



**FACULTY WELFARE, DEVELOPMENT, FINANCIAL ASSISTANCE AND WORK-LIFE BALANCE
POLICY**

Policy No.Effective Date: 01.06.2025

Version: 1.0

Approved By: Governing Body

1. Purpose

ADCET is committed to creating a supportive, motivating and inclusive work environment that promotes the professional growth, financial well-being, health and overall welfare of its faculty members. The institute believes that faculty satisfaction and continuous development directly contribute to academic excellence, research productivity and institutional quality.

2. Objectives

The policy aims to:

- Promote faculty welfare and well-being.
- Encourage continuous professional development.
- Support higher education, research and innovation.
- Provide financial assistance during emergencies.
- Facilitate access to salary advances and institutional loans.
- Promote work-life balance.
- Enhance faculty motivation and retention.

3. Scope

This policy applies to all regular, probationary, contractual and eligible faculty members of ADCET.

4. Faculty Welfare Measures

The institute provides the following welfare facilities.

Welfare Initiative	Details
Medical Support	Free on-campus medical consultation and first-aid facility
Group Insurance	Group insurance coverage as per institute norms
Sports & Fitness	Free access to sports complex, gymnasium, indoor games and yoga facilities
Music & Recreation	Access to the music room and recreational facilities
Transportation	Institute bus facility is subject to availability
Accommodation	Hostel/guest house facility for eligible faculty members



Research Environment	Access to laboratories, digital library, e-resources and research software
Recognition	Awards for outstanding teaching, research and institutional contribution
Campus Facilities	Wi-Fi, parking, cafeteria, ATM and other campus amenities

5. Faculty Development Support

The institute encourages continuous learning and professional excellence.

Faculty members shall be supported through:

- Faculty Development Programmes (FDPs)
- AICTE QIP PG programs
- Orientation and Refresher Programmes
- AICTE/ATAL/NITTTR Programmes
- NPTEL/SWAYAM Certification Courses
- MOOCs and Digital Learning
- Conferences, Workshops and Seminars
- Industrial Training and Internships
- Research Project Development
- Consultancy Activities
- Patent Filing Support
- Start-up and Innovation Activities
- Higher Education (Ph.D./Post-Doctoral Studies)
- Membership of Professional Bodies
- International Collaborations and Exchange Programmes

The institute may provide duty leave, financial assistance and registration fee reimbursement as per prevailing norms.

6. Advance Against Salary Policy

The institute understands that faculty members may occasionally require immediate financial assistance.

Eligibility

- Confirmed employees having satisfactory service.
- Others may be considered with the Director's approval.

Assistance

- Salary advance up to one month's gross salary.
- Subject to administrative approval.
- Normally granted for genuine personal, medical or educational emergencies.

Recovery



- Recovery shall normally be made in equal monthly instalments through salary.
- Maximum recovery period: Six months or as approved by the Director.

7. Employee Loan Policy

The institute may extend financial assistance through interest-free or concessional loans, depending on the availability of funds.

Purpose

Loans may be sanctioned for:

- Medical treatment
- Higher education
- House repair
- Marriage
- Family emergencies
- Other genuine reasons approved by the Director

General Conditions

- Application through the Head of Department.
- Subject to the recommendation of the Administrative Officer.
- Final approval by the Director.
- Recovery through monthly salary deductions.

8. Work-Life Balance Policy

ADCET believes that a healthy work-life balance improves productivity, creativity and employee satisfaction.

The institute promotes work-life balance through:

- Reasonable workload distribution
- Transparent academic planning
- Academic autonomy
- Flexible participation in institutional activities
- Timely leave approval
- Wellness and yoga programmes
- Sports and recreational activities
- Cultural programmes
- Family-friendly environment
- Counselling support whenever required
- Safe, inclusive and harassment-free workplace
- Celebration of festivals and institutional events
- Recognition of employee achievements



Faculty members are encouraged to maintain physical, emotional and professional well-being while fulfilling their academic responsibilities.

9. Responsibilities

Authority	Responsibilities
Director	Policy approval, sanction of financial assistance and overall implementation
Dean, Faculty & Student Development	Overall coordination of faculty welfare and development initiatives
Administrative Officer	Processing salary advances, loans and welfare benefits
Heads of Departments	Identification of faculty needs and recommendation of applications
Accounts Section	Recovery of advances/loans and financial records
Faculty Members	Responsible utilisation of benefits and compliance with policy provisions

10. Review of Policy

This policy shall be reviewed periodically by the Institute Quality Assurance Cell (IQAC)/Dean, Faculty & Student Development, or whenever required, to align with AICTE, UGC, Government regulations, and institutional requirements.


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