

Annasaheb Dange College of Engineering and Technology,

Ashta, Tal. Walwa, Dist. Sangli, MS, 416301

An empowered autonomous institute affiliated with Shivaji University, Kolhapur.

[Accredited by NAAC with A++, Cycle Second]

Human Resource Policy Manual

(Revision 1, March 2025)





Annasaheb Dange College of Engineering and Technology,
Ashta, Tal. Watwa, Dist. Sangli, MS, 416301



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ABOUT THE SANSTHA

Sant Dnyaneshwar Shikshan Sanstha, Islampur, founded by visionary leader Hon. Dr Annasaheb Dange [Appa], is a shining example of academic excellence and social upliftment. Established to raise educational standards in the rural area of western Maharashtra. The Sanstha has expanded under its umbrella to include various schools and institutions, including those in engineering, medicine, and pharmacy. With modern amenities and a commitment to holistic development, the Sanstha continues to empower students by transferring knowledge, skills, and values that contribute to social progress. This legacy reflects the dedication of Annasaheb Dange to creating opportunities and transforming lives through Education. The Sanstha was established in 1986.

Since its inception, Sanstha has grown exponentially, widening its scope and horizons. Currently, the Sanstha is present in three districts of Maharashtra, including Sangli, Kolhapur, and Ahmednagar (Ahilyanagar). With 1,285 teaching and non-teaching staff, more than 12,000 students are being enriched from KG to PhD. The Sanstha manages 24 schools under the primary and secondary education sector, 5 higher education institutes, and 4 diploma and ITI institutes. A total of 42 units work under the Sant Dnyaneshwar Shikshan Sanstha, Islampur.

Sant Dnyaneshwar Shikshan Sanstha, Islampur, is committed to delivering high-quality Education. This was reflected in accreditation and quality assurance initiatives initiated by all the HEIs and diploma institutes that underwent accreditation and received remarkable credentials, as listed in the following table.

Sr.	Name of the Institute	Accreditation Agency	Status
1	Annasaheb Dange College of Engineering and Technology, Ashta.	NAAC	A ++
		NBA (Tier II)	UG Aeronautical
		NBA (Tier I)	UG CSE, Mechanical, Electrical, Civil
2	Annasaheb Dange College of B. Pharmacy, Ashta	NAAC	A +
3	Hon. Annasaheb Dange Ayurvedic Medical College and Research Centre, Ashta	NAAC	A
4	Annasaheb Dange Arts, Commerce and Science College, Hatkanangale	NAAC	A
5	Annasaheb Dange College of D. Pharmacy, Ashta	NBA	Accredited
6	Annasaheb Dange College of B. Pharmacy (Diploma Wing), Ashta	NBA	Accredited





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ADCET

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OUR INSPIRATION



Hon. Shri. [Dr.] Annasaheb Dange
Founder President, SDSS, Islampur

Dr Annasaheb Dange [Appa] is a visionary leader, social reformer, and educationist who made significant contributions to the development of rural Maharashtra. He is the Founder President of Sant Dnyaneshwar Shikshan Sanstha, Islampur, an institution dedicated to providing quality education and fostering social upliftment. He is also the founder of one of the best spinning mills in western Maharashtra, Deendayal Spinning Mill, located in Islampur.

In addition to his educational contributions, Appa served as the Minister for Rural Development, Water Supply, and Social Welfare in Maharashtra. During his tenure, he implemented impactful policies to improve the quality of life in rural areas.

He is also the author of several books and works of literature.

OUR MENTORS



Adv. Rajendra R. Dange
Secretary, SDSS, Islampur



Shri. Vishwanath R. Dange
Joint Secretary, SDSS, Islampur

OUR LEADER



Dr Laxman Y. Waghmode
Director, ADCET, Ashta





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ABOUT THE INSTITUTION

VISION: To be a Leader in producing professionally competent engineers.

MISSION: We, at Annasaheb Dange College of Engineering and Technology, Ashta, are committed to achieve our Vision by

- Imparting effective outcome-based Education.
- Preparing students through skill-oriented courses to excel in their profession with ethical values.
- Promoting research to benefit the society.
- Strengthening relationship with all stakeholders.

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, established in 1999 by the visionary leader Hon. Dr Annasaheb Dange [Appa], has emerged as a premier institution in Western Maharashtra, dedicated to advancing technical Education and fostering innovation. Over the past 26 years, ADCET has produced over 10,000 graduates who have enriched the world through their immense contributions as engineers, technocrats or leaders for humanity. All eligible undergraduate programmes hold NBA accreditation in the Tier I Format. The institution is accredited by NAAC with the highest Grade of A++ in the Second Cycle and a CGPA of 3.52 on a scale of four. The Institute became autonomous and UGC-approved in 2017 and has been effectively practising Outcomes-based Education and skill development through an advanced and industry-ready curriculum. Recently, Shivaji University, Kolhapur, conferred autonomous status on the Institute, enabling its logo and name to appear on the degree certificates issued by the affiliated university. The Institute currently offers 10 Undergraduate courses in conventional and emerging areas. Qualified and experienced Faculty & staff & reasonable Faculty retention rate. The institution has Memoranda of Understanding (MOUs) with various organisations and industries. It has established a few Centres of Excellence (one per department), cutting-edge laboratories, and incubation centres in collaboration with industries to enrich the learning experiences of graduating students and ensure compliance with programme outcomes. The learning experiences and quality educational practices created at the Institute, supplemented by an academic ambience, state-of-the-art infrastructure, innovative pedagogy, academic innovations, research, incubation, and training opportunities, along with entrepreneurship development, enable the Institute to produce industry-ready graduates.

In addition to accreditation status from NAAC and NBA, the Institute received recognition through various government and non-government organisations, such as





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- ISO 9001:2015 Certified Institute
- Awarded "A+" Grade in an Academic Audit Conducted by Shivaji University, Kolhapur.
- National Award for "Best Private Engineering College" by ISTE, New Delhi.
- Awarded the Engineering Institute of the Year by "Navbharat Times".
- Best College Award by Magazine Career 360.
- Industry Excellence Award by the Institute of Engineers (IEI).





CHAPTER 01

INTRODUCTION

1.1 Background

Human resources constitute the most valuable asset of any higher educational institution. The quality of teaching, research, innovation, consultancy, student support services, and institutional governance depends upon the competence, commitment, integrity, and continuous professional development of its employees.

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, established with the Vision of imparting quality technical education and fostering innovation, has consistently pursued excellence in academics, research, governance, and community engagement. As an autonomous institution committed to continuous quality enhancement, ADCET recognises that a transparent, equitable, and well-defined Human Resource (HR) Management System is fundamental to achieving institutional excellence.

The Human Resource Policy and Procedures Manual has therefore been developed to establish a comprehensive framework governing all aspects of human resource management throughout the employee lifecycle. It provides standardised policies, procedures, service conditions, ethical expectations, performance management practices, welfare measures, and professional development mechanisms applicable to all employees of the institution.

The Manual serves as a guiding document for the Governing Body, Management, Director, Human Resource Office, Institutional Performance and Quality Assurance (IPQA), Heads of Departments, Deans, Section Heads, administrative officers, and employees, ensuring consistency, transparency, accountability, and fairness in all HR-related decisions.

1.2 Purpose of the Manual

The primary purpose of this Manual is to establish a structured Human Resource Management framework that supports institutional effectiveness while ensuring fair, transparent, and merit-based human resource practices.

Specifically, the Manual aims to:

- Establish standardised HR policies and procedures across the institution;
- Ensure fairness, transparency, accountability, and consistency in HR decisions;
- Attract, recruit, develop, motivate, and retain competent professionals;
- Define employee rights, responsibilities, and service conditions;
- Support excellence in teaching, research, innovation, consultancy, and institutional development;
- Promote ethical conduct, professionalism, and institutional values;
- Encourage continuous professional development and lifelong learning;
- Align employee performance with institutional strategic goals;
- Strengthen quality assurance systems and evidence-based governance; and



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- Ensure compliance with applicable statutory, regulatory, and institutional requirements.

1.3 Objectives

The Human Resource Policy and Procedures Manual has been formulated with the following objectives:

1. To establish a transparent and systematic Human Resource Management system.
2. To create a fair and equitable work environment for all employees.
3. To ensure recruitment based solely on merit, competence, integrity, and institutional requirements.
4. To define uniform service rules applicable across all departments and administrative sections.
5. To facilitate continuous faculty and staff development.
6. To promote a culture of innovation, research, consultancy, and entrepreneurship.
7. To encourage employee participation in institutional governance and quality assurance initiatives.
8. To integrate performance management with institutional strategic planning and continuous improvement.
9. To foster mutual trust, teamwork, collaboration, and professional ethics.
10. To establish a healthy, safe, inclusive, and respectful workplace.
11. To support compliance with accreditation and quality assurance requirements.
12. To create a performance-oriented organisational culture while maintaining employee welfare and job satisfaction.

1.4 Scope

This Manual applies to all employees appointed by the institution unless specifically exempted by the Governing Body.

The provisions of this Manual apply to:

- Regular Teaching Faculty
- Contract Teaching Faculty
- Visiting Faculty
- Adjunct Faculty
- Professor of Practice
- Guest Faculty
- Administrative Officers
- Administrative Staff
- Technical Staff
- Laboratory Staff
- Library Personnel
- Supporting Staff
- Consultants (where specifically applicable)



The Manual governs all major HR functions, including:





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- Human Resource Planning
- Recruitment and Selection
- Appointment and Confirmation
- Service Conditions
- Performance Management
- Faculty Development
- Employee Welfare
- Research Promotion
- Code of Conduct
- Leave Administration
- Grievance Redressal
- Discipline
- Promotion
- Retirement
- Separation
- Record Management
- Continuous Improvement

1.5 Guiding Principles

The Human Resource Management System of ADCET shall be governed by the following principles:

Meritocracy

All HR decisions shall be based upon competence, qualifications, integrity, experience, and demonstrated performance.

Transparency

Policies, procedures, and decisions shall be implemented openly and consistently.

Fairness

Equal opportunities shall be provided without discrimination.

Accountability

Every employee shall remain accountable for assigned responsibilities.

Professional Excellence

The institution shall encourage continuous learning, innovation, research, and professional growth.





Employee Development

Continuous capacity building shall be considered an institutional responsibility.

Ethical Governance

Integrity, honesty, confidentiality, and responsible conduct shall guide all professional activities.

Quality Orientation

HR processes shall support institutional quality initiatives and continuous improvement.

Inclusiveness

The institution shall promote diversity, mutual respect, teamwork, and an inclusive work environment.

1.6 Applicability

Unless otherwise specified, the provisions contained in this Manual shall apply uniformly to all employees of the institution.

Where specific service conditions exist for particular categories of employees, such conditions shall be governed by separate approved rules, appointment orders, statutory regulations, or contractual agreements.

In the event of any inconsistency between this Manual and applicable statutory provisions, the statutory provisions shall prevail.

1.7 Legal and Regulatory Framework

This Manual has been prepared with due consideration to applicable laws, regulations, and institutional requirements, including, where relevant:

- AICTE regulations and norms;
- UGC regulations applicable to autonomous institutions;
- Statutes, ordinances, and regulations governing the institution;
- Applicable labour and employment laws;
- Provisions relating to the prevention of sexual harassment at the workplace;
- Applicable health and safety requirements;
- Accreditation requirements of the NBA and NAAC;
- Institutional quality assurance systems; and
- Policies approved by the Governing Body.

The Manual shall be interpreted in harmony with these requirements.





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1.8 Authority

This Manual is approved by the Governing Body of Annasaheb Dange College of Engineering and Technology, Ashta.

The Director shall be the competent authority for the implementation and administration of this Manual, unless otherwise delegated.

The Human Resource Office shall maintain the official controlled copy of the Manual and coordinate its implementation.

1.9 Responsibility for Implementation

Successful implementation of this Manual requires participation from all levels of the institution.

- The Governing Body shall approve policies and major revisions.
- The Management shall provide strategic direction and necessary resources.
- The Director shall ensure institutional implementation.
- The Human Resource Office shall administer HR processes, maintain records, and provide guidance.
- The Institutional Performance and Quality Assurance (IPQA) Office shall monitor performance-related processes and support continuous improvement.
- Heads of Departments, Deans, and Associate Deans, Heads of respective units, shall ensure compliance within their respective units.
- Every employee shall familiarise themselves with the provisions of this Manual and comply with the policies contained herein.

1.10 Review and Revision

The Human Resource Policy and Procedures Manual shall be reviewed periodically to ensure its continued relevance, effectiveness, and compliance with changing institutional priorities, statutory requirements, and quality assurance expectations.

Normally, the Manual shall undergo a comprehensive review every three years or earlier whenever required due to:

- Changes in statutory regulations;
- AICTE or UGC notifications;
- Accreditation requirements;
- Governing Body directives;
- Institutional restructuring, or
- Recommendations arising from internal audits or quality reviews.

All amendments shall become effective only after approval by the Governing Body.





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1.11 Document Control

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Version:

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Approval Authority:

Governing Body

Custodian:

Human Resource Office

Review Frequency:

Once every three years or as required

Distribution:

Controlled Copy

Confidentiality:

Official Institutional Document

1.12 Chapter Summary

This chapter establishes the foundation of the Human Resource Policy and Procedures Manual by defining its purpose, objectives, scope, applicability, authority, and guiding principles. The subsequent chapters provide detailed policies and procedures governing each stage of the employee lifecycle, ensuring that ADCET's human resource management practices remain transparent, equitable, compliant, and aligned with the institution's strategic goals and commitment to academic excellence.





CHAPTER 02

VISION, MISSION, CORE VALUES AND HUMAN RESOURCE PHILOSOPHY

2.1 Introduction

The success of Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, is driven by the knowledge, competence, commitment, and integrity of its human resources. Faculty members, administrators, technical staff, and supporting staff collectively contribute to the realisation of the institution's academic, research, and societal objectives.

The Human Resource Management System at ADCET is therefore designed as a strategic function that aligns human capital with the institutional Vision, Mission, and strategic goals. Through transparent policies, merit-based practices, continuous professional development, and a culture of excellence, the HR system seeks to develop an engaged, competent, innovative, and ethically responsible workforce capable of delivering quality education and institutional excellence.

2.2 Institutional Vision

To be a Leader in producing professionally competent engineers.

The Human Resource function supports this Vision by attracting, developing, motivating, and retaining competent employees who are committed to excellence in teaching, research, innovation, and institutional development. Every HR policy is designed to strengthen the institution's ability to produce engineering graduates who possess professional competence, ethical values, leadership qualities, and a commitment to lifelong learning.

2.3 Institutional Mission

ADCET is committed to achieving its Vision by:

Mission 1: Imparting effective outcome-based Education.

HR Alignment: The Human Resource Management System shall recruit qualified faculty, provide continuous faculty development, promote innovative teaching-learning practices, support Outcome-Based Education (OBE), and establish performance management systems that enhance teaching effectiveness and student learning outcomes.

Mission 2: Preparing students through skill-oriented courses to excel in their profession with ethical values.

HR Alignment: The Institution shall continuously enhance the competencies of faculty and staff through professional development programmes, industry exposure, certification courses, interdisciplinary learning, and training in emerging technologies. Faculty members shall be encouraged to integrate technical,





employability, and professional ethics skills, as well as value-based Education, into the curriculum and co-curricular activities.

Mission 3: Promoting research to benefit society.

HR Alignment: Human Resource policies shall encourage research, innovation, consultancy, patents, publications, interdisciplinary collaborations, entrepreneurship, and technology transfer. The institution shall provide an enabling environment through research support, faculty development initiatives, seed funding (where applicable), incentives, and recognition mechanisms to promote socially relevant and impactful research.

Mission 4: Strengthening relationships with all stakeholders.

HR Alignment: The Human Resource Management System shall foster collaborative relationships among faculty, students, alumni, parents, industry, professional bodies, regulatory authorities, and society through participative governance, effective communication, extension activities, consultancy, industry interaction, alumni engagement, and community outreach programmes.

2.4 Human Resource Vision

To build a competent, innovative, ethical, and performance-oriented workforce that contributes effectively to academic excellence, research, institutional development, and societal progress, thereby supporting ADCET's Vision of becoming a leader in producing professionally competent engineers.

2.5 Human Resource Mission

The Human Resource function shall strive to:

- Attract and retain competent professionals through transparent, merit-based recruitment and selection processes;
- Foster continuous professional development through faculty development programmes, higher education opportunities, industrial training, and lifelong learning initiatives;
- Promote Outcome-Based Education through competency enhancement and academic excellence;
- Encourage research, innovation, consultancy, and entrepreneurship;
- Establish objective, transparent, and performance-driven appraisal systems;
- Develop leadership capabilities and institutional responsibility among employees;
- Create an inclusive, safe, ethical, and collaborative work environment; and
- Align individual performance with the institution's strategic goals and Mission.

2.6 Human Resource Philosophy

ADCET believes that its employees are its most valuable asset and the primary driving force behind institutional excellence.





The Human Resource Management System is founded on the following principles:

- Every employee contributes meaningfully towards achieving the institutional Vision and Mission.
- Excellence in Education begins with excellence in human resources.
- Recruitment, development, performance evaluation, promotion, and recognition shall be based on merit, competence, integrity, and measurable performance.
- Continuous professional development is both an institutional responsibility and an employee commitment.
- Innovation, research, collaboration, and lifelong learning shall be integral components of institutional culture.
- Human Resource Management shall promote fairness, transparency, accountability, and inclusiveness in all institutional processes.
- Every employee shall actively contribute towards academic excellence, institutional quality assurance, and societal development.

2.7 Core Values

The Human Resource Management System shall be guided by the following core values:

Excellence

We strive for excellence in teaching, research, innovation, administration, and institutional governance through continuous improvement and professional commitment.

Integrity

We uphold honesty, transparency, fairness, accountability, and ethical conduct in all professional responsibilities and institutional interactions.

Professional Competence

We continuously enhance knowledge, skills, and professional capabilities to meet the evolving needs of engineering education, industry, and society.

Student-Centricity

Every employee shall contribute towards creating a learner-centric environment that promotes academic success, holistic development, employability, and lifelong learning.

Innovation

We encourage creativity, research, entrepreneurship, digital transformation, interdisciplinary collaboration, and adoption of emerging technologies.





Collaboration

We promote teamwork, mutual respect, interdisciplinary cooperation, knowledge sharing, and stakeholder engagement to achieve institutional goals.

Inclusiveness and Respect

We are committed to providing an equitable, safe, respectful, and inclusive workplace that values diversity and equal opportunity.

Accountability

Every employee shall remain accountable for assigned responsibilities, institutional resources, quality outcomes, and continuous improvement.

Social Responsibility

We encourage employees to contribute to sustainable development, environmental responsibility, community engagement, and nation-building through Education, research, and outreach.

2.8 Strategic Alignment of Human Resource Management

The Human Resource Management System shall support the institutional Vision and Mission through the following strategic priorities:

Institutional Objective	Human Resource Strategy
Impart effective Outcome-Based Education:	Recruit competent faculty, strengthen teaching-learning practices, implement continuous faculty development, promote innovative pedagogy, and monitor teaching effectiveness through systematic performance evaluation.
Prepare professionally competent engineers.	Develop faculty competencies in emerging technologies, industry practices, skill-oriented Education, mentoring, and experiential learning.
Promote research for societal benefit.	Encourage research publications, patents, consultancy, funded projects, interdisciplinary collaborations, and innovation through institutional support and recognition.
Strengthen stakeholder relationships	Promote faculty engagement with industry, alumni, professional societies, regulatory bodies, employers, parents, and the local community through collaborative initiatives and outreach programmes.
Enhance institutional excellence	Establish transparent HR policies, leadership development, succession planning, quality assurance mechanisms, and evidence-based performance management systems.

2.9 Strategic Human Resource Objectives





To realise the institutional Vision and Mission, the Human Resource Management System shall pursue the following objectives:

1. Recruit, develop, and retain highly qualified, competent, and motivated employees.
2. Build a culture of Outcome-Based Education and continuous quality improvement.
3. Strengthen faculty competencies through continuous professional development and lifelong learning.
4. Promote excellence in research, consultancy, innovation, and entrepreneurship.
5. Encourage ethical practices, professionalism, and institutional values.
6. Foster participative leadership and collaborative governance.
7. Enhance employee engagement, motivation, and job satisfaction.
8. Promote digital transformation and data-driven HR practices.
9. Establish transparent and objective performance management systems.
10. Support sustainable institutional growth through effective human resource planning and succession management.

2.10 Commitment of the Institution

ADCET is committed to providing a work environment that empowers employees to achieve professional excellence while contributing meaningfully to the Institution's Vision and Mission. The institution shall ensure equitable opportunities for recruitment, professional development, career advancement, research, innovation, leadership development, employee welfare, recognition, and participation in institutional governance. Through these commitments, ADCET seeks to build a motivated workforce dedicated to producing professionally competent engineers and creating a positive impact on society.

2.11 Employee Commitment

Every employee shall actively contribute to the realisation of the institutional Vision and Mission by maintaining high standards of professionalism, continuously upgrading knowledge and skills, supporting Outcome-Based Education, engaging in research and innovation, upholding ethical values, fostering meaningful stakeholder relationships, participating in quality assurance initiatives, and performing assigned responsibilities with dedication, integrity, and accountability.

2.12 Chapter Summary

This chapter establishes the strategic relationship between the institutional Vision and Mission and the Human Resource Management System. It demonstrates how every HR policy, process, and practice at ADCET is designed to attract, develop, motivate, and retain competent professionals who contribute to effective Outcome-Based Education, skill development, research, stakeholder engagement, and institutional excellence. The Human Resource Management System thereby serves as a strategic enabler in realising ADCET's Vision of becoming a leader in producing professionally competent engineers.



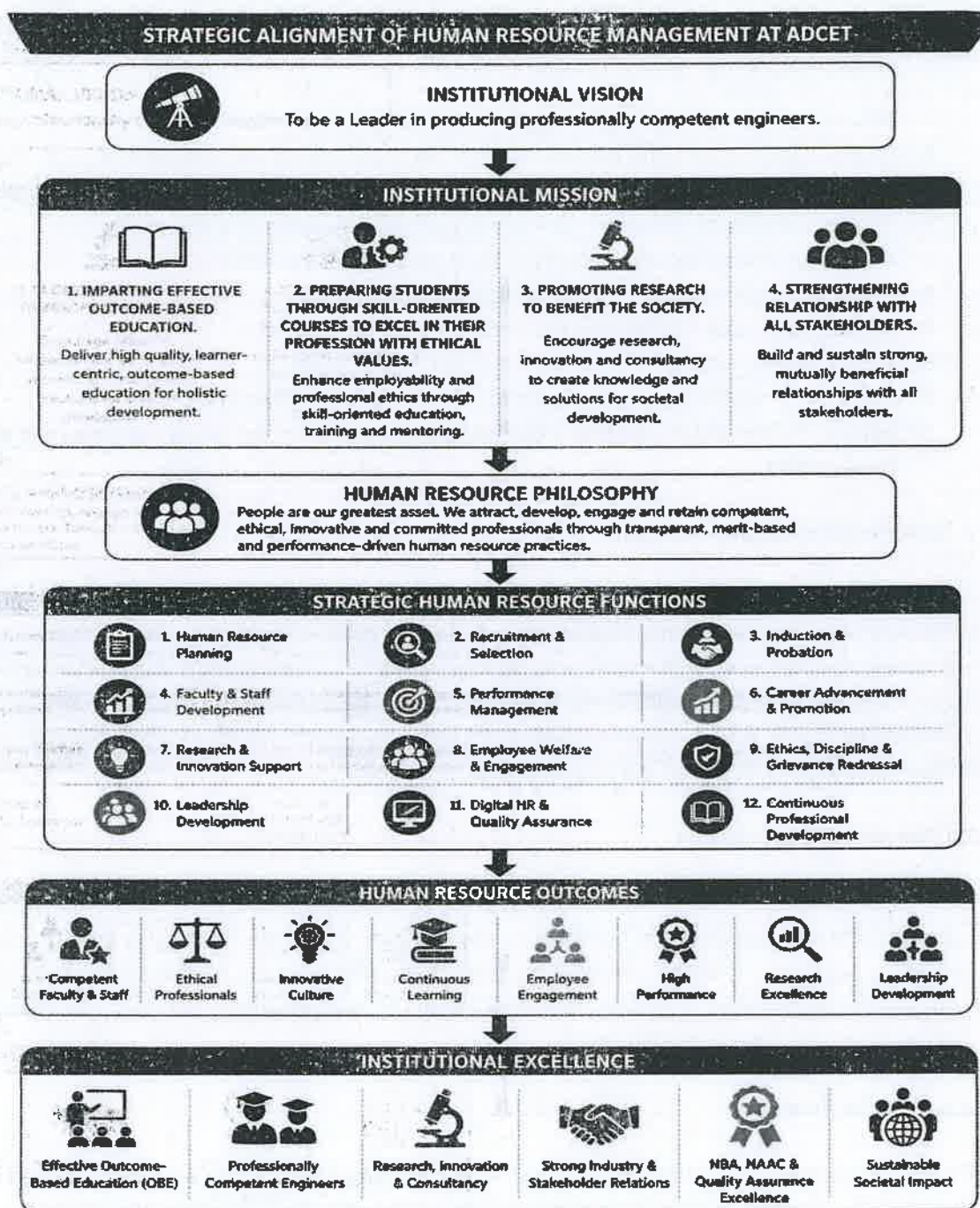


Fig. 01 Strategic Alignment of HR Policy at ADCET, Ashta





CHAPTER 3

SCOPE, APPLICABILITY AND DEFINITIONS

3.1 Introduction

The Human Resource Policy and Procedures Manual establishes a comprehensive framework for the effective Management of human resources at Annasaheb Dange College of Engineering and Technology (ADCET), Ashta. This chapter defines the scope of the Manual, identifies the categories of employees to whom it applies, clarifies its applicability across institutional functions, and provides definitions of key terms used throughout the Manual.

The objective is to ensure consistency in interpretation, uniformity in implementation, and transparency in the administration of all Human Resource policies and procedures.

3.2 Scope

This Manual governs the Management of human resources throughout the employee lifecycle, from human resources planning and recruitment to retirement or separation from service.

The Manual provides policies, procedures, and guidelines relating to:

- Human Resource Planning
- Recruitment and Selection
- Appointment and Joining Formalities
- Probation and Confirmation
- Service Conditions
- Roles and Responsibilities
- Working Hours and Attendance
- Leave Administration
- Performance Management
- Career Advancement and Promotion
- Faculty Development and Training
- Research, Consultancy and Innovation Support
- Employee Welfare
- Compensation and Benefits
- Awards and Recognition
- Professional Ethics and Code of Conduct
- Grievance Redressal
- Disciplinary Procedures
- Prevention of Sexual Harassment (POSH)
- Digital Human Resource Management
- Employee Separation and Exit Management





- Record Management
- Human Resource Quality Assurance
- Continuous Review and Improvement of HR Systems

This Manual serves as the primary reference document for all HR-related matters unless specific statutory provisions or Governing Body resolutions provide otherwise.

3.3 Applicability

The provisions of this Manual shall apply to all employees appointed by ADCET unless specifically exempted by the Governing Body or governed by separate contractual conditions.

The Manual applies to the following categories of personnel:

A. Teaching Employees

- Professors
- Associate Professors
- Assistant Professors
- Librarian
- Physical Education Director
- Faculty on Contract
- Visiting Faculty
- Adjunct Faculty
- Guest Faculty
- Professors of Practice
- Councillor

B. Administrative Employees

- Administrative Officers
- Section Officers
- Office Superintendents
- Office Assistants
- Clerical Staff
- Accounts Personnel
- Human Resource Personnel
- Admission Cell Staff
- Examination Cell Staff

C. Technical Employees

- Workshop staff





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- System Administrator
- Laboratory Assistants
- Technical Assistants
- Central Computer Centre Personnel
- Network Engineers
- Maintenance Personnel

D. Supporting Employees

- Library Support Staff
- Office Support Staff
- Attendants
- Drivers
- Housekeeping Personnel
- Other Supporting Staff

E. Consultants and Experts

The provisions relating to confidentiality, ethics, professional conduct, and institutional discipline shall also apply, wherever relevant, to consultants, experts, resource persons, mentors, and advisors engaged by the institution.

3.4 Institutional Coverage

This Manual applies uniformly to all academic and administrative units of the institution, including:

- Academic Departments
- Central Library
- Examination Section
- Research and Development Cell
- Institutional Performance and Quality Assurance (IPQA)
- Training and Placement Cell
- Innovation and Incubation Centre
- Entrepreneurship Development Cell
- Central Workshop
- Central Computer Centre
- Administrative Office
- Finance and Accounts Section
- Student Support Services
- Hostels
- Any other institutional unit established by the Management.

3.5 Exceptions





The following personnel shall be governed primarily by the terms and conditions specified in their respective appointment orders or agreements:

- Outsourced workforce
- Contract agencies
- Security agencies engaged through external service providers
- Civil and maintenance contractors
- Temporary consultants engaged for specific assignments

However, such personnel shall comply with institutional policies relating to campus discipline, safety, confidentiality, professional conduct, and statutory compliance while working within the institution.

3.6 Interpretation of the Manual

The provisions contained in this Manual shall be interpreted in a manner consistent with:

- The Vision and Mission of ADCET;
- Resolutions of the Governing Body;
- Applicable AICTE regulations;
- Applicable UGC regulations for autonomous institutions;
- Statutory requirements of the Government of India and the Government of Maharashtra;
- Rules of the affiliating university, wherever applicable; and
- Other regulatory provisions governing higher educational institutions.

In the event of any ambiguity, the Director's interpretation shall prevail until the matter is referred to the appropriate authority for clarification.

3.7 Conflict with Statutory Provisions

If any provision of this Manual conflicts with a statutory requirement, Government notification, Court order, AICTE regulation, UGC regulation, or Governing Body resolution, the statutory provision shall prevail to the extent of such conflict.

Necessary amendments shall subsequently be incorporated into the Manual through the prescribed approval process.

3.8 Definitions

For the purpose of this Manual, unless the context otherwise requires:

Academic Audit – A systematic review of academic processes to ensure quality, compliance, and continuous improvement.





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Academic Year – The period notified by the institution for conducting academic activities.

Appointing Authority – The authority competent to approve appointments as specified by the Governing Body.

College / Institution – Annasaheb Dange College of Engineering and Technology (ADCET), Ashta.

Competent Authority – The authority empowered to approve or decide matters under this Manual.

Confirmation – Formal appointment of an employee to regular service after successful completion of probation.

Contract Employee – An employee appointed for a specified period under contractual terms approved by the institution.

CPRP (Comprehensive Performance Review Process) – ADCET's institutional performance evaluation framework used for assessing employee performance, professional contributions, and institutional engagement.

Department – Any academic or administrative unit established by the institution.

Director – The Principal Executive Officer of ADCET responsible for the overall administration of the institution.

Employee – Any person employed by ADCET in teaching, administrative, technical, research, or supporting roles.

Faculty Development Programme (FDP) – Structured programmes aimed at enhancing the professional competence of employees.

Governing Body – The highest policy-making authority of the institution.

HR Manual – The Human Resource Policy and Procedures Manual of ADCET.

Institutional Performance and Quality Assurance (IPQA) – The institutional office responsible for quality assurance, performance monitoring, internal audits, and continuous improvement initiatives.

Leave – Authorised absence from Duty approved by the competent authority.

Management – The Management of Sant Dnyaneshwar Shikshan Sanstha, Ishwarpur or its authorised representatives.

Performance Appraisal – The systematic evaluation of employee performance against approved performance indicators.





Probation – The initial period during which the performance and suitability of a newly appointed employee are evaluated.

Regular Employee – An employee appointed to a sanctioned post.

Research – Scholarly, scientific, technological, or innovative activities undertaken to generate new knowledge or practical solutions.

Service Book – The official record containing the service history of an employee.

Stakeholders – Students, parents, alumni, employers, industry, regulatory authorities, professional bodies, government agencies, and the community associated with the institution.

3.9 Abbreviations

Abbreviation Meaning

ADCET	Annasaheb Dange College of Engineering and Technology
AICTE	All India Council for Technical Education
CPRP	Comprehensive Performance Review Process
FDP	Faculty Development Programme
GB	Governing Body
HR	Human Resource
HRMS	Human Resource Management System
IPQA	Institutional Performance and Quality Assurance
NBA	National Board of Accreditation
NAAC	National Assessment and Accreditation Council
OBE	Outcome-Based Education
POSH	Prevention of Sexual Harassment
R&D	Research and Development
SDKTES	Shri Dattajirao Kadam Technical Education Society
UGC	University Grants Commission

3.10 Chapter Summary

This chapter defines the scope, applicability, and interpretation of the Human Resource Policy and Procedures Manual. It establishes the categories of employees covered, the institutional units to which the Manual applies, the guiding principles for interpretation, and the standard definitions used throughout the document. By providing a common framework and terminology, this chapter ensures uniform implementation of HR policies across ADCET and supports transparent, consistent, and effective human resource administration.





CHAPTER 4

HUMAN RESOURCE GOVERNANCE STRUCTURE

4.1 Introduction

Effective Human Resource (HR) Governance is fundamental to achieving institutional excellence, ensuring accountability, promoting transparency, and maintaining consistency in human resource management practices. At Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, HR Governance is designed to establish a structured decision-making framework that aligns human resource management with the Institution's Vision, Mission, strategic objectives, statutory requirements, and quality assurance systems.

The HR Governance Structure defines the roles, responsibilities, authority, accountability, and reporting relationships of various institutional authorities involved in planning, recruitment, appointment, performance management, employee development, welfare, and disciplinary matters. It provides a framework for equitable and evidence-based decision-making while ensuring compliance with applicable regulations and institutional policies.

4.2 Purpose

The purpose of the HR Governance Structure is to:

- Establish a clear institutional framework for human resource governance;
- Define the authority and accountability of various institutional functionaries;
- Ensure transparency and consistency in HR decisions;
- Promote participative and evidence-based decision-making;
- Strengthen institutional leadership and succession planning;
- Support continuous quality improvement; and
- Ensure compliance with statutory and regulatory requirements.

4.3 Objectives

The objectives of HR Governance are to:

1. Align HR practices with ADCET's Vision and Mission.
2. Promote transparency, accountability, and fairness in HR administration.
3. Ensure merit-based and objective HR decisions.
4. Clearly define the roles and responsibilities of institutional authorities.
5. Strengthen institutional leadership and participative governance.
6. Promote compliance with AICTE, UGC, Government, and institutional regulations.
7. Integrate HR management with quality assurance and strategic planning.
8. Establish effective monitoring and review mechanisms.
9. Foster employee trust and organisational commitment.





10. Support institutional excellence through efficient human resource management.

4.4 Principles of Human Resource Governance

The HR Governance Framework shall be guided by the following principles:

Transparency

HR policies, procedures, and decisions shall be communicated clearly and implemented consistently.

Accountability

All authorities involved in HR administration shall be accountable for their decisions and actions.

Meritocracy

Appointments, promotions, recognitions, and career advancement shall be based on qualifications, competence, integrity, and performance.

Fairness and Equity

Every employee shall receive equal opportunity and fair treatment, free from discrimination.

Participation

Employees shall be encouraged to participate in institutional governance through committees, quality initiatives, and consultative processes.

Compliance

HR decisions shall comply with statutory requirements, AICTE regulations, Government rules, and institutional policies.

Continuous Improvement

HR policies and practices shall be periodically reviewed and improved in line with institutional needs, stakeholder feedback, audit observations, and best practices.

4.5 Human Resource Governance Framework

The Human Resource Governance Structure at ADCET is based on a hierarchical yet participative model, ensuring that strategic decisions are made at the appropriate level while operational responsibilities are effectively delegated.

The governance framework comprises:

- Management (SDSS, Urun Ishwarpur)
- Governing Body
- Director
- Deans
- Human Resource Office
- Finance Officer
- Heads of Departments
- Section Heads
- Employees

Each authority shall perform its assigned responsibilities within the framework of delegated powers and institutional policies.





4.6 Roles and Responsibilities

4.6.1 Management

The Management shall:

- Provide strategic direction for human resource development;
- Approve creation of posts and major HR policies, as applicable;
- Provide financial support for HR initiatives;
- Foster a culture of academic excellence and ethical governance; and
- Support institutional growth through strategic leadership.

4.6.2 Governing Body

The Governing Body shall:

- Approve the HR Manual and major amendments;
- Approve recruitment and promotion policies;
- Approve the creation or abolition of posts, where applicable;
- Monitor institutional HR performance at a strategic level; and
- Provide policy oversight.

4.6.3 Director

The Director shall:

- Serve as the Chief Executive Officer of the Institution;
- Implement HR policies approved by the Governing Body;
- Approve appointments, transfers, leave, and other HR matters within delegated authority;
- Chair key HR committees, where applicable;
- Ensure compliance with statutory regulations; and
- Promote a culture of excellence, ethics, and accountability.
- Coordinate institutional administrative functions;
- Oversee implementation of administrative HR processes;
- Maintain official service records;
- Ensure compliance with service rules; and
- Coordinate with the HR Office regarding appointments, confirmations, and service matters.

4.6.4 Human Resource Office

The Human Resource Office shall:

- Administer HR policies and procedures;





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- Coordinate recruitment and selection processes;
- Maintain employee records;
- Manage HR documentation;
- Coordinate employee welfare activities;
- Support performance management processes; and
- Maintain confidentiality of employee information.

4.6.6 Dean, Institutional Performance and Quality Assurance (IPQA)

The Dean, IPQA, shall:

- Coordinate institutional performance management systems;
- Induction Program for faculty members
- Facilitate Comprehensive Performance Review Process (CPRP);
- Monitor faculty academic performance and institutional quality indicators;
- Coordinate internal academic audits and quality assurance initiatives;
- Recommend HR process improvements based on performance data; and
- Support strategic HR planning through evidence-based analysis.

4.6.7 Finance Officer

The Finance Officer shall:

- Ensure financial compliance in HR matters;
- Process salary and statutory payments;
- Monitor budgetary provisions for HR activities;
- Support implementation of employee benefits; and
- Maintain financial records related to HR.

4.6.8 Deans

The Deans shall:

- Support in the recruitment process
- Support implementation of HR policies within their functional domains;
- Identify faculty development needs;
- Monitor departmental performance;
- Recommend training and professional development initiatives; and
- Participate in institutional HR committees as required.

4.6.9 Heads of Departments

Heads of Departments shall:





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- Prepare departmental workforce plans;
- Monitor faculty performance;
- Mentor faculty members;
- Recommend recruitment, training, promotion, and awards;
- Ensure compliance with HR policies; and
- Maintain departmental HR records.

4.6.10 Employees

Every employee shall:

- Comply with institutional policies;
- Perform assigned responsibilities diligently;
- Maintain professional ethics;
- Participate in institutional development initiatives;
- Continuously upgrade professional competencies; and
- Contribute to institutional quality improvement.

4.7 Human Resource Committees

To ensure participative governance, the institution may constitute the following committees, as required:

- Recruitment and Selection Committee
- Screening Committee
- Performance Review Committee
- Promotion Committee
- Staff Welfare Committee
- Grievance Redressal Committee
- Internal Committee under the POSH Act
- Training and Faculty Development Committee
- Research and Innovation Committee
- Any other committee approved by the Director or Governing Body.

Each committee shall function in accordance with its approved terms of reference.

4.8 Delegation of Authority

Human Resource decisions shall be exercised in accordance with delegated authority approved by the Governing Body.

Routine operational matters may be delegated to the Director or other designated authorities, while strategic policy decisions shall remain with the Governing Body or Management, as applicable.





The institution shall maintain an HR Delegation of Authority Matrix specifying the approving authority for recruitment, appointment, leave, promotion, disciplinary action, financial approvals, and employee welfare measures.

4.9 Human Resource Decision-Making Process

All HR decisions shall be based on the following principles:

- Evidence-based evaluation;
- Transparency and fairness;
- Documented recommendations;
- Compliance with institutional policies;
- Statutory requirements; and
- Approval by the competent authority.

All HR decisions shall be supported by appropriate documentation and maintained as official records.

4.10 Monitoring and Compliance

The Human Resource Office, in coordination with the Director, Dean FSD and Dean IPQA, shall periodically monitor the implementation of HR policies through:

- HR audits;
- Performance reviews;
- Compliance monitoring;
- Employee feedback;
- Internal quality audits; and
- Management reviews.

Corrective and preventive actions shall be initiated wherever necessary to strengthen HR processes.

4.11 Review of HR Governance

The HR Governance Structure shall be reviewed periodically to ensure its effectiveness and alignment with institutional priorities, statutory requirements, accreditation standards, and emerging best practices.

Recommendations for revisions may arise from:

- Governing Body decisions;
- Management directives;
- Internal audits;
- Accreditation observations;
- Policy reviews, or





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- Institutional strategic planning exercises.

4.12 Chapter Summary

This chapter establishes the Human Resource Governance Structure of ADCET by defining the institutional framework, governance principles, authorities, accountabilities, roles and responsibilities, committees, and monitoring mechanisms. It provides the foundation for transparent, merit-based, and participative human resource management while ensuring alignment with the Institution's Vision, Mission, strategic objectives, and quality assurance systems.





CHAPTER 5

HUMAN RESOURCE PLANNING

5.1 Introduction

Human Resource Planning (HRP) is a systematic, continuous process of forecasting, acquiring, developing, deploying, and retaining competent human resources to achieve the strategic objectives of Annasaheb Dange College of Engineering and Technology (ADCET), Ashta. Effective HR Planning ensures that the institution has the right number of qualified personnel with appropriate competencies at the right time to support excellence in teaching, research, innovation, administration, and institutional development.

As a quality-driven autonomous institution, ADCET recognises Human Resource Planning as a strategic management function that directly contributes to academic excellence, institutional sustainability, and stakeholder satisfaction. HR Planning is therefore integrated with the Institution's Strategic Plan, annual budgeting process, academic expansion, accreditation requirements, and quality assurance initiatives.

5.2 Purpose

The purpose of Human Resource Planning is to establish a structured framework for forecasting workforce requirements, identifying competency needs, optimising human resource utilisation, and ensuring the availability of qualified personnel to support institutional growth and long-term sustainability.

5.3 Objectives

The objectives of Human Resource Planning are to:

1. Align human resource requirements with the institutional Vision, Mission, and Strategic Plan.
2. Ensure the availability of competent faculty and staff in accordance with academic and administrative requirements.
3. Maintain compliance with AICTE, Shivaji University, Kolhapur, and other applicable regulatory norms regarding staffing.
4. Support Outcome-Based Education through adequate faculty strength and expertise.
5. Anticipate future manpower requirements arising from programme expansion, student intake, research initiatives, and new institutional activities.
6. Promote succession planning and leadership development.
7. Identify competency gaps and training requirements.
8. Optimise workforce utilisation and productivity.
9. Strengthen institutional resilience through proactive workforce planning.
10. Support evidence-based decision-making through HR analytics.

5.4 Guiding Principles





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Human Resource Planning at ADCET shall be guided by the following principles:

- Strategic Alignment
- Merit and Competence
- Transparency
- Equity and Fairness
- Quality Orientation
- Regulatory Compliance
- Sustainability
- Continuous Improvement
- Employee Development
- Data-Driven Decision Making

5.5 Scope of Human Resource Planning

Human Resource Planning shall cover all categories of employees, including:

Teaching Staff

- Professors
- Associate Professors
- Assistant Professors
- Professors of Practice
- Adjunct Faculty
- Visiting Faculty
- Contract Faculty

Administrative Staff

- Administrative Officers
- Office Staff
- Finance and Accounts Personnel
- Human Resource Personnel
- Examination Staff

Technical Staff

- Laboratory Personnel
- Workshop Staff
- System Administration Staff
- IT Support Personnel
- Technical Assistants





Supporting Staff

- Library Staff
- Office Assistants
- Drivers
- Attendants
- Maintenance Personnel

5.6 Human Resource Planning Framework

Human Resource Planning shall be undertaken through the following integrated stages:

1. Assessment of Institutional Strategic Goals
2. Forecasting Human Resource Demand
3. Assessment of Existing Workforce
4. Competency Gap Analysis
5. Human Resource Forecasting
6. Approval from Shivaji University, Kolhapur, for the required posts
7. Recruitment Planning
8. Faculty Development Planning
9. Succession Planning
10. Budget Allocation
11. Annual Review and Continuous Improvement

5.7 Workforce Planning

Annual workforce planning shall consider:

- Student admissions and intake capacity
- AICTE faculty-student ratio norms
- Programme expansion or closure
- New academic programmes
- Accreditation requirements
- Research and consultancy activities
- Retirement projections
- Resignations and employee turnover
- Sabbatical or study leave requirements
- Administrative workload
- Digital transformation initiatives

Each department shall prepare an Annual Manpower Requirement Plan for submission to the Director through the Human Resource Office.





5.8 Competency Planning

The institution shall identify and maintain competency requirements for every position.

Competencies shall include:

Technical Competencies

Subject expertise, laboratory skills, digital tools, engineering software, and emerging technologies.

Teaching Competencies

Outcome-Based Education, innovative pedagogy, assessment design, mentoring, and curriculum development.

Research Competencies

Research methodology, publications, patents, consultancy, funded projects, innovation, and interdisciplinary collaboration.

Behavioural Competencies

Communication, teamwork, leadership, ethics, adaptability, problem-solving, and emotional intelligence.

Managerial Competencies

Planning, decision-making, resource management, conflict resolution, mentoring, and strategic thinking.

Competency frameworks shall be reviewed periodically to meet changing institutional and industry requirements.

5.9 Faculty–Student Ratio Planning

The institution shall maintain adequate faculty strength in accordance with:

- AICTE norms;
- Applicable regulatory requirements;
- Programme-specific needs;
- Laboratory requirements;
- Mentoring responsibilities;
- Research supervision, and
- Academic workload distribution.

Periodic reviews shall be conducted to ensure optimal faculty deployment.





5.10 Succession Planning

ADCET recognises succession planning as an essential component of institutional sustainability.

Succession planning shall aim to:

- Identify potential future leaders;
- Prepare employees for higher responsibilities;
- Ensure continuity of institutional leadership;
- Reduce risks associated with retirements or resignations; and
- Strengthen institutional knowledge management.

Leadership development initiatives, mentoring, and capacity-building programmes shall support succession planning.

5.11 Talent Management

The institution shall establish mechanisms to identify, develop, engage, and retain high-performing employees.

Talent management initiatives may include:

- Faculty development programmes;
- Leadership development;
- Research mentoring;
- Industry exposure;
- Higher education opportunities;
- Certification programmes;
- Performance recognition;
- Career progression, and
- Employee engagement initiatives.

5.12 Training Need Analysis

Training requirements shall be identified annually through:

- Performance appraisal outcomes;
- Departmental recommendations;
- Competency gap analysis;
- Curriculum revisions;
- Technology advancements;
- Accreditation observations;
- Audit findings; and
- Employee feedback.





The Human Resource Office shall prepare an Annual Training Calendar in consultation with departments.

5.13 Human Resource Analytics

The institution shall adopt data-driven HR planning through periodic analysis of key indicators such as:

- Faculty strength;
- Staff strength;
- Faculty–student ratio;
- Recruitment status;
- Vacancies;
- Employee turnover;
- Retirement projections;
- Promotion eligibility;
- Training participation;
- Research productivity;
- Employee satisfaction;
- Diversity and inclusion indicators; and
- Workforce utilisation.

5.14 Chapter Summary

Human Resource Planning is a strategic process that ensures the institution possesses the right talent, competencies, and leadership to achieve its Vision and Mission. Through systematic workforce forecasting, competency planning, succession management, talent development, and data-driven decision-making, ADCET is committed to building a sustainable, high-performing workforce capable of delivering excellence in teaching, research, innovation, administration, and institutional development.





CHAPTER 6

RECRUITMENT AND SELECTION POLICY

Section I – General Recruitment Policy

6.1 Introduction

The quality of an educational institution is fundamentally dependent upon the competence, commitment, integrity, and professionalism of its employees. Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, recognises that recruiting and retaining highly qualified faculty and staff is essential to achieving its Vision of becoming a leader in producing professionally competent engineers and fulfilling its Mission through outcome-based Education, skill development, research, and stakeholder engagement.

The Recruitment and Selection Policy establishes a transparent, systematic, and merit-based framework for identifying human resource requirements, attracting competent candidates, evaluating their suitability, and appointing the most deserving individuals. The policy aims to ensure that every recruitment decision supports institutional excellence while complying with applicable statutory provisions, regulatory requirements, and institutional policies.

Recruitment at ADCET shall be undertaken through one of the following mechanisms:

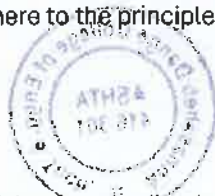
1. **Recruitment through the Shivaji University Selection Committee** for regular teaching positions is governed by applicable University Statutes, AICTE Regulations, Government of Maharashtra rules, and other statutory provisions.
2. **Recruitment through the Institutional (Local) Selection Committee** for contractual teaching positions, administrative, technical, supporting, project-based, and other positions not governed by the statutory selection process.

Both recruitment processes shall adhere to the principles of transparency, fairness, merit, equal opportunity, and institutional integrity.

6.2 Purpose

The purpose of this policy is to establish a standardised recruitment and selection framework that:

- Attracts competent, qualified, and committed professionals;
- Ensures transparency and fairness throughout the recruitment process;
- Selects candidates based on merit, competence, and institutional requirements;
- Complies with applicable statutory, regulatory, and institutional requirements;
- Supports institutional strategic goals and quality assurance initiatives; and
- Promotes diversity, equal opportunity, and ethical recruitment practices.



6.3 Objectives

The objectives of this policy are to:

1. Recruit competent professionals capable of contributing to teaching, research, innovation, administration, and institutional development.
2. Ensure recruitment based on merit, qualifications, competence, experience, and demonstrated potential.
3. Standardise recruitment procedures across the institution.
4. Comply with AICTE Regulations, Shivaji University Statutes, Government of Maharashtra rules, and other applicable regulatory requirements.
5. Promote equal opportunity and non-discriminatory recruitment practices.
6. Ensure timely recruitment to meet academic and administrative requirements.
7. Maintain transparency, confidentiality, and accountability throughout the recruitment process.
8. Strengthen institutional quality by selecting individuals aligned with ADCET's Vision, Mission, Core Values, and HR Philosophy.

6.4 Scope

This policy shall apply to the recruitment and selection of all categories of employees appointed by ADCET, including:

Teaching Employees

- Professor
- Associate Professor
- Assistant Professor
- Professor of Practice
- Adjunct Faculty
- Visiting Faculty
- Guest Faculty
- Contract Faculty
- Research Faculty

Administrative Employees

- Registrar
- Administrative Officers
- Finance and Accounts Personnel
- Office Staff
- Examination Cell Staff
- Human Resource Personnel





Technical Employees

- Laboratory Staff
- Workshop Staff
- Computer Centre Personnel
- Technical Assistants
- System Administrators
- Maintenance Staff

Supporting Employees

- Library Staff
- Office Assistants
- Drivers
- Attendants
- Housekeeping Personnel (where directly employed)
- Security Personnel (where directly employed)
- Other support staff

The policy covers the complete recruitment lifecycle, including manpower requisition, vacancy approval, advertisement, application screening, selection, appointment, and joining formalities.

6.5 Guiding Principles

The recruitment and selection process shall be guided by the following principles:

Merit-Based Selection

Selection shall be based on academic qualifications, professional competence, experience, skills, integrity, and suitability for the position.

Transparency

Recruitment procedures shall be open, systematic, documented, and consistently implemented.

Equal Opportunity

All eligible candidates shall receive equal opportunity without discrimination, subject to applicable statutory reservation policies.

Competency-Based Recruitment





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Candidates shall be evaluated on the competencies required for the position, including technical knowledge, communication skills, teaching ability, research aptitude, leadership potential, and professional ethics, as applicable.

Regulatory Compliance

Recruitment shall comply with applicable AICTE Regulations, Shivaji University Statutes, Government of Maharashtra rules, and institutional policies.

Confidentiality

Information related to applicants, evaluation, interviews, committee deliberations, and recommendations shall be treated as confidential.

Institutional Excellence

Recruitment decisions shall support the institution's strategic objectives, academic excellence, research, innovation, and quality assurance initiatives.

6.6 Manpower Requisition and Vacancy Approval

Recruitment shall be initiated only after the identification and approval of a genuine manpower requirement.

6.6.1 Identification of Vacancy

A vacancy may arise due to:

- creation of a new post;
- retirement;
- resignation;
- promotion;
- deputation;
- expansion of academic programmes;
- increase in student intake;
- establishment of new laboratories, centres, or administrative units;
- research projects; or
- Any other institutional requirement approved by the Competent Authority.

6.6.2 Manpower Requisition

The concerned Head of Department or Section Head shall submit a Manpower Requisition to the Human Resource Office containing:





- designation required;
- Justification for the vacancy;
- workload analysis;
- essential qualifications;
- desirable qualifications;
- proposed date of appointment; and
- Budgetary implications, where applicable.

6.6.3 Verification

The Human Resource Office shall examine the requisition with reference to:

- sanctioned posts;
- AICTE norms;
- faculty-student ratio;
- departmental workload;
- institutional priorities;
- strategic plan; and
- budgetary provisions.

6.6.4 Vacancy Approval

Recruitment shall commence only after approval of the Competent Authority in accordance with the Delegation of Powers approved by the Governing Body.

Section II

Recruitment through the Shivaji University Selection Committee

6.7 Applicability

The recruitment procedure described in this section shall apply to appointments made against sanctioned regular teaching posts, subject to the applicable provisions of the Shivaji University Statutes, AICTE Regulations, Government of Maharashtra rules, and other statutory requirements.

The provisions shall ordinarily apply to:

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Director of Physical Education





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The institution shall ensure that every stage of the recruitment process complies with the prevailing statutory provisions as amended from time to time.

6.8 Advertisement of Vacancies

Vacancies shall be advertised widely to attract competent candidates.

The advertisement shall include:

- name of the institution;
- designation(s);
- number of posts;
- reservation details, where applicable;
- essential and desirable qualifications;
- experience requirements;
- pay scale and service conditions, where applicable;
- application procedure;
- application deadline; and
- Reference to applicable statutory regulations.

Advertisements shall be published through appropriate media, which may include newspapers, the institutional website, employment portals, and other approved platforms.

6.9 Scrutiny of Applications

After the last date of receipt of applications, the Human Resource Office shall scrutinise all applications to verify eligibility.

The scrutiny process shall include Verification of:

- Educational qualifications;
- Experience;
- Research credentials;
- Compliance with AICTE eligibility norms;
- Supporting documents, and
- Completeness of the application.

Applications found incomplete or ineligible may be rejected with appropriate documentation.

The list of eligible candidates shall be placed before the Competent Authority for further processing.

6.10 Constitution of the Selection Committee





The Selection Committee shall be constituted in accordance with the applicable provisions of:

- Shivaji University Statutes;
- AICTE Regulations;
- Government of Maharashtra rules;
- University Grants Commission regulations, wherever applicable; and
- Any amendments are issued from time to time.

The composition of the Selection Committee shall not be reproduced in this Manual and shall always remain subject to the prevailing statutory provisions.

6.11 Selection Procedure

The statutory recruitment process shall normally consist of the following stages:

1. Sanction of posts by Shivaji University, Kolhapur
2. Approval of Vacancy
3. Publication of Advertisement
4. Receipt of Applications
5. Scrutiny of Applications
6. Preparation of Eligible Candidate List
7. Constitution of the Selection Committee by Shivaji University, Kolhapur.
8. Interview and Assessment
9. Teaching Demonstration or Presentation, if prescribed
10. Evaluation by the Selection Committee
11. Preparation of Selection Proceedings
12. Recommendation to the Competent Authority, i.e. Shivaji University, Kolhapur
13. Approval by the Management
14. Issue of Appointment Order

The institution may modify procedural aspects as required to comply with revised statutory provisions.

6.12 Selection Committee Proceedings

The proceedings of the Selection Committee shall be documented and maintained by the Human Resource Office.

The proceedings shall ordinarily include:

- Attendance of committee members;
- List of candidates interviewed;
- Evaluation records;
- Recommendations of the committee;





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- Waiting list, if approved;
- Signatures of committee members; and
- Any observations considered relevant by the committee.

All proceedings shall be treated as confidential institutional records.

6.13 Approval and Appointment

The recommendations of the Selection Committee shall be placed before the Competent Authority for approval (Shivaji University, Kolhapur)

No appointment shall be considered valid unless approved by the Competent Authority and communicated through a formal Appointment Order issued by the institution.

The selected candidate shall complete the prescribed joining formalities of the institution before assuming duties.

The Human Resource Office shall maintain all records relating to the recruitment process in accordance with the institutional record retention policy.

Section III

Recruitment through the Institutional (Local) Selection Committee

6.14 Applicability

The Institutional (Local) Selection Committee shall be constituted for the recruitment and selection of positions that are not governed by the statutory recruitment procedures of Shivaji University or other regulatory authorities.

This procedure shall normally apply to the following categories of employees:

Teaching Positions

- Adhoc Faculty
- Contract Faculty
- Visiting Faculty
- Guest Faculty
- Adjunct Faculty
- Professor of Practice
- Teaching Assistants

Administrative Positions

- Administrative Officers
- Office-Superintendents





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- Office Assistants
- Human Resource Personnel
- Finance and Accounts Staff
- Examination Cell Staff
- Admission Cell Staff

Technical Positions

- Laboratory Instructors
- Laboratory Assistants
- Technical Assistants
- Workshop Staff
- System Administrators
- IT Support Personnel
- Central Computer Centre Staff

Supporting Positions

- Library Assistants
- Office Support Staff
- Drivers
- Attendants
- Maintenance Personnel
- Housekeeping Staff (where directly employed)

The Director may, with the approval of the Competent Authority, extend this procedure to any other position as deemed appropriate.

6.15 Constitution of the Institutional (Local) Selection Committee

To ensure transparency, fairness, and merit-based selection, the Director shall constitute an Institutional (Local) Selection Committee appropriate to the nature of the vacancy.

The composition of the committee may vary depending on the post's category. However, it shall ordinarily include:

Position	Role
Director	Chairperson
Management Representative	Member
Administrative Officer	Member
Concerned Dean	Member
Head of the Concerned Department / Section	Member
Subject Expert / Technical Expert (where applicable)	Member
Human Resource Representative	Member-Secretary

For senior administrative, technical, or specialised positions, the Director may nominate one or more external experts to ensure an objective assessment.





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No member having a direct or indirect conflict of interest with any candidate shall participate in the selection process.

6.16 Recruitment Procedure

Recruitment through the Institutional (Local) Selection Committee shall normally follow the procedure outlined below:

Step 1 – Identification of Vacancy

The concerned department or section shall identify the vacancy and submit a Manpower Requisition to the Human Resource Office.

Step 2 – Approval

The vacancy shall be verified with respect to workload, sanctioned strength, budget availability, and institutional requirements before obtaining approval from the Competent Authority.

Step 3 – Advertisement / Invitation of Applications

Depending upon the urgency and nature of the position, applications may be invited through one or more of the following:

- Institutional website
- Newspaper advertisement
- Employment portals
- Professional networking platforms
- Campus recruitment
- Walk-in interviews
- Employee referrals (where approved)

Step 4 – Scrutiny of Applications

The Human Resource Office shall scrutinise applications to determine eligibility based on the prescribed qualifications and experience.

Step 5 – Assessment

Depending upon the nature of the post, candidates may be required to undergo one or more of the following:

- Written Test
- Skill Test
- Practical Demonstration
- Computer Proficiency Test
- Teaching Demonstration
- Technical Interview
- Personal Interview





Step 6 – Evaluation

The Selection Committee shall assess each candidate using approved evaluation criteria and recommend suitable candidates strictly on merit.

Step 7 – Approval

The recommendations of the committee shall be submitted to the Competent Authority for approval.

Step 8 – Offer of Appointment

Upon approval, the Human Resource Office shall issue the Offer of Appointment.

6.17 Evaluation Criteria

Candidates shall be evaluated objectively using predefined criteria appropriate to the position.

A. Teaching Positions

Evaluation may include:

- Academic qualifications
- Subject knowledge
- Teaching competency
- Communication skills
- Research publications
- Industry experience
- Outcome-Based Education (OBE) awareness
- Innovation and problem-solving ability
- Professional ethics
- Overall suitability

B. Administrative Positions

Evaluation may include:

- Educational qualifications
- Administrative experience
- Office management skills
- Communication ability
- Computer proficiency
- Decision-making ability
- Teamwork
- Professional conduct

C. Technical Positions

Evaluation may include:





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- Technical qualifications
- Practical knowledge
- Laboratory or workshop skills
- Equipment handling
- Safety awareness
- Troubleshooting ability
- Computer applications
- Professional behaviour

The Selection Committee may adopt standardised evaluation rubrics to ensure consistency and fairness.

6.18 Document Verification

Candidates recommended for appointment shall submit original documents for Verification before joining.

The documents may include:

- Proof of age and identity
- Educational certificates and mark sheets
- Experience certificates
- Professional registration certificates, where applicable
- Category certificate, where applicable
- Address proof
- Aadhaar/PAN or other Government-issued identification
- Passport-size photographs
- Relieving order from previous employer, where applicable
- Character certificate, where required
- Any other document specified by the institution

Submission of false information or forged documents shall result in cancellation of candidature or termination of service, as applicable.

6.19 Offer of Appointment

After approval by the Competent Authority, the Human Resource Office shall issue a formal Offer of Appointment.

The Offer of Appointment shall specify:

- designation;
- nature of appointment;
- department;
- reporting authority;
- date of joining;
- remuneration and applicable benefits;
- probation period, where applicable;
- service conditions; and
- Other terms and conditions of employment.





The selected candidate shall accept the offer within the stipulated time.

6.20 Joining Formalities

Before assuming duties, every selected candidate shall complete the prescribed joining formalities.

These shall ordinarily include:

- submission of joining report;
- verification of original documents;
- execution of required declarations or agreements;
- creation of employee records;
- allotment of employee identification number;
- issuance of an identity card;
- creation of an official e-mail account and digital access;
- orientation regarding institutional policies; and
- Participation in the induction programme.

The appointment shall become effective only after completion of all prescribed joining formalities.

Section IV

General Provisions

6.21 Equal Opportunity Policy

ADCET is committed to providing equal employment opportunities to all eligible candidates.

Recruitment and selection shall be conducted without discrimination based on religion, caste, gender, marital status, disability, age, ethnicity, or any other characteristic protected under applicable law, except where statutory provisions or reservation policies specifically apply.

The institution shall encourage diversity and inclusion while ensuring that merit and competence remain the primary criteria for selection.

6.22 Confidentiality

All recruitment-related information shall be treated as confidential.

Confidential information includes:

- applications;
- evaluation sheets;
- interview proceedings;
- committee deliberations;
- recommendations;
- reference checks; and
- selection records.





Such information shall be accessed only by authorised personnel and shall not be disclosed except as required by law or institutional policy.

6.23 Record Management

The Human Resource Office shall maintain complete and accurate records of every recruitment process.

The records shall ordinarily include:

- manpower requisition;
- vacancy approval;
- advertisements;
- applications received;
- screening reports;
- interview schedules;
- attendance sheets;
- evaluation forms;
- committee proceedings;
- approval notes;
- offer letters;
- appointment orders; and
- joining records.



Recruitment records shall be preserved in accordance with the institutional Record Retention Policy.

6.24 Monitoring and Review

The effectiveness of the recruitment and selection process shall be reviewed periodically by the Human Resource Office in consultation with the Director.

The review shall consider, among other factors:

- time taken to fill vacancies;
- quality and competency of recruits;
- compliance with institutional policies;
- adherence to statutory requirements;
- employee retention;
- feedback from departments; and
- Observations from internal audits or quality assurance reviews.

Wherever necessary, corrective and preventive actions shall be initiated to improve the efficiency, transparency, and effectiveness of the recruitment process.

6.25 Chapter Summary

The Recruitment and Selection Policy establishes a transparent, objective, and systematic framework for recruiting competent human resources at ADCET. It distinguishes between recruitment through the statutory Shivaji University Selection Committee and recruitment through the Institutional (Local) Selection Committee,



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ensuring that each process complies with applicable regulations while remaining aligned with the institution's strategic objectives.

By emphasising merit, fairness, equal opportunity, confidentiality, and accountability, the policy supports the recruitment of qualified professionals who contribute to academic excellence, research, innovation, institutional development, and the realisation of ADCET's Vision and Mission.





CHAPTER 7

APPOINTMENT, PROBATION AND CONFIRMATION

7.1 Introduction

The appointment, probation, and confirmation process ensures that employees appointed to Annasaheb Dange College of Engineering and Technology (ADCET), Ashta possess the competence, commitment, integrity, and professional attributes required to contribute effectively towards the institutional Vision and Mission. This chapter establishes the policy governing appointment, probation, and confirmation of employees and provides a structured framework for assessing suitability before regular confirmation in service.

7.2 Purpose

The purpose of this policy is to:

- Establish a uniform framework for appointment and confirmation of employees;
- Ensure that appointments are made in accordance with approved recruitment procedures;
- Assess employee performance during the probation period;
- Confirm only those employees who demonstrate satisfactory performance and conduct; and
- Promote transparency, fairness, and accountability in employment decisions.

7.3 Scope

This policy applies to all employees appointed by the institution, including:

- Regular Teaching Staff
- Ad hoc Teaching Staff (where applicable)
- Administrative Staff
- Technical Staff
- Supporting Staff

The provisions relating to probation and confirmation shall apply only to employees appointed against regular sanctioned posts unless otherwise specified in the appointment order.

7.4 Types of Appointment

Appointments may be made under one of the following categories:

- Regular Appointment
- Adhoc Appointment
- Temporary Appointment
- Visiting Faculty





- Adjunct Faculty
- Guest Faculty

The nature of the appointment shall be clearly specified in the Appointment Order.

7.5 Appointment Order

Every selected candidate shall receive a formal Appointment Order issued by the Competent Authority.

The Appointment Order shall ordinarily specify:

- designation;
- department or section;
- nature of appointment;
- date of joining;
- pay and allowances, where applicable;
- probation period;
- reporting authority; and
- Applicable terms and conditions of service.

No employee shall assume duties unless a formal Appointment Order has been issued.

7.6 Joining Formalities

Every employee shall complete the prescribed joining formalities before assuming charge of the post.

The joining process shall ordinarily include:

- submission of the joining report;
- verification of original documents;
- submission of required declarations and certificates;
- creation of employee records;
- allotment of employee identification number;
- issue of identity card;
- creation of official e-mail and institutional access; and
- Participation in the institutional induction programme.

7.7 Probation

Every employee appointed against a regular sanctioned post shall ordinarily be placed on probation from the date of joining.

The purpose of probation is to assess the employee's:





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- professional competence;
- work performance;
- teaching or technical capability, as applicable;
- conduct and discipline;
- commitment to institutional values;
- adaptability to the institutional environment; and
- Overall suitability for regular service.

During the probationary period, the employee shall be expected to fulfil all assigned responsibilities satisfactorily and to comply with all institutional policies and regulations.

7.8 Duration of Probation

The probation period shall ordinarily be:

Category of Employee	Probation Period
Teaching Employees	One (01) year from the date of joining
Non-Teaching Employees	Two (02) Years from the date of joining

The Competent Authority may extend the probation period where the employee's performance, conduct, or suitability is found to be unsatisfactory.

Extension of probation shall not confer any right to automatic confirmation.

7.9 Performance Assessment During Probation

The performance of probationary employees shall be reviewed periodically by the Reporting Officer and the Head of the Department/Section.

The assessment shall normally consider:

- work performance;
- teaching effectiveness or job competence;
- punctuality and attendance;
- discipline and professional conduct;
- initiative and teamwork;
- communication skills;
- adherence to institutional policies; and
- Participation in departmental and institutional activities.





For teaching employees, performance assessment may also consider the outcomes of the **Comprehensive Performance Review Process (CPRP)**, student feedback, academic responsibilities, research contributions, and institutional service.

7.10 Confirmation of Service

Confirmation in service shall not be automatic upon completion of the probation period.

An employee shall be considered for confirmation only after:

- successful completion of the prescribed probation period;
- satisfactory performance throughout the probation period;
- recommendation of the Head of Department/Section Head;
- fulfilment of all service conditions; and
- Approval by the Competent Authority.

Confirmation shall become effective only after the issue of a formal Confirmation Order by the institution.

7.11 Extension of Probation or Discontinuation

Where the performance or conduct of a probationary employee is found to be unsatisfactory, the Competent Authority may:

- extend the probation period for a specified duration;
- prescribe a Performance Improvement Plan (PIP), where appropriate; or
- Discontinue the employee's services in accordance with the terms of appointment and applicable rules.

7.12 Service Records

The Human Resource Office shall maintain a personal service record for every employee containing:

- appointment documents;
- educational and experience records;
- probation reviews;
- confirmation orders;
- performance appraisal reports;
- training records; and
- Other relevant service documents.

Employee records shall be maintained securely and treated as confidential.

7.13 Responsibilities





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Director

- Approve appointments, probation extensions, and confirmation of service in accordance with delegated authority.

Human Resource Office

- Issue appointment and confirmation orders.
- Maintain employee service records.
- Monitor probation timelines.

Head of Department / Section Head

- Supervise probationary employees.
- Conduct periodic performance reviews.
- Recommend confirmation, extension, or discontinuation.

Employee

- Perform assigned duties diligently.
- Comply with institutional policies and code of conduct.
- Demonstrate professional competence and integrity during the probation period.

7.14 Chapter Summary

This chapter establishes the policy governing appointment, probation, and confirmation of employees at ADCET. It provides a transparent and systematic framework for appointing employees, assessing their performance during probation, and confirming suitable candidates for regular service. The policy supports merit-based employment practices while ensuring that only competent, committed, and professionally responsible individuals become permanent members of the institution.





CHAPTER 8

SERVICE CONDITIONS AND EMPLOYEE CLASSIFICATION

8.1 Introduction

The service conditions of employees at Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, are designed to provide a fair, transparent, and professional framework for employment. This chapter defines the categories of employees and outlines the general service conditions governing their employment with the institution.

8.2 Purpose

The purpose of this chapter is to:

- Classify employees based on the nature of their appointment;
- Establish uniform service conditions applicable to all employees;
- Ensure consistency in the administration of service matters; and
- Provide a foundation for subsequent HR policies.

8.3 Scope

This chapter applies to all teaching, administrative, technical, and supporting employees appointed by the institution, unless otherwise specified in the appointment order or applicable statutory provisions.

8.4 Employee Classification

Employees of ADCET shall be classified into the following categories:

A. Teaching Employees

- Professor
- Associate Professor
- Assistant Professor
- Professor of Practice
- Adjunct Faculty
- Visiting Faculty
- Guest Faculty
- Adhoc Faculty



B. Administrative Employees



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Employees engaged in institutional administration, finance, examination, admissions, human resources, and other administrative functions.

C. Technical Employees

Employees responsible for laboratories, workshops, information technology, computer centre, and technical support services.

D. Supporting Employees

Employees engaged in library support, office assistance, maintenance, housekeeping, security (where directly employed), and other support services.

8.5 General Service Conditions

All employees shall:

- Comply with institutional policies, rules, and regulations;
- Perform assigned duties diligently and professionally;
- Maintain integrity, discipline, and ethical conduct;
- Protect the confidentiality of institutional information;
- Safeguard institutional property and resources;
- Participate in institutional development and quality initiatives; and
- Comply with directions issued by the Competent Authority.

8.5.1 Dress Code

Employees shall maintain a neat, clean, dignified, and professional appearance while on duty. They shall adhere to the institution's dress code as prescribed from time to time. Compliance with the approved Dress Code Policy is mandatory for all employees during working hours, official meetings, academic activities, examinations, institutional functions, and other official assignments.

8.6 Seniority

The seniority of employees shall ordinarily be determined in accordance with applicable statutory provisions and institutional policies and by the date of regular appointment, unless otherwise specified.

8.7 Transfer and Assignment

The institution reserves the right to transfer or assign employees to any department, centre, office, campus, or institutional activity based on administrative requirements, employee competence, and institutional priorities.

Employees shall comply with such orders issued by the Competent Authority.



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8.8 Outside Employment

Employees shall not undertake any full-time employment, consultancy, business activity, or assignment that conflicts with their official responsibilities without prior written approval from the Competent Authority.

8.9 Interpretation

Any matter relating to service conditions not specifically covered in this Manual shall be decided by the Competent Authority in accordance with applicable statutory provisions and institutional policies.

8.10 Chapter Summary

This chapter classifies employees and establishes the general service conditions governing their employment at ADCET. The detailed policies relating to attendance, leave, code of conduct, performance management, career advancement, welfare, and separation are provided in the subsequent chapters of this Manual.





CHAPTER 9

WORKING HOURS, ATTENDANCE AND LEAVE POLICY

9.1 Introduction

The effectiveness of an educational institution depends on the commitment, discipline, and professional conduct of its employees. Regular attendance, punctuality, and efficient utilisation of working hours are essential for ensuring quality teaching, timely administrative services, and smooth institutional functioning. Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, expects every employee to adhere to the prescribed working schedule and maintain high standards of professional responsibility.

This chapter establishes the policy governing working hours, attendance, and leave administration to ensure continuity of academic and administrative activities while providing employees with reasonable leave benefits in accordance with institutional norms.

9.2 Purpose

The purpose of this policy is to:

- Establish uniform norms relating to working hours, attendance, and leave;
- Promote punctuality, discipline, and accountability among employees;
- Ensure uninterrupted academic and administrative functioning;
- Provide employees with appropriate leave benefits; and
- Maintain transparency and consistency in leave administration.

9.3 Scope

This policy shall apply to all teaching, administrative, technical, and supporting employees of ADCET unless otherwise specified in the appointment order or governed by separate contractual conditions.

The provisions of this chapter shall be read in conjunction with applicable statutory provisions and other institutional policies.

9.4 Working Hours

The normal working hours of the institution shall be **9:00 a.m. to 5:00 p.m.** on all working days, unless otherwise notified by the Director.

Employees shall:

- Report for Duty on time and remain available during the prescribed working hours;



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- Perform all assigned academic, administrative, research, examination, mentoring, and institutional responsibilities;
- Attend departmental meetings, institutional programmes, training programmes, and committee meetings as assigned; and
- Undertake additional duties entrusted by the Competent Authority in the interest of the institution.

Teaching faculty shall devote adequate time to teaching, student mentoring, laboratory work, curriculum development, research, examination duties, accreditation activities, consultancy, and institutional development.

The Director may revise working hours or prescribe special working schedules whenever required to meet academic or administrative requirements.

9.5 Attendance

Every employee shall maintain regular attendance and observe punctuality.

Attendance shall be recorded through the institution's prescribed attendance system. Employees are responsible for ensuring that their attendance is correctly recorded each working day.

Employees shall not:

- Mark attendance on behalf of another employee;
- Manipulate attendance records;
- Leave the workplace without permission during working hours; or
- Remain absent without obtaining appropriate approval.

Habitual irregular attendance or unauthorised absence shall be viewed seriously and may result in disciplinary action.

9.6 Biometric Attendance

ADCET shall maintain a **biometric attendance system** as the official method of recording attendance.

Every employee shall:

- Register attendance through the biometric system while reporting for Duty;
- Register attendance while leaving the institution, if prescribed;
- Immediately report any technical issues or failures with the biometric system to the Human Resource Office.

In exceptional circumstances where biometric attendance cannot be recorded, attendance may be regularised through the prescribed procedure with the approval of the Competent Authority.





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Biometric attendance records shall constitute the institution's official attendance records.

9.7 Late Attendance and Absence

Employees are expected to report for Duty punctually.

An employee who is unable to attend Duty due to illness, emergency, or any other unavoidable reason shall inform the Reporting Officer or Head of Department/Section at the earliest and submit the appropriate leave application.

Repeated late attendance, habitual absenteeism, or unauthorised absence may adversely affect performance appraisal and may invite administrative or disciplinary action in accordance with institutional rules.

9.8 Official Duty

Attendance shall be treated as **Official Duty (OD)** when an employee is authorised by the Competent Authority to perform institutional responsibilities outside the normal workplace.

Official Duty may include:

- examination duties;
- admission-related work;
- NBA, NAAC, or statutory inspection activities;
- meetings of statutory bodies and committees;
- approved Faculty Development Programmes (FDPs);
- conferences, seminars, workshops, and training programmes sponsored or approved by the institution;
- university or government assignments;
- industrial visits or academic tours accompanying students;
- outreach, extension, consultancy, or community engagement activities approved by the institution;
- and
- Any other assignment authorised by the Competent Authority.

The period of Official Duty shall be treated as attendance for all service purposes.

9.9 General Leave Policy

ADCET recognises that employees may require leave for personal, medical, academic, or family reasons. Accordingly, the institution provides various categories of leave to support employee well-being while ensuring continuity of institutional activities.

The following general principles shall apply:





1. Leave is a privilege granted by the institution and shall not be claimed as an absolute right.
2. Leave shall ordinarily be applied for and approved before it is availed, except in emergency situations.
3. Grant of leave shall be subject to administrative exigencies and the availability of suitable arrangements for the discharge of official responsibilities.
4. Employees shall resume Duty immediately upon expiry of the sanctioned leave period.
5. Prefixing or suffixing holidays with leave shall **not** be permitted unless specifically approved by the Competent Authority under exceptional circumstances.
6. Unauthorised absence from Duty shall constitute misconduct and shall be dealt with in accordance with institutional rules.

9.10 Leave Application Procedure

Employees intending to avail leave shall submit a leave application through the prescribed system or form sufficiently in advance, except in cases of emergency.

The leave application shall specify:

- type of leave;
- duration of leave;
- reason for leave;
- contact details during the leave period; and
- Any supporting documents, where applicable.

In the event of medical leave or any prolonged absence, the institution may require the submission of appropriate documentary evidence.

Employees shall not proceed on leave until approval has been granted by the Competent Authority, except where prior approval is not possible due to unforeseen emergencies.

9.11 Leave Approval Authority

Leave shall be sanctioned only by the Competent Authority in accordance with the institutional delegation of powers.

Ordinarily:

Employee Category	Recommending Authority	Approving Authority
Teaching Faculty	Head of Department	Director
Heads of Department	--	Director
Administrative Staff	Section Head	Director
Technical & Supporting Staff	Section Head/HoD	Director
Deans	—	Director
Associate Dean	Dean	Director



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The Human Resource Office shall maintain records of all leave applications, approvals, and leave balances.

9.12 Transition to Leave Entitlements

The institution provides various categories of leave to meet employees' personal, medical, family, academic, and official requirements. The eligibility, duration, conditions, accumulation, encashment, and administration of each category of leave are specified in the subsequent sections of this chapter.

9.13 Leave Entitlement Matrix

The leave entitlements applicable to employees of ADCET are as follows:

Leave Type	Entitlement	Applicability	Carry Forward	Encashment
Casual Leave (CL)	8 Days per Calendar Year	All Employees	No	No
Earned Leave (EL)	Instead of EL, one week will be given as a vacation per semester	Permanent Non-Teaching Employees	Yes	Yes
Medical / Sick Leave	10 Days per Calendar Year	All Employees	Permanent employees only	No
Maternity Leave	Six (06) Months	Eligible Female Employees	Not Applicable	No
Paternity Leave	One (01) Month	Eligible Male Employees	Not Applicable	No
Duty Leave	As required	Eligible Employees	Not Applicable	No
Study Leave	With prior approval	Eligible Employees	Not Applicable	No
Academic Leave	Not Applicable	—	—	—
Compensatory Leave	If you worked for six (06) hours or more on a declared holiday	Eligible Employees	As approved	No
Leave Without Pay (LWP)	As per Institutional Rules	Eligible Employees	Not Applicable	No

9.14 Casual Leave (CL)

Casual Leave is intended to enable employees to attend to urgent personal matters or unforeseen circumstances.

The following conditions shall apply:

- Employees shall be entitled to **eight (08) days of Casual Leave** in a calendar year.
- Casual Leave shall not be accumulated or carried forward to the succeeding year.
- Casual Leave shall ordinarily be sanctioned in advance except in emergencies.





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- Casual Leave may be refused or postponed in the interest of academic or administrative work.
- Casual Leave shall not ordinarily be granted for long continuous periods.

9.15 Earned Leave (EL)

Earned Leave shall apply to **permanent non-teaching employees**.

As per the new policy, the one-week vacation will be given to non-teaching staff per semester, as per adjustment, and the period will be decided from time to time by the Director.

The following provisions shall apply:

- Earned Leave shall accrue at the rate of **eight (08) days per year**.
- Unutilized Earned Leave may be carried forward in accordance with institutional rules.
- Earned Leave may be encashed in accordance with the institution's approved policy.
- Earned Leave shall be sanctioned subject to administrative convenience.

9.16 Medical / Sick Leave

Medical Leave is intended for employees unable to attend duty due to illness.

The following provisions shall apply:

- Employees shall be entitled to **ten (10) days of Medical Leave** per calendar year.
- **Ad hoc/Contract employees shall use** Medical Leave within the same calendar year. Unutilized leave shall lapse at the end of the year.
- **Permanent employees** may carry forward unutilized Medical Leave in accordance with institutional rules.
- The institution may require a medical certificate for prolonged illness or repeated Medical Leave.

9.17 Maternity Leave

Eligible female employees shall be entitled to **six (06) months of Maternity Leave**, subject to applicable statutory provisions and institutional rules.

The leave shall be sanctioned upon submission of the prescribed application and supporting medical documents.

9.18 Paternity Leave

Eligible male employees shall be entitled to **one (01) month of Paternity Leave** for the birth or adoption of a child, subject to institutional approval.

The leave shall ordinarily be availed of within the period prescribed by the institution.





9.19 Duty Leave

Duty Leave may be granted when an employee is deputed by the institution for official assignments, including:

- University duties;
- Examination work;
- NBA, NAAC, or accreditation activities;
- Faculty Development Programmes;
- Conferences, seminars, workshops, and training programmes approved by the institution;
- Official meetings;
- Consultancy or extension activities approved by the institution; and
- Any other assignment authorised by the Competent Authority.

Duty Leave shall be treated as attendance for all service purposes.

9.20 Study Leave

Study Leave may be granted to eligible employees for pursuing higher education, research, skill development, or professional programmes that contribute to institutional objectives.

Study Leave shall:

- require prior written approval of the Competent Authority;
- be granted subject to administrative feasibility; and
- Be governed by the specific conditions prescribed by the institution.

9.21 Compensatory Leave

Employees who are required to work on an officially declared holiday for **six (06) hours or more**, with prior authorisation from the Competent Authority, shall be eligible for one day of Compensatory Leave.

Compensatory Leave shall:

- be supported by attendance records and certification by the Reporting Officer;
- be availed within the period prescribed by the institution; and
- Lapse if not utilised within the prescribed period unless otherwise approved.

9.22 Leave Without Pay (LWP)

Leave Without Pay may be granted when an employee has exhausted all eligible leave or under exceptional circumstances.





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Sanction of Leave Without Pay shall be entirely at the discretion of the Competent Authority and shall be governed by institutional rules.

The period of Leave Without Pay may affect service benefits, as applicable, under institutional or statutory provisions.

9.23 Gate Pass Facility

To facilitate employees in attending to urgent personal work during office hours, the institution provides a **Gate Pass Facility**.

The following conditions shall apply:

- An employee may avail a gate pass for **up to one (01) hour** during working hours.
- Prior approval from the Reporting Officer, the Head of Department/Section, and the Dean, FSD, shall be obtained before leaving the campus.
- The employee shall record the time of exit and re-entry in the prescribed register or digital system.
- The gate pass facility shall be used only for genuine and unavoidable personal requirements.
- Frequent or repeated use of the gate pass facility may be reviewed by the Competent Authority.
- Absence exceeding one hour without approval may be treated as leave or unauthorised absence, as deemed appropriate.

9.24 Late Attendance

Employees are expected to report for duty at the prescribed reporting time.

To encourage punctuality:

- Each instance of reporting late shall be recorded as one **Late Mark**.
- **Three (03) Late Marks** accumulated during a calendar month shall be treated as **Half (½) Day Casual Leave**.
- If sufficient Casual Leave is not available, the deduction may be adjusted against other eligible leave or treated as Leave Without Pay, as applicable.
- Habitual late attendance may invite counselling, administrative action, or disciplinary proceedings.

The Director may condone late attendance in exceptional circumstances supported by valid reasons.

9.25 Unauthorized Absence

Absence from duty without prior approval or without sufficient cause shall be treated as unauthorised absence.

Unauthorised absence may result in:





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- deduction of salary, where applicable;
- debit of eligible leave;
- disciplinary action; or
- Any other action considered appropriate by the Competent Authority.

9.26 Responsibilities

Employees

Employees shall:

- Observe prescribed working hours;
- maintain punctuality and regular attendance;
- apply for leave in the prescribed manner;
- resume duty immediately after sanctioned leave; and
- Comply with the provisions of this policy.

Heads of Department / Section Heads

Heads shall:

- monitor attendance and leave;
- recommend leave applications;
- ensure continuity of departmental work; and
- Report habitual absenteeism or irregularity.

Human Resource Office

The Human Resource Office shall:

- maintain attendance and leave records;
- update leave balances;
- process leave applications;
- monitor compliance with this policy; and
- Submit periodic reports to the Director.

9.27 Chapter Summary

This chapter establishes the institutional policy governing working hours, attendance, and leave at ADCET. It defines employee obligations regarding punctuality, attendance, and leave while specifying the leave entitlements and conditions applicable to different categories of employees. The policy aims to balance employee welfare with institutional requirements, ensuring discipline, operational continuity, transparency, and fairness in the administration of attendance and leave.





CHAPTER 10

PERFORMANCE MANAGEMENT AND PROFESSIONAL DEVELOPMENT

10.1 Introduction

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, recognises that employee performance and continuous professional development are fundamental to achieving academic excellence, institutional growth, and stakeholder satisfaction. The institution has established a structured performance management system that promotes accountability, continuous improvement, innovation, and professional excellence among all employees.

10.2 Purpose

The purpose of this chapter is to:

- establish a fair and transparent performance management framework;
- encourage continuous professional growth of employees;
- recognise and reward meritorious performance;
- identify training and development needs; and
- Align individual performance with the institution's Vision, Mission, and strategic objectives.

10.3 Scope

This policy applies to all teaching, administrative, technical, and supporting employees of the institution.

10.4 Performance Management Framework

The institution shall adopt a systematic performance management process to evaluate employee contributions, promote continuous improvement, and support institutional excellence.

Performance evaluation shall be based on:

- achievement of assigned responsibilities;
- quality of work and professional competence;
- discipline, punctuality, and integrity;
- contribution to institutional development;
- participation in quality assurance initiatives;
- teamwork and leadership; and
- Continuous professional development.

For teaching employees, the evaluation shall also consider academic performance, student mentoring, research, innovation, consultancy, examination responsibilities, and institutional service.





10.5 Comprehensive Performance Review Process (CPRP)

ADCET has implemented the **Comprehensive Performance Review Process (CPRP)** as the institutional mechanism for annual performance evaluation.

The CPRP provides a structured and evidence-based assessment of employee performance and facilitates:

- annual performance review;
- identification of strengths and areas for improvement;
- performance-based recognition;
- professional development planning; and
- Setting of performance targets for the subsequent academic year.

The detailed methodology, evaluation criteria, scorecards, and procedures of CPRP shall be governed by the approved CPRP Guidelines issued by the institution from time to time.

10.6 Professional Development

The institution encourages all employees to continuously enhance their knowledge, skills, and professional competencies.

Employees shall be encouraged to participate in:

- Faculty Development Programmes (FDPs);
- workshops, seminars, and conferences;
- certification programmes;
- higher education and research;
- industry interaction programmes;
- professional society activities; and
- Institutional quality initiatives.

Departments shall regularly identify development needs and recommend suitable training programmes.

10.7 Performance Improvement

Where an employee's performance is found to be below the expected standards, the Reporting Officer may recommend appropriate developmental measures, including:

- mentoring;
- counselling;
- additional training;





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- skill enhancement programmes;
- periodic review; or
- a Performance Improvement Plan (PIP), where considered necessary.

The objective of such measures shall be to support employee development and improve overall performance.

10.8 Recognition and Career Development

The institution shall encourage excellence by recognising outstanding performance through appropriate appreciation, awards, incentives, career advancement opportunities, and professional development initiatives, in accordance with approved institutional policies.

Outstanding performance may also be considered while assigning leadership responsibilities, institutional committees, and special assignments.

10.9 Responsibilities

Employees

Employees shall:

- perform assigned responsibilities diligently;
- participate in the performance review process;
- pursue continuous professional development; and
- Contribute positively to institutional growth and quality initiatives.

Heads of Departments / Section Heads

Heads shall:

- monitor employee performance;
- provide constructive feedback;
- identify training needs;
- recommend professional development activities; and
- Support continuous performance improvement.

Human Resource Office

The Human Resource Office shall:

- Coordinate the implementation of performance management policies;
- maintain performance records;
- facilitate professional development initiatives; and





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- Ensure compliance with institutional procedures.

Dean, Institutional Performance and Quality Assurance (IPQA)

The Dean, IPQA, shall coordinate the implementation of the Comprehensive Performance Review Process (CPRP), monitor institutional performance indicators, analyse performance outcomes, and recommend quality improvement measures aligned with the institution's strategic objectives.

10.10 Chapter Summary

This chapter establishes the institutional framework for performance management and professional development at ADCET. Through a transparent performance evaluation system, the Comprehensive Performance Review Process (CPRP), and continuous learning opportunities, the institution aims to foster a culture of excellence, accountability, innovation, and lifelong professional growth among all employees.





CHAPTER 11

EMPLOYEE WELFARE, HEALTH AND SAFETY

11.1 Introduction

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, recognises that employee welfare is an integral part of institutional excellence. The institution is committed to creating a healthy, safe, supportive, and inclusive work environment that promotes employee well-being, professional satisfaction, and organisational commitment. The institution's welfare measures are intended to enhance employee morale, improve productivity, and foster a positive work culture aligned with ADCET's Vision and Mission.

11.2 Purpose

The purpose of this chapter is to:

- promote the physical, mental, and professional well-being of employees;
- provide welfare facilities that enhance employee satisfaction and work-life balance;
- ensure a safe and healthy workplace;
- encourage employee engagement and professional growth; and
- Establish a framework for employee welfare initiatives.

11.3 Scope

This policy applies to all teaching, administrative, technical, and supporting employees of ADCET.

11.4 Employee Welfare Facilities

ADCET shall strive to provide appropriate welfare facilities to its employees, subject to institutional policies, financial provisions, and resource availability.

11.4.1 Medical Facility

The institution provides **free on-campus primary medical facilities** for employees 24 hours a day. Employees requiring specialised treatment may be referred to recognised healthcare institutions.

11.4.2 Sports and Fitness Facilities

To promote a healthy lifestyle, employees shall be provided **free access** to the institutional sports and recreational facilities, including:

- Sports Complex
- Gymnasium
- Indoor Games Facility



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- Yoga Centre
- Music Room
- Swimming pool

Employees are encouraged to utilise these facilities outside their assigned working responsibilities.

11.4.3 Guest House Facility

The institutional Guest House may be made available to employees, visiting faculty, resource persons, examiners, and official guests, subject to availability and the institution's Guest House Rules.

11.4.4 Group Insurance

Eligible employees may be covered under the **Group Insurance Scheme** approved by the Management. The benefits, eligibility, premium contribution (if any), and coverage shall be governed by the applicable insurance policy.

11.4.5 Transportation Facility

Employees may avail the **institutional bus transportation facility**, subject to availability of seats, approved routes, and institutional guidelines.

11.4.6 Hostel Accommodation

Subject to availability, **hostel accommodation may be provided to unmarried/single employees** on terms and conditions prescribed by the institution. Residents shall comply with the Hostel Rules and Regulations.

11.4.7 Loan and Salary Advance Facility

The institution may provide **salary advances or financial assistance/loan facilities** to eligible employees in genuine and deserving cases, subject to approval by the Competent Authority and the applicable institutional policy.

11.4.8 Professional Development Support

The institution encourages employees to pursue continuous professional development by facilitating participation in:

- Faculty Development Programmes (FDPs)
- Workshops and Conferences
- Training Programmes
- Higher Education
- Research and Consultancy Activities





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- Professional Certification Courses
- Conference publication
- Journal publication

Support shall be provided in accordance with the applicable institutional policies.

11.4.9 Employee Engagement

ADCET encourages employees to actively participate in:

- cultural programmes;
- sports events;
- institutional celebrations;
- social and community outreach activities;
- staff welfare initiatives; and
- Quality assurance and institutional development activities.

Such participation strengthens teamwork, employee engagement, and institutional culture.

11.5 Health and Safety

The institution is committed to maintaining a safe, secure, and healthy working environment.

To achieve this objective, ADCET shall:

- maintain clean and hygienic workplaces;
- provide basic first-aid facilities;
- maintain fire safety equipment and emergency response systems;
- ensure laboratory and workshop safety;
- conduct periodic safety awareness programmes;
- promote environmental sustainability on campus; and
- Encourage prompt reporting of unsafe conditions and accidents.

Every employee shall observe prescribed safety practices and cooperate in maintaining a safe workplace.

11.6 Employee Responsibilities

Every employee shall:

- maintain a safe and healthy working environment;
- comply with institutional safety guidelines;
- use institutional facilities responsibly;
- report accidents, hazards, or unsafe conditions immediately;





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- actively participate in welfare and wellness programmes; and
- Contribute positively to the institutional work environment.

11.7 Responsibilities of the Institution

The institution shall:

- provide appropriate welfare facilities to employees;
- periodically review welfare measures based on employee needs;
- ensure a safe and healthy working environment;
- encourage employee well-being and work-life balance;
- promote professional development; and
- Strengthen employee engagement through institutional initiatives.

11.8 Policy Review

The employee welfare, health, and safety policy shall be reviewed periodically by the Management to ensure its continued relevance, effectiveness, and alignment with institutional objectives and statutory requirements.

The institution may introduce, modify, or discontinue welfare measures based on organisational priorities, financial feasibility, and employee welfare requirements.

11.9 Chapter Summary

ADCET is committed to providing a supportive, safe, and employee-friendly work environment. Through welfare facilities, healthcare support, sports and recreational amenities, transportation, accommodation, insurance, financial assistance, professional development opportunities, and employee engagement initiatives, the institution seeks to enhance employee well-being, job satisfaction, and organisational commitment. These welfare measures contribute to a motivated workforce and support the achievement of the institution's Vision, Mission, and strategic objectives.





CHAPTER 12

GRIEVANCE REDRESSAL MECHANISM

12.1 Introduction

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, is committed to maintaining a healthy, harmonious, and respectful work environment by providing a fair, transparent, and timely mechanism for addressing employee grievances. The institution believes that promptly resolving grievances enhances employee satisfaction, strengthens mutual trust, and contributes to organisational effectiveness.

This chapter establishes the framework for receiving, examining, and resolving employee grievances in a confidential, impartial, and time-bound manner.

12.2 Purpose

The purpose of this chapter is to:

- provide a structured mechanism for addressing employee grievances;
- ensure fair and unbiased resolution of complaints;
- promote harmonious employee relations;
- encourage open communication between employees and management; and
- Maintain a positive and productive work environment.

12.3 Scope

This policy applies to all teaching, administrative, technical, and supporting employees of ADCET.

Grievances relating to sexual harassment, ragging, research misconduct, or matters covered under separate institutional policies shall be dealt with in accordance with the respective approved policies and statutory provisions.

12.4 Grievance

A grievance refers to any concern, dissatisfaction, complaint, or dispute arising out of employment, working conditions, administrative decisions, interpersonal issues, service matters, or any other issue affecting an employee in the course of employment.

12.5 Guiding Principles

The Grievance Redressal Mechanism shall be guided by the following principles:

- Fairness and impartiality;
- Confidentiality;





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- Transparency;
- Timely resolution;
- Natural justice;
- Respect for all parties; and
- Protection against retaliation.

12.6 Grievance Redressal Procedure

Employees are encouraged to resolve concerns through the following hierarchy:

Level I: Immediate Reporting Officer / Head of Department or Section Head

Level II: Dean, FSD/ Dean IPQA / Human Resource Office

Level III: Director

Where necessary, the Director may refer the matter to an appropriate committee for detailed examination and recommendations.

Every effort shall be made to resolve grievances promptly through discussion, counselling, mediation, or administrative intervention.

12.7 Grievance Redressal Committee

The institution may constitute a Grievance Redressal Committee to examine employee grievances requiring formal consideration.

The Committee may comprise representatives from:

- Director (Chairperson or Nominee)
- Dean FSD,
- Dean Academics
- Dean IPQA
- Human Resource Office
- Senior Faculty Member
- Administrative Representative
- Any other member nominated by the Director

The Committee shall examine the grievance objectively and submit its recommendations to the Competent Authority.

12.8 Responsibilities



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Employees

Employees shall:

- raise grievances responsibly and respectfully;
- provide complete and accurate information;
- cooperate during the grievance resolution process; and
- Maintain confidentiality.

Heads of Departments / Section Heads

Heads shall:

- encourage amicable resolution of grievances;
- address issues promptly;
- maintain confidentiality; and
- Refer unresolved matters to the appropriate authority.

Human Resource Office

The Human Resource Office shall:

- receive and maintain grievance records;
- Coordinate grievance resolution;
- monitor timely disposal of grievances; and
- Maintain confidentiality of proceedings.

12.9 Confidentiality

All grievances and related proceedings shall be treated as confidential.

Information relating to grievances shall be disclosed only to authorised persons directly involved in the resolution process or where required by law.

12.10 Protection Against Retaliation

No employee shall be subjected to discrimination, victimisation, or retaliation for raising a genuine grievance in good faith.

Any act of retaliation shall be viewed seriously and may invite appropriate administrative action.

12.11 Appeal





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If an employee is not satisfied with the decision at the initial level, an appeal may be submitted to the Competent Authority within the period prescribed by the institution.

The decision of the Competent Authority shall ordinarily be final.

12.12 Policy Review

The Grievance Redressal Mechanism shall be reviewed periodically to improve its effectiveness and ensure alignment with institutional requirements and applicable statutory provisions.

12.13 Chapter Summary

ADCET is committed to maintaining a fair, transparent, and employee-friendly grievance redressal system. By resolving grievances promptly, maintaining confidentiality, upholding impartiality, and respecting natural justice, the institution aims to foster a positive work environment, strengthen employee confidence, and support the achievement of its Vision and Mission.





CHAPTER 13

SEPARATION FROM SERVICE

13.1 Introduction

Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, recognises that separation from service is a natural part of the employee lifecycle. The institution is committed to ensuring that all separations are managed in a fair, transparent, dignified, and systematic manner while safeguarding the interests of both the employee and the institution.

This chapter establishes the policy governing resignations, retirements, terminations, exit formalities, and the settlement of service-related matters.

13.2 Purpose

The purpose of this policy is to:

- establish a uniform procedure for separation from service;
- ensure a smooth transition of responsibilities;
- safeguard institutional records, assets, and interests;
- facilitate timely settlement of employee dues; and
- Maintain proper service records.

13.3 Scope

This policy applies to all teaching, administrative, technical, and supporting employees of ADCET, unless otherwise specified in the appointment order or applicable statutory provisions.

13.4 Modes of Separation

An employee may separate from the services of the institution through one or more of the following:

- Resignation
- Retirement / Superannuation
- Voluntary Retirement (where applicable)
- Completion of Contract
- Termination of Service
- Death in Service
- Any other mode permitted under applicable institutional rules.

13.5 Resignation





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An employee intending to resign shall submit a written resignation to the Competent Authority through the Reporting Officer.

The employee shall ordinarily serve the prescribed notice period or comply with the conditions specified in the Appointment Order or institutional rules.

The resignation shall become effective only after its formal acceptance by the Competent Authority.

13.6 Notice Period

Employees shall ordinarily serve the notice period prescribed in their Appointment Order or by the institution.

The institution may, at its discretion:

- require the employee to serve the full notice period;
- waive or reduce the notice period; or
- Permit payment instead of the notice period, wherever applicable.

13.7 Retirement

Employees shall retire from service upon attaining the age of superannuation as prescribed by the applicable statutory provisions or institutional policy.

The institution may, where permitted by applicable rules, consider an extension or re-employment based on institutional requirements, employee performance, health, and the Competent Authority's approval.

13.8 Termination of Service

The institution reserves the right to terminate an employee's services in accordance with the terms of appointment, applicable statutory provisions, and institutional policies.

Termination may arise due to:

- unsatisfactory performance;
- misconduct;
- violation of institutional rules;
- submission of false information or documents;
- prolonged unauthorised absence; or
- Any other reason permitted under applicable laws and institutional regulations.

The principles of natural justice shall be observed wherever applicable.

13.9 Exit Clearance





Before relieving, every employee shall complete the prescribed Exit Clearance Process.

The employee shall:

- hand over all official responsibilities;
- return institutional records, files, and documents;
- return identity card, access cards, keys, and other institutional property;
- clear outstanding dues, if any; and
- Obtain clearance from the concerned departments.

The Human Resource Office shall coordinate the exit clearance process.

13.10 Full and Final Settlement

The institution shall process the settlement of eligible dues after completion of the Exit Clearance Process.

The settlement may include:

- salary up to the last working day;
- leave encashment, where applicable;
- reimbursement of approved claims;
- recovery of outstanding dues; and
- Any other admissible payments.

Settlement shall be subject to institutional rules and statutory provisions.

13.11 Service Certificate and Relieving Letter

Upon successful completion of exit formalities, the institution may issue:

- Relieving Letter;
- Experience Certificate;
- Service Certificate; and
- Any other documents considered appropriate by the Competent Authority.

13.12 Exit Interview

The institution may conduct an Exit Interview to:

- obtain employee feedback;
- identify opportunities for organisational improvement;
- understand reasons for separation; and
- Strengthen employee retention strategies.





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Information obtained during the Exit Interview shall be treated confidentially and used only for institutional improvement.

13.13 Responsibilities

Employee

The employee shall:

- submit resignation through the prescribed procedure;
- complete the notice period, unless waived;
- hand over responsibilities;
- return institutional property; and
- Complete all exit formalities.

Head of Department / Section Head

The Head shall:

- ensure smooth handover of responsibilities;
- verify departmental clearance;
- recommend the relief of the employee; and
- Assist in the transition of work.

Human Resource Office

The Human Resource Office shall:

- process resignation and retirement cases;
- Coordinate exit clearance;
- maintain service records;
- process final settlement;
- issue service-related certificates; and
- Preserve employee records in accordance with institutional policy.

13.14 Interpretation and Exceptions

Any matter relating to separation from service not specifically covered in this Manual shall be decided by the Competent Authority in accordance with applicable statutory provisions, institutional policies, and the terms of appointment.

The Director shall have the authority to interpret the provisions of this chapter, subject to the approval of the Management wherever required.





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13.15 Chapter Summary

This chapter establishes the institutional framework governing separation from service at ADCET. It provides a transparent and systematic process for resignations, retirements, terminations, exit clearances, settlement of dues, and issuance of service documents. The policy aims to ensure an orderly transition, protect institutional interests, and uphold fairness, dignity, and professionalism throughout the separation process.





CHAPTER 14

POLICY ADMINISTRATION, IMPLEMENTATION AND REVIEW

14.1 Introduction

The Human Resource Policy Manual of Annasaheb Dange College of Engineering and Technology (ADCET), Ashta, serves as the primary framework governing human resource management within the institution. This chapter establishes the mechanism for the administration, implementation, interpretation, amendment, and periodic review of the policies contained in this Manual to ensure their continued relevance, effectiveness, and compliance with applicable statutory and institutional requirements.

4.2 Purpose

The purpose of this chapter is to:

- establish a framework for the effective implementation of the HR Policy Manual;
- define the authority responsible for policy administration;
- provide guidelines for interpretation and amendment of the policies;
- ensure compliance with statutory provisions and institutional regulations; and
- Facilitate continuous improvement of human resource practices.

14.3 Policy Administration

The Human Resource Office shall be the custodian of this Human Resource Policy Manual and shall be responsible for:

- implementing the provisions of this Manual;
- maintaining the latest approved version of the Manual;
- communicating policy updates to employees;
- maintaining relevant records and documentation; and
- monitoring compliance with the provisions of this Manual.

All employees shall familiarise themselves with the applicable provisions of the Manual and comply with the policies contained herein.

14.4 Interpretation of the Policy

The provisions of this Manual shall be interpreted in a fair, consistent, and transparent manner.

In case of any ambiguity or difference in interpretation, the matter shall be referred to the Director. The interpretation provided by the Director shall ordinarily be final, subject to the policies of the Management and the decisions of the Governing Body, wherever applicable.



14.5 Policy Implementation

The successful implementation of this Manual shall be the collective responsibility of all employees and institutional authorities.

The Director, Registrar, Human Resource Office, Deans, Heads of Departments, Section Heads, and employees shall ensure compliance with the applicable provisions of this Manual within their respective areas of responsibility.

Necessary administrative procedures, forms, and operational guidelines may be issued from time to time to facilitate effective implementation.

14.6 Amendments and Revision

The institution reserves the right to amend, modify, revise, or withdraw any provision of this Manual whenever considered necessary.

Amendments may be initiated due to:

- changes in statutory or regulatory requirements;
- AICTE, UGC, Shivaji University, Government, or other competent authority guidelines;
- institutional requirements;
- recommendations arising from audits or quality assurance reviews;
- strategic initiatives approved by the Management; or
- Continuous improvement of institutional practices.

All amendments shall become effective only after approval by the Competent Authority.

14.7 Compliance

Every employee shall comply with the provisions of this Manual and other applicable institutional policies.

Failure to comply with the prescribed policies, procedures, or institutional regulations may invite appropriate administrative or disciplinary action in accordance with the institution's applicable rules.

14.8 Policy Review

This Human Resource Policy Manual shall ordinarily be reviewed **once every three years** or earlier, if required, to ensure that it remains aligned with:

- The Vision and Mission of ADCET;
- statutory and regulatory requirements;
- institutional strategic objectives;





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- quality assurance practices; and
- Emerging best practices in human resource management.

Suggestions for improvement may be submitted by employees through the Human Resources Office for consideration during the review process.

14.9 Repeal and Savings

Upon the coming into effect of this Human Resource Policy Manual, all previous HR-related administrative instructions, circulars, or practices that are inconsistent with the provisions of this Manual shall stand superseded to the extent of such inconsistency.

However, any action taken, appointment made, leave sanctioned, or decision issued under the previous provisions shall remain valid unless specifically revised by the Competent Authority.

14.10 Effective Date

This Human Resource Policy Manual shall come into force from the date approved by the Governing Body of Annasaheb Dange College of Engineering and Technology (ADCET), Ashta and shall remain in effect until revised or replaced by a subsequent approved version.

14.11 Chapter Summary

This chapter establishes the framework for the administration, implementation, interpretation, amendment, compliance, and periodic review of the Human Resource Policy Manual. It ensures that the Manual remains a dynamic document capable of responding to evolving institutional requirements while supporting transparent, consistent, and effective human resource management practices aligned with ADCET's Vision and Mission.





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