



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

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

Shri. Shivajirao D. Ganage
President

Prin. Bhausahab G. Jadhav
Exe. President

Shri. Kishor H. Mungale
Secretary

Date: 20/07/2023

SERVICE RULES & REGULATIONS

The following **Service Rules & Regulations** are hereby prescribed for the teaching and non-teaching employees of **Marathwada Mitra Mandal's Polytechnic, Thergaon, Pune**, with the objective of ensuring discipline, accountability, proper conduct, efficient discharge of duties and smooth functioning of the Institution.

These rules shall govern the service and conduct of employees of the Institution and shall be applicable along with the terms and conditions specified in their respective appointment orders and other applicable statutory/regulatory requirements.

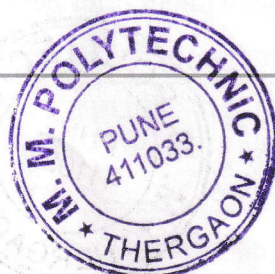
Every employee of the Institution shall read, understand and abide by these Service Rules & Regulations and any amendments, additions or modifications issued by the Institution from time to time.

1. General Conduct and Discipline

1. Every employee shall maintain discipline, dignity and decorum in the Institution and shall conduct himself/herself in a manner befitting the position held.
2. Employees shall discharge their assigned duties sincerely, efficiently and responsibly and shall work towards the academic and overall development of the Institution.
3. Employees shall comply with the lawful instructions issued by the Principal or other authorised authorities in connection with their duties.
4. Employees shall maintain cordial and professional relations with students, colleagues, parents, visitors and other stakeholders.
5. No employee shall engage in any activity that may adversely affect the reputation, discipline or functioning of the Institution.

2. Attendance and Working Hours

1. Employees shall remain present on all working days as per the prescribed College timings.
2. Employees shall maintain punctuality and regular attendance.
3. Employees may be required to attend the Institution beyond normal working hours, on holidays, Sundays or during vacations whenever required due to academic, administrative or other institutional exigencies.
4. Unauthorised absence or overstaying of sanctioned leave shall be treated as a matter of discipline.





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3. Leave

1. Leave shall be availed only after obtaining prior sanction from the competent authority.
2. Employees shall not remain absent without permission or sanctioned leave.
3. The leave entitlement of an employee shall be governed by the applicable appointment order and the leave rules in force in the Institution.
4. In case of emergency, the employee shall inform the concerned authority at the earliest possible opportunity.

4. Duties and Responsibilities

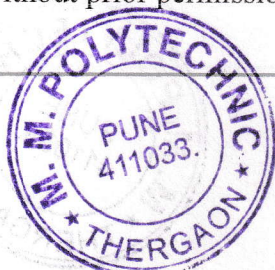
1. Every employee shall faithfully perform the duties assigned to him/her.
2. Teaching staff shall undertake teaching, practical, examination, project, laboratory, academic and other duties assigned by the Institution.
3. Non-teaching staff shall perform administrative, technical, laboratory, office and other duties assigned to them.
4. Employees shall maintain the records and documents entrusted to them properly.
5. Employees shall participate in institutional, co-curricular, extra-curricular and other activities whenever assigned.

5. Professional Conduct

1. Employees shall maintain professional ethics and shall act impartially in the discharge of their duties.
2. Employees shall not misuse their official position for personal benefit.
3. Employees shall not enter into monetary transactions with students or their parents/guardians in connection with their official position.
4. Employees shall not accept gifts, pecuniary benefits, free services or other advantages from students, parents/guardians or persons connected with the Institution by virtue of their employment.

6. Private Tuition / Outside Employment

1. Employees shall not conduct or engage in private tuition or private coaching classes.
2. A whole-time employee shall not undertake any other employment, profession, business or work, honorary or otherwise, without prior permission of the competent authority.





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7. Publication and Academic Material

1. Employees shall obtain prior written permission from the Principal before publishing books, papers, question papers or other academic material where such permission is required under institutional rules.
2. Employees shall not use confidential institutional information or examination material for personal or unauthorised purposes.

8. Equality, Respect and Institutional Discipline

1. No employee shall practise or encourage caste discrimination, communalism, untouchability or any other form of discriminatory behaviour.
2. Employees shall not encourage or incite students or staff to engage in disorderly conduct.
3. No employee shall cause or encourage damage to the property of the Institution.
4. Employees shall maintain a safe, respectful and inclusive environment within the Institution.

9. Institutional Property and Resources

1. Employees shall take reasonable care of College property, equipment, laboratories, documents, furniture and other institutional resources entrusted to them.
2. Institutional resources shall be used only for authorised purposes.
3. Any loss, damage or misuse noticed by an employee shall be promptly reported to the concerned authority.

10. Personal Records and Information

1. Every employee shall provide correct personal, educational, professional and other information required by the Institution.
2. Any change in residential address, contact details or other relevant personal information shall be communicated to the Principal/Office promptly.
3. The Institution shall maintain the employee's service/personal file containing relevant appointment and service records.

11. Medical Fitness

Employees shall comply with the medical fitness requirements prescribed by the Institution. Where required, an employee may be directed to undergo medical examination by a registered medical practitioner specified by the Institution.





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12. Transfer / Assignment of Duties

For administrative and institutional requirements, an employee may be assigned duties in another department, section or institutional unit as considered necessary by the Principal/competent authority, subject to the terms of appointment and applicable rules.

13. Resignation and Termination

1. Resignation shall be submitted in writing to the Principal and shall be governed by the notice period and other conditions specified in the employee's appointment order.
2. Termination of service shall be governed by the terms of the appointment order, applicable service rules and relevant statutory/regulatory provisions.
3. In case of fixed-term appointment, the service shall ordinarily conclude on expiry of the specified tenure unless renewed or otherwise continued in writing.

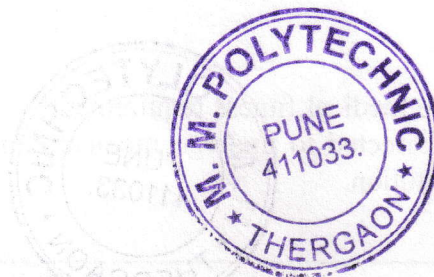
14. Compliance with Rules

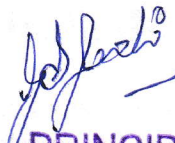
Every employee shall comply with:

- These Service Rules & Regulations;
- The terms and conditions of his/her appointment order;
- Applicable statutory and regulatory requirements;
- Institutional academic and administrative procedures; and
- Lawful instructions issued by the Principal or competent authority.

15. Amendment of Service Rules

These Service Rules & Regulations may be **reviewed, amended, modified or supplemented from time to time** as required for the effective administration of the Institution and in accordance with applicable rules and regulations.




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