soon as the same is available in the college.
7. Prepare the result analysis report of his / her class in triplicate and submit two copies to HOD after the result of MSBTE to examination. He / She should do so after collecting the subject-wise result analysis copies from the Subject Teachers.
8. Arrange for extra efforts for his/her class students, who have majorly failed in subject(s) of earlier examination. This should be done in consultation with HOD. Further, the records of such activities be maintained with signature of HOD.
9. Ensure that attendance report and class test performance be communicated to parents on proper address by letters. Such letters should be dispatched on or before 7th day from the last paper of the class test examination.
10. Maintain record in respect of leave and absenteeism of his/her class students.
11. Collect the absenteeism report from Subject Teachers on everyday basis and ensure that phone calls are made or RPAD letters are dispatched respectively to the parents of the students who are absent on the same day (for lecture(s)/Practical(s) or whole day) or who are absent for consecutive second day, before leaving the campus.
12. Prepare and display defaulters list on monthly basis. Further, he/she should send RPAD letters to the parents. All such records with signature of HOD be preserved by him/her.

13. Take review of syllabus coverage by all the Subject Teachers for his/her class, from the students, on monthly basis and convey the same to HOD and ensure that Subject Teachers go for necessary steps in this regard to cover the syllabus. The record should be maintained accordingly.
14. In co-ordination with Subject Teachers and under the guidance of HOD, initiate and encourage for arranging guest lectures and maintain the record accordingly.
15. Make analysis of the class result immediately, after declaration of the result by the University and taking corrective steps for the failure students.
16. Conduct minimum three meetings of Proctor and Subject Teachers concerned with his/her class during the semester and maintain the minutes of the same in the register.
17. Maintain the record in respect of other curriculars, co-curricular and extracurricular activities of his/her class students.
18. All record files be submitted by Class co-ordinator to HOD at the end of the semester.

K] Subject Teacher:

I) Role:

1. Totally and effectively implement PPPE and make the students to implement the same in its true spirit.
2. Ensure that all the students are in complete uniform and otherwise with proper permission or have fine paid receipt.
3. Maintain Roll Call Book and control sheet on backside of it up-to-date. In control sheet chapter wise bits taught be recorded.
4. Ensure that every concerned student has maintained separate 200 pages excellent quality long register for his/her subject by making dated signature on first page after ensuring details such as name, class, Roll No., subject name, Subject Teacher's name, Proctor Teacher's name etc. on that page. If new/second note book is made, it must also bear dated signature of the concerned teacher.
5. Ensure that separate files are prepared by the students for his/her subject PPPE and assignment write up at his/her home/room.
6. Ensure that students start with date and then illustrative examples and other explanatory notes/points in the proper notebook during the lecture session.
7. If some student is without subject notebook, he/she be sent out of the class and treated absent for the lecture and report to Class co-ordinator accordingly, during college hours on the same day itself.
8. Report the names of absent students for his/her lecture / practical to Class co-ordinator on the same day during college hours, before leaving the campus.
9. Check-up PPPE/assignment write-up on day-to-day basis by making dated signature.

10. Make the students to submit PPPE/assignment write-up file for final check up before accepting the terms work.
11. Totally and effectively implement PPPE for himself/ herself and for the concerned students.
12. Utilize Inter-college, Inter-department, and Intra-department expertise for enriching the knowledge of the students in the concerned subject. Further, he/she should maintain the record of all the activities done by him/her during the semester to give maximum to the students in that subject.
13. Misbehavior aspect of a student be reported to Proctor Teacher, Class- coordinator, HOD and depending upon gravity of the case to Principal to put before Grievance Reddressal Committee.
14. Display contact time for the students of his/her subject near his/her seating arrangement. This timing should be excluding the time for Proctor group.
15. Ensure that for the missing lecture/practical, student should copy the write-up in his/her notebook from his/her friend's notebook.
16. Subject Teacher for practical should arrange the extra practices at the end of the semester to see that all the students go for 100% completion of practical.
17. If some students remain absent for the test, additional test be conducted in genuine cases.
18. Ensure that students not attending the test or failing in the test should solve that test paper including optional questions. However, this should not treat that student present for test
19. Ensure timely submission of term-work by the students and for that purpose he/she should be strict in checking/signing the journal/tutorial/experimental write-up/assignments, etc on regular basis, rather than at the end of semester.
20. Subject Teacher for practical must list and display, with proper schedule set of experiments/assignments/tutorials/case studies as the case may be, to be performed during the semester, at the start of the semester itself.
21. Depending upon the depth of practical, Subject Teacher for practical should document and display the analysis, details of problem solving approach algorithm clues, etc. as and when such practical is announced.
22. Subject Teacher for practical should help Lab-in-charge to prepare and display the required information related to laboratory.
23. Subject Teacher for practical in co-ordination with subject teacher, should submit all requirements **consumables, instruments, equipment, systems, etc** related to his/ her subject to Lab In-charge before start of the semester.
24. If a teacher is absent for some meeting/discussion, workshop etc. he/she should copy the notes from his/her friend's diary in respect of discussion and decision made there in.
25. As soon as subject load distribution is over, Subject Teachers should verify the availability of books required for the concerned subject and submit the demand note and otherwise through HOD to Librarian.

26. Maintain in his/her current academic file, all the documents concerning conduction of his subject/practical. For example – copy of syllabi, university question papers, additional question banks, new assignments, notices for tests, test performance reports, notices for extra lectures if any, assignment lists, invitation letters and thanks giving letters to guest faculties (from outside as well as inside), participation in curricula development through workshops, etc.
27. There should be proper co-ordination amongst Subject Teacher for theory as well as practical, if they are different. If teachers are different, Subject Teacher for practical should discuss with Subject Teacher for theory to make the list of oral questions more exhaustive.
28. Subject teacher of theory and practical, if different, must meet at least 3 times in a semester to ensure coordination of theory and practical. Record of the same be maintained.
29. Subject teacher of theory and practice session, if different, must meet at least 3 times in a semester to ensure coordination of theory and practical. Record of the same be maintained.
30. Prepare result analysis of his/her subject in duplicate and submit one copy to Class co-ordinator.
31. Submit test marks to the Class co-ordinator within 4 days after completion of his/her subject test examination.
32. Only students coming from city by S.T. bus be allowed late maximum up to 15 minutes only at the beginning of the first session of the day. If college bus is late due consideration be given accordingly. In other cases, students should be allowed to enter in the class/practical session either with the permission from HOD or receipt of fine paid, irrespective of the session.
33. Ensure that syllabi and sufficient number of earlier MSBTE examination question papers in respect of his/her subject are available in the library.
34. Make analysis of the subject result immediately, after declaration of the result by the University and take corrective steps for the failure students.
35. Subject Teachers should preserve all type of records at least for last three years.

L] Proctor Teacher:

I) Role:

1. Proctor Teacher, in addition to weekly session, should conduct 45 minutes session, after college hours, for the concerned group students.
2. As far as possible from S.Y. onwards, same Proctor Teacher be allotted for the same group for 2 years.
3. Opinion of the Proctor Teacher be given due weightage in respect of behavior of the concerned group students at department level.
4. Prepare and maintain a register of their respective group students along with addresses (present and permanent) and phone numbers for correspondence. This register should contain all personal data of students concerned.

5. Prepare a Proctor Teaching plan consisting of proctor activities and date.
6. Make dated signature on first page of every subject notebook ensuring the dated signature of concerned Subject Teacher.
7. Ensure that class notes are regularly written by the students in respective subject notebooks.
8. Ensure that every student in his/her group has maintained separate 200 pages 5 sentences register. Further he/she should ensure that the PPPE is written from back side in his/her own handwriting by making dated signature at the end of the write up and also dated signature on first inside page. If new register is made by a student PPPE write up in the handwriting of the student must appear at the back and dated signature must be made by Proctor Teacher to ensure the same and also on first inside page of the register.
9. Check 5 sentences, words with meaning and reason(s) meticulously. Find out the mistakes, correct the same and instruct the students not to repeat the mistakes, and then make signature on the 5 sentences write up along with giving marks out of 5, on daily basis.
10. If 5 sentences notebook of a student is full, the student must be made to go for new notebook and write PPPE again from backside and make dated signatures on first page and at the end of PPPE write up as usual.
11. Following will be the exceptions for writing 5 sentences :
 - a) One day before semester class test and during test period.
 - b) During Industrial visits.
 - c) One day before and during campus interview.
 - d) One day before and during participation in paper presentation, sports and related activities.
 - e) During P. L.
 - f) On seminar and project days only for T.Y.
 - g) During the period of sanctioned leave.However, Proctor Teacher should ensure that the dates along with justification be written by the students in the 5 sentences notebook on the day(s) 5 sentences are not written.
12. Ensure that for all the subjects during semester the concerned students have make separate 200 pages long good quality register for each subject. This can be ensured by confirming dated signature of concerned Subject Teachers on inside first page and then making his/her dated signature on the same page. Proctor Teacher should maintain record confirming that all students from his/her group have taken signatures on all the note books. If second notebook is made for the same subject, the same must also bear dated signatures of Subject Teacher and Proctor Teacher.
13. Motivate the respective group students to follow the study approach and in particular maintain the records in respect of efforts made and results wherever possible.

14. Maintain the contact with the parents of the concerned students, through phone as well as letters, communicating them about the progress/status of the concerned students.
15. Visit Hostel/Room/Residence, as the case may be, of the students concerned with, his/her group to establish and strengthen good report and for counseling academic and overall development of the concerned students.
16. Prepare their respective group result analysis in triplicate and submit two copies to HOD, one for department and second for office, within three days from the date of receipt of Xerox copy of ledger by the respective department.
17. Psychologically counsel the concerned group students so as to maintain the decorum of and discipline in the institute, in addition to helping them, solving their academic and personal problems.
18. Motivate the concerned group students for curricular, co-curricular and extra-curricular activities and maintain the record of the same. At the end of the academic year two copies be submitted in the form of a report attached with copies of certificates and other documents, if any. (one copy for the department and one for the office.)
19. Maintain good rapport with parents of the students in his/ her group and also maintain the record of feedback from parents in proper format.
20. During “Function”:
 - i. Proctor Teacher should have full control over his/her group students.
 - ii. Proctor Teachers should carry their respective group students to the Function and ensure their presence and discipline. Students be made to sit proctor-wise by the concerned Proctor Teachers in functions. The attendance of the students be taken by respective Proctor Teachers after the function is over.
 - iii. In case of students creating disturbance, Proctor Teacher should handle the situation by noting down the names of students concerned with their group and taking the matter to H.O.D., if required.
 - iv. The Proctor Teacher should ensure that all the students from his/her group are in complete uniform at the time of function.
 - v. If some student is absent, the case be reported in writing to HOD, who will charge fine to the student and also consider this aspect as a part of behavior of the student during the semester.
21. Student not responding well at proctor level be dealt in the common meeting of HOD, Class Co-ordinator and Proctor Teacher.
22. If Proctor Teacher wishes to go on leave, he/she must also adjust his/her load related to proctor work. Leave be sanctioned by H.O.D./Vice-Principal/Principal after ensuring this.
23. Proctor Teacher should maintain fee record of work performed in respect of above points.

M] Laboratory In-Charge:

SVERI's College of Engineering(Poly.), Pandharpur- System Manual

I) Role:

1. Submit the requirements of the laboratory for preparing the budget to the HOD.
2. Prepare and display the chart giving details of equipment along with instrument, on the laboratory notice board.
3. Display time table for his/her laboratory.
4. Display the list of DOs and DON'Ts at appropriate place(s) in the laboratory.
5. Ensure that the concerned practical teacher(s) display the list of experiments, exercises, assignment etc. as the case may be on the laboratory notice board.
6. Ensure that laboratory manual for the laboratory is up-to-date.
7. Ensure that the subject related charts, if any, be displayed on the wall of the laboratory in co-ordination with subject teachers..
8. Photographs of great scientist related to the Laboratory/Department should be displayed.
9. Ensure that entry register for students be maintained at laboratory level and entries are made accordingly. This is apart from the attendance taken by the Subject Teacher for practical.
10. Register be maintained in the laboratory for recording the material issued from the laboratory on temporary basis.
11. Laboratory In-charge should ensure that the equipment/apparatus/instruments/systems in respect of his/her laboratory are in working condition. In case of break down, immediate steps be taken by him/her and be recorded accordingly.
12. Ensure cleanliness and discipline in his/her laboratory.
13. Financial Power 5,000 for year & 2,000 at a time with concerned with HOD

N] Librarian. :

I) Role :

1. Ensure that library remains open for 24 hours.
2. Ensure that the board giving up-to-date display of 'Library at a glance' is maintained in the library.
3. Ensure that circulation section (Issue/Receipt) is working from 7.00 a.m. to 9.00 p.m.
4. Compile the requirements submitted by the teacher and put before Library Committee meeting to decide about recommendation to higher authority.
5. Put the proposal, to process by Library Committee before Principal for further processing.
6. Ensure that books/journals are available at proper places.
7. Ensure that timely subscription is made for renewal of magazines/ journals.

8. Ensure that entry registers be maintained in library including reading rooms and more effective use of the same is made by the students and staff.
9. Ensure that display of new arrivals in respect of books and journals at a separate place in the library.
10. Ensure that systems and reprographics facility are in good working condition.
11. Ensure that syllabus and sufficient number of questions papers of earlier university examinations in respect of all the subjects are available in the library in subject wise files.
12. Ensure that the students with complete uniform or with permission from the authority for not being in uniform or those having receipt of the fine paid be only entertained in the library.
13. Ensure proper behavior of the library staff with the students and faculty members.

O] Hostel Rector/Rectress:

I) Role :

1. Ensure that wings are allotted to the Wing Wardens.
2. Ensure that at least 2 copies of Hostel Rules be displayed, on permanent basis, on the Hostel notice boards.
3. Ensure that Wing Wardens are visiting the hostel as per the order and performing their duties accordingly and making the entries in the register. In case of discrepancy, necessary steps be taken.
4. Ensure that time table is prepared and effectively executed in respect of staff visits to the hostels. In case of discrepancy, due steps be taken.
5. Ensure effective involvement of students in the hostel from Learn and Earn Scheme, for maintaining discipline and culture in the hostels.
6. Ensure that in each wing at least one student from Learn and Earn Scheme be made to stay and play the Role as Wing Coordinator.
7. Ensure that this Wing Co-ordinator maintains entry/exit register for that wing students effectively.
8. Ensure that no student leaves the hostel either for Pandharpur or for out of station without getting the leave sanctioned. The record of the same be maintained accordingly.
9. Ensure that leave to go to Pandharpur and up to one day to go to out of station be sanctioned by concerned wing warden / Asst. Rector(s)/Rector(s) after getting convinced that the case is genuine. For more than one day leave, authority will lay with Rector(s).
10. Ensure that all kinds of wing-wise record including leave applications be maintained in Hostel Office by the concerned Wing Co-ordinator. Discrepancies be reported by Wing Co-ordinator to the Rector(s), who should take the necessary steps.
11. Ensure that attendance in a separate register at wing level, be taken by Wing Co-ordinator daily basis.

12. Ensure that Wing Co-ordinator report the absent cases effectively.
13. Ensure that the students absent without permission, pay a fine of Rs. 25/- (Rupees Twenty Five only) per day and also such case be reported to the concerned HOD.
14. Ensure that consecutive two or more days absenteeism from hostel without permission be reported to the parents through RPAD letter.
15. Ensure that Asst. Rector take the rounds of the concerned hostels and accordingly entries are made in a separate register.
16. Ensure that at wing level 3 registers, as follows are maintained and kept up to date :
 - i. Attendance register by Wing Co-ordinator.
 - ii. Entry/Exit register by Wing Co-ordinator.
 - iii. Register in respect of visits of wing warden to be maintained by Wing Co-ordinator in Hostel office.
17. Ensure that separate register be maintained at Hostel office level for recording the visits of Asst. Rector(s) and staff (especially in semester I)
18. Ensure that no trespasser or unauthorized persons (who are not the members of the hostel) be allowed to enter in the Hostel without permission from Asst. Rector(s) or higher authority.
19. Ensure that separate register is maintained for recording the details of outside persons entering in hostel.
20. Ensure that condition of cots, tables, chairs, windows including glasses, fans, tube lights, etc. be recorded at the time of first entry of the students in the room and also at the time that the room is left by the students. Due steps be taken in case of discrepancy.
21. Ensure that review of points submitted by Wing Wardens to Rector(s)' office be taken on weekly basis and all efforts be made to solve the problems.
22. Ensure that absenteeism and casual approach in respect of visits by Wing Wardens and staff be reported to the Principal on weekly basis.
23. Ensure that cleanliness and hygiene conditions are maintained in the Hostels and around.
24. Ensure that timely payment is made by the students towards Hostel fees/deposit.
25. Ensure that there will not be shortage of logistics such as firewood, diesel for generator, water for drinking as well as for use, cots, tables, chairs, fans, etc.
26. Ensure that the quality of food in the mess is at acceptable level.
27. Ensure that every year one G.S. is appointed through election or nomination for every hostel.
28. Ensure that at least two General Body meetings be conducted in a year and accordingly minutes be recorded in proceeding book.
29. Ensure that stock register of all the material (furniture, equipments, locks etc.) be maintained along with purchase order, bills and receipts.
30. Ensure that separate register be maintained for consumables along with purchase order, bills and receipts.

31. Ensure that for all celebrations in the Hostels, an in-charge from Asst. Rectors be appointed for proper conduction of the program.

II) Authority Delegated:

1. Sanction of Hostels leaves Boys & Girls of Hostel.
2. Purchases up to Rs. 10,000/- (Rupees Ten Thousand Only) at a time. Subject to maximum of Rs.1,00,000/- (Rupees One Lakh only) during one financial year.
3. Hostel level repairs & maintenance worth up to Rs.5,000/- (Rupees Five Thousand Only) where proper procedure can not followed.

P] General :

I) Role :

1. Every staff should ensure that every student in the campus is in complete uniform, in case of discrepancy such student should personally taken by that staff to cash section and made to pay the fine.
2. Every teacher should ensure that every student speaks only in English in the campus even while speaking with other students. If discrepancy is observed, the student be made to pay a spot fine of Rs. 15/- (Rupees Fifteen only).
3. On the first working day of every semester, HOD should visit the respective classes and make announcement in respect of 2 above.
4. Every staff should fill & submit time sheet daily in the ERP software.
5. Staff members before going on leave should adjust all kind of load related to him/her.
6. For paper presentation in International Conference abroad, liberal view be taken by the college to extend some financial assistance on case to case basis.
7. For paper presentation in India at National level or Inter-National Level, first 5 papers in an academic year per department be fully supported by the college in respect of registration fees and travel. However, there should be commitment from the teacher to serve our Institute for acceptable period of time.
8. If a paper is published in an Inter-National Technical Journal a cash prize of Rs. 10,000/- (Rupees Ten Thousand only) be awarded per paper to the concerned along with appreciation letter. However, commitment as in 7 above will be applicable.
9. If a paper is published in an National Technical Journal a cash prize of Rs. 3,000/- (Rupees Three Thousand only) be awarded per paper to the concerned along with appreciation letter. However, commitment as in 7 above will be applicable.

10. Principal, Vice-Principal, H.O.Ds., Registrar, Librarian, Class Co-ordinators, Subject Teachers and Proctor Teachers should ensure that students are in complete uniform.
11. Beyond his/her group students, every teacher should effectively monitor the students for uniform..
12. Every employee of the institute should ensure that no documentation file be shown to the suppliers/ other outside person without permission.

(Dr. B.P.Ronge)
SECRETARY