

# **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]**

# **SERVICE RULES AND REGULATIONS**

## **(First Edition – 2025)**







## Annasaheb Dange College of Engineering and Technology,

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

ADCET

An empowered autonomous institute affiliated with Shivaji University, Kolhapur.  
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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 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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**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

- 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).





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**APPROVAL PAGE**

**Document Title:** Service Rules and Regulations

**Document Number:** ADCET/SRR/2025/01

**Version:** 1.0

The *Service Rules and Regulations* of Annasaheb Dange College of Engineering and Technology, Ashta have been reviewed and approved by the Competent Authority and shall come into effect from the date specified herein.

| Particulars      | Details                                                           |
|------------------|-------------------------------------------------------------------|
| Approved by      | Governing Body                                                    |
| Effective Date   | 01.06.2025                                                        |
| Supersedes       | Previous Service Rules/Administrative Orders, wherever applicable |
| Next Review Date | 31.05.2028                                                        |

**Signatories**

**Prepared By**

Dean, Institutional Performance & Quality Assurance

Signature: \_\_\_\_\_

Date: 01.06.2025

**Reviewed By**

Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By**

Member Secretary, Governing Body

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





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**DOCUMENT CONTROL SHEET**

| Particular       | Details                                             |
|------------------|-----------------------------------------------------|
| Document Title   | Service Rules and Regulations                       |
| Document Number  | ADCET/SRR/2025/01                                   |
| Version          | 1.0                                                 |
| Effective Date   | <u>01.06.2025</u>                                   |
| Review Frequency | Every Three Years or as required                    |
| Document Owner   | Director                                            |
| Custodian        | Dean, Institutional Performance & Quality Assurance |
| Approved By      | Governing Body                                      |
| Document Status  | Controlled Document                                 |
| Distribution     | All Departments and Administrative Sections         |
| Confidentiality  | Internal Institutional Document                     |



**AMENDMENT HISTORY**

| Version | Effective Date    | Section(s) Amended | Nature of Amendment | Approved By    |
|---------|-------------------|--------------------|---------------------|----------------|
| 1.0     | <u>01.06.2025</u> | Initial Issue      | First Edition       | Governing Body |

**Note:** All amendments to this document shall be approved by the Governing Body and communicated to all concerned employees through an official notification or circular.





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**TABLE OF CONTENTS**

| Sr. No. | Contents               |
|---------|------------------------|
| 1       | Approval Page          |
| 2       | Document Control Sheet |
| 3       | Amendment History      |
| 4       | Table of Contents      |

**Chapters**

| Chapter No. | Title                                                         |
|-------------|---------------------------------------------------------------|
| 1           | Preliminary                                                   |
| 2           | Definitions and Interpretation                                |
| 3           | Classification of Employees                                   |
| 4           | Appointment, Probation and Confirmation                       |
| 5           | Service Records and Personal Files                            |
| 6           | Seniority, Promotion and Career Progression                   |
| 7           | Duties, Responsibilities and Institutional Service            |
| 8           | Working Hours, Attendance and Official Responsibilities       |
| 9           | Professional Ethics, Confidentiality and Conflict of Interest |
| 10          | Performance Management                                        |
| 11          | Outside Employment, Consultancy and Intellectual Property     |
| 12          | Transfer, Deputation and Additional Assignments               |
| 13          | Resignation, Retirement and Separation from Service           |
| 14          | Misconduct, Disciplinary Action and Appeals                   |
| 15          | General Provisions                                            |
| 16          | Repeal, Saving and Transitional Provisions                    |

**Schedules**

| Schedule No. | Title                                                    |
|--------------|----------------------------------------------------------|
| I            | Classification of Employees                              |
| II           | Functional Responsibilities of Institutional Authorities |
| III          | Competent Authorities                                    |
| IV           | Notice Period                                            |
| V            | Illustrative List of Minor and Major Misconduct          |
| VI           | Disciplinary Procedure and Appeal Process                |
| VII          | Reference Documents                                      |





**CHAPTER 01**

**PRELIMINARY**

**1.1 Short Title**

These rules shall be called the "**Service Rules and Regulations of Annasaheb Dange College of Engineering and Technology, Ashta.**"

**1.2 Commencement**

These rules shall come into force from the date of approval by the Governing Body or any other competent authority of the Institute.

**1.3 Purpose**

The purpose of these rules is to define the basic conditions of service, responsibilities, rights, obligations and disciplinary provisions applicable to the employees of the Institute.

**1.4 Scope**

These rules shall govern matters relating to:

- a) Appointment, probation and confirmation;
- b) Seniority and career progression;
- c) Duties and institutional responsibilities;
- d) Professional conduct and confidentiality;
- e) Performance appraisal;
- f) Transfer, deputation and additional assignments;
- g) Resignation, retirement and separation from service;
- h) Misconduct, disciplinary action and appeals; and
- i) Interpretation and amendment of service provisions.

**1.5 Applicability**

These rules shall apply to all teaching, non-teaching, administrative, technical, and supporting employees of the Institute, whether appointed on a permanent, probationary, temporary, contractual, ad hoc, visiting, or any other approved basis.

Specific conditions mentioned in an employee's appointment order, contract or applicable statutory provisions shall also remain binding.

**1.6 Relationship with the HR Manual and Institutional Policies**

These Service Rules shall be read together with the approved HR Manual and other institutional policies.





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Matters relating to recruitment procedures, leave, pay, allowances, welfare benefits, promotion procedures, training, grievance redressal, prevention of sexual harassment, and employee conduct shall be governed by the Institute's respective manuals and policies, as amended from time to time.

In case of inconsistency, the provisions of applicable statutory regulations, Government directives, University statutes and decisions of the competent authority shall prevail.

### **1.7 Governing Provisions**

The service conditions of employees shall, wherever applicable, be governed by:

- a. Applicable laws and regulations;
- b. Directives of the Government of Maharashtra;
- c. Norms of AICTE, UGC and other regulatory authorities;
- d. Statutes and directions of Shivaji University, Kolhapur;
- e. Provisions approved by the Governing Body; and
- f. Institutional policies, rules and resolutions are issued from time to time.

### **1.8 Competent Authority**

For the purposes of these rules, the competent authority shall mean the Governing Body, the Management, the Director, or any officer authorised by an approved delegation of powers.

### **1.9 Interpretation**

Any question relating to the interpretation, application or implementation of these rules shall be referred to the Director. Where required, the Director may place the matter before the Management or Governing Body, whose decision shall be final and binding.

### **1.10 Power to Issue Instructions**

The Institute may issue circulars, procedures, guidelines and administrative instructions for the effective implementation of these rules.

Such instructions shall form part of the institutional service framework, provided they are not inconsistent with these rules or applicable statutory provisions.

### **1.11 Employee Responsibility**

Every employee shall be responsible for understanding and complying with these rules, the HR Manual, institutional policies, appointment conditions and official instructions issued from time to time.





## **CHAPTER 2**

### **DEFINITIONS AND INTERPRETATION**

#### **2.1 Definitions**

Unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

- a) **Institute** means Annasaheb Dange College of Engineering and Technology (ADCET), Ashta.
- b) **Management** means Sant Dnyaneshwar Shikshan Sanstha (SDSS), Urun Ishwarpur or its duly constituted authority governing the Institute.
- c) **Governing Body** means the statutory Governing Body of the Institute constituted in accordance with the applicable regulations.
- d) **Director** means the Head of the Institute appointed by the Management and approved by the Shivaji University, Kolhapur.
- e) **Competent Authority** means the authority empowered to take decisions under these rules by virtue of statute, delegation, or approval of the Management or Governing Body.
- f) **Employee** means any person appointed by the Institute in a teaching, non-teaching, administrative, technical, supporting or any other approved position.
- g) **Teaching Employee** means a faculty member appointed to discharge academic responsibilities including teaching, research, mentoring and other institutional duties.
- h) **Non-Teaching Employee** means an employee appointed in administrative, technical, laboratory, library, accounts, office, maintenance, or support services.
- i) **Service** means the period during which an employee serves the Institute under a valid appointment.
- j) **Appointment Order** means the official order issued by the Institute specifying the terms and conditions of appointment.
- k) **Probation** means the period during which an employee's suitability for regular appointment is assessed.
- l) **Confirmation** means the formal declaration by the competent authority that an employee has satisfactorily completed probation.
- m) **Department** means any academic or administrative unit of the Institute.
- n) **Head of Department (HoD)** means the person designated to administer an academic department.
- o) **Academic Year** means the period notified by the Institute for academic activities.
- p) **Working Day** means a day on which the Institute remains officially open for work.
- q) **Institutional Policy** means any policy, regulation, manual, guideline or procedure approved by the competent authority.
- r) **Performance Appraisal** means the institutional process adopted for evaluating employee performance in accordance with approved appraisal guidelines.
- s) **Misconduct** means any act or omission that violates these Service Rules, institutional policies, statutory provisions or lawful directions issued by the competent authority.
- t) **Disciplinary Authority** means the authority empowered to initiate and decide disciplinary proceedings.
- u) **Service Record** means the official record maintained by the Institute containing an employee's service-related information.



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- v) **Shall** indicates a mandatory requirement.
- w) **May** indicates discretionary authority.

## **2.2 Interpretation**

1. Words importing the masculine gender shall include the feminine gender and vice versa.
2. Words in the singular shall include the plural and vice versa, wherever the context so requires.
3. Headings and titles are provided for convenience only and shall not affect the interpretation of these rules.
4. Any matter not specifically covered under these rules shall be decided by the Competent Authority in accordance with applicable statutory provisions and institutional policies.
5. In case of any ambiguity or conflict in interpretation, the decision of the Governing Body shall be final and binding.





## **CHAPTER 3**

### **CLASSIFICATION OF EMPLOYEES**

#### **3.1 Classification**

Employees of the Institute shall be classified into the following categories based on the nature and tenure of their appointment:

- a. Permanent Employees
- b. Probationary Employees
- c. Temporary Employees
- d. Contractual Employees
- e. Ad hoc Employees
- f. Professor of Practice (PoP)
- g. Visiting Faculty
- h. Adjunct Faculty
- i. Emeritus Faculty
- j. Trainees, Apprentices and Interns
- k. Any other category approved by the Competent Authority.

#### **3.2 Teaching Employees**

Teaching employees shall include faculty members appointed to academic positions such as Professor, Associate Professor, Assistant Professor, Librarian, Physical Education Director and such other academic positions as approved by the Institute.

#### **3.3 Non-Teaching Employees**

Non-teaching employees shall include personnel engaged in administrative, technical, laboratory, library, accounts, office, maintenance, security, housekeeping, transport and other support services.

#### **3.4 Nature of Appointment**

Appointments may be made on a permanent, probationary, temporary, contractual, ad hoc, part-time, visiting or project basis, depending upon the institutional requirement and the terms specified in the appointment order.

#### **3.5 Service Conditions**

The service conditions applicable to an employee shall be governed by:

- a. the appointment order;
- b. these Service Rules and Regulations;
- c. the HR Manual and other institutional policies;





- d. resolutions of the Competent Authority; and
- e. applicable statutory rules and regulations.

### **3.6 Change in Employment Status**

The Institute may change the status of an employee from one category to another in accordance with approved policies, performance, availability of sanctioned posts and institutional requirements.

Such change shall be communicated through a formal office order.

### **3.7 Applicability of Rules**

These Service Rules shall apply to all employees unless specifically exempted by the Competent Authority or governed by separate contractual terms approved by the Institute.

### **3.8 Statutory Compliance**

Nothing contained in these rules shall override the provisions of any applicable Act, Government Resolution, AICTE/UGC regulations, University statutes or any other statutory authority governing the service conditions of employees.





## **CHAPTER 4**

### **APPOINTMENT, PROBATION AND CONFIRMATION**

#### **4.1 Appointment**

Appointments to the posts in the Institute shall be made by the Competent Authority in accordance with the approved Recruitment Policy, applicable statutory provisions and the requirements of the Institute.

Every appointment shall be communicated through a formal Appointment Order specifying the designation, nature of appointment, pay, reporting authority, probation period and other applicable terms and conditions.

#### **4.2 Acceptance of Appointment**

A selected candidate shall communicate acceptance of the appointment within the period specified in the Appointment Order.

Failure to accept or join within the stipulated time may result in cancellation of the offer, unless otherwise approved by the Competent Authority.

#### **4.3 Joining of Service**

Every employee shall submit the prescribed joining report and required documents before assuming duties.

The date on which the employee reports for duty and is accepted by the Institute shall be treated as the date of commencement of service.

#### **4.4 Verification of Documents**

The employee shall produce original certificates, testimonials and other documents required by the Institute for verification.

If any information or document is found to be false, fabricated or suppressed, the appointment shall be liable to cancellation and appropriate disciplinary action may be initiated.

#### **4.5 Medical Fitness**

Every employee shall satisfy the medical fitness requirements prescribed by the Institute or any statutory authority, wherever applicable.

#### **4.6 Probation**

Every employee appointed on probation shall serve the probation period prescribed by the Institute from the date of joining duty.





During this period, the employee's performance, conduct, integrity, professional competence and overall suitability for the post shall be continuously assessed.

The probation period shall ordinarily be as follows:

**a. Teaching Employees:** One (01) year.

**b. Non-Teaching Employees:** Two (02) years.

The Competent Authority may extend the probation period, where considered necessary, based on the employee's performance or other administrative reasons. Confirmation in service shall be subject to the satisfactory completion of probation and the issuance of a formal confirmation order by the Competent Authority.

#### **4.7 Extension of Probation**

Where the performance or conduct of a probationary employee is found to be unsatisfactory, the Competent Authority may extend the probation period or take any other action deemed appropriate in accordance with the applicable rules.

#### **4.8 Confirmation**

An employee shall be confirmed in service only upon satisfactory completion of the prescribed probation period and subject to the approval of the Competent Authority.

Confirmation shall take effect only after the issue of a written confirmation order.

#### **4.9 Service Agreement**

Where applicable, an employee may be required to execute a service agreement, bond or undertaking in the prescribed format as a condition of appointment.

#### **4.10 Seniority on Appointment**

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

#### **4.11 Modification of Terms of Appointment**

The Institute reserves the right to modify the terms and conditions of service in accordance with statutory provisions, institutional requirements and approved policies. Such modifications shall be communicated to the employee through an official order.





## **CHAPTER 5**

### **SERVICE RECORDS AND PERSONAL FILES**

#### **5.1 Service Record**

A Service Record shall be maintained by the Institute for every employee from the date of joining until separation from service.

The Service Record shall constitute the official record of the employee's service with the Institute.

#### **5.2 Service Book**

The Institute shall maintain a **Service Book** for every permanent and probationary employee in the prescribed format from the date of joining service.

The Service Book shall serve as the official record of the employee's service and shall contain, as applicable:

- a. Personal particulars of the employee.
- b. Appointment and joining details.
- c. Educational qualifications.
- d. Probation and confirmation.
- e. Pay fixation and revisions.
- f. Promotions and changes in designation.
- g. Transfers, deputation and additional responsibilities.
- h. Leave account, wherever applicable.
- i. Awards, recognitions and disciplinary orders.
- j. Retirement, resignation or other separation details.
- k. Any other service-related entries approved by the Competent Authority.

The Service Book shall be maintained by the designated administrative office and shall be updated on the basis of official orders and authenticated records.

#### **5.3 Personal File**

A Personal File shall be maintained for each employee in physical and/or digital form by the designated office.

The Personal File may include, but is not limited to, the following documents:

- a. Application and resume.
- b. Appointment order and joining report.
- c. Educational qualifications and experience certificates.
- d. Identity and address proof.
- e. Verification reports, where applicable.
- f. Confirmation, promotion and other service orders.





- g. Performance appraisal records.
- h. Training, FDP and professional development records.
- i. Publication Details
- j. IPR Details
- k. Awards, recognitions and achievements.
- l. Disciplinary proceedings, if any.
- m. Resignation, retirement or separation documents.

#### **5.4 Updating of Records**

Every employee shall promptly inform the Institute of any change in personal or service-related information, including address, contact details, qualifications, marital status, nominee details or any other information required for official records.

Supporting documents shall be submitted wherever applicable.

#### **5.5 Confidentiality**

Service Records and Personal Files shall be treated as confidential documents and shall be accessed only by the Competent Authority or authorised officials for official purposes.

No employee shall remove, alter, tamper with or disclose any service record without proper authorisation.

#### **5.6 Inspection of Records**

An employee may request access to his/her own Service Record for verification or correction, subject to the approval of the Competent Authority and the applicable institutional procedures.

#### **5.7 Preservation of Records**

The Institute shall preserve Service Records in accordance with applicable statutory requirements and its record retention policy.

Digital records maintained by the Institute shall have the same validity as physical records, wherever permitted by law.

#### **5.8 Responsibility for Accuracy**

The employee shall be responsible for ensuring the authenticity and accuracy of all documents and information submitted to the Institute.

Submission of false information or forged documents shall constitute misconduct and may invite disciplinary action, including termination of service.





## **CHAPTER 6**

### **SENIORITY, PROMOTION AND CAREER PROGRESSION**

#### **6.1 Seniority**

The seniority of an employee shall ordinarily be determined based on the date of regular appointment to the respective cadre, subject to the applicable statutory provisions and the orders of the Competent Authority.

#### **6.2 Seniority List**

The Institute shall maintain and update the seniority list of employees, wherever applicable. The seniority list shall be used for administrative purposes, promotions and other service matters.

#### **6.3 Eligibility for Promotion**

An employee shall be considered for promotion subject to:

- a. Availability of a sanctioned vacancy.
- b. Prescribed educational qualifications and experience.
- c. Satisfactory performance and conduct.
- d. Completion of the prescribed minimum service in the feeder cadre, wherever applicable.
- e. Compliance with the applicable statutory norms of AICTE, UGC, Government of Maharashtra and Shivaji University, Kolhapur.

#### **6.4 Criteria for Promotion**

Promotion shall be based on a combination of:

- a. Merit and competence.
- b. Performance appraisal.
- c. Academic, administrative and professional contributions.
- d. Research, consultancy, innovation and extension activities, wherever applicable.
- e. Institutional requirements.
- f. Recommendations of the duly constituted Selection Committee or Competent Authority.
- g. Promotion shall not be claimed as a matter of right.

#### **6.5 Promotion Procedure**

Promotions shall be made through the prescribed selection process in accordance with the applicable statutory provisions and the recommendations of the duly constituted Selection Committee.





The decision of the Competent Authority shall be final.

#### **6.6 Career Advancement**

Teaching employees shall be eligible for career advancement in accordance with the applicable AICTE, UGC, Government of Maharashtra and Shivaji University regulations, as adopted by the Institute.

Non-teaching employees may be considered for career progression based on qualifications, experience, performance, availability of vacancies and institutional requirements.

#### **6.7 Assignment of Additional Responsibilities**

The Competent Authority may assign additional academic, administrative or institutional responsibilities to any employee in the interest of the Institute.

Such assignments shall not automatically confer any claim for promotion, higher pay, seniority or other service benefits unless specifically approved by the Competent Authority.

#### **6.8 Withdrawal of Additional Responsibilities**

The Institute reserves the right to modify, withdraw or reassign any additional responsibility at any time in the interest of the Institute.

#### **6.9 Recognition of Meritorious Service**

The Institute may recognize outstanding academic, administrative, research, innovation and institutional contributions through awards, commendations, certificates or other forms of recognition as approved by the Competent Authority.





## **CHAPTER 7**

### **DUTIES, RESPONSIBILITIES AND INSTITUTIONAL SERVICE**

#### **7.1 General Responsibilities**

Every employee shall perform the duties assigned to him/her diligently, efficiently and honestly, and shall always act in the best interest of the Institute.

#### **7.2 Duties of Employees**

Every employee shall:

- a. Discharge assigned duties with integrity, professionalism and accountability.
- b. Comply with the provisions of these Service Rules, institutional policies and lawful orders issued by the Competent Authority.
- c. Maintain punctuality, regular attendance and discipline.
- d. Protect the property, assets and reputation of the Institute.
- e. Maintain confidentiality of official records and information.
- f. Promote a safe, inclusive and respectful work environment.

#### **7.3 Institutional Responsibilities**

In addition to the duties of the assigned post, employees shall actively contribute to institutional development through academic, administrative and extension activities as assigned by the Competent Authority.

Such responsibilities may include:

- a. Membership of statutory and non-statutory committees.
- b. Examination and evaluation duties.
- c. NBA, NAAC, IQAC and other accreditation-related activities.
- d. Admissions, outreach, student development and extension programmes.
- e. Research, consultancy, innovation and incubation activities, wherever applicable.
- f. Organization of conferences, workshops, seminars, FDPs and institutional events.
- g. Any other responsibility assigned in the interest of the Institute.
- h. Consultancy and Industrial Collaborations

#### **7.4 Reporting and Accountability**





Every employee shall report to the designated Reporting Officer and shall be accountable for the duties and responsibilities entrusted to him/her.

#### **7.5 Compliance with Directions**

Employees shall comply with all lawful instructions, office orders, circulars and decisions issued by the Competent Authority from time to time.

#### **7.6 Use of Institute Resources**

Employees shall use the Institute's infrastructure, equipment, information systems, funds and other resources responsibly and only for authorised institutional purposes.

Misuse or unauthorised use of Institute resources shall constitute misconduct.

#### **7.7 Professional Development**

Employees are encouraged to continuously enhance their professional competence through higher education, research, training, faculty development programmes, certifications and other academic or professional activities relevant to their roles.

#### **7.8 Conflict of Duties**

An employee shall avoid any activity or engagement that may adversely affect the discharge of official duties or create a conflict with the interests of the Institute.

#### **7.9 Responsibility for Institutional Image**

Every employee shall conduct himself/herself in a manner that upholds the dignity, reputation and values of the Institute, both within and outside the campus.

#### **7.10 Student Safety and Welfare**

Every employee shall contribute to maintaining a safe, secure, healthy and inclusive learning environment for students. Employees shall take reasonable measures to ensure the safety and well-being of students during academic, co-curricular, extracurricular and institutional activities conducted on or off the campus.

Any incident affecting student safety or welfare shall be reported promptly to the Competent Authority in accordance with the applicable institutional policies.

#### **7.11 Professional Behaviour with Students**

Every employee shall maintain a professional, respectful and impartial relationship with students at all times.

Employees shall:

**Service Rules and Regulations, ADCET, Ashta**





- a. Treat all students with dignity, fairness and respect.
- b. Maintain appropriate professional boundaries.
- c. Encourage an inclusive, discrimination-free and harassment-free learning environment.
- d. Avoid any form of physical, verbal, emotional or psychological abuse, intimidation or harassment.
- e. Respect the privacy and confidentiality of student information, except where disclosure is required by law or institutional policy.
- f. Refrain from any conduct that may adversely affect the academic, personal or emotional well-being of students.

#### **7.12 Compliance with Student Protection Policies**

Every employee shall comply with all institutional policies relating to student welfare, anti-ragging, prevention of sexual harassment, gender sensitization, child protection (where applicable), equal opportunity, grievance redressal and any other student protection mechanisms established by the Institute.





## **CHAPTER 8**

### **WORKING HOURS, ATTENDANCE AND OFFICIAL RESPONSIBILITIES**

#### **8.1 Working Hours**

The normal working hours of the Institute shall be as notified by the Competent Authority from time to time.

The working hours for employees shall ordinarily be as follows:

- a. **Teaching Employees:** 9:00 a.m. to 5:00 p.m.
- b. **Non-Teaching Employees:** 9:00 a.m. to 5:00 p.m.
- c. **Class IV Employees (Peons, Attendants, Housekeeping, and other supporting staff):**  
8:30 a.m. to 5:30 p.m.

The Institute shall ordinarily observe the **first and third Saturdays of every month as holidays**, in addition to Sundays and other declared public holidays.

Employees shall observe a lunch break as notified by the Institute. The Competent Authority may revise the working hours, holiday pattern or duty schedule, or require employees to work beyond the normal working hours, whenever necessary in the interest of the Institute.

#### **8.2 Attendance**

Every employee shall record attendance through the prescribed attendance system, including biometric attendance or any other system adopted by the Institute.

Attendance records maintained by the Institute shall be treated as the official record for all administrative purposes.

#### **8.3 Punctuality**

Employees shall report for duty punctually and remain present during the prescribed working hours. Habitual late reporting or unauthorized absence from the workplace may invite administrative or disciplinary action.

#### **8.4 Absence from Duty**

No employee shall remain absent from duty without prior approval of the Competent Authority, except in cases of emergency.

Employees shall promptly inform the Reporting Officer of any unavoidable absence and comply with the prescribed leave procedures.

#### **8.5 Official Duties**





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



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Employees may be required to perform duties beyond normal working hours whenever institutional exigencies so require.

#### **8.6 Official Meetings and Programmes**

Employees shall attend official meetings, training programmes, workshops, examinations, convocations, institutional functions and other activities as assigned by the Competent Authority.

#### **8.7 Campus Presence**

Employees shall not leave the Institute premises during working hours without obtaining prior permission from the competent authority or as permitted under the applicable institutional rules.

#### **8.8 Official Tours and Duty Assignments**

Employees deputed for official tours, training programmes, conferences, meetings or other institutional assignments shall perform such duties diligently and submit the required reports or documents, wherever applicable.

#### **8.9 Holidays and Vacation**

Employees shall observe holidays and vacations as notified by the Institute. Attendance during holidays or vacations may be required for examinations, admissions, accreditation activities, emergency duties or any other institutional work assigned by the Competent Authority.

#### **8.10 Compliance**

Every employee shall comply with all office orders, circulars, notifications and instructions relating to attendance, working hours and official responsibilities issued by the Institute from time to time.





## **CHAPTER 9**

### **PROFESSIONAL ETHICS, CONFIDENTIALITY AND CONFLICT OF INTEREST**

#### **9.1 Professional Ethics**

Every employee shall maintain the highest standards of honesty, integrity, impartiality and professionalism while discharging official duties and shall uphold the vision, mission and values of the Institute.

#### **9.2 Ethical Conduct**

Employees shall:

- a. Perform their duties fairly, responsibly and without discrimination.
- b. Respect the dignity and rights of colleagues, students, parents and other stakeholders.
- c. Maintain professional behaviour within and outside the Institute.
- d. Avoid any act that may adversely affect the reputation or interests of the Institute.

#### **9.3 Confidentiality**

Employees shall maintain the confidentiality of all official information, records, examination materials, research data, financial information, personnel records and any other information designated as confidential.

Such information shall not be disclosed, copied or used for personal or unauthorized purposes without the prior approval of the Competent Authority or as required by law.

#### **9.4 Conflict of Interest**

Employees shall avoid situations where personal, financial or professional interests conflict, or appear to conflict, with the interests of the Institute.

Any actual or potential conflict of interest shall be promptly disclosed to the Competent Authority.

#### **9.5 Acceptance of Gifts and Favours**

No employee shall solicit or accept any gift, hospitality, favour or benefit that may influence, or appear to influence, the impartial discharge of official duties, except customary tokens of nominal value accepted in accordance with applicable laws and institutional policies.

#### **9.6 Use of Official Position**

No employee shall misuse his/her official position, authority or access to institutional resources for personal gain or for the benefit of any individual or organization.



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



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**9.7 Intellectual Property and Official Information**

Any intellectual property, teaching material, research output, software, database, reports or other work developed using the Institute's resources shall be governed by the applicable institutional policies and statutory provisions.

**9.8 Public Statements and Media Communication**

Employees shall not issue public statements or communicate with the media on behalf of the Institute without prior authorization from the Competent Authority.

**9.9 Social Media and Digital Conduct**

Employees shall use digital platforms and social media responsibly and shall not publish, share or circulate any content that is defamatory, misleading, confidential or detrimental to the reputation of the Institute, its employees or students.

**9.10 Compliance**

Any violation of the provisions of this Chapter may constitute misconduct and shall be dealt with in accordance with the disciplinary provisions of these Service Rules.





## **CHAPTER 10**

### **PERFORMANCE APPRAISAL AND PROFESSIONAL DEVELOPMENT**

#### **10.1 Objective**

The Institute shall periodically assess the performance of employees to promote excellence, accountability, continuous improvement and institutional development.

#### **10.2 Performance Appraisal**

Every employee shall undergo performance appraisal in the manner prescribed by the Institute.

The performance appraisal system shall be based on the approved appraisal framework adopted by the Institute and may include academic, administrative, research, extension and institutional contributions, as applicable.

#### **10.3 Appraisal Process**

The performance appraisal shall ordinarily include:

- a. Self-appraisal by the employee.
- b. Evaluation by the Reporting Officer and/or Reviewing Authority.
- c. Verification of supporting documents, wherever applicable.
- d. Final assessment by the Competent Authority or the designated committee.

#### **10.4 Performance Review**

The outcome of the performance appraisal may be considered for:

- a. Confirmation of service.
- b. Promotion or career progression.
- c. Assignment of additional responsibilities.
- d. Recognition and awards.
- e. Identification of training and development needs.
- f. Performance improvement measures.

#### **10.5 Performance Improvement**

Where an employee's performance is found to be below the expected standards, the Institute may provide guidance, mentoring, training or a Performance Improvement Plan (PIP) to facilitate improvement.



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



**An empowered autonomous institute affiliated with Shivaji University, Kolhapur.  
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**10.6 Professional Development**

Employees shall continuously enhance their professional competence by participating in faculty development programmes, workshops, seminars, conferences, training programmes, certification courses, research, consultancy, innovation and other professional development activities relevant to their roles.

**10.7 Institutional Contribution**

Employees shall actively contribute to the academic, administrative and quality initiatives of the Institute, including accreditation, rankings, research, student development, outreach and other institutional activities assigned by the Competent Authority.

**10.8 Recognition of Excellence**

The Institute may recognise outstanding performance and exceptional contributions through awards, appreciation certificates, incentives or any other form of recognition approved by the Competent Authority.

**10.9 Records**

Performance appraisal records shall be maintained confidentially by the Institute and shall be used for official purposes in accordance with the applicable policies and service requirements.





## **CHAPTER 11**

### **OUTSIDE EMPLOYMENT, CONSULTANCY AND INTELLECTUAL PROPERTY**

#### **11.1 Outside Employment**

No employee shall undertake any full-time or part-time employment, business, profession or other remunerative assignment that may interfere with the discharge of official duties or create a conflict of interest with the Institute, without the prior written approval of the Competent Authority.

#### **11.2 Consultancy Assignments**

Employees may undertake consultancy, testing, training or professional assignments only in accordance with the approved policies of the Institute and with the prior approval of the Competent Authority.

Such assignments shall not adversely affect the employee's official responsibilities.

#### **11.3 Honorarium and Remuneration**

Acceptance of honorarium, remuneration, professional fees or any other financial benefit arising from external assignments shall be governed by the applicable rules and policies of the Institute.

#### **11.4 Research and Innovation**

The Institute encourages employees to undertake research, publish scholarly work, secure sponsored projects, file patents, develop innovations and promote entrepreneurship, subject to the applicable institutional policies.

#### **11.5 Intellectual Property Rights**

The ownership, protection, commercialization and sharing of Intellectual Property created by employees using the Institute's resources or under sponsored projects shall be governed by the Institute's Intellectual Property Rights (IPR) Policy and applicable statutory provisions.

#### **11.6 Confidential Information**

Employees shall not disclose or use confidential institutional information, research data, proprietary information or intellectual property for personal benefit or for the benefit of any third party without prior authorization.

#### **11.7 Compliance**

Violation of the provisions of this Chapter shall be treated as misconduct and may invite disciplinary action in accordance with these Service Rules and the applicable institutional policies.



## CHAPTER 12

### TRANSFER, DEPUTATION AND ADDITIONAL ASSIGNMENTS

#### 12.1 Transfer

The services of an employee are liable to be transferred, in the interest of the Institute, to any department, section, centre, campus or constituent unit under the Management.

An employee shall comply with the transfer orders issued by the Competent Authority.

#### 12.2 Administrative Reassignment

The Competent Authority may reassign an employee to another position, department or functional area based on institutional requirements, administrative exigencies or operational needs.

#### 12.3 Deputation

An employee may be deputed to any academic institution, industry, research organization, government agency or any other organization for academic, administrative, research, consultancy or institutional purposes, subject to the approval of the Competent Authority and the applicable rules.

The terms and conditions of deputation shall be specified in the deputation order.

#### 12.4 Additional Assignments

The Competent Authority may assign additional academic, administrative, examination, research, extension or institutional responsibilities to any employee in the interest of the Institute.

Such assignments may include, but are not limited to, committee membership, coordination of institutional activities, accreditation work, admissions, examinations, student development programmes and any other responsibility deemed necessary by the Institute.

#### 12.5 Relinquishment of Additional Responsibilities

An employee shall not relinquish or discontinue any assigned responsibility without the prior approval of the Competent Authority.

#### 12.6 Remuneration

Additional assignments shall ordinarily form part of the employee's institutional responsibilities unless otherwise approved by the Competent Authority. Any honorarium or remuneration shall be governed by the applicable institutional policies.

#### 12.7 Compliance

Failure to comply with a lawful transfer, deputation or assignment order without valid reason may constitute misconduct and shall be dealt with in accordance with the disciplinary provisions of these Service Rules.



## CHAPTER 13

### RESIGNATION, RETIREMENT AND SEPARATION FROM SERVICE

#### 13.1 Modes of Separation

An employee may cease to be in the service of the Institute through:

- Resignation;
- Retirement or superannuation;
- Voluntary retirement, wherever applicable;
- Termination of service;
- Death while in service; or
- Any other mode permitted under the applicable statutory provisions.

#### 13.2 Resignation

An employee intending to resign from service shall submit a written resignation to the Competent Authority through the proper channel.

The resignation shall become effective only after its acceptance by the Competent Authority and completion of all relieving formalities.

#### 13.3 Notice Period

The notice period for resignation shall be as specified in the Appointment Order or as prescribed by the Institute from time to time.

The Competent Authority may waive, reduce or require payment in lieu of the notice period, subject to institutional requirements.

#### 13.4 Retirement

An employee shall retire from service on attaining the age of superannuation as prescribed by the applicable statutory provisions or the rules adopted by the Institute.

#### 13.5 Relieving from Service

Before being relieved from service, an employee shall:

- Hand over charge of all duties, records and institutional property.
- Obtain a No Dues Certificate from the concerned departments.





**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]**

- c. Return all identity cards, keys, equipment, documents and other property belonging to the Institute.
- d. Complete all exit formalities prescribed by the Institute.

### **13.6 Settlement of Dues**

Settlement of salary, leave encashment (where applicable), provident fund, gratuity and other admissible benefits shall be made in accordance with the applicable statutory provisions and institutional rules after successful completion of the exit formalities.

### **13.7 Certificate of Service**

The Institute may issue a Service Certificate, Experience Certificate or Relieving Letter to the employee after completion of all formalities and settlement of dues.

### **13.8 Separation in the Interest of the Institute**

The Institute reserves the right to terminate or discontinue the services of an employee in accordance with the terms of appointment, these Service Rules and the applicable statutory provisions.

### **13.9 Interpretation**

Any matter relating to resignation, retirement or separation that is not specifically covered under these rules shall be decided by the Competent Authority in accordance with the applicable laws and institutional policies.





## CHAPTER 14

### MISCONDUCT, DISCIPLINARY ACTION AND APPEALS

#### 14.1 Objective

The objective of disciplinary action is to maintain discipline, integrity, professionalism and accountability among employees while ensuring fairness, transparency and compliance with the principles of natural justice.

#### 14.2 Misconduct

An employee shall be liable for disciplinary action for any act of misconduct, including but not limited to:

- a. Wilful insubordination or disobedience of lawful orders.
- b. Habitual absence, late attendance or negligence in the discharge of duties.
- c. Breach of these Service Rules, institutional policies or lawful instructions.
- d. Fraud, dishonesty, misappropriation, falsification of records or submission of false information.
- e. Theft, damage to or unauthorized use of Institute property.
- f. Breach of confidentiality or unauthorized disclosure of official information.
- g. Harassment, discrimination, intimidation, violence or any behaviour affecting the dignity of employees or students.
- h. Sexual harassment or violation of the provisions of the Prevention of Sexual Harassment (POSH) policy.
- i. Ragging, abetment of ragging or violation of anti-ragging regulations.
- j. Acceptance or solicitation of illegal gratification, gifts or personal benefits in connection with official duties.
- k. Any act prejudicial to the reputation, discipline, safety or interests of the Institute.
- l. Conviction by a court of law for an offence involving moral turpitude.

#### 14.3 Disciplinary Authority

The Competent Authority shall be responsible for initiating and deciding disciplinary proceedings in accordance with the applicable rules and institutional procedures.

#### 14.4 Disciplinary Procedure

No major penalty shall be imposed without providing the employee with a reasonable opportunity to explain the alleged misconduct.



The disciplinary procedure may include:

- a. Preliminary inquiry, wherever necessary.
- b. Issue of a show-cause notice or charge-sheet.
- c. Submission of a written explanation by the employee.
- d. Inquiry by the designated authority or committee, where required.
- e. Decision by the Competent Authority.

The principles of natural justice shall be observed throughout the proceedings.

#### **14.5 Penalties**

Depending upon the nature and gravity of the misconduct, the Competent Authority may impose one or more of the following penalties:

##### **Minor Penalties**

- a. Oral or written warning.
- b. Censure.
- c. Adverse remark in the service record.
- d. Withholding of increment, where permissible.

##### **Major Penalties**

- a. Suspension, in accordance with applicable rules.
- b. Reduction in rank or responsibilities.
- c. Recovery of financial loss caused to the Institute.
- d. Compulsory retirement, where applicable.
- e. Removal from service.
- f. Dismissal from service.

#### **14.6 Suspension**

Where the circumstances so warrant, an employee may be placed under suspension pending inquiry or disciplinary proceedings, in accordance with the applicable statutory provisions and institutional rules.

#### **14.7 Appeal**

An employee aggrieved by an order imposing a penalty may prefer an appeal to the Appellate Authority within **30 days** from the date of receipt of the order.





**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]**

The decision of the Appellate Authority shall be final and binding.

**14.8 General**

Nothing contained in this Chapter shall prejudice the right of the Institute to initiate civil or criminal proceedings, wherever applicable, in addition to disciplinary action.





## **CHAPTER 15**

### **GENERAL PROVISIONS**

#### **15.1 Interpretation**

In the event of any doubt regarding the interpretation or application of these Service Rules, the matter shall be referred to the Competent Authority. The decision of the Competent Authority shall be final, subject to the provisions of applicable statutory regulations.

#### **15.2 Power to Relax**

Where the application of any provision of these Service Rules causes undue hardship or where exceptional circumstances exist, the Competent Authority may, for reasons to be recorded in writing, relax the application of such provision, provided that such relaxation is not inconsistent with the applicable statutory provisions.

#### **15.3 Amendment of Rules**

The Institute reserves the right to amend, modify, add to or repeal any provision of these Service Rules with the approval of the Governing Body or the Competent Authority, as applicable.

All amendments shall take effect from the date notified by the Institute.

#### **15.4 Statutory Compliance**

These Service Rules shall be read in conjunction with the applicable Acts, Government Resolutions, AICTE Regulations, UGC Regulations, Shivaji University Statutes, and other statutory provisions governing higher education institutions.

In the event of any inconsistency, the applicable statutory provisions shall prevail.

#### **15.5 Matters Not Covered**

Any matter relating to service conditions that is not specifically provided for in these Service Rules shall be governed by:

- The employee's Appointment Order;
- The Institute's HR Manual and other approved policies;
- Resolutions of the Governing Body and Competent Authority; and
- Applicable statutory provisions.

#### **15.6 Repeal and Saving**





**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]

Upon the coming into force of these Service Rules, all previous service rules, office orders or administrative instructions relating to matters covered herein shall stand superseded to the extent of such inconsistency.

However, any action taken, order issued or decision made under the previous rules shall be deemed to have been taken under these Service Rules, unless otherwise decided by the Competent Authority.

**15.7 Effective Date**

These Service Rules shall come into force from the date of their approval by the Governing Body and shall remain in force until amended or repealed.

**15.8 Compliance**

Every employee shall be deemed to have read, understood and accepted these Service Rules and shall comply with their provisions as amended from time to time.





## **CHAPTER 16**

### **REPEAL, SAVING AND TRANSITIONAL PROVISIONS**

#### **16.1 Repeal**

With effect from the date of implementation of these Service Rules and Regulations, all previous service rules, administrative instructions, office orders or practices relating to matters covered herein shall stand superseded to the extent of their inconsistency with these Rules.

#### **16.2 Saving**

Notwithstanding such repeal, any appointment, order, decision, action or disciplinary proceeding initiated under the previous rules or administrative instructions shall be deemed to have been made or initiated under the corresponding provisions of these Service Rules, unless otherwise decided by the Competent Authority.

#### **16.3 Transitional Provisions**

Employees who are in service on the date of commencement of these Service Rules shall continue to be governed by their existing terms and conditions of appointment, except to the extent modified by these Rules or by subsequent orders issued by the Competent Authority.

#### **16.4 Removal of Difficulties**

If any difficulty arises in giving effect to the provisions of these Service Rules, the Competent Authority may issue such clarifications or administrative instructions as may be necessary, provided that they are not inconsistent with the provisions of these Rules or the applicable statutory regulations.

#### **16.5 Supremacy of Statutory Provisions**

If any provision of these Service Rules is found to be inconsistent with any applicable Act, Government Resolution, AICTE Regulations, UGC Regulations, Shivaji University Statutes or any other statutory provision, the relevant statutory provision shall prevail to the extent of such inconsistency.

#### **16.6 Effective Date**

These Service Rules and Regulations shall come into force from the date of their approval by the Governing Body of the Institute and shall remain in force until amended or repealed.

#### **16.7 Amendment**

The Governing Body reserves the right to amend, modify, interpret or repeal any provision of these Service Rules from time to time. All such amendments shall be notified through official orders and shall form an integral part of these Rules.



**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]

**SCHEDULE I**

**CLASSIFICATION OF EMPLOYEES**

Employees of the Institute shall be classified into the following categories:

| Category | Classification                | Description                                                                                                                                                                                                                                                                                                                  |
|----------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1        | Permanent Employee            | An employee appointed against a sanctioned post and confirmed in service after successful completion of probation.                                                                                                                                                                                                           |
| 2        | Probationary Employee         | An employee appointed on probation for the period prescribed by the Institute before confirmation.                                                                                                                                                                                                                           |
| 3        | Temporary Employee            | An employee appointed for a specific period or temporary requirement of the Institute.                                                                                                                                                                                                                                       |
| 4        | Contractual Employee          | An employee appointed for a fixed tenure under the terms and conditions specified in the contract.                                                                                                                                                                                                                           |
| 5        | Ad hoc Employee               | An employee appointed on a purely temporary basis to meet urgent or short-term institutional requirements.                                                                                                                                                                                                                   |
| 6        | Visiting Faculty              | An academic expert engaged on a part-time or lecture basis for a specified duration or assignment.                                                                                                                                                                                                                           |
| 7        | Adjunct Faculty               | A distinguished academician or industry expert engaged to contribute to teaching, research, innovation or academic development.                                                                                                                                                                                              |
| 8        | Emeritus Faculty              | A retired distinguished academician engaged by the Institute for academic guidance, mentoring or research.                                                                                                                                                                                                                   |
| 9        | Project Staff                 | Personnel appointed under sponsored research projects, consultancy projects or externally funded schemes for a specified period.                                                                                                                                                                                             |
| 10       | Trainee / Apprentice / Intern | Individuals engaged for training, apprenticeship or internship under approved institutional or statutory programmes.                                                                                                                                                                                                         |
| 11       | Professor of Practice         | A distinguished expert from industry, government, research organizations or the profession appointed in accordance with the applicable AICTE Regulations to contribute to teaching, practical training, curriculum development, research, innovation, consultancy and industry-institute interaction for a specified tenure. |

**Teaching Employees**

Teaching employees shall ordinarily include:

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Physical Education Director
- Any other academic position approved by the Competent Authority.

**Non-Teaching Employees**

Non-teaching employees shall ordinarily include:





**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]

- Administrative Officers
- Office Superintendents
- Section Officers
- Office Assistants
- Accountants
- Laboratory Staff
- Library Staff
- Technical Staff
- Computer Centre Staff
- Workshop Staff
- Maintenance Staff
- Drivers
- Peons
- Attendants
- Housekeeping Staff
- Security Personnel
- Any other supporting staff approved by the Institute.

**Note:** The classification of an employee shall be governed by the Appointment Order issued by the Institute. The Competent Authority reserves the right to create, modify, merge or abolish any category of employment in accordance with statutory provisions and institutional requirements.

**SCHEDULE II**

**FUNCTIONAL RESPONSIBILITIES OF INSTITUTIONAL AUTHORITIES**

The following functional responsibilities are indicative in nature and shall be performed in addition to any other duties assigned by the Management, Governing Body, Director or the Competent Authority from time to time.

| Sr. No. | Authority                                 | Functional Responsibilities                                                                                                                                                                                                                                                 |
|---------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Director                                  | Overall academic and administrative leadership of the Institute; implementation of statutory regulations and institutional policies; strategic planning; governance; resource management; quality assurance; stakeholder engagement; and overall institutional performance. |
| 2       | Dean, Academics                           | Curriculum planning and revision; academic regulations; academic calendar; teaching-learning process; academic monitoring; academic audit; innovative pedagogical practices; implementation of educational policies; and student feedback on teaching-learning.             |
| 3       | Dean, Infrastructure & Campus Development | Campus planning and development; maintenance of infrastructure; facilities management; green campus initiatives; safety and sustainability initiatives; and monitoring of physical resources.                                                                               |
| 4       | Dean, E-Governance                        | ERP implementation; institutional automation; digital governance; data management; cybersecurity; information systems; and Institute website management.                                                                                                                    |
| 5       | Administrative Officer                    | Administration; institutional records; statutory compliance; human resource administration; official correspondence; office management;                                                                                                                                     |





**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]

| Sr. No. | Authority                                           | Functional Responsibilities                                                                                                                                                                                                                                                                                                                                               |
|---------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                                     | student administration; statutory committees; and implementation of the Citizen Charter.                                                                                                                                                                                                                                                                                  |
| 6       | Dean, Institutional Performance & Quality Assurance | IQAC coordination; documentation for NBA, NAAC, NIRF and ranking frameworks; quality audits; institutional performance monitoring; best practices; quality initiatives; policy implementation; and accreditation activities.                                                                                                                                              |
| 7       | Dean, Examination and Evaluations                   | Examination planning and conduct; assessment and evaluation; result processing and analysis; examination reforms; confidentiality of examination processes; and automation of examination systems.                                                                                                                                                                        |
| 8       | Dean, Faculty & Student Development                 | Faculty orientation and development; mentoring; student skill development; counselling; student welfare; co-curricular, extracurricular, sports and cultural activities; NSS; and leadership development.                                                                                                                                                                 |
| 9       | Dean, Alumni Relations & Strategic Partnership      | Alumni database; alumni engagement; alumni association; fundraising; alumni networking; alumni newsletter; strategic partnerships; and alumni support for institutional development.                                                                                                                                                                                      |
| 10      | Dean, Research, Innovation & Start-up               | Research promotion; sponsored projects; patents; publications; innovation; incubation; start-up ecosystem; Centres of Excellence; research ethics; and funding opportunities.                                                                                                                                                                                             |
| 11      | Dean, Industry-Institute Interaction & Placements   | Industry collaborations; internships; placements; skill enhancement; industrial visits; MoUs; career guidance; and industry engagement.                                                                                                                                                                                                                                   |
| 12      | Dean, Consultancy & Revenue Generation              | Consultancy services; testing and analytical services; industry projects; continuing education programmes; revenue generation; and consultancy promotion.                                                                                                                                                                                                                 |
| 13      | Dean, International Collaborations                  | International collaborations; MoUs; faculty and student exchange; international admissions; collaborative research; global partnerships; and internationalization initiatives.                                                                                                                                                                                            |
| 14      | Head of Department                                  | Academic administration of the department; curriculum implementation; departmental planning; faculty mentoring; academic monitoring; outcome-based education implementation; laboratory and facility development; student mentoring; departmental documentation; quality assurance; research promotion; industry interaction; and achievement of departmental objectives. |
| 15      | Associate Dean                                      | Assists the respective Dean in planning, implementation, monitoring, documentation, quality assurance, coordination of departmental and institutional activities, preparation of reports, compliance with statutory and accreditation requirements, and performs such other duties as assigned by the Director or the respective Dean.                                    |

Note:





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



**An empowered autonomous institute affiliated with Shivaji University, Kolhapur.**  
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1. The above responsibilities are indicative and not exhaustive.
2. The Management, Governing Body, Director or the Competent Authority may assign additional responsibilities, modify existing responsibilities or constitute new positions based on institutional requirements.
3. Detailed roles, responsibilities and key performance indicators (KPIs) may be prescribed separately through institutional policies, office orders or standard operating procedures (SOPs).

**SCHEDULE III**

**COMPETENT AUTHORITIES**

The following authorities shall ordinarily be competent to exercise powers under these Service Rules. The Management or Governing Body may modify the delegation of powers from time to time.

| Sr. No. | Matter                                                    | Competent Authority                                                |
|---------|-----------------------------------------------------------|--------------------------------------------------------------------|
| 1       | Appointment of Employees                                  | Management / Governing Body                                        |
| 2       | Issue of Appointment Orders                               | Director                                                           |
| 3       | Acceptance of Joining Report                              | Director / Administrative Officer                                  |
| 4       | Confirmation of Service                                   | Director / Management                                              |
| 5       | Assignment of Additional Responsibilities                 | Director                                                           |
| 6       | Transfer / Reassignment of Duties                         | Director                                                           |
| 7       | Approval of Training, Conferences and Official Deputation | Director                                                           |
| 8       | Performance Appraisal                                     | Reporting Officer / Reviewing Officer / Competent Committee        |
| 9       | Promotion                                                 | Selection Committee / Management / Governing Body                  |
| 10      | Disciplinary Proceedings                                  | Competent Authority as notified by the Institute                   |
| 11      | Acceptance of Resignation                                 | Management / Director                                              |
| 12      | Appeals                                                   | Appellate Authority constituted by the Management / Governing Body |

**Note:**

1. The above delegation is indicative and may be modified by the Management or Governing Body from time to time.
2. Where any statutory authority is prescribed under AICTE, UGC, Government or University regulations, such provisions shall prevail.

**SCHEDULE IV**

**NOTICE PERIOD**

The following notice periods shall ordinarily apply unless otherwise specified in the Appointment Order or prescribed by the Competent Authority.





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| Category of Employee                       | Notice Period                                                       |
|--------------------------------------------|---------------------------------------------------------------------|
| During Probation                           | Three Month                                                         |
| Permanent Teaching Employee                | Three Months                                                        |
| Permanent Non-Teaching Employee            | Two Months                                                          |
| Contractual Employee                       | As specified in the Contract Agreement                              |
| Temporary / Ad hoc Employee                | Fifteen Days or as specified in the Appointment Order               |
| Visiting / Adjunct / Professor of Practice | As per the terms of engagement                                      |
| Institute Terminating Service              | As per the terms of appointment and applicable statutory provisions |

### General Provisions

1. The notice period shall ordinarily commence from the date of acceptance of the resignation by the Competent Authority.
2. The Competent Authority may waive, reduce or require the notice period, or accept payment in lieu of the notice period, subject to institutional requirements.
3. An employee shall complete all handing-over formalities and obtain a **No Dues Certificate** before being relieved from service.
4. The Institute reserves the right to relieve an employee earlier or retain the employee during the notice period in the interest of the Institute, subject to applicable statutory provisions.

### SCHEDULE V

#### ILLUSTRATIVE LIST OF MINOR AND MAJOR MISCONDUCT

The following acts are illustrative and not exhaustive. Depending on the nature and gravity of the misconduct, the Competent Authority may impose an appropriate penalty in accordance with Chapter 14 of these Service Rules.

#### A. Minor Misconduct

1. Habitual late attendance.
2. Absence from duty without prior intimation or permission.
3. Negligence in the performance of assigned duties.
4. Failure to comply with lawful instructions issued by the Competent Authority.
5. Failure to attend official meetings, training programmes or institutional activities without valid reason.
6. Improper maintenance or delayed submission of official records and reports.
7. Minor misuse of Institute facilities or resources.
8. Discourteous behaviour towards colleagues, students, parents or visitors.
9. Violation of office discipline or administrative procedures.





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10. Any other act considered as minor misconduct by the Competent Authority.

**B. Major Misconduct**

1. Wilful insubordination or disobedience of lawful orders.
2. Fraud, forgery, falsification of records or submission of false documents.
3. Misappropriation, theft or unauthorized use of Institute funds or property.
4. Acceptance or demand of illegal gratification or undue personal benefit.
5. Sexual harassment or violation of the POSH Policy.
6. Ragging or violation of Anti-Ragging Regulations.
7. Physical violence, intimidation or abusive behaviour.
8. Disclosure of confidential or sensitive institutional information without authorization.
9. Gross negligence resulting in financial loss or damage to the Institute.
10. Conviction by a court of law for an offence involving moral turpitude.
11. Engaging in outside employment or business without prior approval, where such approval is required.
12. Wilful damage to the reputation or interests of the Institute.
13. Any act that seriously affects discipline, safety, security or the functioning of the Institute.

**Note:** The above list is indicative and not exhaustive. The Competent Authority may determine the nature of misconduct based on the facts and circumstances of each case.

**SCHEDULE VI**

**DISCIPLINARY PROCEDURE AND APPEAL PROCESS**

**A. Disciplinary Procedure**

The disciplinary proceedings shall ordinarily follow the following process:

1. Receipt of complaint or report.
2. Preliminary examination of the matter.
3. Issue of a Show Cause Notice or Charge Sheet, wherever applicable.
4. Submission of explanation by the employee within the prescribed time.
5. Appointment of an Inquiry Officer or Committee, if required.
6. Conduct of inquiry in accordance with the principles of natural justice.
7. Submission of the inquiry report.
8. Decision by the Competent Authority.
9. Communication of the final order to the employee.





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## **B. Appeal Process**

1. An employee aggrieved by the order of the Competent Authority may submit an appeal to the Appellate Authority within **30 days** from the date of receipt of the order.
2. The appeal shall clearly state the grounds for seeking review of the decision and shall be supported by relevant documents, if any.
3. The Appellate Authority may:
  - o Confirm the order;
  - o Modify the penalty;
  - o Set aside the order; or
  - o Remand the matter for reconsideration or fresh inquiry.
4. The decision of the Appellate Authority shall ordinarily be final and binding, subject to applicable statutory provisions.

## **SCHEDULE VIII**

### **REFERENCE DOCUMENTS**

The following institutional documents shall be read in conjunction with these Service Rules and Regulations, as amended from time to time:

1. HR Manual
2. Recruitment Policy
3. Academic Regulations
4. Examination Manual
5. Leave Rules
6. Performance Appraisal System (CPRP/FPADS/PBAA) Guidelines
7. Research, Consultancy and Innovation Policy
8. Intellectual Property Rights (IPR) Policy
9. Anti-Ragging Policy
10. Prevention of Sexual Harassment (POSH) Policy
11. Student Grievance Redressal Policy
12. Employee Grievance Redressal Policy
13. Information Technology and E-Governance Policy
14. Any other policy, manual, regulation or office order approved by the Management, Governing Body or Competent Authority.







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