



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]

MENTORING AND LEADERSHIP DEVELOPMENT POLICY

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Approved By: Governing Body

1. Preamble

Annasaheb Dange College of Engineering & Technology (ADCET), Ashta, recognises that effective leadership is fundamental to achieving excellence in academics, research, innovation, governance, quality assurance, and institutional development. The Institute firmly believes that strong academic leadership is developed through systematic mentoring, capacity building, and practical administrative exposure.

To ensure continuity of leadership and create a sustainable succession-planning mechanism, the Institute is committed to identifying, mentoring, and nurturing faculty members with leadership potential by providing opportunities to assume academic and administrative responsibilities at various levels.

This policy establishes a structured framework for developing future institutional leaders by providing opportunities to serve as Coordinators, Heads of Departments, Associate Deans, Deans, and other leadership positions based on merit, competence, institutional requirements, and performance. The policy aligns with the principles of the National Education Policy (NEP) 2020, AICTE regulations, UGC guidelines, NBA accreditation requirements, and the Institute's commitment to participative governance and continuous quality improvement.

2. Objectives

The objectives of this policy are to:

1. Develop a structured leadership pipeline for academic and administrative positions.
2. Identify faculty members with leadership potential and provide systematic mentoring.
3. Provide opportunities for faculty members to acquire leadership and administrative experience.
4. Prepare faculty members for leadership roles, including Coordinator, Head of Department, Associate Dean, Dean, and other strategic positions.
5. Promote succession planning and institutional leadership continuity.
6. Strengthen leadership competencies in governance, communication, decision-making, strategic planning, team management, and quality assurance.
7. Foster ethical, participative, transparent, and accountable leadership practices.
8. Encourage faculty participation in institutional development, accreditation, research, consultancy, innovation, and community engagement.
9. Facilitate continuous professional development through mentoring, leadership training, and exposure to best practices.



10. Enhance institutional excellence by developing competent academic and administrative leaders.

3. Scope

This policy shall apply to all eligible teaching faculty members of Annasaheb Dange College of Engineering & Technology, Ashta.

The policy covers:

- Identification of faculty members with leadership potential.
- Leadership mentoring by senior academic leaders.
- Administrative exposure through institutional assignments.
- Leadership opportunities in academic and administrative portfolios.
- Participation in institutional committees and strategic initiatives.
- Leadership development programmes, FDPs, workshops, and management training.
- Annual performance review of leadership assignments.
- Succession planning for key academic and administrative positions.

4. Guiding Principles

Implementation of this policy shall be based on the following principles:

- Merit and competence
- Equal opportunity
- Transparency and fairness
- Participative governance
- Continuous mentoring
- Accountability
- Ethical leadership
- Innovation and excellence
- Institutional commitment
- Continuous improvement

5. Leadership Development Framework

The Institute shall provide progressive leadership opportunities through the following pathway:

Level	Leadership Opportunity
Level I	Activity/Event Coordinator
Level II	Programme/Committee Coordinator
Level III	Institutional Coordinator
Level IV	Deputy HoD / Associate Dean
Level V	Head of Department
Level VI	Dean
Level VII	Strategic Institutional Leadership Team



Progression shall depend upon institutional requirements, leadership competencies, annual performance, and recommendations of the competent authority.

6. Identification of Leadership Potential

Faculty members may be identified for leadership development based on:

- Teaching performance
- Comprehensive Performance Review Process (CPRP)
- Research, consultancy, and innovation contributions
- Institutional responsibilities
- Communication and interpersonal skills
- Teamwork and collaboration
- Administrative aptitude
- Leadership qualities
- Professional ethics
- Commitment towards institutional development
- Recommendation of the HoD, Dean, or Director

7. Leadership Mentoring Programme

Faculty members identified for leadership development shall be assigned a mentor from among experienced institutional leaders such as:

- Director
- Deans
- Associate Deans
- Heads of Departments
- Senior Professors

The mentoring programme shall normally extend for one academic year and shall include:

- Goal setting
- Administrative exposure
- Leadership assignments
- Regular mentoring meetings
- Performance review
- Constructive feedback
- Professional development planning

8. Leadership Development Activities

Faculty members shall be encouraged to participate in:

- Academic planning and monitoring
- Curriculum development and revision
- IQAC and DIQAC activities



- NBA, NAAC and NIRF initiatives
- Outcome-Based Education implementation
- Academic audits
- Faculty development programmes
- Student development activities
- Research and innovation promotion
- Consultancy activities
- Industry collaborations
- International collaborations
- Institutional ranking initiatives
- Budget preparation
- Policy development
- Strategic planning
- Committee coordination
- Event management

9. Leadership Training

The Institute shall organise or sponsor programmes on:

- Educational leadership
- Academic governance
- AICTE, UGC and University regulations
- NEP implementation
- Outcome-Based Education
- Quality assurance
- Accreditation processes
- Financial Management
- Human resource management
- Communication and presentation skills
- Team building
- Conflict resolution
- Strategic planning
- Change management
- Digital governance
- Data-driven decision making

10. Leadership Opportunities and Appointments

Faculty members undergoing mentoring may be assigned responsibilities such as:

- Programme Coordinator
- Activity Coordinator
- Committee Coordinator
- Institutional Coordinator
- Department Coordinator
- Examination responsibilities



- Accreditation Coordinator
- Research Coordinator
- Innovation Coordinator
- Academic Audit Coordinator
- Department-level administrative responsibilities
- Institute-level committees
- Special institutional assignments

Leadership opportunities shall be assigned progressively according to competency, institutional requirements, and demonstrated performance.

11. Performance Evaluation

Leadership performance shall be reviewed annually based on:

- Achievement of assigned objectives
- Timely completion of responsibilities
- Leadership effectiveness
- Team management
- Quality of documentation
- Innovation introduced
- Institutional contribution
- Stakeholder feedback
- Professional conduct
- Mentor's assessment

The evaluation may form part of the faculty performance appraisal process.

12. Authorities for Leadership Appointments

Faculty members may be considered for appointment to the following leadership positions through the Mentoring and Leadership Development Programme, subject to institutional requirements and the competent authority's approval.

Sr. No.	Authority
1	Director
2	Dean, Academics
3	Associate Dean, Academics
4	Dean, Infrastructure & Campus Development
5	Dean, E-Governance
6	Administrative Officer
7	Dean, Institutional Performance & Quality Assurance
8	Associate Dean, Institutional Performance & Quality Assurance
9	Dean, Examinations and Evaluation
10	Associate Dean, Examination and Evaluation
11	Associate Dean, Examination and Evaluation



Sr. No.	Authority
12	Dean, Faculty & Student Development
13	Dean, Alumni Relations & Strategic Partnership
14	Dean, Research, Innovation & Start-up
15	Associate Dean, Research, Innovation & Start-up
16	Dean, Industry-Institute Interaction & Placements
17	Dean, Consultancy & Revenue Generation
18	Associate Dean, Consultancy & Revenue Generation
19	Dean, International Collaborations
20	Dean, E-Governance
21	Head, Department of Aeronautical Engineering
22	Head, Department of Artificial Intelligence & Data Science
23	Head, Department of Basic Sciences
24	Head, Department of Business Administration
25	Head, Department of Computer Applications
26	Head, Department of Civil Engineering
27	Head, Department of Computer Science & Engineering
28	Head, Department of Computer Science & Engineering (IoT & CSBT)
29	Head, Department of Electrical Engineering
30	Head, Department of Food Technology
31	Head, Department of Mechanical Engineering
32	Head, Department of Robotics & Artificial Intelligence
33	Head, Department of Electronics & Telecommunication Engineering
34	Academic Coordinator for each department
35	Departmental Examination Coordinator
36	Departmental Training and Placement Coordinator

13. Tenure, Performance Review and Continuation of Leadership Assignments

1. Leadership portfolios, such as Coordinator, Head of Department, Associate Dean, Dean, and other institutional positions, shall ordinarily be assigned for one academic year, subject to an annual performance review.
2. The performance of every portfolio holder shall be reviewed annually by the Director based on assigned responsibilities, Key Performance Indicators (KPIs), institutional contribution, leadership effectiveness, quality initiatives, stakeholder feedback, and overall performance.
3. A faculty member may ordinarily continue in the same leadership portfolio for a **maximum continuous period of five (5) years**, subject to satisfactory annual performance reviews and institutional requirements.
4. Upon completion of five years in a particular leadership portfolio, the continuation, reassignment, rotation, or appointment to another leadership position shall be decided by the **Management and the Director** after reviewing:
 - o Overall performance during the tenure.
 - o Achievement of institutional goals and assigned responsibilities.
 - o Leadership effectiveness.
 - o Succession planning requirements.



- Institutional priorities.
- 5. The Management reserves the right to modify, rotate, extend, or discontinue any leadership assignment at any time in the best interest of the Institute.
- 6. Leadership assignments are institutional responsibilities and **shall not constitute a permanent designation or confer any right to continue in the position beyond the approved tenure.**
- 7. Faculty members relieved from one leadership assignment may be considered for other academic or administrative responsibilities based on their competence, experience, institutional requirements, and future leadership development opportunities.

14. Roles and Responsibilities

Director

- Approve leadership development initiatives.
- Approve leadership appointments.
- Monitor succession planning.
- Review annual leadership performance.

Deans

- Identify faculty members with leadership potential.
- Mentor assigned faculty members.
- Recommend leadership assignments.
- Monitor leadership development.

Heads of Departments

- Identify potential leaders.
- Provide departmental leadership opportunities.
- Evaluate leadership performance.
- Recommend faculty for higher responsibilities.

Mentors

- Guide and mentor faculty members.
- Provide administrative exposure.
- Monitor leadership development.
- Conduct periodic reviews.
- Recommend future leadership opportunities.

Faculty Members

- Participate actively in mentoring.
- Perform assigned responsibilities.
- Demonstrate ethical and professional conduct.
- Continuously enhance leadership competencies.



15. Monitoring and Review

The implementation of this policy shall be monitored annually by the **Dean, Faculty & Student Development** in coordination with the **Dean, Institutional Performance & Quality Assurance**.

The annual review shall include:

- Number of faculty members mentored.
- Leadership portfolios assigned.
- Training programmes were conducted.
- Annual performance review outcomes.
- Faculty and mentor feedback.
- Succession planning status.
- Institutional impact.

Recommendations for revision shall be submitted to the Director for Management's approval.

16. Expected Outcomes

Implementation of this policy is expected to:

- Develop competent academic and administrative leaders.
- Create a sustainable leadership succession system.
- Strengthen participative governance and shared leadership.
- Enhance faculty engagement in institutional development.
- Improve readiness for NBA, NAAC, NIRF, and other quality initiatives.
- Promote accountability, innovation, and institutional ownership.
- Ensure continuity and stability in academic and administrative leadership.
- Contribute to the long-term strategic growth and excellence of the Institute.


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