



# Marathwada Mitra Mandal's Polytechnic

Sr. No. 4/17, Thergaon, Pimpri-Chinchwad, Pune- 411 033.

Automobile Engineering | Computer Engineering | Electrical Engineering | Mechanical Engineering | Mechatronics | AIML |  
Automation & Robotics | Electronics Engineering

Contact No.- 9657728182, Email ID- office@mmpolytechnic.com

**Prin. Bhausahab G. Jadhav**  
President

**Dr. Madhavrao V. Suryawanshi**  
Exe. President

**Shri. Kishor H. Mungale**  
Secretary

**Date: 03/09/2026**

## General Rules & Regulations / Standard Operating Procedures (S.O.Ps.) for Staff Members

**1. Duty Hours – Teaching & Non-Teaching Staff (other than Admin Office):**  
Duty hours shall be **8:00 a.m. to 4:00 p.m. or 9:30 a.m. to 5:30 p.m.** A minimum of **8 hours of duty** must be completed.  
*9-30 am to 5-30 pm*

**2. Duty Hours – Admin Office Staff:**

Duty hours shall be **9:30 a.m. to 5:30 p.m.** A minimum of **8 hours of duty** must be completed.

**3. Saturdays:** The **First and third Saturdays** of every month shall be a holiday.

**4. Attendance:** Attendance shall be **strictly calculated based on the records of the Biometric Attendance System.**

**5. Late Marks:**

Late arrival of up to **10 minutes** shall be permitted. Beyond 10 minutes, **every three late marks, including one-minute late instances, shall be treated as one late mark.** For every three such late marks, **½ C.L. shall be deducted.** If C.L./C.O./E.L. is not available, **L.W.P. shall be marked.**

**6. Short Leave:**

A maximum of **2 hours of Short Leave per month** may be availed for personal work, limited to **two occasions per month.** Prior sanction and biometric punching are mandatory. For Short Leave taken during duty hours, **both Out and In punching** on the biometric system are compulsory for calculating the actual duration.

**7. Miss-Punching:** **Miss-punching shall not be permitted.** Staff members shall ensure that their biometric attendance is properly recorded.

**8. Casual Leave (C.L.):**

A total of **12 C.L.s per calendar year** shall be available, calculated from **1st January to 31st December** of the respective year.

**9. Prior Sanction of Leave:**

Leave should ordinarily be **sanctioned at least one day in advance.** In exceptional circumstances where prior sanction is not possible, the staff member must inform the **respective H.O.D., Principal and Admin Office by email.** A maximum of **two such non-prior-sanctioned leaves per year** shall be permitted. The leave form must be submitted **within two working days of resuming duty.**



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**10. Leaving the Campus During Duty Hours:**

During duty hours, staff shall take **tea, breakfast and lunch within the college campus**. Staff shall not leave their workplace for more than **15 minutes without H.O.D.'s permission**. For leaving the campus for official or personal work, a **duly signed Gate Pass and In-Out Register entry** in the Admin Office are mandatory. Security staff shall not permit any staff member to leave the campus during college hours without a valid Gate Pass.

**11. Half-Day:** A half-day shall be considered as **4 hours of duty**, either during the first 4 hours or the last 4 hours of the scheduled duty period.

**12. Compensatory Off (C.O.) & On Duty (O.D.):**

C.O. shall be granted for **prior-sanctioned holiday duty of a minimum of 4 hours**, subject to approval by the **H.O.D. and Principal** and mandatory biometric punching on the respective holiday. If all staff members are required to work on a Sunday/holiday, **C.O. shall not be granted; instead, one additional holiday may be provided to all staff**.

O.D. shall be sanctioned by the competent authority **preferably one day in advance**. In exceptional cases, O.D. may be sanctioned **within two days after completion of the official duty**, subject to proper justification and approval.

**13. Dress Code & Identity Card:** All staff members shall wear **formal dress and the prescribed I-Card** during working hours.

**14. Discipline & Conduct:**

Every staff member shall maintain **discipline, professional conduct, and moral/ethical standards** in accordance with the rules, regulations and code of conduct of **Marathwada Mitra Mandal**.

**15. Authority:**

The **Principal / Secretary / Executive President** shall have the authority to interpret, modify, amend, relax or enforce these rules and regulations as deemed necessary in the interest of the institution.



  
**PRINCIPAL**  
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POLYTECHNIC  
Thergaon, Pune - 411 033.



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President

**Prin. Bhausaheb G. Jadhav**  
Exe. President

**Shri. Kishor H. Mungale**  
Secretary

**Date: 15/09/2025**

## **General Rules and Regulations / Standard Operating Procedures** **(S.O.Ps.) for Staff Members**

- 1) Timing for Teaching and Non-Teaching (other than office) Staff:- 9am to 5pm.
- 2) Timing for Admin office staff: - 9.30am to 5.30pm.
- 3) The first and third Saturday of every month will be a holiday.
- 4) The attendance will be strictly calculated by the record of Bio-Metric Machine.
- 5) Late marks up to 10 minutes will be allowed. Then after; for every three late mark of single minute will also counted as late mark. For such three late marks,  $\frac{1}{2}$  C.L. will be deducted & if CL/CO/EL has not remained, in that case LWP will be marked.
- 6) 2 hrs. short leave, for Late coming / Early going / Middle of duty duration, will be allowed in a month for personal work. This type of short leave will be allowed only for two times in a month. Sanctioning of short leave & punching on biometric machine is must. Out & In punching on biometric machine is must for short leave in the middle time of duty for calculation of short leave duration.
- 7) Miss-punching is not allowed.
- 8) Total of 12 CLs will be availed in the year. All CL will be counted from 1<sup>st</sup> January to 31<sup>st</sup> December of that respective year.
- 9) CL or CO should be sanctioned before one day. In rare case, if it is not possible prior sanctioning of CL or CO, send the mail to your respective HOD, office@mmpolytechnic as well as to the Principal. Only 2 such (non-prior sanctioned) leave will be allowed throughout the year. In that case, submit the CL / CO form within two days after attending the college.
- 10) In duty hours; use college campus for tea, break-fast & Lunch. Staff should not go outside the college campus for such activities. Staff should not leave their work place for more than 15 minutes without the permission of HOD.
- 11) Half day for morning will be up to 12.45pm noon & for afternoon from 12.45pm onwards.
- 12) Compensatory Off (C.O.) will be availed if called for working on any holiday. Holiday working for CO will be considered only if it is sanctioned prior to the holiday by the competent authority i.e. H.O.D. & Principal. Minimum 4 hrs. working on holiday will be considered for sanctioning of CO. Holiday working will be considered only if punching on biometric machine has done on that particular holiday. If all staff members work on a Sunday or holiday, C.O. will not be granted for that day. Instead, all staff will receive one additional holiday.
- 13) On Duty (OD) leave should be sanctioned from the competent authority within two days after completion of the duty work or possibly OD should be sanctioned before one day.
- 14) All staff must wear formal dress and I-Card.
- 15) Every staff should maintain the discipline as per the moral ethics and as per the rules laid down by Marathwada Mitra Mandal.
- 16) All rights are reserved by the Principal / Secretary / Executive President.



*[Signature]*  
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Secretary

**Date: 03/10/2024**

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